


User Guide – Apply for EIS Cash Payout Digital Service For Individuals (Sole-Proprietorship Businesses)



INLAND REVENUE
AUTHORITY
OF SINGAPORE

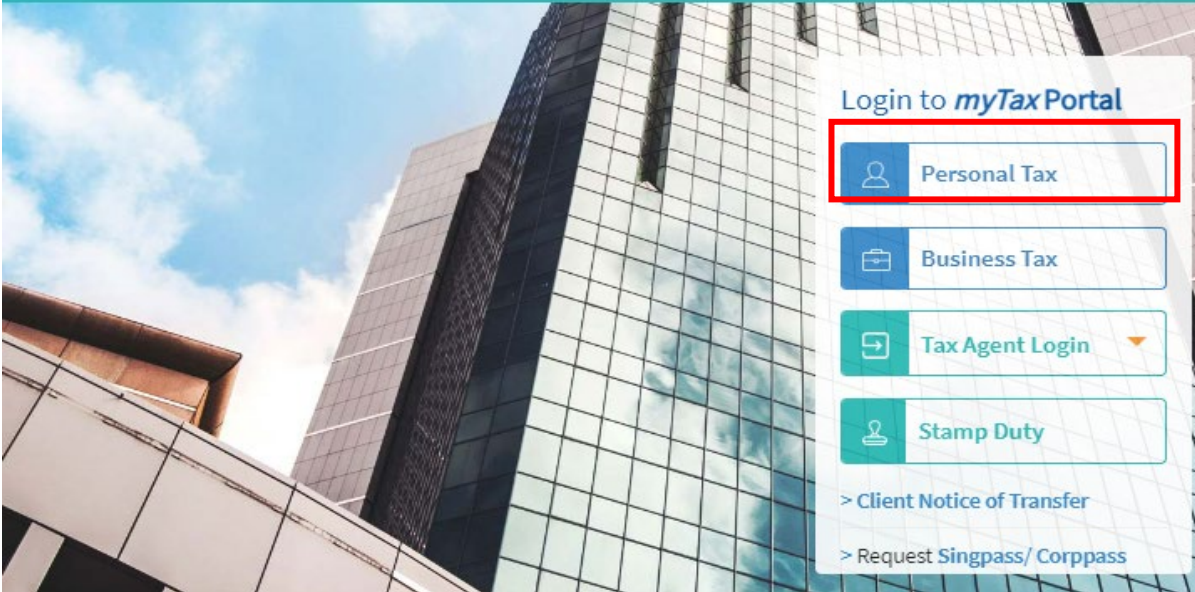
User Guide - Apply for EIS Cash Payout

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
	Logging in to myTax Portal
1	Go to https://mytax.iras.gov.sg
2	Select Personal Tax
3	Login with Singpass* *You may use the Singpass app or Password login.

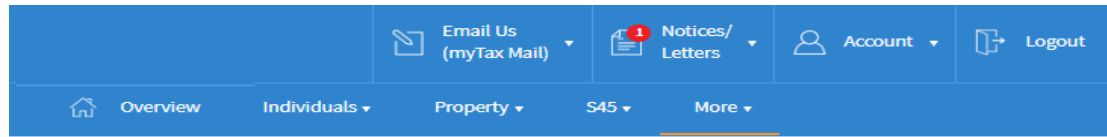
User Guide - Apply for EIS Cash Payout

The screenshot shows the IRAS e-service portal interface. At the top, there are navigation links for 'Overview', 'Individuals', 'Property', and 'S45'. A 'More' button is highlighted with a red box and a '1' callout. Below this, the 'Enterprise Innovation Scheme (EIS)' menu is expanded, and the 'Apply for EIS Cash Payout' option is highlighted with a red box and a '2' callout. Other options in the EIS menu include 'Submit EIS Enhanced Deduction/ Allowance Records' and 'View EIS Cash Payout Application Status'. Other menu items include 'Auto-Inclusion Scheme (AIS)', 'Government Payout', and 'PIC Scheme'.

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



User Guide - Apply for EIS Cash Payout



Apply for EIS Cash Payout

1

General Info

This application form will take about 15 minutes to complete.

