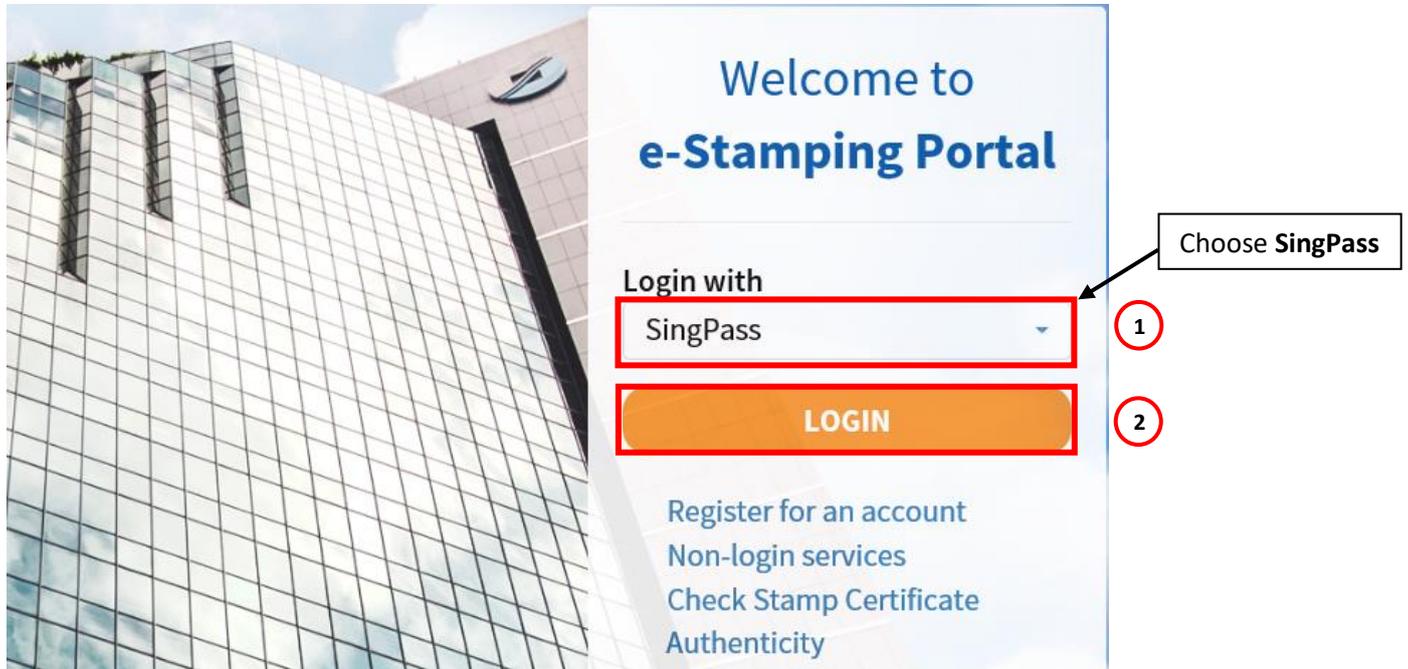


How to retrieve, submit or delete the Draft stamping record which was saved earlier?

STEP 1

Go to [e-Stamping Portal](#) → Login with **SingPass**



STEP 2

Read the **Terms and Conditions**. Once done, click **LOGIN VIA SINGPASS**.

Terms and Conditions

Important Notes for all SingPass users:

1. By agreeing to proceed, you will be approved as an applicant of the e-Stamping system in accordance with the [Terms of Use](#)
2. If you have forgotten your SingPass ID or password, you may apply for a new one or reset it via the [SingPass online request service](#)
3. Before you perform any transactions, you need to:
 - a) Disable pop-up blockers.
 - b) Install [Adobe Acrobat Reader](#) to view or download the stamp certificate.
4. Payment can be made via eNETS* or you can generate a payment slip to pay via other means.

