Corppass for GST-Registered Businesses Guide

(For UEN-Local Companies)

Last Updated: 12 Apr 2021

INLAND REVENUE AUTHORITY OF SINGAPORE

Overview

Click on the Slide No. below to be redirected accordingly.

Section	Content	Slide No.
A	Identify your Corppass Role – Registered Officer (RO), Corppass Admin (CPA) and Corppass User	2
B	3 Steps to set up CorpPass (for Corppass Admins)	4
	Step 1: Register for a Corppass Admin Account	5
	Step 2: Corppass Admin creates User Accounts	17
	Step 3: Select and Assign IRAS e-Services to Users	36
C	Activate Corppass User Accounts	46
D	Authorise Third Party Entities to Act for your Entity	57
E	Need More Information on Corppass?	66

A.

Identify your Corppass Role

Registered Officer (RO), Corppass Admin (CPA) and Corppass User

Identify your Corppass Role

Registered Officer (RO)

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

Examples include Partner, Director, Corporate Secretary

Can choose to be Corppass Admin

A. RO nominates CPA

B. CPA registers for Corppass Admin Account

Corppass Admin (CPA)

- Starts the Corppass registration for entity
- Manages entity's Corppass
- Requires RO's approval
  - Online; or
  - By Letter of Authorisation

Maximum of 2 Admin Accounts per entity

C. CPA creates Corppass Sub-Admin or User Accounts

D. Sub-Admin / User activates Corppass Account

Corppass Sub-Admin

- If more than 2 Corppass Admins are needed for the entity, create **Sub-Admin(s).**

Corppass User

- Logs in with Corppass to transact for entity with IRAS

No limit to the number of Corppass Users per entity.

B.

3 Steps to Set Up Corppass

For Corppass Admins

STEP 1:
Register for Corppass Admin Account

Important Information to Have On-Hand

Before you start Step 1, ensure that you have the following information:

- Entity's UEN
- Last 5 digits of your RO's identity number and your RO's email address

  OR

  Completed Letter of Authorisation (www.corppass.gov.sg> Help> User Guides> A. Registration and Approval> Letter of Authorisation) and RO's identity document[1]
- NRIC / FIN / Foreign ID No. and email address of Users

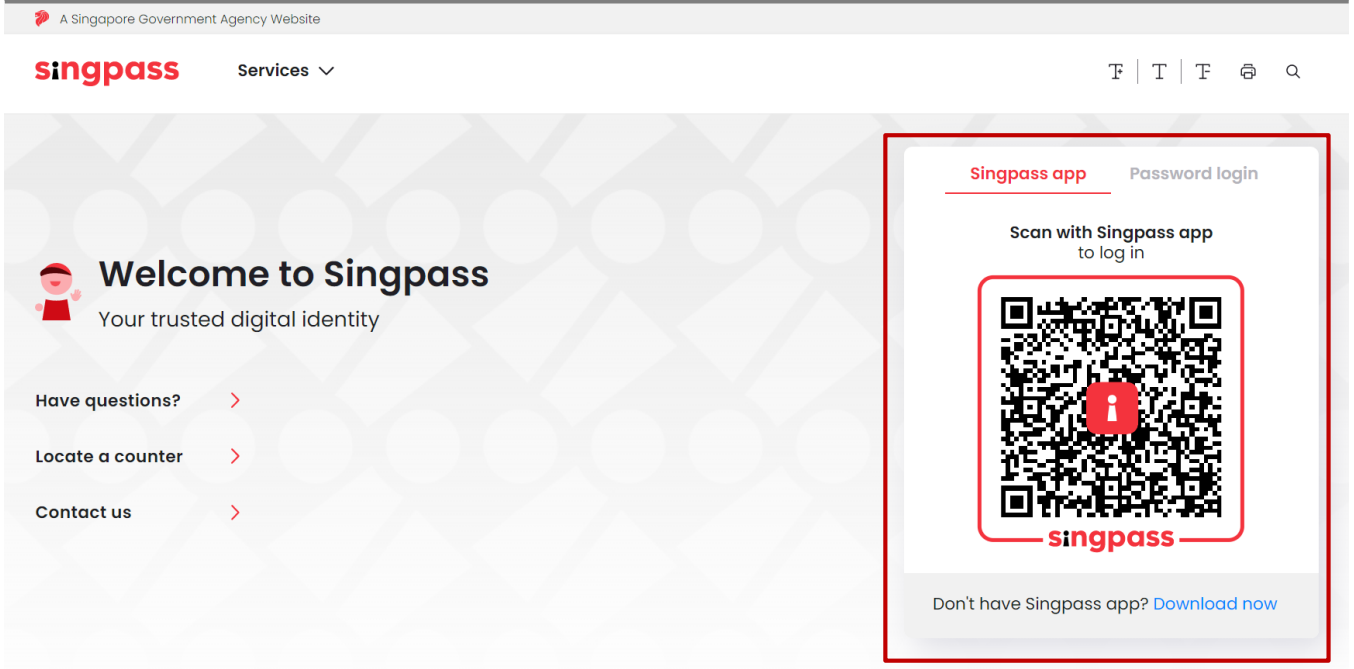
[1] If the RO is unavailable to approve the new appointment of the Corppass Administrator, an alternate approver (i.e. key executive officer) of the entity can approve the new appointment of the Corppass Administrator. Please submit the alternate approver's identity document along with the completed Letter of Authorisation.

Register for a Corppass Admin Account

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

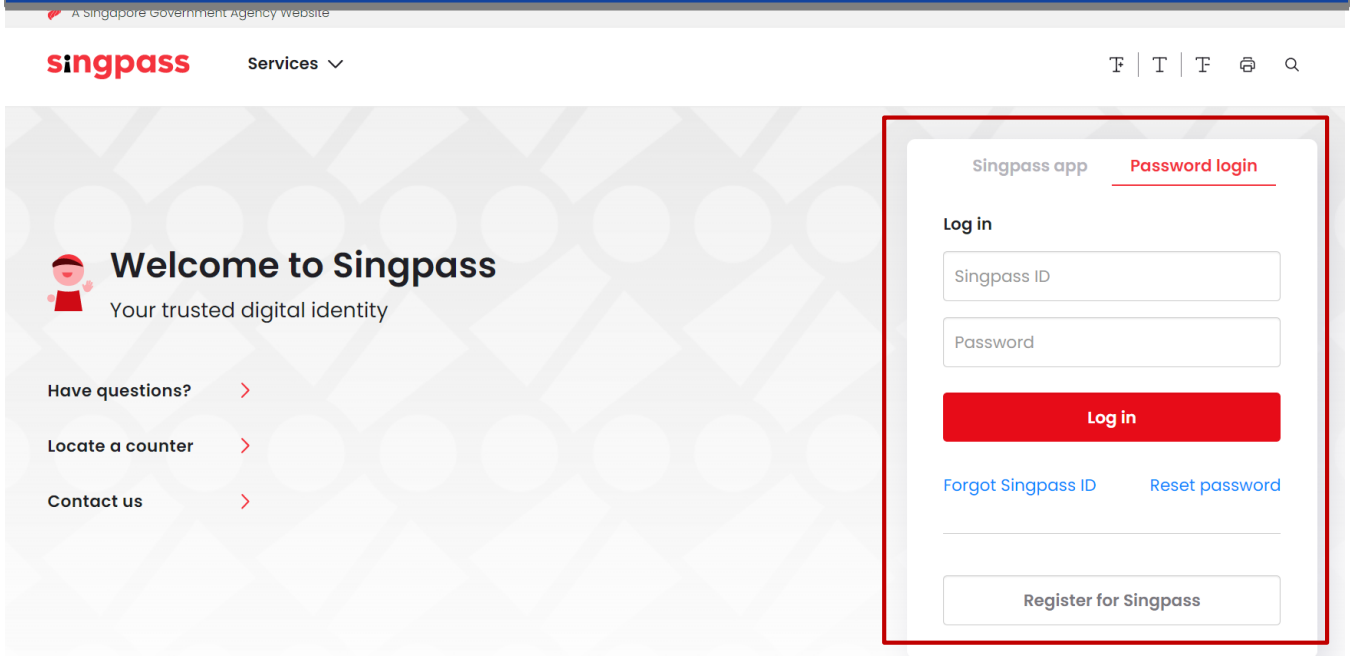
Register for a Corppass Admin Account

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



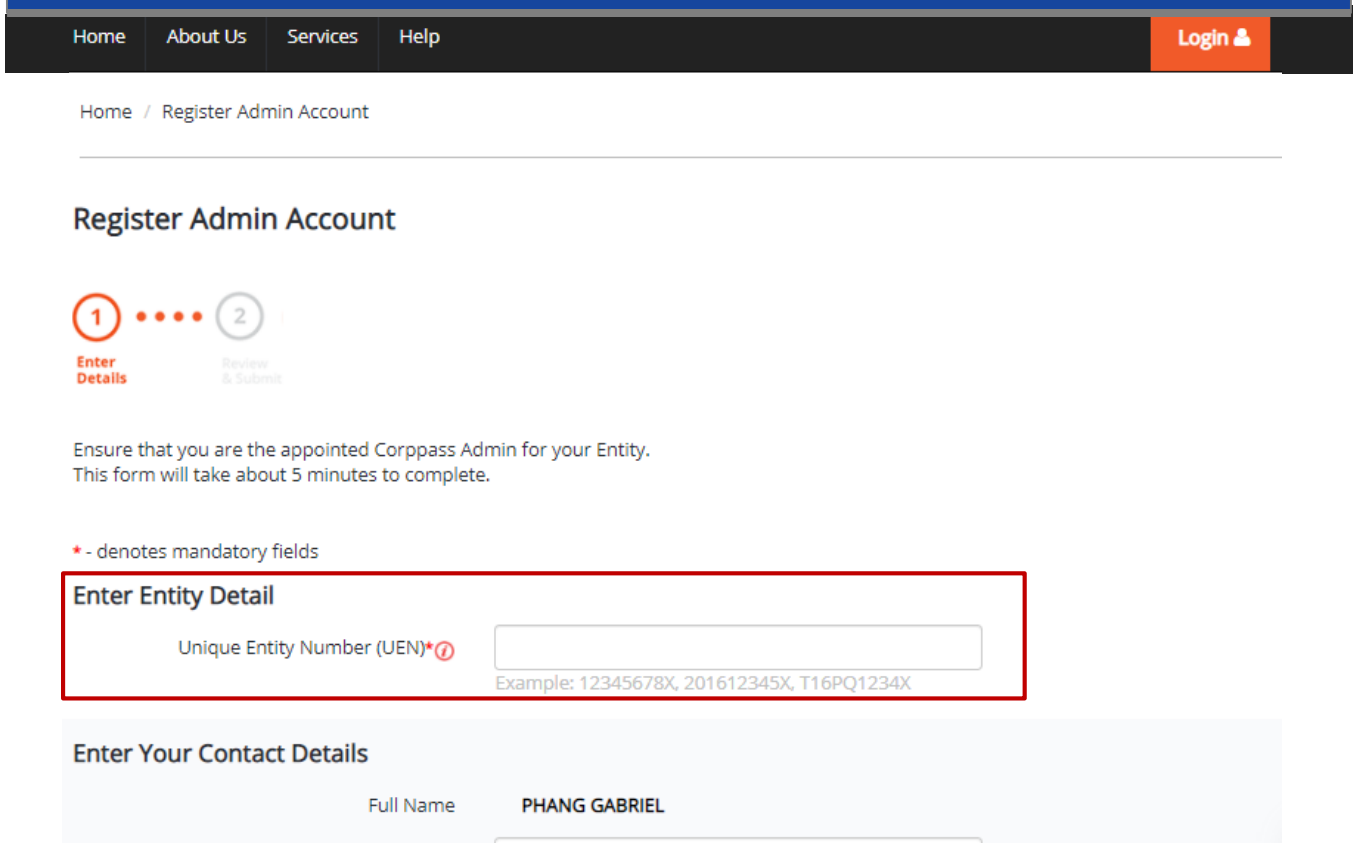
Register for a Corppass Admin Account

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



Register for a Corppass Admin Account

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

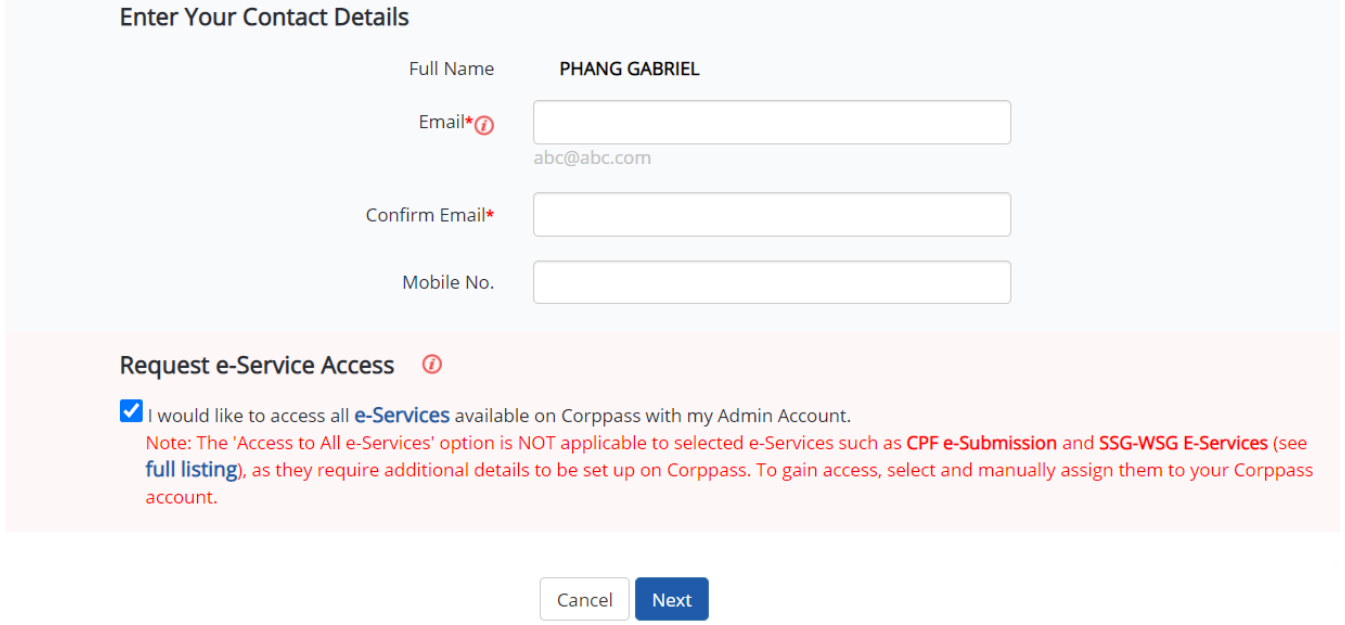


Scroll down to continue

Note: You may see a drop-down list for all the entities for which you are appointed a Registered Officer.

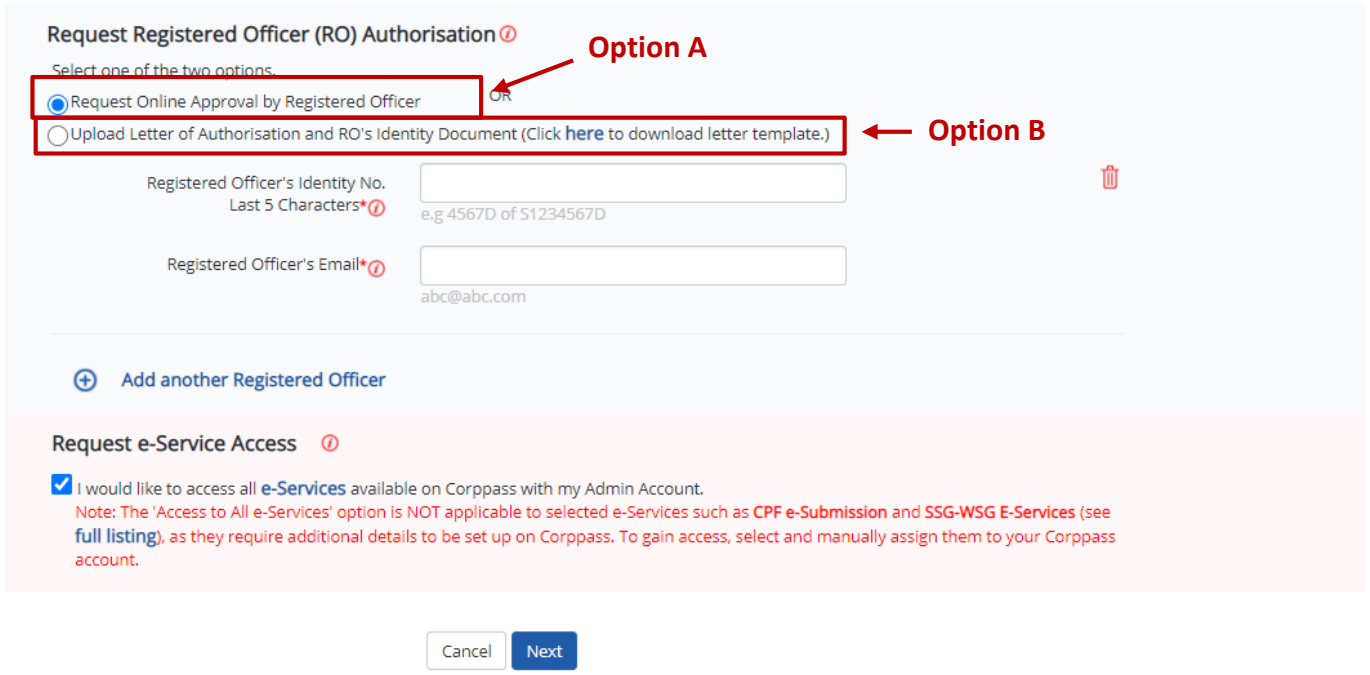
Register for a Corppass Admin Account

- Enter your email address and mobile number.



Register for a Corppass Admin Account

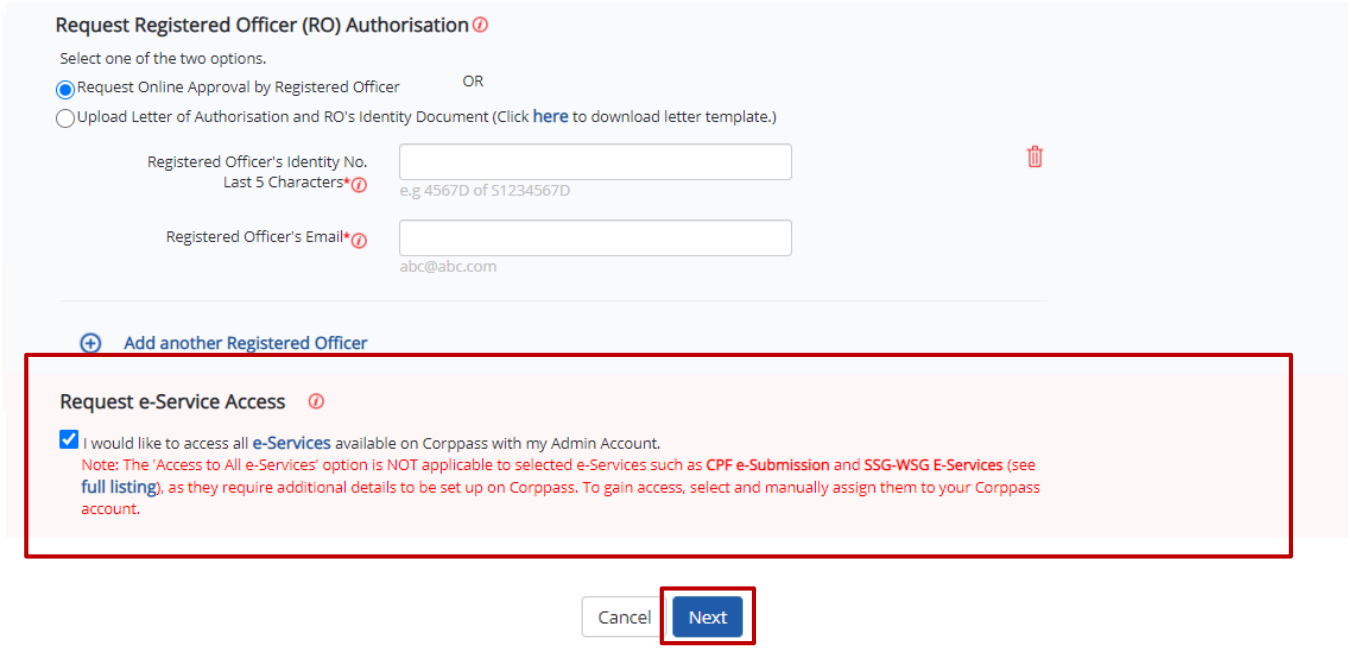
- If you are not the Registered Officer for the entity, you will need an approval from the Registered Officer.
- Your Registered Officer can provide online approval (Option A), or sign a 'Letter of Authorisation' (Option B), which needs to be uploaded.



Note: This step is only applicable for individuals who are NOT Registered Officers of the UEN and who are registering for a Corppass Admin account.

