

Research and Development (R&D) Claim Form (YA 2018 and before)



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Part 1 - About This Form

- 1A. Please use this Form to claim tax deduction **for YA 2018 and before** on qualifying R&D expenditure under Section 14D/14DA of the Income Tax Act. For YA 2019 and onwards, please complete the Form 'Research and Development (R&D) Claim Form (YA 2019 and onwards)' instead.
- 1B. For claims involving more than one R&D project, please complete a separate Part 5 and Part 6 of this Form for **each** project.
- 1C. Please submit this Form together with the Form C. If you are submitting Form C-S, please retain the completed Form and submit it to IRAS upon request.

Part 2 - Before Completing This Form

- 2A. You will need the details of the company's R&D projects to complete the Form.
- 2B. You should ensure the following:-
 - a. The project undertaken by the company is in the field of science or technology.
 - b. The project is **NOT** undertaken by the company as an R&D service provider on behalf of its customers.
 - c. The project undertaken by the company **DOES NOT** fall under the following exclusion list:
 - i) quality control or routine testing of materials, devices or products;
 - ii) research in the social sciences or the humanities;
 - iii) routine data collection;
 - iv) efficiency surveys or management studies;
 - v) market research or sales promotion;
 - vi) routine modifications or changes to materials, devices, products, processes or production methods;
 - vii) cosmetic modifications or stylistic changes to materials, devices, products, processes or production methods.
 - d. The project undertaken by the company is a qualifying R&D project that meets **ALL** the following 3 requirements:
 - i) the **objective** is to acquire new knowledge, create new products or processes, or improve existing products or processes;
 - ii) it involves **novelty** [*i.e. something new (first of its kind in Singapore) in relation to the creation or improvement of products, processes or knowledge*] **OR technical risk** [*i.e. scientific or technological uncertainty that cannot be readily resolved by a competent professional in the relevant field at the start of the R&D activity*]; **AND**
 - iii) it is a **systematic, investigative and experimental ("SIE")** study to test or find out something that is not known or readily deducible in a field of science or technology, and not simply to confirm something already known or demonstrate a known fact.
 - e. Any know-how, intellectual property or other results generated from outsourced R&D or under a Cost Sharing Agreement is owned* and is/ will be commercialised* by the company.

* *The term "owned" means that the company must have either the legal ownership or the beneficial ownership to any know-how, intellectual property or other results generated from the outsourced R&D.*

Beneficial ownership generally means that the company has a right to the economic benefits generated from the use of any know-how, intellectual property or other results generated from the R&D activities.

The term "commercialised" means that any know-how, intellectual property or other results derived from the outsourced R&D have been used to generate sales which include the production of goods or services.
- 2C. Please read the e-Tax Guide on "Research and Development Tax Measures", which is available on the IRAS website, to determine if your company's R&D activities are qualifying R&D activities under Section 2 of the Income Tax Act.

Part 3 - General information**3A. Name of company****3B. Tax reference number****3C. Brief description of the company's trade/business****3D. Overview of Section 14D/14DA(1) claim**a. Year of Assessment (YA)

b. Section 14D / 14DA(1) claim

*[Submit the information in a separate sheet if the space below is insufficient. In addition, ensure the completed Part 5 and Part 6 for each project are enclosed in your submission]*Indicate functional
currency

S/N	Project name	S14D claim [a]	S14DA(1) claim [b]	TOTAL [a]+[b]
Total [Sum of amounts per Part 6E(a) / 6E(b)]				
Total per Form C IRIN 301 declaration in S\$				

Part 4 - Declaration

I declare that the information provided in this Form is true and complete, and

- where the R&D activities are outsourced, wholly or partially, to an overseas R&D organisation, the R&D expenditure incurred is related to the company's existing trade or business;
- where the R&D activities under a Cost Sharing Agreement are undertaken wholly or partly outside Singapore, the R&D expenditure incurred between the Years of Assessment 2012 and 2017 (both years inclusive) is related to the company's existing trade or business;
- any benefit which may arise from the R&D activities shall accrue to the company; and
- any know-how, intellectual property or other results generated from the outsourced R&D or under the Cost Sharing Agreement is owned and is/ will be commercialised by the company.

Full name and signature of authorised
person

Designation

Date

Note: Under the Income Tax Act, there are penalties for failing to give a return, furnishing an incorrect return or making a false declaration.

Part 5 - R&D Project Details

Complete a separate Part 5 for each project

(Mark "v" where applicable)

5A. Project name

5B. Start date

5C. Completion or expected completion date

5D. Any prior R&D claim for project

First claim for the project

Continuation of a previously claimed project

5E. How the company conducted the R&D activities

In-house by the company (provide details in **Part 6B**)

Outsourced to a R&D service provider (provide details in **Part 6C**)

Under a Cost Sharing Agreement (CSA) (provide details in **Part 6D**)

5F. Whether project is related to company's trade or business

Yes

No

5G. Place where the company conducted R&D activities

Wholly in Singapore

Wholly outside Singapore (Note)

Partly in Singapore and partly outside Singapore (Note)

Note: Other than a project carried out under a CSA (with effect from YA 2018), if the project is not related to the company's trade or business, it is not eligible for R&D claim. Please do not proceed with the claim in this case.

