corppass

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

This guide contains the following sections:

FOR NRIC / FIN USERS

FOR FOREIGN ID USERS

FOR NRIC / FIN USERS

Corppass Admin Registration

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| Step 2 |
| Step 3 |
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• Under 'Services', select 'Register for Corppass', then 'Foreign Entity'. Click 'Register via Singpass'.

Corppass Admin Registration

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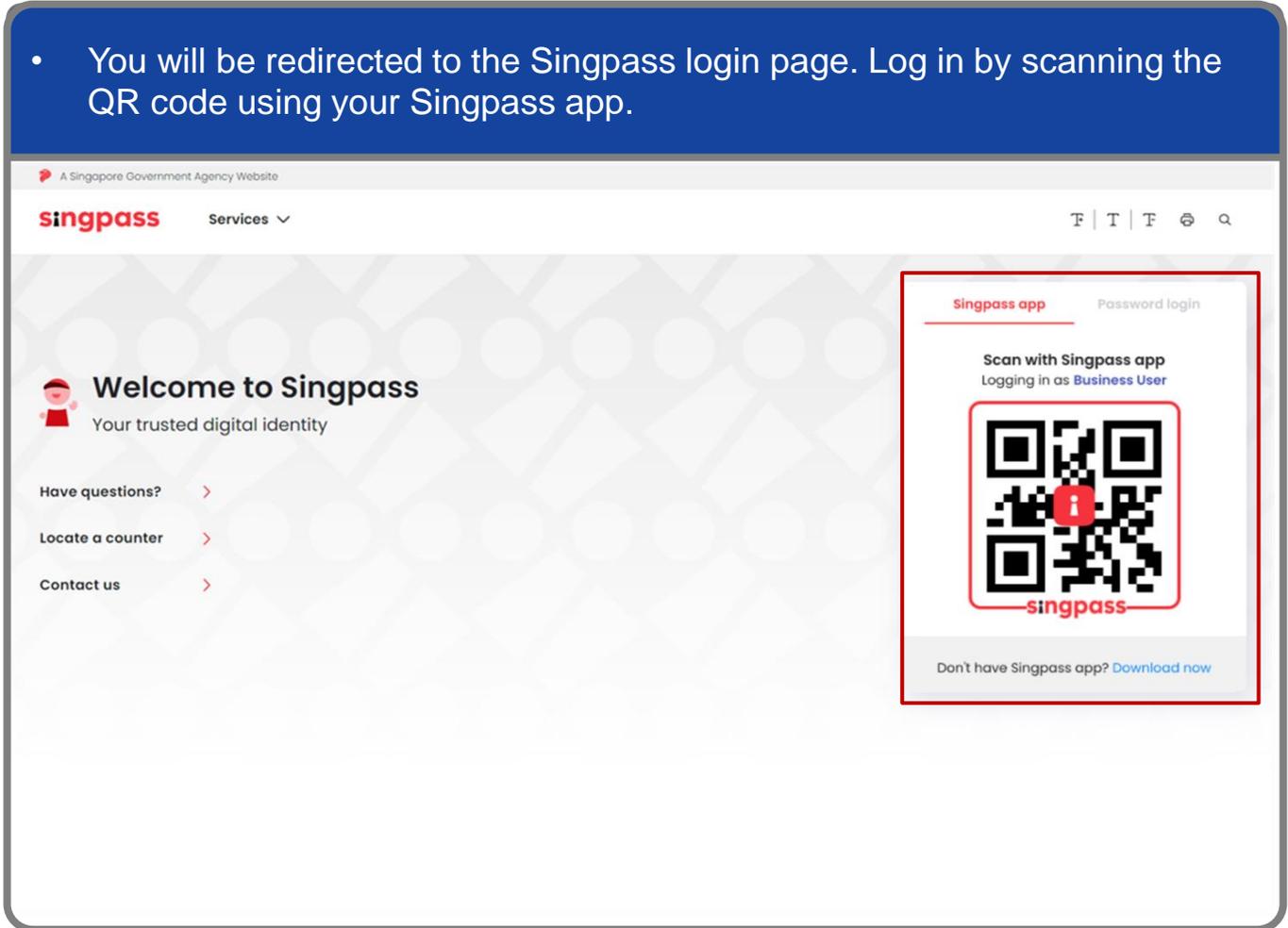
Corppass Admin Registration

