



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

CAAS

Civil Aviation Authority of Singapore

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 "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".

Under the heading "New to eSOMS? I want to...", there are three main options:

- Apply for Approval/Permit** (highlighted with a red box): "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."

On the right, a "Welcome to eSOMS" section provides login instructions for existing account holders, listing three methods: "For Individuals - Singpass Login", "For Businesses - Singpass Login (previously known as Corppass Login)", and "eSOMSPass Login". A link for "More information on login methods" is also provided.

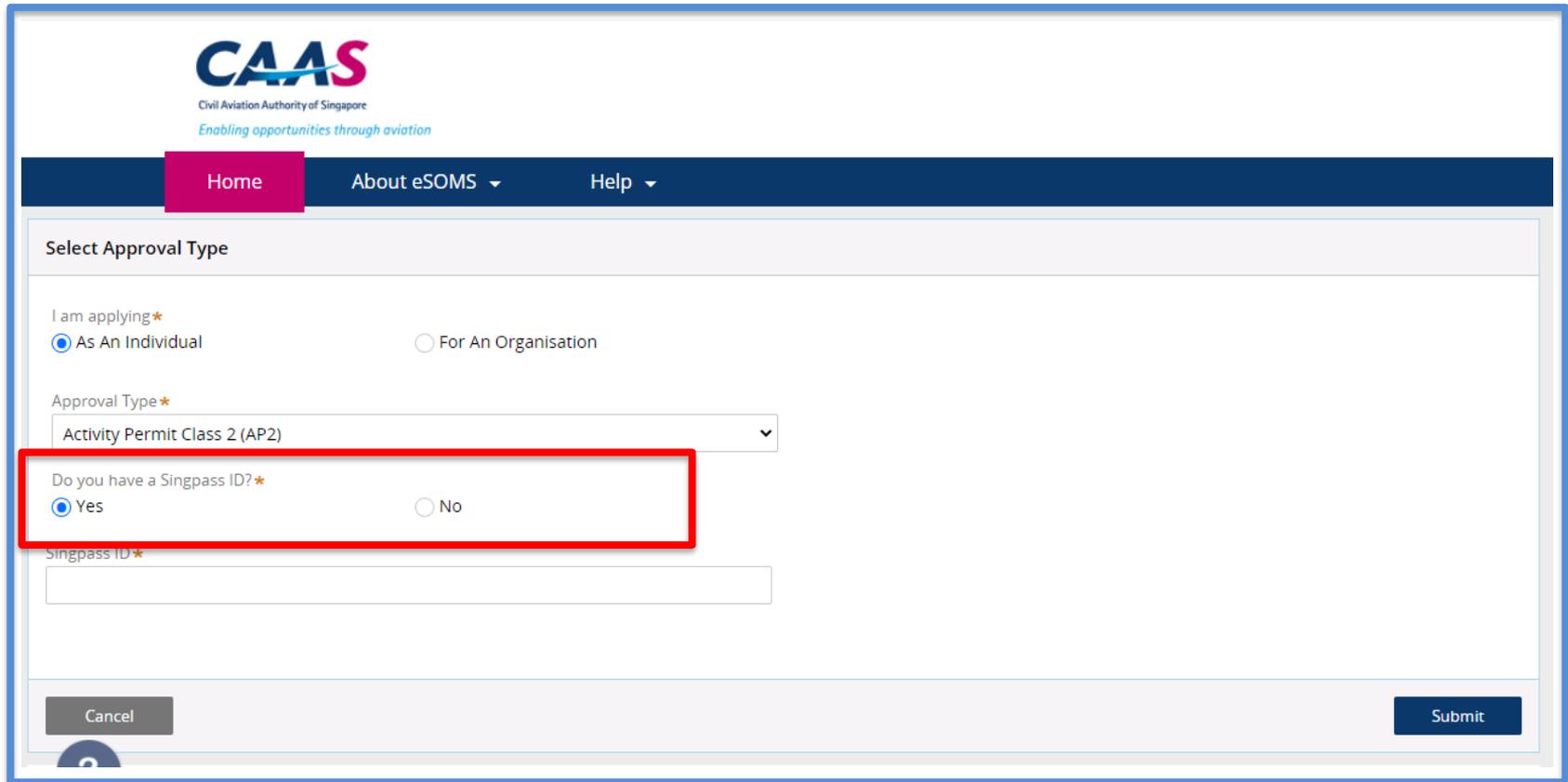
Step 2: Select 'As An Individual'.

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: 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. There are also font size controls (A⁻, A, A⁺) and a search bar labeled 'Within CAAS eSOMS' with 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 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 buttons: 'As An Individual' (which is 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 this section are 'Cancel' and 'Submit' buttons. Below the 'Select Approval Type' section is an 'Approval Lifecycle' diagram showing three steps: 'Initiate' (highlighted in blue), 'Process', and 'Review'. A small globe icon is visible in the bottom right corner of the form area.

Step 3: Select 'Activity Permit Class 2 (AP2)' from the drop down list.

The screenshot shows the CAAS eSOMS application interface. At the top, the CAAS logo and tagline 'Civil Aviation Authority of Singapore' are visible. Below the logo is a navigation bar with 'Home', 'About eSOMS', and 'Help' links. The main content area is titled 'Select Approval Type'. It contains two radio buttons for 'I am applying' (As An Individual, selected) and 'For An Organisation'. Below this is a dropdown menu for 'Approval Type' with 'Activity Permit Class 2 (AP2)' selected. A red box highlights the 'Activity Permit Class 2 (AP2)' option in the dropdown list. The dropdown also shows categories for 'Aircraft' (Certificate of Registration (COR), Permit To Fly (PTF)) and 'Unmanned Aircraft' (Discharge Permit (DP), Operator Permit (UOP)). A 'Submit' button is located at the bottom right of the form. 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*

Activity Permit Class 2 (AP2)

Do you have a Singpass ID?*

Yes No

Singpass ID*

Cancel Submit

Step 1a: For existing applicants that already have an eSOMS account, Login via your respective login methods.

The screenshot displays the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline "Civil Aviation Authority of Singapore" and "Enabling opportunities through aviation". A navigation bar includes "Home", "About eSOMS", and "Help". A maintenance notice states: "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...**
 - 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.

Step 1a: After logging in, select **New > Approval** on the left pane.

Home My Organizati... Approval

Approval Actions

Select Approval Type TA Test Account

Approval Type * Application Type *

Activity Permit Class 1 (AP1) Initial

Additional Questions related to Application

Is this an application for a repeated activity? *

Yes No

Cancel Submit

CASE DETAILS

Last updated by System (1m ago)

Created by Test Account (1m ago)

To apply for new permit, select **Activity Permit Class 1/2 (AP1/AP2)** under approval type and **Initial** under Application type.

Repeated applicant is only applicable for permits that were issued less than 1 year ago.

Please refer to the next slide on details for repeated applicant.

Step 1a: After logging in, select **New > Approval** on the left pane.

The screenshot shows the 'Approval' form in the eSOMS system. The 'Additional Questions related to Application' section is highlighted with a red box. It contains the following elements:

- Question: "Is this an application for a repeated activity?*" with radio buttons for "Yes" (selected) and "No".
- Text: "Please enter Approval Number to be repeated*" followed by a drop-down menu showing "AP1/20190618/0001/UOP/0015".
- Note: "Note: You may only repeat permits that were issued less than 1 year ago."

At the bottom of the form, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red box.

To repeat a permit that was approved in eSOMS, select the approval number to be repeated via the drop-down selection list.

