

User Guide for Update Contact Details & Subscribe to Alerts

1. myTax Portal Homepage


The screenshot shows the myTax Portal homepage. At the top left is the Inland Revenue Authority of Singapore logo. The main heading reads "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, and Technical FAQ. A left-hand menu contains sections: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (with sub-links for Goods & Services Tax), Tax Resources (with sub-links for e-Tax Guides, Downloadable Forms, Average Exchange Rates, and Tax Treaties), and Contact IRAS. To the right of the menu are two input fields: "Name of Organisation" and "Tax Reference No.", each followed by a colon. Below these is a "Messages" section with links for "What I Need To Do", "Useful Tax Info", "Correspondence & Notices", "Last Completed Portal Transactions", and "What's New". At the bottom of the page, a red text warning states: "Please remember to LOGOUT and CLOSE the browser after you have completed your filing."

If you are a staff of the company, click [here](#)

If you are a tax agent acting for your client, click [here](#)

User Guide for Update Contact Details & Subscribe to Alerts

2. For staff



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
 - Goods & Services Tax
- View Account Summary
- Payment Services
- Tax Resources
 - e-Tax Guides
 - Downloadable Forms
 - Average Exchange Rates
 - Tax Treaties
- Contact IRAS

Name of Organisation : xxxxxxxxxxxxxxxxxxxxxxxx

Tax Reference No. : xxxxxxxxxxxxxx

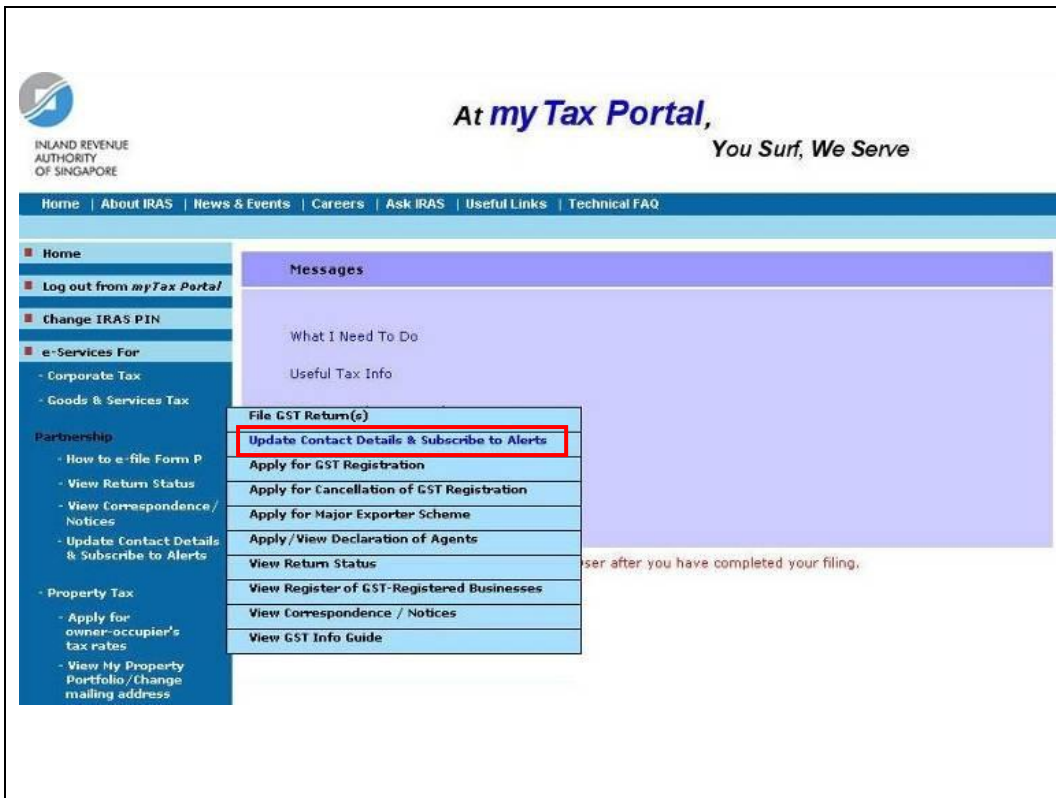
Messages

- File GST Return(s)
- Update Contact Details & Subscribe to Alerts
- Apply for GST Registration
- Apply for Cancellation of GST Registration
- Apply for Major Exporter Scheme
- Apply/View Declaration of Agents
- View Return Status
- View Register of GST-Registered Businesses
- View Correspondence / Notices
- View GST Info Guide

user after you have completed your filing.

