

# User Guide for Company

## File Estimated Chargeable Income (ECI)

# User Guide (Company): File Estimated Chargeable Income (ECI)

The screenshot shows the myTax Portal interface for a company user. At the top left is the Inland Revenue Authority of Singapore logo. The user is logged in as 'ABC PTE LTD' with Tax Ref No. 201601234A. The navigation bar includes 'Overview', 'Corporate Tax', 'GST', 'Employers', and 'More'. The 'Corporate Tax' dropdown menu is open, showing options like 'Access Company Dashboard', 'Apply for Certificate of Residence (COR)', 'Apply for Waiver to Submit Tax Return (Dormant Company)', 'File ECI' (highlighted with a green box), 'File Form C-S/C', 'Revise/ Object to Assessment', 'Submit Document', 'View Corporate Tax Filing Status', 'View Donations', and 'View Late Filing Fee/ Summons'. There is also a section for 'R&D Tax Allowance Scheme' with options 'Submit Base Year & Base Expenditure' and 'View R&D Allowance Account'.

Step	Action/ Note
	<b>Main Menu</b>
1	Upon login to myTax Portal, select the e-Service from the menu: Corporate Tax > <b>File ECI.</b>
	<u>Note:</u> For steps on logging in to myTax Portal, you may refer to our <a href="#">Guide on How to Log In to myTax Portal.</a>

# User Guide (Company): File Estimated Chargeable Income (ECI)

## File ECI

File New ECI

PROCEED

## Records Pending Approval

1 - 1 of 1 Record(s)

Year of Assessment

Approve Before

2018

13 Sep 2017

Updated by TOM TAN on 30 Aug 2017 12:28 PM

Step	Action/ Note
	<b>File ECI (Preparer's view)</b>
1	Click on <b>Proceed</b> . (continue on page 7)
	<u>Note:</u> Records which you have previously submitted to Approver will appear under <b>Records Pending Approval</b> .

# User Guide (Company): File Estimated Chargeable Income (ECI)

File ECI

File New ECI **PROCEED**

**Records Pending Approval**

1 - 1 of 1 Record(s)

Year of Assessment	Approve Before	Actions
2018 Updated by TOM TAN on 30 Aug 2017 12:28 PM	13 Sep 2017	<span>DELETE</span> <span style="border: 2px solid green; padding: 2px;"><b>PROCEED</b></span>

Step	Action/ Note
	<b>File ECI (Approver's view)</b>
1	Click on <b>Proceed</b> to file ECI. Or Click on <b>Proceed</b> to retrieve information for the respective record under <b>Records Pending Approval</b> if you wish to approve the ECI filing.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> <li>1. You will be able to view records which are submitted by Preparer under <b>Records Pending Approval</b>.</li> <li>2. Click on <b>Delete</b> if you wish to cancel the application.</li> </ol>

# User Guide (Company): File Estimated Chargeable Income (ECI)

Verify Details

Please check that the company's contact details and functional currency information are correct.

**OK**

Update Corporate Profile/ Contact Details

**Functional Currency**

Financial Statements prepared in  
SINGAPORE DOLLAR

**Contact Information**

**Note**  
Update your mobile phone number to receive SMS notifications.  
Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notifications from IRAS, please remove your mobile number.

Contact Person  
AA

Designation  
BB

Email Address  
TESTING@CC.COM

Mobile No.  
+65 99991234

Office No.  
+65 67654321

**SAVE** **NO CHANGE**

Step	Action/ Note
	<b>Functional Currency &amp; Contact Information</b> (continue to next page)
1	Verify and update company's <b>Functional Currency</b> and <b>Contact Details</b> .
2	Click on <b>Save</b> . A pop-up message will prompt you to confirm the entry.
3	Click on <b>Yes</b> to save.
	<b>Notes:</b> 1. This page will only be displayed for 'Company Approver' login. 2. If the functional currency and contact details are correct and there is no update required, click on <b>No Change</b> .

Save

Confirm Save?

**NO** **YES**

# User Guide (Company): File Estimated Chargeable Income (ECI)

Update Corporate Profile/ Contact Details

 PRINT

## Acknowledgement

### Successful Submission

Your request to change the company's corporate profile/ contact details has been submitted.