To repeat a permit that was approved previously before eSOMS, enter the approval number in the free-text box. o Applicant is to enter the same operating parameters (UA model, operating height and operating location) in the application form as the previously approved permit. If the operating parameters are different from the previously approved permit, the repeat application will be rejected

Submitting Application

Step 1: 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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CONTACT US | SITEMAP | CAAS CORPORATE SITE

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 2: Fill in details of Operation Date(s) and Time(s) of Activity.

1 Applicant/Organisation Details 2 Formal Application Details 3 Upload Documents 4 Preview App

Operation

▼ Date(s) and Time(s) of Activity

+ Add Item × Delete

Date of Activity (From)*	Date of Activity (To)*	Time of Activity (From)*	Time of Activity (To)*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maximum height of Operations (feet above mean sea level)*

▼ Type of Operations

+ Add Item × Delete

Operation*

Select..

Cancel Back Continue

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 3: Provide details on the type of operations that the unmanned aircraft will be performing.

The screenshot shows a web form titled "Type of Operations" with a dropdown menu. The dropdown is currently open, showing a "Select.." option. Two red callout boxes are present: one pointing to the "Add Item" (+) and "Delete" (x) buttons, and another pointing to the "Delete" button. The form includes several text input fields: "Area Of Operations*" with a placeholder "Describe the area of operations (Eg. At the center of...)", "Flight Profile Of Operations*" with a placeholder "Describe flight profile of operations (Eg. Take-off followed by hovering at 200 ft for 5 mins, before descending back to the ground)", and a radio button question "Does the operation involves discharge of any items* or substances?" with "Yes" and "No" options. At the bottom, there are "Cancel", "Back", and "Continue" buttons.

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 4: 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'. Below the progress bar, there is a section for 'Add Unmanned Aircraft'. A red box highlights the '+ Add Item' and 'x Delete' buttons. A red box also highlights the text instructions: 'To add a record Click on **Add item** to include additional record.' and 'To remove a record Click on any field of the unwanted record and click on **Delete** to remove the record.' Below the instructions, there is a table of input fields for aircraft details:

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			

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

Step 5: Provide frequency details.

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Home About eSOMS Help

Frequency Details

All frequencies (MHz) and corresponding output power (mW)

+ Add Item - Delete

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

Number of Unmanned Aircraft to be flown

If 'others' selected, please input alternative radio frequencies range*

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

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 6: Provide details of On-site Safety Personnel and Safety/Emergency Measures

Details of On-site Safety Personnel

POINT OF CONTACT 1

Name* Country Code* Contact Number*

POINT OF CONTACT 2

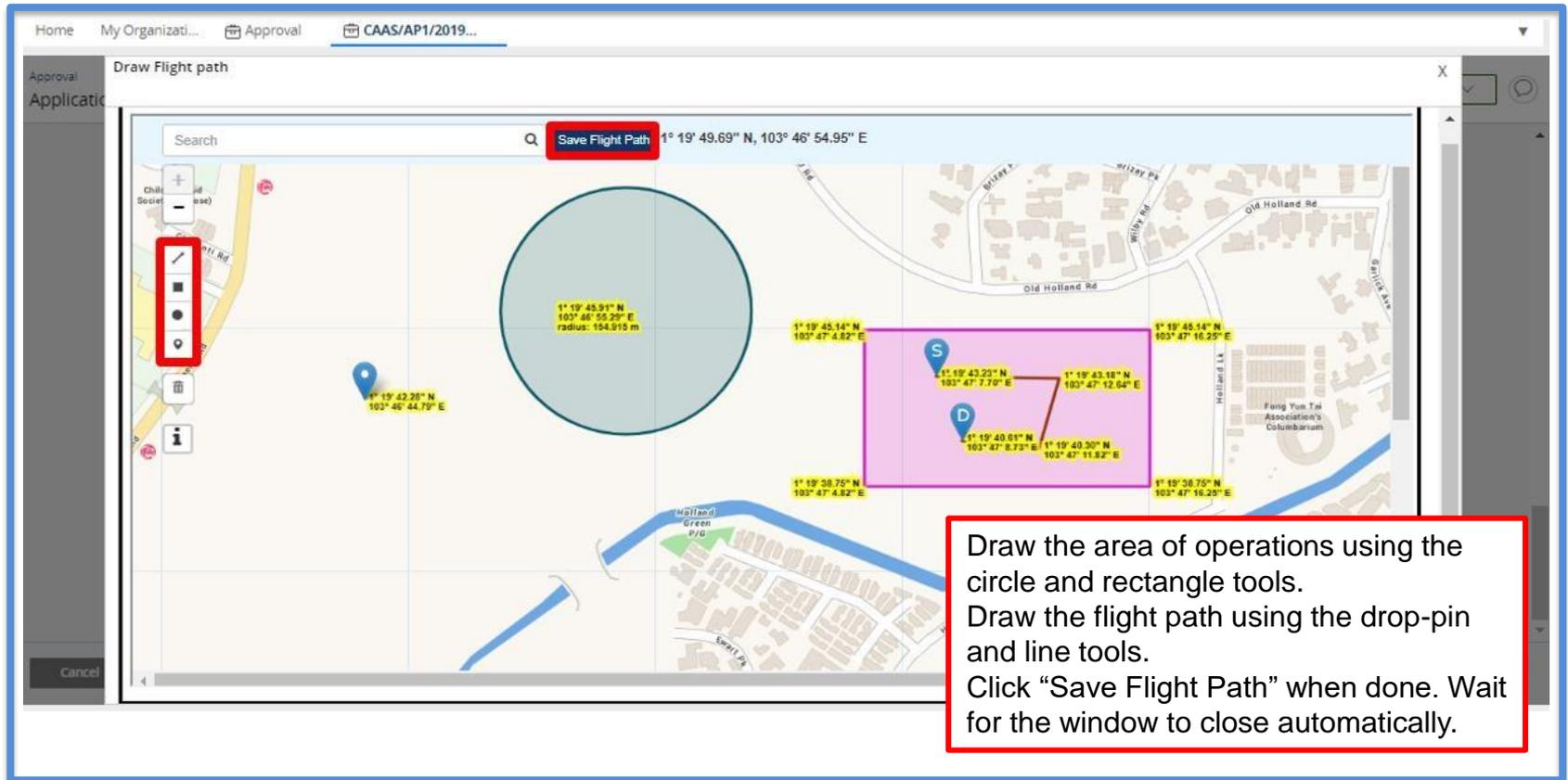
Name* Country Code* Contact Number*

Safety/Emergency Measures

Please list the safety measures employed to prevent the inadvertent loss of control of the unmanned aircraft*

Describe contingency measures in the event of: 1.Loss of power 2. Loss of link/remote control 3. Loss of line of sight*

Step 7: Draw the area of operations and flight path



The screenshot shows a web application window titled "Draw Flight path" with a search bar and a "Save Flight Path" button. The map displays a large green circle representing the area of operations, a pink rectangle representing the flight path, and a blue line representing the flight path. The map includes various geographical features like roads (Old Holland Rd, Wilby Rd, Wilsby Pk, Holland Lk, Holland Green P/G, Llewellyn Pk) and a building (Fang Yun Tai Association's Columbarium). The map also shows several coordinate points with their respective latitude and longitude values.

