

User guide on Upload of Offline Form C (Other Company)

Form C Filing Menu

Form C Filing Menu

*Name of Organisation : TRADING COMPANY TESTING 2 PTE LTD

*Tax Reference No : UEN-LOCAL CO 280012375N

*Year of Assessment : 2008

*Basis Period : 01/03/2006 to 28/02/2007

New start-up companies claiming for tax exemption : Yes No

First Year of Assessment upon incorporation :

This template must be submitted by 30th November 2008

Note :

1. If you are using IRAS Tax Computation Template provided in Section 1, please complete the Tax Computation Template before completing Form C as the calculated figures will be populated into the relevant fields in Form C.
2. Select and complete the required forms and schedules in Sections 1 and 2. Section 1 **MUST** be completed in order to be able to submit Form C in Section 3.

Section 1. Compulsory Items

Description	Type	Status
Tax Computation Templates	Trading Company	Completed
Audited / Unaudited Accounts		Completed
Additional Information on Income and Deductions		Completed

Section 2. Additional Items

Description	Status
Details of Interest-Free/Subsidised Loans	Completed
Other Attachments (optional)	Attached

Section 3. Form C (Compulsory)

Description	Status
Form C	Completed

The following Forms/Schedules have been completed:

- [Form C](#)
- [Capital Allowance](#)
- [Claim of Unutilised Capital Allowances/Losses/Donations](#)
- [Donation](#)
- [Tax Computation](#)
- [Computation of Capital Allowances](#)
- [Donation](#)
- [Unutilised Capital Allowance c/f](#)
- [Unutilised Donations c/f](#)
- [Unutilised Losses c/f](#)
- [Audited / Unaudited Accounts](#)
- [Additional Information on Income and Deductions](#)
- [Details of Interest-Free/Subsidised Loans](#)
- [Other Attachments](#)

[Back to Filing Summary](#)

Print To print your completed Forms / Schedules, click on the "Print" button or go to 'File' at menu bar and select 'Print'. Please ensure that margins (go to 'Page setup' at menu bar) are set to 0.25 inches before printing.

Export To save your completed Forms / Schedules on your PC, click on the "Export" button.

Upload To submit your completed Forms / Schedules to IRAS, click on the "Upload" button. Please ensure that you are connected to the Internet before you click on the "Upload" button.

* Compulsory fields

Step No.	Action
	Once you have completed the Compulsory Sections of the Offline Form C Applications, the Upload button will be enabled.
	Please ensure that you are connected to the internet before you click Upload .
	Upon clicking Upload , you will be brought to IRAS myTax Portal.

User guide on Upload of Offline Form C (Other Company)

At myTax Portal

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Singapore Government
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Welcome to myTax Portal

myTax Portal is a safe and secure one-stop personalised portal for taxpayers to transact with IRAS electronically.

News! Your Individual Income Tax Notices of Assessment for 2007 and 2008 are now available online. Simply login with your SingPass or IRAS PIN and you can view or print your finalised Notices of Assessment from the portal.

If you are logging in on behalf of your organisation

Please ensure that you have:

- The Organisation's Tax Reference Number
- Been authorised by your Organisation via **EASY**

Information on e-Services

View User Guides and FAQs

- Individuals
- Businesses
- GST
- Property
- Other e-Services

e-Services that can be accessed without logging in

Business

- View DIN and Date of Extension of Form C
- View Officer-in-charge

GST

- View Register of GST Registered Businesses

Property

- Search for Building & Estate Names
- e-Valuation List
- Integrated Legal Requestion System (InIReg)

Step 1 - I am logging in for

- My Personal Tax Matters (such as Individual Income Tax, Property Tax, etc)
- My Organisation's/Business' Tax Matters
- My Client's Tax Matters

Step 2 - I am logging in using

SingPass **IRAS PIN**

+ Request SingPass or IRAS PIN

Log in to EASY To authorise employees or third parties to access government e-services.

myTax Portal and EASY will not be available on Mon to Sat, from 2am to 6am (SGT) and on Sun, from 2am to 8.30am (SGT), due to daily maintenance. We apologise for any inconvenience caused.

