

## Letter of Authorisation

This Letter of Authorisation serves as a formal application for a Corppass Administrator to be appointed and approved by an entity, for the functions set out below and in the Corppass Terms of Use, which is available at <https://www.corppass.gov.sg/corppass/common/terms>.

The Corppass Administrator is responsible for creating and managing his/her entity's Corppass user accounts and managing his/her entity's Corppass users' access to digital services provided by other Public Agencies via the Corppass Services. These include, amongst other things:

- Updating user details;
- Creating suspending, reactivating and terminating accounts; and
- Assigning and changing users' access to digital services provided by other Public Agencies via the Corppass Services.

Please note the instructions below. The Corppass team will not be responsible for any rejection or delay in applications arising from a failure to comply with these instructions.

- (1) This letter will take approximately 10 minutes to complete. **Except where otherwise stated, all fields in Sections 1 to 4 are mandatory.**
- (2) Upon completion of this form, kindly **scan and upload** this form as part of the **online application**, together with supporting documents. **Do not fax or mail this form to the Corppass team.**
- (3) The appointment of the Corppass Administrator must be approved by a Registered Officer ("RO")<sup>1</sup> or such other eligible person who is authorised to represent and act on behalf of the entity<sup>2</sup>. Please insert the details of the person providing such approval (the "**Approver**") below in Section 3.
- (4) Ensure that the Approver **duly signs** the declaration in Section 4. Upload a copy of the Approver's identity document (e.g. NRIC / FIN / Passport.) with this letter as part of the supporting documents<sup>3</sup> for the application. Exception: Approver(s) of Singapore Government Agencies do not need to enclose their identity document.
- (5) Supporting documents submitted online must be legible for verification by the Corppass team. Applications without supporting documents will be deemed incomplete and will be rejected.
- (6) 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.
- (7) Ensure that all information provided below is accurate. Please note that the Corppass team may contact you or your Entity to verify the information provided below or for further clarification about the application.
- (8) The Corppass team reserves the right to reject the application for such reasons it deems reasonably appropriate, including but not limited to cases where the Approver's identity cannot be verified. Please refer to the [Corppass FAQ](#) for more information.
- (9) Please ensure that you are validly authorised to submit this application on behalf of your entity. The Corppass Terms of Use shall apply to this application.
- (10) Please ensure that you are validly authorised to provide all the information, including but not limited to personal data, below. By providing such information, including but not limited to personal data, below, you hereby represent and warrant that you have notified and obtained the consent of each party to whom the information (including but not limited to personal data) relates for the purposes set out in the Corppass Privacy Statement, which is available at <https://www.corppass.gov.sg/corppass/common/privacy>.

Notes:

<sup>1</sup> Registered Officer(s) refers to the person(s) whose name is officially registered with the entity on ACRA or any of the other UEN-issuance agencies (some examples include an owner, partner, a limited partner, an officer or a director of the entity), or who are legally appointed representatives of the entity (such as but not limited to a judicial manager or liquidator). For more information on Registered Officer(s), refer to the [Corppass FAQs](#).

<sup>2</sup> In the event the entity does not have a RO stated in the company's bizfile, an alternate Approver within the entity may provide approval via this Letter of Authorisation. The alternate Approver should be the key executive officer who can act on behalf of the entity (such as but not limited to the CEO, the Managing Director, or such other persons holding an equivalent office in the entity).

<sup>3</sup> Supporting documents refer to the Identity Document of the Approver, along with any other supplemental materials from the Embassy of the document-issuing country, or a local Notary Public.

Please fill in all fields below, except otherwise mentioned.

Ensure details provided in this application are the same as the online Corppass Administrator form.

*\* Delete where applicable.*

**\*\* Fields will be retrieved from Corppass website application page.**

<b>Section 1: Corppass Administrator Details</b>			
Full Name (as in NRIC/FIN)			
NRIC / FIN *			
Mobile No. (optional)		Email Address**	
<b>Section 2: Entity Details</b>			
Unique Entity Number (UEN)			
Entity Name			
Registered Address**			
Contact No**			
<b>Section 3: Approver Details</b>			
Full Name (as in NRIC, FIN, Foreign ID)			
NRIC / FIN / Foreign ID No. *			
Country of Issuance			
Email Address			
If Approver is not a RO, please provide Designation			
<b>Section 4: Declaration</b>			
<p>(1) I declare that I am the Registered Officer or key executive of the Entity (as listed in Section 2), and have been validly authorised by the Entity to submit this application on its behalf. I hereby declare that my personal details given in this letter and the accompanying supporting documents are true, accurate and complete.</p> <p>(2) I declare that the Corppass Administrator (as listed in Section 1) has been appointed by my Entity (as listed in Section 2) to register for the Corppass Services and is validly authorised to represent and act on behalf of my Entity for matters relating to the Corppass Services.</p> <p>(3) I acknowledge and agree that I have read the Corppass Privacy Statement and hereby consent to the collection, use, disclosure and processing of my personal data for the purposes set out therein.</p> <p>(4) I acknowledge that I have read the Corppass Terms of Use and agree to be bound by the terms and conditions therein.</p>			
<div style="border-bottom: 1px solid black; width: 100%;"></div> Approver's Signature		<div style="border-bottom: 1px solid black; width: 100%;"></div> Date of Declaration (DD/MM/YYYY)	