



**Guide for Registered Officers from Sole Proprietors:
Manage Corppass Admin Accounts**
W.e.f. 1 December 2023 for Singapore Registered Sole Proprietors

This guide contains the following sections:

APPROVE A CORPPASS ADMIN APPLICATION

TERMINATE A CORPPASS ADMIN ACCOUNT

APPROVE A CORPPASS ADMIN APPLICATION

Approve An Admin Application

Step 1

Step 2

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Step 5

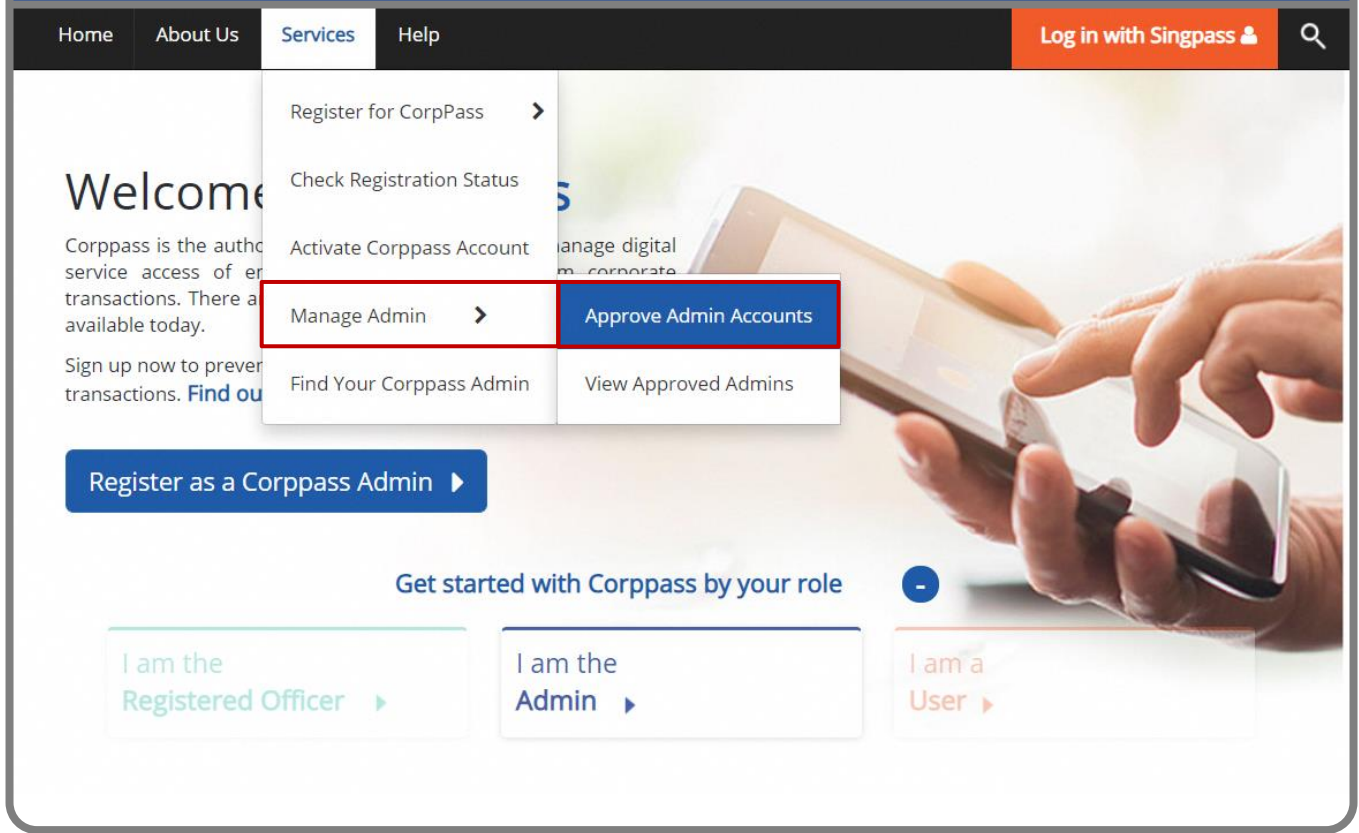
Step 6

Step 7

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Step 9

- Under 'Services', select 'Manage Admin', followed by 'Approve Admin Accounts'.



