Verify company information

Use authoritative company identity and registered-office information during supplier setup and contracting.

Task: Use the verify company information process consistently and retain the right evidence.

Audience: Procurement, finance and legal teams

Owner: Obedience Governance

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Purpose and scope

Use authoritative company identity and registered-office information during supplier setup and contracting.

Use this guide as orientation, then rely on the signed agreement, current policy or named support response where those sources set a more specific obligation.

Prepare the right information

- The company name and registration details shown.
- The intended contract or payment record.
- Any external registry evidence required by your process.

Follow the controlled process

1. Frame the need

State the desired outcome, affected product and accountable contact. For verify company information, avoid assumptions that have not been confirmed in writing.

2. Review and decide

Use the current governed source, record material questions and obtain approval from the person who owns the decision.

3. Retain evidence

Keep the final reference, date, decision and any follow-up action together so a later reviewer can reconstruct what happened.

Expected record

- A consistent supplier record.
- Resolved identity discrepancies.
- A retained verification date.

Keep in mind

Banking changes must be independently verified through an approved contact, never from an unexpected email alone.

Security and disclosure boundary

- Never send passwords, authentication codes, private keys or recovery codes to Obedience staff.
- Share the minimum customer, project and commercial information needed for the stated purpose.

- Public documentation explains controls and responsibilities without publishing exploitable topology, credentials or confidential implementation detail.