

# USER GUIDE ON FILING NOTICE OF TRANSFER



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

At *myTax Portal*,  
You Surf, We Serve



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## 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](#)
- [Businesses](#)
- [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 GST Registered Businesses](#)

#### Property

- [Search for Building & Estate Names](#)
- [e-Valuation List](#)
- [Integrated Legal Requisition System \(InteReq\)](#)

#### Payment

- [Internet Payment via eNets Debit](#)
- [Internet Payment via Credit Card](#)

#### Others

- [e-Stamping](#)
- [Search for Licensed Appraisers & House Agents](#)

**Step 1 - I am logging in for**

- My Personal Tax Matters (such as Individual Income Tax, Property Tax, etc)
- My Organisation's/Business' Tax Matters
- My Client's Tax Matters

**Step 2 - I am logging in using**

[SingPass](#)   [IRAS PIN](#)

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

Log in to To authorise employees or third parties to access government e-services

**EASY**

*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 online, if you have an ibanking account with [DBS](#) or [OCBC](#).

For a paper copy of the form, please [download the form](#).

## • My Organisation's/Business' Tax Matters

If you are a staff filing the Notice of Transfer on your company's behalf, click [here](#).

## • My Client's Tax Matters

If you are a staff of a law firm filing the Notice of Transfer on the client's behalf, click [here](#).

**USER GUIDE ON FILING NOTICE OF TRANSFER**

**FILING NOTICE OF TRANSFER  
ON COMPANY'S BEHALF**

# USER GUIDE ON FILING NOTICE OF TRANSFER

The screenshot shows the myTax Portal login interface. At the top, it says "At myTax Portal, You Surf, We Serve" and "Singapore Government Integrity • Service • Excellence". The navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is titled "I am logging in for my organisation's/business' tax matters". It contains three input fields: "My Tax Reference Number" (with a dropdown menu set to "NRIC" and a text box), "My IRAS PIN" (with a text box), and "My Organisation Tax Reference Number" (with a dropdown menu set to "UEN-LOCAL CO" and a text box). Below these fields are "Login", "Clear", and "Cancel" buttons. A note states: "With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the 'drop-down' selection list. Please see table below." A link "Forgotten your PIN?" is also present. Below the login fields, a section titled "Please enter the correct Organisation Tax Reference Number as follows:" contains a table with the following data:

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 (nnnnnnnnX 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) Please login using respective individual member's Tax Reference Number for: - Apply for Declaration of Agents
Organisations under GST divisional registration	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 After you select to log in under 'My Organisation's / Business' Tax Matters', you will see this login page.
- 2 Enter the following:
  - My Tax Reference Number
  - My IRAS PIN
  - My Organisation Tax Reference Number
- 3 Click **Login**

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Name of Organisation : XXX  
Tax Reference No. : 1949XXXXXR

## Messages

- [What I Need To Do](#)
- [Useful Tax Info](#)
- [Correspondence & Notices](#)
- [Last Completed Portal Transactions](#)
- [What's New](#)

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

Step No.	Action
1	Click on <b>Property Tax</b> on the left Menu bar.

# USER GUIDE ON FILING NOTICE OF TRANSFER

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Step No.	Action
1	Click on <b>e-Notice of Transfer</b> on the <b>Property Tax e-Services Suite</b>

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- Contact IRAS

Notice of Transfer

e-Notice of Transfer Search

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

## Step No.                      Action

- 1                      Guide to create a new document, click [here](#).
- 2                      Guide to query a document, click [here](#).

# **Filing Notice of Transfer on Client's behalf**

# USER GUIDE ON FILING NOTICE OF TRANSFER

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". There are navigation links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is titled "I am logging in for my client's tax matters" and contains a login form with fields for My Tax Reference Number, My IRAS PIN, and My Organisation Tax Reference Number. A note indicates that the "drop-down" selection list for the Organisation Tax Reference Number has been updated to include UEN-LOCAL CO. Below the form is a table providing instructions for selecting the correct Organisation Tax Reference Number based on the entity type.

