

User Guide for Company

Update Corporate Profile/ Contact Details


User Guide (Company): Update Corporate Profile/ Contact Details

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main navigation bar includes 'myTax Mail', 'Notices', 'Account', and 'Logout'. Below this, there are tabs for 'Overview', 'Corporate Tax', and 'Employers'. The 'Account' dropdown menu is open, showing options under 'Profile' and 'Tax Account'. The option 'Update Corporate Profile/ Contact Details' is highlighted with a green box. Other options include 'Change IRAS PIN', 'Update GST Contact Details', 'Update Partnership Contact Details', 'Pay Your Tax Online', 'Late Filing and Payment Matters', 'View Account Summary', 'View Late Filing Fee/ Summons', and 'View Payment Plan'. Below the navigation, there is a 'Last login on Friday, 05 May 2017 2:51 PM (Singapore time)' message and a 'Tax Filing Status' section.

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

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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: 20 / Month: 06

Functional Currency

Financial Statements prepared in: SINGAPORE DOLLAR

Note

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

Refer to page 4 for steps to update financial year end.

Refer to page 5 for steps to update functional currency.

Refer to pages 6 and 7 for steps to view/ edit company address.

Refer to page 8 for steps to update contact information.

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

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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 (Company): 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

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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 (Company): 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

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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. |

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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
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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. |

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Contact Information

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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 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. |
| | Note: Only persons authorised as 'Approver' can make changes to contact details. |

Save

Confirm Save?

NO YES

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Update Corporate Profile/ Contact Details

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. | 219380 | Date/ Time | 01 Mar 2017 10:17 AM |
| Updated by | TEST_MARY TAN | | |

You requested to update the following details:

| | |
|---------------------------|------------|
| Financial Year End | 30 Mar |
| Email Address | AAA@SS.COM |

| 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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