



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Validation and Submission Application (Auto-Inclusion Scheme)



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About Validation and Submission Application

1. The Validation and Submission Application is a free software provided by IRAS for employers under the Auto-Inclusion Scheme (AIS) to prepare and submit their employees' income information to IRAS electronically.
2. It allows employers who are using a supporting payroll software, to validate and submit files (.txt or .xml) generated from their payroll software.
3. The Validation and Submission Application will be decommissioned by calendar year 2023. You are strongly encouraged to use payroll software supporting direct AIS submissions to IRAS. Explore payroll software supporting direct AIS submissions via API at [IRAS website](#).

Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

Operating System

- Windows 7 and above
- Mac OS X 10.7 and above
- Java Runtime Environment Version 7 and above

Hardware Requirements

- Pentium 4 PC and above with 2 GB RAM (recommended)
- 512Kbps speed Broadband with connection to a local ISP

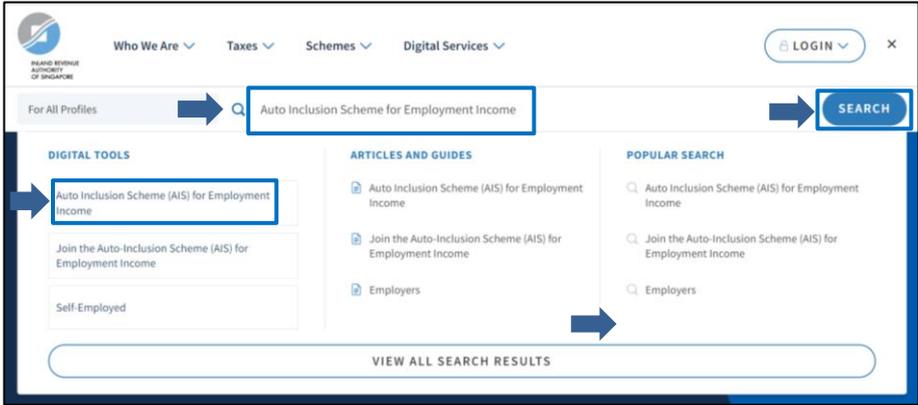
Browser

- Internet Explorer 6.0 and above
- Mozilla Firefox 1.0 and above
- Google Chrome 24 and above
- Safari Browser 4.0 to 5.0.3, and version 5.1.7 and above

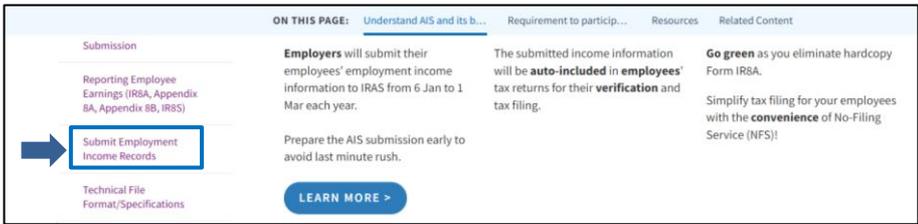
Please ensure that you have enabled Java and JavaScript for your Browser.

Step 1: Download Validation and Submission Application

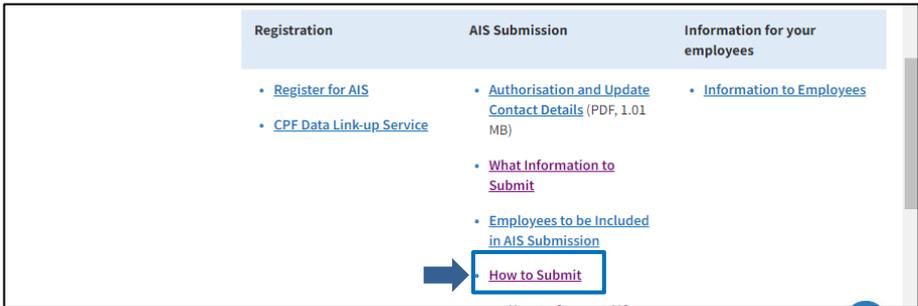
1. Download Validation and Submission Application > 2. Preparation > 3. Submission



- At IRAS' website www.iras.gov.sg,
- Using the "Search" function, type "Auto Inclusion Scheme for Employment Income"
- Click <Auto-Inclusion Scheme (AIS) for Employment Income>.



