



Essential information to note when filing Form C

Common mistakes	How to avoid the mistakes
<p>✘ Mismatch of company's name and tax reference number on Page 1 of Form C (e.g. ABC Pte Ltd's Form C indicates XYZ Pte Ltd's tax reference number)</p>	<p>✓ Check that the company's name and tax reference number on Page 1 of Form C match and are correct</p>
<p>✘ Quote incorrect Document Identification Number (DIN)</p>	<p>✓ Quote the correct DIN if you are downloading Form C from IRAS website</p>
<p>✘ Complete Form C in currency other than S\$</p>	<p>✓ Complete Form C in Singapore currency only</p>
<p>✘ Fail to sign and date on Page 1 of Form C</p>	<p>✓ Sign and date on Page 1 of your Form C</p>



Essential information to note when filing Form C

Common mistakes	How to avoid the mistakes
✘ Submit photocopied Form C	✓ Submit your Form C with the original signature
✘ Submit draft accounts	✓ Ensure your financial accounts has been duly signed
✘ Mismatch of financial accounts/ tax computation/ Form C (e.g. financial accounts for year ended 2011 submitted with YA 2011 Form C)	✓ Ensure your financial accounts, tax computation and Form C are for the same Year of Assessment (YA) (e.g. submit financial accounts for year ended 2010 with YA 2011 Form C)



Essential information to note when filing Form C

Common mistakes	How to avoid the mistakes
<ul style="list-style-type: none">✘ Submit incomplete Form C or financial accounts (i.e. missing pages)✘ Use Form C for YA 2010 for YA 2011 filing	<ul style="list-style-type: none">✓ Submit a complete set of Income Tax Return<ul style="list-style-type: none">• Form C• Form IRIN 301• Audited/ Unaudited accounts• Tax computation & supporting schedules
<ul style="list-style-type: none">✘ Overwrite company's particulars on Page 1 of Form C with changes	<ul style="list-style-type: none">✓ Ensure changes in the name or address of the company are lodged with the Accounting & Corporate Regulatory Authority (ACRA) via www.bizfile.gov.sg✓ Inform IRAS in writing on change in the place where control and management is exercised



Essential information to note when filing Form C

Page 1: Section II (to be completed by Dormant Company only)

- If company has no unutilised losses/donations b/f, complete only this section of Form C.
- If company has unutilised losses/donations b/f, complete this section and
 - Part VI on Page 2 (Box 1a, 3 to 9); and
 - Part VII on Page 4 (Box 24 to 27).

II **Dormant Company only** - Please where applicable **(see Note 1 & 7)**

1

The company did not carry on business and had no income in the preceding year.

2

The company did not own any investment (e.g. shares, properties and fixed deposit) during the basis period.



Essential information to note when filing Form C

Page 1: Section IV

- If company is claiming tax exemption for new start-up companies, Boxes (1) **and** (2) **must** be completed.

IV Tax Exemption Scheme For New Start-Up Companies - The following **must** be completed to claim for the exemption for new start-ups **(see Note 9)**

- 1** The company satisfies all conditions to qualify for the tax exemption scheme for new start-up companies. (Yes = 1 No = 2)
- 2** The company's first YA upon incorporation is YA

V Declaration by person making the Return

I declare that this Return gives a full and true account of the whole of the income of the company for the preceding year.

Name	Contact number	Designation	Signature and Date

There are penalties for failing to furnish a tax return or furnishing an incorrect tax return.

For Office Use	1	301	2	AC	3	TC	4	RR	5	NS
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Essential information to note when filing Form C

Ensure Form C is duly completed. The following are not acceptable.

