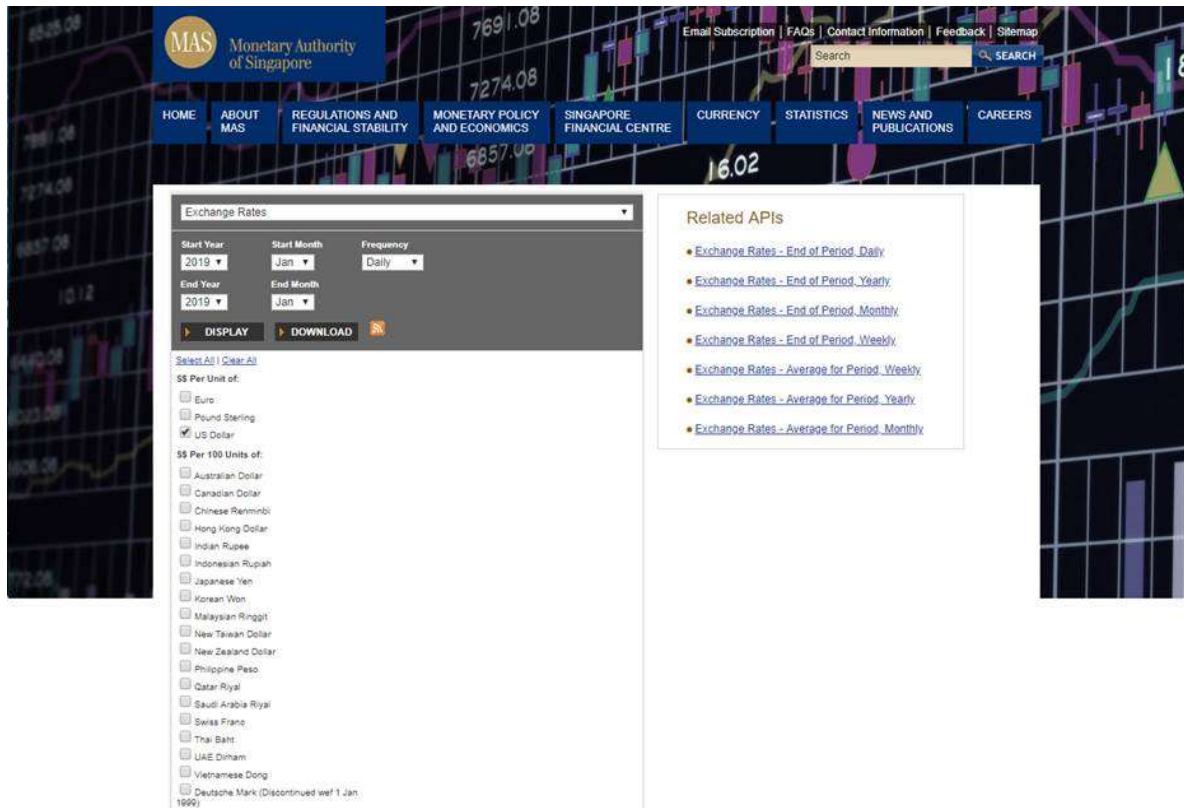


SAMPLE ILLUSTRATION GUIDE TO ISSUE AN TAX INVOICE & FOREIGN CURRENCY TAX INVOICE:

Step-1: Go to below link for extracting the ex-rate monthly:

<https://secure.mas.gov.sg/msb/ExchangeRates.aspx>

Step-2: Choose the option to download with the past month's parameters: Eg: Jan-19 is the past month as at now (Feb)



Step-3: Guidelines to use the Ex-Rate for GST:

- b) The exchange rate must be the daily exchange rate corresponding to the time of supply. If not, it must be a good approximation of this rate;

Daily exchange rate refers to the prevailing buying rate, selling rate or average of the two. The use of the exchange rate on a particular day of the month (e.g. last working day of the previous month) or an average rate over a specific period (e.g. average of the daily rates for the previous month) to approximate the daily exchange rate corresponding to the time of supply is acceptable.