Search Save Flight Path 1° 19' 49.69" N, 103° 46' 54.95" E

1° 19' 45.91" N
103° 46' 55.29" E
radius: 154.915 m

1° 19' 43.28" N
102° 46' 44.79" E

1° 19' 45.14" N
103° 47' 4.82" E

1° 19' 43.25" N
103° 47' 7.70" E

1° 19' 43.18" N
103° 47' 12.64" E

1° 19' 40.01" N
103° 47' 8.73" E

1° 19' 40.30" N
103° 47' 11.82" E

1° 19' 38.75" N
103° 47' 4.82" E

1° 19' 45.14" N
103° 47' 16.25" E

1° 19' 38.75" N
103° 47' 16.25" E

Draw the area of operations using the circle and rectangle tools.
Draw the flight path using the drop-pin and line tools.
Click "Save Flight Path" when done. Wait for the window to close automatically.

Step 8: Upload mandatory documents and additional documents

1 Applicant/Organisation Details 2 Formal Application Details **3 Upload Documents** 4 Preview Application

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"/>		Risk Assessment Form	<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	Attach	Remark	
No items					

Help Back Continue

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

Risk Assessment Form is mandatory.

Step 8: 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.

Select the file to be uploaded.

Cancel Attach

Cancel Back Save Continue

Step 8: 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

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

Cancel Back Cancel Attach Save Continue

Step 9: 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

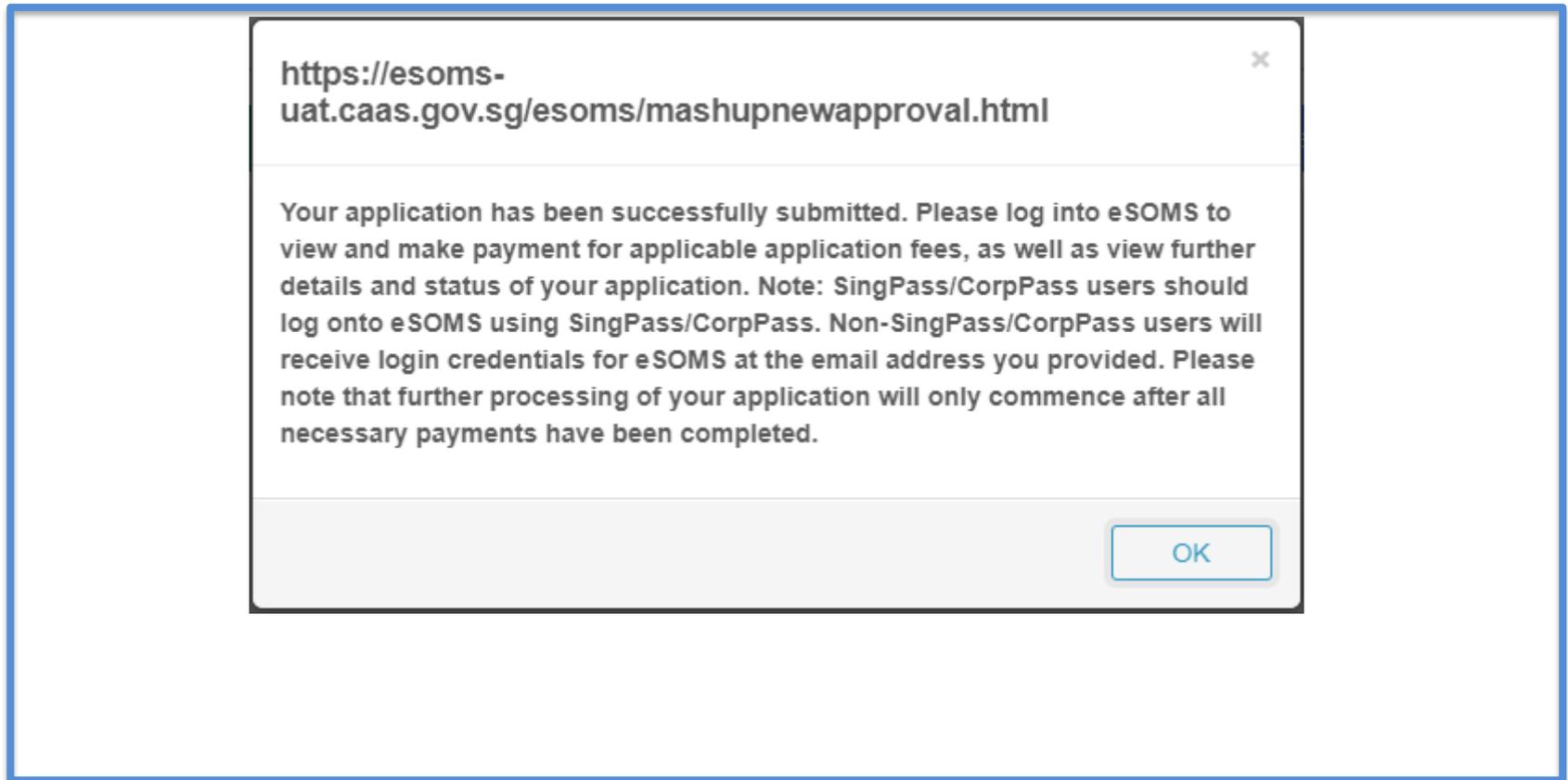
I hereby declare that the information provided is complete, true, accurate, and complies with the respective requirements as stated under Singapore Air Navigation Order. I further declare that there have been no accidents/incidents that have occurred in relation to activities conducted under the ambit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

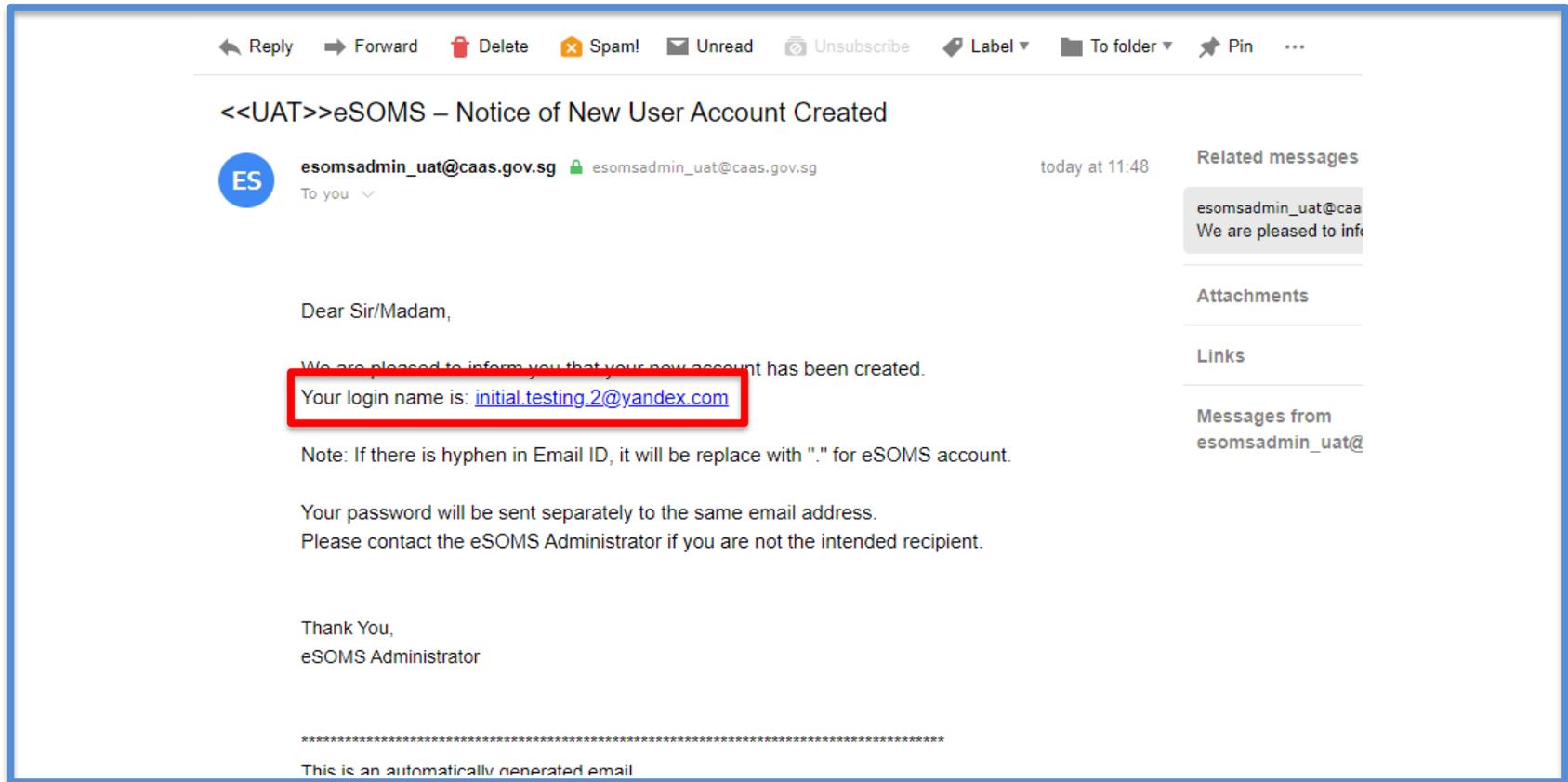
I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive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

