

# GUIDELINES FOR IMPLEMENTATION AND APPLICATION OF ELECTRONIC RECORDS

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In order to promptly guide and handle the shortcomings in application and use of electronic invoices and documents (e-records), on July 12, 2022, the General Department of Taxation (**GDT**) issued Official Dispatch 2455/TCT-DNNCN on the application and operation of electronic invoices and documents (**Dispatch 2455**). Accordingly, this Dispatch provides guidelines on some notable new contents related to the application of e-records in accordance with Decree 123/2020/ND-CP on invoices and documents (**Decree 123**) as follows:

*Firstly*, enterprises are allowed to continue using self-issued certificates of personal income tax (**PIT**) withholding while they have not yet deployed electronic ones. According to Decree 123, from July 1, 2022, enterprises are required to convert to e-certificates of PIT withholding and build their own software system to apply e-records. This content has also been guided in Notice dated June 30, 2022 on the application of e-certificates of PIT withholding in accordance with Decree 123 of Ha Noi Tax Department and Official Dispatch 7563/CTTPHCM-TTHT dated June 29, 2022 of Ho Chi Minh City Tax Department. According to the above 2 guidelines, from July 1, 2022, enterprises are not allowed to use their outstanding self-printed records and records printed on order.

However, according to the instructions in Dispatch 2455, while e-certificates of PIT withholding have not yet been applied, enterprises can use self-printed documents. Also according to Dispatch 2455, from July 1, 2022, tax authorities will not continue to sell PIT withholding certificates printed on order; enterprises can still continue using the outstanding hard copy certificates purchased earlier from tax authorities.

*Secondly*, enterprises can choose to continue using hard copy receipts printed on order, self-printed or

purchased from tax authorities until new guidelines are issued by GDT. According to Decree 123, from July 1, 2022, organizations can use electronic receipts. However, GDT is developing a standard format of electronic receipt data and the implementation procedure. Therefore, while there is no further guidance from GDT, enterprises can still continue using hard copy receipts printed on order, self-printed or purchased from tax authorities.

## COMMENTS AND RECOMMENDATIONS

The issuance of new guidelines by GDT for the use of electronic records has promptly solved the shortcomings for enterprises during the transitional period of technical infrastructure for applying 2 types of electronic records, especially PIT withholding e-certificates. Enterprises are advised to update and apply the above guidelines without delay as well as update the next instructions by tax authorities for prompt application and minimize problems in using invoices and documents and comply with regulations of laws and guidelines from tax authorities.