GIRO Join GIRO to enjoy interest free instalment payment.

You may submit your GIRO applications online, if you have an ibanking account with DBS or OCBC.

For a paper copy of the form, please download the form.

Step No.	Action
1	To login to myTax Portal, select "I am logging in for...."
2	Click SingPass to login using your SingPass or click IRAS PIN to login using your IRAS PIN.

User guide on Upload of Offline Form C (Other Company)

Form C for Other Company - Filing Summary (Company view)

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Log in to myTax Portal: I am logging in for my organisation's/business' tax matters

My Tax Reference Number: NRIC T9012161D (e.g. S1234567Z, FL2345674)

My IRAS PIN: *****

My Organisation Tax Reference Number: UEN-LOCAL CO 280012375N

Buttons: Login, Clear, Cancel

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

Expand your PIN

Please enter the correct Organisation Tax Reference Number as follows:

Local Companies with UEN (7577mmmmK format)	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) (previously known as "ROC")
Foreign Companies with UEN (TyyPQnnnnK format)	Select "UEN-OTHERS" and enter the number (e.g. T08FC1234A) (previously known as "ROB")
Local Businesses (exclude sole proprietorships for GST) / Partnerships with UEN (mmmmmmK format)	Select "UEN-BUSINESS" and enter the number (e.g. 52912345A) (previously known as "ROB")
Limited Liability Partnerships with UEN (TyyPQnnnnK format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnnK format)	Select "UEN-OTHERS" and enter the number (e.g. T08SS1234A)
Others without UEN	Select "ABOD" and enter the number (e.g. A2R01123J) or Select "CTR" and enter the number (e.g. 2001123456K)
Organisations under GST group registration	Select "GSTN" and enter the number (e.g. N9L234567M or M2345678A)
	Please login using respective individual member's Tax Reference Number for - Apply for Declaration of Agents
Organisations under GST divisional registration	Select "GSTN" and enter the number (e.g. M9L234567X or M2345678A)
	Please login using the Parent entity's Tax Reference Number for - Apply for Major Exporter Scheme
Sole Proprietorships own by individual person for GST	Select "GSTN" and enter the number (e.g. N9L234567M or M2345678A)

DATE 09/01/2009-2018

Step No.	Action
1	Enter : <ul style="list-style-type: none"> - Your Tax Reference Number - IRAS PIN or SingPass (as appropriate) - Your Organisation Tax Reference No.
2	Click Login .

User guide on Upload of Offline Form C (Other Company)

Form C for Other Company - Filing Summary (Tax Agent view)

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Log in to myTax Portal! I am logging in for my client's tax matters

e-Service Authorisation System (EASy) I am logging in for my client's tax matters IF

Request for SingPass/IRAS PIN I am logging in for my client's tax matters with SID * IF
* Staff IDs given to Tax Agents

Request for SingPass My Tax Reference Number:
(e.g. S1234567Z, F1234567A)

Request for IRAS PIN My IRAS PIN:

My Organisation Tax Reference Number:

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the drop-down selection list. Please see table below.

Complete your PIN! [Complete your PIN!](#)

Please enter the correct Organisation Tax Reference Number as follows:

Local Companies with UEN (yyymmnnk format)	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) (previously known as "ROC")
Foreign Companies with UEN (TyyPQnnnk format)	Select "UEN-OTHERS" and enter the number (e.g. T08PC1234A) (previously known as "ROCF")
Local Businesses (exclude sole proprietorships for GST) / Partnerships with UEN (mmmmnnk format)	Select "UEN-BUSINESS" and enter the number (e.g. S2912345A) (previously known as "ROB")
Limited Liability Partnerships with UEN (TyyPQnnnk format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnk format)	Select "UEN-OTHERS" and enter the number (e.g. T08SS1234A)
Others without UEN	Select "RBO" and enter the number (e.g. A260123) or Select "CTR" and enter the number (e.g. 2003123456X)
Organisations under GST group registration	Select "GSTN" and enter the number (e.g. N91234567N or M2345678A)
Organisations under GST divisional registration	Please login using respective individual member's Tax Reference Number for: - Apply for Declaration of Agents
Sole Proprietorships own by individual person for GST	Select "GSTN" and enter the number (e.g. N91234567N or M2345678A)

