

# FREQUENTLY ASKED QUESTIONS (FAQS) ON FILE FORM C-S/ C FOR DORMANT COMPANY

(Updated on 2 May 2023)

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**1 How long does it take to file the Form for Dormant Company?**

It may take you 5 minutes to complete and submit the Form for Dormant Company.

**2 Who can file the Form for Dormant Company?**

A dormant company can file the Form for Dormant Company.

A dormant company is one that does not carry on business and had no income for the whole of the basis period. For example, if a company did not carry on business and had no income for the whole of the basis period ending in year 2022, it will be regarded as a dormant company for Year of Assessment (YA) 2023.

**3 My company owns investments (e.g. real properties, fixed deposits and foreign shares) during the financial year ending 30 Jun 2022. However, the company did not carry on business and had no income during the same period. Can my company file the Form for Dormant Company?**

Yes, the company can file the Corporate Income Tax Return as a dormant company for YA 2023 via the Form for Dormant Company digital service.

**4 Do I need to submit the financial statements and tax computation to IRAS if my company is dormant (i.e. did not carry on business and had no income in the preceding basis period)?**

No, you do not need to submit the financial statements and tax computation to IRAS if your company is dormant.

**5 Do I need to be authorised before I can file the Form for Dormant Company?**

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 file Form for Dormant Company.

**6 How do I know whether my Form for Dormant Company has been transmitted to IRAS successfully?**

You will see an acknowledgement page upon successful filing of the Form for Dormant Company. Please save/ print a copy of this acknowledgement page for your records.

**7 I have filed the Form for Dormant Company successfully and would like to correct an error in the submission. How do I correct the error?**

You may inform us via the Revise/ Object to Assessment digital service at [myTax Portal](#).

**8 Can I file the Form for Dormant Company if there is a change in the company's financial year end?**

Yes, you can proceed to file the Form for Dormant Company. Please also update the financial year end with the Accounting and Corporate Regulatory Authority (ACRA) in [BizFile+](#) via the "Change of Financial Year End" digital service.

For companies not registered with ACRA, please update the financial year end via the "Update Corporate Profile/ Contact Details" digital service.

**9 What should I do if I encounter an error while filing the Form for Dormant Company via myTax Portal?**

Please check the status of your filing via the [View Corporate Tax Filing Status](#) digital service in myTax Portal by selecting **Corporate Tax > View Corporate Tax Filing Status**. If the status of the Corporate Income Tax Return is "Ready to File", it means that the Corporate Income Tax Return was not successfully filed. In this case, it is likely that your browser's cache is full. Please clear cache (temporary internet files) and close active applications before you retry. For instructions on clearing 'cache', please refer to Question 2 of the [Technical FAQ](#).

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

- a) Date and time that you encountered the error
- b) The company's Unique Entity Number (UEN)/ Entity ID 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)
- f) The error message(s) or the screenshot of the error(s)

Alternatively, please call 1800-356 8622 for assistance.