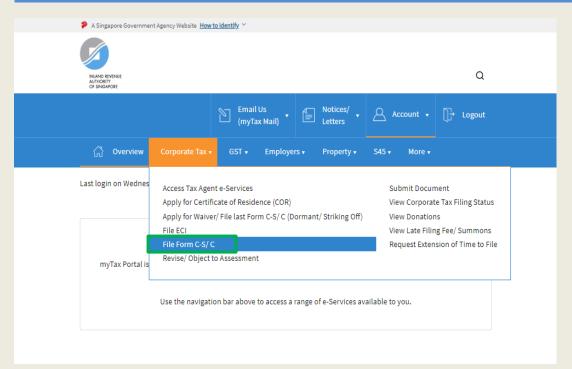
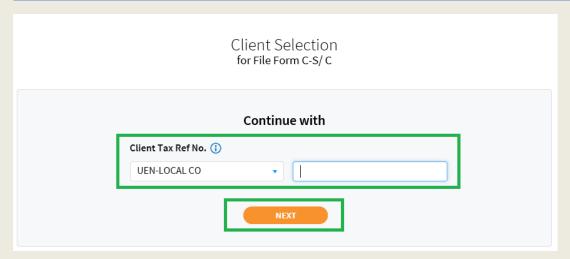


# User Guide (Tax Agent)

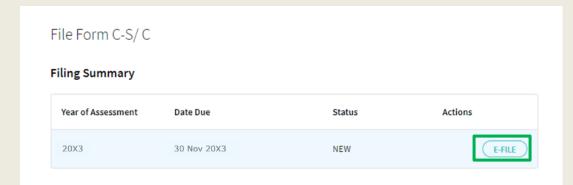
File Form C



Step	Action/ Note	
	Main Menu	
1	Upon logging in 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.	



Step	Action/ Note
	Client Selection
1	Enter the Client Tax Ref No.
2	Click on <b>NEXT</b> .



Pending Approval: A Form C has been submitted to Approver, pending submission to IRAS. Confirmation Page of the Form C will be displayed when the Approver selects the Form C with 'Pending Approval' status.

Form C with Draft or Pending Approval status will be retained in the Portal for 21 days or until the filing due date of 30 Nov, whichever is later.

**Action/ Note** 

**Filing Summary** 

Legend for 'Status':

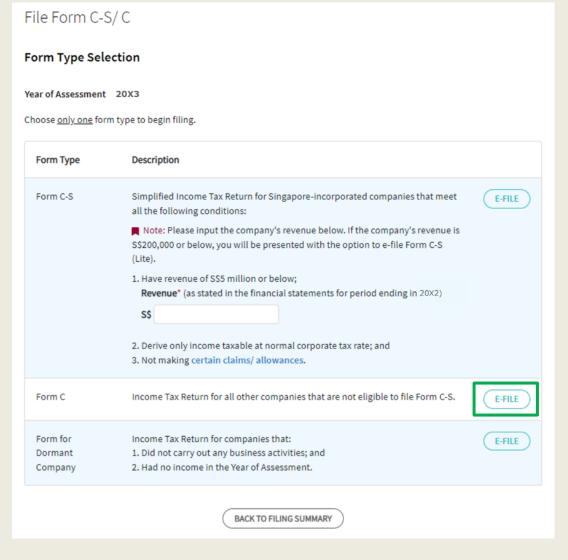
Click on **E-FILE** to begin filing.

**New**: Form C is not completed yet.

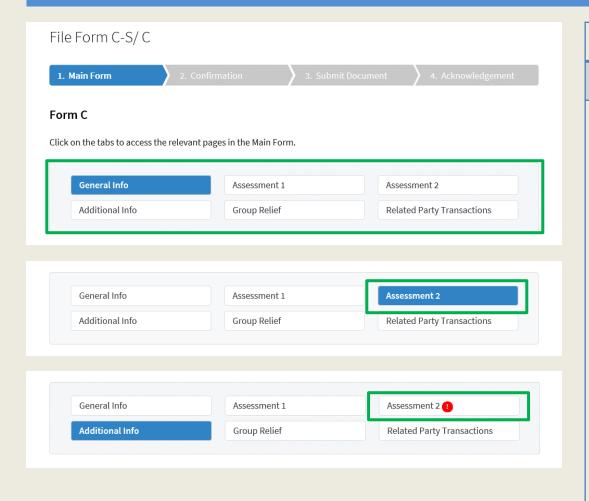
Step

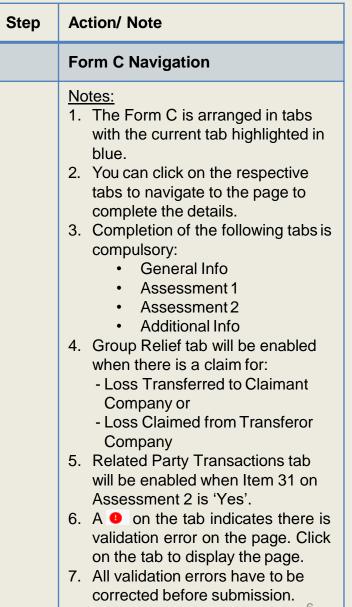
1

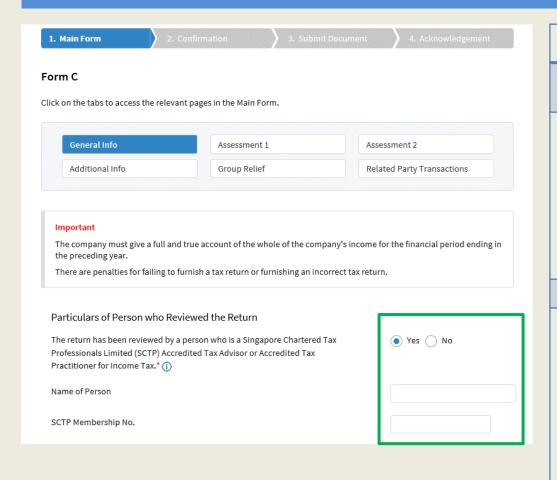
<sup>\*</sup>The Year of Assessment (YA) and financial period displayed in the screenshots are for illustration purpose only. Filer should ensure that the relevant YA is selected for filing.



