


User Guide

Update Notice Preferences (UNP) for Companies/ Businesses/ Tax Agents




Step 1

- At myTax Portal login page, select the relevant login option.
 - Select **Business Tax** if you are logging in on behalf of the company/ business.
 - Select **Tax Agent Login > Business Client** if you are logging in on behalf of your client. This is a third-party login.


INLAND REVENUE
AUTHORITY
OF SINGAPORE

Announcement: [Weekly maintenance hours \(Singapore time\):](#)
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Login to myTax Portal

-  Personal Tax
-  Business Tax
-  Tax Agent Login ▼

> [Client Notice of Transfer](#)

> [Request Singpass/ Corppass](#)

a) **If you have logged in via Business Tax**

Step 2A

- Upon logging in, the notice preferences for each tax type will be displayed.
- Click **View Details** if you wish to view/ update your notice preferences for the tax types for which you are authorised.

Note

The company/ business has subscribed to the following notifications for its tax notices:

Email notification

- Corporate Tax e-notices

By post to your company's/ business' registered address

- GST paper notices
- Tax Clearance paper notices
- S45 Withholding Tax paper notices

VIEW DETAILS

Step 2B

- Alternatively, on the navigation bar, click **Account > Profile > Update Notice Preferences**.



TEST_TSSB_R1B_ENTITY3
Tax Ref No. G9101137P

Email Us (myTax Mail) | Notices/ Letters | Account | Logout

Overview | Individuals | Property | S45 | More

Last login on Monday, 01 Jan 0001 12:00 AM (Singapore time).

Note
You will receive **paper notices** at your residential/ mailing address. To receive SMS notices available for viewing in "Notices/ Letters" digital service, please [update your notification preferences](#).

Profile

- Update Contact Details
- Manage e-Notice Preferences
- Update Notice Preferences**

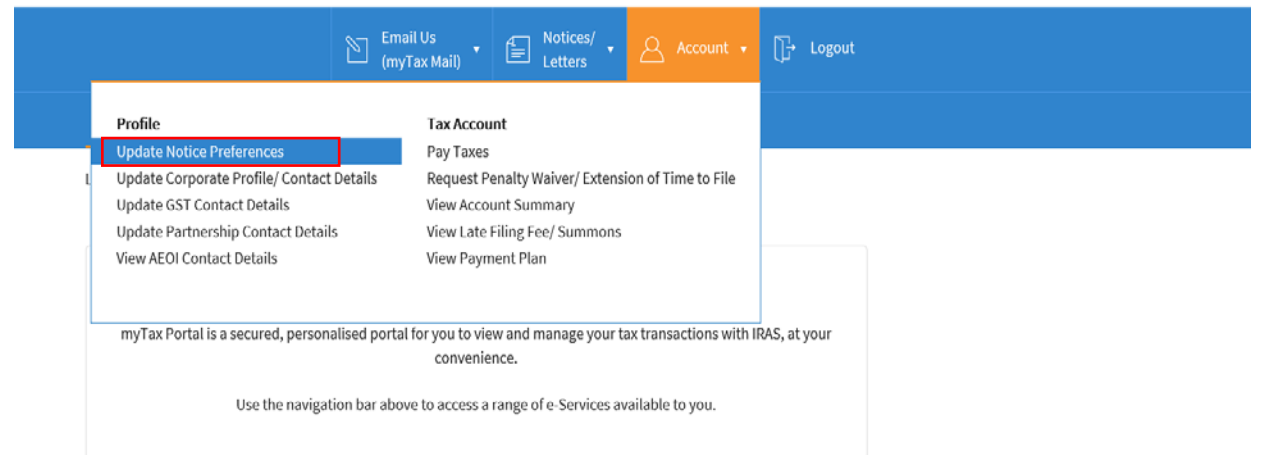
Tax Account

- Apply for Payment Plan
- Pay Taxes
- Request Penalty Waiver/ Extension of Time to File
- View Account Summary
- View Late Filing Fee/ Summons
- View/ Cancel Payment Plan

