



**DTBB/003/2016**

***Domestic Taxes Business  
Brief 3 (2016): How to use a  
GST Relief Purchase Order***

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## **Purpose**

The rationale of this brief is to explain clearly how GST Relief Purchase Orders (GRPOs) should be used in order to prevent misuse by eligible individuals/institutions/organisations.

## **Who should read this?**

The following individuals, institutions and organisations should be very much interested in this brief:

- Diplomatic and Consular Missions;
- International and Local Non- Governmental Organisations;
- Multinational Corporations that are entitled to GST relief;
- Suppliers, Contractors, and Sub-contractors of Multinationals, Diplomatic and Consular Missions, and International Non-Governmental Organisations.

## **Background**

Over time, the National Revenue Authority has observed that some eligible GRPO holders have been using GRPOs incorrectly which has resulted in revenue loss. To ensure that our valued GRPO holders use GRPOs in accordance with the GST Act 2009 as amended; we have decided to produce this brief. The brief details guidelines as to how to use GRPOs.

## **Current Position**

In order to prevent misuse of GRPOs, the NRA has set forth the following guidelines in accordance with Section 46(2) of the GST Act 2009 as amended:

- GRPOs are to be used exclusively by institutions, businesses, and organisations for official supplies to these institutions.

- GRPOs should be used to procure taxable goods and services from GST registered businesses/taxpayers.
- GRPOs are to be used for official use only. This does not include any expenditure that has a private element to it. Examples include restaurants bills, hotel bills, entertainment events, workshops, food, drinks, provisions, groceries, etc.
- GRPO holders should use a GRPO for every supply invoice created by the supplier.
- GRPOs should not be used by suppliers/contractors/sub-contractors of GRPO holders to procure goods and services on behalf of GRPO holders as the only supplies that are relieved from GST are those direct supplies between GRPO holders and their suppliers/contractors/sub-contractors.
- GRPOs should not be used for items such as hotel accommodation, mobile phones and top-up cards, entertainment, motor vehicles and spare parts, etc, as specified in Section 28 of the GST Act 2009 as amended.
- GRPOs should not be used to cover private costs borne by directors, employees, consular and diplomatic staff, affiliates and other individuals of the institution/business/organisation.
- GRPO holders should use and distribute GRPO copies as follows: **Original copy** to the supplier; **Second copy** to be kept safely by GRPO holder, and **Third copy** should be returned to the NRA with the used booklet. GRPO holder must ensure all copies including the one returned to the NRA is readable and legible.
- GRPOs will only be issued if eligible GRPO holders have paid all other taxes in full; withheld taxes; and submitted all tax returns (where applicable).

- GRPO Return Forms (see below) should be submitted with each GRPO booklet when returned to the NRA.

These guidelines apply to all GRPO holders whether it is a business that has been granted GST relief status or a diplomatic or consular mission operating in Sierra Leone.

GRPO verification exercises will be conducted regularly to verify proper usage of GRPOs.

Explanatory notes have also been added to GRPO forms for ease of understanding (see below).

Also see ***DTDBB/002/2016: What is a GST Relief Purchase Order*** and ***DTDBB/004/2016: Who is entitled to a GST Relief Purchase Order*** for more information on GRPOs.



## GRPO RETURN FORM

GRPO HOLDER'S NAME:

TIN:

GRPO AUTHORISATION NO:

Ref	Date of GRPO	GRPO Number	Supplier's Name	Supplier's TIN	GST Waived (Le)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
<b>TOTAL GST WAIVED</b>					-

I.....declare that the information given above is correct and complete.

.....  
Signature

.....  
Position

.....  
Date

## **Where can I get further information?**

For further information please contact the Domestic Taxes Helpline on Telephone Numbers: [078/025/030/044 - 970844](tel:078025030044).

The Domestic Taxes Helpline is available Monday to Friday, 8am to 5pm.

We can also be contacted through [dtd@nra.gov.sl](mailto:dtd@nra.gov.sl).

Information on Domestic Taxes and other taxes can be found on the NRA website [www.nra.gov.sl](http://www.nra.gov.sl).