

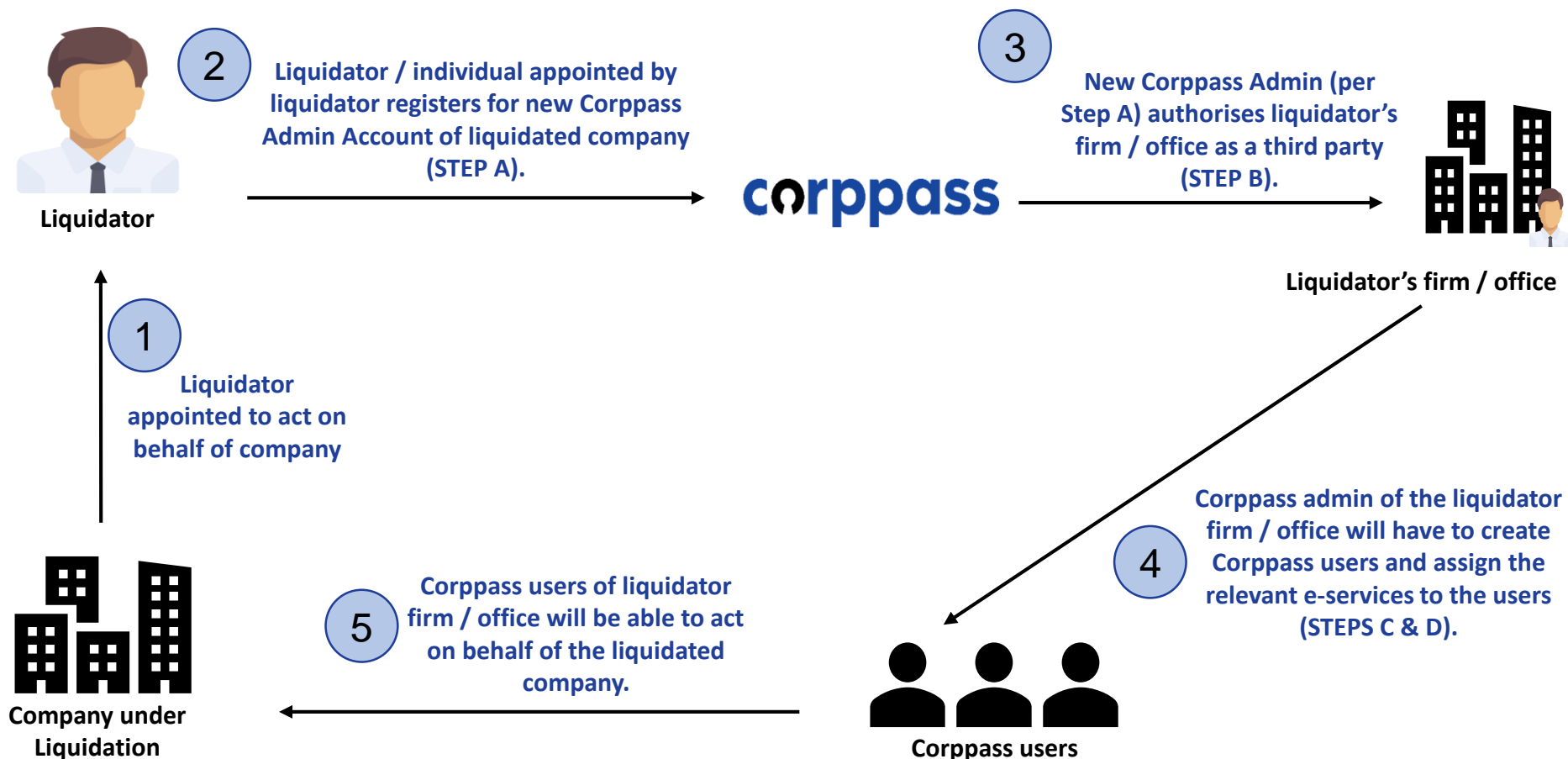


A Guide for GST-Registered Companies under Liquidation

Introduction

A Guide for GST-Registered Companies under Liquidation

OVERVIEW OF STEPS



A Guide for GST-Registered Companies under Liquidation

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A. <u>REGISTER NEW Corppass ADMINISTRATOR</u>	}	DONE BY LIQUIDATOR/ INDIVIDUAL APPOINTED BY LIQUIDATOR
B. <u>AUTHORISE THIRD PARTY ENTITIES</u>	}	DONE BY NEW Corppass ADMINISTRATOR (PER STEP A)
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D. <u>ASSIGN CLIENT'S E-SERVICES TO USERS</u>		
E. <u>LOG IN TO MYTAX PORTAL VIA TAX AGENT LOGIN</u>		

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

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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 **before** registering for a new Corppass Admin account (see next page for more information).

