

PART A (Within CorpPass)

Assigning User Roles

(Assigning user roles to SFA Inspection and laboratory e-service in CorpPass)

Name (print)

Signature _____



Updated Corppass Agreement and Corppass Privacy Statement

We have renamed the previous 'Corppass Digital Services Terms of Use' to Corppass Agreement, and updated the terms of the Corppass Agreement and Corppass Privacy Statement. If you have any questions about these changes, please contact us at support@corppass.gov.sg.

Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin

Get started with Corppass by your role

I am the Registered Officer

I am the Admin

I am a User

Need help?



Step 1
Go to Corppass website www.corppass.gov.sg and login with Singpass.



Singapore Foreign



User Accounts

e-Service Access

Third Party

Step 2
Select e-Services Access

[Change Entity Profile](#)



Select Entity's e-Services

Select e-Services that your entity will use.



Assign selected e-Services

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



View Entity's e-Service Access

View and edit your entity's current e-Services access

Help & Support

How to select e-Services that your entity will use

[Learn more](#) ▶

How to assign and manage e-Service access to your entity's users and user groups

[Learn more](#) ▶

[Need help?](#) ×



Select Entity's e-Services



wish to add to your entity's list.

require details to be set up on Corppass (denoted by).

require additional checks when you log in. Click for more information.

Step 3
Input Singapore Food Agency in the box and click the search icon

Step 4
Select SINGAPORE FOOD AGENCY (SFA INSPECTION & LABORATORY E-SERVICES)

Filter

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input type="checkbox"/>	SINGAPORE FOOD AGENCY	SFA INSPECTION & LABORATORY E-SERVICES	The Inspection & Laboratory e-Services allows traders to book an inspection appointment, submit monthly production data as well as register samples for laboratory tests etc.		
<input type="checkbox"/>	SINGAPORE FOOD AGENCY	Singapore Food Agency Tenancy Management System	With the e-service, Tenants are able to apply for assignment, business changes, renewal and termination.		
<input type="checkbox"/>	SINGAPORE	Singapore Food Agency	CornPass integration with EHD2H		

Need help?



<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input checked="" type="checkbox"/>	SINGAPORE FOOD AGENCY	SFA INSPECTION & LABORATORY E-SERVICES	The Inspection & Laboratory e-Services allows traders to book an inspection appointment, submit monthly production data as well as register samples for laboratory tests etc.		
<input type="checkbox"/>	SINGAPORE FOOD AGENCY	Singapore Food Agency Tenancy Management System	With the e-service, Tenants are able to apply for assignment, business changes, renewal and termination.		
<input type="checkbox"/>	SINGAPORE FOOD AGENCY	Singapore Food Agency Food Handler Digital Data Hub	CorpPass integration with FHD2H		

1 e-Service(s) Selected

Showing 1 to 3 of 3 items

Cancel

Next

Step 5
Click Next

Need help?



Home / Select Entity's e-Services

Select Entity's e-Services



Verify Selected e-Service(s)

SINGAPORE FOOD AGENCY

- SFA INSPECTION & LABORATORY E-SERVICES

Back Submit

Step 6
Click Submit

Need help? x



Home / Select Entity's e-Services



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.

Need help? x



[Return to Homepage](#)

[Assign selected e-Services](#)

Step 7
Click Assign selected e-Services



Select from your entity's Corppass user accounts.

Filter

Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input type="checkbox"/>	[Redacted]	[Redacted]	Sub-Admin
<input type="checkbox"/>	[Redacted]	[Redacted]	Sub-Admin
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Admin

1 user(s) selected.

Showing 1 to 3 of 3 items

Step 8
Select Name to Assign role for Corppass Users.

...a user?
...ave not created the user account.
...to do so.

Cancel Next

Step 9
Click Next

Need help?



Select Users **Select e-Services** Enter Details Review & Submit

Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter Singapore food agency

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	SINGAPORE FOOD AGENCY	SFA INSPECTION & LABORATORY E-SERVICES		

1 e-Service(s) selected.

Step 10
Select SINGAPORE FOOD AGENCY (SFA INSPECTION & LABORATORY E-SERVICES)

Back Next

Step 11
Click Next

Showing 1 to 1 of 1 items

Need help? x



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
 SINGAPORE FOOD AGENCY	SFA INSPECTION & LABORATORY E-SERVICES		

1 e-Service(s) selected.

