

# User Guide – Apply for EIS Cash Payout Digital Service for Companies and/or Partnership Businesses




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INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

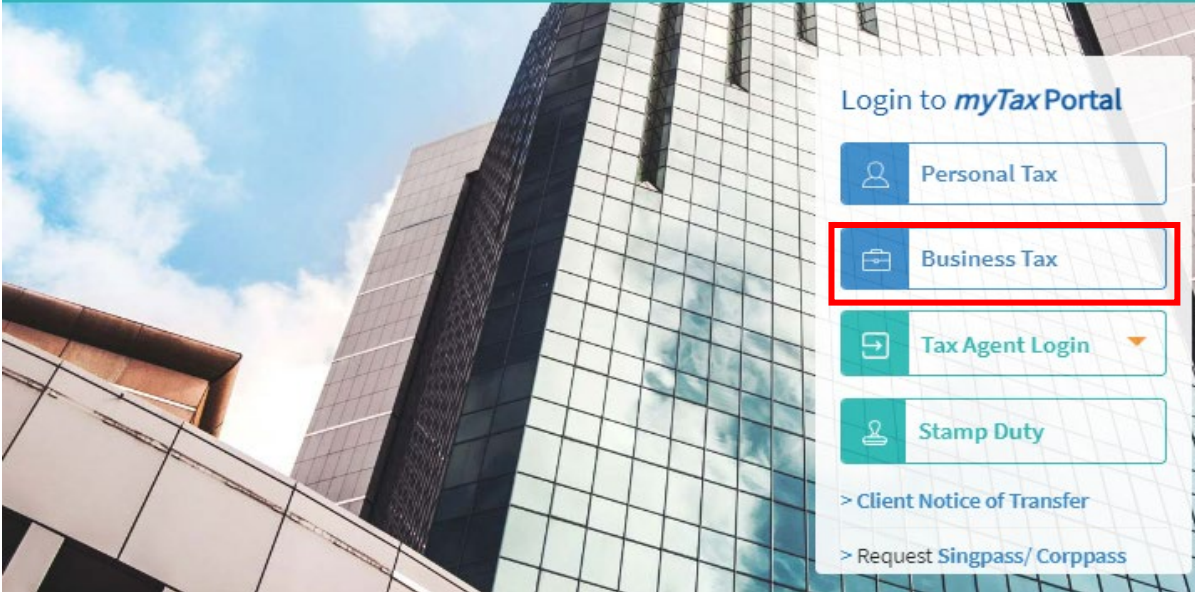
# User Guide - Apply for EIS Cash Payout

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



**Announcement:** Beware of malware stealing login credentials saved in internet browsers  
We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Weekly maintenance hours (Singapore time):  
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM



Login to *myTax* Portal

- Personal Tax
- Business Tax**
- Tax Agent Login ▾
- Stamp Duty
- > Client Notice of Transfer
- > Request Singpass/ Corppass

Step	Action/Note
	<b>Logging in to myTax Portal</b>
1	Go to <a href="https://mytax.iras.gov.sg">https://mytax.iras.gov.sg</a>
2	For steps on logging in to myTax Portal for <b>Partnership and Company</b> , you may refer to our <a href="#">Guide on How to Log In to myTax Portal</a> .

# User Guide - Apply for EIS Cash Payout

The screenshot shows the IRAS website interface. At the top, there is a navigation bar with the IRAS logo and the text 'INLAND REVENUE AUTHORITY OF SINGAPORE'. Below this, there is a blue navigation menu with options: 'Overview', 'Corporate Tax', 'GST', 'Employ', and 'More'. The 'More' option is highlighted with a red box and labeled '1'. A dropdown menu is visible under 'More', containing 'Government Payout' (with sub-option 'View Jobs Growth Incentive (JGI) Breakdown') and 'Enterprise Innovation Scheme (EIS)' (with sub-option 'Apply for EIS Cash Payout' and 'View EIS Cash Payout Application Status'). The 'Apply for EIS Cash Payout' option is highlighted with a red box and labeled '2'. Below the navigation menu, there is a 'Note' section with the text: 'The company/ business has subscribed to the following notification' and 'By post to your company's/ business' registered address', followed by a bullet point: 'Corporate Tax paper notices'.

Step	Action/Note
	<b>Entering the e-Service</b>
1	Click on “More”:
2	Select “ <b>Apply for EIS Cash Payout</b> ” under Enterprise Innovation Scheme (EIS)

# User Guide - Apply for EIS Cash Payout



## Apply for EIS Cash Payout

SAVE AS PDF/ PRINT

1

### General Info

This application form will take about 15 minutes to complete.

