GENERAL

1. As an employer, you are required to complete a Form IR8A, Appendix 8A, Appendix 8B and Form IR8S (where applicable) to report your employee’s remuneration every year.


3. The employer must prepare Form IR8A and Appendix 8A (if applicable) for the following employees:
   (a) Full-time resident employee;
   (b) Part-time resident employee;
   (c) Non-resident employee;
   (d) Company director (including a non-resident director);
   (e) Board Members receiving Board/Committee Member Fees;
   (f) Pensioner; and
   (g) Employee who has left the organisation but was in receipt of income in 2017 (eg. stock options gains)

For more information on which employees to include in the submission to IRAS, refer to www.iras.gov.sg>Businesses>Employers>Auto-Inclusion Scheme (AIS) for Employment Income>Prepare Information for Submission>Employees to be Included in AIS Submission.

4. The Form IR8A and Appendix 8A (if applicable) must be completed and signed by the company secretary/director, precedent partner, sole-proprietor, manager, honorary secretary/treasurer of Clubs and Associations, local representative of a non-resident company or a person authorised by the employer. For a computer-printed Form IR8A, signature is not compulsory. However, the name, designation, contact number of the authorised person and the date must be stated.

5. The completed Form IR8A and/or Appendix 8A (for year ended 31 Dec 2017) should be given to your employees by 1 Mar 2018. Do not send the completed forms to IRAS.

AUTO INCLUSION SCHEME (AIS)

6. If you have been notified to e-submit the employment income information to IRAS compulsorily or if you have arranged with IRAS to e-submit your employees’ salary data, you do not need to prepare the Form IR8A and/or Appendix 8A/8B/Form IR8S for your employees. However, you may wish to provide your employees with a separate statement of earnings for their record. Please include in the statement of earnings that the income and deductions are not required to be reported in the employees’ tax form as the information will be automatically included in their income tax assessments. All salary data for the year ended 31 Dec 2017 should be submitted electronically to IRAS by 1 Mar 2018. Please ensure that the employment income information submitted electronically to IRAS is correct and complete.

Employers (including those participating in AIS) who fail to comply may be charged under Section 94 of the Income Tax Act. The penalty upon conviction is a fine not exceeding $1,000 and in default of payment to imprisonment for a term not exceeding 6 months.

COMPLETING THE FORMS

Observe the following guidelines when completing the forms to ensure that the information reported for your employees is accurate.

7. You need to provide the date of commencements of employment if your employee commenced employment in the year 2017 or before 1 Jan 1969. If your employee ceased employment in the year 2017, indicate the date of cessation.

8. If there are any changes to be made to your employee’s income or deductions information after your company’s e-submission or has given the Form IR8A and/or Appendix 8A to your employees:

<table>
<thead>
<tr>
<th>Employers participating in AIS</th>
<th>Employers NOT participating in AIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• e-Submit only the difference in amount for the affected employee and not an overall revised value</td>
<td>• Complete another Form IR8A and/or Appendix 8A with the correct amount(s) and indicate:</td>
</tr>
<tr>
<td>• refer to <a href="http://www.iras.gov.sg%3EBusinesses%3EEmployers%3EAuto-Inclusion">www.iras.gov.sg&gt;Businesses&gt;Employers&gt;Auto-Inclusion</a> Scheme (AIS) for Employment Income&gt;When and How to Submit&gt;Amend Submitted Records</td>
<td>(i) “Additional” at the top right hand corner to report the additional income paid to the employee; or</td>
</tr>
<tr>
<td></td>
<td>(ii) “Revised” at the top right hand corner to report the entire income/deduction details. Revised Form IR8A will supersede all previous Form IR8A.</td>
</tr>
<tr>
<td></td>
<td>• You must give the Additional/Revised Form IR8A to your employee.</td>
</tr>
</tbody>
</table>
9. All gains and profits derived by an employee in respect of his employment are taxable, unless they are specifically exempted from income tax or are covered by an existing administrative concession. The gains or profits include all benefits, whether in money or otherwise, paid or granted to him in respect of employment.

For more information on the taxability of the various gains or profits arising from employment, refer to www.iras.gov.sg>Businesses>Employers>Tax Treatment of Employee Remuneration

10. Refer to the table below for the procedures when reporting income of employees who are:

(a)Posted overseas

(i) Overseas posting incidental to Singapore employment

You are required to report the employee’s income and CPF contribution for the whole year.

