

Corppass Step-by-Step Guide for Foreign Entities - Corporate Tax



iras.gov.sg



[Twitter.com/IRAS_SG](https://twitter.com/IRAS_SG)



Facebook.com/irassg



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Who should read this guide

- This step-by-step guide is relevant for **foreign entities that are required to file tax returns to IRAS and have already obtained a tax reference number¹ (e.g. A1234567E) from IRAS.**
 - Foreign entities refer to foreign registered entities that are not issued with a Unique Identification Number (UEN) by e.g. ACRA.
- The authorisations shown in this guide are for access to the Corporate Tax digital services in mytax.iras.gov.sg.
 - For authorisation to access other IRAS digital services, the Corppass Admin needs to select the relevant digital services and the 'For Non-UEN Entity Only' digital service instead.

¹ Foreign entities that are required to file tax returns but have not obtained a tax reference number from IRAS may email IRAS at ctmail@iras.gov.sg to provide information on the activities carried out in Singapore and the nature of income derived. IRAS will issue a tax reference number to the foreign entity. We may also seek further clarification, if required.

Content page

Identify your Corppass role



Corppass Admin (CPA)



Corppass User (CP User)

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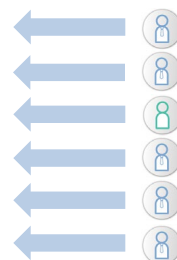
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- Step 2b: Activate user accounts
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Applicable to:



CPA

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CPA

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CPA

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CPA

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CPA

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Identify your Corppass role



Corppass Admin

Person authorised to manage Corppass for the entity

*Maximum of 2 Corppass Admins per entity



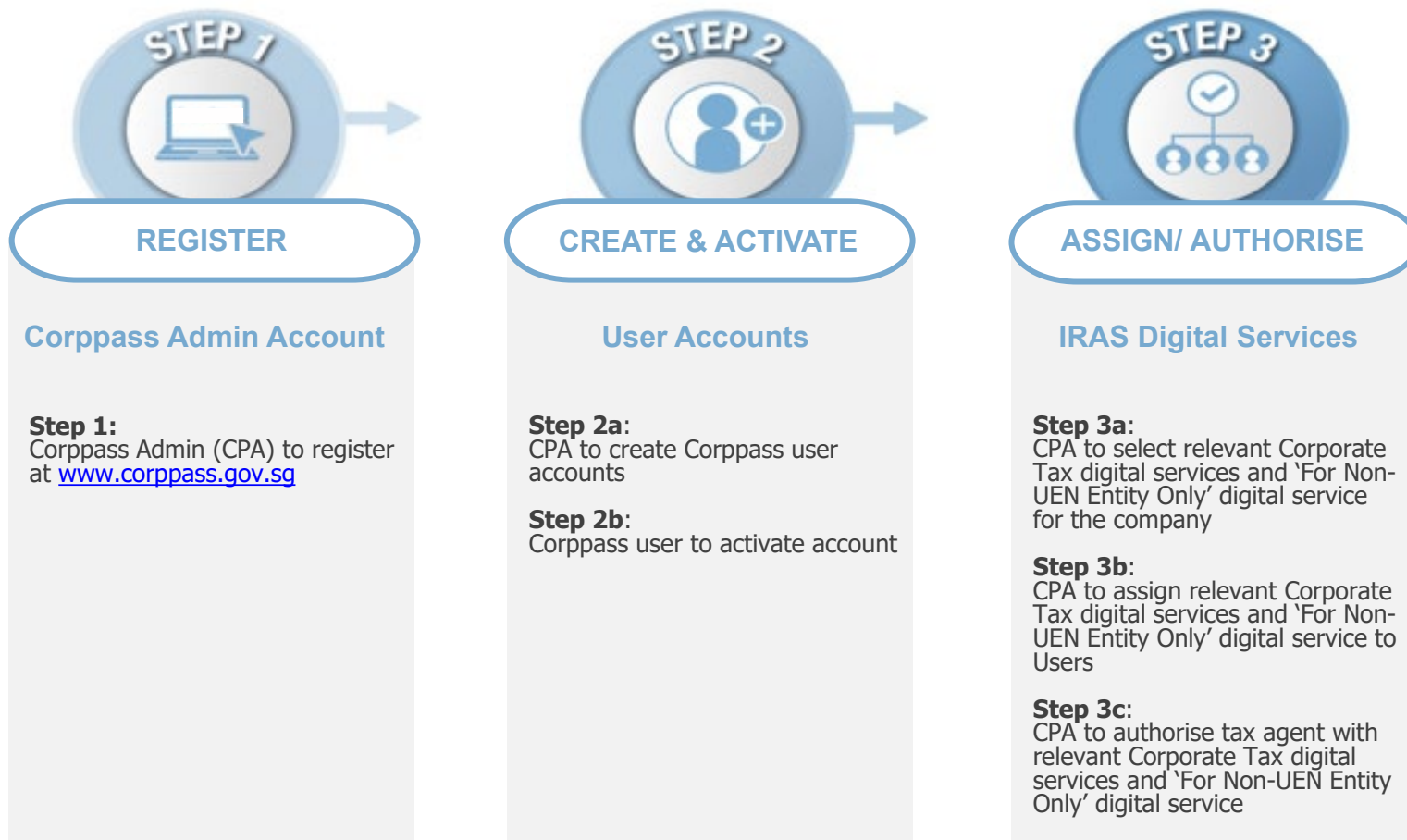
Corppass User

Account created by Corppass Admin to transact with digital services assigned to them

A foreign entity can only have up to 5 active accounts [including the Corppass Admin account(s)] at any one time.



Overview of Corppass registration



Step 1:

Register for a Corppass Admin account

- (i) Foreign entity emails IRAS with the information:
 - Tax Reference Number with IRAS (e.g. A1234567E);
 - Name of Foreign Entity;
 - Date of Incorporation; and
 - Country/ Region of Incorporation.
- (ii) CPA registers online for CPA account for Foreign Entity



1. Register for a Corppass Admin account

Prior to registering for a CPA account at www.corppass.gov.sg, please email to IRAS:

Subject header: Corppass Registration for Foreign Entity

Email Address: ctmail@iras.gov.sg

Information required:

- Foreign Entity's Tax Reference Number with IRAS (e.g. A1234567E);
- Name of Foreign Entity;
- Date of Incorporation; and
- Country/ Region of Incorporation.

Please ensure that the information you provide to Corppass during registration is the same as the information provided to IRAS here.



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1. Register for a Corppass Admin account

Prepare these documents beforehand:

- Business Registration Document (Issued by the local authority in the foreign country/ region of registration)
- Identity Document (E.g. Passport, Driver's Licence)
(This is only required if the CPA is a foreigner without NRIC/ FIN)



1. Register for a Corppass Admin account via Singpass



Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

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 ▶

Visit www.corppass.gov.sg

If you are a foreigner without NRIC/ FIN, please refer to the steps in pages 20 to 31.



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1. Register for a Corppass Admin account via Singpass

The screenshot shows the Corppass website interface. At the top, there is a navigation bar with links for Home, About Us, Services, and Help. A 'Log in with Singpass' button is located on the right. The 'Services' menu is expanded, showing options like 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account', 'Manage Admin', and 'Find Your Corppass Admin'. The 'Register for Corppass' option is highlighted with a red box, and a sub-menu is shown with 'UEN Registered Entity', 'Foreign Entity', and 'Register via Singpass'. The 'Foreign Entity' option is also highlighted with a red box, and the 'Register via Singpass' option is highlighted with a blue box. A red callout box on the right side of the screenshot contains the text: 'Go to Services > Register for Corppass > Foreign Entity > Register via Singpass.' Below the navigation bar, there is a 'Welcome' section with a description of Corppass and a 'Register as a Corppass Admin' button. At the bottom, there is a section titled 'Get started with Corppass by your role' with three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Home About Us Services Help Log in with Singpass

Welcome

Corppass is the authorisation service access of e-government transactions. There are several services available today.

Sign up now to prevent fraud in 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

Go to Services > Register for Corppass > Foreign Entity > Register via Singpass.




1. Register for a Corppass Admin account via Singpass

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app or by entering your Singpass ID and 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

Scan with Singpass app
Logging in as **Business User**



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



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1. Register for a Corppass Admin account via Singpass

Register Admin Account for Foreign Entity



Read the instructions.

This registration is for foreign entities not registered in Singapore. Ensure that you are the appointed Corppass Admin for your entity. This form will take about 10 minutes to complete.

Supporting documents required:

1. Business Registration Document

Notes:

- Ensure that the information provided is consistent with the documents submitted.
- If the Business Registration Document does not contain the entity's registered address, please provide official proof of address, e.g. document showing latest billing address.
- Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document, or notarised by a notary public in Singapore or in the country that issued the document.
- Upload your documents in PDF, JPEG, and PNG format. The combined size of the uploaded files should not exceed 10MB.

Your Corppass Admin account will take 5 to 10 working days to be processed.











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1. Register for a Corppass Admin account via Singpass

* - denotes mandatory fields

Enter Foreign Entity Details

| | |
|--|--|
| Entity Registration No.*  | <input type="text"/> |
| Entity Name*  | <input type="text"/> |
| Date of Incorporation*  | <input type="text"/>  |
| | Example: 20/12/2016 |
| Country of Incorporation*  | ---SELECT---  |
| Registered Address Line 1*  | <input type="text"/> |
| Registered Address Line 2 | <input type="text"/> |
| Office Contact No.*  | <input type="text"/> |

Business Registration Document:*

The document must indicate:

- Entity Registration No.
- Entity Name
- Date of Incorporation
- Country of Incorporation
- Registered Address
- Office Contact No.

Select file

Enter the entity details required.

The entity details entered must match the information provided in the Business Registration Document.

Note:

Entity registration number refers to the foreign entity's registration number issued by the relevant authority in its country/ region of registration. Do **NOT** enter the tax reference number issued by IRAS (e.g. A1234567E).











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1. Register for a Corppass Admin account via Singpass

* - denotes mandatory fields

Enter Foreign Entity Details

| | |
|--|--|
| Entity Registration No.*  | <input type="text"/> |
| Entity Name*  | <input type="text"/> |
| Date of Incorporation*  | <input type="text"/>  Example: 20/12/2016 |
| Country of Incorporation*  | <input type="text" value="---SELECT---"/>  |
| Registered Address Line 1*  | <input type="text"/> |
| Registered Address Line 2 | <input type="text"/> |
| Office Contact No.*  | <input type="text"/> |
| Business Registration Document:* | <div>The document must indicate:<ul style="list-style-type: none">• Entity Registration No.• Entity Name• Date of Incorporation• Country of Incorporation• Registered Address• Office Contact No.</div> |

Click 'Select file' to upload the soft copy of your entity's Business Registration Document.

Note:

Where supporting documents are not in English, upload a softcopy of:

- the original document; and
- a translated copy of the document in English that has been certified by the embassy of the country/region that issued the document, or notarised by a notary public in Singapore or in the country/region that issued the document.

Select file



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1. Register for a Corppass Admin account via Singpass

Enter Your Contact Details

Full Name VINCENT DAVID

Email*  vincentdavid@mailinator.com
abc@abc.com

Confirm Email*

Mobile No.

Enter your contact details.

Your full name, as per your NRIC/ FIN, and your email address will be automatically populated.

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.

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.

Please type the verification code

(Code is case-insensitive
and excludes spaces)

e 5 5 7 0 b 

Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.



INLAND REVENUE
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1. Register for a Corppass Admin account via Singpass

Enter Your Contact Details

Full Name VINCENT DAVID

Email*
vincentdavid@mailinator.com
abc@abc.com

Confirm Email*

Mobile No.

Choose whether to be granted default access to ALL digital services (currently onboard and to be added in future) for your CPA account.

Important: Even if you, as the CPA, are granted access to ALL digital services, you will still need to select and assign the 'For Non-UEN Entity Only' digital service to yourself before you can access IRAS digital services. See pages 56 to 104.

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.

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.

Please type the verification code

(Code is case-insensitive and excludes spaces)

e 5 5 7 0 b

Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.



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1. Register for a Corppass Admin account via Singpass

Enter Your Contact Details

Full Name VINCENT DAVID

Email* ⓘ

vincentdavid@mailinator.com

abc@abc.com

Confirm Email*

Mobile No.

Enter the verification code and click 'Next' to proceed.

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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Please type the verification code

(Code is case-insensitive and excludes spaces)

e 5 5 7 0 b



Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.



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1. Register for a Corppass Admin account via Singpass

Register Admin Account for Foreign Entity



Review the following information.

To amend your information after submission, you must submit a new registration.

Foreign Entity Details

| | |
|--------------------------------|------------------------------------|
| Entity Registration No. | FN226K86231 |
| Entity Name | FOREIGN ENTITY 1 |
| Date of Incorporation | 01 Mar 2021 |
| Country of Incorporation | Afghanistan |
| Registered Address Line 1 | 22 Avenue Street, AF |
| Registered Address Line 2 | |
| Office Contact No. | 93380679 |
| Business Registration Document | ForeignEntity1.jpg |

Admin Contact Details

| | |
|------------------------|-----------------------------|
| Full Name | VINCENT DAVID |
| Email | vincentdavid@mailinator.com |
| Mobile No. | 91774348 |
| Foreign ID Expiry Date | |

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 of Use](#).

[Back](#)

[Submit](#)

Review details you have entered
and click 'Submit' to proceed.

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.



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1. Register for a Corppass Admin account via Singpass

[Home](#)[About Us](#)[Services](#)[Help](#)[Log in with Singpass](#)[Home](#) / [Register Admin Account](#)

Your registration for a Corppass Administrator Account has been submitted and is subject to approval by Corppass.

An email notification of the registration will be sent to the submitted email address. You cannot register for another Corppass account until this application has been processed in 5 to 10 working days.

Your registration may take 5 to 10 working days to be processed.

Next Step



Wait for approval from Corppass.

You will be notified via email upon approval of your Corppass Admin Account



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1. Register for a Corppass Admin account via Foreign ID



Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

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 ▶

Visit www.corppass.gov.sg

Pages 20 to 31 are only applicable to foreigners without NRIC/ FIN.



