



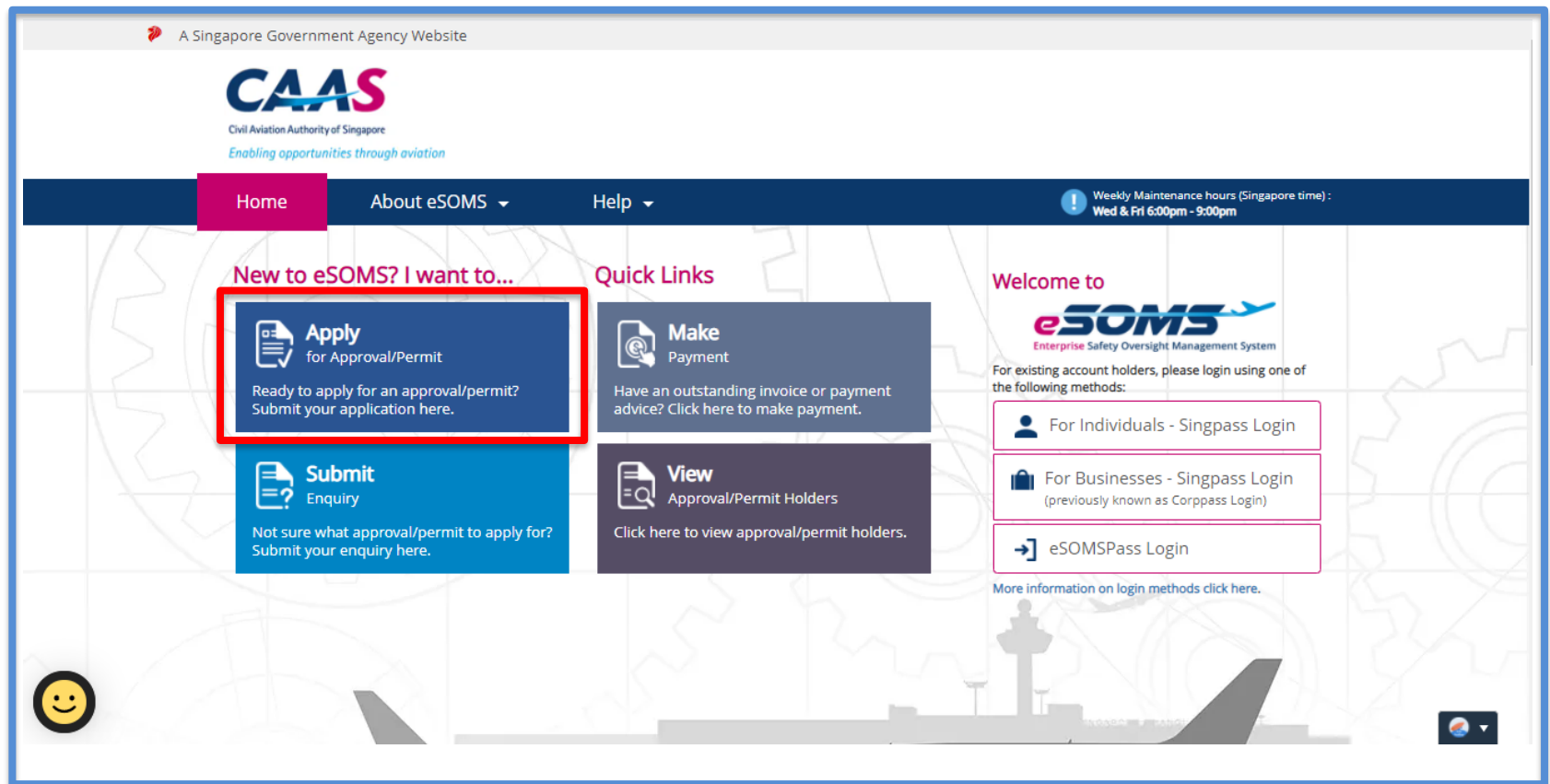
# **Guide for New Foreign Organization applying for Approval in eSOMS**

# 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](https://esoms.caas.gov.sg)



## Step 2: Select 'For An Organisation'.

The screenshot shows the CAAS eSOMS application interface. At the top, the CAAS logo is on the left, and the Singapore Government logo is on the right. Below the logos are navigation links: CONTACT US, SITEMAP, and CAAS CORPORATE SITE. A search bar is also present. The main navigation bar includes 'Home' (highlighted in pink), 'About eSOMS', and 'Help'. A maintenance notice indicates weekly hours from Wednesday to Friday, 6:00pm to 9:00pm.

