corppass

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

Introduction

OVERVIEW OF STEPS

Liquidator

2 Liquidator / individual appointed by liquidator registers for new Corppass Admin Account of liquidated company (STEP A).

corppass

3 New Corppass Admin (per Step A) authorises liquidator's firm / office as a third party (STEP B).

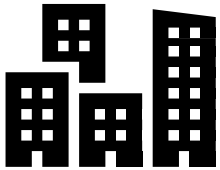
Liquidator's firm / office

1 Liquidator appointed to act on behalf of company

4 Corppass admin of the liquidator firm / office will have to create Corppass users and assign the relevant e-services to the users (STEPS C & D).

Corppass users

5 Corppass users of liquidator firm / office will be able to act on behalf of the liquidated company.



Company under Liquidation

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B. AUTHORISE THIRD PARTY ENTITIES

C. CREATE Corppass USERS ACCOUNT

D. ASSIGN CLIENT's E-SERVICES TO USERS

E. LOG IN TO MYTAX PORTAL VIA TAX AGENT LOGIN

DONE BY LIQUIDATOR/ INDIVIDUAL APPOINTED BY LIQUIDATOR

DONE BY NEW Corppass ADMINISTRATOR (PER STEP A)

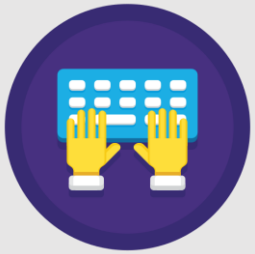
DONE BY Corppass ADMIN/SUB-ADMINS OF LIQUIDATOR'S FIRM

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

A. Register New Corppass Administrator

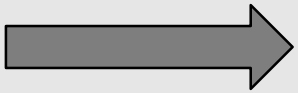
*** To be done by Liquidator / Liquidator's representative**

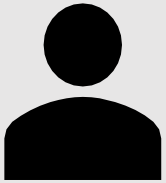
A.



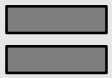
Liquidator/Individual appointed by Liquidator

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

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

Step 1

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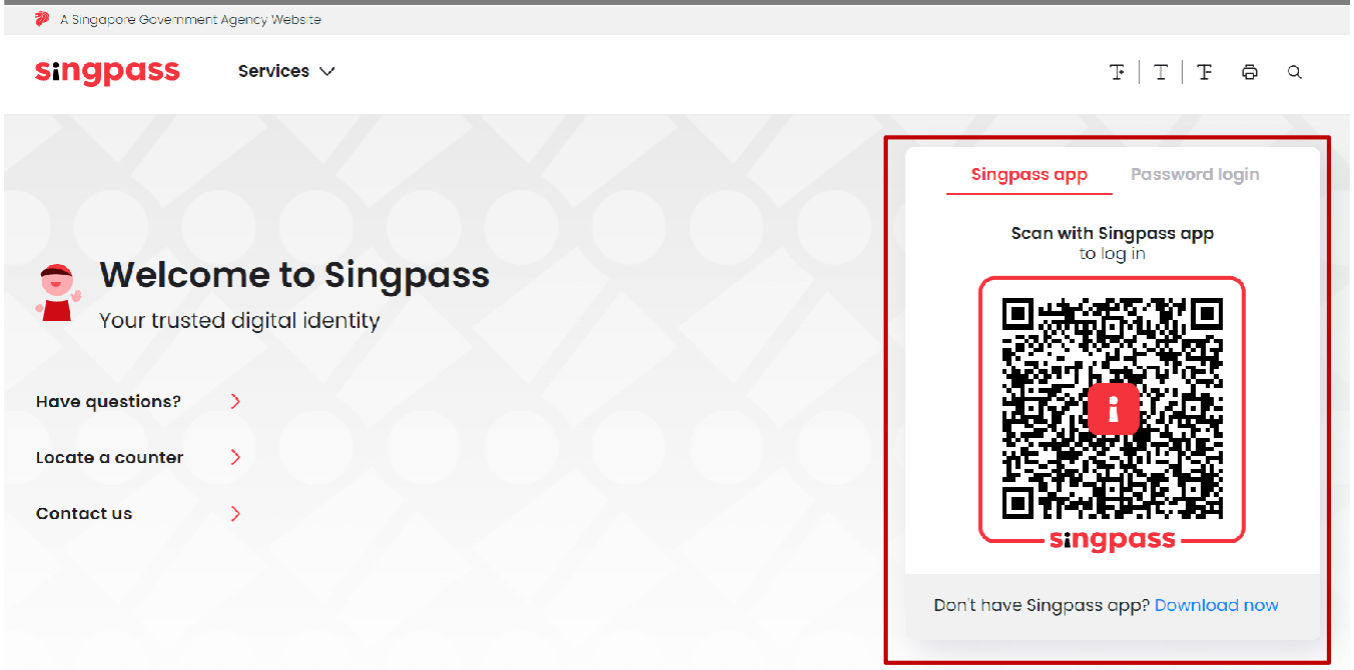
Step 7

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



Step 1

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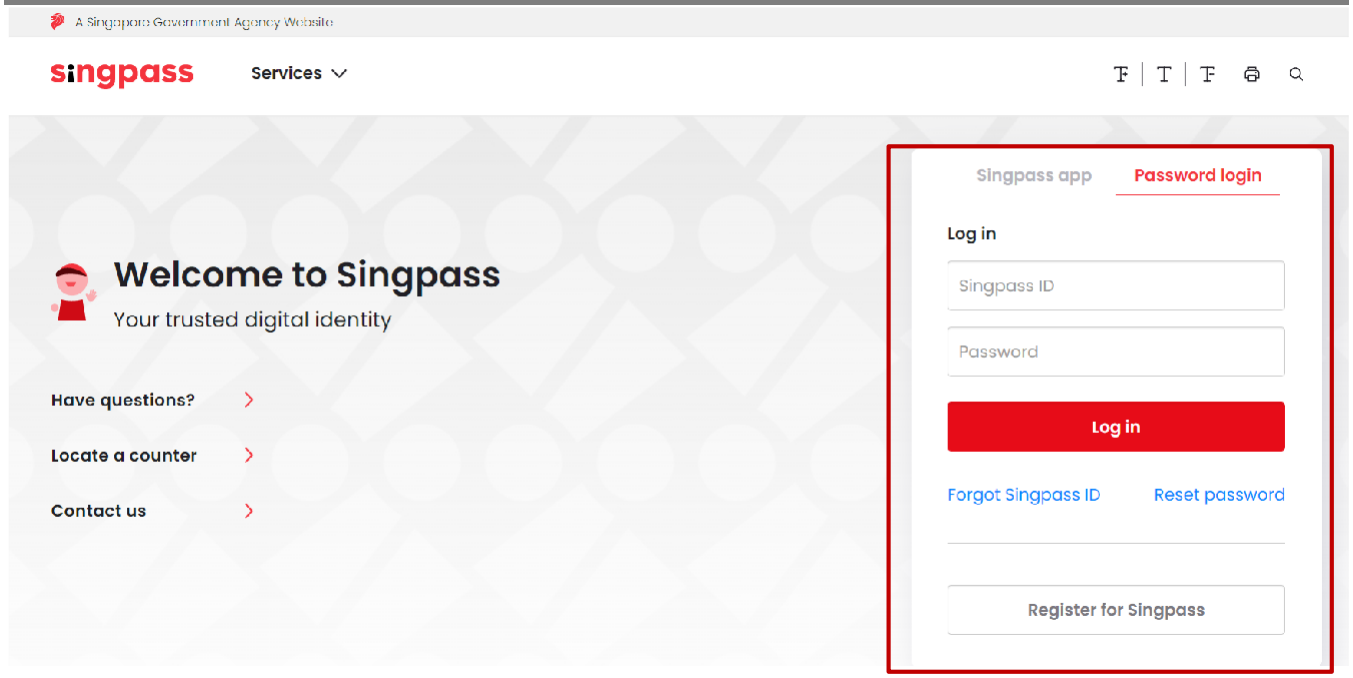
- Alternatively, login in by entering your Singpass ID & password.



