User Guide for Businesses

e-Filing of PIC Cash Payout
## User Guide (Businesses): e-Filing of PIC Cash Payout

### Step 1: Logging in to **myTax Portal** – Go to [https://mytax.iras.gov.sg](https://mytax.iras.gov.sg)

### Step 2: Select **Business Tax Matters**.
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| **1** | Enter the following:  
- Company’s **UEN/ Entity ID**  
- Your **CorpPass ID**  
- **Password** |
| **2** | Click on **Login**. |
| **3** | Complete the 2-Step Verification (2FA) with either SMS OTP or Token OTP. |
2FA Verification

1. Arrive at 2FA verification page. You can choose between two verification methods.

2. Option A: via SMS
   Option B: via OneKey Token
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<tr>
<td><strong>Option A - SMS</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>If you have set up 2FA using your registered mobile number, enter the 6-digit Mobile OTP which will be sent to your registered mobile number.</td>
</tr>
<tr>
<td>2</td>
<td>Click on <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>
1. Alternatively, you may log in via Option B if you have a OneKey token by clicking on the ‘Via OneKey Token’ tab.
Step | Action/ Note
--- | ---
**Option B- OneKey Token** (continue to next page)
1 | Generate an OTP using your OneKey token.
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| **Option B- OneKey Token** | 1. Enter the 8-digit OTP generated on your OneKey token.  
  2. Click on **Submit**. |
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<tr>
<td>1</td>
<td>Select the e-Service from the menu: More &gt; Apply for PIC Cash Payout</td>
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</tbody>
</table>

**Note:**
The option to Apply for PIC Cash Payout will be displayed only if you have been authorised for PIC e-Services via CorpPass.
Step | Action/ Note
--- | ---
1 | Click **Start Filing** to begin.

**Note:**
Please read the general information and ensure that your business has met the PIC cash payout conditions and prepared the relevant documents before you begin.

**General Information Page**

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**At my Tax Portal,**
**You Surf, We Serve**

**Name of Organisation:** ABC PTE LTD
**Tax Reference No.:** 201301294A

Your business is eligible to apply 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.
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<tbody>
<tr>
<td>Declaration Page</td>
<td></td>
</tr>
</tbody>
</table>
| 1 | Complete the **Name of Business** if the company owns sole-proprietorship(s). Select:  
- The name of the sole-proprietorship that incurred PIC qualifying costs and is claiming PIC, or  
- “Not applicable” if the company is claiming PIC. The **Name of Business** will not be shown if the company does not own sole-proprietorships. |
| 2 | Complete the **Declaration**. |
| 3 | Enter the required **Contact Details**. You can amend the Name and Designation of Contact Person if it is different from the Authorised Person. |
| 4 | Click **Next Page** to proceed. |
| **Note:** | At any point in time, you can click on the button for explanations of the respective fields. |
### User Guide (Businesses): e-Filing of PIC Cash Payout

**Step** | **Action/ Note**  
---|---  
1 | **Updating accounting year-end**  
   | Click **Change Accounting Year-End** if your business’ accounting year-end is different from that displayed.
## Step 2

Enter the:

- New accounting year-end
- Reason(s) for the change in accounting year-end
- Quarter/combined quarters in which the PIC qualifying costs were incurred. For examples on how to complete this field, please refer to Q12 and Q13 of the FAQs.
- Year of assessment of quarter/combined quarters.

## Step 3

Click **Save** to continue and **Cancel** to discard the changes.
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<table>
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</tr>
</thead>
</table>
| 1    | Select the:  
- Period in which the PIC qualifying costs were incurred, and  
- Months in which the 3-local employee condition was met.  |
| 2    | Enter the **Revenue** for the period shown. |
| 3    | Click **Next Page** to proceed.  |

**Note:**  
The PIC cash payout application can only be submitted after the end of each quarter/combined consecutive quarters. You may only submit one application for each quarter or combined quarters from the same year of assessment in a single 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. You may return to complete and submit the saved draft application anytime before the filing due date of the relevant Year of Assessment – 30 Nov if you submit a paper corporate income tax return; or 15 Dec if you e-file the corporate income tax return.
For PIC activities, other than R&D and Approved Design Project 
Select the PIC Activity and enter the:
- Date incurred
- PIC qualifying cost
- Name, Identification Type and Identification Number of Vendor; and
- Description.