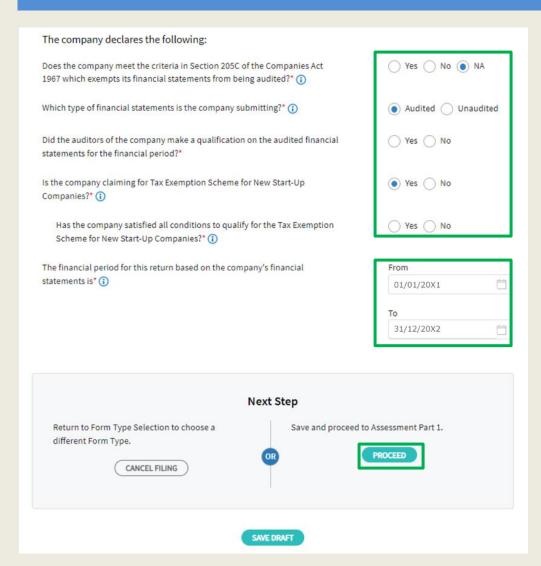
Step	Action/ Note	
	Form Type Selection	
1	Click on <b>E-FILE</b> to complete the <b>Form C</b> online.	



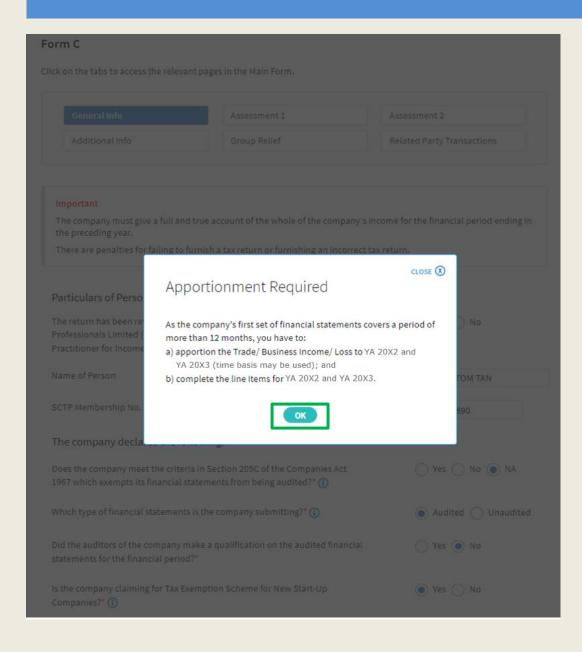




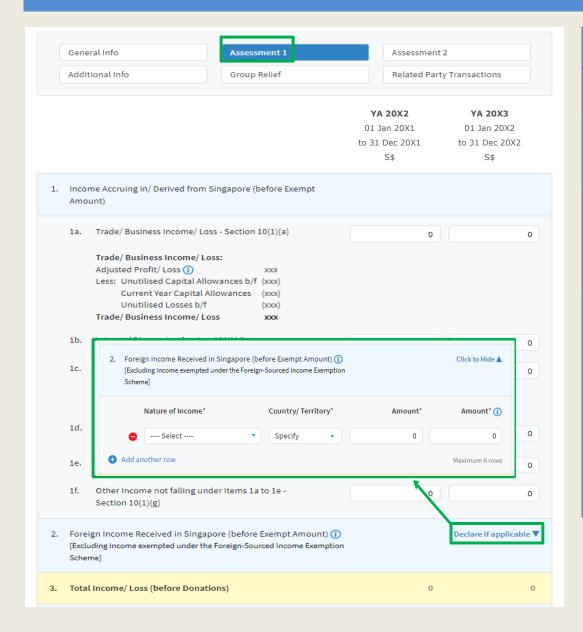
Step	Action/ Note	
	General Info	
	(continue to next page)	
1	Particulars of Person who Reviewed the Return:	
	Please complete the declaration on whether the return has been reviewed by a person who is a Singapore Chartered Tax Professionals Limited (SCTP) Accredited Tax Advisor or Accredited Tax Practitioner for Income Tax.	
2	Select 'Yes' or 'No', where applicable.	
	<ol> <li>If the reviewer is a SCTP Accredited Tax Advisor or Accredited Tax Practitioner for Income Tax, please obtain the reviewer's name and SCTP membership number to complete the fields.</li> <li>If the reviewer's name or SCTP membership number is not readily available, you can leave the field blank and complete it at a later date.</li> <li>Where there are multiple accredited reviewers, please provide the details (name and membership number) of any one reviewer.</li> </ol>	



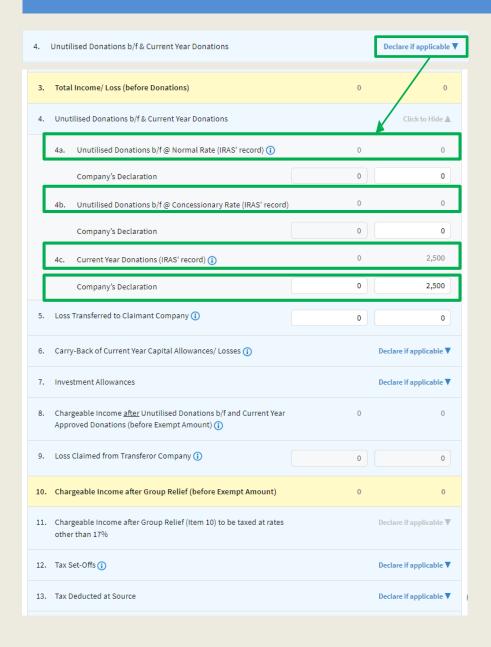
Step	Action/ Note	
Otep		
	General Info	
	(continue to next page)	
1	Select 'Yes', 'No' or 'NA', where applicable.	
2	Amend the pre-filled financial period if it is incorrect. The financial period is displayed based on the information available with IRAS.	
3	Click on <b>PROCEED</b> to move on to Assessment Part 1.	
	<ol> <li>Notes:         <ol> <li>You can click on SAVE DRAFT to save a copy of the Form C on the Portal and continue with filing at a later date.</li> <li>Form C with Draft or Pending Approval status will be retained in the Portal for 21 days or until the filing due date of 30 Nov, whichever is later.</li> <li>An auto-save feature will save the filing information as Draft when you move to a different tab/ page.</li> <li>You can click on the icon to read the explanatory notes.</li> </ol> </li> <li>You can click on CANCEL FILING to return to Form Type Selection.</li> </ol>	