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• Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.
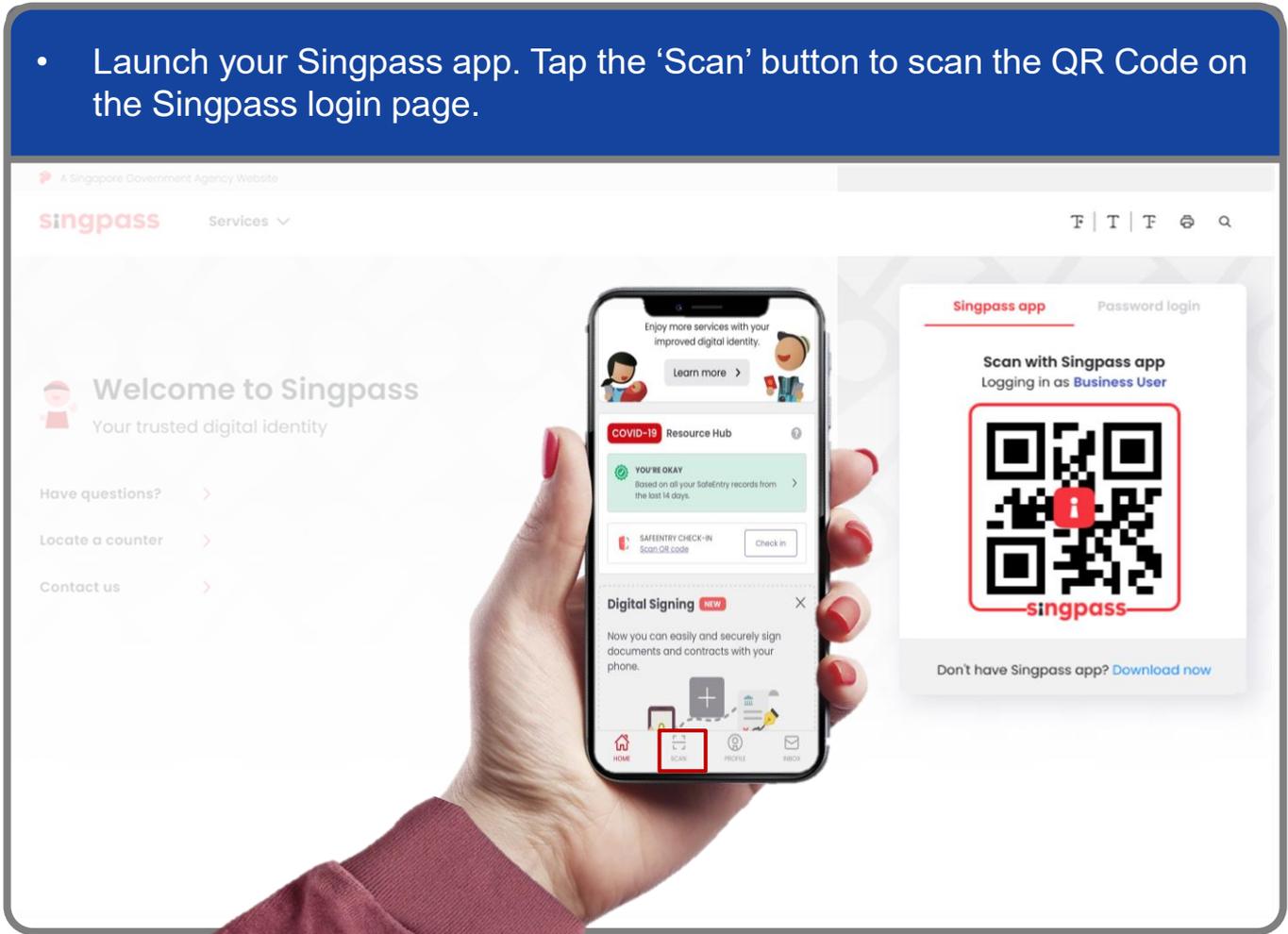
Corppass Admin Registration

