

Tax Reference: 201203868Z  
No: Date: 31 Dec 2014



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Dear Sir/Madam

### ESTIMATED CHARGEABLE INCOME (ECI) UNDER SECTION 63 OF THE INCOME TAX ACT FOR YA 2015

Our records show that your financial year<sup>1</sup> ends in Dec 2014. All companies have to furnish the ECI within three months after the end of their financial year end.

As part of IRAS' continuous effort to simplify tax filing, you do not need to file your ECI if you have:

- annual revenue of S\$1 million or below for the financial year, with revenue defined as the main income source of the company excluding separate source income such as interest; and
- estimated your ECI to be nil.

If you do not meet the conditions for the concession, please file your ECI by **31/03/2015**. A Notice of Assessment based on our estimation of your income may be issued or penalties may be imposed if we do not receive your ECI by the due date.

#### ***e-Filing at myTax Portal***

We would like to encourage you to e-File your ECI via myTax Portal. By e-Filing your ECI, you can pay your tax by instalments and enjoy the convenience of up to ten instalments<sup>2</sup>.

Persons authorised by the company via e-Services Authorisation System (EASY) can log in to myTax Portal with their SingPass or IRAS PIN to e-File ECI on the company's behalf. You may also authorise your tax agent to e-File the ECI. To perform a one-time authorisation, log in to EASY at <http://www.iras.gov.sg> with the following:

- your company's Access Code;
- your personal SingPass or IRAS PIN; and
- the identification number (e.g. NRIC, FIN, UEN. etc.) of the person to be authorised.

You can request for a SingPass, IRAS PIN or an Access Code on our website.

For your reference, there are user guides on EASY and e-Filing of ECI on our website under *Quick links > e-Services > Businesses > Demo/User Guide and FAQs > Companies*.

We hope that you will e-File your ECI early.

Yours faithfully

ONG JOON LIM WILSON  
ASSISTANT COMMISSIONER  
CORPORATE TAX DIVISION  
for COMPTROLLER OF INCOME TAX

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<sup>1</sup> If your financial year differs from that indicated above, please complete the section below and return this notice to us by fax (6351 4360) or post for updating:

Financial year end:  
[ ][ ] [ ][ ] [ ][ ] [ ][ ]  
D D M M Y Y

Accounts prepared for the period:  
[ ][ ] [ ][ ] [ ][ ] [ ][ ] to [ ][ ] [ ][ ] [ ][ ] [ ][ ]  
D D M M Y Y D D M M Y Y

Reason(s) for change, if any \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Signature / Date \_\_\_\_\_

Contact number \_\_\_\_\_

<sup>2</sup> To pay by 10 instalments e-File via myTax Portal by the 26<sup>th</sup> of the month immediately after your financial year end. If you e-File by the 26<sup>th</sup> of the second or third month after your financial year end, you can pay by 8 or 6 instalments respectively. If you are paying by instalments for the first time, email us ([ctpayment@iras.gov.sg](mailto:ctpayment@iras.gov.sg)) or call us (1800-356 8622) before e-Filing to make payment arrangements. Companies that are not registered in Singapore do not qualify for payments by instalments. For more information, visit our website under *For companies > Filing ECI > How to file*.