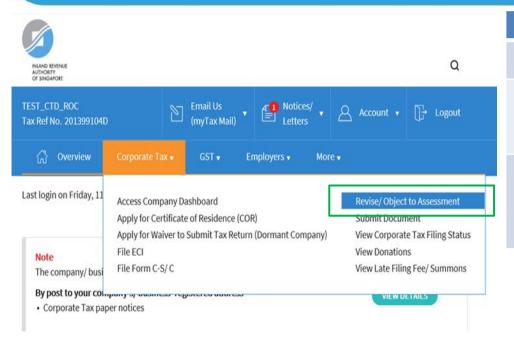


User Guide for Company Revise/ Object to Assessment

Getting Started



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

Getting Started

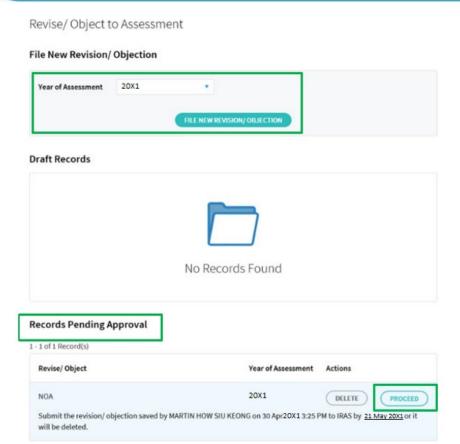
will be deleted.

Revise/ Object to Assessment File New Revision/ Objection Year of Assessment 20x1 **Draft Records** No Records Found **Records Pending Approval** 1-1 of 1 Record(s) Revise/ Object Year of Assessment 20X1 NOA

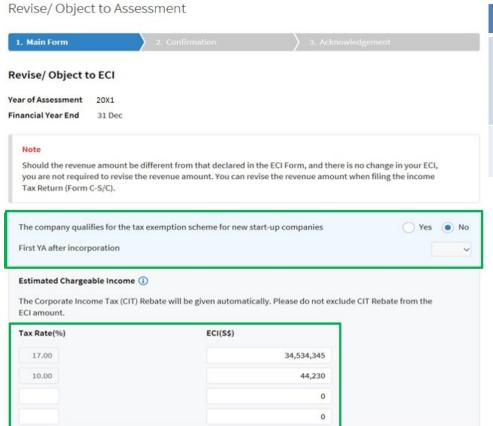
Submit the revision/objection saved by MARTIN HOW SIU KEONG on 30 Apr 20X1 3:25 PM to IRAS by 21 May 20X1 or it

| Step | Action/ Note |
|------|--|
| | Revise/ Object to Assessment (Preparer's view) |
| 1 | Select the relevant Year of Assessment. |
| 2 | Click on File New Revision/ Objection to proceed. Revise/ object to ECI – continue from pages 5 to 11. Revise/ object to Form C/ C-S/ C-S (Lite) Filing – continue from page 12. |
| | Notes: a) Revision/ Objection records which you have previously submitted to the Approver will appear under Records Pending Approval. b) Records pending Approver's action can only be deleted or submitted to IRAS by the Approver. c) Find out more information on your scenario in our FAQs. |

Getting Started



| Step | Action/ Note |
|------|--|
| | Revise/ Object to Assessment (Approver's view) |
| 1 | Select the relevant Year of Assessment before clicking on to File New Revision/ Objection to proceed. OR Click on Proceed to retrieve information under Records Pending Approval. Revise/ object to ECI – continue from pages 5 to 11. Revise/ object to Form C/ C-S/ C-S (Lite) Filing – continue from page 12. |
| | Notes: a) You will be able to view the records which are submitted by the Preparer under Records Pending Approval. b) Click on Delete if you wish to delete the record. c) Find out more information on your scenario in our FAQs. |



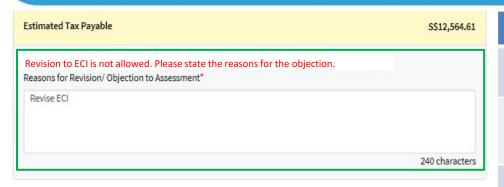
| Step | Action/ Note |
|------|--|
| 1 | Click on Yes and select the First YA after incorporation if the company qualifies for Tax Exemption Scheme for New Start-Up Companies. |
| 2 | Enter the revised ECI amountfor the appropriate tax rate. |



| Step | Action/ Note |
|------|--|
| 1 | Enter the Reasons for Revision/ Objection to Assessment. |
| 2 | Click on Confirmation Page. (continue on page 9) |
| | Note: The information entered by the Preparer will be displayed if the Approver is retrieving the record under Records Pending Approval. |







