



# **View Submission Status of Certificate of Residence by Non-Resident Payees**

**USER GUIDE**

# Contents

1	Access to S45 e-Services via <b><i>myTax Portal</i></b>	pg 3
2	Login to <b><i>myTax Portal</i></b>	pg 4
3	Accessing S45 e-Services	pg 5
4	Accessing 'View Filing Status of COR' screen	pg 6
5	'Search Submission Status' screen	pg 7
6	Types of Submission Status	pg 8
7	Definitions of Submission Status	pg 9
8	Search for COR with 'Pending' Status	pg 10
9	Result List of COR with 'Pending' Status	pg 11

# View Submission Status of Certificate of Residence

Login to *myTax Portal* by selecting the appropriate option

The screenshot shows the myTax Portal homepage. At the top left is the Inland Revenue Authority of Singapore logo. The main header reads "At myTax Portal, You Surf, We Serve". On the top right is the Singapore Government logo with the tagline "Integrity • Service • Excellence" and links for "Contact Info / Feedback / Sitemap". A navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ.

The main content area is divided into several sections:

- Welcome to myTax Portal**: A message stating that myTax Portal is a safe and secure one-stop personalised portal for taxpayers to transact with IRAS electronically.
- If you are logging in on behalf of your organisation**: A blue box with an arrow pointing to the "My Organisation's/Business' Tax Matters" option in the login steps. Below it, text asks users to ensure they have the Organisation's Tax Reference Number and have been authorised via EASY.
- Information on e-Services**: A blue box with a list of links: Individuals, Businesses, GST, Property, and Other e-Services.
- e-Services that can be accessed without logging in**: A blue box with sub-sections: Business (View DIN and Date of Extension of Form C, View Officer-in-charge), GST (View Register of GST Registered Businesses), Property (Search for Building & Estate Names, e-Valuation List, Integrated Legal Requisition System (InteReq)), Payment (Internet Payment via eNets Debit), and Others (e-Stamping, Search for Licensed Appraisers & House Agents).

On the right side, there are several informational boxes:


- Step 1 - I am logging in for**: A red box with radio button options for "My Personal Tax Matters", "My Organisation's/Business' Tax Matters", and "My Client's Tax Matters". Below it, "Step 2 - I am logging in using" has buttons for "SingPass" and "IRAS PIN", and a link to "Request SingPass or IRAS PIN".
- Log in to EASY**: A blue box with an arrow pointing to "To authorise employees or third parties to access government e-services".
- Availability notice**: A light blue box stating that myTax Portal and EASY will not be available on Mon to Sat, from 2am to 6am (SGT) and on Sun, from 2am to 8.30am (SGT), due to daily maintenance.
- GIRO**: A box with the GIRO logo and text: "Join GIRO to enjoy interest free installment payment. You may submit your GIRO applications online, if you have an ibanking account with DBS or OCBC. For a paper copy of the form, please download the form."
- FORGOTTEN YOUR PASSWORD ?**: A red box with text: "With Immediate Reset you will never have to worry about forgetting your SingPass again. To sign up and find out more, please log on to www.singpass.gov.sg".

A yellow callout box with a blue arrow pointing to the "My Organisation's/Business' Tax Matters" option contains the text: "Select option to login to myTax Portal (for authorized staff)".

At the bottom left, a footer note states: "This site is optimised for 800 X 600 screen resolution. 2008 © IRAS. All Rights Reserved. Please read Privacy Policy and Terms of Use." At the bottom right, there is a "Click to verify" button with a red 'x' icon.


# View Submission Status of Certificate of Residence

myTax Portal login page



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

**At myTax Portal,**  
*You Surf, We Serve*



Singapore Government  
Integrity • Service • Excellence

[Contact Info](#) / [Feedback](#) / [Sitemap](#)

---

[Home](#) | [About IRAS](#) | [News & Events](#) | [Careers](#) | [Ask IRAS](#) | [Useful Links](#) | [Technical FAQ](#)

- **Log in to myTax Portal**
- **e- Services Authorisation System (EASY)**
- **Request for SingPass /IRAS PIN**
- Request for SingPass
- Request for IRAS PIN
- **Information On**
- Individual Income Tax
- Corporate Tax
- Goods & Services Tax
- Property Tax
- Others
- **For Employers**
- **Our e-Services**
- **Payments & Refunds**
- Information on Payments & Refunds
- GIRD Application Forms
- **Tax Resources**
- e-Tax Guides
- Downloadable Forms
- Average Exchange Rates
- Tax Treaties
- **Other Information**
- About IRAS
- Press Statements
- Careers & Scholarships
- Sitemap
- Useful Links
- **Contact IRAS**

