

corppass



**Corppass for Companies under Liquidation
submitting S45 Withholding Tax**

Introduction

Corppass for Companies under Liquidation submitting S45 Withholding Tax

With
effect from
04 Jan
2021

E-filing was made compulsory from 01 Jul 2016 for S45 Withholding Tax.

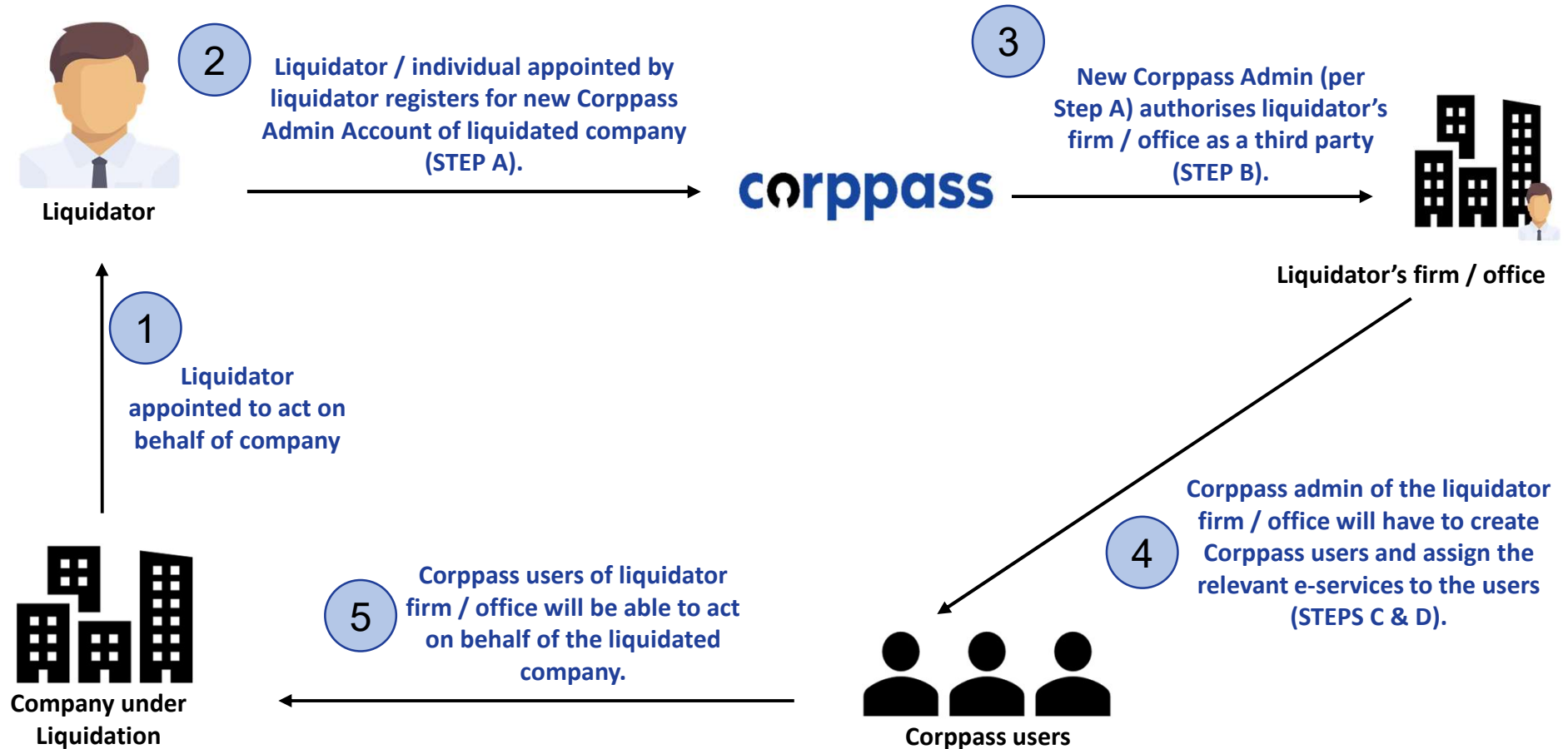
From 04 Jan 2021, Liquidators/Liquidated Companies will have to use Singpass to access IRAS' e-Services as paper filing of S45 Withholding Tax for your clients/Company (under liquidation) will no longer be available.

