



Guide for Registered Officers from Sole Proprietors: Corppass Admin Application

W.e.f. 1 December 2023 for Singapore Registered Sole Proprietors

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- At Corppass homepage (www.corppass.gov.sg), select 'Register as a Corppass Admin'.



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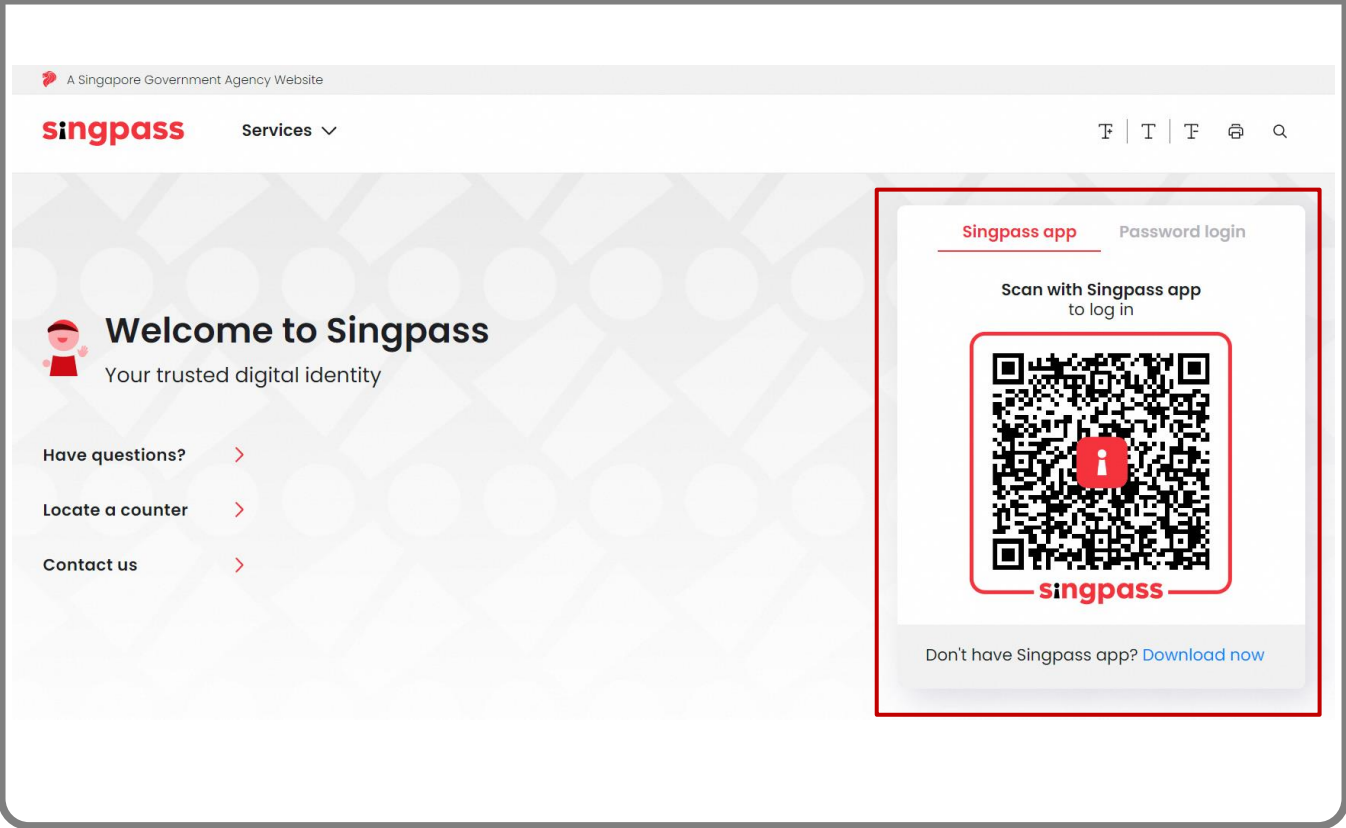
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- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.



