

POLICY ON RECEIVER OF REVENUE REQUIREMENTS



TITLE AND COPYRIGHT

Title	Receiver of Revenue Requirements
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Author	Mrs. F. Gandiya
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1. Purpose

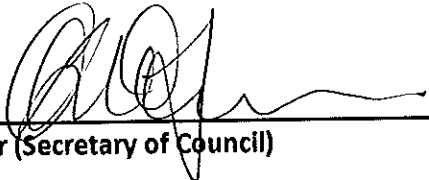
The purpose of this policy is to guide accounting officers on the invoices accepted by SARS.

2. PROCEDURE

All processed invoices must comply with the following:

- The words "tax invoice" in a prominent place;
- The name, address and VAT registration number of the supplier;
- The name and address of the recipient;
- An individual serialised number and the date on which the tax invoice was issued;
- A description of the goods or services supplied;
- The quantity or volume of the goods supplied;
- The total consideration for the supply and a statement that it includes VAT and the rate at which VAT was charged; and
- The Act provides for the issuing of debit notes and credit notes, which must reflect similar particulars to those shown on a tax invoice.

3. APPROVAL



Registrar (Secretary of Council)