If you are a Liquidator/Individual appointed by the Liquidator, you will need to register as a new Corppass Admin* for the company under liquidation.

If the company under liquidation has 2 existing Corppass Admins, the appointed Liquidator must approach Corppass to remove an existing admin **before he/she can register.*

Corppass for Companies under Liquidation submitting S45 Withholding Tax

OVERVIEW OF STEPS



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**DONE BY Corppass ADMIN/SUB-ADMINS OF
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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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<p>Who can register?</p>	<p>The appointed liquidator/ individual appointed by the liquidator can register for a new Corppass admin account.</p>
<p>How to register?</p>	<p>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 14-17 of this guide for the documents to be uploaded for different scenarios.</p>
<p>Important: Removal of existing Corppass Admins</p>	<ul style="list-style-type: none"> • 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'.



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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


Language and search icons

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 | F | Q

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >
Locate a counter >
Contact us >

Singpass app Password login

Log in

Log in

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

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

Home About Us Services Help **Login**

Home / Register Admin Account

Register Admin Account

1 Enter Details 2 Review & Submit

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* ⓘ

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.

Cancel Next

Please refer to the following pages from 14 to 17 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

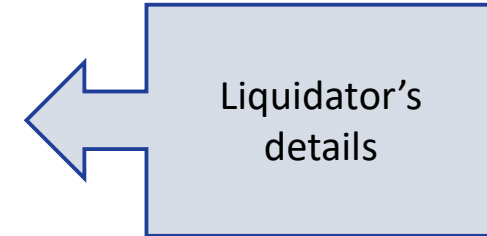
Section 2: Entity Details	
Unique Entity Number (UEN)	
Entity Name	
Registered Address	
Office Contact No.	

Liquidated Company's details

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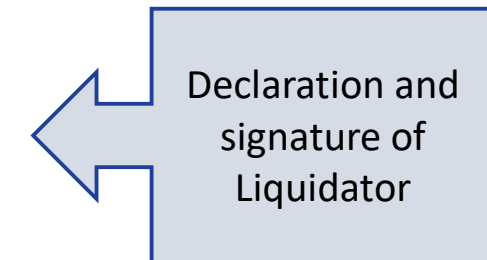
Sample LOA

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 S45 Withholding Tax (Filing) as an Approver.

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* ⓘ 
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**

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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



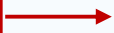
Your registration for a Corppass Administrator Account has been submitted.

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.

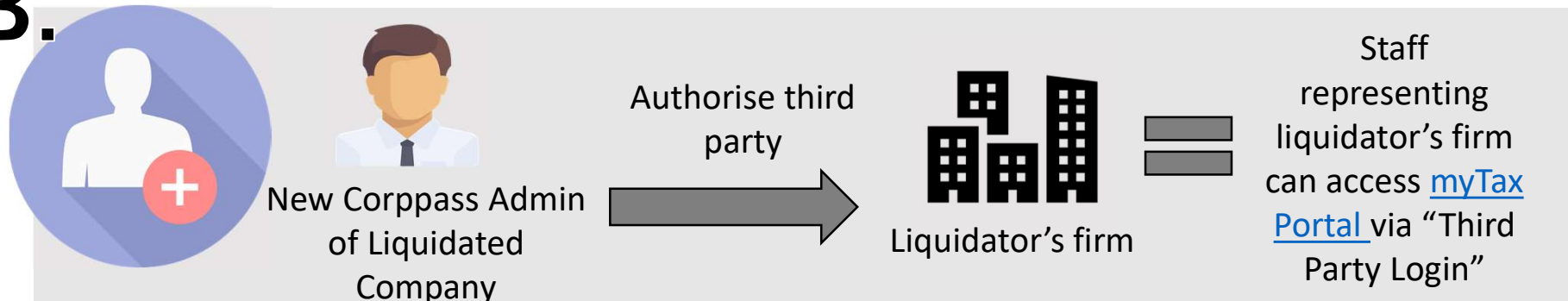
Note: After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions in that email.

