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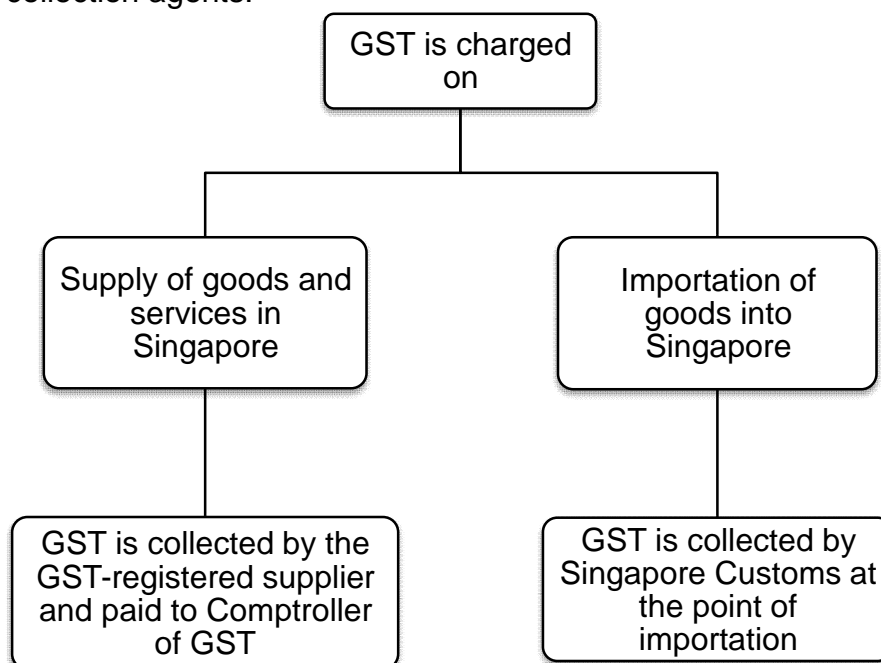
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## 1 Aim

- 1.1 This guide provides an overview of the Goods and Services Tax (GST) in Singapore. It covers three broad categories: GST Concepts and Principles, GST Administration and GST Schemes.
- 1.2 You should read this guide if you are new to the GST system or plan to register for GST.
- 1.3 For more information on GST, you may also access our free online e-learning course “Overview of GST”, available at [www.iras.gov.sg](http://www.iras.gov.sg) > Quick links > e-Learning > GST Traders.

## 2 At a glance

- 2.1 GST was introduced in 1994 to allow Singapore to shift its reliance from direct taxes to indirect taxes. Since 1 Jul 2007, the GST rate is 7%. Only GST-registered businesses can charge GST<sup>1</sup>.
- 2.2 GST is a broad-based consumption tax levied on nearly all supplies of goods and services in Singapore, as well as the importation of goods into Singapore (refer to flowchart below). GST is paid whenever customers buy taxable goods or services from GST-registered businesses. The suppliers effectively act as GST collection agents.



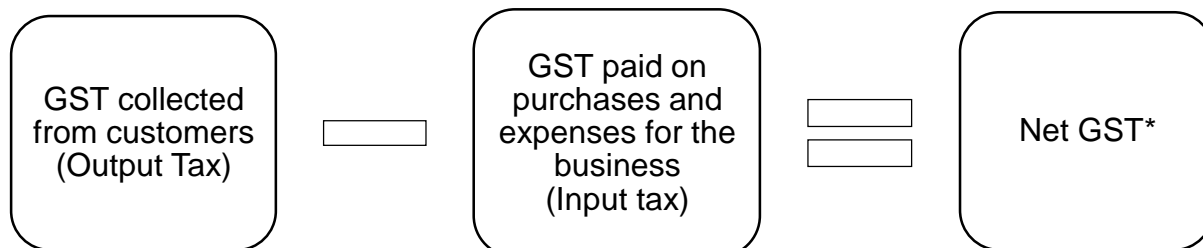
- 2.3 Output tax is the GST that is charged and collected by GST-registered businesses from their customers and is to be paid to IRAS. Input tax is the GST that businesses incurred on their purchases from GST-registered suppliers or

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<sup>1</sup> Whether a business is GST-registered can be verified via the IRAS webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Digital Services > GST > GST-registered Business Search)

when they import goods into Singapore. GST-registered businesses can claim the input tax if they are able to satisfy the input tax claiming conditions (refer to paragraph 6 of this guide for more information). This credit mechanism ensures that only the value-added amount is taxed at each stage of a supply chain. (Refer to Annex A, Figure 1: Output and Input Tax for an illustration.)

2.4 To calculate the GST to be paid to or refunded from the Comptroller of GST:



\* If net GST is positive (i.e. Output tax > Input tax), this will be the amount that is payable by you to IRAS.

If net GST is negative (i.e. Output tax < Input tax), this will be the amount that is to be refunded to you by IRAS.

2.5 In certain circumstances, the customer is responsible for paying the output tax to IRAS instead (i.e. where 'Customer Accounting' applies). Hence no GST is charged or collected by the GST registered business that makes the sale.

2.6 Customer Accounting currently applies to the local sales of mobile phones, memory cards and off-the-shelf software ('prescribed goods') exceeding \$10,000 in value (a relevant supply) to a GST registered customer for his business purpose. For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When to charge Goods and Services Tax (GST) > Customer accounting).

## GST Concepts and Principles

### **3 Scope of GST**

The scope of GST is provided for under Section 7 of the GST Act. GST is imposed on: 1) the supply of goods and services in Singapore and 2) the importation of goods into Singapore.

#### **3.1 GST on the Supply of Goods and Services in Singapore**

3.1.1 For GST to be chargeable on a supply of goods or services, the following four conditions must be satisfied:

- 1) The supply must be made in Singapore;
- 2) The supply is a taxable supply;
- 3) The supply is made by a taxable person; and
- 4) The supply is made in the course or furtherance of any business carried on by the taxable person.

#### A supply of goods or services

3.1.2 A “supply” includes anything done for a consideration. It can be in the form of provision of tangible goods or the provision of services.

#### Examples

- A restaurant makes a supply of goods and services when it provides food, drinks and services to a customer.
- A cinema makes a supply of services when it provides movie entertainment to cinema-goers.
- An entertainment club makes a supply of goods and services when it sells liquor and provides karaoke facilities to its customers.
- A hotel makes a supply of goods when it provides accommodation and food to its guests.
- A petrol station makes a supply of goods when it provides petrol to its customer.
- A manufacturer makes a supply of goods when he exports manufactured goods to its overseas customer.

3.1.3 There are transactions that are treated as neither a supply of goods nor a supply of services even though it is done for a consideration. For example, the transfer of business as a going concern (refer to paragraph 7.8). These are treated as excluded transactions for GST purposes.

3.1.4 However, there are “transactions” that are treated as supplies for GST purposes even though there is no consideration involved. These supplies are known as deemed supplies. Private use of goods and giving away of business goods as gifts or samples are considered as deemed supplies. (Refer to paragraph 4.5 for more information.)

#### Supply is made in Singapore

3.1.5 For GST to be applicable, the place of supply must be in Singapore. If the place of supply is outside Singapore, the supply will be an out-of-scope supply.

3.1.6 For goods, the place of supply is in Singapore when the goods are physically located in Singapore when the ownership of the goods is being transferred. Hence, for goods sold and delivered in Singapore, the place of supply is in Singapore. Similarly, goods in Singapore that are exported, the place of supply is in Singapore.

#### Example

A local GST-registered company (A) sells goods to an overseas company (B) and is instructed to deliver the goods to B’s customer in Singapore. In this case, although the goods are sold to an overseas customer, A has to charge GST to B because the goods are located in Singapore when the ownership of the goods is transferred to B.

#### Example

A local GST-registered company (C) stores its goods in a warehouse in Malaysia. Subsequently, it sells goods to an overseas company (D). The goods are delivered from C’s Malaysian warehouse directly to a place outside Singapore. In this case, C does not have to charge GST as the goods are located outside Singapore when the ownership of the goods is transferred. Hence the place of supply is outside Singapore. This supply is an out-of-scope supply (i.e. sale of goods not brought into Singapore) which does not attract GST.

3.1.7 Services will be treated as made in Singapore if the supplier “belongs” in Singapore. A supplier will be considered to belong in Singapore if:

- He has a business establishment (BE) or fixed establishment (FE) in Singapore and no such establishment elsewhere;
- He has BE or FE both in Singapore and elsewhere and the establishment most directly concerned with this supply is in Singapore; or



- He has no BE or FE but his usual place of residence (for company, it is the place where it is legally constituted) is in Singapore.

3.1.8 A supplier shall be treated as having a business establishment (BE) in Singapore if:

- his main seat of economic activity is in Singapore;
- he carries on his business through a branch in Singapore; or
- he carries on his business through an agency in Singapore.

The main seat of economic activity refers to the place where the essential decisions concerning the general management of the company are made and where the functions of its central administration are carried out. It usually refers to the head office, headquarters or principal place of business.

3.1.9 Fixed establishment (FE) is an establishment, other than a BE, that has both the technical and human resources necessary to provide or receive services on a permanent basis. Fixed establishment (FE) is an establishment, other than a BE, that has both the technical and human resources necessary to provide or receive services on a permanent basis.

#### Example

A local GST-registered company (E) provides repair services on a building located overseas for an overseas company (F). E does not have any BE or FE overseas. The services are conducted wholly outside of Singapore. In this case, although the services are conducted wholly outside Singapore, it is a taxable supply provided by E as E belongs in Singapore. This taxable supply can be zero-rated (GST charged at 0%) if it qualifies as an international service.

#### Supply is a taxable supply

3.1.10 Taxable supply includes all supply of goods and services except those that have been specifically exempted under the GST Act (known as exempt supplies). The main exempt items are the provision of financial services, the sale or lease of residential properties and the supply of investment precious metals<sup>2</sup>. Paragraph 4 of this guide provides more explanation for each category of supplies.

#### Supply is made by a taxable person

3.1.11 A taxable person refers to a GST-registered person or a person who is liable to register for GST. This means that GST is only charged on taxable supplies supplied by a GST-registered person or a person liable to register for GST.

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<sup>2</sup> With effect from 1 Oct 2012, the supply of investment precious metals is exempt from GST. This is provided for under paragraph 1A of Part I of the Fourth Schedule to the GST Act.

Supply is made in the course or furtherance of his business

3.1.12 GST will be chargeable if the sale is carried on in the normal course of the business of the taxable person. However, if the supply is made by the taxable person in his personal capacity, GST is not chargeable on this personal transaction. For example, if a GST-registered trader sells his personal stamp collection, GST is not chargeable on this sale.

**3.2 GST on the Importation of Goods into Singapore (Import GST)**

3.2.1 GST is chargeable on all imported goods (whether for domestic consumption, sale, or re-export), regardless of whether the importer is GST-registered or not. The importer is required to take up the appropriate import permit and pay GST upon importation of the goods into Singapore.