Step 1

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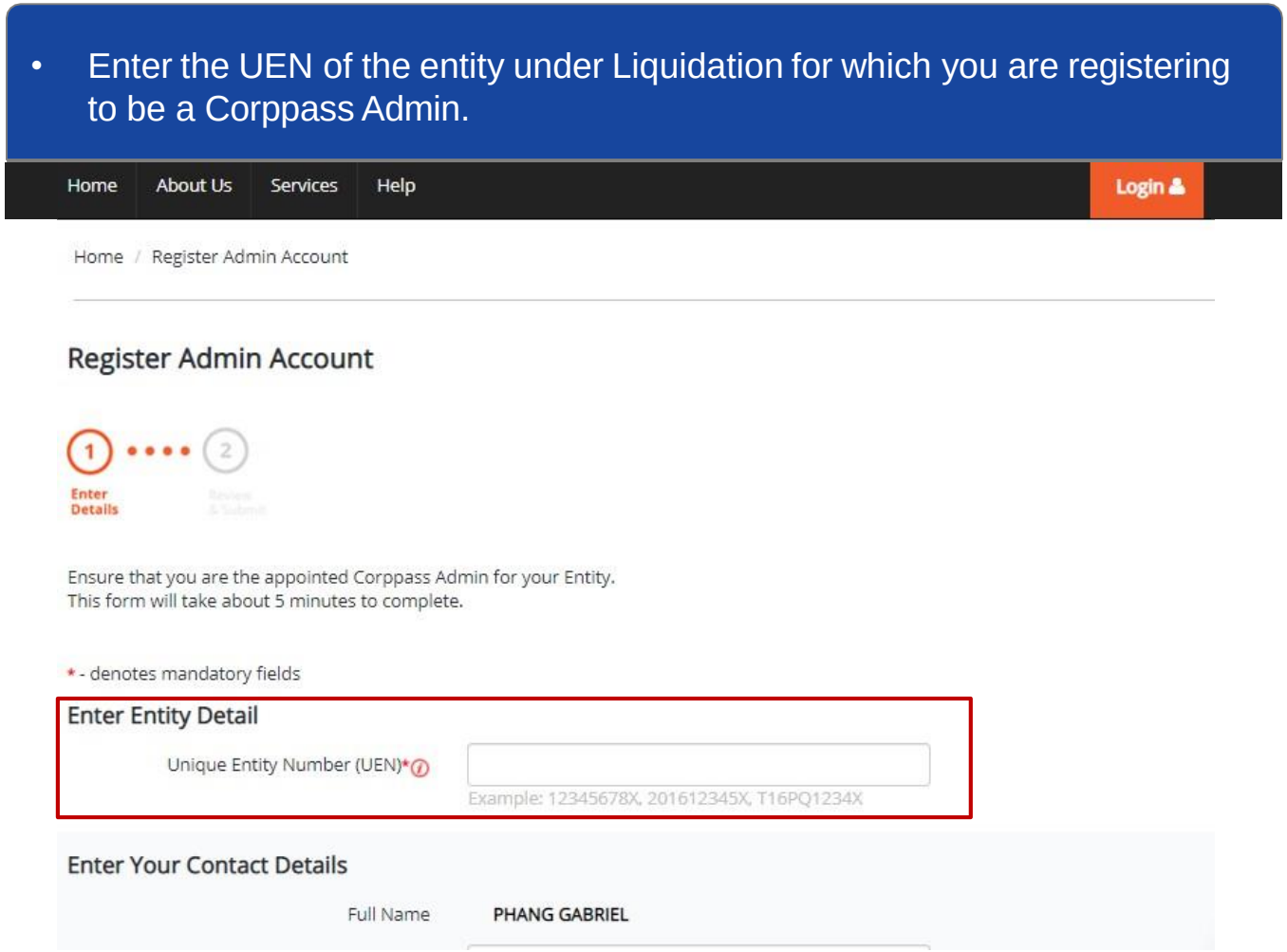
Step 7

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



Step 1

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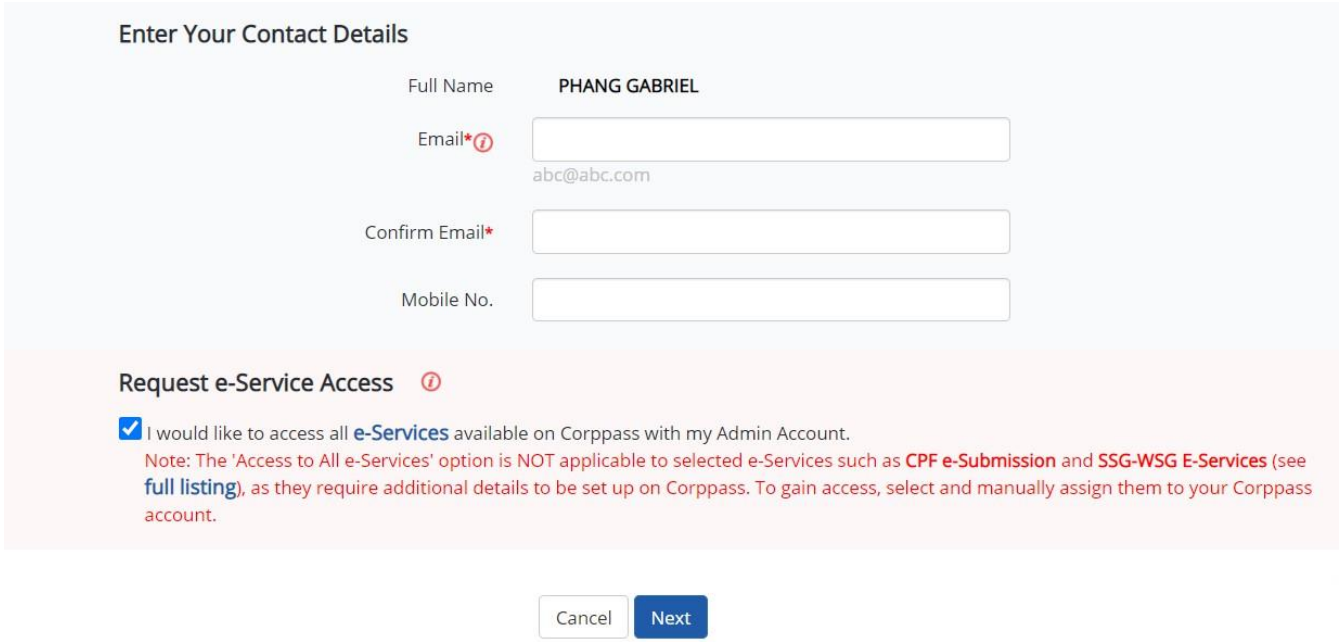
Step 7

- Enter your email address and mobile number.



Step 1

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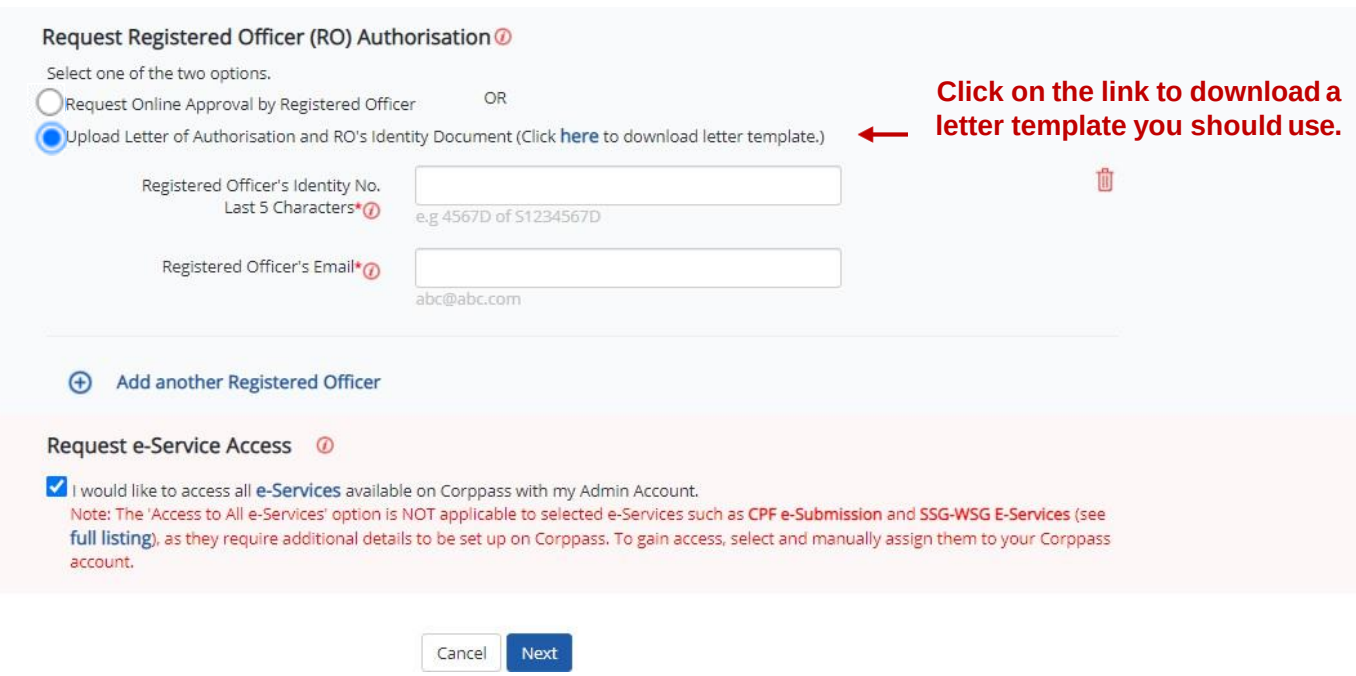
Step 7

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



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

Liquidator's details

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.

