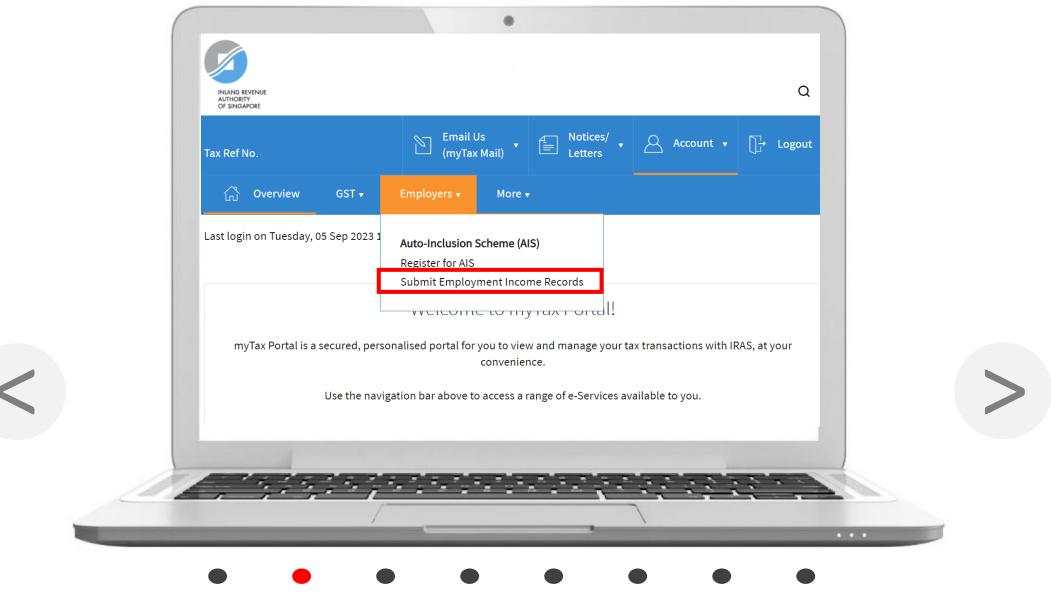
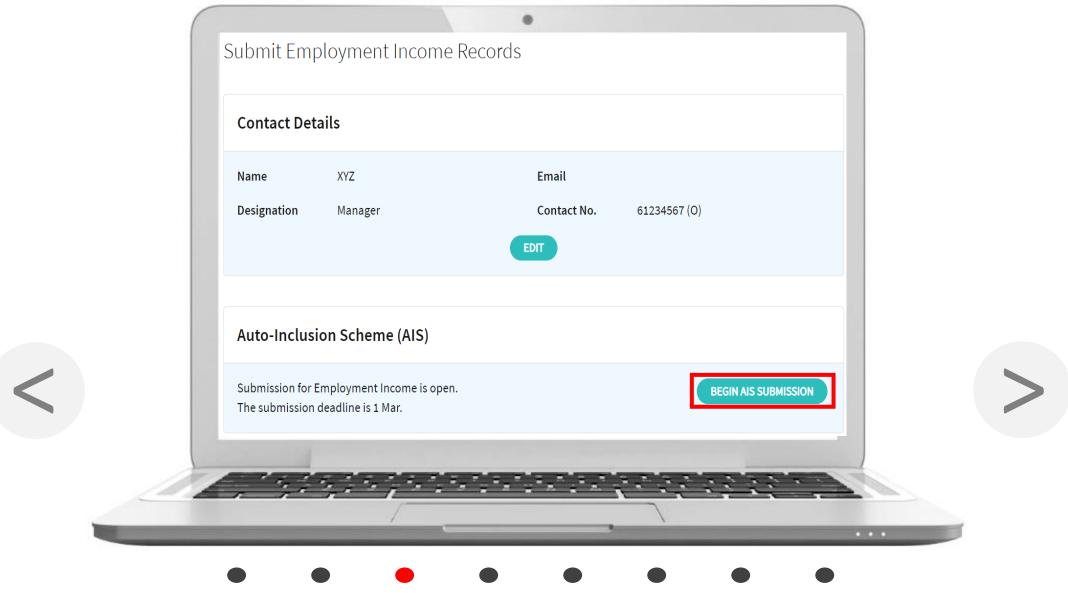


Login to myTax Portal at mytax.iras.gov.sg.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)

