

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



# Introduction



## **OVERVIEW OF STEPS**



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

(3)

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



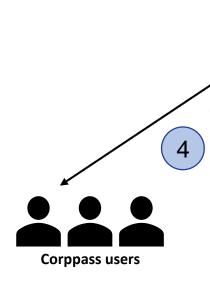
Liquidator's firm / office

corppass

Liquidator appointed to act on behalf of company



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



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).



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DONE BY LIQUIDATOR/
INDIVIDUAL APPOINTED BY LIQUIDATOR

**B.** AUTHORISE THIRD PARTY ENTITIES

DONE BY NEW Corppass ADMINISTRATOR (PER STEP A)

**C.** CREATE Corppass USERS ACCOUNT

**D.** ASSIGN CLIENT'S E-SERVICES TO USERS

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

E. LOG IN TO MYTAX PORTAL VIA TAX AGENT LOGIN

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<sup>#</sup> 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



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 <a href="mailto:before">before</a> 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 <a href="www.corppass.gov.sg">www.corppass.gov.sg</a>. (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

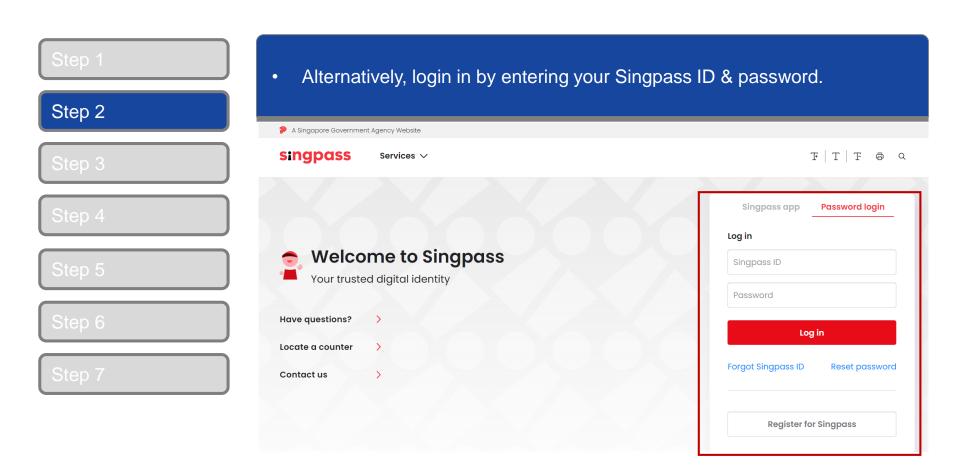
- <u>Before</u> registering for a Corppass Administrator account, please use the "Find Your Corppass Admin" e-Service on <u>www.corppass.gov.sg</u> to check the number of existing Corppass admins.
- If there are 2 existing administrators, liquidator needs to e-mail <a href="mailto:support@corppass.gov.sg">support@corppass.gov.sg</a> 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.





You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app. Step 2 A Singapore Government Agency Website singpass T T T a a Services ∨ Singpass app Password login Scan with Singpass app to log in **Welcome to Singpass** Your trusted digital identity Have questions? Locate a counter Contact us Don't have Singpass app? Download now





