



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Manage Donation Submissions (Donation Digital Service)

Table of Contents

About Donation Digital Service ----- 3

Hardware and Software Requirements ----- 4

Access Manage Donation Submissions----- 5-7

View Past Submissions----- 8-10

Submit Nil Return ----- 11-15

View Contact Details ----- 16-17

About Donation Digital Service

Manage Donation Submissions allows Institutions of a Public Character (IPCs), Qualifying Grantmakers and Government Agencies to perform the following:

- view their past submissions
- submit nil return
- view/ edit contact details

Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

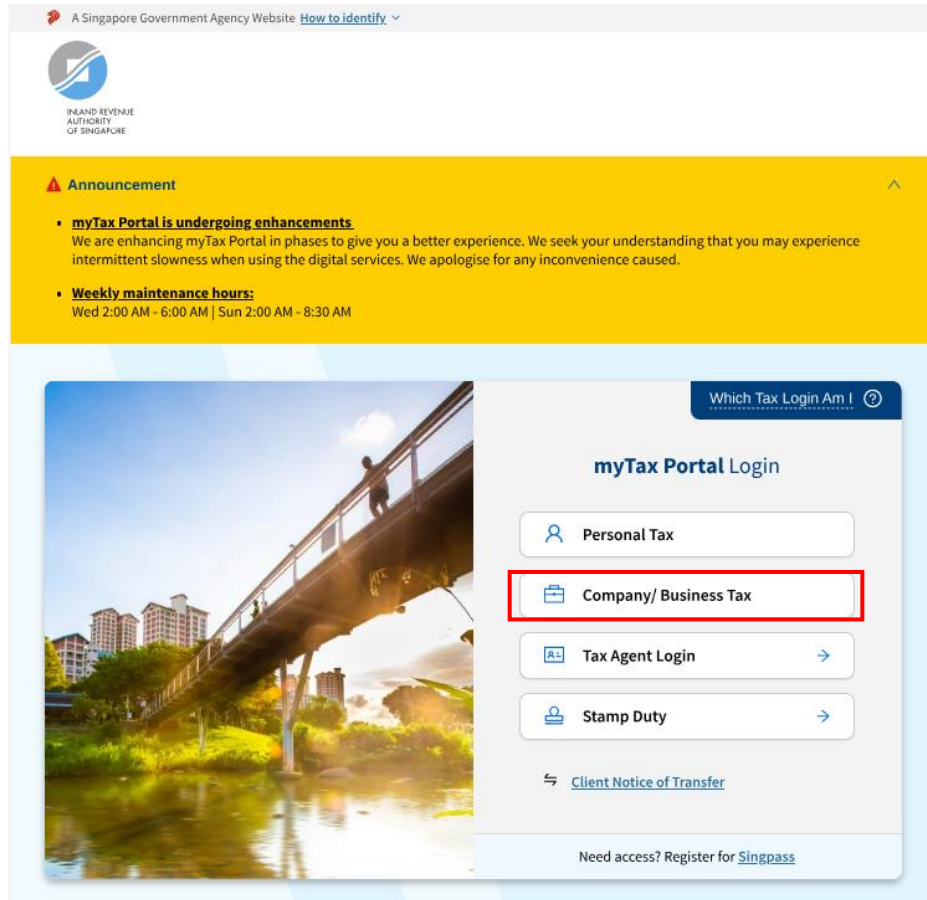
Operating system

- Windows 10 and above
- MAC OS 12 and above

Browser

- Microsoft Edge 132 and above
- Google Chrome 133 and above
- Safari Browser 17, 18

