

GUIDELINES ON THE OPERATION OF SIMPLIFIED VALUE ADDED TAX (SVAT) SCHEME

The set of Guidelines issued, under Circular No. SEC 2011/03 dated 08.06.2011, under Section 2(2) of the VAT Act No. 14 of 2002 as amended by the Amendment Act No. 09 of 2011, to facilitate the operation of SVAT scheme implemented effective from April 1, is hereby amended to incorporate changes arising from the VAT (Amendment) Act No 7 of 2012 and to streamline the operation of the scheme.

These amended Guidelines will be effective from August 01, 2012.

1. Persons eligible to be registered under SVAT

The following VAT Registered Persons as well as the suppliers of any goods or services to such registered persons (not including optional VAT payers) are entitled to be registered under this SVAT scheme

- (i) Any exporter or provider of zero rated service under section 7 of the VAT Act, having zero rated supplies more than 50% of his total taxable supplies;
- (ii) Registered person engaged in any Strategic Development Project referred to in paragraph (f)(i) of PART II, or Registered persons engaged in any **Specific Project** (ie..specified or special project identified by the Minister of Finance) referred to in Paragraph (f)(ii) of PART II of First Schedule to the VAT Act;
- (iii) Persons registered under **Section 22(7)** ,and who are entitled to claim input tax under the Act
- (iv) Manufacturers who supply goods manufactured in Sri Lanka (liable to VAT) to exporters to be utilized for manufacture of goods for export, where the value of such supplies and zero rated supplies are more than 50%_of his total taxable supplies
- (v) Providers of value added services to exporters which results in the improvement of the quality, character or value of any goods manufactured for export where such supply of servicers more than 50% of his total taxable supply.
- (vi) Suppliers of goods or services to the above persons where the total of such supply is more than 50% of his total taxable supply.

2. Procedure for Registration under SVAT

Information about documents to be submitted for registration under SVAT, and SVAT 01 (Registration form) are available at the Simplified VAT Branch which is located in the 2nd Floor of the Inland Revenue Building. Applications could also be downloaded from the Department website www.ird.gov.lk

For registration under Simplified VAT Scheme, the applicant should be an authorized individual. In the case of companies, the applicant should be one of the directors

authorized by the Board of Directors (the resolution of the board must be submitted). In the case of partnerships, the applicant should be a partner. In the case of proprietorship, applicant should be the proprietor. Further, the applicant himself is required to be present for obtaining the registration. However, in the case of companies, the applicant or an authorized representative of the company is required to be present for the purpose of SVAT registration. New Registrations could be made only on Wednesdays.

Note:

- (a) Persons who are otherwise eligible for refunds are advised to request their suppliers those who have not registered under SVAT scheme, to get registered under SVAT scheme.
- (b) The back dated registration is considered only in respect of suppliers and only for a period not more than 14 days.
- (c) Any registered person referred to in items (i) to (vi) of paragraph 1 of this Guidelines is named as Registered Identified Purchaser (RIP). However, in granting RIP status to a registered person under SVAT scheme (other than to a specified project or strategic development project, or any project approved under section 22(7) of the VAT Act), a verification is made from the computer system of the Department as to whether the zero rated supplies of such person referred to in aforesaid item (i) is more than 50% of his total taxable supplies, and the place of business is visited for getting confirmation.
- (d) In granting RIP status to a person referred to in aforesaid item (iv) or (v), a verification is made to ascertain whether his suspended supplies (including zero rated supplies, if any), are more than 50% of his total taxable supplies and the place of business is visited for getting confirmation.
- (e) Any VAT registered person registered under this system as a supplier is referred to as **Registered Identified Supplier (RIS)**. If RIS is providing more than 50% of its supplies to RIPs for a calendar month, such RIS will be accorded the RIP status as well. In granting RIP status to a RIS, a verification is made from the computer system of the Department, as to whether the suspended supplies are more than 50% of his total taxable supplies and the place of business is visited for getting confirmation.
- (f) Any registered person having more than 50% exempt supplies is not eligible to get registration as RIP.
- (g) When an application is submitted by a person who is eligible to be a RIP, the names and NIC numbers of two persons, to whom the credit vouchers to be handed over, should be given in the application form. This authorization cannot be altered unless a written request is made to the Commissioner General by the person who has signed the application. If such person is no longer employed with the registered person, another authorized person can sign the request, but such person's eligibility should be proved giving documentary evidence.
- (h) **RIPs** are eligible to purchase goods or obtain services, for carrying on any respective activity which is mentioned in item (i), (ii),(iii),(iv),(v) or (vi) of paragraph 1 of this guideline suspending VAT component. Such purchase is treated as purchase used for **specified purpose**. RIPs are also eligible to make local supplies, but the total zero rated supplies and suspended supplies of any such RIP for a calendar month should