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1. Register for a Corppass Admin account via Foreign ID

The screenshot shows the Corppass website interface. The navigation bar at the top includes links for Home, About Us, Services, and Help. A 'Log in with Singpass' button is on the right. The 'Services' dropdown menu is open, showing options like 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account', 'Manage Admin', and 'Find Your Corppass Admin'. The 'Register for Corppass' option is highlighted with a red box, and its sub-menu is also open, showing 'UEN Registered Entity', 'Foreign Entity', 'Register via Singpass', and 'Register via Foreign ID'. The 'Foreign Entity' option is highlighted with a red box, and the 'Register via Foreign ID' option is highlighted with a red box. A red callout box on the right side of the screen contains the text: 'Go to Services > Register for Corppass > Foreign Entity > Register via Foreign ID.' Below the navigation bar, there is a 'Welcome' section with a description of Corppass and a 'Register as a Corppass Admin' button. At the bottom, there is a section titled 'Get started with Corppass by your role' with three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

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

Register for Corppass > UEN Registered Entity Foreign Entity > Register via Singpass Register via Foreign ID

Check Registration Status

Activate Corppass Account

Manage Admin >

Find Your Corppass Admin

Go to Services > Register for Corppass > Foreign Entity > Register via Foreign ID.

Welcome

Corppass is the authorised service access of e-transactions. There are several services available today.

Sign up now to prevent 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 >



1. Register for a Corppass Admin account via Foreign ID

Register Admin Account for Foreign Entity



[Read the instructions.](#)

This registration is for foreign entities not registered in Singapore. Ensure that you are the appointed Corppass Admin for your entity. This form will take about 10 minutes to complete.

Supporting documents required:

1. Business Registration Document
2. Identity Documents

Notes:

- Ensure that the information provided is consistent with the documents submitted.
- If the Business Registration Document does not contain the entity's registered address, please provide official proof of address, e.g. document showing latest billing address.
- Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document, or notarised by a notary public in Singapore or in the country that issued the document.
- Upload your documents in PDF, JPEG, and PNG format. The combined size of the uploaded files should not exceed 10MB.
- If there are any changes in your Foreign ID and Country of Issuance, please update them via the Corppass portal before uploading your new identity documents during this registration.

Your Corppass Admin account will take 5 to 10 working days to be processed.











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1. Register for a Corppass Admin account via Foreign ID

* - denotes mandatory fields

Enter Foreign Entity Details

| | |
|--|--|
| Entity Registration No.*  | <input type="text"/> |
| Entity Name*  | <input type="text"/> |
| Date of Incorporation*  | <input type="text"/>  |
| | Example: 20/12/2016 |
| Country of Incorporation*  | ---SELECT---  |
| Registered Address Line 1*  | <input type="text"/> |
| Registered Address Line 2 | <input type="text"/> |
| Office Contact No.*  | <input type="text"/> |

Business Registration Document:*

The document must indicate:

- Entity Registration No.
- Entity Name
- Date of Incorporation
- Country of Incorporation
- Registered Address
- Office Contact No.

Select file

Enter the entity details required.

The entity details entered must match the information provided in the Business Registration Document.

Note:

Entity registration number refers to the foreign entity's registration number issued by the relevant authority in its country/ region of registration. Do **NOT** enter the tax reference number issued by IRAS (e.g. A1234567E).











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1. Register for a Corppass Admin account via Foreign ID

* - denotes mandatory fields

Enter Foreign Entity Details

| | |
|--|--|
| Entity Registration No.*  | <input type="text"/> |
| Entity Name*  | <input type="text"/> |
| Date of Incorporation*  | <input type="text"/>  |
| | Example: 20/12/2016 |
| Country of Incorporation*  | <input type="text" value="---SELECT---"/>  |
| Registered Address Line 1*  | <input type="text"/> |
| Registered Address Line 2 | <input type="text"/> |
| Office Contact No.*  | <input type="text"/> |
| Business Registration Document:* | <div>The document must indicate:<ul style="list-style-type: none">• Entity Registration No.• Entity Name• Date of Incorporation• Country of Incorporation• Registered Address• Office Contact No.</div> |

Click 'Select file' to upload the soft copy of your entity's Business Registration Document.

Note:

Where supporting documents are not in English, upload a softcopy of:

- the original document; and
- a translated copy of the document in English that has been certified by the embassy of the country/region that issued the document, or notarised by a notary public in Singapore or in the country/region that issued the document.







Select file



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1. Register for a Corppass Admin account via Foreign ID

Enter Your Contact Details

| | |
|--|--|
| Full Name*  | <input type="text"/> |
| | As per Identity Documents |
| Foreign ID No.*  | <input type="text"/> |
| Country of Issuance*  | ---SELECT---  |
| Foreign ID Expiry Date | <input type="text"/>  |
| | Foreign ID should have at least 6 months validity Example: 20/12/2030 |
| Email*  | <input type="text"/> |
| | abc@abc.com |
| Confirm Email* | <input type="text"/> |
| Mobile No. | <input type="text"/> |

Identity Document:*

The document must indicate:

- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Select file

Enter your personal identification and contact details.






Ensure that the details you have entered match the information on the Identity Document.



INLAND REVENUE
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1. Register for a Corppass Admin account via Foreign ID

Enter Your Contact Details

| | |
|--|---|
| Full Name*  | <input type="text"/> |
| | <small>As per Identity Documents</small> |
| Foreign ID No.*  | <input type="text"/> |
| Country of Issuance*  | <input type="text" value="---SELECT---"/> |
| Foreign ID Expiry Date | <input type="text"/>  |
| | <small>Foreign ID should have at least 6 months validity Example: 20/12/2030</small> |
| Email*  | <input type="text"/> |
| | <small>abc@abc.com</small> |
| Confirm Email* | <input type="text"/> |
| Mobile No. | <input type="text"/> |
| Identity Document:* | <div>The document must indicate:<ul style="list-style-type: none">• Your Full Name• Foreign ID No.• Country of Issuance (e.g. Passport, Driver's Licence)</div> |

Select file

Click 'Select file' to upload your Identity Document. Multiple files can be uploaded if required.

Note:

Where supporting documents are not in English, upload a softcopy of:

- the original document; and
- a translated copy of the document in English that has been certified by the embassy of the country/ region that issued the document, or notarised by a notary public in Singapore or in the country/ region that issued the document.



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1. Register for a Corppass Admin account via Foreign ID

Request e-Service Access

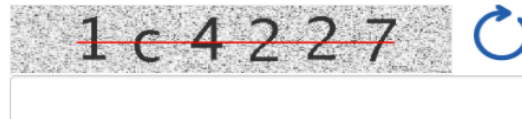
☒ I would like to access all **e-Services** available on Corppass with my Admin Account.

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.

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.

Please type the verification code

(Code is case-insensitive and excludes spaces)



Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Choose whether to be granted default access to ALL digital services (currently onboard and to be added in future) for your CPA account.

Important: Even if you, as the CPA, are granted access to ALL digital services, you will still need to select and assign the 'For Non-UEN Entity Only' digital service to yourself before you can access IRAS digital services. See pages 56 to 104.



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1. Register for a Corppass Admin account via Foreign ID

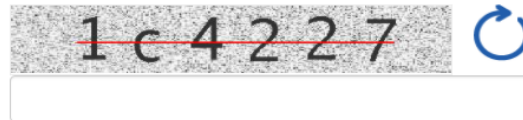
Request e-Service Access

☒ 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.

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.

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

A rectangular box containing a verification code. The code is '1 c 4 2 2 7', where 'c' is a lowercase letter. A red horizontal line is drawn across the middle of the code. To the right of the code is a blue circular refresh icon.

Enter the verification code
and click 'Next' to proceed.

Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.



INLAND REVENUE
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1. Register for a Corppass Admin account via Foreign ID

Register Admin Account for Foreign Entity



Review the following information.

Foreign Entity Details

Entity Registration No. **F12345678U**

Entity Name **FOREIGN ENTITY 1**

Date of Incorporation **23 Dec 2008**

Country of Incorporation **Australia**

Registered Address Line 1 **Sydney Street 123**

Registered Address Line 2

Office Contact No. **567891011**

Business Registration Document [Business reg Docs.png](#)

Admin Contact Details

Full Name **AMY FOREIGNER**

Foreign ID No. **E22334455**

Country of Issuance **Australia**

Email **amy@FE1.com**

Mobile No.

Foreign ID Expiry Date

Identity Document [Identity Doc.png](#)

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 of Use](#).

[Back](#)

[Submit](#)

**Review details you have entered
and click 'Submit' to proceed.**



INLAND REVENUE
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OF SINGAPORE

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

1. Register for a Corppass Admin account via Foreign ID

Home / Register Admin Account



Your registration for a Corppass Administrator Account has been submitted and is subject to approval by Corppass.

An email notification of the registration will be sent to the submitted email address. You cannot register for another Corppass account until this application has been processed in 5 to 10 working days.

Next Step



Wait for approval from Corppass.

You will be notified via email upon approval of your Corppass Admin Account

Your registration may take 5 to 10 working days to be processed. You will not be able to register for another Corppass Admin account while your registration is being processed.

As a foreigner without NRIC/ FIN, you will receive an email from Singpass to activate your Singpass Foreign user Account using a one-time password, if you have not set it up. Follow the steps as indicated in the email.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Updating information with IRAS

CPAs who are foreigners without NRIC/ FIN

1) If you have an existing tax reference number with IRAS (e.g. A1234567J)

Please ensure that the information furnished (i.e. name and passport/ foreign ID number) in Corppass is updated with IRAS.

2) If you do not have an existing tax reference number

You will need to register with IRAS by submitting the completed [form](#)¹.

¹The form may be retrieved from IRAS' website [www.iras.gov.sg > Digital Services > Others > Corppass].

Step 2a:

CPA to create Corppass user accounts

Step 2 is required if the CPA is appointing a staff in the company to access IRAS digital services on behalf of the company.

Go to Steps 3(a) & (c) if the CPA wishes to appoint a tax agent to access IRAS digital services on its behalf.



Important information to have on-hand

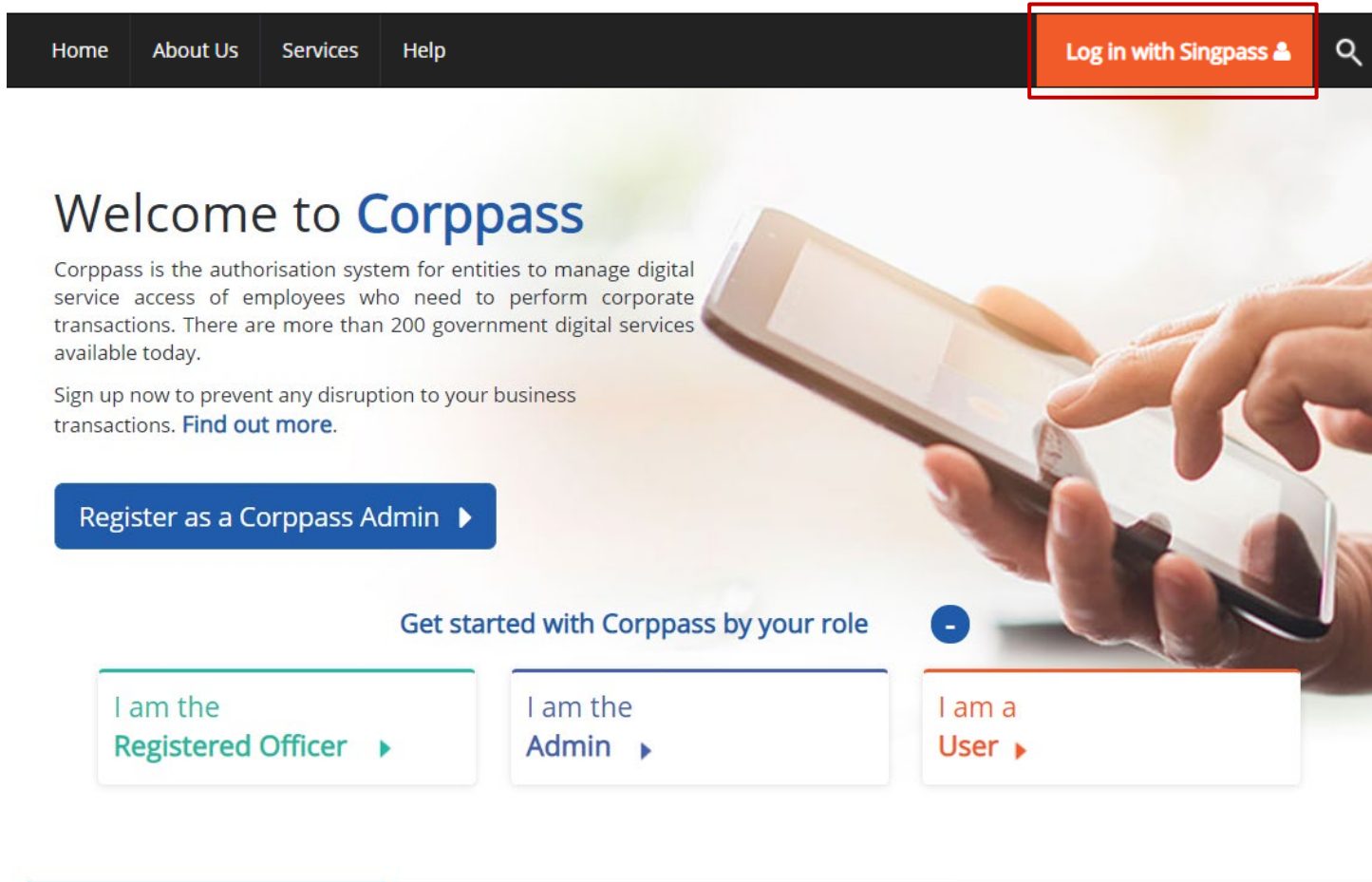
Before you start Step 2a, ensure that you have the following information:

- NRIC/ FIN/ Foreign ID number and email address of users (i.e. company staff who will be accessing IRAS digital services on behalf of the company)



2a: CPA to create Corppass user accounts

Click 'Log in with Singpass'.



The screenshot shows the Corppass website homepage. A dark navigation bar at the top contains links for 'Home', 'About Us', 'Services', and 'Help'. On the right side of this bar, the 'Log in with Singpass' button is highlighted with a red rectangular box. Below the navigation bar, the main heading 'Welcome to Corppass' is displayed in a large, blue font. Underneath the heading, a paragraph explains that Corppass is an authorization system for managing digital service access for employees. Below this text, a blue button labeled 'Register as a Corppass Admin' with a right-pointing arrow is visible. Further down, a section titled 'Get started with Corppass by your role' features a minus sign icon and three role-based buttons: 'I am the Registered Officer' (green text), 'I am the Admin' (blue text), and 'I am a User' (orange text). Each button includes a right-pointing arrow. The background of the page features a blurred image of a person's hands using a smartphone. In the bottom right corner, the Inland Revenue Authority of Singapore logo is present.

