



INLAND REVENUE
AUTHORITY
OF SINGAPORE

FAQ

Update Partnership Contact Details

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 Only partnerships who are **not registered** with ACRA or relevant UEN Issuance Agencies may edit their registered address via our digital service.

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 within 3 weeks.

Q3 Under what circumstance do we update the mailing address?

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

Partners and staff with "Approver" status can update the partnership's mailing address by logging into myTax Portal and selecting "Update Partnership Contact Details". Simply tick the appropriate checkbox, enter the new mailing address, and click "Save Changes" at the bottom of the page.

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 by the next day.

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