

IRAS e-Tax Guide

**GST: Do I need to register?
(Second edition)**



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Published by
Inland Revenue Authority of Singapore

Published on 1 Apr 2015

First Edition on 8 Oct 2014

Disclaimers: IRAS shall not be responsible or held accountable in any way for any damage, loss or expense whatsoever, arising directly or indirectly from any inaccuracy or incompleteness in the Contents of this e-Tax Guide, or errors or omissions in the transmission of the Contents. IRAS shall not be responsible or held accountable in any way for any decision made or action taken by you or any third party in reliance upon the Contents in this e-Tax Guide. This information aims to provide a better general understanding of taxpayers' tax obligations and is not intended to comprehensively address all possible tax issues that may arise. While every effort has been made to ensure that this information is consistent with existing law and practice, should there be any changes, IRAS reserves the right to vary our position accordingly.

© Inland Revenue Authority of Singapore

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, including photocopying and recording without the written permission of the copyright holder, application for which should be addressed to the publisher. Such written permission must also be obtained before any part of this publication is stored in a retrieval system of any nature.

Table of Contents

	Page
1 Aim.....	1
2 At a Glance	1
3 Glossary.....	1
4 Compulsory Registration.....	4
5 Liability to Register as a Result of Transfer of Business	8
6 Computing Business Turnover For GST Registration.....	9
6.1 Sole-Proprietor	9
6.2 Partnership	10
6.3 Company/Limited Liability Partnership	10
7 Exemption from GST Registration	11
8 Responsibilities of a GST-Registered Person.....	11
9 Voluntary Registration.....	12
10 Registration Procedures	14
11 Security Deposit.....	15
12 De-Registration	15
13 Offences	17
14 Contact Information	18

GST: Do I Need to Register?

1 Aim

- 1.1 This e-Tax Guide explains the GST rules on registration for Goods and Services Tax ('GST') in Singapore.¹ It contains essential information on when to register for GST, whether to register for GST on a voluntary basis and the procedures for registration.

2 At a Glance

- 2.1 It is compulsory to register for GST if the taxable turnover of a business :
- (a) has exceeded S\$1 million in the past 4 quarters (ending Mar, Jun, Sep and Dec); or
 - (b) Is expected to exceed S\$1 million in the next 12 months.
- 2.2 A person who is liable to register needs to inform the Comptroller of GST within 30 days when his liability to register arises. In order to fulfill this obligation on a timely basis, he needs to monitor, at the end of every quarter, whether his taxable turnover for the last four quarters have exceeded S\$1 million², as well as continuously monitor if his taxable turnover will exceed S\$1 million at any time in the next 12 months.
- 2.3 Depending on the nature of the taxable supplies made by a business, the Comptroller may exempt the business from GST registration.
- 2.4 Businesses that are not required to register for GST may still do so voluntarily. However, businesses are advised to consider this voluntary registration option carefully, weighing the costs and benefits of GST registration.
- 2.5 Information on the responsibilities and obligations of a GST-registered business is provided in this guide.

3 Glossary

3.1 Goods and Services Tax (GST)

GST is a tax imposed on the importation of goods (collected by Singapore Customs) and the supplies of nearly all goods and services made in Singapore by a taxable person in the course or furtherance of any business carried on by him.

¹ The contents of IRAS' Circular titled "Legislative Amendment to Paragraph 8(1) of the First Schedule to the GST Act" (effective 1 Jun 2003) have been included in this e-Tax Guide. This e-Tax Guide replaces the IRAS' E-Tax guide on "GST: Do I need to register? (Eighth Edition)" published on 31 May 2013.

² To assist sole-proprietor, partnership or corporation in determining if they are liable for GST registration, GST registration calculators are available on IRAS' website. The calculators can be downloaded from www.iras.gov.sg under Quick links>Tax calculators>GST.

GST: Do I Need to Register?

3.2 Taxable person

A taxable person is a person who is registered or is required to be registered under the GST Act.

3.3 Taxable supply

Taxable Supply refers to a supply of goods and/or services made by a taxable person in Singapore where GST is chargeable. It includes standard-rated and zero-rated supply, but excludes exempt supply, out-of-scope supply and exempt supply that can be zero-rated.

3.4 Standard-rated supply

Standard-rated supply is a taxable supply made in Singapore other than zero-rated supplies, exempt and out-of-scope supplies. For this supply, GST is chargeable at the prevailing GST rate.

