



# A guide for overseas organisations: MOA renewal

Login via eSOMSPass

## Step 1: Select eSOMSPass Login

The screenshot shows the CAAS eSOMS website. The header includes the CAAS logo, the Singapore Government logo, and navigation links. 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', 'Submit Enquiry', and 'View Approval/Permit Holders'. The middle column, titled 'Quick Links', contains two buttons: 'Make Payment' and 'View Approval/Permit Holders'. The right column, titled 'Welcome to eSOMS', contains a list of login methods: 'SingPass Login', 'CorpPass Login', and 'eSOMSPass Login'. The 'eSOMSPass Login' button is highlighted with a red border. Below the login methods, there is a link for 'More information on login methods here.'.

**CAAS**  
Civil Aviation Authority of Singapore  
Enabling opportunities through aviation

**Singapore Government**  
Integrity · Service · Excellence

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A<sup>-</sup> A | A<sup>+</sup> Within CAAS eSOMS Enter keyword here

**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](#).

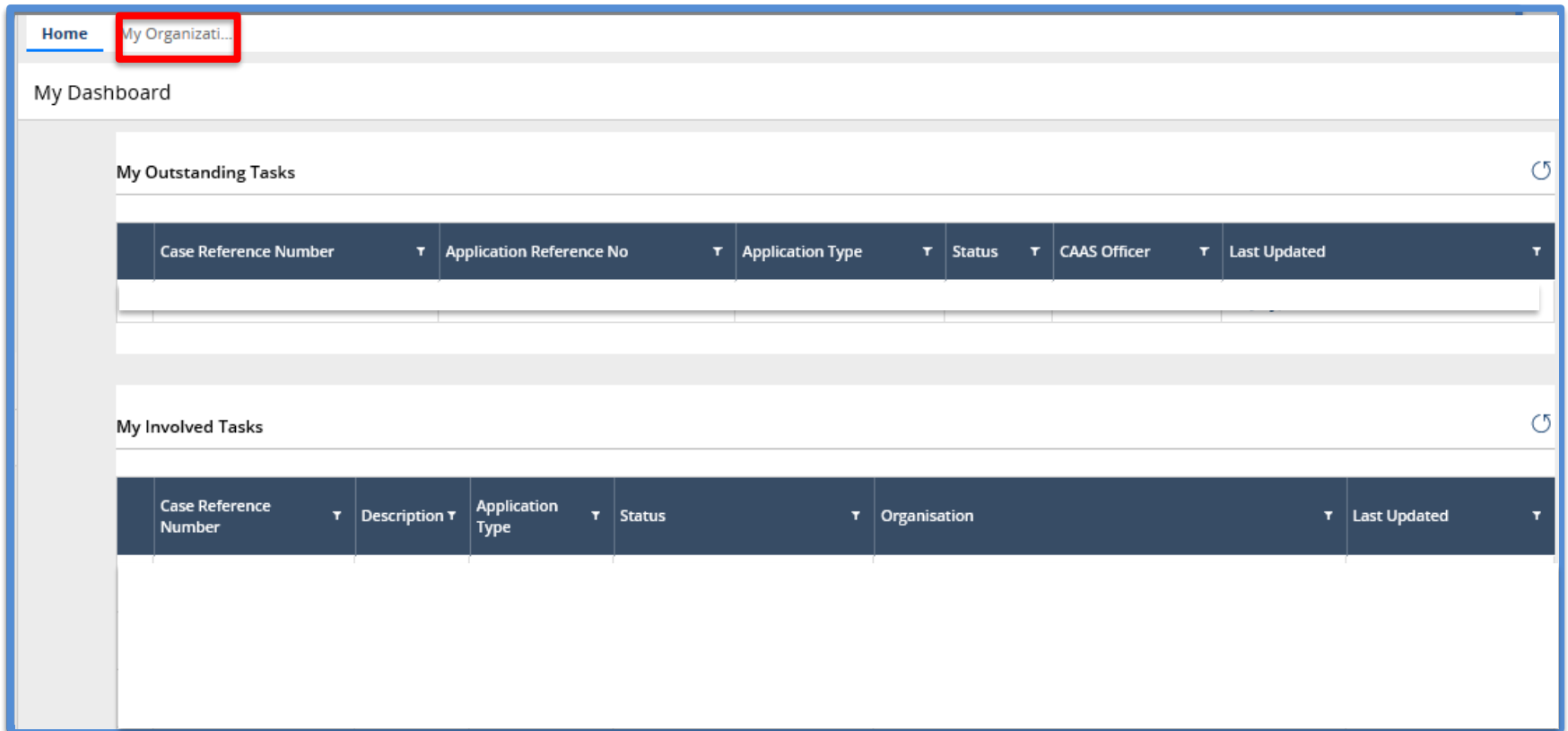
Step 2: Enter user name and password to login.



The screenshot shows the login interface for the eSOMS (Enterprise Safety Oversight Management System). The background features a light gray grid and faint gear patterns. At the top center is the eSOMS logo, with 'eSOMS' in blue and red, and 'Enterprise Safety Oversight Management System' in smaller black text below it. Below the logo are two input fields: the first is labeled 'User name' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Log in' button is positioned below these fields. Under the button is a link that says 'Click Here to Home Screen'. Below the link is a 'Forgot password?' link. At the bottom of the page, there is a silhouette of an airport terminal and a runway.

# Applying for MOA renewal

## Step 1: Click on My organisation



The screenshot shows a web application interface with a top navigation bar. The 'Home' tab is selected, and the 'My Organization...' tab is highlighted with a red rectangle. Below the navigation bar, the page is titled 'My Dashboard'. There are two main sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section has a table of tasks. The 'My Outstanding Tasks' table has columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Involved Tasks' table has columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. Both tables are currently empty.

Home My Organization...

