

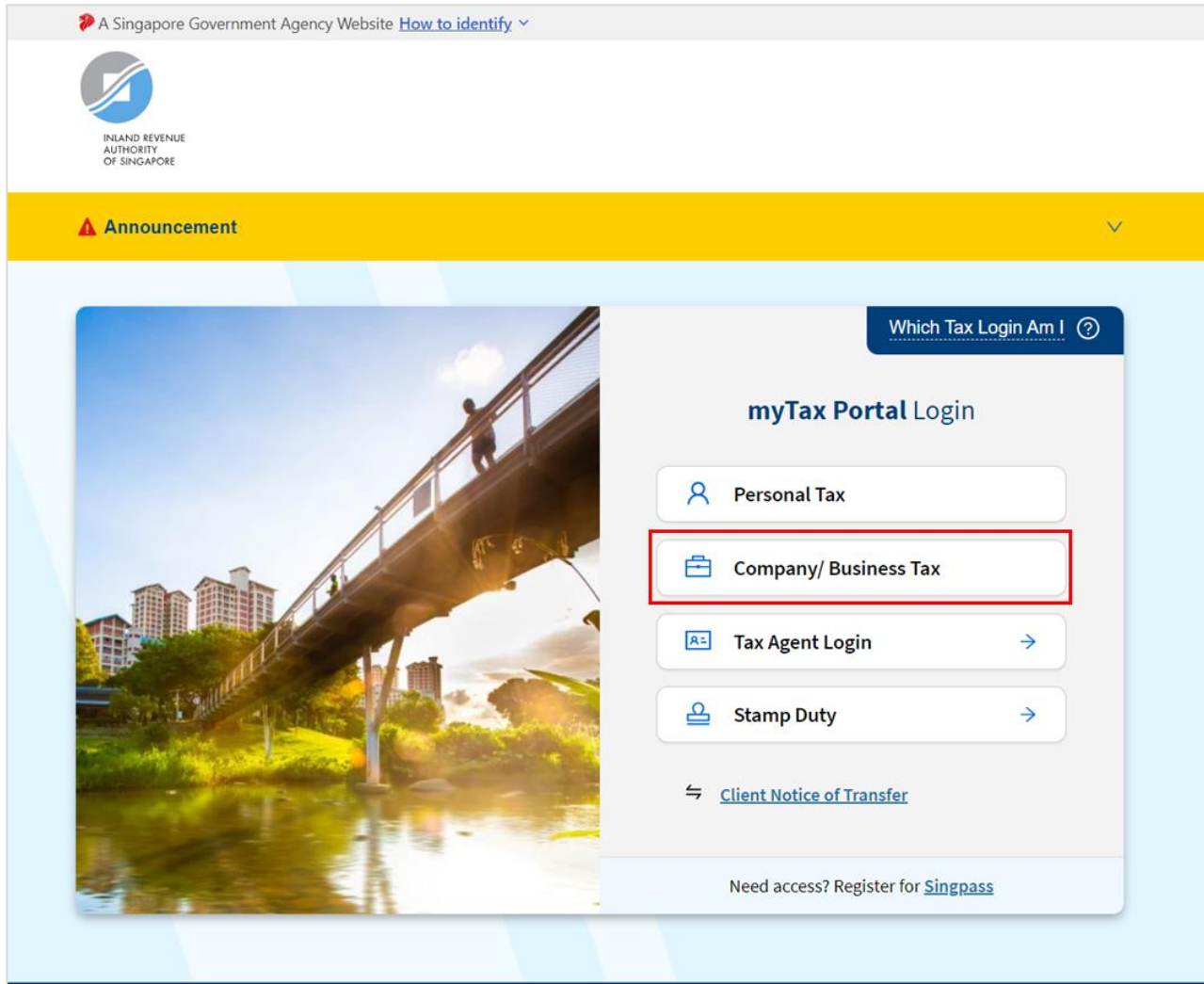


INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Request Extension of Time to File (Corporate Tax)





