

IRAS API SUBMISSION

SETUP GUIDE

Version 2.0

Document Version Control

Date	Version	Change Log Summary
03-Feb-2021	1.0	First document
29-Apr-2022	2.0	Updated guide to align with Singpass/Corppass brand refresh

OVERVIEW

The submission of employees' employment income via IRAS' API will be mandatory from 2023. This setup guide will prepare your system and enable the relevant fields to be available for selection. It is a step-by-step document for a fuss-free API submission.

1. Set up Company master

Company

Company ▶ Unit4 - Unit4 Asia Pacific Pte Ltd ▼

Main **Statutory**

Tax Ref No.	180011032C
Tax Ref No. Type	ROC (Company Registration Number by ACRA) ▼
Date of Incorporation	01-Jan-2010
OHQ Status	Yes ▼
Medisave Account No.	<input type="text"/> ▼ ...
Year	<input type="text"/>
Medisave Yearly Limit	<input type="text"/>
Medisave Allowances	<input type="text"/>
Com Chest %	0.00 <input type="text"/>
User ID*	T8000001J
User ID Type*	NRIC ▼

**Note: This will be used for API file submission*

Use this company information for Tax Submission

Enter the Company Tax Ref No and Tax Ref No Type.

Enter the User ID and User ID Type.

The User ID will only be used for record purpose and will not be included in the IRAS file.

2. IRAS API Submission

Generate IRAS e-Submission X

Pay Year: 2021 | Employer Tax No.: 180011032C - Unit4 Asia Pacific Pte Ltd

As At Date: 31-Dec-2021 | Submission Method: API Submission | Submitting as an authorized 3rd party tax agent

Dates

Bonus Declared: 31-Dec-2021 | Type: Private Sector

Director Fee Approved: 31-Dec-2021 | Output Type: Default (Draft)

Gross Commission Start: 01-Jan-2021 | IRBA | IR8S

Gross Commission End: 31-Dec-2021 | Appendix 8A | Appendix 8B

Signature Date: 03-Nov-2021 | Exclude Employees with Form IR21

| Exclude Employees filed by Tax Agent

| Smaller Font

Query: Default

Range: All Records

Director Tax No. | Spreadsheet | Preview

Submission Method “API Submission” and the checkbox will only be available when “User ID” in Company master is not blank.

For BPO submitting records for customers, tick the checkbox “Submitting as an authorized 3rd party tax agent”. This will set the parameter “tax_agent=true” in the backend. Otherwise, leave the checkbox unticked.

Click on Preview to generate the files and it will open the API Submission screen.

API Submission

Tax Ref No.	Employee Name	Join Date	Resign Date	Salary	Bonus	Director Fee	Others	Donation	MBF	Insurance	CPF	Gain < 2003
G5464548T	Employee Q			0	0	17000	4900	0	0	0	0	0
G8196843N	Employee D			5500	0	0	0	2	0	0	0	0
G9000000X	Employee P	1968-11-08...	2020-12-13...	5008	0	0	0	0	0	0	0	0
G9245687R	Employee U			11110	0	0	0	0	0	0	0	0
S2432667E	Employee L			0	0	10000	87346	4	0	0	2400	0
S7028930Z	Employee R			11600	0	0	0	0	0	0	2320	0
S8797822B	Employee N			20459	0	0	909005	6	0	0	2400	0
S8797831A	Employee M			21751	0	0	972	6	0	0	2400	0
S8797871J	Employee O			21751	0	0	0	6	0	0	2400	0
S8941132G	Employee G			6300	0	0	0	2	0	0	1260	0
S8941172F	Employee J			5500	0	0	1433	2	0	0	1100	0
S8942232I	Employee H			9600	0	0	0	0	0	0	1920	0
S8942472J	Employee K			8800	0	0	45033	3	0	0	1760	0
S8943132H	Employee C			14624	0	0	0	4	0	0	2400	0
S8943733D	Employee E			6740	0	0	50	2	0	0	1358	0
S8945232E	Employee I			7600	0	0	0	3	0	0	1520	0
S9090909F	Employee V			14260	0	0	0	0	0	0	2400	0
S9147852H	Employee T			5600	0	0	0	0	0	0	1120	0
S9348612I	Employee S			4900	0	0	0	0	0	0	980	0
S9988772I	Employee F			7400	0	0	0	0	0	0	1480	0

Page 1 of 1 | Rows Per Page: 30 | Displaying 1 - 22 of 22

Bypass Warnings | Validate Only | Validate and Submit

IRAS.zip | Show all X

Data to be submitted can be reviewed in the screen after clicking on Preview. IRAS files are also generated the same way as if doing Manual Submission.

