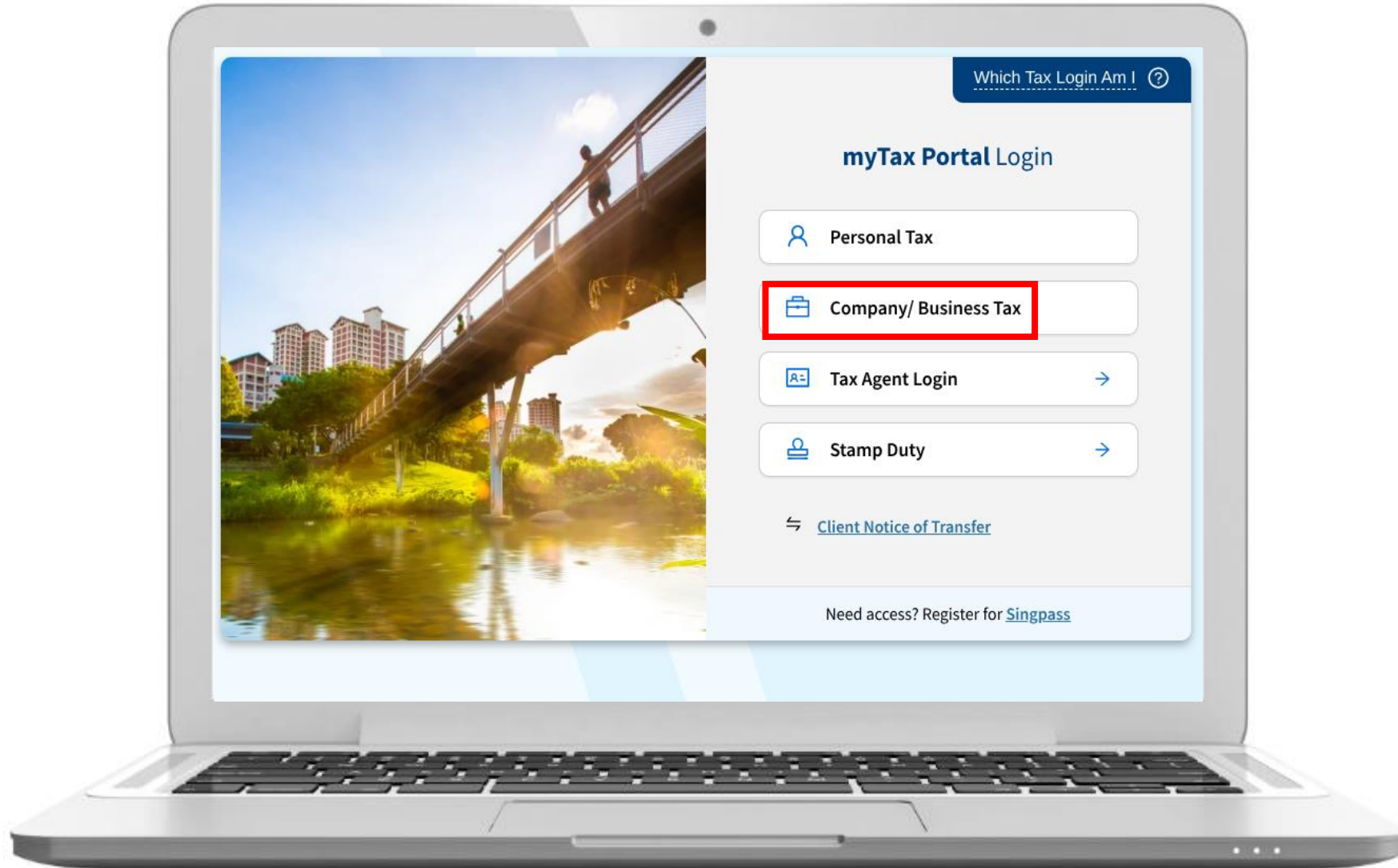


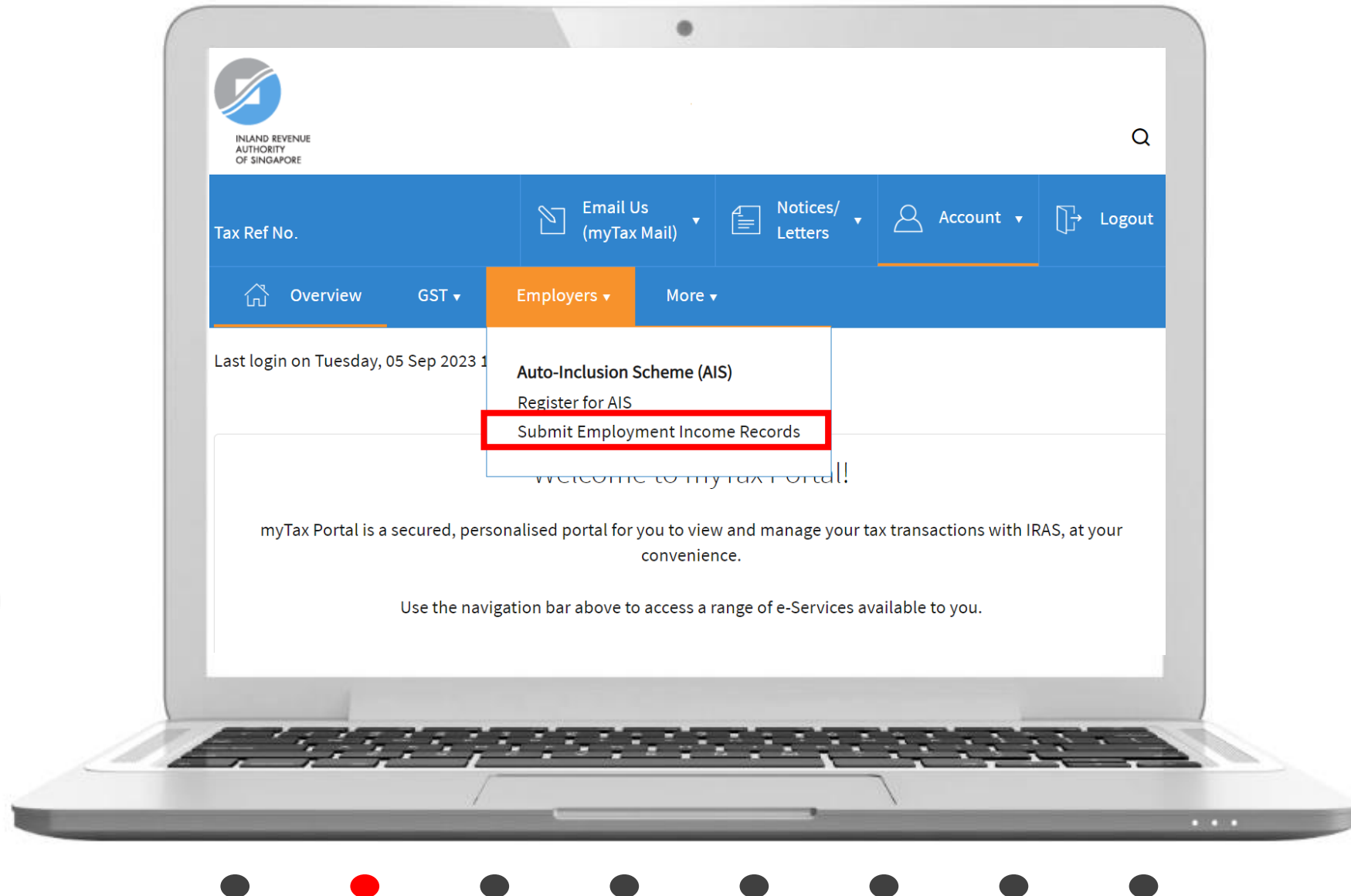


INLAND REVENUE
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Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



- Login to myTax Portal at **mytax.iras.gov.sg**.



- Mouse over '**Employers**' and select '**Submit Employment Income Records**'.

