

User Guide to Download and Install “ipcLink v2.3 Application”

(Version 1.0 – Jan2011)



Contents

1. Hardware and Software Requirements
2. Computer Settings
3. Download and install ipcLink v2.3 Application
 - ipcLink v2.3 for standalone PC
 - ipcLink v2.3 for LAN
 - i. Trust Assemblies
 - ii. Create ipcLink v2.3 Application shortcut

Hardware and Software Requirements

1. Hardware Requirements

- Pentium II or higher (Pentium III-class recommended)
- 350 MB of free hard disk space (600 MB recommended)
- Minimum 128 MB RAM

2. Software Requirements

- [Microsoft .NET Framework 1.1](#)
- [Microsoft Data Access Component \(MDAC 2.8\)](#)

3. Operating System

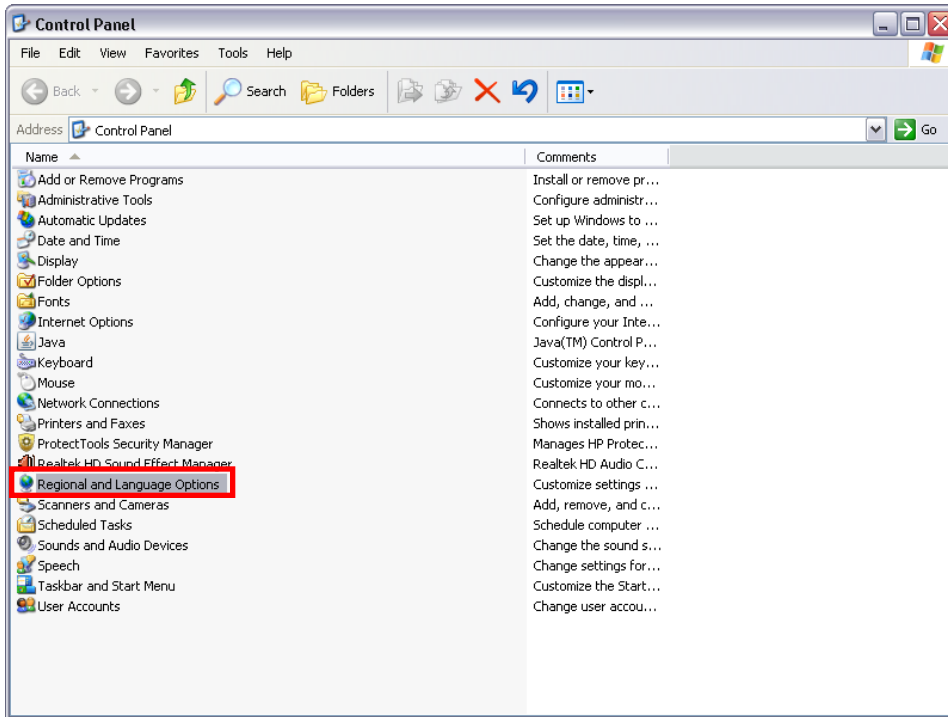
- Server Operating System: Windows Server
- Client Operating System: Windows 2000 Service Pack 4 (SP4 can be downloaded from Microsoft's web site), Windows XP, Windows Vista

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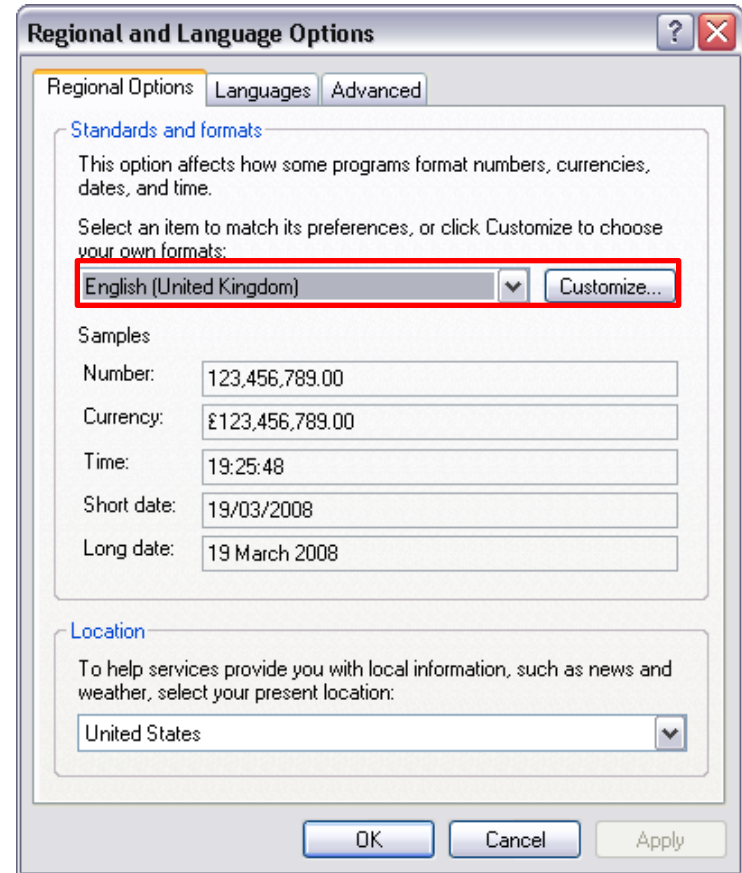
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Computer Settings

Before installation of ipcLink, follow the steps below to change your computer settings



1. Click <Start> button at the Status Bar, choose <Settings> and then <Control Panel>, double click <Regional and Language Options>
- or
2. In classic view of the <Control Panel>, double click <Regional and Language Options>



3. Ensure that the setting is <English(United Kingdom)>
4. Click <Customize...>

Computer Settings

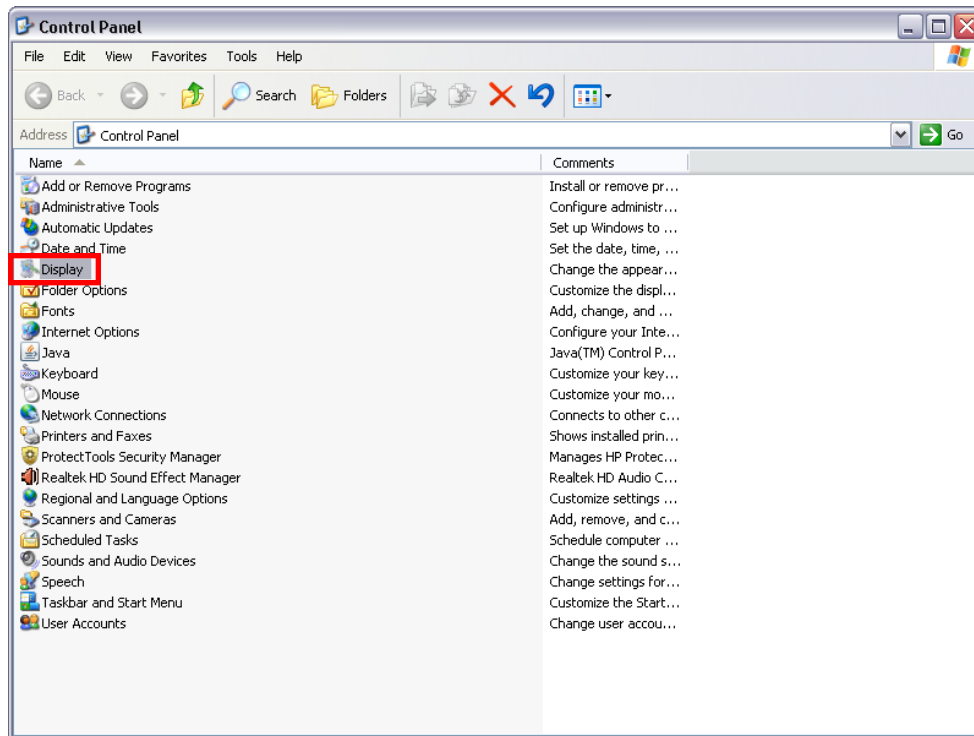
The screenshot shows the 'Customize Regional Options' dialog box with the 'Currency' tab selected. The 'Sample' section displays 'Positive: £123,456,789.00' and 'Negative: -£123,456,789.00'. The 'Currency symbol' dropdown is set to '£' and is highlighted with a red box. Other settings include 'Positive currency format' as '£1.1', 'Negative currency format' as '-£1.1', 'Decimal symbol' as '.', 'No. of digits after decimal' as '2', 'Digit grouping symbol' as '.', and 'Digit grouping' as '123,456,789'. Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.

5. Click <Currency>
6. Ensure the currency symbol is <£>

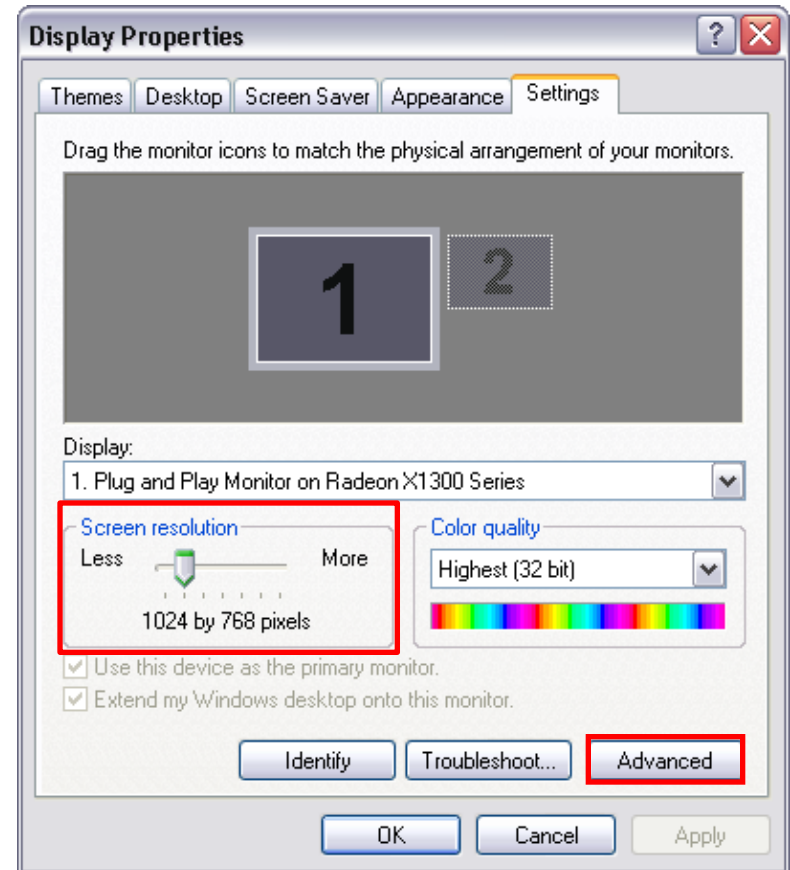
The screenshot shows the 'Customize Regional Options' dialog box with the 'Date' tab selected. The 'Calendar' section has a note: 'When a two-digit year is entered, interpret it as a year between: 1930 and 2029'. The 'Short date' section shows a 'Short date sample' of '19/03/2008' and a 'Short date format' dropdown set to 'dd/MM/yyyy', which is highlighted with a red box. The 'Date separator' is set to '/'. The 'Long date' section shows a 'Long date sample' of '19 March 2008' and a 'Long date format' dropdown set to 'dd MMMM yyyy'. Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.

7. Click <Date>
8. Ensure the short date format is <dd/MM/yyyy>
9. Click <OK> all the way until the <Regional and Language Options> screen is closed

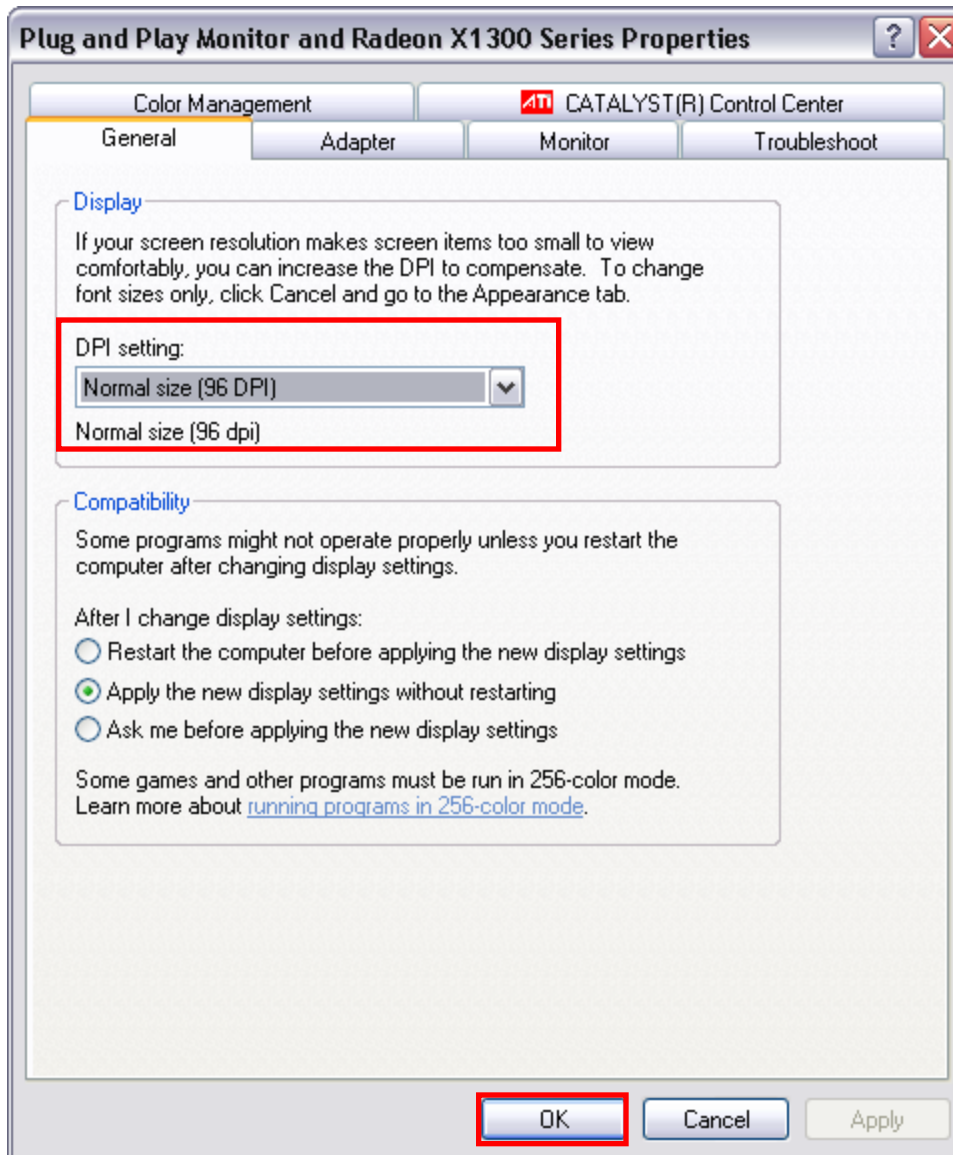
Computer Settings



1. Click <Display>
2. Click <Settings>
3. Select screen resolution <800 by 600> or <1024 by 768> or <1280 by 1024> pixels
4. Click <Advanced>



Computer Settings



5. DPI setting must be <Normal size (96 DPI)>
6. Click <OK> all the way until the <Display Properties> screen is closed

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Download ipcLink v2.3 Application

You have to be authorised to act on behalf of your organisation via e-Services Authorisation System (EASY) to access e-Submission of Donation.