UNIT4

Two options available: "Validate Only" and "Validate and Submit"

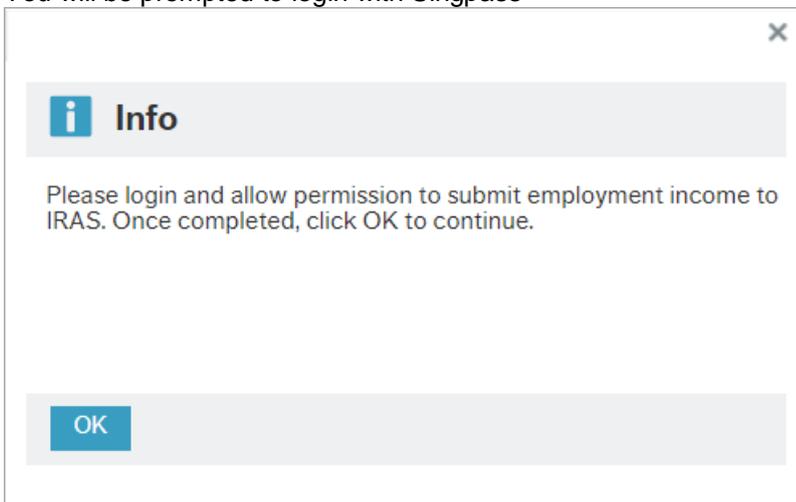
*These two options can be used together with the "Bypass Warnings" checkbox. Bypass Warnings means warnings are ignored and system will proceed to either validate only, or validate and submit the files to IRAS.

**For testing purpose, please click on the "Validate Only" button so the files will only be validated and not submitted.*

When click on "Validate Only" or "Validate and Submit",

Bypass Warnings

You will be prompted to login with Singpass



Only click OK once your Validation or Validation and Submission is completed.

Login with Singpass:

The screenshot shows a Microsoft Edge browser window with the address bar displaying `https://stg-saml.singpass.gov.sg/spservice/welcome`. The page title is "Singpass login - Work - Microsoft Edge". Below the address bar, there is a navigation bar with the Singpass logo and a hamburger menu icon. The main content area features an "Advisory Note" section with the text: "Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone." Below this, there is a "Log in with Singpass" section with the subtitle "Your trusted digital identity". Two login options are presented: "Singpass app" (which is selected and underlined) and "Password login". Under the "Singpass app" option, there is a section titled "Scan with Singpass app" with the text "Logging in as Business User". A large QR code is displayed, framed by a red border, with a red information icon in the center. The Singpass logo is visible at the bottom of the QR code frame.

Singpass login - Work - Microsoft Edge

https://stg-saml.singpass.gov.sg/spservice/welcome

A Singapore Government Agency Website

singpass

Advisory Note ^

Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Log in with Singpass
Your trusted digital identity

Singpass app Password login

Scan with Singpass app
Logging in as **Business User**



singpass

Select UEN/Entity ID (if applicable):

Corppass - Select UEN for Login - Work - Microsoft Edge

https://stg-saml.corppass.gov.sg/cpauth/uen/list



Select UEN/Entity ID

<u>180011032C</u> Company 180011032C Pte Ltd
<u>180088057D</u> Company 180088057D Pte Ltd
<u>88619568C</u> Company 88619568C Pte Ltd
<u>98706710M</u> Company 98706710M Pte Ltd
C17000525G IRASNONUEN003
<u>180017618G</u> Company 180017618G Pte Ltd (Unauthorised)

Note:
You cannot select Corppass accounts that are suspended, or unauthorised. Please contact your Corppass administrator.

Last updated on 11 April 2021

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Click on Allow for the submission of Employment Income:

OAuth2 Authorization Server - Google Chrome

test.api.myinfo.gov.sg/serviceauth/iras-cp/v1/authorise?appName=Unit4%20HRMS&client_i...



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Request for Permission

Your permission is required for the following purpose(s):

- Submission of Employment Income

Do you allow **Unit4 HRMS** to connect and transact on your behalf with **Inland Revenue Authority of Singapore (IRAS)** based on the [Terms of Use](#)?

