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

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

Step 2: Select 'As An Individual'.

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

Step 4: For **local** individuals, select 'Yes' for Singpass and input your NRIC/FIN for SingPass ID.
For **foreign** individuals, select 'No' for Singpass.
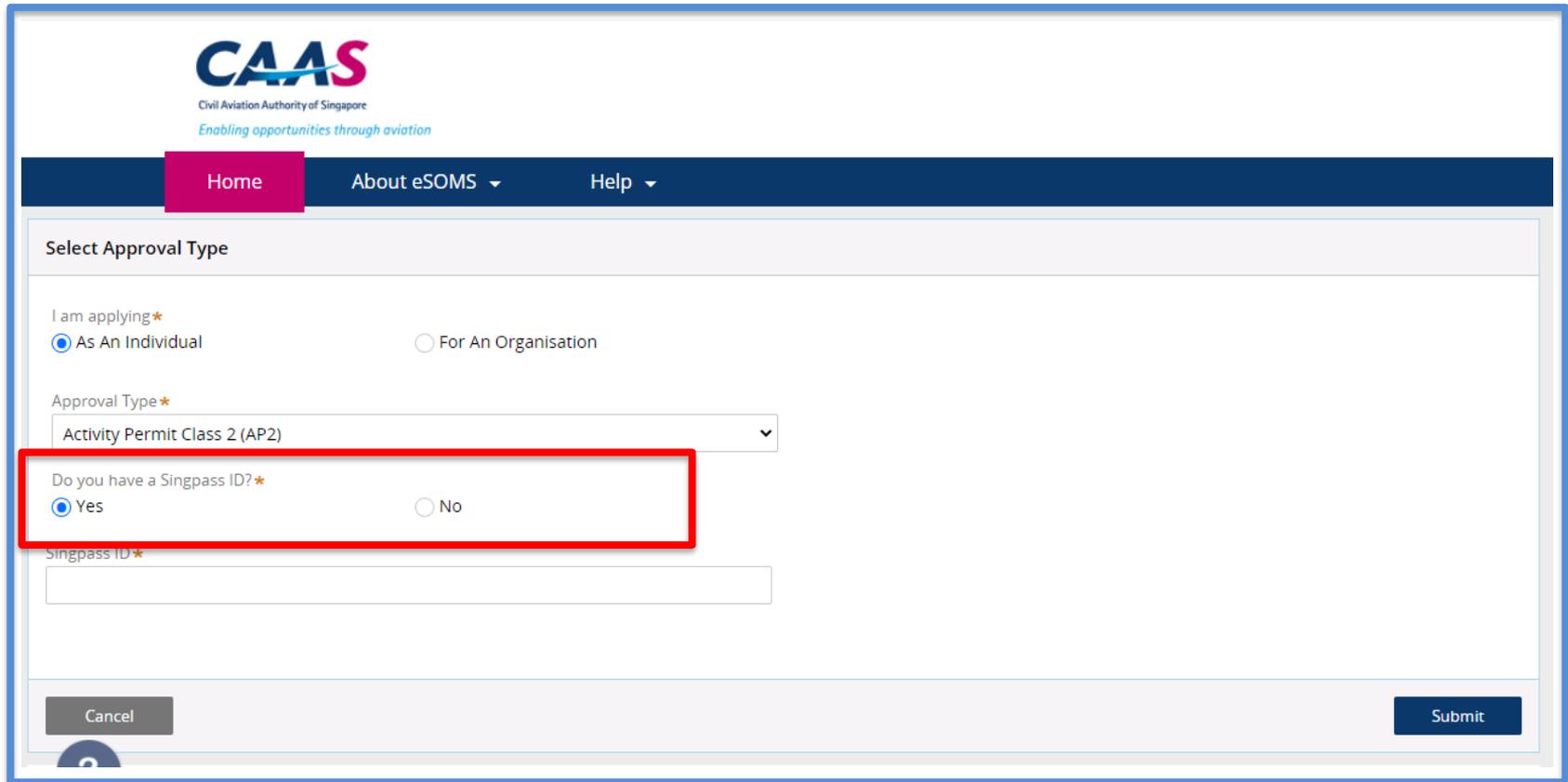
Step 1a: For existing applicants that already have an eSOMS account, Login via your respective login methods.

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

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.

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.

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

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

Step 4: Provide details of the Unmanned Aircraft

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'.

Step 5: Provide frequency details.

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.

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★
	Select...	

POINT OF CONTACT 2

Name★	Country Code★	Contact Number★
	Select...	

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

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

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Select the file to be uploaded.

