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SINGAPORE



## **A Guide for Corppass Admins: Corppass Admin Registration (For Foreign Registered Entities)**

This guide contains the following sections:

**FOR NRIC / FIN USERS**

**FOR FOREIGN ID USERS**

# **FOR NRIC / FIN USERS**

## Corppass Admin Registration

Step 1

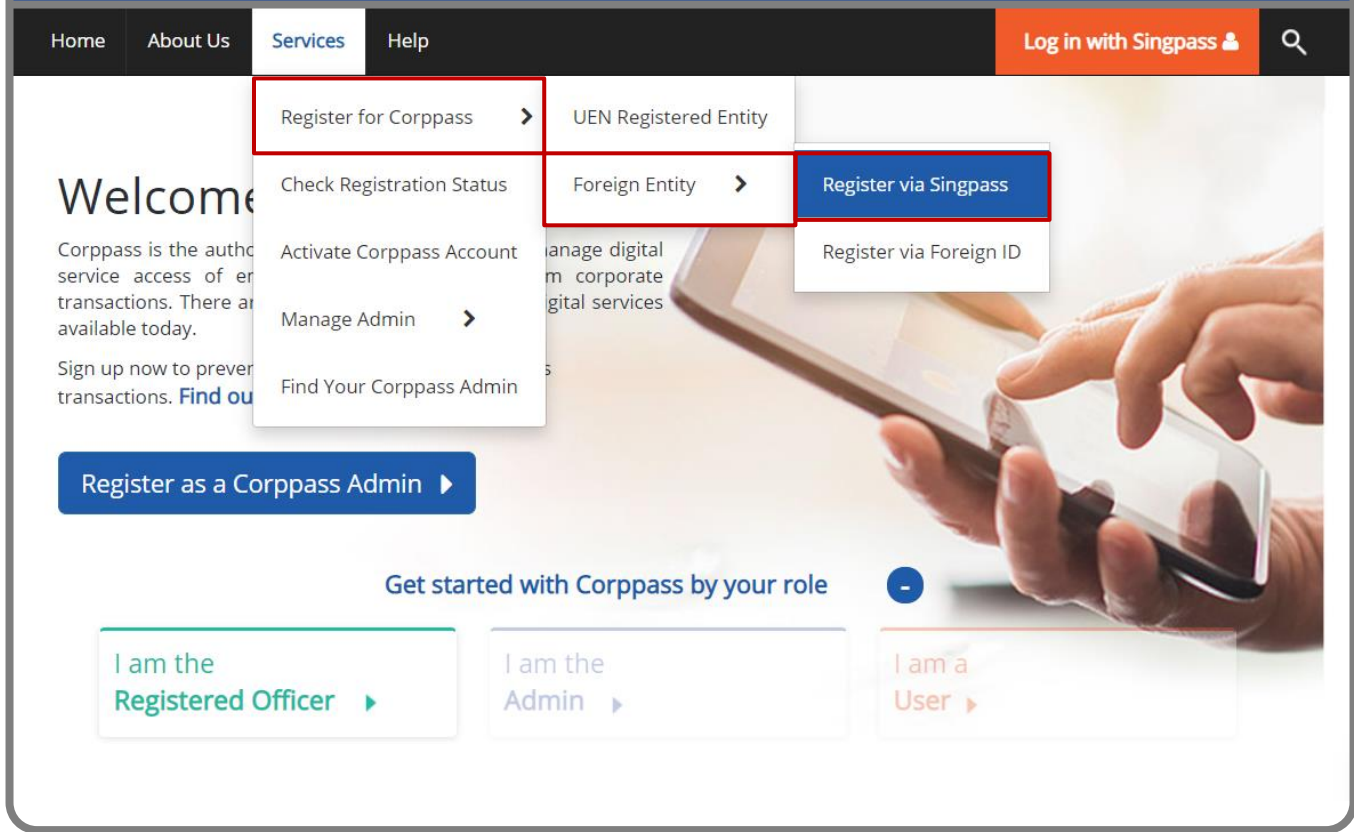
Step 2

Step 3

Step 4

Step 5

- Under 'Services', select 'Register for Corppass', then 'Foreign Entity'. Click 'Register via Singpass'.