- Scroll down and click <Submit Employment Income Records> from the left-hand side sub-pages menu.



- Alternatively, click the <How to Submit> hyperlink at AIS Submissions Resources or perform a search to reach Submit Employment Income Records page.

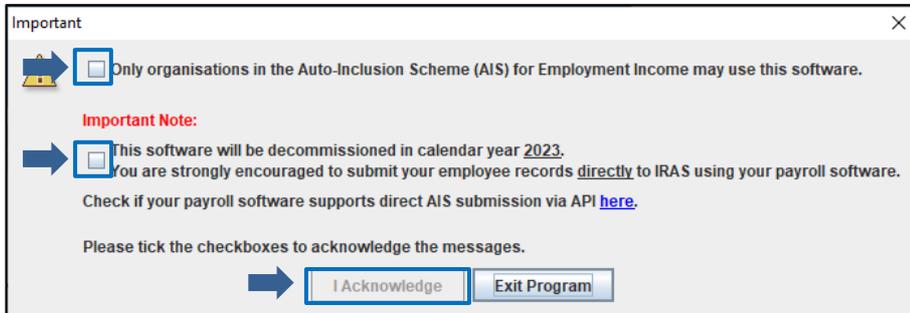
Submission via AIS Offline Applications (until Dec 2022 only!)

Submission Mode	Description	Software/ Guides
Validation and Submission Application	<p>It is suitable for employers who:</p> <ul style="list-style-type: none"> use a supporting payroll software to manage their employment income information. <p>You need to create files that comply with IRAS' Technical File Format/Specifications, and</p>	<p>Software</p> <p>Validation and Submission Application Version 11.0 (JNLP, 2KB)- Latest version for Year of Assessment 2022 submission.</p>

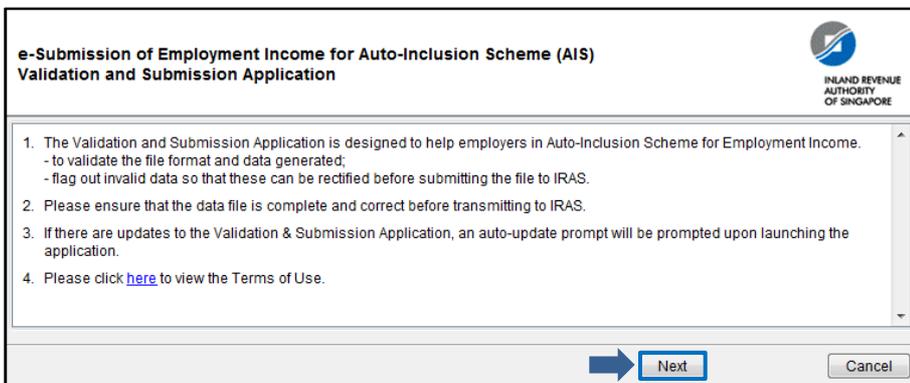
- Under Submission via AIS Offline Applications click <Validation and Submission Application Version 11.0> to download and install the application.

Step 2: Preparation

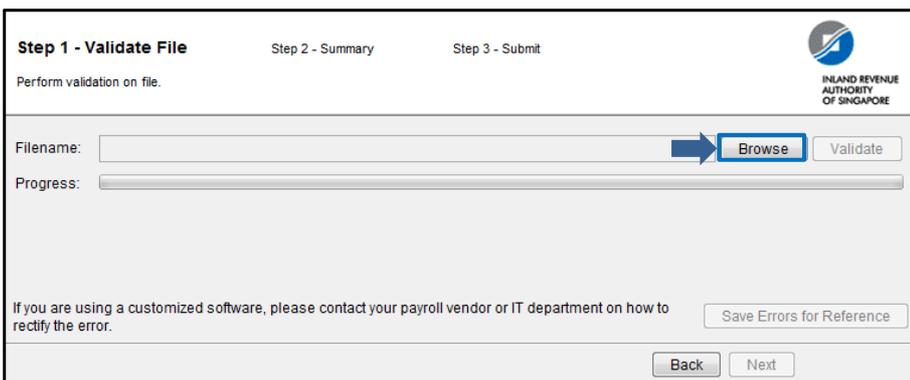
1. Download Validation and Submission Application → 2. Preparation → 3. Submission