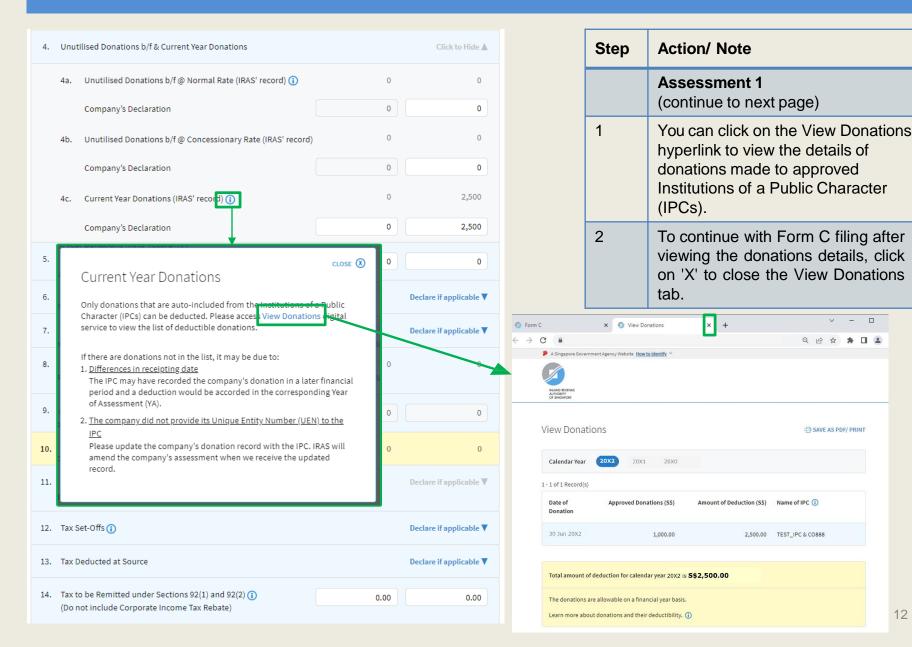
Step	Action/ Note	
	General Info	
1	<ol> <li>A message box will be displayed if:</li> <li>The company's first set of financial statements covers a period of more than 12 months; or</li> <li>There is a change in the company's financial year end.</li> </ol> Please take note of the message.	
2	Click on <b>OK</b> to continue.	
	Note: You may be required to complete the line items for 2 Years of Assessment if the company's first set of financial statements covers a period of more than 12 months or if there's a change in the company's financial year end.	

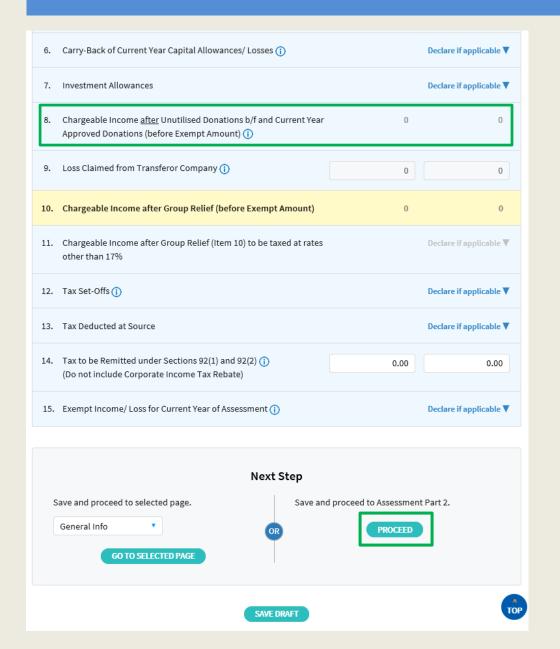


Step	Action/ Note	
	Assessment 1 (continue to next page)	
1	All amount fields are pre-filled with '0'. Please enter the correct amount if it is not '0'.	
2	Click on <b>Declare if applicable</b> hyperlink to display the relevant item (e.g. Item 2 – Foreign Income Received in Singapore) to enter the details and amount.	
	Note: The following line items will be computed automatically: Total Income/ Loss (before Donations) Chargeable Income after Unutilised Donations b/f and Current Year Approved Donations (before Exempt Amount) Chargeable Income after Group Relief (before Exempt Amount)	

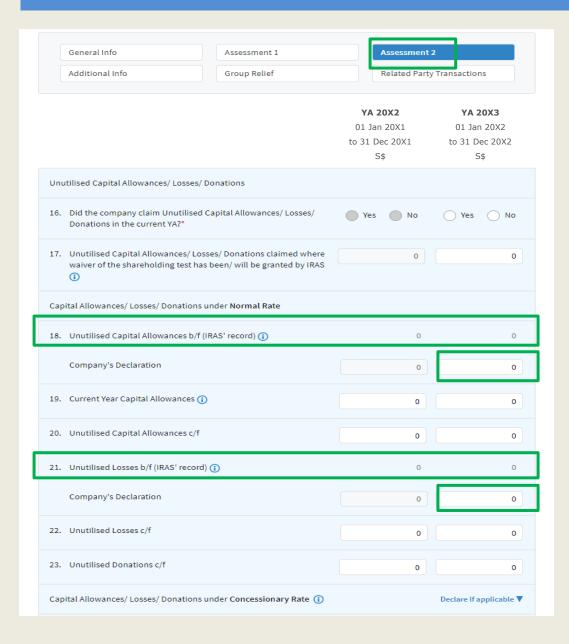


Step	Action/ Note
	Assessment 1 (continue to next page)
1	The following fields will be pre-filled based on information available with IRAS:  • Unutilised Donations b/f @ Normal Rate  • Unutilised Donations b/f @ Concessionary Rate  • Current Year Donations  • Unutilised Investment Allowances b/f
2	If any of the pre-filled amounts differs from the company's record, you can revise the amount in the corresponding 'Company's Declaration' box (with the exception of Current Year Donations).
	The amount of Current Year Donations is based on auto-included information from Institutions of a Public Character (IPCs). Upward adjustments are not allowed unless the company adopts a non-S\$ functional currency.
	Note: You can click on the icon to read the explanatory notes.

