



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Authorisation for Submission of Donation [Via Singapore Corporate Access (Corppass)]



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About Corppass

With effect from 1 Sep 2018, Corppass will replace the e-Services Authorisation System (EASY) as the online system for organisations to authorise their staff or third party to access IRAS e-Services on their behalf.

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

Understand your Corppass role:



Registered Officer

- Person(s) registered with entity's UEN
- Examples include Sole-Proprietor, Partner, Director, Corporate Secretary

Can choose to be Corppass Admin



Corppass Admin

- Starts the Corppass registration for entity
- Manages entity's Corppass

Maximum of 2 Admin Accounts per Entity



Corppass User

- Logs in with Corppass to transact for entity

No limit to the number of Corppass Users per Entity

Steps to Complete Authorisation

Step 1: Register a Corppass Admin Account

You are required to be registered as a Corppass Admin before you can proceed with the authorisation. Only the Registered Officer (RO) or the Admin nominated by the RO can register for a Corppass Admin account.

If you are an RO (i.e. Sole-Proprietor, Partner, Director or Corporate Secretary), refer to https://www.corppass.gov.sg/help/CP_User_Guide_01_RO_Corppass_Admin_Registration.pdf
Or

- If you are nominated as the Corppass Admin, refer to https://www.corppass.gov.sg/help/CP_User_Guide_03A_Admin_Corppass_Admin_Registration_Singapore_Entities.pdf

Get your RO to approve the Corppass Admin account

www.iras.gov.sg/irashome/uploadedFiles/IRASHome/Common/Other_Taxes/RO_Approve%20%20Reject%20CP_A.pdf

Step 2: Create Corppass User Account

Skip this step if your CorpPass Admin is the person transacting with IRAS.

- Else, refer to https://www.corppass.gov.sg/help/CP_User_Guide_04A_Admin_Subadmin_Create_and_Manage_Corppass_Accounts.pdf

Step 3: Assign IRAS' digital services to your organisation and user

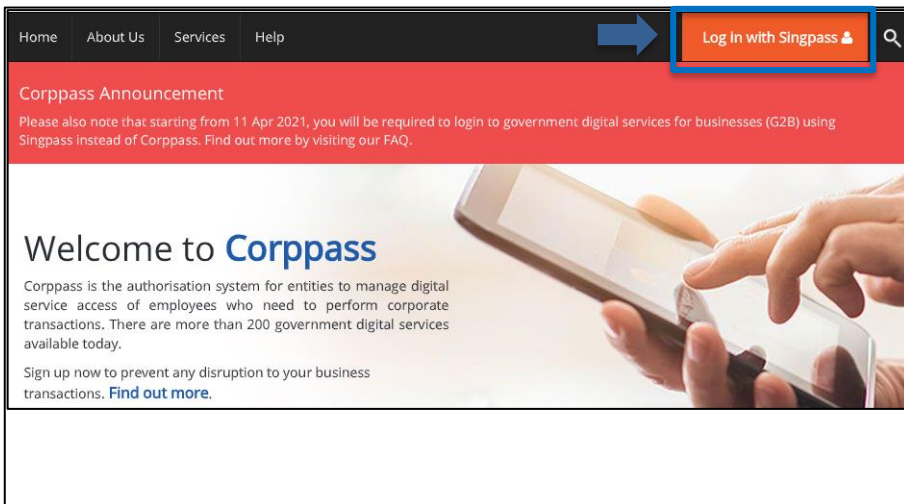
- Corppass Admin refer to [Page 5 to 9 of this guide.](#)

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

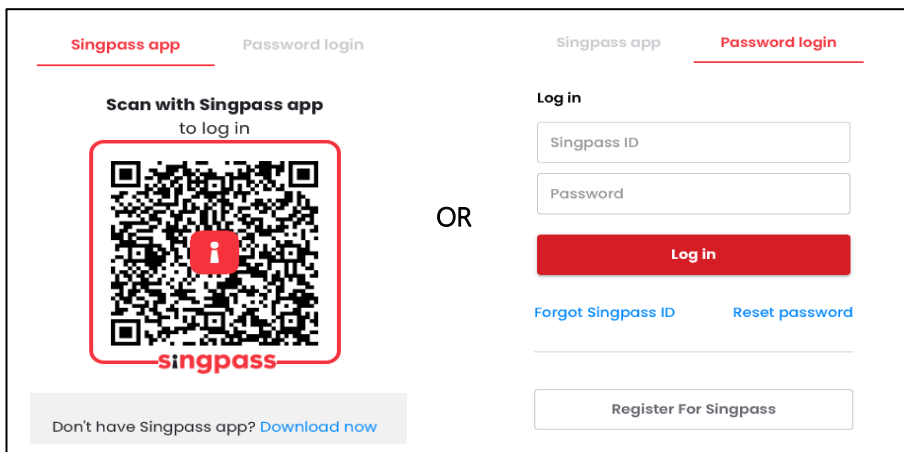
Assign IRAS' Digital Services to Organisation