(ii) Overseas posting not incidental to Singapore employment

<table>
<thead>
<tr>
<th>Period of overseas Posting</th>
<th>Income</th>
<th>Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) whole year</td>
<td>• Not required to report the employment income in items a) to d).</td>
<td>• Not required to report employee’s CPF contributions.</td>
</tr>
<tr>
<td></td>
<td>• Select “Full Year” in item “e) 2. Overseas Posting”.</td>
<td>• Report donations, contributions to Mosque Building Fund, life insurance premiums for the whole year.</td>
</tr>
<tr>
<td></td>
<td>• Employers participating in AIS, select 'Income from Overseas Employment' under Exempt/Remission Income Indicator.</td>
<td></td>
</tr>
<tr>
<td>(ii) part of the year</td>
<td>• Only report the employment income for the Singapore employment in items a) to d).</td>
<td>• Report the employee’s CPF contribution for the Singapore employment.</td>
</tr>
<tr>
<td></td>
<td>• Select “Part of the Year” in item “e) 2. Overseas Posting”.</td>
<td>• Report donations, contributions to Mosque Building Fund, life insurance premiums for the whole year.</td>
</tr>
<tr>
<td></td>
<td>• Employers participating in AIS, select 'Income from Overseas Employment' under Exempt/Remission Income Indicator.</td>
<td></td>
</tr>
</tbody>
</table>

Note: For employers participating in AIS, if your employee has overseas employment income and employer’s contributions to overseas pension funds that qualify for concession, please select “Income from Overseas Employment and Overseas Pension Fund with Tax Concession” and provide the details of the Overseas Pension Fund separately in writing or via email to taxqueries@iras.gov.sg [See Explanatory Notes 11 d) 6]

(iii)Foreigners contracted to work overseas

You are not required to complete the Form IR8A for:

a) Foreigners posted overseas after clearance has been filed; or
b) Foreigners who are contracted by a Singapore employer to be based overseas and render their employment services wholly outside Singapore.

(b)Crew employed on board of ships

If your employee was a crew working on board a shipping vessel during the year 2017, indicate the following codes against your employee’s designation on the Form IR8A:

(i) 'FR' (foreign-registered ship);
(ii) 'SR' (Singapore-registered ship plying within the port limits of Singapore); or
(iii) 'SRI' (Singapore registered ship plying in international waters).

If your employee was a crew working on board a Singapore-registered ship plying in international waters and the employment was exercised substantially outside Singapore during 2017, the employment income is exempted from tax. This tax exemption is not applicable to employees who were based on shore but may periodically be required to board/sail with the ships for inspection work or other purposes.
<table>
<thead>
<tr>
<th>Period Working on SRI</th>
<th>Income</th>
<th>Deductions</th>
</tr>
</thead>
</table>
| (i) whole year       | • Not required to report the employment income in items a) to d).  
• State the exempted amount in item “e) 3. Exempt Income”.
• Employers participating in AIS, select ‘Seaman’ under Exempt/Remission Income Indicator and state the amount of income exempted from tax. | Report employee’s CPF contributions, donations, contributions to Mosque Building Fund, life insurance premiums for the whole year |
| (ii) part of the year | • Only report the employment income for the Singapore employment in items a) to d).  
• State the exempted amount in item “e) 3. Exempt Income”.
• Employers participating in AIS, select ‘Seaman’ under Exempt/Remission Income Indicator and state the amount of income exempted from tax. | Report employee’s CPF contributions, donations, contributions to Mosque Building Fund, life insurance premiums for the whole year |

11 Below are some useful information to assist you in completing the Form IR8A:

**INCOME**

<table>
<thead>
<tr>
<th>Description</th>
<th>What you need to know</th>
</tr>
</thead>
</table>
| **a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay** | 1) Report the amount **due for the year 2017** regardless of whether:  
   i. It was paid in the year 2017; or  
   ii. It was paid/is payable to the employee in Singapore or outside Singapore.  
2) Gross salary should:  
   i. **Include** remuneration paid by overseas employers to employees performing personal services in Singapore and maternity leave payments for working mothers; and  
   ii. **Exclude NSmen Pay** paid directly to employees by Mindef, Singapore Civil Defence Force or Singapore Police Force. If the NSmen pay was reimbursed to your company, report the full remuneration in the Form IR8A. |
| **b) Bonus** | Bonuses are assessed in the year that an employee becomes entitled to the bonuses:  
   i. **Contractual bonuses** which are payable in accordance with the terms of a contract of service or a bonus plan adopted by an employer and which cannot be rescinded by the employer without legal consequences.  
   ii. **Non-contractual bonuses** which can be rescinded by the employer at any time prior to the actual payment of the bonuses without legal consequences.  
For examples of when bonuses are to be declared, refer to www.iras.gov.sg>Individuals>Locals>What is Taxable, What is Not-Income from Employment> Salary, Bonus, Director’s Fee, Commission and Others. |
c) Director’s Fees

Director’s fees are assessed in the year that a director becomes entitled to the fees.

