

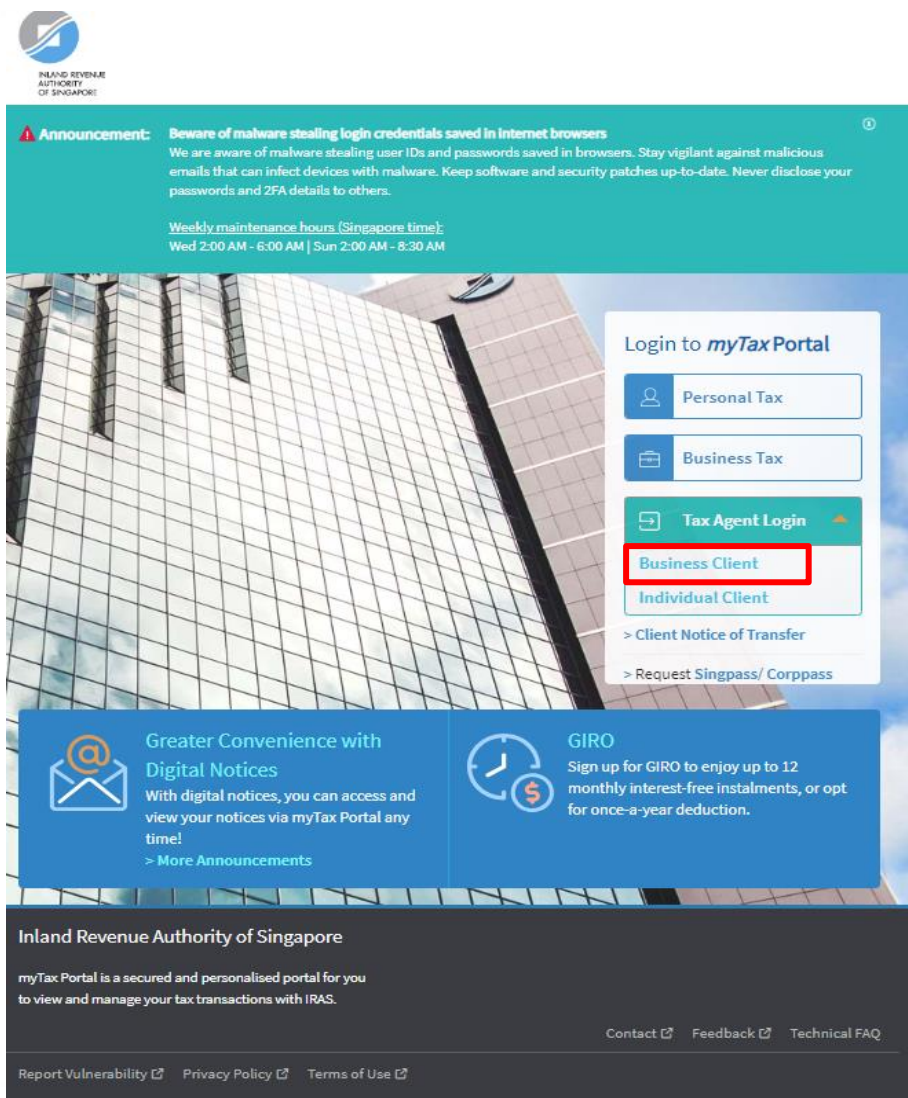
# User Guide for E-Submission EIS Enhanced Deductions/ Allowances For **Tax Agent**



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INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User guide (For Tax Agent [**Preparer & Approver**]): E-Submission of EIS Enhanced Deductions/ Allowances



S/N	Action/ Note
Logging in to myTax Portal	
1	Enter the URL: <a href="https://mytax.iras.gov.sg/ESVWeb/default.aspx">https://mytax.iras.gov.sg/ESVWeb/default.aspx</a>
2	For Tax Agents: Select "Tax Agent Login" > "Business Client"
3	Login with Singpass* <i>*You may use the Singpass app or Password login</i>
4	<p>Note: For partnerships, tax agents will be able to submit the EDA record on behalf of their client.</p> <p>For individuals, tax agents will not be allowed to use the "Submit EIS Enhanced Deduction/ Allowances Records" digital service.</p> <p>For Companies, please declare the enhanced deductions/ allowances in the Corporate Income Tax Return (CIT) by completing the details under the 'Enterprise Innovation Scheme' section of the CIT.</p>

# User guide (For Tax Agent [Preparer & Approver]):

## E-Submission of EIS Enhanced Deductions/ Allowances

The screenshot shows the myTax Portal interface. At the top, there is a header bar with the Inland Revenue Authority of Singapore logo and a search bar. Below the header, there is a navigation bar with links to 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. The main navigation menu includes 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'EIS', and 'More'. The 'More' dropdown menu is open, showing various services. A red box highlights the 'More' button, and a red box highlights the 'Submit EIS Enhanced Deduction/ Allowance Records' option in the dropdown menu. A red box also highlights the 'Submit EIS Enhanced Deduction/ Allowance Records' option in the dropdown menu.

ABC Partnership  
Tax Ref No: 589654785

Overview Corporate Tax GST Employers Property EIS More

1

2

Submit EIS Enhanced Deduction/ Allowance Records

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

Contact Feedback Technical FAQ

Report Vulnerability Privacy Policy Terms of Use

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IRAS 22/11/2023-01U

S/N	Action/ Note
Entering myTax Portal e-Services	
1	Upon login to myTax Portal, click on "More"
2	Select "Submit EIS Enhanced Deduction/ Allowance Records"

# User guide (For Tax Agent [Preparer & Approver]):

## E-Submission of EIS Enhanced Deductions/ Allowances – Client Selection

ABC Partnership  
Tax Ref No: 589654785

Email Us  
(myTax Mail)

Notices/  
Letters

Account

Logout

Overview

Corporate Tax

GST

Employers

Property

S4S

More

Client Selection  
Submit EIS Enhanced Deduction/ Allowance Records

Continue with

1 Client Tax Ref No. UEN-LOCAL CO UEN-LOCAL CO UEN-BUSINESS UEN-OTHERS ASGD ITR

2

Legend for Organisation Tax Ref No.

UEN (Unique Entity No.) Format

ID Type	Format	Description	Example
UEN-LOCAL CO (previously "ROC")	yyyynnnnX (10 characters)	Local Companies	200312345A
UEN-BUSINESS (previously "ROB")	nnnnnnnX (9 characters)	Local Businesses (exclude sole-proprietorships for GST) Partnerships	52912345A
UEN-OTHERS	TyyPQnnnX (10 characters)	Foreign Companies Limited Liability Partnerships Clubs, Associations, Societies, Government Agencies & Others	T08FC1234A T08LL1234A T08SS1234A

Other Format

ID Type	Format	Description	Example
ASGD	QnnnnnnX (9 characters)	Others	A2500123J
ITR	nnnnnnnnX (10 characters)	Others	200112345X

S/N	Action/ Note
1	Select the correct "Client Tax Ref No." from the dropdown list provided
2	Click <Next> after you have keyed in the Client Tax Ref No.
3	Note: If you are unsure of the type of Client Tax Ref No. to use, you may refer to the legend provided for your reference before proceeding
4	Note: Please refer to the <a href="#">User Guide for Submit EIS Enhanced Deduction/ Allowance Records</a> for steps on how to proceed with the submission of record