

# User Guide –Apply for Declaration of Agents

## 1. Login to myTax Portal

At myTax Portal, you surf, we serve

My Tax Reference Number :  (e.g. S1234567Z, F1234567A)

My IRAS PIN :

My Organisation Tax Reference Number :

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

Entity Type	UEN Format	Selection Instruction
Local Companies with UEN (yyyynnnnX format)		Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies with 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 (nnnnnnnX format)		Select "UEN-BUSINESS" and enter the number (e.g. S2912345A) [previously known as "ROB"]
Limited Liability Partnerships with UEN (TyyPQnnnnX 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. A2500123J) or Select "ITR" and enter the number (e.g. 2001123456X)
Organisations under GST group registration		Select "GSTN" and enter the number (e.g. M91234567X or MR2345678A)
Organisations under GST divisional registration		Please login using respective individual member's Tax Reference Number for: - Apply for Declaration of Agents
		Select "GSTN" and enter the number (e.g. M91234567X or MB2345678A)
		Please login using the Parent entity's Tax Reference Number for: - Apply for Major Exporter Scheme
Sole Proprietorships own by individual person for GST		Select "GSTN" and enter the number (eg M91234567X or MX2345678A)

Step No.	Action
1.	For <b>Divisional Registration:</b>  The <b>Parent Entity</b> would need to login and access <i>myTax Portal</i> using its Tax Reference Number.
2.	For <b>Group Registration:</b>  The <b>individual group members</b> would need to login to their respective <i>myTax Portal</i> using its own company's Tax Reference Number.
3.	For <b>Others:</b>  You would need to login to <i>myTax Portal</i> using your organisation's Tax Reference Number, similar to GST e-Filing.

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### 2. myTax Portal Homepage

The screenshot shows the myTax Portal homepage. 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 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. A dropdown menu is open under the "Apply/View Declaration of Agents" link, listing options such as "File GST Return(s)", "Subscribe for GST Alert", "Apply for GST Registration", "Apply for Cancellation of GST Registration", "Apply for Major Exporter Scheme", "Apply/View Declaration of Agents" (highlighted), "View Return Status", "View GST Trader Profile", "View Register of GST-Registered Businesses", "View Correspondence / Notices", and "View GST Info Guide". A red text note at the bottom right of the dropdown menu reads "user after you have completed your filing."

Step No.	Action
1.	Upon successful login to <i>myTax Portal</i> , click on <b>Good and Services Tax &gt; Apply for Declaration of Agents</b> on the left-hand menu

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### 3. Introduction page

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 main content area is titled 'Online Application for Declaration of Agents' and 'Introduction'. It contains three numbered points:

1. As a trader approved under the scheme, you are only allowed to import goods belonging to yourself or your overseas principals who are not GST-registered in Singapore.
2. You are not allowed to import goods on behalf of other persons.
3. It is important that you read the [Explanatory Notes](#) carefully before you apply for Declaration of Agents.

Below the text, there are two rows of labels: 'Previous Draft' and 'Saved By', each followed by a colon. At the bottom, there are four buttons: 'View My List of Authorised Agents', 'New Application', 'Revise Draft', and 'Exit'.

Step No.	Action
1.	To know details of application for declaration of agents, click on <a href="#">Explanatory Notes</a> .
2.	To view existing declaring agents appointed, click on <a href="#">View My List of Authorised Agents</a> .
3.	To begin with application to add/ delete agent, click on <a href="#">New Application</a> .
4.	To work on previous draft copy, click on <a href="#">Revise Draft</a> .  Note: The button will not be shown if there is no previous draft.

**User Guide –Apply for Declaration of Agents**  
**4. List of Existing Appointed Declaring Agents**

The screenshot shows the 'myTax Portal' interface. The header includes the Singapore Government logo and the slogan 'Integrity • Service • Excellence'. The main content area is titled 'Declaration of Agents' and contains the following sections:

- Applicant's Details:**
  - Name :
  - GST Registration Number :
  - Unique Entity Number :
- List of Authorised Agents Appointed:**

The declaring agents listed below are as per our records. It does not include those that have been deleted prior to to-date.

S/No	UEN	Name of Declaring Agent

Below the table, there is a note: "Note: A trader approved under the above-mentioned scheme is only allowed to appoint up to a maximum of 20 declaring agents." At the bottom, there are buttons for '< Back', 'Print', and 'Cancel'.

Step No.	Action
1.	To go back to previous page, click on <b>Back</b> .
2.	To print a copy of the list of existing appointed declaring agents, click on <b>Print</b> .
3.	To exit, click on <b>Cancel</b> .

Back to [Introduction Page](#)

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### 5. New Application - Deletion of Authorised Declaring Agents

**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

Type of Scheme:

Online Application for Declaration of Agents under the above-mentioned scheme

Declaration of Agents

**Applicant's Details**

Name :

GST Registration Number :

Unique Entity Number :

**List of Authorised Declaring Agents Appointed**

The declaring agents listed below are as per our records. It does not include those that have been deleted.

S/No	UEN	Name of Declaring Agent	Delete
			<input type="checkbox"/>

Note: A trader approved under the above-mentioned scheme is only allowed to appoint up to a **maximum of 20 declaring agents**. You can appoint another 4 declaring agents to your current list of declaring agents. If you wish to appoint more than 4 declaring agents, you are required to delete some of the declaring agents from your list first.

