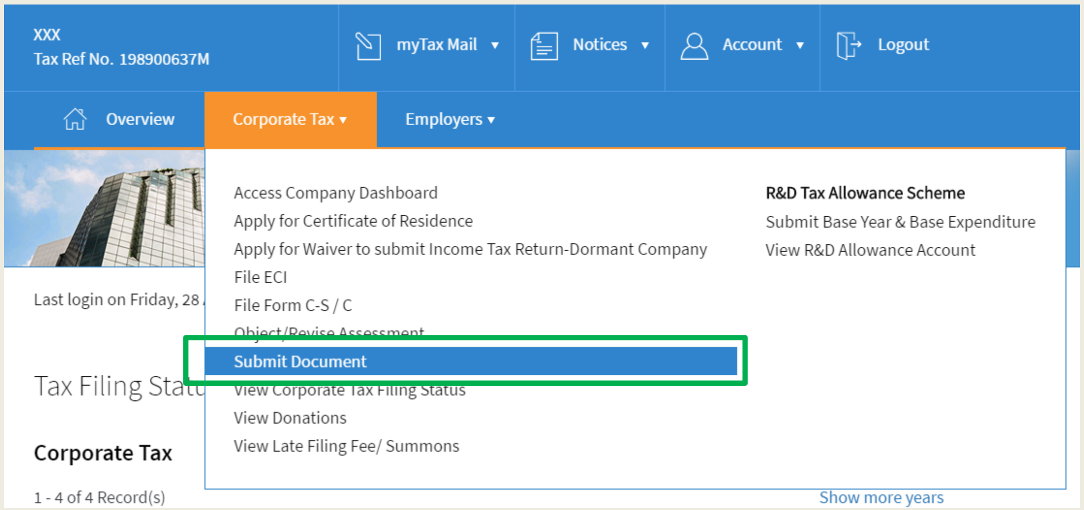
User Guide for Company

Submit Document

User Guide (Company): 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.

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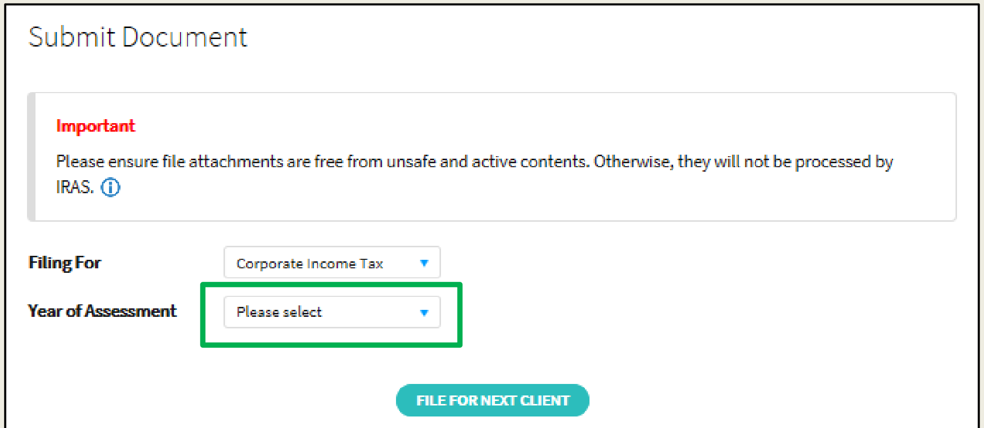

