

Updates to ASK Administrative Concessions

1. Claimed input tax based on tax invoices with incomplete information

Businesses are required to maintain valid tax invoices or simplified tax invoices to support their input tax claims. A valid tax invoice should contain all the [information](#) required. If the tax invoice contains incomplete information, businesses may not be allowed the input tax claims or may be required to obtain a valid tax invoice from their supplier.

Under the ASK Administrative Concessions E7 and E10,

- (a) ^{**NEW*} A foreign currency denominated tax invoice should include the Singapore dollars equivalent of the total GST chargeable on the supply. If this information is not included, input tax claim would still be allowed if:
- your supplier's exchange rate is shown on the tax invoice; and
 - you had claimed input tax based on this exchange rate.
- (b) For a tax invoice that does not contain all the required information (e.g., missing the words "tax invoice", address of supplier or customer, GST registration number), input tax claim would be allowed if you are able to corroborate with other documents such as purchase order or confirmation, purchases contract/agreement and evidence that you had paid for the purchases.

You must ensure that you satisfy the general input tax conditions before making an input tax claim in your GST returns. If the GST registration number of your supplier is not shown on the invoice, you should [check](#) that your supplier is indeed registered for GST. You can do so using the GST Registered Business Search at www.iras.gov.sg > Goods & Services Tax (GST) > Consumers > Checking if a business is GST-registered.

2. Late reporting of standard-rated supplies and output tax

Businesses are generally required to report their supplies at the earlier of when an invoice is issued or payment is received, based on the [time of supply](#) rules.

Under the ASK Administrative Concession B3, if you had reported your standard-rated supplies and output tax late, you do not need to amend your past GST returns if all the supplies and output tax have been reported within 12 months of the time of supply.

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3. Rounding adjustments

Variances between the GST reported in the GST returns and the GST amounts reflected on tax invoices (issued to customers or received from suppliers) are considered as errors. Businesses would need to quantify the variances and amend their past GST returns.

Under the ASK Administrative Concessions B1 and E11, you can continue with your current GST reporting method without making any corrections for the variations until the next system update if the variances arise from:

Variances in output tax	*NEW Variances in input tax
(i) Rounding differences between the GST computed by the accounting and invoicing systems provided that the GST computed in the accounting system is consistently rounded off to the nearest cent for all invoices and/ or credit notes (i.e. round up when the last digit is ≥ 5 and round down when the last digit is ≤ 4). (ii) Differences in currency exchange rate between the accounting and invoicing systems for foreign currency denominated invoices due to different decimal places used (e.g. 1.4453 is used in the accounting system and 1.445 is used in invoicing system), provided that: - the same exchange rate is used for both systems except for the differences in the decimal places; and - the exchange rate is consistently rounded off (i.e. round up when the last digit is ≥ 5 and round down when the last digit is ≤ 4) on invoices and credit notes issued for all standard-rated supplies.	Rounding differences between the input tax claimed and the GST amount shown on the invoices and/ or credit notes received from the supplier, provided that the GST computed in the accounting system is consistently rounded off to the nearest cent (i.e. round up when the last digit is ≥ 5 and round down when the last digit is ≤ 4) where: (i) The GST computed by the accounting system differs from the supplier's tax invoice due to the number of decimal places used (e.g. the accounting system computes the GST amount based on 4 decimal places whereas the GST amount shown on the supplier's tax invoice is computed based on 2 decimal places); or (ii) The GST computed by the accounting system is based on each line item whereas the GST amount shown on the supplier's tax invoice is computed based on the sum of all line items or vice versa; or (iii) The GST shown on the supplier's invoice is split into multiple entries in the accounting system (e.g. due to allocation to different cost centres), resulting in rounding differences when these line items are summed up for GST reporting.