

User Guide for Subscribe for GST Alert

User Guide for Subscribe for GST Alert

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-Service Fee, Goods & Services Tax, Tax Resources, e-Tax Guide, Downloadable Forms, Average Exchange Rates, Tax Notices, and Contact IRAS. The main content area has a "Messages" section with a list of links: "View GST Return(s)", "Subscribe for GST Alert", "View Return Status", "View Correspondence / Notices", and "View GST Info Guide". Below this is a section for "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 of the company, please refer to Page 2.

If you are tax agent acting for your client, please refer to Page 3.

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Viewing by company

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, there is a navigation menu with options like Home, Log out from myTax Portal, Change IRAS PIN, e-Service For, Tax Resources, and Contact IRAS. The "e-Service For" menu is expanded, showing options such as "File GST Return(s)", "Subscribe for GST Alert", "View Return Status", "View Correspondence / Notices", and "View GST Info Guide". A red arrow points to the "Subscribe for GST Alert" option. Below the menu, there are sections for "Messages", "Last Completed Portal Transactions", and "What's New". A note at the bottom says "Please remember to LOGOUT and CLOSE the browser after you have completed your filing."

Step No	Action
1	You can access Subscribe for GST Alert from the left hand menu.

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Viewing by Tax Agent

At myTax Portal...

you surf, we serve.

Return Status - Client Selection

Please enter the Tax Reference Number of your client and click on "Retrieve".

Tax Reference No :

For GST e-services, please enter the correct Organisation Tax Reference Number as follows:

Companies	ROC Number (e.g. ROC 200312345A)
Organisations under GST group registration	GST Registration Number (e.g. GSTN M91234567X or NR2345678A)
Organisations under GST divisional registration	GST Registration Number (e.g. GSTN M91234567X or NB2456789X)
Sole Proprietorships	GST Registration Number (e.g. GSTN M91234567X or NX1234567A)
Partnerships	ROB Number (e.g. ROB 92912345A)
Clubs, Associations, Government Agencies & Others	Assigned Number or Income Tax Reference Number (e.g. ASGO 42500123 or ITR 200123456X)

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

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Subscribe for Alert

At myTax Portal... you surf, we serve

Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

Email Alert Subscription

Name: _____
 Tax Reference No.: _____

Subscribed To: GST eFiling Alert

Email Address: _____

Unsubscribe Save Cancel

Only 1 email address can be accepted. Adding/Updating a new email address will replace the existing one.

Step No	Action
1	To subscribe for GST eFiling Alert service, enter an email address.
2	Click on Save .

User Guide for Subscribe for GST Alert

Result - Email Address Added

At myTax Portal... you surf, we serve

Ask IRAS IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

Email Alert Subscription

Name: _____
 Tax Reference No.: _____
 Subscribed To: GST eFiling Alert
 Email Address: _____

Unsubscribe Save Cancel

Only 1 email address can be accepted. Adding/updating a new email address will replace the existing one.
 Email address has been added/updated.

Email Alert Type	Email Address
GST eFiling Alert	abc@singnet.com.sg

Step No	Action
1	To end, click on Cancel .

User Guide for Subscribe for GST Alert

Unsubscribe an existing email address

At myTax Portal...
you surf, we serve

Ask IRAS
IRAS
INLAND REVENUE
AUTHORITY
OF SINGAPORE

Email Alert Subscription

Name: _____
 Tax Reference No.: _____
 Subscribed To: GST eFiling Alert
 Email Address: _____

Buttons: Unsubscribe, Save, Cancel

Only 1 email address can be accepted. Adding/Updating a new email address will replace the existing one.

Email Alert Type	Email Address
GST eFiling Alert	abc@singnet.com.sg
1	

Step No	Action
1	To unsubscribe for GST eFiling Alert service, click on Unsubscribe .

User Guide for Subscribe for GST Alert

Result - Alert has been unsubscribed

At myTax Portal...
you surf, we serve

IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

Email Alert Subscription

Name: _____
Tax Reference No.: _____

Subscribed To: GST eFiling Alert

Email Address: _____

Unsubscribe Save Cancel

Only 1 email address can be accepted. Adding/Updating a new email address will replace the existing one.
Alert has been unsubscribed.

Step No	Action
1	To end, click on Cancel .

User Guide for Subscribe for GST Alert

Replace an existing email address

At myTax Portal...
you surf, we serve

IRAS
INLAND REVENUE
AUTHORITY
OF SINGAPORE

Email Alert Subscription

Name: _____
Tax Reference No.: _____

Subscribed To:

Email Address:

Only 1 email address can be accepted. Adding/updating a new email address will replace the existing one.

Email Alert Type	Email Address
GST eFiling Alert	abc@singnet.com.sg
1	

Step No	Action
1	To replace an existing email address, enter a new Email Address.
2	Click on Save .

User Guide for Subscribe for GST Alert

Result - Existing email address has been replaced

At myTax Portal...
you surf, we serve

Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

Email Alert Subscription

Name: |
Tax Reference No.: |
Subscribed To: | GST eFiling Alert |
Email Address: | |

Unsubscribe Save Cancel

Only 1 email address can be accepted. Adding/Updating a new email address will replace the existing one.
Email address has been added/updated.

Email Alert Type	Email Address
GST eFiling Alert	icye@singnet.com.sg
1	

Step No	Action
1	To end, click on Cancel .