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AUTHORITY
OF SINGAPORE

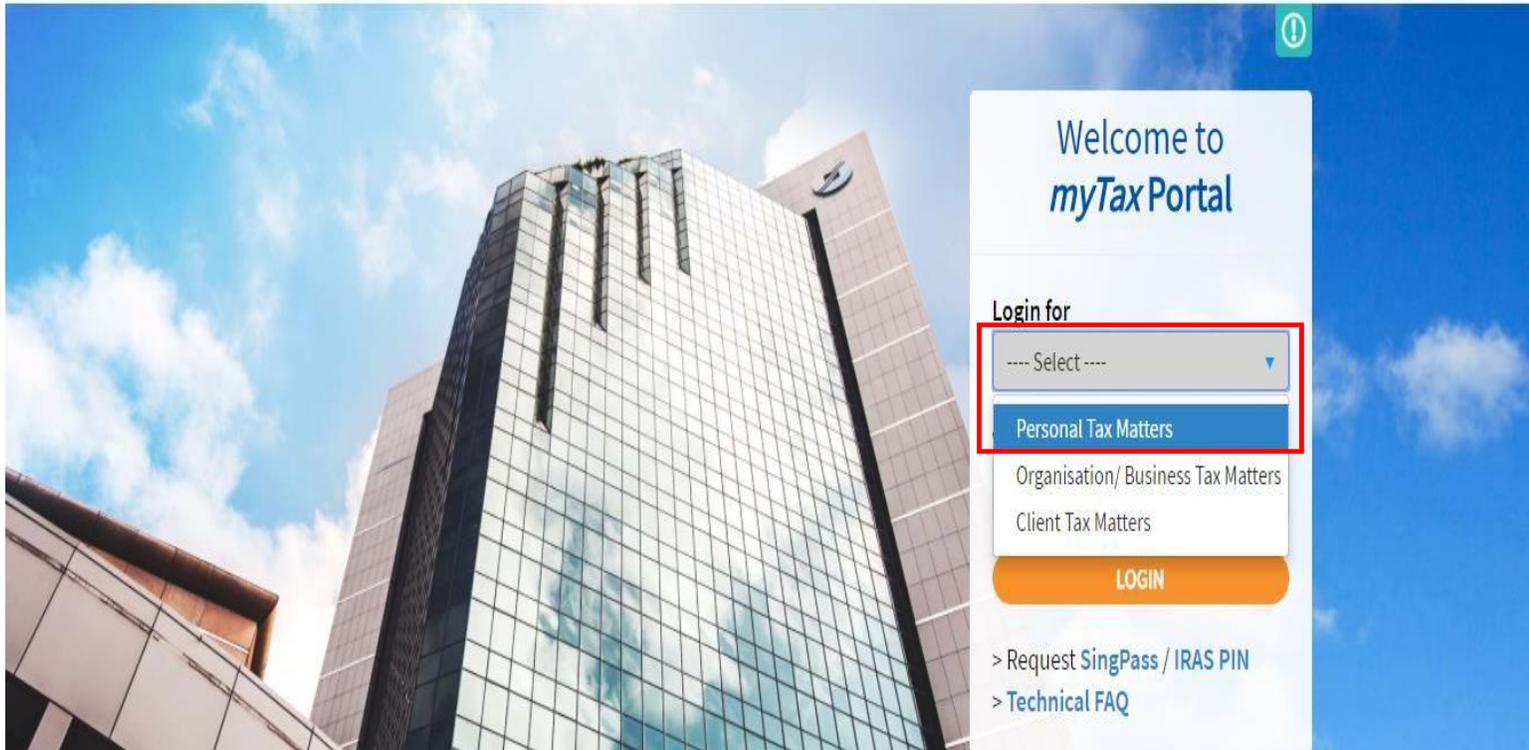
User Guide

Filing of PIC Application Form

User Guide: Filing of PIC Application Form

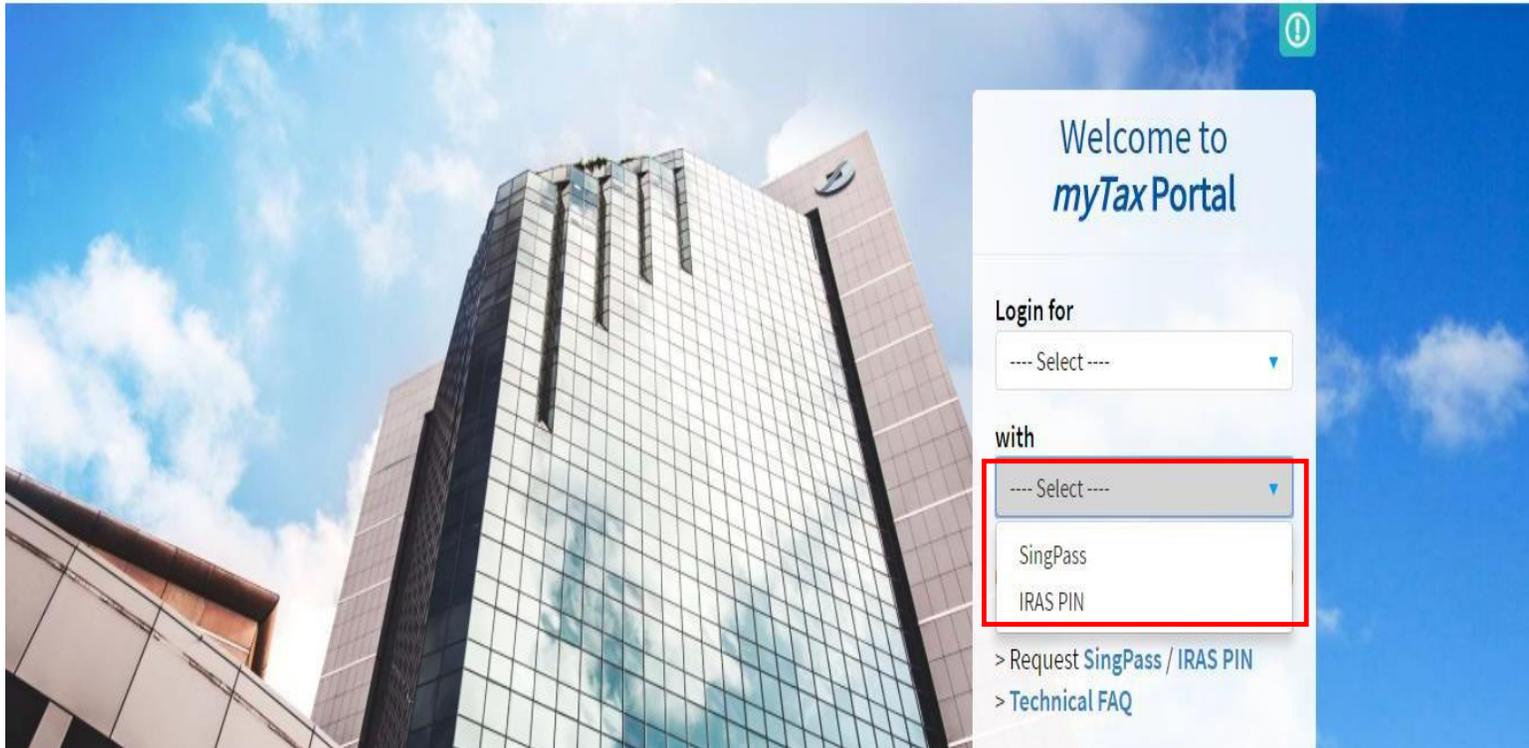


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Step	Action/ Note
	Logging in to myTax Portal
1	Go to https://mytax.iras.gov.sg
2	Select Personal Tax Matters .

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Step	Action/ Note
	Logging in to myTax Portal
3	Log in with your SingPass (see Page 3) or IRAS PIN (see Page 4) by clicking the respective options.

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Step	Action/ Note
	Logging in with SingPass
1	Enter SingPass ID and Password .
2	Click Login .

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Better protect your personal data with 2FA
If you have NOT set up your 2FA, please allow seven to 10 working days for setup before you can transact online. Details: tinyurl.com/SingPass2FA.

Security Advisory

 Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the [GoSafeOnline](#) website on how to protect yourself against cyber threats

