



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Authorisation for Submission of Commission Records
via Singapore Corporate Access (Corppass) and
How to update Contact Details via myTax Portal

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About Corppass

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

You need to authorise yourself (or your staff) via Corppass to submit the commission income information to IRAS electronically on behalf of your organisation.

Understanding Your Corppass Role

Corppass Role	Definition	Responsibilities
 Registered Officer	<ul style="list-style-type: none"> A person who has the legal authority to act on the legal matters relating to the entity (e.g. Company Director, Corporate Secretary, Partner, Sole-Proprietor, etc.) There may be more than 1 Registered Officer (RO) per entity 	<ul style="list-style-type: none"> Appointing a Corppass Admin for the entity Approving online registration of Corppass Admin account
 Corppass Admin	<ul style="list-style-type: none"> A person appointed by the RO (e.g. Administrator, etc.) RO can also choose to become the Corppass Admin There is a maximum of 2 Corppass Admin per entity 	<ul style="list-style-type: none"> Managing the entity's Corppass related matters, for e.g.: <ul style="list-style-type: none"> Manage entity's access rights to the government agencies' e-Services Manage entity's Corppass users and their authorisation to e-Services
 Corppass User	<ul style="list-style-type: none"> A person authorised by the Corppass Admin to transact with government agencies on behalf of the entity There is no limit to the number of Corppass User per entity 	<ul style="list-style-type: none"> Performing transactions via the government agencies' e-Services

Summary

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

Steps to Complete Authorisation

Step 1: Register a Corppass Admin Account

You need to register for a Corppass Admin account before you can proceed with the authorisation. Only the Registered Officer (RO) (i.e. Company Director, Corporate Secretary, Partner or Sole-Proprietor) or the person appointed by the RO can register for a Corppass Admin account.

- If you are an RO and want to register for a Corppass Admin account, refer to https://www.corppass.gov.sg/help/CP_User_Guide_01_RO_Corppass_Admin_Registration.pdf

OR

- If you are appointed by the RO to register for a Corppass Admin account, refer to https://www.corppass.gov.sg/help/CP_User_Guide_03A_Admin_Corppass_Admin_Registration_Singapore_Entities.pdf

Approval from your RO is required after you have submitted the Corppass Admin registration request. Your RO can manage the registration request by referring to https://www.corppass.gov.sg/help/CP_User_Guide_04A_Admin_Subadmin_Create_and_Manage_Corppass_Accounts.pdf

Step 2: Create Corppass User Account

- If your Corppass Admin is the person transacting with IRAS, proceed to Step 3.

OR

- If your Corppass Admin is not the person transacting with IRAS, you need to create Corppass User in order to transact with IRAS. For more information, refer to https://www.corppass.gov.sg/help/CP_User_Guide_07_Admin_Subadmin_Authorise_and_Manage_Third_Party_Entity_For_Client.pdf

[Note: To check who is your Corppass Admin, go to www.Corppass.gov.sg > Services > Find Your Corppass Admin]

Step 3: Assign IRAS' e-Services to your organisation and user

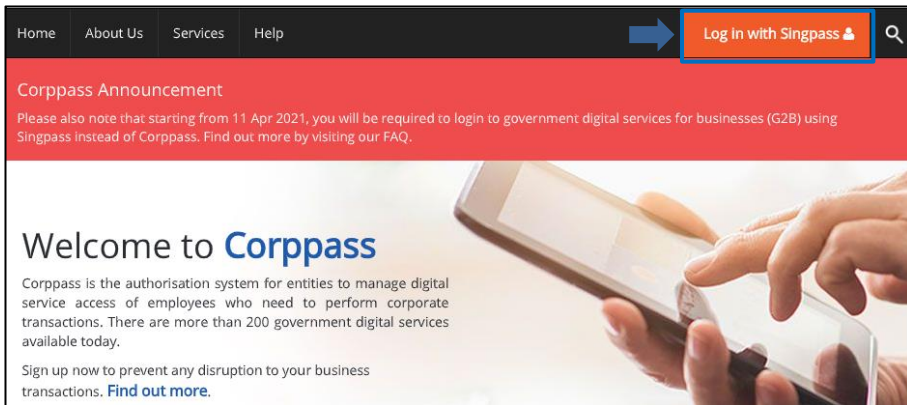
To assign IRAS' e-Services to your organisation and Corppass Admin / User, refer to [Page 6 to 11 of this guide](#).