Declaration and signature of Liquidator

_____
Approver's Signature

_____
Date of Declaration

Step 1

Step 2

Step 3

Step 4

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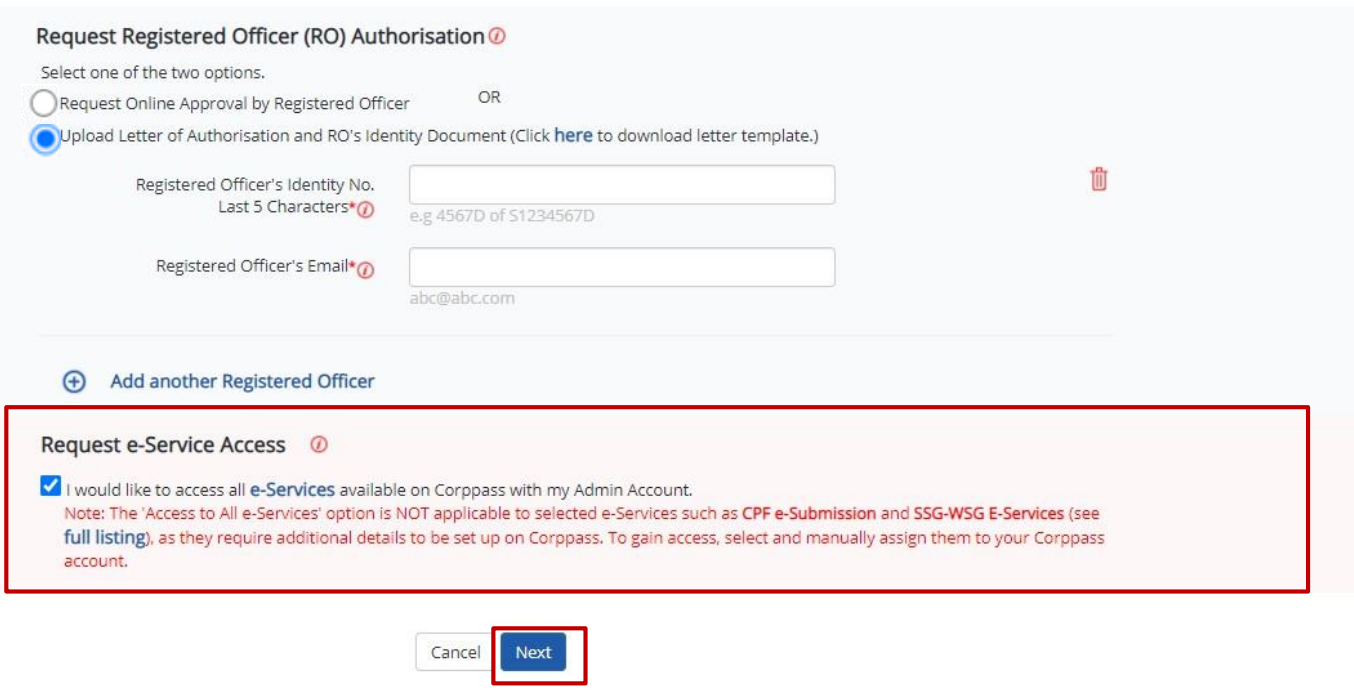
Step 6

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.



Step 1

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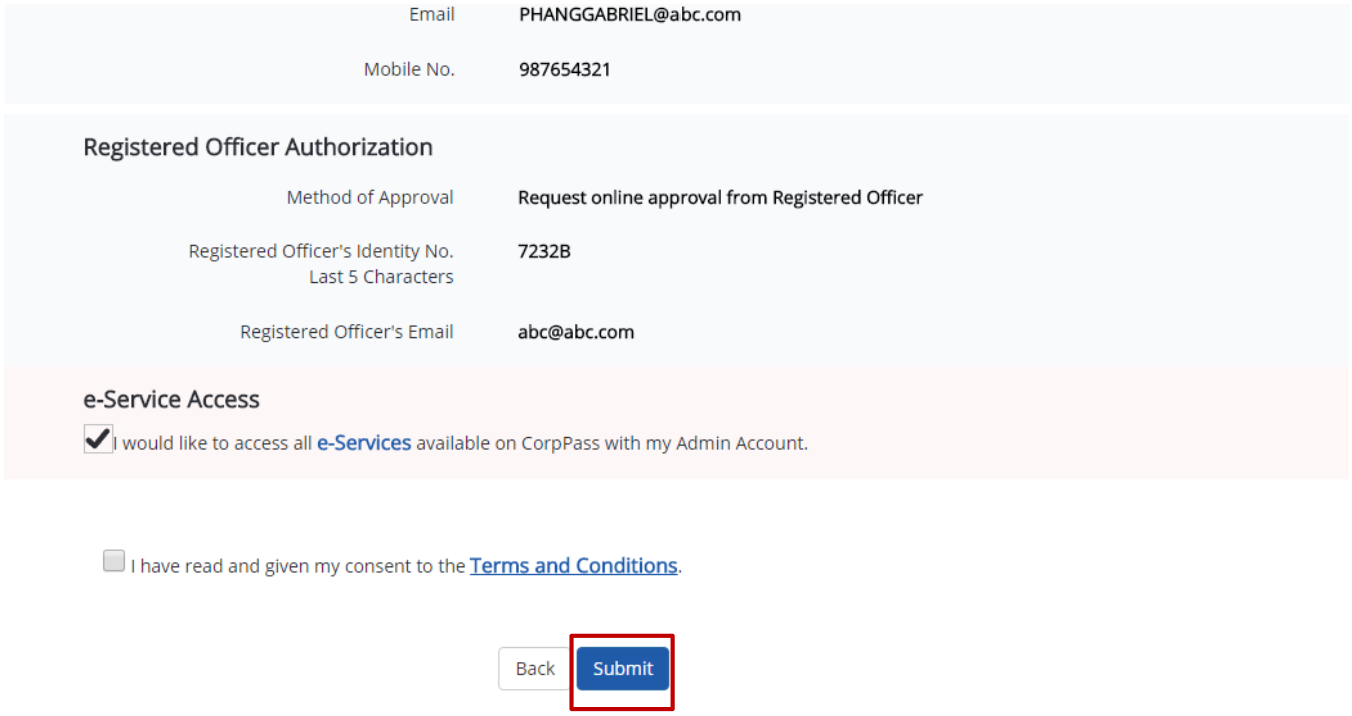
Step 7

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



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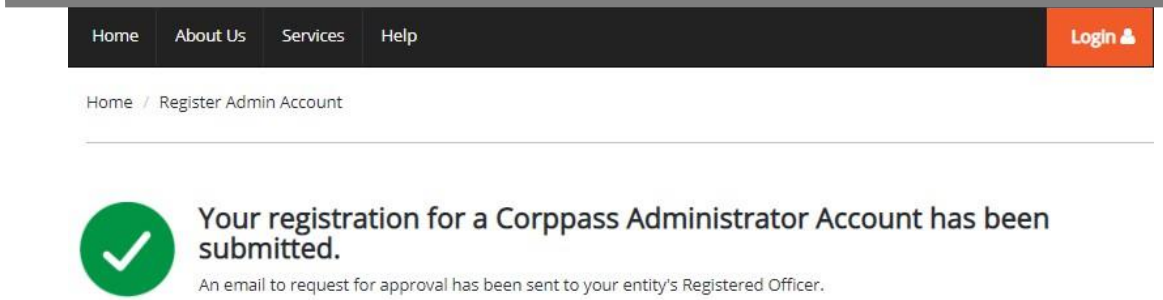
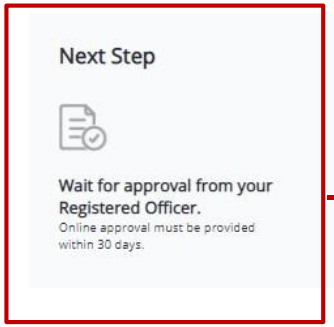
Step 7

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





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

OR

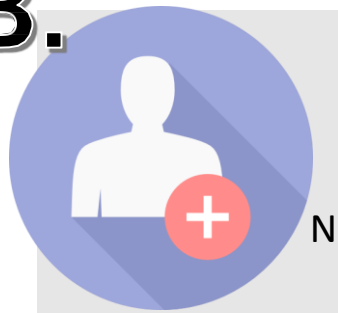
If you selected the ‘Letter of Authorisation’ method, you will have to await approval from the Central Administrator.

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

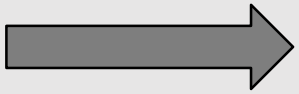
*** To be done by Corppass administrator (per Step A)**

B.



New Corppass Admin of Liquidated Company

Authorise third party



Liquidator's firm

Staff representing liquidator's firm can access myTax Portal via "Tax Agent Login"

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

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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.

Step 1

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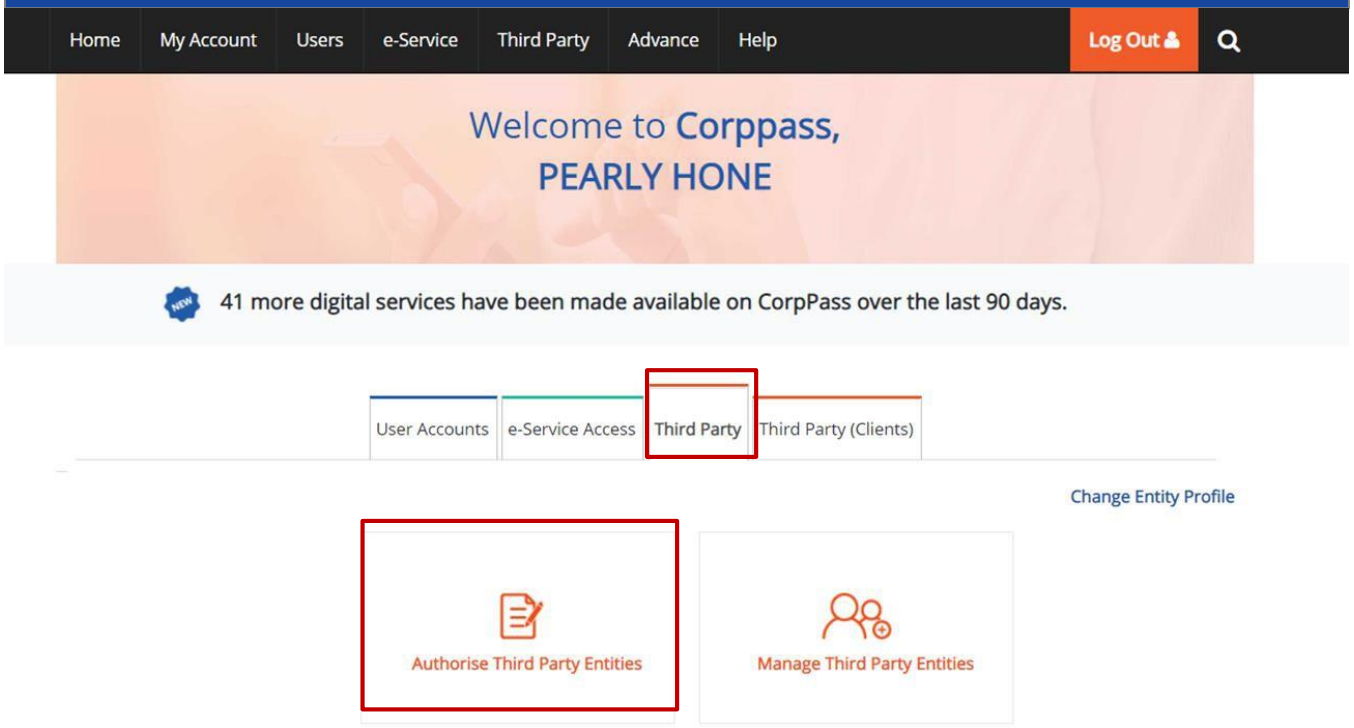
Step 8