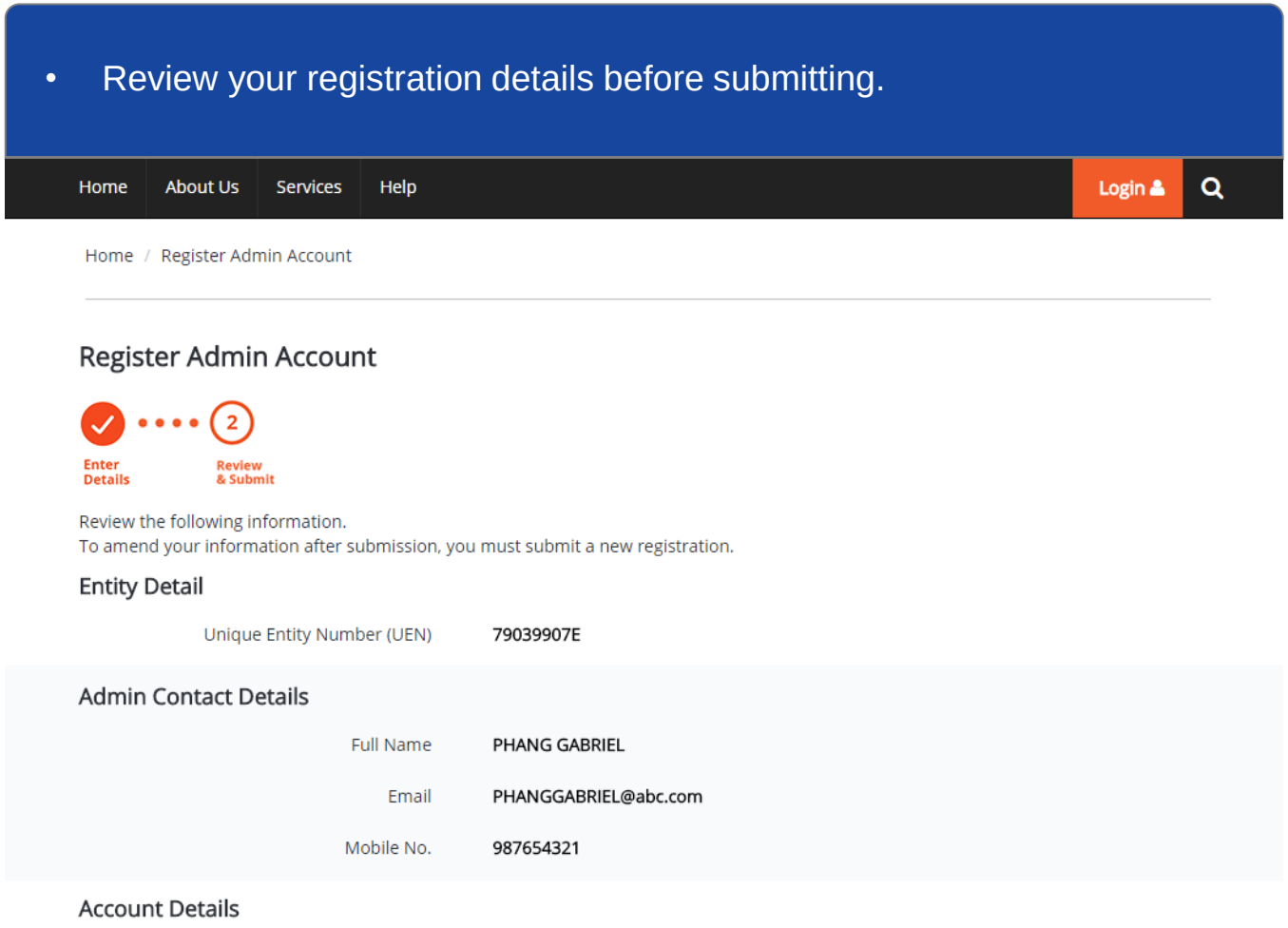
Register for a Corppass Admin Account

- 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, including GST filing as an Approver and GST Payment.



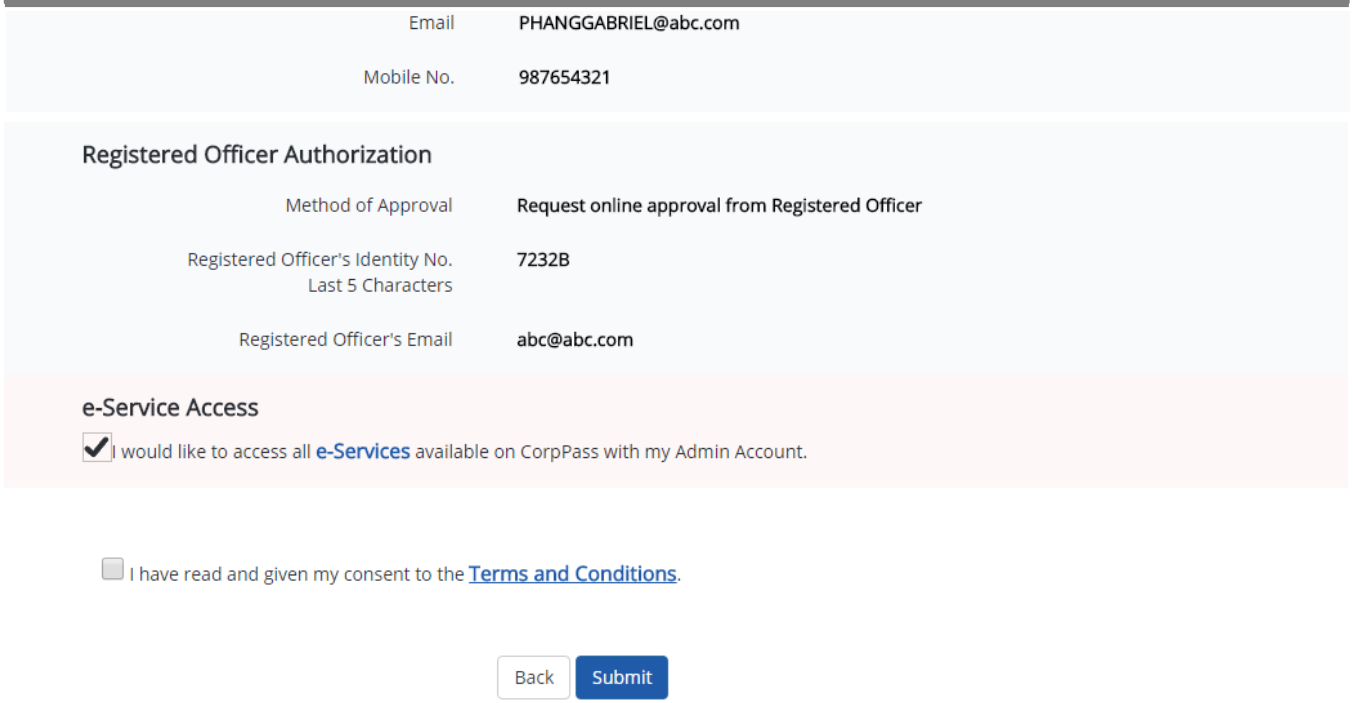
Register for a Corppass Admin Account

- Review your registration details before submitting.



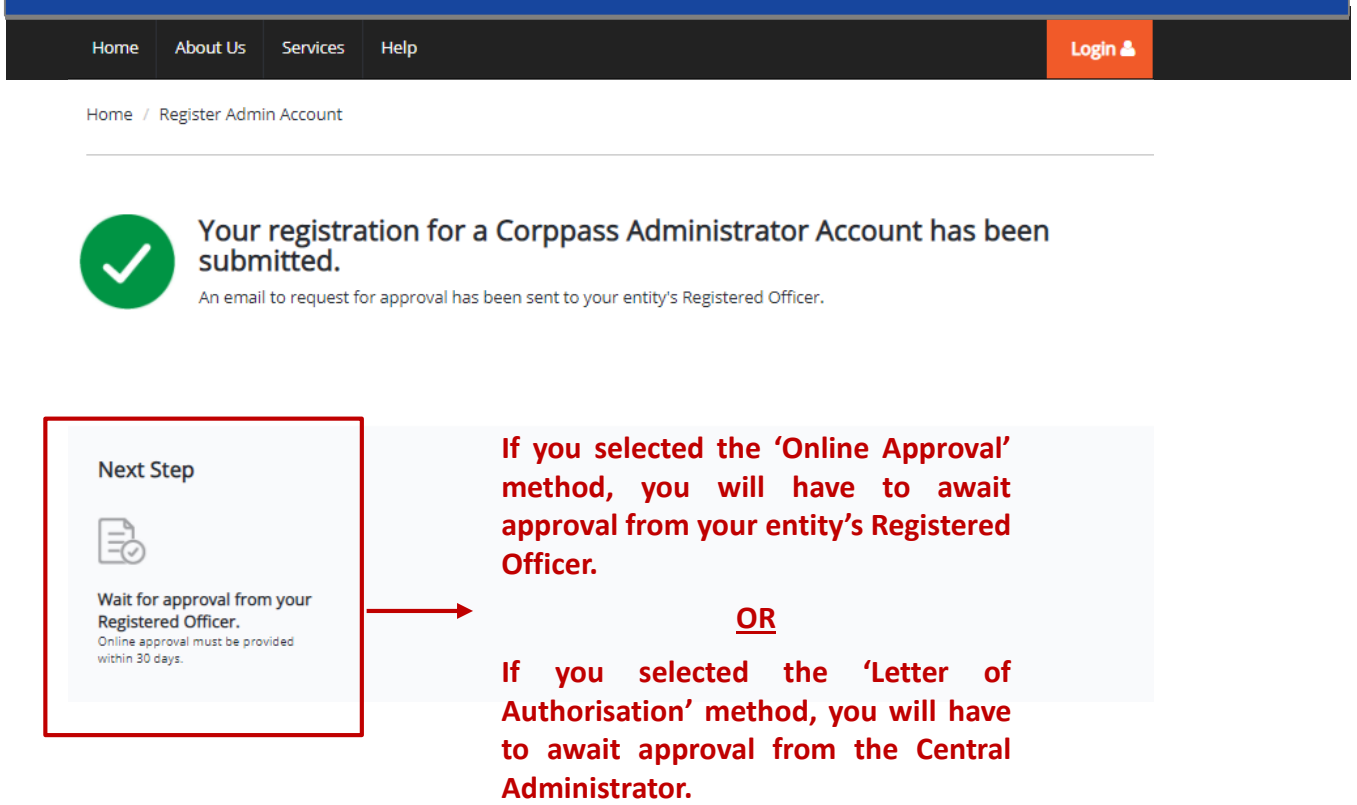
Register for a Corppass Admin Account

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



Register for a Corppass Admin Account

- A confirmation message will indicate that your registration has been submitted.



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.

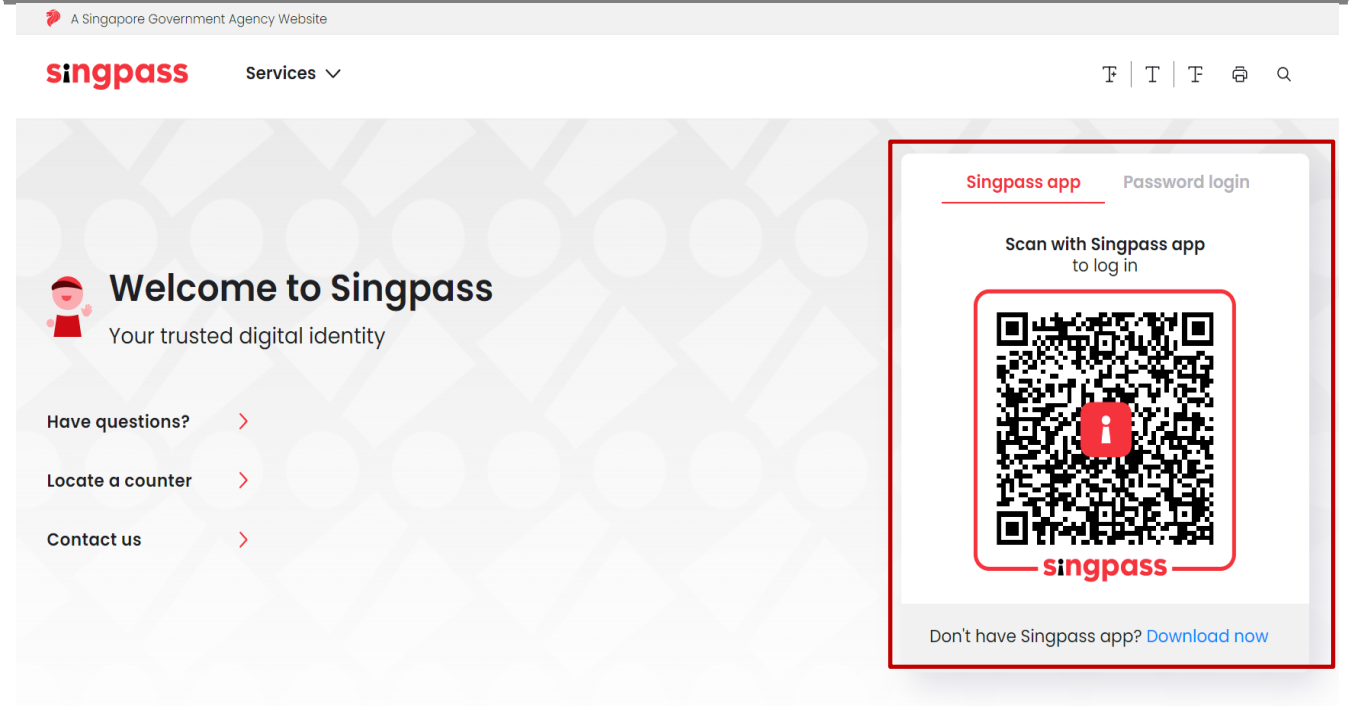
STEP 2:
Create Corppass User Account

Create User Accounts

- Go to www.corppass.gov.sg.
- Select ‘Log in with Singpass’.

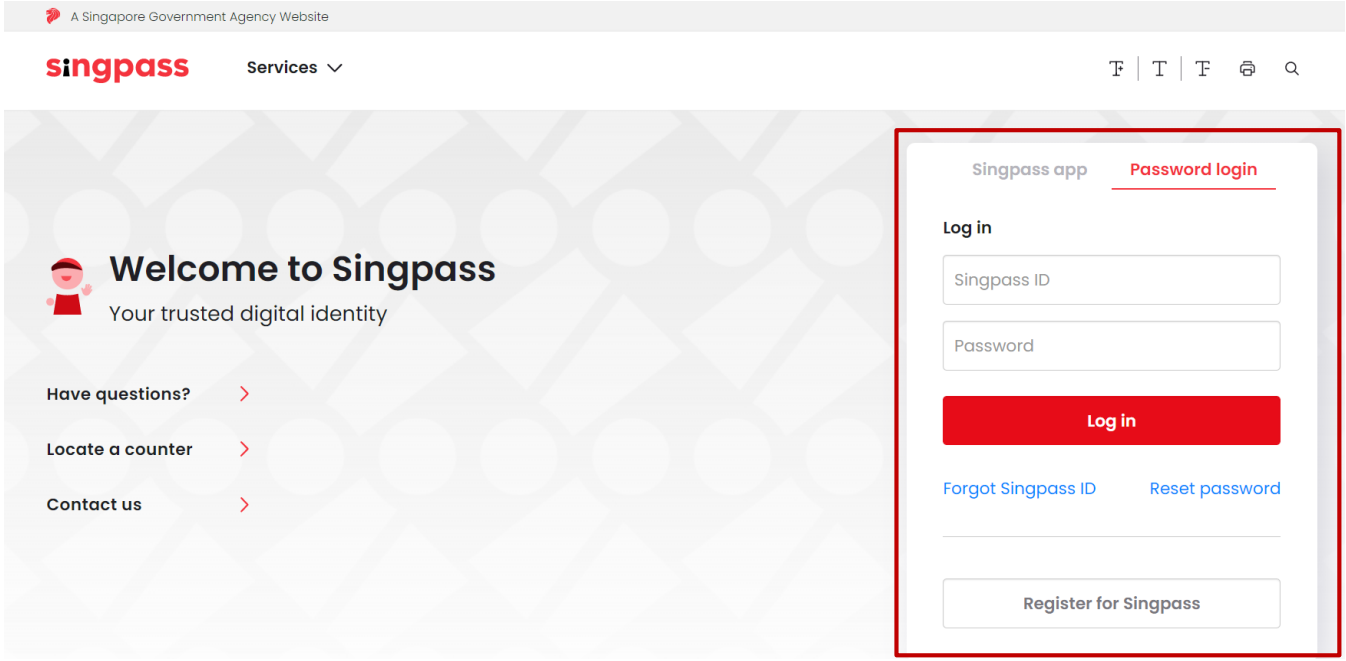
Create User Accounts

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



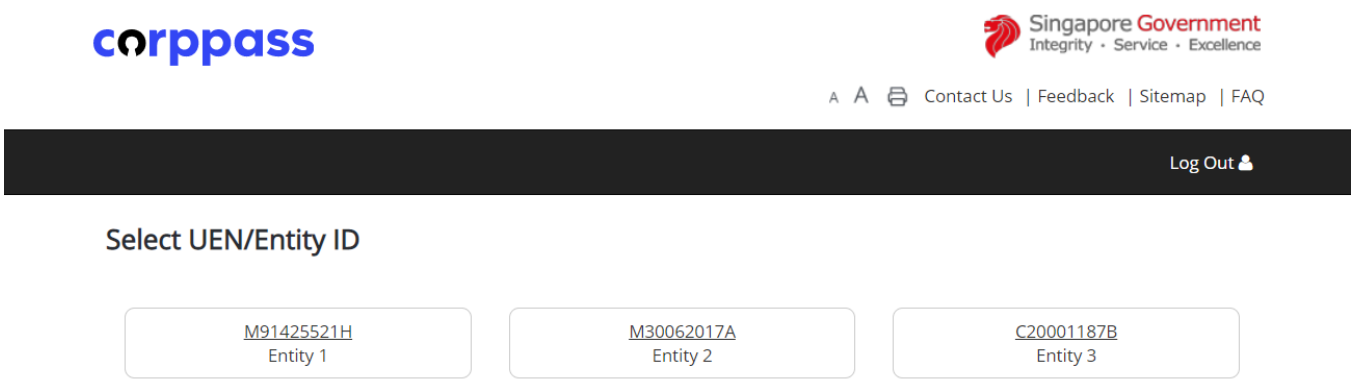
Create User Accounts

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



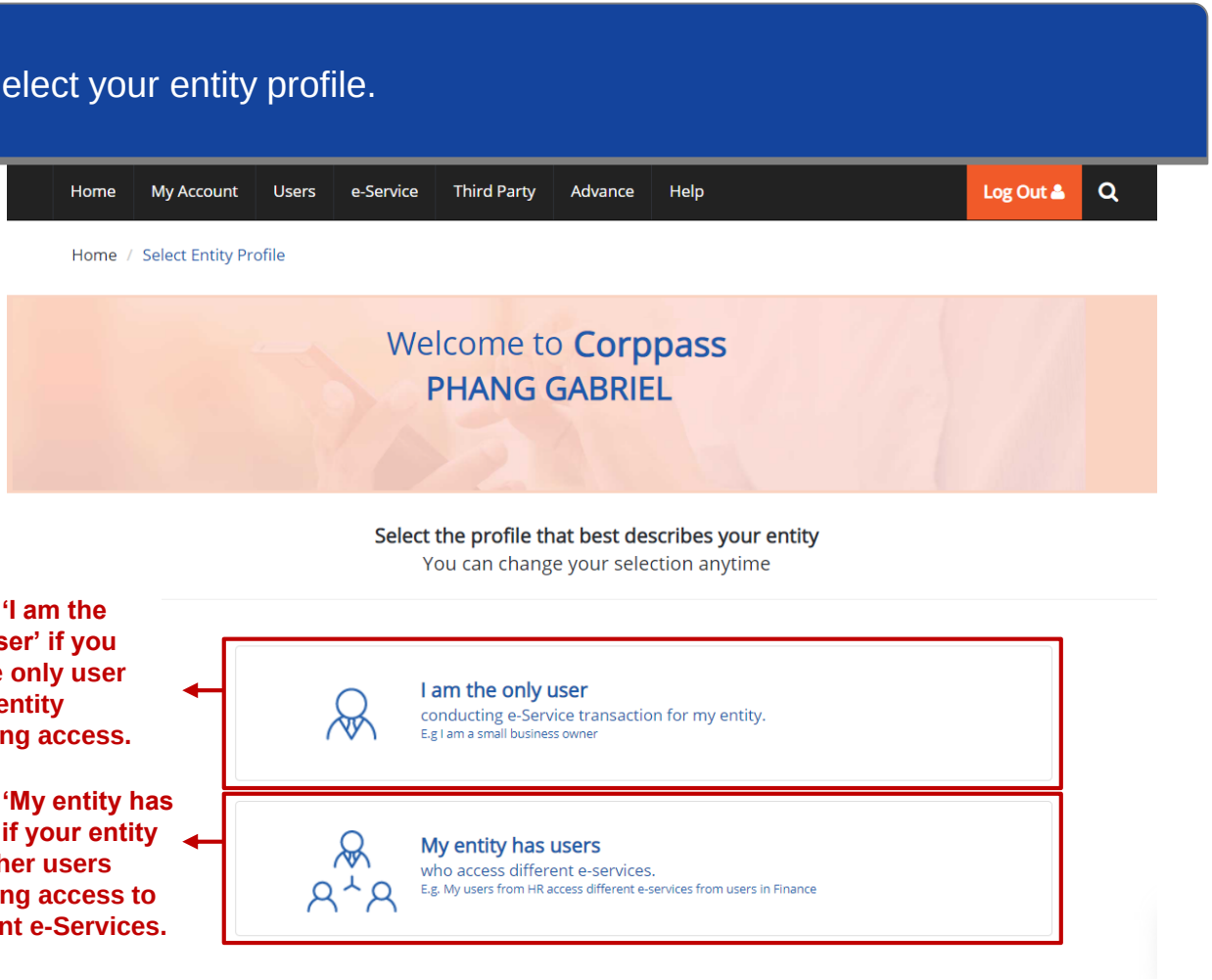
Create User Accounts

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



Create User Accounts

- Select your entity profile.

