corppass

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Guide for Registered Officers from Singapore Registered Entities: Manage Corppass Admin Applications
W.e.f. 1 December 2023 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
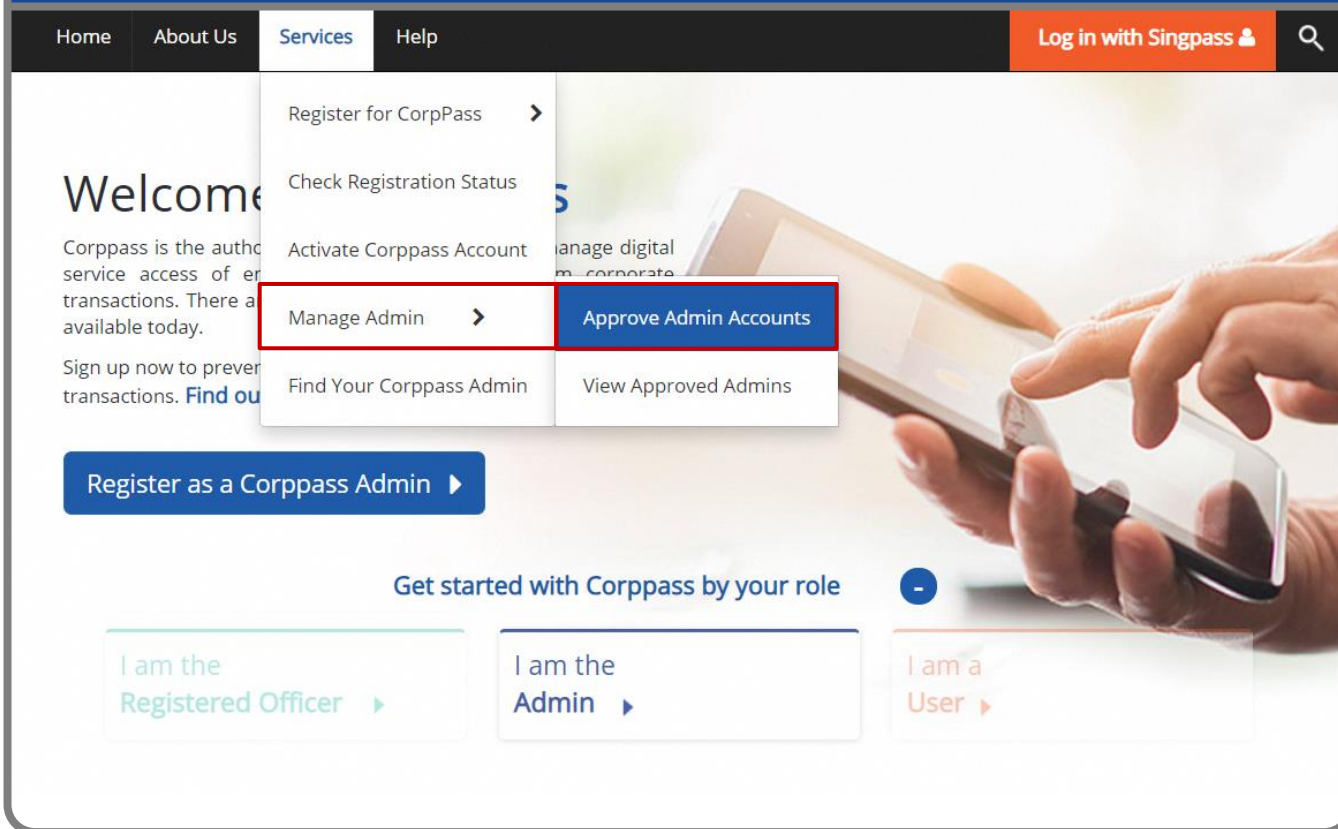
Step 2