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

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

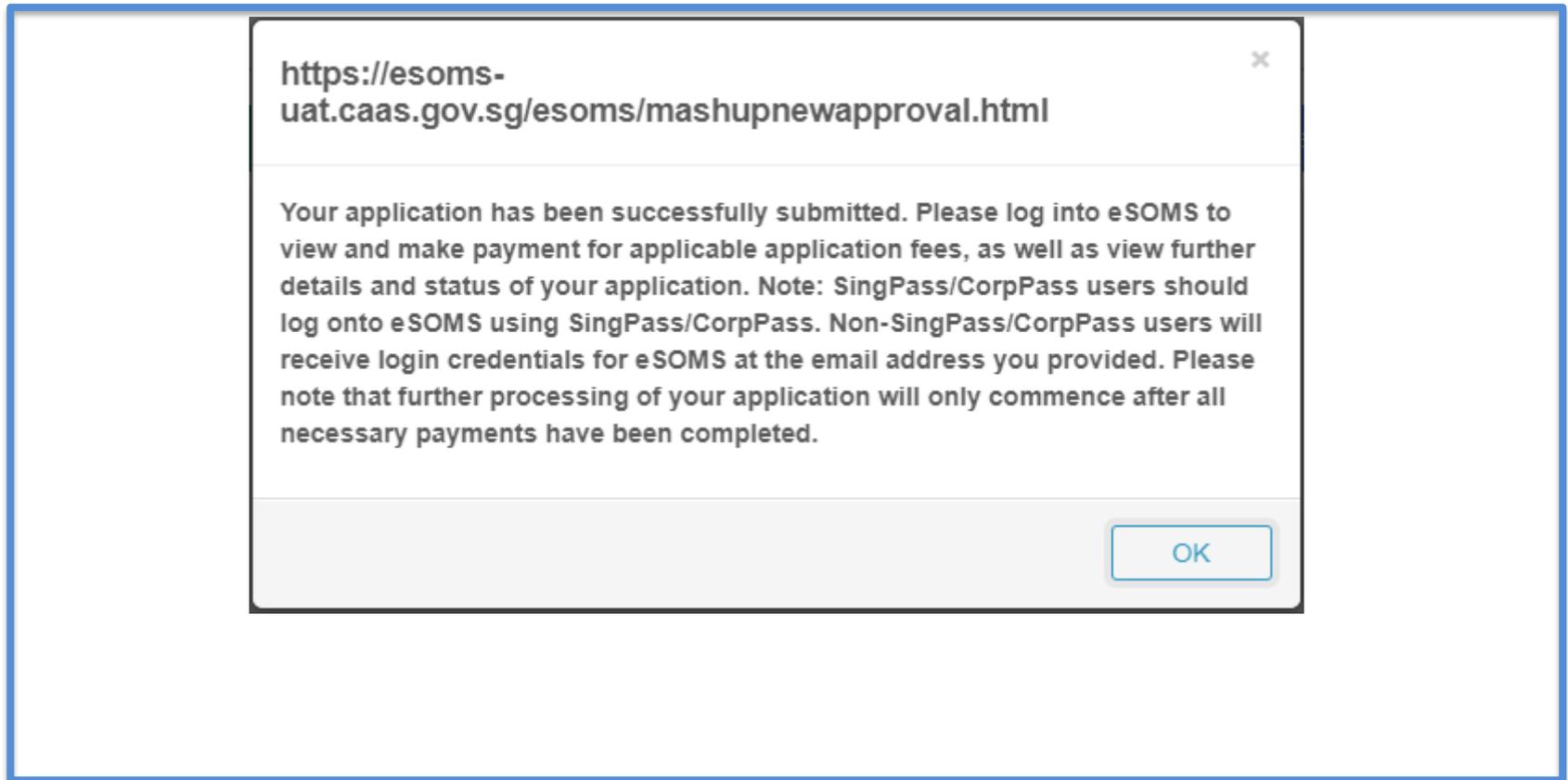☑ I hereby declare that the information provided is complete, true, accurate, and complies with the respective requirements as stated under Singapore Air Navigation Order. I further