To authorise staff, refer to user guide ['How to authorise staff at EASY'](#)

Upon authorisation, you may proceed to log into e-Submission of Donation via *myTax Portal* to download ipcLink v2.3 Application.

Download ipcLink v2.3 Application

Go to IRAS website <www.iras.gov.sg>

The screenshot shows the IRAS website homepage. At the top left is the IRAS logo and the slogan "Our Taxes. Our Nation." with a photo of children. At the top right is the Singapore Government logo and a search bar containing "Within IRAS". A navigation menu includes Home, About IRAS, News & Events, Careers, Ask IRAS, and Useful Links. A printer-friendly icon and text size controls are also visible.

1. Click <Log in to myTax Portal>

2011 Property Tax Payment
- New tax rates for owner-occupied homes

GIRO
your TAX and
WIN CASH!

SINGAPORE BUDGET 2011

Individuals
Businesses

Log in to **myTax Portal** Your one-stop personalised portal for transacting with IRAS

Request SingPass / IRAS PIN e-Services Authorisation System (EASY)

follow iras on twitter

Quick links
e-Services e-Tax Guides Forms Tax rates

For locals (employees, contract staff, Productivity and Innovation Credit (announced in Budget)

Download ipcLink v2.3 Application



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

Welcome to *myTax Portal*

myTax Portal is a safe and secure one-stop personalised portal for taxpayers to transact with IRAS electronically.

New! Your Individual Income Tax Notices of Assessment for 2007 and 2008 are now available online. Simply login with your SingPass or IRAS PIN and you can view or print your finalised Notices of Assessment from the portal.

If you are logging in on behalf of your organisation

- Please ensure that you have
- The Organisation's Tax Reference Number
 - Been authorised by your Organisation via [EASY](#)

Information on e-Services

- View User Guides and FAQs
- [Individuals](#)
 - [Business](#)
 - [GST](#)
 - [Property](#)
 - [Other e-Services](#)

e-Services that can be accessed without logging in

- Business**
- [View DIN and Date of Extension of Form C](#)
 - [View Officer-in-charge](#)
- GST**
- [View Register of Registered GST Business](#)
- Property**
- [Search for Building & Estate Names](#)

Step 1 - I am logging in for

- My Tax Matters
- My Organisation's/Business' Tax Matters
- My Client's Tax matters

Step 2 - I am logging in using

> Request [SingPass](#) or [IRAS PIN](#)

2. Select <My Organisation's/ Business's Tax Matters>
3. Click <SingPass> or <IRAS PIN>

myTax Portal and *EASY* will not be available on Mon to Sat, from **2am to 6am(SGT)** and on Sun, from **2am to 8.30am(SGT)**, due to daily maintenance. We apologise for any inconvenience caused.



Join GIRO to enjoy interest free installment payment

You may submit your GIRO applications

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Login using SingPass

Singapore Personal Access
SingPass

Secure

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Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identifi**
e.g. S1234567G, G1234567G

SingPass (6-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

(Click here for tips on [Online Security](#))

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

4. Enter <SingPass ID> and <SingPass>

5. Click <Submit>

If you encounter any problems with this page, please contact CrimsonLogic SingPass Helpdesk at 68877377 or via [email](#).

You may also give us your comments by using this [feedback](#) form

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Download ipcLink v2.3 Application



At myTax Portal...

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- Log in to myTax Portal
- e-Services Authorisation System (EASY)
- Request for SingPass/IRAS PIN
 - Request for SingPass
 - Request for IRAS PIN
- Information On
 - Individual Income Tax
 - Corporate Tax
 - Goods & Services Tax
 - Property Tax
 - Stamp Duty
 - Partnership
 - Charities/IPC's
 - Bodies of Persons
 - CESS
 - Estate Duty
 - Trust
 - Private Lotteries
 - S45 Withholding Tax
 - TV License Fees

I am logging in for my organisation's/business' tax matters

My Organisation Tax Reference Number : UEN-OTHERS S08SS0123A

Login Clear Cancel

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

6. Enter <My Organisation Tax Reference Number> and click <Login>

[Forgotten your PIN?](#)

Please enter the correct Organisation Tax Reference Number as follows:

Local Companies with UEN - yyyyynnnnX format	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies issued with either UEN - TyyPQnnnX 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. 52912345A) [previously known as "ROB"]

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Login using IRAS PIN



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Log in to *myTax Portal*

I am logging in for my organisation's/business' tax matters

e-Services Authorisation System (EASY)

My Tax Reference Number

: NRIC
(e.g. S1234567Z, F1234567A)

Request for SingPass/IRAS PIN

My IRAS PIN

:

- Request for SingPass
- Request for IRAS PIN

Information On

My Organisation Tax Reference Number

: UEN-OTHERS

- Individual Income Tax
- Corporate Tax
- Goods & Services Tax
- Property Tax
- Stamp Duty
- Partnership
- Charities/IPC's
- Bodies of Persons
- CESS
- Estate Duty
- Trust
- Private Lotteries
- S45 Withholding Tax
- TV License Fees

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

7. Enter <My Tax Reference No>, <My IRAS PIN> and <My Organisation Tax Reference Number> and click <Login>

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 with UEN (TyyPQnnnX 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. 52912345A) [previously known as "ROB"]
Limited Liability Partnerships with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08SS1234A)

For Employers

Our e-Services

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 Singapore Government
Integrity • Service • Excellence

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■ [Log out from myTax Portal](#)

■ [Change IRAS PIN](#)

■ [e-Services For](#)

- [S45 Withholding Tax](#)

- [e-Submission](#)

■ [Tax Resources](#)

8. Click <e-Submission> from the left hand menu.

- [Average Exchange Rates](#)

- [Tax Treaties](#)

■ [Contact IRAS](#)

Name of Organisation : ABC FOUNDATION

Tax Reference No. : S08SS0123A

Messages

[What I Need To Do](#)

[Useful Tax Info](#)

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

IRAS 26/11/2008-32R

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- **Home**
- **Log out from *myTax Portal***
- **Change IRAS PIN**
- **e-Services For**
 - e-Submission
- **General GST Services**
- **Tax Resources**
 - e-Tax Guides
 - Downloadable Forms
 - Average Exchange Rates
 - Tax Treaties
- **Contact IRAS**

e-Submission Menu

I want to perform e-Submission of

The e-Submission Application is best viewed and above

[Back to Home Page](#)

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

IRAS 22/04/2009-62R

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- e-Submission

■ General GST Services

■ Tax Resources

- e-Tax Guides

- Downloadable Forms

- Average Exchange Rates

- Tax Treaties

■ Contact IRAS

e-Submission Menu

I want to perform e-Submission of

Download [ipcLink Application](#) for Offline Preparation

Download [Offline Validation Program](#)

10. Click <ipcLink Application>

[Upload File](#) for submission


[View Status](#)

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

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

[Back to Home Page](#)

ipcLink v2.3 Application for Standalone PC



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ipcLink Application

DONATION

Please click on the link below to download ipcLink Application for offline preparation

ipcLink Application ⓘ

Before installation of ipcLink, please read the [User guides](#) for more information.

Installation of ipcLink v2.3 Application

For Standalone PC:
[Download Standalone ipcLink Application](#)

11. Click <Download Standalone ipcLink Application>

(OR)

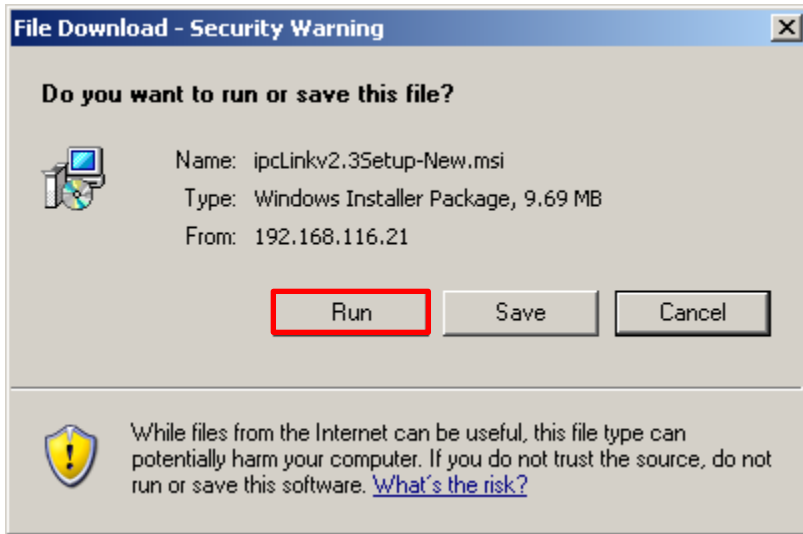
For LAN:
Server - [Download Server ipcLink Application](#)
Client PC - [Download Server ipcLink Client Component](#)

System Requirement
-Installation of Microsoft Data Access Component (MDAC) 2.8
(Click on [MDAC](#) to download from Microsoft.com)

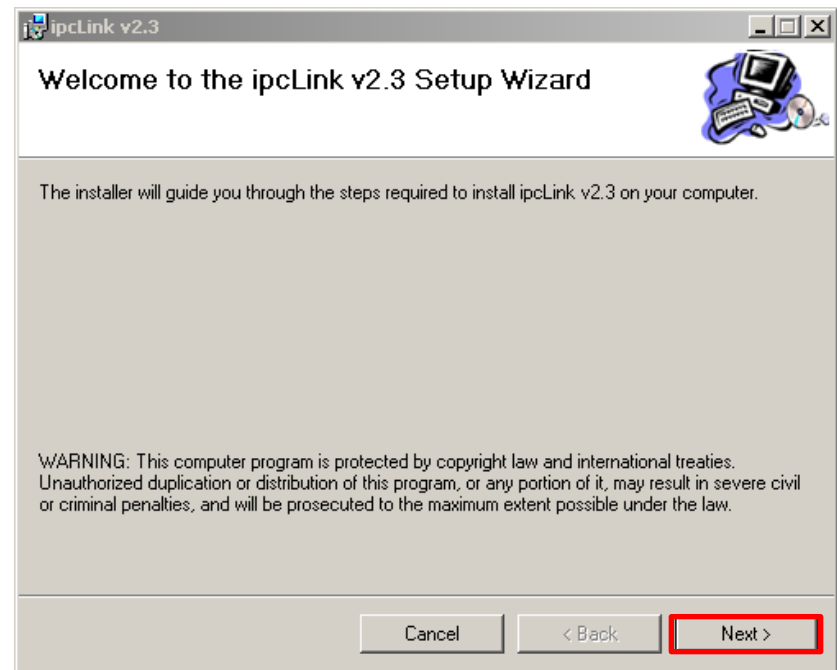
Operating System
Windows 2000 Service Pack 4 (SP4 can be downloaded from Microsoft's web site), Windows XP, Windows Vista

[Back to e-Submission Menu](#)