Login

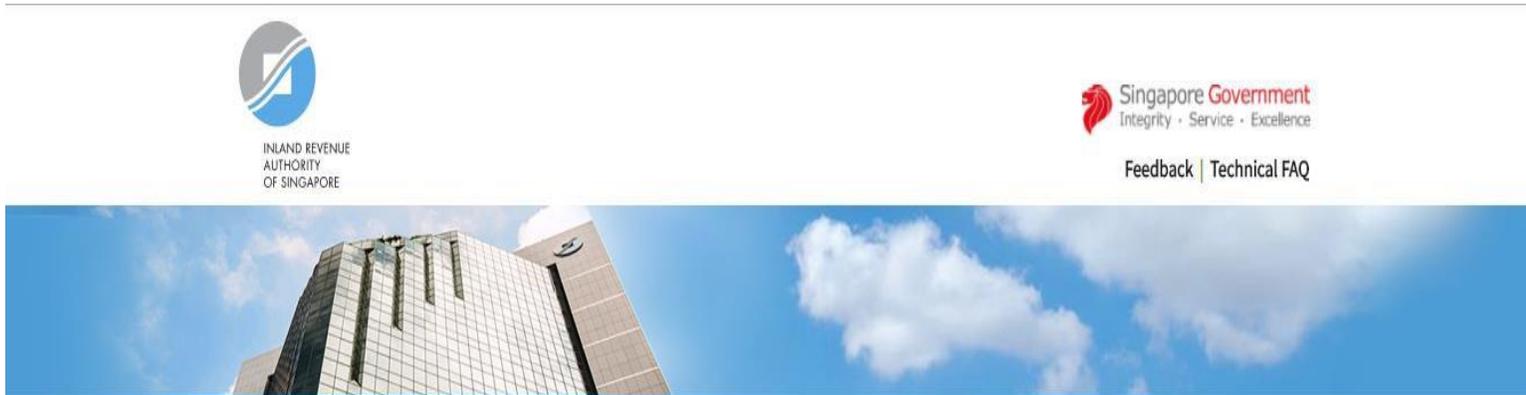
[Forgot SingPass ID or Password?](#)

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Last updated on 05 July 2015

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Step	Action/ Note
	Logging in with IRAS Pin
1	Enter the Tax Reference Number and IRAS PIN .
2	Click on Next .

Continue with

Tax Ref No.

NRIC

IRAS PIN

[Request for IRAS PIN](#)

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- Auto-Inclusion Scheme (AIS)
Register for AIS
- PIC Scheme**
 - Apply for PIC Cash Payout**
 - View PIC Cash Payout Application Status
- GST
Apply for GST Registration

Last login on Tuesday, 20 Jun 2017 3:14 PM (Singapore time).

Note
Your mobile number in our record is not updated.

Step	Action/ Note
	Entering the e-Service
1	Click Apply for PIC Cash Payout from the drop-down menu.

Account Summary

User Guide: Filing of PIC Application Form

The screenshot shows the 'myTax Portal' interface for the Inland Revenue Authority of Singapore. The page title is 'At myTax Portal, You Surf, We Serve'. The Singapore Government logo is in the top right corner. The navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main menu on the left includes options like 'Log out from myTax Portal', 'Change IRAS PIN', and 'e-Services For' (Individual Income Tax, Property Tax). The breadcrumb trail shows: General Information > Declaration > Cash Payout Details (Part A) > Cash Payout Details (Part B) > Summary > Acknowledgement. The 'General Information' section displays taxpayer details: Name of Taxpayer: MR ABC, Tax Reference No.: S1234567A. It states that the business is eligible for PIC cash payout if it has:

1. Incurred qualifying costs in any of the six PIC activities;
2. Active business operations in Singapore; and
3. At least 3 local employees (Singapore citizens or Singapore permanent residents with CPF contributions) excluding sole-proprietors, partners under contract for service and shareholders who are directors of the company. Your business needs to contribute CPF on the payroll of at least 3 local employees in the relevant month(s).

 The application form will take about 10 minutes to be completed. Before you start:

1. Please have all invoices and relevant information of the qualifying activities, and the revenue or gross sales figure of your business for the quarter/ combined quarters of claim ready.
2. If you have acquired equipment on hire purchase, please complete the Hire Purchase template and upload it at the end of the application.
3. If you have incurred qualifying costs on Research & Development (R&D), please complete the R&D Claim Form and upload it at the end of the application.

 Please visit the IRAS website for more information on the PIC Scheme. We will generally process PIC cash payout applications within 3 months of receiving the properly completed application, Hire Purchase template and/or R&D Claim Form. The PIC Bonus will generally be paid within 3 weeks after the approval of the PIC cash payout application for the Years of Assessment 2013 to 2015 if the qualifying conditions are met. At the bottom, there are two buttons: 'Start Filing' (highlighted with a red box) and 'View PIC Cash Payout Application Status'.

Step	Action/ Note
	General Information Page
1	Click Start Filing to begin.
	Note: Please read the general information to ensure that your business has met the PIC cash payout conditions and prepared the relevant documents before you begin.

