




INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Corppass Step-by-Step Guide for Non-UEN entities (AEOI)

Content Page

1. Corppass Admin to select relevant e-Services for the Company
2. Corppass Admin to assign relevant e-Services to Users
3. Corppass Admin to authorise relevant e-Services to tax agent



Corppass Admin to select relevant e-Services for the Company

Corppass Admin to select relevant e-Services for the Company

The screenshot displays the Corppass Admin 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 banner below the welcome message states "53 more digital services have been made available on Corppass on 11/11/2023".

A red box highlights the "e-Service Access" tab in the navigation bar. Below the navigation bar, three main action cards are visible:

- Select Entity's e-Services**: Select e-Services that your entity will use. (This card is highlighted with a red border.)
- 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.

A red text box on the right side of the interface contains the following text: "Before you can assign IRAS e-Service(s) to your users, you have to first select the relevant IRAS e-Service(s) and the 'For Non-UEN Entity Only' e-Service for your company."



Corppass Admin to select relevant e-Services for the Company

Select Entity's e-Services




Use the search bar to search for specific e-Services.


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



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

Filter

IRAS





<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	IRAS	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)			
<input type="checkbox"/>	IRAS	FOR NON-UEN ENTITY ONLY	For entities transacting with IRAS using ASGD/ITR/UF number		

0 e-Service(s) Selected

Cancel

Next



Corppass Admin to select relevant e-Services for the Company

Select Entity's e-Services




Select the IRAS e-Service(s) relevant to your company, including the 'For Non-UEN Entity Only' e-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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)			
<input checked="" type="checkbox"/>	IRAS	FOR NON-UEN ENTITY ONLY	For entities transacting with IRAS using ASGD/ITR/UF number		

2 e-Service(s) Selected

Cancel

Next

Corppass Admin to select relevant e-Services 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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

IRAS

AUTOMATIC EXCHANGE OF INFORMATION(CRS AND FATCA)

Effective RY From

+ Add New

Effective RY To

+ Add New

Corppass admins should leave the “Effective RY From” and “Effective RY To” fields blank for the Approver. This allows the Approver to submit returns for all Reporting Years.

Back Next

Corppass Admin to select relevant e-Services 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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

IRAS
FOR NON-UEN ENTITY ONLY

ASGD/ITR/UF *

Enter the tax reference number issued to the foreign entity by IRAS (e.g. A1234563E, T01UF2345A). Then, click 'Next'.

[Back](#) [Next](#)

Corppass Admin to select relevant e-Services for the Company

HomeMy AccountUserse-ServiceThird PartyAdvanceHelpLog Out

Home / Select Entity's e-Services

Select Entity's e-Services

✓

...

✓

...

3

Select e-ServicesEnter DetailsReview & Submit

Review the details before clicking 'Submit'.

Verify Selected e-Service(s)

IRAS

AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)
Effective RY From

IRAS

• FOR NON-UEN ENTITY ONLY
ASGD/ITR/UF

A1234567E

Back

Submit

Corppass Admin to select relevant e-Services for the Company

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

Home / Select Entity's e-Services

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

Next Step

Assign selected e-Services

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

A confirmation message will indicate that you have completed the selection of IRAS e-Services relevant to your company.

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

[Return to Homepage](#) [Assign selected e-Services](#)



Corppass Admin to assign relevant e-Services to Users

Assigning e-Service to Users

Before you proceed assigning the e-Services, ensure that you have a list of your staff and respective IRAS e-services to be assigned to each staff.

For **each staff**, you would require the following information;

- Full Name
- Email Address

Assigning e-Service to Users



Corppass Admin



1. Assign IRAS e-Services

This method allows online assignment of IRAS e-Services of your company to your staff based on your selection.

Assigning e-Service to Users

The screenshot displays the Corppass web application interface. At the top, a dark navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below this, a welcome banner for PHANG GABRIEL is shown. A red callout box on the right side of the banner contains the instruction: "Under the 'e-Service Access' tab, click 'Assign Selected e-Services'". Below the banner, a notification 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 four tabs: User Accounts, e-Service Access (highlighted with a red border), Third Party, and Third Party (Clients). Below the tabs, there are three large cards. The middle card, titled "Assign selected e-Services" with the subtitle "Assign e-Services access to your entity's users and user groups," is also highlighted with a red border. The other two cards are "Select Entity's e-Services" and "View Entity's e-Service Access". A "Change Entity Profile" link is located to the right of the cards.