Approve An Admin Application

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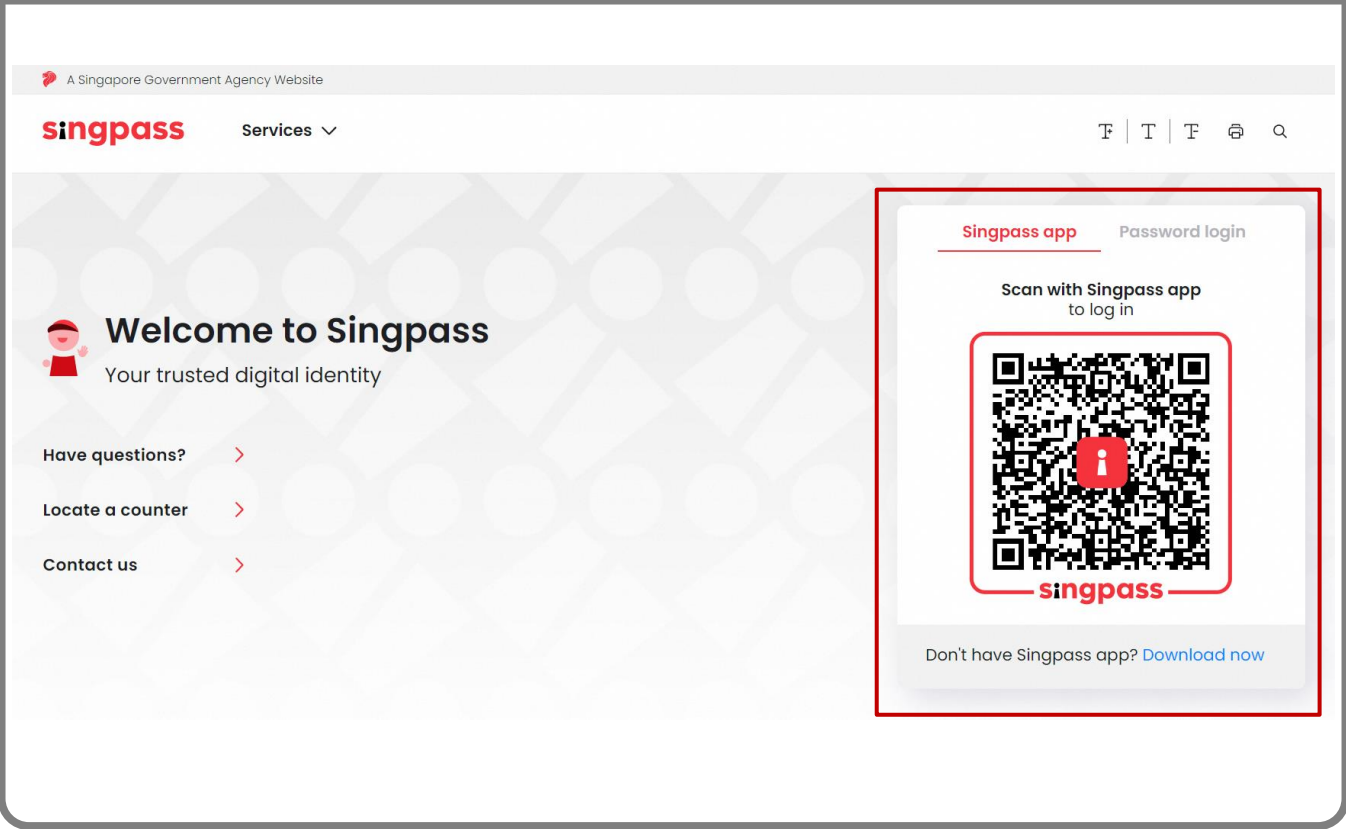
Step 6

