



**新加坡佛教總會 SINGAPORE BUDDHIST FEDERATION**

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UEN S64SS0008K Charity Registration 000727

7 August 2019

社团、慈善团体负责人

您的团体面对 CorpPass 问题吗？

从 2018 年 9 月 1 日起，已注册的所有社团必须以 CorpPass 登录社团注册局网站作各类申请、呈报以及负责人上网确认有关申请与呈报。慈善团体也须以 CorpPass 登录慈善网站作各类申请与呈报。

这新措施 困扰不少团体，有 鉴于此，新加坡佛教总会设计简单易懂的中英文申请 CorpPass 流程图，协助您顺利申请。

执行长 柯孙科 (柯孙科) 谨启

Is CorpPass Troubling You?

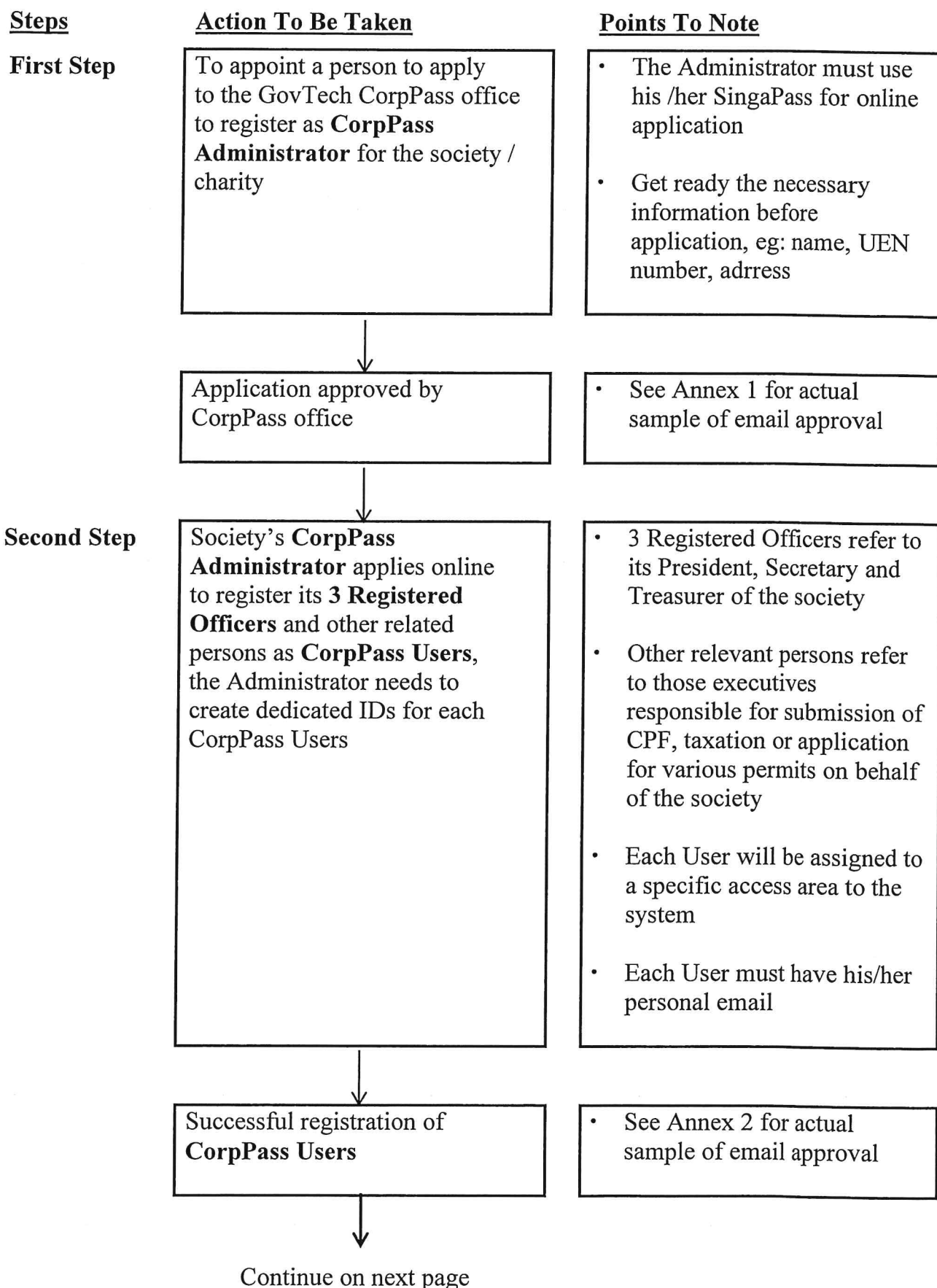
With effect from 1 September 2018, all registered societies are required to login in iROSES for all applications, submissions and verifications by using their respective CorpPass account. Similarly, only CorpPass shall be used for various applications and submissions to the Charity Portal.

