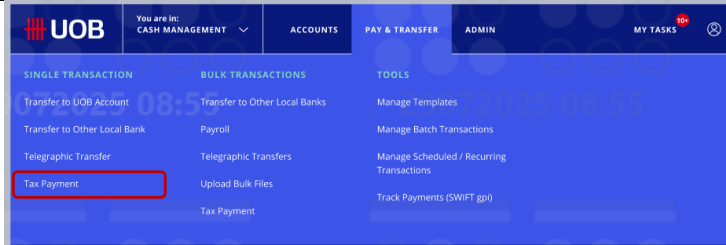


# How to make General Tax Payment (single) on UOB Infinity

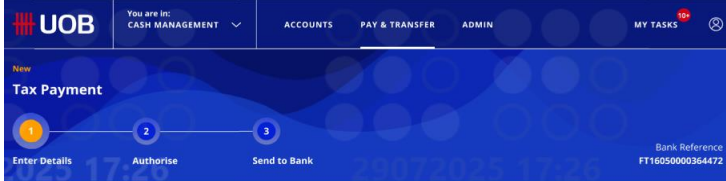
## Menu Navigation

- 1-Log on UOB Infinity
- 2-Go to PAY and TRANSFERS
- 3-Go to SINGLE TRANSACTION, select Tax Payment



## Payment Selection

On Tax Payment input screen, select one option at Transaction Type section (it is **General Tax Payment** in this example).



Application Date: 06/09/2022

\* Mandatory Fields

### Transaction Type

Select Transaction Type.

☒ General Tax Payment

☐ Customs Tax Payment

☐ Customs Fee Payment

### From

Search for debit account details.

Account Name, Currency, or Account Number \*

### Transaction Type

For payments to General Department of Taxation, select **General Tax Payment**.

For payment to General Department of Customs, select **Customs Tax Payment** or **Customs Fee Payment**.

### Select Debit Account

You are required to choose the debiting account before entering the tax payment details.

**Important Note:**  
If transaction is from a special account or FX is utilised, and are submitted after cut-off time or out of working hours, it will be processed on the bank's next working day. For more information about cut-off time, [click here](#).

## Select Debit Account

- 1-Select a debit account from dropdown list
- 2-Select to make **Own Company Payment** or **On-Behalf Payment (\*)**
- 3-Tax code of Company will be auto-populated.
- 4-Click Next button to enquire outstanding taxes from Customs Department.

(\*) To do On-Behalf Payment, customer need to submit registration form, and customer will pay on behalf of its branch(es) or representative office(s) or customer is company with tax agent license for tax obligations of its clients.

### From

Search for debit account details.

Account Name, Currency, or Account Number \*

VN Steel Industries VND 0312344888

### Select Debit Account

You are required to choose the debiting account before entering the tax payment details.

**Important Note:**  
If transaction is from a special account or FX is utilised, and are submitted after cut-off time or out of working hours, it will be processed on the bank's next working day. For more information about cut-off time, [click here](#).

### More About This Payment

Select tax details to make payment for: \*

☒ Own Company Payment

☐ On-Behalf Payment

Tax Code \*

VN Electronics 2012322345

Outstanding Tax Details

- 1-List of outstanding taxes will be shown in table.
- 2-Go to a target item, select one item per payment.
- 3-Click Next button to proceed

More About This Payment

Select tax details to make payment for: \*

☒ Own Company Payment

☐ On-Behalf Payment

Tax Code \*

VN Electronics 2012322345

Outstanding Tax Details

Select the following outstanding tax to make payment.

12 Outstanding Tax(es)

Tax Office Name	Treasury Account	Chapter	Sub-Item	Sub-Item Content	Currency	Total Outstanding Amount (VND)
<input checked="" type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123
<input type="radio"/> Ho Chi Minh	7111	123	1234	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et.	VND	1,234,567,890,123

1 - 10 of 12 Record(s) >

Cancel

Next

Amount & When

- 1-Select value date, can keep current day or input future day.
- 2-Optional fields for Tax item:
  - a. Tax Period Type: select a specific Tax Period Type like Daily, Monthly, etc. Basing on each Tax Period Type, input other related fields by selecting from dropdown list: Tax Period Date, Tax Period Phase, Tax Period Year (see next screen)
  - b. Decision Date: select Decision Date from calendar.
  - c. Decision Number: input Decision Number

Amount & When

Enter payment details.