Home About Us Services Help Log in with Singpass

Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

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 -

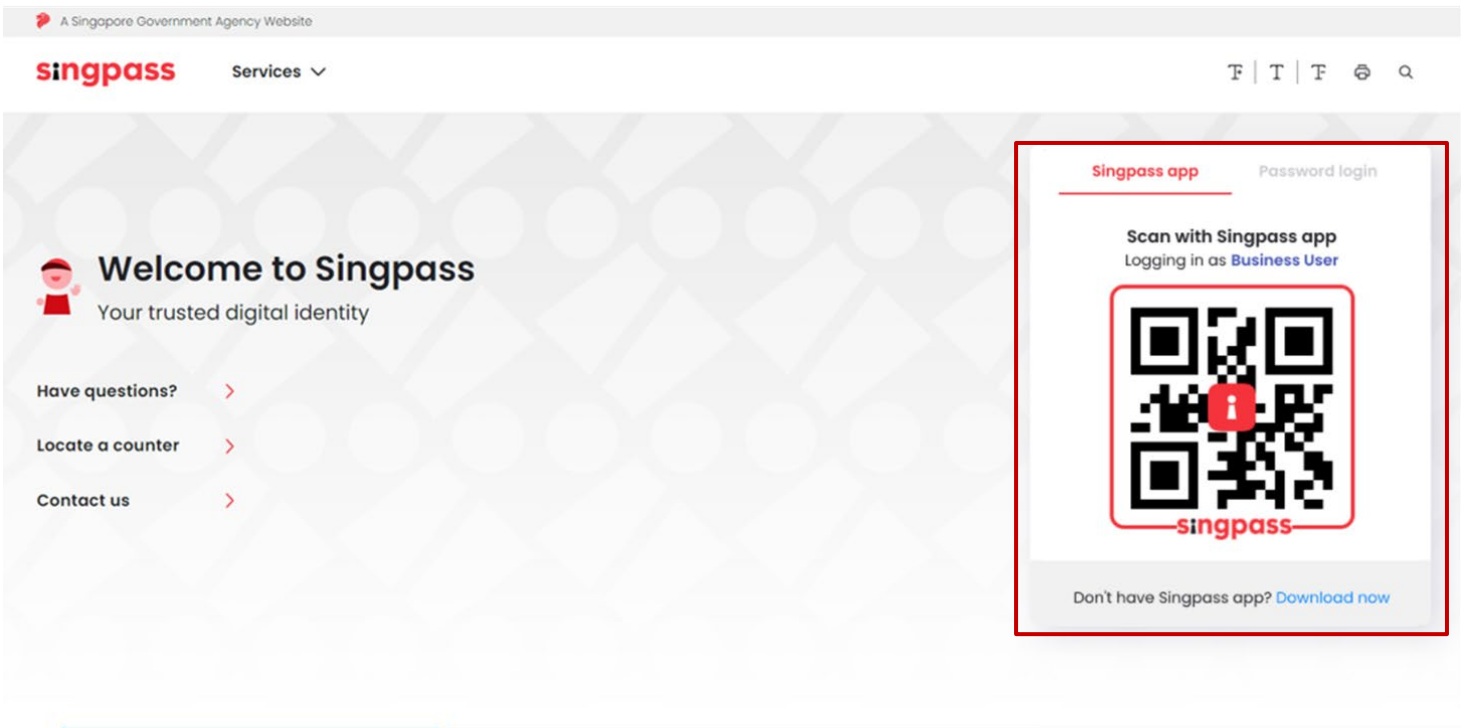
- I am the Registered Officer ▶
- I am the Admin ▶
- I am a User ▶

INLAND REVENUE AUTHORITY OF SINGAPORE

2a: CPA to create Corppass user accounts

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app or by entering your Singpass ID and Password.

If you are a foreigner without NRIC/ FIN, you can only use the Singpass app to log in.




2a: CPA to create Corppass user accounts

corppass

 Singapore Government
Integrity • Service • Excellence

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

[Log Out](#) 

Select UEN/Entity ID

191425521H
Entity 1

200062017E
Entity 2

C20001187B
Entity 3

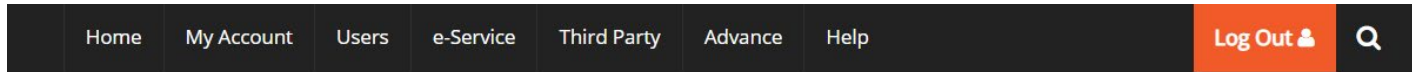
If you have more than 1 Corppass account, select the Corppass Entity ID* (e.g. C18000123X) of the foreign entity that you wish to create user accounts for.

*The Corppass Entity ID is issued by Corppass and can be retrieved from the email notification sent to the CPA upon successful registration for a CPA account.



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2a: CPA to create Corppass user accounts



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 'My entity has users' to create user accounts for the company's staff to access IRAS digital services for the company.



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2a: CPA to create Corppass user accounts

The screenshot shows the Corppass web interface. The top navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'Users' link is highlighted with a red box. A dropdown menu is open under 'Users', showing options for Create Users, Manage Users, and Batch Create Users. The 'Batch Create Users' option is highlighted with a red box. Below the dropdown, there is a section for 'User Accounts' with tabs for e-Service Access, Third Party, and Third Party (Clients). At the bottom, there are two main cards: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details). A red arrow points from the 'Batch Create Users' option to a text box on the right. An orange arrow points from the 'View Batch Upload History' link to another text box on the right.

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

Create Users
Manage Users
Batch Create Users

53 months View Batch Upload History

User Accounts e-Service Access Third Party Third Party (Clients)

Create User Accounts
Add accounts to your Entity

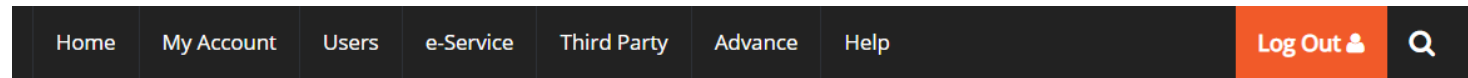
Manage User Accounts
View and edit your entity's user account details

The 'Batch Create Users' feature allows you to create multiple user accounts by uploading a completed Excel template.

Note: Processing requires 1 working day. Please check the processing status by clicking on 'View Batch Upload History' to ensure that the user accounts are created successfully.

If you require the user accounts to be created instantly, please use the 'Create Users' feature instead.

2a: CPA to create Corppass user accounts



Welcome to Corppass,
PHANG GABRIEL



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts

e-Service Access

Third Party

Third Party (Clients)



Create User Accounts
Add accounts to your Entity



Manage User Accounts
View and edit your entity's user account details

The 'Create User Accounts' feature allows you to create user accounts individually.



INLAND REVENUE
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2a: CPA to create Corppass user accounts

Create User Accounts



Enter the particulars of a user for whom you wish to create an account.

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

If you are creating a user account for a foreigner without NRIC/ FIN, select 'Foreign ID' and the appropriate Country/ Region of Issuance.

Note: If the Corppass user is a foreigner without NRIC/ FIN, please remind him/ her to provide the information in page 55 with IRAS.

2a: CPA to create Corppass user accounts

Create User Accounts



Enter the email address of the user.

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 | | | | | | | |
| | | | | <input type="button" value="Cancel"/> <input type="button" value="Next"/> | | | |

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



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2a: CPA to create Corppass user accounts

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are S after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and author 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-Sub listing**, as they require additional details to be set up on Corppass. For access, select and manage account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and logging into their websites. Contact these agencies for more information.

Select an appropriate account type for the user.

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

2) 'Enquiry User' – An account that is able to transact with government digital services on behalf of the entity, and can search and view details of other users of the entity. Enquiry Users cannot assign digital service access or manage other accounts.

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

| 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](#) [Cancel](#) [Next](#)



INLAND REVENUE
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2a: CPA to create Corppass user accounts

Create User Accounts



Enter user details in the table below to create Corppass Accounts after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorities. For more information, 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-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. For access, select and create a new 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.

The 'Access to All e-Services' box is checked by default.

Uncheck it if you do not wish to assign access to ALL digital services of your company to the user.

Important: Even if the user is granted access to ALL digital services, the CPA will still need to select and assign the 'For Non-UEN Entity Only' digital service to the user before he/ she can access IRAS digital services. See pages 56 to 104.

| 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](#)

[Cancel](#) [Next](#)



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2a: CPA to create Corppass user accounts

Create User Accounts



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

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users. To assign e-Services to a user account, go to Advance > Add Assignment Profile.

Click 'Add new user' to create more user accounts.

Click 'Next' when you are done.

Note: A foreign entity is limited to 5 active accounts [including the Corppass Admin account(s)] at any one time.

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 ▾ | <input type="text"/> | SG ▾ | <input type="text"/> abc@abc.com | User ▾ | <input checked="" type="checkbox"/> |
| <div> Add new user</div> <div><div>Cancel</div><div>Next</div></div> | | | | | | | |



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2a: CPA to create Corppass user accounts

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 | S1234567A | tan_philips@abc.com | User | ✓ |

Back

Submit

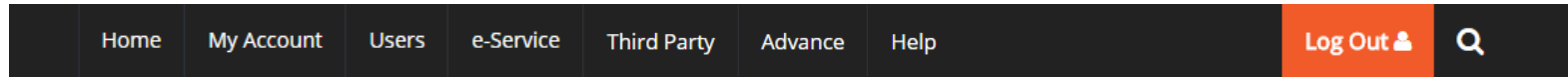
Review the details before submission.

Once completed, click 'Submit'.



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2a: CPA to create Corppass user accounts



Home / Create User Accounts



You have created new Corppass account(s).

An email notification will be sent to your new user(s) and you.

An email will be sent to the user(s) to activate the account(s).

The user(s) must activate the account(s) before they can access myTax Portal.

Next Step



Select Entity's e-Services

Select e-Services that your entity will use.

[Return to Homepage](#)

[Select Entity's e-Service](#)



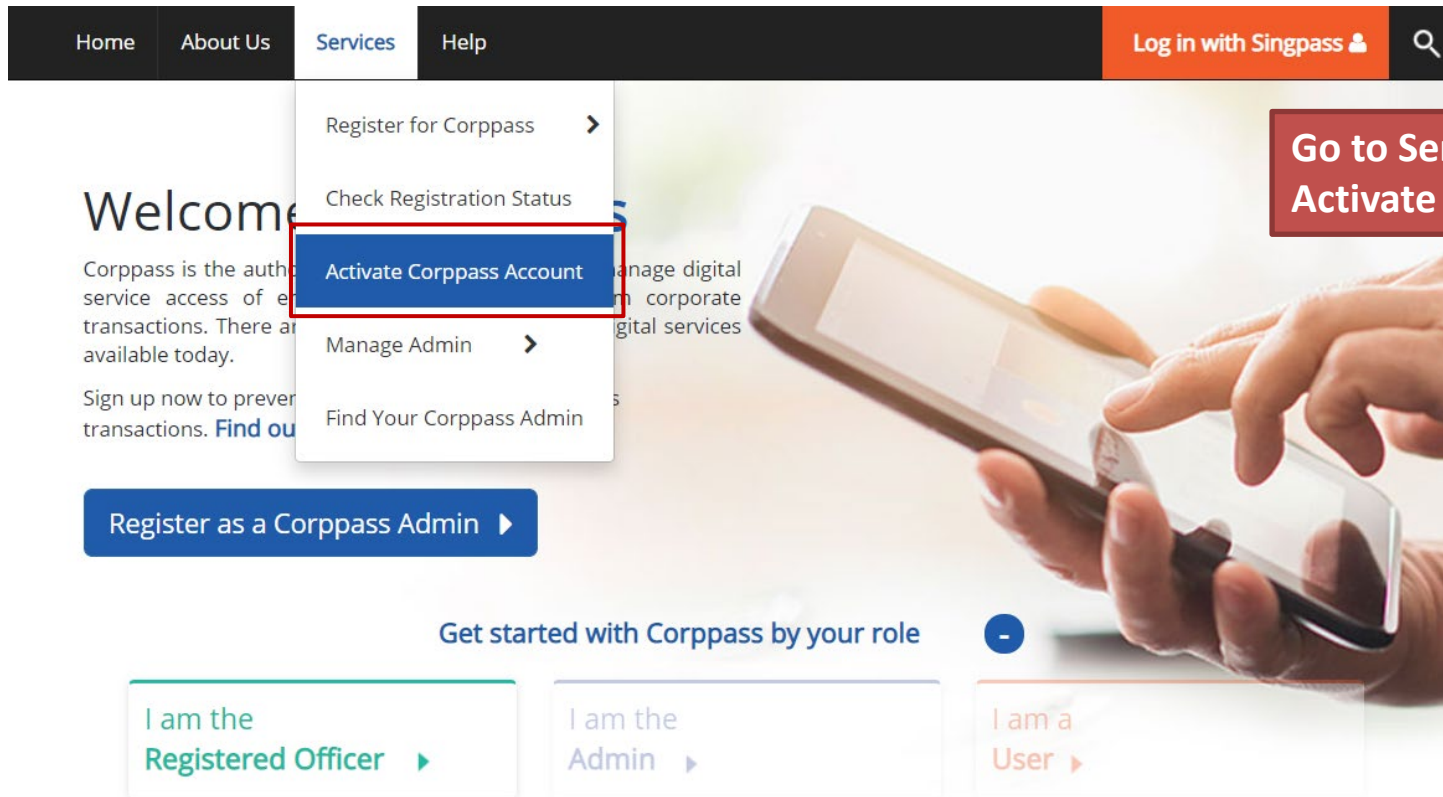
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Step 2b:

Corppass user to activate account



2b: Corppass user to activate account



The screenshot shows the Corppass website interface. At the top, there is a navigation bar with links for Home, About Us, Services, and Help. A 'Log in with Singpass' button is also present. The 'Services' dropdown menu is open, displaying 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, a 'Welcome' message is visible, followed by a 'Register as a Corppass Admin' button. Further down, there is a section titled 'Get started with Corppass by your role' with three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Home About Us Services Help Log in with Singpass

Welcome

Corppass is the authorised service access of e-transactions. There are several services available today.

Sign up now to prevent fraudulent 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

Go to Services > Activate Corppass Account.



2b: Corppass user to activate account

Home About Us Services Help

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Enter Details

Activate using:

☒ Reference ID ☐ Entity Registration No

* - denotes mandatory fields

Reference ID*ⁱ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Cancel

Next

Option A
Enter the Reference ID that was provided in the email notification you received.

