



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## View S45 Notices/ Letters

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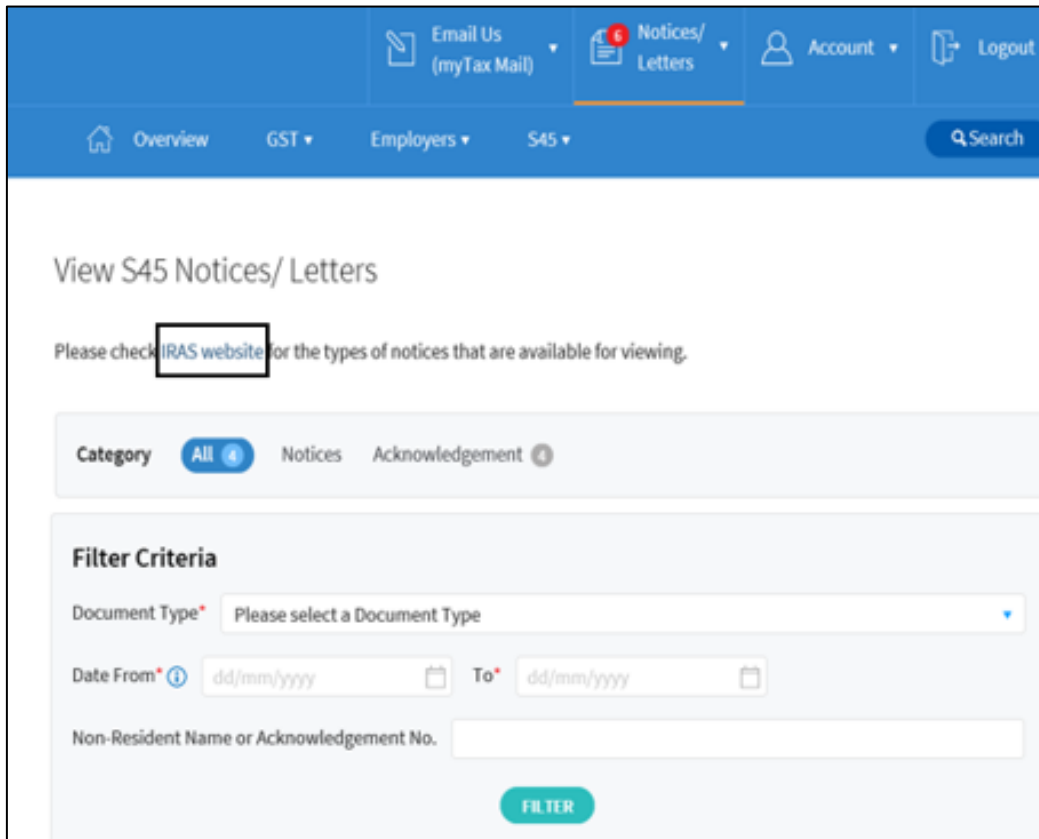
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# Viewing S45 Notices/ Letters

The screenshot shows the myTax Portal interface. At the top, there is a navigation bar with links for 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. Below this, there is a secondary navigation bar with 'Overview', 'Corporate Tax', 'GST', and 'Employee'. The 'Notices/Letters' dropdown menu is open, showing options: 'Corporate Tax', 'GST', 'PIC Scheme', 'Partnership', 'Property', 'Tax Clearance', 'AEOI', and 'S45'. The 'S45' option is highlighted with a blue bar and a black border. Below the navigation bar, there is a banner image of a modern building. Below the banner, there is a message: 'Last login on Wednesday, 26 Jun 2019 7:30 PM (Singapore time)'. Below this, there is a large white box with 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.' At the bottom left, there is a star icon and the text 'RATE THIS E-SERVICE'.

| Step | Action / Note                 |
|------|-------------------------------|
| 1    | Select <b>Notices/Letters</b> |
| 2    | Select <b>S45</b>             |

