

Quick Guide to CRS Return Submission



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1. When is the CRS submission due date?

All Reporting Singaporean Financial Institutions (SGFIs) must submit their CRS returns, including nil returns (if applicable) by **31 May** of the year following the calendar year to which the return relates. For example, CRS returns relating to calendar year 2018 must be submitted by 31 May 2019.

2. How do I access myTax Portal to submit a CRS return?

Reporting SGFIs will need to authorise its Point of Contact, staff and/or third parties via [CorpPass](#). For assistance on CorpPass setup, please refer to the [step-by-step guides](#).

3. How do I submit a CRS return?

All CRS returns, including nil returns must be submitted by logging in to [myTax Portal](#) > Select More > AEOI > Submit CRS Return. No paper return will be accepted.

The authorised person of the Reporting SGFI should have the following information on hand before submission:

- (a) The authorised person's CorpPass ID;
- (b) The Reporting SGFI's Singapore Tax Reference Number (e.g. UEN, ASGD or ITR); and
- (c) CRS return (where applicable) (maximum file size of 5mb).

4. What is the data format required for the CRS return?

Reporting SGFIs need to have processes in place to collate and prepare the required data in accordance with the prevailing [CRS XML Schema](#) and [XML Schema User Guide](#). Alternatively, Reporting SGFIs can submit their CRS returns using [fillable PDF forms](#) if they do not wish to acquire a reporting tool to generate the CRS returns in XML format. Each fillable PDF form can however accommodate up to 40 account reports only. Reporting SGFIs should have all relevant information required for filling up the CRS fillable PDF form on hand before filing up the form. Please do not save the PDF form until you have completed filling in all the requisite information to avoid subsequent failure in uploading the form. If more than one such form is used, each form must be submitted individually via [myTax Portal](#) > Select More > AEOI > Submit CRS Return. There is no need to digitally sign, encrypt and compress the XML or PDF file.

5. Do I need to prepare and upload a CRS nil return in XML/PDF format?

No. A Reporting SGFI that is submitting a nil return needs only to select the option "Return with Nil Data" within [myTax Portal](#) > Select More > AEOI > Submit CRS Return.

6. Is there a test environment to submit CRS test return in XML format?

No. IRAS strongly encourages Reporting SGFIs to submit their CRS returns by **15 May** to allow sufficient time to resolve any unexpected issues. IRAS will issue a notice to the Reporting SGFI if the submitted CRS return is (i) rejected or (ii) accepted with record level error(s). Please refer to the [List of IRAS CRS File and Record Level Errors](#) for more information on the types of errors and their resolution.

More Questions?

Refer to the [IRAS CRS webpage](#) or [email us](#).