

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

Filing by Tax Agent

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". Below this is a navigation bar with links: Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. On the left is a vertical menu with categories: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax, Partnership, Property Tax, \$45 Withholding Tax, Tax Clearance, e-Submission, View DIN of Individual Tax Forms), View Account Summary, Payments, Tax Resources (e-Tax Guides, Downloadable Forms, Average Exchange Rates, Tax Treaties), and Contact IRAS. The main content area is titled "Messages" and contains a "What I Need To Do" section. This section lists various actions: File ECI, File Form C (highlighted with a blue box and a tooltip that says "Dormant Company"), Object / Revise Assessment, Apply for Certificate of Residence, Apply for Waiver to Submit Form C by a Dormant Company, View DIN, View/Edit Corporate Profile, View Correspondence / Notices (with a red tooltip that says "e completed your filing."), View Return Status, View Corporate Tax Info Guide, Download Forms, Email Us, R&D - Base Year & Base Expenditure Declaration, and View R&D Account Details.

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 Tax Agent - 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 Tax Agent- Form C Template Selection



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- Home
- Log out from myTax Portal
- Change IRAS PIN
- e-Services For
 - Corporate Tax
 - Goods & Services Tax
- Partnership
 - How to e-file Form P
 - View Return Status
 - View Correspondence/ Notices
- Property Tax

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 Tax Agent - Menu Selection



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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.

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

Filing by Tax Agent - Client Selection Screen

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Step No.	Action
1	Enter your client's Tax Reference No and click on Retrieve .
2	Go to slide 7 if you wish to approve a filing or to continue filing from your saved draft Form C.

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Filing by Tax Agent - New Filing



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- Change IRAS PIN
- e-Services For
 - Corporate Tax
 - Goods & Services Tax
- Partnership
 - How to e-file Form P
 - View Return Status
 - View Correspondence/ Notices

Form C for Dormant Company - New Filing Summary

Name of Organisation : XXX
Tax Reference No : 123456789A

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


	Year of Assesment	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 if you wish to e-file and click on Proceed .
2	Go to slide 8.


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Filing by Tax Agent - View Filing



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 - Corporate Tax
 - Goods & Services Tax
 - Partnership
 - How to e-file Form P
 - View Return Status
 - View Correspondence/ Notices
 - Property Tax
 - \$45 Withholding Tax
 - Tax Clearance
 - e-Submission
 - View DIN of Individual Tax Forms
- View Account Summary
- Payments

Form C for Dormant Company - Filing Summary

You have 3 Dormant Company filing pending approval

	Tax Reference Number	Name of Company	Year of Assessment	Due Date	Status	Remarks/Last Accessed By
<input type="checkbox"/>	123456789B	ABC	2010	30/11/2010	PENDING APPROVAL	Please file the Form C by 27/07/2010 before the information saved is deleted. Updated by An Ming Hui 13/07/2010 19:56:32
<input type="checkbox"/>	123456789A	XXX	2010	30/11/2010	PENDING APPROVAL	Please file the Form C by 18/10/2010 before the information saved is deleted. Updated by NEO THE ONE 04/10/2010 14:26:26
<input type="checkbox"/>	123456789C	XYZ	2009	30/11/2009	PENDING APPROVAL	Please file the Form C by 11/09/2009 before the information saved is deleted. Updated by An Ming Hui 28/08/2009 16:39:04


1

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'.


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.

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

Filing by Tax Agent – Filing Template



At myTax Portal,
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- Property Tax
- S4S Withholding Tax
- Tax Clearance
- e-Submission
- View DIN of Individual Tax Forms
- View Account Summary
- Payments
- Tax Resources
 - e-Tax Guides
 - Downloadable Forms
 - Average Exchange Rates
 - Tax Treaties
- Contact IRAS

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 (i) : to

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

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 Tax Agent – Confirmation Page



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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 : LEE AH HOCK
 Name of Tax Agent : 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.