User Guide for Update Contact Details & Subscribe to Alerts

3. For Tax Agent




The screenshot shows the myTax Portal interface. The header includes the Inland Revenue Authority of Singapore logo and the slogan "At myTax Portal, You Surf, We Serve". A navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The left-hand side menu is expanded, showing options for Home, Log out from myTax Portal, Change IRAS PIN, and e-Services For. Under e-Services For, there are sections for Corporate Tax, Goods & Services Tax, Partnership, and Property Tax. The Partnership section is further expanded, and the option "Update Contact Details & Subscribe to Alerts" is highlighted with a red box. The main content area shows a "Messages" section with links for "What I Need To Do" and "Useful Tax Info". A list of services is displayed, including "File GST Return(s)", "Apply for GST Registration", "Apply for Cancellation of GST Registration", "Apply for Major Exporter Scheme", "Apply/View Declaration of Agents", "View Return Status", "View Register of GST-Registered Businesses", "View Correspondence / Notices", and "View GST Info Guide".


Step No	Action
1	Click on Goods & Services Tax and choose Update Contact Details & Subscribe to Alerts at the left-hand side menu

User Guide for Update Contact Details & Subscribe to Alerts

3. For Tax agent



At my Tax 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

Partnership

- How to e-file Form P
- View Return Status
- View Correspondence/ Notices
- Update Contact Details & Subscribe to Alerts

Property Tax

- Apply for owner-occupier's tax rates
- View My Property Portfolio/change mailing address

S4S Withholding Tax

- Tax Clearance
- e-Submission
- View DIN of Individual Tax Forms

View Account Summary

Please enter the Tax Reference Number of the company you wish to act for.

Tax Reference No :

Please enter the correct Organisation Tax Reference Number as follows:

Local Companies with UEN - yyyynnnnX format	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies issued with either 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 - TyyXXnnnnX 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. T08SS1234A)
Others without UEN	Select "ASGD" and enter the number (e.g. A25001233) or Select "ITR" and enter the number (e.g. 2001234568)
Organisations under GST group registration	Select "GSTN" and enter the number (e.g. M91234567X or MR2345678A)
Organisations under GST divisional registration	Login using individual organisation's Tax Reference Number for: - "Apply for Declaration of Agents" service Select "GSTN" and enter the number (e.g. M91234567X or MB2345678A)
Sole Proprietorships owned by individual persons for GST	Login using the Parent entity's Tax Reference Number for: - "Apply for Major Exporter Scheme" service Select "GSTN" and enter the number (e.g. M91234567X or MX2345678A)

Step No	Action
1	Enter your client's Tax Reference Number .
2	Click on Retrieve
3	For Sole-proprietor, click here
4	For Company, Partnership and Organisation with UEN, click here
5	For Others without UEN, click here

User Guide for Update Contact Details & Subscribe to Alerts

4. For Sole-Proprietor

Steps to View Records

At myTax Portal,
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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**

- Goods & Services Tax

■ **Tax Resources**

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

■ **Contact IRAS**

Name : xxxxxxxxxxxxxxxxxxxx

Tax Reference No. : xxxxxxxxxxx

GST Registration No. : xxxxxxxxxxx

Address

Residential Address: xxxxxxxxxxxx
xxxxxxxxxxxx

If you wish to update government departments of a change in your address, please do so at the Immigration and Checkpoints Authority (ICA) or any Neighbourhood Police Post.

Mailing Address: xxxxxxxxxxxx
xxxxxxxxxxxx

If you need any clarification, please call our officers on 1800-3568633 or email to gst@iras.gov.sg

Contact Details

Contact Person (please include salutation) : xxxxxxxx

Designation of Contact Person : xxxxxxxx

Mobile Number +65 : 99999999

Office Telephone +65 : 99999999

Office Fax Number +65 : 99999999

Email Address : xxxxxx@xxxxxxxx

Subscription to IRAS Alerts

Your email account is currently subscribed to the following alerts:
GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Instructions:
 If you wish to unsubscribe to any of the following alert(s), please uncheck the box(es) beside the alert(s) and click on <Save>

GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Save Cancel

This page is for viewing by Authorised Staff and Tax Agent only. No update is allowed.

