



Guide for new local individuals applying for Approval in eSOMS

4 Stage Process

1. Register via eSOMS website
2. Submitting Pre-application
3. Completing Registration
4. Submitting Formal Application

Register via eSOMS website

Step 1: Select 'Apply for Approval/Permit' on esoms.caas.gov.sg

The screenshot shows the CAAS eSOMS website homepage. The CAAS logo is at the top left, with the tagline 'Enabling opportunities through aviation'. The navigation bar includes 'Home', 'About eSOMS', and 'Help'. A maintenance notice indicates 'Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm'. The main content area is divided into three sections: 'New to eSOMS? I want to...', 'Quick Links', and 'Welcome to eSOMS'. The 'New to eSOMS? I want to...' section contains three buttons: 'Apply for Approval/Permit' (highlighted with a red box), 'Submit Enquiry', and 'View Approval/Permit Holders'. The 'Quick Links' section contains 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section provides login options for individuals, businesses, and eSOMSPass, along with a link for more information on login methods.

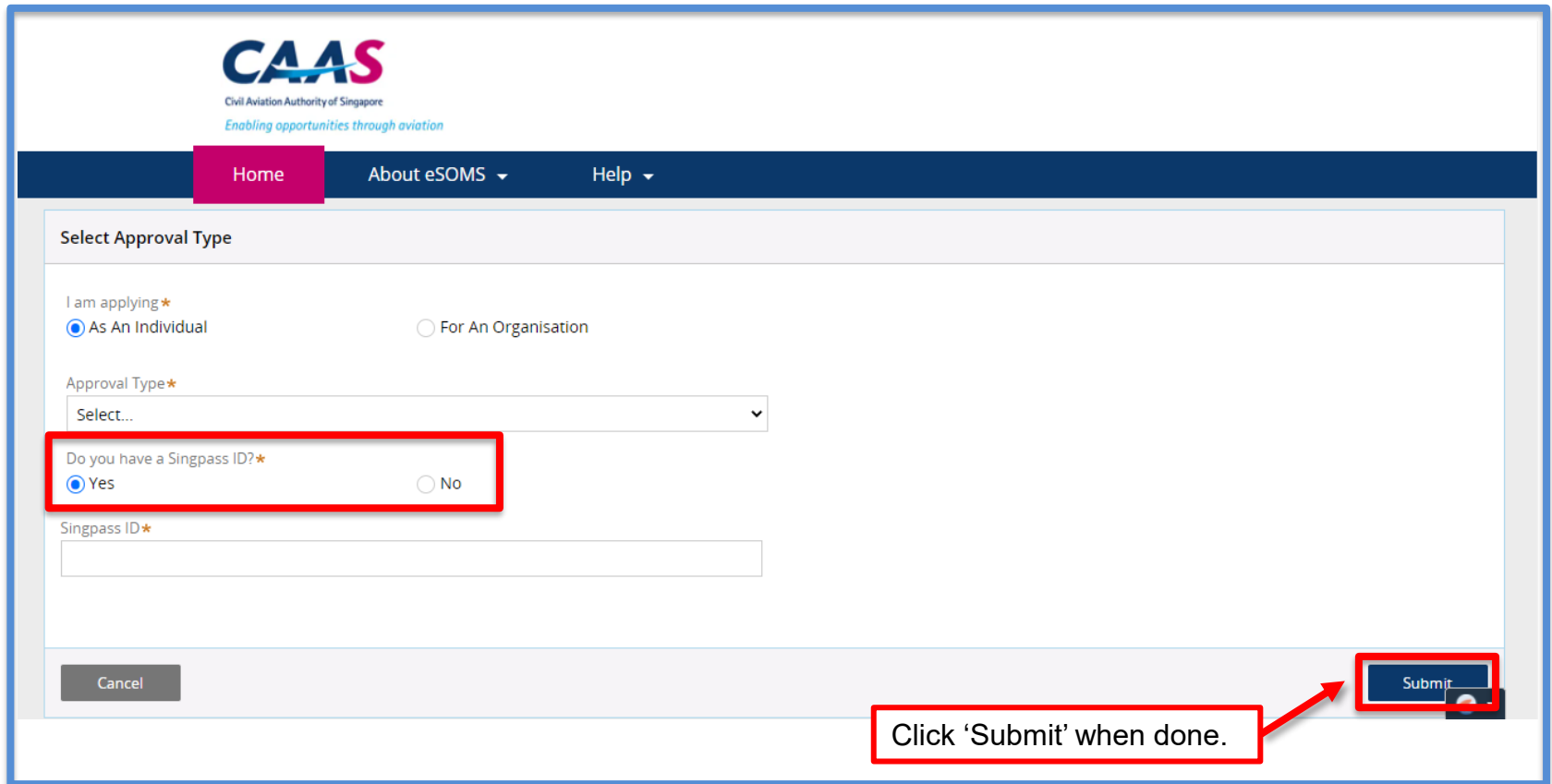
Step 2: Select 'As An Individual'.