For director’s fees that are approved in arrears (e.g. approved in 2017 after a director has rendered the requisite services for the accounting year ended 31 Dec 2016), the director is generally entitled to the director’s fees on the date the fees are voted and approved at the company’s Annual General Meeting or Extraordinary General Meeting ("AGM/ EGM").

For director’s fees that are approved in advance (e.g. approved in 2017 before a director has rendered the requisite services for the accounting year ending 31 Dec 2017), the director is not entitled to the director’s fees on date of AGM/EGM. Instead, he is entitled to the director’s fees as and when he renders his services for the accounting year ending 31 Dec 2017. For example, the director would be entitled to director’s fees on a monthly basis if he can enforce the payment of director’s fees on a monthly basis.

Where the company held:

i. More than one meeting during the calendar year to approve payments of director’s fees for the same accounting year, enter the date of approval of the last held meeting; or

ii. One or more meetings during the calendar year to approve payments of director’s fees for different accounting years, enter the total amount of director’s fees to which the director is entitled to in 2017 and provide the following information as shown in the example below, in a separate sheet of paper:

<table>
<thead>
<tr>
<th>Date of approval of director’s fees at the company’s AGM/EGM</th>
<th>Director’s fees approved at AGM/EGM are in respect of services for accounting year ended</th>
<th>Amount of director’s fees to which the director is entitled to in 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Jan 2017</td>
<td>31 Dec 2017</td>
<td>$12,000</td>
</tr>
<tr>
<td>9 Jan 2017</td>
<td>31 Dec 2016</td>
<td>$ 2,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>$14,000</strong></td>
</tr>
</tbody>
</table>

If Section 45 withholding tax has been paid on director’s fees payable to a non-resident director, indicate ‘S45 applied’ against your employee’s designation on the Form IR8A. For employers participating in AIS, select “Y” under “Section 45 Indicator [Applicable to Non-Resident Director].”

For more information on the tax treatment of director’s fees, refer to www.iras.gov.sg>Quick Links>e-Tax Guides>Keyword Search: Director>Income Tax: Tax Treatment of Director’s Fees and Bonuses from Employment.

d) 1. Allowances

Allowances are taxable unless they are specifically exempted from income tax or are covered by an existing administrative concession.

**These include:**

- Honorarium or payments in the nature of honorarium
- Contributions by employer to employee’s CPF/SRS account;
- Cash top-up to Retirement Sum Topping-up Scheme by employer;
- Housing allowance;
- Staff referral fees;
- Annuity purchased for employee in lieu of any pension or other benefit; and
- Monetary benefits provided/paid by employer which are not listed under Item 4 of Appendix 8A
d) 4. Lump sum payment

The details of payment are to be classified into the respective fields in the table within the Form IR8A.

Compensation for loss of office is not taxable. The payment should not include taxable components such as gratuity, notice pay, ex-gratia payment, etc.

Employer needs to state the:

- respective taxable components of the lump sum payment under items 4(i), (ii), (iii) and (iv) and declare the total amount under item (d4);
- amount of Compensation for loss of office under item 4(v);
- date of approval (if approval has been obtained from IRAS) that the compensation for loss of office is not taxable; and
- reasons for the payment, the basis of arriving at each component and the employee's length of service

For employers participating in AIS, provide the above details on the Lump Sum Payment separately in writing or via email to taxqueries@iras.gov.sg


d) 6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore

Contributions made by an employer to a pension/provident fund constituted outside Singapore in respect of an employment exercised in Singapore are taxable. These contributions are taxable even if the employee had ceased employment in Singapore at the time the contributions were made.

**Without Tax Concession:**

Report the amount of contribution in item d6.