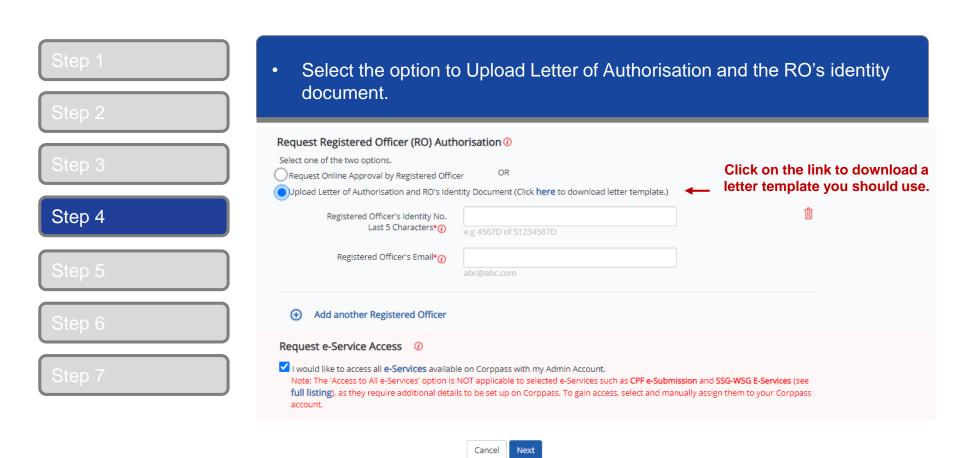


Enter the UEN of the entity under Liquidation for which you are registering to be a Corppass Admin. About Us Help Login 🏝 Home Services Step 3 Home / Register Admin Account Register Admin Account Details Ensure that you are the appointed Corppass Admin for your Entity. This form will take about 5 minutes to complete. \* - denotes mandatory fields **Enter Entity Detail** Unique Entity Number (UEN)★() **Enter Your Contact Details** Full Name PHANG GABRIEL



Step 1	Enter your email address and mobile number.
Step 2	
Step 3	Enter Your Contact Details  Full Name PHANG GABRIEL
Step 4	Email*  abc@abc.com
Step 5	Confirm Email*  Mobile No.
Step 6	Request e-Service Access ①
Step 7	✓ I would like to access all <b>e-Services</b> available on Corppass with my Admin Account.  Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as <b>CPF e-Submission</b> and <b>SSG-WSG E-Services</b> (see <b>full listing</b> ), 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:

#### <u>Liquidator registers for new Corppass Administrator account.</u>

- 1. Liquidator to click on "Register as Corppass admin" at Corppass website.
- 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**

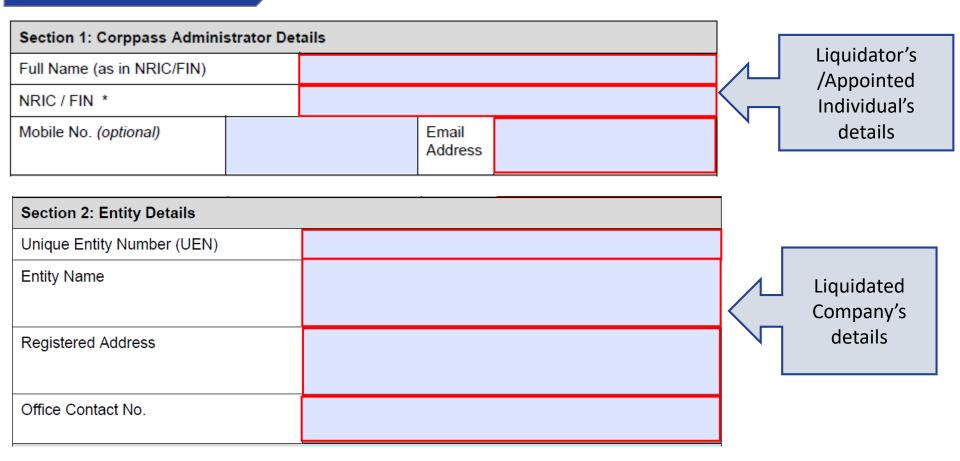
#### Example 2:

# <u>Liquidator appoints an individual to represent liquidated company as</u> <u>Corppass Administrator</u>

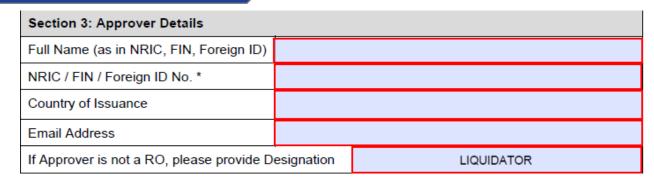
- 1. Individual appointed by liquidator to click on "Register as Corppass admin" at Corppass website.
- 2. Under "Request Registered Officer Authorisation", the individual uploads the following:
  - Letter of authorisation endorsed by appointed liquidator;
  - A copy of identity document (NRIC / FIN) 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



