UDB Logistics

Supplier Onboarding Checklist (UAE)

APPLIES TO
UDB Logistics FZCO (DIEZ)

GOVERNING LAW
UAE / Dubai Courts

VERSION
v1.0

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14 Feb 2026

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OWNER
Compliance (Head of Compliance)

CONTACT
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1. Purpose

This checklist provides a practical onboarding and approval workflow for suppliers and operational partners used by UDB Logistics FZCO (DIEZ) ("UDB") in the UAE.

2. Supplier categorization (select one)

Category (service type):

- ■ Airline / GSA / carrier-related counterparty
- ■ Ground handler / terminal operator
- ■ Trucking / transport partner
- ■ Warehouse / bonded facility
- ■ DG partner / packing / repacking vendor
- ■ Screening / security service provider
- ■ Customs broker/agent (where applicable)
- ■ IT / communications provider (where operationally relevant)
- ■ Other: _____

Risk Tier: ■ Tier A (Standard) ■ Tier B (Enhanced) ■ Tier C (Critical/HV)

3. Minimum onboarding pack (required where feasible)

3.1 Identity / registration

- ■ Legal name + trade name (if different)
- ■ Trade license / registration evidence (or equivalent)
- ■ Registered address + operating address(es)
- ■ Authorized signatory / management contact
- ■ Bank details (if paid by UDB)
- ■ VAT status (if applicable)

3.2 Operational capability

- ■ Service description and scope
- ■ Coverage (locations, routes, operating hours)
- ■ Operational escalation contact(s) 24/7 (if applicable)
- ■ Commodity limits (DG, lithium, high-value, restricted goods)

4. Compliance screening (minimum)

- ■ Sanctions / restricted party screening completed (supplier legal name)
- ■ Screening outcome: ■ Clear ■ Potential match (manual review) ■ Confirmed match (reject/escalate)
- ■ Export control / strategic goods exposure: ■ Not applicable ■ Applicable (notes / approvals workflow) _____
- ■ Adverse media check (Tier B/C, where reasonable): ■ Done ■ Not required

5. Security & quality checks (risk-based)

Tier A (Standard)

- ■ Basic custody exposure understood
- ■ Basic handover proof availability confirmed (where relevant)

Tier B (Enhanced) — add

- ■ Custody/access controls described (warehouse/trucking)
- ■ Incident cooperation capability confirmed
- ■ Documentation discipline confirmed (where relevant)

Tier C (Critical/HV) — add

- ■ Ability to support chain-of-custody evidence (handover proof / timestamps)
- ■ Evidence preservation support (e.g., CCTV retention request process)
- ■ Security escalation contacts confirmed
- ■ HV handling feasibility confirmed (seals/tamper evidence where applicable)

6. Insurance / liability (where applicable)

- ■ Evidence of relevant insurance requested (custody/warehouse/transport)
- ■ Supplier liability/terms noted (where available)

Notes: _____

7. Approval decision

Decision: ■ Approved ■ Approved with conditions ■ Pending ■ Rejected

Tier assigned: ■ A ■ B ■ C

Approved services/routing limitations (if any): _____

Approver (Compliance): _____ Date: _____

Approver (Ops/Finance if required): _____ Date: _____

8. Review / re-assessment

Review type: ■ Annual (Tier B/C where feasible) ■ Event-driven

Next review date (if applicable): _____

Triggers: incidents / repeated failures / license lapse / compliance flags.