

corppass



**Corppass access for liquidators to transact
on behalf of Companies under Liquidation**

Introduction

OVERVIEW OF STEPS

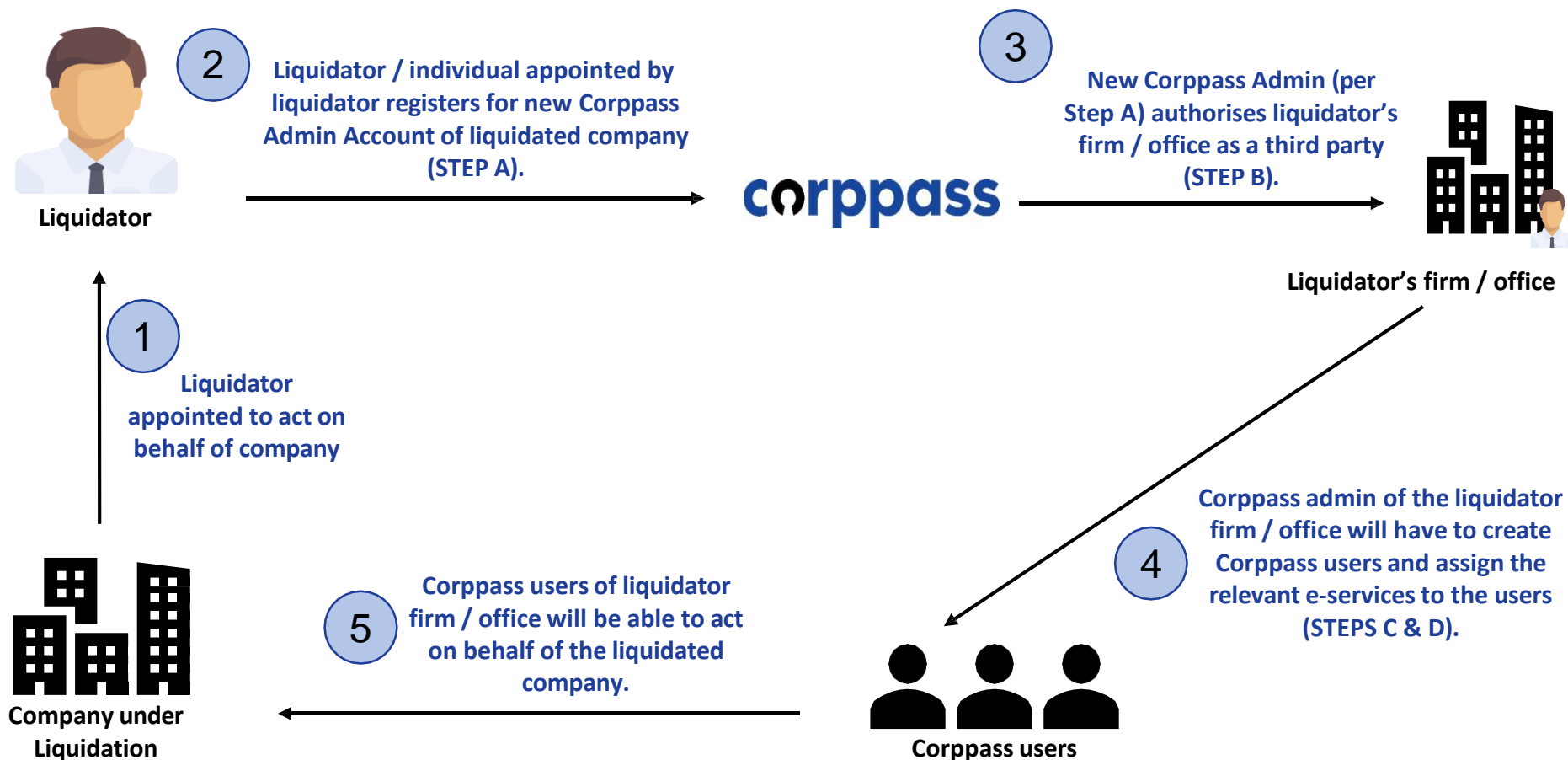


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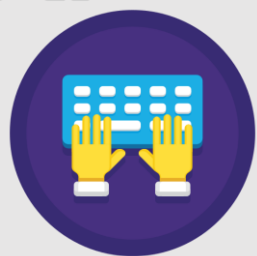
[E. LOG IN TO MYTAX PORTAL VIA TAX AGENT LOGIN](#)

The appointed liquidator can appoint an individual to represent himself as the new Corppass administrator of the liquidated company.

