



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide for Funds e-Filing for Statement of Claims (SOC)

# User Guide: e-Filing for Statement of Claims



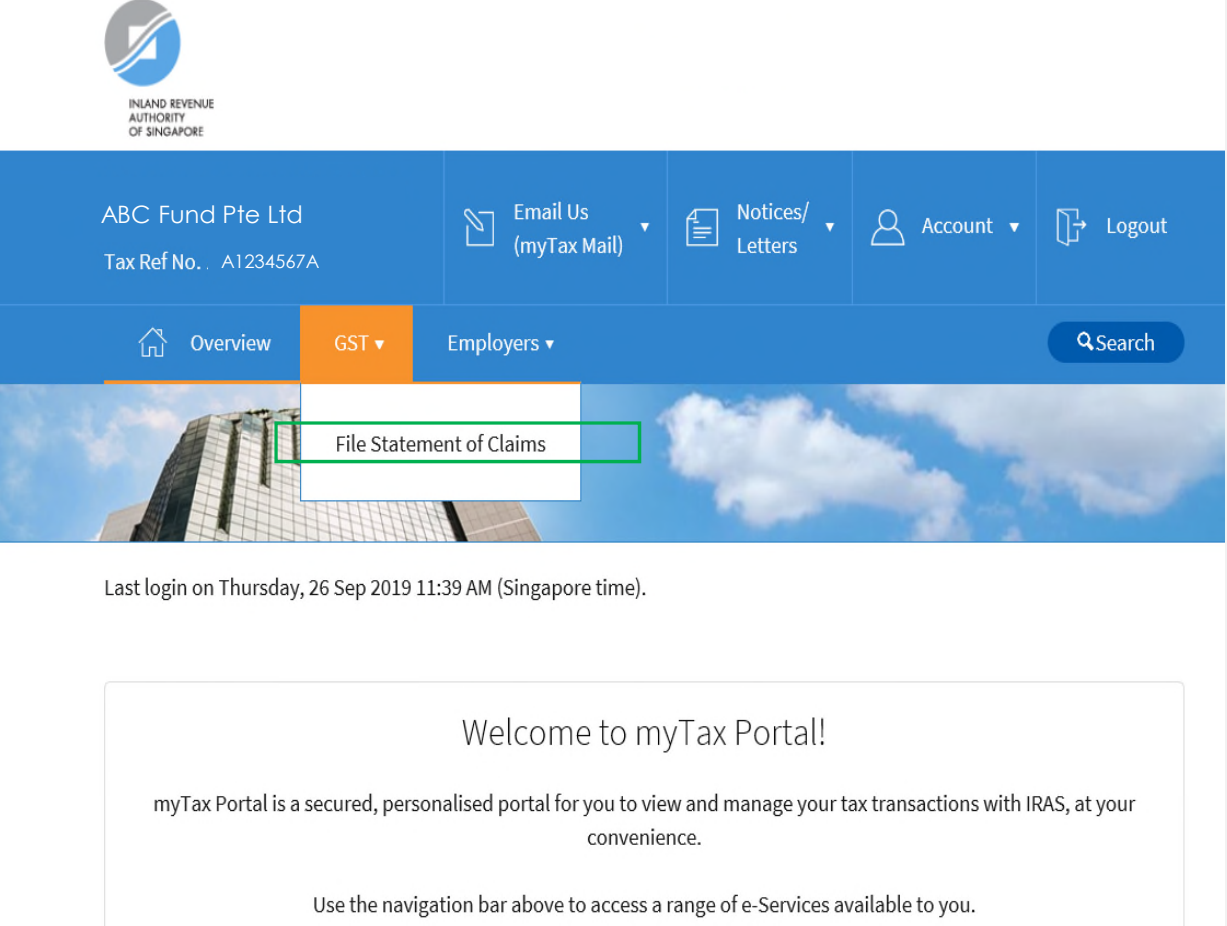
INLAND REVENUE  
AUTHORITY  
OF SINGAPORE



The screenshot shows the myTaxPortal login interface. At the top, it says "Login to myTaxPortal". Below this are three main login options: "Personal Tax with SingPass" (with a person icon), "Business Tax with CorpPass" (with a briefcase icon), and "Tax Agent Login" (with a key icon and a dropdown arrow). Below these are two links: "> Client Notice of Transfer using CorpPass" and "> Request SingPass/ CorpPass". At the bottom of the page, there are two promotional banners. The left banner is for "CorpPass" and states "Businesses to transact with IRAS using CorpPass from 1 Sep 2018." The right banner is for "GIRO" and states "Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction."