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- View Return Status
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- View Correspondence/ Notices
- View Employment Income Record
- Update Contact Details & Subscribe to Alerts

Property Tax

- Apply for owner-occupier's tax rates
- View My Property Portfolio/Change mailing address
- Other PT e-Services

S45 Withholding Tax

PIC Cash Payout

- Apply for PIC Cash Payout
- View PIC Cash Payout Application Status
- View PIC Cash Payout Correspondence/ Notices

General Information > **Declaration** > Cash Payout Details (Part A) > Cash Payout Details (Part B) > Summary > Acknowledgement

1. If you need clarification or guidance on completing the form, please click on the iHelp icons.
2. Your session will timeout if you leave it idle for more than 20 minutes.
3. Please read the declarations carefully and complete them by checking the respective checkboxes. Under the Singapore Income Tax Act, penalties will be imposed for making false or incorrect declarations.

Name of Taxpayer : MR ABC
Tax Reference No. : S1234567A
* Name of Business **i** :
Tax Reference No. of Business :

Declaration

Under the Singapore Income Tax Act, penalties will be imposed for making false or incorrect declaration.

I declare that the information given is true and complete.
 I declare that the business is still in operation and has employed and made CPF contributions for at least 3 local employees in the last month (for Years of Assessment (YAs) 2013 to 2015) of the quarter/ combined quarters of claim; or in the last 3 months (for YAs 2016 to 2018) of the quarter/ combined quarters. **i**
 I declare that the business has not exceeded the combined expenditure cap per qualifying activity for PIC and no claims will be made in the tax return for qualifying costs converted into cash payout. **i**
 I understand that the election to convert the qualifying costs incurred into cash payout is irrevocable.

Contact Details

Name of Authorised Person : MR ABC
* Designation of Authorised Person **i** :
* Name of Contact Person : MR ABC
* Designation of Contact Person **i** :
* Contact Number **i** : +65
Email :
* Mandatory fields.

Go to Main Menu Save Draft **Next Page**

Step	Action/ Note
	Declaration Page
1	Complete the Name of Business . Select: <ul style="list-style-type: none"> • The name of the sole-proprietorship that incurred the PIC qualifying costs, or • “Not Registered with ACRA” if the business is not registered with ACRA. Please enter the nature of your business in Please describe your business if “Not Registered with ACRA” is selected.
2	Complete the declarations by checking the corresponding checkboxes if you agree with them.
3	Enter the required contact details .
4	Click Next Page to proceed.
	Note: You can click on the i button if you are unclear about the respective fields.

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- [View Correspondence/ Notices](#)
- [View Employment](#)

General Information | Declaration | **Cash Payout Details (Part A)** | Cash Payout Details (Part B) | Summary | Acknowledgement

Name of Taxpayer : MR ABC
Tax Reference No. : S1234567A
Name of Business : ABC CO
Tax Reference No. of Business : 54321100B

Details of PIC Cash Payout Claim (Part A)

Accounting year-end (DD/MM) : 31/12 **Change Accounting Year-End** ⓘ

* Accounting year in which PIC qualifying costs were incurred ⓘ :

* Mandatory fields.

Step	Action/ Note
	Updating accounting year-end
1	Click Change Accounting Year-End if your business' accounting year-end is different from that displayed.

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General Information Declaration **Cash Payout Details (Part A)** Cash Payout Details (Part B) Summary Acknowledgement

Name of Taxpayer
Tax Reference No.
Name of Business
Tax Reference No. of Business

Details of PIC Cash Payout

Accounting year-end (DD/MM/YYYY)

Accounting year in which PIC qualifying costs were incurred

Mandatory fields.

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Update of Accounting Year-End

Existing accounting year-end : 31/12

New accounting year-end (DD/MM/YYYY)

Reason(s) for the change in accounting year-end

Newly incorporated business with accounting year-end that is not 31 Dec

To be in line with the holding, subsidiary or associated business

Others (Please specify)

Quarter/ combined quarters in which the PIC qualifying costs were incurred to

Year of Assessment of quarter/ combined quarters

Mandatory fields.

Step	Action/ Note
	Updating accounting year-end (Continued from Page 8)
2	Enter the: <ul style="list-style-type: none"> • New accounting year-end • Reason(s) for the change in accounting year-end • Quarter/ combined quarters in which the PIC qualifying costs were incurred, and • Year of assessment of quarter/ combined quarters.
3	Click Save to continue and Cancel to discard the changes.