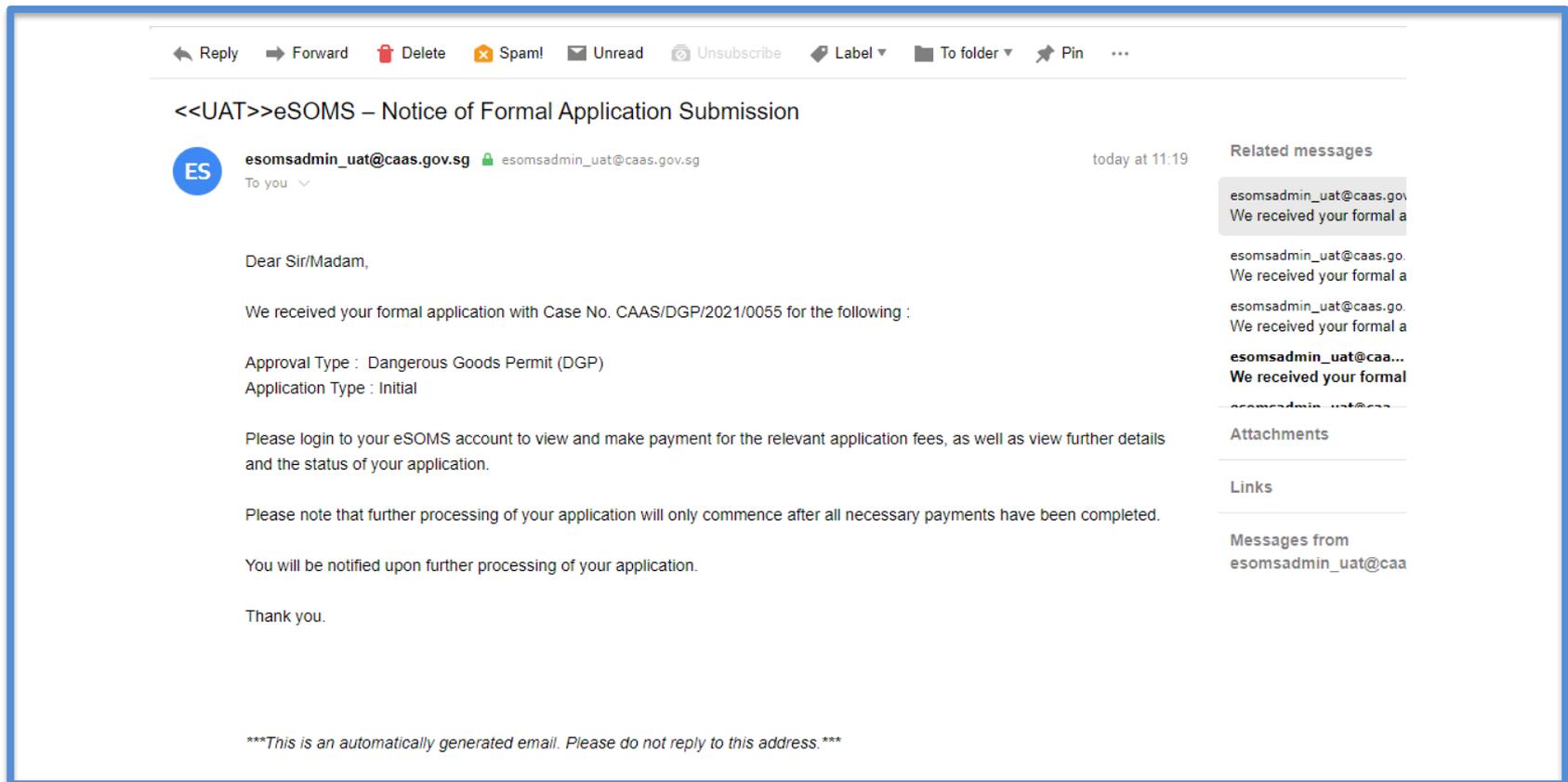
You will see the following pop-out when you application is submitted successfully.



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.

<<UAT>>eSOMS – New Payment Advice for No. CAAS/DGP/2021/0055 next

ES esomsadmin_uat@caas.gov.sg  esomsadmin_uat@caas.gov.sg today at 14:38

To you ▾

Approval
Fee20210525T0

PDF



Related messages

esomsadmin_uat@caas.gov.sg 14
A Payment Advice for the Application

Attachments

Links

Messages from
esomsadmin_uat@caas.gov.sg

Dear **Initial Testing** ,

A Payment Advice for the Application No. CAAS/DGP/2021/0055 is pending payment.

 [Attached](#) is the copy of the Payment Advice no. CAAS/PM/2021/0183 for your reference. You may retrieve it again from <https://esoms-uat.caas.gov.sg> if payment is made at a later date.

Thank You,
eSOMS Administrator

*** This is an automatically generated email. ***

*** Please do not reply to this email address. ***

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 this is a section titled 'My Dashboard'. A prominent link labeled 'My Outstanding Tasks' is highlighted with a red box. Below the link is a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The first row of data shows a case with reference number 'CAAS/PM/2021/0183', application reference number 'CAAS/DGP/2021/0055', application type 'Initial', and status 'Pending-Payment'. Red boxes highlight the 'My Outstanding Tasks' link, the 'Case Reference Number' 'CAAS/PM/2021/0183', and the 'Status' 'Pending-Payment'. Red arrows point 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