3.5 Zero-rated supply

Zero-rated supply refers to an export of goods from Singapore by a taxable person to a country outside Singapore or a supply of international services.³ GST is charged at 0% for this supply.

3.6 Exempt supply

Exempt supply refers to the following three broad categories of supplies, where no GST is chargeable:

- (a) the sale and lease of residential properties;
- (b) the provision of financial services⁴; and
- (c) the supply of investment precious metals⁵.

3.7 Out-of-scope supply

An out-of-scope supply is a supply which is not made in Singapore and no GST needs to be charged. For example, the sale of goods from China to India where the goods do not enter Singapore.

3.8 A business

³ Section 21(3) of the GST Act

⁴ The list of financial services can be found under paragraph 1 of Part I of the Fourth Schedule to the GST Act.

⁵ With effect from 1 Oct 2012, the supply of investment precious metals is exempted from GST under paragraph 1A of Part I of the Fourth Schedule to the GST Act.

GST: Do I Need to Register?

For GST purposes, a business includes any:

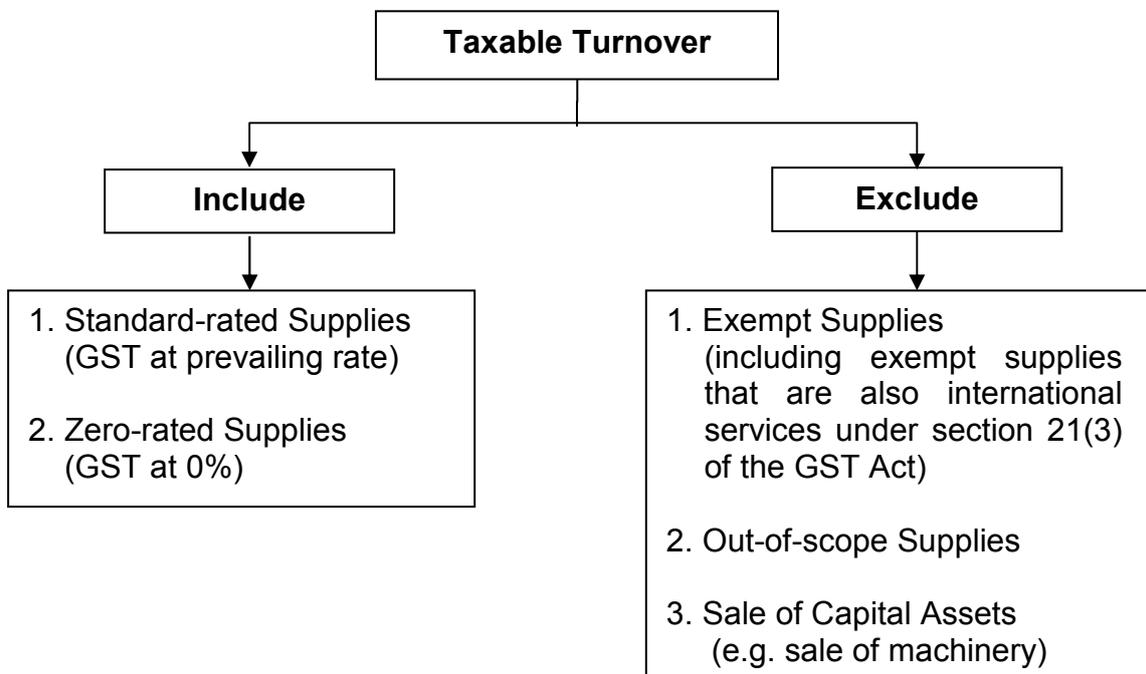
- (a) Trade (for example, manufacturing, wholesale, service, retail, mechanics, carpentry);
- (b) Profession (for example, doctors, lawyers, accountants with their own business practice); or
- (c) Vocation (for example, taxi drivers, hawkers, freelance fitness instructors, freelance book-keepers, insurance agents, multi-level marketing agents).

In addition, the following activities are also deemed to constitute business:

- (a) The provision by a club, association, society, management corporation or organisation of the facilities or advantages available to its members or subsidiary proprietors, as the case may be; and
- (b) The admission, for a consideration, of persons to any premises.

