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

STEP 1

Go to **e-Stamping Portal** → Login with **SingPass**

Choose **SingPass**
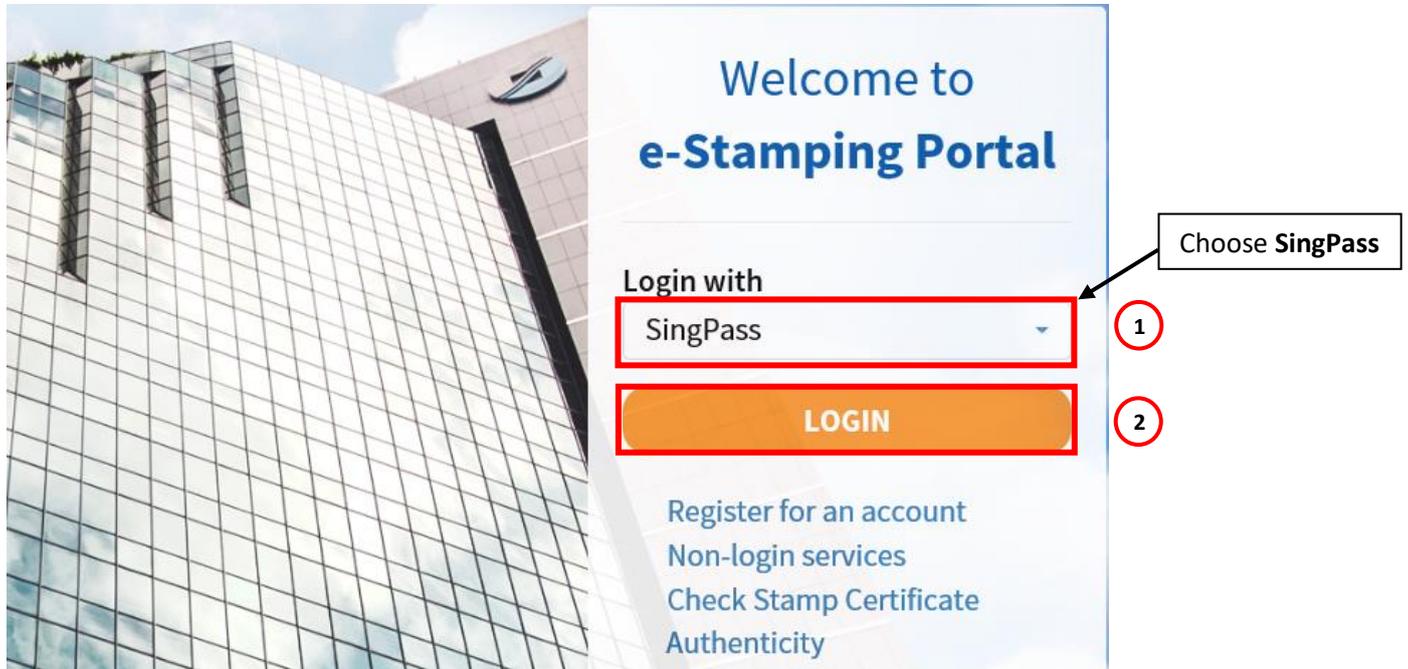
STEP 2

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