If you have a tax agent (i.e. third party) and you want to authorise them to transact on behalf of your entity, refer to <https://www.iras.gov.sg/media/docs/default-source/uploadedfiles/pdf/corppass-step-by-step-guide-for-tax-agents.pdf>

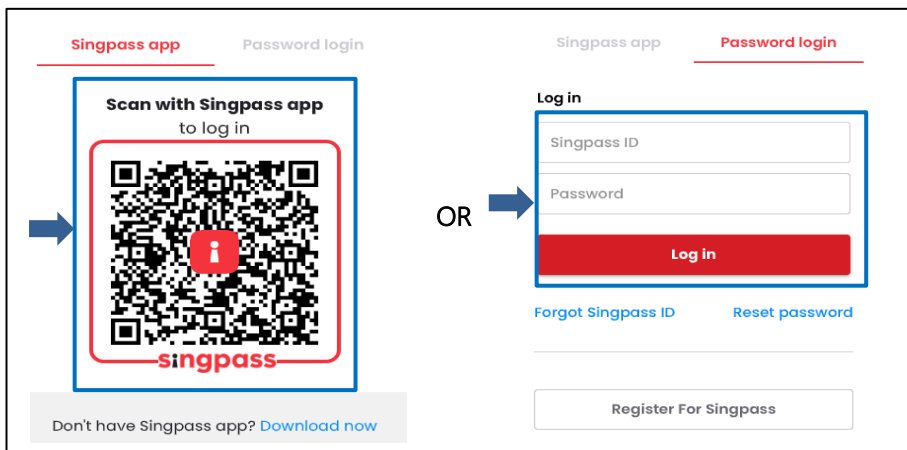
Assign IRAS' digital services to Entity

1. Assign IRAS' e-Services to Organisation

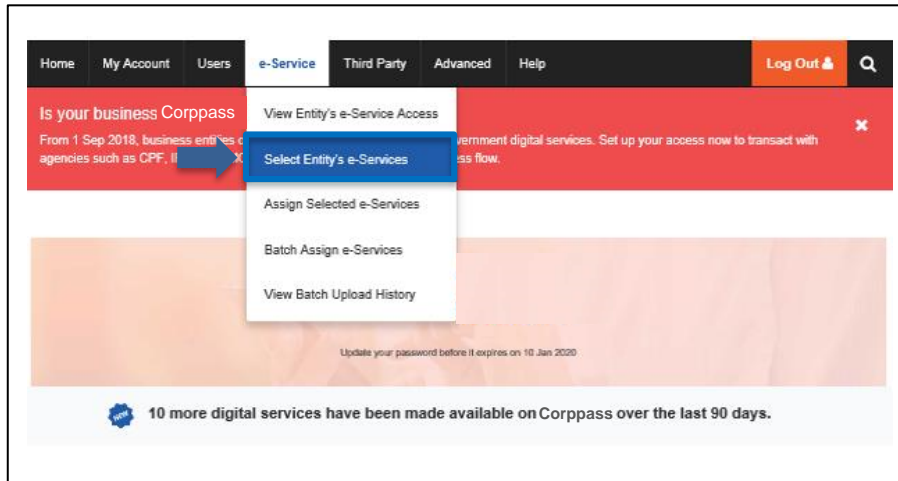
2. Assign IRAS' e-Services to Corppass Admin / User



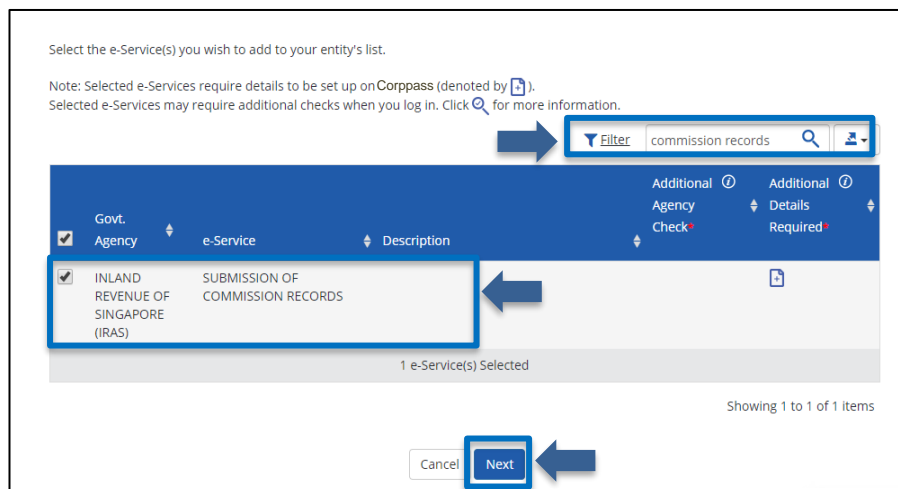
- Go to www.corppass.gov.sg
- Select <Login With Singpass>.