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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 www.corppass.gov.sg. (Please see subsequent slides for step-by-step instructions). **Please refer to page 13-16 of this guide for the documents to be uploaded for different scenarios.**

Important:
Removal of
existing
Corppass
Admins

- **Before** registering for a Corppass Administrator account, please use the “Find Your Corppass Admin” e-Service on www.corppass.gov.sg to check the number of existing Corppass admins.
- If there are 2 existing administrators, liquidator needs to e-mail support@corppass.gov.sg 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.

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

Home

About Us

Services

Help

Log in with Singpass



Welcome to Corppass

Corppass is the only login method for online corporate transactions with more than 200 government digital services.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin ▶

Get started with Corppass by your role

I am the
Registered Officer ▶

I am the
Admin ▶

I am a
User ▶

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

A Singapore Government Agency Website

singpass

Services ▾

F | T | F | @ | Q



Welcome to Singpass

Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app

Password login

Scan with Singpass app
to log in



Don't have Singpass app? [Download now](#)

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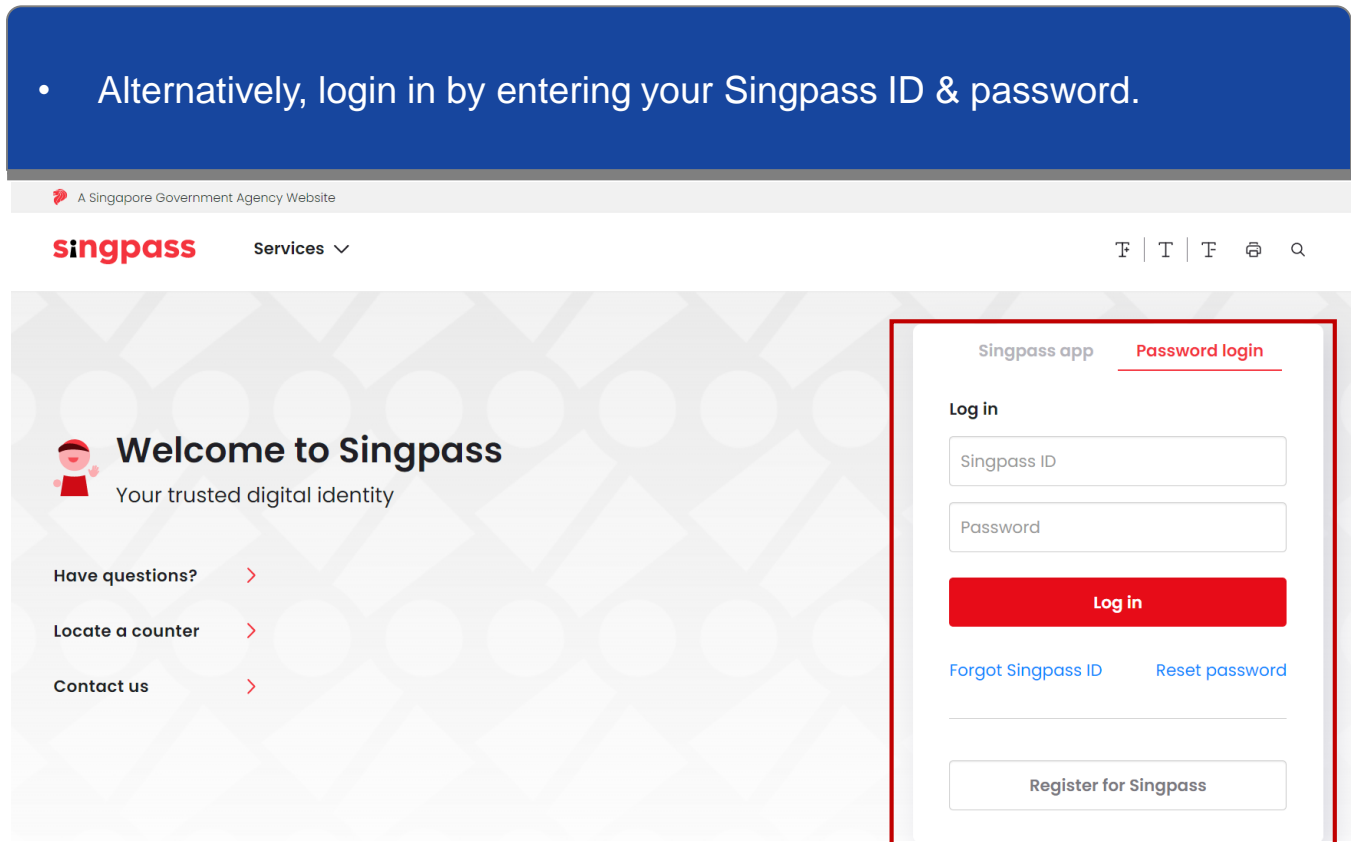
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- Alternatively, login in by entering your Singpass ID & password.



