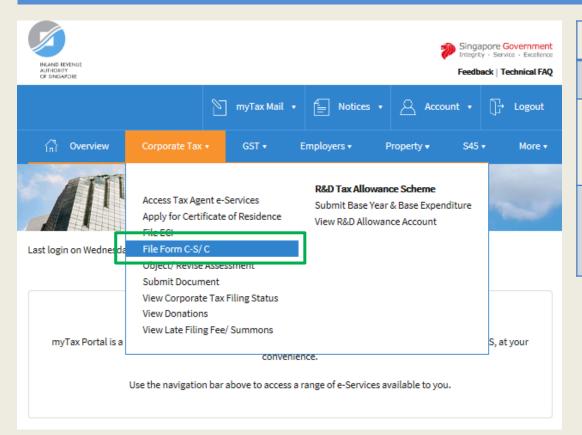
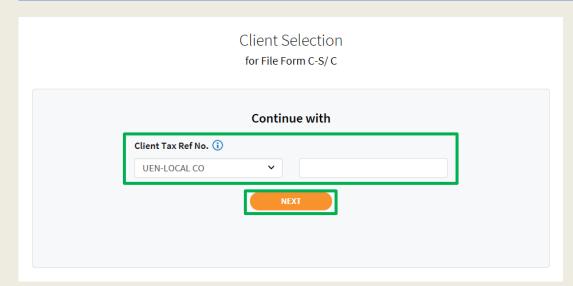


## User Guide for Tax Agent

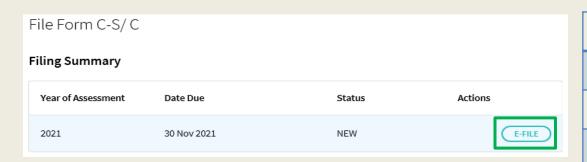
Form for Dormant Company



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.



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



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

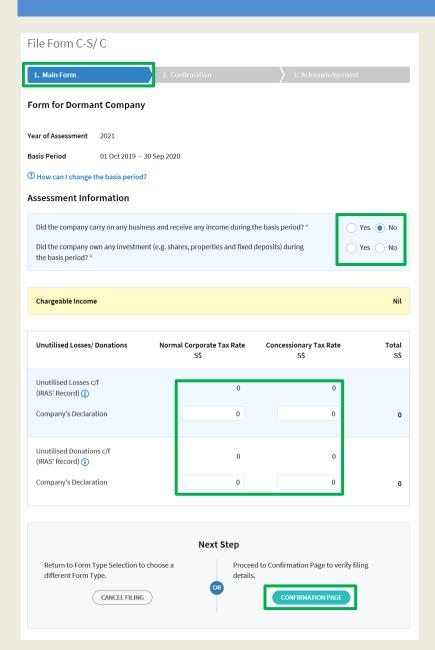
# File Form C-S/ C Form Type Selection

Choose only one form type to begin filing.

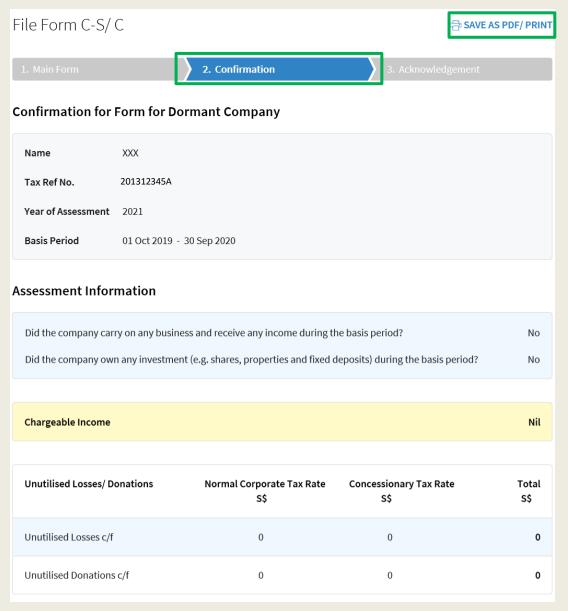
Year of Assessment 2021

moose only one to make to begin ming.		
Form Type	Description	
Form C-S	Simplified Income Tax Return for Singapore-incorporated companies that meet all the following conditions:	E-FILE
	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).	
	<ol> <li>Have revenue of S\$5 million or below;</li> <li>Revenue* (as stated in the financial statements for period ending in 2020)</li> </ol>	
	S\$	
	<ol> <li>Derive only income taxable at normal corporate tax rate; and</li> <li>Not making certain claims/ allowances.</li> </ol>	
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: 1. Did not carry out any business activities; and 2. Had no income in the Year of Assessment.	E-FILE
	BACK TO FILING SUMMARY	