# Viewing S45 Notices/ Letters



The screenshot shows the IRAS S45 Notices/Letters page. The top navigation bar includes links for 'Email Us (myTax Mail)', 'Notices/ Letters' (with a red notification badge), 'Account', and 'Logout'. Below this is a secondary navigation bar with 'Overview', 'GST', 'Employers', and 'S45' (selected), along with a search bar. The main heading is 'View S45 Notices/ Letters'. A message states: 'Please check [IRAS website](#) for the types of notices that are available for viewing.' Below this is a 'Category' section with 'All' (selected), 'Notices', and 'Acknowledgement'. The 'Filter Criteria' section includes a 'Document Type' dropdown, 'Date From' and 'To' date pickers, and a 'Non-Resident Name or Acknowledgement No.' text input. A 'FILTER' button is at the bottom.

| Step | Action / Note   |
|------|---|
|      | <b>Note:</b><br>You may click on <b>IRAS Website</b> to find out the types of notices that are available in <b>View S45 Notices/Letters</b> . |

# Viewing S45 Notices/ Letters

Email Us  
(myTax Mail)

6 Notices/  
Letters

Account

Logout

Overview

GST

Employers

S45

Search

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category

All 4

Notices

Acknowledgement 4

Filter Criteria

Document Type\* Please select a Document Type

Date From\* dd/mm/yyyy To\* dd/mm/yyyy

Non-Resident Name or Acknowledgement No.

FILTER

129 records found

Download 200 records at a time (ZIP, estimated 50 MB)

Displaying Records 1 - 129

DOWNLOAD

| Step | Action / Note   |
|------|---|
| 1    | Select Category <b>Notices</b>  |
| 2    | Select document type from the dropdown list   |
| 3    | <div>Under Filter criteria, fill in<ul style="list-style-type: none"><li>- the date of the Notice/Letter, or search using a range of date if you do not know the date. (compulsory);</li><li>- the first few character of the non-resident's name or your filing acknowledgement number to refine your search (optional)</li><li>- Select <b>Filter</b></li></ul></div>   |
|      | <div><b>Note:</b><ol style="list-style-type: none"><li>1. The Confirmation of Payment letter will not be issued if you have made payment without e-Filing the Withholding Tax submission. If you have not e-File, please e-File by the due date.</li><li>2. The total number of records found based on your filter criteria will be reflected at the bottom with 200 records displayed at one time.</li></ol></div> |

# Viewing S45 Notices/ Letters

Email Us  
(myTax Mail)

6 Notices/  
Letters

Account

Logout

Overview

GST

Employers

S45

Search

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category

All 4

Notices

Acknowledgement 4

Filter Criteria

Document Type\* Please select a Document Type

Date From\* dd/mm/yyyy To\* dd/mm/yyyy

Non-Resident Name or Acknowledgement No.

FILTER

129 records found

Download 200 records at a time (ZIP, estimated 50 MB)


Displaying Records 1 - 129

DOWNLOAD

| Step | Action / Note  |
|------|--|
| 1    | Select Category <b>Acknowledgement</b>   |
| 2    | Select document type <ul style="list-style-type: none"><li>• <b>S45 EFILING E-ACKNOWLEDGEMENT</b>; or</li><li>• <b>S45 ODE E-ACKNOWLEDGEMENT</b>; or</li><li>• <b>ACKNOWLEDGEMENT of NOTIFICATION PREFERENCE</b></li></ul>   |
| 3    | Under Filter criteria, fill in <ul style="list-style-type: none"><li>- the date the S45 Withholding Tax record/document was submitted to IRAS, or search using a range of date if you do not know the date. (compulsory);</li><li>- the filing acknowledgement number to refine your search (optional)</li><li>- Select <b>Filter</b></li></ul>                              |
|      | <b>Note:</b> <ol style="list-style-type: none"><li>1. Non-Resident Name cannot be used as a search criteria for Acknowledgement page.</li><li>2. The total number of records found based on your filter criteria will be reflected at the bottom with 200 records displayed at one time.</li><li>3. Only e-file records from 1 Jun 2020 onwards will be available.</li></ol> |