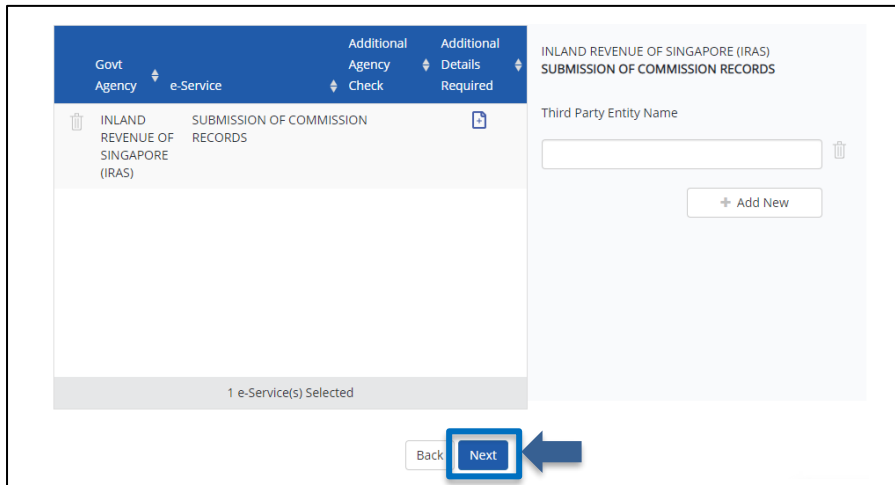
- Login using:
- Singpass App, or
 - Password login



Select <e-Service> and click <Select Entity's e-Services>.



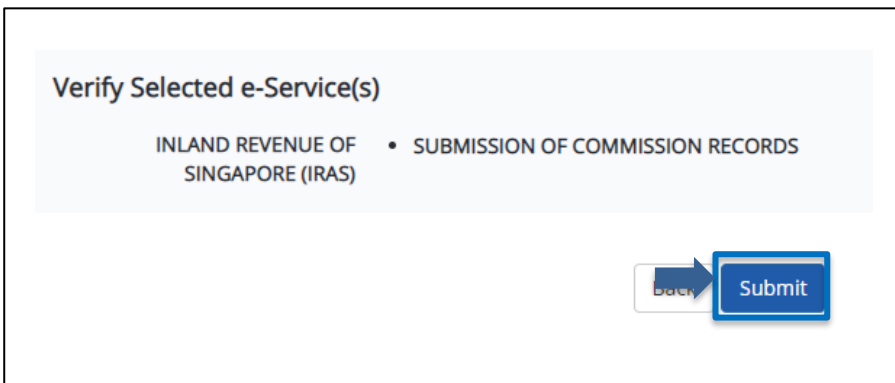
- Filter or search "commission records".
 - Check the box next to the "Submission of Commission Records" e-Service.
 - Click <Next>.
- Note: You may use to [filter icon] or [search icon] to filter or search for the e-Service.



Click <Next>.