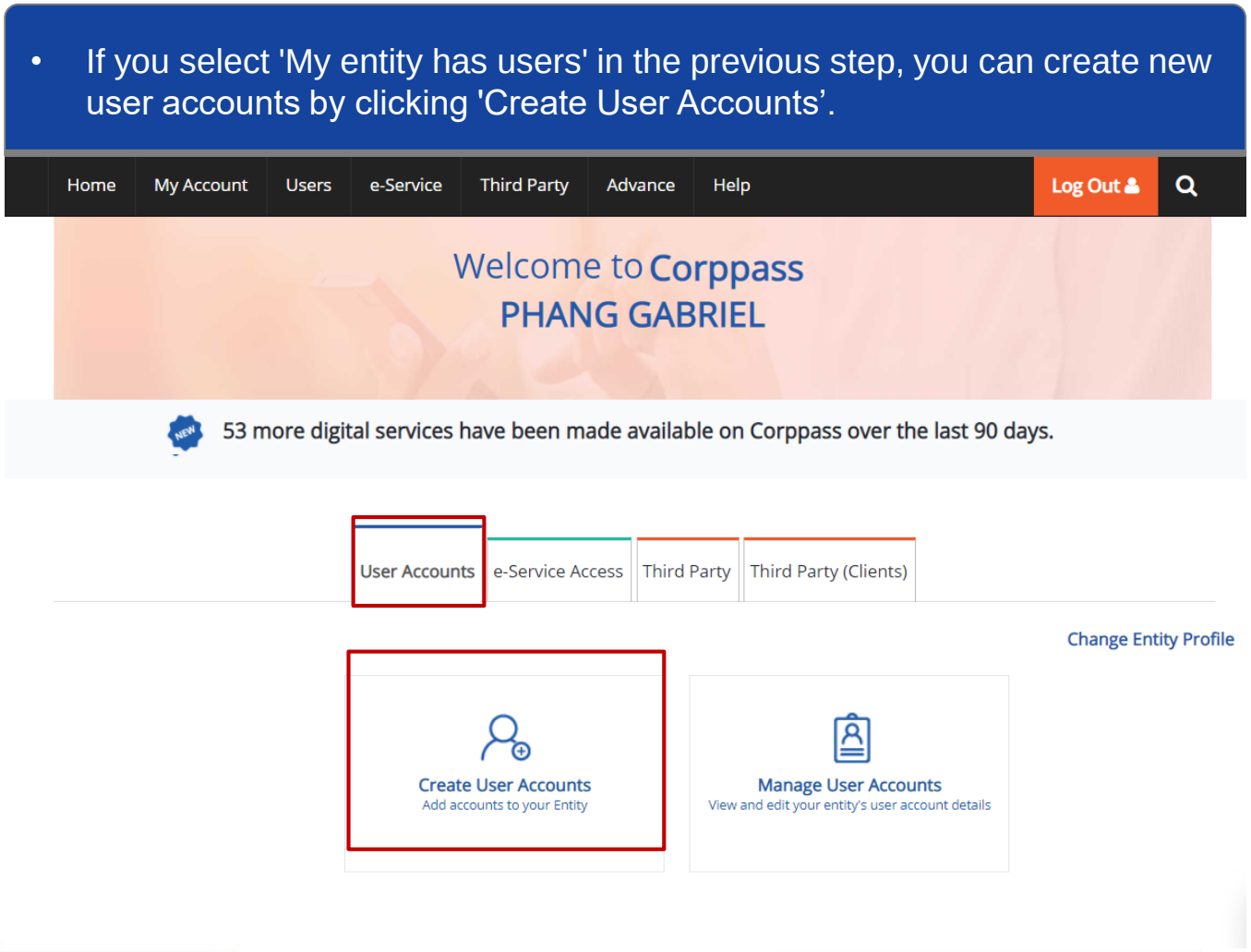


Select 'I am the only user' if you are the only user in the entity requiring access.

Select 'My entity has users' if your entity has other users requiring access to different e-Services.

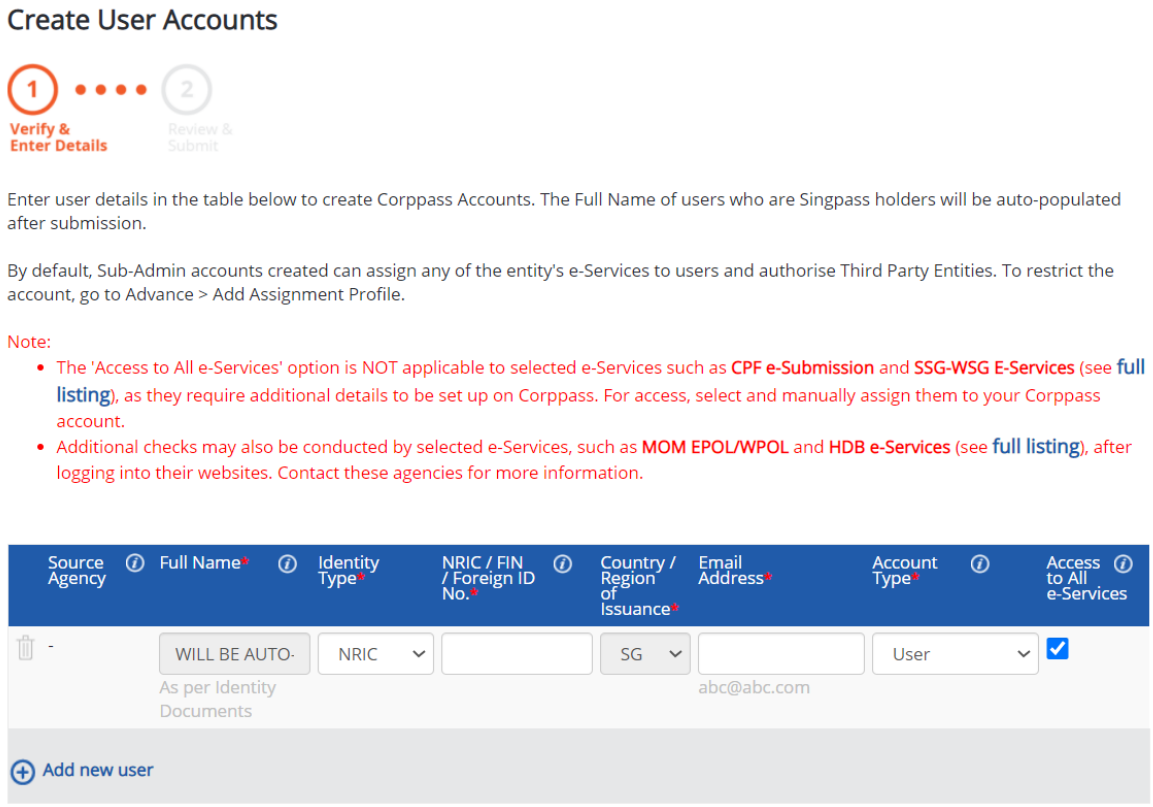
Create User Accounts

- If you select 'My entity has users' in the previous step, you can create new user accounts by clicking 'Create User Accounts'.



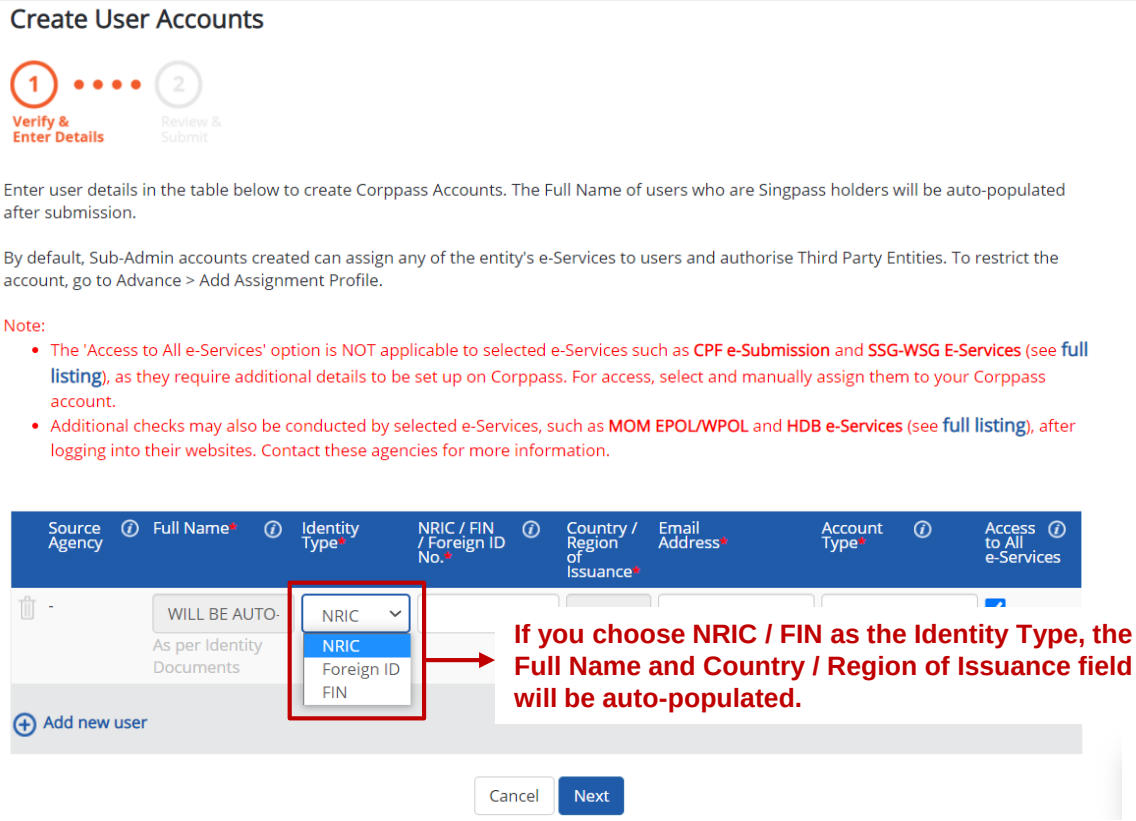
Create User Accounts

- Arrive at ‘Create User Accounts’ page.



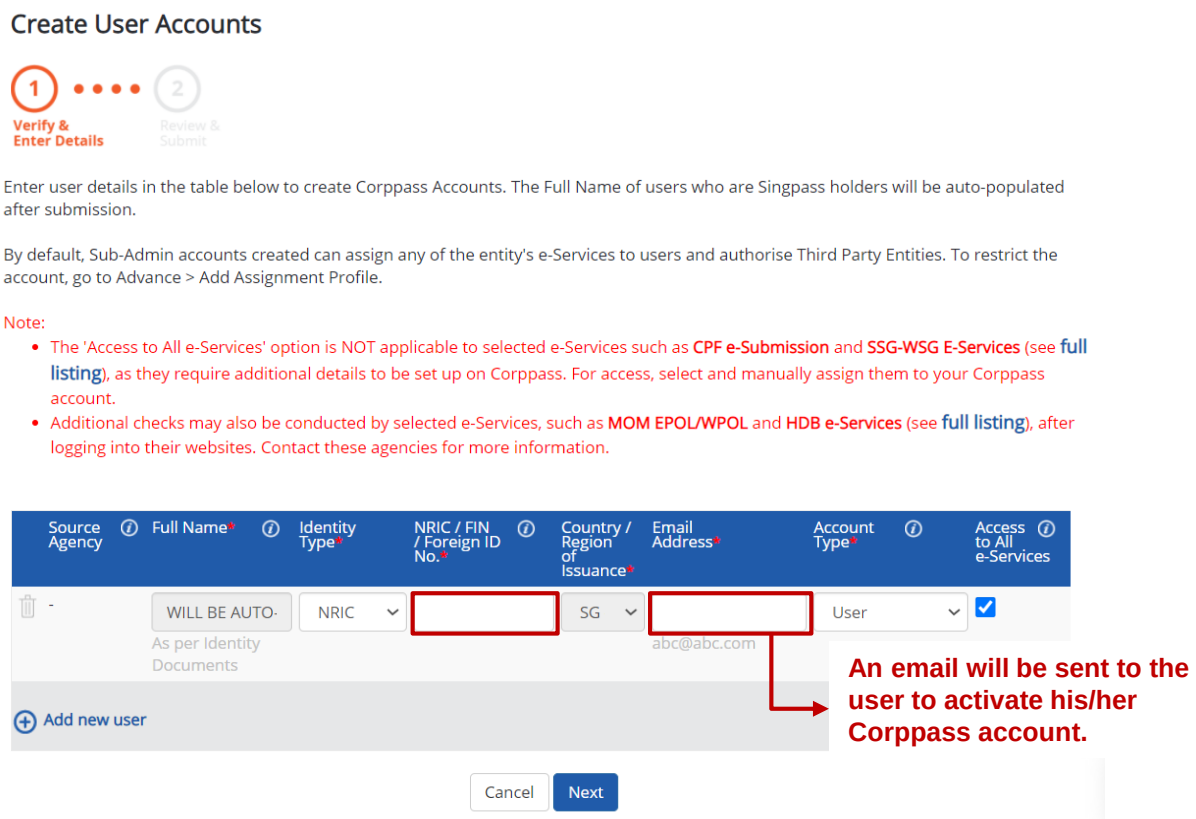
Create User Accounts

- Select the Identity Type of the user you wish to create.



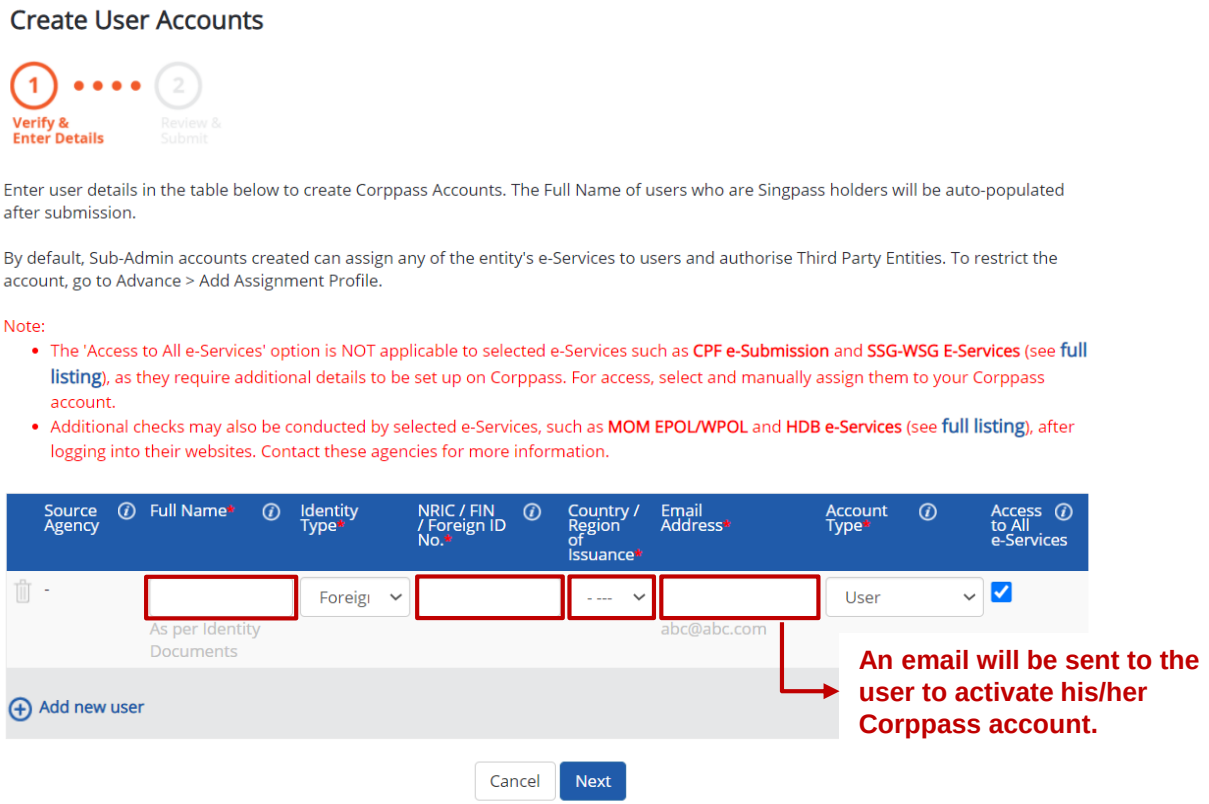
Create User Accounts

- If you choose to create an NRIC/FIN user account, fill in the NRIC/FIN No. and corporate email address of the user.



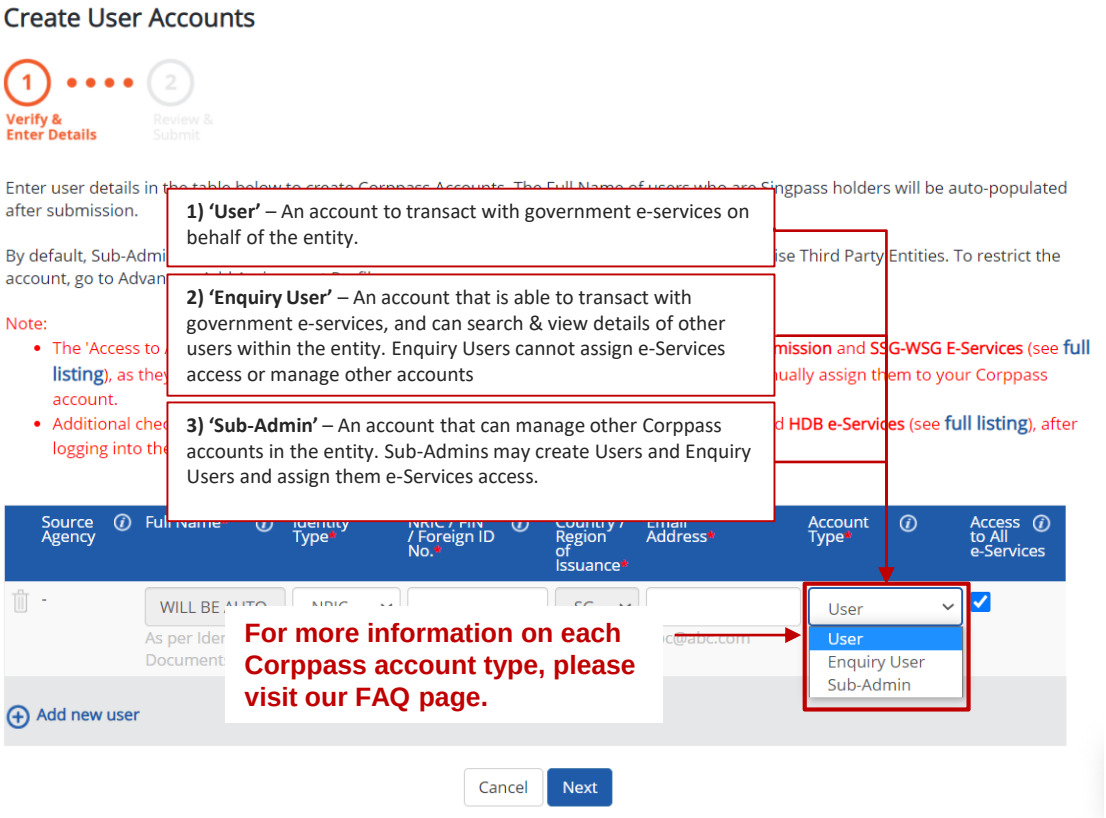
Create User Accounts

- If you choose to create a Foreign ID user account, fill in the user's Full Name, Foreign ID No., country of ID issuance per his/her identity document and corporate email address.



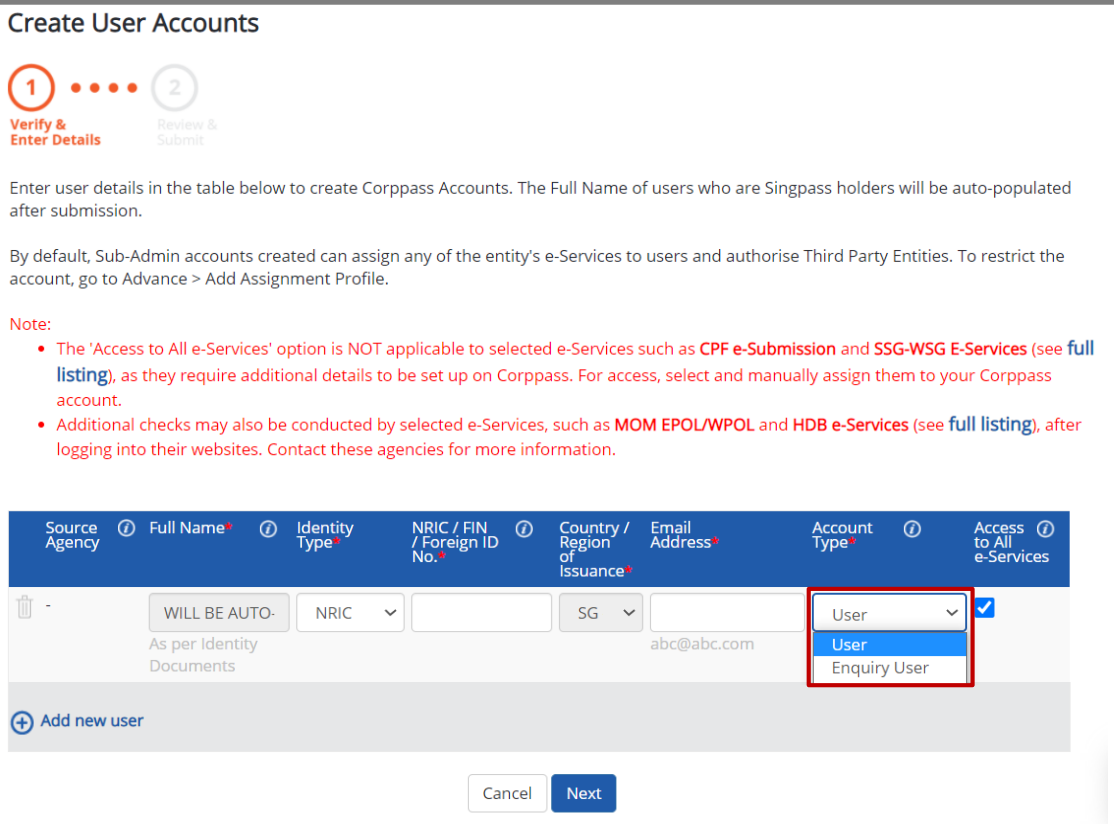
Create User Accounts

- Corppass Admin can create Sub-Admin, Enquiry User and User accounts. Select the appropriate account type for each user.



