



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Authorisation for Submission of Donation [Via Singapore Corporate Access (Corppass)]



Contents

About Corppass..... 3

Steps to Complete Authorisation4

 Assign IRAS’ Digital Services to Organisation 5

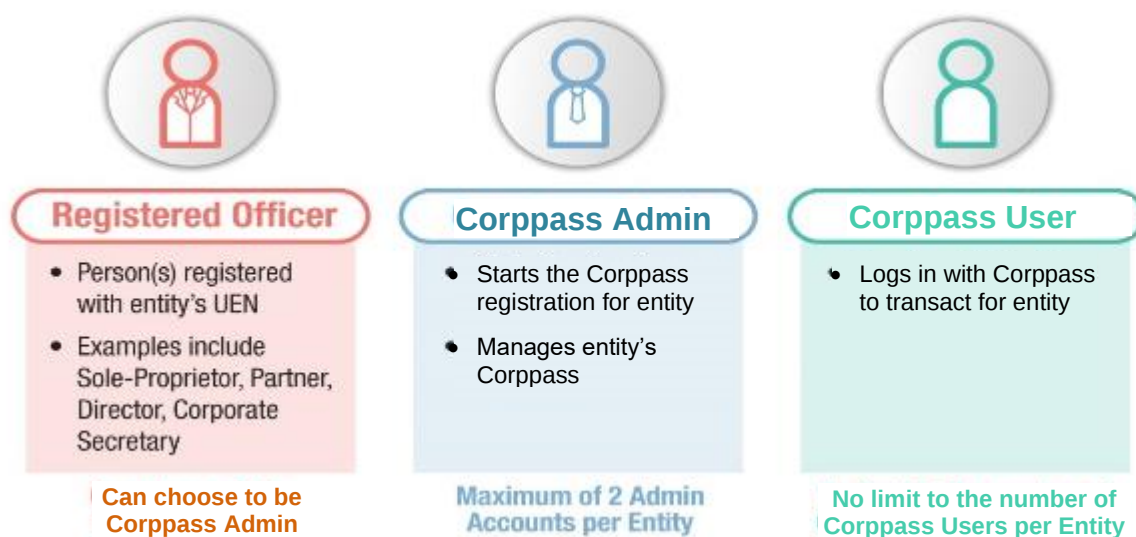
 Assign IRAS’ Digital Services to Corppass Admin/ User 8

About Corppass

With effect from 1 Sep 2018, Corppass will replace the e-Services Authorisation System (EASY) as the online system for organisations to authorise their staff or third party to access IRAS e-Services on their behalf.

You will need to authorise yourself (or your staff) via Corppass to submit the donation information to IRAS electronically on behalf of your organisation.

Understand your Corppass role:



Steps to Complete Authorisation

Step 1: Register a Corppass Admin Account

You are required to be registered as a Corppass Admin before you can proceed with the authorisation. Only the Registered Officer (RO) or the Admin nominated by the RO can register for a Corppass Admin account.

If you are an RO (i.e. Sole-Proprietor, Partner, Director or Corporate Secretary), refer to https://www.corppass.gov.sg/help/CP_User_Guide_01_RO_Corppass_Admin_Registration.pdf
Or

- If you are nominated as the Corppass Admin, refer to https://www.corppass.gov.sg/help/CP_User_Guide_03A_Admin_Corppass_Admin_Registration_Singapore_Entities.pdf

Get your RO to approve the Corppass Admin account

https://www.corppass.gov.sg/help/CP_User_Guide_02_RO_Manage_Corppass_Administrator_Account.pdf

Step 2: Create Corppass User Account

Skip this step if your CorpPass Admin is the person transacting with IRAS.

- Else, refer to https://www.corppass.gov.sg/help/CP_User_Guide_04A_Admin_Subadmin_Create_and_Manage_Corppass_Accounts.pdf

