

## User Guide

# Submit Commission Records on myTax Portal



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### About Submit Commission Records on myTax Portal

- 1. Submit Commission Records on myTax Portal allows commission-paying organisations to prepare and submit their commission agents' identification and income information online.
- 2. It is suitable for organisations that do not have their own software to prepare the commission records for submission and submit the information to IRAS via Application Programming Interface (API).
- 3. Before accessing "Submit Commission Records" digital service at myTax Portal, you have to perform the authorisation for the "Submission of Commission Records" e-service at Corppass. Learn how to authorise staff via the Corppass system.
- 4. Ensure your computer fulfills the minimum hardware/ software requirements:

#### Operating system

- Windows 7 and above; or
- MAC OS X 10.10 and above

#### Hardware requirements

- Pentium 4 PC and above with 2 GB RAM (recommended); and
- 512Kbps speed Broadband with connection to a local ISP

#### <u>Browser</u>

- Internet Explorer 11.0 and above;
- Mozilla Firefox 54.0 and above;
- Google Chrome 59.0 and above;
- Microsoft Edge; or
- Safari Browser 9.0 and above

<page-header></page-header>	Step 1: myTax Portal Login	
<complex-block><complex-block></complex-block></complex-block>	1. Access Submit Commission Records $>$ 2. Preparation $>$ 3. Submission	
<complex-block></complex-block>	A Staggpore Government Agency Website Heav to identify Who We Are V Taxes Chemes Digital Services V Digital Collaboration V D	Visit www.iras.gov.sg, • Select <login>.</login>
Singpass app to log in       Singpass app to log in       Log in       . Singpass App, or         OR       OR       Password       Log in       . Password         Forgot Singpass ID       Reset password       Reset password       . Singpass App, or	Which Tax Login Am l   ImpTax Portal Login ImpTax Portal Login ImpTax Portal Login ImpTax Agent	At myTax Portal, • Select <company business<br="">Tax&gt;.</company>
Register For Singpass	Singpass app       Password login         Scan with Singpass app       Log in         Image: Singpass app       Singpass app         Image: Singpass       Singpass app	Login using: • Singpass App, or • Password login

1. Access Submit Commission Reco

> 2. Preparation > 3. Submission



- Mouse over to <More>.
- Select <Submit Commission Records>.

#### NOTE

Only staff who has been authorised with the "Approver" or "Preparer" role for the "SUBMISSION OF COMMISSION RECORDS" IRAS' e-service at <u>Corppass</u> can view the "Submit Commission Records" digital service in myTax Portal.

#### Authorised Person's Details for Commission

< Back to Commission Main Menu

Name of Authorised Person*
Designation*
Email Address*
Please provide at least one of the following information Office No.
Mobile No.

Organisations logging in for the first time will be prompted to update their authorised person's contact details.

- Fill in the particulars.
- Click <SAVE>.

#### NOTE

The authorised person should be a representative of your organisation holding any one of the following positions:

- Director
- Partner
- Sole proprietor
- Manager or higher
- Tax agent

1. Access Submit Commission Records $>$ 2. Preparation $>$ 3. Submission		
Authorised Person's Details for Commission	🖶 PRINT	Click <commission main="" menu="">.</commission>
Note		
All matters related to this e-Service will be directed to the named Authorised Person.		
Name of Authorised Person		
Designation		
Email Address		
Office No.		
Mobile No.		

Submission	
Submit commission information online i.e. without downloading any application.	
Submission Status View status of submitted files/ records.	VIEW
Authorised Person's Details	
View or update authorised person's details.	VIEW/ UPDATE

• Click <SUBMIT ONLINE> to begin.

