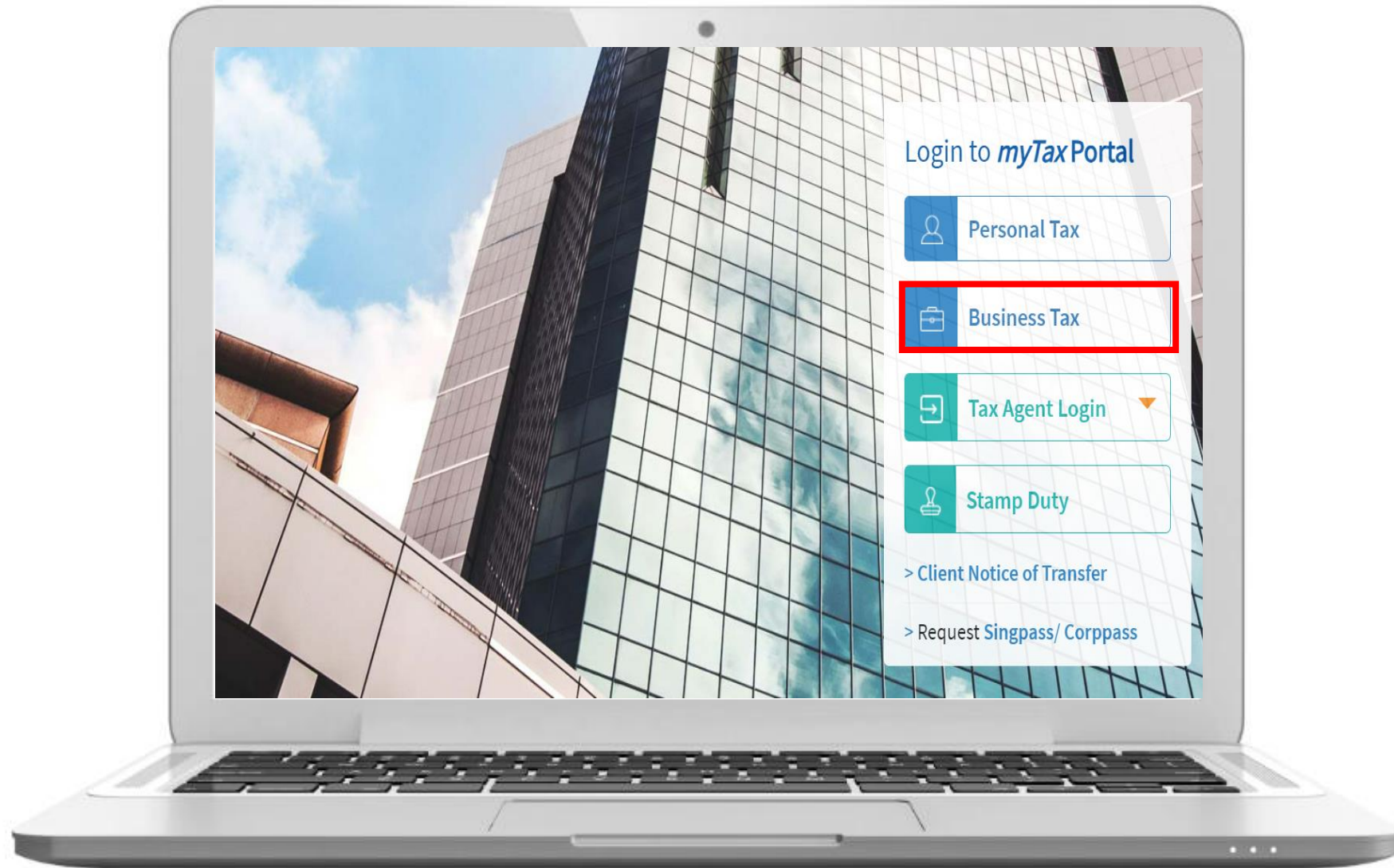


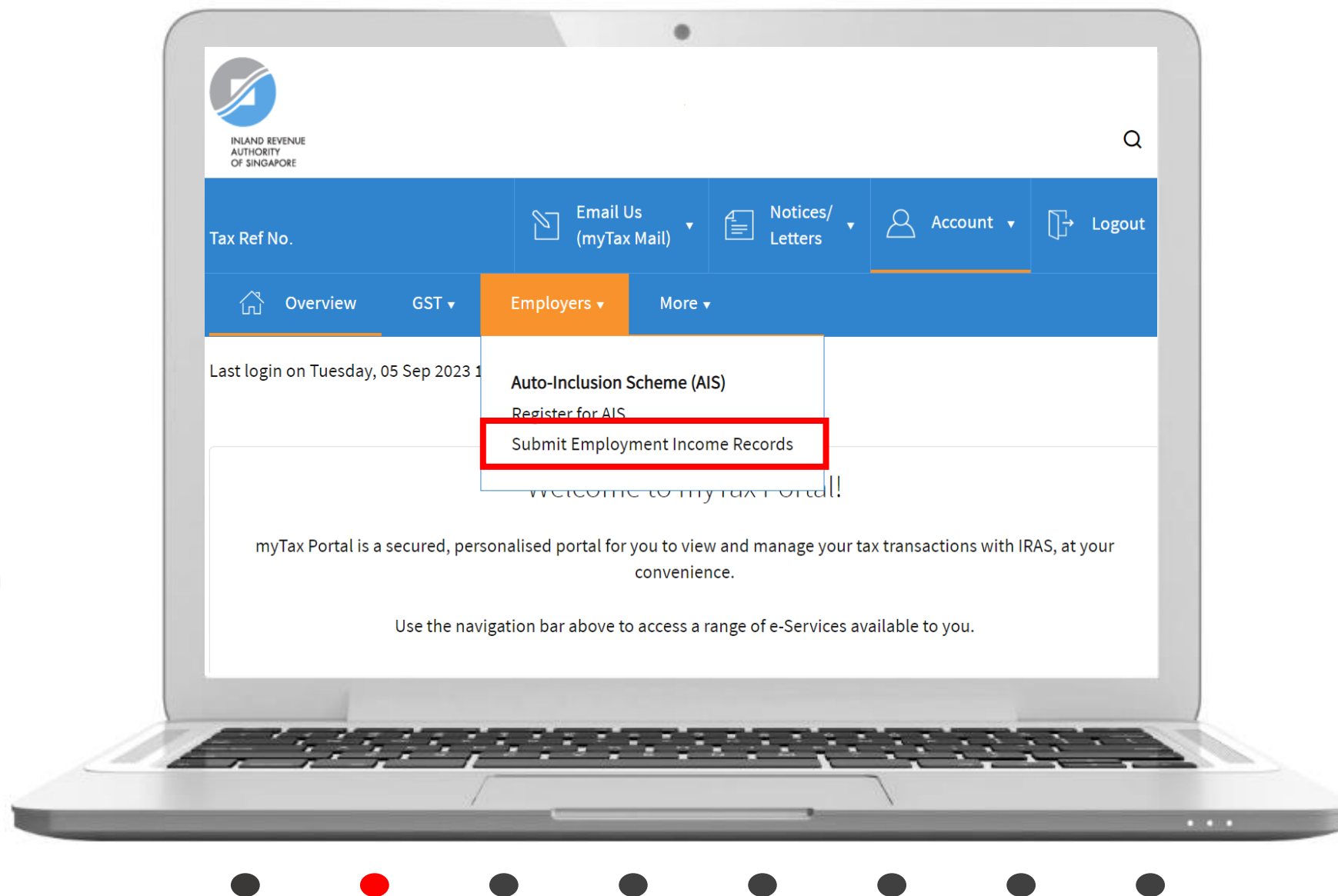