The screenshot shows the CAAS eSOMS application interface. At the top left is the CAAS logo with the tagline 'Enabling opportunities through aviation'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logos are navigation links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE', along with a search bar and font size controls. A dark blue navigation bar contains 'Home', 'About eSOMS', and 'Help'. A maintenance notice indicates 'Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm'. The main content area is titled 'Select Approval Type' and contains two radio buttons: 'As An Individual' (highlighted with a red box) and 'For An Organisation'. Below the radio buttons is a dropdown menu labeled 'Approval Type*' with 'Select...' as the current selection. At the bottom of the form are 'Cancel' and 'Submit' buttons. Below the form is an 'Approval Lifecycle' progress bar with three stages: 'Initiate' (highlighted in blue), 'Process', and 'Review'. A small globe icon is visible in the bottom right corner of the page.

Step 3: Select the approval from the drop down list.

The screenshot shows the CAAS (Civil Aviation Authority of Singapore) eSOMS application interface. At the top, the CAAS logo and tagline 'Enabling opportunities through aviation' are visible. Below the logo is a navigation bar with 'Home', 'About eSOMS', and 'Help' options. The main content area is titled 'Select Approval Type'. It contains two radio buttons: 'As An Individual' (selected) and 'For An Organisation'. Below this is a dropdown menu for 'Approval Type*' which is currently open, showing a list of options: 'Aircraft' (with sub-items 'Certificate of Registration (COR)' and 'Permit To Fly (PTF)') and 'Unmanned Aircraft' (with sub-items 'Activity Permit Class 2 (AP2)', 'Discharge Permit (DP)', and 'Operator Permit (UOP)'). A 'Submit' button is located to the right of the dropdown. At the bottom of the form, there is a section for 'Approval Lifecycle' with a small icon and a dropdown arrow.

Step 4: Please input your NRIC/FIN for SingPass ID.



The screenshot shows the CAAS (Civil Aviation Authority of Singapore) eSOMS application interface. The header includes the CAAS logo and the tagline "Enabling opportunities through aviation". The navigation bar contains "Home", "About eSOMS", and "Help". The main content area is titled "Select Approval Type" and contains the following fields:

- I am applying***
 - As An Individual
 - For An Organisation
- Approval Type***
 - Select... (dropdown menu)
- Do you have a Singpass ID?***
 - Yes
 - No
- Singpass ID***
 - [Empty text input field]

At the bottom of the form, there are two buttons: "Cancel" and "Submit". A red box highlights the "Submit" button, and a red arrow points to it from a text box that says "Click 'Submit' when done.".

Submitting pre-application

Step 1: Enter Applicant Details.

Home About eSOMS Help

1 Pre Application Details 2 Preview Pre Application

Instructions

As this is an initial application for the approval, applicants are required to fill up a pre-application form for CAAS to conduct a preliminary assessment on your eligibility to hold the approval before you can commence the formal application process.

This form may take up to 30 minutes to fill in. You are advised to go through the entire form and ensure that you have all necessary information and documents ready before filling in. Please ensure that your submission is complete and fields are correctly filled. Incomplete or incorrect submission will lead to delays in processing your application.