Step No	Action
1	To exit, click on <Cancel>

User Guide for Update Contact Details & Subscribe to Alerts

4. For Sole-Proprietor

Steps to Create New Records

At myTax Portal,
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Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

Home
Name : xxxxxxxxxxxxxxxxxxxxxx

Log out from myTax Portal!
Tax Reference No. : xxxxxxxxxxxx

Change IRAS PIN
GST Registration No. : xxxxxxxxxxxx

e-Services For
- Goods & Services Tax

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

Contact IRAS

Address
Residential Address: xxxxxxxxxxxxxxxxxxxxxx
If you wish to update government departments of a change in your address, please do so at the Immigration and Checkpoints Authority (ICA) or any Neighbourhood Police Post.

Mailing Address:
If you wish to receive Goods and Services Tax correspondence/notice at an address other than the address(es) stated, click <Update> to change Mailing Address.
If you need any clarification, please call our officers on 1800-3568633 or email to gst@iras.gov.sg

Contact Details
Contact Person (please include salutation) Designation of Contact Person
Mobile Number +65 Office Telephone +65
Office Fax Number +65
Email Address

Subscription to IRAS Alerts

Instructions:
If you wish to subscribe to any of the following alert(s), please check the box(es) beside the alert(s) and click on <Save>
 GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Only Authorised Staff with Approver role can create new records.

Step No	Action
1	To update government departments of a change in residential address, please do so at the Immigration and Checkpoints Authority (ICA) or any Neighbourhood Police Post
2	To update mailing address, click on Update For details, click here to go to address page
3	To update contact details, enter (if applicable): -Contact Person (include salutation) -Designation of Contact Person -Mobile Number -Office Telephone Number -Office Fax Number -Email Address
4	To subscribe to IRAS alert(s) service, Check the respective alert type
5	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save
6	To exit, click on Cancel

User Guide for Update Contact Details & Subscribe to Alerts

4. For Sole-Proprietor

Steps to Update Existing Records

The screenshot shows the 'myTax Portal' interface. At the top, there is a navigation bar with links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is divided into several sections:

- Home:** A summary of user information including Name, Tax Reference No., and GST Registration No.
- Address:** A section for updating residential and mailing addresses. It includes fields for the address and buttons for 'Update' and 'Delete'. A note states: 'If you wish to update government departments of a change in your address, please do so at the Immigration and Checkpoints Authority (ICA) or any Neighbourhood Police Post.'
- Contact Details:** A section for updating contact information. It includes fields for Contact Person (with a salutation dropdown), Designation of Contact Person, Mobile Number, Office Telephone, Office Fax Number, and Email Address.
- Subscription to IRAS' Alerts:** A section where users can manage their alert subscriptions. It shows a list of alerts, with a checkbox selected for 'GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)'. Instructions state: 'If you wish to unsubscribe to any of the following alert(s), please uncheck the box(es) beside the alert(s) and click on <Save>'. Buttons for 'Save' and 'Cancel' are at the bottom.

Only Authorised Staff with Approver role can update existing records.

Step No	Action
1	To update government departments of a change in residential address, please do so at the Immigration and Checkpoints Authority (ICA) or any Neighbourhood Police Post
2	To update existing mailing address, click on Update For details, click here to go to address page
3	To delete existing mailing address, click on Delete
4	To update existing contact details, click on the respective fields to overwrite /remove the information
5	To unsubscribe existing alert subscription, Uncheck the respective alert type
6	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save
7	To exit, click on Cancel

