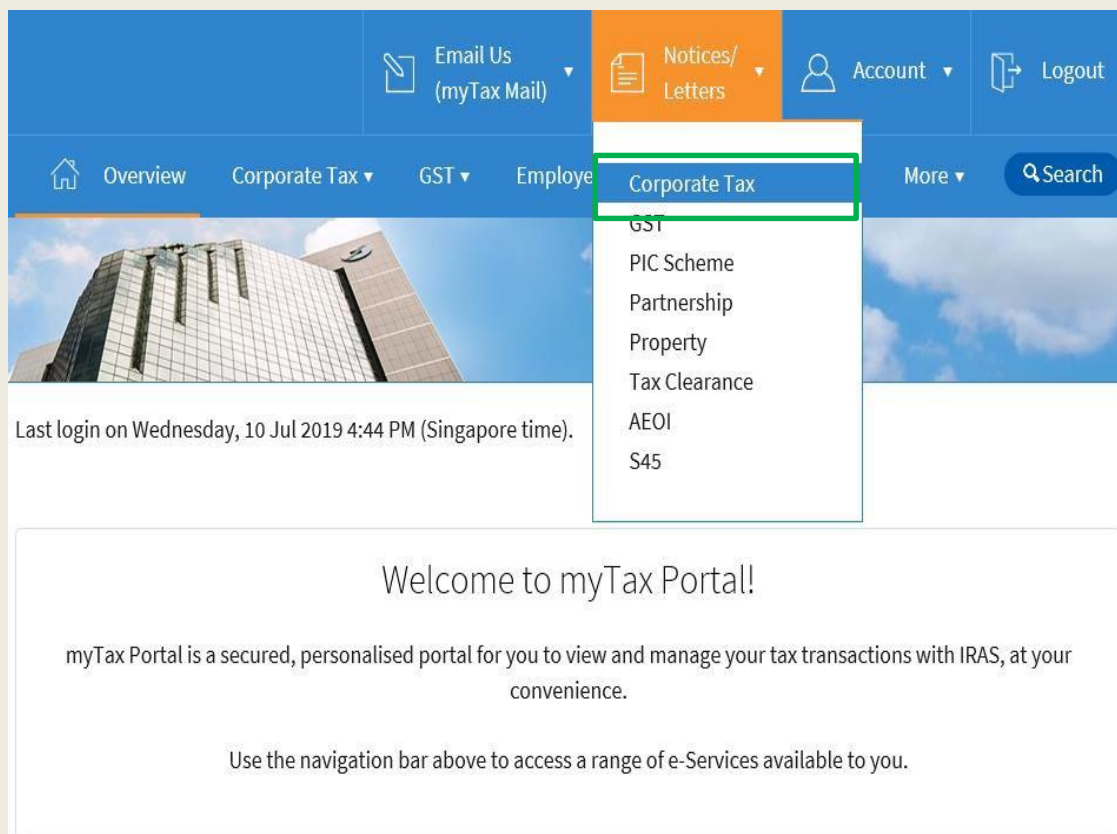


User Guide for Tax Agent

View Corporate Tax Notices/ Letters

User Guide (Tax Agent): View Corporate Tax Notices/ Letters



The screenshot displays the myTax Portal interface. At the top, there is a navigation bar with several options: 'Email Us (myTax Mail)', 'Notices/ Letters' (highlighted in orange), 'Account', and 'Logout'. Below this, a secondary navigation bar includes 'Overview', 'Corporate Tax' (selected), 'GST', 'Employee', 'More', and a 'Search' button. A dropdown menu is open under 'Corporate Tax', listing options: 'Corporate Tax' (highlighted with a green box), 'GST', 'PIC Scheme', 'Partnership', 'Property', 'Tax Clearance', 'AEOI', and 'S45'. Below the navigation bar, a banner image of a modern building is shown. Below the banner, it says 'Last login on Wednesday, 10 Jul 2019 4:44 PM (Singapore time)'. Below this, a large white box contains the text: 'Welcome to myTax Portal!', 'myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.', and 'Use the navigation bar above to access a range of e-Services available to you.'

Step	Action/ Note
	Main Menu
1	Upon login to myTax Portal, select the digital service from the menu: Notices/ Letters > Corporate Tax .
	<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): View Corporate Tax Notices/ Letters

The screenshot shows the top navigation bar with links for 'Email Us (myTax Mail)', 'Notices/ Letters', 'Account', and 'Logout'. Below this is a secondary navigation bar with 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', 'More', and a 'Search' button. The main content area features a banner image of a modern building. Below the banner, the text 'Client Selection for View Notices/ Letters' is displayed. A light blue box contains the heading 'Continue with' and a form for 'Client Tax Ref No.'. The form includes a dropdown menu with 'UEN-LOCAL CO' selected and an empty text input field. An orange 'NEXT' button is positioned below the form fields.

Client Selection
for View Notices/ Letters

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO

NEXT

Step	Action/ Note
1	Enter Client Tax Ref No.
2	Click on Next .

User Guide (Tax Agent): View Corporate Tax Notices/ Letters

NEW TEST PTE LTD
Tax Ref No. 201399064E

Email Us
(myTax Mail)

Notices/
Letters

Account

Logout

Overview

Corporate Tax

GST

Employers

Search

View Corporate Tax Notices/ Letters

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

Category

All 2

Notices

Acknowledgement 2

1 - 4 of 4 Record(s)

[All Records](#) | Read | Unread

Document	Year of Assessment	Date
CERTIFICATE OF RESIDENCE	2020	24 Jul 2019
E-ACKNOWLEDGEMENT FOR FORM C	2016	28 May 2016

Step	Action/ Note
1	Click on the corresponding filter (e.g. Notices) or click on 'All' to view records available.
2	Click on the respective row to view the Notices or Acknowledgement.
	<p><u>Notes:</u></p> <ol style="list-style-type: none">The numbers shown on the top-left hand corner of the list of documents indicate the number of unread documents in each category.Unread documents will be marked with a blue line on the left.Documents listed are pertaining to Years of Assessment (YA) for which you are authorised to view.With effect from 31 Jul 2019, the YA displayed for Certificate of Residence (COR) refers to the Calendar Year preceding it, for which the COR is applied for. For example, YA 2020 refers to the COR applied for the Calendar Year 2019. Prior to 31 Jul 2019, the YA displayed refers to the YA for which the COR is applied for.

Contact Information

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

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