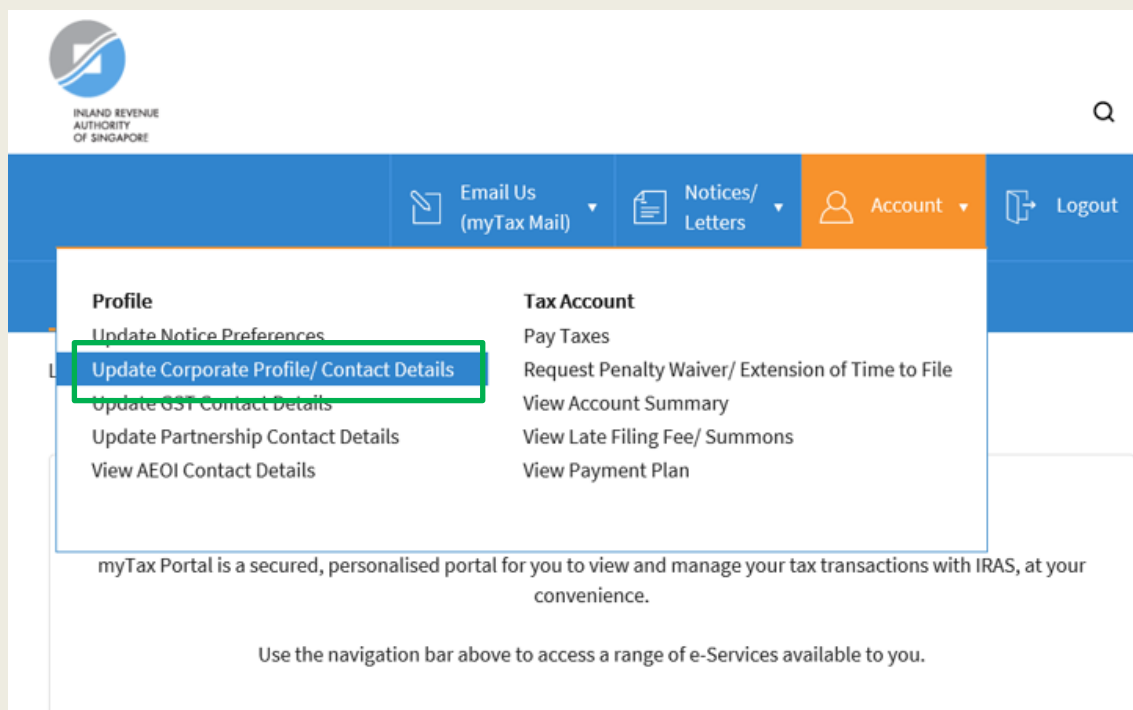


User Guide for Tax Agent

Update Corporate Profile/ Contact Details

User Guide (Tax Agent): Update Corporate Profile/ Contact Details



Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the digital service from the menu: Account > Update Corporate Profile/ Contact Details .
	<u>Note:</u> For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal .

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

The screenshot displays the 'Client Selection' page for updating corporate profile/contact details. The page features a blue navigation bar at the top with links for 'Email Us (myTax Mail)', 'Notices/Letters', 'Account' (highlighted), and 'Logout'. Below the navigation bar, there is a secondary bar with links for 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', and 'More'. The main content area is titled 'Client Selection for Update Corporate Profile/ Contact Details'. It contains a section titled 'Continue with' which includes a dropdown menu for 'Client Tax Ref No.' (with an information icon) showing 'UEN-LOCAL CO' selected, and a text input field. Below these fields is an orange 'NEXT' button. The entire form area is enclosed in a light gray box.

Step	Action/ Note
1	Select Entity Type .
2	Enter Client Tax Ref No.
3	Click on Next .

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

[Overview](#)[Corporate Tax ▾](#)[GST ▾](#)[Employers ▾](#)[More ▾](#)

Update Corporate Profile/ Contact Details

Corporate Profile

Name ABC CO LTD	Tax Ref No. T20UF1234A
Type of Company FOREIGN COMPANY	Company Status ACTIVE from 01 Jan 2020
Place of Registration/ Incorporation FRANCE	Registration/ Incorporation Date 01 Jan 2020
Place of Control and Management FRANCE	

Financial Year End

Day Month

/

Functional Currency

Financial Statements prepared in

SINGAPORE DOLLAR ▾

Note

You can view your client's particulars/ contact details on this page.

Refer to page 5 for steps to update financial year end.

Refer to page 6 for steps to update functional currency.

Refer to pages 7 and 8 for steps to view/ edit company address.

Refer to page 9 for steps to update contact information.

You can inform us via myTax Mail if any of the information displayed is incorrect.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Financial Year End

Day Month

31 / 12

Functional Currency

Financial Statements prepared in

SINGAPORE DOLLAR

Address

Company Address

89 ROBINSON ROAD #8-00
Singapore 326589

[Edit Company Address](#)

Contact Information

Note

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

SAVE

Step

Action/ Note

Update Financial Year End

1

Enter Financial Year End.

2

Click on **Save**. A pop-up message will prompt you to confirm the entry.

