

## Guide to completing Form C for Year of Assessment 2010

Please read with the Form C [explanatory note](#).

	<b>Page 1 of Form C: Part II (Dormant company)</b>
Dormant company	<b>Can I submit only Page 1 of Form C if Box 1 is checked but Box 2 is not checked?</b>  The company can submit only Page 1 of Form C if Box 1 is checked and it does not have any unutilised losses, capital allowance or donations brought forward or to be carried forward.  If Box 2 is not checked, the company could have owned investments during the basis period but such investments do not generate any income for the year of assessment. The company can still submit only Page 1 of Form C provided it also does not have any unutilised losses or donations to be carried forward.
	<b>Page 1 of Form C: Part IV</b>
Boxes 1 & 2  Tax exemption scheme for new companies	<b>How do I claim for tax exemption scheme for new start-up companies?</b>  You must complete Part IV on page 1 of the Form C as follows:  1. If the company satisfied all the qualifying conditions, enter "1" (Yes) in Box 1.  2. State the first YA upon incorporation in YYYY format.
	<b>Pages 2 and 3 of Form C: Part VII (Assessment information)</b>
	<b>If the tax computation and accounts are maintained in a currency other than the Singapore dollars, how do we complete the Form C to show that the currency is not Singapore dollars?</b>  Form C should be completed in Singapore dollars and not in the foreign currency. Please refer to the IRAS circular on ' <a href="#">Filing of Income Tax Computations and Financial Statements in Functional Currencies other than Singapore Dollars</a> ' for details.
Boxes 1a  Trade/business income	<b>Q1. What is the amount to be declared in Box 1a?</b>  The amount to be declared is the adjusted profit/loss figure after deducting unutilised capital allowances brought forward, current year capital allowances and unutilised losses brought forward.  <b>Q2. How to arrive at the adjusted profit/loss figure?</b>  This is the amount after adjusting the net profit/loss as per the accounts for non-taxable items, separate source income, and disallowable expenses.

	<p>To note:</p> <p>The amount to be declared in Box 1a should be the amount <b>before deducting the exempt amount</b> under the partial tax exemption scheme/tax exemption scheme for new start-up companies*.</p> <p>If the amount is a loss/negative figure, enter "X" in the box on the extreme left hand side.</p> <p>You may download the <a href="#">Basic Tax Calculator</a> to help you compute the adjusted profit/loss and chargeable income.</p> <p>*Applicable to new companies which satisfy the qualifying conditions and have indicated so on Part IV on Page 1 of the Form C.</p>
<p><b>Box 1c</b></p> <p>Trust distribution</p>	<p>Trust distribution made out of income already taxed at the trustee level need not be included in this box.</p> <p>Amount to be declared include REIT distribution.</p> <p>Note: You must attach a list showing details of distributions received.</p>
<p><b>Box 1d</b></p> <p>Rent - S10(1)(f)</p>	<p><b>Q1. Should the gross rent or net rent after deducting rental expenses be declared?</b></p> <p>The net rent is to be declared.</p> <p><b>Q2. What amount should be filled in Box 1d if the net rent is negative?</b></p> <p>If the net rent is negative, enter "0".</p> <p>However, if the negative rent is a result of Industrial Building Allowances claimed against the rent, enter the negative amount with an "X" in the box on the extreme left hand side to indicate loss/negative amount.</p>
<p><b>Box 2</b></p> <p>Foreign income received in Singapore</p>	<p><b>Q1. What kind of income should be included in this section?</b></p> <p>This refers to income sourced outside Singapore and is remitted to Singapore, e.g.</p> <ul style="list-style-type: none"> <li>=&gt; Foreign dividends and interest income received from overseas. For foreign dividends, if double tax relief is claimed, the amount to be entered should be the regrossed amount net of allowable expenses (if any).</li> <li>=&gt; Profits of overseas branches or permanent establishments remitted to Singapore.</li> </ul> <p>Please exclude foreign income remitted into Singapore but exempted under Sections 13(8) and 13(8A) of the Income Tax Act.</p> <p><b>Q2. Where should I declare any foreign income not remitted to Singapore?</b></p> <p>This need not be indicated in the Form C. However, the amount should be shown in your tax computation.</p>

