

corppass



**A Guide for GST-Registered Sole-Proprietors,
Group and Divisional Registrants**

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

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DONE BY SOLE-PROPRIETORS/REGISTERED OFFICERS

DONE BY Corppass ADMINISTRATORS

DONE BY Corppass USERS

DONE BY Corppass ADMINISTRATORS

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

A. Appoint Corppass Administrator

* To be done by Sole-proprietors/Registered Officers

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What will the GST Corppass account be used for?

The GST Corppass Admin account can only be used to authorise staff or third-parties to access IRAS' GST e-Services and is different from the Corppass Admin account which may have already been set up under your business' UEN for other government e-Services.

What you need to do?

How to create GST Corppass Admin accounts

You may appoint your GST Corppass Admin by submitting the relevant "Appointment of GST Corppass Administrators" form:

- [GST-registered Sole-proprietor](#)
- [Group GST registration](#)
- [Divisional GST registration](#)

For more information on appointing your Corppass administrators, please refer to our webpage on [Overview of Filing Process](#).

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GST-registered Sole-Proprietors, Group and Divisional registrants will need to inform IRAS of their appointed Corppass administrators. After a Corppass Admin account has been approved, they will receive an email within 1 to 2 working days . Follow the instructions on that email.

Subject: Your Corppass Admin account is created

Dear Sir/Madam

Your Corppass Admin Account is created successfully on <DD/MM/YYYY HH24:MM>.

Details of your registration as follow:-

Entity ID: <Entity Registration Number >

You may log in to with your Singpass at www.corppass.gov.sg to set up and manage Corppass for your entity.

If you have any queries, please contact us.

Yours Sincerely

Corppass Team

Email: support@corppass.gov.sg

Helpdesk: +65 66430577

Government Technology Agency (GovTech)

< This is a computer generated email. Please do not reply. >

Note!

For GSTN entities, Entity ID will be their GST Registration Number (e.g. M1234567X)

B. Create GST Corppass Users

***To be done by GST Corppass Administrator**

NOTE

You may skip this step if you are the sole GST Corppass user for your entity. Proceed to select and assign GST e-services to yourself. (STEPS C & D)

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- Go to www.corppass.gov.sg.
- 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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- 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



singpass

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

The screenshot shows the Singpass website interface. At the top, there is a navigation bar with the Singpass logo and a 'Services' dropdown menu. To the right of the navigation bar are icons for font size, text size, and search. The main content area features a large heading 'Welcome to Singpass' accompanied by a cartoon character icon and the tagline 'Your trusted digital identity'. Below the heading are three links: 'Have questions?', 'Locate a counter', and 'Contact us', each with a right-pointing chevron. On the right side of the page, there is a login form. The form has two tabs: 'Singpass app' and 'Password login', with 'Password login' being the active tab. The form includes two input fields: 'Singpass ID' and 'Password'. Below these fields is a prominent red 'Log in' button. Underneath the button are two links: 'Forgot Singpass ID' and 'Reset password'. At the bottom of the form is a 'Register for Singpass' button.

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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.

corppass

 Singapore Government
Integrity · Service · Excellence

[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#) 

Select UEN/Entity ID

M91425521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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- Select your entity profile.

Home My Account Users e-Service Third Party Advance Help Log Out Q

Home / Select Entity Profile

Welcome to Corppass
PHANG GABRIEL

Select the profile that best describes your entity
You can change your selection anytime



I am the only user
conducting e-Service transaction for my entity.
E.g I am a small business owner



My entity has users
who access different e-services.
E.g. My users from HR access different e-services from users in Finance

Select 'I am the only user' if you are the only user in the entity requiring access

Select 'My entity has users' if your entity has other users requiring access to different e-Services

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- If you select 'My entity has users' in the previous step, you can create new user accounts by clicking 'Create User Accounts'.

