

# USER GUIDE

## Singapore-Shanghai Business Registration Initiative

A joint initiative by:



INFOCOMM  
MEDIA  
DEVELOPMENT  
AUTHORITY



ACCOUNTING AND CORPORATE  
REGULATORY AUTHORITY



SINGAPORE  
ACADEMY  
OF LAW

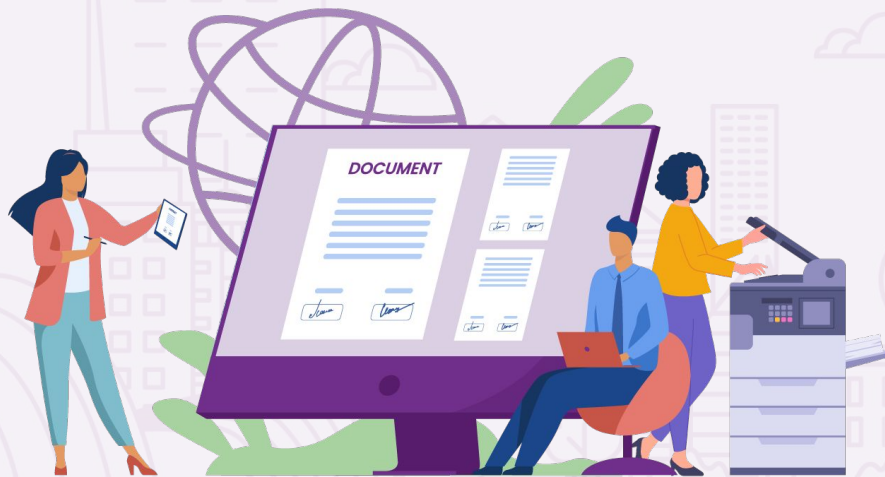


ACCREDITIFY



SHANGHAI Electronic  
Certification Authority

SHANGHAI MUNICIPAL  
ADMINISTRATION FOR  
MARKET REGULATION



# Table of Contents

|    |                                     |       |
|----|-------------------------------------|-------|
| 01 | Introduction                        | Pg 3  |
| 02 | User Guide: The Application Process | Pg 5  |
| 03 | Support and Contact Information     | Pg 41 |

# What is the Singapore-Shanghai Business Registration Initiative?

Singapore-based enterprises seeking to establish a presence in Shanghai, China, may now benefit from a faster, more secure cross-border business registration process. By leveraging verifiable digital credentials, the initiative enables the fully digital, fraud-resistant authentication of required identity attributes and documents, significantly reducing processing time and eliminating the need for manual verification and hard-copy submissions.



# Benefits for Singapore Businesses

## EFFICIENT

**Cuts cross-border data authentication and document signing from ~1 month to 1 week**

Digital verification means less paperwork, fewer physical processes and quicker processing time.

## SECURE

**Increases assurance that stakeholders involved are legitimate and data is authentic**  
Digital credentials attest to a representative's authorisation to act on behalf of the company and help verify the data source, validity and potential tampering.

## GREATER MARKET ACCESS

**Makes it easier for businesses to invest and operate across borders**

More trusted and efficient cross-border document verification reduces friction and helps businesses enter new markets more quickly.



# 02

## User Guide: The Application Process

# Eligibility

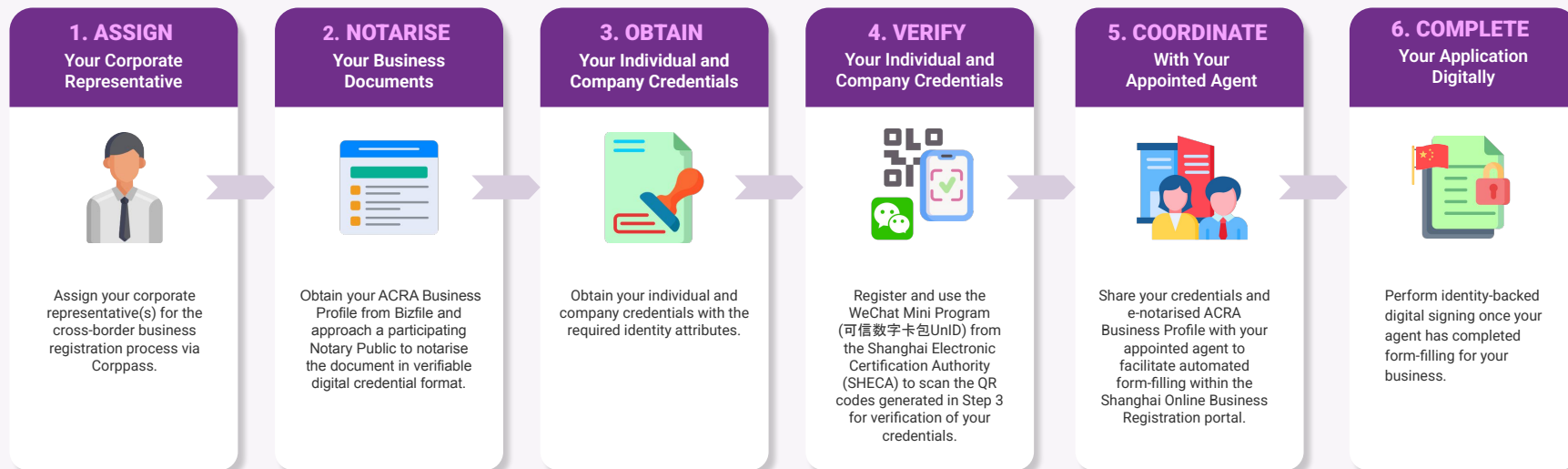
Live company registered with ACRA with:

- At least one Corppass Admin with access to Corppass
- An authorised corporate representative for the cross-border business registration application who is a Singaporean citizen with access to Singpass and Corppass



# At A Glance

There are only six steps in this seamless digital experience, using verifiable digital credentials.



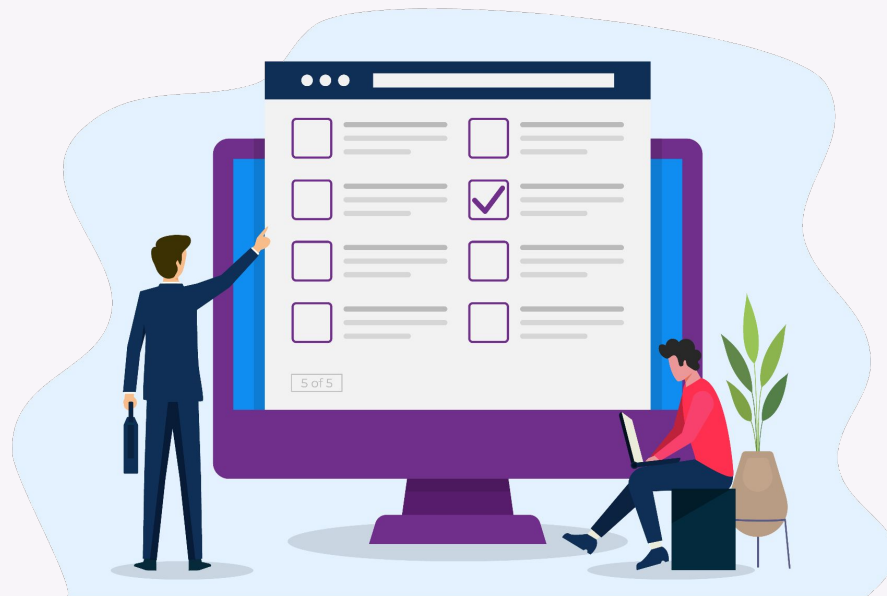
**Note:** You may wish to work with a qualified agent — appointed by the Shanghai Municipal Administration for Market Regulation (SMAMR) — prior to Steps 1 and 3 to ensure as streamlined an experience as possible. Please refer to pages 8 and 21 for further details. If you require assistance engaging an agent, you can contact the relevant District Office under SMAMR using the contact information available via <https://www.imda.gov.sg/how-we-can-help/singapore-shanghai-business-registration-initiative>.

# Before You Begin

Consider engaging a qualified agent appointed by the Shanghai Municipal Administration for Market Regulation (SMAMR).