#### Note

To qualify for [Enterprise Innovation Scheme \(EIS\) Cash Payout](#) your business/company must have:

1. Incurred a combined qualifying cost of at least \$400 but not exceeding \$100,000 for all 5 EIS activities;
2. Active business operations in Singapore; and
3. At least 3 full-time local employees (i.e., Singapore Citizens or Permanent Residents) in employment for 6 months or more in the basis period of the relevant Year of Assessment (YA) and CPF contributions were made for these local employees. The local employees must each be earning at least S\$1,400 in gross monthly wages.

### Getting Started

- Please have all invoices and relevant information on the qualifying activities and your business's revenues or gross sales figure for the YA of the claim ready.
- If you have elected for Fixed Expense Deduction Ratio (FEDR), you are not eligible for EIS. If you wish to apply for EIS cash payout, please amend your tax filing to claim actual expenses instead of electing for FEDR.
- If you have incurred qualifying costs on Research & Development (R&D), please complete the R&D claim form below before submitting it along with this application at the Submit Document step.  
[Research and Development \(R&D\) Claim Form \(YA 2019 and onwards\)](#)(PDF,382KB)
- If you have incurred qualifying costs on the Acquisition of IPRs under an instalment arrangement, please complete the supporting document below before submitting it along with this application at the Submit Document step.  
[Instalment Arrangement Template for Acquisition of IPRs](#)(PDF,612KB)

The EIS Cash Payout application shall be processed within 3 months after receiving the completed application and all supporting documents requested, if any. You can view the status of your application via [View EIS Cash Payout Application Status](#) Digital Service.

YA 2024

Due Date  
01 Jan 0001

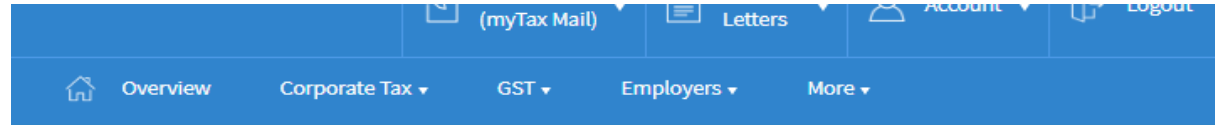
2

APPLY

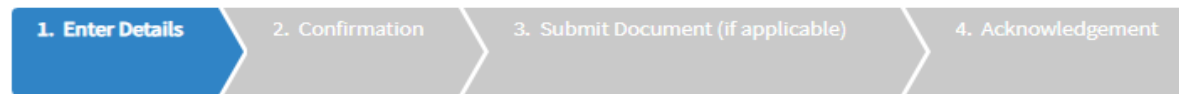
Step	Action/Note
	<b>General Info page</b>
1	Note: Before you begin, please read the general information to ensure that your business meets the EIS Cash payout conditions.
2	Click <Apply> to begin your application.



# Enter Details Part 1 – Business Information



Apply for EIS Cash Payout



## Part 1 - Business Information

### Note

For purpose of claiming EIS, a business must have commenced its business or active business operation when the business has established its profit-making structure and/ or started income producing activities.

If the revenue entered is NIL, please [attach the relevant supporting document\(s\)](#) at step "3. Submit Document" to substantiate that the company has met the above condition.

Year of Assessment (YA) of EIS Claim  
2024

Accounting Period\* ⓘ

1 01/07/2022 to 30/06/2023

Company/ Business Revenue (S\$)\* ⓘ

2 0.00

Step	Action/Note
	<b>Part 1 – Business Information</b>
1	For company/ partnership, the accounting period will be automatically filled by the system. If the period is incorrect, please edit the fields accordingly.
2	Enter the <b>Revenue</b> for the Accounting Period shown
	Note: You may click on the ⓘ button for explanations of the respective fields.



# Enter Details Part 1 – Business Information

## Part 1 - Business Information

### Note


For purpose of claiming EIS, a business must have commenced its business or active business operation when the business has established its profit-making structure and/ or started income producing activities.

If the revenue entered is NIL, please [attach the relevant supporting document\(s\)](#) at step “3. Submit Document” to substantiate that the company/ business has met the above condition.