b) If you have logged in via Tax Agent Login

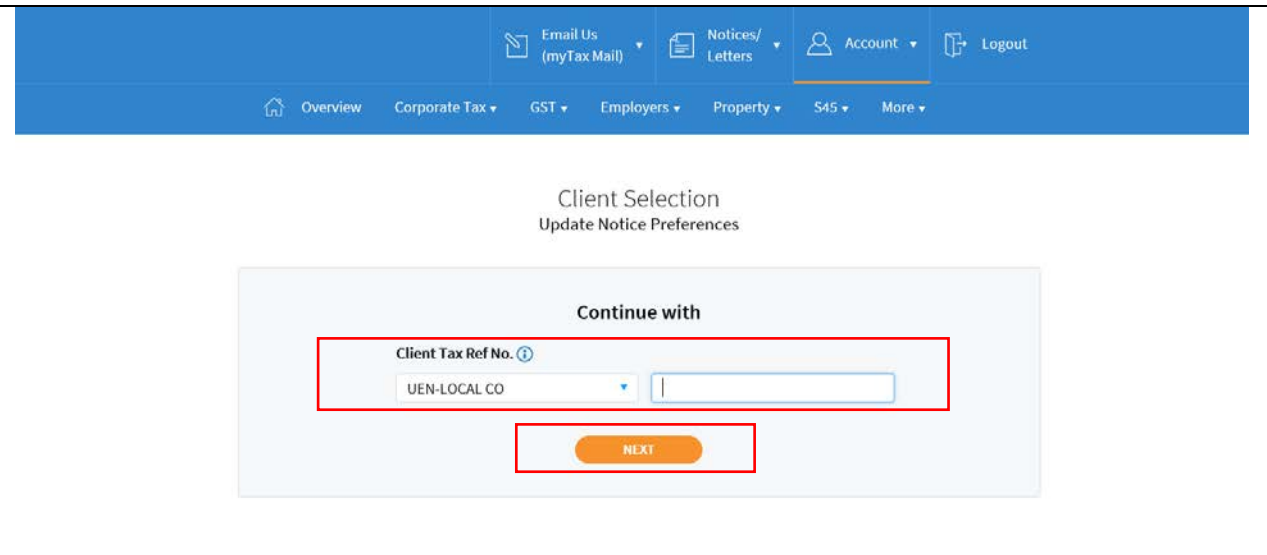
Step 2A

- On the navigation bar, click **Account > Profile > Update Notice Preferences**.



Step 2B

- Select the appropriate entity ID type (e.g. UEN-LOCAL CO, GSTN) and enter your client's tax reference number.
- Click **Next**.



Step 3A

- On the “Update Notice Preferences” page, you can select one of the following options for each authorised tax type, if you are the Corppass approver[^]:

- Email; **or**
- Paper notice at the company’s/ business’ registered address

[^] If you are a Corppass preparer, you will only be able to view but not update your company’s / business’ notice preferences.

- If you select “Email”, the Corppass approver will be able to enter up to 4 email addresses (limit to 50 characters per email address) per authorised tax type.

An email notification will be sent* to the email address(es) whenever the entity’s digital notices are available for viewing in “Notices/ Letters” digital service on myTax Portal.

**Changes to your company’s/ business’/ your client’s notification preference will take effect within 7 days.*

- If you select “Paper notice at the company’s/ business’ registered address”, paper notices will be sent to the entity’s registered address. You will not receive email notifications once you are subscribed to this option.
- Click **Save Preference** to save all updates.

Sansing Asia Pte Ltd
Tax Ref No. 201201234A

Email Us (myTax Mail) Notices/ Letters Account Logout

Overview Corporate Tax GST Employers Property S45 More Search

Important
The company/ business has subscribed to the following notifications for its tax notices:
Email notification
• Corporate Tax e-notices
• S45 Withholding Tax e-notices
By post to your company's/ business' registered address
• GST paper notices
• Property Tax paper notices

Update Notice Preferences

By selecting the "Email" option, the company/ business will receive e-notices. The company/ business will be notified via email when its tax notice is available for viewing in "Notices/ Letters" digital service. No paper notices will be sent.

The tax type listed below is based on Corppass authorisation.