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VI Assessment Information (see Note 11)

1 Income Accruing in/ Derived from Singapore (before Exempt Amount in Note 9 & 10) S\$

1a	Trade/ Business Income - Adjusted Profit/ Loss after Unutilised Capital Allowances b/f , current year Capital Allowances and Unutilised Losses b/f - S10(1)(a)	(see Note 12)	1a	
1b	Interest/ Discounts - S10(1)(d)		1b	
1c	Trust Distribution (Including P... (Attach a list showing de...)		1c	
1d	Rent, Premiums and Property - S10(1)(f)	(see Note 13)	1d	
1e	Royalties - S10(1)(g)		1e	
1f	Other Income not falling under Box 1a to 1e		1f	

2 Foreign Income Received in Singapore (Exempt Amount in Note 9 & 10) (Exclude income exempted under the FSI provisions (see Note 5))

Nature of Income (see Note 14)		Amount Received (S\$)
2a	2f	2k
2b	2g	2l
2c	2h	2m
2d	2i	2n
2e	2j	2o

3 Total of Box 1a to 2o **3** **0**

4 Current Year Donations and Unutilised Donations b/f (see Note 15) **4**

Refer to Tax Computation / Accounts Attached

See Attached

NIL

N.A.



Essential information to note when filing Form C

Page 2: Box 1a

- Enter the current year adjusted profit/loss **after** unutilised capital allowances b/f, current year capital allowances and unutilised losses b/f.
- Enter amount **before** deducting exempt amount (partial tax exemption / tax exemption for new start-up companies).
- If amount is a loss/negative figure, enter "X" in the box to the left.
- Include all concessionary income/losses.
- Do not enter any exempt income/losses.

VI Assessment Information (see Note 11)

1 Income Accruing in/ Derived from Singapore (before Exempt Amount in Note 9 & 10) S\$

1a	Trade/ Business Income - Adjusted Profit/ Loss after Unutilised Capital Allowances b/f, current year Capital Allowances and Unutilised Losses b/f - S10(1)(a)	(see Note 12)	1a	X*	1,000
1b	Interest/ Discounts - S10(1)(d)		1b		
1c	Trust Distribution (Including REIT Distribution) - S10(1)(e) (Attach a list showing details of distributions received)		1c		
1d	Rent, Premiums and any other Profits arising from Property - S10(1)(f)	(see Note 13)	1d		
1e	Royalties - S10(1)(f)		1e		
1f	Other Income not falling under Box 1a to 1e - S10(1)(g)		1f		



Essential information to note when filing Form C

Page 2: Box 4 (Current Year Donations and Unutilised Donations b/f)

- Do not enter “Total of Box 1a to 2o” in Box 4.
- Enter 2.5 times the donations made.

E.g. If approved donations made was \$100, enter \$250 in Box 4.

3 Total of Box 1a to 2o		3	X*	1,000
4 Current Year Donations and Unutilised Donations b/f	(see Note 15)	4		250
5 Sub-Total (Box 5 = Box 3 - Box 4)		5	X*	1,250
6 Loss Transferred to Claimant Company	(see Note 1 & 4)	6		



Essential information to note when filing Form C

Page 2: Section 7 (Carry-back of Current Year Capital Allowances/Losses)

- Leave Section 7 blank if company is in a taxable position.

7 Carry-back of Current Year Capital Allowances/ Losses

(see Note 16)

(Election for Carry-Back is irrevocable. To complete only if the company has claimed current year Capital Allowances/ Losses against assessable income of the immediate preceding Year of Assessment.)

7a	Carry-Back of current year Capital Allowances/ Losses	7a	<input type="text"/>
7b	Has the claim been made previously via the Election Form for Carry-Back of Capital Allowances and Trade Losses?	7b	<input type="checkbox"/> (Yes = 1 No = 2)
7c	Is there a change in the principal activities of the company during the basis periods relating to the current and immediate preceding YAs?	7c	<input type="checkbox"/> (Yes = 1 No = 2)
7d	Is there a substantial change in the company's ultimate shareholders and their shareholdings as at the relevant dates?	7d	<input type="checkbox"/> (Yes = 1 No = 2)



Essential information to note when filing Form C

Page 3: Boxes 11 & 13 (Chargeable Income)

- Enter amount **before** deducting exempt amount (partial tax exemption / tax exemption for new start-up companies) .

11 Chargeable Income (before Exempt Amount) (If negative, enter zero '0' in the box)	(Box 9 - Box 10c)	11	5,000
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12 Loss Claimed from Transferor Company	(see Note 1 & 4)	12	
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13 Chargeable Income after Group Relief (before Exempt Amount) (See Annex 1 and 2)	(Box 11 - Box 12)	13	5,000
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Essential information to note when filing Form C

Page 3: Section 14 (Chargeable Income to be taxed at rates other than 17%)

- Include all chargeable income taxable at concessionary rates.
- Use the incentive type codes in Appendix 1B on Page 6 of Explanatory Notes to Form C.
- Do not enter any exempt income.