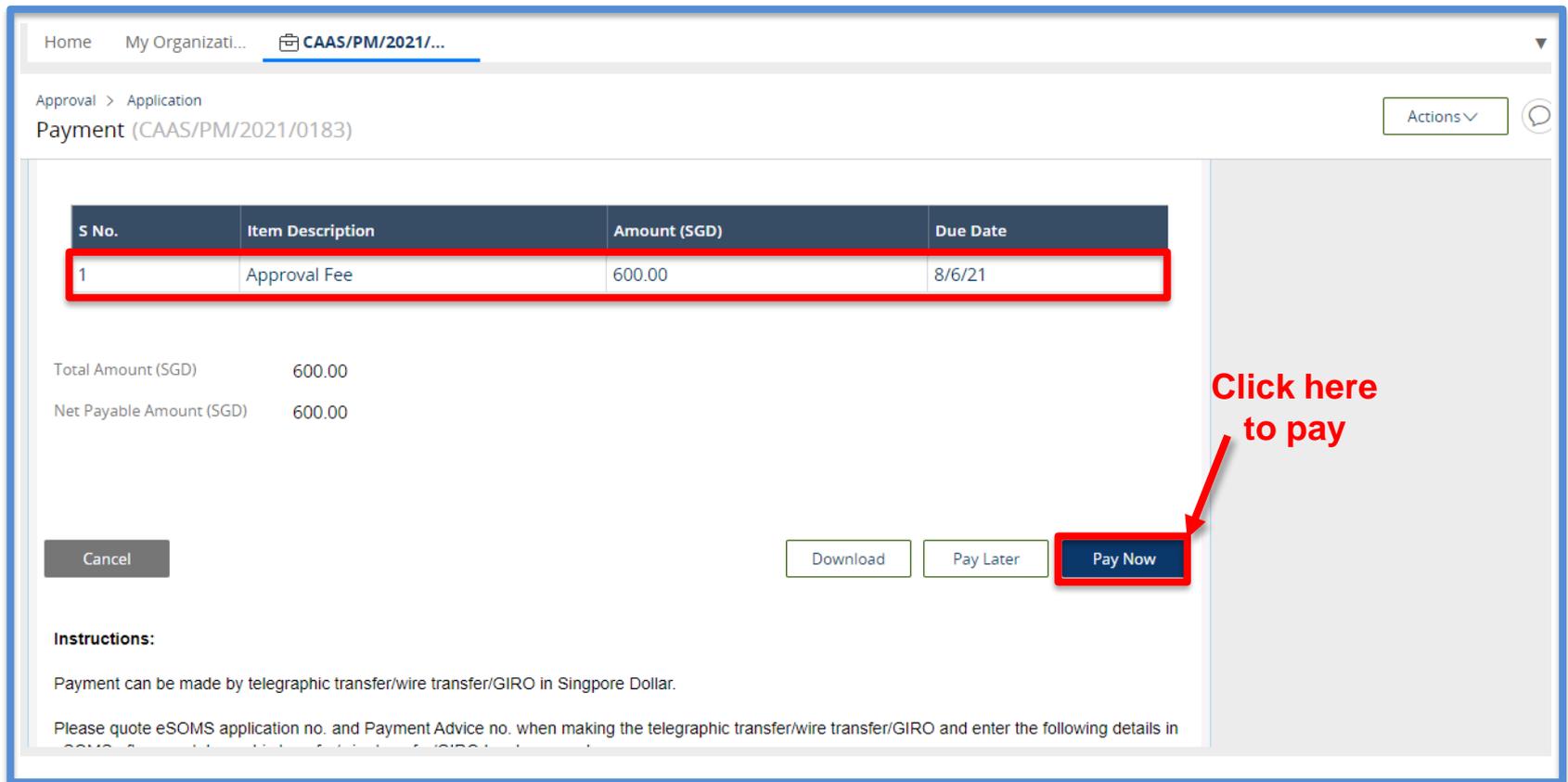
Payment (CAAS/PM/2021/0183) Actions

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 its text reads: "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).

The screenshot shows a web application interface for making a payment. The main window is titled 'Make Payment' and contains the following information:

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

A red note states: "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

The 'Payment Mode' dropdown menu is open, showing the following options:

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

The 'Credit Card' option is highlighted in blue. The 'Payer Details' section is partially visible at the bottom.

On the left side of the interface, there is a table with the following data:

S No.	Item Description
1	Approval Fee

Summary information:

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

Buttons: Cancel, Actions (dropdown), and a chat icon.

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

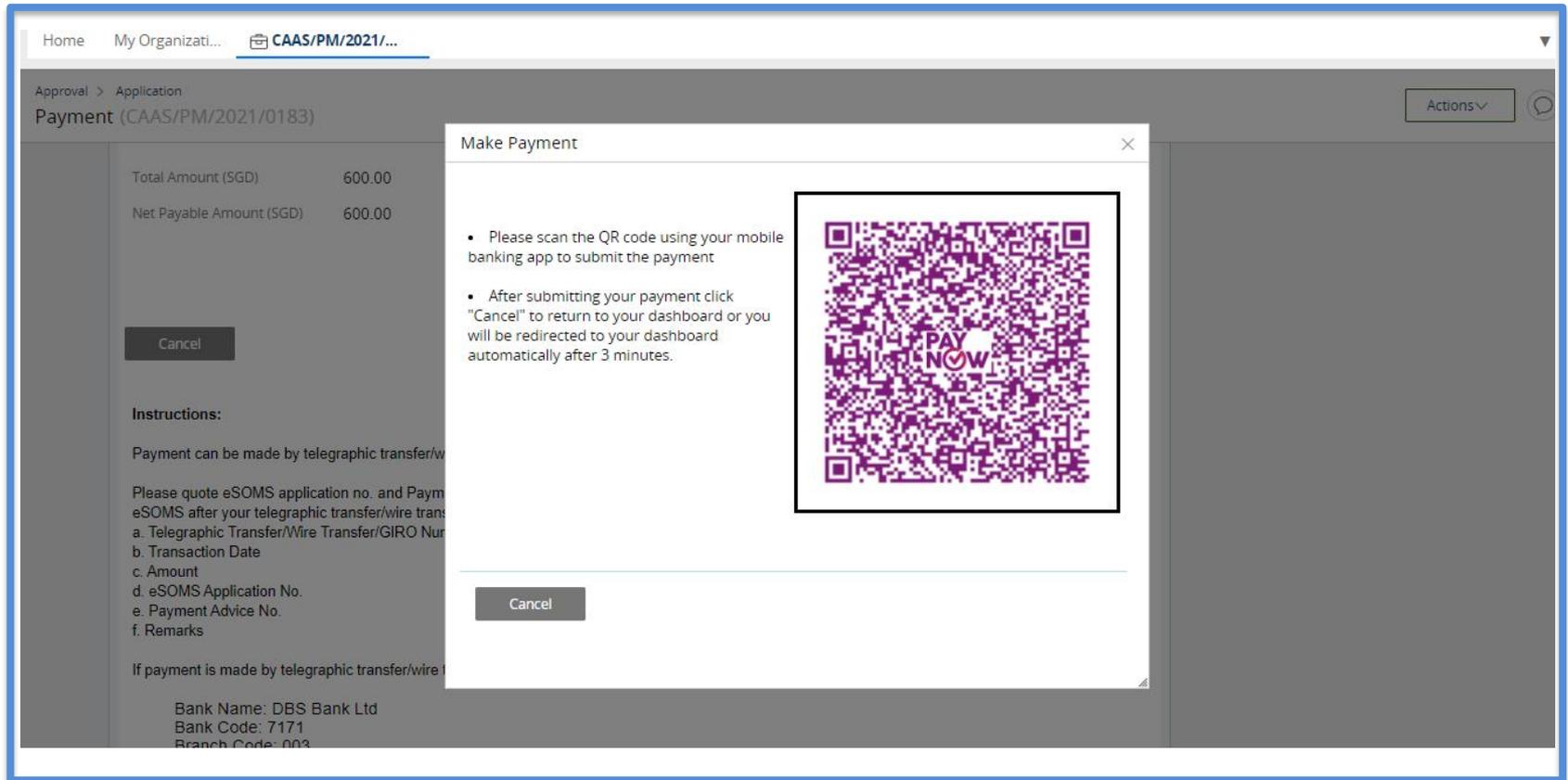
Card Number

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

A "Cancel" button is visible. Below the table, there are "Instructions:" and a list of details to quote for telegraphic transfer/wire transfer:

- a. Telegraphic Transfer/Wire Transfer/GIRO Number
- b. Transaction Date
- c. Amount
- d. eSOMS Application No.
- e. Payment Advice No.
- f. Remarks

At the bottom, bank details are provided: Bank Name: DBS Bank Ltd, Bank Code: 7171, Branch Code: 003.

