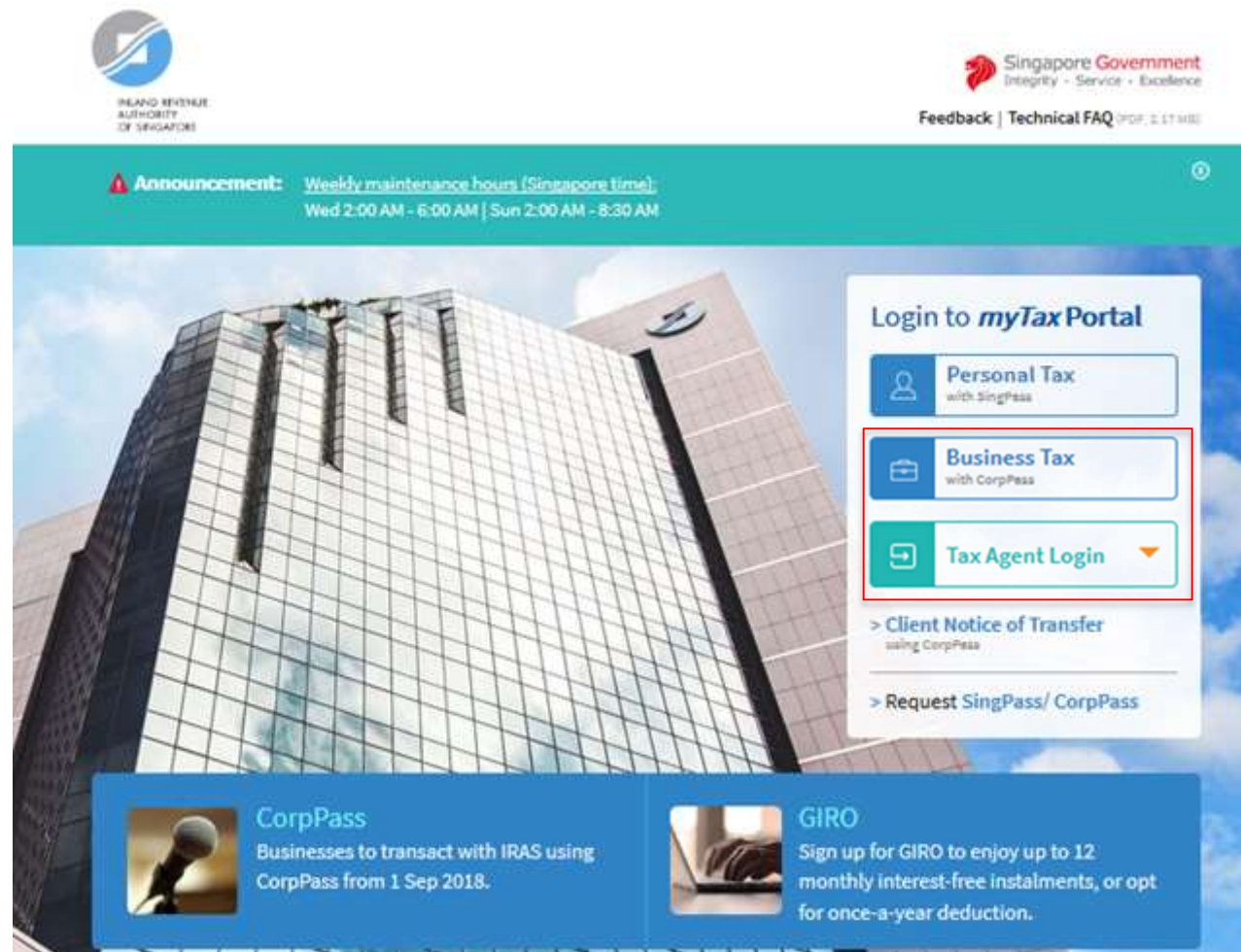




INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Request Extension of Time to File (Partnership)



## Step No. Action

1. At *myTax* Portal login page, select the relevant type of Login.

Select **Business Tax\*** if you are logging in on behalf of the business.

Select **Tax Agent Login\*** > **Business Client** if you are logging in on behalf of your client.

\* Please ensure that you have been duly authorised by the organisation with **Partnership (Form P Filing)** e-Service before making the request.