Entity Type	Instructions
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 (nnnnnnnnX format)	Select "UEN-BUSINESS" and enter the number (e.g. S2912345A) [previously known as "ROB"]
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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)
Sole Proprietorships own by individual person for GST	Please login using the Parent entity's Tax Reference Number for: - Apply for Major Exporter Scheme Select "GSTN" and enter the number (eg M91234567X or MX2345678A)

## Step No.

## Action

1 After you select to log in under 'My Client's Tax Matters', you will see this login page.

2 Enter the following:

- My Tax Reference Number
- My IRAS PIN
- My Organisation Tax Reference Number

3 Click **Login**

# USER GUIDE ON FILING NOTICE OF TRANSFER

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-hand menu lists various services, with "Property Tax" highlighted in a yellow box. The main content area displays a "Messages" section with links for "What I Need To Do", "Useful Tax Info", "Correspondence & Notices", "Last Completed Portal Transactions", and "What's New". A red warning message is visible at the bottom of the main content area.

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- Partnership
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  - View Return Status
  - View Correspondence/ Notices
- Property Tax**
- S45 Withholding Tax
- Tax Clearance

**Messages**

- What I Need To Do
- Useful Tax Info
- Correspondence & Notices
- Last Completed Portal Transactions
- What's New

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

**Step No.**

1

**Action**

Click on **Property Tax** on the left Menu bar.

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### Property Tax e-Services

- [Notify lettings/ rental changes/ changes to the property](#)
- [Apply owner occupier's concession](#)
- [Apply vacancy refund](#)
- [File objections to Annual Value](#)
- [e-Notice of Transfer](#)
- [View Property Portfolio](#)
- [View Correspondence and Notices](#)
- [View PT Info Guide](#)
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[<<Back to Home](#)

**Step No.**

**Action**

1. Click on **e-Notice of Transfer** on the **Property Tax e-Services Suite**

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Step No.

Action

Home | [About IRAS](#) | [News & Events](#) | [Careers](#) | [Ask IRAS](#) | [Useful Links](#) | [Technical FAQ](#)

■ Home **Notice of Transfer**

■ 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

- Property Tax

- \$45 Withholding Tax
- Tax Clearance
- Employer Deduction
- e-Submission

■ View Account Summary

■ Payments

**e-Notice of Transfer Search**

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

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2

Guide to query a document, click [here](#).

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## Creating a new document



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- e-Submission
- View Account Summary
- Payments

### Notice of Transfer

#### e-Notice of Transfer Search

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

Step No.

Action

1

Click **Create new**

# USER GUIDE ON FILING NOTICE OF TRANSFER

**At myTax Portal, You Surf, We Serve**

**e-Notice of Transfer**

Document Status : New  
 Company / Firm : TESTING LTD  
 Company / Firm Registration Code : TST123456  
 \* User's Reference No. :   
 Document Reference No. :

**SECTION A : PARTICULARS OF PROPERTY**

Property No.1

\* Property Type :  Please Specify (for Others only) :

Building/Land Area :  sq.m.

\* Please select one of the options :

\* Property Tax Reference No. :

\* Blk/House No. :

\* Street Name :  Search

\* Storey-Unit No. :  -

\* MK/TS :  MK/TS No. :

\* Lot No. :

Plot/Part/Parcel No. :

Street Name :  Search

Click on "Update" to add a property to the table below or save changes.

Update Clear

Total :

Delete

- | Step No. | Action   |
|----------|--|
| 1        | You must enter the relevant details in the compulsory fields marked with * in Section A. |

## USER GUIDE ON FILING NOTICE OF TRANSFER

**SECTION B : DETAILS OF PROPERTY**

\* Tenure :  Please Specify (for Others only) :

Lease Term (for 'Leasehold only') :  Years From (DD/MM/YYYY) :

Name of Lessor :

**JTC Property**

Transaction Type :

Duration of Tenancy/Lease :

Standard Factory Type :

Waterfrontage :  M.Run

Rent payable & basis of computation :

- | Step No. | Action  |
|----------|---|
| 1        | You must enter the relevant details in the compulsory fields marked with the asterisk * in Section B. |
| 2        | Click the <b>Next</b> button to advance to Section C.   |
| 3        | Click the <b>Back</b> button to return to the search page.  |
| 4        | Click the <b>Save as Draft</b> button to save the document and exit.                                  |
| 5        | Click the <b>Clear All</b> button to clear the data entered in this page.                             |

[Top](#)|[Property](#)|Property Details

<< Back

Save as Draft

Clear All

Next >>

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  - View Return Status
  - View Correspondence/ Notices

**SECTION C : PARTICULARS OF TRANSFEROR/VENDOR** ⓘ

\* Is the transferor the State or a Statutory Board?  Yes  No

\* Identification No ⓘ :

\* Name of Transferor/Vendor :

\* Address :

Contact Number :

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## Step No.                      Action

- 1                      You must enter the relevant details in the compulsory fields marked with the asterisk \* in Section B.

