

Authorisation Form for Document Collection (Individual)

Notes:

1. This form allows you, the Taxpayer, to authorise an "authorised person", to collect your tax document(s)/form(s) on your behalf at IRAS' Taxpayer & Business Service Centre. If you wish to authorise someone to enquire or manage your tax matters, please complete a separate authorisation form. [You may refer to the IRAS website: [IRAS Home>Quick Links>Forms>Employees- Specimen Authorisation to Third Party for Income Tax Matters](#)].
2. This form may take you up to 5 minutes to complete. Please duly complete **Sections A and B** of this form, before presenting it to IRAS. No amendments to the form will be accepted from the authorised person at the time of collection.
3. When collecting the documents, the authorised person **must present** the signed authorisation form, your original identity document (or, if unavailable, a scanned copy of your signed passport), as well as the authorised person's original identity document. IRAS may reject your request if any required document(s) and/or information is missing.
4. A Search Fee and Document Fee apply for requests involving duplicate Notices of Assessment (NOA[s]) and document(s). Current applicable fees can be found on the IRAS website at the following locations: *For income tax: Home > Taxes > Individual Income Tax > Basics of Income Tax > Receive tax bill, pay tax, check refunds > Getting my assessment, under "Table of Fees" and "Fees for Each Page of Document". For property tax: Home > Taxes > Property Tax > Property Owners > View Statement of Account or View Bills and Notices, under "Table of Fees" and "Fees for Each Page of Document".*
5. Payment for the collection of duplicate NOA(s) and document(s) **is accepted ONLY via NETS/Cash Card**.

To: Comptroller of Income Tax / Property Tax
Inland Revenue Authority of Singapore
55 Newton Rd, Revenue House, Singapore 307987

SECTION A [Please complete all the fields]

I, _____, Tax Reference No: _____ authorise
(Full Name of Taxpayer) (NRIC/FIN/ASGD/ITR)

*Mr / Mdm / Ms _____, *NRIC / FIN / ASGD / ITR / PASSPORT No.
(Full Name of authorised person)

_____ to collect the following document(s) on my behalf:

SECTION B [Please tick the relevant box(es) and indicate the correct period].

☐ Notice(s) of Assessment for the Year(s) of Assessment (YA[s]): _____ to _____.
(e.g. Year of Assessment 2025 refers to basis period: 01 Jan 2024 to 31 Dec 2024) (please specify the YA(s) required)

☐ *Form B1 / B / M for the YA(s): _____ to _____.
(please specify the YA(s) required)

☐ Form P for *ROB / UEN / ASGD: _____ for YA(s): _____ to _____.
(please specify the YA(s) required)

☐ Statement of Account from _____ to _____.
(e.g. 1/1/2024) (e.g. 31/12/2025)

☐ *Property Tax Bill(s) / Statement of Account for:

_____ and for the year(s) _____.
[indicate Property Tax Reference(s) or Official Address(es)] (please specify the year(s), e.g. "2025")

My Declaration

I hereby declare that all the information given above and, in any document(s) attached is true, correct and complete. I attach a copy of my passport/official identity document bearing my personal particulars and signature.

Name		
Contact Number		Taxpayers' Signature:
Date		

* Delete if not applicable