

IRAS e-Tax Guide

**Guide on Accounting Software
(for Software Developers)
(Fifth edition)**



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Published by
Inland Revenue Authority of Singapore

Published on 31 Oct 2017

First edition on 16 Sep 2005
Second edition on 1 Dec 2008
Third edition on 1 Sep 2009
Fourth edition on 28 Feb 2014

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1. Introduction

This document provides guidance to accounting software developers on the functionalities that should be present in accounting software which is able to produce the IRAS Audit File (“IAF”).

2. Importance of Accounting Software to Businesses

- 2.1 Proper record keeping is necessary for accurate tax declarations. With accounting software in place to accurately capture and produce accounting information for tax reporting purposes, businesses are less likely to make errors in their tax declarations. This would reduce compliance costs for businesses, as any error could result in penalties being imposed. Accounting software also generates operational and financial information that business managers can use to make decisions that would ensure that their business operates in an effective and efficient manner.
- 2.2 Software developers should adopt the principles set out in this guide when developing accounting software. One key functionality that the accounting software should have is the ability to generate a standard file known as the “IRAS Audit File (“IAF”)”. Software developers will be required to demonstrate that their accounting software has this functionality and complies with the principles in this guide before the software can be listed on IRAS’ Accounting Software Register (“ASR”)¹.

3. IRAS Audit File (“IAF”)

- 3.1 IRAS audits businesses from time to time to ensure that businesses are making correct tax declarations. As part of our audit process, it is common for IRAS to request certain accounting information from businesses to enable IRAS to verify the information submitted in their tax declarations. For businesses using manual records, the process of producing the information required by IRAS can be time-consuming.
- 3.2 IRAS has designed the IAF format and content, taking into consideration the accounting information commonly requested from businesses during an audit. The IAF is a standard file that captures such information and can be produced automatically by accounting software. Businesses using accounting software that can generate the IAF will find it quicker and easier to respond to IRAS’ requests for information.

4. Guidance for Accounting Software Developers

4.1 What is Accounting Software?

Accounting software is a “set of accounting procedures, internal mechanisms of control, books of accounts, and plan and chart of accounts that are used for administering, recording, and reporting on financial transactions”². Functional modules that are

¹ www.iras.gov.sg (Businesses > Self Employed/Sole Proprietors/Partners > Getting it right > IRAS Accounting Software Register)

² As defined by the Organisation for Economic Co-operation and Development (“OECD”): <http://stats.oecd.org/glossary/detail.asp?ID=7279>

typically included in accounting software include accounts receivable, accounts payable, sales order, purchase order, inventory, billing and general ledger.

4.2 General Principles

This guide has adopted the same principles as set out in the Organisation for Economic Co-operation and Development's ("OECD") guidance notes³. While the principles are the same, certain details have been adapted to IRAS' context.

Software developers should ensure their accounting software:

- Provides a reporting facility for the generation of information necessary to prepare income tax and GST returns;
- Is accompanied by comprehensive documentation to assist auditors and users to understand how the software operates;
- 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;
- Captures key data elements necessary for the generation of an IAF;
- Allows automatic production of an IAF by a user with no assistance required from the software developer or other IT specialist.

These principles will be elaborated on in the following paragraphs.

4.3 Provides a reporting facility for the generation of information necessary to prepare income tax and GST returns

Income Tax Returns

Businesses are required to file their income tax returns on a yearly basis. Accounting software should allow users to easily obtain the necessary information required for the preparation and filing of income tax returns. For example, the accounting software should be able to produce a Profit and Loss Statement and a Balance Sheet, which would form the basis of the income tax return.

GST Returns

Businesses are required to file their GST returns on a quarterly basis (please see Appendix 5 for data required to prepare a GST return). Accounting software should allow users to easily obtain the necessary information required for the preparation and filing of GST returns.

³ OECD's "Guidance on Tax Compliance for Business and Accounting Software", section 4: "Summary of Guidance & Implementation Tasks"

4.4 Is accompanied by comprehensive documentation to assist auditors and users to understand how the software operates

The accounting software should have proper documentation that allows auditors and users to easily understand how to operate the software. This would include a user manual (printed and / or web-based) and system-based help files.

4.5 Incorporates adequate internal controls to ensure reliability of the data being processed

Software developers should ensure that internal controls in their accounting software are able to perform preventive, restorative and corrective functions. In other words, there must be controls to prevent, detect, reverse and correct errors that arise in the course of using the software.

Internal controls in accounting software that are relevant to the integrity of a tax declaration include controls in the following areas:

System Access	<p>Access controls to ensure that only authorised users can access and process data based on the permissions given.</p> <p>Password control features should be built into the system, i.e. password change upon initial logon, minimum password length, password complexity, password history, etc.</p>
Data Capture	<p>Application controls to capture and retain information required for the filing of tax returns, i.e. input validation controls to detect and prevent invalid, incomplete or duplicate data from being input into the system (sequence checks should be done to prevent duplicate records).</p> <p>The data fields that need to be captured in order to generate a complete IAF along with the accepted formats for an IAF are in Appendix 3 and Appendix 4.</p>
Data Processing	<p>Application controls to prevent, detect, reverse and correct errors in transactions as they flow through the various stages of data processing, and to ensure the integrity of the information. The system should also be able to prevent concurrent file update.</p>
Output Controls	<p>Application controls to ensure that system output is in the correct format and users who receive the output will be alerted to take the necessary follow-up actions, if any.</p>
Data Security Controls	<p>Application controls to prevent the editing and deleting of entries made. Changes to recorded entries should be made by adjusting the journal entries and have adequate documentation such as:</p> <ul style="list-style-type: none">• Person making modification• Date of modification

	<ul style="list-style-type: none"> • Details of previous entry • Details of current entry
Backup Controls	Backup controls to ensure retention of backup copies of electronic records including general ledger, accounts payable, accounts receivable and fixed assets. There should also be verification mechanisms to ensure data is properly backed up or recovered.
Processing Logic	Controls to ensure that criteria used to process data are correct and that any change to the processing logic is restricted.

4.6 Creates adequate audit trails to assist auditors in the understanding of the flow of events and reconstructing of the events, if necessary

The accounting software should allow auditors to reconcile the information in the income tax and GST returns with the accounting records. Hence, it is important that the accounting software provides auditors with adequate audit trails to understand the flow of events and if necessary, to reconstruct the events. The software must not allow anyone to amend the records without creating the necessary audit trails.

4.7 Has in place archival and restoration of archived data mechanisms that ensure the integrity and readability of electronic records after an extended period

As IRAS may verify the accounting and business records of past years, businesses should be able to produce, upon IRAS' request, an IAF containing accounting information not only for the current year but also for past years⁴. Therefore, the accounting software should have archival capabilities to ensure the integrity and readability of electronic records after an extended period. There should also be a restoration mechanism for users to restore the archived data and verify that the restoration process is complete.

