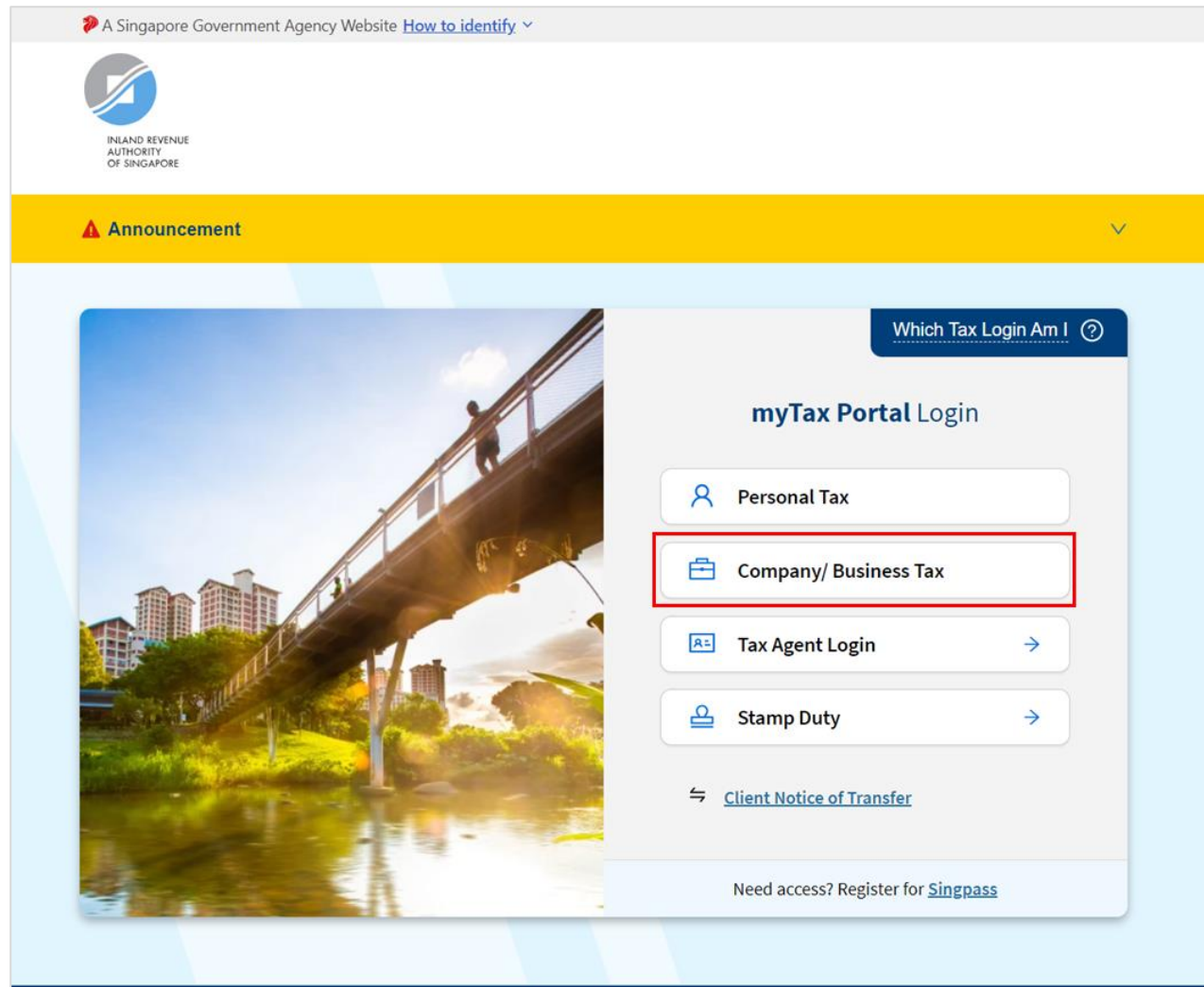




INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply for Extension of Time to File (Partnership)



- | Step No. | Action |
|----------|--|
| 1. | At <i>myTax</i> Portal login page, select the relevant type of Login. |
| a. | "Company/ Business Tax" if you are logging in on behalf of your company or business. For steps on logging in to myTax Portal, you can refer to Guide on How to Log In to myTax Portal . |

