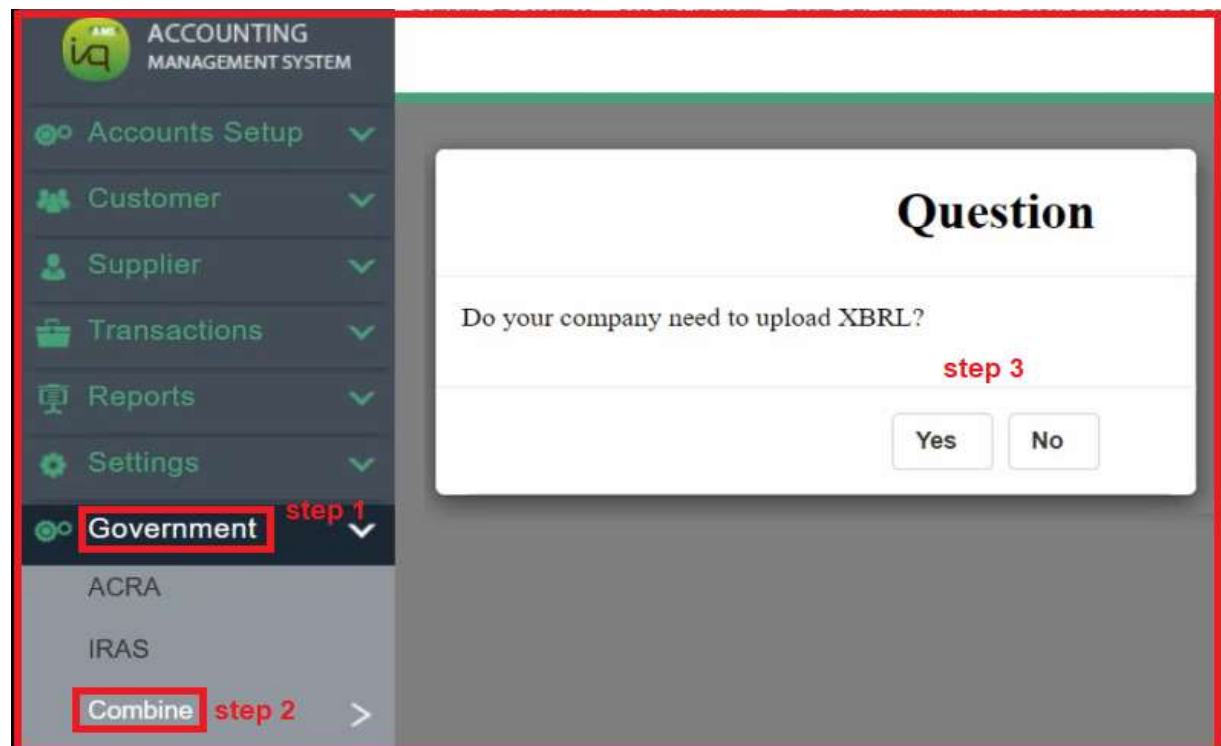


AMS Asia Instruction Guide – Seamless Filing for Local Company1) Checklist information

<b><u>Checklist - information is required for AR submission</u></b>	
1	Uen / Entity ID
2	CorpPass ID
3	Password
4	OTP, One-Time Password (standby mobile phone which OTP will send to)
5	Lodger IC Number (User who login to submit)
6	Director 1 IC Number (Director 1 who has signed the financial statement)
7	Director 2 IC Number (Director 2 who has signed the financial statement)
8	Payment Transaction Details (eg : credit card name holder, number, cvv, expiry date, otp)
9	Financial Year End for this Annual Return eg : 31.12.2019
10	Date of AGM, Annual General Meeting (eg : within 6mths after FYE i.e 1.1.20 to 30.6.20)
11	Date of Annual Return (eg : within 7mths after FYE i.e 1.1.20 to 31.7.20 & on or after AGM)
<b><u>Information can refer to Business Profile</u></b>	
12	Company Name
13	Company Activity (company nature of business)
14	Company Registered Office Address
15	Share Capital Details, Member Details
16	Group Share Information
17	Treasury Share Details
18	Company Type and Status

2) Government > Combine

Login to AMS module. Go to Government, Combine and click Yes or No to upload XBRL.



### 3) Log in with CorpPass

Scroll down to the right side and click "Retrieve IRAS' record".

Is there a change in the principal activities of the company during the relevant dates?\*

Is there a substantial change in the company's ultimate shareholders and their shareholdings as at the relevant dates?\*

Unutilised Capital Allowances/Losses/Donations claimed where waiver of the shareholding test has been granted by IRAS (To complete only if answer in Box 33 is "YES")

Has the Company Satisfied All Conditions to Qualify for the Tax Exemption Scheme for New Start-Up Companies?