4.8 Captures key data elements necessary for the generation of an IAF

Appendix 1 lists the key data elements that should be present in an IAF. These data elements are common accounting information that should be recorded.

⁴ Under the Income Tax Act and the GST Act, businesses are required to keep their records for at least five years, for accounting periods ending on or after 1 Jan 2007.

4.9 Allows automatic production of an IAF by a user with no assistance required from the software developer or other IT specialist

As stated in Section 3 above, IRAS conducts periodic audits to ensure that income tax and GST returns have been prepared correctly. For this purpose, businesses may be required to submit a detailed breakdown of their business transactions. Submitting this information electronically will save time and resources for businesses.

It is crucial that the detailed information electronically transmitted by businesses to IRAS is complete, accurate and in a format that is readable by IRAS. Hence, software developers should design their accounting software such that it is able to generate an IAF. The IAF is a file containing a standard set of accounting information (as shown in Appendix 1, Appendix 3 and Appendix 4). Businesses should have the flexibility to select the time period that the IAF is to cover.

The IAF should be a pure collection of data, either in pipe delimited text file format or in XML file format. The IAF should not be an image file. Please see Appendix 3 for an IAF in pipe delimited text file format and Appendix 4 for an IAF in XML file format.

While the IAF is designed to be in line with the principles of a SAF-T⁵ in OECD's guidance notes, it is different from a SAF-T. The IAF has been simplified to allow easier, faster and wider adoption by businesses in Singapore.

Accounting software developers should design a system that can create the IAF at different stages, e.g. when a transaction is recorded, or when data is archived and a permanent record of auditable transactions is created. The IAF should be capable of being generated from data residing in either a single source or many sources (if the data is stored in several systems).

Notwithstanding the receipt of an IAF, IRAS' auditors may still need to verify the original records (including source documents) kept by businesses. Having accounting software that is able to generate an IAF will not remove the requirement for businesses to keep records in accordance with the provisions in the Income Tax Act and GST Act⁶.

5. GST-Specific Issues

This section explains the common GST terminology and highlights the common GST issues that software developers should be aware of when developing their accounting software. For a more detailed introductory explanation of Singapore's GST framework, key GST concepts, different types of supplies and purchases, and GST reporting requirements, accounting software developers should complete IRAS' "GST – Registering for GST" and "Overview of GST" e-Learning modules available at www.iras.gov.sg (Quick Links > e-Learning > Goods and Services Traders). Software developers are also recommended to refer to the Record Keeping Guide for GST-

⁵ Standard Audit File for Tax Purposes

⁶ Under the Income Tax Act and the GST Act, businesses are required to keep their records for at least five years, for accounting periods ending on or after 1 Jan 2007.

registered Businesses for more details on GST reporting requirements⁷.

5.1 GST Returns

GST-registered businesses are required to submit GST returns (GST F5) to the Comptroller of GST on a quarterly basis, in accordance with one of the following prescribed accounting periods:

- 31 Mar, 30 Jun, 30 Sep, 31 Dec
- 28/29 Feb, 31 May, 31 Aug, 30 Nov
- 31 Jan, 30 Apr, 31 Jul, 31 Oct

Although the standard prescribed accounting period is 3 months, GST-registered businesses may request for a shorter prescribed accounting period of 1 month.

Accounting software should enable businesses to easily produce summary schedules, and listings of supplies and purchases to facilitate the preparation of GST returns. Details of the information to be declared in a GST return to be submitted by a GST-registered business can be found in Appendix 5.

5.2 Types of Supplies

The concept of supply in GST is different from the accounting concept of revenue. For GST purposes, there are five types of supplies, namely:

- Standard-Rated (including supplies made under customer accounting);
- Zero-Rated;
- Exempt;
- Deemed; and
- Out-of-Scope.

The accounting software should be able to produce listings for the different types of supplies made by a GST-registered business. More information on the different types of supplies, tax codes and GST return reporting requirements can be found in Appendix 2 and Appendix 5.

5.3 Types of Purchases

For GST purposes, there are seven types of purchases, namely:

- Standard-Rated;
- Zero-Rated;
- Imports;
- Disallowed Expenses;
- Purchases from Non-GST Registered Suppliers;
- Exempt; and

⁷ www.iras.gov.sg (GST > GST-registered businesses > Learning the basics > How to implement GST > Invoicing, Price Display and Record Keeping > Keeping Records)

- Out-of-Scope.

The accounting software should be able to produce the listings for the different types of purchases made by a GST-registered business. More information on the different types of purchases, tax codes and GST return reporting requirements can be found in Appendix 2 and Appendix 5.

5.4 Customer Accounting Supply

With effect from 1 Jan 2019, local sales of prescribed goods (i.e. mobile phones, memory cards and off-the-shelf software) between GST registered persons will be subject to customer accounting.

Under customer accounting, the responsibility to account for output tax on the sales shifts from the supplier to the customer:

- The GST registered supplier must therefore not charge and account for the GST on all local sales of prescribed goods made to a GST-registered customer for business purposes if the value of the sale (excluding GST) exceeds \$10,000 and the sale is not a zero-rated or an excepted supply⁸ (i.e., it is a “relevant supply”).
- The GST-registered customer that receives a relevant supply must account for the GST chargeable on the supply on behalf of the supplier. The customer will also be able to claim the input tax on this purchase subject to the other input tax claiming conditions being satisfied.

The accounting software should allow businesses (both GST-registered suppliers and customers) to record customer accounting transactions and produce accurate listings showing transactions which customer accounting applies⁹. More information on the tax codes and GST return reporting requirements can be found in Appendix 2 and Appendix 5.

5.5 Partially Exempt Traders¹⁰

Businesses that make both taxable (standard-rated / zero-rated) and exempt supplies are known as partially exempt traders.

The specific types of supplies that are exempted from GST are prescribed in the Fourth Schedule of the GST Act. Common exempt supplies include supplies in relation to the

⁸ An excepted supply is a supply of prescribed goods that is specifically excluded from customer accounting. The excepted supplies are:

(a) A supply of goods made under the Gross Margin Scheme,
 (b) A supply of goods made under the Approved Third Party Logistics Company Scheme or Approved Refiner and Consolidator Scheme to an approved/specified person, and
 (c) A deemed taxable supply of goods arising from the transfer or disposal of goods for no consideration. Please refer to IRAS website for details on the various schemes.

⁹ www.iras.gov.sg (GST > GST registered businesses > Working out your taxes > When to charge Goods and Services Tax (GST) > When to Apply Customer Accounting)

¹⁰ www.iras.gov.sg (GST > GST-registered businesses > Working out your taxes > Can I claim GST (input tax) > Claiming Input Tax Incurred to Make Exempt Supplies)

sale and lease of residential properties, and the provision of financial services.