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

Home / Register Admin Account

Register Admin Account



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)*

Example: 12345678X, 201612345X, T16PQ1234X

Enter Your Contact Details

Full Name **PHANG GABRIEL**

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- Enter your email address and mobile number.

Enter Your Contact Details

Full Name PHANG GABRIEL

Email* ⓘ

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.

Cancel

Next

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- Select the option to Upload Letter of Authorisation and the RO's identity document.

Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

- Request Online Approval by Registered Officer OR
- Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.)

Click on the link to download a letter template you should use. ←

Registered Officer's Identity No.
Last 5 Characters* ⓘ

e.g 4567D of S1234567D



Registered Officer's Email* ⓘ

abc@abc.com

[+](#) Add another Registered Officer

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.

Cancel

Next

Please refer to the following pages from 13 to 16 for illustrative examples of the documents to be uploaded under different scenarios.

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Documents to be uploaded

Example 1:

Liquidator registers for new Corppass Administrator account.

1. Liquidator to click on “Register as Corppass admin” at Corppass website.
2. 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.

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Documents to be uploaded

Example 2:

Liquidator appoints an individual to represent liquidated company as Corppass Administrator

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.

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Sample LOA

Section 1: Corppass Administrator Details			
Full Name (as in NRIC/FIN)			
NRIC / FIN *			
Mobile No. (optional)		Email Address	

Liquidator's /Appointed Individual's details

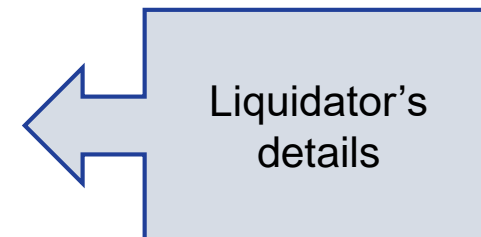
Section 2: Entity Details	
Unique Entity Number (UEN)	
Entity Name	
Registered Address	
Office Contact No.	

Liquidated Company's details

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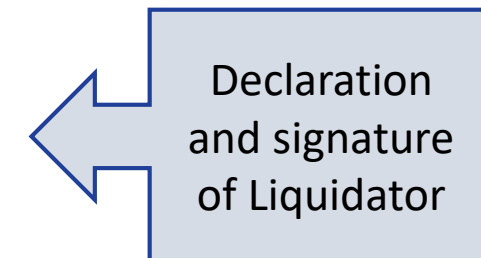
Sample LOA

Section 3: Approver Details	
Full Name (as in NRIC, FIN, Foreign ID)	
NRIC / FIN / Foreign ID No. *	
Country of Issuance	
Email Address	
If Approver is not a RO, please provide Designation	LIQUIDATOR



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

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- 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.

Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

- Request Online Approval by Registered Officer OR
 Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.)

Registered Officer's Identity No.
Last 5 Characters ⓘ



Registered Officer's Email ⓘ

[+](#) Add another Registered Officer

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.

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

Email PHANGGABRIEL@abc.com

Mobile No. 987654321

Registered Officer Authorization

Method of Approval Request online approval from Registered Officer

Registered Officer's Identity No. Last 5 Characters 7232B

Registered Officer's Email abc@abc.com

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 and Conditions](#).

