



# Guide for Existing Organization applying for Initial Application in eSOMS

**CAAS**

Civil Aviation Authority of Singapore

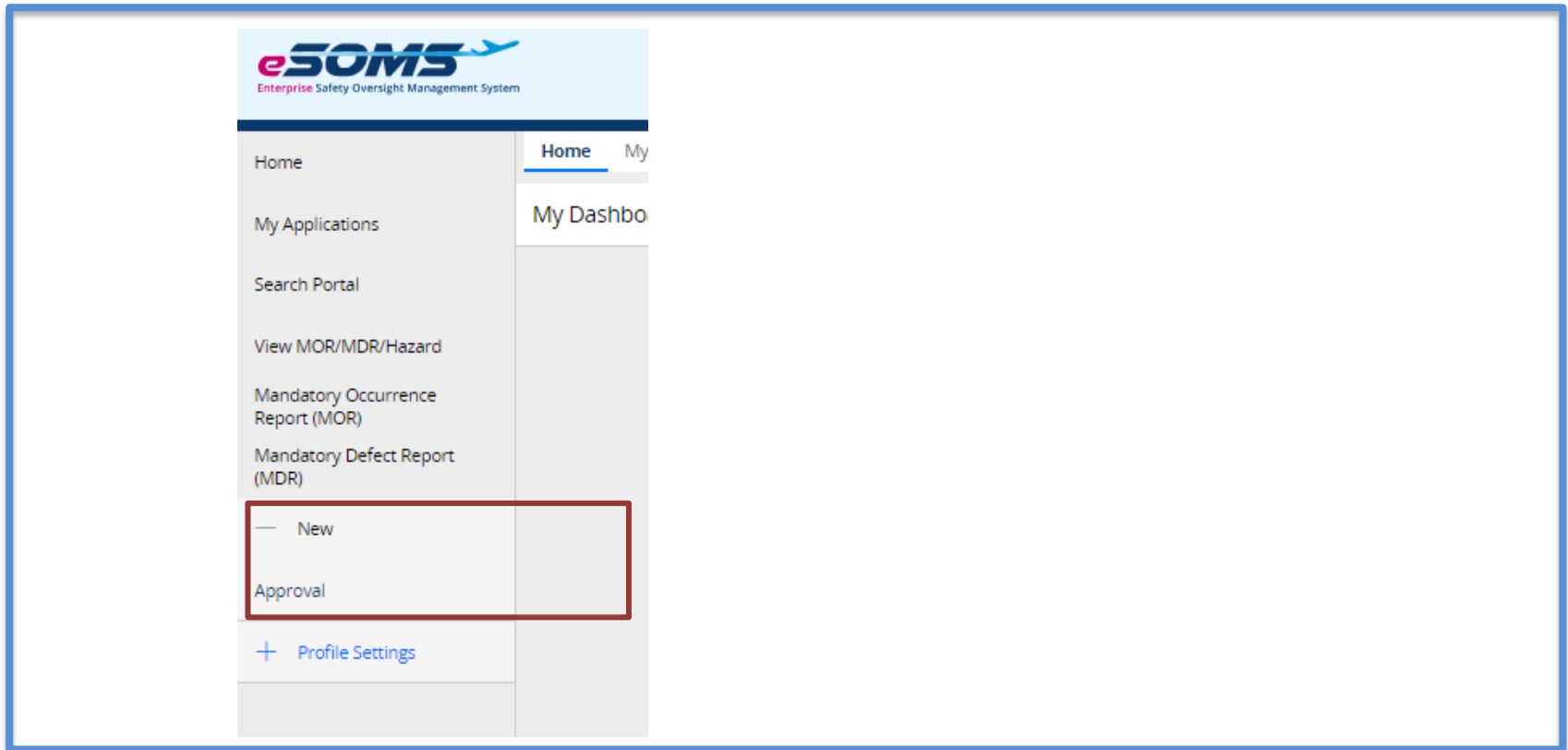
# Step 1: Go to eSOMS Landing Page

<https://esoms.caas.gov.sg>

## Step 2: 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 columns. The left column, titled 'New to eSOMS? I want to...', contains three buttons: 'Apply for Approval/Permit' (dark blue), 'Submit Enquiry' (blue), and 'View Approval/Permit Holders' (dark purple). The middle column, titled 'Quick Links', contains two buttons: 'Make Payment' (dark blue) and 'View Approval/Permit Holders' (dark purple). The right column, titled 'Welcome to eSOMS Enterprise Safety Oversight Management System', 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'. The 'For Businesses - Singpass Login' option is highlighted in yellow. A link for 'More information on login methods click here.' is located at the bottom of the right column.

# Step 3: Select New > Approval



# Step 4: Select Approval Type and submit

The screenshot shows a web application interface for submitting an approval. On the left is a sidebar with navigation options: 'My Applications', 'Search Portal', 'Mandatory Occurrence Report (MOR)', 'Mandatory Defect Report (MDR)', '+ New', and '+ Profile Settings'. The main content area is titled 'Approval' and contains a 'Select Approval Type' section. A dropdown menu for 'Approval Type' is open, displaying a list of options grouped into three categories: 'Air Operator' (with 'Air Operator Certificate (AOC)'), 'Aircraft' (with 'Alternate Means Of Compliance (AMOC)', 'Certificate of Airworthiness (COA)', 'Certificate of Registration (COR)', 'Noise Certificate (NOI)', and 'Permit To Fly (PTF)'), and 'Dangerous Goods' (with 'Approval Under ICAO Technical Instructions (DGAPP)', 'Exemptions Under ICAO Technical Instructions (DGEXE)', and 'Dangerous Goods Permit (DGP)'). The dropdown menu is currently showing 'Select...' as the selected option. In the top right corner of the main area, there is a user profile for 'Joey Tribbiani' with initials 'JT'. A dark blue 'Submit' button is located on the right side of the form.

Continue with your Pre-application or Formal Application.

**Contact the assigned CAAS officer or eSOMS Support Team for more information**