

**Productivity and Innovation Credit (PIC)  
Application for Approval of Equipment  
(From Year of Assessment 2013)**



- Please complete this form if you are applying for approval of equipment for PIC from Year of Assessment 2013.
- This form may take you 15 minutes to complete. Please read the IRAS website on "Applying for Approval of IT and Automation Equipment" at [www.iras.gov.sg](http://www.iras.gov.sg) > Home > Schemes > Businesses > Productivity and Innovation Credit Scheme > Applying for Approval of IT and Automation Equipment.
- You need to complete this form if your equipment does not fall under the PIC IT and Automation Equipment List\* and you wish to have your equipment approved for PIC.  
\* The PIC IT and Automation Equipment List is available at [www.iras.gov.sg](http://www.iras.gov.sg) > Home > Schemes > Businesses > Productivity and Innovation Credit Scheme.
- If you are applying for more than 1 such equipment, please use a separate form for each equipment.
- IRAS will process the application within three weeks. Please submit your application early to allow IRAS to process it in time for you to apply for PIC Cash Payout or to claim PIC deductions/allowances in your annual income tax return.
- The claim for PIC should **not** be made in your tax return or cash payout application form until approval has been granted.
- Please submit the completed form to IRAS at 55 Newton Road, Revenue House, Singapore 307987.

**Part A - Taxpayer Particulars**

- For all businesses (including sole-proprietorships):  
Name of business : \_\_\_\_\_  
Tax reference no. of business : \_\_\_\_\_
- For Sole-proprietors only:  
Name of Sole-proprietor : \_\_\_\_\_  
Tax reference no. of Sole-proprietor : \_\_\_\_\_

**Part B - Details**

- Year of Assessment of claim :
- Financial Period :  (dd/mm/yyyy) to  (dd/mm/yyyy)
- Principal Business Activity : \_\_\_\_\_

**B1. Details of automation equipment (Please attach a separate sheet if you need more space.)**

- Detailed description of the equipment (e.g. name, model, function & specification) and to provide photographs where applicable.

- Date of purchase/lease period (dd/mm/yyyy), (if applicable)
- Cost of equipment \$

- Please mark "X" in the appropriate box
- 4a. Is the equipment a basic tool used in the business?  
(E.g. washing machine and dryer are basic tools used in the laundry business)      Yes       No

**If you have indicated "Yes" in 4a above, please complete 4b:**

- 4b. Has the equipment been used in the business before?      Yes       No

**If you have indicated "Yes" in 4b above, please complete 4c:**

- 4c. Does the equipment increase productivity as compared to existing equipment used in the business?      Yes       No

- Please mark "X" in the appropriate box
- 5a. Does the equipment automate/ mechanise the current work processes(es) of your business?      Yes       No

Example: Currently, in a rubber manufacturing business, an operator trims the rubber manually with a rotating grinder. With the new machine, the process is automated, as the machine replaces the operator and performs high-speed rubber trimming based on pre-configured settings.

**If you have indicated "Yes" in 5a above, please complete 5b and 5c:**

- 5b. Please describe the current work process(es) before using the equipment.

5c. Please describe the work process(es) when the equipment is used. Please also highlight the automation/ mechanisation features of the equipment that have improved the current work process(es) explained in 5b.

Please mark "X" in the appropriate box

6a. Does the equipment increase or enhance productivity of the business?

Yes

No

**If you have indicated "Yes" in 6a above, please complete 6b:**

6b. Please elaborate how the equipment increases/ enhances productivity of the business (for example, in terms of reduced man hours, more output or improved work processes).

### Part C - Declaration

I declare that the information given is true and complete.

Full name of authorised person : \_\_\_\_\_

Signature : \_\_\_\_\_

Date (dd/mm/yyyy) : \_\_\_\_\_

Designation : \_\_\_\_\_

Name of contact person & number : \_\_\_\_\_

**Under the Singapore Income Tax Act, penalties will be imposed for making a false or incorrect declaration.**

For assistance on the application, please contact IRAS via [ctmail@iras.gov.sg](mailto:ctmail@iras.gov.sg) or 1800 356 8622 (for companies) and [se@iras.gov.sg](mailto:se@iras.gov.sg) or 6351 3534 (for sole-proprietorships/partnerships).