3.9 Taxable turnover

Taxable turnover refers to the total value (excluding GST) of all taxable supplies made in Singapore. It includes the value of all standard-rated⁶ and zero-rated supplies but excludes exempt supplies, out-of-scope supplies and sale of capital assets.



⁶ Standard-rated supplies includes rental of non-residential properties and furniture and fittings.

GST: Do I Need to Register?

4 Compulsory Registration

- 4.1 The threshold for mandatory registration is an annual taxable turnover of over S\$1 million. You can determine your liability to register for GST using either the “retrospective” or “prospective” view.
- 4.2 Under the retrospective view, the taxable turnover for the past four quarters at the end of **Mar, Jun, Sep or Dec** needs to be summed up to ascertain if your taxable turnover has exceeded S\$1 million. This applies even if your financial year does not end in Mar, Jun, Sep or Dec.
- 4.3 Under the prospective view, if you make taxable supplies or have firm intention to make taxable supplies, you need to register for GST if at any time, you expect your taxable turnover for the next 12 months to exceed S\$1 million.
- 4.4 You should start charging GST from the date you are registered for GST. GST paid on your business purchases and business imports can be claimed as credits from this date onwards. Generally, a GST-registered person is allowed to claim the GST⁷ paid on his purchases if the purchases were incurred by his business for making taxable supplies. These purchases or expenses need to be supported with proper tax invoices and should not be claims that are specifically disallowed under the GST Act⁸.
- 4.5 The table below summarises the liability to register, notification of liability and the effective date of registration.

	(A) Retrospective View	(B) Prospective View
You are liable for GST registration when:	<p>At the end of any quarter, the total value of all your taxable turnover in that quarter and the previous three quarters is more than S\$1million.</p> <p>Quarter refers to a period of 3 months ending on the last day of Mar, Jun, Sep or Dec.</p>	<p>At any time, if there are reasonable grounds (e.g. signing of a sales contract or business agreement) to believe that the taxable turnover in the next 12 months will be more than S\$1m.</p>

⁷ GST paid on purchases is called ‘input tax’.

⁸ The list of disallowed claim can be found under Regulation 26 and 27 of the GST (General) Regulations.

GST: Do I Need to Register?

	(A) Retrospective View	(B) Prospective View
You are required to apply for GST registration:	<p>Within 30 days of the end of that relevant quarter.</p> <p>For example, if your liability arises at the end of Jun, you are required to inform the Comptroller by 30 Jul.</p>	<p>Within 30 days from the date on which you made a forecast that your taxable turnover for the next 12 months will be more than S\$1m.</p> <p>For example, if your date of forecast is 15 Jun, you are required to inform the Comptroller by 15 Jul.</p>
Your date of registration will be from:	<p>End of the month following the month in which the 30th day falls.</p> <p>For example, if your liability arose at the end of Jun, you are required to apply for registration by 30th Jul and 30 days from this day is 29th Aug. As such, you will be registered on 1 Sep.</p>	<p>End of 30 days from the date of your forecast.</p> <p>For example, if your date of forecast is 15 Jun, you will be registered on 16 Jul.</p>

Example 1

Turnover for 4 quarters	Business A (S\$)	Business B (S\$)	Business C (S\$)
1 Apr 12 to 31 Mar 13 Actual	1,920,000	920,000	1,500,000
1 Apr 13 to 31 Mar 14 Expected	1,850,000	1,250,000	700,000
Determination Date	31 Mar 13	31 Mar 13	31 Mar 13
Registration Required	Yes	Yes	No
Submit your application for GST registration by	30 Apr 13	30 Apr 13	-

- (a) Business A is required to register because the taxable turnover in the four quarters ended 31 Mar 2013 was more than S\$1 million and the expected taxable turnover in the next 4 quarters will be more than S\$1 million.

GST: Do I Need to Register?

- (b) Business B is required to register although the taxable turnover in the four quarters ended 31 Mar 2013 was not more than S\$1 million. This is because the taxable turnover in the next 12 months is expected to be more than S\$1 million.
- (c) Business C is not required to register although the taxable turnover in the four quarters ended 31 Mar 2013 was more than S\$1 million. This is because the taxable turnover in the next 12 months is not expected to be more than S\$1 million.

Example 2

On 5 Sep 2013, you received an order from a customer to supply goods (standard-rated) of S\$1.5 million in value in one month's time.