## Corppass Admin Registration

Step 1

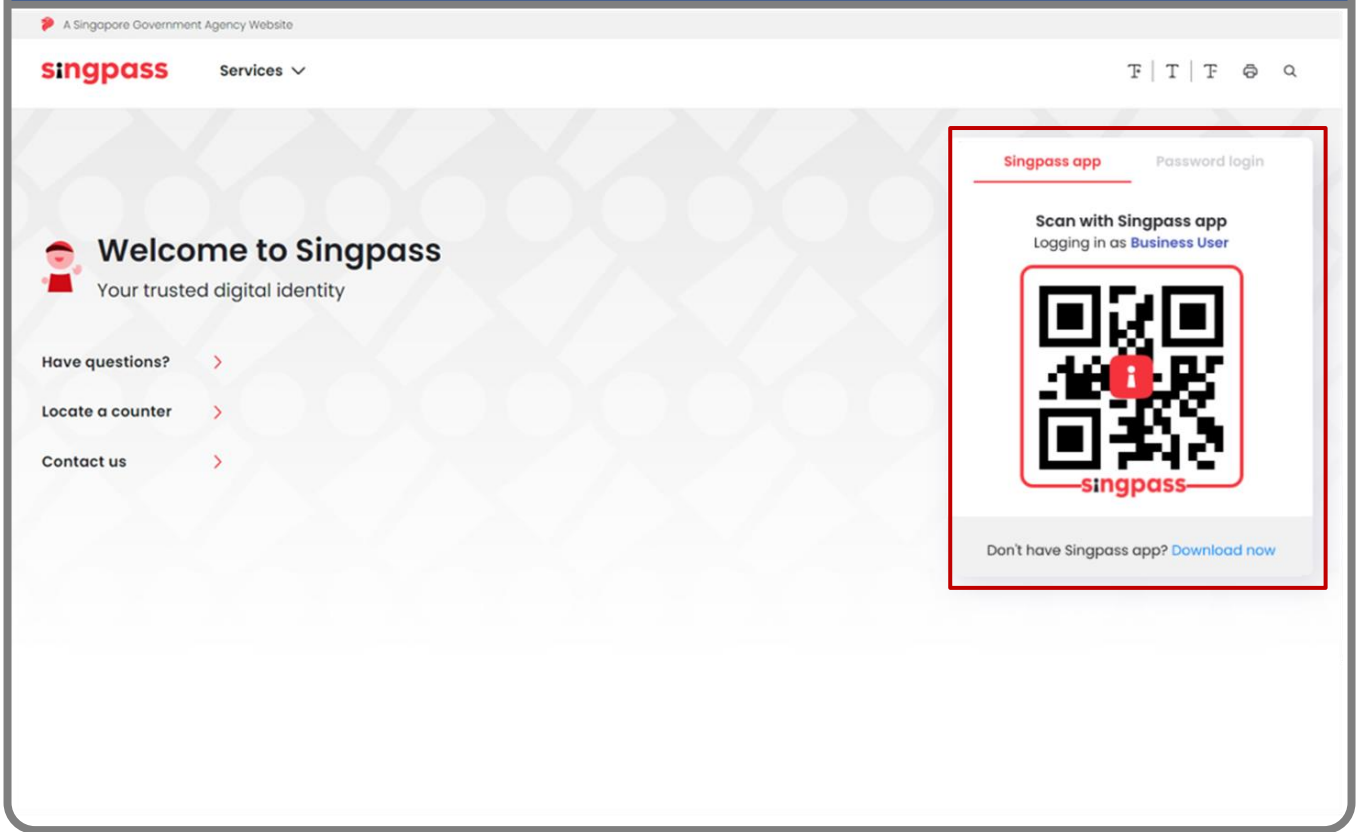
Step 2

Step 3

Step 4

Step 5

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



# Corppass Admin Registration

Step 1

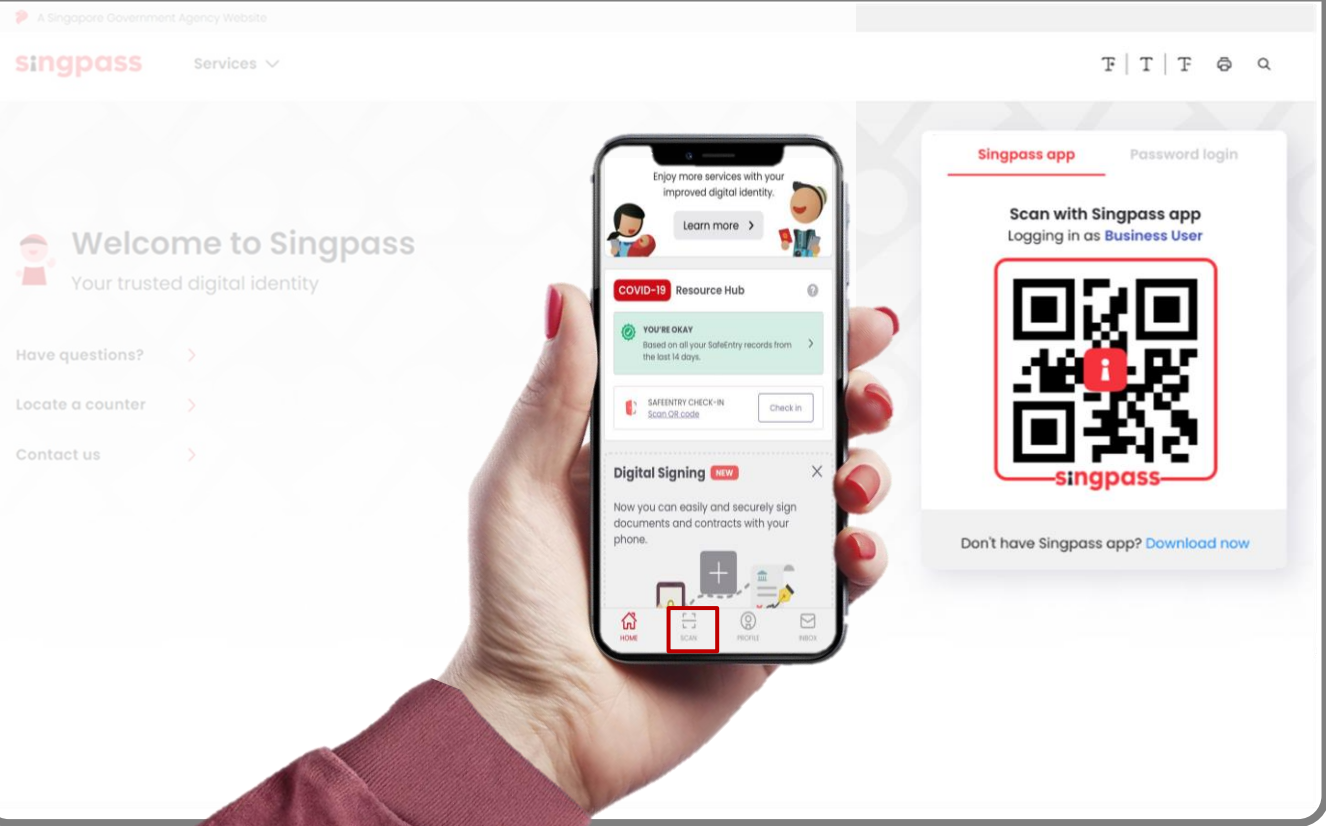
Step 2

Step 3

Step 4

Step 5

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



## Corppass Admin Registration

Step 1

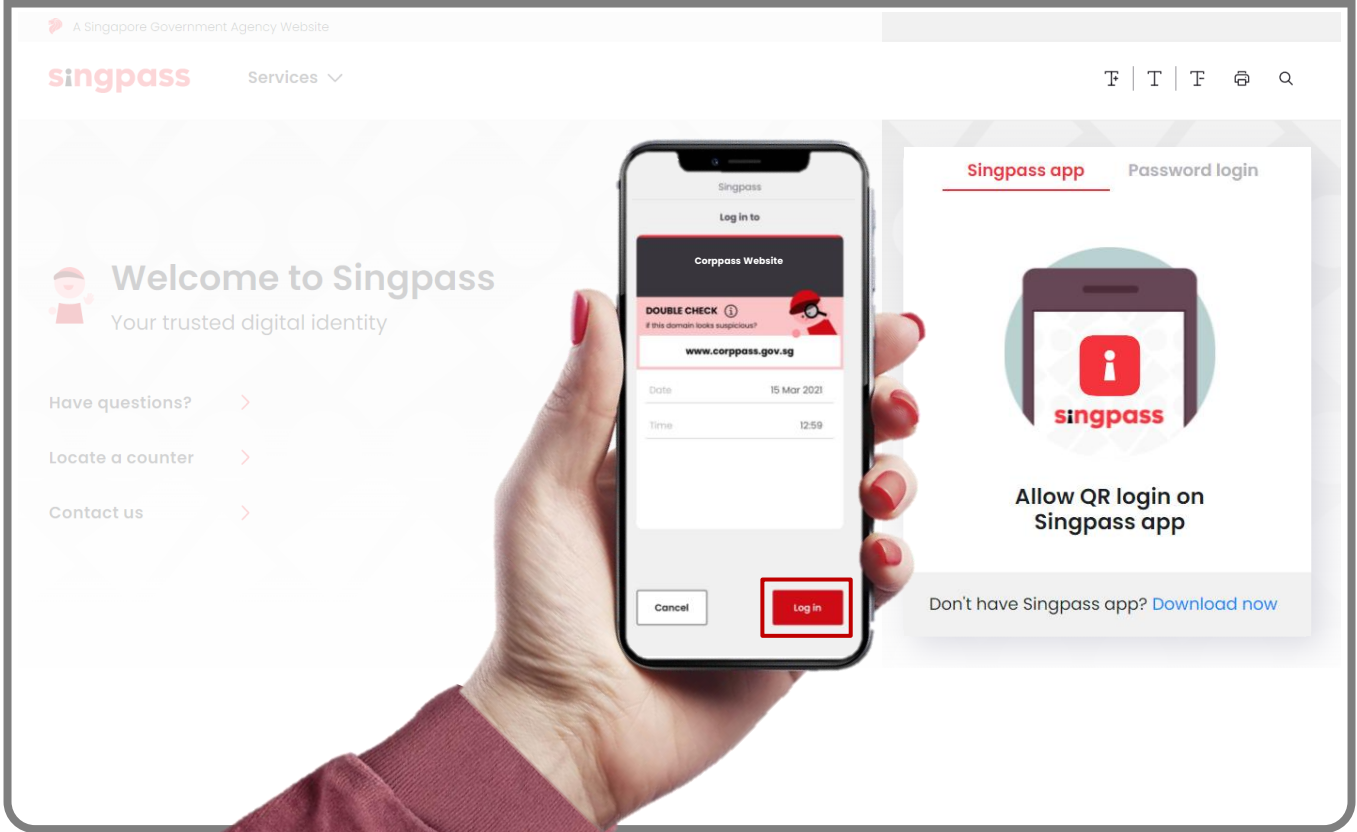
Step 2

Step 3

Step 4

Step 5

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



**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

## Corppass Admin Registration

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- Alternatively, enter your Singpass ID & Password.

A Singapore Government Agency Website

**singpass** Services ▾

TF | T | F | ⌂ | 🔍

 **Welcome to Singpass**  
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app **Password login**

Logging in as **Business User**

Singpass ID

Password

**Log in**

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

Register For Singpass

## Corppass Admin Registration

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

## Corppass Admin Registration

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- Or verify your identity using 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