Step 3

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Step 8

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

Approve An Admin Application
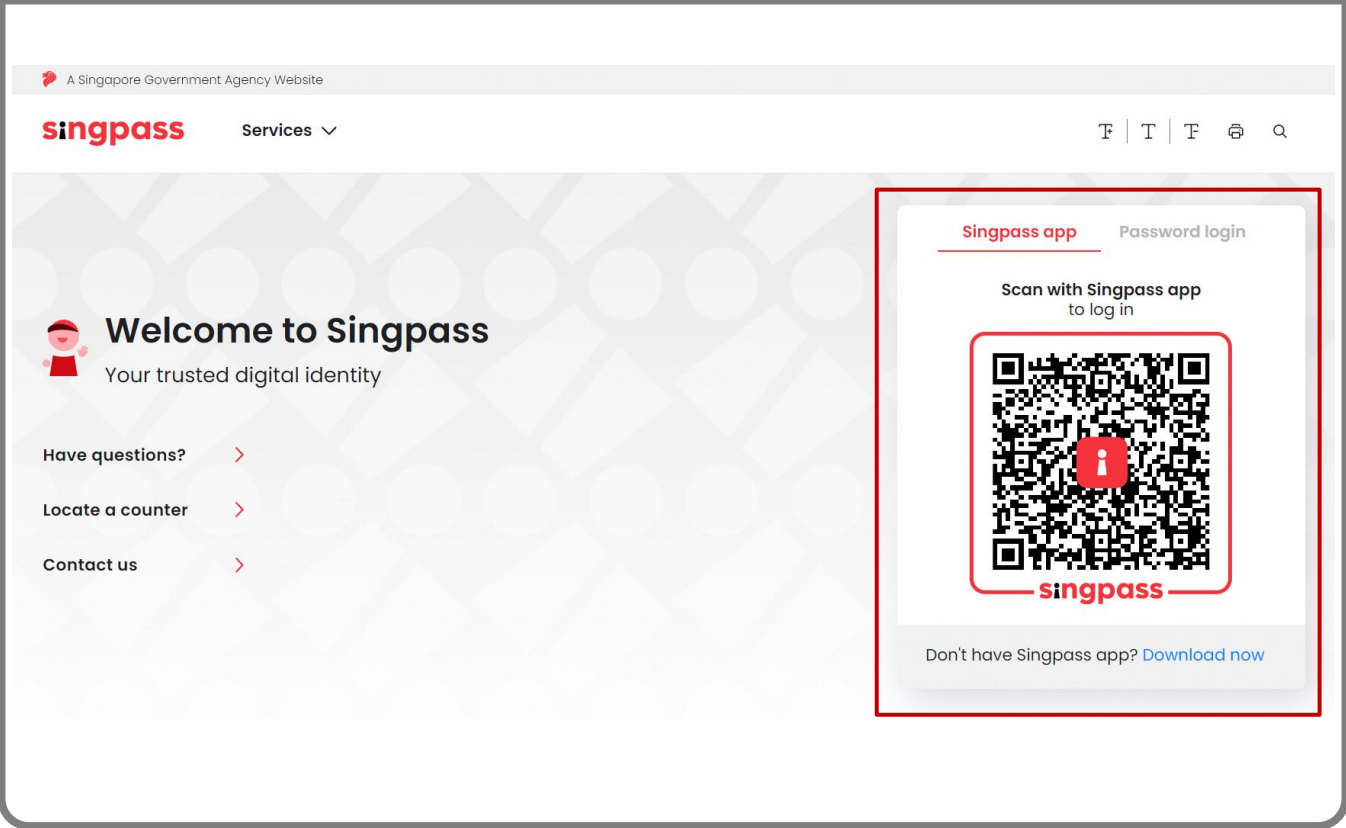
Step 1

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Step 8

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