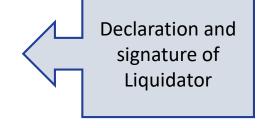
#### Sample LOA



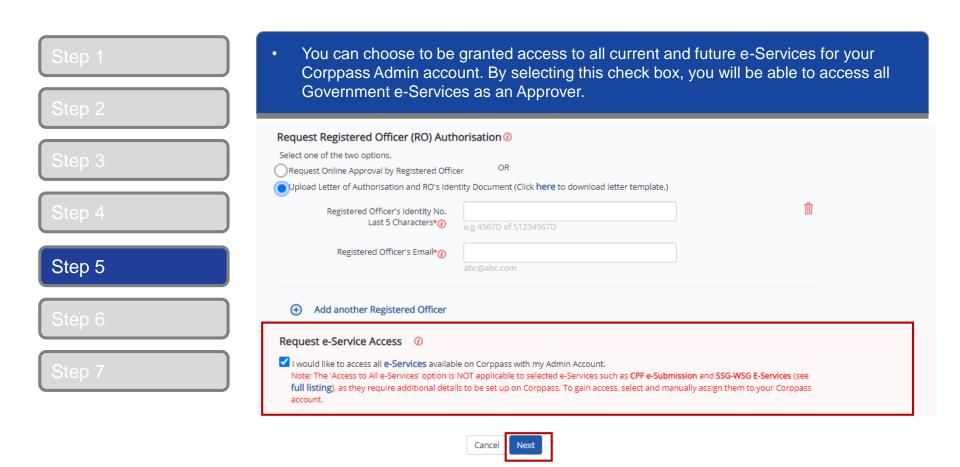


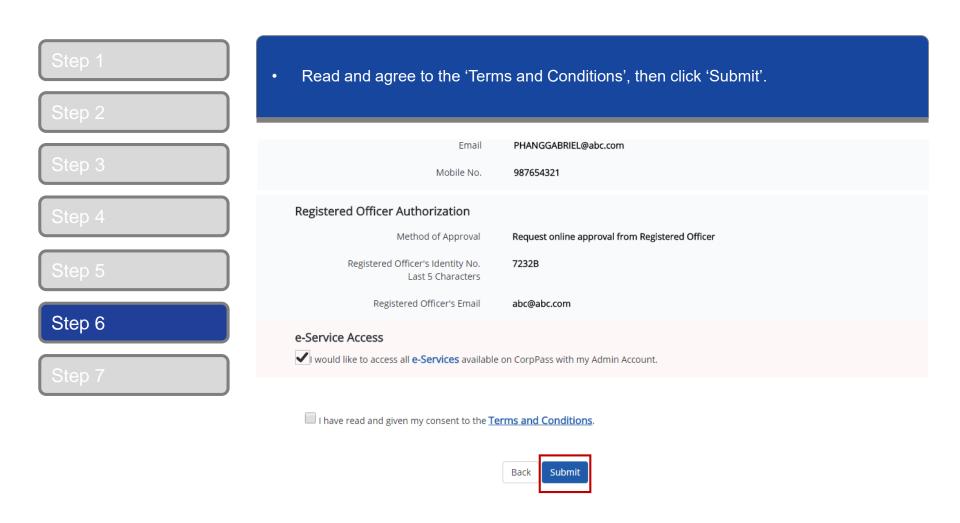
#### Section 4: Declaration

- (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.

