APPROVED BY
Order No VA-55 of the Head of the State Tax
Inspectorate under the Ministry of Finance of
the Republic of Lithuania of 21 April 2004
(version of Order No VA-28 of the Head of
the State Tax Inspectorate under the Ministry
of Finance of the Republic of Lithuania of 25
March 2016)

RULES FOR PROCESSING AND REPORTING OF DATA IN THE REGISTERS OF VALUE ADDED TAX INVOICES

SECTION I
GENERAL PROVISIONS

1. The Rules for Processing and Reporting of Data in the Registers of Value Added Tax Invoices (hereinafter referred to as the "Rules") shall set forth the requirements for keeping of registers of received and issued value added tax (hereinafter referred to as the "VAT") invoices (hereinafter referred to as the "VAT invoices") (hereinafter referred to as the "registers"), the procedure and time limits for provision thereof to the State Tax Inspectorate (hereinafter referred to as the "STI").

2. The Rules have been drawn in accordance with Article 78(5) of the Republic of Lithuania Law on Value Added Tax (hereinafter referred to as the "VAT Law"), Article 42^2 of the Republic of Lithuania Law on Tax Administration (version of 19 November 2015 law No XII-2038) (hereinafter referred to as the "LTA") and other legal acts.

3. For the purposes of the present Rules, the following terms shall be used:

3.1. The "**i.MAS**" shall mean the smart tax administration information system;

3.2. The "**i.SAF**" shall mean i.MAS electronic invoicing subsystem for reporting of register data and provision of e-services;

3.3. The "**tax period**" shall mean the period for declaration of VAT by a VAT payer the data of registers of which is reported;

3.4. Other terms shall correspond to the terms defined in the VAT Law and other legal acts.

4. Registers shall be kept by taxable persons (irrespective of whether they are registered as VAT payers or not) receiving and/or issuing VAT invoices.

5. Date available in registers must be reported to the STI by taxable persons registered as VAT payers in the Republic of Lithuania.

Where taxable persons, i.e. VAT payers engaged in economic activities (subject to VAT and/or not subject to VAT) and non-economic activities (for example, state and municipality functions), they must report data of registers of all issued and received VAT invoices (for economic and non-economic activities) to the STI. In such case, the data in registers shall be reported as of the month of the calendar year in which the person was engaged in economic activities and shall be reported till the end of the calendar year irrespective of whether any activities were carried out during such periods or not.

SECTION II
KEEPING OF THE REGISTER OF RECEIVED VALUE ADDED TAX INVOICES

6.   The register of received VAT invoices (hereinafter referred to as the "register of received VAT invoices") shall contain, structure, store and apply data on the VAT invoices provided for in this Section.

7.   Registers of received VAT invoices shall be kept on the basis of the data indicated in the VAT invoices.

8.   Received VAT invoices shall be registered by the taxable person that is indicated (specified) in the VAT invoices as the purchaser. He shall also, at his sole discretion, be entitled to register VAT invoices stating the VAT calculated in Lithuania or a foreign country (for example, for accommodation in hotels etc.) received in his name and in the name of his reporting persons.

9.   The register of received VAT invoices must include the VAT invoices received from the taxable persons of the Republic of Lithuania during the tax period (except for the invoices provided for in Article 80(7) of the VAT Law) including the following:

9.1.   VAT invoices issued by the purchasers on behalf of the seller of goods and/or services (Article 79(8) of the VAT Law);

9.2.   VAT invoices in respect of agricultural supplies for processing by the VAT payers identified for VAT purposes in the Republic of Lithuania issued by processors of agricultural products (purchasers, intermediaries where the products purchased by them is intended for processing) (Article 79(9) of the VAT Law);

9.3.   VAT invoices issued in respect of supply of agricultural products of the farmer who is eligible for compensatory VAT rate scheme and accounting documents of a free form issued for provided agricultural services at own discretion by the purchasers as VAT payers (Article 98(4) of the VAT Law);

9.4.   received credit VAT invoices;

9.5.   where attorneys-at-law acting on behalf of joint activities (partnership) receive one summary VAT invoice from the sellers of goods (services), each attorney-at-law shall include such VAT invoice in the register of received VAT invoices indicating the taxable value and proportion of the VAT amount attributable to him and specifying that the invoice is one summary VAT invoice;

9.6.   where notaries public of a notary office working on the basis of the joint activity agreement receive one summary VAT invoice from the sellers of goods (services), each notary public shall include such VAT invoice, each notary public shall include such VAT invoice in the register of received VAT invoices indicating the taxable value and proportion of the VAT amount attributable to him and specifying that the invoice is one summary VAT invoice;

9.7.   VAT invoices documenting export of goods disposed of by the person from another European Union Member State (hereinafter referred to as the "another Member State");

9.8.   VAT invoices which, following Article 14(4) of the VAT Law and Article 79(4) of the VAT Law, document the paid advance.