Back

Submit

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

Home About Us Services Help

Login 

Home / Register Admin Account



Your registration for a Corppass Administrator Account has been submitted.

An email to request for approval has been sent to your entity's Registered Officer.

Next Step



Wait for approval from your Registered Officer.

Online approval must be provided within 30 days.

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.

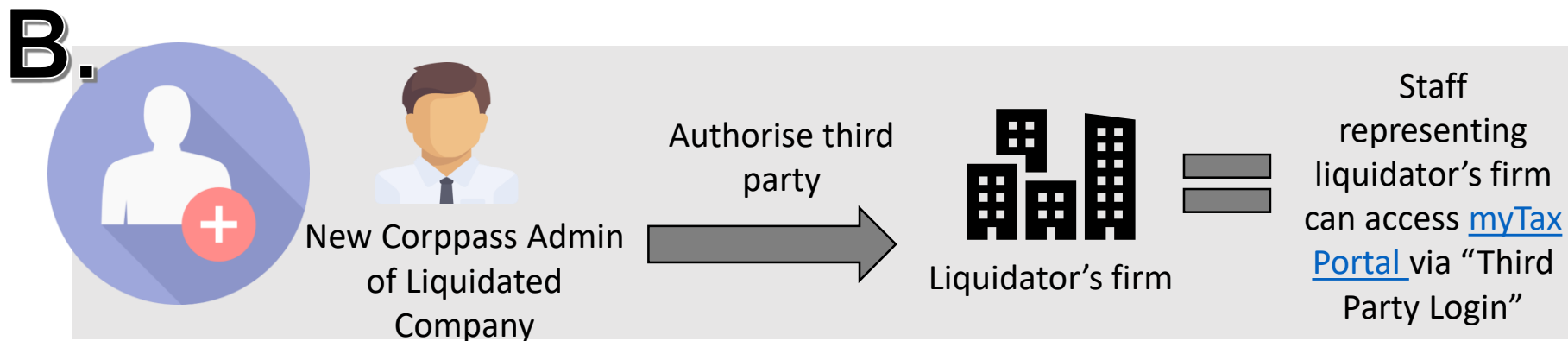
Note: After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions in that email.

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B. Authorise Third Party Entities

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

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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 'GST (Filing and Applications)' and/or GST (Payment) e-services are selected. Please refer to pages 37 to 45 of the ['Corppass for GST-Registered Businesses Guide'](#) for more information.

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

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[Log Out](#)

Select UEN/Entity ID

M9142521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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- To authorise the liquidator's firm as third party entities, click on 'Authorise Third Party Entities'.

The screenshot displays the Corppass web application interface. At the top, a dark blue navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, PEARLY HONE'. Underneath the banner is a light blue notification bar with a 'NEW' icon and the text '41 more digital services have been made available on CorpPass over the last 90 days.' The main content area features a horizontal menu with four items: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party' item is highlighted with a red border. Below this menu are two large white buttons with orange icons and text: 'Authorise Third Party Entities' (with a document icon) and 'Manage Third Party Entities' (with a group of people icon). The 'Authorise Third Party Entities' button is also highlighted with a red border. In the top right corner of the main content area, there is a link that says 'Change Entity Profile'.

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- Enter the UEN number of the liquidator’s firm and click ‘Search’. Alternatively, you may search via Entity Name.

Home / Authorise Third Party Entity

Authorise Third Party Entities

1 Select Third Party 2 Select e-Services 3 Enter Details 4 Review & Submit

UEN / Entity ID

Entity Name

Search

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

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

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

UEN / Entity ID

Entity Name

You may use the search bar to identify the specific third party entities.

Search for Third Party Entities which you would like to authorise.

UEN / Entity ID	Entity Name	UEN Status
<input checked="" type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC SHOP	-
<input type="checkbox"/> C16000777A	ABC123IC	-
<input type="checkbox"/> C16000879F	ABCTEST	-

1 entity(s) selected.