My Dashboard

My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
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My Involved Tasks

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
-----------------------	-------------	------------------	--------	--------------	--------------

## Step 2: Select the MOA and click on Renewal.

Home **My Organization's Approvals**

My Organization's Approvals

Approval Type Valid Till Date Registration Number

Reset Search

Approval Details		Application Types	
Approval Type	DOA	From Date	1/7/19
Approval Number	AWI/DOA/029	To Date	15/7/19
		<button>Renewal</button> <button>Variation</button> <button>Replacement Certificate</button>	
		<button>Surrender Approval</button>	
Approval Type	MOA	From Date	10/7/19
Approval Number	AWI/284	To Date	19/7/19
		<b><button>Renewal</button></b> <button>Variation</button> <button>Replacement Certificate</button>	
		<button>Surrender Approval</button>	

**Note:** Renewal button will be available 3 months before the expiry date of the approval

# Formal Application



Step 1: Please select “Yes” if you would like to apply for a variation during the renewal period.

Home My Organizati... **Approval**

Approval

**Capture Additional Approval Details**

Approval Type  
Maintenance Organisation Approval (MOA)

Application Type  
Renewal

**Renewal With Variation**

You have selected Renewal Application

Do you want to Vary the Approval in the same application? ★

☒ Yes ☐ No

**Additional Questions related to Application**

You have selected Renewal application for Maintenance Organisation Approval. To help us process your application, kindly provide these details.

Variation refers to any changes to the following:

- MOE/capability list/certifying staff list
- SMS manual
- Personnel (senior management/certifying staff)
- Change of scope (approval rating)
- Add/remove maintenance location
- Change of HQ/maintenance location address
- Change of company name
- Change of business registered address

Step 1: Please select “Yes” if you would like to apply for a variation during the renewal period.

Home My Organization **Approval**

### Approval

#### Capture Additional Approval Details

Approval Type  
Maintenance Organisation Approval (MOA)

Application Type  
Renewal

#### Renewal With Variation

You have selected Renewal Application

Do you want to Vary the Approval in the same application? ★

☒ Yes ☐ No

#### Additional Questions related to Application

You have selected Renewal application for Maintenance Organisation /  
To help us process your application, kindly provide these details.

**Note:**

1. If “No” is selected, you will not be able to make any changes to your formal application details.
2. Only 1 formal application can be submitted at 1 point of time, i.e., if a renewal application is submitted, you cannot submit a variation application until the renewal application has been completely processed and vice versa.

## Step 2: Specify the type of variation if 'Yes' is selected.

The screenshot displays the 'Approval' form in the CAAS system. The form includes fields for 'CAAS Approval No' (AWI/284) and 'Approval Expiry Date' (19/7/19). A dropdown menu for 'Variation Type' is open, showing a list of options with checkboxes. The 'Change of Scope (Rating)' option is highlighted. The form also features 'Cancel', 'Save', and 'Submit' buttons at the bottom.

Home My Organizati... **Approval**

Approval

CAAS Approval No  
AWI/284

Approval Expiry Date  
19/7/19

Variation Type \*

- ☐ Exposition / Capability List / Certifying Staff List
- ☐ SMS Manual
- ☐ Personnel (including senior management personnel / certifying staff)
- ☐ Change of Scope (Rating)
- ☐ New Satellite
- ☐ Change of HQ/Maintenance location Address
- ☐ Change of Company Name
- ☐ Change of Registered Address

Cancel Save Submit

## Step 3: Verify Applicant/Organisation Details

The screenshot shows a web application interface for CAAS/MOA/2019/0551. The top navigation bar includes links for Home, My Organization, Approval, and the current page. The main header indicates the application is for 'Approval' and shows the application ID 'CAAS/MOA/2019/0551'. A progress bar at the top shows four steps: 1. Applicant/Organisation Details (active), 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The main content area is divided into sections: 'Instructions' (stating the form takes up to 30 minutes and to ensure completeness), 'Application Details' (showing 'Approval Type' as 'Maintenance Organisation Approval (MOA)' and 'Application Type' as 'Renewal'), and 'Renewal With Variation' (stating 'You have selected Renewal Application' and asking 'Do you want to Vary the Approval in the same application?' with a 'Yes' response). The bottom of the form has a 'Cancel' button on the left and 'Save' and 'Continue' buttons on the right.

Home My Organization Approval CAAS/MOA/2019...

Approval  
Application (CAAS/MOA/2019/0551)

Actions

1 Applicant/Organisation Details 2 Formal Application Details 3 Upload Documents 4 Preview Application

**Instructions**

This form may take you 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 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)	Renewal

**Renewal With Variation**

You have selected Renewal Application

Do you want to Vary the Approval in the same application?

Yes

Cancel Save Continue

## Step 4: Enter formal application details

The screenshot shows a web application interface for 'CAAS/MOA/2019/0551'. The top navigation bar includes 'Home', 'My Organizati...', 'Approval', and 'CAAS/MOA/2019...'. Below the navigation bar, the page title is 'Approval Application (CAAS/MOA/2019/0551)'. A progress bar at the top indicates four steps: 1. Applicant/Organisation Details, 2. Formal Application Details (current step), 3. Upload Documents, and 4. Preview Application. The main content area is titled 'Maintenance Organisation Approval'. It contains several input fields: 'MOE/ Supplement Reference No' with value '123', 'SAR Issue' with value '123', 'SAR Part 145 Issue' with value '123', and two 'Amendment' fields, both with value '123'. Below these fields is a section titled 'ADDRESS(ES) REQUIRING APPROVAL' with a dropdown menu showing 'Headquarter Address'. At the bottom of this section are three input fields: 'Country/Region', 'State', and 'City'. The bottom of the page features a footer with 'Cancel', 'Back', 'Save', and 'Continue' buttons.

Home My Organizati... Approval CAAS/MOA/2019...

