



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Submit Commission Records on myTax Portal



Contents

About Submit Commission Records on myTax Portal	3
Step 1: Access Submit Commission Records	5
Step 2: Preparation	8
- Add Commission Payee's record	9
- Add Individual record	10
- Add Non-Individual record	11
- Enter Address	12
- List of Commission Records and Functions	13
- Sort Records	14
- Find Records	15
- Edit Records	16
- Delete Selected Records	16
- Delete Records	17
- View and Print Statements	18
- Export Records	20
- Import Records from past Online Submission	21
- Import Records from Excel	23
Step 3: Submission	26
- Submit Records	26
- How to view submitted information?	28
- Summary of records submitted	29

About Submit Commission Records on myTax Portal

1. Submit Commission Records on myTax Portal allows commission-paying organisations to prepare and submit their commission agents' identification and income information online.
2. It is suitable for organisations that do not have their own software to prepare the commission records for submission and submit the information to IRAS via Application Programming Interface (API).
3. Before accessing "Submit Commission Records" digital service at myTax Portal, you have to perform the authorisation for the "Submission of Commission Records" e-service at Corppass. [Learn how to authorise staff via the Corppass system.](#)
4. Ensure your computer fulfills the minimum hardware/ software requirements:

Operating system

- Windows 7 and above; or
- MAC OS X 10.10 and above

Hardware requirements

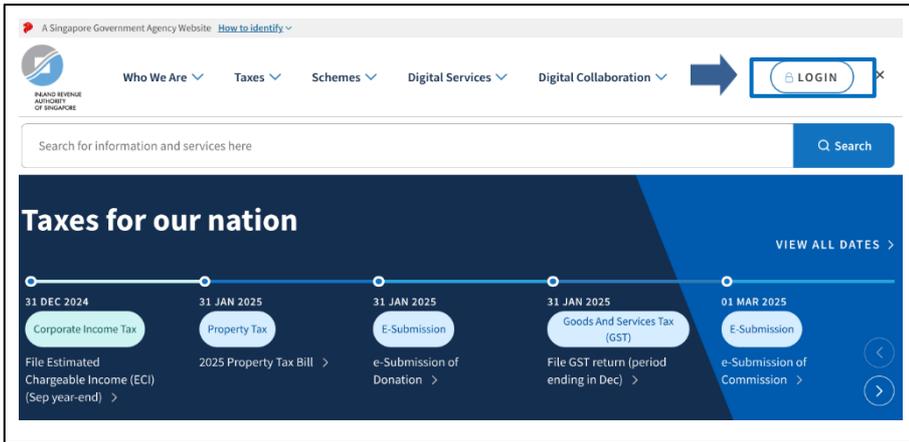
- Pentium 4 PC and above with 2 GB RAM (recommended); and
- 512Kbps speed Broadband with connection to a local ISP

Browser

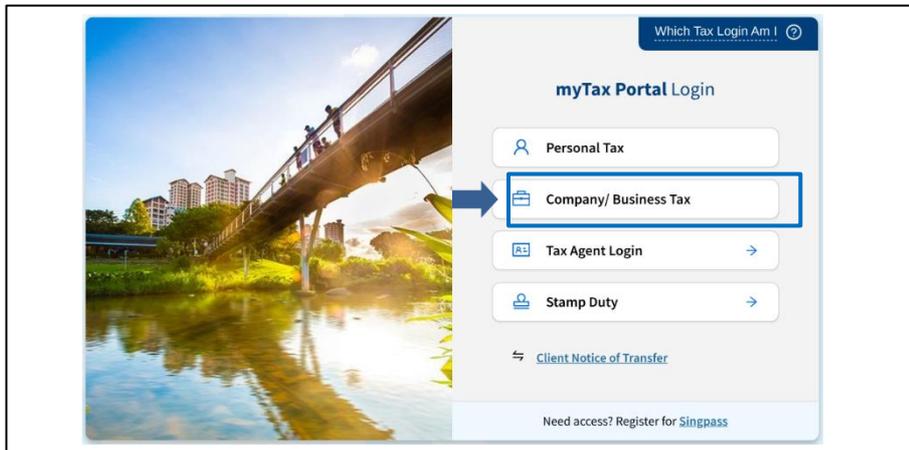
- Internet Explorer 11.0 and above;
- Mozilla Firefox 54.0 and above;
- Google Chrome 59.0 and above;
- Microsoft Edge; or
- Safari Browser 9.0 and above