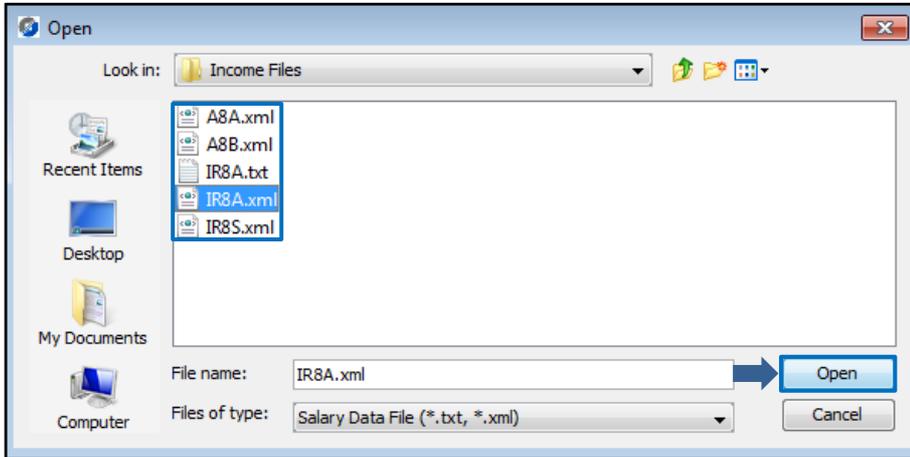
- Launch the application shortcut on your desktop.
- A warning prompt will appear. Click <I Acknowledge> after checking the two confirmation messages to start the application.



- Click <Next>.

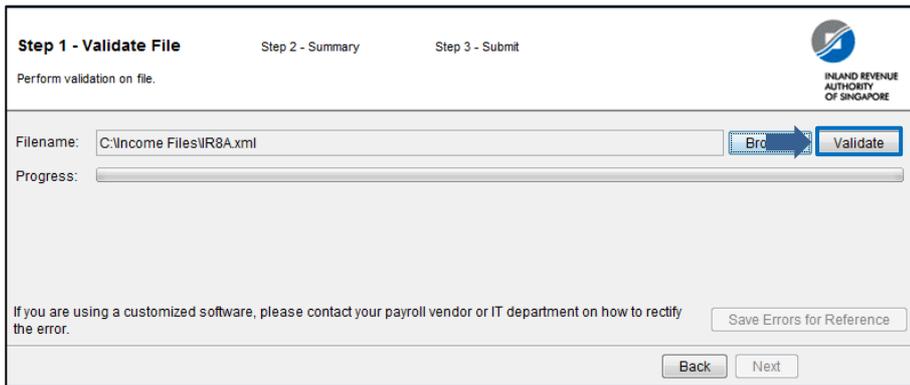


- Click <Browse>.

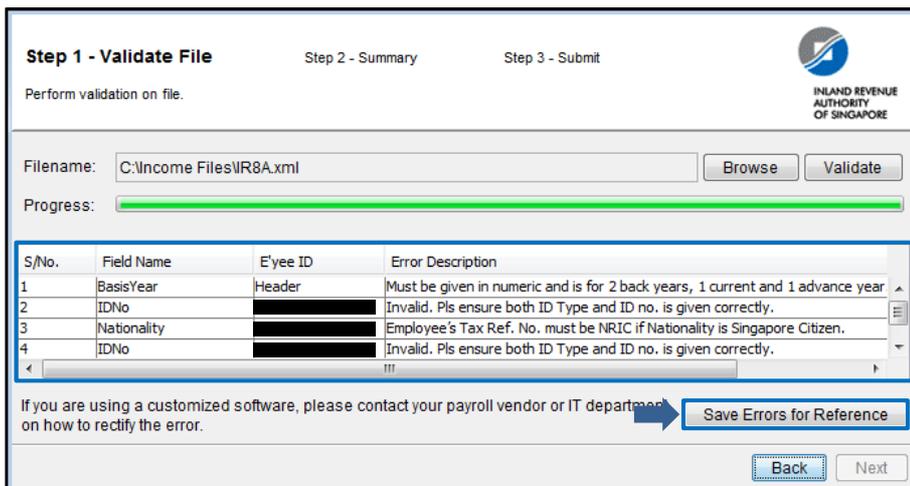


- Select the relevant file to validate.
- Click <Open>.