14 Chargeable Income in Box 13 above to be taxed at rates other than 17%

Type Code (see Appendix 1B)	Tax Rate (%)	Amount of Chargeable Income (S\$)
14a <input type="text"/>	14c <input type="text"/>	14e <input type="text"/>
14b <input type="text"/>	14d <input type="text"/>	14f <input type="text"/>



Essential information to note when filing Form C

Page 3: Section 15

- Tax set-offs claimed should not be more than tax payable.

15 Tax Set-Offs

(see Note 19)

S\$ & cts

a	Double Taxation Relief - Normal Rate	15a	
b	Double Taxation Relief - Concessionary Rate	15b	
c	Unilateral Tax Credit	15c	
d	Malaysian Pioneer Relief	15d	



Essential information to note when filing Form C

Page 3: Box 17b (Tax to be Remitted)

- Enter tax payable/repayable in Boxes 17a & 17c.
- Do not enter tax payable in Box 17b.
- “Remission” refers to tax remitted by the Comptroller on the ground of poverty or by the Minister if he is satisfied that it is just and equitable to do so.

17 Tax Payable/ Repayable

(see Note 20)

S\$ & cts

<input type="checkbox"/> a	Tax Payable/ Repayable before Remission/ Rebate	<input type="checkbox"/> 17a	<input type="checkbox"/> *	<input type="text"/>
<input type="checkbox"/> b	Tax to be Remitted under Sections 92(1) and 92(2)	<input type="checkbox"/> 17b		<input type="text"/>
<input type="checkbox"/> c	Tax Payable/ Repayable after Remission/ Rebate	<input type="checkbox"/> 17c	<input type="checkbox"/> *	<input type="text"/>

* If it is a tax repayable, enter an 'X' in the box.



Essential information to note when filing Form C

Page 4: Section 18

- Enter only current year adjusted exempt income/loss after current year capital allowances and donations.
- Use the incentive type codes in Appendix 1B on Page 6 of Explanatory Notes to Form C.
- Do not include income subject to concessionary rates.
- Do not enter tax exemption amount (partial tax exemption / tax exemption for new start-up companies).

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18 Exempt Income/ Loss for Current Year of Assessment

(see Note 11)

Current year adjusted exempt income/ loss after current year capital allowances and donations, where applicable.

Type Code (see Appendix 1B)				Amount of Exempt Income/ Loss (S\$)
18a	<input type="text"/>	18c	<input type="text"/> *	<input type="text"/>
18b	<input type="text"/>	18d	<input type="text"/> *	<input type="text"/>



Essential information to note when filing Form C

Page 4: Section VII

VII Claim of Unutilised Capital Allowances/ Losses/ Donations in Current Year of Assessment (see Note 21 & 22)

(Yes = 1 No = 2)

19 Did the company claim Unutilised Capital Allowances/ Losses/ Donations in Part VI on Page 2?
(If yes, please answer Box 19a and 19b)

19

19a Is there a change in the principal activities of the company during the basis period for the current YA?

19a

19b Is there a substantial change in the company's ultimate shareholders and their shareholdings as at the relevant dates?

19b

Complete Box 20 only if there is a substantial change in shareholders & Box 19b is "Yes"

20 Unutilised Capital Allowances/ Losses/ Donations claimed under S23(5) and/ or S37(16)
(To complete only if answer to Box 19b is "Yes")

20

Concessionary Rate (S\$)

Normal Rate (S\$)

21 Unutilised Capital Allowances b/f

21a

21b

22 Current Year Capital Allowances

22a

Complete in the correct <Concessionary Rate> or <Normal Rate> column

23 Unutilised Capital Allowances c/f

23a

24 Unutilised Losses b/f

24a

24b

25 Unutilised Losses c/f

25a

25b

Box 23 + Box 25 + Box 27
= Box 9 on Pg 2

26 Unutilised Donations b/f

26a

26b

27 Unutilised Donations c/f

27a

27b