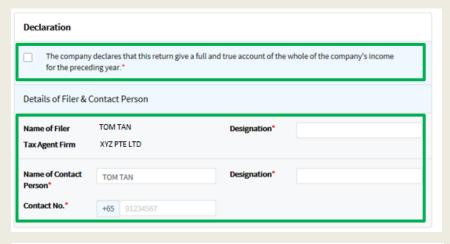
Step	Action/ Note
	Form Type Selection
1	Click on <b>E-File</b> to complete <b>Form for Dormant Company</b> .

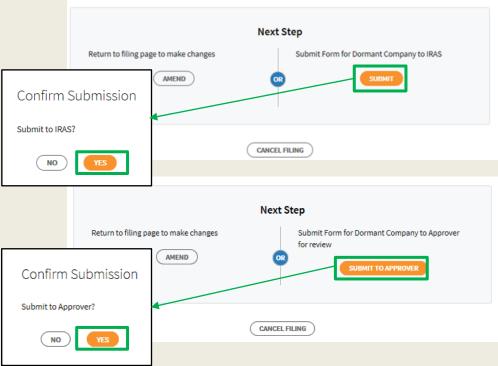


Step	Action/ Note
	Main Form
1	Enter the required information.
2	Click on <b>Confirmation Page</b> .
	Notes:  1. The form will be populated with the information entered by the Preparer if this is a retrieval of a 'Pending Approval' filing.  2. You can click on Cancel Filing to return to Form Type Selection.

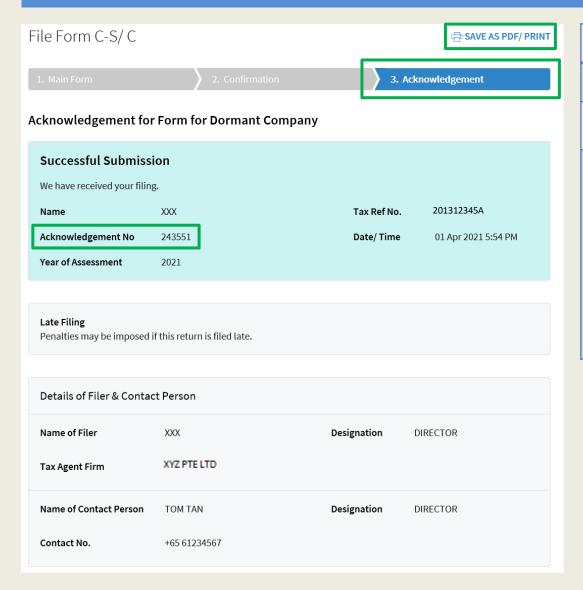


Step	Action/ Note
	Confirmation Page (continue to next page)
1	Verify that the information you have entered is correct.
	Note: You can click on SAVE AS PDF/ PRINT to print or save a copy of the confirmation page.





Step	Action/ Note
	Confirmation Page
1	Complete the <b>Declaration</b> checkbox.
2	Complete the <b>Details of Filer &amp;</b> Contact Person.
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.
	<ul> <li>Notes: <ol> <li>You can click on Amend to edit the information entered.</li> <li>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.</li> </ol> </li> </ul>



Step	Action/ Note
	Acknowledgement Page
1	You will receive an acknowledgement upon successful submission.
	<ol> <li>Notes:         <ol> <li>Acknowledgement number will only be provided for successful submission to IRAS. No Acknowledgement number will be provided for submission pending Approver's action.</li> </ol> </li> <li>You can click on SAVE AS PDF/PRINT to print or save a copy of the Acknowledgement.</li> </ol>

#### **Contact Information**

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

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