**I am logging in for my organisation's/business' tax matters**

My Tax Reference Number :    
(e.g. S1234567Z, F1234567A)

My IRAS PIN :

My Organisation Tax Reference Number :

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

[Forgotten your PIN?](#)

**Please enter the correct Organisation Tax Reference Number as follows:**

Local Companies with UEN (yyyynnnnnX format)	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies with UEN (TyyPQnnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08FC1234A) [previously known as "ROC"]
Local Businesses (exclude sole-proprietorships for GST) /Partnerships with UEN (nnnnnnnnX format)	Select "UEN-BUSINESS" and enter the number (e.g. 52912345A) [previously known as "ROB"]
Limited Liability Partnerships with UEN (TyyPQnnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08S1234A)
Others without UEN	Select "ASGD" and enter the number (e.g. A25001233) or Select "ITR" and enter the number (e.g. 2001123456X)
Organisations under GST group registration	Select "GSTN" and enter the number (e.g. M91234567X or MR2345678A)
Organisations under GST divisional registration	Please login using respective individual member's Tax Reference Number for: - Apply for Declaration of Agents
Sole Proprietorships own by individual person for GST	Select "GSTN" and enter the number (e.g. M91234567X or MB2345678A)
	Please login using the Parent entity's Tax Reference Number for: - Apply for Major Exporter Scheme
	Select "GSTN" and enter the number (eg M91234567X or MX2345678A)

IRAS 06/09/2009-62R

# View Submission Status of Certificate of Residence

## Accessing S45 e-Services

The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the text "At myTax Portal, You Surf, We Serve" and the Singapore Government logo with the tagline "Integrity • Service • Excellence". A navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left-hand menu lists various services, with "S45 Withholding Tax" highlighted in a red box. A red arrow points from this box to a yellow callout box containing the instruction: "Click on 'S45 Withholding Tax' on the left-hand menu to access S45 e-Services." The main content area shows user details: Name of Organisation: WXTY EVRE TCF RXG and Tax Reference No.: 2009XXXXXA. Below this is a "Messages" section with links for "What I Need To Do", "Useful Tax Info", "Last Completed Portal Transactions", and "What's New". The footer of the page displays "IRAS 06/09/2009-62R".

INLAND REVENUE AUTHORITY OF SINGAPORE

At myTax Portal, You Surf, We Serve

Singapore Government Integrity • Service • Excellence

Contact Info / Feedback / Site Map

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

- Home
- Log out from myTax Portal
- Change IRAS PIN
- e-Services For
  - Property Tax
  - S45 Withholding Tax**
- Tax Resources
  - e-Tax Guides
  - Downloadable Forms
  - Average Exchange Rates
  - Tax Treaties
- Contact IRAS

Name of Organisation : WXTY EVRE TCF RXG

Tax Reference No. : 2009XXXXXA

Messages

- What I Need To Do
- Useful Tax Info
- Last Completed Portal Transactions
- What's New

Click on "S45 Withholding Tax" on the left-hand menu to access S45 e-Services.

IRAS 06/09/2009-62R

# View Submission Status of Certificate of Residence

Accessing 'View Filing Status of COR' screen

The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The top right features the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Contact Info / Feedback / Sitemap'. The main header includes the slogan 'At myTax Portal, You Surf, We Serve' and a navigation bar with links: Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ.

The left sidebar contains a menu with the following items:

- Home
- Log out from *myTax Portal*
- Change IRAS PIN
- e-**S**ervices For
  - S45 Withholding Tax
- Tax Resources
  - e-Tax Guides
  - Downloadable Forms
  - Average Exchange Rates
  - Tax Treaties
- Contact IRAS

The main content area is titled 'Section 45 Withholding Tax e-Services' and lists several options:

- File New Section 45 Withholding Tax Form
- Retrieve Draft for Section 45 Withholding Tax Form
- Retrieve Section 45 Withholding Tax Form for Approval
- View Offline Submission Status For S45 Withholding Tax
- View Submission Status of Certificate of Residence** (highlighted with a red box and a yellow callout box with an arrow pointing to it and the text 'Click on hyperlink')
- View S45 Withholding Tax GIRO Deduction Details

