



INLAND REVENUE  
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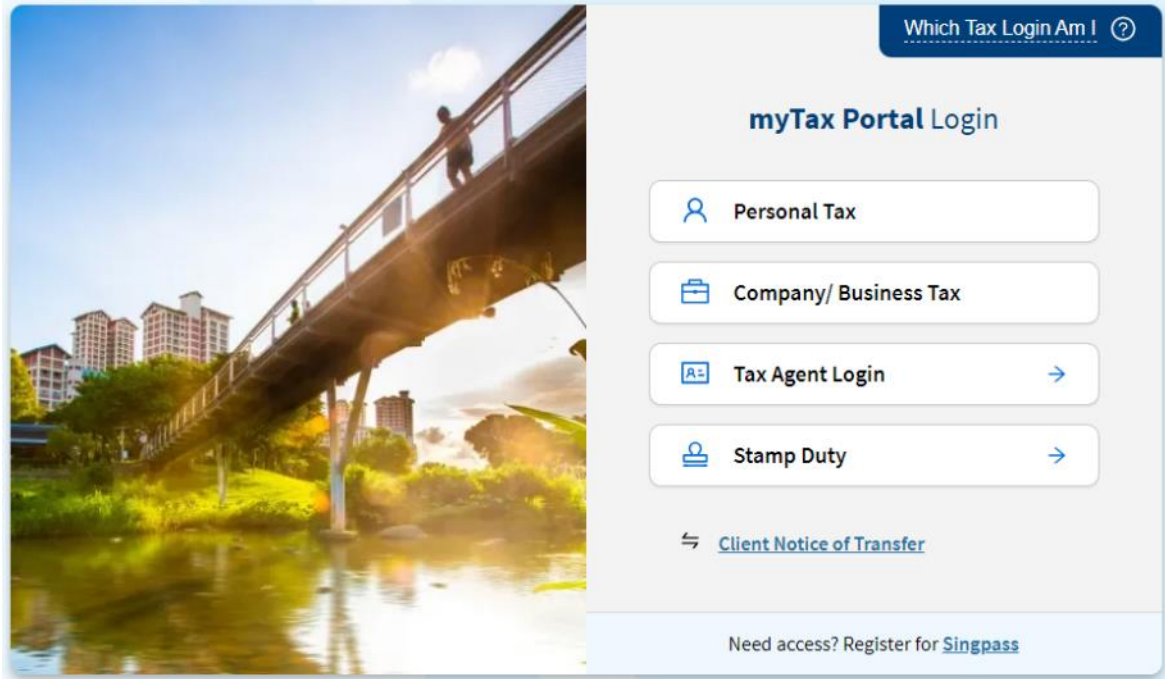
# User Guide for Funds e-Filing for Statement of Claims (SOC)

# User Guide: e-Filing for Statement of Claims



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Announcement

A screenshot of the myTax Portal login page. The page features a large background image of a person walking across a bridge over a river. On the right side, there is a login panel with the heading "myTax Portal Login" and a sub-heading "Which Tax Login Am I?". Below this, there are four buttons: "Personal Tax", "Company/ Business Tax", "Tax Agent Login", and "Stamp Duty". Each button has a corresponding icon and a right-pointing arrow. At the bottom of the panel, there is a link for "Client Notice of Transfer" and a footer that says "Need access? Register for Singpass".

Which Tax Login Am I ?

**myTax Portal Login**

Personal Tax

Company/ Business Tax

Tax Agent Login →

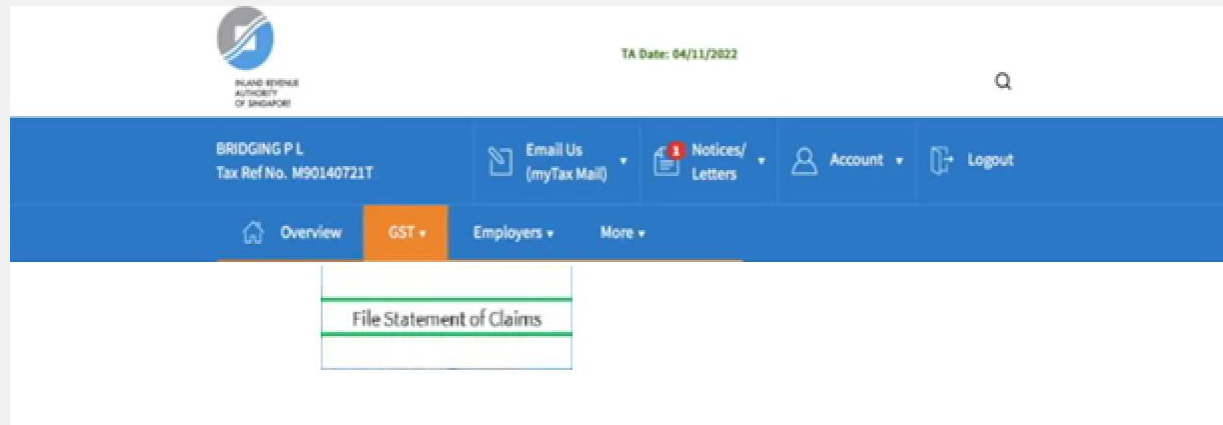
Stamp Duty →

Client Notice of Transfer

Need access? Register for [Singpass](#)

Step	Action/ Note
1	Log in to <a href="#">myTax Portal</a>

# User Guide: e-Filing for Statement of Claims



Step	Action/ Note
	<b>Menu</b>
1	Select the e-Service from the menu: GST > <b>File Statement of Claims</b>

# User Guide: e-Filing for Statement of Claims


## File Statement of Claims (SOC)

Before requesting for new SOC, please ensure that you meet all the qualifying conditions for GST remission.