**Step No. Action**

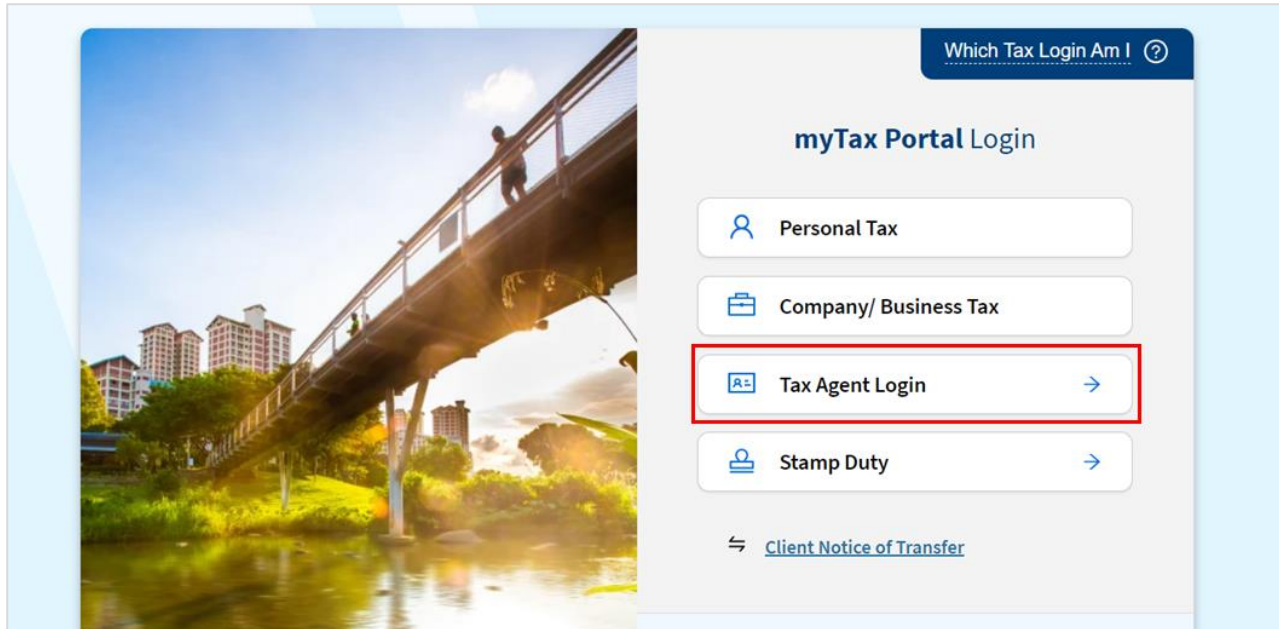
1. At *myTax* Portal login page, select the relevant type of Login.

“**Company/ Business Tax**” if you are logging in on behalf of your company or business. For steps on logging in to myTax Portal, you can refer to [Guide on How to Log In to myTax Portal](#).

Note

Please ensure that you have been duly authorised by the company or business with **Corppass > Corporate Tax (Filing and Applications)** before making the request.

**Step No.    Action**

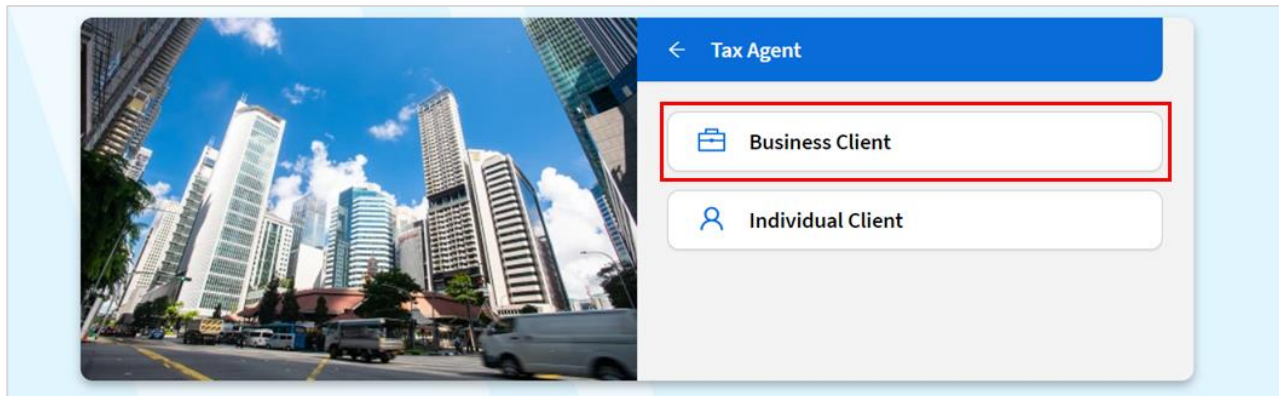


**“Tax Agent Login → Business Client”** if you are logging in on behalf of your client.

For steps on logging in to myTax Portal, you can refer to [Guide on How to Log In to myTax Portal](#).