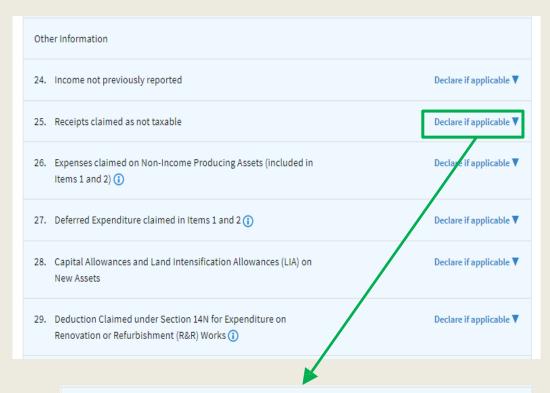




Step	Action/ Note	
	Assessment 1	
1	Chargeable Income <u>after</u> Unutilised Donations b/f and Current Year Approved Donations (before Exempt Amount) will be computed by the system.	
2	Click on <b>PROCEED</b> to move on to Assessment Part 2.	
	<ol> <li>Notes:         <ol> <li>You can click on GO TO SELECTED PAGE to go back to relevant pages of Form C to check or make changes.</li> <li>You can click on SAVE DRAFT to save a copy of the Form C on the Portal and continue with filing at a later date.</li> <li>Form C with Draft or Pending Approval status will be retained in the Portal for 21 days or until the filing due date of 30 Nov, whichever is later.</li> </ol> </li> <li>You can click on the ① icon to read the explanatory notes.</li> </ol>	



Step	Action/ Note	
	Assessment 2 (continue to next page)	
1	All amount fields are pre-filled with '0'. Please enter the correct amount if it is not '0'.	
2	The following fields will be pre-filled based on information available with IRAS:  • Unutilised Capital Allowances b/f @ Normal Rate  • Unutilised Losses b/f @ Normal Rate  • Unutilised Capital Allowances b/f @ Concessionary Rate  • Unutilised Losses b/f @ Concessionary Rate	
3	If any of the pre-filled amounts differs from the company's record, you can revise the amount in the corresponding 'Company's Declaration' box.	

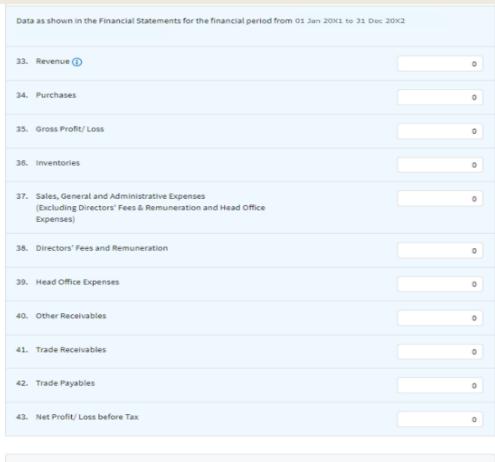


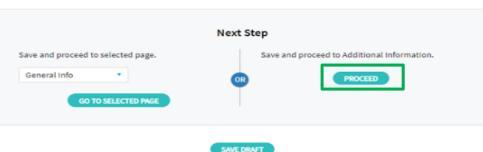
25. Rece	ipts claimed as not taxable	Click	k to Hide 🛦
25a.	Gains on disposal of real estate/ shares/ investments  Details on this item		
		0	0
	50 characters		
25b.	Other receipts (exclude one-tier exempt dividends and Jobs Support Scheme payout) (i)		
	Details on this item		
		0	0
	50 characters		

Step	Action/ Note	
	Assessment 2 (continue to next page)	
1	Click on <b>Declare if applicable</b> hyperlink to display the relevant item (e.g. Item 25 – Receipts claimed as not taxable) to enter the details and amount.	

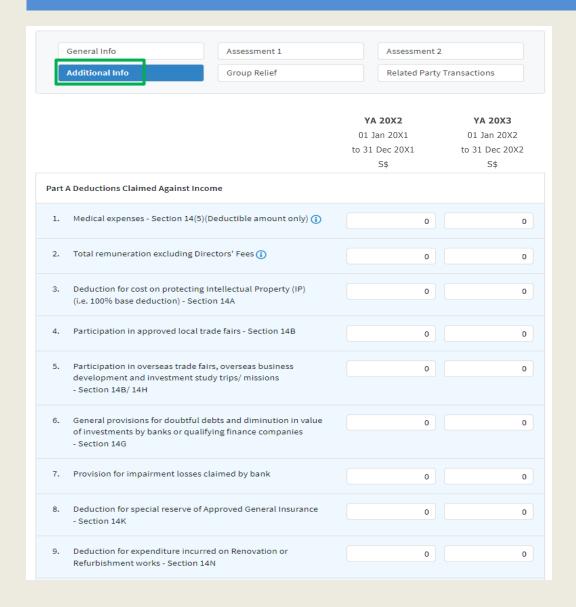
30.	Withholding Tax for Non-Residents		
	30a. Was there any amount paid or payable to non-residents falling under Section 45/ 45A/ 45B/ 45D/ 45F/ 45GA/ 45H that is not specifically exempt from withholding tax [e.g. under any Avoidance of Double Taxation Agreement, the Income Tax Act 1947, the Economic Expansion Incentives (Relief from Income Tax) Act 1967, etc.]?*	Yes No	Yes No
	30b. If the answer to 30a is "Yes", did the company comply with the requirement to withhold tax on the payments?	Yes No	Yes No
	30c. If the answer to 30b is "No", please state the reason(s) why the company did not comply with the requirement to withhold tax on the payments.		
31.	Related Party Transactions		
	Did the value of the company's related party transactions disclosed in the financial statements for the financial period exceed S\$15 million?* (1)  If yes, provide details on Related Party Transactions page.	Yes No	Yes No
32.	Appropriation of Trading Stock or Conversion of Non-Trade/ Capital Asset		
	Has the company appropriated any trading stock for non-trade or capital purposes under Section 10J and/or converted any non-		Yes No

Step	Action/ Note
	Assessment 2 (continue to next page)
1	Select 'Yes' or 'No', where applicable.
2	If Item 31 is 'Yes', please provide the details in <b>Related Party Transactions</b> tab.
3	If Item 32 is 'Yes', please attach the AC Reporting Form – Appropriation of Trading Stock for Non-Trade or Capital Purposes under Section 10J/Conversion of Non-Trade or Capital Asset to Trading Stock under Section 32A of the Income Tax Act 1947, on Submit Document page.