Step 2: Preparation	
1. Access Submit Commission Records 2. Preparation 3. Submission	
1. Create Submission       2. Add Records       3. Summary       4. Acknowledgement         For Commission Derived in       2022 (YA 2023)       2023 (YA 2024)       2024 (YA 2025)       2025 (YA 2026)         Pending Submission ①	By default, the current Year of Assessment (YA) is selected. For example, if you are accessing the "Submit Commission Records" digital service in 2025, the default year selected will be 2024 (YA 2025). • Click <create original=""> to add</create>
No Pocords Found	<ul> <li>If you would like to amend a previously submitted commission records, click <create amendment=""> to amend previous records.</create></li> </ul>
ino Records Found	Note: You may click ① for more information.
CREATE ORIGINAL CREATE AMENDMENT	<ul> <li>You are allowed to create up to 500 records in each submission. Additional records have to be submitted in a separate submission.</li> <li>If you want to create amendment</li> </ul>

amendment records, please read User Guide for Preparing of Commission Amendment Records.

Verify the Authorised Person's Details for

<b>Note</b> All matters related to this e-Service will be directed to	the named Authorised Person.
Name of Authorised Person*	
Designation*	
Email Address*	-
Please provide at least one of the following information <b>Office No.</b>	
Mobile No.	

NOTE

Commission and click <SAVE>.

Organisations that have previously updated the authorised person's contact details will go through this page to verify the contact information is up to date.

1. Access Submit Comm	ission Records >	2. Preparation 3. Subm	ssion	
- Add Commission	Payee's record			
List of Commission Reco	ords			Click <add record="">.</add>
For Commission Derived in	2024 (YA2025)	Submission Type	ORIGINAL	
Status	NOT SUBMITTED			
Authorised Person's D	etails		EDIT	
Name		Office Number		
Designation		Mobile Number		
Email Address				
Create Commission Re	ecords			
Prepare commission records f	or submission.		ADD RECORD	

Commission Derived in 2024 (YA 2025)		
Payee's Particulars		
Identification Type * (i)	Select	
	Select	
	NRIC	
Details of Commission	FIN	
	MALAYSIAN IC	
	PASSPORT NO.	
Gross Commission * 🛈	UEN-BUSINESS	
	UEN-LOCAL CO	
	UEN-OTHERS	
	ASGD	
Address (Optional)	ITR	
Enter address only if you want	to print a statement for mailing purposes.	
	BACK CLEAR SAVE	

• Select the Identification Type from the dropdown list.

#### Note:

Click 🛈 for more information.

Commission Derived in 2024 (YA 2025)

Select

Payee's Particulars

Identification Type \* 🛈

1. Access Submit Com	mission Records 2. Preparation 3. Submission	
- Add Individual I	record	
1. Create Submission	<b>2. Add Records 3.</b> Summary <b>4.</b> Acknowledgement	• Enter all the payee's particulars and gross commission.
Commission Derived Payee's Particulars	d in 2024 (YA 2025)	• "Designation" refers to the nature of activity of the payee (i.e., commission agents). If the nature of
Identification Type * ()	NRIC	activity of the commission agent does not fall within one of the dropdown options, please select
Name *		<ul> <li>Enter address only if you want to use this application to print a</li> </ul>
Date of Birth * Gender *	dd/mm/yyyy	<ul> <li>statement for mailing to your payee.</li> <li>Refer to <u>Enter Address</u> for details.</li> <li>Click <save>.</save></li> </ul>
Citizenship*	Select	
Designation *	Select	
Details of Commissi	ion Income	<ul> <li>Note: Click i for more information.</li> <li>Ensure that Payee's Identification No. corresponds to the income and other details prepared for</li> </ul>
Gross Commission * (1)	ss00	<ul> <li>Select the Date of Birth from the date</li> </ul>
		format.
Address (Optional)	Select	
Enter address only if you w	ant to print a statement for mailing purposes.	
	BACK CLEAR SAVE	
Your record(s) has/have be	en saved successfully.	<ul> <li>A confirmation message is displayed when the record is saved successfully</li> </ul>
Submit Commissio	on Online	<ul> <li>Select the Identification Type to add</li> </ul>
1. Create Submission	2. Add Records 3. Summary 4. Acknowledgement	another record if necessary

