

Frequently Asked Questions – Application for Waiver of Income Tax Return (Form C-S/ C) Submission by a Dormant Company

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1. What are the qualifying conditions that a company must satisfy in order to apply for the “Application for Waiver of Income Tax Return (Form C-S/ C) Submission by a Dormant Company”?

A company that satisfies the following conditions will qualify for the waiver:

- i. must be dormant and has submitted either its Form C-S or Form C, accounts and tax computations up to the date of cessation of business;
- ii. must not own any investments (e.g. shares, real properties, fixed deposits). If the company owns investments, it must not derive any income from these investments;
- iii. must have been de-registered for Goods and Services Tax (GST) purposes prior to this application if it had previously been a GST-registered company; and
- iv. must not have the intention to recommence business within the next 2 years.

2. Can a foreign company or a foreign company’s Singapore branch apply for this waiver?

The waiver is not applicable to a Singapore branch of a foreign company which is registered with the Accounting and Corporate Regulatory Authority (ACRA). In accordance with Section 377(1) of the Companies Act, such Singapore branches are required to notify ACRA within 7 days after it ceased to carry on business in Singapore. The Singapore branch should also notify IRAS in writing at the same time so that its tax matters and tax liabilities could be settled. The written notification shall include:

- i. Subject heading “Cessation of business in Singapore”;
- ii. Date of cessation of business in Singapore;
- iii. Name and contact details of a person whom IRAS can liaise with on tax matters; and
- iv. All outstanding Income Tax Returns (Form C), financial statements and tax computations up to the date of cessation of business.

Once the Singapore branch’s cessation of business in Singapore is recorded in ACRA’s register, IRAS will not send any more Form C to the entity.

On the other hand, if a foreign company had been filing Form C-S/ C but was not registered with ACRA and had ceased business, it may apply for a waiver in writing with the following information:

- i. Subject heading “Cessation of business in Singapore”;
- ii. Date of cessation of business in Singapore;
- iii. Name and contact details of a person whom IRAS can liaise with on tax matters;
- iv. Confirmation that the company does not hold any property and has not been in receipt of any other income in Singapore since the above mentioned date;
- v. Confirmation that the company does not have intention to carry out future business activities in Singapore;
- vi. Outstanding Income Tax Returns (Form C), financial statements and tax computation; and
- vii. For the advance YAs where the Form C e-Filing service is not available yet, financial statements and tax computations up to the date of cessation of business.

3. Do I need to be authorised before I can make an online application for this waiver?

Yes. You must first be authorised as an “Approver” for “Corporate Tax (Filing and Applications)” in CorpPass before accessing myTax Portal to submit the online application. This e-Service is now available to companies and tax agents.

4. When can I know the outcome of my application?

You will be notified of the outcome of your application in writing at the company's registered address as follows:

e-Application	Within 2 months of receiving the application
Hardcopy Application	Within 3 months of receiving the application

The processing time may take longer if the case is complex. Once your application is processed, a copy of the letter will be made available in mytax.iras.gov.sg.

5. How many waiver applications can I make for a company?

Each company may apply just once for the waiver. If the company has been granted the waiver previously and remained dormant, there is no need to submit the application again.

6. What should I do if the company recommences business or starts to receive any income after the waiver has been approved?

Once the company recommences business, or starts to receive any income, the company has to notify IRAS within one month from the date of recommencement or earning/ receiving the income. The company can email to ctmail@iras.gov.sg to request for an Income Tax Return with the following details:

- a. Subject header: “Recommencement of business and request for Income Tax Return”
- b. Name and Unique Entity Number (UEN) of the company;
- c. Date of recommencement of business and new principal activity (if applicable); and
- d. Date of receipt of other source(s) of income e.g. interest, dividend, rent, etc. (if applicable).

7. What should I do if I encounter an error while e-Filing the waiver via myTax Portal?

We encourage you to clear the cache and close active applications before you e-File. For instructions on clearing ‘cache’, please refer to Question 6 of the [Technical FAQ](#).

If you still encounter an error, please email us at ctmail@iras.gov.sg with the following details:

- (a) Date and time that you encountered the error
- (b) Tax Reference Number of the company and the login person

- (c) Description of the error (e.g. after clicking “Submit” at Confirmation Statement)
- (d) The operating system you are using (e.g. Windows XP, Vista)
- (e) The browser type and version number (e.g. Firefox 2.0, IE 6)
- (f) The error message(s) or the screenshot of the error(s)

Alternatively, please call 1800-3568622 for assistance.