Frequently Asked Questions on Contact Details (Partnerships)

Q1. Do I need to be authorised before I can view / update the information?

A1. Yes. Partners, staff or tax agent must be duly authorised in CorpPass to view the information.
Only partners and staff who have been granted an "Approver" role can update the partnership's address and contact details.

Q2. Who can update the business registered address?

A2. For partnerships **registered** with ACRA/relevant UEN Issuance Agencies, please inform the Accounting and Corporate Regulatory Authority (ACRA) online via www.bizfile.gov.sg or the relevant UEN Issuance Agencies; to update the address. IRAS will update the records based on the address information lodged with ACRA /UEN Issuance Agencies as follows:

Changes filed with ACRA from	Records at IRAS will be updated by	Example
Week beginning from	Fri of the following	For changes filed with
every Sun to the	week	ACRA between 1 Apr 2018
following Sat		(Sun) to 7 Apr 2018 (Sat),
		IRAS' records will be updated
		by 13 Apr 2018 (Fri).

Foreign partnerships **not registered** with ACRA/relevant UEN Issuance Agencies may click on "Edit Registered Address" to edit their registered address.

Q3. Under what circumstance do we update the mailing address?

A3. Precedent Partners who would want to have the Partnership Income Tax correspondence/notices including tax return forms sent to an address other than the registered business address.

You are required to inform IRAS whenever there is a change to your mailing address.

Q4. Are changes made to the contact details updated instantaneously?

A4. Generally, the changes made will be updated immediately except for change of address which will be processed **within 3 working days**.