**step 4**

**Retrieve IRAS' record 0**

Unutilised Capital Allowances brought forward (IRAS' record)

Enter amended figure if different with IRAS' record

Unutilised Losses brought forward (IRAS' record)

Enter amended figure if different with IRAS' record

You will be prompted to Login via CorpPass and OTP to submit.

Singapore Corporate Account

**CorpPass**

Singapore Government  
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap | FAQ

**Upcoming Scheduled Maintenance**

The CorpPass system will be undergoing scheduled maintenance to serve you better and will not be available on 1 Mar 2020, from 12am to 9am. For enquiries, please email support@corppass.gov.sg. Thank you.

Click here to log in with SingPass Mobile app, or CorpPass 2FA for Foreigners app

**Log in with CorpPass**

**UEN/ENTITY ID**

**CORPPASS ID**

**Password**

☐ Remember Entity ID

Cancel **Login**

**step 5**

**step 6**

The One-Time Password (OTP) has been sent to you. Enter the new OTP.

**step 7**

Via SMS Via SingPass Mobile

**Via SMS**

Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

**step 8**

Mobile OTP\* 994024

**step 9**

Submit

4) Access into IRAS website

Click Allow to connect and transact with IRAS & ACRA to File eServices for 'Local Company'.

**ACRA**  
ACCOUNTING AND CORPORATE  
REGULATORY AUTHORITY

**INLAND REVENUE  
AUTHORITY  
OF SINGAPORE**

**Request for Permission**

Your permission is required for the following purpose(s):

- Retrieval of Corporate Tax Data
- Submission of Corporate Tax Return (Form C-S)
- Submission of eServices relating to Managing and Updating of Business Information to ACRA

Do you allow **Netiquette O2O Business Suite, Cloud Version** to connect and transact on your behalf with **Accounting and Corporate Regulatory Authority (ACRA)** and **Inland Revenue Authority of Singapore (IRAS)** based on the [Terms of Use?](#)

Note:  
**Netiquette O2O Business Suite, Cloud Version** is not an authorised agent, contractor, or supplier of ACRA or IRAS. ACRA and IRAS shall not be responsible or held accountable in any way for any damage, loss or expense whatsoever, arising directly or indirectly as a result of or in connection with your use of any third party websites, software or services.

**step 10**

DECLINE ALLOW

5) IRAS Setup Profile – 1<sup>st</sup> screen

Select and fill in required details at Information field.

Click Insert Data for each individual field to enter details accordingly.

Tick on the declaration and click “Run Tax Computation & Next” button.

6) Form C-S Draft – 2<sup>nd</sup> screen

Click on each form Part A, Part B, Part C and all the reports and schedules to check data & figures correctly then click on “Save Draft” button on the top right side.

The screenshot shows the 'Form C-S Draft' interface. At the top, a green header bar contains the number '2' in a circle and the text 'FORM C-S Draft'. On the left, a vertical navigation bar lists 'IRAS Setup Profile', 'Form C-S Draft' (highlighted with a red box), 'Confirmation', and 'Acknowledgement'. The main content area is titled 'Form C-S Draft' with 'Year of Assessment - 2020' below it. On the top right, there is a 'Save Draft' button with a circular icon, also highlighted with a red box. Below the title, there are several tabs: 'Form C-S Draft Part A', 'Form C-S Draft Part B', and 'Form C-S Draft Part C'. Under these tabs, there are links for 'Detailed P&L', 'Tax Computation', 'Medical Expenses Schedule', 'Rental Schedule', 'R&R Schedule', and 'Capital Allowance Schedule'. At the bottom, there is a section for 'Part A' with a green bar containing the text 'The company has met the qualifying conditions for filing Form C-S:'.

