INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Submit Self-Employment Income Records Digital Service

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Please ensure your computer fulfils the minimum hardware / software requirements.

About ‘Submit Self-Employment Income Records’ Digital Service

1. The ‘Submit Self-Employment Income Records’ digital service allows third-party intermediaries (TPIs) of self-employed individuals (SEIs) to prepare and submit their income to IRAS via myTax Portal.

2. It is suitable for intermediaries who are **not using their own software** that is integrated with the relevant Application Programming Interface (API) service to manage and submit the information of their SEPs

3. TPIs may submit or amend records using any of the following methods:

    - **Bulk upload** of records using an **Excel submission template** (with a maximum of 2,000 records per submission); or

    - **Manual entry** of individual records (with a maximum of 200 records per submission).

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Steps to
Access the Digital Service

Steps to Access the Digital Service

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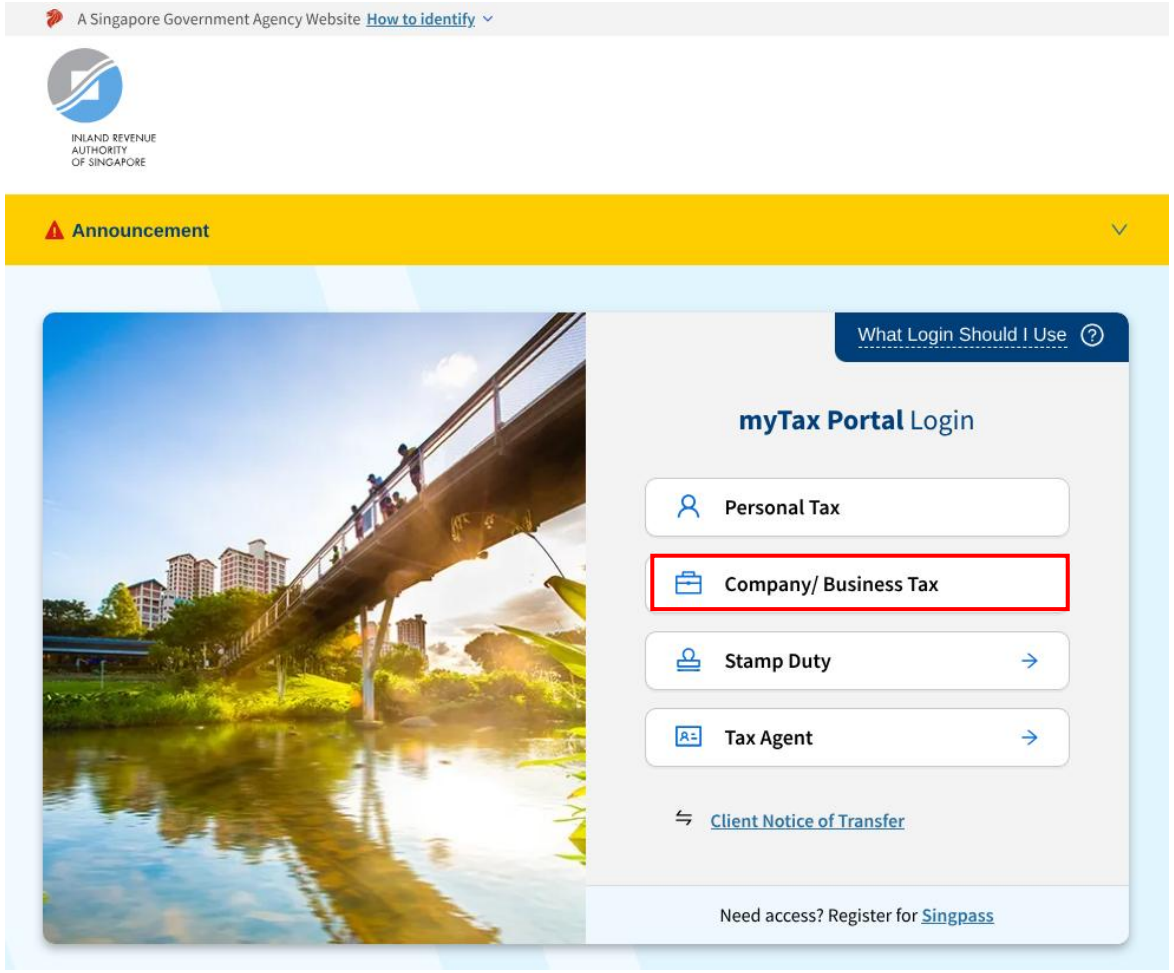
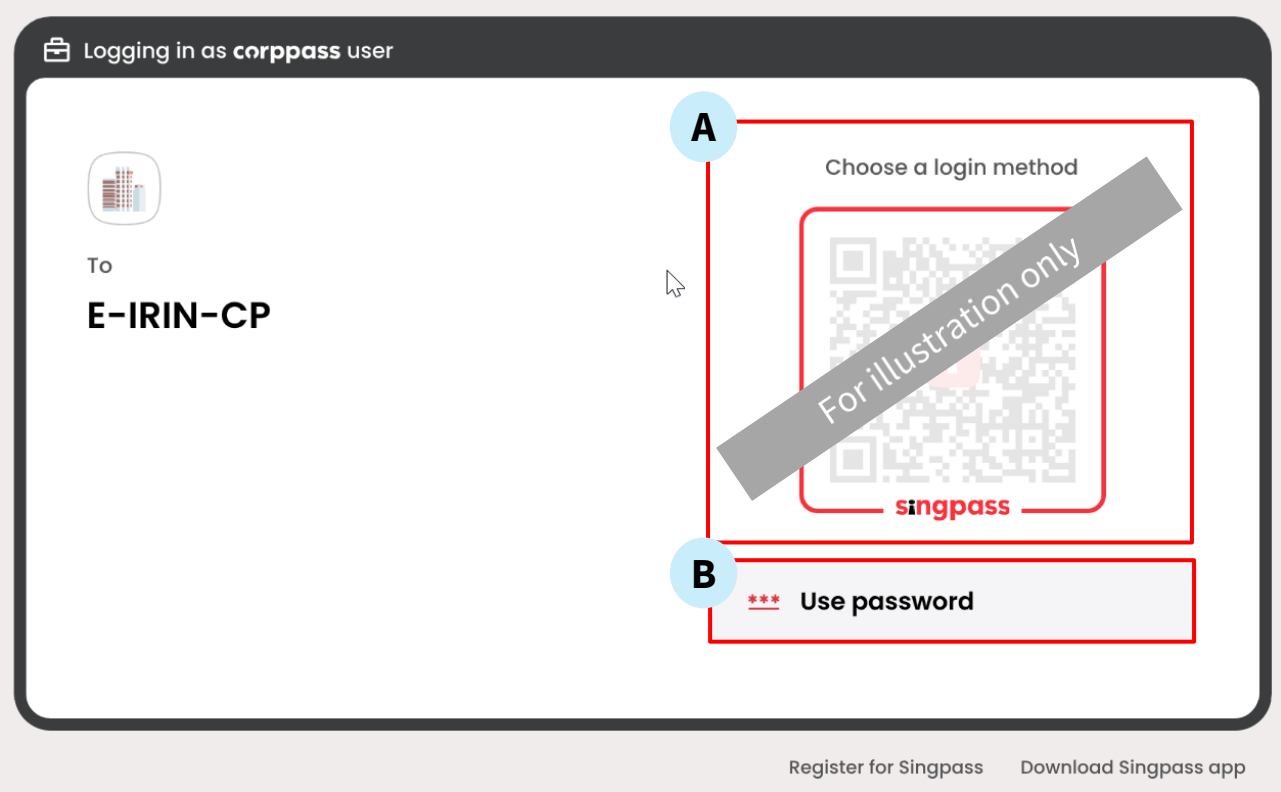


Before accessing "Submit Self-Employment Income Records" digital service, ensure that you and/or your staff have been authorised with the "**SUBMISSION OF SELF-EMPLOYMENT INCOME RECORDS**" e-service via the Corppass system.

Learn how to authorise staff via the Corppass system.

- Visit myTax Portal at mytax.iras.gov.sg
- Select **'Company/ Business Tax'**
- You will be directed to the Singpass login page to log in with your Singpass



A. Log in via Singpass Application

- Scan the QR code provided using your Singpass mobile application.
- You will be directed to Singpass for authentication. Thereafter, you will be directed to myTax Portal.

B. Log in via Password

- Key in your 'Singpass ID' and 'Password'.
- Click '**Log in**' and complete the 2-Factor Authentication (2FA). Thereafter, you will be directed to myTax Portal.

Steps to Access the Digital Service

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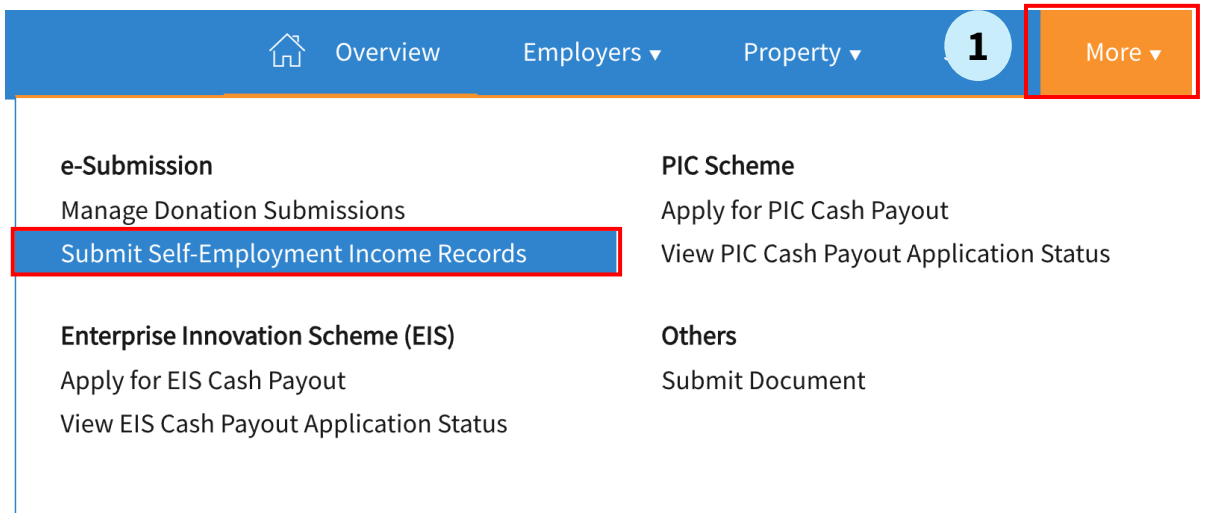


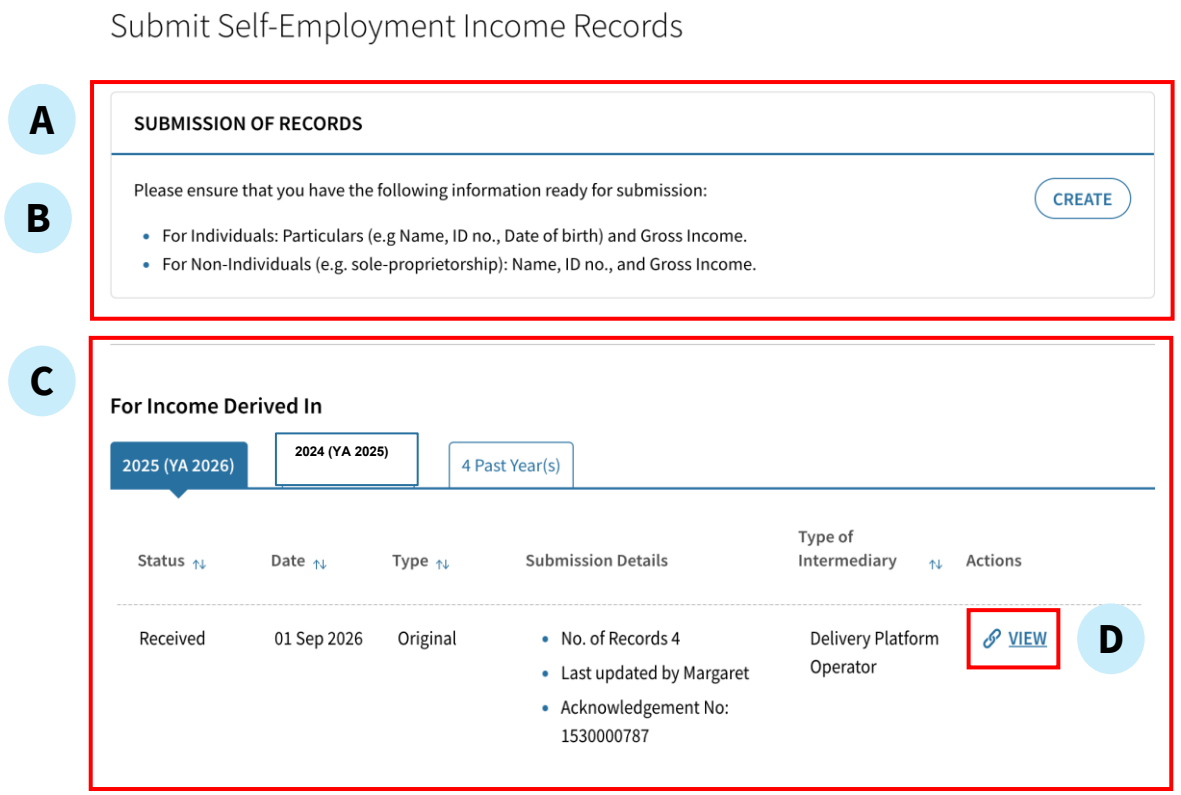
- Click '**More**'.
- Under '**e-Submission**', select '**Submit Self-Employment Income Records**'.

NOTE:

You can only access the digital service if:

- Your organisation has been **registered** as an organisation participating in the Submission of Self-Employment Income Records/ Pre-filling of Income for Self-Employed Persons; **and**
- You **have been authorised** with the 'Approver' or 'Preparer' role for the 'Submission of Self-Employment Income Records' e-Service in the Corppass system.

Steps to Access the Digital Service



- This is the landing page for the 'Submit Self-Employment Income Records' digital service.
- At this page, you can perform the following:

A. Submit income records
For organisation that made payment to SEIs during the year

B. Submit NIL return
For organization that did NOT make payment to SEIs during the year

C. Amend previously submitted records NIL return

D. View and retrieve previously submitted records (if any)

Click on the options above select what you wish to do.

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Steps to Submit Self-Employment Income Records

For organisation which makes payment to self-employed persons (SEPs) during the year

Steps to Submit Self-Employment Income Records

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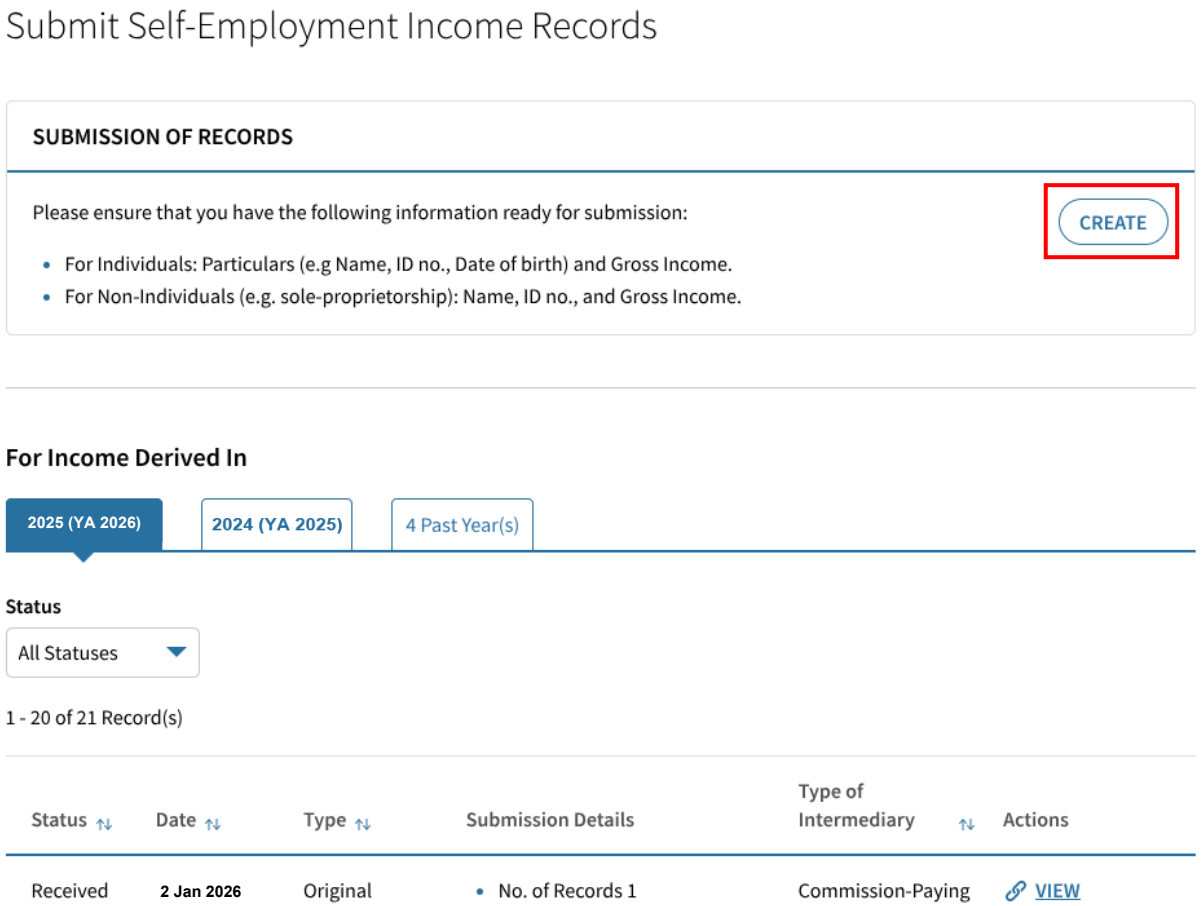

- Click '**CREATE**' to begin inputting your records for submission

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details > 2. Input Records > 3. Submit Records

Update Contact Details for Submission of Employment Income/ Self-Employment Income/ Donation

You/ the recipient(s) will receive email notification for:

- Auto-Inclusion Scheme (AIS) for Employment Income
- Auto-Inclusion Scheme (AIS) for Donation
- Submission of Self-Employment Income by Intermediaries

You may update the contact person(s) for the following scheme(s):

Submission of Self-Employment Income by Intermediaries UNDO CHANGES

1

Salutation* MR

Name* TEST TEST

Designation* Manager or higher

Mobile No. +65 99002233

Office No. +65 65431278

Email Address* test@test.com

2 By using this service, I consent to the Terms and Conditions of Use.*

3 SAVE CHANGES

For New Intermediaries and Existing Intermediaries without Contact Details

If you are logging in for the first time and/or have no existing contact details, you will be redirected to the "**Update Contact Details"** digital service to update your contact details for Self-Employment Income.

- Complete the **required** fields.
- At the end of the page, select the **checkbox** to agree with the Terms and Conditions of Use.
- Click '**SAVE CHANGES'** to proceed.

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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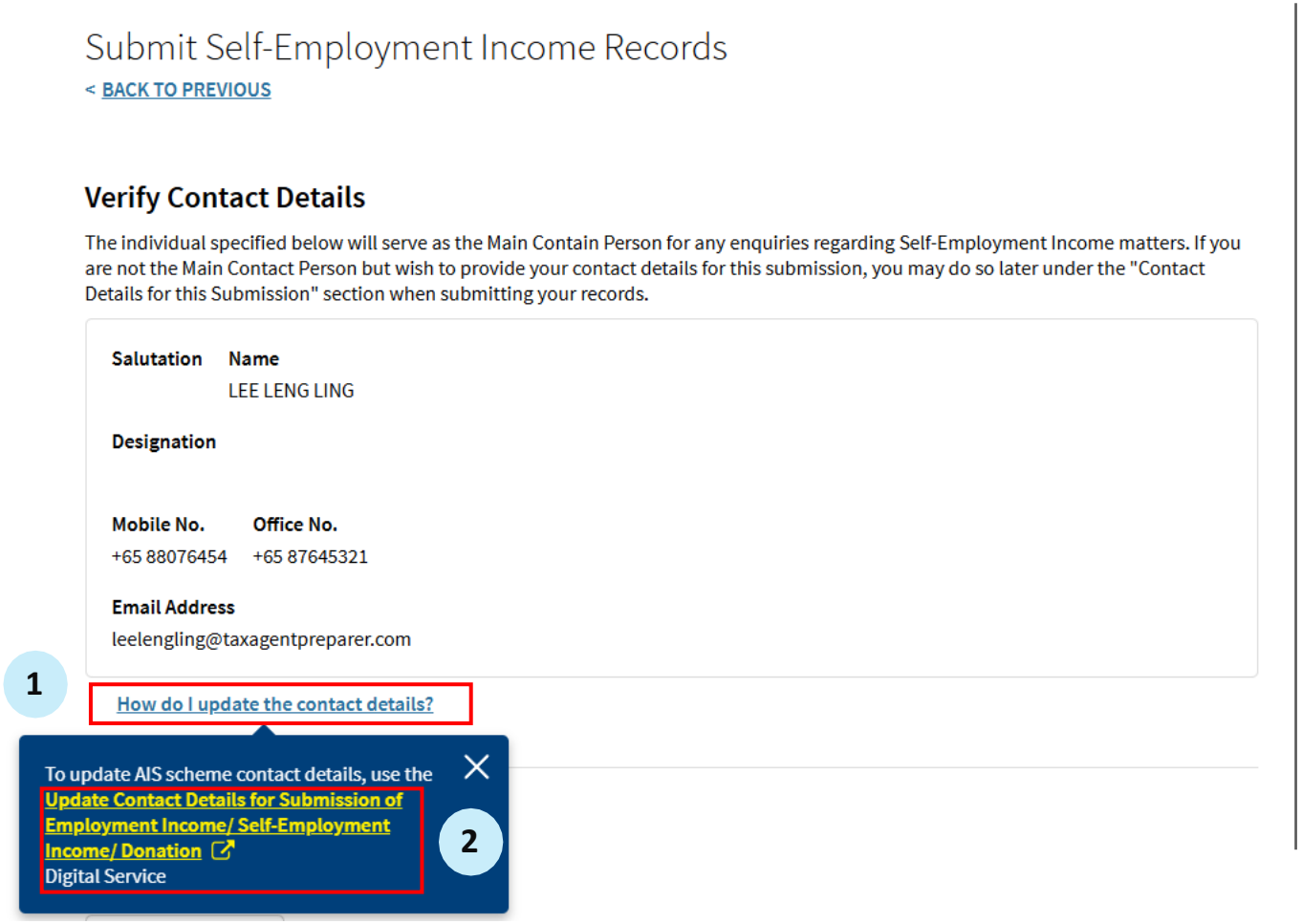

For Existing Intermediaries with Contact Details

- Please verify that your contact details are accurate.
- To make changes:
  - Click "**How do I update the contact details**" to update your contact details.
  - Then select "**Update Contact Details for Submission of Employment Income/Self-Employment Income/Donation**" to proceed.