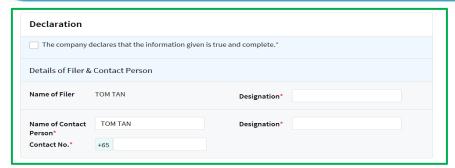
| Step | Action/ Note |
|------|--|
| | What if the revision/ objection to ECI is disallowed? |
| 1 | You need to enter the reasons under Reasons for Revision/ Objection to Assessment in order to proceed. |
| 2 | Click on Confirmation Page. |



CLEAR ALL

| 1. Main Form | 2. Confirmation | 3. Acknowled | dgement |
|--------------------------|------------------------------|--------------|------------------|
| Revise/ Object to E | CI | | |
| Confirmation | | | |
| Name | ABC PTE LTD | | |
| Tax Ref No. | 201601234A | | |
| rear of Assessment | 20X1 | | |
| Financial Year End | 31 Dec | | |
| Tax Rate (%) | EC | I (S\$) | |
| 17.00 | | 34,534,345 | |
| 10.00 | | 44,200 | |
| Total ECI | \$\$3 | 4,578,545.00 | |
| Estimated Tax Pa | yable | | S\$ 5,829,333.65 |
| Less: Tax Previously Ass | bessed | | S\$ 5,829,336.65 |
| Additional Tax Pa | yable/ (Tax to be Discharged |) | S\$ 5,829,333.65 |

| Step | Action/ Note |
|------|--|
| | Confirmation Page (continue to next page) |
| 1 | Verify the information entered. |
| | Note: You can click on Save as PDF/ Print to save a copy of the Confirmation Page. |



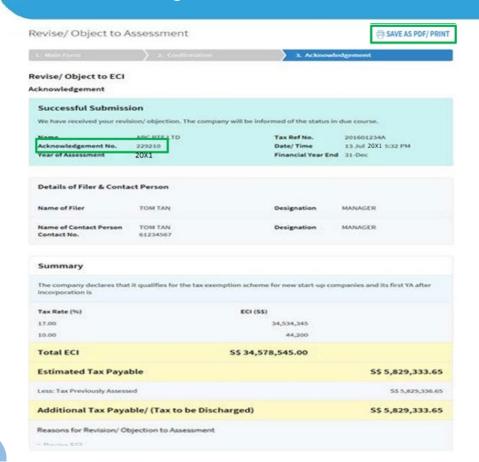


Discard changes and return to Revision/ Objection Summary

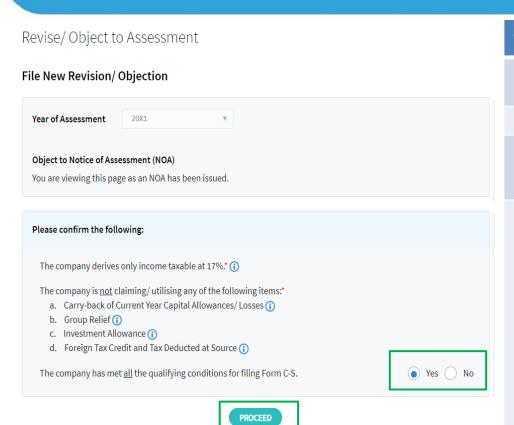
CANCEL FILING



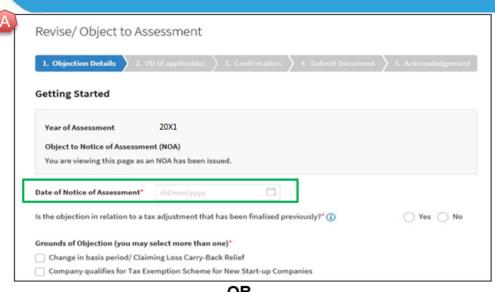
| Step | Action/ Note |
|------|---|
| | Confirmation Page |
| 1 | Complete the Declaration and Details of Filer & Contact Person sections. |
| 2 | Click on Submit if you are authorised as an Approver. OR Click on Submit to the Approver if you are authorised as a Preparer. |
| 3 | Click Yes to confirm your submission to IRAS or Approver in the pop up message box. |
| | Note: You can click on Amend to edit the information entered. |



| Step | Action/ Note |
|------|---|
| Otop | Action Note |
| | Acknowledgment Page |
| | You will receive an acknowledgement upon successful submission. |
| 1 | Click on Save as PDF/ Print to save a copy of the Acknowledgement Page. |
| | Note: An acknowledgement number will only be provided for successful submission to IRAS. No acknowledgement number will be provided if a Preparer submits to an Approver for review and eventual submission. |