User Guide for Update Contact Details & Subscribe to Alerts

5. For Company, Partnership and Organisation with UEN

Steps to View Records

The screenshot shows the 'myTax Portal' interface for a company, partnership, or organisation with a UEN. The page is titled 'At myTax Portal, You Surf, We Serve' and features the Singapore Government logo. The navigation menu includes Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is divided into several sections: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Goods & Services Tax), Tax Resources (e-Tax Guides, Downloadable Forms, Average Exchange Rates, Tax Treaties), and Contact IRAS. The Contact IRAS section contains a 'Contact Details' form with fields for Contact Person (including salutation), Designation of Contact Person, Mobile Number, Office Telephone, Office Fax Number, and Email Address. Below this is a 'Subscription to IRAS' Alerts section, which states that the user's email account is currently subscribed to the following alerts: GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing). Instructions indicate that if the user wishes to unsubscribe from any alert, they should uncheck the box(es) and click on '<Save>'. The 'GST e-Filing alert' checkbox is currently checked. At the bottom of the form are 'Save' and 'Cancel' buttons.

This page is for viewing by Authorised Staff and Tax Agent only. No update is allowed.

Step No	Action
1	To exit, click on <Cancel>

User Guide for Update Contact Details & Subscribe to Alerts

5. For Company, Partnership and Organisation with UEN

Steps to Create New Records

At myTax Portal,
You Surf, We Serve

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Singapore Government
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Contact Info / Feedback / Stamp

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

Home

Log out from myTax Portal

Change IRAS PIN

e-Services For

Goods & Services Tax

View Account Summary

Payment Services

Tax Resources

e-Tax Guides

Downloadable Forms

Average Exchange Rates

Tax Treaties

Contact IRAS

Contact Details

Name : xxxxxxxxxxxxxxxxxxxxxxxx

Tax Reference No. : xxxxxxxxxxxx

GST Registration No. : xxxxxxxxxxxx

Address

Registered Address: xxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxx

For change of registered business address, please inform the Accounting and Corporate Regulatory Authority (ACRA) online via www.bizfile.gov.sg or the relevant UEN Issuance Agencies.

IRAS will update the records based on the information lodged with ACRA /UEN Issuance Agencies within 10 working days of the following month.

Mailing Address:

If you wish to receive Goods and Services Tax correspondence/notice at an address other than the address(es) stated, click <Update> to change Mailing Address.

If you need any clarification, please call our officers on 1800-3568633 or email to gst@iras.gov.sg

Contact Person (please include salutation)

Designation of Contact Person

Mobile Number +65

Office Telephone +65

Office Fax Number +65

Email Address

Subscription to IRAS Alerts

Instructions:

If you wish to subscribe to any of the following alert(s), please check the box(es) beside the alert(s) and click on <Save>

GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Only Authorised Staff with Approver role can create new records.

Step No	Action
1	To change registered address, please inform the Accounting and Corporate Regulatory Authority (ACRA) online via www.bizfile.gov.sg or the relevant UEN Issuance Agencies
2	To update mailing address, click on Update For details, click here to go to address page
3	To update contact details, enter (if applicable): -Contact Person (include salutation) -Designation of Contact Person -Mobile Number -Office Telephone Number -Office Fax Number -Email Address
4	To subscribe to IRAS alert(s) service, Check the respective alert type
5	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save
6	To exit, click on Cancel

User Guide for Update Contact Details & Subscribe to Alerts

5. For Company, Partnership and Organisation with UEN

Steps to Update Existing Records

At myTax Portal,
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 - Goods & Services Tax
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 - e-Tax Guides
 - Downloadable Forms
 - Average Exchange Rates
 - Tax Treaties
Contact IRAS

Name : xxxxxxxxxxxxxxxxxxxx
 Tax Reference No. : xxxxxxxxxxxx
 GST Registration No. : xxxxxxxxxxxx

Address
 Registered Address: xxxxxxxxxxxxxxxxxxxx
 For change of registered business address, please inform the Accounting and Corporate Regulatory Authority (ACRA) online via www.bizfile.gov.sg or the relevant UEN Issuance Agencies.
 IRAS will update the records based on the information lodged with ACRA /UEN Issuance Agencies within 10 working days of the following month.

Mailing Address: xxxxxxxxxxxxxxxxxxxx
 Update
 If you wish to receive Goods and Services Tax correspondence/notice at an address other than the address(es) stated, click <Update> to change Mailing Address.
 Delete
 If you need any clarification, please call our officers on 1800-3568633 or email to gst@iras.gov.sg
 Click <Delete> if the Mailing Address is no longer valid.

