



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

View/Update My Profile

Estimated submission time required is about 5 minutes. Please have the following information ready before using the e-Service:

1. Your Singpass
2. The Reporting SGFI's Singapore Tax Reference Number

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1.View/ Update My Profile – For Entities

1. View/ Update My Profile – For Entities

Step 1

- Log in via [myTax Portal](#) > Select More > AEOI > **View/Update My Profile**

Step 2

- As a Point of Contact or an Authorised User of the FI, you can edit your contact details using the View/ Update My Profile e-Service:
 - a) If you are an **Authorised User** (i.e. a person who is authorised by the FI's Corppass admin via Corppass to perform AEOI transactions on behalf of the FI) of the FI, proceed to **Step 3**
 - b) If you are a **Point of Contact** (i.e. a person who is authorised by the FI to be the main contact point for the FI on AEOI matters) of the FI, proceed to **Step 4**

The screenshot displays the myTax Portal interface for an entity user. At the top, it identifies the site as a Singapore Government Agency Website and shows the Inland Revenue Authority of Singapore logo. The user's tax reference number (XXX) and the current tax authority date (14/07/2021) are visible. The navigation bar includes options for 'Email Us (myTax Mail)', '354 Notices/Letters', 'Account', and 'Logout'. Below this, a 'More' dropdown menu is open, listing several AEOI-related services. The 'View/ Update My Profile' option is highlighted with a red rectangular box. Other visible options in the dropdown include 'View/ Update EAEOI Profile', 'View/ Edit Trustee-Documented Trusts', 'Submit CRS or FATCA Return', 'View Submitted Financial Account Report', 'View AEOI e-Service Transaction History', and 'Apply to Deregister for AEOI'. The page also shows the user's last login time as Wednesday, 14 Jul 2021 11:36.

1. View/ Update My Profile – For Entities

Step 3

Edit (for Authorised User)

- As an Authorised User, you may edit the following contact details

Contact Details:

- Designation
- Email address
- Mobile No.
- Office No.

You are an Authorised User of the FI

Designation*

Email Address*

Mobile No.

Office No.

Email Alert Subscription

Email alert on certain AEOI matters relating to the financial institution (FI) can be sent. Please select the type of email alert which you would like to receive from IRAS.

Alert Type	<input type="checkbox"/> Subscribe
Alert me when IRAS acknowledges the receipt of an AEOI return submitted by the FI An acknowledgement is provided to FI after an AEOI return has been submitted for the FI (or its Trustee-Documented Trust (TDT), where applicable).	<input checked="" type="checkbox"/>
Alert me when IRAS notifies the FI on the outcome after processing the return submitted by the FI A notification pertaining to the processing outcome of an AEOI return submitted for FI (or its TDT, where applicable) has been issued to the FI.	<input type="checkbox"/>
Alert me when IRAS has a notice for the FI An AEOI notice, other than a notification pertaining to the processing outcome of a submitted AEOI return, has been issued to the FI.	<input checked="" type="checkbox"/>
Alert me when IRAS broadcasts a message to FIs An AEOI message that is meant for all or selected FIs has been sent out by IRAS.	<input type="checkbox"/>

Note:
You will receive the same email alert for every FI which you are a user of and have selected this option. If you do not wish to receive multiple email alerts when IRAS broadcasts a message to the FIs, please do not select this option.

RESET

SAVE

1. View/ Update My Profile – For Entities

Step 3

Edit (for Authorised User) (Cont'd)

- As an Authorised User, you may select the type of email alerts which you would like to receive from IRAS on AEOI matters:
- **Alert Types:**
 - i. Alert me when IRAS acknowledges the receipt of an AEOI return submitted by the FI
 - ii. Alert me when IRAS notifies the FI on the outcome after processing the return submitted by the FI
 - iii. Alert me when IRAS has a notice for the FI
 - iv. Alert me when IRAS broadcasts a message to FIs
- Click **“Save”**

You are an Authorised User of the FI

Designation*

TEST_ENTITY1

Email Address*

Mobile No.

+85

Office No.

+85

Email Alert Subscription

Email alert on certain AEOI matters relating to the financial institution (FI) can be sent. Please select the type of email alert which you would like to receive from IRAS.