Note

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

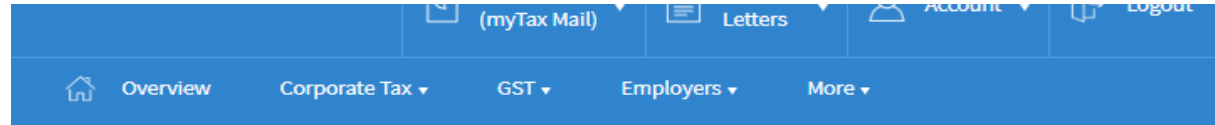
Due Date
18 Apr 2024

2
APPLY

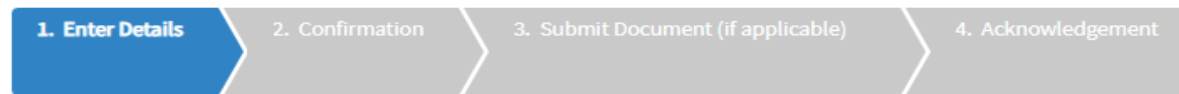
Step	Action/Note
	General Info page
1	Note: Before you begin, please read the general information to ensure that your business meets the conditions for EIS Cash payout.
2	Click <Apply> to begin your application.



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 to

Company/ Business Revenue (S\$)* ⓘ

2

Step	Action/Note
	Part 1 – Business Information
1	Enter the Accounting Period of the business
2	Enter the Revenue for the Accounting Period entered.
	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

1a Are you claiming for more than 1 business?*

Yes

No

2 Accounting Period* ⓘ

dd/mm/yyyy to dd/mm/yyyy

3 Company/ Business Revenue (S\$)* ⓘ

0.00

1b Are you claiming for more than 1 business?*

Yes

No

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

Name of Sole Proprietorship Business claiming EIS* ⓘ

Select

Tax Ref No.

-

1a Name of the Sole Proprietorship Business claiming EIS*

Select

Tax Ref No.

Step	Action/Note
	Part 1 – Business Information (For individuals with multiple businesses)
1	Confirm if the claim is for more than 1 business^ a) If you have selected 'Yes', you are required to indicate which business is claiming for the EIS cash payout in the respective activity cart (refer to blue box). b) If you have selected 'No', please select the relevant business that is claiming from the dropdown list. Select "Not Registered with ACRA" if it is an unregistered business.
2	Enter the Accounting Period of the business
3	Enter the Revenue for the Accounting Period shown
	Note: You may can 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
	Part 2 – Qualifying Cost to Claim for Cash Payout
1	Click Add New 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?*

Yes

No

Amount of Reimbursement (S\$)*

 .00

Description of Reimbursement* [i](#)


500 characters

➕ Add New (up to 20 entries)
3

Step	Action/ Note
	Part 2A - Training
1	Click Add New and enter the following information: <ul style="list-style-type: none"> Course Name → key in at least 3 characters and click on to search for the course. A window will pop up with a list of courses. Course Start and End Date Training Cost Incurred
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"> Yes → enter additional information “Amount of Reimbursement” and “Description of reimbursement”. No → you are not required to enter any additional information.
3	Click Add New 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"> * denotes mandatory fields to complete Click <Delete> to delete the entire cart Click <Clear> to clear all the fields

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*

Name of Partner Institution*

Project Invoice/ Debit Note/ Credit Note

Document Type*	Document Ref. No.*	Date*	Amount (S\$)* 
Invoice ▼	<input style="width: 100%;" type="text"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="dd/mm/yyyy"/> <input style="width: 15%; height: 20px; margin-left: 5px;" type="calendar"/>	<input style="width: 100%;" type="text" value="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
	2B. Innovation Projects carried out with Partner Institutions
1	Click Add New and enter the following information: <ul style="list-style-type: none"> Category of Approved Project (drop down selection) Name of Approved Project Project Start Date Name of Partner Institution Project Invoice/Debit Note/Credit Note
2	Click Add New 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"> * denotes mandatory fields to complete Click <Delete> to delete the entire cart Click <Clear> to clear all the fields

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 \$S 0.00

Licensing of IPRs (excluding Trademarks)

