

Template to Submit Commission Records



Template for
Commission Records

Important Notes:

File Structure

- The file to be imported must be in an Excel (.xlsx) document.
- The file must not have any header. Please **delete Row 1 and 2 before uploading the file onto [myTax Portal](#)**.
- There should be a total of 11 columns in the file (columns A to K).
- There should **not be any gaps** (i.e. empty rows) between the records.

File Format

Column	Field Name	Validation Rule																						
A	ID Type	Must be one of the following: <ul style="list-style-type: none"> • NRIC • FIN • MIC • WP • ASGD • ITR • UEN-LOCAL CO • UEN-BUSINESS • UEN-OTHERS 																						
B	ID Number	Format of ID numbers: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>NRIC</td> <td>SNNNNNNNC or TNNNNNNNC</td> </tr> <tr> <td>FIN</td> <td>GNNNNNNNC or FNNNNNNNC</td> </tr> <tr> <td>MIC</td> <td>consist of 7 or 8 alpha-numeric or consist of 12 numeric</td> </tr> <tr> <td>WP</td> <td>must consist of 10 characters including space</td> </tr> <tr> <td>ASGD</td> <td>ANNNNNNNC</td> </tr> <tr> <td>ITR</td> <td>NNNNNNNNC</td> </tr> <tr> <td>UEN - Business</td> <td>NNNNNNNNC</td> </tr> <tr> <td>UEN – Local Co</td> <td>YYYYNNNNNC</td> </tr> <tr> <td>ASGD</td> <td>ANNNNNNNC</td> </tr> <tr> <td>ITR</td> <td>NNNNNNNNC</td> </tr> <tr> <td>UEN-Others</td> <td>TYYPQNNNNC or SYYPQNNNNC or RYYPQNNNNC</td> </tr> </tbody> </table>	NRIC	SNNNNNNNC or TNNNNNNNC	FIN	GNNNNNNNC or FNNNNNNNC	MIC	consist of 7 or 8 alpha-numeric or consist of 12 numeric	WP	must consist of 10 characters including space	ASGD	ANNNNNNNC	ITR	NNNNNNNNC	UEN - Business	NNNNNNNNC	UEN – Local Co	YYYYNNNNNC	ASGD	ANNNNNNNC	ITR	NNNNNNNNC	UEN-Others	TYYPQNNNNC or SYYPQNNNNC or RYYPQNNNNC
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C	Name	Max. 80 characters																						
D	Nationality	Please note that for Singapore Citizen, to input the value as S'PORE CITIZEN.																						
E	Sex	Must be F or M																						

F	Designation	<p>This relates to the nature of activity of the commission agent</p> <p>If the nature of activity of the commission agent does not fall within one of the options, please select OTHERS.</p> <ul style="list-style-type: none"> • REMISIER • REAL ESTATE AGENT • INSURANCE AGENT • DISTRIBUTOR • FINANCIAL ADVISOR • INSTRUCTOR • THERAPISTS • SINGAPORE POOL RETAILERS • OTHERS
G	Date of Birth	DD/MM/YYYY
H	Address Line 1 (Optional)	Max. 40 characters
I	Address Line 2 (Optional)	Max. 40 characters
J	Address Line 3 (Optional)	Max. 40 characters
K	Gross Commission	<p>Max. 10 digits</p> <p>(For amendment submission, if the amount is a negative, the minus sign (-) is not included in the max. 10-digit count.)</p> <p>Do not enter decimals Do not enter comma Do not enter the dollar sign (\$)</p> <p>Please declare the gross income (such as commission, referral fees, training fees, retail profits, allowances, incentives etc.) paid to commission agents (including non-individuals) for the services rendered to your organisation. For more details, please refer to the FAQs on how to prepare information for your commission income submission.</p>

Examples of error messages

1. Invalid data in cell

The error messages will be displayed at the top portion of the page (highlighted in red). User can then zoom in to the cell to check on the error.

Submit Commission Online

1. Create Submission | **2. Add Records** | 3. Summary | 4. Acknowledgement

Import Excel

You can import up to 500 records of the commission payees via an Excel file. [SELECT FILE](#)

Total gross commission amount cannot be more than 11 characters.

Note: It may take up to 80 seconds to complete the import.

Commission Payees' Details

	A	B	C	D	E	F	G	H	I
1	NRIC			SINGAPORE	CITIZEN	FEMALE	SALES	09/08/1977	
2	JEPH-LOCAL CO			MALAYSIAN	M	REMBECH	25/08/2012		
3	JEPH-LOCAL CO			MALAYSIAN	M	REMBECH	09/08/1979		
4	PASSPORT NO			IRRAWI	M	REMBECH	09/08/1980		
5	ABOO			MALAYSIAN	M	REMBECH	09/08/1983		ADD
6	JEPH-LOCAL CO								
7	JEPH-LOCAL CO								
8	JEPH-LOCAL CO							ADDRESS	ADDRESS
9	JEPH-LOCAL CO								

The cell with the error will show a red triangular indicator at the top right side of the cell.

2	NRIC		SINGAPORE	M	SALESMAN	12/05/1958			
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2. Incorrect file type extension

Import Only Microsoft Excel (.xlsx) CLOSE

You can only import a Microsoft Excel file with extension .xlsx.

[OK](#)