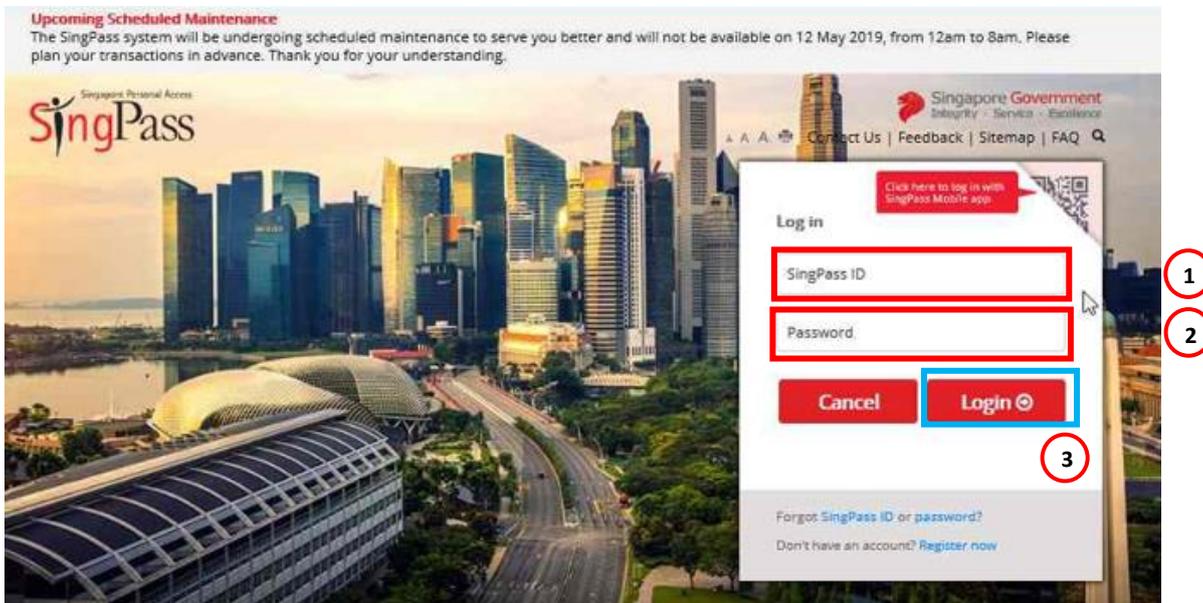
* For amounts less than \$2,000 or up to your daily withdrawal limit. You will need to have an internet banking account with DBS/POSB, UOB, OCBC, Citibank or Standard Chartered Bank.

CANCEL

LOGIN VIA SINGPASS

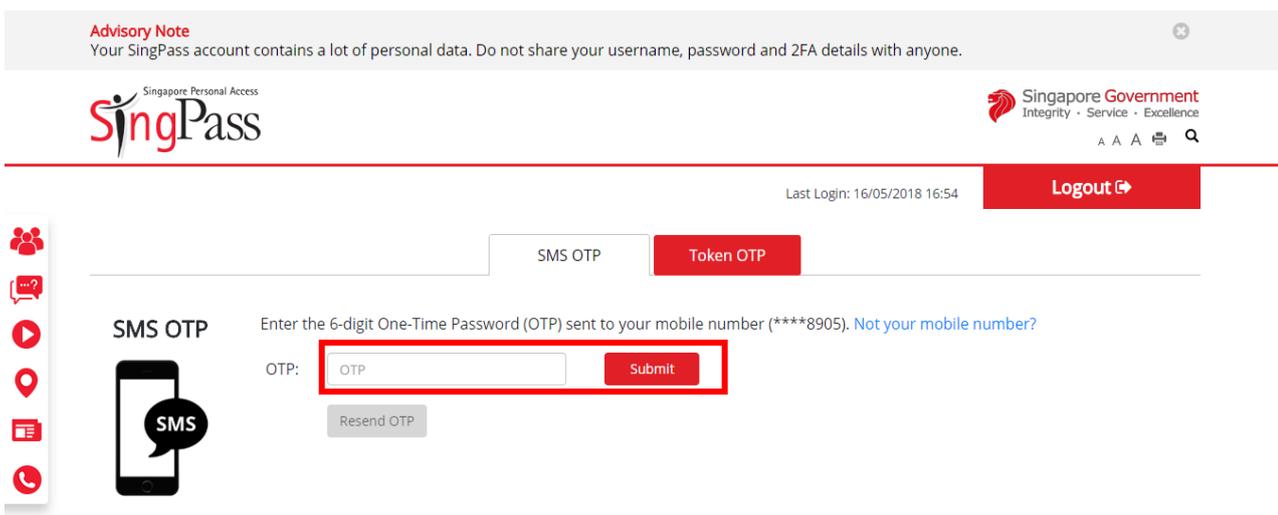
STEP 3

Enter your **SingPass ID** and **Password**. Once done, click **Login**.



