



A guide for application process **UA Operator Permit**

4 Stages Process

1. Register via eSOMS website
2. Submitting Application
3. Making Payment
4. Evaluation
5. Downloading Approval

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 'Civil Aviation Authority of Singapore' and '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 two buttons: 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section provides login instructions for existing account holders and lists three login methods: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corppass Login)', and 'eSOMSPass Login'. A 'More information on login methods click here.' link is also present.

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' and navigation links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. Below the navigation is a search bar with the text 'Within CAAS eSOMS' and a search icon. A dark blue navigation bar contains 'Home' (highlighted in pink), 'About eSOMS', and 'Help'. A maintenance notice on the right of the navigation bar states: 'Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm'. The main content area is titled 'Select Approval Type' and contains two radio button options: 'As An Individual' (which is selected and highlighted with a red box) and 'For An Organisation'. Below these options is a dropdown menu labeled 'Approval Type*' with the text 'Select...'. At the bottom of the form are 'Cancel' and 'Submit' buttons. Below the form is an 'Approval Lifecycle' section with a progress bar showing 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 'Operator Permit (UOP)' from the drop down list.

The screenshot displays the CAAS eSOMS application interface. At the top left is the CAAS logo with the tagline 'Civil Aviation Authority of Singapore' and 'Enabling opportunities through aviation'. A dark blue navigation bar contains 'Home' (highlighted in pink), 'About eSOMS', and 'Help'. The main form area is titled 'Select Approval Type'. It includes a section for 'I am applying*' with radio buttons for 'As An Individual' (selected) and 'For An Organisation'. Below this is the 'Approval Type*' dropdown menu, which is open to show a list of options: 'Certificate of Registration (COR)', 'Permit To Fly (PTF)', 'Unmanned Aircraft', 'Activity Permit Class 2 (AP2)', 'Discharge Permit (DP)', and 'Operator Permit (UOP)'. The 'Operator Permit (UOP)' option is highlighted with a red rectangular border. A 'Submit' button is located at the bottom right of the form area. Below the dropdown is a section for 'Approval Lifecycle'.

Step 4: For **local** individuals, select 'Yes' for Singpass and input your NRIC/FIN for SingPass ID.
For **foreign** individuals, select 'No' for Singpass.

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Home About eSOMS Help

Select Approval Type

I am applying*

As An Individual For An Organisation

Approval Type*

Operator Permit (UOP)

Do you have a Singpass ID?*

Yes No

Singpass ID*

Additional Questions related to Application

You have selected Initial application for Operator Permit (UOP).
To help us process your application, kindly provide these details.

Are you based in Singapore?*

Yes No

Step 1a: For first time applicant who have registered their UA via UA portal should already have an eSOMS account. Login via your respective login methods.

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Home About eSOMS Help

Weekly Maintenance hours (Singapore time):
Wed & Fri 6:00pm - 9:00pm

New to eSOMS? I want to...

Apply
for Approval/Permit
Ready to apply for an approval/permit?
Submit your application here.

Submit
Enquiry
Not sure what approval/permit to apply for?
Submit your enquiry here.

Quick Links

Make
Payment
Have an outstanding invoice or payment
advice? Click here to make payment.

View
Approval/Permit Holders
Click here to view approval/permit holders.

Welcome to
eSOMS
Enterprise Safety Oversight Management System

For existing account holders, please login using one of the following methods:

- For Individuals - Singpass Login
- For Businesses - Singpass Login
(previously known as Corppass Login)
- eSOMSPass Login

More information on login methods click here.

Submitting Application

Step 5: Fill up the 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.

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A⁻ | A | A⁺ Within CAAS eSOMS Enter keyword here

Home About eSOMS Help

Weekly Maintenance hours (Singapore time):
Wed & Fri 6:00pm - 9:00pm

Applicant Details

Salutation*
Select...

First Name/Given Name* Last Name/Surname*

Enter either NRIC or Passport Number*

NRIC/FIN Passport

Designation* Email*

Country/Region* Area Code Phone Number* Note: If t

Country/Region* State

Street / Building* Postal Code*

Street and number , P.O. box, c/o

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 6: Provide details of the Unmanned Aircraft

The screenshot shows the CAAS eSOMS application interface. At the top, there is the CAAS logo and the Singapore Government logo. The navigation bar includes 'Home', 'About eSOMS', and 'Help'. A progress indicator shows four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The current step is 'Formal Application Details'. Under the 'Add Unmanned Aircraft' section, there is a red box around the '+ Add Item' and 'x Delete' buttons. A red box also highlights the text instructions for adding and deleting records. Below the instructions, there is a form for entering details for 'Unmanned Aircraft 1'. The form fields are: Brand (DJI), Model (Mavic Pro), Power Source (LiPo 4S Battery, 15.2V 1200), Length (m) (0.27), Wingspan or width (m) (0.27), Total take-off wt. (including payload)(kg) (0.74), Maximum Flight Duration (min) (27.00), Type of Payload (Stock gimbal and GoPro Hero 7), Maximum flight speed (m/s) (18.00), and Maximum height capable (ft) (500.00).

To add a record
Click on **Add item** to include additional record.

To remove a record
Click on any field of the unwanted record and click on **Delete** to remove the record.

Note:
Type of payload could include: Gimbal, camera. If you are using the default camera and gimbal, please state 'default camera and gimbal'.

Brand*	Model*	Power Source*	Length (m)*	Wingspan or width (m)*
DJI	Mavic Pro	LiPo 4S Battery, 15.2V 1200	0.27	0.27
Total take-off wt. (including payload)(kg)*	Maximum Flight Duration (min)*	Type of Payload*		
0.74	27.00	Stock gimbal and GoPro Hero 7		
Maximum flight speed (m/s)*	Maximum height capable (ft)*			
18.00	500.00			

Step 7: Provide frequency details

The screenshot shows the CAAS eSOMS interface for adding frequency records. The page title is "Frequency Details". Below the title, there are instructions: "All frequencies (MHz) and corresponding output power (mW) must be provided for each record." The main content area contains a table with columns: "Frequency Range*", "Unit", "Output Power (mW)*", and "Unit*". The first row shows "Others" selected in the "Frequency Range" dropdown, "MHz" in the "Unit" column, and "100.00" in the "Output Power (mW)*" column. The "Unit*" column has radio buttons for "mW EIRP" (selected) and "mW ERP". A text input field next to the "Unit*" column contains "2.2 Ghz - 2.483 Ghz". Above the table, there are buttons for "Add Item" and "Delete".

To add a record
Click on **Add item** to include additional record.

To remove a record
Click on any field of the unwanted record and click on **Delete** to remove the record.

If 'others' frequency range is selected, specify alternate radio frequencies range with appropriate units.

Frequency Range*	Unit	Output Power (mW)*	Unit*
Others	MHz	100.00	<input checked="" type="radio"/> mW EIRP <input type="radio"/> mW ERP

Step 8: Provide details on the type of operations that the unmanned aircraft will be performing

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SITEMAP | CAAS CORPORATE SITE
Enter keyword here

Maintenance hours (Singapore time) :
Fri 6:00pm - 9:00pm

Home About eSOMS

Type of Operations

+ Add Item × Delete

Operation *	Others, please specify *
Others	Site survey

Details Of Activity *

Site survey of terrain at Bukit Timah Hill

To add a record
Click on **Add item** to include additional record.

To remove a record
Click on any field of the unwanted record and click on **Delete** to remove the record.

Step 10: Upload mandatory documents and additional documents

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Home About eSOMS Help

Weekly Maintenance hours (Singapore time):
Wed & Fri 6:00pm - 9:00pm

Mandatory Documents

Note : If N/A is checked, please provide justification in remark column.