If you are not making any changes to your contact details, click on the button below to learn how to input your records for submission:

Step 2: Input Records

Steps to Submit Self-Employment Income Records

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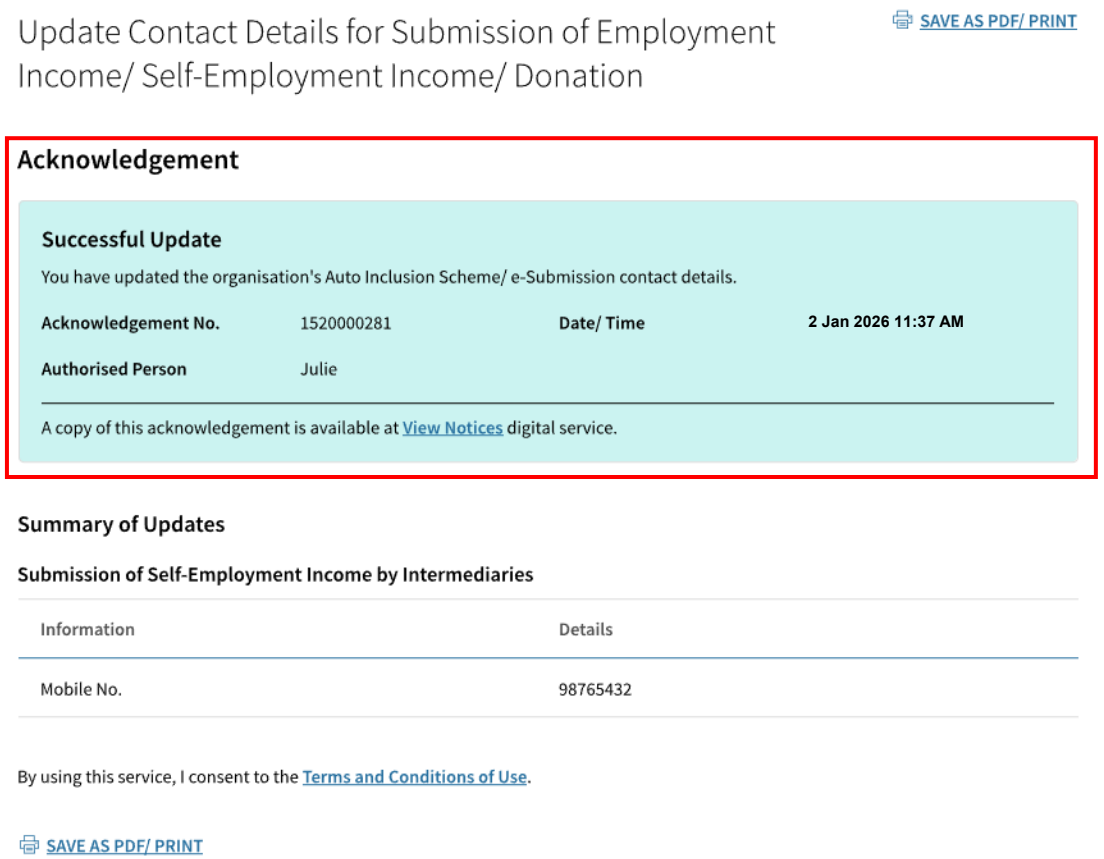
1. Review & Update Authorised Person's Contact Details > 2. Input Records > 3. Submit Records



Update Contact Details for Submission of Employment Income/ Self-Employment Income/ Donation

SAVE AS PDF/ PRINT

Acknowledgement

Successful Update

You have updated the organisation's Auto Inclusion Scheme/ e-Submission contact details.

Acknowledgement No.	1520000281	**Date/ Time**	**2 Jan 2026 11:37 AM**
Authorised Person	Julie		

A copy of this acknowledgement is available at View Notices digital service.

Summary of Updates

Submission of Self-Employment Income by Intermediaries

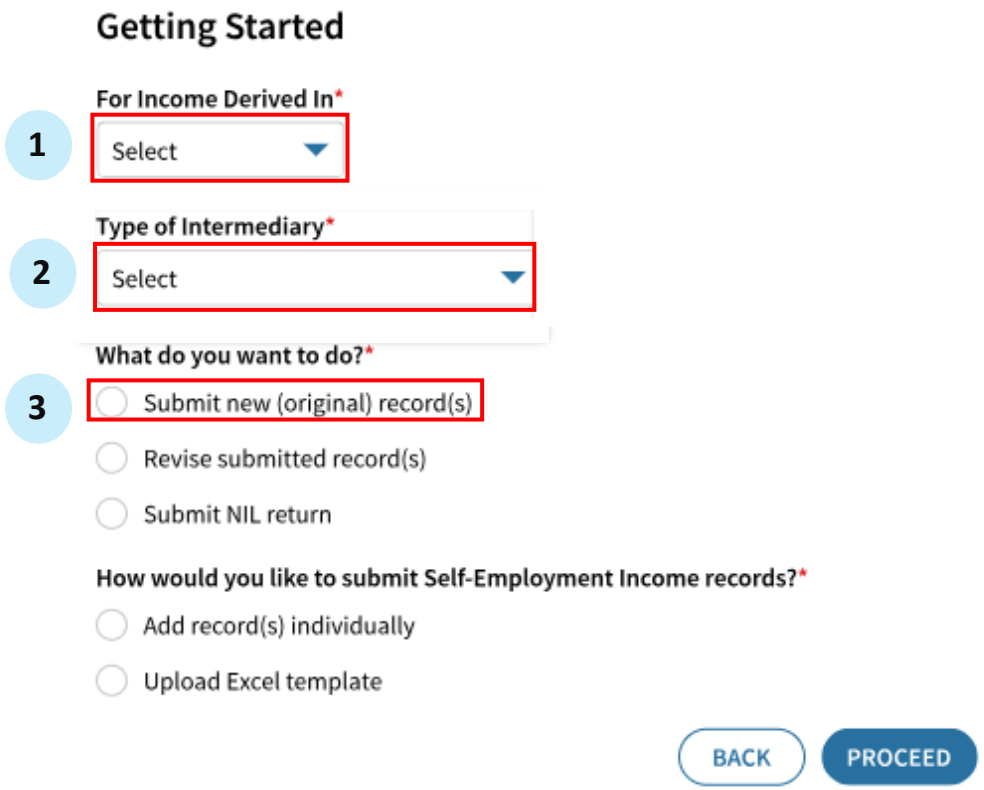
Information	Details
Mobile No.	98765432

By using this service, I consent to the Terms and Conditions of Use.

SAVE AS PDF/ PRINT

- After successfully updating your contact details, you will be directed to the **"**Acknowledgement Page**"**
- To proceed with submitting records, return to the "Submit Self-Employment Income Records" digital service by selecting **"More"** > **"Submit Self-Employment Income Records"** > **"CREATE"**.
- This will take you to the next steps: **Input Records**

Steps to Submit Self-Employment Income Records



- Scroll down to the section on "**Getting Started**"and input the following:

Field	What to select
For Income Derived In	Select the **relevant year** you wish to submit the income (e.g. "2025 (YA 2026)")
Type of Intermediary	You will only be prompted to select this field if you are registered to submit for multiple type of self-employed persons (SEPs) (e.g. as a commission-paying organisation and as a point-to-point transport operator). Select the **applicable Type of Intermediary** you are submitting for the relevant SEPs
What do you want to do?	Select "**Submit new (original) record(s)**" to add new records

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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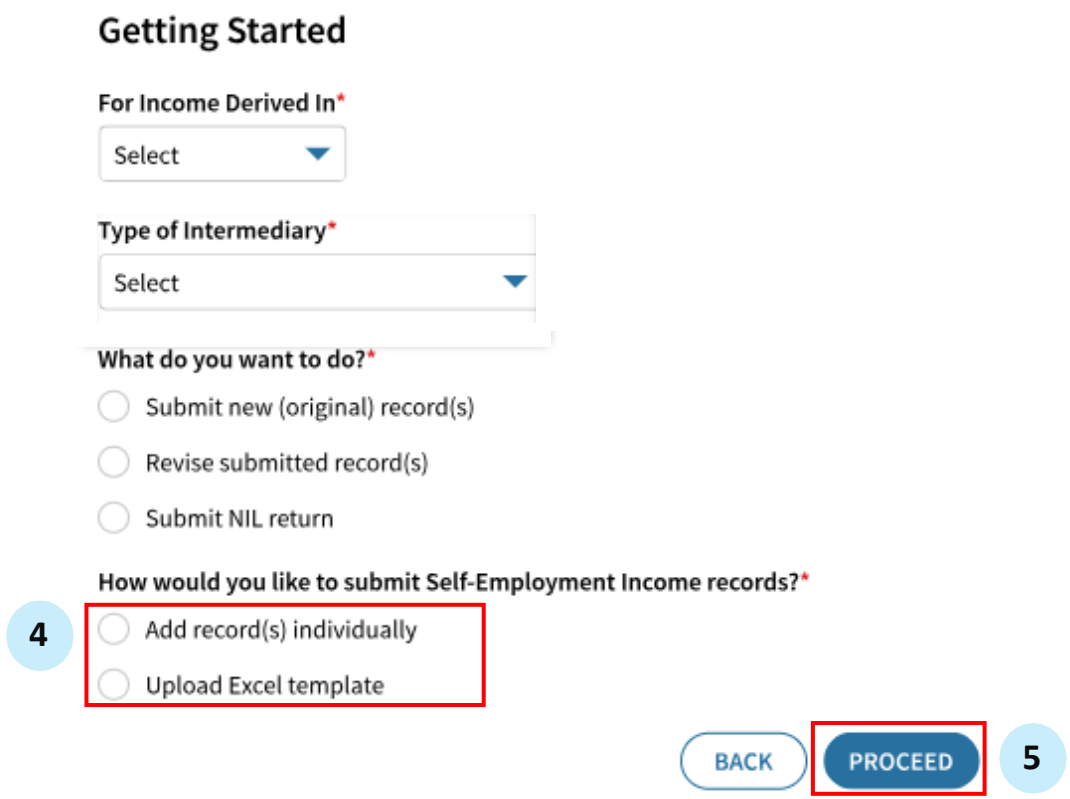


- Continue to input the following:

Field	What to select
How would you like to submit Self-Employment Income records?	**Suitable for those submitting/ revising few records** • "**Add record(s) individually**" for manual entry of up to 200 records per submission **Recommended for those submitting/ revising large number of records** • "**Upload Excel template**" for bulk-upload of up to 2,000 records per submission using a standardised Excel submission template

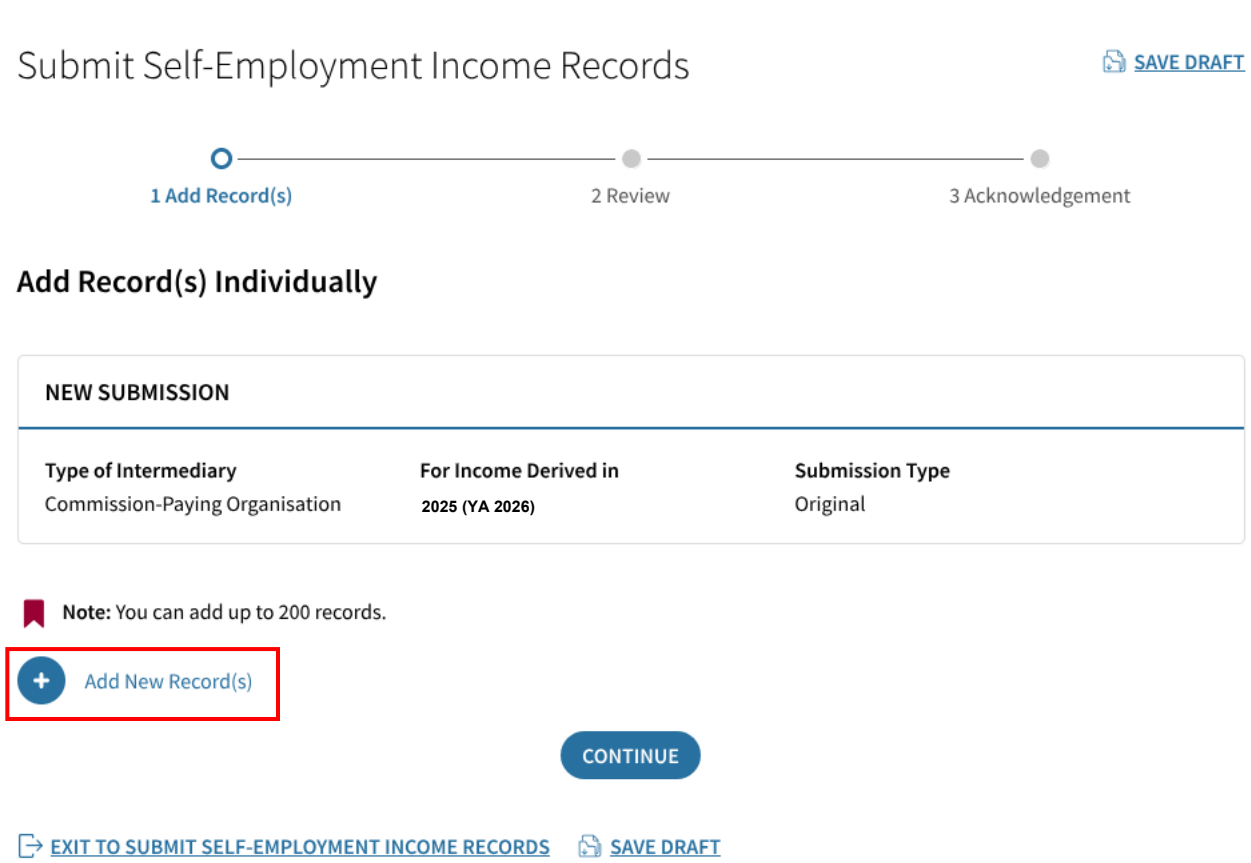
- Once you have completed the required fields, click "**PROCEED**"

Click on the options below to select how you will be submitting your records

A. Add record(s) individually

B. Bulk upload via Excel submission template

Steps to Submit Self-Employment Income Records



A. Add Record(s) Individually

- To begin, click "**Add New Record(s)**".

NOTE:

- You are only allowed to create up to **200 records for each submission**.
- If you need to submit more than 200 records, please complete a **separate submission**.
- To save a copy of your records, click "**SAVE AS PDF/ PRINT**" **after** the submission.

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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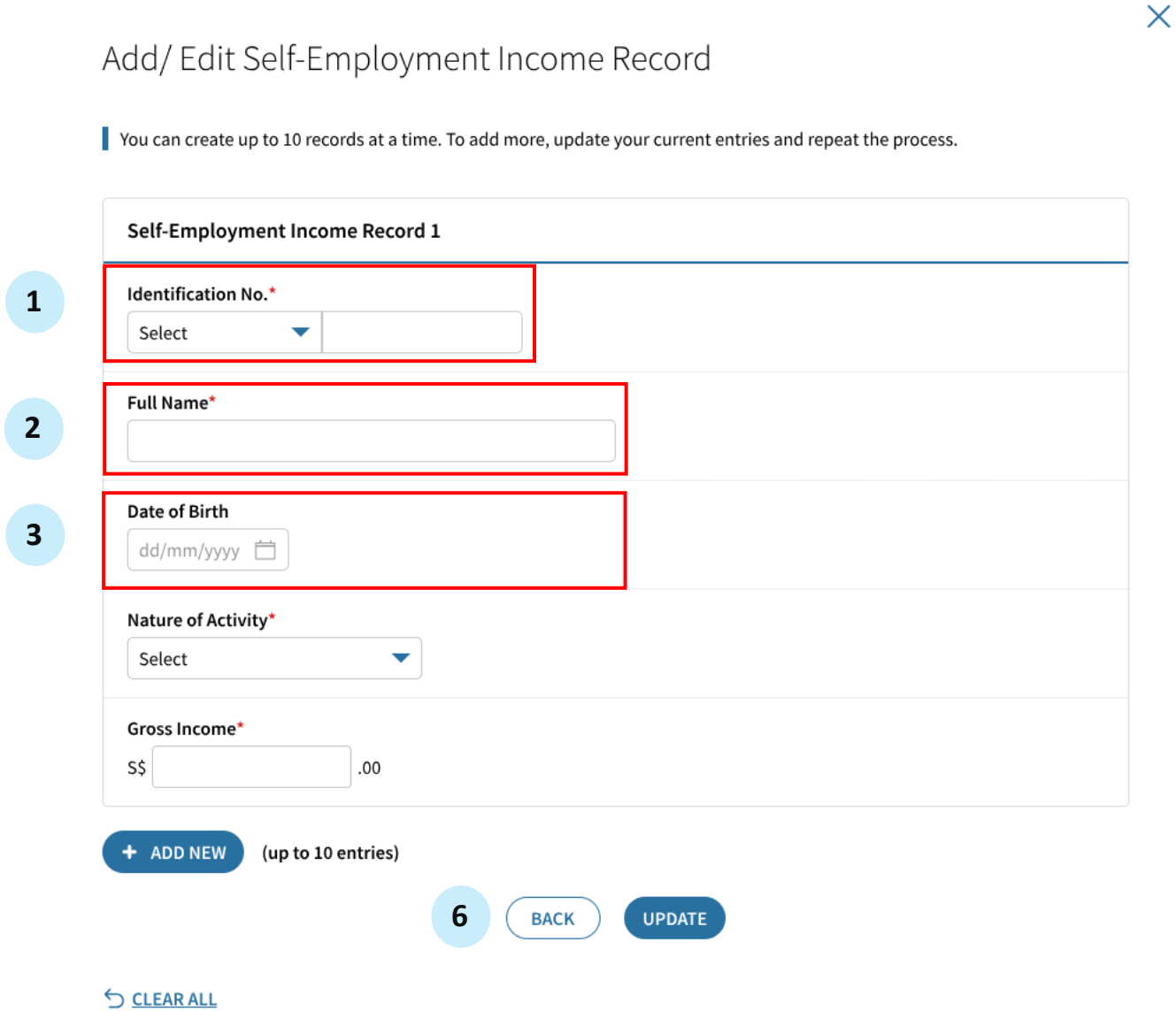

A. Add Record(s) Individually

Input the identification and income details of the SEPs:

Field	What to input
Identification No.	• Select the Identification Type (e.g. NRIC, FIN, Passport No., UEN) from the dropdown list; and • Input the Identification No. of the SEPs
Full Name	Enter the full name as per Identification Document or ACRA records
Date of Birth	• Select using the date picker (calendar); or • Enter the date in DD/MM/YYYY format **NOTE:** You are only required to complete this field if the record is for a self-employed individual. If you have selected the Identification Type as "UEN", the Date of Birth will not appear.

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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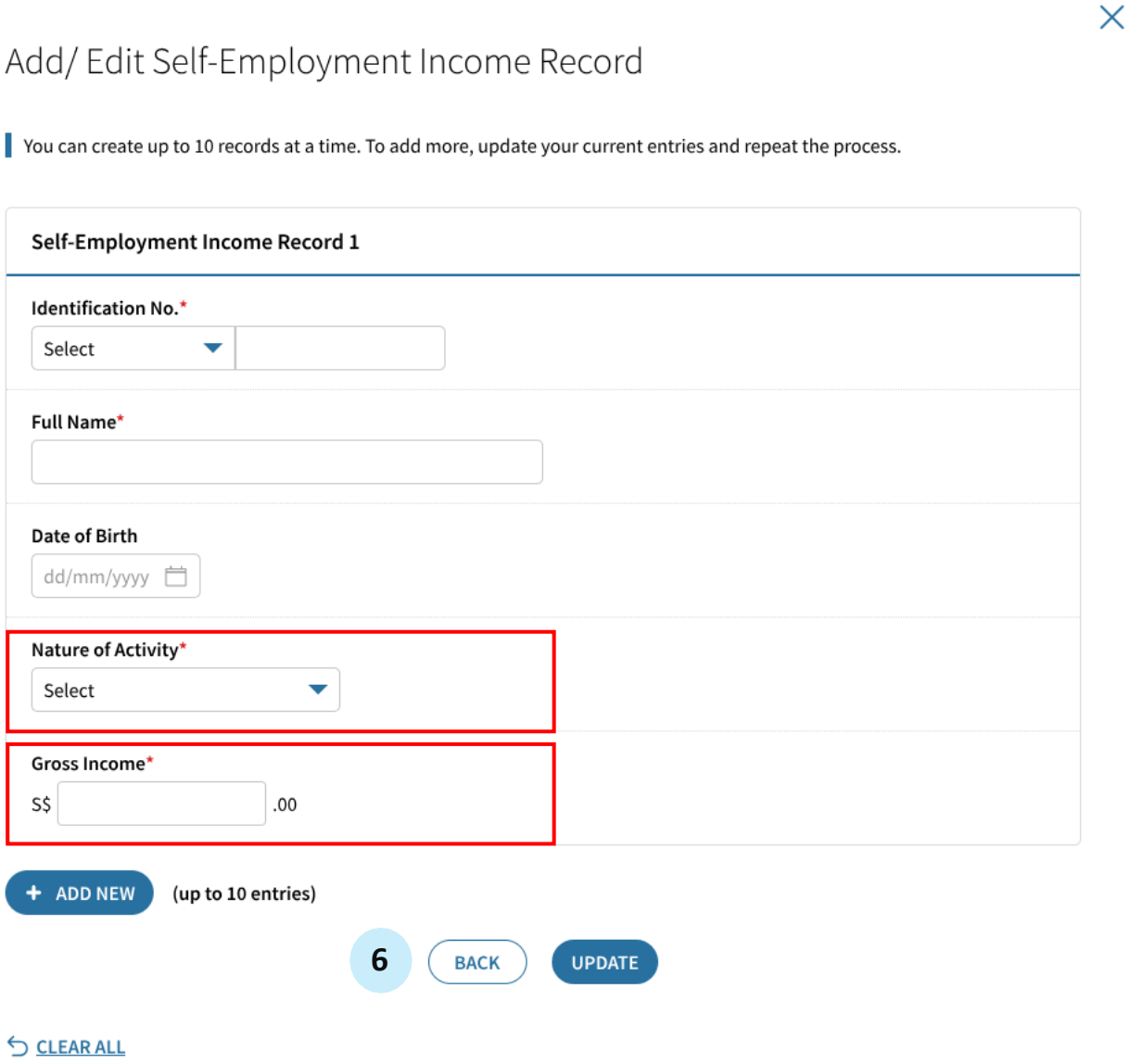

A. Add Record(s) Individually

Input the identification and income details of the SEPs:

Field	What to input
Nature of Activity	Select the nature of activity (e.g. real estate agent, insurance agent) of your commission agent from the dropdown list. **NOTE:** This field will only appear if you are submitting the records as a commission-paying organisation.
Gross Income	Enter the gross income earned by the SEP (i.e. amount before deducting any expenses). **NOTE** • **Drop any cents** and **exclude any non-numeric characters** (e.g. Input 50221 if the gross income is $50,221.43 or $50,221.98) • You can only enter up to a **maximum of 8 digits**