### Year of Assessment (YA) of EIS Claim

2024

Please specify the business that you are claiming for the qualifying cost

Name of Sole Proprietorship Business claiming EIS\* 

1

Select

### Tax Ref No.

-

### Accounting Period\*


01/01/2023  to 31/12/2023 

2

### Company/ Business Revenue (S\$)\*

0.00

3

Step	Action/Note
	<b>Part 1 – Business Information (For company or partnership owning sole-proprietorship business)</b>
1	Select from drop down if the claim is for sole-proprietorship business owned by company/ partnership.  Select “Not Applicable” if you are not claiming for the sole proprietorship business.
2	For company/ partnership, the accounting period is automatically filled by the system. If the period is incorrect, please edit the fields accordingly.
3	Enter the <b>Revenue</b> for the Accounting Period shown
	Note: You may click on the  button for explanations of the respective fields.



# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

## Part 2 - Qualifying Cost to Claim for Cash Payout

To claim the qualifying cost, please add details in the respective categories.

### 2A. Training

Training Course eligible for SkillsFuture Singapore (SSG) Funding and Aligned with the skills framework [i](#)

1 [+ Add New \(up to 20 entries\)](#)

### 2B. Innovation Projects carried out with Partner Institutions

Innovation projects carried out with Polytechnics, the Institute of Technical Education (ITE) or other qualified partners [i](#)

1 [+ Add New \(up to 10 entries\)](#)

### 2C. Acquisition and Licensing of Intellectual Property Rights (IPRs)

For business with annual revenue no more than \$500 million in the basis period of the YA of claim [i](#)

For acquisition of IPR, only companies and partnerships are eligible. Sole proprietorship businesses are not eligible.

1 [+ Add New \(up to 10 entries\)](#)

Step	Action/Note
	<b>Part 2 – Qualifying Cost to Claim for Cash Payout</b>
1	Click <b>Add New</b> at the relevant Activity to enter the details to claim for EIS cash payout.



# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

## 2A. Training

Training Course eligible for SkillsFuture Singapore (SSG) Funding and Aligned with the skills framework [i](#)

Course Details 1

↶ CLEAR 🗑️ DELETE

4

**Course Name\*** (Min 3 characters) 🔍

**Course Start and End Date\*** i

 to

**Training Cost Incurred (S\$)\*** i

 .00

**Does the above training cost include course fees paid directly by your staff which are subsequently reimbursed by you?\*** 2

Yes

No

**Amount of Reimbursement (S\$)\***

 .00

**Description of Reimbursement\*** i

500 characters

+ Add New (up to 20 entries)


3

Step	Action/ Note
	<b>Part 2A - Training</b>
1	Click <b>Add New</b> and enter the following information: <ul style="list-style-type: none"> <li><b>Course Name</b> → key in at least 3 characters and click on 🔍 to search for the course. A window will pop up with a list of courses.</li> <li><b>Course Start and End Date</b></li> <li><b>Training Cost Incurred</b></li> </ul>
2	Answer the question “Does the above training cost include course fees paid directly by your staff which are subsequently reimbursed by you” <ul style="list-style-type: none"> <li><b>Yes</b> → enter additional information “<b>Amount of Reimbursement</b>” and “<b>Description of reimbursement</b>”.</li> <li><b>No</b> → you are not required to enter any additional information.</li> </ul>
3	Click <b>Add New</b> at the bottom to enter more claims. You can submit a total of 20 entries for training. If you have exceeded the maximum number of entries, please combine the values of all the remaining claims into the last entry and provide details/ breakdown of the remaining claims by logging in to myTax Portal > Email Us > Select EIS Cash Payout – Amend Filing.
4	Note: <ul style="list-style-type: none"> <li>* denotes mandatory fields to complete</li> <li>Click &lt;Delete&gt; to delete the entire cart</li> <li>Click &lt;Clear&gt; to clear all the fields</li> </ul>



# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

## 2B. Innovation Projects carried out with Partner Institutions

Innovation projects carried out with Polytechnics, the Institute of Technical Education (ITE) or other qualified partners 

Project Details 1

↶ CLEAR 🗑️ DELETE

3

**Category of Approved Project\***

Select
▼


**Name of Approved Project\***

**Project Start Date\***

dd/mm/yyyy
📅

**Name of Partner Institution\***

**Project Invoice/ Debit Note/ Credit Note**

Document Type*	Document Ref. No.*	Date*	Amount (S\$)* 
Invoice ▼		<span>dd/mm/yyyy</span> <span>📅</span>	0.00

[+ Add Invoice/ Debit Note/ Credit Note \(up to 5 entries\)](#)