Note

Please ensure that you have been duly authorised by the company or business with **Corppass > Corporate Tax (Filing and Applications)** before making the request.



## After logging in with Singpass

A Singapore Government Agency Website [How to identify](#) ▾

INLAND REVENUE AUTHORITY OF SINGAPORE

ABC COMPANY  
Tax Ref No. 200012345A

Email Us (myTax Mail) ▾ Notices/Letters ▾ Account ▾ Logout

Overview Corporate Tax ▾ Employers ▾ More ▾

Last login on Friday, 16

Access Company Dashboard  
Apply for Certificate of Residence (COR)  
Apply for Waiver/ File last Form C-S/ C (Dormant/ Striking Off)  
File ECI  
File Form C-S/ C  
Revise/ Object to Assessment

Submit Document  
View Corporate Tax Filing Status  
View Donations  
View Late Filing Fee/ Summons  
**Request Extension of Time to File**

**Note**  
The company/ busi  
By post to your con  
• Corporate Tax pa

Tax Filing Status

**Corporate Tax**

1 - 4 of 4 Record(s) [Show more years](#)

Form	Year of Assessment	Status	Date Due	Date Received	Actions
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### Step No. Action

- At "Overview" page, click on "Corporate Tax" dropdown list and select "Request Extension of Time to File".

#### Note

Please ensure that you have been authorised by the company or business with **Corppass > Corporate Tax (Filing and Applications)** before making the request.

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### Request Extension of Time to File

Note: Extension to file is only applicable for Form C-S/ Form C, Tax Comp and/or Accounts.

1. Enter Details 2. Result

#### Request Details

Tax Type: CORPORATE TAX

Nature of Request: EXTENSION TO FILE

Year of Assessment \* 2022 ▾ a.