Step 1: myTax Portal Login

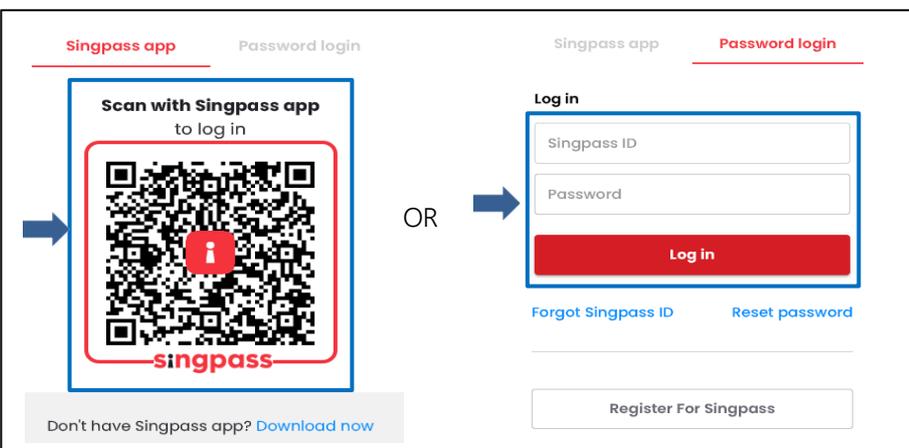
- 1. Access Submit Commission Records
- 2. Preparation
- 3. Submission



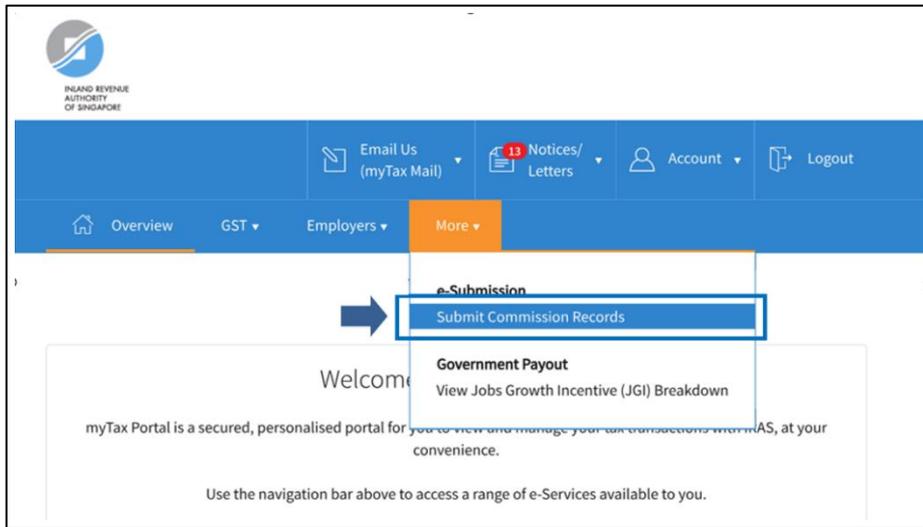
Visit www.iras.gov.sg,
• Select <LOGIN>.



At [myTax Portal](#),
• Select <Company/ Business Tax>.



Login using:
• Singpass App, or
• Password login



- Mouse over to <More>.
- Select <Submit Commission Records>.

NOTE
Only staff who has been authorised with the "Approver" or "Preparer" role for the "SUBMISSION OF COMMISSION RECORDS" IRAS' e-service at [Corppass](#) can view the "Submit Commission Records" digital service in myTax Portal.

Authorised Person's Details for Commission

[< Back to Commission Main Menu](#)

Note
All matters related to this e-Service will be directed to the named Authorised Person.

Name of Authorised Person*

Designation*

Email Address*

Please provide at least one of the following information

Office No.

Mobile No.

- Organisations logging in for the first time will be prompted to update their authorised person's contact details.
- Fill in the particulars.
 - Click <SAVE>.

NOTE
The authorised person should be a representative of your organisation holding any one of the following positions:

- Director
- Partner
- Sole proprietor
- Manager or higher
- Tax agent

Authorised Person's Details for Commission PRINT

Note
All matters related to this e-Service will be directed to the named Authorised Person.

Name of Authorised Person	[REDACTED]
Designation	[REDACTED]
Email Address	[REDACTED]
Office No.	[REDACTED]
Mobile No.	[REDACTED]

[COMMISSION MAIN MENU](#)

- Click <COMMISSION MAIN MENU>.

Submit Commission Records

Submission
Submit commission information online i.e. without downloading any application. [SUBMIT ONLINE](#)

Submission Status
View status of submitted files/ records. [VIEW](#)

Authorised Person's Details
View or update authorised person's details. [VIEW / UPDATE](#)

- Click <SUBMIT ONLINE> to begin.