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Property Tax

- Apply for Owner-Occupier Tax Rate
- View My Property Portfolio/Change mailing address
- Other PT e-Services
- S45 Withholding Tax

General Information Declaration **Cash Payout Details (Part A)** Cash Payout Details (Part B) Summary Acknowledgement

Name of Taxpayer : MR ABC
Tax Reference No. : S1234567A
Name of Business : ABC CO
Tax Reference No. of Business : S4321100B

Details of PIC Cash Payout Claim (Part A)

Accounting year-end (DD/MM) : 31/12 [Change Accounting Year-End](#)

* Accounting year in which PIC qualifying costs were incurred : 01/01/2017 to 31/03/2017

Year of Assessment of PIC claim : 2018

* 3-local-employee condition : I declare that the business met the requirement for the month(s) of :
 Jan 2017 to Mar 2017

* Revenue (\$\$) for 01/01/2017 to 31/03/2017 : _____,00

* Mandatory fields.

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Step	Action/ Note
	Cash Payout Details (Part A) Page
1	Select the: <ul style="list-style-type: none"> • Period in which the PIC qualifying costs were incurred, and • Months in which the 3-local employee condition were met.
2	Enter the revenue for the period shown.
3	Click Next Page to proceed.
	<p>Note:</p> <p>You may only submit one application for each quarter or combined quarters from the same year of assessment in a single day.</p> <p>For sole-proprietors with multiple sole-proprietorships, please submit application for each sole-proprietorship on a separate day .</p> <p>To go to the Previous Page or Save Draft, click the respective buttons. Once a draft is saved, it will be retained in myTax Portal until the filing due date, i.e. 18 April of the relevant Year of Assessment. You may return to complete and submit the saved draft application anytime before the filing due date.</p>

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General Information Declaration Cash Payout Details (Part A) **Cash Payout Details (Part B)** Summary Acknowledgement

Name of Taxpayer : MR ABC
 Tax Reference No. : S1234567A
 Name of Business : ABC CO
 Tax Reference No. of Business : 54321100B

Details of PIC Cash Payout Claim (Part B)

Please enter details of the business' PIC qualifying cost incurred in the selected period of 01/01/2017 to 31/03/2017.

Important:

1. The minimum qualifying cost per application is \$400.
2. If your application consists of more than 15 qualifying items, please consolidate some items, and provide a detailed breakdown of the consolidated items and their qualifying costs in the description box.

Details of PIC Qualifying Costs (Excluding Research & Development and Approved Design Project) ⓘ

1	PIC Activity Date incurred (DD/MM/YYYY) ⓘ PIC Qualifying Cost (S\$) ⓘ Name of vendor ⓘ Identification type of Vendor ⓘ Identification number of Vendor ⓘ Description ⓘ	<input type="text"/> <input type="text" value="0,00"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="button" value="Delete"/>
2	PIC Activity Date incurred (DD/MM/YYYY) ⓘ PIC Qualifying Cost (S\$) ⓘ Name of vendor ⓘ Identification type of Vendor ⓘ Identification number of Vendor ⓘ Description ⓘ	<input type="text"/> <input type="text" value="0,00"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="button" value="Delete"/>

Step	Action/ Note
	Cash Payout Details (Part B) Page
1	<p><u>For PIC activities, other than R&D and Approved Design Project</u> Select the PIC Activity and enter the:</p> <ul style="list-style-type: none"> • Date incurred • PIC qualifying cost • Name of vendor, • Identification type of Vendor, • Identification number of Vendor, and • Description.
	<p>Note: Click Delete to delete an entry.</p> <p>Click Add Row to enter more qualifying items. You can submit a total of 15 qualifying items per application.</p> <p>If you are claiming costs incurred on PIC IT and Automation Equipment acquired on hire purchase, please complete the Hire Purchase Template. You will be prompted to upload it at the Summary Page.</p>

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Details of PIC Qualifying Cost (Research and Development) 

Click **Add Details** to enter details of your research and development expenditure 

Details of PIC Qualifying Cost (Approved Design Project) 

Click **Add Details** to enter details of your approved design project expenditure

Declaration

I declare that the qualifying costs claimed was incurred (i.e. due and payable) and any IT and Automation equipment purchased or leased was in use by the business in the quarter/ combined quarters.

I declare that the qualifying cost claimed excludes any government grants or subsidies that were given or are pending approval.

SMS alert

I would like to receive an SMS once my application is processed.

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Step	Action/ Note
	Cash Payout Details (Part B) Page (Continued from Page 11)
2	<u>For R&D Qualifying Costs</u> If you are claiming R&D costs, click Add Details .