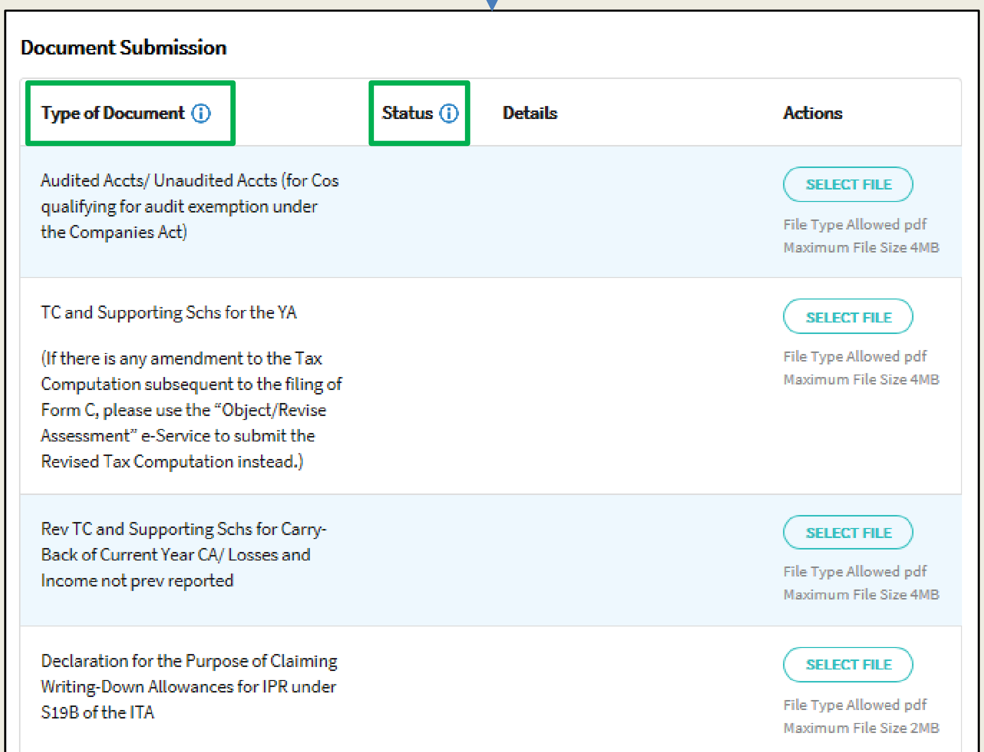

Step	Action/ Note
	Submit Document – Preparer's view (continue to next page)
1	Upon selecting the **Year of Assessment** from drop down list, a Document Submission table will appear.
2	Click on the ⓘ icon to display (i) the abbreviations used under **Type of Document** column and (ii) the definition 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.

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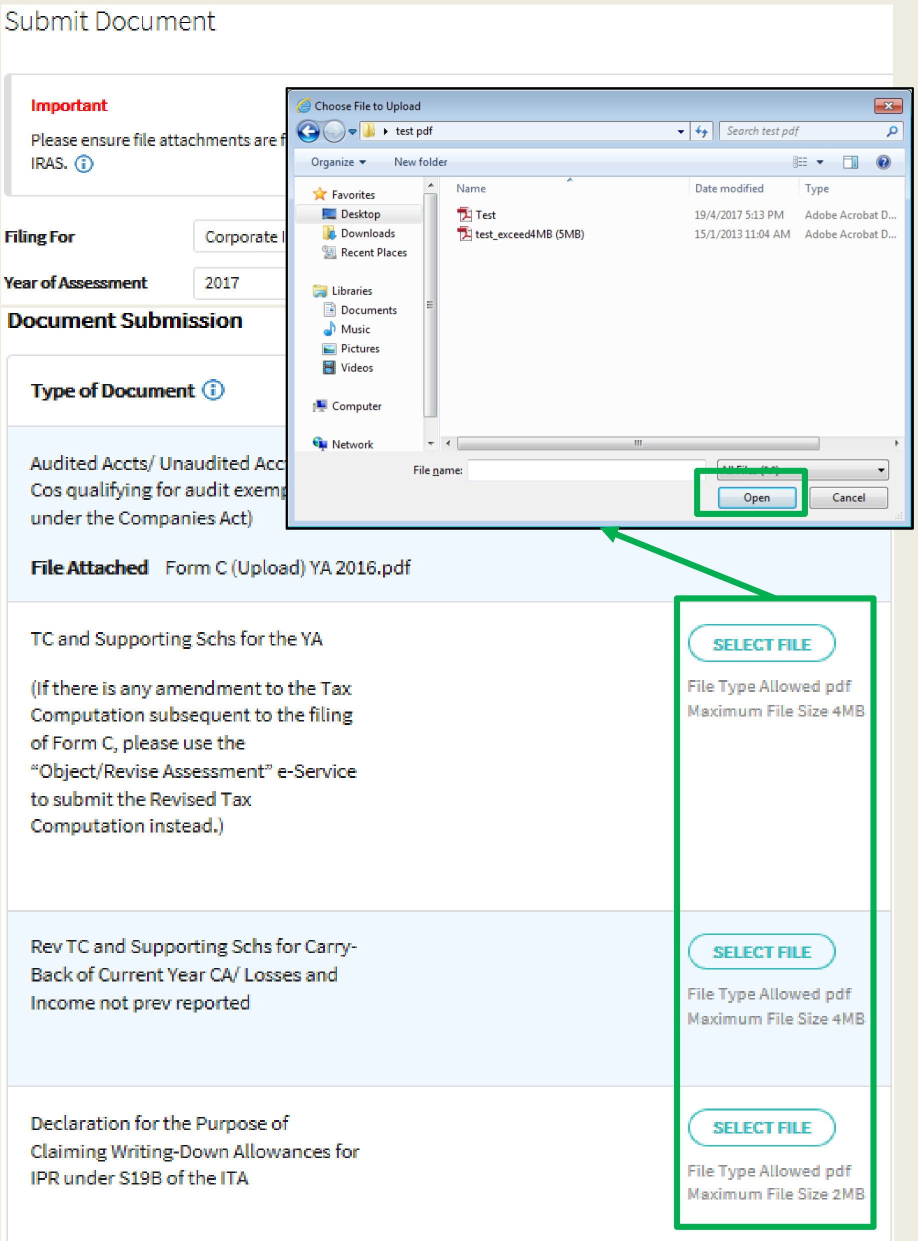