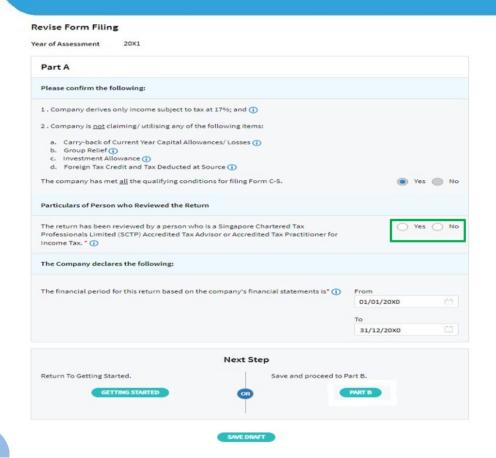


| Step | Action/ Note |
|------|--|
| | File New Revision/ Objection (Preparer's view) |
| 1 | Select the relevant Year of Assessment. |
| 2 | Select the respective radio buttons and click Proceed. These qualifying conditions are applicable to Form C-S/ C-S (Lite) only. |
| | Note: |
| | For companies that has submitted the Form for Dormant Companies previously or was issued with a Notice of Estimated Assessment from IRAS, please select the relevant Form Type first (see image below). If Form C-S or Form C-S (Lite) is selected, the qualifying conditions (image on the left) will be displayed. |
| | Select Form Type: Form C Form C-S Form C-S (Lite) |

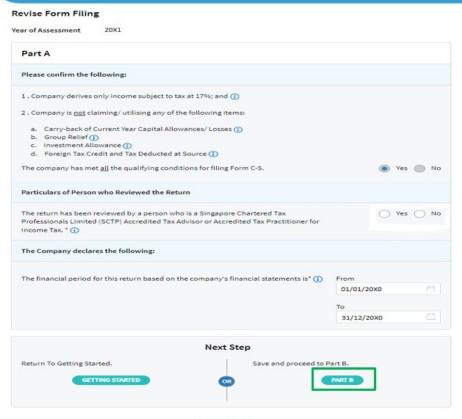


| | UR |
|---------------------------|--|
| Year of Assessment | 20X1 |
| Revise Form Filing | |
| You are viewing this pag | ge as the company's Income Tax Return is currently under review. |
| Financial Year End | 30 Jun |
| Reasons for Revision (you | may select more than one)* |
| Change in basis period | / Claiming Loss Carry-Back Relief |
| Company qualifies for | Tax Exemption Scheme for New Start-up Companies |

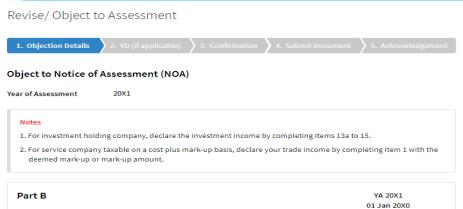
| Step | Action/ Note |
|------|--|
| | Getting Started |
| | You will be directed to the Revision or Objection page depending on the status of the assessment (e.g. Finalised/ Under review). |
| | Objection page (refer to A) |
| 1 | Enter the Date of Notice of Assessment. |
| 2 | Select the relevant radio button. |
| 3 | Select the Grounds of Objection. |
| | Revision page (refer to B) |
| 4 | Select the Reasons for Revision. |
| | Note: |
| | There are more than two options under Grounds of Objection and Reasons for Revision. Images on the left are a shorten version. |



| Step | Action/ Note |
|------|--|
| | Revise Form Filing (Part A) |
| 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. |
| | Notes: 1. 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. |
| | 2. 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. |
| | Where there are multiple accredited reviewers, please provide the details (name and membership number) of any one reviewer. |