Application Details

| | |
|--|-----------------------------|
| Approval Type Certificate of Registration (COR) | Application Type Initial |
|--|-----------------------------|

Additional Questions Related to Application

With Irrevocable De-registration and Export Request Authorization (IDERA)
No

Note:
The application must be completed in one sitting. All progress will be lost if you exit before completion. Please ensure that you have all the information required before applying.

Step 1: Enter Applicant Details. All the fields with * are compulsory fields. Please ensure that you enter the details correctly. Any amendment required later will lead to delay in the application process.

Applicant Details

Salutation*
Select... ▾

First Name/Given Name*

Last Name/Surname*

Enter either NRIC or Passport Number*


NRIC/FIN

Designation*

Country/Region* Area Code Mobile Number (OTP will be sent to this number)*
Select... ▾

Country/Region* State City*
Select...

Street / Building* Postal Code*
Street and number , P.O. box, c/o

Cancel Continue 

Note:
Check that the country code and mobile number are entered correctly. Otherwise the user won't be able to receive the OTP via SMS, which is required to login.

Do not enter the area code if it is not applicable to the mobile number. Else, the OTP will be sent to the wrong number.

Step 2: Check through the application and ensure both declaration points are ticked. Once done, click on 'Submit'.

| Name | File | Category |
|----------|------|----------|
| No items | | |

Declaration

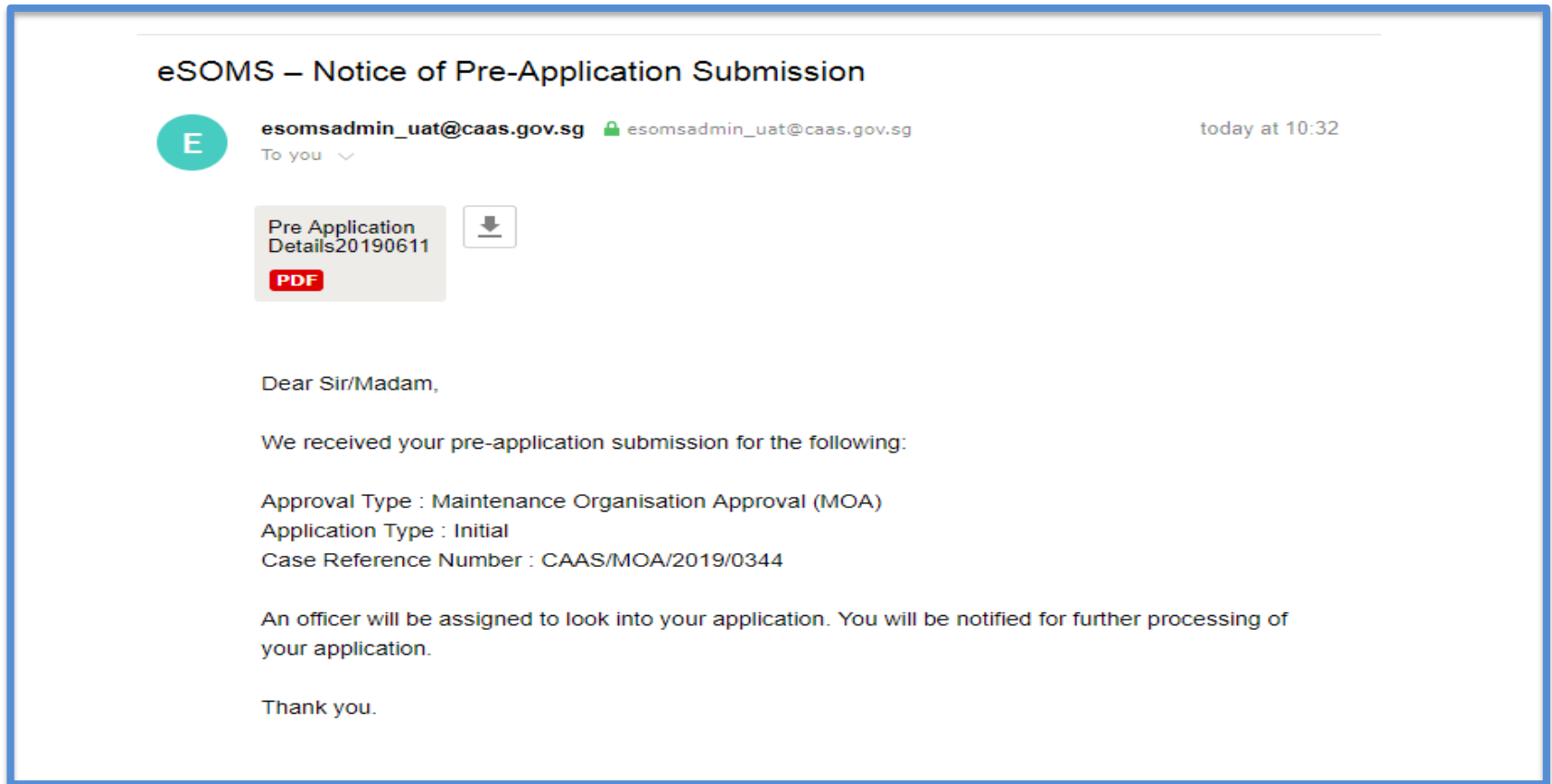
I hereby declare that the particulars on this form are true in every respect and based on these particulars, I apply for the Pre-Application of Maintenance Organisation Approval (MOA).

