## Income Tax and Goods and Services Tax

55 Newton Rd

Revenue House

Singapore 307987

asr@iras.gov.sg

# Self-Review Checklist for Accounting Software Developers

**Important Notes:**

(1) This checklist serves as a guide for you to assess whether your accounting software satisfies the principles in IRAS’ e-Tax Guide: “Guide on Accounting Software (for Software Developers)”.

1. Please ensure that you complete all the relevant sections below – any incomplete application will be disqualified.
2. This document should be endorsed by the accounting software developer’s Managing Director or Chief Executive Officer (or equivalent), or any duly authorised officer [as notified by way of a letter signed by the Managing Director or Chief Executive Officer (or equivalent)]. All attached documents should be initialled on every page by the Managing Director or Chief Executive Officer (or equivalent), or any duly authorised officer.

(4) Pleasesubmit this completed checklist and required attachments to asr@iras.gov.sg.

**Section 1: Applicant Details**

|  |  |
| --- | --- |
| **Name(s) of accounting software**  |  |
| **Version number(s) of accounting software** |  |
| **Where data centre(s) is / are located** |  |

**Section 2: Compliance with Principles in e-Tax Guide**

|  |  |  |
| --- | --- | --- |
|  | **Yes / No /** **Not Applicable** | **Remarks***(If no, please describe the area(s) of non-compliance and state the reason(s) for non-compliance.)* |
| **General** |
| Does your accounting software comply with all the principles listed in the IRAS e-Tax Guide, “Guide on Accounting Software (for Software Developers)”? |  |  |
| **Principles*** **Provides a reporting facility for the generation of information necessary to prepare income tax and GST returns**
* **Captures key data elements necessary for the generation of an IRAS Audit File (“IAF”)**
* **Allows automatic production of an IAF by a user with no assistance required from the software developer or other IT specialist**
 |
| **Test Data** |  |  |
| Did you use the test data provided by IRAS when testing your software?  |  |  |
| **IAF – Supply / Purchase / General Ledger listing** |  |  |
| Is the software able to generate an IAF that has the same format as the IAF in either Appendix 3 (pipe delimited text file format) or Appendix 4 (XML file format) of the e-Tax Guide?  |  |  |
| Is the content of the generated IAF identical to the desired IAF output provided by IRAS in Appendix 7 of the e-Tax Guide?  |  |  |
| **Tax Codes** |  |  |
| Did you adopt the tax codes listed in Appendix 2 of the e-Tax Guide in your software?  |  |  |
| If no, have you attached a full list of all the tax codes used, including a description of each tax code?  |  |  |
| **Foreign Currency Transactions** |  |  |
| Is the software able to capture foreign currency transactions?  |  |  |
| If yes, please confirm that for each transaction, the equivalent Singapore Dollar amount for the transaction value and the GST amount are captured in the IAF.  |  |  |
| **Principle*** **Is accompanied by comprehensive documentation to assist auditors and users to understand how the software operates**
 |
| Do you provide with your software a user manual to assist auditors and users to understand how the software operates?  |  |  |
| If yes, please provide a copy of the user manual.  |  |  |
| **Principles*** **Incorporates adequate internal controls to ensure reliability of the data being processed**
* **Creates adequate audit trails to assist auditors in the understanding of the flow of events and reconstructing of the events, if necessary**
* **Has in place archival and restoration of archived data mechanisms that ensure the integrity and readability of electronic records after an extended period**
 |
| **System Access** |  |  |
| Does the software have the capability to create multiple user accounts? Please respond “Not Applicable” if the software is a single user application.  |  |  |
| If yes, does the software have the capability to assign each user account access to different functions and modules?  |  |  |
| Is it mandatory for users to access their user accounts by using a password?  |  |  |
| If yes, does the software have the following password control features:- Password change upon initial logon;- Minimum password length;- Password complexity (e.g. alphanumeric);- Password history; and- Any other features (please specify)? |  |  |
| **Data Capture** |  |  |
| Does your software have the capability to detect and prevent invalid data from being input into the system (e.g. input of a non-numeric value in a numeric field)?  |  |  |
| Does your software have the capability to detect and prevent incomplete data from being input into the system (e.g. submission of a transaction without filling in all the mandatory fields)? |  |  |
| Does your software have the capability to detect and prevent duplicate data from being input into the system (e.g. submission of a transaction with the same invoice number as an earlier transaction which was processed)?  |  |  |
| **Data Processing**  |  |  |
| Does the software process transactions in real-time (as opposed to collating and processing the transactions by batches)? |  |  |
| If no, does the software have the capability to ensure the integrity of the batched transactions and files (e.g. software has a checksum function)?  |  |  |
| Is there any data concurrency control feature in the software (e.g. data locks to prevent simultaneous data editing)? |  |  |
| **Output Controls** |  |  |
| Does the software have the capability to notify users when the IAF is not generated correctly?  |  |  |
| **Data Security Controls** |  |  |
| Is transactional data protected from amendments once the accounting period is closed (e.g. change of amount, deletion of an entry)? |  |  |
| Does the software have the capability to ensure that amendments to recorded entries can only be made through adjusting the journal entries? |  |  |
| Can the software capture the following details for amendments to recorded entries made through adjusting the journal entries:* Person making modification
* Date of modification
* Details of previous entry
* Details of current entry
* Any other details (please specify)?
 |  |  |
| **Backup Controls** |  |  |
| Does the software have the capability to backup and restore electronic records?  |  |  |
| Does the software have the mechanisms for archival and restoration of archived data, which ensure the integrity and readability of electronic records after an extended period (e.g. able to detect corrupted backup files)? |  |  |
| **Processing Logic** |  |  |
| Are changes to the processing logic of the software restricted to the accounting software developer (e.g. source codes are not provided to users)? |  |  |