If you wish to appoint declaring agent(s), please click "Continue" button.

< Back Save Draft Cancel Continue

Step No.	Action
1.	To begin with application to add/ delete agent, click on <b>New Application</b> under <a href="#">Introduction Page</a> .
2.	To delete a particular declaring agent, check the Box under <b>Delete</b> column.
3.	To proceed or to appoint new declaring agents, click on <b>Continue</b> .
4.	To go back to previous page, click on <b>Back</b> .
5.	To save draft, click on <b>Save Draft</b> .  Note: This will bring you back to Introduction page. Draft copy will be deleted after 14 days
6.	To exit, click on <b>Cancel</b> .

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### 6. New Application - Addition of Authorised Declaring Agents

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INLAND REVENUE AUTHORITY OF SINGAPORE

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Type of Scheme:

Online Application for Declaration of Agents under the above-mentioned scheme

Declaration of Agents

Applicant's Details

Name :  
GST Registration Number :  
Unique Entity Number :

List of Authorised Declaring Agents To Be Added

If you wish to appoint any declaring agents to clear your imported goods on your behalf, please enter the UEN of the declaring agent(s) below.

S/No	UEN	Name of Declaring Agent
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Note: Please ensure that all authorised declaring agents which you are appointing to your list are registered with Singapore Customs.

Continue

< Back Save Draft Cancel

Step No.	Action
1.	To begin with application to add/ delete agent, click on <b>New Application</b> under <a href="#">Introduction Page</a> .
2.	To add a new declaring agent, enter the Unique Entity Number (UEN) of the declaring agent.  Note: Please ensure your appointed agent(s) are registered with Singapore Customs and operate the TradeNet system.
3.	To proceed with the deletion or/and addition of declaring agents, click on <b>Continue</b> .
4.	To go back to previous page, click on <b>Back</b> .
5.	To save draft, click on <b>Save Draft</b> .  Note: This will bring you back to Introduction page. Draft copy will be deleted after 14 days
6.	To exit, click on <b>Cancel</b> .

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### 7. Confirmation of Authorised Agents to be Deleted/Added

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Type of Scheme:  
Online Application for Declaration of Agents under the above-mentioned scheme

**Declaration of Agents**

**Applicant's Details**  
Name :  
GST Registration Number :  
Unique Entity Number :

**List of Authorised Declaring Agents To Be Deleted**

S/No	UEN	Name of Declaring Agent
1		

**List of Authorised Declaring Agents To Be Added**

S/No	UEN	Name of Declaring Agent
1		

Note: Please ensure that all authorised declaring agents which you are appointing to your list are registered with Singapore Customs.

< Back Save Draft Cancel Continue

Step No.	Action
1.	Confirm that declaring agents to be deleted or/and added are correct, click on <b>Continue</b> .
2.	To go back to previous page, click on <b>Back</b> .
3.	To save draft, click on <b>Save Draft</b> .  Note: This will bring you back to Introduction page. Draft copy will be deleted after 14 days
4.	To exit, click on <b>Cancel</b> .

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### 8. Declaration by Authorised Personnel

**At myTax Portal,**  
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Tax Resources

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

Contact IRAS

Type of Scheme:

Online Application for Declaration of Agents under the above-mentioned scheme

Person to Contact

Name :  Designation :

Telephone No :  Fax No :

Declaration by Authorised Personnel

I declare that all the details and information given in this application are true and complete.

Name :

NRIC/FIN/Passport Number :

Designation :

Step No.	Action
1.	Enter the particulars of the <b>Person to Contact</b> .
2.	Check the box <b>I declare that all the details and information given in this application are true and complete</b> .
3.	Enter your <b>Designation</b> .
4.	To submit the application, click on <b>Submit</b> .
5.	To go back to previous page, click on <b>Back</b> .
6.	To save draft, click on <b>Save Draft</b> .  Note: This will bring you back to Introduction page. Draft copy will be deleted after 14 days
7.	To exit, click on <b>Cancel</b> .

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### 9. Confirmation page

Type of Scheme:

#### Confirmation

We have received an application to appoint and delete the declaring agents from:

Name :  
 NRIC/FIN/Passport Number :  
 Designation :

#### Applicant's Details

Name :  
 GST Registration Number :  
 Unique Entity Number :

The application submitted for the declaring agents below has been approved.  
 Please notify the agent(s) on the appointment or cancellation of appointment immediately.

#### Appointment of Declaring Agents

	Name	UEN	Effective From
1			
1			

### Scrolling down

#### Deletion of Declaring Agents

	Name	UEN	Effective To
1			
			1

#### Person to Contact

Name :  
 Telephone No :  
 Designation :  
 Fax No :

#### Declaration by Authorised Personnel

I declare that all the details and information given in this application are true and complete.

Name :  
 NRIC/FIN/Passport Number :  
 Designation :

#### Notes:

As a trader approved under the above-mentioned scheme, you are only allowed to import goods belonging to yourself or your overseas principals who are not GST-registered in Singapore. You are not allowed to import goods on behalf of other persons.

Acknowledgement No. :  
 Application Date :

Inland Revenue Authority of Singapore

Step No.	Action
1.	A confirmation page will be displayed after submission of application.  To print a copy of the confirmation page, click on <b>Print</b> .
2.	To cancel, click on <b>Exit</b> .