Note:
Unit4 HRMS is not an authorised agent, contractor, or supplier of IRAS. IRAS shall not be responsible or held accountable in any way for any damage, loss or expense whatsoever, arising directly or indirectly as a result of or in connection with your use of any third party websites, software or services.

DECLINE

ALLOW



If you are doing a Validation, the files will only be validated:

Validation completed. 4 record(s) have been validated. You may now close this window.

Date & Time	Status	Report Type	Message
14-01-2021 05:37:46	Success	IR8A	IR8AFile.txt – STATUS (Accepted)
14-01-2021 05:37:46	Success	IR8S	IR8SFile.txt – STATUS (Accepted)
14-01-2021 05:37:46	Success	A8A	AP8AFile.txt – STATUS (Accepted)
14-01-2021 05:37:46	Success	A8B	AP8BFile.txt – STATUS (Accepted)

1 to 4 of 4 Page 1 of 1

If you are doing a Validation and Submission, the files will be submitted to IRAS once it is successful:

Process completed. 4 record(s) have been submitted. You may now close this window.

Date & Time	Status	Report Type	Message
14-01-2021 05:39:10	Success	IR8A	IR8AFile.txt – STATUS (Accepted) – IRAS Tracking No - ES201401211R8A5380146669
14-01-2021 05:39:10	Success	IR8S	IR8SFile.txt – STATUS (Accepted) – IRAS Tracking No - ES201401211R8A5380146670
14-01-2021 05:39:10	Success	A8A	AP8AFile.txt – STATUS (Accepted) – IRAS Tracking No - ES201401211R8A5380146671
14-01-2021 05:39:10	Success	A8B	AP8BFile.txt – STATUS (Accepted) – IRAS Tracking No - ES201401211R8A5380146672

1 to 4 of 4 Page 1 of 1

The Reference No is a response from the IRAS API service. You may note down this Reference No.

Alternatively, you can go to our Activity Log to retrieve the Reference No:

✕

i **Info**

IRAS submission log records are now available in the Activity Log.

OK

Activity Log ✕

Retrieve Records
Purge Records
Refresh
Print

No.	Date Time	User	Work Station	Type	Sub Type	Status	Data
1205767	23-Feb-2022 (Wed) 14:51:26	HRM	10.2.55.87	Process	Base85	Success	DateTime:23-Feb-2022 (Wed) 14:51:20;GUID:dc22c09d3cd0435c
1205766	23-Feb-2022 (Wed) 14:51:26	HRM	10.2.55.87	Process	Base85	Success	DateTime:23-Feb-2022 (Wed) 14:51:20;GUID:dc22c09d3cd0435c
1205765	23-Feb-2022 (Wed) 14:51:26	HRM	10.2.55.87	Process	Base85	Success	DateTime:23-Feb-2022 (Wed) 14:51:20;GUID:dc22c09d3cd0435c
1205764	23-Feb-2022 (Wed) 14:51:26	HRM	10.2.55.87	Process	Base85	Success	DateTime:23-Feb-2022 (Wed) 14:51:20;GUID:dc22c09d3cd0435c
1205763	23-Feb-2022 (Wed) 14:50:53	HRM	10.2.55.87	Process	Base85	Success	Action=IRAS-AP8A; Year=2021; AsAtDate=12/31/2021; Employer1=STATUS (Accepted) - IRAS Tracking No - ES21230222IR8A5381358878 Unit4 Asia Pacific Pte Ltd 180011032C 2022 O 2302221451 SXXXX257Z 1
1205762	23-Feb-2022 (Wed) 14:50:32	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS-AP8A; Year=2021; AsAtDate=12/31/2021; Employer1
1205761	23-Feb-2022 (Wed) 14:50:32	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS-IR8S; Year=2021; AsAtDate=12/31/2021; Employer1
1205760	23-Feb-2022 (Wed) 14:50:31	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS-IR8A; Year=2021; AsAtDate=12/31/2021; Employer1
1205759	23-Feb-2022 (Wed) 14:50:31	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS-IR8A; Year=2021; AsAtDate=12/31/2021; Employer1
1205758	23-Feb-2022 (Wed) 14:49:59	HRM	10.2.55.87	Menu	Base85	IRAS e-Submission	Controller=RptIRAS/Index; Action=Base/Payroll/Report/Statutory.