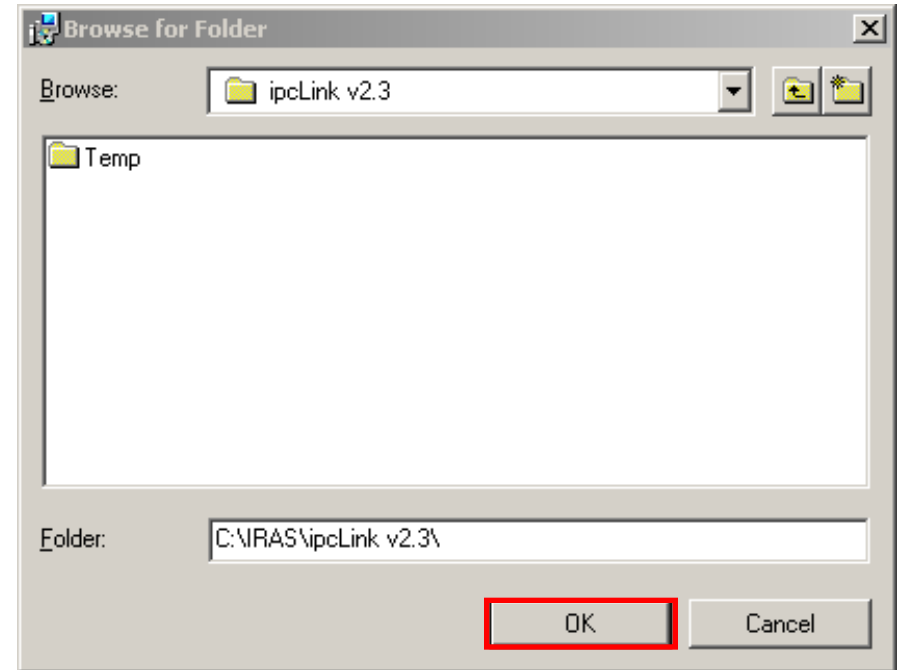
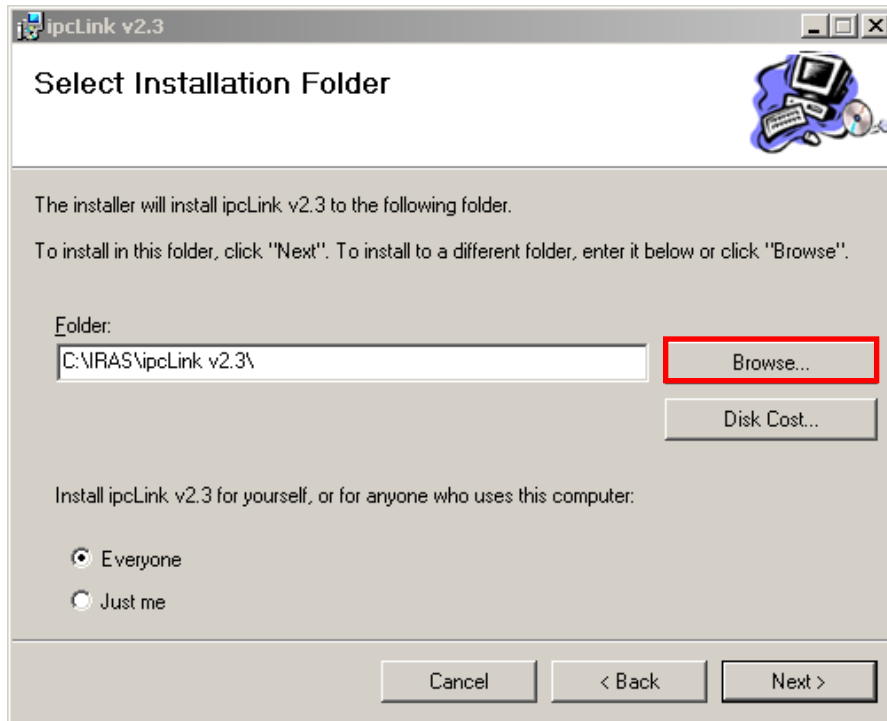
Install ipcLink v2.3 for standalone PC



1. Click <Run> to proceed
2. Click <Next>



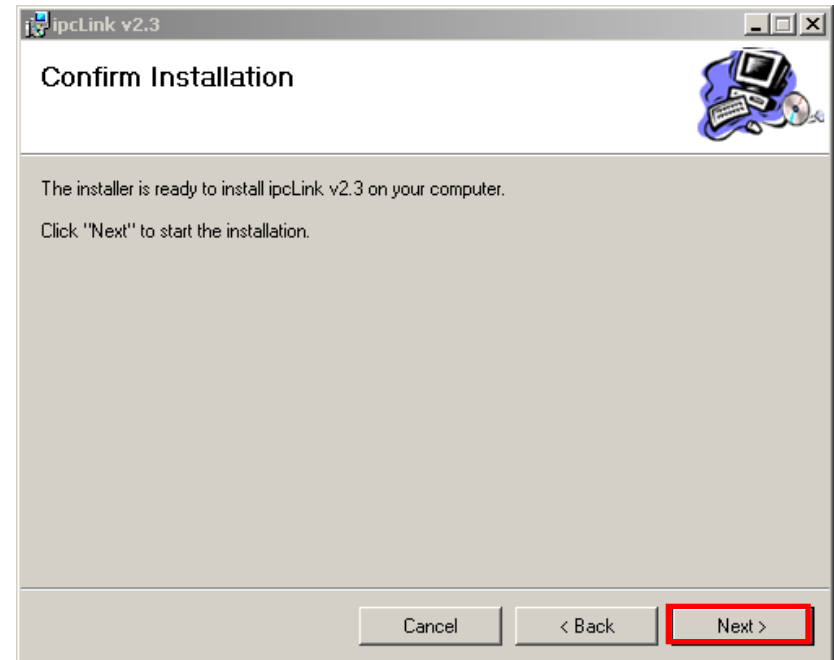
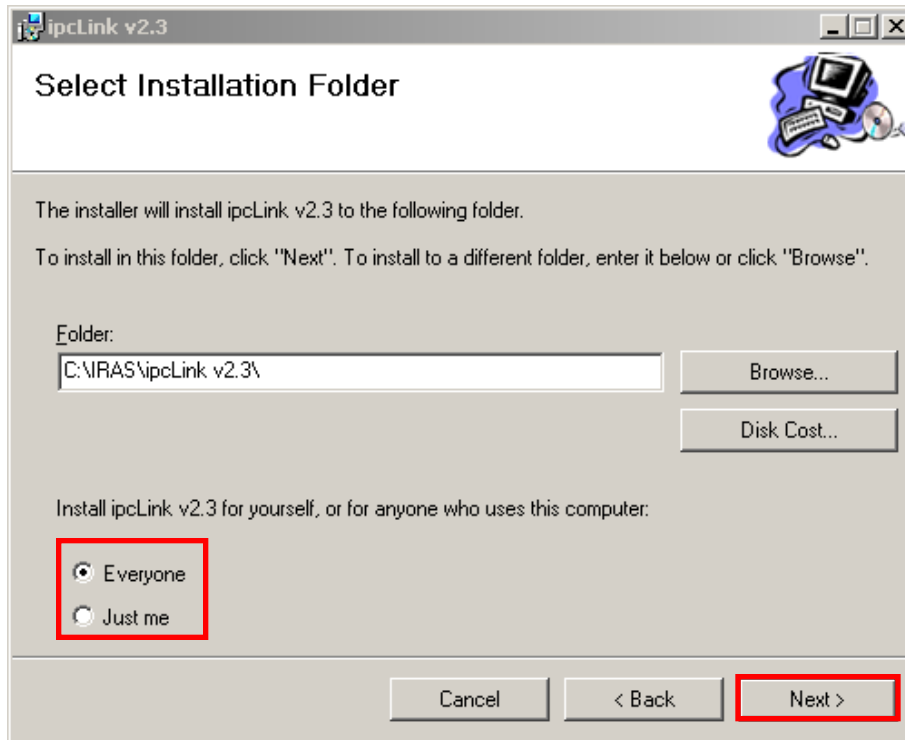
Install ipcLink v2.3 for standalone PC



If you want to change to your desired path to install the application:

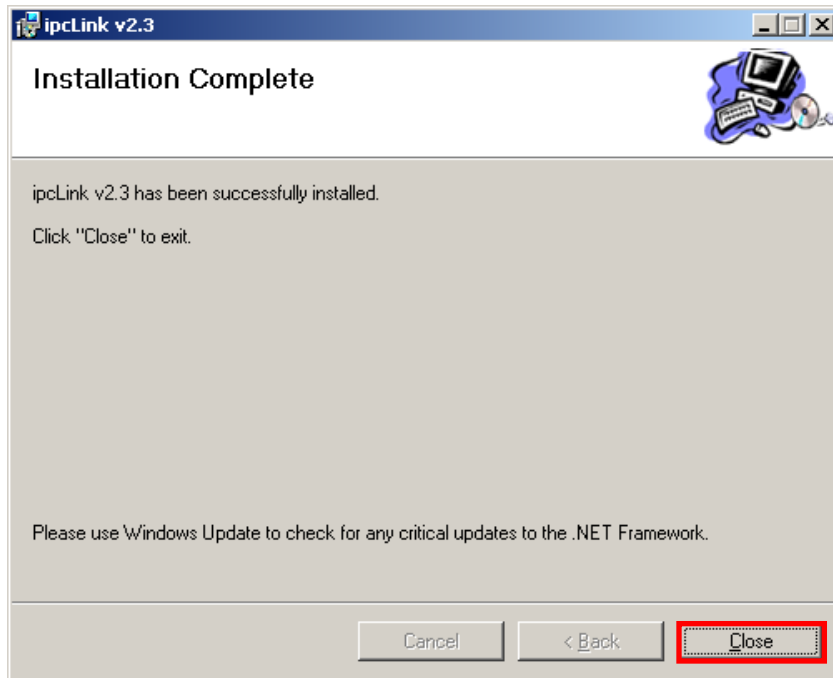
- 3. Click <Browse>**
- 4. Click to change to destination directory**
- 5. Select the respective drive and destination directory**
- 6. Click <OK>**

Install ipcLink v2.3 for standalone PC

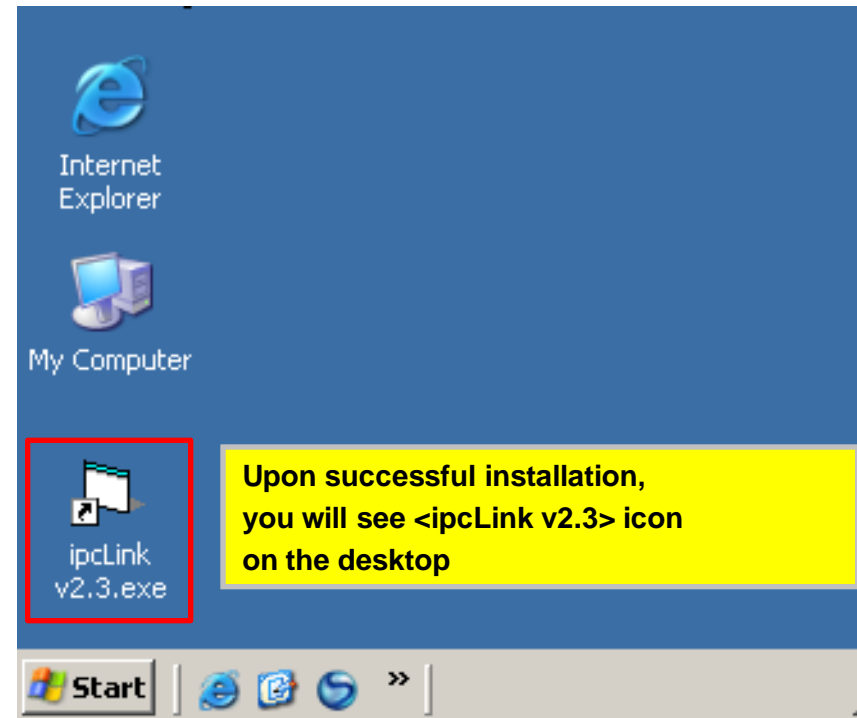


7. Click <Just me> to install ipcLink for yourself, or <Everyone> for anyone who uses this computer and click <Next>
8. Click <Next> to confirm installation

Install ipcLink v2.3 for standalone PC




9. Click <Close>



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ipcLink v2.3 Application for LAN (Server Installation)



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ipcLink Application

DONATION

Please click on the link below to download ipcLink Application for offline preparation

ipcLink Application ⓘ

Before installation of ipcLink, please read the [User guides](#) for more information.

Installation of ipcLink v2.3 Application

For Standalone PC:
[Download Standalone ipcLink Application](#)

(OR)

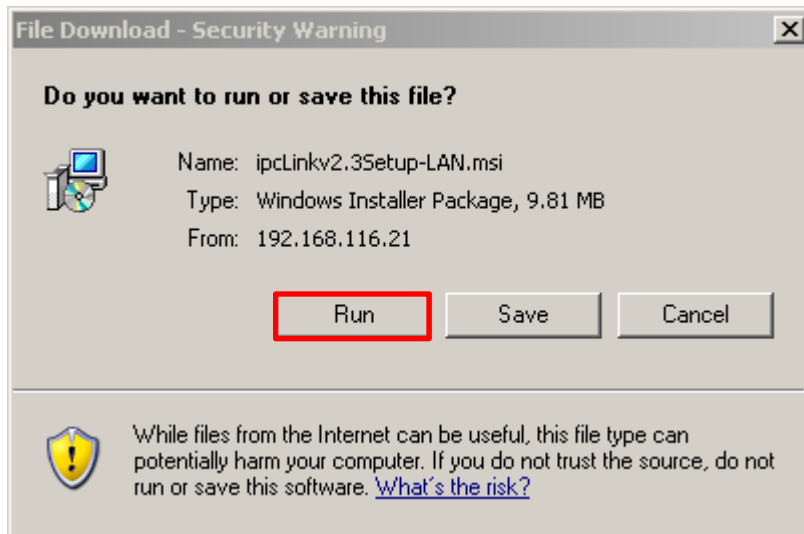
For LAN:
Server - [Download Server ipcLink Application](#)
Client PC - [Download Server ipcLink Client Component](#)

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(Click on [MDAC](#) to download from Microsoft.com)

