CorpPass Registration Guide for Foreign Companies
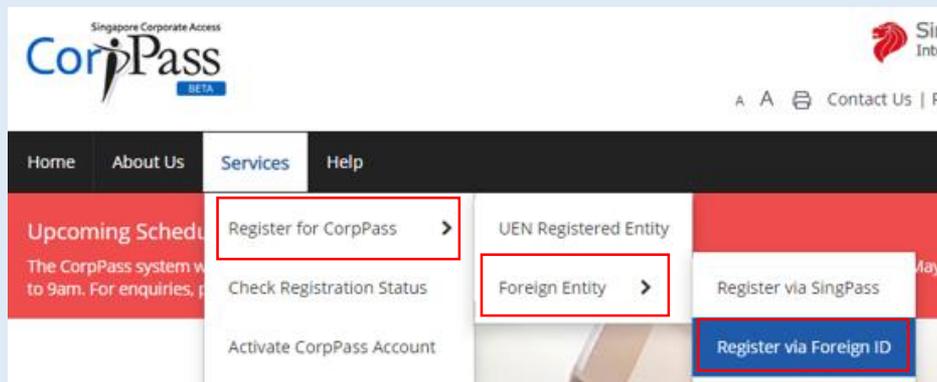
Step 1: Register with CorpPass

Prepare the following documents in soft copy (PDF, JPEG or PNG format) for registration:

1. Business Registration Document, which must indicate:
   - Entity Registration Number
   - Entity Name
   - Date of Incorporation
   - Country of Incorporation
   - Registered Address
   - Office Contact Number
2. Personal Identification Document, such as passport, driver's licence or national identity card

Register as CorpPass Admin
- Go to https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass

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Step 1: Register with CorpPass (continued)

Important Note

Please ensure that the information provided in the registration page is consistent with the documents submitted.

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.

Your registration may take 5 to 10 working days to be processed.

More information can be found here.

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Set up Vendors@Gov e-Service at CorpPass home page
- Login to **CorpPass home page**, click on 'e-Service Access' tab and then 'Select Entity's e-Services'
- Search for Vendors@Gov e-Service, select it and click 'Next'
- **Indicate all existing Vendor IDs (e.g. Y123456), if applicable**
- Review and submit

Important Note

Please email the following to AGD [CorpPass_For_Vendors@agd.gov.sg], so that AGD can do the vendor mapping at Vendors@Gov:
- Entity ID (provided by CorpPass upon registration, e.g. C12345678X)
- Other existing Vendor IDs (e.g. Y123456)

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Step 2: Grant Users Access to Vendors@Gov and Set Up (continued)

Create CorpPass User accounts for other employees (if required)
- For a guide on how CorpPass Administrator can create a CorpPass User account, please click here.
- Note: Select "Foreign ID" under Identity Type and the respective Country of Issuance

CorpPass Admin to Assign Vendors@Gov e-Service to Users
- Click on 'e-Service Access' tab and then 'Assign selected e-Services'
- Select the CorpPass user account(s) that you would like to assign the same Vendor ID to, then click 'Next'
- Select the Vendors@Gov e-Service, then click 'Next'
- Select the relevant Vendor ID to be assigned to the selected users, then click 'Next'
- Review and submit

Step 3: Activate CorpPass User accounts

- CorpPass users have to set up **CorpPass 2A (mobile app)**
- Please click here for a PDF guide on how to activate account and click here on how to set up CorpPass 2FA.