The 'Select Approval Type' section contains the following elements:

- 'I am applying' with two radio buttons: 'As An Individual' and 'For An Organisation'. The 'For An Organisation' option is selected and highlighted with a red rectangle.
- 'Approval Type' with a dropdown menu showing 'Select...'.
- 'Cancel' and 'Submit' buttons.

The 'Approval Lifecycle' section shows a progress bar with 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: Select 'No' for Corppass ID, then click on 'Submit'.

The screenshot shows the CAAS (Civil Aviation Authority of Singapore) eSOMS application interface. The header includes the CAAS logo and the tagline "Enabling opportunities through aviation". The navigation bar has links for "Home", "About eSOMS", and "Help". The main content area is titled "Select Approval Type". Under the heading "I am applying", there are two radio buttons: "As An Individual" and "For An Organisation", with "For An Organisation" selected. Below this is a dropdown menu for "Approval Type" currently set to "Maintenance Organisation Approval (MOA)". A red text prompt states: "Applicants are strongly encouraged to apply for a Corppass ID before registering with eSOMS". Below this prompt is a question "Do you have a Corppass ID?" with two radio buttons: "Yes" and "No", with "No" selected. A red box highlights the "No" radio button. At the bottom left, there is a "Cancel" button and a "Submit" button. A red box highlights the "Submit" button, and a red arrow points from a text box that says "Click 'Submit' when done." to the "Submit" button. A "Help" icon is also visible in the bottom left corner.

CAAS  
Civil Aviation Authority of Singapore  
Enabling opportunities through aviation

Home About eSOMS Help

Select Approval Type

I am applying ★

☐ As An Individual ☒ For An Organisation

Approval Type ★

Maintenance Organisation Approval (MOA)

Applicants are strongly encouraged to apply for a Corppass ID before registering with eSOMS

Do you have a Corppass ID? ★

☐ Yes ☒ No

Cancel Submit

Click 'Submit' when done.

# Submitting pre-application



## Step 1: Enter Applicant and Organisation Details.

Home About eSOMS Help

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

1 Pre Application Details 2 Preview Pre Application

### Instructions

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

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

### Application Details

Approval Type	Application Type
Maintenance Organisation Approval (MOA)	Initial

### Applicant Details

Salutation\*

Select...

First Name/Given Name\*

Last Name/Su

**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\*  
Select... ▼

Area Code

Mobile Number (OTP will be sent to this number)\*

Country/Region\*  
Select... ▼

State

City\*

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

Postal Code\*

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.

