

TAX INVOICE CHECKLIST — UAE

2 Company Name
Full Address
TRN

Tax Invoice 1
#INV-000001 4

3 Bill to
United Arab Emirates
TRN

5 Invoice date: 01 Sep 2023

#	DESCRIPTION	QTY	RATE	TAX	AMOUNT
1		1.00			
2		1.00		5.00%	
3		2.00		5.00%	
Sub Total					
				6 Total	7 AED
Total in words:				Dirhams	XXXXX

9 Tax summary (exchange rate)

TAX DETAILS	TAXABLE AMOUNT (AED)	TAX AMOUNT (AED)	GROSS AMOUNT (AED)
Standard Rate (5%)		8	
Total	AED	AED	AED

1. Tax invoice title should be mentioned on all invoices issued.
2. The name, address and tax registration number of the registrant making the supply.
3. The name, address and tax registration number of the recipient where he is a registrant.
4. A sequential, unique number based on one or more series which uniquely identifies the document invoice number.
5. The date of issuing the tax invoice or the date of supply if different from the date the tax invoice was issued.
6. Price displayed should be inclusive of vat.
7. The gross amount in AED.
8. The tax amount payable in AED.
9. If the currency stated on the invoice is not aed then the amount stated will be converted into AED, according to the exchange rate approved by the central bank at the date of supply.