



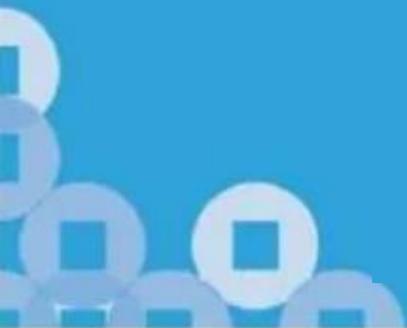
INLAND REVENUE
AUTHORITY
OF SINGAPORE

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 notification banner states "53 more digital services have been made available on Corppass". The main content area features a horizontal menu with "User Accounts", "e-Service Access", "Third Party", and "Third Party (Clients)". The "e-Service Access" option is highlighted with a red box. Below this menu, three main action cards are visible: "Select Entity's e-Services" (highlighted with a red box), "Assign selected e-Services", and "View Entity's e-Service Access". A "Change Entity Profile" link is also present.

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

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.

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  

<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

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

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

Home / Select Entity's e-Services

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

Select Entity's e-Services

Review the details before clicking 'Submit'.

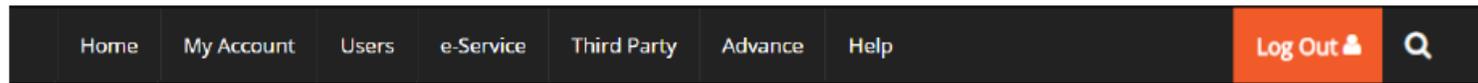
Progress: 1. Select e-Services (checked), 2. Enter Details (checked), 3. Review & Submit (active)

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 / Select Entity's e-Services



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

Next Step



Assign selected e-Services

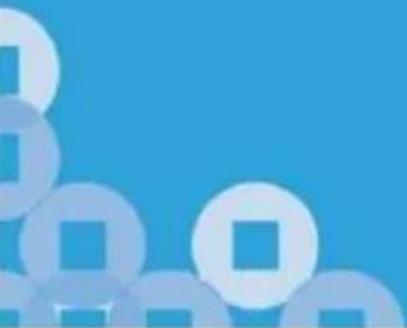
Assign e-Service access to your entity's users and user groups.

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 user 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 menu with tabs for User Accounts, e-Service Access, Third Party, and Third Party (Clients). The "e-Service Access" tab is highlighted with a red box. Below this menu, 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 and contains the text: "Assign e-Services access to your entity's users and user groups." A "Change Entity Profile" link is visible in the top right corner of the main content area.

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'.

Assigning e-Service to Users

Assign Selected e-Services



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

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.

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

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

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

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 AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA) Role* --- SELECT--- Effective RY From --- SELECT---
IRAS	FOR NON-UEN ENTITY ONLY			--- SELECT--- Approver

2 e-Service(s) Selected

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---

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

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).

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

Authorisation Effective Date *

Authorisation Expiry Date

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.

Back **Next**

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

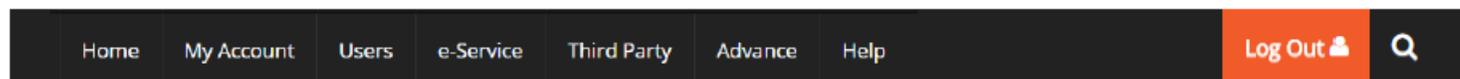
Authorisation Effective Date

Authorisation Expiry Date

Back

Submit

Assigning e-Service to Users



Home / Assign Selected e-Services

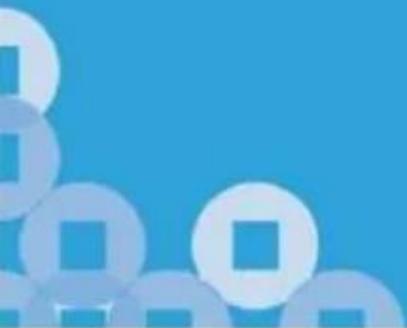


You have assigned e-Service(s) to your user(s).

[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 user 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 red callout box on the right side of the page contains the instruction: "Under the 'Third Party' tab, click 'Authorise Third Party Entities'". Below the welcome message, 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 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 the menu, there are two buttons: "Authorise Third Party Entities" (highlighted with a red border) and "Manage Third Party Entities". A "Change Entity Profile" link is visible on the right side of the page.

Authorising e-Services to tax agent

Home / Authorise Third Party Entity

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.

Authorise Third Party Entities



UEN / Entity ID	<input type="text"/>
Entity Name	<input type="text"/>

Search

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

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



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

Search

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 AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA) Role ? --- SELECT --- VE RY From --- SELECT ---
IRAS	FOR NON-UEN ENTITY ONLY			--- SELECT --- Approver

2 e-Service(s) Selected

Back Next

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

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 ...

Corpass 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

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/I/TR/UF *

Authorisation Effective Date *

Back Next

Authorising e-Services to tax agent

Authorise Third Party Entities



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.

Selected Third Party Entity: ABC Company Pte Ltd

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

* - denotes mandatory fields

Govt. Agency	Entry'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**

Authorising e-Services to tax agent

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	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

Authorising e-Services to tax agent



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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