SAMPLE TEMPLATE — FOR DEMONSTRATION ONLY

Supplier Background Verification Report

Report ID	OSM-DEMO-SBV-001
Client	Northwind Home Goods LLC (fictional), USA
Subject company (as given to client)	“Lanshan Demo Hardware Co., Ltd.” (fictional) — kitchen hardware supplier
Client’s question	Is this a real, registered company, and is it safe to pay the 30% deposit to the bank account on the proforma invoice?
Scope (per SOW)	Registration, entity name, registered address, public status and risk signals, contact identity, payment beneficiary check, consistency review
Method	Remote: public registration records, public court-enforcement records, direct phone calls in Chinese, document comparison
Checks performed	2026-10-14 to 2026-10-15 (China Standard Time, UTC+8)
Prepared / reviewed by	[Analyst — demo] / [Reviewer — demo]

Summary of findings

#	Claim checked	Status
F1	The company is registered and listed as operating	Independently Verified
F2	Name on proforma invoice matches the registered name	Independently Verified (matches)
F3	Registered address matches the address on the website	Not Verified (different district)
F4	“Mr. Li” is the company’s sales manager	Supplier Stated
F5	Bank account holder = contracting company	Not Verified (mismatch found)
F6	“Own factory with 120 workers”	Supplier Stated
F7	No public court-enforcement records found	Independently Verified (sources and date in E-04)

Conclusion. Based on the checks performed, the company named on the invoice exists in public registration records and is listed as operating. However, the bank account supplied for the deposit is held by a different entity (“Demo Lanshan Trading (HK) Limited”, fictional). **We recommend not paying the deposit until the supplier explains the mismatch in writing and provides an account in the contracting company’s name, or a contract that names the account holder.**

Status key: Independently Verified we checked it ourselves against an independent source or by direct observation · Supplier Stated told or shown to us by the supplier, not independently confirmed · Not Verified could not be confirmed · Observed remotely seen by live video, not in person.

Detailed findings

#	Item checked	Method & source	Date (UTC+8)	Evidence	Status	Notes
F1	Legal registration & status	Public business registration record search by registered name and registration number	10-14 10:20	E-01	Independently Verified	Registration no. 9145DEMO0000000X1 (fictional). Status: operating. Registered 2017.
F2	Entity name	Compared registered Chinese name with proforma invoice D-02 and contract draft D-03	10-14 10:45	E-01, D-02, D-03	Independently Verified	Exact match in Chinese. English name on invoice is a translation (not registered).
F3	Registered address	Registration record vs. website contact page	10-14 11:05	E-01, E-02	Not Verified	Registered address is in a different district from the “factory address” on the website. Supplier says the factory is a rented second site (see F6). Not confirmed.
F3a	Business scope	Registration record	10-14 11:05	E-01	Independently Verified	Scope includes manufacture and sale of hardware products. Scope does not prove actual manufacturing.
F4	Contact identity	Called the company’s publicly listed phone number (not the number given to client) and asked for Mr. Li	10-14 15:30	E-03	Supplier Stated	Receptionist transferred the call to “Mr. Li”, who confirmed he handles the client’s order. We could not independently confirm his title.

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Detailed findings (continued)

#	Item checked	Method & source	Date (UTC+8)	Evidence	Status	Notes
F5	Payment beneficiary	Compared bank details supplied by client (D-04) with contracting entity	10-14 16:10	D-04	Not Verified	Account holder is “Demo Lanshan Trading (HK) Limited”, not the contracting company. Mr. Li stated it is “our Hong Kong sister company”. No document provided.
F6	Manufacturing capability	Supplier statement on call; supplier-sent factory photos (D-05)	10-14 15:30	E-03, D-05	Supplier Stated	Photos are supplier-provided, undated, and cannot be linked to an address. Not treated as evidence of capability.
F7	Public risk signals	Search of public court-enforcement and administrative penalty records by name and registration no.	10-15 09:40	E-04	Independently Verified	No records found in the sources checked on this date. Records may be incomplete or delayed.
F8	Website consistency	Website vs. registration and documents	10-15 10:15	E-02	Not Verified	Website claims “ISO 9001 certified”. No certificate supplied; not checked (out of scope).

Evidence files E-xx are screenshots and call notes kept on file; D-xx are documents supplied by the client or supplier. Numbering is consistent across all deliverables.