declare that there have been no accidents/incidents that have occurred in relation to activities conducted under the ambit 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.
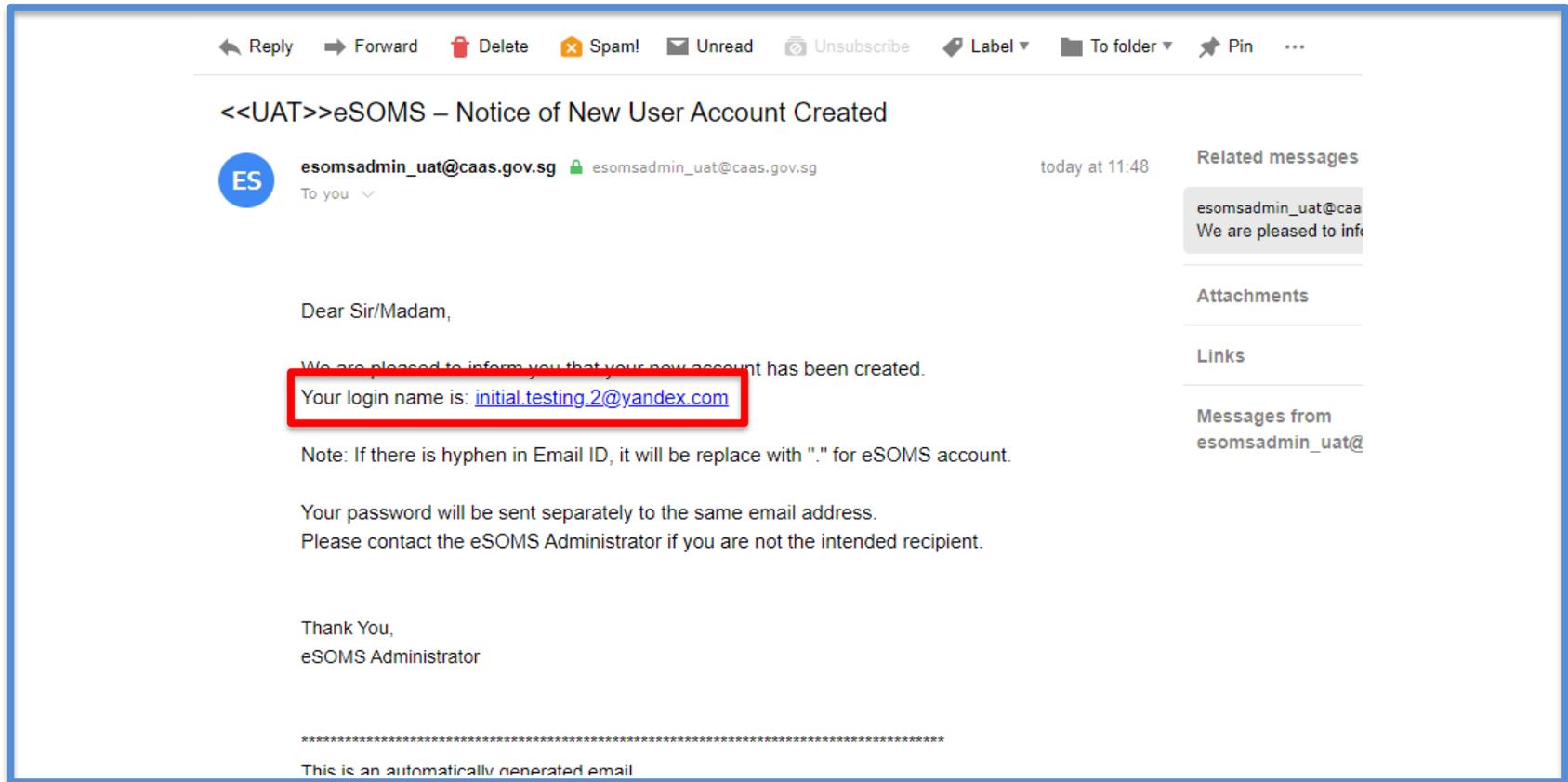
I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive 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.