not be less than 50% of his total supplies. In such a situation, he is eligible to purchase goods or obtain services under suspended terms which are used for its taxable supplies and such purchase is treated as a purchase used for **deemed specified purpose**.

- (i) List of the registered persons who are authorized to purchase under suspended terms (i.e RIPs or RISs/RIPs) is published in the official web site of the Inland Revenue Department. Any RIS may refer to this information to have confirmed whether the purchaser is a RIP. The list will be updated at the end of each month giving information on new registrations, cancellations, changes in the status and the registered persons who are black listed under SVAT. Therefore, all RISs are requested to refer to above information in the web-site.

3. Specific guidelines to Registered Identified Purchasers:-

3.1 Suspended Purchases

- (i) All purchase of raw materials, capital goods and other services from RIS used for specified purpose or for deemed specified purpose are referred to as suspended purchases. RIPs are not permitted to purchase under normal tax invoice from another SVAT registered person.
- (ii) Suspended purchases should necessarily be for specified purposes or deemed specified purpose. If such suspended purchases have been used for any exempt supply or any VAT input credit is disallowed under the VAT Act, an adjustment should be made as specified under section 22 of the Act. If no adjustment has been made by the registered person, an assessment under section 31 of the VAT Act could be issued by the Department (decision has been taken not to waive any penalty on such assessment). If suspended purchases have been used for taxable supplies, no adjustment is due (as above) since relevant output tax is payable in full to the CGIR without any input tax being deducted. However, if it is proved that any suspended purchases have not been used for specified purposes or for any deemed specified purpose, the value of such suspended purchase and the gross profit margin thereon will be treated as a taxable supply and an assessment will be issued under section 31 of the VAT Act by the Department, any penalty thereon will not be waived off.
- (iii) The copies of VAT suspended invoices issued by the suppliers should be preserved at least for a period of five years as a source document to prove the purchases and the suspended VAT component, when it is required.

3.2 Credit vouchers

- (i) The RIPs will be provided with **SIMPLIFIED VAT CREDIT VOUCHERS (SVCV)** in a serial order by the Department. A book of SVCV contains 50 credit vouchers. In issuing credit vouchers to respective suppliers, such credit vouchers should be signed by two authorized persons (signatories). Therefore, names of five signatories with their designations, specimen signatures and copies of National Identity cards should be provided to the Department at the time of collection of such SVCV. Any change of such signatories subsequently should be informed in advance. This information is to be made

available to the Commissioner General by the person who has signed the application. If such person is no longer employed with the registered person, another person can sign the notification, but such person's eligibility to sign as authorized person should be proved giving documentary evidence.