3

Click on **Yes** to save.

Note:

Only persons authorised as 'Approver' can update the financial year end for a company not registered with the Accounting & Corporate Regulatory Authority (ACRA).

For company that is registered with ACRA, any changes in financial year end should be updated with ACRA at BizFile+ and the updates will be transmitted to IRAS periodically.

Save

Confirm Save?

NO

YES

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Financial Year End

Day Month

31 / 12

Functional Currency

Financial Statements prepared in

SINGAPORE DOLLAR

Address

Company Address

89 ROBINSON ROAD #8-00
Singapore 326589

[Edit Company Address](#)

Contact Information

Note

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

SAVE

Step

Action/ Note

Update Functional Currency

1

If the company's financial statements are prepared in a non-S\$ functional currency, select the functional currency used to present its financial statements.

If the functional currency used is not in the selection list, choose "Currencies other than S\$".

2

Click on **Save**. A pop-up message will prompt you to confirm the entry.

3

Click on **Yes** to save.

Note:

Only persons authorised as 'Approver' can make changes to Functional Currency.

Save

Confirm Save?

NO

YES

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Address

Company Address
89 ROBINSON ROAD #8-00
Singapore 326589

[Edit Company Address](#)

Address

Company Address X Cancel

Singapore

Effective date from 22/08/2021

Company Address X Cancel

SINGAPORE

Postal Code 188000

RETRIEVE

Blk/ House No. Unit No.

55

Street Name

VICTORIA ST

Effective date from 22/08/2021

Contact Information

Note

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

Save

Confirm Save?

NO

YES

SAVE

Step

Action/ Note

Update Local Address

1

Click on **Edit Company Address**.

2

Select Singapore, enter Postal Code and click on **Retrieve**.

3

Select Blk/ House No., enter Unit No., if any, and effective date of the new address.

4

Click on **Save**. A pop-up message will prompt you to confirm the entry.

5

Click on **Yes** to save.

Notes:

1. Only persons authorised as 'Approver' can update the address for a company not registered with the Accounting & Corporate Regulatory Authority (ACRA). Changes made to the address will generally be processed and updated within 3 working days.
2. For companies registered with ACRA, any changes in address should be updated with ACRA and the updates will be transmitted to IRAS periodically.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Address

Company Address
55 NEWTON RD
Singapore 307987

[Edit Company Address](#)

Address

Company Address × Cancel

Select Country/ Territory

Effective date from 01/12/2021

Address

Company Address × Cancel

MALAYSIA

Effective date from 02/03/2018

Contact Information

Note

Update your mobile phone number to receive SMS notifications.

Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notifications from IRAS, please remove your mobile number.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

Save

Confirm Save?

NO YES

SAVE

Step	Action/ Note
	Update Foreign Address
1	Click on Edit Company Address .
2	Select Country/ Territory, enter address and effective date of the new address.
3	Click on Save . A pop-up message will prompt you to confirm the entry.
4	Click on Yes to save.
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> Only persons authorised as 'Approver' can update the address for a company <u>not</u> registered with the Accounting & Corporate Regulatory Authority (ACRA). Changes made to the address will generally be processed and updated within 3 working days. For companies registered with ACRA, any changes in address should be updated with ACRA and the updates will be transmitted to IRAS periodically.

User Guide (Tax Agent): Update Corporate Profile/ Contact Details

Contact Information

Note

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

Contact Person

BEN LIM

Designation

TAX AGENT

Email Address

BENLIM@YY.COM

Office No.

+65 67654321

SAVE

Step	Action/ Note
	Update Contact Information
1	Enter contact details.
2	Click on Save . A pop-up message will prompt you to confirm the entry.
3	Click on Yes to save.
	<u>Note:</u> Only persons authorised as 'Approver' can make changes to contact details.

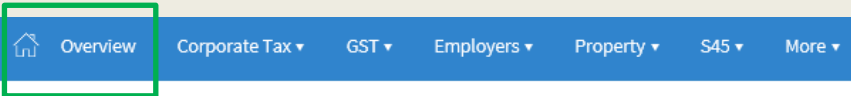
Save

Confirm Save?

NO

YES

User Guide (Tax Agent): Update Corporate Profile/ Contact Details



Update Corporate Profile/ Contact Details

 [SAVE AS PDF/ PRINT](#)

Acknowledgement

Successful Submission

Your request to change the company's corporate profile/ contact details has been submitted.

Name	ABC CO LTD	Tax Ref No.	T20FC1234A
Acknowledgement No.	413420	Date/ Time	23 Aug 2021 12:00 AM
Updated by	BEN LIM	Tax Agent Firm	YY PTE LTD

You requested to update the following details:

Financial Year End	30 Apr
Financial Statements prepared in	SINGAPORE DOLLAR
Contact Person	BEN LIM
Designation	TAX AGENT
Email Address	BENLIM@YY.COM
Office No.	+65 67654321

Step	Action/ Note
	An acknowledgement will be displayed upon successful submission.
1	Click on Save As Pdf/ Print to print or save a copy of the Acknowledgement.
2	Select Overview from the menu to return to home page.

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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