Note

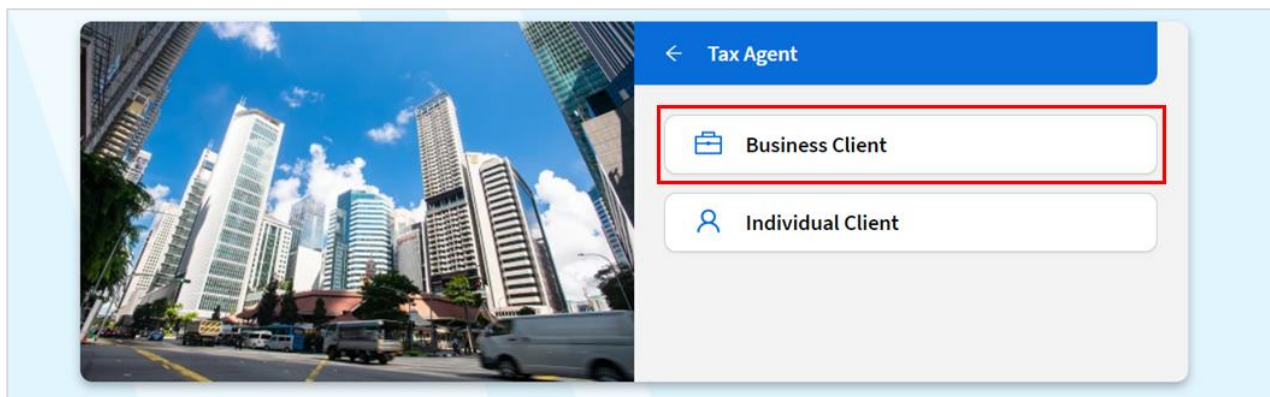
Please ensure that you have been duly authorised by the business with **Corppass > Partnership (Form P Filing)** e-Service before making the request.

| Step No. | Action |
|----------|--------|
|----------|--------|

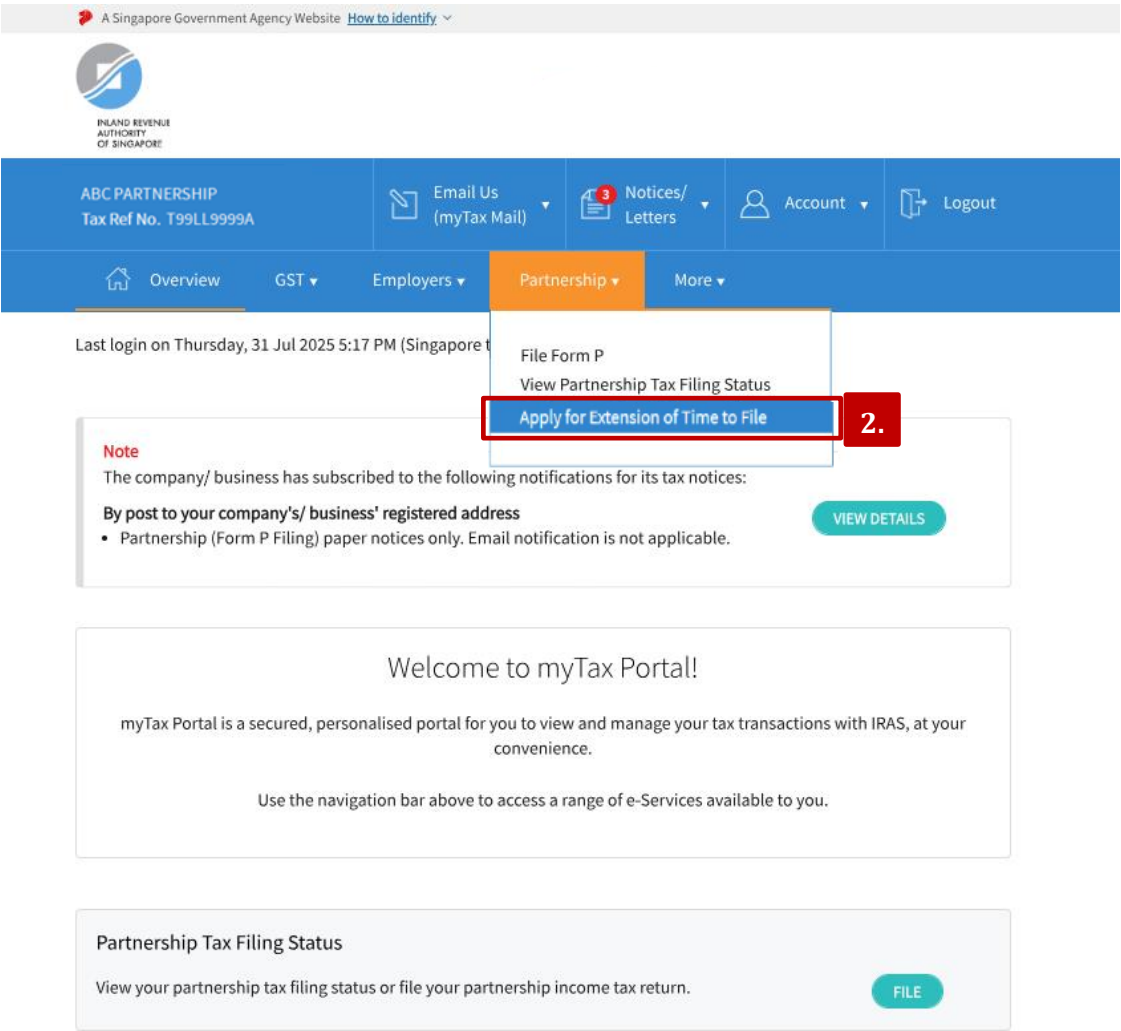
- | | |
|----|--|
| b. | <p>"Tax Agent Login → Business Client" if you are logging in on behalf of your client.</p> <p>For steps on logging in to myTax Portal, you can refer to Guide on How to Log In to myTax Portal.</p> |
|----|--|