- (ii) Subsequent issue of credit vouchers will be made on the application made with relevant documents. The application can be downloaded from the Website of the Department.. When new series of credit vouchers are requested, the copies of used credit vouchers should be produced to the Department with a list of suspended suppliers.
- (iii) RIP is required to issue a Credit Voucher on suspended purchases to the RIS not later than 15 days from the end of any calendar month in which such purchases are made, provided that the submission of SVAT Form 04 and 05 are submitted to the respective RIP within 10 days from the end of the relevant calendar month in which the supplies are made. RIP is required to issue one credit voucher covering the aggregate purchases made from one supplier during any calendar month. However, in respect of irregular suppliers, credit vouchers may be issued at the time of the transaction. RIPs are required to keep copies of all vouchers issued.
- (iv) In the case of bank transactions, RIPs are bound to produce SVAT credit voucher at the point of transaction or within 7 days from the end of a month in which the transaction is carried out irrespective of submission of forms SVAT 04 and 05 by a bank in respect of such transactions. No credit voucher is entertained by a bank after 07 days from the end of the relevant month in which the transaction is carried out.
- (v) RIPs are required to issue credit vouchers to persons who have been granted special approvals by the Commissioner General of Inland Revenue to accept credit vouchers, without submitting SVAT 04 and SVAT 05 in respect of suspended supply. A list of such approved persons is published in the official website of the Department of Inland Revenue.
- (vi) Not issuing due credit vouchers by RIPs, or not submitting necessary reports by them to the Commissioner General in time, which in any manner affects the other party in the process, will be strictly dealt with under the statutory provisions of VAT Act. Further, after hearing the complaints from suppliers with regard to non submission of credit vouchers on time, if it is proved to the satisfaction of the Commissioner General that the negligence of such act has affected to the supplier, an assessment could be made on the respective RIP, or such RIP would be black listed.
- (vii) CGIR may refuse issuing SVCV to any RIP at any time if it appears that any guideline issued by the Commissioner General has not been complied with as mentioned in item (vi) above.
- (viii) Where any credit voucher is cancelled due to a mistake, such cancellation should be disclosed in the application made subsequently requesting for SVAT credit voucher and original credit voucher should be attached to the credit voucher book.
- (ix) If Purchases have been returned to any supplier during the same month in which such purchases were made, it should be disclosed in SVAT 06(a) with such supplier's details and credit voucher number, issued during the month. Original value of purchase should be disclosed in SVAT 06.

- (x) If purchases have been returned to any supplier in respect of previously declared purchase, that information should also be disclosed in SVAT 06(a) with the credit voucher number, already issued in that regard. Further, it is necessary to disclose the credit voucher number of current period which is relevant to net purchases after accounting such returns. Original value of purchase should be disclosed in SVAT 06, irrespective of return of any supplies accounted during the month.
- (xi) If there is no purchase in the current month, but there are returned purchases during the month which is related to previously declared purchases, it should also be disclosed in SVAT 06(a) with the credit voucher number previously issued for such purchases, together with the current credit voucher number which is issued.
- (xii) The credit voucher is to be written on the net value of supplies based on the value given in SVAT 04 for any situation mentioned in item (ix),(x) or (xi) above.
- (xiii) If it is a debit note, that information too should be disclosed in SVAT 06(a) as a minus value.

3.3 VAT Return

- (i) The value of purchases should be declared under the suspended purchases in cage "J" of the VAT Return for the month in which the suspended tax invoice is received. In any case where such purchase has not been declared for that particular month, it can be disclosed in a subsequent month within the same year of assessment. 'year of assessment' means the year of assessment defined in the Inland Revenue Act. The amount of suspended VAT should be entered in cage "K". Under no circumstances VAT on suspended purchases will be an input tax, and therefore, it could not be deductible from output tax. As such, suspended VAT is not refundable. In case where any input tax on purchases made under **suspended terms** is disallowable under the provisions of the VAT Act as mentioned in item (ii) of sub-paragraph 3.1, it should be disclosed in cage 8 of the VAT return which is for entering disallowable input tax credit relating to imports or local purchases.
- (ii) The value for suspended purchase in the VAT return is the difference between the value of purchase in SVAT form 06 and the value of returned purchase in SVAT form 06(a).

3.4 Refunds

- (i) The RIPs are requested to make purchases from **RISs**. Refunds are not made under any circumstances other than any refund arising on any input relating to cus-decs received up to March 31, 2011, upfront payment made after 01.04.2011 to the Director General of Customs and **VAT** paid in any situation mentioned in item (ii) below.
- (ii) RIPs are entitled to get excess of input (if any) where goods or services obtained from any other person who is not a RIS. However, if it appears that the VAT component has not been remitted to CGIR by such supplier to whom the VAT is paid, the

Commissioner General may hold such claims of refunds till such VAT component is recovered. Further, if it appears that the purchase has been made from a person who has been black listed, no refund will be made on tax invoices received by RIPs from such persons.

