

Ref: VAT Invoice Compliance

Dear Valued Partners,

Article 59 of Cabinet Decision No. (52) on 2017 of the Executive Regulations prescribes the requirements of a tax invoice and the circumstances in which one must be issued. In any instance where a taxable supply is made, a valid tax invoice must be issued and delivered to New York University in Abu Dhabi Corporation - Abu Dhabi

Including supplies which meet the conditions for a simplified tax invoice.

To ensure compliance with the above we hereby request you to do the below: -

*Full English legal name*

Suppliers should address the invoice as per the name mentioned in the New York University in Abu Dhabi Corporation - Abu Dhabi VAT Registration Certificate. This is mentioned below: -

***New York University in Abu Dhabi Corporation - Abu Dhabi***

Variants of the above name will not be accepted. If a supplier cannot do the above for whatever system limitation this needs to be communicated in writing so we can use this as evidence should we be asked.

*Registered address*

Suppliers should address and issue all invoices to the registered address as mentioned in the New York University in Abu Dhabi Corporation - Abu Dhabi VAT Registration Certificate. This is mentioned below: -

***New York University in Abu Dhabi, Saadiyat Campus, Saadiyat Marina District, Saadiyat Island, Abu Dhabi, Abu Dhabi, United Arab Emirates, 129188***

Omissions of the above will not be accepted. Please note that mentioning our name only under the Invoice address field isn't sufficient either. If a supplier cannot do the above for whatever system limitation this needs to be communicated in writing so we can use this as evidence should we be asked.

*Delivery Address*

Suppliers should address and issue all invoices to the registered address as mentioned in the New York University in Abu Dhabi Corporation - Abu Dhabi VAT Registration Certificate. This is mentioned below: -

**New York University in Abu Dhabi, Saadiyat  
Campus, Saadiyat Marina District, Saadiyat  
Island, Abu Dhabi, Abu Dhabi, United Arab  
Emirates, 129188**

Different addresses to the above, omissions and variants of the above will not be accepted. Please note that mentioning our name only under the Delivery address field isn't sufficient either. If a supplier cannot do the above for whatever system limitation this needs to be communicated in writing so we can use this as evidence should we be asked.

*Simplified Invoices: -*

Simplified invoices should be issued where the recipient of the goods or services is not registered for VAT

or

Where the recipient of the goods or services is registered for VAT, and the consideration for the supply is AED 10,000 or less.

*Simplified invoices requirements:*

1. *Line items to be shown at the gross value*
2. *There is no requirement to show the net value (i.e. the amount excluding the tax) for line items.*
3. *The words "Tax Invoice" on invoice.*
4. *The name, address, and Tax Registration Number of the supplier.*
5. *The date of issuing the tax invoice or date of supply if different.*
6. *The tax invoice number (sequential)*
7. *A description of the goods or services supplied*
8. *The total consideration and the tax amount charged.*
9. *At the bottom of the simplified tax invoice, the total amount paid is shown (i.e. the total gross value), with a separate line showing the tax included within that value.*

**Please note where the above is not applied or followed we will treat this invoice as a "Full Invoice" which will require you to furnish further details as per the below.**

*Full Invoices: -*

Where full tax invoices are issued, line items have to show the tax value and net value.

*Full invoices requirements:*

1. *The words "Tax Invoice" on invoice.*
2. *The unit price if applicable*
3. *The quantity or volume supplied if applicable*
4. *The rate of tax*

5. The amount payable expressed in AED.
6. Line items to be shown at the net value
7. The name, address, and Tax Registration Number of the supplier.
8. The name, address, and Tax Registration Number of the recipient.
9. Full breakdown of Net Amount, Tax Value and amount due
10. The date of issuing the tax invoice or date of supply if different.
11. A description of the goods or services supplied
12. The total consideration and the tax amount charged.
13. The exchange rate applied if issued in a foreign currency (as per the exchange rates published by the UAE Central Bank on the date of supply).

*Invoices issued in Foreign Currencies.*

1. Tax invoices issued in a foreign currency must show the tax amount converted to AED and the exchange rate used for the conversion
2. The tax amount payable expressed in AED.
3. The exchange rate applied (as per the exchange rates published by the UAE Central Bank on the date of supply).

As a result, businesses issuing invoices in foreign currencies which do not display the tax value in AED as mentioned above, are failing to issue a valid tax invoice for VAT purposes.

*Rounding : -*

Rounding on tax invoices should be performed on a line item basis to the nearest Fils.

For example:

2.358 AED would become 2.36

**Failure to comply with this above delays in the payment and processing of invoices.**

Do let us know if you have any queries or questions on the above.

For and behalf of the New York University Corporation in Abu Dhabi – Abu Dhabi

Signed

Dated

***\*\*Please note that New York University in Abu Dhabi Corporation - Abu Dhabi does not provide tax, legal or accounting advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction.***