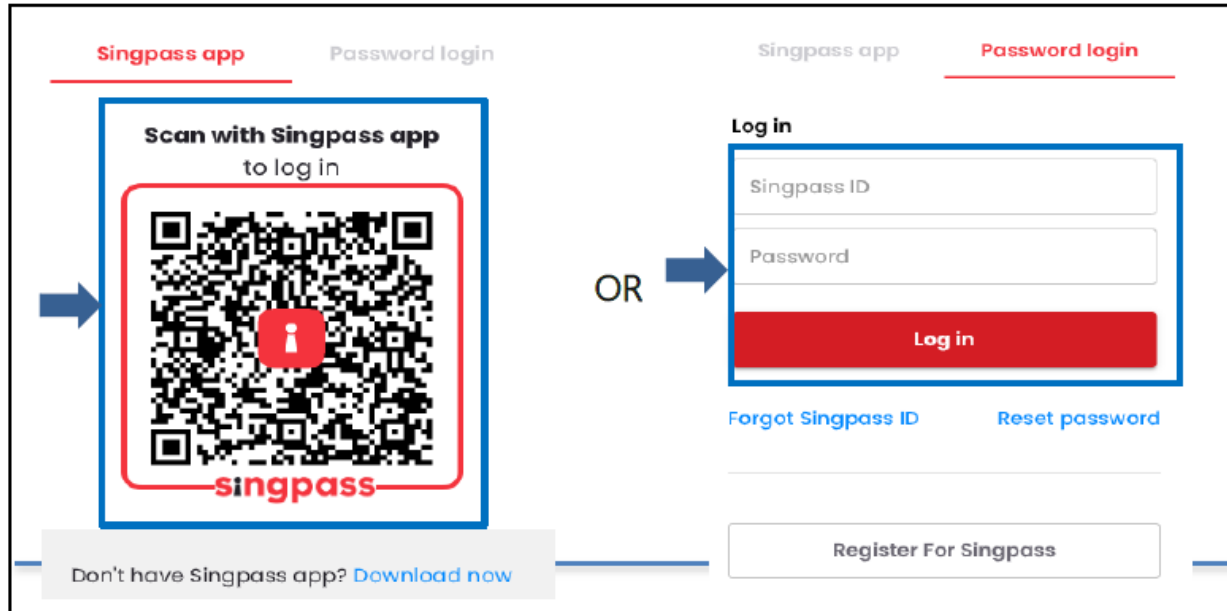
Please ensure that you have enabled Java and JavaScript for your Browser.



Before accessing ‘Manage Donation Submissions’, ensure that the authorisation for the “SUBMISSION OF DONATION RECORDS” e-service is completed via [Corppass](#). [Learn how to authorise staff via the Corppass systems.](#)

- Login to [myTax Portal](#)
- Select ‘**Company/ Business Tax**’
- You will be directed to the Singpass login page
- After you have completed the Singpass authentication, you will be directed back to myTax Portal homepage

Access Manage Donation Submissions



The screenshot displays the Singpass login interface with two main options: "Singpass app" and "Password login".

Singpass app login: A blue box highlights the "Scan with Singpass app to log in" section, which features a QR code and the Singpass logo. Below this, a link says "Don't have Singpass app? [Download now](#)".

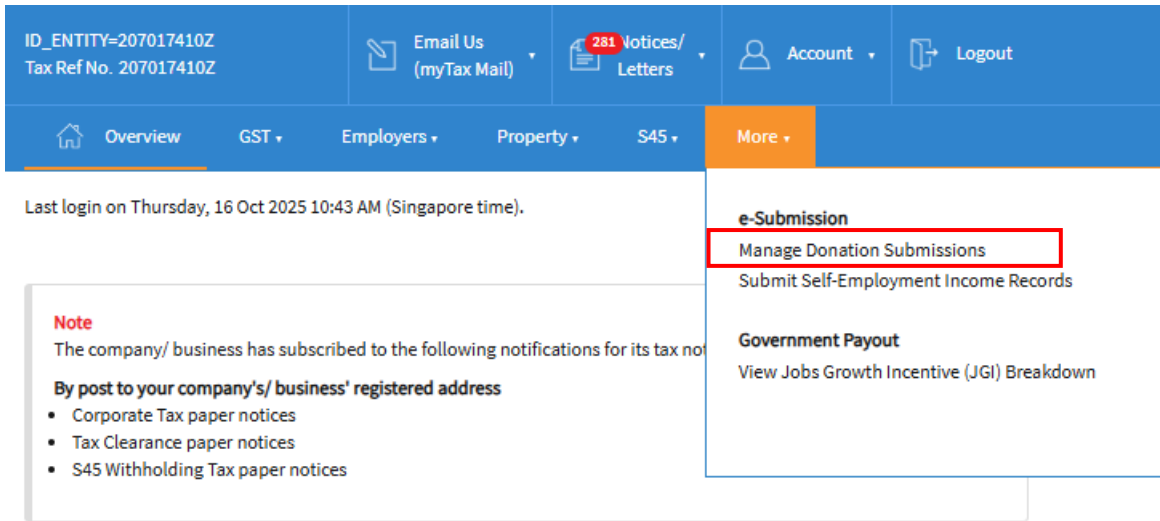
Password login: A blue box highlights the "Log in" section, which includes input fields for "Singpass ID" and "Password", a red "Log in" button, and links for "Forgot Singpass ID" and "Reset password". Below this is a "Register For Singpass" button.