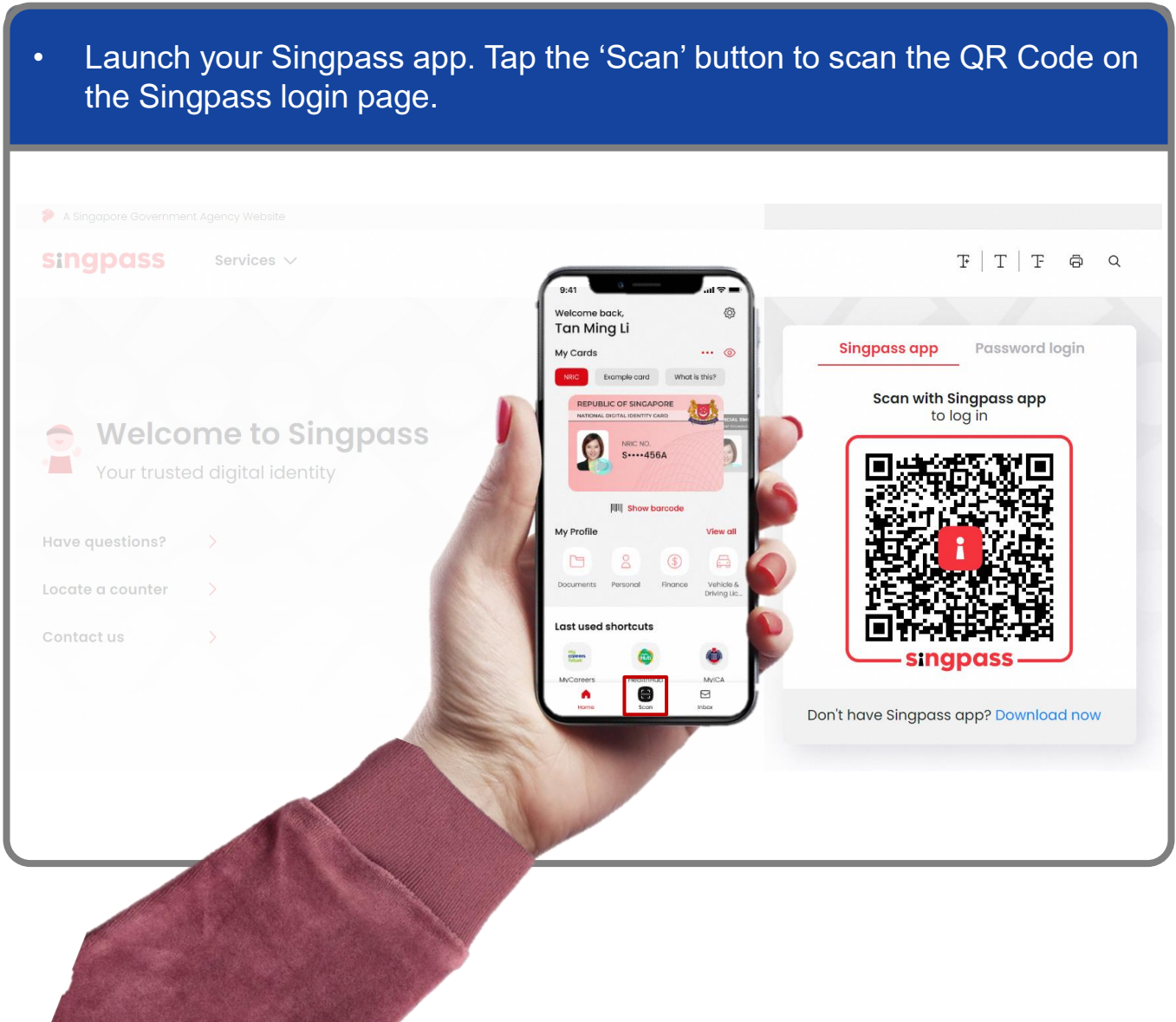# Approve An Admin Application

Step 1	• Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
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Approve An Admin Application

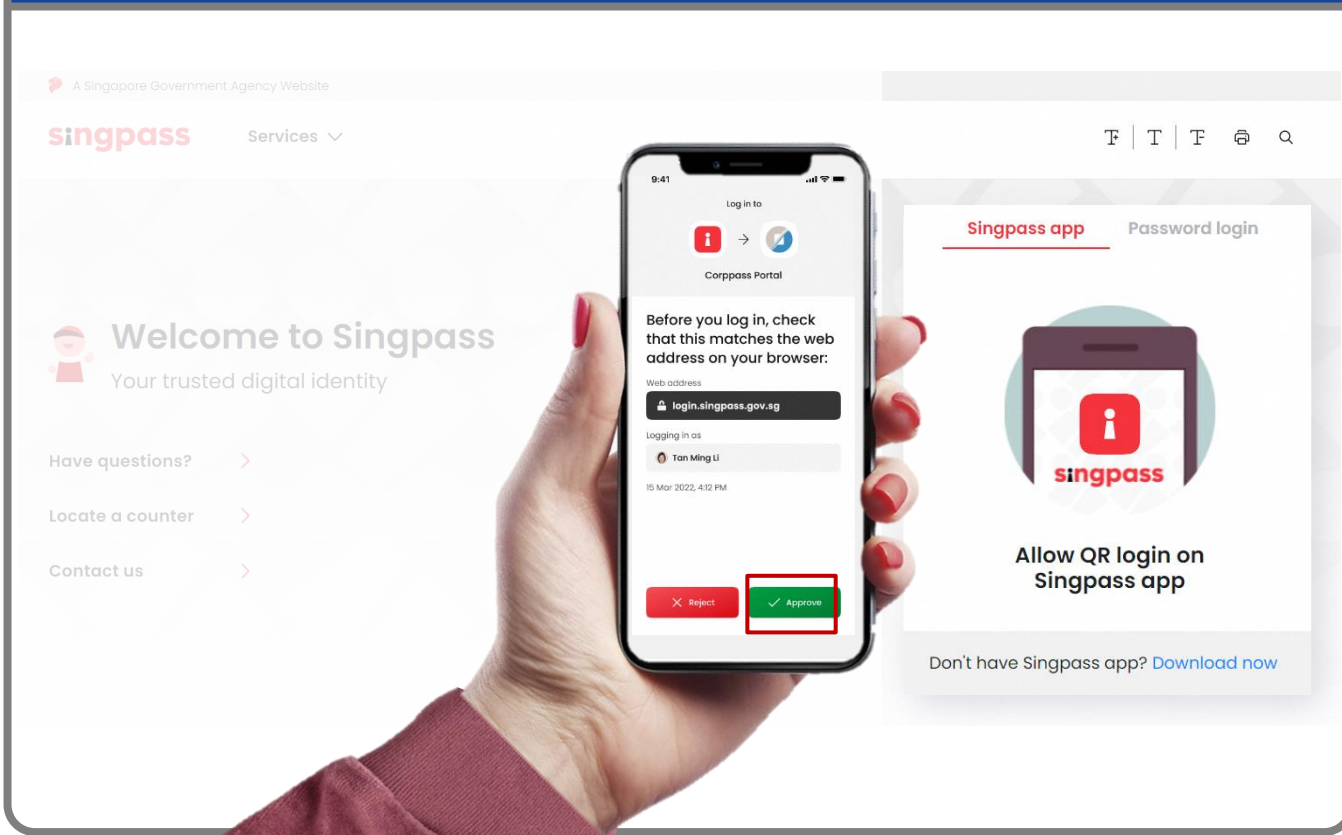| |
|---|
| Step 1 |
| **Step 2** |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |

- 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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Approve An Admin Application

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- Alternatively, enter your Singpass ID & Password.

A Singapore Government Agency Website

singpass   Services ⌄

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.

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

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Approve An Admin Application

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Step 8

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

SMS OTP   **Face verification**

⚠ **Please note:**
Use another authentification 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.
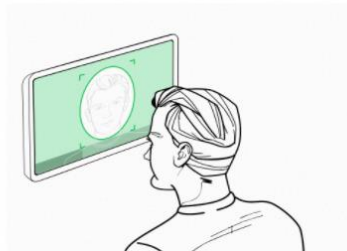
Click here to find out more about Singpass Face verification.

Continue

Approve An Admin Application

Step 1

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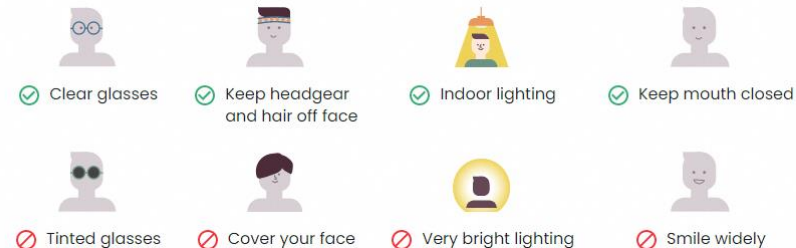
Look into the front camera and select "Begin Scan".

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

Back   **Begin Scan**

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

| Step 1 |
| Step 2 |
| **Step 3** |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |

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

Approve Admin accounts

Applications (4)

⚠ For Sole Proprietorship (Individual) entities, <u>only</u> '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 Alphs Worldwide Inc.	Santhi Sathyamoorthi	Pending your approval	Manage

Approve An Admin Application

| Step 1 |
| Step 2 |
| Step 3 |
| **Step 4** |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |

• Review details of the applicant.

| Home | Manage Admin | Help | | Log Out 👤 | 🔍 |

Home / Approve Admin Account

Approve Admin Account

Review the following details before approving the Admin Account.