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

Welcome to Corppass,
PHANG GABRIEL

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

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.

Assigning e-Service to Users

Assign Selected e-Services



Select the user(s) you wish to assign IRAS e-Services to and click 'Next'.

Note: If you wish to assign different e-Services to different users, you will have to assign them separately.

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.

Filter

Search

<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

Assigning e-Service to Users

Assign Selected e-Services



You will be directed to a list of e-Services selected previously. (i.e. the e-Services selected in pages 7 to 13).

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](#)

<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required ⓘ	Additional Details Required ⓘ
<input type="checkbox"/>	IRAS	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)			
<input type="checkbox"/>	IRAS	FOR NON-UEN ENTITY ONLY	For entities transacting with IRAS using ASGD/ITR/UF number		
0 e-Service(s) selected.					

[Back](#) [Next](#)

Assigning e-Service to Users

Assign Selected e-Services



Select the 'For Non-UEN Entity Only' e-Service AND the relevant IRAS e-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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)			
<input checked="" type="checkbox"/>	IRAS	FOR NON-UEN ENTITY ONLY	For entities transacting with IRAS using ASGD/ITR/UF number		
2 e-Service(s) selected.					

Back

Next

Assigning e-Service to Users

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

IRAS
AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)

Role*

--- SELECT---

Effective RY From

--- SELECT---

For the 'Automatic Exchange of Information (CRS and FATCA)' e-Service, select the role 'Approver' to be assigned to the particular user(s).

Back

Next

Assigning e-Service to Users

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

IRAS

AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)

Role*

--- SELECT---

Effective RY From

--- SELECT---

Back Next

Corppass admins should leave the “Effective RY From” and “Effective RY To” fields blank for the Approver. This allows the Approver to submit returns for all Reporting Years.

Assigning e-Service to Users

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

IRAS
FOR NON-UEN ENTITY ONLY

ASGD/ITR/UF *

Authorisation Effective Date *

For the 'For Non-UEN Entity Only' e-Service, enter the tax reference number issued to the foreign entity by IRAS (e.g. A1234567E, T01UF2345A).

Assigning e-Service to Users

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		
2 e-Service(s) Selected			

Authorisation Effective Date *



Authorisation Expiry Date



Back

Next

Corppass admins should leave the "Authorisation Effective Date" and "Authorisation Expiry Date RY" fields blank for the Approver. This allows the Approver to submit returns for all Reporting Years.

Assigning e-Service to Users

Assign Selected e-Services



Verify the following details.

2 Selected Users +

Review the details of the assigned e-Services before submission. Click 'Submit' to confirm your assignment.

Selected e-Services

IRAS AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)

Role

Approver

Effective RY From

Authorisation Effective Date

Authorisation Expiry Date

IRAS • **FOR NON-UEN ENTITY ONLY**

ASGD/ITR/UF

A1234567E

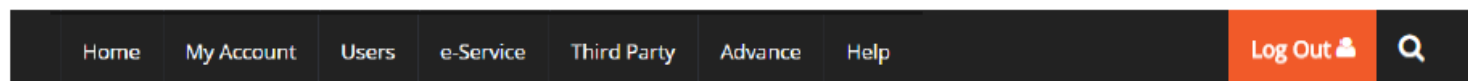
Authorisation Effective Date

Authorisation Expiry Date

Back

Submit

Assigning e-Service to Users



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 e-Service access to your selected user(s).

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



Corppass Admin to assign relevant e-Services to tax agent

Authorising e-Service to tax agent

Before you proceed assigning the e-Services, ensure that you have

For **each staff**, you would require the following information;

- Full Name
- Email Address

Authorising e-Services to tax agent

The screenshot displays the Corppass web interface. At the top is a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right of this bar are 'Log Out' and a search icon. Below the navigation bar is a welcome banner for 'PHANG GABRIEL'. A red callout box on the right of the banner contains the text: 'Under the 'Third Party' tab, click 'Authorise Third Party Entities'.' Below the banner is a notification bar stating: '53 more digital services have been made available on Corppass over the last 90 days.' The main content area features a horizontal menu with four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party' tab is highlighted with a red border. Below this menu are two large buttons: 'Authorise Third Party Entities' (with a document icon) and 'Manage Third Party Entities' (with a group of people icon). The 'Authorise Third Party Entities' button is also highlighted with a red border. To the right of these buttons is a link that says 'Change Entity Profile'.