## a) Log in for Business Tax Matters with CorpPass

The screenshot shows the CorpPass login interface. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' below it. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'Contact Us', 'Feedback', 'Sitemap', and 'FAQ'. A red banner below the header contains the text: 'Is your business CorpPass-ready? From 1 Sep 2018, business entities can ONLY use CorpPass to log in to government digital services. Set up your access now to transact with agencies such as CPF, IRAS and MOM, to prevent disruption to your business flow.'

The main heading is 'Log in with CorpPass'. Below it are three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password'. Each field has a red circle with an 'i' icon to its right. A red box highlights these three fields, with the numbers 1, 2, and 3 placed to the right of each field respectively. Below the input fields is a checkbox labeled 'Remember Entity ID' with a red circle and 'i' icon to its right. Below that is a link: 'Forgot [Entity / CorpPass ID](#) or [Password](#)'. At the bottom of the form are two buttons: 'Cancel' and 'Login ▶'. A red box highlights the 'Login ▶' button, with the number 4 placed to its right. At the very bottom of the page, there is a link: 'Don't have a CorpPass Account? [Get Started](#)'.

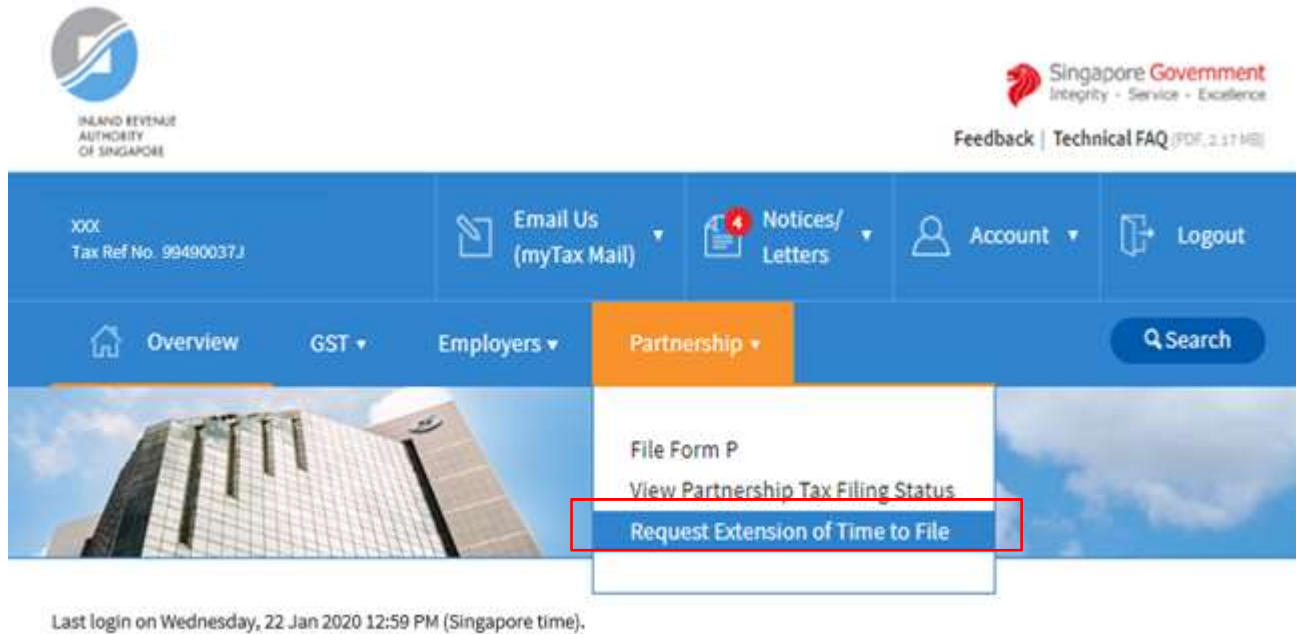
- | Step No. | Action  |
|----------|---|
| 1.       | Enter the <b>Organisation's UEN</b> or <b>Entity ID</b> . |
| 2.       | Enter your <b>CorpPass ID</b> .                           |
| 3.       | Enter your <b>CorpPass password</b> .                     |
| 4.       | Click on " <b>Login</b> " button.                         |