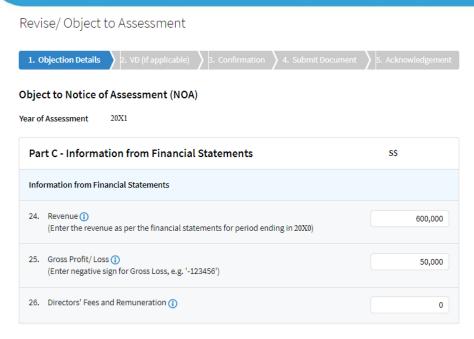
| Step | Action/ Note |
|------|--|
| | Revise Form Filing (Part A) |
| 1 | The financial period will be reflected. Click Part B to proceed. |
| | Note: a) The basis period is displayed for reference only. For changes in basis period, please select the relevant radio button at "Getting Started" page (see earlier page). b) Pages 16 to 30 are applicable to both |



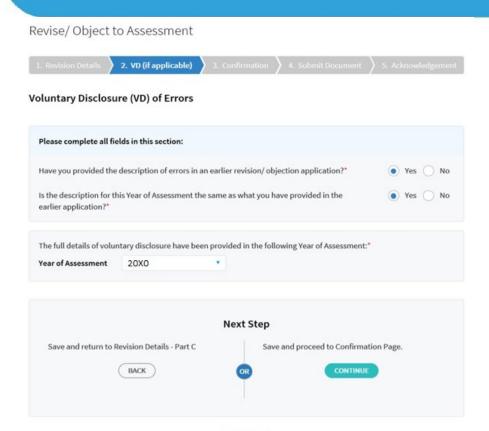
| art B | YA 20X 01 Jan 20 to 31 Dec 2 SS | OX0 |
|---|--|---------|
| ax Adjustments | | |
| Net Profit/ Loss before Tax as per Financia (Enter negative sign for Net Loss, e.g. '-1234) | | 230,000 |
| 2. Less: Separate Source Income (1) | | 10,000 |
| | Next Step | |
| Save and return to Part A. | Save and proceed to Part C. | |

SAVE DRAFT

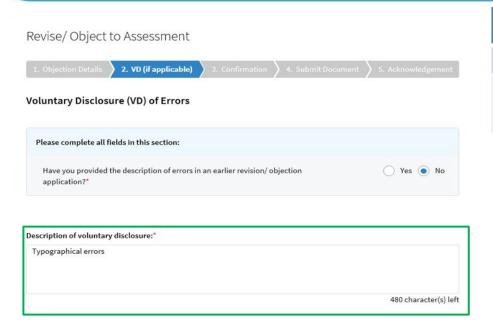
| Step | Action/ Note |
|------|--|
| | Objection Details (Part B) |
| 1 | Amend the figures under Tax Adjustments accordingly. Image on the left is a shorten version and there will be more fields. |
| 2 | Click Part C to proceed. |



| Step | Action/ Note |
|------|--------------------------------|
| | Objection Details (Part C) |
| 1 | Amend the figures accordingly. |
| 2 | Click Next to proceed. |



| | Bar a |
|------|--|
| Step | Action/ Note |
| | Voluntary Disclosure (VD) of Errors |
| 1 | Select the respective radio buttons. |
| 2 | Click Continue to proceed. |
| | Note: Where the revision/ objection is lodged for more than one YA and the errors are applicable to all YAs, you can select "Yes" for both questions if the errors have been disclosed in an earlier revision/ objection application for another YA. By doing so, you need not disclose the same errors again for this YA. Please select the YA in which VD details had been provided. |



| Step | Action/ Note |
|------|---|
| | Voluntary Disclosure (VD) of Errors |
| 1 | If "No" has been selected, provide a description of the errors. |

| | hich error(s) voluntarily disclosed was/ were uncovered:* pany's financial statements. |
|---------------------|---|
| | paration after a change of staff/ management/ tax agent. |
| During accounts pre | paration for the subsequent financial year(s). |
| Others. | |
| | were put in place/ will be put in place to prevent recurrence of similar error(s), including date o |
| | trols [supporting documentation should be provided if available]:* |

| Step | Action/ Note |
|------|--|
| | Voluntary Disclosure (VD) of Errors |
| 1 | Select the relevant box(es). More than one box can be selected. |
| 2 | Provide description on details of controls put in place to prevent recurrence of similar error(s) in future. |

Declaration The company declares the following:* The voluntary disclosure is not directly related to the scope of the ongoing query, audit or investigation; b. To the best of the company's knowledge, the voluntary disclosure is complete and accurate; c. The company will cooperate fully with IRAS to correct the error(s) made; d. Any additional taxes and penalties arising from the voluntary disclosure will be paid; and e. The controls (described above) to prevent the recurrence of similar error(s) have been or will be put in place.

| Step | Action/ Note |
|------|---|
| | Voluntary Disclosure (VD) of Errors |
| 1 | Complete the Declaration and click Continue to proceed. |



Revise/Object to Assessment

A SAVE AS PDF/ PRINT

3. Confirmation

Confirmation for Objection to NOA

Name

TEST_CTD_Enhanced Revision Objection_22

Tax Ref No.