The exempt supplies made by a partially exempt trader can be further classified as follows:

- Regulation 33 exempt supplies, which are listed in Regulation 33 of the GST (General) Regulations;
- Non-regulation 33 exempt supplies, which are exempt supplies other than those listed in Regulation 33 of the GST (General) Regulations.

More information on the different types of supplies and purchases, tax codes and GST return reporting requirements specific to partially exempt traders can be found in Appendix 2 and Appendix 5.

5.6 Disallowed Expenses (Blocked Input Tax)

Under Regulations 26 and 27 of the GST (General) Regulations, GST incurred on certain categories of expenses cannot be claimed as input tax by a GST-registered business. Specifically, a GST-registered business is not allowed to claim input tax incurred on the following categories of expenses:

- Club subscription fees charged by sports and recreational clubs;
- Medical expenses and medical / accident insurance premiums incurred by staff, unless they are obligatory under the Work Injury Compensation Act or under any collective agreement within the meaning of the Industrial Relations Act;
- Benefits provided to family members or relatives of staff;
- Costs and running expenses of motor cars (except Q-plated cars with COEs issued before 1 Apr 1998);
- Expenses associated with any transaction involving betting, sweepstakes, lotteries, fruit machines or games of chance.

As GST incurred on these categories of expenses cannot be claimed as input tax, it is known as “blocked input tax”.

5.7 Out-of-Scope Transactions

Certain types of supplies and purchases fall outside the scope of GST i.e. out-of-scope transactions. These would include the supply and purchase of goods outside Singapore and not imported into Singapore.

It is important that businesses are able to identify such out-of-scope transactions as they are not to be included in the GST return (please see Appendix 5 for more details).

5.8 Foreign Currency Transactions

Supplies

Many businesses use non-Singapore Dollar as their functional currency. For such businesses, the accounting software must be capable of converting the value of supplies made and output tax charged to Singapore Dollar based on the prevailing exchange rate

for GST reporting purposes¹¹.

Purchases

When a business purchases goods / services and receives a tax invoice denominated in a foreign currency, the accounting software must allow users to capture the Singapore Dollar equivalent of the amount before GST and the GST amount stated in the tax invoice issued by the supplier.

The exchange rate used for conversion by the business could differ from that used by the supplier. Therefore, the software should allow businesses to key in the exchange rate to convert the amount before GST and the GST amount from the foreign currency to Singapore Dollar for accounting purposes.

The software should allow businesses to capture the exchange gains or losses that may arise when a business converts the foreign currency into Singapore dollars. The software should classify the resulting exchange gain or loss as a supply under the Regulation 33 Exempt Supplies for GST purposes (please see Appendix 2 and Appendix 5 for more details).

5.9 Sample Transaction Data

In order to assist software developers in the testing of the functionality of their accounting software and to determine whether the software has the ability to accurately capture all the transaction types listed in this section, IRAS has provided some test data (please see Appendix 7).

As each industry and each business is unique, the test data does not cover the full spectrum of transaction types that a business would need to record but instead, covers only the common GST transaction types.

6. Accounting Software Register (“ASR”)

- 6.1 ASR contains a listing of accounting software that comply with the principles and requirements stated in the previous sections. Interested developers may apply to be listed on the ASR on a voluntary basis.
- 6.2 To facilitate IRAS’ review of the application and minimise the time and resources required from software developers, it is important that developers perform an internal review of their accounting software to ensure that it complies with all the principles stated in this guide. These principles are summarised in the Self-Review Checklist (attached in Appendix 6).
- 6.3 When an accounting software is listed on IRAS’ ASR, the software developer and its authorised reseller(s) should only use the following wording in all marketing and promotional efforts and materials:

¹¹ www.iras.gov.sg (GST > GST-registered businesses> Working out your taxes > Foreign Currency Transactions)

“<<Software name>> is one of the software listed on IRAS’ Accounting Software Register (“ASR”).”

7. Application and Renewal Process

- 7.1 Interested developers are required to submit the Self-Review Checklist together with all the relevant documents listed in Appendix 6 (in softcopy) to asr@iras.gov.sg. Please note that an incomplete application may result in the disqualification of the application.
- 7.2 The due date for the submission of any application (i.e. new or version upgrade) falls on the 15th of the second month prior to that of the desired start date of the listing. There are four application windows each year (Nov, Feb, May and Aug). The application will only be considered if the softcopies of the relevant documents reach IRAS before the submission due date.
- 7.3 The relevant application dates are as follows:

Period of listing on IRAS ASR	Due date for submission of application (new/version upgrade)
1 Jan to 31 Dec	15 Nov
1 Apr to 31 Dec	15 Feb
1 Jul to 31 Dec*	15 May
1 Oct to 31 Dec	15 Aug

* Software listed during this period will be auto-renewed to extend the listing period for an additional year.

- 7.4 To ensure that the accounting software meets the current accounting standards, IRAS will require developers to provide evidence of relevant experience and/or qualifications in accounting, as well as taxation. Otherwise, developers are to provide examples to substantiate their knowledge in developing accounting software under Section 3 of the Self-Review Checklist.
- 7.5 The submission of the Self-Review Checklist for accounting software developers and all required documents does not give the Entity an entitlement to be listed on the ASR. IRAS reserves the right to take additional factors (e.g. financial standing, track record) into consideration and may request additional documents (e.g. purchase listing, GST F5/tax summary) for verification during the application process.
- 7.6 All developers listed on the ASR are required to renew their listing annually by submitting the completed Annual Renewal Form each year. Developers need to ensure that their software continues to comply with all the principles in this guide. The renewed listing is valid from 1 Jan of the year to 31 Dec of the same year. Please see Appendix 8 for the Annual Renewal Form.

8. Contact Information

- 8.1 For any enquiries or clarification on this software guide, please contact us at asr@iras.gov.sg.

9. Conclusion

- 9.1 Accounting software is a useful tool to help businesses keep important and useful accounting records. Software developers can facilitate businesses in this endeavour by designing their accounting software to be compliant with this guide, thereby helping businesses to comply more easily with their record keeping and tax obligations.

