


**APPLY FOR PRODUCTIVITY AND INNOVATION CREDIT (PIC) CASH PAYOUT E-SERVICE**

**ESSENTIAL INFORMATION TO NOTE**

*It is important that you read this before e-Filing your PIC cash payout application form.*

**A. THINGS TO NOTE**

- 1) Prepare the supporting documents (e.g. invoices, payment details) for your qualifying PIC claims before entering the e-Service so that you can complete the form in one session.
- 2) There is a maximum limit of 15 fields per form. You may wish to consolidate the items (e.g. by vendor) and provide a detailed breakdown of the consolidated items and their qualifying costs in the description box.
- 3) You can only e-file one application per day for each quarter or combined quarters of each Year of Assessment. Hence, if you need to complete more than 15 fields for your application, please e-file another application on a subsequent day.
- 4) Ensure that you have a minimum qualifying expenditure of \$400. If your claim is less than \$400, please combine the claim with subsequent quarters of the same Year of Assessment (YA).
- 5) Do not leave your session idle for more than 20 minutes. Otherwise, the session will expire and you will have to re-complete the form.
- 6) At any time, you may use the 'Save Draft' function to save your progress and continue in a separate session when you next log in. Once a draft is saved, it will be retained in *myTax Portal* until the filing due date of the relevant Year of Assessment. You may return to complete and submit the saved draft application anytime before the filing due date.
- 7) For guidance on how to complete the form, click on the iHelp icon <  >.

**B. WHAT TO FILL IN THE FORM**

**1) Details of Business:** This section will be auto-generated

If the company owns a sole-proprietorship and the PIC-qualifying expenditure was incurred by the sole-proprietorship business, please enter the name of the sole-proprietorship business in the field provided. Please note that the sole-proprietorship business has to fulfil the 3- local-employee condition in order to qualify for the PIC cash payout.

**2) Details of Cash Payout Claim (Part A)**

We will auto-generate your accounting year-end based on our records. However, if there is a change to your business accounting year-end and it is different from that displayed, please click "Change Accounting Year-End" and update accordingly.

In addition, please select the:

- Accounting year in which PIC qualifying costs were incurred
- Year of Assessment of PIC claim
- Months in which the 3-local employee condition was met

Next, enter the revenue earned by the business for the period shown.

**3) Details of PIC Cash Payout Claim (Part B)**

Select the relevant qualifying activity that you are claiming PIC. Please refer to the following table on how to complete the details for each qualifying activity.