A. Register New Corppass Administrator

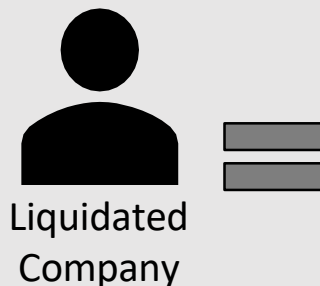
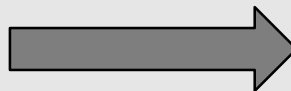
* To be done by Liquidator / Liquidator's representative

A.



Liquidator/Individual
appointed by
Liquidator

Registers a new
Corppass admin
account



Liquidated
Company

Becomes Corppass
admin of liquidated
company

What you need
to prepare?

1. Know the list of companies you are representing (i.e. liquidated companies).
2. For clients who already have 2 Corppass admin accounts, the appointed liquidator must first approach Corppass to terminate them **before** registering for a new Corppass Admin account (see next page for more information).

Who can register?

The appointed liquidator/ individual appointed by the liquidator can register for a new Corppass admin account.

How to register?

Liquidator / an individual appointed by the liquidator registers as a Corppass Administrator via www.corppass.gov.sg. (Please see subsequent slides for step-by-step instructions). **Please refer to page 14-17 of this guide for the documents to be uploaded for different scenarios.**

Important:
Removal of
existing
Corppass
Admins

- **Before** registering for a Corppass Administrator account, please use the “Find Your Corppass Admin” e-Service on www.corppass.gov.sg to check the number of existing Corppass admins.
- If there are 2 existing administrators, liquidator needs to e-mail support@corppass.gov.sg to request for removal of existing administrators. Liquidator has to attach (1) a copy of the court order/ACRA Notice of Appointment containing details of appointed liquidator; and (2) copy of the liquidator’s NRIC / FIN.

Step 1

Step 2

Step 3

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Step 6

Step 7

- Go to www.corppass.gov.sg.
- Select 'Register as a Corppass Admin'.



Step 1

Step 2

Step 3

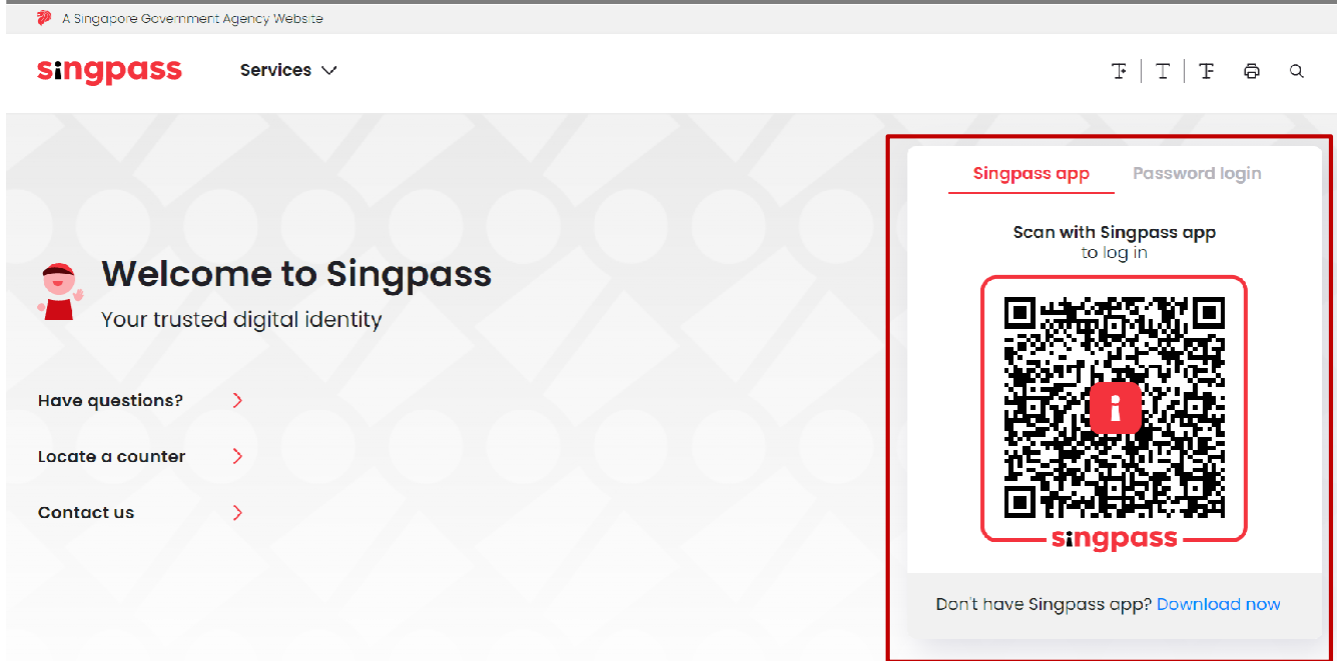
Step 4

Step 5

Step 6

Step 7

- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Alternatively, login in by entering your Singpass ID & password.