An "OR" separator with a blue arrow points from the Singpass app login option to the Password login option.

Login using:

- Singpass App, or
- Password login

Access Manage Donation Submissions



The screenshot displays the Corppass user interface. At the top, a blue header bar contains the user's ID (ID_ENTITY=207017410Z, Tax Ref No. 207017410Z) and navigation links for 'Email Us (myTax Mail)', 'Notices/Letters' (with a red badge showing 281), 'Account', and 'Logout'. Below this is a secondary blue bar with a home icon and tabs for 'Overview', 'GST', 'Employers', 'Property', 'S45', and 'More'. The 'More' tab is currently selected, revealing a dropdown menu. In this menu, 'e-Submission' is the main category, and 'Manage Donation Submissions' is the first item, highlighted with a red rectangular box. Other items in the 'e-Submission' category include 'Submit Self-Employment Income Records'. Below 'e-Submission' is the 'Government Payout' category with the item 'View Jobs Growth Incentive (JGI) Breakdown'. On the left side of the page, below the header, there is a 'Note' section stating that the company/business has subscribed to notifications for its tax notices, with a list of notification types: Corporate Tax paper notices, Tax Clearance paper notices, and S45 Withholding Tax paper notices. The last login time is noted as Thursday, 16 Oct 2025 10:43 AM (Singapore time).

- Mouse over to <More>
- Click <Manage Donation Submissions>

Note:

Only staff who has been authorised with the “Approver” or “Preparer” role for the Submission of Donation Records e-Service in [Corppass](#) will be able to view the “More” tab and the link.

Access Manage Donation Submissions

1. Access Manage Donation Submissions

2. View Past Submissions

Manage Donation Submissions

View Past Submissions

View status of submitted donation records.

VIEW

Submit Nil Return

Note: Submission of tax-deductible donation records to IRAS must be done from your Donation Management System. If no donations were received, please submit a Nil Return via this digital service.

Status

- Year 2024: A Nil Return has been submitted
- Year 2025: Submit a Nil Return if no tax deductible donations were received

SUBMIT

Contact Details

The following is/ are the contact details of authorised person(s) responsible for managing donation records.

Salutation	Name
MISS	SOHNEE EIPLE UNCP TEST
Designation	
Manager or higher	
Mobile No.	Office No.
+65 90009000	+65 60006000
Email Address	
ADELENA_Jumaat_uncptest@iras.gov.sg	

[How do I update the contact details?](#)

You will reach the landing page for ‘Manage Donation Submissions’.