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- S45 Withholding Tax
- Tax Clearance
- Employer Deduction
- e-Submission
- **View Account Summary**
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- **Tax Resources**
- e-Tax Guides
- Downloadable Forms
- Average Exchange Rates

**SECTION D : PARTICULARS OF TRANSFER**

* Nature of Disposition	:	<input type="text"/>	Please Specify (for Others only)	:	<input type="text"/>
* Type of Transfer	:	<input type="text"/>	Please Specify (for Others only)	:	<input type="text"/>
* Date of Transfer/Possession	:	<input type="text"/>			
* Date of Purchaser's liability to pay tax (DD/MM/YYYY)	:	<input type="text"/>			

[Top](#)|[Transferor](#)|[Transfer](#)|[Sale](#)|[Transferee](#)|[Solicitor](#)|[Sub-sales](#)


## Step No.

## Action

1

You must enter the relevant details in the compulsory fields marked with the asterisk \* in Section B.

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<a href="#">- Tax Treaties</a>	<b>SECTION E : PARTICULARS OF SALE/ORIGINAL SALE/SUBSALE AND TRANSFEREE/ORIGINAL PURCHASER</b>
<a href="#">Contact IRAS</a>	<b>SECTION E1 : PARTICULARS OF SALE/ORIGINAL SALE</b>
Date of Contract(DD/MM/YYYY)	: <input type="text"/> 
* Consideration	: \$ <input type="text"/> (disregard GST if payable)
* Amount for movable & intangible properties included in the Consideration	: \$ <input type="text"/>
Brief Description of movable & intangible properties included in the Consideration	: <input type="text"/>
* Is the Consideration/transfer for the whole of the property/properties?	<input type="radio"/> Yes <input type="radio"/> No
If NO, enter fractional interest	<input type="text"/> / <input type="text"/>
E-stamping document Ref. No. of agreement/contract between transferor and transferee if Ad Valorem Duty has been paid	<input type="text"/> <input type="text"/>

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## Step No.      Action

- 1      You must enter the relevant details in the compulsory fields marked with the asterisk \* in Section B.

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**SECTION E2 : PARTICULARS OF TRANSFEREES/ORIGINAL PURCHASER** i

\* After the transfer property is held in ▼

**Transferee/Original Purchasers No. 1**

\* Identification No : ▼

\* Name of Transferees/Original Purchaser : ▼

\* Gender  Male  Female

\* Share of the property transferred to the transferee in fraction (for tenancy in common only) :  /

\* Nationality (for non-NRIC and FIN only) : ▼ Please Specify (for others only) :

\* Date of Birth(DD/MM/YYYY) (for non-NRIC and FIN only) :  📅

Address :

Click on "Update" to add a transferee details to the table below or save changes.

\*Please note that the first name on the table shall be designated as the addressee for all Property Tax Notices

<input type="checkbox"/>	No.	ID Type	Identification No.	Name of Transferees/Original Purchaser	Fractional share held
1					

Total : 0

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- | Step No. | Action  |
|----------|---|
| 1        | You must enter the relevant details in the compulsory fields marked with the asterisk * in Section B. |

## USER GUIDE ON FILING NOTICE OF TRANSFER

### SECTION E3 : PARTICULARS OF TRANSFEREE'S/ORIGINAL PURCHASER'S SOLICITOR

\* Name of the Transferee's/Original Purchaser's Solicitor :

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### SECTION E4 : PARTICULARS OF SUB-SALE ?