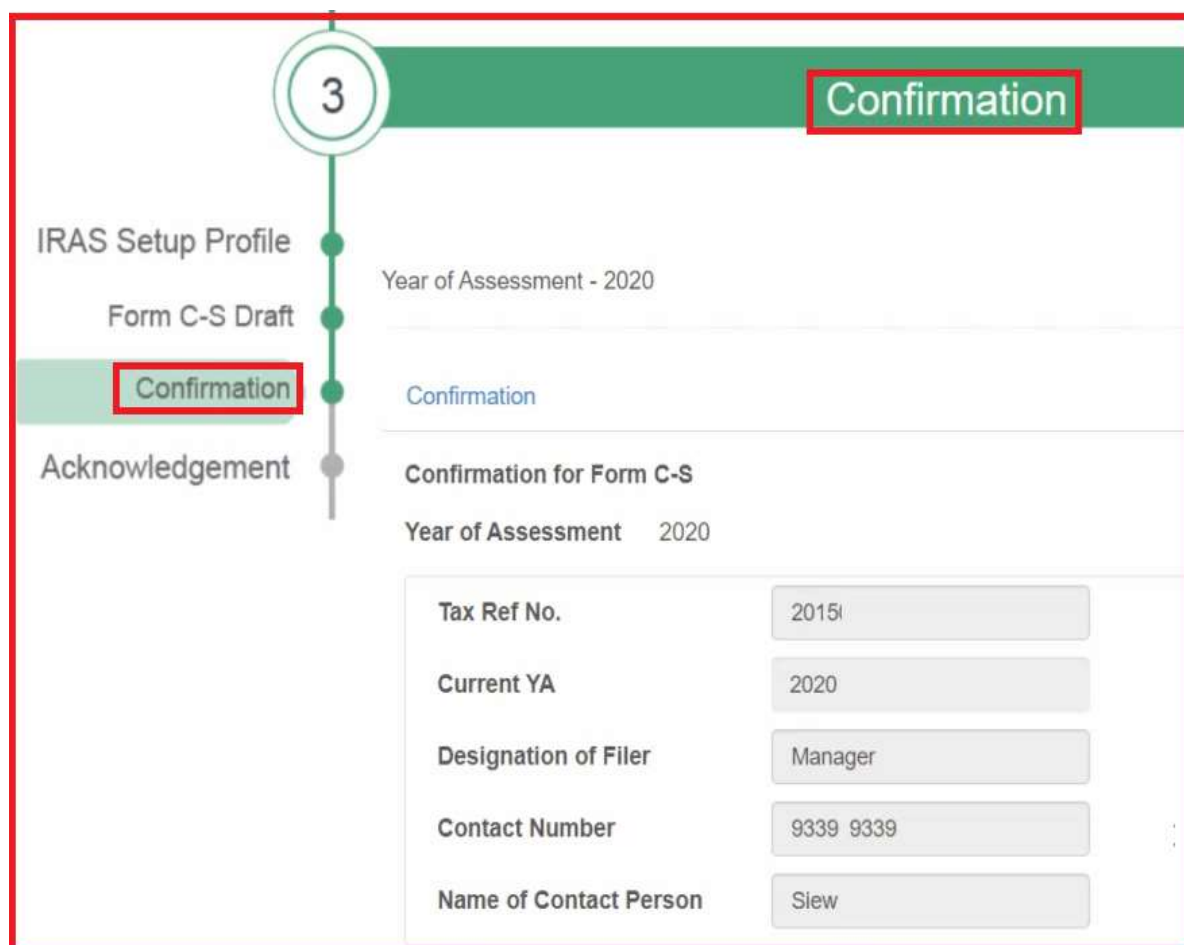
At the bottom page click Next to continue.

The screenshot shows the bottom page of the 'Form C-S Draft' interface. At the top, a green bar contains the text 'The company declares the following:'. Below this, there is a section for 'The financial period for this return based on the company's financial statement is\*'. To the right of this text, there are two date pickers: 'From: 01/01/2019' and 'To: 31/12/2019'. At the bottom, there are two buttons: 'Prev' and 'Next' (highlighted with a red box and a mouse cursor).



7) Confirmation – 3<sup>rd</sup> screen

Check all the details and information accordingly before click Submit, once submitted user is not able to make anymore amendment.