Contact Details
 Contact Person (please include salutation) : xxxxxxxx Designation of Contact Person : xxxxxxxx
 Mobile Number +65 : 99999999 Office Telephone +65 : 99999999
 Office Fax Number +65 : 99999999
 Email Address : xxxxxxx@xxxxxxxx

Subscription to IRAS Alerts
 Your email account is currently subscribed to the following alerts:
GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Instructions:
 If you wish to unsubscribe to any of the following alert(s), please uncheck the box(es) beside the alert(s) and click on <Save>
 GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Save Cancel

Only Authorised Staff with Approver role can update existing records.

Step No	Action
1	To change registered address, please inform the Accounting and Corporate Regulatory Authority (ACRA) online via www.bizfile.gov.sg or the relevant UEN Issuance Agencies
2	To update existing mailing address, click on Update For details, click here to go to address page
3	To delete existing mailing address, click on Delete
4	To update existing contact details, click on the respective fields to overwrite /remove the information
5	To unsubscribe existing alert subscription, Uncheck the respective alert type
6	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save
7	To exit, click on Cancel

User Guide for Update Contact Details & Subscribe to Alerts

6. For Others without UEN

Steps to View Records

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, and Technical FAQ. The main header includes the Inland Revenue Authority of Singapore logo and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below the header is a sidebar menu with categories like Home, Log out from myTax Portal, change IRAS PIN, e-Services For Goods & Services Tax, Tax Resources, and Contact IRAS. The main content area is titled 'Contact Details' and contains several input fields for Name, Tax Reference No., GST Registration No., Registered Address, Mailing Address, Contact Person, Designation of Contact Person, Mobile Number, Office Telephone, Office Fax Number, and Email Address. Below this is a section for 'Subscription to IRAS Alerts' with a checkbox for 'GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)' which is currently checked. At the bottom, there are 'Save' and 'Cancel' buttons.

This page is for viewing by Authorised Staff and Tax Agent only. No update is allowed.

Step No	Action
1	To exit, click on <Cancel>

User Guide for Update Contact Details & Subscribe to Alerts

6. For Others without UEN

Steps to Create New Records

At myTax Portal,
You Surf, We Serve

INLAND REVENUE AUTHORITY OF SINGAPORE

Singapore Government
Integrity • Service • Excellence
Contact Info / Feedback / Stamp

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

Home

Log out from myTax Portal

Change IRAS PIN

e-Services For

Goods & Services Tax

Tax Resources

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Average Exchange Rates

Tax Treaties

Contact IRAS

Address

Name : xxxxxxxxxxxxxxxxxxxx

Tax Reference No. : xxxxxxxxxxx

GST Registration No. : xxxxxxxxxxx

Registered Address: xxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxx

Update

If your business is not registered with ACRA/relevant UEN Issuance Agencies, click <Update> to change your registered business address.

Mailing Address: Update

If you wish to receive Goods and Services Tax correspondence/notice at an address other than the registered business address stated above, click <Update> to change Mailing Address.

If you need any clarification, please call our officers on 1800-3568633 or email to gst@iras.gov.sg

Contact Details

Contact Person (please include salutation) [] Designation of Contact Person []

Mobile Number +65 [] Office Telephone +65 []

Office Fax Number +65 []

Email Address []

Subscription to IRAS Alerts

Instructions:
If you wish to subscribe to any of the following alert(s), please check the box(es) beside the alert(s) and click on <Save>

GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)

Save Cancel

Only Authorised Staff with Approver role can create new records.