\* Does this Transfer involve any sub-sale?  Yes  No

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<< Back

Save as Draft

Clear All

Next >>

- | Step No. | Action  |
|----------|---|
| 1        | You must enter the relevant details in the compulsory fields marked with the asterisk * in Section B. |
| 2        | Click the <b>Next</b> button to advance to Section D.   |
| 3        | Click the <b>Back</b> button to return to the search page.  |
| 4        | Click the <b>Save as Draft</b> button to save the document and exit.                                  |
| 5        | Click the <b>Clear All</b> button to clear the data entered in this page.                             |
| 6        | If you have selected 'Yes' for Section E4 - Particulars of sub-sale, click <a href="#">here</a> .     |

# USER GUIDE ON FILING NOTICE OF TRANSFER

## Entering Sub-sale details

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### Step No.      Action

- 1      You must enter the relevant details in the compulsory fields marked with the asterisk \* in Section E1.

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- **Contact IRAS**

**SECTION E2 : PARTICULARS OF SUB-SALE PURCHASER** i

\* After the transfer, property is held in

**Sub-sale Purchasers No. 1**

\* Identification No i :

\* Name of Sub-sale Purchaser :

\* Gender  Male  Female

\* Share of the property transferred to the transferee in fraction (for tenancy in common only) :  /

\* Nationality (for non-NRIC and FIN only) :  Please Specify (for others only) :

\* Date of Birth(DD/MM/YYYY) (for non-NRIC and FIN only) :

Address :

\*Please note that the first name on the table shall be designated as the addressee for all Property Tax Notices

<input type="checkbox"/>	No.	ID Type	Identification No.	Sub-sale Purchaser Name	Fractional share held
1					

Total : 0

[Top](#) | [Sale](#) | [Transferee](#) | [Solicitor](#)


- | Step No. | Action   |
|----------|--|
| 1        | You must enter the relevant details in the compulsory fields marked with the asterisk * in Section E2. |
| 2        | Click the <b>Update</b> button to enter the transferee details into the table.                         |
| 3        | Click the <b>Clear</b> button to clear the data entered in Section E2 only.                            |
| 4        | Click the <b>Delete</b> button to delete the selected transferee record in the table.                  |

## USER GUIDE ON FILING NOTICE OF TRANSFER

**SECTION E3 : PARTICULARS OF SUB-SALE SOLICITOR**

\* Name of Sub-sale Purchaser's Solicitor :

[Top](#) | [Sale](#) | [Transferee](#) | [Solicitor](#)

**SUB-SALE** 

Click on "Add" button to add the sub-sale details

**PARTICULARS OF SUB-SALE**

<input type="checkbox"/>	No.	Contract Date	Consideration Amount	Sub-sale Purchaser Name
	1			

Total : 0

- | Step No. | Action   |
|----------|--|
| 1        | You must enter the relevant details in the compulsory fields marked with the asterisk * in Section E2. |
| 2        | Click the <b>Next</b> button to advance to Section D.  |
| 3        | Click the <b>Back</b> button to return to the search page.   |
| 4        | Click the <b>Save as Draft</b> button to save the document and exit.                                   |
| 5        | Click the <b>Clear All</b> button to clear the data entered in this page.                              |

# USER GUIDE ON FILING NOTICE OF TRANSFER



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At myTax Portal,

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  - Goods & Services Tax
- Partnership
  - How to e-file Form P
  - View Return Status
  - View Correspondence/ Notices
- Property Tax

## SECTION F : DECLARATION

I certify that the information given in this form is true, correct and complete.

Company / Firm : OM UIG & SHTUTNVU

\* Contact Person :

\* Contact Number :

Date :

Submitted by :

<< Back

Print Preview

Save as Draft

Save for Approval

Submit

Clear

[<< Back to e-Notice of Transfer Search](#)

## Step No. Action

- 1 You must enter the relevant details in the compulsory fields marked with the asterisk \* in Section F.
- 2 Click the **Back** button to return to the previous page.
- 3 Click the **Print Preview** button to preview the document.
- 4 Click the **Save as Draft** button to save the document and exit.
- 5 Click the **Save for Approval** button to save the document for approval and submission by the Approver.
- 6 Click the **Clear** button to clear the data entered in this page.