## Corppass Admin Registration

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- Read the guidelines and click '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

## Corppass Admin Registration

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- Follow the instructions provided while the scanning takes place.

**singpass**

Press **Esc** to exit full screen

Keep still

**Note:** 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.

## Corppass Admin Registration

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- Read the instructions page before proceeding.

[Home](#) [About Us](#) [Services](#) [Help](#)

[Log in with Singpass](#)



[Home](#) / [Register Admin Account for Foreign Entity](#)

### Register Admin Account for Foreign Entity



This registration is for foreign entities not registered in Singapore. Ensure that you are the appointed Corppass Admin for your entity. This form will take about 10 minutes to complete.

#### Supporting documents required:

1. Business Registration Document

#### Notes:

- Ensure that the information provided is consistent with the documents submitted.
- If the Business Registration Document does not contain the entity's registered address, please provide official proof of address, e.g. document showing latest billing address.
- Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document, or notarised by a notary public in Singapore or in the country that issued the document.
- Upload your documents in PDF, JPEG, and PNG format. The combined size of the uploaded files should not exceed 10MB.

Your Corppass Admin account will take 5 working days to be processed.

## Corppass Admin Registration

Step 1

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Step 5

- Enter your entity details. Click 'Select file' to upload a soft copy of your entity's Business Registration Document. (Only PDF, JPG, JPEG and PNG file formats are accepted)

\* - denotes mandatory fields


### Enter Foreign Entity Details

Entity Registration No.\*

Entity Name\*

Date of Incorporation\*

Country of Incorporation\*

Registered Address Line 1\*

Registered Address Line 2

Office Contact No.\*

Business Registration Document:\*

Example: 20/12/2016  
---SELECT---

The document must indicate:

- Entity Registration No.
- Entity Name
- Date of Incorporation
- Country of Incorporation
- Registered Address
- Office Contact No.