Note:
The file generated should be either in a text (.txt) or Extensible Markup Language (.xml) file format.



- Click <Validate>.



If there are errors detected
Errors will be listed as shown. Rectify the error(s) within your payroll software before re-generating a new file for validation.

- Click <Save Errors for Reference> to save the list of errors in .csv format for easy reference.

Step 1 - Validate File Step 2 - Summary Step 3 - Submit

Perform validation on file.

Filename:

Progress: 

File validation is successful.

If you are using a customized software, please contact your payroll vendor or IT department on how to rectify the error.

If there is no error the application will display 'File validation is successful'.

- Click <Next> to proceed to summary.

Step 1 - Validate File **Step 2 - Summary** Step 3 - Submit

Select file for Submission.

[Salary Files]
 IR8A.XML

Summary of File
 File Name: C:\Income Files\IR8A.xml
 Organisation Name: [REDACTED]
 Organisation ID: [REDACTED]
 Form Type: IR8A Batch Indicator: 0
 Basis Year: 2021
 No. of Records: 2

Income		Deduction	
Salary:	\$ 50,000	CPF/Designated Pension or Provident Fund:	\$ 4,800
Bonus:	\$ 2,000	Donation:	\$ 10
Director's Fee:	\$ 12,000	MBF:	\$ 0
Others:	\$ 96,430		
Gains & profit from share options for S10(1)(g):	\$ 0		

ID Type	Employee ID	Employee Name	Salary	Bonus	Director's Fee	Others	CPF/Designated Pension or provident fund	Donation	MBF
NRIC	[REDACTED]	[REDACTED]	20,000	2,000	0	15,800	4,800	10	0
Passport No	[REDACTED]	[REDACTED]	30,000	0	12,000	80,630	0	0	0

Click on file name to display summary details.
 Please click Submit to proceed to submit file to IRAS.

Ensure all the employees' NRIC/FIN and respective salary information are correct.

- You may <Print Summary> or <Validate Another File> if necessary.
- Click <Login to Submit> if you are ready to submit.

Note:
 Ensure corresponding figures in the respective forms tally. Maximum of 4 files can be validated at one time.

- Submit Form IR8S if there are excess CPF contributions by employer.
- Submit Appendix 8A if there are benefits-in-kind.
- Submit Appendix 8B if there are gains/profits from share options.

Warning

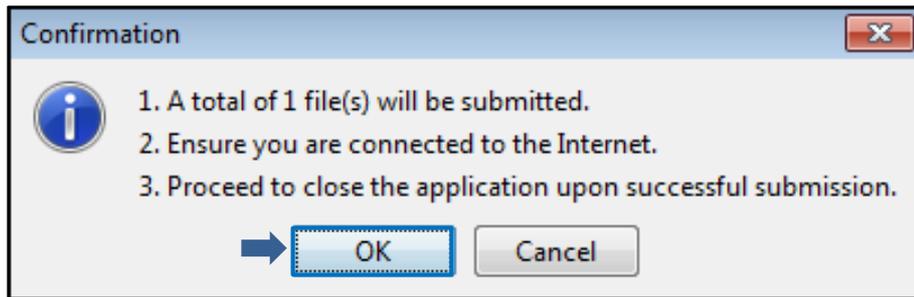
There are record(s) without their required appendices in this submission:

- 1 record(s) without the required IR8S
- 1 record(s) without the required Appendix 8A
- 1 record(s) without the required Appendix 8B

You may proceed with the submission if you intend to submit the appendices in a separate submission.

A warning message prompt will be shown if you submit IR8A records with excess CPF contributions / benefits-in-kind / gains from share options without the corresponding appendices.

- Click <OK> to proceed.



