

Goods and Services Tax – Self-Billing
Checklist for Self-Review of Eligibility and Declaration on Use of Self-Billing



INLAND REVENUE
 AUTHORITY
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Important Notes:

(1) This checklist may take 10 minutes to complete.

(2) Before you start on this checklist, please ensure that you have:

- Read the explanatory notes attached to this checklist;
- Examined whether self-billing is useful to your business circumstances; and
- Read the conditions listed under Section 2.

(3) Complete and sign on the checklist when you have satisfied all the stipulated conditions. Thereafter, **submit the original checklist to IRAS immediately** and keep a copy as part of your internal records.

(4) You can adopt self-billing based on your declaration that all conditions in this checklist have been satisfied and the original checklist has been submitted to IRAS. You are not required to seek further approval from IRAS. You can begin to self-bill from the date of declaration.

SECTION 1: DECLARANT'S PARTICULARS			
Name		GST Registration Number	

SECTION 2: CONDITIONS TO BE MET (ALL conditions must be satisfied before proceeding to self-bill)		Yes
(a)	It is more convenient for you (the customer) to self-bill because you will determine and verify the final value of goods and services purchased from the suppliers; <u>OR</u> Self-billing facilitates your internal controls and accounting system given that your suppliers will be working with uniform purchase documentation.	<input type="checkbox"/>
(b)	You have a written agreement with each supplier that the supplier will not issue tax invoices for goods and services purchased by you. Instead, the supplier will authorise you to issue the tax invoices on his behalf.	<input type="checkbox"/>
(c)	Each supplier agrees in writing that he will notify you immediately if: <ul style="list-style-type: none"> (i) his GST registration is cancelled; or (ii) he is issued with a new GST registration number. 	<input type="checkbox"/>
(d)	You will provide the suppliers with the tax invoices issued under self-billing and you will retain a copy of it. You will keep the tax invoices issued under self-billing prior to 1 Jan 2007 for a period of at least 7 years. For tax invoices issued on/after 1 Jan 2007, the record keeping period is at least 5 years.	<input type="checkbox"/>
(e)	You must keep and maintain an up-to-date list showing the names, addresses and registration numbers of all the suppliers covered by the self-billing arrangement. The list should at least be updated annually.	<input type="checkbox"/>
(f)	Each tax invoice that is issued under self-billing must contain: <ul style="list-style-type: none"> (i) all details that are required on a normal tax invoice; (ii) a serially printed number; (iii) the words "Buyer Created Tax Invoice – Approved by The Comptroller of GST" shown in a prominent place; and (iv) the statement "The tax shown is your output tax due to the Comptroller of GST" shown in a prominent place. 	<input type="checkbox"/>

SECTION 3: DECLARATION		
I, _____ NRIC/Passport/FIN number _____ declare that all (FULL NAME OF SIGNATORY IN BLOCK LETTERS)		
conditions stated in this form have been satisfied.		
Signature	Designation	Date

EXPLANATORY NOTES ON SELF-BILLING

Under the GST legislation, a GST-registered supplier is required to charge GST on his taxable supplies of goods and services. If he is making a supply to a GST-registered business, he is required to provide the customer with a tax invoice. The tax invoice should contain all details required under regulation 11 of the GST (General) Regulations. Further information on tax invoices can be found in our e-tax guide “GST General Guide for Traders” at www.iras.gov.sg

If he is making a supply to a non-GST registered person e.g. a consumer, he is not required to issue a tax invoice but at least a receipt to the customer. Similarly, the receipt should contain certain details. See e-tax guide “GST General Guide for Traders” for more information.

1. What is self-billing?

Self-billing is an arrangement between a GST-registered supplier and a GST-registered customer in which the customer prepares the supplier’s tax invoice and forwards a copy to the supplier.

2. Reasons for self-billing

In some industries e.g. publication industry, the business arrangement with customers is that the customers will determine and verify the final value of the goods delivered or the services rendered to them. Hence, it is more convenient for the customer, rather than the supplier, to issue the tax invoice.

Some customers may also prefer self-billing as it facilitates their internal controls and accounting system given that their suppliers will be working with uniform purchase documentation.

3. Points to consider

Before you apply for self-billing, you should consider the following points:

- You will have added responsibilities to ensure that the conditions of self-billings are satisfied.
- You will have to ensure that the correct GST amount is charged for the goods and services supplied to you.
- You will have to ensure that any errors made on buyer-created tax invoices are corrected and the supplier is duly informed.