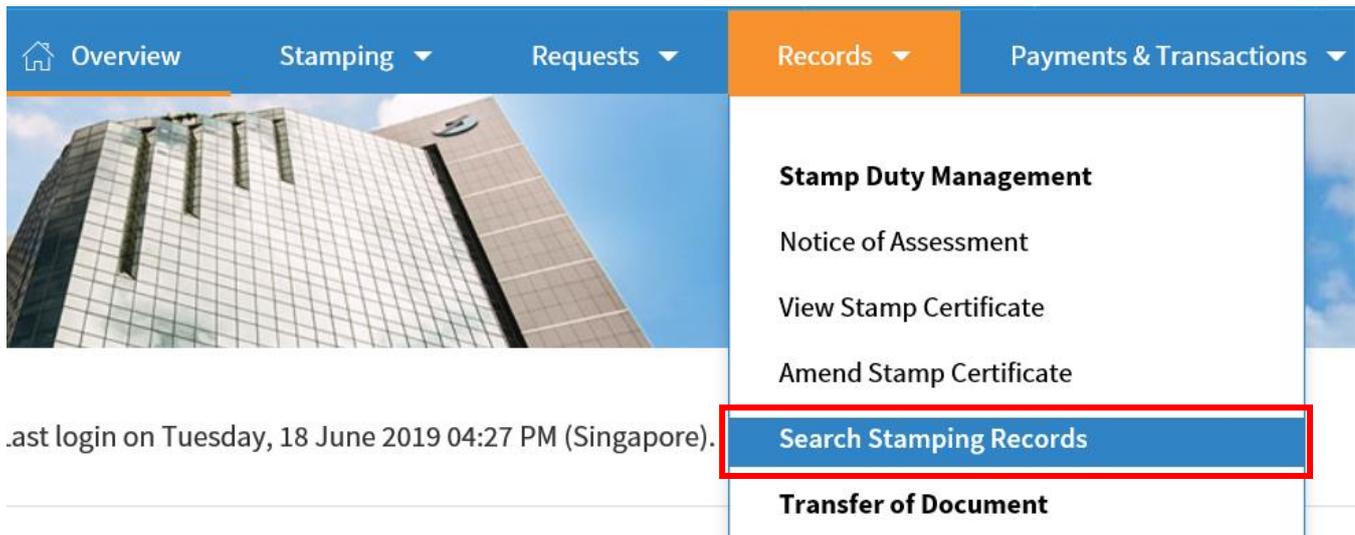
STEP 4

Enter your **One-Time Password(OTP)** and click **Submit**.