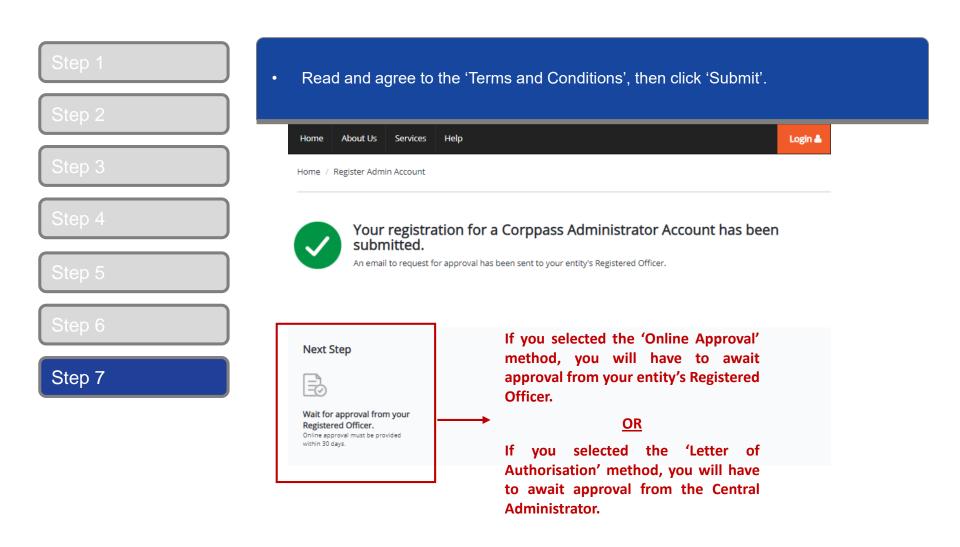


Approver's Signature	Date of Declaration







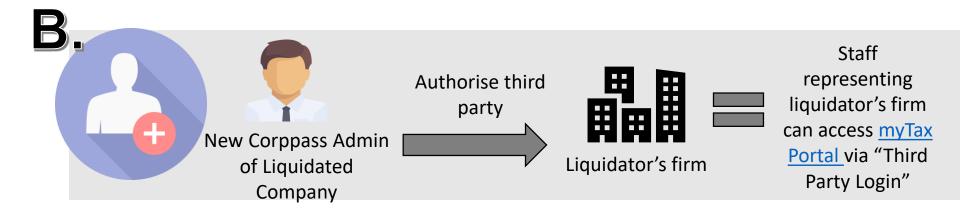


**Note:** After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions in that email.



## **B.** Authorise Third Party Entities

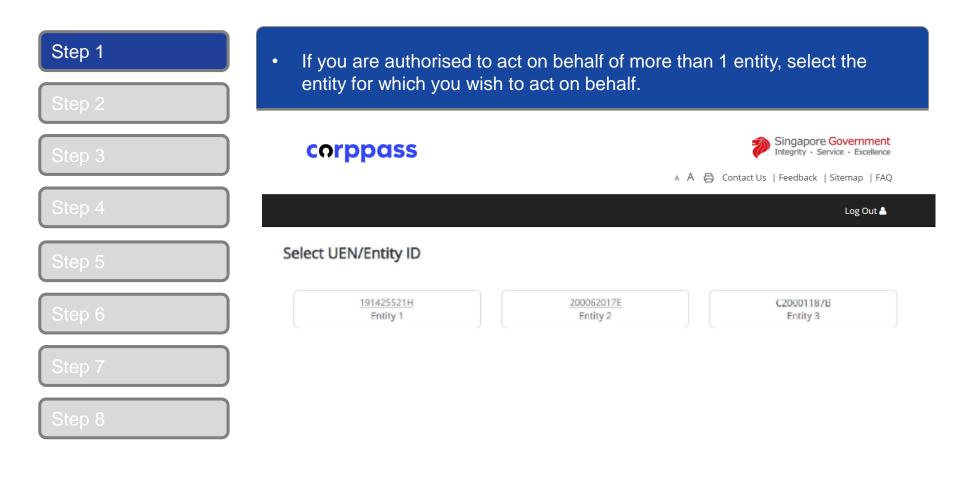
\* To be done by Corppass administrator (per Step A)