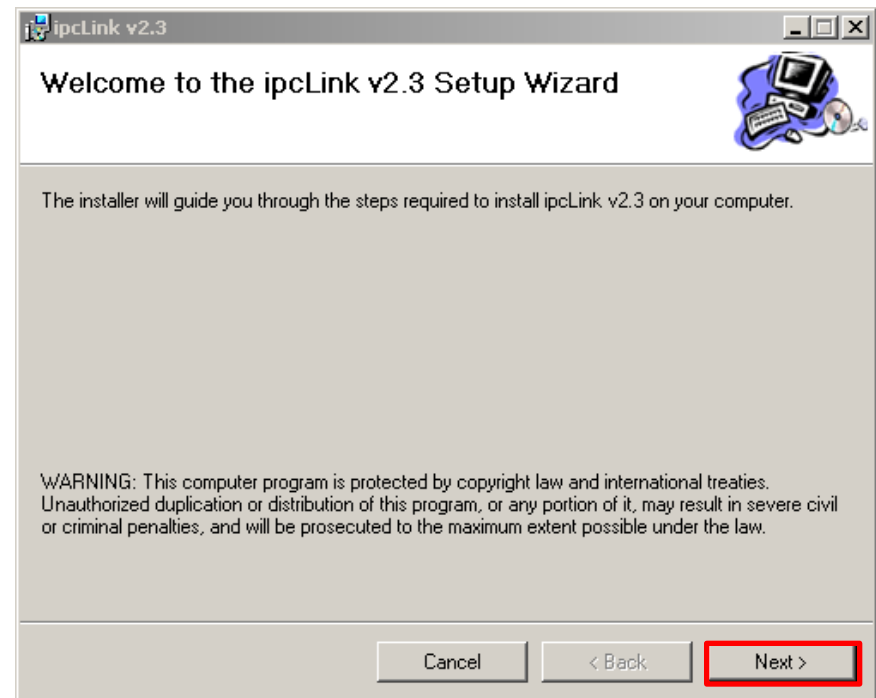
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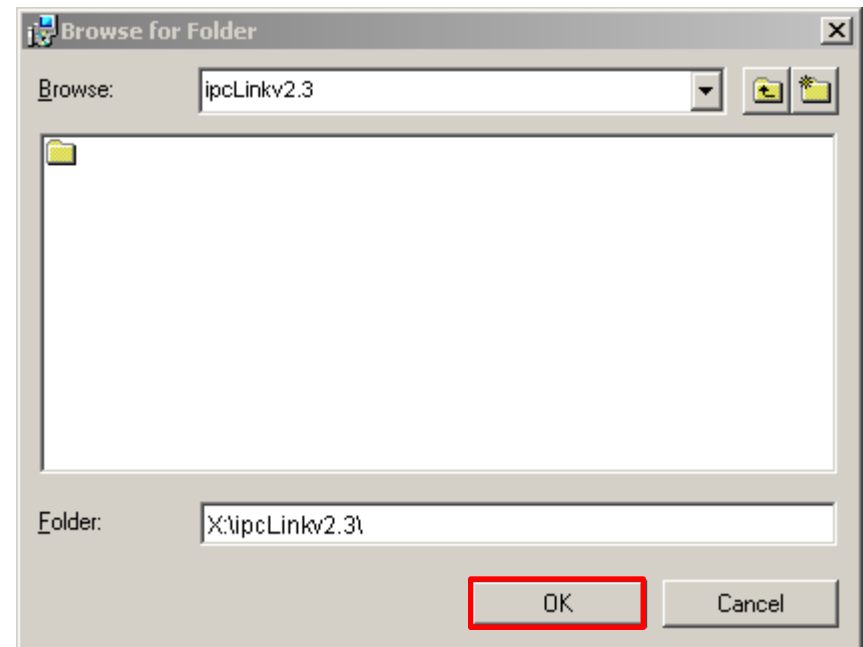
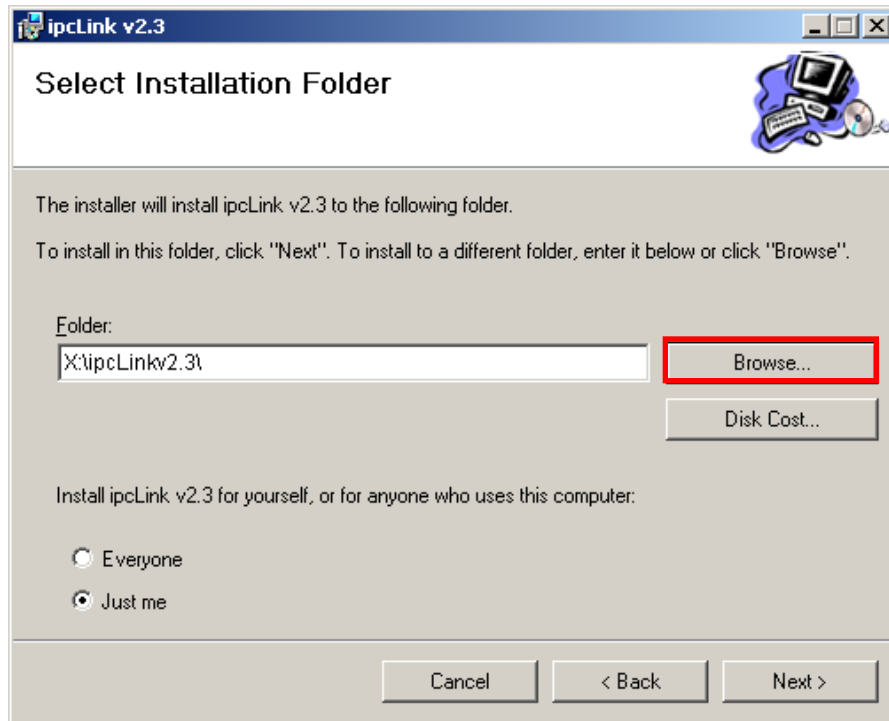
Install ipcLink v2.3 for LAN (Server Installation)



1. Click <Run> to proceed
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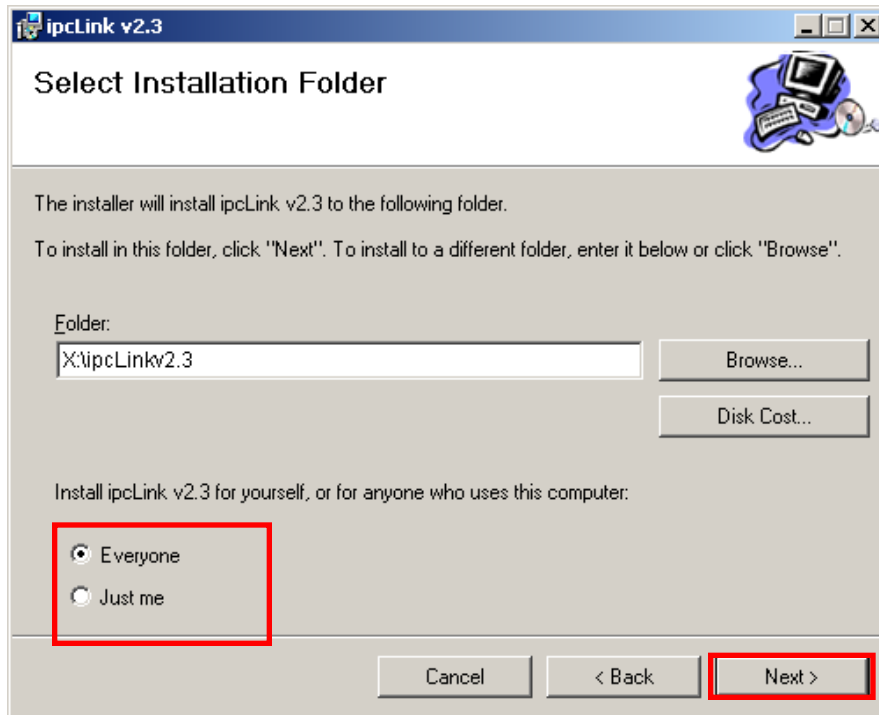
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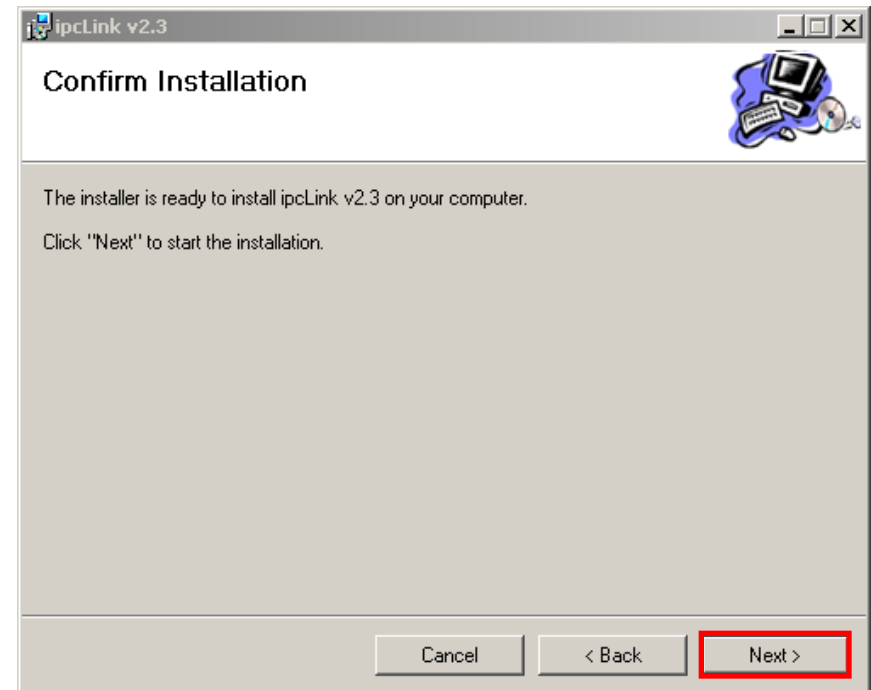
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- 3. Click <Browse>**
- 4. Click to change to destination directory**
- 5. Select the respective drive and destination directory**
- 6. Click <OK>**

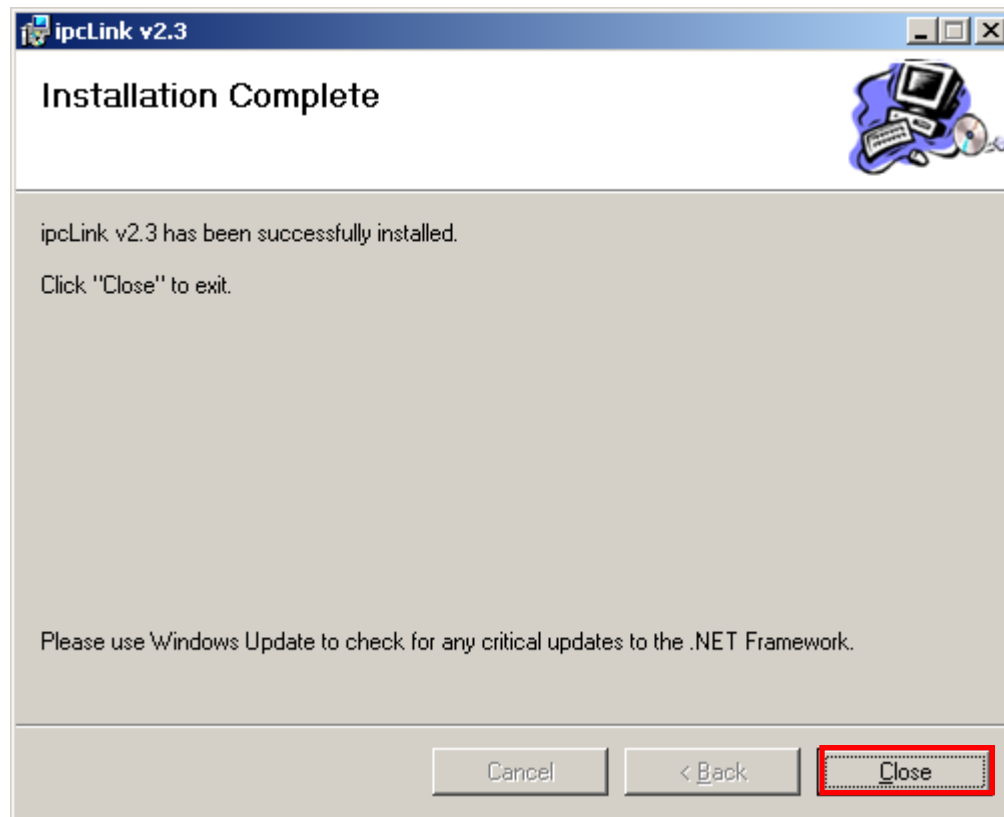
Install ipcLink v2.3 for LAN (Server Installation)



7. Click <Just me> or <Everyone> and click <Next>
8. Click <Next> to confirm installation




Install ipcLink v2.3 for LAN (Server Installation)



9. Click <Close>

ipcLink v2.3 Application for LAN (Client Installation)



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ipcLink Application

DONATION

Please click on the link below to download ipcLink Application for offline preparation

ipcLink Application ⓘ

Before installation of ipcLink, please read the [User guides](#) for more information.