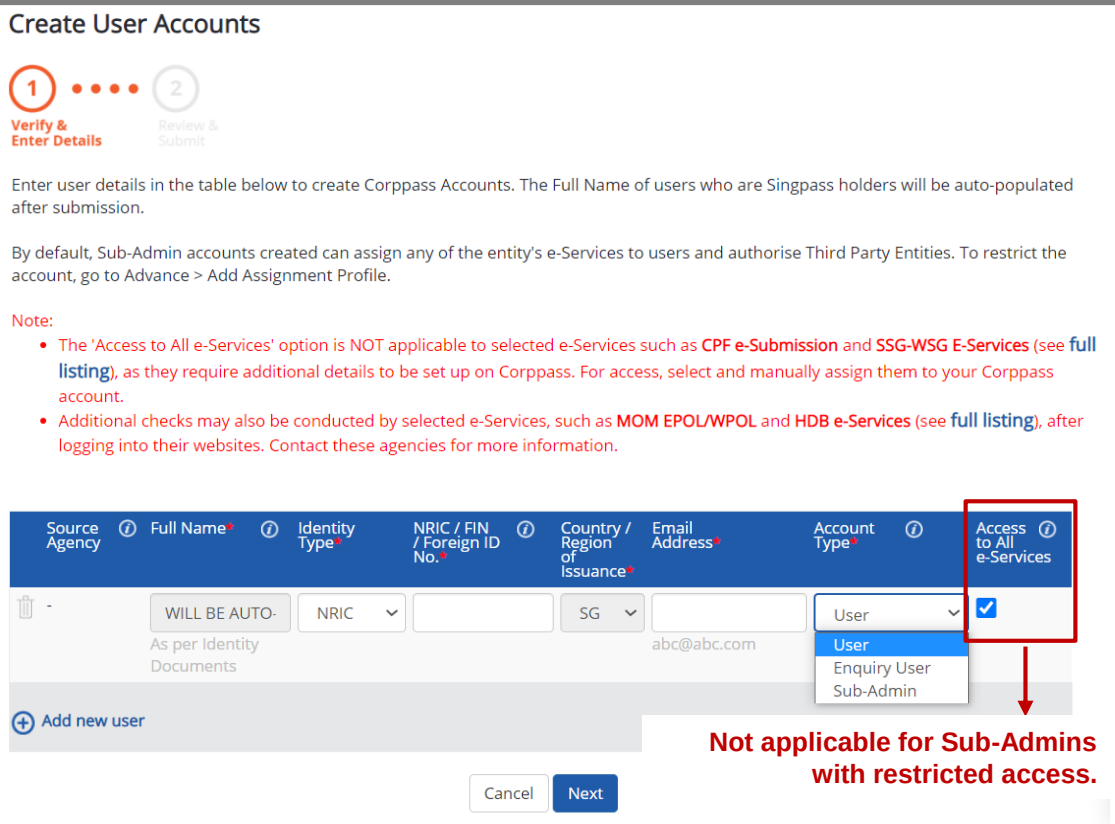
Create User Accounts

- Corppass Sub-Admins can only create Enquiry User and User accounts. Select the appropriate account type for each user.



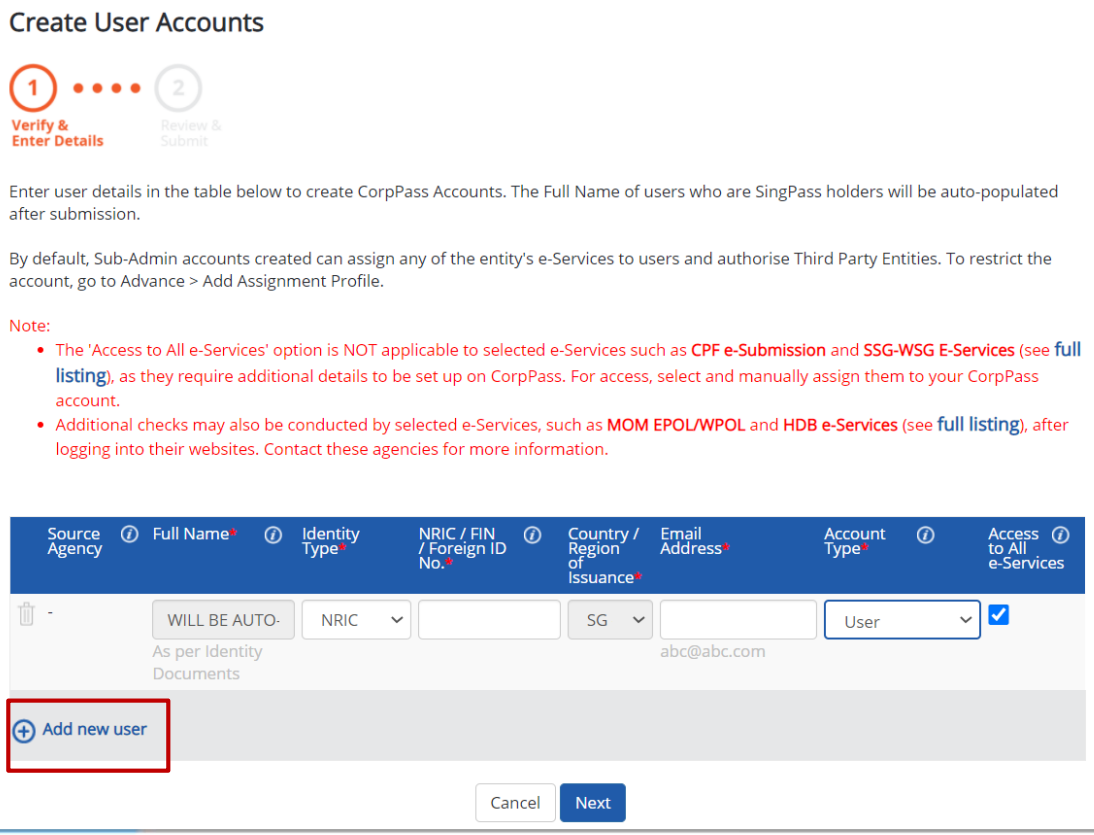
Create User Accounts

- Indicate if you wish to assign access to all e-Services on Corppass to the user. If unchecked , e-Service(s) will need to be assigned individually.



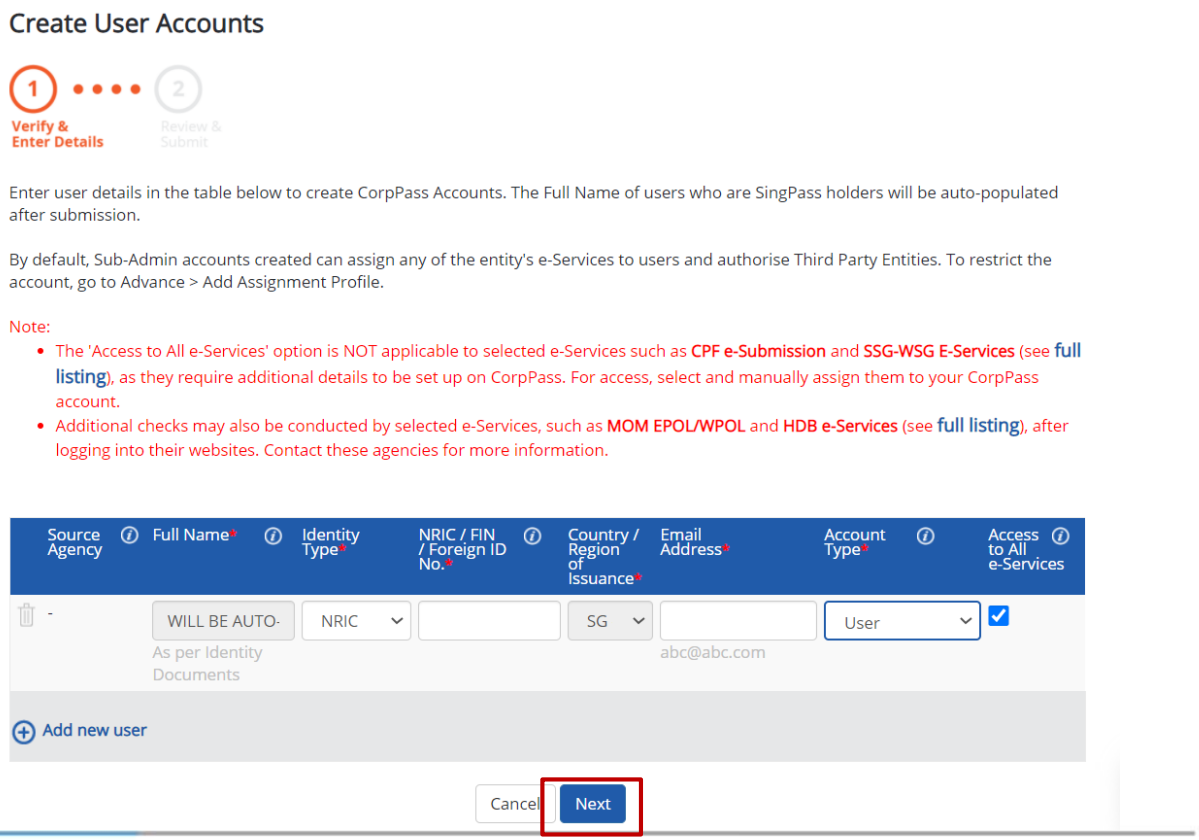
Create User Accounts

- Click ‘Add new user’ if you wish to create more users.



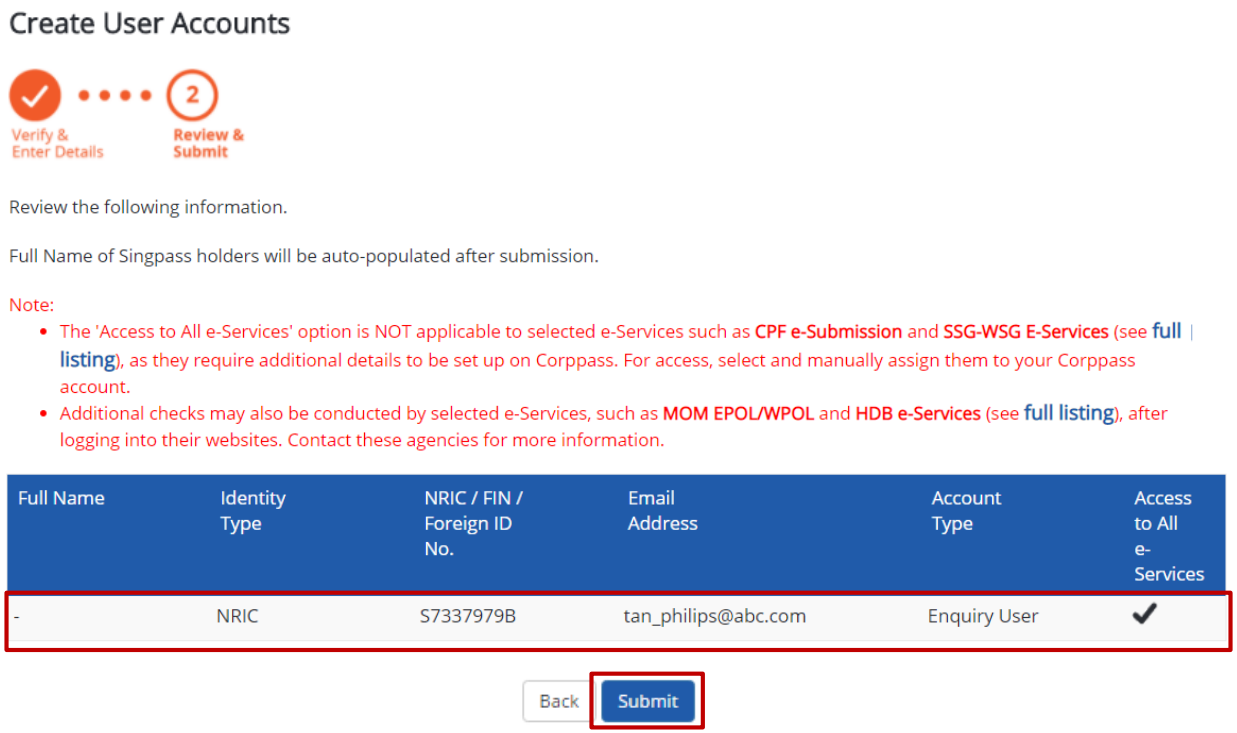
Create User Accounts

- Click ‘Next’ to continue.



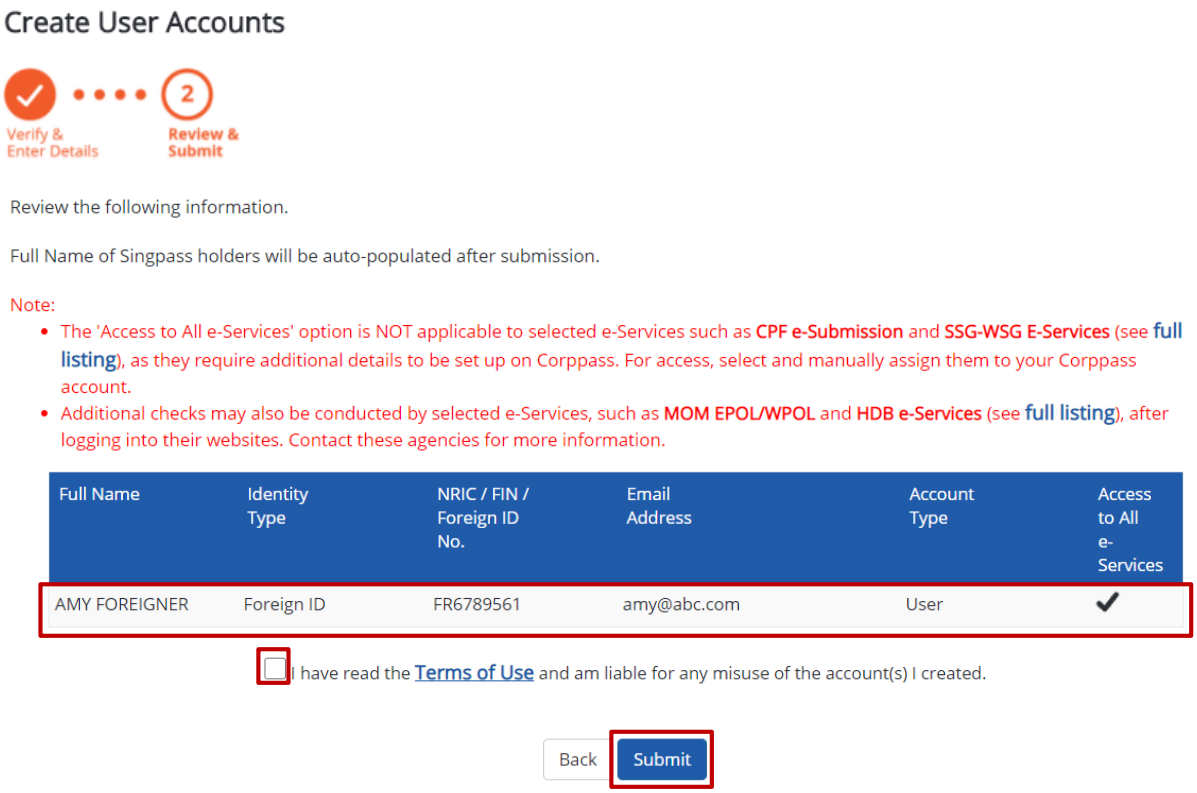
Create User Accounts

- Review the details before submission.
- Click ‘Submit’ after verifying the details.



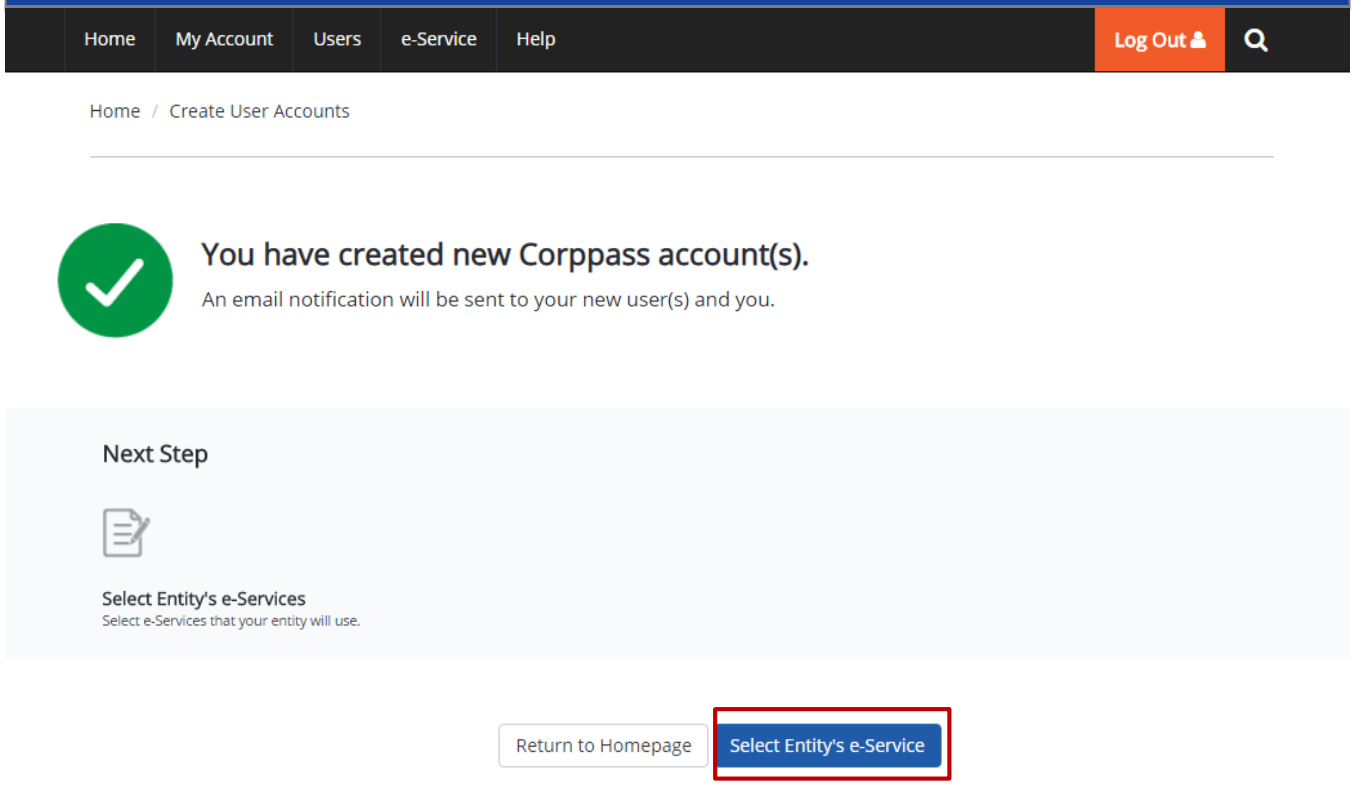
Create User Accounts

- For Foreign ID user creation, review the details before submission.
- Click ‘Submit’ after verifying the details.