Step No.	Action
1	Click <ul style="list-style-type: none"> - I am logging in for my client's tax matters or - I am logging in for my client's tax matters with SID
2	Enter <ul style="list-style-type: none"> - Your Tax Reference Number - IRAS PIN or SingPass (as appropriate) - Your Organisation Tax Reference No
3	Click Login .

User guide on Upload of Offline Form C (Other Company)

Form C for Other Company - Filing Summary - (Tax Agent view)

The screenshot shows the myTax Portal interface for the 'Form C - New Offline Filing' page. The header includes the Inland Revenue Authority of Singapore logo and the slogan 'At myTax Portal, You Sui'. A navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left sidebar menu lists options: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax, Partnership). The main content area is titled 'Form C - New Offline Filing' and contains the instruction: 'Please enter the Tax Reference Number of the company you wish to e-file'. Below this, there is a form with 'Tax Reference No' followed by a dropdown menu showing 'UEN-LOCAL CO' and a text input field containing '280013220W'. At the bottom of the form are 'Retrieve' and 'Cancel' buttons.

Step No.	Action
1	Enter the Tax Reference No. of the company you are filing for.
2	Click Retrieve .

User guide on Upload of Offline Form C (Other Company)

Form C for Other Company - Filing Summary - (both Company & Tax Agent view)

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Name Form C for Other Company - Filing Summary

Name of Organisation | WONG PTE LTD

Tax Reference No | 280013820W

Please select the Year of Assessment you wish to e-file.

	Year of Assessment	Due Date	Status
1	2018	30/11/2018	NEW

Step No.	Action
1	Once you have login successfully, you will be brought to the Form C for Other Company – Filing Summary.
2	Select the Year of Assessment you are filing for and click File Form C .

User guide on Upload of Offline Form C (Other Company)

Confirmation Statement – Offline Filing Submission - Company login

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INLAND REVENUE AUTHORITY OF SINGAPORE

CONFIRMATION STATEMENT
Form C for Other Company - Offline Filing Submission

Name of Organisation : Trading Comp testing 2 Pte Ltd
 Tax Reference No : 280012375N
 Year of Assessment : 2008
 Basis Period : 01/01/2007 to 31/12/2007

Please check that the file you are uploading is correct before you click on the "Submit" button to submit your Form C to IRAS.
 You need to select the file for submission using this path : C:\temp\6280012375N2008.xml

File Location :

Please note that there are penalties for filing an incorrect tax return.

Declaration

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

If GRA/B is completed :-

I declare that the ordinary shareholding levels of the relevant holding company are maintained at or above 75% during the continuous period.

I understand that I need to retain my computation on the ordinary shareholding levels of the relevant holding company as the Comptroller of Income Tax may request for it.

Name of Filer : LON WIAO PEE
 Designation of Filer :
 Contact Number :
 Date of Upload : 14/01/2009

DATE 14/01/2009-028

Step No.	Action
1	Click Browse to select the file for submission. Please follow the path and file name as shown on the Confirmation Statement.
2	Enter the designation and contact number of the filer.
3	To print a copy of the Confirmation Statement for your record, click Print .
4	To submit your attached Offline Form C to IRAS, click Submit .
5	If you do not wish to proceed to submit the attached file to IRAS, click Cancel . You will be brought back to Form C for Other Company – Filing Summary.

