

User guide on e-Filing of Form C for Dormant Company

Filing by Company – What I Need To Do

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The header text reads "At myTax Portal, You Surf, We Serve". Below the header is a navigation bar with links: Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area shows a user profile with "Name of Organisation : XXX" and "Tax Reference No. : 123456789A". A "Messages" section is visible. The left-hand menu is expanded to show "Corporate Tax" options. The "File Form C" option is highlighted, and a sub-menu is displayed with "Dormant Company" selected. Below the menu, a red text label reads "e completed your filing."

Step No.	Action
1	You can e-file Form C (Dormant Company) either from the left-hand menu or from What I need To Do .

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Filing by Company - What I need To Do



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

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Filing by Company - Form C Template Selection

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At myTax Portal,
You Surf, We Serve

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Contact Info / Feedback / Sitemap

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

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 Treaties

Form C Template Selection

For a company which carried on business or had income in the preceding year, please submit the Form C electronically by using Form C (other company) Template. The Form C (other company) Template can be downloaded from www.iras.gov.sg > Quick Links > e-Services > Businesses > Companies > File Form C > Other Company (Offline Application).

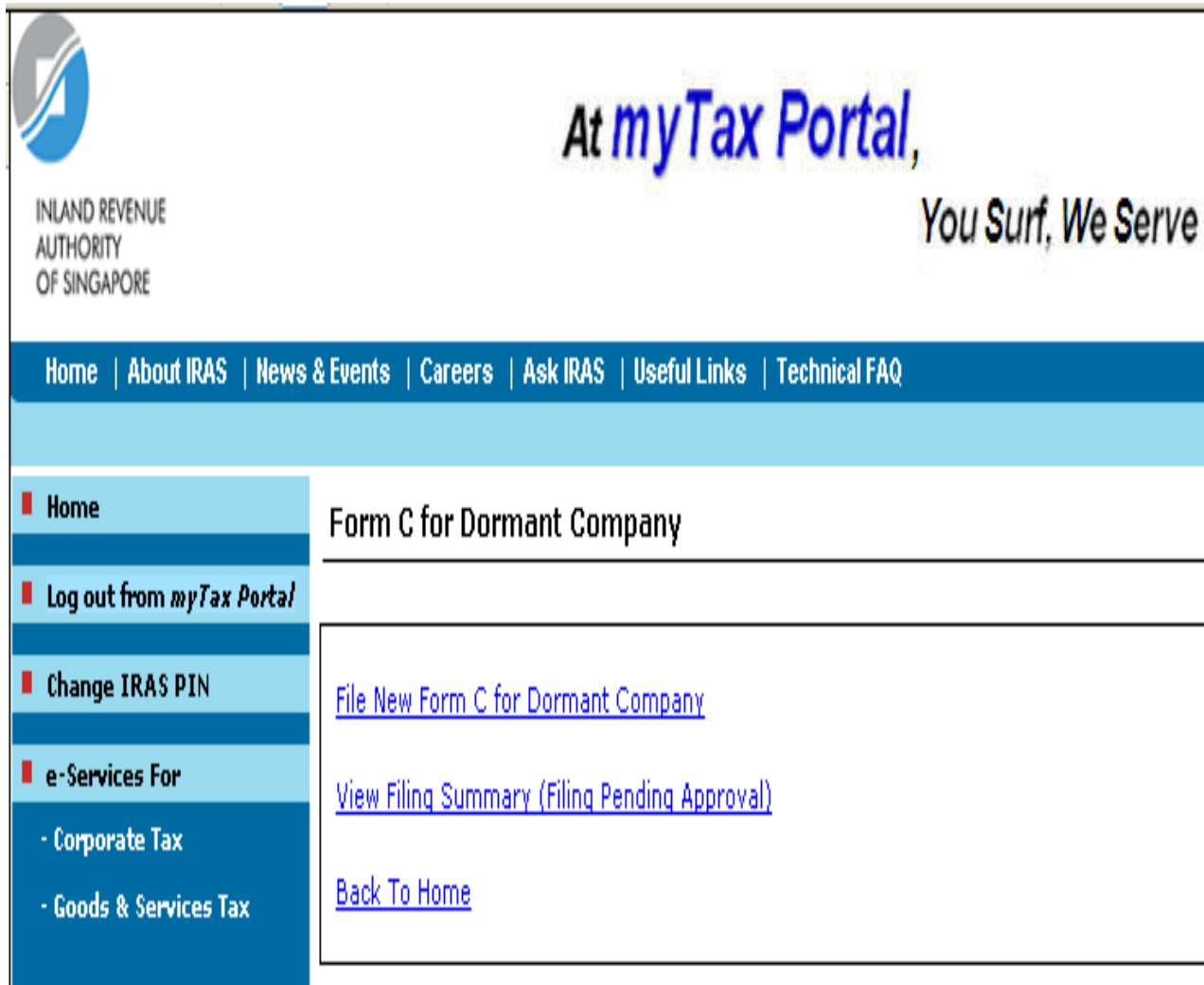
If your company did not carry on business and had no income for the whole of the preceding year, please select Dormant Company template to continue with filing.