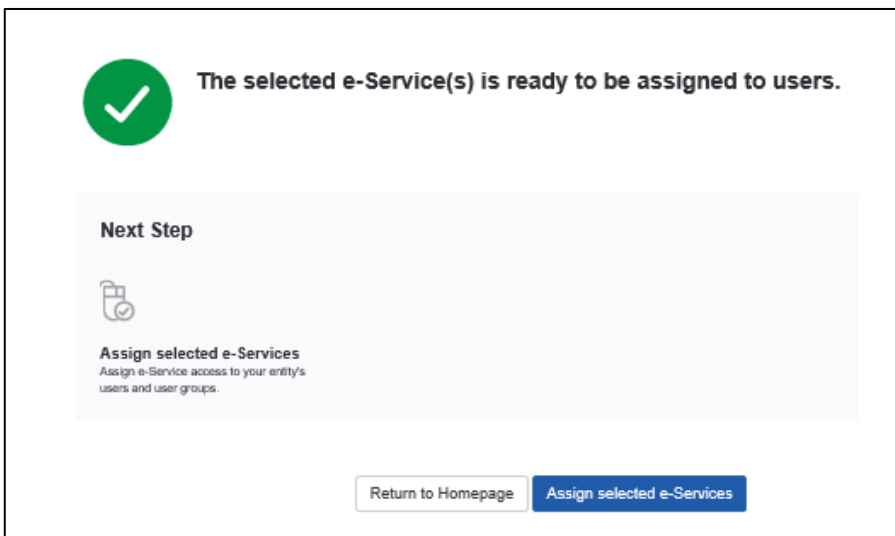
Note: Only enter <Third Party Entity Name> if you need to authorise a third party, else it will be blank by default.

Click <+ Add New> if you want to authorise more than 1 third party for the same e-Service.



Confirm the details of the e-Service that you have selected.

Click <Submit>.



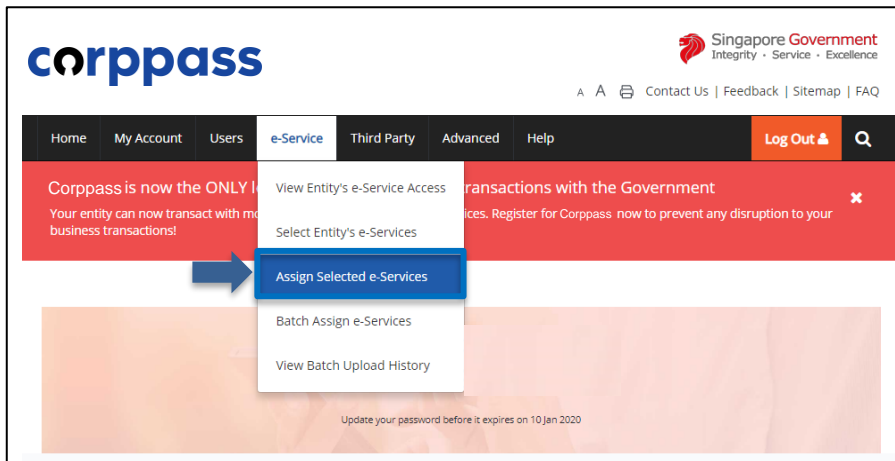
- A confirmation message will be displayed.

Note: Click <Assign selected e-Services> to continue with assigning IRAS' e-Services to Corppass Admin or User.

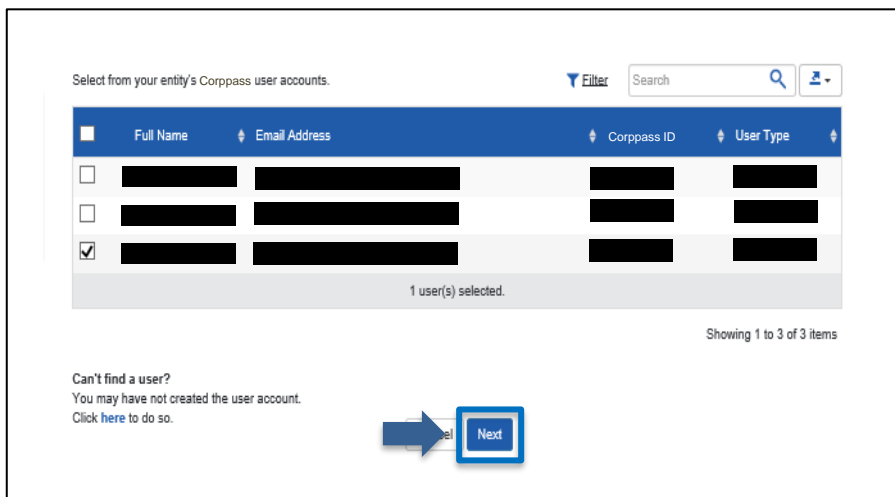
Assign IRAS' e-Services to Corppass Admin / User