**Section 3: Required Items**

|  |  |  |
| --- | --- | --- |
| **Required Items** | **Please tick if you have attached the required items**  | **If you are unable to submit any item listed in this table, please provide your reason(s)**  |
| Latest ACRA business profile |  |  |
| A copy of the IAF generated using the test data in Appendix 7 |  |  |
| Appointment of local agent letter (only to be attached if software developer is an overseas entity) |  |  |
| A virus-free CD or DVD containing a copy of the software or a password if the software is a Software-as-a-Service (“SaaS”) |  |  |
| At least 5 reference letters from non-related resellers / consumers (Reference letters should be from local companies and at most dated one year from application date) |  |  |
| Audited financial statements for last 3 financial years (if audited financial statements are not available, please submit certified true management accounts for last 3 financial years) |  |  |
| Documentation of communications plan for resellers / consumers (Please provide information on how resellers / consumers are updated of changes e.g. version upgrades) |  |  |
| Copy of key software development personnel’s resumes |  |  |
| Training programme for resellers / consumers (Please provide a short write-up of the training contents) |  |  |
| Copy of trainer’s / trainers’ resume(s) |  |  |
| Does your firm have access to accounting / tax expertise? |
| If **YES** – please provide details in the adjacent box (e.g. employed in-house accounting / tax staff or engaged external accountant / tax agent) and supporting documentation (e.g. copy of in-house accounting / tax staff’s resumes, contract with external accountant / tax agent). If you are unable to provide supporting documentation, please explain why in the adjacent box. |  |
| If **NO** – please fill in the adjacent box your reason(s) for not having access to accounting / tax expertise. |  |
| Is your technical support team in-house or out-sourced? |
| If **IN-HOUSE** – please provide details in adjacent box and supporting documentation of technical support process (e.g. standard operating procedures, copy of in-house technical support team’s resumes). If you are unable to provide supporting documentation, please explain why in the adjacent box. |  |
| If **OUT-SOURCED** – please provide details in adjacent box (e.g. name of external firm technical support is outsourced to, arrangement with external firm), reason(s) for outsourcing to this particular external firm, and supporting documentation (e.g. contract with external firm). If you are unable to provide supporting documentation, please explain why in the adjacent box. |  |

I confirm that:

