

User Guide for Company Form for Dormant Company

User Guide (Company): Form for Dormant Company

The screenshot shows the myTax Portal interface for a company named ABC PTE LTD (Tax Ref No. 198700161E). The 'Corporate Tax' menu is expanded, showing options like 'File Form C-S/ C' (highlighted), 'Object/ Revise Assessment', 'Submit Document', 'View Corporate Tax Filing Status', 'View Donations', and 'View Late Filing Fee/ Summons'. Below the menu is a table of tax filing records.

Form	Year of Assessment	Status	Date Due	Date Received	Actions
ECI	2017	Processed		23 Feb 2017	
Form C	2016	Ready to File	15 Dec 2016		
Form C	2015	Ready to File	15 Dec 2016		

Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the digital service from the menu: Corporate Tax > File Form C-S/ C.
	Note: For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.

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File Form C-S/ C

Filing Summary

Year of Assessment	Date Due	Status	Actions
2021	30 Nov 2021	NEW	E-FILE

Step	Action/ Note
	Filing Summary
1	Click on E-File to begin filing.
	<p>Legend for 'Status':</p> <p>New: Form C is not completed yet.</p> <p>Pending Approval: A Form C has been submitted to Approver, pending submission to IRAS.</p> <p>Form C with Pending Approval status will be retained in the Portal for 14 days.</p>

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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

Functional Currency & Contact Information
(continue to next page)

1

Verify and update company's **Functional Currency** and **Contact Details**.

2

Click on **Save**. A pop-up message will prompt you to confirm the entry.

3

Click on **Yes** to save.

Notes:

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 **No Change**.

Save

Confirm Save?

NO

YES

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Update Corporate Profile/ Contact Details



Acknowledgement

Successful Submission

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

Name	ABC PTE LTD	Tax Ref No.	201312345A
Acknowledgement No.	225978	Date/ Time	22 Apr 2021 5:08 PM
Updated by	TOM TAN		

You requested to update the following details:

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



Step	Action/ Note
	Functional Currency & Contact Information
	An acknowledgement will be displayed upon successful submission.
1	Click on SAVE AS PDF/ PRINT to print or save a copy of the Acknowledgement.
2	Click on Proceed to E-File .

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File Form C-S/ C

Form Type Selection

Year of Assessment 2021

Choose only one form type to begin filing.

Form Type	Description	
Form C-S	<p>Simplified Income Tax Return for Singapore-incorporated companies that meet all the following conditions:</p> <p>Note: Please input the company's revenue below. If the company's revenue is S\$200,000 or below, you will be presented with the option to e-file Form C-S (Lite).</p> <ol style="list-style-type: none">1. Have revenue of S\$5 million or below; Revenue* (as stated in the financial statements for period ending in 2020) <p>S\$ <input type="text"/></p> <ol style="list-style-type: none">2. Derive only income taxable at normal corporate tax rate; and3. Not making certain claims/ allowances.	E-FILE
Form C	Income Tax Return for all other companies that are not eligible to file Form C-S.	E-FILE
Form for Dormant Company	Income Tax Return for companies that: <ol style="list-style-type: none">1. Did not carry out any business activities; and2. Had no income in the Year of Assessment.	E-FILE

[BACK TO FILING SUMMARY](#)

Step	Action/ Note
	Form Type Selection
1	Click on E-File to complete Form for Dormant Company .

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File Form C-S/ C

1. Main Form 2. Confirmation 3. Acknowledgement

Form for Dormant Company

Year of Assessment 2021

Basis Period 01 Oct 2019 - 30 Sep 2020

[How can I change the basis period?](#)

Assessment Information

Did the company carry on any business and receive any income during the basis period? * Yes No

Did the company own any investment (e.g. shares, properties and fixed deposits) during the basis period? * Yes No

Chargeable Income Nil

Unutilised Losses/ Donations	Normal Corporate Tax Rate S\$	Concessionary Tax Rate S\$	Total S\$
Unutilised Losses c/f (IRAS' Record) ⓘ	0	0	
Company's Declaration	0	0	0
Unutilised Donations c/f (IRAS' Record) ⓘ	0	0	
Company's Declaration	0	0	0

Next Step

Return to Form Type Selection to choose a different Form Type.

OR

Proceed to Confirmation Page to verify filing details.

Step	Action/ Note
	Main Form
1	Enter the required information.
2	Click on Confirmation Page .
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> The form will be populated with the information entered by the Preparer if this is a retrieval of a 'Pending Approval' filing. You can click on Cancel Filing to return to Form Type Selection.

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File Form C-S/ C

 SAVE AS PDF/ PRINT

1. Main Form

2. Confirmation

3. Acknowledgement

Confirmation for Form for Dormant Company

Name XXX

Tax Ref No. 201312345A

Year of Assessment 2021

Basis Period 01 Oct 2019 - 30 Sep 2020

Assessment Information

Did the company carry on any business and receive any income during the basis period? No

Did the company own any investment (e.g. shares, properties and fixed deposits) during the basis period? No

Chargeable Income Nil

Unutilised Losses/ Donations	Normal Corporate Tax Rate S\$	Concessionary Tax Rate S\$	Total S\$
Unutilised Losses c/f	0	0	0
Unutilised Donations c/f	0	0	0

Step	Action/ Note
	Confirmation Page (continue to next page)
1	Verify that the information you have entered is correct.
	<u>Note:</u> You can click on SAVE AS PDF/ PRINT to print or save a copy of the confirmation page.

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Declaration

The company declares that this return give a full and true account of the whole of the company's income for the preceding year.*

Details of Filer & Contact Person

Name of Filer TOM TAN Designation*

Name of Contact Person* TOM TAN Designation*

Contact No.* +65 91234567

Next Step

Return to filing page to make changes | Submit Form for Dormant Company to IRAS

AMEND | OR | SUBMIT

CANCEL FILING

Confirm Submission

Submit to IRAS?

NO | YES

Next Step

Return to filing page to make changes | Submit Form for Dormant Company to Approver for review

AMEND | OR | SUBMIT TO APPROVER

CANCEL FILING

Confirm Submission

Submit to Approver?

NO | YES

Step	Action/ Note
	Confirmation Page
1	Complete the Declaration checkbox.
2	Complete the Details of Filer & Contact Person .
3	Click on Submit if you are authorised as Approver. or Click on Submit to Approver if you are authorised as Preparer.
4	Click on Yes in the pop up message box to confirm your submission to IRAS or Approver.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. You can click on Amend to edit the information entered. 2. For submission by Preparer to Approver, the information in the Form C will be retained in the Portal (pending submission to IRAS by Approver) for 14 days.

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File Form C-S/ C

 SAVE AS PDF/ PRINT

1. Main Form

2. Confirmation

3. Acknowledgement

Acknowledgement for Form for Dormant Company

Successful Submission

We have received your filing.

Name	XXX	Tax Ref No.	201312345A
Acknowledgement No	243551	Date/ Time	01 Apr 2021 5:54 PM
Year of Assessment	2021		

Late Filing

Penalties may be imposed if this return is filed late.

Details of Filer & Contact Person

Name of Filer	XXX	Designation	DIRECTOR
Name of Contact Person	TOM TAN	Designation	DIRECTOR
Contact No.	+65 61234567		

Step	Action/ Note
	Acknowledgement Page
1	You will receive an acknowledgement upon successful submission.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> 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.

Contact Information

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

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