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Step 9

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



Approve An Admin Application

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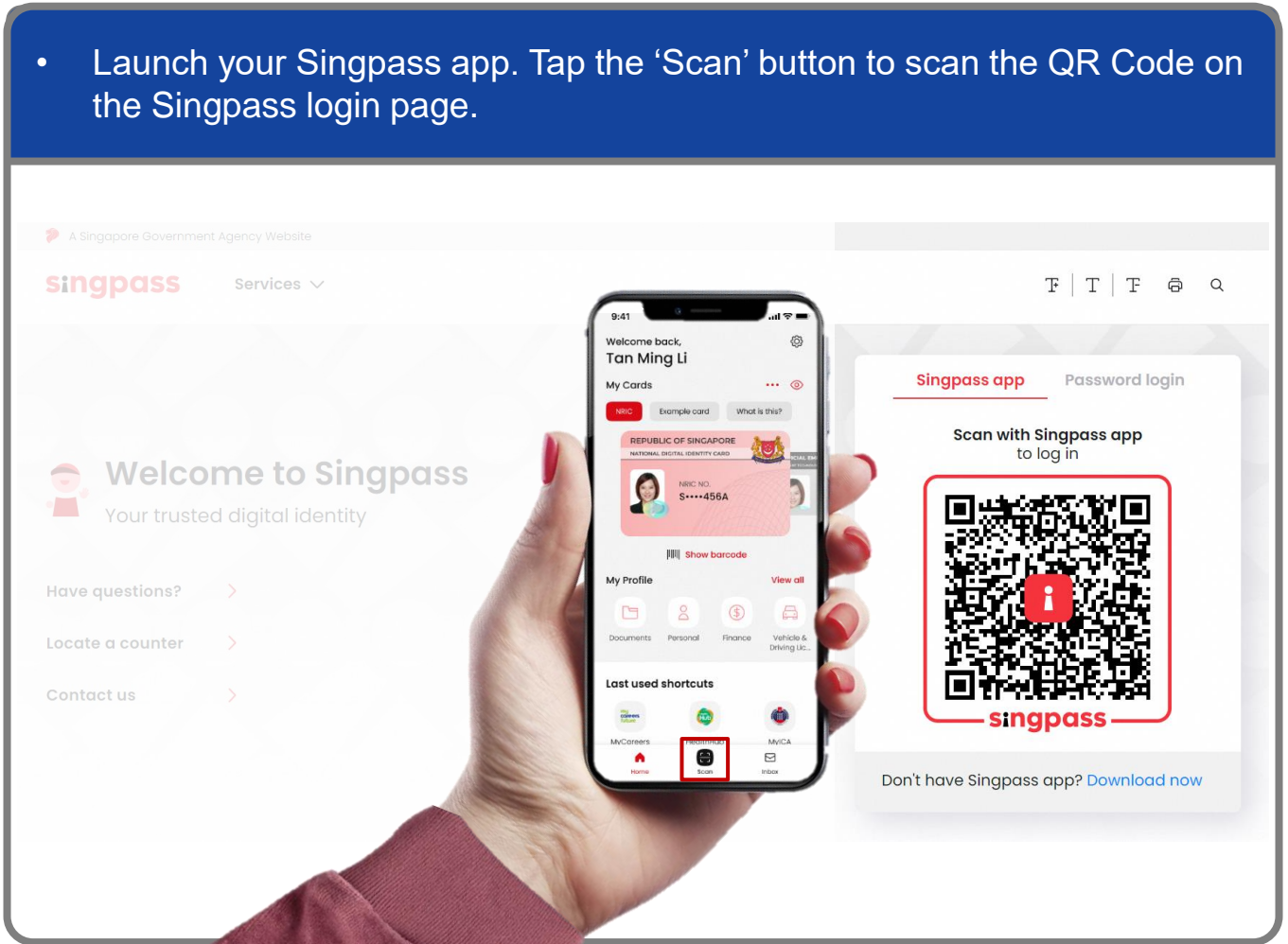
Step 6