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



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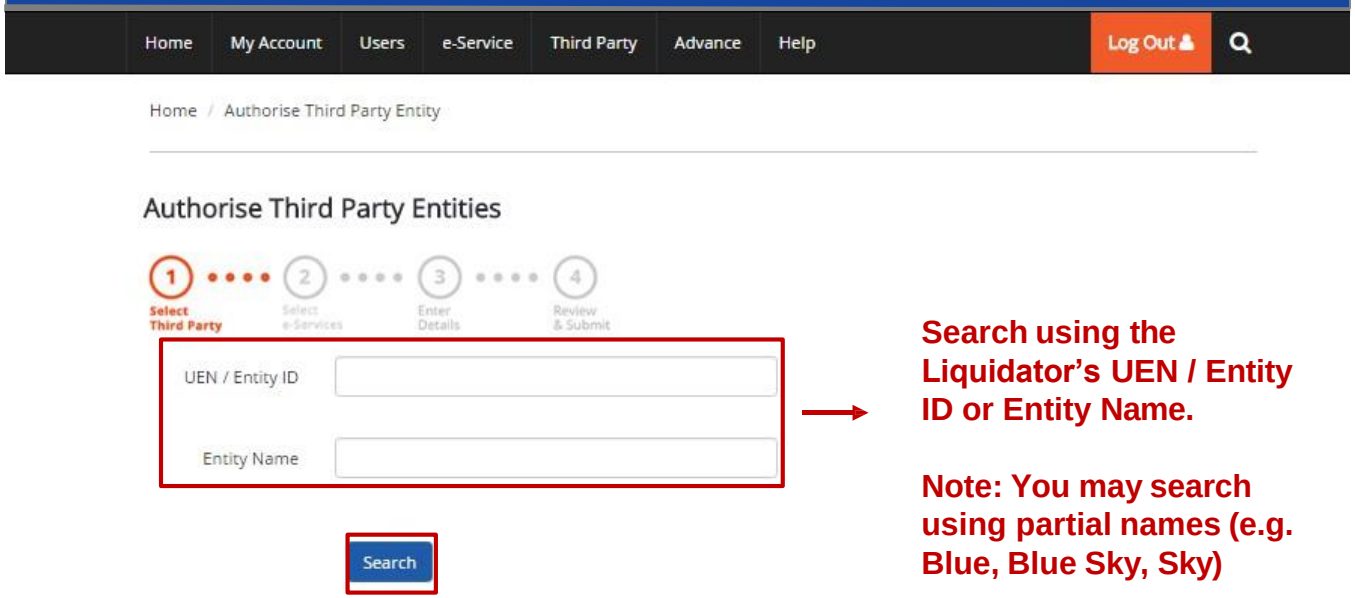
Step 8

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



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

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

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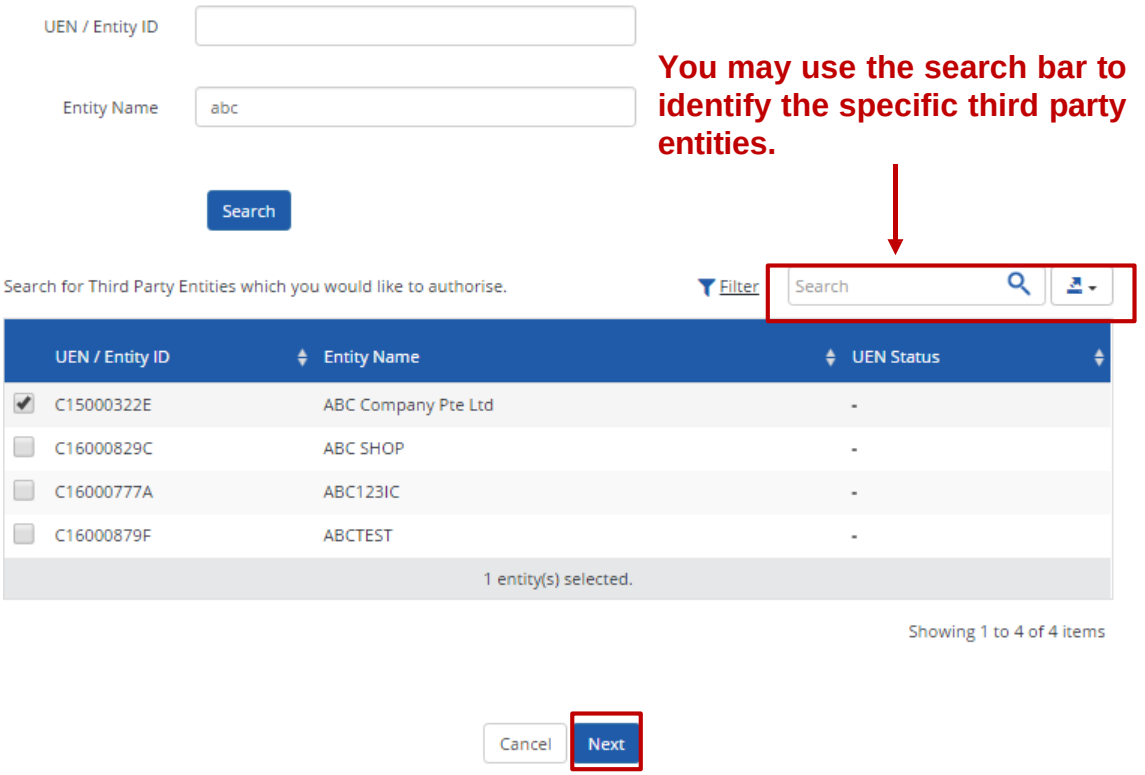
Step 8

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



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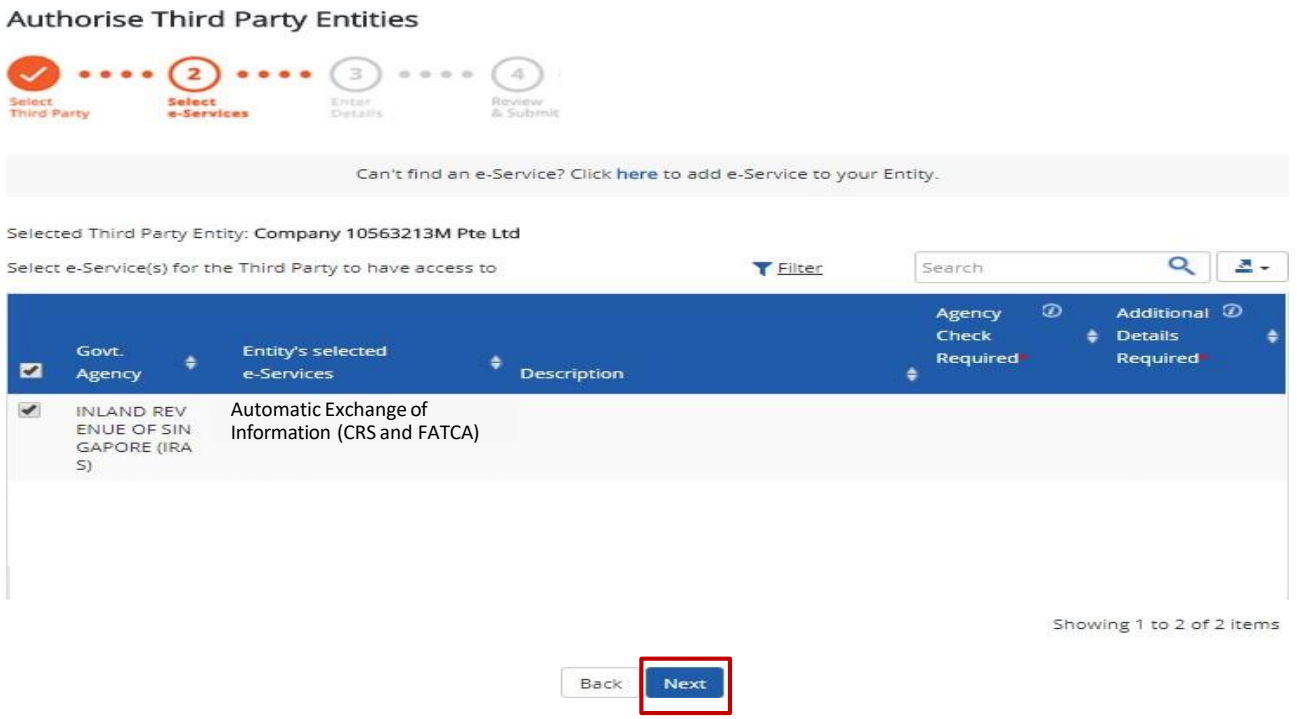
Step 8