Select file

← Ensure that the entity details entered matches the information on the Business Registration Document\* uploaded.

**\*Note:** Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document or notarised by a notary public in Singapore or in the country that issued the document.

## Corppass Admin Registration

Step 1

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Step 5

- Enter your contact details.

### Enter Your Contact Details

**Your full name as per NRIC / FIN, and your email address will be auto-populated**

Full Name

VINCENT DAVID

Email\*

vincentdavid@mailinator.com

abc@abc.com

Confirm Email\*

Mobile No.

**Enter your contact details.**

### Request e-Service Access ⓘ

☒ I would like to access all **e-Services** available on Corppass with my Admin Account.

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Please type the verification code

(Code is case-insensitive and excludes spaces)

e 5 5 7 0 b



## Corppass Admin Registration

Step 1

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Step 5

- You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your Corppass Admin account. Enter the verification code and click 'Next' to proceed.

Email\*  vincentdavid@mailinator.com  
abc@abc.com

Confirm Email\*

Mobile No.

### Request e-Service Access

☒ I would like to access all **e-Services** available on Corppass with my Admin Account.

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Please type the verification code  
(Code is case-insensitive and excludes spaces)

e 5 5 7 0 b 

Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

## Corppass Admin Registration

Step 1

Step 2

Step 3

Step 4

Step 5

- Review your registration details before submitting.

[Home](#) [About Us](#) [Services](#) [Help](#) [Log in with Singpass](#)

[Home](#) / [Register Admin Account for Foreign Entity](#)

### Register Admin Account for Foreign Entity

Enter Details

Review & Submit

Review the following information.  
To amend your information after submission, you must submit a new registration.

#### Foreign Entity Details

Entity Registration No.	FN226K86231
Entity Name	FOREIGN ENTITY 1
Date of Incorporation	01 Mar 2021
Country of Incorporation	Afghanistan
Registered Address Line 1	22 Avenue Street, AF
Registered Address Line 2	
Office Contact No.	93380679
Business Registration Document	<a href="#">ForeignEntitv1.jpg</a>

## Corppass Admin Registration

Step 1

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Step 5

- Read and agree to the 'Terms of Use', then click 'Submit'.

Business Registration Document

[ForeignEntity1.jpg](#)

### Admin Contact Details

Full Name VINCENT DAVID

Email vincentdavid@mailinator.com

Mobile No. 91774348

Foreign ID Expiry Date

### e-Service Access

☒ I would like to access all [e-Services](#) available on Corppass with my Admin Account.

☐ I have read and given my consent to the [Terms of Use](#).

Back

Submit

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

## Corppass Admin Registration

Step 1

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Step 4

Step 5

- A confirmation message will indicate that your registration has been submitted.

[Home](#) [About Us](#) [Services](#) [Help](#) [Log in with Singpass](#)


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



**Your registration for a Corppass Administrator Account has been submitted and is subject to approval by Corppass.**

An email notification of the registration will be sent to the submitted email address. You cannot register for another Corppass account until this application has been processed in 5 working days.

**Next Step**



**Wait for approval from Corppass.**  
You will be notified via email upon approval of your Corppass Admin Account.

[Return to Homepage](#) [Check Registration Status](#)