Submit Employment Income Records

Contact Details

Name	XYZ	Email	
Designation	Manager	Contact No.	61234567 (O)

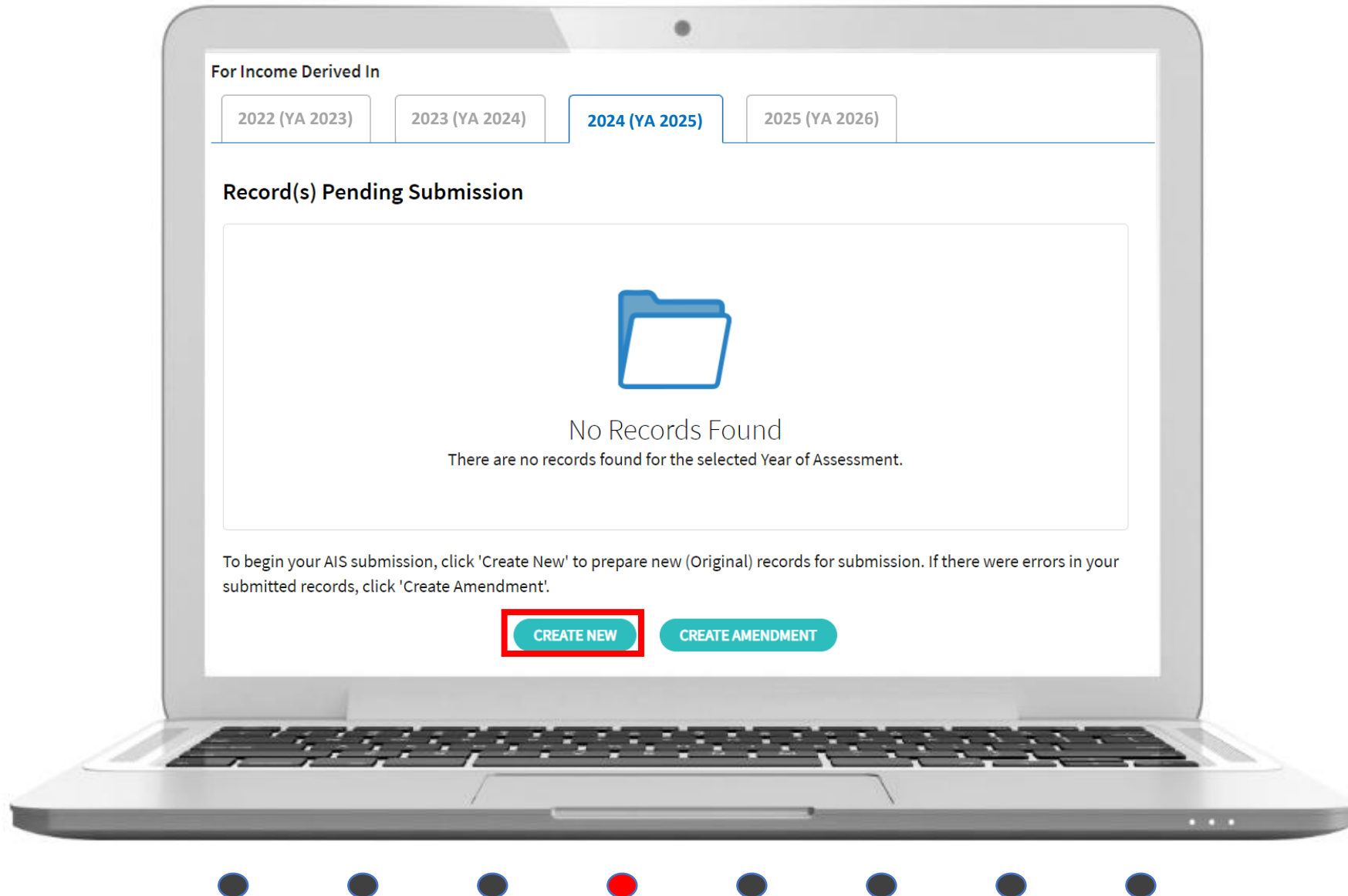
EDIT

Auto-Inclusion Scheme (AIS)