At the bottom left of the main content area, there is a link: << Back to Home

The footer of the page contains the text: IRAS 27/07/2010-62R

# View Submission Status of Certificate of Residence

## 'Search Submission Status' screen

INLAND REVENUE AUTHORITY OF SINGAPORE

At myTax Portal,  
You Surf, We Serve

Singapore Government  
Integrity • Service • Excellence

Contact Info / Feedback / Sitemap

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

Home

Log out from myTax Portal

Change IRAS PIN

e-Services For

S45 Withholding Tax

General GST Services

Tax Resources

e-Tax Guides

Downloadable Forms

Average Exchange Rates

Tax Treaties

Contact IRAS

**View Submission Status of Certificate of Residence by Non-Resident Payee**

Name of Organisation : WXTY EVRE TCF RXG

Tax Reference No. : 2009XXXXXA

**Search Submission Status**

\*Submission Status :

Certificate of Residence For Year (yyyy) :

<< Back To S45 e-Services

<< Back To Home

IRAS 04/09/2009-62R

[NHII562R] Internet

To view the status of CORs,

1. Select the desired submission status to view
2. Calendar year of the COR (optional field)
3. Click 'Query'

# View Submission Status of Certificate of Residence

## Types of Submission Status

The screenshot displays the myTax Portal interface for viewing the submission status of a Certificate of Residence (COR) by a non-resident payee. The page header includes the Inland Revenue Authority of Singapore logo and the Singapore Government logo. The main navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The left sidebar lists various services such as Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (S45 Withholding Tax, General GST Services, Tax Resources), and Contact IRAS. The main content area is titled "View Submission Status of Certificate of Residence by Non-Resident Payee" and contains a form with the following fields:

- Name of Organisation: WXTY EVRE TCF RXG
- Tax Reference No.: 2009XXXXXA
- Search Submission Status section with a dropdown menu for Submission Status.

The dropdown menu is open, showing the following options:

- Please Select
- COR RECEIVED
- NOT REQD
- PENDING
- UNDER REVIEW

A yellow callout box with the text "Types of submission status" points to the dropdown menu. Below the form, there are "Query" and "Clear" buttons, and links for "<< Back To S45 e-Services" and "<< Back to Home". The footer of the page displays "IRAS 04/09/2009-62R".

# View Submission Status of Certificate of Residence

## Definitions of Submission Status

S/N	COR Submission Status	Definition
1	COR RECEIVED	COR has been received by IRAS
2	NOT REQD	COR submission is not required
3	PENDING	COR not received by IRAS yet
4	UNDER REVIEW	COR is currently under officers' review and update

# View Submission Status of Certificate of Residence

## Search for COR with 'Pending' Status

**INLAND REVENUE AUTHORITY OF SINGAPORE**

**At myTax Portal,**  
*You Surf, We Serve*

**Singapore Government**  
Integrity • Service • Excellence

Contact Info / Feedback / Sitemap

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

**Home** | **Log out from myTax Portal** | **Change IRAS PIN** | **e-Services For**

**View Submission Status of Certificate of Residence by Non-Resident Payee**

Name of Organisation : WXTY EVRE TCF RXG  
Tax Reference No. : 2009XXXXXA

**Search Submission Status**

\*Submission Status :   
Certificate of Residence For Year (yyyy) :

[<< Back To S45 e-Services](#)  
[<< Back to Home](#)

IRAS 04/09/2009-62R

[NHII562R] Internet

To find out which COR is still outstanding,  
1. Select status = 'Pending'  
2. Click 'Query'

# View Submission Status of Certificate of Residence

## Result List of CORs with 'Pending' Status

**INLAND REVENUE AUTHORITY OF SINGAPORE**  
*At myTax Portal, You Surf, We Serve*

Singapore Government  
Integrity • Service • Excellence  
[Contact Info / Feedback / Sitemap](#)

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

View Submission Status of Certificate of Residence by Non-Resident Payee

Name of Organisation : WXTY EVRE TCF RXG  
Tax Reference No. : 2009XXXXXA

**Submission Status** 8 result(s) found.

No.	Certificate for Year	Status	Date Due	Date Not Required/Date Received	Date of Extension	Payee Name
1	2008	PENDING	31/07/2009		01/09/2009	ARIGATO
2	2008	PENDING	31/07/2009			HITACHI CONSTRUCTION
3	2007	PENDING	31/07/2009			LISA
4	2008	PENDING	31/07/2009			LISA
5	2007	PENDING	31/07/2009			YING PLUS VENTURES
6	2006	PENDING	31/07/2009			YING PLUS VENTURES
7	2009	PENDING	31/03/2010			DTR 1
8	2009	PENDING	31/03/2010			ORT SCENARIO 1.3

1

Only Certificate of Residence records from 01/10/2009 are shown.

[<< Back To S45 e-Services](#)  
[<< Back to Home](#)

IRAS 04/09/2009-62R

[NHII562R] Internet

**Note:** The maximum no. of COR that can be retrieved at View Submission Status page is 250 records.

To search for COR under other status, click 'New Search'.