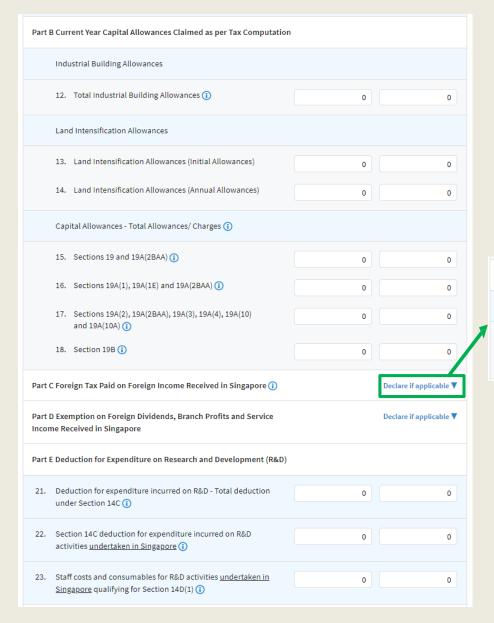




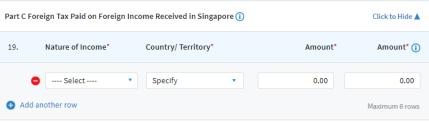
Step	Action/ Note
	Assessment 2
1	Click on <b>PROCEED</b> to move on to Additional Information.
	<ol> <li>Notes:         <ol> <li>You can click on GO TO SELECTED PAGE to go back to relevant pages of Form C to check or make changes.</li> <li>You can click on SAVE DRAFT to save a copy of the Form C on the Portal and continue with fling at a later date.</li> <li>Form C with Draft or Pending Approval status will be retained in the Portal for 21 days or until the filing due date of 30 Nov, whichever is later.</li> </ol> </li> <li>You can click on the icon to read the explanatory notes.</li> </ol>

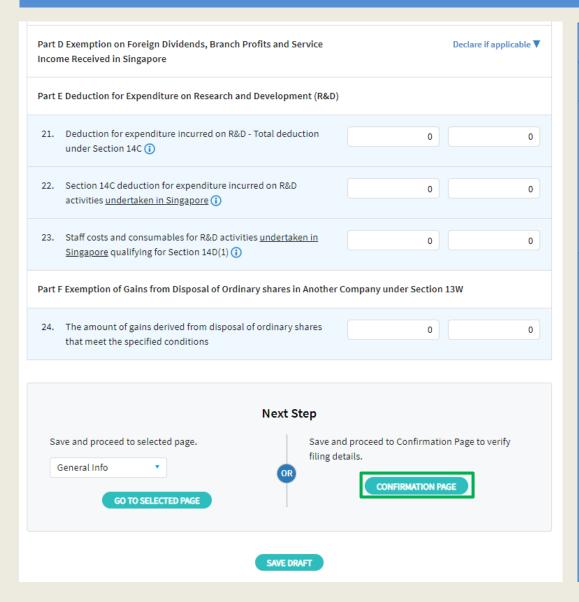


Step	Action/ Note
	Additional Info (continue to next page)
1	All amount fields are pre-filled with '0'. Please enter the correct amount if it is not '0'.

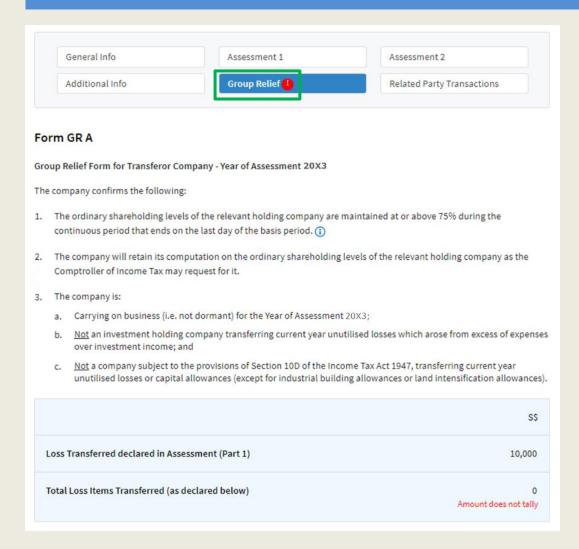


Step	Action/ Note
	Additional Info (continue to next page)
1	Click on <b>Declare if applicable</b> hyperlink to display the relevant item (e.g. Part C – Foreign Tax Paid on Foreign Income Received in Singapore) to enter the details and amount.

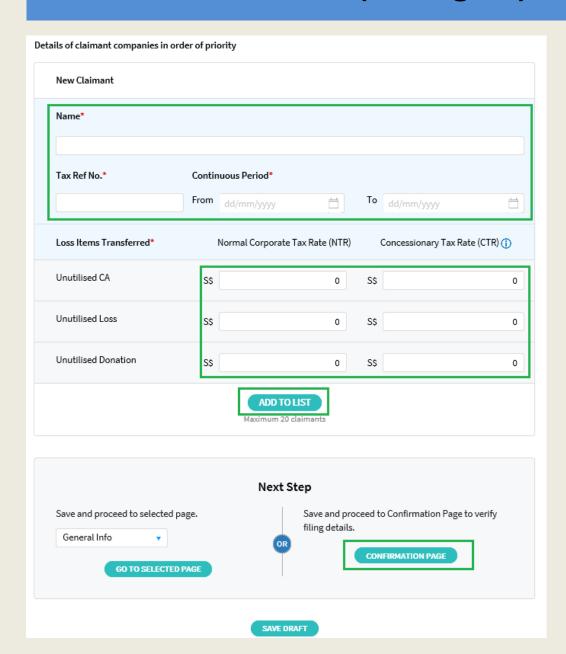




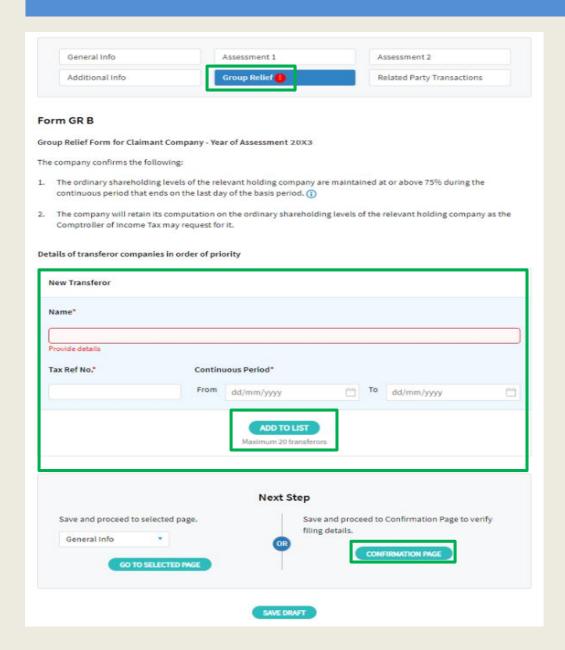
Step	Action/ Note
	Additional Info
1	For a company without Group Relief and Related Party Transactions, click on CONFIRMATION PAGE.
	Otherwise, click on <b>PROCEED</b> to move on to Group Relief/ Related Party Transactions.
	Notes:  1. You can click on GO TO SELECTED PAGE to go back to relevant pages of Form C to check or make changes.  2. You can click on SAVE DRAFT to
	save a copy of the Form C on the Portal and continue with fling at a later date.
	<ol> <li>Form C with Draft or Pending Approval status will be retained in the Portal for 21 days or until the filing due date of 30 Nov, whichever is later.</li> </ol>
	4. You can click on the ① icon to read the explanatory notes.



