

User Guide for Company

Update Corporate Profile/ Contact Details

NAMO EXPINE	Q	Step	Action/ Note	
AUHADER OF BHAAPOR			Main Menu	
ABC CO LTD Tax Ref No. T20UF1234A	Account 🕶 🕞 Logout	1	Upon login to myTax Portal, select	
GT Overview Corporate Tax • GST • Employers • Mor	Profile Undate Notice Preferences		the digital service from the menu: Account > Update Corporate Profile/ Contact Details	
	Update Corporate Profile/ Contact Details		Nata	
Note The company/ business has subscribed to the following notifications for its tax notion By post to your company's/ business' registered address • Corporate Tax paper notices	Tax Account Apply for Payment Plan Pay Taxes Request Penalty Waiver/ Extension of Time to File View Account Summary View Late Filing Fee/ Summons View/ Cancel Payment Plan		Note: For steps on logging in to myTax Portal, you may refer to our Guide on How to Log In to myTax Portal.	
Welcome to myTax Portal				

Corporate Tax ▼ GST ▼	Employers • More •	Note
Update Corporate Profile/ Contact De	etails	You can view your company's particulars/ contact details on this page.
Corporate Profile		Refer to page 4 for steps to update
Name	Tax Ref No.	financial year end.
Type of Company	Company Status	Refer to page 5 for steps to update functional currency.
POREIGN COMPANY Place of Registration/ Incorporation FRANCE	ACTIVE from 01 Jan 2020 Registration/ Incorporation Date 01 Jan 2020	Refer to pages 6 and 7 for steps to view/ edit company address.
Place of Control and Management FRANCE		Refer to page 8 for steps to update contact information.
Financial Year End		You can inform us via myTax Mail if any of the information displayed is
Day Month		incorrect.
Functional Currency		
Financial Statements prepared in		

SINGAPORE DOLLAR

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Financial Year End	Step	Action/ Note
Day Month 31 / 12		Update Financial Year End
Functional Currency	1	Enter Financial Year End.
Financial Statements prepared in SINGAPORE DOLLAR	2	Click on Save . A pop-up message will prompt you to confirm the entry.
Address Company Address 89 ROBINSON ROAD #8-00	3	Click on Yes to save.
Singapore 326589		Note: Only persons authorised as 'Approver' can
Note Please read the Terms and Conditions on the use of mobile number and email address.		<u>not</u> registered with the Accounting & Corporate Regulatory Authority (ACRA).
Contact Person CHARLES TAN Designation		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
MANAGER Email Address		periodically.
CHARLESTAN@XX.COM		
Mobile No. +65 98765432 Office No. +65 12345678	Save	e m Save?
SAVE		NO

Financial Year End	Step	Action/ Note
31 / 12		Update Functional Currency
Functional Currency Financial Statements prepared in SINGAPORE DOLLAR	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
Address		
Company Address 89 ROBINSON ROAD #8-00 Singapore 326589		If the functional currency used is not in the selection list, choose "Currencies other than
Edit Company Address		S\$".
Contact Information	2	Click on Save . A pop-up message will prompt you to confirm the entry.
Please read the Terms and Conditions on the use of mobile number and email address.	3	Click on Yes to save.
Contact Person CHARLES TAN		Note: Only persons authorised as 'Approver' can make changes to Functional Currency.
Designation MANAGER		
Email Address	_	
CHARLESTAN@XX.COM		
Mobile No. +65 98765432		Save
Office No. +65 12345678		NO YES

Address Company Address	Step	Action/ Note		
89 ROBINSON ROAD #8-00 Singapore 326589 Chit Company Address		Update Local Address		
Address Company Address × Cancel	1	Click on Edit Company Address.		
Singapore Effective date from 22/08/2021	2	Select Singapore, enter Postal Code and click on Retrieve .		
Company Address X Cancel SINGAPORE Postal Code 188000 RETRIEVE	3	Select Blk/ House No., enter Unit No., if any, and effective date of the new address.		
Blk/House No. Unit No. 55 • • • • • • • • • • • • • • • • • •	4	Click on Save . A pop-up message will prompt you to confirm the entry.		
VICTORIA ST	5	Click on Yes to save.		
Effective date from 22/08/2021		Notes: 1. Only persons authorised as 'Approver' can update the address for a company <u>not</u> registered with the Accounting & Corporate Regulatory Authority (ACRA) Changes		
Contact Person CHARLES TAN Designation MANAGER Email Address CHARLES TANBUX.COM Mobile No. HS \$19765432		 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. 		
Office No. +65 12345678		6		

Address Company Address	Step	Action/ Note
89 ROBINSON ROAD #8-00 Singapore 326589 Chit Company Address		Update Foreign Address
Address Company Address × Cancel	1	Click on Edit Company Address.
Effective date from 01/12/2021	2	Select Country/ Territory, enter address and effective date of the new address.
Address Company Address X Cancel MALAYSIA *	3	Click on Save . A pop-up message will prompt you to confirm the entry.
	4	Click on Yes to save.
Effective date from 22/08/2021		 <u>Notes:</u> 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
Contact Person CHARLES TAN Designation MANAGER CHARLESTAN@XX.COM NO YES		 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.
HOULE NO. +65 98765432 Office No. +65 12345678		7

Contact Information	Step	Action/ Note	
Note Please read the Terms and Conditions on the use of mobile number and email address.		Update Contact Information	
	1	Enter contact details.	
Contact Person CHARLES TAN Designation	2	Click on Save . A pop-up message will prompt you to confirm the entry.	
MANAGER	3	Click on Yes to save.	
Email Address CHARLESTAN@XX.COM Mobile No. +65 98765432 Office No. +65 12345678		<u>Note:</u> Only persons authorised as 'Approver' can make changes to contact details.	
SAVE			
	Save		
	Confirm	NO YES	

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Cn Overview C	orporate Tax 🔹	GST 🕶	Employers 🔻	More v			Step	
Update Corporate	e Profile/ Cor	ntact De	etails		읍 SAVE AS PDF/	PRINT		
Acknowledgement							1	
Successful Submissio	'n							
Your request to change th	e company's corpor	ate profile/	contact details has l	been subn	nitted.		2	
Name	ABC CO LTD		Tax Re	f No.	T20UF1234A			
Acknowledgement No.	243752		Date/1	lime	22 Aug 2021 9:17 PM			
Updated by	TEST_CO APPR	OVER 7						
You requested to update the	following details:							
Financial Year End	30 Jun							
Financial Statements prepared in	SINGAPORE DOLL	LAR						
Contact Person	CHARLES TAN							
Designation	MANAGER							
Email Address	CHARLESTAN@X	X.COM						
Mobile No.	+65 98765432							
Office No.	+65 12345678							

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at <u>myTax Mail</u>.

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