

# FREQUENTLY ASKED QUESTIONS (FAQs) ON E-FILING OF FORM C-S

(Updated on 17 Oct 2018)

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## A. Before e-Filing Form C-S

### 1. Who needs to file Form C-S?

All companies carrying on a trade or business in Singapore must report their income to IRAS annually by filing their Income Tax Return (Form C-S or Form C). Form C-S is a simplified income tax return for qualifying companies with simple tax matters.

The qualifying conditions for filing Form C-S are:

<b>Company:</b>	<b>Does not claim any of the following:</b>
<ul style="list-style-type: none"><li>• Is incorporated in Singapore</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Carry-back of Current Year Capital Allowances/Losses</a></li></ul>
<ul style="list-style-type: none"><li>• Has an annual revenue of \$5 million or below*</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Group Relief</a></li></ul>
<ul style="list-style-type: none"><li>• Derives only income taxable at 17%</li></ul>	<ul style="list-style-type: none"><li>• Investment Allowance</li></ul>
	<ul style="list-style-type: none"><li>• <a href="#">Foreign Tax Credit</a> and Tax Deducted at Source</li></ul>

\* The annual revenue threshold for filing Form C-S was increased from \$1 million to \$5 million with effect from YA 2017.

All companies that **do not** meet the above qualifying conditions are required to file Form C.

### 2. What information do I need to have ready before I start e-Filing Form C-S?

Please refer to the documents listed under “For Companies eligible to File Form C-S” in IRAS’ website. You may refer to the write-up under the heading – “Before e-Filing of Form C-S” at [Tips on e-Filing Form C-S](#) to find out the information that company must get ready before e-Filing its Form C-S.

### 3. Do I need to be authorised before I can e-File Form C-S?

Yes. The company’s employee or a third party (e.g. company’s appointed tax agent firm) has to be authorised in CorpPass to be able to e-File Form C-S.

If the employee/ third party is authorised as a Preparer for “Corporate Tax (Filing and Applications)” in CorpPass, he can complete the Form C-S for submission to the Approver. Only an employee/ a third party authorised as an Approver for “Corporate Tax (Filing and Applications)” in CorpPass can complete, approve and submit the Form C-S to IRAS.

### 4. My company filed Form C-S in Year of Assessment (YA) 2017. If my company’s revenue for YA 2018 exceeds \$5 million, can my company continue to file Form C-S for YA 2018?

Yes, you can continue to file Form C-S for YA 2018 if you meet all the other qualifying conditions for Form C-S. An administrative concession is given so that companies need not switch from one Form to the other in the event of temporary fluctuations in their annual revenue. However, we will require the company to file Form C for YA 2019 if its YA 2019 revenue also exceeds \$5 million.

## 5. When is the e-Filing due date?

The e-Filing due date is 15 Dec. This is an extension of 15 days from the filing due date of the paper Form C-S, which is 30 Nov.

## B. When e-Filing Form C-S

### 6. My company incurred expenses before the commencement of business. How can I claim deduction on these expenses?

If your company incurred expenses prior to the commencement of business, only the revenue expenses incurred within one year prior to the deemed date of commencement of business can qualify for deduction. The qualifying deductions shall be entered into Box 8 under section 1 of Form C-S.

For more information on claiming deduction on expenses incurred before commencement of business, please refer to the section [Expenses Incurred before Commencement of Businesses](#) on IRAS' website.

### 7. Can I e-File Form C-S if my company is newly incorporated and its first set of financial statements covers a period of more than 12 months from the date of incorporation?

Yes, you can e-File Form C-S.

Please do the following:

Sections	e-Filing via <a href="http://mytax.iras.gov.sg">mytax.iras.gov.sg</a>
1	Enter the amount for YAs 2017 and 2018
2	Enter the amount for the company's whole financial period
3 & 4	Declare if applicable
5	Enter the qualifying expenditure incurred for YA 2018

In completing Section 1 of Form C-S, you will need to:

- Attribute the company's adjusted profit/ losses before other deductions to the two relevant YAs\* (For example, if the financial period is 1 April 2016 to 31 December 2017, please attribute the adjusted profit/ losses to YA 2017 and YA 2018); and
- Complete the fields required for the two YAs in Form C-S. This is because the basis period for each YA should generally not exceed 12 months.

Please refer to the Basic Guide for new companies at IRAS' website for more information on [attribution of profits/losses for new companies](#).

*\*Time apportionment basis may be used if the company is unable to directly identify the adjusted profit/losses before other deductions to the corresponding basis period for each YA.*

### 8. I have not filed Form C-S this year. Why does the "Filing Summary" page show that I have no outstanding filing for YA 2018?

For newly incorporated companies (i.e. companies incorporated in the year 2017)

A newly incorporated company is due to file its first tax return two years after the year of its incorporation i.e. YA 2019. Hence, there is no outstanding filing record for YA 2018 at the “Filing Summary” page.