201599265M

Year of Assessment

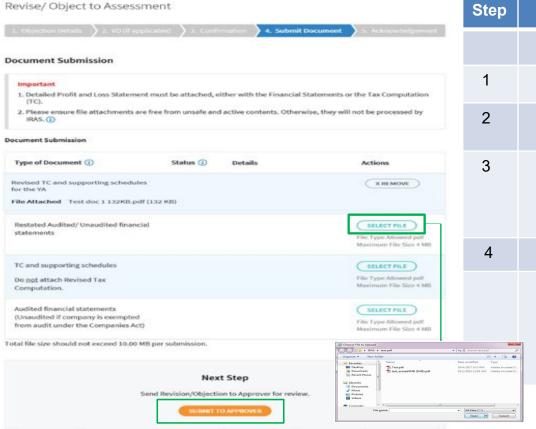
20X1

Date of Notice of Assessment 30 Apr 20X0

The company confirms that:

- 1. The objection is filed within 2 months from the date of the Notice of Assessment.
- 2. The objection is not in relation to a tax adjustment that has been finalised previously.
- 3. The details of the objection and reasons/ grounds of the objection have been provided as follows:

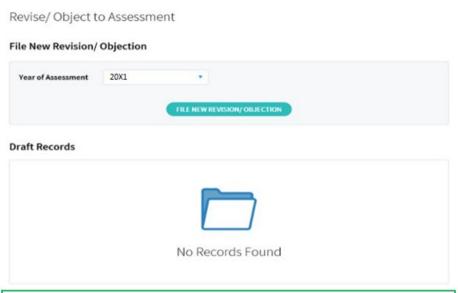
| Step | Action/ Note |
|------|---|
| | Confirmation Page |
| 1 | Verify the information entered. |
| 2 | You can click Save as PDF/ Print to save a copy of the Confirmation Page. |



| Step | Action/ Note | |
|--|---|--|
| | Document Submission | |
| 1 | Click on Select File. | |
| 2 | Select the file to be uploaded through your PC's browser. | |
| 3 | A Remove button will appear after a file is selected. You can remove the file and reselect a correct file by clicking on Select File. | |
| 4 | Click Submit to Approver. | |
| Tournhass part D D TOURNHASS D T | Note: Document(s) attached has to be within the maximum file size of 4 MB for each document and 10 MB for total file size in PDF format. | |

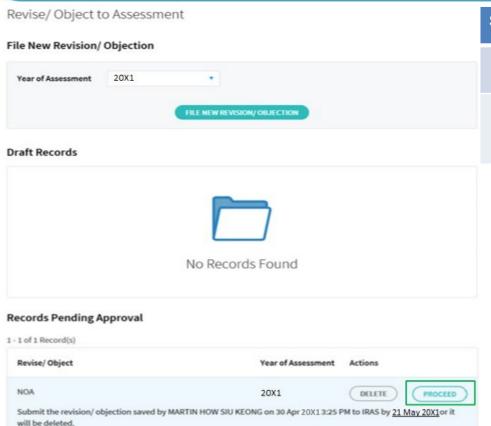
Revise/ Object to Assessment A SAVE AS PDF/ PRINT 5. Acknowledgement Acknowledgement for Objection to NOA Successful Submission to Approver Your draft has been saved for your Approver's review. The Approver must retrieve and submit the Revision/Objection by 21 May 20x1 or it will be deleted. TEST CTD Enhanced Revision Tax Ref No. Name 201599265M Objection 22 Year of Assessment 20X1 Date/Time 30 Apr 20x 1 3:25 PM Updated by MARTIN HOW SIU KEONG

| Step | Action/ Note | |
|------|--|--|
| | Acknowledgment Page | |
| | You will receive an acknowledgement upon successful submission to the Approver. | |
| 1 | You can click Save as PDF/ Print to save a copy of the Acknowledgement Page. | |
| 2 | Inform the Approver to review and submit to IRAS by the deadline as stated in the acknowledgement. | |
| | Note: An acknowledgement number will only be provided for successful submission to IRAS. No Acknowledgement number will be provided for submission to an Approver. | |



| ecords Pending Approval | |
|--|--|
| - 1 of 1 Record(s) | |
| Revise/ Object | Year of Assessment |
| NOA | 20X1 |
| Submit the revision/ objection saved by will be deleted. | MARTIN HOW SIU KEONG on 30 Apr 20X1 3:25 PM to IRAS by <u>21 May 20X1</u> or |

| Step | Action/ Note | |
|------|---|--|
| | Records Pending Approval (Preparer's view) | |
| | The record that was submitted to the Approver will be displayed under the Records Pending Approval. | |

