



**Guide for Applicants: Corppass Admin Application**  
*W.e.f. 1 December 2023 for applicants who are not Registered Officers of  
Sole Proprietorships only*

## Corppass Admin Application

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- Click 'Register as a Corppass Admin'.



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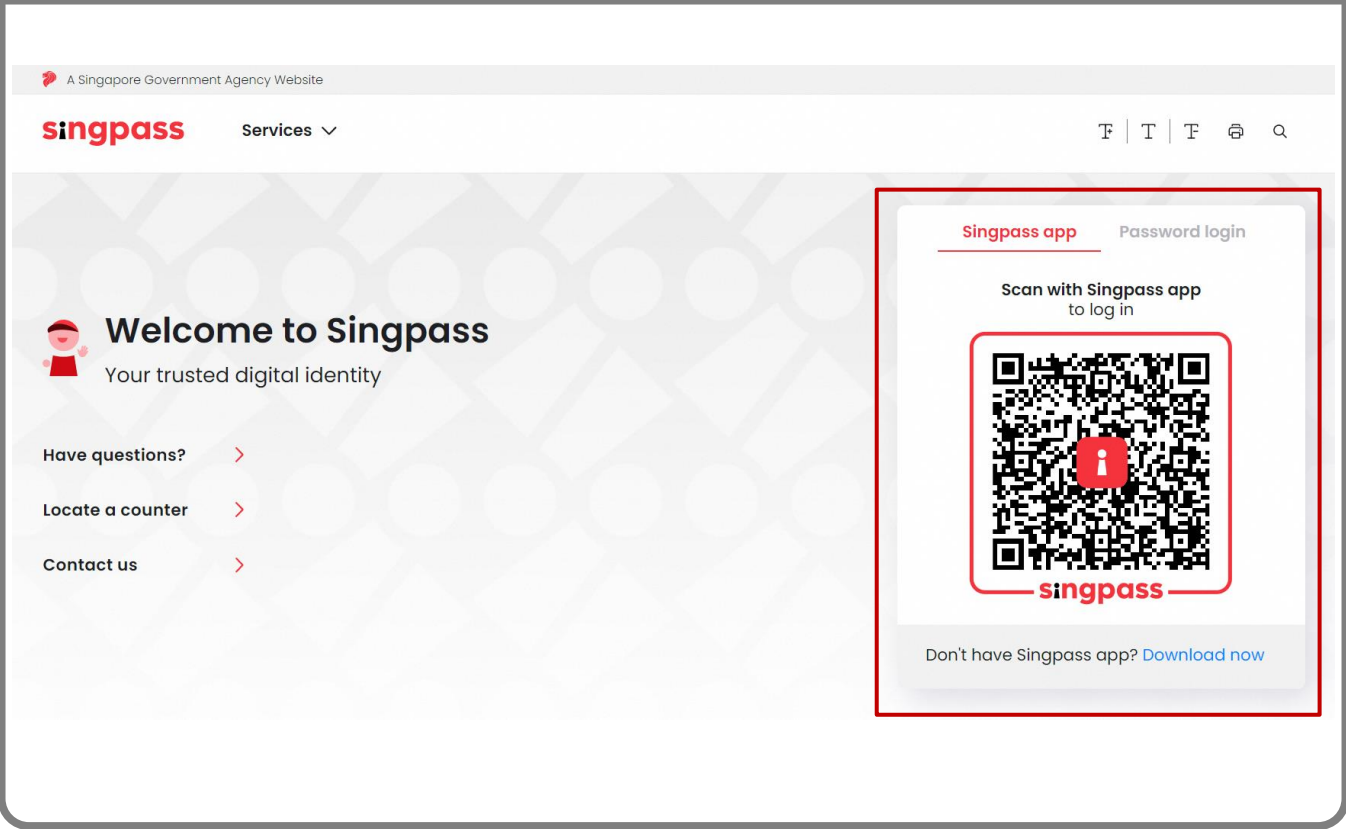
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- You will be redirected to the Singpass login page. Log in by scanning the QR code with your Singpass app.