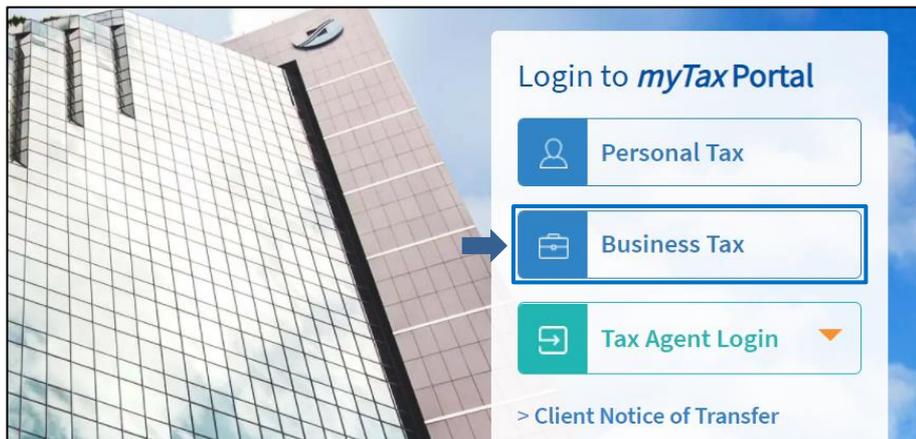
- Click <OK> to proceed with submission and you will be brought to myTax Portal page if you are connected to the internet.

Note:

Ensure all information are accurate and complete before submitting.

Step 3: Submission

1. Download Validation and Submission Application > 2. Preparation > 3. Submission

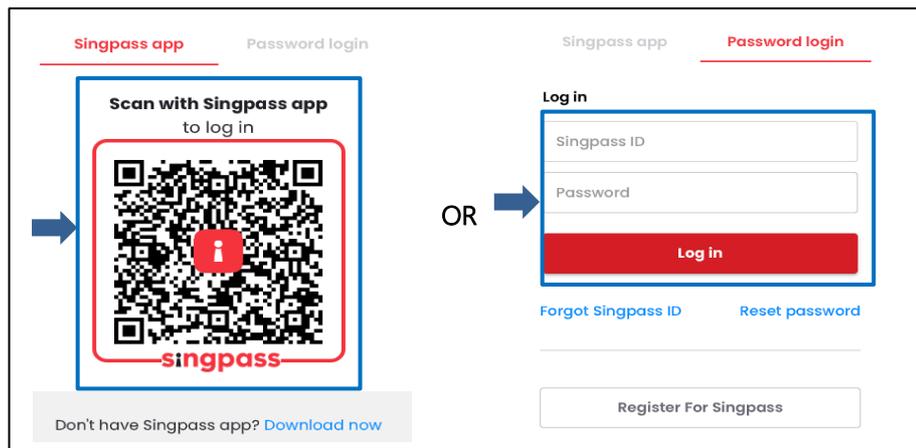


At [myTax Portal](#),

- Select Log in for <Business Tax >.

Note:

Only staff authorised with 'Approver' role for the "SUBMISSION OF EMPLOYMENT INCOME RECORDS" e-Service will be able to submit file to IRAS. Authorisation must be done via [Corppass](#). [Learn how to authorise staff via the Corppass systems.](#)



Login using:

- Singpass App, or
- Password login

Upload Data File for Employment Income

1. File Upload 2. Acknowledgement

A salaryzippedfile100220224541293.iras file has been created for the submission of the following form(s):

S/N	Form
1	IR8A [REDACTED]_10022022IR8A714627_IR8A.xml

Steps for Submission:

Step 1. Select salaryzippedfile100220224541293.iras from the folder path:
C:\Users\UserName\Documents\