The screenshot displays the Corppass user 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 PHANG GABRIEL'. Underneath the banner is a white notification bar with a blue 'NEW' badge and the text '53 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 'User Accounts' item is highlighted with a red rectangular box. Below this menu are two large white cards. The first card, also highlighted with a red box, is titled 'Create User Accounts' and includes the subtext 'Add accounts to your Entity'. The second card is titled 'Manage User Accounts' and includes the subtext 'View and edit your entity's user account details'. In the top right corner of the main content area, there is a link that says 'Change Entity Profile'.

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- Arrive at 'Create User Accounts' page.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency ⓘ | Full Name* ⓘ | Identity Type* | NRIC / FIN / Foreign ID No.* ⓘ | Country / Region of Issuance* | Email Address* | Account Type* ⓘ | Access to All e-Services ⓘ |
|-----------------|---|----------------|--------------------------------|-------------------------------|----------------------------------|-----------------|-------------------------------------|
| - | WILL BE AUTO- <small>As per Identity Documents</small> | NRIC ▾ | <input type="text"/> | SG ▾ | <input type="text"/> abc@abc.com | User ▾ | <input checked="" type="checkbox"/> |
| + Add new user | | | | | | | |

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- Select the Identity Type of the user you wish to create.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|---------------|--|---|------------------------------|-------------------------------|----------------|---------------|--------------------------|
| - | WILL BE AUTO-As per Identity Documents | <div style="border: 1px solid red; padding: 2px;"> NRIC <input type="checkbox"/> NRIC <input checked="" type="checkbox"/> Foreign ID <input type="checkbox"/> FIN <input type="checkbox"/> </div> | | | | | |

If you choose NRIC / FIN as the Identity Type, the Full Name and Country / Region of Issuance field will be auto-populated

Cancel Next

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- If you choose to create an NRIC/FIN user account, fill in the NRIC/FIN No. and corporate email address of the user.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|---|---|----------------|------------------------------|-------------------------------|----------------|-------------------------------|-------------------------------------|
| - | WILL BE AUTO- <small>As per Identity Documents</small> | NRIC | | SG | | U: <small>abc@abc.com</small> | <input checked="" type="checkbox"/> |
| + Add new user | | | | | | | |

An email will be sent to the user to activate his/her Corppass account.

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- If you choose to create a Foreign ID user account, fill in the user's Full Name, Foreign ID No., country of ID issuance per his/her identity document and corporate email address.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|---------------|---------------------------|----------------|------------------------------|-------------------------------|----------------|---------------|-------------------------------------|
| - | As per Identity Documents | Foreign | | --- | abc@abc.com | User | <input checked="" type="checkbox"/> |

+ Add new user

An email will be sent to the user to activate his/her Corppass account.

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• Corppass Admin can create Sub-Admin, Enquiry User and User accounts. Select the appropriate account type for each user.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admins can manage other users within the entity. To restrict the access to Third Party Entities, go to Advanced Settings > Third Party Entities.

Note:

- The 'Access to e-Services' (see full listing), as they are assigned to the account.
- Additional checks are required for logging into the account.

1) **'User'** – An account to transact with government e-services on behalf of the entity.

2) **'Enquiry User'** – An account that is able to transact with government e-services, and can search & view details of other users within the entity. Enquiry Users cannot assign e-Services access or manage other accounts

3) **'Sub-Admin'** – An account that can manage other Corppass accounts in the entity. Sub-Admins may create Users and Enquiry Users and assign them e-Services access.

Use Third Party Entities. To restrict the access to e-Services (see full listing), as they are assigned to the account. Additionally assign them to your Corppass account and HDB e-Services (see full listing), after

For more information on each Corppass account type, please visit our FAQ page.