Home About

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Enter Details

Activate using:

☐ Reference ID ☒ Entity Registration No

* - denotes mandatory fields

Entity Registration Number*ⁱ

Foreign Entity ^v

NRIC / FIN / Foreign ID No.*ⁱ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Cancel

Next

Option B

1. Select 'Foreign Entity' from the dropdown menu.
2. Enter your Entity Registration Number*.
3. Enter your NRIC/ FIN/ Foreign ID number.

*Refers to the foreign entity's registration number issued by the relevant authority in its country/ region of registration



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2b: Corppass user to activate account

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

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

Activate Corppass Account



Enter Details 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

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

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

Activate Corppass Account



Enter Details Review & Submit

Activate using:

☐ Reference ID ☒ Entity Registration No
* - denotes mandatory fields

Entity Registration Number*

Foreign Entity

NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)



Cancel Next

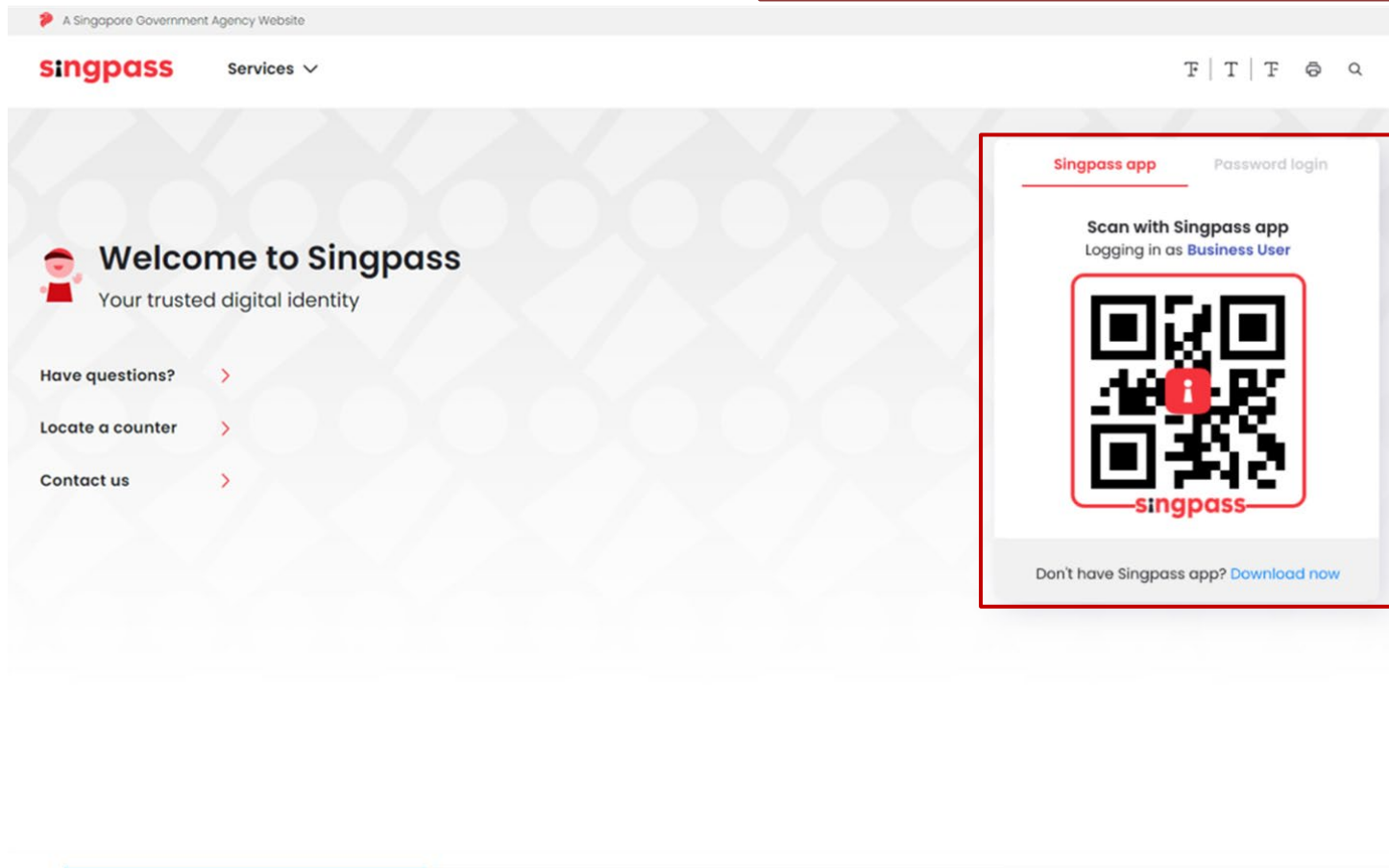
Enter the verification code displayed on the screen and click 'Next'.



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2b: Corppass user to activate account

If you are a NRIC/ FIN Singpass user, verify your identity via Singpass.



If you are a foreigner without NRIC/ FIN, please refer to pages 53 to 55.



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2b: Corppass user to activate account

[Home](#)[About Us](#)[Services](#)[Help](#)[Log in with Singpass](#)

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



Your Corppass user account has been activated.

You will receive an email notification.

A confirmation message will indicate that your account has been activated.

Next Step



Log in to view your assigned e-Services.

[Proceed to Homepage](#)

INLAND REVENUE
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2b: Corppass user to activate account

Home / Activate Corppass Account

Pages 53 to 55 are only applicable to a foreigner without NRIC/ FIN.

Activate Corppass Account



A One-Time Password (OTP) has been sent to your registered email: siewwongkah@mailinator.com

Email OTP*

Did not receive an email within 1 minute?
[Resend email OTP](#)

Back

Next

If you do not have a NRIC/ FIN, enter the one-time password sent to your registered email address. Then, click 'Next'.



INLAND REVENUE
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2b: Corppass user to activate account

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 confirmation message will indicate that your account has been activated.

As a foreigner without NRIC/ FIN, you will receive an email from Singpass to activate your Singpass Foreign user Account using a one-time password, if you have not set it up. Follow the steps as indicated in the email.



INLAND REVENUE
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OF SINGAPORE

Updating information with IRAS

Corppass users who are foreigners without NRIC/ FIN

1) If you have an existing tax reference number with IRAS (e.g. A1234567J)

Please ensure that the information furnished (i.e. name and passport/ foreign ID number) in Corppass is updated with IRAS.

2) If you do not have an existing tax reference number

You will need to register with IRAS by submitting the completed [form](#)¹.

¹The form may be retrieved from IRAS' website [www.iras.gov.sg > Digital Services > Others > Corppass].

Step 3a:

CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company



'For Non-UEN Entity Only' digital service

- The 'For Non-UEN Entity Only' digital service is applicable to foreign entities.
- To ensure that their staff and/or tax agent can login to myTax Portal to transact with IRAS on their behalf, foreign entities need to:
 - (a) Select* this digital service together with the relevant IRAS digital services; and
 - (b) Assign* them to their own staff and/or tax agent
 - (c) The tax reference number of the foreign entity issued by IRAS (e.g. A1234567E) will need to be indicated during both selection and assignment of the digital service.



3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

The screenshot displays the Corppass web application interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a welcome message reads "Welcome to Corppass, PHANG GABRIEL". A notification banner states "53 more digital services have been made available on Corppass". The main content area features a horizontal menu with tabs: User Accounts, e-Service Access (highlighted with a red box), Third Party, and Third Party (Clients). Below the tabs, there are three main action cards. The first card, "Select Entity's e-Services", is highlighted with a red box and includes the subtext "Select e-Services that your entity will use." The second card is "Assign selected e-Services" with the subtext "Assign e-Services access to your entity's users and user groups." The third card is "View Entity's e-Service Access" with the subtext "View and edit your entity's current e-Services access." A "Change Entity Profile" link is located to the right of the cards.

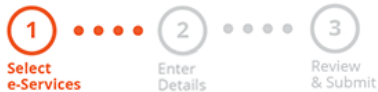
Before you can assign IRAS digital service(s) to your users, you have to first select the relevant IRAS digital service(s) and the 'For Non-UEN Entity Only' digital service for your company.



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3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

Select Entity's e-Services




Use the search bar to search for specific digital 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.

Filter

IRAS





| <input type="checkbox"/> | Govt. Agency | e-Service | Description | Additional Agency Check* | Additional Details Required* |
|--------------------------|--------------|---|--|--------------------------|---|
| <input type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |  |
| <input type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | |  |

0 e-Service(s) Selected

Cancel

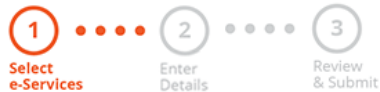
Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE


3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

Select Entity's e-Services





Select the IRAS digital service(s) relevant to your company, including the 'For Non-UEN Entity Only' digital service, and click 'Next'.

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.

Filter IRAS  

| <input type="checkbox"/> | Govt. Agency | e-Service | Description | Additional Agency Check | Additional Details Required |
|-------------------------------------|--------------|---|--|-------------------------|---|
| <input checked="" type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |  |
| <input checked="" type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | |  |
| 2 e-Service(s) Selected | | | | | |

Cancel Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

Select Entity's e-Services



You may be required to enter additional details for some IRAS digital services.

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

* - denotes mandatory fields

| Govt Agency | e-Service | Additional Agency Check | Additional Details Required |
|-------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From

+ Add New

Effective YA To

+ Add New

Back

Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

Select Entity's e-Services



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

* - denotes mandatory fields

| Govt Agency | e-Service | Additional Agency Check | Additional Details Required |
|-------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From

+ Add New

Effective YA To

+ Add New

The 'Effective YA From/ To' fields are not compulsory. If left blank, they will not be displayed during the digital service assignment Steps in 3(b) and (c).

Use the '+ Add New' buttons to set a range of YAs that can be used during assignment of digital services to restrict the YAs that your staff/ tax agent can access in myTax Portal.

(The range of YAs set can be modified under 'View Entity's e-Service Access'.)

Note: Leave the 'Effective YA To' field blank if you would like the authorisation to be indefinite.

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INLAND REVENUE
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3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

Select Entity's e-Services



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

* - denotes mandatory fields

| Govt Agency | e-Service | Additional Agency Check | Additional Details Required |
|-------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
FOR NON-UEN ENTITY ONLY

ASGD/ ITR *

Back

Next

Enter the tax reference number issued to the foreign entity by IRAS (e.g. A1234563E). Then, click 'Next'.



INLAND REVENUE
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3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company

Home / Select Entity's e-Services

Select Entity's e-Services



Review the details before clicking 'Submit'.

Verify Selected e-Service(s)

IRAS • **CORPORATE TAX (FILING AND APPLICATIONS)**

Effective YA From 2020
2021

IRAS • **FOR NON-UEN ENTITY ONLY**

ASGD/ITR A1234567E

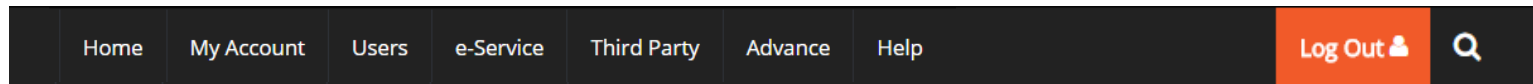
Back

Submit



INLAND REVENUE
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OF SINGAPORE

3a. CPA to select relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service for the company



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.

A confirmation message will indicate that you have completed the selection of IRAS digital services relevant to your company.

Next, you need to assign the selected digital services (including the 'For Non-UEN Entity Only' digital service) to your own staff or your tax agent.

[Return to Homepage](#)

[Assign selected e-Services](#)



INLAND REVENUE
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OF SINGAPORE

Step 3b:

CPA to assign relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service to users

- i. Direct Assign
- ii. Batch Assign



3b. CPA to assign relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service to users

2

Ways to assign IRAS digital services to staff

i. Direct Assign

Use the 'Assign Selected e-Services' function in Corppass to assign IRAS digital services to your staff online.

ii. Batch Assign

Use the 'Batch Assign e-Services' function to download and complete an Excel template to assign IRAS digital services to your staff.

Note: When assigning digital services of your company to your staff, please assign the correct role (i.e. 'Preparer' or 'Approver').



Important information to have on-hand

Before you start Step 3b, ensure that you have the following information:

- List of your staff and the respective IRAS digital service(s) to be assigned to each staff
 - Direct Assign: for verification purposes, have the full name, email address and role ('Preparer' or 'Approver') of staff ready on-hand
 - Batch Assign: for completion of the Excel template, have the full name, NRIC/ FIN/ Foreign ID number and role ('Preparer' or 'Approver') of staff ready on-hand



3b(i): Direct Assign



Corppass Admin



1. Assign IRAS digital services

This method allows online assignment of IRAS digital services of your company to your staff based on your selection.



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3b(i): Direct Assign

The screenshot displays the Corppass web application interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a welcome message reads "Welcome to Corppass, PHANG GABRIEL". A notification banner states: "53 more digital services have been made available on Corppass over the last 90 days." The main content area features a horizontal tab bar with "User Accounts", "e-Service Access", "Third Party", and "Third Party (Clients)". The "e-Service Access" tab is highlighted with a red box. Below the tabs, there are three main action cards: "Select Entity's e-Services", "Assign selected e-Services", and "View Entity's e-Service Access". The "Assign selected e-Services" card is highlighted with a red box. A red callout box on the right side of the screen contains the text: "Under the 'e-Service Access' tab, click 'Assign Selected e-Services'". The Inland Revenue Authority of Singapore logo is visible in the bottom right corner.

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

Welcome to Corppass,
PHANG GABRIEL

53 more digital services have been made available on Corppass over the last 90 days.

User Accounts **e-Service Access** Third Party Third Party (Clients)

Change Entity Profile

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

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

Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.

INLAND REVENUE
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OF SINGAPORE

3b(i): Direct Assign

Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.

Select the user(s) you wish to assign IRAS digital services to and click 'Next'.

Note: If you wish to assign different digital services to different users, you will have to assign them separately.

| <input type="checkbox"/> | Full Name | Email Address | User Type |
|-------------------------------------|----------------|----------------------------|--------------|
| <input checked="" type="checkbox"/> | LI VIRDI | livirdi@mailinator.com | Enquiry User |
| <input checked="" type="checkbox"/> | TERRI MANDEL | terrimandel@mailinator.com | User |
| <input type="checkbox"/> | LIM DAOWEI | limdaowei@mailinator.com | Enquiry User |
| <input type="checkbox"/> | TOH JONATHAN | toh.john@mailinator.com | Admin |
| <input type="checkbox"/> | PHANG GABRIEL | PHANGGABRIEL@abc.com | Admin |
| <input type="checkbox"/> | CHAN FENDERICK | Frederick_Chan@abc.com | User |
| 2 user(s) selected. | | | |

Cancel

Next



INLAND REVENUE
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OF SINGAPORE

3b(i): Direct Assign

Assign Selected e-Services



You will be directed to a list of digital services selected previously in Step 3(a) (i.e. the digital services selected in pages 56 to 65).

