INLAND REVENUE AUTHORITY OF SINGAPORE

User Guide

Authorisation for “Submit Self-Employment Income Records” Digital Service via Singapore Corporate Access (Corppass)

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About Corppass

1. Corppass allows an entity (e.g. organisation) to authorise their staff or a third party (e.g. tax agent) to access IRAS’ e-Services on their behalf.

2. You need to authorise yourself (or your staff) via Corppass to submit the self-employment income records to IRAS electronically on behalf of your orgnanisation

Understanding your Corppass Role

Corppass Role	Definition	Responsibilities
 Registered Officer (RO)	• A person who has the legal authority to act on the legal matters relating to the entity (e.g. Company Director, Corporate Secretary, Partner, Sole-Proprietorship, etc.) • There may be more than 1 RO per entity	• Appointing a Corppass Admin for the entity • Approving online registration of Corppass Admin account

 Corppass Admin	• A person appointed by the RO (e.g. Administrator, etc.)
	• RO can also choose to become the Corppass Admin
	• There is a maximum of 2 Corppass Admin per entity
		• Managing the entity’s Corppass-related matters, for e.g.:
		  ○ Manage entity’s access rights to the government agencies’ e-Services
		  ○ Manage entity’s Corppass users and their authorisation to e-Services

 Corppass User	• A person authorised by the Corppass Admin to transact with government agencies on behalf of the entity • There is no limit to the number of Corppass User per entity	• Performing transactions via the government agencies’ e-Services

Summary

Functions	Corppass Admin (RO can also be the Corppass Admin)	Corppass User
Register Corppass Admin account	✅ (requires online approval from RO if Corppass Admin is not the RO)	❌
Manage entity’s e-Services	✅	❌
Manage Corppass Users accounts and their authorisation to e-Services	✅	❌
Transact via e-Services	✅ (if authorisation to e-Services is given)	✅ (if authorisation to e-Services is given)

Steps to Complete Authorisation

Step 1: Register a Corppass Admin Account
You need to register for a Corppass Admin account before you can proceed with the authorisation. Only the Registered Officer (RO) (i.e. Company Director, Corporate Secretary, Partner or Sole-Proprietor) or the person appointed by the RO can register for a Corppass Admin Account. • If you are an RO and want to register for a Corppass Admin account, refer to https://www.corppass.gov.sg/help/CP_User_Guide_01_RO_Corppass_Admin_Registration.pdf OR • If you are appointed by the RO to register for a Corppass Admin account, refer to https://www.corppass.gov.sg/help/CP_User_Guide_03A_Admin_Corppass_Admin_Registration_Singapore_Entities.pdf Approval from your RO is required after you have submitted the Corppass Admin registration request. Your RO can manage the registration request by referring to https://www.corppass.gov.sg/help/CP_User_Guide_04A_Admin_Subadmin_Create_and_Manage_Corppass_Accounts.pdf