You are required to register within 30 days from this date because the value of your taxable supplies from 6 Sep 2013 to 5 Sep 2014 will be more than S\$1 million.

- 4.6 You should monitor your taxable turnover for the current and past 3 quarters at the end of every quarter and you are encouraged to use the **GST Registration Calculator** which is available at IRAS website to assist you. You should also continuously monitor at anytime whether your taxable turnover for the next 12 months will exceed \$1million.
- 4.7 If at the end of any quarter, your taxable turnover for that quarter and the past 3 quarters has exceeded S\$1million but you are certain that your taxable turnover for the next 12 months will not exceed S\$1 million due to the specified circumstances below, you will not be liable for GST registration. This is provided that you maintain:
 - (a) Documentary evidences to prove that the specified circumstances had occurred (examples shown below are not exhaustive); and
 - (b) Detailed computation showing how the projected taxable turnover for the next 12 months was determined to be \$1million or less.

	Specified circumstances	Examples of supporting documents
1.	Expiry/termination of high-value sales contract from a major customer and you are unlikely to enter into new sales contracts in the next 12 months	<ul style="list-style-type: none"> • Sales contracts with details on the commencement dates and expiry/termination dates • Correspondences with customers on early termination of sales contract and evidence of payment of early termination fees, if any • Correspondences with customers to show that any new sales contracts entered into in the subsequent 12 months were unsolicited and unexpected

GST: Do I Need to Register?

2.	Large-scale downsizing of business such as divestment of certain business lines, cessation of manufacturing activities, closure of retail shops/outlets, or relocation of business activities to overseas	<ul style="list-style-type: none"> • Notes of Board of Directors' meeting/directors' resolution (for corporate businesses) or management meetings (for non-corporate businesses) on the decision to divest, cease manufacturing activities, close retail shops, or relocation of business activities to overseas • Notification to employees or correspondences with third parties informing them of divestment, closure of retail shops or relocation of business activities to overseas • Termination of lease of property arising from divestment, cessation of manufacturing activities, closure of retail shops or relocation of business activities to overseas
3.	Revocation of business licence or termination of sales distribution rights that caused you to be unable to carry on part/all of your business activities	<ul style="list-style-type: none"> • Notification from external parties on the revocation of your business licence or termination of distribution rights • Records showing past revenue brought in by these activities that require business licence or distribution rights
4.	Cessation of all business activities or preparation to wind up, dissolve or strike-off business	<ul style="list-style-type: none"> • Notes of Board of Directors' meeting/directors' resolution (for corporate businesses) or management meetings (for non-corporate businesses) on the decision to cease, wind up, dissolve or strike-off business • ACRA business profile showing that business has ceased, wound up, dissolved or struck-off • Notification to employees, suppliers/customers or correspondences with third parties informing them of cessation, winding up, dissolving or striking-off of business • Termination of lease of property arising from cessation, winding up, dissolving or striking-off of business-

5 Liability to Register As a Result of Transfer of Business

- 5.1 If a business was transferred to you, you have to include the taxable turnover of your transferor (previous owner) to determine your liability to register for GST.

In the quarter when the business was transferred to you, you are liable to register if the taxable turnover of that quarter and the past 3 quarters including that of your transferor's taxable turnover is more than \$1 million. If you are liable for registration, your date of GST registration will be from the date of transfer. Refer to paragraph 4.7 for the circumstances where you will not be liable for GST registration even though you and your transferor's taxable turnover for that quarter and the past 3 quarters have exceeded \$1million.

- 5.2 Transfer of business includes the conversion of:

- (a) A sole-proprietorship (previous owner) to a limited company (new owner);
- (b) A sole-proprietorship (previous owner) to a partnership (new owner);
- (c) A partnership (previous owner) to a sole-proprietorship (new owner); and
- (d) A partnership (previous owner) to a limited company (new owner).

- 5.3 If your transferor is GST-registered, you and your transferor must inform the Comptroller of the transfer in writing within 30 days of the date of transfer.

- 5.4 You (the new owner) are not allowed to use the GST registration number of the previous owner. You must apply for GST registration separately if you are required to register or you can register on a voluntary basis. The previous owner needs to de-register for GST if he ceases to make any taxable supplies.