B. Authorise Third Party Entities

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

Corppass for Companies under Liquidation submitting S45 Withholding Tax

B.



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 'S45 Withholding Tax (Filing) e-service are selected.

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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

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Log Out 

Select UEN/Entity ID

191425521H
Entity 1

200062017E
Entity 2

C2000118/B
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, there 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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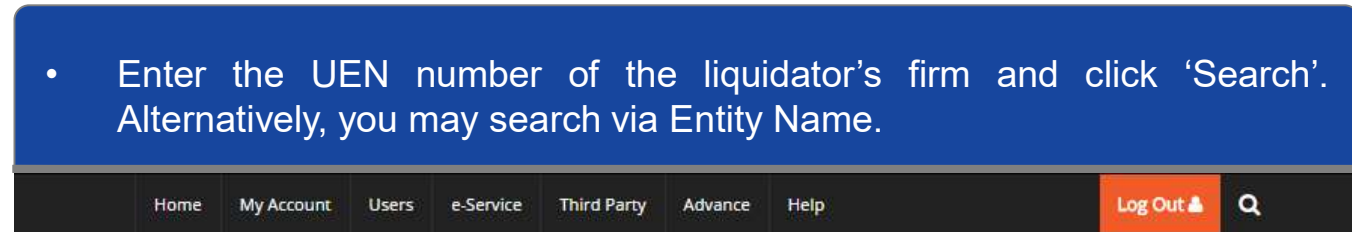
Step 5

Step 6

Step 7

Step 8

- 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



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. Filter

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 REVENUE OF SINGAPORE (IRAS)	S45 Withholding Tax (Filing)			

Showing 1 to 2 of 2 items

Back

Next

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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)

INLAND REVENUE OF SINGAPORE (IRAS)	<ul style="list-style-type: none"> • S45 Withholding Tax (Filing) <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>	Role	Approver	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						

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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).

The screenshot shows the Corppass user interface. At the top is a dark navigation bar with links for 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 breadcrumb trail: Home / Authorise Third Party Entity. The main content area features a large green checkmark icon on the left. To its right, the text reads: 'ABC Company Pte Ltd has been authorised to access selected e-Service(s). The Third Party Entity will receive a notification.' At the bottom center of the page is a blue button labeled 'Return to Homepage'.

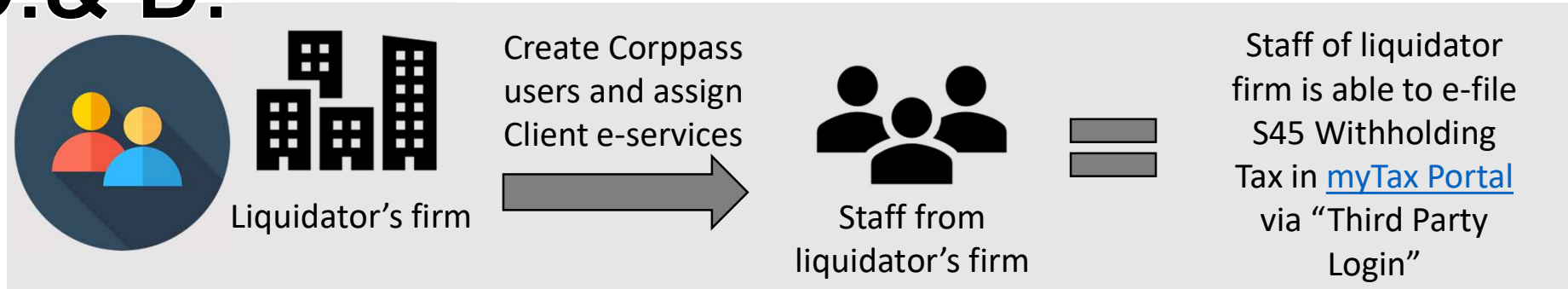
C. Create Corppass Users

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

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

Corppass for Companies under Liquidation submitting S45 Withholding Tax

C. & D.



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 S45 Withholding Tax 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'.



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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.