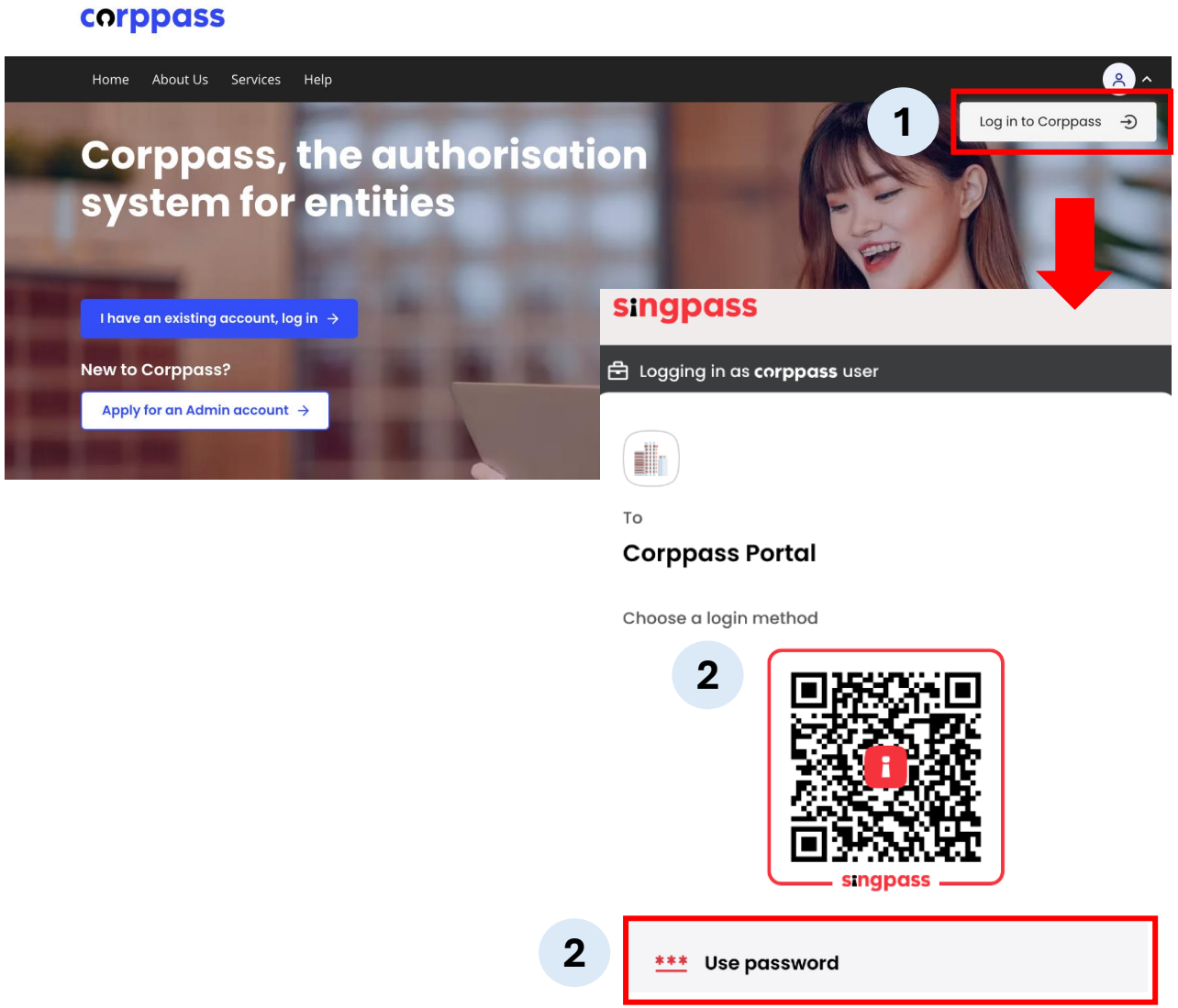
Steps to Complete Authorisation

Step 2: Create Corppass User Account
• If your Corppass Admin is the person transacting with IRAS, proceed to Step 3. OR • If your Corppass Admin is not the person transacting with IRAS, you need to create Corppass User in order to transact with IRAS. For more information, refer to https://www.corppass.gov.sg/help/CP_User_Guide_07_Admin_Subadmin_Authorise_and_Manage_Third_Party_Entity_For_Client.pdf [Note: To check who is your Corppass Admin, go to www.Corppass.gov.sg > Services > Find Your Corppass Admin]
Step 3: Assign IRAS’ e-Services to your organisation and user
To assign IRAS’ e-Services to your organisation and Corppass Admin / User, refer to Page 14 to 19 of this guide. If you have a tax agent (i.e. third party) and you want to authorise them to transact on behalf of your entity, refer to https://www.iras.gov.sg/media/docs/default-source/uploadedfiles/pdf/corppass-step-by-step-guide-for-tax-agents.pdf

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Assign IRAS' e-Services to Entity

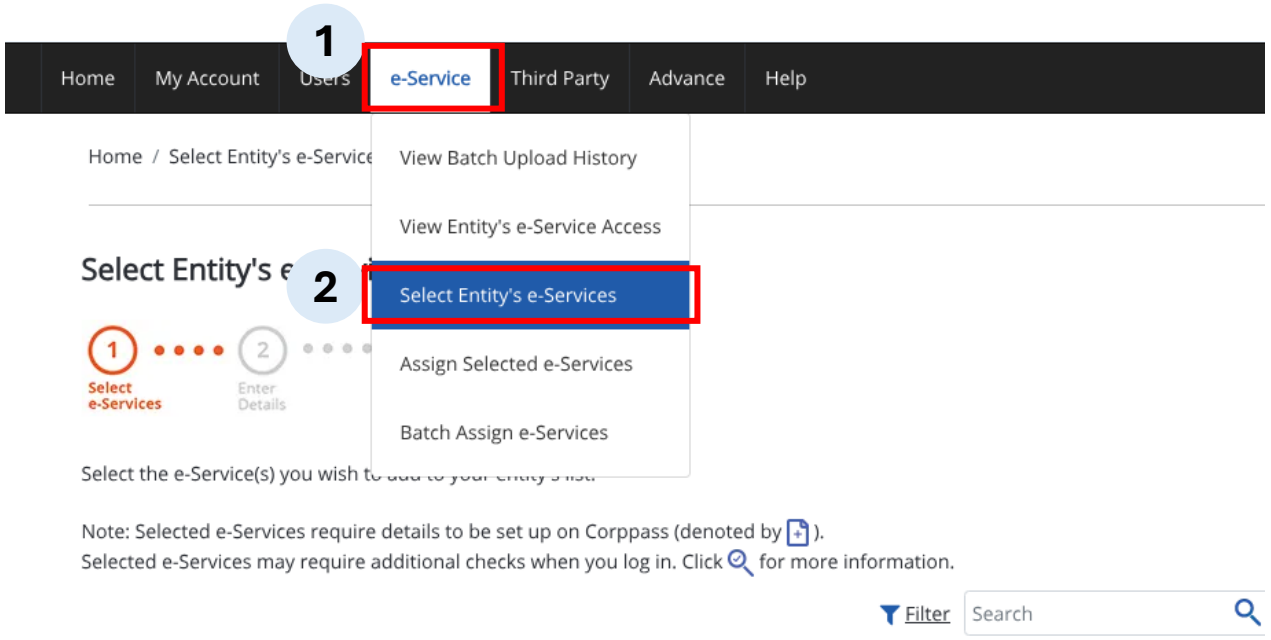
Authorisation for "Submit Self-Employment Income Records" Digital Service