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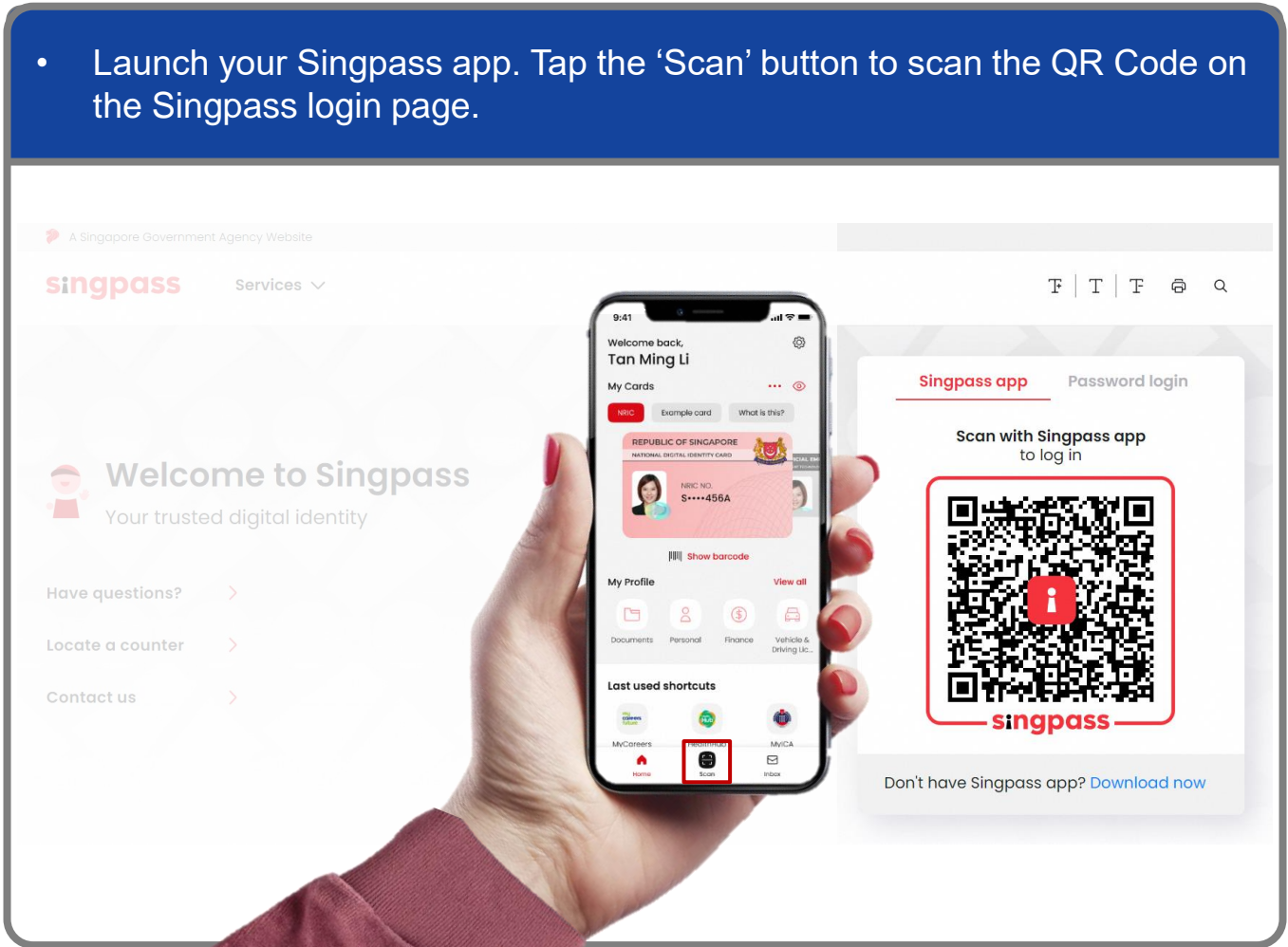
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- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.



