



# User guide on e-filing of Form C for Dormant Company

## Filing by Tax Agent - What I Need To Do

The screenshot shows the myTax Portal interface. At the top, it says "At myTax Portal... you surf, we serve". The user is logged in as "HOUSE TRADE DEV B REGRADE A PTE LTD" with tax reference number "ROC 280012504E". The main content area is titled "What I Need To Do" and lists several actions under "Corporate Tax":

- File Form / Return**
  - File my Form C
  - Review Objection/Revision pending approval. Click [here](#) for a summary on your other outstanding matters pertaining to late/non-filing of tax returns, accounts, documents.
- Submit Documents**
- Others**

Other sections visible include "My Messages" with links for "Useful Tax Info", "Correspondence & Notices", and "Last Completed Portal Transactions". The left sidebar contains navigation options like Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax), Partnerships, Property Tax, Tax Clearance, Employer Deduction, e-Submissions, View Account Summary, Payments, Tax Resources (e-Tax Guide, Downloadable Forms, Average Exchange Rates, Tax Treaties), and Contact IRAS.

Step No.	Action
1	Click on the message <b>File Form / Return</b> from <b>What I Need To Do</b> .
2	Click on the hyperlink to proceed filing: <b>File my Form C</b>

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## Filing by Tax Agent- Form C Template Selection

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header reads "At myTax Portal... you surf, we serve". On the right is the Singapore Government logo with the tagline "Integrity + Service + Excellence". Below the header is a navigation menu with options like Home, Ask IRAS, Home, Log out from myTax Portal, Change IRAS PIN, e-Services For Corporate Tax, View Account Summary, Payments, General GST Services, Tax Resources, e-Tax Guides, Downloadable Forms, Average Exchange Rates, Tax Incentives, and Contact IRAS. The main content area is titled "Form C Template Selection" and contains the text "Please select one of the following templates for your Form C filing". There are two radio button options: "Dormant Company" and "Service Company". At the bottom of the form are "Continue" and "Cancel" buttons. The footer of the page shows "IRAS 09/07/2009-02R".

Step No.	Action
1	Select Dormant Company and click <b>Continue</b> .

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## Filing by Tax Agent - Menu Selection

The screenshot shows the myTax Portal interface. At the top left is the IRAS logo and the text "IRAS REVENUE AUTHORITY OF SINGAPORE". In the center, it says "At myTax Portal... you surf, we serve". At the top right is the Singapore Government logo with the motto "Integrity + Service + Excellence" and contact information. Below the header, there is a navigation bar with "Home" and "Ask IRAS". The main content area is titled "Form C for Dormant Company" and contains three links: "File New Form C for Dormant Company", "View Filing Summary", and "Back To Home". On the left side, there is a blue sidebar menu with options like "Home", "Log out from myTax Portal", "Change IRAS PIN", "e-Service For" (with sub-items for Corporate Tax, Goods & Services Tax, Partnership, Property Tax, Tax Clearance, Employer Deduction, and e-Submission), and "IRAS 13/08/2008/32R".

Step No.	Action
1	Select <b>File New Form C for Dormant Company</b> .

# User guide on e-filing of Form C for Dormant Company

## Filing by Tax Agent - Client Selection Screen

The screenshot shows the myTax Portal interface. At the top left is the IRAS logo and the text 'IRAS REVENUE AUTHORITY OF SINGAPORE'. In the center, it says 'At myTax Portal... you surf, we serve'. On the right, the Singapore Government logo is displayed with the tagline 'Integrity • Service • Excellence' and links for 'Contact Us', 'Feedback', and 'Sitemap'. Below the header is a navigation bar with 'Home' and 'Ask IRAS'. A left-hand menu contains various options: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax, Partnership, View to e-file Form P, View Return Status, View Correspondence/ Notices, Property Tax, Tax Clearance, Employer Deduction, e-Submission), and View Account Summary. The main content area is titled 'Form C for Dormant Company - Client Selection'. It contains a text box with the instruction: 'Please enter the Tax Reference Number of your client and click on "Retrieve".' Below this is a form field for 'Tax Reference No.' with a dropdown menu set to 'ROC' and an empty input box. There are 'Retrieve', 'Clear', and 'Cancel' buttons. A red note below the field states: 'Note: \* denotes mandatory field.' At the bottom left of the main area, the text 'IRAS 12/08/2008/328' is visible.

Step No.	Action
1	Enter your client's Tax Reference No and click on <b>Retrieve</b> .

