

Tax Credit Note (UAE): Sample

Issue a tax credit note when the VAT charged on a tax invoice has to be reduced, for example after a return, a discount or a cancelled supply. The Excel version calculates the difference and the VAT on it.

TAX CREDIT NOTE

Supplier: [Company Name]

[Address]

TRN: [15-digit TRN]

Recipient: [Customer Name]

[Address]

Recipient TRN: [15-digit TRN, if registered]

Credit note number: [CN-0001] | Date of issue: [DD/MM/YYYY]

Original tax invoice number: [INV-0000] | Original invoice date: [DD/MM/YYYY]

Adjustment

Value of the supply shown on the tax invoice (excluding VAT): AED [amount]

Correct value of the supply (excluding VAT): AED [amount]

Difference: AED [amount]

VAT at 5% on the difference: AED [amount]

Total credited (difference plus VAT): AED [amount]

Reason for the credit note: [brief explanation, for example goods returned on DD/MM/YYYY, agreed discount, cancelled service].

Issued by: [Name, Title] | Signature: [Signature]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.