<b>Name</b>	ABC PTE LTD	<b>Tax Ref No.</b>	201601234A
<b>Acknowledgement No.</b>	225978	<b>Date/ Time</b>	04 May 2017 12:30 PM
<b>Updated by</b>	TOM TAN		

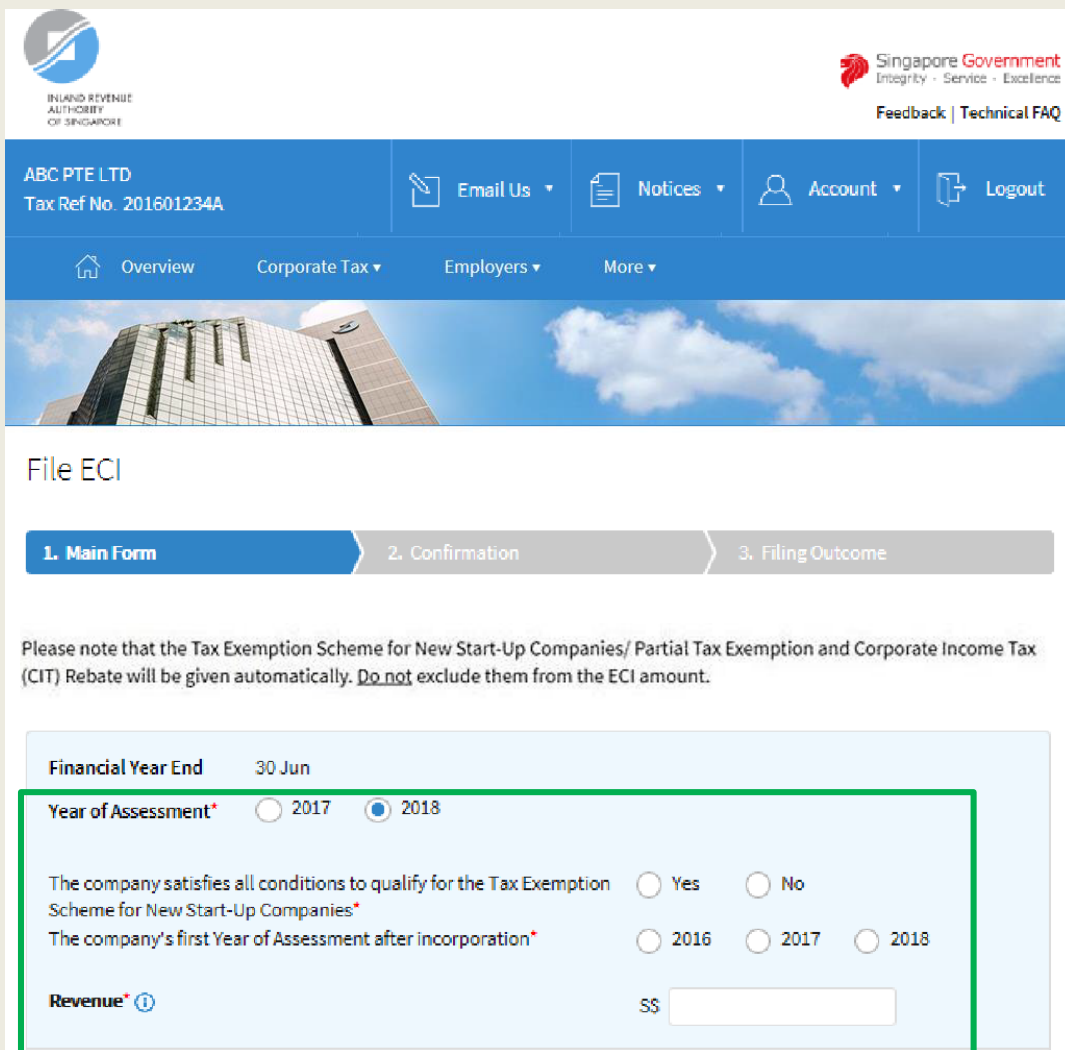
You requested to update the following details:

<b>Contact Person</b>	JASON LOH
<b>Designation</b>	DIRECTOR
<b>Email Address</b>	JASON_LOH@GMAIL.COM
<b>Mobile No.</b>	+65 91234567
<b>Office No.</b>	+65 91234567

PROCEED TO E-FILE

Step	Action/ Note
	<b>Functional Currency &amp; Contact Information</b>
	An acknowledgement will be displayed upon successful submission.
1	Click on <b>Print</b> to print or save a copy of the Acknowledgement.
2	Click on <b>Proceed to e-File</b> .

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ABC PTE LTD  
Tax Ref No. 201601234A

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## File ECI

1. Main Form 2. Confirmation 3. Filing Outcome

Please note that the Tax Exemption Scheme for New Start-Up Companies/ Partial Tax Exemption and Corporate Income Tax (CIT) Rebate will be given automatically. Do not exclude them from the ECI amount.

