



A Guide for Corppass Admins: Corppass Admin Registration (For Foreign Registered Entities) A Guide for Admins Corppass Admin Registration (For Foreign Registered Entities)

corppass

This guide contains the following sections:

FOR NRIC / FIN USERS

FOR FOREIGN ID USERS



FOR NRIC / FIN USERS

Corppass Admin Registration

Step 1 Under 'Services', select 'Register for Corppass', then 'Foreign Entity'. Ö Click 'Register via Singpass'. Help Log in with Singpass 🛔 Q About Us Services Home Register for Corppass **UEN Registered Entity** Check Registration Status Foreign Entity > **Register via Singpass** Welcome anage digital Corppass is the autho Register via Foreign ID Activate Corppass Account service access of er m corporate transactions. There ar gital services Manage Admin > available today. Sign up now to prever Find Your Corppass Admin transactions. Find ou Register as a Corppass Admin 🕨 Get started with Corppass by your role I am the Registered Officer Admin 🕨 User >

Si	A Singapore Government Agency Webste	Т Т Т
		Singpass app Passwor
	Welcome to Sinapass	Scan with Singpass ap Logging in as Business Us
	Your trusted digital identity	
На	ve questions? >	
Lo	cate a counter >	
Co	intact us	singpass
1		on grade
		Don't have Singpass app? Downl



Corppass Admin Registration



Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

p 1	Alternatively, enter your Singpass ID	& Password.
ep 2		
эр 3	singpass Services ~	T T T ⊖
n 4		Singpass app Password login
р 5	Welcome to Singpass	Logging in as Business User Singpass ID
	Have questions? >	Password
	Contact us	Forgot Singpass ID Reset passwor
		Register For Singpass

Step 1	• You may choose to verify your identity using SMS OTP. Enter the 6-digit	
Step 2	One-Time Password (OTP) at your registered mobile number.	
Step 3	A Singapore Government Agency Website SINGPOSS	
Step 4	SMS OTP Face verification	
Step 5	Enter the 6- digit One-time Password (OTP) sent to your mobile number (****6022). Not your mobile number? OTP: OTP: Submit If you do not receive an OTP on your mobile device within 30 seconds, please click on the "Resend OTP" button here: Resend OTP	

Step 2	Or verify your identity using Face Verification. Select 'Continue'.
Step 2	SMS OTP Face verification Please note:
Step 4 Step 5	Use another authentification method if you are sensitive to flashing lights. 1 In the next screen, click "Begin Scan". 2 Keep still as the camera locates your face.
	3 The screen will flash a series of colored lights.
	Continue

Step 1	 Read the guidelines and click 'Begin Scan' to proceed. 		
Step 2			
	A Singapore Government Agency Website		
Step 3	singpass		
Step 4	SMS OTP Face verification		
Step 5	Here are some guidelines. Find out more here. Image: Clear glasses I		
	 Cover your face Very bright lighting Smile widely Look into the front camera and select "Begin Scan". By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the Terms of Use. Back Begin Scan 		

Corppass Admin Registration



Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.



Corppass Admin Registration

Step 1 Step 2	 Enter your entity details. Click 'Select file' to upload a soft copy of your entity's Business Registration Document. (Only PDF, JPG, JPEG and PNG file formats are accepted) 			
	* - denotes mandatory fields			
Step 3	Enter Foreign Entity Details			
	Entity Registration No.*()			
Step 4	Entity Name* 🕜			Ensure that the entity details
	Date of Incorporation*()			entered
Step 5		Example: 20/12/2016		matches the
	Country of Incorporation*⑦	SELECT	~	information on the Rusiness
	Registered Address Line 1*🕜			Registration
	Registered Address Line 2			uploaded.
	Office Contact No.*()			
	Business Registration Document:*	The document must indicate: • Entity Registration No. • Entity Name • Date of Incorporation • Country of Incorporation • Registered Address • Office Contact No.		
			Select file	

*Note: Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document or notarised by a notary public in Singapore or in the country that issued the document.

Step 1 Step 2	Enter your cor	ntact detail	S.	
	Enter Your Contact D	etails		
Step 3	Your full name —— as per NRIC /	Full Name	VINCENT DAVID vincentdavid@mailinator.com	
Step 4 Step 5	FIN, and your email address will be auto- populated	Confirm Email* Mobile No.	abc@abc.com	Enter your contact details.
	Request e-Service Ac Vote: The 'Access to All full listing), as they req account. Additional checks may a logging into their websit	cess ② e-Services availabl e-Services' option is uire additional detai also be conducted by tes. Contact these ag	e on Corppass with my Admin Account. NOT applicable to selected e-Services such as CPF e-Submissic ils to be set up on Corppass. To gain access, select and manual y selected e-Services, such as MOM EPOL/WPOL and HDB e-Ser gencies for more information.	on and SSG-WSG E-Services (see ly assign them to your Corppass rvices (see full listing), after
	Please type the (Coo a	e verification code de is case-insensitive ind excludes spaces)	e 5 5 7 0 b 🖒	

