

Guide for Registered Officers from Singapore Registered Entities: Manage Corppass Admin Applications
(for Singapore Registered Entities)
(For Sole Proprietors, please refer to a separate guide)

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

Step 3

Step 4

Step 5

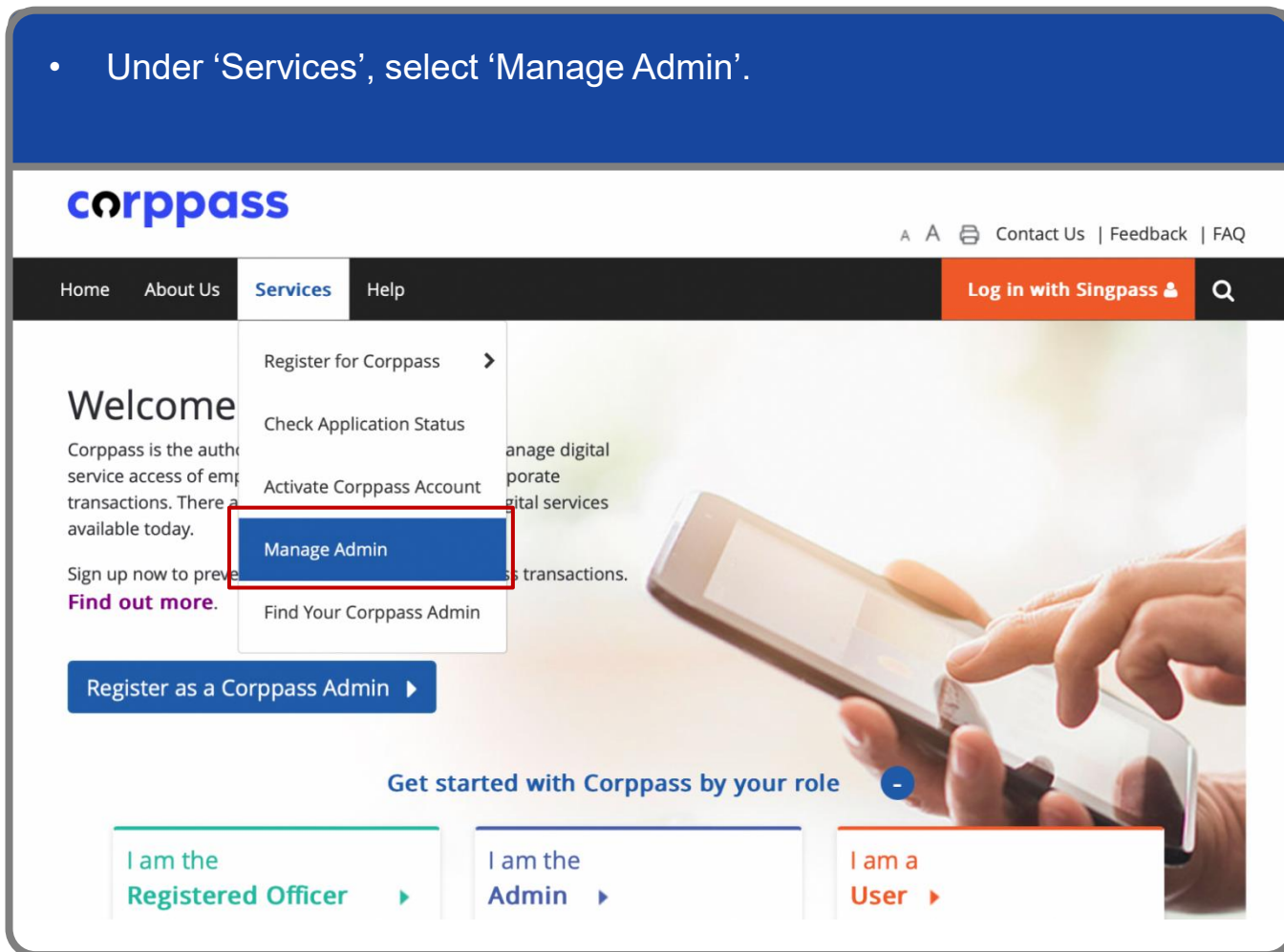
Step 6

Step 7

Step 8

Step 9

- Under 'Services', select 'Manage Admin'.