**With Tax Concession:**

As a tax concession, the employer’s contributions to an overseas pension/provident fund are not taxed provided that all the following conditions are met:

i. The contributions are mandatory under social security schemes operated, regulated and supervised by the employee’s home country Government for employees even though they are working outside their home country; and

ii. The contributions are not borne by or no deduction is claimed by any permanent establishment/company in Singapore.

The above concession will not apply if the employer is:

- an investment holding company, a tax exempt body or a representative office;
- a service company which adopts the cost plus mark-up basis for its tax assessment.

If tax concession is applicable, do not report the amount and only provide the following details in item d6:

- Name of the overseas pension/provident fund;
- Full amount of the contribution;
- Whether the contributions are mandatory under social security schemes operated, regulated and supervised by the employee’s home country Government for employees even though they are working outside their home country; and
- Whether the contributions were charged to the accounts of or deductions were claimed by a Singapore permanent establishment.

Employers participating in AIS, select 'Overseas Pension Fund with Tax Concession' under the Exempt/Remission Income Indicator and state the amount of contribution accordingly. Provide the above details separately either in writing or via email to taxqueries@iras.gov.sg
**d) 7. Excess/Voluntary contribution to CPF by employer**

The excess/voluntary employer’s contributions are taxable in the employee’s name.

Complete this item if the contributions:

i. are more than the compulsory contributions (pegged to a CPF rate which is higher than the rate for each age group of your employees) under the CPF Act;

ii. on monthly Ordinary Wages (OW) subject to CPF contribution are more than $6,000;

iii. on total Additional Wages are more than the difference between $102,000 and OW subject to compulsory CPF contributions; or

iv. are not compulsory under the CPF Act. The CPF contributions made by employer for foreign employees or on director’s fees are considered as voluntary contributions.

State the amount of employer’s excess contribution **less amount refunded/to be refunded** to the employer and complete Form IR8S.

For more information, refer to the Explanatory Notes for Completion of Form IR8S.

<table>
<thead>
<tr>
<th>d) 8. Gains or profits from Employee Stock Option (ESCP)/other forms of Employee Share Ownership (ESOW) Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Gains or profits derived by the employee, directly or indirectly by reason of any office or employment from the:</td>
</tr>
<tr>
<td>• exercise, assignment, release or acquisition of any right or benefit; or</td>
</tr>
<tr>
<td>• grant or vesting of any shares under an ESOW Plan is taxable</td>
</tr>
<tr>
<td>For more information, refer to the Explanatory Notes for Completion of Appendix 8B.</td>
</tr>
<tr>
<td>2) Tax exemptions under the ERIS (Start-ups)/ERIS (SMEs)/ERIS (All Corporations) Schemes will NOT apply under circumstances where the employee receives cash compensation for the release of his right or benefit to acquire shares in a qualifying company by reason of resignation or termination of employment due to misconduct.</td>
</tr>
<tr>
<td>3) State the amount of cash compensation in item “d) 1. (iii) Others” of the Form IR8A. DO NOT complete the Appendix 8B.</td>
</tr>
</tbody>
</table>

**TOTAL (items d1 to d9)**

The total **should not include**:

i. Compensation for loss of office;

ii. The amount of retirement benefits accrued up to 31 Dec 1992 if the employee received the retirement benefit from an existing approved pension and provident fund upon reaching the statutory retirement age.

e) 1. Remission

Report the full amount of Overseas Cost of Living Allowance (OCLA) in item “d) 1. (iii) Other Allowances” and provide the amount for which remission of tax is granted in item “e) 1. Remission”.

**12. DEDUCTIONS**

**(I) Employee’s Compulsory contribution to CPF/Designated Pension or Provident Fund**

Apply the appropriate CPF rates published by CPF Board at www.cpf.gov.sg and exclude the amount of excess/voluntary CPF contributions in this item.

**(II) Voluntary Contributions made by the Employer on the Employee’s behalf**

Do not include the following voluntary contributions as deductions will be allowed automatically:

i) Voluntary contributions to Medisave Account

ii) Voluntary contributions to the Retirement Sum Topping-up Scheme; and

iii) SRS contributions made by employer
**DETAILS OF BENEFITS-IN-KIND TO BE DECLARED IN APPENDIX 8A**

Employers have to declare the benefits-in-kind in the Appendix 8A unless the benefits-in-kind are granted an administrative concession or exempted from Income Tax. For more information, refer to www.iras.gov.sg>Businesses>Employers>Tax Treatment of Employee Remuneration.