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General Information Declaration Cash Payout Details (Part A) **Cash Payout Details (Part B)** Summary Acknowledgement

Name of Taxpayer : MR ABC
Tax Reference No. : S1234567A
Name of Business : ABC CO
Tax Reference No. of Business : 54321100B

Declaration of PIC Qualifying Cost (Research and Development Activity)

Yes No

a. Is your business an R&D service provider?

b. Is the project related to any non-qualifying activities?

c. Is the project undertaken with the objective of:
Acquiring new knowledge; or
Using results from the study for the production or improvement of materials, devices, products, produce or processes?

d. Does the project involve a systematic, investigative and experimental study in the field of science or technology that involves novelty or technical risk?

e. Where the R&D activities are outsourced, wholly or partially, to an overseas R&D organisation or undertaken under a cost-sharing agreement (CSA), is the R&D expenditure incurred related to the existing trade or business? (click Yes if this question is not applicable)

f. Will any benefits arising from the R&D activities accrue to the business?

g. Will any intellectual properties generated from the outsourced R&D or under the CSA be owned and commercialised by the business? (click Yes if this question is not applicable)

Add R&D Details Cancel

Step	Action/ Note
	Cash Payout Details (Part B) Page (Continued from Page 12)
3	Complete the declarations by selecting "Yes" or "No".
4	Click Add R&D Details to continue and Cancel to discard the changes.

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Details of PIC Qualifying Cost (Research and Development) ⓘ

Click Add Details to enter details of your research and development expenditure ⓘ

Declaration of PIC Qualifying Cost (Research & Development Activity) completed

1	Project name ⓘ		Delete
	PIC Qualifying Cost (S\$)		
	In-house R&D ⓘ	0.00	
	Outsourced R&D in Singapore ⓘ	0.00	
	Outsourced R&D outside Singapore ⓘ	0.00	
	R&D cost sharing arrangement ⓘ	0.00	
	Total (S\$)	0.00	

Details of PIC Qualifying Cost (Approved Design Project) ⓘ

Click Add Details to enter details of your approved design project expenditure

Declaration

I declare that the qualifying costs claimed was incurred (i.e. due and payable) and any IT and Automation equipment purchased or leased was in use by the business in the quarter/ combined quarters.

I declare that the qualifying cost claimed excludes any government grants or subsidies that were given or are pending approval.

SMS alert

I would like to receive an SMS once my application is processed.

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Step	Action/ Note
	Cash Payout Details (Part B) Page (Continued from Page 13)
5	Enter the: <ul style="list-style-type: none"> Project name, and PIC qualifying costs.
	<p>Note: Click Delete to delete an entry.</p> <p>Click Add Details to enter details of another R&D project. You can submit the details of up to two R&D projects per application.</p> <p>Please also complete the R&D Claim Form. You will be prompted to upload it at the Summary Page.</p>

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Details of PIC Qualifying Cost (Research and Development) ⓘ

Click [Add Details](#) to enter details of your research and development expenditure ⓘ

Details of PIC Qualifying Cost (Approved Design Project) ⓘ

Click [Add Details](#) to enter details of your approved design project expenditure

Declaration

I declare that the qualifying costs claimed was incurred (i.e. due and payable) and any IT and Automation equipment purchased or leased was in use by the business in the quarter/ combined quarters.

I declare that the qualifying cost claimed excludes any government grants or subsidies that were given or are pending approval.

SMS alert

I would like to receive an SMS once my application is processed.

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Step	Action/ Note
	Cash Payout Details (Part B) Page (Continued from Page 14)
6	<u>For Approved Design Project Qualifying Costs</u> If you are claiming Approved Design Project costs, click Add Details .

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Details of PIC Qualifying Cost (Research and Development) ⓘ

Click **Add Details** to enter details of your research and development expenditure ⓘ

Details of PIC Qualifying Cost (Approved Design Project) ⓘ

Click **Add Details** to enter details of your approved design project expenditure

1	Date Incurred (DD/MM/YYYY) ⓘ	:	<input type="text"/>	<input type="button" value="Delete"/>
	PIC Qualifying Cost (S\$)	:		
	In-house design ⓘ	:	<input type="text" value="0.00"/>	
	Outsourced design ⓘ	:	<input type="text" value="0.00"/>	
	Total (S\$)	:	<input type="text" value="0.00"/>	
	Application No. ⓘ	:	<input type="text"/>	
	Description ⓘ	:	<input type="text"/>	

Declaration

I declare that the qualifying costs claimed was incurred (i.e. due and payable) and any IT and Automation equipment purchased or leased was in use by the business in the quarter/ combined quarters.