The screenshot shows the Singpass website interface. At the top, there is a blue navigation bar with the Singpass logo and a 'Services' dropdown menu. Below the navigation bar, the main content area features a 'Welcome to Singpass' message with a cartoon character and the tagline 'Your trusted digital identity'. To the right of the main content, a login form is highlighted with a red border. The form includes a 'Singpass app' link, a 'Password login' link, a 'Log in' section with input fields for 'Singpass ID' and 'Password', a red 'Log in' button, and links for 'Forgot Singpass ID' and 'Reset password'. At the bottom of the form is a 'Register for Singpass' button.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Enter the UEN of the entity under Liquidation for which you are registering to be a Corppass Admin.

Login
Home About Us Services Help

Home / Register Admin Account

Register Admin Account

1
Enter Details

•••••

2
Review & Submit

Ensure that you are the appointed Corppass Admin for your Entity. This form will take about 5 minutes to complete.

* - denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)*

Example: 12345678X, 201612345X, T16PQ1234X

Enter Your Contact Details

Full Name

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Enter your email address and mobile number.

Enter Your Contact Details

Full Name PHANG GABRIEL

Email* 

abc@abc.com

Confirm Email*

Mobile No.

Request e-Service Access 

I would like to access all **e-Services** available on Corppass with my Admin Account.

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

- Step 1
- Step 2
- Step 3
- Step 4**
- Step 5
- Step 6
- Step 7


- Select the option to Upload Letter of Authorisation and the RO's identity document.

Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.) ← **Click on the link to download a letter template you should use.**

Registered Officer's Identity No. Last 5 Characters* ⓘ 
e.g 4567D of S1234567D

Registered Officer's Email* ⓘ
abc@abc.com

[+](#) Add another Registered Officer

Request e-Service Access ⓘ

I would like to access all **e-Services** available on Corppass with my Admin Account.
Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Cancel Next

Please refer to the following pages from 14 to 17 for illustrative examples of the documents to be uploaded under different scenarios.

Documents to be uploaded

Example 1:

Liquidator registers for new Corppass Administrator account.

1. Liquidator to click on “Register as Corppass admin” at Corppass website.
2. Under “Request Registered Officer Authorisation”, appointed liquidator (individual) uploads the following:
 - Letter of authorisation endorsed by the liquidator;
 - A copy of identity document (NRIC / FIN) of the liquidator; and
 - a copy of the Court Order or ACRA Notice of Appointment, showing the details of appointed liquidator.
3. Complete the Corppass admin registration process and await for Corppass’ approval.

Documents to be uploaded

Example 2:

Liquidator appoints an individual to represent liquidated company as Corppass Administrator

1. Individual appointed by liquidator to click on “Register as Corppass admin” at Corppass website.
2. Under “Request Registered Officer Authorisation”, the individual uploads the following:
 - Letter of authorisation endorsed by appointed liquidator;
 - A copy of identity document (NRIC / FIN) of the appointed liquidator; and
 - A copy of the Court Order or ACRA Notice of Appointment, showing the details of appointed liquidator.
3. Complete the Corppass admin registration process and await for Corppass’ approval.

Sample LOA

| Section 1: Corppass Administrator Details | | | |
|---|--|---------------|--|
| Full Name (as in NRIC/FIN) | | | |
| NRIC / FIN * | | | |
| Mobile No. (optional) | | Email Address | |

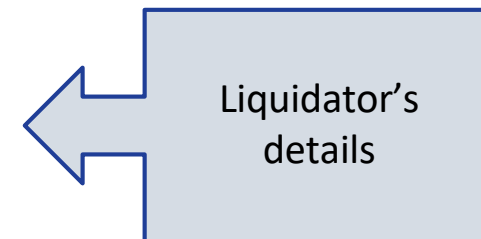
Liquidator's /Appointed Individual's details

| Section 2: Entity Details | |
|----------------------------|--|
| Unique Entity Number (UEN) | |
| Entity Name | |
| Registered Address | |
| Office Contact No. | |

Liquidated Company's details

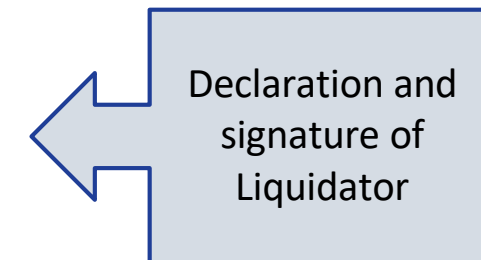
Sample LOA

| Section 3: Approver Details | |
|---|------------|
| Full Name (as in NRIC, FIN, Foreign ID) | |
| NRIC / FIN / Foreign ID No. * | |
| Country of Issuance | |
| Email Address | |
| If Approver is not a RO, please provide Designation | LIQUIDATOR |