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



Approve An Admin Application

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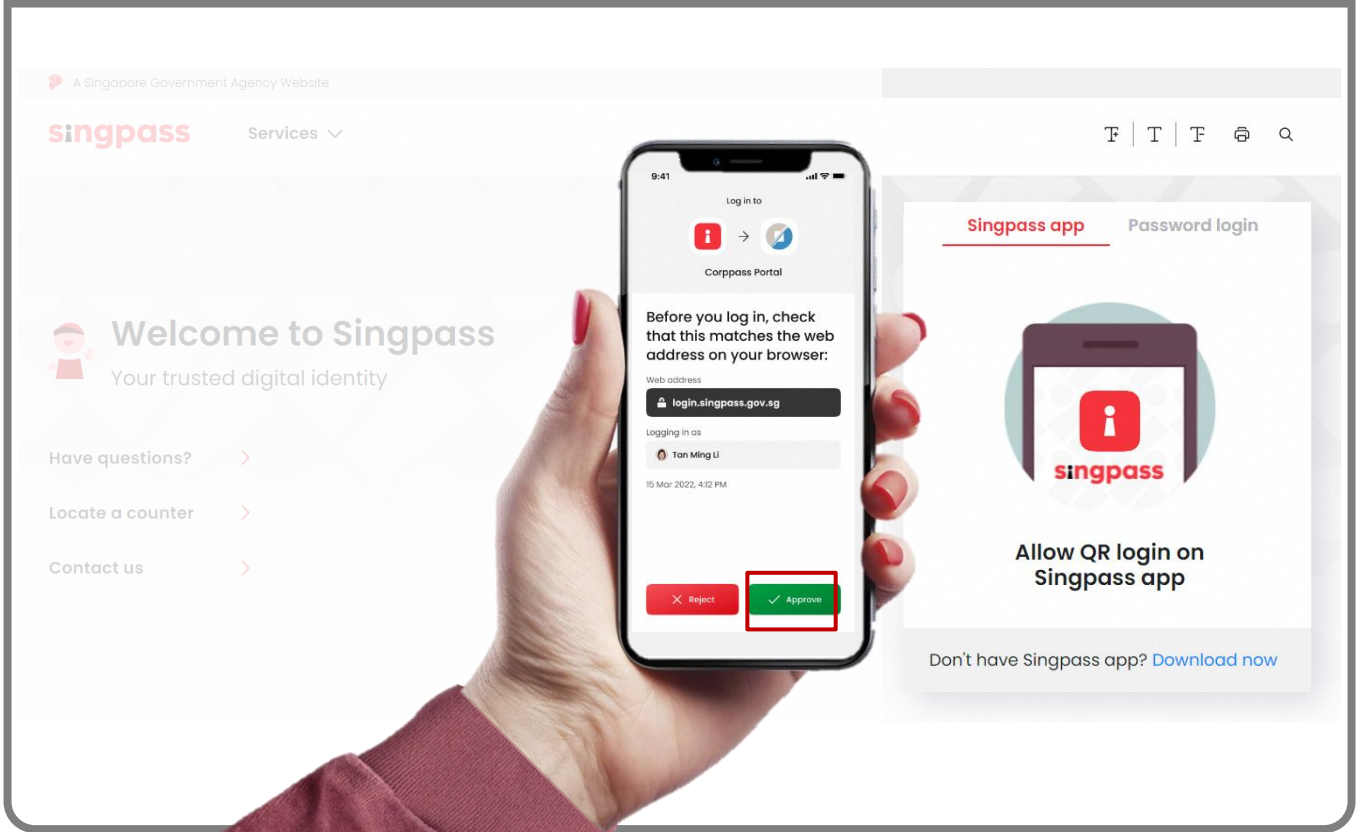
Step 6

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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

Approve An Admin Application

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- Alternatively, enter your Singpass ID & Password.

The screenshot shows the Singpass login interface. At the top, a blue banner contains the instruction: "Alternatively, enter your Singpass ID & Password." Below this is the Singpass website header, which includes the Singpass logo, a "Services" dropdown menu, and utility icons for translation, text-to-speech, and search. The main content area features a "Welcome to Singpass" message with a digital identity icon and links for "Have questions?", "Locate a counter", and "Contact us". On the right side, a login panel is highlighted with a red border. This panel has two tabs: "Singpass app" and "Password login" (which is selected). Under the "Password login" tab, there is a "Log in" section with input fields for "Singpass ID" and "Password", a red "Log in" button, and links for "Forgot Singpass ID" and "Reset password". At the bottom of the panel is a "Register for Singpass" button.

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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.

 A Singapore Government Agency Website

singpass

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

Approve An Admin Application

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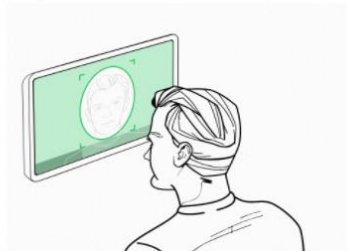
Step 9

- 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.

Continue

Approve An Admin Application

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

A Singapore Government Agency Website

singpass

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](#).

Approve An Admin Application

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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.

Approve An Admin Application

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- After logging in, you will arrive at the 'Approve Admin Accounts' page. Select 'Manage' to approve or reject the Admin application.