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

# FOREIGN ID USERS

## Corppass Admin Registration

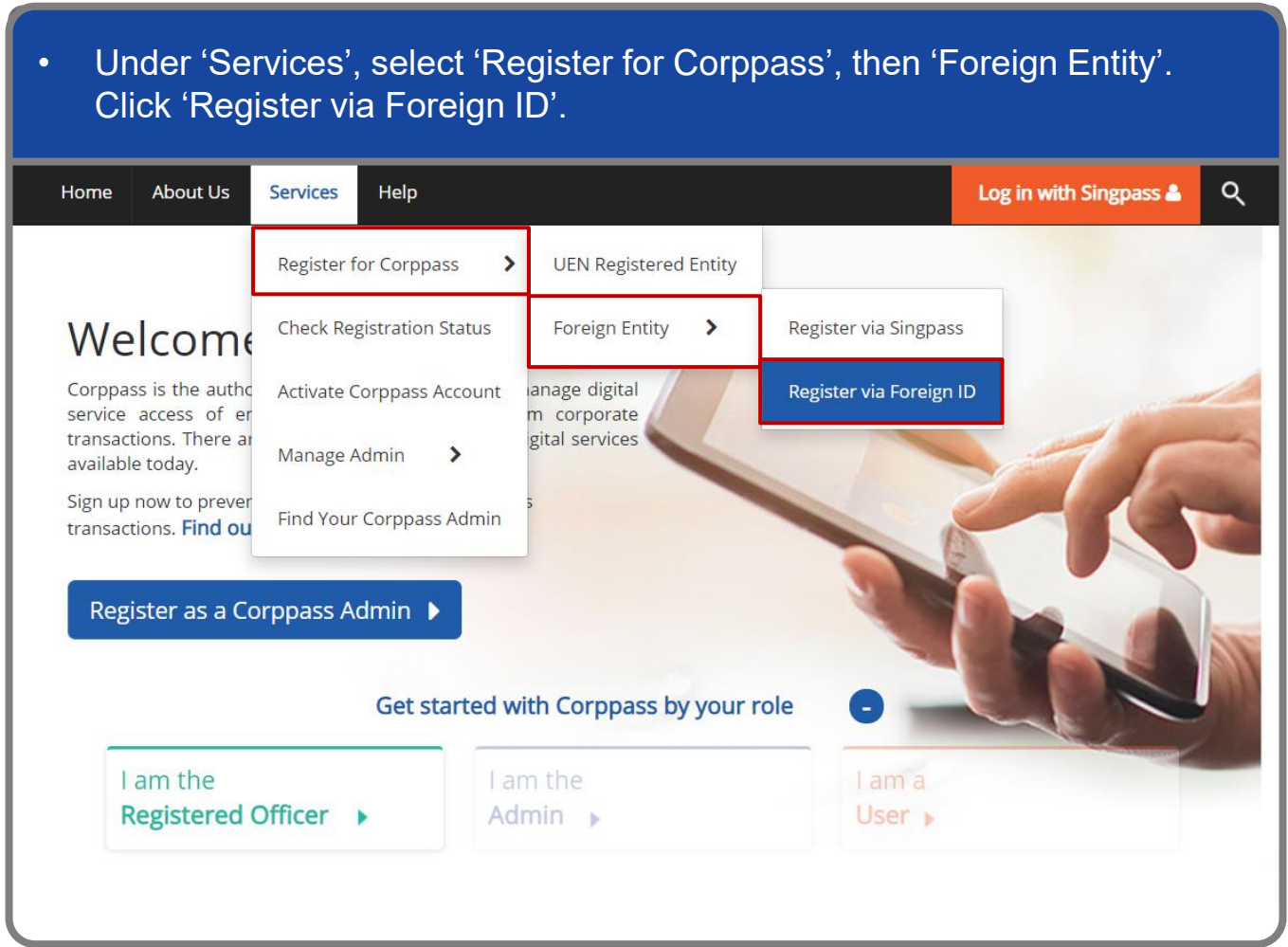
Step 1

Step 2

Step 3

Step 4

- Under 'Services', select 'Register for Corppass', then 'Foreign Entity'. Click 'Register via Foreign ID'.



## Corppass Admin Registration

Step 1

Step 2

Step 3

Step 4

- Read the instructions page before proceeding.

[Home](#) [About Us](#) [Services](#) [Help](#) [Log in with Singpass](#)

Home / Register Admin Account for Foreign Entity

---

### Register Admin Account for Foreign Entity

1

2

**Enter Details** **Review & Submit**

This registration is for foreign entities not registered in Singapore. Ensure that you are the appointed Corppass Admin for your entity. This form will take about 10 minutes to complete.

**Supporting documents required:**

1. Business Registration Document
2. Identity Documents

**Notes:**

- Ensure that the information provided is consistent with the documents submitted.
- If the Business Registration Document does not contain the entity's registered address, please provide official proof of address, e.g. document showing latest billing address.
- Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document, or notarised by a notary public in Singapore or in the country that issued the document.
- Upload your documents in PDF, JPEG, and PNG format. The combined size of the uploaded files should not exceed 10MB.
- If there are any changes in your Foreign ID and Country of Issuance, please update them via the Corppass portal before uploading your new identity documents during this registration.