3.5 Documents

- (i) The goods/services declaration form **SVAT 04** and supplementary forms SVAT 05, 05(a) and 05(b) issued by suppliers should be mutually agreed with the RIP and returned to the RIS for submission to the Commissioner General. These forms may be received electronically from the respective Supplier, and the RIP may sign them and send the same electronically to the respective supplier after verifying the goods or services received.. However , documents should be dispatched thereafter to such respective supplier for him to submit it to the department.,
- (ii) RIPs are required to submit summary of suspended purchases (i.e **SVAT 06**)
- (iii) RIPs are required to give total output declaration. - **SVAT 03** .
- (iv) All RIPs should send all necessary forms and details in relation to a calendar month with two copies of acknowledgement, the form of which can be downloaded from the Web site. All forms such as SVAT 03, 06, and 06(a), should be handed over to the simplified VAT Unit on or before the last day of the following month. Further, excel files of SVAT 06 and 06(a) prepared on email formats of which are available in the IRD web-site, should be emailed on or before the last day of the following month.
- (v) Any of those forms should not contain information for more than one calendar month.
- (vi) Any RIP should, on request, prepare a statement of reconciliation to facilitate the officials of the Department to check whether the imports and locally purchased goods and services have been used for any specified purpose or deemed specified purpose as defined in the note to paragraph 1 of the guideline above.
- (vii) RIP is required to submit, on request, a schedule of purchases made under suspended terms giving all invoice numbers under three sub headings (i.e raw materials, capital goods and other goods and services obtained / consumed) .

4. Specific guidelines to Registered Identified Purchasers - NFE Manufacturers (Consignees)

- (i) If RIP is a direct exporter who received materials or services on Non foreign exchange (NFE) or non cash basis from local suppliers (RIS) on behalf of the foreign buyer to whom the final product is exported, such RIP is named as NFE Manufacturer(Consignee) and is issued a “NFE Suspended tax invoice” by the RIS on non cash basis supply. Thereafter, the NFE Manufacturer shall issue a “NFE credit voucher” obtained from the Commissioner General of Inland Revenue to such supplier (RIS), provided that such supplies are utilized only for the purpose of

manufacture and export of goods to the foreign buyer. RIP shall have supporting documents SVAT 06(b) and SVAT 06(c) for information.

- (ii) RIP who is a NFE manufacturer shall submit forms SVAT 06(b) and SVAT 06(c) in respect of 'NFE credit vouchers' to the department and it should be emailed to the assigned email address..

[Items (i) and (ii) are applicable from 01.04.2011]

- (iii) The value of NFE purchases should be declared under Non Foreign Exchange Purchases in cage "J1" of the VAT Return. The amount of suspended VAT should be entered in cage "K1".
- (iv) All other guidelines and procedures will be applied in the same manner as applicable to RIPs .

5. Specific guidelines to Registered Identified Suppliers

5.1 Suspended tax Invoice

- (i) Supplies to RIPs can be made on a **Suspended Tax** invoice (SVAT 02) showing the Value Added Tax component as "Suspended Value Added Tax". Such suspended invoice should be issued without any delay. Before making supplies under suspended terms to a registered person, RISs are required to make sure that the person is a RIP. The lists of RIPs and RIP/RIS have been published in the official web site of the Commissioner General of Inland Revenue.
- (ii) A tax invoice should not be issued to any RIP under any circumstances.
- (iii) **The goods exempt from VAT cannot be supplied under VAT suspended scheme.**
- (iv) Supplies should be considered on accrual basis unless the approval is obtained under section 23 of the VAT Act for accounting on cash basis. In such a case, the time of supply is the time in which the payment is received by the supplier. However, under cash basis or accrual basis, any advance payment received should be declared in the taxable period in which such payment is received.
- (v) All RISs should follow the time of supply as stipulated in the VAT Act. Therefore, the suspended supplies as well should be declared on that basis.
- (vi) The goods/services declaration form SVAT 04 , supplementary form SVAT 05, (Suspended VAT debit notes form SVAT 05(a) and Suspended VAT credit notes form SVAT 05(b), if applicable) should be issued to purchasers within 10 days from the end of the relevant month in which the supplies are made by RIS and obtain confirmed forms from the RIP. (Scanned goods/service declaration form (SVAT 04) and the supplementary form[SVAT 05, (SVAT 05(a) and 05(b), if

applicable) may be sent to respective RIPs to get their confirmation on the supply and credit voucher numbers.)