•

1. Access Submit Commission Records 2. Preparation 3. Submission	
- Add Non-Individual record	
1. Create Submission     2. Add Records     3. Summary     4. Acknowledgement	Enter Identification No., Name and Gross Commission
Commission Derived in 2024 (YA 2025)	• The address field is optional. Enter
Payee's Particulars	application to print a statement for
Identification Type * (i) UEN-LOCAL CO 🔹	Enter Address for details.
Identification No.*	• Click <save>.</save>
Name *	Note: Click ① for more information.
	• Ensure that Payee's Identification No. corresponds to the income
Details of Commission Income	and other details prepared for.
Gross Commission * (i) SS .00	
Address (Optional)	
Enter address only if you want to print a statement for mailing purposes.	
BACK	

Your record(s) has/have been	n saved successfully.		
Submit Commissio	n Online		
1. Create Submission	2. Add Records	3. Summary	4. Acknowledgement
Commission Derived in	n 2024 (YA 2025)		
Payee's Particulars			

- A confirmation message is displayed when the record is saved successfully.
- Select the Identification Type to add another record if necessary.

1. Access Submit Com	mission Records 2. Preparation 3. Submission	
- Enter Address		
Address (Optional)	SINGAPORE POSTAL CODE	• Enter the address via Singapore Postal Code or Others.
Enter address only if you w Singapore Postal Code * Block/House No. Storey-Unit Street Name	Ant to print a statement for mailing purposes.	<ul> <li>If you have selected to enter the address via Singapore Postal Code and have entered the 6 digits postal code, the Block/House No will be auto-populated. Select the Block/House No. from the dropdown list (if applicable) and enter the Storey-Unit.</li> <li>Alternatively, select Others to enter the full address in the fields</li> </ul>
	BACK CLEAR SAVE	Note:
OR		application to print a statement for

Address (Optional)	OTHERS •	-
Enter address only if you wan	t to print a statement for mailing purposes.	
Address Line 1 *		
Address Line 2		
Address Line 3		-
	BACK DELETE SAVE	

application to print a statement IOT mailing to your payee.

#### List of Commission Records and Functions

Submit Commission	Online		+ EXPAND ALL RECORDS
1. Create Submission	2. Add Records	3. Summary	4. Acknowledgement
List of Commission Reco	ords		
For Commission Derived in Status	2024 (YA2025) NOT SUBMITTED	Submission Type	ORIGINAL
Authorised Person's D	etails		EDIT
I Name		Office Number	
Designation		Mobile Number	
Email Address			
Create Commission Re	ecords		
Prepare commission records f	or submission.		ADD RECORD
Import payees' particulars from	n past submissions.		IMPORT RECORDS
Total			
Total No. of Records	Tota	l Amount of Gross Commission	
1 - 3 of 3 Records			
Identification Type	Identification No.	Name Gro	OSS Commission (S\$) Actions
UEN-LOCAL CO			.00 EDIT
			.00 EDIT
			.00 EDIT
CANCI	EL CHANGES DEL	ETE RECORDS UPDATE CH	IANGES
Statement of Commissio	n Income		
Select to view or save stateme	nt of your Commission re	cords.	VIEW/SAVE
Export Commission Reco	<b>rds</b> : to a Microsoft Excel file.		EXPORT ALL RECORDS
Continue your preparation	N later.	View a summary of you to IRAS.	r records before submitting
BAC	ĸ	PROCEE	D TO SUMMARY

#### Note:

This is an overview of the Add Records page. The detailed explanation of each of the functions is in subsequent pages.

Each page displays up to 25 records. Use the page navigator to see records in other pages.

#### - Sort Records

Tota	al		
Total	No. of R	ecords 3	Total Amount of Gross Commission \$\$24,345.00
1 - 3 of 3	Records		
		Identification Type	Identification No. Name Gross Commission (SS) • Actions
			T
-		UEN-LOCAL CO	.00 EDIT
-		UEN-OTHERS	.00 EDIT
-		NRIC	.00 EDIT
		CANCELO	HANGES DELETE RECORDS UPDATE CHANGES

You may sort records by Name or Gross Commission.

- Click Name to sort in ascending order. Click again to sort in descending order.
- Click Gross Commission to sort in ascending order. Click again to sort in descending order

#### - Find Records



Type in the key words or amount in the filtering box.

•

• Click the filter **Y** and select the filtering criteria from the dropdown list.