<p><b>Box 7</b></p> <p>Loss transferred to claimant company</p>	<p>The amount to be entered is the current year losses to be transferred to other companies within the group under the Group Relief system. If you are transferring losses under the Group Relief system, please complete Form GR-A and submit it together with Form C.</p>
<p><b>Box 8</b></p> <p>Current year capital allowances / losses carried back</p>	<p>The amount to be entered is the current year capital allowances/losses to be carried back to the three immediate preceding years of assessment, subject to a maximum of \$200,000*</p> <p>*This enhanced loss carry-back scheme applies only for YA 2009 and 2010.</p>
<p><b>Boxes 12 and 14</b></p> <p>Chargeable income</p>	<p>If the amount is negative, enter "0".</p> <p><b>Q1. Should the chargeable income be the amount before or after deducting the exempt amount under the partial exemption scheme or tax exemption scheme for new start-up companies?</b></p> <p>The chargeable income to be declared should be the amount before deducting the exempt amount. IRAS will compute the exempt amount under the partial tax exemption scheme or tax exemption scheme for new start-up companies* when raising the assessment.</p> <p>*Applicable to new companies which satisfy the qualifying conditions and have indicated so on Part IV on Page 1 of the Form C.</p> <p><b>Q2 Should the chargeable income in Box 14 include concessionary income?</b></p> <p>Yes, the amount should include income taxed at normal rate and concessionary rates. (Details of the concessionary income should also be filled in Box 15).</p> <p><b>Q3. Should the chargeable income include exempt income arising from tax incentives?</b></p> <p>No. Exempt income arising from tax incentives should be filled in Box 19.</p>
<p><b>Box 13</b></p> <p>Loss claimed from transferor company</p>	<p>The amount to be entered is the current year losses transferred from other companies within the group under the Group Relief system. If you are claiming the group relief, please complete Form GR-B and submit it together with Form C.</p>
<p><b>Page 4 of Form C: Part VIII (Claim of unutilised capital allowances, losses, or donations)</b></p>	
<p><b>Boxes 20 and 21</b></p> <p>Claim of unutilised capital allowances/ losses / donations</p>	<p><b>Q1. If the company has an adjusted loss but unutilised capital allowances brought forward has been used to offset income from separate source/balancing charge, how should Box 20 be completed?</b></p> <p>Please indicate "1" (Yes) in Box 20 since there is a claim for unutilised capital allowances in section 1 of Part VII.</p>

	<p><b>Q2. When should Box 21 be completed?</b></p> <p>Only when Box 20b is indicated with "1" (Yes), i.e., there is a substantial change in the company's shareholders and their shareholdings and the company is applying for a waiver of the shareholding test under Sections 23(5) and 37(16).</p> <p><b>Q3. Where unutilised capital allowances/losses are claimed and part of the capital allowances/losses is to be disregarded for certain periods (i.e. company is not claiming for a waiver under Sections 23(5) and 37(16) of the Income Tax Act), how should the relevant boxes be completed?</b></p> <p>Box 20 is to be completed with "1" (Yes)</p> <p>Box 20b is to be completed with "2" (No)</p> <p>You may leave Box 21 blank since no unutilised capital allowance/loss is claimed under Sections 23(5) and 37(16).</p> <p>The amount of capital allowances/losses disregarded should be shown in the tax computation.</p>
<p><b>Boxes 22 to 27</b></p> <p>Unutilised capital allowances/ losses/ donations b/f and c/f</p>	<p><b>Q1. If the unutilised capital allowances and losses are to be totally disregarded and not to be set-off against the income for the current year of assessment because of a substantial change in shareholdings, do I still have to complete Boxes 22 to 25?</b></p> <p>Yes. The amount to be entered for Boxes 22 and 24 will be the brought forward balances and Boxes 23 and 25 are to be completed with zeros.</p> <p><b>Q2. Should the amounts filled in Boxes 22 to 27 be before or after group relief?</b></p> <p>This should be the amounts after group relief.</p>
<p><b>Page 4 of Form C: Part IX (Other information)</b></p>	
<p><b>Box 28</b></p> <p>Income not previously reported</p>	<p><b>Where should the amount of additional expenses incurred for back years (commonly termed as prior years' adjustments) be indicated?</b></p> <p>There is no provision for this item in the Form C. However, the adjustments may be reflected in the tax computation and supporting schedules.</p>
<p><b>Box 29</b></p> <p>Receipts claimed as not taxable (Including real estate)</p>	<p><b>Does the "amount" represent gross sale proceeds or net profit? Does receipt mean cash receipt? Is a waiver of loan excluded?</b></p> <p>This represents net profit. Receipts here include both cash and non-cash receipts. A waiver of loan is therefore included.</p>

