**Specimen Authorisation to Third Party for Income Tax Matters**

To: Comptroller of Income Tax

Inland Revenue Authority of Singapore

55 Newton Rd, Revenue House, Singapore 307987

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Tax Reference No: \_\_\_\_ authorise (Full Name of Taxpayer) (NRIC/FIN/ASGD/ITR)

**\***Mr / Mdm / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Full Name of Authorised Person)

**\***NRIC / FIN / ASGD / ITR / PASSPORT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to handle my income tax matters for the Year(s) of Assessment \_\_\_ \_ and subsequent years.

Please correspond directly with the above-authorised person. You may forward all correspondences on my income tax matters to the following address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I undertake that I shall be responsible to notify the Comptroller of Income Tax, **in writing**, on the following:

1. Revocation of this third-party authorisation^
2. Changes to my correspondence address.

**My Declaration**

I hereby declare that all the information given above and in any document(s) attached, is true,

correct and complete. I attach a copy of my official identity document (e.g. passport) bearing my personal particulars *and* signature.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Contact Number |  | Taxpayer’s Signature |
| Date |  |

*\* delete if not applicable*

*^ If you no longer wish to engage the above-authorised person to handle your income tax matters, please forward a letter indicating the date from which you cancel this authorisation.*