Working with an agent early will help you prepare thoroughly for the online application. When the agent assists you in Step 5, the process can be as streamlined as possible. This will allow your authorised corporate representative to maximise the use of the credentials obtained from Step 3 across the rest of the process, before the credentials expire after 24 hours.

If you require assistance engaging an agent, you can contact the relevant District Office under SMAMR using the contact information available via <https://www.imda.gov.sg/how-we-can-help/singapore-shanghai-business-registration-initiative>.

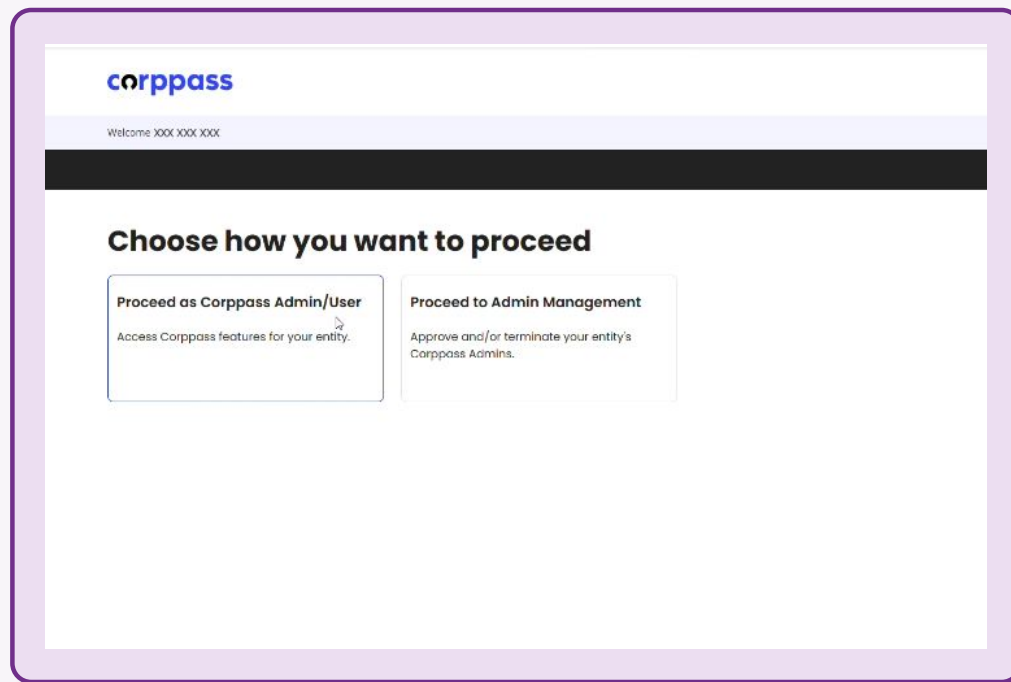


# 1. ASSIGN Your Corporate Representative

1A

Log-in to the Corppass website at [www.corppass.gov.sg](http://www.corppass.gov.sg).

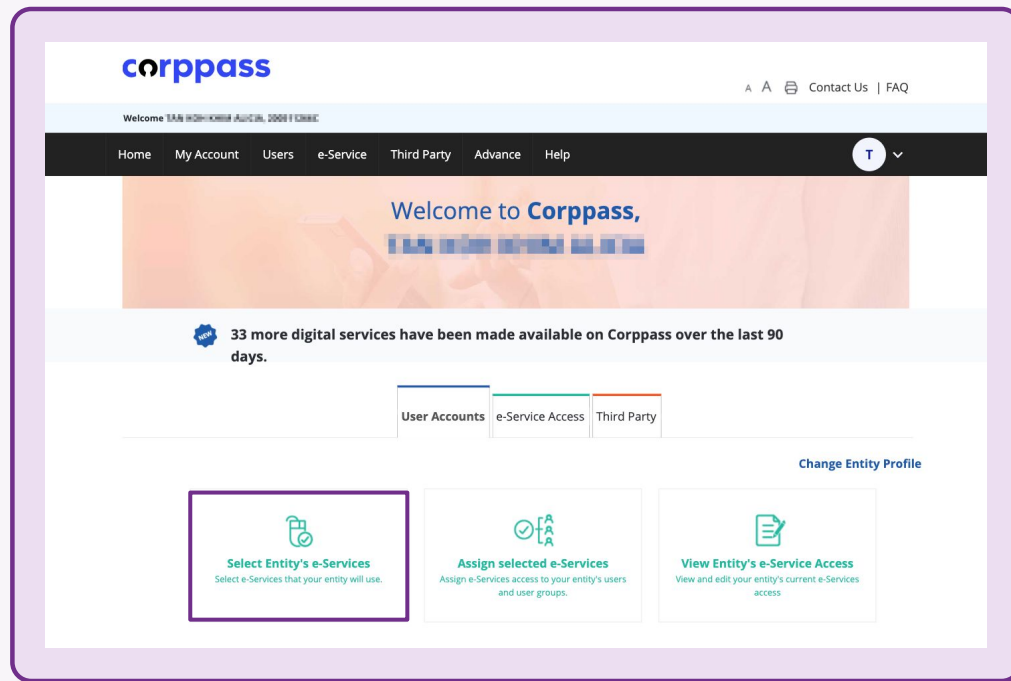
Click '**Proceed as Corppass Admin/User**' to enter the home page.



# 1. ASSIGN Your Corporate Representative

1B

On the home page, click '**Select Entity's e-Services**' under '**e-Service Access**'.

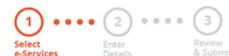


# 1. ASSIGN Your Corporate Representative

1C

Search '**IMDA-VC-PILOTS**' from the menu of e-Services.

## Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ).

Selected e-Services may require additional checks when you log in. Click for more information.

Filter imda-vc

| <input checked="" type="checkbox"/> | Govt. Agency                                           | e-Service      | Description                                                                                                                                                                                                                                                            | Additional Agency Check | Additional Details Required |
|-------------------------------------|--------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA) | IMDA-VC-PILOTS | Facilitate the issuance of business-related verifiable credentials to corporate representatives. This initiative is part of efforts by IMDA's Digital Identity and Verifiable Credentials team to pilot the value and feasibility of verifiable credential technology. |                         |                             |
| 1 e-Service(s) Selected             |                                                        |                |                                                                                                                                                                                                                                                                        |                         |                             |

Showing 1 to 1 of 1 items

# 1. ASSIGN Your Corporate Representative

**1D** Select 'IMDA-VC-PILOTS' to be assigned, click 'Next'.

**1E** Confirm the selection of IMDA-VC-PILOTS e-Service and proceed to submit.

### Select Entity's e-Services

1

2

3

Select e-ServicesEnter DetailsReview & Submit

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ). Selected e-Services may require additional checks when you log in. Click  for more information.

Filter

imda-vc

| Govt. Agency                        | e-Service      | Description                                                                                                                                                                                                                                                            | Additional Agency Check                                                             | Additional Details Required                                                         |
|-------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | IMDA-VC-PILOTS | Facilitate the issuance of business-related verifiable credentials to corporate representatives. This initiative is part of efforts by IMDA's Digital Identity and Verifiable Credentials team to pilot the value and feasibility of verifiable credential technology. |  |  |