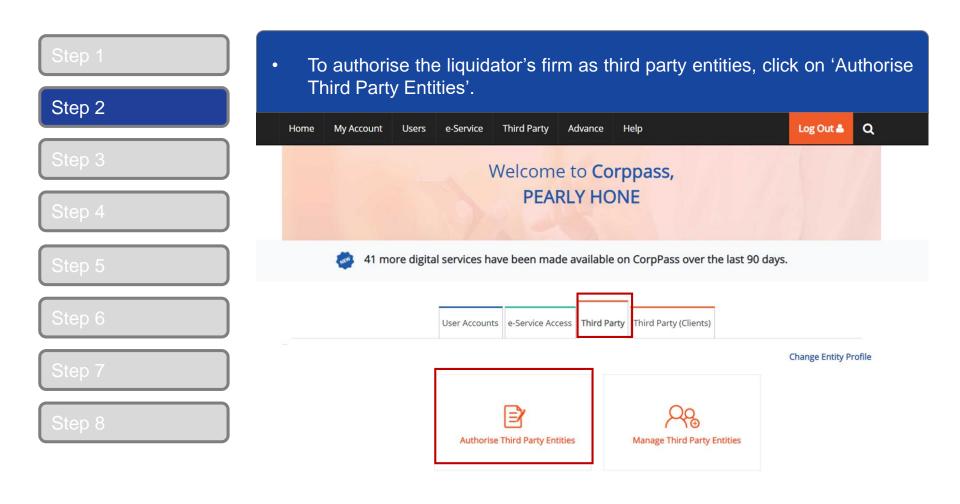


Once Corppass administrator is approved in step A, the administrator has to authorise the liquidator's firm (as a third party) to access IRAS' e-Services.

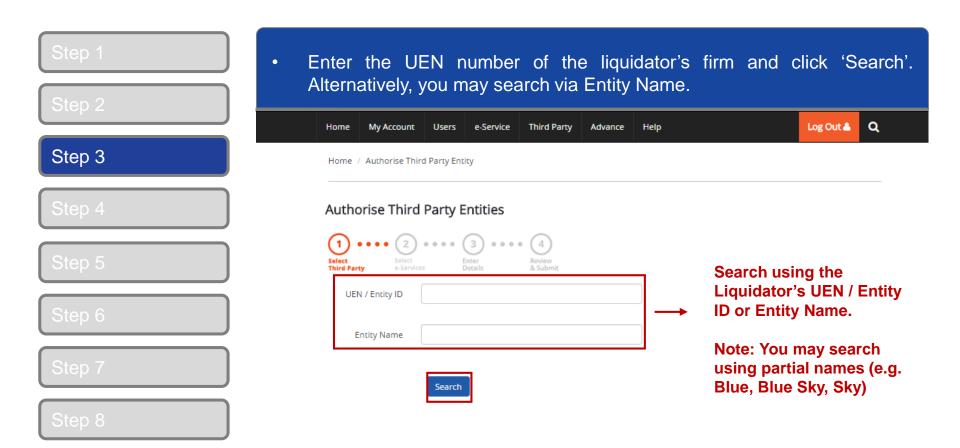


IMPORTANT: Before authorising third parties, please ensure that the Automatic Exchange of Information (CRS and FATCA) e-service are selected.





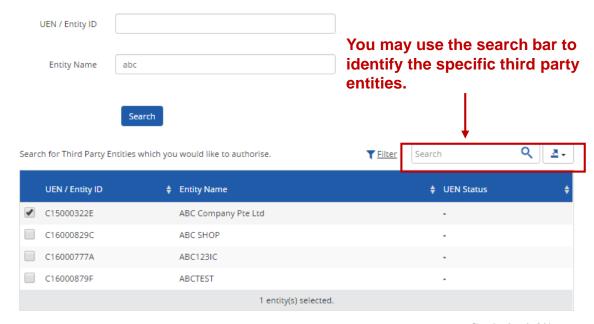






Step 4

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



Showing 1 to 4 of 4 items





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 <u>...</u> Step 5 Q Select e-Service(s) for the Third Party to have access to **Filter** Search Additional 3 Check Details Entity's selected Required\* Required\* Description Agency e-Services Automatic Exchange of INLAND REV ENUE OF SIN Information (CRS and FATCA) GAPORE (IRA Showing 1 to 2 of 2 items Back Next

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** Select Third Party Enter Details Selected Third Party Entity: ABC Company Pte Ltd Selected Third Party Entity e-Service(s) Automatic Exchange of Information (CRS and FATCA) INLAND REVENUE OF . SINGAPORE (IRAS) Approver 25/02/2018 Authorisation Effective Date Step 7 Authorisation Expiry Date 31/12/9999 Back Submit

