



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.