View Past Submissions

- To view and retrieve past submissions, click <VIEW>
- The available past submissions will be displayed – proceed to page 9

Submit Nil Return

- IPCs that do not receive any tax-deductible donations are required to submit a nil return
- To submit a nil return, click <SUBMIT>

Update Contact Details

- To view or edit contact details, click <How do I update the contact details?>
- IPCs will be directed to the ‘Update Contact Details’ page to view or update the Donation contact details

View Past Submissions

1. Access Manage Donation Submissions

2. View Past Submissions

View Past Donation Submissions

[SAVE AS PDF/ PRINT](#)
[< BACK TO PREVIOUS](#)

Records for advance year, current year and past 3 years are available for viewing.

Records for Year

[All](#)
[2025](#)
[2024](#)
[2023](#)
[2022](#)
[2021](#)

OPEN ALL PANELS

CLOSE ALL PANELS

1 - 1 of 1 Record(s)

Acknowledgement No.	Year ↑↓	Submission Type ↑↓	Submitted Date/ Time ↑↓	Status ↑↓	Actions
1510001178	2024	NIL Return	14 Oct 2025 5:33 PM	Submitted	VIEW DETAILS

Submitted by
Genevieve Bailey

[COLLAPSE ALL RECORDS](#)

BACK

View Past Donation Submissions

- Click on the <Year> buttons to view the records for advance year, current year and past 3 years.
- Click on the <View Details> under Actions for details of the submitted records for a specific submission.

View Past Submissions



1. Access Manage Donation Submissions

2. View Past Submissions

View Past Donation Submissions

[SAVE AS PDF/ PRINT](#)

[< BACK TO PREVIOUS](#)

Details of Submitted Records

Acknowledgement No. 1510001178	
Organisation UEN-Local Co 207017410Z, Name of 207017410Z	
Submitted by Genevieve Bailey	Tax Agent Firm
Submission Type NIL Return	Submitted Date/ Time 14 Oct 2025 5:33 PM
Status Submitted	
Year 2024	No. of Records Nil Return

View Past Donation Submissions

- To save a copy of the submissions, click <SAVE AS PDF/PRINT>
- Click <BACK TO PREVIOUS> to return to previous page

Submit Nil Return



1. Access Manage Donation Submissions

2. Enter Detail

3. Submit

Manage Donation Submissions

View Past Submissions

View status of submitted donation records.

VIEW

Submit Nil Return

Note: Submission of tax-deductible donation records to IRAS must be done from your Donation Management System. If no donations were received, please submit a Nil Return via this digital service.

Status

- Year 2024: A Nil Return has been submitted
- Year 2025: Submit a Nil Return if no tax deductible donations were received

SUBMIT

Contact Details

The following is/ are the contact details of authorised person(s) responsible for managing donation records.

Salutation	Name
MISS	SOHNEE EIPLE UNCP TEST

Designation
Manager or higher

Mobile No.	Office No.
+65 90009000	+65 60006000

Email Address
ADELENA_Jumaat_uncptest@iras.gov.sg

Submit Nil Return

- Submission of nil return is allowable for current or advance year.
- To submit Nil return, click <SUBMIT>.

[How do I update the contact details?](#)

Submit Nil Return



1. Access Manage Donation Submissions

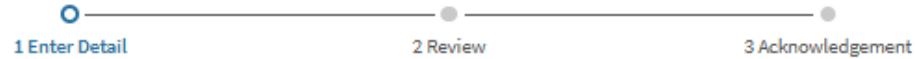
2. Enter Detail

3. Submit

Submit Nil Return

[< BACK TO PREVIOUS](#)

[SAVE AS PDF/ PRINT](#)



Enter Detail

| Year 2024: A Nil Return has been submitted

On behalf of the organisation, I confirm that there are no tax-deductible donations received by my organisation for*

☒ Year 2025

CONTINUE

[EXIT TO MANAGE DONATION SUBMISSIONS](#)

Submit Nil Return

- Select the year that there are no tax-deductible donations received
- Click <Continue> to review submission.

Submit Nil Return



1. Access Manage Donation Submissions

2. Enter Detail

3. Submit

Submit Nil Return

[SAVE AS PDF/ PRINT](#)

[< BACK TO PREVIOUS](#)

1 Enter Detail

2 Review

3 Acknowledgement

Review

On behalf of the organisation, I confirm that there are no tax-deductible donations received by my organisation for
Year 2025

Declarant Information

Authorised Person
Genevieve Bailey

Declaration

☒ I declare that the information given in this form is true, correct, and complete.