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

Log Out

Select UEN/Entity ID

<u>191425521H</u> Entity 1	<u>200052017E</u> Entity 2	<u>C2000118/B</u> Entity 3
-------------------------------	-------------------------------	-------------------------------

Corppass for Companies under Liquidation submitting S45 Withholding Tax

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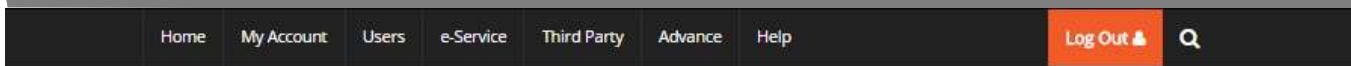
- Under 'Third Party (Clients)' tab, select 'Assign Clients e-Service'.

The screenshot shows the Corppass user interface. At the top, there is a navigation bar with the following items: Home, My Account, Users, e-Service, Third Party, Advance, Help, Log Out (with a user icon), and a search icon. Below the navigation bar is a welcome banner for 'PEARLY HONE' 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, there are three tabs: 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party (Clients)' tab is highlighted with a red border. Below the tabs, there are two main action buttons: 'Manage Clients' (with a user icon) and 'Assign Client's e-Service' (with a checkmark and 'FAA' icon). The 'Assign Client's e-Service' button is highlighted with a red border. In the top right corner of the main content area, there is a link for 'Change Entity Profile'.

Corppass for Companies under Liquidation submitting S45 Withholding Tax

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- Select the client (i.e. company under Liquidation) and its e-services [i.e. S45 Withholding Tax (Filing)] that you would like to assign your user(s).

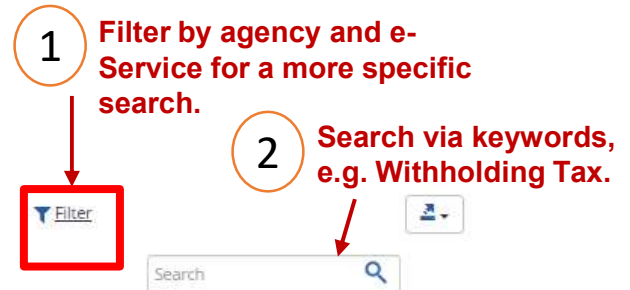


Home / Assign Client e-Services

Assign Client e-Services



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



Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	S45 Withholding Tax (Filing)			

0 e-Service(s) Selected

A Guide for GST-Registered Companies under Liquidation

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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	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

Corppass for Companies under Liquidation submitting S45 Withholding Tax

- Step 1
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- Step 6**
- Step 7

- 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)

S45 Withholding Tax (Filing)


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

Corppass for Companies under Liquidation submitting S45 Withholding Tax

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'.

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

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

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.

