

Invoice Requirements

Singapore

Any invoices submitted for the CHICK-FIL-A (ASIA) PTE. LTD. entity must include the following:

Must be billed to:

CHICK-FIL-A (ASIA) PTE. LTD.
Attn: Staff Contact
c/o 5200 Buffington Road
Atlanta, GA 30349

Invoices are required to have the following information:

GST-REGISTERED SUPPLIER (requires a TAX INVOICE)

- The words "TAX INVOICE" in a prominent place
- Chick-fil-A Staff Contact Name
- Supplier Name & Address
- Unique Entity Number (UEN) and GST registration number
- An identifying number (unique invoice number)
- Invoice date
- A description sufficient to identify the goods or services supplied, and the type of supply
- For each description of goods or services supplied, the quantity of goods or the extent of services, and the amount payable, excluding GST
- Any cash discount offered
- The total amount payable (excluding GST), the GST rate and the total amount of GST chargeable (shown as a separate amount)
- The total amount payable (including the total amount of GST chargeable)
- A separately stated breakdown of exempt, zero-rated or standard-rated supplies. Each type of supply should have a separately stated "gross total amount payable"
- Currency type to be remitted (SGD or USD)
 - If invoice currency is not SGD, equivalent amount in SGD must be shown on invoice

Note: CHICK-FIL-A (ASIA) PTE. LTD. is a Singapore entity and is subject to applicable Singapore taxes (GST).



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Singapore

INVOICE LESS THAN \$1,000 SGD (including GST) - Supplier must be registered for GST

- The words "SIMPLIFIED TAX INVOICE" in a prominent place
- Chick-fil-A Staff Contact Name
- Supplier Name & Address
- Unique Entity Number (UEN) and GST registration number
- An identifying number (unique invoice number)
- Invoice date
- Description of the goods or services supplied
- The total amount payable including tax
- The wording "Price Payable includes GST"
- A separate line indicating the GST rate and the total amount of GST chargeable
- Currency type to be remitted (SGD or USD)
 - If invoice currency is not SGD, equivalent amount in SGD must be shown on invoice

VENDOR NOT REGISTERED FOR GST (No GST Registration # and no GST on invoice)

- Chick-fil-A Staff Contact Name
- Supplier Name & Address
- Unique Entity Number (UEN)
- An identifying number (unique invoice number)
- Invoice date
- Description of the goods or services supplied
- Indication of where services were performed (i.e. country name), if applicable
- The total amount payable
- Currency type to be remitted (SGD or USD)
 - If invoice currency is not SGD, equivalent amount in SGD must be shown on invoice

Note: CHICK-FIL-A (ASIA) PTE. LTD. is a Singapore resident entity and is subject to applicable Singapore taxes (GST).