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- Confirm your login request on the Singpass app by tapping on the 'Log in' button.
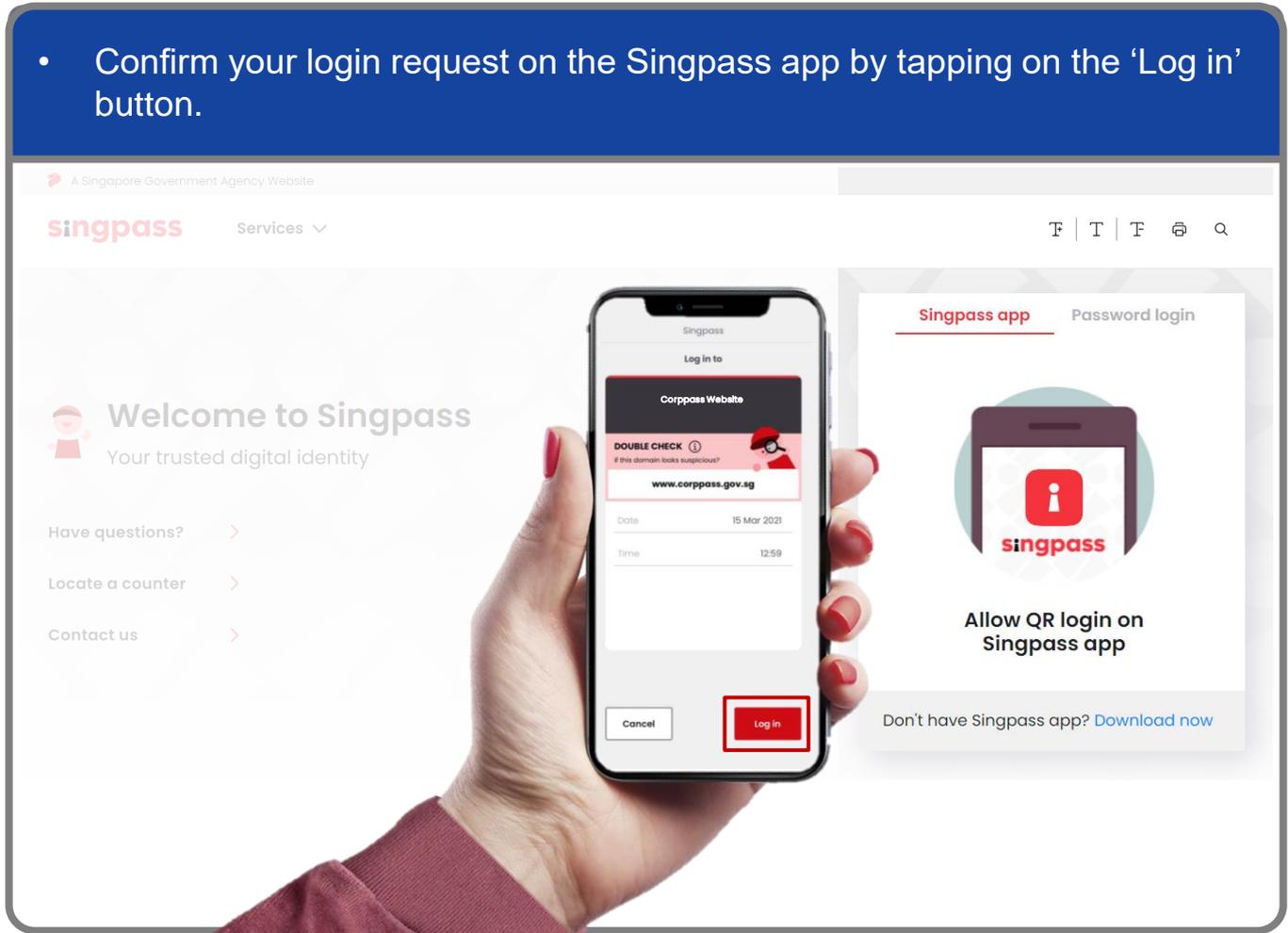
Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

