



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Request Extension of Time to File (Partnership)





**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
- Stamp Duty

> 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.

## Step No. Action

1. At *myTax* Portal login page, select the relevant type of Login.

Select **Business Tax\*** if you are logging in on behalf of the business.

Select **Tax Agent Login\*** > **Business Client** if you are logging in on behalf of your client.

\* Please ensure that you have been duly authorised by the organisation with **Partnership (Form P Filing)** e-Service before making the request.

## a) Log in for Business Tax Matters with Singpass

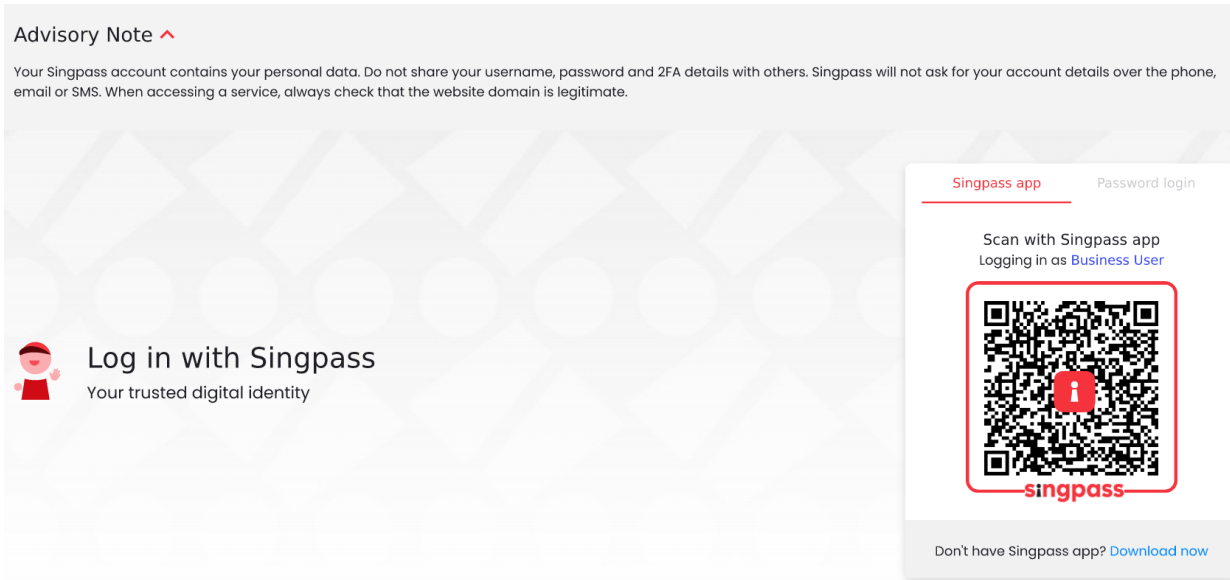
### Advisory Note

Your Singpass account contains your personal data. Do not share your username, password and 2FA details with others. Singpass will not ask for your account details over the phone, email or SMS. When accessing a service, always check that the website domain is legitimate.



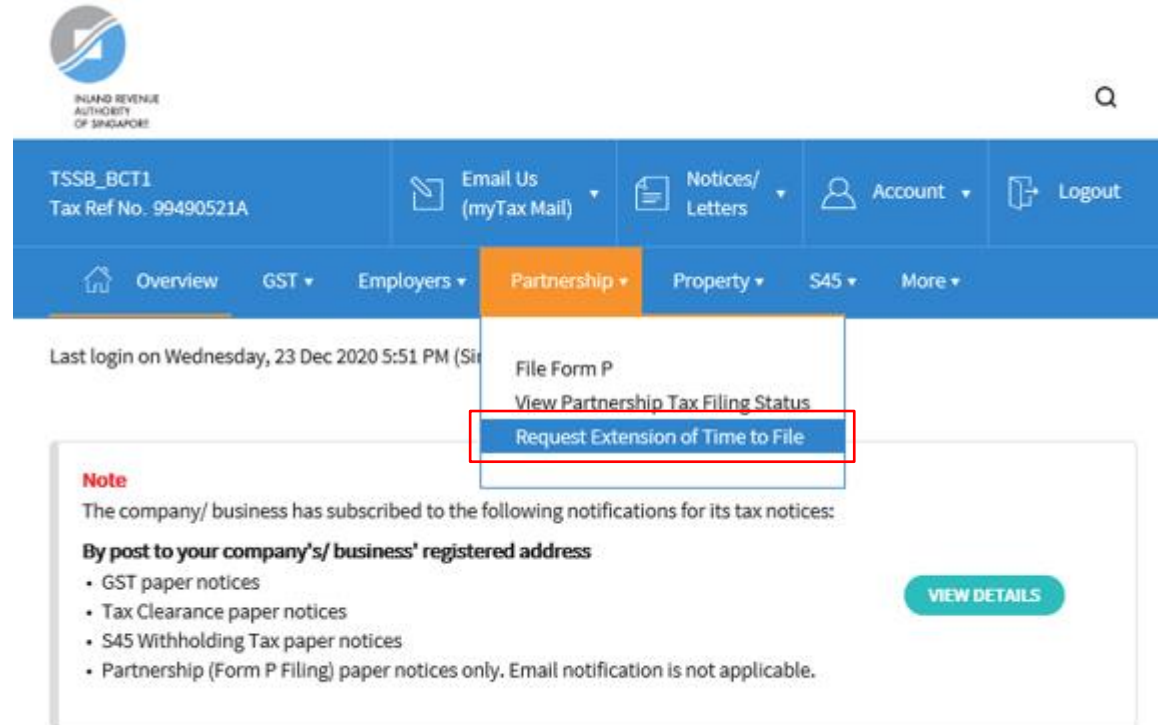
- | Step No. | Action  |
|----------|---|
| 1.       | Scan QR code with your Singpass app to log in |