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

Name	File	Category
No items		

**Declaration**

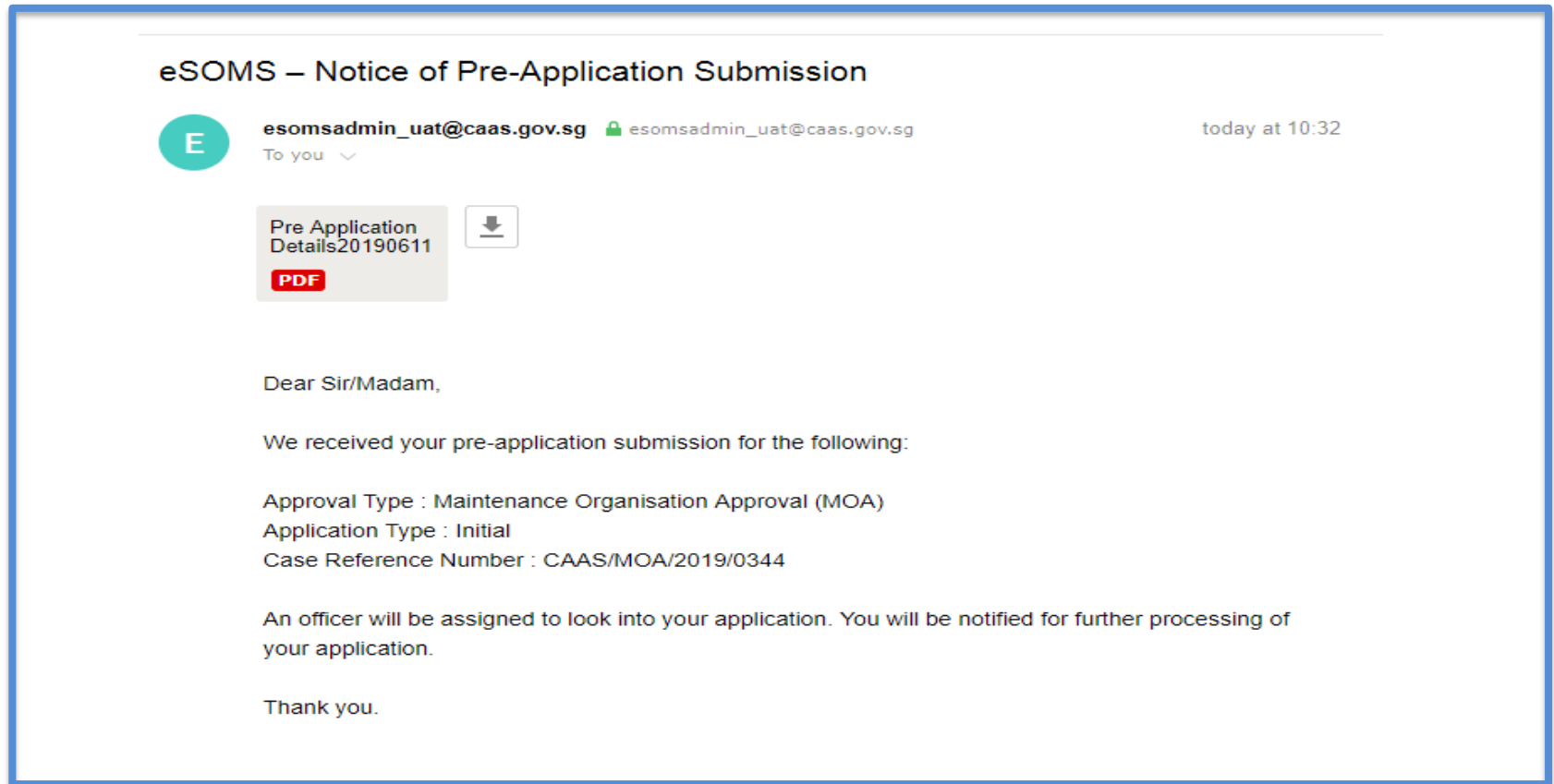
☒ I hereby declare that the particulars on this form are true in every respect and based on these particulars, I apply for the Pre-Application of Maintenance Organisation Approval (MOA).