Approval Application (CAAS/MOA/2019/0551)

1 Applicant/Organisation Details 2 Formal Application Details 3 Upload Documents 4 Preview Application

**Maintenance Organisation Approval**

MOE/ Supplement Reference No ★  
123

SAR Issue ★  
123

SAR Part 145 Issue ★  
123

Amendment ★  
123

Amendment ★  
123

**ADDRESS(ES) REQUIRING APPROVAL**

▼ Headquarter Address

Country/Region ★ State City ★

Cancel Back Save Continue

## Step 5: Click 'Add Row' to upload supporting documents

The screenshot shows a web application interface for document management. At the top, there are navigation links: 'Home', 'My Organizati...', and 'CAAS/MOA/2019...'. Below this, the page title is 'Approval' and 'Application (CAAS/MOA/2019/0551)'. A message states: 'Please find below documents which have been previously approved/accepted, and are maintained at the approval level. Please modify (add/delete/update) this list of documents based on the desired variation(s).' Below this is a table with columns: Name, File, Category, Attach, Remark, Status. Below the table is a section titled 'Mandatory Documents' with a note: 'Note : If N/A is checked, please provide justification in remark column.' Below this is another table with columns: Name, File, Category, Attach. Below the table is a section titled 'Additional Documents' with a note: 'Document not found in the above list? You may upload additional supporting documents here.' At the bottom left, there is a button labeled '+ Add Row'. At the bottom right, there are buttons labeled 'Cancel', 'Back', 'Save', and 'Continue'. A red box highlights the '+ Add Row' button and the text 'Click to upload Documents'. A red box highlights the 'Note' section with two instructions.

Home My Organizati... CAAS/MOA/2019...

Approval

Application (CAAS/MOA/2019/0551)

Please find below documents which have been previously approved/accepted, and are maintained at the approval level. Please modify (add/delete/update) this list of documents based on the desired variation(s).

Name	File	Category	Attach	Remark	Status
------	------	----------	--------	--------	--------

Mandatory Documents

Note : If N/A is checked, please provide justification in remark column.

Name	File	Category	Attach
No items			

Additional Documents

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

+ Add Row

Click to upload Documents

Cancel Back Save Continue

**Note:**

1. For the first renewal in eSOMS, please upload the latest approved/accepted **MOE, capability list, certifying staff list and SMS manual**.
2. If there's changes to any of the documents, please upload the revised document for CAAS' approval/acceptance.

Step 6: Preview all application details. Remember to declare at the bottom of the page before submitting.

Home My Organization... CAAS/MOA/2019...

Approval

Application (CAAS/MOA/2019/0551) Actions

1 2 3 4

Applicant/Organisation Details Formal Application Details Upload Documents Preview Application

**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, Singapore Airworthiness Notices and Singapore Airworthiness Requirements.

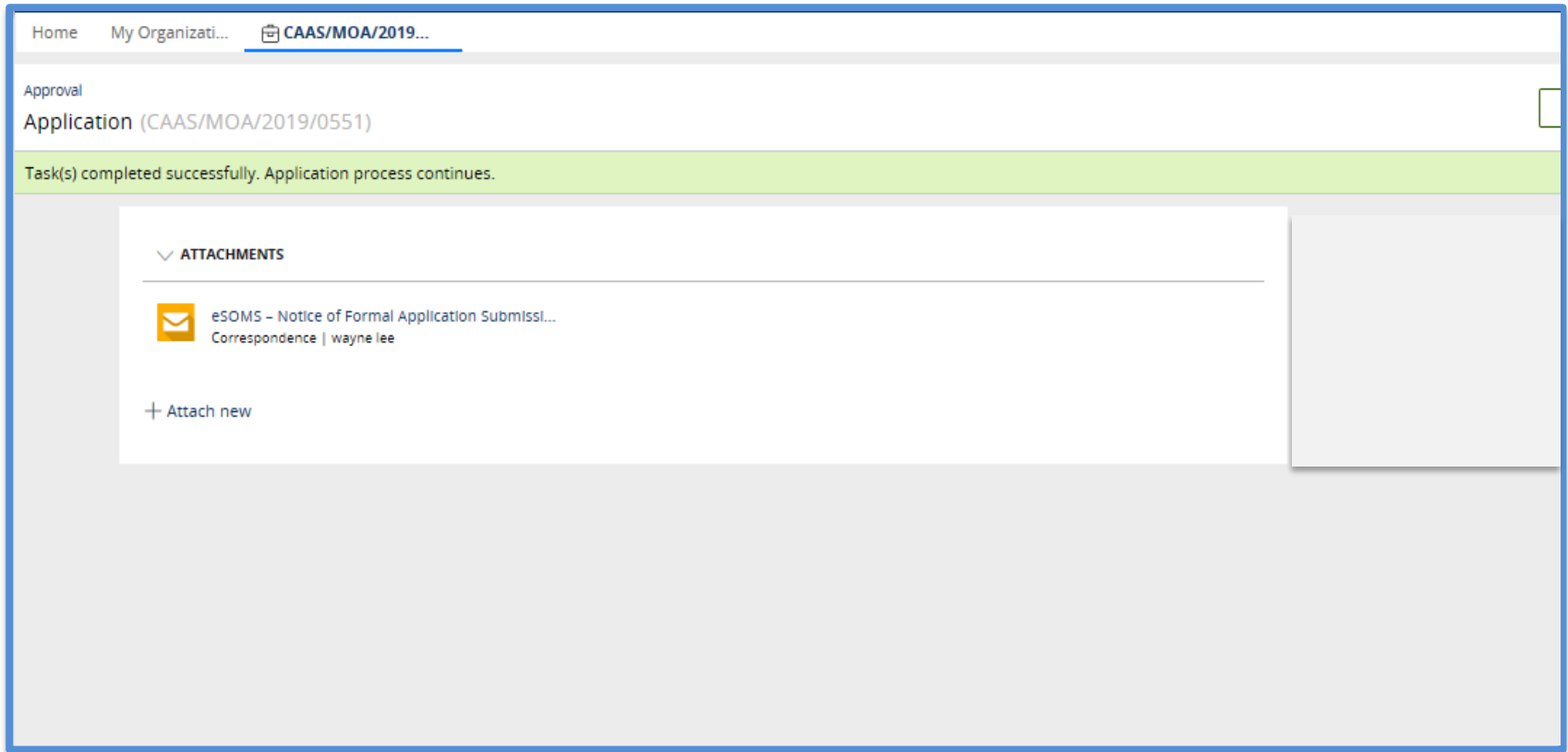
☐ I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application 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.