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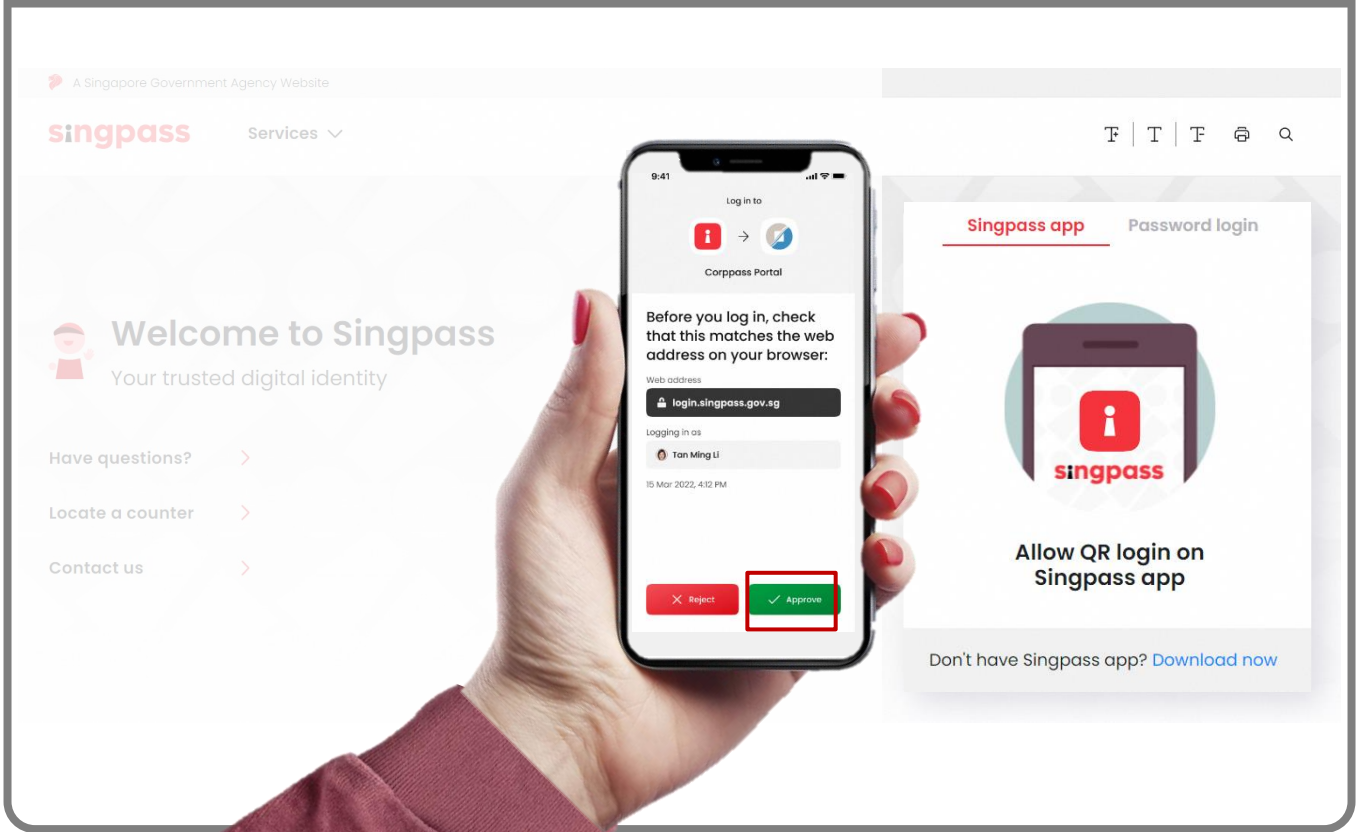
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- Confirm your login request on the Singpass app by tapping on the 'Approve' button.



Note: You will be prompted to use fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

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- Alternatively, enter your Singpass ID & Password.

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singpass Services ▾

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Welcome to Singpass
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Log in

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

Register for Singpass

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- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) sent to your registered mobile number.

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SMS OTP

Face verification

Enter the 6-digit One-time Password (OTP) sent to your mobile number (****6022). [Not your mobile number?](#)



OTP:

OTP

Submit

If you do not receive an OTP on your mobile device within 30 seconds, please click on the "Resend OTP" button here:

Resend OTP

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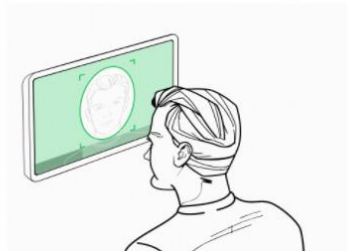
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- Or verify your identity using Singpass Face Verification. Select 'Continue'.