3.2.2 At the point of importation, GST is charged on the value of import. The value of import will be the CIF (Cost, Insurance and Freight) value, all duties payable (as assessed by Singapore Customs), commission and other incidental charges.

Example

Cost of goods	\$10,000.00
Insurance and freight	\$ 2,000.00
CIF <sup>3</sup> Value	\$12,000.00
Customs Duty	\$ 3,600.00
Value of import	\$15,600.00
<b>GST at 7%</b>	<b>\$ 1,092.00</b>

3.2.3 Import GST is not chargeable under the following circumstances:

- 1) Importation of investment precious metals<sup>4</sup>
- 2) Importation of goods that are specifically given GST reliefs<sup>5</sup> under the GST Act:
  - a) Imports by parcel post  
GST need not be paid for goods imported by parcel post (except for dutiable products) if the CIF value is not more than S\$400. When the CIF value is more than S\$400, the entire sum is subjected to GST.

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<sup>3</sup> Where the goods were supplied prior to being removed from customs control, import GST is calculated based on the value of the last supply (also usually known as the last selling price) and all other costs, charges and expenses incidental to the sale and delivery of the goods up to the port and place of importation.

<sup>4</sup> For more information on the importation of investment precious metals, please refer to the e-Tax Guide "GST: Guide on Exemption of Investment Precious Metals (IPM)", available at [www.iras.gov.sg](http://www.iras.gov.sg) > Quick links > e-Tax-Guides > GST.

<sup>5</sup> A list of the GST Reliefs is available in the GST (Imports Relief) Order.

b) Temporary imports

You can apply to Singapore Customs for GST relief on goods (other than liquor and tobacco) that are temporarily imported for repair, modification, treatment or other approved purposes, subject to certain conditions.

For more information on the above GST reliefs, please visit Singapore Customs' webpage ([www.customs.gov.sg](http://www.customs.gov.sg)) or contact Singapore Customs at (+65) 6355 2000.

- 3) Importation of goods into Zero-GST/Licensed warehouses administered by Singapore Customs
- 4) Importation of goods by GST-registered businesses that are under Major Exporter Scheme or other approved schemes. (Refer to paragraph 14 and 16 for the various GST schemes.)

3.2.4 If the imported goods are kept in the Free Trade Zones<sup>6</sup>, they are not treated as having been imported into Singapore and therefore import GST will not be charged. (Refer to Annex A, Figure 2: GST Treatment on Imported Goods for a diagrammatic summary.)

3.2.5 If import GST is charged and you are a taxable person, you may recover the import GST in your GST F5 return provided all the conditions for claiming of tax are met (refer to paragraph 6 for the conditions). The claiming of import GST in the GST F5 return is similar to claiming on GST incurred on local purchases i.e. the import value is to be included in Box 5: Total value of taxable purchases and the import GST paid to be included in Box 7: Input tax and refunds claimed.

3.2.6 If you have over-declared the value of your imported goods and GST has been overpaid, you can claim the higher amount of the GST paid as input tax from IRAS.

3.2.7 If you have under-declared the value of your imported goods and GST has been short-paid, you must take up a supplementary payment permit to make good the shortfall. The supplementary payment permit will be used as a proof for input tax claim.

3.2.8 For more information on rectifying mistakes in your import declarations, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Claiming GST (Input Tax) > Importing of Goods).

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<sup>6</sup> A list of Free Trade Zones (FTZ) is available in the Free Trade Zones Act.

### Importing goods belonging to another person

- 3.2.9 As a GST-registered person, you may import and supply goods on behalf of a non-GST registered overseas company (overseas principal) as its Section 33(2) agent. Under Section 33(2) of the GST Act, you will be deemed as the principal of the goods and will be held responsible for all the goods imported. You are entitled to claim the GST paid (subject to the conditions for claiming input tax). Any subsequent supply of the goods is treated as made by you as if you are the principal. If you sell the goods locally, you need to standard-rate the supply (i.e. charge GST at the prevailing rate). If you export the goods and maintain the required export documents, you may zero-rate the supply (i.e. charge GST at 0%).
- 3.2.10 If you import goods belonging to a non-GST registered overseas company and subsequently export the goods without making a subsequent supply of the goods, you may claim the GST paid at importation on behalf of the overseas person under section 33A of the GST Act as its Section 33A agent if certain requirements are satisfied.
- 3.2.11 From 1 Jan 2015, you can also claim the full GST incurred on the re-import of goods belonging to your local customers or GST-registered overseas customers, which you have previously sent abroad for value-added activities (such as testing, repair and manufacturing). This is provided for under section 33B of the GST Act.
- 3.2.12 For more information on imports, you can refer to the e-Tax Guide “GST: Guide on Imports” and IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Claiming GST (Input Tax) > Importing of Goods).

## **4 Types of Supply**

Supplies for GST purposes can be broadly classified into two categories: taxable supply and non-taxable supply. Taxable supply can be further classified into standard-rated supply and zero-rated supply. Non-taxable supply can be classified into exempt supply and out-of-scope supply. It is necessary to distinguish the different types of supply as it determines if a supply is subject to GST and the rate at which GST is chargeable. (Refer to Annex A, Figure 3: Types of Supply.) It also determines whether any input tax incurred to make such supplies is claimable. There are also deemed supplies which are treated as supplies even though there is no consideration involved.

### **4.1 Standard-rated Supply**

GST is charged at the prevailing rate of 7% by GST-registered businesses<sup>7</sup> on all sales of goods and services made in Singapore.

### **4.2 Zero-rated Supply**

GST is charged at 0%. There are two categories of zero-rated supply: 1) exports of goods; 2) provision of international services.

4.2.1 The general principle for zero-rating a supply of goods is that you must be certain, at the point of supply (based on the time of supply rules in paragraph 5), that:

- 1) The goods supplied will be or has been exported, and
- 2) You have or will have the required documents to support zero-rating.

For more information on zero-rating of goods and the required supporting documents, please refer to the e-tax guide “GST: Guide on Exports” and IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When to Charge 0% GST (zero-rate) > Exporting of Goods).

4.2.2 You may zero-rate your supply of services if it falls within the description of international services under Section 21(3) of the GST Act. It should be noted that not all services provided to overseas customers can be zero-rated.

For more information, please refer to the IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When to Charge 0% GST (zero-rate) > Providing International Services).

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<sup>7</sup> Excluding sales of prescribed goods subject to customer accounting. Please refer to paragraphs 2.5 and 2.6 for more information.

### 4.3 Exempt Supply

These are supplies that are specifically exempted from GST under the Fourth Schedule to the GST Act. They include the provision of financial services, sale and lease of residential properties and local supply of investment precious metals (IPM). No GST needs to be charged on exempt supplies.

For more information, please refer to the IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When is GST not charged > Supplies Exempt from GST).

### 4.4 Out-of-scope Supply

4.4.1 Out-of-scope supplies refer to supplies which are outside the scope of the GST Act. They also include supplies where the place of supply is outside of Singapore (refer to paragraph 3.1.5). No GST needs to be charged on out-of-scope supplies. You only need to report them in "Box 13: Revenue" of the GST F5 return if they are part of your revenue. Otherwise, they need not be reported in the GST return.

4.4.2 Examples of out-of-scope supplies:

- Salaries paid to employees for their services
- Sales where goods are delivered from a place outside Singapore to another place outside Singapore, e.g. sale of goods not brought into Singapore
- Sales of overseas goods within Free Trade Zone (FTZ)
- Sales of overseas goods within Zero GST/Licensed warehouse
- Private transactions

4.4.3 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When is GST not charged > Out-of-scope Supplies).

### 4.5 Deemed Supply

Goods which are assets of the GST-registered person are sometimes permanently disposed of, transferred, or applied to non-business use. Although there is no consideration received, for GST purposes, supplies are considered to be made and hence such supplies are considered as "deemed supplies". The rationale behind this is that if supplies were not deemed, the goods are being enjoyed by the recipient tax free, while input tax incurred on the purchase of the goods would have been claimed by the business.

The following are examples of deemed supplies:

#### 4.5.1 Benefits provided to employees

Goods and services that are given free to employees are known as fringe benefits.

##### (i) Goods

Generally, you are required to account for output tax on the goods given to your employees or for temporary use by employees except when it relates to:

- Free food or beverage catered for employees or the provision of free accommodation in a hotel, inn, boarding house or similar establishment;
- Gifts with value of not more than \$200 each (exclusive of GST); or
- Goods for which no credit for input tax has been allowed on its purchase. That is, if the taxable person chooses not to claim input tax credit for the GST incurred on the goods, he needs not account for output tax when he subsequently gives away those goods for free or lets his employees use them temporarily.

##### Example

A local GST-registered company (G) supplies his employees with free meals on a regular basis. The cost of these supplies in one quarter is \$2,600. In this case, GST is to be accounted to the Comptroller of GST for providing free food to the employees. However, as it relates to free food or beverage catered for employees, no GST is to be accounted for on the free meals provided.

##### Example

A local GST-registered company (H) purchased 2 hampers from a GST-registered supplier on 1 Oct 2013 at \$210 (exclusive of GST, inclusive of GST price is  $\$210 \times 1.07 = \$224.70$ ). H chose not to claim input tax on its purchases. H subsequently gave both hampers to one employee during a company function for free to reward him for his good performance. Under the gift rule, H is required to account for output tax on the hampers since the gift exclusive of GST costs more than \$200. However, since H did not claim input tax on its purchase of the hampers, H is not required to account for output tax. If H has claimed the input tax incurred on its purchase of the 2 hampers, H would need to account for GST on these 2 hampers (i.e. output tax to be accounted for = \$14.70 ( $\$210 \times 0.07$ )).

Referring to the above paragraph, assuming that the scenario has changed such that the 2 hampers cost \$180 (exclusive of GST, inclusive of GST price is  $\$180 \times 1.07 = \$192.60$ ) and H claimed the input tax of \$12.60 incurred on its purchases. Since H claimed the input tax, H is required to account for output GST of \$12.60. However, under the gift rule, as the gift exclusive of GST costs less than \$200, H is not required to account for output tax on the hampers even though it has claimed the input GST.

### Example

A local GST-registered company (I) lets its employee use the company's S-plate registered vehicle for free for a period. The cost to the company for the use of the car for that period is \$1,000. In this case, GST is to be accounted to the Comptroller of GST for this private usage of business car. However, as I is not entitled to any input tax claims on the business asset (in this case an S-plated motor car), I is not required to account for GST on the deemed supply (private or non-business usage).

### (ii) Services

The provision of free services by a taxable person to his employees is not subject to GST as no supply is treated as being made by him. For example, if a carpet cleaning company provides free carpet cleaning service to the homes of his employees, this service is not subjected to GST.