- 5.5 The transfer of the assets will not be treated as a supply and the previous owner does not need to charge GST to the new owner if all the conditions listed below are satisfied:

- (a) The transfer of the assets is made in relation to a transfer of the business or part thereof to the new owner. (A mere transfer of capital assets would not satisfy this condition unless it has the effect of putting the new owner in possession of a business.);
- (b) The assets to be transferred must be intended for use by the new owner in carrying on the same kind of business;
- (c) In the case where only part of the business is transferred, that part must be capable of being operated independently;

GST: Do I Need to Register?

- (d) The business or part thereof must be a going concern at the time of the transfer. There must be no closure of the business immediately after the transfer, except for such temporary closure as may be necessary to put the business in operation under the new ownership;
- (e) The new owner must be a GST-registered person at the time of the transfer. (If the taxable turnover of the business (or part thereof) which is being transferred exceeds \$1 million immediately before the transfer, the new owner is liable to be registered when the business is transferred. The new owner is required to notify the Comptroller of his liability to register 30 days before the date of the transfer.); and
- (f) Both the previous and the new owner must maintain sufficient records of the transferred assets.

5.6 For details on the qualifying conditions, please refer to the e-Tax Guide titled "Transfer of Business as a Going Concern" at www.iras.gov.sg.

6 Computing Business Turnover for GST Registration

6.1 Sole-Proprietor

- 6.1.1 A sole-proprietorship is a business owned by one person or one company.
- 6.1.2 As a sole-proprietor, you have to add up the taxable turnover of all your sole-proprietorship businesses to determine whether they exceed S\$1 million. You will also have to include income from a trade, profession or vocation (for example, as a taxi-driver, hawker, insurance agent, multi-level marketing agent, freelance fitness instructor, freelance book-keeper, accountant with your own business practice, etc.) if you are engaged in these trades, professions or vocations.
- 6.1.3 If your total taxable turnover in the last four quarters is more than S\$1 million or is expected to be more than S\$1 million in the next 12 months you are required to register for GST.
- 6.1.4 GST registration for sole-proprietorship businesses will be in the name of the sole-proprietor. In other words, one GST registration number will be issued for all the businesses owned by one sole-proprietor.
- 6.1.5 If you subsequently set up a new sole-proprietorship business, you should inform the Comptroller of the new sole-proprietorship business in writing together with a copy of the latest ACRA Business Profile. You should use the same GST registration number to charge GST on the taxable supplies of your new sole-proprietorship business.
- 6.1.6 Similarly, you should also use the same GST registration number to charge GST on the income from your trade, profession or vocation.

GST: Do I Need to Register?

6.2 Partnership

- 6.2.1 In the case of partnerships, the taxable turnover of all partnerships with the same composition of partners will be added up to determine your liability to register for GST. If the same partners set up, say, two partnership businesses, the total taxable turnovers of these two businesses have to be summed up to determine if they are required to register for GST.
- 6.2.2 If the total taxable turnover is more than or is expected to be more than S\$1 million, the partnerships are required to register for GST. For ease of administration, GST registration will be in the name of the respective partnerships.
- 6.2.3 Once a partnership is registered for GST, all other partnerships with the same composition of partners will also be required to be registered. Thus, if you set up a new partnership with the same composition of partners and the existing partnerships are already GST-registered, you are required to submit another Form GST F1, GST F3 and a copy of the latest ACRA Business Profile of the new partnership with the same composition of partners **before** the commencement of the business. The new partnership will then be assigned a new GST registration number for the charging of GST to its customers when it commences business.
- 6.2.4 In the event that a partnership fails to inform the Comptroller of its new partnership business by submitting the required forms and documents, the partnership is still liable to account for and pay the GST on the taxable supplies made by the new partnership from the commencement of its business. This is notwithstanding the fact that this new business has not collected GST from its customers.

6.3 Company/Limited Liability Partnership

- 6.3.1 Private limited companies are separate legal entities. To determine their liability for GST registration, the taxable turnover of each company should be looked at separately. Each company will be registered individually.
- 6.3.2 If the company operates a business as a sole-proprietor, the value of its taxable supplies is the total taxable turnover of the company and all its sole-proprietorship businesses. The company has to charge GST on supplies made by the company and all its sole-proprietorship businesses.
- 6.3.3 Each limited liability partnership(LLP) is treated as an entity on its own, even though they may consist of the same composition of partners. As such, a LLP has to determine its liability to register separately and will be registered individually.