I declare that the qualifying cost claimed excludes any government grants or subsidies that were given or are pending approval.

SMS alert

I would like to receive an SMS once my application is processed.

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Step	Action/ Note
	Cash Payout Details (Part B) Page (Continued from Page 15)
7	Enter the: <ul style="list-style-type: none"> • Date incurred • PIC qualifying costs • Application no., and • Description.
	Note: Click Delete to delete an entry. Click Add Details to enter details of another Approved Design Project. You can submit details of up to two Approved Design Projects per application.

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Declaration

- I declare that the qualifying costs claimed were incurred (i.e. due and payable) and any IT and Automation equipment purchased or leased was in use by the business in the quarter/ combined quarters.
- I declare that the qualifying costs claimed exclude any government grants or subsidies that were given or are pending approval.

SMS alert

Note: The SMS sent will be generic and will not include confidential information like the name of the business or whether the application is approved or rejected. It will only state that the application has been processed. To check whether the application has been approved or rejected, use the "View PIC Cash Payout Application Status" e-Service.

- I would like to receive an SMS once my application is processed.

Please enter your mobile number :

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Step	Action/ Note
	Cash Payout Details (Part B) Page (Continued from Page 16)
8	Complete the declarations by checking the corresponding checkboxes if you agree with them.
9	Check the SMS alert checkbox and enter a valid Singapore mobile number to receive an SMS when your application is processed.
	Note: The SMS sent will be generic. It will <u>only</u> state that the application has been processed. To check whether the application has been approved or rejected, please use the View PIC Cash Payout Application Status .
10	Click Go to Summary Page to proceed.

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General Information	Declaration	Cash Payout Details (Part A)	Cash Payout Details (Part B)	Summary	Acknowledgement
Summary Page					
Name of Taxpayer	:	MR ABC			
Tax Reference No.	:	S1234567A			
Name of Business	:	ABC CO			
Tax Reference No. of Business	:	54321100B			
Instructions					
<ol style="list-style-type: none"> 1. Please check the details entered. 2. If you wish to make any amendments, please click on "Amend Application". 3. To submit the application, please click on "Submit to IRAS" 					
PIC Cash Payout Claim					
Accounting year-end (DD/MM)	:	31/12			
Qualifying quarter/ combined quarters	:	01/01/2017 to 31/03/2017			
Year of Assessment	:	2018			
Month(s) in which 3-local-employee condition is met	:	Jan 2017 to Mar 2017			
Revenue (S\$) for 01/01/2017 to 31/03/2017	:	452,222.00			
Declaration					
<ol style="list-style-type: none"> 1. I declare that the information given is true and complete. 2. I declare that the business is still in operation and has employed and made CPF contributions for at least 3 local employees <ul style="list-style-type: none"> • in the last month (for Years of Assessment (YAs) 2013 to 2015) of the quarter/ combined quarters of claim; or • in the last 3 months (for YAs 2016 to 2018) of the quarter/ combined quarters. 3. I declare that the business has not exceeded the combined expenditure cap per qualifying activity for PIC and no claims will be made in the tax return for qualifying costs converted into cash payout. 4. I understand that the election to convert the qualifying costs into cash payout is irrevocable. 5. I declare that the qualifying costs claimed were incurred (i.e. due and payable) and any IT and Automation equipment purchased or leased was in use by the business in the quarter/ combined quarters. 6. I declare that the qualifying costs claimed exclude any government grants or subsidies that were given or are pending approval. 					
Summary of Qualifying Costs Claimed					
				S\$	
a) PIC Information Technology (IT) & Automation equipment (including hire purchase)				2,500.00	
b) i) In-house training NOT certified by WDA or ITE				0.00	
ii) External and/ or certified in-house training				0.00	
c) Intellectual property rights acquisition and/ or in-licensing				0.00	
d) Patents, trademarks, designs and plant varieties registration				0.00	
e) Research & Development activities				5,000.00	
f) Approved Design Projects				2,500.00	
Total of (a) to (f)				10,000.00	

Step	Action/ Note
	Summary Page
1	Verify that the information entered is correct.

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Document(s) Submission

	Type of Document ⁱ	Status ⁱ	Due Date	Max File Size Allowed	Acceptable File Type	Attachment
1.	Hire Purchase Template	PENDING		2MB	PDF	<input style="border: 1px solid red;" type="button" value="Browse..."/>
2.	R&D Claim Form 1	PENDING		2MB	PDF	<input style="border: 1px solid red;" type="button" value="Browse..."/>

Remember to submit your attachment(s) before proceed.