1. Go to www.Corppass.gov.sg and select <**Log in to Corppass**>

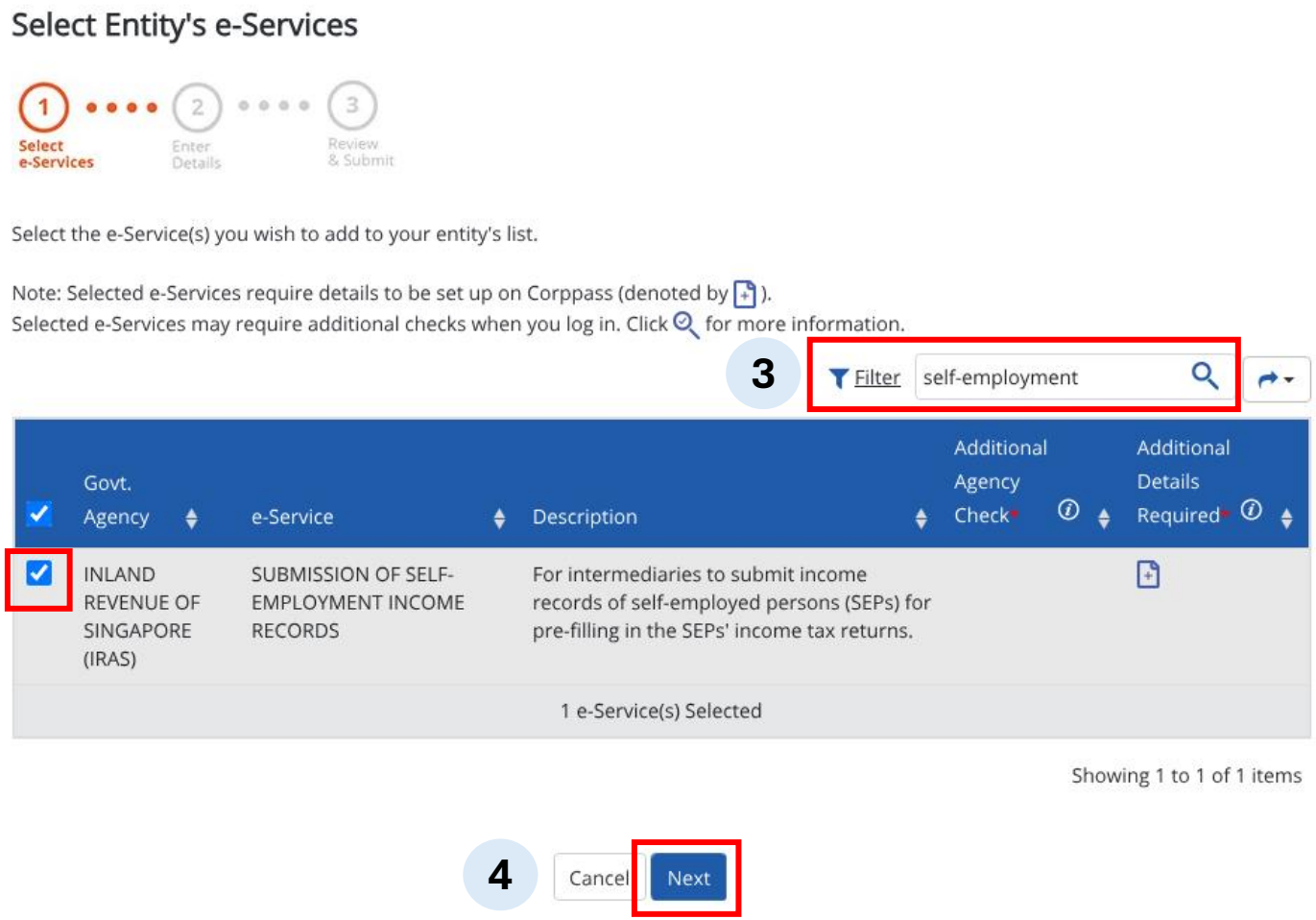
2. Log in using:
   - Singpass App, or
   - Password login

