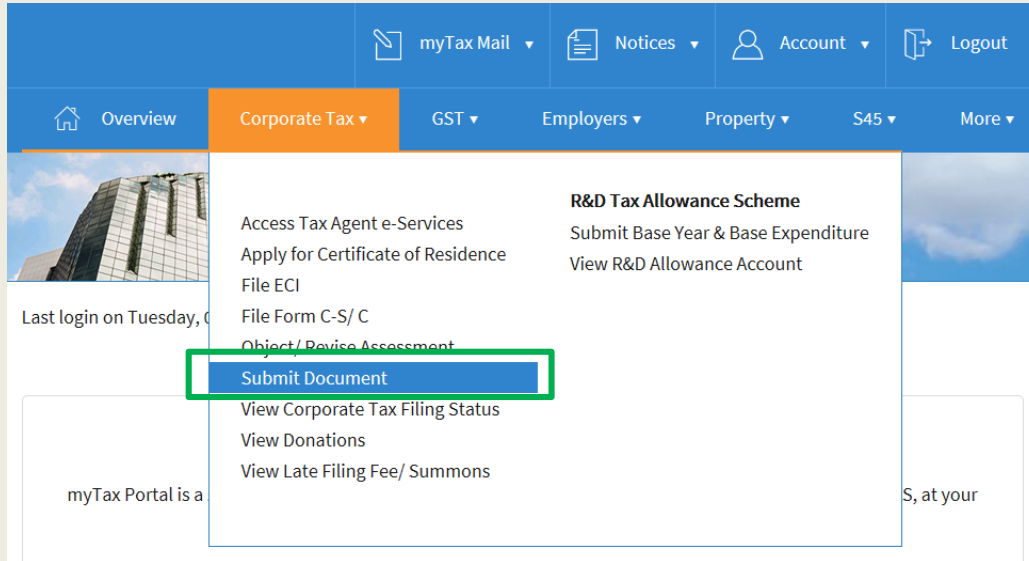


User Guide for Tax Agent

Submit Document

User Guide (Tax Agent): Submit Document



Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the e-Service from the menu: Corporate Tax > Submit Document.
	Note: For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.

User Guide (Tax Agent): Submit Document

Client Selection
for Submit Document

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO ▼

NEXT

Step	Action/ Note
	Client Selection
1	Enter the Client Tax Ref No.
2	Click on Next .

User Guide (Tax Agent): Submit Document

Submit Document

Important

Please ensure file attachments are free from unsafe and active contents. Otherwise, they will not be processed by IRAS. ⓘ

Filing For

Corporate Income Tax

Year of Assessment

Please select

FILE FOR NEXT CLIENT

Document Submission

Type of Document ⓘ	Status ⓘ	Details	Actions
Audited Accts/ Unaudited Accts (for Cos qualifying for audit exemption under the Companies Act)			SELECT FILE File Type Allowed pdf Maximum File Size 4MB
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)			SELECT FILE File Type Allowed pdf Maximum File Size 4MB
Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported			SELECT FILE File Type Allowed pdf Maximum File Size 4MB
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA			SELECT FILE File Type Allowed pdf Maximum File Size 2MB

Step	Action/ Note
	Submit Document – Preparer's view (continue to next page)
1	Upon selecting the Year of Assessment from drop down list, a Document Submission table will appear.
2	Click on the ⓘ icon to display (i) the abbreviations used under Type of Document column and (ii) the definition of Status .
	Legend for 'Status': Pending: Document not uploaded for submission. Pending Approval: Document pending Approver's review. Processing: Document transmitting to IRAS. Received: Document submitted to IRAS. Received (ACRA): Financial Statements submitted in XBRL to ACRA.

User Guide (Tax Agent): Submit Document

Submit Document

Important
Please ensure file attachments are IRAS. [?](#)

Filing For Corporate

Year of Assessment 2017

Document Submission

Type of Document [?](#)

Audited Accts/ Unaudited Accts
Cos qualifying for audit exemption
under the Companies Act)

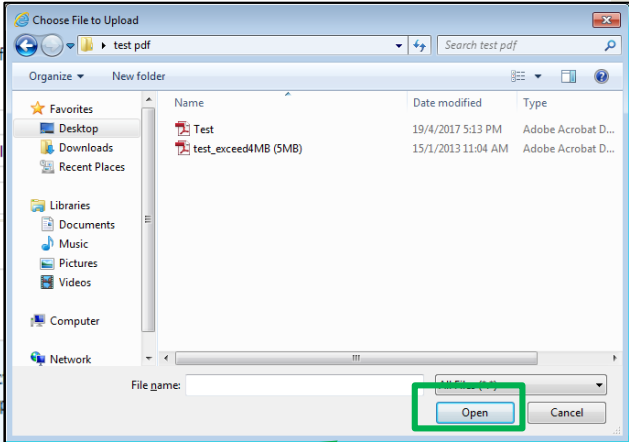
File Attached Form C (Upload) YA 2016.pdf

TC and Supporting Schs for the YA

(If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)

Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported

Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA



SELECT FILE
File Type Allowed pdf
Maximum File Size 4MB

SELECT FILE
File Type Allowed pdf
Maximum File Size 4MB

SELECT FILE
File Type Allowed pdf
Maximum File Size 2MB

Step	Action/ Note
	Submit Document – Preparer's view (continue to next page)
1	Click on Select File .
2	Select the file to be submitted and click on Open .
	<u>Notes:</u> - Document attached has to be within the maximum file size and of acceptable file type, as indicated. - Do not attach any other documents that are not listed on this page. Please retain them and only submit upon request. - Revised tax computation not relating to carry-back of current year capital allowances/ losses and income not previously reported should be submitted via Revise/ Object to Assessment.