5.2 Credit Voucher

- (i) RIP will issue a **SIMPLIFIED VAT CREDIT VOUCHER** provided by the Department subject to the receipt of SVAT 04 and SVAT 05. RIS is required to obtain credit vouchers within 15 days from the end of the relevant month in respect of supplies made by him during a period of one month. If RIS is a bank, it is permitted to collect credit vouchers without submitting SVAT 04 and 05 to respective RIPs. However, such bank is required to keep same information which is in SVAT 05 with the respective branch of the bank.
- (ii) **All SVCV** received by any RIS in respect of any taxable period are required to be submitted to the Inland Revenue Department to prove the suspended supplies if he is requested to do so .
- (iii) If supplies have been returned during the month in which such supplies were made, the information should be disclosed in SVAT 05(b) giving the value of the returned supplies with the credit voucher number received for that particular month. The original value of invoices should only be stated in SVAT 07 irrespective of such returns. However, credit voucher is issued by the RIP on the net value.
- (iv) If the supplies have been returned during the month in respect of previously declared supplies, that information should also be disclosed in SVAT 05(b) of the current month with the credit voucher number previously obtained. It should also be disclosed current period credit voucher number in respect of net supplies is made during the current month, and the value of the returned supplies together with the current credit voucher number received.. Original value of supplies should be disclosed in SVAT 07, irrespective of any supplies returned during the month.
- (v) If there are no supplies in the current subsequent month, but there are returned supplies during the month which is related to previously declared supplies, it should also be disclosed in SVAT 05(b) with the previously obtained credit voucher number for such supplies together with the current credit voucher number.

5.3 VAT Return

- (i) **RIS should disclose VAT suspended taxable supplies in Cage B** of the VAT return considering the time of supply irrespective of the fact that a credit voucher is received or not, in respect of such suspended supply. Respective suspended VAT amount on suspended supply should be declared in cage '2'. Any RIS who requests for settlement of his VAT payments on suspended supplies through SVCV for any calendar month, should make such request in cage "R" in the VAT return that the supply and relevant output tax is declared. Where there is a discrepancy between the amount entered in cage 2 and in cage 'R' of the VAT return exists, such discrepancy will be treated as a standard supply chargeable to VAT unless the

relevant reconciliation is submitted to the satisfaction of the Commissioner General for the difference to prove that there is no revenue loss and the transactions were duly declared.

- (ii) The value of suspended supply in the VAT return should be the difference between the value of supply in SVAT form 07 and value of returned supply in SVAT form 07(b)

5.4 Refunds

RIS is not entitled to any refund on any Value Added Tax paid in connection with suspended supplies made.

5.5 Documents

- (i) All computer generated Suspended Tax Invoices (SVAT 02) /SVAT 02(a) should be e-mailed as per the under mentioned data specification in a TEXT format.

“Supplier's VAT No, Purchaser's VAT No , Supplier's SVAT No, Purchaser's SVAT No, Invoice date, Invoice No, Item No, HS Code, Currency code, Currency rate, Quantity, Unit Price, Amount”

If any suspended tax invoice has been issued manually and the total of such invoices for a calendar month is more than 10, it should be scanned and sent by mail. If such file could not be sent by mail, a CD ROM in which data is stored can be handed over to Simplified VAT Unit. If suspended tax invoices are not more than 10, it can be handed over to the Simplified VAT Branch.