7 Exemption from GST Registration

- 7.1 You may apply for exemption from GST registration if the taxable supplies you make can be wholly zero-rated or substantially zero-rated. To apply for exemption, please complete the form GST F2 “Application for Exemption from Registration”.
- 7.2 If you are granted the exemption, you need not file GST returns. Conversely, you will not be able to claim any GST incurred on your business purchases.
- 7.3 In the event that you cease to make wholly zero-rated or substantially zero-rated supplies, you are required to inform the Comptroller within 30 days from the day when the change occurred or within 30 days of the end of the quarter in which it occurred if a specific date cannot be established.

8 Responsibilities of a GST-Registered Person

- 8.1 The responsibilities and obligations of a GST-registered person include:
- (a) Accounting for GST on all its taxable supplies. This includes the disposal of business assets and the recovery of expenses from third parties. For example, GST needs to be charged on the disposal of office furniture and the reimbursement of expenses from related companies.
 - (b) Use of GST-inclusive price for any supply of goods or services to the public when displaying, advertising, publishing or quoting them. For instance, on price tags, price lists, advertisements, brochures and websites.
 - (c) Maintaining all business accounts and records for at least five years. Examples of such records are income records, purchase and business expense records, other records to support GST declaration and any statements and accounting schedules.
 - (d) Excluding GST claims on purchases incurred on exempt supplies and non-business activities, and apportion the claim for all residual input tax (e.g. GST incurred on overheads expenses).
 - (e) e-Filing GST returns even if there are no business transactions/ no taxable supplies made and paying GST by the due date. Filing of GST return and payment is due one month after the end of the GST accounting period. Penalties will be imposed on late submission and payment. For instance, for the GST accounting period from Jan to Mar 2013, the due date to file the GST return is 30 Apr 2013. If no supply nor purchase is made during this period, you should fill in ‘zero’ for all the boxes in the return and submit it by 30 Apr 2013. If the return is not filed by this date, the Comptroller will issue an estimated assessment on the tax due and impose penalties.

GST: Do I Need to Register?

- (f) notifying the Comptroller in writing within 30 days from the date of any change in your business by submitting the “Notification of Changes in Business Details” form⁹ together with the relevant documents stated in the form. Changes in business circumstances include changes in:
 - (i) Business constitution (for example, conversion from a partnership to a sole-proprietorship business);
 - (ii) Business name;
 - (iii) Registered/mailing address.
- (g) Informing the Comptroller in writing and applying for cancellation of GST registration within 30 days from the date of cessation, if the business ceases to make taxable supplies.
- (h) Accounting for GST on the open market value of all unsold stock and business assets, if the total value is more than \$10,000, on the last day of the GST registration if input tax claim has been allowed previously for these assets. These include non-residential properties as well as stock/assets imported under approved schemes where import GST is suspended¹⁰. GST need not be accounted for if:
 - (i) No input tax has been claimed on the purchase of these stocks and business assets; or
 - (ii) The whole business including the stock and assets has been transferred as a going concern to another GST-registered business.
- (i) Being guilty of an offence where an offence under the GST Act has been committed by a company, firm, society or other body of persons. This applies to any person who was a director, manager, secretary, partner or any officer acting in a similar capacity at the time the offence was committed, unless the person can prove that the offence was committed without his consent or involvement.

9 Voluntary registration

9.1 You may register for GST voluntarily even if your annual taxable turnover is less than \$1million.

9.2 You will have to satisfy the Comptroller in writing that:

⁹ The form “Notification of Changes in Business Details” can be downloaded from www.iras.gov.sg.

¹⁰ If you are registered under the Major Exporter Scheme (MES), Approved Third Party Logistics Company Scheme (A3PL), Approved Import GST Suspension Scheme (AISS), Approved Contract Manufacturer And Trader Scheme (ACMT), Zero GST Warehouse Scheme (ZGS), Approved Refiner and Consolidator Scheme (ARCS) or registered as a group or division, there are additional responsibilities. Please refer to the relevant e-Tax Guides for details.

GST: Do I Need to Register?

- (a) You are operating or carrying on a business; and
- (b) Make taxable supplies or have a firm intention to make taxable supplies in the course or furtherance of the business.

Before submitting your application to register, you need to complete the e-learning course “GST - Before I Register” and its quiz available on IRAS’ website (www.iras.gov.sg).

