How To Update A8B

From Provident And Tax – Web Main Menu, click on the **IRAS Submissions** \rightarrow **A8B** \rightarrow **Update**.

Menu Payment Advice	Þ			
IRAS Submissions	Þ	IR8A	•	
Reports	Þ	IR8S A8A	+	
Company Profile	Þ	A8B		Upload
PAT File Validator				UploadStatus
Bill Enquiry				Create Submit
				Browse/Print Update
				Delete Amend

Diagram 1 will be displayed.

No.	Batch No.	Basis Year	Payer ID	Record Indicator	Status	Created Date	
1	2002092611	2001	199201126M	0	с	2002-09-26	
2	2002092702	2001	199909488K	0	T1.	2002-09-27	
з	2002100101	2001	199909488K	0	С	2002-10-01	
4	2002100203	2001	199201126M	0	с	2002-10-13	
5	2002101301	2001	199201126M	0	С	2002-10-13	
6	2002101302	2001	199909488K	0	C	2002-10-13	
mplete	A newly created or uploaded IRAS document (IR8A, IR8S, A8A, A8B).						
aiting	IRAS document waiting to be translated.						
ady	IRAS document ready to be sent to IRAS.						
nt	IRAS document successfully sent to IRAS. To enquire on status of the document, click on <u>Submission Status</u> (Under IRAS, Reports).						
aiting ady	A newly created or upl IRAS document waitin IRAS document ready IRAS document succes	g to be translated. to be sent to IRAS	•	2 - 26 - 40 	click on <u>Sub</u> i	mission Statu	

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 **Back** button to go back to Provident And Tax-Web Main Menu.

Appendix 8B							
Header Information							
Batch No.	2008100701						
Y. E. 31 Dec	2008						
Employer Tax Ref. No.	T07LL0032E-UEN - Others	*					
	TESTING						
Source	PRIVATE SECTOR						
Date of Incorporation (applicable to Section D only)	01-JAN-2007						
Detail Information Searching							
To search for an employee	follow these stens:						
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 N	ew, Update or Delete Button.			Add New Update Delete			
New, Updated and Deleted Re	ecords						
New Record(s) Click on the Employee ID to edit	the record						
Cancel No	Employee ID			Name			
New No.							
Updated Record(s)							
Click on the Employee ID to edit	the record.						
Cancel No. Update No.	Employee ID			Name			
opulic							
Deleted Record(s)							
Please verify that these are the Check the records which you do							
Cancel No.	Employee ID			Name			
Delete No.							
		Save)	Refresh	Cancel			

<u>Diagram 2</u>

-You could a partial search, by enter Name or ID as shown in **Diagram 2a** and then click

on the **Find** button.

Search By:	Name 💌	Find
2.07.07.07.00000.000 . 02.0	Name	

<u>Diagram 2a</u>

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

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

Search Results:	001122334455 - ALICE WONG 👱			
	Select			

<u>Diagram 2b</u>

In Diagram 2, you could either:

Add New Employee Records

- Click on the (ADD NEW) button. Diagram 3 will be displayed.

OR

To Update New Employee Records

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

OR

To Delete Existing Employee Records

- Select a record and then click on (DELETE) button.
- After making necessary changes, click on the (REFRESH) button to refresh the screen to update changes.

OR

- Click on the (CANCEL) button to go back to Provident and Tax-Web Main Menu.

IRAS Quick Guide

October 2008

		t User Guide About Us	FAQ Contact	Us Locout							
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	aunch->	Click on the ap	plication M								
odate	, Appe	ndix 8B									
Emj	ployee										
ID 1	Туре*	Passport No		ID Nun	nber* PP12	3456	Name*	JOY			
Nat	tionality*		*	Sex*		*	Date of Birth	-	~ -	(DD-MMM-	·rrrr)
							_				
F		tion <u>A</u> QUITY-BASED		Section <u>B</u> REMUNERATIO	N	Sectior			Section <u>D</u> REMUNERATIO	N	
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pe	KCD HO. W	which granted the stock option / Other	Type of Plan	of ESOP/ESOW	Exercise of ESOP or date	Price of	Value Per share as at	Value Per share as at	Shares		lans
		forms of Share Ownership Plans ~	Granted 1) ESOP	Plan	of vesting of	Price Paid /	the Date of Grant of	the Date Reflected at		Gross Amt	
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				(I) Total Of Gro	oss ESOP/ESO	W Gains Under	the EEBR Scher	ne in Section A	í	
					Under Se	ection 10(1)(b) - ESOP grante	ed on or after 20	003 and ESOW	0.00	0.00
						Under S	ection 10(1)(g) - ESOP grante	d before 2003	0.00	0.00
	ion E										
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		n 10(1)(b)									0.00
Ur	nder Sectio	n 10(1)(g)									0.00
05	s Amount o	of Gains from ESOP/I	SOW Plans	5							
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**	Including any	amount of discount enj num Gross amounts that	ioyed by an ei	mployee on the s	tock options / S	hare Ownership	Plan.		ld be declared in	the Amendm	ent batches.
	cates mandate			is per ampleyee	μο. σοτοί το φο	.,,	, emedine ext				secondor
					Save	Cancel					

<u>Diagram 3</u>

After entering all information:-

-To save the record, click on the **Save** button.

OR

-Click on the	Close	button to go back to Diagram 2.
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