Approve An Admin Application

Step 1

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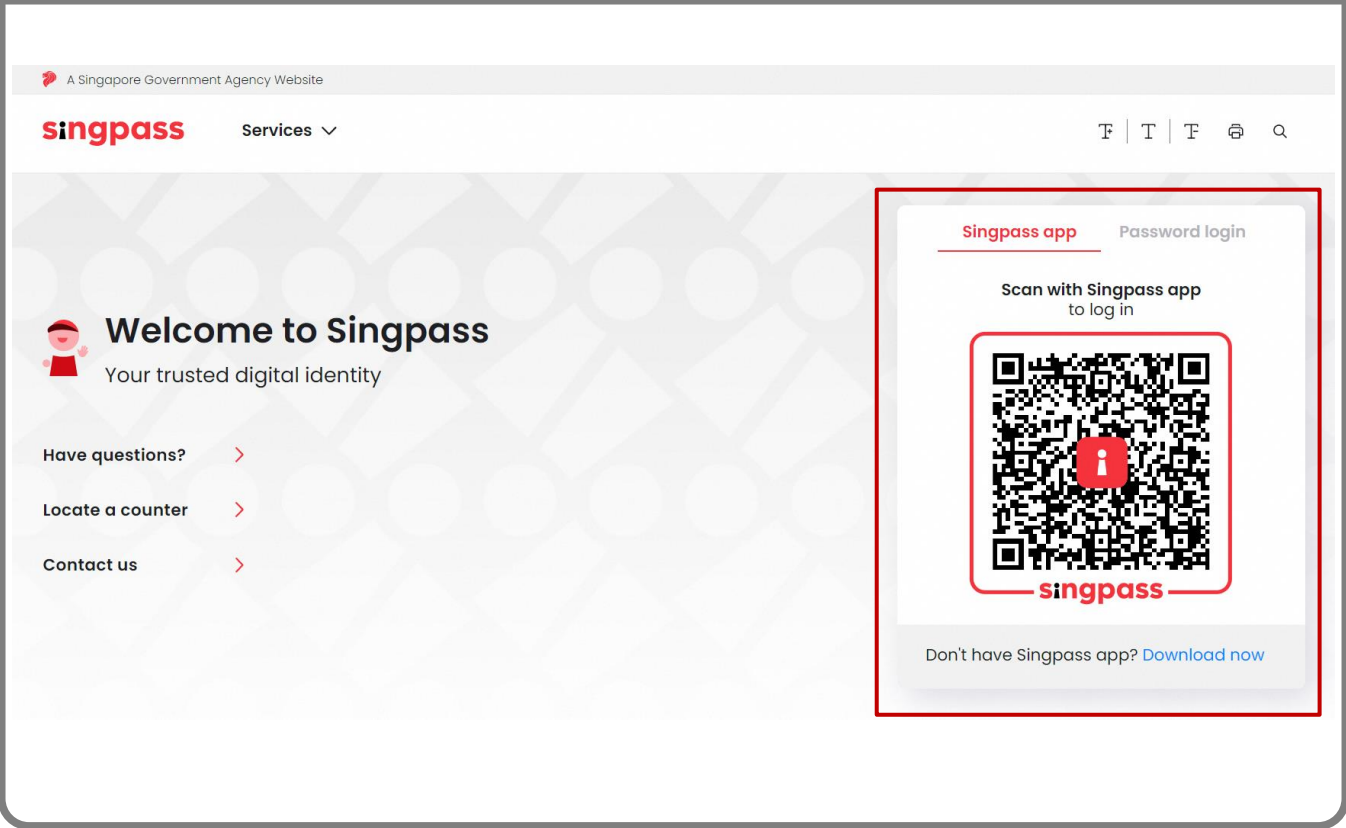
Step 6