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User



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

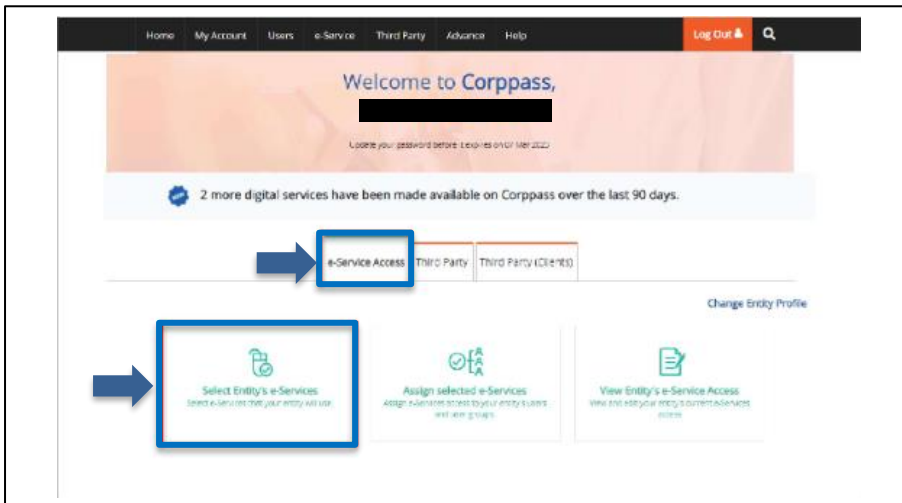


- Login using:
- Singpass App, or
 - Password login

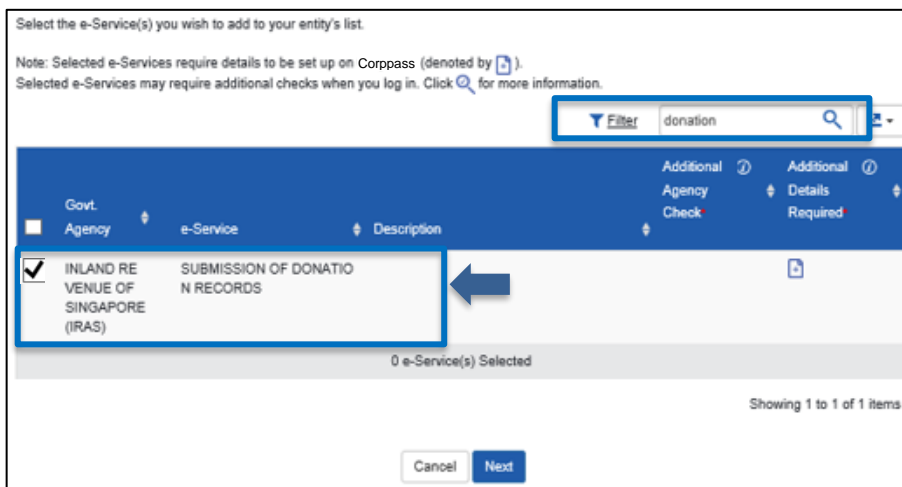
Assign IRAS' Digital Services to Organisation

1. Assign IRAS' Digital Services to Organisation

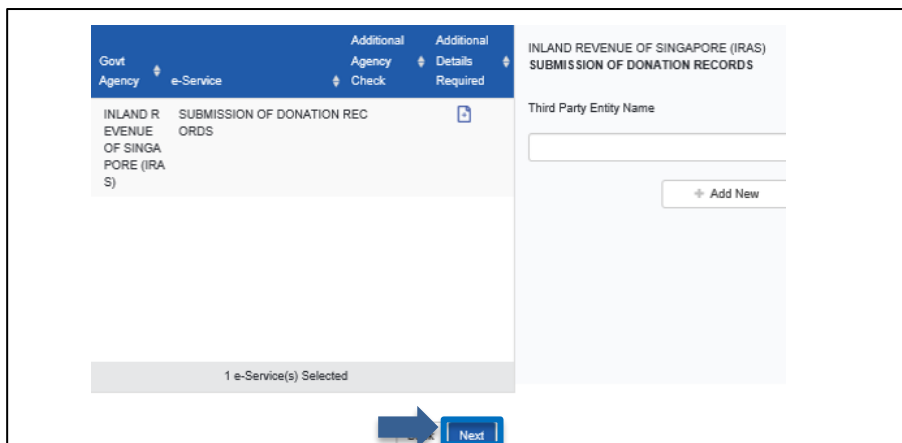
2. Assign IRAS' Digital Services to Corppass Admin / User



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



- Check the box next to the Submission of Donation Records e-Service.
- Note: You may use or to filter or search for the e-Service.

