



Inland Revenue
Te Tari Taake

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29 October 2013

Chief Executive Officer
Standards New Zealand
Private Bag 2439
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Attention Sonia van Ree

Dear Sir/Madam

New Zealand Standard 3916: 2013 Conditions of contract for building and civil engineering construction - Design and construct

I refer to the email dated 2 October 2013 from Sonia van Ree, on behalf of Standards New Zealand (SNZ), to seek continued approval for GST self-billing, following a refresh of the New Zealand Standard 3910:2003 conditions of contract for building and civil engineering construction. These conditions refer to self-billing by engineers on behalf of recipients of supplies related to construction industry projects where a contractor provides both design and construction supplies.

Inland Revenue has reviewed the revised standard now provided by New Zealand Standard 3916:2013 (NZS 3916) and considers the changes made are minor. I confirm that issue buyer-created tax invoices issued by engineers in accordance with NZS 3916, will meet their obligations under sections 24(2) and 25(3A) of the GST Act 1985.

Please note that only one tax invoice should be issued for a supply. Any subsequent adjustment to a supply after the issue of a tax invoice should be in the form of a debit or credit note altering an earlier tax invoice.

For the benefit of your members, the attached appendix reiterates the minimum requirements for buyer created tax invoices.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rob Wells', with a long vertical line extending downwards from the end of the signature.

Rob Wells
LTS Manager, Technical Standards

Minimum requirements for buyer created tax invoices

Engineers bound by NZS 3916:2013 are required to meet the minimum requirements for buyer created tax invoices, as follows:

1. In each case where a buyer created tax invoice is to be issued, both the supplier and the recipient must agree that the supplier will not issue a tax invoice in respect of that taxable supply;
2. The buyer created tax invoice must be provided to the supplier and a copy retained by the recipient;
3. The words "buyer created tax invoice – IRD approved" are to be contained in a prominent place.
4. The words "Tax Invoice" must also be included in a prominent place;
5. The name and registration number of the supplier of the goods;
6. The name and address of the recipient (i.e. the Principal and the "engineer" actually generating the buyer created tax invoice);
7. The date on which the tax invoice is issued;
8. A description of the goods and services provided;
9. The quantity or volume of the goods and services supplied;
10. Either –
 - a) The value of the goods and services and the amount of tax charged, or
 - b) The tax inclusive price and statement that it includes the tax.