When providing fringe benefits (goods or services), you can claim the GST incurred in providing them if they have a close nexus to your business activities, except in cases where:

- 1) The expense is a disallowed expense (refer to paragraph 6.1.6) listed under Regulations 26 and 27 of the GST (General) Regulations.
- 2) The fringe benefit is given only to the sole proprietor, partners or directors of the company. GST incurred on such expenses is not claimable.

For more information on fringe benefits, please refer to the e-tax guide "GST: Fringe Benefits" and the IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > Common scenarios - Do I charge GST > Employee Benefits).

### 4.5.2 Gifts to customers

When you give away goods for free, you are treated as making a supply to the recipient. You need not charge GST to the recipient since the goods are given for free. However, you are required to account for output tax based on the Open Market Value<sup>8</sup> (OMV) of the goods except when:

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<sup>8</sup> Open market value is explained in Section 17(5) of the GST Act. Basically, the open market value is the GST-exclusive price that the goods or services would fetch at that time if they were supplied between two unrelated persons.



- The cost of the gift is not more than \$200 (exclusive of GST); or
- No credit for input tax was claimed on the purchase or import of those goods. That is, if you have purchased this gift from a non-GST registered business or you choose not to claim input tax credit for the GST incurred on the goods, you will not need to account for output tax when you give them to your customers for free.

The GST treatment is similar to gifts given to employees under paragraph 4.5.1(i), e.g. the example on hampers.

#### 4.5.3 Disposal of assets for free

Generally, you have to account for GST (i.e. output tax) when you sell or dispose of your business assets. If your assets have market value and you received consideration (e.g. money) for its sale or disposal, you have to account for output tax based on the consideration you received. If your assets have market value and you disposed or transfer (i.e. give) it for free, it will be considered as a deemed supply. The GST treatment will follow that of paragraph 4.5.1, and you are required to account for output tax based on the OMV of the goods if you have claimed the input tax previously and the goods were purchased at a cost of more than \$200 (exclusive of GST). For disposal or transfer of assets without consideration, you must account for GST on the date you dispose of or transfer (i.e. give) the assets.

If your assets are obsolete with no market value and you disposed of them for free, you need not account for output tax.

## **5 Time of Supply and Value of Supply**

### **5.1 Time of Supply**

5.1.1 For each transaction, you need to determine when the supply has been made by applying the time of supply rules. You are required to report the supply and account for GST (i.e. output tax) in your GST return based on the time of supply.

5.1.2 The time of supply for most transactions is triggered by the earlier of the following two events:

- 1) When payment is received
- 2) When an invoice is issued

### Example

A local GST-registered company (J) sold toys to a retailer, delivered the goods on 15 Aug 2020 and invoiced the customer on 1 Sep 2020. The customer made payment on 12 Sep 2020. The time of supply is 1 Sep 2020. If J's prescribed accounting period is Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec, J should account for GST in the period from Jul to Sep.

- 5.1.3 The issuance of any type of invoice will trigger the time of supply (if the invoice is issued before payment is received). This includes a tax invoice as well as any document that serves as a bill for payment for supplies made by a GST-registered supplier. An example of such a document is a debit note.
- 5.1.4 In general, documents such as sales order, pro-forma invoice, statement of accounts and letter or statement of claims are not considered as invoices for purposes of determining the time of supply. This is because these documents are not billings for payments and would therefore not be treated as invoices under normal commercial practices.
- 5.1.5 In the event that a tax invoice was not issued earlier, GST-registered businesses are still required to issue a tax invoice within 30 days from the time of supply for standard-rated supplies made to taxable persons. GST-registered customers would require tax invoices to support their input tax claims.
- 5.1.6 For more information, please refer to the e-tax guide "GST: Time of Supply Rules" and IRAS' ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When to report supplies in GST returns).

## **5.2 Determining Taxability of Supplies Straddling Registration Date**

- 5.2.1 You may make supplies that straddle the GST registration date. In other words, you may supply your service/goods before your GST registration date but issue invoice and receive payment only after your GST registration date. As your supply is treated as being made after the GST registration date based on the time of supply rules, you have to charge and account for GST on such a supply.
- 5.2.2 However, upon request from your customer, you may determine the time of supply based on the earliest of the following three events:
- 1) When an invoice is issued;
  - 2) When payment is received; or
  - 3) When goods are removed or made available or when services are performed (known as the Basic Tax Point).

Therefore, if the Basic Tax Point is the earliest date, it will be taken as the time of supply. Hence if the time of supply is before the GST registration date, you do not need to charge GST to your customers.

5.2.3 However, this is only applicable if:

- Your customer is not GST-registered; or
- Where your customer is GST-registered, he is a partial exempt trader (refer to paragraph 6.3) or he is unable to claim back the input tax as it is a disallowed expense (refer to paragraph 6.1.6).

5.2.4 To seek for this relief, the qualifying customer and supplier must complete and sign the “Request for relief of GST on goods or services supplied prior to supplier’s GST registration date” form. The form can be found at [www.iras.gov.sg](http://www.iras.gov.sg) > Quick links > Forms > GST > Others > Request for relief of GST on goods or services supplied prior to supplier’s GST registration date.

### **5.3 Time of Supply for Supplies Spanning De-registration**

5.3.1 If you make supplies that straddle your GST de-registration date, that is, the Basic Tax Point takes place before the business becomes de-registered and the invoice is issued and payment is received after the de-registration date, the supply will be treated as taking place on the day immediately before you cease to be registered for GST and GST has to be accounted for on the whole supply.

5.3.2 For more information, please refer to the e-tax guide “GST: Time of Supply Rules” and IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > When to report supplies in GST returns).

### **5.4 Cash Accounting Scheme**

5.4.1 The Cash Accounting Scheme is a scheme available to GST-registered businesses whose annual sales do not exceed S\$1 million. Businesses under this scheme do not need to account for output and input tax based on the normal time of supply rules. This helps to alleviate the cash flow of small businesses.

5.4.2 The Cash Accounting Scheme allows you to account for output tax upon receipt of payment from your customers. Similarly, when you claim your input tax, you will only do so upon payment to your suppliers. You only need to keep track of when you receive and make payments for your GST reporting.

5.4.3 For more information on how to apply for this scheme, please refer to IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Cash Accounting Scheme).

### **5.5 Value of Supply**

5.5.1 GST is charged on the value of the supply of goods and services at the time of supply. The value of the supply may be for a consideration in money or the open market value of the supply.

- 5.5.2 If the supply is for a consideration wholly in money, the equation of the value of supply is as follows:

Value of Supply + GST = Money Consideration

Example

A local GST-registered supermarket (K) sells a bottle of wine for \$40 before the addition of GST. The value of supply is \$40. The GST will be 7% of the value of supply, which is \$2.80. The consideration in money will be the addition of the value of supply and the GST which is \$42.80.

- 5.5.3 If the supply is not for a consideration or is for a consideration not wholly consisting of money, then the value of supply is the Open Market Value (OMV) of the supply i.e. Value of Supply = OMV.
- 5.5.4 You may choose to absorb GST payable by your customer to maintain competitiveness or out of customer goodwill. In doing so, you have to treat the sum of money received from your customer as inclusive of GST and account for GST based on the tax fraction, 7/107.

Example

Using the same example under paragraph 5.5.2, the local GST-registered supermarket (K) decided to absorb the GST on the bottle of wine. Hence it will need to account for output GST of \$2.62 (i.e. \$40 x 7/107) based on the tax fraction 7/107. The value of supply will be \$37.38 (\$40 x 100/107).

The tax invoice should still show GST as a separate amount. If you issue receipts or simplified tax invoices, you can state the GST-inclusive prices and indicate with the words "Price payable is inclusive of GST".

- 5.5.5 For a supply to a related person<sup>9</sup>, GST is to be accounted for based on the OMV of the supply and not on the transaction price.

Example

Mr Lee, a GST-registered person, owns a furniture shop and sells a table to his sister for \$535 (including GST of \$35). The OMV of the table is \$1000. In this case, the GST that Mr Lee should account for should be based on the OMV of \$1000, and not the transaction price of \$500. The amount payable to the Comptroller of GST should be:

$$\begin{aligned} \text{Output Tax} &= \$1000 \times 7/100 \\ &= \$70 \end{aligned}$$

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<sup>9</sup> Definition of a related person is available in the Third Schedule to the GST Act.

If Mr Lee chooses to absorb the GST, i.e. to treat the OMV as inclusive of GST, the amount of GST to be accounted for will be:

$$\begin{aligned}\text{Output Tax} &= \$1000 \times 7/107 \\ &= \$65.42\end{aligned}$$

## 5.6 Discounted Sale Price Scheme

5.6.1 When you sell a second-hand or used vehicle using the Discounted Sale Price Scheme, you can charge GST on 50% of the selling price. You do not need to seek prior approval from the Comptroller of GST to use the scheme.

### Example

You sell a motor vehicle for \$25,000 (excluding GST). GST is chargeable at 50% of the selling price.

$$\text{GST} = \$25,000 \times 50\% \times 7\% = \$875$$

### For GST reporting purposes

Value of standard-rated supply: \$25,000

Output tax due: \$ 875

5.6.2 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Discounted Sale Price Scheme).

## 5.7 Gross Margin Scheme

5.7.1 Under the Gross Margin Scheme (GMS), GST is accounted for on the gross margin (i.e. selling price less purchase price) instead of full value of the goods supplied.

5.7.2 You will need to fulfil the following conditions to use the GMS:

- 1) You are in the business of selling used goods (e.g. second-hand motor vehicles, electrical appliances, furniture and jewellery). You should not use the scheme if you make once-off or occasional sale of used goods such as disposal of business assets.
- 2) The used goods were purchased free of GST from:
  - a) Non-GST registered supplier (e.g. an individual); or
  - b) GST-registered supplier who had used GMS (and you have not been issued with a tax invoice when you purchased the goods and have not claimed any input tax).

5.7.3 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Gross Margin Scheme).

## **6 Claiming of Input Tax**

### **6.1 Claiming of Input Tax after GST Registration**

6.1.1 GST-registered businesses may incur GST on their purchases (i.e. input tax). You can claim the GST incurred when you submit your GST return to the Comptroller of GST by deducting the total input tax you have paid on your business purchases from the total output tax you have collected from your customers. The difference, called the net GST payable or net GST refundable, is what you will either pay to or be refunded by the Comptroller of GST.

6.1.2 Before making an input tax claim, you have to ensure that all the following conditions for the claiming of input tax are satisfied:

- 1) You are GST-registered;
- 2) The goods or services must have been supplied to you or the goods have been imported by you;
- 3) For local purchases: The input tax claims must be supported by tax invoices/customer accounting tax invoices<sup>10</sup> addressed to you or simplified tax invoices (refer to paragraph 6.1.3);
- 4) For imports: The input tax claims must be supported by import permits that show you as the importer of the goods;
- 5) The goods or services are used or will be used for the purpose of your business;
- 6) The input tax is directly attributable to the making of taxable supplies (i.e. standard-rated supplies and zero-rated supplies), or out-of-scope supplies which would be taxable supplies if made in Singapore;
- 7) The input tax claims are not disallowed under Regulations 26 and 27 of the GST (General) Regulations (refer to paragraph 6.1.6); and
- 8) You have taken reasonable steps to ascertain and concluded that the goods or services were not part of a Missing Trader Fraud arrangement and the conclusion is one that a reasonable person would have made.

