

User Guide For “e-Submission of Donation”

(Version 2.0)



Contents

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2. Upload Files
3. View Status of Uploaded Files

Create Contact Profile (First Time Login)

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the slogan "At myTax Portal, you surf, we serve" and the Singapore Government logo with the tagline "Integrity • Service • Excellence". A navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left sidebar lists various services and resources. The main content area is titled "e-Submission Menu" and contains a form with a dropdown menu set to "DONATION". A red box highlights this form, and a yellow callout box points to it with the instruction: "Select 'I want to perform e-Submission of <Donation>'". Below the form, the text "The e-Submission Application is best viewed in Internet Explorer and above" and a "Back to Home Page" button are visible. A light blue callout box at the bottom explains that users must fill out a contact profile on first login.

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e-Submission Menu

I want to perform e-Submission of

The e-Submission Application is best viewed in Internet Explorer and above

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Select "I want to perform e-Submission of <Donation>".

At the first login, you have to fill up the Contact Profile page. The information entered will be used for subsequent communication with your organisation.

Create Contact Profile (First Time Login)

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you surf, we serve



Contact Profile

DONATION

Note: All matters related to this Interface will be directed to the named Contact Person. To amend the information below, please contact IRAS on 1800 - 356 8015

Organisation Tax Reference No.	S08SS0123A
Organisation Name	ABC FOUNDATION
ID No. of Contact Person*	NRIC <input type="text"/>
Contact Person's Name*	Please click here to display name
Designation of Contact Person*	<input type="text"/>
Email Address	<input type="text"/>
Office No.*	<input type="text"/>
Handphone No.	<input type="text"/>

* Mandatory Fields

Save

Back to e-Submission Menu

A pop-up message will be displayed.



Click <OK> to proceed.

Create Contact Profile (First Time Login)

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Contact Profile

DONATION

Note: All matters related to this Interface will be directed to the named Contact Person. To amend the information below, please contact IRAS on 1800 - 356 8015

Organisation Tax Reference No.	S08SS0123A
Organisation Name	ABC FOUNDATION
ID No. of Contact Person*	NRIC <input type="text" value="S1234567A"/>
Contact Person's Name*	Please click here to display name
Designation of Contact Person*	<input type="text"/>
Email Address	<input type="text"/>
Office No.*	<input type="text"/>
Handphone No.	<input type="text"/>

Enter data for all mandatory fields.

Click <Please click here to display name>.

* Mandatory Fields

Save

Back to e-Submission Menu

Create Contact Profile (First Time Login)

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Contact Profile

DONATION

Note: All matters related to this Interface will be directed to the named Contact Person. To amend the information below, please contact IRAS on 1800 - 356 8015

Organisation Tax Reference No.	S08SS0123A
Organisation Name	ABC FOUNDATION
ID No. of Contact Person*	NRIC S1234567A Edit
Contact Person's Name*	<input type="text" value="ALICE LEE"/>
Designation of Contact Person*	<input type="text" value="MANAGER"/>
Email Address	<input type="text"/>
Office No.*	<input type="text" value="61234567"/>
Handphone No.	<input type="text"/>

1. Name of **Contact Person** is displayed.

2. Enter the Contact Person's information.

3. Click **<Save>**

* **Mandatory Fields**

Edit Contact Profile



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e-Submission Menu

I want to perform e-Submission of

Download [ipclink Application](#) for Offline Preparation

[Upload File](#) for submission

[View Status](#)

View/Edit [Contact Person's](#) Details

Click **<View/ Edit Contact Person's Details>**.

The e-Submission Application is best viewed using IE 5.0 and above

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Edit Contact Profile

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Contact Profile

DONATION

Note: All matters related to this Interface will be directed to the named Contact Person. To amend information below, please contact IRAS on 1800 - 356 8015

Organisation Tax Reference No.	S08880123A
Organisation Name	ABC FOUNDATION
Contact Person's Name	ALICE LEE
Designation of Contact Person	MANAGER
Email Address	
Office No.	61234567
Handphone No.	

Edit

Click <Edit>.

to e-Submission Menu

Edit Contact Profile

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Contact Profile

DONATION

Note: All matters related to this Interface will be directed to the named Contact Person. To amend the information below, please contact IRAS on 1800 - 356 8015

Organisation Tax Reference No.	S08880123A
Organisation Name	ABC FOUNDATION
Contact Person's Name	ALICE LEE
Designation of Contact Person*	<input type="text" value="MANAGER"/>
Email Address	<input type="text"/>
Office No.*	<input type="text" value="61234567"/>
Handphone No.	<input type="text"/>

1. Enter the Contact Person's information.
2. Click **<Save>**.

* Mandatory Fields

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Upload File



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Click <Upload File>

Upload File

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Upload Data File ?