Your Corppass Admin account will take 5 working days to be processed.

## Corppass Admin Registration

Step 1

Step 2

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Step 4

- Enter your entity details. Click 'Select file' to upload a soft copy of your entity's Business Registration Document. (Only PDF, JPG, JPEG and PNG file formats are accepted)

\* - denotes mandatory fields

### Enter Foreign Entity Details

Entity Registration No.*	<input type="text"/>
Entity Name*	<input type="text"/>
Date of Incorporation*	<input type="text"/>
	Example: 20/12/2016
Country of Incorporation*	<div>---SELECT---</div>
Registered Address Line 1*	<input type="text"/>
Registered Address Line 2	<input type="text"/>
Office Contact No.*	<input type="text"/>
Business Registration Document:*	<div>The document must indicate:<ul style="list-style-type: none"><li>Entity Registration No.</li><li>Entity Name</li><li>Date of Incorporation</li><li>Country of Incorporation</li><li>Registered Address</li><li>Office Contact No.</li></ul></div>

← **Ensure that the entity details entered matches the information on the Business Registration Document\* uploaded.**

Select file

**\*Note:** Where supporting documents are not in English, the original document must be submitted together with a translated copy of the document in English that has been certified by the embassy of the country that issued the document or notarised by a notary public in Singapore or in the country that issued the document.

## Corppass Admin Registration

Step 1


Step 2

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- Enter your contact details. Click 'Select file' to upload your Identity Document. (Only PDF, JPG, JPEG and PNG file formats are accepted. Multiple files can be uploaded, if required.)

### Enter Your Contact Details

Full Name\*

As per Identity Documents

Foreign ID No.\*

Country of Issuance\*

---SELECT---

Foreign ID Expiry Date



Foreign ID should have at least 6 months validity  
Example: 20/12/2030

Email\*

abc@abc.com

Confirm Email\*

Mobile No.

Identity Document:\*

The document must indicate:

- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Select file

← **Ensure that the contact details entered matches the information on the Identity Document uploaded.**

## Corppass Admin Registration

Step 1

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Step 4

- You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your Corppass Admin account. Enter the verification code and click 'Next' to proceed.

Identity Document:\*

The document must indicate:

- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Select file

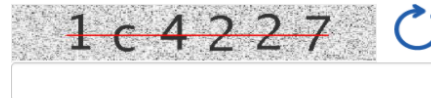
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Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Please type the verification code  
(Code is case-insensitive and excludes spaces)



Cancel

Next

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

## Corppass Admin Registration

Step 1

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- Review your registration details before submitting.

[Home](#) [About Us](#) [Services](#) [Help](#) [Log in with Singpass](#)

[Home](#) / [Register Admin Account for Foreign Entity](#)

### Register Admin Account for Foreign Entity

Enter Details

Review & Submit

Review the following information.

#### Foreign Entity Details

Entity Registration No.	F12345678U
Entity Name	FOREIGN ENTITY 1
Date of Incorporation	23 Dec 2008
Country of Incorporation	Australia
Registered Address Line 1	Sydney Street 123
Registered Address Line 2	
Office Contact No.	567891011
Business Registration Document	<a href="#">Business reg Docs.png</a>

## Corppass Admin Registration

Step 1

Step 2

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- Read and agree to the 'Terms of Use', then click 'Submit'.

### Admin Contact Details

Full Name      **AMY FOREIGNER**

Foreign ID No.      **E22334455**

Country of Issuance      **Australia**

Email      **amy@FE1.com**

Mobile No.

Foreign ID Expiry Date

Identity Document      **Identity Doc.png**

### e-Service Access

☒ I would like to access all **e-Services** available on Corppass with my Admin Account.

☐ I have read and given my consent to the [Terms of Use](#).

Back

Submit

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

## Corppass Admin Registration

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- A confirmation message will indicate that your registration has been submitted.

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



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**Next Step**



**Wait for approval from Corppass.**  
You will be notified via email upon approval of your Corppass Admin Account

[Return to Homepage](#) [Check Registration Status](#)

**Note:** After your Corppass Admin account has been approved, you will receive an email on the next steps. If you are a Foreign ID user and have not set up your Singpass Foreign user Account (SFA), you will also receive an email from Singpass to activate your SFA using a one-time password. Follow the steps as indicated in the email.

**- END -**

Updated as of September 2022