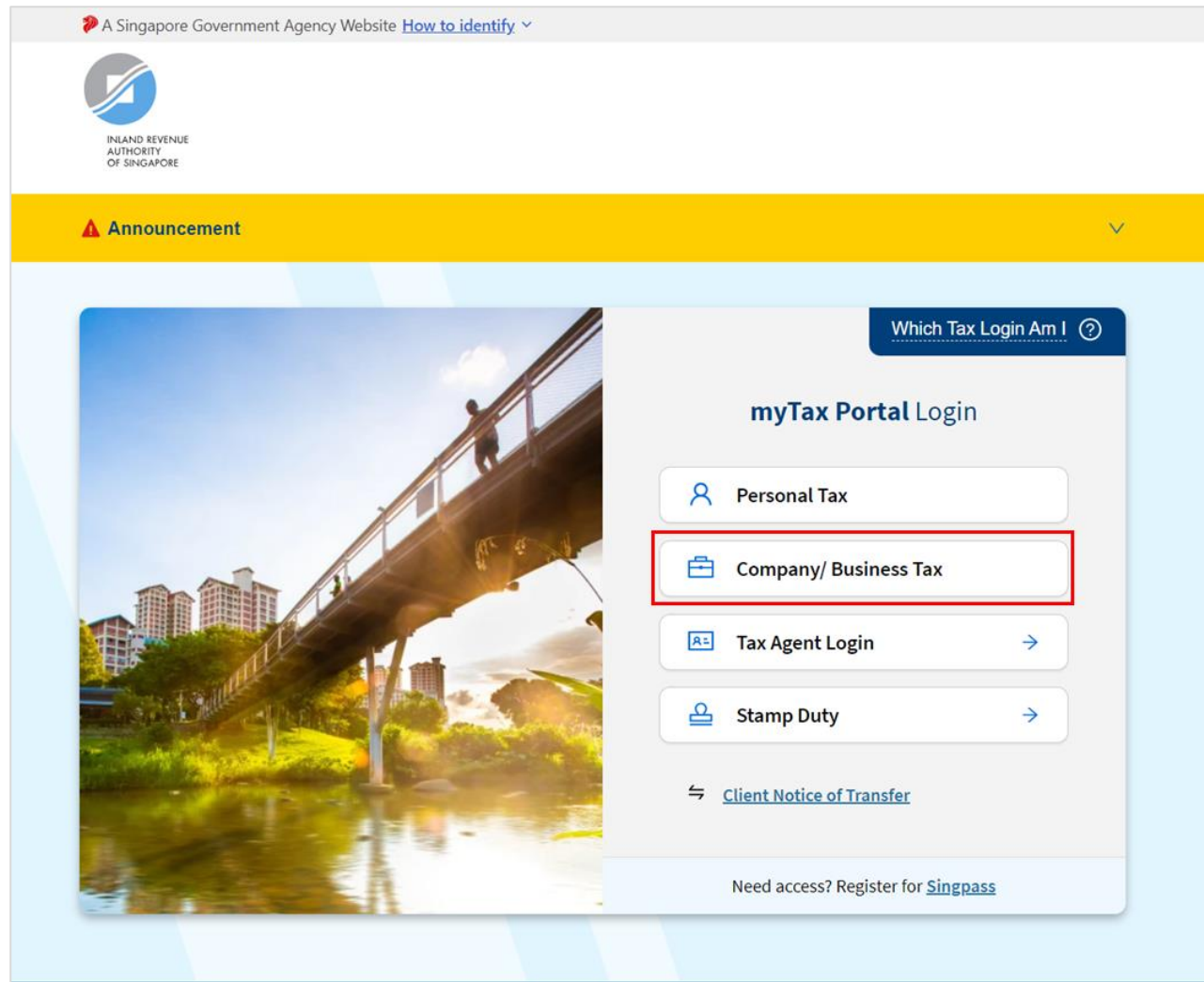




INLAND REVENUE
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User Guide

Request Extension of Time to File (Corporate Tax)



Step No.	Action
1.	At <i>myTax</i> Portal login page, select the relevant type of Login.