10. Updates and Amendments

	Date of amendment	Amendments made
1	1 Dec 2014	a) Para 6.1 has been amended to remove references of the IDA's iSPRINT(Packaged Solutions) which will cease on 31 Mar 2015 b) Included Para 7.6 to inform developers on the Annual Renewal Process
2	04 Jan 2016	a) Included under Para 5 references to the Record Keeping Guide for GST-registered Businesses b) Clarified under Para 5.7 on Regulation 33 Exempt Supplies c) Clarified under Para 7 on the ASR application and renewal processes d) Clarified the definitions / requirements of "Transaction ID" and "Line No" under Appendix 1, "Imports" under Appendix 2 and "Reference letters" under Appendix 6 e) Included additional example for "Total value of exempt supplies" in Appendix 5 f) Amended errors in Appendix 7 - "Test data" and included additional scenarios for ES33 transactions g) Provided navigation paths to documents mentioned in the guide
3	31 Oct 2017	a) Included under Para 5.4 the requirement of Customer Accounting for prescribed goods for GST registered Businesses b) Amended under Para 7, changes to the listing period and due date for submission of application c) Included under Appendix 2, the types of supplies and purchases that are subject to Customer Accounting, including the proposed tax codes d) Included under Appendix 5, how the supplies and purchases and the corresponding input and output tax

		<p>that are subject to Customer Accounting should be reported in each box of a GST return</p> <p>e) Included under Appendix 7 – “Test data” and “IAF” to include scenarios for customer accounting</p>
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Appendix 1 – Key Data Elements to be Present in IRAS Audit File (“IAF”)

Key Data Elements

Descriptions

1. Company Information

Company name	Company Name of business user
Company UEN	Unique Entity Number (UEN) of the business user
GST No	GST Registration Number of the business user
Product Version	Accounting software name and version
IAF Version	IRAS Audit File (IAF) version number

2. Master Files

Supplier File	
Supplier Name	Name of supplier
Supplier UEN	Unique Entity Number (UEN) of supplier
Customer File	
Customer Name	Name of customer
Customer UEN	Unique Entity Number (UEN) of customer
General Ledger	
Account ID	GL Code for individual account
Account Name	Name of individual GL account
Opening Debit Balance	Opening Debit Balance
Opening Credit Balance	Opening Credit Balance
Tax Code Table	
Tax Code	Tax code for lookup in tables

See Appendix 2 and Appendix 5 for an example and description of a GST Code Table

3. Source Documents

Purchase Invoices / Imports / Credit Notes Received from Supplier	
Invoice No	Invoice number
Permit No	Cargo clearance import permit number
Invoice Date	Date of invoice
Transaction ID	A unique numeric representation which identifies each transaction in a chronological order e.g. 1,2,3,4,5
Line No	The line at which a particular item is listed within an invoice
Account ID	GL code for individual account
Product Description	Description of product
Debit Amount	Debit amount for transaction (in functional currency)
Credit Amount	Credit amount for transaction (in functional currency)
Debit Amount SGD	Debit amount for transaction in Singapore Dollar
Credit Amount SGD	Credit amount for transaction in Singapore Dollar

Tax Code	Tax code for look up in tables
Tax Amount	Tax amount for transaction in functional currency
Tax Amount SGD	Tax amount for transaction in Singapore Dollar
Sales Invoices / Credit Notes Issued to Customers	
Invoice No	Invoice number
Invoice Date	Date of invoice
Transaction ID	A unique numeric representation which identifies each transaction in a chronological order e.g. 1,2,3,4,5
Line No	The line at which a particular item is listed within an invoice
Account ID	GL code for individual account
Customer ID	Unique code for the supplier
Country	
Product description	Description of product
Debit Amount	Debit amount for transaction (in functional currency)
Credit Amount	Credit amount for transaction (in functional currency)
Debit Amount SGD	Debit amount for transaction in Singapore Dollar
Credit Amount SGD	Credit amount for transaction in Singapore Dollar
Tax Code	Tax code for look up in tables
Tax Amount	Tax amount for transaction in functional currency
Tax Amount SGD	Tax amount for transaction in Singapore Dollar
Payments	
Transaction Date	Document date
General Ledger	
Source Type	AR and AP – or type of customer / supplier
Description	Description of transaction
Customer ID	Unique code for the customer
Supplier ID	Unique code for the supplier
Account ID	GL Code for individual account
Source Document ID	Source document number to which line relates (cheque number / invoice number / credit note number / receipt number)
Debit Amount	Debit amount for transaction (in functional currency)
Credit Amount	Credit amount for transaction (in functional currency)
Debit Amount SGD	Debit amount for transaction in Singapore Dollar
Credit Amount SGD	Credit amount for transaction in Singapore Dollar
Tax Code	Tax code for look up in tables
Tax Amount	Tax amount for transaction in functional currency
Tax Amount SGD	Tax amount for transaction in Singapore Dollar

Appendix 2 – Types of GST Supplies and Purchases

This Appendix explains the different types of GST supplies and purchases that software developers should be aware of in designing their accounting software.

Types of Supplies

For GST purposes, the supply of goods and services can be classified as one of the following five types of supplies:

- Standard-rated (including supplies under customer accounting);
- Zero-rated;
- Exempt;
- Deemed; or
- Out-of-scope.

The different types of supplies are explained below:

Standard-Rated¹²

Type of Supply	Tax Percentage (GST Rate)	Description
Standard-Rated	(i) 7%	Local supply of goods and services
Customer Accounting supply made by supplier	(ii) NA	Local supply of prescribed goods (i.e. mobile phones, memory cards and off-the-shelf software) subject to customer accounting
Customer Accounting supply made by the customer on supplier's behalf	(iii) 7%	Local supply of prescribed goods (i.e. mobile phones, memory cards and off-the-shelf software), where under Customer Accounting, the GST-registered customer is required to account for the supply on behalf of the supplier.
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	(i) SR (ii) SRCA-S (iii) SRCA-C
<p>(i) <u>Standard-Rated supplies (SR) – 7%</u> A GST-registered supplier must charge and account for GST at the prevailing standard rate (currently 7%) on all local supplies of goods and services unless the supply qualifies for zero-rating relief or exemption, or falls outside the scope of the GST Act.</p> <p>For example, a Singapore company supplies goods to its customer in Singapore. The GST collected from the customer is called output tax. The value of the standard-rated supply and the corresponding output tax must be reported in the Singapore company's GST return.</p>		

¹² Standard-rated and zero-rated supplies are collectively referred to as “taxable supplies”.

(ii) Customer Accounting supply made by supplier (SRCA-S) – NA

A GST-registered supplier is required to apply customer accounting (which means that the supplier does not charge or account output tax) on the local sale of prescribed goods (mobile phones, memory cards and off-the-shelf software) made to a GST-registered customer for his business purpose if the GST-exclusive value of this sale exceeds \$10,000. This is unless the sale of prescribed goods that exceeds the threshold:

- qualifies for zero-rating relief; or
- is an excepted supply¹³.

The supplier must however still report the GST-exclusive value of the prescribed goods as standard-rated supplies.

For example, a GST-registered supplier sells memory cards (“prescribed goods”) for \$10,500 (excluding GST) to a GST-registered customer for the customer’s business purpose and delivers the goods in Singapore. The supplier:

- must report the GST-exclusive value of the prescribed goods sold in Box 1 “Total value of standard-rated supplies” in the GST return based on the normal time of supply rules.
- **must not** report output tax under Box 6 “Output tax due” as the supplier is not allowed to charge and account for GST in this instance.