Installation of ipcLink v2.3 Application

For Standalone PC:
[Download Standalone ipcLink Application](#)

(OR)

For LAN:
Server - [Download Server ipcLink Application](#)
Client PC - [Download Server ipcLink Client Component](#)

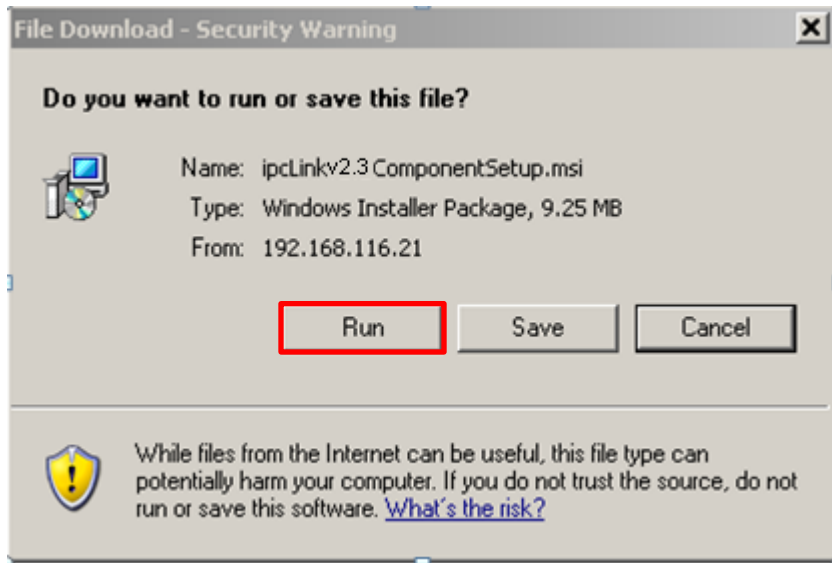
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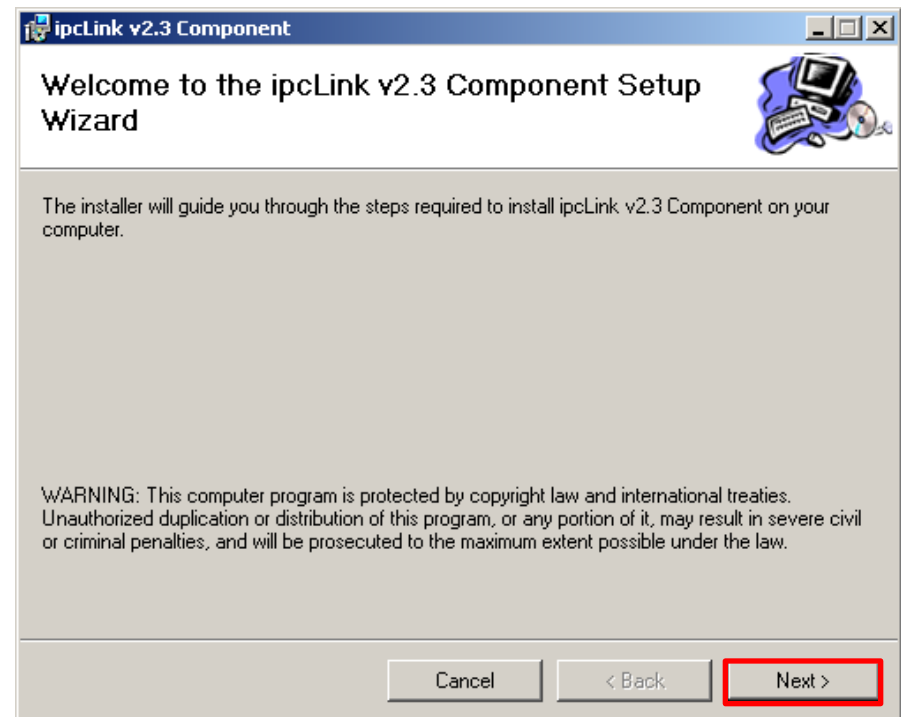
[Back to e-Submission Menu](#)

1. Click <Download Server ipcLink Client Component>

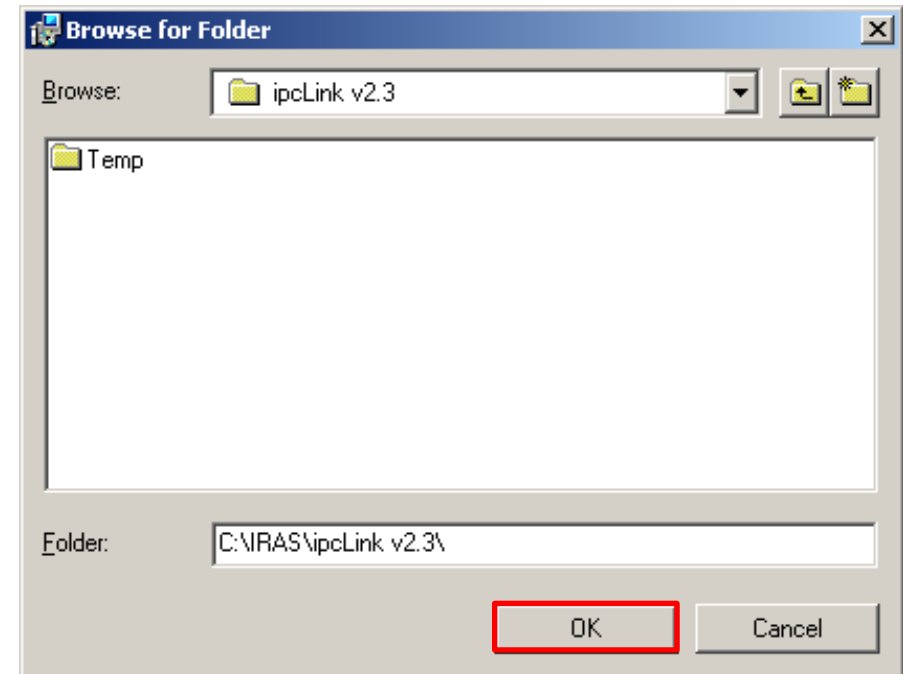
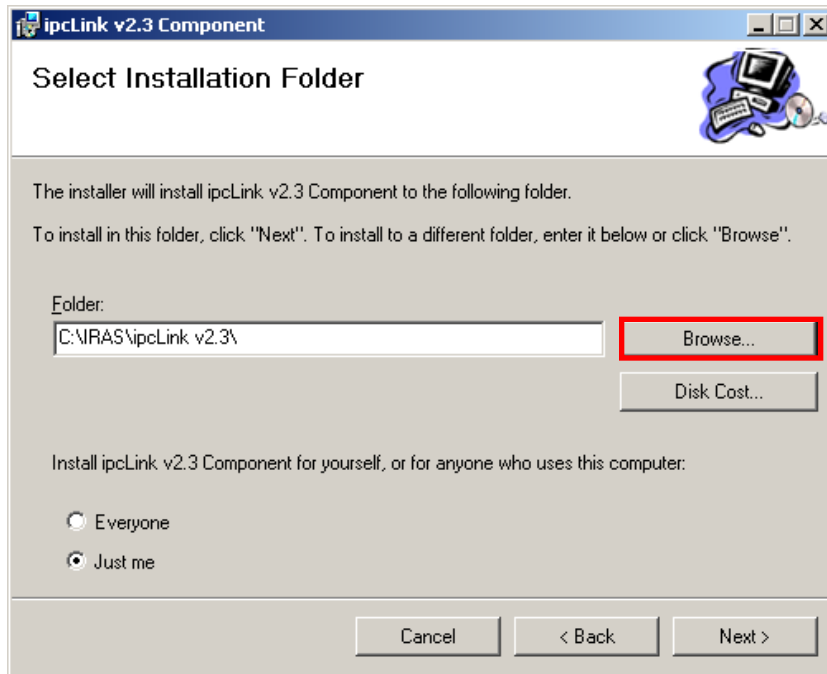
Install ipcLink v2.3 Application for LAN (Client Installation)



1. Click <Run> to proceed
2. Click <Next>



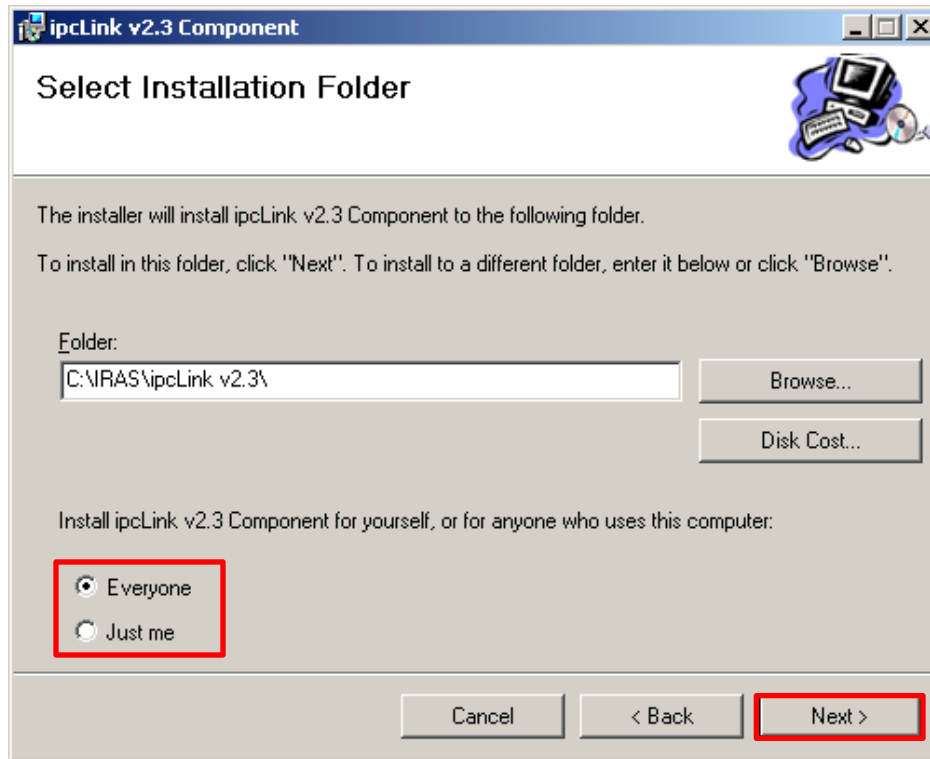
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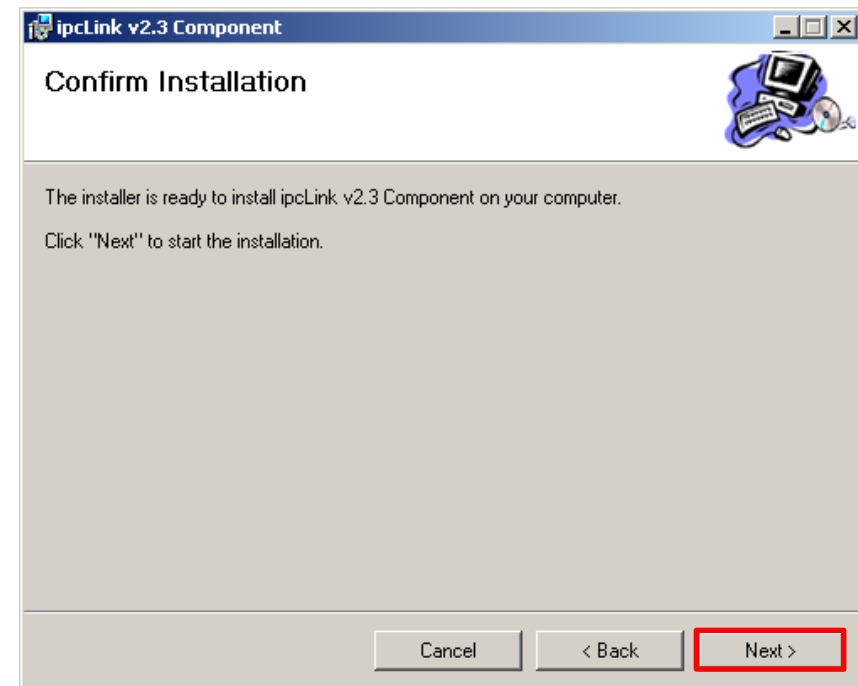
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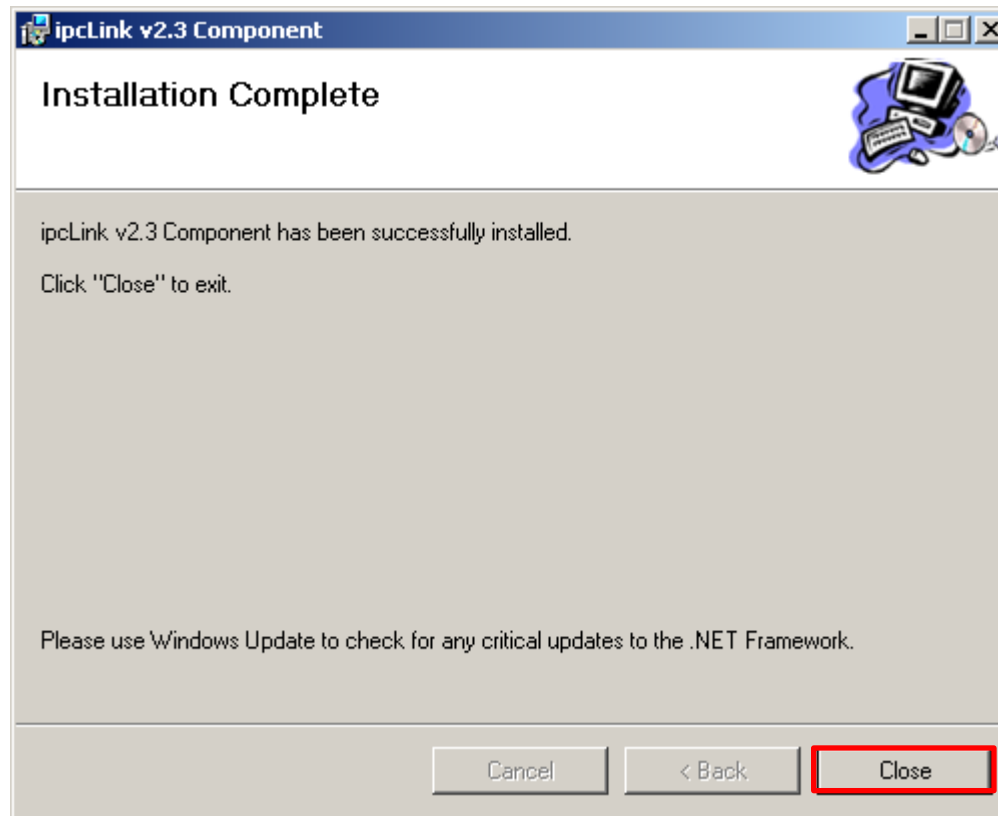
Install ipcLink v2.3 Application for LAN (Client Installation)