Section 4: Declaration

- (1) I declare that I am the Registered Officer or key executive of the Entity (as listed in Section 2), and have been validly authorised by the Entity to submit this application on its behalf. I hereby declare that my personal details given in this letter and the accompanying supporting documents are true, accurate and complete.
- (2) I declare that the Corppass Administrator (as listed in Section 1) has been appointed by my Entity (as listed in Section 2) to register for the CorpPass Services and is validly authorised to represent and act on behalf of my Entity for matters relating to the CorpPass Services.
- (3) I acknowledge and agree that I have read the Corppass Privacy Statement and hereby consent to the collection, use, disclosure and processing of my personal data for the purposes set out therein.
- (4) I acknowledge that I have read the Corppass Terms of Use and agree to be bound by the terms and conditions therein.



Approver's Signature

Date of Declaration

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- You can choose to be granted access to all current and future e-Services for your Corppass Admin account. By selecting this check box, you will be able to access all Government e-Services as an Approver.

Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.)

Registered Officer's Identity No.
Last 5 Characters* ⓘ

e.g 4567D of S1234567D



Registered Officer's Email* ⓘ

abc@abc.com

[+](#) Add another Registered Officer

Request e-Service Access ⓘ

I would like to access all e-Services available on Corppass with my Admin Account.

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Read and agree to the 'Terms and Conditions', then click 'Submit'.

Email PHANGGABRIEL@abc.com

Mobile No. 987654321

Registered Officer Authorization

Method of Approval Request online approval from Registered Officer

Registered Officer's Identity No. Last 5 Characters 7232B

Registered Officer's Email abc@abc.com

e-Service Access

I would like to access all **e-Services** available on CorpPass with my Admin Account.

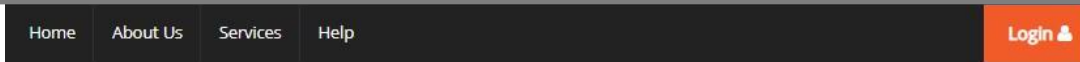
I have read and given my consent to the [Terms and Conditions](#).

Back

Submit

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7**

- Read and agree to the 'Terms and Conditions', then click 'Submit'.




Home / Register Admin Account



Your registration for a Corppass Administrator Account has been submitted.

An email to request for approval has been sent to your entity's Registered Officer.

Next Step



Wait for approval from your Registered Officer.
Online approval must be provided within 30 days.



If you selected the 'Online Approval' method, you will have to await approval from your entity's Registered Officer.

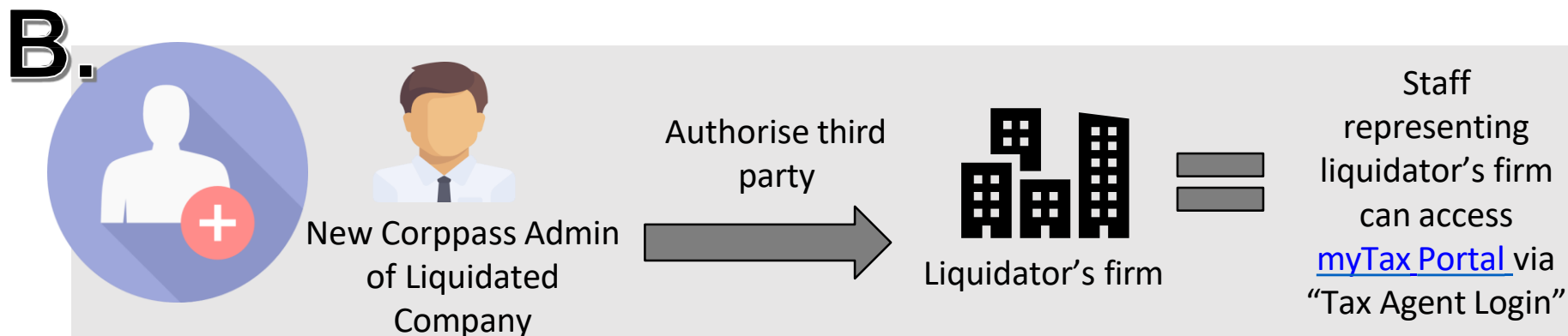
OR

If you selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.

Note: After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions in that email.

