

S/N	Frequently Asked Questions (FAQs) on transition to One Maritime Portal (OMP)					
1	Q : What is the cut-off date for submission of current excel format of the Self-declaration form (SDF) via email? A : 15 January 2024. Excel SDFs submitted via email on or after 16 January 2024 will be regarded as invalid.					
2	Q : Why is there a black-out period for submission of SDF to MPA? A : MSI companies will not be able to submit any SDFs to MPA during the black-out period from 16 to 21 January 2024 (both dates inclusive). This is to facilitate the transfer of existing records and data, as well as provide sufficient time for data verification by internal teams within MPA. As the SDF submission deadline falls on the 15th of the month following the first relevant payment due date, the black-out period has been scheduled to commence after 15 January 2024 to minimise the impact on taxpayers.					
3	Q: When can I start submitting SDF again? A: You may submit SDF via OMP from 22 January 2024.					
4	Q : Are the Excel SDFs submitted before the launch of OMP still valid? A: Yes. The Excel SDFs submitted by 15 January 2024 remain valid as long as there are no change(s) to the information submitted.					
5	Q : Will the Excel SDFs submitted before 16 January 2024 be migrated to OMP? A : Yes. You may view the records by logging in to OMP. For submissions made before 16 January 2024 that require clarifications / amendments, MPA will contact you via email regarding the clarifications / amendments before migrating the information to OMP. Please <u>DO NOT</u> submit a new SDF in OMP for missing records.					
6	Q : I do not have a CorpPass account. Will I still be able to access OMP? A : No. Please follow the CorpPass user guides to create a CorpPass account and add OMP as an e-Service. <table><tr><td>CorpPass User Guides</td><td>https://www.corppass.gov.sg/corppass/common/userguides</td></tr><tr><td>How to add OMP as an e-Service in CorpPass?</td><td>https://go.gov.sg/glz9pl</td></tr></table>		CorpPass User Guides	https://www.corppass.gov.sg/corppass/common/userguides	How to add OMP as an e-Service in CorpPass?	https://go.gov.sg/glz9pl
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7	Q : Is the SDF in OMP different from the Excel SDF? A : The information required is largely the same. However, the form has been redesigned to make it more intuitive. Auto-population and validations are also in place for a faster and smoother submission. Please refer to the OMP User Guide for more information.
8	Q : How do I amend my SDF after submission? A : Amendments to an SDF submitted can only be made in OMP going forward via Change Requests – please refer to Sections 11 to 13 of the OMP User Guide for further details. MPA may still reach out to you to seek clarifications on the SDF submitted via email prior to the requesting the necessary action(s) to be made in OMP.
9	Q : Who may I contact if there are technical issues with OMP? A : You may send an email to wht@mpa.gov.sg or contact Angella Chan at 6375 1760 / Lin Jinyan at 6375 1773.

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