UNISON DIRECT

Free UAE FTA Audit Readiness Checklist

A simple 10-minute self-check for UAE business owners and finance teams.

12 QUICK CHECKS

Use this to check whether your VAT, Corporate Tax, invoices, and records are ready if the FTA asks for information.

Tick each item that is complete. Then use the scorecard below to see where you stand.

	AREA	QUICK CHECK	DONE
1	FTA details	FTA login, TRN, registered email, and company details are up to date.	☐
2	VAT returns	VAT returns match sales, purchases, and accounting records.	☐
3	VAT payments	VAT payments are made within the required deadline.	☐
4	Tax invoices	Sales invoices show the correct TRN, VAT amount, date, and company details.	☐
5	Expense proof	Supplier invoices, receipts, and payment records are saved and easy to find.	☐
6	Bank records	Bank statements match customer receipts and supplier payments.	☐
7	Sales trail	Contracts, proposals, invoices, and payment records are linked.	☐
8	Corporate Tax	Records support revenue, expenses, assets, and liabilities.	☐
9	Public offers	Website, social media offers, and pricing match what you actually invoice.	☐
10	Storage	VAT, Corporate Tax, invoices, contracts, and bank records are stored by period.	☐
11	Audit folder	One key-document folder is ready in case the FTA asks for records.	☐
12	Adjustments	Unusual transactions, refunds, discounts, or adjustments have clear notes.	☐

Quick score

Count how many checks you ticked.

0-4	5-8	9-11	12
HIGH RISK	PARTLY READY	MOSTLY READY	BASICS IN PLACE

Need help? Book a free consultation

unisondirect.com/ar | hello.uae@unisondirect.com | +971 561 514280

General readiness checklist only; not tax or legal advice. VAT returns and payments are generally due within 28 days of the tax period end.
Corporate Tax records are generally retained for at least 7 years. Sources: UAE Federal Tax Authority VAT guidance and Corporate Tax record-retention guidance.