3

Confirmation

IRAS Setup Profile

Form C-S Draft

Confirmation

Acknowledgement

Year of Assessment - 2020

Confirmation

Confirmation for Form C-S

Year of Assessment 2020

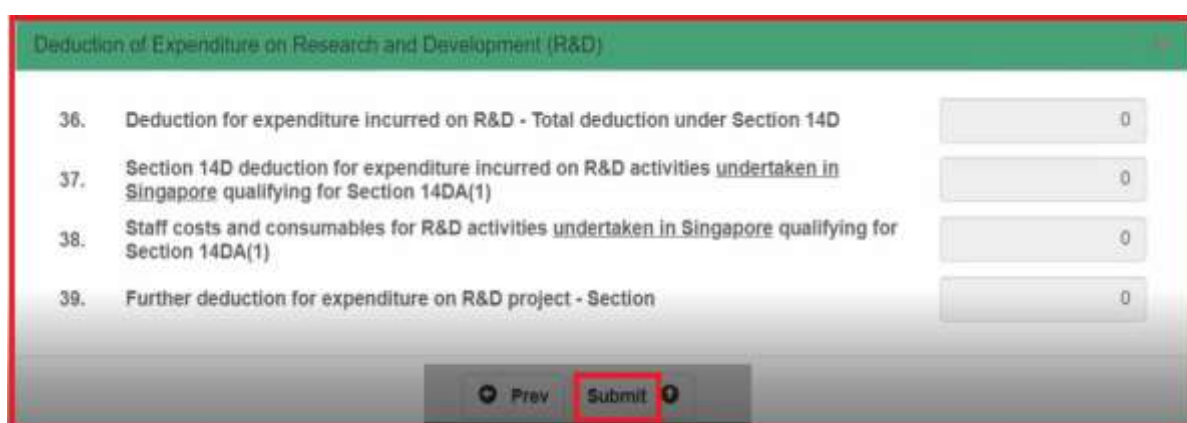
Tax Ref No. 2015

Current YA 2020

Designation of Filer Manager

Contact Number 9339 9339

Name of Contact Person Siew



Deduction of Expenditure on Research and Development (R&D)

36. Deduction for expenditure incurred on R&D - Total deduction under Section 14D 0

37. Section 14D deduction for expenditure incurred on R&D activities undertaken in Singapore qualifying for Section 14DA(1) 0

38. Staff costs and consumables for R&D activities undertaken in Singapore qualifying for Section 14DA(1) 0

39. Further deduction for expenditure on R&D project - Section 0

Prev Submit

8) Acknowledgment – 4<sup>th</sup> screen

User is able to click print to generate the acknowledgment and reports after submission.

After successfully submission for IRAS Form C-S, system will continue to ACRA website.

The screenshot shows the 'Acknowledgement' screen with a green header bar. A sidebar on the left lists steps: ACRA Setup Profile, Form C-S Draft, Confirmation, and Acknowledgement (highlighted). The main content area displays 'Successful Submission' with the following details:

- Company Name: PTE LTD - YEAR 2019 DATABASE
- Tax Ref No.: 2015
- Acknowledgement No.: 38854914
- Date/Time: 2020-07-01 14:10:24.0
- Year Of Assessment: 2020

Below the details is a 'Summary' table:

Acknowledge NO.	Financial Period From	Financial Period To	Submitted Date/Time
38854914	2019-01-01	2019-12-31	2020-07-01 14:10:24.0

At the bottom right, there are three buttons: Acknowledgement, Detailed P&L, and Tax Computation.

9) ACRA Setup Profile – 1<sup>st</sup> screen

Enter all the required information accordingly.

The screenshot shows the 'ACRA Setup Profile' screen with a green header bar. A sidebar on the left lists steps: ACRA Setup Profile (highlighted), XBRL Draft, XBRL File Submission, Company Information, Annual Return Details, Preview, Payment, and Receipt. The main content area contains the following fields:

- User Role: (dropdown menu)
- Company Name: PTE LTD
- Company UEN: 2015
- Filing Agent Number (applicable if this Annual Return will be filed by a filing agent): (text field)
- Identification number of Director 1 who has signed the financial statement (This is not applicable to private dormant relevant companies): (text field)

Tick on Annual Return and XBRL then click on 'Next'.

The screenshot shows the 'Generate Draft' screen with a red border. It contains two checkboxes, both of which are checked:

- ☒ Annual Return
- ☒ XBRL

At the bottom right, there is a 'Next' button with a right-pointing arrow.

10) XBRL Draft – 2<sup>nd</sup> screen

Select & enter all required data and information. Check all Statement and Notes before proceed to click on “Submit” button.

2

XBRL - Draft

ACRA Setup Profile

XBRL Draft

XBRL File Submission

Company Information

Annual Return Details

Preview

Payment

Receipt

Financial Statement (XBRL) - Draft

Financial Statement Draft | Statement of financial position | Statement of profit or loss | Notes

Filing Information

Entity name: PTE LTD | UEN: 2015

The financial period for this return based on the company's financial statement is:

From: 01/01/2019 | To: 31/12/2019

Date of authorisation for issue of financial statements:- 29/05/2020

Prev | Submit

11) XBRL File Submission – 3<sup>rd</sup> screen

Follow the steps in sequence for XBRL file submission.

1<sup>st</sup> Upload, 2<sup>nd</sup> Validate & Download, 3<sup>rd</sup> Tick “I confirm” & Submit

Download Financial Statements [Review Copy] after saved the copy at the bottom page click Home button to continue.

3

XBRL File Submission

ACRA Setup Profile

XBRL Draft

XBRL File Submission

XBRL data Submit

Step	Description	Action
Step 1	Upload XBRL data to ACRA Server	Upload
Step 2	Validate XBRL data	Validate
Step 2A	Possible Errors	Download
Step 2B	Review XBRL data to be submitted	Download
Step 3	Submit XBRL data to ACRA	Submit

\*Please download before proceed to step 3.