Step 1	 You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your Corppass Admin account. Enter the verification code and click 'Next' to proceed. 		
Step 3	Email* vince abc@at	entdavid@mailinator.com bc.com	
	Confirm Email*		
o 4	Mobile No.		
Step 5	 would like to access all e-Services available on Corp Note: The 'Access to All e-Services' option is NOT appl full listing), as they require additional details to be se account. Additional checks may also be conducted by selected logging into their websites. Contact these agencies for 	opass with my Admin Account. licable to selected e-Services such as CPF e-Submis et up on Corppass. To gain access, select and man e-Services, such as MOM EPOL/WPOL and HDB e- or more information.	sion and SSG-WSG E-Services (see ually assign them to your Corppass Services (see full listing), after
	Please type the verification code (Code is case-insensitive and excludes spaces)	e 5 5 7 0 b 🔿	
	Cano	cel Next	
	Note: Please do not click 'BACK' or 'REFRESH' on the brow	wser as it may end your transaction.	

Step 1 Step 2	 Review your registration deta 	ils before submitting.	
	Home About Us Services Help		Log in with Singpass 🛔 🔍
Step 3	Home / Register Admin Account for Foreign Entity	/	
Step 4	Register Admin Account for For	eign Entity	
Step 5	Enter Comparison of the following information. To amend your information after submission, you	u must submit a new registration.	
	Foreign Entity Details		
	Entity Registration No.	FN226K86231	
	Entity Name	FOREIGN ENTITY 1	
	Date of Incorporation	01 Mar 2021	
	Country of Incorporation	Afghanistan	
	Registered Address Line 1	22 Avenue Street, AF	
	Registered Address Line 2		
	Office Contact No.	93380679	
	Business Registration Document	ForeignEntitv1.ipg	

Step 1 Step 2	 Read and agree to the 'Terms of Use', then click 'Submit'.
Step 3	Business Registration Document ForeignEntity1.jpg
Step 4	Admin Contact Details
Step 5	Full Name VINCENT DAVID Email vincentdavid@mailinator.com Mobile No. 91774348
	Foreign ID Expiry Date
	e-Service Access I would like to access all e-Services available on Corppass with my Admin Account.
	l have read and given my consent to the <u>Terms of Use</u> .
	Back Submit
	Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Corppass Admin Registration

Step 1 Step 2	 A confirmation message will indicate that your registratio submitted. 	n has been	
	Home About Us Services Help	Log in with Singpass 🛔	۹
Step 3	Home / Register Admin Account		
Step 4 Step 5	Your registration for a Corppass Administrator Account has submitted and is subject to approval by Corppass. An email notification of the registration will be sent to the submitted email address. You cannot regist Corppass account until this application has been processed in 5 to 10 working days.	been	
	Next Step Description Description		
	Return to Homepage Check Registration Status		

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

FOREIGN ID USERS

Corppass Admin Registration

Step 1 Under 'Services', select 'Register for Corppass', then 'Foreign Entity'. Ö Click 'Register via Foreign ID'. Q Services Log in with Singpass 👗 About Us Help Home Register for Corppass > **UEN Registered Entity** Register via Singpass Welcome Check Registration Status Foreign Entity > Corppass is the autho anage digital Register via Foreign ID Activate Corppass Account service access of er m corporate transactions. There ar gital services Manage Admin > available today. Sign up now to prever Find Your Corppass Admin transactions. Find ou Register as a Corppass Admin 🕨 Get started with Corppass by your role I am the Registered Officer Admin < User >

	Harra Abaut Ha Gandara Hala	
Step 3	Home / Register Admin Account for Foreign Entity	
Step 4	Register Admin Account for Foreign Entity	
	1 • • • • 2 Enter Details Review & Submit	
	This registration is for foreign entities not registered in Singapore. Ensure that you are the appointed Corppass Admin for y form will take about 10 minutes to complete.	your entity. This
	Supporting documents required: 1. Business Registration Document 2. Identity Documents	
	 Notes: Ensure that the information provided is consistent with the documents submitted. If the Business Registration Document does not contain the entity's registered address, please provide official proof of a document showing latest billing address. Where supporting documents are not in English, the original document must be submitted together with a translated co document in English that has been certified by the embassy of the country that issued the document, or notarised by a log of the country that issued the document. 	address, e.g. opy of the notary public in
	 Singapore or in the country that issued the document. Upload your documents in PDF, JPEG, and PNG format. The combined size of the uploaded files should not exceed 10MB If there are any changes in your Foreign ID and Country of Issuance, please update them via the Corppass portal before new indextity documents divide the provide the structure of the s	B. uploading your