Step 2: Preparation

1. Access Submit Commission Records > 2. Preparation > 3. Submission

1. Create Submission | 2. Add Records | 3. Summary | 4. Acknowledgement

For Commission Derived in

2022 (YA 2023) | 2023 (YA 2024) | 2024 (YA 2025) | 2025 (YA 2026)

Pending Submission ⓘ

No Records Found ⓘ

CREATE ORIGINAL | CREATE AMENDMENT

By default, the current Year of Assessment (YA) is selected. For example, if you are accessing the "Submit Commission Records" digital service in 2025, the default year selected will be 2024 (YA 2025).

- Click <CREATE ORIGINAL> to add new records.
- If you would like to amend a previously submitted commission records, click <CREATE AMENDMENT> to amend previous records.

Note:
You may click ⓘ for more information.

- You are allowed to create up to 500 records in each submission. Additional records have to be submitted in a separate submission.
- If you want to create amendment records, please read [User Guide for Preparing of Commission Amendment Records](#).

Authorised Person's Details for Commission

< Back to Commission Main Menu

Note
All matters related to this e-Service will be directed to the named Authorised Person.

Name of Authorised Person*
Designation*
Email Address*
Office No.
Mobile No.

Please provide at least one of the following information

Office No.
Mobile No.

SAVE

Verify the Authorised Person's Details for Commission and click <SAVE>.

NOTE
Organisations that have previously updated the authorised person's contact details will go through this page to verify the contact information is up to date.

- 1. Access Submit Commission Records
- 2. Preparation
- 3. Submission

- Add Commission Payee's record

List of Commission Records

For Commission Derived in	2024 (YA2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		

Authorised Person's Details EDIT

Name	██████████	Office Number	██████████
Designation	██████████	Mobile Number	██████████
Email Address	██████████		

Create Commission Records

Prepare commission records for submission. ➔ **ADD RECORD**

- Click <ADD RECORD>.

Commission Derived in 2024 (YA 2025)

Payee's Particulars

Identification Type * ⓘ ➔

Details of Commission

Gross Commission * ⓘ

Address (Optional)

Enter address only if you want to print a statement for mailing purposes.

BACK CLEAR SAVE

- Select the Identification Type from the dropdown list.
- Note:
Click ⓘ for more information.

- Add Individual record

- Enter all the payee’s particulars and gross commission.
- “Designation” refers to the nature of activity of the payee (i.e., commission agents). If the nature of activity of the commission agent does not fall within one of the dropdown options, please select OTHERS.
- Enter address only if you want to use this application to print a statement for mailing to your payee. Refer to [Enter Address](#) for details.
- Click <SAVE>.

Note:
Click for more information.

- Ensure that Payee’s Identification No. corresponds to the income and other details prepared for.
- Select the Date of Birth from the date picker or enter in DD/MM/YYYY format.

- A confirmation message is displayed when the record is saved successfully.
- Select the Identification Type to add another record if necessary.

- Add Non-Individual record

1. Create Submission
2. Add Records
3. Summary
4. Acknowledgement

Commission Derived in 2024 (YA 2025)

Payee's Particulars

Identification Type * ⓘ UEN-LOCAL CO ▼

Identification No. *

Name *

Details of Commission Income

Gross Commission * ⓘ \$ \$.00

Address (Optional) Select ▼

Enter address only if you want to print a statement for mailing purposes.

BACK
CLEAR
SAVE

- Enter Identification No., Name and Gross Commission
 - The address field is optional. Enter address only if you want to use this application to print a statement for mailing to your payee. Refer to [Enter Address](#) for details.
 - Click <SAVE>.
- Note:
Click ⓘ for more information.
- Ensure that Payee's Identification No. corresponds to the income and other details prepared for.

Your record(s) has/have been saved successfully.

Submit Commission Online

1. Create Submission
2. Add Records
3. Summary
4. Acknowledgement

Commission Derived in 2024 (YA 2025)

Payee's Particulars

Identification Type * ⓘ Select ▼

- A confirmation message is displayed when the record is saved successfully.
- Select the Identification Type to add another record if necessary.

- Enter Address

Address (Optional) SINGAPORE POSTAL CODE

Enter address only if you want to print a statement for mailing purposes.

Singapore Postal Code *

Block/House No. House/Block No

Storey-Unit # -

Street Name

BACK CLEAR SAVE

- Enter the address via Singapore Postal Code or Others.
- If you have selected to enter the address via Singapore Postal Code and have entered the 6 digits postal code, the Block/House No. will be auto-populated. Select the Block/House No. from the dropdown list (if applicable) and enter the Storey-Unit.
- Alternatively, select Others to enter the full address in the fields provided.

Note:
Enter address only if you want to use this application to print a statement for mailing to your payee.

OR

Address (Optional) OTHERS

Enter address only if you want to print a statement for mailing purposes.