This new measure has troubled quite a number of societies. In view of this, the Singapore Buddhist Federation has designed a simple-to-understand bilingual flowchart to help them in the application for CorpPass account.

  
KUA SOON KHE  
Chief Executive



## Procedure for A Society / Charity to Apply for CorpPass Account



### Third Step

Upon successful registration of **CorpPass Users**, they must create their own **Password** in order to go online to activate their own **user Account**, only then could they go online to submit or verify various returns and applications to ROS or Charity Portal

- Password must consist of numeric and Roman letters
- Should any change of President or Secretary or Treasurer either during mid-term or after election, the Administrator must apply for new User Account for the new Registered office and delete the retired Registered officer.
- You can change your Password at any time, see Annex 3 for actual sample.

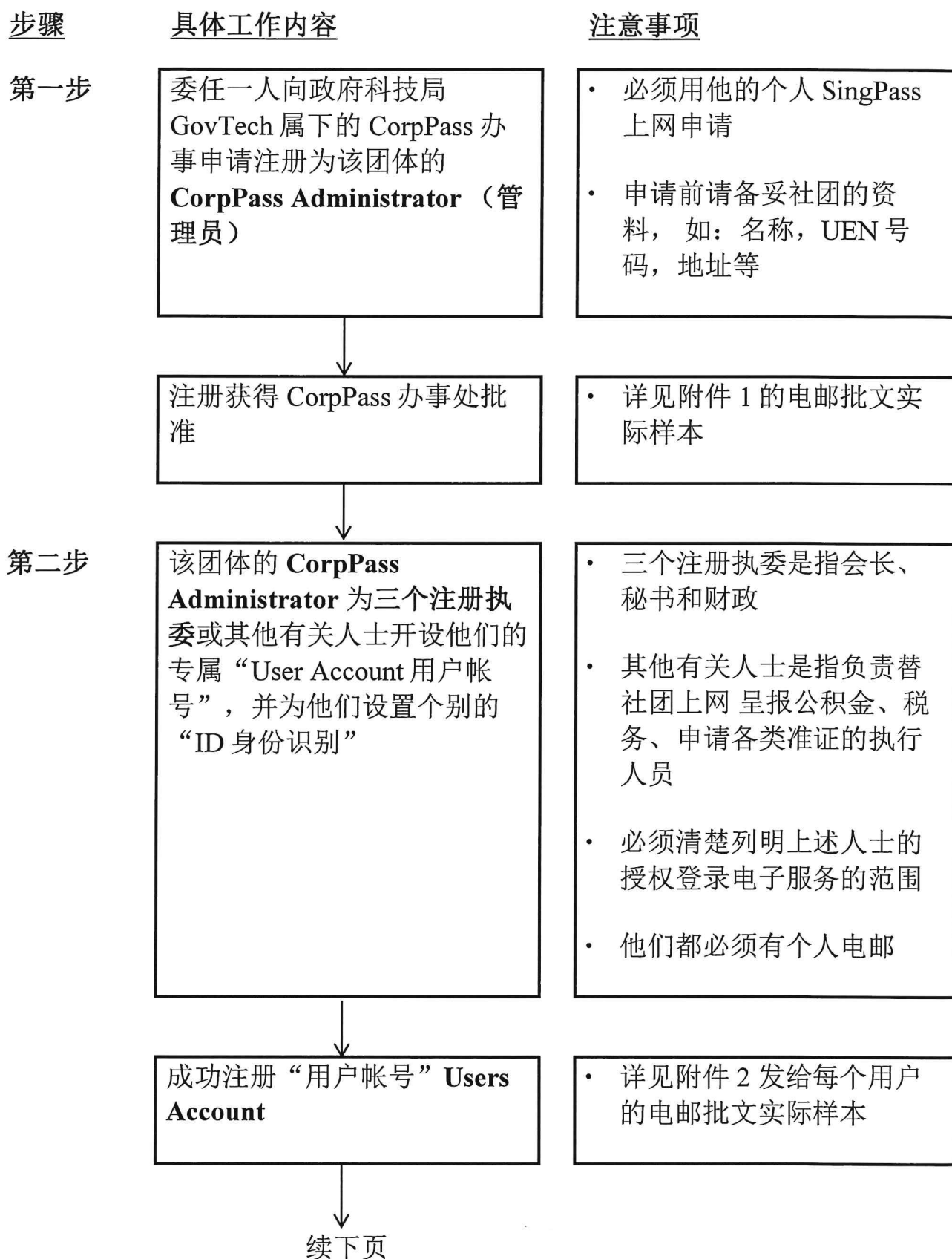
For enquiries :