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Corppass Admin Registration

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- Alternatively, enter your Singpass ID & Password.
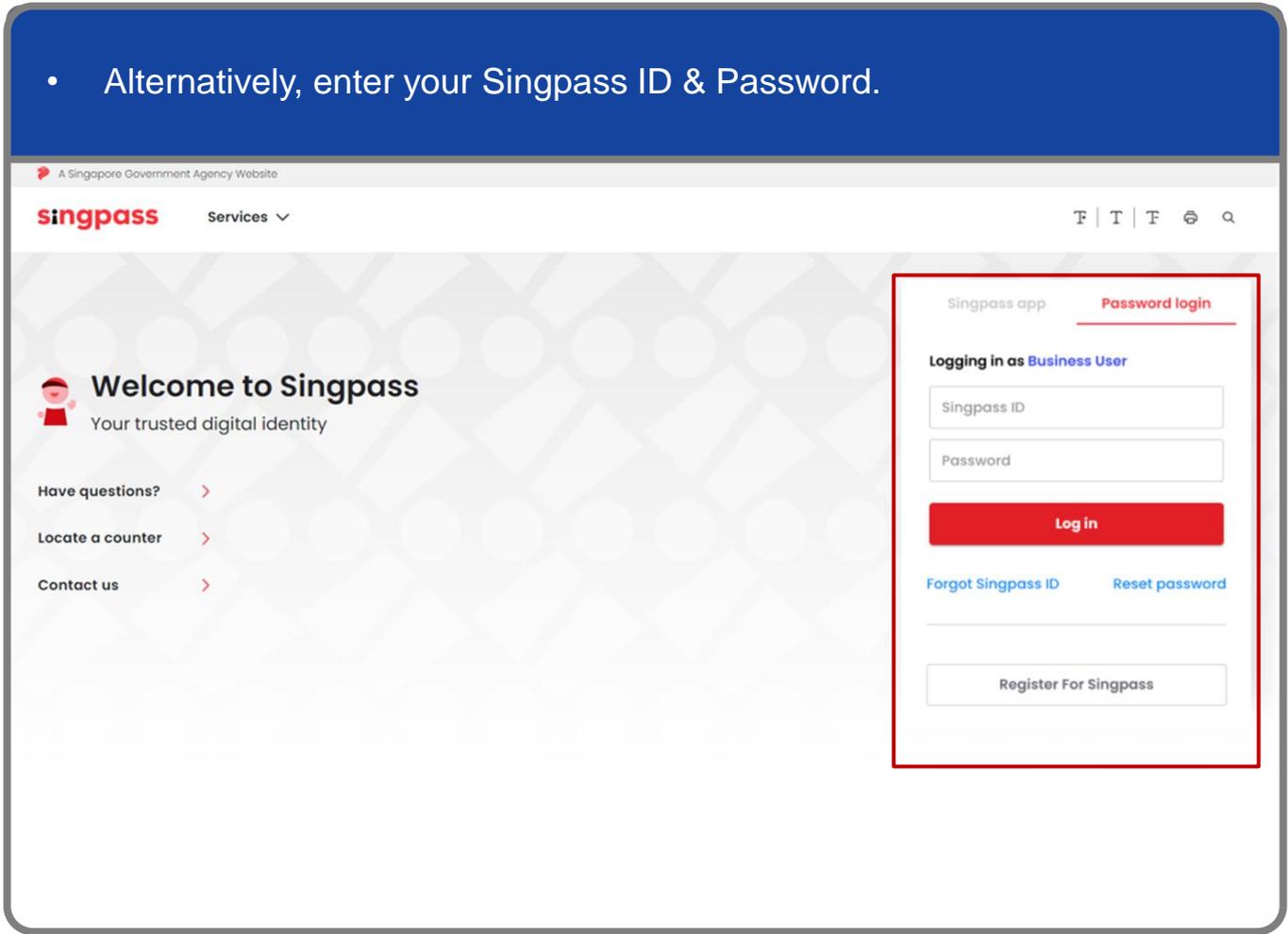
Corppass Admin Registration

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- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.

A Singapore Government Agency Website

singpass

SMS OTP   Face verification
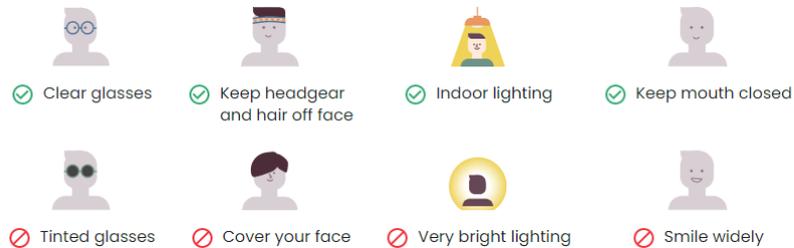
Enter the 6-digit One-time Password (OTP) sent to your mobile number (****6022). Not your mobile number?

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

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Corppass Admin Registration

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- Or verify your identity using Face Verification. Select 'Continue'.

SMS OTP   **Face verification**

⚠ **Please note:**
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.