Address Line 1 *

Address Line 2

Address Line 3

BACK DELETE SAVE

List of Commission Records and Functions

Submit Commission Online
+ EXPAND ALL RECORDS

1. Create Submission
2. Add Records
3. Summary
4. Acknowledgement

List of Commission Records

For Commission Derived in	2024 (YA2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		

Authorised Person's Details

EDIT

Name	[REDACTED]	Office Number	[REDACTED]
Designation	[REDACTED]	Mobile Number	[REDACTED]
Email Address	[REDACTED]		

Create Commission Records

Prepare commission records for submission. ADD RECORD

Import payees' particulars from past submissions. IMPORT RECORDS

Total

Total No. of Records	Total Amount of Gross Commission
----------------------	----------------------------------

1 - 3 of 3 Records

	Identification Type	Identification No.	Name	Gross Commission (\$\$)	Actions
<input type="checkbox"/>	UEN-LOCAL CO	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input type="checkbox"/>	UEN-OTHERS	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input type="checkbox"/>	NRIC	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT

CANCEL CHANGES
DELETE RECORDS
UPDATE CHANGES

Statement of Commission Income

Select to view or save statement of your Commission records. VIEW / SAVE

Export Commission Records

Export all Commission records to a Microsoft Excel file. EXPORT ALL RECORDS

Next Step

Continue your preparation later. OR View a summary of your records before submitting to IRAS.

BACK
PROCEED TO SUMMARY

Note:
 This is an overview of the Add Records page. The detailed explanation of each of the functions is in subsequent pages.

 Each page displays up to 25 records. Use the page navigator to see records in other pages.

- Sort Records

Total

Total No. of Records	3	Total Amount of Gross Commission	SS24,345.00
----------------------	---	----------------------------------	-------------

1 - 3 of 3 Records

<input type="checkbox"/>	Identification Type	Identification No.	Name	Gross Commission (SS)	Actions
<input type="checkbox"/>	UEN-LOCAL CO	██████	██████	██████.00	EDIT
<input type="checkbox"/>	UEN-OTHERS	██████	██████	██████.00	EDIT
<input type="checkbox"/>	NRIC	██████	██████	██████.00	EDIT

[CANCEL CHANGES](#) [DELETE RECORDS](#) [UPDATE CHANGES](#)

You may sort records by Name or Gross Commission.

- Click Name to sort in ascending order. Click again to sort in descending order.
- Click Gross Commission to sort in ascending order. Click again to sort in descending order

- Find Records

1 - 3 of 3 Records

<input type="checkbox"/>	Identification Type	Identification No.	Name	Gross Commission (\$)	Actions
<input type="checkbox"/>	UEN-LOCAL CO	[REDACTED]	NAME	[REDACTED].00	EDIT
<input type="checkbox"/>	UEN-OTHERS	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input type="checkbox"/>	NRIC	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT

CANCEL CHANGES DELETE RECORDS UPDATE CHANGES

- Type in the key words or amount in the filtering box.
- Click the filter and select the filtering criteria from the dropdown list.

OR

1 - 3 of 3 Records

<input type="checkbox"/>	Identification Type	Identification No.	Name	Gross Commission (\$)	Actions
<input type="checkbox"/>	UEN-LOCAL CO	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input type="checkbox"/>	UEN-OTHERS	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input type="checkbox"/>	NRIC	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT

CANCEL CHANGES DELETE RECORDS UPDATE CHANGES

- Edit Records

Total

Total No. of Records 3 Total Amount of Gross Commission ██████████

1 - 3 of 3 Records

<input type="checkbox"/>	Identification Type	Identification No.	Name	Gross Commission (SS) ▲	Actions
<input type="checkbox"/>	UEN-LOCAL CO	██████████	██████████	██████████	<input type="button" value="EDIT"/>
<input type="checkbox"/>	UEN-OTHERS	██████████	██████████	██████████.00	<input type="button" value="EDIT"/>
<input type="checkbox"/>	NRIC	██████████	██████████	██████████.00	<input type="button" value="EDIT"/>

 →

- Edit Gross Commission directly from the amount field and click <UPDATE CHANGES>.
- To edit payee's particulars, click <EDIT>.

- Delete Selected Records

Total

Total No. of Records 3 Total Amount of Gross Commission ██████████

1 - 3 of 3 Records

<input type="checkbox"/>	Identification Type	Identification No.	Name	Gross Commission (SS) ▲	Actions
<input checked="" type="checkbox"/>	UEN-LOCAL CO	██████████	██████████	██████████.00	<input type="button" value="EDIT"/>
<input type="checkbox"/>	UEN-OTHERS	██████████	██████████	██████████.00	<input type="button" value="EDIT"/>
<input type="checkbox"/>	NRIC	██████████	██████████	██████████.00	<input type="button" value="EDIT"/>

→

- To delete selected records, check the box for the selected record(s) or check the box at Identification Type to select all the records displayed on the page.
- Click <DELETE RECORDS>.