BACK

SUBMIT

[EXIT TO MANAGE DONATION SUBMISSIONS](#)

Declaration

After reviewing all details and when ready to submit:

- Acknowledge the declaration by ticking the checkbox
- Click < SUBMIT>

Submit Nil Return

1. Access Manage Donation Submissions

2. Enter Detail

3. Submit

Submit Nil Return

[SAVE AS PDF/ PRINT](#)

1 Enter Detail

2 Review

3 Acknowledgement

Acknowledgement

Successful Submission

Your submission of Nil Return for Year 2025 has been received.

Acknowledgement No.	1510001189	Date/ Time	17 Oct 2025, 3:11 pm
Authorised Person	Genevieve Bailey		

A copy of this acknowledgement is available at [View Notices](#) digital service.

Summary

On behalf of the organisation, I confirm that there are no tax-deductible donations received by my organisation for Year 2025

Declaration

I declare that the information given in this form is true, correct, and complete.

Go to [Manage Donation Submissions](#) digital service.

Acknowledgement

- The acknowledgement page displays details of the successful submission along with the acknowledgement number

Note: Only approver can submit nil return. If you are the preparer, a message to inform that you are not authorised to submit nil return will be displayed at the landing page

- Click <SAVE AS PDF/PRINT> to save a copy of the acknowledgement page
- You can also click <View Notices> to retrieve a copy of the acknowledgement

Summary

On behalf of the organisation, I confirm that there are no tax-deductible donations received by my organisation for Year 2025

Declaration

I declare that the information given in this form is true, correct, and complete.

Go to [Manage Donation Submissions](#) digital service.

Submission Completed

- Click <Manage Donation Submission> to go back to the landing page

1. Access Manage Donation Submissions

2. View Contact Details

Contact Details
The following is/ are the contact details of authorised person(s) responsible for managing donation records.

Salutation	Name
MISS	SOHNEE EIPLE UNCP TEST
Designation	
Manager or higher	
Mobile No.	Office No.
+65 90009000	+65 60006000
Email Address	
ADELENA_Jumaat_uncptest@iras.gov.sg	

How do I update the contact details?

To update AIS scheme contact details, use the [Update Contact Details for Submission of Employment Income/ Self-Employment Income/ Donation](#) Digital Service

Singapore
for you to view

Verify Contact Details for Donation

For IPCs with existing contact details saved, ensure that the contact person's details are correct so that you will continue to receive the AIS notifications. If updates are required:

- Click <How do I update the contact details> for instructions, then click <Update Contact Details for Submission of Employment Income/Self-Employment Income/Donation> to access the contact details digital service

View Contact Details

1. Access Manage Donation Submissions

2. View Contact Details

Auto-Inclusion Scheme (AIS) for Donation
[UNDO CHANGES](#)

Salutation*
Name*

MISS
SOHNEE EIPLE UNCP TEST

Designation*

Manager or higher

Mobile No.
Office No.

+65 90009000
+65 60006000

Email Address*

ADELENA_Jumaat_uncptest@iras.gov.sg

☐ By using this service, I consent to the [Terms and Conditions of Use](#).*

SAVE CHANGES

Update Contact Details for Donation

IPCs, Qualifying Grantmakers or Government Agencies logging in for the first time or do not have existing contact details will be redirected to the 'Update Contact Details' page to update the contact details for donation:

- Update the particulars of the main contact person for Donation matters
- Scroll to the bottom of the page and tick the checkbox to agree to the Terms and Conditions of Use
- Click <SAVE CHANGES>

For enquiries on the submission process, you may chat with us online at go.gov.sg/iraschat-login.

Published on 24 Dec 2025

Published by
Inland Revenue Authority of Singapore
www.iras.gov.sg



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