1 e-Service(s) Selected

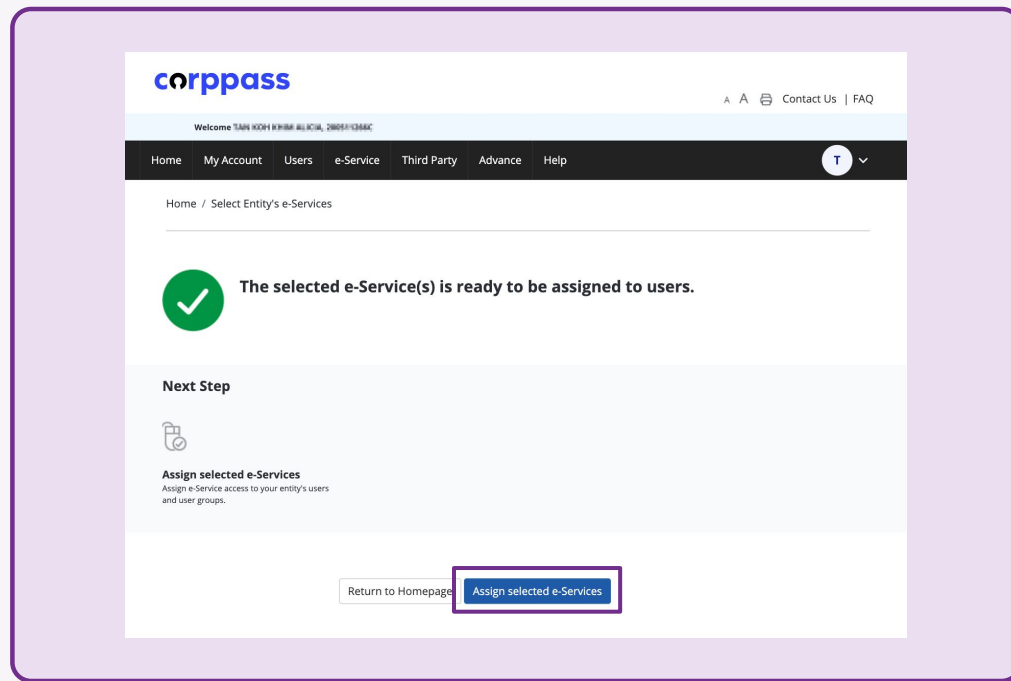
Showing 1 to 1 of 1 items

CancelNext

# 1. ASSIGN Your Corporate Representative

1F

Click '**Assign selected e-Services**' to assign the Corppass user who will be your authorised corporate representative for the Singapore-Shanghai business registration process.



# 1. ASSIGN Your Corporate Representative

1G

You may select more than one user from your company. After you are done, click **'Next'**.

### Assign Selected e-Services

1

2

3

4

Select UsersSelect e-ServicesEnter DetailsReview & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.

Filter

Search

|                                     | Full Name          | Email Address      | User Type |
|-------------------------------------|--------------------|--------------------|-----------|
| <input checked="" type="checkbox"/> | THAI KONG KONGKONG | thai.kong@corp.com | Admin     |
| <input type="checkbox"/>            | Sub Admin          | subadmin@corp.com  | Sub-Admin |
| <input type="checkbox"/>            | User               | user@corp.com      | User      |

1 user(s) selected.

Showing 1 to 3 of 3 items

**Can't find a user?**  
You may have not created the user account.  
Click [here](#) to do so.

Cancel

Next

# 1. ASSIGN Your Corporate Representative

1H

Search for **'IMDA-VC-PILOTS'** and select the e-Service. Click **'Next'**.

**Assign Selected e-Services**

☒ Select Users
 ☒ **2 Select e-Services**
☐ 3 Enter Details
 ☐ 4 Review & Submit

Assign Selected e-Service(s) to  
 1 Selected User(s) [+](#)

Assign from selected e-Service(s). Filter imda-vc

| Govt Agency                                                                                | Entity's selected e-Services | Description                                                                                                                                                                                                                                                            | Agency Check Required | Additional Details Required |
|--------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------|
| <input checked="" type="checkbox"/> INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA) | IMDA-VC-PILOTS               | Facilitate the issuance of business-related verifiable credentials to corporate representatives. This initiative is part of efforts by IMDA's Digital Identity and Verifiable Credentials team to pilot the value and feasibility of verifiable credential technology. |                       |                             |

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

[Back](#)
[Next](#)

# 1. ASSIGN Your Corporate Representative

11

Enter the '**Authorisation Effective Date**'. You may also enter the optional '**Authorisation Expiry Date**'. Click '**Next**' to proceed.

## Assign Selected e-Services



Assign Selected e-Services to

1 Selected User(s) +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

\* - denotes mandatory fields

| Govt Agency                                            | Entity's selected e-Services | Agency Check Required | Additional Details Required |
|--------------------------------------------------------|------------------------------|-----------------------|-----------------------------|
| INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA) | IMDA-VC-PILOTS               |                       |                             |

1 e-Service(s) selected.

INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA)  
IMDA-VC-PILOTS

No additional details required.

Authorisation Effective Date \*

Oct 2026

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Back Next

# 1. ASSIGN Your Corporate Representative

1J

Confirm and click **'Submit'**.

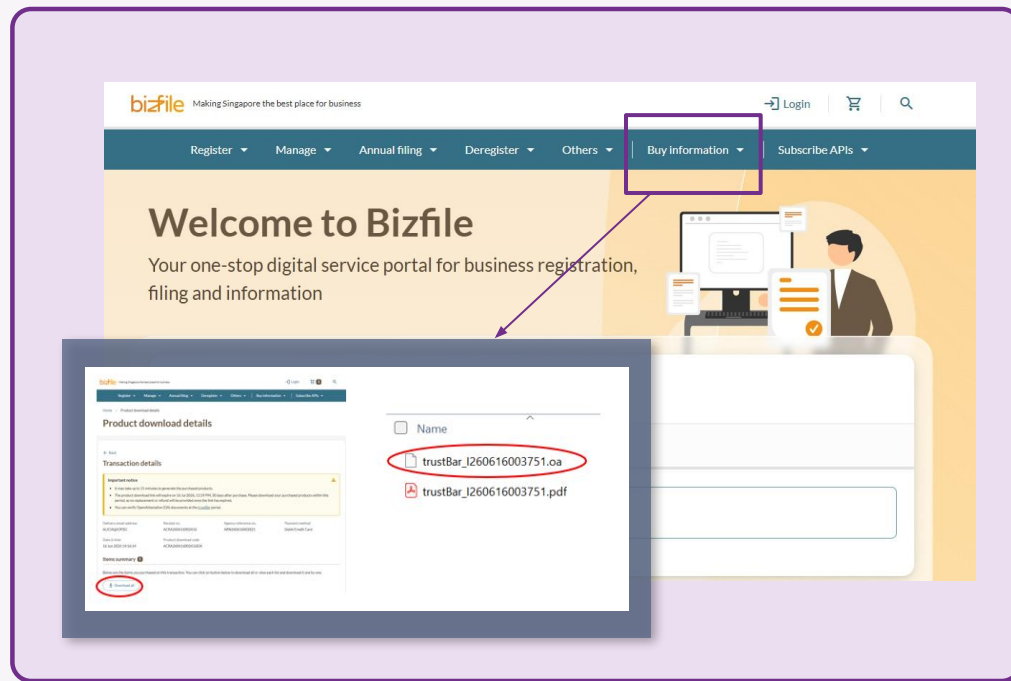
The screenshot shows the Corppass web portal. At the top, it says 'A Singapore Government Agency Website' with a 'How to Identify' link. The Corppass logo is prominent. Below the logo, there's a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, and Help. A user profile icon with the letter 'T' is on the right. The main content area is titled 'Assign Selected e-Services'. It features a progress bar with four steps: 'Select Users' (checked), 'Select e-Services' (checked), 'Check Details' (checked), and 'Review & Submit' (active, indicated by a red circle with a white '4'). Below the progress bar, it says 'Verify the following details.' and '1 Selected Users' with a plus icon. Under 'Selected e-Services', there are two items: 'INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA)' and 'IMDA-VC-PILOTS'. The 'IMDA-VC-PILOTS' item shows 'Authorisation Effective Date' as 14/10/2026 and 'Authorisation Expiry Date' as 31/12/9999. At the bottom right, there are 'Back' and 'Submit' buttons. The footer contains links for 'Report Vulnerability', 'Privacy Statement', and 'Corppass Agreement', along with copyright information: '© 2024 Government of Singapore. Last updated on June 2024.'

## 2. NOTARISE Your Business Documents

2A

Purchase your Business Profile from the ACRA website at [www.bizfile.gov.sg](http://www.bizfile.gov.sg).