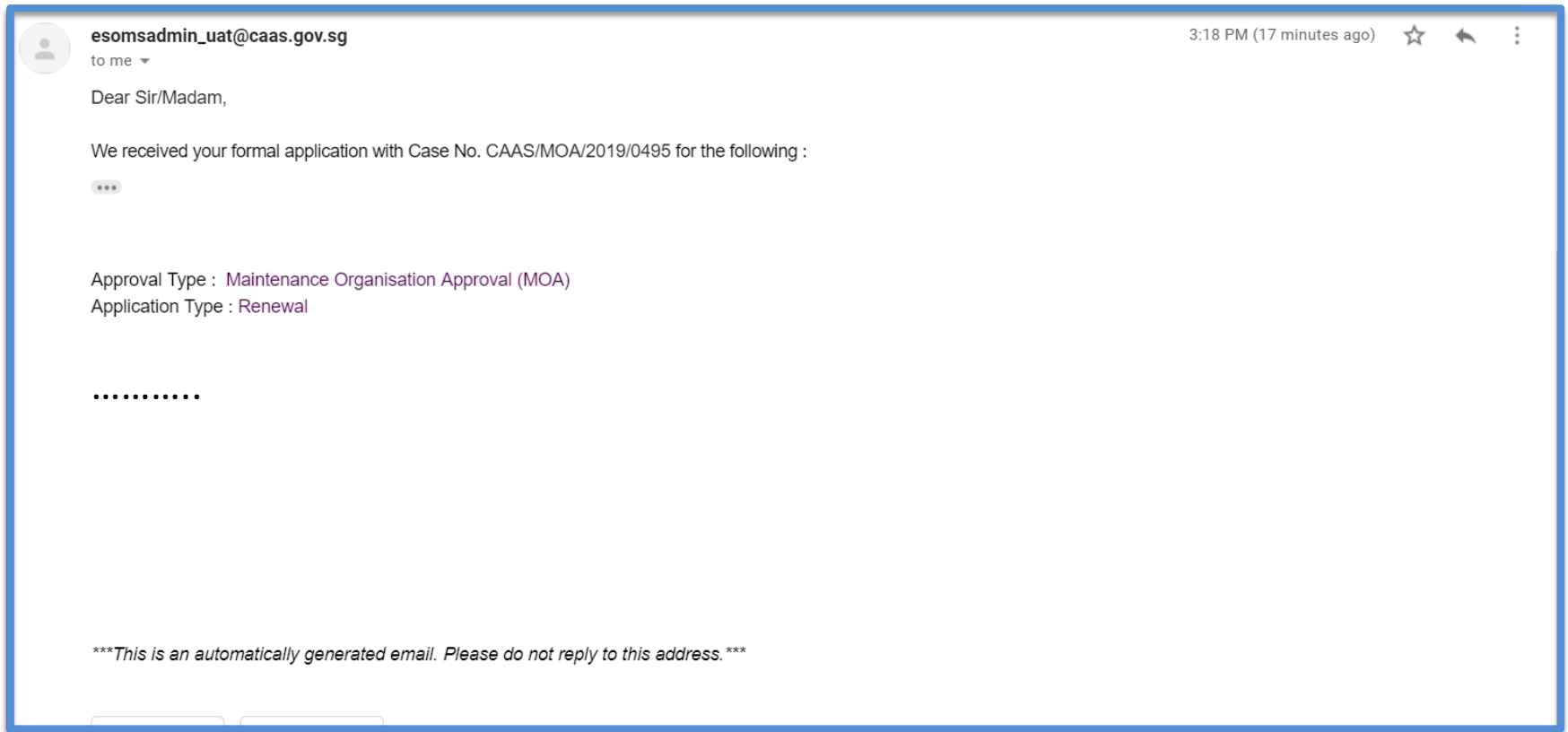
Back Save Submit

After a successful submission, you will be notified as shown below as well as by email.



