

# User Guide: Declaration & Viewing of RDA Account

## Company Login- IRAS Homepage

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*You Surf, We Serve*

INLAND REVENUE AUTHORITY OF SINGAPORE

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Name of Organisation : XXX  
 Tax Reference No. : 123456789A

**Messages**

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[R&D - Base Year & Base Expenditure Declaration](#)  
[View R&D Account Details](#)

*e completed your filing.*

Step No.	Action
1	Select the e-Service under Corporate Tax from the left-hand menu  <b>- R&amp;D Base Year &amp; Base Expenditure Declaration</b>  - View R&D Account Details

# User Guide: Declaration & Viewing of RDA Account

## Base Year & Base Expenditure Declaration

### R&D - Base Year & Base Expenditure Declaration

- Note:
- This page may take you 5 minutes to complete.
  - Please get ready the company's base R&D expenditure before you begin.

Name of Organization : XXX

Tax Reference No. : 123456789A

Did the company's first set of accounts end in 2008 or later? :  Yes  No

Base Year - Basis period for YA :

Base R&D expenditure incurred in the basis period for YA 2008 : S\$  .00

### Filer's Particulars

Name : LEE MEI MEI

Designation :

Contact No. :

Step No.	Action
1	Enter the required information.
2	Click on <b>Continue</b> .
3	A message will be prompted to confirm the entry. Click <b>OK</b> to confirm the saving of the record.

# User Guide: Declaration & Viewing of RDA Account

## Acknowledgement

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R&D - Base Year and Base Expenditure updated successfully.

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Step No.	Action
1	Upon successful submission to IRAS, you will receive an Acknowledgment that the record is updated successfully.
2	Click <b>Back to Home</b> to return to homepage.

# User Guide: Declaration & Viewing of RDA Account

## View Declaration

The company has already declared its R&D - Base Year and Base Expenditure as follows. Please write in to IRAS if you wish to make changes.

Name of Organization : XXX  
Tax Reference No. : 123456789A  
Base R&D Expenditure : S\$ 300,000  
Base Year - Basis period for YA : 2008

[View R&D Base Year and Base Expenditure Declaration](#)

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Name of Organization : XXX  
Tax Reference No. : 123456789A

Did the company's first set of accounts end in 2008 or later? : No

Base Year - Basis period for YA : 2008  
Base R&D expenditure incurred in the basis period for YA 2008 : S\$ 250,000

### Filer's Particulars

Name : LEE MEI MEI  
Designation : DIRECTOR  
Contact No. : 61234567

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Step No.	Action
1	Select <b>R&amp;D Base Year &amp; Base Expenditure Declaration</b> from the left-hand menu.
2	Click on <b>Declaration</b> hyperlink.
3	Details of declaration is shown.
4	Click <b>Back to Home</b> to return to homepage.

# User Guide: Declaration & Viewing of RDA Account

## View R&D Account Details

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. The main content area is divided into a left-hand menu and a main content area. The left-hand menu includes: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, General GST Services, Tax Resources, Contact IRAS), and Downloadable Forms. The main content area shows the user's profile information: Name of Organisation: XXX, Tax Reference No.: 123456789A. Below this is a Messages section. The 'View R&D Account Details' option is highlighted in the left-hand menu. A red 'x' icon is visible next to the 'Object / Revise Assessment' option. A red text notification at the bottom right of the main content area reads "e completed your filing."

Step No.	Action
1	<p>Select the e-Service under Corporate Tax from the left-hand menu</p> <ul style="list-style-type: none"> <li>- R&amp;D Base Year &amp; Base Expenditure Declaration</li> <li>- <b>View R&amp;D Account Details</b></li> </ul>

# User Guide: Declaration & Viewing of RDA Account

## View R&D Account Details

### R&D Account

Name of Organization : XXX  
Tax Reference No. : 123456789A

YA RDA Granted	RDA Granted (\$)	Balance c/f (\$)	Last Updated On
2009	150,000	150,000	17/04/2009
1			

If no record is displayed for the Year of Assessment ("YA") you are checking for, it may mean that:

- We have not received your Form C for that YA;
- We have not processed the Form C for that YA; or
- The Chargeable Income after Exempt Amount for that YA is 0.

You can check the status of your company's Form C by selecting View Return Status under e-Services for Corporate Tax.

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Step No.	Action
1	Click on the year under <b>YA RDA GRANTED</b> to view the details.

# User Guide: Declaration & Viewing of RDA Account

## View R&D Account Details

### R&D Account Details

	YA	S\$
Base R&D Expenditure incurred in the basis period for R&D Expenditure	2008	250,000
Incremental R&D Expenditure		
Assessable Income		
Chargeable Income after Exempt Amount	2009	305,000
Balance b/f		0
Less: RDA Utilised		
Sub Total		0
Add: RDA Granted	2009	150,000
Balance c/f		150,000

Step No.	Action
1	Click <b>OK</b> to return to previous page.

OK