(iii) Customer Accounting supply made by the customer on supplier’s behalf (SRCA-C) – 7%

A GST-registered customer that receives a relevant supply is required to account for output tax on behalf of the supplier.

For example, a GST-registered customer purchases memory cards (“prescribed goods”) for \$10,500 (excluding GST) from a GST-registered supplier for business purpose and the goods are delivered in Singapore. The customer must:

- report the GST-exclusive value of the prescribed goods sold in Box 1 “Total value of standard-rated supplies” in the GST return based on the normal time of supply.
- report output tax under Box 6 “Output tax due” based on the normal time of supply rules as the customer is required to account for GST on behalf of the supplier.

¹³ An excepted supply is a supply of prescribed goods that is specifically excluded from customer accounting. The excepted supplies are:

(a) A supply of goods made under the Gross Margin Scheme,
(b) A supply of goods made under the Approved Third Party Logistics Company Scheme or Approved Refiner and Consolidator Scheme to an approved/specified person, and
(c) A deemed taxable supply of goods³ arising from the transfer or disposal of goods for no consideration.

Refer to IRAS website for details on the various schemes.

Zero-Rated

Type of Supply	Tax Percentage (GST Rate)	Description
Zero-Rated	0%	Supplies involving goods for export or provision of international services
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	ZR
<p>A GST-registered supplier can zero-rate (i.e. charge GST at 0%) the supply of goods and services if the supply involves the export of goods out of Singapore or if the services fall within the description of “international services” under Section 21(3) of the GST Act.</p> <p>Common examples of zero-rated supplies include the export of goods, sale of air tickets and international freight services.</p> <p>The value of the zero-rated supply must be reported in the GST return.</p>		

Exempt

Type of Supply	Tax Percentage (GST Rate)	Description
Regulation 33 Exempt Supplies	N/A	Specific categories of exempt supplies listed in Regulation 33 of the GST (General) Regulations
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	ES33
<p>Common examples include:</p> <ul style="list-style-type: none">• Interest income received from deposit of money in a financial institution in Singapore;• Absolute value of net realised exchange gain or loss;• Interest charged to customers that purchase goods or services on credit;• Interest income received from bonds. <p>No GST is chargeable on exempt supplies as they are specifically exempted from GST. This is different from zero-rated supplies where GST is chargeable (albeit at 0%).</p> <p>The value of the exempt supply must be reported in the GST return.</p>		
Type of Supply	Tax Percentage (GST Rate)	Description
Non-Regulation 33 Exempt Supplies	N/A	Exempt supplies other than those listed in Regulation 33 of the GST (General) Regulations
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	ESN33
<p>Common examples include the sale and lease of residential properties, and the supply of financial services as prescribed in the Fourth Schedule of the GST Act.</p> <p>No GST is chargeable on exempt supplies as they are specifically exempted from GST. This is different from zero-rated supplies where GST is chargeable (albeit at 0%).</p>		

The value of the exempt supply must be reported in the GST return.

Deemed

Type of Supply	Tax Percentage (GST Rate)	Description
Deemed	7%	Supplies required to be reported under the GST legislation
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	DS
<p>There are situations where the GST Act provides that a supply has taken place even though no goods or services have been supplied and / or no consideration has been paid. For GST purposes, these supplies are known as deemed supplies.</p> <p>Common examples include gifting of goods purchased from GST-registered suppliers which cost over \$200 per gift and disposal of business assets for no consideration.</p> <p>The value of the deemed supply and the corresponding output tax must be reported in the GST return.</p>		

Out-of-Scope

Type of Supply	Tax Percentage (GST Rate)	Description
Out-of-Scope	N/A	Supplies outside the scope of the GST Act
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	OS
<p>Out-of-scope supplies refer to supplies which fall outside the scope of the GST Act and therefore, no GST is chargeable.</p> <p>Common examples include third country sales (i.e. sales involving the shipment of goods from a place outside Singapore to another place outside Singapore) and sales made within a zero-GST warehouse or Free Trade Zone (i.e. goods originating from overseas remain within the zero-GST warehouse or the Free Trade Zone where the ownership of the goods is transferred to the buyer).</p> <p>Unlike standard-rated, zero-rated and exempt supplies, out-of-scope supplies are not to be reported in the GST return.</p>		

Types of Purchases

For GST purposes, the purchase of goods and services can be classified as one of the following seven types of purchases:

- Standard-rated;
- Zero-rated;
- Imports;
- Disallowed expenses;
- Purchases from non-GST registered suppliers;
- Exempt; or

- Out-of-scope.

Standard-Rated

Type of Purchase	Tax Percentage (GST Rate)	Description
Standard-Rated	(i) 7%	Purchases from GST-registered suppliers that are subject to GST at 7%
	(ii) 7%	Local purchases of prescribed goods subject to customer accounting
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	(i) TX (ii) TXCA
<p>(i) <u>Standard-rated purchases (TX) – 7%</u> Standard-rated purchases refer to all goods and services purchased for business purposes from GST-registered suppliers that are subject to GST at the prevailing standard rate (currently 7%).</p> <p>The GST to be claimed is known as input tax.</p> <p>(ii) <u>Standard-rated purchase of prescribed goods subject to customer accounting (TXCA) – 7%</u> A GST registered customer who receives a relevant supply can also claim the input tax on the purchase. The customer must report the GST-exclusive value of prescribed goods purchased in Box 5 “Total value of taxable purchases” and the input GST amount in Box 7 “Input tax and refunds claimed” of the GST return if the customer also satisfies the other input tax claiming conditions.</p>		

Zero-Rated

Type of Purchase	Tax Percentage (GST Rate)	Description
Zero-Rated	0%	Purchases from GST-registered suppliers that are subject to GST at 0%
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	ZP
<p>Zero-rated purchases refer to goods and services purchased for business purposes from GST-registered suppliers that are subject to GST at 0%.</p> <p>Common examples include the purchase of air tickets, travel insurance and international freight services.</p> <p>The value of the purchase must be reported in the GST return.</p>		

Imports

Type of Purchase	Tax Percentage (GST Rate)	Description
Imports	7%	7% GST paid to Singapore Customs on the import of goods into Singapore
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	IM
<p>Generally, in the absence of any special import relief, all goods imported into Singapore are subject to import GST at the prevailing standard rate (currently 7%). Import GST is calculated based on the import value which includes cost, insurance, freight and customs duty (if any). It is important that accounting software is able to record imports (including the import permit numbers).</p> <p>The value of the import and the import GST paid to Singapore Customs as reflected in import permit must be reported in the GST return.</p>		
Type of Purchase	Tax Percentage (GST Rate)	Description
Imports under a Special Scheme	0%	Imports where the GST payable is suspended
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	ME
<p>The Major Exporter Scheme ("MES") and the Approved Third Party Logistics ("3PL") Company Scheme are schemes that allow for import GST to be suspended on non-dutiable goods imported into Singapore.</p> <p>Goods imported under these schemes must be categorised separately from normal imports to enable businesses to distinguish between those imports where import GST is suspended and those imports where GST is paid.</p> <p>The value of the import must be reported in the GST return. It is important that accounting software is able to record imports (including the import permit numbers).</p>		