7. Click <Just me> to install ipcLink for yourself, or <Everyone> for anyone who uses this computer and click <Next>
8. Click <Next> to confirm installation



Install ipcLink v2.3 Application for LAN (Client Installation)



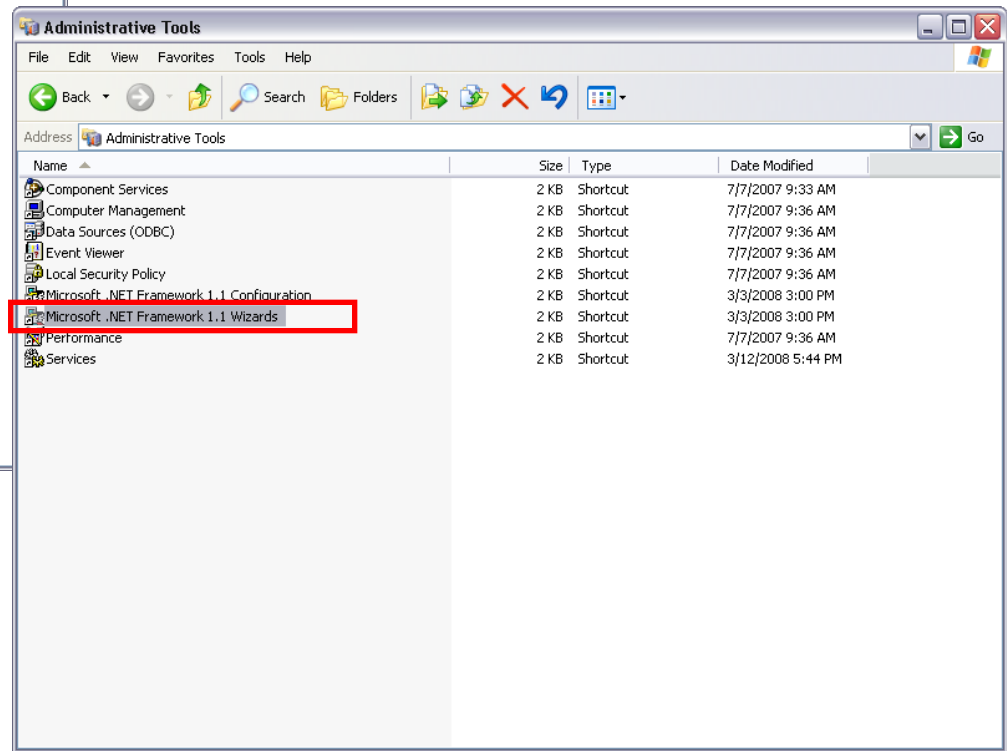
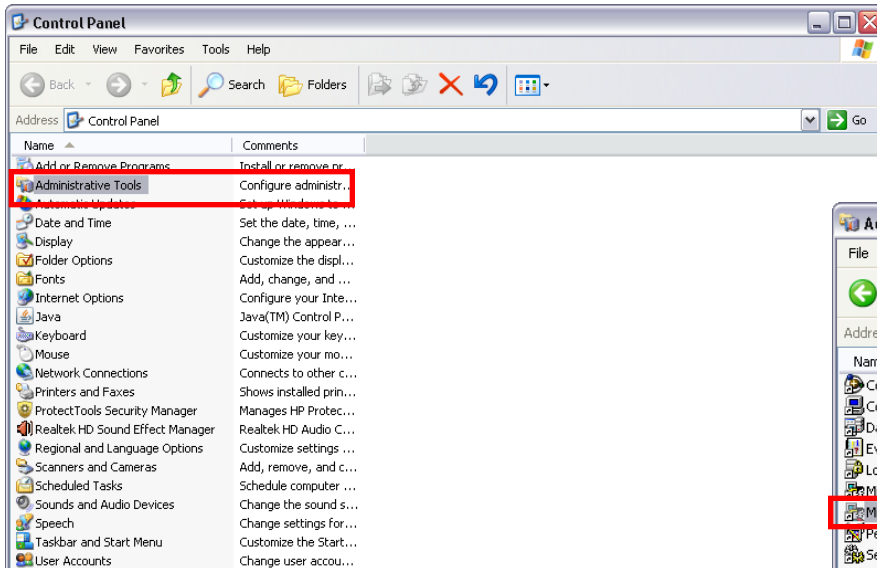
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Trust Assemblies

After installation of ipcLink client component, proceed to follow the steps below to trust the assemblies



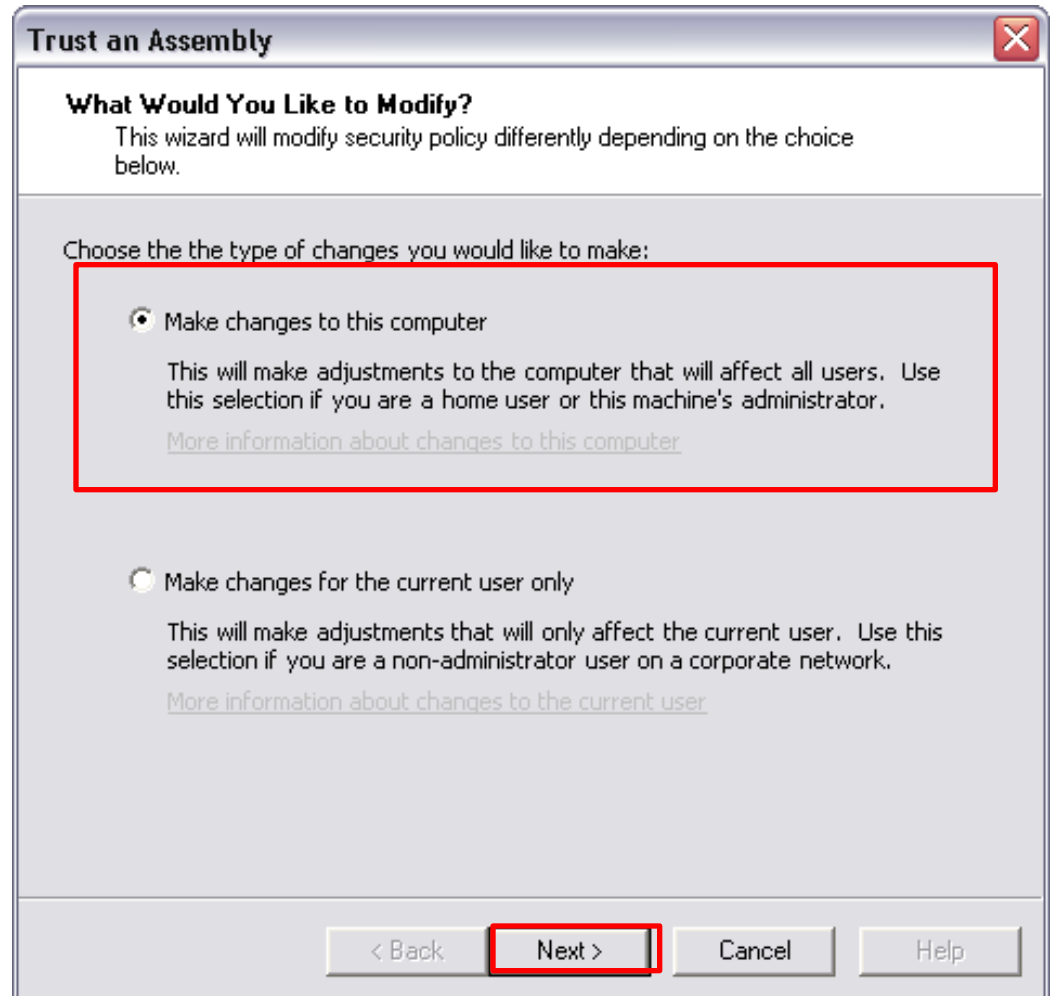
1. Click <Start> button at the Status Bar, choose <Settings> and then <Control Panel>, double click <Administrative Tools>
- or
1. In classic view of the <Control Panel>, double click <Administrative Tools>
2. Double click <Microsoft.NET Framework 1.1 Wizards>

Trust Assemblies

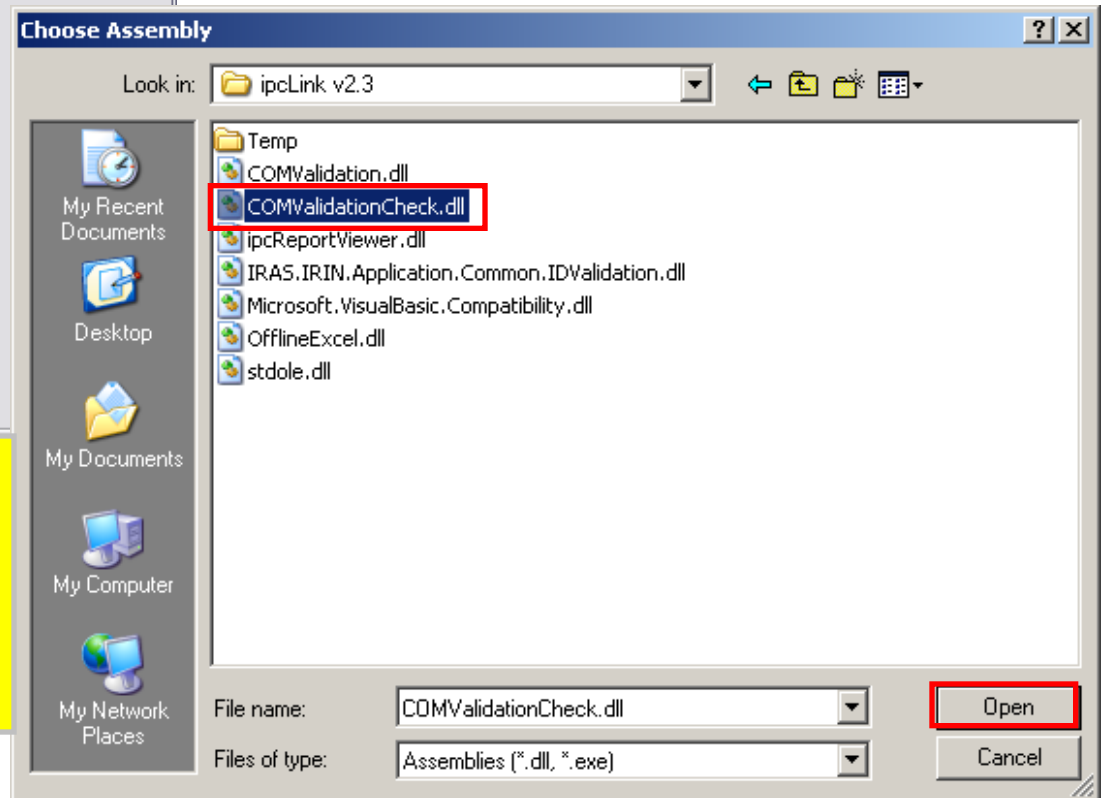
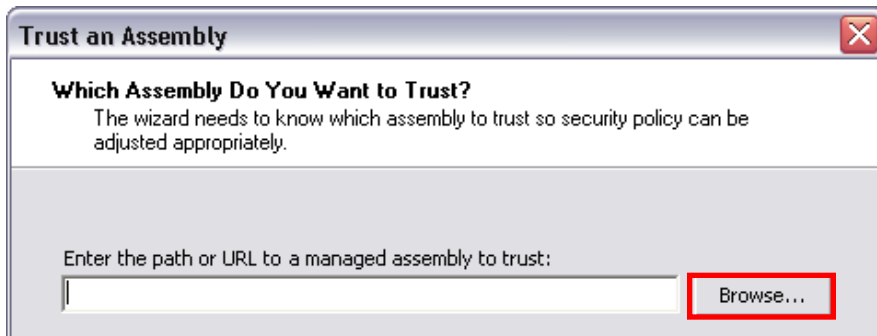
Trust Assembly - COMValidationCheck.dll