OR

L - 3 of 3	Records	Identification Type	Identification No.	Name	Gross Commission (S\$) Actions
				· · · ·	20000 No Filter
•		UEN-LOCAL CO			Equal To Greater Than Greater Than Or Equal To
•		UEN-OTHERS			Less Than Or Equal To
•		NRIC			.00 EDIT
		CANCELO	CHANGES	DELETE RECORDS	UPDATE CHANGES

1. Access S	ubmit Commiss	ion Records 2. Preparation 3. Submission	
- Edit Re	ecords		
Total			Edit Gross Commission directly from the amount field and click
Total No. of F	Records 3	Total Amount of Gross Commission	<ul> <li>OPDATE CHANGES&gt;.</li> <li>To edit payee's particulars, click <edit>.</edit></li> </ul>
1 - 3 of 3 Record	s		
	Identification Type	Identification Name Gross Commission Actions	
		T T OR	
•	UEN-LOCAL CO		
-	UEN-OTHERS	.00 EDIT	
•	NRIC	.00 EDIT	
	CANCEL	CHANGES DELETE RECORDS UPDATE CHANGES	

#### - Delete Selected Records

Tota	al					
Total	No. of Re	ecords 3	Т	otal Amount of Gross C	Commission	
1 - 3 of 3	Records					
		Identification Type	Identification No.	Name	Gross Commission (S\$) •	Actions
-		UEN-LOCAL CO			.00	EDIT
-		UEN-OTHERS			.00	EDIT
-		NRIC			.00	EDIT
		CANCELO	CHANGES 1	DELETE RECORDS	UPDATE CHANGES	

- To delete selected records, check the box for the selected record(s) or check the box at Identification Type to select all the records displayed on the page.
- Click < DELETE RECORDS>.

1. Access Submit Commission Records 2. Preparation 3. Submission	
- Delete Records	
Submit Commission Online + EXPAND ALL RECOR <back commission="" main="" menu<="" td="" to=""><td>To delete all records, click                </br></td></back>	To delete all records, click    
1. Create Submission       2. Add Records       3. Summary       4. Acknowledgement         For Commission Derived in	
2022 (YA 2023)     2023 (YA 2024)     2024 (YA 2025)     2025 (YA 2026)	_
Pending Submission ()	
Date Created/ Updated Last Updated by Type No. of Records Actions	
31 Jan 2025 ORIGINAL 3 DELETE CONTINUE	

#### View and Print Statements

Submit Co	mmission	Online		+ EXPAND A	LL RECORDS
1. Create Subm		2. Add Records	3. Summary	4. Acknowledgen	
List of Comm	nission Reco	rds			
For Commissio	on Derived in	2024 (YA 2025)	Submission Type	ORIGINAL	
Status		NOT SUBMITTED			
Authorised	l Person's De	etails			EDIT
Name			Office Number	r	
Designation Email Address			Mobile Numbe	er	
Create Con	nmission Re	cords			
Prepare comm	iission records fo	r submission.		ADD	RECORD
Import payees	' particulars fron	n past submissions.		IMPORT	RECORDS
Total					
Total No. of Re	ecords 3	Τα	tal Amount of Gross Commissio	n	
1 - 3 of 3 Records					
	Identification Type	Identification No.	Name	Gross Commission (S\$) T	Actions
	UEN-LOCAL CO			.00	EDIT
	UEN-OTHERS			.00	EDIT
•	NRIC			.00	EDIT
	CANCE	L CHANGES D	ELETE RECORDS UPDAT	E CHANGES	
Statement of Select to view	of Commissior	<b>Income</b> It of your Commission	records.		EW / SAVE

If you want to use this application to print a statement to your payee,

- Update your changes before • clicking <VIEW/SAVE>. Otherwise, your changes will not be saved.
- At List of Commission Records, • check the box for the selected record(s) or check the box at Identification Type to select all the records displayed on the page.
- Click <VIEW/SAVE>. •

