

# User Guide for Company

## View Donations

# User Guide (Company): View Donations

The screenshot displays the myTax Portal interface for a company user. At the top left is the Inland Revenue Authority of Singapore logo. The user's profile information is shown as ABC PTE LTD with Tax Ref No. 201601234A. The navigation menu includes Overview, Corporate Tax (selected), GST, and Employers. The Corporate Tax dropdown menu is open, listing several options: Access Company Dashboard, Apply for Certificate of Residence (COR), Apply for Waiver to Submit Tax Return (Dormant Company), File ECI, File Form C-S/ C, Revise/ Object to Assessment, Submit Document, View Corporate Tax Filing Status, View Donations (highlighted with a green box), and View Late Filing Fee/ Summons. The R&D Tax Allowance Scheme section is also visible, with options to Submit Base Year & Base Expenditure and View R&D Allowance Account. The page footer shows '1 - 7 of 7 Record(s)' and a 'Show more years' link.

Step	Action/ Note
	<b>Main Menu</b>
1	Upon login to myTax Portal, select the e-Service from the menu: Corporate Tax > <b>View Donations.</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>

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Calendar Year   2016   **2015**   2014

1 - 20 of 26 Record(s)

Date of Donation	Approved Donations (\$\$)	Amount of Deduction (\$\$)	Name of IPC ⓘ
02 Jan 2015	20.00	60.00	DEPALMA KUMAR
03 Jan 2015	50.00	150.00	DEPALMA KUMAR
04 Jan 2015	60.00	180.00	DEPALMA KUMAR
05 Jan 2015	88.00	264.00	DEPALMA KUMAR
01 Feb 2015	88.88	266.64	DEPALMA KUMAR

Step	Action/ Note
	<b>View Donations</b>
1	Click on the year for which you wish to view the donations made by the company to approved Institutions of a Public Character (IPCs).
	<b>Notes:</b> <ol style="list-style-type: none"><li>1. Donations made in current year will only be available with effect from Jan of the following year.</li><li>2. Donations for past 3 calendar years will be available for viewing.</li></ol>

## Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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