

# Quick Guide to CRS Return Submission



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

## 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 2018**, or in respect of China and Malaysia which were recently added to Singapore's list of Reportable Jurisdictions for 2017 CRS information, by 31 August 2018.

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

From 1 September 2018, Reporting SGFIs will need to authorise its Point of Contact, staff and/or third parties via [CorpPass](#). The e-Services Authorisation System (EASY) will no longer be available. 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 ready on hand:

- The authorised person's CorpPass ID;
- The Reporting SGFI's Singapore Tax Reference Number (e.g. UEN, ASGD or ITR); and
- 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. 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 2018** 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 [CRS@iras.gov.sg](mailto:CRS@iras.gov.sg).