Value Date \*

28/11/2022

Tax Period Type

Decision Date

Decision Number

Currency \*

VND

Amount to Pay \*

2,000,003

Payment Details \*

Apply UOB Vietnam loan drawdown to this payment:

☐ Yes

☒ No

☒ Use another Account for Charges

Account for Charges

AC NAME1 20000002794 VND 1023200053

+ Add Customer Reference

Payment Details

Currency for the payment is defaulted to VND. Based on your selected outstanding tax, the payment details will be generated automatically.

You may enter the desired amount to pay, up to the outstanding balance.

If your transaction currency is different from your debit account currency, the payment would have to be converted to the transaction currency.

If you have existing FX contracts which you would like to use for conversion, please select "Use FX Contract" tab, otherwise select "Use FX Rate" tab.

• Use FX Rate: The amount will be converted to the transaction currency at the indicative FX rate.

• Use FX Contract: Use your existing FX contract to execute the payment.

• At least 1 FX Contract should be entered to execute payment.

FX transaction submitted after cut-off time or out of working hours will be processed on the next bank's working day.

## RESTRICTED ##

3-Payment amount is defaulted as full outstanding amount, we can reduce to make partial amount if required.

4- Payment Details will be auto-generated.

5-Select “Yes/No” for “Apply UOB Vietnam loan drawdown to this payment” if you want to use fund from loan drawdown for the payment. Of note, UOB Vietnam reserves the right to review and approve the loan on case-by-case basis.

6-Select another account for Charges if required.

#### Amount & When

Enter payment details.

Value Date \*  
28/11/2022

Tax Period Type  
Monthly

Daily

Monthly

Quarterly

Half Yearly

Whole Yearly

Settlement Yearly

#### Payment Details

Currency for the payment is defaulted to VND. Based on your selected outstanding tax, the payment details will be generated automatically.

If your transaction currency is different from your debit account currency, the payment would have to be converted to the transaction currency.

You may enter the desired amount to pay, up to the outstanding balance.

If you have existing FX contract(s) which you would like to use for conversion, please select "Use FX Contract" tab, otherwise select "Use FX Rate" tab.

- Use FX Rate: The amount will be converted to the transaction currency at the indicative FX rate.
- Use FX Contract: Use your existing FX contract to execute the payment.
- At least 1 FX Contract should be entered to execute payment.

FX transaction submitted after cut-off time or out of working hours will be processed on the next bank's working day.

#### Amount & When

Enter payment details.

Value Date \*  
28/11/2022

Tax Period Type  
Daily

Tax Period Date \*  
24

Tax Period Phase \*  
January

Tax Period Year \*  
2025

Decision Date

Decision Number

#### Payment Details

Currency for the payment is defaulted to VND. Based on your selected outstanding tax, the payment details will be generated automatically.

If your transaction currency is different from your debit account currency, the payment would have to be converted to the transaction currency.

You may enter the desired amount to pay, up to the outstanding balance.

If you have existing FX contract(s) which you would like to use for conversion, please select "Use FX Contract" tab, otherwise select "Use FX Rate" tab.

- Use FX Rate: The amount will be converted to the transaction currency at

#### Upload Supporting Documents

1-Upload supporting documents if required for the payment (for example, supporting documents required for non-resident account, etc.)

2-Click **Next** button to proceed.

#### Upload Supporting Document(s)

Drag your files (JPG, GIF, TIFF, BMP, PDF, PNG, DOC, XLS, XML, TXT, CSV, DOCX, XLSX, RTF) here or [choose file](#).

You can upload up to 5 files each time. Maximum file size is 5MB per file.

#### Disclaimer:

- The File Upload will be checked and validated by Bank upon submission of the documents for the transaction (if required).
- Sales Contract/Purchase Order, Commercial Invoice, Customer Declaration and Other supporting document required to be uploaded.

Cancel Next

#### Supporting Document(s)

Supporting document(s) are required for payment(s) created from Capital Accounts / Non-resident Account, Cross-currency transactions or accompanied with UOB Vietnam loan drawdown.

#### Review Screen

1-Review screen is shown what has been input by user.

2-At end of review screen, click **Submit** button to proceed.