**Project Cost Incurred (After Deducting Credit Note) (S\$)**

0.00

[+ Add New \(up to 10 entries\)](#)
2

Step	Action/Note
	<b>2B. Innovation Projects carried out with Partner Institutions</b>
1	Click <b>Add New</b> and enter the following information: <ul style="list-style-type: none"> <li><b>Category of Approved Project</b> (drop down selection)</li> <li><b>Name of Approved Project</b></li> <li><b>Project Start Date</b></li> <li><b>Name of Partner Institution</b></li> <li><b>Project Invoice/Debit Note/Credit Note</b></li> </ul>
2	Click <b>Add New</b> at the bottom to enter more claims. You can submit a total of 10 entries for training. If you have exceeded the maximum number of entries, please combine the values of all the remaining claims into the last entry and provide details/ breakdown of the remaining claims by logging in to myTax Portal > Email Us > Select EIS Cash Payout – Amend Filing.
3	Note: <ul style="list-style-type: none"> <li>* denotes mandatory fields to complete</li> <li>Click &lt;Delete&gt; to delete the entire cart</li> <li>Click &lt;Clear&gt; to clear all the fields</li> </ul>



# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

**2C. Acquisition and Licensing of Intellectual Property Rights (IPRs)**

For business with annual revenue no more than \$500 million in the basis period of the YA of claim ⓘ  
For acquisition of IPR, only companies and partnerships are eligible. Sole proprietorship businesses are not eligible.

IPRs Details 1 CLEAR DELETE

IPRs Activity\*

Select

- Select
- IPRs acquired by cash
- IPRs acquired under Instalment Arrangement
- Licensing of IPRs (excluding Trademarks)

\$S 0.00

**2C. Acquisition and Licensing of Intellectual Property Rights (IPRs)**

1

Step	Action/Note
	<b>Part 2C. Acquisition and Licensing of IPRs</b>
1	Click <b>Add New</b> and enter the following information: <ul style="list-style-type: none"> <li>• <b>IPRs Activity (drop down selection)</b></li> </ul> For claim on <b>IPRs acquired by cash and Licensing of IPRs (excluding Trademark)</b> , enter the: <ul style="list-style-type: none"> <li>• <b>Description of IPRs</b></li> <li>• <b>Qualifying Cost Incurred</b></li> <li>• <b>Date of Acquisition or Date of Licensing</b></li> </ul>
2	Click <b>Add New</b> at the bottom to enter more claims. You can submit a total of 10 entries for training. If you have exceeded the maximum number of entries, please combine the values of all the remaining claims into the last entry and provide details/breakdown of the remaining claims by logging in to myTax Portal > Email Us > Select EIS Cash Payout – Amend Filing.
3	Note: <ul style="list-style-type: none"> <li>• * denotes mandatory fields to complete</li> <li>• Click &lt;Delete&gt; to delete the entire cart</li> <li>• Click &lt;Clear&gt; to clear all the fields</li> </ul>

For business with annual revenue no more than \$500 million in the basis period of the YA of claim ⓘ  
For acquisition of IPR, only companies and partnerships are eligible. Sole proprietorship businesses are not eligible.

IPRs Details 1 CLEAR DELETE

IPRs Activity\*

IPRs acquired by cash

Description of IPRs\* ⓘ

500 characters

Qualifying Cost Incurred (\$S)\*

0 .00

Date of Acquisition\*

dd/mm/yyyy

3

1

+ Add New (up to 10 entries) 2

# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

**2C. Acquisition and Licensing of Intellectual Property Rights (IPRs)**  
 For business with annual revenue no more than \$500 million in the basis period of the YA of claim ⓘ  
 For acquisition of IPR, only companies and partnerships are eligible. Sole proprietorship businesses are not eligible.

IPRs Details 1 CLEAR DELETE

IPRs Activity\*

Select

Select

- IPRs acquired by cash
- IPRs acquired under Instalment Arrangement SS 0.00
- Licensing of IPRs (excluding Trademarks)

1

## 2C. Acquisition and Licensing of Intellectual Property Rights (IPRs)

For business with annual revenue no more than \$500 million in the basis period of the YA of claim ⓘ  
 For acquisition of IPR, only companies and partnerships are eligible. Sole proprietorship businesses are not eligible.

