

Frequently Asked Questions on View DIN and Date of Extension of Form C

Q1. What is Documentation Identification Number (DIN)?

DIN refers to Document Identification Number which is generated by IRAS system for identification of a document issued.

Q2. What is the purpose of DIN?

If you file paper Form C that is downloaded from IRAS website or from your firm's in-house software, you are required to quote the DIN on the Form C.

Q3. How do I check DIN and Extension of Time to submit Form C?

You may view the information under the module "View DIN and Date of Extension of Form C" in IRAS Homepage or from *myTaxPortal*.

Q4. Do I need to be authorised before I can check the DIN and Extension of Time?

If you are checking DIN and Extension of Time directly from IRAS Homepage, you need not be authorised. You can enter your or your company's Tax Reference Number at the Requestor Information Screen.

If you are checking DIN and Extension of Time in *myTaxPortal*, you will need to be authorised by the company via the E-Services Authorisation System (EASY).

Q5. How do I Login to *myTaxPortal*?

If you are logging in on behalf of the company, you will need to enter your personal ID, SingPass or IRAS Pin, and the Company's Tax Reference Number.

If you are a tax agent, you would need to:

- a. enter your firm's Tax Reference Number
- b. select View DIN and Date of Extension of Form C
- c. enter the Tax Reference Number of the client or your clients for multiple searches.

Q6. How many years can I check DIN and Extension of time to file Form C for a company?

You can check DIN and Extension of time for the current Year of Assessment and two previous Years of Assessment.

Q7. Will DIN be available before the issue of the Form C for the current Year of Assessment?

No. DIN will only be available after the bulk issue of the Form C sometime in late March every year.

Q8. For a newly incorporated company which has not been issued with Form C, can DIN be generated by the system?

No. A request needs to be made for the issuance of a Return as DIN is only generated upon the issue of a Return. The form "Request for Form C for newly incorporated companies or companies granted waiver to submit Form C / change of particulars" is available from our Corporate Tax Integrated Phone Service **1800-356 8622** and can also be downloaded at [IRAS website](#).

Q9. **Whose Tax Reference Number should a requestor enter on the Requestor Information Screen when accessed directly from IRAS Homepage?**

The requestor can choose to enter his or his company's Tax Reference Number.

Q10. **For each Year of Assessment that I retrieve, will there always be a Date of Extension displayed?**

The date of extension will only be displayed for each Year of Assessment if an extension to file Form C is granted.

Q11. **As a tax agent, can I check DIN/Date of Extension for multiple clients in one search?**

Yes. You can check DIN/Date of Extension for up to ten clients per Year of Assessment in one search.