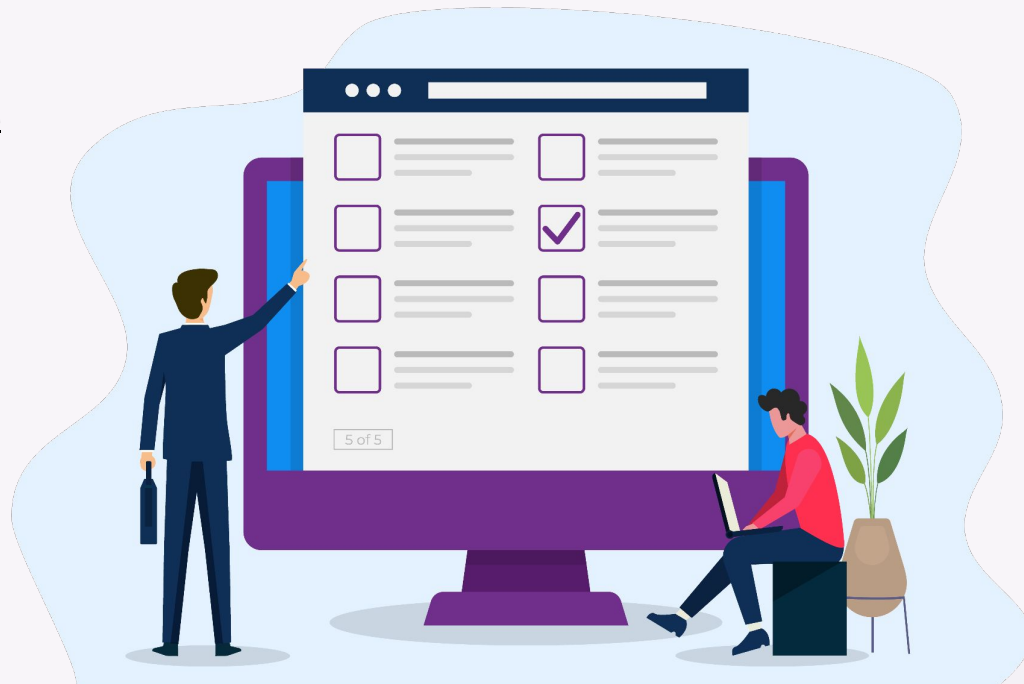
You will be able to retrieve your Business Profile upon successful payment.



## 2. NOTARISE Your Business Documents

2B

Visit <https://www.imda.gov.sg/how-we-can-help/singapore-shanghai-business-registration-initiative> for a list of participating Notaries Public in Singapore who can notarise your ACRA Business Profile electronically.

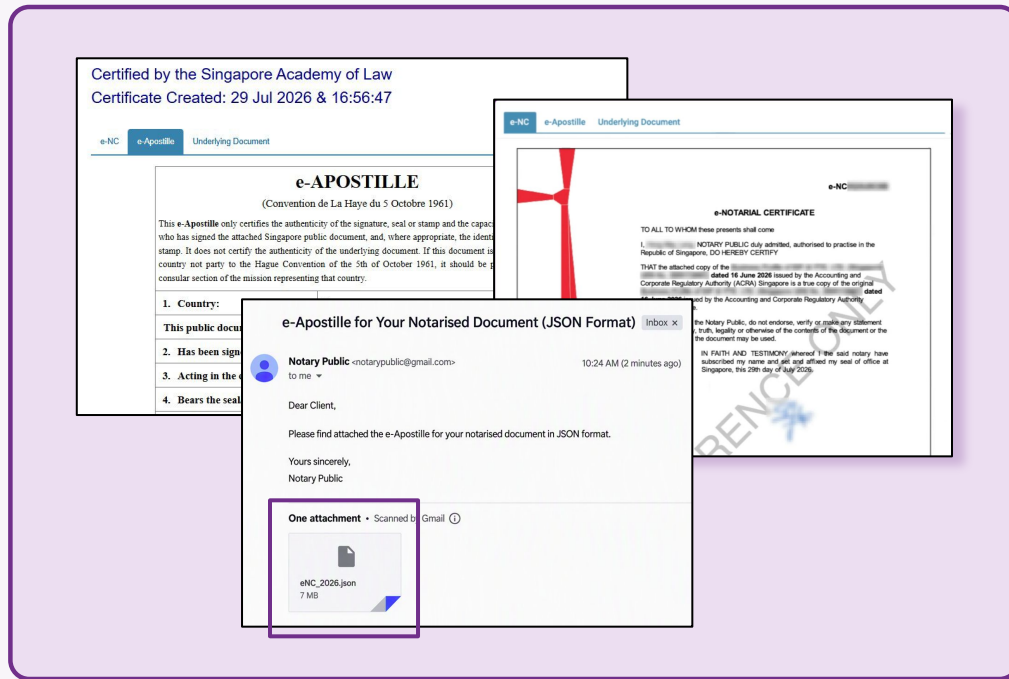


## 2. NOTARISE Your Business Documents

2C

Contact your selected Notary Public, by email or phone, to request the service. Forward your ACRA Business Profile containing the embedded QR codes to the Notary Public, and make payment.

Following this, you should receive an email from your Notary Public with an attachment containing your e-Notarial Certificate, your e-Apostille and the underlying document. Download the JSON file attachment for later use.



### 3. OBTAIN Your Individual and Company Credentials

#### Please Note Before Proceeding



The following Steps 3 – 6 need to be performed by the authorised corporate representative assigned in Step 1.



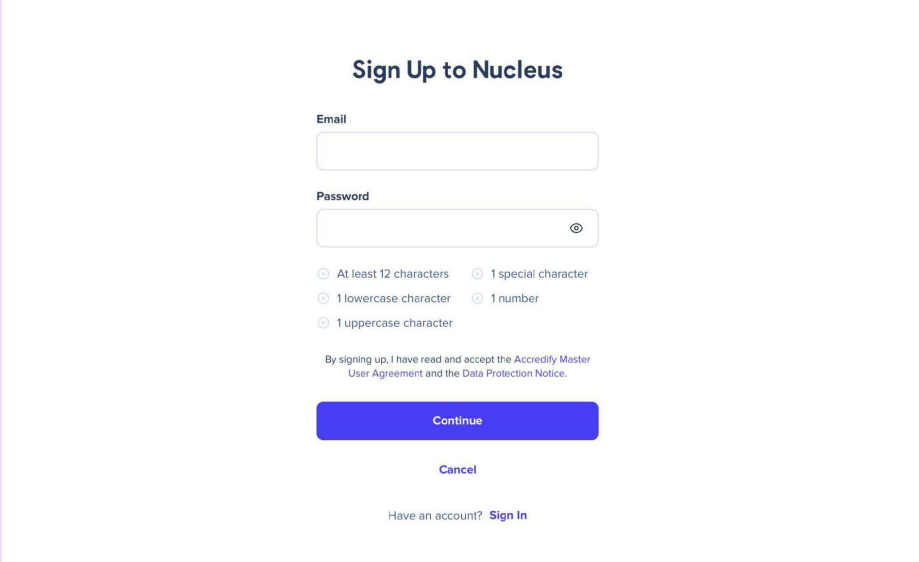
As the credentials issued in Step 3 are valid for only 24 hours, please coordinate with the SMAMR-appointed agent to stand by for Step 5. This will help streamline the rest of the process, for which your credentials are needed. If that is not possible, the credentials can easily be refreshed by repeating the steps under Step 3.

### 3. OBTAIN Your Individual and Company Credentials

3A

When you are ready, visit the Accredify website at <https://nucleus.accredify.io/user/login>.

Create an account using your email address, and complete the verification via an email sent to you.



The screenshot shows a web form titled "Sign Up to Nucleus". It contains two input fields: "Email" and "Password". The "Password" field has a toggle icon (an eye) to the right. Below the "Password" field, there are five requirements listed with radio button icons: "At least 12 characters", "1 special character", "1 lowercase character", "1 number", and "1 uppercase character". Below these requirements, there is a line of text: "By signing up, I have read and accept the Accredify Master User Agreement and the Data Protection Notice." At the bottom of the form, there is a blue "Continue" button, a "Cancel" link, and a link for existing users: "Have an account? Sign In".

**Sign Up to Nucleus**

Email

Password

☐ At least 12 characters ☐ 1 special character

☐ 1 lowercase character ☐ 1 number

☐ 1 uppercase character

By signing up, I have read and accept the Accredify Master User Agreement and the Data Protection Notice.