Type of Purchase	Tax Percentage (GST Rate)	Description
Imports under the Import GST Deferment Scheme	7%	Imports where the GST is suspended until the filing of the GST return
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	IGDS
<p>Under the Import GST Deferment Scheme, an approved GST-registered business can defer the payment of import GST until it files its monthly GST returns.</p> <p>The business is required to account for the deferred import GST in the monthly GST return and claim the same amount as input tax (subject to the conditions for claiming input tax) in the same GST return.</p>		

Disallowed Expenses

Type of Purchase	Tax Percentage (GST Rate)	Description
Disallowed Expenses	7%	Purchases where 7% GST is incurred but is specifically not claimable
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	BL
<p>The GST Act specifically prohibits GST-registered businesses from recovering the GST incurred on certain categories of expenditure. This is known as “disallowed expenses” or “blocked input tax”.</p> <p>Specifically, a GST-registered business is not entitled to claim the GST incurred on the following categories of expenses:</p> <ul style="list-style-type: none"> • Club subscription fees charged by sports and recreational clubs; • Medical expenses and medical / accident insurance premiums incurred by staff, unless they are obligatory under the Work Injury Compensation Act or under any collective agreement within the meaning of the Industrial Relations Act; • Benefits provided to family members or relatives of staff; • Costs and running expenses of motor cars (except Q-plated cars with COEs issued before 1 April 1998); • Expenses associated with any transaction involving betting, sweepstakes, lotteries, fruit machines or games of chance. <p>As the GST incurred on these categories of expenses cannot be claimed by the business, it is important to track these expenses separately so that they can easily be excluded from the GST returns.</p>		

Purchases from Non-GST Registered Suppliers

Type of Purchase	Tax Percentage (GST Rate)	Description
Purchases from Non-GST Registered Suppliers	N/A	Purchases from non-GST registered suppliers
Tax Code Description	Tax Type	Example of Tax Code

Goods and Services Tax (Singapore)	GST	NR
<p>Only those businesses that are registered for GST are required to account for GST on their supplies. As a result, purchases from non-GST registered suppliers are not subject to GST.</p> <p>As no GST is incurred on these purchases, it is important to track these purchases separately so that they can easily be excluded from the GST returns.</p>		

Exempt

Type of Purchase	Tax Percentage (GST Rate)	Description
Exempt	N/A	Purchases specifically exempted from GST
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	EP
<p>Exempt purchases refer to purchases that are specifically exempted from GST (i.e. no GST is levied).</p> <p>Common examples include the purchase and lease of residential properties, and the provision of certain financial services prescribed in the Fourth Schedule of the GST Act.</p> <p>As no GST is incurred on such purchases, it is important to track these purchases separately so that they can be excluded from the GST returns.</p>		

Out-of-Scope

Type of Purchase	Tax Percentage (GST Rate)	Description
Out-of-Scope	N/A	Supplies outside the scope of the GST Act
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	OP
<p>Certain types of purchases fall outside the scope of the GST Act and hence, no GST is levied.</p> <p>Common examples include the purchase of services from suppliers established overseas or the purchase of goods that are delivered from a place outside Singapore to another place outside Singapore.</p> <p>When goods and services are purchased overseas, tax may be imposed by the foreign jurisdiction that is similar to GST (i.e. Value-Added Tax). The GST-registered business is not allowed to claim a credit for this foreign tax as input tax in its GST return.</p> <p>It is important to track such purchases separately as out-of-scope purchases are not to be reported in the GST return.</p>		

Purchases by Partially Exempt Traders

Generally, GST-registered businesses are only entitled to recover the GST incurred that is directly attributable to the making of taxable supplies. Subject to certain exceptions, the

GST incurred that is directly attributable to the making of exempt supplies cannot be claimed¹⁴.

For the purpose of determining the amount of input tax claimable, partially exempt traders should further classify their standard-rated purchases as one of the following four categories:

Type of Purchase	Tax Percentage (GST Rate)	Description
Standard-rated purchases directly attributable to the making of taxable supplies	7%	Purchases from GST-registered suppliers that are subject to GST at 7%.
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	TX
This refers to goods and services purchased for business purposes from GST-registered suppliers that are subject to GST at the prevailing standard rate (currently 7%) and are directly attributable to the making of taxable supplies (i.e. directly attributable to supplies that are subject to 7% or 0% GST).		
The value of the purchase and the input tax incurred must be reported in the GST return.		
Type of Purchase	Tax Percentage (GST Rate)	Description
Standard-rated purchases directly attributable to Regulation 33 exempt supplies	7%	Purchases from GST-registered suppliers that are subject to GST at 7% and are directly attributable to the making of Regulation 33 exempt supplies
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	TX-ESS
This refers to goods and services purchased for business purposes from GST-registered suppliers that are subject to GST at the prevailing standard rate (currently 7%) and are directly attributable to the making of Regulation 33 exempt supplies. For example, services purchased from a GST-registered supplier that are directly related to the issuance of new shares.		
Type of Purchase	Tax Percentage (GST Rate)	Description
Standard-rated purchases directly attributable to Non-Regulation 33 exempt supplies	7%	Purchases from GST-registered suppliers that are subject to GST at 7% and are directly attributable to the making of Non-regulation 33 exempt supplies
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	TX-N33
This refers to goods and services purchased for business purposes from GST-registered suppliers that are subject to GST at the prevailing standard rate (currently 7%) and are directly attributable to the making of Non-Regulation 33 exempt supplies. For example, services purchased from a GST-registered supplier that are directly related to the sale of residential property in Singapore.		

¹⁴ For more information on the rules governing the claiming of input tax by a partially exempt trader, please refer to the IRAS e-Tax Guide, "GST: Partially Exempt Traders and Input Tax recovery" available at www.iras.gov.sg.

Type of Purchase	Tax Percentage (GST Rate)	Description
Residual input tax	7%	Purchases from GST-registered suppliers that are subject to GST at 7% and are attributable to the making of both taxable and exempt supplies
Tax Code Description	Tax Type	Example of Tax Code
Goods and Services Tax (Singapore)	GST	TX-RE
<p>This refers to purchases from GST-registered suppliers for business purposes that are subject to GST at the prevailing standard rate (currently 7%) and are attributable to the making of both taxable and exempt supplies.</p> <p>Common examples would include rental of office premises and purchases of stationery.</p>		

Tax Codes

Please note that the tax codes provided above are recommended to allow proper classification of common GST supply and purchase scenarios. They are not intended to be prescriptive or comprehensive. IRAS will usually accept a different tax coding system designed by software developers.