Steps to Submit Self-Employment Income Records

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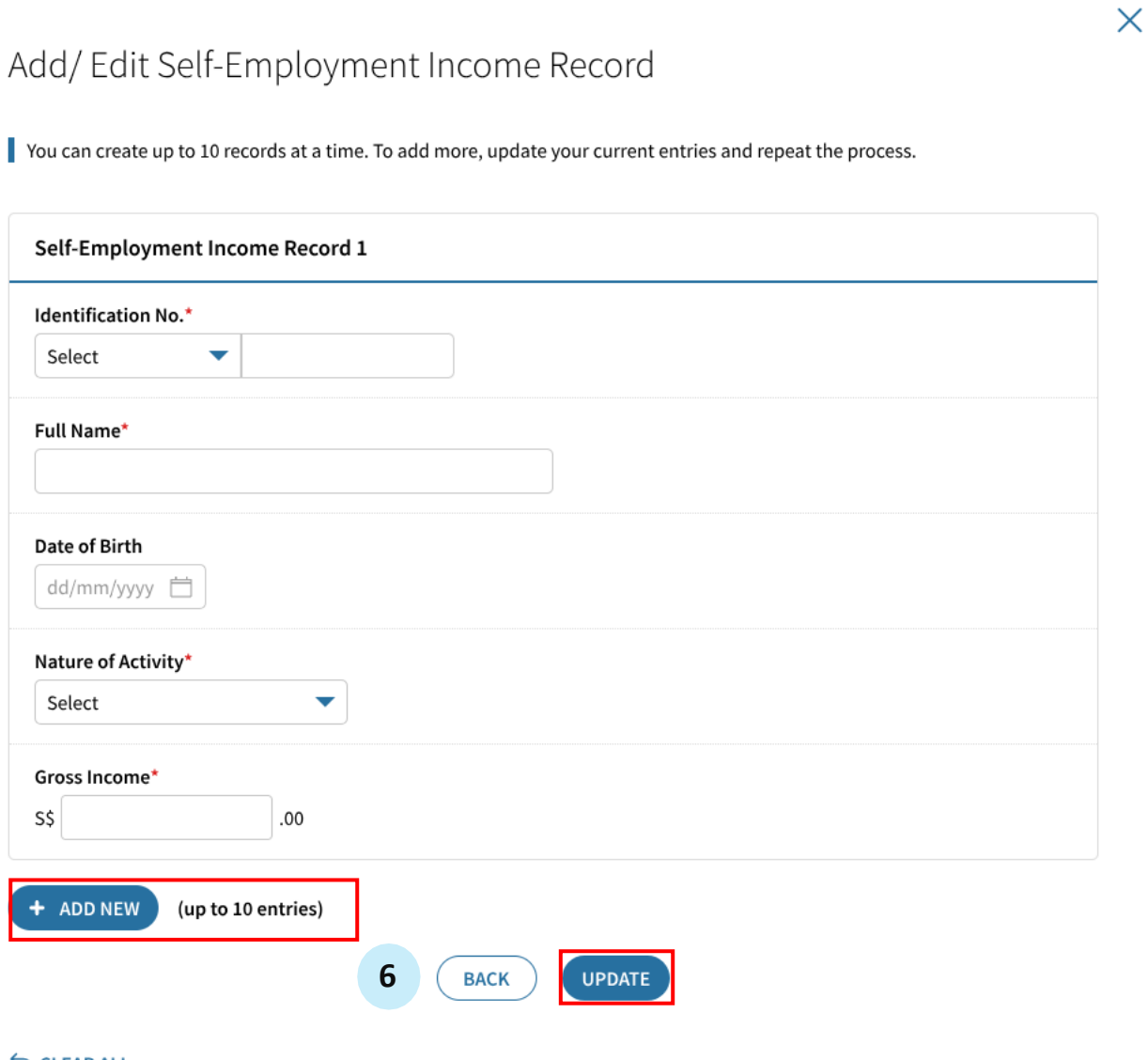
1. Review & Update Authorised Person's Contact Details | 2. Input Records | 3. Submit Records



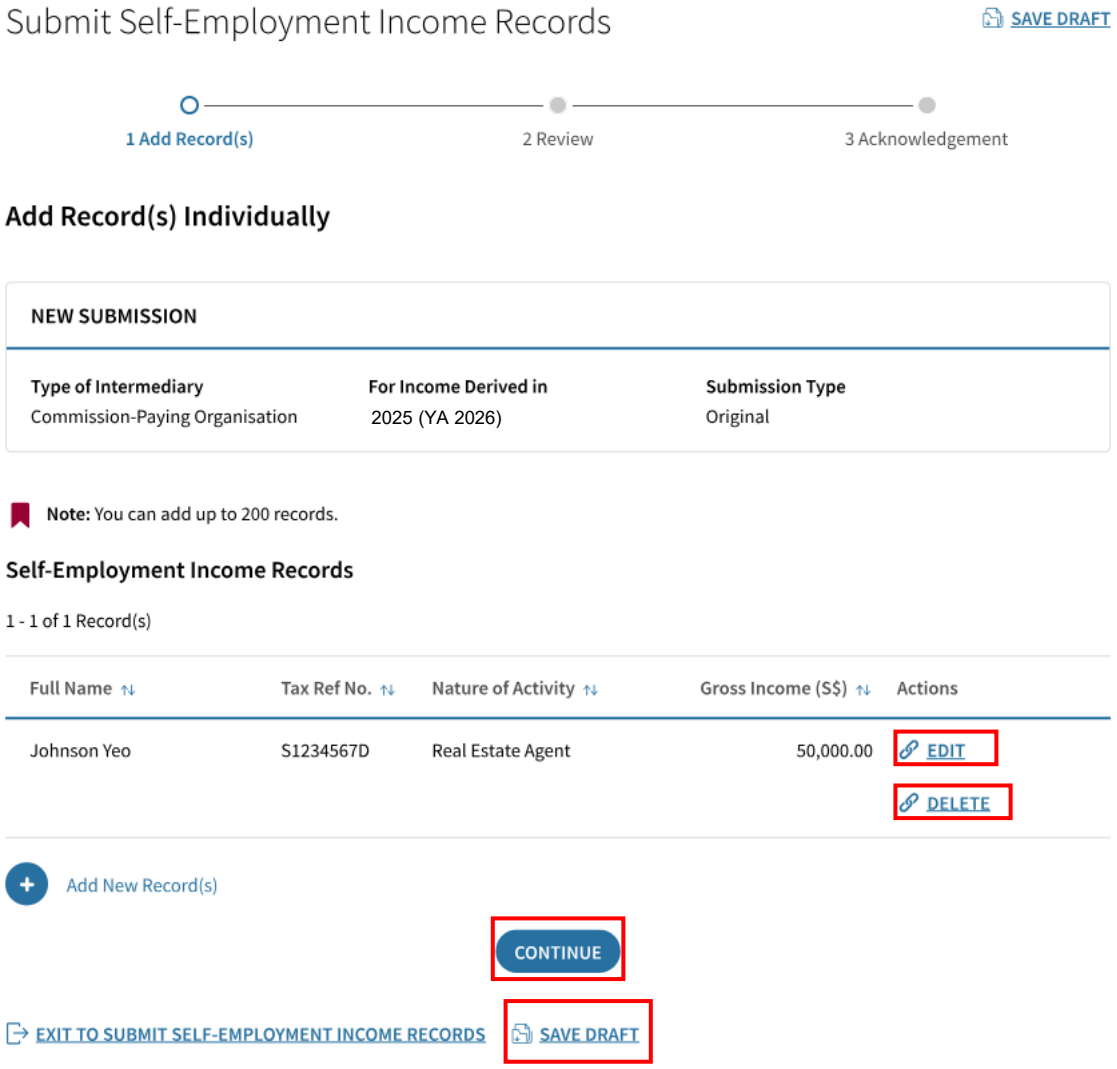
A. Add Record(s) Individually

- Click **"+ ADD NEW"** to add more records.
- Once you have completed updating the record, click **"UPDATE"** to save the record(s).

NOTE:

- You can create up to **10 records at a time**. To add more records, click "**UPDATE**" to save the record(s) and click "Add New Records".
- Please ensure that Identification Number **matches** the income and other particulars provided.

Steps to Submit Self-Employment Income Records



A. Add Record(s) Individually

After you have completed inputting the record, you can view the summary of the records under the "Self-Employment Income Records" section. Please **verify and ensure it is correct**.

NOTE:
The page can only display up to **20 records**. If you have inputted more than 20 records, click on the Page Numbering button/ Pagination to view the other records in subsequent pages.

You can:

- Click "**EDIT**" to change the particulars or gross income of the records, where necessary.
- Click "**DELETE**" to delete the record.
- Click "**SAVE DRAFT**" if you wish to save your progress or continue with your preparation later after logging out of the digital service.

Steps to Submit Self-Employment Income Records

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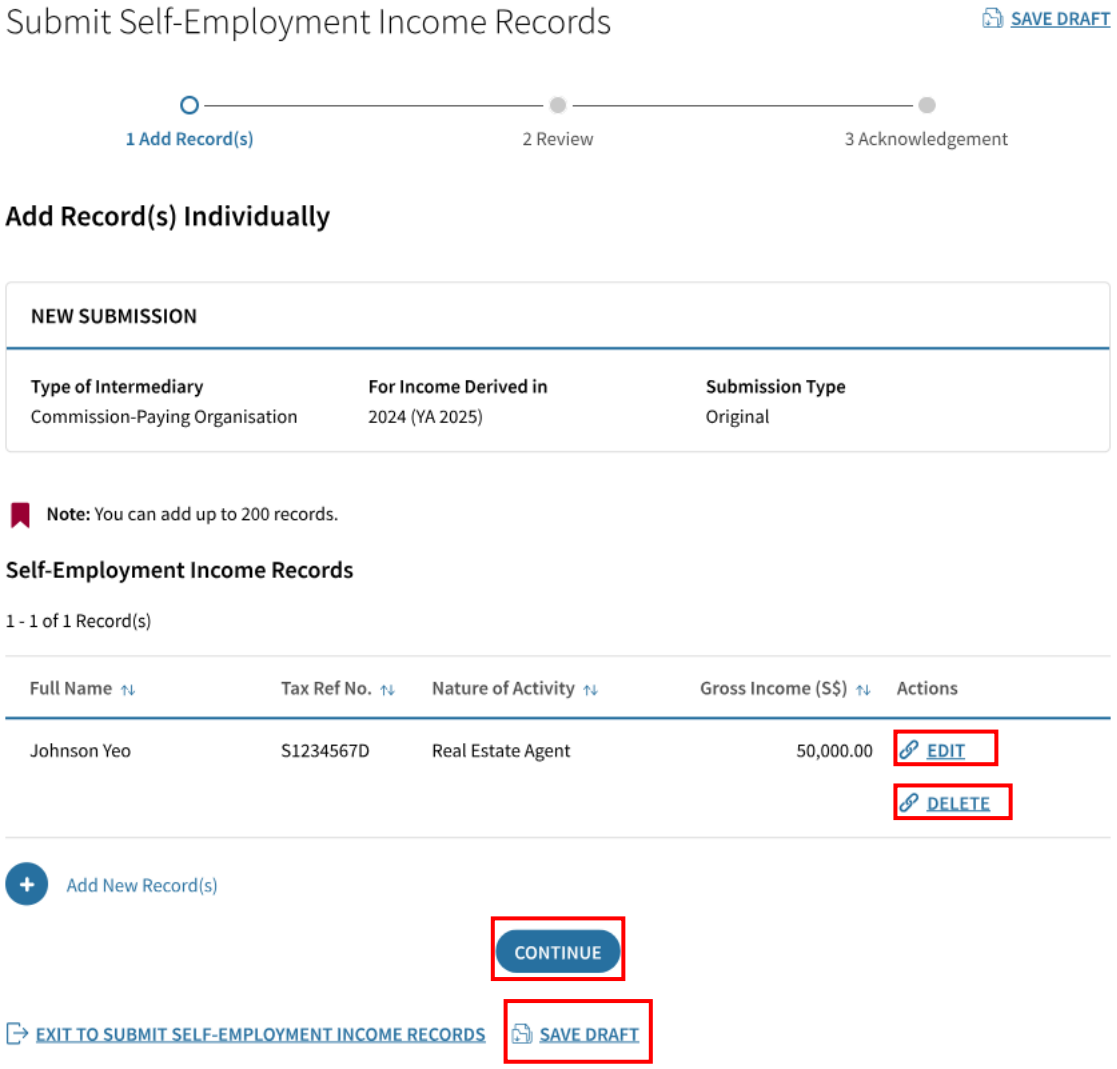
1. Review & Update Authorised Person's Contact Details | 2. Input Records | 3. Submit Records



A. Add Record(s) Individually

Once you have completed verifying the records, you can

- Click "**CONTINUE**" to proceed to submit records

Click on the button below to learn how to submit records.

Step 3: Submit Records

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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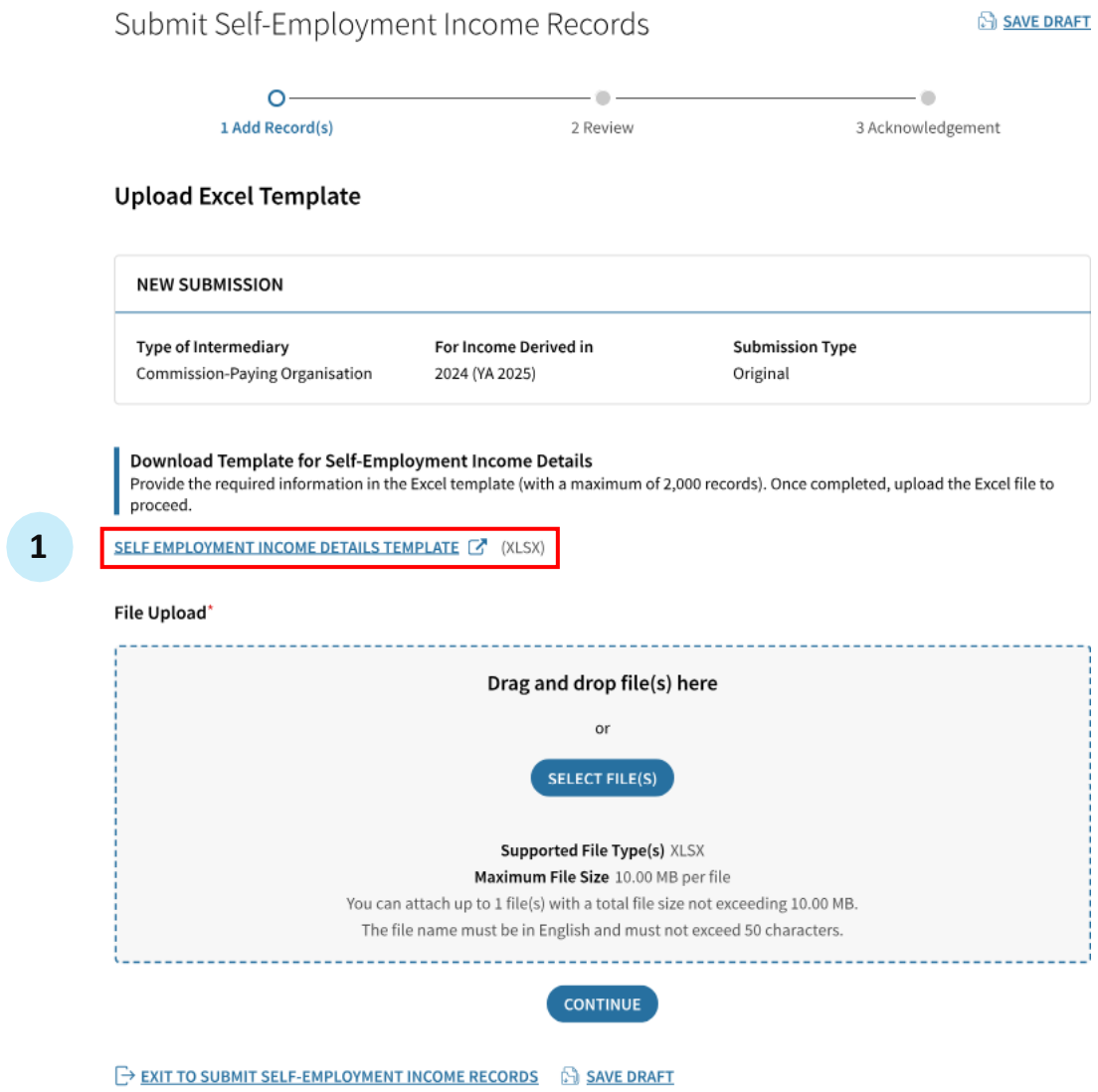

B. Bulk Upload via Excel Submission Template

- Download the **Excel Submission Template** provided in the digital service and fill in the required fields accordingly.
- Save the completed file in **.xlsx** format.

Steps to Submit Self-Employment Income Records

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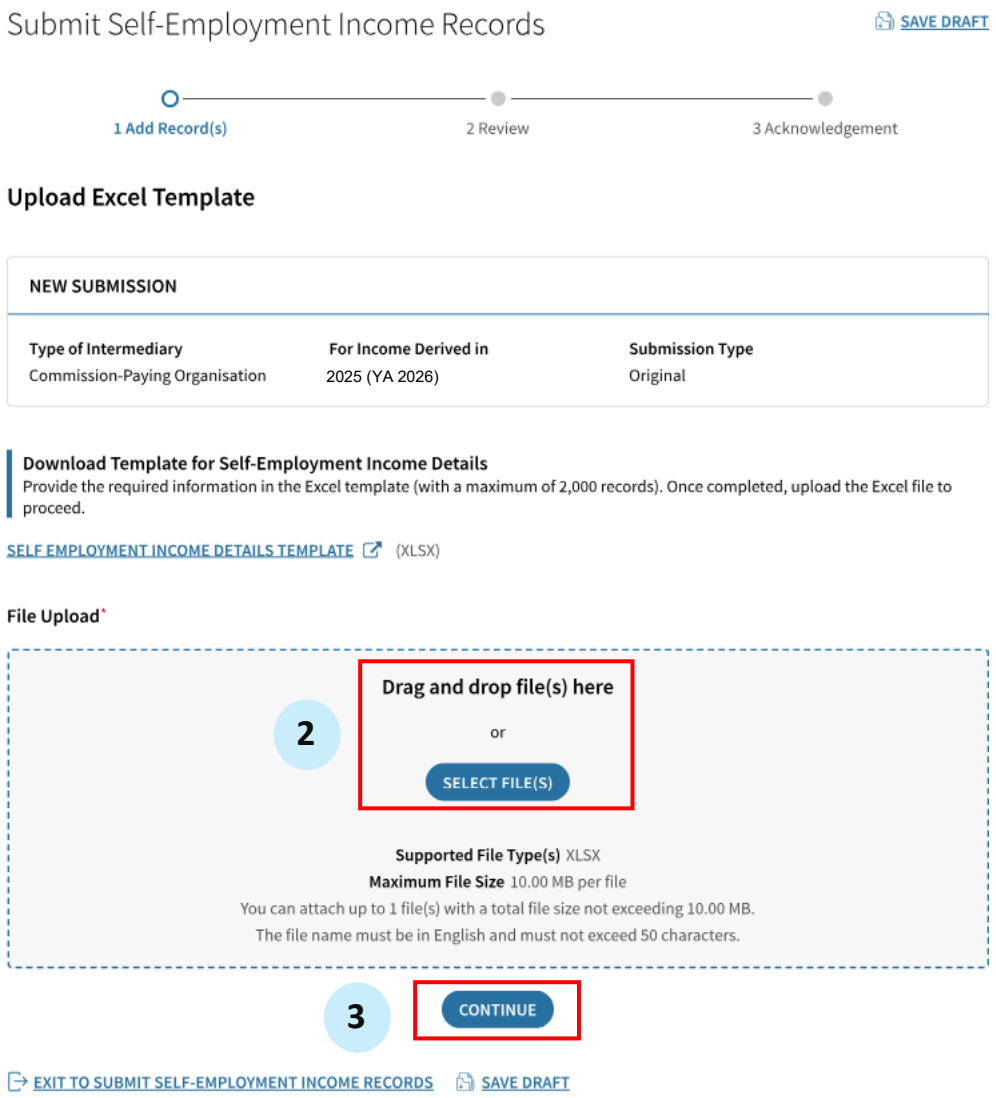
1. Review & Update Authorised Person's Contact Details | **2. Input Records** | 3. Submit Records

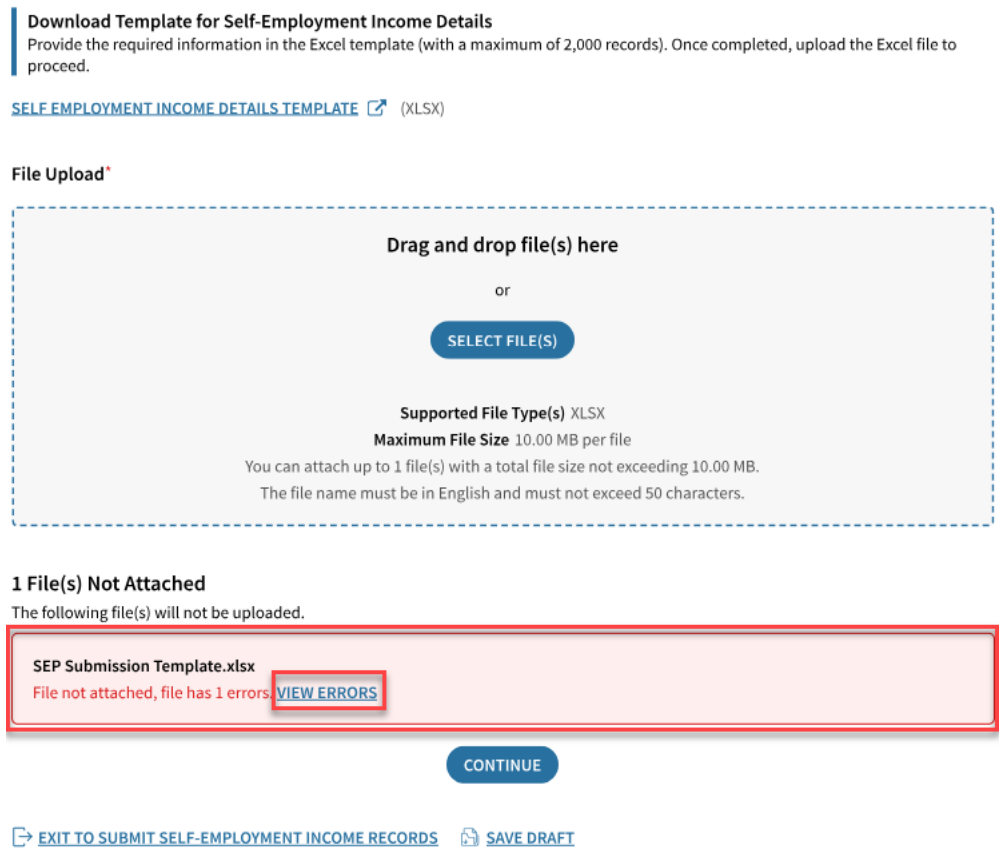


B. Bulk Upload via Excel Submission Template

- Click on **"SELECT FILE"** to upload your completed file.
- Once the upload is successful, click on "**CONTINUE**" to proceed.