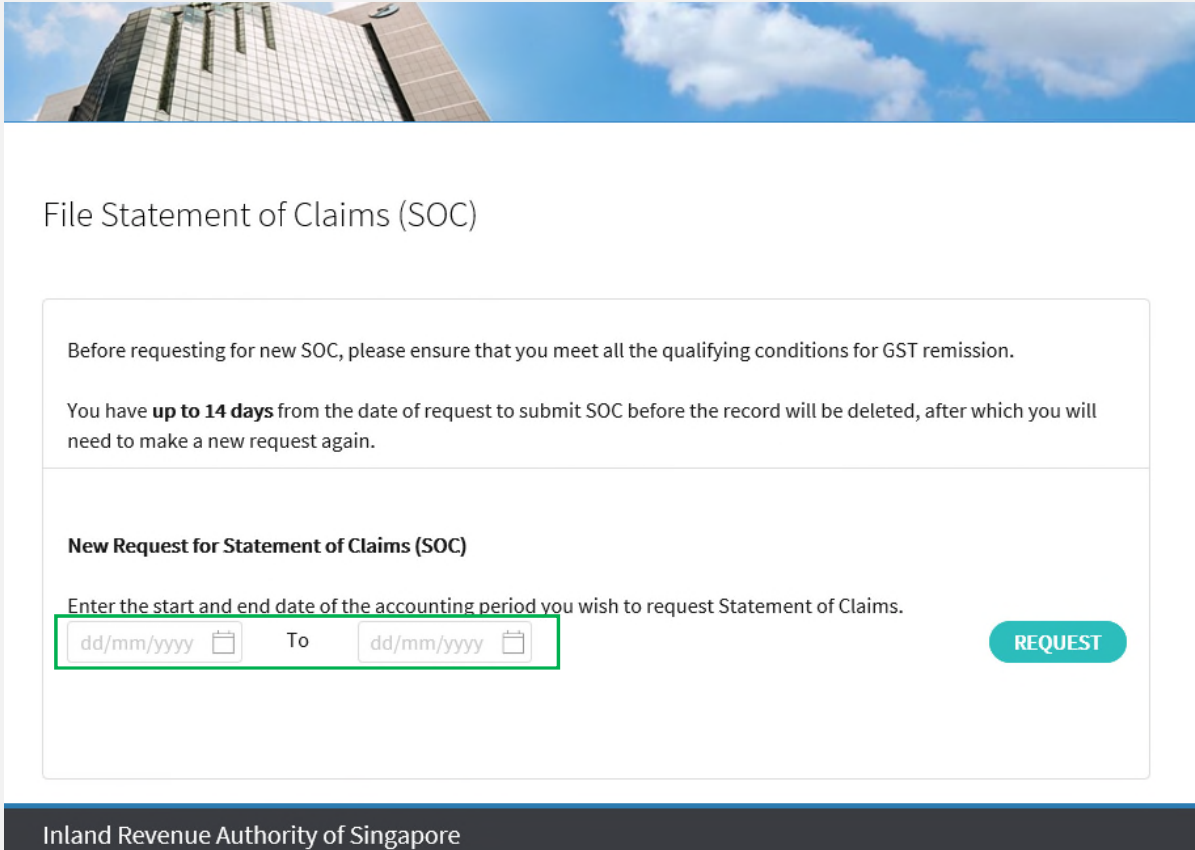
Step	Action/ Note
1	Log in to <b>myTax Portal</b> – Go to <a href="https://mytax.iras.gov.sg">https://mytax.iras.gov.sg</a>

# User Guide: e-Filing for Statement of Claims



Step	Action/ Note
	<b>Menu</b>
1	Select the e-Service from the menu: <b>GST &gt; File Statement of Claims</b>

# User Guide: e-Filing for Statement of Claims



File Statement of Claims (SOC)

Before requesting for new SOC, please ensure that you meet all the qualifying conditions for GST remission.

You have **up to 14 days** from the date of request to submit SOC before the record will be deleted, after which you will need to make a new request again.