Step	Action/ Note
	Submit Document – Preparer's view (continue to next page)
1	Click on **Select File.**
2	Select the file to be submitted and click on **Open**.
	Notes: 1. Document attached has to be within the maximum file size and of acceptable file type, as indicated. 2. Do not attach any other documents that are not listed on this page. Please retain them and only submit upon request. 3. 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**.

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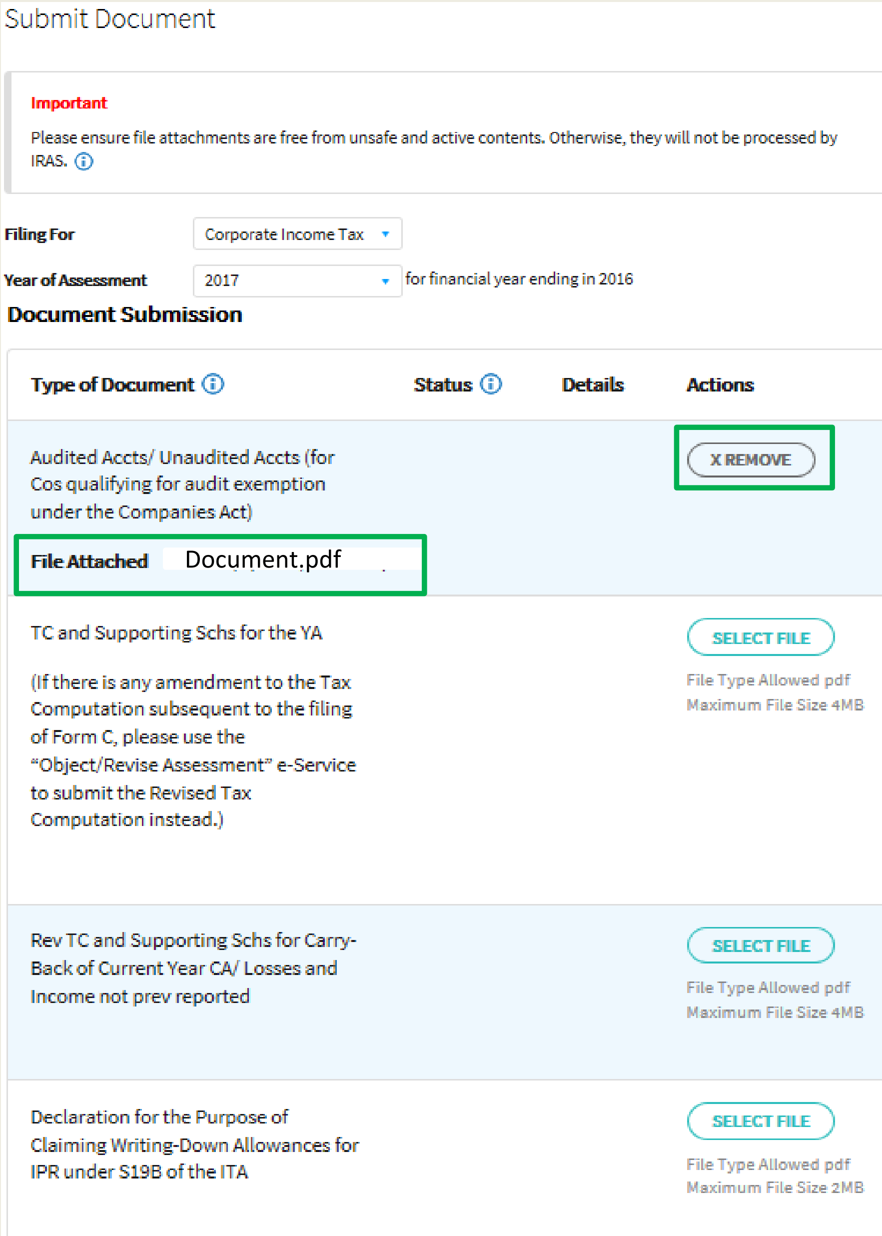
