

Application for e-Services Access Code



This form may take you about 5 minutes to fill in.

The Access Code is a unique password issued to your organisation to authorise staff / third parties¹ via the e-Services Authorisation System (EASY) at <https://mytax.iras.gov.sg/easy> for them to access government e-Services such as IRAS' *myTax Portal*, AGD Vendors@Gov, JTC Customer Service Portal, WDA Skills Connect, MTI Business Gov Sg, etc. 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. Subsidiaries are **NOT** eligible for Access Codes but can apply for one through a person who holds a position of a Manager or higher in the local parent company registered with ACRA.

You can submit the completed form by:

- Fax (6351 4427),
- Email (tpsmu@iras.gov.sg), or
- Post (55 Newton Road, Revenue House, Singapore 307987)

The Access Code will be mailed to your organisation's registered address in IRAS' record within **4 working days**.

Section 1: Your Organisation's Particulars

(a) Your Organisation's Name _____

(b) Your Organisation's 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 the Access Code solely for GST matters, please provide the GST reference number. For GST-registered sole-proprietor, please fill in your name under (a). The Access Code will be mailed to your GST-registered address in IRAS' record.

Section 2: Reason for Requesting an Access Code (Please select one reason.)

Note: *The new Access Code will replace the organisation's existing password.*

- | | |
|---|--|
| <input type="checkbox"/> Forgotten/Misplaced the Access Code | <input type="checkbox"/> Access Code has Expired/Revoked |
| <input type="checkbox"/> Change of Access Code Administrator | <input type="checkbox"/> Newly registered organisation
(Please provide ACRA BizFile.) |
| <input type="checkbox"/> Did not receive the Access Code dated _____. | |

Section 3: Personal Particulars of Applicant²

Full Name _____

Identification Number _____

Designation² _____
Position of a Manager or higher (for company),
Sole-proprietor (for Sole-proprietorship),
Partner (for Partnership)

Contact Number _____ (O) _____ (HP)

Email Address _____

Signature of Applicant _____

Date _____

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 the sole-proprietor (for sole-proprietorship) or a partner (for partnership – the Access Code will only be addressed to the Precedent Partner) or a person who holds a position of a Manager or higher, in the local parent company, for e.g. Company Secretary, Director, CEO, or Honorary Secretary/Treasurer (for clubs and associations).