

## How To Amend A8B

This option allows the user to make amendments to A8B batches submitted to IRAS (status: Sent).

From Provident And Tax – Web Main Menu, click on the IRAS Submissions -> A8B -> Amend.

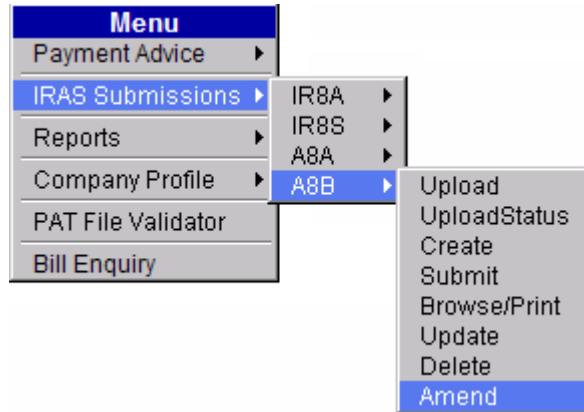


Diagram 1 will be displayed.

The screenshot shows a web form titled 'Appendix 8B (Create Amendments)'. It features a 'Search Information' section with the following fields: 'Y. E. 31 Dec' with a dropdown menu set to '2007', 'Employer Tax Ref. No.' with a dropdown menu set to '199903281G - UEN - Local Company (ROC)', and a text input field containing 'KASH INTERNATIONAL EEE'. An 'OK' button is located at the bottom of the form.

**Diagram 1**

- Select the year in the Diagram 1a and Employer Tax Ref. No. in the Diagram 1b that you would like to create amendments in.

This is a close-up of the 'Y. E. 31 Dec' dropdown menu from the form. The menu is open, showing a list of years: 2007, 2008, 2007, 2006, and 2005. The year '2007' is currently selected and highlighted in blue.

**Diagram 1a**

<b>Employer Tax Ref. No.</b>	199903281G - UEN - Local Company (ROC) ▾
	199903281G - UEN - Local Company (ROC) ▲
	197000667M - UEN - Local Company (ROC)
	193200032W - UEN - Local Company (ROC)
	F00004034G - UEN - Local Company (ROC)

**Diagram 1b**

- Click on the  button to proceed to **Diagram 2**.



**Appendix 8B (Create Amendments)**

**Header Information**

Y. E. 31 Dec 2007  
Employer Tax Ref. No. 199903281G - UEN - Local Company (ROC)  
Source KASH INTERNATIONAL EEE  
Date of Incorporation (applicable to Section D only) [ ] - [ ] - [ ] (DD-MMM-YYYY)

**Employee Amendment**

To amend details of an employee, follow these steps:

**Step 1** Search for a record to amend. Search By: NAME [ ] [ ] Find

**Step 2** Select a record from the search result. Search Results : [ ]

**Step 3** Click on Select Button to amend selected employee record. Select

**Records that you have amended**

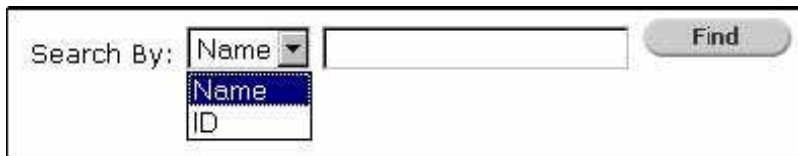
Click on the Employee ID to update the record.  
Click on the checkbox to denote deletion of the record.

Delete	No	Revision No.	Employee ID	Name

Save Cancel

**Diagram 2**

- You could do a partial search, by enter Name or ID, click on the  button as shown in **Diagram 2a**.



