

User guide on View Correspondence / Notices

Viewing by Company

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header reads "At myTax Portal, You are here". Below this is a navigation bar with links: Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ. On the left is a vertical menu with categories: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax, S45 Withholding Tax), Tax Resources (e-Tax Guides, Downloadable Forms, Average Exchange Rates, Tax Treaties), and Contact IRAS. The main content area shows user details: Name of Organisation : XXX and Tax Reference No. : 123456789A. Below this is a "Messages" section with a list of links: What I Need To Do, Useful Tax Info, Correspondence & Notices, Last Completed Portal Transactions, and What's New. A green arrow points from the "What I Need To Do" link to the "View Correspondence / Notices" link in the right-hand table.

Step No.	Action
1	You can view correspondence/ Notices either from the left hand menu or from What I Need to Do link.

File ECI
File Form C
Object / Revise Assessment
Apply for Certificate of Residence
Apply for Waiver to Submit Form C by a Dormant Company
View DIN
View/Edit Corporate Profile
View Correspondence / Notices
View Return Status
View Corporate Tax Info Guide
Download Forms
Email Us
R&D - Base Year & Base Expenditure Declaration
View R&D Account Details

Please remember to LOGOUT and CLOSE the browser after you have completed your session.

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Viewing by Company from “What I Need To Do” link

The screenshot shows the myTax Portal interface. At the top, there is a navigation bar with links: Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ. The main content area is divided into two columns: 'What I Need To Do' and 'My Messages'. The 'What I Need To Do' column is further divided into 'Corporate Tax' and 'Goods & Services Tax'. Under 'Corporate Tax', there are links for '- File Form / Return', '- Submit Documents', and '- Others'. Under 'Goods & Services Tax', there is a link for '- File Form / Return'. The 'My Messages' column contains links for 'Useful Tax Info', 'Correspondence & Notices' (circled in red), and 'Last Completed Portal Transactions'. On the left side, there is a sidebar menu with options: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax, \$45 Withholding Tax), Tax Resources (e-Tax Guides, Downloadable Forms, Average Exchange Rates, Tax Treaties), and Contact IRAS.

Step No.	Action
1	At the 'What I Need to Do' page click on Correspondence & Notices link at the 'My Messages' section.

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Viewing by Company from “What I Need To Do” link

Name of Organisation : XXX

Tax Reference No. : 123456789A

Correspondence & Notices	My Messages
Corporate Tax Letters / Notices (1 New) Acknowledgement / Confirmation (0 New)	What I Need To Do Useful Tax Info Last Completed Portal Transactions
Goods & Services Tax Letters / Notices (0 New) Acknowledgement & Confirmation (0 New)	



Step No.	Action
1	Click on the Correspondence & Notices for the respective tax type you wish to view.

User guide on View Correspondence / Notices

View Correspondence / Notices

At myTax Portal,
You Surf, We Serve

INLAND REVENUE AUTHORITY OF SINGAPORE

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

Home

Log out from myTax Portal

Change IRAS PIN

e-Services For

- Corporate Tax
- Goods & Services Tax
- S45 Withholding Tax

Tax Resources

- e-Tax Guides
- Downloadable Forms
- Average Exchange Rates

View Correspondence/Notices

Name of Organisation : XXX

Tax Reference No. : 123456789A

Tax Type : CORPORATE TAX

Category	New	Total
Letters/Notices	0	0
Acknowledgement/Confirmation	7	10

[Return to Home](#)



















Step No.	Action
1	Select the type of document you wish to view and click on the respective link. The number of documents that are unread by your company will be shown under the 'New' column.

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Letters and Notices

Letters / Notices


Name of Organisation : XXX
Tax Reference No. : 123456789A
Tax Type : CORPORATE TAX

Unread	Date	Subject
	27/06/2006	Letter From IRAS
	17/05/2006	ASSESSMENT COMPLETED LETTER
	27/06/2006	Letter From IRAS
	25/05/2006	CERTIFICATE OF RESIDENCE- ADVANCE YA
	25/05/2006	E-FILE ECI LETTER
	25/05/2006	E-FILE ECI LETTER
	23/05/2006	EXTENSION OF TIME TO SEND IN TAX RETURN/ACCOUNTS
	17/05/2006	EXEMPT DIVIDEND STATEMENT
	17/05/2006	NOTICE OF ASSESSMENT
	17/05/2006	NOTICE OF ASSESSMENT
	18/03/2006	E-FILE FORM C LETTER
	18/03/2006	LETTER TO CONFIRM INACTIVITY OF COMPANIES
	18/03/2006	LOW ECI ESTIMATE
	18/03/2006	NOA (Unit Trust)
	18/03/2006	NOTICE OF EXEMPT PROFIT
	18/03/2006	ONE-TIER CONFIRMATION LETTER
	18/03/2006	S44/S44A COMPUTATION SHEET
	18/03/2006	S44/S44A STATEMENT
	18/03/2006	WAIVER LETTER

Step No.	Action
1	<p>Click on the letter or notice you wish to view.</p> <p>The list in this page will only display the letters or notices for the respective years of assessment you have been authorised to view.</p>

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Acknowledgement / Confirmation



INLAND REVENUE
AUTHORITY
OF SINGAPORE

At myTax Portal,
You Surf, We Serve

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

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

Acknowledgement/Confirmation

Name of Organisation : XXX

Tax Reference No. : 123456789A

Tax Type : CORPORATE TAX

Unread	Date	Subject	Year of Assessment
✉	19/12/2008	E-ACKNOWLEDEMENT FOR COR	2008
✉	19/12/2008	E-ACKNOWLEDEMENT FOR COR	2008
✉	19/12/2008	E-APPLICATION FOR CERTIFICATE OF RESIDENCE	2008
✉	19/12/2008	E-APPLICATION FOR CERTIFICATE OF RESIDENCE	2008
✉	19/12/2008	E-APPLICATION FOR CERTIFICATE OF RESIDENCE	2008
✉	04/12/2008	E-ACKNOWLEDGEMENT FOR WAIVER OF FORM C	2007
✉	04/12/2008	E-APPLICATION FOR WAIVER OF FORM C	2007
✉	22/12/2008	E-ACKNOWLEDEMENT FOR COR	2009
✉	22/12/2008	E-APPLICATION FOR CERTIFICATE OF RESIDENCE	2009
✉	22/12/2008	E-APPLICATION FOR CERTIFICATE OF RESIDENCE	2009

1

Please check your browser settings [here](#) if you encounter any problem downloading or opening the document.

Return to View Correspondence/Notices

Step No.	Action
1	<p>Click on the acknowledgement or confirmation page you wish to view.</p> <p>The list in this page will only display the acknowledgement or confirmation pages for the respective years of assessment you have been authorised to view.</p>