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



Step 1

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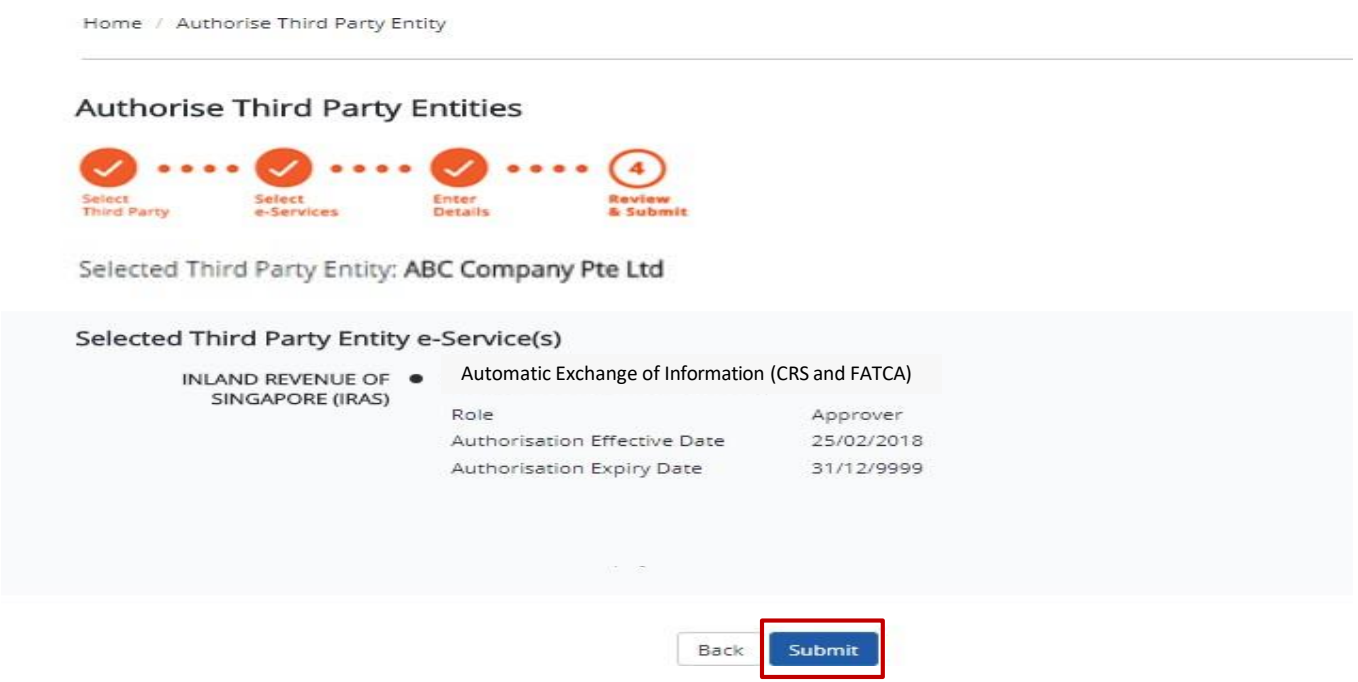
Step 8

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



Step 1

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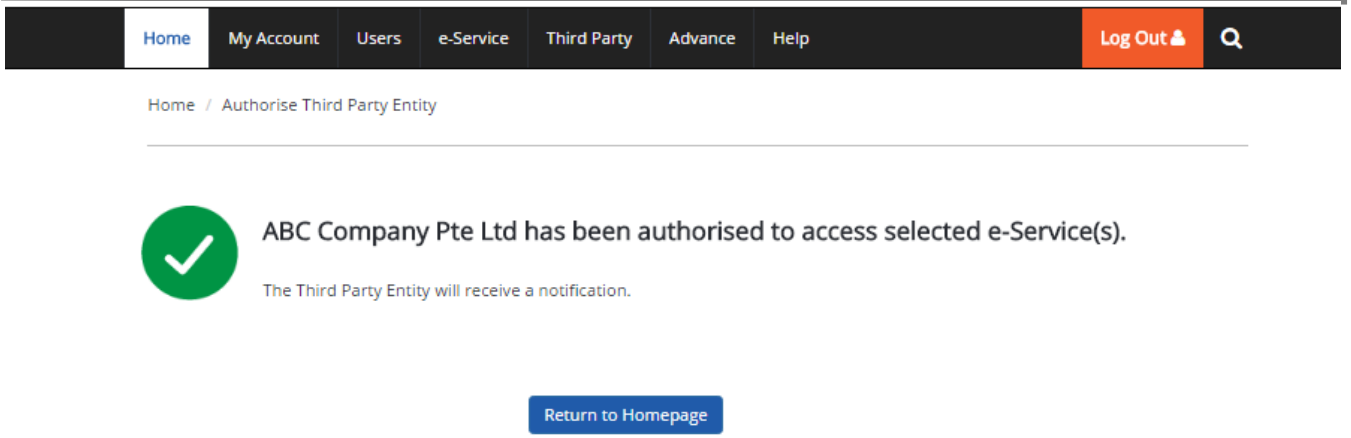
Step 8

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



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.

Liquidator's firm

Create Corppass users and assign Client e-services

Staff from liquidator's firm

Staff of liquidator firm is able to e-file CRS/FATCA Returns in myTax Portal via "Tax Agent Login"

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

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Step 7

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

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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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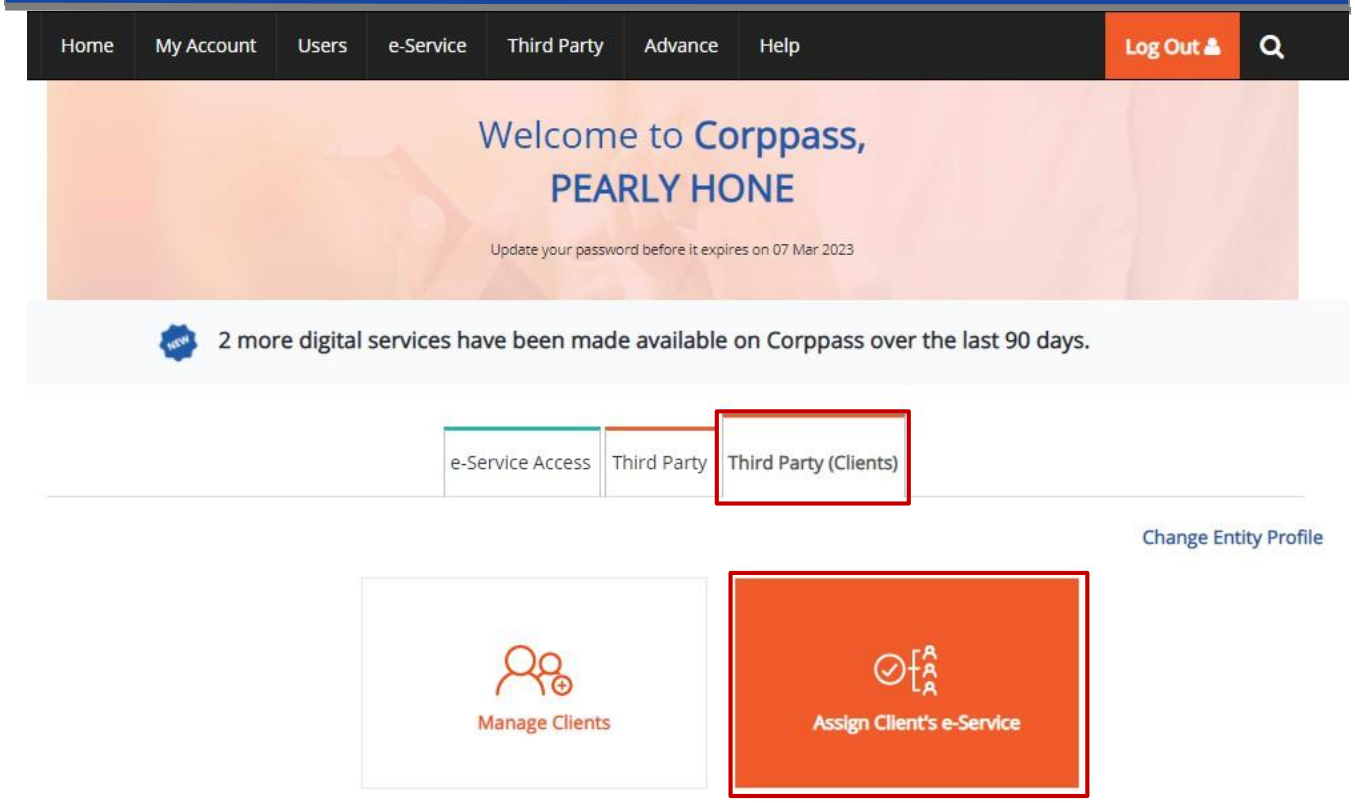
Step 7