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to

2 Selected User(s) [+](#)

Assign from selected e-Service(s).

[Filter](#)

Search



| <input type="checkbox"/> | Govt Agency | Entity's selected e-Services | Description | Agency Check Required | Additional Details Required |
|--------------------------|-------------|---|--|-----------------------|-----------------------------|
| <input type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | |
| <input type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | | |
| 0 e-Service(s) selected. | | | | | |

Back

Next



INLAND REVENUE
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OF SINGAPORE

3b(i): Direct Assign

Assign Selected e-Services



Select the 'For Non-UEN Entity Only' digital service AND the relevant IRAS digital service(s) that you wish to assign to the selected user(s). Then, click 'Next'.

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to

2 Selected User(s) +

Assign from selected e-Service(s).

Filter

Search



| <input type="checkbox"/> | Govt Agency | Entity's selected e-Services | Description | Agency Check Required | Additional Details Required |
|-------------------------------------|-------------|---|--|-----------------------|-----------------------------|
| <input checked="" type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | |
| <input checked="" type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | | |
| 2 e-Service(s) selected. | | | | | |

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INLAND REVENUE
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3b(i): Direct Assign

Assign Selected e-Services



You may be required to enter additional details.

Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|-------------|---|-----------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role*

--- SELECT---

Effective YA From

--- SELECT---

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Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

For the 'Corporate Tax (Filing and Applications)' digital service, select the role (i.e. Preparer or Approver) to be assigned to the particular user(s).

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|-------------|---|-----------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role*

--- SELECT---

Effective YA From

--- SELECT---

--- SELECT---

Preparer

Approver

Back

Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

If you have set YA ranges when you selected the IRAS digital service in Step 3(a), you may set a YA range during staff assignment (using the YA values set in Step 3(a) - see page 62).

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|-------------|---|-----------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role*

--- SELECT---

Effective YA From

--- SELECT---

--- SELECT---

2020

2021

Back Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users [+](#)

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|-------------|---|-----------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

Authorisation Effective Date *

Authorisation Expiry Date

IRAS
FOR NON-UEN ENTITY ONLY

Indicate the effective start and end* dates for the staff authorisation.

*End date is not compulsory

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INLAND REVENUE
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3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|-------------|---|-----------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
FOR NON-UEN ENTITY ONLY

ASGD/ ITR *

Authorisation Effective Date *

For the 'For Non-UEN Entity Only' digital service, enter the tax reference number issued to the foreign entity by IRAS (e.g. A1234567E).

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Next



INLAND REVENUE
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3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users [+](#)

e-Services with [+](#) require additional details. Click [+](#) to enter details.

* - denotes mandatory fields

| Govt Agency | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|-------------------------|---|-----------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | + |
| IRAS | FOR NON-UEN ENTITY ONLY | | + |
| 2 e-Service(s) Selected | | | |

Indicate the effective start and end* dates for the staff authorisation. Click 'Next' to continue.

*End date is not compulsory

Authorisation Effective Date * ⓘ

Authorisation Expiry Date ⓘ

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Next



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3b(i): Direct Assign

Assign Selected e-Services



Verify the following details.

2 Selected Users +

Review the details of the assigned digital services before submission. Click 'Submit' to confirm your assignment.

Selected e-Services

IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

| | |
|------------------------------|------------|
| Role | Approver |
| Effective YA From | 2021 |
| Authorisation Effective Date | 01/01/2021 |
| Authorisation Expiry Date | 31/12/9999 |

IRAS • FOR NON-UEN ENTITY ONLY

| | |
|------------------------------|------------|
| ASGD/ITR/UF | A1234567E |
| Authorisation Effective Date | 01/01/2021 |
| Authorisation Expiry Date | 31/12/9999 |

Back

Submit



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b(i): Direct Assign

[Home](#)[My Account](#)[Users](#)[e-Service](#)[Third Party](#)[Advance](#)[Help](#)[Log Out](#)

[Home](#) / [Assign Selected e-Services](#)



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

[Return to Homepage](#)

A confirmation message will indicate that you have successfully assigned digital service access to your selected user(s).

Please allow 3 days before the user(s) log in to myTax Portal.



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3b(ii): Batch Assign



Corppass Admin



1. Download, complete and submit Excel template

2. Monitor processing status

This method allows assignment of IRAS digital services to staff in batches using an Excel template.



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OF SINGAPORE

3b(ii): Batch Assign

The screenshot displays the IRAS Corppass user interface. The top navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box, and its dropdown menu is open, showing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services (highlighted with a red box), and View Batch Upload History. A red callout box on the right states: "Under the 'e-Service' dropdown menu, click 'Batch Assign e-Services'". Below the navigation bar, a banner mentions "53 more digital services available on Corppass over the last 90 days". The main content area features a tabbed interface with "User Accounts" selected, showing "e-Service Access", "Third Party", and "Third Party (Clients)" tabs. Below the tabs are two cards: "Create User Accounts" (Add accounts to your Entity) and "Manage User Accounts" (View and edit your entity's user account details). A "Change Entity Profile" link is visible on the right.

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

View Entity's e-Service Access
Select Entity's e-Services
Assign Selected e-Services
Batch Assign e-Services
View Batch Upload History

Under the 'e-Service' dropdown menu, click 'Batch Assign e-Services'.

53 more digital services available on Corppass over the last 90 days.

User Accounts e-Service Access Third Party Third Party (Clients)

Create User Accounts
Add accounts to your Entity

Manage User Accounts
View and edit your entity's user account details

Change Entity Profile



3b(ii): Batch Assign

Batch Assign e-Services



Download the Excel template.

To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next



INLAND REVENUE
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3b(ii): Batch Assign

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Cut Copy Paste Format Painter Clipboard

Calibri 11 A A B I U Font

Wrap Text Merge & Center Alignment

General \$ % , .0 .00 .00 Number

Conditional Formatting Table

Please read the following steps to complete this template:

- 1) Select the "eServiceAssignment" worksheet for your completion. Please do not change the name of the worksheet.
- 2) Add authorisations by filling in each row with the required details (one authorisation per row).
- 3) You should only add authorisations for users with an existing Corppass account.
- 4) You may remove authorisations by selecting and deleting the row.
- 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted pink cells) are completed before submission.

Instructions eServiceAssignments

Read the instructions and select the 'e-Service Assignments' worksheet.



3b(ii): Batch Assign

The screenshot shows the Microsoft Excel interface with the following elements:

- File Tab:** Home, Insert, Page Layout, Formulas, Data, Review, View, Tell me what you want to do...
- Clipboard Group:** Cut, Copy, Paste, Format Painter
- Font Group:** Calibri, 11, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill icon)
- Alignment Group:** Wrap Text, Merge & Center, Left, Center, Right, Indent, Decrease Indent, Increase Indent
- Number Group:** General, Currency (\$), Percentage (%), Comma (,), Thousand Separator (.), Negative numbers (left), Negative numbers (right), Fraction (1/2), Date (dd/mm/yyyy), Time (h:mm:ss), Text (0000000000), List (1, 2, 3), Custom (0.00 to 0.00)
- Conditional Formatting Group:** Conditional Formatting, Table
- Formula Bar:** Contains a dropdown arrow, a close button (X), a checkmark, and a formula icon (fx).
- Table:** A table with 4 columns and 7 rows. The first row contains headers: *Agency Name [Max 60], *e-Service Name [Max 100], *CorpPass Entity ID [Max 10], and *NRIC/FIN/Foreign ID No. [Max 20]. The subsequent rows (2-7) are highlighted in pink.

| | A | B | C | D |
|---|-----------------------|---------------------------|------------------------------|-----------------------------------|
| 1 | *Agency Name [Max 60] | *e-Service Name [Max 100] | *CorpPass Entity ID [Max 10] | *NRIC/FIN/Foreign ID No. [Max 20] |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

To add new IRAS digital service assignments, enter details in a new row.



3b(ii): Batch Assign

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. Below the ribbon, a data table is visible with the following columns:

| | A | B | C | D |
|----|---|---------------------------|------------------------------|-----------------------------------|
| 1 | *Agency Name [Max 60] | *e-Service Name [Max 100] | *CorpPass Entity ID [Max 10] | *NRIC/FIN/Foreign ID No. [Max 20] |
| 2 | | | | |
| 3 | AGRI FOOD AND VETERINARY AUTHORITY OF SINGAPORE (AVA) | | | |
| 4 | BUILDING AND CONSTRUCTION AUTHORITY (BCA) | | | |
| 5 | CENTRAL NARCOTICS BUREAU (CNB) | | | |
| 6 | IMMIGRATION & CHECKPOINTS AUTHORITY (ICA) | | | |
| 7 | INTERNATIONAL ENTERPRISE (IE) SINGAPORE | | | |
| 8 | MINISTRY OF HOME AFFAIRS (MHA) | | | |
| 9 | MARITIME AND PORT AUTHORITY OF SINGAPORE (MPA) | | | |
| 10 | MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF) | | | |

A dropdown menu is open for the 'Agency Name' column, showing a list of agencies. The agency 'IRAS' is highlighted in the list.

Select IRAS from the dropdown menu.



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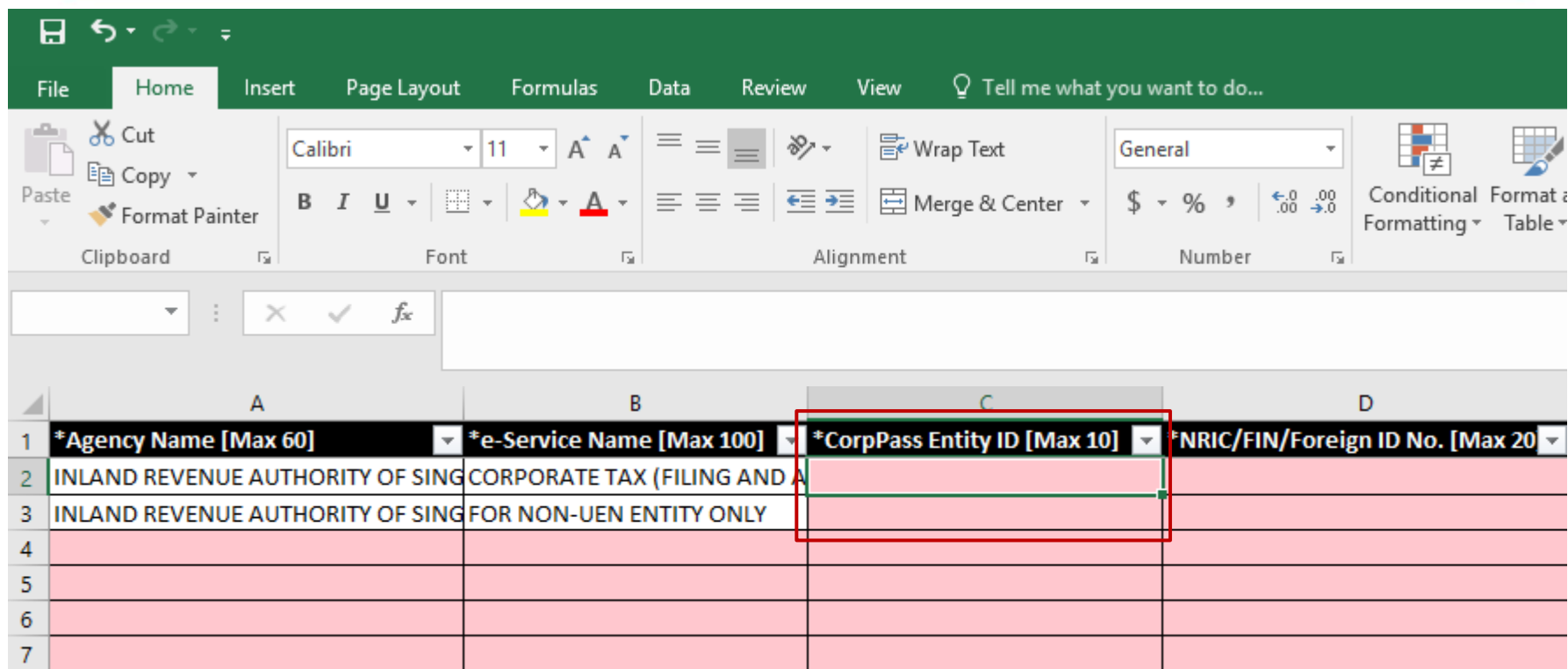
3b(ii): Batch Assign

| | A | B | C | D |
|---|---------------------------------------|--|------------------------------|-----------------------------------|
| 1 | *Agency Name [Max 60] | *e-Service Name [Max 100] | *CorpPass Entity ID [Max 10] | *NRIC/FIN/Foreign ID No. [Max 20] |
| 2 | INLAND REVENUE AUTHORITY OF SINGAPORE | CORPORATE TAX (FILING AND APPLICATIONS) CORPORATE TAX (PAYMENT) FOR NON-UEN ENTITY ONLY GST (FILING AND APPLICATIONS) | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

Select the 'For Non-UEN Entity Only' digital service and the relevant IRAS digital service(s). You must have selected the digital services in Step 3(a) (i.e. the digital services must be selected in pages 56 to 65), otherwise, the assignment will fail.