## b) Log in for Client Tax Matters with Singpass



- | Step No. | Action  |
|----------|---|
| 1.       | <b>Scan QR code</b> with your <b>Singpass app</b> to log in |

## After logging in with Singpass



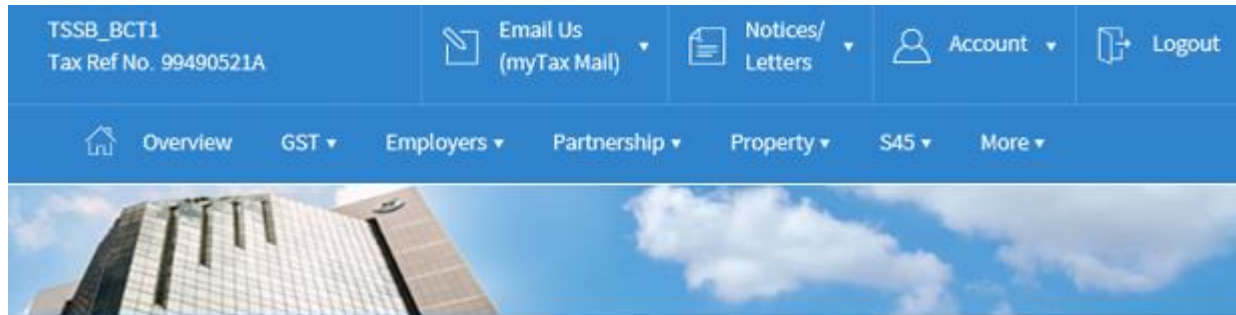
### Step No. Action

1. At "Overview" page, click on "Partnership" dropdown list and select **Request Extension of Time to File**.

### Note

**Extension of time to file for current Year of Assessment is only available from 1 February and it applies to your Partnership tax returns and/or accounts.**

Please ensure that you are authorised with **Partnership (Form P Filing)** e-Service before making the request.