6.1.3 To be eligible to claim input tax, you must maintain:

- (a) a tax invoice/customer accounting tax invoice addressed to you; or

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<sup>10</sup> Applies to the sales of prescribed goods subject to customer accounting. Please refer to the e-Tax Guide 'GST: Customer Accounting for Prescribed Goods' available at [www.iras.gov.sg](http://www.iras.gov.sg) > Quick links > e-Tax-Guides > GST for more information on a customer accounting tax invoice.

(b) a simplified tax invoice<sup>11</sup> for:

- (i) any purchase of value (including GST) of \$1000 or below; and
- (ii) entertainment expenses incurred on food and drinks, regardless of the purchase value. You must also keep alternative evidence of payment and information on the entertainment details (such as name of person entertained, purpose of entertainment, person incurring the expenses, etc).

This concession applies from 1 Feb 2014 and only on entertainment expenses on food and drinks. If the expenses comprise items other than food and drinks (e.g. rental of yacht), a full tax invoice is still required to support your input tax claim.

6.1.4 Input tax should be claimed in the accounting period corresponding to the date shown in the tax invoice, customer accounting tax invoice, simplified tax invoice or import permit. You can claim input tax for your purchases before you actually make a sale or supply of such goods or services. In other words, it is not necessary to match the input tax claim (for purchases) with output tax charged (for the sale or supply) in the same prescribed accounting period.

For example, you imported a machine and will sell it to your customer three months later. You can claim the input tax in the accounting period in which the machine was imported.

6.1.5 Alternatively, you may claim input tax based on the date that you post or process the tax invoice or import permit into your accounting system. However, you should comply with the following:

- 1) Your basis of claiming input tax based on the date of posting or processing of the suppliers' tax invoices or import permits in the accounting system is applied consistently in all your GST returns;
- 2) You have the original tax invoices and import permits at the time of claiming your input tax; and
- 3) There are internal controls in place to ensure that there is no double claiming of input tax.

6.1.6 The following are disallowed as input tax claims under Regulations 26 and 27 of the GST (General) Regulations:

- 1) Club subscription and membership fees (including transfer fees) charged by sporting and recreational clubs;
- 2) Medical expenses incurred by your staff unless –

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<sup>11</sup> A receipt or debit note can double up as a simplified tax invoice if it contains all the information required in a simplified tax invoice.

- a) they are mandatory under the Work Injury Compensation Act<sup>12</sup> or under any collective agreement within the meaning of the Industrial Relations Act;
  - b) the medical treatment in respect of expenses incurred on or after 1 Oct 2021 is provided in connection with any health risk or requirement arising on account of the nature of the work required of your staff or his work environment; and
    - i. the medical expenses are incurred pursuant to any written law of Singapore concerning the medical treatment or the provision of a medical facility or medical practitioner<sup>13</sup>; or
    - ii. the medical treatment is related to COVID-19 and the staff undergoes such medical treatment pursuant to any written advisory (including industry circular) issued by, or posted on the website of, the Government or a public authority<sup>14</sup>.
- 3) Medical and accident insurance premiums incurred for your staff unless the insurance or payment of compensation is mandatory under the Work Injury Compensation Act or under any collective agreement within the meaning of the Industrial Relations Act;
  - 4) Benefits provided to the family members or relatives of your staff;
  - 5) Costs and running expenses incurred on motor cars that are either:
    - registered under the business' or individual's name, or
    - hired for business or private use.
  - 6) Any transaction involving betting, sweepstakes, lotteries, fruit machines or games of chance.
- 6.1.7 For more information on input tax claiming conditions and the disallowed input tax claims, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Claiming GST (Input Tax) > Conditions for Claiming Input Tax).

## 6.2 Pre-registration Input Tax

- 6.2.1 Pre-registration input tax is GST incurred by businesses on goods and services acquired before they are registered for GST. Based on the general input tax

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<sup>12</sup> Please visit Ministry of Manpower (MOM) webpage at [www.mom.gov.sg](http://www.mom.gov.sg) or contact MOM at (+65) 6438 5122 for more information. Alternatively, you may contact your insurance agent to determine if the insurance is obligatory under WICA.

<sup>13</sup> Examples of employee medical expenses incurred on or after 1 Oct 2021 for which input tax is claimable include mandatory medical examinations for employees under the Workplace Safety and Health (Medical Examinations) Regulations and the costs of providing a clinic and qualified medical practitioner on board certain ships under the Merchant Shipping (Training, Certification and Manning) Regulations.

<sup>14</sup> Examples of COVID-19 related medical treatment incurred on or after 1 Oct 2021 for which input tax is claimable include outbound travellers who are advised to get pre-departure COVID-19 swab tests (if travel is for business purposes) and COVID-19 swab tests for specific high risk groups (i.e. workers at hawker centres and markets, and food delivery personnel) where workers are strongly advised to get tested.



claiming conditions, such as GST incurred before registration is not claimable since the business is not GST-registered at the time of supply.

- 6.2.2 However, a special relief is available to allow businesses to claim pre-registration input tax in their first GST F5 return. This is provided that all the conditions in the “Pre-registration GST: Checklist for Self-Review of Eligibility of Claim” are satisfied<sup>15</sup>. The checklist includes a calculator feature to help you compute the amount of Pre-registration GST claimable. If you are unfamiliar with the pre-registration GST rules, we strongly encourage you to use the calculator feature.
- 6.2.3 If you are registered for GST on or after 1 July 2015, you can claim in full the GST incurred on the following goods and services acquired within 6 months before your GST registration date:
- a) Goods held by your business at the point of GST registration; and
  - b) Property rental, utilities and services, which are not directly attributable to any supply made by your business before GST registration.
- 6.2.4 For all other goods and services acquired before your GST registration date which are partially consumed before registration or used to make supplies straddling GST registration (i.e. supplies made before and after registration), you need to apportion the GST incurred. Only the portion of GST that is attributable to the supplies made after GST registration is claimable.
- 6.2.5 For more information on the pre-registration input tax rules and the apportionment methods, please refer to the e-tax guide “GST: Pre-Registration Claims on Goods and Services (For Businesses Registered for GST on or after 1 July 2015)” and IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Claiming GST (Input Tax) > Claiming GST incurred before GST registration/incorporation).

### **6.3 Partially Exempt Trader**

- 6.3.1 A GST registered person is a partially exempt trader if he makes both taxable and exempt supplies. Based on the input tax recovery rule that input tax can only be claimed if it is incurred for the making of taxable supplies, the input tax attributable to the making of exempt supply cannot be claimed.
- 6.3.2 However, it is recognized that most businesses carrying on a taxable business will inevitably make some exempt supplies (e.g. interest from deposit of money in a local bank, exchange gain/loss arising from transacting in foreign currencies, issuance of shares to raise capital) in the ordinary course of

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<sup>15</sup> You can retrieve the “Pre-Registration GST: Checklist for Self-Review of Eligibility of Claim” via the IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Claiming GST (Input Tax) > Claiming GST incurred before GST registration/incorporation)

business. Therefore, concessions have been made to allow GST-registered businesses making mostly taxable supplies to claim some input tax incurred on exempt supplies.

6.3.3 Exempt supplies are classified into Regulation 33 exempt supplies and non-Regulation 33 exempt supplies. Regulation 33 exempt supplies are supplies listed under Regulation 33 of the GST (General) Regulations and are considered to be necessary and integral to the making of taxable supplies. Any exempt supply that is not a Regulation 33 exempt supply will be a non-Regulation 33 exempt supply.

6.3.4 For a partially exempt trader, if the De Minimis Rule is satisfied, he may claim all the input tax incurred, including input tax attributed to the making of exempt supplies (both Regulation 33 and non-Regulation 33 exempt supplies). The De Minimis Rule is as follows:

Value of exempt supplies is less than or equals to:

- 1) Average of \$40,000 per month; and
- 2) 5% of the total value of all taxable and exempt supplies made in that accounting period.

6.3.5 If a GST registered business does not satisfy the De Minimis Rule and only makes Regulation 33 exempt supplies (i.e. does not make any non-Regulation 33 exempt supplies), he may still claim input tax that is attributed to the making of Regulation 33 exempt supplies. This is not applicable to partially exempt traders carrying on the business listed under Regulation 34 of the GST (General) Regulations (referred to as “Regulation 34 businesses”).

6.3.6 If a business does not satisfy the De Minimis Rule and makes both Regulation 33 and non-Regulation 33 exempt supplies, input tax attributed to the making of Regulation 33 exempt supplies will only be claimable if the test in Regulation 35 of the GST (General) Regulations (henceforth referred to as “Regulation 35 test”) is satisfied:

- Value of non-Regulation 33 exempt supplies is less than or equals to 5% of the total value of all taxable and exempt supplies (Regulation 33 and non-Regulation 33 exempt supplies) made in that period.

If the Regulation 35 test is not satisfied, input tax attributed to the making of Regulation 33 exempt supplies are not claimable.

Regardless of whether Regulation 35 test is satisfied, input tax attributed to the making of non-Regulation 33 exempt supplies are not claimable except when the De Minimis Rule is satisfied.

6.3.7 In cases where the input tax cannot be directly identified as incurred in the making of either taxable or exempt supplies (for example, general business overheads), this input tax, commonly called residual input tax, has to be apportioned. This is known as Input Tax Apportionment.

6.3.8 As the input tax claims are only allowed provisionally at the end of each prescribed accounting period, the partially exempt trader is required to perform a Longer Period Adjustment in respect of the input tax that he has claimed during the longer period.

6.3.9 Refer to Annex A, Figure 4: Input Tax Apportionment for a diagrammatic summary of the above. For more details on Regulation 33 exempt supplies and the input tax apportionment rules, please refer to the e-tax guide “GST: Partial Exemption and Input Tax Recovery” and IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Claiming GST (Input Tax) > Claiming input tax incurred to make exempt supplies).

## **7 Tax Invoice, Simplified Tax Invoice and Receipt**

### **7.1 Tax Invoice**

7.1.1 Tax invoices must be issued by GST-registered businesses to their GST-registered customers so that the customers can use them as supporting documents to claim input tax on standard-rated purchases. A tax invoice has to be issued within 30 days from the time of supply.

7.1.2 A tax invoice need not be issued for the making of zero-rated supplies, exempt supplies, deemed supplies or to non-GST registered customers. However, if you choose to issue a tax invoice for your zero-rated supplies, you need to indicate all the information that is required on a tax invoice and that GST is charged at 0%.

