

SARS REQUIREMENTS: TAX INVOICE

A full tax invoice is required where the supply (including VAT) exceeds R5000.

A valid tax invoice must contain the following information:

The document should contain the words "Tax Invoice", "VAT Invoice" or "Invoice"

An individualised serialized number

TAX INVOICE

The name, address and VAT registration number of the supplier

AC Motor Desiers CC
t/a Bushlanda Motors
57 Bushy Lane
BUSHLANDS
VAT No: 4111252081

The date upon which the invoice is issued

Invoice no. 1958/09

Date: 30 November 2009

The name, address and where the recipient is a vendor as well as the recipient's VAT registration number

To: Mr Joe Soap
123 Gingerbread Road
Newlands
Cape Town

VAT No. 4740123987

An accurate description of goods and /or services (indicating, where applicable, that the goods are second hand goods)

| Date | Quantity | Discription | VAT | R |
|------------|----------|------------------------------------|--------------------|------------|
| 30/11/2009 | 1 | 2006 BMW 31 Bi (second-hand goods) | 28 000.00 | 228 000.00 |
| | 1 | Alarm System | 420.00 | 3 420.00 |
| | | | Total | 231 420.00 |
| | | | VAT included @ 14% | 28 420.00 |

The quantity or volume of the goods or services supplied

The value of the supply, the amount of tax charged and the consideration of the supply (value and the tax)

C2M Chartered Accountants Inc.

NOTE

ABRIDGED TAX INVOICE:

(Where the supply (including VAT) is greater than R50 and less than R5000)

Criteria that the invoice must meet:

- Contains the words "Tax Invoice", "VAT Invoice" or "Invoice"
- Name, address and VAT registration number of the supplier
- Serial number and date of issue of invoice
- Accurate description of goods and /or services
- Value of the supply, the amount of tax charged and the consideration of the supply (value and the tax).