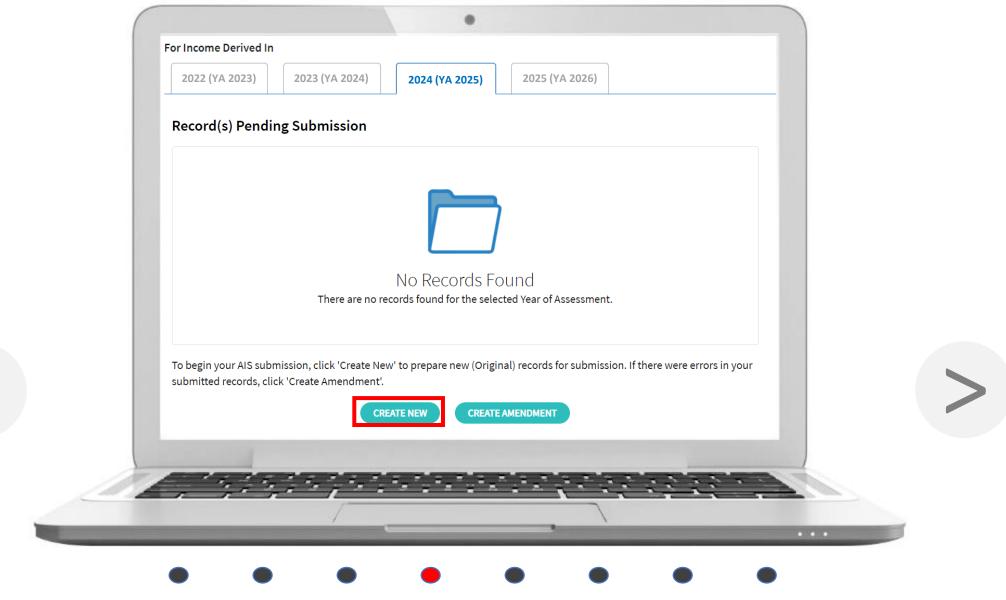


Mouse over 'Employers' and select 'Submit Employment Income Records'.

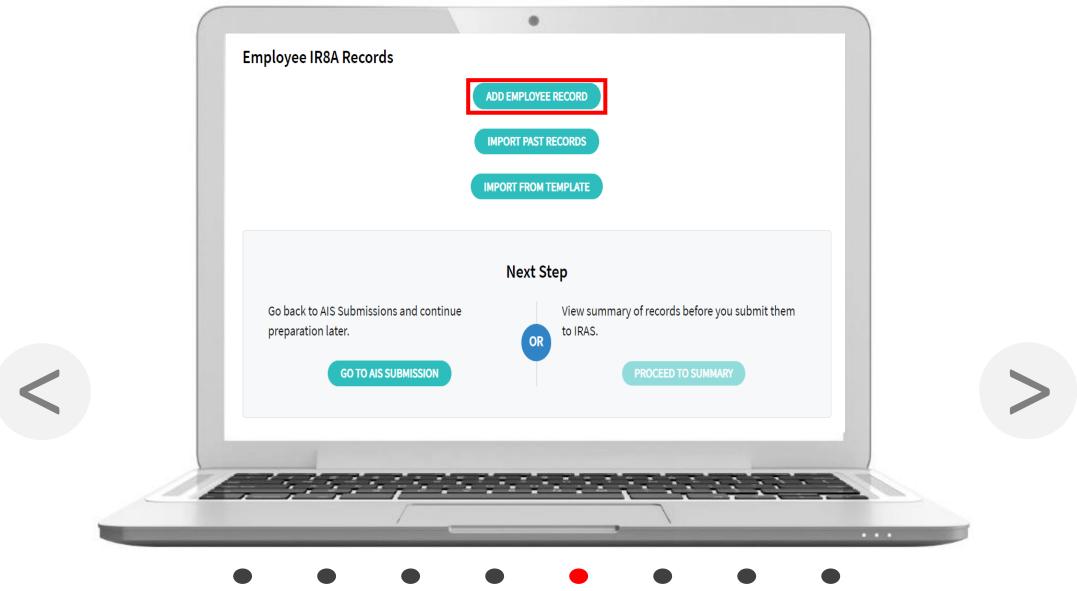


• Click on the **'Begin AIS submission'** button.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



• Select the relevant tab, e.g., 2024 (YA 2025) and click on the **'Create New'** button.

