

User Guide for Company

View Corporate Tax Notices/ Letters

User Guide (Company): View Corporate Tax Notices/ Letters

The screenshot shows the myTaxPortal interface. At the top left is the Inland Revenue Authority of Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity - Service - Excellence' and a link to 'Feedback | Technical FAQ (PDF, 2.17 MB)'. A teal announcement banner states: 'Announcement: Weekly maintenance hours (Singapore time): Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM'. The main content area features a 'Login to myTaxPortal' section with three options: 'Personal Tax with SingPass', 'Business Tax with CorpPass' (highlighted with a green box), and 'Tax Agent Login'. Below these are links for '> Client Notice of Transfer using CorpPass' and '> Request SingPass/ CorpPass'. At the bottom, there are two blue promotional banners: 'CorpPass' (Businesses to transact with IRAS using CorpPass from 1 Sep 2018) and 'GIRO' (Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction). The footer contains the text: 'Last updated 01 Jul 2019', 'About myTaxPortal | Contact | Feedback | Technical FAQ (PDF, 2.17 MB) | Privacy Policy | Terms of Use', '© 2019, Inland Revenue Authority of Singapore', and 'IRAS 10/07/2019-01U'.

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

User Guide (Company): View Corporate Tax Notices/ Letters

Singapore Corporate Access
CorpPass
BETA

Singapore Government
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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 / Letters



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 / Letters

Singapore Corporate Access
CorpPass
SCTA

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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/ Letters

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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.

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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 a navigation menu with 'Contact Us | Feedback | Sitemap | FAQ'. A 'Log Out' link is visible in the top right corner of the main content area. Below the navigation, there are two tabs: 'Via SMS' and 'Via OneKey Token', with the latter being selected. The 'Via OneKey Token' section is highlighted with a red border and contains the text: 'Via OneKey Token' and 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. Below this text is a text input field labeled 'OneKey Token OTP*' and a blue 'Submit' button. To the right of the text is an image of a OneKey token device.

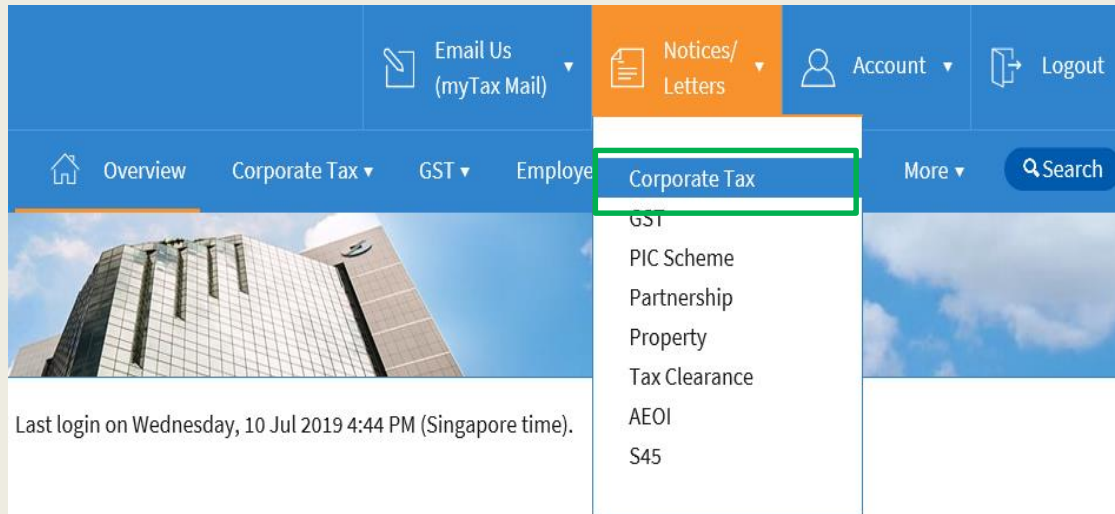
Step	Action/ Note
	Option B- OneKey Token (continue to next page)
1	Generate an OTP using your OneKey token.

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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' link is visible in the top right corner of the main content area. Below the navigation bar, there are two tabs: 'Via SMS' and 'Via OneKey Token', with 'Via OneKey Token' being the active tab. The main content area is titled 'Via OneKey Token' and contains the instruction: 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. To the right of this text is an image of a OneKey token device. Below the instruction is a text input field labeled 'OneKey Token OTP*' with a red question mark icon. A red arrow points from the text 'Enter the 8-digit OTP generated on your OneKey Token' below to the input field. A blue 'Submit' button is located to the right of 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 .

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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/ Letters > Corporate Tax

User Guide (Company): View Corporate Tax Notices/ Letters

NEW TEST PTE LTD
Tax Ref No. 201399064E

Email Us (myTax Mail) | Notices/ Letters | Account | Logout

Overview | Corporate Tax | GST | Employers | Search



View Corporate Tax Notices/ Letters

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

Category: All 2 | Notices | Acknowledgement 2

1 - 4 of 4 Record(s) | [All Records](#) | Read | Unread

Document	Year of Assessment	Date
CERTIFICATE OF RESIDENCE	2020	24 Jul 2019
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><u>Notes:</u></p> <ol style="list-style-type: none"> The numbers shown on the top-left hand corner of the list of documents indicates the number of unread documents in each category. Unread documents will be marked with a blue line on the left. Documents listed are pertaining to Years of Assessment (YA) for which you are authorised to view. With effect from 31 Jul 2019, the Year of Assessment (YA) displayed for Certificate of Residence (COR) refers to the Calendar Year preceding it, for which the COR is applied for. For example, Year of Assessment 2020 refers to the COR applied for the Calendar Year 2019. Prior to 31 Jul 2019, the YA displayed refers to the YA for which the COR is applied for.

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 30 Jul 2019

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