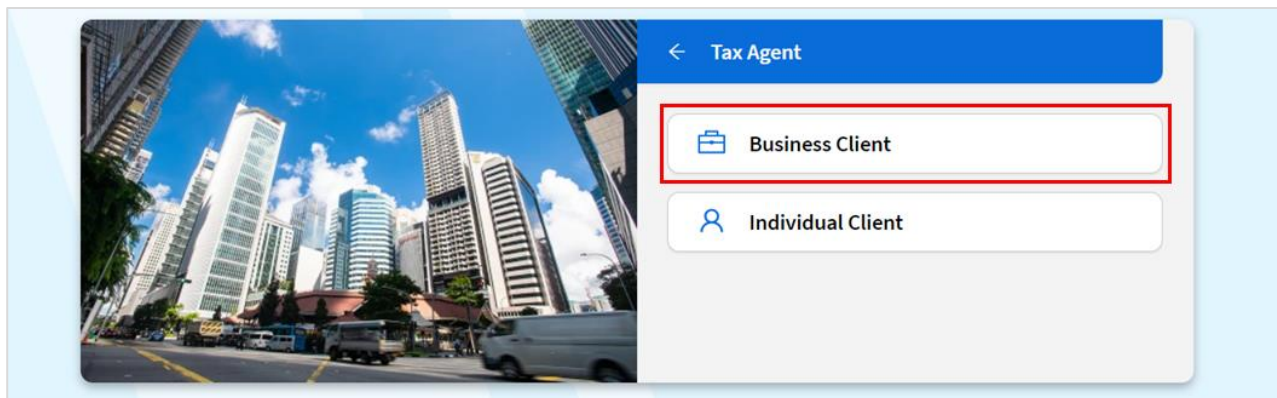
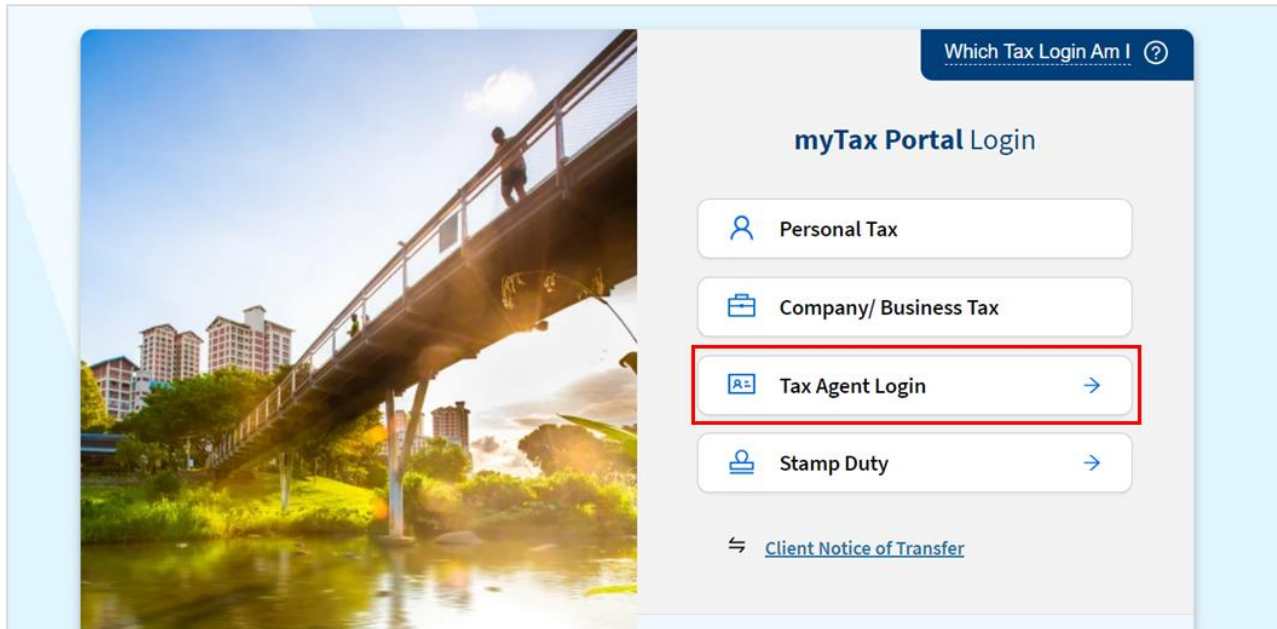
Step No.	Action
----------	--------