Create User Accounts

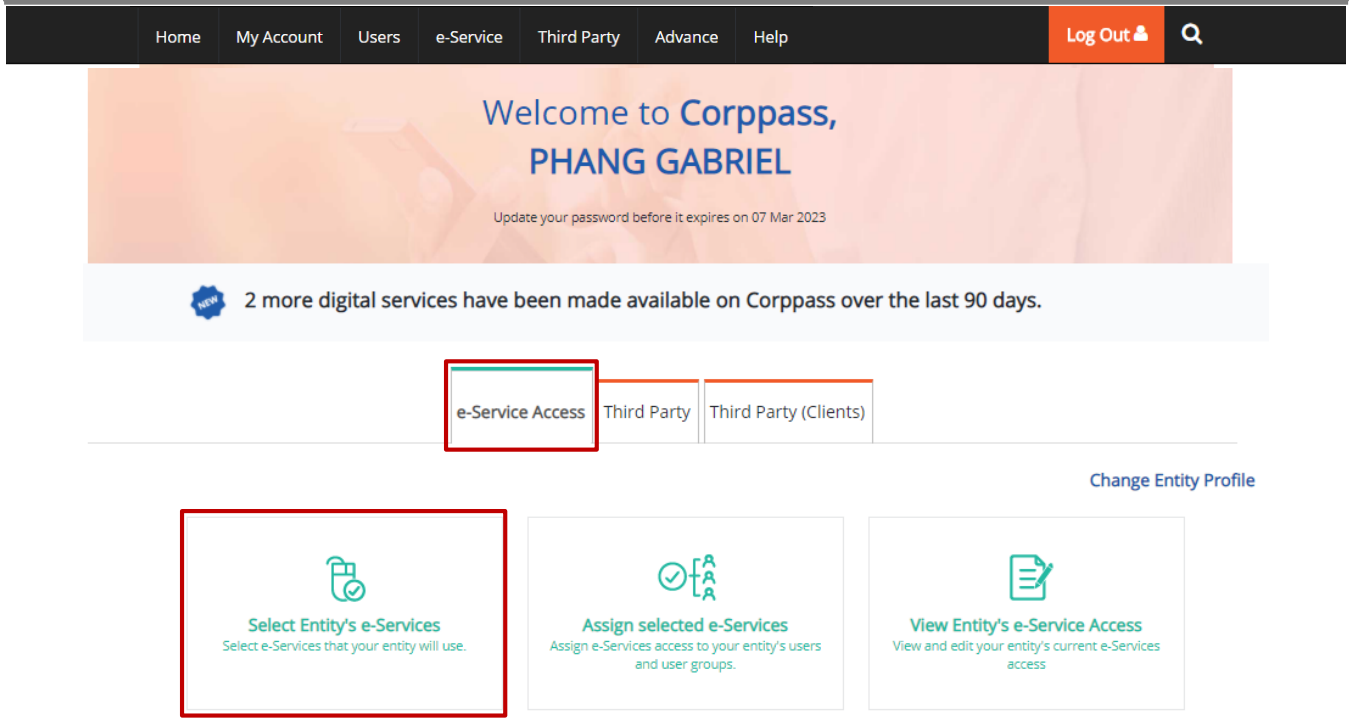
- A confirmation message will indicate that the user account(s) have been created.
- Click on 'Select Entity's e-Service' if you wish to select and assign IRAS e-Services to your users.



STEP 3:
Select and Assign IRAS e-Services to Users

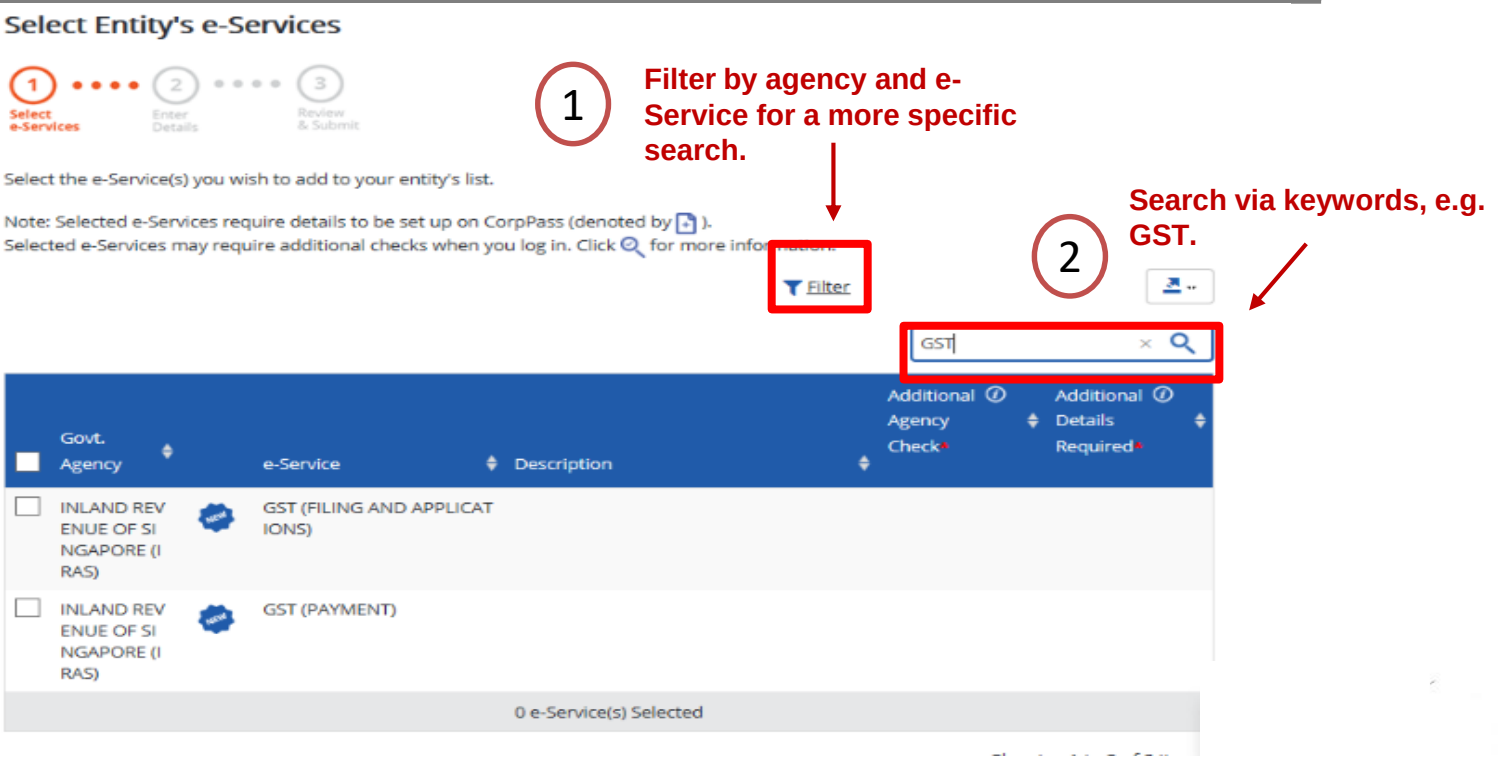
(i) Select Entity's e-Services

- Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.



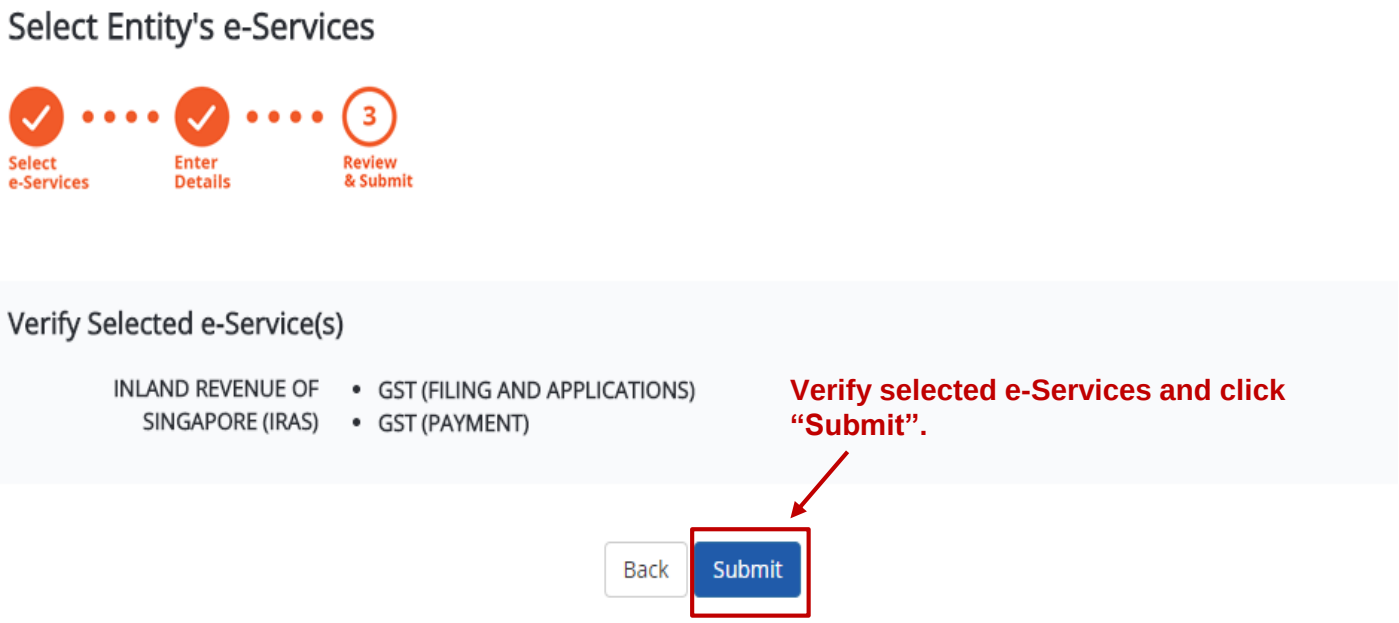
(i) Select Entity's e-Services

- Select the e-Service(s) your entity would like to transact with.



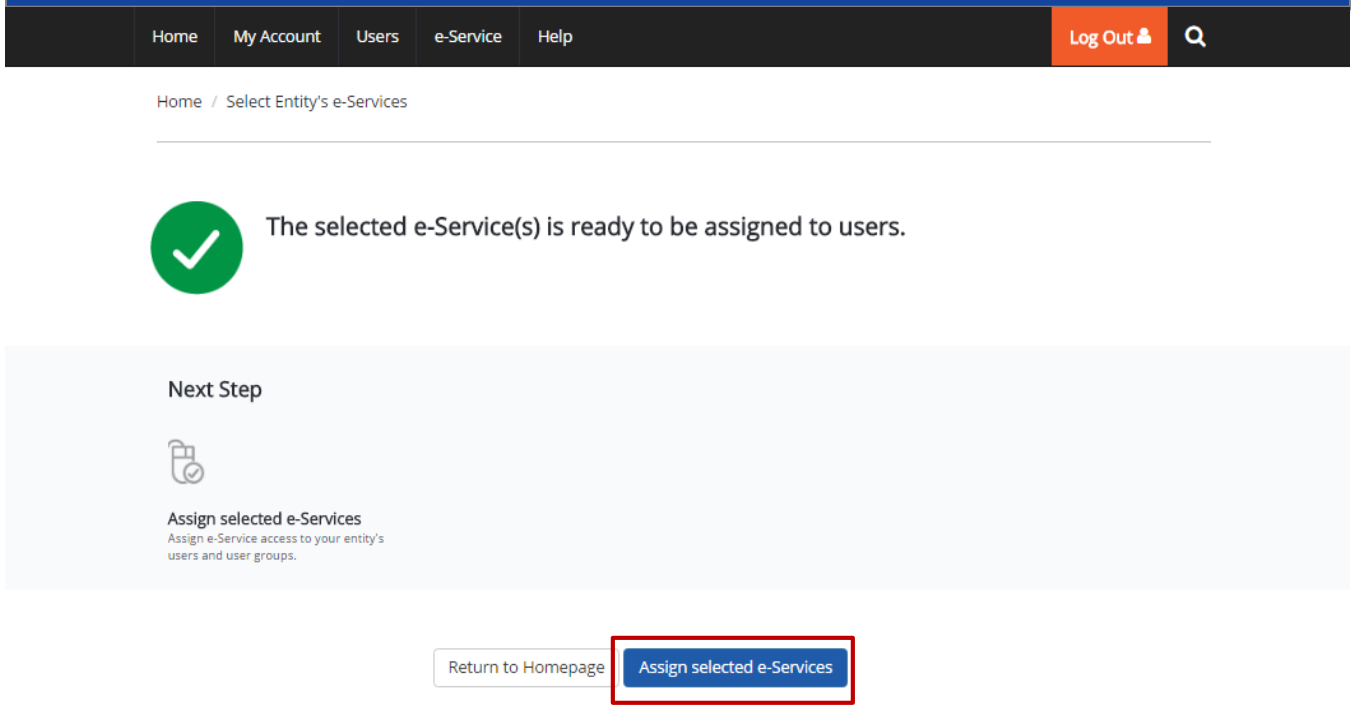
(i) Select Entity's e-Services

- Review details of the e-Service(s) you have selected, and click 'Submit' to proceed.



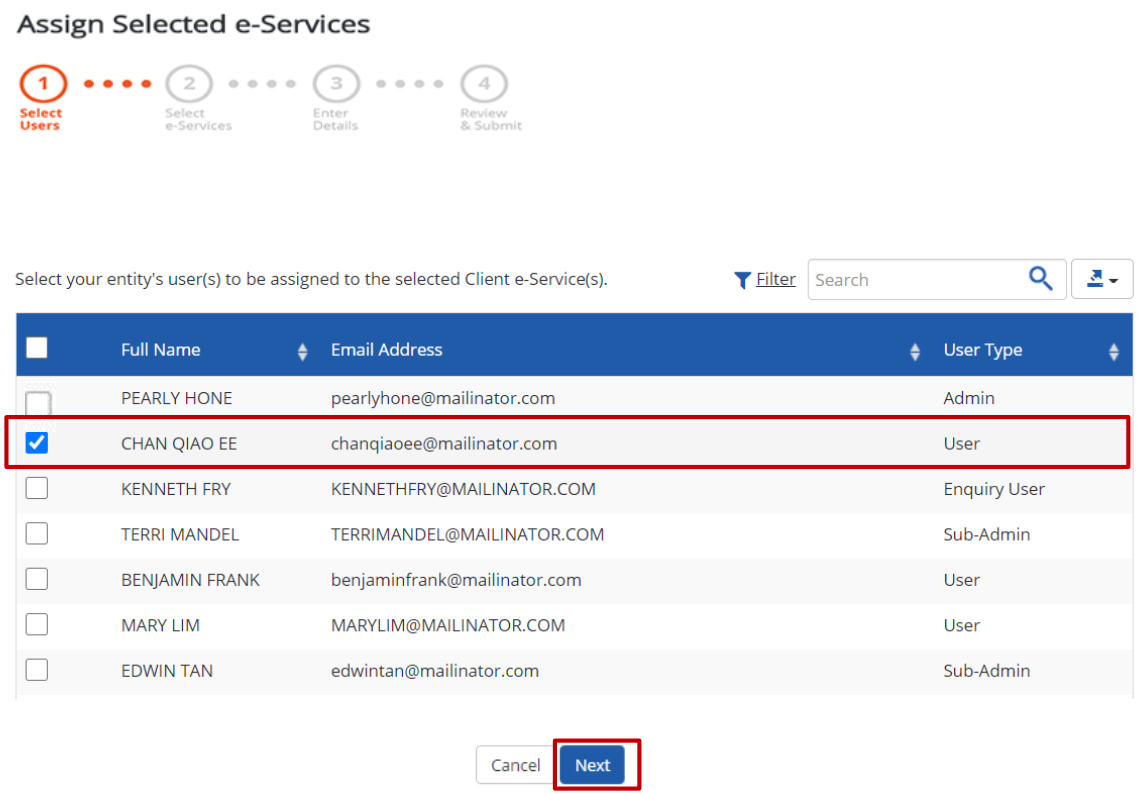
(i) Select Entity's e-Services

- A confirmation message will indicate that you have selected your entity's e-Service(s).
- Click 'Assign selected e-Services" to assign these e-Service(s) to your users.



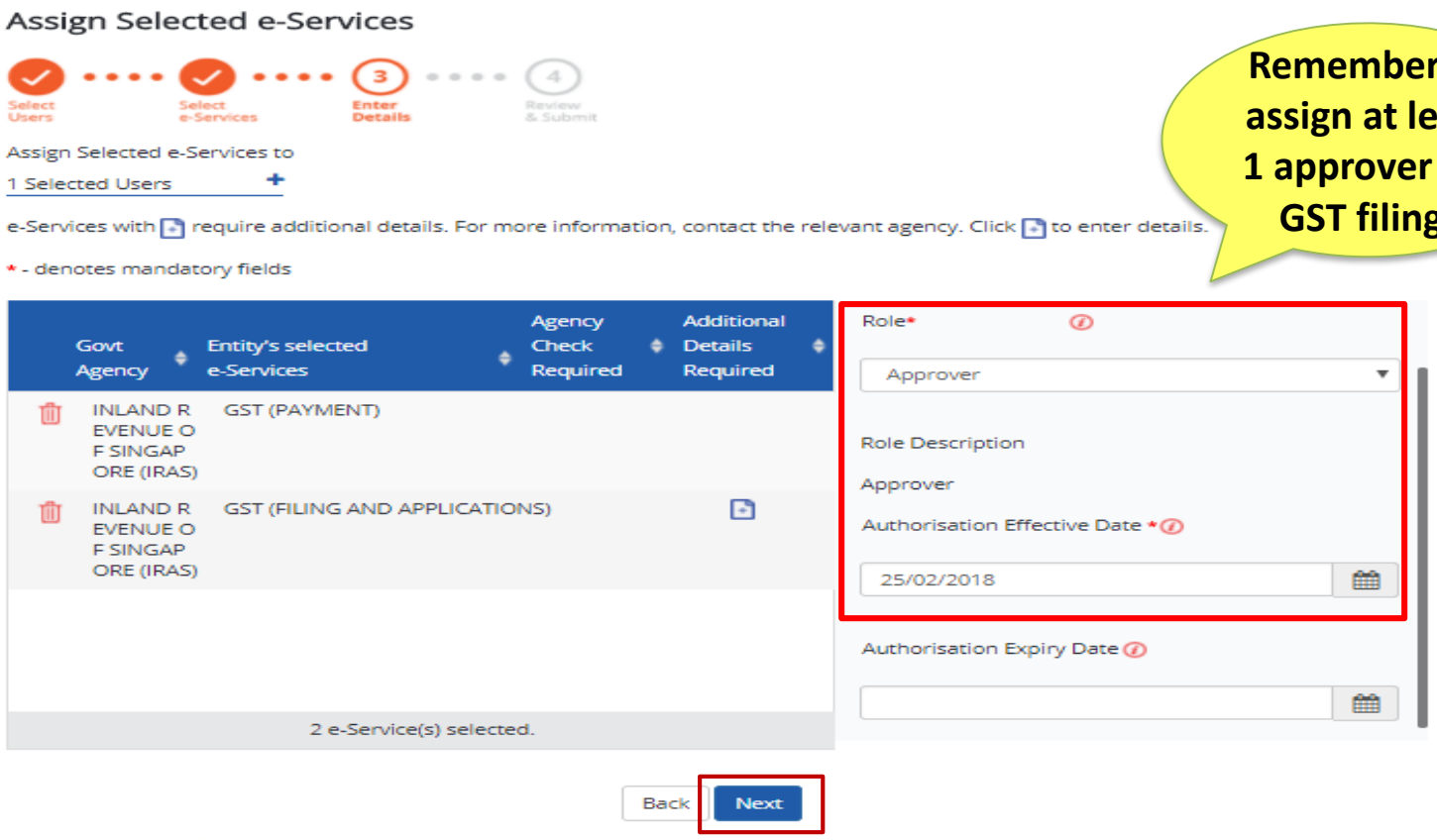
(ii) Assign Selected e-Services

- Select the user(s) to assign e-Service(s) access to. The users will be granted access to the e-Service(s) you will select in the next step.
- Click ‘Next’ to proceed.



(ii) Assign Selected e-Services

- Select the e-Service(s) you wish to assign to the selected users. Click 'Next' to proceed.



Remember to assign at least 1 approver for GST filing!

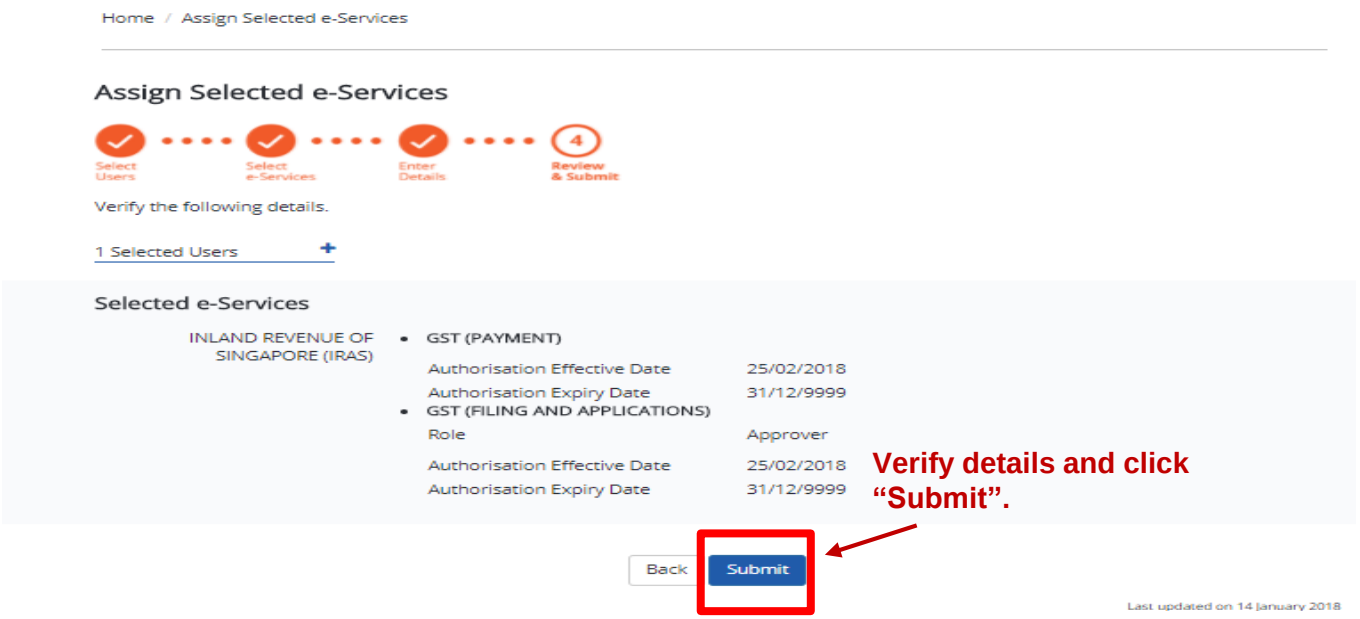
(ii) Assign Selected e-Services

You can assign your user for GST (Filing and Applications) with a **Preparer** or **Approver** role in Corppass. Any Corppass account that is given "access to all e-Services" will assume the Approver role by default.