Name of Requestor: TEST\_JOAN FLYNN

Designation \* b. DIRECTOR

#### Contact Information

Contact No. \* c. +65 91234567

I like to be contacted via a foreign number

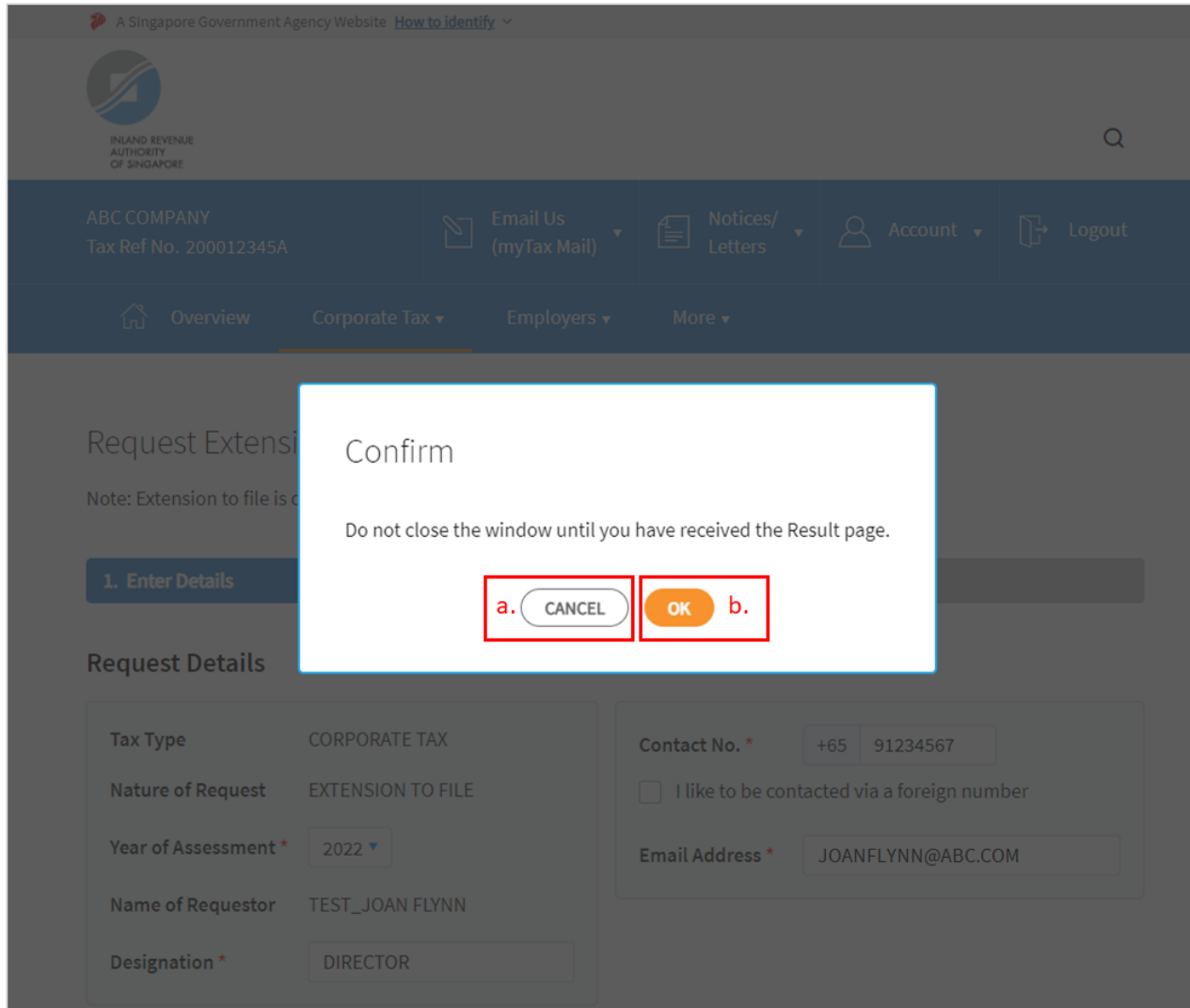
Email Address \* d. JOANFLYNN@ABC.COM

BACK SUBMIT e.

- | Step No. | Action   |
|----------|--|
| 3.       | At the <b>"Enter Details"</b> page, please provide the following information:  |
| a.       | Select the <b>"Year of Assessment"</b> from the dropdown list  |
| b.       | Enter your <b>"Designation"</b> .  |
| c.       | Enter your <b>"Contact No."</b> .<br>If you do not have a local number, check the box next to <b>"I like to be contacted via a foreign number"</b> to enter Country Code, Area Code, foreign contact number. |
| d.       | Enter your <b>"Email Address"</b> .  |
| e.       | Click on <b>"SUBMIT"</b> button.   |

Note

Extension of time to file for current Year of Assessment will only be available after 30 November.



- | Step No. | Action  |
|----------|---|
| 4.       | Click on  |
| a.       | "CANCEL" button to return to the "Enter Details" page if you wish to make amendments. |
| b.       | "OK" button if you confirm the details entered are correct.                           |

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### Request Extension of Time to File

a. [SAVE AS PDF/ PRINT](#)

1. Enter Details 2. **Result**

**Result**

Your request for an extension to file for the Year of Assessment 2022 has been approved. Please file the tax return and pay the composition amount by 11/04/2023.

<b>Name</b>	ABC COMPANY	<b>Tax Ref No.</b>	200012345A
<b>Acknowledgement No.</b>	250769	<b>Date/ Time</b>	28 Mar 2023 03:07 AM

<b>Tax Type</b>	CORPORATE TAX	<b>Nature of Request</b>	EXTENSION TO FILE
<b>Year of Assessment</b>	2022	<b>Contact No.</b>	91234567
<b>Name of Requestor</b>	TEST_JOAN FLYNN	<b>Designation</b>	DIRECTOR
<b>Email Address</b>	JOANFLYNN@ABC.COM		

**Step No. Action**

- 5. The outcome of your appeal will be displayed on the **"Result"** page.
- a. You may proceed to click on **"SAVE AS PDF/ PRINT"** button to print the page.

A copy of the Result Page will be stored in **"Notices/ Letters > Corporate Tax"**.

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