Click here to find out more about Singpass Face verification.

Continue

Corppass Admin Registration

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- Read the guidelines and click 'Begin Scan' to proceed.

Corppass Admin Registration

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• Follow the instructions provided while the scanning takes place.

singpass

Press Esc to exit full screen

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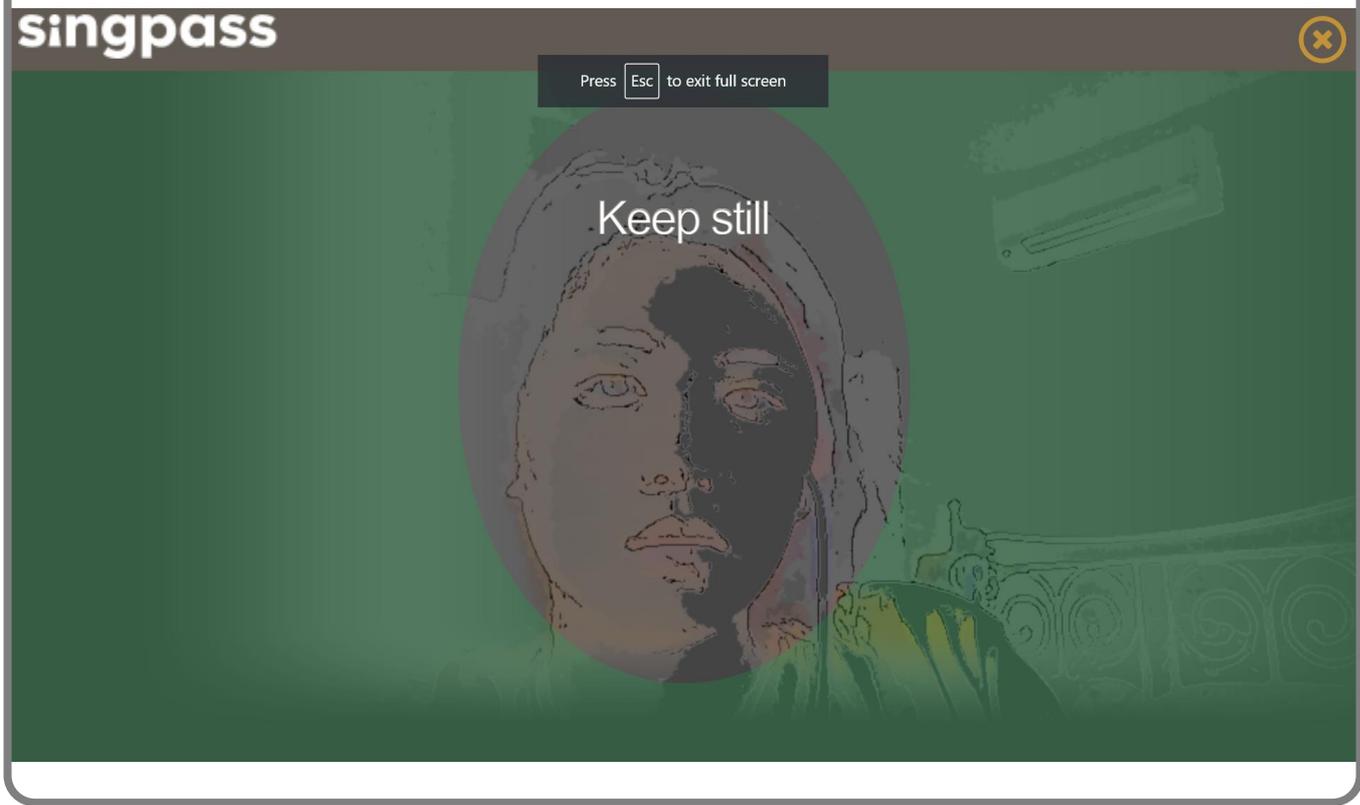
Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

Corppass Admin Registration

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• Read the instructions page before proceeding.

| Home | About Us | Services | Help | | Log in with Singpass 👤 | 🔍 |

Home / Register Admin Account for Foreign Entity

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 your entity. This form will take about 10 minutes to complete.

Supporting documents required:
1. Business Registration Document

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 address, e.g. document showing latest billing address.
- 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.
- Upload your documents in PDF, JPEG, and PNG format. The combined size of the uploaded files should not exceed 10MB.