Authorisation for “Submit Self-Employment Income Records” Digital Service



1. Select <**e-Service**>
2. Click <**Select Entity’s e-Services**>

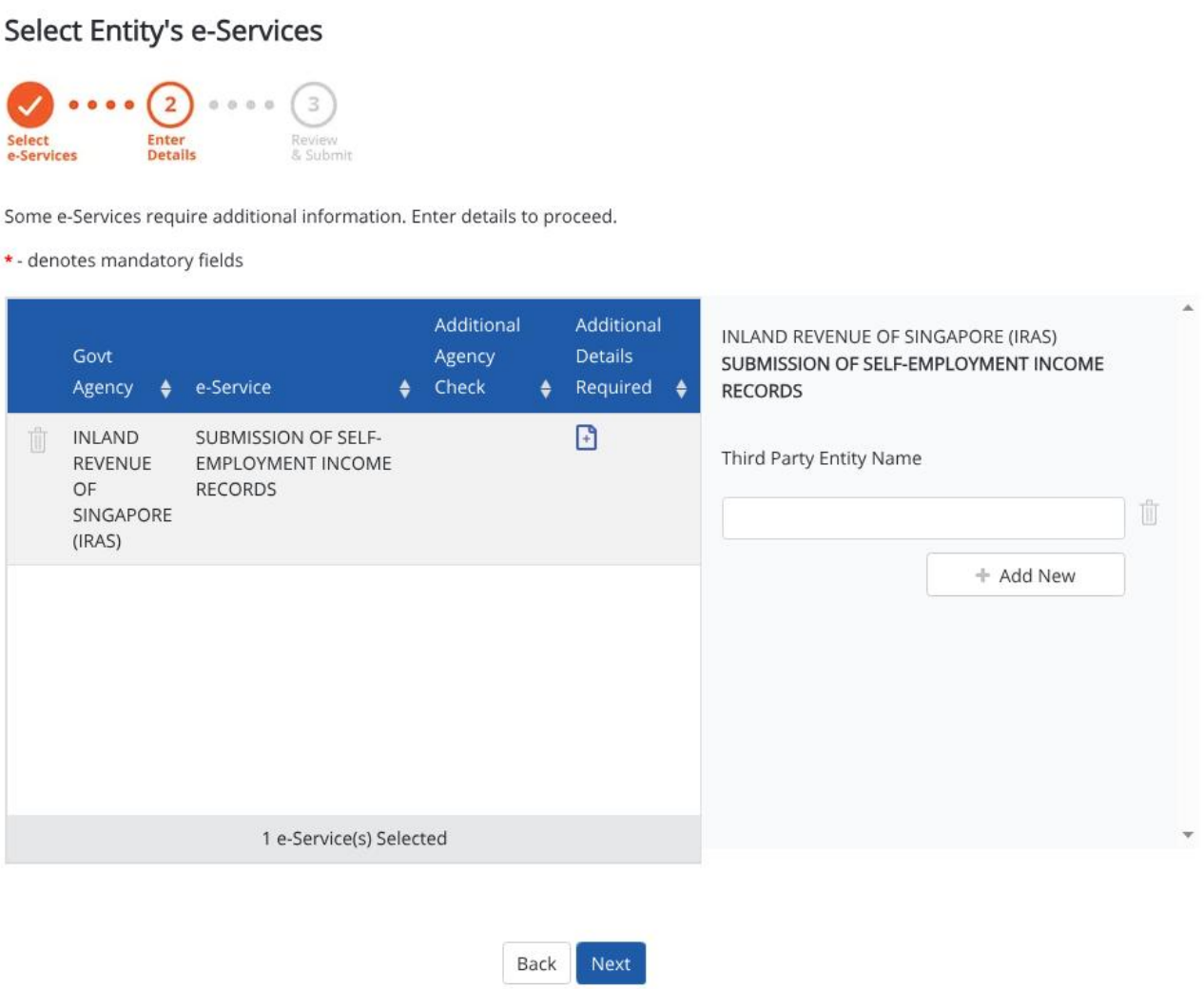
Authorisation for "Submit Self-Employment Income Records" Digital Service



3. Filter or search **"Submission of Self-Employment Income Records"** e-Service and check the box next to the e-Service

4. Click **<Next>**

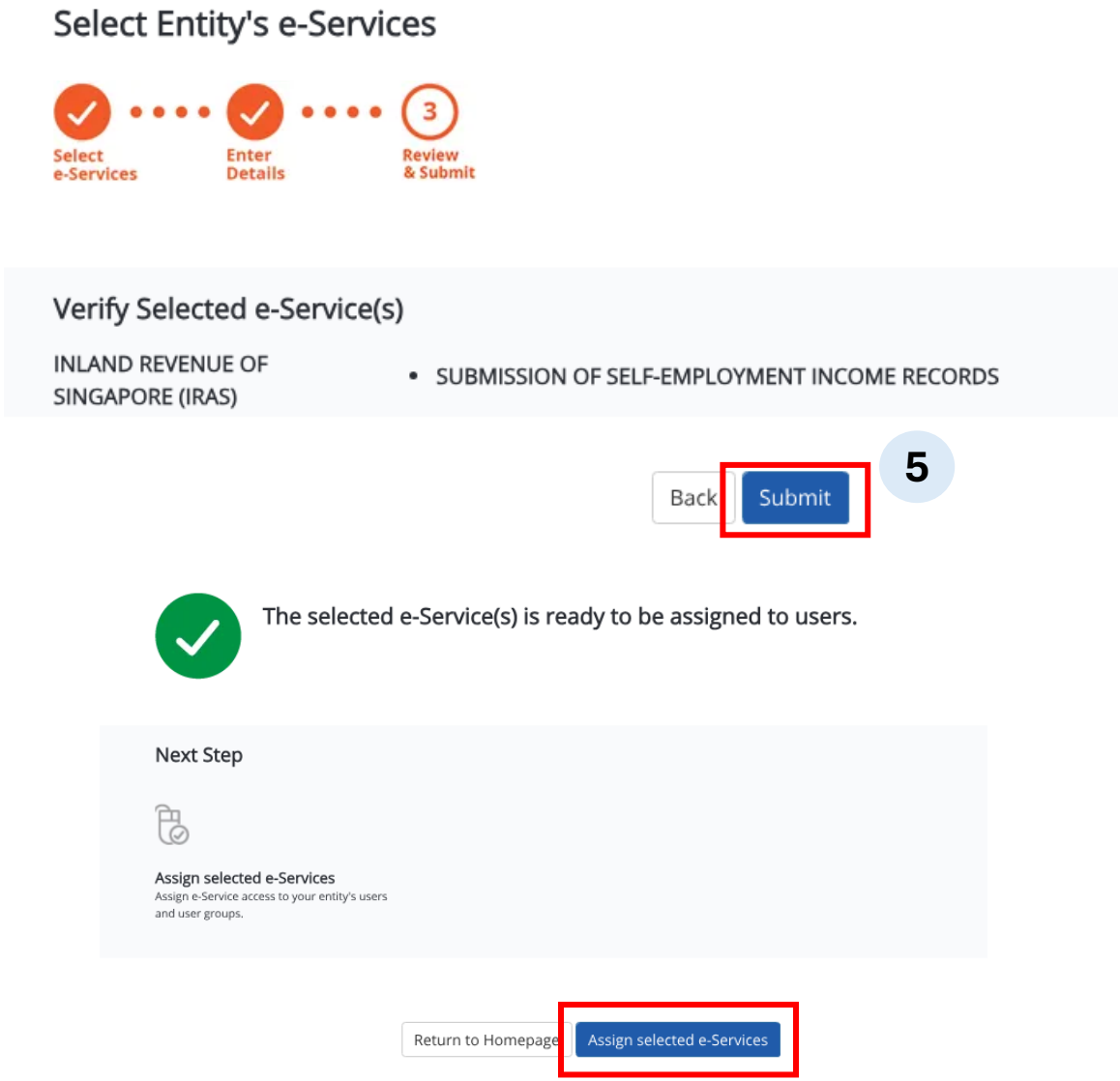
Authorisation for "Submit Self-Employment Income Records" Digital Service