When software developers adopt different tax codes from those above, a full list of the tax codes used along with a description of each tax code should be provided to IRAS at the time of application.

Appendix 3 – IRAS Audit File (“IAF”) in Pipe Delimited Text File Format

1. Company Information Table

Table Header (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
ComplInfoStart	This denotes the start of the Company Information Table	String[20]	ComplInfoStart

Table Body (There can be **one row, or multiple rows**, for this table)

Field Name	Field Description	Data Type	Default Value
CompanyName	Name of Business User	String[100]	
CompanyUEN	Business' Unique Entity Number	String[16]	
GSTNo	Business' GST Registration Number	String[16]	
PeriodStart	Start of period covered in IAF	Date	9999-12-31
PeriodEnd	End of period covering in IAF	Date	9999-12-31
IAFCreationDate	IAF creation date	Date	9999-12-31
ProductVersion	Accounting software name and version	String[100]	
IAFVersion	IRAS Audit File (IAF) version number	String[2]	IAFv1.0.0

Table Footer (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
ComplInfoEnd	This denotes the end of the Company Information Table	String[20]	ComplInfoEnd

2. Purchase Listing Table

Table Header (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
PurcDataStart	This denotes the start of the Purchases Table	String[20]	PurcDataStart

Table Body (There can be **one row, or multiple rows**, for this table, sorted by InvoiceDate)

Field Name	Field Description	Data Type	Default Value
SupplierName	Name of Supplier	String[100]	
SupplierUEN	Unique Entity Number (UEN) of supplier	String[16]	
InvoiceDate	Date of Invoice	Date	9999-12-31
InvoiceNo	InvoiceNo	String[50]	
PermitNo	Cargo Clearance Import Permit Number	String[20]	
LineNo	Number of Invoice Line	Long	0
ProductDescription	Description of Product	String[250]	
PurchaseValueSGD	Value of purchase excluding GST in Singapore Dollar	Decimal [14,2]	0.00
GSTValueSGD	Value of GST in Singapore Dollar	Decimal [14,2]	0.00
TaxCode	Tax code for lookup in tables	String[20]	Refer to Appendix 2

FCYCode	IOS's currency codes (3-letter alphabetical code) of foreign currency	String[3]	Xxx
PurchaseFCY	Value of purchase excluding GST in Foreign Currency (if applicable)	Decimal [14,2]	0.00
GSTFCY	Value of GST in Foreign Currency (if applicable)	Decimal [14,2]	0.00

Table Footer (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
PurcDataEnd	This denotes the end of Purchase Listing Table	String[20]	PurcDataEnd
PurchaseTotalSGD	Sum of value of purchases in this table in Singapore Dollar	Decimal [14,2]	0.00
GSTTotalSGD	Sum of value of GST in this table in Singapore Dollar	Decimal [14,2]	0.00
TransactionCountTotal	Total count of transactions in this table	Long	0

3. Supply Listing Table

Table Header (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
SuppDataStart	This denotes the start of the Supply Table	String[20]	SuppDataStart

Table Body (There can be **one row, or multiple rows**, for this table, sorted by InvoiceDate)

Field Name	Field Description	Data Type	Default Value
CustomerName	Name of Customer	String[100]	
CustomerUEN	Unique Entity Number (UEN) of customer	String[16]	
InvoiceDate	Date of Invoice	Date	9999-12-31
InvoiceNo	InvoiceNo	String[50]	
LineNo	Number of Invoice Line	Long	0
ProductDescription	Description of Product	String[250]	
SupplyValueSGD	Value of supply excluding GST in Singapore Dollar	Decimal [14,2]	0.00
GSTValueSGD	Value of GST in Singapore Dollar	Decimal [14,2]	0.00
TaxCode	Tax code for lookup in tables	String[20]	Refer to Appendix 2
Country	Destination of goods being exported	String[50]	
FCYCode	IOS's currency codes (3-letter alphabetical code) of foreign currency	String[3]	Xxx
SupplyFCY	Value of supply excluding GST in Foreign Currency (if applicable)	Decimal [14,2]	0.00
GSTFCY	Value of GST in Foreign Currency (if applicable)	Decimal [14,2]	0.00

Table Footer (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
SuppDataEnd	This denotes the end of Supply Listing Table	String[20]	SuppDataEnd
SupplyTotalSGD	Sum of value of supplies in this table in Singapore Dollar	Decimal [14,2]	0.00
GSTTotalSGD	Sum of value of GST in this table in Singapore Dollar	Decimal [14,2]	0.00
TransactionCountTotal	Total count of transactions in this table	Long	0

4. General Ledger Table

Table Header (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
GLDataStart	This denotes the start of the General Ledger table	String[20]	GLDataStart

Table Body (There can be **one row, or multiple rows**, for this table, sorted by InvoiceDate)

Field Name	Field Description	Data Type	Default Value
TransactionDate	Date of Transaction	Date	9999-12-31
AccountID	GL Code for individual account	String[20]	
AccountName	Name of individual GL Account	String[100]	
TransactionDescription	Description of the transaction	String[250]	
Name	Name of entity involved in transactions where applicable	String[100]	
TransactionID	A unique number that can group related double entries together	String[20]	
SourceDocumentID	Source document number to which line relates (for example, cheque number, invoice number. Credit note number, trust receipt number)	String[50]	
SourceType	Refers to the type of transaction such as AR, AP, Inventory Sale, Purchases, Cash Disbursement, Cash Receipt, General Journal etc ¹⁵	String[20]	
Debit	Debit Amount	Decimal [14,2]	0.00
Credit	Credit Amount	Decimal [14,2]	0.00
Balance	Balance Amount	Decimal [14,2]	0.00

¹⁵ The list of examples provided is not exhaustive and the descriptions are dependent on the software developer.

Table Footer (There shall be **one, and only one, row** for this table)

Field Name	Field Description	Data Type	Default Value
GLDataEnd	This denotes the end of General Ledger Table	String[20]	GLDataEnd
TotalDebit	The total of all debit amounts in this table	Decimal [14,2]	0.00
TotalCredit	The total of all credit amounts in this table	Decimal [14,2]	0.00
TransactionCountTotal	Total count of transactions in this table	Long	0
GLTCurrency	ISO's currency codes (3-letter alphabetical code) of currency used in General Ledger Table	String[3]	SGD

Notes applicable for all four Tables

- [N,n] where 'N' denotes the maximum length and 'n' denotes the number of decimal place (if applicable) for each field. Example, 1.23 will satisfy [3,2] while 123.12 will not.
- Each field in each table must be delimited by an ASCII '|' character. The ASCII numerical equivalent of this '|' character is 124 (decimal), or 0x7C (hexadecimal).
- As '|' is used as a separator, please ensure that this character is not used in the fields.
- For data of type String, the default value will be an empty string (i.e. no characters to be used)
- For data of type Decimal, the default value will be 0.00
- For data of type Long, the default value will be 0
- For data of type Date, the default value will be 9999-12-31 (YYYY-MM-DD)

5. Sample of IAF in pipe delimited text file format

A sample of an IAF in pipe delimited text file format is attached in Appendix 7.