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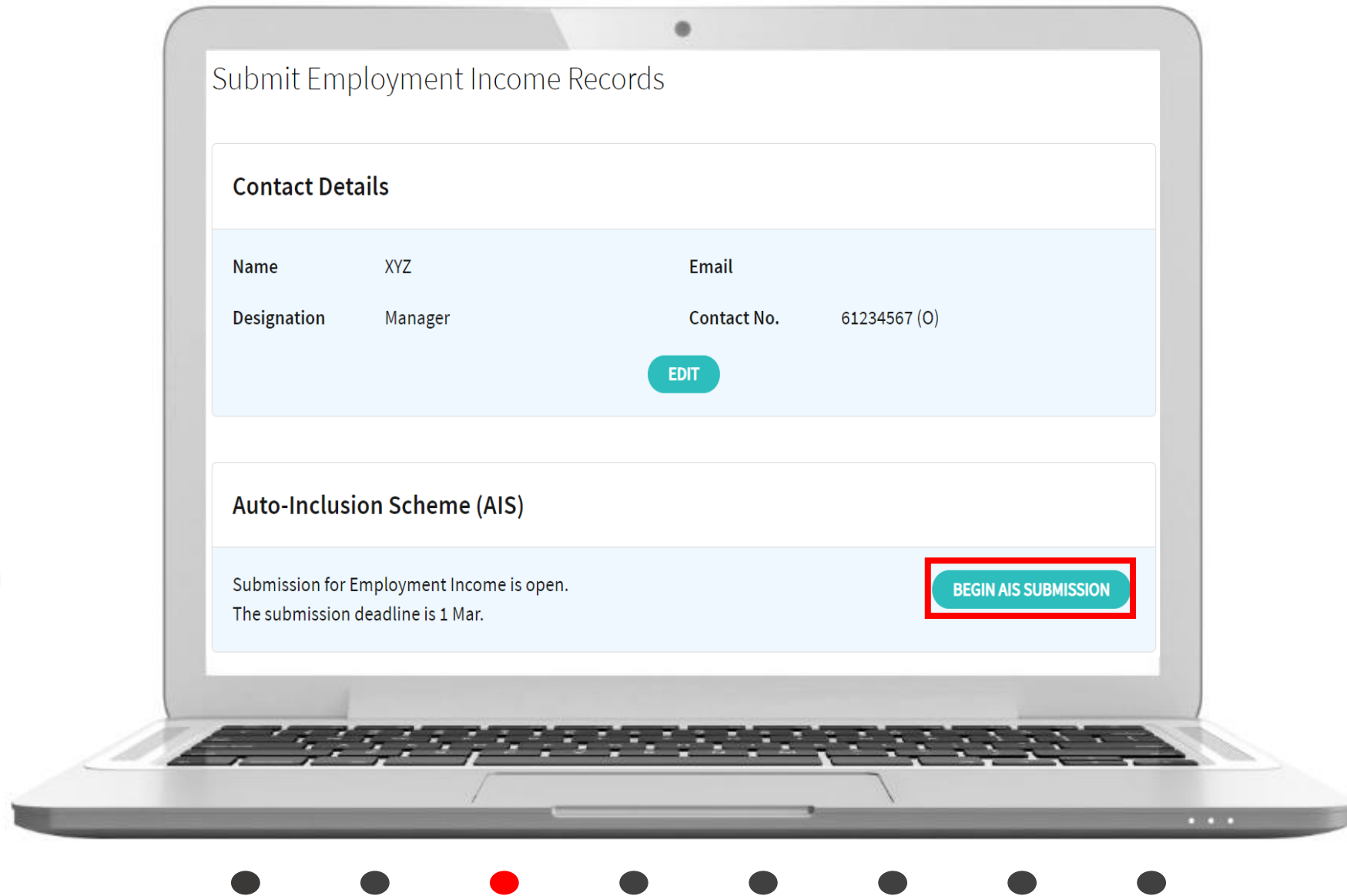
Quick guide on making AIS amendments at myTax Portal (Online Application)