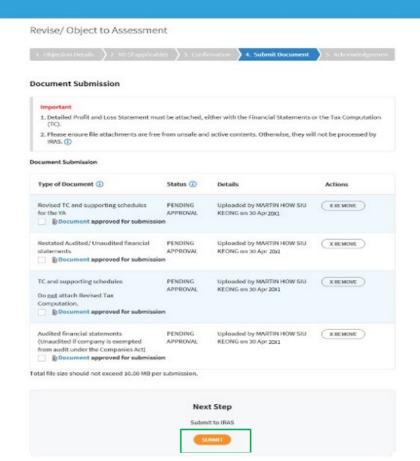


| Step | Action/ Note |
|------|--|
| | Records Pending Approval (Approver's view) |
| 1 | Upon logging in, click Proceed to continue under the Records Pending Approval. |

| Revise/ Object to As | sessment | SAVE AS PDF/ PRIN |
|---------------------------------|--|--|
| Objection Details 2. Vi | (if applicable) 3. Confirmation (| , Submit Document 2 5, Acknowledgement |
| onfirmation for Object | ion to NOA | |
| Name | TEST_CTD_Enhanced Revision Objection_ | .22 |
| Tax Ref No. | 201599265M | |
| Year of Assessment | 20X1 | |
| Date of Notice of Assessment | 30 Apr 20X0 | |
| The company confirms that: | | |
| 1. The objection is filed with | n 2 months from the date of the Notice of Asse | essment. |
| 2. The objection is in relation | to a tax adjustment that has been finalised p | reviously. |
| 3. The details of the objectio | n and reasons/ grounds of the objection have | been provided as follows: |
| Grounds of Objection | | |
| Change in basis period/ | Laiming Loss Carry-Back Relief | |
| Company qualifies for Ta | x Exemption Scheme for New Start-up Compa | anies |
| Different basis of taxatio | n/ assessment | |
| Discrepancies arising fro | m non-S\$ functional currency | |
| Over/ under-declaration | of income/ expenses | |
| Restatement of financial | statements | |
| Typographical errors | | |
| Others | | |

> Change in donation claim

| Step | Action/ Note | |
|------|--|--|
| | Confirmation for Objection to NOA (Approver's view) | |
| 1 | Approver will be directed to the Confirmation page for review. | |
| | Note: The information saved by the Preparer will be displayed if the Approver retrieves the record under Records Pending Approval. | |



| Step | Action/ Note | |
|------|---|--|
| | Document Submission (Approver's view) | |
| 1 | Select the boxes to approve the documents uploaded. | |
| 2 | Click Submit for submission to IRAS. | |

Revise/ Object to Assessment

SAVE AS PDF/ PRINT

5. Acknowledgement

Acknowledgement for Objection to NOA

Successful Submission

The Notice of Objection has been accepted as a valid objection based on the company's declaration. In the event that the company's declaration is incorrect, the Comptroller of Income Tax has the right to regard the Notice of Objection as invalid.

The tax issues in the Notice of Objection will be reviewed. The company will be informed of the outcome within 6 months.

Name

TEST_CTD_Enhanced Revision

Objection_22

Acknowledgement No.

Year of Assessment

20X1

Tax Ref No.