NOTE:

- You can only attach **1 file for each submission,** with a maximum file size of **10.00 MB.**
- You may upload up to **2,000 records per submission**. If you have more, please submit them in **separate batches.**
- Ensure the file name is in **English** and **does not exceed 50 characters.**



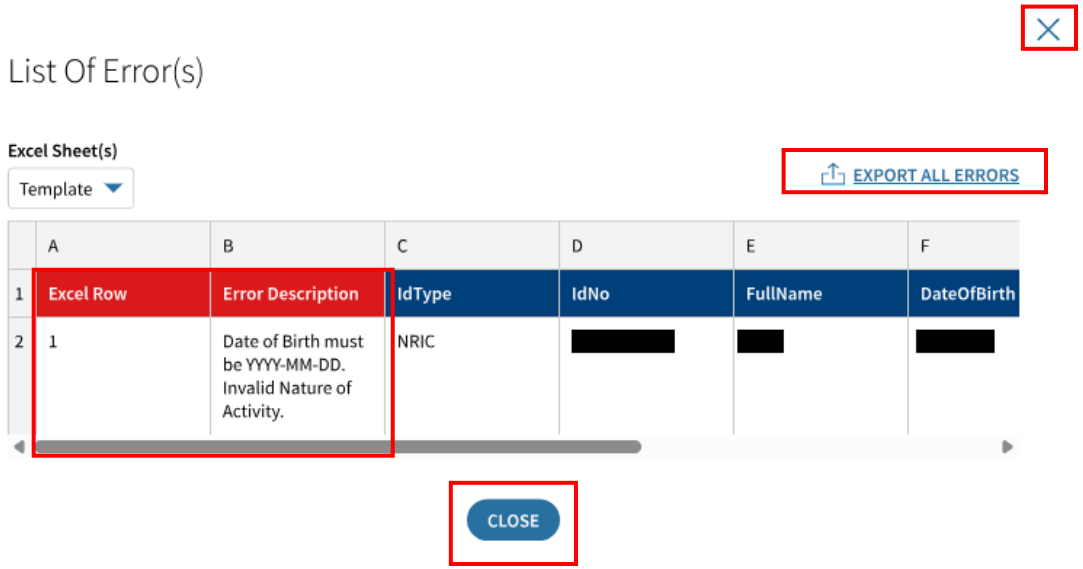
B. Bulk Upload via Excel Submission Template

If errors are detected during the uploading of the Excel Submission Template,

- Click "**VIEW ERRORS**" to view the details the errors.
- This will help you identify and correct issues before proceeding with your submission.

Click on the button below if there are no errors detected:

Continue to Submit Records



B. Bulk Upload via Excel Submission Template

If errors are detected during the uploading of the Excel Submission Template,

- Click "**EXPORT ALL ERRORS**" to download the full list in an Excel file.
- Click "**X**" or "**CLOSE**" to exit the error screen.
- Review and correct the errors in your Excel file, save it and re-upload the updated file to proceed.

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1. Review & Update Authorised Person's Contact Details
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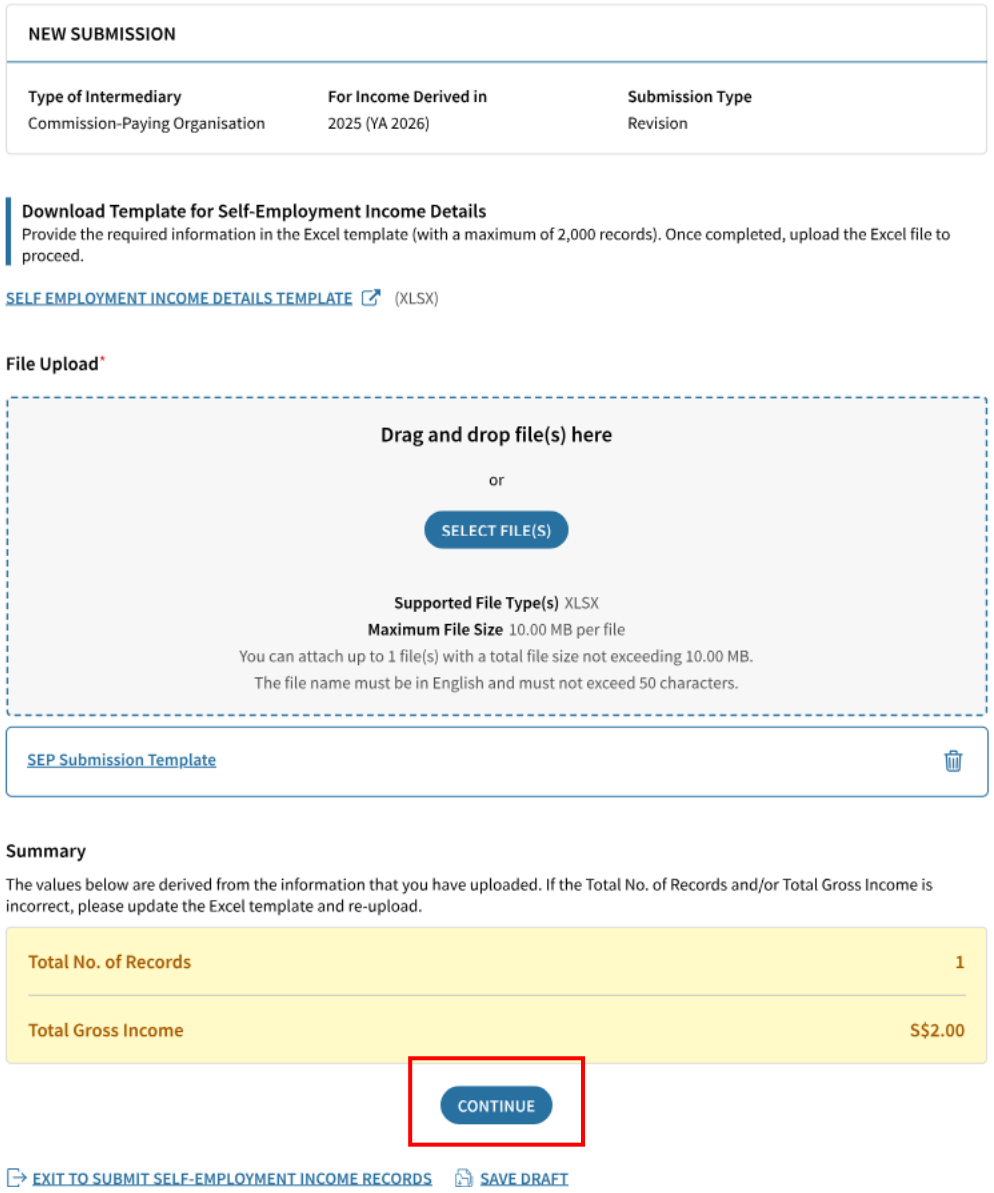

B. Bulk Upload via Excel Submission Template

If no errors are detected during your Excel Submission Template upload:

- Click "**CONTINUE**".

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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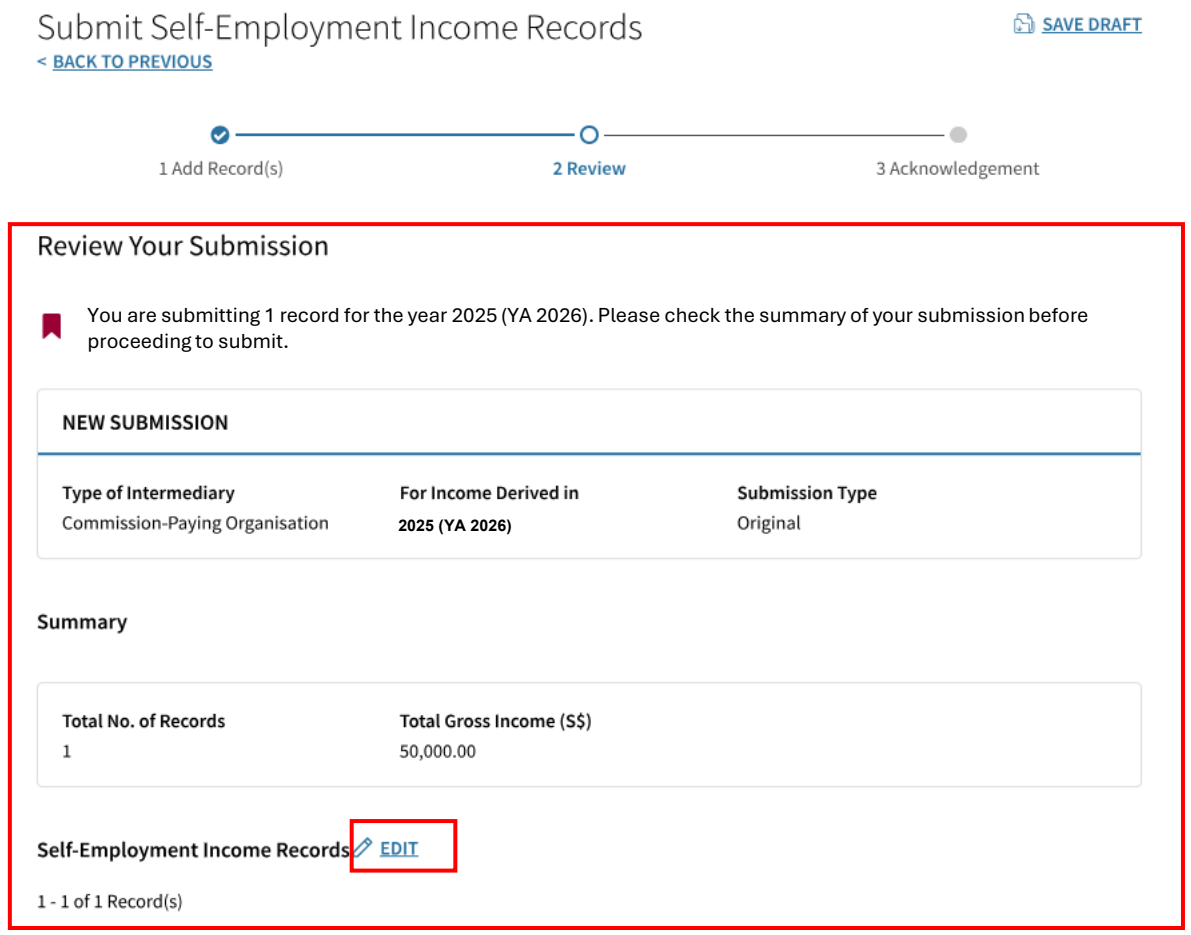
3. Submit Records



Review Your Submission

- Before submitting, carefully review the Summary to ensure all record details are accurate.
- If updates are required, click "**EDIT**" to make the necessary changes.

Steps to Submit Self-Employment Income Records

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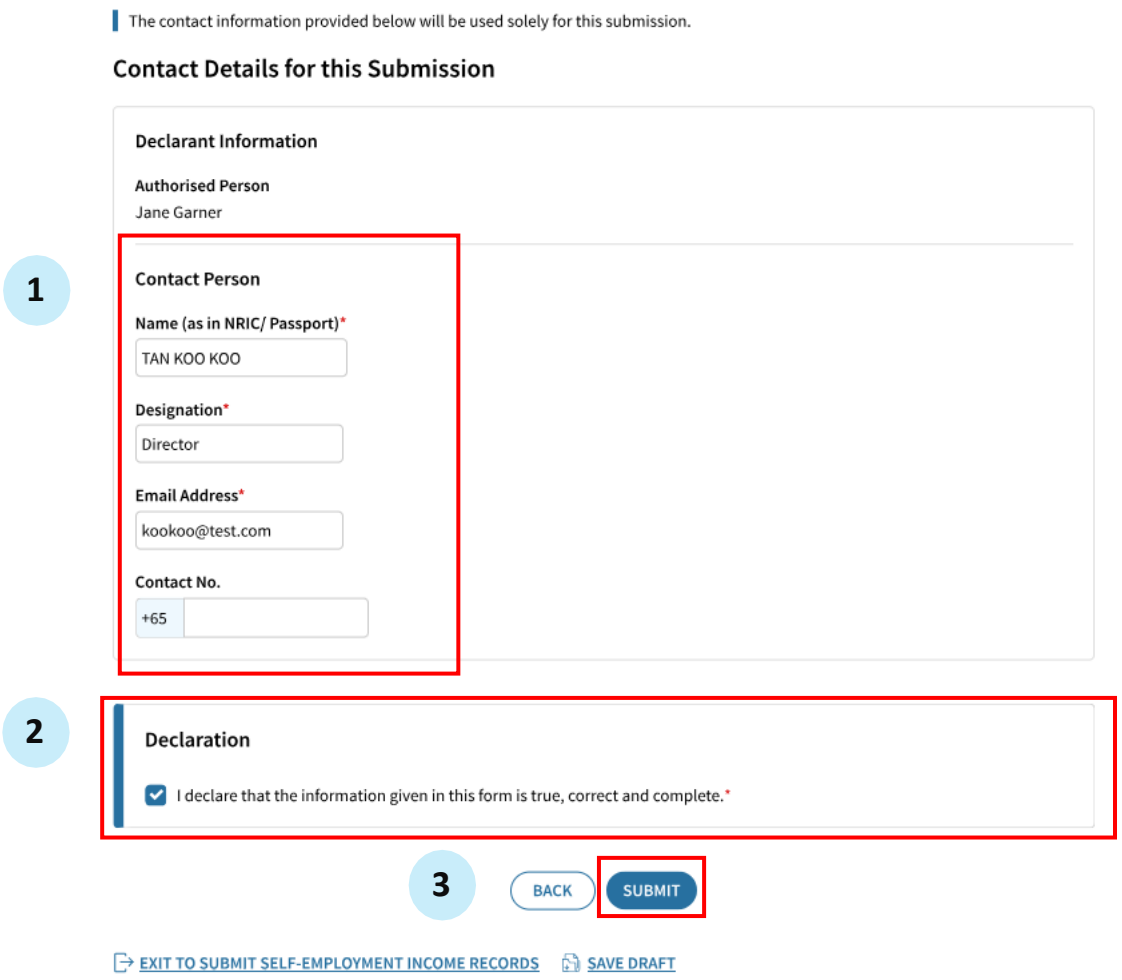


Review Your Submission

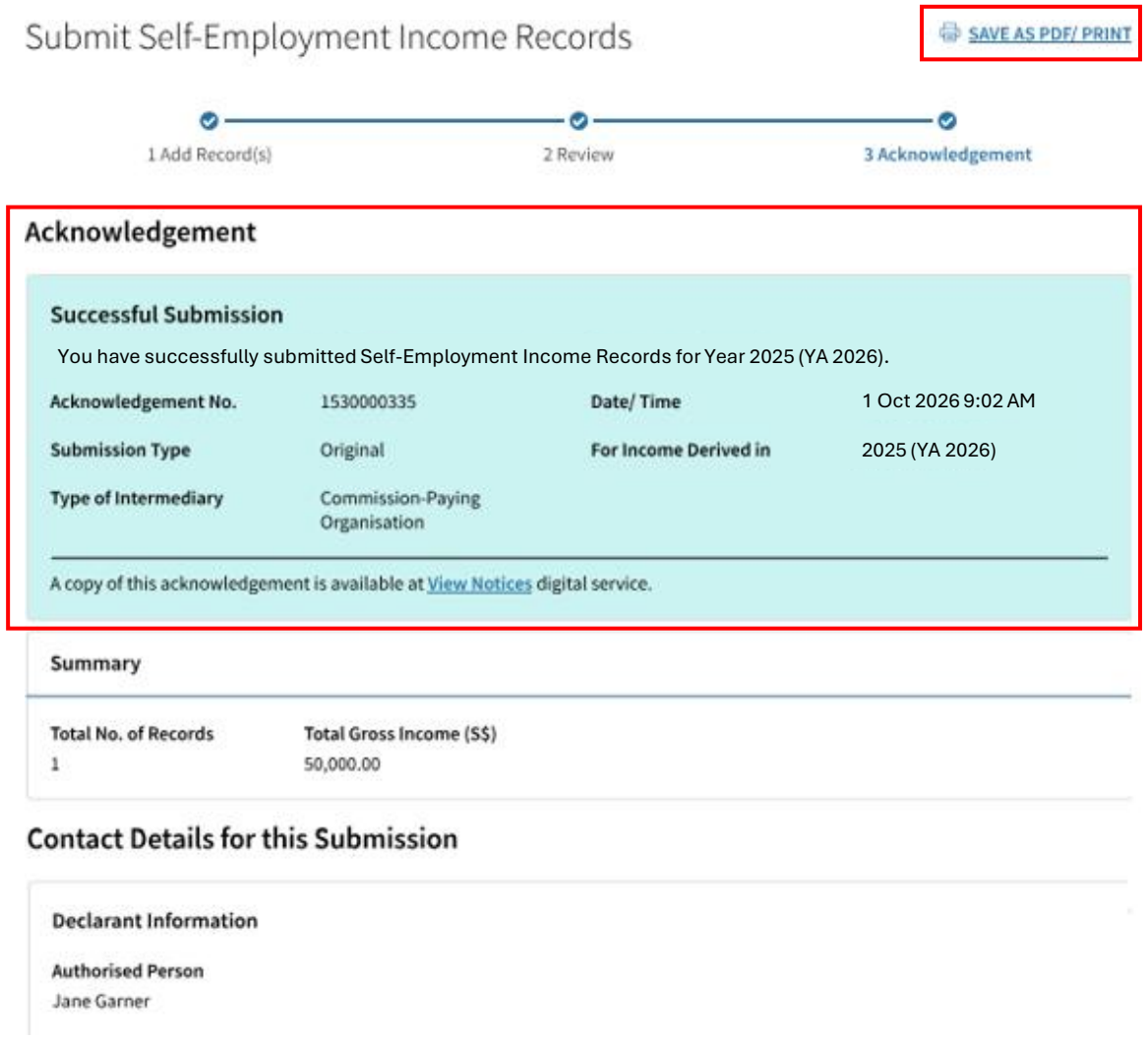
The contact details are pre-filled based on the main contact person for Self-Employment Income.

- If someone else is managing this submission, you may update the contact details accordingly.

After reviewing all the details and when you are ready to submit:

- Tick the checkbox to acknowledge this declaration; and
- Click "**SUBMIT**" to submit the records to IRAS.

Steps to Submit Self-Employment Income Records



Acknowledgement Page

Upon successful submission, an Acknowledgement Page will be displayed.

NOTE:
If you are assigned as a "Preparer" in Corppass, the submission will be sent to your "Approver" for submission. There will be no acknowledgement number at this stage

- To save a copy of the acknowledgement page, click "**SAVE AS PDF/PRINT**"
- Alternatively, click the "View Notices" menu of myTax Portal to retrieve a copy of the acknowledgement.

Steps to Submit Self-Employment Income Records

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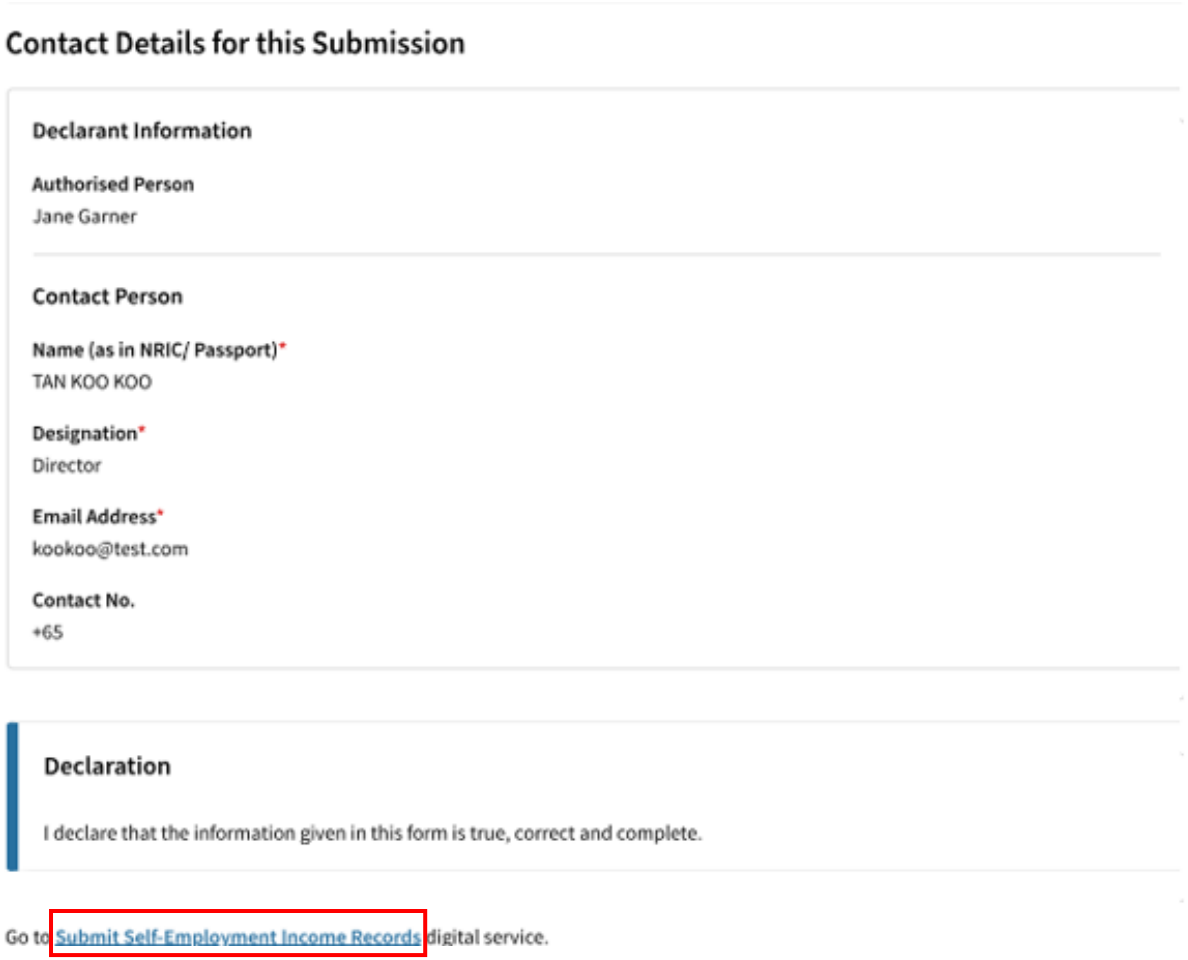
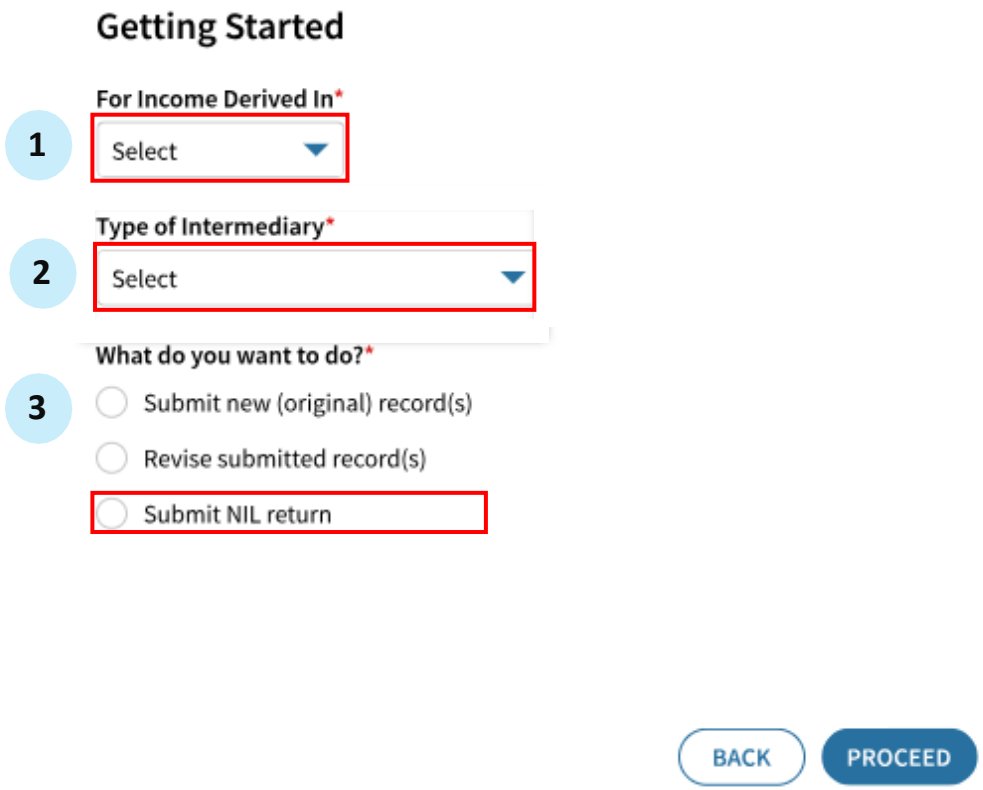


To return back the "Submit Self-Employment Income Records" landing page,

- At the Acknowledgement Page, scroll down to the most bottom of the page.
- Under "**Go to Submit Self-Employment Income Records digital service**", click on the hyperlink.