Preparer	Approver
Can retrieve the **GST return** after logging into myTax Portal.	
Can complete GST return **and save it as a draft**.	Can complete GST return and save it as a draft, or review the GST return completed by the Preparer.
<u>Cannot submit</u> the GST return to IRAS. "Pending Approval" message will be displayed on screen. Has to **inform the 'Approver' that the draft is ready for review** before submission to IRAS.	**Can submit the GST return to IRAS.**

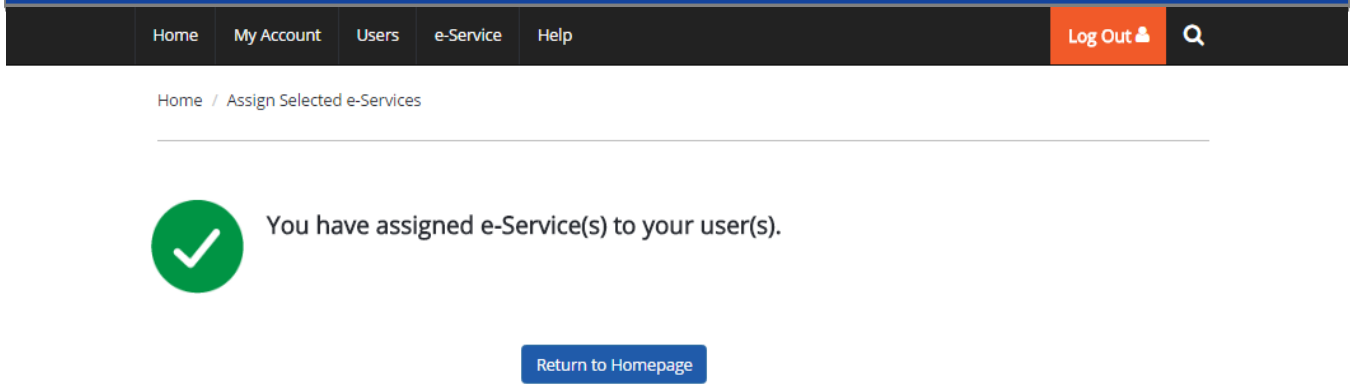
(ii) Assign Selected e-Services

- Review details of the assigned e-Service(s), then click ‘Submit’.



(ii) Assign Selected e-Services

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



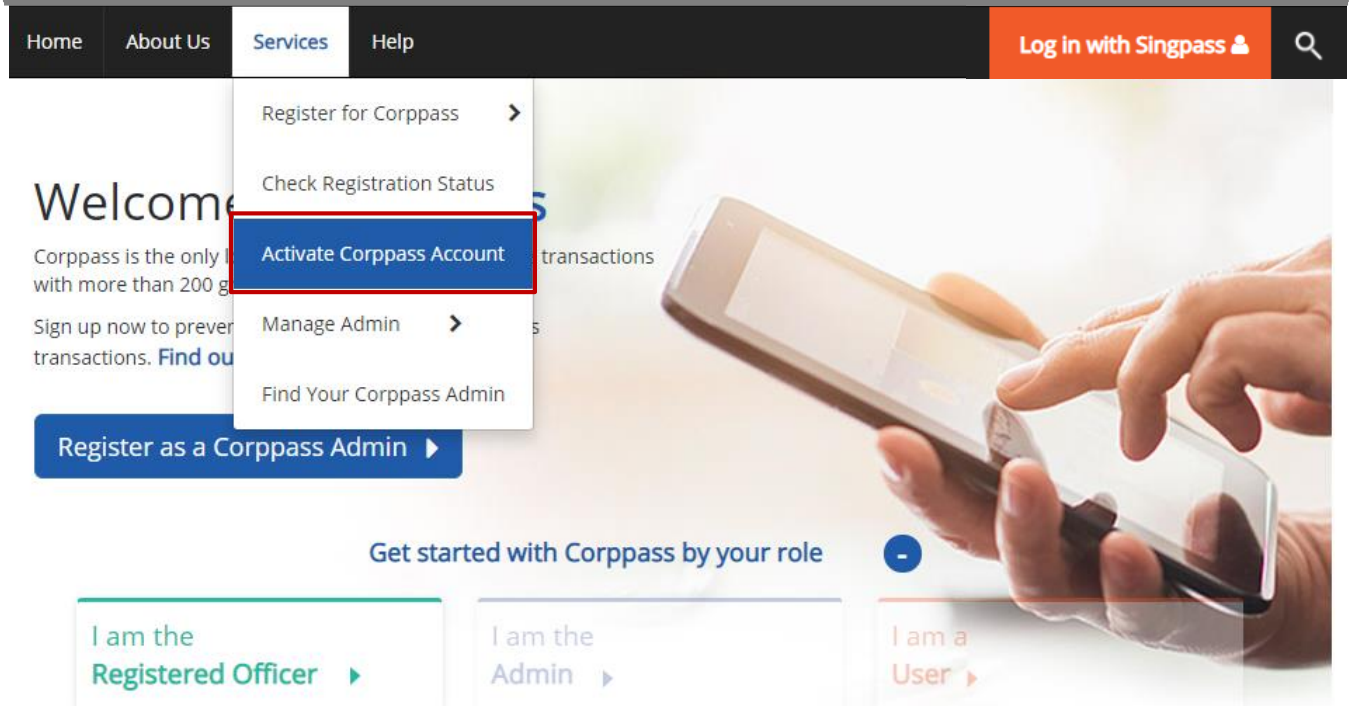
C.

Activate Corppass User Accounts

For NRIC / FIN users and Foreign Users

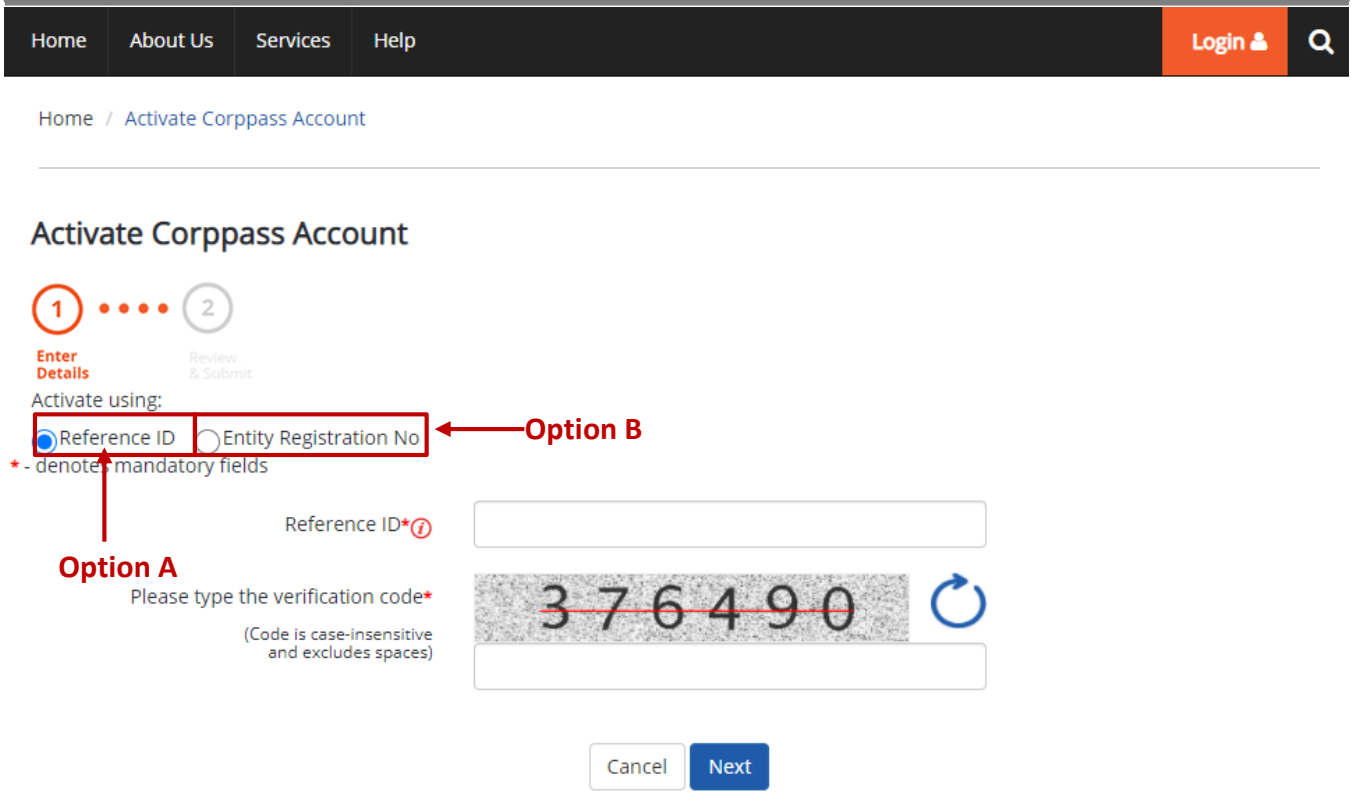
Activating Corppass account

- Go to www.corppass.gov.sg.
- Under ‘Services’, select ‘Activate Corppass Account’ from the dropdown menu.



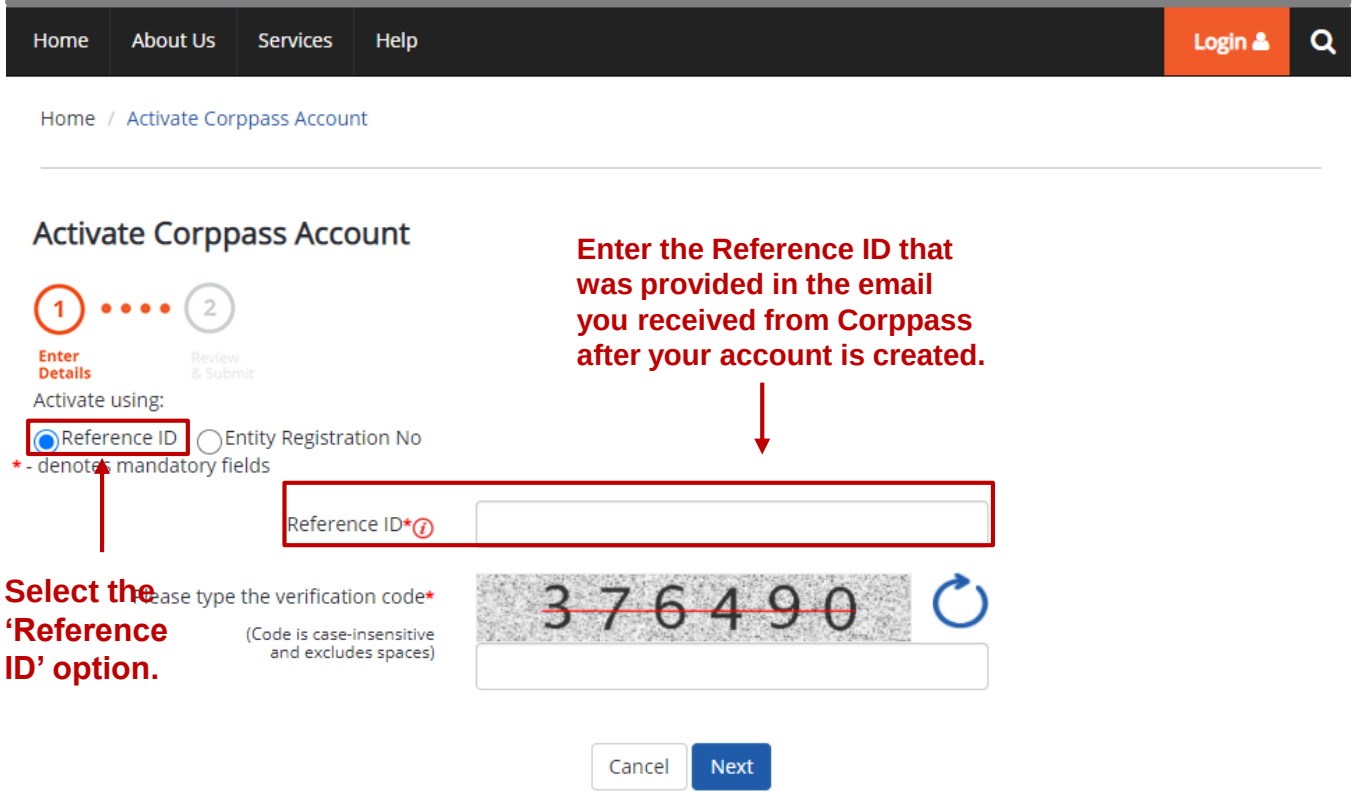
Activating Corppass account

- You may choose to activate your account using your ‘Reference ID’ or ‘Entity Registration No.’



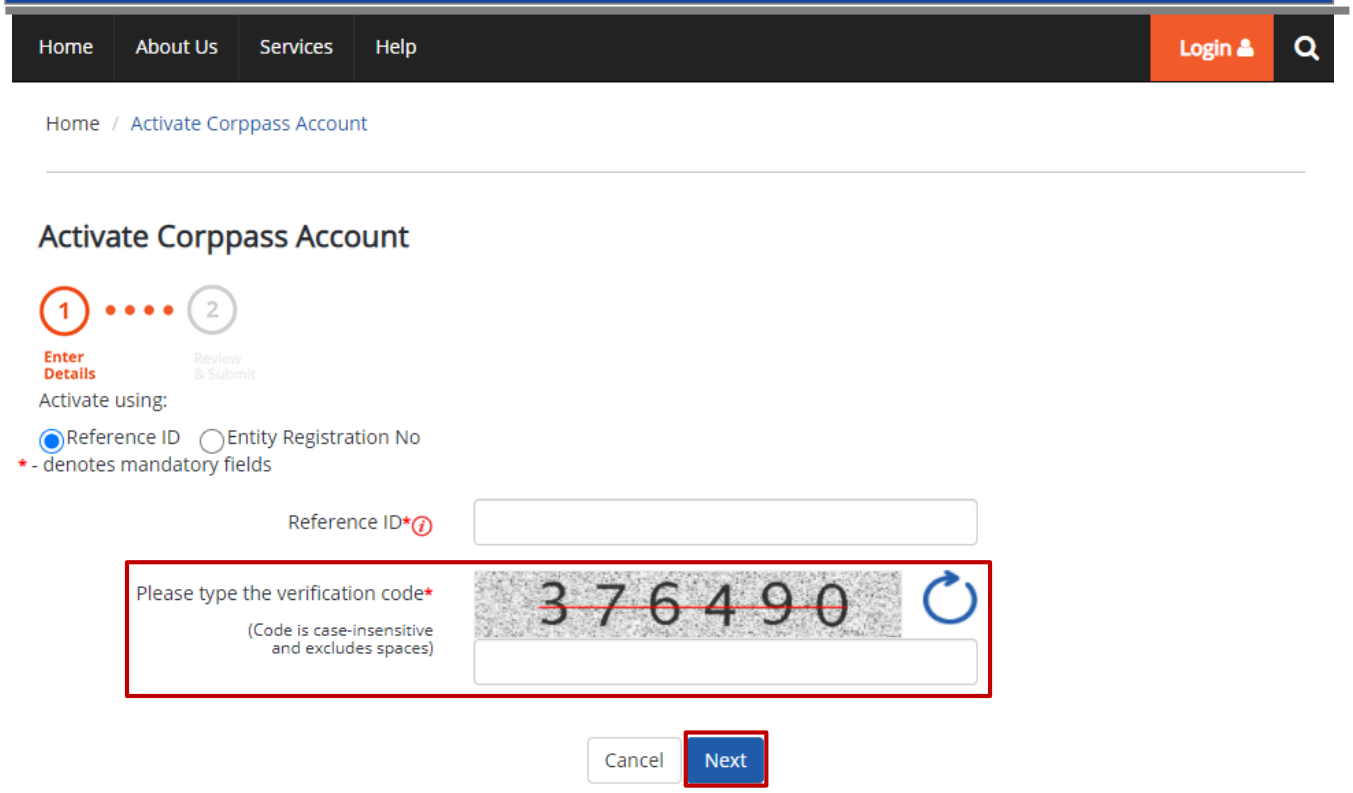
Activating Corppass account

- To activate your account using ‘Reference ID’, enter the Reference ID that was provided in the email you received from Corppass after your account is created.



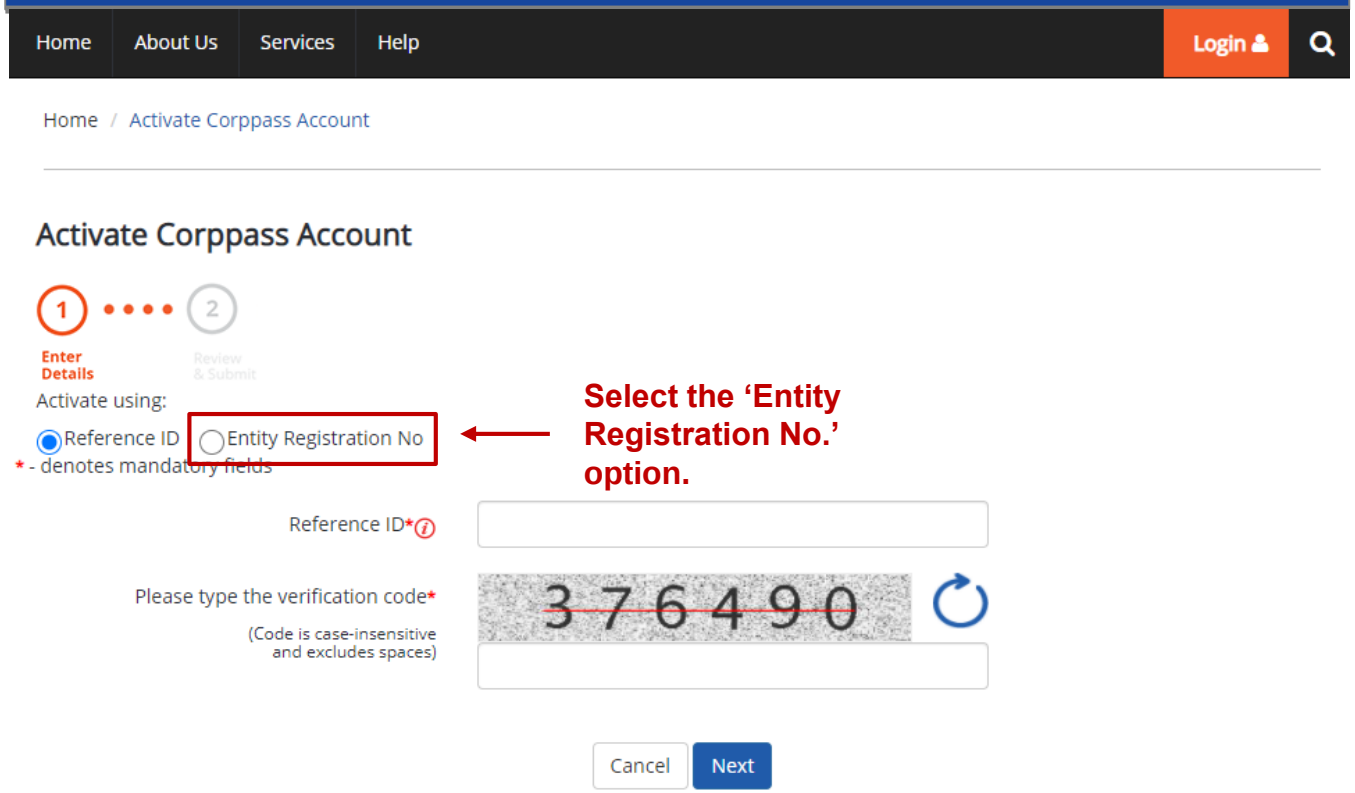
Activating Corppass account

- Enter the verification code displayed on the screen, then click ‘Next’ to proceed.



