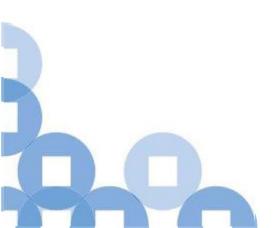


User Guide

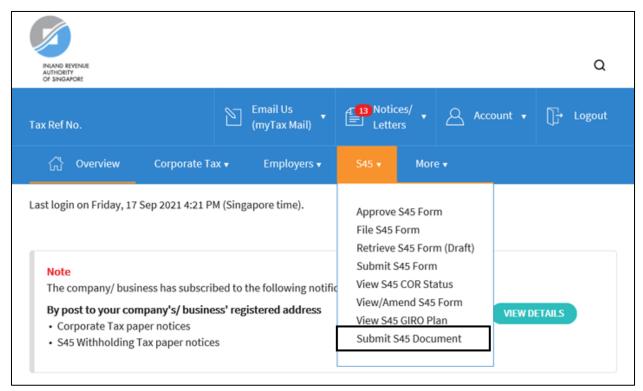
Submit S45 Document



Contents

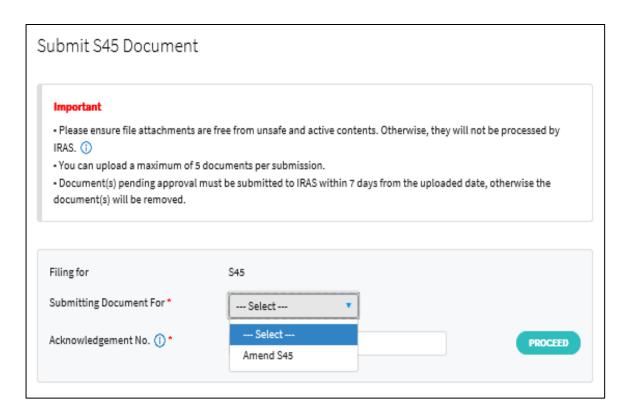
S/N	Description	Page Number
1	Submit S45 Document by Preparer	<u>2 - 6</u>
2	Approving and Submitting S45 Document by Approver	<u>7 – 9</u>

Viewing S45 Form



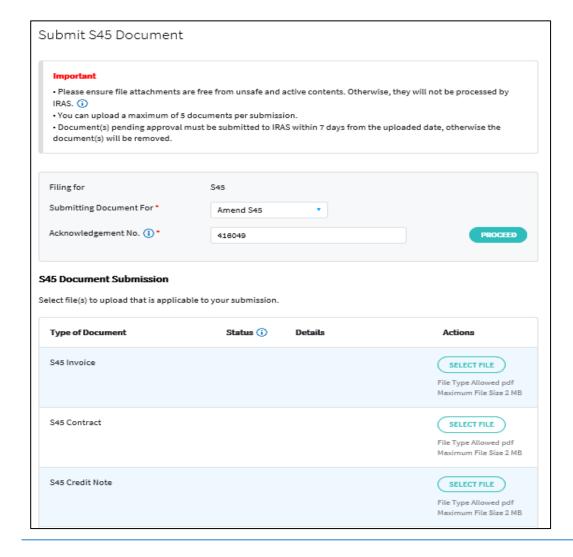
Step	Action/ Note
1	Select S45
2	Select Submit S45 Document

Submit S45 Document by Preparer



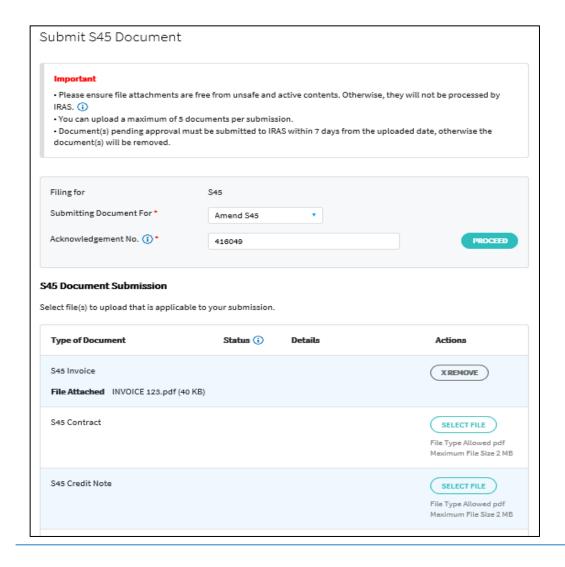
Step	Action/ Note
1	Select Amend S45 under Submitting Document For
2	Enter the amendment Acknowledgement No. the supporting document is meant for
	Note: Documents can be uploaded for amendment submitted via e-Service, View/Amend S45 Form, only

Submit S45 Document by Preparer – Uploading a file



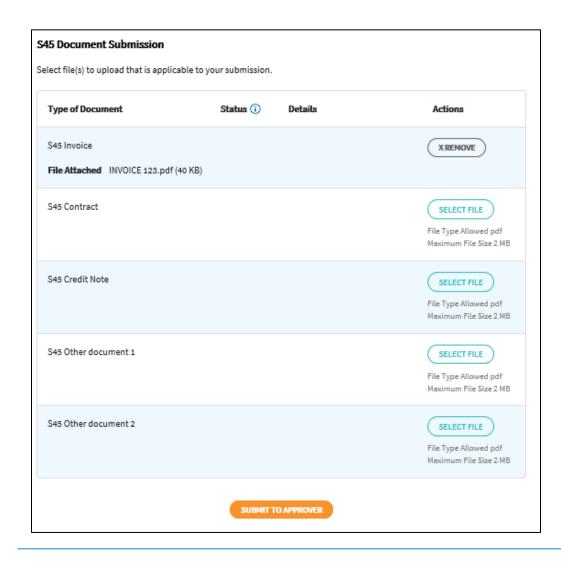
Step	Action/ Note
1	Select Select File to upload a document that is applicable to the amendment submission
	 Note: Maximum file size per document is 2 MB and only PDF file type is allowed To remove any password from the file before uploading the file Ensure the file name is below 150 characters Select i button for the description of the status