9.3 After your application is approved, you must remain registered for **at least two years**. In addition, you are required to comply with the following conditions:

- (a) Attend the course “Introduction to GST” by IRAS within three months from your effective date of GST registration;
- (b) Be on GIRO payment plan for GST payment and/or refund; and
- (c) Make taxable supplies within two years¹¹;

9.4 The Comptroller may also impose other conditions for your GST registration and may cancel your GST registration if you fail to comply with any of the conditions.

9.5 The following are some of the circumstances under which a business may apply for voluntary registration:

9.5.1 When your business makes only out-of-scope supplies and the value of such supplies is less than S\$1 million, you may apply for voluntary registration if:

- (a) You have a business establishment in Singapore or your usual place of residence is in Singapore; and
- (b) You are carrying on a business and make or intend to make:
 - (i) Supplies outside Singapore which would be taxable supplies if these are to be made in Singapore; or
 - (ii) Supplies within a Zero GST Warehouse Scheme.

A representative office may register for GST on a voluntary basis. The applicant must indicate clearly on the application form (GST F1) that he is operating as a representative office, and enclose a copy of the approval letter from the International Enterprise Singapore (IESingapore) stating that he can operate as a representative office in Singapore.

9.5.2 You may also apply for voluntary registration if you:

¹¹ This is applicable to a voluntarily registered person who has not started making taxable supplies at the point of application.

GST: Do I Need to Register?

- (a) Make wholly exempt supplies of financial services specified in paragraph 1 of Part I of the Fourth Schedule, where the financial services are also international services under section 21(3) of the GST Act; or
- (b) Make supplies of investment precious metals referred to in paragraph 1A of Part I of the Fourth Schedule for export (i.e. a zero-rated supply). This is provided:
 - (i) You are a corporate body¹²; and
 - (ii) You make or have the intention to make the abovementioned exempt supplies of financial services or investment precious metals (IPM).

However, you are required to inform the Comptroller within 30 days from the date of change if you cease to make or cease to have the intention to make exempt supplies of financial services that are international services or exempt supplies of IPM for export.

9.6 Each application will be reviewed on a case-by-case basis and the Comptroller may impose additional conditions as he thinks fit.

10 Registration procedures

10.1 To register, you need to complete and submit the form GST F1 “Application for GST Registration” together with the required documents (as stated in the document checklist of the form) to the Comptroller of GST. Please read the explanatory notes carefully before completing the form.

10.2 For partnership businesses, you must complete and submit an additional form, GST F3 “Notification of Liability to be Registered: Details of All Partnerships and Partners”, together with the form GST F1 to the Comptroller of GST.

10.3 For an overseas business with no establishment in Singapore and who contracts to sell goods in Singapore, the overseas business must appoint a local agent to be responsible for all GST matters, i.e. collecting GST on local taxable supplies made or filing of GST returns promptly, etc. The overseas trader must submit the following to apply for GST registration:

- (a) A letter of authorisation to appoint a local agent; and
- (b) GST F1 “Application for GST Registration”.

¹² If you are not a corporate body, you can also apply to register for GST provided you are carrying on a business that is licensed by a regulatory authority such as the Monetary Authority of Singapore (“MAS”).

GST: Do I Need to Register?

- 10.4 An overseas business is also required to provide a letter of authorisation to inform IRAS of any change to its local agent.
- 10.5 Sole-Proprietor/ Partner/ Director/ Trustee of a business is required to complete the e-learning course "GST - Before I Register" and its quiz **before** applying for voluntary registration.
- 10.6 You can apply for GST registration online via *myTax Portal* if you have been authorised to use other IRAS' e-Services (e.g. e-Filing Corporate Tax returns/ Tax Clearance returns/ e-Submission of employment income). Alternatively, you may obtain the relevant forms from IRAS' website at www.iras.gov.sg.
- 10.7 After your GST registration is approved, you will receive the Notification of GST Registration. The notification will state your:
- (a) GST registration number; and
 - (b) Effective date of GST registration.

11 Security deposit

- 11.1 You may be required to provide a security deposit when applying for GST registration if:
- (a) You have outstanding income tax/penalties, and/or
 - (b) You have been/are a director/partner/sole-proprietor of other business, and this business has outstanding tax/penalties/returns, and/or
 - (c) The Comptroller considers it appropriate for the protection of revenue.
- 11.2 Following the submission of your application, if security deposit is required, you will be notified of the amount required.
- 11.3 The security deposit must be in the form of a banker's guarantee or insurance guarantee.
- 11.4 If you are applying for voluntary registration and do not provide the security deposit, your application for GST registration will be rejected.