10.   The register of received VAT invoices must include the VAT invoices received from foreign countries during the tax period due to which the obligation to calculate the VAT arose.

11.   The taxable person as the seller of goods (services) shall enter into the received debit VAT invoices in the register of received VAT invoices.

12.   VAT invoices shall be entered into the register of received VAT invoices according to the date of receipt thereof irrespective of the date of issue thereof.

13.   The documents of acquisition of financial services exempt from VAT (Article 28 of the VAT Law) and insurance services exempt from VAT (Article 27 of the VAT Law) equivalent to VAT invoices may be not entered into the register of received VAT invoices.

14.   The VAT invoices referred to in Paragraphs 19.5–19.7 hereof shall not be entered into the register of received VAT invoices.

15. The taxable person shall be entitled to keep the register of received VAT invoices through i.SAF.

SECTION III
KEEPING OF THE REGISTER OF ISSUED VALUE ADDED TAX INVOICES

16. The register of issued VAT invoices (hereinafter referred to as the "register of issued VAT invoices") shall contain, structure, store and apply data on the VAT invoices provided for in this Section.

17. Registers of issued VAT invoices shall be kept on the basis of the data indicated in the VAT invoices.

18. Issued VAT invoices shall be registered by the taxable person that is indicated (specified) in the VAT invoices as the seller.

19. The register of issued VAT invoices must include the VAT invoices for supply of goods and/or provision of services issued by the a taxable person during the tax period (except for the invoices provided for in Article 80(7) of the VAT Law) including the following:

19.1. VAT invoices issued by the purchaser or third party on behalf of the seller;

19.2. VAT invoices in respect of agricultural supplies for processing by the VAT payers identified for VAT purposes in the Republic of Lithuania issued by processors of agricultural products (purchasers, intermediaries where the products purchased by them is intended for processing) (Article 79(9) of the VAT Law);

19.3. where attorneys-at-law acting on behalf of joint activities (partnership) issue one summary VAT invoice from the sellers of goods (services), each attorney-at-law shall include such VAT invoice in his own register of issued VAT invoices indicating the taxable value and proportion of the VAT amount attributable to him and specifying that the invoice is one summary VAT invoice;

19.4. issued credit VAT invoices;

19.5. VAT invoices issued for the goods (services) for private use;

19.6. VAT invoices issued for manufacture of tangible capital assets;

19.7. VAT invoices documenting import of goods disposed of by the person to another Member State for business purposes irrespective of whether the taxable person is registered as a VAT payer or not in the Member State to which the goods are imported;

19.8. VAT invoices which, following Article 14(4) of the VAT Law and Article 79(4) of the VAT Law, documents the received advance.

20. The documents of provisions of financial services exempt from VAT (Article 28 of the VAT Law) and insurance services exempt from VAT (Article 27 of the VAT Law) equivalent to VAT invoices may be not entered into the register of issued VAT invoices.

21. The taxable person as the purchaser of goods (services) shall enter into the issued debit VAT invoices in the register of received VAT invoices.

22. The taxable person shall be entitled to keep the register of issued VAT invoices through i.SAF.

SECTION IV
CONTENT OF THE DATA IN THE REGISTER OF RECEIVED VALUE ADDED TAX INVOICES

23. The heading of the register of received VAT invoices shall state the name or name and surname, VAT identification number of the taxable person in whose name the register of received VAT invoices is completed, the start date and end date of the tax period for which the register of received invoices is completed (if the taxable person is not registered as a VAT payer, the start date and end date of keeping the register).

24. The register of received VAT invoices shall state the following data of the VAT invoices:

24.1. the type: VAT invoice, credit VAT invoice, debit VAT invoice, one summary VAT invoice, cancelled VAT invoice (completed only if the VAT invoice is a credit and/or debit, one summary VAT invoice, cancelled invoice);

24.2. the date of issue;

24.3. the series and number (in case of receipt of a simplified VAT invoice (Article 79(13) of the VAT Law), number);

24.4. the registration number, VAT identification number of the seller of goods (services) (where the sellers of goods (services) are attorneys-at-law acting on the basis of joint activities (partnership), the VAT identification number of one of them shall be indicated at own discretion);