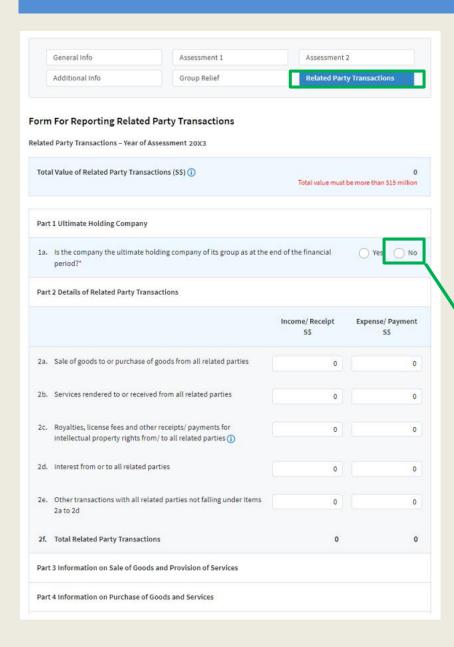
Step	Action/ Note
	Group Relief - GR A (to complete when there is Loss Transferred to Claimant Company) (continue to next page)



Step	Action/ Note
	Group Relief - GR A
1	Enter claimant's information: - Name of Claimant - Tax Ref No. of Claimant - Continuous Period From/ To
2	The amount fields are pre-filled with '0'. Please enter the correct amount if it is not '0'.
3	Click on ADD TO LIST.
4	For a company without Related Party Transactions to declare, click on CONFIRMATION PAGE.  Otherwise, click on PROCEED to move on to Related Party
	Transactions.  Notes:
	<ol> <li>You can add up to 20 claimants.</li> <li>Please click on ADD TO LIST to add a new record.</li> </ol>

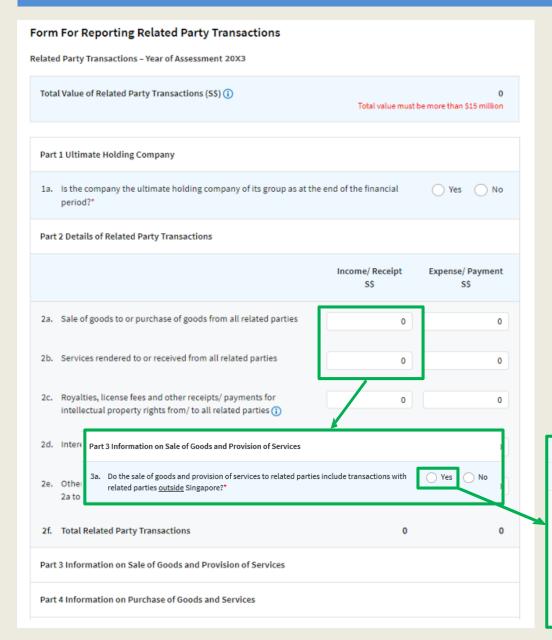


Step	Action/ Note
	Group Relief - GR B (to complete when there is Loss Claimed from Transferor Company)
1	Enter transferor's information: - Name of Transferor - Tax Ref No. of Transferor - Continuous Period From/ To
2	Click on ADD TO LIST.
3	For a company without Related Party Transactions to declare, click on CONFIRMATION PAGE.  Otherwise, click on PROCEED to move on to Related Party Transactions.
	Notes:  1. You can add up to 20 transferors.  2. Please click on ADD TO LIST to add a new record.



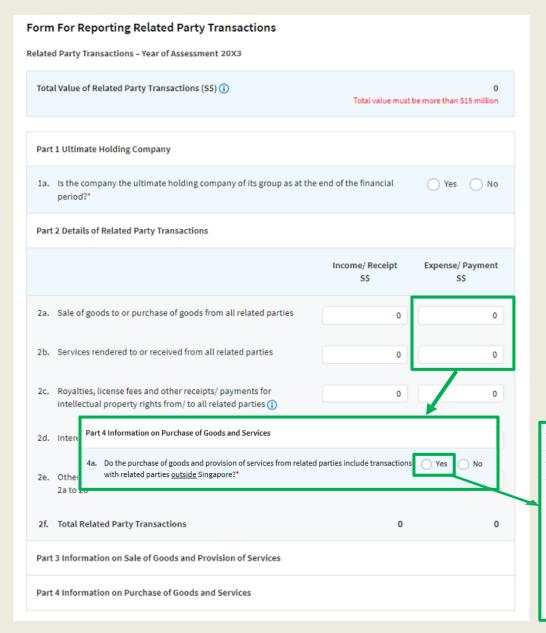
Step	Action/ Note
	Related Party Transactions (to complete if the value of the company's related party transactions disclosed in the financial statements for the financial period exceeds S\$15 million.) (continue to next page)
1	Select 'Yes' if the company is the ultimate holding company of its group.
	Else, select 'No'. This will display the fields to input the name and country/ territory of the ultimate holding company.
2	All amount fields are pre-filled with '0'. Please enter the correct amount if it is not '0'.

Part 1 Ultimate Holding Company			
1a.	a. Is the company the ultimate holding company of its group as at the end of the financial period?*		0
1b.	Name of Ultimate Holding Company*	Country/ Territory  Country/ Territory	



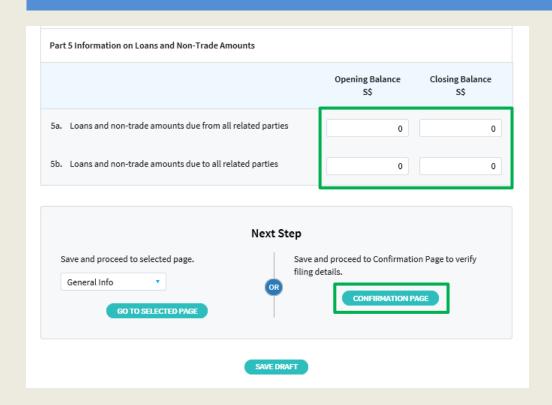
Step	Action/ Note
	Related Party Transactions (continue to next page)
1	If the company has sold goods to or received payment for services provided to related parties, input respective amounts under Income/Receipt for 2a and 2b.
	Declare in Part 3a if any of the related parties is operating outside Singapore.
	If any of the related parties is operating outside Singapore, select 'Yes'. This will display Part 3b to allow the input of information on the related parties.

