

# User Guide for Tax Agent

## Update Corporate Profile/ Contact Details

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The navigation bar includes 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. The 'Account' menu is open, showing options under 'Profile' and 'Tax Account'. The 'Update Corporate Profile/ Contact Details' option is highlighted with a green box. Below the menu, there is a brief description of the myTax Portal and a note about using the navigation bar.

**Profile**

- Update Notice Preferences
- Update Corporate Profile/ Contact Details**
- Update GST Contact Details
- Update Partnership Contact Details
- View AEOI Contact Details

**Tax Account**

- Pay Taxes
- Request Penalty Waiver/ Extension of Time to File
- View Account Summary
- View Late Filing Fee/ Summons
- View Payment Plan

myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.

Use the navigation bar above to access a range of e-Services available to you.

Step	Action/ Note
	<b>Main Menu</b>
1	Upon login to myTax Portal, select the digital service from the menu: Account > <b>Update Corporate Profile/ Contact Details</b> .
	<b>Note:</b> For steps on logging in to myTax Portal, you may refer to our <a href="#">Guide on How to Log In to myTax Portal</a> .

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Client Selection  
for Update Corporate Profile/ Contact Details

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO

NEXT

Step	Action/ Note
1	Select <b>Entity Type</b> .
2	Enter <b>Client Tax Ref No.</b>
3	Click on <b>Next</b> .

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

 Overview Corporate Tax ▾ GST ▾ Employers ▾ More ▾

## Update Corporate Profile/ Contact Details

### Corporate Profile

<b>Name</b> ABC CO LTD	<b>Tax Ref No.</b> T20UF1234A
<b>Type of Company</b> FOREIGN COMPANY	<b>Company Status</b> ACTIVE from 01 Jan 2020
<b>Place of Registration/ Incorporation</b> FRANCE	<b>Registration/ Incorporation Date</b> 01 Jan 2020
<b>Place of Control and Management</b> FRANCE	

### Financial Year End

Day    Month

31 / 12

### Functional Currency

Financial Statements prepared in

SINGAPORE DOLLAR ▾

### Note

You can view your client's particulars/ contact details on this page.

Refer to page 5 for steps to update financial year end.

Refer to page 6 for steps to update functional currency.

Refer to pages 7 and 8 for steps to view/ edit company address.

Refer to page 9 for steps to update contact information.

You can inform us via myTax Mail if any of the information displayed is incorrect.

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

## Financial Year End

Day Month

31 / 12

## Functional Currency

Financial Statements prepared in

SINGAPORE DOLLAR

## Address

Company Address

89 ROBINSON ROAD #8-00  
Singapore 326589

[Edit Company Address](#)

## Contact Information

### Note

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

SAVE

Step

Action/ Note

## Update Financial Year End

1

Enter Financial Year End.

2

Click on **Save**. A pop-up message will prompt you to confirm the entry.

3

Click on **Yes** to save.

### Note:

Only persons authorised as 'Approver' can update the financial year end for a company not registered with the Accounting & Corporate Regulatory Authority (ACRA).

For company that is registered with ACRA, any changes in financial year end should be updated with ACRA at BizFile+ and the updates will be transmitted to IRAS periodically.

Save

Confirm Save?

NO

YES

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

## Financial Year End

Day    Month

31 / 12

## Functional Currency

Financial Statements prepared in

SINGAPORE DOLLAR

## Address

Company Address

89 ROBINSON ROAD #8-00  
Singapore 326589

[Edit Company Address](#)

## Contact Information

### Note

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

SAVE

Step	Action/ Note
	<b>Update Functional Currency</b>
1	If the company's financial statements are prepared in a non-S\$ functional currency, select the functional currency used to present its financial statements.  If the functional currency used is not in the selection list, choose "Currencies other than S\$".
2	Click on <b>Save</b> . A pop-up message will prompt you to confirm the entry.
3	Click on <b>Yes</b> to save.
	<b>Note:</b> Only persons authorised as 'Approver' can make changes to Functional Currency.

Save

Confirm Save?

NO

YES

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

## Address

Company Address  
89 ROBINSON ROAD #8-00  
Singapore 326589

[Edit Company Address](#)

## Address

Company Address X Cancel

Singapore

Effective date from 22/08/2021

Company Address X Cancel

SINGAPORE

Postal Code 188000 RETRIEVE

Blk/ House No. Unit No.