**New Request for Statement of Claims (SOC)**

Enter the start and end date of the accounting period you wish to request Statement of Claims.

dd/mm/yyyy  To dd/mm/yyyy

**REQUEST**

Inland Revenue Authority of Singapore

Step	Action/ Note
	<b>New Request for Statement of Claims</b>
1	Enter the start and end date of the accounting period in <b>DD/MM/YYYY</b> format and click on <b>REQUEST</b> .
	<p>Notes:</p> <p>The accounting period requested must be:</p> <ul style="list-style-type: none"><li>• Within the period of GST remission</li><li>• For a period of 3 months based on your filing cycle (i.e. quarterly submission)</li><li>• Within 3 back years' from the date of request</li></ul> <p>You have up to <b>14 days</b> from the date of request to submit the SOC. Otherwise, the record will be deleted and you will need to make a new request again.</p>

# User Guide: e-Filing for Statement of Claims

## File Statement of Claims (SOC)

Before requesting for new SOC, please ensure that you meet all the qualifying conditions for GST remission.

You have **up to 14 days** from the date of request to submit SOC before the record will be deleted, after which you will need to make a new request again.

### New Request for Statement of Claims (SOC)

Enter the start and end date of the accounting period you wish to request Statement of Claims.

dd/mm/yyyy  To dd/mm/yyyy

REQUEST

### File Statement of Claims (SOC)

1 - 1 of 1 Record(s)

Accounting Period	Status	File By	Actions
01 Jan 2019 - 31 Mar 2019	NEW	11 Oct 2019	E-FILE

Step	Action/ Note
	<b>File Statement of Claims (SOC)</b>
1	Click on <b>E-FILE</b> to begin filing.
	<p><u>Legend for 'Status'</u></p> <p><b>New:</b> SOC is not completed yet.</p> <p><b>Draft:</b> A draft copy of SOC is saved in the Portal.</p> <p><b>Pending Approval:</b> SOC has been submitted to Approver, pending submission to IRAS.</p> <p>SOC with <b>Draft</b> or <b>Pending Approval</b> status will be retained in the Portal for 14 days.</p>

# User Guide: e-Filing for Statement of Claims

File Statement of Claims (SOC)

**1. Declaration**    2. Enter Details    3. Acknowledgement

Tax Ref No.                    A1234567A  
 Accounting Period            01/01/2019 - 31/03/2019

**Declaration**

I declare that the information provided in this Statement of Claim is true and complete.\*  
 I declare that all qualifying conditions are met for GST remission.\*  
 I understand that penalties may be imposed for the submission of an incorrect Statement of Claims and/or provision of false information to the Comptroller of GST.\*

**Declarant Information**

Name                            XXX  
 NRIC/FIN                        S1234567A  
 Designation \*                

**Contact Person Information**

IRAS may contact the following person for any queries relating to this Statement of Claims.

Name \*                              
 Contact No. \*                    +65   
 Email\*                             

**PROCEED**

Step	Action/ Note
	<b>Declaration/ Declarant Information</b>
1	<p>If you are logging in as an 'Approver', you will need to complete the <b>Declaration</b> checkboxes and provide your <b>Designation</b>.</p> <p>If you are logging in as a 'Preparer', the sections on '<b>Declaration</b>' and '<b>Declarant Information</b>' will not be applicable to you.</p>
	<b>Contact Person Information</b>
2	Complete the <b>Contact Person Information</b> and click on <b>PROCEED</b> .



# User Guide: e-Filing for Statement of Claims

File Statement of Claims (SOC) [PRINT](#)

1. Declaration    2. Enter Details    **3. Acknowledgement**

### Acknowledgement

**SUCCESSFUL SUBMISSION**

Your SOC has been successfully submitted to IRAS. It may be subject to our audit review.  
Please save a copy of this page for your reference.

<b>Name</b>	ABC Fund Pte Ltd	<b>Tax Ref No.</b>	A1234567A
<b>Acknowledgement No.</b>	012345	<b>Date/ Time</b>	DD MMM YYYY XX.XX.AM/PM
<b>Accounting Period</b>	01 Jan 2019 - 31 Mar 2019		

Step	Action/ Note
	<b>Acknowledgement Page</b>
1	You will receive an acknowledgement upon successful submission.
	Notes: Click on <b>PRINT</b> to print or save a copy of the Acknowledgement page.