I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application and the administration of any regulatory document that may be granted by CAAS, verification of regulatory documents issued by CAAS, or enforcing and ensuring my compliance with the relevant transport safety regulatory requirements.

I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive information from CAAS on aviation-related events and training.

By providing to CAAS personal data on behalf of another individual, I warrant to CAAS that all the necessary consents required in accordance with all applicable personal data protection or data protection legislation, including but not limited to the PDPA, have been obtained from that individual, and that I have notified him/her of the purpose for which I obtained his/her personal data. Please visit our website(www.caas.gov.sg/privacy-statement) for further details on our privacy statement.

Upon submitting the pre-application, an email notification will be sent to the applicant as a form of confirmation.



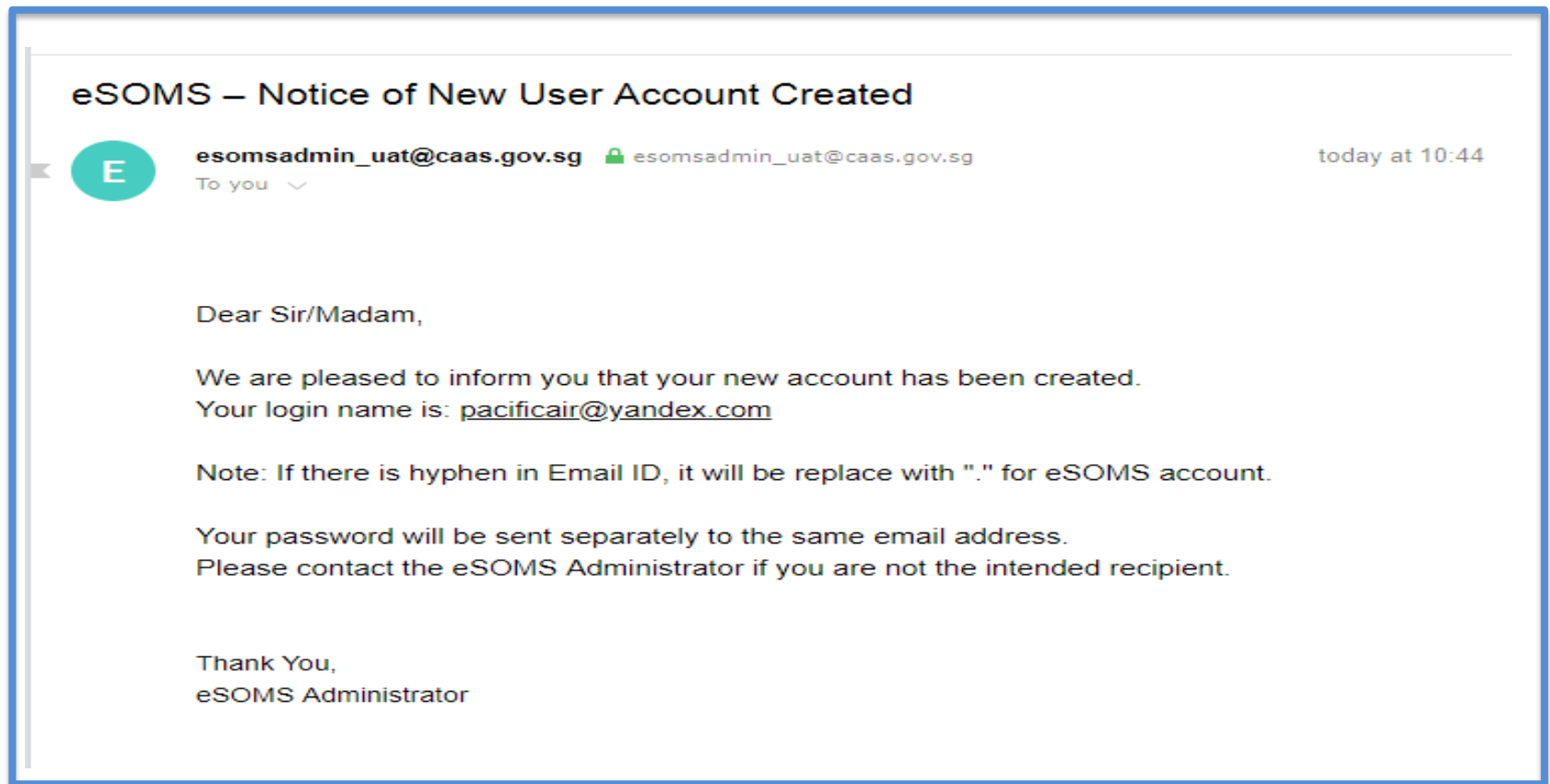
Completing Registration

Once the pre-application is accepted, applicant will receive 2 automatic emails.

1. Email Notification: Notice of Pre-Application Acceptance



2. Email Notification – Notice of New User Account Created



Submitting formal application

Step 1: Go to eSOMS Landing Page: <https://esoms.caas.gov.sg>

For local individuals, please login via “For Individuals - Singpass Login”.