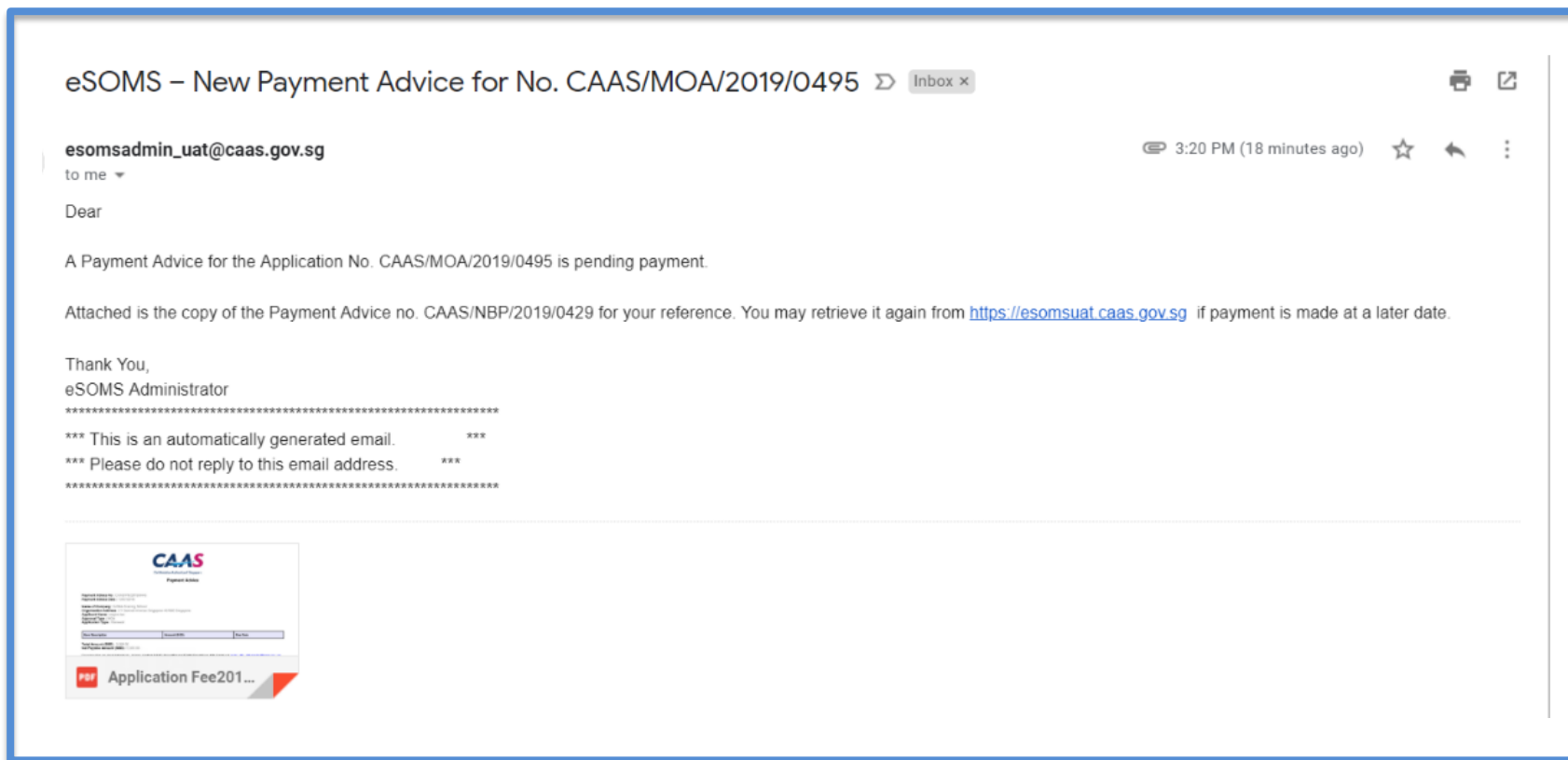


# Notification by email



# Fee Payment

The case will be routed to your PMI to generate the application fee. Once this has been done, you will be notified via email and a payment case will be created in your dashboard under “My Outstanding Tasks”.



## Step 1: Login and click on the payment case

Home My Organizati... Approval CAAS/MOA/2019... CAAS/PM/2019/...

My Dashboard

My Outstanding Tasks

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer
1	CAAS/PM/2019/0462	CAAS/MOA/2019/0586	Renewal	Pending-Payment	

My Involved Tasks

Case Reference Number	Description	Application Type	Status	Organisation
-----------------------	-------------	------------------	--------	--------------

## Step 2: Check that the amount is correct before paying.

S No.	Item Description	Amount (SGD)	Due Date
1	Renewal: BaseFee	1,100.00	25/7/19
2	Renewal: Certificate Fee	1,100.00	25/7/19
3	Renewal: Rating Fee- C7-Engine / APU - (49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83)	150.00	25/7/19

Total Amount (SGD) 2,350.00

Net Payable Amount (SGD) 2,350.00

Cancel

Download

Pay Later

Pay Now

## Step 3: Select the payment mode: Credit Card (limited to SGD 5000) or Telegraphic Transfer (TT).

Approval > Application  
Payment (CAAS/PM/2019/0462)

**Review NonBillable Payments**  
Applicant Can Review Non Billable Payment

The Application will only be processed once p

Payment Invoice Number

Date

Organisation Name

Organisation Address

Applicant Name

S No.	Item Description
No items	

Total Amount (SGD)

Net Payable Amount (SGD)

**Make Payment**

Application No. CAAS/MOA/2019/0586

Payment Advice No. CAAS/PM/2019/0462

Payment Advice Date 15/07/2019

**Payment Mode \*** Select...  
⚠ Value cannot be blank

**Payer Details**

Payer Name

Payer Organisation

Payer Contact Number

Payer Email Address

Cancel Submit

**CASE DETAILS**

Actions

Step 3: 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.

Approval > Application  
Payment (CAAS/PM/2019/0462)

**Review NonBillable Payments**  
Applicant Can Review Non Billable Payment

The Application will only be processed once

Payment Invoice Number  
Date  
Organisation Name  
Organisation Address  
Applicant Name

S No.	Item Description
No Items	

Total Amount (SGD)  
Net Payable Amount (SGD)

**Make Payment**

Application No. CAAS/MOA/2019/0586  
Payment Advice No. CAAS/PM/2019/0462  
Payment Advice Date 15/07/2019