24.5. the registration number or tax payer identification number (registration number) of the farmer who is eligible for compensatory VAT rate scheme if the person is not a VAT payer or a farmer who is eligible for compensatory VAT rate scheme;

24.6. the code of the country which has assigned the registration number (identification number) referred to in Paragraph 24.4 hereof (if known);

24.7. the name of the seller of goods (services) as a legal entity or name and surname of the seller as a natural entity;

24.8. information on taxes subject to the same VAT rate and condition for imposition of VAT:

24.8.1. the condition for imposition of the VAT shall be specified according to Annex 2 to the Description of the Technical Specification of and Technical Requirements for Standard Audit File for Tax Purposes approved by Order No VA-49 of the Head of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania of 21 July 2015 "On the Approval of Description of the Technical Specification of and Technical Requirements for Standard Audit File for Tax Purposes", i.e. VAT classification (hereinafter referred to as the "VAT Classification").

The condition for imposition of the VAT may be not indicated if the goods (services) are purchased from a taxable person of Lithuania and the purchaser is not obliged to withhold and pay VAT (Article 96 of the VAT Law);

24.8.2. the VAT rate if the VAT indicated in the invoice (except for the VAT rate of a foreign state) is the compensatory VAT rate provided that the agricultural products are purchased from a farmer eligible for the compensatory VAT rate scheme. The VAT rate (except for the compensatory VAT rate) may be not indicated if the condition for imposition of VAT may be not indicated according to Paragraph 24.8.1 hereof;

24.8.3. the taxable amount of the goods (services) including advance payments (according to Article 14(4) of the VAT Law and Article 79(4) of the VAT Law) subject to the same rate and the same condition for imposition of the VAT (in EUR) (if the condition for imposition of VAT, the total taxable amount of the VAT invoice (in EUR)). If the taxable amount is changed according to the debit and/or credit data of the VAT invoices (in EUR), the goods are returned (services shall be refused), a decrease/decrease in the taxable amount of the adjusted VAT invoice shall be indicated;

24.8.4. the VAT amount (in EUR) if it is indicated in the VAT invoice (the amount of VAT of a foreign state may be not indicated). In case of changing the VAT amount (in EUR) according to the debit and/or credit data of the VAT invoices, return of the goods (refusal of the services), a decrease/decrease in the taxable amount of the adjusted VAT invoice shall be indicated;

24.9. where the obligation to calculate VAT arises upon receipt of consideration for the supplied goods or provided services, the words "monetary accounting system" shall be indicated (Article 14(9) of the VAT Law);

24.10. if the VAT invoice is a credit or debit VAT invoice, references to the adjusted VAT invoices (date of issue, series and number of the adjusted VAT invoice (where the accounting document the data of which is adjusted is indicted) and if the simplified VAT invoice is adjusted (Article 79(13) of the VAT Law), the date of issue and number of the adjusted simplified VAT invoice (where the accounting document the data of which is adjusted is indicted));

24.11. settlement (payment) data (that must be recorded and reported to the STI);

24.12. additional information indicated in the VAT invoices documenting supply of goods/provision of services shall not be recorded.

SECTION V
CONTENT OF THE DATA IN THE REGISTER OF ISSUED VALUE ADDED TAX INVOICES

25.   The heading of the register of issued VAT invoices shall state the name (in case of a legal entity) or name and surname (in case of a natural entity), VAT identification number of the taxable person in whose name the register of issued VAT invoices is completed, the start date and end date of the tax period for which the register of issued invoices is completed (if the taxable person is not registered as a VAT payer, the start date and end date of keeping the register).

26.   The register of issued VAT invoices shall state the following data of the VAT invoices:

26.1. the purchaser's VAT identification number (where the purchasers of goods (services) are attorneys-at-law acting on the basis of joint activity (partnership) agreement or notaries public of notary office working in a notary office according to the joint activity agreement, the VAT identification number of one of the VAT payers shall be indicated at own discretion) or the purchaser's identification number if the goods are supplied and/or the services are provided to the person that is not registered as a VAT payer (if such number is indicated in the VAT invoice);

26.2. the code of the country which has assigned the identification number referred to in Paragraph 26.1 hereof (if known);

26.3. the name of the purchaser (the name of the purchaser of goods or services shall be indicated if the purchaser is a legal person or the name and surname if the purchaser is a natural person (provided that person is indicated));

26.4. the type: VAT invoice, credit VAT invoice, debit VAT invoice, one summary VAT invoice, cancelled VAT invoice (noted if the VAT invoice is credit and/or debit, one summary VAT invoice, cancelled invoice);

26.5. the date of issue;