**Continue**

[Cancel](#)

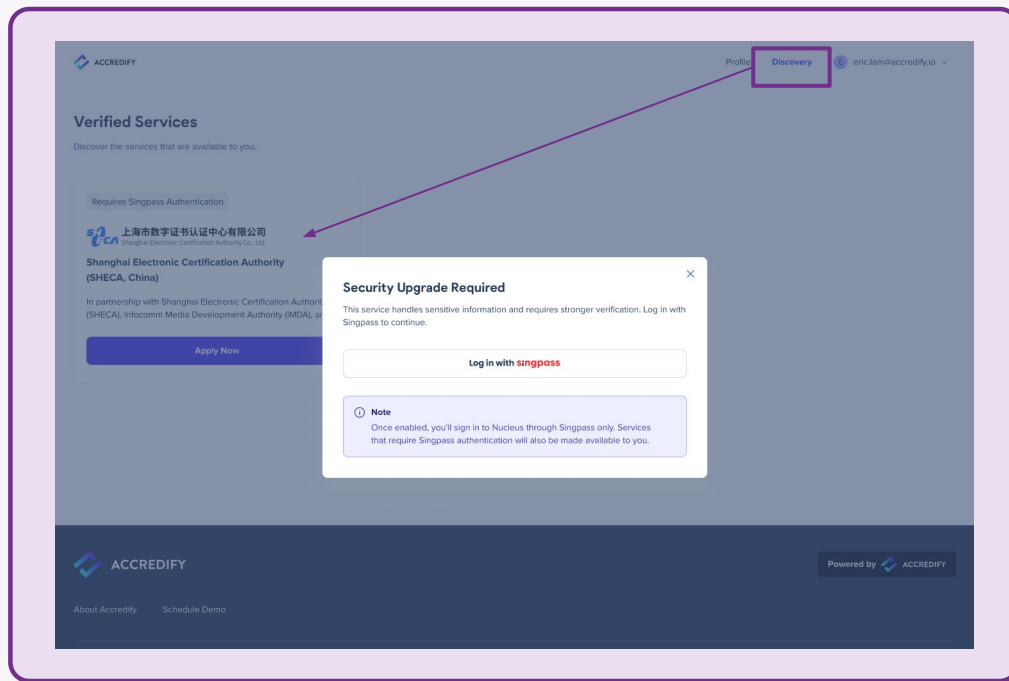
Have an account? [Sign In](#)

### 3. OBTAIN Your Individual and Company Credentials

3B

Upon log-in, under the Discovery tab, find **'Shanghai Electronic Certification Authority (SHECA, China)'**.

Enable Singpass log-in to access **'Shanghai Electronic Certification Authority (SHECA, China)'** as this service requires stronger verification. Do note that you will be required to sign in to Nucleus through Singpass in all subsequent log-ins.



### 3. OBTAIN Your Individual and Company Credentials

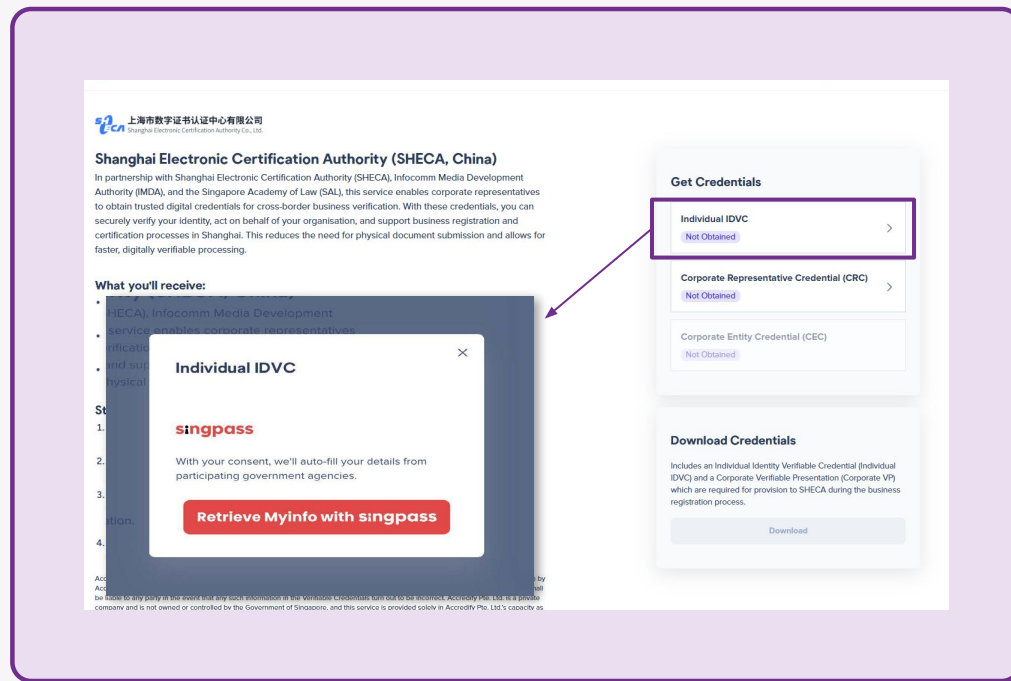
3C

On the '**Get Credentials**' column on the right, select '**Individual IDVC**'.

Use your Singpass to retrieve your information. Do ensure that the mobile number to be included in the Individual Identity Verifiable Credential (IDVC) has your country code, is identical to the mobile number to be used for your WeChat account in the next step, and is able to receive SMSes.

Click '**Complete Application**' to submit your application for your Individual IDVC, which will attest to your identity as the authorised corporate representative.

Refresh the page to check whether your Individual IDVC has been issued successfully.



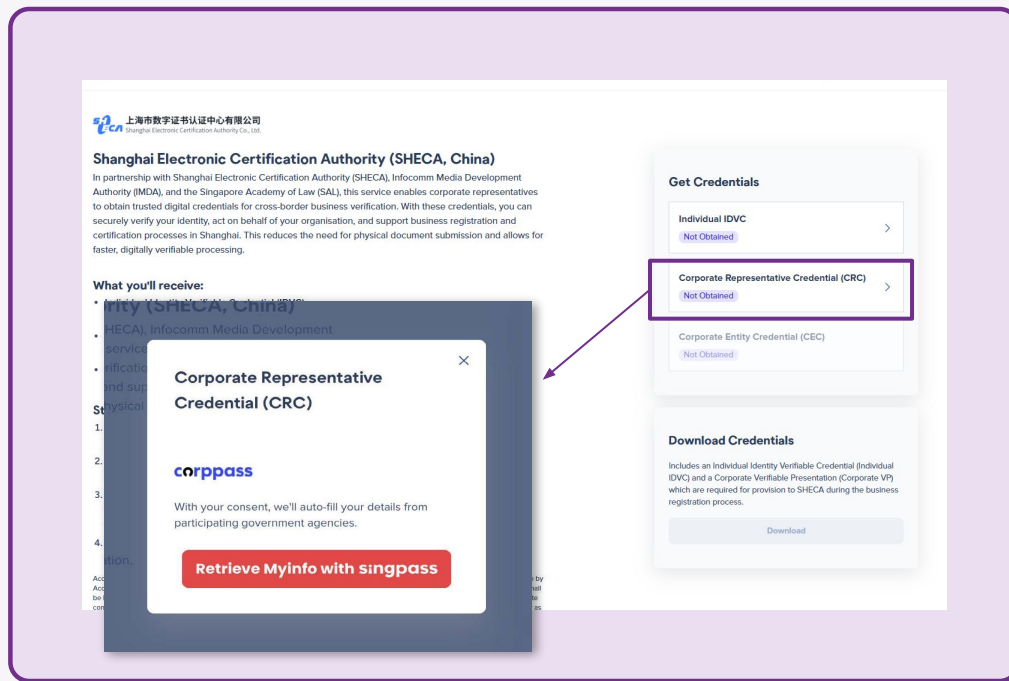
### 3. OBTAIN Your Individual and Company Credentials

3D

Next, select '**Corporate Representative Credential (CRC)**' under the '**Get Credentials**' column.

Use your Singpass to retrieve your information. Click '**Continue**' to submit your application for your CRC and your Corporate Entity Credential (CEC). The CRC attests to your authorisation, as the corporate representative, to act on behalf of your company, while the CEC attests to your company's registered business information.

Refresh the page to check whether your CRC and CEC have been issued successfully.



