



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Apply to Deregister for AEOI

Estimated submission time required is about 10 minutes. Please have the following information ready before using the e-Service:

1. Your Singpass
2. The Reporting SGFI's Singapore Tax Reference Number
3. Supporting documents (e.g. cover letter and documentary evidence (if applicable))

## Step 1

- Log in via [myTax Portal](#) > Select More > AEOI > **Apply to Deregister for AEOI**

The screenshot displays the myTax Portal interface. At the top, it identifies the site as a Singapore Government Agency Website and shows the Inland Revenue Authority of Singapore logo. The user's tax reference number (Tax Ref No. 200999027D) is visible. Navigation options include 'Overview', 'Employers', and 'More'. A dropdown menu is open under 'More', listing various AEOI-related actions. The option 'Apply to Deregister for AEOI' is highlighted with a red rectangular box. Other visible elements include a search icon, a 'Logout' button, and a notification for 354 notices/letters. The page also shows the user's last login time as Monday, 26 Jul 2021 10:08 AM.

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 28/07/2021

XXX  
Tax Ref No. 200999027D

Email Us (myTax Mail)

354 Notices/Letters

Account

Logout

Overview Employers More

Last login on Monday, 26 Jul 2021 10:08 AM

**AEOI**

- View/ Update FI AEOI Profile
- View/ Update My Profile
- View/ Edit Trustee-Documented Trusts
- Submit CRS or FATCA Return
- View Submitted Financial Account Report
- View AEOI e-Service Transaction History
- Apply to Deregister for AEOI**

myTax Portal is a secured, personalis

ctions with IRAS, at your

## Step 2

### At Reason and Documentation page,

- Select “**Deregister for CRS**” and/or “**Provide FATCA Deregistration Information**”
- If “Provide FATCA Deregistration Information” was selected, proceed to input the **Date of Cancellation of FATCA Registration Agreement with US Internal Revenue Service**
- Select a **reason** for Deregistration from the drop down list as follows:

#### Reason(s) for Deregistration

FI has closed, been struck off or been dissolved

FI has been acquired or merged

Entity is no longer an FI

FI is no longer tax resident in Singapore

Others

## Apply to Deregister for AEOI

 SAVE AS PDF/ PRINT

This e-Service allows the Reporting Singaporean Financial Institution (SGFI) to submit an application to deregister for CRS and/or provide IRAS with its FATCA deregistration information

1. Reason and Documentation

2. Declaration

3. Acknowledgement

### Reason and Documentation

Deregister for CRS

Provide FATCA Deregistration Information 

Date of Cancellation of FATCA Registration Agreement with US Internal Revenue Service

dd/mm/yyyy 

Reason(s) for Deregistration\*

Select ▼

Upload Deregistration Document\*

Type of Document	Details	Actions
Deregistration Document		<p></p> <p>File Type Allowed pdf Maximum File Size 2 MB</p>

NEXT

CLEAR

## Step 2 (Cont'd)

- Click **“Select File”** to upload a cover letter and supporting document (if applicable). Please combine all the documents in one PDF file for uploading. (Note: File Type Allowed: PDF and max. file size 2MB)



A. The **cover letter** (printed on company’s letterhead) should contain the following info (Please refer to [sample cover letter](#)):

- entity name and Tax Reference Number;
- reason for the deregistration;
- new entity classification (e.g. Active or Passive NFE), if applicable;
- the date in which the entity ceases to be a Reporting SGFI or dates of the impending liquidation/struck-off, if available; and
- signature of the director

B. **Supporting document** (if applicable), such as

- communication from MAS confirming the cessation of the CMS license;
- communication confirming the entity is preparing for liquidation or in the process of liquidation and struck-off; or
- documentary evidence confirming that the entity is not a tax resident of Singapore

- Click **“Next”**

### Upload Deregistration Document\*

Type of Document	Details	Actions
Deregistration Document		<input type="button" value="SELECT FILE"/> File Type Allowed pdf Maximum File Size 2 MB

## Step 3

### At Declaration page,

- Check the 2 declaration boxes and click “**Submit**”

## Apply to Deregister for AEOI

 SAVE AS PDF/PRINT

1. Reason and Documentation

2. Declaration

3. Acknowledgement

### Declaration

**Note**

The Comptroller of Income Tax may reject this e-application if it is found to be untrue, incorrect or incomplete.

- I declare that the financial institution has reported all Reportable Accounts, up to the year of deregistration, to IRAS and that the FI has no outstanding return and IRAS.
- I declare that the information provided in this e-application and any accompanying document(s) is true, correct and complete.

**SUBMIT**

BACK

- Upon successful submission of your e-application for AEOI Deregistration, you will be brought to the **Acknowledgement Page**.
- If you wish to save a digital copy of the acknowledgement page, you can click on **Save As PDF/ Print**.



The average processing time for the request is expected to be 3 weeks after the application has been successfully submitted. Once the e-application has been processed an email will be sent to the FI's POC or the trustee to convey the deregistration outcome.

## Apply to Deregister for AEOI

SAVE AS PDF/ PRINT

1. Reason and Documentation

2. Declaration

3. Acknowledgement

### Acknowledgement

#### Successful Submission

You have successfully submitted the e-application for AEOI deregistration for the following financial institution.

<b>Name</b>	XXX	<b>Tax Ref No.</b>	196599005K
<b>Acknowledgement No.</b>	412073	<b>Date/ Time</b>	16 Jun 2021 11:18 AM

<b>Name of Declarant</b>	XXX	<b>Designation</b>	CEO
<b>Email Address</b>	1@IRAS.GOV.SG		
<b>Submitted Document</b>	Entity_Test123_file.pdf		

#### Note

The average processing time for the request is expected to be 3 weeks after the application has been successfully submitted. Once the e-application has been processed, an email will be sent to the financial institution's Point of Contact or the trustee to convey the deregistration outcome.

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