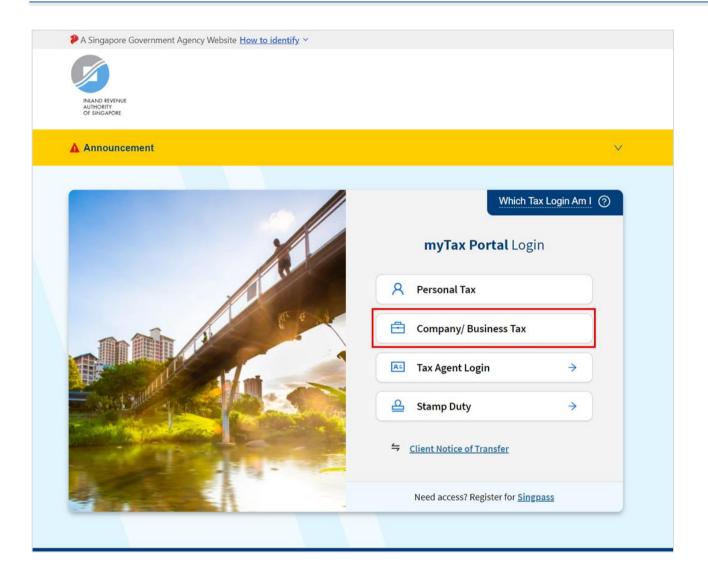


User Guide

Appeal Penalty Waiver (Partnership)



Step No. Action

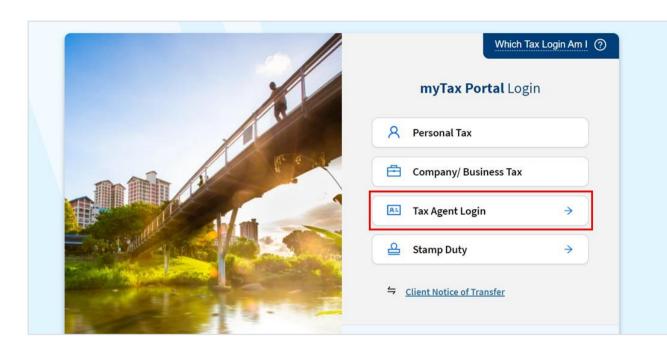
1. At *myTax* Portal login page, select the relevant type of Login.

"**Company/ Business Tax**" if you are logging in on behalf of your business.

For steps on logging in to myTax Portal, you can refer to <u>Guide on</u> <u>How to Log In to myTax Portal</u>.

<u>Note</u>

Please ensure that you have been duly authorised by the business with **Corppass > Partnership** (Form P Filing) e-Service before making the appeal.





Step No. Action

"Tax Agent Login → Business Client" if you are logging in on behalf of your client. For steps on logging in to myTax Portal, you can refer to <u>Guide on</u> How to Log In to myTax Portal.

<u>Note</u>

Please ensure that you have been duly authorised by the business with **Corppass > Partnership** (Form P Filing) e-Service before making the appeal.

After logging in with Singpass

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| ABC PARTNERSH | IP | Email Us | A Notices/ | Account 🗸 | ∏→ Logout |
| Tax Ref No. T99L | L9999A | 🗀 (myTax Mail) 📩 | Letters | | (I). EoBoar |
| 🖧 Overvie | ew Employers • | Partnership 🗸 | More 🗸 | Profile | |
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| Last login on Filo | ay, 10 Aug 2024 5.54 AN | (Singapore time). | | Tour | |
| | | | | Tax Account | Vaiver (Partnership Tax) |
| Nete | | | | Appeart endey | |
| Note The company | / business has subscrib | ed to the following notifi | ications for its tax no | tices: | |
| | ur company's/ business | - | | VIEW D | ETAILS |
| | | notices only. Email notific | cation is not applicat | | ETAILS |
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| 1 - 1 of 1 Record(s | 5) | | | | Show more years |
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| 50.014.0 | | Required to | | | |
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Step No. Action

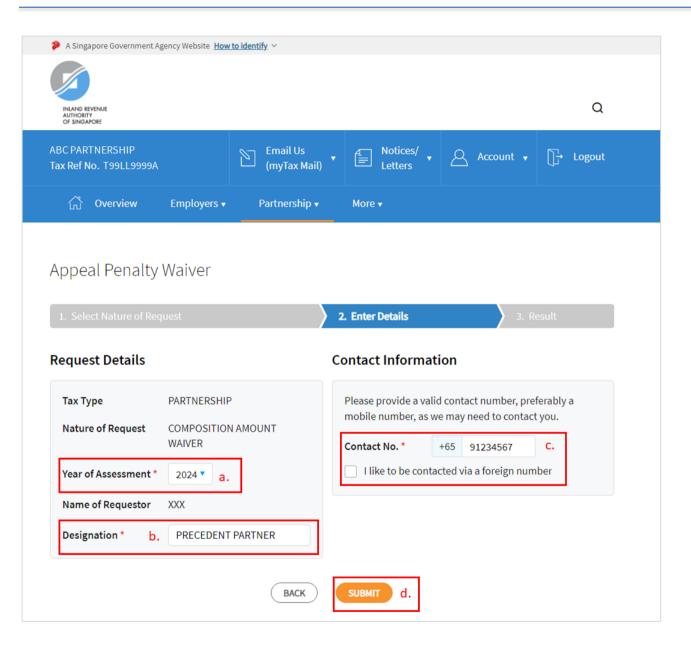
 At "Overview" page, click on "Account" dropdown list and select "Appeal Penalty Waiver (Partnership)".