I confirm that  
 a. I have checked the XBRL data (available for review through Step 2B above)  
 b. The XBRL data prepared for filing with ACRA is accurate, correctly classified and complete

System Log

Submit On	Submit By	Type	Result
-----------	-----------	------	--------



12) Company Information

Check and make sure all the data and information are correctly before click Next.

**2** **Company Information - Draft**

ACRA Setup Profile  
**Company Information**  
 Annual Return Details  
 Preview  
 Payment  
 Receipt

**Annual Return by Local Company**

\* Please review the pre-filled information to ensure it is still relevant. To update, please visit the [BizFile+](#) portal to make the changes.

**Company Information**

UEN: 20150 Entity Name: PTE LTD.

**Primary/Secondary Activity(ies) Section**

Primary Activity: 47211

47311 - SALE OF MOTOR VEHICLE

Primary User-Described Activity: AUTOMOBILE TRADE

**Secondary Activity**

47311 - SALE OF MOTOR VEHICLE

Secondary User-Described Activity: MOTOR VEHICLES

**Address Section**

Registered Office Address:  
 11 WOODLANDS CLOSE  
 08 WOODLANDS 11  
 S(737883)

**Registered Charge Section (as at 24/02/2020)**

Charge No.	Date of Registration	Amount of Indebtedness
		0

**Particulars of Company Officers and Auditors**

S/No	Name	Identification No / UEN / Nationality	Position	Date of Appointment
1	LEE	S89 CITIZEN / SINGAPORE	Director	09/10/2013
2	SIEW	S14 CITIZEN / SINGAPORE	Secretary	09/10/2013

**Share Capital Details**

S/No	Currency	Class of share	No. of Shares Held	Amount of Issued Share Capital	Amount of Paid Up Share Capital
1	SGD	Ordinary	10,000	10,000	10,000
2	SGD	Preference	0	0	0
3	SGD	Others	0	0	0

**Member(s) Details**

S/No	Name	Identification No / UEN / Nationality	Currency	Class of share	No. of Shares Held
1	LEE	S89 SINGAPORE CITIZEN	SGD	Ordinary	10,000

**Group Share Information**

S/No	Group Name	Currency	Class of share	No. of Shares Held	Shareholders
No record found					

**Treasury Share Details**

S/No	Currency	Class of share	No. of Shares Held	Amount of Issued Share Capital	Amount of Paid Up Share Capital
No record found					

Prev **Next**

13) Annual Return Details

Fill in the required date and information accordingly then click on Submit to proceed, processing time may need to take 30 seconds.

3 Annual Return Details - Draft

ACRA Setup Profile  
Company Information  
**Annual Return Details**  
Preview  
Payment  
Receipt

### Annual Return by Local Company

**Company Information**

UEN 20150	Entity Name PTE LTD
Financial Year End for this Annual Return 31/12/2019 (Kindly change the FYE transaction at ACRA official website if FYE is different)	Date of Annual Return 24/02/2020

Some of the information below is pre-selected based on the last Annual Return filed. You are required to review and update accordingly if there are changes for this current Annual Return.

**SECTION A: Company Type and Status**

Company Type During Financial Period Concerned\* (i)  
EXEMPT PRIVATE COMPANY LIMITED BY SHARES

Company Type Status (ii)\*  
☒ Active ☐ Dormant (for the entire financial period)

Company Type Status (ii)\*

☒ Solvent ☐ Insolvent ☐ EPC required by law to file accounts

☒ Check this box to declare that the company is a small company exempt from audit requirements.

The directors make the following statement:

- (i) that the company qualifies as a small company under section 205C read with the Thirteenth Schedule;
- (ii) that no notice has been received under section s205C(2) read with s205B(5) of the Companies Act in relation to the financial year; and
- (iii) the accounting and other records required by the Companies Act to be kept by the company have been kept in accordance with section 199 of the Companies Act .

**AGM Details**

Is Company required to hold AGM?\*(i)  
☒ Yes. Company is required to hold AGM

- ☐ No. Company is exempted to hold an AGM as financial statements has been sent to members and no member requested for AGM to be held
- ☐ No. Company is a Private Dormant Relevant Company that is not required to prepare financial statements and no member requested for AGM to be held
- ☐ No. a resolution to dispense with holding an AGM was passed by all members

**Date of Annual General Meeting at which financial statements were laid.**

29/05/2020

Section B: Financial Statements

Financial Information in XBRL Format\*

Except for Dormant Relevant Companies, Solvent Exempt Private Companies and Companies Limited by Guarantee, all other companies **are required** to file financial information in XBRL format, unless approval from Registrar has been obtained.

