User Guide

Filing of PIC Application Form
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<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td></td>
<td>Logging in to myTax Portal</td>
</tr>
<tr>
<td>1</td>
<td>Go to <a href="https://mytax.iras.gov.sg">https://mytax.iras.gov.sg</a></td>
</tr>
<tr>
<td>2</td>
<td>Select Personal Tax Matters.</td>
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<tr>
<td>3</td>
<td>Log in with your SingPass (see Page 3) or IRAS PIN (see Page 4) by clicking the respective options.</td>
</tr>
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<tr>
<td>1</td>
<td><strong>Logging in with SingPass</strong></td>
</tr>
<tr>
<td></td>
<td>Enter SingPass ID and Password.</td>
</tr>
<tr>
<td>2</td>
<td>Click Login.</td>
</tr>
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</table>
Step | Action/ Note
---|---
1 | **Enter the Tax Reference Number and IRAS PIN.**
2 | **Click on Next.**
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<tr>
<th>Step</th>
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<tr>
<td>1</td>
<td>Click Apply for PIC Cash Payout from the drop-down menu.</td>
</tr>
</tbody>
</table>
Step | Action/ Note
--- | ---
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.
Step | Action/Note
--- | ---
1 | **Declaration Page**
   - **Complete the Name of Business**.
     - Select:
       - 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 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 *button if you are unclear about the respective fields.
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>Change Accounting Year-End</strong> if your business’ accounting year-end is different from that displayed.</td>
</tr>
</tbody>
</table>
Step | Action/ Note
---|---
2 | **Updating accounting year-end**  (Continued from Page 8)
3 | Click **Save** to continue and **Cancel** to discard the changes.
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**Cash Payout Details (Part A) Page**

1. **Select the:**
   - 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.

**Note:**
- You may only submit one application for each quarter or combined quarters from the same year of assessment in a single day.
- For sole-proprietors with multiple sole-proprietorships, please submit application for each sole-proprietorship on a separate day.

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.
For PIC activities, other than R&D and Approved Design Project, select the PIC Activity and enter the:
- Date incurred
- PIC qualifying cost
- Name of vendor,
- Identification type of Vendor,
- Identification number of Vendor,
- Description.

Note:
- Click Delete to delete an entry.
- Click Add Row to enter more qualifying items. You can submit a total of 15 qualifying items per application.

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.
Step 2
For R&D Qualifying Costs
If you are claiming R&D costs, click Add Details.
3 Complete the declarations by selecting “Yes” or “No”.

4 Click Add R&D Details to continue and Cancel to discard the changes.
Step 5

Enter the:
• Project name, and
• PIC qualifying costs.

Note:
Click **Delete** to delete an entry.

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.

Please also complete the **R&D Claim Form**. You will be prompted to upload it at the Summary Page.
### Step 6: Cash Payout Details (Part B) Page
(Continued from Page 14)

For Approved Design Project Qualifying Costs
If you are claiming Approved Design Project costs, click **Add Details**.
### Cash Payout Details (Part B) Page
(Continued from Page 15)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action/ Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Enter the:</td>
</tr>
<tr>
<td></td>
<td>• Date incurred</td>
</tr>
<tr>
<td></td>
<td>• PIC qualifying costs</td>
</tr>
<tr>
<td></td>
<td>• Application no., and</td>
</tr>
<tr>
<td></td>
<td>• Description.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action/ Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Complete the <strong>declarations</strong> by checking the corresponding checkboxes if you agree with them.</td>
</tr>
<tr>
<td>9</td>
<td>Check the <strong>SMS alert</strong> checkbox and enter a valid Singapore mobile number to receive an SMS when your application is processed.&lt;br&gt;<strong>Note:</strong> The SMS sent will be generic. It will <strong>only</strong> state that the application has been processed. To check whether the application has been approved or rejected, please use the <a href="#">View PIC Cash Payout Application Status</a>.</td>
</tr>
<tr>
<td>10</td>
<td>Click <strong>Go to Summary Page</strong> to proceed.</td>
</tr>
</tbody>
</table>
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<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Verify that the information entered is correct.</td>
</tr>
</tbody>
</table>

## Summary Page

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

**Name of Taxpayer**: MR ADC

**Tax Reference No.**: 12124467A

**Name of Business**: ABC CO

**Tax Reference No. of Business**: 043211000D

## Instructions

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 ($) 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.
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) PIC Information Technology (IT) &amp; Automation equipment (including hire purchase)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>b)  i) In-house training NOT certified by WDA or ITE</td>
<td>0.00</td>
</tr>
<tr>
<td>ii) External and/or certified in-house training</td>
<td>0.00</td>
</tr>
<tr>
<td>c) Intellectual property rights acquisition and/or in-licensing</td>
<td>0.00</td>
</tr>
<tr>
<td>d) Patents, trademarks, designs and plant varieties registration</td>
<td>5,000.00</td>
</tr>
<tr>
<td>e) Research &amp; Development activities</td>
<td>0.00</td>
</tr>
<tr>
<td>f) Approved Design Projects</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

**Total of (a) to (f)**: 10,000.00
Step | Action/ Note
---|---
2 | Upload, by clicking **Browse**, the completed:
   - 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.

The documents submitted must not exceed 2MB and must be in the PDF format.

You do not have to submit any other supporting documents. However, please retain and submit them upon request.

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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1. When the application is successfully submitted to IRAS, you will receive an Acknowledgement ID.
Click **Print** to print the acknowledgement page.

The acknowledgement page can also be retrieved from myTax Portal via the **View Correspondence/Notices e-Service**.

To view the status of your application, please use the **View PIC Cash Payout Application Status e-Service** from the next day onwards.
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Contact Information

For enquiries on this user guide, please call 63513534 or email se_cp@iras.gov.sg

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