

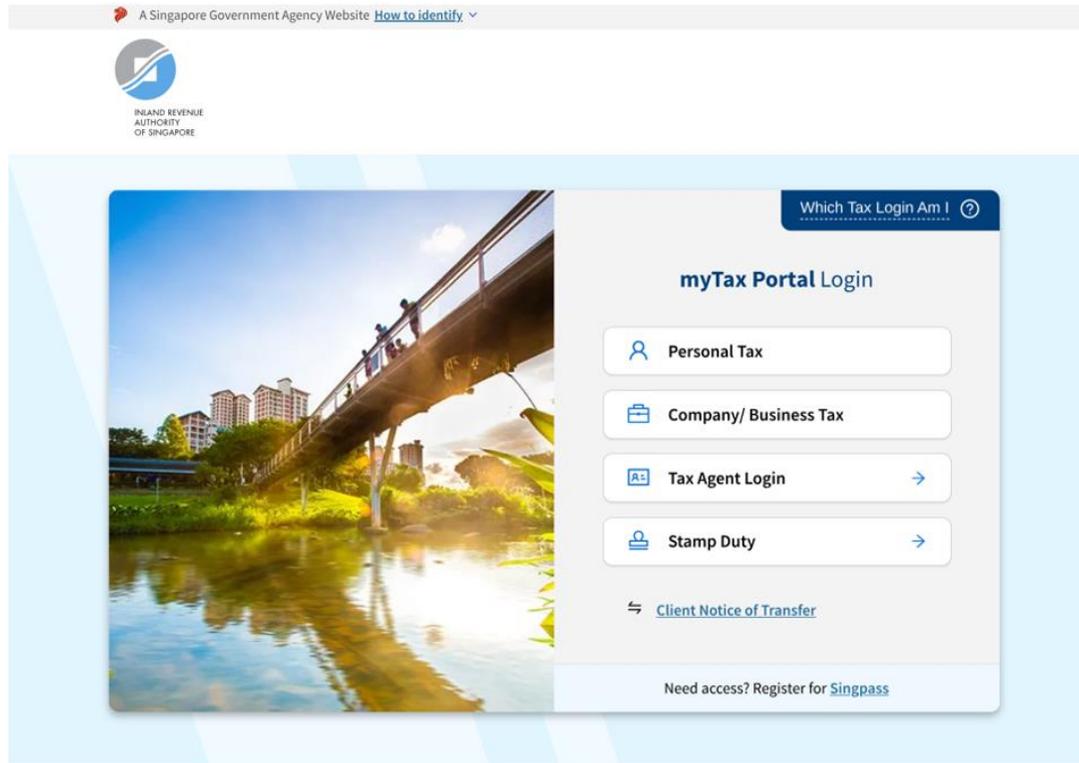


INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

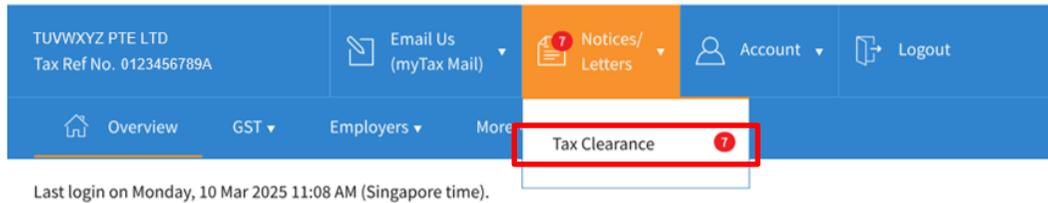
View Tax Clearance Notices





Step	Action
	myTax Portal Login Page
1	Go to myTax Portal login page (https://mytax.iras.gov.sg)
2	Select login for - Business Tax or - Tax Agent Login > Business Client
Note: You need to be authorised by your organization via the Singapore Corporate Access (Corppass) before using this eService. For more information on Corppass, please refer to the user guide at www.iras.gov.sg > Digital Services > Others > Corppass.	

User Guide – View Tax Clearance Notices



Last login on Monday, 10 Mar 2025 11:08 AM (Singapore time).

Note

The company/ business has subscribed to the following notifications for its tax notices:

By post to your company's/ business' registered address

- Tax Clearance paper notices

[VIEW DETAILS](#)

Welcome to myTax Portal!

myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.

Use the navigation bar above to access a range of e-Services available to you.

Step	Action
	myTax Portal Welcome Page
1	To view Tax Clearance Notices, select Notices/ Letters
2	Select Tax Clearance

A Singapore Government Agency Website [How to identify](#) ▾

INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT

Email Us (myTax Mail) Notices/ Letters Account

Overview Corporate Tax GST Employers Property S45 More ▾

Tax Clearance

Enter your client's tax reference number:

Tips: Refer to the [Tax Ref No. table](#) for a list of format.