201599265M

Date/Time 30 Apr 20X1 4:08 PM

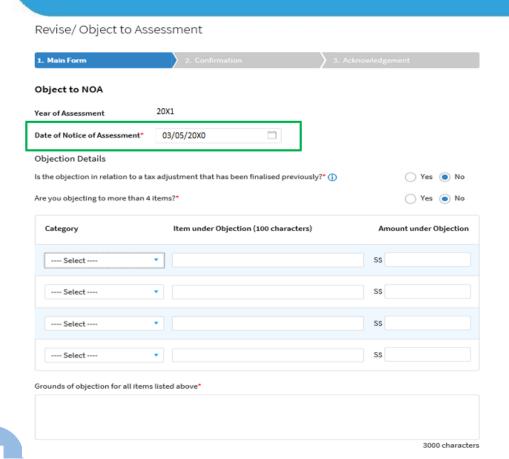
Details of Filer & Contact Person Name of Filer CARL ALEXANDAR DE SOUZA Designation COMPANY EXECUTIVE DIRECTOR Name of Contact Person CARL ALEXANDAR DE SOUZA Designation COMPANY EXECUTIVE DIRECTOR Contact No. +65 63519999

| Step | Action/ Note | |
|------|--|--|
| | Acknowledgement for Objection to NOA (Approver's view) | |
| | You will receive an acknowledgement upon successful submission. | |
| 1 | You can click Save as PDF/ Print to save a copy of the Acknowledgement Page. | |

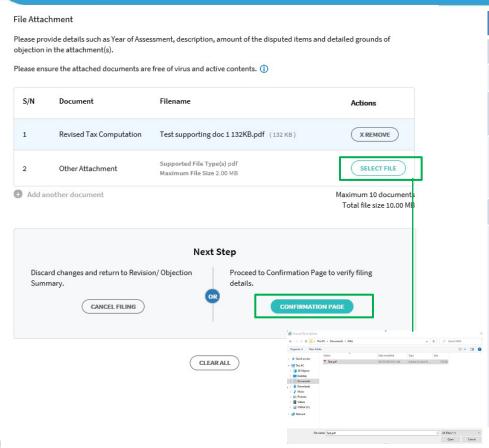
Note:

Under some circumstances*, you will be directed to complete the information stated from pages 32 to 38 when revising or objecting to an assessment.

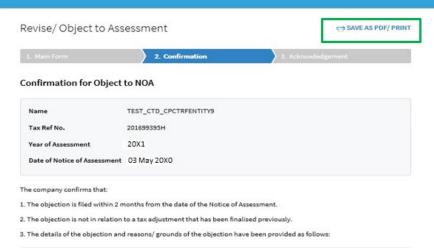
* Circumstances include having made at least one or more revision/ objection previously to the Year of Assessment (YA), making new claims/ declarations such as foreign tax credit, tax deducted at source, investment allowance and related party transactions, etc whose fields are not available in the Form C-S/ C-S (Lite).



| Step | Action/ Note | |
|------|--|--|
| | Object to Notice of Assessment (NOA) | |
| 1 | Enter Date of Notice of Assessment. | |
| 2 | If the objection is lodged after two months from the date of NOA, please complete the Reason for late objection(see image below). | |
| | Reason for late objection * You have missed the deadline to file the Notice of Objection. Please state your reason for late objection Absence from Singapore Sickness Other reasonable causes, | |
| 3 | Enter the Objection Details by selecting the respective radio buttons and completing other items under Category, Item under Objection, Amount under Objection and Grounds of objection. | |
| | Note: Submit details via file attachment(s) if you are objecting to five or more items. | |



| Step | Action/ Note | |
|------|--|--|
| | File Attachment | |
| 1 | Click on Select File. | |
| 2 | Select the file to be uploaded through your PC's browser. | |
| 3 | A Remove button will appear after a file is selected. You can remove the uploaded file and re-select another file by clicking on Select File. | |
| 4 | Click on Confirmation Page. | |
| | Notes: a) The file attachment can only be done by the Approver. b) Additional files can be attached via Add another document hyperlink. c) The information saved by the Preparer will be displayed if the Approver retrieves the record under Records Pending Approval. d) Document attached has to be within the maximum file size of 2 MB for each document and 10 MB for total file size in PDF format. | |



| Category | Item under Objection | Amount under Objection (S\$) |
|----------------------|---------------------------|------------------------------|
| ALLOWANCES/DONATIONS | Capital allowance claimed | 10,000 |

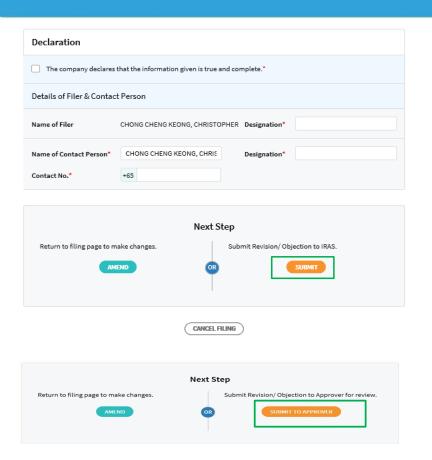
Grounds of Objection

> Fixed assets written-off over one year instead of three years as they are low value assets.

