HOW TO COMPLETE YOUR GST RETURNS

INLAND REVENUE AUTHORITY OF SINGAPORE

Box 1: Total Value of Standard-rated Supplies (excluding GST)

INCLUDE:

1 Supplies of goods made in the course of your business

Examples:
- sale of goods to customers, government bodies, tourists
- sale of goods at discounted value (after deducting discount value)
- deposits received as part payment
- consignment sales
- sales through vending machines

- net takings from betting and gaming transactions

- construction of properties (residential or commercial)
- retention payment received e.g. construction industry
- lease of commercial properties
- letting of hotel rooms

- value of new motor vehicles excluding non-taxable items (i.e. COE, PARF, ARF, road tax, registration fees)
- hire purchase
- full value of goods sold under discounted sales price scheme, even though the GST is computed on 50% of the selling price

- full value of goods sold under the gross margin scheme, even though the GST is computed on the gross margin

- inter-company sale of goods (if not under group or divisional registration)

2 Supplies of services made in the course of your business

Examples:
- lease of machinery
- management fee, professional fee, commission, maintenance fee, etc.

3 Supplies to staff

Examples:
- takings from vending machine, canteen takings

4 Sale of business assets

Examples:
- sale of factory building
- sale of private car registered under employee's name but account as company's asset

5 Deemed supplies

- gift of goods which you are entitled to input tax claim and which costs either >$200 or it forms part of series of gifts
- business assets put to non-business use
- use of business premises by third party for free

6 Full value of goods sold where you have taken something in part exchange or when you trade-in your goods for others

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7 Sale of imported goods which were consigned to you and imported on behalf of an overseas principals and for which you have been treated as a principal (section 33(2) agent)

8 Rebilling as a separate supply of services like recovering expenses from clients

DEDUCT:

1 Value of goods or services for which a credit note has been issued or a debit note received
Examples:
- sales returns, discounts

EXCLUDE:

1 **In-bond sales of goods**
Examples:
- sales of goods within zero GST warehouse
- sales of goods within licensed warehouse

2 **Sales of goods within free trade zones** but not cleared through Customs checkpoints

3 **Sales from third country trading**
Example:
- You buy goods from Japan and these goods are delivered to your customer in Malaysia directly, without coming into Singapore

4 **Disbursements**

5 Sale that you have **collected GST erroneously** before you are registered for GST. In this situation, you are required to write in to us with the details together with a cheque payment.

Box 2: Total Value of Zero-rated Supplies

INCLUDE:

1 **Supplies of goods which are exported**

2 **Supplies of international services** as listed in section 21(3) of GST Act

DEDUCT:

1 Value of goods or services for which a credit note has been issued or a debit note received
Examples:
- sales returns, discounts

EXCLUDE:

1 **In-bond sales of goods**
Examples:
- sales of goods within zero GST warehouse
- sales of goods within licensed warehouse

2 **Sales of goods within free trade zones** but not cleared through Customs checkpoints

3 **Sales from third country trading**
Example:

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- You buy goods from Japan and these goods are delivered to your customer in Malaysia directly, without coming into Singapore

4 **Disbursements**

5 Sale that you have **collected GST erroneously** before you are registered for GST. In this situation, you are required to write in to us with the details together with a cheque payment.

Box 3: Total Value of Exempt Supplies

INCLUDE:

1 **Sale and lease of residential properties**

2 **Supplies of financial services under Fourth Schedule to GST Act** including any exempt supplies made which qualify to be treated as incidental or taxable supplies under GST (General) Regulations 28, 29 and 33
Examples:
- interest received from banks, bonds, etc
- sale of equities
- net realised gain or loss (ignore negative sign) of foreign exchange

Illustration: For the quarterly return ending Dec 2008

Month/Year	Exchange gain/(loss)
Oct 2008	(150)
Nov 2008	100
Dec 2008	(200)

The net realised foreign exchange loss for the quarter is $250.
Interest received from fixed deposit is $400.
You need to report $250 + $400 = $650 in Box 3.

Box 4: Total Value of (1) + (2) + (3)

Add up all your supplies made during this period

Box 5: Total Value of Taxable Purchases (excluding GST)

INCLUDE:

1 **Standard-rated purchases** (these are the amounts as reflected in the **tax invoices** issued by your suppliers)
Examples:
- goods or services purchased for business purposes from GST registered traders
- discounted value of goods purchased (after deducting discount value)
- full value of goods purchased under gross margin scheme (including GST paid since GST element is unknown to you)

2 **Imports** (these are the amounts as reflected in the **GST payment permits**)
Examples:
- import of goods for business purposes
- goods imported under MES/approved 3rd party logistics company scheme
- goods imported under licensed warehouse or zero GST warehouse scheme
- imports of goods brought in under GST (import relief) order
- imports consigned to you on behalf of an overseas principal where you are treated as principal under section 33(2) of GST Act

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3 **Zero-rated purchases** from GST registered supplier
Examples:
-purchase of air tickets
-international freight charges

4 You subsequently paid the supplier the consideration after the **repayment of input tax under section 19(12) of GST Act**

DEDUCT:

1 Reduction in consideration (excluding GST) where a debit note has been issued or a credit note has been received
Examples:
-purchase returns/discount given by your supplier

2 Consideration failed to be paid to the supplier under section 19(12) of GST Act. Section 19(12) states that a taxable person is required to repay to the Comptroller the input tax he has claimed and for which he has not paid to his supplier for 12 months from the due date of payment.