	"Tax Agent Login → Business Client" if you are logging in on behalf of your client.
--	--

	For steps on logging in to myTax Portal, you can refer to Guide on How to Log In to myTax Portal .
--	--


	Note
--	-------------

	Please ensure that you have been duly authorised by the company or business with Corppass > Corporate Tax (Filing and Applications) before making the request.
--	--



After logging in with Singpass

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ABC COMPANY
Tax Ref No. 200012345A

Email Us
(myTax Mail)

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Last login on Friday, 16

Note

The company/ busi

By post to your con

• Corporate Tax pa

Access Company Dashboard

Apply for Certificate of Residence (COR)

Apply for Waiver/ File last Form C-S/ C (Dormant/ Striking Off)

File ECI

File Form C-S/ C

Revise/ Object to Assessment

Submit Document

View Corporate Tax Filing Status

View Donations

View Late Filing Fee/ Summons

Request Extension of Time to File

Tax Filing Status

Corporate Tax

1 - 4 of 4 Record(s) [Show more years](#)

Form	Year of Assessment	Status	Date Due	Date Received	Actions

- Step No.

Action
2.

At "Overview" page, click on "Corporate Tax" dropdown list and select "Request Extension of Time to File".

Note
Please ensure that you have been authorised by the company or business with **Corppass > Corporate Tax (Filing and Applications)** before making the request.

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Request Extension of Time to File

Note: Extension to file is only applicable for Form C-S/ Form C, Tax Comp and/or Accounts.

1. Enter Details
2. Result

Request Details

Tax Type: CORPORATE TAX

Nature of Request: EXTENSION TO FILE

Year of Assessment *: 2022 a.