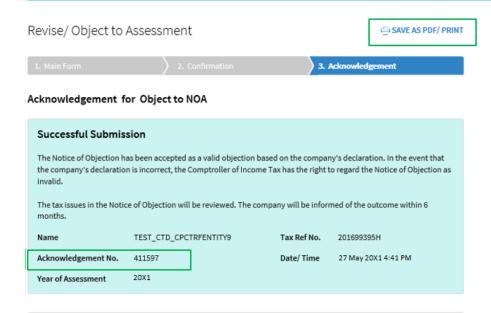
File Attachment

| S/N | Document | Filename | |
|-----|-------------------------|---|--|
| 1 | Revised Tax Computation | Test supporting doc 1 132KB.pdf (132 KB) | |
| 2 | Other Attachment | Supported File Type(s) pdf Maximum File Size 2.00 MB | |

| Step | Action/ Note |
|------|---|
| | Confirmation Page |
| 1 | Verify the information entered. |
| | Note: You can click Save as PDF/ Print to save a copy of the Confirmation Page. |



| Step | Action/ Note |
|------|---|
| | Confirmation Page |
| 1 | Complete the Declaration and Details of Filer & Contact Person sections. |
| 2 | Click on Submit if you are authorised as an Approver. OR Click on Submit to Approver if you are authorised as a Preparer. |
| 3 | Click Yes to confirm your submission to IRAS or the Approver in the pop up message box. |
| | Note: You can click on Amend to edit the information entered. |



| Details of Filer & Contact Person | | | |
|-----------------------------------|--------------------------------|-------------|---------|
| Name of Filer | CHONG CHENG KEONG, CHRISTOPHER | Designation | MANAGER |
| Name of Contact Person | CHONG CHENG KEONG, CHRISTOPHER | Designation | MANAGER |
| Contact No. | +65 61234567 | | |

| Step | Action/ Note |
|------|--|
| | Acknowledgement Page (continue to next page) |
| | You will receive an acknowledgement upon successful submission. |
| 1 | You can click Save as PDF/ Print to save a copy of the Acknowledgement Page. |
| | Note: An acknowledgement number will only be provided for successful submission to IRAS. No Acknowledgement number will be provided for submission to an Approver. |

Date of Notice of Assessment 03 May 20X0

The company confirms that:

- 1. The objection is filed within 2 months from the date of the Notice of Assessment.
- 2. The objection is not in relation to a tax adjustment that has been finalised previously.
- 3. The details of the objection and reasons/ grounds of the objection have been provided as follows:

| Category | Item under Objection | Amount under Objection (S\$) |
|----------------------|---------------------------|------------------------------|
| ALLOWANCES/DONATIONS | Capital allowance claimed | 10,000 |

Grounds of Objection

File Attachment

| S/N | Document | Filename | |
|-----|-------------------------|---|--|
| 1 | Revised Tax Computation | Test supporting doc 1 132KB.pdf (132 KB) | |
| 2 | Other Attachment | Supported File Type(s) pdf Maximum File Size 2.00 MB | |

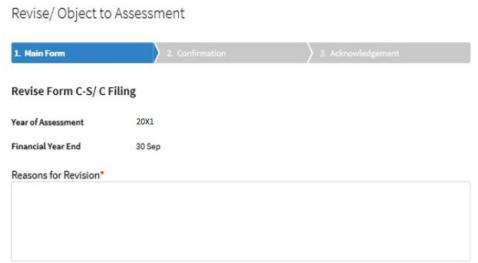
Step Action/ Note

Acknowledgement Page

37

음 SAVE AS PDF/ PRINT

> Fixed assets written-off over one year instead of three years as they are low value assets.



| Step | Action/ Note |
|------|--|
| | Revise Form C/ C-S/ (C-S (Lite) Filing |
| 1 | Enter the Reasons for Revision. |
| | Note: a) Refer to pages 33 to 37 for the subsequent steps. b) The information saved by the Preparer will be displayed if the Approver retrieves the record under Records Pending Approval. |

Contact Information

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

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The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at **5 May 2025** and are provided on an "as is" basis without warranties of any kind. IRAS shall not be liable for any damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

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