Cancel   Back   Submit

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

https://esoms-
uat.caas.gov.sg/esoms/mashupnewapproval.html

Your application has been successfully submitted. Please log into eSOMS to
view and make payment for applicable application fees, as well as view further
details and status of your application. Note: SingPass/CorpPass users should
log onto eSOMS using SingPass/CorpPass. Non-SingPass/CorpPass users will
receive login credentials for eSOMS at the email address you provided. Please
note that further processing of your application will only commence after all
necessary payments have been completed.

OK

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.
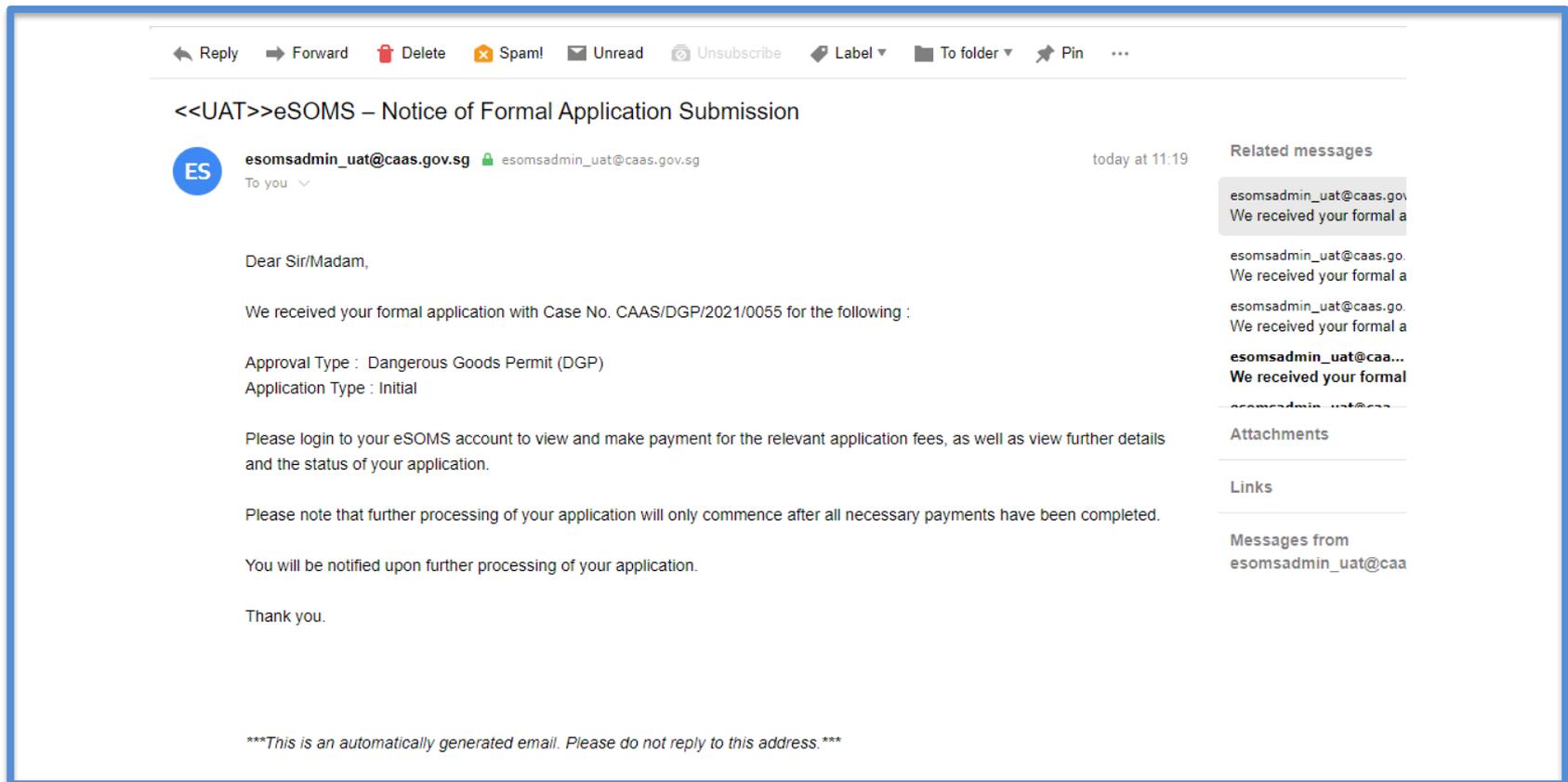
Making Payment

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

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

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

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.

ybrnx3   [   ]   Refresh

Reset   Search

CAAS
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 Singpore Dollar.

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

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

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

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 workings days to process)
- PayNow

