

User Guide for IPC

Submit Document (BIPS)

User Guide (IPC): Submit Document (BIPS)

The screenshot shows the myTax Portal interface for user ABC PTE LTD (Tax Ref No. 200403969G). The navigation bar includes 'Overview', 'Corporate Tax', 'Employers', and a highlighted 'More' dropdown menu. The 'More' menu contains 'e-Submission' (Download Donation Application & Submit Records) and 'Others' (Submit Document). The 'Submit Document' option is highlighted with a green box. Below the navigation bar, there is a 'Tax Filing Status' section and a 'Corporate Tax' table with 8 records. The table shows one record for Form C, Year of Assessment 2016, Status Ready to File, and Date Due 30 Nov 2016.

Form	Year of Assessment	Status	Date Due	Date Received	Actions
Form C	2016	Ready to File	30 Nov 2016		

Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the e-Service from the menu: More > Submit Document
	<p><u>Note:</u></p> <ol style="list-style-type: none"> Only staff who is authorised as “Approver” can upload BIPS Service Giving Declaration Form and submit it to IRAS. For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.

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Submit Document

Important

1. Please ensure file attachments are free from unsafe and active contents. Otherwise, they will not be processed by IRAS. ⓘ
2. You can submit up to 12 documents in a year.
ⓘ [What if I have more documents to submit?](#)

Filing For

IPC

Calendar Year

2017

Document Submission

Type of Document	Status	Details	Actions
BIPS Service Giving Declaration Form			SELECT FILE File Type Allowed pdf Maximum File Size 4MB

SUBMIT TO IRAS

Step	Action/ Note
	Submit Document – Approver’s view
1	Select IPC from the dropdown menu at “ Filing For ”.
2	Select the year for which the BIPS Service Giving Declaration Form is to be submitted, from the dropdown menu at “ Calendar Year ”.
3	Click on Select File to select and upload the file for submission.
4	Click on Submit to IRAS .

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Submit Document

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Filing For

Calendar Year

Document Submission

Type of Document	Status	Details	Actions
BIPS Service Giving Declaration Form			<input type="button" value="SELECT FILE"/> File Type Allowed pdf Maximum File Size 4MB
BIPS Service Giving Declaration Form	RECEIVED	Date Submitted 05 May 2017 Acknowledgement No. 226061	

Step	Action/ Note
	Submit Document – Approver’s view – after submission to IRAS
	<u>Note:</u> <ol style="list-style-type: none"> 1. Document submitted to IRAS will be updated in the Document Status table (the table at the bottom) with the following: <ul style="list-style-type: none"> • Date submitted • Acknowledgment No. 2. Document attached has to be within the maximum file size and of acceptable file type, as indicated.

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The screenshot shows the IRAS 'Submit Document' interface. At the top, a blue navigation bar contains 'Overview', 'Corporate Tax', 'Employers', and 'More'. A green box highlights the 'Overview' link, with a green arrow pointing to a 'Confirm Navigation' dialog box. The dialog asks, 'Are you sure you want to leave this page? Changes made will not be saved.' and provides two buttons: 'STAY ON PAGE' and 'LEAVE PAGE'. Below the dialog, the 'Submit Document' page is visible, featuring an 'Important' section with instructions, 'Filing For' (IPC) and 'Calendar Year' (2017) dropdowns, a 'Document Submission' table, and a 'SUBMIT TO IRAS' button at the bottom.

Confirm Navigation

Are you sure you want to leave this page? Changes made will not be saved.

STAY ON PAGE LEAVE PAGE

Submit Document

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- You can submit up to 12 documents in a year.
? What if I have more documents to submit?

Filing For: IPC

Calendar Year: 2017

Document Submission

Type of Document	Status	Details	Actions
BIPS Service Giving Declaration Form			X REMOVE

File Attached: Test.pdf

SUBMIT TO IRAS

Step	Action/ Note
	Ensuring documents are submitted before you leave Submit Document page
1	Clicking on any tabs in the Menu bar (e.g. Overview) will leave the Submit Document page.
2	A system message will be displayed if you attempt to leave the Submit Document page after you have selected a document and <u>before</u> clicking on Submit to IRAS .
	<u>Note:</u> Document will not be processed if you leave the Submit Document page without clicking on Submit to IRAS .

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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