Step 3: Assign IRAS' digital services to your organisation and user

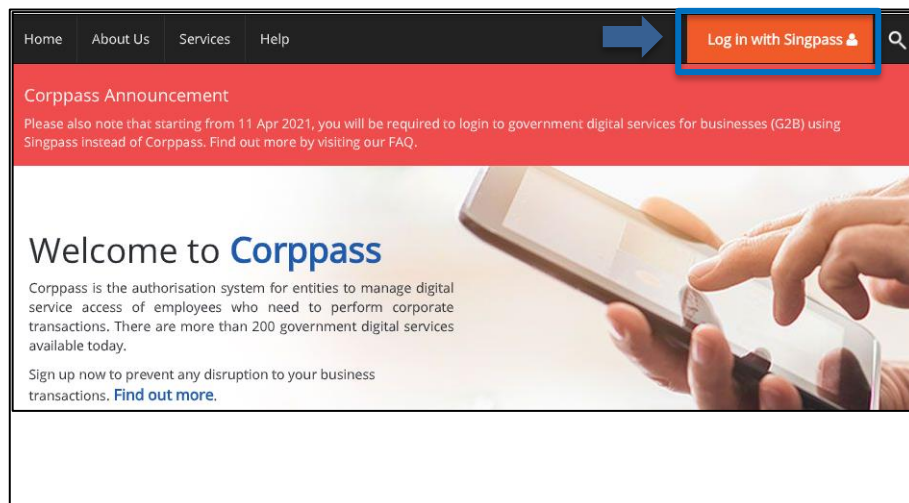
- Corppass Admin refer to [Page 5 to 9 of this guide.](#)

Note: To check who is your Corppass Admin, go to www.corppass.gov.sg > Services > Find Your Corppass Admin

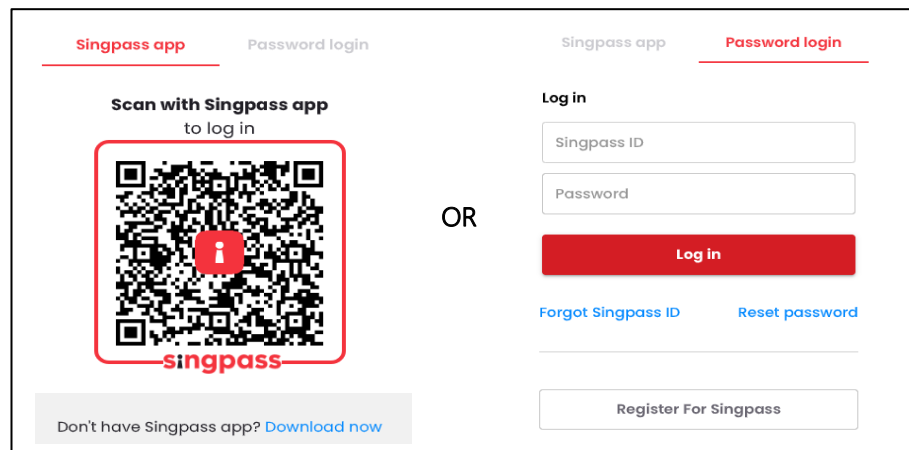
Assign IRAS' Digital Services to Organisation

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User



- Go to www.corppass.gov.sg
- Select <Login With Singpass>.