A confirmation message will indicate that you have authorised the Third Party Entity, with access to your selected e-Service(s). Q Log Out 📤 Home My Account Users e-Service Third Party 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 Step 8

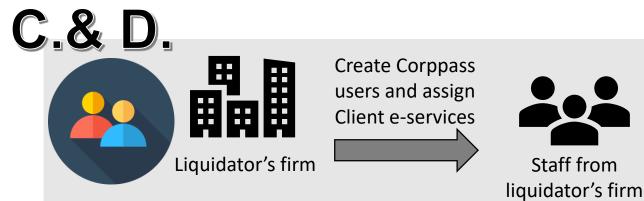


## **C. Create Corppass Users**

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

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







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

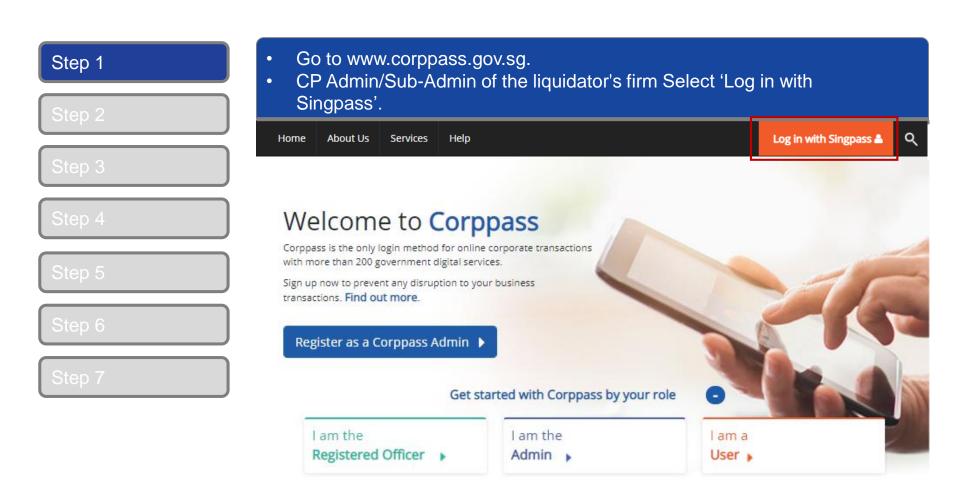
**Purpose** 

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 and 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.



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 2 Singapore Government Integrity · Service · Excellence corppass A A 🖨 Contact Us | Feedback | Sitemap | FAQ Log Out 🐣 Select UEN/Entity ID 191425521H 200062017E C20001187B Entity 1 Entity 2 Entity 3



Under 'Third Party (Clients)' tab, select 'Assign Clients e-Service'. Q Log Out 🏝 Home My Account Users e-Service Third Party Advance Help Step 3 Welcome to Corppass, **PEARLY HONE** Update your password before it expires on 07 Mar 2023 2 more digital services have been made available on Corppass over the last 90 days. e-Service Access Third Party Third Party (Clients) Change Entity Profile Assign Client's e-Service Manage Clients

Step 4

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). My Account Users Third Party Advance Log Out 🏝 Q e-Service Home / Assign Client e-Services Filter by agency and e-Service Assign Client e-Services for a more specific search. Search via keywords, e.g. **Automatic Exchange of** Information (CRS and FATCA). <u>...</u> Select Client e-Service(s) that you would ike to assign to your users. T Filter Q Search Additional @ Additional @ Agency Details Govt. Check\* Required\* e-Service Description Automatic Exchange INLAND REV of Information (CRS ENUE OF SI NGAPORE (I and FATCA) RAS) 0 e-Service(s) Selected



Step 1
Step 2
Step 3
Step 4

0....