NOTE:
Please track the value of items for Box 5 *separately* from the value of items for Box 7: Input Tax and Refunds Claimed. Box 5 value should not be computed using the value in Box 7.

The following items are <u>not to be entered</u> in Box 5

1 **Wages and salaries**

2 **Money put into and taken out of the business by you**

3 **Purchases for purely private or personal use**

4 **Expenses where input tax is specifically disallowed** under GST (General) Regulations 26 and 27
Examples:
-family benefits
-employees' medical and insurance expenses
-club subscription fees
-running expenses of private vehicle

5 **Exempt purchases**
Examples:
-purchase or lease of residential properties
-financial services received like bank charges, loans

6 **Purchases from non GST-registered traders**

7 **In-bond purchase of goods**
Examples:
-purchases of goods within zero GST warehouse
-purchases of goods within licensed warehouses

8 **Purchases of goods made within free trade zones but not cleared through Customs checkpoints**

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9 No supply
Examples:
- gifts of money
- dividends
- purchases from members of the same GST group
- traffic fines

Box 6: Output Tax Due

INCLUDE:

1 GST to be accounted for in respect of the items under the inclusion list in Box 1

2 Bad debt relief you have previously claimed but have now recovered the debt

3 Claim of a refund made to a tourist if it was previously allowed to you and you are no longer entitled to it

DEDUCT:

1 Reduction in GST to be accounted for where a credit note has been issued or a debit note received
Examples:
- sales returns, discounts

Box 7: Input Tax and Refunds Claimed

INCLUDE:

1 GST incurred in respect of the items under the inclusion list in Box 5 (exclude zero-rated purchases)

2 GST paid to Singapore Customs for goods removed from a zero GST warehouse or licensed warehouse

3 Tourist refunds

4 Bad debt reliefs

5 You subsequently paid the supplier the consideration after the repayment of input tax under section 19(12) of GST Act

6 Over or erroneous payment of GST on imports

If you choose not to claim small GST amounts because it is time-consuming to track them, you do not have to include the related taxable purchases value in Box 5.

DEDUCT:

1 Reduction in GST incurred on taxable purchases where valid credit notes have been received or debit notes issued

2 Consideration failed to be paid to the supplier under section 19(12) of GST Act. Section 19(12) states that a taxable person is required to repay to the Comptroller the input tax he has claimed and for which he has not paid to his supplier for 12 months from the due date of payment.

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NOTE:
Please track the value of items for Box 7 *separately* from the value of items for Box 5: Total Value of Taxable Purchases (excluding GST). Box 7 value should not be computed using the value in Box 5.

The following items are not to be entered in Box 7

1. GST on goods and services which are not used in the furtherance of business

2. Items purchased under the gross margin scheme where the GST payable is not known

3. Expenses where input tax is specifically disallowed under GST (General) Regulations 26 and 27
   Examples:
   - family benefits
   - employees' medical and insurance expenses
   - club subscription fee
   - running expenses of private vehicle

Box 8: Net GST to be Paid to IRAS = (6) – (7)

If the amount is under $5.00, you need not make any payment, nor will any repayment be made to you, but you must still fill in this form and send it to Comptroller.

Box 9: Total Value of Goods Imported Under MES/ Approved 3PL Scheme

This box is applicable only if you are an approved major exporter or third party logistics company. You fill in the total value of goods imported under this scheme. The value of goods is the amount as declared by you on the GST inward permit.

Box 10: Did You Claim for GST You Had Refunded to Tourists?

If you have included refund of GST to tourist in your Box 7, please indicate 'Yes' for this box and indicate the amount that you have claimed.

Box 11: Did You Make Any Bad Debt Relief Claims?

If you have made any bad debt relief claims, please indicate 'Yes' for this box and indicate the amount that you have claimed. Please ensure that you satisfy all the conditions in the self-review form "Self-review of Eligibility to Claim Bad Debt Relief" before you make the claim. You are required to keep this self-review form as part of your accounting records.

Box 12: Did You Make Any Pre-Registration Claims?

If you are filing your first GST return and have made any pre-registration input tax claims, please indicate 'Yes' for this box and indicate the amount that you have claimed. Please ensure that you satisfy all the conditions in the self-review form "Self-review of Eligibility to Claim Pre-Registration Input Tax" before you make the claim. You are required to keep this self-review form as part of your accounting records.

If you are not filing your first return, this box will be disabled (i.e. you will not be able to choose the options) as pre-registration claims can only be made in your first return.

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Box 13: Revenue

With effect from **Feb 2009**, you must report the Revenue item in your GST returns.

Revenue (i.e. Gross Sales/Gross Income/Turnover) refers to the main income sources of your company/business as reflected in your profit and loss account. This generally refers to income received from the provision of services, sale of goods and any other operating income. However, it should exclude non-operating income, such as sale/disposal of fixed assets, grants and gross receipts collected on behalf of others.

You should extract the value of your revenue from the profit and loss accounts whether they have been audited or not. In addition, if you are unable to provide an accurate value at the point of your GST reporting, you are allowed to report the best estimate.

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