26.6. the series and number (in case of issue of a simplified VAT invoice (Article 79(13) of the VAT Law), number);

26.7. information on taxes subject to the same VAT rate and condition for imposition of VAT:

26.7.1. the condition for imposition of the VAT indicated according to the VAT classification (for example, PVM2 "Reduced VAT Rate of 9 Per Cent Applicable to the Goods Supplied and/or Services Provided in Territory of the Country"), but it may be not indicated if the standard VAT rate is applicable to the goods supplied (services provided) in the Republic of Lithuania (PVM1 "Standard VAT Rate Applicable to the Goods Supplied and/or Services Provided in Territory of the Country");

26.7.2.   the VAT rate;

26.7.3.   the taxable amount of the goods (services) including advance payments (according to Article 14(4) of the VAT Law and Article 79(4) of the VAT Law) subject to the same rate and the same condition for imposition of the VAT (in EUR) (if the condition for imposition of VAT, the total taxable amount of the VAT invoice (in EUR)). If the taxable amount is changed according to the debit and/or credit data of the VAT invoices (in EUR), the goods are returned (services shall be refused), a decrease/decrease in the taxable amount of the adjusted VAT invoice shall be indicated;

26.7.4. the VAT amount (in EUR). In case of changing the VAT amount (in EUR) according to the debit and/or credit data of the VAT invoices, return of the goods (refusal of the services), a decrease/decrease in the taxable amount of the adjusted VAT invoice shall be indicated;

26.7.5.   the date of supply of the goods or provision of services if it does not coincide with the date of issue of the VAT invoice or the date of receipt of the advance payment if it does not

coincide with the date of issue of the VAT invoice (according to Article 14(4) of the VAT Law and Article 79(4) of the VAT Law). If the above dates coincide, the data may be not completed;

26.8. where the obligation to calculate VAT arises upon receipt of consideration for the supplied goods or provided services, the words "monetary accounting system" shall be indicated (Article 14(9) of the VAT Law);

26.9. if the VAT invoice is a credit or debit VAT invoice, references to the adjusted VAT invoices (date of issue, series and number of the adjusted VAT invoice (where the accounting document the data of which is adjusted is indicted) and if the simplified VAT invoice is adjusted (Article 79(13) of the VAT Law), the date of issue and number of the adjusted simplified VAT invoice (where the accounting document the data of which is adjusted is indicted));

26.10. settlement (payment) data (that must be recorded and reported to the STI);

26.11. additional information indicated in the VAT invoices documenting supply of goods/provision of services shall not be recorded.

SECTION VI
PROCEDURE AND TIME LIMITS FOR REPORTING OF REGISTER DATA

27. The data of registers shall be reported to the STI by the taxable persons registered as VAT payers in the Republic of Lithuania.

28. The data of registers shall be reported to the STI electronically:

28.1. by filing a register data file in XML format through i.SAF (hereinafter refeed to as the "i.SAF data file) prepared in accordance with the requirements set out in Paragraph 39 hereof;

28.2. by using the web service for provision of the i.SAF data file which shall be prepared in accordance with the requirements set out in Paragraph 39 hereof;

28.3. by entering into the register data in i.SAF;

28.4. by issuing VAT invoices directly in i.SAF. If not all VAT invoices are issued by the taxable person as the VAT payer in i.SAF, the data of the registers of the VAT invoices that were not issued in i.SAF shall be provided within the time limits set out in Paragraphs 30.1–30.3 hereof.

29. The cases where the time limit for reporting of register data may be extended or deferred shall be set out in the rules approved by Order No VA-135 of the Head of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania of 9 July 2004 "On the Submission of Tax Returns, Extension of the Time Limit for Submission Thereof and Temporary Exemption of Taxpayers from Submission of Tax Returns and/or Other Documents Provided for in the Legislation".

30. The register data of the tax period shall be submitted to the STI within the following time limits:

30.1. data of a calendar month – till the 20th day of the following month;

30.2. data of the calendar half of the year – till the 20th day of the first month of the following half of the year;

30.3. data of another tax period – not later than within 20 days from the end of such period.

31. The data of the person that is removed from the register of VAT payers shall be submitted within 20 days from the date of removal of the person from the register of VAT payers or till the date of liquidation thereof where the person is liquidated within a shorter period than 20 days from the date of removal from the register of VAT payers.

32. In case where the taxable persons registered as VAT payers in the Republic of Lithuania do not receive and/or do not issue any VAT invoice during the tax period, information shall be provided in one of the following ways:

32.1. by making the respective entries in i.SAF that no VAT were received and/or issued during the tax period;

32.2. by providing the i.SAF data file with the completed heading.