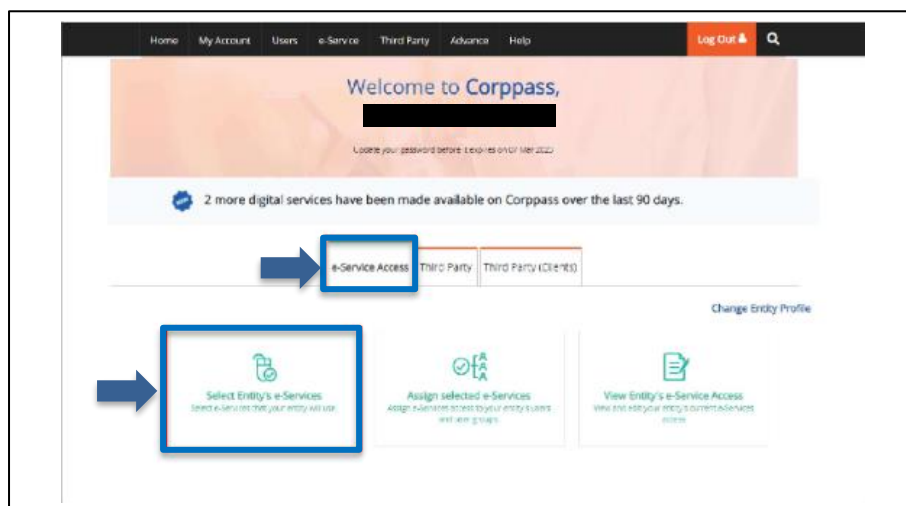


- Login using:
- Singpass App, or
 - Password login

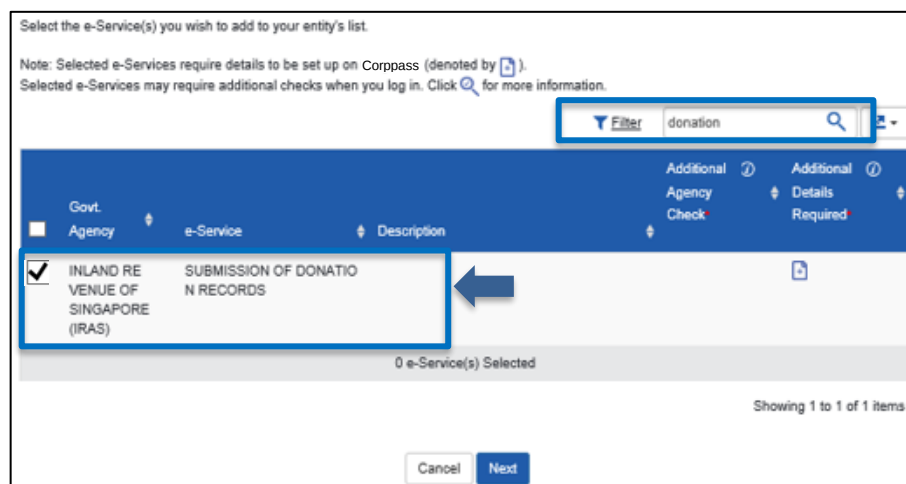
Assign IRAS' Digital Services to Organisation

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User

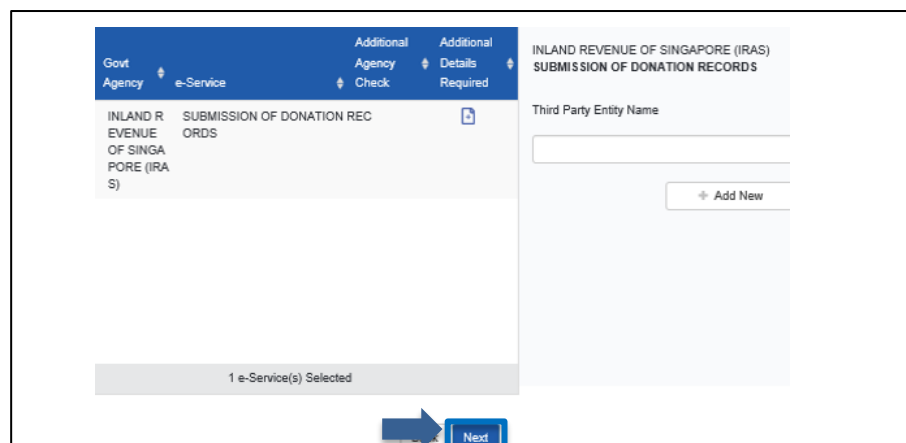


Select <e-Service Access> tab and click <Select Entity's e-Services>.



- Check the box next to the Submission of Donation Records e-Service.

Note: You may use  or  to filter or search for the e-Service.



Click <Next>.

Assign IRAS' Digital Services to Organisation

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User

Verify Selected e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS) • SUBMISSION OF DONATION RECORDS



Confirm the details of the e-Service that you have selected.

Click <Submit>.



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)

[Assign selected e-Services](#)

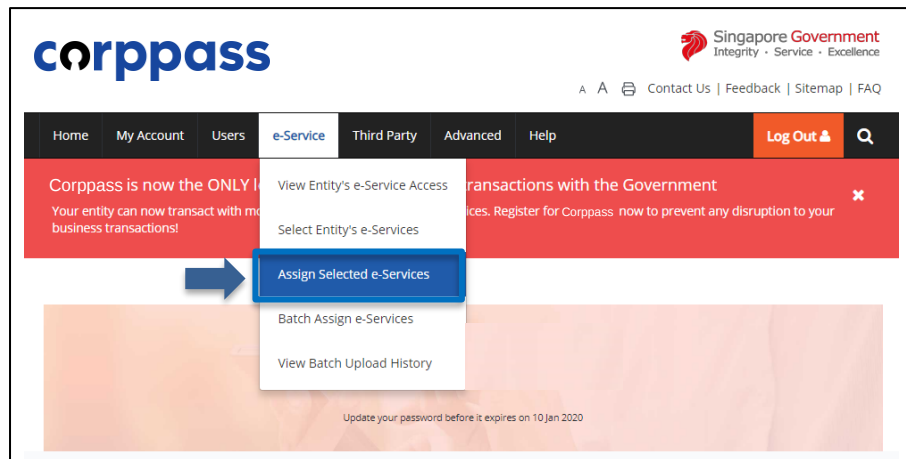
A confirmation message will be displayed.

Note: To continue with assigning IRAS' Digital Services to Corppass Admin or User, click on <Assign selected e-Services>.