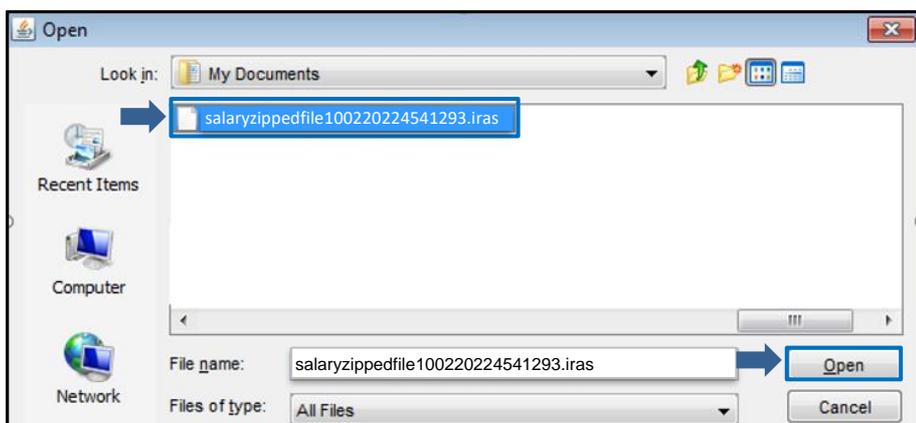
Do not make any content changes to salaryzippedfile100220224541293.iras
The maximum file size for upload is 10 MB.

Step 2. Click on 'Upload' button.

The location of the file validated earlier will be shown.

- Click <SELECT FILE>.

Note:
The *.iras file is automatically generated for your submission by the AIS software.



- Select the '.iras' file or paste the copied filename to the 'File name' field.
- Click <Open>.

Upload Data File for Employment Income

1. File Upload 2. Acknowledgement

A salaryzippedfile100220224541293.iras file has been created for the submission of the following form(s):

S/N	Form
1	IR8A IR8A.txt

Steps for Submission:

Step 1. Select salaryzippedfile100220224541293.iras from the folder path:
C:\Users\UserName\Documents\

Do not make any content changes to salaryzippedfile100220224541293.iras
The maximum file size for upload is 10 MB.

salaryzippedfile100220224541293.iras SELECT FILE

Step 2. Click on 'Upload' button.

UPLOAD

You will return to 'Upload Data File for Employment Income' page. The selected file will now be displayed for upload.

- Click <UPLOAD> to submit the file.

Upload Data File for Employment Income

SAVE AS PDF / PRINT

1. File Upload 2. Acknowledgement

Acknowledgement

Successful Submission

The following file(s) has/have been successfully submitted to IRAS and will be processed within 5 working days. We will contact you if there is any issue with the submitted file(s).

Name of Organisation [REDACTED] **Organisation Tax Ref No.** [REDACTED]

Submitted By [REDACTED] **Year Ended 31 Dec** 2021

Submission Details

Submission Ref No.	ES21100222IR8A5377098620	Date/ Time	10 FEB 2022 12:05 PM
File Name	IR8A.txt	Status	SUBMITTED

Note
You are encouraged to save a copy of your Acknowledgement for future reference.

Important Note:
The Offline Application and Validation and Submission Application will be decommissioned in calendar year 2023. You are strongly encouraged to use payroll software supporting direct AIS submissions to IRAS. Explore supporting payroll software at [IRAS website](#). You can also submit your employee records via Submit Employment Income Records at myTax Portal (Online Application)."

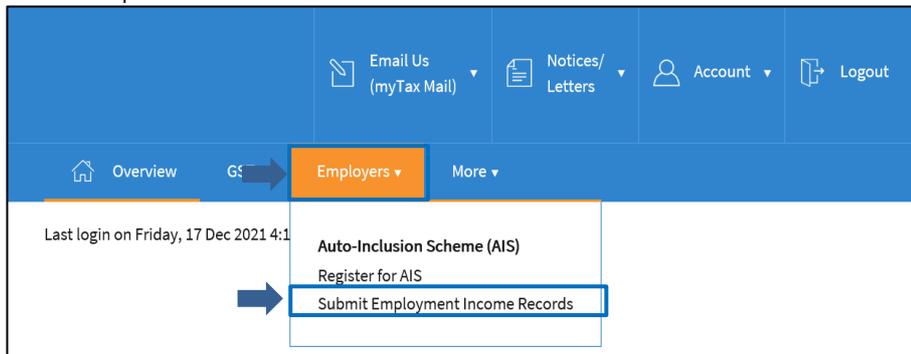
VIEW MY SUBMISSIONS

An acknowledgement page will be displayed once you have successfully submitted the employee records to IRAS. Note the Submission Ref No. for future reference.

