Invoice Requirements

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Bank of Valletta

All invoices must comply with the Tax Invoice requirements outlined in Chapter 406 of the Laws of Malta, Value Added Tax Act, Twelfth Schedule.

For an invoice to be considered as a valid tax invoice, the Supplier shall include the following information:

1. Date of issue
2. Sequential invoice number
3. Name, Address and VAT identification number of the Supplier
4. Name, Address and VAT identification number of the Customer (i.e. Bank of Valletta plc)
5. Quantity/ Extent and nature of goods supplied/services rendered
6. Date on which the supply was made/completed or Date on which a payment on account of the supply was made insofar as the date can be determined and differs from the date of issue of the invoice
7. Taxable value per rate or exemption, the unit price exclusive of tax and any discounts or rebates if they are not included in the unit price
8. VAT rate applied
9. VAT amount payable, except where a special arrangement is applied
10. where the VAT becomes chargeable at the time when the payment is received in accordance with Parts One and Three of the Fourteenth Schedule of the Value Added Tax Act, the mention “Cash accounting”
11. where a tax invoice refers to supplies on which no tax is chargeable, it shall indicate a brief reference to the relevant provisions of the Value Added Tax Act, or the appropriate provisions of Council Directive 2006/112/EC, or any other indication on the grounds of which no tax is chargeable, and may distinguish between:
    a. Supplies made outside Malta;
    b. Exempt with credit supplies;
    c. Exempt without credit supplies
12. where the customer is liable for the payment of the VAT, the mention “Reverse charge”

Furthermore, we kindly request the inclusion of payment instructions, including bank details (optional).

Additional requirements - Intrastat Regulation – Other additional requirements to the Tax Invoice requirements ONLY if purchases of goods are from EU countries (excluding Malta).

The Supplier shall provide the following data for each dispatch of goods subject to Intrastat reporting as an addition to all invoice requirements mentioned above, in accordance with Regulation (EC) No 638/2004 and local Subsidiary Legislation 406.08:

1. Commodity Code (CN/HS Code) – Accurate classification of goods under the Combined Nomenclature.
2. Country of Origin – The country where the goods were manufactured or processed.
3. Country of Consignment – The country from which the goods are dispatched.
4. Supplier’s VAT Number – Valid VAT identification number of the Supplier.
5. Nature of Transaction – Classification of the transaction type (e.g., sale, return, consignment).
6. Mode of Transport – Primary method of transport used for the movement of goods.
7. Terms of Delivery – Delivery conditions based on Incoterms (e.g., EXW, FCA, DAP).
8. Invoice Currency – Currency used on the invoice.
9. Invoice Value – Total invoiced amount excluding VAT.
10. Net Mass (KG) – Weight of goods excluding packaging.
11. Supplementary Quantity – Additional units of measurement where applicable (e.g., litres, number of items).

Note: Failure to provide the above information in full and in a timely manner will result in the invoice not being processed until compliance is achieved. The Supplier shall ensure that all data is complete, accurate, and submitted within the agreed timeframe. Any failure to comply may result in penalties, for which the Supplier shall be held liable.

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