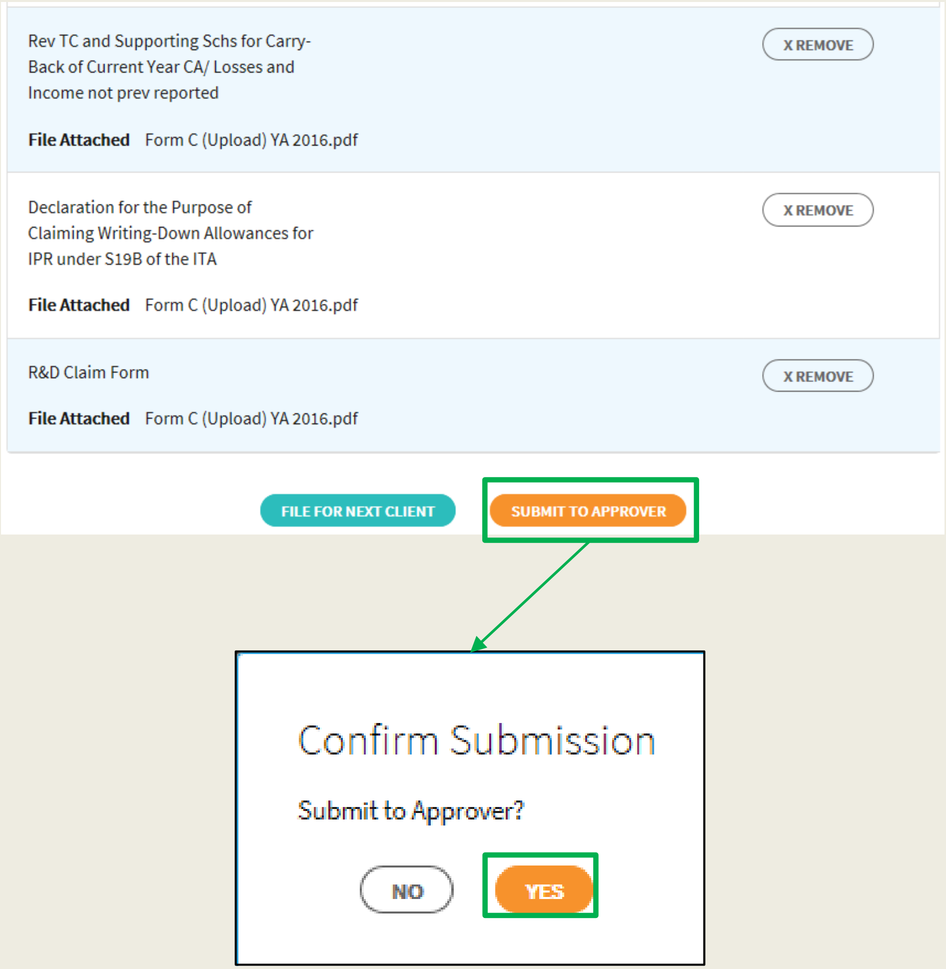


Step	Action/ Note
	Submit Document – Preparer's view
1	A **Remove** button will appear after a file is selected. You can remove the file and re-select a correct file again by clicking on **Select File.**
2	**Please check the filename to ensure the correct file has been attached before submitting the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

User Guide (Company): Submit Document



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 8 for more details.]