Step 13
Select Today's date for Effective Date
Select Expiry Date with year ending 2099. e.g. 03/10/2099

Step 12
Select Administrator

Role* 

Administrator 

Authorisation Effective Date * 

05/10/2023 

Authorisation Expiry Date 

03/10/2099 

Need help? 



Step 14
Click Next

Back Next



Assign Selected e-Services



Verify the following details.

1 Selected Users [+](#)

Selected e-Services

SINGAPORE FOOD AGENCY

- SFA INSPECTION & LABORATORY E-SERVICES

Role	Administrator
Authorisation Effective Date	05/10/2023
Authorisation Expiry Date	03/10/2099

[Back](#) [Submit](#)

Step 15
Click Submit

[Need help?](#) [×](#)





Welcome

- Home
- My Account
- Users
- e-Service
- Third Party
- Advance
- Help
- Log Out
-

Home / Assign Selected e-Services



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

Return to Homepage

Step 16
Click Return to Homepage

Need help?



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
SINGAPORE FOOD AGENCY	SFA INSPECTION & LABORATORY E-SERVICES		

UserIsp

Role Description

UserIsp - Able to perform both corporate transactions and view inspection results in Inspection and Laboratory e-Services

Authorisation Effective Date *

05/10/2023

Authorisation Expiry Date

05/10/2099

Step 17

To assign roles to authorised users, under manage e-Services, select UserIsp (UserIsp will allow the user to view and download laboratory results)

Select Today's date for Effective Date

Select Expiry Date with year ending 2099. e.g. 03/10/2099

Step 18

Click Next

Need help?



Assigned Users

Assign e-Service to User(s) Remove e-Service Access (0) Filter Search

<input type="checkbox"/>	Full Name	User Type			
<input type="checkbox"/>	[Redacted]	Admin	-	-	-
<input type="checkbox"/>	Tan XXX XXX	Admin	Administrator	05/10/2023	03/10/2099
<input type="checkbox"/>	Tan XXX XXX	Admin	Userlsp	05/10/2023	05/10/2099
<input type="checkbox"/>	[Redacted]	Sub-Admin	-	-	-
<input type="checkbox"/>	[Redacted]	Sub-Admin	-	-	-

For Administrator, you should have two roles assigned under the same person (Administrator and Userlsp role). On registered Administrator can add other authorised users for your company.

- Administrator** – Company Administrator can perform the below task :
- Create Company profile (for new customers)
 - Activate CorpPass (for existing customers)
 - Maintain company profile
- Userlsp** – Userlsp would be allowed to perform the below task :
- Booking of inspection appointment and laboratory services
 - View inspection results in SFA inspection and Laboratory e-Services



PART B (SFA Inspection & Laboratory E-services)

Company account application for SFA e-services

(for setting up company profile after enabling SFA Inspection and Laboratory e-Services for Corppass Users)

Name (Print)

Signature _____

Welcome to Inspection & Laboratory e-Services

Login via

For Individual Users

[Log in with Singpass](#)

Login via

For Business Users

[Log in with Singpass](#)

i Setting up of roles.

Login via

Account

Format: NSxxxxxxx (e.g. NSABCD1234)

[Sign In](#)

[Forgot Password?](#) [Request New Account](#)

Step 1
Go to SFA e-services website
<https://ifast.sfa.gov.sg/eserviceweb> and
login via For Business Users using Singpass.

Company Account Application

Company Account Registration (this form may take you up to 10 minutes)

Please setup your Company Profile

Step 2
Authorised users will be prompted to setup company profile on their first successful login. Proceed to fill up information marked with red asterisk only

Company type* Singapore Local Company Foreign Company

Company Ref. Type* UEN NUMBER

Company Ref. No.* 11223344D

Company Name* Tan XXX XXX Pte Ltd

Address Type* Local

Address

Postal Code* 112233

Retrieve

SFA Services*

Import Inspection of Fresh Fruits & Vegetables

Select one (most frequently used) service for first time registration.

Salutation/Title*

-- Select One --

Contact Name*

S1111111D Corppass

Contact Number

Telephone*

Extension

Please include country code for non Singapore line.