1. Assign IRAS' e-Services to Organisation

2. Assign IRAS' e-Services to Corppass Admin / User

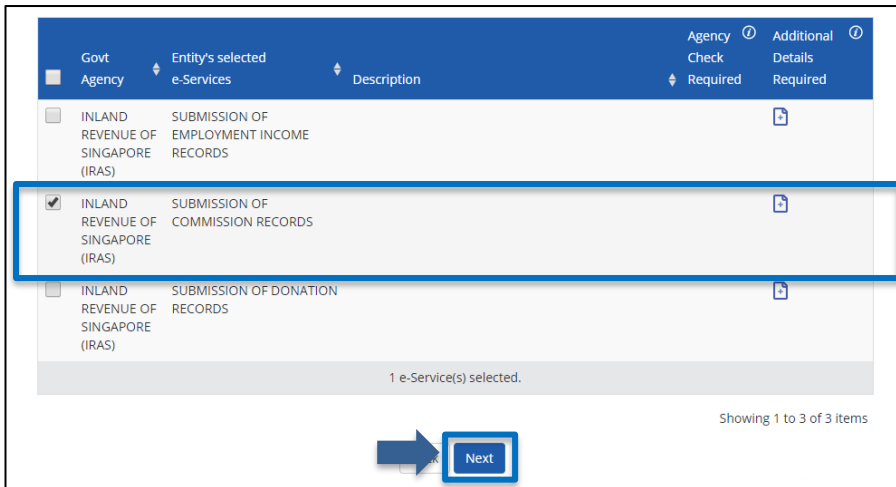


- Select <e-Service> and click <Assign Selected e-Services>.

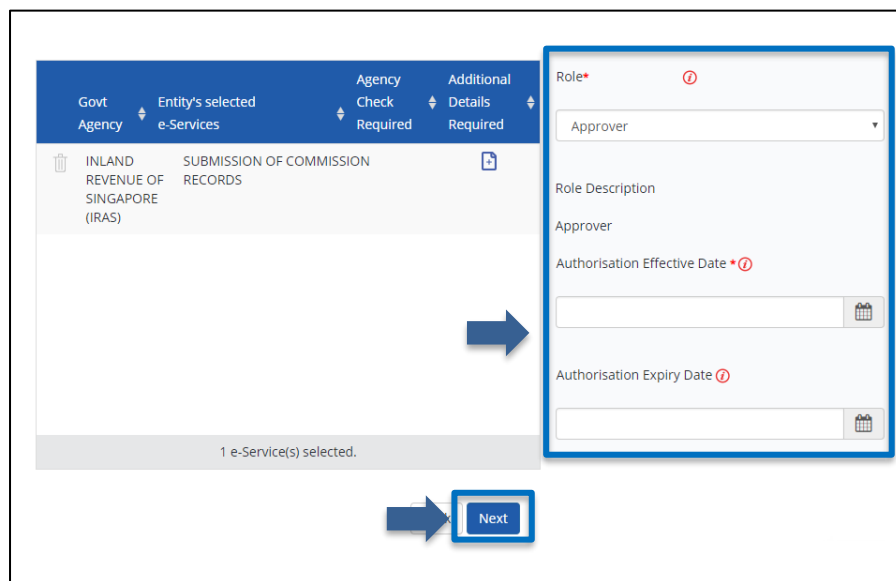


- Select the Corppass user(s) to assign the e-Service access.
- Click <Next>

Note: If you wish to assign different e-Services access for specific users, you will have to assign them individually.