- Delete Records

Submit Commission Online [+ EXPAND ALL RECORDS](#)

[<Back to Commission Main Menu](#)

1. Create Submission | 2. Add Records | 3. Summary | 4. Acknowledgement

For Commission Derived in

2022 (YA 2023) | 2023 (YA 2024) | 2024 (YA 2025) | 2025 (YA 2026)

Pending Submission ⓘ

Date Created/ Updated	Last Updated by	Type	No. of Records	Actions
31 Jan 2025	██████████	ORIGINAL	3	DELETE CONTINUE

- To delete all records, click <DELETE> at Submit Commission Online page

- View and Print Statements

Submit Commission Online
[+ EXPAND ALL RECORDS](#)

1. Create Submission
2. Add Records
3. Summary
4. Acknowledgement

List of Commission Records

For Commission Derived in	2024 (YA 2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		

Authorised Person's Details [EDIT](#)

Name	Office Number	[REDACTED]
Designation	Mobile Number	[REDACTED]
Email Address	[REDACTED]	

Create Commission Records

Prepare commission records for submission. [ADD RECORD](#)

Import payees' particulars from past submissions. [IMPORT RECORDS](#)

Total

Total No. of Records	3	Total Amount of Gross Commission	[REDACTED]
----------------------	---	----------------------------------	------------

1 - 3 of 3 Records

	Identification Type	Identification No.	Name	Gross Commission (\$\$)	Actions
	OR		<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	UEN-LOCAL CO	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input checked="" type="checkbox"/>	UEN-OTHERS	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT
<input type="checkbox"/>	NRIC	[REDACTED]	[REDACTED]	[REDACTED].00	EDIT

[CANCEL CHANGES](#)
[DELETE RECORDS](#)
[UPDATE CHANGES](#)

Statement of Commission Income

Select to view or save statement of your Commission records. [VIEW / SAVE](#)

If you want to use this application to print a statement to your payee,

- Update your changes before clicking <VIEW/SAVE>. Otherwise, your changes will not be saved.
- At List of Commission Records, check the box for the selected record(s) or check the box at Identification Type to select all the records displayed on the page.
- Click <VIEW/SAVE>.

Sample View of Statement

■■■■■■■■■■
■■■■■■■■■■
■■■■■■■■■■

STATEMENT OF COMMISSION INCOME
for year ended 31 Dec 2024

This is a statement of your commission income for the year. You can use it for your tax filing.

For individuals: Your commission income received from organisations participating in e-Submission of Commission will be pre-filled in your online tax form for your convenience. Please check using this statement and claim your expenses, if any.

Organisation's Information

Identification Type : ■■■■■■■■■■
Tax Reference No. : ■■■■■■■■■■
Name : ■■■■■■■■■■

Payee's Particulars

Identification Type : ■■■■■■■■■■
Identification No. : ■■■■■■■■■■
Name : ■■■■■■■■■■

Details of Commission Income

Gross Commission : ■■■■■■■■■■

Declaration

Name of Authorised Person : ■■■■■■■■■■
Designation : ■■■■■■■■■■
Telephone No. : ■■■■■■■■■■
Email Address : ■■■■■■■■■■

- Export Records

Submit Commission Online
[+ EXPAND ALL RECORDS](#)

1. Create Submission
2. Add Records
3. Summary
4. Acknowledgement

List of Commission Records

For Commission Derived in	2024 (YA 2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		

Authorised Person's Details [EDIT](#)

Name	Office Number
Designation	Mobile Number
Email Address	

Create Commission Records

Prepare commission records for submission. [ADD RECORD](#)

Import payees' particulars from past submissions. [IMPORT RECORDS](#)

Total

Total No. of Records	Total Amount of Gross Commission
3	

1 - 3 of 3 Records

	Identification Type	Identification No.	Name	Gross Commission (\$)	Actions
<input type="checkbox"/>	UEN-LOCAL CO			.00	EDIT
<input type="checkbox"/>	UEN-OTHERS			.00	EDIT
<input type="checkbox"/>	NRIC			.00	EDIT

[CANCEL CHANGES](#)
[DELETE RECORDS](#)
[UPDATE CHANGES](#)

Statement of Commission Income [VIEW / SAVE](#)

Select to view or save statement of your Commission records.

Export Commission Records

Export all Commission records to a Microsoft Excel file. [EXPORT ALL RECORDS](#)

If you want to export the updated records to an Excel spreadsheet for your own record-keeping,

- click <EXPORT ALL RECORDS> at List of Commission Records.

