



INLAND REVENUE
AUTHORITY
OF SINGAPORE

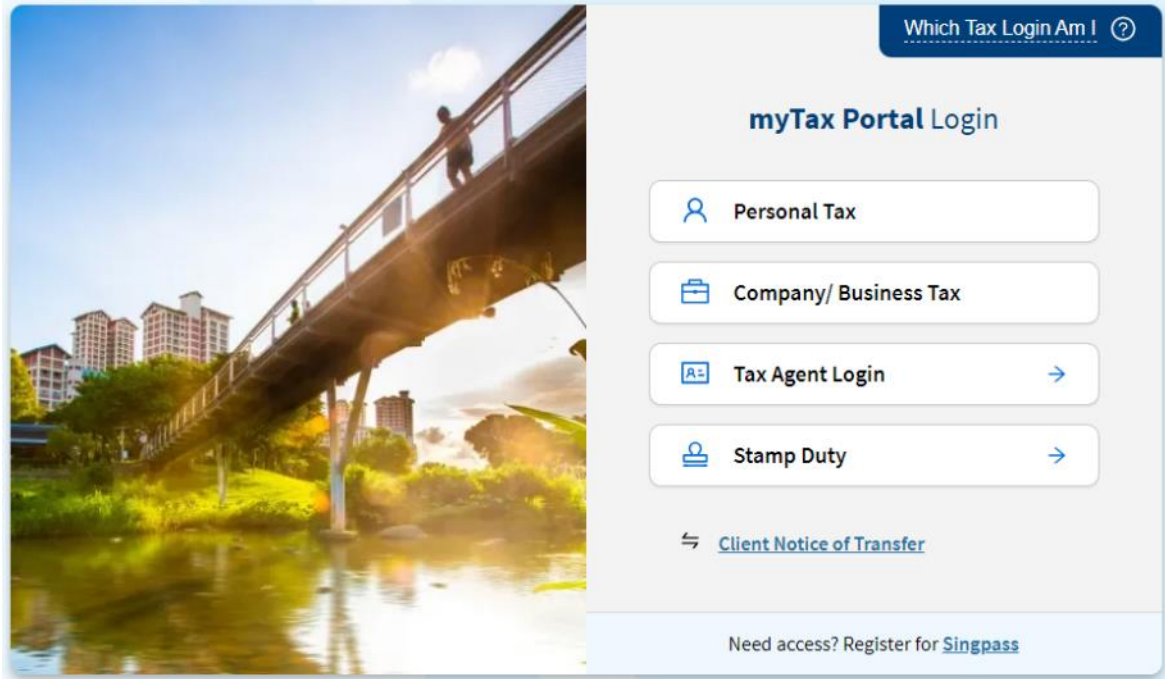
User Guide for Funds e-Filing for Statement of Claims (SOC)

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 an 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 →

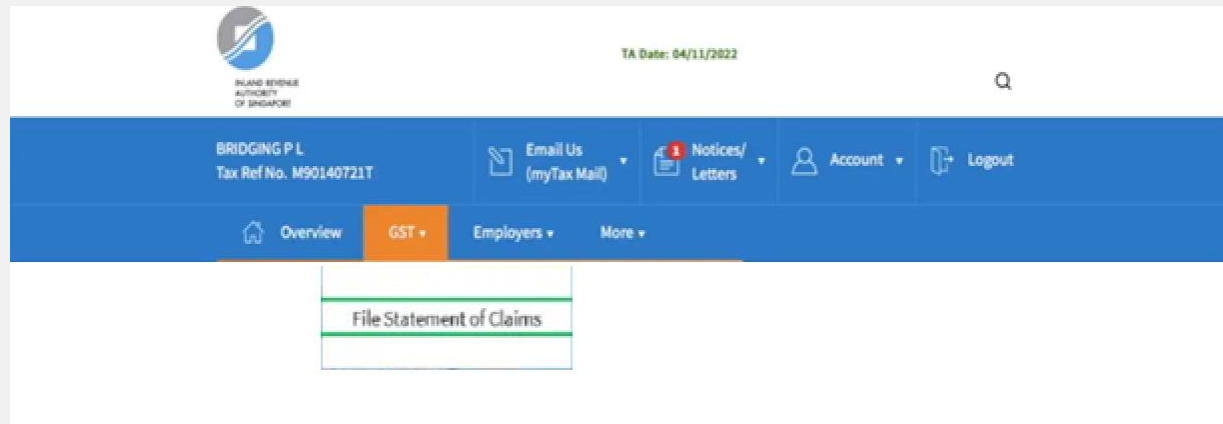
Stamp Duty →

Client Notice of Transfer

Need access? Register for [Singpass](#)

Step	Action/ Note
1	Log in to myTax Portal

User Guide: e-Filing for Statement of Claims



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

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
	New Request for Statement of Claims
1	Enter the start and end date of the accounting period in DD/MM/YYYY format and click on REQUEST .
	<p>Notes:</p> <p>The accounting period requested must be:</p> <ul style="list-style-type: none">• Within the period of GST remission• For a period of 3 months based on your filing cycle (i.e. quarterly submission)• Within 3 back years from the date of request <p>You have up to 14 days 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	E-FILE

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

Inland Revenue Authority of Singapore

Step	Action/ Note
	GST Claims
1	Enter the Total purchases before GST in Box 1. Note: Drop the cents when completing Box 1.
2	Enter the Total GST claimable in Box 2. Note: Total GST claimable = GST incurred x Annual fixed recovery rate
3	Click on SUBMIT TO IRAS if you are authorised as Approver Or Click on SUBMIT TO APPROVER if you are authorised as Preparer.
4	Click on Yes 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.

Name ABC Fund Pte Ltd **Tax Ref No.** A1234567A

Acknowledgement No. 012345 **Date/ Time** DD MMM YYYY [XX.XX.AM/PM](#)

Accounting Period 01 Jan 2019 - 31 Mar 2019

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