### 3. OBTAIN Your Individual and Company Credentials

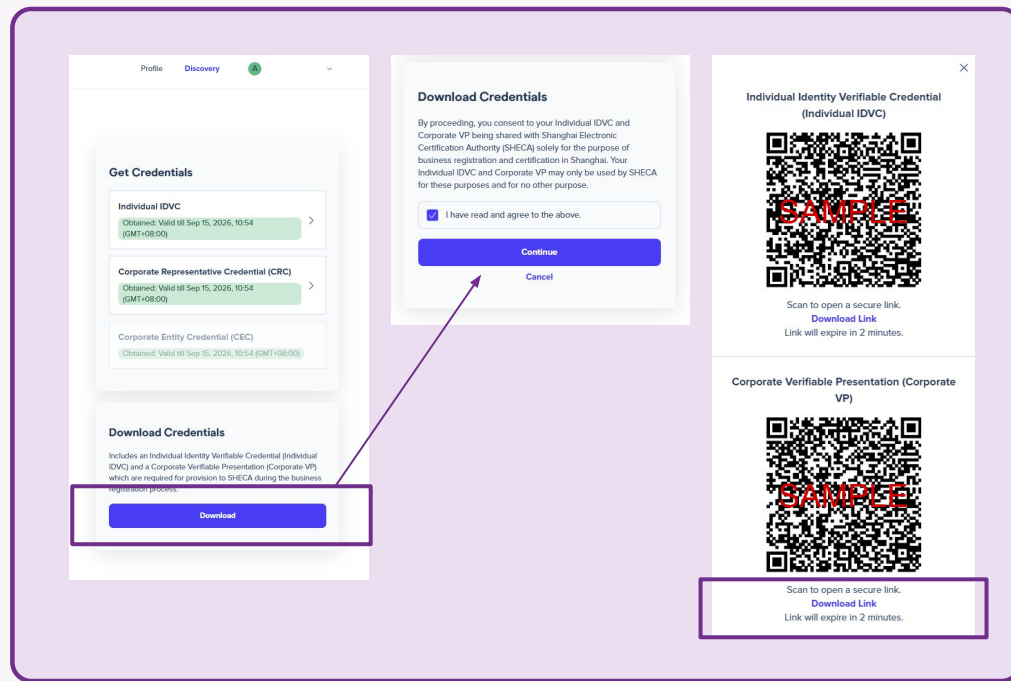
3E

Finally, go to the '**Download Credentials**' box, provide the required consent and click '**Continue**'.

Two QR codes will be generated, for your Individual Identity Verifiable Credential (IDVC) and for your Corporate Verifiable Presentation (Corporate VP). Think of your Corporate Verifiable Presentation as a signed package containing all three credentials.

In addition to the two QR codes, you will also need the Corporate VP in JSON file format. You can do this by clicking '**Download Link**' below the Corporate VP QR code.

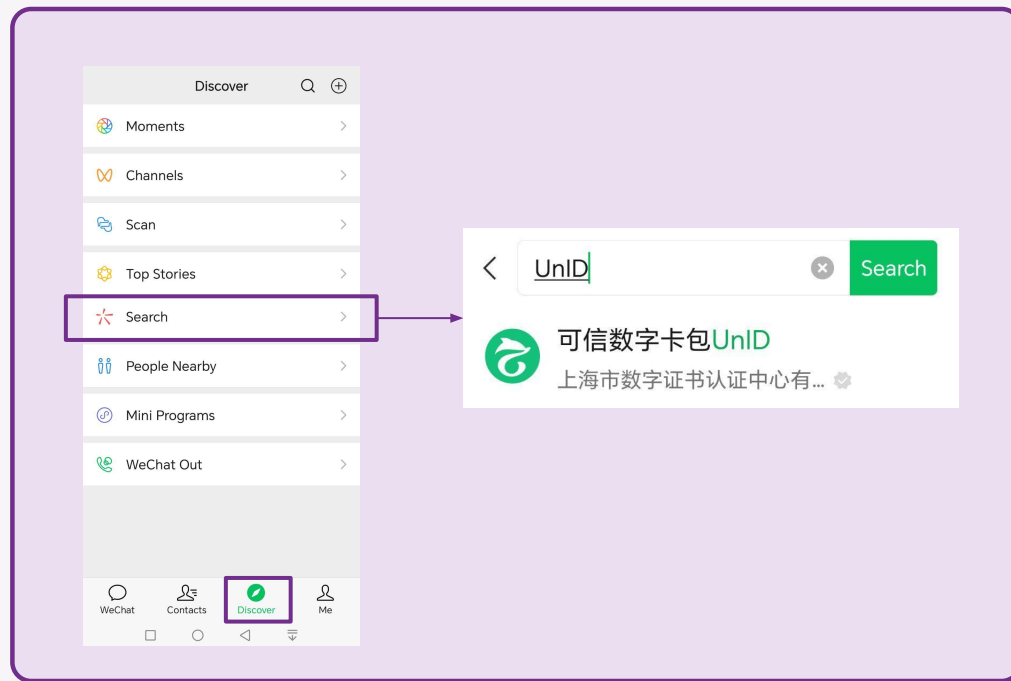
Once done, proceed immediately to the next step.



## 4. VERIFY Your Individual and Company Credentials

4A

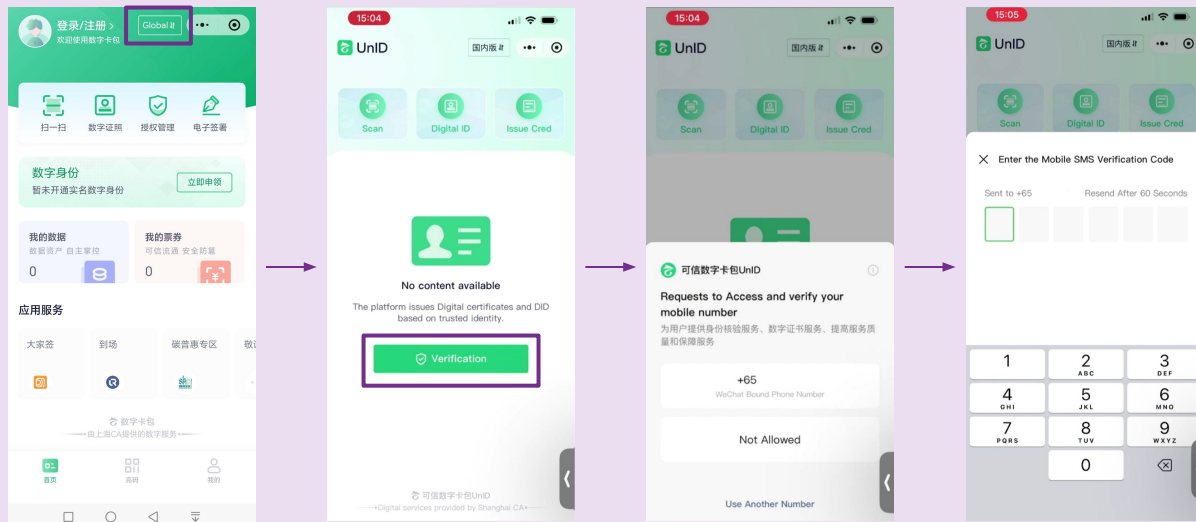
Go to your phone's WeChat app. Under the **'Discover'** tab, search for the mini-program for 可信数字卡包UnID.



## 4. VERIFY Your Individual and Company Credentials

4B

Select this mini-program, and register for an account using the same mobile number used when you requested for the Individual Identity Verifiable Credential (IDVC) in the previous step.