Payment Mode★	TT/Wire TRF/GIRO ▾
Amount	600.00 SGD
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.
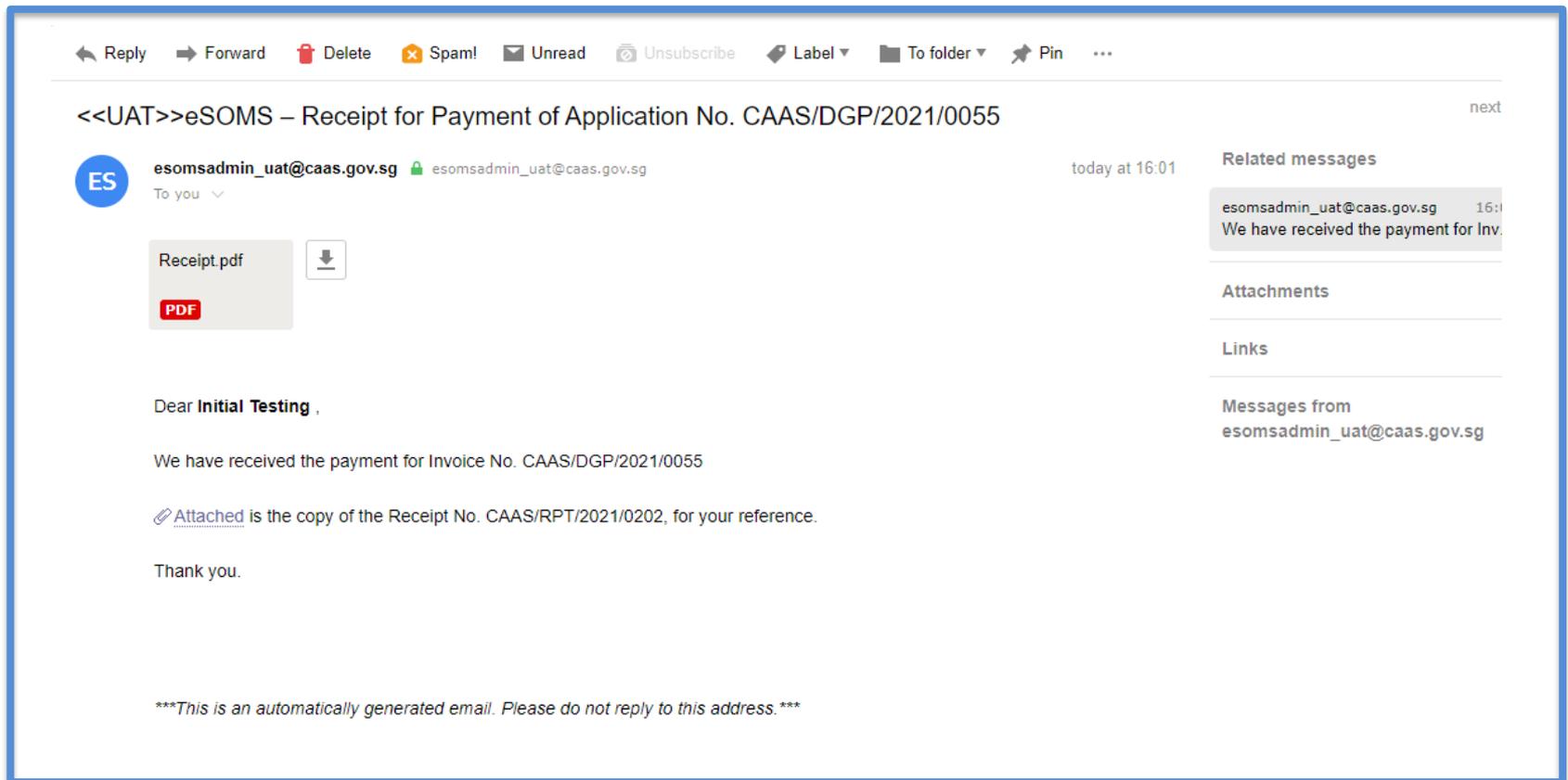
Once paid, status of application will be updated accordingly. Application will be moved from 'My Outstanding Tasks' to 'My Involved Tasks'.
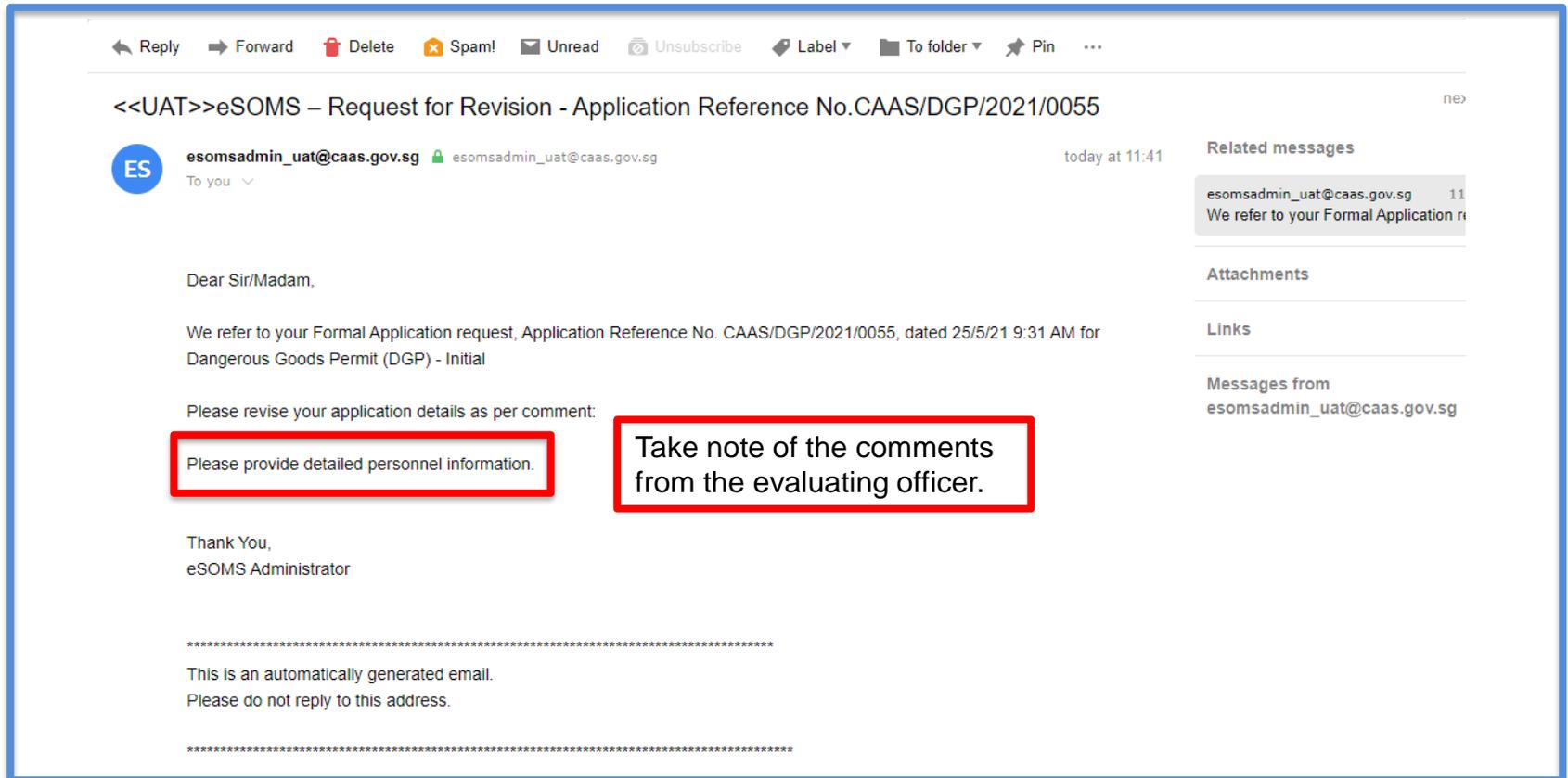
Evaluation