1. Access Submit Commission Records 2. Preparation 3. Submission	
	Sample View of Statement
STATEMENT OF COMMISSION INCOME for year ended 31 Dec 2024	
This is a statement of your commission income for the year. You can use it for your tax filing.	
For individuals: Your commission income received from organisations participating in e-Submission of Commission will be pre-filled in your online tax form for your convenience. Please check using this statement and claim your expenses, if any.	
Organisation's Information	
Identification Type	
Tax Reference No.	
Name :	
Payee's Particulars	
Identification Type :	
Identification No.	
Name :	
Details of Commission Income	
Gross Commission :	
Declaration	
Name of Authorised Person :	
Designation :	
Telephone No.	
Email Address :	

2. Preparation **Export Records** + EXPAND ALL RECORDS Submit Commission Online If you want to export the updated records to an Excel spreadsheet for your 2. Add Records own record-keeping, List of Commission Records click <EXPORT ALL RECORDS> at ٠ List of Commission Records. For Commission Derived in 2024 (YA 2025) Submission Type ORIGINAL NOT SUBMITTED Status Note: You can filter or sort before exporting Authorised Person's Details EDIT your records. Name Office Number Designation Mobile Number Email Address **Create Commission Records** Prepare commission records for submission. Import payees' particulars from past submissions. IMPORT RECORDS Total Total No. of Records Total Amount of Gross Commission 3 1 - 3 of 3 Records Identification Identification **Gross Commission** Name Actions (SŚ) Туре No. T UEN-LOCAL .00 EDIT CO **UEN-OTHERS** .00 EDIT NRIC EDIT .00 CANCEL CHANGES DELETE RECORDS Statement of Commission Income VIEW / SAVE Select to view or save statement of your Commission records. **Export Commission Records** EXPORT ALL RECORDS Export all Commission records to a Microsoft Excel file.

1. Access Submit Commission Records 2. Preparation

3. Submission

#### - Import Records from past Online Submission

Submit Commission	Online		+ EXPAND ALL RECORDS
1. Create Submission	2. Add Records	3. Summary	4. Acknowledgement
List of Commission Reco	ords		
For Commission Derived in	2024 (YA2025)	Submission Type	ORIGINAL
Status	NOT SUBMITTED		
Authorised Person's	Details		EDIT
Name		Office Number	
Designation		Mobile Number	
Email Address			
Create Commission R	ecords		
Prepare commission records	for submission.		ADD RECORD
Import payees' particulars fro	m past submissions.		IMPORT RECORDS

If you want to import the payees' particulars from past online submissions prepared via "Submit Commission Records" digital service,

• click <IMPORT RECORDS> at List of Commission Records.

J	Year of Assessment	Date Submitted	Submission Reference No.	No. of Records
]	2025	10 Jan 2025	ES16201017COMM5377207725	1
)	2024	8 Jan 2024	ES16201017COMM5377207723	1
ote: I	t may take up to 60 seconds	s to complete the import.		

To import directly,

- At Import Records, select the corresponding submission (i.e. Year of Assessment) to import.
- Clicking <IMPORT RECORDS> will immediately import the payees' particulars to the list of commission records. Only unique records will be imported.
- The maximum number of records for each import is 500. If you have selected submissions containing more than 500 records in total, you would not be able to import directly. A list of payees' particulars will be displayed for your selection instead.

1. Acc	cess Submit Commissi	on Records > 2. Pr	eparation 3. Submission			
Impor Select th 1 - 2 of 2	r <b>t Records</b> he submissions that you war 2 Records	nt to import.	•	To import via show records, select the corresponding submission and click <show records=""> to display a list of records for your</show>		
	Year of Assessment	Date Submitted	Submission Reference No.	No. of Records		selection.
	2025	10 Jan 2025	ES16201017COMM5377207725	1		
	2024	8 Jan 2024	ES16201017COMM5377207723	1		
Imp Note:	oort or Show (maximum of the second	of 500 records) Is to complete the import.				
Impo	ort payee's particulars from p	oast submissions directly.	(	IMPORT RECORDS		
Selec	t from a list of payee's partic	culars to import.		SHOW RECORDS		
		BA	ск			

Import	Records							
Please sel No. of rec	Please select the commission earner records to import the particulars. No. of records allowed to import: 497 records.							
1 - 1 of 1 F	Records							
	Identification Type	Identification No. Name						
	NRIC							
		BACK IMPORT RECORDS						

- Check the box next to the records that you want to import or check the box next to Identification Type to select all the records displayed on the page.
- Click <IMPORT RECORDS>. The payees' particulars will be imported to List of Commission.