Select	Nature of Financial Information	Uploaded By	Uploaded Date	
<input type="radio"/>	Not Filing Financial Information in XBRL Format	-	-	-
<input checked="" type="radio"/>	Financial Statements in Simplified XBRL Format	SIEW	01/07/2020	<a href="#">Click to view XBRL data</a>

Financial Statements in PDF Format

- Optional for Dormant Relevant Companies and Solvent Exempt Private Companies.
- Mandatory for companies that are required to file financial statements but **not filling** a full set of financial statements in XBRL format. Please attach full set of financial statements as tabled at the AGM or sent to members.

AGM copy of Financial Statements (Optional)

Continuation of Attachment

Choose File No file chosen

Choose File No file chosen

The Statement By Directors have been signed by:

(i)Director Name 1 \*

LEE

(ii)Director Name 2

Section C: Audit Information

☐ Check this box to confirm that the company has audited its financial statements.

Register of Controllers and Nominee Directors

Companies are required to maintain its beneficial ownership information in the register of controllers and to keep a register of its nominee directors containing the nominators's particulars. Please declare the location where the registers are kept.

**Where the Register of Controllers is kept:**

☒ Registered office of the company

☐ Registered office of a registered filing agent appointed by the company.

☐ Exempted from the requirement to keep a register

**Where the Register of Nominee Directors is kept:**

☒ Registered office of the company

☐ Registered office of a registered filing agent appointed by the company

☐ Exempted from the requirement to keep a register

Declaration

I, SIEW , hereby declare that i have verified from LEE

director/secretary of the company that:-

- The information in this annual return lodged with ACRA is up-to-date, accurate and complete and prepared in accordance with the Companies Act.

Prev

Submit

14) Preview

4 Preview

ACRA Setup Profile  
Company Information  
Annual Return Details  
**Preview**  
Payment  
Receipt

**This document is for Preview Purpose Only**

**Filing of Annual Return by Local Company (FOR FYE FROM 31 AUG 2018)**

**Company Details**

UEN 20150	Entity Name S&S PTE LTD COMPANY LIMITED BY SHARES
Financial Year End for this Annual Return 31/08/2019	Date of Annual Return 31/08/2019

**Section A: Company Type and Status**

Some of the information below is pre-selected based on the last Annual Return filed. You are required to review and update accordingly if there are changes for this current Annual Return.

Company Type During Financial Period Concerned  
Company Type Status (A)  
Private

Company Type Status (B)  
Solvent

☒ Check this box to declare that the company is a small company exempt from audit requirements.  
The directors make the following statement:  
(i) that the company qualifies as a small company under section 200C read with the Thirteenth Schedule;  
(ii) that no notice has been received under section 200C(2) of the Companies Act in relation to the financial year; and  
(iii) The accounting and other records required by the Companies Act to be kept by the company have been kept in accordance with section 190 of the Companies Act.

**AGM Details**

Is Company required to hold AGM?  
Yes, Company is required to hold AGM

Date of Annual General Meeting at which Financial Statements were laid  
31/08/2019

**Section B: Financial Information**

Financial Information in XBRL Format  
Except for Dormant Relevant Companies, Solvent Exempt Private Companies and Companies Limited by Guarantee, all other companies are required to file financial information in XBRL format, unless approval from Registrar has been obtained. For more information on preparing and filing financial information in XBRL format, please click here.

Select ☒ Yes ☐ No Nature of Financial Information ☒ Not Filing Financial Information in XBRL Format

Financial Statements in PDF Format  
☒ Optional for Dormant Relevant Companies and Solvent Exempt Private Companies.  
☒ Mandatory for companies that are required to file financial statements but **not filing** a full set of financial statements in XBRL format. Please attach full set of financial statements as attached at the AGM or sent to members.

AGM copy of Financial Statements (max of 5 MB) (Optional)

Continuation of Attachment (max of 5 MB)

The Signatures By Directors have been signed by:  
 (i) Director Name 1  
LEE

(ii) Director Name 2

**Section C: Audit Information**

☐ Check this box to confirm that the company has audited its financial statements.

**Primary/Secondary Activity(ies) Section (as at 24/02/2020)**

Note: You are required to update the company's activity below if there is any change.