## Extension of Time to File

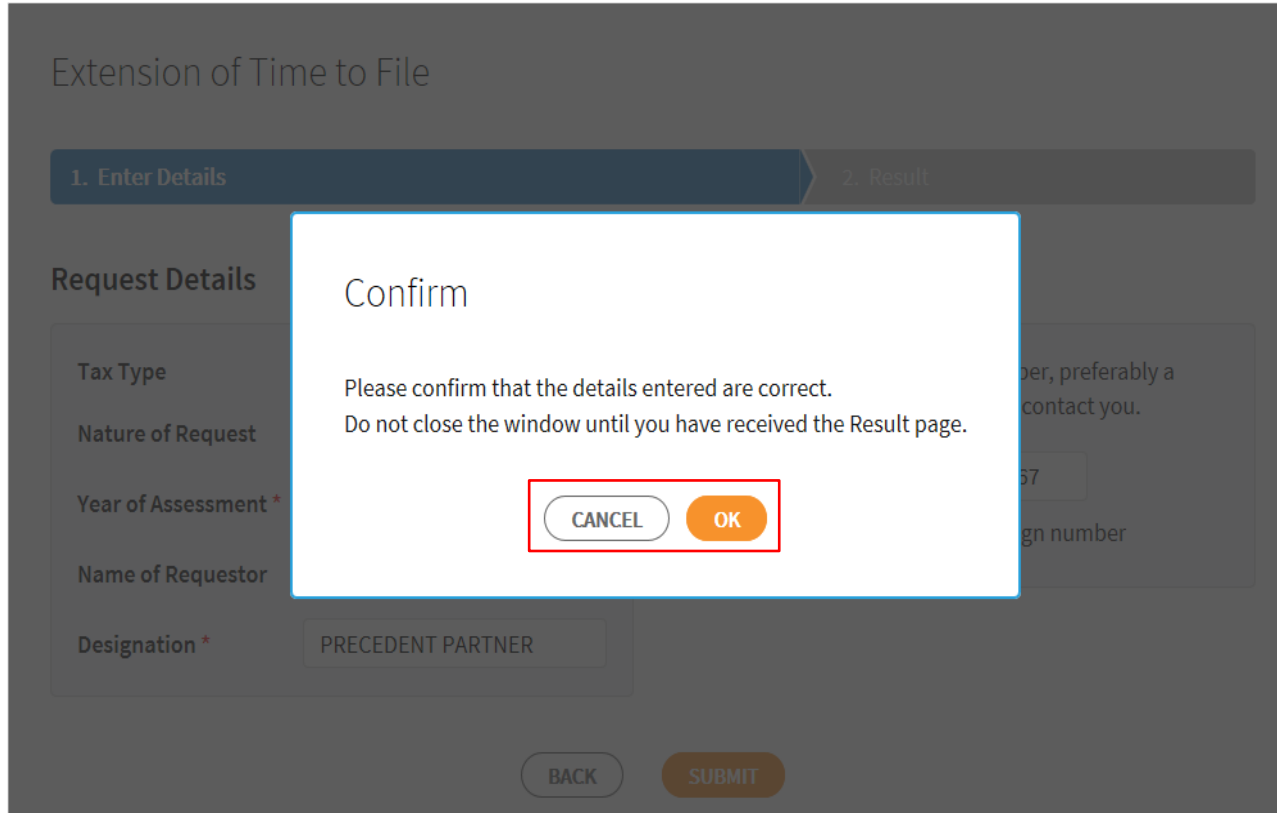
1. Enter Details      2. Result

Request Details		Contact Information	
Tax Type	PARTNERSHIP	Please provide a valid contact number, preferably a mobile number, as we may need to contact you.	
Nature of Request	EXTENSION TO FILE	Contact No. *	+65 91234567 <b>2</b>
Year of Assessment *	2021 ▾	<input type="checkbox"/> I like to be contacted via a foreign number	
Name of Requestor	XXX		
Designation *	Manager <b>1</b>		

3

### Step No.      Action


1. At "Enter Details" page, enter your **Designation** in "**Designation**" field.
2. Enter your **Mobile number** in "**Contact No.**" field.  
  
Check the box next to "**I like to be contacted via a foreign number**" to enter Country Code, Area Code, foreign contact number and email address (if any).
3. Click on "**SUBMIT**" button.



**Step No. Action**

1. Click on **"OK"** button once you have confirmed the details entered are correct.

Click on **"CANCEL"** button to make amendments to the details entered at "Enter Details" page.



INLAND REVENUE AUTHORITY OF SINGAPORE

TSSB\_BCT1  
Tax Ref No. 99490521A

Email Us (myTax Mail) | Notices/Letters | Account | Logout

Overview | GST | Employers | Partnership | Property | S45 | More

**Step No. Action**

1. The outcome of your request will be displayed on the "Result" page.

After which, you may proceed to click on "**PRINT**" button to print the Result Page.

A copy of the Result Page will be stored under "Notices/ Letters > Partnership" dropdown list.

Extension of Time to File

SAVE AS PDF/ PRINT

1. Enter Details

2. Result

**Result**

Your request cannot be processed as there is no Form P issued for Year of Assessment 2021 as of today.

<b>Name</b>	TSSB_BCT1	<b>Tax Ref No.</b>	99490521A
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<b>Tax Type</b>	PARTNERSHIP	<b>Nature of Request</b>	EXTENSION TO FILE
<b>Year of Assessment</b>	2021	<b>Contact No.</b>	99999999
<b>Name of Requestor</b>	TSSB_INDV	<b>Designation</b>	MANAGER



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