Approve Admin accounts

Applications (4)



For Sole Proprietorship (Individual) entities, only 'Owner' Registered Officers can view or approve Admin applications. [Read more](#)

Expiry date ⓘ	UEN/Entity ID	Entity name	Applicant name	Application status	Action
25 Mar 2023 Expiring	105627481N	Awesome Company Pte Ltd	Tan Ming Li	Pending your approval	Manage
05 Apr 2023	79039907E	Complicated Cake Marketing	Sarah Chan Lee Ming	Pending your approval	Manage
15 Apr 2023	79039907E	Complicated Cake Marketing	Raihan Nazir Bin Mohammed	Pending your approval	Manage
20 May 2023	T21UF8152E	Red Alphas Worldwide Inc.	Santhi Sathyamoorthi	Pending your approval	Manage

Approve An Admin Application

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- Review details of the applicant.

Approve an Admin application

1. Review and approve

2. Sign with Singpass

Application details

Reference ID
92210713330486061972

Submission date
25 Feb 2023

Expiry date
25 Mar 2023 Expiring

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

This Corppass Admin will have access to all e-Services with a few exceptions. [Find out more](#)

☐ By selecting the checkbox and the "Approve" 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

Approve An Admin Application

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- You may approve or reject the application.

Application details

Reference ID
92210713330486061972

Submission date
25 Feb 2023

Expiry date
25 Mar 2023 Expiring

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

This Corppass Admin will have access to all e-Services with a few exceptions. [Find out more](#)

☐ By selecting the checkbox and the "Approve" 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.

Reject

Approve

Approve An Admin Application

Step 1

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- If you choose to reject the application, proceed to select 'Confirm Rejection' to complete the process. The applicant will be notified via email.

The screenshot displays the Corppass Admin interface. At the top, there is a blue header bar with the text 'Reject application' and a sub-message: 'Upon rejection, this application will be removed from your dashboard.' Below this, there are two buttons: 'Cancel' and 'Confirm Rejection'. The 'Confirm Rejection' button is highlighted with a yellow border. In the background, a table is visible with columns for 'Submission date' and 'Expiry date'. The 'Submission date' is '15 Jun 2021' and the 'Expiry date' is '15 Jul 2021'. At the bottom of the interface, the 'Company email' is listed as 'test@newuser.com'.

Submission date	Expiry date
15 Jun 2021	15 Jul 2021

Company email
test@newuser.com

Approve An Admin Application

Step 1

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- To approve the application, select Corppass Agreement checkbox, then select 'Approve'.

Application details

Reference ID
92210713330486061972

Submission date
25 Feb 2023

Expiry date
25 Mar 2023 Expiring

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

This Corppass Admin will have access to all e-Services with a few exceptions. [Find out more](#)

- ☒ By selecting the checkbox and the "Approve" 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.

Reject

Approve

Approve An Admin Application

Step 1

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- Launch your Singpass app, and tap the 'Scan' button to scan the QR Code.

Approve an Admin application

1. Review and approve

2. Sign with Singpass

Sign with Singpass

Please ensure you have your [Singpass app](#) ready.

1. Scan the QR code below with your Singpass app.
2. Follow the instructions and complete the approval process.

Tap QR code
to authorise with Singpass app



Don't have the Singpass app?
[Download now](#)

Note: You will only be required to Sign with Singpass on the Singpass app when approving a Corppass Admin.

Approve An Admin Application

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- You will be brought to an 'Authorise this transaction' screen on your Singpass app. Tap on "Authorise" to complete the approval process.

Approve an Admin application

1. Review and approve

2. Sign with Singpass

Sign with Singpass

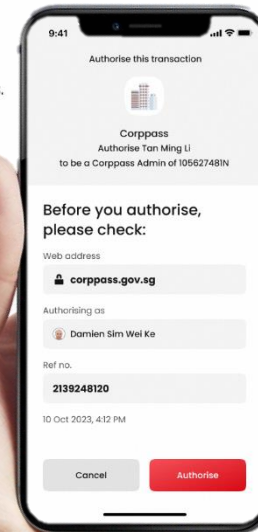
Please ensure you have your [Singpass app](#) ready.

1. Scan the QR code below with your Singpass app.
2. Follow the instructions and complete the approval process.

Tap QR code
to authorise with Singpass app



Don't have the Singpass app?
[Download now](#)



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

Approve An Admin Application

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- You should receive a confirmation message that the Admin account has been approved or rejected.