Tel: 66430577

Email: [support@corppass.gov.sg](mailto:support@corppass.gov.sg)

Reference: ROS' FAQs on CorpPass (with Chinese translation)

## 社团/慈善团体申请 CorpPass 帐户的程序



### 第三步

成功注册为 **CorpPass** 用户后  
他们自行设置**个人密码**  
**Password**， 然后上网启动个  
自的用户帐号，之后才可以上  
社团注册局或慈善网站作各类  
呈报、申请或确认

- 个人密码必须含有阿拉伯数字和罗马字母
- 不论是在任期中途或在改选后，会长、秘书或财政人选若有任何更动，必须为新人选申请帐户，同时注销卸任者的帐户
- 任何人可随时上网更换其个人密码以策安全，详见附件 3 样本

询问:

电邮: [support@corppass.gov.sg](mailto:support@corppass.gov.sg)

电话: 66430577

参考: 社团注册团关于 CorpPass 的常遇问题

**From:** email-alert@corppass.gov.sg  
**Sent:** Thursday, 20 July, 2017 4:11 PM  
**To:** [REDACTED]  
**Subject:** Your CorpPass Admin Account has been approved

Dear Sir/Madam

Your CorpPass Admin account registration has been approved on 20/07/2017 16:10.

Details of the registration as follow:- REFERENCE ID: [REDACTED] \*Entity ID: [REDACTED] Entity Name: [REDACTED], The Entity Registration Number: [REDACTED]

\*The Entity ID identifies your entity and will be required when logging in to CorpPass.

What should you do next?

- Inform the relevant persons within your entity (such as your entity's Registered Officer, other CorpPass Admin and Users) of your role as CorpPass Admin, so that they may reach out to you on any CorpPass matters.
- Log in with your Entity ID, CorpPass ID and password at [www.corppass.gov.sg](http://www.corppass.gov.sg). If you had not selected the option to access all e-Services on CorpPass during registration, you will need to log in to your account to assign e-Services to your account, before you can perform G2B transactions.
- You may wish to set up and manage your entity's CorpPass, including:
  - 1) Create User accounts
  - 2) Select and assign entity's e-Services to Users
  - 3) Update User accounts

If you have any queries, please contact our helpdesk at +65 66430577 or email [support@corppass.gov.sg](mailto:support@corppass.gov.sg).

Yours Sincerely  
 CorpPass Team  
 Government Technology Agency (GovTech)

\* IDA has been restructured to form GovTech on 1 October 2016. CorpPass is now managed by GovTech.