APPEAL FOR WAIVER OF COMPOSITION AMOUNT

| C PARTNERSHIP Ref No. T99LL9999A | | Email Us (myTax Mail) | A Notices/ | 8 | Account 🔻 | ∏→ Logout |
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| opeal Penalty . Select Nature of Req | | | 2. Enter Details | |) з. ғ | Result |
| | | Nature of Request * | 2. Enter Details b. | |) 3. F | Result |
| . Select Nature of Req | uest | | b. | |) 3. F | tesult |

| Step No. | Action |
|----------|---|
| 1. | At " Select Nature of Request " page, |
| a. | Select " PARTNERSHIP " from the " Tax Type " dropdown list. |
| b. | Select "COMPOSITION AMOUNT WAIVER" from "Nature of Request" dropdown list. |
| с. | Click on " PROCEED " button. <u>Note</u> Please ensure that you have been duly authorised by the business with Corppass > Partnership (Form P Filing) e-Service before making the appeal. |

c.



| Step No. | Action |
|----------|---|
| 2. | At " Enter Details " page, please provide the following information: |
| a. | Select the " Year of Assessment " from the dropdown list. |
| b. | Enter your " Designation " |
| с. | Enter your " Contact No. ". |
| | If you do not have a local number, click on the checkbox "I like to be contacted via a foreign number" to enter Country Code, Area Code, foreign contact number. |
| d. | Click on "SUBMIT" button. |
| | <u>Note</u> Appeal for waiver of composition amount for current Year of Assessment will only be available after 18 April. |

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|---|---------------------------------|---------------------------|-------------------------------------|---------------------|
| INLAND REVENUE AUTHORITY OF SINGAPORE | | | | Q |
| | | | | ∏ → Logout |
| | | | | |
| Appeal Penalty 1. Select Nature of Req | Waiver Confirm | | 3. R | esult |
| Request Details | Do not close the window until y | ou have received the Resi | ult page. | |
| Tax Type Nature of Request | a. CANCEL | | ber, pre contact +65 91234567 | ferably a t you. |
| Year of Assessment * | 2024 🔻 | I like to be contac | ted via a foreign num | ber |
| Name of Requestor | XXX | | | |
| Designation * | PRECEDENT PARTNER | | | |
| | BACK | | | |

Step No.Action3.Click ona."CANCEL" button to return to the
"Enter Details" page if you wish to
make amendments.b."OK" button if you confirm the
details entered are correct.

| ABC PARTNERSHIP Tax Ref No. T99LL9999A Email Us (myTax Mail) (myTax Mail) | A Singapore Government Agency Webs | site how to identify ~ | | | |
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| Appeal Penalty Waiver a. Great Save AS PDF/ PRINT 1. Select Nature of Request 2. Enter Details 3. Result Result Your appeal for waiver of the late filing fee for the Year of Assessment 2024 has been approved. In future, please e-file your tax returns by the filing due date, 18 Apr. You may use your SingPass/IRAS PIN to log in to https://mytax.iras.gov.sg to e-File your tax return from March onwards. Please note the acknowledgement number as this confirms that filing was successful. Name ABC PARTNERSHIP Tax Ref No. T99LL9999A Acknowledgement No. 428106 Date/ Time 16 Aug 2024 11:42 AM | | | E Notices/ | Account 🗸 | []-→ Logout |
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| successful. Name ABC PARTNERSHIP Tax Ref No. T99LL9999A Acknowledgement No. 428106 Date/ Time 16 Aug 2024 11:42 AM Tax Type PARTNERSHIP Nature of Request COMPOSITION AMOUNT | | | 2 Enter Details | | |
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| Vear of Assessment 2024 Contact No. 91234567 | Your appeal for waiver of the la your tax returns by the filing du to e-File your tax return from M successful. Name Acknowledgement No. | ate filing fee for the Year of Asse ue date, 18 Apr. You may use yo larch onwards. Please note the ABC PARTNERSHIP 428106 | ssment 2024 has been appro ur SingPass/IRAS PIN to log i acknowledgement number a Tax Ref No. Date/ Time | wed. In future, p n to https://myta as this confirms i T99LL9999A 16 Aug 2024 1 COMPOSITION | lease e-file ax.iras.gov.sg that filing was 1:42 AM |
| Name of Requestor XXX Designation PRECEDENT PARTNER | Your appeal for waiver of the la your tax returns by the filing du to e-File your tax return from M successful. Name Acknowledgement No. | ate filing fee for the Year of Asse ue date, 18 Apr. You may use yo larch onwards. Please note the ABC PARTNERSHIP 428106 | ssment 2024 has been appro ur SingPass/IRAS PIN to log i acknowledgement number a Tax Ref No. Date/ Time | wed. In future, p n to https://myta as this confirms i T99LL9999A 16 Aug 2024 1 COMPOSITION | lease e-file ax.iras.gov.sg that filing was 1:42 AM |

| Step No. | Action |
|----------|--|
| 4. | The outcome of your appeal will be displayed on the " Result " page. |
| a. | You may proceed to click on: " SAVE AS PDF/ PRINT " button to print the page. |
| b. | " NEW REQUEST " button to make another appeal. |
| | A copy of the Result Page will be stored in "Notices/ Letters > Partnership". |

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