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- Corppass Sub-Admins can only create Enquiry User and User accounts. Select the appropriate account type for each user.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|---------------|--|----------------|------------------------------|-------------------------------|----------------|---------------|-------------------------------------|
| - | WILL BE AUTO- As per Identity Documents | NRIC | | SG | abc@abc.com | User | <input checked="" type="checkbox"/> |

Account Type dropdown menu:

- User
- Enquiry User
- Sub-Admin

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- Indicate if you wish to assign access to all e-Services on Corppass to the user. If unchecked, e-Service(s) will need to be assigned individually.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|---|--|----------------|------------------------------|-------------------------------|----------------|---------------|-------------------------------------|
| - | WILL BE AUTO- As per Identity Documents | NRIC | | SG | abc@abc.com | User | <input checked="" type="checkbox"/> |
| <div style="border: 1px solid red; padding: 2px;"> User Enquiry User Sub-Admin </div> | | | | | | | |

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- Click 'Add new user' if you wish to create more users.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|-----------------------------|--|----------------|------------------------------|-------------------------------|----------------|---------------|-------------------------------------|
| - | WILL BE AUTO- As per Identity Documents | NRIC | | SG | abc@abc.com | User | <input checked="" type="checkbox"/> |
| + Add new user | | | | | | | |

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- Click 'Next' to continue.

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For 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.

| Source Agency | Full Name* | Identity Type* | NRIC / FIN / Foreign ID No.* | Country / Region of Issuance* | Email Address* | Account Type* | Access to All e-Services |
|--------------------------------|--|----------------|------------------------------|-------------------------------|----------------|---------------|-------------------------------------|
| - | WILL BE AUTO- As per Identity Documents | NRIC | | SG | abc@abc.com | User | <input checked="" type="checkbox"/> |
| + Add new user | | | | | | | |

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- Review the details before submission.
- Click 'Submit' after verifying the details.

Create User Accounts



Review the following information.

Full Name of Singpass holders will be auto-populated after submission.

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. For 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.

| Full Name | Identity Type | NRIC / FIN / Foreign ID No. | Email Address | Account Type | Access to All e-Services |
|-----------|---------------|-----------------------------|---------------------|--------------|--------------------------|
| - | NRIC | S7337979B | tan_philips@abc.com | Enquiry User | ✓ |

- Back
- Submit**

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- For Foreign ID user creation, review the details before submission.
- Click 'Submit' after verifying the details.

Create User Accounts



Review the following information.

Full Name of Singpass holders will be auto-populated after submission.

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. For 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.

| Full Name | Identity Type | NRIC / FIN / Foreign ID No. | Email Address | Account Type | Access to All e-Services |
|---------------|---------------|-----------------------------|---------------|--------------|--------------------------|
| AMY FOREIGNER | Foreign ID | FR6789561 | amy@abc.com | User | ✓ |

I have read the [Terms of Use](#) and am liable for any misuse of the account(s) I created.

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- A confirmation message will indicate that the user account(s) have been created.
- Click on 'Select Entity's e-Service' if you wish to select and assign IRAS e-Services to your users.

Home / Create User Accounts

You have created new Corppass account(s).
An email notification will be sent to your new user(s) and you.

Next Step

Select Entity's e-Services
Select e-Services that your entity will use.

Return to Homepage **Select Entity's e-Service**

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C. Select e-Services for the GST entity

* To be done by GST Corppass Administrator

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- Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.

The screenshot shows the Corppass user interface. At the top is a navigation bar with links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. A 'Log Out' button with a user icon and a search icon are on the right. Below the navigation bar is a welcome banner for 'PHANG GABRIEL' with a password expiration notice: 'Update your password before it expires on 07 Mar 2023'. A 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 menu with three items: 'e-Service Access' (highlighted with a red box), 'Third Party', and 'Third Party (Clients)'. At the bottom right of the menu area is a link for 'Change Entity Profile'. Below the menu are three main action cards:

- Select Entity's e-Services**: Select e-Services that your entity will use. (This card is highlighted with a red box.)
- Assign selected e-Services**: Assign e-Services access to your entity's users and user groups.
- View Entity's e-Service Access**: View and edit your entity's current e-Services access.

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- Select the e-Service(s) your entity would like to transact with.

Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by ). Selected e-Services may require additional checks when you log in. Click  for more information.

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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- Review details of the e-Service(s) you have selected, and click 'Submit' to proceed.

Select Entity's e-Services



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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Submit

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- A confirmation message will indicate that you have selected your entity's e-Service(s).
- Click 'Assign selected e-Services' to assign these e-Service(s) to your users.