< This is a computer generated email. Please do not reply. >

**From:** email-alert@corppass.gov.sg  
**Sent:** Wednesday, 13 December, 2017 2:53 PM  
**To:** [REDACTED]  
**Subject:** You have created CorpPass User account(s)

Dear Sir/Madam

You have successfully created CorpPass User account(s) on 13/12/2017 14:53.

Details of the account(s) as follow:

Email Address	CorpPass Id	Account Type
[REDACTED]	[REDACTED]	User

If you are a CorpPass Admin or Sub-Admin with access to all e-Services and did not select the option for your users to access all e-Services on CorpPass, you are required to log in to CorpPass to select and assign e-Services to users. This enables users to conduct Government-to-Business transactions for your entity.

If you are a Sub-Admin with restricted access, you will only be able to assign digital services within your Assignment Profile. To find out what your account can access, go to My Account > View My Profile > Assignment Profile.

**Notes:**

Selected e-Services such as CPF e-Submission and SSG-WSG E-Services require additional details to be set up and assigned individually on CorpPass. Refer to CorpPass User Guides on how to assign e-Services to users.

Selected e-Services such as MOM EPOL/WPOL and HDB e-Services perform additional checks after logging in to their websites. Contact these agencies for more information.

If you did not create any CorpPass User accounts on the above-mentioned date/time or have any queries, please contact our helpdesk at +65 66430577 or email [support@corppass.gov.sg](mailto:support@corppass.gov.sg).

Yours Sincerely  
 CorpPass Team  
 Government Technology Agency (GovTech)

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**From:** email-alert@corppass.gov.sg  
**Sent:** Friday, 26 October, 2018 11:26 AM  
**To:** [REDACTED]  
**Subject:** Your password has been reset successfully

Dear Sir/Madam

You have successfully reset your password for your CorpPass account of [REDACTED], [REDACTED]  
The on 26/10/2018 11:25.

Please remember your new CorpPass password and keep it confidential.

If you did not reset your password on the above-mentioned date/time or have any queries, please contact our helpdesk at +65 66430577 or email [support@corppass.gov.sg](mailto:support@corppass.gov.sg).

Yours Sincerely  
CorpPass Team  
Government Technology Agency (GovTech)

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< This is a computer generated email. Please do not reply. >



## CorpPass 的常遇问题

### CorpPass Login

①. Can ROS issue me with a CorpPass account?

ROS does not issue CorpPass to societies.

②. How do I create a CorpPass account?

Only your society's CorpPass Administrator is able to create a CorpPass User account for you. Please approach your CorpPass Administrator to register a CorpPass User account. If you need further assistance, please contact CorpPass Support at 6643 0577 or email [support@corppass.gov.sg](mailto:support@corppass.gov.sg).

③. I need help to register for CorpPass. Can ROS help?

For assistance on CorpPass, please call CorpPass Support at 6643 0577 or email [support@corppass.gov.sg](mailto:support@corppass.gov.sg). You can also fix a one to one appointment with them.

④. I already have a CorpPass account for my society. Should I log in using SingPass or CorpPass since both options are available on iROSES?

If you already have a CorpPass account for your society, you are advised to log in using CorpPass account. With effect from 1 Sep 2018, you would only be able to use SingPass for the registration of new societies. For all other E-Services, you are required to login in using you CorpPass account.

⑤. My society would like a secretarial firm to assist in the submission of Annual Returns. Can the representative of the secretarial firm use his/her SingPass to log in to iROSES or should the firm use its own CorpPass account?

The representative of the secretarial firm can use his/her SingPass to log in to iROSES for registration application and purchase of documents. However, the firm cannot use its CorpPass account to create applications or submissions on behalf of societies.

⑥. Who are the Registered Officers of my Society?

For societies, Registered Officer(s) ("ROs") refer to the President, Secretary and Treasurer.

⑦. What should I do if the Registered Officer(s) of my Society is not updated?