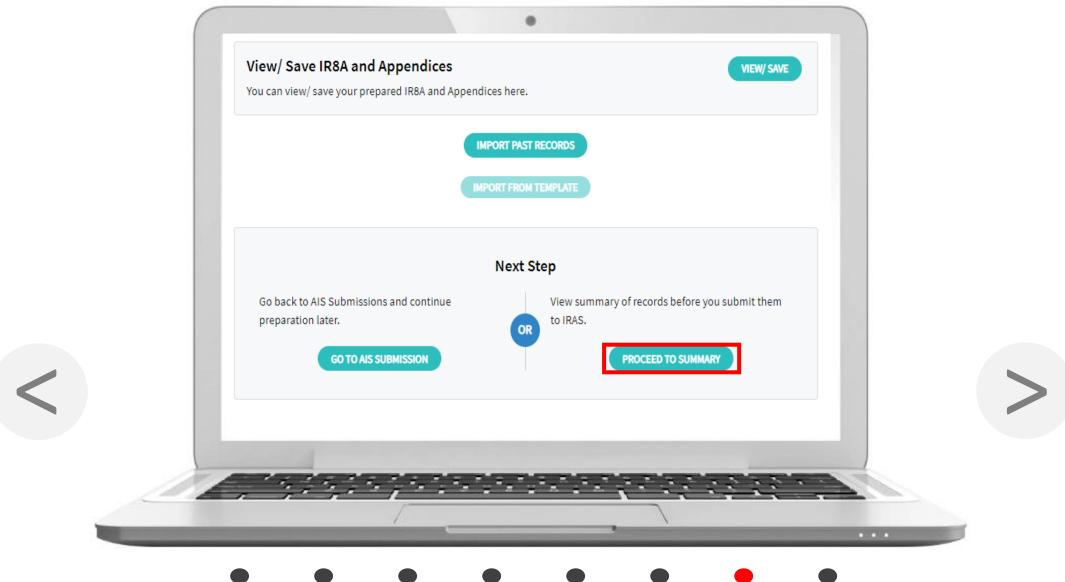


Click on 'Add employees records' button. You may also use 'Import past records' to import the employees' personal particulars from past submitted submission records.

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	S\$	0.00
b) Bonus (non-contractual bonus paid on) dd/mm/yyyy	S\$	0.00
and/ or contractual bonus for service rendered in 2022		
c) Director's fees approved at the company's AGM/ EGM on dd/mm/yyyy 📋	S\$	0.00
d) Others (Appendices) <b>EDIT DETAILS</b>	S\$	0.00
Deductions ()		
Employee's Compulsory contribution to (Less amount refunded/ to be refunded) Central Provident Fund Designated Pension or Provident Fund Name of Fund	S\$	0.00
Donations deducted through salaries: * Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations	S\$	0.00
Contributions deducted through salaries to Mosque Building Fund	S\$	0.00
Life insurance premiums deducted through salaries	SŚ	0.00
SAVE		

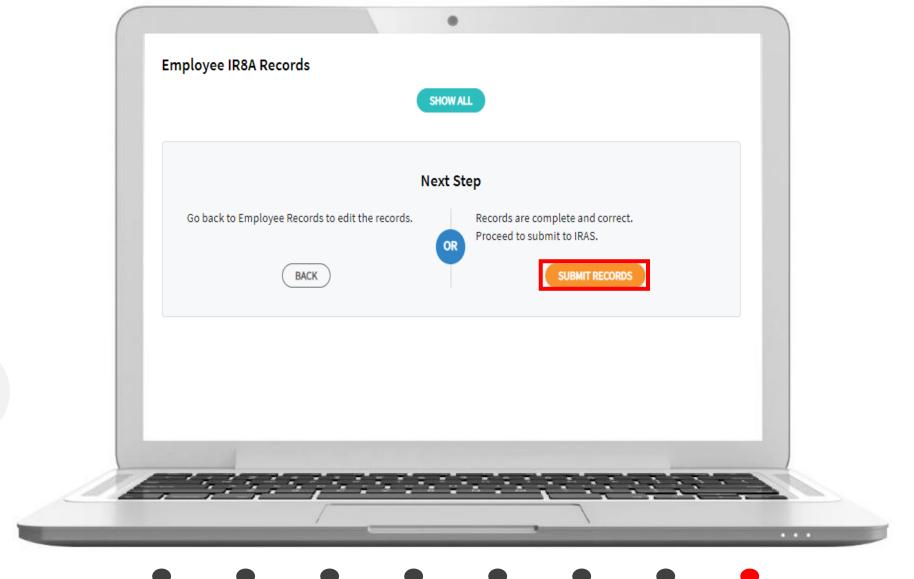
- Enter employee's details in the Form IR8A.
- Click on 'Edit Details' to display and enter other income information and appendices if necessary.
- Click on the **'Save'** button.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



- Scroll down to the bottom of the page.
- Click on the "**Proceed to Summary**" button.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



- Scroll down to the bottom of the page.
- Click on the "Submit Records" button.

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