	Name	File	Category	Attach	N/A	Remark
1	<input type="text"/>		ACRA Document	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>		Operations Manual	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>

Additional Documents

Document not found in the above list? You may upload additional supporting documents here.

+ Add Row

Name	File	Category
------	------	----------

Click on "Upload" and there will be a pop-out window to upload the file.

Tick **N/A** if document is not applicable to you and enter reason in the **Remarks**.

Operations Manual and ACRA Document (for first time company-based applicants only) are mandatory.

Step 10: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2021/0055)

1
Applicant/Organisation Details

Mandatory Documents
Note : If N/A is checked, plea

Name
1
2

Attach Documents

Drag and drop file here
or
Select file

Note : You are allowed to upload only one file in this screen.

Cancel

Attach

Cancel Back Save Continue

Select the file to be uploaded.

Step 10: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2)

1
Applicant/Organisation Details

Mandatory Documents
Note : If N/A is checked, please

Attach Documents

Drag and drop file here
or
Select file

Note : You are allowed to upload only one file in this screen.

Name *	File	
test_1	test_1.pdf	

Cancel Back Cancel Attach Save Continue

Actions

Ensure that the correct file is uploaded and attached before closing the pop-out window

Step 11: Preview all application details and complete declaration before submitting.

Additional Documents

Document not found in the above list? You may upload additional supporting documents here.

Name	File	Category	Attach	Remark	
No items					

Declaration

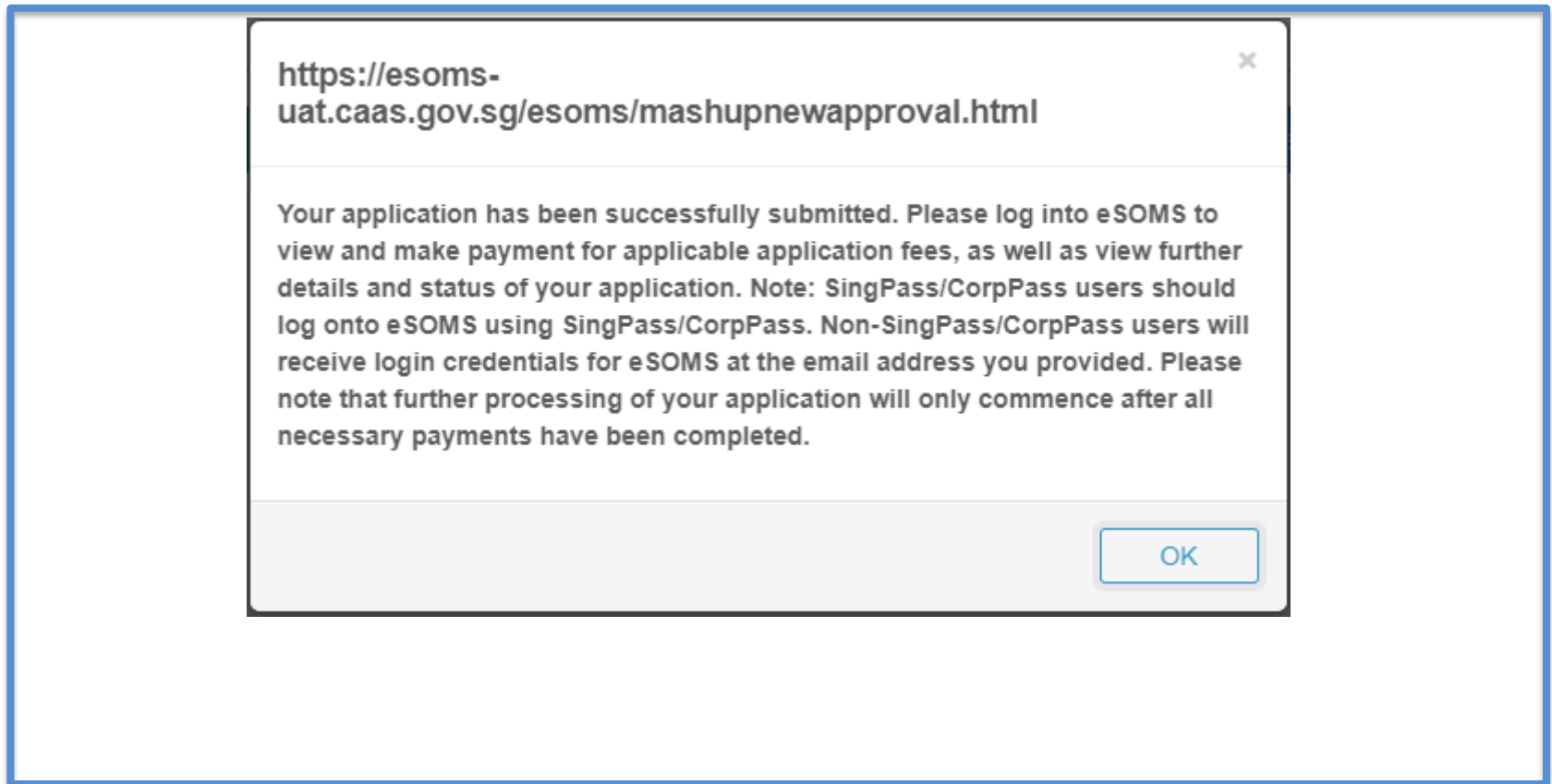
I hereby declare that the information provided is complete, true, accurate, and complies with the respective requirements as stated under Singapore Air Navigation Order. I further declare that there have been no accidents/incidents that have occurred in relation to activities conducted under the ambit of this OP.

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.