You would need to update the records of the latest office bearers of your society with ROS by submitting an Annual Returns or a Change of Management Committee Details. Thereafter, the information will be updated to facilitate your CorpPass registration. Please submit an Annual Return to update ROS of the latest Committee Members elected at the last Annual General Meeting. Otherwise, please submit a Change in Management Committee Details if there are any ad-hoc changes in Committee Members in between Annual General Meetings.

8.) What information does ROS provide to CorpPass Office?

ROS does not provide contact details of the office-bearers to CorpPass Office. The names of the Registered Officers are updated to ACRA after ROS has filed the Annual Returns/Change of Management Committee Details.

9.) What is 'CorpPass 2FA for Foreigners' and why is it needed?

'CorpPass 2FA for Foreigners' is a mobile application for two-factor authentication for non-SingPass users to log in to their CorpPass account. It is free for download from Apple App Store or Google Play Store.

10.) Do I need to have a CorpPass account before I can download and set up the CorpPass 2FA mobile app?

You can download the CorpPass 2FA mobile app on your mobile device anytime. To complete the CorpPass 2FA mobile app setup, you would need your Entity ID and valid CorpPass account details (CorpPass ID, Password).

11.) Do I need multiple CorpPass 2FA mobile apps if I have multiple CorpPass accounts?

As long as you use a single identification for your multiple accounts, you will only need to download and set up CorpPass 2FA for Foreigners once. Upon subsequent account activation, please ensure that you enter your CorpPass 2FA Serial Number that could be found in your CorpPass 2FA mobile app under Settings > About this app.

12.) Can the President, Secretary and Treasurer still use their individual SingPasses to verify submissions such as Annual Returns and Change of Management Committee Details?

The President, Secretary and Treasurer should use their individual CorpPass to verify submissions in iROSES. If there had been a change in the President, Secretary or/and Treasurer of the society, please submit either an Annual Returns or Change of Management Committee Details to ROS by 24 Aug 2018.

13.) How can I check who the CorpPass Administrator of my society is?

Please log on to CorpPass website <https://www.corppass.gov.sg>. Under the "Services" option, look for "Find your CorpPass Admin".

14.) What should the society do after the new Committee Members are elected at the Annual General Meeting? Should the society submit the Annual Returns to ROS first or apply for CorpPass user accounts for the newly elected President, Secretary and Treasurer?

The CorpPass Administrator of the society shall create CorpPass user accounts for the newly elected President, Secretary and Treasurer before the society submits its Annual Returns. This is

to enable the President, Secretary and Treasurer to verify the Annual Returns using their CorpPass account

⑮ Can Registered Officer be the CorpPass Administrator? And can the CorpPass Administrator account be used to verify applications and submissions?

Yes, the Registered Officer can be the CorpPass Administrator and CorpPass Administrator account can be used to verify applications and submissions.

## 社团注册局网站资料 关于 CorpPass 的常遇问题

1. 社团注册局可发配 CorpPass 帐户给我吗？

社团注册局并不发配 CorpPass 给社团。

2. 我该如何开设一个 CorpPass 帐户？

只有您所属社团的 CorpPass 管理员 (CorpPass Administrator) 才可为您开设一个 CorpPass 使用者 (CorpPass User) 的帐户。请向您的 CorpPass 管理员寻助以开设 CorpPass 使用者帐户。若需进一步的协助, 请拨电 66430577 或发电邮 [support@corppass.gov.sg](mailto:support@corppass.gov.sg) 向 CorpPass 支援处寻助。

3. 我在注册 CorpPass 时需时有人给予协助, 社团注册局可以帮忙吗？

您若需要协助, 请拨电 66430577 或发电邮 [support@corppass.gov.sg](mailto:support@corppass.gov.sg) 向 CorpPass 支援处寻助。您也可向他们预约一对一面谈。

4. 我的社团已经有 CorpPass 帐户, 我在登录可选用 SingPass 或 CorpPass 吗? 因为现有的社团注册局综合电子服务系统 iROSES 有两个选项。