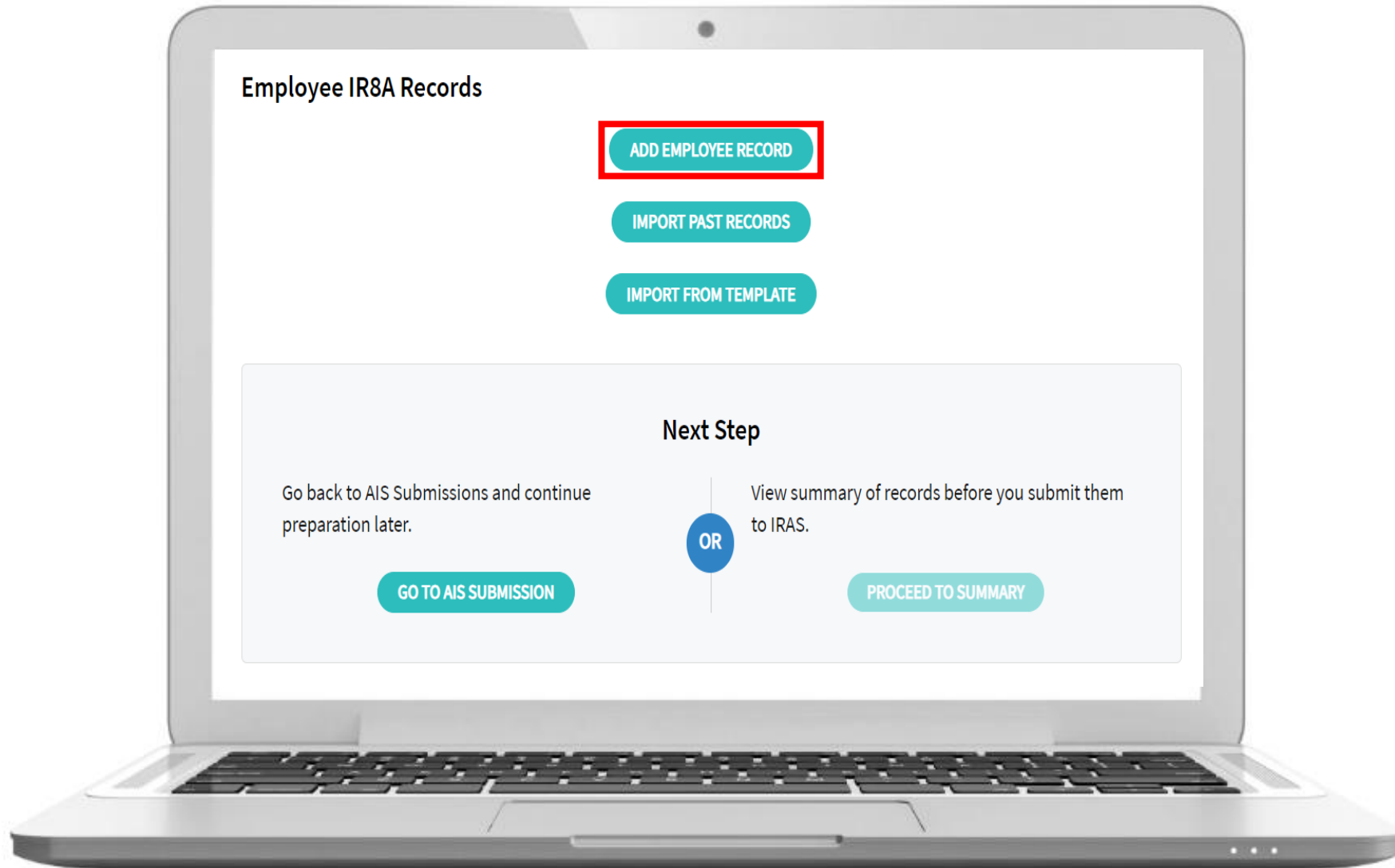
Submission for Employment Income is open.
The submission deadline is 1 Mar.

BEGIN AIS SUBMISSION

- Click on the 'Begin AIS submission' button.



- Select the relevant tab, e.g., 2024 (YA 2025) and click on the 'Create New' button.



- Click on **'Add employees records'** button. You may also use **'Import past records'** to import the employees' personal particulars from past submitted submission records.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)

