

➤ **Q: What are invoices?**

A: Invoices are the documents of payment and receipt of payment issued or obtained in sales or purchase of goods, provision or receipt of labor services and other business activities. In China, the tax department is the competent organ for administering the invoices, which is responsible for the management and monitoring of invoice printing, purchasing, issuance, receipt, storage and cancellation. The administration of invoices such as types of invoices, number of copies, contents and scope of use is charged by the state administration of taxation. The units and individuals should issue, use or receive invoices when they buy or sell goods, provide or receive business services or are engaged in other business activities.

The Chinese tax administration always attaches great importance to the administration of invoices. The current methods of the people's republic of China on administration of invoices was approved by the state council on December 12, 1993 and promulgated for implementation by the ministry of finance on December 23, 1993. On December 28, 1993, the state administration of taxation promulgated the detailed rules for the implementation of the methods of the people's republic of china on administration of invoices, which was effective at the same time as the methods. The above methods and detailed rules have to be followed by all units and individuals printing, purchasing, issuing, obtaining and/or storing invoices.

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