	<p><b>Page 5 of Form C: Part X (Capital allowances / industrial building allowances on new assets)</b></p>
<p><b>Box 32</b></p> <p>New assets</p>	<p><b>Q1. If the company is claiming capital allowance for the first time for assets purchased in previous years, should the amount be included in Box 32?</b></p> <p>No. The amount to be declared is the cost of new assets purchased during the year for which capital allowances and/or industrial building allowances can be claimed.</p> <p><b>Q2. Should I include the cost of the new assets purchased during the year if I defer the capital allowance and/or industrial building allowance claim?</b></p> <p>Yes.</p> <p><b>Q3. Does part X include new assets purchased under hire purchase? If yes, should the cost of the assets be the principal cost or principal repayments made during the year?</b></p> <p>Part X includes assets purchased under hire purchase and cost of assets refers to the principal cost.</p>
	<p><b>Page 5 of Form C: Part XI (Deduction claimed under Section 14Q for expenditure on renovation or refurbishment works)</b></p>
<p><b>Box 33</b></p> <p>Section 14Q deduction</p>	<p><b>Q1. What is the amount to be declared in Box 33?</b></p> <p>The amount to be declared is the current year qualifying R&amp;R expenses incurred on renovating or refurbishing business premises. This is subject to a cap of \$150,000 for each relevant three consecutive basis periods.</p>
	<p><b>Page 5 of Form C: Part XII (Withholding tax)</b></p>
<p><b>Box 34</b></p> <p>Withholding tax</p>	<p><b>Q1. If a company is making a claim for deduction on a payment made to a non-resident that is exempt from withholding tax under the provision of the Avoidance of Double Taxation agreement (DTA), how should Box 34 be completed?</b></p> <p>Payments exempt from withholding tax should not be included in Part XII of Form C.</p> <p><b>Q2. The company has made a provision for royalty payable to non-residents. Since the royalty is not due for payment, withholding tax has not been complied with. In addition, no tax deduction has been claimed for the provision. In this case, how does the company complete Part XII?</b></p> <p>If the payment to non-resident is not deemed paid or payable under Section 45/45A/45B/45D/45F/45GA, Box 34 should be completed as "2" (for "No").</p>

**Page 5 of Form C: Part XIII (Data shown in audited or unaudited accounts)**

**Where a company has branches overseas, should Part XIII be completed on the basis of the company's Singapore operations only, or the consolidated results as reflected in the audited accounts?**

Balance sheet items are to be completed based on the consolidated results. Profit and loss account items are to be completed based on the results of the Singapore operation.

**Box 35**

Revenue

This refers to the main income source of a company. For instance, the revenue of an investment company would be its investment income.

**Box 36**

Purchases

**Q1. Does "Purchases" refer to cost of sales?**

No. However, if the figure for "purchases" is not available in the accounts, insert the figure for "cost of sales" instead, if this figure is available.

**Q2. Does "Purchases" include opening stock?**

No.

**Box 37**

Gross profit/loss

This refers to the amount after taking into account the cost of goods sold. If there is no cost of goods sold, the gross profit should be the same amount as the revenue.

If the amount is a loss/negative figure, enter "X" in the box on the extreme left hand side.

**Box 39**

Sales, General and Administrative Expenses

**Q1. Can the company fill in the required figure as per the description in the company's audited accounts? If there is no such description in the accounts, can the figure be that of the total of all expenses after the gross profit line?**

The company can fill in the required figure as per the description in the company's audited accounts. Where there is no such description in the accounts, the total of all expenses after the gross profit line can be used as long as the company is of the view that this figure is for sales, general and administrative expenses. Finance cost need not be included in box 39 unless the company has included Finance cost as part of Sales, General and Administrative Expenses.

**Box 40**

Directors' fees and directors' remuneration

The amount should include both directors' fees and directors' remuneration. Directors' remuneration includes salaries, leave pay, commissions, bonuses, gratuities, allowances, other emoluments paid in cash and contributions made to approved pension or provident funds which are deductible under the Act.

**Box 42**

**Q1. Where the accounts have an item called "Other receivables, deposits, and prepayments", can a figure that represents the total of the three components be used? On the other hand, if there is no such item in the accounts, is the figure '0' to**

Other receivables	<p><b>be filled?</b></p> <p>If there is a breakdown of "Other receivables, deposits, and prepayments" in the Notes to the Accounts, please fill in the figure for "Other receivables" in box 42. However, if there is no such breakdown, the figure for "Other receivables, deposits, and prepayments" can be used. In the case where the item "Other receivables, deposits, and prepayments" is not available anywhere in the accounts, please fill in the figure '0'.</p>
<p><b>Box 43</b></p> <p>Trade receivables</p>	<p><b>Q1. Can the amount of trade receivables, net of provision be entered if the amount of gross amount of trade receivables is not available anywhere in the accounts?</b></p> <p>Yes, the amount of trade receivables, net of provision amount can be used if the gross amount of trade receivables is not available anywhere in the accounts. The figure should also include third party and related trade debts.</p>
<p><b>Box 44</b></p> <p>Trade payables</p>	<p><b>Q1. Does trade payables include third party trade creditors, inter-company trade payables, accrued operating expenses, and hire purchase creditors?</b></p> <p>The amount of trade payables includes third party trade payables and inter-company trade payables, but excludes accrued operating expenses and hire purchase creditors.</p>
<p><b>Box 46</b></p> <p>Total (Add Boxes 35 up to 45)</p>	<p>This is the total of all the POSITIVE amounts of boxes 35 to 45 LESS any NEGATIVE amounts and it serves as a control total. Enter "X" in the box on the extreme left-hand side if the total is a negative amount.</p>