Step No	Action
1	To update existing registered address, click on Update For details, click here to go to address page
2	To update mailing address, click on Update For details, click here to go to address page
3	To update contact details, enter (if applicable): -Contact Person (include salutation) -Designation of Contact Person -Mobile Number -Office Telephone Number -Office Fax Number -Email Address
4	To subscribe to IRAS alert(s) service, Check the respective alert type
5	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save
6	To exit, click on Cancel

User Guide for Update Contact Details & Subscribe to Alerts

6. For Others without UEN

Steps to Update Existing Records

The screenshot shows the 'myTax Portal' interface. At the top, it says 'At myTax Portal, You Surf, We Serve' and 'Singapore Government Integrity • Service • Excellence'. The navigation bar includes 'Home', 'About IRAS', 'News & Events', 'Careers', 'Ask IRAS', 'Useful Links', and 'Technical FAQ'. The main content area is divided into sections: 'Home', 'Log out from myTax Portal', 'Change IRAS PIN', 'e-Services For' (with sub-sections for Goods & Services Tax, Tax Resources, and Contact IRAS), and 'Subscription to IRAS Alerts'. The 'Contact Details' section contains fields for Contact Person, Designation of Contact Person, Mobile Number, Office Telephone, Office Fax Number, and Email Address, each with an 'Update' or 'Delete' button. The 'Subscription to IRAS Alerts' section shows a list of alerts, with a checkbox for 'GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing)' checked. At the bottom, there are 'Save' and 'Cancel' buttons.

Only Authorised Staff with Approver role can update existing records.

Step No	Action
1	To update existing registered address, click on Update For details, click here to go to address page
2	To update existing mailing address, click on Update For details, click here to go to address page
3	To delete existing mailing address, click on Delete
4	To update existing contact details, click on the respective fields to overwrite /remove the information
5	To unsubscribe existing alert subscription, Uncheck the respective alert type
6	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save
7	To exit, click on Cancel

User Guide for Update Contact Details & Subscribe to Alerts

7. Address

At myTax Portal,
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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

Goods & Services Tax

Tax Resources

e-Tax Guides

Downloadable Forms

Average Exchange Rates

Tax Treaties

Contact IRAS

Name : xxxxxxxxxxxxxxxxxxxxxx

Tax Reference No. : xxxxxxxxxxx

GST Registration No. : xxxxxxxxxxx

Address

Mailing Address: If you wish to receive Goods and Services Tax correspondence/notice at an address other than the address(es) stated, click <Update> to change Mailing Address.

If you need any clarification, please call our officers on 1800-3568633 or email to gst@iras.gov.sg

Please enter your new mailing address

Country: SINGAPORE

Effective date of new address: dd/mm/yyyy

The following text boxes will be displayed when Country is selected

Singapore Postal Code:

Block/House No.: Storey No./Unit No.: -

Street Name:

Contact Details

Contact Person (please include salutation) Designation of Contact Person

Mobile Number +65 Office Telephone +65

Office Fax Number +65

Email Address

Subscription to IRAS Alerts

Instructions:

If you wish to subscribe to any of the following alert(s), please check the box(es) beside the alert(s) and click on <Save>

GST e-Filing alert (to receive email alerts when your GST F5/FB return is available for filing)

Step No	Action
1	Choose Singapore from the Country drop-down list
2	Enter: -Effective date of new address -Singapore Postal Code -Block/House No. -Storey No/Unit No. Note: Street Name will be pre-filled
3	To save the updated information, click on Save The message "Confirm Save" will be prompted Click OK to confirm save

User Guide for Update Contact Details & Subscribe to Alerts

8. Acknowledgement

INLAND REVENUE AUTHORITY OF SINGAPORE

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Contact Info / Feedback / Sites

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

Home

ACKNOWLEDGEMENT - UPDATE CONTACT DETAILS & SUBSCRIBE TO ALERTS

Log out from myTax Portal

Change IRAS PIN

e-Services For

Goods & Services Tax

View Account Summary

Payment Services

Tax Resources

Contact IRAS

Name : xxxxxxxxxxxxxxxxxxxxxxxx

Tax Reference No. : xxxxxxxxxxxx

GST Registration No. : xxxxxxxxxxxx

We have received your request to update the following information:

Mailing Address: xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx Effective Date: dd/mm/yyyy

Email Address: xxxxxxx@xxxx.xx

You have subscribed to email alert for GST e-Filing alert (to receive email alerts when your GST F5/F8 return is available for filing).

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.: xxxxxxxxxxxx

Date/Time: dd/mm/yyyy hh:mm:ss

Updated By: xxxxxxxxxxxx

Thank you for using our e-Services.

Print Back to Home

Step No	Action
1	To print a copy of the Acknowledgement page, click on Print
2	To go back to home page, click on Back to Home