Step 5

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



Q Select your entity's user(s) to be assigned to the selected Client e-Service(s). ₹ → T Filter Search **Full Name ♦** Email Address User Type PEARLY HONE pearlyhone@mailinator.com Admin CHAN QIAO EE chanqiaoee@mailinator.com User KENNETH FRY KENNETHFRY@MAILINATOR.COM **Enquiry User** TERRI MANDEL TERRIMANDEL@MAILINATOR.COM Sub-Admin BENJAMIN FRANK benjaminfrank@mailinator.com User MARY LIM MARYLIM@MAILINATOR.COM User **EDWIN TAN** edwintan@mailinator.com Sub-Admin





Step 1

Step 2

Step 3

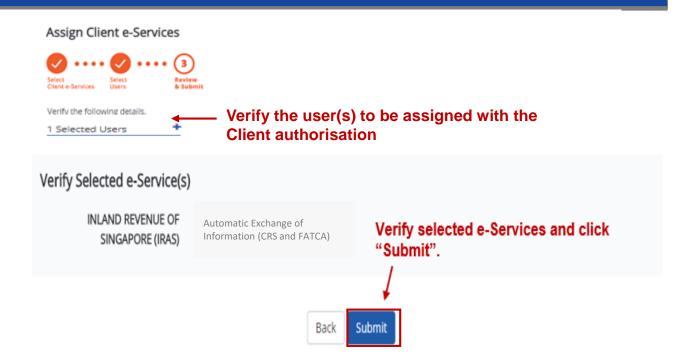
Step 4

Step 5

Step 6

Step 7

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



A confirmation message will indicate that you have successfully assigned e-Service(s) access to your selected users. Q Log Out 🖴 My Account Users Home / Assign Selected e-Services You have assigned e-Service(s) to your user(s). Return to Homepage Step 7



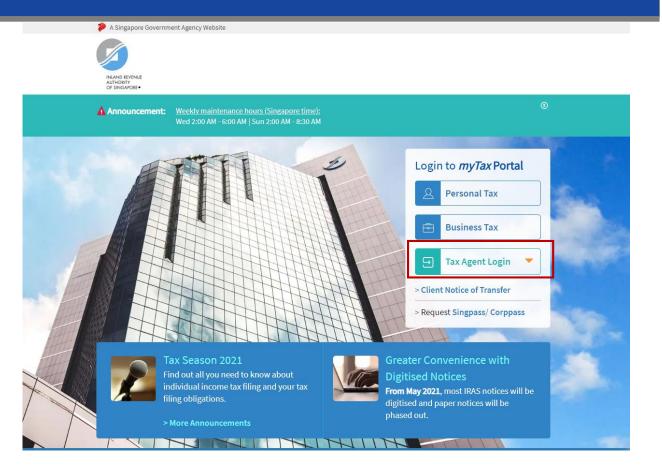
E. Log in to myTax Portal via Tax Agent Login

Step 1

Step 2

Step 3

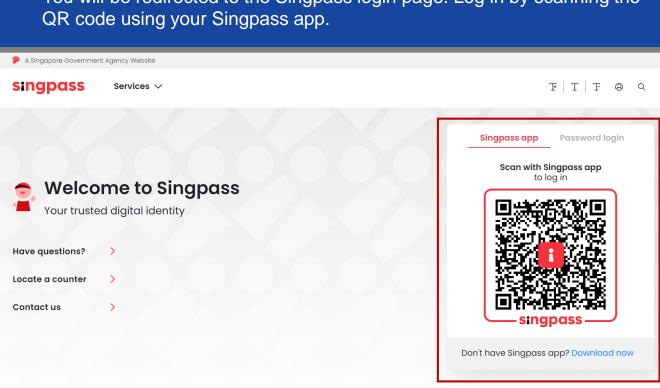
- Go to https://mytax.iras.gov.sg.
- Staff (i.e. User) of Liquidator firm should select 'Tax Agent Login'.





Step 2

You will be redirected to the Singpass login page. Log in by scanning the





Alternatively, login in by entering your Singpass ID & password. Step 2 A Singapore Government Agency Website singpass T T T A Q Services ∨ Singpass app Password login Log in Welcome to Singpass Singpass ID Your trusted digital identity Password Have questions? Log in Locate a counter Forgot Singpass ID Reset password Contact us 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.