INLAND REVENUE AUTHORITY OF SINGAPORE

Steps to Submit NIL Return



- Scroll down to the section on "**Getting Started**"and input the following:

Field	What to select
For Income Derived In	Select the **relevant year** you wish to submit the income (e.g. "2025 (YA 2026)")
Type of Intermediary	You will only be prompted to select this field if you are registered to submit for multiple type of self-employed persons (SEPs) (e.g. as a commission-paying organisation and point-to-point transport operator). Select the **applicable Type of Intermediary** you are submitting for the relevant SEPs
What do you want to do?	Select "**Submit NIL return**" to add new records

Steps to Submit Self-Employment Income Records

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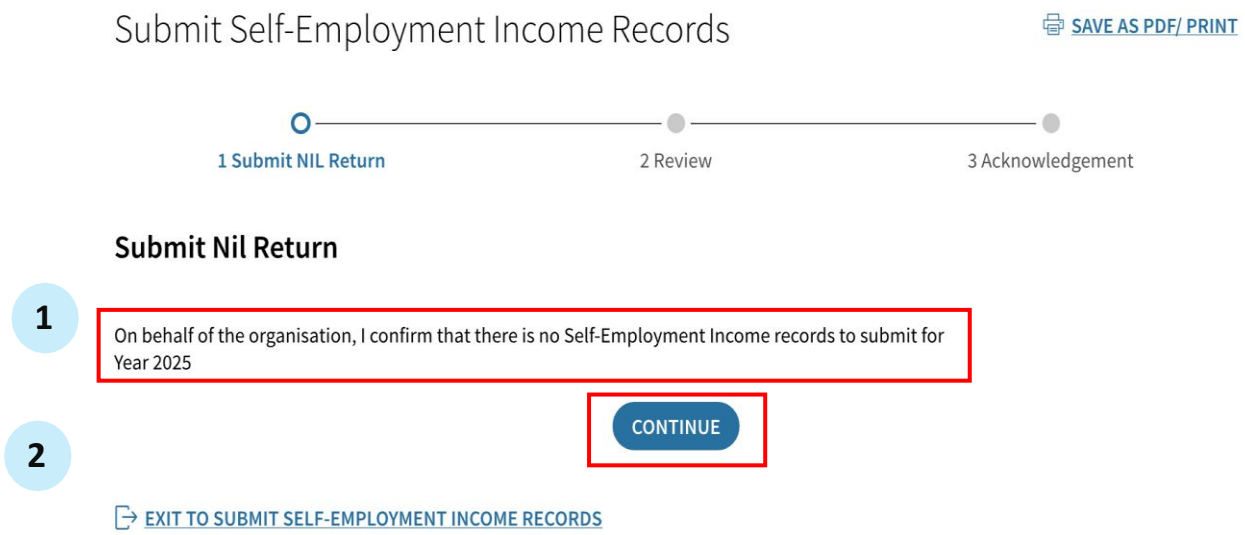

- Please verify that your declaration is accurate before clicking on "**Continue**"

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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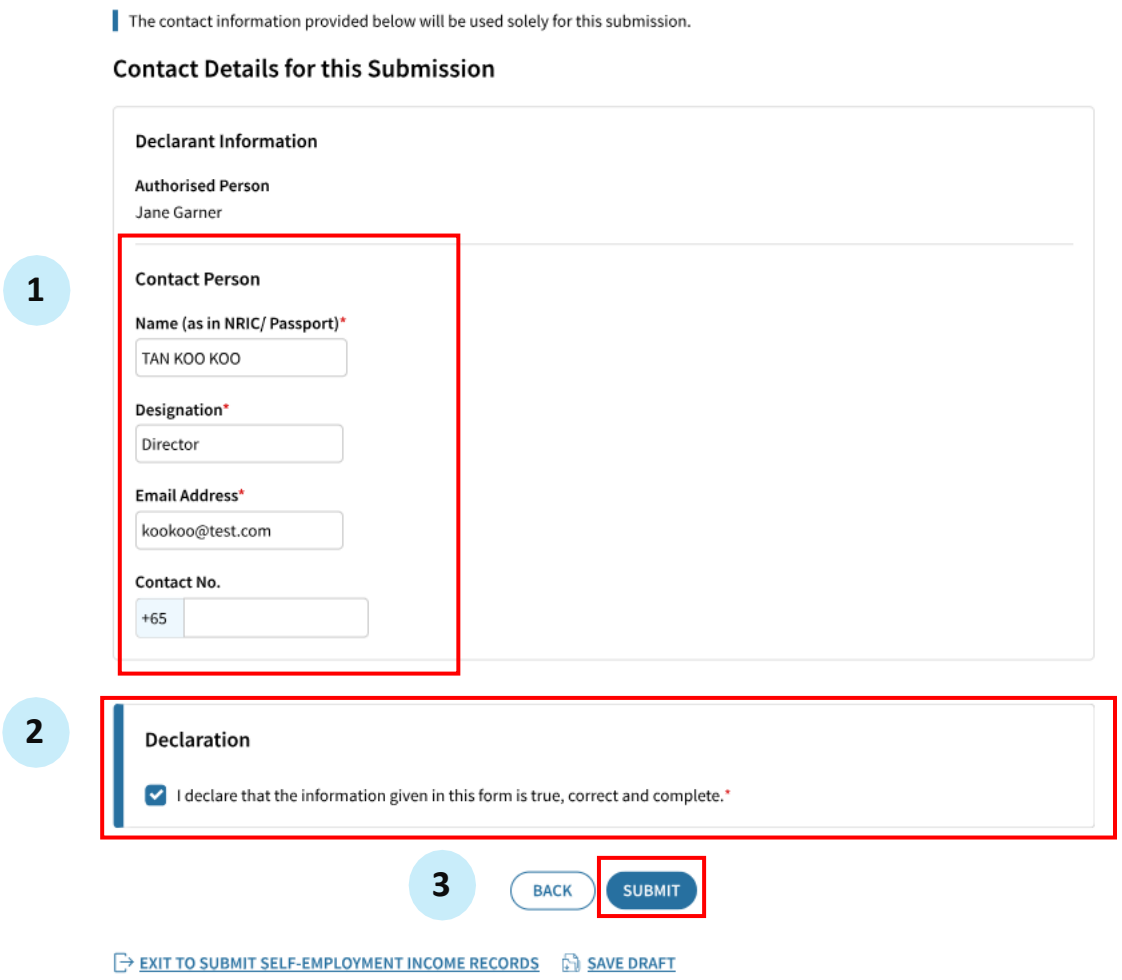

Review Your Submission

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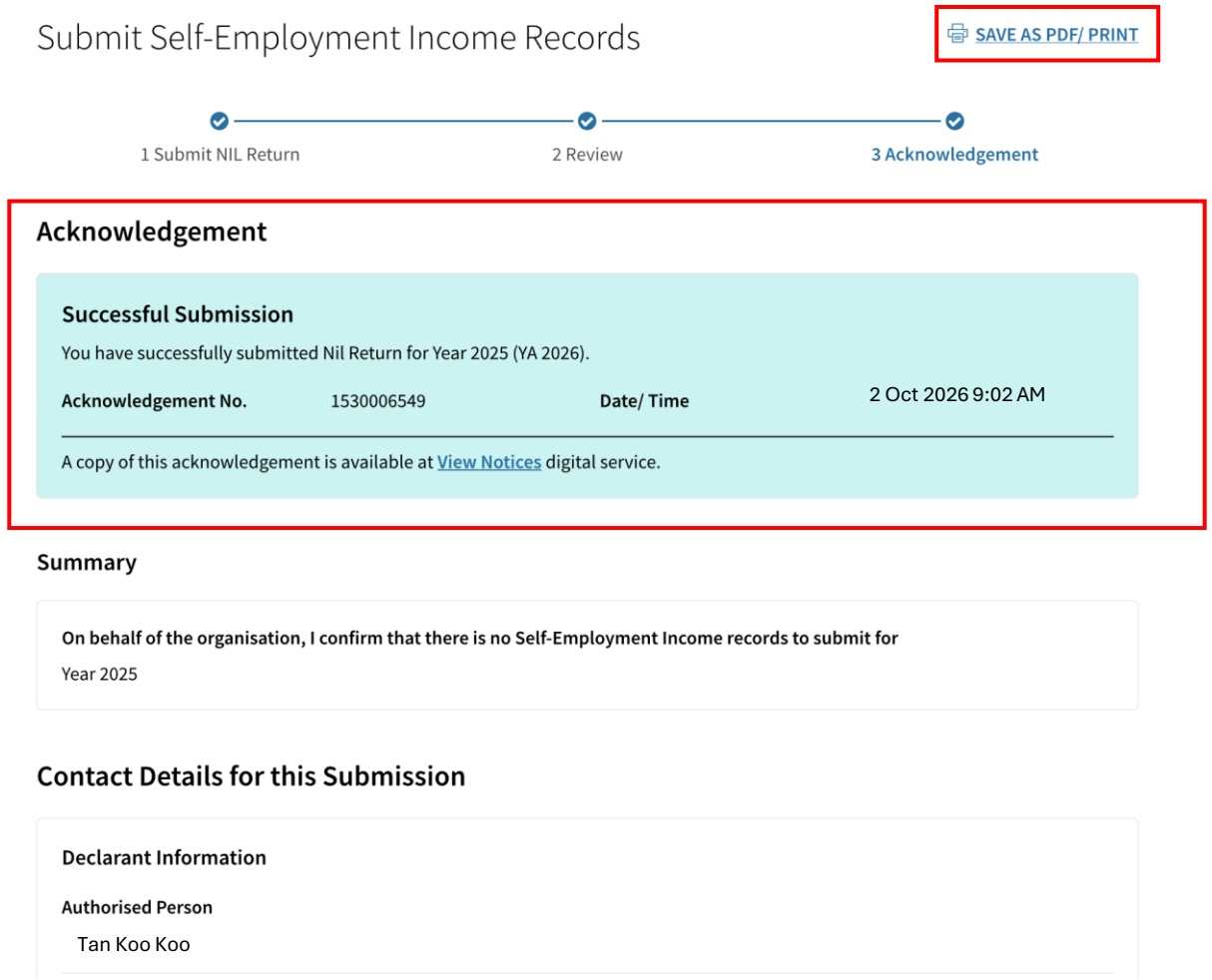
- If someone else is managing this submission, you may update the contact details accordingly.

After reviewing all the details and when you are ready to submit:

- Tick the checkbox to acknowledge this declaration; and
- Click "**SUBMIT**" to submit the records to IRAS.

Steps to Submit Self-Employment Income Records



Acknowledgement Page

Upon successful submission, an Acknowledgement Page will be displayed.

NOTE:
If you are assigned as a "Preparer" in Corppass, the submission will be sent to your "Approver" for submission. There will be no acknowledgement number at this stage

- To save a copy of the acknowledgement page, click "**SAVE AS PDF/PRINT**"
- Alternatively, click the "**View Notices**" menu of myTax Portal to retrieve a copy of the acknowledgement.

Steps to Submit Self-Employment Income Records

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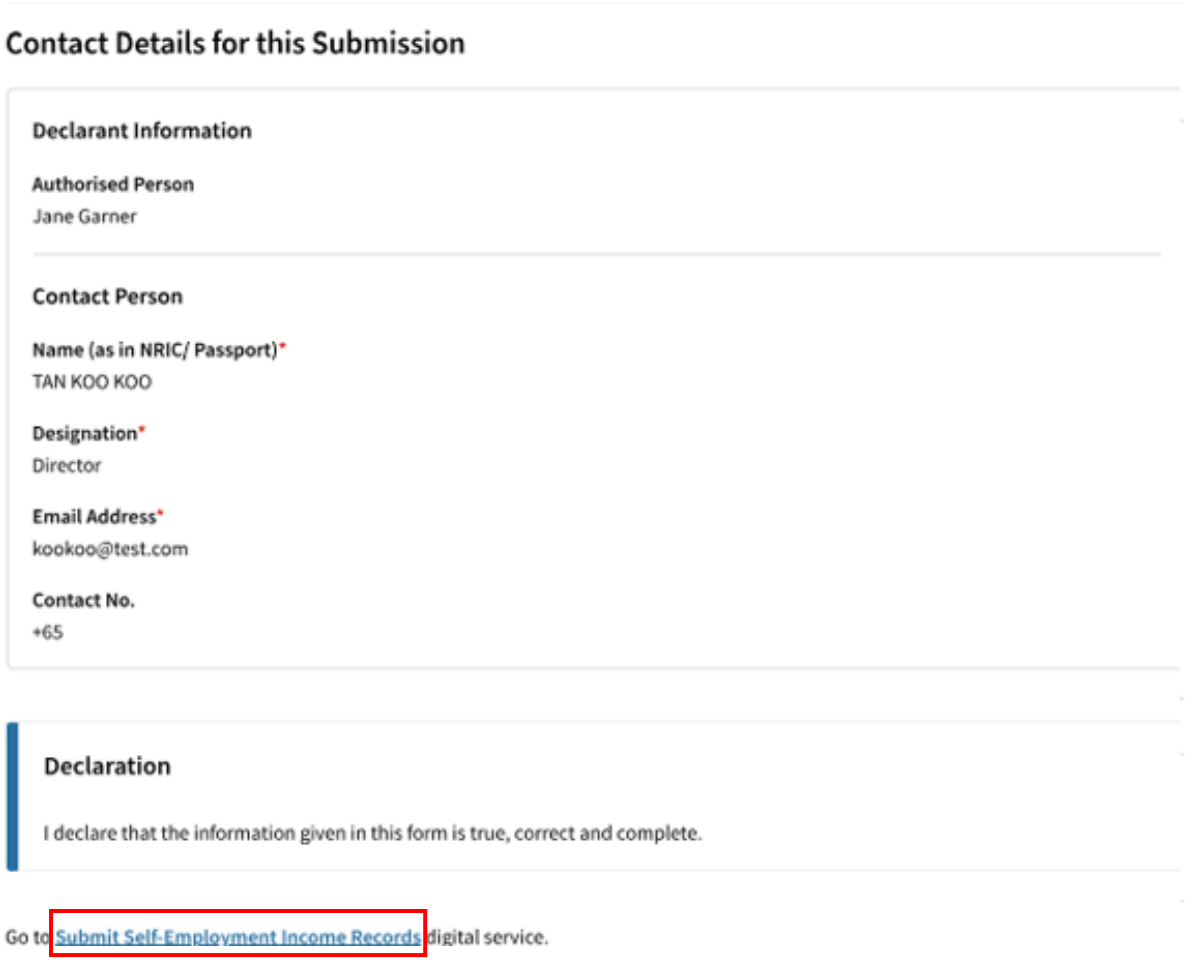


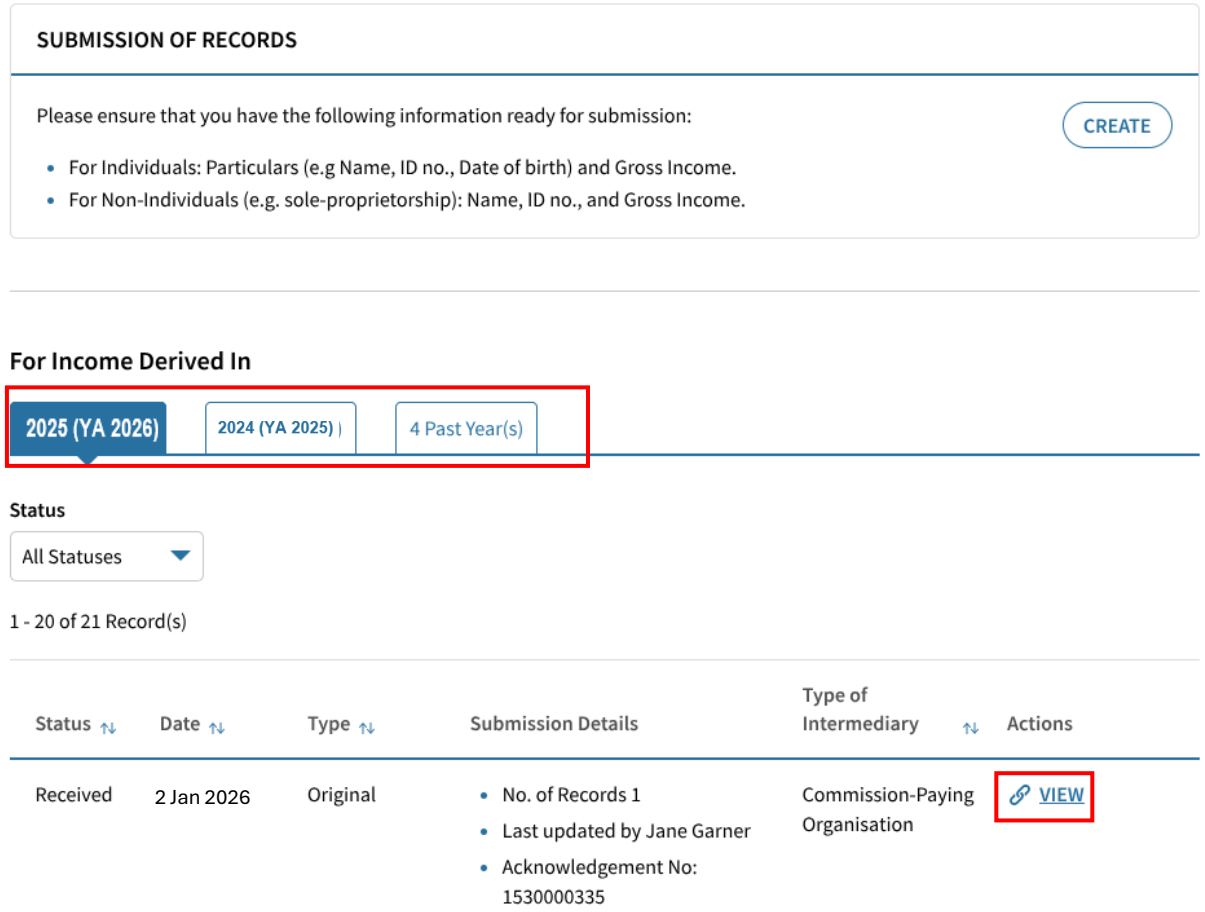
To return back the "Submit Self-Employment Income Records" landing page,

- At the Acknowledgement Page, scroll down to the most bottom of the page.
- Under "**Go to Submit Self-Employment Income Records digital service**", click on the hyperlink.

INLAND REVENUE AUTHORITY OF SINGAPORE

Steps to View and Retrieve Submitted Records

Submit Self-Employment Income Records



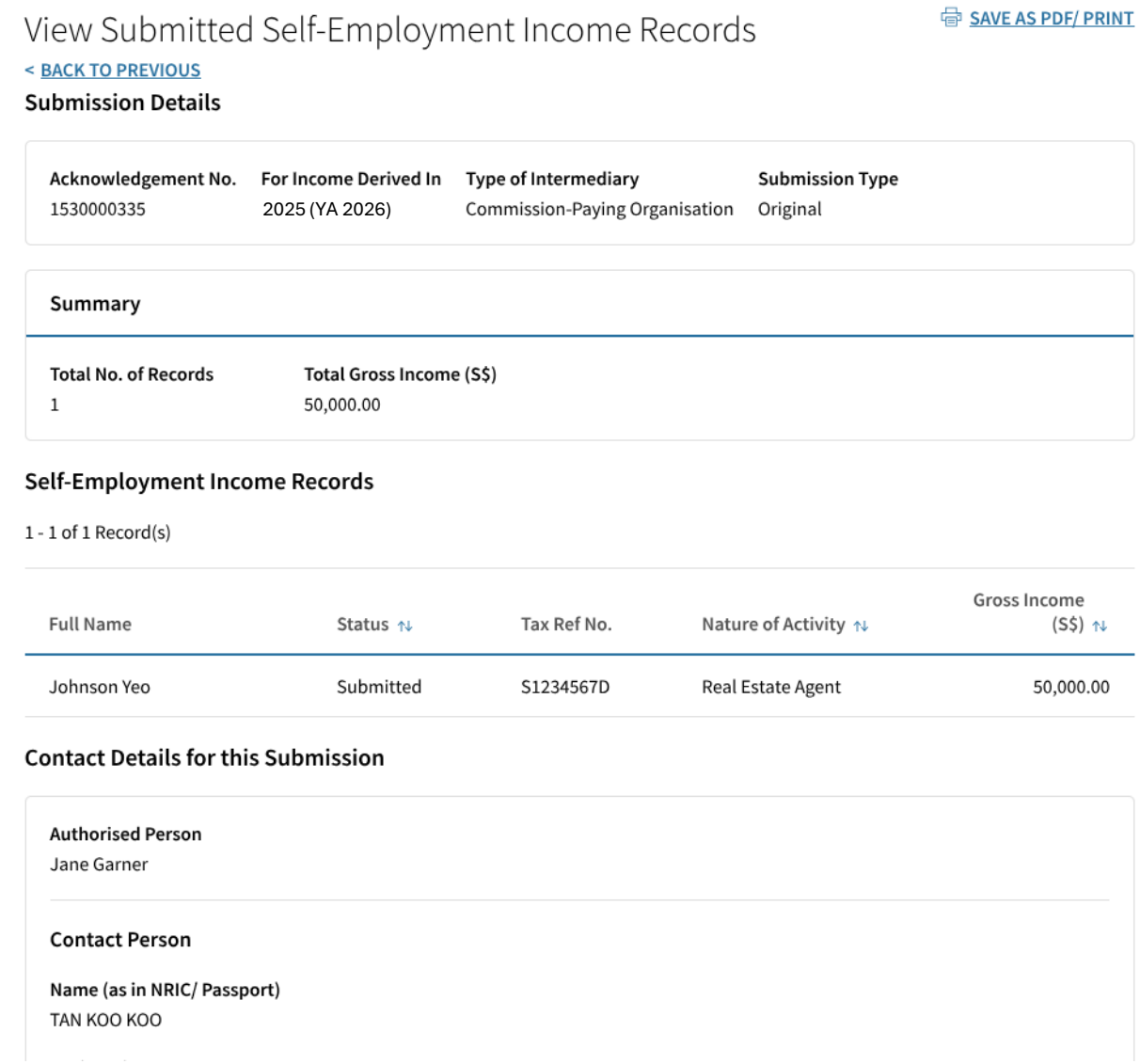
You can view and retrieve the previously submitted records for the following periods:

- Current Year of Assessment (YA)
- 1 Advance YA
- 4 Past YAs

To view submitted records:

- Under the **"For Income Derived In"** section, select the relevant basis year/ YAs in which you would like to access. The current year tab is selected by default.
- The summary of the records submitted will be populated.
- To view the details of the submission, click "**VIEW**".