Client Tax Ref No.*

Select ▾

PROCEED

Step	Action
	Client Selection for Notices/ Letters (only applicable for tax agents)
1	If you have logged in for your client's Tax Matters, you are required to provide your client's tax reference number.
2	Enter your client's tax reference number.
3	Click on PROCEED .

User Guide – View Tax Clearance Notices

View Tax Clearance Notices

Records for current year and past 4 years are available for viewing.

Obtain notices that are not available online via [myTax.Mail](#) (subject to availability). [Search fees and document fees](#) will apply.

Search Criteria

Notice Type

Employee Identification No. **Date** to

1 - 20 of 287 Record(s)

Filter by **ALL RECORDS** [READ](#) [UNREAD](#)

<input type="checkbox"/> Notice (PDF) ↑	Employee Identification No. ↑	Date ↑
<input type="checkbox"/> Directive To Pay Tax	G0000001A	10 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000002B	03 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000002B	03 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000001A	08 Jan 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000003C	08 Jan 2025
<input type="checkbox"/> Directive To Pay Tax	G0000004D	29 Oct 2024
<input type="checkbox"/> Notification to Release Monies	G0000003C	29 Oct 2024
<input type="checkbox"/> Directive To Pay Tax	G0000002B	13 Dec 2024
<input type="checkbox"/> Notification to Release Monies	G0000005E	13 Dec 2024

Step	Action
	View Tax Clearance Notices
1	Click on the respective row to open the Notices.

Note:

You may sort the notices by clicking on the following subject headers:

- **Notice** - sort by alphabetical order
- **Employee Identification No.** - sort by alpha-numeric order
- **Date** - sort by chronological order

Unread documents will be marked with a blue line on the left. Alternatively, you may click on Unread hyperlink to retrieve all the unread notices.

User Guide – View Tax Clearance Notices

View Tax Clearance Notices

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Search Criteria

Notice Type

Employee Identification No. Date
 dd/mm/yyyy to dd/mm/yyyy

1 - 20 of 287 Record(s)

Filter by ALL RECORDS READ UNREAD

<input type="checkbox"/> Notice (PDF) ↑	Employee Identification No. ↑	Date ↑
<input checked="" type="checkbox"/> Directive To Pay Tax	G0000001A	10 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000002B	03 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000002B	03 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000001A	08 Jan 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000003C	08 Jan 2025
<input type="checkbox"/> Directive To Pay Tax	G0000004D	29 Oct 2024
<input type="checkbox"/> Notification to Release Monies	G0000003C	29 Oct 2024
<input type="checkbox"/> Directive To Pay Tax	G0000002B	13 Dec 2024
<input type="checkbox"/> Notification to Release Monies	G0000005E	13 Dec 2024

Step	Action
	View Tax Clearance Notices
2	<p>You can retrieve notices based on the search criteria upon clicking SEARCH button.</p> <p>You can retrieve records for current year and past 4 years.</p>

User Guide – View Tax Clearance Notices

View Tax Clearance Notices

Records for current year and past 4 years are available for viewing.

Obtain notices that are not available online via [myTax Mail](#) (subject to availability). [Search fees and document fees](#) will apply.

Search Criteria

Notice Type

Employee Identification No. **Date**
 dd/mm/yyyy to dd/mm/yyyy

1 - 20 of 287 Record(s)

Filter by ALL RECORDS READ UNREAD

<input type="checkbox"/> Notice (PDF)	Employee Identification No.	Date
<input type="checkbox"/> Directive To Pay Tax	G0000001A	10 Feb 2025
<input checked="" type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000002B	03 Feb 2025
<input checked="" type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000002B	03 Feb 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000001A	08 Jan 2025
<input type="checkbox"/> Acknowledgement of Form IR21 Filed	G0000003C	08 Jan 2025
<input type="checkbox"/> Directive To Pay Tax	G0000004D	29 Oct 2024
<input type="checkbox"/> Notification to Release Monies	G0000003C	29 Oct 2024
<input checked="" type="checkbox"/> Directive To Pay Tax	G0000002B	13 Dec 2024
<input type="checkbox"/> Notification to Release Monies	G0000005E	13 Dec 2024

3 Record(s) Selected

Step	Action
	View Tax Clearance Notices
3	<p>You can select the notices by checking on the checkboxes beside each notice.</p> <p>A yellow banner will be shown at the bottom, displaying the number of notices selected and a DOWNLOAD SELECTED button for you to download the selected notices.</p>

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