However, if your company closed its first set of financial statements in the year of incorporation and has commenced business or was in receipt of any income in the financial year ending in 2017, please proceed to e-File an income tax return for YA 2018 via the File Form C-S/ C e-Service.

For more information, you may refer to the [Basic Guide for New Companies](#)

#### For non-newly incorporated companies

The company might have been granted a waiver to submit its income tax returns (Form C-S/ C). Please log in to [myTax Portal](#) and click on **Account > Update Corporate Profile/ Contact Details** in myTax Portal to check the Company Status.

If the status is “No business done”, there would not be any outstanding filing record for YA 2018.

If your company has recommenced its business or has started to receive income from other sources in the financial year ended 2017, please email [ctmail@iras.gov.sg](mailto:ctmail@iras.gov.sg) to request for an income tax return for YA 2018 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).

If the income received is a one-off transaction and the company will continue to remain dormant, you may submit a letter to IRAS explaining as such and attach the company's accounts and tax computation for that relevant YA with the letter. There is no need to request for an income tax return for YA 2018.

#### **9. I am at the “Form Type Selection” page. Why is the “E-File” button under Form Type – Form C-S disabled?**

For non-Singapore incorporated companies and Singapore branches of foreign companies, they are not eligible to file Form C-S. Please e-File Form C instead.

#### **10. What are the fields that will be pre-filled with effect from YA 2018? New!**

- i. Unutilised Capital Allowances brought forward
- ii. Unutilised Losses brought forward
- iii. Unutilised Donations brought forward
- iv. Current year Approved Donations

#### **11. How does IRAS derive its pre-filled data? New!**

The brought forward unutilised amounts in the current YA are pre-filled based on the carried forward amounts in the last assessment raised by IRAS for the immediate preceding YA. This would apply even if

the assessment for the immediate preceding YA is under objection or query.

On the other hand, if the assessment for the immediate preceding YA is not finalised (i.e., return is under review), the brought forward unutilised amounts in the current YA will be pre-filled with the carried forward amounts declared in the Form C-S/ C of the immediate preceding YA.

**12. If the company's unutilised amounts brought forward is different from the pre-filled amounts, can I make changes? <sup>New!</sup>**

Yes, the brought forward unutilised amounts are pre-filled for taxpayers' and tax agents' reference. If the company's amounts are different, you can update the company's amounts in the "Company's Declaration" field.

If the company adopted a non-Singapore Dollar functional currency for the financial period, please ensure that the "Functional Currency" field in the Corporate Profile Page is updated with the appropriate non-Singapore Dollar currency.

**13. If the company's assessment for the immediate preceding YA is under objection and its unutilised amounts brought forward are different from IRAS' record, which figure should I update under "Company's Declaration" field? <sup>New!</sup>**

You may update the unutilised brought forward amounts based on the company's records.

**14. The company's current year Approved Donations figure is different from IRAS' figure. Why am I not able to input a higher value under the "Company's Declaration" field? <sup>New!</sup>**

The deduction for donations is granted based on the company's financial period and information obtained from the Institute of Public Characters (IPCs). You can view details of the current year approved donation amounts in the "View Donations" e-Service.

If the company has made an Approved Donation, but it is not reflected in the "[View Donations](#)" e-Service at [mytax.iras.gov.sg](http://mytax.iras.gov.sg), it may be due to:

- a. Differences in receipting date – The IPC may have recorded your donation in a later financial period and a deduction would be accorded in the corresponding YA.
- b. You did not provide your company's Unique Entity Number (UEN) to the IPC. Please update your donation record with the IPC and IRAS will amend your assessment when we receive the updated record.

If the Approved Donations made by the company are reflected in the "[View Donations](#)" e-Service at [mytax.iras.gov.sg](http://mytax.iras.gov.sg), please ensure that the following is updated at the Corporate Profile Page **before** you start to e-file:

- (i) Financial year end – This is because the current year approved donation amount is pre-filled based on IRAS' record of your financial period.
- (ii) Functional Currency – This applies if the company adopted a non-Singapore Dollar functional currency for the financial period. Once the non-Singapore dollar functional currency is updated in the Corporate Profile Page, you will be allowed to input a higher Singapore dollar equivalent amount of your current year donation in the "Company's Declaration" box.

**15. What happens if I saved a draft copy of Form C-S before I update the new financial year end in Corporate Profile Page? Why is the Approved Donations figure not updated based on the new financial year end that I updated in the page? <sup>New!</sup>**

The Approved Donations amount in the draft copy of Form C-S is pre-filled based on the old financial year end. To refresh the Approved Donations amount based on the new financial year end, you will have to delete the draft copy and re-file a new copy.

**16. Can I save a draft copy of Form C-S during filing?**

Yes, you can save a draft of your Form C-S at any point of filing before submission. To do so, click the "Save Draft" button located at the bottom of Form C-S.

**17. What will happen to Form C-S that is saved as "Draft" or with status "Pending Approval" by an Approver and not submitted to IRAS?**

The draft version of Form C-S will be saved in myTax Portal for 21 days or until the extended e-Filing due date of 15 Dec, whichever is later. Please ensure that Form C-S is submitted to IRAS by the e-Filing due date of 15 Dec.