#### corppass

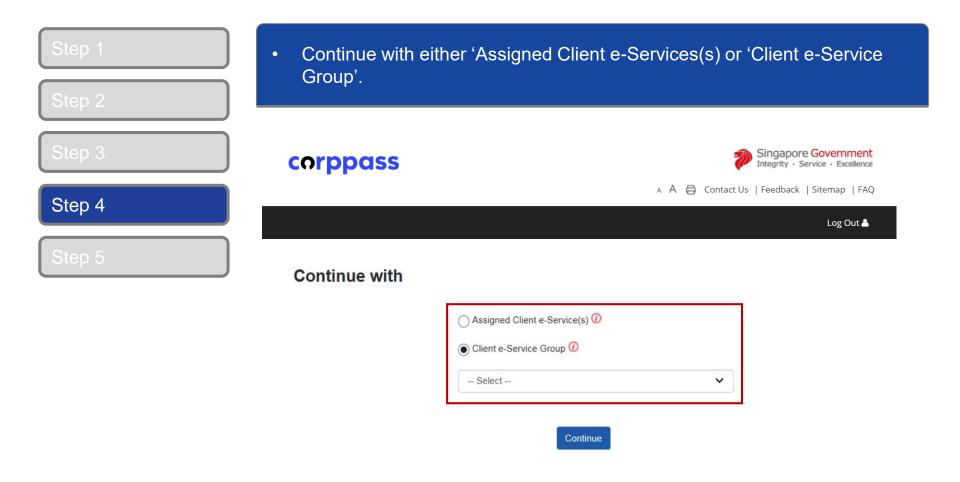


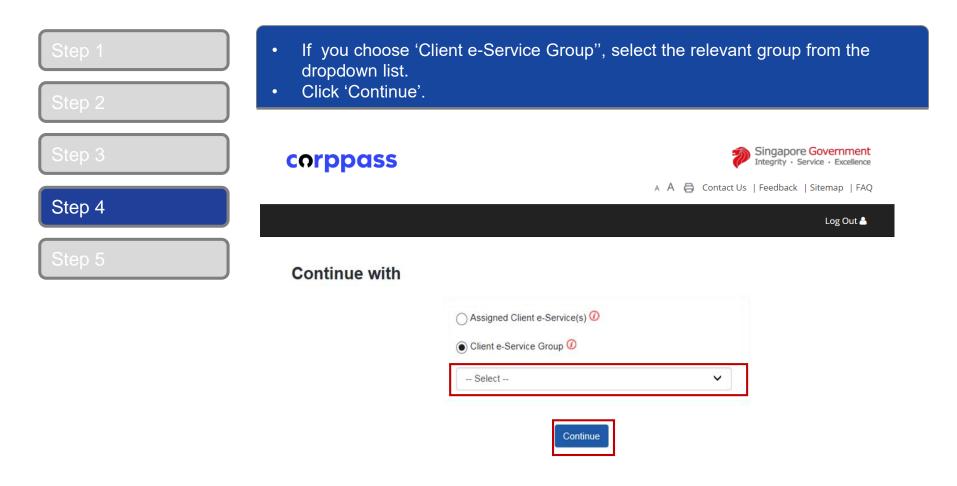
A A 🖨 Contact Us | Feedback | Sitemap | FAQ

Log Out 🐣

#### Select UEN/Entity ID

191425521H Entity 1 200062017E Entity 2 C20001187B Entity 3



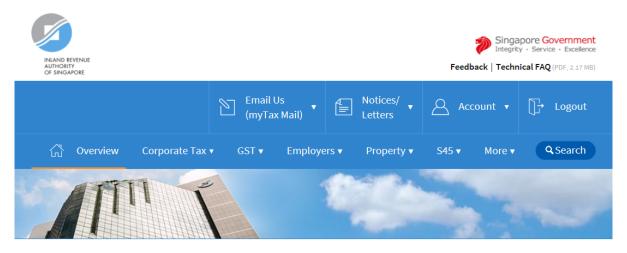


Step 1

Step 2

Step 3

Select the relevant e-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-