

User Guide for Tax Agent

Form for Dormant Company

User Guide (Tax Agent): Form for Dormant Company

The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Feedback' and 'Technical FAQ'. Below these are navigation buttons for 'myTax Mail', 'Notices', 'Account', and 'Logout'. A main navigation bar includes 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', '\$45', and 'More'. The 'Corporate Tax' menu is open, showing options like 'Access Tax Agent e-Services', 'Apply for Certificate of Residence', 'File ESI', 'File Form C-S/ C' (highlighted with a green box), 'Object/ Revise Assessment', 'Submit Document', 'View Corporate Tax Filing Status', 'View Donations', and 'View Late Filing Fee/ Summons'. A secondary menu for 'R&D Tax Allowance Scheme' is also visible, with options 'Submit Base Year & Base Expenditure' and 'View R&D Allowance Account'. The page footer contains the text: 'myTax Portal is a convenience. S, at your Use the navigation bar above to access a range of e-Services available to you.'

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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Client Selection
for File Form C-S/ C

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO ▼

NEXT

Step	Action/ Note
	Client Selection
1	Enter the Client Tax Ref No.
2	Click on Next.

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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.
	Legend for ' Status ': New: Form C is not completed yet. Pending Approval: A Form C has been submitted to Approver, pending submission to IRAS. Form C with Pending Approval status will be retained in the Portal for 14 days.

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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.

Proceed to Confirmation Page to verify filing details.

OR

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***

Tax Agent Firm XYZ PTE LTD

Name of Contact Person* **Designation***

Contact No.* +65

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
Tax Agent Firm	XYZ PTE LTD		
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.

Notes:

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 **SAVE AS PDF/ 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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