



Guide for New Organization 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 in the top left, and the Singapore Government logo is in the top right. A navigation bar contains 'Home', 'About eSOMS', and 'Help'. A search bar is located in the top right. The main content area is divided into three sections: 'New to eSOMS? I want to...', 'Quick Links', and 'Welcome to eSOMS'. The 'Apply for Approval/Permit' button in the 'New to eSOMS?' section is highlighted with a red box. The 'Quick Links' section includes 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section includes login options for SingPass, CorpPass, and eSOMSPass.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Singapore Government
Integrity · Service · Excellence

CONTACT US | SITEMAP | CAAS CORPORATE SITE

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:

- SingPass Login
- CorpPass Login
- eSOMSPass Login

More information on login methods here.

Step 2: Select 'For An Organisation'.

The screenshot displays 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'. A search bar is present with the text 'Within CAAS eSOMS' and a search icon. The main navigation bar includes 'Home' (highlighted in pink), 'About eSOMS', and 'Help'. A maintenance notice indicates 'Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm'. The 'Select Approval Type' section contains the following elements:

- 'I am applying*' label
- 'As An Individual' radio button (unselected)
- 'For An Organisation' radio button (selected and highlighted with a red box)
- 'Approval Type*' label
- 'Select...' dropdown menu
- 'Cancel' button
- 'Submit' button

Below this section is the 'Approval Lifecycle' progress bar, which shows three stages: 'Initiate' (highlighted in blue), 'Process', and 'Review'.

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

I am applying *

As An Individual For An Organisation

Approval Type *

Select...

- Select...
- Air Operator**
 - Air Operator Certificate (AOC)
- Aircraft**
 - Alternate Means Of Compliance (AMOC)
 - Certificate of Registration (COR)
 - Permit To Fly (PTF)
- Dangerous Goods**
 - Approval Under ICAO Technical Instructions (DGAPP)
 - Exemptions Under ICAO Technical Instructions (DGEXE)
 - Dangerous Goods Permit (DGP)**
 - Postal Operator Approval (DGPOS)
 - Dangerous Goods Training Program (DGTRG)
- Design and Production**
 - Design Organisation Approval (DOA)
 - Production Organisation Approval (POA)
 - Repair Design Approval (RDA)
 - Supplemental Type Certificate (STC)
 - Singapore Technical Standard Order (STSO)
 - Type Certificate (TC)

Submit

Review

Overview of Approvals and Permits

Step 4: Please input your NRIC/FIN which was used for CorpPass registration and the UEN of the organisation you are representing.

The screenshot shows the CAAS eSOMS registration interface. At the top, there is the CAAS logo (Civil Aviation Authority of Singapore) and the Singapore Government logo (Integrity · Service · Excellence). Navigation links include CONTACT US, SITEMAP, and CAAS CORPORATE SITE. A search bar is present with the text 'Within CAAS eSOMS' and a search icon. The main content area is titled 'Select Approval Type' and contains the following elements:

- 'I am applying*' section with radio buttons for 'As An Individual' and 'For An Organisation' (selected).
- 'Approval Type*' dropdown menu set to 'Maintenance Organisation Approval (MOA)'. 'Application Type*' dropdown menu set to 'Initial'.
- A red text prompt: 'Applicants are strongly encouraged to apply for a CorpPass ID before registering with eSOMS'.
- 'Do you have a CorpPass ID?*' section with radio buttons for 'Yes' (selected) and 'No'.
- Input fields for 'NRIC / FIN (used for CorpPass registration)*' and 'Unique Entity Number (UEN)*'.
- 'Cancel' and 'Submit' buttons at the bottom.

Red boxes highlight the 'Do you have a CorpPass ID?' section and the 'Submit' button. A red arrow points from a text box to the 'Submit' button.

Click 'Submit' when done.

Submitting pre-application

Step 1: Enter Applicant and Organisation Details.

The screenshot displays the CAAS eSOMS application interface. At the top, there is a navigation bar with 'Home', 'About eSOMS', and 'Help' links. A maintenance notice indicates 'Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm'. Below the navigation bar, a progress indicator shows two steps: '1 Pre Application Details' (highlighted with a red box) and '2 Preview Pre Application'. The main content area is divided into three sections: 'Instructions', 'Application Details', and 'Applicant Details'. The 'Instructions' section explains that this is an initial application requiring a pre-application form for a preliminary assessment. The 'Application Details' section shows 'Approval Type' as 'Maintenance Organisation Approval (MOA)' and 'Application Type' as 'Initial'. The 'Applicant Details' section includes a 'Salutation' dropdown menu (set to 'Select...') and fields for 'First Name/Given Name' and 'Last Name/Su'. A red-bordered box on the right contains a note: '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 1: Enter Organisation Details.

(This is a sample report only)

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY
(ACRA)



INFORMATION RESOURCES

Organisation Details

Organisation Name *

Same Organisation and Regis

Country/Region *

Select...