Your Corppass Admin account will take 5 to 10 working days to be processed.

Corppass Admin Registration

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• 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

Enter Foreign Entity Details

Entity Registration No.* ⓘ [   ]

Entity Name* ⓘ [   ]

Date of Incorporation* ⓘ [📅]
Example: 20/12/2016

Country of Incorporation* ⓘ [---SELECT--- ▾]

Registered Address Line 1* ⓘ [   ]

Registered Address Line 2 [   ]

Office Contact No.* ⓘ [   ]

Ensure that the entity details entered matches the information on the Business Registration Document* uploaded.

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.

Corppass Admin Registration

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Step 5

- Enter your contact details.

Enter Your Contact Details

Your full name as per NRIC / FIN, and your email address will be auto-populated

Full Name **VINCENT DAVID**

Email* ⓘ vincentdavid@mailinator.com
abc@abc.com

Confirm Email*

Mobile No.

Enter your contact details.

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.

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)

e 5 5 7 0 b ↻

Corppass Admin Registration

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Step 5	

• 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.

Email* ⓘ vincentdavid@mailinator.com
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.

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)

e 5 5 7 0 b   ↻

Cancel   **Next**

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Corppass Admin Registration

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• Review your registration details before submitting.

Corppass Admin Registration

Step 1

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

Business Registration Document   ForeignEntity1.jpg

Admin Contact Details

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.

☐ I have read and given my consent to the **Terms of Use**.

Back   **Submit**

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Corppass Admin Registration

Step 1

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

| Home | About Us | Services | Help | | Log in with Singpass 🔑 | 🔍 |

Home / Register Admin Account

✅ **Your registration for a Corppass Administrator Account has been submitted and is subject to approval by Corppass.**

An email notification of the registration will be sent to the submitted email address. You cannot register for another Corppass account until this application has been processed in 5 to 10 working days.

Next Step

📄✓

Wait for approval from Corppass.
You will be notified via email upon approval of your Corppass Admin Account

| 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

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• Under 'Services', select 'Register for Corppass', then 'Foreign Entity'. Click 'Register via Foreign ID'.

Corppass Admin Registration

Step 1

Step 2

Step 3

Step 4

- Read the instructions page before proceeding.
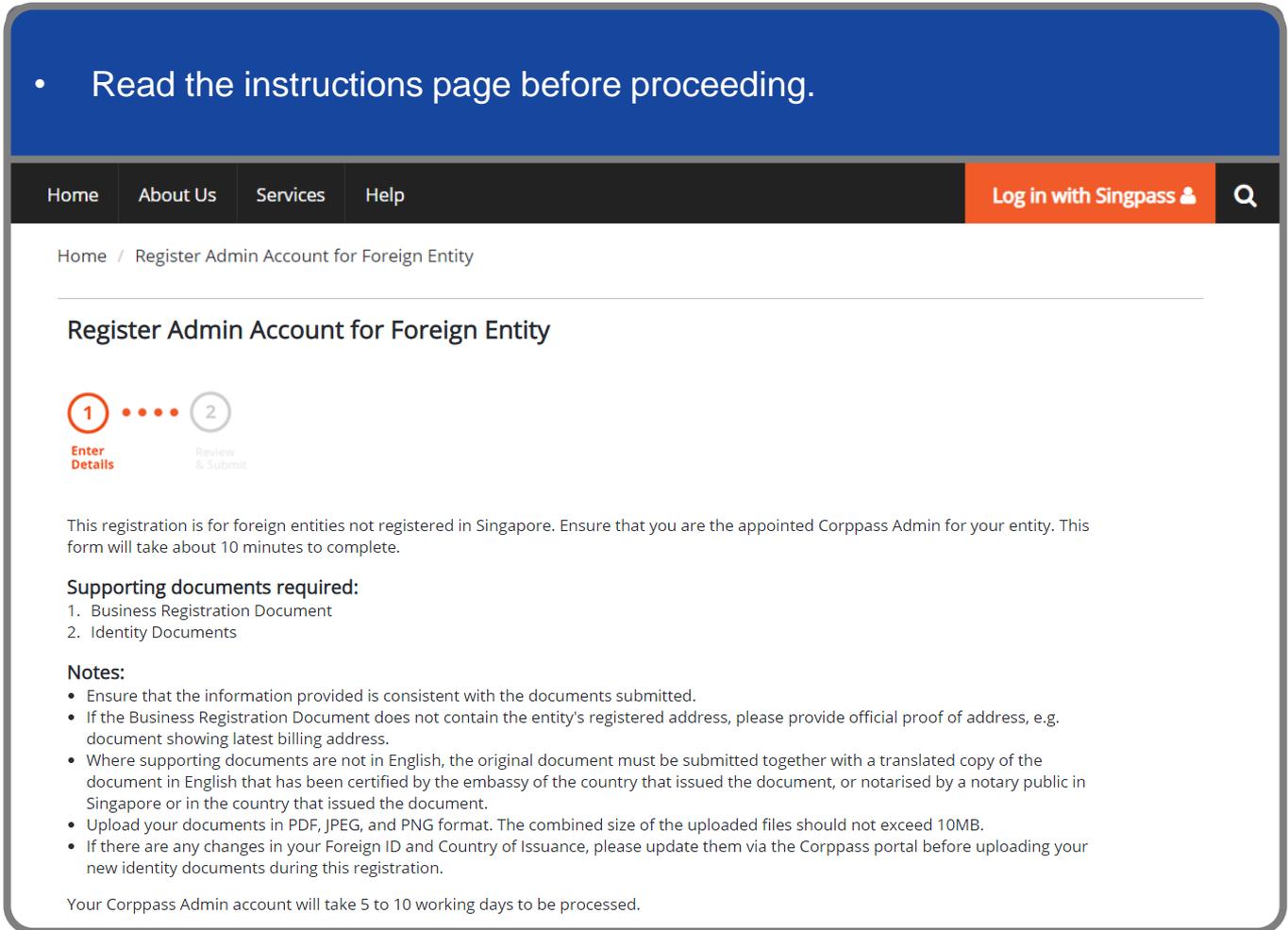
| Home | About Us | Services | Help | | Log in with Singpass 👤 | 🔍 |

