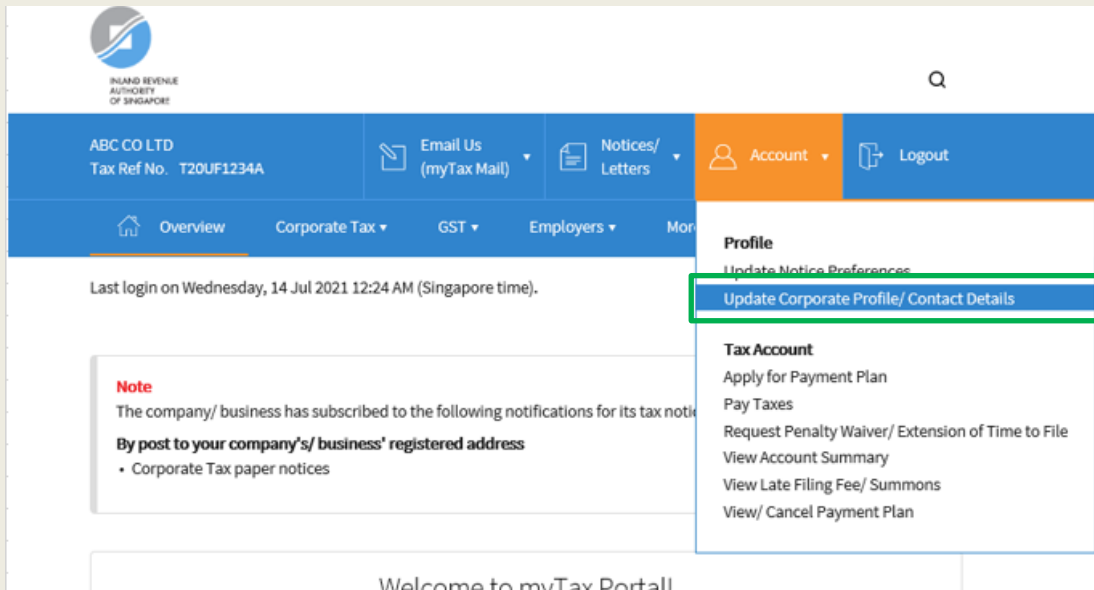


# User Guide for Company

## Update Corporate Profile/ Contact Details

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



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 (Company): 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 company's particulars/ contact details on this page.

Refer to page 4 for steps to update financial year end.

Refer to page 5 for steps to update functional currency.

Refer to pages 6 and 7 for steps to view/ edit company address.

Refer to page 8 for steps to update contact information.

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

# User Guide (Company): 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

CHARLES TAN

Designation

MANAGER

Email Address

CHARLESTAN@XX.COM

Mobile No.

+65 98765432

Office No.

+65 12345678

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 (Company): 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

CHARLES TAN

### Designation

MANAGER

### Email Address

CHARLESTAN@XX.COM

### Mobile No.

+65 98765432

### Office No.

+65 12345678

SAVE

## Step

## Action/ Note

### Update Functional Currency

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 **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 make changes to Functional Currency.

Save

Confirm Save?

NO

YES

# User Guide (Company): 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  
CHARLES TAN

Designation  
MANAGER

Email Address  
CHARLESTAN@IXL.COM

Mobile No.  
+65 98765432

Office No.  
+65 12345678

[SAVE](#)

Save

Confirm Save?

[NO](#) [YES](#)

Step	Action/ Note
	<b>Update Local Address</b>
1	Click on <b>Edit Company Address</b> .
2	Select Singapore, enter Postal Code and click on <b>Retrieve</b> .
3	Select Blk/ House No., enter Unit No., if any, and effective date of the new address.
4	Click on <b>Save</b> . A pop-up message will prompt you to confirm the entry.
5	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 (Company): Update Corporate Profile/ Contact Details

## Address

Company Address  
89 ROBINSON ROAD #8-00  
Singapore 326589

[Edit Company Address](#)

## Address

Company Address ✕ Cancel

Select Country/ Territory

Effective date from 01/12/2021

## Address

Company Address ✕ Cancel

MALAYSIA

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

CHARLES TAN

## Designation

MANAGER

## Email Address

CHARLESTAN@XX.COM

## Mobile No.

+65 98765432

## Office No.

+65 12345678

Save

Confirm Save?

NO

YES

SAVE

## Step

## Action/ Note

### Update Foreign Address

1

Click on **Edit Company Address**.

2

Select Country/ Territory, enter address and effective date of the new address.

3

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

4

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 (Company): 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

Designation

Email Address

Mobile No.

Office No.

**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 (Company): Update Corporate Profile/ Contact Details

Home Overview Corporate Tax GST Employers More

## 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.	T20UF1234A
Acknowledgement No.	243752	Date/ Time	22 Aug 2021 9:17 PM
Updated by	TEST_CO APPROVER 7		

You requested to update the following details:

Financial Year End	30 Jun
Financial Statements prepared in	SINGAPORE DOLLAR
Contact Person	CHARLES TAN
Designation	MANAGER
Email Address	CHARLESTAN@XX.COM
Mobile No.	+65 98765432
Office No.	+65 12345678

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](#).

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