Note:
You can filter or sort before exporting your records.



- Import Records from past Online Submission

Submit Commission Online + EXPAND ALL RECORDS

1. Create Submission **2. Add Records** 3. Summary 4. Acknowledgement

List of Commission Records

For Commission Derived in 2024 (YA2025) Submission Type ORIGINAL

Status NOT SUBMITTED

Authorised Person's Details EDIT

Name [Redacted] Office Number [Redacted]

Designation [Redacted] Mobile Number [Redacted]

Email Address [Redacted]

Create Commission Records

Prepare commission records for submission. ADD RECORD

Import payees' particulars from past submissions. ▶ IMPORT RECORDS

If you want to import the payees' particulars from past online submissions prepared via "Submit Commission Records" digital service,

- click <IMPORT RECORDS> at List of Commission Records.

Import Records

Select the submissions that you want to import.

1 - 2 of 2 Records

<input type="checkbox"/>	Year of Assessment	Date Submitted	Submission Reference No.	No. of Records
<input checked="" type="checkbox"/>	2025	10 Jan 2025	ES16201017COMM5377207725	1
<input type="checkbox"/>	2024	8 Jan 2024	ES16201017COMM5377207723	1

Import or Show (maximum of 500 records)
 Note: It may take up to 60 seconds to complete the import.

Import payee's particulars from past submissions directly. ▶ IMPORT RECORDS

Select from a list of payee's particulars to import. SHOW RECORDS

BACK

To import directly,

- At Import Records, select the corresponding submission (i.e. Year of Assessment) to import.
- Clicking <IMPORT RECORDS> will immediately import the payees' particulars to the list of commission records. Only unique records will be imported.
- The maximum number of records for each import is 500. If you have selected submissions containing more than 500 records in total, you would not be able to import directly. A list of payees' particulars will be displayed for your selection instead.

Import Records

Select the submissions that you want to import.

1 - 2 of 2 Records

<input type="checkbox"/>	Year of Assessment	Date Submitted	Submission Reference No.	No. of Records
<input checked="" type="checkbox"/>	2025	10 Jan 2025	ES16201017COMM5377207725	1
<input type="checkbox"/>	2024	8 Jan 2024	ES16201017COMM5377207723	1

Import or Show (maximum of 500 records)
Note: It may take up to 60 seconds to complete the import.

Import payee's particulars from past submissions directly. **IMPORT RECORDS**

Select from a list of payee's particulars to import. **SHOW RECORDS**

BACK

- To import via show records, select the corresponding submission and click <SHOW RECORDS> to display a list of records for your selection.

Import Records

Please select the commission earner records to import the particulars.

No. of records allowed to import: 497 records.

1 - 1 of 1 Records

<input type="checkbox"/>	Identification Type	Identification No.	Name
<input type="checkbox"/>	NRIC	██████████	██████████

BACK **IMPORT RECORDS**

- Check the box next to the records that you want to import or check the box next to Identification Type to select all the records displayed on the page.
- Click <IMPORT RECORDS>. The payees' particulars will be imported to List of Commission.

- Import Records from Excel

List of Commission Records

For Commission Derived in 2024 (YA2025) Submission Type ORIGINAL
 Status NOT SUBMITTED

Authorised Person's Details EDIT

Name [REDACTED] Office Number [REDACTED]
 Designation [REDACTED] Mobile Number [REDACTED]
 Email Address [REDACTED]

Create Commission Records

Prepare commission records for submission. ADD RECORD

Import payees' particulars from past submissions. IMPORT RECORDS

Import payees' particulars prepared using offline e-Commission Application. ▶ IMPORT EXCEL

If you want to import the payees' particulars from Excel,

- click <IMPORT EXCEL> at List of Commission Records.

Import Excel

You can import up to 500 records for the particulars of the commission payees via an Excel file ▶ SELECT FILE
 Note: It may take up to 80 seconds to complete the import.

Commission Payees' Details

	A	B	C	D	E	F	G	H	I	J
1	Identification Type	Identification No. (30 characters)	Name (30 characters)	Citizenship	Gender	Designation	Date of Birth	Address Line 1 (40 characters)	Address Line 2 (40 characters)	Address Line 3 (40 characters)

BACK IMPORT

- Click <SELECT FILE> at List of Commission Records.

Note:
 You can import up to a maximum of 500 records. If there are more than 500 records, prepare in a separate file.

