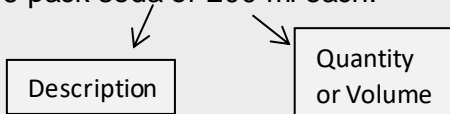


Identifying Number	Questions/Query	Answer
Govt-FAQ-001	What are the requirements of a valid tax invoice?	<p><u>Full Tax invoice (where the consideration for the supply is R5 000 or more)</u></p> <ul style="list-style-type: none"> • The words “TAX INVOICE”, “INVOICE” or “VAT INVOICE” in a prominent place; • Name, address and VAT registration number of the supplier; • Name, address and VAT registration number of recipient; • Serial number and date of issue; • Full and proper description of the goods and/or services; • Quantity or volume of goods or services supplied; • Value & amount of VAT <p><u>Abridged Tax invoice (where the consideration for the supply is less than R5 000)</u></p> <ul style="list-style-type: none"> • The words “TAX INVOICE”, “INVOICE” or “VAT INVOICE” in a prominent place; • Name, address and VAT registration number of the supplier; • Serial number and date of issue; • A description of the goods and/or services; • Value & amount of VAT
Govt-FAQ-002	Will an invoice be allowed if one of the requirements are omitted?	If one point is missing the claim may be rejected. The Supplier must be contacted to rectify the invoice and resubmitted.

Govt-FAQ-003	How detailed must the description of the goods or services on the tax invoice be?	<p>The VAT legislation requires “a description and quantity or volume of the goods (indicating, where applicable, that the goods are second-hand goods) or services supplied”</p> <p><u>Goods</u> Accurately determine from the information stipulated on the tax invoice what was supplied? For example, 6 pack soda of 200 ml each.</p>  <p><u>Services</u> What services are being supplied? For example, gardening services supplied, or maintenance done.</p> <p>Where progress payments on projects are claimed, a copy of the project/contract must be submitted.</p>
Govt-FAQ-004	The VAT claimed amount is less than the VAT amount on the tax invoice.	The claim will be rejected. The Diplomatic Mission (DM) will have to claim the correct amount in the next tax period.
Govt-FAQ-005	What are the requirements for claiming the VAT on private vehicles purchased by Diplomats?	<ol style="list-style-type: none"> 1. Revenue 16 form signed and stamped. 2. A signed and stamped note verbale from the Diplomatic Mission, declaring the diplomatic car registration number. 3. A copy of the Invoice, Tax invoice or VAT invoice for the purchase of the vehicle. VAT on emission tax is non-refundable and must be deducted from the VAT amount before the refund. Full proof of payment. If financed, please provide settlement letter from the bank and the instalment credit agreement.

		<ol style="list-style-type: none"> 4. Natis registration forms. (MVL1 and RC1) - The vehicle must be registered in the purchaser's name. 5. Full proof of payment of the vehicle such as bank honoured / guaranteed cheque or receipt from the dealer. Settlement letter from the bank and the credit sales agreement / contract for vehicles financed. 6. Letter from the Department of International Relations and Cooperation (DIRCO) confirming that the diplomat qualifies for a VAT refund. 7. Copy of the diplomat's passport and diplomatic card. Where a new passport or diplomatic card was issued and the person was in the country before, all previous passports and Identifications must be attached. 8. DMV1 form approved by DIRCO. 9. If there was a trade-in, the document (DVM6) granting permission to sell, from DIRCO, should be attached. 10. Banking details where money must be transferred to and proof of banking details in the form of a bank statement or letter from the bank not older than 3 months. 11. Letter from the diplomat confirming point number 10. 12. All documents to be emailed to embassies@sars.gov.za
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Govt-FAQ-006	Does SARS allow claims for servicing of a vehicle or purchasing of car parts if the vehicle is registered in the diplomat's name and the Diplomatic Mission has paid for this?	SARS will allow the VAT claim when the DIP registration number is on the tax invoice and the services paid by the Diplomatic Mission.
Govt-FAQ-007	Does SARS accept tax invoices with no VAT number?	From 1 April 2015 if both VAT numbers (i.e., VAT registration number of the supplier and the Diplomatic Mission) are not printed on the tax invoice, the claim will be disallowed. The words "Tax Invoice", "VAT invoice" or "invoice" must be on the tax invoice.
Govt-FAQ-008	What documents must be submitted when a diplomat is deceased, and the body is returned to the country of origin?	A DA1 document from Customs, copy of diplomat's card and the death certificate. If one of the required documents is not submitted the request will be disallowed.
Govt-FAQ-009	How does SARS deal with progress payments on contracts?	All requirements as per the contract (i.e., starting, and ending date of the contract, description of the goods or services, name, address and VAT registration number of the supplier and the Diplomatic Mission, value and amount of VAT) as well as progress payment schedule/history must be submitted. VAT can only be refunded to the Diplomatic Mission based on payments made. Duration of contract must be confirmed.
Govt-FAQ-010	Will a handwritten VAT number on a tax invoice be allowed?	Handwritten VAT numbers on tax invoices may be allowed if the handwriting is by the supplier and not the Diplomatic Mission.