**18. What should I do if I encounter an error while trying to submit Form C-S via myTax Portal?**

Please check the status of your filing at myTax Portal by selecting **Corporate Tax > View Corporate Tax Filing Status**. If the status of the income tax return is "Issued", please clear cache (temporary internet files) and close active applications before you retry. For instructions on clearing "cache", please refer to Question 6 of the [IRAS' Technical FAQ](#) (2.23MB).

If you still encounter an error, please send us an email via [myTax Portal](#) with the following details:

- a) Date and time of the error
- b) The company's tax reference number
- c) The filer's tax reference number
- d) Description of the error and the point at which the error occurred (e.g. after clicking "Submit" at Confirmation Statement)
- e) The error message(s) you encountered or the screenshot of the error
- f) The operating system you are using (e.g. Windows XP, Vista)
- g) The browser type and version number (e.g. Firefox 2.0, IE 7).

**19. I am at the confirmation page of Form C-S. I (as an Approver) encountered an error when I clicked on the "Submit" button located at the bottom of this page and I cannot submit Form C-S to IRAS. What should I do?**

Before clicking on the "Submit" button, please ensure that you have completed the Declaration section by:

- Checking the box before the sentence "The company declares that this return gives a full and true account of the whole of the income of the company for the preceding year";
- Entering your designation; and

- Entering a contact person's name, designation and contact number.

Upon completion of the Declaration section, you can proceed to submit Form C-S to IRAS.

## **20. How long is the time-out period before I get logged out due to inactivity?**

If you remain inactive on your local machine for more than 15 minutes, the system will prompt you to respond within 2 minutes. If there is still no activity within 2 minutes, you will be logged out of myTax Portal automatically.

## **C. After e-Filing Form C-S**

### **21. I am a Preparer and need to make some amendments to Form C-S after my submission to the Approver. What should I do?**

You can approach the Approver to retrieve the tax return which will be "Pending approval" and to save it as a draft. You will then have the edit rights to amend the tax return. Alternatively, the Approver can amend the Form C-S directly.

### **22. Will the Approver be alerted after the Preparer has submitted Form C-S to the Approver for approval?**

No, there will be no alerts sent and the Preparer will need to inform the Approver.

### **23. How do I know whether my Form C-S has been transmitted to IRAS successfully?**

The Approver will be able to see an acknowledgement page upon successful filing of Form C-S. Please save/ print a copy of this acknowledgement page for your records.

If you do not see the acknowledgement page, please check the status of filing by clicking on **Corporate Tax > View Corporate Tax Filing Status** in myTax Portal.

The filing status will be available for viewing at **Corporate Tax > View Corporate Tax Filing Status** in myTax Portal on the same day as the date of your Form C-S submission.

### **24. How do I save a copy of the confirmation/ acknowledgement page?**

For PC running Windows with Internet Explorer browser

- 1) Select "File -> Save As" on the top of the browser window menu
- 2) Select the location to save the HTML document
- 3) Type in the desired file name in "File name:" and click on "Save" button.

For PC running Windows with Firefox browser

- 1) Select "File -> Save Page As" on the top of the browser window menu
- 2) Select the location to save the HTML document
- 3) Type in the desired file name in "File name:"
- 4) Choose "Web Page, complete" in "Save as type:" dropdown list
- 5) Click on "Save" button.



For Apple computer with Safari browser

- 1) Select "File -> Save As..." on the top of the browser window menu
- 2) Type in the desired filename in "Save As:" or "Export As:"
- 3) Select the location to save the HTML document
- 4) Select "Web Archive" under the "Format:" box
- 5) Click on "Save" button.

For Apple computer with Mozilla Firefox browser

- 1) Select "File -> Save Page As..." on the top of the browser window menu
- 2) Type in the desired filename in "Save As:"
- 3) Select the location to save the HTML document
- 4) Select "Web Page, complete" under the "Save As:" box
- 5) Click on "Save" button.

**25. How do I convert the confirmation/ acknowledgement page to PDF format?**

A software is required to convert the confirmation/ acknowledgement page to PDF format. You may download the free software at <http://www.primopdf.com/index.aspx>.

**26. I have forgotten to save/ print the acknowledgement page. Am I able to retrieve a copy of the acknowledgement page at myTax Portal?**

Yes, you can do so at myTax Portal by selecting **Corporate Tax > View Corporate Tax Notices**. You may retrieve a copy of the acknowledgement page at myTax Portal after the third working day from submission.

**27. I have e-Filed Form C-S successfully and would like to correct an error in the submission. How do I correct the error?**

You may inform us of the revision via myTax Portal or by writing to us. When submitting your revision(s) to Form C-S, please attach the financial statements, revised tax computation and the relevant supporting schedules.

Please refer to the IRAS website for more information on [how to make changes to a submitted Form C-S/C](#).