

User Guide for Submit EIS Enhanced Deduction/ Allowance Records Digital Service For **Tax Agent Login**



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User guide (For Tax Agent): Submit EIS Enhanced Deduction/ Allowance Records Digital Service

The screenshot shows the myTax Portal login interface. At the top, there is an announcement banner with a warning icon and text about malware. Below this, the 'Login to myTax Portal' section contains four buttons: 'Personal Tax', 'Business Tax', 'Tax Agent Login', and 'Business Client'. The 'Business Client' button is highlighted with a red rectangle. Below the login buttons are links for 'Client Notice of Transfer' and 'Request Singpass/ CorpPASS'. At the bottom, there are two promotional boxes: 'Greater Convenience with Digital Notices' and 'GIRO'. The footer includes the Inland Revenue Authority of Singapore logo and text, along with links for 'Report Vulnerability', 'Privacy Policy', 'Terms of Use', 'Contact', 'Feedback', and 'Technical FAQ'.

Announcement: Beware of malware stealing login credentials saved in internet browsers
We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Weekly maintenance hours (Singapore time):
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Login to **myTax Portal**

- Personal Tax
- Business Tax
- Tax Agent Login
 - Business Client**
 - Individual Client

> Client Notice of Transfer
> Request Singpass/ CorpPASS

Greater Convenience with Digital Notices
With digital notices, you can access and view your notices via myTax Portal any time!
> More Announcements

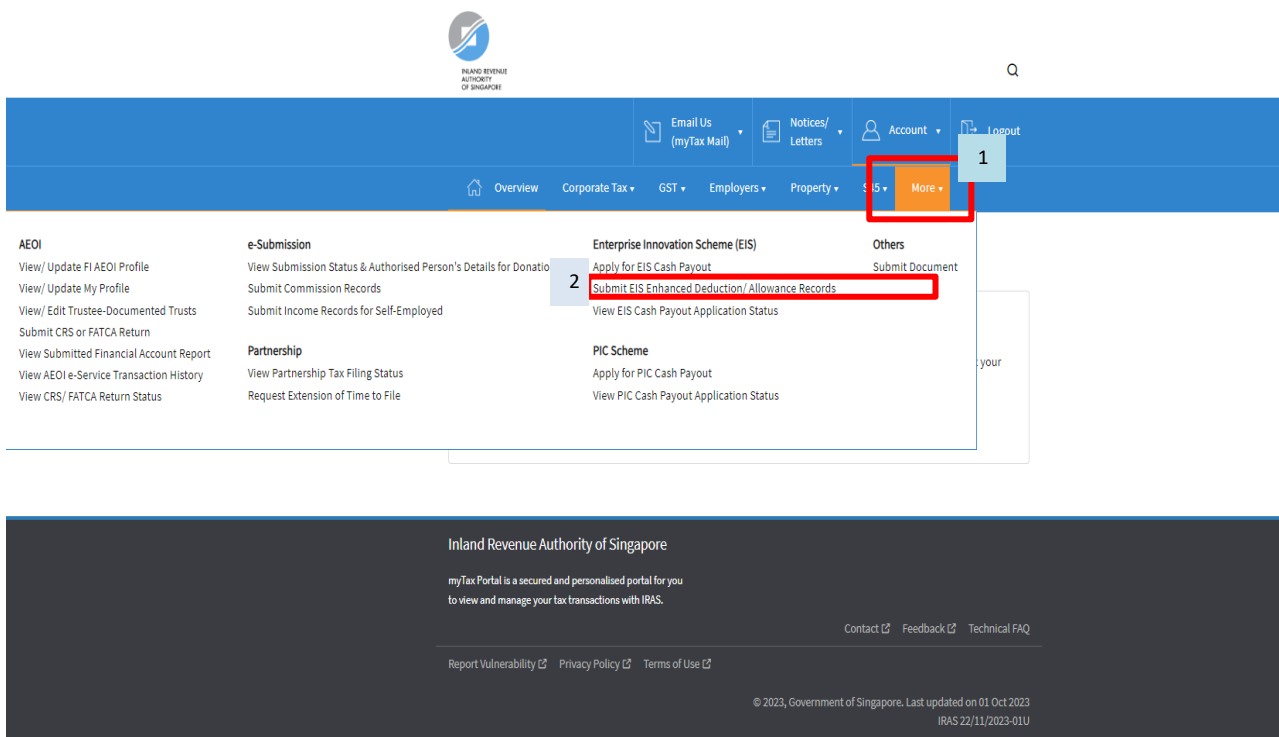
GIRO
Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction.

Inland Revenue Authority of Singapore
myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

Contact Feedback Technical FAQ
Report Vulnerability Privacy Policy Terms of Use

S/N	Action/ Note
Logging in to myTax Portal	
1	Enter the URL: https://mytax.iras.gov.sg/ESVWeb/default.aspx
2	For Tax Agents: Select "Tax Agent Login" > "Business Client"
3	Login with Singpass* <i>*You may use the Singpass app or Password login</i>
4	Note: For partnerships, tax agents will be able to submit the EDA record on behalf of their client. For individuals, tax agents will not be allowed to use the "Submit EIS Enhanced Deduction/ Allowances Records" digital service. For Companies, please declare the enhanced deductions/ allowances in the Corporate Income Tax Return (CIT) by completing the details under the 'Enterprise Innovation Scheme' section of the CIT.

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S/N	Action/ Note
Entering myTax Portal e-Services	
1	Upon login to myTax Portal, click on "More"
2	Select "Submit EIS Enhanced Deduction/ Allowance Records"

User guide (For Tax Agent): Submit EIS Enhanced Deduction/ Allowance Records Digital Service - Client Selection

Client Selection

Submit EIS Enhanced Deduction/ Allowance Records

1

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO

NEXT

2

Legend for Organisation Tax Ref No.

UEN (Unique Entity No.) Format

ID Type	Format ⓘ	Description	Example
UEN-LOCAL CO (previously "ROC")	yyyynnnnnX (10 characters)	<ul style="list-style-type: none">Local Companies	200312345A
UEN-BUSINESS (previously "ROB")	nnnnnnnnX (9 characters)	<ul style="list-style-type: none">Local Businesses (exclude sole-proprietorships for GST)Partnerships	52912345A
UEN-OTHERS	TyyPQnnnnX (10 characters)	<ul style="list-style-type: none">Foreign CompaniesLimited Liability PartnershipsClubs, Associations, Societies, Government Agencies & Others	T08FC1234A T08LL1234A T08SS1234A

Other Format

ID Type	Format ⓘ	Description	Example
ASGD	QnnnnnnnX (9 characters)	<ul style="list-style-type: none">Others	A2500123J
ITR	nnnnnnnnnX (10 characters)	<ul style="list-style-type: none">Others	200112345X

3

S/N	Action/ Note
1	Select the correct "Client Tax Ref No." from the dropdown list provided
2	Click <Next> after you have keyed in the Client Tax Ref No.
3	Note: If you are unsure of the type of Client Tax Ref No. to use, you may refer to the legend provided for your reference before proceeding
4	Note: Please refer to the User Guide for Submit EIS Enhanced Deduction/ Allowance Records for steps on how to proceed with the submission of record