

Step 1: After submitting the formal application, login to the dashboard and click on the case reference number under “My Involved Tasks”.

My Involved Tasks 🔄

1 2

	Case Reference Number ▾	Description ▾	Application Type ▾	Status ▾	Organisation ▾	Last Updated ▾
1	CAAS/COR/2020/0571	Application	Initial	Certification-Completed	Singapore Airlines Limited	14 December, 2020 7:02:55 PM SGT
2	CAAS/NOI/2020/0642	Application	Initial	Evaluation-InProgress	Singapore Airlines Limited	8 January, 2021 11:50:16 AM SGT
3	CAAS/COA/2020/0621	Application	Initial	Evaluation-InProgress	Singapore Airlines Limited	8 January, 2021 11:45:46 AM SGT
4	CAAS/COR/2020/0489	Application	Initial	Payment-SuccessfulAppSubmitted	Singapore Airlines Limited	15 September, 2020 5:58:35 PM SGT
5	CAAS/COR/2020/0485	Application	Initial	Payment-SuccessfulAppSubmitted	Singapore Airlines Limited	15 September, 2020 2:53:23 PM SGT
6	CAAS/COR/2020/0439	Application	Deregistration	Certification-InProgress	Singapore Airlines Limited	5 September, 2020 10:30:03 AM SGT
7	CAAS/COR/2020/0435	Application	Initial	Payment-SuccessfulAppSubmitted	Singapore Airlines Limited	13 January, 2021 5:46:23 PM SGT

Step 2: Click "Actions" and select "Upload Required Documents".

The screenshot displays the eSOMS Enterprise Safety Oversight Management System interface. The top navigation bar includes the eSOMS logo and a notification bell with a red '7' badge. The breadcrumb trail shows the path: Home > My Organization > CAAS/COR/2020... The main content area is titled 'Approval Application (CAAS/COR/2020/0435)' and 'Application Review'. A dark blue navigation bar contains tabs for 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is active, showing a table with the following data:

Case information		
Approval Type	Application Type	Applicant
Certificate of Registration (COR)	Initial	singaporeairlines123@yandex.com
Organisation	Application Status	
Singapore Airlines Limited	Payment Successful, Application Submitted	

Below the table is an 'ATTACHMENTS' section with one entry: 'eSOMS - Notice of Formal Application Submissi... Correspondence | Singapore Airlines'. On the right side, a red box highlights the 'Actions' dropdown menu, which is open and shows the following options: Refresh, Withdraw Application, Upload Required Documents (highlighted), and Print. The 'Upload Required Documents' option is also visible as a button on the right side of the page.

Step 3: Uncheck the N/A box and click "Upload".

Approval

Application (CAAS/COR/2020/0435)

Upload Required Documents

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"/>		Airplane Flight Manual (Maximum authorised takeoff weight)	<input type="button" value="Upload"/>	<input type="checkbox"/>	To be provided later
2	<input type="text"/>		Letter of authorisation signed under company seal, nominating authorized persons to act on behalf of the company to register the aircraft	<input type="button" value="Upload"/>	<input checked="" type="checkbox"/>	To be provided later
3	<input type="text"/>		Notification of non-registration/de-registration from foreign airworthiness authority as required by paragraph 4(2)(a) of the ANO	<input type="button" value="Upload"/>	<input checked="" type="checkbox"/>	To be provided later

Step 4: Attach the document.

Approval
Application (CAAS/COR/2020/0435)


Upload Required Document

Mandatory Documents

Note : If N/A is checked, please

	Name	File	Cate
1			Airp weig
2			Let nom com
3			Noti fore para
4			Photocopy of the Import Permit

Attach Documents



Drag and drop file here

or

Select file

Note : You are allowed to upload only one file in this screen.

Cancel

Attach

Upload

To be provided later

Step 5: Repeat step 3 and 4 for all the outstanding mandatory documents before submitting.

Approval

Application (CAAS/COR/2020/0435)

5	<input type="text"/>		case of a leased aircraft, the lease agreement identifying the Owner and Charterer	<input type="text" value="Upload"/>	<input checked="" type="checkbox"/>	<input type="text" value="To be provided later"/>	
6	<input type="text"/>		RVSM Supporting Document	<input type="text" value="Upload"/>	<input checked="" type="checkbox"/>	<input type="text" value="To be provided later"/>	

Additional Documents

Document not found in the above list? You may upload additional supporting documents here.

Name	File	Category	Attach	Remark	
No items					