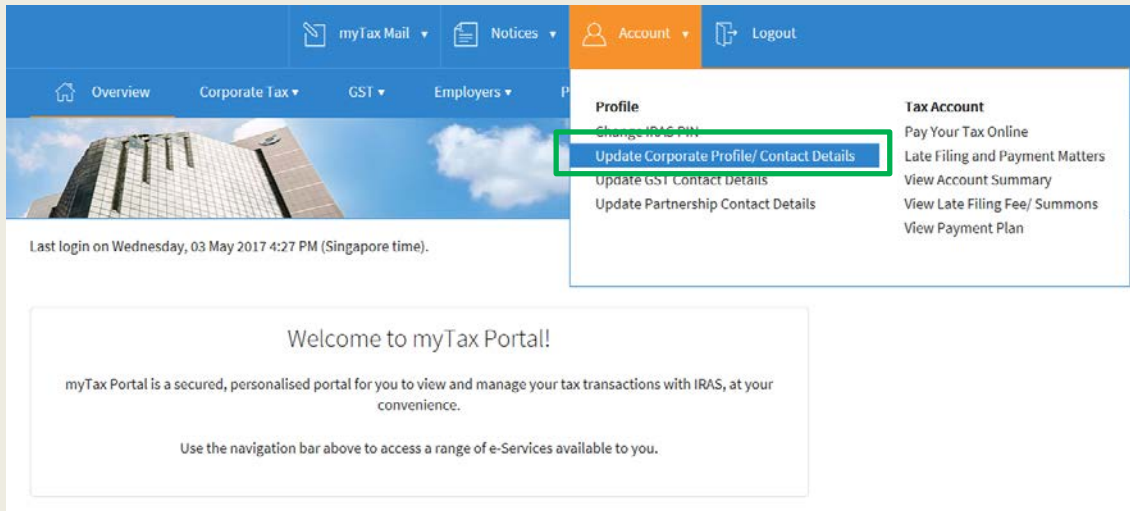


User Guide for Tax Agent

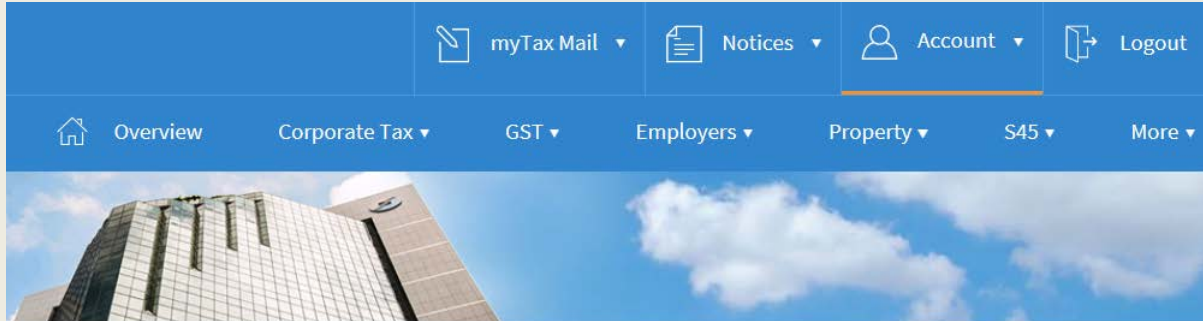
Update Corporate Profile/ Contact Details

User Guide (Tax Agent): Update Corporate Profile/ Contact Details



Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the e-Service from the menu: Account > Update Corporate Profile/ Contact Details.
	Note: For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details



Step	Action/ Note
1	Enter Client Tax Ref No.
2	Click on Next .

Client Selection
for Update Corporate Profile/ Contact Details

Continue with

Client Tax Ref No. 

UEN-LOCAL CO

NEXT

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Home Overview Corporate Tax ▾ GST ▾ Employers ▾ Property ▾ S45 ▾ More ▾



Update Corporate Profile/ Contact Details

Corporate Profile

Name
TEST_ABC CO. LTD.

Tax Ref No.
201312345A

Type of Company
PUBLIC COMPANY

Company Status
ACTIVE from 17 Jan 2013

Place of Registration/ Incorporation
SINGAPORE

Registration/ Incorporation Date
17 Jan 2013

Place of Control and Management
Not Available

Financial Year End

Day Month
20 / 06

Functional Currency

Financial Statements prepared in
SINGAPORE DOLLAR ▾

Note

You can view your client's particulars/ contact details on this page.

Refer to page 5 for steps to update financial year end.

Refer to page 6 for steps to update functional currency.

Refer to pages 7 and 8 for steps to view/ edit company address.

Refer to page 9 for steps to update contact information.

You can inform us via myTax Mail if any of the information displayed is incorrect.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Financial Year End

Day Month
31 / 03

Functional Currency

Financial Statements prepared in
SINGAPORE DOLLAR

Address

Company Address
200 BEACH ROAD #08-08
Singapore 199589

[Why can't I change the company's address?](#)

Contact Information

Note

Update your mobile phone number to receive SMS notifications.

Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notifications from IRAS, please remove your mobile number.