# Viewing S45 Notices/ Letters

13586 records found

Displaying  Download all (estimated 41.00KB per document) [DOWNLOAD](#)

Records 1 - 200  
Records 201 - 400  
Records 401 - 600  
Records 601 - 800  
Records 801 - 1000  
Records 1001 - 1200  
Records 1201 - 1400  
Records 1401 - 1600  
Records 1601 - 1800  
Records 1801 - 2000  
Records 2001 - 2200  
Records 2201 - 2400  
Records 2401 - 2600  
Records 2601 - 2800  
Records 2801 - 3000  
Records 3001 - 3200  
Records 3201 - 3400  
Records 3401 - 3600  
Records 3601 - 3800  
Records 3801 - 4000  
Records 4001 - 4200  
Records 4201 - 4400  
Records 4401 - 4600  
Records 4601 - 4800  
Records 4801 - 5000

| <input type="checkbox"/> | S/N | Document   | n-Resident | Acknowledgement No. | Date        |
|--------------------------|-----|------------|------------|---------------------|-------------|
| <input type="checkbox"/> | 1   | S45 CONFIR |            | 391969              | 30 Jul 2019 |
| <input type="checkbox"/> | 2   | S45 CONFIR |            | 391985              | 25 Jul 2019 |
| <input type="checkbox"/> | 3   | S45 CONFIR |            | 391985              | 25 Jul 2019 |
| <input type="checkbox"/> | 4   | S45 CONFIR |            | 391985              | 25 Jul 2019 |
| <input type="checkbox"/> | 5   | S45 CONFIR |            | 391985              | 25 Jul 2019 |
| <input type="checkbox"/> | 6   | S45 CONFIR |            | 391985              | 25 Jul 2019 |
| <input type="checkbox"/> | 7   | S45 CONFIR |            | 391985              | 25 Jul 2019 |
| <input type="checkbox"/> | 8   | S45 CONFIR |            | 391985              | 25 Jul 2019 |

| Step | Action / Note   |
|------|---|
| 1    | To view the next 200 records, select the icon▼ at the <b>Displaying</b> box to select the range of records to be displayed.   |
|      | <b>Note:</b> <ol style="list-style-type: none"> <li>The Notices/Letters are sorted by the date of the notice/letters while Acknowledgement pages are sorted by the date of submission to IRAS.</li> <li>Unread documents will be marked with a blue line on the left border.</li> </ol> |

# Viewing S45 Notices/ Letters

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

### 14 records found



Download 200 records at a time (ZIP, estimated 50 MB)

Displaying Records 1 - 14

**DOWNLOAD**

1 - 14 of 14 Record(s)

[All Records](#) | [Read](#) | [Unread](#)

| <input type="checkbox"/> | S/N | Document                    | Non-Resident Name | Acknowledgement No. | Date        |
|--------------------------|-----|-----------------------------|-------------------|---------------------|-------------|
| <input type="checkbox"/> | 1   | S45 CONFIRMATION OF PAYMENT |                   | 399689              | 01 May 2020 |
| <input type="checkbox"/> | 2   | S45 ODE E-Acknowledgement   | -                 | 397093              | 01 May 2020 |

### Step

### Action / Note

1

Select the **respective row** to view the documents

#### Note:

To view the documents, please disable the 'Pop-up' blocker under the Settings of the browser used:

#### Microsoft Edge

- Click on Cookies and site permissions - > Pop-ups and redirects
- Ensure that "Block (recommended)" is turned off.

#### Google Chrome

- Click on Privacy and security > Site Settings > Pop-ups and redirects
- Ensure that "Sites can send pop-ups and use redirects" is selected.