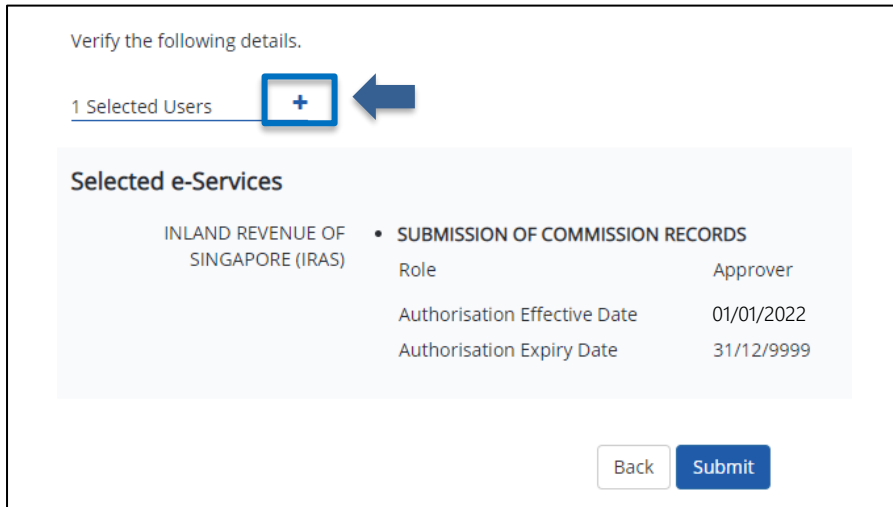


- Select the <Submission of Commission Records>.
- Click <Next>.

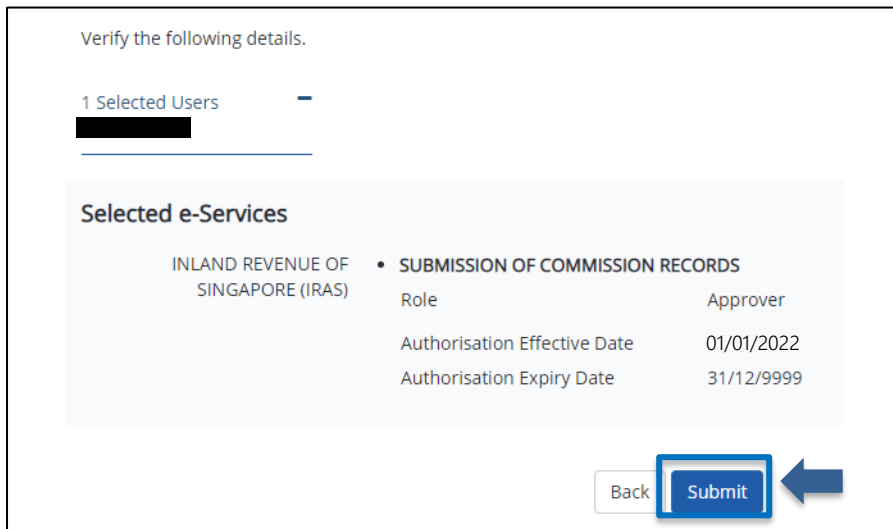


- Select <Approver> for role.
- Select preferred date for <Authorisation Effective Date>.
- Leave blank for <Authorisation Expiry Date>.
- Click <Next>.

Note: Only staff who has been authorised with the "Approver" role for "Submission of Commission Records" will be able to submit the record via myTax Portal.



- Click <+> to view the user(s) assigned to the e-Service.



- Confirm the details of the assigned e-Services.
- Click <Submit>.



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

[Return to Homepage](#)

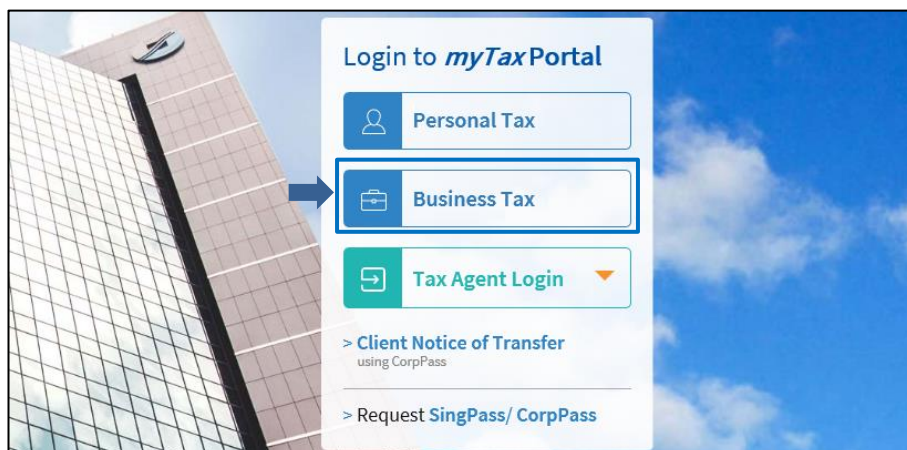
- A confirmation message will be displayed.

