

User Guide

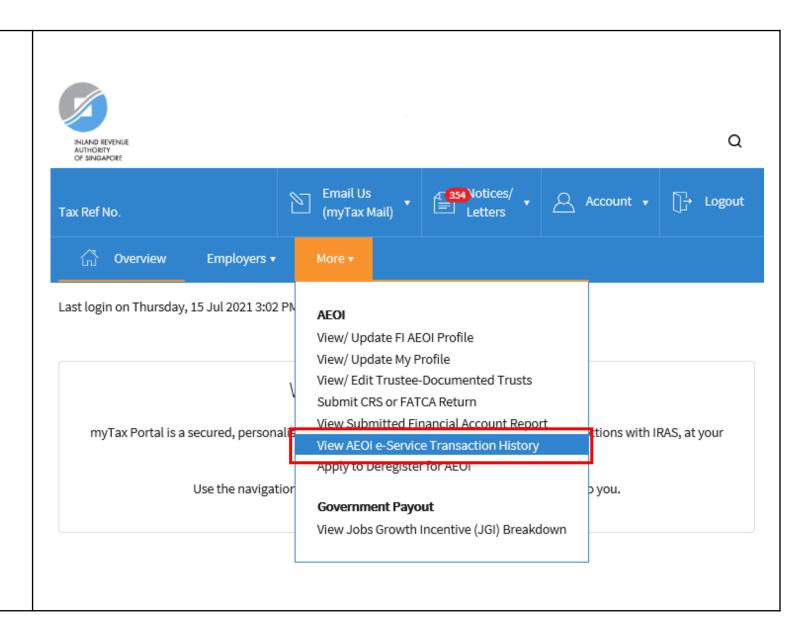
View AEOI e-Service Transaction History

Estimated submission time required is about 5 minutes. Please have the following information ready before using the e-Service:

- 1. Your Singpass
- 2. The Reporting SGFI's Singapore Tax Reference Number

Step 1

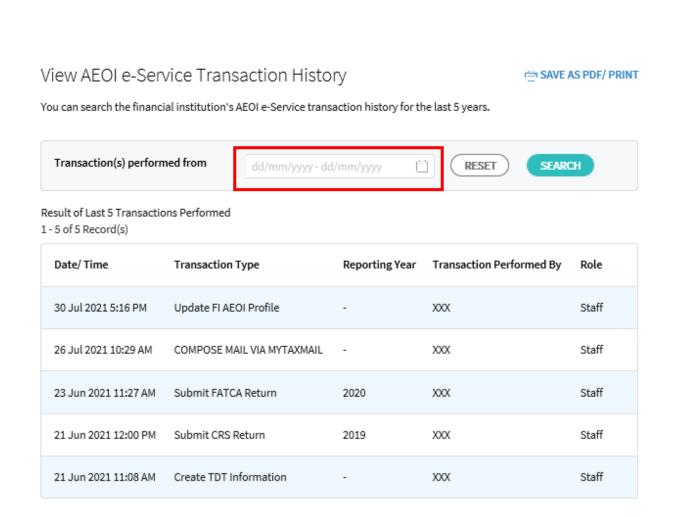
 Log in via <u>myTax Portal</u> > Select More > AEOI > View AEOI e-Service Transaction History



Step 2

At View AEOI e-Service Transaction History landing page,

- The last 5 transactions performed will be displayed.
- If you want to search your FI's AEOI e-Service transaction history, select the textbox/ calendar icon.
- 1
 - If transaction is performed by authorised user (i.e. a user who is authorised by the FI's Corppass admin via Corppass), it will be displayed as "Staff" under "Role"
 - If transaction is performed by 3rd Party User (i.e. a third-party agent that is authorised by the FI's Corppass admin via Corppass), it will be displayed as "Third Party Staff" under "Role"

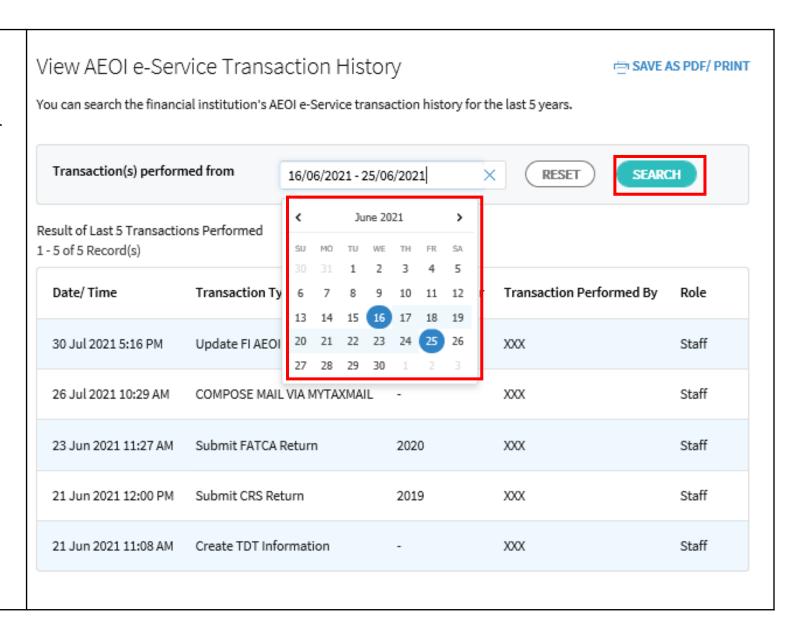


Step 2 (Cont'd)

- Select the start and end dates of the search period on the calendar
- Click "Search"



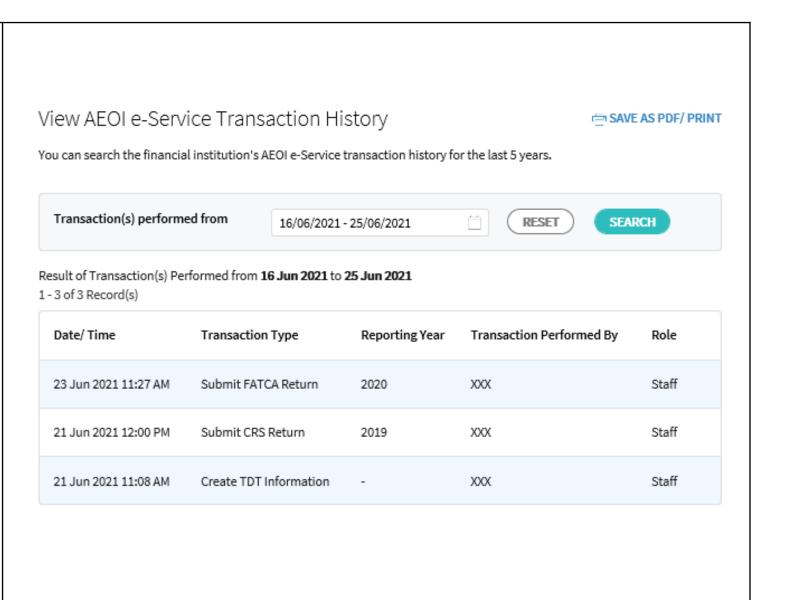
Up to 25 transactions will be displayed per page upon search



The result of transaction(s)
performed during the searched
period will be displayed

If you are unable to find the transaction, you may wish to narrow the date search under "Transaction(s) performed

from" search box



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