A "Make Payment" modal is open, displaying 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.

A "Cancel" button is located at the bottom of the modal.

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.

The screenshot shows a 'Make Payment' form with the following details:

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

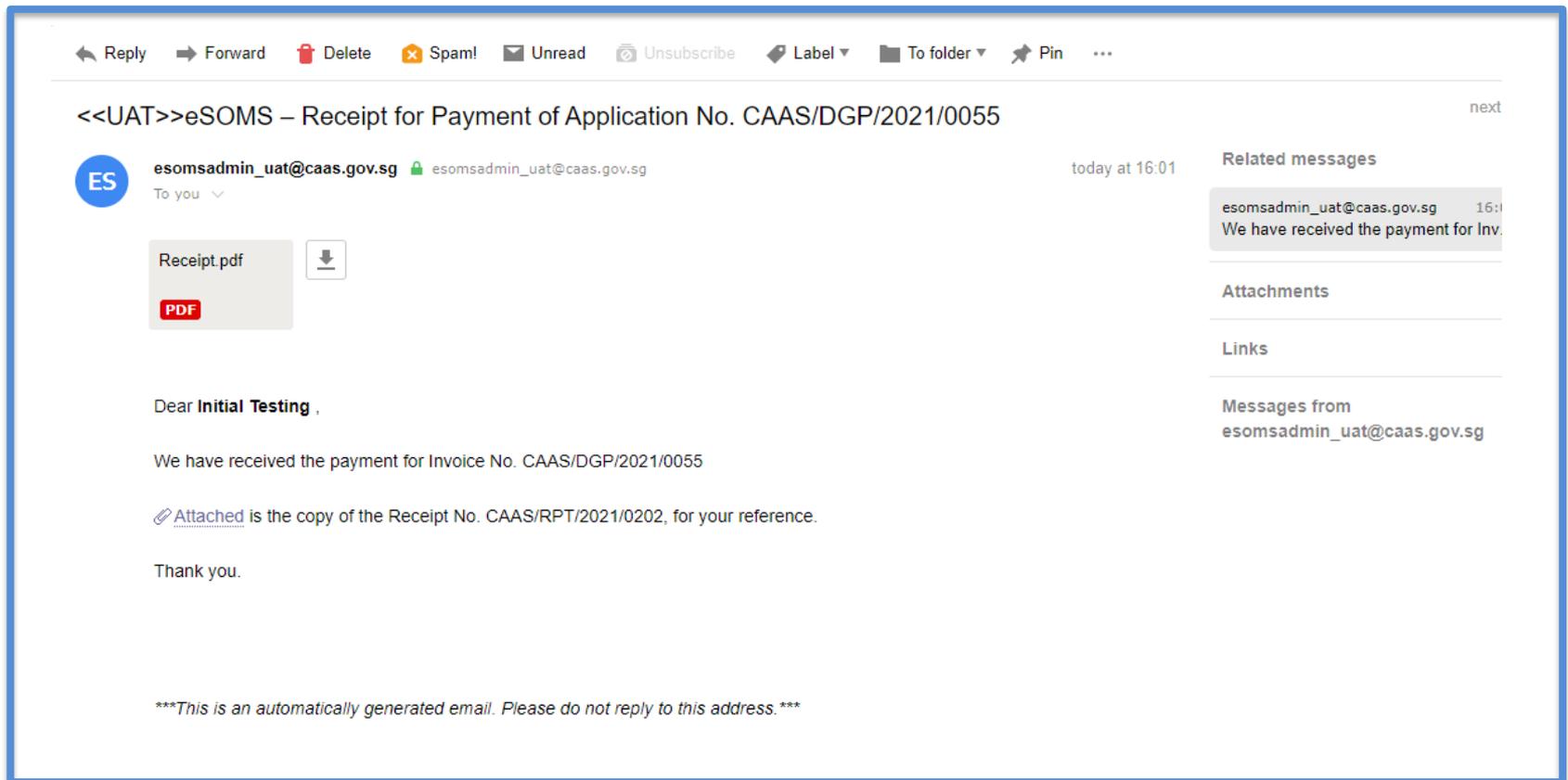
Note: Select one of the following payment modes:

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

The following fields are highlighted with a red box:

Payment Mode *	TT/Wire TRF/GIRO ▾
Amount	600.00 SGD
TT/Wire TRF/GIRO Number *	<input type="text"/>
TT/Wire TRF/GIRO Date *	<input type="text"/>
Remarks	<input type="text"/>

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...