Street / Building *

Street and number , P.O. box, c

Apartment, suite, unit, building,

Nature of Business *

Cancel

WHILST EVERY ENDEAVOR IS MADE TO ENSURE THAT INFORMATION PROVIDED IS UPDATED AND CORRECT. THE AUTHORITY DISCLAIMS ANY LIABILITY FOR ANY DAMAGE OR LOSS THAT MAY BE CAUSED AS A RESULT OF ANY ERROR OR OMISSION.

Business Profile (Business) of 168 ENTERPRISE (16888888A)

Date: DD/MM/YYYY

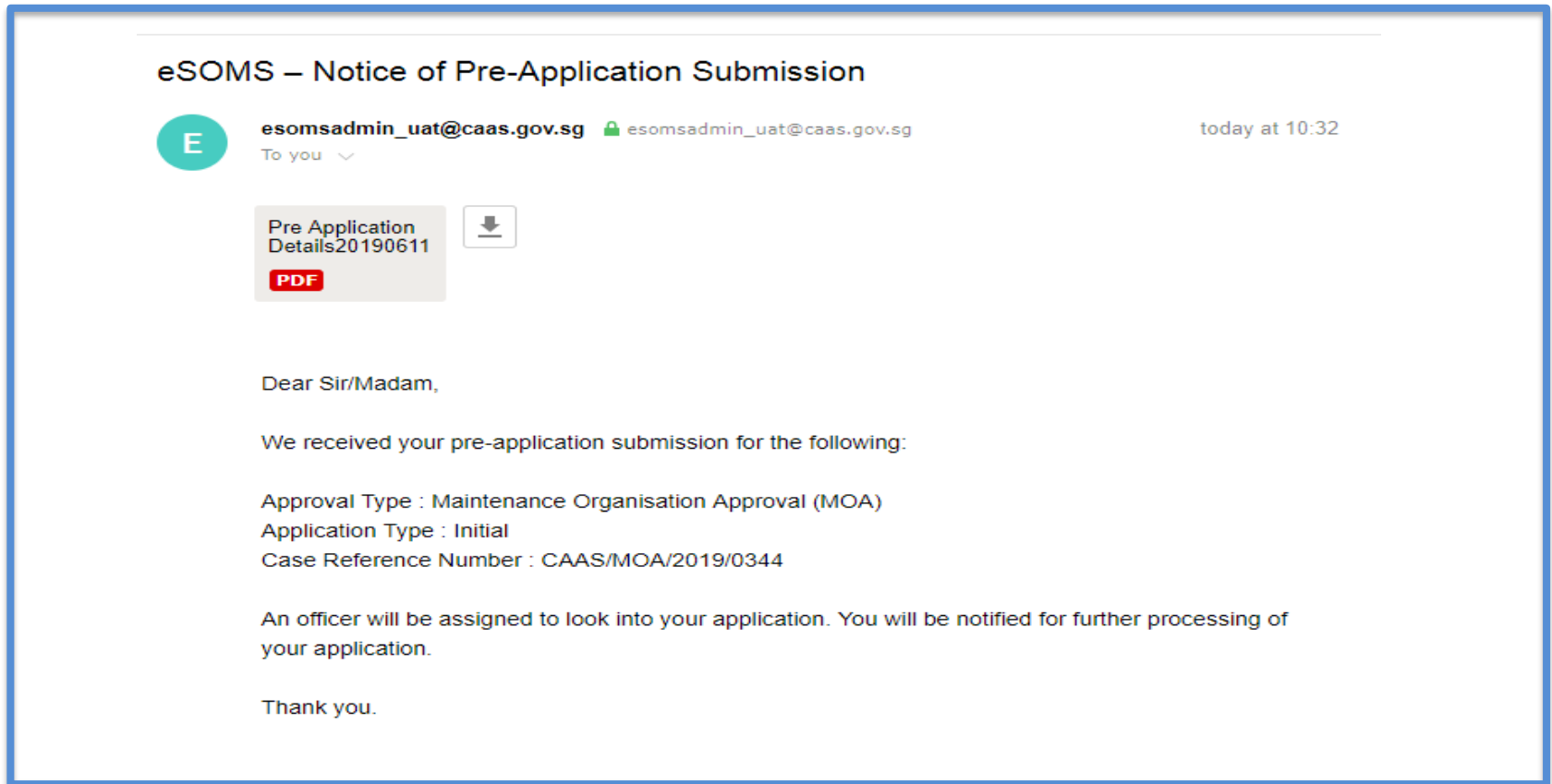
The Following Are The Brief Particulars of :

| | | |
|-----------------------------|---|--------------------------------------------------------------|
| Name of Business | : | 168 ENTERPRISE |
| Former Name(s) if any | : | 9413 ENTERPRISE |
| Date of Change of Name | : | 10/10/2016 |
| Registration No. | : | 16888888A |
| Registration Date | : | 08/08/2016 |
| Commencement Date | : | 08/08/2016 |
| Status of Business | : | Live |
| Status Date | : | 08/08/2016 |
| Renewal Date | : | |
| Expiry Date | : | 08/08/2017 |
| Renewal via GIRO | : | NO |
| Constitution of Business | : | Sole-Proprietor |
| Principal Place of Business | : | 888 ABC ROAD #08-08 ABC BUILDING SINGAPORE (888888) |

Note:

Please ensure that the Registered Entity Name, UEN and Address provided here are the same as the details registered with ACRA or the Authority with which the organisation is registered.