DONATION

Step 1 : Click 'Browse' To Select a File

Step 2 : Select the Year of Remuneration/information

Year Ended 31 Dec *

* Mandatory Field

Step 3 : Click 'Upload' To Send File To IRAS

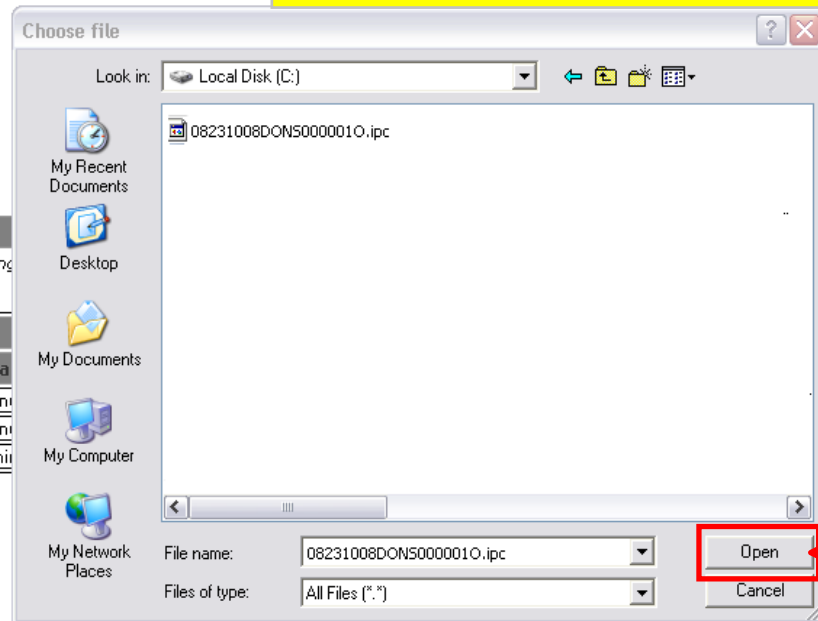
Additional Information

The time taken to upload the selected file depends on the file size and connection type. The following

File Size	Approximate Time to Upload	
	56 kbps Dial Up	Broadband
1 MB	5 minutes	1 minute
5 MB	25 minutes	5 minutes
10 MB	50 minutes	10 minutes

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1. Click <Browse>.
2. Select the file you want to submit and click <Open>.



Upload File

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Upload Data File ?

DONATION

Step 1 : Click 'Browse' To Select a File

C:\08231008DONS0000010.jpg

Step 2 : Select the Year of Remuneration/information

Year Ended 31 Dec *
* Mandatory Field

Select <Year Ended>.

Step 3 : Click 'Upload' To Send File To IRAS

Additional Information

The time taken to upload the selected file depends on the file size and connection type. The following table shows the estimated time for the upload process. Please note that the maximum file size is 10 MB.

File Size	Approximate Time to Upload	
	56 kbps Dial Up	Broadband (ADSL, Cable, LAN etc)
1 MB	5 minutes	1 minute
5 MB	25 minutes	5 minutes
10 MB	50 minutes	10 minutes

Upload File

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Upload Data File ?

DONATION

Step 1 : Click 'Browse' To Select a File

C:\08231008DONS0000010.jpg

Step 2 : Select the Year of Remuneration/information

Year Ended 31 Dec *
* Mandatory Field

Step 3 : Click 'Upload' To Send File To IRAS

Click <Upload> to submit the file to IRAS.

Additional Information

The time taken to upload the selected file depends on the file size and connection type. The following table shows the estimated time for the upload process. Please note that the maximum file size is 10 MB.

File Size	Approximate Time to Upload	
	56 kbps Dial Up	Broadband (ADSL, Cable, LAN etc)
1 MB	5 minutes	1 minute
5 MB	25 minutes	5 minutes
10 MB	50 minutes	10 minutes

Upload File

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Upload Data File ?

DONATION

Step 1 : Click 'Browse' To Select a File

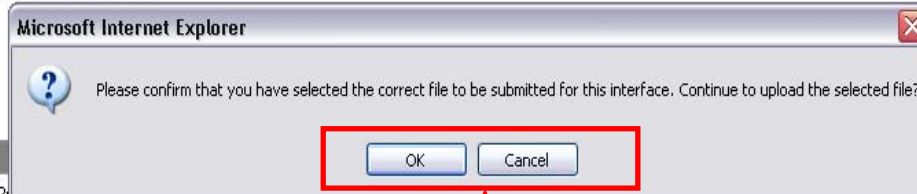
C:\08231008DONS0000010.ipc

Step 2 : Select the Year of Remuneration/information

Year Ended 31 Dec *

* Mandatory Field

Step 3 : Click 'Upload' To Send File To IRAS



Additional Information

The time taken to upload the selected file depends on

that the maximum file size is 10 MB.

