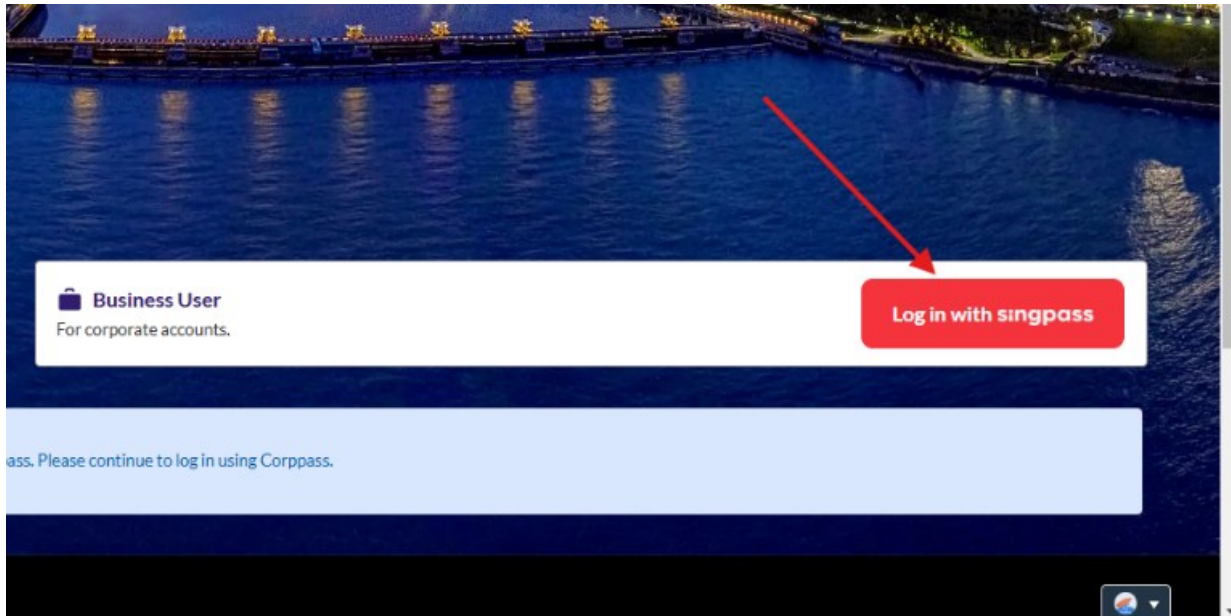


BOA Portal — Online Application Guide

For Business / Corporate Accounts (Corppass Login)

1. Navigating the Portal — Updating Firm Particulars

1.1 Log in to the BOA Portal using Corppass via Singpass app.



For your first login, you may be required to complete Singpass Face Verification.

Video:

- [How to do Singpass Face Verification](#)

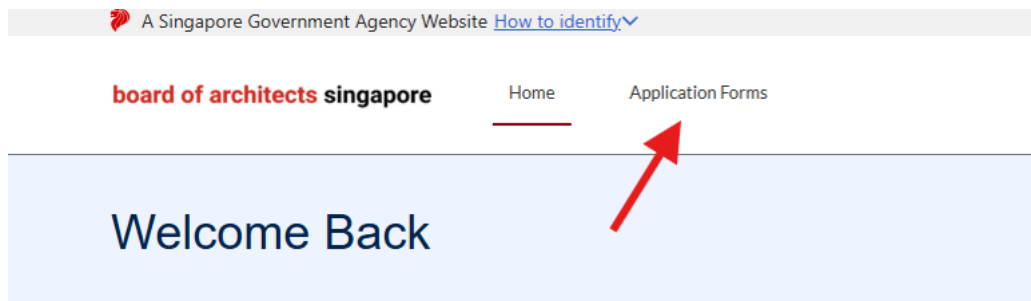
Q&A:

- [Singpass | Why is Singpass Face Verification mandatory?](#)

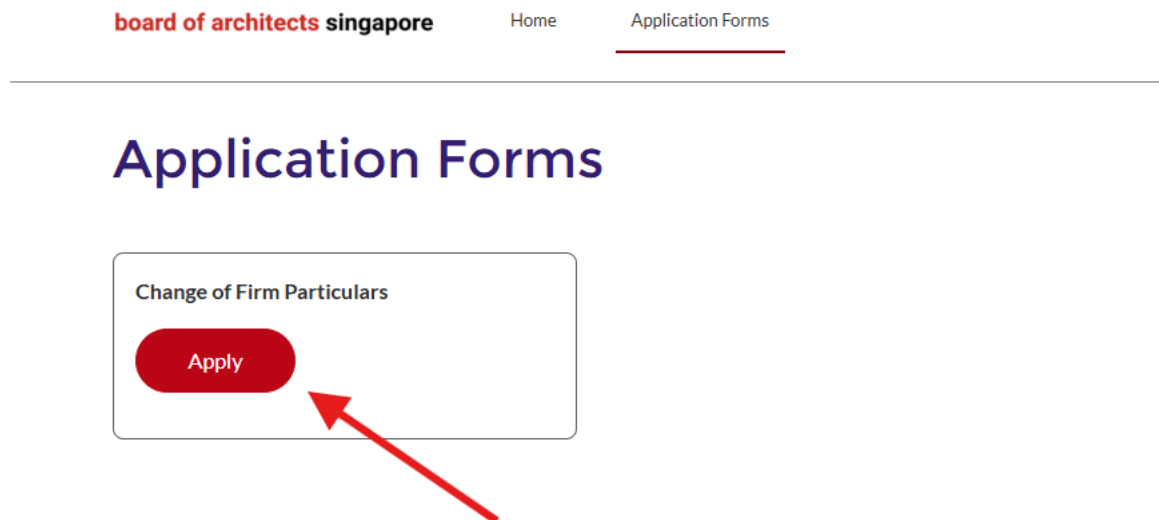
1.2 You may click the profile icon at the top right of the portal to access the firm profile.



1.3 Click on “Application Forms” at the top of the navigation bar.



1.4 Select “Change of Firm Particular” and click on “Apply” to update the firm particulars.



1.5 Edit the relevant field(s) and click “Submit”.

1.6 Instant-update: if your update does not affect your firm's current licence/certification status, it updates immediately.

1.7 Admin approval required: if your update does affect your firm's current licence/certification status, it will be routed for admin review before taking effect.

Note: During the trial period, you will not be able to download a copy of the revised licence for the current year. Please refer to the instructions on the website for information on how to submit a request for a new licence.

2. Payment Disclaimer

Administrative charges will be waived for all eligible updates made during the waiver period. For updates that ordinarily require an administrative charge, the “Proceed to Payment” button will still appear due to system configuration. Please click “Proceed to Payment” to continue. No payment is required.

3. Trial Period Notice

During the trial period, only fields relevant to your current application step will be active. All other fields on the form will appear greyed out and are not yet editable. These fields will be enabled in a future phase as more processes are digitalised.