

User Guide for Company

View Corporate Tax Notices

User Guide (Company): View Corporate Tax Notices

INLAND REVENUE AUTHORITY OF SINGAPORE

Singapore Government
Integrity · Service · Excellence

Feedback | Technical FAQ (PDF, 2.17 MB)

Announcement: [Weekly maintenance hours \(Singapore time\):](#)
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Welcome to myTax Portal

Log in for

- Personal Tax Matters with SingPass
- Business Tax Matters with CorpPass**
- Client Tax Matters with CorpPass

> Request SingPass/ CorpPass

CorpPass
Businesses to transact with IRAS using CorpPass from Q3 2018.

GIRO
Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction.

Last updated 01 Jul 2018
About myTaxPortal | Feedback | Technical FAQ (PDF, 2.17 MB) | Privacy Policy | Terms of Use
© 2018, Inland Revenue Authority of Singapore
IRAS 02/07/2018-01U

Step	Action/ Note
	Logging in to myTax Portal – Go to https://mytax.iras.gov.sg
1	Select Business Tax Matters .

User Guide (Company): View Corporate Tax Notices

Singapore Corporate Access
CorpPass
BETA

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap | FAQ

Log in with CorpPass

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Cancel Login ▶

Step	Action/ Note
	Log in with CorpPass
1	Enter the following: <ul style="list-style-type: none">- Company's UEN/ Entity ID- Your CorpPass ID- Password
2	Click on Login .
3	Complete the 2-Step Verification (2FA) with either SMS OTP or Token OTP.

User Guide (Company): View Corporate Tax Notices



Step	Action/ Note
	2FA Verification
1	Arrive at 2FA verification page. You can choose between two verification methods.
2	Option A: via SMS Option B: via OneKey Token

User Guide (Company): View Corporate Tax Notices

Singapore Corporate Access
CorpPass
SCTA

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap | FAQ

Log Out

Option A → **Via SMS** Via OneKey Token

Via SMS
Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP* **Enter 6-digit Mobile OTP**

Submit

Step	Action/ Note
	Option A- SMS
1	If you have set up 2FA using your registered mobile number, enter the 6-digit Mobile OTP which will be sent to your registered mobile number.
2	Click on Submit .

User Guide (Company): View Corporate Tax Notices

Singapore Corporate Access
CorpPass
SECURE

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap | FAQ

Log Out

Via SMS **Via OneKey Token** ← Option B

Via SMS
Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP

Submit

Alternatively, you may select 'Via OneKey Token'

Step	Action/ Note
	Option B- OneKey Token (continue to next page)
1	Alternatively, you may log in via Option B if you have a OneKey token by clicking on the ' Via OneKey Token ' tab.

User Guide (Company): View Corporate Tax Notices

The screenshot shows the Singapore Corporate Access (CorPass) website. At the top left is the CorPass logo with 'Singapore Corporate Access' and 'MFB' below it. At the top right is the Singapore Government logo with 'Integrity · Service · Excellence' and navigation links for 'Contact Us', 'Feedback', 'Sitemap', and 'FAQ'. A 'Log Out' link is in the top right corner. Below the navigation is a header with two tabs: 'Via SMS' and 'Via OneKey Token'. The 'Via OneKey Token' tab is selected. Below the tabs, a red-bordered box contains the text: 'Via OneKey Token' and 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. To the right of this box is an image of a OneKey token device. Below the red-bordered box is a text input field labeled 'OneKey Token OTP' and a blue 'Submit' button.

Step	Action/ Note
	Option B- OneKey Token (continue to next page)
1	Generate an OTP using your OneKey token.

User Guide (Company): View Corporate Tax Notices

The screenshot shows the Singapore Corporate Account (CorpPass) interface. At the top left is the CorpPass logo with 'Singapore Corporate Account' and 'MFA' below it. At the top right is the Singapore Government logo with 'Integrity · Service · Excellence' and navigation links for 'Contact Us | Feedback | Sitemap | FAQ'. A 'Log Out' button is in the top right corner. Below the navigation bar are two tabs: 'Via SMS' and 'Via OneKey Token', with the latter being selected. The main content area is titled 'Via OneKey Token' and includes the instruction: 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. To the right is an image of a OneKey token. Below the instruction is a text input field labeled 'OneKey Token OTP*' with a red question mark icon. A red box highlights the input field and a blue 'Submit' button below it. A red arrow points from the text 'Enter the 8-digit OTP generated on your OneKey Token' to the input field.

Step	Action/ Note
	Option B- OneKey Token
1	Enter the 8-digit OTP generated on your OneKey token.
2	Click on Submit .

User Guide (Company): View Corporate Tax Notices

The screenshot shows the top navigation bar of the myTax Portal. The bar is blue and contains several items: 'myTax Mail', 'Notices', 'Account', and 'Logout'. Below this, there is a secondary navigation bar with 'Overview', 'Corporate Tax', 'GST', 'E', 'S45', and 'More'. The 'Corporate Tax' option is highlighted with a green box. A dropdown menu is visible below 'Corporate Tax', listing 'GST', 'PIC Scheme', 'Partnership', 'Property', and 'Tax Clearance'. Below the navigation bar, there is a banner image of a modern building and a welcome message: 'Welcome to myTax Portal! myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience. Use the navigation bar above to access a range of e-Services available to you.'

Step	Action/ Note
	Main Menu
1	Select the e-Service from the menu: Notices > Corporate Tax

User Guide (Company): View Corporate Tax Notices

myTax Mail ▾ Notices ▾ Account ▾ Logout

Overview Corporate Tax ▾ GST ▾

View Corporate Tax Notices

Records for current year and past 3 years are available for viewing.

Category **All 10** Notices 4 Acknowledgement 6

1 - 13 of 13 Record(s)

Document	Year of Assessment	Date
E-ACKNOWLEDGEMENT FOR FORM C	2016	12 Jul 2016
E-ACKNOWLEDGEMENT FOR FORM C	2016	28 May 2016

Step	Action/ Note
1	Click on the corresponding filter (e.g. Notices) or click on 'All' to view records available.
2	Click on the respective row to open the Notices or Acknowledgement.
	<p>Note:</p> <p>The numbers shown on the top-left hand corner of the list of documents indicates the number of unread documents in each category.</p> <p>Unread documents will be marked with a blue line on the left.</p> <p>Documents listed are pertaining to Years of Assessment (YA) for which you are authorised to view.</p>

Contact Information

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

Published by
Inland Revenue Authority of Singapore

Published on 1 Sep 2018

The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 01/09/2018 and are provided on an “as is” basis without warranties of any kind. IRAS shall not be liable for any damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.

© Inland Revenue Authority of Singapore