Note


Please ensure that you have been duly authorised by the business with **Corppass > Partnership (Form P Filing)** e-Service before making the request.



After logging in with Singpass (as Corppass user)



| Step No. | Action |
|----------|---|
| 2. | At “ Overview ” page, click on “ Partnership ” dropdown list and select “ Apply for Extension of Time to File ”. |



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LOGOUT

T99LL9999A | ABC PARTNERSHIP

Email Us (myTax Mail) | Notices/ Letters | Account

Overview | GST | Employers | Partnership | More

Apply for Extension of Time to File

1 Request Details

2 Review Request

3 Result

Request Details

You are applying for an extension of time to file Partnership Income Tax Return/ Accounts.

Please note that you will be granted an extension of 2 weeks if your request is approved.

a.

Select Year of Assessment (YA)*

☒ 2025

☒ 2024

Verify Requestor Information

Name of Requestor

MELISSA

b.


Designation*

Manager

CONTINUE

c.

- | Step No. | Action |
|----------|--|
| 3. | At "Request Details" page, please provide the following information: |
| a. | Select the applicable "Year of Assessment (YA)" to apply for Extension of Time to File, if there is more than one YA eligible for Extension of Time to File. Note: YA will be pre-selected if there is only one YA eligible to apply for Extension of Time to File |
| b. | Enter your "Designation" . |
| c. | Click on 'CONTINUE' button. <u>Note</u> Extension of time to file for current Year of Assessment will only be available after 18 April. |



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1 Request Details

2 Review Request

3 Result

Nature of Request
Extension of Time to File Partnership Income Tax Return/ Accounts

Year of Assessment (YA)

- 2025
- 2024

Name of Requestor
MELISSA

Designation
Manager

b.

BACK

SUBMIT

a.

- | Step No. | Action |
|----------|--|
| 4. | Review the information you have entered as shown. |
| a. | Click on "SUBMIT" button to proceed with the appeal. |
| b. | Click on "BACK" button to return to the "Request Details" page if you wish to make amendments. |

Apply for Extension of Time to File

SAVE AS PDF/ PRINT

6

1 Request Details

2 Review Request

3 Result

Result

Request Processed

Your request for an extension of time to file the Partnership Tax Return has been processed. Please refer to the table below for the outcome of your request.

| | | | |
|---------------------|--------------|------------|---------------------|
| Acknowledgement No. | 110500000293 | Date/ Time | 05 May 2025 1:01 PM |
|---------------------|--------------|------------|---------------------|

A copy of this acknowledgement is available at [View Notices](#) digital service.

Nature of Request

Extension of Time to File Partnership Tax Return/ Accounts

Name of Requestor

MELISSA

Designation

Manager

5

| Year of Assessment | Status | File By |
|--------------------|---|--|
| 2025 | <div>Unsuccessful</div> <div>We are unable to grant you an extension of time to file the tax return as the due date has lapsed. Please click on "FILE" hyperlink to file the tax return immediately. If the e-Filing digital service is unavailable, please contact us at 1800-356 8300/ (+65) 6356 8300 to request for a copy of the tax return.</div> | <div>Immediately</div> <div>FILE</div> |
| 2024 | <div>Unsuccessful</div> <div>We are unable to grant you an extension of time to file as the due date has lapsed. Please click on "SUBMIT" hyperlink to submit the certified statement of accounts immediately.</div> | <div>Immediately</div> <div>SUBMIT</div> |

6

SAVE AS PDF/ PRINT

| Step No. | Action |
|----------|--|
| 5. | The outcome of your request will be displayed on the "Result" page. |
| 6. | You may proceed to click on "SAVE AS PDF/ PRINT" button to print the page. |

A copy of the Result Page will be stored in "Notices/ Letters > Partnership".

7

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