The screenshot displays the eSOMS landing page with a dark blue header. The header includes a 'Home' button, 'About eSOMS' and 'Help' dropdown menus, and a notification for 'Weekly Maintenance hours (Singapore time) : Wed & Fri 6:00pm - 9:00pm'. The main content area is divided into three sections: 'New to eSOMS? I want to...', 'Quick Links', and 'Welcome to eSOMS'. The 'New to eSOMS?' section has three buttons: 'Apply for Approval/Permit', 'Submit Enquiry', and 'View Approval/Permit Holders'. The 'Quick Links' section has two buttons: 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section features the eSOMS logo and a list of login methods for existing account holders: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corppass Login)', and 'eSOMSPass Login'. The 'For Individuals - Singpass Login' option is highlighted with a red box. A link for 'More information on login methods click here.' is also present.

Step 2: Click on the case reference number in 'My Outstanding Tasks' to proceed with your Formal Application.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a section titled 'My Dashboard'. Underneath, there is a sub-section titled 'My Outstanding Tasks'. This section contains a table with the following data:

| | Case Reference Number | Application Reference No | Application Type | Status |
|---|-----------------------|--------------------------|------------------|---------------------------|
| 1 | CAAS/MOA/2019/0344 | CAAS/MOA/2019/0344 | Initial | Pending-FormalApplication |

Step 3: Continue with your formal application by filling up the details required and uploading the supporting documents.

Contact the CAAS officer assigned to your case should you need clarifications on the requirements.

Contact eSOMS Support Team at esoms@caas.gov.sg should you encounter technical issues in the application process.

- END -