3. Double click <Trust An Assembly>
4. Select <Make changes to this computer>
5. Click <Next>

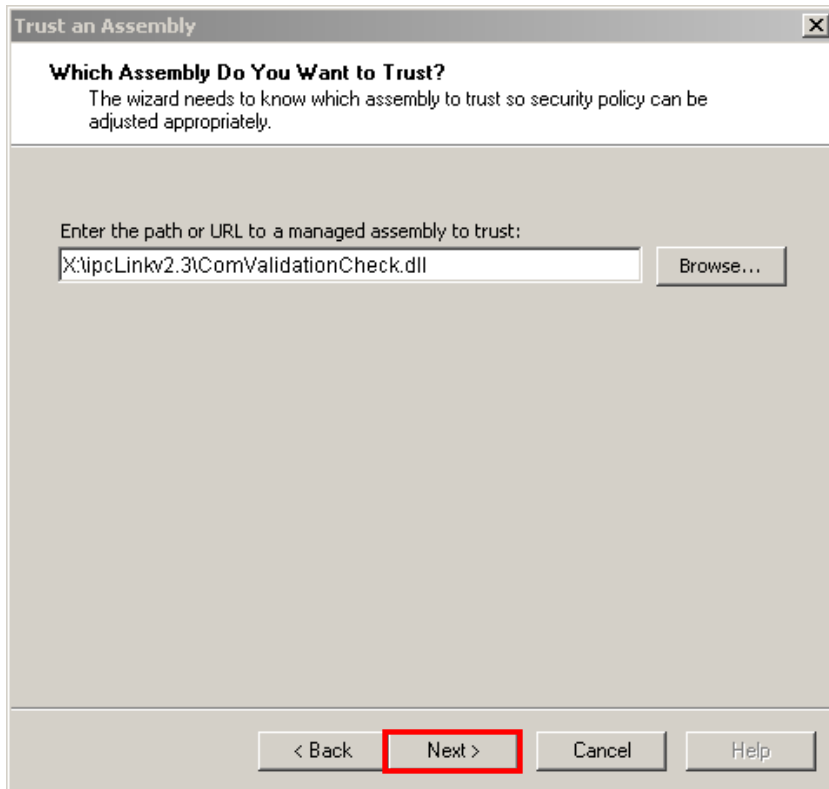


Trust Assemblies

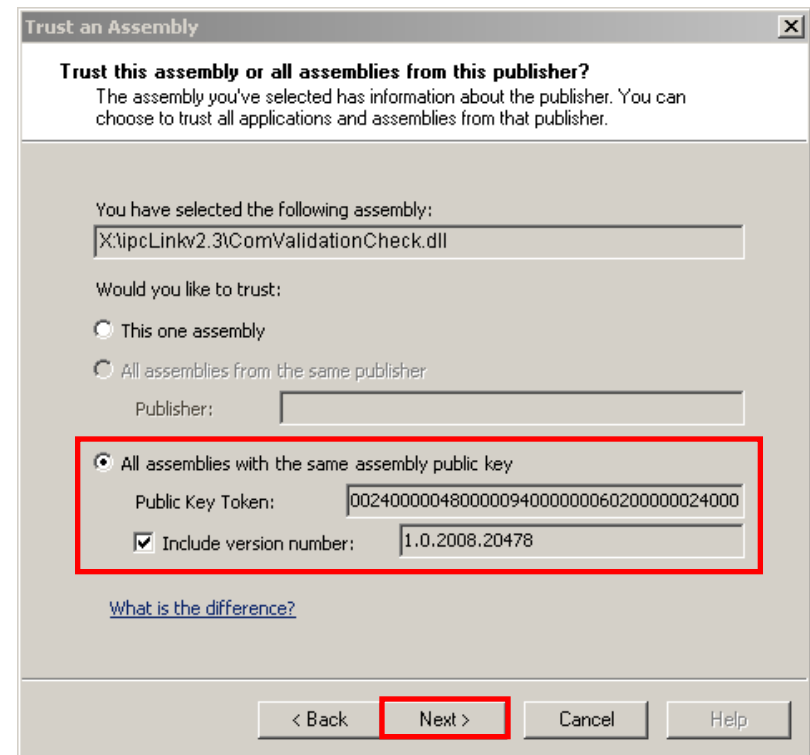


6. Click <Browse>
7. Select the directory in which you have install ipcLink in the server for example <X:\ipcLink v2.3>
8. Select <COMValidationCheck.dll>
9. Click <Open>

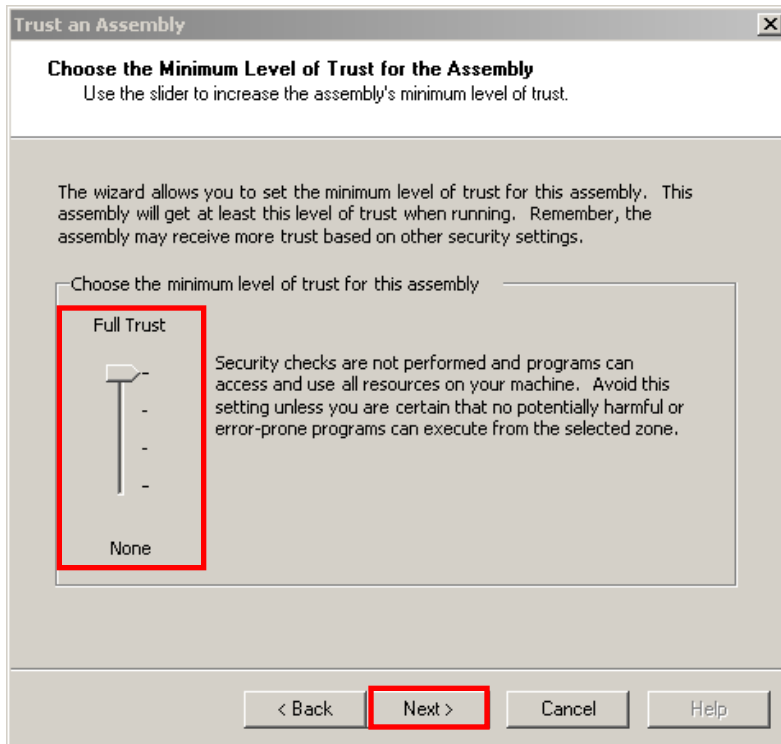
Trust Assemblies



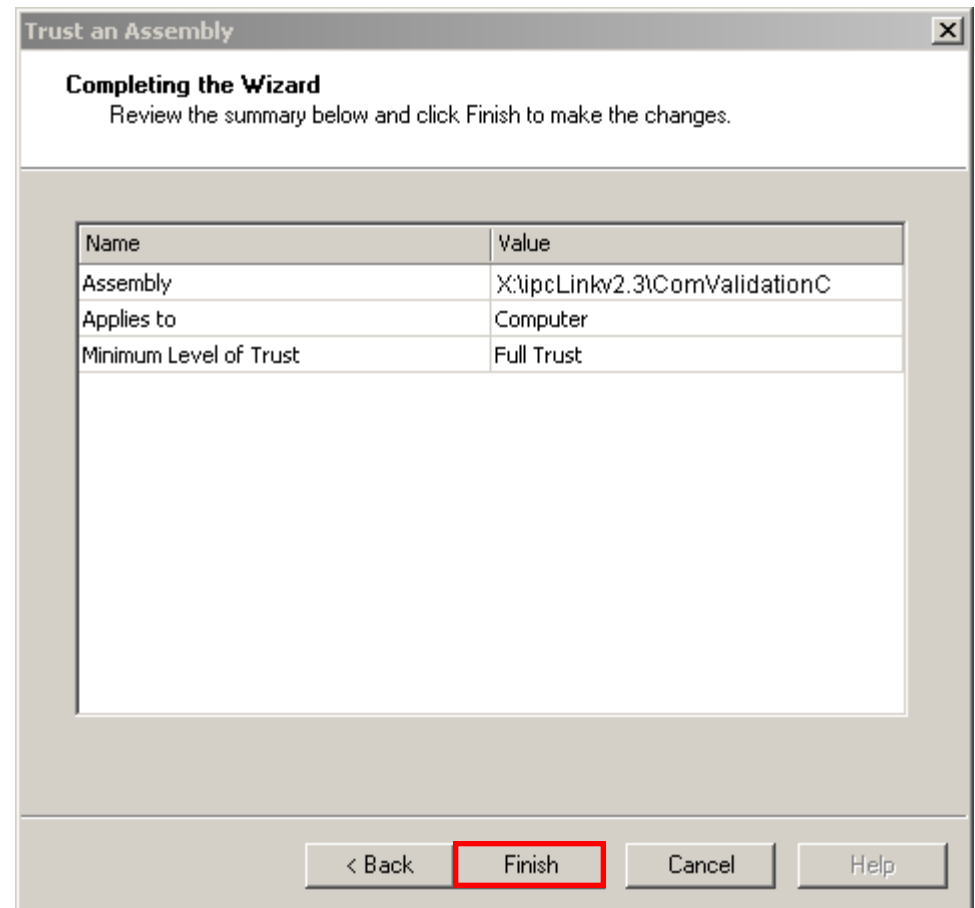
10. Click <Next>
11. Select <All assemblies with the same assembly public key and click <Next>



Trust Assemblies



12. Select <Full Trust>
13. Click < Next >
14. Click <Finish>

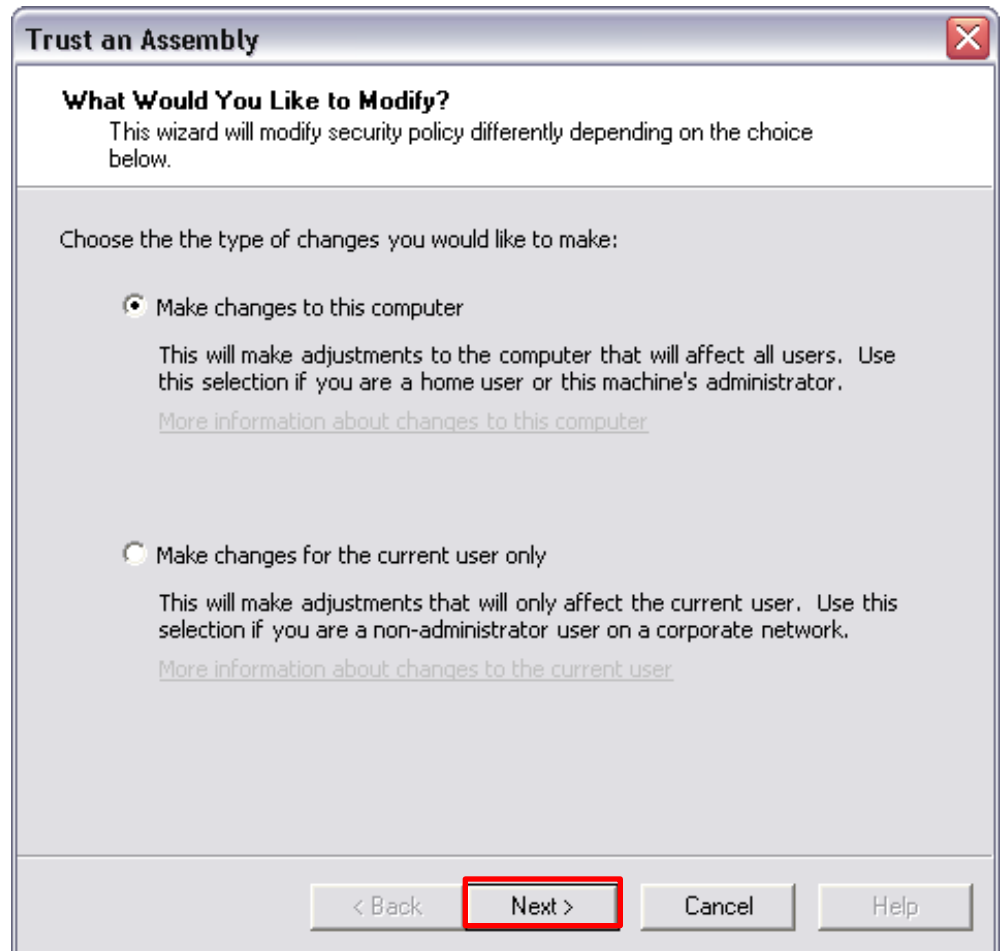


Trust Assemblies

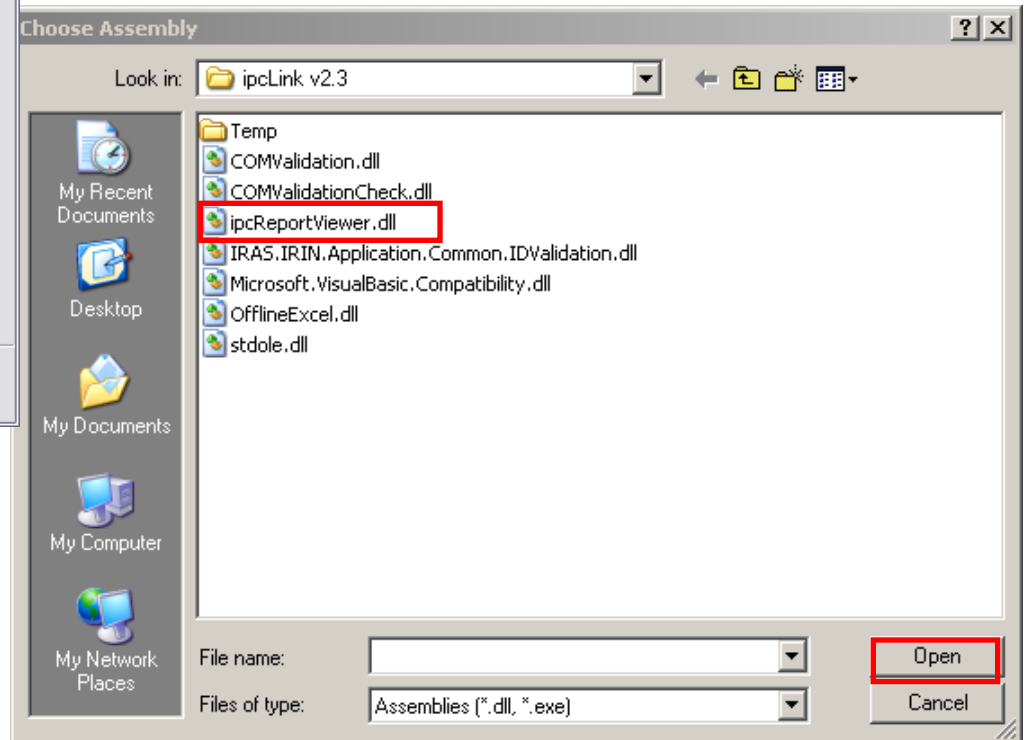
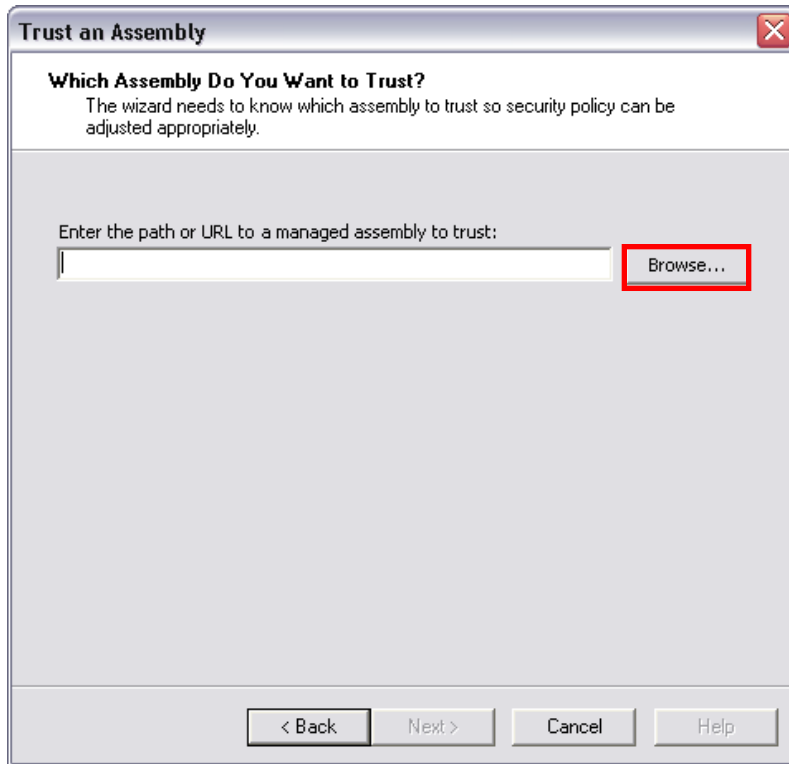
Trust Assembly – ipcReportViewer.dll