Mobile

Fax

Email Address*

Reason for Application

Send Documents for Registration Through

Fax Softcopy Email By Post

Document Attachment

Choose File No file chosen

(This is only applicable for Softcopy)

Note: Only one attachment is allowed; please zip multiple files together; the size of the attachment is limited to 1 MB.

Document Description

Verification Code*

MEULGJ

[Click to change](#)

Step 3
Choose "Import Inspection of Fresh Fruits & Vegetables" under SFA Services.

Step 4
Click 'Submit', after all required information are entered

Submit Reset Home



Company Account Application

Attention

- › New record has been added successfully
- › Please return to main menu and login again!

[Home](#)



To check laboratory test
outcome in SFA e-Services



Welcome to Inspection & Laboratory e-Services, Tan XXX XXX

Home

Online Application

My Applications

Resume Draft Lab Application

Copy Lab Application

Appointment Booking and

Result Enquiry

Inspection Result Enquiry
(without Appointments)

Make Payment

Lab Application Status

Daily / Monthly Submission

Inspection Result Enquiry (without Appointments)

This request for service is for:

Authorised Company: XXXXXX Pte Ltd

OK Cancel

**Under My Applications
Click Inspection Result
Enquiry(without Appointments)**





Welcome to Inspection & Laboratory e-Services,

Under **Inspection Type**
Select (SFA) Import Inspection of
Fresh fruits and Vegetables

- Home
- Online Application [v](#)
- My Applications [^](#)
 - Resume Draft Lab Application
 - Copy Lab Application
 - Appointment Booking and Result Enquiry
 - Inspection Result Enquiry (without Appointments)
 - Make Payment
 - Lab Application Status
- Daily / Monthly Submission [v](#)

Inspection Result Enquiry (without Appointments)

Inspection Type (SFA) Import Inspection of Fresh Fruits and Vegetables [v](#)

Appointment No.

Permit No.

Inspection Date Range*
From [📅](#) To [📅](#)

[Search](#) [Reset](#)

Select Inspection Date Range and
click Search

Welcome to Inspection & Laboratory e-Servi

Search Result - 3 record(s) found.

#	Permit No.	Company Name	Licence No.	Appointment No.	Appointment Date	Inspection Date Requested	Inspection Type	Inspection Location	Inspection Result
1	[Redacted]	[Redacted] PTE.LTD.	[Redacted]	[Redacted]	[Redacted]	08/09/2023	(SFA) Import Inspection of Fresh Fruits and Vegetables	[Redacted]	
2	[Redacted]	[Redacted] PTE.LTD.	[Redacted]	[Redacted]	[Redacted]	19/09/2023	(SFA) Import Inspection of Fresh Fruits and Vegetables	[Redacted]	
3	[Redacted]	[Redacted] PTE.LTD.	[Redacted]	[Redacted]	[Redacted]	18/09/2023	(SFA) Import Inspection of Fresh Fruits and Vegetables	[Redacted]	

Showing 1 to 3 of 3 entries

Remarks: *Please check with officer for detailed inspection results

Previous 1 Next

Search Reset

Click the PDF to view results

Close

Home

Online Application

My Applications

Resume Draft Lab Ap

Copy Lab Application

Appointment Bookin

Result Enquiry

Inspection Result Enc

(without Appointment

Make Payment

Lab Application Statu

Daily / Monthly Submission

Microchip / Tag Data

Submission



1



UEN Number: XXXXXXXXXD

Importer: XXXXXX Pte Ltd

Licence No: XXXXXX

Results for Cargo Clearance Permit (CCP) No. IGXXXXXXD

<u>Item no/s</u>	<u>Result</u>
2,7,10	has/have passed laboratory examination.

There are no pending results for IGXXXXXXD

You are advised that it is your responsibility as an importer to ensure that the food products you import comply fully with the general provisions and requirements, including the labelling requirements, as stipulated in the Wholesome Meat and Fish Act, Sale of Food Act, Food Regulations and Control of Plants Act.

You are further advised that this notice does not indemnify you from any enforcement action that may be taken against you if your food products are subsequently found not in compliance with the above mentioned legislations.

In addition, this notice is NOT be used for any advertisement or for the purpose of claiming that the food products are safe, wholesome and in compliance.

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Got a question ?

Contact Details

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