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

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

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

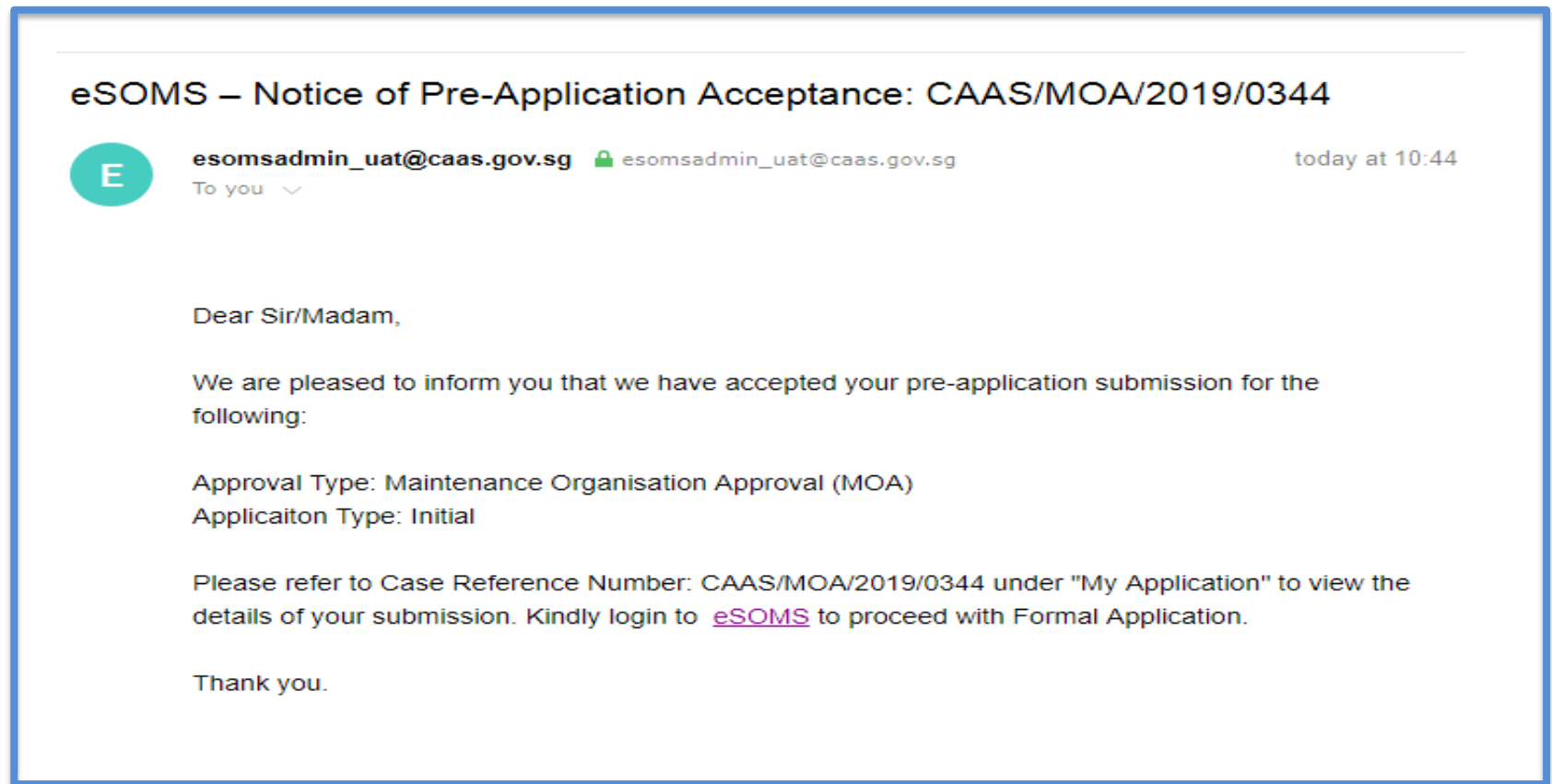
Upon submitting the pre-application, an email notification will be sent to the applicant as a form of confirmation.