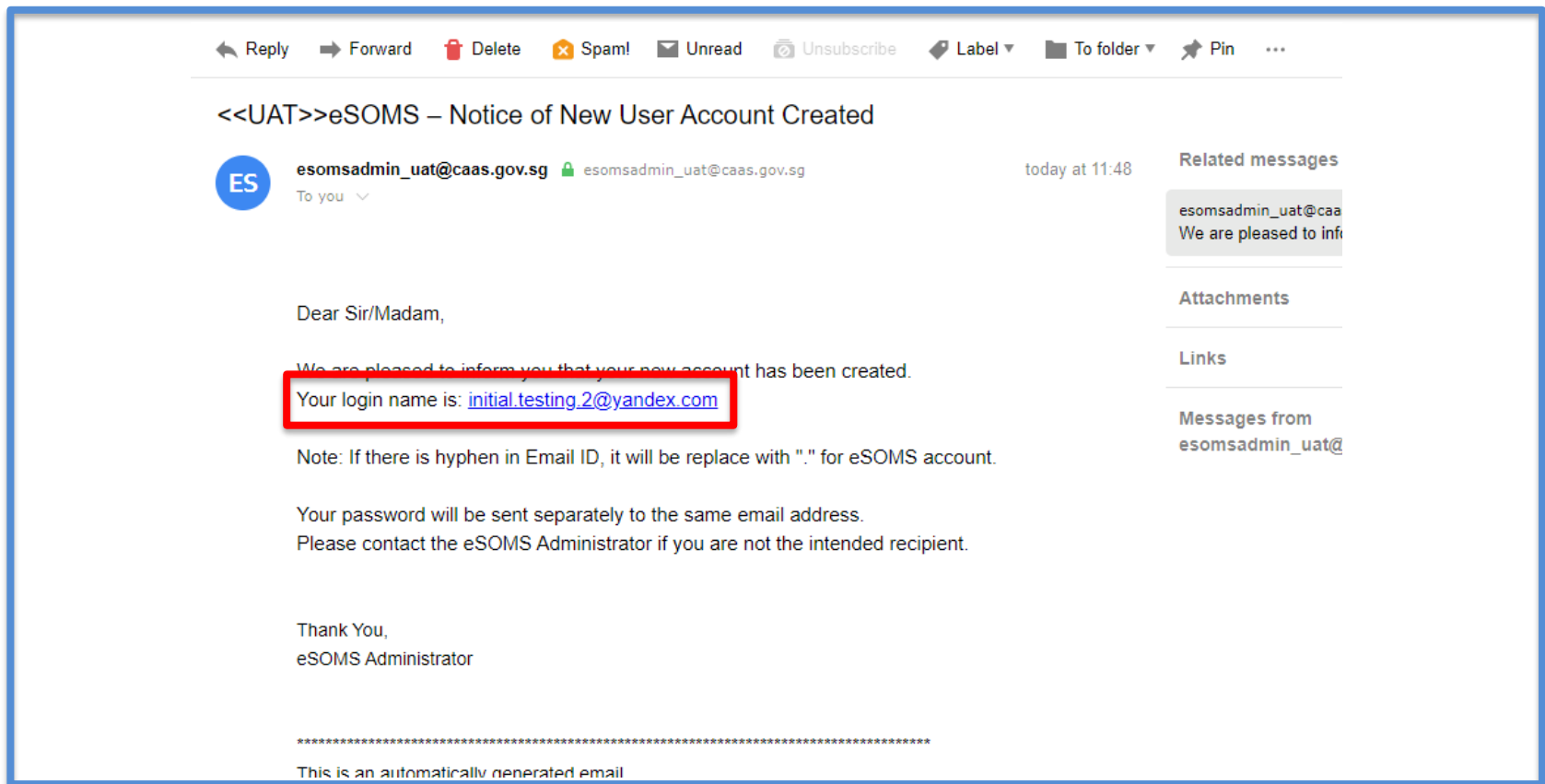
I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive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

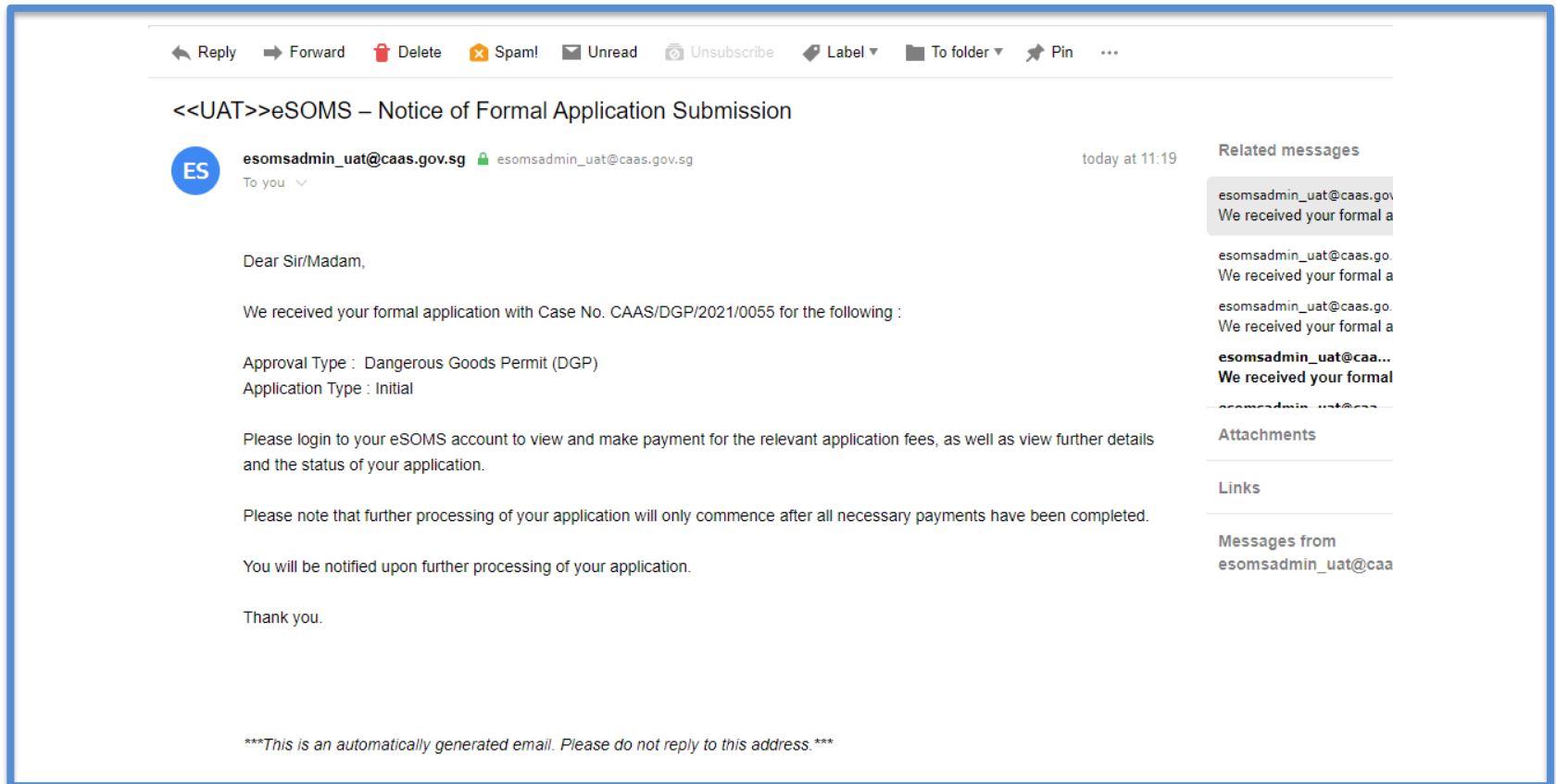
You will see the following pop-out when you application is submitted successfully.



You will receive a notice of new user account being created with the login name.

