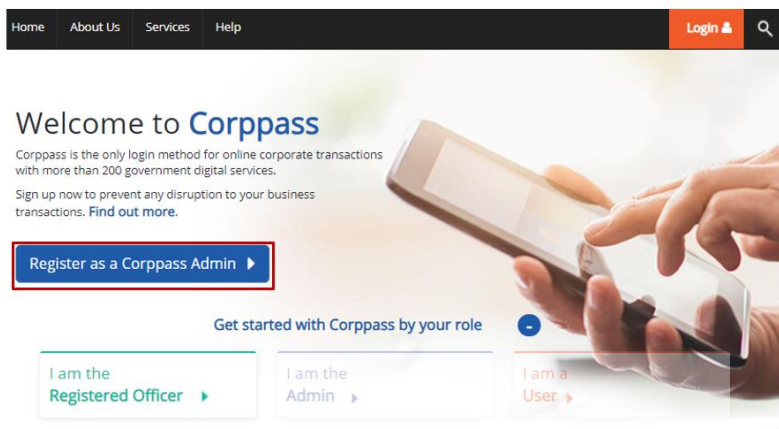


Set Up Corppass for 'One Man Shop' /Micro Businesses [For Companies / Partnerships] [You are the Director/Partner = Corppass Administrator = Person who files GST returns]

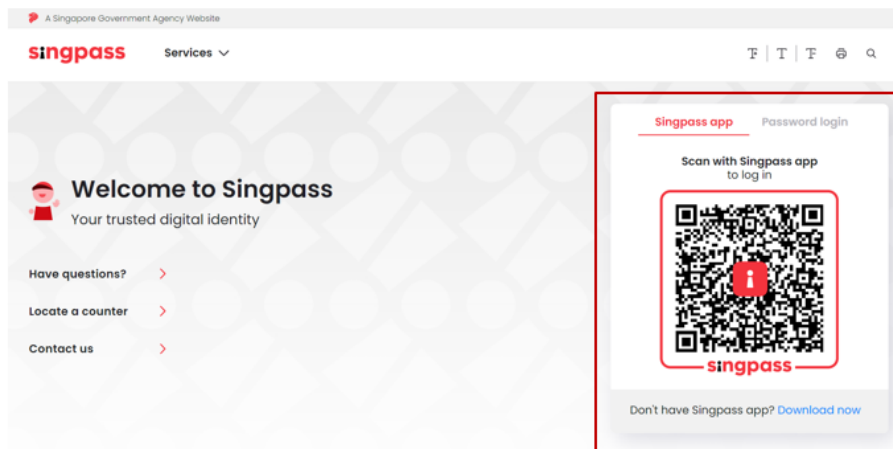
Step 1: Go to www.corppass.gov.sg

Step 2: Click "Register as a Corppass Admin".

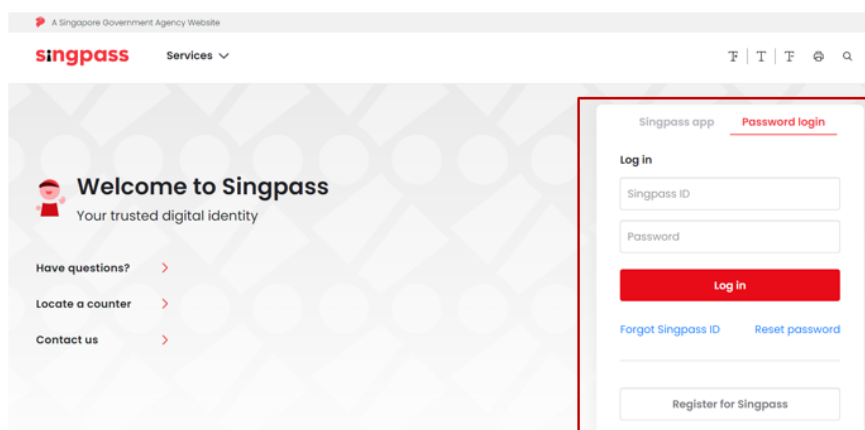


Step 3: You will be redirected to the Singpass login page. Log in with your Singpass account to proceed. You may either log in by scanning the QR code with your Singpass mobile app, or entering your Singpass ID, password and the One-Time Password sent to your mobile number.

