

User guide on View Correspondence / Notices

Viewing by Tax Agent

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The header text reads "At myTax Portal, You Surf, We Serve". Below the header is a navigation bar with links: Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is divided into a left-hand menu and a central Messages section. The left-hand menu includes: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax), Partnership (How to e-file Form P, View Return Status, View Correspondence/ Notices, Property Tax). The Messages section lists various services: 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 (highlighted in blue), View Return Status, View Corporate Tax Info Guide, Download Forms, Email Us, R&D - Base Year & Base Expenditure Declaration, and View R&D Account Details. A red text box at the bottom left of the Messages section says "Please remember to" with arrows pointing to the "What I Need To Do" and "What's New" categories in the Messages list.

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

User guide on View Correspondence / Notices

Client Selection

At myTax Portal, You Surf, We Serve

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

Client/Third Party Selection
Please enter the Tax Reference Number of your client/third party and click on 'Retrieve'.

Tax Reference No. :

Please enter the correct Organisation Tax Reference Number as follows:

Local Companies with UEN - yyyyynnnnX format	Select "UEN-LC [previously kn
Foreign Companies issued with either UEN - TyyPQnnnnX format	Select "UEN-O [previously kn
Local Businesses (exclude sole-proprietorships for GST)/Partnerships with UEN - nnnnnnnnX format	Select "UEN-B [previously kn
Limited Liability Partnerships with UEN - TyyXXnnnnX format	Select "UEN-O
Clubs, Associations, Societies, Government Agencies & Others with UEN - TyyPQnnnnX format	Select "UEN-O
Others without UEN	Select "ASGD" Select "ITR" ar
Organisations under GST group registration	Select "GSTN"
Organisations under GST divisional registration	Login using inc - "Apply for De Select "GSTN"
Sole Proprietorships owned by individual persons for GST	Login using the - "Apply for Me Select "GSTN"

Step No.	Action
1	Enter your client's Tax Reference No.
2	Click on Retrieve .

User guide on View Correspondence / Notices

Viewing by Tax Agent from “What I Need To Do” link

Name of Organisation : XXX
Tax Reference No. : 123456789A

What I Need To Do

Corporate Tax

- File Form / Return
- Make Payment
- Others

Goods & Services Tax

- File Form / Return

My Messages

Useful Tax Info

Correspondence & Notices

Last Completed Portal Transactions

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

User guide on View Correspondence / Notices

Viewing by Tax Agent from “What I Need To Do” link

Name of Organisation : XXX
Tax Reference No. : 123456789A

Correspondence & Notices

Corporate Tax

Letters / Notices (1 New)

Acknowledgement / Confirmation (0 New)

Goods & Services Tax

Letters / Notices (0 New)

Acknowledgement & Confirmation (0 New)

My Messages

[What I Need To Do](#)

[Useful Tax Info](#)

[Last Completed Portal Transactions](#)

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

Partnership

- How to e-file Form P
- View Return Status
- View Correspondence/ Notices

View Correspondence/Notices

Name of Organisation : XXX

Tax Reference No. : 123456789A

Tax Type : CORPORATE TAX

Category	New	Tot
Letters/Notices	2	2
Acknowledgement/Confirmation	8	9

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 organisation will be shown under the 'New' column.

User guide on View Correspondence / Notices

Letters and Notices

Letters / Notices

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

Unread	Date	Subject	Re
	06/11/2008	CERTIFICATE OF RESIDENCE- ADVANCE YA	
	10/10/2008	CERTIFICATE OF RESIDENCE- ADVANCE YA	

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

Click on the letter or notice you wish to view.

The list in this page will only display the letters or notices for the respective years of assessment you have been authorised to view by your client.