

Issuance of invoice

98. (1) An approved person under the Flat Rate Scheme shall issue an invoice on the taxable supply of goods made by him to the registered person in the course or furtherance of his business relating to the activities as specified in paragraph 97(1)(c).

(2) Except as the Director General may otherwise allow, an approved person shall state in the invoice issued under subregulation (1) the following particulars:

- (a) the invoice serial number;
- (b) the date of the invoice;
- (c) the name, address and identification number of the approved person;
- (d) the name, address and identification number of the registered person to whom the goods are supplied;
- (e) description of the goods supplied; and
- (f) the total amount payable excluding flat rate addition, the rate of flat rate addition and the total amount of flat rate addition to be shown separately.

(3) Notwithstanding subregulation (1), the Director General may, upon application by a registered person, allow him to issue an invoice in relation to a supply made by an approved person to him subject to the following conditions:

- (a) the value is not known by the approved person at the time of making the supply;
- (b) the registered person and the approved person agree in writing that the approved person shall not issue an invoice in respect of any supply to which this regulation applies;
- (c) the registered person shall issue an invoice showing the particulars specified in subregulation (2);
- (d) a copy of the invoice is given to the approved person and original copy is retained by the registered person;
- (e) the approved person shall notify the registered person if he ceases business, transfers his business as a going concern or becomes a registered person;
- (f) in the case where the invoice is issued before the supply is made, the invoice shall be issued with payment; and
- (g) any other conditions as the Director General deems fit to impose.

(4) An approved person shall submit annual sales statement or when directed by the Director General.

(5) Any person who contravenes subregulation (2) or (4) commits an offence.