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.

Step 2: Make necessary amendments according to comments by CAAS officer.
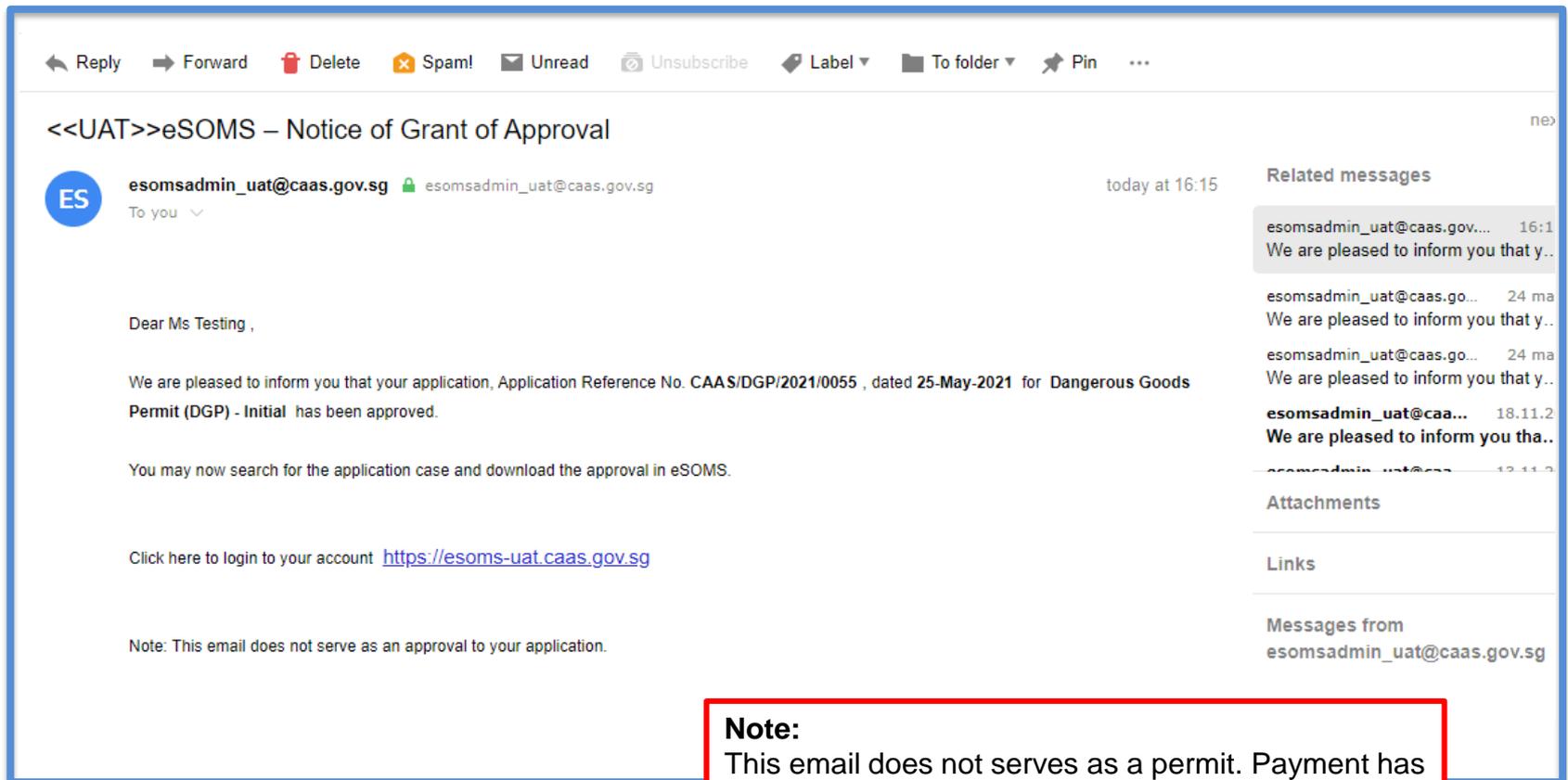
Step 3: Ensure amendments are made correctly and submit.