	Approximate Time to Upload	
File Size	56 kbps Dial Up	Broadband (ADSL, Cable, LAN, etc)
1 MB	5 minutes	
5 MB	25 minutes	
10 MB	50 minutes	

Click <OK> to proceed with the upload or <Cancel> to cancel the upload.

Upload File

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Upload Data File ?

DONATION

Step 1 : Click 'Browse' To Select a File

C:\08231008DONS0000010.ipc

Step 2 : Select the Year of Remuneration/information

Year Ended 31 Dec *
* Mandatory Field

Step 3 : Click 'Upload' To Send File To IRAS

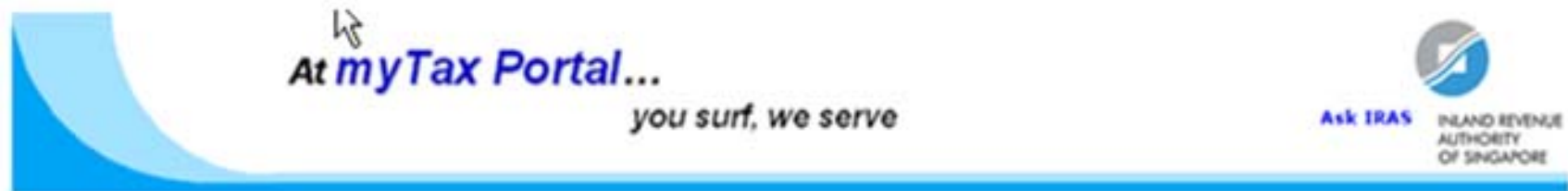
**<Upload> will be disabled
when uploading is in progress.**

Additional Information

The time taken to upload the selected file depends on the file size and connection type. The following table shows the estimated time for the upload process. Please note that the maximum file size is 10 MB.

File Size	Approximate Time to Upload	
	56 kbps Dial Up	Broadband (ADSL, Cable, LAN etc)
1 MB	5 minutes	1 minute
5 MB	25 minutes	5 minutes
10 MB	50 minutes	10 minutes

Upload File Acknowledgement



Upload Data File Acknowledgement

DONATION

Organisation Tax Reference No.	:	S085S0123A
Name	:	ABC FOUNDATION
Agent ID	:	-
Name	:	
Approver	Name	: ALICE LEE
	ID	: S1234567A
Year Ended 31 Dec	:	2008
Submission Reference	:	ES08310109DONS000001
File Name	:	08231008DONS000001O.ipc
File Status	:	SUBMITTED
Date of Submission	:	31/01/2009
Time of Submission	:	11:00

Click **<Print>** to print the acknowledgement page. Click **<e-Submission Menu>** to return to e-Submission menu or click **<Log out>** if you have completed uploading the file.

Please print this page for your record.

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View Status of Uploaded File



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Click <View Status>

View Status of Uploaded File

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View Status

DONATION

Organisation Tax Reference No : S08SS0123A
Organisation Name : ABC FOUNDATION

Search

Year Ended 31 Dec

:

Select <Year Ended 31 Dec> and click <Search>.

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View Status of Uploaded Files

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View Status ?

DONATION

Organisation Tax Reference No : S08SS0123A
Organisation Name : ABC FOUNDATION

Search Result

To **view** the details, click on the Submission Reference No.

Submission Reference No.	File Name	Year Ended 31 Dec	Approver's ID	Approver's Name	Date of Submission	Time of Submission	File Status	Remarks
ES08310109DONS000001 1	08231008DONS0000010.ipc	2008	NRIC - S1234567A	ALICE LEE	31/01/2009	11:00:00	SUBMITTED	

Year Ended 31 Dec : 2008


IRAS 28/11/2008-31 R

Click <Submission Reference No.> to view details of the file.

View Status of Uploaded File

Details of File

DONATION

 **Organisation Tax Reference No** : S08SS0123A
Name : ABC FOUNDATION

Agent ID :
Name :

Approver ID : S1234567A
Name : ALICE LEE

Year Ended 31 Dec : 2008
Submission Reference : ES08310109DONS000001
File Name : 08231008DONS0000010.ipc
File Status : SUBMITTED
Date of Submission : 31/01/2009
Time of Submission : 11:00

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