

# YOUR QUICK GUIDE TO CORPPASS

## What is CorpPass?



Singapore Corporate Access (or CorpPass) is the new corporate digital identity for corporate users to access and transact with Government agencies online on behalf of their organisations. It will replace SingPass or EASY, a common authorisation system for all Government-to-Business (G2B) digital service transactions. Go to the CorpPass 'Find Out More' page to download a list of digital services which are available on CorpPass today!



### Check Your Entity's Eligibility



### Identify Your CorpPass Role



### Register & Set Up CorpPass



## Check Your Entity's Eligibility

Check out the CorpPass FAQs to find out what the eligibility requirements are.



### Local Entities with Unique Entity Number (UEN)

Locally registered organisations that have been issued a UEN by the Accounting and Corporate Regulatory Authority (ACRA) or other UEN-issuance agency



### Foreign Entities

Overseas organisations without a local UEN

*[Registration for Foreign Entities will be available in 2018.]*



### Local Entities without Unique Entity Number (UEN)

Local entities operating in Singapore but not issued a UEN

*[An entity may obtain a UEN by registering with an appropriate UEN issuance agency. For more information, visit [www.uen.gov.sg](http://www.uen.gov.sg).]*



## Identify Your CorpPass Role

Know who will play the different CorpPass roles.



### Registered Officer



### CorpPass Admin



### CorpPass User

#### Description

Person(s) officially registered to the entity with ACRA or a relevant UEN-issuance agency:

- Nominates CorpPass Admin(s)
- Approves CorpPass Admin's registration request
- Does not need a CorpPass account, unless he/she chooses to be a CorpPass Admin

Person(s) nominated by RO to register for a CorpPass Admin account:

- Initiates CorpPass registration for entity
- Oversees and manages entity's CorpPass-related matters
- Must be a SingPass holder for Local Entities with UEN

\* If more than 2 CorpPass Admins are needed for the entity, create **Sub-Admin(s)** to help manage CorpPass.

Person(s) who transacts with Government agencies on behalf of entity:

- Account is created by entity's CorpPass Admin or Sub-Admin
- One account for each user of the entity

\* For additional view-access of the entity's CorpPass accounts and transaction history, create **Enquiry User(s)**.

#### Examples

Business Owner, Partner, Director, Board Member, Corporate Secretary

Director of Corporate Services (Admin / Finance / Human Resources)

Corporate Services Executive (Payroll / Human Resources Manager)

#### No. of Persons

Depends on the entity

Maximum of 2 per entity

Unlimited

# YOUR QUICK GUIDE TO CORPPASS



## Register & Set Up CorpPass

The nominated CorpPass Admin visits [www.corppass.gov.sg](http://www.corppass.gov.sg) to initiate the registration process.



### One Man Shop / Micro Business

*CorpPass Admin is a Registered Officer*



#### Register

Select option to access all digital services available on CorpPass



### Small, Medium-sized / Complex Entities

*CorpPass Admin is not a Registered Officer*



#### Register



#### Approve registration

This step is completed by the RO



#### Create user accounts



#### Select digital services



#### Assign digital services

**Ready to transact with CorpPass!**

Documents may be needed as part of the CorpPass Admin account registration:

- For Offline Approval by Registered Officer**
  - Letter of Authorisation (*Tip: complete the LOA and upload during online registration*)
  - Approver Identity Document
- For Foreign Entity**
  - Business Registration Document(s)

## Where to Get Help?

Go to the 'Help' menu on the CorpPass website. Alternatively, you may visit our Business Centre or reach out to the CorpPass helpdesk for personalised support.



**User & Video  
Guides**



**Online  
FAQs**



**Business  
Centre**



**CorpPass  
Helpdesk**

**Tel:** (+65) 6643 0577

**Email:** [support@corppass.gov.sg](mailto:support@corppass.gov.sg)

**Mondays to Fridays:** 8:00am – 8:00pm

**Saturdays:** 8:00am - 2:00pm

*\*Closed on Sundays & Public Holidays*