Income ⓘ

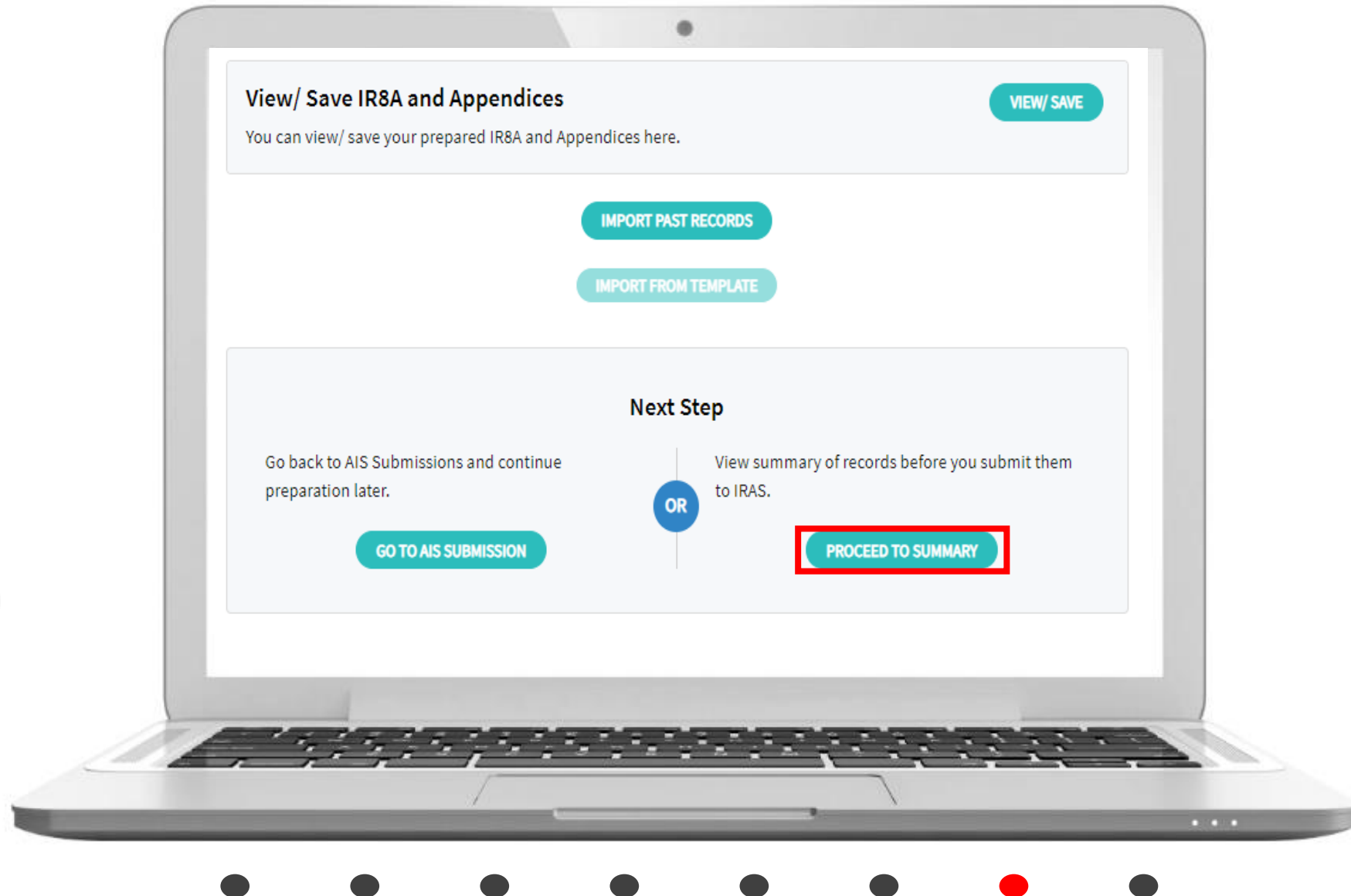
a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	SS	0	.00
b) Bonus (non-contractual bonus paid on) dd/mm/yyyy	SS	0	.00
and/ or contractual bonus for service rendered in 2022			
c) Director's fees approved at the company's AGM/ EGM on dd/mm/yyyy	SS	0	.00
d) Others (Appendices) EDIT DETAILS	SS		0.00