Step 7

Step 8

Step 9

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



Approve An Admin Application

Step 1

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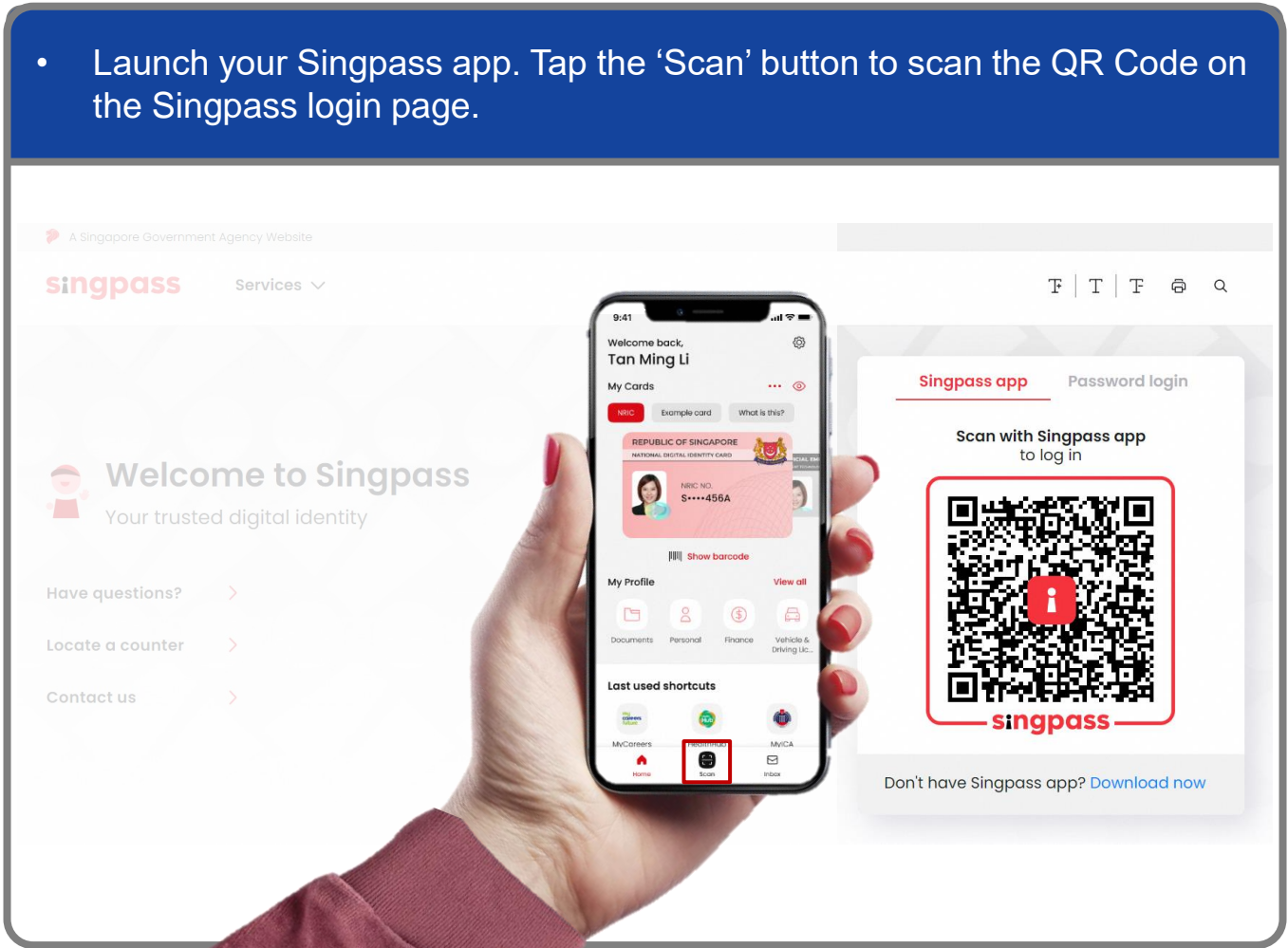
Step 6