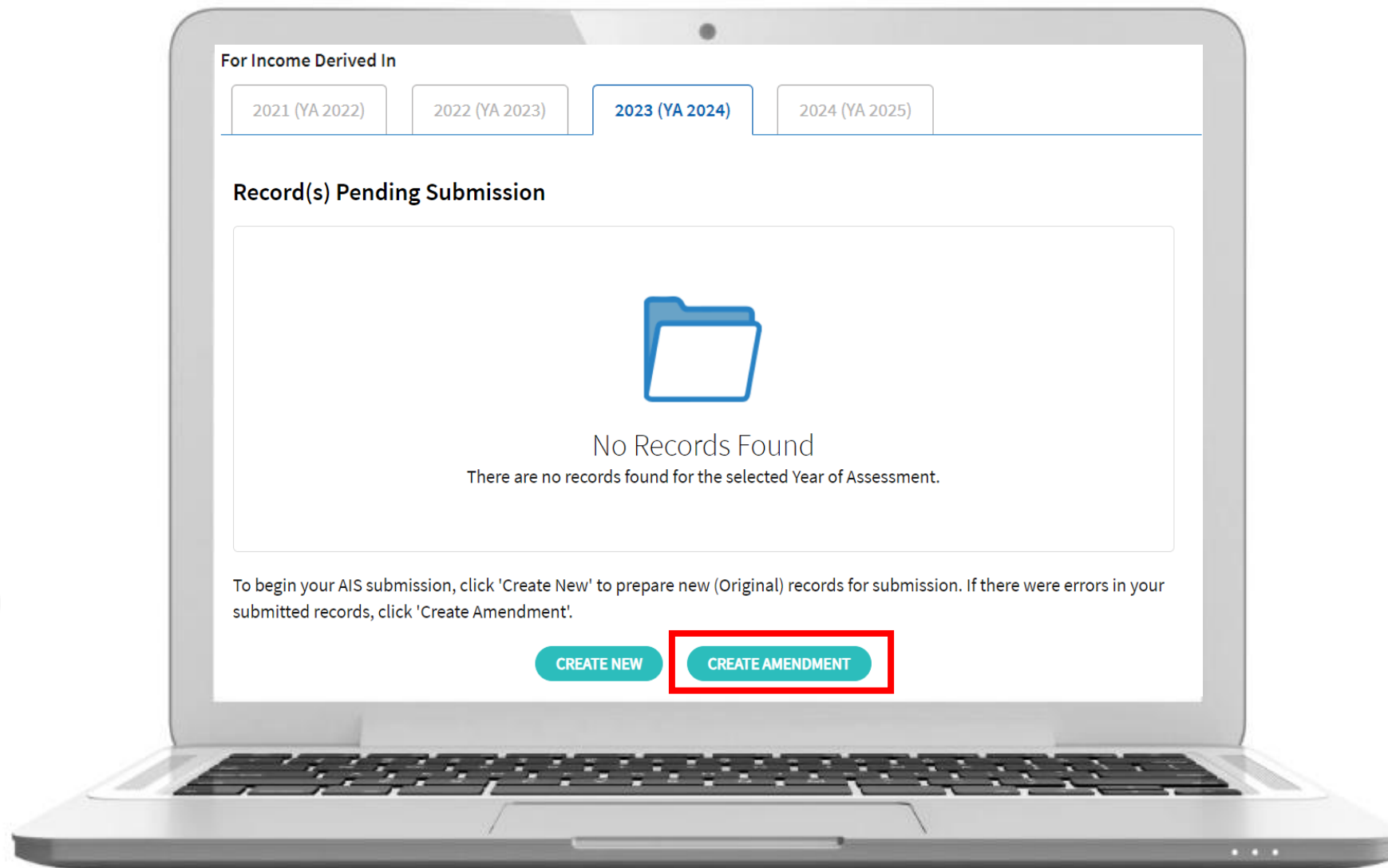
- Login to myTax Portal at mytax.iras.gov.sg.