IPRs Details 1 CLEAR DELETE

IPRs Activity\*  
 IPRs acquired under Instalment Arrangement

Description of IPRs\* ⓘ  
 500 characters

Total Cost of IPRs Acquired Under Instalment Arrangement (SS)\* ⓘ  
 0 .00

Total Instalment Paid for the Year (SS)\* ⓘ  
 0 .00

Date of Instalment Agreement\*  
 dd/mm/yyyy

Duration of Instalment Arrangement\*  
 dd/mm/yyyy to dd/mm/yyyy

3

1

+ Add New (up to 10 entries)

2

Step	Action/Note
	<b>Part 2C. Acquisition and Licensing of IPRs (IPR acquired under instalment arrangement)</b>
1	Click <b>Add New</b> and enter the following information: <ul style="list-style-type: none"> <li>• <b>IPRs Activity</b> (drop down selection) – select <b>IPR acquired under Instalment Arrangement</b></li> <li>• <b>Description of IPRs</b></li> <li>• <b>Total Cost of IPRs under Instalment Arrangement</b></li> <li>• <b>Total Instalment Paid for the Year</b></li> <li>• <b>Date of Instalment Agreement</b></li> <li>• <b>Duration of Instalment Agreement</b></li> </ul>
2	Click <b>Add New</b> at the bottom to enter more claims. You can submit a total of 10 entries for training. If you have exceeded the maximum number of entries, please combine the values of all the remaining claims into the last entry and provide details/ breakdown of the remaining claims by logging in to myTax Portal > Email Us > Select EIS Cash Payout – Amend Filing.
3	Note: <ul style="list-style-type: none"> <li>• * denotes mandatory fields to complete</li> <li>• Click &lt;Delete&gt; to delete the entire cart</li> <li>• Click &lt;Clear&gt; to clear all the fields</li> </ul>

NUE

# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

## 2D. Registration of Intellectual Property (IP)

Registration of Patents, Trademarks, Designs and Plant Varieties ⓘ

IP Details 1 ↶ CLEAR 🗑️ DELETE 3

**Date of completion of registration\***

**Description of Patents, Trademarks, Designs and Plant Varieties\***

500 characters

**A. Registration Fee (S\$)\* ⓘ**

 .00

**B. Service Fee and Other Fees (S\$) ⓘ**

 .00
+ Add New (up to 10 entries) 2
 

Step	Action/Note
	<b>Part 2D. Registration of Intellectual Property (IP)</b>
1	Click <b>Add New</b> and enter the following information: <ul style="list-style-type: none"> <li>• <b>Date of completion of registration</b></li> <li>• <b>Description of Patents, Trademarks, Designs and Plant Varieties</b></li> <li>• <b>A. Registration Fee</b></li> <li>• <b>B. Service Fee and Other Fees</b></li> </ul>
2	Click <b>Add New</b> at the bottom to enter more claims. You can submit a total of 10 entries for training. If you have exceeded the maximum number of entries, please combine the values of all the remaining claims into the last entry and provide details/breakdown of the remaining claims by logging in to myTax Portal > Email Us > Select EIS Cash Payout – Amend Filing.
3	Note: <ul style="list-style-type: none"> <li>• * denotes mandatory fields to complete</li> <li>• Click &lt;Delete&gt; to delete the entire cart</li> <li>• Click &lt;Clear&gt; to clear all the fields</li> </ul>

# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

Add New Qualifying Research and Development (R&D) undertaken in Singapore

Please complete the following to check the eligibility of the R&D project that you are claiming.

Qualifying Criteria	Declaration
1.The R&D activities are undertaken in Singapore	<input type="radio"/> Yes <input type="radio"/> No
2.The objectives of the projects are to acquire new knowledge, create new products or processes, or improve existing products or processes.	<input type="radio"/> Yes <input type="radio"/> No
3.The projects entail systematic, investigative and experimental (“SIE”) studies in the field of science or technology that involve novelty <sup>^</sup> OR technical risk. ( <sup>^</sup> Where a product, process or knowledge is already available outside of Singapore, the mere importation of that product, process or knowledge into Singapore, without undertaking a SIE study will not qualify as R&D)	<input type="radio"/> Yes <input type="radio"/> No
4.Whether the projects fall within any of the following exclusion list as defined in Section 2 of the Income Tax Act 1947.	<input type="radio"/> Yes <input type="radio"/> No
5.The following conditions are met:	
a.Any know-how, intellectual property or other results generated from the projects is owned and is/will be commercialised by the business.	<input type="radio"/> Yes <input type="radio"/> No
b.The projects are NOT undertaken on behalf of the business customers, where the business acts as a service provider.	<input type="radio"/> Yes <input type="radio"/> No

1

2

Step	Action/Note
	<b>2D. Research &amp; Development (R&amp;D) undertaken in Singapore</b>
1	Click <b>Add New</b> and complete the qualifying criteria declaration by selecting “Yes” or “No”
2	Click “Proceed” to continue and “Cancel” to discard the claim.



# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

## 2E. Qualifying Research and Development (R&D) undertaken in Singapore

R&D Activities ⓘ

R&D Details 1

↶ CLEAR 🗑️ DELETE

5

**Qualifying claim**  
[View Declaration](#)

**Date Incurred\***

**Description of R&D Project\***  
  
500 characters

**A. In-House R&D Cost (S\$)** ⓘ

**B. Outsourced R&D Cost (In Singapore) (S\$)** ⓘ

**C. R&D Cost-Sharing Arrangement (S\$)** ⓘ

**Total Cost Incurred (A+B+C) (S\$)**

+ Add New (up to 10 entries)
4

Step	Action/Note
	<b>2D. Research &amp; Development (R&amp;D) undertaken in Singapore</b> (continue from page 12)
3	Click <b>Add New</b> and enter the following information: <ul style="list-style-type: none"> <li>• <b>Date Incurred</b></li> <li>• <b>Description of R&amp;D Project</b></li> <li>• <b>A. In-House R&amp;D Cost</b></li> <li>• <b>B. Outsourced R&amp;D Cost (in Singapore)</b></li> <li>• <b>C. R&amp;D Cost-Sharing Arrangement</b></li> </ul>
4	Click <b>Add New</b> at the bottom to enter more claims. You can submit a total of 10 entries for training. If you have exceeded the maximum number of entries, please combine the values of all the remaining claims into the last entry and provide details/ breakdown of the remaining claims by logging in to myTax Portal > Email Us > Select EIS Cash Payout – Amend Filing.
5	Note: <ul style="list-style-type: none"> <li>• * denotes mandatory fields to complete</li> <li>• Click &lt;Delete&gt; to delete the entire cart</li> <li>• Click &lt;Clear&gt; to clear all the fields</li> </ul>

# Enter Details Part 2 – Qualifying Cost to Claim for Cash Payout

**Next Step**

Save this application form as draft. You will be able to retrieve the draft under "Apply EIS Cash Payout".

**SAVE DRAFT** 2

OR

Continue to review claims for submission.

**CONTINUE** 1

**CANCEL FILING** 2

Step	Action/Note
	<b>Part 2 – Qualifying Cost to Claim for Cash Payout</b>
1	After entering all the details, click "Continue" to proceed
2	To Save Draft or Cancel Filing, please click on the respective buttons.



# Confirmation - Submission Summary

1. Enter Details   **2. Confirmation**   3. Submit Document (if applicable)   4. Acknowledgement

**Submission Summary**

**Part 1 - Business Information**

Year of Assessment(YA) of Claim  
2024

Accounting Period  
01 Jan 2023 to 31 Dec 2023

Company/ Business Revenue (S\$)  
S\$140,000.00

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**Part 2 Qualifying Cost to Claim for Cash Payout**

**2A. Training**

Course Detail 1

**Course Name**  
SMU-UDACITY NANODEGREE PROGRAMME BUSINESS ANALYTICS TRACK: PREDICTIVE ANALYTICS FOR BUSINESS (ASYNCHRONOUS E-LEARNING)

**Training Provider Name**  
SINGAPORE MANAGEMENT UNIVERSITY

**Course Start and End Date**  
01 Jun 2023 to 31 Dec 2023

**Training Cost Incurred (S\$)**  
15,000.00

Does the above training cost include course fees paid directly by your staff which are subsequently reimbursed by you?  
No

**Total Training Cost Incurred** S\$ 15,000.00

1

Step	Action/Note
	<b>Submission Summary (Confirmation page)</b>
1	Verify that the <b>information</b> entered is correct
2	For business/ tax agent's Preparer, you will see the Next Step at the bottom of the summary page, click on <b>Back</b> to review claim details or <b>Submit to Approver</b> if all information is correct.
	<div style="text-align: center; border: 1px solid #ccc; padding: 10px;"> <p>Next Step</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Back to review claim details.</p> <p><b>BACK</b></p> </div> <div style="text-align: center;"> <p>OR</p> </div> <div style="text-align: center;"> <p>Submit EIS Cash Payout application to Approver.</p> <p>2 <b>SUBMIT TO APPROVER</b></p> </div> </div> </div>
	<p>Note: If you have claimed for <b>IPRs acquired under Instalment Arrangement and/or R&amp;D</b> - click on <b>Continue</b> to proceed. You will be directed to the 'Submit Document' page for you to upload the relevant documents.</p> <div style="text-align: center; border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Next Step</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Return to amend details.</p> <p><b>AMEND</b></p> </div> <div style="text-align: center;"> <p>OR</p> </div> <div style="text-align: center;"> <p>Continue to upload relevant documents.</p> <p><b>CONTINUE</b></p> </div> </div> </div>