Home

My Account

Users

e-Service

Help

Log Out 



Home / Select Entity's e-Services



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)

[Assign selected e-Services](#)

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

D. Assign selected e-Services to users

* To be done by GST Corppass Administrator

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

Step 3

Step 4

- Select the user(s) to assign e-Service(s) access to. The users will be granted access to the e-Service(s) you will select in the next step.
- Click 'Next' to proceed.

Assign Selected 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 | chanqiaoe@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**

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

Step 3

Step 4

- Select the e-Service(s) you wish to assign to the selected users. Click 'Next' to proceed.

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required | Role* |
|-------------|------------------------------------|-------------------------------|-----------------------------|----------|
| | INLAND REVENUE OF SINGAPORE (IRAS) | GST (PAYMENT) | | Approver |
| | INLAND REVENUE OF SINGAPORE (IRAS) | GST (FILING AND APPLICATIONS) | | Approver |

| | |
|--------------------------------|---|
| Role* | <input type="text" value="Approver"/> |
| Role Description | Approver |
| Authorisation Effective Date * | <input type="text" value="25/02/2018"/> |
| Authorisation Expiry Date | <input type="text"/> |

Remember to assign at least 1 approver for GST filing!

Back **Next**

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

You can assign your user for GST (Filing and Applications) with a **Preparer** or **Approver** role in Corppass. Any Corppass account that is given “access to all e-Services” will assume the Approver role by default.

| Preparer | Approver |
|--|---|
| Can retrieve the GST return after logging into myTax Portal. | |
| Can complete GST return and save it as a draft. | Can complete GST return and save it as a draft, or review the GST return completed by the Preparer. |
| <p><u>Cannot submit</u> the GST return to IRAS.</p> <p>“Pending Approval” message will be displayed on screen.</p> <p>Has to inform the ‘Approver’ that the draft is ready for review before submission to IRAS.</p> | <p>Can submit the GST return to IRAS.</p> |

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

Step 3

Step 4

- Review details of the assigned e-Service(s), then click 'Submit'.

Home / Assign Selected e-Services

Assign Selected e-Services

Verify the following details.

1 Selected Users [+](#)

Selected e-Services

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

Verify details and click "Submit".

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

Step 3

Step 4

- 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](#)

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

- Once a GST Corppass user or GST Corppass administrator has been assigned the required e-services, they will be able to access these e-Services via myTax Portal.

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Login to *myTax* Portal

- Personal Tax
- Business Tax**
- Tax Agent Login

> Client Notice of Transfer
> Request Singpass/ Corppass

Tax Season 2021
Find out all you need to know about individual income tax filing and your tax filing obligations.
> More Announcements

Greater Convenience with Digitised Notices
From May 2021, most IRAS notices will be digitised and paper notices will be phased out.