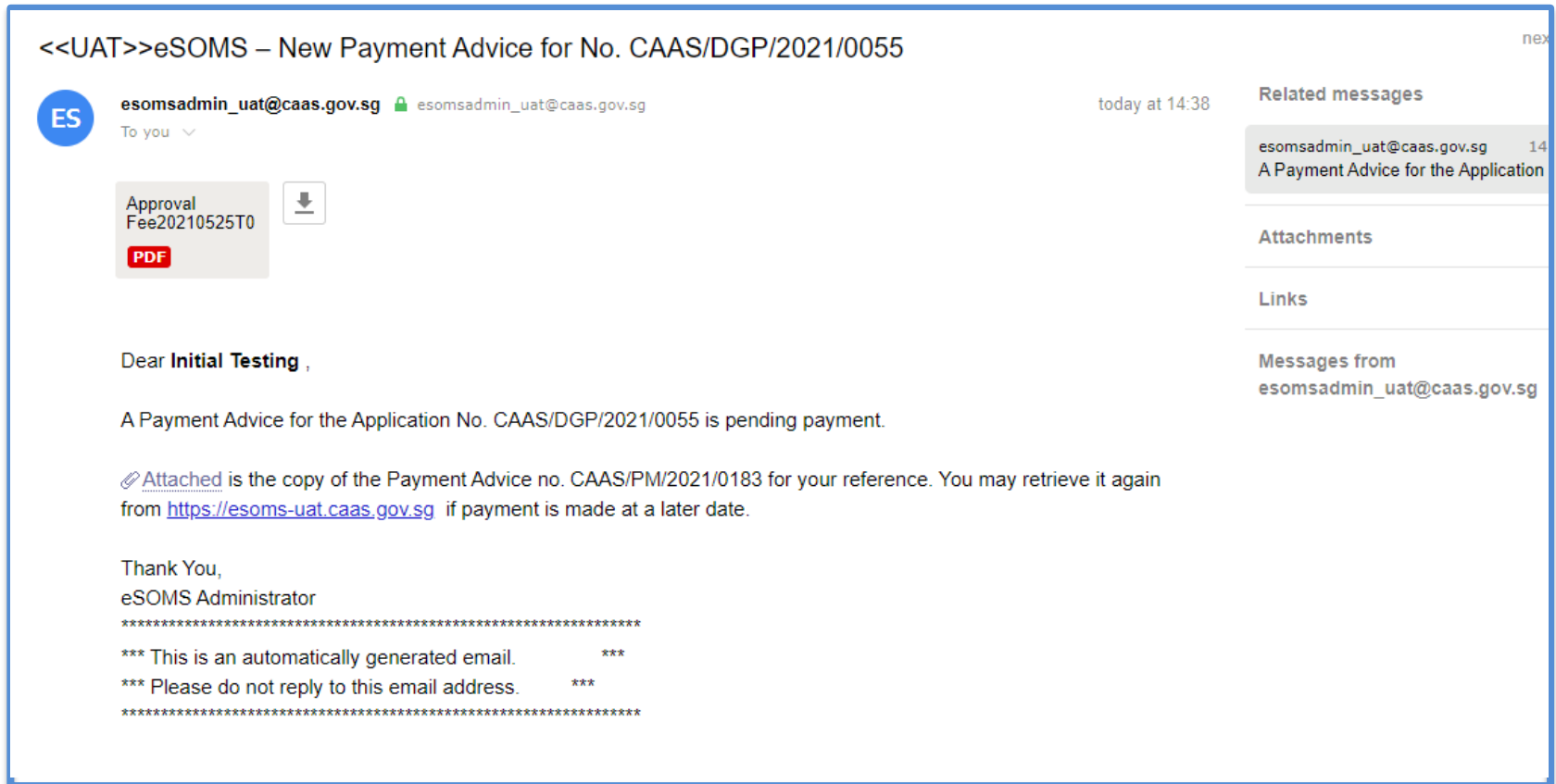


An email notification will be sent to you regarding the application submission.



Making Payment

You will be notified of the payment advice via email with an attached application fee in PDF which can be downloaded.



Payment case will be created “My Outstanding Tasks” in dashboard

Step 1: Login and click on the payment case

The screenshot shows a dashboard interface with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is the title 'My Dashboard'. The main content area features a section titled 'My Outstanding Tasks' with a 'Link' icon on the right. Below this section is a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The table contains one row with the following data: Case Reference Number: CAAS/PM/2021/0183, Application Reference No: CAAS/DGP/2021/0055, Application Type: Initial, Status: Pending-Payment, CAAS Officer: (blank), and Last Updated: 25 May, 2021 2:37:12 PM SGT. Red annotations include a box around the 'My Outstanding Tasks' link, a box around the 'Case Reference Number' 'CAAS/PM/2021/0183', a box around the 'Status' 'Pending-Payment', and red arrows pointing from the text 'Click here' to the 'Case Reference Number' and from the text 'Status will be seen as 'Pending Payment'' to the 'Status' column.

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/PM/2021/0183	CAAS/DGP/2021/0055	Initial	Pending-Payment		25 May, 2021 2:37:12 PM SGT

Step 2: Check that payment items and amount is correct before paying

Home My Organizati... CAAS/PM/2021/...

Approval > Application

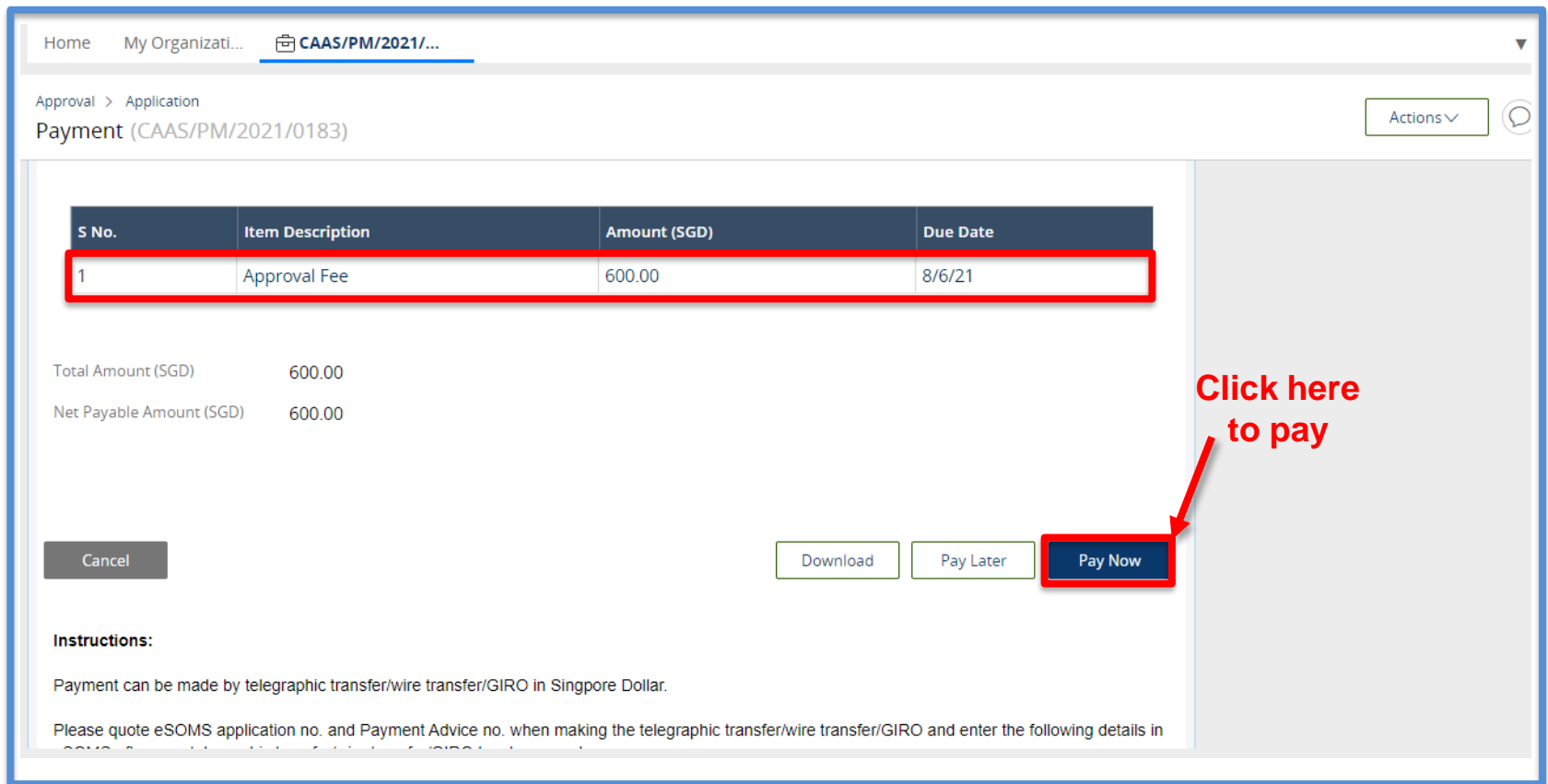
Payment (CAAS/PM/2021/0183) Actions

S No.	Item Description	Amount (SGD)	Due Date
1	Approval Fee	600.00	8/6/21

Total Amount (SGD) 600.00
Net Payable Amount (SGD) 600.00

Cancel Download Pay Later Pay Now

Instructions:
Payment can be made by telegraphic transfer/wire transfer/GIRO in Singapore Dollar.
Please quote eSOMS application no. and Payment Advice no. when making the telegraphic transfer/wire transfer/GIRO and enter the following details in