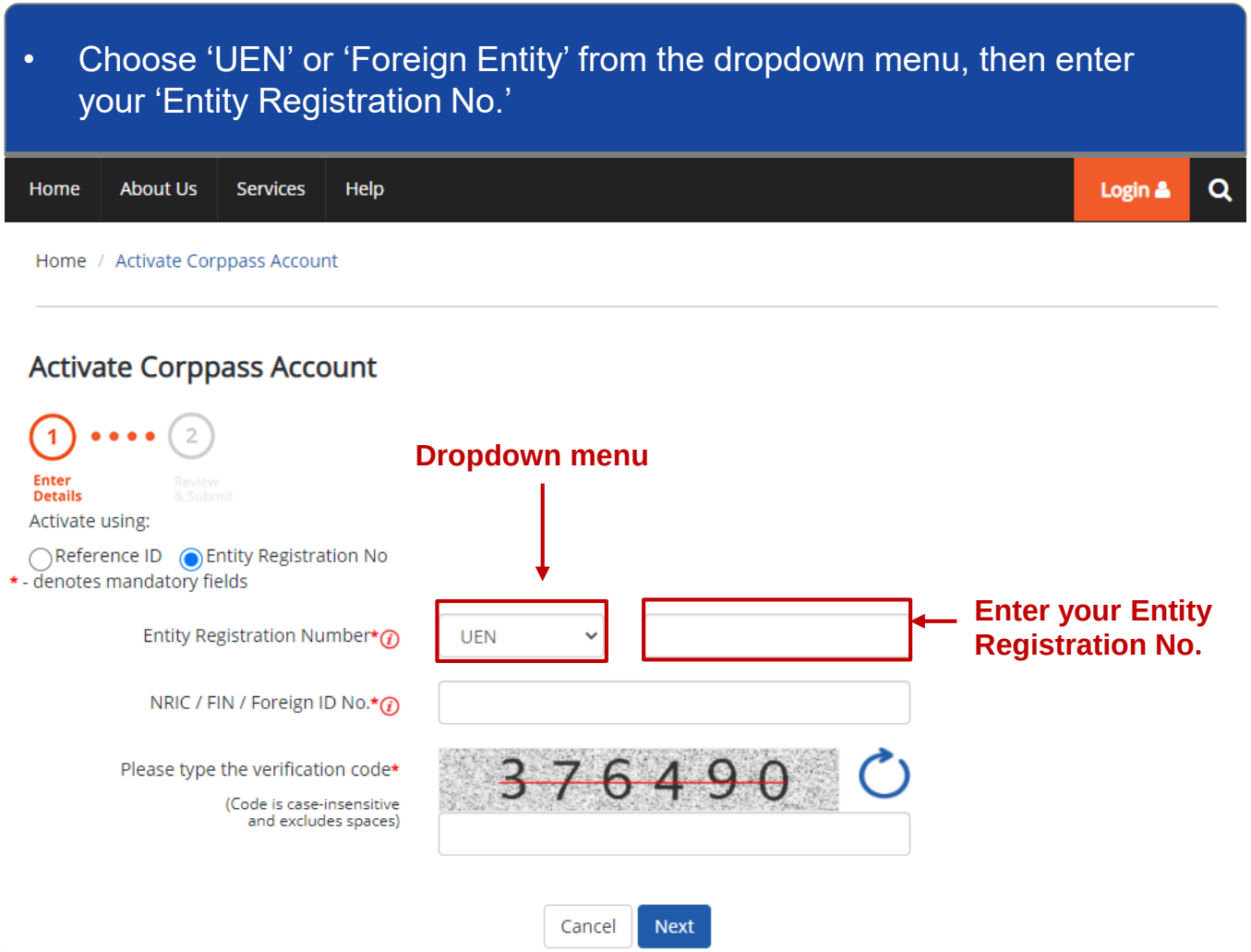
Activating Corppass account

- Alternatively, you may choose to activate your account using ‘Entity Registration No.’



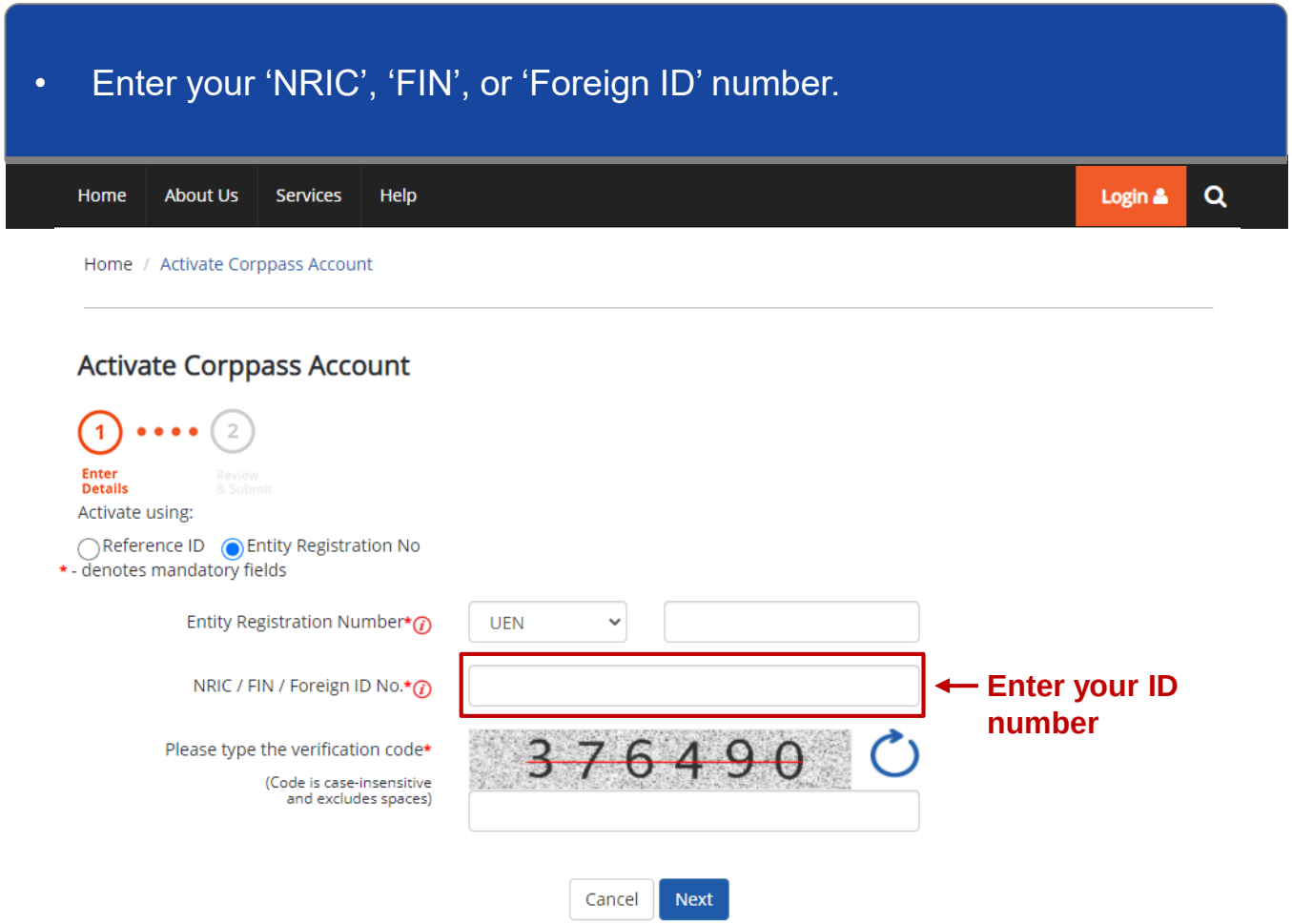
Activating Corppass account

- Choose ‘UEN’ or ‘Foreign Entity’ from the dropdown menu, then enter your ‘Entity Registration No.’



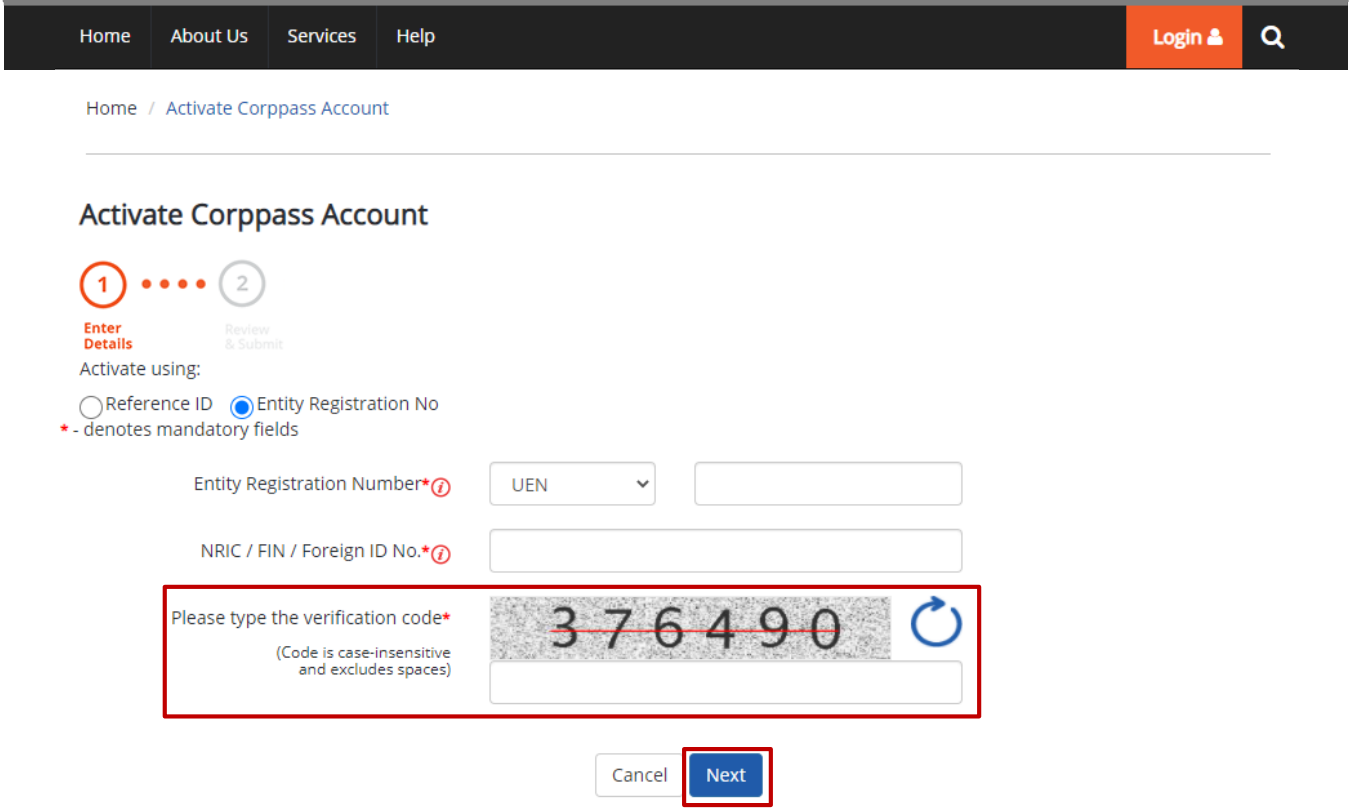
Activating Corppass account

- Enter your ‘NRIC’, ‘FIN’, or ‘Foreign ID’ number.



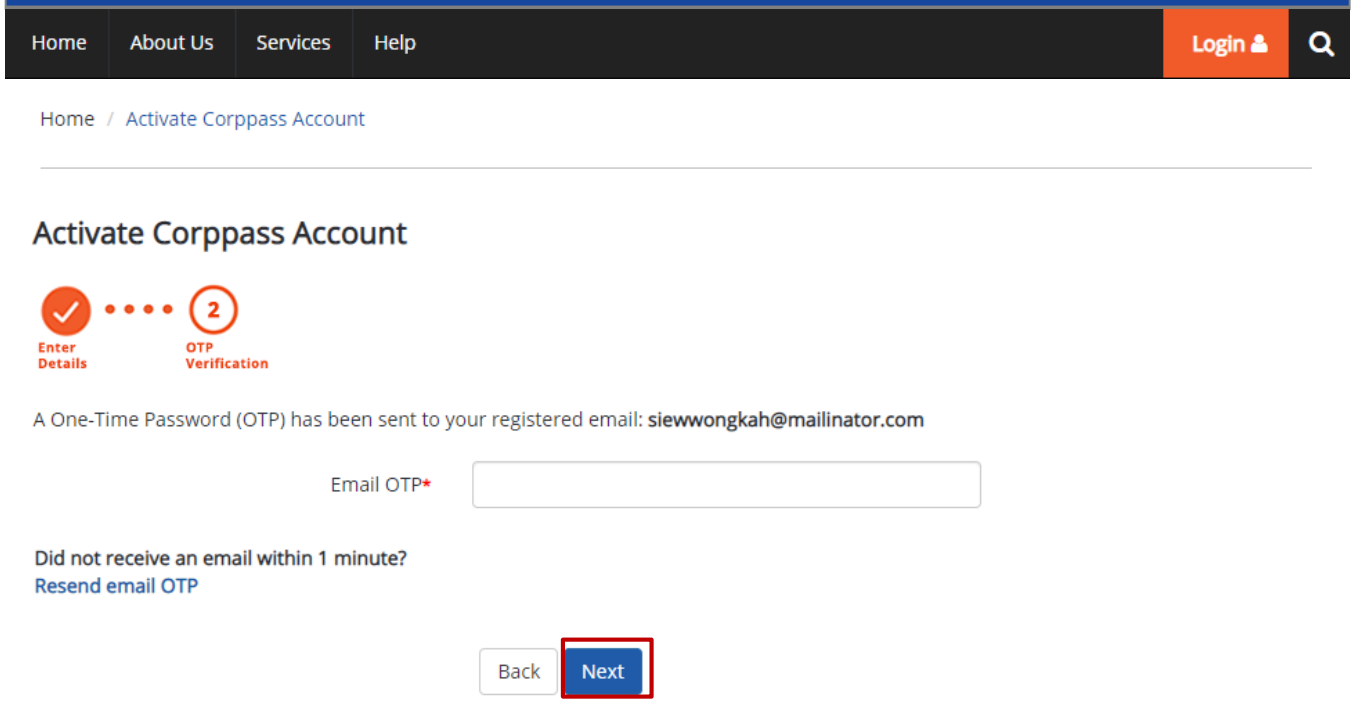
Activating Corppass account

- Enter the verification code displayed on the screen, then click ‘Next’ to proceed. You will be redirected to Singpass to verify your identity.



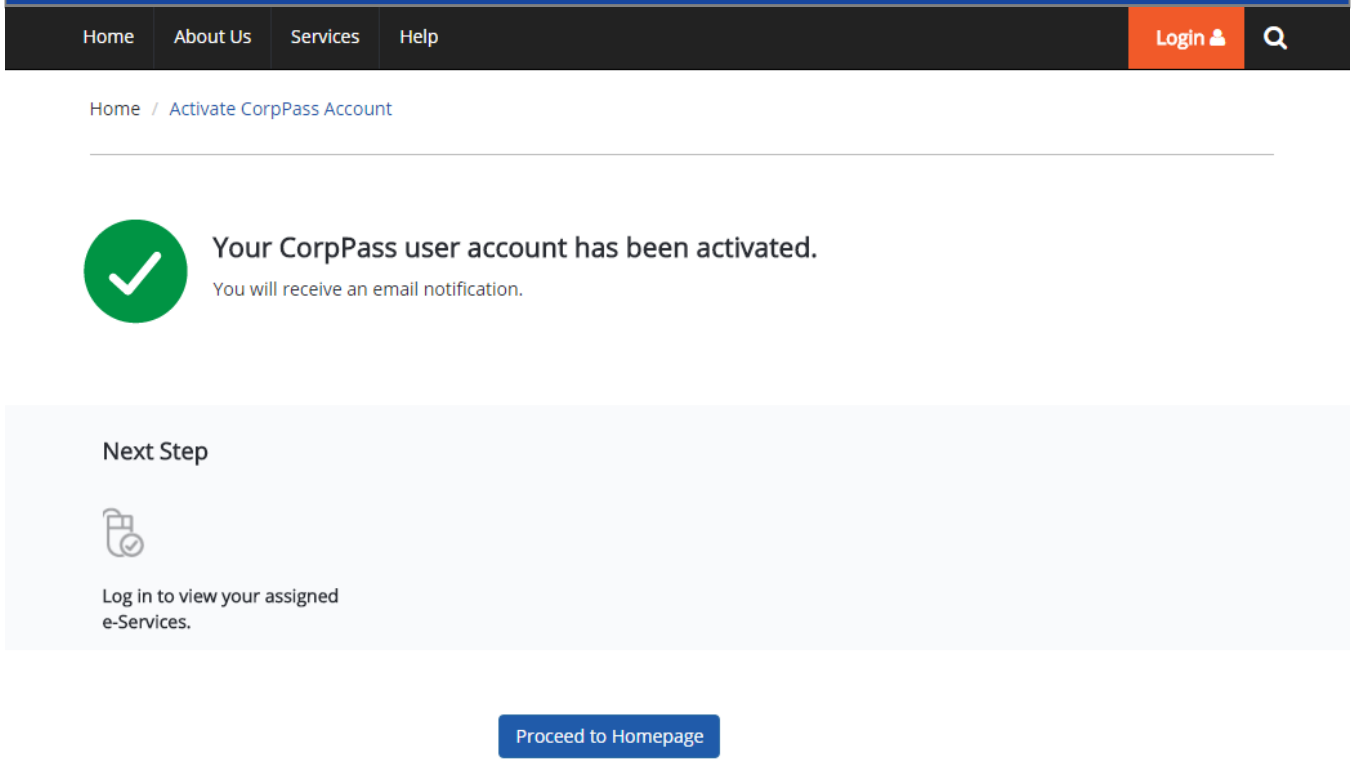
Activating Corppass account

- If you are a foreign user, enter the OTP that is sent to your registered email. Click ‘Next’ to proceed.



Activating Corppass account

- After verifying your identify on Singpass, you will receive a confirmation message, which indicates that your account has been activated.



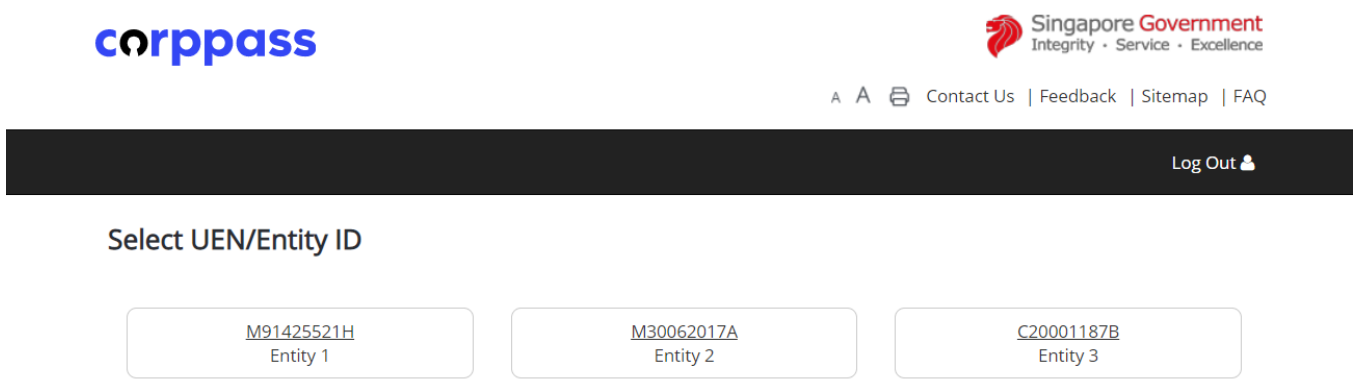
D.