7.1.3 A tax invoice must not be issued if:

- You are not registered for GST;
- You are selling goods using the Gross Margin Scheme (GMS); or
- You are the supplier in a self-billing arrangement where your customer issues the tax invoice.

7.1.4 Below is the information required on a tax invoice. You may refer to Annex A, Figure 5: Sample of a Tax Invoice.

- a. The words “tax invoice” in a prominent place;
- b. An identifying number (e.g. invoice number);
- c. Date of issue of the invoice;
- d. Your business name, address and GST registration number;
- e. Your customer’s name and address;
- f. A description sufficient to identify the goods or services supplied and the type of supply;
- g. For each description of goods or services supplied, the quantity of goods or the extent of services, and the amount payable, excluding GST;
- h. Any cash discount offered;

- i. The total amount payable (excluding GST), the GST rate and the total amount of GST chargeable (shown as a separate amount);
- j. The total amount payable (including the total amount of GST chargeable); and
- k. A breakdown of exempt, zero-rated or other supplies, stating separately the gross total amount payable in respect of each type of supply.

7.1.5 It is not acceptable to omit the required particulars (e.g. indicating “Cash” in place of your customer’s name and address) if you are issuing a tax invoice for a total amount (inclusive of GST) exceeding \$1,000. Your GST-registered customer requires a valid tax invoice to support his input tax claim.

7.1.6 You should issue only one original tax invoice for each sale transaction. If the customer loses the original invoice or simplified tax invoice, you may issue a duplicate copy marked “Copy” or “Duplicate”.

7.1.7 For more information, please refer to IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Basics of GST > Invoicing, price display and record keeping > Invoicing customers).

## **7.2 Simplified Tax Invoice**

7.2.1 If the total amount (inclusive of GST) stated in the invoice does not exceed \$1,000, you may issue a simplified tax invoice. As compared to a tax invoice, less information is required to be shown on a simplified tax invoice, e.g., your customer’s name is not required.

7.2.2 Below is the information required on a simplified tax invoice. You may refer to Annex A, Figure 6: Sample of a Simplified Tax Invoice.

- Your name, address and GST registration number;
- An identifying number, e.g. invoice number;
- The date of issue of the invoice;
- Description of the goods or services supplied;
- The total amount payable including tax; and
- The word “Price Payable includes GST”.

7.2.3 For more information, please refer to IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Basics of GST > Invoicing, price display and record keeping > Invoicing customers).

### **7.3 Receipt**

7.3.1 You may choose to issue a receipt instead of a tax invoice to your non-GST registered customer (e.g. an end consumer) for the payments received. You must retain a duplicate of the receipt issued.

7.3.2 A receipt must be serially printed and must show the following:

- Your name and GST registration number
- Date of receipt;
- Total amount payable including total GST; and
- The words "Price payable includes GST".

7.3.3 Businesses are not required to seek approval from IRAS for not issuing receipts. You must however ensure complete and accurate recording of income transactions even if you decide not to issue receipts. There must be a well-documented audit trail to show that all income transactions are correctly recorded and declared for tax purposes. Practices such as using a cash register or accounting software should be maintained to help ensure the proper recording of all income transactions. It should be noted that:

- 1) You must still issue receipts to customers (if requested); and
- 2) GST-registered businesses must continue to issue tax invoices for purchases that exceeds \$1000 as required under the GST legislation, as the waiver of issuance of receipts is not the same as the waiver of issuance of tax invoices.

7.3.4 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Basics of GST > Invoicing, price display and record keeping > Invoicing customers).

### **7.4 Invoicing in a Foreign Currency**

7.4.1 For a local sale denominated in a foreign currency, the following items on the tax invoice must be converted into Singapore dollars using approved exchange rate for GST purposes:

- Total amount payable excluding GST;
- Total GST payable; and
- Total amount payable including GST.

7.4.2 Examples of the approved exchange rates are exchange rates published by local banks or locally circulated newspaper. This exchange rate must be updated at least once every three months and be used consistently for internal business reporting, accounting and GST purposes. The source must also be used consistently for at least one year from the end of the accounting period in which the method was first used.

7.4.3 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Charging GST (Output Tax) > Foreign currency transactions).

## **7.5 Calculating GST on Invoice**

7.5.1 The total GST payable on all goods and services shown on a tax invoice may be rounded off to the nearest whole cent (i.e. two decimal places). With the discontinuation of 1 cent coins, some businesses may round their bills (i.e. total amount payable including GST) to the nearest 5 cents to facilitate cash payment by their customers. Whether a bill should be rounded up or rounded down to the nearest 5 cents is a business decision. However, this must be applied consistently.

7.5.2 There are two ways to compute the total GST amount if your tax invoice contains several line items of standard-rated supplies. You can either calculate the GST amount for each line item and sum up the GST amounts for each line item or calculate the GST on the total amount payable (i.e. summing all line items before GST). The total GST amount computed may differ due to the method used. Both methods of computing the total GST amount are acceptable so long as you apply the chosen method consistently.

## **8 Price Display**

8.1 As a GST registered person, you are required to show and quote the GST-inclusive prices on all prices displayed, advertised, published or quoted for any supply of goods or services made by you. All written and verbal quotations must include the GST component. Similarly, all prices published on advertisement, price list and web pages should be inclusive of GST.

8.2 If you choose to display both GST-inclusive and GST-exclusive prices, the GST-inclusive price must be at least as prominent as the GST-exclusive price.

8.3 These requirements are to ensure that the members of the public know upfront the final price of goods and services that they have to pay. Failure to comply with each of these requirements is an offence that can result in a fine of up to \$5,000.

8.4 The following illustrates the contrast between an acceptable price display format and one that is not.

Price Display Format	
Acceptable	Not Acceptable
\$107	\$100 +
\$107 w/GST	\$100 + GST \$100 + 7% GST
\$107 (inclusive of GST)	\$100 + \$7 GST
\$107 w/GST (\$100)	\$107 w/GST ( <b>\$100</b> )
<b>\$107</b> w/GST (\$100)	
<b>\$107</b> w/GST (\$100)	<b>\$100</b> (\$107 w/GST)

- 8.5 In cases where the retail price is subject to bargaining, the price displayed or quoted should still be the GST-inclusive price. The amount of GST to be accounted by the retailer will be the tax fraction (i.e. 7/107) of the final price paid by the customer.
- 8.6 Where a GST-registered business intends to give a discount equal to the GST amount (i.e. absorbing the GST – refer to paragraph 5.5.4) to the consumer, it is incorrect to advertise that there is 'no GST' for the goods or services. Such advertising is misleading as there is a GST element in all goods and services supplied by a GST-registered business.
- 8.7 An exception is made for businesses in the hotel and food & beverage (F&B) industry. Due to the imposition of service charge, these businesses may have operational difficulties in displaying GST-inclusive prices. As an administrative concession, they may display GST-exclusive prices for goods and services that are subject to service charge. However, a statement informing customers that prices displayed are subject to GST and service charge must be prominently shown. For goods and services that are not subject to service charge, you must still show GST-inclusive prices on all price displays, advertisement or publicity brochures.
- 8.8 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Basics of GST > Invoicing, price display and record keeping > Displaying and quoting prices).

## **9 Record Keeping**

9.1 It is the responsibility of a GST-registered business to keep proper records. Under the Income Tax Act and GST Act, failure to keep and retain sufficient records is an offence and may result in:

- 1) Expenses claimed being disallowed; and
- 2) Penalties being imposed.

9.2 The types of records that businesses need to keep include:

- Source documents that substantiate all transactions in your business - e.g. receipts, invoices, vouchers, and other relevant documents issued or received from customers and suppliers;
- Records of the steps taken to ascertain whether the supply made to you or by you was part of a Missing Trader Fraud arrangement – e.g. the risks identified, the due diligence checks performed and the actions taken in response to the results surfaced from the checks;
- Accounting records and schedules - manual or electronic records of assets and liabilities, revenue and expenses, gains (profit) and losses;
- Bank statements; and
- Any other records of transactions connected with your business.

9.3 You are required to keep business records for at least five years.

9.4 You can keep records manually or electronically. Businesses do not need to apply to IRAS for approval to issue tax invoices electronically. However, you must comply with the guidelines set in the e-tax guide “Record Keeping Guide for GST-Registered Businesses” available on IRAS’ webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Basics of GST > Invoicing, price display and record keeping > Keeping records).



## 10 Offences and Penalties/Surcharge

### 10.1 Penalties provided in the Act are summarised in the table below:

Offences	Penalties	Section of GST Act
<b>Penalty for failure to keep records</b>		
Failure to keep records for at least five years	<p>You are liable on conviction to:</p> <ol style="list-style-type: none"> <li>1) A fine not exceeding \$5,000; or</li> <li>2) An imprisonment for a term not exceeding 6 months; or</li> <li>3) Both fine and imprisonment.</li> </ol> <p>For a second or subsequent conviction:</p> <ol style="list-style-type: none"> <li>1) A fine not exceeding \$10,000; or</li> <li>2) An imprisonment for a term not exceeding 3 years; or</li> <li>3) Both fine and imprisonment.</li> </ol>	S46(6)
<b>General Penalties</b>		
Failure to submit GST returns electronically when required to, and other general penalties in respect of offences not specified under the Act	<p>You are liable to:</p> <ol style="list-style-type: none"> <li>1) A fine not exceeding \$5,000; and</li> <li>2) An imprisonment term not exceeding 6 months in default of payment.</li> </ol>	General penalty under S58
<p>Failure to display price inclusive of GST, or</p> <p>Failure to display GST-inclusive price as prominently as GST-exclusive price, where both prices are shown</p>	<p>For each offence:</p> <ol style="list-style-type: none"> <li>1) A fine not exceeding \$5,000; and</li> <li>2) An imprisonment term not exceeding 6 months in default of payment.</li> </ol>	General penalty under S58
<b>Penalty for incorrect return</b>		
Submission of incorrect return without reasonable excuse or through negligence	<p>You are liable on conviction to:</p> <ol style="list-style-type: none"> <li>1) A penalty equal to double the amount of tax undercharged; and</li> <li>2) A fine not exceeding \$5,000 or an imprisonment term not exceeding 3 years; or both fine and imprisonment.</li> </ol>	S59(2)

