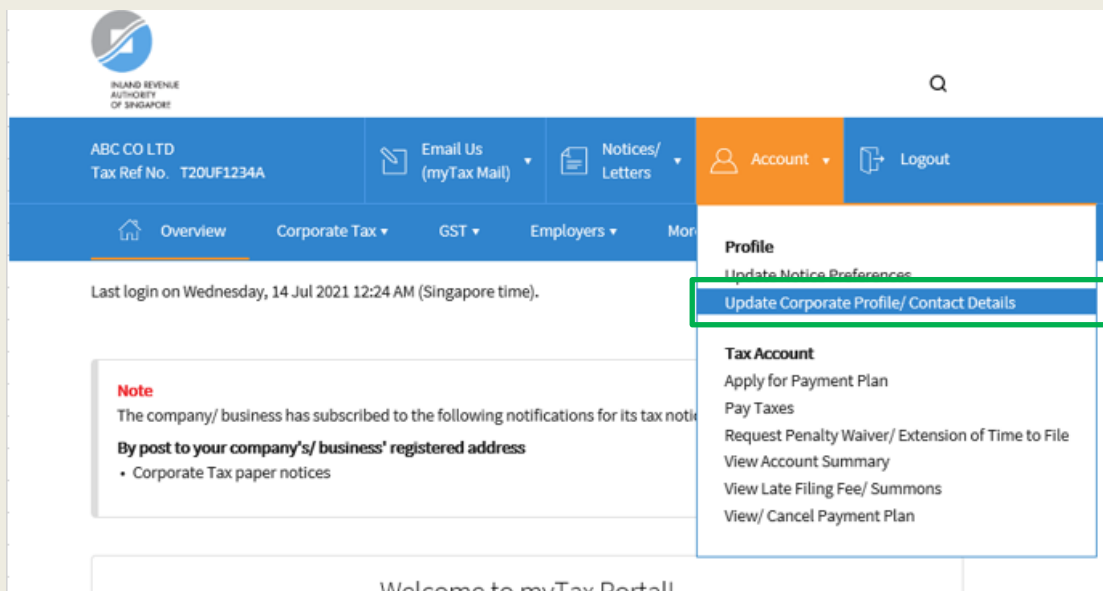


User Guide for Company

Update Corporate Profile/ Contact Details

User Guide (Company): 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 (Company): 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 company's particulars/ contact details on this page.

Refer to page 4 for steps to update financial year end.

Refer to page 5 for steps to update functional currency.

Refer to pages 6 and 7 for steps to view/ edit company address.

Refer to page 8 for steps to update contact information.

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

User Guide (Company): 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

CHARLES TAN

Designation

MANAGER

Email Address

CHARLESTAN@XX.COM

Mobile No.

+65 98765432

Office No.

+65 12345678

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 (Company): 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

CHARLES TAN

Designation

MANAGER

Email Address

CHARLESTAN@XX.COM

Mobile No.

+65 98765432

Office No.

+65 12345678

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 (Company): 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
CHARLES TAN

Designation
MANAGER

Email Address
CHARLESTAN@XX.COM

Mobile No.
+65 98765432

Office No.
+65 12345678

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.
	<u>Notes:</u> 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 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 (Company): Update Corporate Profile/ Contact Details

Address

Company Address
89 ROBINSON ROAD #8-00
Singapore 326589

[Edit Company Address](#)

Address

Company Address ✕ Cancel

Select Country/ Territory

Effective date from 01/12/2021

Address

Company Address ✕ Cancel

MALAYSIA

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
CHARLES TAN

Designation
MANAGER

Email Address
CHARLESTAN@XX.COM

Mobile No.
+65 98765432

Office No.
+65 12345678

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 (Company): 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

CHARLES TAN

Designation

MANAGER

Email Address

CHARLESTAN@XX.COM

Mobile No.

+65 98765432

Office No.

+65 12345678

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 (Company): Update Corporate Profile/ Contact Details

 Overview Corporate Tax ▾ GST ▾ Employers ▾ More ▾

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.	T20UF1234A
Acknowledgement No.	243752	Date/ Time	22 Aug 2021 9:17 PM
Updated by	TEST_CO APPROVER 7		

You requested to update the following details:

Financial Year End	30 Jun
Financial Statements prepared in	SINGAPORE DOLLAR
Contact Person	CHARLES TAN
Designation	MANAGER
Email Address	CHARLESTAN@XX.COM
Mobile No.	+65 98765432
Office No.	+65 12345678

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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