

# User Guide for Tax Agent

## Form for Dormant Company

# User Guide (Tax Agent): Form for Dormant Company

The screenshot shows 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 contains 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', '\$45', and 'More'. The 'Corporate Tax' menu is open, showing a list of services: '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'. To the right of this menu, under the heading 'R&D Tax Allowance Scheme', are links for 'Submit Base Year & Base Expenditure' and 'View R&D Allowance Account'. The page also includes a 'Last login on Wednesday' notification and a footer with the text 'myTax Portal is a convenience. S, at your' and 'Use the navigation bar above to access a range of e-Services available to you.'

Step	Action/ Note
	<b>Main Menu</b>
1	Upon login to myTax Portal, select the e-Service from the menu: Corporate Tax > <b>File Form C-S/ C.</b>
	<b>Note:</b> For steps on logging in to myTax Portal, you may refer to our <a href="#">Guide on How to Log In to myTax Portal</a> .

# User Guide (Tax Agent): Form for Dormant Company

Client Selection  
for File Form C-S/ C

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO ▼

**NEXT**

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

# User Guide (Tax Agent): Form for Dormant Company

File Form C-S/ C

## Filing Summary

Year of Assessment	Date Due	Status	Actions
2021	30 Nov 2021	NEW	<a href="#">E-FILE</a>

Step	Action/ Note
	<b>Filing Summary</b>
1	Click on <b>E-File</b> to begin filing.
	Legend for ' <b>Status</b> ':  <b>New:</b> 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.

# User Guide (Tax Agent): Form for Dormant Company

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><b>Note:</b> 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"><li>Have revenue of S\$5 million or below; <b>Revenue*</b> (as stated in the financial statements for period ending in 2020)</li></ol> <p>S\$ <input type="text"/></p> <ol style="list-style-type: none"><li>Derive only income taxable at normal corporate tax rate; and</li><li>Not making <b>certain claims/ allowances</b>.</li></ol>	<a href="#">E-FILE</a>
Form C	Income Tax Return for all other companies that are not eligible to file Form C-S.	<a href="#">E-FILE</a>
Form for Dormant Company	Income Tax Return for companies that: <ol style="list-style-type: none"><li>Did not carry out any business activities; and</li><li>Had no income in the Year of Assessment.</li></ol>	<a href="#">E-FILE</a>

[BACK TO FILING SUMMARY](#)

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

# User Guide (Tax Agent): Form for Dormant Company

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

# User Guide (Tax Agent): Form for Dormant Company

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

# User Guide (Tax Agent): Form for Dormant Company

**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
	<b>Confirmation Page</b>
1	Complete the <b>Declaration</b> checkbox.
2	Complete the <b>Details of Filer &amp; Contact Person</b> .
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.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> <li>1. You can click on <b>Amend</b> to edit the information entered.</li> <li>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.</li> </ol>



# User Guide (Tax Agent): Form for Dormant Company

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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