

## User Guide for View Correspondence & Notices

### User Guide for View Correspondence & Notices

The screenshot displays the myTax Portal interface. At the top, it says "At myTax Portal... you surf, we serve." and features the IRAS logo. On the left is a navigation menu with items like Home, Log out from myTax Portal, Change IRAS PIN, e-Service For Goods & Services Tax, Tax Resources, e-Tax Dishes, Downloadable Forms, Average Exchange Rates, Tax Services, and Contact IRAS. The main content area has input fields for "Name of Organisation" and "Tax Reference No.". 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". A red warning message at the bottom states: "Please remember to LOGOUT and CLOSE the browser after you have completed your filing."

If you are a staff viewing your company's correspondence/notices from IRAS, please refer to Page 2.

If you are a tax agent viewing your client's correspondence/notices from IRAS, please refer to Page 3.

## User Guide for View Correspondence & Notices

### Viewing by Company

#### 1) Messages Page



At myTax Portal...  
you surf, we serve

Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

- Home
- Log out from myTax Portal
- Change IRAS PIN
- Services For
  - Goods & Services Tax
- Tax Resources
  - Tax Guides
  - Downloadable Forms
  - Average Exchange Rates
  - Tax Treaties
- Contact IRAS

Name of Organisation: |  
Tax Reference No.: |

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.

#### 2) Left Hand Menu



At myTax Portal...  
you surf, we serve

Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

- Home
- Log out from myTax Portal
- Change IRAS PIN
- Services For
  - Goods & Services Tax
- Tax Resources
  - Tax Guides
  - Downloadable Forms
  - Average Exchange Rates
  - Tax Treaties
- Contact IRAS

Name of Organisation: |  
Tax Reference No.: |

Messages

- File GST Return(s)
- Subscribe for GST Alert
- View Return Status
- View Correspondence / Notices
- View GST Info Guide

What's New

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

You can access Correspondence & Notices either from:

- 1) Messages Page or
- 2) Left Hand Menu.

## User Guide for View Correspondence & Notices

### Viewing by Tax Agent

#### Left Hand Menu

The screenshot shows the myTax Portal interface. At the top, it says "At myTax Portal... you surf, we serve" and "Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE". On the left is a navigation menu with options like Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax), Partnership (e-File Form P, How to e-File Form P), Property Tax, Tax Clearance, Employer Deduction, e-Submissions, View Account Summary, Payments, and Tax Resources.

The main content area is titled "Client/Third Party Selection" and contains the following text: "Please enter the Tax Reference Number of your client/third party and click on 'Retrieve'." Below this is a form with "Tax Reference No. 1" and a dropdown menu set to "ROC" and an empty input field. There are "Retrieve" and "Back to Home" buttons.

Below the form, it says "For GST e-services, please enter the correct Organisation Tax Reference Number as follows:" followed by a table:

Companies	ROC Number (e.g. ROC 20012345A)
Organisations under GST group registration	GST Registration Number (e.g. GSTN W91234567X or NR2345678A)
Organisations under GST divisional registration	GST Registration Number (e.g. GSTN W91234567X or NB3456789X)
Sole Proprietorships	GST Registration Number (e.g. GSTN W91234567X or NX1234567A)
Partnerships	ROB Number (e.g. ROB 52912345A)
Clubs, Associations, Government Agencies & Others	Assigned Number or Income Tax Reference Number (e.g. ASGD A2500123J or ITR 200123456X)

Step No	Action
1	Enter your client's Tax Reference Number.
2	Click on <b>Retrieve</b> .

## User Guide for View Correspondence & Notices

### From Messages Page



Step No	Action
1	To view letters or notices sent by IRAS, click on <b>Letters/Notices.</b>
2	To view acknowledgement or confirmation page for applications or returns submitted, click on <b>Acknowledgement/Confirmation.</b>

## User Guide for View Correspondence & Notices

**From Messages Page and Left Hand Menu**

**At myTax Portal...**  
you surf, we serve

Avs IRAS ISLAND REVENUE AUTHORITY OF SINGAPORE

**View Correspondence/Notices**

Name of Organisation: :  
Tax Reference No.: :  
Tax Type: | GST

Category	New	Total
<a href="#">Letters/Notices</a>	2	2
<a href="#">Acknowledgement/Confirmation</a>	1	1

[Return to Home](#)

Step No	Action
1	To view letters or notices sent by IRAS, click on the hyperlink <a href="#">Letters/Notices</a> .
2	To view acknowledgement or confirmation page for applications or returns submitted, click on the hyperlink <a href="#">Acknowledgement/Confirmation</a> .
3	To return to home page, click on <b>Return to Home</b> .

## User Guide for View Correspondence & Notices

### Letters/Notices

Step No	Action
1	To view the relevant letters or notices, click on the hyperlink of the document.
2	To return to View Correspondence/Notices page, click on <b>Return to View Correspondence/Notices</b> .

  

### Acknowledgement/Confirmation

Step No	Action
1	To view the relevant acknowledgment or confirmation page, click on the hyperlink of the document.
2	To return to View Correspondence/Notices page, click on <b>Return to View Correspondence/Notices</b> .