This Admin application has been approved.

A notification email will be sent to you and the applicant.

Status: Approved

Applicant: Tan Ming Li

Company: Awesome Company Pte Ltd (UEN 10562781N)

[Return to Approve Admin accounts](#)

TERMINATE A CORPPASS ADMIN ACCOUNT

Terminate An Admin Account

Step 1

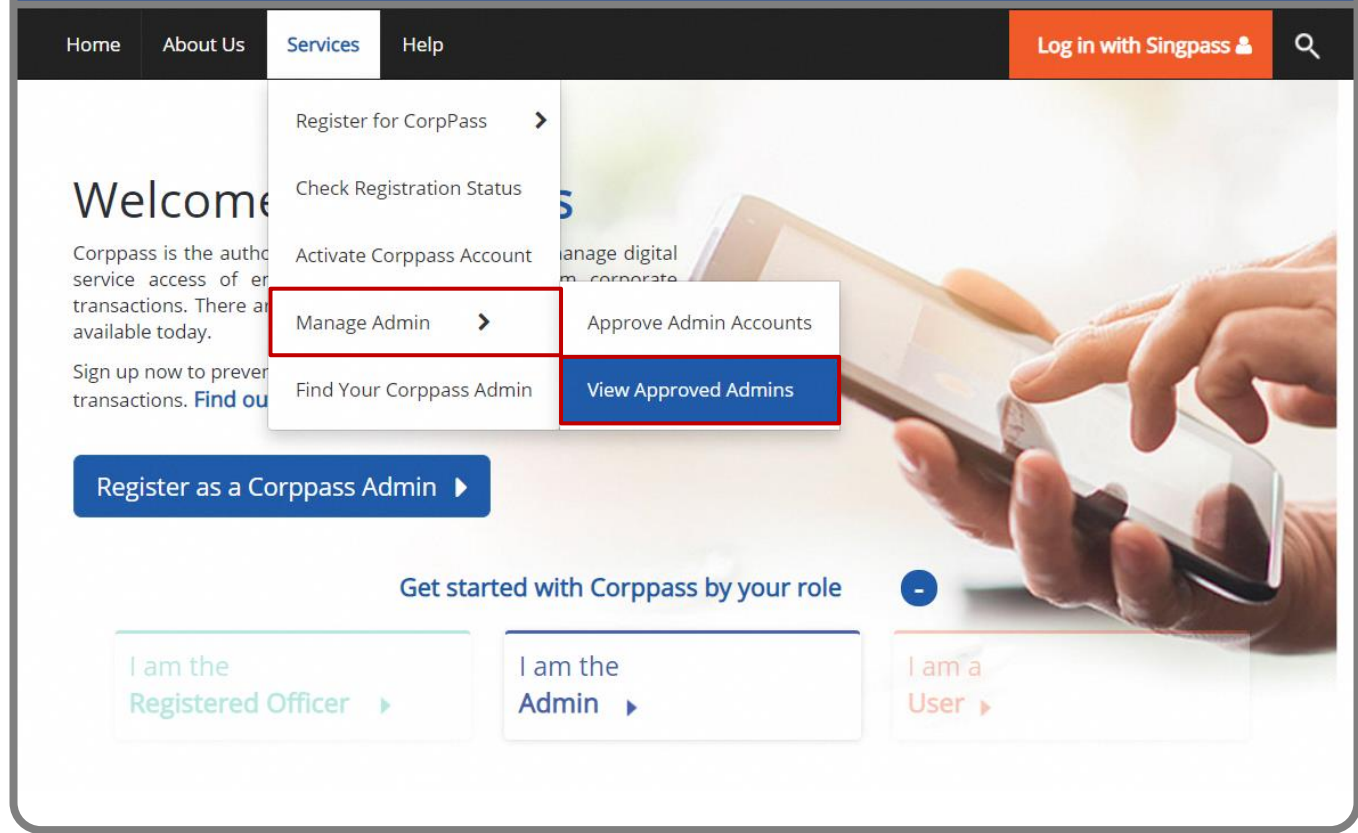
Step 2

Step 3

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- Under 'Services', select 'Manage Admin', followed by 'View Approved Admins'.



Terminate An Admin Account

Step 1

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- Follow the steps illustrated on slides 5-12 to log in to Corppass Portal, and you will arrive at the 'View Approved Admins' page.