Step 7

Step 8

Step 9

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



Approve An Admin Application

Step 1

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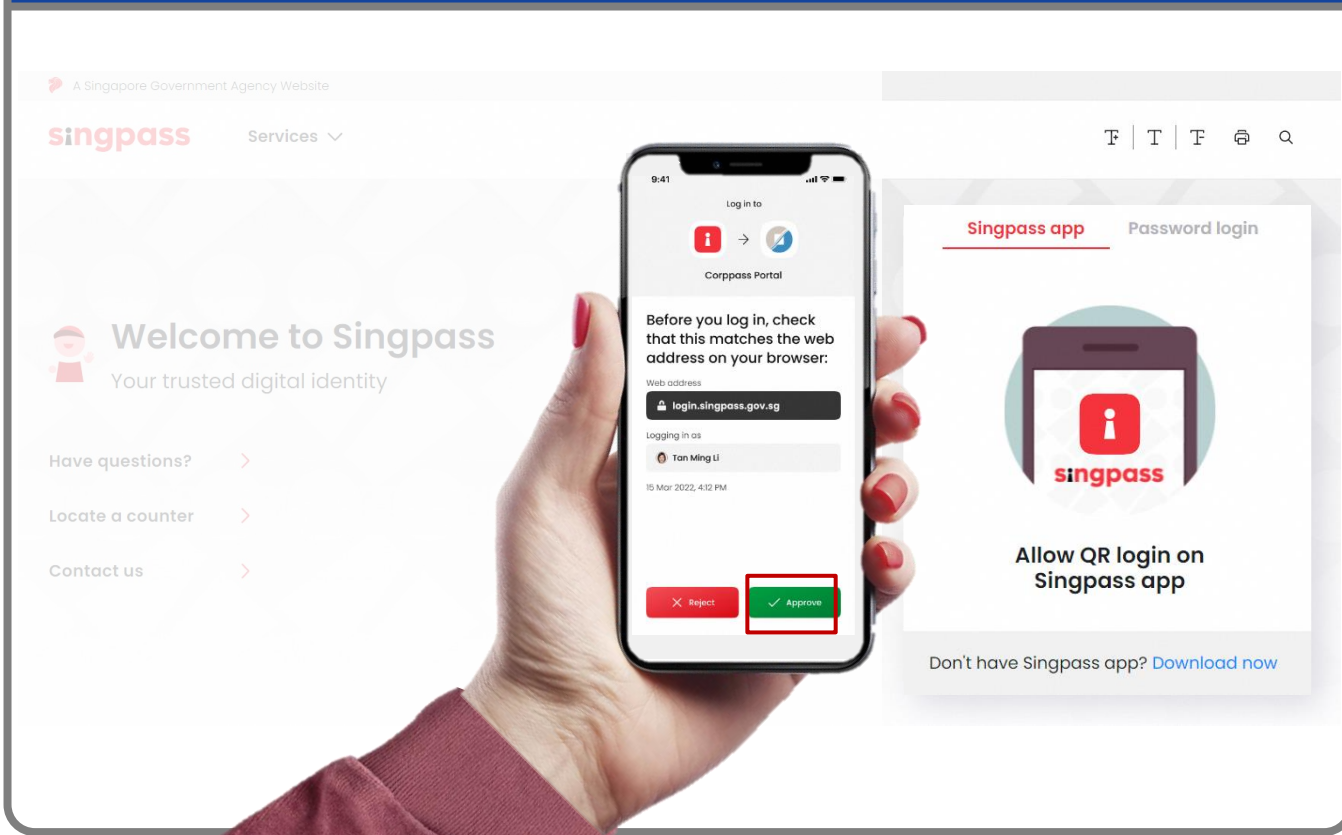
Step 6

Step 7

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Step 9

- 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.

A Singapore Government Agency Website

singpass Services ▾

T | T | F | 0 | Q

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

Approve An Admin Application

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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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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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- 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

Step 1

Step 2

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Step 5

Step 6

Step 7

Step 8

Step 9

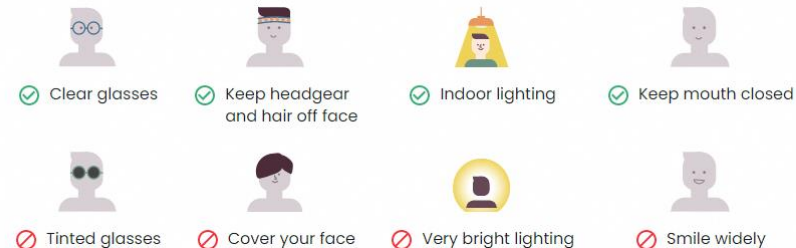
- If you opted for Singpass Face Verification, read the guidelines and select 'Begin Scan' to proceed.

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SMS OTP **Face verification**

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



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](#).

Back

Begin Scan

Approve An Admin Application

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Step 9

- 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

Step 1

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Step 8

- After logging in, you will arrive at the 'Manage Admins' page. Go to the 'Applications' tab, and select 'Manage' for the Admin application you wish to approve or reject.

The screenshot shows the Corppass 'Manage Admins' page. The 'Applications (4)' tab is selected and highlighted with a red box. Below the tabs, a red warning banner states: 'For Sole Proprietorship (Individual) entities, only 'Owner' Registered Officers can view or approve Admin applications. [Read more](#)'. Below the banner is a table of admin applications. The first row is highlighted, and the 'Manage' button in the 'Action' column is highlighted with a red box.

Expiry date	UEN/Entity ID	Entity name	Applicant name	Action
25 Mar 2023 Expiring	105627481N	Awesome Company Pte Ltd	Tan Ming Li	Manage
05 Apr 2023	79039907E	Complicated Cake Marketing	Sarah Chan Lee Ming	Manage
15 Apr 2023	79039907E	Complicated Cake Marketing	Raihan Nazir Bin Mohammed	Manage
20 May 2023	T2IU8152E	Red Alphs Worldwide Inc.	Santhi Sathyamoorthi	Manage

Approve An Admin Application

Step 1

Step 2

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Step 4

Step 5

Step 6

Step 7

Step 8

- Review details of the applicant.