Deductions ⓘ

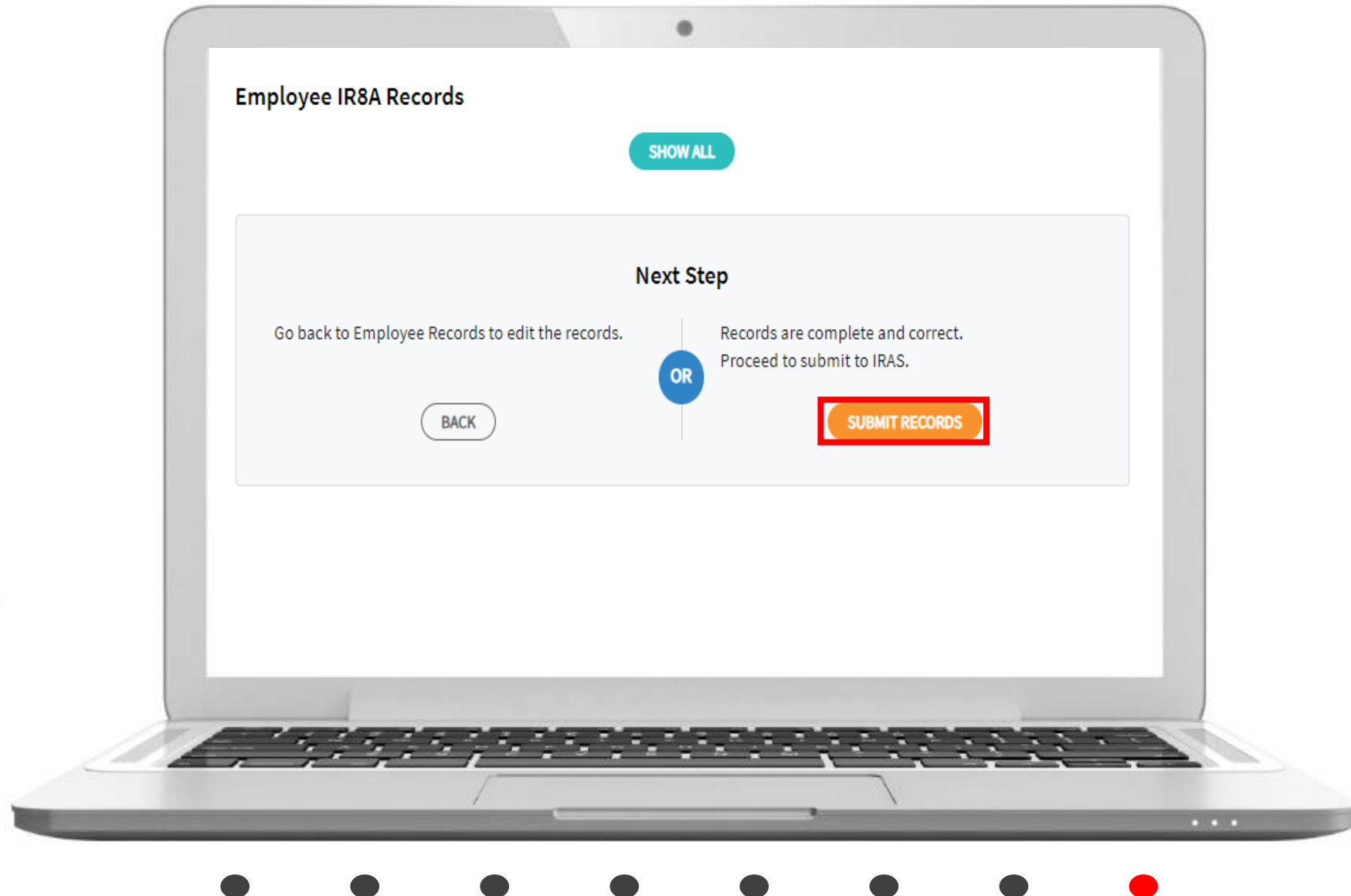
Employee's Compulsory contribution to (Less amount refunded/ to be refunded)	SS	0	.00
☐ Central Provident Fund			
☐ Designated Pension or Provident Fund	Name of Fund		
Donations deducted through salaries: * Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations	SS	0	.00
Contributions deducted through salaries to Mosque Building Fund	SS	0	.00
Life insurance premiums deducted through salaries	SS	0	.00

[SAVE](#)

- Enter employee's details in the Form IR8A.
- Click on '**Edit Details**' to display and enter other income information and appendices if necessary.
- Click on the '**Save**' button.



- Scroll down to the bottom of the page.
- Click on the “**Proceed to Summary**” button.



- Scroll down to the bottom of the page.
- Click on the “**Submit Records**” button.

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