Alternatively, you can make a payment via 'Make Payment' on esoms.caas.gov.sg

The screenshot shows the CAAS eSOMS website homepage. At the top left is the CAAS logo (Civil Aviation Authority of Singapore) with the tagline "Enabling opportunities through aviation". At the top right is the Singapore Government logo (Integrity · Service · Excellence) and navigation links for CONTACT US, SITEMAP, and CAAS CORPORATE SITE. Below the logo is a search bar with a dropdown menu set to "Within CAAS eSOMS" and a search icon. 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 divided into three sections:

- New to eSOMS? I want to...**: Contains two buttons: "Apply for Approval/Permit" (with a document icon) and "Submit Enquiry" (with a document and question mark icon). The "Apply" button text reads: "Ready to apply for an approval/permit? Submit your application here." The "Submit" button text reads: "Not sure what approval/permit to apply for? Submit your enquiry here."
- Quick Links**: Contains two buttons: "Make Payment" (with a document and dollar sign icon) and "View Approval/Permit Holders" (with a document and magnifying glass icon). The "Make Payment" button is highlighted with a red border and contains the text: "Have an outstanding invoice or payment advice? Click here to make payment." The "View" button text reads: "Click here to view approval/permit holders."
- Welcome to eSOMS Enterprise Safety Oversight Management System**: Contains a login instruction: "For existing account holders, please login using one of the following methods:" followed by three login options: "For Individuals - Singpass Login", "For Businesses - Singpass Login (previously known as Corppass Login)", and "eSOMSPass Login". A link for "More information on login methods click here." is provided below.

The background features a stylized illustration of an airport tarmac with two aircraft and ground service equipment.

The Payment Advice No. can be found in the PDF attached in the email.


Online Payment Service

Make Payment

You can now make payment online for fees and charges. Please enter the Payment Advice No. (e.g. CAAS/PM/YYYY/XXXX) or Invoice No. (e.g. CAAS/INV/YYYY/XXXX).

Payment Advice No. Invoice No.

Please enter the words you see in the box.



Civil Aviation Authority of Singapore

Payment Advice

Payment Advice No : CAAS/PM/2021/0183
Payment Advice Date : 25/05/2021

Name of Company :
Organisation Address :
Applicant Name :
Approval Type :
Application Type :

Ensure all the details and amount are correct and click on 'Pay Now'

Payment Invoice Number
Date
Name of Organisation
Organisation Address
Applicant Name
Payment Status

S No.	Item Description	Amount (SGD)	Due Date
1	Approval Fee	600.00	8/6/21

Total Payment Amount (SGD) 600.00
Amount Received (SGD)
Net Payable Amount (SGD) 600.00

Pay Now

A late payment interest charge at the prevailing rate will be levied on the overdue amount.
For enquiries on payment advice, please contact the eSOMS Support Team at esoms@caas.gov.sg.
This is a computer generated payment advice. No signature is required.

Instructions:
Payment can be made by telegraphic transfer/wire transfer/GIRO in Singapore Dollar.

Step 3: Select the payment mode: Credit Card, PayNow, or Telegraphic Transfer (TT).

Home My Organizati... CAAS/PM/2021/...

Approval > Application
Payment (CAAS/PM/2021/0183)

S No.	Item Description
1	Approval Fee

Total Amount (SGD) 600.00
Net Payable Amount (SGD) 600.00

Cancel

Instructions:
Payment can be made by telegraphic transfer
Please quote eSOMS application no. and Pay

Make Payment

Application No. CAAS/DGP/2021/0055
Payment Advice No. CAAS/PM/2021/0183
Payment Advice Date 25/05/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)
- PayNow

Payment Mode*


- Select...
- Select...
- Credit Card
- PayNow
- TT/Wire TRF/GIRO

Payer Details

Step 3a: If payment is via Credit Card, you will be redirected to an external payment page for payment.

Display Name	TEST: Civil Aviation Authority of Singapore
Merchant Reference Code	P-2589-162203993
Nets Reference Code	20210525150820181
Amount	SGD 600.00

Payment Methods



Name on Card

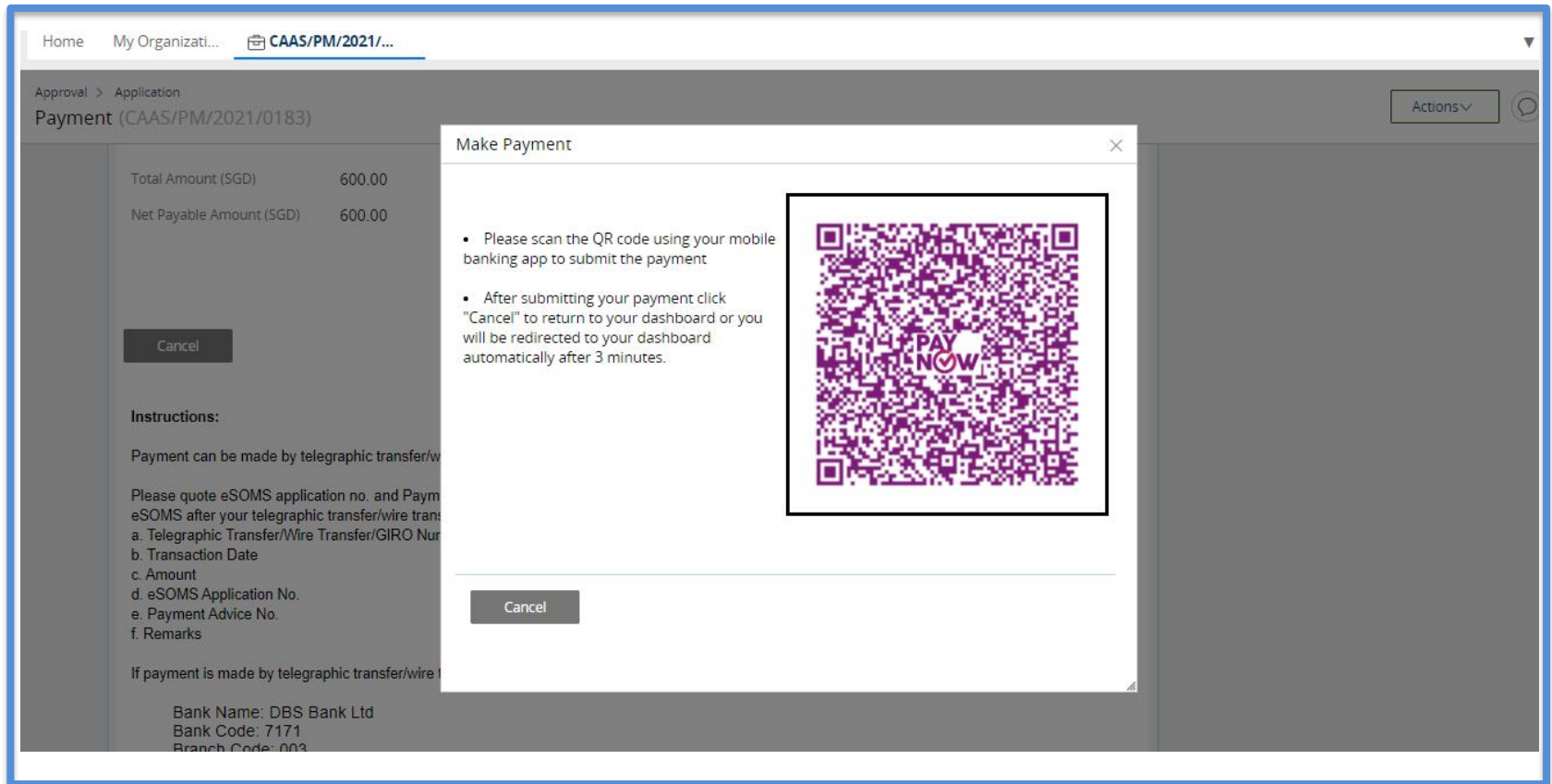
Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Step 3b: If payment is via PayNow, a QR code will be generated, and you may scan to make payment.



