

# User guide on View Correspondence / Notices

## Viewing by Tax Agent

The screenshot shows the myTax Portal interface. At the top left is the logo of the Inland Revenue Authority of Singapore (IRAS) with the text "INLAND REVENUE AUTHORITY OF SINGAPORE". To the right, it says "At myTax Portal, You Surf, We Serve". Below this 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 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 central "Messages" section has a purple header and contains a list of links:

- What I Need To Do
- Useful Tax Information
- Correspondence
- Last Completed
- What's New

Below these links is a table of services:

File ECI
File Form C
Apply for Certificate of Residence
Apply for Waiver to Submit Form C by a Dormant Company
View DIN & Date of Extension of Form C
Object / Revise Assessment
View/Edit Corporate Profile
<b>View Correspondence / Notices</b>
View Return Status
View Corporate Tax Info Guide
Email Us

Two arrows point from the "Corporate Tax" and "View Correspondence/ Notices" links in the left-hand menu to the "View Correspondence / Notices" link in the Messages section.

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

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

# User guide on View Correspondence / Notices

## Client Selection

**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 - yyyynnnnnX 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-BL [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
	Select "GSTN"
Organisations under GST group registration	Login using ind - "Apply for De
	Select "GSTN"
Organisations under GST divisional registration	Login using the - "Apply for Me
Sole Proprietorships owned by individual persons for GST	Select "GSTN"

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

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

Name of Organisation : SIAES UGHS SNL YTCKIRL PYG NAD

Tax Reference No. : 290012418M

What I Need To Do	My Messages
<b>Corporate Tax</b>  - File Form / Return  - Make Payment  - Others	Useful Tax Info  <b>Correspondence &amp; Notices</b>  Last Completed Portal Transactions
<b>Goods &amp; Services Tax</b>  - File Form / Return	

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 : SIAES UGHS SNL YTCKIRL PYG NAD

Tax Reference No. : 290012418M

### 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

**View Correspondence/Notices**

Name of Organisation : GLOBAL RISK AND SECURITY MANAGEMENT PTE. LTD.  
Tax Reference No. : 290012418M  
Tax Type : CORPORATE TAX

Category	New	Tot
<a href="#">Letters/Notices</a>	2	2
<a href="#">Acknowledgement/Confirmation</a>	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 : GLOBAL RISK AND SECURITY MANAGEMENT PTE. LTD.

Tax Reference No. : 290012418M

Tax Type : CORPORATE TAX

Unread	Date	Subject	Re
	06/11/2008	<a href="#">CERTIFICATE OF RESIDENCE- ADVANCE YA</a>	
	10/10/2008	<a href="#">CERTIFICATE OF RESIDENCE- ADVANCE YA</a>	

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.