5H. Any government grant received for project ("R&D grant")* (if applicable)

a. Name of R&D grant

b. Government agency

c. R&D grant awarded

(State amount & currency)

* If the R&D grant is awarded by SPRING Singapore (merged into Enterprise Singapore in April 2018) under the Technology Enterprise Commercialisation Scheme (TECS) (now known as Startup SG Tech) or EDB under the Research Incentive Scheme for Companies (RISC), please provide a copy of the application form and progress reports submitted to the respective agencies, as well as the approval letter, together with this R&D Claim Form.

Please provide the following information on a separate document, to be submitted together with the R&D claim form

5I. Objective of the project

Describe the intended outcome of the R&D project. Your write-up should cover the following:

- (i) The existing state of knowledge or technology at the start of the R&D project.*
- (ii) The scientific or technological challenges that need to be overcome in order to achieve the intended outcome.*

5J. Technical risks involved in the project

Elaborate on the scientific or technological challenges as stated in Part 5I above and explain why they could not be readily resolved by a competent professional [i.e. a person who has accumulated experience and technical knowledge in the relevant field] at the start of the R&D project.

Examples of technical risk include:

- ✓ Use of new materials or ingredients to improve functionalities of existing products.
- ✓ Use of new materials or ingredients to create new products.
- ✓ Production of smaller or lighter products in the product class while retaining functionalities.
- ✓ Fundamental change of the physical characteristics (beyond changes that are merely cosmetic) of products.
- ✓ Integration of two or more technologies to create new products or processes or improve existing products or processes, where none existed before and there is scientific or technological uncertainty of how to achieve the intended outcome.

Examples where there is no technical risk:

- × Integration of two or more technologies into an established pattern and using known methodologies which involve little or no scientific or technological uncertainty, to create new products or processes or to improve existing products or processes.
- × Fine-tuning or tweaking of existing products using standard methods.
- × Customisation of existing tools or knowledge for a taxpayer's business. There is no technical risk as the tools or knowledge may be adapted by competent professionals with reasonable certainty that the approach will work.

5K. Novelty involved in the project

Explain why the new/improved product, process or knowledge is considered the first of its kind in Singapore.

Examples of novelty include:

- ✓ Creation of a new process to produce a product with similar or improved specifications as existing products.
- ✓ First time use or adaptation in an industry of technology or process that existed in another industry.
- ✓ Use of existing technology (excluding off-the-shelf technologies) to produce new goods or deliver services in new ways.
- ✓ First time use of material already used in other applications to produce an existing product with similar or improved specifications.

5L. Systematic, investigative and experimental ("SIE") study

Describe the activities carried out. Your write-up should cover the following:

- (i) The qualification of the person(s) carrying out the study;*
- (ii) Series of structured steps taken to discover something that is unknown at the start of the project or to overcome scientific or technological challenges;*
- (iii) Collation of data or results (both successful and unsuccessful) from the testing; and*
- (iv) Report of conclusion reached and how it achieves the R&D objective(s) as stated in Part 5I above [in the case of aborted projects, explain why the R&D objective(s) in Part 5I was not met].*

Examples of SIE activities include:

- ✓ Iterative processes where alternative methods are evaluated, tested, modified and tested again repeatedly.
- ✓ Systematic approaches to test the potential solutions. E.g. use of modelling, simulation, systematic trial and error methodology.
- ✓ Evidence of unsuccessful attempts and steps taken to improve the chance of success for subsequent attempts. Such evidence is a persuasive indicator that the outcome is not readily deducible.

Examples where there is no SIE study:

- × Experiments carried out to confirm or demonstrate what is already known.
- × Random trial and error alone with no structured manner of investigation and testing.

5M. If this is a continuation of a previously claimed project, describe the R&D activities undertaken in the basis period for the current YA.

Part 5 - R&D Project Details (Cont'd)

5N. Documents to support the claim (Mark "v" where applicable)

Below are common examples of documents prepared to support R&D claims. You do not need to submit these documents at the point of tax filing. However please retain them and submit them to IRAS when IRAS calls for them.