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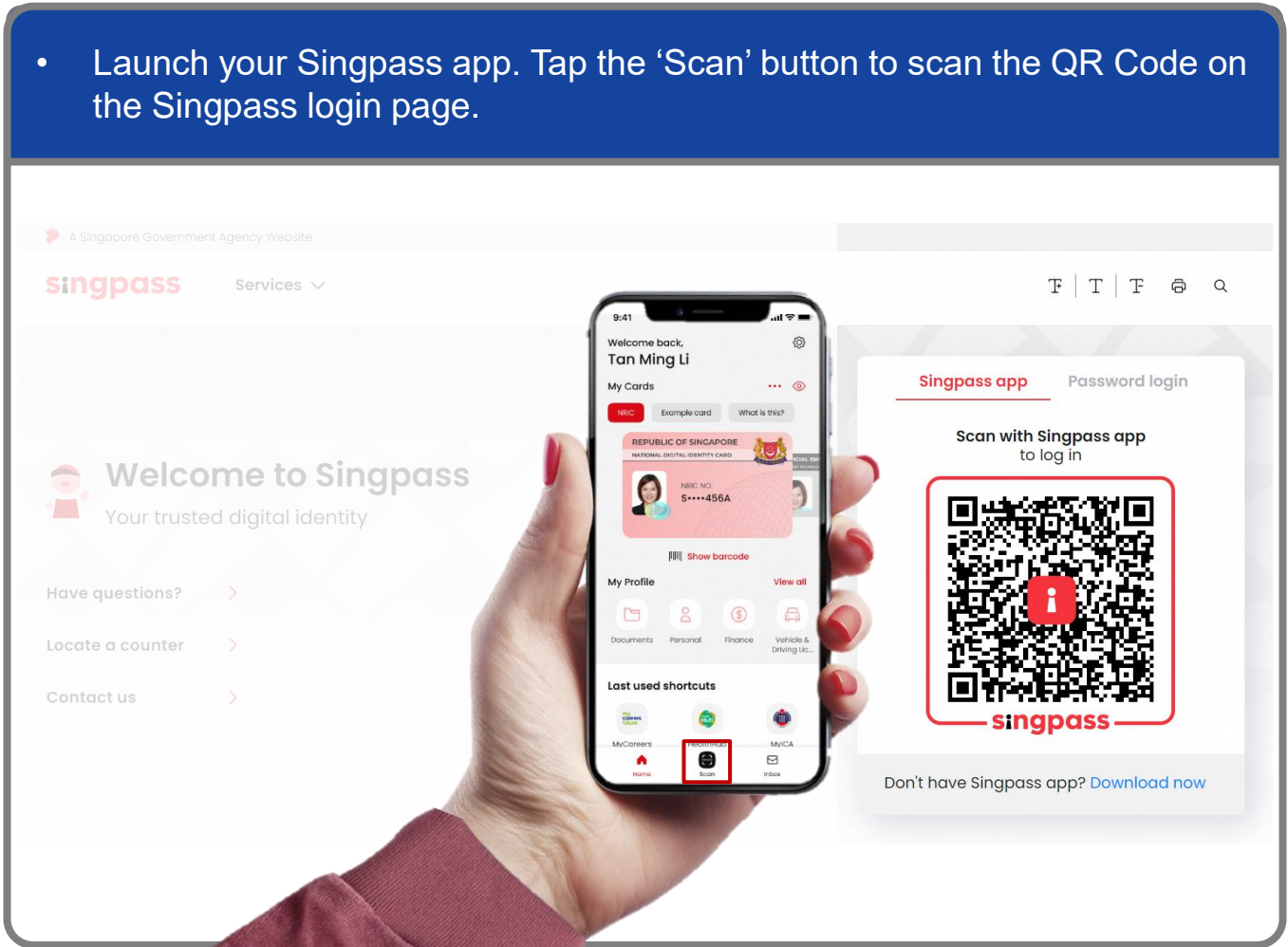
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- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.