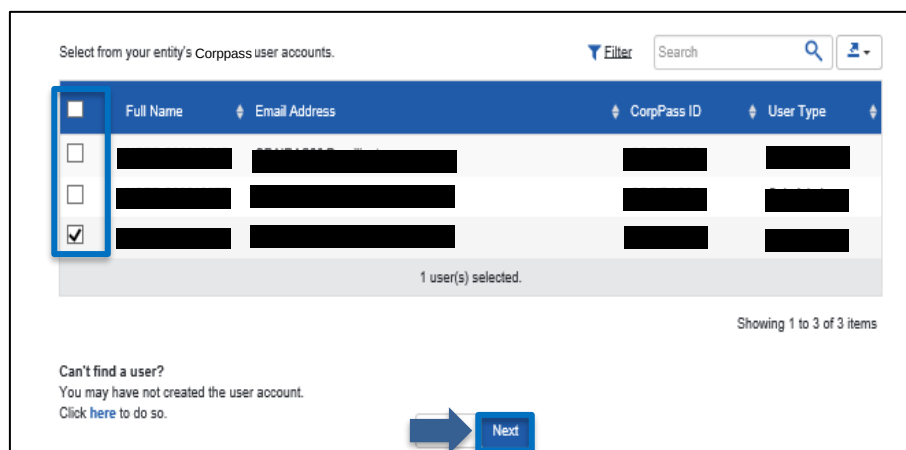
Assign IRAS' Digital Services to Corppass Admin/ User

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User



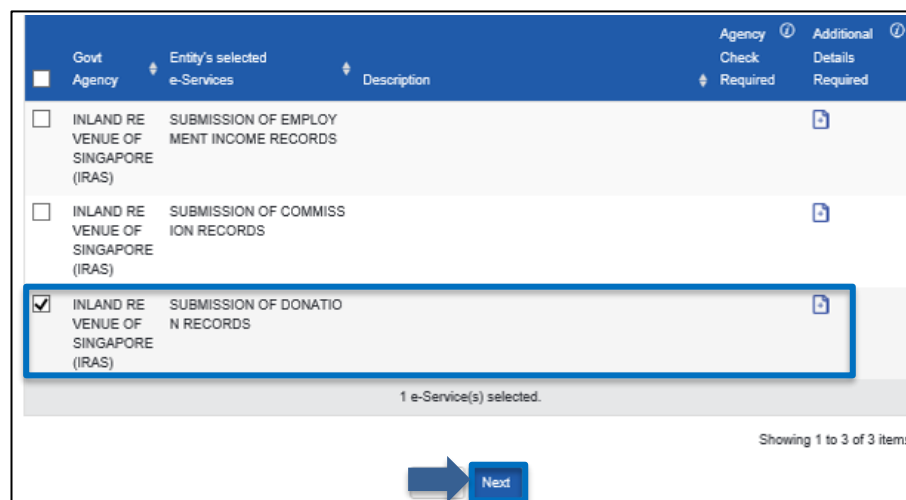
- Select <e-Service> and click <Assign Selected e-Services>.



Select the user(s) to assign the e-Service access to.

Click <Next>.

Note: If you wish to assign different digital service access for specific users, you will have to assign them individually.



Select the <Submission of Donation Records>.

Click <Next>.

Assign IRAS' Digital Services to Corppass Admin/ User

1. Assign IRAS' Digital Services to Organisation

2. Assign IRAS' Digital Services to Corppass Admin / User

Govt Agency: INLAND REVENUE OF SINGAPORE (IRAS)

Entity's selected e-Services: SUBMISSION OF DONATION RECORDS

Agency Check Required: [X]

Additional Details Required: [X]

1 e-Service(s) selected.

Role: Approver

Role Description: Approver

Authorisation Effective Date: []

Authorisation Expiry Date: []

Next

- Select the <Role> as 'Approver' and enter the <Authorisation Effective Date>.
- Leave the <Authorisation Expiry Date> blank.
- Click <Next>.

Note:

Only staff who has been authorised with the "Approver" role for 'Submission of Donation Records' will be able to submit the records via myTax Portal.

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)

SUBMISSION OF DONATION RECORDS

Role: Approver

Authorisation Effective Date: 01/08/2018

Authorisation Expiry Date: 31/12/9999

Submit

- Confirm the details of the assigned e-Services.
- Click <Submit>.

 You have assigned e-Service(s) to your user(s).

Return to Homepage

A confirmation message will be displayed.

Contact Information

For enquiries on this user guide, please call 1800 356 8015 or email data_mgmt@iras.gov.sg.

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