Steps to View and Retrieve Submitted Information



The details of the records submitted will be displayed.

NOTE:
The page can only display up to **20 records**. If you have inputted more than 20 records, click on the Page Numbering buttons/ Pagination located at the bottom to view the other records in subsequent pages

To save or print the details of this page

- Click on "**SAVE AS PDF/ PRINT**".
- Even though each page can only display up to 20 records, the print view will display **all the records** you have submitted.

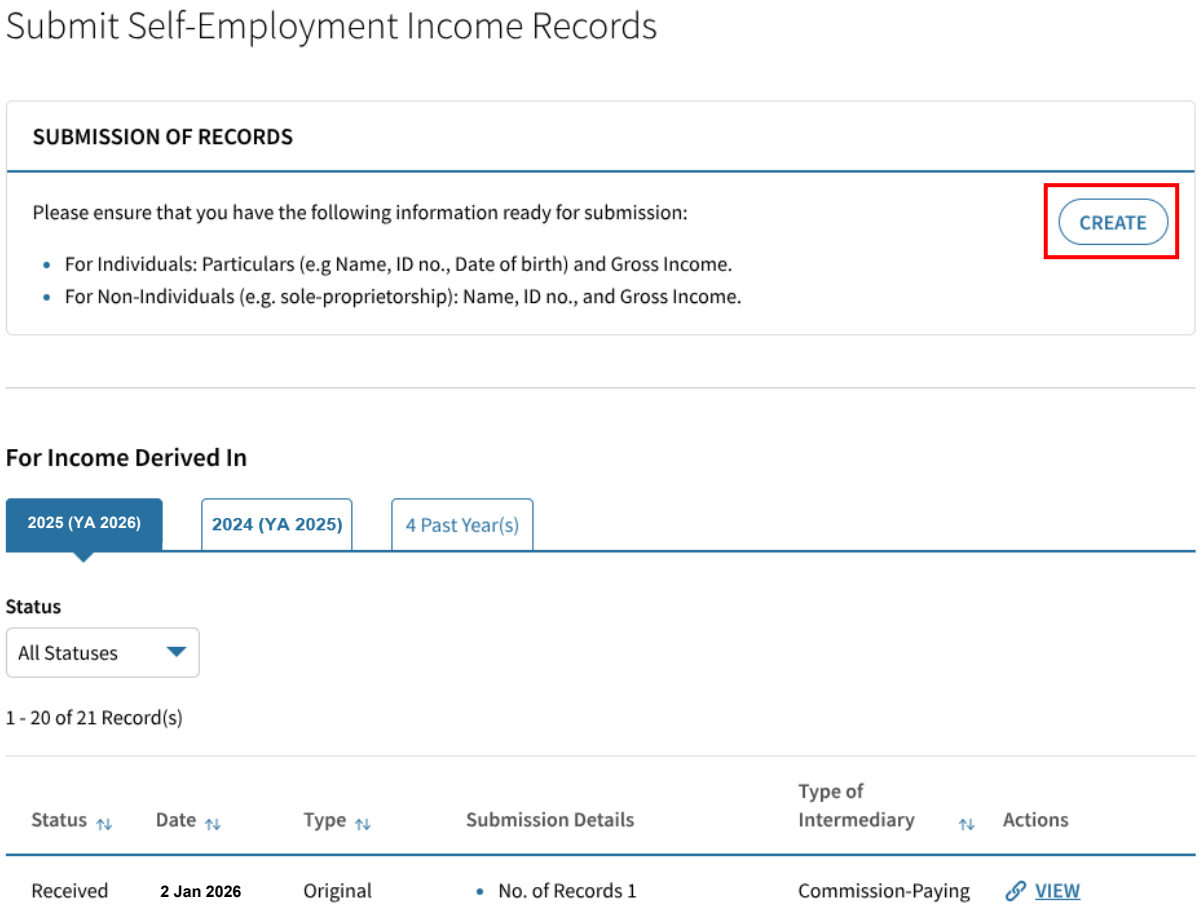
INLAND REVENUE AUTHORITY OF SINGAPORE

Steps to Submit Amendment Records

Steps to Submit Self-Employment Income Records

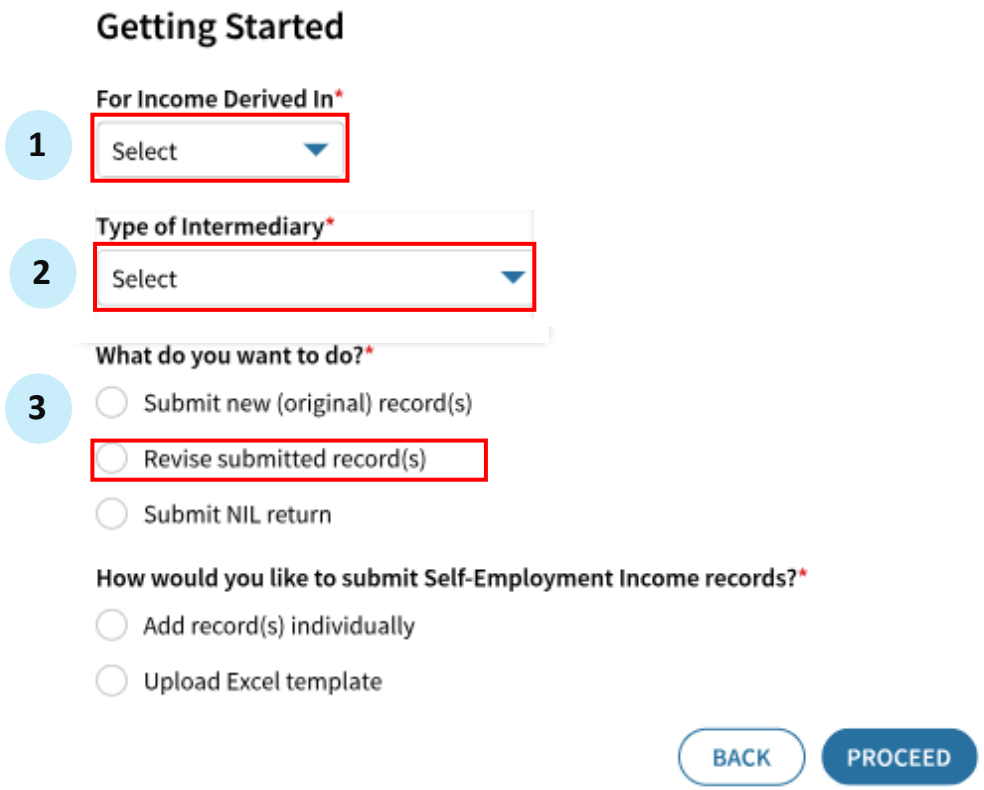
Table of Contents

1. Review & Update Authorised Person's Contact Details
2. Input Records
3. Submit Records



- Click '**CREATE**' to begin inputting your records for submission and/or for amendments

Steps to Submit Self-Employment Income Records



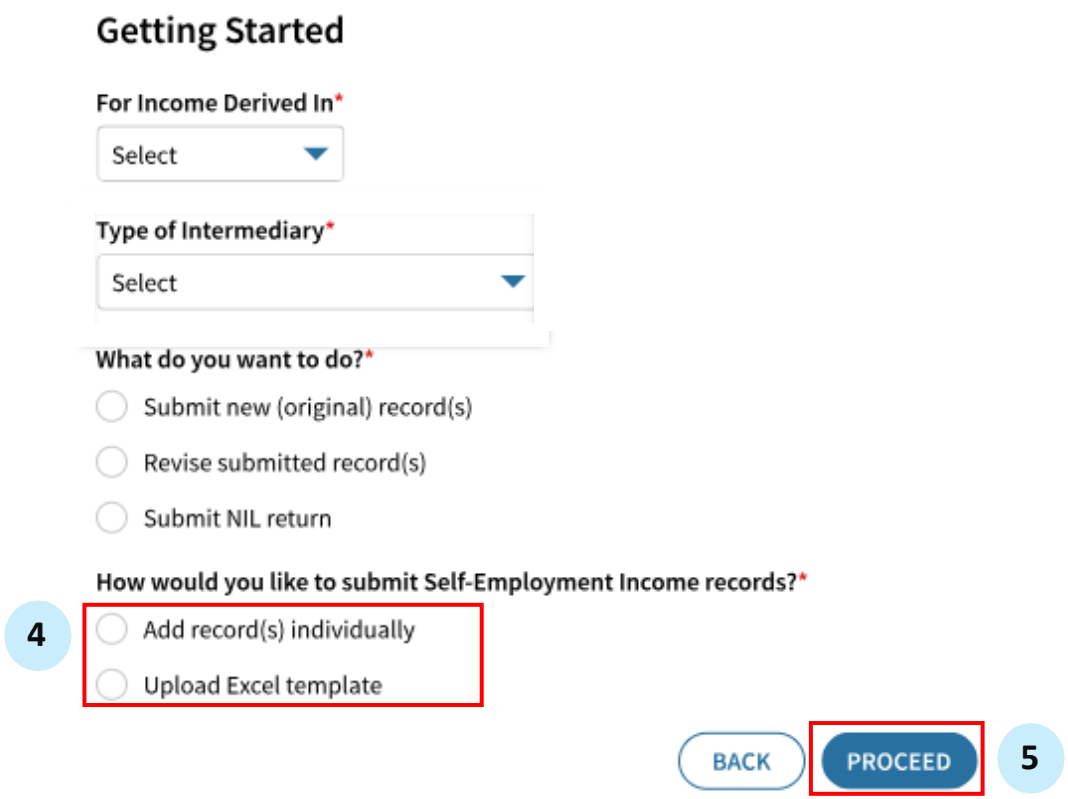
- Scroll down to the section on "**Getting Started**"and input the following:

Field	What to select
For Income Derived In	Select the **relevant year** you wish to submit the income (e.g. "2025 (YA 2026)")
Type of Intermediary	You will only be prompted to select this field if you are registered to submit for multiple type of self-employed persons (SEPs) (e.g. as a commission-paying organisation and as a point-to-point transport operator). Select the **applicable Type of Intermediary** you are submitting for the relevant SEPs
What do you want to do?	Select "**Revised submitted record(s)**" to submit amendment

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details
2. Input Records
3. Submit Records



- Continue to input the following:

Field	What to select
How would you like to submit your amendment records?	**Suitable for those submitting/ revising few records** • "**Add record(s) individually**" for manual entry of up to 200 records per submission **Recommended for those submitting/ revising large number of records** • "**Upload Excel template**" for bulk-upload of up to 2,000 records per submission using a standardised Excel submission template

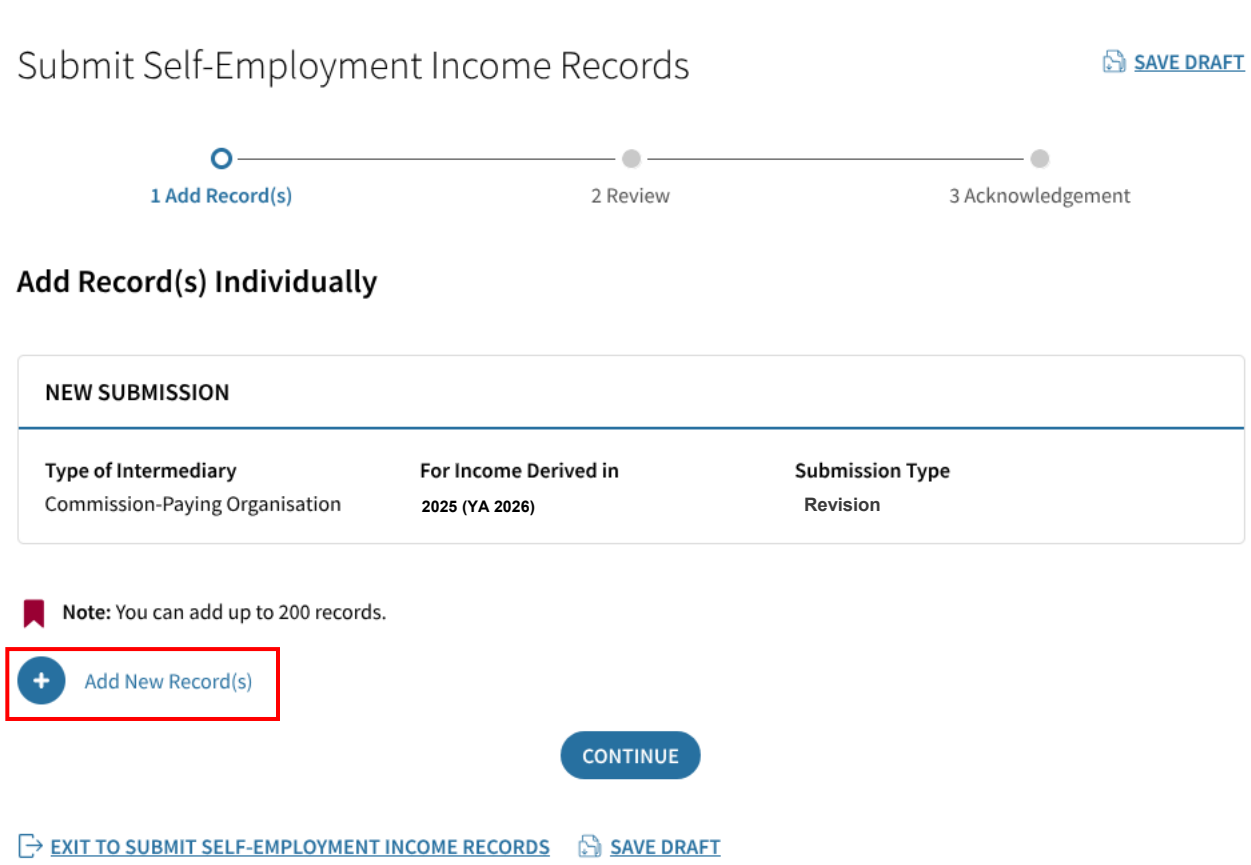
- Once you have completed the required fields, click "**PROCEED**"

Click on the options below to select how you will be submitting your records

A. Add record(s) individually

B. Bulk upload via Excel submission template

Steps to Submit Self-Employment Income Records



A. Add Record(s) Individually

- To begin, click "**Add New Record(s)**".

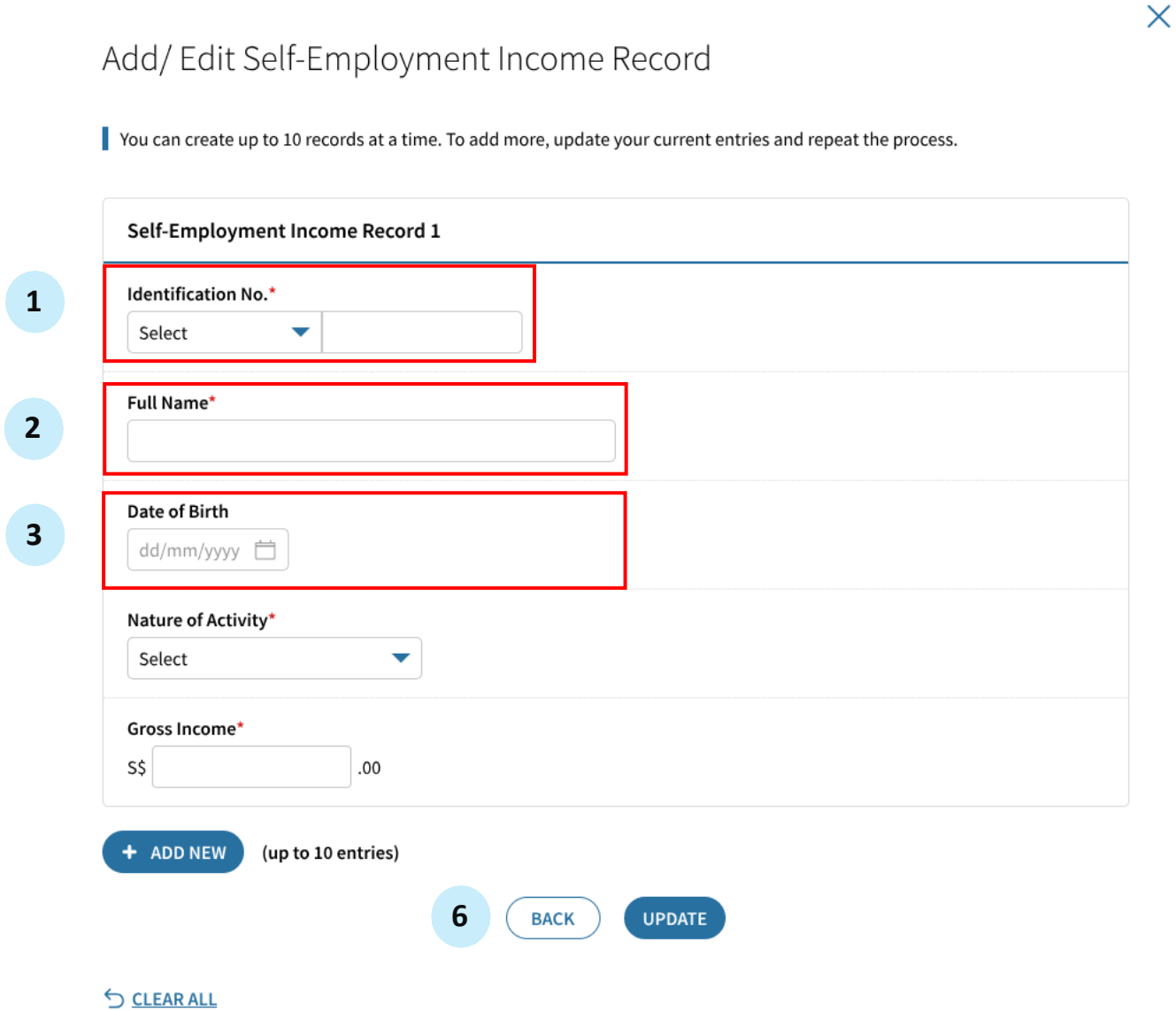
NOTE:

- You are only allowed to create up to **200 records for each submission**.
- If you need to submit more than 200 records, please complete a **separate submission**.
- To save a copy of your records, click "**SAVE AS PDF/ PRINT**" **after** the submission.

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details
2. Input Records
3. Submit Records



A. Add Record(s) Individually

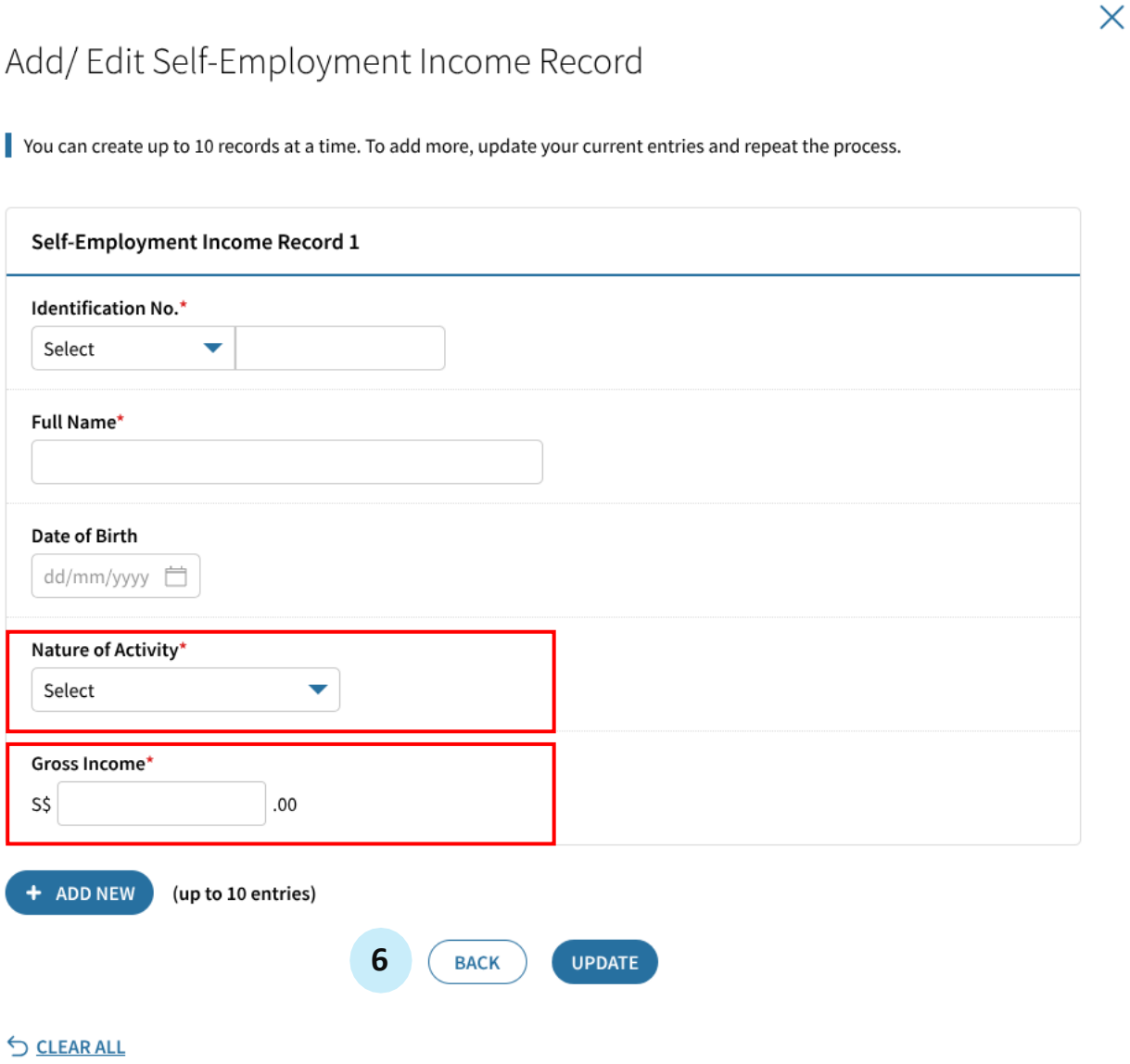
Input the identification and income details of the SEPs:

Field	What to input
Identification No.	• Select the Identification Type (e.g. NRIC, FIN, Passport No., UEN) from the dropdown list; and • Input the Identification No. of the SEPs
Full Name	Enter the full name as per Identification Document or ACRA records
Date of Birth	• Select using the date picker (calendar); or • Enter the date in DD/MM/YYYY format **NOTE:** You are only required to complete this field if the record is for a self-employed individual. If you have selected the Identification Type as "UEN", the Date of Birth will not appear.