The screenshot shows a web application interface for a payment process. The main page is titled "Payment (CAAS/PM/2021/0183)" and displays the following information:

Total Amount (SGD)	600.00
Net Payable Amount (SGD)	600.00

There is a "Cancel" button and a section titled "Instructions:" which includes the following text:

Payment can be made by telegraphic transfer/wire transfer. Please quote eSOMS application no. and Paym eSOMS after your telegraphic transfer/wire transfer.

- Telegraphic Transfer/Wire Transfer/GIRO Number
- Transaction Date
- Amount
- eSOMS Application No.
- Payment Advice No.
- Remarks

If payment is made by telegraphic transfer/wire transfer, please provide the following information:

Bank Name: DBS Bank Ltd
Bank Code: 7171
Branch Code: 003

The "Make Payment" dialog box is open, showing a QR code and the following instructions:

- Please scan the QR code using your mobile banking app to submit the payment
- After submitting your payment click "Cancel" to return to your dashboard or you will be redirected to your dashboard automatically after 3 minutes.

There is a "Cancel" button at the bottom of the dialog box.

Step 3c: If payment is via TT, please arrange with your Finance to initiate the transaction separately. Upon successful transaction, please fill in the transaction reference number and date in the page as shown below.

Make Payment ×

Application No. CAAS/DGP/2021/0055

Payment Advice No. CAAS/PM/2021/0183

Payment Advice Date 25/05/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- TT / WireTransfer / GIRO (your bank may take 3-5 working days to process)
- PayNow

Payment Mode ★

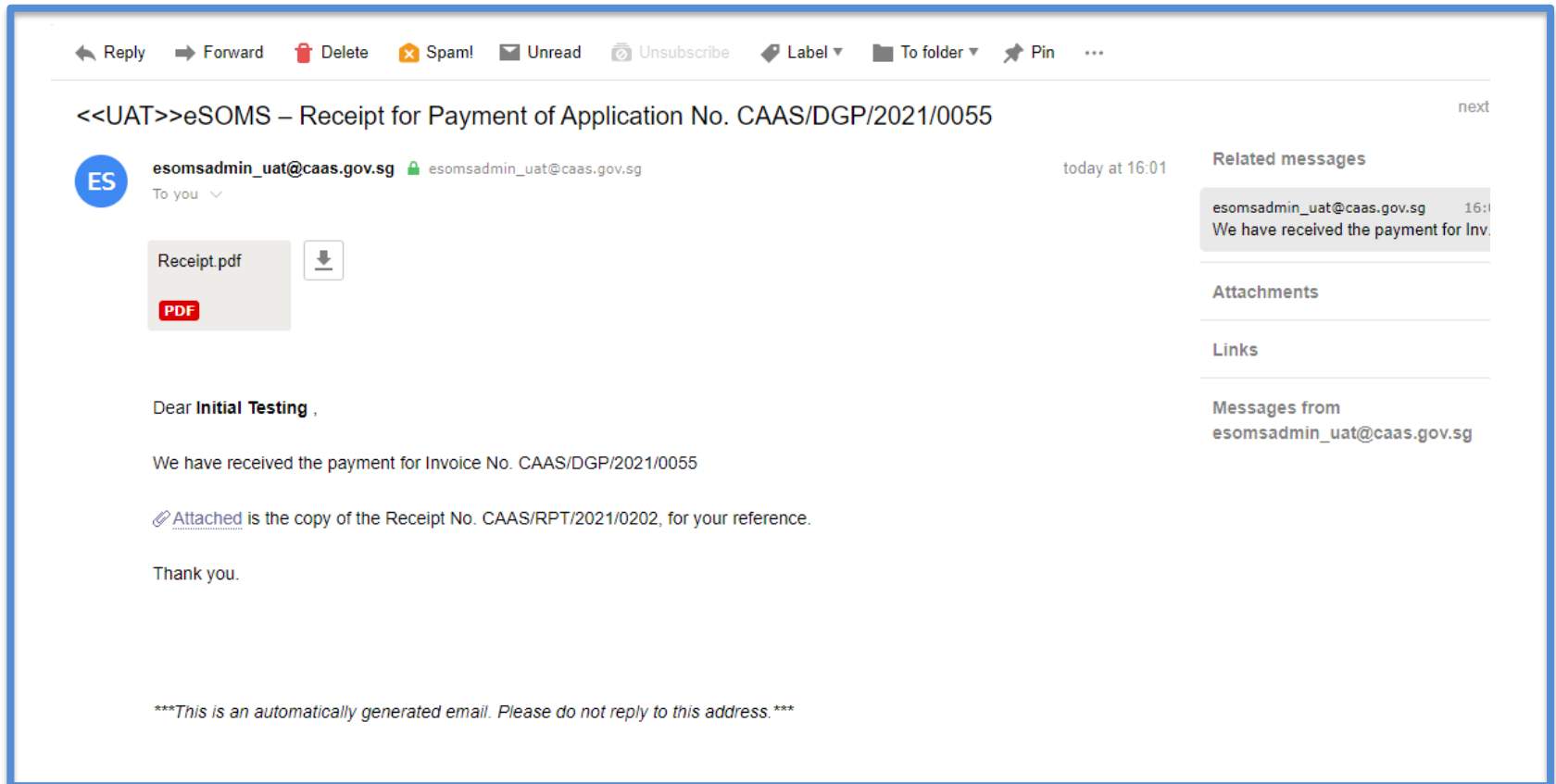
Amount

TT/Wire TRF/GIRO Number ★

TT/Wire TRF/GIRO Date ★

Remarks

Once we have verified your payment, you will be notified via email with an attached receipt.



Once paid, status of application will be updated accordingly. Application will be moved from 'My Outstanding Tasks' to 'My Involved Tasks'.

Home My Organizati... CAAS/DGP/2021...