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

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

Authorising e-Services to tax agent

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 e-Services to, using the tax agent firm's UEN/ Entity ID or name. You may also search using partial names.

Authorising e-Services to tax agent

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

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

Authorising e-Services to tax agent

Authorise Third Party Entities



Select the tax agent firm you wish to assign IRAS e-Services to and click 'Next'.

UEN / Entity ID

Entity Name

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

Authorising e-Services to tax agent

Authorise Third Party Entities



You will be directed to a list of e-Services selected previously. (i.e. the e-Services selected in pages 7 to 13).

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

Only e-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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)			
<input type="checkbox"/> IRAS	FOR NON-UEN ENTITY ONLY	For entities transacting with IRAS using ASGD/ITR/UF number		
0 e-Service(s) Selected				

Back Next

Authorising e-Services to tax agent

Authorise Third Party Entities



Select the 'For Non-UEN Entity Only' e-Service AND the relevant IRAS e-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](#)

<input type="checkbox"/> Govt. Agency	Entity's selected e-Services	Description	Agency Check Required ⓘ	Additional Details Required ⓘ
<input checked="" type="checkbox"/>	IRAS	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
<input checked="" type="checkbox"/>	IRAS	FOR NON-UEN ENTITY ONLY	For entities transacting with IRAS using ASGD/ITR/UF number	
2 e-Service(s) Selected				

[Back](#) [Next](#)

Authorising e-Services to tax agent

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

For the 'Automatic Exchange of Information (CRS and FATCA)' e-Service, select the role 'Approver' to be assigned to your tax agent(s)

Back Next

Authorising e-Services to tax agent

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		
2 e-Service(s) Selected			

IRAS
AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)

Role

--- SELECT ---

Effective RY From

--- SELECT ---

Back

Next

Corppass admins should leave the “Effective RY From” and “Effective RY To” fields blank for the Approver. This allows the Approver to submit returns for all Reporting Years.

Authorising e-Services to tax agent

Authorise Third Party Entities



For the 'For Non-UEN Entity Only' e-Service, enter the tax reference number issued to the foreign entity by IRAS (e.g. A1234567E, T01UF2345A).

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		
IRAS	FOR NON-UEN ENTITY ONLY		

2 e-Service(s) Selected

IRAS
FOR NON-UEN ENTITY ONLY

ASGD/ITR/UF *

Authorisation Effective Date *

Back Next

Authorising e-Services to tax agent

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		<input type="text"/>
IRAS	FOR NON-UEN ENTITY ONLY		<input type="text"/>

2 e-Service(s) Selected

Back Next

Corpass admins should leave the "Authorisation Effective Date" and "Authorisation Expiry Date RY" fields blank for the Approver. This allows the Approver to submit returns for all Reporting Years.

Authorising e-Services to tax agent

Authorise Third Party Entities

✓

Select Third Party

•••••

✓

Select e-Services

•••••

✓

Enter Details

•••••

4

Review & Submit

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	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)
Role	Approver
Effective RY From	
Authorisation Effective Date	
Authorisation Expiry Date	
IRAS	• FOR NON-UEN ENTITY ONLY
ASGD/ITR/UF	
Authorisation Effective Date	
Authorisation Expiry Date	


Back

Submit

Authorising e-Services to tax agent

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

[Home](#) / [Authorise Third Party Entity](#)



ABC Company Pte Ltd has been authorised to access selected e-Service(s).

The Third Party Entity will receive a notification.

[Return to Homepage](#)

A confirmation message will indicate that you have authorised your tax agent with access to the selected e-Services.

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

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The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 30 March 2023 and are provided on an “as is” basis without warranties of any kind. IRAS shall not be liable for any damages with your use of this user guide.

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