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

[Home](#) / [Approve Admin Account](#)

Approve Admin Account

Review the following details before approving the Admin Account.

Entity Detail

Unique Entity Number (UEN)	79039907E
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Corppass Admin Contact Details

Full Name	PHANG GRABRIEL
NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
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Approve An Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Decide to either approve or reject the application.

Full Name	PHANG GRABRIEL
NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

☒ Approve Admin Account OR ☐ Reject Admin Account

Cancel

Submit

**Approve Admin
Application**

**Reject Admin
Application**

Approve An Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- If you select 'Reject Admin Application', please provide a reason for doing so. The applicant will be notified of the reason for rejection.

NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's Identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

☐ Approve Admin Account OR ☒ Reject Admin Account

e.g. 'The applicant is not authorised to access the company records as an Admin'

Reason for Rejection*

Cancel

Submit

Approve An Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Select 'Submit'.

Full Name	PHANG GRABRIEL
NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

☒ Approve Admin Account OR ☐ Reject Admin Account

Cancel

Submit

Approve An Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

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

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

[Log Out](#) 

[Home](#) / [Approve Admin Account](#)



You have approved PHANG GABRIEL as the Corppass Admin of 79039907E, Complicated Cake Marketing.

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

[Return to Approve Admin Account](#)

TERMINATE A CORPPASS ADMIN ACCOUNT

Terminate An Admin Account

Step 1

Step 2

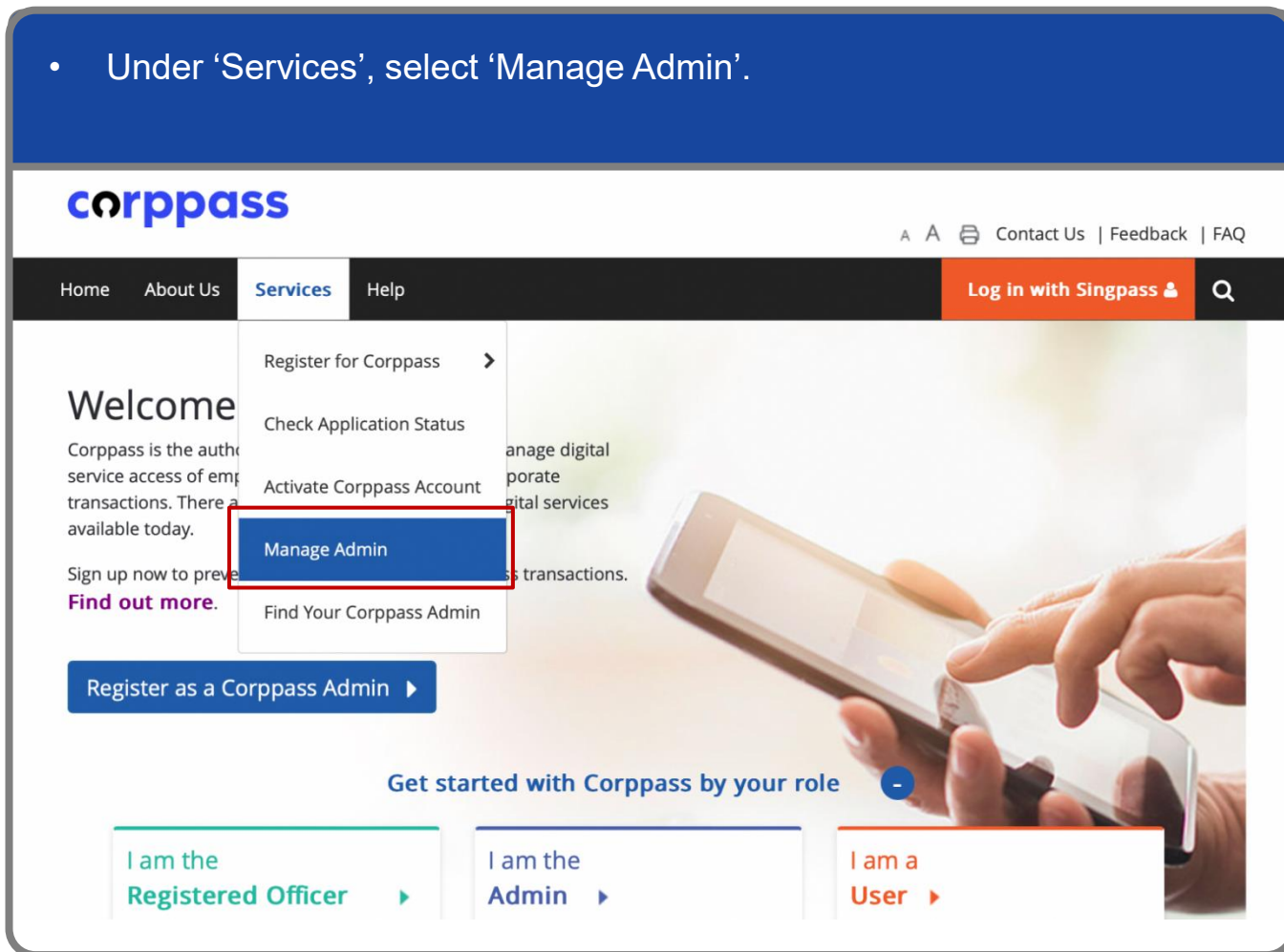
Step 3

Step 4

Step 5

Step 6

- Under 'Services', select 'Manage Admin'.



Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

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

corppass

Welcome Damien Sim Wei Ke

[Home](#) [Manage Admins](#) [Help](#)

[Log out](#) 

[Home](#) / [Manage Admins](#)

Manage Admins

Applications (4)

[Admins](#)

UEN/Entity ID	Entity name	Admin name	Action
105627481N	Awesome Company Pte Ltd	Yang Kai De	Manage
T21UF8152E	Red Alphs Worldwide Inc.	Jane Tan	Manage

Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

- Select 'Manage' to view the details of the Corppass Admin you wish to terminate.

corppass

Welcome Damien Sim Wei Ke

[Home](#) [Manage Admins](#) [Help](#)

[Log out](#) 

[Home](#) / [Manage Admins](#)

Manage Admins

[Applications \(4\)](#)

[Admins](#)

UEN/Entity ID	Entity name	Admin name	Action