You have **up to 14 days** from the date of request to submit SOC before the record will be deleted, after which you will need to make a new request again.

### New Request for Statement of Claims (SOC)

Enter the start and end date of the accounting period you wish to request Statement of Claims.

dd/mm/yyyy  To dd/mm/yyyy 

REQUEST

Step	Action/ Note
	<b>New Request for Statement of Claims</b>
1	Enter the start and end date of the accounting period in <b>DD/MM/YYYY</b> format and click on <b>REQUEST</b> .
	<p>Notes:</p> <p>The accounting period requested must be:</p> <ul style="list-style-type: none"><li>• Within the period of GST remission</li><li>• For a period of 3 months based on your filing cycle (i.e. quarterly submission)</li><li>• Within 3 back years from the date of request</li></ul> <p>You have up to <b>14 days</b> from the date of request to submit the SOC. Otherwise, the record will be deleted and you will need to make a new request again.</p>

# User Guide: e-Filing for Statement of Claims

## File Statement of Claims (SOC)

Before requesting for new SOC, please ensure that you meet all the qualifying conditions for GST remission.

You have **up to 14 days** from the date of request to submit SOC before the record will be deleted, after which you will need to make a new request again.

### New Request for Statement of Claims (SOC)

Enter the start and end date of the accounting period you wish to request Statement of Claims.

To  
REQUEST

### File Statement of Claims (SOC)

1 - 1 of 1 Record(s)

Accounting Period	Status	File By	Actions
01 Jan 2019 - 31 Mar 2019	NEW	11 Oct 2019	<span style="border: 2px solid green; border-radius: 10px; padding: 5px 15px; color: green; cursor: pointer;">E-FILE</span>

Step	Action/ Note
	<b>File Statement of Claims (SOC)</b>
1	Click on <b>E-FILE</b> to begin filing.
	<b>Legend for 'Status'</b>
	<b>New:</b> SOC is not completed yet.
	<b>Draft:</b> A draft copy of SOC is saved in the Portal.
	<b>Pending Approval:</b> SOC has been submitted to Approver, pending submission to IRAS.
	SOC with <b>Draft</b> or <b>Pending Approval</b> status will be retained in the Portal for 14 days.



# User Guide: e-Filing for Statement of Claims

File Statement of Claims (SOC)

1. Declaration    **2. Enter Details**    3. Acknowledgement

Tax Ref No. \_\_\_\_\_

Accounting Period    01/01/2019 - 31/03/2019

**GST Claims**

1	Total purchases before GST	SS	<input type="text"/>	.00
2	Total GST claimable (exclude disallowed expenses)	SS	<input type="text"/>	
Net GST				SS 0.00

**SAVE DRAFT**    **SUBMIT TO IRAS**

Inland Revenue Authority of Singapore

Step	Action/ Note
	<b>GST Claims</b>
1	Enter the <b>Total purchases before GST</b> in Box 1. Note: Drop the cents when completing Box 1.
2	Enter the <b>Total GST claimable</b> in Box 2. Note: Total GST claimable = GST incurred x Annual fixed recovery rate
3	Click on <b>SUBMIT TO IRAS</b> if you are authorised as Approver Or Click on <b>SUBMIT TO APPROVER</b> if you are authorised as Preparer.
4	Click on <b>Yes</b> in the pop-up message box to confirm your submission to IRAS or Approver.
	Notes: Submission by Preparer (pending submission to IRAS by Approver) will be retained in myTax Portal for 14 days.

# User Guide: e-Filing for Statement of Claims

File Statement of Claims (SOC) [PRINT](#)

1. Declaration    2. Enter Details    **3. Acknowledgement**

### Acknowledgement

**SUCCESSFUL SUBMISSION**

Your SOC has been successfully submitted to IRAS. It may be subject to our audit review.  
Please save a copy of this page for your reference.

<b>Name</b>	ABC Fund Pte Ltd	<b>Tax Ref No.</b>	A1234567A
<b>Acknowledgement No.</b>	012345	<b>Date/ Time</b>	DD MMM YYYY XX.XX.AM/PM
<b>Accounting Period</b>	01 Jan 2019 - 31 Mar 2019		

Step	Action/ Note
	<b>Acknowledgement Page</b>
1	You will receive an acknowledgement upon successful submission.
	Notes: Click on <b>PRINT</b> to print or save a copy of the Acknowledgement page.