B. Authorise Third Party Entities

*** To be done by Corppass administrator (per Step A)**



Once Corppass administrator is approved in step A, the administrator has to authorise the liquidator's firm (as a third party) to access IRAS' e-Services.



IMPORTANT: Before authorising third parties, please ensure that the Automatic Exchange of Information (CRS and FATCA) e-service are selected.

Step 1

Step 2

Step 3

Step 4

Step 5


Step 6

Step 7

Step 8

- If you are authorised to act on behalf of more than 1 entity, select the entity for which you wish to act on behalf.

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Select UEN/Entity ID

191425521H
Entity 1200062017E
Entity 2C2000118/B
Entity 3

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- To authorise the liquidator's firm as third party entities, click on 'Authorise Third Party Entities'.

The screenshot displays the CorpPass web application interface. At the top, a dark navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, PEARLY HONE'. Underneath the banner is a light blue notification bar with a 'NEW' badge and the text '41 more digital services have been made available on CorpPass over the last 90 days.' The main content area features a horizontal menu with four items: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party' item is highlighted with a red rectangular box. Below this menu, there are two large white buttons with orange icons and text. The first button, 'Authorise Third Party Entities', is also highlighted with a red rectangular box. The second button is 'Manage Third Party Entities'. In the top right corner of the main content area, there is a link that says 'Change Entity Profile'.

Step 1

Step 2

Step 3

Step 4

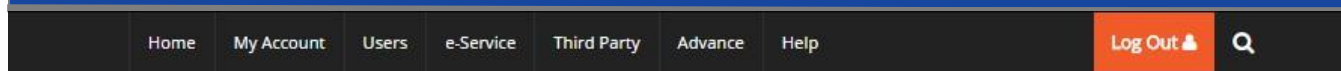
Step 5

Step 6

Step 7

Step 8

- Enter the UEN number of the liquidator's firm and click 'Search'. Alternatively, you may search via Entity Name.



Home / Authorise Third Party Entity

Authorise Third Party Entities



UEN / Entity ID

Entity Name

Search



Search using the Liquidator's UEN / Entity ID or Entity Name.

Note: You may search using partial names (e.g. Blue, Blue Sky, Sky)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Select the Third Party Entity to which you would like to assign the Third Party authorisation, then click 'Next'.

UEN / Entity ID

Entity Name

You may use the search bar to identify the specific third party entities.

Search for Third Party Entities which you would like to authorise. Filter

| UEN / Entity ID | Entity Name | UEN Status |
|--|---------------------|------------|
| <input checked="" type="checkbox"/> C15000322E | ABC Company Pte Ltd | - |
| <input type="checkbox"/> C16000829C | ABC SHOP | - |
| <input type="checkbox"/> C16000777A | ABC123IC | - |
| <input type="checkbox"/> C16000879F | ABCTEST | - |

1 entity(s) selected.

Showing 1 to 4 of 4 items

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Select the e-Services which you would like to authorise the Third Party with, then click 'Next'.

Authorise Third Party Entities



Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Selected Third Party Entity: Company 10563213M Pte Ltd

Select e-Service(s) for the Third Party to have access to

Filter

Search

| <input checked="" type="checkbox"/> | Govt. Agency | Entity's selected e-Services | Description | Agency Check Required | Additional Details Required |
|-------------------------------------|------------------------------------|---|-------------|-----------------------|-----------------------------|
| <input checked="" type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | Automatic Exchange of Information (CRS and FATCA) | | | |

Showing 1 to 2 of 2 items

Back

Next

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Review details of the authorization to Third Party Entity (i.e. Liquidator's firm) , then click 'Submit'.

Home / Authorise Third Party Entity

Authorise Third Party Entities

Selected Third Party Entity: ABC Company Pte Ltd

Selected Third Party Entity e-Service(s)

- INLAND REVENUE OF SINGAPORE (IRAS)
 - Automatic Exchange of Information (CRS and FATCA)

| | |
|------------------------------|------------|
| Role | Approver |
| Authorisation Effective Date | 25/02/2018 |
| Authorisation Expiry Date | 31/12/9999 |

Back Submit

Step 1

Step 2

Step 3

Step 4

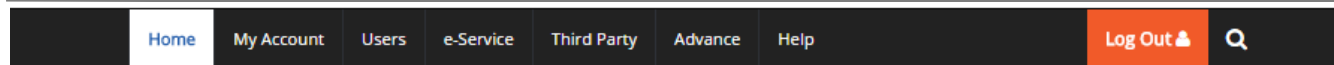
Step 5

Step 6

Step 7

Step 8

- A confirmation message will indicate that you have authorised the Third Party Entity, with access to your selected e-Service(s).



Home / Authorise Third Party Entity



ABC Company Pte Ltd has been authorised to access selected e-Service(s).