Payment Mode\* **TT/Wire TRF/GIRO**

Amount 7,000.00 SGD

TT/Wire TRF/GIRO Number\*

TT/Wire TRF/GIRO Date\*

Remarks

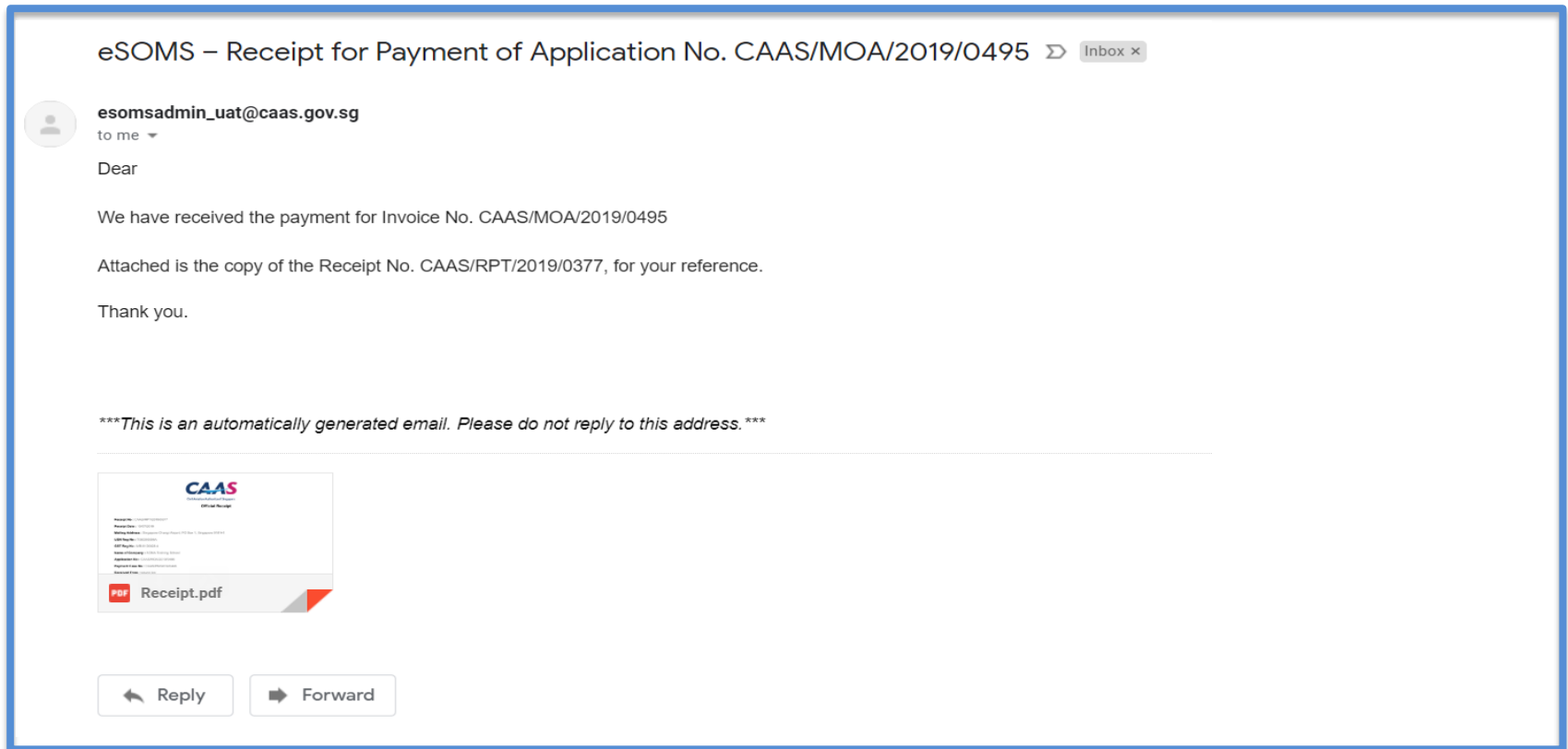
**Payer Details**

Payer Name  
Payer Organisation  
Payer Contact Number

**CASE DETAILS**

Actions

Once we have verified your payment, you will be notified via email with an attached receipt.





The status of the application will also be updated accordingly.

[Home](#) [My Organization...](#)

My Dashboard

My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS
No work assigned				

My Involved Tasks

Status is updated

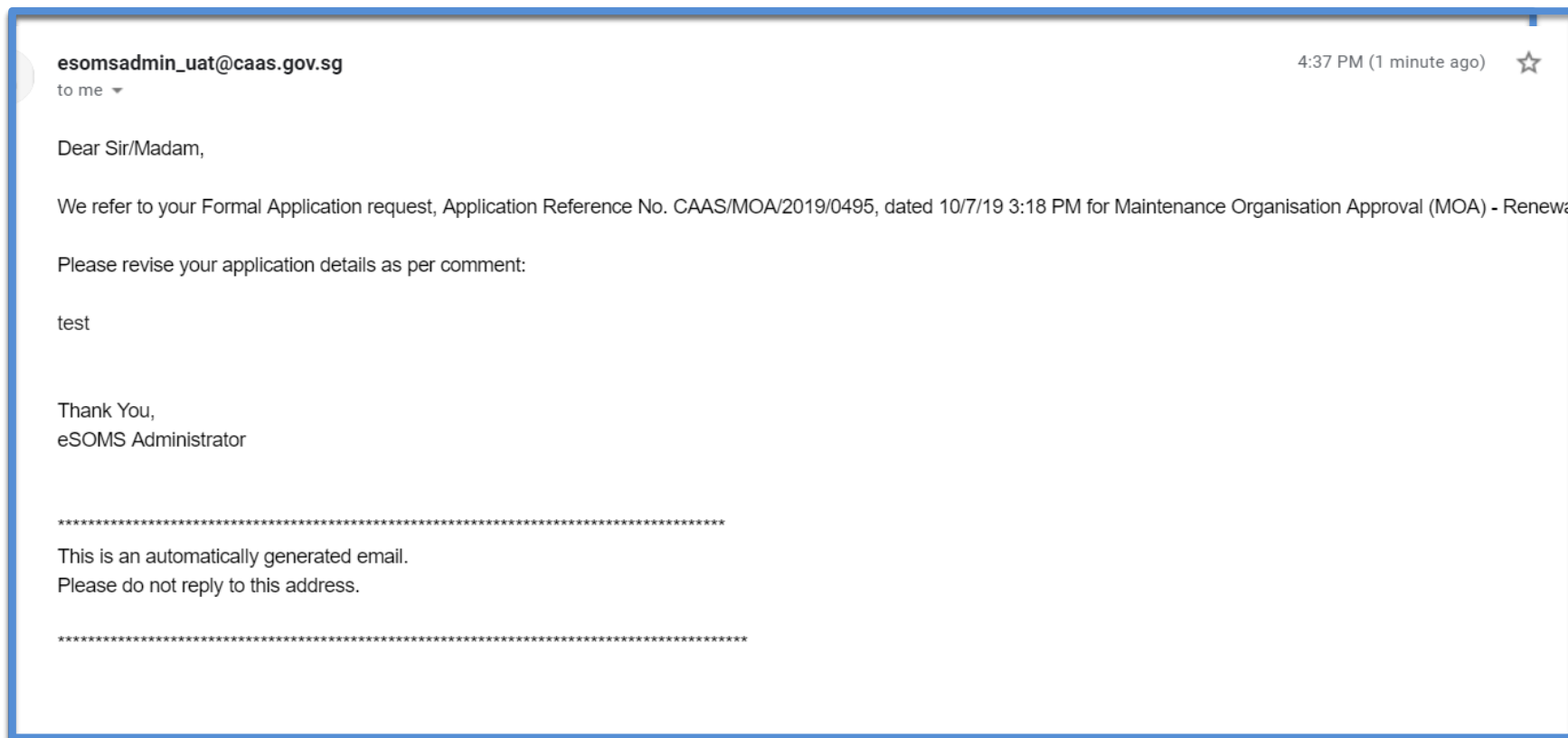
	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/MOA/2019/0586	Application	Renewal	Payment-SuccessfulAppSubmitted	ACMA Training Sch

