UNIT4

IRAS API SUBMISSION

SETUP GUIDE

Version 2.0

In business for people.

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

UNIT4

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** |

Field	Value
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.	▾ ..
Year	
Medisave Yearly Limit	
Medisave Allowances	
Com Chest %	0.00 ▲▼
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

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.

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.

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 ☑   Validate Only   Validate and Submit

You will be prompted to login with Singpass

Info

Please login and allow permission to submit employment income to IRAS. Once completed, click OK to continue.

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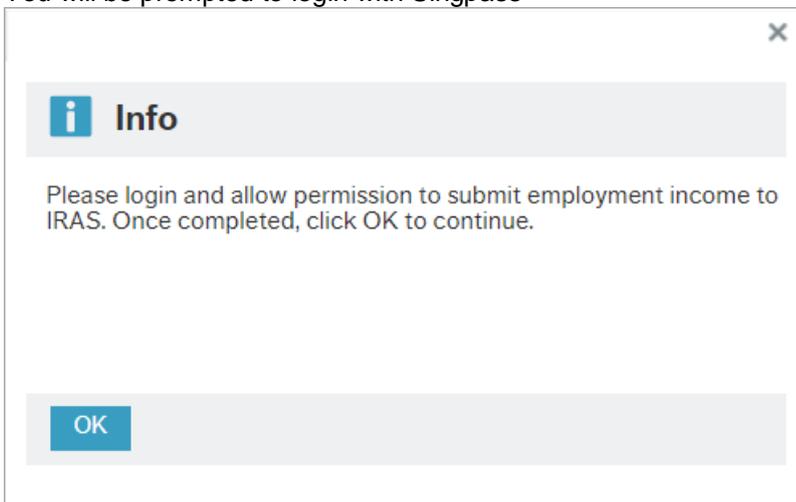
Only click OK once your Validation or Validation and Submission is completed.

UNIT4

Login with Singpass:

UNIT4

Select UEN/Entity ID (if applicable):

Corppass - Select UEN for Login - Work - Microsoft Edge

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

corppass

Select UEN/Entity ID

180011032C
Company 180011032C Pte Ltd

180088057D
Company 180088057D Pte Ltd

88619568C
Company 88619568C Pte Ltd

98706710M
Company 98706710M Pte Ltd

C17000525G
IRASNONUEN003

180017618G
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

Report Vulnerability | Privacy Statement | Terms of Use | Rate this Website
© 2022 Government of Singapore

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:

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

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:

Info

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

OK

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:2:
1205763	23-Feb-2022 (Wed) 14:50:53	HRM	10.2.55.87	Process	Base85	Success	Action=IRAS
1205762	23-Feb-2022 (Wed) 14:50:32	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS
1205761	23-Feb-2022 (Wed) 14:50:32	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS-AP8A; Year=2021; AsAtDate=12/31/2021; Employer1
1205760	23-Feb-2022 (Wed) 14:50:31	HRM	SGSG-APRND0...	Process	Base	Success	Action=IRAS-IR8S; 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.

DateTime:23-Feb-2022 (Wed) 14:51:20;GUID:dc22c09d3cd0435c9f77cacd1ee3953e;Report – STATUS (Accepted) – IRAS Tracking No - ES21230222IR8A5381358878 Unit4 Asia Pacific Pte Ltd|180011032C|2022|O|2302221451|SXXXX257Z|1