The Third Party Entity will receive a notification.

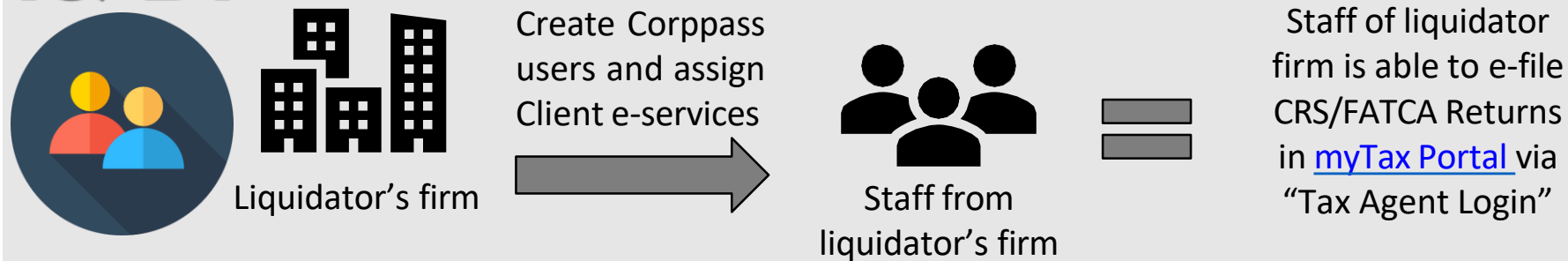
[Return to Homepage](#)

C. Create Corppass Users

D. Assign Third Party e-Services to Corppass users of Liquidator's firm

***To be done by Corppass Administrator of the Liquidator's firm**

C. & D.



Purpose

Once the liquidator's firm has been authorised as a third party in step B, the CP admins/sub-admins of the liquidator's firm may assign these client e-Services to their staff.

How to perform Steps C & D

The staff that are required to file CRS/FATCA Returns for the liquidated company must have a Corppass user account under the liquidator's firm. For more information on how to create Corppass user accounts, please click [here](#).

For more information on how the admins/sub-admins of the liquidator's firm can assign third party e-services to Corppass users, please see pages 32 to 38.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Go to www.corppass.gov.sg.
- CP Admin/Sub-Admin of the liquidator's firm Select 'Log in with Singpass'.

Home About Us Services Help

Log in with Singpass

Welcome to Corppass

Corppass is the only login method for online corporate transactions with more than 200 government digital services. Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin

Get started with Corppass by your role

I am the **Registered Officer**

I am the **Admin**

I am a **User**

Step 1

Step 2

Step 3

Step 4


Step 5

Step 6

Step 7

- If you are authorised to act on behalf of more than 1 entity, select the entity for which you wish to act on behalf.

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Select UEN/Entity ID

191425521H
Entity 1200062017E
Entity 2C2000118/B
Entity 3

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Under 'Third Party (Clients)' tab, select 'Assign Clients e-Service'.

The screenshot displays the Corppass web application interface. At the top, a dark navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, PEARLY HONE' and a password expiration notice: 'Update your password before it expires on 07 Mar 2023'. A white notification bar below the banner states: '2 more digital services have been made available on Corppass over the last 90 days.' Below the notification is a horizontal menu with three tabs: 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party (Clients)' tab is highlighted with a red border. Below the menu are two large buttons: 'Manage Clients' (white with an orange icon) and 'Assign Client's e-Service' (orange with a white icon). The 'Assign Client's e-Service' button is also highlighted with a red border. In the bottom right corner, there is a link for 'Change Entity Profile'.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Select the client (i.e. company under Liquidation) and its e-services [i.e. Automatic Exchange of Information (CRS and FATCA) that you would like to assign your user(s).

The screenshot shows the 'Assign Client e-Services' page. At the top, there is a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, Help, and a Log Out button. Below the navigation bar, the breadcrumb is 'Home / Assign Client e-Services'. The main heading is 'Assign Client e-Services'. A progress indicator shows three steps: 1. Select Client e-Services (highlighted in red), 2. Select Users, and 3. Review & Submit. Below the progress indicator, the text reads 'Select Client e-Service(s) that you would like to assign to your users.' There are two annotations: '1' points to a 'Filter' button, and '2' points to a search box. The search box contains the text 'Automatic Exchange of Information (CRS and FATCA)'. Below the search box is a table with columns: Govt. Agency, e-Service, Description, Additional Agency Check, and Additional Details Required. The table has one row with a checkbox, the agency 'INLAND REVENUE OF SINGAPORE (IRAS)', and the e-service 'Automatic Exchange of Information (CRS and FATCA)'. At the bottom of the table area, it says '0 e-Service(s) Selected'.