# Case Validation and Evaluation by PMI

During this process, more information/documents may be requested by the PMI. In that case, the application will be routed back to your dashboard for follow-up.

<div>Home</div> <div>My Organizati...</div>					
My Dashboard					
My Outstanding Tasks					
	Case Reference Number	Application Reference No	Application Type	Status	
1	CAAS/MOA/2019/0586	CAAS/MOA/2019/0586	Renewal	Payment-SuccessfulAppSubmitted	w
My Involved Tasks					

An email notification will also be sent to inform you of the information required.



Step 1: Login and click on the case reference number to make the necessary changes to your formal application. Repeat steps from Formal Application

The screenshot shows a web application interface. At the top, there are navigation links for 'Home' and 'My Organizati...'. Below this is a section titled 'My Dashboard'. Under 'My Dashboard', there is a section for 'My Outstanding Tasks'. This section contains a table with the following data:

	Case Reference Number	Application Reference No	Application Type	Status	
1	CAAS/MOA/2019/0586	CAAS/MOA/2019/0586	Renewal	Payment-SuccessfulAppSubmitted	w

Below the table, there is a section for 'My Involved Tasks'.

During PMI evaluation phase, applicant can also upload additional document. Step 1: Search for the submitted application in your home tab under “My Involved Tasks” and click on the case.

The screenshot shows a web application interface with a top navigation bar containing 'Home' and 'My Organizati...'. Below this is a 'My Dashboard' section. The dashboard is divided into two main areas: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section shows a table with headers 'Case Reference Number', 'Application Reference No', 'Application Type', 'Status', and 'CAAS Office', and a message 'No work assigned'. The 'My Involved Tasks' section shows a table with headers 'Case Reference Number', 'Description', 'Application Type', 'Status', and 'Organisation'. The first row in this table is highlighted with a red box around the 'Case Reference Number' cell, which contains the value 'CAAS/MOA/2019/0586'. The other cells in this row are 'Application', 'Renewal', 'Evaluation-InProgress', and an empty 'Organisation' cell.

	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/MOA/2019/0586	Application	Renewal	Evaluation-InProgress	

Step 2: In this screen, you will see the “Case Information”. Scroll down to the “Attachments” Section and click on “+ Attach new” to upload additional document.

Home My Organization... **CAAS/DOA/2019...**

Approval  
Application (CAAS/DOA/2019/0119)

Application Review

**Case Information** Formal Application Details Previous Application Details Evaluation Action(s) Payment(s)

**Case information**

Approval Type	Application Type	Applicant
Design Organisation Approval (DOA)	Variation	chunwayne96@gmail.com
Organisation	Application Status	
ACMA Training School	Evaluation In-Progress	

▼ ATTACHMENTS

- eSOMS – Notice of Acceptance for Submitted Fo...  
Correspondence | wayne leero
- eSOMS – Notice of Formal Application Submissi...  
Correspondence | wayne lee