Note:

- Only enter Third-party name if you need to authorise a third party, else it will be blank by default
- Click <**Add New**> if you want to authorise more than 1 Third-party for the same e-Service

Authorisation for “Submit Self-Employment Income Records” Digital Service



5. Confirm the details of the e-Service that you have selected and click <**Submit**> and a confirmation message will be displayed

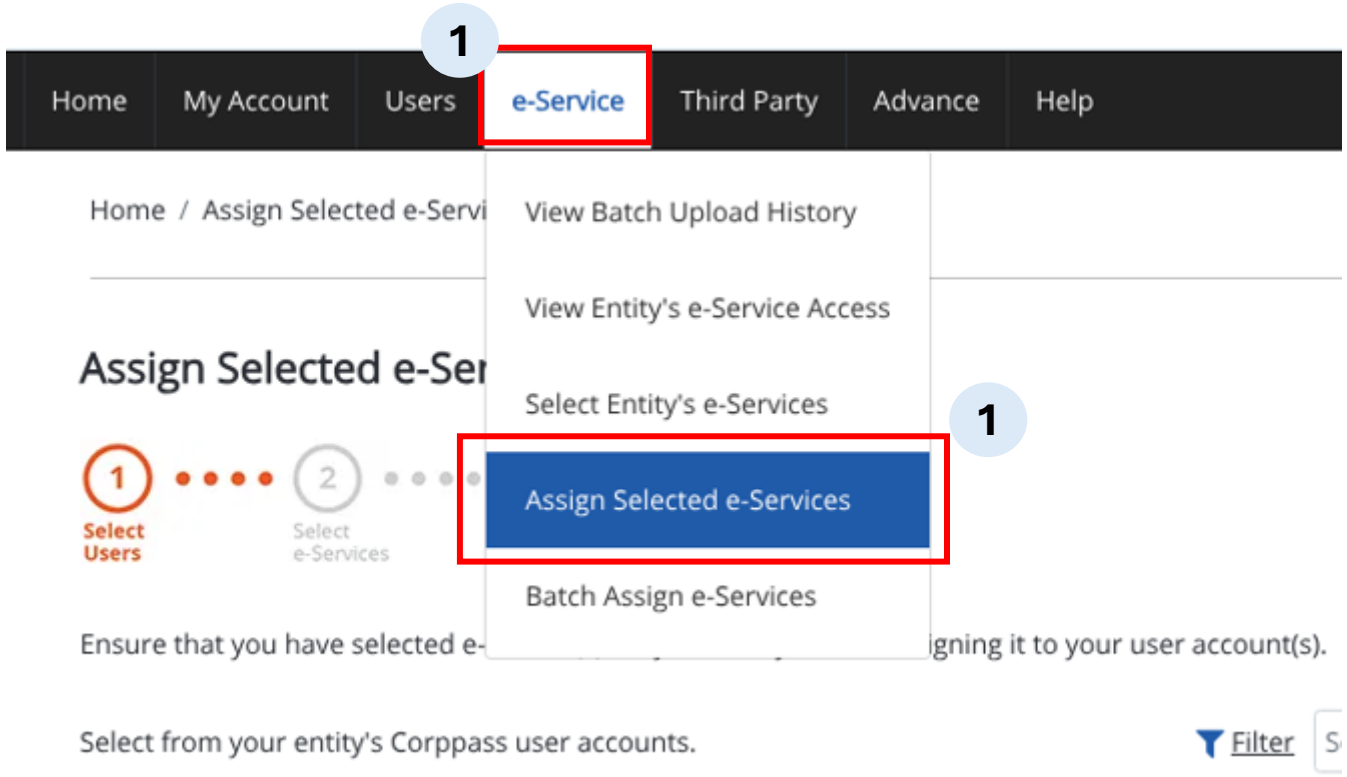
NOTE:

- Click <**Assign selected e-Services**> to continue with assigning IRAS’ e-Services to Corppass Admin/ User

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Assign IRAS' e-Services to Corppass Admin/ User