1 Filter by agency and e-Service for a more specific search.

2 Search via keywords, e.g. Automatic Exchange of Information (CRS and FATCA).

| Govt. Agency | e-Service | Description | Additional Agency Check | Additional Details Required |
|--------------------------|------------------------------------|---|-------------------------|-----------------------------|
| <input type="checkbox"/> | INLAND REVENUE OF SINGAPORE (IRAS) | Automatic Exchange of Information (CRS and FATCA) | | |

0 e-Service(s) Selected

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6


Step 7

- Select the user(s) that you would like to assign the client's e-Services to (Step 4), then click 'Next' to proceed.

Assign Client e-Services



Select your entity's user(s) to be assigned to the selected Client e-Service(s).

Filter Search  

| <input type="checkbox"/> | Full Name | Email Address | User Type |
|-------------------------------------|----------------|------------------------------|--------------|
| <input type="checkbox"/> | PEARLY HONE | pearlyhone@mailinator.com | Admin |
| <input checked="" type="checkbox"/> | CHAN QIAO EE | chanqiaoee@mailinator.com | User |
| <input type="checkbox"/> | KENNETH FRY | KENNETHFRY@MAILINATOR.COM | Enquiry User |
| <input type="checkbox"/> | TERRI MANDEL | TERRIMANDEL@MAILINATOR.COM | Sub-Admin |
| <input type="checkbox"/> | BENJAMIN FRANK | benjaminfrank@mailinator.com | User |
| <input type="checkbox"/> | MARY LIM | MARYLIM@MAILINATOR.COM | User |
| <input type="checkbox"/> | EDWIN TAN | edwintan@mailinator.com | Sub-Admin |

Cancel

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Review details of user(s) assigned to the client's e-Services, then click 'Submit'.

Assign Client e-Services



Verify the following details:

1 Selected Users

← Verify the user(s) to be assigned with the Client authorisation

Verify Selected e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS)

Automatic Exchange of Information (CRS and FATCA)

Verify selected e-Services and click "Submit".



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- A confirmation message will indicate that you have successfully assigned e-Service(s) access to your selected users.

[Home](#)[My Account](#)[Users](#)[e-Service](#)[Help](#)[Log Out](#)[Home](#) / [Assign Selected e-Services](#)

You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)

E. Log in to myTax Portal via Tax Agent Login

Step 1

Step 2

Step 3

- Go to <https://mytax.iras.gov.sg>.
- Staff (i.e. User) of Liquidator firm should select 'Tax Agent Login'.

A Singapore Government Agency Website [How to identify](#) ▾



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Announcement ▾



Which Tax Login Am I? ?

myTax Portal Login

 Personal Tax

 Company/ Business Tax

 Tax Agent Login →

 Stamp Duty →

 [Client Notice of Transfer](#)

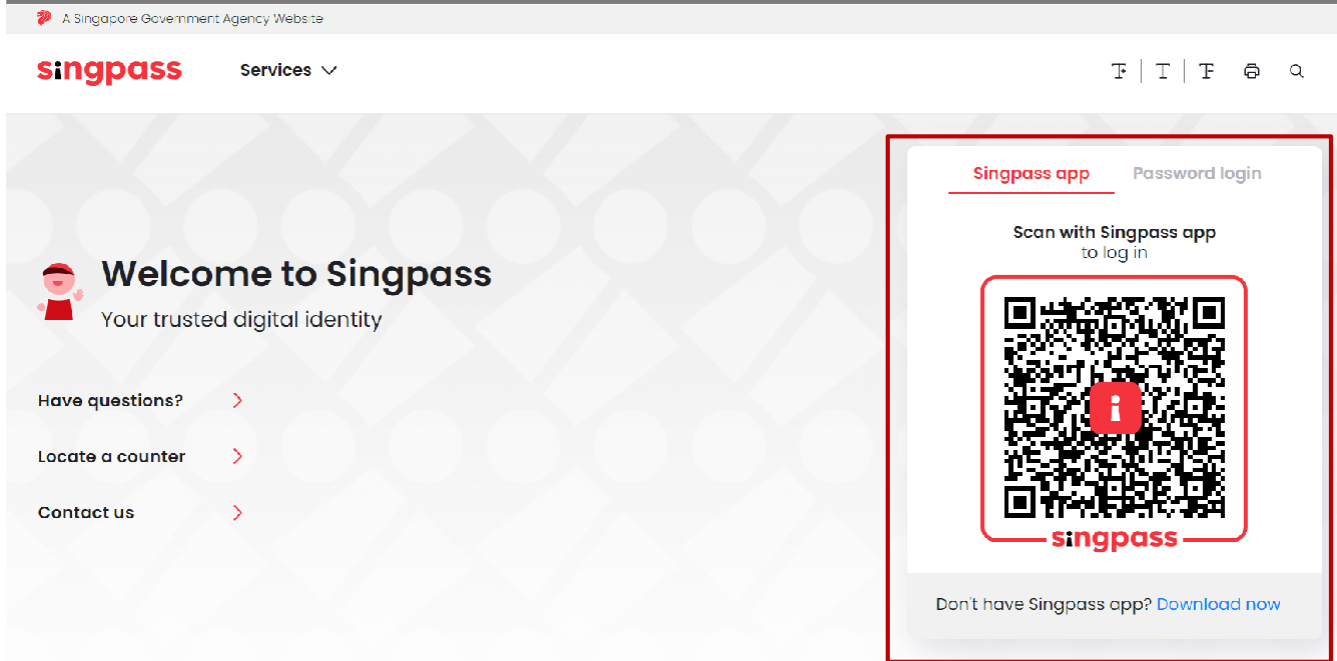
Need access? Register for [Singpass](#)