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details
2. Input Records
3. Submit Records



A. Add Record(s) Individually

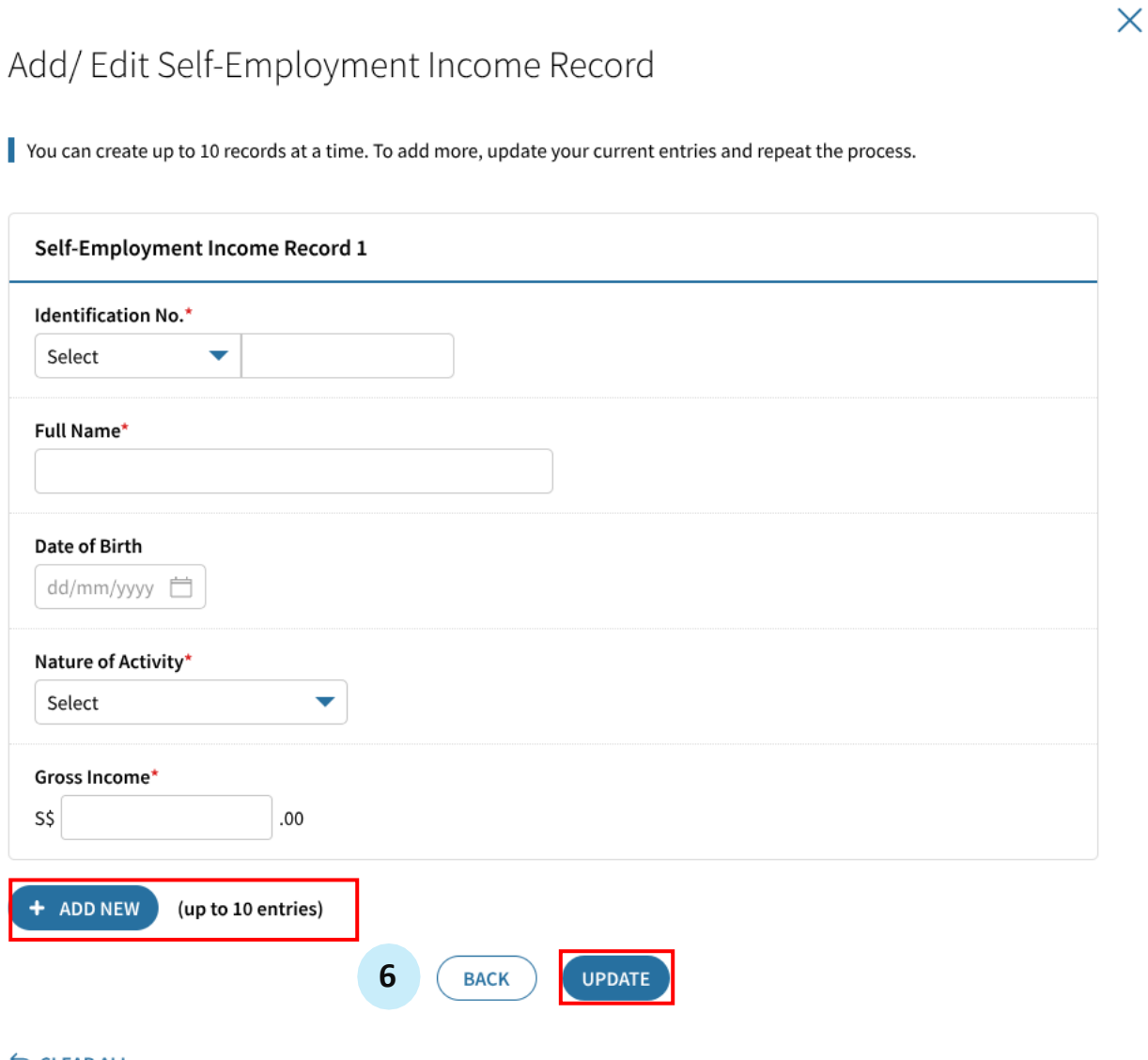
Input the identification and income details of the SEPs:

Field	What to input
Nature of Activity	Select the nature of activity (e.g. real estate agent, insurance agent) of your commission agent from the dropdown list. **NOTE:** This field will only appear if you are submitting the records as a commission-paying organisation.
Gross Income	Enter the gross income earned by the SEP (i.e. amount before deducting any expenses). **NOTE** • **Drop any cents** and **exclude any non-numeric characters** (e.g. Input 50221 if the gross income is $50,221.43 or $50,221.98) • You can only enter up to a **maximum of 8 digits**

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details | 2. Input Records | 3. Submit Records



A. Add Record(s) Individually

- Click **"+ ADD NEW"** to add more records.
- Once you have completed updating the record, click **"UPDATE"** to save the record(s).

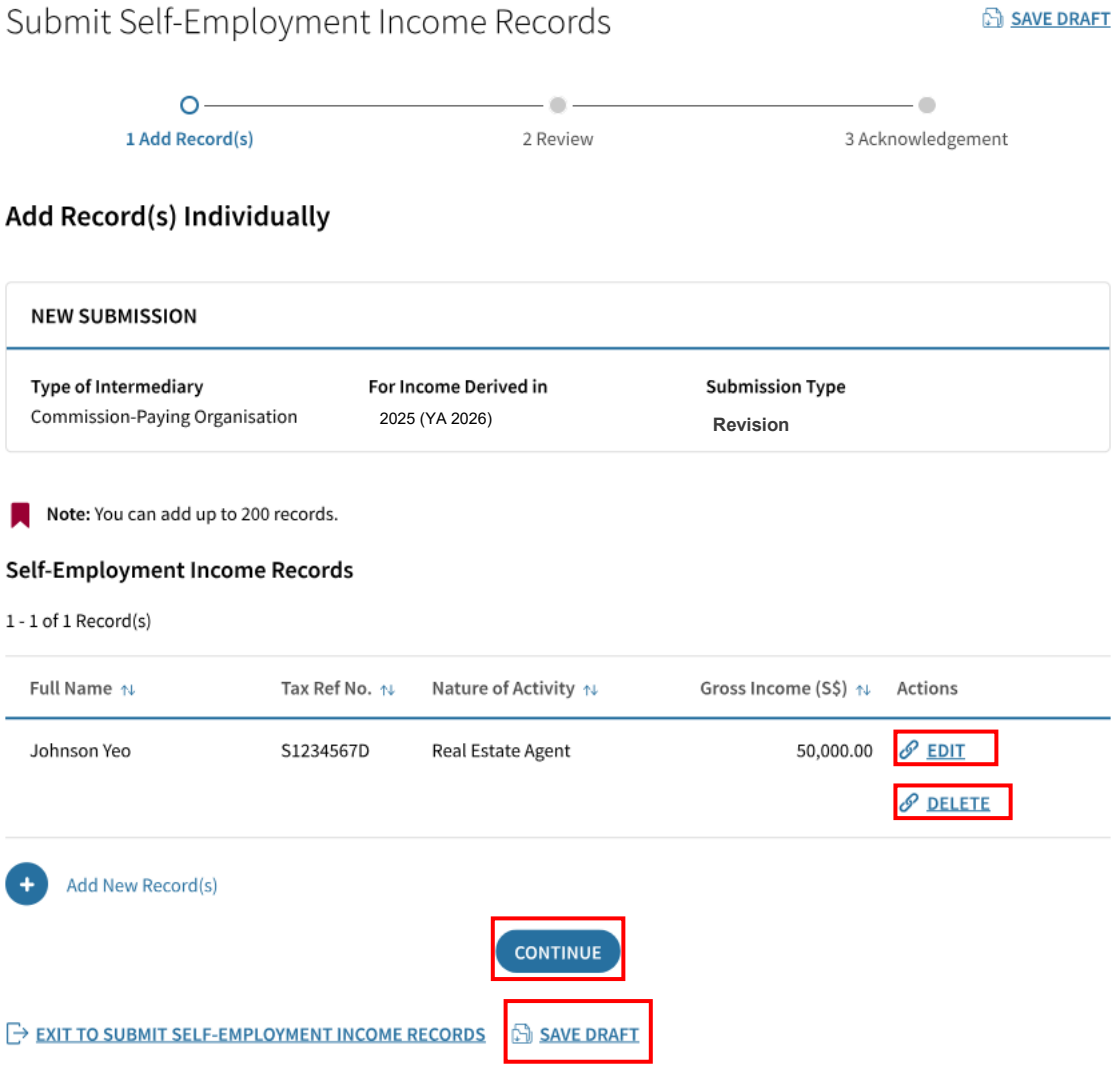
NOTE:

- You can create up to **10 records at a time**. To add more records, click "**UPDATE**" to save the record(s) and click "**Add New Records**".
- Please ensure that Identification Number **matches** the income and other particulars provided.

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details | 2. Input Records | 3. Submit Records



A. Add Record(s) Individually

After you have completed inputting the record, you can view the summary of the records under the "Self-Employment Income Records" section. Please **verify and ensure it is correct**.

NOTE:
The page can only display up to **20 records**. If you have inputted more than 20 records, click on the Page Numbering button/ Pagination to view the other records in subsequent pages.

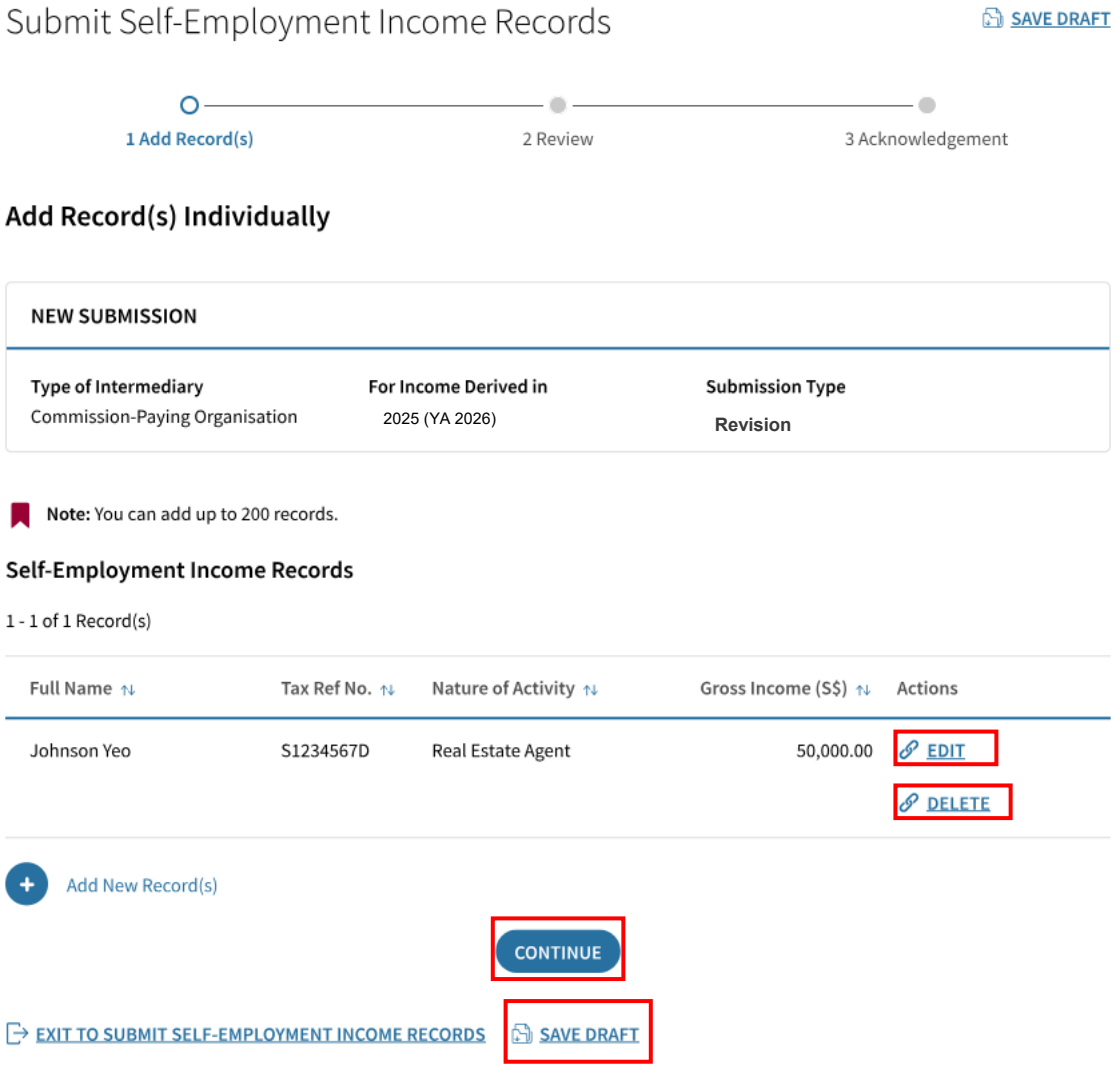
You can:

- Click "**EDIT**" to change the particulars or gross income of the records, where necessary.
- Click "**DELETE**" to delete the record.
- Click "**SAVE DRAFT**" if you wish to save your progress or continue with your preparation later after logging out of the digital service.

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details | 2. Input Records | 3. Submit Records



A. Add Record(s) Individually

Once you have completed verifying the records, you can

- Click "**CONTINUE**" to proceed to submit records

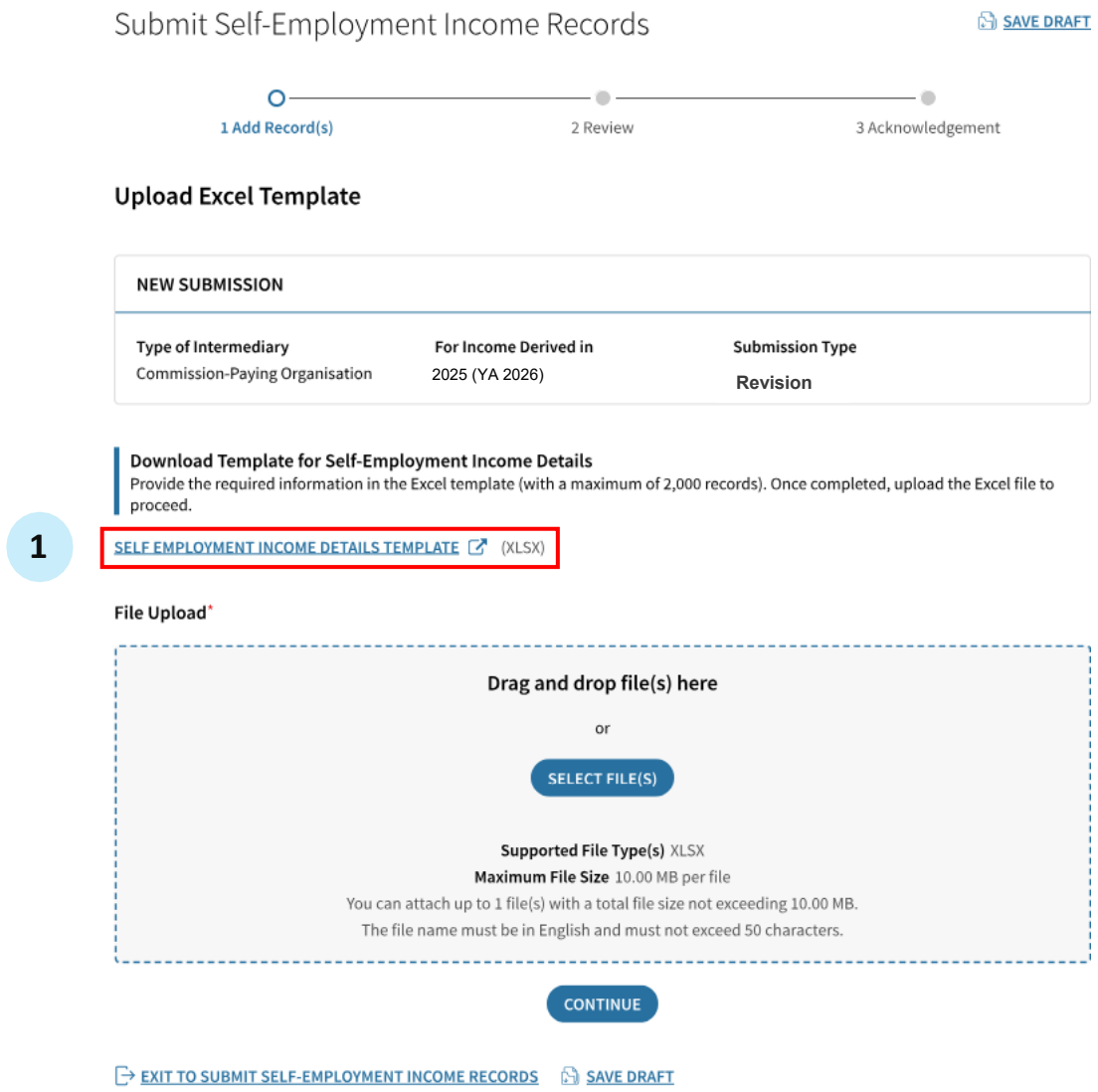
Click on the button below to learn how to submit records.

Step 3: Submit Records

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details
2. Input Records
3. Submit Records



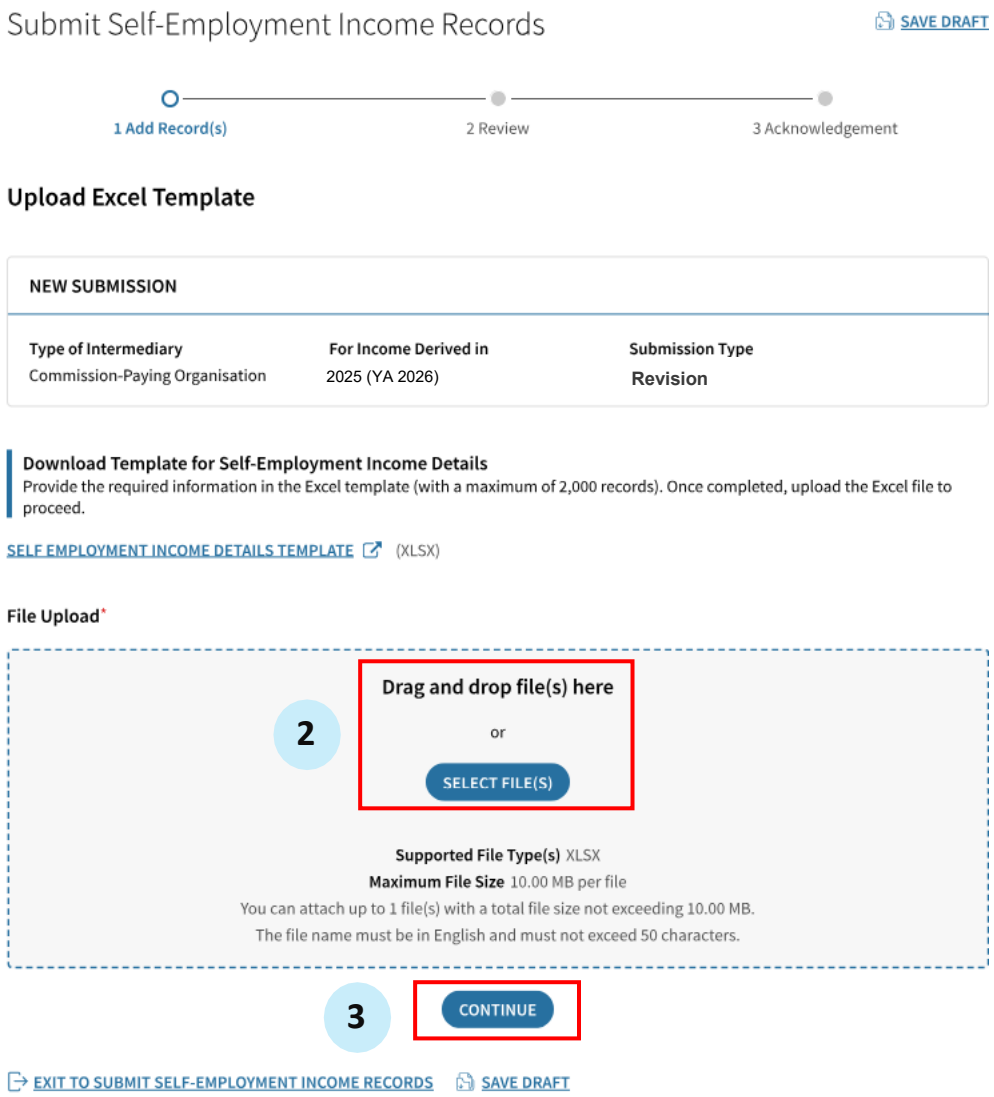
B. Bulk Upload via Excel Submission Template

- Download the **Excel Submission Template** provided in the digital service and fill in the required fields accordingly.
- Save the completed file in **.xlsx** format.

Steps to Submit Self-Employment Income Records

Table of Contents

1. Review & Update Authorised Person's Contact Details
2. Input Records
3. Submit Records

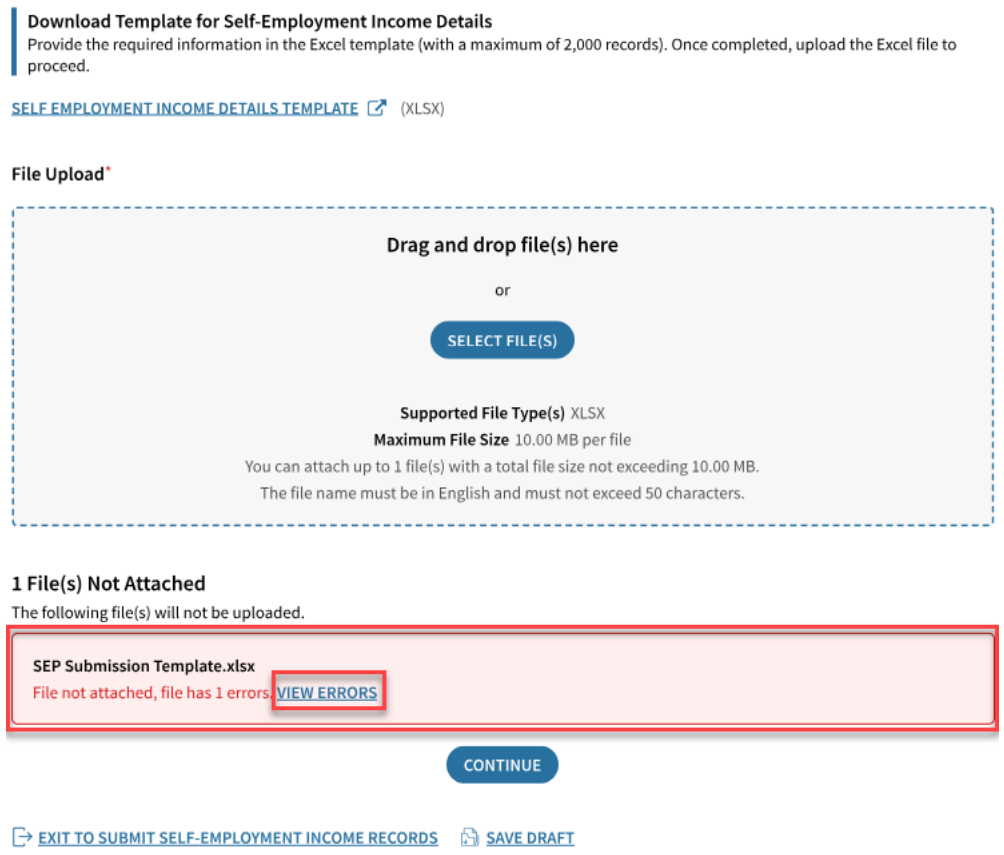


B. Bulk Upload via Excel Submission Template

- Click on **"SELECT FILE"** to upload your completed file.
- Once the upload is successful, click on "**CONTINUE**" to proceed.