Contact Person

AA

Designation

BB

Email Address

TESTING@CC.COM

Mobile No.

+65 99991234

Office No.

+65 67654321

SAVE

Step

Action/ Note

Update Financial Year End

1

Enter Financial Year End.

2

Click on **Save**. A pop-up message will prompt you to confirm the entry.

3

Click on **Yes** to save.

Note:

Only persons authorised as 'Approver' can make changes to Financial Year End.

Save

Confirm Save?

NO

YES

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Financial Year End

Day Month
31 / 03

Functional Currency

Financial Statements prepared in
SINGAPORE DOLLAR

Address

Company Address
200 BEACH ROAD #08-08
Singapore 199589

[Why can't I change the company's address?](#)

Contact Information

Note

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Contact Person

AA

Designation

BB

Email Address

TESTING@CC.COM

Mobile No.

+65 99991234

Office No.

+65 67654321

SAVE

Step

Action/ Note

Update Functional Currency

1

If the company's financial statements are prepared in a non-S\$ functional currency, select the functional currency used to present its financial statements.

If the functional currency used is not in the selection list, choose "Currencies other than S\$".

2

Click on **Save**. A pop-up message will prompt you to confirm the entry.

3

Click on **Yes** to save.

Note:

Only persons authorised as 'Approver' can make changes to Functional Currency.

Save

Confirm Save?

NO

YES

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Address

Company Address
55 NEWTON RD
Singapore 307087

[Edit Company Address](#)

Company Address ✕ Cancel

Select country

Effective date from 02/03/2018

Company Address ✕ Cancel

SINGAPORE

Postal Code

188000 [RETRIEVE](#)

Blk/ House No. Unit No.

55

Street Name

VICTORIA ST

Effective date from 02/03/2018

Contact Information

Note

Update your mobile phone number to receive SMS notifications.
Please read the [Terms and Conditions](#) on the use of mobile phone numbers from IRAS, please remove your mobile number.

Contact Person

AA

Designation

BB

Email Address

TESTING@CC.COM

Mobile No.

+65 99991234

Office No.

+65 67654321

[SAVE](#)

Save

Confirm Save?

[NO](#) [YES](#)

Step	Action/ Note
	Update Local Address
1	Click on Edit Company Address .
2	Select Singapore, enter Postal Code and click on Retrieve .
3	Select Blk/ House No., enter Unit No., if any, and effective date of the new address.
4	Click on Save . A pop-up message will prompt you to confirm the entry.
5	Click on Yes to save.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> Only persons authorised as 'Approver' can update the address for a company <u>not</u> registered with the Accounting & Corporate Regulatory Authority (ACRA). Changes made to the address will generally be processed and updated within 3 working days. For companies registered with ACRA, any changes in address should be updated with ACRA and the updates will be transmitted to IRAS periodically.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Address

Company Address
55 NEWTON RD
Singapore 307087

[Edit Company Address](#)

Company Address ✕ Cancel

Select country

Effective date from 02/03/2018

Address

Company Address ✕ Cancel

MALAYSIA

Effective date from 02/03/2018

Contact Information

Note
Update your mobile phone number to receive SMS notifications.
Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notifications from IRAS, please remove your mobile number.

Contact Person
AA

Designation
BB

Email Address
TESTING@CC.COM

Mobile No.
+65 99991234

Office No.
+65 67654321

Save

Confirm Save?

Step	Action/ Note
	Update Foreign Address
1	Click on Edit Company Address .
2	Select country, enter address and effective date of the new address.
3	Click on Save . A pop-up message will prompt you to confirm the entry.
4	Click on Yes to save.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> Only persons authorised as 'Approver' can update the address for a company <u>not</u> registered with the Accounting & Corporate Regulatory Authority (ACRA). Changes made to the address will generally be processed and updated within 3 working days. For companies registered with ACRA, any changes in address should be updated with ACRA and the updates will be transmitted to IRAS periodically.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Contact Information

Note

Update your mobile phone number to receive SMS notifications.

Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notifications from IRAS, please remove your mobile number.

Contact Person

Designation

Email Address

Office No.

Step	Action/ Note
	Update Contact Information
1	Enter contact details.
2	Click on Save . A pop-up message will prompt you to confirm the entry.
3	Click on Yes to save.
	<u>Note:</u> Only persons authorised as 'Approver' can make changes to contact details.

Save

Confirm Save?

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Update Corporate Profile/ Contact Details PRINT

Acknowledgement

Successful Submission

Your request to change the company's corporate profile/ contact details has been submitted.

Name	TEST_ABC CO. LTD.	Tax Ref No.	201312345A
Acknowledgement No.	219515	Date/ Time	01 Mar 2017 12:40 PM
Updated by	TEST_JOHN LEE	Tax Agent Firm	TEST_XYZ CO. LTD. ;

You requested to update the following details:

Contact Person	TEST_ABC DEF
Designation	CEO
Email Address	ABC.DEF@EMAIL.COM
Office No.	+65 91234567

Step	Action/ Note
	An acknowledgement will be displayed upon successful submission.
1	Click on Print to print or save a copy of the Acknowledgement.
2	Select Overview from the menu to return to home page.

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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