Showing 1 to 4 of 4 items

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- 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

Select e-Service(s) for the Third Party to have access to

Filter

Search

<input checked="" type="checkbox"/>	Govt. Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	INLAND REV ENUE OF SIN GAPORE (IRAS)	GST (PAYMENT)			
<input checked="" type="checkbox"/>	INLAND REV ENUE OF SIN GAPORE (IRAS)	GST (FILING AND APPLICATIONS)			

2 e-Service(s) Selected

Showing 1 to 2 of 2 items

Back

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" in our [Corppass for GST Registered Businesses Guide](#).

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

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)		
INLAND REVENUE OF SINGAPORE (IRAS)	GST (PAYMENT)		

2 e-Service(s) selected

Back Next

Enter additional parameters as required for all e-Services assigned.

INLAND REVENUE OF SINGAPORE (IRAS)
GST (PAYMENT)

No additional details required.

Authorisation Effective Date *

Authorisation Expiry Date

NOTE: 'The Authorisation Expiry Date' field is not compulsory. You may choose to leave this field blank.

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- 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

Selected Third Party Entity: ABC Company Pte Ltd

Selected Third Party Entity e-Service(s)

<p>INLAND REVENUE OF SINGAPORE (IRAS)</p>	<ul style="list-style-type: none"> ● GST (FILING AND APPLICATIONS) <table border="0" style="margin-left: 20px;"> <tr> <td>Role</td> <td>Approver</td> </tr> <tr> <td>Authorisation Effective Date</td> <td>25/02/2018</td> </tr> <tr> <td>Authorisation Expiry Date</td> <td>31/12/9999</td> </tr> </table> ● GST (PAYMENT) <table border="0" style="margin-left: 20px;"> <tr> <td>Authorisation Effective Date</td> <td>25/02/2018</td> </tr> <tr> <td>Authorisation Expiry Date</td> <td>31/12/9999</td> </tr> </table> 	Role	Approver	Authorisation Effective Date	25/02/2018	Authorisation Expiry Date	31/12/9999	Authorisation Effective Date	25/02/2018	Authorisation Expiry Date	31/12/9999
Role	Approver										
Authorisation Effective Date	25/02/2018										
Authorisation Expiry Date	31/12/9999										
Authorisation Effective Date	25/02/2018										
Authorisation Expiry Date	31/12/9999										

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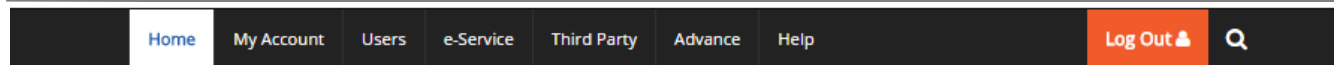
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- A confirmation message will indicate that you have authorised the Third Party Entity, with access to your selected e-Service(s).



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](#)

C. Create Corppass Users

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

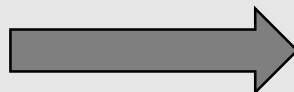
*To be done by Corppass Administrator of the Liquidator's firm

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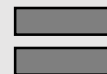
C. & D.



Create Corppass users and assign Client e-services



Staff from liquidator's firm



Staff of liquidator firm is able to e-file GST 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 e-file GST 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.

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- Go to www.corppass.gov.sg.
- CP Admin/Sub-Admin of the liquidator's firm Select 'Log in with Singpass'.

Home About Us Services Help **Log in with Singpass** 🔍

Welcome to Corppass

Corppass is the only login method for online corporate transactions with more than 200 government digital services.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin ▶

Get started with Corppass by your role

- I am the **Registered Officer** ▶
- I am the **Admin** ▶
- I am a **User** ▶

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
Step 7

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

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[Log Out](#) 

Select UEN/Entity ID

M91425521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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- Under 'Third Party (Clients)' tab, select 'Assign Clients e-Service'.

The screenshot displays the Corppass web application interface. At the top, a dark navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, PEARLY HONE' and a password expiration notice: 'Update your password before it expires on 07 Mar 2023'. A light blue notification bar below the banner states: '2 more digital services have been made available on Corppass over the last 90 days.' Below the notification is a horizontal menu with three tabs: 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party (Clients)' tab is highlighted with a red border. To the right of this menu is a link for 'Change Entity Profile'. Below the menu are two large buttons: 'Manage Clients' (white with an orange icon) and 'Assign Client's e-Service' (orange with a white icon and a red border). The 'Assign Client's e-Service' button is the target of the instruction.