3a.	Do the sale of goods and provision of se related parties <u>outside</u> Singapore?*	rvices to related parties in	clude transactions with	Yes     No
3b.	Sale of goods and provision of services outside Singapore	to the top 5 (based on tota	l value) related parties	
	Name of Related Party*	Country/Territory*	Relationship Type* (1)	Amount (S\$)*
i.		Specify *	Specify •	0
ii.		Specify •	Specify •	0
iii.		Specify •	Specify	0
iv.		Specify •	Specify •	0
v.		Specify •	Specify •	0

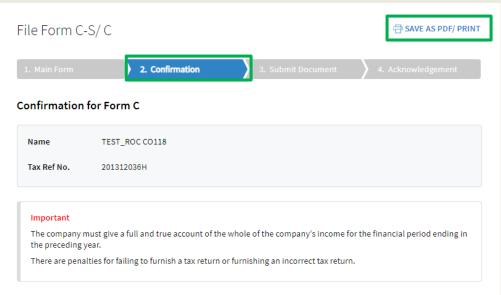


Step	Action/ Note
	Related Party Transactions (continue to next page)
1	If the company has purchased goods from or paid for services provided by related parties, input respective amounts under Expense/Payment for 2a and 2b.
	Declare in Part 4a if any of the related parties is operating outside Singapore.
	If any of the related parties is operating outside Singapore, select 'Yes'. This will display Part 4b to allow the input of information on the related parties.

		arties include transactions	Yes     No
Purchase of goods and provision of parties <u>outside</u> Singapore	of services from the top 5 (based	on total value) related	
Name of Related Party*	Country/Territory*	Relationship Type* ①	Amount (S\$)*
	Specify *	Specify ▼	0
	Specify •	Specify •	0
	Specify •	Specify •	0
	Specify *	Specify ▼	0
	Specify •	Specify •	0
	with related parties <u>outside</u> Singa  Purchase of goods and provision of parties <u>outside</u> Singapore	with related parties <u>outside</u> Singapore?*  Purchase of goods and provision of services from the top 5 (based parties <u>outside</u> Singapore  Name of Related Party*  Country/ Territory*  Specify  Specify  Specify  Specify  Specify  Specify  Specify  Specify	Purchase of goods and provision of services from the top 5 (based on total value) related parties <u>outside</u> Singapore  Name of Related Party*  Country/Territory*  Relationship Type* ①  Specify  Specify



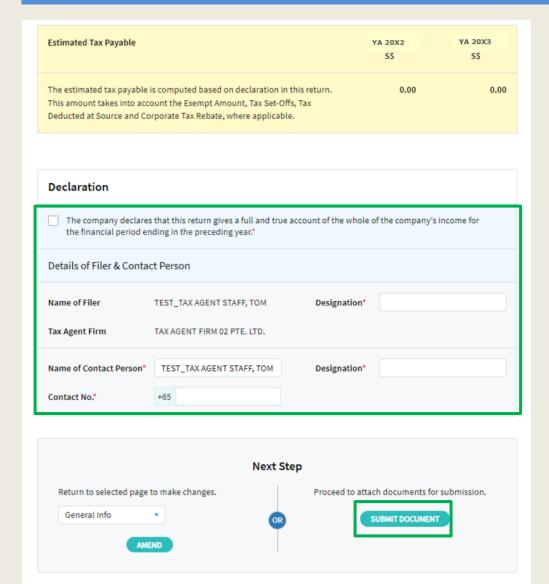
Step	Action/ Note
	Related Party Transactions
1	If the company has <b>loans and non- trade amounts</b> due from or to related parties, input respective amounts under Opening/ Closing Balance for 5a and 5b.
2	Click on <b>CONFIRMATION PAGE</b> .
	<ol> <li>Notes:</li> <li>You can click on SAVE DRAFT to save a copy of the Form C on the Portal and continue with filing at a later date.</li> <li>Form C with Draft or Pending Approval status will be retained in the Portal for 21 days or until the filing due date of 30 Nov, whichever is later.</li> <li>An auto-save feature will save the filing information as Draft when you move to a different tab/ page.</li> </ol>



#### Form C

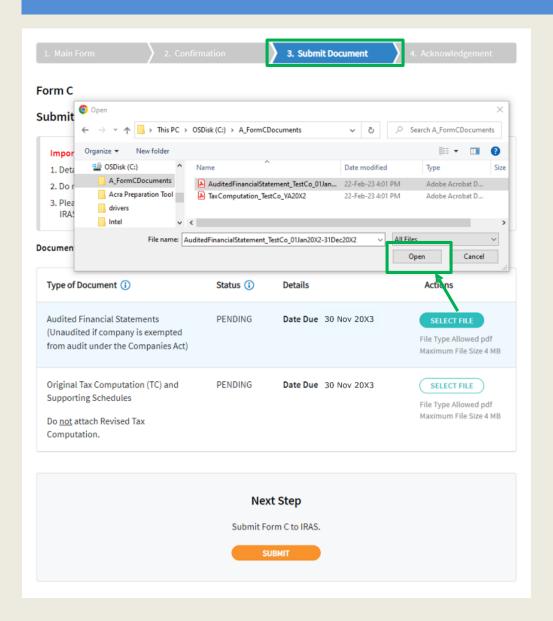
General Information	
Particulars of Person who Reviewed the Return	
The return has been reviewed by a person who is a Singapore Chartered Tax Professionals     Limited (SCTP) Accredited Tax Advisor or Accredited Tax Practitioner for Income Tax.	Yes
Name of Person	TESTER TOM TAN
SCTP Membership No.	******
The company declares the following:	
Does the company meet the criteria in Section 205C of the Companies Act 1967 which exempts it financial statements from being audited?	s No
Which type of financial statements is the company submitting?	Audited
Did the auditors of the company make a qualification on the audited financial statements for the financial period?	No