# USER GUIDE ON FILING NOTICE OF TRANSFER

## To Query a document

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header includes 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 menu lists various services such as 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), Property Tax, S45 Withholding Tax, Tax Clearance, Employer Deduction, e-Submission, View Account Summary, and Payments. The main content area is titled "Notice of Transfer" and contains an "e-Notice of Transfer Search" section. This section prompts the user to enter search criteria: Document Reference No. (with a range from to), User's Reference No., Status (a dropdown menu), and Date of Transfer (with a range from to). Below the search fields are three buttons: "Create new", "Query" (highlighted with a blue box), and "Clear". At the bottom of the search area, there is a link for requests to amend submitted e-Notices and a link to the "E-Notice of Transfer Step-by-Step Guide".

- | Step No. | Action   |
|----------|--|
| 1        | You may enter your search criteria with either of the following:<br><br>Document Reference No.<br>User's Reference No.<br>Status<br>Date of Transfer |
| 2        | Click the <b>Query</b> button  |

# USER GUIDE ON FILING NOTICE OF TRANSFER



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## Step No. Action

- 1 The documents that fit your search criteria will be listed in e-Notice of Transfer Summary table.
- 2 Guide to duplicate a document, click [here](#).
- 3 Guide to delete document(s), click [here](#).
- 4 Guide to submit document(s), click [here](#).

Home | Ask IRAS

Notice of Transfer

e-Notice of Transfer Search

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

e-Notice of Transfer Summary ⓘ

<input type="checkbox"/>	User's Reference No.	Document Reference No.	Property Description	Date of Transfer	Date Submitted	Status	Approver
<input type="checkbox"/>	DTS001.0060	2008080517027	650 TANAH MERAH KECHIL RISE #01-25	03/07/2008	-	PENDING APPROVAL	-
<input type="checkbox"/>	IR084165	2008080617627	250 NTH BRIDGE RD #8-2	-	-	DRAFT	-
<input type="checkbox"/>	DTS001.0043(100)	2008080618629	250 NTH BRIDGE RD #8-2	05/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0039	2008080720534	250 NTH BRIDGE RD #21-2	07/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0038	2008080720535	48B CLUB ST #0-0	04/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0047(5 PTIES)	2008080820833	TS 1 LOT 10003	08/08/2008	08/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0049(OTH IDS)	2008080820834	250 NTH BRIDGE RD #19-3	04/08/2008	-	DRAFT	-

1

Total : 7

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

# USER GUIDE ON FILING NOTICE OF TRANSFER

## Updating a document



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### Step No.      Action

- 1      The documents that fit your search criteria will be listed in e-Notice of Transfer Summary table.
- 2      To update and make changes to a document, click on the hyperlinked Document Reference No.

Home | Ask IRAS

Home      Notice of Transfer

Log out from myTax Portal

e-Notice of Transfer Search

Change IRAS PIN

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

Create new    Query    Clear

e-Notice of Transfer Summary ⓘ

<input type="checkbox"/>	User's Reference No.	Document Reference No.	Property Description	Date of Transfer	Date Submitted	Status	Approver
<input type="checkbox"/>	DTS001.0060	<a href="#">2008080517027</a>	650 TANAH MERAH KECHIL RISE #01-25	03/07/2008	-	PENDING APPROVAL	-
<input type="checkbox"/>	IR084165	<a href="#">2008080617627</a>	250 NTH BRIDGE RD #8-2	-	-	DRAFT	-
<input type="checkbox"/>	DTS001.0043(100)	<a href="#">2008080618629</a>	250 NTH BRIDGE RD #8-2	05/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0039	<a href="#">2008080720534</a>	250 NTH BRIDGE RD #21-2	07/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0038	<a href="#">2008080720535</a>	48B CLUB ST #0-0	04/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0047(5 PTIES)	<a href="#">2008080820833</a>	TS 1 LOT 10003	08/08/2008	08/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0049(OTH IDS)	<a href="#">2008080820834</a>	250 NTH BRIDGE RD #19-3	04/08/2008	-	DRAFT	-

1

Total : 7

Print Preview    Duplicate    Delete    Submit

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

# USER GUIDE ON FILING NOTICE OF TRANSFER

## Deleting a document



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### Step No.      Action

- 1      You may select 1 or more document(s) and click the **Delete** button.

