

# Quick Reference Guide: Register an NTP Account

Registration  
Successful!



Identify **Key Personnel & Business Administrator**

1



Enable **NTP as an e-service** in CorpPass

3



2



Set up **CorpPass Account**

4



Register **NTP Account**

## Step 1



### Identify **Key Personnel & Business Administrator**



**Key Personnel** refers to an individual whose particulars are registered with:

- ACRA for the purpose of registering a business entity; or
- The relevant Issuance Agency of the Unique Entity Number for the purpose of applying for a unique entity number.



**Business Administrator** refers to an individual from the company who will be performing administrative functions on NTP, such as managing the company's business profile, adding new users and managing users' access rights on NTP.

## Step 2 & 3



### Set up **CorpPass Account**

All members of your company who intend to use NTP, including the Key Personnel, will require a CorpPass account to login to NTP.

If your KP is unable to set up a CorpPass account for NTP registration, please reach out to [NTP\\_operations@customs.gov.sg](mailto:NTP_operations@customs.gov.sg) for assistance.



### Enable **NTP as an e-service** in CorpPass

All members of your company who intend to use NTP, including the Key Personnel, will require the NTP e-service to be enabled on CorpPass.

| Govt. Agency  | e-Service | Description  | Additional Agency Check | Additional Details Required |
|---|-----------|--|-------------------------|-----------------------------|
| <input checked="" type="checkbox"/> SINGAPORE CUSTOMS (CUSTOMS) | NTP       | Access NTP for B2B Services for collaboration and exchange and B2G Services for Whole-of-Government TradeNet Permit Processing and Customs Regulatory functions. |                         |                             |

1 e-Service(s) Selected

*NTP e-service on CorpPass*



- The **CorpPass Administrator** of your company will be able to assist you in completing the above pre-requisites.
- For more information and to register for CorpPass, please visit the CorpPass website at <https://www.corppass.gov.sg>

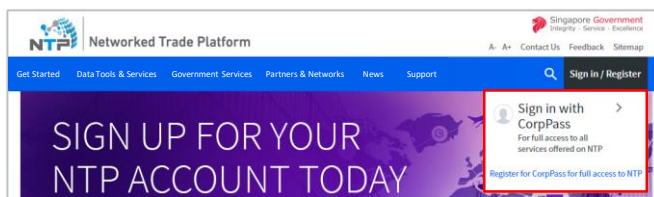
## Step 4



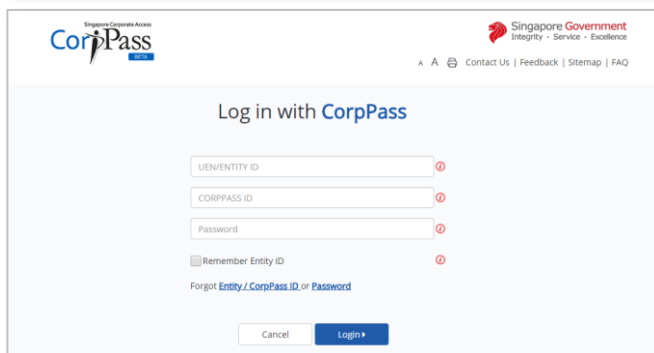
### Register **NTP Account**

The **Key Personnel** of your company has to perform the first time login as they will be required to accept the NTP Terms & Conditions on behalf of the company.

**a** Click **Sign in / Register**, then click **Sign in with CorpPass**.



**b** Log in to NTP with your CorpPass details.



**c** Verify your business details.  
*If your details are incorrect, you will need to access [ACRA](#) to update this information.*

**d** Enter your business contact details.

**e** Enter your personal details.

**f** Click **Download T&Cs** to download and read the NTP Terms & Conditions.

**g** Check the box to agree to the NTP Terms & Conditions.

**h** Click **CREATE MY ACCOUNT**.

**i** You have successfully registered your NTP account.  
*You will receive an email with instructions to activate your account.*



## Add a Business Administrator

Add a new user from your company as a Business Administrator on NTP to manage your company's NTP account. To find out more, you can visit the [Add New Users Online Guide](#)  
*Note: Please login to your NTP Account to access the Online Guides.*