

# User Guide for IPC

## Submit Document (BIPS)

# User Guide (IPC): Submit Document (BIPS)

**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

### Login to *myTax Portal*

- Personal Tax with SingPass
- Business Tax with CorpPass**
- Tax Agent Login

- > Client Notice of Transfer using CorpPass
- > Request SingPass/ CorpPass

**Tax Season 2019**  
Find out all you need to know about individual income tax filing and your tax filing obligations.  
> [More Announcements](#)

**CorpPass**  
Businesses to transact with IRAS using CorpPass from 1 Sep 2018.

About *myTax Portal* | Feedback | Technical FAQ (PDF, 2.17 MB) | Privacy Policy | Terms of Use  
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IRAS 01/02/2019-060

| Step | Action/ Note  |
|------|---|
|      | Logging in to <b>myTax Portal</b> – Go to <a href="https://mytax.iras.gov.sg">https://mytax.iras.gov.sg</a> |
| 1    | Select <b>Business Tax</b> .  |

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

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

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| Step | Action/ Note  |
|------|---|
|      | <b>Option A – SMS</b>   |
| 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 <b>Submit</b> .  |

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Singapore Corporate Access  
CorPass

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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'

SMS

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

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The screenshot shows the Singapore Corporate Access (SCA) portal. At the top left is the 'CompPass' logo with 'Singapore Corporate Access' and 'SCA' text. 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 'Log Out' link is visible in the top right corner. Below the navigation bar, there are two tabs: 'Via SMS' and 'Via OneKey Token'. The 'Via OneKey Token' tab is selected. A red box highlights 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, there is a text input field labeled 'OneKey Token OTP' and a blue 'Submit' button. To the right of the input field is an image of a OneKey token device.

| Step | Action/ Note  |
|------|---|
|      | <b>Option B – OneKey Token</b><br>(continue to next page) |
| 1    | Generate an OTP using your OneKey token.                  |

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The screenshot shows the Singapore Corporate Access (CorPass) website interface. At the top left is the CorPass logo with 'Singapore Corporate Access' above it. At the top right is the Singapore Government logo with 'Integrity · Service · Excellence' below it. Below the logos are links for 'Contact Us | Feedback | Sitemap | FAQ'. A 'Log Out' button is visible in the top right corner of the main content area. The main content area has two tabs: 'Via SMS' and 'Via OneKey Token', with the latter being selected. Below the tabs, the heading 'Via OneKey Token' is followed by the instruction 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. There is a red-bordered input field for the 'OneKey Token OTP' and a blue 'Submit' button. A red arrow points from the text 'Enter the 8-digit OTP generated on your OneKey Token' to the input field. To the right of the input field is an image of a OneKey token device.

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



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The screenshot shows the IRAS myTax Mail interface for user ABC PTE LTD (Tax Ref No. 200403969G). The top navigation bar includes 'myTax Mail', 'Notices', 'Account', and 'Logout'. A secondary navigation bar contains 'Overview', 'Corporate Tax', 'Employers', and 'More'. The 'More' dropdown menu is open, showing 'e-Submission' (Download Donation Application & Submit Records) and 'Others' (Submit Document). The 'Submit Document' option is highlighted with a green box. Below the navigation, the user's last login is noted as Friday, 05 May 2017 2:13 PM. The 'Tax Filing Status' section is visible, followed by the 'Corporate Tax' section showing 1 - 8 of 8 Record(s) with a 'Show more years' link. A table below lists tax records:

| Form   | Year of Assessment | Status        | Date Due    | Date Received | Actions |
|--------|--------------------|---------------|-------------|---------------|---------|
| Form C | 2016               | Ready to File | 30 Nov 2016 |               |         |

| Step | Action/ Note  |
|------|---|
|      | <b>Menu</b>   |
| 1    | Select the e-Service from the menu:<br>More > <b>Submit Document</b>  |
|      | <b>Note:</b><br>Only staff who is authorised as “Approver” can upload BIPS Service Giving Declaration Form and submit it to IRAS. |

# User Guide (IPC): Submit Document (BIPS)

## Submit Document

### Important

1. Please ensure file attachments are free from unsafe and active contents. Otherwise, they will not be processed by IRAS. [?](#)
2. You can submit [up to 12 documents](#) in a year.  
[?](#) [What if I have more documents to submit?](#)

Filing For

IPC

Calendar Year

2017

### Document Submission

| Type of Document                     | Status | Details | Actions   |
|--------------------------------------|--------|---------|---|
| BIPS Service Giving Declaration Form |        |         | <a href="#">SELECT FILE</a><br>File Type Allowed pdf<br>Maximum File Size 4MB |

SUBMIT TO IRAS

| Step | Action/ Note  |
|------|---|
|      | <b>Submit Document – Approver’s view</b>  |
| 1    | Select <b>IPC</b> from the dropdown menu at <b>“Filing For”</b> .   |
| 2    | Select the year for which the BIPS Service Giving Declaration Form is to be submitted, from the dropdown menu at <b>“Calendar Year”</b> . |
| 3    | Click on <b>Select File</b> to select and upload the file for submission  |
| 4    | Click on <b>Submit to IRAS</b> .  |

# User Guide (IPC): Submit Document (BIPS)

## Submit Document

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2. You can submit up to 12 documents in a year.  
 ⓘ [What if I have more documents to submit?](#)

Filing For

Calendar Year

### Document Submission

| Type of Document                     | Status   | Details  | Actions  |
|--------------------------------------|----------|--|--|
| BIPS Service Giving Declaration Form |          |  | <input type="button" value="SELECT FILE"/><br>File Type Allowed pdf<br>Maximum File Size 4MB |
| BIPS Service Giving Declaration Form | RECEIVED | <b>Date Submitted</b> 05 May 2017<br><b>Acknowledgement No.</b> 226061 |  |

| Step | Action/ Note  |
|------|---|
|      | <b>Submit Document – Approver’s view – after submission to IRAS</b>   |
|      | <b>Note:</b> <ol style="list-style-type: none"> <li>1. Document submitted to IRAS will be updated in the Document Status table (the table at the bottom) with the following:               <ul style="list-style-type: none"> <li>• Date submitted</li> <li>• Acknowledgment No.</li> </ul> </li> <li>2. Document attached has to be within the maximum file size and of acceptable file type, as indicated.</li> </ol> |

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The screenshot shows the IRAS 'Submit Document' interface. At the top, a blue navigation bar contains 'Overview', 'Corporate Tax', 'Employers', and 'More'. A green box highlights the 'Overview' tab, with a green arrow pointing to a 'Confirm Navigation' dialog box. The dialog asks, 'Are you sure you want to leave this page? Changes made will not be saved.' and provides two buttons: 'STAY ON PAGE' and 'LEAVE PAGE'. Below the dialog, the 'Submit Document' page is visible, featuring an 'Important' section with instructions, 'Filing For' (IPC) and 'Calendar Year' (2017) dropdowns, a 'Document Submission' table, and a 'SUBMIT TO IRAS' button at the bottom.

| Step | Action/ Note  |
|------|---|
|      | <b>Ensuring documents are submitted before you leave Submit Document page</b>   |
| 1    | Clicking on any tabs in the Menu bar (e.g. <b>Overview</b> ) will leave the <b>Submit Document</b> page.  |
| 2    | A system message will be displayed if you attempt to leave the <b>Submit Document</b> page after you have selected a document and <u>before</u> clicking on <b>Submit to IRAS</b> . |
|      | <b>Note:</b><br>Document will not be processed if you leave the <b>Submit Document</b> page without clicking on <b>Submit to IRAS</b> .   |

## Contact Information

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

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