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



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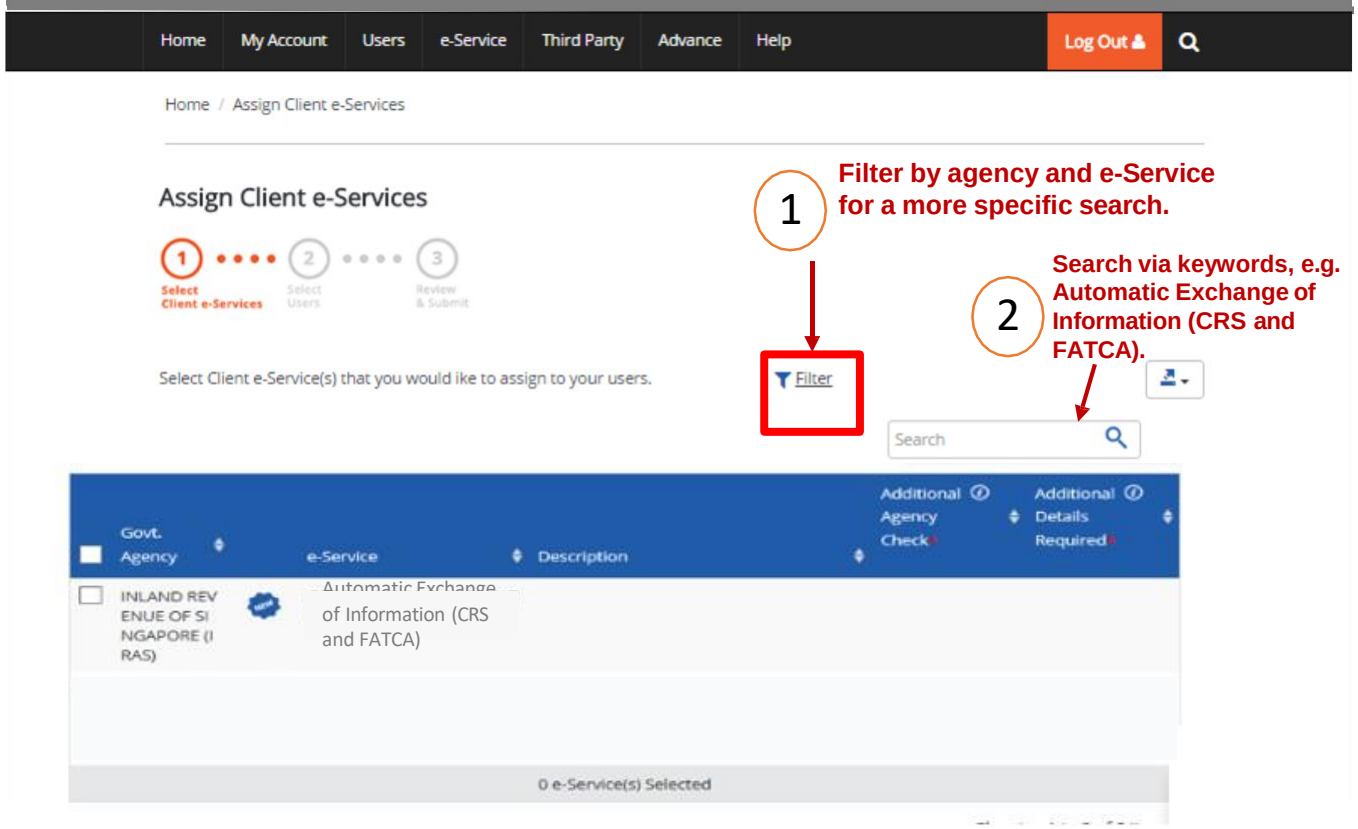
Step 7

- 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).



Step 1

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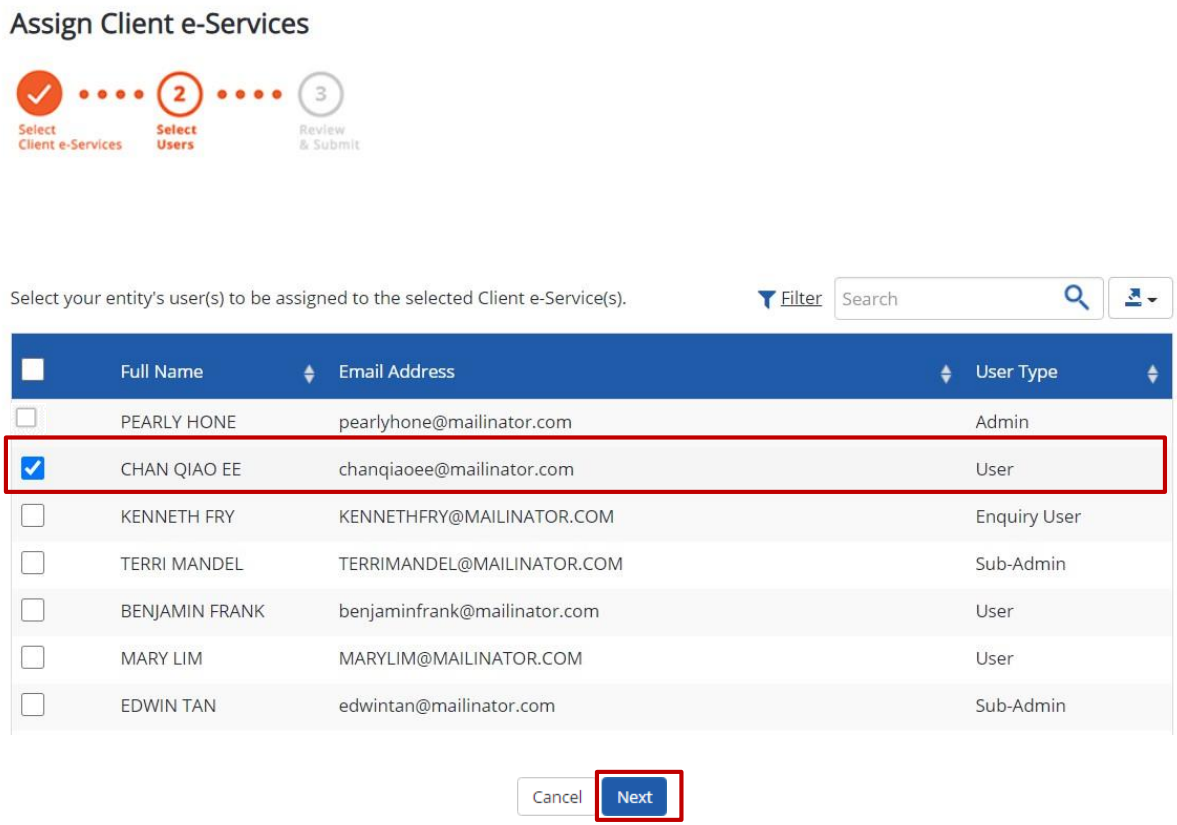
Step 7

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



Step 1

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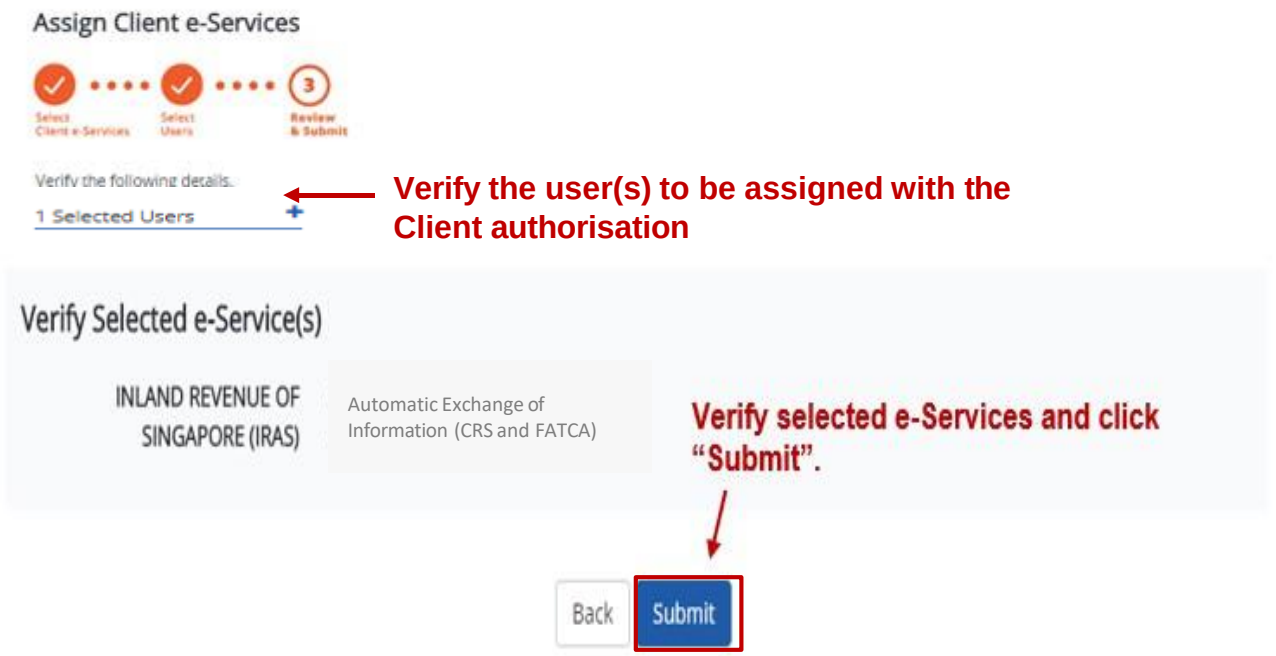
Step 7

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



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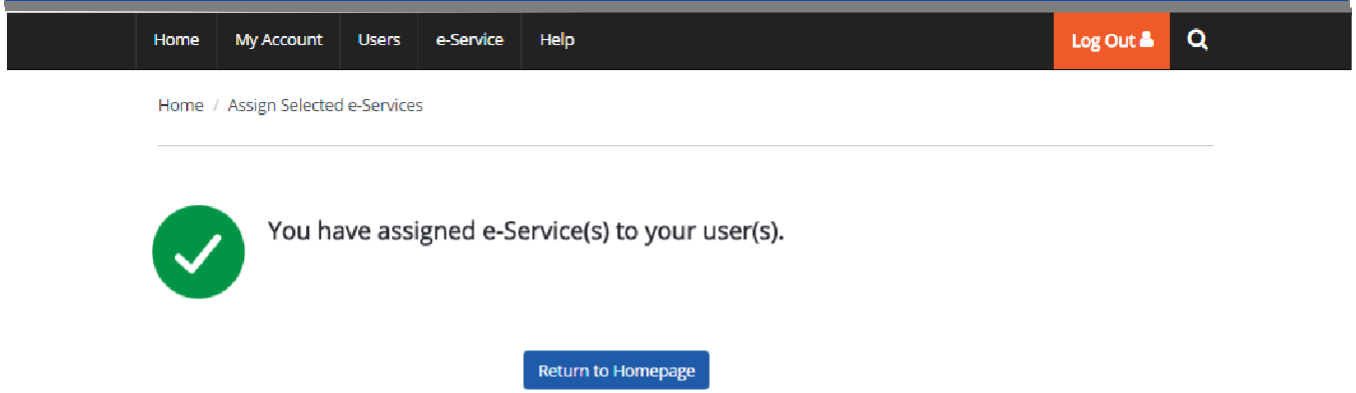
Step 7

