BCA BC BMSC/CIR/2021/7   Building Plan & Management Group

12 May 2021

Management Corporation
Chairperson/ Secretary/ Council Members

Dear Sir/Madam

ACCESS TO BCA's BUILDING MAINTENANCE & STRATA MANAGEMENT (BMSM) PORTAL VIA CORPPASS LOGIN

Corppass, managed by Government Technology Agency (GovTech), is a corporate digital identity for businesses and other entities (such as non-profit organisations and associations) to transact with Government agencies online.

2.   As part of the Smart Nation objectives and the Government's aim to create secure and reliable digital services for citizens and businesses, with effective from 12 May 2021, the MCST has the option to access the BMSM Portal for submission of their annual general meeting returns via Corppass. To use Corppass, MCST must first obtained their Corppass's account from GovTech. For more details on Corppass registration, please refer to https://www.corppass.gov.sg/corppass/common/findoutmore.

3.   MCSTs who presently login to BMSM Portal via existing user id and password issued by BCA are strongly encouraged to use Corppass as the login mechanism to BMSM Portal. We have also prepared a set of FAQs to assist MCSTs in the Corppass registration and integration (see attached FAQs).

4.   Thank you.

Building Management Department
Building and Construction Authority

CORPPASS INTEGRATION TO BMSM PORTAL FAQS_____

1. GENERAL

1.1 What is Corppass?

Singapore Corporate Access (or Corppass) is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions.

Individuals who need to transact in a business capacity with the government are required to be UEN-registered and thus be eligible for Corppass.

2. INTEGRATION OF CORPPASS TO BMSM PORTAL

2.1 When will this integration be taking place?

With effective from 12 May 2021, MCSTs have the option to access the BMSM Portal for their annual meeting returns via Corppass.

2.2 What action is required from the MCST to use Corppass and how do I apply?

To access of the BMSM Portal via Corppass, MCST must first obtained their Corppass's account from GovTech. For more details on Corppass registration, please refer to https://www.corppass.gov.sg/corppass/common/findoutmore.

2.3 Where can I find out more details on Corppass registration?

Please refer to https://www.corppass.gov.sg/corppass/common/findoutmore for more details on Corppass registration.

2.4 Who should be the person to apply for Corppass login?

The council can decide on who to appoint as the Corppass Administrator. It can be any person(s) from the council or management agent.

2.5 How do I use Corppass to login to BMSM Portal?

You can follow the steps below:

i)   First, you will need login to BMSM portal using the login credentials (i.e. the user id and password) issued to the MCST by BCA previously. If you don't have them, you can request by filing out the nomination form at https://www.bca.gov.sg/bmsm_eservice/).

ii)   Upon login, you will be prompted to provide your NRIC no. to register yourselves in BMSM portal. The BMSM portal will then be linked to Corppass to verify your NRIC no. against their record.

iii)   If the NRIC no. provided matched with Corppass's record, a pop-up message "Added Successfully" will be shown and you will be given the option on whether you want to use Corppass for your next login to the BMSM Portal. Please select your preference.

2.6 If MCST has opt for Corppass login, must I use it to login to BMSM Portal in the future?

Yes, MCST will need to login using Corppass to login to BMSM Portal. The system will inform you that your account has been linked with Corppass already and you are required to login via Corppass.

2.7 The MCST's Corppass Administrator has lost my password or the Corppass Administrator need to be changed. How do I go about it?

You may refer to 2.2 above for change of Corppass Admin, where necessary. MCST can change the nominated Admin any time.

2.8 Can MCST choose not to use Corppass to login to the BMSM Portal?

At the moment, MCST can still login the BMSM Portal system using the user id and password issued to the MCST. However, MCST is strongly encouraged to use Corppass as the means to login the system.

3. OTHERS

3.1 Where can I get help if I require assistance on Corppass?

To find out more about the functionalities on Corppass, refer to Corppass User Guides via https://www.corppass.gov.sg/corppass/common/userguides.

Alternatively, you may contact the Corppass Helpdesk at +65 6643 0577 or email support@corppass.gov.sg.

3.2 Where can I get help on the BMSM Portal system?

Please write to us via BCA Feedback form (https://www.bca.gov.sg/feedbackform/) and indicate your contact details, description and screen capture of the issue. Alternatively, you may dial our customer service hotline at 1800-342-5222 and we will direct you to the right person.