PIC Activity	Details to Enter																							
(a) PIC IT and Automation Equipment  Select from: 1. Cash purchase of PIC IT & automation equipment 2. Hire purchase of PIC IT & automation equipment 3. Rental or Lease of PIC IT & automation equipment	<ul style="list-style-type: none"> <li>Date incurred (DD/MM/YYYY)<sup>1</sup>:               <ul style="list-style-type: none"> <li>Cash purchase: in most cases, this should be the date of delivery of equipment or the date of installation of software</li> <li>Hire purchase:                   <ul style="list-style-type: none"> <li>(a) For new HP agreements entered into during the quarter/ combined quarters: date when hire purchase agreement was entered into</li> <li>(b) For existing HP agreements: the last day of the quarter/ combined quarters</li> </ul> </li> <li>Lease (e.g. monthly software license agreement): date when monthly license fee / lease payment is due in the quarter/ combined quarters</li> </ul> </li> <li>PIC qualifying cost (in S\$) incurred, <u>excluding</u>:               <ul style="list-style-type: none"> <li>GST paid if your business is GST-registered; and</li> <li>Grant or subsidy received on your equipment purchase/ lease.</li> </ul> </li> <li>Name of vendor.</li> <li>Identification type &amp; number of vendor:</li> </ul> <table border="1"> <thead> <tr> <th>Vendor</th><th>Identification Type</th><th>Identification Number</th></tr> </thead> <tbody> <tr> <td>Company incorporated in Singapore</td><td>UEN-LOCAL CO</td><td rowspan="5">Note: e-Service will auto-validate the accuracy of ID entered based on vendor type selected</td></tr> <tr> <td>Sole-Proprietorship/ Partnership</td><td>UEN-BUSINESS</td></tr> <tr> <td>Limited Liability Partnership/ LP/ Professional firms/ Foreign company with UEN (e.g. T08FC1234A)</td><td>UEN-OTHERS</td></tr> <tr> <td>Singapore individual</td><td>NRIC</td></tr> <tr> <td>Foreign individual</td><td>FIN</td></tr> <tr> <td>Overseas vendor (company/ individual) where business registration number is not available</td><td>OTHERS</td><td>NA</td></tr> <tr> <td>Overseas vendor (company/ individual) where business registration number is available</td><td>OTHERS</td><td>As per ID given by vendor</td></tr> <tr> <td>When you are consolidating several claims with multiple vendors in one field</td><td>OTHERS</td><td>Enter each vendor's details in 'Description box'</td></tr> </tbody> </table> <p>If you are unsure of your vendor's Unique Entity Number/Registration Number, you may make use of the <a href="http://www.uen.gov.sg">Search for UEN</a> (at <a href="http://www.uen.gov.sg">www.uen.gov.sg</a>) to retrieve it using your vendor's company/ business name.</p> <ul style="list-style-type: none"> <li>Description of equipment:               <ul style="list-style-type: none"> <li>Name of the equipment</li> <li>Brand of the equipment</li> <li>Model number of the equipment</li> <li>Serial number (s/n) of the category for equipment that falls within category 5 to 40 of the PIC IT and Automation Equipment List.</li> </ul> </li> </ul> <p><i>* For equipment acquired under a hire-purchase agreement entered into during the basis periods for YA 2013 to YA 2018, please complete the <a href="#">Hire-Purchase Template</a>. You will be prompted to upload it at the Summary Page.</i></p>	Vendor	Identification Type	Identification Number	Company incorporated in Singapore	UEN-LOCAL CO	Note: e-Service will auto-validate the accuracy of ID entered based on vendor type selected	Sole-Proprietorship/ Partnership	UEN-BUSINESS	Limited Liability Partnership/ LP/ Professional firms/ Foreign company with UEN (e.g. T08FC1234A)	UEN-OTHERS	Singapore individual	NRIC	Foreign individual	FIN	Overseas vendor (company/ individual) where business registration number is not available	OTHERS	NA	Overseas vendor (company/ individual) where business registration number is available	OTHERS	As per ID given by vendor	When you are consolidating several claims with multiple vendors in one field	OTHERS	Enter each vendor's details in 'Description box'
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<sup>1</sup> For a detailed explanation and various scenarios of when PIC expenditure is considered as incurred, please refer to [determining the dates that expenditure is incurred for PIC cash payout purposes](#).

PIC Activity	Details to Enter
<p>(b) Training of Employees</p> <p>Select from:</p> <ol style="list-style-type: none"> <li>1. In-house training not certified by WDA or ITE</li> <li>2. In-house training (WDA certified or ITE approved)</li> <li>3. External training</li> </ol>	<ul style="list-style-type: none"> <li>• Date incurred (DD/MM/YYYY): <ul style="list-style-type: none"> <li>– In most cases, it is the date when the training is conducted</li> </ul> </li> <li>• PIC qualifying cost (in S\$) incurred, <u>excluding</u>: <ul style="list-style-type: none"> <li>– GST paid if your business is GST-registered; and</li> <li>– Grant or subsidy received on your training.</li> </ul> </li> <li>• Name of vendor.</li> <li>• Identification type &amp; number of vendor. } Same as (a)</li> <li>• Description of training course: <ul style="list-style-type: none"> <li>– Name of course</li> <li>– Start &amp; end dates of training if the training was conducted over a period of time</li> <li>– For in-house training, please also provide the name(s) of trainer(s) and trainee(s) and breakdown showing how the amount of qualifying cost was derived.</li> </ul> </li> </ul>
<p>(c) Acquisition and In-Licensing of Intellectual Property Rights (IPR)</p>	<ul style="list-style-type: none"> <li>• Date incurred (DD/MM/YYYY): <ul style="list-style-type: none"> <li>– For IPR acquisition: date where the legal and economic ownership of the IPR is transferred to you</li> <li>– For IPR in-licensing: <ol style="list-style-type: none"> <li>(a) If the licensing agreement ends within the quarter/ combined quarters of claim: end date of the licensing period</li> <li>(b) If the licensing agreement ends after the quarter/ combined quarters of claim: the last day of the quarter/ combined quarters that the claim relates</li> </ol> </li> </ul> </li> <li>• <u>Example</u> <ul style="list-style-type: none"> <li>• Accounting year-end: Dec</li> <li>• Project start date: 3 Nov 2014</li> <li>• Project end date: 27 Nov 2015</li> <li>• For the quarter 1 Oct 2014 to 31 Dec 2014 [year of assessment (YA) 2015], enter 31 Dec 2014 as the date incurred</li> <li>• For the combined quarters 1 Jan 2015 to 31 Dec 2015 (YA 2016), enter 27 Nov 2015 as the date incurred</li> </ul> </li> <li>• Qualifying cost incurred (in S\$) <u>excluding</u>: <ul style="list-style-type: none"> <li>– GST paid if your business is GST-registered; and</li> <li>– Grant or subsidy received on your IPR acquisition/ in-licensing</li> </ul> </li> <li>• Name of vendor.</li> <li>• Identification type &amp; number of vendor. } Same as (a)</li> <li>• Description <ul style="list-style-type: none"> <li>– Type of IPR acquired or licensed (e.g. patent, copyright, trademark).</li> <li>– IPR licensing: Start and end dates, total cost of licensing <ul style="list-style-type: none"> <li>– Breakdown showing how the amount of qualifying cost was derived (e.g. cost of IPR, licence fees, non-qualifying expenses such as legal fees)</li> </ul> </li> <li>– How the IPR was used in the business</li> </ul> </li> </ul>