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- Select the client (i.e. company under Liquidation) and its e-services [i.e. GST (Filing and Applications) and GST (Payment) e-Services] that you would like to assign your user(s).

Home / Assign Client e-Services

Assign Client e-Services

1 Select Client e-Services 2 Select Users 3 Review & Submit

Select Client e-Service(s) that you would like to assign to your users.

1 Filter by agency and e-Service for a more specific search.

2 Search via keywords, e.g. GST.

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)		
<input type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	GST (PAYMENT)		

0 e-Service(s) Selected

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- 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



Select your entity's user(s) to be assigned to the selected Client e-Service(s).

Filter Search  

<input type="checkbox"/>	Full Name	Email Address	User Type
<input type="checkbox"/>	PEARLY HONE	pearlyhone@mailinator.com	Admin
<input checked="" type="checkbox"/>	CHAN QIAO EE	chanqiaoee@mailinator.com	User
<input type="checkbox"/>	KENNETH FRY	KENNETHFRY@MAILINATOR.COM	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	TERRIMANDEL@MAILINATOR.COM	Sub-Admin
<input type="checkbox"/>	BENJAMIN FRANK	benjaminfrank@mailinator.com	User
<input type="checkbox"/>	MARY LIM	MARYLIM@MAILINATOR.COM	User
<input type="checkbox"/>	EDWIN TAN	edwintan@mailinator.com	Sub-Admin

Cancel **Next**

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

Assign Client e-Services



Verify the following details.

1 Selected Users +

← Verify the user(s) to be assigned with the Client authorisation

Verify Selected e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS) • GST (FILING AND APPLICATIONS)
 • GST (PAYMENT)

Verify selected e-Services and click "Submit".



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

Home

My Account

Users

e-Service

Help

Log Out 



Home / Assign Selected e-Services



You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)

E. Log in to myTax Portal via Tax Agent Login

A Guide for GST-Registered Companies under Liquidation

Step 1

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Step 4

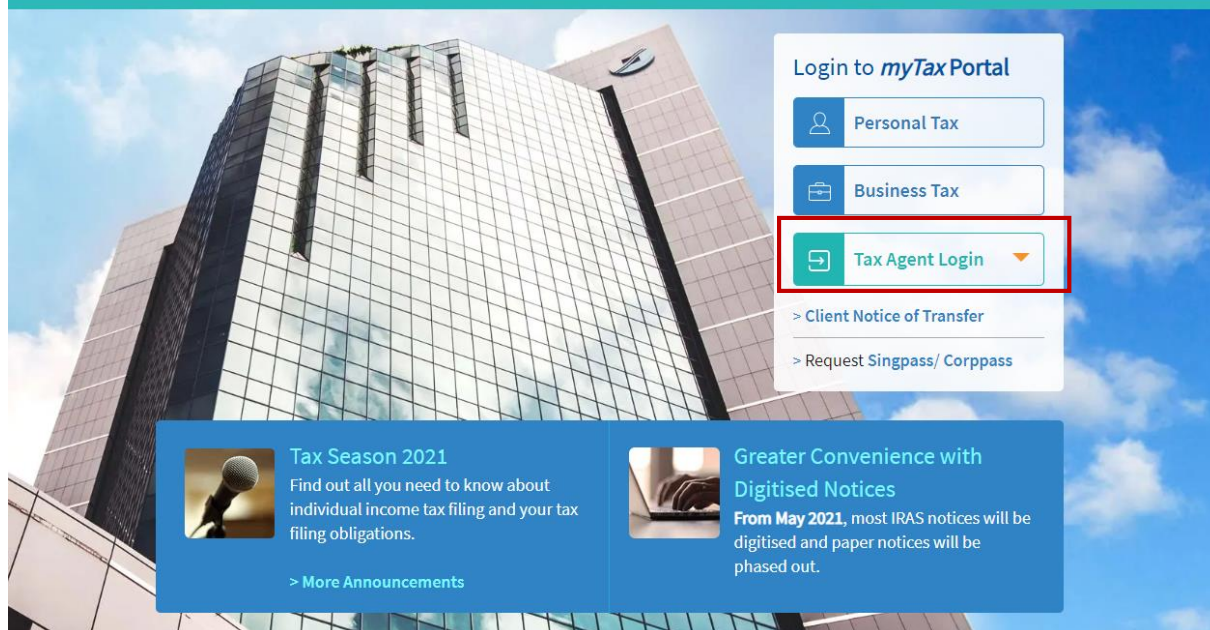
Step 5

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

A Singapore Government Agency Website



Announcement: [Weekly maintenance hours \(Singapore time\):](#)
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