Preview the application and ensure all parameters are specified accurately.
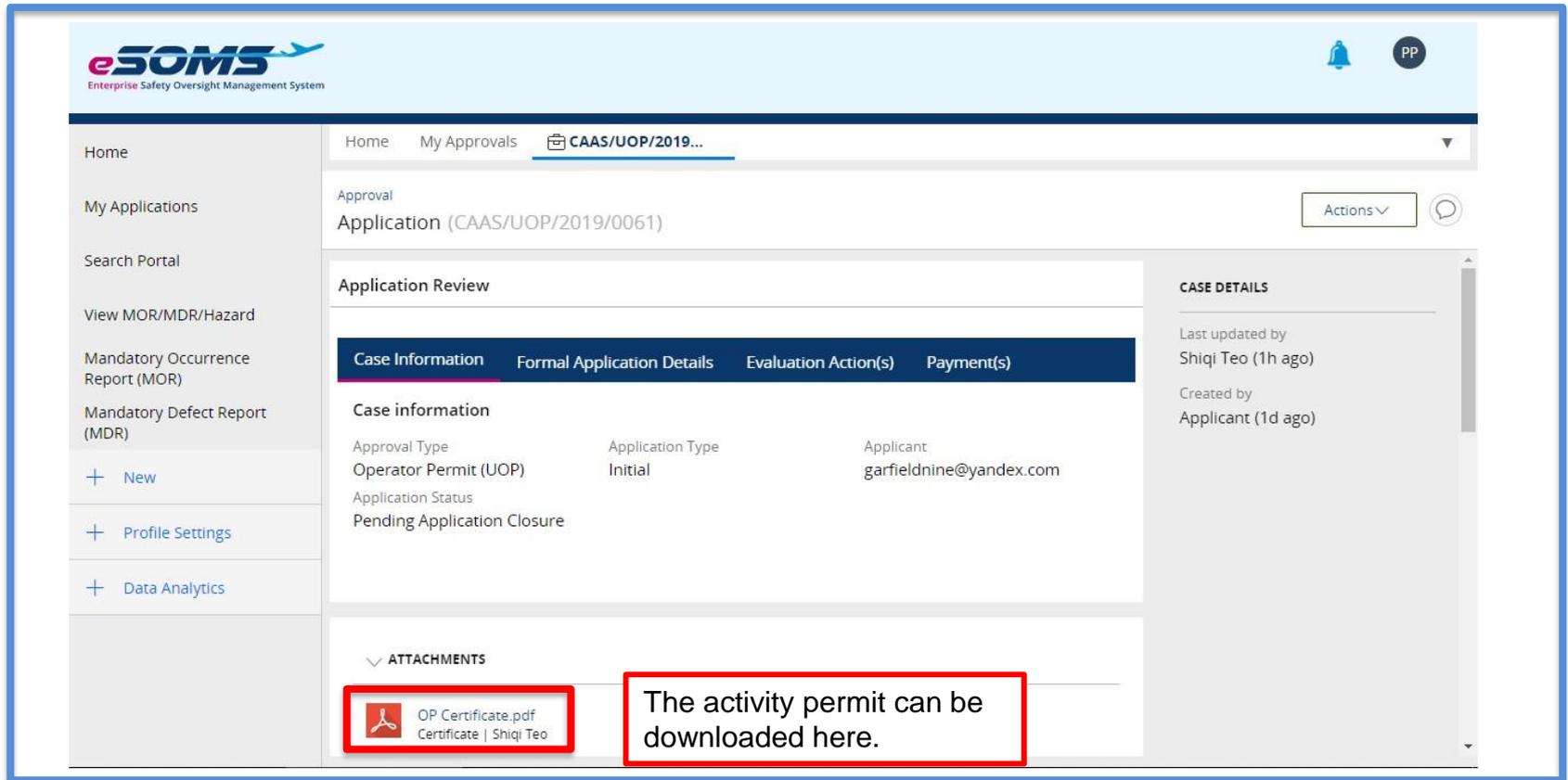
Click o *Submit* to proceed.

Downloading Approval

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

Reply → Forward 🗑 Delete ⚠ Spam! ✉ Unread ⊘ Unsubscribe 🏷 Label ▾ 📁 To folder ▾ 📌 Pin ⋯

<<UAT>>eSOMS – Notice of Grant of Approval

ES   **esomsadmin_uat@caas.gov.sg** 🔒 esomsadmin_uat@caas.gov.sg   today at 16:15
     To you ⌄

Dear Ms Testing ,

We are pleased to inform you that your application, Application Reference No. **CAAS/DGP/2021/0055** , dated **25-May-2021** for **Dangerous Goods Permit (DGP) - Initial** has been approved.