Alert Type	<input type="checkbox"/> Subscribe
Alert me when IRAS acknowledges the receipt of an AEOI return submitted by the FI An acknowledgement is provided to FI after an AEOI return has been submitted for the FI (or its Trustee-Documented Trust (TDT), where applicable).	<input checked="" type="checkbox"/>
Alert me when IRAS notifies the FI on the outcome after processing the return submitted by the FI A notification pertaining to the processing outcome of an AEOI return submitted for FI (or its TDT, where applicable) has been issued to the FI.	<input type="checkbox"/>
Alert me when IRAS has a notice for the FI An AEOI notice, other than a notification pertaining to the processing outcome of a submitted AEOI return, has been issued to the FI.	<input checked="" type="checkbox"/>
Alert me when IRAS broadcasts a message to FIs An AEOI message that is meant for all or selected FIs has been sent out by IRAS. Note: You will receive the same email alert for every FI which you are a user of and have selected this option. If you do not wish to receive multiple email alerts when IRAS broadcasts a message to the FIs, please do not select this option.	<input type="checkbox"/>

RESET

SAVE

1. View/ Update My Profile – For Entities

Step 4

Edit (for Point of Contact)

- As a Point of Contact, you may edit the following contact details

Contact Details:

- Designation
- Email address
- Mobile No.
- Office No.

- Click **“Save”**



If you are not a Point of Contact, skip step 4, and proceed to step 5.

View/ Update My Profile

 [SAVE AS PDF/ PRINT](#)

Tax Ref No.

Name

You are the Point of Contact of the FI

Designation*

CEO

Email Address*

Mobile No.

+65

Office No.

+65

Email Alert Subscription

Email alert on certain AEOL matters relating to the financial institution (FI) can be sent. Please select the type of email alert which you would like to receive from IRAS.

Alert Type

Subscribe

Alert me when IRAS broadcasts a message to FIs

An AEOL message that is meant for all or selected FIs has been sent out by IRAS.

Note:

You will receive the same email alert for every FI which you are a user of and have selected this option. If you do not wish to receive multiple email alerts when IRAS broadcasts a message to the FIs, please do not select this option.

RESET

SAVE

1. View/ Update My Profile – For Entities

Step 4

Edit (for Point of Contact) (Cont'd)

- As an Point of Contact, you will be automatically subscribed to the following email alerts:

Alert Types:

- Alert me when IRAS acknowledges the receipt of and AEOI return submitted by the FI
 - Alert me when IRAS notifies the FI on the outcome after processing the return submitted by the FI
 - Alert me when IRAS has a notice for the FI
- You may wish to subscribe to the following email alert as well:
 - Alert me when IRAS broadcasts a message to FIs
- Click **“Save”**

View/ Update My Profile

 SAVE AS PDF/ PRINT

Tax Ref No.

Name

You are the Point of Contact of the FI

Designation*

CEO

Email Address*

Mobile No.

+65

Office No.

+65

Email Alert Subscription

Email alert on certain AEOI matters relating to the financial institution (FI) can be sent. Please select the type of email alert which you would like to receive from IRAS.

Alert Type

Subscribe

Alert me when IRAS broadcasts a message to FIs

An AEOI message that is meant for all or selected FIs has been sent out by IRAS.

Note:

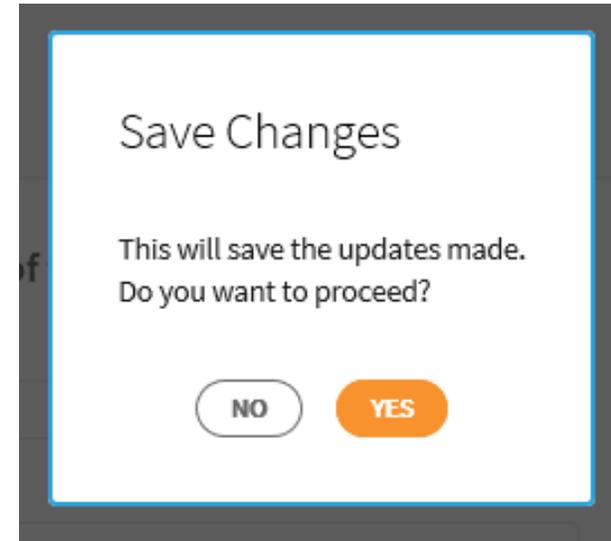
You will receive the same email alert for every FI which you are a user of and have selected this option. If you do not wish to receive multiple email alerts when IRAS broadcasts a message to the FIs, please do not select this option.

RESET

SAVE

Step 5

- Click **“Yes”** if you wish to save the updates made or click **“No”** to cancel



1. View/ Update My Profile – For Entities

- Upon successful submission of your updates, you will be brought to the **Acknowledgement Page**.



Changes made to View/Edit My Profile will be effected immediately, and a copy of the Acknowledgement Page will be saved in View AEOI Notices/Letters e-Service.

Acknowledgement

Successful Submission

Your request to update your profile information has been submitted.