13. Generally the actual cost of providing the benefits-in-kind should be reported. The details of the taxable benefits-in-kind are to be reported in Appendix 8A and the total value of benefits-in-kind must be entered in item d9 of Form IR8A.

14. Below are some useful information to assist you in completing the Appendix 8A:

<table>
<thead>
<tr>
<th>Description</th>
<th>What you need to know</th>
</tr>
</thead>
</table>
| 2) Accommodation and related benefits provided by Employer | (a) The Annual Value (AV) of a property can be found on the property tax bill or via IRAS’ e-Valuation List service (Home>Property>Property Professionals>Real Estate/Housing Agents)  
(b) Partially furnished refers to only fittings (e.g. lightings, air-conditioner/ceiling fan, water-heater) provided whereas fully furnished refers to both fittings and furniture/household appliances provided.  
(c) Where the place of residence provided to an employee is a serviced apartment (not within a hotel building), report the benefits under Section 2a to 2f. However, if the serviced apartment is located within a hotel building, report the actual cost incurred by the employer, less amount paid by the employee under Section 3.  
Example:  
Employer provided an employee with accommodation. Employee was employed for the period 1 Jan 017 to 31 Dec 2017. Accommodation was fully furnished and shared by 2 employees. The AV of the accommodation provided was $40,000.  
Place of Residence  
Period when the premises was provided: 1 Mar 2017 to 29 May 2017  
Number of days premises occupied: 90 days  
Annual Value (applicable to the employee) (2a): $4,931.51 ($40,000/2 x 90/365)  
Value of Furniture and Fittings (2b): $2,465.76 (50% x $4,931.51)  
**Taxable value of Place of Residence (2d)** $7,397.27  
Less: Rent paid by employee (2e): $2,000.00  
**Total Taxable value of Place of Residence (2f)** $5,397.27  
Utilities (2g): $250.00  
Gardener (2i): $1,200.00  
**Taxable value of utilities and housekeeping costs (2j)** $1,450.00  
Hotel Accommodation (3a): $2,500.00  
**Taxable value of Hotel Accommodation (3c)** $2,500.00  
**Total value of benefits-in-kind (2f+2j+3c)** $9,347.27  
For more details, refer to www.iras.gov.sg>Businesses>Employers>Tax Treatment of Employee Remuneration>Accommodation and Related Benefits. |
| 4a. Cost of home leave passages and incidental benefits provided to employee and his family | Full cost of leave passage provided to employee and his family.  
For more details, refer to www.iras.gov.sg>Businesses>Employers>Tax Treatment of Employee Remuneration>Air Passage. |
4]. Car benefits

(a) New Car provided by employer

<table>
<thead>
<tr>
<th>Petrol cost borne by</th>
<th>Value of Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>3/7 x (Car Cost – Residual Value)/10 + ($0.45/km x private mileage)</td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td>3/7 x (Car Cost – Residual Value)/10 + ($0.55/km x private mileage)</td>
</tr>
</tbody>
</table>

i) “3/7” refers to the use of the car outside office hours for private matters, which is estimated at 3 out of 7 days in a week.

ii) “Car cost” refers to the acquisition cost of a car (inclusive of COE) paid or payable on the date of purchase. If the car is not provided to the employee for the full year, the cost of the car can be apportioned based on the number of days that the car was provided to employee in the year.

iii) “Residual Value” is equal to 80% of the Open Market Value (OMV) of the car if the car was registered on or after 1 Nov 1990. The OMV of the car at the time of purchase is reflected on the vehicle registration card.

(b) Leased car provided by employer

<table>
<thead>
<tr>
<th>Petrol cost borne by</th>
<th>Value of Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>3/7 x Rental Cost incurred by the employer</td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td>3/7 x Rental Cost incurred by the employer + ($0.10/km x private mileage)</td>
</tr>
</tbody>
</table>

i) “3/7” refers to the use of the car outside office hours for private matters, which is estimated at 3 out of 7 days in a week.

ii) If you have rented a car for your employee’s use, the rental cost of the car should be used instead of the car cost.

For more information on how to compute the taxable value of a second-hand car, refer to [www.iras.gov.sg>Quick Links>Calculators>Individual Income Tax>Car Benefit Calculator](http://www.iras.gov.sg/Quick%20Links/Calculators/Individual%20Income%20Tax/Car%20Benefit%20Calculator)