Notification Preference

Add this email address to all tax types ADD

1. For Corporate Tax
Email: janetan@texas.com
claralin@tax.com
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM

2. For GST
 Email: janetan@texas.com
claralin@tax.com
name@company.com
name@company.com
 Paper notice at the company's/ business' registered address
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM

3. For Property Tax
Paper notice at the company's/ business' registered address
Last updated by: -

4. For Tax Clearance
Email: claralin@tax.com
jerometham@texas.com
kevinwong@texas.com
lucasyeo@texas.com
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM

4. For S45 Withholding Tax
Paper notice at the company's/ business' registered address
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM

By saving this preference:

- You have read and agreed to the Terms and Conditions Governing IRAS' Electronic Notices and Alerts Notification Service; and
- You have given consent to IRAS to apply the company's/ business' preferred notification settings to all notices under the Income Tax Act, Goods and Services Tax Act or Property Tax Act.

CANCEL SAVE PREFERENCE

Step 3B

- Alternatively, if you are an authorised Corppass approver for all tax types relevant to the company/ business and wish to receive email notifications for all of them, you can use the **Add this email address to all tax types** feature. The email address(es) will be automatically added to all available tax types, after the “Add” button is clicked.
- Click **Save Preference** to save all updates.

The screenshot shows the IRAS e-notice notification preference update page for Sansung Asia Pte Ltd (Tax Ref No. 201201234A). The page header includes navigation links for Overview, Corporate Tax, GST, Employers, Property, S45, and More, along with a search bar. A blue banner at the top features a building image.

Important
The company/ business has subscribed to the following notifications for its tax notices:

- Email notification**
 - Corporate Tax e-notices
 - S45 Withholding Tax e-notices
- By post to your company's/ business' registered address**
 - GST paper notices
 - Property Tax paper notices

Update Notice Preferences

By selecting the "Email" option, the company/ business will receive e-notices. The company/ business will be notified via email when its tax notice is available for viewing in "Notices/ Letters" digital service. No paper notices will be sent.

The tax type listed below is based on Corppass authorisation.

Notification Preference

Add this to all tax types

- 1. For Corporate Tax**
Email: janetan@texas.com
claralin@tax.com
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM
- 2. For GST**
Paper notice at the company's/ business' registered address
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM
- 3. For Property Tax**
Paper notice at the company's/ business' registered address
Last updated by: -
- 4. For Tax Clearance**
Email: claralin@tax.com
jeromtham@texas.com
kevinwong@texas.com
lucasyeo@texas.com
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM
- 4. For S45 Withholding Tax**
 Email:

 Paper notice at the company's/ business' registered address
Last updated by: Sylvia Teo, 16 May 2019 8:00 AM

By saving this preference:

- You have read and agreed to the Terms and Conditions Governing IRAS' Electronic Notices and Alerts Notification Service; and
- You have given consent to IRAS to apply the company's/ business' preferred notification settings to all notices under the Income Tax Act, Goods and Services Tax Act or Property Tax Act.

Step 4

If you wish to save a digital copy of the acknowledgement page, you can either retrieve it from the “Notices/ Letters” digital service*, or click on **Save As PDF/ Print**.

**The acknowledgement page will be deposited in “Notices/ Letters” digital service on the same day of submission, and is titled “Acknowledgement of Notification Preference”.*

XXX
Tax Ref No. 200310073H

Email Us
(myTax Mail) ▾

Notices/
Letters ▾

Account ▾

Logout

Overview Corporate Tax ▾ GST ▾ Employers ▾ More ▾

Update Notice Preferences SAVE AS PDF/ PRINT

Acknowledgement

Successful Submission

Your request to change the company's/ business' notification preference has been updated and it will take effect within 7 days.

Name	XXX	Tax Ref No.	200310073H
Acknowledgement No.	406959	Date/ Time	15 Sep 2025 3:46 PM
Updated by	XXX		

You have requested to update the following details:

For Corporate Tax
Email

- Added -
123@YAHOO.COM

For GST
Email

- Added -
3333@APPLE.COM

- Removed -
CCC@BAIDU.COM

Note

- By selecting Email notification, the company/ business will receive e-notices in 'Notices/ Letters' digital service and no paper notices will be sent.
- You have read and agreed to the [Terms and Conditions Governing IRAS' Electronic Notices and Alerts Notification Service](#); and
- You have given consent to IRAS to apply the company's/ business' preferred notification settings to all notices under the Income Tax Act, Goods and Services Tax Act or Property Tax Act.

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