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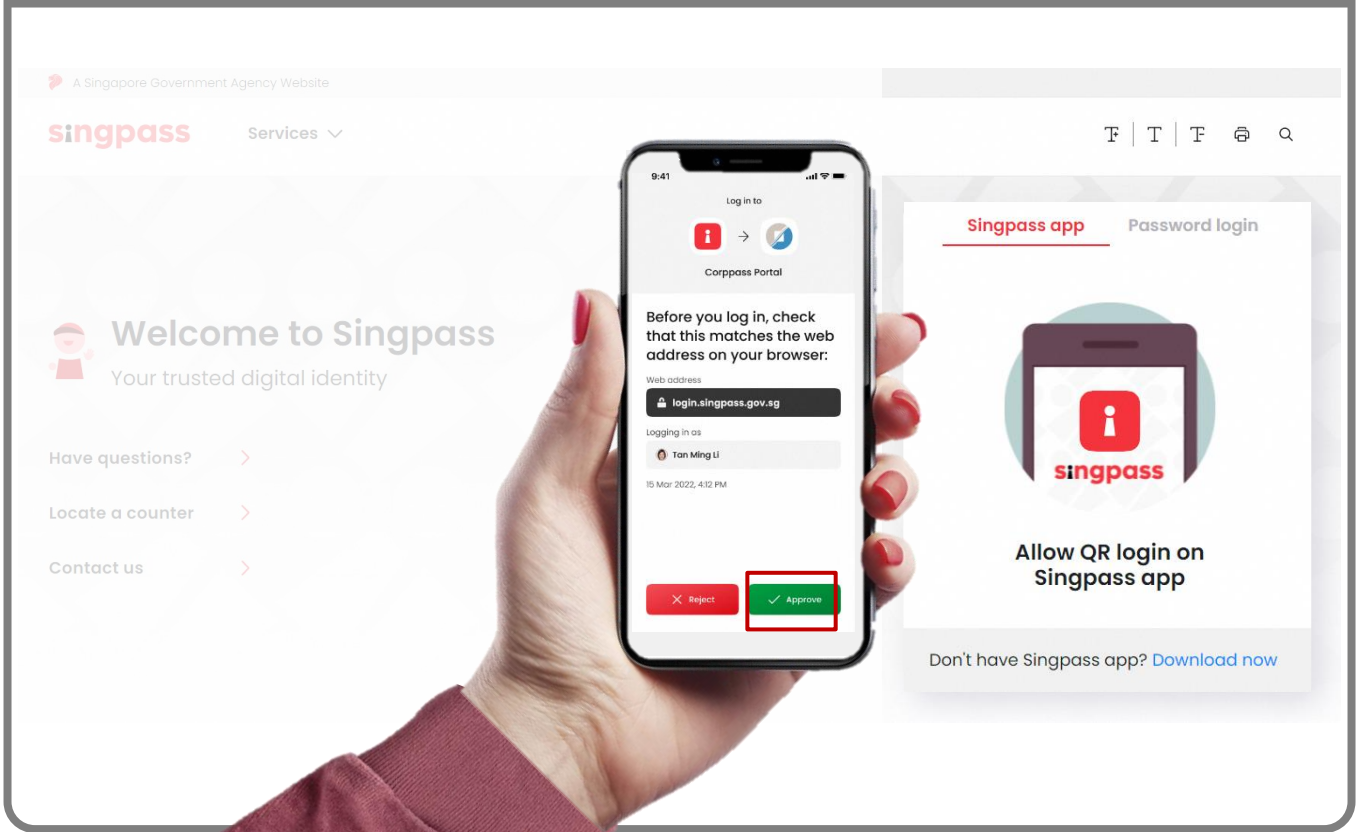
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- Confirm your login request on the Singpass app by tapping on the 'Approve' button.



**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.

The screenshot shows the Singpass login page. At the top, there is a blue banner with the text "Alternatively, enter your Singpass ID & Password." Below this, the page header includes "A Singapore Government Agency Website", the "singpass" logo, a "Services" dropdown menu, and social media icons. The main content area features a "Welcome to Singpass" message with a cartoon character and the tagline "Your trusted digital identity". On the left, there are links for "Have questions?", "Locate a counter", and "Contact us". On the right, a red box highlights the login section, which includes a "Singpass app" link, a "Password login" link, 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 login section 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:

**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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- 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

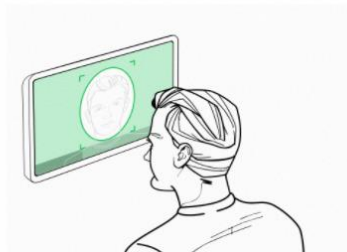
In the next screen, click "Begin Scan".

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

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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](#).

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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) <sup>Ⓞ</sup>

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. Enter Registered Officer's email

4. Review and submit

#### Enter email

Full name as in NRIC/FIN

Tan Ming Li

Work email<sup>Ⓢ</sup>

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. Enter Registered Officer's email

4. Review and submit

#### Enter email

Full name as in NRIC/FIN

Tan Ming Li

Work email <sup>Ⓢ</sup>

tanmingli@awesomecompany.com

Confirm work email

Enter work email

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- Enter your Registered Officer's email address. Please note that they will be notified of your application at this email address. 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 Registered Officer's email

From 1 December 2023, Corppass Administrator account for Sole Proprietorship (Individual) entities cannot be approved via Letter of Authorisation.

Full name of Registered Officer

Damian Sim Wei Ke

Work email<sup>Ⓢ</sup>

Enter work email

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**Note:** If the name of the Registered Officer displayed is incorrect, contact your Registered Officer to update their details in ACRA. Restart your application after they have updated.

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- Ensure that the details are correct before selecting the Corppass Agreement checkbox. Select 'Submit'.

### Apply for an Admin account

1. Enter entity detail

2. Enter and verify email

3. Enter Registered Officer's email

4. 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

#### Registered Officer's details

Full name of Registered Officer  
Damian Sim Wei Ke

Work email  
damiansim@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](#).

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 application has been successfully submitted, pending approval from your Registered Officer.

### **Your application has been submitted.**

**Reference ID:** 922101713330486061972

**Note:**

1. Your Reference ID can be used to [check the status](#) of your application.
2. All Registered Officers have been notified and are required to approve your application **within 30 days**. You will receive an email once approved.

[Check application status](#)

**Note:** After your Corppass Admin application has been approved, you will receive an email on the next steps. Follow the instructions on that email.

**- END -**

Updated as of December 2023