Corppass Admin Registration

Step 1 Step 2	 Enter your entity details. entity's Business Registre PNG file formats are accession 	Click 'Select file' to ration Document. (C cepted)	o upload a sof Only PDF, JP(t copy of your G, JPEG and
	* - denotes mandatory fields			
Step 3	Enter Foreign Entity Details			
	Entity Registration No.* 🕜			
Step 4	Entity Name*🕜			— Ensure that the entity details
	Date of Incorporation*()		#	entered
		Example: 20/12/2016		matches the
	Country of Incorporation*()	SELECT	~	Information on
	Registered Address Line 1*🕜			Registration
	Registered Address Line 2			uploaded.
	Office Contact No.*()			
	Business Registration Document:*	The document must indicate: Entity Registration No. Entity Name 		
		 Date of Incorporation Country of Incorporation Registered Address Office Contact No. 		
l			Select file	

*Note: Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document or notarised by a notary public in Singapore or in the country that issued the document.

Step 1 Step 2	 Enter your contact details Document. (Only PDF, JF Multiple files can be uplo 	s. Click 'Select file' to upload yo PG, JPEG and PNG file formats aded, if required.)	our Identity s are accepted.
	Enter Your Contact Details		
Step 3	Full Name * 🕜		
		As per Identity Documents	
Step 4	Foreign ID No.*		Ensure that the
	Country of Issuance*()	SELECT V	entered
	Foreign ID Expiry Date	Foreign ID should have at least 6 months validity	matches the information on the Identity
	Email*⑦	abc@abc.com	Document uploaded.
	Confirm Email*		
	Mobile No.		
	Identity Document:*	The document must indicate: • Your Full Name • Foreign ID No. • Country of Issuance (e.g. Passport, Driver's Licence)	
		Select file	

Step 1 Step 2	You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your Corppass Admin account. Enter the verification code and click 'Next' to proceed.	
Step 3 Step 4	Identity Document: Vour Full Name Foreign ID No. Country of Issuance (e.g. Passport, Driver's Licence) Select file	
	 Request e-Service Access ③ 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. Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information. 	
	Please type the verification code (Code is case-insensitive and excludes spaces)	
	Cancel Next Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.	

Step 1 Step 2	Review your registration details before submitting.	
	Home About Us Services Help	Log in with Singpass 🛔 🔍
Step 3	Home / Register Admin Account for Foreign Entity	
Step 4	Register Admin Account for Foreign Entity	
	✓ ···· ②	
	Enter Review Details & Submit	
	Review the following information.	
	Foreign Entity Details	
	Entity Registration No. F12345678U	
	Entity Name FOREIGN ENTITY 1	
	Date of Incorporation 23 Dec 2008	
	Country of Incorporation Australia	
	Registered Address Line 1 Sydney Street 123	
	Registered Address Line 2	
	Office Contact No. 567891011	6
	Business Registration Document Business reg Docs.png	

Step 1 Step 2	 Read and agree to the 'Terms 	of Use', then click 'Submit'.
Stop 2	Admin Contact Details	
Step 3	Full Name	AMY FOREIGNER
	Foreign ID No.	E22334455
Step 4	Country of Issuance	Australia
	Email	amy@FE1.com
	Mobile No.	
	Foreign ID Expiry Date	
	Identity Document	Identity Doc.png
	e-Service Access I would like to access all e-Services availa I have read and given my consent to the I	ble on Corppass with my Admin Account. T <mark>erms of Use</mark> .
	Note: Please do not click 'BACK' or 'REFRESH' o	Back Submit

Corppass Admin Registration

Step 2	• A commation message will indicate that your regist submitted.	tration has been
Oton 0	Home About Us Services Help	Log in with Singpass 🛔
Step 3	Home / Register Admin Account	
Step 4	Your registration for a Corppass Administrator Accorsubmitted and is subject to approval by Corppass. An email notification of the registration will be sent to the submitted email address. You Corppass account until this application has been processed in 5 to 10 working days.	ount has been
	Next Step EEE Wait for approval from Corppass. Nou will be notified via email upon approval of your Corppass Admin Account	

Note: After your Corppass Admin account has been approved, you will receive an email on the next steps. If you are a Foreign ID user and have not set up your Singpass Foreign user Account (SFA), you will also receive an email from Singpass to activate your SFA using a one-time password. Follow the steps as indicated in the email.

A Guide for Admins Corppass Admin Registration (For Foreign Registered Entities)



- END -

Updated as of April 2021