Login via QR code



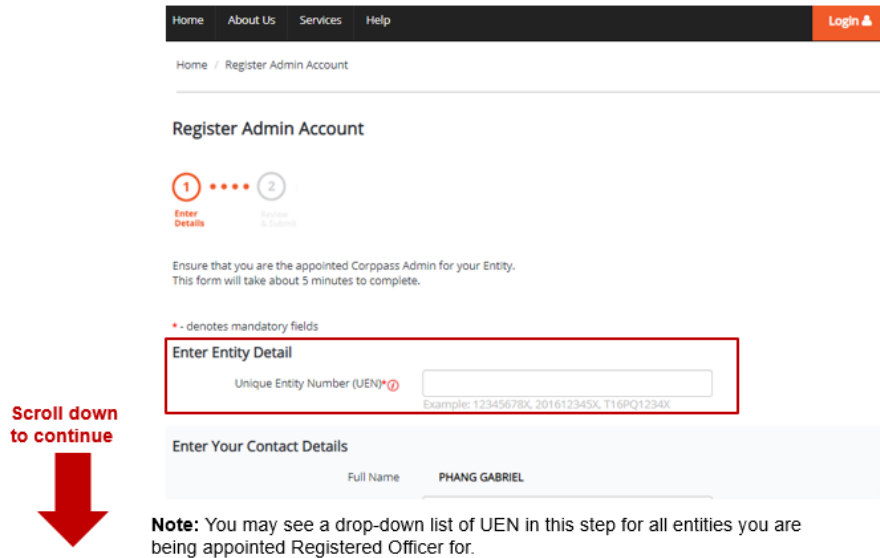
Login via Singpass ID and password



Set Up Corppass for 'One Man Shop' /Micro Businesses [For Companies / Partnerships] [You are the Director/Partner = Corppass Administrator = Person who files GST returns]

Step 4: Begin your Corppass Admin account registration:

- a) After logging in to Corppass, enter the company's Unique Entity Number ("UEN") for which you are registering to be an admin.



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

Note: You may see a drop-down list of UEN in this step for all entities you are being appointed Registered Officer for.

- b) Enter your email address & mobile number.



Enter Your Contact Details

Your full name will be populated as per Singpass (or NRIC / FIN).

Full Name PHANG GABRIEL

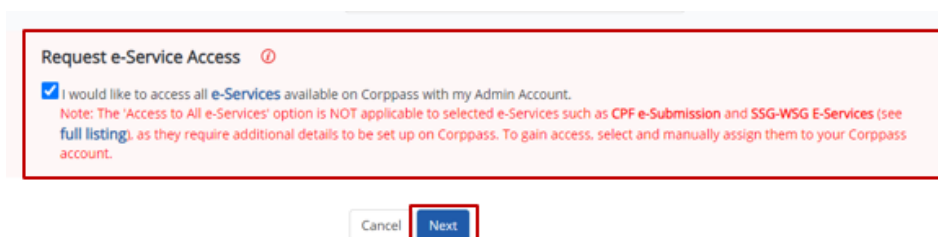
Email*

Confirm Email*

Mobile No.

Confirm your contact details.

- c) You can choose to be granted access to all current and future e-Services for your Corppass Admin account. Select "I would like to access all e-Services available on CorpPass with my Admin Account" (checked by default). You will be able to access all Government e-Services, including GST filing as an Approver and GST Payment.



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

Set Up Corppass for 'One Man Shop' /Micro Businesses [For Companies / Partnerships] [You are the Director/Partner = Corppass Administrator = Person who files GST returns]

Step 5: Review your registration details and read and agree to the "Terms and Conditions", before clicking "Submit". Your Corppass Admin account will be auto approved if you are the Director/ Partner in ACRA's records.

Congratulations!



Your CorpPass Admin Account is ready for use.

Step 6: Log in to [myTax Portal](#) to file your GST return. You will be redirected to the Singpass login page after clicking on "Business Tax".

The screenshot shows the IRAS myTax Portal website. At the top, there is a navigation bar with the IRAS logo and the text "IRAS INLAND REVENUE AUTHORITY OF SINGAPORE". Below the navigation bar, there is an announcement banner for weekly maintenance hours. The main content area features a large image of a modern building. On the right side, there is a "Login to myTax Portal" menu with three options: "Personal Tax", "Business Tax" (highlighted with a red box), and "Tax Agent Login". Below the menu, there are two promotional banners: "Tax Season 2021" and "Greater Convenience with Digitised Notices".