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



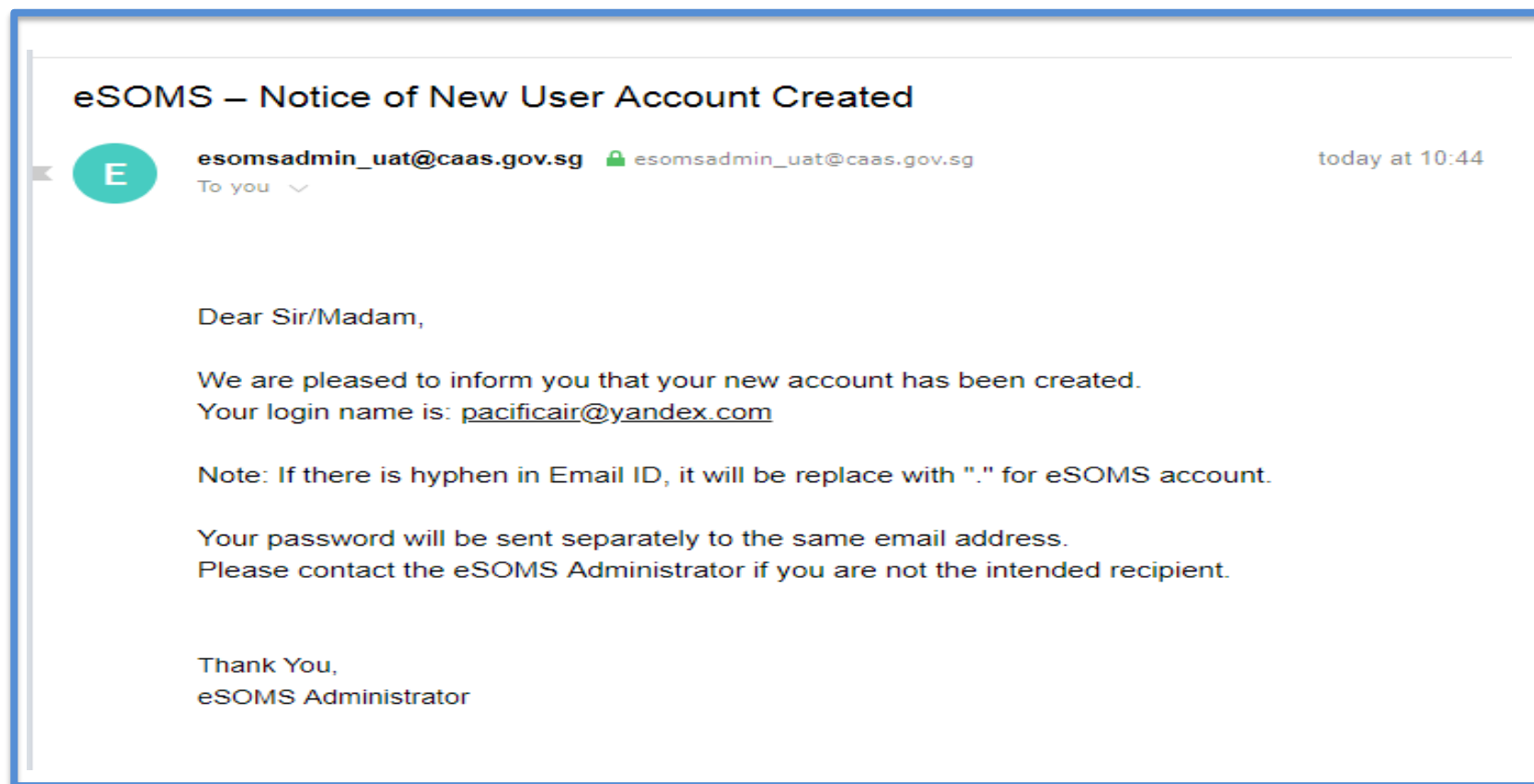
Completing Registration

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



After the creation of user account is completed, please submit the form [here](#) for us to create an eSOMS Administrator account for your organisation.

Note: eSOMS Administrator is required to add/manage user accounts within the organisation.



Particulars of eSOMS System Administrator / User

🕒 5 mins estimated time to complete

Submitting formal application

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

For local organisation, please login via “For Businesses - 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 maintenance notice: '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 Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corppass Login)', and 'eSOMSPass Login'. The 'For Businesses - 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 -