Name of Requestor: TEST_JOAN FLYNN

Designation *: b. DIRECTOR

Contact Information

Contact No. *: c. +65 91234567

☐ I like to be contacted via a foreign number

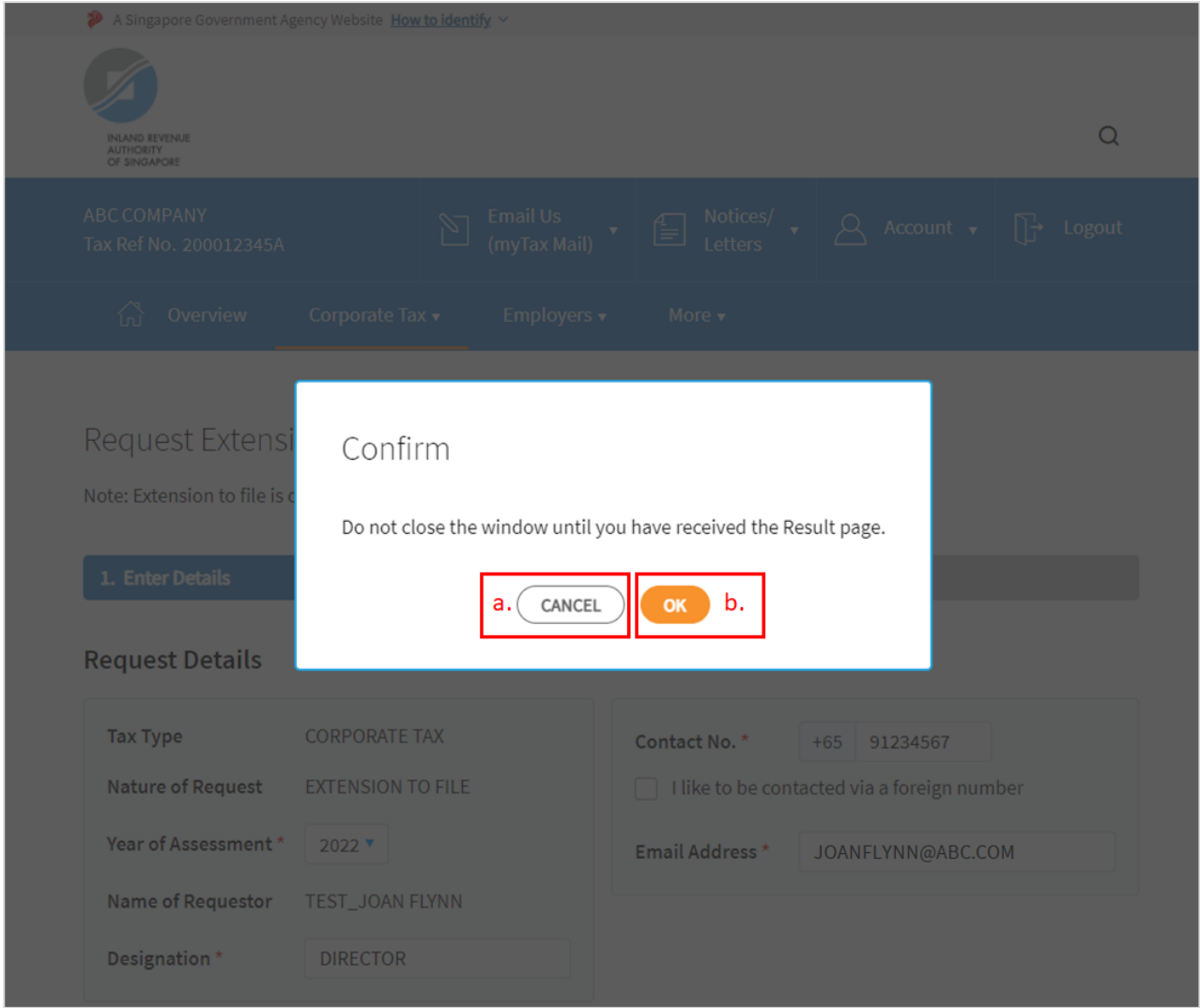
Email Address *: d. JOANFLYNN@ABC.COM

BACK
SUBMIT e.

- | Step No. | Action |
|----------|--|
| 3. | At the "Enter Details" page, please provide the following information: |
| a. | Select the "Year of Assessment" from the dropdown list |
| b. | Enter your "Designation" . |
| c. | Enter your "Contact No." .
If you do not have a local number, check the box next to "I like to be contacted via a foreign number" to enter Country Code, Area Code, foreign contact number. |
| d. | Enter your "Email Address" . |
| e. | Click on "SUBMIT" button. |


Note

Extension of time to file for current Year of Assessment will only be available after 30 November.



- | Step No. | Action |
|----------|---|
| 4. | Click on |
| a. | " CANCEL " button to return to the " Enter Details " page if you wish to make amendments. |
| b. | " OK " button if you confirm the details entered are correct. |

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Request Extension of Time to File

a.  **SAVE AS PDF/ PRINT**

1. Enter Details

2. Result

Result

Your request for an extension to file for the Year of Assessment 2022 has been approved. Please file the tax return and pay the composition amount by 11/04/2023.

Name	ABC COMPANY	Tax Ref No.	200012345A
Acknowledgement No.	250769	Date/ Time	28 Mar 2023 03:07 AM

Tax Type	CORPORATE TAX	Nature of Request	EXTENSION TO FILE
Year of Assessment	2022	Contact No.	91234567
Name of Requestor	TEST_JOAN FLYNN	Designation	DIRECTOR
Email Address	JOANFLYNN@ABC.COM		

- | Step No. | Action |
|----------|--|
| 5. | The outcome of your appeal will be displayed on the "Result" page. |
| a. | You may proceed to click on "SAVE AS PDF/ PRINT" button to print the page. |
| | A copy of the Result Page will be stored in "Notices/ Letters > Corporate Tax" . |

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