# User guide on e-filing of Form C for Dormant Company

## Filing by Tax Agent - New Filing Summary

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header reads "At myTax Portal... you surf, we serve". On the right is the Singapore Government logo with the motto "Integrity • Service • Excellence" and "Contact Us Feedback Sign up". Below the header is a navigation bar with "Home" and "Ask IRAS". A left-hand menu contains various options: Home, Log out from myTax Portal, Change IRAS PIN, e-Service For (Corporate Tax, Goods & Services Tax, Partnership, Property Tax, Tax Clearance, Employer Deduction, e-Submission), and a bottom section with "View to e-file Form B", "View Return Status", and "View Correspondence/ Notices". The main content area shows "Form C for Dormant Company - New Filing Summary". It displays the user's name as "XXX" and the tax reference number as "ROC 2000065332". Below this is a table for selecting the year of assessment to e-file:

Year of Assessment	Due Date	Status	Remarks
<input type="checkbox"/> 2000	30/11/2000	NEW	

Below the table are "Proceed", "Remove", and "Back" buttons. At the bottom left, the IRAS ID "IRAS 13/00/2000-32R" is visible.

Step No.	Action
1	Check the box next to the Year of Assessment you wish to e-file and click on <b>Proceed</b> .

# User guide on e-filing of Form C for Dormant Company

## Filing by Tax Agent - Filing Summary

The screenshot shows the myTax Portal interface. At the top, it says "At myTax Portal... you surf, we serve". The Singapore Government logo is also present. The main content area displays "Form C for Dormant Company - Filing Summary". Below this, it states "You have 1 Dormant Company filing pending approval". A table lists the filing details:

Tax Reference Number	Name of Company	Year of Assessment	Due Date	Status	Remarks/Last Accessed by
<input type="checkbox"/> 2000085332	XXX	2008	10/11/2008	PENDING APPROVAL	Please file the Form C by 27/05/2008 before the information saved is deleted. Updated by KOH YI YI 13/05/2008 11/25/11

Below the table, there is a note: "If you wish to approve a filing, please select the company and click on 'Proceed'. If you wish to cancel a filing, please select the company and click on 'Remove'." There are three buttons: "Proceed", "Remove", and "Back".

Step No.	Action
1	Check the box next to the Year of Assessment and click on <b>Proceed</b> if you wish to e-file Form C.
2	Check the box next to the Year of Assessment and click on <b>Remove</b> if you wish to cancel a filing

# User guide on e-filing of Form C for Dormant Company

## Filing by Tax Agent – Filing Template

**At myTax Portal...**  
you surf, we serve

Home | Ask IRAS

**Form C for Dormant Company**

Name of Organisation : XXX  
 Tax Reference No : RDC 200006533Z  
 Year of Assessment : 2008  
 Basis Period : 01/10/2005 to 30/09/2007

Note: \* denotes mandatory field.

**Part I Details**

1. Did the company carry on any business and receive any income during the basis period ? \*

Yes  No

2. Did the company own any investment (eg. Shares, properties & fixed deposits) during the basis period ? \*

Yes  No

**Part II Assessment Information**

No Business Done  
 Chargeable Income Nil

**Total Unutilised Losses c/f**

Normal Tax Rate

Concessionary Tax Rate

Total

**Total Unutilised Donations c/f**

Normal Tax Rate

Concessionary Tax Rate

Total

IRAS 12/09/2008-22R

Step No.	Action
1	Click <b>“Yes”</b> if the company qualifies for tax exemption for new start-up companies
2	Select <b>“Yes”</b> at declaration page if the company qualifies for the conditions for the tax exemption.
3	Select the <b>“First year of assessment upon incorporation”</b> if the company qualifies for the tax exemption.
4	Enter the relevant details.
5	Click on <b>Save Draft</b> if you are not ready to submit the form
6	Click on <b>Continue</b> when you have completed all details

# User guide on e-filing of Form C for Dormant Company

## Filing by Tax Agent – Confirmation Page

**At myTax Portal...**  
you surf, we serve

  
INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

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**Confirmation Statement**

**Form C for Dormant Company**

Name of Organisation : XXX  
 Tax Reference No : ROC 200006533Z  
 Year of Assessment : 2008  
 Basis Period : 01/10/2006 to 30/09/2007

The following is a confirmation of all the information you have entered. Please check your entries. If you need to make amendments before you submit, please click on the "Amend" button below. Otherwise, you may click on the "Submit" button to submit your filing to IRAS.

**Part I : Details**  
 The company did not carry on any business and did not receive any income during the basis period.

The company did not own any investment (e.g. Shares, properties & fixed deposits) during the basis period.

**Part II : Assessment Information**

No Business Done	S\$
Chargeable Income	NIL
<b>Total Unutilised Losses c/f</b>	
Normal tax rate	0
Concessionary tax rate	0
Total	0
<b>Total Unutilised Donations c/f</b>	
Normal tax rate	0
Concessionary tax rate	0
Total	0

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

**Part III : 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.

Name of Filer : MA GGGE  
 Name of Tax Agent : FAVE 6 & CO  
 Designation of Filer :   
 Contact No. :

IRAS 13/08/2008-32R

Step No.	Action
1	Verify that the information furnished is correct.
2	Enter the Designation and Contact Number of Filer.
3	Click on <b>Amend</b> to go back to the previous screen to make changes.
4	Print a copy of the Confirmation Statement before you click on <b>Submit to Approver / Submit</b> .
5	Upon successful submission to IRAS, you will receive an Acknowledgment Statement.