12 De-registration

- 12.1 You must cancel your GST registration within 30 days if:
- You have stopped making taxable supplies and do not intend to make taxable supplies in future; or

GST: Do I Need to Register?

- Your business has ceased; or
 - Your business is transferred as a whole to another person (*the new entity needs to determine if it is required to register for GST*); or
 - Your business constitution has changed (e.g. sole-proprietorship business converted to a partnership or vice versa, partnership converted to limited liability partnership, etc). The new entity needs to determine if it is required to register for GST.; or
- 12.2 You may also choose to cancel your GST registration if:
- You are certain that your taxable turnover for the next 12 months will be \$1 million or less; and
 - You are not under voluntary registration for less than two years
- 12.3 To apply for cancellation of GST registration, you can submit the “Application for cancellation of GST registration” via mytax.iras.gov.sg.
- 12.4 Once your application for cancellation of GST registration is approved, you will be notified of the effective date of cancellation of GST registration (i.e. date of de-registration), the day when you must stop collecting GST.
- 12.5 You have to continue to fulfil your obligations as a GST-registered person (e.g. charge GST, submit GST returns) until the last day of the GST registration, one day before your effective date of cancellation of your GST registration.
- 12.6 A final GST return (GST F8) will be issued to you to file and account for GST up till the last day of the GST registration. You are required to submit the GST F8 and account for GST within 30 days from the end of the prescribed accounting period stated on the return.
- 12.7 In instances where there are no business transactions being carried out, you are still required to e-File the returns indicating zero in all boxes of the returns.
- 12.8 In your final return (GST F8), you are required to account for GST (output tax) on any goods (including goods imported using your Major Exporter Scheme/Approved Third Party Logistics Company Scheme status) then forming part of the taxable assets of the business unless:
- (a) The business is transferred as a going concern to another GST-registered person;
 - (b) The business is carried on by another person who is deemed to be a taxable person in the case where the company is under liquidation, receivership or where the taxable person has died or is incapacitated; or

GST: Do I Need to Register?

- (c) The value of the deemed supply is not more than S\$10,000.
- 12.9 The above does not apply to any goods which you can prove to the satisfaction of the Comptroller that:
- (a) No input tax has been previously claimed on these goods; and
 - (b) The goods were not acquired as part of the assets of a business which was transferred to you as a going concern by another GST-registered person.
- 12.10 If you are in the process of disposing of any non-residential (e.g. commercial or industrial) property¹⁴, the Comptroller may delay the effective date of de-registration until the sale of the property is completed. You are then required to account for GST on the transfer of the property and declare the transaction in your GST return for the relevant accounting period.
- 12.11 The Comptroller may reject an application for Cancellation of Registration if he is not satisfied that the applicant has ceased to make taxable supplies and if he thinks it is necessary for the protection of revenue.

13 Offences

- 13.1 If you fail to notify the Comptroller timely of:
- (a) Your liability to register; or
 - (b) Any change in your business, such as material change in the nature of supplies made if you are exempted from registration;
- You will be guilty of an offence and can be fined for up to S\$10,000 and to a penalty equal to 10% of the tax due in respect of each year commencing from the date on which the notification should be made.
- 13.2 Your GST registration will also be backdated to the time when the liability to register arose and you will be required to account for GST on your past supplies even though you did not collect the GST from your customers.
- 13.3 In the case of a continuing offence, there will be a further fine of up to S\$50 per day during which the offence continues after conviction.
- 13.4 Any person who was a director, manager, secretary, partner or any officer acting in a similar capacity at the time the offence was committed, will be guilty of the offence unless he can prove that the offence was committed without his consent or involvement.

¹⁴ For example, you have entered into an agreement to sell the non-residential property or the property is under mortgage sale.

14 Contact Information

14.1 For enquiries on this e-Tax Guide, please contact:

Goods & Services Tax Division
Inland Revenue Authority of Singapore
55 Newton Road
Singapore 307987

Tel: 1800 356 8633

Fax: (+65) 6351 3553

Email: gst@iras.gov.sg