



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# At myTax Portal,

*You Surf, We Serve*

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Name of Organisation : XXX  
Tax Reference No. : 280012382N

## Messages

<a href="#">File ECI</a>
<a href="#">File Form C</a>
<a href="#">Object / Revise Assessment</a>
<a href="#">Apply for Certificate of Residence</a>
<a href="#">Apply for Waiver to Submit Form C by a Dormant Company</a>
<a href="#">View DIN</a>
<a href="#">Corporate Profile / Contacts &amp; Alert</a>
<a href="#">View Correspondence / Notices</a>
<a href="#">View Return Status</a>
<a href="#">R&amp;D - Base Year &amp; Base Expenditure Declaration</a>
<a href="#">View R&amp;D Account Details</a>

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# User Guide on Application for Certificate of Residence

## Tax Agent Application

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main heading reads "At myTax Portal, You". Below this is a navigation bar with links: Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ. On the left side, there is a vertical menu with the following items: Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (with sub-items: Corporate Tax, Goods & Services Tax). The main content area is titled "CERTIFICATE OF RESIDENCE" and contains three links: [Apply For Certificate of Residence](#), [View Application Summary \(Application Pending Approval\)](#), and [Back to Home](#).

Step No.	Action
1	If you are applying for a Certificate of Residence, select Apply For Certificate of Residence.
2	If you wish to approve or review a case, please select View Application Summary (Application Pending Approval).

# User Guide on Application for Certificate of Residence


## New COR Application by a Tax Agent

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header reads "At myTax Portal, You Surf, We Serve". A navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left sidebar menu includes Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (Corporate Tax, Goods & Services Tax), and Partnership (How to e-file Form P, View Return Status). The main content area is titled "CERTIFICATE OF RESIDENCE" and contains a "New Application" section. Below this, a prompt asks the user to enter the Tax Reference Number of their client and click on 'Retrieve'. The form includes a label "Tax Reference No", a dropdown menu currently showing "UEN-LOCAL CO", and an empty text input field. At the bottom of the form are "Retrieve" and "Back" buttons.

Step No.	Action
1	Enter the Tax Reference number of the client you are applying the Certificate of Residence for and click on <b>Retrieve</b> .

# User Guide on Application for Certificate of Residence

## Application for Certificate of Residence



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### Application for Certificate of Residence

Note: - This page may take you 5 minutes to complete.  
 - Please get ready the following information before you begin filing:

- Company's particulars
- Information pertaining to the income derived from the treaty country

Name of Organisation : GLOBAL RISK AND SECURITY MANAGEMENT PTE. LTD.  
 Tax Reference No : 280013220W

Is the company a Singapore nominee company?  Yes  No

Is the company a foreign-owned company?  Yes  No

Year of Assessment in which certificate is required : 2008

Treaty Country : INDONESIA

Nature of Income derived from treaty country : Interest

Amount of Income  S\$

Name of the foreign person/company paying the income : Indonesia Bank Ltd


Income remitted?  Yes  No

The company undertakes that the foreign income will be remitted and subject to tax in Singapore and the expected year of remittance is : 2009

Step No.	Action
1	Complete all fields in the page.
2	You will receive a 'Confirmation Statement' of your entries when you click on <b>Continue</b> .

# User Guide on Application for Certificate of Residence

## Confirmation Statement



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**CONFIRMATION STATEMENT**

**Application for Certificate of Residence**

Name of Organisation : GLOBAL RISK AND SECURITY MANAGEMENT PTE. LTD.  
 Tax Reference No : 280013220W

The following is a confirmation of all the information you have entered. Please check your entries. If you need to make amendments before you submit, please click on "Amend". Otherwise, submit your application to IRAS.

Is the company a Singapore nominee company? : No  
 Is the company a foreign-owned company? : No

Year of Assessment in which certificate is required : 2008  
 Treaty Country : Indone  
 Nature of Income derived from Treaty Country : Intere:  
 Amount of Income : S\$2,00  
 Name of the foreign person/company paying the income : INDON  
 Income remitted? : No  
 The company undertakes that the foreign income will be remitted and subject to tax in Singapore and the expected year of remittance is : 2009

**Declaration**  
 The company confirms that:  
 - The control and management for the whole of 2007 will be exercised in Singapore.  
 - The application is made for the purpose of claiming benefit under the Double Taxation Agreement.  
 - The company is the beneficial owner of the income.

Name of Applicant : XXX  
 Name of Tax Agent : XXX  
 \*Designation of Applicant :   
 \* Contact No. :

Step No.	Action
1	Enter your contact number and capacity and print a copy of the Confirmation Statement before clicking on <b>Submit</b> .
2	You will receive an 'Acknowledgement' of your application when you click on <b>Submit</b> .

# User Guide on Application for Certificate of Residence

## View Application Summary (Application Pending Approval)

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- Property Tax
- S45 Withholding Tax
- Tax Clearance
- Employer Deduction
- e-Submission

CERTIFICATE OF RESIDENCE

Approval Summary

Tax Reference No.	Company Name	Year of Assessment	Status	Remarks/
<input type="checkbox"/> 280013220W	GLOBAL RISK AND SECURITY MANAGEMENT PTE. LTD.	2008	PENDING APPROVAL	Please proceed is del Updated by 02/01/2009 13:47:58
<input type="checkbox"/> 280013220W	GLOBAL RISK AND SECURITY MANAGEMENT PTE. LTD.	2007	PENDING APPROVAL	Please proceed is del Updated by 02/01/2009 13:46:21

If you wish to approve an application, please select the row and click on 'Proceed'. If you wish to cancel an application, please

Proceed Remove Back

Step No.	Action
1	Select the entity that you wish to review or approve and click on <b>Proceed</b> to view the detail page. If you wish to cancel an application, click on <b>Remove</b> .
2	Check that the information given is correct and click on <b>Continue</b> . If the information given is not correct, you may amend the respective line item.
3	At the Confirmation screen, verify the information given.
4	If the information given is correct, click on <b>Print</b> to print a copy of the application for your record before clicking on <b>Submit</b> .