

Application for Auto-Inclusion Scheme for Employment Income (AIS) for the Year of Assessment 2015 (details of employment income for year 2014)



- You can register your organisation for the Auto-Inclusion Scheme for Employment Income (AIS) from YA 2015 (income derived in year 2014) onwards by one of the following ways:
 - Complete and fax this form to 6351 3302
 - Complete and email a scanned copy of this form to ais@iras.gov.sg
- This form may take you about 5 minutes to complete.
- Correspondence on AIS will be mailed to your registered business address.
- An acknowledgment e-mail will be sent to the stated email address within 10 working days of your application. (Acknowledgement will not be sent if no e-mail address is provided.)

Section 1: Particulars of Organisation

Name of Organisation: HT SRL
 Unique Entity Number (UEN): T12RF0101E

Section 2: Organisation's Details

- Our payroll is maintained in
 - Microsoft Excel/Access
 - Payroll software developed internally (by IT Department, etc)
 - Payroll software purchased off-the-shelf
 - Name of Payroll Software : _____
 - Name of Payroll Vendor : SCHE FOREST ACCOUNTSERVIE PTE . LTD.
 - Others (via voucher, manual bookkeeping, etc)
- As of today, our organisation has 2 employees[^].

[^] Other than current employees, the count should include directors and employees who left the organisation in 2014. If the number of employees is within the gazetted number of employees for compulsory filing, a notification to file will be issued to the organisation.
- Training needs of your staff who will be submitting the income information to IRAS electronically: (Please select one only)
 - Staff has submitted income information electronically to IRAS before on behalf of other AIS employers.
 - Staff is able to self help using the user guides available on IRAS' website.
 - Staff prefers to attend a seminar where there will be a demonstration on the usage of IRAS' free AIS software.
 - Staff needs to attend a computer workshop where there will be a hands-on step-by-step practice on the usage of IRAS' free AIS software.

Section 3: Details of Contact Person for AIS Matters

Primary Contact Person from the organisation

Name (Mr/Mrs/Mdm/Ms): GIANCARLO RUSSO Contact Number : +39 02/29060603
 (delete where appropriate)

Designation: COO

E-mail address: amministrative@hackingteam.com
 (In block letters)

Secondary Contact Person (e.g. payroll agent, if any)

Name (Mr/Mrs/Mdm/Ms): MARIE JUNE Contact Number : +65 67057014

E-mail address: mariejune@payrollserve.com.sg
 (In block letters)

Signature of Primary Contact Person: RUSSO GIANCARLO Date: 01/09/2014

For enquiries on Auto-Inclusion Scheme for Employment Income, please call 1800-356 8015 or email to ais@iras.gov.sg.



For Official Use Only

Officer's name: _____ Date received: _____ Date processed: _____