Appendix 4 – IRAS Audit File (“IAF”) in XML File Format

1. XML Schema

A sample of a XML schema is attached alongside the guide:

2. Sample of IAF in XML file format

A sample of an IAF in XML file format is attached in Appendix 7.

3. XML Rules and Syntax Validation

Rules to ensure:

1. All XML elements must have a closing tag
2. XML tags are case sensitive
3. XML elements must be properly nested
4. XML documents must have a root element
5. XML attribute values must be quoted
6. Entity references

5 predefined entity references in
XML:

<	<	less than
>	>	greater than
&	&	ampersand
'	'	apostrophe
"	"	quotation mark

7. XML document should be well-formed (properly indented and formatted).

Appendix 5 – Producing Data Required for GST Return Preparation

We have set out below a description of the common transactions that should be reported in each box of a GST return (please note that the examples provided are not exhaustive):

GST Return	Description	Types of Supplies / Purchases	Applicable Tax Codes
Box 1 : Total Value of Standard-Rated Supplies (excluding GST)	Includes: <ul style="list-style-type: none"> - Supplies of goods made in the course of business - Customer Accounting supply made by the supplier - Customer Accounting supply made by the customer on supplier's behalf - Supplies of services made in the course of business - Supplies to staff - Sale of business assets - Deemed supplies 	<ul style="list-style-type: none"> - Standard-Rated Supplies - Supplies subject to Customer Accounting - Deemed Supplies 	SR SRCA-S/ SRCA-C DS
Box 2 : Total Value of Zero-Rated Supplies	Includes: <ul style="list-style-type: none"> - Supplies of goods which are exported - Supplies of international services 	<ul style="list-style-type: none"> - Zero-Rated Supplies 	ZR
Box 3 : Total Value of Exempt Supplies	Includes: <ul style="list-style-type: none"> - Sale and lease of residential properties - Supplies of financial services under the Fourth Schedule of the GST Act - Realised exchange gains/losses 	<ul style="list-style-type: none"> - Regulation 33 Exempt Supplies - Non-Regulation 33 Exempt Supplies 	ES33 ESN33
Box 4 : Total Supplies	Total of Box (1) + Box (2) + Box (3)		
Box 5 : Total Value of Taxable Purchases (excluding GST)	Includes the net amount relating to: <ul style="list-style-type: none"> - Standard-Rated Purchases (including purchases of prescribed goods subject to customer accounting) - Zero-Rated Purchases - Imports - Imports under Major Exporter Scheme 	<ul style="list-style-type: none"> - Standard-Rated Purchases - Zero Rated Purchases - Imports - Imports under Major Exporter Scheme - Imports under Import GST Deferment Scheme¹⁶ 	TX / TXCA ZP IM ME IGDS

¹⁶ A GST-registered business would be required to account for the import GST suspended at the time of importation in the GST return.

	- Imports under Import GST Deferment Scheme		
Box 6 : Output Tax Due	Includes: <ul style="list-style-type: none"> - Supplies of goods made in the course of business - Supplies of services made in the course of business - Supplies to staff - Sale of business assets - Deemed supplies - Customer Accounting supply received by the customer 	<ul style="list-style-type: none"> - Standard-Rated Supplies - Deemed Supplies - Supply subject to customer accounting, where output tax is accounted for on behalf of the supplier 	SR DS SRCA-C
Box 7 : Input Tax and Refunds Claimed	Includes the GST amount relating to: <ul style="list-style-type: none"> - Standard-Rated Purchases (including purchases of prescribed goods subject to customer accounting) - Imports <p><i>Reminder: All purchases in non-Singapore Dollar must be converted to Singapore Dollar (i.e. the Singapore Dollar amounts stated in the suppliers' tax invoices).</i></p>	<ul style="list-style-type: none"> - Standard-Rated Purchases - Imports 	TX ¹⁷ ZP IM ME IGDS TXCA ¹⁶
Box 8 : Net GST to be Paid to / Claimed from IRAS	Box (6) – Box 7		
Box 9 : Total Value of Goods Imported Under MES / 3PL / Other Approved Scheme	Includes the net value of imports under the Major Exporter Scheme ("MES") / Approved Third Party Logistics ("3PL") Company Scheme / other approved schemes	<ul style="list-style-type: none"> - Imports under a Special Scheme 	ME
Box 10: Did you claim for GST you had refunded to tourists?			
Box 11: Did you make any bad debt relief	(yes / no)		

^{16/17} Subject to partial exemption rules - for more information, please refer to the IRAS e-Tax Guide "GST: Partially Exempt Traders and Input Tax Recovery" available at www.iras.gov.sg.

claims?			
Box 12: Did you make any pre-registration claims?	(yes / no)		
Box 13: Revenue			

Categories of supplies / purchases not reported in the GST return:

Supplies: Out-of-Scope Supplies (Tax Code: OS)

Purchases: Disallowed Expenses (BL)
Purchases from Non-GST Registered Suppliers (NR)
Exempt Purchases (EP)
Out-of-Scope Purchases (OP)

For more information on GST return preparation, please refer to the following e-Tax Guide and checklist available at www.iras.gov.sg:

- ☐ How Do I Prepare My GST Return?
- ☐ Checklist of Completing GST Return

Appendix 6 – Self-Review Checklist for Accounting Software Developers

Please find the Self-Review Checklist attached alongside the guide:

List of required documents to be submitted along with the Self-review checklist (in both hardcopy and softcopy)

- Latest ACRA Business Profile
- Copy of IAF generated from test data in Appendix 7
- Local Agent letter (if required)
- Virus-Free CD or DVD of the software
- 5 reference letters from non-related resellers / consumers
- Audited Financial Statements for the last 3 years
- Communication Plan
- Key software development personnel's resumes
- Training Programme
- Information of accounting / tax expertise
- Information of technical support team

Appendix 7 – Test Data and Desired IRAS Audit File (“IAF”) Output

Please find the test data, sample of IAF in pipe delimited text file format and in XML file format (generated using test data) attached alongside the guide.

Appendix 8 – Annual Renewal Form

Please find the Annual Renewal Form attached alongside the guide.

Glossary

ASR	Accounting Software Register
IAF	IRAS Audit File
IRAS	Inland Revenue Authority of Singapore
OECD	Organisation for Economic Co-operation and Development