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



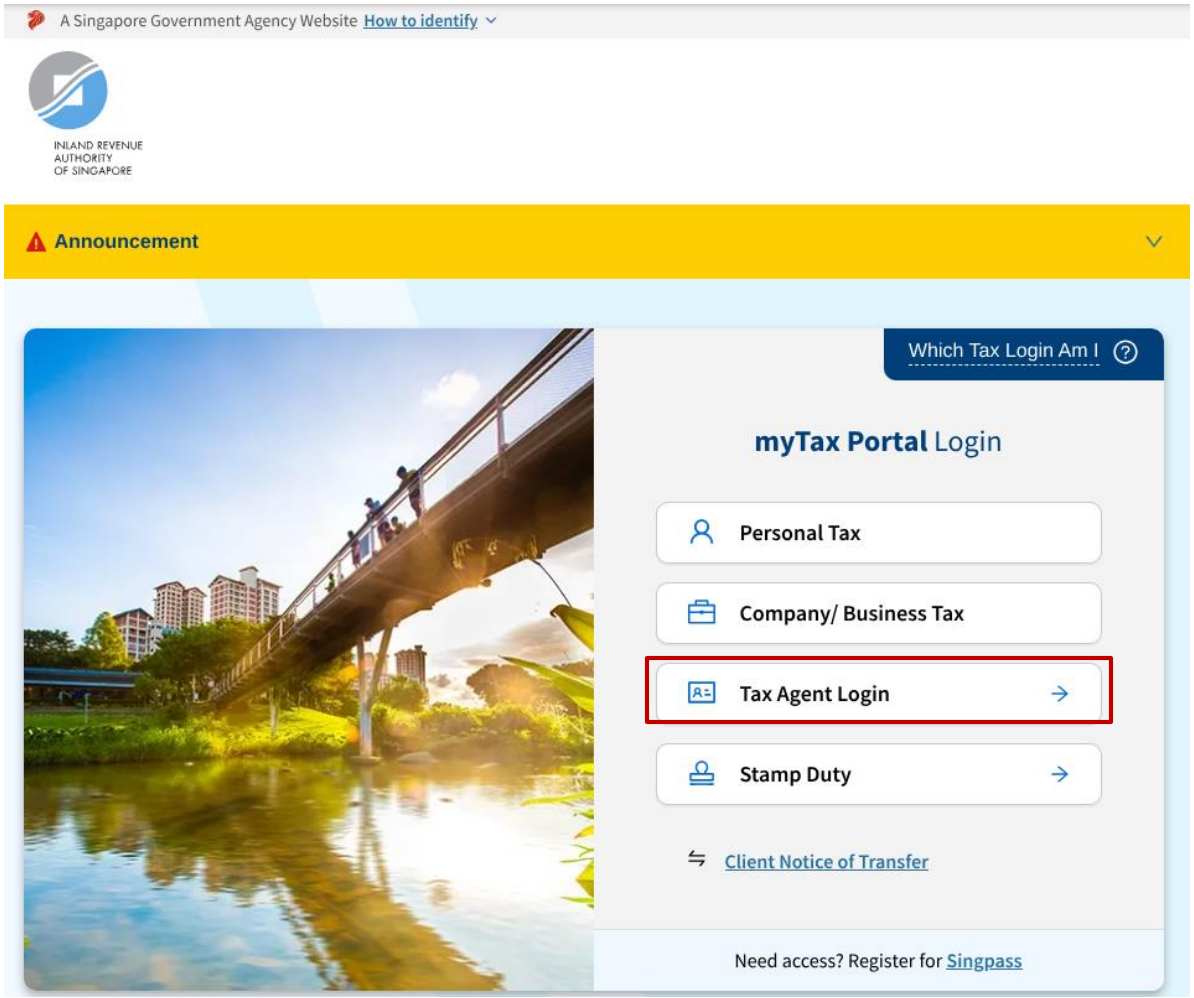
E. Log in to myTax Portal via Tax Agent Login

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'.

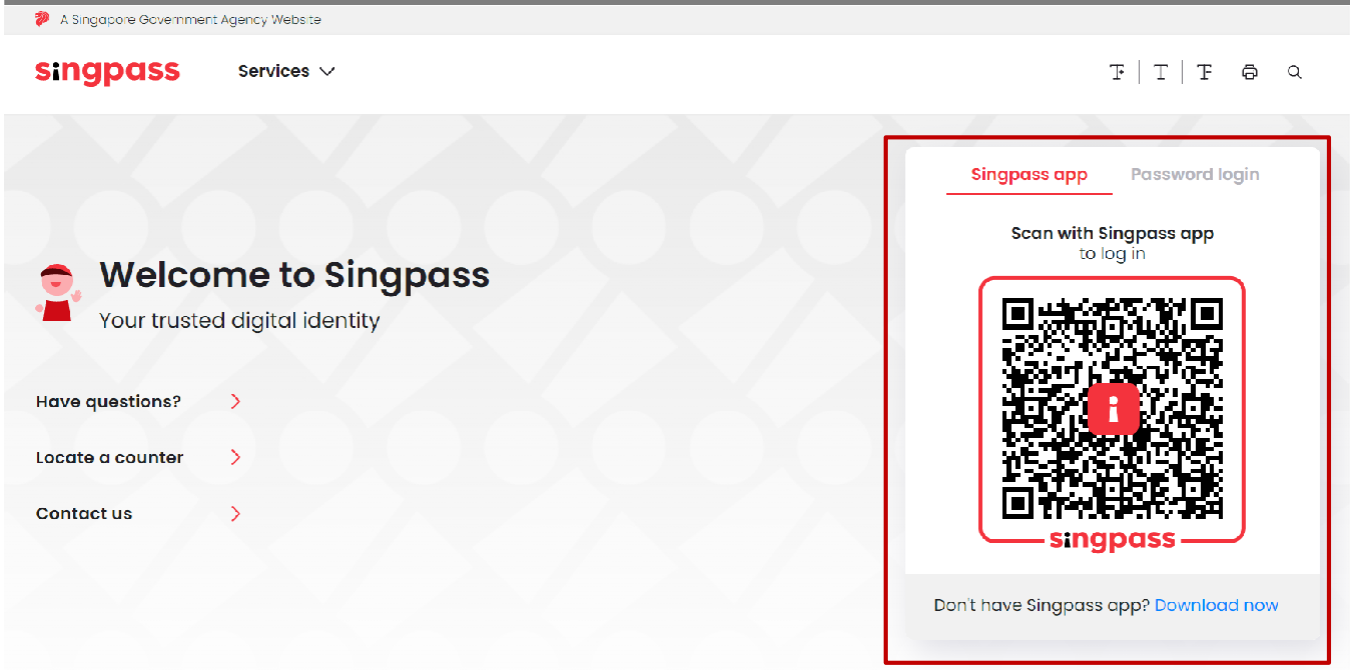


Step 1

Step 2

Step 3

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

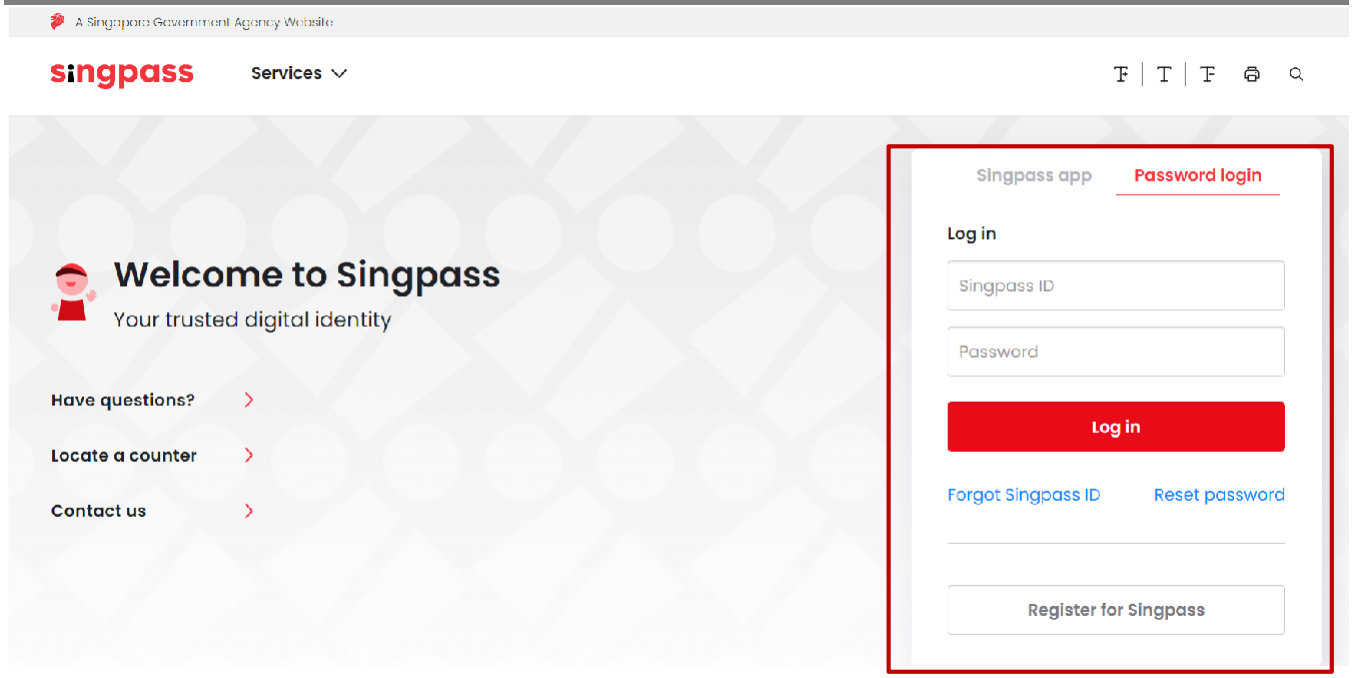


Step 1

Step 2

Step 3

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



Step 1

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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.