User Guide (Company): Submit Document

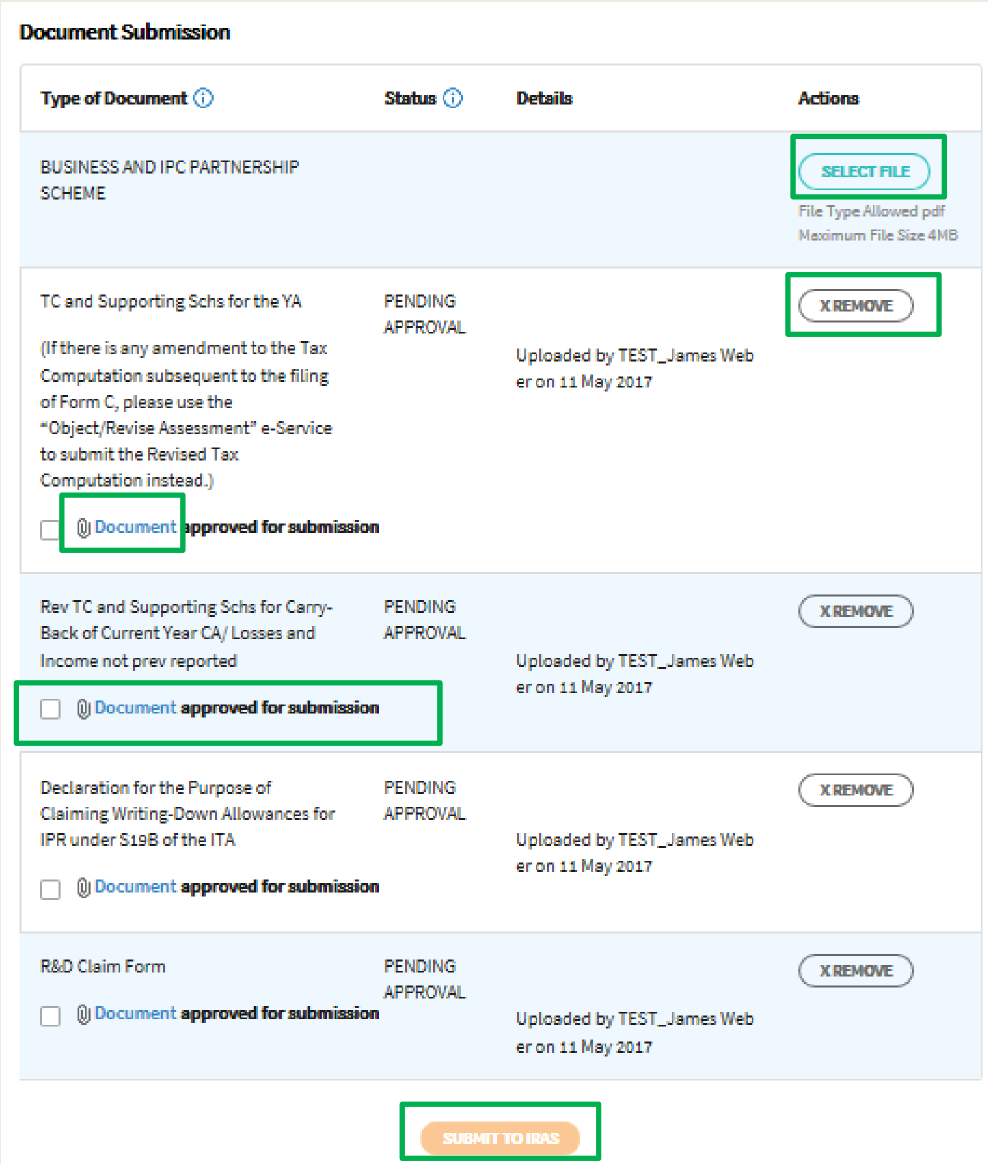
Document Submission

Type of Document	Status	Details	Actions
Audited financial statements (Unaudited if company is exempted from audit under the Companies Act)	PENDING APPROVAL	Uploaded by TEST_Jack Gass o n 19 May 2017	
TC and supporting schedules (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 TEST_Jack Gass o n 19 May 2017	
Revised TC and supporting schedules for Loss Carry-Back Relief and Income not previously reported	PENDING APPROVAL	Uploaded by TEST_Jack Gass o n 19 May 2017	
Declaration Form for S19B Allowances on IPR	PENDING APPROVAL	Uploaded by TEST_Jack Gass o n 19 May 2017	
R&D Claim Form	PENDING APPROVAL	Uploaded by TEST_Jack Gass o n 19 May 2017	

SUBMIT TO APPROVER

Step	Action/ Note
	Submit Document - Preparer's view after submission of document to Approver
	Notes: 1. Document(s) submitted to Approver will be updated in the Document Submission table with the following: - Status: **Pending Approval** - Date submitted 2. Document(s) submitted by Preparer will be retained in the Portal, pending submission to IRAS by Approver. 3. 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 (Company): Submit Document



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 (Company): Submit Document

Document Submission

Type of Document	Status	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME	RECEIVED	**Date Submitted** 11 May 2017 **Acknowledgement No.** 226276	
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.** 226277	
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.** 226277	
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA	RECEIVED	**Date Submitted** 11 May 2017 **Acknowledgement No.** 226277	
R&D Claim Form	RECEIVED	**Date Submitted** 11 May 2017 **Acknowledgement No.** 226277	