[Home](#) [Manage Admin](#) [Help](#) [Log Out](#)

Home / View Approved Admins

View Approved Admins

View or terminate current admin accounts

Filter

UEN / Entity ID	Entity Name	NRIC / FIN / Foreign ID No.	Applicant Name	Email	Mobile No.	Action
79039907E	Complicated Cake Marketing	G****500P	VINCENT QUEK	vincentq@ccake m.com	987654321	Terminate
79039907E	Complicated Cake Marketing	G****770L	GABRIEL PAN	gabrielp@ccakem .com	987654312	Terminate
T21LP3501I	The Cakes Group	S****678I	WILLIAM JOHNSON	williamj@thecake sgroup.com	987654123	Terminate
T21LP3501I	The Cakes Group	S****132H	EMILY PARISH	williamj@thecake sgroup.com	987652132	Terminate

Showing 1 to 4 of 4 items

Terminate An Admin Account

Step 1

Step 2

Step 3

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Step 5

- Select 'Terminate' to terminate Corppass Admin.

The screenshot shows the 'View Approved Admins' page in the Corppass system. The page has a navigation bar with 'Home', 'Manage Admin', and 'Help' links, and a 'Log Out' button. Below the navigation bar, the breadcrumb 'Home / View Approved Admins' is visible. The main heading is 'View Approved Admins', followed by the subtitle 'View or terminate current admin accounts'. There is a 'Filter' button and a search bar. A table lists the approved admins with columns: UEN / Entity ID, Entity Name, NRIC / FIN / Foreign ID No., Applicant Name, Email, Mobile No., and Action. The first two rows of the table are highlighted. The 'Action' column for the first row (VINCENT QUEK) has a 'Terminate' link highlighted with a red box and an arrow. A red text box with an arrow points to the 'Terminate' link, stating: 'Individuals who no longer represent the entity or no longer are in a position to manage Corppass for the entity should be removed.' The table shows 4 items, and the footer indicates 'Showing 1 to 4 of 4 items'.

UEN / Entity ID	Entity Name	NRIC / FIN / Foreign ID No.	Applicant Name	Email	Mobile No.	Action
79039907E	Complicated Cake Marketing	G****500P	VINCENT QUEK	vincentq@ccake m.com	987654321	Terminate
79039907E	Complicated Cake Marketing	G****770L	GABRIEL PAN	gabrielp@ccakem .com	987654312	Terminate
T21LP3501I	The Cakes Group	S**				
T21LP3501I	The Cakes Group	S**				

Showing 1 to 4 of 4 items

Terminate An Admin Account

Step 1

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Step 5

- Details of the Corppass Admin will be displayed. Enter the reason for terminating the Corppass Admin's account (e.g. 'Admin has left the company'), then select 'Terminate'.

[Home](#) / [View Approved Admins](#)

Terminate Admin Account

* - denotes mandatory fields

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name VINCENT QUEK

NRIC / FIN / Foreign ID No. G****500P

Email VINCENTQUEK@abc.com

Mobile No.

Reason for termination*

[Back](#)

[Terminate](#)

Terminate An Admin Account

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Step 5

- In the event that the Corppass Admin Account you are trying to terminate is the only active account for your entity, you will be prompted with an alert.

[Home](#) [Manage Admin](#) [Help](#) [Log Out](#)

[Home](#) / [View Approved Admins](#)

Terminate Admin Account



This is the last Corppass Admin Account registered to Corppass Entity 3.

For security reasons, ensure that there is at least one Corppass Admin registered to your entity at all times.

Terminate Admin Account

* - denotes mandatory fields

Entity Detail

Unique Entity Number (UEN)	T21LP3506A
----------------------------	------------

Admin Contact Details

Full Name	ERZA
NRIC / FIN / Foreign ID No.	G****924T

To retain your entity's Corppass, you need to have at least one active Corppass Admin.

Terminate An Admin Account

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- A confirmation message will indicate that the Corppass Admin account has been terminated successfully.



You have terminated Vincent Quek as the Corppass Admin of Complicated Cake Marketing (UEN / Entity ID: 79039907E).

A notification email will be sent to the Corppass Admin and yourself.

Next Step



Nominate Corppass Admin
For security reasons, ensure there is at least one registered Corppass Admin.

[View Corppass Admin](#)

- END -

Updated as of December 2023