A screenshot of the myTax Portal login page. The page features a background image of a modern glass skyscraper. On the right side, there is a white login panel titled "Login to myTax Portal". It contains three main buttons: "Personal Tax" (with a person icon), "Business Tax" (with a briefcase icon), and "Tax Agent Login" (with a key icon). The "Tax Agent Login" button is highlighted with a red rectangular border. Below these buttons are two links: "> Client Notice of Transfer" and "> Request Singpass/ Corppass". At the bottom of the page, there are two blue promotional banners. The left banner is titled "Tax Season 2021" and includes a microphone icon, text about individual income tax filing, and a link to "More Announcements". The right banner is titled "Greater Convenience with Digitised Notices" and includes an image of a hand typing on a laptop, text stating that from May 2021, most IRAS notices will be digitised, and a link to "More Announcements".

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

A Singapore Government Agency Website

singpass

Services ▾

F | T | F | @ | Q

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app

Password login

Scan with Singpass app
to log in



Don't have Singpass app? [Download now](#)

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

A Singapore Government Agency Website

singpass Services ▾

F | T | T | 🗨️ | 🔍

Welcome to Singpass
Your trusted digital identity

Have questions? >
Locate a counter >
Contact us >

Singpass app Password login

Log in

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

Register for Singpass

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
Step 5

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

corppass

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[Log Out](#) 

Select UEN/Entity ID

M9142521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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Step 5

- Continue with either 'Assigned Client e-Services(s) or 'Client e-Service Group'.

corppass

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Log Out 

Continue with

Assigned Client e-Service(s) 

Client e-Service Group 

-- Select --



Continue

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- If you choose 'Client e-Service Group', select the relevant group from the dropdown list.
- Click 'Continue'.



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[Log Out](#)

Continue with

Assigned Client e-Service(s) ⓘ
 Client e-Service Group ⓘ

-- Select --

Continue

A Guide for GST-Registered Companies under Liquidation

Step 1

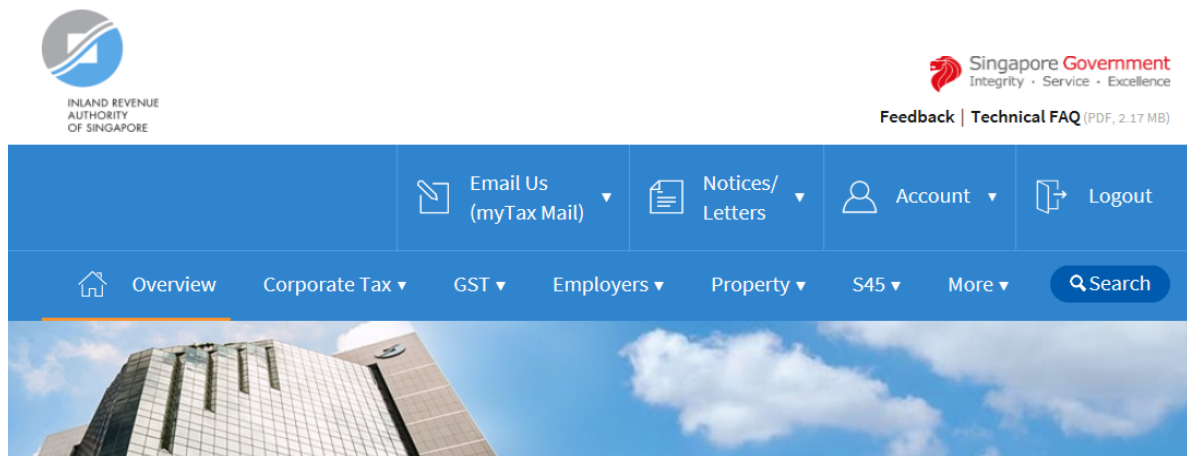
Step 2

Step 3

Step 4

Step 5

- 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.

A Guide for GST-Registered Companies under Liquidation

-End-