Govt-FAQ-011	Can a tax invoice held by the Diplomatic Mission reflect the title as 'Trading as (T/A)' and be accepted as a proper tax invoice?	The name reflected on the tax invoice must correspond to the name/names reflected on SARS system.
Govt-FAQ-012	Can a Diplomatic Mission claim relocation expenses?	If the Diplomatic Mission pays for a diplomat's relocation, the claim may be allowed.
Govt-FAQ-013	Will cash payments for official expenses be allowed?	The Diplomatic Mission must provide a note verbale, stating that the expenses listed thereon are for official purposes and signed by the head of finance. A receipt must be provided as proof of payment. If the Diplomatic Mission drew cash to make payments, then a bank statement reflecting the consolidated expense amount must be visible.
Govt-FAQ-014	Will the Diplomatic Mission be allowed to deduct expenses incurred for catering services?	Yes, only where the Diplomatic Mission confirms, in the form of a note verbale, that catering is for official purposes. The Diplomatic Mission must also provide proof of payment of such expenses. The tax invoice must be issued in the name of the Diplomatic Mission.
Govt-FAQ-015	Can the Diplomatic Mission deduct expenses paid by the diplomat with the diplomatic mission's credit card?	Yes, only where the Diplomatic Mission confirms, in the form of a note verbale, that it is for official purposes. Furthermore, the claim must meet the requirements of a valid tax invoice and proof that the Diplomatic Mission paid for this expense, must be supplied.
Govt-FAQ-016	Can the Diplomatic Mission claim on old tax invoices?	Tax invoices dated back more than 5 years may be rejected. Tax invoices dated within 5 years but prior to 1 April 2015 may be accepted without the Diplomatic Mission's VAT registration number printed on the tax invoice (all other requirements must adhere to) Tax Invoices dated after 1 April 2015 may be accepted if all requirements of a tax invoices are met (see Govt-FAQ-001).

Govt-FAQ-017	Can the Diplomatic Mission claim on prepaid services and airtime vouchers?	Electricity and airtime are allowable expenses. See above for the requirements of a valid tax invoice [Refer to Govt-FAQ-001].
Govt-FAQ-018	Can the Diplomatic Mission claim on telecommunication services?	All telecommunication expenses are allowed provided that the cell phone and landline numbers match the note verbale. In the case where a diplomat leaves and an existing number is allocated to a new diplomat; the note verbale should be updated accordingly.
Govt-FAQ-019	Is it acceptable to allow Telkom/ Vodacom / Tshwane tax invoices where the VAT registration number of the Diplomatic Mission is not printed on the invoice?	If the VAT registration number of the Diplomatic Mission is missing from the tax invoice it may be allowed, provided all the other requirements of a valid tax invoice are met. This is only for exception cases. Diplomatic Missions (DM) should arrange with the service providers to include the VAT registration number of the DM in all future tax invoices.
Govt-FAQ-020	Is it acceptable to allow Cell C tax invoices where the words "Tax invoice", "VAT invoice" or "invoice" are missing?	All cell C tax invoices are allowed where the words "Invoice Number" or "Account Number" are printed in the tax invoice, instead of the words "Tax Invoice", "VAT invoice" or "invoice". It should be noted that the words "Tax Invoice" are found on the 1st page of the tax invoice.
Govt-FAQ-021	What type of entertainment expenses are allowed as a deduction?	Official expenses in the form of conferencing, meal and drinks may be allowed if a note verbale and valid proof of payment from the Diplomatic Mission is attached.
Govt-FAQ-022	What type of entertainment expenses are disallowed as a deduction?	Spa Treatments and Game drives are disallowed
Govt-FAQ-023	Can the Diplomatic Mission claim a deduction on the acquisition of medical kits?	Yes, the Diplomatic Mission may claim a deduction on the acquisition of medical first aid kits.

Govt-FAQ-024	Can the Diplomatic Mission claim on medical expenses?	The Diplomatic Mission is allowed to claim VAT paid by the Ambassador for medical services supplied to the Ambassador and his immediate family. The Diplomatic Mission is also allowed to claim VAT paid by the DM for medical services supplied to diplomats. Proper proof of payment must be submitted by the DM.
Govt-FAQ-025	Can the Diplomatic Mission claim on expenses incurred by the Ambassador?	The Diplomatic Mission is entitled to claim VAT paid on all expenses incurred by the Ambassador, Consulate General or High Commissioner. Proof of payment by the Diplomatic Mission must be attached.
Govt-FAQ-026	Would the evidence of a “paid stamp” suffice as proof of payment?	This will not be allowed without any additional proof of payment, for example a bank statement.
Govt-FAQ-027	Can the Diplomatic Mission claim on insurance premiums?	In most instances, insurance companies do not issue tax invoices, however, in terms of a ruling issued by SARS to the insurance industry, the insurance contract constitutes a tax invoice, provided all the requirements of a “tax invoice” are met. In this regard, the Diplomatic Mission may claim VAT on insurance premiums paid provided the proper proof of payment is attached.
Govt-FAQ-028	Can hotel invoices with a tracking number instead of a tax invoice number be acceptable?	Although the VAT legislation stipulates that an individual serial number must be on the tax invoice, a tax invoice, folio or tracking number will be allowed for tax invoices for Em hotel accommodation only.