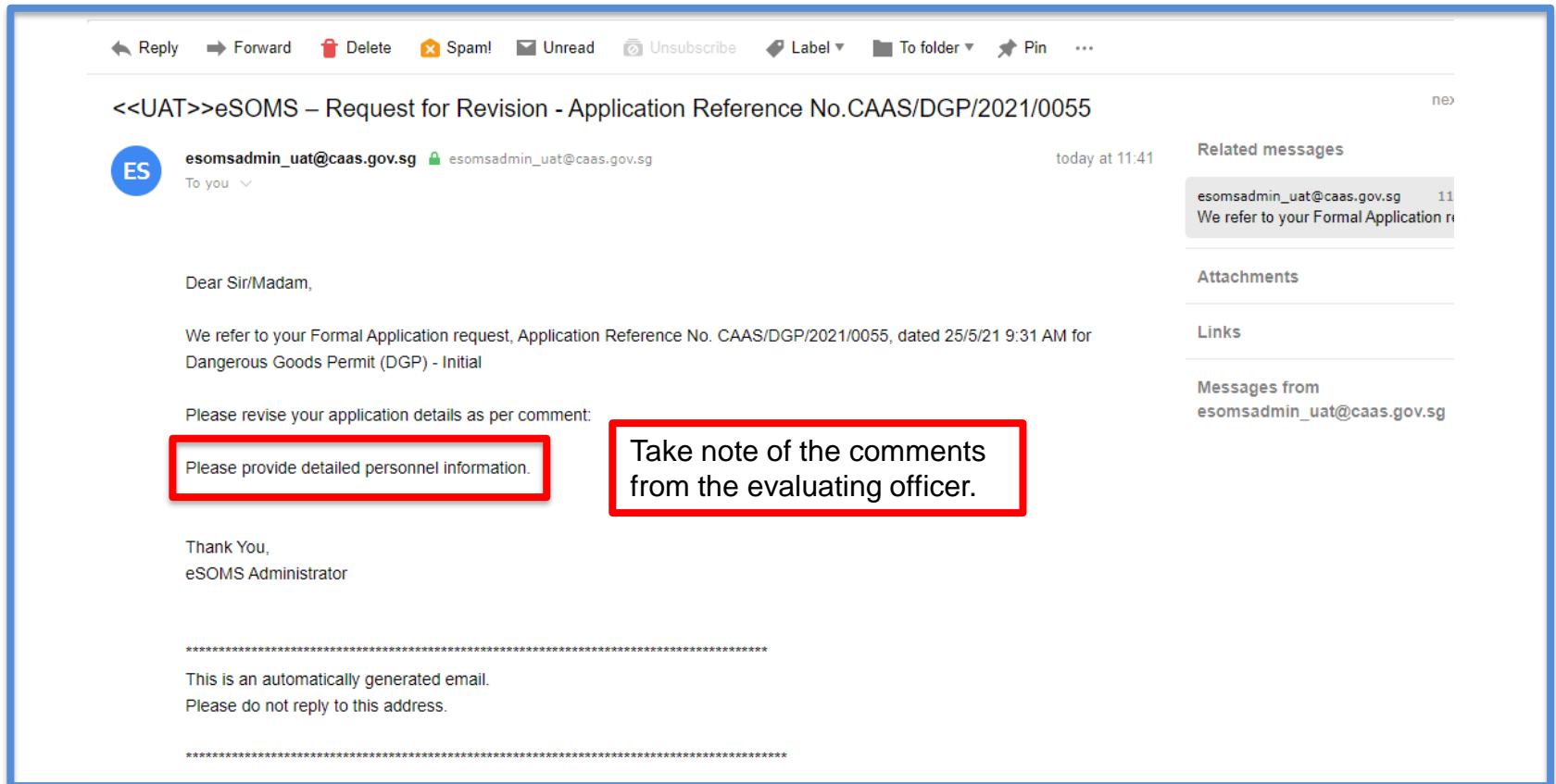
My Involved Tasks Link

Status updated

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1 CAAS/DGP/2021/0055	Application	Initial	Payment-SuccessfulAppCompleted		25 May, 2021 4:03:14 PM SGT

Evaluation

During the process, more information/documents may be requested by the CAAS Officer. An email notification will be sent to inform you of the information required.



Step 1: The application will be routed back “My Outstanding Tasks”. Click on the case reference number to make the necessary changes to the formal application.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a 'My Dashboard' section. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section contains a table with the following data:

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1 CAAS/DGP/2021/0055	CAAS/DGP/2021/0055	Initial	FormalApplication-Submitted		25 May, 2021 11:40:57 AM SGT

The 'My Involved Tasks' section contains a table with the following headers:

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
-----------------------	-------------	------------------	--------	--------------	--------------

A red box highlights the case reference number 'CAAS/DGP/2021/0055' in the first row of the 'My Outstanding Tasks' table. A red arrow points from the text 'Click here' to this highlighted cell.

Step 2: Make necessary amendments according to comments by CAAS officer.

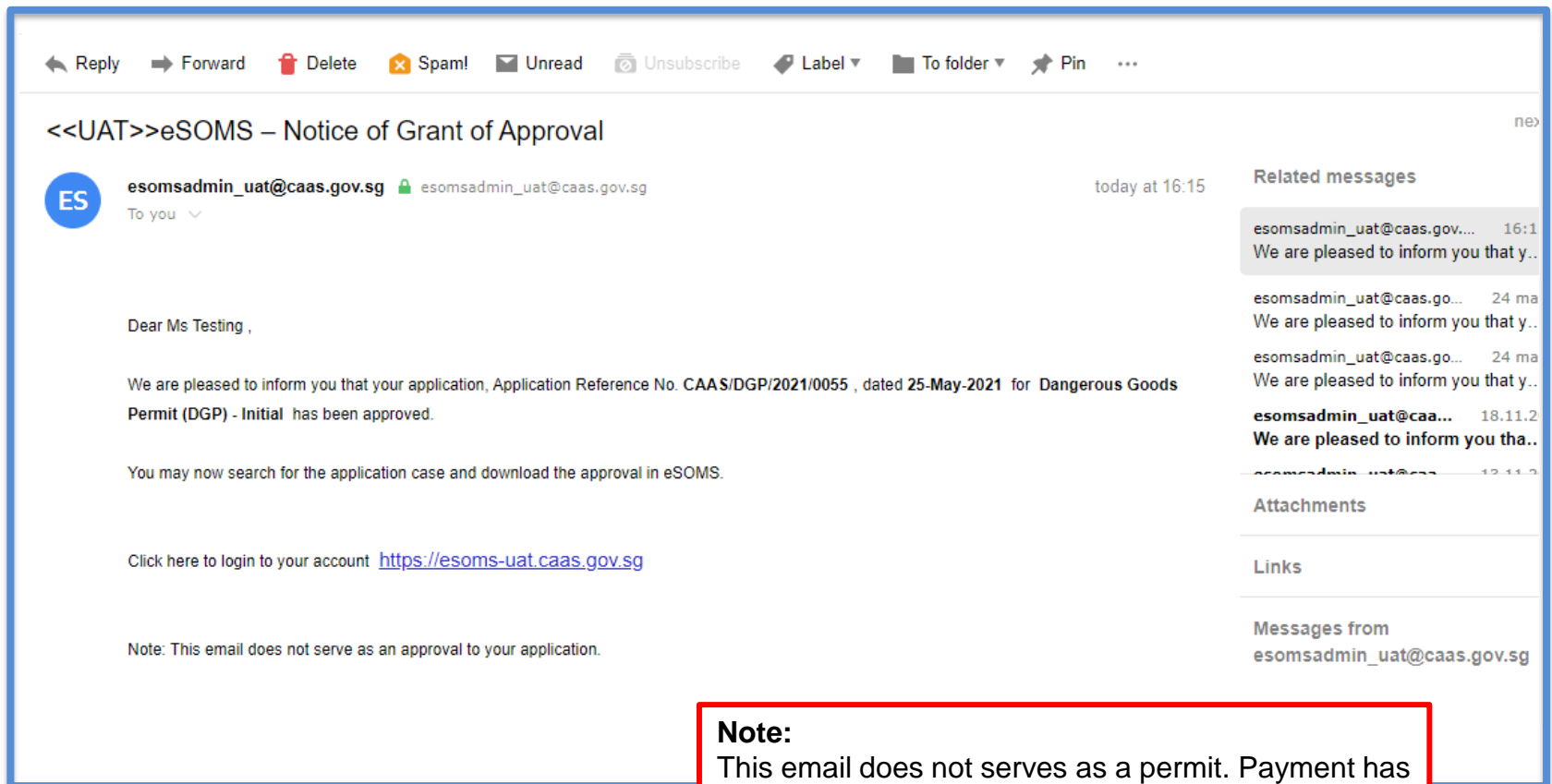
The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface for an application. The breadcrumb trail shows 'Home > My Approvals > CAAS/UOP/2019...'. The application is titled 'Application (CAAS/UOP/2019/0061)'. A progress bar at the top indicates four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. A red box highlights steps 2 and 3, with arrows pointing to a text box that reads: 'Navigate to the appropriate section where revision is required.' The main content area shows the 'Instructions' section with a warning: 'This form may take you 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 your submission is correct. A correct submission will lead to delays in processing your application.' Below this is the 'Application Details' section with fields for 'Approval Type' (Operator Permit (UOP)) and 'Application Type' (Initial). At the bottom are 'Cancel', 'Save', and 'Continue' buttons.