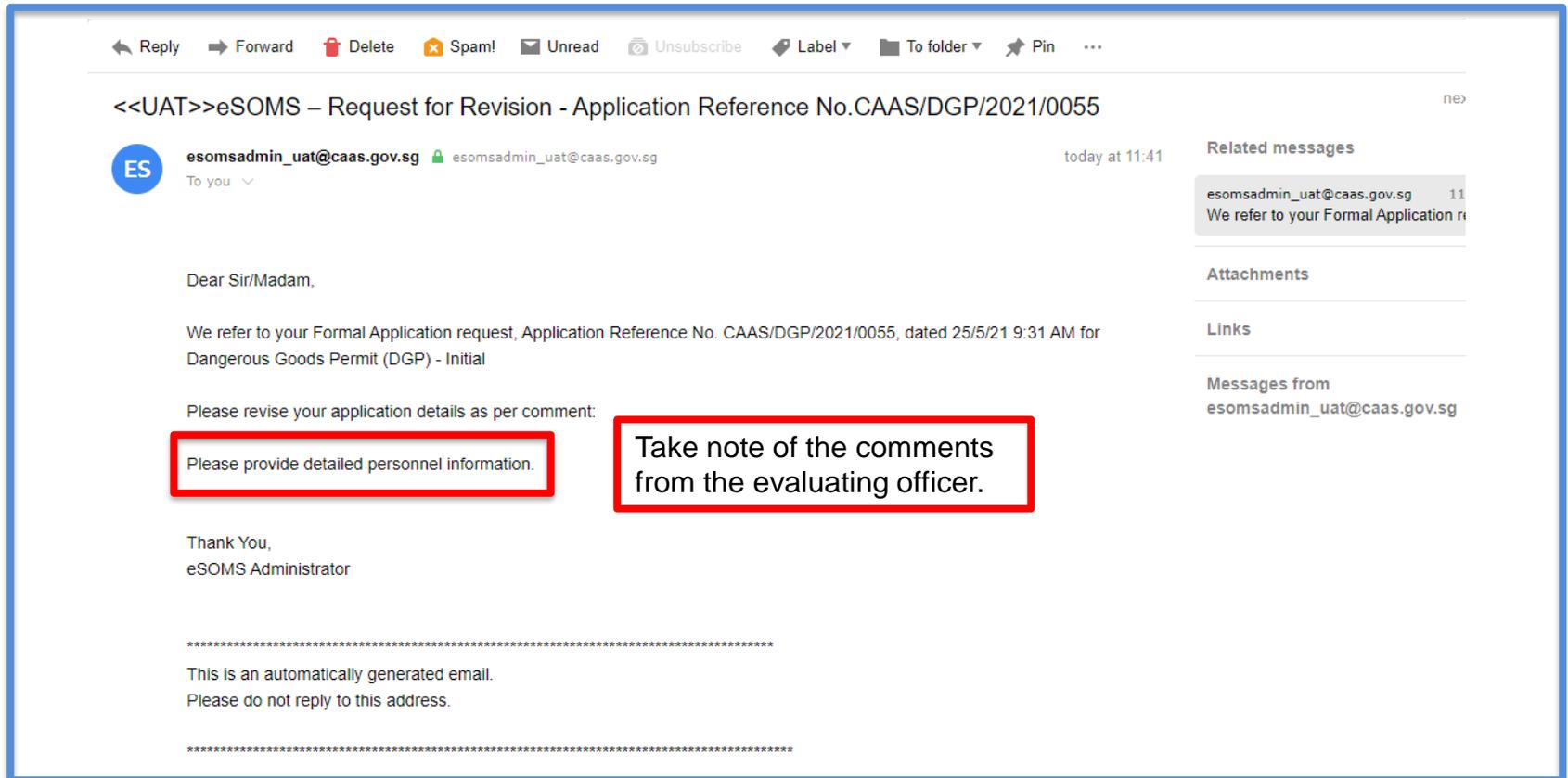
My Involved Tasks Link

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 data:

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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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. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'PP'. The breadcrumb trail shows 'Home > My Approvals > CAAS/UOP/2019...'. The main content area is titled 'Approval Application (CAAS/UOP/2019/0061)' and features a progress indicator with four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. Step 2 is highlighted with a red box, and a red arrow points from this box to a text box that reads 'Navigate to the appropriate section where revision is required.' Below the progress indicator, the 'Instructions' section states: '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.' The 'Application Details' section shows 'Approval Type: Operator Permit (UOP)' and 'Application Type: Initial'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

Step 3: Ensure amendments are made correctly and submit.

Home My Approvals CAAS/UOP/2019...

Approval Application (CAAS/UOP/2019/0069) Actions

1 Applicant/Organisation Details 2 Formal Application Details 3 Upload Documents 4 Preview Application

Application Details

Approval Type
Operator Permit (UOP)

Additional Questions related to Application

CAAS Approval No UOP/0337	Approval Expiry Date 17/09/2019
Is the applicant based in Singapore ? Yes	Any accidents / incidents No

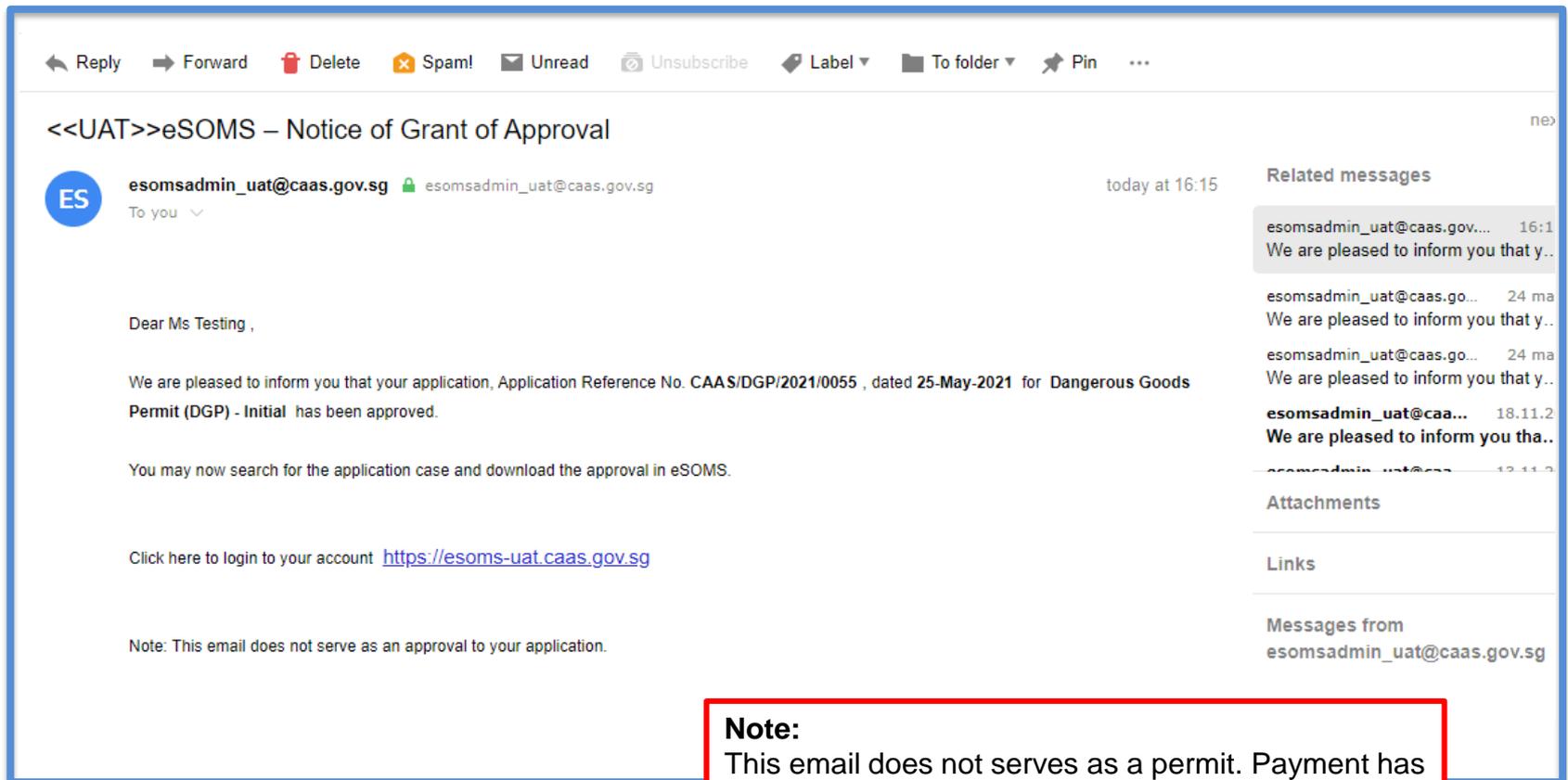
Cancel Back Save **Submit**

Preview the application and ensure all parameters are specified accurately.

Click on **Submit** to proceed.