Dormant Company
A dormant company is one that does not carry on business and has no income for the whole of the preceding year.

Step No.	Action
1	Select Dormant Company and click Continue .

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Filing by Company - Menu Selection



The screenshot shows the myTax Portal interface. At the top left is the IRAS logo and the text "INLAND REVENUE AUTHORITY OF SINGAPORE". To the right, it says "At myTax Portal, You Surf, We Serve". Below this is a navigation bar with links: Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ. A sidebar menu on the left contains: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (with sub-items: Corporate Tax, Goods & Services Tax). The main content area displays "Form C for Dormant Company" with three links: [File New Form C for Dormant Company](#), [View Filing Summary \(Filing Pending Approval\)](#), and [Back To Home](#).

Step No.	Action
1	Select File New Form C for Dormant Company to begin filing or
2	Select View Filing Summary if you wish to approve a filing or to continue filing from your saved draft Form C.

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Filing by Company - Filing Summary

The screenshot shows the 'myTax Portal' interface. At the top, it says 'At myTax Portal, You Surf, We Serve' and 'Singapore Government Integrity • Service • Excellence'. The page title is 'Form C for Dormant Company - Filing Summary'. The user is logged in as 'XXX' with tax reference number '123456789A'. A table shows a filing for the year 2010 with a due date of 30/11/2010 and status 'NEW'. There are 'Proceed' and 'Remove' buttons. A 'Back To Home' button is also visible.

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Contact Info / Feedback / Sitemap

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

Home Form C for Dormant Company - Filing Summary

Log out from myTax Portal

Change IRAS PIN Name of Organisation : XXX
Tax Reference No : 123456789A

e-Services For

- Corporate Tax
- View Account Summary
- Payments
- General GST Services
- Tax Resources
- e-Tax Guides
- Downloadable Forms
- Average Exchange Rates
- Tax Treaties

If you wish to file/approve a Form C, select a Year of Assessment and click on "Proceed". If you wish to cancel a filing, select a Year of Assessment and click on "Remove".

Year of Assessment	Due Date	Status	Remarks
<input type="checkbox"/> 2010	30/11/2010	NEW	

1

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

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Filing by Company - View Filing

The screenshot shows the myTax Portal interface. At the top, it says "At myTax Portal, You Surf, We Serve" and "Singapore Government Integrity • Service • Excellence". The Inland Revenue Authority of Singapore logo is on the left. A navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is titled "Form C for Dormant Company - Filing Summary". It displays the user's Name of Organisation as "XXX" and Tax Reference No as "123456789A". Below this, there is a table with columns for Year of Assessment, Due Date, Status, and Remarks. The table shows one entry for the year 2010 with a status of "PENDING APPROVAL" and a remark: "Please file the Form C by 18/10/2010 before the information saved is deleted." Below the table are buttons for "Proceed", "Remove", and "Back To Home".

Step No.	Action
	For viewing and approving the "pending approval" case:
1	Check the box next to the Year of Assessment and click on Proceed if you wish to e-file Form C.
2	Check the box next to the Year of Assessment and click on Remove if you wish to cancel a filing.

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Filing by Company - Filing Template

The screenshot shows the 'Form C for Dormant Company - Filing Page' on the myTax Portal. The page includes a navigation menu on the left with options like 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 Treaties, and Contact IRAS. The main content area contains the following information:

Form C for Dormant Company - Filing Page

Note: This page may take you 5 minutes to complete.

Name of Organisation : XXX
 Tax Reference No : 123456789A
 Year of Assessment : 2010
 Basis Period : 01/01/2009 to 31/12/2009

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 and fixed deposits) during the basis period ? *

Yes No

Part II : Assessment Information S\$

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

Buttons: Continue, Cancel

Step No.	Action
1	Click "No" if the company does not carry on any business or receive any income during the basis period.
2	Select "No" if the company does not own any investments.
3	Enter the relevant details.
4	Click on Continue when you have completed all details.

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Filing by Company – Confirmation Page



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You Surf, We Serve

Confirmation Statement

Form C for Dormant Company

Name of Organisation : XXX
 Tax Reference No : 123456789A
 Year of Assessment : 2010
 Basis Period : 01/01/2009 to 31/12/2009

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 and fixed deposits) during the basis period.

Part II : Assessment Information

No Business Done	S\$
Chargeable Income	NIL
Total Unutilised Losses c/f	
Normal tax rate	0
Concessionary tax rate	0
Total	0
Total Unutilised Donations c/f	
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
 The company declares 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 : XXX
 Designation of Filer :
 Contact No. :

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