Update Contact Details at myTax Portal

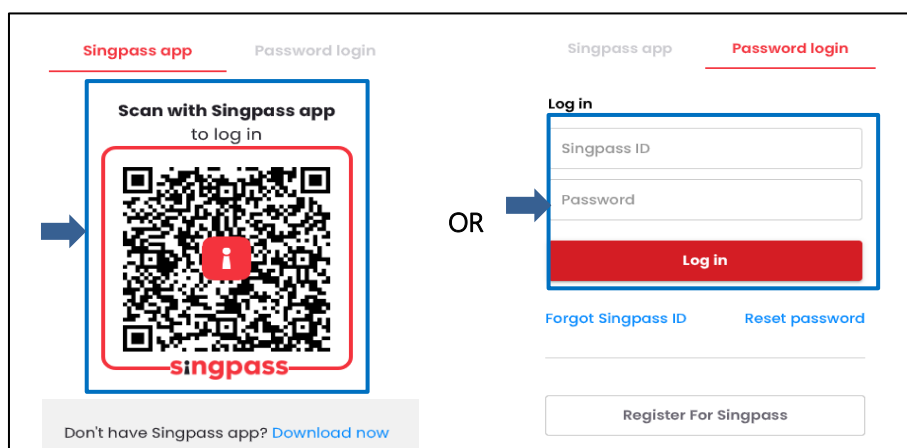
To receive important updates on e-Submission of Commission Income matters, please update your contact details via [myTax Portal](#).



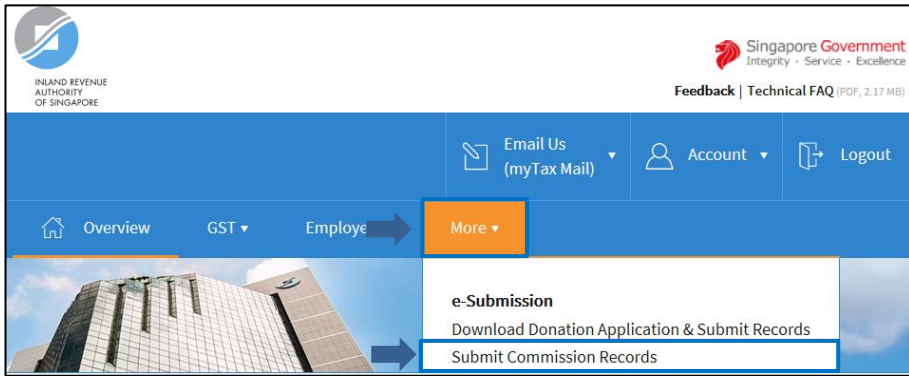
- At IRAS' Website <https://www.iras.gov.sg>
- Select <LOGIN>.
- Click <Login to myTax Portal>.



- At [myTax Portal](#),
- Select <Business Tax>.



- Login using:
- Singpass App, or
 - Password login



- Mouse over to <More>.
- Click <Submit Commission Records>.

Note:

Only staff who has been [authorised](#) with the "Approver" or "Preparer" role for SUBMISSION OF COMMISSION RECORDS e-Service at [Corppass](#) will be able to view the link.

Authorised Person's Details for Commission

[< Back to Commission Main Menu](#)

Note

All matters related to this e-Service will be directed to the named Authorised Person.

Name of Authorised Person*

Designation*

Email Address*

Please provide at least one of the following information

Office No.

Mobile No.

SAVE

If you are logging in for the first time,

- Fill in the particulars.
- Click <SAVE>.

Submit Commission Records

Submission

Submit commission information online i.e. without downloading any application.

SUBMIT ONLINE

Submission Status

View status of submitted files/ records.

VIEW

Authorised Person's Details

View or update authorised person's details.

VIEW / UPDATE

If you an existing Commission-Paying Organisation,

- Click <VIEW/UPDATE> to update contact details.

Authorised Person's Details for Commission

[< Back to Commission Main Menu](#)

Note

All matters related to this e-Service will be directed to the named Authorised Person.

Name of Authorised Person*



Designation*

Email Address*

Please provide at least one of the following information

Office No.

Mobile No.



SAVE

- Fill in the particulars.
- Click <SAVE>.

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