



**Ministry Of Finance**  
**VAT Department**

**VAT Rules 2015-010**  
**for**  
**Content of**  
**Invoices and Receipts**  
Version: December 22-2014

## **A. Authority**

This Rule is made under Section 17 of the Value Added Act, 2014.

## **B. Legislation**

All legislative references are to the Value Added Tax Act, 2014 unless otherwise stated.

## **C. This Rule applies in respect of:**

VAT Act - Section 54 and VAT Regulation 33 with respect to the information which is required to be stated on a VAT Invoice and VAT Sales Receipt.

## **D. Application of the Rule**

This Rule outlines the information required to be stated on a VAT Invoice and a VAT Sales receipt.

## **E. Comptroller's Rule**

1. It is a requirement of this Rule that a VAT Invoice should contain the following the information:
  - a) the word "**VAT Invoice**" in a prominent place;
  - b) the registrant supplier's tax identification number (TIN) , name and address;
  - c) the invoice identification (serial) number;
  - d) registrant recipient's TIN, name and address;
  - e) date of the invoice;
  - f) the date of supply, if the supply was concluded, or payment made prior to the issuing of the invoice;
  - g) the quantity or volume, description of goods and unit price of the goods;
  - h) in the case of services, the description and the value of the service;
  - i) the rate and amount of any cash discount offered;



- j) total consideration, excluding VAT;
  - k) VAT rate
  - l) total VAT charged; and
  - m) the total price, inclusive of VAT, payable by the recipient.
2. It is a requirement of this Rule that:
- a) the unit price and value stated on a VAT invoice should be exclusive of VAT;
  - b) where a VAT invoice includes taxable supplies and other supplies, the invoice should indicate which item is taxed at the standard rate, zero-rate and exempt from tax. Symbols or letters may be placed adjacent to items to indicate their VAT treatment.
3. It is a requirement of this Rule that where a registrant supplier makes a taxable supply to a person who is not a registrant, the registrant supplier shall indicate the consideration for the taxable supply separately from the amount of tax charged.
4. The VAT sales receipt should include the following:
- a) the term “**VAT Sales Receipt**”
  - b) the registrant supplier's TIN, name and address;
  - c) the invoice identification (serial) number;
  - d) date of the receipt;
  - e) the quantity, description of goods and unit price of the goods;
  - f) in the case of services, the description and the value of the service;
  - g) the rate and amount of any cash discount offered;
  - h) VAT rate
  - i) total tax charged; and
  - j) the total price, inclusive of tax, payable by the recipient
5. The price stated on a VAT Sales Receipt may be VAT-inclusive or VAT-exclusive.

**Self-supply**

6. If the registrant supplier changes the use of a good or makes a self-supply, he should maintain documentary evidence of such supply. This document should state the following:-
- a) date;
  - b) description, quantity/volume of goods
  - c) in case of services, description of services
  - d) value of the goods or services



- e) amount of tax

**Imported services – supplied by third parties**

- 7. Recipients of imported services are required to maintain sufficient records to establish the correct value on which VAT should be charged. The following information is required:
  - a) the name and address of the supplier;
  - b) the TIN, name and address of the recipient;
  - c) the date on which, or the period during which, the supply was received;
  - d) a description of the services supplied;
  - e) the consideration, exclusive of tax, for the supply, and
  - f) the time by which payment of the consideration for the supply is due.

**Waivers to aspects of this Rule:**

- 8. Financial Institutions shall modify the periodic statements in lieu of VAT Invoices as per this VAT Rule (See VAT Rule 2015-019)
- 9. Gas stations may issue invoices or sales receipt on request for purchase of fuel only, but display notices at their establishments indicating that prices are VAT inclusive.
- 10. Utility companies – periodic billing statements issued by utility companies shall be acceptable as VAT Invoices provided
  - a) they include the TIN information of the recipient and issuer
  - b) the billing is exclusive of VAT.
  - c) the VAT amount is shown separately on the statement.
- 11. Where “Tax” is stated on the Invoice or Sales Receipt instead of the word “VAT”, it shall be understood that the word “Tax” means “VAT”
- 12. Other business entities which may have difficulty complying with this VAT Rule, shall apply to the VAT Comptroller for a waiver of the particular aspect of this Rule. The application shall provide sufficient justification for the request of a waiver.
- 13. No waivers shall be granted for the display of the VAT (“Tax”) rate and the amount of VAT (“Tax”) on the VAT Invoice/Sales Receipt, irrespective of what format is approved by the VAT Comptroller

**F. The period for which this Rule applies**



This Rule shall apply for the period beginning on January 1, 2015 until it is withdrawn or replaced.