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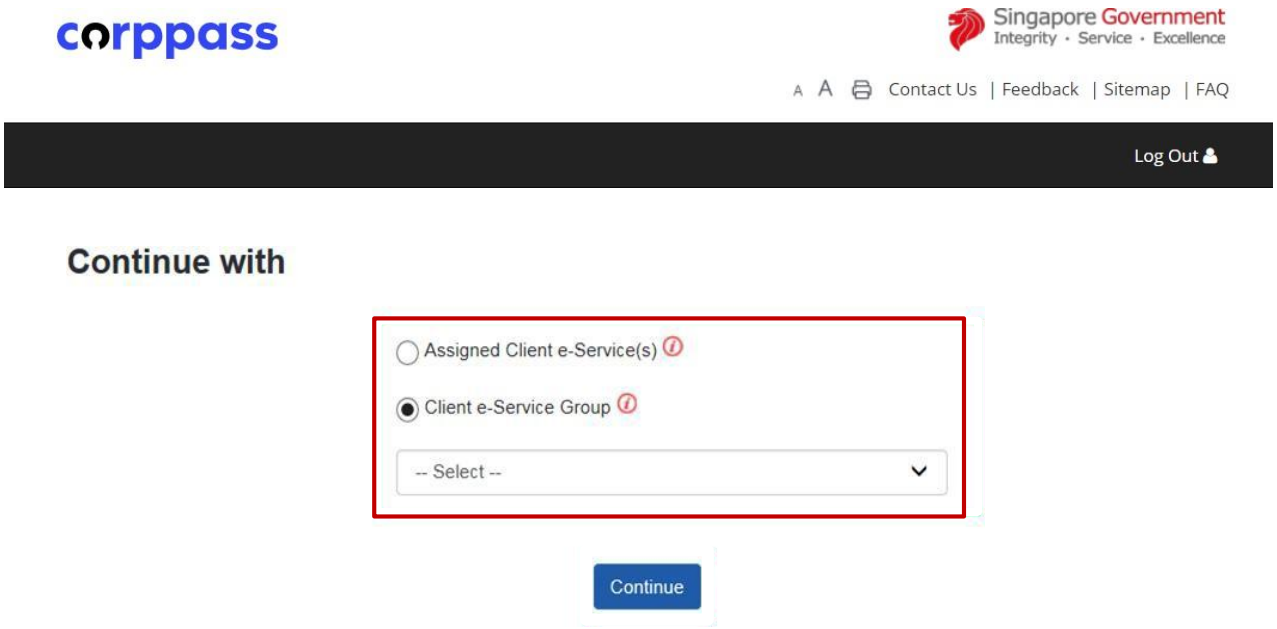
Step 4

Step 5

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



Step 1

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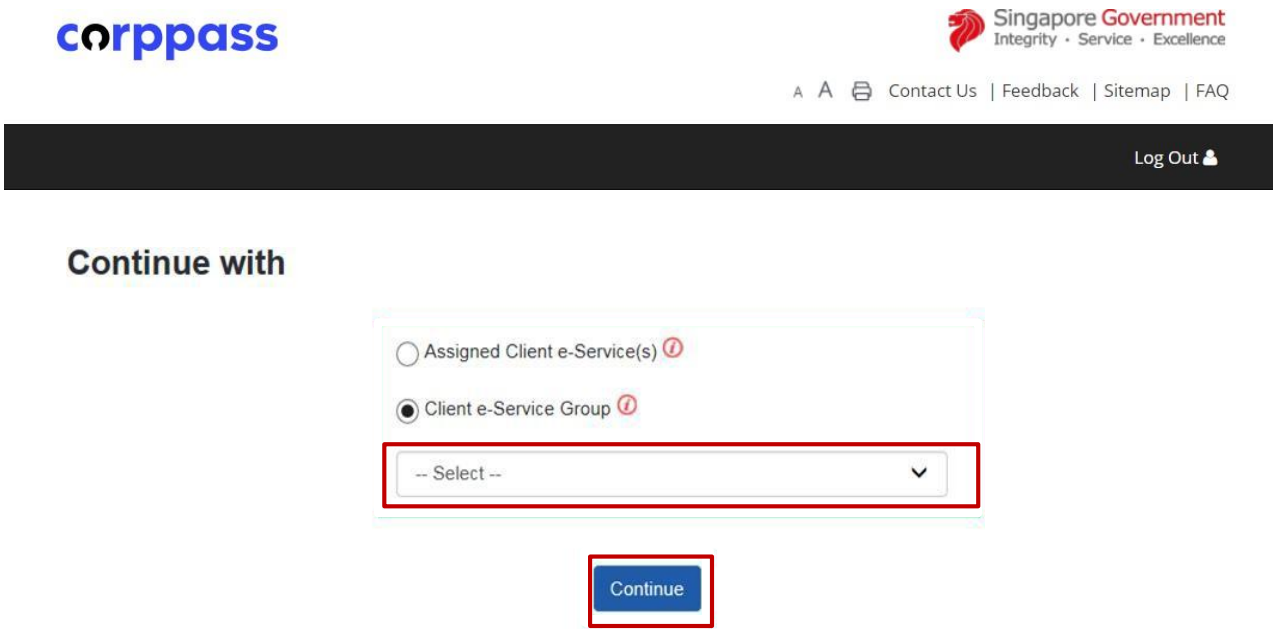
Step 4

Step 5

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

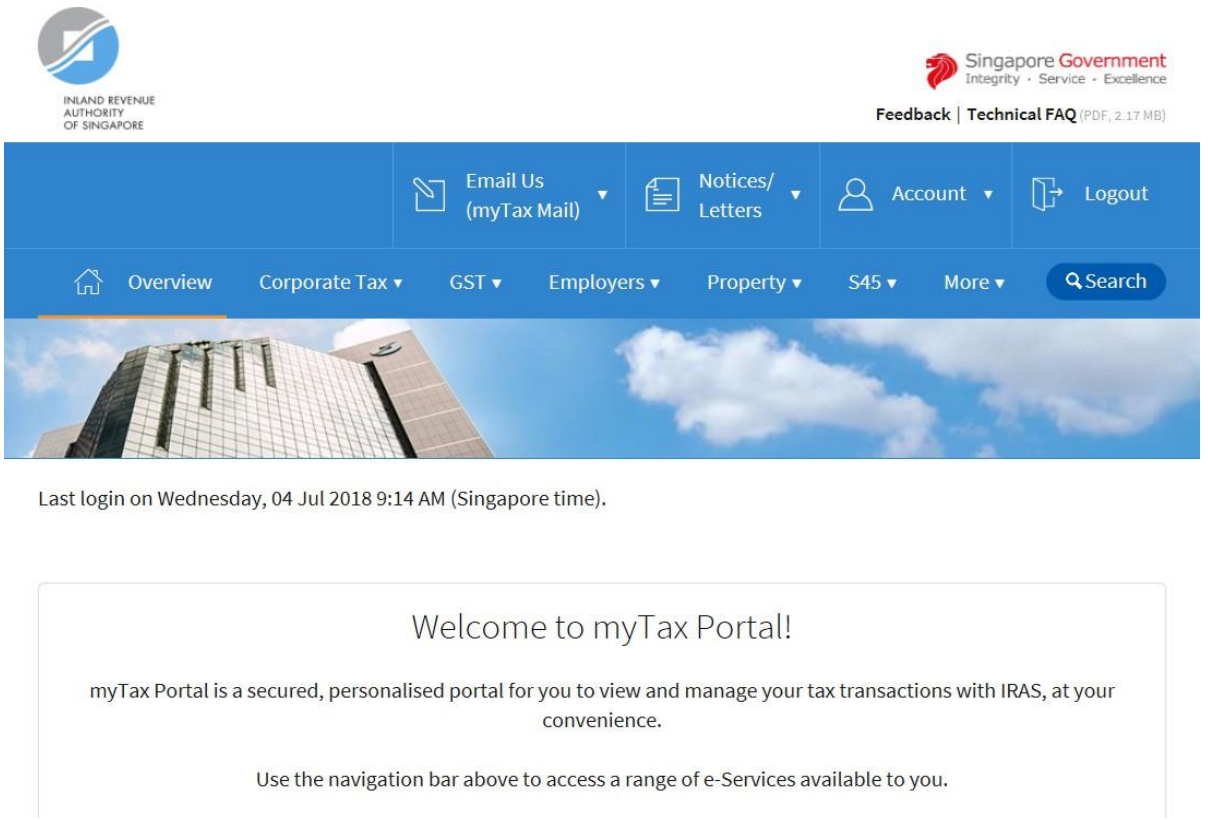


Step 1

Step 2

Step 3

- Select the relevant digital service in the navigation bar



-End-