SECTION VII

RECOMMENDED DETAILS IN PAYMENT DOCUMENTS

33.   Having received or issued a VAT invoice (including a simplified VAT invoice (Article 79(13) of the VAT Law)), the taxable person that is a VAT payer shall be entitled to process the settlement data recorded for the tax period in the registers and report such data to the STI if the "monetary accounting system" (Article 14(9) of the VAT Law) is applicable:

33.1. date of issue and number of the accounting document (documents) of settlement (payment);

33.2. the series (in case of issue of a simplified VAT invoice documenting supply of goods/provision of services, may be not indicated (Article 79(13) of the VAT Law) and number of the VAT invoice documenting the supply of goods/provision of services) specifying the VAT identification number of the party to the transaction (purchaser or seller);

33.3. the date of issue of the VAT invoice;

33.4. the taxable amount of the goods (services) (in EUR);

33.5. the VAT amount (in EUR);

33.6. the date of payment;

33.7. other details (e.g. type of payment; received payment/made payment).

SECTION VIII
REPORTING OF REGISTER DATA FOR THE YEAR 2016

34.   The taxable persons registered as VAT payers whose tax period is a calendar month shall be obliged to provide the first registers of the tax period for October 2016 not later than till 21 November.

35.   The taxable persons registered as VAT payers whose tax period is a calendar half of the year shall provide the first registers for the period from October 2016 to December 2016 (if preferred, also for the period from July 2016 to December 2016) not later than till 20 January 2017.

36.   The taxable persons that are registered as VAT payers and choose to apply a different tax period must provide the first registers for the tax period which starts till 30 September 2016 and expires after 1 October 2013 within 20 days from the end of such period. The provided registers must state the data of the VAT invoices received and/or issued as of 1 October 2016; nevertheless if so requested, the data of the VAT invoices received and/or issued till 30 September 2016 during the tax period may be provided.

SECTION IX
STRUCTURE OF THE REPORTED DATA AND THE TERMS ANC CONDITIONS OF REPORTING OF DATA

37.   The structure of the i.SAF data file shall consist of the following three parts: heading, master data file, data of primary documents:

37.1. the heading shall consist of the general information on the person whose registers are provided, the tax period, the type of the file etc. The heading of the i.SAF data file must be completed;

37.2. the master data file shall consist of the register data linked with the data of the primary documents with the unique purchaser code and/or unique seller code used in the accounting system of the entity. The master data file may be not completed, but in such case, the register data of the purchasers and sellers must be included in the data of the primary documents;

37.3. the data of the primary documents shall consist of the register data and information on payments. The data of the primary documents may be not completed if no VAT invoices were received and issued during the tax period (in such case, only the i.SAF data file with the completed heading shall be provided). Provision of information on payments shall be recommended only in case where the economic entity is willing to receive the service of drawing up of a preliminary VAT

invoice. In such case, payment information on settlement with the purchaser/seller shall be provided (if the "monetary accounting system" is applicable (Article 14(9) of the VAT Law)).

38.   In the event of a decrease in the taxable amount of the goods (services) (including an advance payment (according to Article 14(4) of the VAT Law and Article 79(4) of the VAT Law) on the basis of the debit and/or credit VAT invoices (in EUR) and/or the VAT amount (in EUR), the decrease in the taxable amount (in EUR) and/or the VAT amount (in EUR) shall be indicated in the data of the provided registers with the minus sign.

39.   The detailed structure of the i.SAF data file and the requirement therefor shall be laid down in the description of the i.SAF data file (the Annex hereto). The i.SAF data file shall be prepared and completed in accordance with the requirements provided for in the Description of the XML Structure of i.SAF Data File which shall be published alongside with the description of the i.SAF data file on the website of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania and in the i.SAF.

SECTION X
ADJUSTMENT OF THE REPORTED DATA

40.   A taxable person filing registers that is a VAT payer shall be notified of any identified possible discrepancies through i.SAF.

41.   If after reporting the register data the taxable person registered as a VAT payer detects any errors in the register data, he shall provide adjusted data for the tax period the reported data of which contains the errors.

If upon provision of the register data according to the discrepancies recorded in i.SAF the taxable person registered as a VAT payer does not detect any errors made (the discrepancies of the register data have arisen due to the errors in the registers provided by the contracting party), he must not adjust the registers.

SECTION XI
FINAL PROVISIONS

42.   The taxable persons shall be liable for non-compliance or improper compliance with the provisions hereof in accordance with the procedure prescribed in the legislation of the Republic of Lithuania.

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