1. I am eligible to provide the above information and attachments on my firm’s behalf as I am the Managing Director or Chief Executive Officer (or equivalent), or any duly authorised officer;
2. My firm developed the accounting software mentioned in Section 1 above and has legal ownership of the software;
3. The date below indicates the date of completion of this self-review checklist;
4. I give my consent to IRAS to release to the Infocomm Media Development Authority of Singapore (“IMDA”) all information and documents submitted in relation to this application (where required);
5. To the best of my knowledge, the above information and attachments are true, complete and accurate, and no material information has been withheld or distorted;
6. I have read the Conditions stipulated in the **Appendix**, accept these Conditions and agree to be bound by them; and
7. I understand that (i) if I withhold or distort any material information; or (ii) if I submit untrue, incomplete or inaccurate information or attachments; or (iii) if I am non-compliant with the Conditions in the **Appendix**, my firm’s accounting software will be removed from IRAS’ Accounting Software Register (“ASR”).
8. I undertake to inform IRAS immediately if, during the period within which my firm’s software is listed on the IRAS ASR:
9. there is any material change to my firm’s ability to continue with its operations / service its resellers and consumers, or
10. there is any change to the software, including a version upgrade to the software that is listed in the IRAS ASR, or
11. my firm and/ or its accounting software is no longer compliant with the requirements listed in the Guide on Accounting Software (for Software Developers).

|  |  |  |
| --- | --- | --- |
| Firm’s Name, UEN, Address & Stamp |  | Name, Identification Number, Contact Number and Email Address |
|  |  |  |
|  | Designation |
|  |  |
|  | Signature & Date |
|  |  |