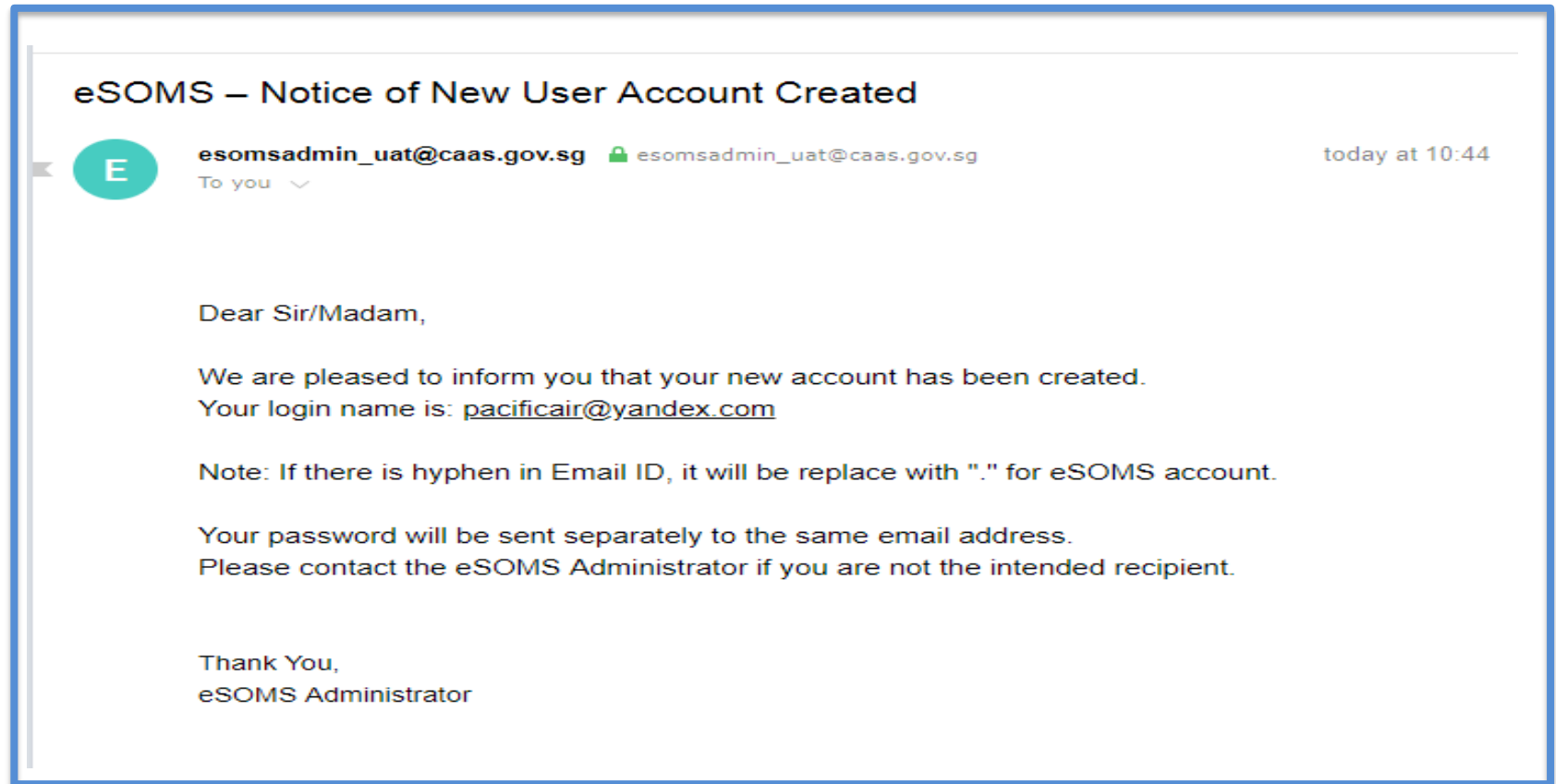
# Completing Registration

Once the pre-application is accepted, applicant will receive 3 automatic emails.

## 1. Email Notification: Notice of Pre-Application Acceptance



## 2. Email Notification – Notice of New User Account Created





### 3. Email Notification – Notice of New Password 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 foreign organisation, please login via “eSOMSPass Login”.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) landing page. At the top, a dark blue navigation bar contains the 'Home' link (highlighted in pink), 'About eSOMS', and 'Help'. A maintenance notice on the right states: 'Weekly Maintenance hours (Singapore time) : Wed & Fri 6:00pm - 9:00pm'. The main content area is divided into three columns. The left column, titled 'New to eSOMS? I want to...', features two buttons: 'Apply for Approval/Permit' (dark blue) and 'Submit Enquiry' (blue). The middle column, titled 'Quick Links', includes 'Make Payment' (dark blue) and 'View Approval/Permit Holders' (dark purple). The right column, titled 'Welcome to eSOMS', provides login instructions for existing account holders and lists three methods: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corppass Login)', and 'eSOMSPass Login' (highlighted with a red rectangle). A link for 'More information on login methods' is provided at the bottom of this section.

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.

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

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home' and 'My Organization...'. Below this is a 'My Dashboard' section. On the left is a grey sidebar. The main content area is titled 'My Outstanding Tasks' and 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](mailto:esoms@caas.gov.sg) should you encounter technical issues in the application process.

- END -