若您的社团已经有 CorpPass 帐户, 我们建议您用 CorpPass 登录, 从 2018 年 9 月 1 日起, 您只能用 SingPass 来申请注册新的社团, 其他的电子服务必须用 CorpPass 来登录。
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5. 我的社团有意聘用秘书服务公司来协助我们提交常年呈报 (Annual Return)。请问该秘书服务公司的代表可用他/她个人的 SingPass 或该公司的 CorpPass 来登录社团注册局综合电子服务系统 iROSES 吗？

秘书服务公司的代表只能用他/她的个人 SingPass 为社团办理申请注册或购置文件。但是, 该公司不能用它本身的 CorpPass 帐户来替社团提交申请或呈报。

6. 谁是我的社团的“注册执委 Registered Officers”？

以社团为例，其注册执委是指其会长、秘书及财政。

7. 我的社团还没有更新的注册执委，那该怎么办？

您必须通过提交“常年呈报 Annual Returns”或“更改管理委员会详情 Change of Management Committee Details”向社团注册局提呈贵社团的最新执委名单。之后，这些更新过的资料将有助于您的 CorpPass 注册手续。请向社团注册局提交常年呈报以更新在上个常年会员大会选出的管理委员会名单。至于介于两个常年会员大会之间所发生的任何特别更换管理委员会成员事故，请以“更换管理委员详情”呈报。

8. 社团注册局向 CorpPass 办事处提供了哪些信息？

社团注册局不会向 CorpPass 办事处提供社团管委会成员的联络详情。在向社团注册局提交常年呈报或更换管理委员会详情之后，三个“注册执委”的姓名将会呈给会计与企业管制局以更新。

9. 什么是“外国人的 CorpPass 双重认识 CorpPass 2FA for Foreigners”，为什么需要它？

“外国人的 CorpPass 双重认识”是使“非 SingPass”使用者可登录 CorpPass 帐户的移动双重认识应用程序。这可在“苹果应用程序库 Apple App Store”或“谷歌游戏库 Google Play Store”免费下载。

10. 我在下载和开设 CorpPass 双重认识的移动应用程序之前，是否必须先开设一个 CorpPass 帐户？

你可在任何时候通过移动设备下载 CorpPass 双重认证的移动应用程序，你必须输入你的“机构身份识别编号 Entity ID”和 CorpPass 帐户详情（即：CorpPass 编号，密码）。

11. 如果我有多个 CorpPass 帐户，我是否需要多个 CorpPass 双重认识的移动应用程序？

只要您的多个帐户是使用单一的认识，您就只需要下载“外国人的 CorpPass 双重认识”一次就够。以后启动帐户时，必须确保输入你的 CorpPass 双重认识应用程序内所登记的双重认识编号，其栏目是 Settings>About this app。

12. 会长、秘书和财政还可以继续使用个别的 SingPass 来确认各类呈报吗？如：常年呈报及更改管理委员会详情。

会长、秘书和财政必须使用个别的 CorpPass 来确认提呈给“社团注册局综合电子服务系统 iROSES”内的资料。如果社团的会长、秘书或财政人选有所更动，请在 2018 年 8 月 24 日之前提交常年呈报或更动管理委员会详情。

13. 我如何查出谁是我的社团的 CorpPass 管理员？

请登录 CorpPass 网站 <https://www.corppass.gov.sg>，然后在“Services”栏目下选择寻找“Find your CorpPass Admin”。

14. 社团在常年会员大会选出新的管理委员会成员之后该怎么做？有关社团应该先向社团注册局提交常年呈报？还是先替新选出的会长、秘书和财政申请 CorpPass 使用者帐户？

有关社团的 CorpPass 管理员首先应替新选出的会长、秘书和财政各别开设 CorpPass 使用者帐户，然后再向社团注册局提交常年呈报。这么做可让会长、秘书和财政使用他们的 CorpPass 帐户来确认常年呈报的内容。

15. 注册执委可以成为 CorpPass 管理员吗？CorpPass 管理员的帐户可以用来确认各类申请与呈报吗？

是可以的，注册执委可以是 CorpPass 管理员，而且 CorpPass 管理员的帐户可以用来确认各类申请与呈报。

本中文译版由新加坡佛教总会提供