3b(ii): Batch Assign



| | A | B | C | D |
|---|---------------------------------------|---------------------------------------|------------------------------|-----------------------------------|
| 1 | *Agency Name [Max 60] | *e-Service Name [Max 100] | *CorpPass Entity ID [Max 10] | *NRIC/FIN/Foreign ID No. [Max 20] |
| 2 | INLAND REVENUE AUTHORITY OF SINGAPORE | CORPORATE TAX (FILING AND ASSESSMENT) | | |
| 3 | INLAND REVENUE AUTHORITY OF SINGAPORE | FOR NON-UEN ENTITY ONLY | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

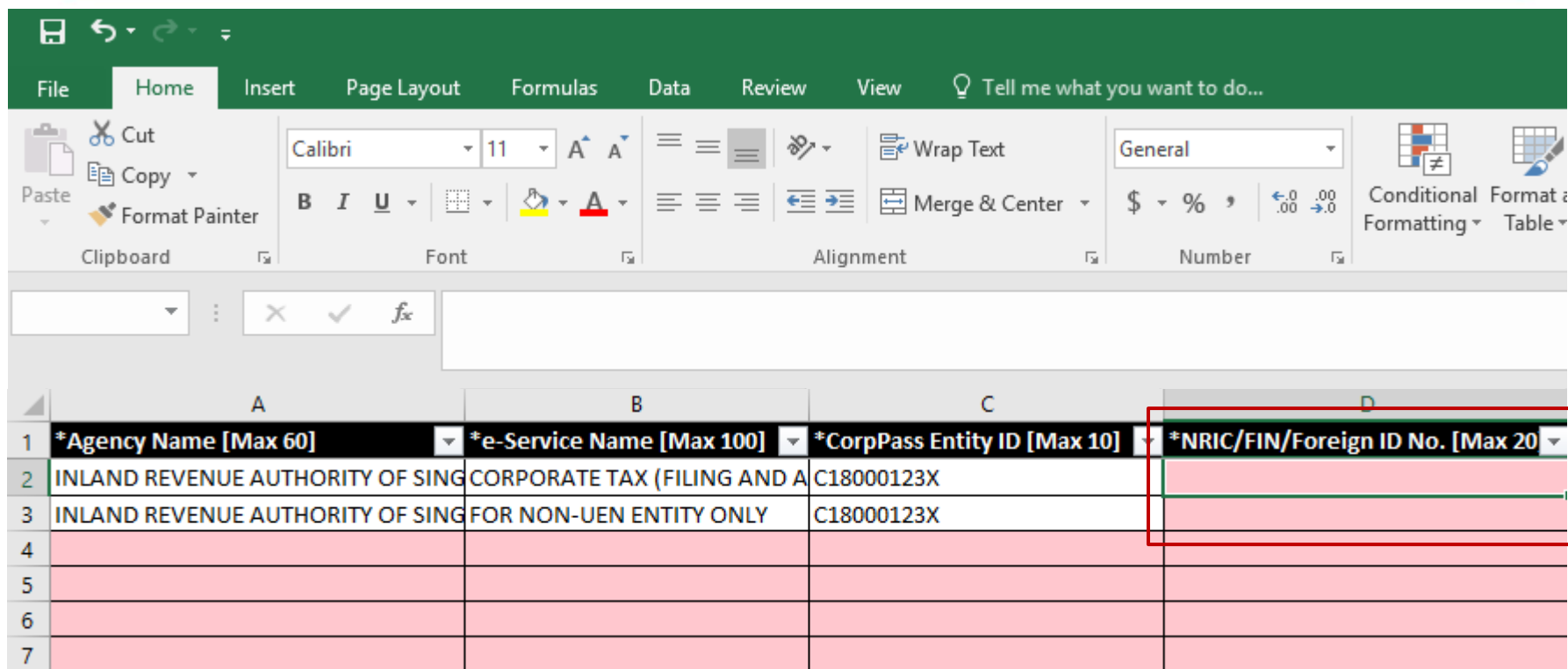
Enter the Corppass Entity ID* (e.g. C18000123X) of the foreign entity.

***The Corppass Entity ID is issued by Corppass and can be retrieved from the email notification sent to the CPA upon successful registration for a CPA account.**



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3b(ii): Batch Assign



| | A | B | C | D |
|---|----------------------------------|-----------------------------|------------------------------|-----------------------------------|
| 1 | *Agency Name [Max 60] | *e-Service Name [Max 100] | *CorpPass Entity ID [Max 10] | *NRIC/FIN/Foreign ID No. [Max 20] |
| 2 | INLAND REVENUE AUTHORITY OF SING | CORPORATE TAX (FILING AND A | C18000123X | |
| 3 | INLAND REVENUE AUTHORITY OF SING | FOR NON-UEN ENTITY ONLY | C18000123X | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

Enter the user's NRIC/ FIN/ Foreign ID number.



3b(ii): Batch Assign

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. Below the ribbon, a data entry form is visible with three columns: E (Full Name), F (Agency Issued ID), and G (Role Name). The first row of data is highlighted with a red box, indicating the input area for the full name.

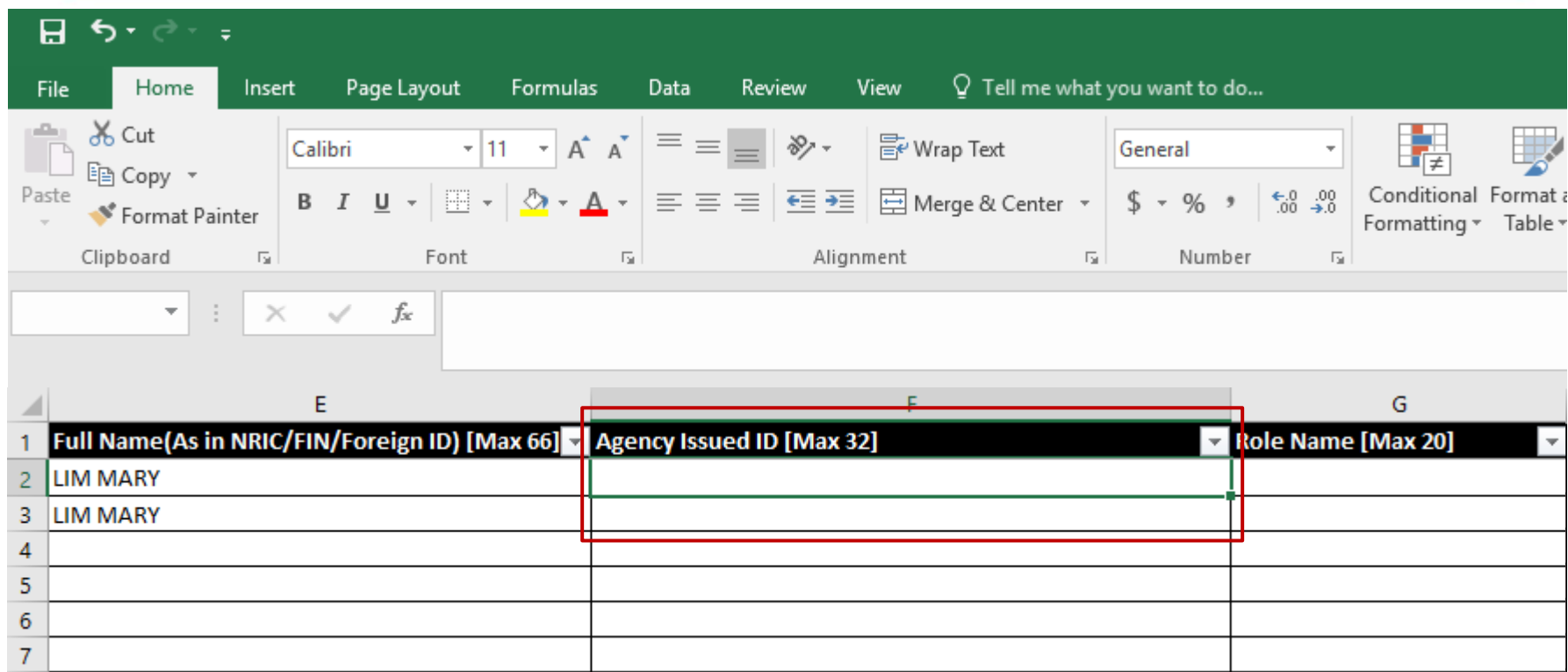
| | E | F | G |
|---|---|---------------------------|--------------------|
| 1 | Full Name(As in NRIC/FIN/Foreign ID) [Max 66] | Agency Issued ID [Max 32] | Role Name [Max 20] |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Enter the full name of the user.



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3b(ii): Batch Assign



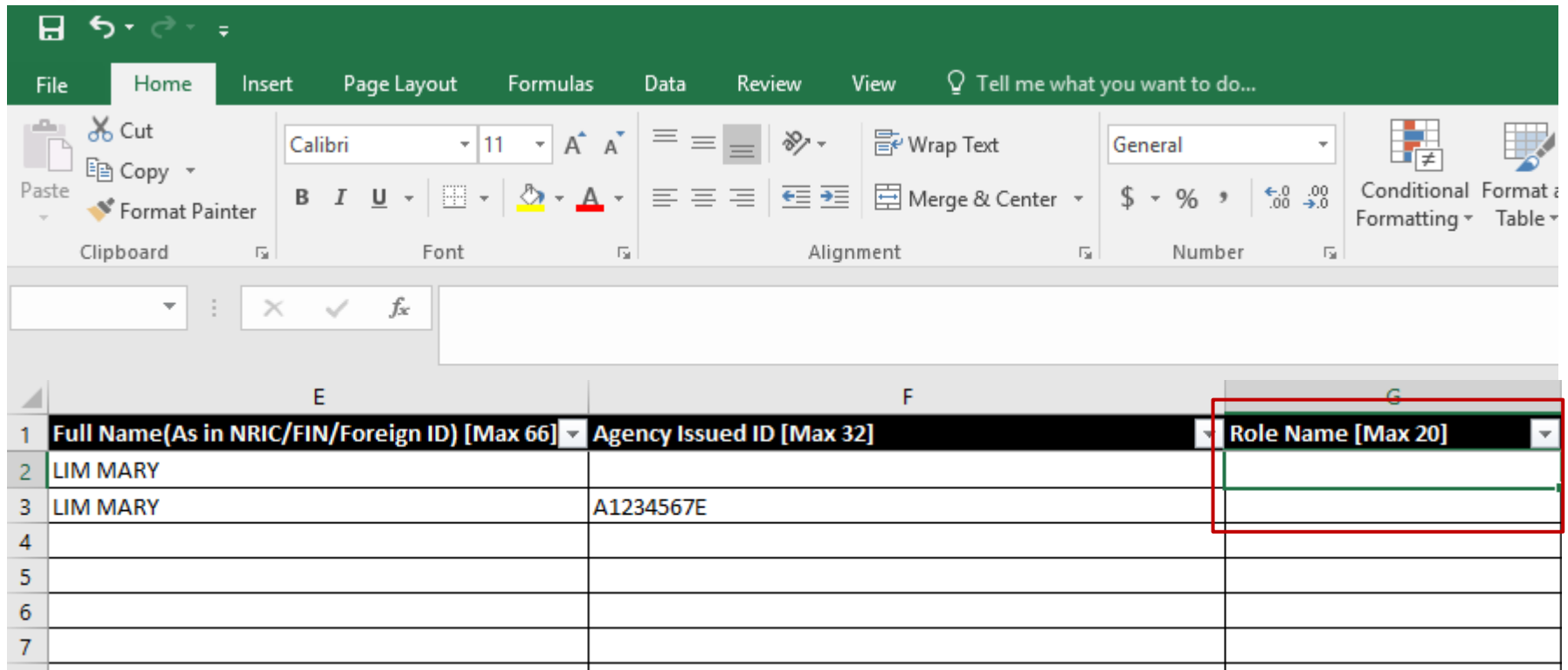
| | E | F | G |
|---|---|---------------------------|--------------------|
| 1 | Full Name(As in NRIC/FIN/Foreign ID) [Max 66] | Agency Issued ID [Max 32] | Role Name [Max 20] |
| 2 | LIM MARY | | |
| 3 | LIM MARY | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Enter the foreign entity's tax reference number issued by IRAS (e.g. A1234567E) in the row that the 'For Non-UEN Entity Only' digital service is indicated.



INLAND REVENUE
AUTHORITY
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3b(ii): Batch Assign



| | E | F | G |
|---|---|---------------------------|--------------------|
| 1 | Full Name(As in NRIC/FIN/Foreign ID) [Max 66] | Agency Issued ID [Max 32] | Role Name [Max 20] |
| 2 | LIM MARY | | |
| 3 | LIM MARY | A1234567E | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Enter the role you wish to assign to the user (i.e. 'Preparer' or 'Approver').



3b(ii): Batch Assign

| | P | Q |
|----|--|------------------------------------|
| 1 | *Authorisation Effective Date [Max 10] | Authorisation Expiry Date [Max 10] |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Indicate the effective start and end* dates for the staff authorisation.

*End date is not compulsory. Leave the 'Authorisation Expiry Date' field blank if you would like the authorisation to be indefinite.



3b(ii): Batch Assign

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Click 'Select File' to upload the completed Excel file. The Excel file size must not exceed 10MB.

Cancel

Next



INLAND REVENUE
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OF SINGAPORE

3b(ii): Batch Assign

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Click 'Next' to continue.

Filename

SPCP_CP_MassEServiceAssignment.xlsx

Cancel

Next



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3b(ii): Batch Assign

Batch Assign e-Services



Ensure that the correct file has been uploaded before you click 'Submit'.

Ensure that the information provided is accurate.

For Sub-Admin account created, the default allows any of the entity's e-Services to be assigned to users and authorised Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Assign e-Services

| | |
|----------------|-------------------------------------|
| Uploaded File | SPCP_CP_MassEServiceAssignment.xlsx |
| No. of records | 50 |

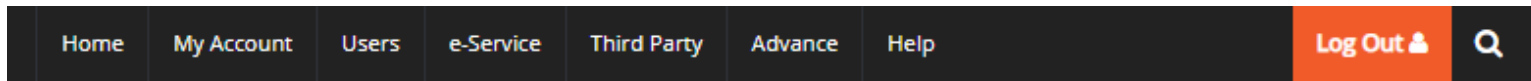
Check that the number of records indicated is the same as the number of IRAS digital service assignments entered within the Excel file.

Back Submit



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3b(ii): Batch Assign



[Home](#) / [Batch Assign e-Services](#)



Your file has been uploaded for processing.

Processing will require 1 working day. You will receive an email notification after the processing is completed.

[Return to Homepage](#)

[View Batch Upload History](#)

You will see a confirmation page if the file has been uploaded successfully. Processing will take 1 working day.

After the processing is completed, please allow 3 days before the user(s) log in to myTax Portal.



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3b(ii): Batch Assign

The screenshot displays the IRAS Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. A dropdown menu is open under 'e-Service', listing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services, and View Batch Upload History. The 'View Batch Upload History' option is highlighted with a red box. Below the navigation bar, a banner for 'Corppass, GABRIEL' is visible. A red callout box on the right contains the text: 'To check the processing status of your previous batch assignments, click 'View Batch Upload History' under the 'e-Service' dropdown menu.' Below the banner, a section titled '53 more digital services available on Corppass over the last 9 months' is partially visible. Further down, a table with tabs for User Accounts, e-Service Access, Third Party, and Third Party (Clients) is shown. Below the table, there are two main action buttons: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details). A 'Change Entity Profile' link is also present.