Primary Activity  
 (SPTT)  
 MOTORCYCLES AND SCOOTERS  
 Primary User-Described Activity  
 AUTOMOBILE TRADER  
 Secondary Activity  
 (SPTT)  
 MOTOR  
 Secondary User-Described Activity  
 WHOLESALE OF MOTOR VEHICLES

**Address Section**

Registered Office Address  
 11 WOODLANDS CLOSE #06-23  
 WOODLANDS 11  
 SINGAPORE 737683

S/No.	Currency	Class of share	No. of Shares Held	Amount of issued share Capital	Amount of paid up share Capital
1	SINGAPORE DOLLARS	Ordinary	10000	10000	10000

**Member(s) Details**

S/No.	Name	Identification No./ UEN / Nationality	Currency	Class of share	No. of Shares Held
1	LEE	588 / SINGAPORE CITIZEN	SINGAPORE DOLLARS	Ordinary	10000

**Register of Controllers and Nominee Directors**

Companies are required to maintain its beneficial ownership information in the register of controllers and to keep a register of its nominee directors containing the nominators' particulars. Please declare the location where the registers are kept.

Where the Register of Controllers is kept:  
 Registered office of the company

Where the Register of Nominee Directors is kept:  
 Registered office of the company

**Declaration**

I, SEW hereby declare that I have verified from LEE, director/secretary of the company that:-

- The information in this annual return lodged with ACRA is up-to-date, accurate and complete and prepared in accordance with the Companies Act.

Prev Next

15) Payment

5

Payment

	No	Description	Amount(\$)
ACRA Setup Profile	1	FILING OF ANNUAL RETURN BY LOCAL COMPANY (FOR FYE FROM 31 AUG 2018)	60.00
Company Information			
Annual Return Details			
Preview			
<b>Payment</b>			
Receipt			

**Total** 60.00

You have to complete the payment within  
9m 51s

◀ Prev Payment Next ▶

Transaction Details

ARN Reference Number: 48FAC220234076889

Total Amount: \$20.00.00

**Important Notice:**

Please retain the ARN Reference Number for your record. If you are using a pop-up blocker, please add www.bizfile.gov.sg as your allowed site. Otherwise, your payment may not be completed.

Payment Methods

Pay with eNETS

credit card

Pay with eNETS

PayPal

Google Pay

Go to Payment

Monday, 24 February 2020

**Consumer eNETS**

Data Protection Policy

Terms of Use

Security Guidelines

Customer Service

### credit/debit card payment

If your pop-up blocker is pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction program from this bank's may not be displayed, or your transaction request may not be completed.

1. www.eNETS.sg

**Transaction Card Information**

Merchant Name: \_\_\_\_\_

Merchant Reference Code: \_\_\_\_\_

NETS Reference Code: \_\_\_\_\_

Amount: \_\_\_\_\_

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**Credit/Debit Card Information**

Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

CVV: \_\_\_\_\_

Card Type: \_\_\_\_\_

Please note that the Credit Card Number should be 15 or 16 digits. Please input your card number without space or dash.

CVV: \_\_\_\_\_

CVV2: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Go

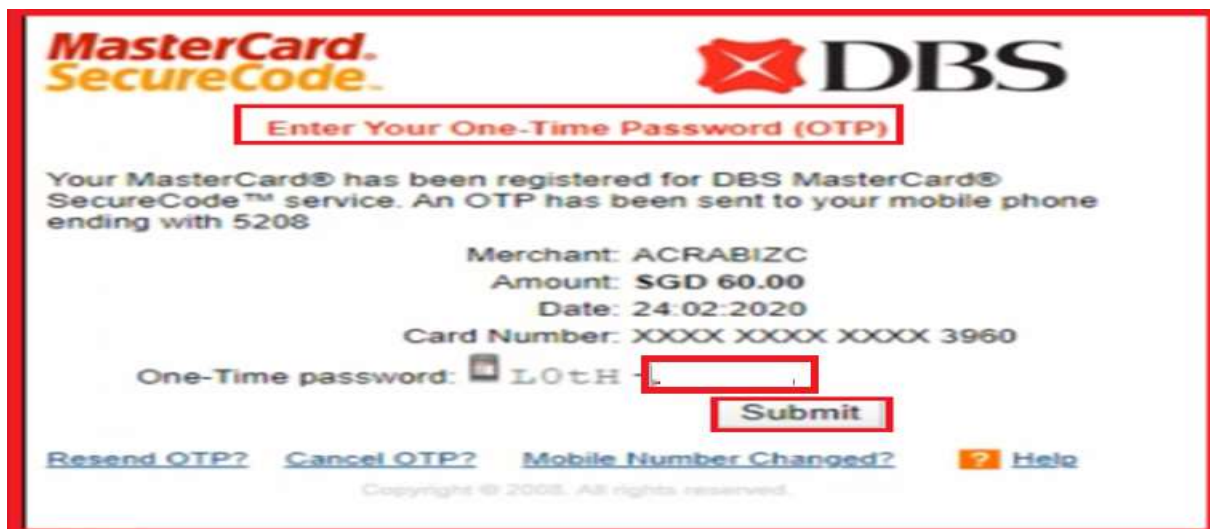
**I have read, understood and accepted the following:**

- The return & refund policy for the purchase of relevant products / services.
- The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in NETS' Data Protection Policy.

