

Cash Payment Documents – Aquaculture Business Vessel Support Scheme

If cash payments are applicable to your application, please note the following:

Cash Payments – What you need to send

If you paid in cash, send just one document from the list below, per transaction. It should clearly show the payment was in cash.

1. Invoice

The invoice must show:

- Supplier full legal name and address
- Supplier VAT / tax number (if applicable)
- Unique invoice number
- Invoice date
- Description of goods/services
- Quantity / unit price
- Total value (VAT breakdown where applicable)
- Company or individual name

Payment status wording on Invoice - The invoice must be marked with one of the following:

“PAID”

“PAID IN FULL”

“SETTLED”

“ACCOUNT CLEARED”

2. Receipt

The receipt must show:

“Paid in full” OR “Cash received”

Clear indication of cash payment method

Date of payment

Exact amount paid

Reference to invoice number

Supplier signature and/or official stamp

3. Supplier Statement

The supplier statements must show:

- Supplier name and address
- Statement date
- Company or individual name
- Invoice(s) numbers
- Invoice dates
- Invoice amounts
- Payments received dates
- Payment amounts
- Running balance
- The invoice fully cleared (zero balance)