

GLOSSARY

SECTION 1 - CORPPASS ROLES (FOR BUSINESS)		DESCRIPTION:
1.1	Registered Officer (RO)	<p>A person whom the entity is registered or incorporated to; he / she usually holds legal authority, or is bounded to legal matters relating to the entity. There may be more than 1 Registered Officer per entity.</p> <p>Individuals who can be a Registered Officer include:</p> <ul style="list-style-type: none"> · Business Owner · Company Director · Shareholder · Partner · Board Member <p>Responsible for:</p> <ul style="list-style-type: none"> · Appointing a CorpPass Admin (offline) for the entity; and · Approving online registration of CorpPass Admin account.
1.2	Key Executive (KE)	<p>The KE(s) is the person(s) authorised within the entity to appoint and approve new CorpPass Administrators. Examples of KE(s) include: Chief Executive Officer (CEO), Managing Director (MD), Chief Operating Officer (COO) or equivalents.</p>
1.3	CorpPass Administrator (CorpPass Admin)	<p>The CorpPass Admin is appointed by the Registered Officer to oversee his / her entity's CorpPass-related matters.</p> <p>The CorpPass Admin is responsible for:</p> <ul style="list-style-type: none"> · Managing an entity's CorpPass Sub-Admins; · Managing an entity's CorpPass Enquiry Users; · Managing an entity's CorpPass Users; · Managing an entity's Third Party Agent; and · Managing an entity's access rights to Government-to-Business (G2B) e-Services.
1.4	CorpPass User	<p>Each CorpPass User holds a unique account that is linked specifically to an entity. This account is created by the CorpPass Admin. The CorpPass Admin then assigns access rights to the CorpPass User, in order for him / her to transact with Government agencies on behalf of the entity.</p>
(FOR GOVERNMENT AGENCIES)		DESCRIPTION:
1.5	Central Administrator (Central Admin)	<p>A governing officer(s) involved in overseeing and managing the overall CorpPass system.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> · Supporting the entity registration process; · Checking submitted supporting documents; · Suspending, terminating, or reactivating CorpPass accounts; and · Managing the overall CorpPass system.
1.6	Agency Administrator (Agency Admin)	<p>A system operator who manages a Government agency's e-Services. Each agency may appoint up to 2 Agency Admins.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> · Configuring e-Services onto CorpPass platform on behalf of their Agency; and · Managing technical issues related to the e-Service.
SECTION 2 - CORPPASS FREQUENTLY USED TERMS		DESCRIPTION:
2.1	Entity ID	<p>A) For Unique Entity Number (UEN)-registered entities The business entity's standard identification number, issued by a UEN-issuance agency.</p> <p>B) For Foreign Entities The unique identification number issued to the business entity during the business registration process.</p>
2.2	CorpPass ID	<p>A unique Login ID assigned to a CorpPass account, used by a CorpPass User to log into his / her account.</p>

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2.3	CorpPass account	A unique set of Login ID and Password issued to a CorpPass Admin, Sub-Admin, User, or CorpPass Enquiry User, and used to login to the CorpPass system or to access Government-to-Business (G2B) e-Services. CorpPass accounts can belong either to a CorpPass Admin, CorpPass Sub-Admin, CorpPass Enquiry User, or CorpPass User.
2.4	Government-to-Business (G2B) digital services	G2B digital services are online services used by entities and businesses to transact electronically with Government agencies. For example, businesses use various G2B digital services to do their financial reporting (e.g. file taxes), apply for permits and trade licenses licences, and bid for business opportunities (e.g. GeBIZ).
2.5	Unique Entity Number (UEN)	UEN is the abbreviation for 'Unique Entity Number'. This is the standard identification number issued by a UEN-issuance agency in Singapore. More details are at http://www.uen.gov.sg .
2.6	ACRA	ACRA is the acronym for 'Accounting and Corporate Regulatory Authority'. It is the national regulator of business entities and public accountants in Singapore.
2.7	UEN Entity	A UEN Entity is a locally registered organisation that has been issued a UEN either by the Accounting and Corporate Regulatory Authority (ACRA) or other UEN-issuance agencies.
2.8	Foreign Entity	Foreign Entities are overseas organisations without a local UEN. CorpPass will be made available to Foreign Entities and individuals without a SingPass account at a later date.
2.9	UEN-issuance agency	A UEN-issuance agency is a Government organisation to register particular types of entities. Examples of UEN-issuance agencies include Accounting and Corporate Regulator Authority (ACRA), Registry of Societies (ROS), Ministry of Manpower (MOM) and Ministry of Culture, Community and Youth (MCCY).
2.10	SingPass	Singapore Personal Access (or SingPass), launched in March 2003, is a gateway to hundreds of e-Services offered by more than 60 Government agencies, enabling users to only have to remember one password when connecting and transacting with the Government.
SECTION 3 - SUPPORTING DOCUMENTS		DESCRIPTION:
3.1	Identity Document	<p>Identity Documents are required in order to verify the personal details of the Registered Officer, CorpPass Admin, and / or CorpPass User, who are non-SingPass holders.</p> <p>The Identity Documents should specify:</p> <ul style="list-style-type: none"> · Full name of the person · Official number of the registered document (e.g. Passport or Identity Card No.) <p>Some examples of what constitutes Identity Document(s) are:</p> <ul style="list-style-type: none"> · Passport / Legal Travel Document · NRIC · Work Passes (this will be your Work Permit or FIN - Foreign Identification Number)
3.2	Letter of Authorisation	<p>The Letter of Authorisation is an alternative method for the Registered Officer's or Key Executive's approval in the the following cases:</p> <ul style="list-style-type: none"> · where the RO is not a SingPass holder; or · if the RO is unable to provide online approval; or · if approval for the CorpPass Admin registration can be granted by a Key Executive within the entity. <p>The letter will be used to verify the appointment of the CorpPass Admin(s) of the entity. You may download a template of the Letter of Authorisation during registration, and submit it together with the approver's identity document.</p>

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