Financial Year End 30 Jun

Year of Assessment\*  2017  2018

The company satisfies all conditions to qualify for the Tax Exemption Scheme for New Start-Up Companies\*  Yes  No

The company's first Year of Assessment after incorporation\*  2016  2017  2018

Revenue\* ⓘ S\$

Step	Action/ Note
	<b>Main Form</b> (continue to next page)
1	Select the <b>Year of Assessment</b> .
2	Click on <b>Yes</b> to confirm that the company satisfies all conditions and select the <b>first Year of Assessment after incorporation</b> if the company qualifies for Tax Exemption Scheme for New Start-Up Companies.
3	Enter the <b>Revenue</b> amount. This field is compulsory with effect from Jan 2017. Do not leave the Revenue field blank.

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**Estimated Chargeable Income**

Tax Rate (%)	ECI (S\$)*
17.00	<input type="text"/>
10.00	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Total ECI** S\$ 0

**Estimated Tax Payable** S\$ 0.00

**Next Step**

Discard changes and return to previous page.

OR

Proceed to Confirmation Page to verify filing details.

Step	Action/ Note
	<b>Main Form</b>
1	Enter the amount of ECI that corresponds to the appropriate tax rate, rounded off to the nearest dollar.
2	Enter the appropriate tax rate if the ECI is to be taxed at a rate other than the current corporate tax rate or the concessionary tax rate of 10%. You may leave the boxes empty if there is no incentive income that is taxed at 10% or the incentive income is fully exempt from tax.
3	Click on <b>Confirmation Page</b> .
	<u>Note:</u> The form will be populated with the information entered by the Preparer if this is a retrieval from <b>Records Pending Approval</b> .



# User Guide (Company): File Estimated Chargeable Income (ECI)

File ECI

 PRINT

1. Main Form

2. Confirmation

3. Filing Outcome

## Confirmation

Name	ABC PTE LTD	
Tax Ref No.	201601234A	
Year of Assessment	2018	
Revenue		SS 1,234,567
Tax Rate (%)	ECI (SS)	
17.00	2,500	
<b>Total ECI</b>	<b>SS 2,500</b>	
<b>Estimated Tax Payable</b>		<b>SS 85.00</b>

Step

Action/ Note

**Confirmation Page**  
(continue to next page)

1

Check the information entered.

Note:

You can click on **Print** to print or save a copy of the confirmation page.

# User Guide (Company): File Estimated Chargeable Income (ECI)

**Details of Filer & Contact Person**

Name of Filer TOM TAN Designation\*

Name of Contact Person\* TOM TAN Designation\*

Contact No.\* +65

**Next Step**

Return to filing page to make changes.  OR

**Confirm Submission**

Submit application to IRAS?

**Next Step**

Return to filing page to make changes.  OR

**Confirm Submission**

Submit to Approver?

Step	Action/ Note
	<b>Confirmation Page</b>
1	Complete the <b>Details of Filer &amp; Contact Person</b> section.
2	Click on <b>Submit</b> if you are authorised as Approver. Or Click on <b>Submit to Approver</b> if you are authorised as Preparer.
3	Click <b>Yes</b> to confirm your submission to IRAS or Approver in the pop up message box.
	<u>Note:</u> You can click on <b>Amend</b> to edit the information entered.

# User Guide (Company): File Estimated Chargeable Income (ECI)

File ECI

PRINT

1. Main Form

2. Confirmation

3. Filing Outcome

## Acknowledgement

### Successful Submission

We have received your ECI filing.

Name ABC PTE LTD

Tax Ref No. 201601234A

Acknowledgement No. 232192

Date/ Time 30 Aug 2017 12:34 PM

Year of Assessment 2018

### Notice of Assessment

The Notice of Assessment for the ECI you have just filed would be sent to the company's registered address in a week's time.

No Notice of Assessment would be issued if you have filed "0" ECI.

### GST Registration

Companies with revenue of more than S\$1 million (excluding dividends and interest) may need to register for GST. For details, refer to [GST Registration](#).

### Details of Filer & Contact Person

Filer Name TOM TAN

Designation MANAGER

Name of Contact Person TOM TAN

Designation MANAGER

Contact No. +65 61234567

Step

Action/ Note

**Filing Outcome**  
(continue to next page)

1

You will receive an acknowledgement upon successful submission.

### Notes:

1. Acknowledgement number will only be provided for successful submission to IRAS. No Acknowledgement number will be provided for submission pending Approver's action.
2. You can click on **Print** to print or save a copy of the Acknowledgement.

# User Guide (Company): File Estimated Chargeable Income (ECI)

## Submission Details

Name	ABC PTE LTD
Tax Ref No.	201601234A
Year of Assessment	2018
Revenue	SS 1,234,567
Tax Rate (%)	ECI (SS)
17.00	2,500
<b>Total ECI</b>	<b>SS 2,500</b>
<b>Estimated Tax Payable</b>	<b>SS 85.00</b>

Step	Action/ Note
	<b>Filing Outcome</b>

## Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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