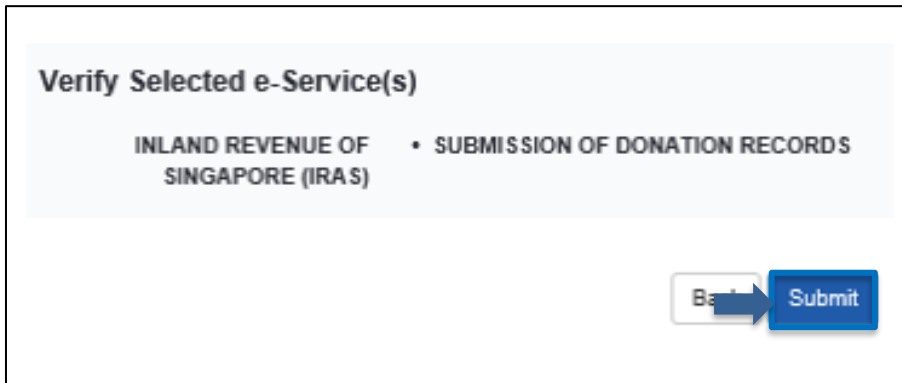


- Click <Next>.

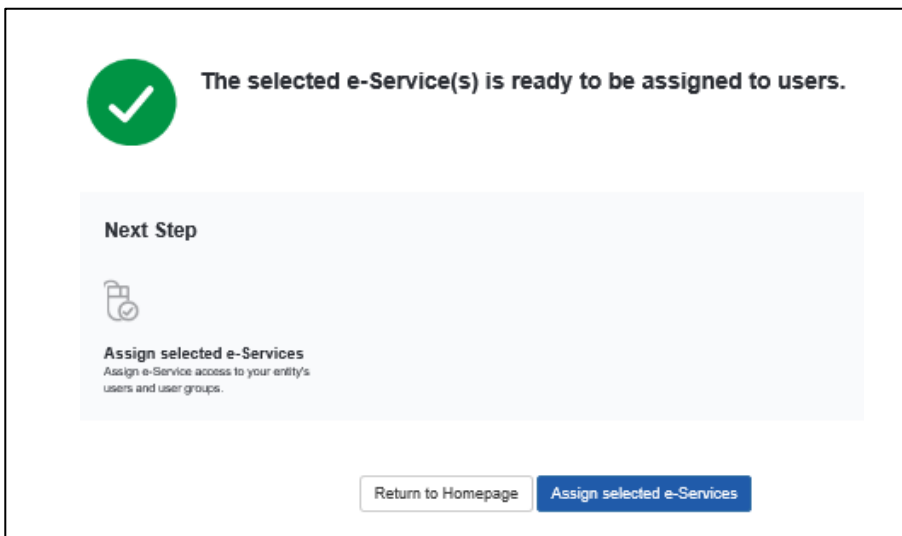
Assign IRAS' Digital Services to Organisation

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User



- Confirm the details of the e-Service that you have selected.
- Click <Submit>.



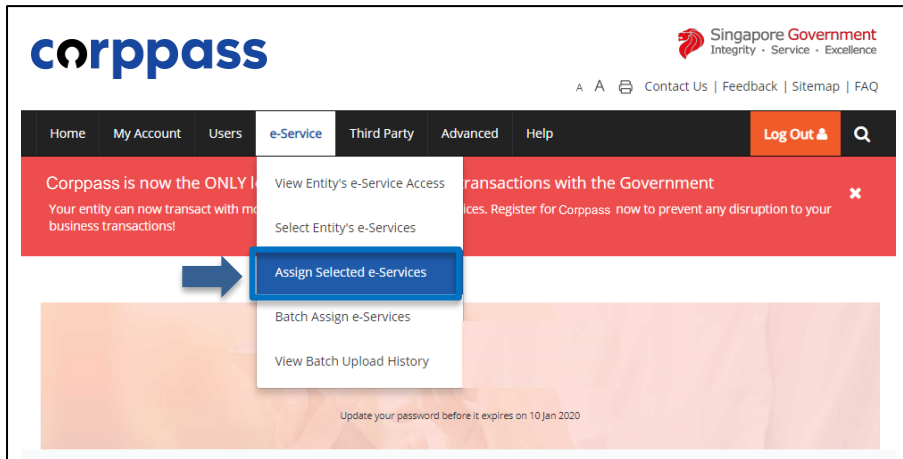
- A confirmation message will be displayed.