## b) Log in for Client Tax Matters with CorpPass

The screenshot shows the CorpPass login interface. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' below it. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'Contact Us', 'Feedback', 'Sitemap', and 'FAQ'. A red banner below the header asks 'Is your business CorpPass-ready?' and provides information about the mandatory use of CorpPass from September 2018. The main heading is 'Log in with CorpPass'. There are three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', each with a red 'i' icon to its right. A red box highlights these three fields, with the numbers 1, 2, and 3 placed to the right of each field respectively. Below the input fields is a checkbox for 'Remember Entity ID' with a red 'i' icon. A link for 'Forgot Entity / CorpPass ID or Password' is provided. At the bottom of the form are two buttons: 'Cancel' and 'Login ▶', with a red box around the 'Login' button and the number 4 to its right. At the very bottom, there is a link for 'Don't have a CorpPass Account? Get Started'.

- | Step No. | Action  |
|----------|---|
| 1.       | Enter the <b>Tax Agent Firm's UEN</b> or <b>Entity ID</b> . |
| 2.       | Enter your <b>CorpPass ID</b> .                             |
| 3.       | Enter your <b>CorpPass password</b> .                       |
| 4.       | Click on " <b>Login</b> " button.                           |

## After logging in with CorpPass



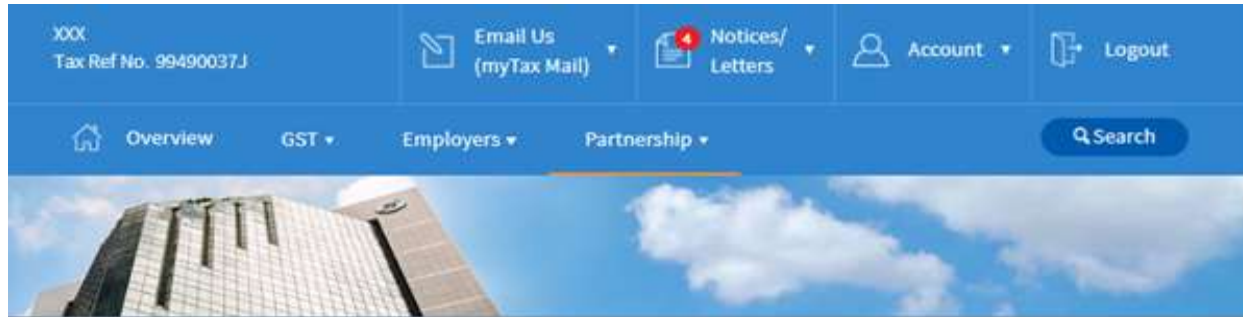
### Step No. Action

1. At "Overview" page, click on "Partnership" dropdown list and select **Request Extension of Time to File**.

#### Note

**Extension of time to file for current Year of Assessment is only available from 1 February and it applies to your Partnership tax returns and/or accounts.**

Please ensure that you are authorised with **Partnership (Form P Filing)** e-Service before making the request.



## Extension of Time to File

1. Enter Details      2. Result

Request Details		Contact Information	
Tax Type	PARTNERSHIP	Please provide a valid contact number, preferably a mobile number, as we may need to contact you.	
Nature of Request	EXTENSION TO FILE	Contact No. *	+65 91234567 2
Year of Assessment *	2020	<input type="checkbox"/> I like to be contacted via a foreign number	
Name of Requestor	XXX		
Designation *	Manager 1		