# APPENDIX

# Conditions for Listing in IRAS’ Accounting Software Register

## *Introduction*

* 1. The Entity has indicated that it wishes to list its accounting software on IRAS’ Accounting Software Register (“ASR”).
	2. IRAS will consider the listing of the Entity’s accounting software in the ASR, provided that:
1. The Entity accepts and agrees to be bound by the Conditions stipulated in Paras 1 to 7; and
2. The Entity confirms that the accounting software is compliant with the IRAS e-Tax Guide, “Guide on Accounting Software (for Software Developers)”.
	1. The submission of the self-review checklist for accounting software developers and all the required attachments does not give the Entity an entitlement to be listed in the ASR.
	2. IRAS reserves the right to take additional factors (e.g. financial standing, track record, compliance with Singapore tax laws and customer feedback) into consideration during the application, renewal or de-listing process.
	3. IRAS reserves the right to request demonstrations of the software and/ or additional information on the Entity, during the renewal process and/ or the period during which the software is approved for listing on the IRAS ASR, to ensure compliance with the conditions (e.g. financial standing, technical requirement) to be listed in the ASR.
	4. The acceptance by IRAS of the self-review checklist for accounting software developers and all the required attachments does not constitute a service.
	5. IRAS retains ownership of the ASR at all times, and may make changes to the ASR at any time, including the removal of any listed accounting software from the ASR.
	6. While IRAS will make all reasonable attempts to notify the Entity prior to the removal of the Entity’s accounting software from the ASR, IRAS nonetheless reserves the right to remove any software from the ASR at any time, for any reason, and without notice.
3. *Who these Conditions Apply to*
	1. These Conditions apply to the Entity and IRAS.
4. *Changes to Conditions*
	1. IRAS may change the Conditions at any time.
	2. IRAS will make all reasonable attempts to bring any impending changes to the attention of the Entity, prior to the changes taking effect.
	3. If the Entity does not accept the changes to the Conditions, it shall notify IRAS immediately, and IRAS will remove the Entity’s accounting software from the ASR.
5. *Information and Attachments Provided*
	1. All information and attachments provided to IRAS by the Entity for the purpose of listing its accounting software in the ASR must be true, complete and accurate.
6. *Compliance with IRAS’ e-Tax Guide, “Guide on Accounting Software (for Software Developers)” and Singapore Tax Laws*
	1. IRAS may make changes to the e-Tax Guide, “Guide on Accounting Software (for Software Developers)” at any time. It is the responsibility of the Entity to ensure that its ASR-listed accounting software is compliant with the e-Tax Guide at all times.
	2. The Entity is responsible for keeping abreast of developments in Singapore tax laws. Any changes to the Singapore tax laws should be accurately reflected in the ASR-listed accounting software.
	3. The Entity is responsible for ensuring its compliance with Singapore tax laws. Its practices shall be aligned with IRAS’ objective to promote tax compliance (e.g. make accurate representations of tax schemes, encourage its resellers/ consumers to comply with Singapore tax laws) at all times. The entity will rectify any non-compliant and undesired behaviour within **14 calendar days** upon notification by IRAS.
	4. If the accounting software is no longer compliant with the IRAS e-Tax Guide, “Guide on Accounting Software (for Software Developers)”, the Entity is responsible for informing IRAS within **7 calendar days** from the date of discovering the non-compliance. The Entity is also responsible for fixing the accounting software and providing a status update to IRAS within **14 calendar days** from the date of informing IRAS.
	5. If IRAS finds that the ASR-listed accounting software is non-compliant with the e-Tax Guide, “Guide on Accounting Software (for Software Developers)”, and the Entity had failed to inform IRAS and fix its accounting software (as mentioned in Para 5.4), IRAS will remove the Entity’s accounting software from the ASR immediately and the Entity shall provide all affected resellers / consumers with a free software upgrade to the compliant version within **14 calendar days** of the date IRAS informs the Entity that its accounting software is non-compliant. Should the Entity be unable to provide such an upgrade, the Entity shall compensate its affected resellers / consumers (e.g. reimburse the cost of replacing the non-compliant software) within **14 calendar days** of the date IRAS informs the Entity that its accounting software is non-compliant.
	6. The Entity is responsible for informing IRAS if there are any material changes to the Entity’s ability to continue with its business operations / service its resellers / consumers **within 7 calendar days** from the date of the material change. The Entity is also responsible for informing its resellers / consumers and compensating / assisting them in accordance with the contracts between the parties.
	7. The Entity understands Section 28 of the Inland Revenue Authority of Singapore Act, and the Entity and its resellers will only use the wording prescribed in Para 6.3 of the e-Tax Guide, “Guide on Accounting Software (for Software Developers)” in all their marketing / promotional efforts and materials.
	8. The listing of the accounting software in the ASR does not constitute any endorsement or sponsorship of the software by IRAS. The Entity will not in any way represent that its accounting software has any such endorsement or sponsorship.
7. *Dispute Resolution*
	1. The Entity must investigate any complaint made to it in relation to the accounting software listed in the ASR and notify IRAS about the complaint within **7 calendar days** from the date of receipt of the complaint. The Entity will rectify the complaint and provide a status update to IRAS within **14 calendar days** from the date of notifying IRAS.
	2. Where IRAS receives notice of a complaint made in relation to the accounting software listed in the ASR, the Entity, or the completeness or accuracy of the information or attachments provided by the Entity, IRAS:
8. Will refer the complainant to the Entity for resolution of the complaint. The Entity will rectify the complaint and provide a status update to IRAS within **14 calendar days** from the date of referral of the complainant to the Entity;
9. May independently investigate the complaint.
	1. Where IRAS investigates a complaint under Para 6.2(b), it will notify the Entity about the outcome of the investigation within **30 calendar days** from the date IRAS receives notice of the complaint. If arising from the investigation, IRAS believes the complaint to be of substance, the Entity must rectify the complaint immediately to the satisfaction of IRAS.
10. *Liability and Failure to Meet Conditions*
	1. IRAS will not be liable for any losses or damages, loss of income, profit or savings, or indirect, incidental, special, consequential or punitive damages arising from or in connection with the use of an accounting software listed in the ASR.
	2. If the Entity breaches any of these Conditions stipulated from Paras 1 to 7, IRAS may commence legal proceedings to protect its interests, remove the Entity’s accounting software from the ASR, and / or publicise the Entity’s breach of Conditions via the IRAS ASR webpage.
11. *Glossary*

**“Entity”** means the firm which developed and is the legal owner of the accounting software that the firm intends to list in IRAS’ ASR.

**“IRAS”** means the Inland Revenue Authority of Singapore.

“**Conditions**” means the conditions stipulated in Paras 1 to 7.

“**Singapore tax laws**” means all relevant Income Tax (including Productivity and Innovation Credit) and Goods and Services Tax legislation.