



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*

Name: _____

NRIC: _____

Designation: _____

Contact No.: _____

Email: _____

Signature: _____

Date: _____

Corppass Registered Officer (RO)

Name: _____

NRIC: _____

Designation: _____

Contact No.: _____

Email: _____

Address: _____

Signature: _____

Date: _____

NOTE:

1. 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 RO for the organisation. The RO must be an existing Board Member or Trustee.
2. Please submit this form via the Charity Portal e-Services:
 - For new charity applicant set-up as Trust/Fund – Application for Registration as a Charity Status;
 - For existing charities where MCCY is the UEN Issuance Agency (e.g. UEN middle suffix is “CC” such as T123CC456X) – Update Charity Profile for Governing Board Members, Trustees and Key Officers.
3. For any queries, please contact the Charities Unit, Ministry of Culture, Community and Youth at 6337 6597 or MCCY_Charities@mccy.gov.sg .
4. The Corppass RO will be able to provide the approval when the Charity applies for a Corppass Administrator account in Corppass website. For more information about Corppass, please visit www.corppass.gov.sg or contact the Corppass Helpdesk via e-mail at support@corppass.gov.sg or call 6335 3530.
5. For charities whereby ACRA or ROS is the issuance agency, please reach out to them respectively via <https://www.acra.gov.sg/contact-us> or <https://www.mha.gov.sg/mha-e-services/ros/registered-societies> .