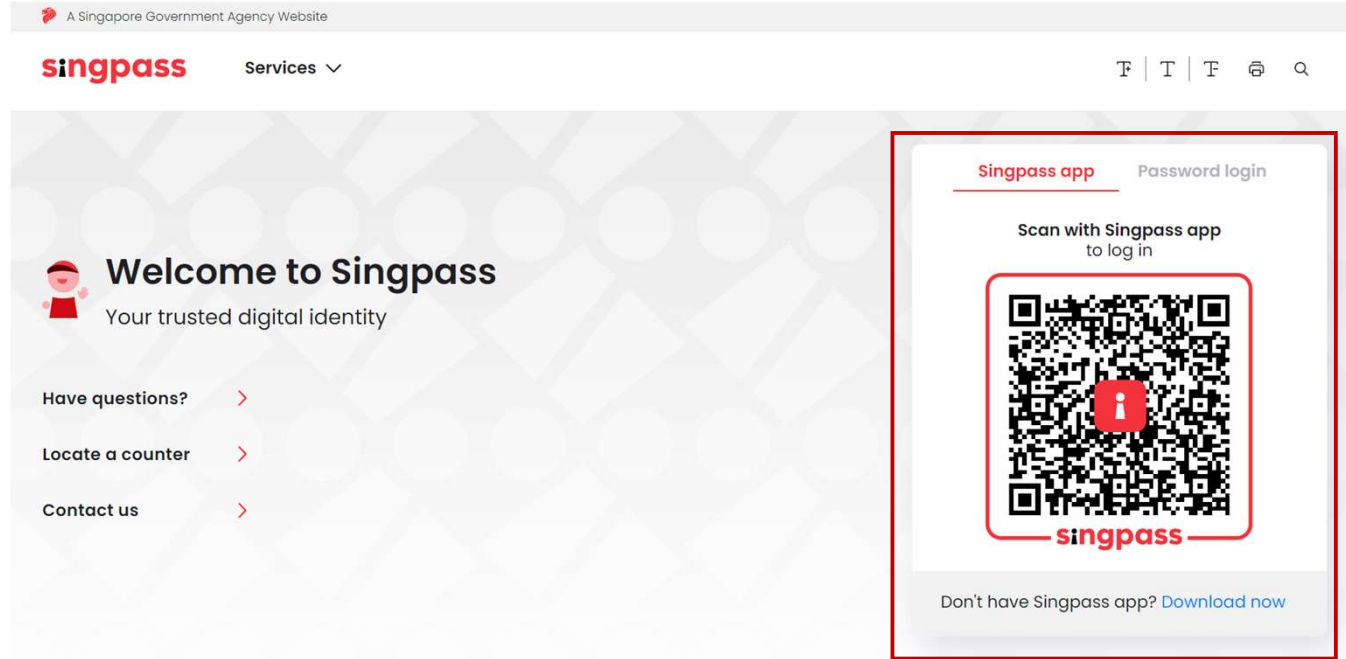
Corppass for Companies under Liquidation submitting S45 Withholding Tax

Step 1

Step 2

Step 3

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



Corppass for Companies under Liquidation submitting S45 Withholding Tax

Step 1

Step 2

Step 3

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

A Singapore Government Agency Website

singpass Services ▾ F | T | F | Q

Singpass app Password login

Log in

Log in

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

Welcome to Singpass
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Corppass for Companies under Liquidation submitting S45 Withholding Tax

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.



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Log Out

Select UEN/Entity ID

191425521H
Entity 1

200062017E
Entity 2

C2000118/B
Entity 3

A Guide for GST-Registered Companies under Liquidation

Step 1

Step 2

Step 3

Step 4

Step 5

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



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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

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Step 5

- 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

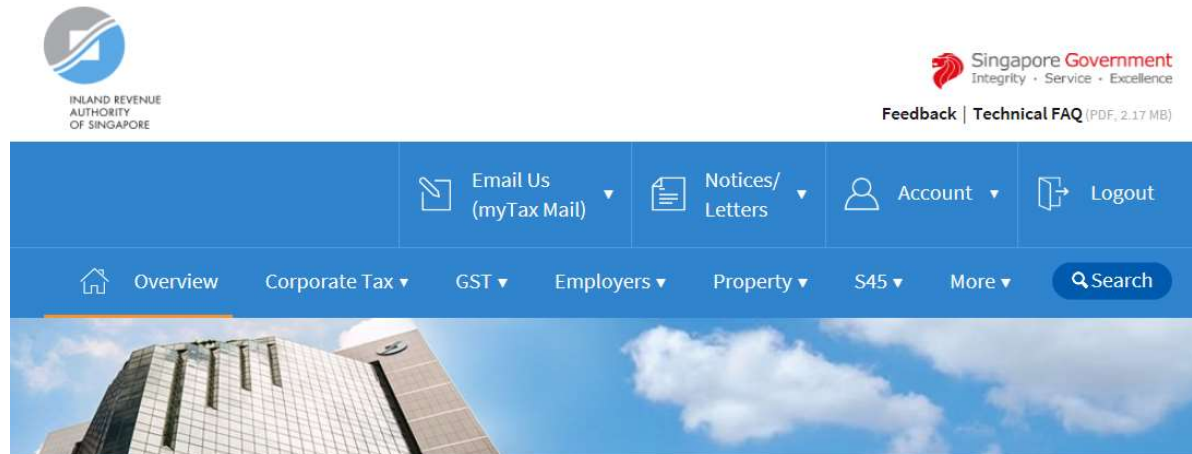
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Step 1

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.

Corppass for Companies under Liquidation submitting S45 Withholding Tax

-End-