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

Click **Add Row** at the bottom of this segment to enter more qualifying items. You can submit a total of 15 qualifying items per application.

If you are unsure of your vendor’s Unique Entity Number/ Registration Number, you may make use of the **Search for UEN** (at [www.UEN.gov.sg](http://www.UEN.gov.sg)) to retrieve it using your vendor’s company/ business name.

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**.
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<th>Action/ Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Complete the <strong>Declaration</strong> by selecting “Yes” or “No”.</td>
</tr>
<tr>
<td>4</td>
<td>Click <strong>Add R&amp;D Details</strong> to continue and <strong>Cancel</strong> to discard the changes.</td>
</tr>
</tbody>
</table>
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### Details of PIC Qualifying Cost (Research and Development)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action/ Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Payout Details (Part B) Page (Continued from Page 17)</td>
<td></td>
</tr>
</tbody>
</table>
| 5 | Enter the:  
  - Date Incurred,  
  - 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

**Action/Note**

For Approved Design Project Qualifying Costs. If you are claiming Approved Design Project costs, click **Add Details**.
Step | Action/ Note
--- | ---
7 | Enter the:
- 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.
## User Guide (Businesses): e-Filing of PIC Cash Payout

### 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.

Please enter your mobile number

<table>
<thead>
<tr>
<th>Step</th>
<th>Action/ Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Complete the Declaration</td>
</tr>
<tr>
<td>9</td>
<td>Check the SMS alert checkbox and enter a valid Singapore mobile number to receive SMS when your application is processed. Note: The SMS sent will be generic. It will only 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 e-Service.</td>
</tr>
<tr>
<td>10</td>
<td>Click Go to Summary Page to proceed.</td>
</tr>
</tbody>
</table>
2. Verify that the information entered is correct.
2. Click **Browse** to upload the following:
   - **Hire Purchase (HP) Template**, if you are claiming costs incurred on PIC IT and Automation Equipment.
   - Do update Part C of the HP template with the financial period of your claim, before uploading the HP template.
   - **R&D Claim Form**, if you are claiming R&D costs.

Notes:
1. Each document must not exceed 2MB and must be in PDF format.
2. You need not submit other supporting documents. However, please retain and submit them upon request.
### Step 3
Click **Amend Application** to make changes to your application or save it as a draft at the previous page.

### Step 4
Click **Submit to IRAS** to submit the application to IRAS if you are authorised as an Approver.

Click **Submit to Approver** to submit the application for the Approver's review and submission to IRAS if you are authorised as a Preparer.

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**Note:**
A person authorised as a “Preparer” for “PIC Cash Payout” will not be able to submit the application to IRAS.

Please arrange for a person authorised as an “Approver” for “PIC Cash Payout” via **CorpPass** to review and submit the application to IRAS.
Acknowledgement Page

Name of Organisation: ABC PTE LTD
Tax Reference No.: 201301234A

Your application was successfully filed.
Acknowledgement ID: 220014
Date/Time: 04/02/2013 11:17:23

PIC Cash Payout Claim
Accounting year-end (DD/MM): 31/12
Qualifying quarter/combined quarters: 01/01/2014 to 31/12/2014
Year of Assessment: 2015
Month(s) in which 3 local employees condition is met: Dec 2014
Revenue ($) for 01/01/2014 to 31/12/2014: 23,222.00

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

<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>5,550.00</td>
</tr>
<tr>
<td>b) In-house training NOT certified by WDA or ITE</td>
<td>0.00</td>
</tr>
<tr>
<td>i) 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>0.00</td>
</tr>
<tr>
<td>e) Research &amp; Development activities</td>
<td>0.00</td>
</tr>
<tr>
<td>f) Approved Design Projects</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total of (a) to (f): 5,550.00

Step | Action/ Note
--- | -----------------
1   | You will receive an acknowledgement upon successful submission to IRAS.

Notes:
Acknowledgement number will only be provided for successful submission to IRAS. No Acknowledgement number will be provided for submission pending Approver’s action.
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</table>
| **Acknowledgement Page**  
(Continued from Page 25) |  |
| 2 | Click **Print** to print the acknowledgement page.  
The acknowledgement page can also be retrieved from myTax Portal via the **View PIC Scheme Notices**.  
To view the status of your application, please use the **View PIC Cash Payout Application Status** e-Service, three days after the submission. |
Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at myTax Mail.

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