

EDB Portal - FAQ

1. What is the EDB Portal?

The EDB Portal is a digital platform for companies to conveniently transact with EDB. On the portal, you will be able to access official incentive letters, submit claims, progress reports and application documents. You will also be able to submit manufacturing surveys.

2. How can I access the EDB Portal?

You need a CorpPass account to access the EDB Portal. CorpPass (Singapore Corporate Pass) is a single corporate digital identity for businesses and other entities (e.g. non-profit organization and associations) to transact online with Government agencies. You can find the CorpPass FAQs [here](#).

If your business doesn't have a CorpPass administrator, click [here](#) to find out how to appoint one.

Your CorpPass administrator will need to add e-service access to specific CorpPass user accounts, and then select an appropriate role for these users, in order for them to access EDB Portal services.

Click [here](#) for a detailed guide on the assignment of roles to CorpPass users.

If you are not sure who is your CorpPass administrator, click [here](#).

Please note that you will only be able to access the EDB Portal if your company has any of the following: (a) an application in progress; (b) an approved grant or tax incentive or (c) outstanding manufacturing surveys.

3. What are the EDB Portal roles?

CorpPass users logging into the Portal will need to be assigned one of 6 possible roles. Each role will have a different level of access to EDB Portal services, as shown in the table below:

Function	Roles					
	Preparer	Submitter	Acceptor	Preparer (AllowClaim)	Submitter (AllowClaim)	Acceptor (AllowClaim)
Edit fields and upload/download documents	✓	✓	✓	✓	✓	✓
Submit forms (including Annual Progress Update, Application forms)		✓	✓		✓	✓
Accept/Acknowledge Letters			✓			✓
View Claim information				✓	✓	✓

*Submission of forms and acceptance of any official letters must be performed by authorised signatories of the company.

**Only roles with the AllowClaim label will be allowed to view, download and submit claims.

Note: If you are submitting manufacturing surveys, you may select any of the roles above.

If you have any other queries, please contact us at portal@edb.gov.sg