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

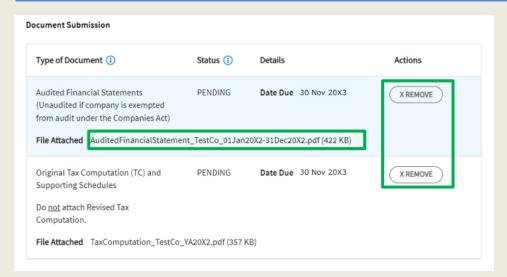


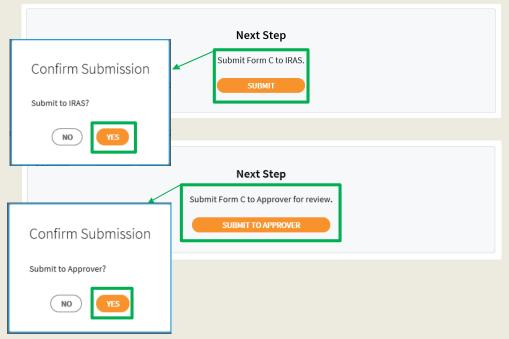
A SAVE AS PDF/ PRINT

Step	Action/ Note	
	Confirmation Page	
1	At the bottom of the Confirmation Page, complete the <b>Declaration</b> checkbox.	
2	Complete the <b>Details of Filer &amp;</b> Contact Person.	
3	Click on <b>SUBMIT DOCUMENT</b> .	
	Notes:  1. The amount of Estimated Tax Payable is computed based on declaration in the return. Please refer to the Notice of Assessment for the actual tax payable.  2. You can click on AMEND to edit any line items entered earlier.	

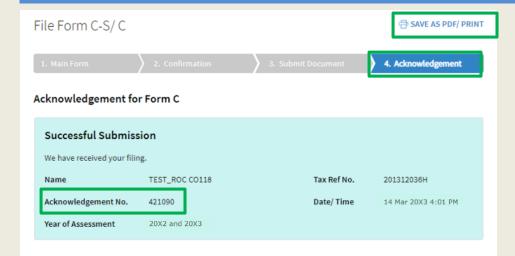


Step	Action/ Note
	Submit Document (To submit document, e.g. Financial Statements, Tax Computation, together with Form C) (continue to next page)
1	Click on <b>SELECT FILE</b> .
2	Select the file to be submitted and click on <b>Open</b> .
	<ol> <li>Notes:         <ol> <li>Document attached has to be within the maximum file size and of acceptable file type, as stated.</li> <li>Do not attach any other documents that are not listed here. Please retain them and only submit upon request.</li> </ol> </li> <li>Revised tax computation not relating to carry-back of current year capital allowances/ losses and income not previously reported should be submitted via Revise/ Object to Assessment digital service.</li> </ol>





Step	Action/ Note
	Submit Document
1	A <b>REMOVE</b> button will appear after a file is selected. You can remove the file and reselect a correct file again by clicking on <b>SELECT FILE</b> .
2	Please check the filename to ensure the correct file has been attached before submitting the return.
3	Click on <b>SUBMIT</b> if you are authorised as Approver. or Click on <b>SUBMIT TO APPROVER</b> if you are authorised as Preparer.
4	Click on <b>YES</b> in the pop-up message box to confirm your submission to IRAS or Approver.
	<ol> <li>Notes:         <ol> <li>Approver will be able to remove and reattach document(s) submitted by Preparer.</li> <li>Submission by Preparer will be retained in the Portal (pending submission to IRAS by Approver) for 21 days or until the filing due date of 30 Nov, whichever is later.</li> </ol> </li> </ol>
	Approver should retrieve and submit the Form C to IRAS before the information in the Form C is deleted.  31



#### **Documents Pending Submission**

Please submit documents with Status "Pending" or "Pending Approval" before the filing due date. Penalties may be imposed if documents are not received by the filing due date.

Note: The company does not need to submit the Declaration Form for S19B Allowances on IPR if the declaration had already been submitted in the first year of claim.

#### **Documents Retention**

The company is required to retain the documents relating to the declaration in this Income Tax Return and submit them to IRAS upon request.

#### GST Registration

Companies with revenue of more than S\$1 million (excluding dividends and interest) may need to register for GST. For details, refer to GST Registration on IRAS' website.

Details of Filer & Contact Person			
Name of Filer  Tax Agent Firm	TEST_TAX AGENT STAFF, TOM TAX AGENT FIRM 02 PTE. LTD.	Designation	TEST_FILER
Name of Contact Person Contact No.	TEST_TAX AGENT, TIFFANY +65 76543210	Designation	TEST_TAX AGENT

Step	Action/ Note
	Acknowledgement Page (continue to next page)
1	You will receive an acknowledgement upon successful submission to IRAS.
provided for submission pending Approver's action.  2. You can check the status of you	Acknowledgement number will only be provided for successful submission to IRAS. No Acknowledgement number will be provided for submission pending Approver's action.      You can check the status of your submission via View Corporate
	service. 3. The status of Form C, Additional Info, GR A and GR B (if any) will be updated on the same day as the date of submission.
	The status of Financial     Statements and Tax Computation     will be updated within two working     days from the date of submission.
	<ol> <li>You can click on SAVE AS         PDF/ PRINT to save a copy of the Acknowledgement Page.     </li> </ol>

Appropriation of Trading Stock or Conversion of Non-Trade/ Capital Asset		
Has the company appropriated any trading stock for non-trade or capital purposes under Section 10J and/ or converted any non-trade or capital asset to trading stock under Section 32A?	NA	Yes
Data as shown in the Financial Statements for the financial period from 01 Jan 20	0X1 to 31 Dec 20X2	
Revenue		1,200,500
Net Profit/ Loss before Tax		50,000
dditional Information		
Deductions Claimed Against Income	YA 20X2 S\$	<b>YA 20X3</b> S\$
Medical expenses - Section 14(5)(Deductible amount only)	0	3,200
Total remuneration excluding Directors' Fees	35,000	80,000
Estimated Tax Payable	YA 20X2 5\$	YA 20X3 5\$
The estimated tax payable is computed based on declaration in this return. This amount takes into account the Exempt Amount, Tax Set-Offs, Tax Deducted at Source and Corporate Tax Rebate, where applicable.	0.00	0.00

Step	Action/ Note
	Acknowledgement Page
	Notes:  1. The Acknowledgement Page can also be retrieved from myTax Portal via View Notices/ Letters - Corporate Tax digital service.
	At the bottom of the     Acknowledgement Page, you can     click on FILE FOR NEXT     CLIENT to continue filing for     another client.

## Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at myTax Mail.

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