Name	XXX	Tax Ref No.	[Redacted]
Acknowledgement No.	412965	Date/ Time	30 Jul 2021 5:08 PM

You updated the following details:

Office No.	[Redacted]	-Updated-
Email Alerts	Alert me when IRAS Acknowledges the Receipt of an AEOI Return Submitted by the FI	-Removed-
	Alert me when IRAS Notifies the FI on the Outcome After Processing the Return Submitted by the FI	-Removed-
	Alert me when IRAS has a Notice for the FI	-Removed-
	Alert me when IRAS Broadcast a Message to FIs	-Removed-

Please print a copy of this acknowledgement page for your records.

2.View/ Update My Profile – For Tax Agents

2. View/ Update My Profile – For Tax Agents

Step 1

- Log in via [myTax Portal](#) > Select More > AEOI > **View/Update My Profile**

The screenshot displays the myTax Portal interface for tax agents. At the top, it identifies itself as a Singapore Government Agency Website and features the Inland Revenue Authority of Singapore logo. A navigation bar includes a search icon, a 'Tax Ref No.' field, and links for 'Email Us (myTax Mail)', '354 Notices/Letters', 'Account', and 'Logout'. Below this, a menu bar shows 'Overview', 'Employers', and 'More'. The 'More' menu is expanded, listing several options under the 'AEOI' category. The option 'View/ Update My Profile' is highlighted with a red rectangular box. Other visible options include 'View/ Update FI AEOI Profile', 'View/ Edit Trustee-Documented Trusts', 'Submit CRS or FATCA Return', 'View Submitted Financial Account Report', 'View AEOI e-Service Transaction History', and 'Apply to Deregister for AEOI'. A notification indicates the user's last login on Wednesday, 14 Jul 2021 at 11:36. A security message at the bottom states 'myTax Portal is a secured, personalis...' and 'ctions with IRAS, at your'.

2. View/ Update My Profile – For Tax Agents

Step 2

At View/Update My Profile landing page,

- Select the appropriate entity ID type (e.g. ASGD, ITR, UEN-Business, UEN-Local Co, UEN-Others) and enter your client's tax reference number
- Click **“Next”**

Client Selection
for Profile Management

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO ▼

NEXT

2. View/ Update My Profile – For Tax Agents

Step 3

- As an Authorised User, you may edit the following contact details:

Contact Details:

- Designation
 - Email address
 - Mobile No.
 - Office No.
- Click **“Next”**

View/ Update My Profile

 [SAVE AS PDF/ PRINT](#)

Tax Ref No.

Name

You are an Authorised User of the FI

Designation*

CEO

Email Address*

Mobile No.

+65

Office No.

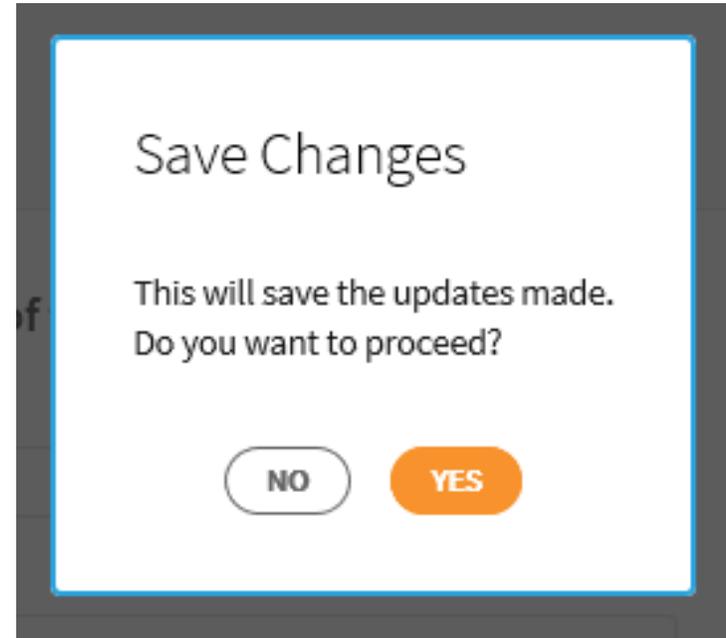
+65

RESET

SAVE

Step 4

- Click **“Yes”** if you wish to save the updates made or click **“No”** to cancel



2. View/ Update My Profile – For Tax Agents

- Upon successful submission of your updates, you will be brought to the **Acknowledgment Page**.



Changes made to View/Edit My Profile will be effected immediately, and a copy of the Acknowledgement Page will be saved in View AEOI Notices/Letters e-Service.

Acknowledgement

Successful Submission

Your request to update your profile information has been submitted.

Name	XXX	Tax Ref No.	[REDACTED]
Acknowledgement No.	416453	Date/ Time	23 Dec 2021 3:11 PM

You updated the following details:

Office No.	[REDACTED]	-Updated-
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Please print a copy of this acknowledgement page for your records.

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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 4 Jan 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.

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