

How To Update A8A

From Provident And Tax – Web Main Menu, click on the **IRAS Submissions** → **A8A** → **Update**.

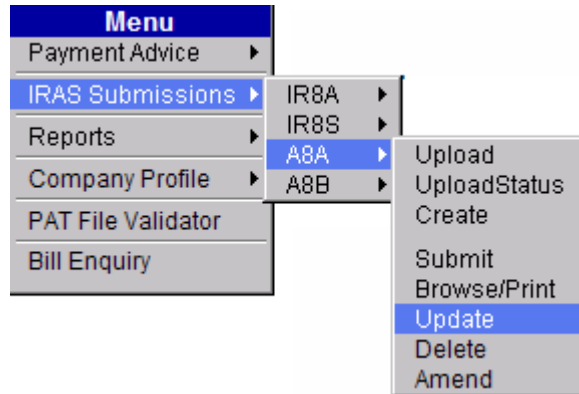



Diagram 1 will be displayed.

 **Appendix 8A**

Please click on the Batch Number to update that batch.

No.	Batch No.	Basis Year	Payer ID	Record Indicator	Group ID	Status	Created Date
1	2008100901	2007	S88CM0601F	O		C	2008-10-09
2	2008101001	2007	S88CM0601F	A		C	2008-10-10

Detail status description:

Complete	A newly created or uploaded IRAS document (IR8A, IR8S, A8A, A8B).
Waiting	IRAS document waiting to be translated.
Ready	IRAS document ready to be sent to IRAS.
Sent	IRAS document successfully sent to IRAS. To enquire on status of the document, click on Submission Status (Under IRAS, Reports).

Note: Email Notification (with success or fail status) will be sent to the respective user(s) after the submit and Sent Jobs have been activated.

Diagram 1

You could either:

-Click on the hyperlink of the Batch No. to update records of a batch. It will bring you to **Diagram 2**.

OR

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

Appendix 8A

Update

Header Information

Batch No. 2008100901
Y. E. 31 Dec 2007
Employer Tax Ref. No. S88CM0601F - UEN - Others
TRAINING PTE LTD
Source OTHERS

Detail Information Searching

To search for an employee, follow these steps:

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

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

Step 3 Click on either Add New, Update or Delete Button. Add New Update Delete

New, Updated and Deleted Records

New Record(s)
Click on the Employee ID to edit the record.

Cancel New	No	Employee ID	Name
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Updated Record(s)
Click on the Employee ID to edit the record.

Cancel Update	No	Employee ID	Name
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Deleted Record(s)
Please verify that these are the records you want to remove.
Check the records which you do not want to be deleted.

Cancel Delete	No	Employee ID	Name
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Save Refresh Cancel

Diagram 2

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

Search By: Name [] Find

Name
ID

Diagram 2a

-Employee records that meet the search criteria are retrieved and displayed as shown in


Diagram 2b. You can click on the  to view the rest of the records.



Diagram 2b

In **Diagram 2**, you could either:

Add New Employee Records

-Click on the  button. **Diagram 3** will be displayed.


OR

To Update New Employee Records

-Select a record and then click on either  button. It will populate the details of the selected employee record.

OR

To Delete Existing Employee Records

-Select a record and then click on  button.

After making necessary changes, click on the  button to refresh the screen to the updated changes.

OR

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

Appendix 8A

Update

Employee

ID Type Passport No ID No. GG789 Name * YURI

Value of Place of Residence Value of Furniture & Fittings / Others Value of Hotel Accommodation Others

Address

Period of occupation From [] - [] - [] To [] - [] - [] (DD-MMM-YYYY)

Annual value / Rent paid by employer 0.00

Rent paid by employees 0.00

Value of Place of Residence 0.00

Value of Place of Residence = 10% of Remuneration or annual value / rent paid by employer, whichever is lower, less rent paid by Employee

Remuneration = Total of items (a) to (d8) of Form IR8A + Item 2 and Item 4 of Appendix 8A

Save Cancel

Diagram 3

After entering all information:-

- Click on the **Save** button to save the record.

OR

- Click on the **Cancel** button to go back to **Diagram 2**.