# Confirmation – Declaration by Approver

## Declaration

I declare that:

- the information given is true and complete.\*
- the business is still in operation and has made CPF contributions for at least 3 full time local employees.\*
- the business has not exceeded the expenditure cap per qualifying activity and no claim has been made in the income tax return for the same qualifying costs that have been converted into cash payouts.\*
- the qualifying costs claimed exclude any government grants, subsidies that were given or are pending approval.\*

I understand that:

- the election to convert the qualifying costs incurred into cash payout is irrevocable.\*
- penalties will be imposed for wrongful EIS claim.\*

1


Details of Filer & Contact Person

Name of Filer	HASLINDA MD NOOR	Designation*	
Name of Contact Person*	HASLINDA MD NOOR	Designation*	
Contact No.*	+65		

2

Next Step

Return to amend details. **AMEND** 3 **OR** Continue to upload relevant documents. **CONTINUE** 4

Step	Action/Note
	<b>Declaration - For business/ tax agent's Approver</b>
1	Complete the <b>Declaration</b>
2	Complete the <b>Details of Filer &amp; Contact Person</b>
3	Click <b>Amend</b> to make changes to application or <b>Submit To IRAS</b> to proceed with your application.
	
4	If you have claimed for <b>IPRs acquired under Instalment Arrangement and/or R&amp;D</b> - click on <b>Continue</b> to proceed. You will be directed to the 'Submit Document' page for you to upload the relevant documents.
	Note: If you are authorized as the business/ tax agent's "Preparer", you will not see <b>Declaration</b> and <b>Details of Filer and Contact Person</b> .



# Submit Document (if applicable)



## Apply for EIS Cash Payout



### Note

- Please use the relevant form/ template below to prepare the required supporting documents.
  - Instalment Arrangement Template for Acquisition of IPRs (PDF,612KB)
  - Research and Development (R&D) Claim Form (YA2019 and onwards) (PDF,382KB)
- Do not submit IRAS application forms or documents that are not related to EIS Cash Payout.
- Please ensure file attachments are free from unsafe and active contents. Otherwise, they will not be processed by IRAS. [i](#)

### Document Submission

Type of Document	Status <a href="#">i</a>	Details	Actions
Research and Development (R&D) Claim Form (YA 2019 and onwards)	PENDING		<div style="border: 2px solid red; display: inline-block; padding: 2px;">SELECT FILE</div> 1 <small>File Type Allowed pdf Maximum File Size 4 MB</small>



Step	Action/Note
	<b>Submit Document (if applicable)</b>
1	Click Select File to upload the: <ul style="list-style-type: none"> <li>Instalment Arrangement Template, if you are claiming costs incurred on IPRs acquired under Instalment Arrangement.</li> <li>R&amp;D Claim Form, if you are claiming R&amp;D costs.</li> </ul>
2	Click <b>Back</b> to review or amend filing.
3	Click <b>Submit</b> to submit the application to IRAS if you are authorized as the business/ tax agent's "Approver".
	Click <b>Submit to Approver</b> to submit the application for Approver's review and submission to IRAS if you are authorized as the business/ tax agent's "Preparer".
	Note: <ol style="list-style-type: none"> <li>Each document must not exceed 4MB and must be in PDF format.</li> <li>You need not submit other supporting documents. However, please retain and submit them upon request.</li> <li>Only "Approver" can review and submit the application to IRAS.</li> </ol>

# Submit Document (if applicable) – For Approver

Apply for EIS Cash Payout

1. Enter Details | 2. Confirmation | **3. Submit Document (if applicable)** | 4. Acknowledgement

**Note**

- Please use the relevant form/ template below to prepare the required supporting documents.
  - Instalment Arrangement Template for Acquisition of IPRs (PDF,612KB)
  - Research and Development (R&D) Claim Form (YA2019 and onwards) (PDF,382KB)
- Do not submit IRAS application forms or documents that are not related to EIS Cash Payout.
- Please ensure file attachments are free from unsafe and active contents. Otherwise, they will not be processed by IRAS. [i](#)

**Document Submission**

Type of Document	Status <a href="#">i</a>	Details	Actions
Research and Development (R&D) Claim Form (YA 2019 and onwards)	PENDING APPROVAL	Uploaded by TAX AGENT PREPARER on 1 Mar 2024	<a href="#">X REMOVE</a>

