Application for e-Services Access Code

INLAND REVENUE
AUTHORITY
OF SINGAPORE

This form may take you about 5 minutes to fill in. Please get ready your organisation's particulars (Registered Name and UEN Reference Number) and your personal particulars (Name, Designation, Identification Number and Contact Number).

The Access Code is a unique password issued to your organisation to authorise staff / third parties[1] via EASY for them to access government e-Services such as IRAS, AGD Vendors@Gov, JTC Customer Service Portal, WDA Skills Connect, MTI Business Gov Sg, etc, on behalf of your organisation. You can access https://mytax.iras.gov.sg/easy to view the full list of e-Services. Please note that only one Access Code will be issued to your organisation at any one time and the existing Access Code will be invalidated once a new Access Code is issued.

Please fax or email the scanned copy of the completed form. Alternatively, you may mail it to us. The Access Code will be mailed to your organisation's registered address in IRAS' record, within **4 working days**.

Organisation's Particulars

Name of Organisation

Organisation Tax Reference No.

(UEN/ASGD/ITR/GSTN)

Note: If you are a GST-registered sole-proprietor, GST Group or GST Divisional registrant, and wish to apply for Access Code <u>solely</u> for GST matters, please provide the GST reference number. For GST-registered sole-proprietor, please fill in your name under the 'Name of Organisation'.The Access Code will be mailed to your GST-registered address in IRAS' record.

Reason for Requesting an Access Code
Note: The new Access Code will replace the existing password that the organisation is currently holding.

☐ Forgotten the Access Code   ☐ Access Code has Expired/ Revoked

☐ Misplaced the Access Code   ☐ Did not receive the Access Code

☐ Access Code administrator has left the organisation

Personal Particulars of Applicant[2]

Full Name

Identification Number   Designation[2]

Position of a Manager or higher

Contact Number   (O)   (HP)

E-mail Address

Signature of Applicant   Date

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[1] 3rd party (e.g tax agents) authorisation is not applicable to LTA and MTI e-Services.

[2] This application must be made and signed by a person who holds a position of a Manager or higher, e.g. Company Secretary, Director, CEO, Honorary Secretary/Treasurer of Clubs and Associations, Sole-proprietor (for sole-proprietorship business) or Partner (for partnership company - the access code will only be addressed to the Precedent Partner).

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Email: tpsmu@iras.gov.sg   EASY Helpline: (+65) 63568015 (from outside Singapore) or 1800-356 8015   Fax: 6351 4427
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