1. Double click <Trust An Assembly>
2. Select <Make changes to this computer>
3. Click <Next>

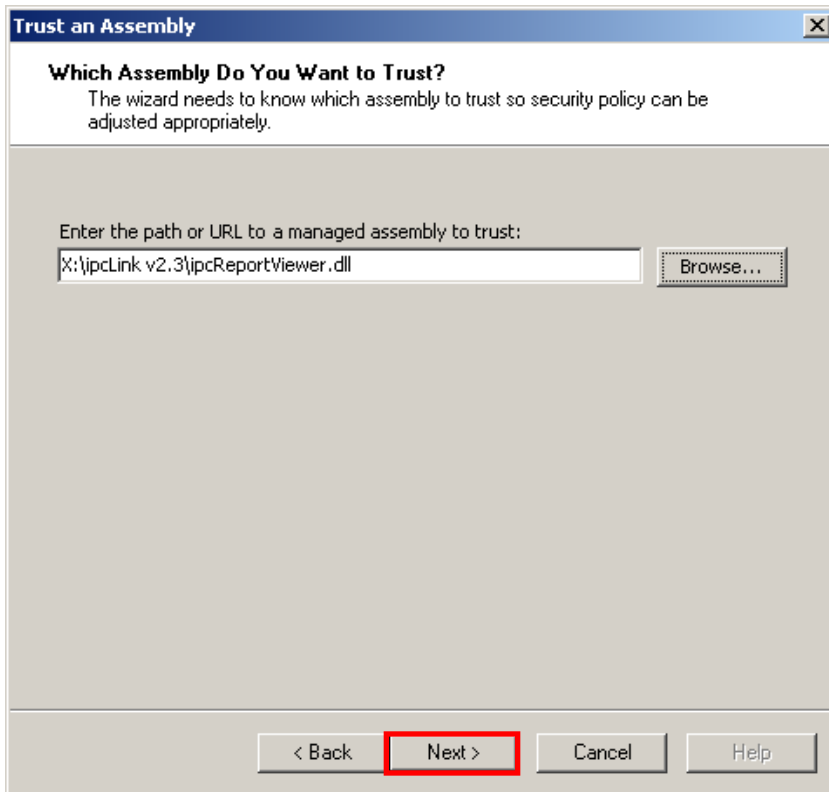


Trust Assemblies

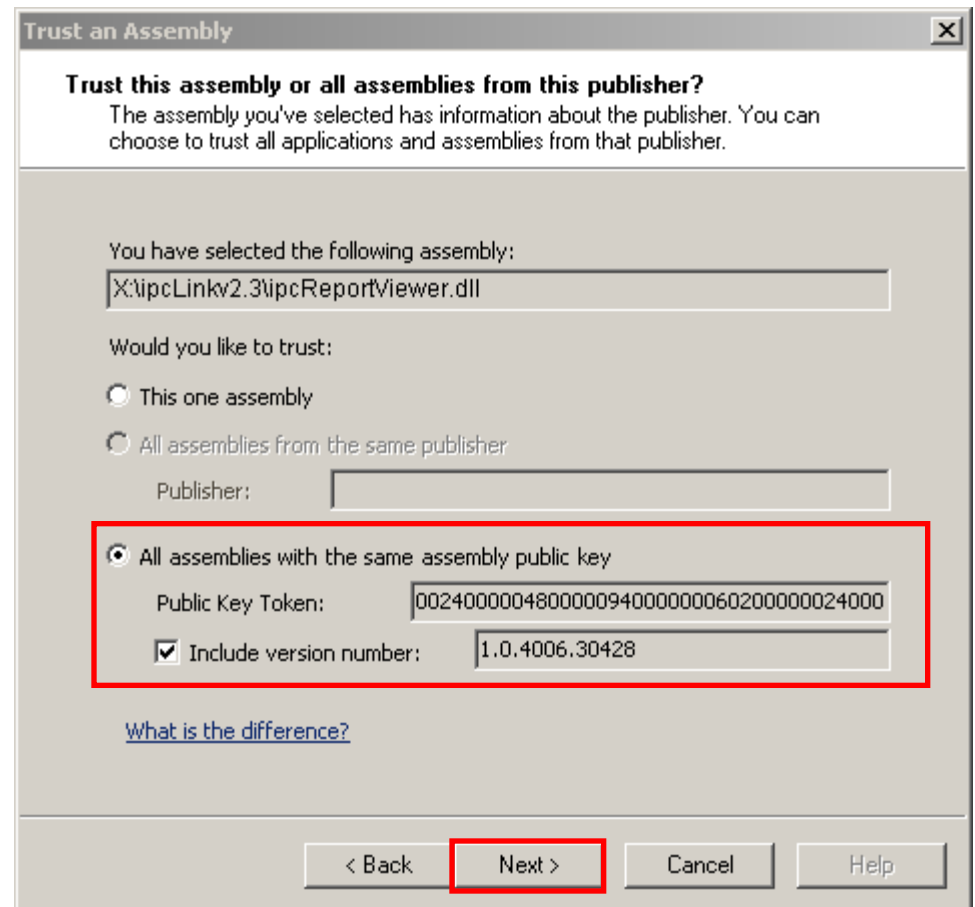


4. Click <Browse>
5. Select the directory in which you have install ipcLink in the server for example <X:\ipcLink v2.3>
6. Select <ipcReportViewer.dll>
7. Click <Open>

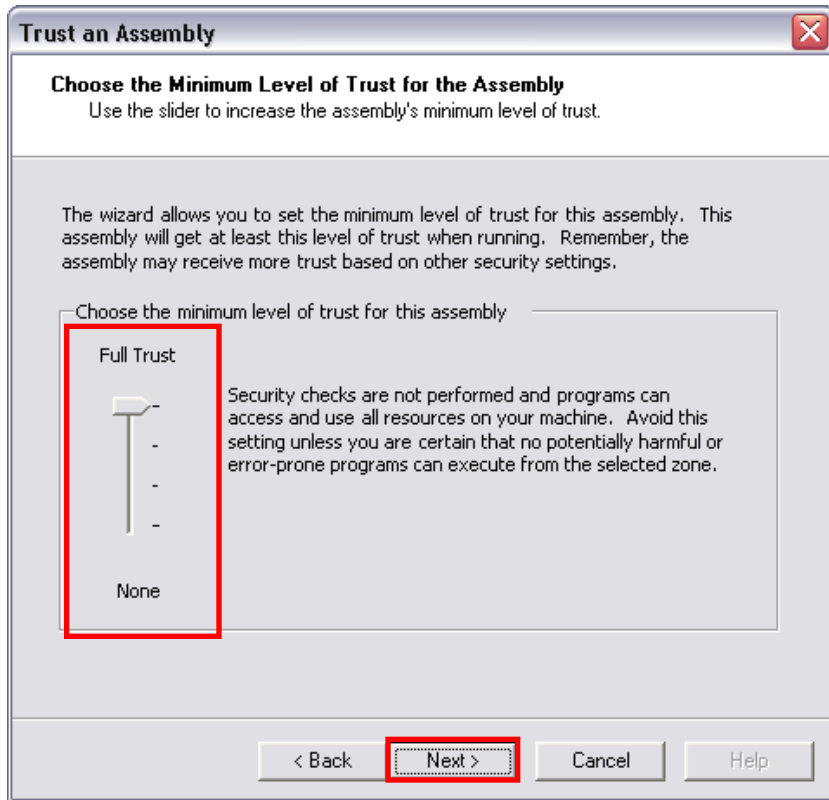
Trust Assemblies



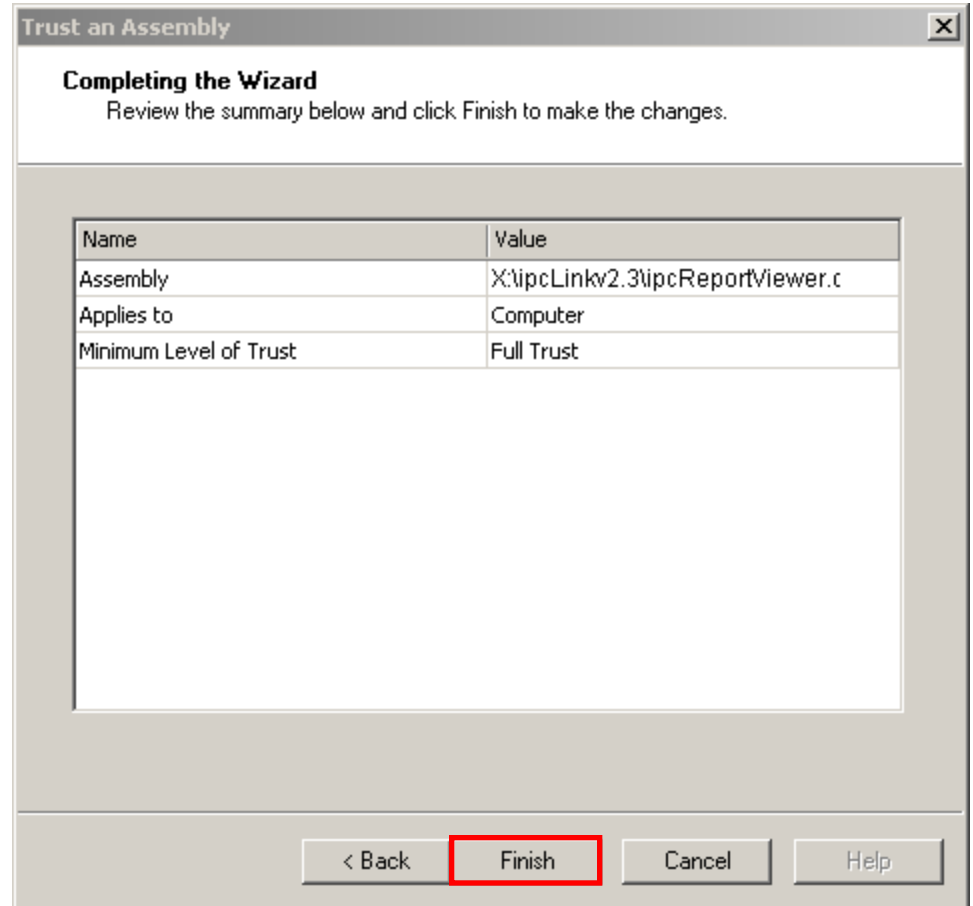
8. Click <Next>
9. Click <All assemblies with the same assembly public key> and click <Next>



Trust Assemblies



10. Select <Full Trust>
11. Click < Next >
12. Click <Finish>



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 - ii. Create ipcLink v2.3 Application shortcut

Create ipcLink v2.3 Application shortcut

After trusting of the assemblies, proceed to create shortcut of the ipcLink v2.3.exe on the client's desktop

The screenshot shows a Windows Explorer window titled "ipcLink v2.3" with the address bar set to "X:\IRAS\ipcLink v2.3". The file list includes "ipcLink v2.3.exe" (1,004 KB, Application), "ipcReportViewer..." (976 KB, Application Extension), "comct32.ocx" (595 KB, ActiveX Control), "ipcLink.mdb" (528 KB, Microsoft Office Acc...), "AResize.ocx" (325 KB, ActiveX Control), "Msfxgrd.ocx" (239 KB, ActiveX Control), "Microsoft.VisualB..." (232 KB, Application Extension), "msmask32.ocx" (ActiveX Control), "AResizeLite.ocx" (ActiveX Control), "msadodc.ocx" (ActiveX Control), "MSCOMM32.OCX" (ActiveX Control), "picclp32.ocx" (ActiveX Control), "MigrateDataBase" (Application), "plugin.ocx" (ActiveX Control), "COMValidation.dl" (Application Extension), "PKZIP.EXE" (Application), "ipcReportViewer.tlb" (TLB File), "IRAS.IRIN.Application.Common.IDValidation.dll" (Application Extension), and "PKUNZIP.EXE" (Application). A context menu is open over "ipcLink v2.3.exe", showing options like "Open", "Run as...", "Scan for threats...", "Add to Zip...", "Add to 'ipcLink v2.3.zip'", "Send To", "Cut", "Copy", "Create Shortcut", "Delete", "Rename", and "Properties". The "Send To" sub-menu is open, highlighting "Desktop (create shortcut)".

1. Double-click the ipcLink v2.3 folder at the server
2. Right click on the ipcLink v2.3.exe
3. Select <Send To Desktop (create shortcut)>

Create ipcLink v2.3 Application shortcut