STEP 5

Go to **Records** → **Search Stamping Records**



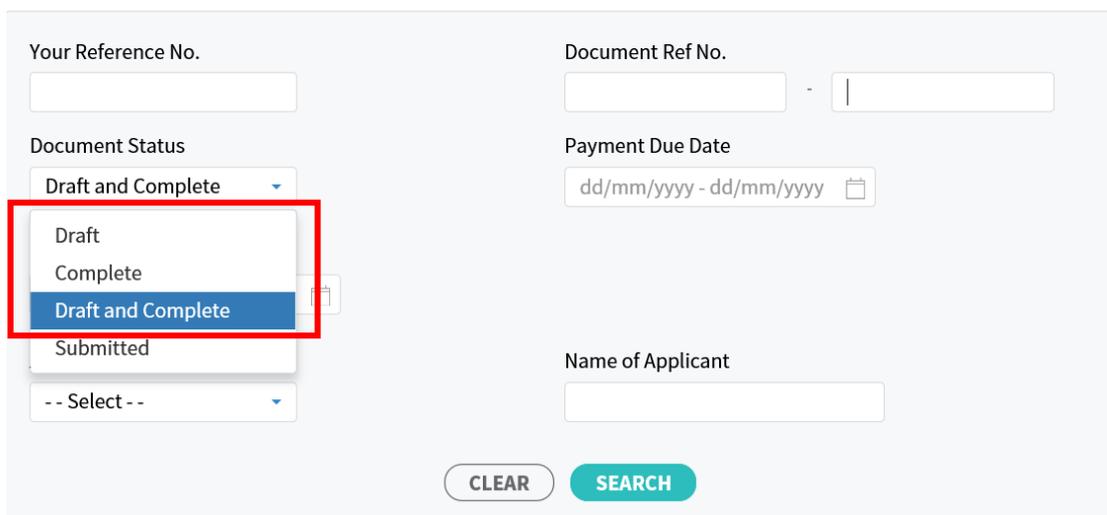
The screenshot shows a navigation bar with five items: Overview, Stamping, Requests, Records, and Payments & Transactions. The 'Records' item is highlighted in orange. A dropdown menu is open under 'Records', listing the following options: Stamp Duty Management, Notice of Assessment, View Stamp Certificate, Amend Stamp Certificate, Search Stamping Records (highlighted with a red box), and Transfer of Document. Below the navigation bar, a partial text string reads: ".ast login on Tuesday, 18 June 2019 04:27 PM (Singapore)." and a background image of a modern glass skyscraper is visible.

STEP 6

Go to **Document Status** → Choose either **Draft**, **Complete** or **Draft and Complete**.

If you have saved your stamping record in the Preview and Declare page, then you may choose **Draft and Complete**.

Search Stamping Records



The screenshot shows a search form for stamping records. It contains the following fields and controls:

- Your Reference No.**: A text input field.
- Document Ref No.**: A text input field with a separator and a vertical bar.
- Document Status**: A dropdown menu with the following options: Draft and Complete (selected), Draft, Complete, Draft and Complete (highlighted with a red box), Submitted, and -- Select --.
- Payment Due Date**: A date input field with a calendar icon and the format dd/mm/yyyy - dd/mm/yyyy.
- Name of Applicant**: A text input field.
- CLEAR**: A button to clear the search.
- SEARCH**: A button to execute the search.

STEP 7

Enter a range of **Document Ref. No.** or key the same DRN twice if you are searching for one record. Next, click **SEARCH**.

Search Stamping Records

Your Reference No. <input type="text"/>	Document Ref No. <input type="text" value="2019061200007"/> - <input type="text" value="2019061200007"/> 1
Document Status <input type="text" value="Draft and Complete"/>	Payment Due Date <input type="text" value="dd/mm/yyyy - dd/mm/yyyy"/>
Date of Document <input type="text" value="dd/mm/yyyy - dd/mm/yyyy"/>	Name of Applicant <input type="text"/>
Assessment Form Type <input type="text" value="-- Select --"/>	
<input type="button" value="CLEAR"/>	<input type="button" value="SEARCH"/> 2

STEP 8 (i) View or Edit Details

The stamping record will appear below the SEARCH button. Next, click **DETAILS** to view or edit the details.

	Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
<input type="checkbox"/>	Complete	2019061200007		12 Jun 2019	<input type="button" value="DETAILS"/> ▼

STEP 8 (ii) Submit stamping record to IRAS

The stamping record will appear below the SEARCH button.

Click on the **checkbox** and click **SUBMIT** to complete the e-Stamping process and make payment.

Assessment Form Type:

Name of Applicant:

	Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
1	<input checked="" type="checkbox"/>	Complete	2019061200007	12 Jun 2019	<input type="button" value="DETAILS"/> ▼

2

STEP 8 (iii) Delete stamping record

The stamping record will appear below the SEARCH button.

Click on the **checkbox** and click **DELETE** to remove the stamping record.

Assessment Form Type:

Name of Applicant:

	Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
1	<input checked="" type="checkbox"/>	Complete	2019061200007	12 Jun 2019	<input type="button" value="DETAILS"/> ▼

2