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

View Entity's e-Service Access
Select Entity's e-Services
Assign Selected e-Services
Batch Assign e-Services
View Batch Upload History

Corppass, GABRIEL

53 more digital services available on Corppass over the last 9 months

User Accounts e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Create User Accounts
Add accounts to your Entity

Manage User Accounts
View and edit your entity's user account details

3b(ii): Batch Assign

Home / Batch Upload History

A table will display your batch upload history.

Batch Upload History

 Filter  

| Job ID | Job Description | Submission Date | Status |
|--------|------------------------|------------------|-------------|
| 175 | Batch Create Users | 06/09/2016 15:58 | In-progress |
| 171 | Batch Assign e-Service | 06/09/2016 14:51 | View Error |
| 168 | Batch Create Users | 06/09/2016 14:30 | Completed |
| 167 | Batch Create Users | 06/09/2016 14:21 | Completed |
| 54 | Batch Assign e-Service | 24/08/2016 17:35 | Completed |
| 27 | Batch Assign e-Service | 23/08/2016 20:17 | Completed |
| 25 | Batch Assign e-Service | 23/08/2016 15:36 | Completed |
| 24 | Batch Assign e-Service | 23/08/2016 15:33 | Completed |
| 23 | Batch Create Users | 23/08/2016 15:31 | Completed |



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3b(ii): Batch Assign

Home / Batch Upload History

View the status of each batch upload.

Batch Upload History

Filter Search

| Job ID | Job Description | Submission Date | Status |
|--------|------------------------|------------------|-------------|
| 175 | Batch Create Users | 06/09/2016 15:58 | In-progress |
| 171 | Batch Assign a Service | 06/09/2016 14:51 | View Error |
| 168 | Batch | | Completed |
| 167 | Batch | | Completed |
| 54 | Batch | | Completed |
| 27 | Batch | | Completed |
| 25 | Batch | | Completed |
| 24 | Batch | | Completed |
| 23 | Batch Create Users | 23/08/2016 15:31 | Completed |

1) 'In Progress' – File upload was successful and is being processed.

2) 'Completed' – File upload was successful and processing has been completed.

3) 'View Error' – File upload was successful, but Corppass was unable to process the details of some assignments. Learn how to fix the error on the next page.



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3b(ii): Batch Assign

Home / Batch Upload History

Click 'View Error' to download an Excel list of batch assignments that were not processed.

Batch Upload History

[Filter](#)  

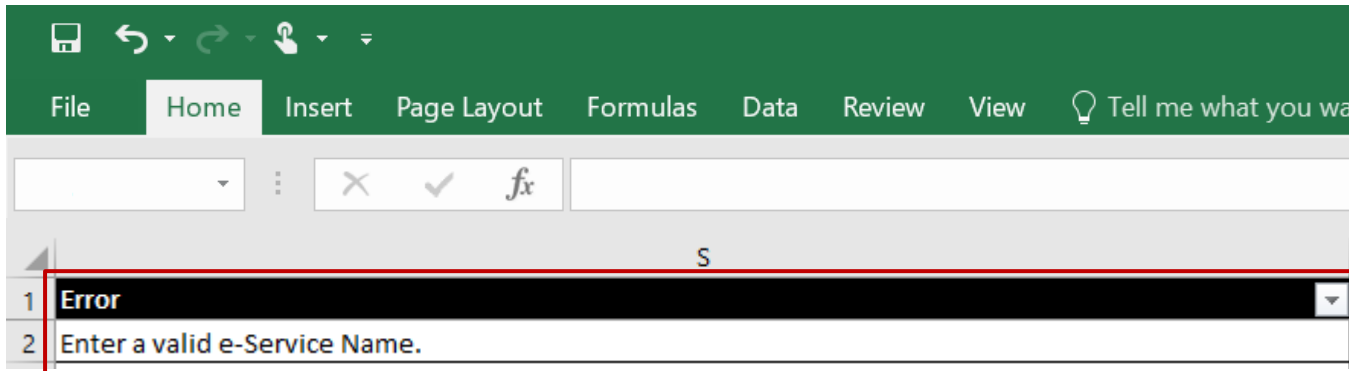
| Job ID | Job Description | Submission Date | Status |
|--------|------------------------|------------------|----------------------------|
| 175 | Batch Create Users | 06/09/2016 15:58 | In-progress |
| 171 | Batch Assign e-Service | 06/09/2016 14:51 | View Error |
| 168 | Batch Create Users | 06/09/2016 14:30 | Completed |
| 167 | Batch Create Users | 06/09/2016 14:21 | Completed |
| 54 | Batch Assign e-Service | 24/08/2016 17:35 | Completed |
| 27 | Batch Assign e-Service | 23/08/2016 20:17 | Completed |
| 25 | Batch Assign e-Service | 23/08/2016 15:36 | Completed |
| 24 | Batch Assign e-Service | 23/08/2016 15:33 | Completed |
| 23 | Batch Create Users | 23/08/2016 15:31 | Completed |



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3b(ii): Batch Assign

Rectify the details based on the error messages.

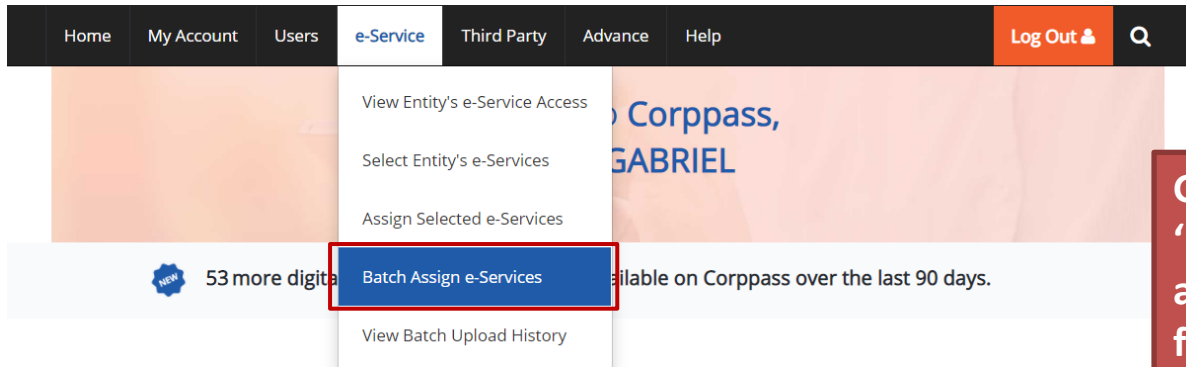


The screenshot shows the Microsoft Excel interface. The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and a search bar labeled 'Tell me what you want to do'. Below the ribbon is the formula bar, which contains a dropdown menu, a status bar, and a formula entry field. The formula entry field displays an error message: 'Error' in row 1 and 'Enter a valid e-Service Name.' in row 2. The error message is highlighted with a red border.

| | S |
|---|-------------------------------|
| 1 | Error |
| 2 | Enter a valid e-Service Name. |



3b(ii): Batch Assign



Go back to 'e-Service' > 'Batch Assign e-Services' and re-submit the updated file with assignments that could not be processed previously.

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next



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Step 3c:

CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service



Important information to have on-hand

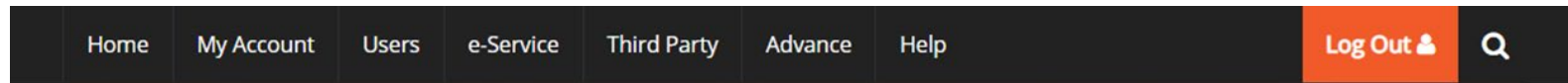
Before you start Step 3c, ensure that you have the following information:

- Your tax agent's UEN and name as well as the respective IRAS digital service(s) to be assigned to your tax agent

Note: Please grant your tax agent both 'Preparer' and 'Approver' roles. This is to enable your tax agent to assign IRAS digital services to its staff using both roles.



3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service



Welcome to Corppass,
PHANG GABRIEL

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



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts

e-Service Access

Third Party

Third Party (Clients)

[Change Entity Profile](#)



Authorise Third Party Entities



Manage Third Party Entities



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Home / Authorise Third Party Entity

Authorise Third Party Entities



UEN / Entity ID

Entity Name

Search

Search for the tax agent firm you wish to assign IRAS digital services to, using the tax agent firm's UEN/ Entity ID or name. You may also search using partial names.



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



If you search using 'Entity Name', a list of third party entities that fit your search criteria will appear.

UEN / Entity ID

Entity Name

abc

Search

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

Filter

Search



| UEN / Entity ID | Entity Name | UEN Status |
|-------------------------------------|------------------------|------------|
| <input type="checkbox"/> C15000322E | ABC Company Pte Ltd | - |
| <input type="checkbox"/> C16000829C | ABC Stationery Pte Ltd | - |
| <input type="checkbox"/> C16000777A | ABC Preschool Pte Ltd | - |
| <input type="checkbox"/> C16000879F | ABC Traders LLC | - |

0 entity(s) selected.

Cancel

Next



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



Select the tax agent firm you wish to assign IRAS digital services to and click 'Next'.

UEN / Entity ID

Entity Name

abc

Search

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 Stationery Pte Ltd | - |
| <input type="checkbox"/> C16000777A | ABC Preschool Pte Ltd | - |
| <input type="checkbox"/> C16000879F | ABC Traders LLC | - |
| 1 entity(s) selected. | | |

Cancel

Next



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



You will be directed to a list of digital services selected previously in Step 3(a) (i.e. the digital services selected in pages 56 to 65).

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Only digital services that allow third party authorisation will be shown here.

Selected Third Party Entity: ABC Company Pte Ltd

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

Filter

Search



| <input type="checkbox"/> Govt. Agency | Entity's selected e-Services | Description | Agency Check Required | Additional Details Required |
|---------------------------------------|---|--|-----------------------|-----------------------------|
| <input type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | |
| <input type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | | |
| 0 e-Service(s) Selected | | | | |

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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



Select the 'For Non-UEN Entity Only' digital service AND the relevant IRAS digital service(s) that you wish to assign to your tax agent. Then, click 'Next'.

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 type="checkbox"/> Govt. Agency | Entity's selected e-Services | Description | Agency Check Required | Additional Details Required |
|--|---|--|-----------------------|-----------------------------|
| <input checked="" type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | |
| <input checked="" type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | | |
| 2 e-Service(s) Selected | | | | |

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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



You may be required to enter additional details.

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 |
|--------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role

--- SELECT---

Effective YA From

--- SELECT---

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Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

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 |
|--------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS CORPORATE TAX (FILING AND APPLICATIONS)

Role !

--- SELECT---

Preparer

Approver

ive YA From

--- SELECT---

For the 'Corporate Tax (Filing and Applications)' digital service, please grant your tax agent both 'Preparer' and 'Approver' roles (by repeating the steps in pages 105 to 120).



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



If you have set YA ranges when you selected the IRAS digital service in Step 3(a), you may set a YA range during the assignment to tax agent (using the YA values set in Step 3(a) - see page 62).

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 |
|--------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role !

--- SELECT---

Effective YA From

--- SELECT---

2020
2021

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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

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 |
|--------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

Authorisation Effective Date * ⓘ

Authorisation Expiry Date ⓘ

IRAS
FOR NON-UEN ENTITY ONLY

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Indicate the effective start and end* dates for the tax agent authorisation.

*End date is not compulsory



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



For the 'For Non-UEN Entity Only' digital service, enter the tax reference number issued to the foreign entity by IRAS (e.g. A1234567E).

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 |
|--------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

IRAS
FOR NON-UEN ENTITY ONLY

ASGD/ ITR *

Authorisation Effective Date * ⓘ

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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



Indicate the effective start and end* dates for the tax agent authorisation. Click 'Next' to continue.

*End date is not compulsory

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 |
|--------------|---|-------------------------|-----------------------------|
| IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | |
| IRAS | FOR NON-UEN ENTITY ONLY | | |

2 e-Service(s) Selected

Authorisation Effective Date *

Authorisation Expiry Date

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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Review the details before submission. Click 'Submit' to confirm the authorisation.

Selected Third Party Entity e-Service(s)

IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

| | |
|------------------------------|------------|
| Role | Approver |
| Effective YA From | 2021 |
| Authorisation Effective Date | 01/01/2021 |
| Authorisation Expiry Date | 31/12/9999 |

IRAS • FOR NON-UEN ENTITY ONLY

| | |
|------------------------------|------------|
| ASGD/ITR/UF | A1234567E |
| Authorisation Effective Date | 01/01/2021 |
| Authorisation Expiry Date | 31/12/9999 |

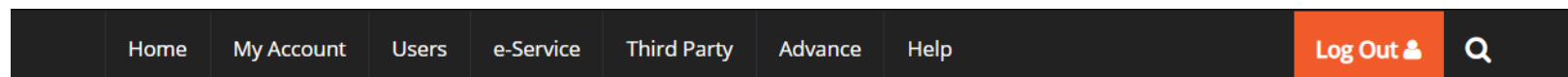
Back

Submit



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3c. CPA to authorise tax agent with relevant Corporate Tax digital services and 'For Non-UEN Entity Only' digital service



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 confirmation message will indicate that you have authorised your tax agent with access to the selected digital services.

Please allow 3 days before the tax agent logs in to myTax Portal.



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Manage your users, tax agent and IRAS digital service Access



Manage your users

Welcome to Corppass,
PHANG GABRIEL

Under the 'User Accounts'
tab, click 'Manage User
Accounts'.



53 more digital services have been made available on Corppass over the last 90 days.

| | | | |
|---------------|------------------|-------------|-----------------------|
| User Accounts | e-Service Access | Third Party | Third Party (Clients) |
|---------------|------------------|-------------|-----------------------|

[Change Entity Profile](#)



Create User Accounts
Add accounts to your Entity



Manage User Accounts
View and edit your entity's user account details



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Manage your users

Manage User Accounts

You will see a list of Corppass users in your company and their corresponding details.

| Create User Account | Change user status (0) | Filter | Search | |
|--------------------------|-------------------------------|-----------------------------|-----------|----------------|
| <input type="checkbox"/> | Full Name | NRIC / FIN / Foreign ID No. | User Type | Account Status |
| <input type="checkbox"/> | CHAN FEDRICK | S****319D | User | Active |
| <input type="checkbox"/> | PHANG GABRIEL | S****413C | Admin | Active |
| <input type="checkbox"/> | TOH JONATHAN | G****619W | Sub-Admin | Active |
| <input type="checkbox"/> | TERRI MANDEL | G****738Q | User | Active |
| <input type="checkbox"/> | LI VIRDI | F****017T | User | Active |
| 0 users Selected | | | | |



Manage your users

Manage User Accounts

To terminate or suspend user accounts, select a user and click 'Change user status'.

| Create User Account | Change user status (1) | Filter | Search | |
|-------------------------------------|------------------------|-----------------------------|-----------|----------------|
| <input type="checkbox"/> | Full Name | NRIC / FIN / Foreign ID No. | User Type | Account Status |
| <input type="checkbox"/> | CHAN FEDRICK | S****319D | User | Active |
| <input type="checkbox"/> | PHANG GABRIEL | S****413C | Admin | Active |
| <input type="checkbox"/> | TOH JONATHAN | G****619W | Sub-Admin | Active |
| <input checked="" type="checkbox"/> | TERRI MANDEL | G****738Q | User | Active |
| <input type="checkbox"/> | LI VIRDI | F****017T | User | Active |
| 1 users Selected | | | | |



Manage your users

Change Status



Are you sure you want to change the status of these Corppass User(s)?