105627481N	Awesome Company Pte Ltd	Yang Kai De	Manage
T21UF8152E	Red Alphs Worldwide Inc.	Jane Tan	Manage

Individuals who no longer represent the entity or no longer are in a position to manage Corppass for the entity should be removed.

Terminate An Admin Account

Step 1

Step 2

Step 3

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Step 6

- 'Manage an Admin account' page will be displayed. Select 'Terminate'.

corppass

Welcome Damien Sim Wei Ke

[Home](#) [Manage Admins](#) [Help](#)

[Log in with Singpass](#)

[Home](#) / [Manage Admins](#) / [Manage an Admin account](#)

Manage an Admin account

Entity details

Unique entity number (UEN)
105627481N

Entity name
Awesome Company Pte Ltd

Admin details

Full name as in NRIC/FIN
Yang Kai De

NRIC/FIN
S**234A**

Work email
yangkaide@awesomecompany.com

Terminate

Terminate An Admin Account

Step 1

Step 2

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Step 4

Step 5

Step 6

- The 'Reason for termination' pop up will appear. Enter the reason for terminating the Corppass Admin's account (e.g. 'Admin has left the company'), then select 'Submit'.

The screenshot displays the Corppass Admin web application. A modal dialog titled "Reason for termination" is centered on the screen. The dialog contains a text input field with the placeholder text "Enter reason for termination". Below the input field are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red border. In the background, the admin interface is visible, showing a header with "Admins" and "Help" links, and a sidebar with "Admins / Manage Admins". The main content area shows a list of admin accounts with columns for "Name", "NRIC/FIN", and "Work email". The "NRIC/FIN" column shows "S****234A" and the "Work email" column shows "yangkaide@awesomecompany.co".

Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

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.

Admins Help

Log I

Admins / M

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nber (UEN)

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RIC/FIN

Reason for termination



This is the last Corppass Admin registered to Awesome Company Pte Ltd. Each Corppass entity must have at least one Corppass Admin. To prevent suspension, please ensure your entity has at least one registered Corppass Admin at all times.

Enter reason for termination

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

Cancel

Submit

S****234A

yangkaide@awesomecompany.

Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

- You should receive a confirmation message that the Admin account has been terminated.

This Admin account has been terminated.

A notification email will be sent to the Admin.

Status: **Terminated**

Admin: Yang Kai De

Company: Awesome Company Pte Ltd (UEN 10562781N)

[Return to Manage Admins](#)

- END -

Updated as of April 2024