SUBMIT TO IRAS

Step	Action/ Note
	Document Submission - Approver's view – after submission to IRAS
	Notes: 1. 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. 2. 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.**

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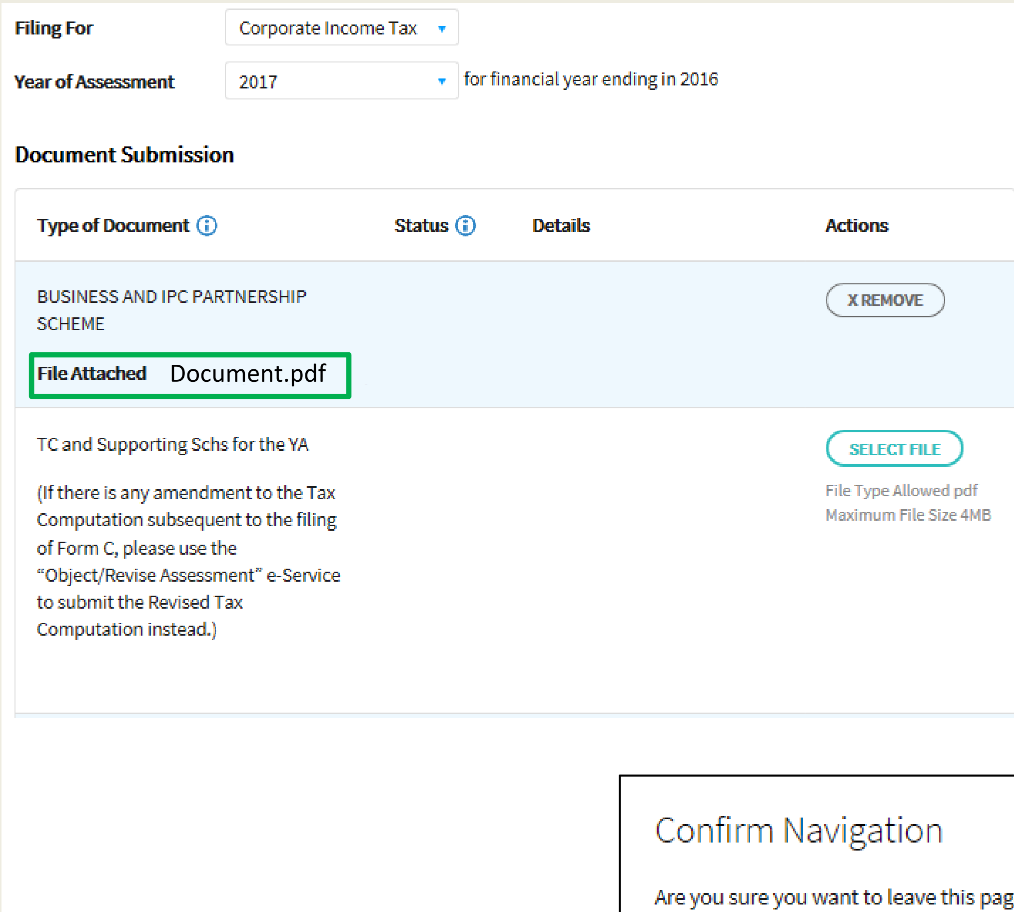
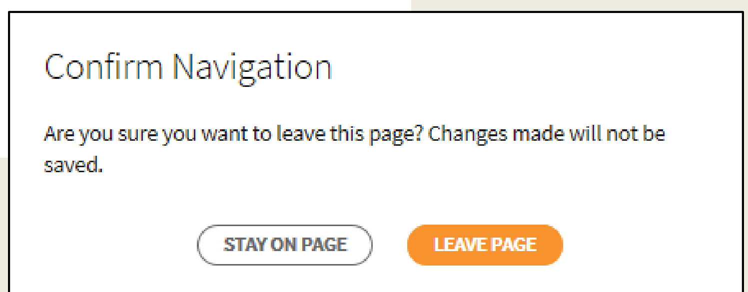


Step	Action/ Note
	Ensuring documents are submitted before you leave Submit Document page
	A system message will be displayed if you attempt to leave the **Submit Document** page after you have selected a document and <u>before</u> clicking on **Submit to IRAS** or **Submit to Approver.**
	<u>Note:</u>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



Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at myTax Mail.

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