<b>Penalty for failure to pay or make returns within prescribed period</b>		
Failure to pay any outstanding tax	You are liable to: 1) A penalty equal to 5% of tax payable; and 2) An additional penalty of 2% per month on tax remaining unpaid after 60 days from the due date of the prescribed accounting period (subject to a maximum total additional penalty of 50% of the outstanding tax).	S60(1)
Failure to make returns within prescribed periods	You are liable to:  A late submission penalty of \$200 per month. From 1 April 2018, the late submission penalty of \$200 is imposed immediately if the GST return is not filed by the due date. A penalty of \$200 will continue to be imposed for every completed month that the GST F5/F8 return is outstanding, till the maximum of \$10,000 for each outstanding F5/F8 return.	S60(2)
<b>Penalty for failure to register</b>		
For failure to register	You are liable on conviction to: 1) A fine not exceeding \$10,000; 2) A penalty equal to 10% of the tax due in respect of each year or part thereof commencing from the date on which you are required to make the notification or to apply for registration; and 3) A further penalty of \$50 for every day during which the offence continues after conviction.	S61
<b>Penalty provisions relating to fraud, etc.</b>		
For evasion cases, in which you wilfully evade, or assist other persons to evade	You are liable on conviction to: 1) 3 times the amount of tax evaded; and 2) A fine not exceeding \$10,000 or an imprisonment term not exceeding 7 years; or both fine and imprisonment.	S62
<b>Improperly obtaining refund</b>		
For fraudulently obtaining refund	You are liable on conviction to: 1) A penalty of 3 times the amount of excess refund; and 2) A fine not exceeding \$10,000 or an imprisonment term not exceeding 3 years; or both fine and imprisonment.	S63

<b>Offences in relation to goods and invoices</b>		
For offences in possessing or accepting goods and services that you know that tax on the supplies has been or will be evaded	You are liable on conviction to: 1) A fine not exceeding \$5,000; and 2) A penalty of 3 times the amount of tax evaded.	S64(1)
For offences in relation to invoices for which you issue a tax invoice when you are not authorised under the Act	You are liable on conviction to: 1) A fine not exceeding to \$10,000; and 2) A penalty of 3 times the amount of tax shown on the invoice.	S64(2)
<b>Penalty for obstructing Comptroller in carrying out his duties</b>		
For obstructing the Comptroller of GST in carrying out his duties	You are liable on conviction to: 1) A fine not exceeding \$5,000; or 2) An imprisonment term not exceeding 6 months; or 3) Both fine and imprisonment.	S66

## 10.2 Surcharge for claiming input tax on any supply that was part of a Missing Trader Fraud Arrangement

You will be imposed a 10% surcharge of the amount of input tax denied on the ground that you should have known that your purchases were part of a Missing Trader Fraud arrangement. Businesses who willfully engaged in a Missing Trader Fraud arrangement may be dealt with more severely.

## 11 Objections and Appeal Procedure

### 11.1 Objection against the Comptroller's Decision

If you have any objection against the decision of the Comptroller of GST, you may apply to him in writing for a review within 30 days after the date that you have been notified of the decision. The objection may involve any of the following decisions:

- Registration or deregistration of your business;
- The tax on the supply of goods and services or on the importation of any of your goods;
- The amount of input tax credit or refund allowed;
- The proportion of supplies liable for GST;
- The claim for, or the amount of, refunds under Section 25;

- The direction or supplementary direction made under Paragraph 2 of the First Schedule to the Act to treat separate businesses as one for the purposes of registration;
- The declaration to be an agent of another person under Section 79; or
- The requirement of any security under Section 81(3).

## **11.2 The Board of Review**

If you disagree with the Comptroller's decision after you have lodged your objection, you may make an appeal by lodging a written notice of appeal to the GST Board of Review within 30 days of the Comptroller's decision. Within the next 30 days of the lodgement of your notice of appeal, a statement stating the reasons for the appeal should be submitted to the Board.

The responsibility or burden of proving that the Comptroller's decision is wrong is on you. The Board may confirm, vary or annul the decision of the Comptroller of GST.

If the Board confirms the decision of the Comptroller of GST, your appeal might be deemed unnecessary or frivolous. In such an instance, you will be ordered to pay cost to the Board and any costs to the Comptroller of GST for a sum not exceeding \$1,000 plus the tax charged.

## **11.3 The High Court**

If you do not, or the Comptroller of GST does not agree with the decision of the Board, either party may appeal to the High Court. The High Court may confirm, vary or annul the decision of the Board. Further right of appeal to the Court of Appeal may exist.

## **GST Schemes**

This section describes the various GST schemes that are available to GST-registered businesses.

### **12 Major Exporter Scheme (MES)**

- 12.1 MES is designed to ease the cash flow of businesses that have substantial import and export of goods. If you have been approved to use the MES, the payment of GST is suspended at the point of importation of goods. That is, MES businesses are allowed to import non-dutiable goods without paying GST to Singapore Customs (SC).
- 12.2 To be eligible, your zero-rated supplies must account for more than 50% of the total supplies, or the value of your zero-rated supplies is more than S\$10 million for the past 12 months. The relevant period for calculating the value of supply will be the immediate past financial year or any 12 continuous calendar months within the past 18 calendar months. Total supplies refer to the summation of standard-rated supplies, zero-rated supplies and exempt supplies.
- 12.3 You can apply by submitting the GST F10 "Application for Major Exporter Scheme" application form to the Comptroller of GST. A letter of guarantee may be required for the granting of MES where the Comptroller of GST thinks fit. You will be notified in writing if a letter of guarantee is required. The form can be obtained from IRAS' webpage at [www.iras.gov.sg](http://www.iras.gov.sg) > Quick links > Forms > GST > GST Schemes > Application for Major Exporter Scheme (MES).
- 12.4 You also need to perform a self-review using the Assisted Self-Help Kit (ASK) and submit the certified ASK declaration form "ASK: Declaration Form on Completing Annual Review & Voluntary Disclosure of Errors" when applying to enjoy the benefits under MES.
- 12.5 The ASK Annual Review must be performed by either:
- 1) An individual accredited with Singapore Institute of Accredited Tax Professionals ("SIATP") as Accredited Tax Advisor (GST) [ATA (GST)] or Accredited Tax Practitioner (GST) [ATP (GST)]; or
  - 2) The GST-registered business and certified by an individual accredited with SIATP as ATA (GST) or ATP (GST), in adherence to the certification procedures set out in the GST ASK Annual Review Guide.
- 12.6 If your application is successful, your MES status will be valid until IRAS notifies you in writing that your eligibility of MES status is due for review. This is usually three years after the date of approval. At any time, if you fail to satisfy any of the qualifying conditions, you are required to inform the Comptroller and your MES status may be revoked.

- 12.7 For more information on the ASK declaration form and MES, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Major Exporter Scheme).

### **13 Tourist Refund Scheme**

- 13.1 Under the electronic Tourist Refund Scheme (eTRS), tourists may receive a refund of GST paid on goods purchased from retailers who participate in the scheme. The tourist refund is only available to tourists who are bringing their purchase out of Singapore via Changi International Airport or Seletar Airport within two months from the date of purchase, subject to the eligibility and conditions of the scheme.
- 13.2 For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Tourist Refund Scheme).
- 13.3 As a retailer, you may participate in the eTRS either as an Independent Retailer ("IR") or through a Central Refund Agency ("CRA"). Presently, there are three CRAs in Singapore participating in the eTRS. They are Global Blue Singapore Pte Ltd, Global Tax Free Pte Ltd and Tourego Pte Ltd.
- 13.4 For more information on participating in the TRS as a retailer, please refer to the e-tax guide "GST Guide on the Electronic Tourist Refund Scheme (eTRS)", available at [www.iras.gov.sg](http://www.iras.gov.sg) > Quick links > e-Tax-Guides > GST.

### **14 Other Schemes for Specific Industries**

#### **For Importers and Exporters**

#### **14.1 Approved Third Party Logistics (3PL) Company Scheme**

The Approved Third Party Logistics (3PL) Company Scheme is designed to enhance the competitiveness of logistics companies that provide logistics management services to overseas clients who use Singapore as a logistics hub. In general, an approved 3PL company enjoys import GST suspension on goods imported, thereby easing the cash flow of the company.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Approved Third Party Logistics (3PL) Company Scheme).

## **14.2 Import GST Deferment Scheme (IGDS)**

Under IGDS, approved GST-registered businesses can defer their import GST payments until their monthly GST returns are due. This means that they account for the deferred import GST and claim it as input tax (subject to the conditions of claiming input tax) in the same GST return. Businesses under IGDS must file their GST returns on monthly basis. This allows importers to enjoy a credit period of one to two months, easing their cash flow.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Import GST Deferment Scheme (IGDS)).

## **14.3 Zero GST Warehouse Scheme**

The Zero GST (ZG) Warehouse Scheme is administered by Singapore Customs. If you operate a ZG warehouse under the scheme, you can import non-dutiable overseas goods into the ZG Warehouse with GST suspended. GST is only charged when the goods are removed from the warehouse for the local market.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Zero GST (ZG) Warehouse Scheme). You may also contact Singapore Customs at 6355 2000 or visit their webpage at [www.customs.gov.sg](http://www.customs.gov.sg) for the qualifying criteria and application procedures.

## **14.4 Specialised Warehouse Scheme (SWS)**

The Specialised Warehouse Scheme (SWS) is for warehouses that are used for providing specialised storage facilities to overseas persons and most of the goods stored will eventually be exported. A warehouse approved under SWS is known as an "Approved Specialised Warehouse" (ASW). Under the scheme, qualifying services performed on qualifying goods and storage facilities can be zero-rated.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Specialised Warehouse Scheme (SWS)).

## **14.5 Hand-Carried Exports Scheme (HCES)**

The Hand-Carried Exports Scheme (HCES) is applicable if you wish to zero-rate your supply to overseas customers for goods hand-carried out of Singapore via Changi International Airport. Unlike Tourist Refund Scheme which is only for bona fide tourist, HCES is for sales to an overseas company.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > General GST Schemes > Hand-Carried Exports Scheme (HCES)).

### **For Aerospace Industry**

#### **14.6 Approved Import GST Suspension Scheme (AISS)**

The Approved Import GST Suspension Scheme (AISS) is designed to alleviate the cash flow of businesses in the Aerospace industry by suspending the import GST. These businesses are international airlines, players in the Maintenance, Repair and Overhaul (MRO) industry, Original Equipment Manufacturers (OEM) and distributors of qualifying aircraft parts.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Approved Import GST Suspension Scheme (AISS)).

### **For Marine Industry**

#### **14.7 Approved Marine Customer Scheme (AMCS)**

The Approved Marine Customer Scheme (AMCS) is designed to ease compliance for businesses procuring goods for use or installation on internationally bound commercial ships. Eligible GST-registered ship owners and ship managers may apply for this scheme. Under the scheme, purchases or rental of goods will be zero-rated.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Approved Marine Customer Scheme (AMCS)).

#### **14.8 Approved Marine Fuel Trader (MFT) Scheme**

This scheme is designed to benefit businesses in the bunkering industry that make local purchases of approved marine fuel oil ("MFO"). Under this scheme, you do not need to pay GST when you make local purchases of approved marine fuel oil (e.g. MFO 380cst) from any GST-registered suppliers. This alleviates your cash flow by eliminating the need to pay GST upfront and to subsequently claim it back by obtaining a refund from IRAS.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Approved Marine Fuel Trader (MFT) Scheme).