User Guide (Tax Agent): Submit Document

Submit Document

Important

Please ensure file attachments are free from unsafe and active contents. Otherwise, they will not be processed by IRAS. [?](#)

Filing For

Corporate Income Tax

Year of Assessment

2017

for financial year ending in 2016

Document Submission

Type of Document [?](#)

Status [?](#)

Details

Actions

Audited Accts/ Unaudited Accts (for Cos qualifying for audit exemption under the Companies Act)

X REMOVE

File Attached Document.pdf

TC and Supporting Schs for the YA

(If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)

SELECT FILE

File Type Allowed pdf
Maximum File Size 4MB

Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported

SELECT FILE

File Type Allowed pdf
Maximum File Size 4MB

Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA

SELECT FILE

File Type Allowed pdf
Maximum File Size 2MB

Step	Action/ Note
	Submit Document – Preparer's view
1	A Remove button will appear after a file is selected. You can remove the file and re-select a correct file again by clicking on Select File .
2	Please check the filename to ensure the correct file has been attached before submitting the return.
	<u>Note:</u> Document attached has to be within the maximum file size and of acceptable file type, as indicated.

User Guide (Tax Agent): Submit Document

Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported

X REMOVE

File Attached Form C (Upload) YA 2016.pdf

Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA

X REMOVE

File Attached Form C (Upload) YA 2016.pdf

R&D Claim Form

X REMOVE

File Attached Form C (Upload) YA 2016.pdf

FILE FOR NEXT CLIENT

SUBMIT TO APPROVER

Confirm Submission

Submit to Approver?

NO YES

Step	Action/ Note
	Submit Document – Preparer submitting file to Approver
1	Click on Submit to Approver .
2	Click on Yes in the pop up message box to confirm your submission to Approver.
	<u>Notes:</u> 1. Preparer can only submit document to Approver. Only Approver can submit document to IRAS. 2. Approver will be able to view and approve document(s) submitted by Preparer. Approver will also be able to remove and re-attach document(s) before submission to IRAS. [Refer to page 9 for more details.]

User Guide (Tax Agent): Submit Document

Document Submission

Type of Document ⓘ	Status ⓘ	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	
Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	
R&D Claim Form	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	

FILE FOR NEXT CLIENT
SUBMIT TO APPROVER

Step	Action/ Note
	Submit Document - Preparer's view after submission of document to Approver
	<u>Notes:</u> - Document(s) submitted to Approver will be updated in the Document Submission table with the following: - Status: Pending Approval - Date submitted - Document(s) submitted by Preparer will be retained in the Portal, pending submission to IRAS by Approver. - Document(s) submitted by Preparer will be retained in the Portal until: - Extended filing due date of 15 Dec; or 21 days from the date of submission, whichever is the later date.

User Guide (Tax Agent): Submit Document

Document Submission

Type of Document ⓘ	Status ⓘ	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME			SELECT FILE File Type Allowed pdf Maximum File Size 4MB
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	X REMOVE
☐ Document approved for submission			
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	X REMOVE
☐ Document approved for submission			
R&D Claim Form	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	X REMOVE
☐ Document approved for submission			

FILE FOR NEXT CLIENT

SUBMIT TO IRAS

Step	Action/ Note
	Document Submission - Approver's view – Download, Remove and Approve
1	Click on Document hyperlink to view the document uploaded by Preparer.
2	To re-attach another document, click on Remove to remove the 'Pending Approval' document. Then, click on Select File to re-select another document.
3	To approve a "Pending Approval" document without performing step 2 above, click on Document approved for submission checkbox.
4	Click on Submit to IRAS .
	<u>Note:</u> Approver can only view the document(s) uploaded by Preparer after IRAS' system has scanned the documents. Message "Please try again after 30 minutes as file scanning is in progress." will appear if scanning is in progress.

User Guide (Tax Agent): Submit Document

Document Submission

Type of Document ⓘ	Status ⓘ	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
R&D Claim Form	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	

FILE FOR NEXT CLIENT
SUBMIT TO IRAS

Step	Action/ Note
	Document Submission - Approver's view – after submission to IRAS
	<u>Notes:</u> - Document(s) submitted to IRAS will be updated in the Document Status table (the table at the bottom) with the following details: - Status: Received - Date submitted - Acknowledgment No. - Document(s) (i.e. Document approved for submission checkbox was checked) will be submitted to IRAS only after you have clicked on Submit to IRAS.

User Guide (Tax Agent): Submit Document

Document Submission

Type of Document ⓘ	Status ⓘ	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
Rev TC and Supporting Schs for Carry-Back of Current Year CA/ Losses and Income not prev reported	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
R&D Claim Form	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	

FILE FOR NEXT CLIENT

SUBMIT TO IRAS

Step	Action/ Note
	Submit Document
1	Click on File for Next Client to navigate to the Submit Document – Client Selection page if submission for more clients is required.
2	Repeat the steps from pages 3 to 10 to continue submitting documents for another client.

User Guide (Tax Agent): Submit Document

Filing For Corporate Income Tax

Year of Assessment 2017 for financial year ending in 2016

Document Submission

Type of Document ⓘ	Status ⓘ	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME			X REMOVE
File Attached Document.pdf			
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)			SELECT FILE File Type Allowed pdf Maximum File Size 4MB

Step	Action/ Note
	Ensuring documents are submitted before you leave Submit Document page
	A system message will be displayed if you attempt to leave the Submit Document page after you have selected a document and <u>before</u> clicking on Submit to IRAS or Submit to Approver .
	<u>Note:</u> Document(s) will not be processed if you leave the Submit Document page without clicking on Submit to IRAS or Submit to Approver .

Confirm Navigation

Are you sure you want to leave this page? Changes made will not be saved.

STAY ON PAGE

LEAVE PAGE

Contact Information

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

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