

Information Leaflet on Certified Post ACAP Review (PAR)
(For GST Scheme Renewal – if you do not renew your ACAP status)

1 Competent team to conduct the PAR

1.1 The Second Certified PAR must either be:

- (a) Performed by external Accredited Tax Advisor (GST) [hereafter termed as ATA (GST)] or Accredited Tax Practitioner (GST) [hereafter termed as ATP (GST)] accredited with Singapore Chartered Tax Professionals Limited¹ (“SCTP”); or
- (b) Performed by in-house ATA (GST) or ATP (GST) accredited with SCTP; or
- (c) Performed in-house and certified by external ATA (GST) or ATP (GST) accredited with SCTP, adhering to the certification procedures set out in the e-Tax Guide “GST: Assisted Self-Help Kit (ASK) Annual Review Guide”.

2 Scope of review of Certified PAR and sample size

2.1 The review must be conducted based on the ASK methodology and adhere to the sample size requirements specified in the e-Tax Guide “GST: ASK Annual Review Guide”.

2.2 Further, the team should ensure that the following additional aspects are covered in the PAR:

- (a) Review of past GST errors and control gaps surfaced during the conduct of ACAP and past PAR.
- (b) Review potential GST risk areas highlighted in IRAS’ letter upon the accord of ACAP status.
- (c) Identify events or business activities that could pose new GST risks to the business’ GST compliance.
- (d) Seek feedback from the various heads of functional units on any updates of business models/contracts or processes that could affect the effectiveness of the GST controls. The team should assess whether the

¹ For more information on accreditation with Singapore Chartered Tax Professionals Limited (SCTP), please visit www.sctp.org.sg

GST process flows need to be updated, including the database containing important information of business' stance towards proactive GST risk management.

- (e) Describe the changes made to the GST controls established to ensure correct tax classification applied and accuracy in value.
- (f) Describe the follow-up action taken to ensure that GST risks are managed.

2.3 The team is required to record the results of its checks in the working templates of the form GST F28A "Certified Post ACAP Review Declaration".

3 Period of review

3.1 The Certified PAR should be performed based on the latest 12 months of GST returns filed as at the end of the 4th year (for 'ACAP Premium' status) or 2nd year (for 'ACAP Merit' status) of the ACAP status validity period.

4 Submission of PAR findings

4.1 The following must be submitted together with the form GST F28A six months before the expiry of the ACAP status:

For Certified PAR performed by SCTP ATA (GST) / ATP (GST)

- (a) Appendix 1 - Trend Analysis
- (b) Appendix 2 - Disclosure of Errors in GST Returns and Follow-Up Actions (if applicable)
- (c) Appendix 3 - Working Template for Standard-Rated Supplies and Output Tax
- (d) Appendix 4 - Working Template for Zero-Rated Supplies
- (e) Appendix 5.1 - Working Template for Exempt Supplies (if the business is actively making exempt supplies²) or Appendix A5.2 - Working Template for Exempt Supplies (for other business)
- (f) Appendix 6 - Working Template for Input Tax and Refund Claimed (on Local Purchases, Imports with GST Paid, Tourist Refund Scheme and Bad Debt Relief)

² A business is regarded as ACTIVELY making exempt supplies if its core business relates to

- (i) Developing or investing in residential properties (i.e. sale and/or lease of residential properties);
- (ii) Providing financial services (e.g. as a financial institution) or
- (iii) Importing and supplying investment precious metals (IPM) locally with effect from 1 Oct 2012.

- (g) Appendix 7.1 - Working Template for Imports with GST Suspended (e.g. under MES) or with GST Deferred (under IGDS) (for own imports)
- (h) Appendix 7.2 - Working Template for Imports with GST Suspended (e.g. under MES) or with GST Deferred (under IGDS) (for goods imported on behalf of overseas principals)

Additional documents to be submitted for Certified PAR that is performed in-house and certified by SCTP ATA (GST) or ATP (GST)

- (i) “Summary of Certification Procedures” of the e-Tax Guide “GST: ASK Annual Review Guide”

4.2 IRAS reserves the right to verify and extend the scope of audit checks beyond the samples selected by businesses which have performed the checks according to the e-Tax Guide “GST: ASK Annual Review Guide”. **If additional errors are detected during the course of IRAS’ audit, they would not qualify for waiver or reduced penalty under IRAS’ Voluntary Disclosure Programme (VDP).**