

CONTROL FORM



Please complete this form and submit it to us. If no donation is received in YYYY, complete only section A, B & D

The Comptroller of Income Tax
55 Newton Road
Singapore 307987
Attention: Officer-in-charge
Accounting and Processing Division

Fax: 63513302

This form may take you about 5 minutes to complete.

☒ SUBMISSION OF YYYY TAX-DEDUCTIBLE DONATIONS

SECTION A DETAILS OF ORGANISATION			
Tax Reference Number: _____		_____	
Name of Organisation: _____		_____	
_____		_____	
SECTION B DETAILS OF DONATION RECORDS FOR THE YEAR YYYY			
Tax-deductible donation	Total number of Donors	Total number of Donation	Total amount of Donation
B1) INDIVIDUAL DONORS:			
1) NRIC			
2) FIN			
3) ASGD			
4) ITR			
B2) NON-INDIVIDUAL DONORS:			
5) UEN-BUSINESS			
6) UEN-LOCAL COMPANY			
7) UEN-OTHERS			
8) ASGD			
9) ITR			
Total of 1 to 9			
SECTION C E-SUBMISSION OF DONATION FILE			
Date of Submission: _____		File name: _____	
Submission Ref no: _____		Total no. of donation records submitted: _____	
Remarks: _____			
SECTION D PARTICULARS OF PERSON COMPLETING THE FORM			
Name: _____		Signature: _____	
Designation: _____		E-Mail Address: _____	
		Tel No: _____	

How to fill in the control form

Section A

Enter Organisation's details

Section B

Enter only statistics for *tax-deductible donations* received.

For ipLink users, you may obtain the statistics from Statistical Report in ipLink

Section C

Information on *Date of Submission, File name* and *Submission Ref no.* can be obtained from e-Submission 'Data File Acknowledgement page'

For ipLink users, *Total no. of donation records submitted* = Total no of Donation in ipLink Conversion report

Section D

Enter contact person's details