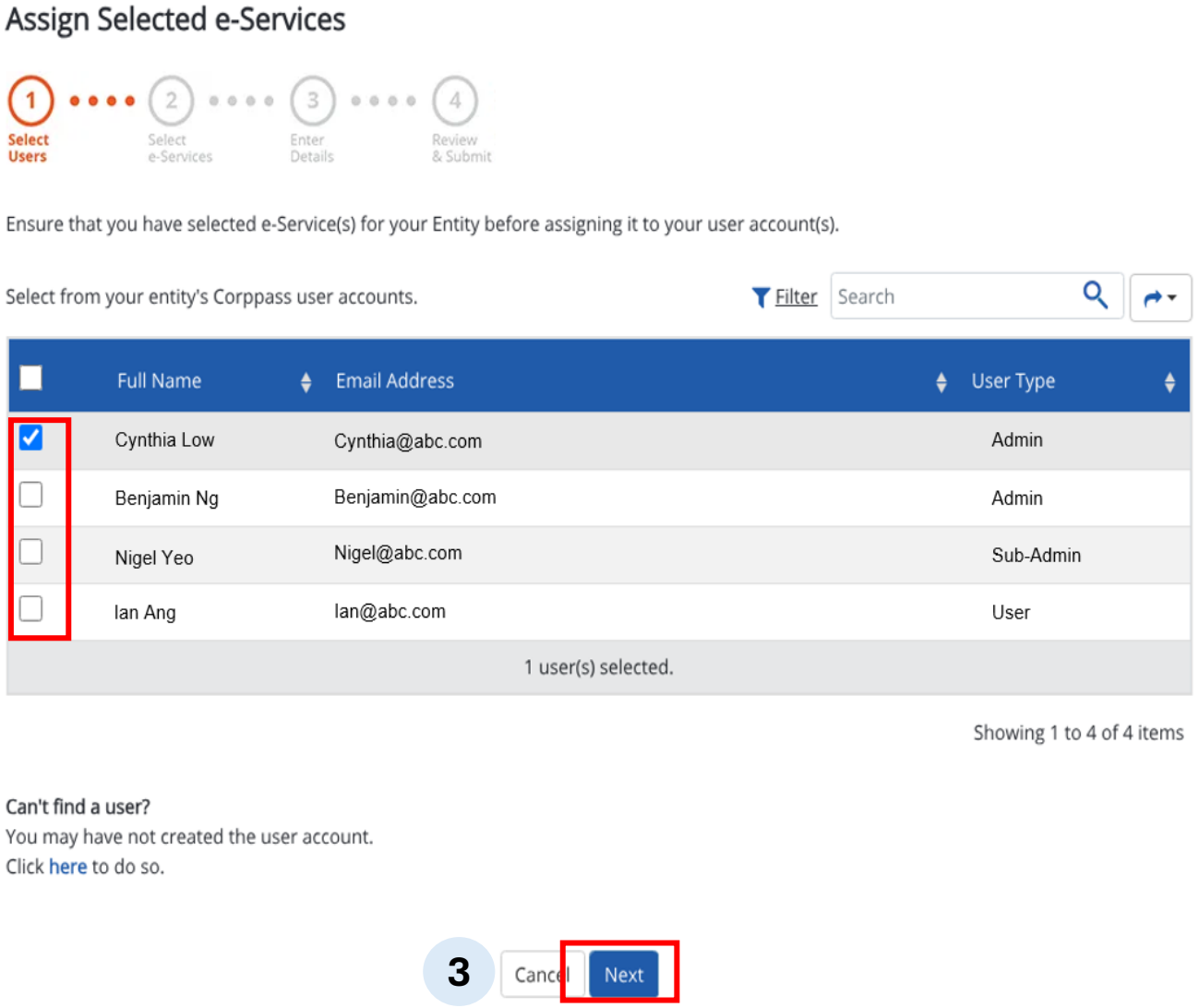
Authorisation for "Submit Self-Employment Income Records" Digital Service



NOTE:

1. Select <**e-Service**> and click <**Assign Selected e-Services**>

Authorisation for "Submit Self-Employment Income Records" Digital Service

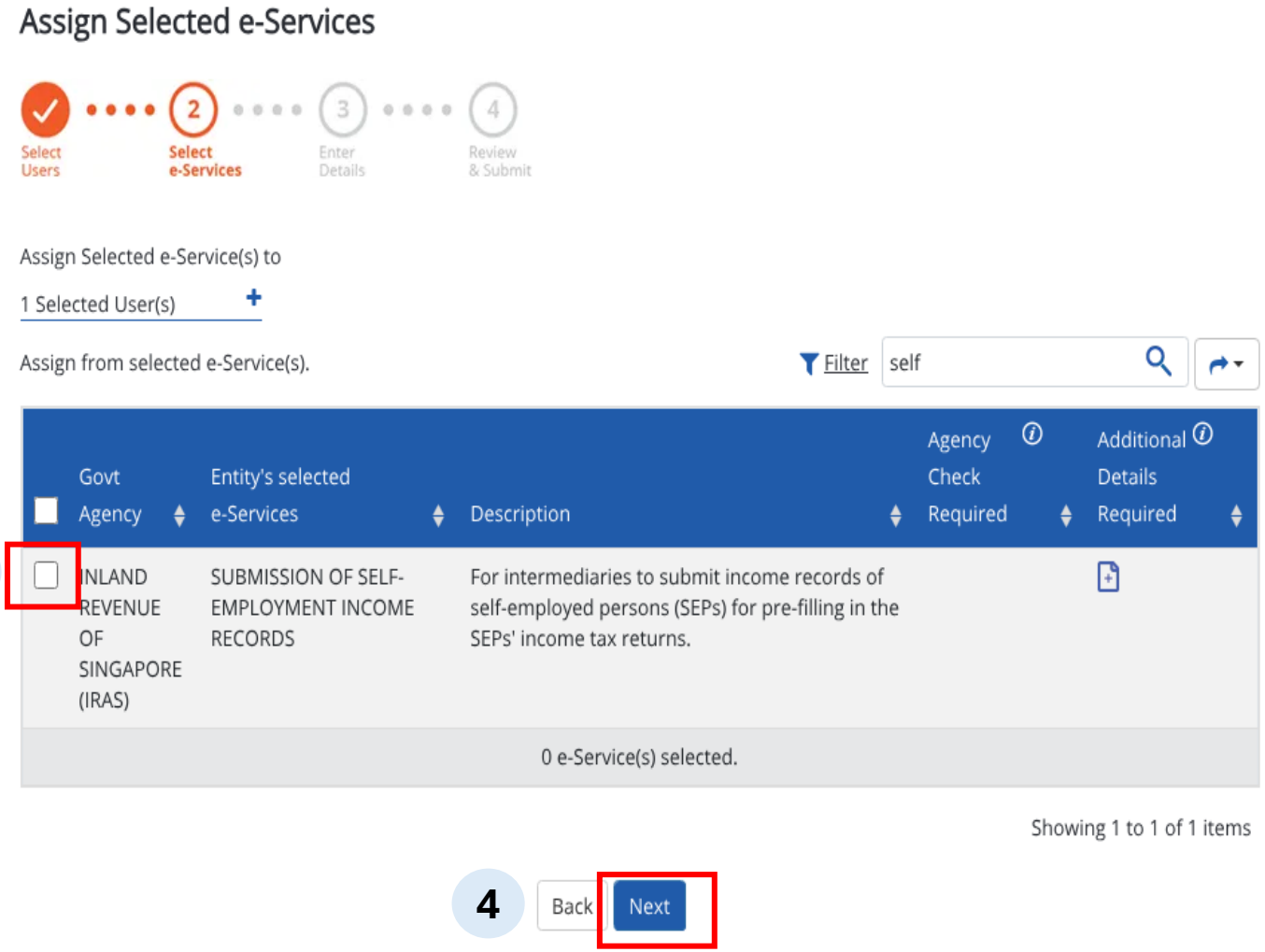


3. Select the Corppass user(s) to assign the e-Service access and click <**Next**>

NOTE:

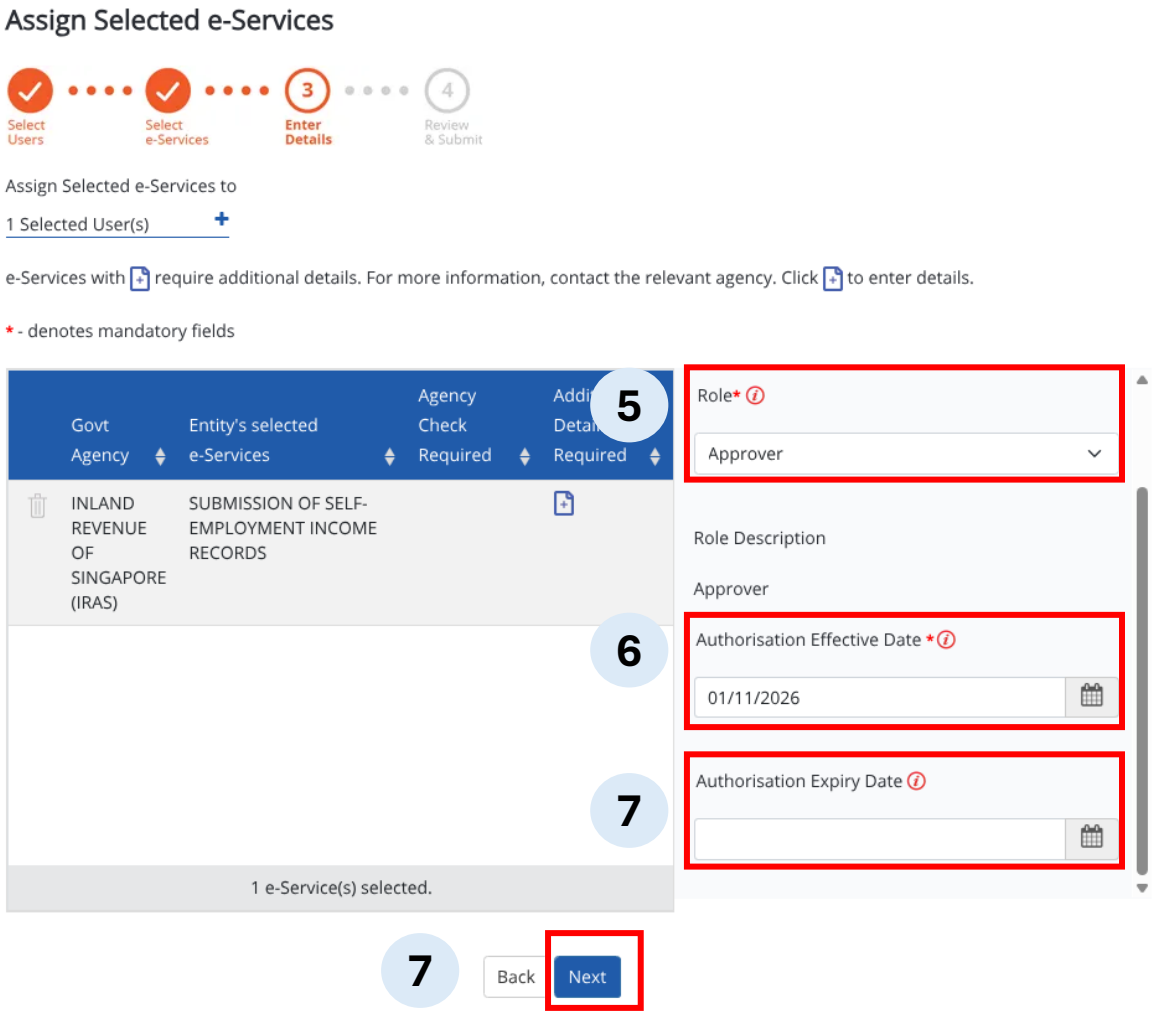
- If you wish to assign different e-Service access for specific users, you will have to assign them individually