Import Records st of Commission Reco	from Excel				If you want to import the payees
For Commission Derived in Status	2024 (YA2025) NOT SUBMITTED	Submission Type	ORIGINAL		<ul> <li>particulars from Excel,</li> <li>click <import excel=""> at List o Commission Records.</import></li> </ul>
Authorised Person's D	etails			EDIT	
Name Designation Email Address		Office Number Mobile Number			
Create Commission Re	ecords				
Prepare commission records f	or submission.		ADD R	ECORD	
Import payees' particulars fro	m past submissions.		IMPORT RE	CORDS	
Import payees' particulars pre	pared using offline e-Co	mmission Application.		EXCEL	
nport Excel					• Click <select file=""> at List of</select>

SION RECOLDS.	Commission Rec	ixcel fil	payees via a	commission	ilars of the othe the import.	the particutor complete	0 records for 30 seconds to	port up to 500 y take up to 8	You can im Note: It ma
rt up to a maximum of 500 here are more than 500 are in a separate file.	Note: You can import up to a records. If there are records, prepare in a s	H I J	G	F	E	D	tails	n Payees' Det	Commissio
		dress Line 1 Address Line 2 Address Line 3 oharaotars) (40 oharaotars) (40 oharaotars)	Date of Birth	Designation	Gender	Citizenship	Name No. (80 oharaoters)	Type Identification N	1 Identification
at of the Excel workbook nported, please refer to the Import Excel' below: Import Excel extension of the Excel ist be in .xlsx.	For the format of the that can be imported, 'File Format - Import E File Format – Import E Note: The file type extension workbook must be in			МРОВІ	BACK				<
			2	IMPORT	ВАСК	(			