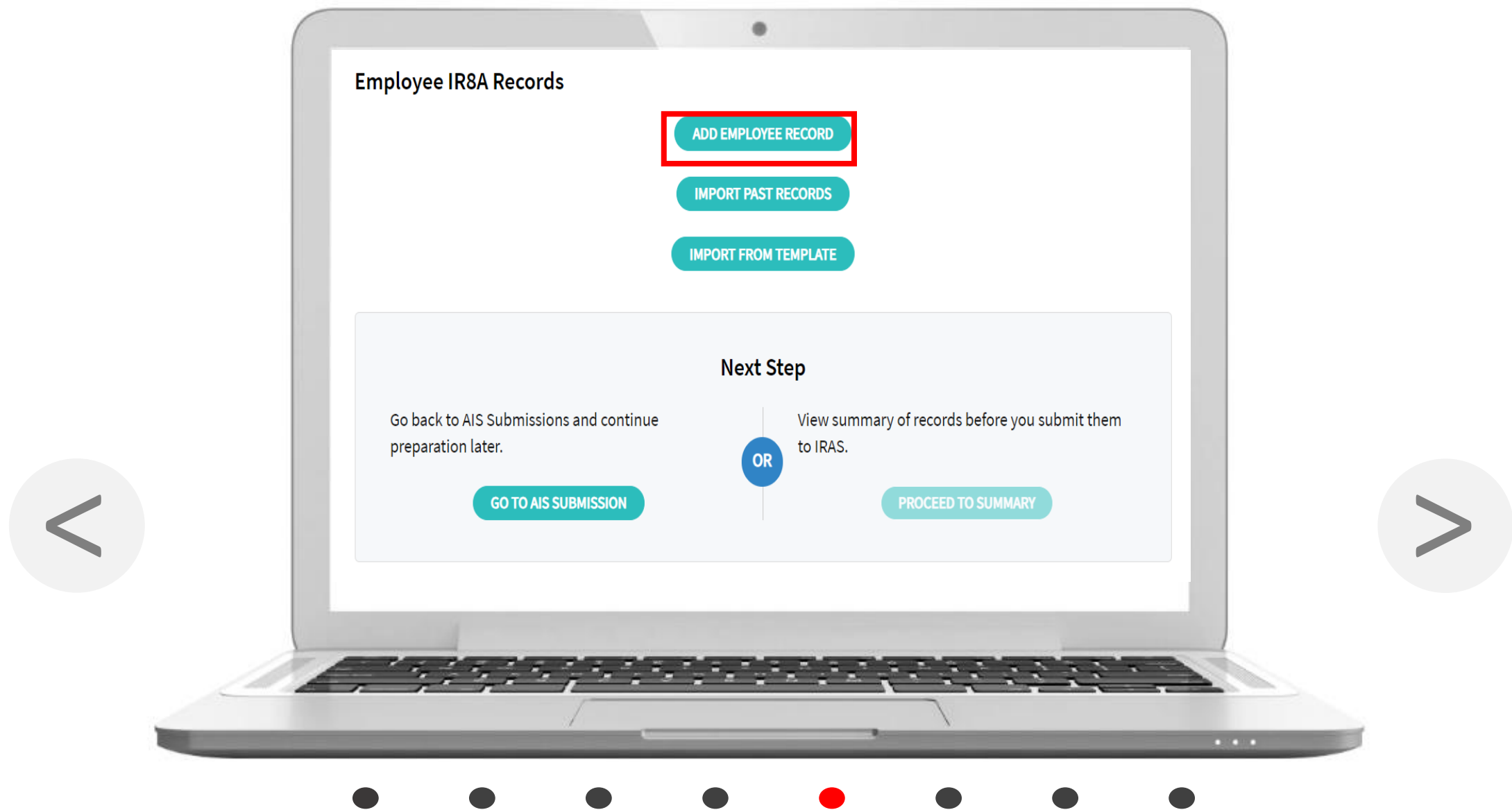
- Mouse over **'Employers'** and select **'Submit Employment Income Records'**.



- Click on the **'Begin AIS submission'** button.



- Select the relevant tab, e.g. 2023 (YA 2024) and click on the **'Create Amendment'** button.



- Click on **'Add employees records'** button. You may also use **'Import past records'** to import the employees' personal particulars from past submitted submission records.

Income ⓘ

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay S\$ 1,000 .00

b) Bonus (non-contractual bonus paid on dd/mm/yyyy and/or contractual bonus for service rendered in 2022) S\$ 0 .00

c) Director's fees approved at the company's AGM/ EGM on dd/mm/yyyy S\$ 0 .00

d) Others (Appendices) [EDIT DETAILS](#) S\$ 0.00

Deductions ⓘ

Employee's Compulsory contribution to (Less amount refunded/ to be refunded) S\$ -500 .00