- (ii) The RISs are required to handover said SVAT 04 , SVAT 05, 05(a) and 05(b) confirmed by both parties to the Simplified VAT Branch of the Inland Revenue Department in respect of all transactions taken place during a period of one month in respect of each customer separately .
- (iii) RISs are required to submit total output declaration. - **SVAT 03** .
- (iv) RISs are required to submit a Summary of all suspended supplies made during the month (**SVAT 07**) **and** it should be emailed to the assigned email address in the given excel format.
- (v) RIS is required to submit a Summary of all debit notes issued during any month (**SVAT 07(a)**) **and** it should be emailed in the given excel format.
- (vi) RIS is required to submit a Summary of all credit notes issued during any month (**SVAT 07(b)**) **and** it should be emailed in the given excel format.
- (vii) RIS is required to email SVAT 05, SVAT 05(a), SVAT 05(b) to the assigned email address.

- (viii) Bank is required to insert an additional column to SVAT 07 to give information in respect of the name of the respective branch (of the bank).
- (ix) All RISs should submit all necessary forms and details in relation to a calendar month as per the covering letter which can be downloaded from the Web-site with a copy and all SVAT 03,04,05,05(a),05(b), 07, 07(a),07(b), 07(c) and 07 (d) should be handed over to the simplified VAT Branch on or before end of the following month
- (x) Separate records should be maintained to ascertain supplies on which VAT is suspended
- (xi) The negligence of suppliers in issuing suspended tax invoices, issuing SVAT 04,05, 05(a), 05(b) or not make available required reports to the CGIR and if it would effect to the other party, in that regard, the statutory provisions of VAT Act in respect of non furnishing of returns will strictly be applied.

6. Specific Instructions to Registered Identified suppliers - NFE Suppliers

- (i) If RISs supply goods or services to RIP on Non foreign exchange (NFE) basis or non cash basis on behalf of the foreign buyer, such RIS is named as NFE Supplier. Such RIS shall issue a NFE suspended VAT invoice on non cash supply of goods or service (as specified in Form SVAT 02(a)) without any delay to RIP for such supply of goods or service, provided that:
 - a) RIS shall have a delivery request from RIP to deliver such supply of goods or services. Such delivery request should essentially contain description of purchased items, quantity and names and addresses of foreign buyers to whom the final product is intended to be exported;
 - b) RIS shall have a purchase order from foreign purchaser with the instruction to deliver the goods/services to RIP. Name and address of the issuer of such purchase order, description and quantity should essentially be identical to details mentioned in the delivery request in (a) above; and
 - c) RIS shall receive foreign remittance as settlement of such supplies directly from foreign purchaser and not from any other source (eg. not allowed to set off any third party liability of RIS with the consent of foreign purchaser).
- (ii) If RIS is a NFE supplier, he will receive a “NFE credit voucher” provided by the Commissioner General and issued by the RIP who is a NFE Manufacturer in respect of such NFE supply. RIS is required to submit SVAT 04 and SVAT 05, [and if applicable 05(a) and 05(b)] to RIP within 10 days from the end of the relevant month in respect of supplies made by RIS, and the SVCV should be obtained within 15 days from the end of the relevant month .

- (iii) RIS (NFE Supplier) shall prepare forms SVAT 07(c) and SVAT 07(d) in respect of such supplies. Such person shall have all supporting documents for information which contents in the said forms.
- (iv) RIS is required to submit forms SVAT 07(c) and SVAT 07(d) in respect of NFE supplies made during the month and it should be emailed to the assigned email address.

[Items (i) to (iv) are applicable effective from 01.04.2011]

- (v) All other instructions and procedures will be applied in the same manner as applicable to normal credit voucher/Suspended VAT invoice.

7. General Instructions to Registered Identified Purchasers and Registered Identified Suppliers

- (i) All RIPs should submit VAT returns monthly
- (ii) All RISs who have been accorded RIPs status as well, should submit their VAT returns on monthly basis. All RISs other than above should submit their VAT Returns on quarterly basis.
- (iii) VAT returns should be submitted to the Data Processing and Revenue Accounting Unit (DPRU) on the 7th floor of the Inland Revenue Building except registered persons who make supplies to special projects. Such persons should furnish their return to the Commissioner, VAT Unit which is on the 2nd floor. All VAT returns should be furnished **on or before 20th day of the following month.**
- (iv) RISs who have been accorded RIP status should follow all the instructions given above to RIP.
- (v) All RIPs who made suspended supplies should follow the instructions applicable for RISs.
- (vi) All schedules should be typed in Times New Roman font with 12 font size, and such schedules should be submitted to the department.
- (vii) Value should be to the nearest rupee.(do not enter cents)
- (viii) If a SVAT registered person submits reports which are not in such form and does not contain such particulars as specified by the Commissioner General in his guideline, he shall be deemed not to have furnished such SVAT reports.
- (ix) If there is no suspended purchases or suspended supplies, NIL reports should be submitted