STEP 3

Enter your **SingPass ID** and **Password**. Once done, click **Login**.
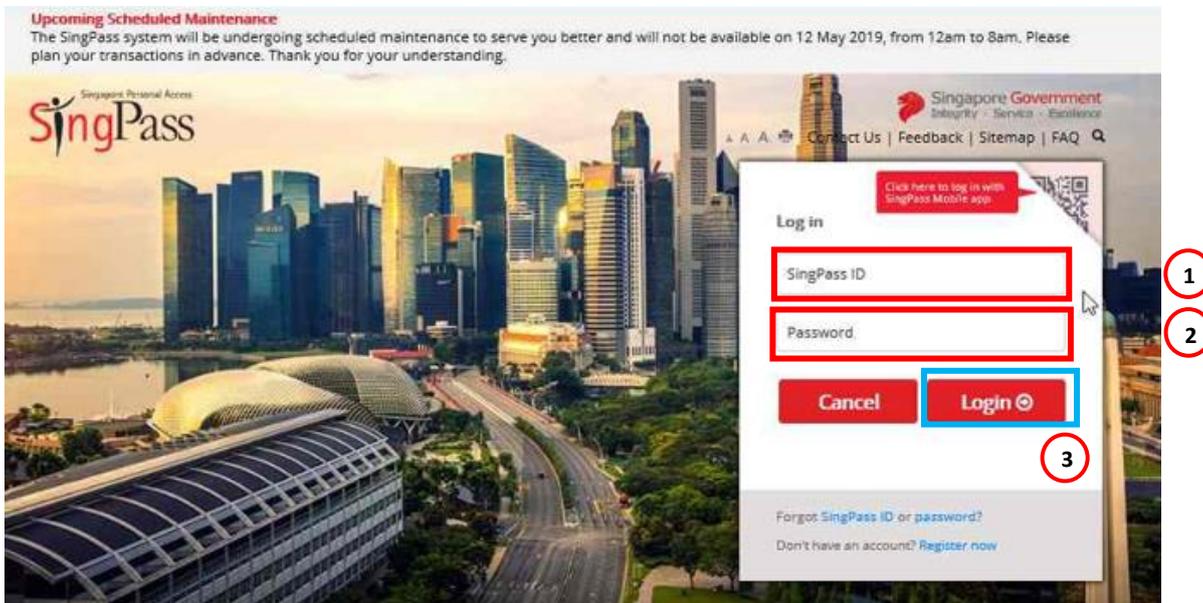
STEP 4

Enter your **One-Time Password(OTP)** and click **Submit**.
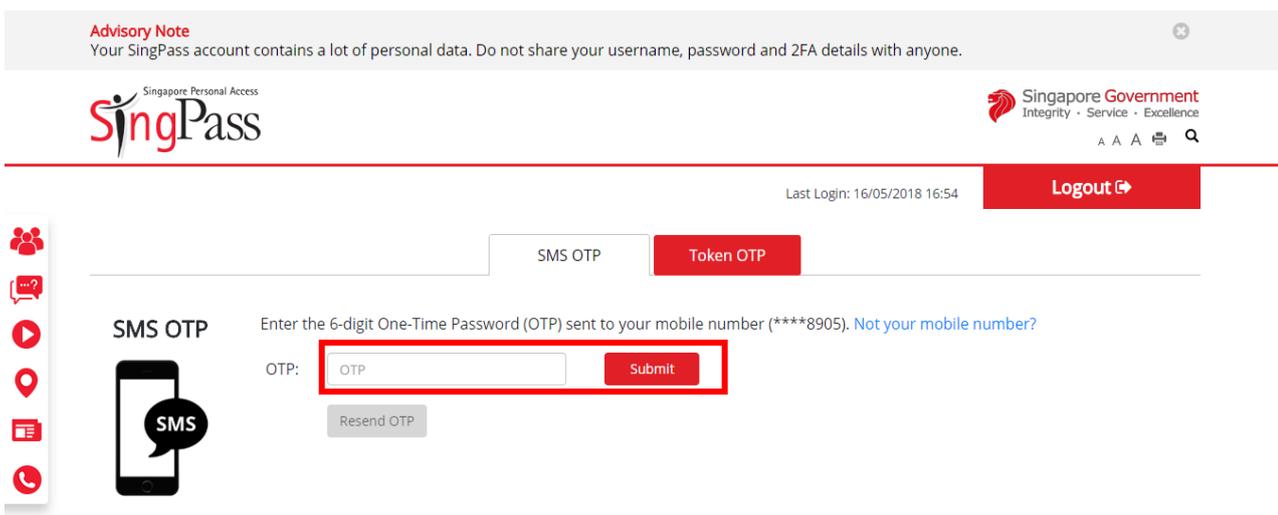
STEP 5

