



## AUTHORISATION FORM FOR CORPPASS REGISTERED OFFICER

I, \_\_\_\_\_ hereby authorise \_\_\_\_\_  
(Chairman/Trustee's Name) (Registered Officer's Name)

to be the Registered Officer of \_\_\_\_\_.  
(Name of Charity)

UEN No\*: \_\_\_\_\_

Chairman/Trustee Granting Access\*

Registered Officer

Name: \_\_\_\_\_

Name: \_\_\_\_\_

NRIC: \_\_\_\_\_

NRIC: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Personnel Granting Access must be a Chairman, Vice-Chairman or equivalent of the organisation, who is currently serving the term of office. The Chairman, Vice-Chairman or equivalent shall bear the responsibility for authorising the personnel to be the CorpPass Registered Officer for the organisation. The Registered Officer must be an existing Board Member or Trustee.*

Please return this form to the Charities Unit, Ministry of Culture, Community and Youth at **fax no: 6837 8090** or **email: [MCCY\\_Charities@mccy.gov.sg](mailto:MCCY_Charities@mccy.gov.sg)**.

**NOTE:**

1. Charities are required to submit an *Authorisation Form for Charity Portal Access* in order to transact via the Charity Portal as a CorpPass Administrator or User. For more information about CorpPass, please visit [www.corppass.gov.sg](http://www.corppass.gov.sg) or contact the CorpPass Helpdesk via e-mail at [support@corppass.gov.sg](mailto:support@corppass.gov.sg) or call 6643 0577.
2. This form is only applicable for charities where MCCY is the issuance agency (e.g. T123CC456X). For charities where ROS or ACRA is the issuance agency, please contact CorpPass Helpdesk at [support@corppass.gov.sg](mailto:support@corppass.gov.sg).