## **For Local Contract Manufacturers**

### **14.9 Approved Contract Manufacturer & Trader Scheme (ACMT)**

The ACMT Scheme is a scheme designed to relieve businesses (e.g. local contract manufacturers) that have substantial business with non-GST registered overseas customers of the need to account for GST on value added activities performed on the goods of such overseas customers.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Approved Contract Manufacturer and Trader (ACMT) Scheme).

## **For Refiners and Consolidators of Investment Precious Metals (IPM)**

### **14.10 Approved Refiner and Consolidator Scheme (ARCS)**

The ARCS is designed to ease cash flow and compliance of qualifying refiners and consolidators of investment precious metals (IPM) in their payment of GST on import and purchase of raw materials and relieve input tax incurred in their refining activities.

For more information, please refer to IRAS' webpage ([www.iras.gov.sg](http://www.iras.gov.sg) > Taxes > GST > Industry-Specific Schemes > Approved Refiner and Consolidator Scheme (ARCS)).

## **15 Contact Information**

- 15.1 For enquiries on this e-Tax Guide, please contact the Goods and Services Tax Division at [www.iras.gov.sg](http://www.iras.gov.sg) (select "Contact Us").

## **16 Updates and amendments**

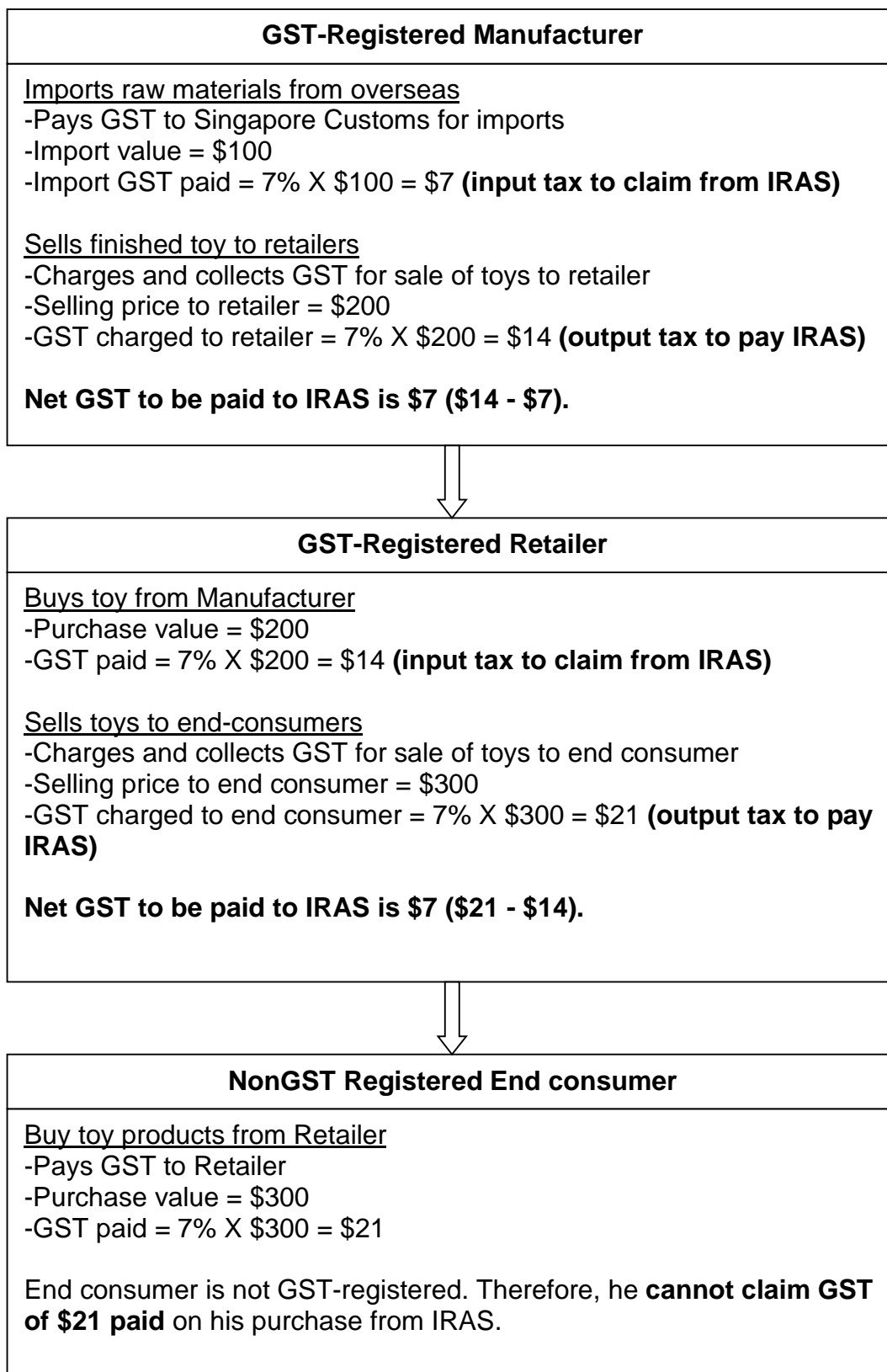
	<b>Date of amendment</b>	<b>Amendments made</b>
1	1 Apr 2015	i) Amended paragraph 7.7 on De-registration.  ii) Revised paragraphs 10.2 to 10.4 in line with amended Regulation 77 taking effect on 1 Apr 2015.  iii) Amended paragraph 15.4 to include information on new CRA.
2	15 Sep 2015	i) Amended paragraph 7.3 on voluntary registration.

		ii) Revised paragraph 7.4 on registration procedures.
3	01 Apr 2016	<ul style="list-style-type: none"> <li>i) Inserted paragraph 3.2.11 on Section 33B</li> <li>ii) Inserted paragraph 6.1.3 on input tax claiming concession for food and drinks expenses</li> <li>iii) Inserted paragraph 6.2.3 on pre-registration input tax changes</li> <li>iv) Amended the notes for the apportionment formula in Annex A, Figure 4</li> <li>v) Amended paragraphs 7.10.2, 8.1.2, 8.3.5, and deleted paragraph 8.1.5 on filing frequency</li> <li>vi) Other editorial amendments</li> </ul>
4	25 May 2016	Amended the definition of business establishment in paragraph 3.1.8.
5	5 Jul 2017	<ul style="list-style-type: none"> <li>i) Amended paragraph 6.1.6 to clarify on disallowed input tax claims on motor cars.</li> <li>ii) Removed the list of user guides from paragraph 8.5.3.</li> <li>iii) Removed paragraph 15.2 regarding the application of GST refunds at cruise terminals.</li> <li>iv) Other editorial amendments</li> </ul>
6	13 Feb 2018	<ul style="list-style-type: none"> <li>i) Amended paragraph 6.2.2 on pre-registration input tax claims</li> <li>ii) Removed paragraphs 7 and 8 of sixth edition on GST administration and renumbered ensuing paragraphs</li> <li>iii) Amended paragraph 9.1.4 of sixth edition (renumbered as paragraph 7.1.4 in seventh edition) on invoicing requirements.</li> <li>iv) Amended paragraph 12 of sixth edition (renumbered as paragraph 10 in seventh edition) on general penalties and late submission penalties.</li> <li>v) Amended paragraph 17 in sixth edition (renumbered as paragraph 15 in seventh edition) on contact information.</li> </ul>
7	3 Jan 2019	Inserted new paragraphs 2.5 and 2.6 and amended paragraphs 4.1 and 6.1.2 to 6.1.4 on customer accounting.

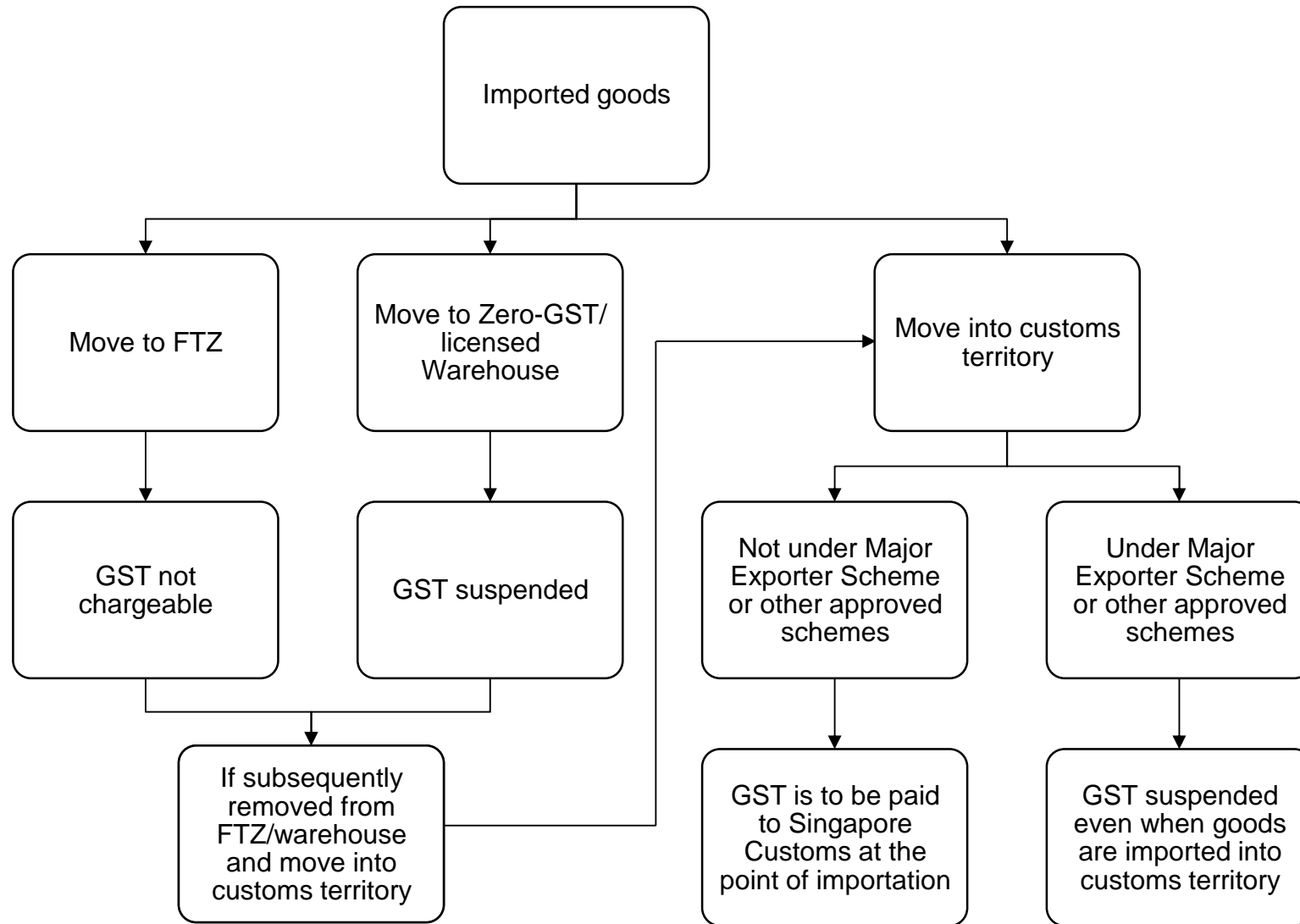
8	10 Feb 2021	<ul style="list-style-type: none"> <li>i) Revised paragraph 6.1.2 to update input tax claiming conditions.</li> <li>ii) Inserted paragraph 9.2 on record keeping requirements to ascertain whether the supply was a part of a Missing Trader Fraud arrangement.</li> <li>iii) Inserted paragraph 10.2 on imposition of 10% surcharge of the amount of input tax denied on ground that the business should have known that their purchases of goods and/or services were part of a Missing Trader Fraud arrangement.</li> <li>iv) Revised paragraph 13.3 to update current list of CRAs.</li> <li>v) Editorial changes.</li> </ul>
9	29 Oct 2021	<ul style="list-style-type: none"> <li>i) Revised Para 6.1.6 on medical expenses incurred for employees</li> <li>ii) Editorial changes</li> </ul>