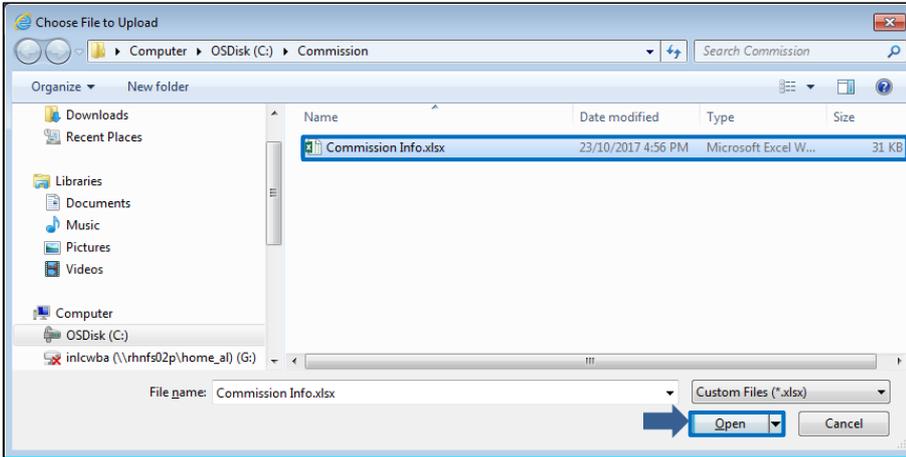
For the format of the Excel workbook that can be imported, please refer to the 'File Format - Import Excel' below:



[File Format – Import Excel](#)

Note:
 The file type extension of the Excel workbook must be in .xlsx.

1. Access Submit Commission Records 2. Preparation 3. Submission



- Browse to select the desired file for import.
- Click <Open>.

There are 2 error(s) found. Please rectify and load the data again.

- Row 30 Invalid Citizenship.
- Row 30 Invalid Gender.

Submit Commission Online

1. Create Submission 2. Add Records 3. Summary 4. Acknowledgement

Import Excel

You can import up to 500 records of the commission payees via an Excel file. **SELECT FILE**

Total gross commission amount cannot be more than 11 characters.

Note: It may take up to 80 seconds to complete the import.

	A	B	C	D	E	F	G	H	I
9	UENH-LOCAL CO								
10	UENH-LOCAL CO								
11	UENH-LOCAL CO								
12	UENH-LOCAL CO								
13	UENH-LOCAL CO								
14	UENH-LOCAL CO								
15	UENH-LOCAL CO								
16	UENH-LOCAL CO								
17	UENH-LOCAL CO								
18	UENH-LOCAL CO								
19	UENH-LOCAL CO								
20	UENH-LOCAL CO								
21	UENH-LOCAL CO								
22	UENH-LOCAL CO								
23	UENH-LOCAL CO								
24	UENH-LOCAL CO								
25	UENH-LOCAL CO								
26	UENH-LOCAL CO								
27	UENH-LOCAL CO								
28	UENH-LOCAL CO								
29	UENH-LOCAL CO								
30	UENH-LOCAL CO								
	NRIC		IRSIAN	MALE	REMBER		UBUYUS/2006		

- If there are any errors detected, the errors will be listed as shown. Rectify the error(s) within your Excel file before you click <SELECT FILE> again.

Import Excel

You can import up to 500 records for the particulars of the commission payees via an Excel file.

SELECT FILE

Note: It may take up to 80 seconds to complete the import.

Commission Payees' Details

	A	B	C	D	E	F	G	H	I	J
22	UEN-BUSINESS									
23	UEN-BUSINESS									
24	UEN-LOCAL CO									
25	UEN-LOCAL CO									
26	UEN-OTHERS									
27	UEN-LOCAL CO									
28	UEN-LOCAL CO									
29	UEN-OTHERS									
30	FIN			CHINESE	M	AGENT	11/11/1980			
31	FIN			AMERICAN	F	AGENT	12/11/1980			
32	FIN			BHUTAN	M	AGENT	13/11/1980			
33	FIN			CHINESE	F	AGENT	14/11/1980			
34	FIN			AMERICAN	M	AGENT	15/11/1980			
35	FIN			BHUTAN	F	AGENT	16/11/1980			
36	FIN			CHINESE	M	AGENT	17/11/1980			
37	FIN			AMERICAN	F	AGENT	18/11/1980			
38	FIN			BHUTAN	M	AGENT	19/11/1980			
39	FIN			AMERICAN	F	AGENT	20/11/1980			
40	FIN			BHUTAN	M	AGENT	21/11/1980			
41	FIN			S'PORE CITIZEN	F	AGENT	22/11/1980			
42	NRIC									

BACK

IMPORT

- If there are no errors detected, click <IMPORT>.