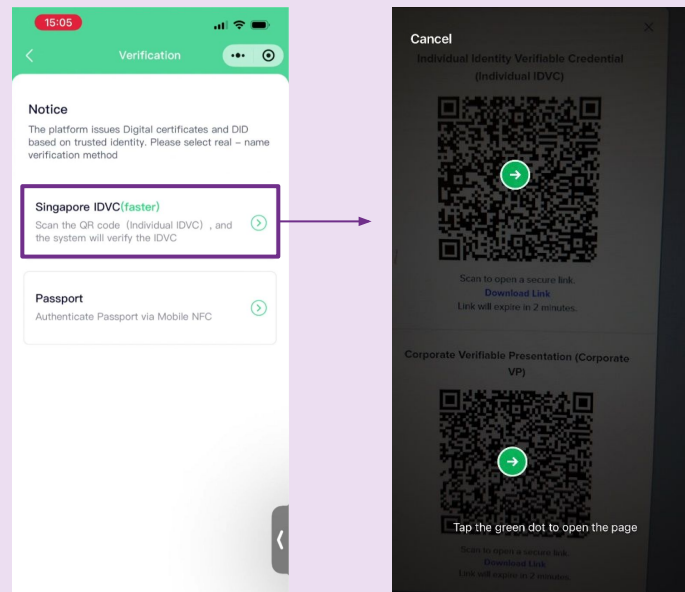
## 4. VERIFY Your Individual and Company Credentials

4C

Once signed in, select **'Singapore IDVC'** and scan the QR code generated on the Accredify Nucleus platform from the previous step.

Ensure the right QR code is being scanned by tapping on the correct green arrow on top.

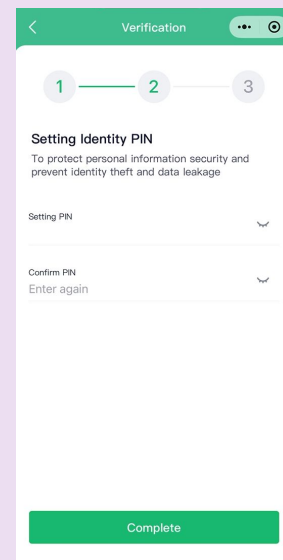
If the QR code does not work, click the link displayed below it.



## 4. VERIFY Your Individual and Company Credentials

4D

Set up a PIN for your personal information security.



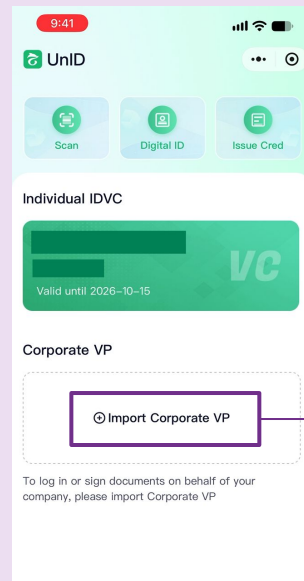
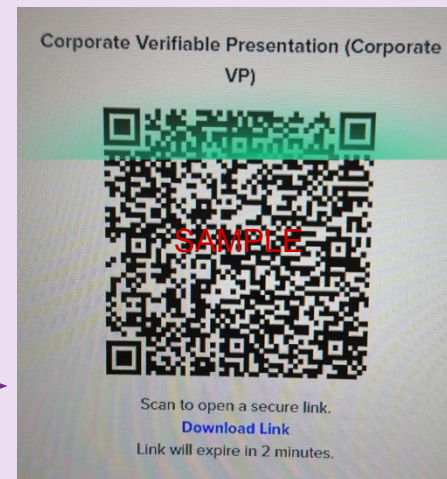
The screenshot shows a mobile app interface for setting a PIN. At the top, a green header bar contains a back arrow, the word 'Verification', and two icons (three dots and a magnifying glass). Below the header, a progress indicator shows three circles numbered 1, 2, and 3, with a line connecting them. Circle 2 is highlighted in green. The main text reads 'Setting Identity PIN' followed by a subtext: 'To protect personal information security and prevent identity theft and data leakage'. There are two input fields: 'Setting PIN' and 'Confirm PIN Enter again', both with a checkmark icon to their right. At the bottom, there is a green button labeled 'Complete'.

## 4. VERIFY Your Individual and Company Credentials

4E

Click on '**Import Corporate VP**', and scan the QR code for your Corporate Verifiable Presentation (Corporate VP) from the Accredify Nucleus platform.

Then confirm the identity and corporate information uploaded, provide the required consent, and click '**Next**' to submit.



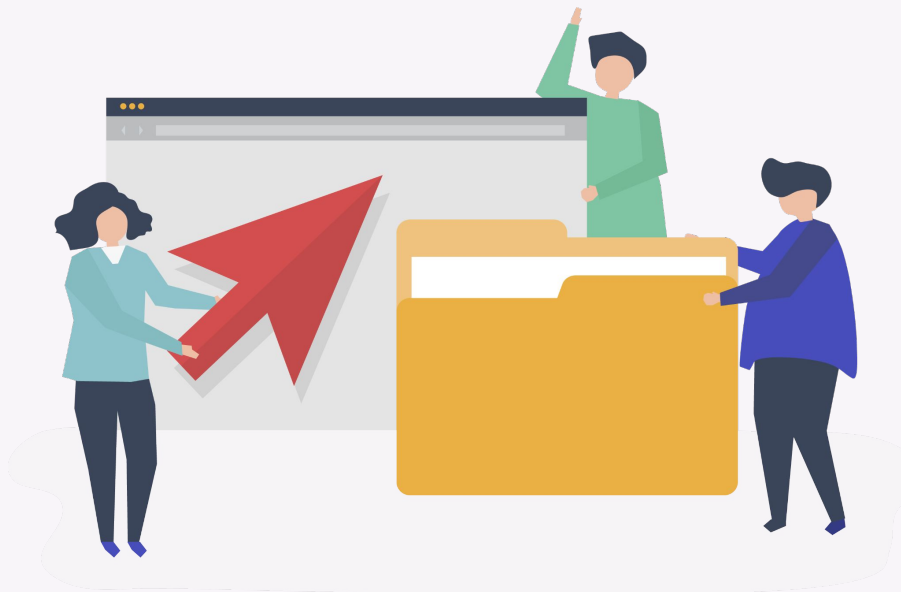
## 5. COORDINATE With Your Appointed Agent

5A

Share your Corporate VP credential and e-notarised ACRA Business Profile, both in JSON file format, with your SMAMR-appointed agent. This will facilitate automated form-filling within the Shanghai Online Business Registration portal.

The JSON file of your Corporate VP credential is the one you obtained by clicking '**Download Link**' upon generation of the Corporate VP QR code, as depicted on page 26.

Do note that you may also be asked to prepare a translated copy of your ACRA Business Profile in PDF format. For further clarifications on this point, please check with your SMAMR-appointed agent.



## 6. COMPLETE Your Application Digitally

6A

Once your agent has completed form-filling, they will invite you to perform digital signing of the necessary forms. To do so, visit the Shanghai Online Business Registration portal at [https://yct.sh.gov.cn/portal\\_yct/](https://yct.sh.gov.cn/portal_yct/).

Click on '**Cross-border digital identity authentication (跨境数字身份认证)**' under '**More (更多)**'.

Note: If your credentials have expired after the 24-hour validity period, please re-obtain them by repeating Step 3. It only takes <5 minutes, and will ensure your authorised corporate representative is the one signing off on the required forms.



## 6. COMPLETE Your Application Digitally

6B

Select the option to sign as **'I am an authorised signatory of a Singapore enterprise... (我是新加坡企业有权签字人)'**.

The screenshot displays the 'Shanghai Online Business Registration' (上海企业登记在线) interface. The page title is '上海企业登记在线' with the English translation 'Shanghai Online Business Registration'. Below the title, the section is '电子签名' (Electronic signature). A prompt asks the user to select an electronic signature method based on their document type: '请根据本人所持证件类型选择电子签名方式' (Please select the electronic signature method according to the type of document you hold). Two options are presented in a table-like format:

| 我是新加坡自然人，作为在沪投资企业的自然人股东或高级管理人员签署文件<br>I am a Singapore natural person, and I am signing as a natural-person shareholder or a member of the senior management of an enterprise investing in Shanghai.<br>操作说明<br>Note on the modes | 我是新加坡企业有权签字人，代表新加坡企业签署文件<br>I am an authorised signatory of a Singapore enterprise, and I am signing on behalf of that Singapore enterprise.<br>操作说明<br>Note on the modes |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/>                                                                                                                                                                                                             | <input type="radio"/>                                                                                                                                                     |

A blue button labeled '下一步' (Next Step) is located at the bottom of the form.