Step 3: Ensure amendments are made correctly and submit.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'PP'. The main content area shows the 'Approval' process for 'Application (CAAS/UOP/2019/0069)'. A progress bar at the top indicates four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The 'Preview Application' step is highlighted with a red box. Below the progress bar, the 'Application Details' section shows 'Approval Type: Operator Permit (UOP)'. The 'Additional Questions related to Application' section contains two questions: 'CAAS Approval No: UOP/0337' and 'Approval Expiry Date: 17/09/2019', and 'Is the applicant based in Singapore? Yes' and 'Any accidents / incidents: No'. At the bottom, there are 'Cancel', 'Back', 'Save', and 'Submit' buttons. A red box highlights the 'Submit' button with the text 'Click on **Submit** to proceed.' Another red box highlights the 'Preview Application' step with the text 'Preview the application and ensure all parameters are specified accurately.'

Downloading Approval

Upon approval of the application, an email will be sent to you.



Step 1: Look for the case reference number under 'My Involved Tasks' in 'Home'.

The screenshot shows the eSOMS Enterprise Safety Oversight Management System interface. The left sidebar contains a navigation menu with the following items: Home, My Applications, Search Portal, View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The main content area is divided into sections: My Dashboard, My Outstanding Tasks, and My Involved Tasks. The My Outstanding Tasks section shows a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The content of this table is "No work assigned". The My Involved Tasks section shows a table with columns: Case Reference Number, Description, Organisation, and Last Updated. The first row in this table has the Case Reference Number "CAAS/UOP/2019/0061" highlighted with a red box. A callout box points to the "Home" menu item with the text "Click on *Home* to find the application case." Another callout box points to the highlighted case reference number with the text "Click on the case reference number to access the application case."

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
No work assigned					

Case Reference Number	Description	Organisation	Last Updated
1 CAAS/UOP/2019/0061	Ap		10 September, 2019 4:43:58 PM SGT

Step 2: Click on the certificate to download.

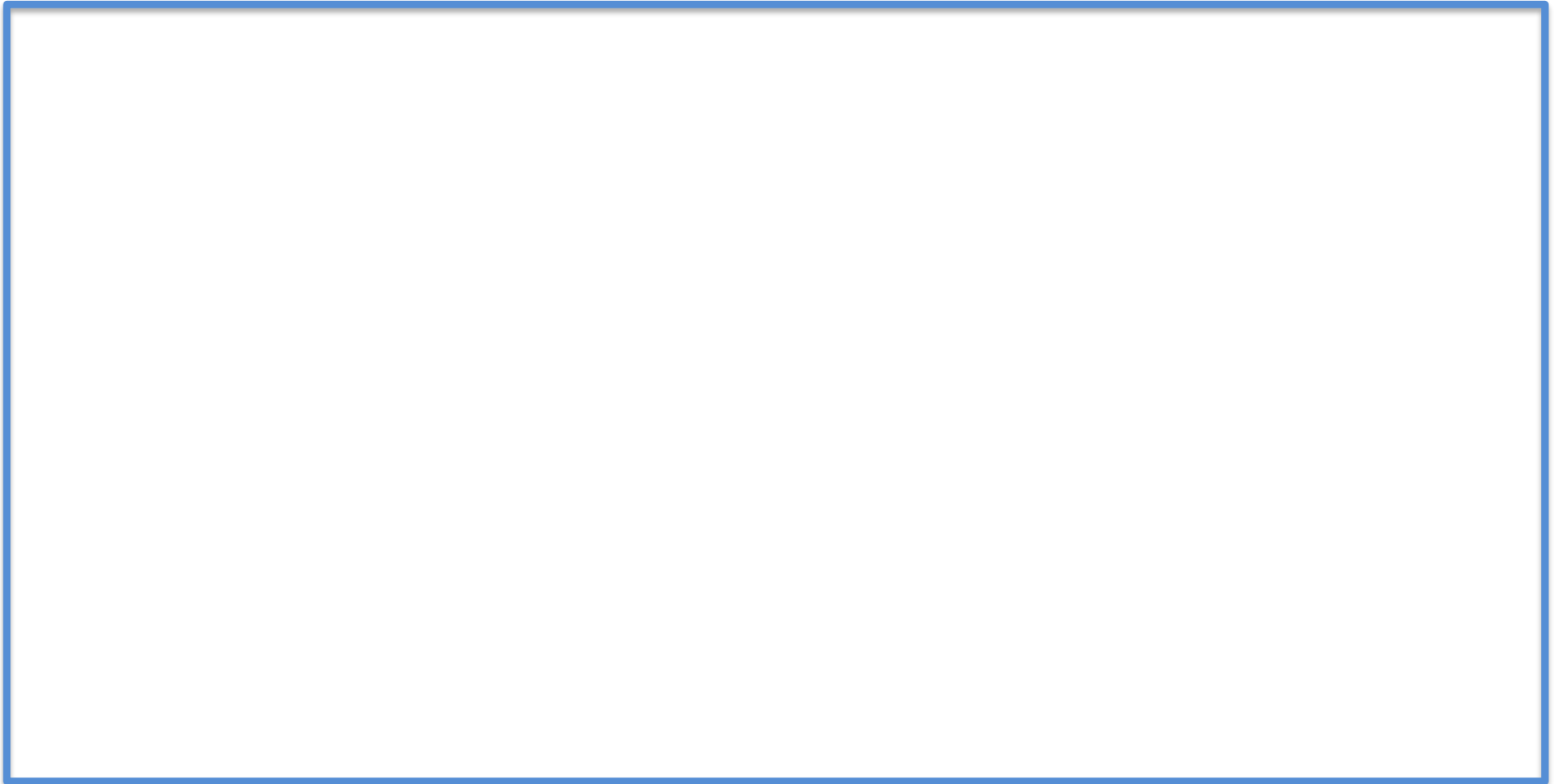
The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'PP'. The main content area is titled 'Application (CAAS/UOP/2019/0061)' and features a sidebar on the left with navigation options like 'Home', 'My Applications', and 'Search Portal'. The central panel shows the 'Application Review' section with tabs for 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is selected, showing details such as 'Approval Type: Operator Permit (UOP)', 'Application Type: Initial', and 'Applicant: garfieldnine@yandex.com'. Below this, the 'ATTACHMENTS' section contains a file named 'OP Certificate.pdf' with a red arrow pointing to it. A text box next to the attachment states: 'The operator permit can be downloaded here.'

Summary

1. Register via eSOMS website
2. Submitting Application
3. Making Payment
4. Evaluation
5. Downloading Approval

- END -

Template



Template