55

Street Name

VICTORIA ST

Effective date from 22/08/2021

## Contact Information

**Note**  
Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

SAVE

Save

Confirm Save?

NO

YES

Step

Action/ Note

## Update Local Address

1

Click on **Edit Company Address**.

2

Select Singapore, enter Postal Code and click on **Retrieve**.

3

Select Blk/ House No., enter Unit No., if any, and effective date of the new address.

4

Click on **Save**. A pop-up message will prompt you to confirm the entry.

5

Click on **Yes** to save.

## Notes:

1. Only persons authorised as 'Approver' can update the address for a company not registered with the Accounting & Corporate Regulatory Authority (ACRA). Changes made to the address will generally be processed and updated within 3 working days.
2. For companies registered with ACRA, any changes in address should be updated with ACRA and the updates will be transmitted to IRAS periodically.

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

**Address**

Company Address  
55 NEWTON RD  
Singapore 307987

[Edit Company Address](#)

---

**Address**

Company Address × Cancel

Select Country/ Territory

Effective date from 01/12/2021

---

**Address**

Company Address × Cancel

MALAYSIA

Effective date from 02/03/2018

**Contact Information**

**Note**  
Update your mobile phone number to receive SMS notifications.  
Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notifications from IRAS, please remove your mobile number.

**Contact Person**  
BEN LIM

**Designation**  
TAX AGENT

**Email Address**  
BENLIM@YY.COM

**Office No.**  
+65 67654321

**Save**

Confirm Save?

Step	Action/ Note
	<b>Update Foreign Address</b>
1	Click on <b>Edit Company Address</b> .
2	Select Country/ Territory, enter address and effective date of the new address.
3	Click on <b>Save</b> . A pop-up message will prompt you to confirm the entry.
4	Click on <b>Yes</b> to save.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> <li>Only persons authorised as 'Approver' can update the address for a company <u>not</u> registered with the Accounting &amp; Corporate Regulatory Authority (ACRA). Changes made to the address will generally be processed and updated within 3 working days.</li> <li>For companies registered with ACRA, any changes in address should be updated with ACRA and the updates will be transmitted to IRAS periodically.</li> </ol>



# User Guide (Tax Agent): Update Corporate Profile/ Contact Details

**Contact Information**

**Note**  
Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person  
BEN LIM

Designation  
TAX AGENT

Email Address  
BENLIM@YY.COM

Office No.  
+65 67654321

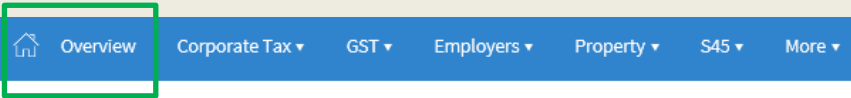
**SAVE**

Step	Action/ Note
	<b>Update Contact Information</b>
1	Enter contact details.
2	Click on <b>Save</b> . A pop-up message will prompt you to confirm the entry.
3	Click on <b>Yes</b> to save.
	<b>Note:</b> Only persons authorised as 'Approver' can make changes to contact details.

Save

Confirm Save?

# User Guide (Tax Agent): Update Corporate Profile/ Contact Details



Update Corporate Profile/ Contact Details

[SAVE AS PDF/ PRINT](#)

## Acknowledgement

### Successful Submission

Your request to change the company's corporate profile/ contact details has been submitted.

Name	ABC CO LTD	Tax Ref No.	T20FC1234A
Acknowledgement No.	413420	Date/ Time	23 Aug 2021 12:00 AM
Updated by	BEN LIM	Tax Agent Firm	YY PTE LTD

You requested to update the following details:

Financial Year End	30 Apr
Financial Statements prepared in	SINGAPORE DOLLAR
Contact Person	BEN LIM
Designation	TAX AGENT
Email Address	BENLIM@YY.COM
Office No.	+65 67654321

Step	Action/ Note
	An acknowledgement will be displayed upon successful submission.
1	Click on <b>Save As Pdf/ Print</b> to print or save a copy of the Acknowledgement.
2	Select <b>Overview</b> from the menu to return to home page.

## Contact Information

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

Published by  
Inland Revenue Authority of Singapore

Published on 6 May 2022

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 06/05/2022 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