Authorisation for "Submit Self-Employment Income Records" Digital Service



4. Select the <**Submission of Self-Employment Income Records**> and click <**Next**>

Authorisation for "Submit Self-Employment Income Records" Digital Service



5. Select <**Approver**> for role

6. Select preferred date for <**Authorised Effective Date**>

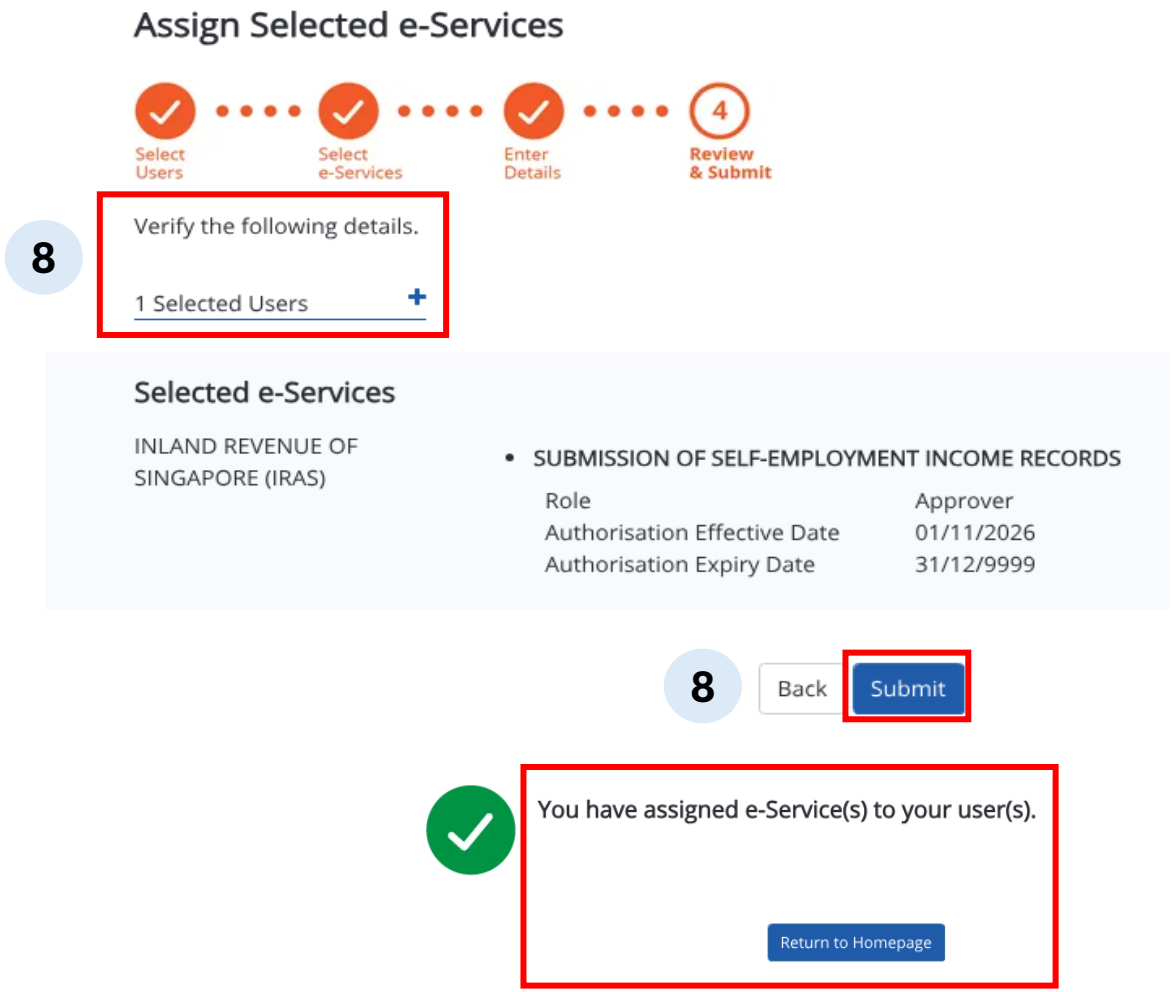
7. Leave blank for <**Authorisation Expiry Date**> and click <**Next**>

NOTE:

- Only staff who has been authorised with the "Approver" role for "Submission of Self-Employment Income Records" will be able to submit the record via IRAS' myTax Portal

- If the authorisation has no end date, you may leave the <**Authorisation Expiry Date**> blank or enter "**31/12/9999**"

Authorisation for “Submit Self-Employment Income Records” Digital Service



8. Click <**+**> to view the user(s) assigned to the e-Service, click <**Submit**> and a confirmation message will be displayed

NOTE:

- If no <**Authorisation Expiry Date**> is entered in the previous step, system will automatically use <**31/12/9999**> as the default date

- You can still update the Expire Date in the future if the user has left the organisation or is no longer authorised to access this digital service

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