Home | Ask IRAS

Notice of Transfer

e-Notice of Transfer Search

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

e-Notice of Transfer Summary ⓘ

<input type="checkbox"/>	User's Reference No.	Document Reference No.	Property Description	Date of Transfer	Date Submitted	Status	Approver
<input type="checkbox"/>	DTS001.0060	2008080517027	650 TANAH MERAH KECHIL RISE #01-25	03/07/2008	-	PENDING APPROVAL	-
<input type="checkbox"/>	IR084165	2008080617627	250 NTH BRIDGE RD #8-2	-	-	DRAFT	-
<input type="checkbox"/>	DTS001.0043(100)	2008080618629	250 NTH BRIDGE RD #8-2	05/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0039	2008080720534	250 NTH BRIDGE RD #21-2	07/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0038	2008080720535	48B CLUB ST #0-0	04/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0047(5 PTIES)	2008080820833	TS 1 LOT 10003	08/08/2008	08/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0049(OTH IDS)	2008080820834	250 NTH BRIDGE RD #19-3	04/08/2008	-	DRAFT	-

Total : 7

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

# USER GUIDE ON FILING NOTICE OF TRANSFER

## Submit a document – Approving officers only



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### Step No. Action

- 1 You may select up to 15 documents and click the **Submit** button.

Home | Ask IRAS

Notice of Transfer

e-Notice of Transfer Search

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

### e-Notice of Transfer Summary

<input type="checkbox"/>	User's Reference No.	Document Reference No.	Property Description	Date of Transfer	Date Submitted	Status	Approver
<input type="checkbox"/>	DTS001.0060	2008080517027	650 TANAH MERAH KECHIL RISE #01-25	03/07/2008	-	PENDING APPROVAL	-
<input type="checkbox"/>	IR084165	2008080617627	250 NTH BRIDGE RD #8-2	-	-	DRAFT	-
<input type="checkbox"/>	DTS001.0043(100)	2008080618629	250 NTH BRIDGE RD #8-2	05/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0039	2008080720534	250 NTH BRIDGE RD #21-2	07/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0038	2008080720535	48B CLUB ST #0-0	04/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0047(5 PTIES)	2008080820833	TS 1 LOT 10003	08/08/2008	08/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0049(OTH IDS)	2008080820834	250 NTH BRIDGE RD #19-3	04/08/2008	-	DRAFT	-

1

Total : 7

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

# USER GUIDE ON FILING NOTICE OF TRANSFER

## Duplicate a document



At *myTax Portal*...  
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Home | Ask IRAS

Home Notice of Transfer

Log out from myTax Portal

Change IRAS PIN

e-Notice of Transfer Search

Please enter your search criteria :

Document Reference No. :  To

User's Reference No. :

Status :

Date of Transfer :  To

Create new Query Clear

### e-Notice of Transfer Summary ?

<input type="checkbox"/>	User's Reference No.	Document Reference No.	Property Description	Date of Transfer	Date Submitted	Status	Approver
<input type="checkbox"/>	DTS001.0060	2008080517027	650 TANAH MERAH KECHIL RISE #01-25	03/07/2008	-	PENDING APPROVAL	-
<input type="checkbox"/>	IR084165	2008080617627	250 NTH BRIDGE RD #8-2	-	-	DRAFT	-
<input type="checkbox"/>	DTS001.0043(100)	2008080618629	250 NTH BRIDGE RD #8-2	05/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0039	2008080720534	250 NTH BRIDGE RD #21-2	07/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0038	2008080720535	48B CLUB ST #0-0	04/08/2008	07/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0047(5 PTIES)	2008080820833	TS 1 LOT 10003	08/08/2008	08/08/2008	SUBMITTED	PAPA
<input type="checkbox"/>	DTS001.0049(OTHERS)	2008080820834	250 NTH BRIDGE RD #19-3	04/08/2008	-	DRAFT	-

Total : 7

Print Preview Duplicate Delete Submit

For requests to amend submitted e-Notice of Transfer, please click [here](#)

[E-Notice of Transfer Step-by-Step Guide](#)

- Step No.**      **Action**
- 1      You may select 1 document **ONLY** and click the **Duplicate** button.
- The following data will be duplicated in the new document:
- Tenure
  - Particulars of Transferor
  - Nature of Disposition
  - Type of Transfer
  - Contact Person
  - Contact Number