Note: To continue with assigning IRAS' Digital Services to Corppass Admin or User, click on <Assign selected e-Services>.

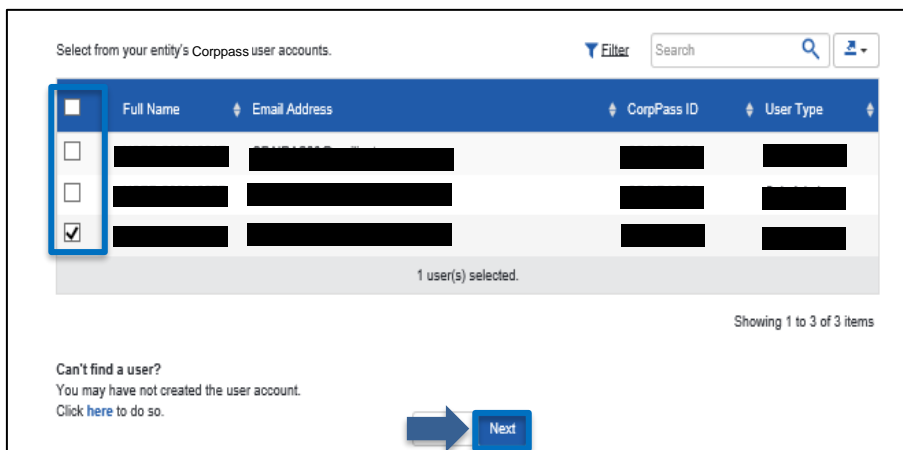
Assign IRAS' Digital Services to Corppass Admin/ User

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User

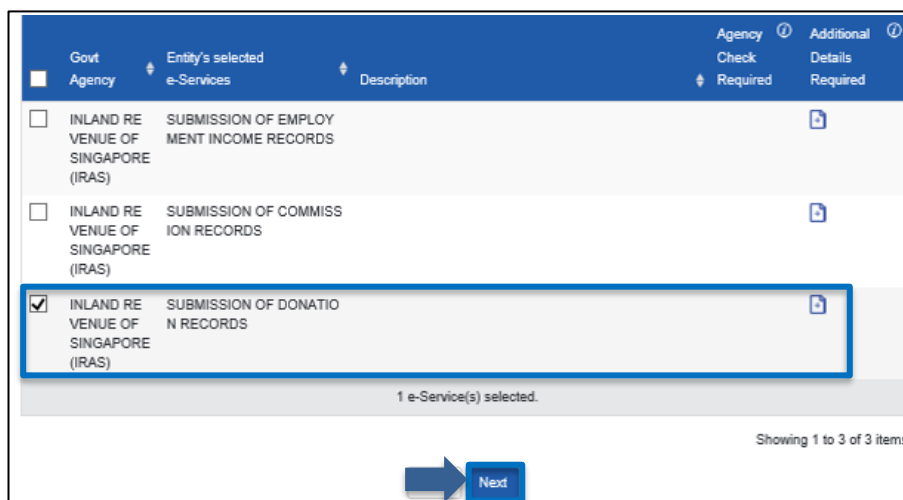


- Select <e-Service> and click <Assign Selected e-Services>.



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

Note: If you wish to assign different digital service access for specific users, you will have to assign them individually.



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

Assign IRAS' Digital Services to Corppass Admin/ User

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User

The screenshot shows a web interface with a table of e-services. The 'SUBMISSION OF DONATION REC ORDS' service is selected. A modal window is open for role assignment, showing the role 'Approver' and the 'Authorisation Effective Date' field. A 'Next' button is visible at the bottom.

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	SUBMISSION OF DONATION REC ORDS		

1 e-Service(s) selected.

Next

- Select the <Role> as 'Approver' and enter the <Authorisation Effective Date>.
- Leave the <Authorisation Expiry Date> blank.
- Click <Next>.

Note:

Only staff who has been authorised with the "Approver" role for 'Submission of Donation Records' will be able to submit the records via myTax Portal.

The screenshot shows a summary of the selected e-service and the assigned role. The role is 'Approver', the 'Authorisation Effective Date' is '01/08/2018', and the 'Authorisation Expiry Date' is '31/12/9999'. A 'Submit' button is visible at the bottom.

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	SUBMISSION OF DONATION RECORDS
	Role: Approver
	Authorisation Effective Date: 01/08/2018
	Authorisation Expiry Date: 31/12/9999

Submit

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

The screenshot shows a confirmation message with a green checkmark icon and a 'Return to Homepage' button.

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

Return to Homepage

- A confirmation message will be displayed.

Contact Information

For enquiries on this user guide, please call 1800 356 8015 or email data_mgmt@iras.gov.sg.

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