NOTE:

- You can only attach **1 file for each submission,** with a maximum file size of **10.00 MB.**
- You may upload up to **2,000 records per submission**. If you have more, please submit them in **separate batches.**
- Ensure the file name is in **English** and **does not exceed 50 characters.**



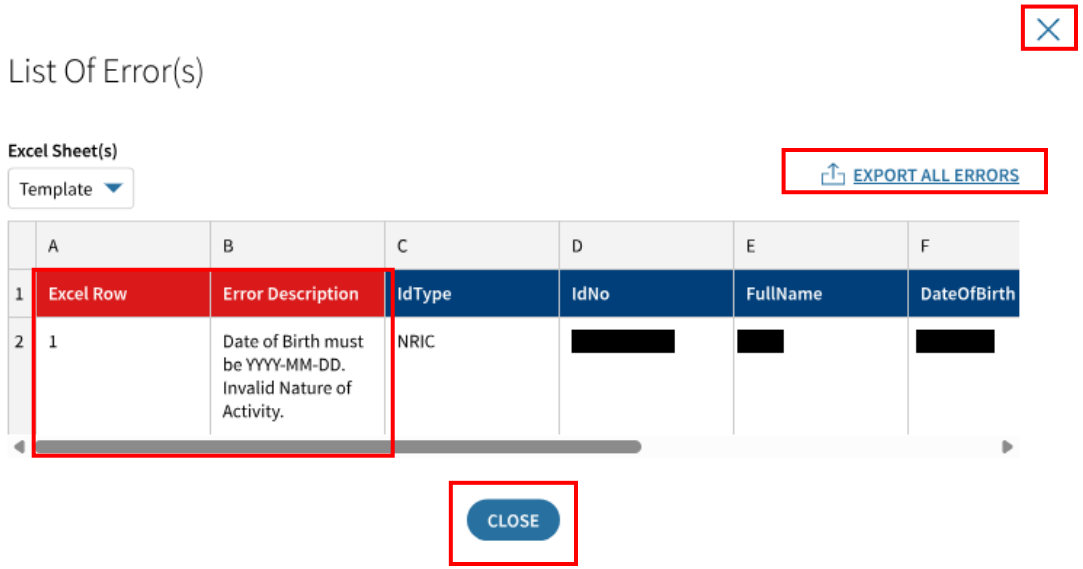
B. Bulk Upload via Excel Submission Template

If errors are detected during the uploading of the Excel Submission Template,

- Click "**VIEW ERRORS**" to view the details the errors.
- This will help you identify and correct issues before proceeding with your submission.

Click on the button below if there are no errors detected:

Continue to Submit Records



B. Bulk Upload via Excel Submission Template

If errors are detected during the uploading of the Excel Submission Template,

- Click "**EXPORT ALL ERRORS**" to download the full list in an Excel file.
- Click "**X**" or "**CLOSE**" to exit the error screen.
- Review and correct the errors in your Excel file, save it and re-upload the updated file to proceed.

Steps to Submit Self-Employment Income Records

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1. Review & Update Authorised Person's Contact Details
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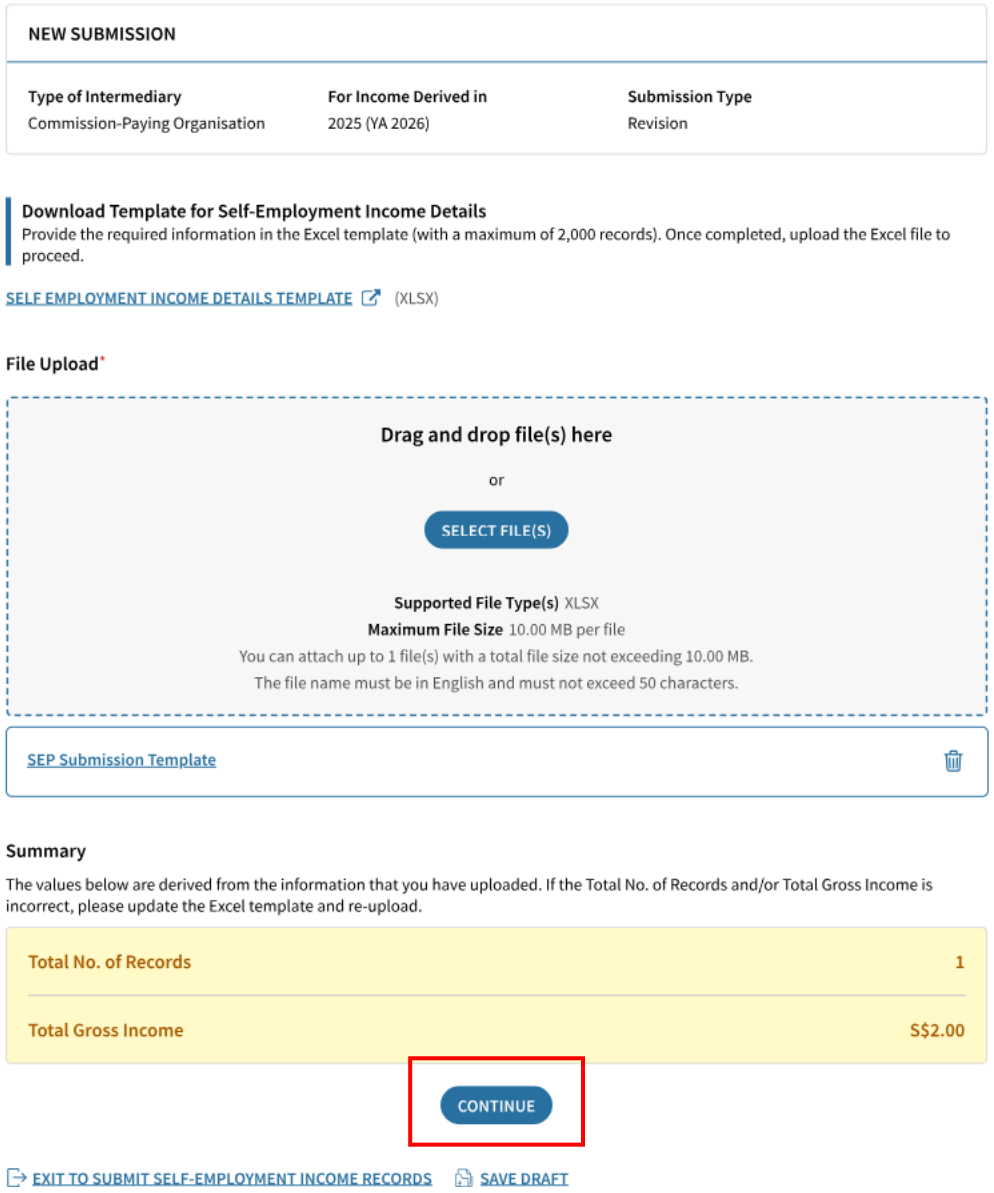

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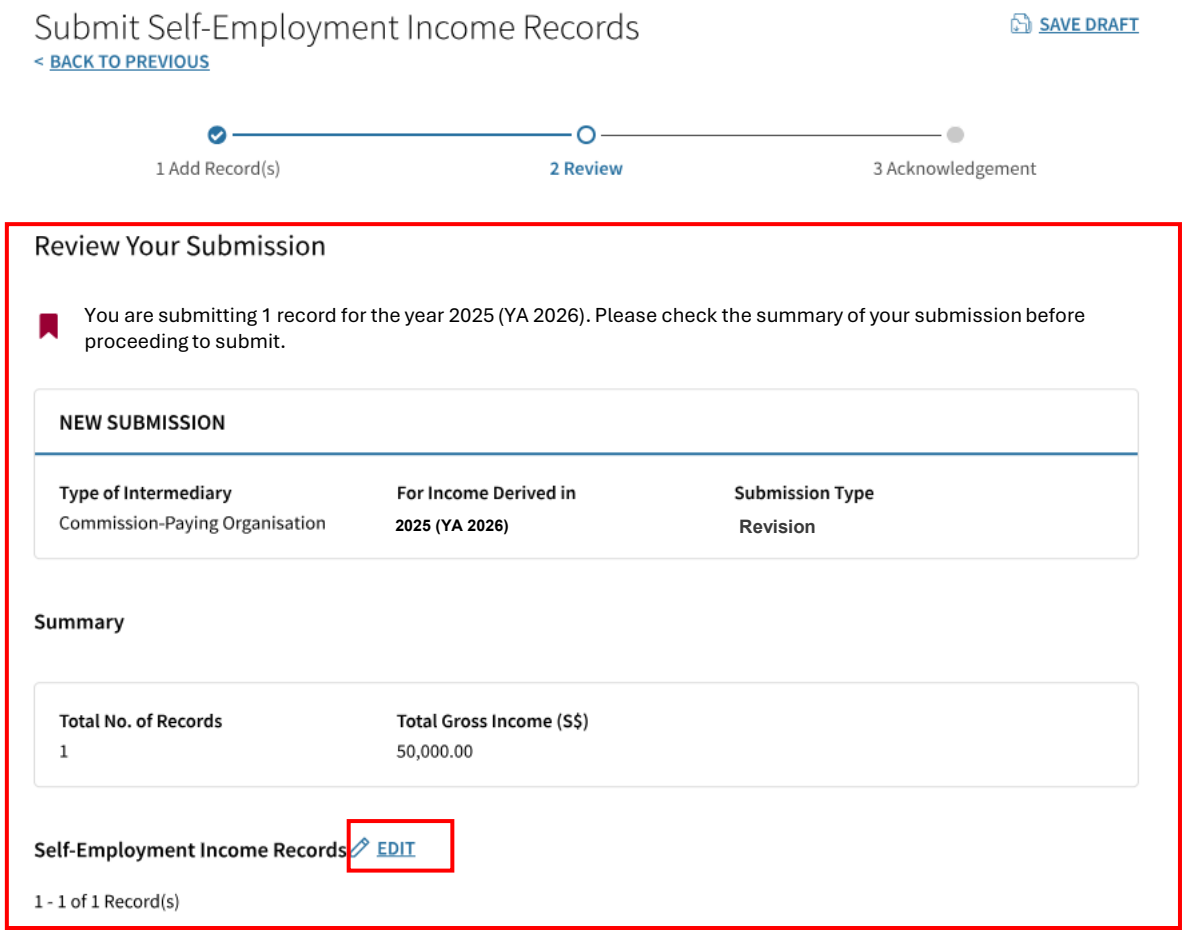

Review Your Submission

- Before submitting, carefully review the Summary to ensure all record details are accurate.
- If updates are required, click "**EDIT**" to make the necessary changes.

Steps to Submit Self-Employment Income Records

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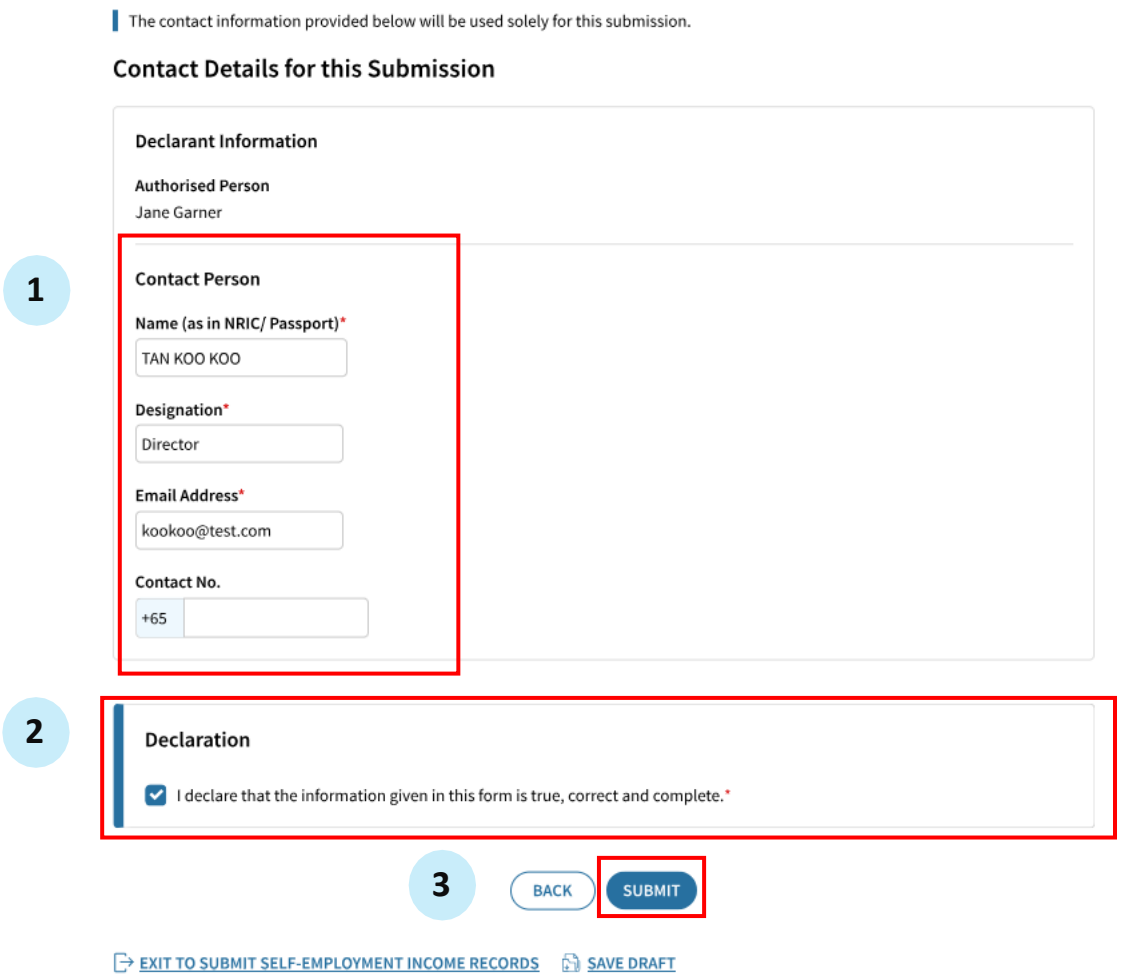


Review Your Submission

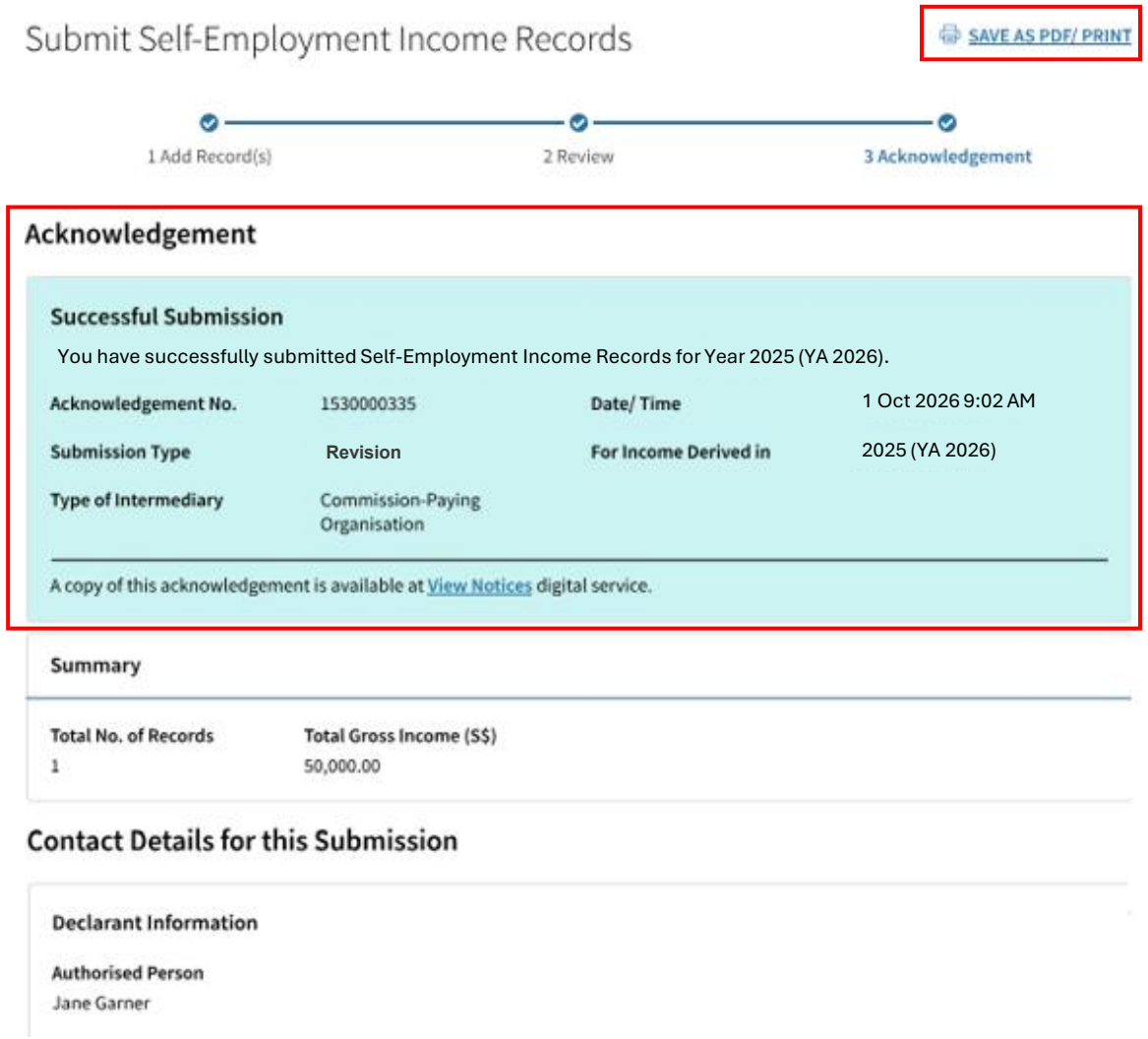
The contact details are pre-filled based on the main contact person for Self-Employment Income.

- If someone else is managing this submission, you may update the contact details accordingly.

After reviewing all the details and when you are ready to submit:

- Tick the checkbox to acknowledge this declaration; and
- Click "**SUBMIT**" to submit the records to IRAS.

Steps to Submit Self-Employment Income Records



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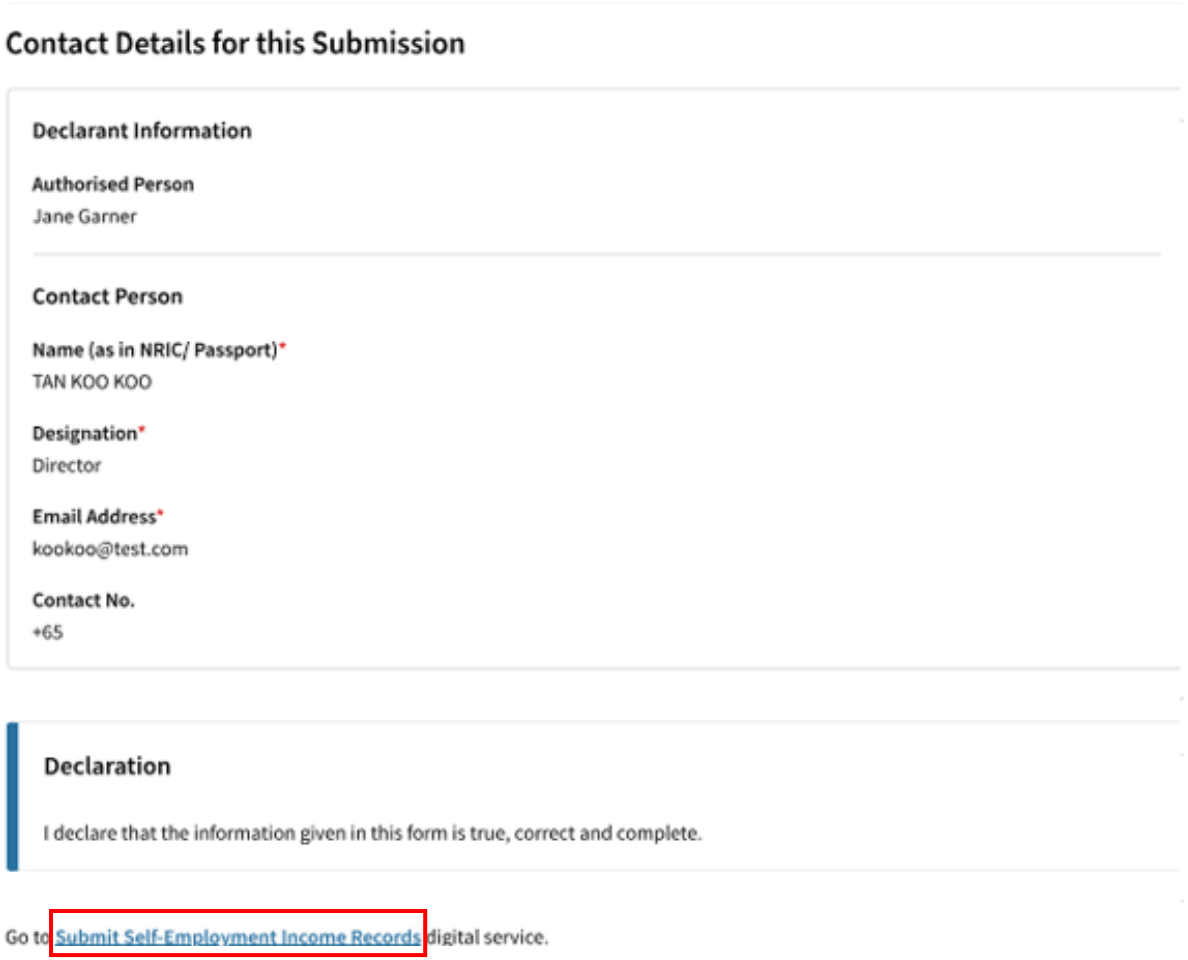

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