Template to Submit Commission Records



Important Notes:

File Structure

- a. The file to be imported must be in an Excel (.xlsx) document.
- b. The file must not have any header. Please delete Row 1 and 2 before uploading the file onto myTax Portal.
- c. There should be a total of 11 columns in the file (columns A to K).
- d. There should **not be any gaps** (i.e. empty rows) between the records.

File Format

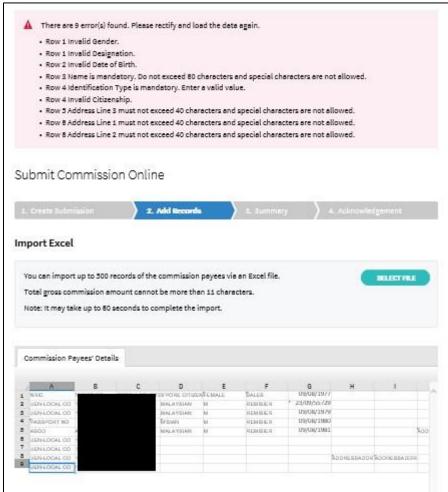
Column	Field Name	Validation Rule	
А	ID Type	Must be one of the following: NRIC FIN MIC WP ASGD ITR UEN-LOCAL CO UEN-BUSINESS UEN-OTHERS	
В	ID Number	NRIC FIN MIC WP ASGD ITR UEN - Business UEN - Local Co ASGD ITR UEN-Others	SNNNNNNC or TNNNNNNC GNNNNNNC or FNNNNNNC consist of 7or 8 alpha-numeric or consist of 12 numeric must consist of 10 characters including space ANNNNNNC NNNNNNNC NNNNNNNC YYYYNNNNC ANNNNNNC ANNNNNNC TYYPQNNNNC TYYPQNNNNC or SYYPQNNNNC or
С	Name	Max. 80 characters	
D	Nationality	Please note that for Singapore Citizen, to input the value as S'PORE CITIZEN.	
Е	Sex	Must be F or M	

		This relates to the nature of activity of the commission agent	
F	Designation	If the nature of activity of the commission agent does not fall within one of the options, please select OTHERS. REMISIER REAL ESTATE AGENT INSURANCE AGENT DISTRIBUTOR FINANCIAL ADVISOR INSTRUCTOR THERAPISTS SINGAPORE POOL RETAILERS OTHERS	
G	Date of Birth	DD/MM/YYYY	
Н	Address Line 1 (Optional)	Max. 40 characters	
I	Address Line 2 (Optional)	Max. 40 characters	
J	Address Line 3 (Optional)	Max. 40 characters	
К	Gross Commission	Max. 10 digits (For amendment submission, if the amount is a negative, the minus sign (-) is not included in the max. 10-digit count.) Do not enter decimals Do not enter comma Do not enter the dollar sign (\$) Please declare the gross income (such as commission, referral fees, training fees, retail profits, allowances, incentives etc.) paid to commission agents (including non-individuals) for the services rendered to your organisation. For more details, please refer to the FAQs on how to prepare information for your commission income submission.	

Examples of error messages

1. Invalid data in cell

The error messages will be displayed at the top portion of the page (highlighted in red). User can then zoom in to the cell to check on the error.



The cell with the error will show a red triangular indicator at the top right side of the cell.



2. Incorrect file type extension