You may now search for the application case and download the approval in eSOMS.

Click here to login to your account https://esoms-uat.caas.gov.sg

Note: This email does not serve as an approval to your application.

Related messages

esomsadmin_uat@caas.gov....   16:1
We are pleased to inform you that y..

esomsadmin_uat@caas.go...   24 ma
We are pleased to inform you that y..

esomsadmin_uat@caas.go...   24 ma
We are pleased to inform you that y..

esomsadmin_uat@caa...   18.11.2
We are pleased to inform you tha..

esomsadmin_uat@caa...   12.11.2

Attachments

Links

Messages from
esomsadmin_uat@caas.gov.sg

Note:
This email does not serves as a permit. Payment has to be completed and verified by CAAS before DG permit can be downloaded and used.

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

Step 2: Click on the certificate to download.

Summary

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- END -
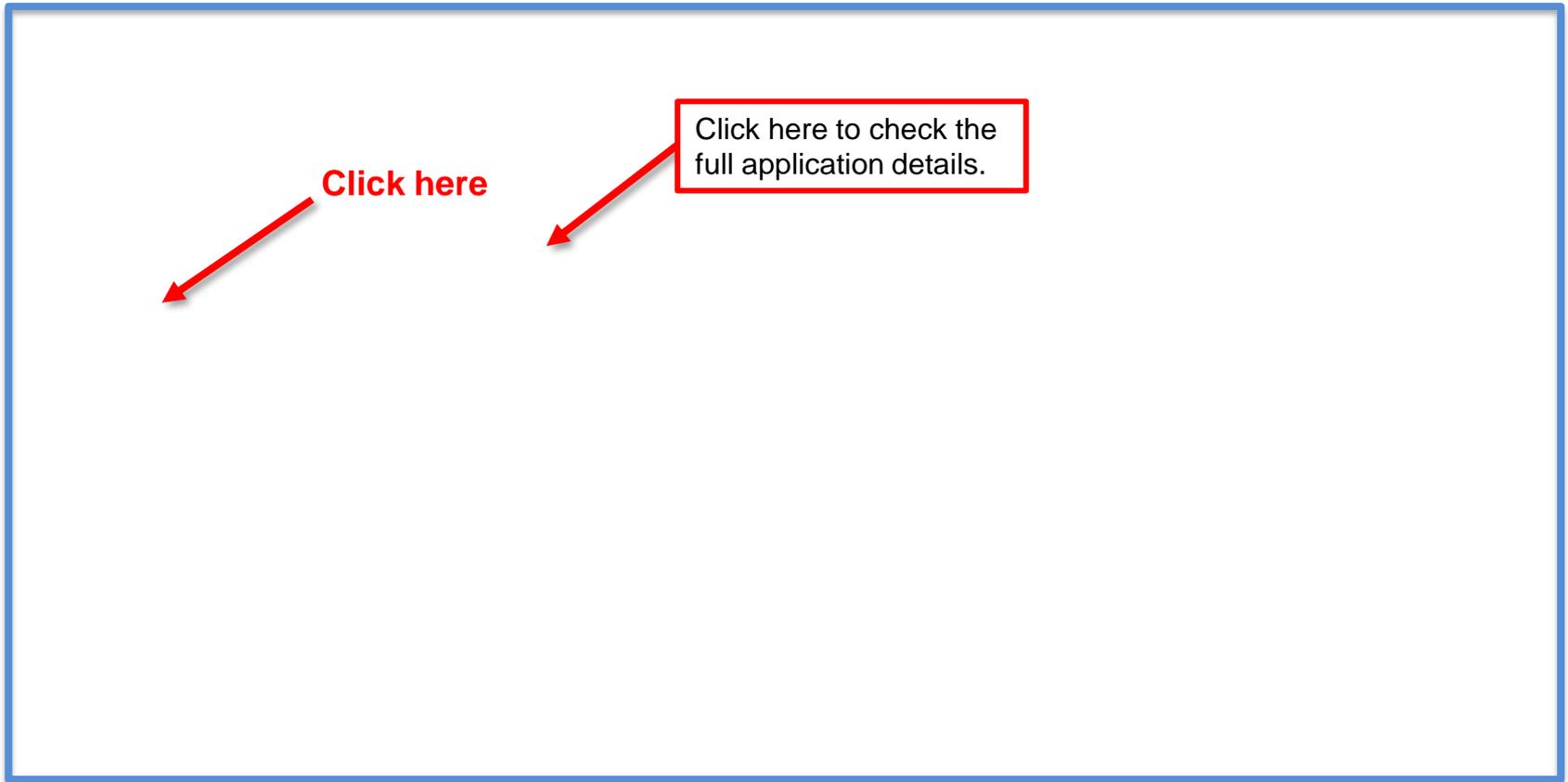
Template

Click here to check the full application details.

Click here