SMS OTP Face verification

Please note:
Use another authentication method if you are sensitive to flashing lights.

- 1 In the next screen, click "Begin Scan".
- 2 Keep still as the camera locates your face.
- 3 The screen will flash a series of colored lights.



Click [here](#) to find out more about Singpass Face verification.

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- If you opted for Singpass Face Verification, read the guidelines and select 'Begin Scan' to proceed.

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SMS OTP

Face verification

Here are some guidelines. Find out more [here](#).



✓ Clear glasses



✓ Keep headgear
and hair off face



✓ Indoor lighting



✓ Keep mouth closed



✗ Tinted glasses



✗ Cover your face



✗ Very bright lighting



✗ Smile widely

Look into the front camera and select "Begin Scan".

By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the [Terms of Use](#).

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Begin Scan

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- Follow the instructions provided while the scanning takes place.

singpass

Press **Esc** to exit full screen

Keep still

Note: Singpass Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

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- After logging in to Corppass, read the instructions. Select 'Begin application' to proceed.

Apply for an Admin account

This form will take about 5 minutes to complete.

Please ensure:

1. You are the appointed Corppass Admin for your entity.
2. You hold a Singapore NRIC or FIN.
3. The information of your Registered Officers is updated in ACRA.
4. For newly-registered entities, please wait at least one day before you apply.

[Begin application](#)

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- Enter your Unique Entity Number (UEN) in the input box. Select 'Next' to proceed.

Apply for an Admin account

1. Enter entity detail

2. Enter and verify email

3. Enter Registered Officer's email

4. Review and submit

Enter entity detail

Unique entity number (UEN) [Ⓞ]

Enter UEN

Next

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- Enter your work email address under 'Work email'.

Apply for an Admin account

1. Enter entity detail

2. Enter and verify email

3. Review and submit

Enter email

Full name as in NRIC/FIN

Tan Ming Li

Work email ⓘ

Enter work email

Confirm work email

Enter work email

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- Confirm your email address by entering it again under 'Confirm work email'. Select 'Next' to proceed.

Apply for an Admin account

1. Enter entity detail

2. Enter and verify email

3. Review and submit

Enter email

Full name as in NRIC/FIN

Tan Ming Li

Work email [Ⓢ]

tanmingli@awesomecompany.com

Confirm work email

Enter work email

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- Ensure that the details are correct before selecting the Terms of Use, Privacy Policy and Authorisation Document checkbox. Select 'Submit'.

Apply for an Admin account

1. Enter entity detail

2. Enter and verify email

3. Review and submit

Entity details

Unique entity number (UEN)
105627481N

Entity name
Awesome Company Pte Ltd

Applicant details

Full name as in NRIC/FIN
Tan Ming Li

Work email
tanmingli@awesomecompany.com

☒ By selecting the checkbox and the "Submit" button, you acknowledge that you have read, understood, and unconditionally agree to be legally bound by the terms and conditions in the [Corppass Agreement](#) and the [Letter of Authority \(for individual sole proprietor\)](#).

Please note that "you" means the Organisation accepting this Corppass Agreement and in this connection, the individual who accepts this Corppass Agreement represents and warrants that such individual has the authority to enter into this Corppass Agreement on such Organisation's behalf.

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Submit

Note: If you need to change any details, use the 'Previous' button to go back to the previous pages.

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- A confirmation message will indicate that your account is ready for use. Log in to Corppass to start using your account.

Your Admin account is ready for use

Log in to manage your entity and assign e-Services to others.

Note:

1. You can now [access this list of e-Services](#) with your Admin account.
2. Certain e-Services require additional setup details, and would need to be manually assigned to your Corppass account.
3. Additional checks may also be conducted by selected e-Services after logging into their websites. Please contact the relevant agencies for more information.

[Log in to Corppass](#)

- END -

Updated as of December 2023