Authorise Third Parties to Act for Your Entity

For Corppass Admins

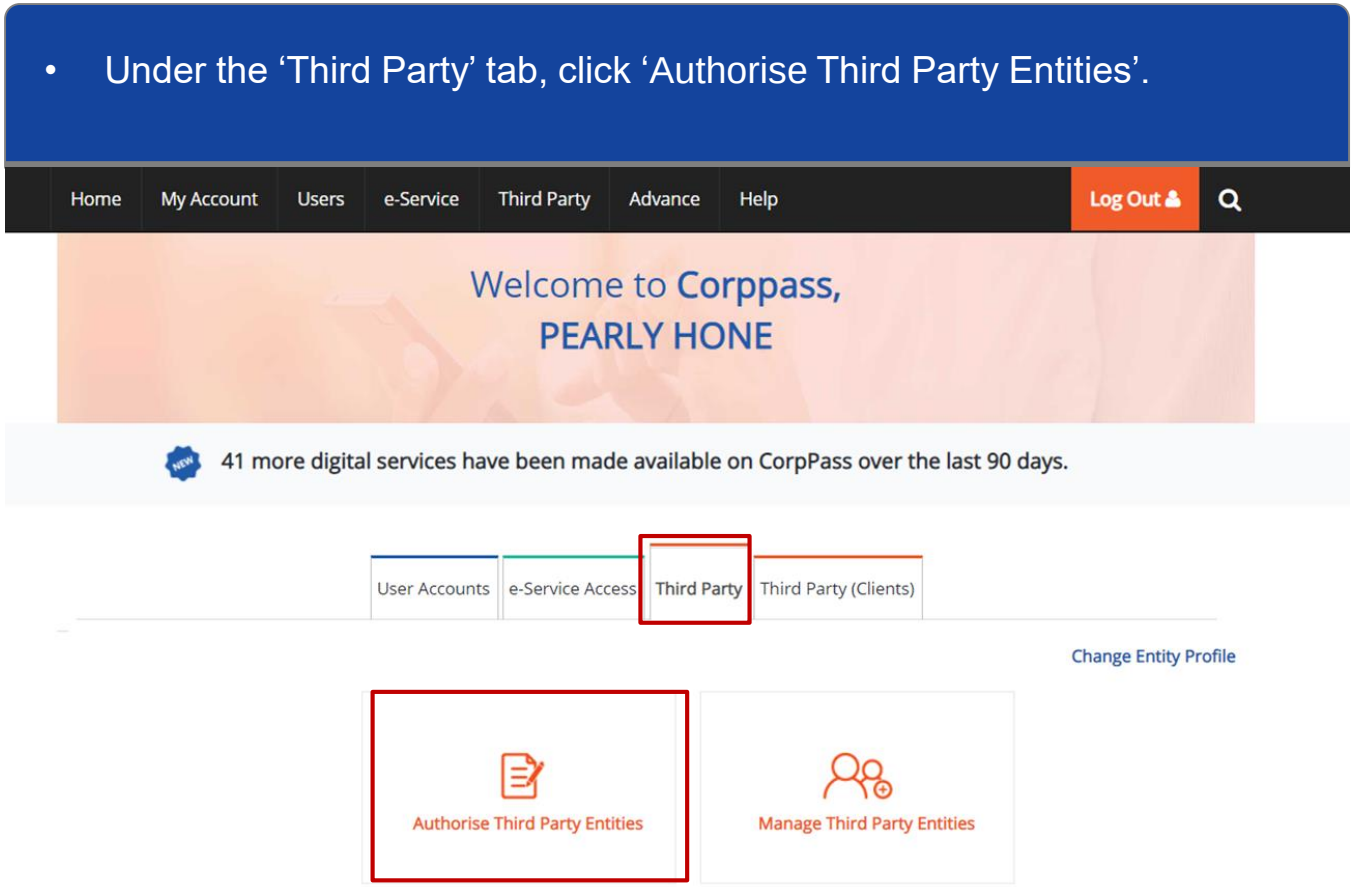
Authorising Third Party Entities

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



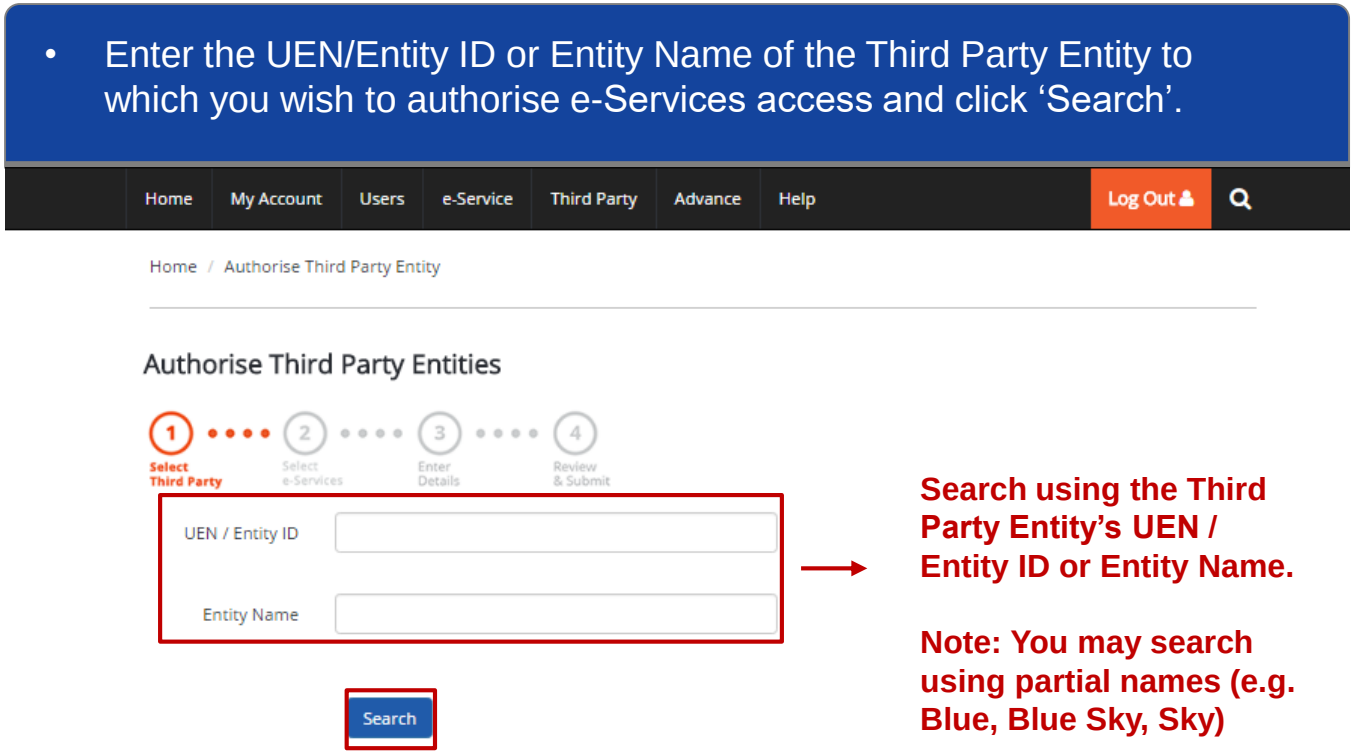
Authorising Third Party Entities

- Under the ‘Third Party’ tab, click ‘Authorise Third Party Entities’.



Authorising Third Party Entities

- Enter the UEN/Entity ID or Entity Name of the Third Party Entity to which you wish to authorise e-Services access and click ‘Search’.

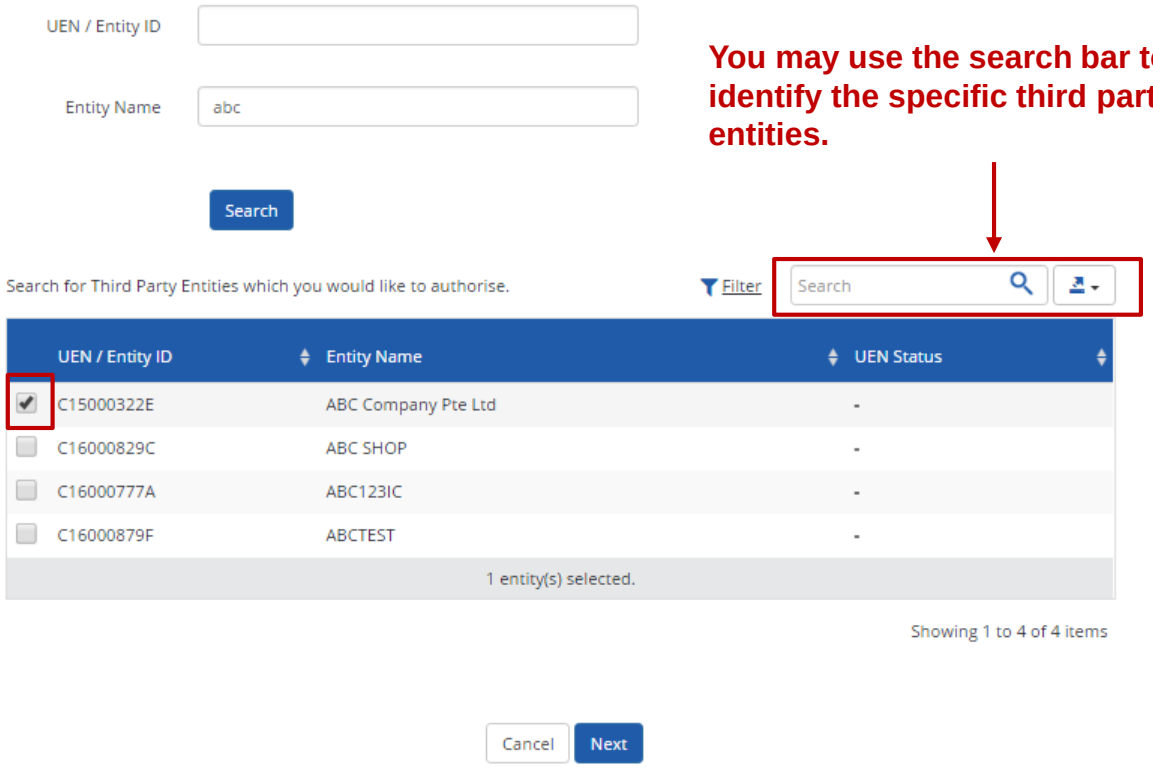


Search using the Third Party Entity’s UEN / Entity ID or Entity Name.

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

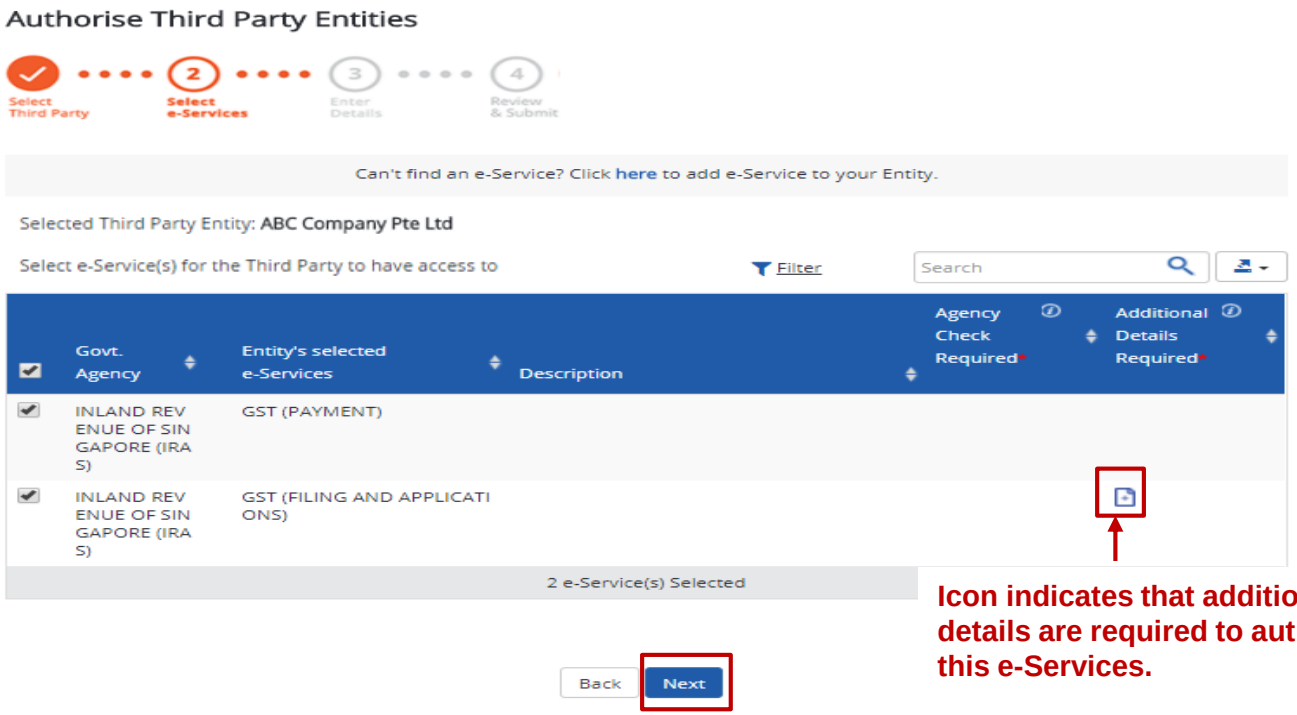
Authorising Third Party Entities

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



Authorising Third Party Entities

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

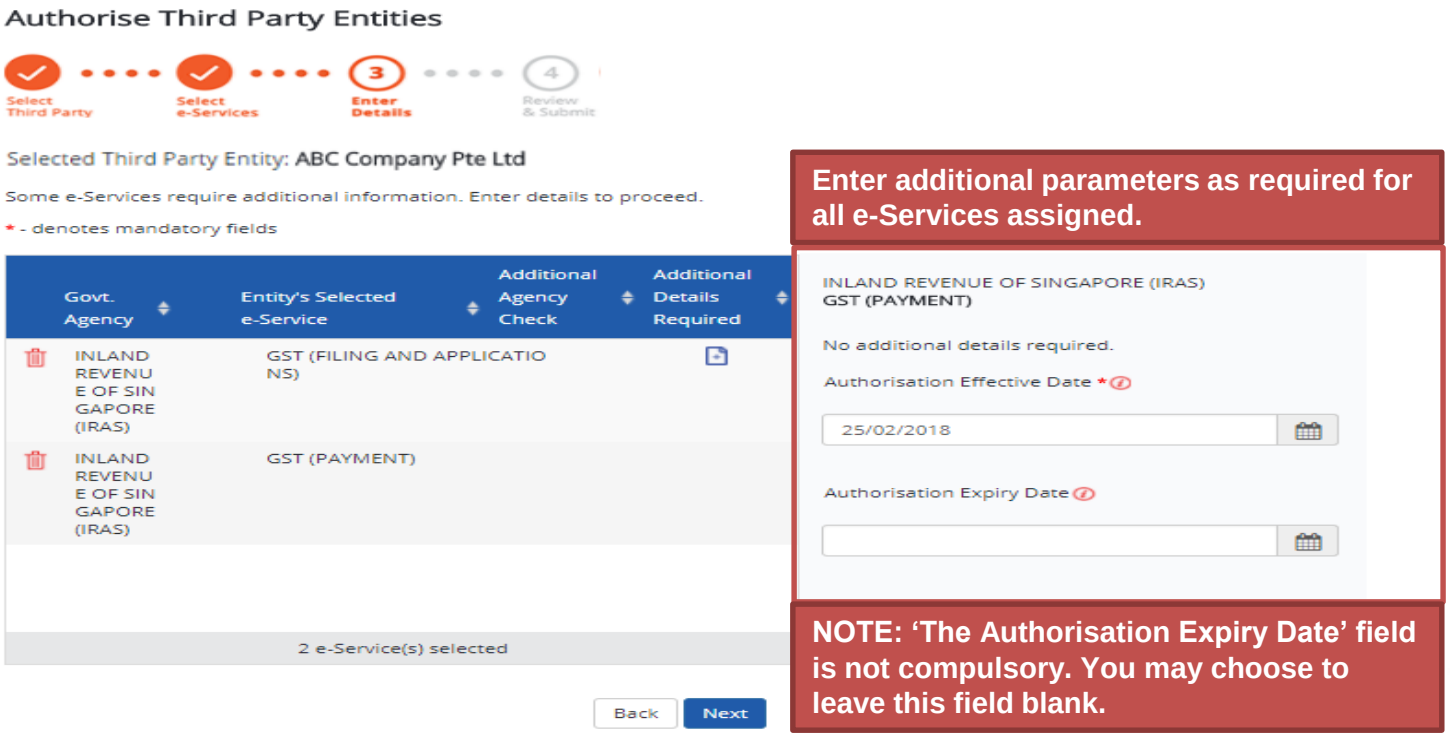


Icon indicates that additional details are required to authorise this e-Services.

Note: Only e-Services access that allow Third Party Authorisation and have been added to your entity’s list of e-Services access will be shown here. If the e-Services access you are looking for is not shown here, please refer to page on “Selecting Entity’s e-Services”.

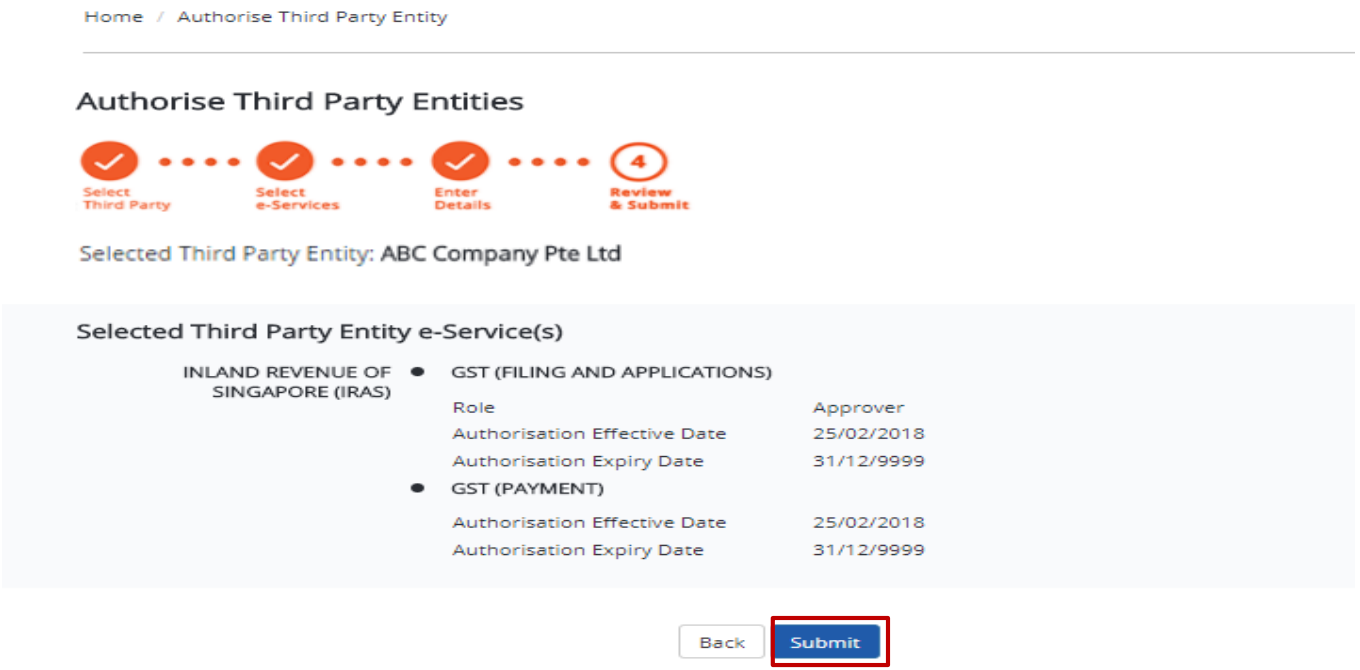
Authorising Third Party Entities

- Selected e-Services may require you to enter additional details such as roles, sub-UEN, etc.



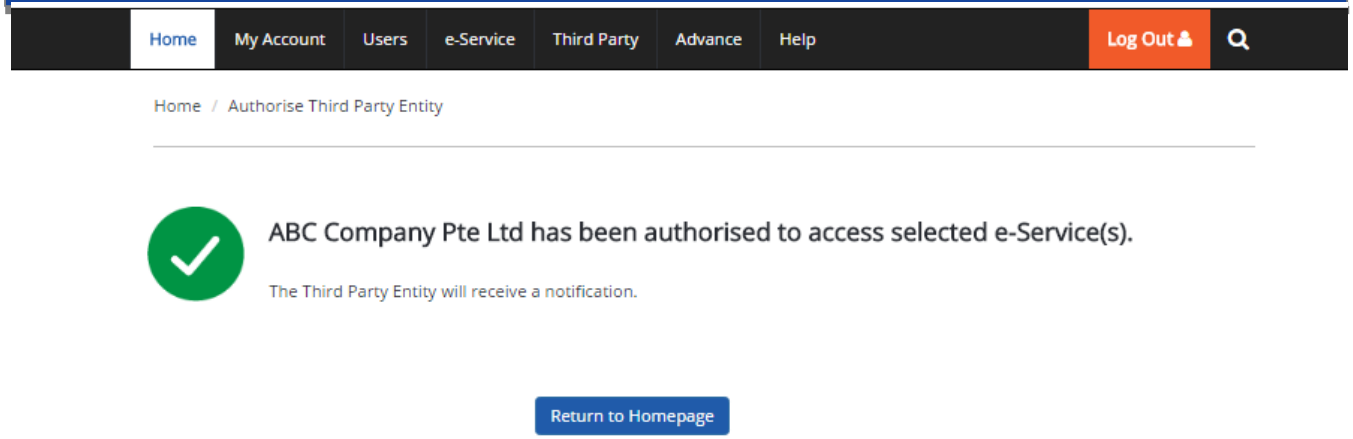
Authorising Third Party Entities

- Review details of the authorisation, then click ‘Submit’.



Authorising Third Party Entities

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

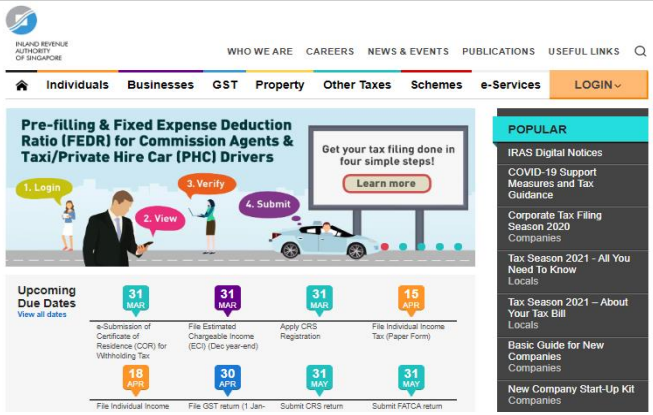


E.

Need More Information on Corppass?

Need More Information on Corppass?

IRAS Website



Website: www.iras.gov.sg

Home > e-Services > Corppass

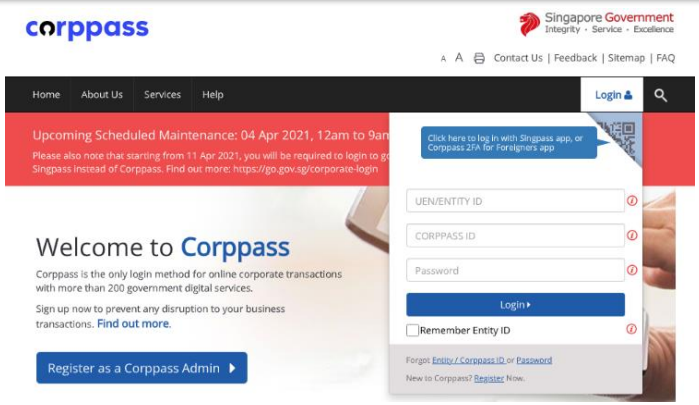
Tel: [1800-356-8633](tel:1800-356-8633)

Mondays to Fridays: 8:30am – 5:00pm

Closed on Weekends & Public Holidays

Email: [myTax Mail (via myTax Portal)]

Corppass Website



Website: www.corppass.gov.sg

Tel: [(+65) 6643 0577](tel:+6566430577)

Mondays to Fridays: 8:00am – 8:00pm

Saturdays: 8:00am – 2:00pm

Closed on Sundays & Public Holidays

Email: support@corppass.gov.sg