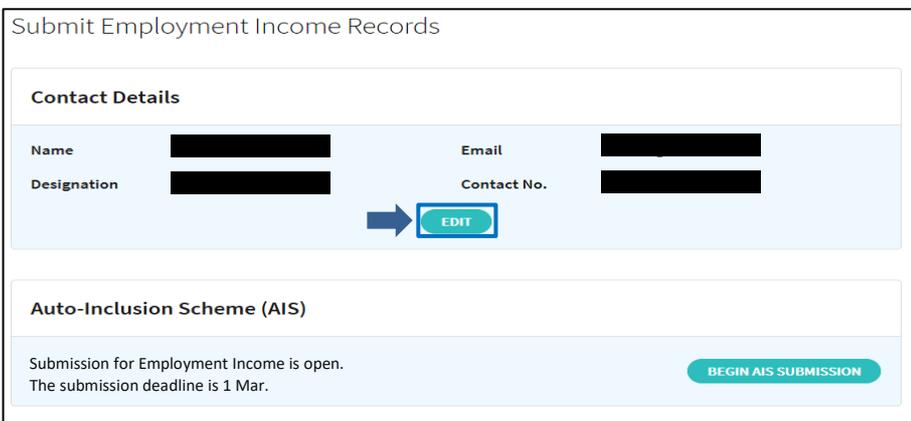
- You may click <VIEW MY SUBMISSIONS> to return to AIS Submissions for Employment Income Records page.

Note:
Ensure that the contact person's details are correct so that you can receive our latest AIS communication.

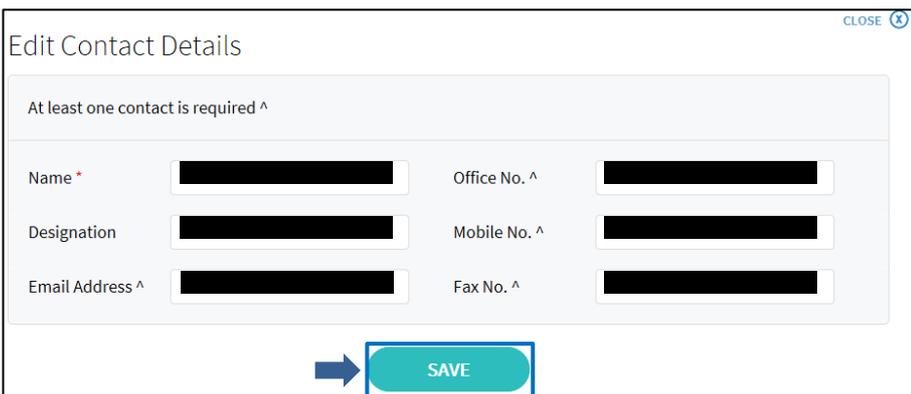
How to update AIS Contact Person Details?



- Mouse over to <Employers>.
- Click <Submit Employment Income Records>.



- Click <EDIT>.



- Update all contact details and click <SAVE>.

How to view submitted information?

Submission for Income Derived in 2021 (YA2022)

Full details of the submission will be displayed when its status is "Received".

1 - 3 of 3 Record(s)

Date Submitted	Submission Ref No.	Type	Form Types	No. of Records	Status	Actions
10 FEB 2022	ES21100222IR8A5377098620	Original	IR8A	15	Rece	VIEW

[BACK TO MAIN MENU](#)

- To view more details on the submission, click <VIEW> at the AIS Submissions for Employment Income Records.

Summary of records submitted

AIS Submission for Employment Income Records [PRINT](#)

Submission Details

For Income Derived In Status	2021 (YA 2022) Received	File Type	Original
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Summary

e-Submission Ref No.	ES21100222IR8A5377098620
Date/ Time of Submission	10 FEB 2022 12:05 PM
Submitted by	[REDACTED]

[VIEW MY SUBMISSIONS](#)

Note:
Employee records that are submitted using the Validation and Submission Application cannot be retrieved at myTax Portal. You should retrieve the records from your payroll software.

Contact Information

For enquiries on this user guide, please call 1800 356 8015 or email ais@iras.gov.sg.

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