Access Subshift Commission Records     2 Perpatition     3 Submission							
Construction Marked Marked Sector Construction (a) (b) Construction (b) (c) Construction (b) (c) C) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	1. Access Submit Commission R	ecords 2. Pre	paration 3. s	Submission			
<ul> <li>Browse to select the desired file for import.</li> <li>Click &lt; Open&gt;.</li> <li>Click &lt; Open&gt;.</li> <li>Click &lt; Open&gt;.</li> </ul>							
<ul> <li>Concrete spond</li> &lt;</ul>							
Oppose       New Notice       Image: Data model       Image: Data model <th>Choose File to Upload</th> <th>ommission</th> <th></th> <th>✓ Search</th> <th>Commission 🔎</th> <th>•</th> <th>Browse to select the desired file for import.</th>	Choose File to Upload	ommission		✓ Search	Commission 🔎	•	Browse to select the desired file for import.
I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are a ny errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected, the errors will be instead. I there are any errors detected. I there are any errors detected. I there are any errors detected. I th	Organize  New folder		D .	177 L T	≡ <b>-</b> 🔲 🔞	•	Click <open>.</open>
I there are any errors detected, the errors will be firsted as shown in the errors will be fi	Recent Places	Commission Info.xlsx	23/10/2	017 4:56 PM Micros	oft Excel W 31 KB		
the transmission on time     the transmission on the transmission on the transmission on transmission on the transmission on transmission on the transmission on transmission on transmission on the transmission on transmission on the transmission on transmissin transmission on transmission transmi	⇒ Libraries						
the set of the se	Music     Distance						
Support into the two intervention into the state spin. I create submited claterarily. I cre	Videos						
Commission Prycer Details     Commission Prycer Details     Commission Prycer Details	Computer						
Figure:        (consistent Mode: <ul> <li> <li> <ul> <li></li></ul></li></li></ul>	🐺 OSDIsk (C:)		III		•		
Commission Payeer Otells	File name: Commission Info	o.xlsx		- Custom	Files (*.xlsx)		
There are 2 error(s) found. Please rectify and load the data again.     • ever 30 multil 6 Chierenby.     • ever 40 multil 6 Chierenb				<u>Open</u>	▼ Cancel		
There are 2 error(s) found. Please rectify and load the deta again.     . evus 30 invalid Gitternahip.     . tow 30 invalid Gitternah							
There are 2 error(s) found. Please rectify and load the data again.     ews 80 invalid Cideenship.     tow 80 invalinvalid Cideenship.     tow 80 invalid Cideenship.     tow 80 inva							If there are any errors detected the
	A There are 2 error(s) found. Please	rectify and load the data	egein.			•	errors will be listed as shown
Commission Payeer Details      Commission Payeer Patails      Commission Payeer Payeer Patails      Commission Payeer P	<ul> <li>Row SD Invalid Citizenship.</li> <li>Row SD Invalid Condex</li> </ul>						Rectify the error(s) within you
Submit Commission Online	Rowrsb Investo Gender.						Excel file before you click <select< td=""></select<>
1. Create Submission     2. Add Records     1. Summary     4. Advisos/Refgement	Submit Commission Onlin	0					FILE> again.
Create Submission     Add Records     Summary     A. Acknowledgement	Submit Commission Ontin						
Import Excel You can import up to 500 records of the commission payees via an Excel 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	1. Create Submission 2.	Add Records		🔪 4. Acknowle	igement.		
A     C     D     F     H       *     UHA HOAL OO     B     C     D     E     F       *     H     I     I     I     I       *     UHA HOAL OO     I     I     I     I							
You can import up to 500 records of the commission payees via an Excel file.       Total grass commission amount cannot be more than 11 cherecters.       Note: It may take up to 80 seconds to complete the import.	Import Excel						
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27     UEN-LOCAL CO       25     UEN-LOCAL CO       26     UEN-LOCAL CO       20     UEN-LOCAL CO       30     UEN-LOCAL CO       101     Image: Comparison of the second o	25 UEN-LOCAL CO						
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JEN-LOCAL CO												
JEN-LOCAL CO	1											
JEN-OTHER8												
JEN-LOCAL CO												
IEN-OTHERS												
FIN			CHINESE	м	AGENT	11/11/1980						
IN			AMERICAN	F	AGENT	12/11/1980						
IN			BHUTAN	м	AGENT	13/11/1980						
IN			CHINESE	F	AGENT	14/11/1980						
IN			AMERICAN	м	AGENT	15/11/1980						
FIN			BHUTAN	F	AGENT	16/11/1980						
FIN			CHINESE	м	AGENT	17/11/1980						
IN			AMERICAN	F	AGENT	18/11/1980						
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IN	1		AMERICAN	F	AGENT	20/11/1980						
			BHUTAN	M	AGENT	21/11/1980				 		
FIN										~		

Step 3: Submission	
i. Access submit commission records 2. Preparation 23. Submission	
- Submit Records	
Submit Commission Online + EXPAND ALL RECORDS	Click <proceed summary="" to="">     to proceed to the part step</proceed>
1. Create Submission     2. Add Records     3. Summary     4. Acknowledgement	to proceed to the next step.
Ear Commission Derived in 2024 (VA2025) Submission Type OPIGINAL	
Status NOT SUBMITTED	
Authorised Person's Details	
Name Office Number	
Designation Mobile Number	
Create Commission Records	
ADD RECORD	
Import payees particulars from past submissions.	
Total	
Total No. of Records 3 Total Amount of Gross Commission	
1 - 3 of 3 Records	
Identification         Identification         Name         Gross Commission         Actions           Type         No.         (S\$)         Actions         (S\$)         (S\$)	
<b>T</b>	
UEN-LOCAL CO	
UEN-OTHERS	
✓ NRIC	
CANCEL CHANGES DELETE RECORDS UPDATE CHANGES	
Statement of Commission Income     VIEW / SAVE       Select to view or save statement of your Commission records.     VIEW / SAVE	
Export Commission Records Export all Commission records to a Microsoft Excel file. EXPORT ALL RECORDS	
Next Sten	
Continue your preparation later. View a summary of your records before submitting	
PROCEED TO SUMMARY	