1  Document approved for submission

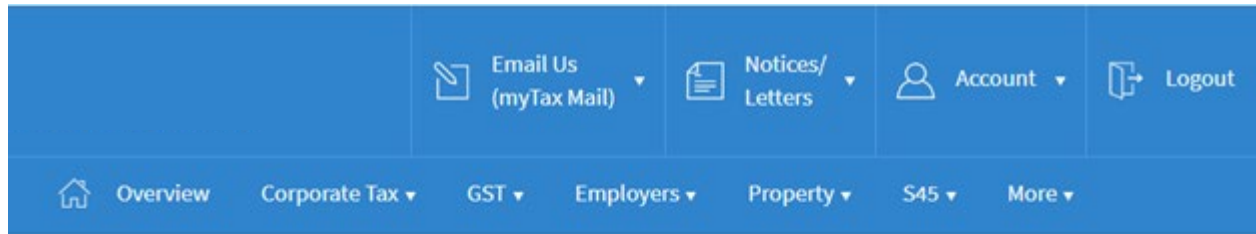
**Next Step**

Back to review claim details. **3** [BACK](#) **OR** Submit EIS Cash Payout application to IRAS. **4** [SUBMIT](#)

Step	Action/Note
	<b>Submit Document (if applicable) – For business/ tax agent’s Approver</b>
1	Click on the <Document> approved for submission to review the document attached by preparer. If the document is the correct document, proceed to tick on the ‘checkbox’
2	If the Preparer has uploaded/submitted the wrong document, click <b>Remove</b> . <ul style="list-style-type: none"> <li>Approver must re-upload the correct document before submitting the record to IRAS. For documents uploaded by the approver, the checkbox will not be shown.</li> <li>The document submitted must not exceeded 4MB and must be in PDF format. You do not need to submit other supporting documents. However, please retain and submit them upon request by IRAS.</li> </ul>
3	Click <b>Submit</b> to submit the application to IRAS.



# Acknowledgement – For Preparer



Apply for EIS Cash Payout

2 **SAVE AS PDF/ PRINT**



1 **Successful Submission to Approver**

Your draft has been saved for your Approver's review. The Approver must retrieve and submit the application by 22 Nov 2024, or it will be deleted.

<b>Year of Assessment</b>	2024	<b>Date/ Time</b>	01 Nov 2024 11:49 AM
<b>Updated by</b>	Tan ABC	<b>Tax Agent Firm</b>	-

Step	Action/Note
	<b>Acknowledgement Page</b>
1	When the application has been successfully submitted to Approver.
2	Please <b>save/ print</b> a copy of the acknowledgement page for your record.
	Note: Acknowledgement number will only be shown for successful submission to IRAS.

# Acknowledgement – For Approver

Apply for EIS Cash Payout

1. Enter Details 2. Confirmation 3. Submit Document (if applicable) 4. **Acknowledgement**

**Successful Submission**

We have received your application.

Acknowledgement No.	Date/ Time
425071	01 Nov 2024 11:27 AM

**Note**

The EIS Cash Payout application will generally be processed within 3 months after receiving the completed application and all supporting documents requested, if any. A paper notice will be sent to the company/ business registered address when the application is approved. The Approval Notice will only be made available in myTax portal from May 2024 onwards.

Please save a copy of the acknowledgement page/ submission summary after filing. You can view the status of your application via [View EIS Cash Payout Application Status](#) Digital Service.

We would like to highlight to you that under Section 37S of the ITA, any person who gives to the Comptroller any information that is false in any material particular, or omits any material particular from any information or document, shall be guilty of an offence. It is also an offence to claim for enhanced deductions/ allowances if you have elected for cash conversion on the same qualifying expenditure.

Step	Action/Note
	<b>Acknowledgement Page</b>
1	You will receive an acknowledgement upon successful submission to IRAS.
2	Please <b>save/ print</b> a copy of the acknowledgement page for your record.
	<b>Note:</b> Acknowledgement number will only be shown for successful submission to IRAS.

## How to Amend Your Filing

If you notice errors in your application, please login to myTax Portal and email us via [myTax Mail](#) with the subject line 'EIS Cash Payout - Amend Filing'.

If you have claimed enhanced deductions/ allowances on the same qualifying expenditure which you have elected for cash conversion, please inform us to amend/ adjust the enhanced deductions/ allowances claimed as follows:

- For sole proprietors/ partners, please email us via [myTax Mail](#) with the subject line 'EIS Enhanced Deductions - Amend Filing'.
- For companies, the amendments to the enhanced deductions/ allowances should be made via [Revise/Object to Assessment](#) Digital Service.

## Submission Summary