Home / Register Admin Account for Foreign Entity

Register Admin Account for Foreign Entity

(1) •••• (2)
Enter   Review
Details   & Submit

This registration is for foreign entities not registered in Singapore. Ensure that you are the appointed Corppass Admin for your entity. This form will take about 10 minutes to complete.

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 address, e.g. document showing latest billing address.
- 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.
- 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 uploading your new identity documents during this registration.

Your Corppass Admin account will take 5 to 10 working days to be processed.

Corppass Admin Registration

Step 1

Step 2

Step 3

Step 4

• 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

Enter Foreign Entity Details

Entity Registration No.*****ⓘ

Entity Name*****ⓘ

Date of Incorporation*****ⓘ

Example: 20/12/2016

Country of Incorporation*****ⓘ   ---SELECT---

Registered Address Line 1*****ⓘ

Registered Address Line 2

Office Contact No.*****ⓘ

← Ensure that the entity details entered matches the information on the Business Registration Document* uploaded.

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.

Corppass Admin Registration

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- Enter your contact details. Click 'Select file' to upload your Identity Document. (Only PDF, JPG, JPEG and PNG file formats are accepted. Multiple files can be uploaded, if required.)

Enter Your Contact Details

Full Name*ⓘ
> [ ]
> As per Identity Documents

Foreign ID No.*ⓘ
> [ ]

Country of Issuance*ⓘ
> [---SELECT--- ▼]

Foreign ID Expiry Date
> [🗓]
> Foreign ID should have at least 6 months validity
> Example: 20/12/2030

Email*ⓘ
> [ ]
> abc@abc.com

Confirm Email*
> [ ]

Mobile No.
> [ ]

Ensure that the contact details entered matches the information on the Identity Document uploaded.

Identity Document:*
The document must indicate:
- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

[Select file]

Corppass Admin Registration

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Step 4

- 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.

Identity Document:*
The document must indicate:
- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Select file

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.

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)

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Cancel   **Next**

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Corppass Admin Registration

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- Review your registration details before submitting.

Corppass Admin Registration

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Step 4

• Read and agree to the 'Terms of Use', then click 'Submit'.

Admin Contact Details

Full Name	**AMY FOREIGNER**
Foreign ID No.	E22334455
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** available on Corppass with my Admin Account.

☐ I have read and given my consent to the **Terms of Use**.

Back   **Submit**

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Corppass Admin Registration

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

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Next Step

Wait for approval from Corppass.
You 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.

- END -

Updated as of April 2021