



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Manage Donation Submissions
(Donation Digital Service)

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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

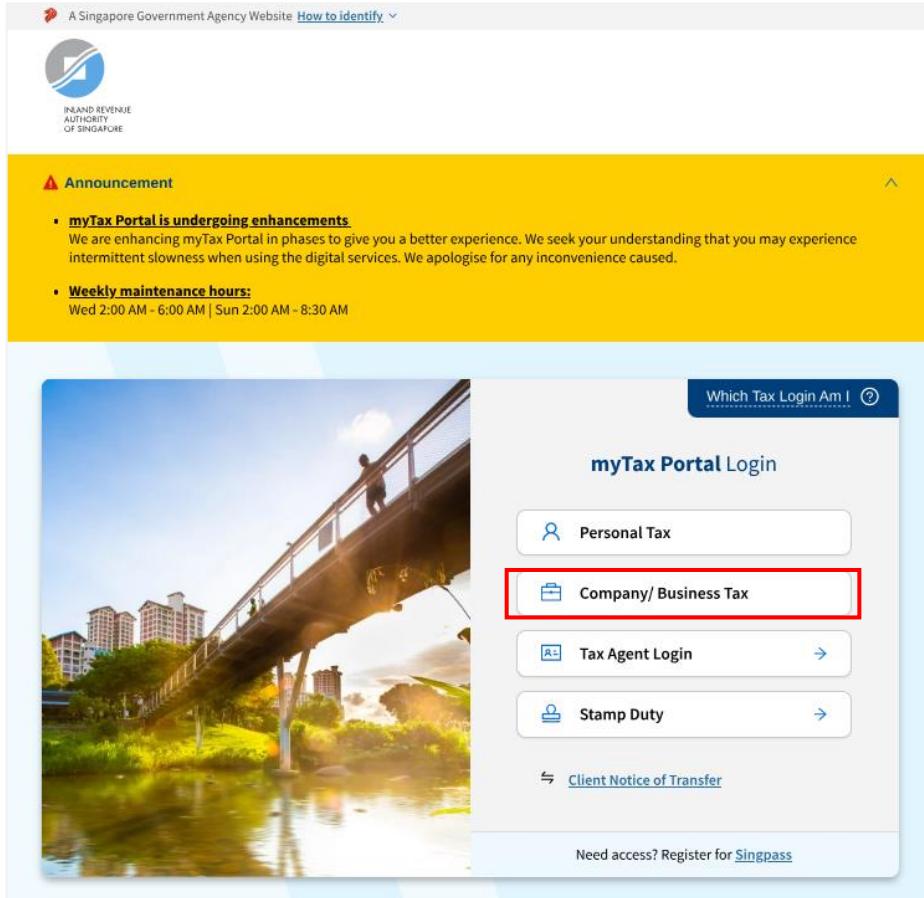
Browser

- 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.



Access Manage Donation Submissions

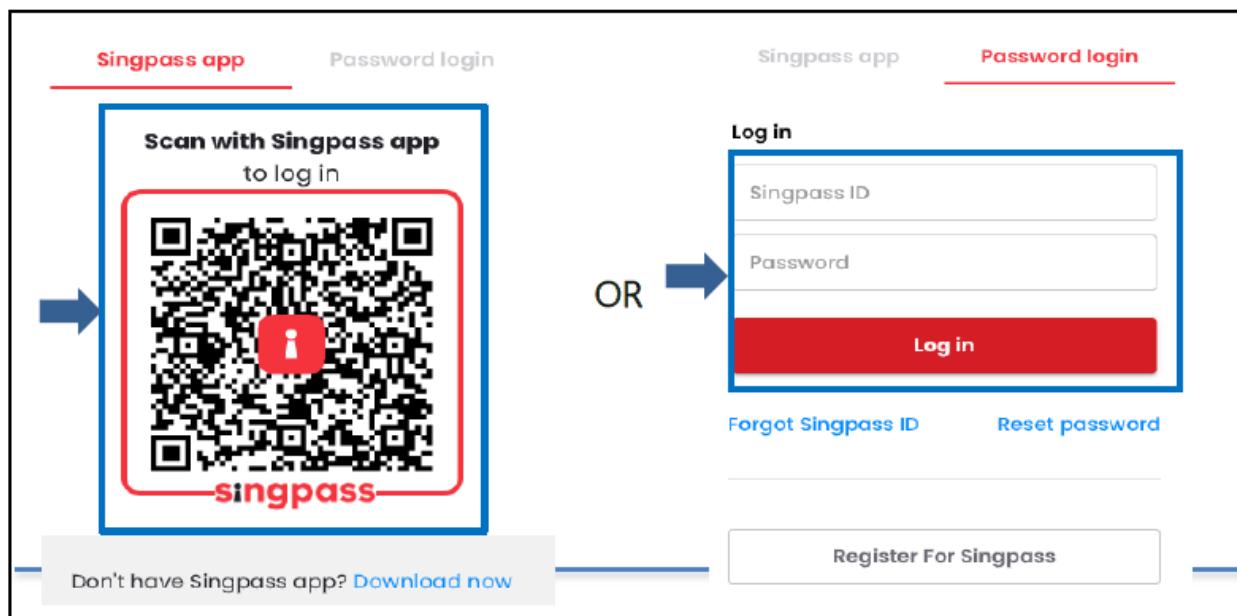


Before accessing ‘Manage Donation Submissions’, ensure that the authorisation for the “SUBMISSION OF DONATION RECORDS” e-service is completed via [Corppass](#). [Learn how to authorise staff via the Corppass systems](#).

- 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



Login using:

- Singpass App, or
- Password login



Access Manage Donation Submissions

The screenshot shows the e-Declaration platform interface. At the top, there is a blue header bar with various navigation links and a 'Logout' button. Below the header, there is a main menu with links for 'Overview', 'GST', 'Employers', 'Property', 'S45', and a 'More' dropdown. The 'More' dropdown is open, showing a list of options under 'e-Submission' and 'Government Payout'. The 'Manage Donation Submissions' link under 'e-Submission' is highlighted with a red box. On the left side of the page, there is a 'Note' section that says: 'The company/ business has subscribed to the following notifications for its tax notifications. By post to your company's/ business' registered address' followed by a list of notifications: 'Corporate Tax paper notices', 'Tax Clearance paper notices', and 'S45 Withholding Tax paper notices'. Below this, it says 'Last login on 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. +65 90009000 **Office No.** +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

[◀ 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

[**< BACK TO PREVIOUS**](#)

[SAVE AS PDF/ PRINT](#)

Details of Submitted Records

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

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

Submit Nil Return

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



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

[< BACK TO PREVIOUS](#)

[SAVE AS PDF/ PRINT](#)

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



Submit Nil Return

1. Access Manage Donation Submissions

2. Enter Detail

3. Submit

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



View Contact Details

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

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*

Designation*

Mobile No. Office No.

Email Address*

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>



Step 3: Submission

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

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