PIC Activity	Details to Enter
(d) Registration of Patents, Trademarks, Designs and Plant Varieties (IPR)	<ul style="list-style-type: none"> <li>• Date incurred (DD/MM/YYYY): <ul style="list-style-type: none"> <li>– Date of completion of registration procedure</li> </ul> </li> <li>• Qualifying cost incurred (in S\$) excluding: <ul style="list-style-type: none"> <li>– GST paid if your business is GST-registered; and</li> <li>– Grant or subsidy received on your IPR registration.</li> </ul> </li> <li>• Name of vendor.</li> <li>• Identification type &amp; number of vendor. } Same as (a)</li> <li>• Description: <ul style="list-style-type: none"> <li>– Type of IPR registered (i.e. patents, trademarks, designs or plant varieties)</li> <li>– Breakdown showing how the amount of qualifying cost was derived</li> <li>– Date of filing of IPR registration</li> <li>– Date of grant of IPR</li> </ul> </li> </ul>
(e) Research and Development (R&D) Activities	<ul style="list-style-type: none"> <li>• Date incurred (DD/MM/YYYY): <ul style="list-style-type: none"> <li>(a) If the project is completed within the quarter/ combined quarters of claim: date of completion of the project</li> <li>(b) If the project is carried out over two or more quarters/ combined quarters of claim: the last day of the quarter/ combined quarters that the claim relates</li> </ul> </li> <li>• Project name/ title, if applicable.</li> <li>• Qualifying cost incurred (in S\$), whether: <ul style="list-style-type: none"> <li>– In-house R&amp;D</li> <li>– Outsourced R&amp;D in Singapore</li> <li>– Outsourced R&amp;D outside Singapore</li> <li>– R&amp;D cost sharing arrangement.</li> </ul> </li> <li>• Please also complete the R&amp;D Claim Form. You will be prompted to upload it at the Summary Page.</li> </ul>
(f) Design Projects Approved by DesignSingapore Council	<ul style="list-style-type: none"> <li>• Date incurred (DD/MM/YYYY): <ul style="list-style-type: none"> <li>(a) If the project is completed within the quarter/ combined quarters of claim: date of completion of the project</li> <li>(b) If the project is carried out over two or more quarters/ combined quarters of claim: the last day of the quarter/ combined quarters that the claim relates</li> </ul> </li> <li>• Qualifying cost incurred (in S\$), whether: <ul style="list-style-type: none"> <li>– In-house design</li> <li>– Outsourced design</li> </ul> </li> <li>• Application number assigned by DesignSingapore Council (Dsg) on your project.</li> <li>• Description of project, including name and start and end dates of the project.</li> </ul>

## C. OTHER INFORMATION

### Supporting Documents

You do not have to submit supporting documents with the cash payout application form. Please retain them and submit them to IRAS only upon request. All supporting documents submitted will be retained by IRAS. Businesses are advised to retain a copy for their own reference.

For assistance on the application, please contact IRAS via [ctmail@iras.gov.sg](mailto:ctmail@iras.gov.sg) (for companies) and [se@iras.gov.sg](mailto:se@iras.gov.sg) (for sole-proprietorships/partnerships).