Entity Detail

Unique Entity Number (UEN)   79039907E

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

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   ← **Reject Admin Application**

Cancel   Submit

Approve Admin Application

Approve An Admin Application

Step 1

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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

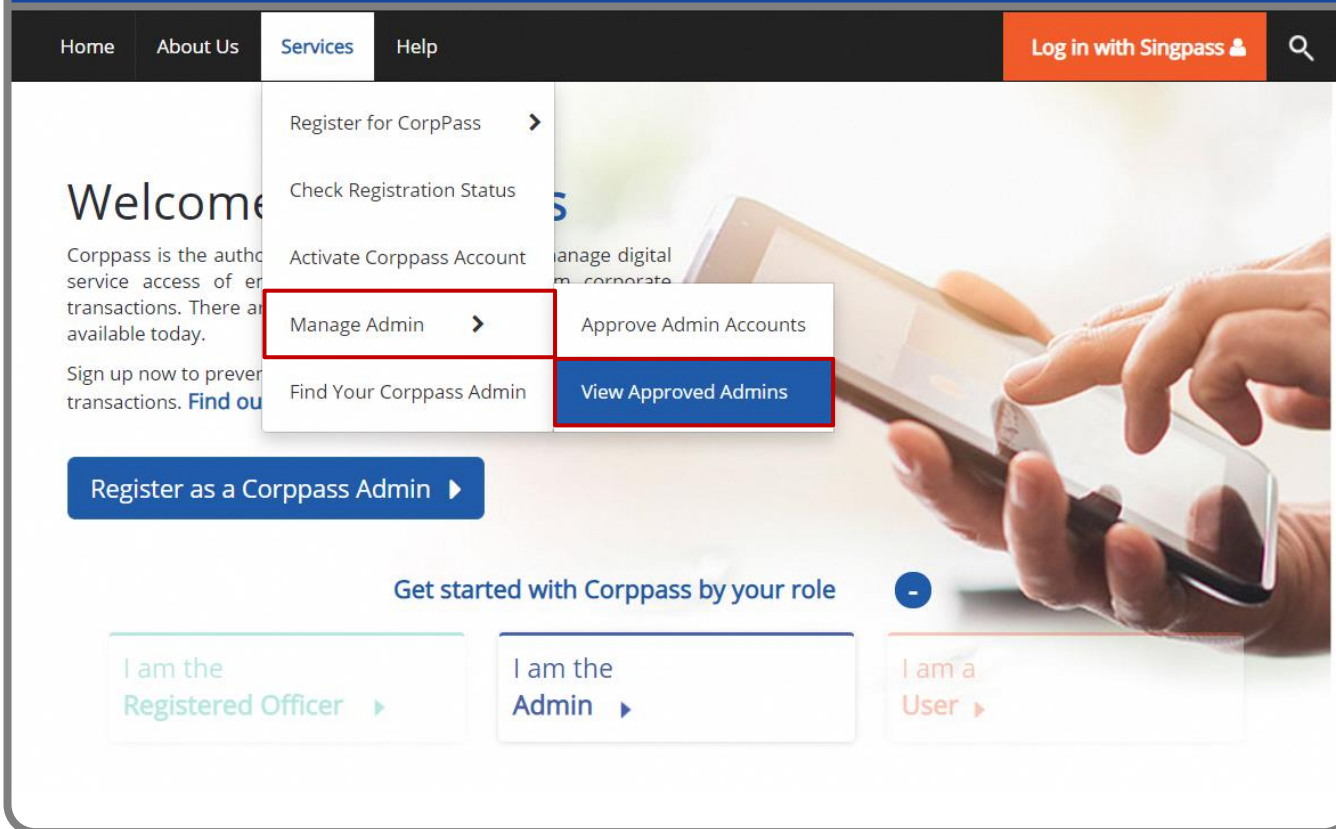# Terminate A Corppass Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

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

Terminate A Corppass Admin Application

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |

- 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 Search 🔍 ↱▾

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@ccakem.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@thecakesgroup.com	987654123	Terminate
T21LP3501I	The Cakes Group	S****132H	EMILY PARISH	williamj@thecakesgroup.com	987652132	Terminate

Showing 1 to 4 of 4 items

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Terminate A Corppass Admin Application

| Step 1 |
| Step 2 |
| **Step 3** |
| Step 4 |
| Step 5 |

- Click 'Terminate' to terminate Corppass Admin.

| Home | Manage Admin | Help | | Log Out 👤 | 🔍 |

Home / View Approved Admins

View Approved Admins

View or terminate current admin accounts

🔽 Filter   Search 🔍   ↪▾

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@ccakem.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**				

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

Showing 1 to 4 of 4 items

Terminate A Corppass Admin Application

Step 1

Step 2

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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 A Corppass Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

- In the event that the Corppass Admin Application 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 | Q |

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

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

* - denotes mandatory fields

Entity Detail

Unique Entity Number (UEN)   T21LP3506A

Admin Contact Details

Full Name   ERZA

NRIC / FIN / Foreign ID No.   G****924T

Terminate A Corppass Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

- 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