## Annex A

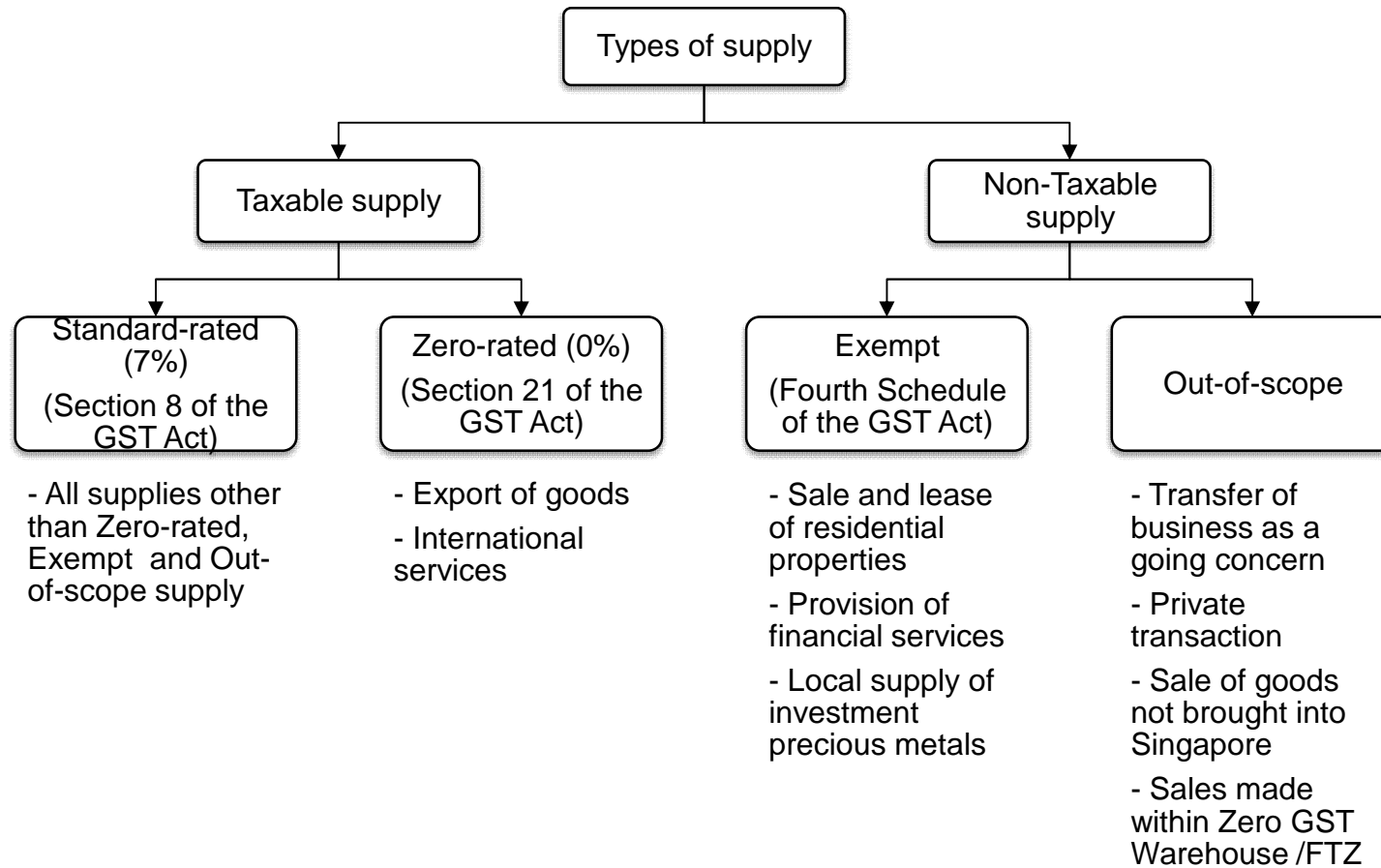
Figure 1: Output and Input Tax



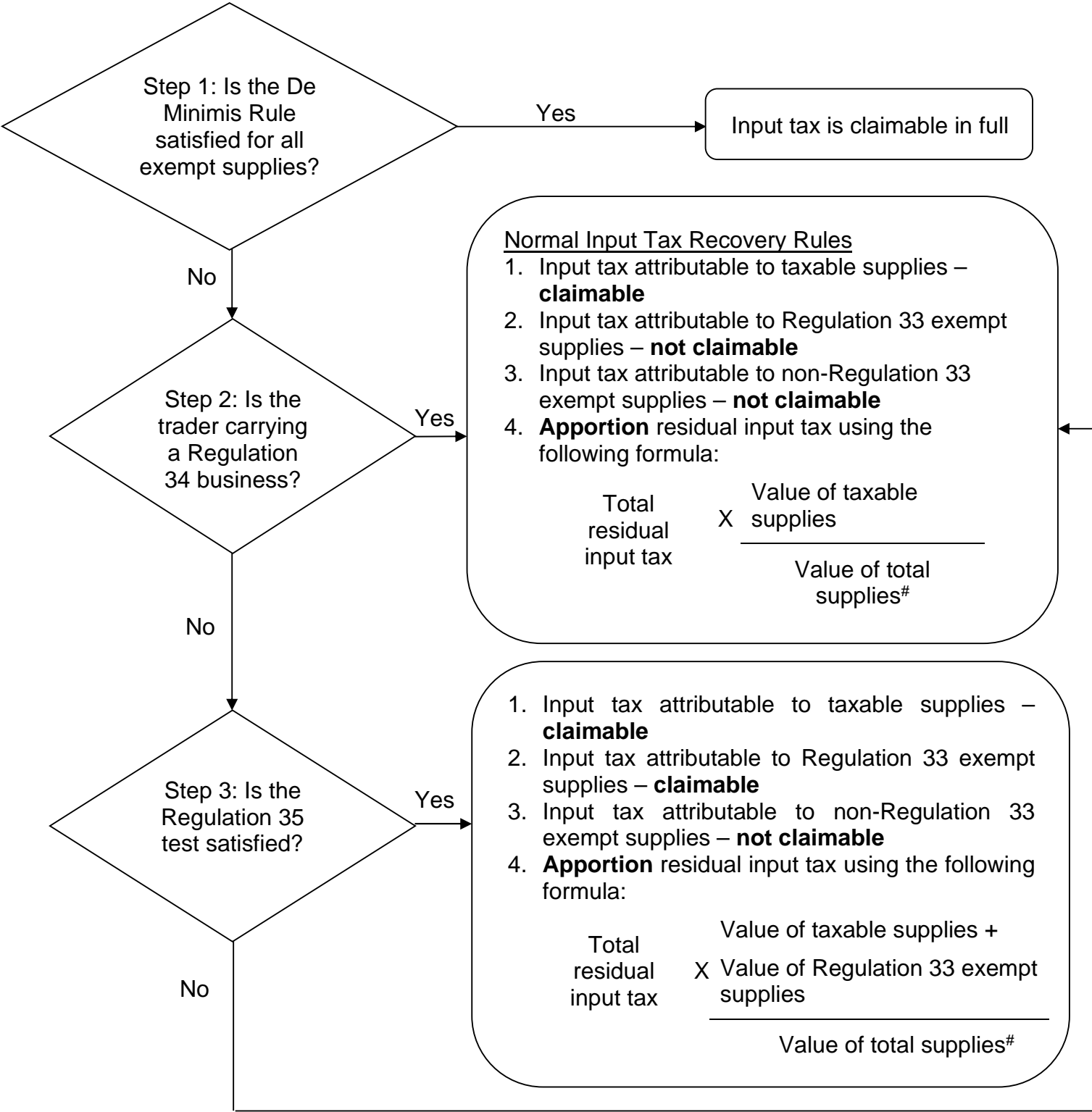
**Figure 2: GST Treatment on Imported Goods**



**Figure 3: Types of Supply**



**Figure 4: Input Tax Apportionment for Partially Exempt Trader**



# You may deduct exempt supplies that can be treated as incidental exempt supplies under regulation 29(3) of the GST (General) Regulations from the value of total supplies. For more information on what constitute as incidental exempt supplies, please refer to the e-Tax Guide “GST: Partial Exemption and Input Tax Recovery”.

**Figure 5: Sample of a Tax Invoice**

## TAX INVOICE

Gallery Photo Supplier  
888 Jalan Ang Teng  
Singapore 560009

GST Reg No: M2-1234567-K

(Customer's Name)

(Customer's Address) Date: 1/7/2020

Invoice No: F012345

Type of Supply: Cash / Credit Sale

S/No	Description	Qty	Unit Price (\$)	Total (\$)	Discount (\$)	Total (\$)
1	Yashica MG2	10	90	900	45	855.00
2	Pentax Z-1 Body	20	1,000	20,000	1,000	19,000.00
3	Nikon W35	30	200	6,000	300	5,700.00
4	Canon Prima 5	40	220	8,800	440	8,360.00
Total						33,915.00
Add GST @ 7%						2,374.05
Amount Due:						36,289.05

Thank you. We look forward to being of service to you again.



**Figure 6: Sample of a Simplified Tax Invoice**

Gallery Photo Supplier 888 Lorong Jalan Singapore 560009	
GST Reg No: M2-1234567-K	Invoice No: 1234
Date: 01/07/2020	
<u>Description</u>	<u>Subtotal</u>
Fiji200 (3-pack)	12.00
Energy battery (AA 8-pack)	9.00
	<hr/>
Grand Total	21.00*
Amount received	50.00
Change	29.00
*Amount payable includes GST	
Thank You	