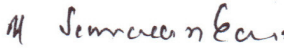
- (x) Change of address of a registered person for SVAT could be made subject to the submission of copies of new TIN certificate, new VAT certificate and form 13 obtained after the change of address.
- (xi) Loss of credit voucher books or credit vouchers should be informed immediately to the Simplified VAT Branch with an affidavit and police report obtained in that regard for enable to cancel such credit voucher books or vouchers.
- (xii) Cancellation of SVAT registration will be made after the cancellation of VAT registration and after receiving a request in that regard with the original certificate . SVAT system and IRD system is checked as to whether all VAT returns and SVAT schedules have been submitted. Further, once the cancellation is done , name of such person will be published in the website.
- (xiii) RIS status can be changed to RIP status on a request made with the original certificate and after satisfying the requirements mentioned in sub- paragraph (d) or (e) of paragraph 2 of this guideline.
- (xiv) RIP status could be changed to RIS on a request made with original certificate and credit voucher books obtained, if any.
- (xv) Confirmation of suspended purchases or supplies will be made if both the persons have made available reports in given email format correctly.
- (xvi) Confirmation requires under TIEP scheme will be given on the submission of an application (which is available in the website of the Commissioner General) and with other relevant documents.

8. The forms specified for the purposes of this scheme are as follows:

- (a) The Registration Form – (SVAT 01)
- (b) Suspended VAT invoice used for supplies without charging VAT - (SVAT 02)
- (c) NFE suspended Tax Invoice - [SVAT 02(a)]
- (d) Simplified VAT Credit Voucher which is to be obtained from the department and utilized by the purchaser for set off the liability of VAT on purchases from the RIS - (SVCV)
- (e) Total output declaration is required to be submitted by Purchasers and Suppliers- (SVAT03)
- (f) Confirmation of the supply from both parties. This is to be submitted by Suppliers (SVAT 04) - **both party document**
- (g) Monthly supplementary declaration form (SVAT 05) – This is a summary of Supplies. The suppliers are required to submit this form with SVAT 04. – **both party document**

- (h) Suspended debit notes declaration form. This documentation is required to be submitted by the supplier (SVAT 05(a) - **both party document**)
- (i) Suspended credit notes declaration form. This documentation is required to be submitted by the supplier (SVAT 05(b) - **both party document**)
- (j) Summary of the suspended purchase (including NFE Basis) – This documentation is required to be submitted by the purchaser (SVAT 06)
- (k) Reconciliation of cancellation of credit vouchers and purchases returned during the month or in a subsequent month. This documentation is required to be submitted by the purchaser [SVAT 06(a)]
- (l) Details of the suspended supply received on NFE basis .This documentation is required to be submitted by the purchaser [SVAT 06(b)]
- (m) Summary of the export details received against the suspended supply received on NFE Basis. This documentation is required to be submitted by the purchaser [SVAT 06(c)]
- (n) Summary of the suspended supplies - This documentation is required to be submitted by the supplier (SVAT 07)
- (o) Summary of the suspended debit notes issued - This documentation is required to be submitted by the supplier (SVAT 07(a))
- (p) Summary of the suspended credit notes issued - This documentation is required to be submitted by the supplier (SVAT 07(b))
- (q) Summary of the suspended supplies made to NFE Manufacturers. This documentation is required to be submitted by the supplier [SVAT 07(c)]
- (r) Summary of the foreign remittance received on account of supplies made to NFE Manufacturers. This documentation is required to be submitted by the supplier [SVAT 07(d)]
9. This set of guidelines is subjected to amendment from time to time.

31.07.2012


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