#### User Guide for Submit Commission Records on myTax Portal

1. Access Submit Commission Records $>$ 2. Preparation $>$ 3. Submission	
	_
Submit Commission Online	Verify the information in the summary
1. Create Submission 2. Add Records 3. Summary 4. Acknowledgement	before proceeding with your submission.
Summary of Records	submit records to IRAS.
For Commission Derived in 2024 (YA2025) Submission Type ORIGINAL	
Status NOT SUBMITTED	
Authorised Person's Details	
Name Office Number	
Designation Mobile Number	
Email Address	
Commission Records	
1 otal No. of Records 3 Total Amount of Gross Commission	
1 - 3 of 3 Records	
Identification No. Name Gross Commission (S\$)	
Next Step	
Co back to List of Commission Decords to addit the	
records.	

knowledgement	An acknowledgement page will b
Successful Submission         Your submission will be processed within 5 working days.         Name of Organisation       Organisation Tax Ref No.         Submission Ref No.       ES17310118COMM5377228744         Date/ Time       31 JAN 2025 12:05PM         Name of Approver       Image: Comparisation Comparison Compari	<ul> <li>displayed once you have successfull submitted the commission records t IRAS. Note the Submission Ref No. for future reference.</li> <li>You may click <viev submissions=""> to return t Submit Commission Online page.</viev></li> </ul>
For Commission Derived in 2024 (YA2025) Status SUBMITTED	
Note You are encouraged to save a copy of your Acknowledgement for future reference.	
Next Step View your submissions or make another submission, if necessary.	

### - How to view submitted information?

Subm	bmission of Commission Derived in 2024 (YA2025)							
Type of	Submission and	l No.of Records w	vill be updated when the file is proces	sed.				
1 - 1 of	1 Record							
	Date Submitted	Туре	Submission Ref No.	No. of Records	Total Gross Commission (S\$)	Actions		
•	31 JAN 2025	ORIGINAL	ES17310118COMM5377228744	3		VIEW		

To view more details on the submission, click <VIEW> at the Submit Commission Online.

•

User Guide for Submit Commission Records on myTax Portal

1. Access Submit Commission Records       2. Preparation       3. Submission         - Summary of records submitted         Details of Commission Online Submission	ł.
<ul> <li>Summary of records submitted</li> <li>Details of Commission Online Submission</li> <li>Name of Organisation Submission Ref No. ES17310118COMM5377228744</li> <li>Name of Approver</li> <li>For Commission Derived in 2025</li> </ul>	ł.
<ul> <li>Summary of records submitted</li> <li>Details of Commission Online Submission</li> <li>Name of Organisation Submission Ref No. ES17310118COMM5377228744</li> <li>Name of Approver</li> <li>For Commission Derived in 2025</li> </ul>	ł.
Details of Commission Online Submission Name of Organisation Submission Ref No. ES17310118COMM5377228744 Name of Approver For Commission Derived in 2025 Summary records will be displayed Summary rec	4.
Name of Organisation       Organisation       Organisation Tax Ref No.         Submission Ref No.       ES17310118COMM5377228744       Date/ Time       31 JAN 2025 12:05PM         Name of Approver       Image: Commission Derived in 2025       2025       2025	
Submission Ref No.     ES17310118COMM5377228744     Date/ Time     31 JAN 2025 12:05PM       Name of Approver     Image: Commission Derived in 2025     Commission Derived in 2025	
For Commission Derived in 2025	
For Commission Derived in 2025	
Status SUBMITTED	
Commission Records	
Total No. of Records 3 Total Amount of Gross Commission	
1 - 3 of 3 Records	
Identification Type Identification No. Name (S\$)	
UEN-LOCAL CO	
Address	
UEN-OTHERS	
Address	
NRIC	
Date of Birth Gender	
Citizenship Designation	
Address	

#### **Contact Information**

For enquiries on this user guide, please email <u>go.gov.sg/iras-commission-enquiry</u> or call 1800 356 8300.

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