Go to Payment

Fast, Secure & Hassle-free transactions






**MasterCard SecureCode** **DBS**

**Enter Your One-Time Password (OTP)**

Your MasterCard® has been registered for DBS MasterCard® SecureCode™ service. An OTP has been sent to your mobile phone ending with 5208

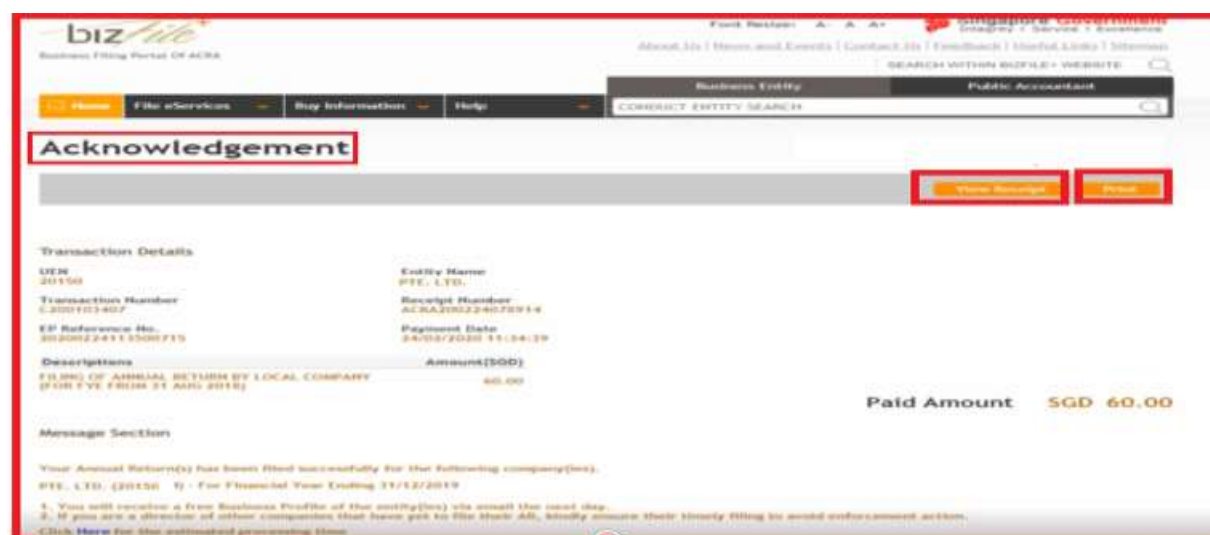
Merchant: ACRABIZC  
Amount: SGD 60.00  
Date: 24/02/2020  
Card Number: XXXX XXXX XXXX 3960

One-Time password:  L0tH

**Submit**

[Resend OTP?](#) [Cancel OTP?](#) [Mobile Number Changed?](#) [Help](#)

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**bizfile**  
Business Filing Portal Of ACRA

Home File eServices Buy Information Help

**Acknowledgement**

[View Receipt](#) [Print](#)

Transaction Details	Entity Name	Receipt Number
UEN: 201100	NETIQUETTE PTE. LTD.	ACRA202224078889
Transaction Number: L2020103407		
EP Reference No: 20200224113500715		
	Payment Date: 24/02/2020 11:34:19	
Description: FILING OF ANNUAL RETURN BY LOCAL COMPANY (FOR FYE FROM 31 AUG 2019)	Amount(SGD): 60.00	

**Paid Amount SGD 60.00**

**Message Section**

Your Annual Return(s) has been filed successfully for the following company(ies):  
PTE. LTD. (20150) 11 - For Financial Year Ending 31/12/2019

1. You will receive a free Business Profile of the entity(ies) via email the next day.  
2. If you are a director of other companies that have yet to file their AR, kindly ensure their timely filing to avoid enforcement action.  
Click [Here](#) for the estimated processing time.



**eNETS** **TRANSACTION NOTICE**

**TRANSACTION COMPLETE**

**IT'S APPROVED!**

Merchant Reference Code: ARN20200224078889  
NETS Reference Code: 20200224113500715  
Date & Time: 24/02/2020 11:35:00  
Auth Code: R06602

**THANK YOU!**

**TRANSACTION AMOUNT: SGD 60.00**

[PRINT DETAILS](#) [SHARE DETAILS](#) [I'M DONE](#)

For good savings and awesome deals, download the free **NETS Savers** app now!

[App Store](#) [Google play](#)



16) Receipt

Must click on Refresh to end the session and print the acknowledgement receipt.