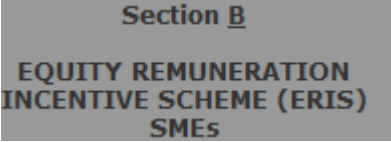
Search By: Name [ ] [ ] Find

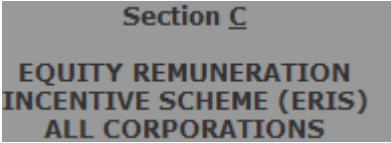
Name  
ID

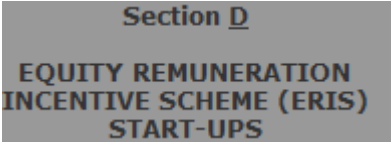
**Diagram 2a**




After entering information, you could either:

- Click on  tag to go to Section B.

- Click on the  tag to go to Section C.

- Click on the  tag to go to Section D.

After entering all Information:

- Click on  button to save the record, it will bring you back to **Diagram 2** with the record that you have been amended. As shown in Diagram 4.

**Appendix 8B (Create Amendments)**

**Header Information**

Y. E. 31 Dec 2007  
Employer Tax Ref. No. 199903281G - UEN - Local Company (ROC)  
KASH INTERNATIONAL EEE  
Source [Dropdown]  
Date of Incorporation (applicable to Section D only) [DD] - [MMM] - [YYYY] (DD-MMM-YYYY)

**Employee Amendment**

To amend details of an employee, follow these steps:

**Step 1** Search for a record to amend. Search By: NAME [Dropdown] [Text Box] Find

**Step 2** Select a record from the search result. Search Results: [Dropdown]

**Step 3** Click on Select Button to amend selected employee record. Select

**Records that you have amended**

Click on the Employee ID to update the record.  
Click on the checkbox to denote deletion of the record.

Delete	No	Revision No.	Employee ID	Name
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Save Cancel

**Diagram 4**

- To save the A8B batch, click on the **Save** button. This will bring you to

**Diagram 5.**

OR


- Click on the **Cancel** button to go back to Provident And Tax-Web Main Menu.

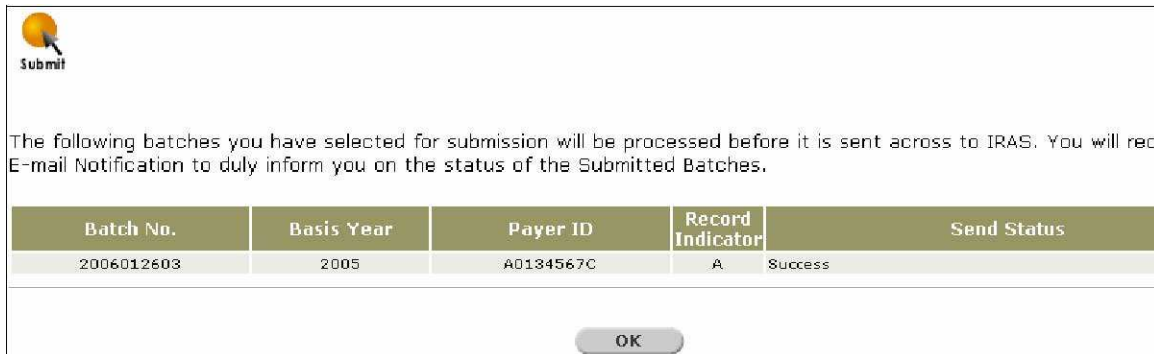
**Send Success Thank You!**

IRABB Record with Batch No : 2002092502 has been successfully saved.  
Please verify the number of employee records within this batch [0], then click on **Send** button.  
Otherwise click **Cancel**, if you wish to submit this batch later.

Send Cancel


**Diagram 5**

- Click the  button to send the files, which will then bring you to **Diagram 6** informing on the file status will be sending to you via email.



The following batches you have selected for submission will be processed before it is sent across to IRAS. You will rec E-mail Notification to duly inform you on the status of the Submitted Batches.

Batch No.	Basis Year	Payer ID	Record Indicator	Send Status
2006012603	2005	A0134567C	A	Success



**Diagram 6**

- Click on the  button, to go back to Provident And Tax – Web Main Menu.