Downloading Approval

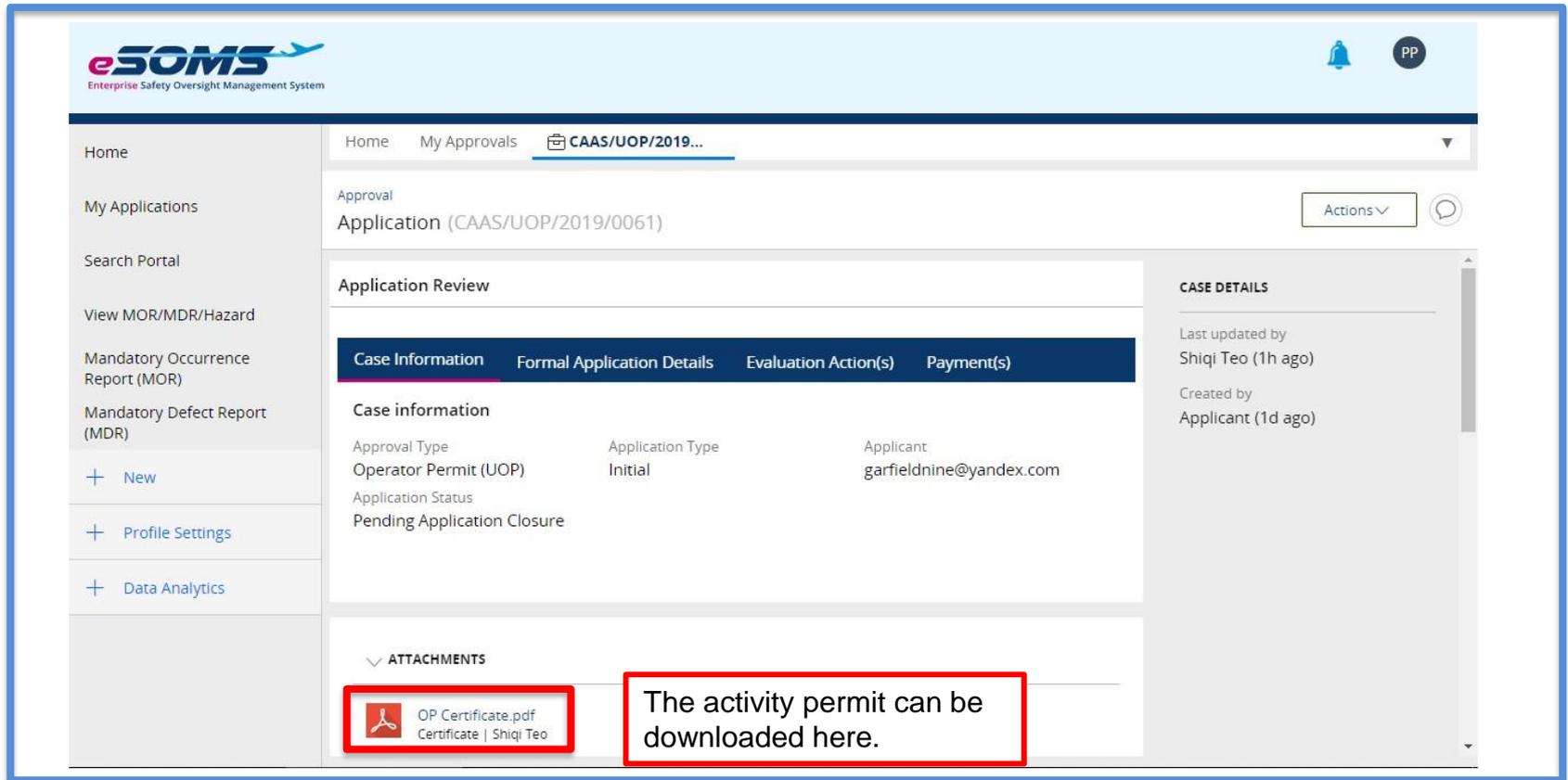
Upon approval of the application, an email will be sent to you.



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 two sections: '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.'

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 'Approval Application (CAAS/UOP/2019/0061)' and features an 'Application Review' section with four tabs: 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is selected, showing the following details:

Approval Type	Application Type	Applicant
Operator Permit (UOP)	Initial	garfieldnine@yandex.com
Application Status	Pending Application Closure	

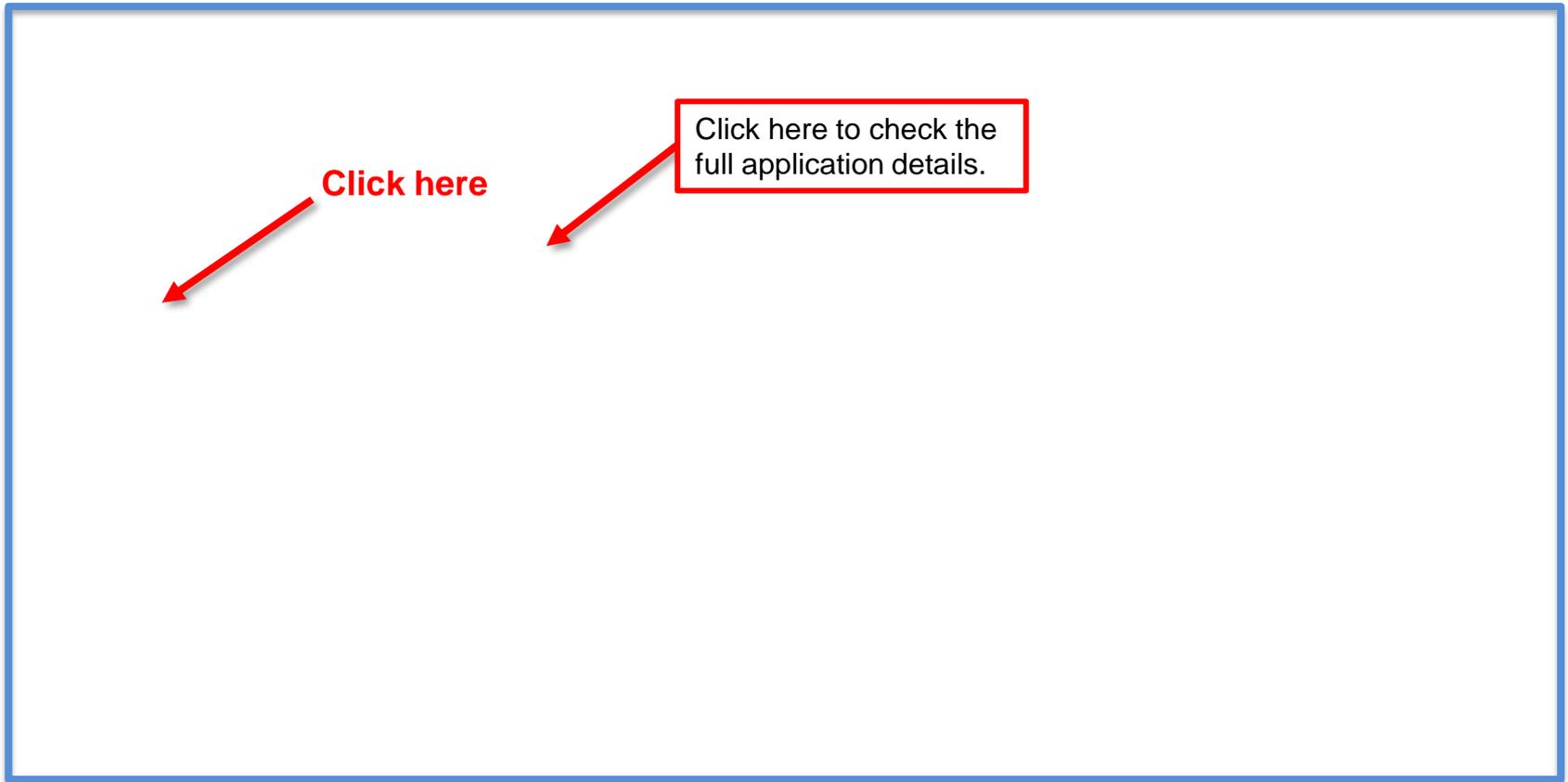
Below the case information, there is an 'ATTACHMENTS' section containing a PDF file named 'OP Certificate.pdf' with the subtitle 'Certificate | Shiqi Teo'. A red box highlights this attachment, and a callout box points to it with the text: 'The activity permit can be downloaded here.'

Summary

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

- END -

Template



Click here

Click here to check the full application details.