- | | |
|---|--|
| <input type="checkbox"/> Project plan | <input type="checkbox"/> Design of experiments |
| <input type="checkbox"/> Documents relating to the state of knowledge and technology at the start of project | <input type="checkbox"/> Project records, laboratory notes |
| <input type="checkbox"/> Press release, marketing information or website information stating that the product is new to Singapore | <input type="checkbox"/> Progress reports, minutes of project meetings |
| <input type="checkbox"/> Patent award, literature reviews and feasibility studies to show that product is new to Singapore | <input type="checkbox"/> Trial run records, test results and follow-up actions |
| <input type="checkbox"/> Professional advice on why the R&D issue cannot be readily resolved | <input type="checkbox"/> Prototypes, samples |
| <input type="checkbox"/> Records of challenges faced leading to need for SIE study | <input type="checkbox"/> Outsourced contracts |
| <input type="checkbox"/> Others, please specify: _____ | |
| | _____ |
| | _____ |

5O. Person to contact if clarification on technical information of the project is required

- a. Full name _____
- b. Designation _____
- c. Contact Number _____

Part 6 - R&D Expenditure and Tax Deduction**Complete a separate Part 6 for each project**

6A Project name	<input type="text"/>	Indicate functional currency	<input type="text"/>
6B R&D conducted in-house by the company			
a. Staff costs <u>directly</u> incurred for the R&D activities <i>[i.e. any salary, wages and other employment benefits paid (excluding director's fee)]</i>			<input type="text"/>
b. Consumables <u>used</u> in the R&D activities <i>[i.e. any material or item consumed or transformed in the R&D activities (excluding expenditure such as utilities, rent and other overheads)]</i>			<input type="text"/>
c. Other costs <u>directly</u> incurred in the R&D activities <i>[exclude capital expenditure on plant, machinery, land or buildings or acquisition of rights for the purpose of the R&D project; and costs specifically disallowed under Section 15 of the Income Tax Act]</i>			<input type="text"/>
d. Grant / subsidy received in respect of the R&D activities			<input type="text"/>
e. Section 14D claim [(a) + (b) + (c) - (d)]			<input type="text"/>
f. Section 14DA(1) claim [(a) + (b) - (d)] x 50% ⁽¹⁾			<input type="text"/>
6C R&D outsourced to R&D service provider(s)			
a. Fee(s) paid			<input type="text"/>
b. Grant / subsidy received in respect of the R&D activities			<input type="text"/>
c. Section 14D claim [(a) - (b)]			<input type="text"/>
Section 14DA(1)⁽²⁾ claim (available only for projects wholly or partly done in Singapore)			
d. i. Fee(s) paid			<input type="text"/>
ii. Deemed as 60% of Fee(s) paid in (i); <u>or</u>			<input type="text"/>
iii. Actual staff costs (excluding directors' fees) and consumables incurred if the amount is more than 60% of fee(s) paid			<input type="text"/>
e. Qualifying expenditure for Section 14DA(1) claim {[d(ii) <u>or</u> d(iii)] - (b)} ⁽¹⁾			<input type="text"/>
f. Section 14DA(1) claim [(e) x 50%]			<input type="text"/>
6D R&D under a R&D Cost Sharing Agreement (CSA)			
a. CSA payment <i>[i.e. R&D expenditure that is allocated to and borne by the company under the CSA in respect of the project. It excludes any payment for the right to be a party to the CSA (i.e. buy-in payment). For CSA payment made prior to YA 2018, it also excludes costs specifically disallowed under Section 15 of the Income Tax Act]</i>			<input type="text"/>
b. Grant / subsidy received in respect of the R&D activities			<input type="text"/>
c. Section 14D claim [(a) - (b)]			<input type="text"/>
Section 14DA(1)⁽²⁾ claim (available only for projects wholly or partly done in Singapore)			
d. R&D undertaken in-house: Allowable staff costs and consumables			<input type="text"/>
e. R&D outsourced to R&D service provider(s)			
i. Fee(s) paid			<input type="text"/>
ii. Deemed as 60% of Fee(s) paid in (i); <u>or</u>			<input type="text"/>
iii. Actual staff costs (excluding directors' fees) and consumables incurred if the amount is more than 60% of fee(s) paid			<input type="text"/>
f. Qualifying expenditure for Section 14DA(1) claim {(d) + [e(ii) <u>or</u> e(iii)] - (b)} ⁽¹⁾ <i>[Capped at CSA payment allowed under Section 14D in (c)]</i>			<input type="text"/>
g. Section 14DA(1) claim [(f) x 50%]			<input type="text"/>
Provide a copy of the CSA (and any subsequent amendments) together with this claim form, if not provided previously.			
6E R&D Tax Deductions Claimed [ensure amounts tie to Part 3D(b)]			
a. Section 14D claim [6B(e) + 6C(c) + 6D(c)]			<input type="text"/>
b. Section 14DA(1) claim [6B(f) + 6C(f) + 6D(g)]			<input type="text"/>

(1) Where the government grant is awarded to specifically fund the qualifying R&D expenditure (i.e. staff costs or consumables). If the government grant is awarded to subsidise the fees paid to the R&D organisation **in general**, please refer to IRAS e-Tax Guide on "Research and Development Tax Measures" Annex D paragraph 2.4 for the computation and provide the correct calculation in the income tax computation accordingly.

(2) Where project is done partly in Singapore and partly outside Singapore, cost incurred on work done outside Singapore is to be excluded.

For more details on qualifying R&D tax deductions, refer to IRAS e-Tax Guide on "Research and Development Tax Measures", which is available on the IRAS website.