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Source log

Ref	Source	What was captured	Date & time (UTC+8)
E-01	Public business registration record	Screenshot of registration details: name, number, status, address, scope, registration date	2026-10-14 10:20
E-02	Supplier website (contact & about pages)	Screenshots of address and claims	2026-10-14 11:00
E-03	Phone call to publicly listed company number	Call note (Chinese) with English summary; duration 6 min. Not recorded.	2026-10-14 15:30
E-04	Public court-enforcement and penalty records	Search screenshots showing “no records found”	2026-10-15 09:40

Supplied-document list

Ref	Document	Provided by	Received
D-01	Business license image	Supplier (via client)	10-13
D-02	Proforma invoice PI-DEMO-0915	Supplier (via client)	10-13
D-03	Draft sales contract	Supplier (via client)	10-13
D-04	Bank details for deposit	Client	10-13
D-05	Four factory photos	Supplier (via client)	10-13

Inconsistencies found

- Bank account holder (D-04) differs from the contracting company (D-02, D-03).
- Website factory address differs from the registered address.
- Website claims ISO 9001 certification; no certificate supplied.

Unresolved questions

- Why is payment requested to a Hong Kong entity? Can the supplier provide an account in the contracting company’s name?
- Is the website factory address operated by the subject company? Who holds the lease?
- Can Mr. Li’s role be confirmed in writing on company letterhead or by company email?

Optional: in-person record check. Not part of this sample engagement. When a record has to be requested in person at a government office or registry counter, and the office accepts the request, this section lists the office visited, the date and time, the record requested, a scan of the printout or receipt the office issued, and a dated photo of the visit where photos are allowed.

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Recommended next checks

1. Ask the supplier, in writing, to provide bank details in the contracting company's name — or to add the account holder to the contract. We can make this request in Chinese on your behalf.
2. Consider a **Factory & Site Visit** to the website address to confirm the site exists and is operated by the subject company.
3. If certification matters for your product, request the ISO 9001 certificate and check it with the issuing body.

Limitations of this report

- Company registration does not establish manufacturing capability, financial soundness, product quality or trustworthiness.
- Supplier-provided photos and statements are labeled "Supplier Stated" and are not treated as independent proof.
- We used public records and direct contact only. We did not access non-public databases, bank systems or personal data.
- Public records can be incomplete or delayed. "No records found" means none were found in the listed sources on the listed date — not that no risk exists.
- This report reflects information available on 2026-10-14 to 2026-10-15.

Conclusion wording

We confirm only what is marked Independently Verified. Items marked Supplier Stated reflect the supplier's statements. Items marked Not Verified could not be confirmed. Based on F5, we recommend resolving the payment-beneficiary mismatch before any payment.

Prepared by
[Analyst name — demo]
Date: 2026-10-15

Reviewed by
[Reviewer name — demo]
Date: 2026-10-15

About this sample. This is a sample template for demonstration only produced to show the structure and wording of an OSMANTH report. The companies, people, numbers, documents and findings are invented. It is not a client case.

FOR DEMONSTRATION ONLY SAMPLE TEMPLATE

Evidence appendix (sample layout)

In a real report this appendix holds the evidence files. **Everything below is SAMPLE content with invented data.**

E-01 · Registry extract (example)

SAMPLE · Screenshot of public business registration record (National Enterprise Credit Information Publicity System)
Captured 2026-10-14 10:20 UTC+8

Unified Social Credit Code	9145DEMO0000000X1 (fictional)
Registered name	岚山演示五金有限公司 (fictional) · “Lanshan Demo Hardware Co., Ltd.”
Status	存续 (In operation)
Date of establishment	2017-03-08 (demo)
Legal representative	[Name — demo]
Registered address	No. 00 Demo Street, Demo District (fictional)
Business scope (excerpt)	Manufacture and sale of hardware products; import and export of goods (demo)

E-04 · Risk-record search screenshots

SAMPLE

E-04a · Court-enforcement search
“No records found”
2026-10-15 09:40
[screenshot placeholder]

SAMPLE

E-04b · Administrative-penalty search
“No records found”
2026-10-15 09:44
[screenshot placeholder]

SAMPLE

E-04c · Abnormal-operations list
“Not listed”
2026-10-15 09:47
[screenshot placeholder]

Analyst checklist (signed)

Check	Done	Evidence	Initials
Registration record captured and compared with invoice and contract	Yes	E-01, D-02, D-03	[demo]
Risk-record searches run on name and registration number	Yes	E-04	[demo]
Company called on its publicly listed number, not the number supplied	Yes	E-03	[demo]
Bank account holder compared with contracting entity	Yes	D-04	[demo]

Analyst signature
SAMPLE — intentionally left blank
Date: 2026-10-15

Reviewer signature
SAMPLE — intentionally left blank
Date: 2026-10-15

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