Step 1

Step 2

Step 3

- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.



Step 1

Step 2

Step 3

- Alternatively, login in by entering your Singpass ID & password.

A Singapore Government Agency Website

singpass Services ▾

F | T | F | 🗨️ | 🔍

Welcome to Singpass
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Log in

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

Register for Singpass

Step 1

Step 2

Step 3

- If you are authorised to act on behalf of more than 1 entity, select the entity for which you wish to act on behalf.



[A A](#) [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#)

Select UEN/Entity ID

| | | |
|-------------------------------|-------------------------------|-------------------------------|
| <u>191425521H</u> Entity 1 | <u>200062017E</u> Entity 2 | <u>C2000118/B</u> Entity 3 |
|-------------------------------|-------------------------------|-------------------------------|

Step 1

Step 2

Step 3

Step 4

Step 5

- Continue with either 'Assigned Client e-Services(s) or 'Client e-Service Group'.



[A](#) [A](#) [🗄](#) [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#)

Continue with

Assigned Client e-Service(s) ⓘ

Client e-Service Group ⓘ

-- Select -- ▾

Continue

Step 1

Step 2

Step 3

Step 4

Step 5

- If you choose 'Client e-Service Group', select the relevant group from the dropdown list.
- Click 'Continue'.



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[Log Out](#)

Continue with

Assigned Client e-Service(s) ⓘ

Client e-Service Group ⓘ

-- Select -- ▾

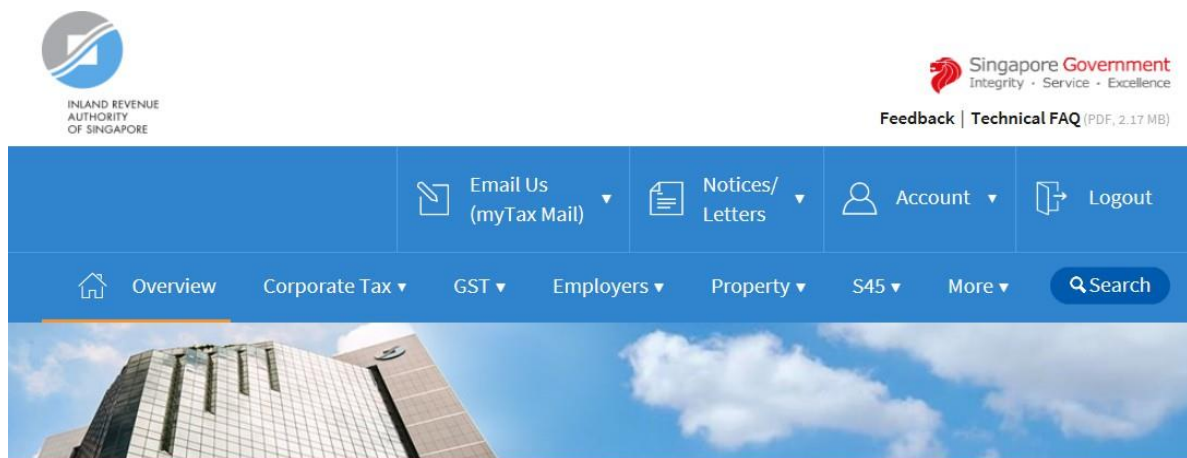
Continue

Step 1

Step 2

Step 3

- Select the relevant digital service in the navigation bar



Last login on Wednesday, 04 Jul 2018 9:14 AM (Singapore time).

Welcome to myTax Portal!

myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.

Use the navigation bar above to access a range of e-Services available to you.

-End-