Step 3: Submission

1. Access Submit Commission Records > 2. Preparation > 3. Submission

- Submit Records

Submit Commission Online
[+ EXPAND ALL RECORDS](#)

1. Create Submission
2. Add Records
3. Summary
4. Acknowledgement

List of Commission Records

For Commission Derived in	2024 (YA2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		

Authorised Person's Details [EDIT](#)

Name	Office Number
Designation	Mobile Number
Email Address	

Create Commission Records

Prepare commission records for submission. [ADD RECORD](#)

Import payees' particulars from past submissions. [IMPORT RECORDS](#)

Total

Total No. of Records	Total Amount of Gross Commission
3	

1 - 3 of 3 Records

	Identification Type	Identification No.	Name	Gross Commission (\$\$)	Actions
<input type="checkbox"/>	UEN-LOCAL CO			.00	EDIT
<input type="checkbox"/>	UEN-OTHERS			.00	EDIT
<input type="checkbox"/>	NRIC			.00	EDIT

[CANCEL CHANGES](#)
[DELETE RECORDS](#)
[UPDATE CHANGES](#)

Statement of Commission Income [VIEW / SAVE](#)

Select to view or save statement of your Commission records.

Export Commission Records [EXPORT ALL RECORDS](#)

Export all Commission records to a Microsoft Excel file.

Next Step

Continue your preparation later.

[BACK](#)

OR

View a summary of your records before submitting to IRAS.

[PROCEED TO SUMMARY](#)

- Click <PROCEED TO SUMMARY> to proceed to the next step.



Submit Commission Online

1. Create Submission > 2. Add Records > 3. Summary > 4. Acknowledgement

Summary of Records

For Commission Derived in	2024 (YA2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		

Authorised Person's Details

Name	[REDACTED]	Office Number	[REDACTED]
Designation	[REDACTED]	Mobile Number	[REDACTED]
Email Address	[REDACTED]		

Commission Records

Total No. of Records	3	Total Amount of Gross Commission	[REDACTED]
----------------------	---	----------------------------------	------------

1 - 3 of 3 Records

Identification No.	Name	Gross Commission (\$\$)
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Next Step

Go back to List of Commission Records to edit the records.

OR

Records are complete and correct. Proceed to submit to IRAS.

Verify the information in the summary before proceeding with your submission.

- Click <SUBMIT RECORDS> to submit records to IRAS.

Acknowledgement

Successful Submission

Your submission will be processed within 5 working days.

Name of Organisation [REDACTED] Organisation Tax Ref No. [REDACTED]

Submission Ref No. ES17310118COMM5377228744 Date/ Time 31 JAN 2025 12:05PM

Name of Approver [REDACTED]

For Commission Derived in 2024 (YA2025)

Status SUBMITTED

Note
You are encouraged to save a copy of your Acknowledgement for future reference.

Next Step

View your submissions or make another submission, if necessary.

[VIEW SUBMISSIONS](#)

An acknowledgement page will be displayed once you have successfully submitted the commission records to IRAS. Note the Submission Ref No. for future reference.

- You may click <VIEW SUBMISSIONS> to return to Submit Commission Online page.

- How to view submitted information?

Submission of Commission Derived in 2024 (YA2025)

Type of Submission and No.of Records will be updated when the file is processed.

1 - 1 of 1 Record

Date Submitted	Type	Submission Ref No.	No. of Records	Total Gross Commission (\$)	Actions
31 JAN 2025	ORIGINAL	ES17310118COMM5377228744	3	[REDACTED]	VIEW

- To view more details on the submission, click <VIEW> at the Submit Commission Online.

- Summary of records submitted

Details of Commission Online Submission PRINT

Name of Organisation	[REDACTED]	Organisation Tax Ref No.	[REDACTED]
Submission Ref No.	ES17310118COMMS377228744	Date/Time	31 JAN 2025 12:05PM
Name of Approver	[REDACTED]		

For Commission Derived in	2025
Status	SUBMITTED

Commission Records

Total No. of Records	3	Total Amount of Gross Commission	[REDACTED]
----------------------	---	----------------------------------	------------

1 - 3 of 3 Records

Identification Type	Identification No.	Name	Gross Commission (\$)
UEN-LOCAL CO	[REDACTED]	[REDACTED]	[REDACTED]
Address			
UEN-OTHERS	[REDACTED]	[REDACTED]	[REDACTED]
Address			
NRIC	[REDACTED]	[REDACTED]	[REDACTED]
Date of Birth	[REDACTED]	Gender	[REDACTED]
Citizenship	[REDACTED]	Designation	[REDACTED]
Address			

Summary records will be displayed.

Contact Information

For enquiries on this user guide, please email go.gov.sg/iras-commission-enquiry or call 1800 356 8300.

Published by
Inland Revenue Authority of Singapore

Published on 10 Feb 2025

The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 10 Feb 2025 and are provided on an "as is" basis without warranties of any kind. IRAS shall not be liable for any damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.

© Inland Revenue Authority of Singapore