

User Guide: Corporate Profile / Contacts & Alert



INLAND REVENUE
AUTHORITY
OF SINGAPORE

At myTax Portal,
You Surf, We Serve

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 - Update Contact Details & Subscribe to Alerts
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 - S45 Withholding Tax

Messages

What I Need To Do

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
Corporate Profile / Contacts & Alert
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

Step No.	Action
1	Select the e-service under Corporate Tax from the left-hand menu - Corporate Profile / Contacts & Alert

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Corporate Profile

Name : XXX
 Tax Reference No. : TxxFCxxxxA
 Type of Company : FOREIGN COMPANY
 Fiscal Year End (Accounting month) : 31/12
 Place of Control and Management : AUSTRALIA
 Place of Registration/Incorporation : AUSTRALIA
 Registration/Incorporation Date : 24/08/2007

Address

Block / Hse No. : 42 Street Name : EVERTON RD
 Unit No : # 21 - 03
 Postal Code : Singapore 368241
 Effective Date of Address : 01/01/1997

If the company is not registered with ACRA, please click [Update](#) to update the change of registered office address.

For change of registered office address, please notify the Accounting and Corporate Regulatory Authority (ACRA) online via www.bizfile.gov.sg. Your records with IRAS will be updated based on ACRA's information within 3 weeks.

Company Life Cycle

Business Commence Date : 01/01/0001
 Company Ceased Date : 31/12/9999
 Company Status : ACTIVE
 Company Status Date : 24/08/2007

Company Winding Up Details

Company Winding Up No :
 Winding Up Date :

Contacts & Alert

You can view/update the company's contact details by clicking on [Contacts & Alert](#).

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Step No.	Action
1	At the Corporate Profile, you can view the company's particulars / contact details.
2	Click <Contacts & Alert> to view the contact details.
3	Update of address is available for company not registered with the Accounting & Corporate Regulatory Authority (ACRA). Click <Update> .
4	You can write in to inform us if any of the displayed information is incorrect.

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Name of Organisation : XXX
Tax Reference No. : TxxFCxxxxA

Address

Block/House No.: Street Name:
 Storey No./Unit No.:
 Singapore Postal Code:
 Effective date of address: Please click to enter your new address.

Please enter your new address

Country:
 Singapore Postal Code:
 Block/House No.: Storey No./Unit No.: -
 Street Name:
 Effective date of new address: (DD/MM/YYYY)

Contact Details

Contact Person (please include salutation) Designation of Contact Person
 Office Telephone +65
 Email Address

Only local phone numbers should be provided.

Step No.	Action
1	Click <Update> and enter the new address.
2	Enter contact details.
3	Click <Save>.
4	A message will be prompted to confirm the entry. Click OK to confirm the saving of the record.

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ACKNOWLEDGEMENT - UPDATE CONTACT DETAILS & SUBSCRIBE TO ALERTS

Name of Organisation : XXX

Tax Reference No. : T01FC0006C

We have received your request to update the following information:

Registered Address:	NEW YORK NEW YORK EMPIRE STATE BUILDING #29-29 UNITED STATES	Effective Date:	30/09/2011
Contact Person:	MR ABC		
Designation of Contact Person:	CHIEF EXECUTIVE OFFICER		
Office telephone:	+65 61234567		
Email Address:	COYEMAIL@EMAIL.COM		

Your request is being processed. We will usually process the update(s) within 3 working days. However, we may need more time to review the update for some cases.

SUCCESSFUL TRANSMISSION

Acknowledgement No.: 201368
Date/Time: 01/09/2011 15:58:37
Updated By: XXX

Thank you for using our e-Services.

[Print](#)

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Step No.	Action
1	Upon saving, you will receive an Acknowledgment.
2	Click <Print> to print the acknowledgement or <Back to Home> to return to homepage.