New

### General Tax Payment

1 Enter Details 2 Authorise 3 Send to Bank

Application Date: 06/09/2022

#### Transaction Type

Transaction Type  
General Tax Payment

#### From

Company Name  
AC INTERNATIONAL

Account Number  
0312344888

Account Name  
VN Steel Industries

Currency  
VND

#### More About This Payment

Payment For  
Own Company Payment

Tax Code  
VN Electronics X0VN123456789

### More About This Payment

Payment For  
Own Company Payment

Tax Code  
VN Electronics X0VN123456789

### Outstanding Tax Details

Tax Office Name  
Hochiminh

Treasury Account  
7111

Chapter  
123

Currency  
VND

Total Outstanding Amount (VND)  
1,234,567,890,123

Sub-Item  
1234

Sub-Item Content  
Lorem ipsum dolor sit amet, consectetur  
adipiscing elit, sed do eiusmod tempor incididunt  
ut labore et.

### Amount & When

Value Date  
28/11/2022

Tax Period Type  
Daily

Tax Period Date  
24

Tax Period Phase  
January

Tax Period Year  
2025

Decision Date  
12/12/2022

Decision Number  
12

Currency  
VND

Amount to Pay  
2,000,003

Payment Details  
Tax Narration from GDC to be filled into this field. Max char length to be 210

UOB Vietnam loan drawdown  
Applied

Account for Charges  
Goliath East VND FTN1990152501

Customer Reference  
Tax Payment

### Supporting Document(s) to be Sent



Supporting Document 1.pdf  
2MB

[Download to view](#)



Supporting Document 2.pdf  
2MB

[Download to view](#)

Cancel

Edit

Submit

### Confirmation Screen

-The payment is sent for checker user to do approval

Pending Authorise

### General Tax Payment

1

2

3

Enter Details

Authorise

Send to Bank

Bank Reference  
FT1605000364472

Your General Tax Payment has been successfully sent for approval.

Bank Reference: FT1605000364472

View

Notify Approver

Another Payment

## Approval Status

1-Checker user can go to **Account -> Approval Status** page, look for the pending payment, go to **Action** to approve the payment.

Transaction Type	Bank Reference(s)	Account	Amount	Value / Placement Date	Payer / Payee	Status	Action
General Tax Payment	FT2302000546628	Ancient Town F&B 1990152501 VND	1,212	30/01/2023		Pending Authorise	View Details, Edit, Delete, Audit Trail, Notify Approver
Bulk General Tax Payment	BK2302000546628	Ancient Town F&B 1990152501 VND	10,000	30/01/2023	10 Record(s)		
Customs Tax Payment	FT2302000546628	Ancient Town F&B 1990152501 VND	5000.00	30/01/2023			
Bulk Customs Tax Payment	BK2302000546628	Ancient Town F&B 1990152501 VND	10,000	30/01/2023	2 Record(s)		
Customs Fee Payment	FT2302000546628	Ancient Town F&B 1990152501 VND	10,000	30/01/2023		Pending Authorise	

## Download eVoucher (Giấy NT NSNN)

At **Accounts -> Approval Status** page, Infinity user can find the payment -> go to Action -> click **View Details** to see details page -> click arrow button at **Download** column to download eVoucher report in PDF.

**Notes:** eVoucher report can be downloaded when the payment status is either in:  
a) "Processing": meaning payment is debited and confirmed with Tax Authority but not yet sent to beneficiary bank (mostly because the payment is submitted after CITAD clearing cutoff time 5PM)  
b) "Successful": meaning payment is already sent to beneficiary bank

Title	File Name	Download
General Tax e-Voucher	General Tax e-Voucher.pdf	<a href="#">Download</a>

## Account Statement

At **Accounts -> Account Activities** page, the eTax transaction will have bank reference started with "**GDT**" to differentiate with other normal transaction.

Statement Date	Transaction Date	Description	Deposit (VND)	Withdrawal (VND)	Ledger Balance (VND)	Advice
30/05/2025	16/05/2025 02:28:51 PM	MISC DEBIT FT25050000873256 GDT505300001CD1 EB RTGS Cuc Thue Tinh Ba Ria - Vun	0	4,700,000	1,630,893,828	
30/05/2025	16/05/2025 02:33:12 PM	MISC CREDIT FT25050000873256 GDT505300001CD1 EB RTGS Cuc Thue Tinh Ba Ria - Vun	4,700,000	0	1,635,593,828	