Go to **Records → Search Stamping Records**
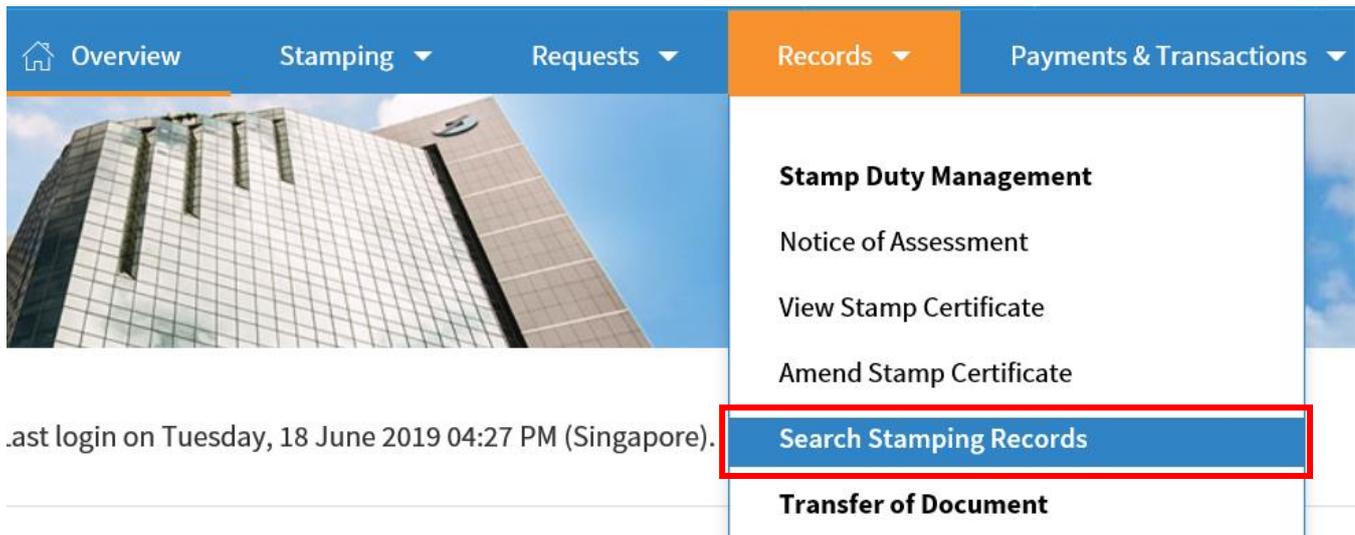
🏠 Overview	Stamping ▼	Requests ▼	Records ▼	Payments & Transactions ▼

Stamp Duty Management

Notice of Assessment

View Stamp Certificate

Amend Stamp Certificate

Search Stamping Records

Transfer of Document

Last login on Tuesday, 18 June 2019 04:27 PM (Singapore).

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

Your Reference No.

Document Ref No.

[ ] - [|]

Document Status

Draft and Complete ▼

- Draft
- Complete
- Draft and Complete
- Submitted

- - Select - - ▼

Payment Due Date

dd/mm/yyyy - dd/mm/yyyy 📅

Name of Applicant

CLEAR   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.

Document Ref No.

| 2019061200007 | - | 2019061200007 | (1) |

Document Status

Draft and Complete ▾

Payment Due Date

dd/mm/yyyy - dd/mm/yyyy 📅

Date of Document

dd/mm/yyyy - dd/mm/yyyy 📅

Assessment Form Type

- - Select - - ▾

Name of Applicant

CLEAR   **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.

CLEAR   **SEARCH**

	Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
☐	Complete	2019061200007		12 Jun 2019	**DETAILS** ▾

DELETE   **SUBMIT**

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
- - Select - - ▼	

CLEAR   **SEARCH**

	Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
1 ☑	Complete	2019061200007		12 Jun 2019	DETAILS ▼

DELETE   **SUBMIT** **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
- - Select - - ▼	

CLEAR   **SEARCH**

	Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
1 ☑	Complete	2019061200007		12 Jun 2019	DETAILS ▼

2 DELETE   SUBMIT