## 6. COMPLETE Your Application Digitally

6C

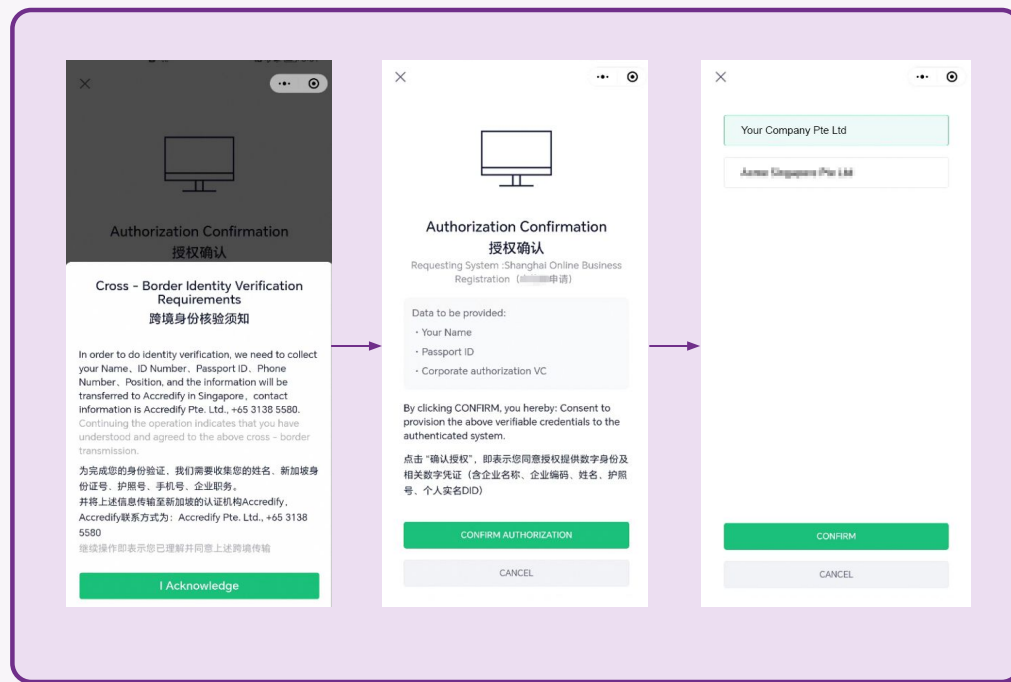
Open SHECA's UnID mini-program on your mobile phone, and select '**Scan**' to trigger the QR code scanner (扫一扫). Scan the QR code on the Shanghai Online Business Registration portal to authenticate your identity.



## 6. COMPLETE Your Application Digitally

6D

Provide your consent, and proceed to select your enterprise identity.



## 6. COMPLETE Your Application Digitally

6E

As part of the business registration process, you will be asked to sign various documents. For ease of signing, select **‘批量签署’** to do batch signing.

A QR code will be generated for batch signing.

您好！电子签名前，请点击材料右侧的查看按钮，确认材料无误后，再根据提示进行电子签名。您可以按需一次勾选同一个申请案中的一份或多份材料，并点击页面最下方的签署按钮，进行电子签名。

Hello! Before the electronic signature, please click the View button on the right side for checking the documents need to be signed. The electronic signature shall be completed after confirmation according to the hints. You can tick one or more document(s) in the same application according to your needs, and click the Batch Signature button at the bottom of the page to complete the electronic signature.

1 0 0 0 0 0

企业设立 企业变更 企业注销 个体工商户 企业歇业（延长） 个转企

📄 企业名称：上海额欧企贸易有限公司

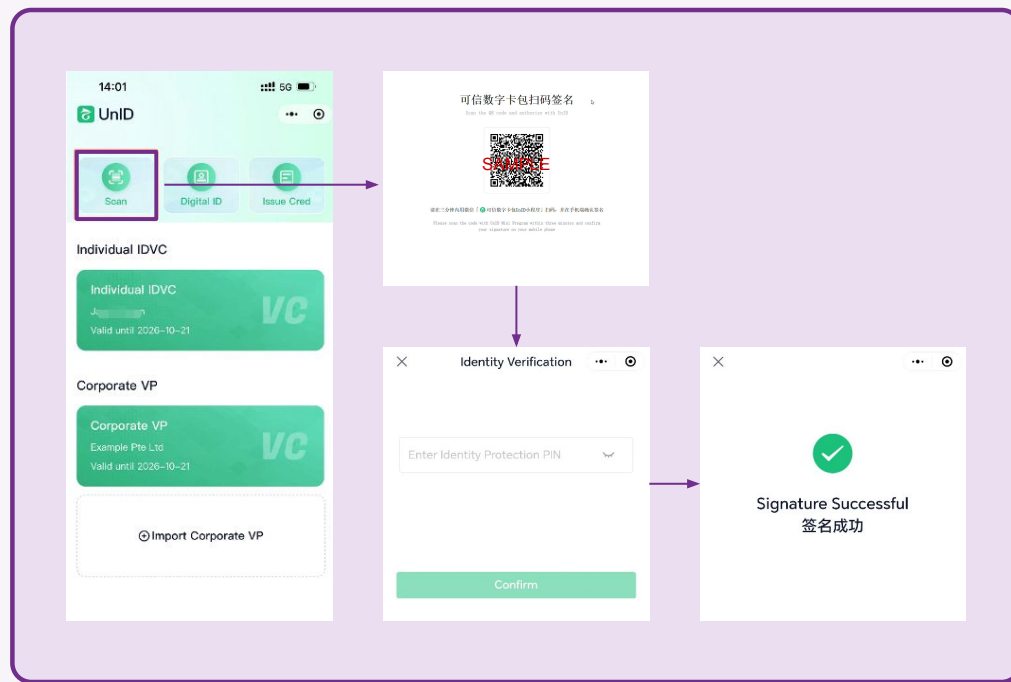
|                                                                                                                        |            |
|------------------------------------------------------------------------------------------------------------------------|------------|
| <input checked="" type="checkbox"/> 公司法定代表人、股东（发起人）、董事、监事、高级管理人员、登记联络员、外商投资企业被授权人或联系人、提交申请材料的人员（经办人）的主体资格文件或自然人身份证明复印件 | 查看<br>View |
| <input checked="" type="checkbox"/> 公司章程                                                                               | 查看<br>View |
| <input checked="" type="checkbox"/> 《公司登记（备案）申请书》（本表不向社会公众公开）                                                          | 查看<br>View |
| <input checked="" type="checkbox"/> 《公司登记（备案）申请书》                                                                      | 查看<br>View |

批量签署  
Batch Signature

## 6. COMPLETE Your Application Digitally

6F

Open SHECA's UnID mini-program on your mobile phone, and select '**Scan**' to trigger the QR code scanner. Scan the QR code, and key in your PIN to perform identity-backed signing.



## 6. COMPLETE Your Application Digitally

6G

If you, the authorised corporate representative, will also take on the role of a 'natural-person shareholder' or a 'member of the senior management' in the newly established Shanghai company, you may also be asked to sign the same set of forms in this capacity.

To do so, simply repeat the process under Step 6, but select the option to sign as '**...a natural-person shareholder or a member of the senior management of the enterprise investing in Shanghai (在沪投资企业的自然人股东或高级管理人员)**'.

The screenshot displays the 'Shanghai Online Business Registration' (上海企业登记在线) website. The page is titled '电子签名' (Electronic signature) and asks the user to select a signature method based on their role. There are two radio button options:

- Option 1 (highlighted with a red box):** 我是新加坡自然人。作为在沪投资企业的自然人股东或高级管理人员签署文件。 I am a Singapore natural person, and I am signing as a natural-person shareholder or a member of the senior management of an enterprise investing in Shanghai. (Note on the modes)
- Option 2:** 我是新加坡企业有权签字人。代表新加坡企业签署文件。 I am an authorised signatory of a Singapore enterprise, and I am signing on behalf of that Singapore enterprise. (Note on the modes)

A '下一步' (Next Step) button is located at the bottom right of the form area.

## 6. COMPLETE Your Application Digitally

6H

You have successfully completed the submission! For your next steps, please take further guidance from the Shanghai authorities.



**03**

## **Support and Contact Information**

# Support and Contact Information

For all enquiries and support requests,  
please fill in the form at  
**<https://go.gov.sg/shanghaibizreg>**,  
and the team will be in touch with you.

Thank you.