User guide on Upload of Offline Form C (Other Company)

Acknowledgement Page - Company login

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INLAND REVENUE AUTHORITY OF SINGAPORE *You Surf, We Serve*

Acknowledgement Page

Form C for Other Company

Name of Organisation : Trading Comp testing 2 Pte Ltd
Tax Reference No : 280012375N
Year of Assessment : 2008
Basic Period : 01/01/2007 to 31/12/2007
Name of Filer : LIM XIAO PEI
Designation of Filer : APPROVER
Company Number : 63512328

We have received your Form C packages. The file that you have submitted is 6280012375N2008.xml
We are processing your Form C. You will be informed of the status in due course.

SUCCESSFUL TRANSMISSION
Acknowledgement No : 189019
Date/Time : 14/01/2009 10:08:26
Thank you for e-filing.

Please print a copy of this page for reference before you click OK.

0147042009-638

Step No.	Action
1	You will receive an Acknowledgement page with an acknowledgement number if your filing is successfully transmitted to IRAS.
2	To print a copy of the Acknowledgement Page for reference, click Print at the Acknowledgement Page. Alternatively, Click on 'File' at the top left hand of the browser then click 'Print'.
3	Click OK .

User guide on Upload of Offline Form C (Other Company)

Confirmation Statement - Offline Filing Submission – Tax Agent login

At myTax Portal,
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CONFIRMATION STATEMENT
Form C for Other Company - Offline Filing Submission

Name of Organisation : RONG PTE LTD
 Tax Reference No : 280013220W
 Year of Assessment : 2008
 Basis Period : 01/08/2006 to 31/07/2007

Please check that the file you are uploading is correct before you click on the "Submit" button to submit your Form C to IRAS.
 You need to select the file for submission using this path | C:\temp\6280013220W2008.xml

* File Location :

Please note that there are penalties for filing an incorrect tax return.

Declaration

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

If CRA/6 is completed :-

I declare that the ordinary shareholding levels of the relevant holding company are maintained at or above 76% during the continuous period.

I understand that I need to retain my computation on the ordinary shareholding levels of the relevant holding company as the Comptroller of Income Tax may request for it.

Name of Filer : MA GEE
 Name of Tax Agent : SUPER ONE AND CO
 Designation of Filer :
 Contact Number :
 Date of Upload : 14/01/2009

GRA 14/01/2009-638

Step No.	Action
1	To select the file that you wish to upload, click Browse . You need to select the file using the path shown on the Confirmation Statement.
2	Enter Designation of Filer and Contact Number.
3	To print a copy of the Confirmation Statement, click Print .
4	To submit your filing to IRAS, click Submit .
5	If you do not wish to proceed to submit the attached file to IRAS, click Cancel . You will be brought back to Form C for Other Company – Filing Summary.

User guide on Upload of Offline Form C (Other Company)

Acknowledgement Page - Tax Agent login

Acknowledgement Page

Form C for Other Company

Name of Organisation	:	RONG PTE LTD
Tax Reference No	:	28013220W
Year of Assessment	:	2006
Basis Period	:	01/08/2006 to 31/07/2007
Name of Filer	:	MA GIGI
Name of Tax Agent	:	SUPER ONE AND CO
Designation of Filer	:	APPROVER
Corbit Number	:	69612228

We have received your Form C packages. The file that you have submitted is 6280013220W2006.xml
We are processing your Form C. You will be informed of the status in due course.

SUCCESSFUL TRANSMISSION
Acknowledgement No: 189017
Date/Time: 14/01/2009 09:23:27
Thank you for e-filing.

Please print a copy of this page for reference before you click OK.

DRAG 14/01/2009-438

Step No.	Action
1	You will receive an Acknowledgement page with an acknowledgement number if your filing is successfully transmitted to IRAS.
2	To print a copy of the Acknowledgement Page for reference, click Print at the Acknowledgement Page. Alternatively, click on 'File' at the top left hand of the browser then click 'Print'.
3	Click OK .