Step-4: In this case, the highlighted ex-rate 1.3465 in the past month's last working day's rate is applicable for Feb-19 foreign currency transactions & so on for the oncoming months.


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes 'Clipboard' and 'Font' groups. The active cell is I27. The spreadsheet data is as follows:

End of Period	S\$ Per Unit of US Dollar
2019 Jan	2 1.366
	3 1.366
	4 1.362
	7 1.3571
	8 1.3582
	9 1.3568
	10 1.3507
	11 1.3516
	14 1.3535
	15 1.3525
	16 1.355
	17 1.356
	18 1.3558
	21 1.3593
	22 1.3599
	23 1.3597
	24 1.3586
	25 1.3591
	28 1.3517
	29 1.3536
	30 1.3514
	31 1.3465

31 * Yearly, monthly and weekly figures are end period values.
 32 * Daily figures are values as of noon.
 33
 34

Step-5: Invoicing in foreign currency:

Sales in Foreign Currency

For such sales with GST, you must convert the following items in the tax invoice into Singapore dollars using an approved [exchange rates for GST purpose](#)  (185KB):

1. Total amount payable excluding GST;
2. Total GST payable; and
3. Total amount payable including GST.

These amounts in Singapore dollars may be shown separately beside their respective amount in foreign currency on your tax invoice.



In your GST return, you should report the amounts in Singapore dollars shown in your tax invoice for "value of standard-rated supplies" and "output tax due".

Step-6: Information required in a Tax Invoice:

When to Issue a Tax Invoice

A tax invoice must be issued when your customer is GST registered. Your customer needs to keep this tax invoice as a supporting document to claim input tax on his standard-rated purchases. In general, a tax invoice should be issued **within 30 days from the time of supply**.

A tax invoice need not be issued for [zero-rated supplies](#), [exempt supplies](#) and deemed supplies or to a non-GST registered customer.

Information Required in a Tax Invoice ^

A typical tax invoice is shown below with the required information indicated:

		TAX INVOICE						
		The words 'tax invoice'						
		Supplier's name and address						
		Gallery Photo Supplier 888 Jalan Ang Teng Singapore 560009						
		GST Reg No. M2-1234567-K						
Customer's name	(Customer's Name)							
Customer's address	(Customer's Address) (Customer's Address) (Customer's Address)	Date: 01/07/2007					Invoice date	
		Invoice No: F012345					An identifying number	
		Type of Supply: Cash / Credit Sale						
Description of goods and services		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
GST rate		Add GST @ 7%						2,374.05
		Amount Due:						36,289.05
		Total amount payable excluding GST						
		Total GST						
		Total amount payable including GST						
		Thank you. We look forward to being of service to you again.						


Your tax invoice must also provide details on exempt, zero-rated, or other supplies, if applicable. The gross amount payable for each type of supply must also be separately stated.

Step-7: Invoicing in foreign currency:

Invoicing In a Foreign Currency ^

The following items on the tax invoice must be converted into Singapore dollars when you are invoicing a local sale in a foreign currency:

- Total amount payable excluding GST
- Total amount payable including GST
- Total GST payable

You must use an approved [exchange rates for GST purpose](#)  (185KB) for the conversion.

Step-8: Sample for Step-7: At least 4 decimal is required with option of lengthy decimals:

SAMPLE TO BE ISSUED AS FOLLOWS:		
DESCRIPTION		AMOUNT IN USD
ITEM-1		USD 10,000.00
ITEM-2		USD 5,000.00
ITEM-3		USD 15,000.00
	TOTAL BEFORE GST	USD 30,000.00
	GST @ 7%	USD 2,100.00
	TOTAL INCLUDING GST	USD 32,100.00
Value in Singapore Dollars for claiming GST purpose:		
	Exchange Rate	SGD 1.3465
	TOTAL BEFORE GST	SGD 40,395.00
	GST @ 7%	SGD 2,827.65
	TOTAL INCLUDING GST	SGD 43,222.65

Step-9: When you issue invoice as mentioned in Step-8, the Customer will have to follow the ex-rate as stated on your invoice and should not follow any other ex-rate which is an offence. That's the reason, GST has made the Supplier to follow this as one of the requirements.