SMS Alert

I would like to receive an SMS once my application is processed.
 Mobile Number : +65 99999999

Details of Authorised and Contact Persons

Name of Authorised Person	: MR ABC
Designation of Authorised Person	: OWNER
Name of Contact Person	: MR ABC
Designation of Contact Person	: OWNER
Contact Number	: 99999999
Email	: 123@123.COM

Step	Action/ Note
	Summary Page (Continued from Page 18)
2	Upload, by clicking Browse , the completed: <ul style="list-style-type: none"> Hire Purchase Template if you are claiming costs incurred on PIC IT and Automation Equipment, and R&D Claim Form if you are claiming R&D costs. <p>The documents submitted must not exceed 2MB and must be in the PDF format.</p> <p>You do not have to submit any other supporting documents. However, please retain and submit them upon request.</p>
3	Click Amend Application to make changes to your application or save it as a draft at the previous page.
4	Click Submit to IRAS to submit the application to IRAS.

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General Information
Declaration
Cash Payout Details (Part A)
Cash Payout Details (Part B)
Summary
Acknowledgement

Acknowledgement Page

Name of Taxpayer : MR ABC
 Tax Reference No. : S1234567A
 Name of Business : ABC CO
 Tax Reference No. of Business : 54321100B

Your application was successfully filed.

Acknowledgement ID : 361078
 Date/ Time : 29/04/2017 10:28:14

PIC Cash Payout Claim

Accounting year-end (DD/MM) : 31/12
 Qualifying quarter/ combined quarters : 01/01/2017 to 31/03/2017
 Year of Assessment : 2018
 Month(s) in which 3-local-employee condition is met : Jan 2017 to Mar 2017
 Revenue (S\$) for 01/01/2017 to 31/03/2017 : 452,222.00

Declaration

1. I declare that the information given is true and complete.
2. I declare that the business is still in operation and has employed and made CPF contributions for at least 3 local employees
 - in the last month (for Years of Assessment (YAs) 2013 to 2015) of the quarter/ combined quarters; or
 - in the last 3 months (for YAs 2016 to 2018) of the quarter/ combined quarters.
3. I declare that the business has not exceeded the combined expenditure cap per qualifying activity for PIC and no claims will be made in the tax return for qualifying costs to be converted into a cash payout.
4. I understand that the election to convert the qualifying costs into cash payout is irrevocable.
5. I declare that the qualifying costs claimed were **incurred** (i.e. due and payable) and any IT and Automation equipment purchased or leased was **in use** by the business in the quarter/ combined quarters.
6. I declare that the qualifying costs claimed exclude any government grants or subsidies that were given or are pending approval.

Summary of Qualifying Costs Claimed

	S\$
a) PIC Information Technology (IT) & Automation equipment (including hire purchase)	2,500.00
b) i) In-house training NOT certified by WDA of ITE	0.00
ii) External and/ or certified in-house training	0.00
c) Intellectual property rights acquisition and/ or in-licensing	0.00
d) Patents, trademarks, designs and plant varieties registration	0.00
e) Research & Development activities	5,000.00
f) Approved Design Projects	2,500.00
Total of (a) to (f)	10,000.00

Step	Action/ Note
	Acknowledgement Page
1	When the application is successfully submitted to IRAS, you will receive an Acknowledgement ID .

User Guide: Filing of PIC Application Form

Details of PIC Qualifying Costs (Excluding Research & Development and Approved Design Projects)				
S/N	Date Incurred	PIC Activity	Description	Name of Vendor
1	14/03/2017	Cash purchase of PIC IT & automation equipment	copier	copier ltd

Contact Details	
Name of Authorised Person	: MR ABC
Designation of Authorised Person	: OWNER
Name of Contact Person	: MR ABC
Designation of Contact Person	: OWNER
Contact Number	: 99999999
Email	: 123@123.COM

Please share with us your experience in using our e-Service and give us your feedback.

Step	Action/ Note
	<p>Acknowledgement Page (Continued from Page 20)</p>
2	<p>Click Print to print the acknowledgement page.</p> <p>The acknowledgement page can also be retrieved from myTax Portal via the View Correspondence/ Notices e-Service.</p> <p>To view the status of your application, please use the View PIC Cash Payout Application Status e-Service from the next day onwards.</p>

User Guide: Filing of PIC Application Form

Contact Information

For enquiries on this user guide, please email se@iras.gov.sg

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