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

E. Activate Corppass User Account For NRIC/FIN users and Foreign users

*** To be done by GST Corppass User**

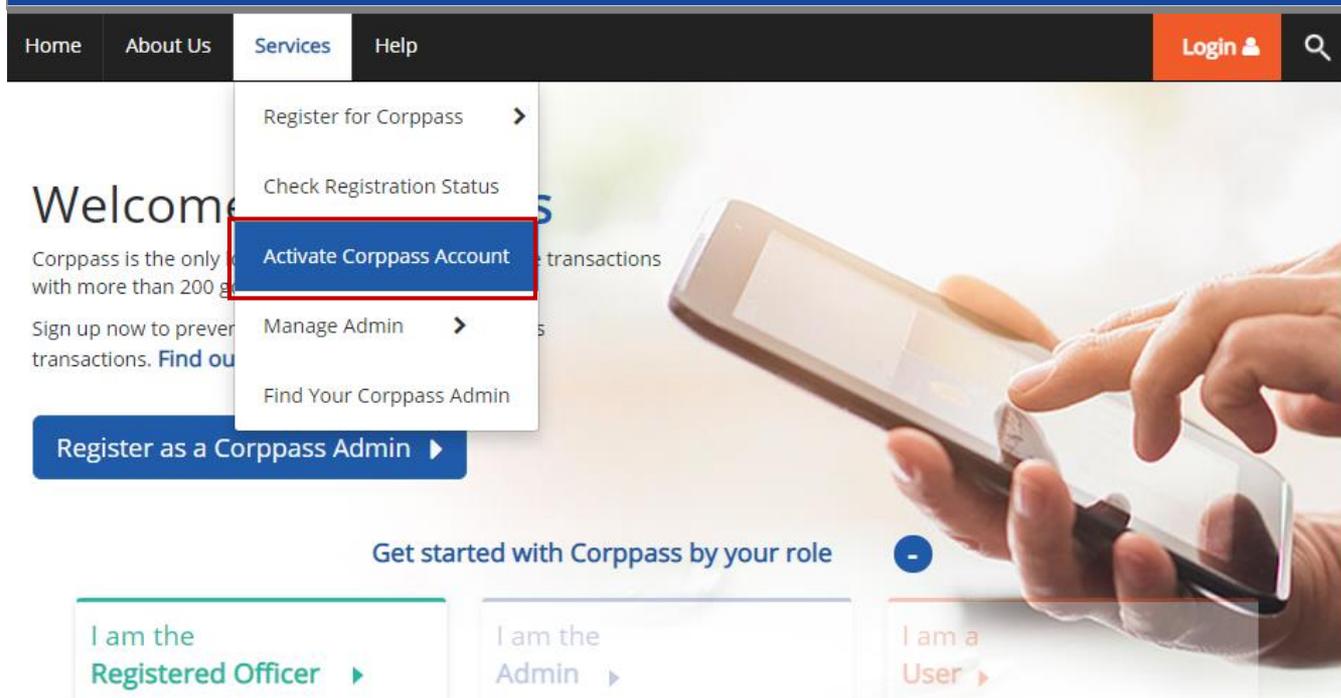
A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

Step 3

- Go to www.corppass.gov.sg.
- Under 'Services', select 'Activate Corppass Account' from the dropdown menu.



The screenshot displays the Corppass website interface. At the top, there is a navigation bar with links for 'Home', 'About Us', 'Services', and 'Help'. A 'Login' button with a user icon and a search icon are also present. The 'Services' dropdown menu is open, showing several options: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account' (highlighted with a red box), 'Manage Admin', and 'Find Your Corppass Admin'. Below the navigation bar, the main content area features a 'Welcome' message and a 'Register as a Corppass Admin' button. At the bottom, there are three cards for role-based registration: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

Step 3

- You may choose to activate your account using your 'Reference ID' or 'Entity Registration No.'

Home / Activate Corppass Account

Activate Corppass Account



Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Option B

Option A

Please type the verification code*
(Code is case-insensitive and excludes spaces)

Reference ID*

3 7 6 4 9 0

Cancel Next

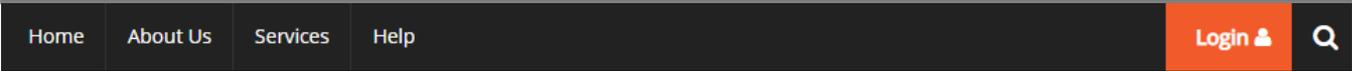
A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option A)

Step 3

- To activate your account using 'Reference ID', enter the Reference ID that was provided in the email you received from Corppass after your account is created.



Home / Activate Corppass Account

Activate Corppass Account



Activate using:
 Reference ID Entity Registration No
 *- denotes mandatory fields

Enter the Reference ID that was provided in the email you received from Corppass after your account is created



Reference ID*

Select the 'Reference ID' option.
 Please type the verification code*
 (Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option A)

Step 3

- Enter the verification code displayed on the screen, then click 'Next' to proceed.

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID* ⓘ

Please type the verification code*
(Code is case-insensitive and excludes spaces)

Cancel Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option B)

Step 3

- Alternatively, you may choose to activate your account using 'Entity Registration No.'

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID*
 Entity Registration No*

* - denotes mandatory fields

Select the 'Entity Registration No.' option.