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

1

Step	Action/Note
	Part 2C. Acquisition and Licensing of IPRs
1	Click Add New and enter the following information: <ul style="list-style-type: none"> • IPRs Activity (drop down selection), select Licensing of IPRs (excluding Trademark)^ • Description of IPRs • Qualifying Cost Incurred • Date of Acquisition or Date of Licensing
2	Click Add New 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"> • * denotes mandatory fields to complete • Click <Delete> to delete the entire cart • Click <Clear> to clear all the fields • ^ <i>Sole-proprietorships cannot acquire/own IPRs</i>

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

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*

dd/mm/yyyy

Description of Patents, Trademarks, Designs and Plant Varieties*

500 characters

A. Registration Fee (S\$)* ⓘ

.00

B. Service Fee and Other Fees (S\$) ⓘ

.00

Total Cost Incurred (A+B) (S\$)* ⓘ

0.00

+ Add New (up to 10 entries) 2

Step	Action/Note
	Part 2D. Registration of Intellectual Property (IP)
1	Click Add New and enter the following information: <ul style="list-style-type: none"> • Date of completion of registration • Description of Patents, Trademarks, Designs and Plant Varieties • A. Registration Fee • B. Service Fee and Other Fees
2	Click Add New 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"> • * denotes mandatory fields to complete • Click <Delete> to delete the entire cart • Click <Clear> to clear all the fields



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 [^] OR technical risk. ([^] 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

CANCEL

PROCEED

2

Step	Action/Note
	2D. Research & Development (R&D) undertaken in Singapore
1	Click Add New 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\$) ⓘ
 ,00

B. Outsourced R&D Cost (In Singapore) (S\$) ⓘ
 ,00

C. R&D Cost-Sharing Arrangement (S\$) ⓘ
 ,00

Total Cost Incurred (A+B+C) (S\$)
 0.00

+ Add New (up to 10 entries)
4

Step	Action/Note
	2D. Research & Development (R&D) undertaken in Singapore (continue from page 12)
3	Click Add New and enter the following information: <ul style="list-style-type: none"> • Date Incurred • Description of R&D Project • A. In-House R&D Cost • B. Outsourced R&D Cost (in Singapore) • C. R&D Cost-Sharing Arrangement
4	Click Add New 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"> • * denotes mandatory fields to complete • Click <Delete> to delete the entire cart • Click <Clear> to clear all the fields

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
	Part 2 – Qualifying Cost to Claim for Cash Payout
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

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

Step	Action/Note
	Submission Summary
1	Verify that the information entered is correct

1



Confirmation - Declaration

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 Designation*

Name of Contact Person* Designation*

Contact No.*

2

Next Step

Return to amend details. 3

OR

Submit EIS Cash Payout application to IRAS. 3

Step	Action/Note
	Declaration
1	Complete the Declaration
2	Complete the Details of Filer & Contact Person
3	Click Amend to make changes to application or Submit To IRAS to proceed with your application.
	<p><u>Notes:</u></p> <p>If you have claimed for R&D - click on Continue to proceed. You will be directed to the 'Submit Document' page for you to upload the R&D Form.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Return to amend details. <input type="button" value="AMEND"/> OR <input type="button" value="CONTINUE"/> Continue to upload relevant documents.</p> </div> <p>(refer to page 17 on the steps to for 'Submit Document' stage)</p>

Acknowledgement

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
	Acknowledgement Page
1	You will receive an acknowledgement upon successful submission to IRAS.
2	Please save/ print a copy of the acknowledgement page for your record.
	Note: 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



Submit Document (if applicable)

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. ⓘ

Document Submission

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

Next Step

Back to review claim details. **BACK** 2 **OR** Submit EIS Cash Payout application to IRAS. **SUBMIT** 3

Step	Action/Note
	Submit Document (if applicable)
1	Click Select File to upload the: <ul style="list-style-type: none"> R&D Claim Form, if you are claiming R&D costs.
2	Click Back to review or amend filing.
3	Click Submit to submit the application to IRAS.
	<p>Note:</p> <ol style="list-style-type: none"> Each document must not exceed 4MB and must be in PDF format. You need not submit other supporting documents. However, please retain and submit them upon request.