BACK      SUBMIT 3

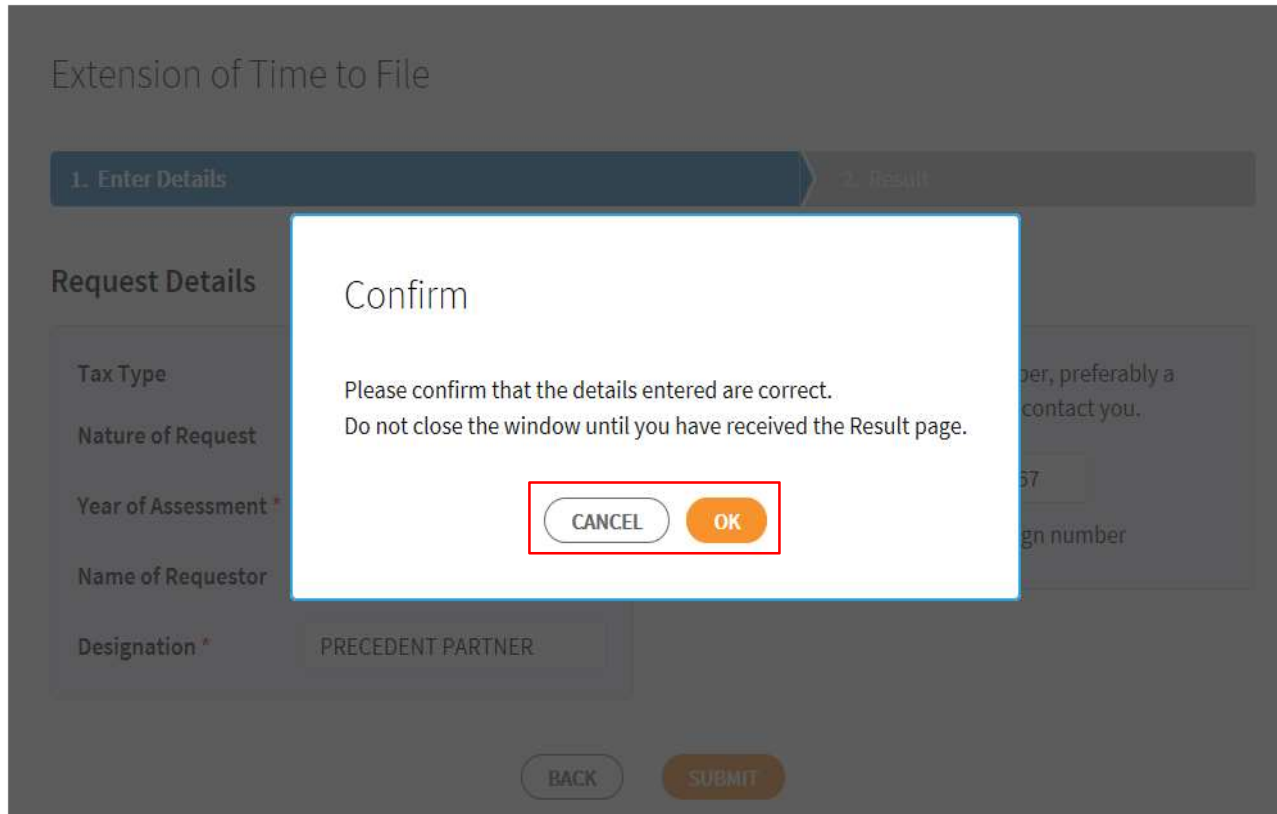
### Step No.      Action

1.      At "Enter Details" page, enter your **Designation** in "**Designation**" field.

2.      Enter your **Mobile number** in "**Contact No.**" field.

Check the box next to "**I like to be contacted via a foreign number**" to enter Country Code, Area Code, foreign contact number and email address (if any).

3.      Click on "**SUBMIT**" button.



**Step No. Action**

1. Click on **"OK"** button once you have confirmed the details entered are correct.

Click on **"CANCEL"** button to make amendments to the details entered at "Enter Details" page.

XXX  
Tax Ref No. 99490037J

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

Overview | GST | Employers | Partnership | Search

## Extension of Time to File

PRINT

1. Enter Details

2. Result

### Result

Your request for an extension to file for the Year of Assessment 2020 has been approved. Please file by 30/04/2020.

Name	XXX	Tax Ref No.	99490037J
Acknowledgement No.	233248	Date/ Time	22 Jan 2020 01:00 PM

Tax Type	PARTNERSHIP	Nature of Request	EXTENSION TO FILE
Year of Assessment	2020	Contact No.	91234567
Name of Requestor	XXX	Designation	MANAGER

### Step No. Action

- The outcome of your request will be displayed on the "Result" page.

After which, you may proceed to click on "**PRINT**" button to print the Result Page.

A copy of the Result Page will be stored under "Notices/ Letters > Partnership" dropdown list.



Published by  
Inland Revenue Authority of Singapore

Published on 28 JAN 2020

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 28012020 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