These Corppass User(s) will be only reinstated upon reactivation or end of suspension.

These account(s) will be only reinstated upon reactivation or end of suspension.

1) 'Active' – Account is active and ready for use.

2) 'Inactive' – Account has not been activated yet.

3) 'Suspended' – An account that has been suspended by a Corppass Admin or due to dormancy (for user accounts with no activity for 15 months)

4) 'Terminated' – An account has been terminated by a Corppass Admin or due to dormancy (for user accounts with no activity for 51 months)

Change status for the following user(s)

1 Selected User(s)

New Account Status

Suspended

New Status Effective Date*

18/02/2021

Example: 31/01/2017

New Status Expiry Date

31/12/9999

Example: 28/02/2017

Reason for new status*

Back

Save

Select a new status from the dropdown menu and indicate the date when the new status will take effect.



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Manage your users

Manage User Accounts

Click on the user's name to view the following details:

1. Profile of the user
2. List of digital services assigned to the user
3. Transaction history

Create User Account

 Change user status (0)

| <input type="checkbox"/> | Full Name | NRIC / FIN / Foreign ID No. | User Type | Account Status |
|--------------------------|-------------------------------|-----------------------------|-----------|----------------|
| <input type="checkbox"/> | CHAN FEDRICK | S****319D | User | Active |
| <input type="checkbox"/> | PHANG GABRIEL | S****413C | Admin | Active |
| <input type="checkbox"/> | TOH JONATHAN | G****619W | Sub-Admin | Active |
| <input type="checkbox"/> | TERRI MANDEL | G****738Q | User | Active |
| <input type="checkbox"/> | LI VIRDI | F****017T | User | Active |
| 0 users Selected | | | | |



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Manage your users

TOH JONATHAN

Arrive at the user's profile.

Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID No **G****619W**

Country of Issue **Singapore**

Contact Details

Email*

abc@abc.com

Mobile No.

Account Details

Account Type

Account Status **Active**

[View Status History](#)

New Account Status

Remarks

[Back](#)

[Save](#)



INLAND REVENUE
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Manage your users

TOH JONATHAN

Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID No G****619W

Country of Issue Singapore

You can change the user's registered email and mobile number.

Contact Details

Email* TOHJONATHAN@abc.com

abc@abc.com

Mobile No.

Account Details

Account Type Sub-Admin

Account Status Active

[View Status History](#)

New Account Status --- Select ---

Remarks

Back

Save



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Manage your users

TOH JONATHAN

Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID No G****619W

Country of Issue Singapore

Contact Details

Email* TOHJONATHAN@abc.com
abc@abc.com

Mobile No.

You can change the user's account type (e.g. Sub-admin, Enquiry User, User).

Account Details

Account Type Sub-Admin

Account Status Active

[View Status History](#)

New Account Status --- Select ---

Remarks

Do note that you will not be allowed to change the account type to Corppass Admin.

Back

Save



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transa

Under the 'Assigned e-Services' tab, you will see a list of IRAS digital services that have been assigned to the user.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.



Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(0) Remove e-Service Access(0) Filter  

| Govt. Agency | Assigned e-Services | Role | Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|-------------------------------|---|----------|-------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | | ASGD/ITR: A1234567E | 01/01/2021 | 31/12/9999 |

0 e-Service(s) Selected



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Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transaction History

If you do not wish to assign access to ALL digital services of your company to the user, ensure that this checkbox is unchecked.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

| Govt. Agency | Assigned e-Services | Role | Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|-------------------------------|---|----------|-------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | | ASGD/ITR: A1234567E | 01/01/2021 | 31/12/9999 |

0 e-Service(s) Selected



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Manage your users

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Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

To remove digital service authorisation(s) from the user, select the checkbox and click 'Remove e-Service Access'.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access

Edit e-Service Access(1)

☒ Remove e-Service Access(1)

Filter

Search



| Govt. Agency | Assigned e-Services | Role | Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|--|---|----------|-------------------------|------------------------------|---------------------------|
| <input checked="" type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | | ASGD/ITR: A1234567E | 01/01/2021 | 31/12/9999 |
| 1 e-Service(s) Selected | | | | | |



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Manage your users

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Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transactional e-Services

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(1) Remove e-Service Access(1) Filter Search

| Govt. Agency | Assigned e-Services | Role | Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|--|---|----------|-------------------------|------------------------------|---------------------------|
| <input checked="" type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | | ASGD/ITR: A1234567E | 01/01/2021 | 31/12/9999 |

1 e-Service(s) Selected

To edit digital service authorisation(s) of the user (e.g. to amend the additional parameters), select the checkbox and click 'Edit e-Service Access'.



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Manage your users

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Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transaction History

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and which will onboard in the future.

☒ Access to all e-Services required Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(0) Remove e-Service Access(0) Filter Search

| Govt. Agency | Assigned e-Services | Role | Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|-------------------------------|---|----------|-------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> IRAS | FOR NON-UEN ENTITY ONLY | | ASGD/ITR: A1234567E | 01/01/2021 | 31/12/9999 |

0 e-Service(s) Selected

To assign new digital service authorisation(s) to the user, click 'Add e-Service Access'.

Repeat steps in pages 72 to 81 to assign new digital services to the user.

Alternatively, you may repeat Step 3b (refer to pages 66 to 104).



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Manage your tax agent

Welcome to Corppass,
PHANG GABRIEL

Under the 'Third Party' tab,
click 'Manage Third Party
Entities'.



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts

e-Service Access

Third Party

Third Party (Clients)

[Change Entity Profile](#)



Authorise Third Party Entities



Manage Third Party Entities



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Manage your tax agent

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.

To view and manage authorised e-Service(s) individually, click on the Entity Name.

 Remove Third Party Entity (0)

 [Filter](#)



| <input type="checkbox"/> | UEN / Entity ID | Entity Name | UEN Status | Govt. Agency | Current Authorised e-Services |
|----------------------------------|-----------------|------------------------|------------|--------------|--|
| <input type="checkbox"/> | C15000322E | ABC Company Pte Ltd | - | IRAS IRAS | CORPORATE TAX (FILING AND APPLICATIONS) FOR NON-UEN ENTITY ONLY |
| 0 Third Party Entity(s) Selected | | | | | |

You will see a list of third party entities that you have authorised to transact for various government digital services on behalf of your company.



Manage your tax agent

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.

To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (1)

Filter

Search

| <div></div> | UEN / Entity ID | Entity Name | UEN Status | Govt. Agency | Current Authorised e-Services |
|-----------------------------------|-----------------|------------------------|------------|--------------|--|
| <div><div><div></div></div></div> | C15000322E | ABC Company Pte Ltd | - | IRAS IRAS | CORPORATE TAX (FILING AND APPLICATIONS) FOR NON-UEN ENTITY ONLY |

1 Third Party Entity(s) Selected

To remove a tax agent firm that is no longer authorised to transact on behalf of your company, select the tax agent and click 'Remove Third Party Entity'.

To authorise a new tax agent firm, repeat Step 3(c) (refer to pages 105 to 120).



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Manage your tax agent

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.

To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (0)

Filter

| <input type="checkbox"/> | UEN / Entity ID | Entity Name | UEN Status | Govt. Agency | Current Authorised e-Services |
|--------------------------|-----------------|---------------------|------------|--------------|--|
| <input type="checkbox"/> | C15000322E | ABC Company Pte Ltd | - | IRAS IRAS | CORPORATE TAX (FILING AND APPLICATIONS) FOR NON-UEN ENTITY ONLY |

0 Third Party Entity(s) Selected

Click on the tax agent firm's name to view the following details:

1. Profile of your tax agent
2. List of digital services for which your tax agent has been authorised to transact on behalf of your company
3. Authorisation history of your tax agent
4. List of your tax agent's users that are authorised to transact on behalf of your company



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Manage your tax agent

ABC Company Pte Ltd

Under the 'Profile' tab, you may view your tax agent's entity details.

| | | | |
|---------|-------------------------|-----------------------|-------------------|
| Profile | Authorised e-Service(s) | Authorisation History | Third Party Users |
|---------|-------------------------|-----------------------|-------------------|

| | |
|--------------------------|--|
| UEN / Entity ID | C15000322E |
| Entity Name | ABC COMPANY PTE LTD |
| Country of Incorporation | SINGAPORE |
| Address | 123 bukit timah road # 12 - 230 SINGAPORE 120123 |
| Office Contact No. | 61234567 |



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Manage your tax agent

ABC Company Pte Ltd

Under the 'Authorised e-Service(s)' tab, you will see a list of IRAS digital services for which your tax agent has been authorised to transact on behalf of your company.

Profile

Authorised e-Service(s)

Authorisation History

Third Party Users

Edit e-Service Authorisation(0)

Remove e-Service Authorisation(0)

Filter

| | Govt. Agency | Authorised e-Service | Agency Issued ID | Role | Additional Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|--------------------------|--------------|---|---------------------|----------|-------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | ASGD/ITR: A1234567E | | | 01/01/2021 | 31/12/9999 |

0 e-Service(s) Authorisation selected



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Manage your tax agent

ABC Company Pte Ltd

To edit digital service authorisation(s) of your tax agent (e.g. to amend the additional parameters), select the checkbox and click 'Edit e-Service Authorisation'.

Profile

Authorised e-Service(s)

Authorisation History

Third Party Users

Edit e-Service Authorisation(1)

Remove e-Service Authorisation(1)

Filter



| <input type="checkbox"/> | Govt. Agency | Authorised e-Service | Agency Issued ID | Role | Additional Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|---------------------------------------|--------------|---|---------------------|----------|-------------------------|------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | ASGD/ITR: A1234567E | | | 01/01/2021 | 31/12/9999 |
| 1 e-Service(s) Authorisation selected | | | | | | | |



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Manage your tax agent

ABC Company Pte Ltd

To remove digital service authorisation(s) of your tax agent, select the checkbox and click 'Remove e-Service Authorisation'.

To add digital service authorisation(s) to your tax agent, repeat Step 3(c) (refer to pages 105 to 120).

| Edit e-Service Authorisation(1) | | Remove e-Service Authorisation(1) | | Filter | | | |
|---------------------------------------|--------------|---|---------------------|----------|-------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> | Govt. Agency | Authorised e-Service | Agency Issued ID | Role | Additional Parameters | Authorisation Effective Date | Authorisation Expiry Date |
| <input checked="" type="checkbox"/> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |
| <input type="checkbox"/> | IRAS | FOR NON-UEN ENTITY ONLY | ASGD/ITR: A1234567E | | | 01/01/2021 | 31/12/9999 |
| 1 e-Service(s) Authorisation selected | | | | | | | |



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Manage your IRAS digital service access

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Advance](#) [Help](#) [Log Out](#)

Welcome to Corppass,
PHANG GABRIEL

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

53 more digital services have been made available on Corppass over the last 90 days.

[User Accounts](#) **[e-Service Access](#)** [Third Party](#) [Third Party \(Clients\)](#)

[Change Entity Profile](#)

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

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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Manage your IRAS digital service access

View a list of digital services previously selected in Step 3(a) (pages 56 to 65) for your company.

View Entity's e-Services Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (0)

Remove e-Service (0)

Filter

Search

| <div><div></div></div> | Govt. Agency | Entity's Selected e-Service | Description | Assigned Users |
|-------------------------|--------------|---|--|----------------|
| <div><div></div></div> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | 3 User(s) |
| <div><div></div></div> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | 3 User(s) |
| 0 e-Service(s) Selected | | | | |



Manage your IRAS digital service access

View Entity's e-Services Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1)

Remove e-Service (1)

Filter

Search

| <div><div></div></div> | Govt. Agency | Entity's Selected e-Service | Description | Assigned Users |
|-----------------------------------|--------------|---|--|----------------|
| <div><div><div></div></div></div> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | 3 User(s) |
| <div><div><div></div></div></div> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | 3 User(s) |
| 1 e-Service(s) Selected | | | | |

To edit details of digital service(s), select the checkbox and click 'Edit e-Service'. Only digital services with roles and/or parameters can be edited.



Manage your IRAS digital service access

View Entity's e-Services Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1)

Remove e-Service (1)

Filter

Search

| <div><div></div></div> | Govt. Agency | Entity's Selected e-Service | Description | Assigned Users |
|-----------------------------------|--------------|---|--|----------------|
| <div><div><div></div></div></div> | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | 3 User(s) |
| <div><div><div></div></div></div> | IRAS | FOR NON-UEN ENTITY ONLY | For entities transacting with IRAS using ASGD/ITR number | 3 User(s) |
| 1 e-Service(s) Selected | | | | |

To remove digital service(s), select the checkbox and click 'Remove e-Service'.

To add a new digital service to this list, repeat Step 3(a) (refer to pages 56 to 65).



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Assistance for Corppass matters

www.corppass.gov.sg



Step-by-step User Guides



Video Guides



'Frequently Asked Questions' (FAQs)

Corppass Helpdesk

Tel: [\(+65\) 6335 3530](tel:+6563353530)

Email: support@corppass.gov.sg

Mondays to Fridays: 8:00am – 8:00pm

Saturdays: 8:00am – 2:00pm

Closed on Sundays & Public Holidays



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Assistance and service channels

Website

www.iras.gov.sg

Home > Digital Services > Companies/ Tax Agents
Home > Digital Services > Others > Corppass

Email

- Email us at [myTax Mail](mailto:myTaxMail@iras.gov.sg)

Helpline

- For companies: 1800-356-8622
- 8.00am to 5.00pm from Mondays to Fridays
 - Best time to call: 8.30am – 10.30am
 - Best day to call: Friday

Social Media



[Twitter.com/IRAS_SG](https://twitter.com/IRAS_SG)



[Facebook.com/irassg](https://facebook.com/irassg)



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