Reference ID* ⓘ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

376490 

Cancel Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option B)

Step 3

- Choose 'UEN' or 'Foreign Entity' from the dropdown menu, then enter your 'Entity Registration No.'

Home / Activate Corppass Account

Activate Corppass Account



Activate using:

Reference ID Entity Registration No
 * - denotes mandatory fields

Dropdown menu

Entity Registration Number*

UEN

← Enter your Entity Registration No.

NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option B)

Step 3

- 'Enter your 'NRIC', 'FIN', or 'Foreign ID' number.

Home About Us Services Help Login

Home / Activate Corppass Account

Activate Corppass Account



Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Entity Registration Number*

NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)

← Enter your ID number

Cancel Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option B)

Step 3

- Enter the verification code displayed on the screen, then click 'Next' to proceed. You will be redirected to Singpass to verify your identity.

[Home](#) [About Us](#) [Services](#) [Help](#)

[Login](#)



[Home](#) / [Activate Corppass Account](#)

Activate Corppass Account



Enter
Details

Review
& Submit

Activate using:

- Reference ID Entity Registration No
* - denotes mandatory fields

Entity Registration Number*[?]

UEN

NRIC / FIN / Foreign ID No.*[?]

Please type the verification code*

(Code is case-insensitive
and excludes spaces)

3 7 6 4 9 0



Cancel

Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option B)

Step 3

- If you are a foreign user, enter the OTP that is sent to your registered email. Click 'Next' to proceed.

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

Cancel Next

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2 (Option B)

Step 3

- After verifying your identify on Singpass, you will receive a confirmation message, which indicates that your account has been activated.

[Home](#) [About Us](#) [Services](#) [Help](#)

[Login](#) 

[Home](#) / [Activate CorpPass Account](#)



Your Corppass user account has been activated.

You will receive an email notification.

Next Step



Log in to view your assigned e-Services.

[Proceed to Homepage](#)

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

F. Authorise Third Party Entities

*** To be done by GST Corppass Administrator**

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

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Step 7

Step 8

- 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

 Singapore Government
Integrity · Service · Excellence

[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#) 

Select UEN/Entity ID

M91425521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

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Step 7

Step 8

- Under the 'Third Party' tab, click 'Authorise Third Party Entities'.

The screenshot shows the Corppass user 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 white notification bar with a blue '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 tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party' tab is highlighted with a red box. Below this menu, there are two large white buttons. The left button, 'Authorise Third Party Entities', is also highlighted with a red box and features a document icon with a pencil. The right button, 'Manage Third Party Entities', features an icon of two people. In the top right corner of the main content area, there is a link that says 'Change Entity Profile'.

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

Step 2

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Step 5

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Step 7

Step 8

- Enter the UEN/Entity ID or Entity Name of the Third Party Entity to which you wish to authorise e-Services access and click 'Search'.

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 using the Third Party Entity's UEN / Entity ID or Entity Name.

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

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

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Step 5

Step 6

Step 7

Step 8

- 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.

Filter Search

| 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

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

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Step 4

Step 5

Step 6

Step 7

Step 8

- 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: ABC Company 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

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".

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Step 1

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Step 8

- 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 Click here 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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Step 1

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Step 7

Step 8

- Review details of the authorisation, 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)

| | | | | | | | | | | | |
|------------------------------------|---|------|----------|------------------------------|------------|---------------------------|------------|------------------------------|------------|---------------------------|------------|
| INLAND REVENUE OF SINGAPORE (IRAS) | <ul style="list-style-type: none"> GST (FILING AND APPLICATIONS) <table> <tbody> <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> </tbody> </table> GST (PAYMENT) <table> <tbody> <tr> <td>Authorisation Effective Date</td> <td>25/02/2018</td> </tr> <tr> <td>Authorisation Expiry Date</td> <td>31/12/9999</td> </tr> </tbody> </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 | | | | | | | | | | |

Back

Submit

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

Step 1

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Step 4

Step 5

Step 6

Step 7

Step 8

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

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out



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](#)

A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

-End-