Central Provident Fund

Designated Pension or Provident Fund Name of Fund

Donations deducted through salaries: S\$ 0 .00

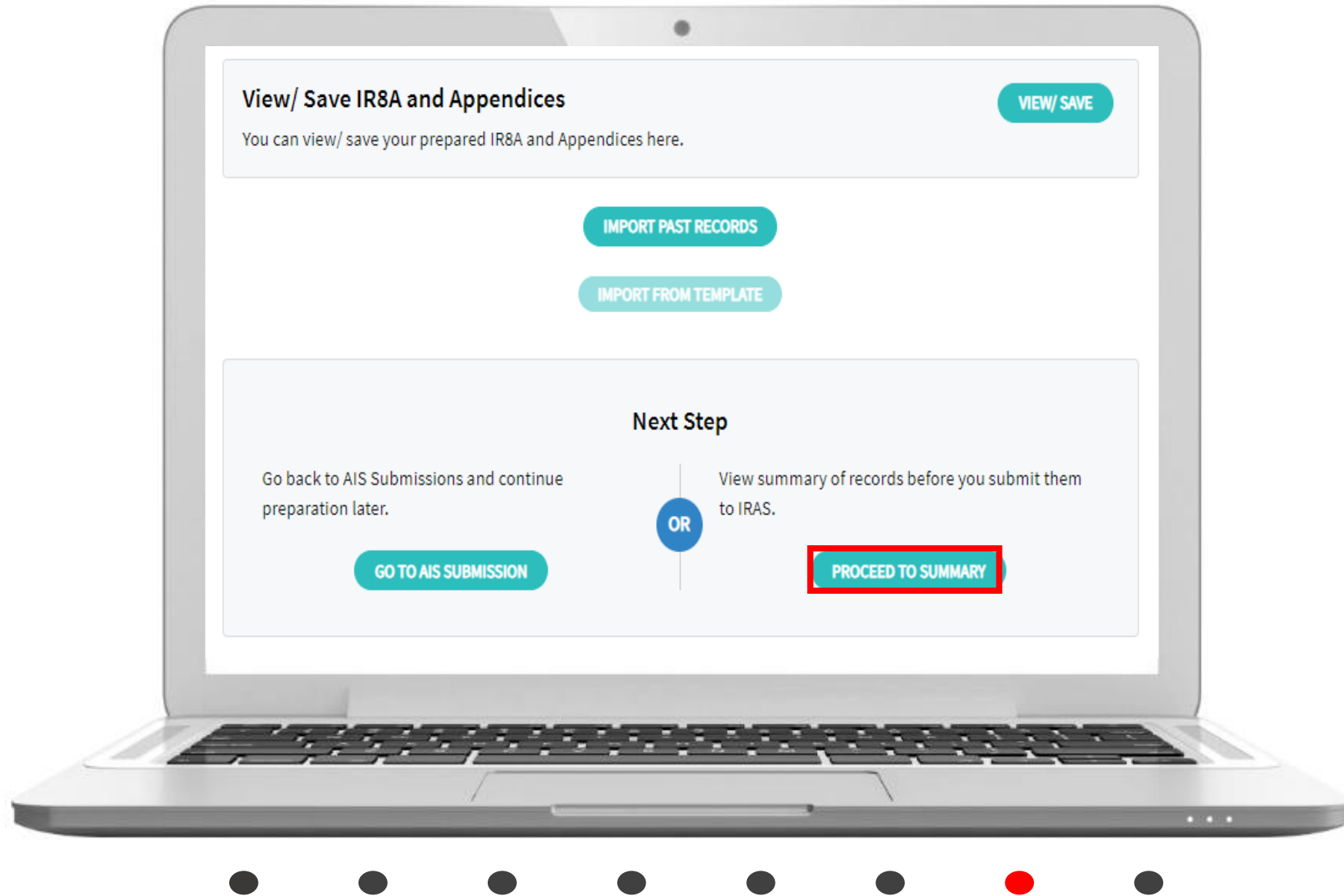
* Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations

Contributions deducted through salaries to Mosque Building Fund S\$ 0 .00

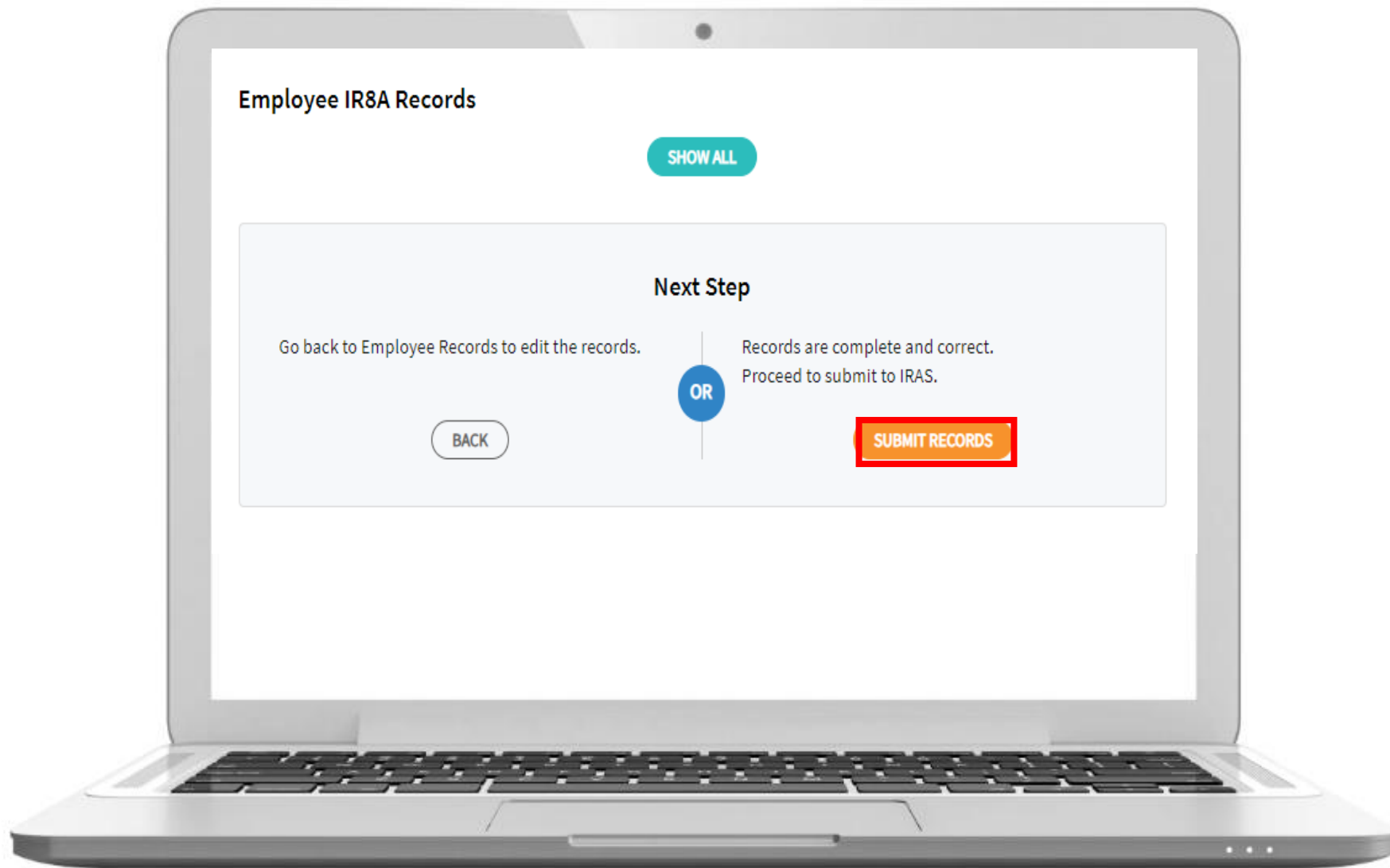
Life insurance premiums deducted through salaries S\$ 0 .00

[SAVE](#)

- Enter the **difference between the actual amount and your previous submission(s)**. If your previous submission is **overdeclared**, enter a **negative value for the difference to negate the earlier submission**.
- Click on the **'Save'** button.



- Scroll down to the bottom of the page.
- Click on the “**Proceed to Summary**” button.



- Scroll down to the bottom of the page.
- Click on the “**Submit Records**” button.

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