#### Safari

- Click on General
- Ensure that "Block Pop-ups" is disabled

# Downloading of S45 Notices/ Letters in bulk

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

**14 records found**



Download 200 records at a time (zip, estimated 50 MB)

Displaying Records 1 - 14

**DOWNLOAD**

1 - 14 of 14 Record(s)

[All Records](#) | Read | Unread

| <input type="checkbox"/> | S/N | Document                    | Non-Resident Name | Acknowledgement No. | Date        |
|--------------------------|-----|-----------------------------|-------------------|---------------------|-------------|
| <input type="checkbox"/> | 1   | S45 CONFIRMATION OF PAYMENT |                   | 399689              | 01 May 2020 |
| <input type="checkbox"/> | 2   | S45 ODE E-Acknowledgement   | -                 | 397093              | 01 May 2020 |

**Step**

**Action / Note**

1

Select **Download** to bulk download the documents displayed.

2

To download the next 200 documents in bulk, select the range of records at the Displaying box, and select **Download**.

### Note:

- To download the documents, please disable the 'Pop-up' blocker under the browser settings. Refer to the guide in Slides 7.
- The documents will be downloaded in a zipped PDF file format with file size 50MB.

# Downloading of S45 Notices/ Letters in bulk

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT ▼

Date From\* ⓘ 01/01/2020 📅 To\* 10/06/2020 📅

Non-Resident Name or Acknowledgement No.

**FILTER**

Do you want to open or save **Downloads.zip** from **niesv10u.irasortbp.gov.sg**?

Open

Save ▼

Cancel

✕


**Step**

**Action / Note**

1

Select **Save** to save the zipped file into your preferred location

# Downloading of selected S45 Notices/ Letters

 **1035 records found**

Download 200 records at a time (ZIP, estimated 50 MB)

Displaying Records 1 - 200 [DOWNLOAD](#)

| <a href="#">All Records</a>   <a href="#">Read</a>   <a href="#">Unread</a> |     |                               |                   |                     |             |
|---|-----|-------------------------------|-------------------|---------------------|-------------|
| <input type="checkbox"/>  | S/N | Document                      | Non-Resident Name | Acknowledgement No. | Date        |
| <input type="checkbox"/>  | 21  | S45 eFiling E-Acknowledgement | -                 | 397713              | 06 Mar 2020 |
| <input type="checkbox"/>  | 22  | S45 eFiling E-Acknowledgement | -                 | 397711              | 06 Mar 2020 |
| <input type="checkbox"/>  | 23  | S45 ODE E-Acknowledgement     | -                 | 397630              | 02 Mar 2020 |
| <input type="checkbox"/>  | 24  | S45 ODE E-Acknowledgement     | -                 | 396995              | 28 Jan 2020 |
| <input type="checkbox"/>  | 25  | S45 CONFIRMATION OF PAYMENT   |                   | 396995              | 20 Jan 2020 |
| <input type="checkbox"/>  | 26  | S45 CONFIRMATION OF PAYMENT   |                   | 395984              | 20 Jan 2020 |
| <input type="checkbox"/>  | 27  | S45 CONFIRMATION OF PAYMENT   |                   | 395216              | 20 Jan 2020 |

« First < 1 **2** 3 4 5 6 7 8 9 10 > Last »

Page 2 of 10

[DOWNLOAD SELECTED](#)

| Step | Action / Note  |
|------|--|
| 1    | Select the <b>Checkbox</b> of the documents you wish to download                         |
| 2    | Select <b>Download Selected</b> to download selected documents                           |
|      | <b>Note:</b><br>The selected documents will be downloaded in a zipped PDF file size 50MB |

# Downloading of selected S45 Notices/ Letters

## View S45 Notices/ Letters

Please check [IRAS website](#) for the types of notices that are available for viewing.

Category **All 12** Notices 7 Acknowledgement 5

### Filter Criteria

Document Type\* S45 CONFIRMATION OF PAYMENT, S45 ODE E-ACKNOWLEDGEMENT

Date From\* 01/01/2020 To\* 10/06/2020

Non-Resident Name or Acknowledgement No.

**FILTER**

Do you want to open or save Downloads.zip from niesv10u.irasortbp.gov.sg?

Open

Save

Cancel

×

**Step**

**Action / Note**

1

Select **Save** to download and save the zipped file into your preferred location

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## Contact information

For enquiries on this user guide, please call (65) 63567012 (Withholding Tax) or email [myTax mail](#)

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