Submit S45 Document by Preparer – Uploading a file



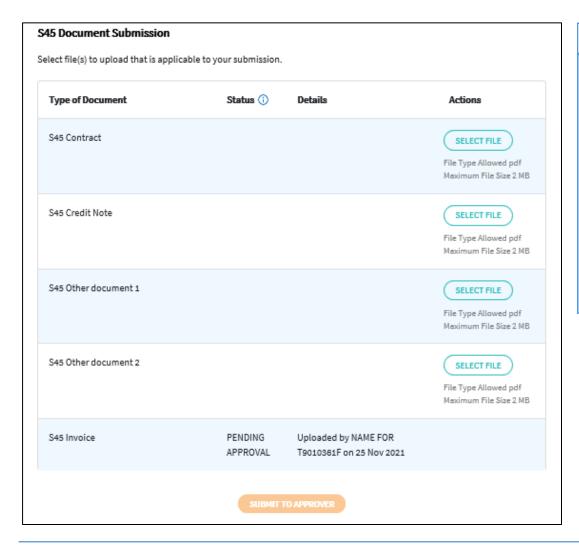
Step	Action/ Note
1	Select Remove to delete a file that was uploaded

Submit S45 Document by Preparer



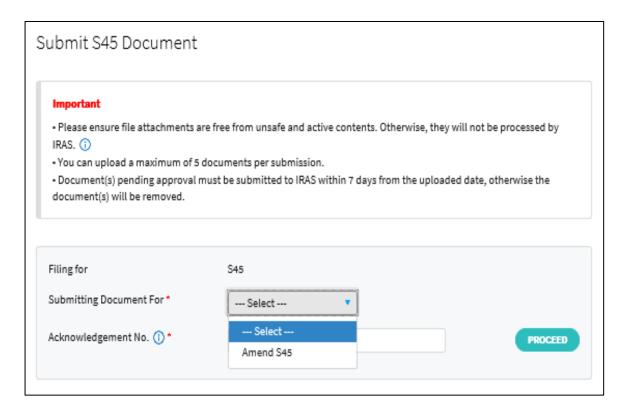
Step	Action/ Note
1	Select Submit to Approver to proceed with the document submission to the approver

Submit S45 Document by Preparer



Step	Action/ Note
	 Note: Upon successful submission to the approver, the "Status" in the "S45 Document Submission" page will be updated to "Pending Approval" The date and the individual who uploaded the document will be displayed under "Details" Documents submitted to the approver will be saved up to 7 days after which it will be deleted A submission to the approver is not considered as a submission to IRAS

Approving and Submitting S45 Document by Approver



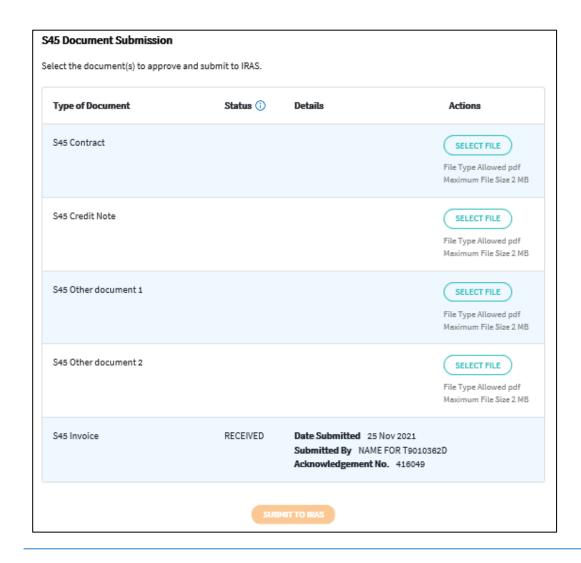
Step	Action/ Note
1	Select Amend S45 under Submitting Document For
2	Enter the amendment Acknowledgement No. the supporting document is meant for
	Note: Documents can be uploaded for amendment submitted via eservice, View/Amend S45 Form, only

Approving and Submitting S45 Document by Approver



Step	Action/ Note
1	To submit the document uploaded by the preparer to IRAS, check the box beside Document approved for submission
2	Select Submit to IRAS
	 Note: Select Document approved for submission, to view the uploaded document submitted by the preparer Approver can upload more documents here if necessary. Select Select File to upload the file that is applicable to the amendment submission

Approving and Submitting S45 Document by Approver



Step	Action/ Note
	 Note: Upon successful submission to IRAS, the "Status" in the "S45 Document Submission" page will be updated to "Received" The date of submission to IRAS, the person who submitted the document and the document submission acknowledgement no. will be displayed under "Details" Documents that are submitted to IRAS cannot be deleted

Contact information

For enquiries on this user guide, please call (65) 63567012 (Withholding Tax) or email myTax mail

Published on 09 Dec 2021
By Inland Revenue Authority of Singapore

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