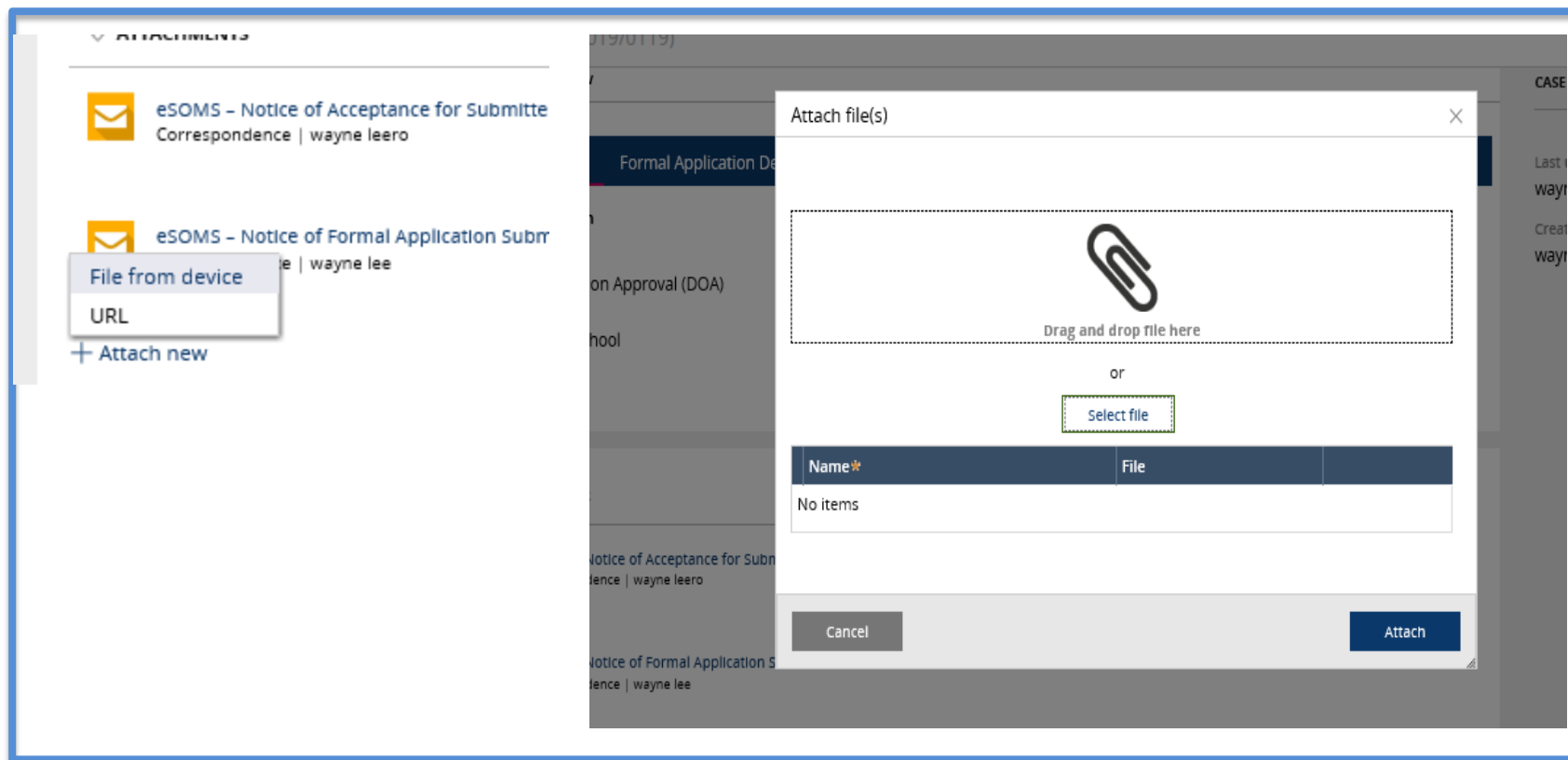
**+ Attach new**

CASE DET

Last upd  
wayne l

Created  
wayne l

## Step 3: Click on “File from device” and attach the document.





After successful evaluation, the status will be updated to “Certification-InProgress”

[Home](#) [My Organizati...](#)

My Dashboard

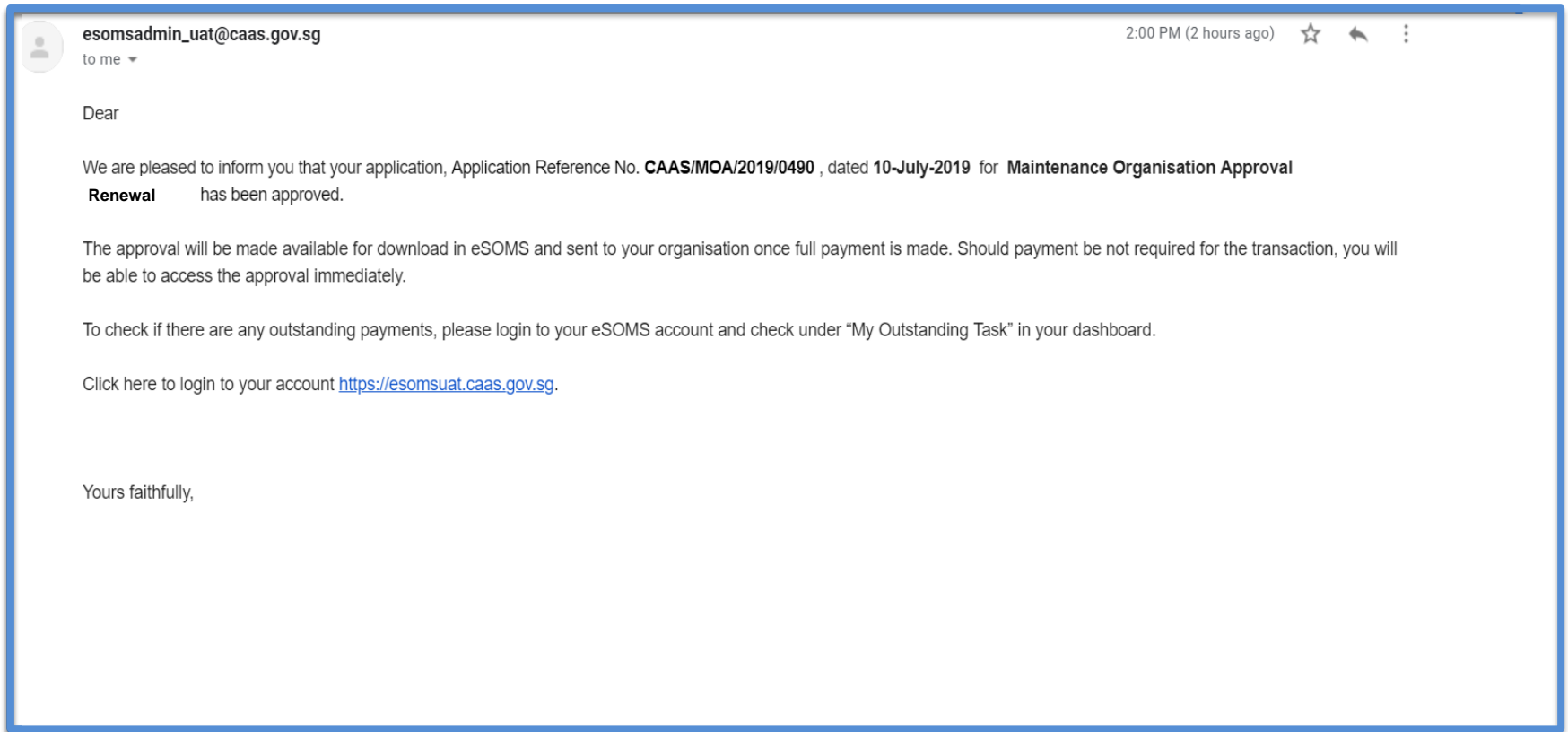
My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer
No work assigned				

My Involved Tasks

	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/MOA/2019/0586	Application	Renewal	Certification-InProgress	

Lastly, once certification has been completed, an email will be sent to you.

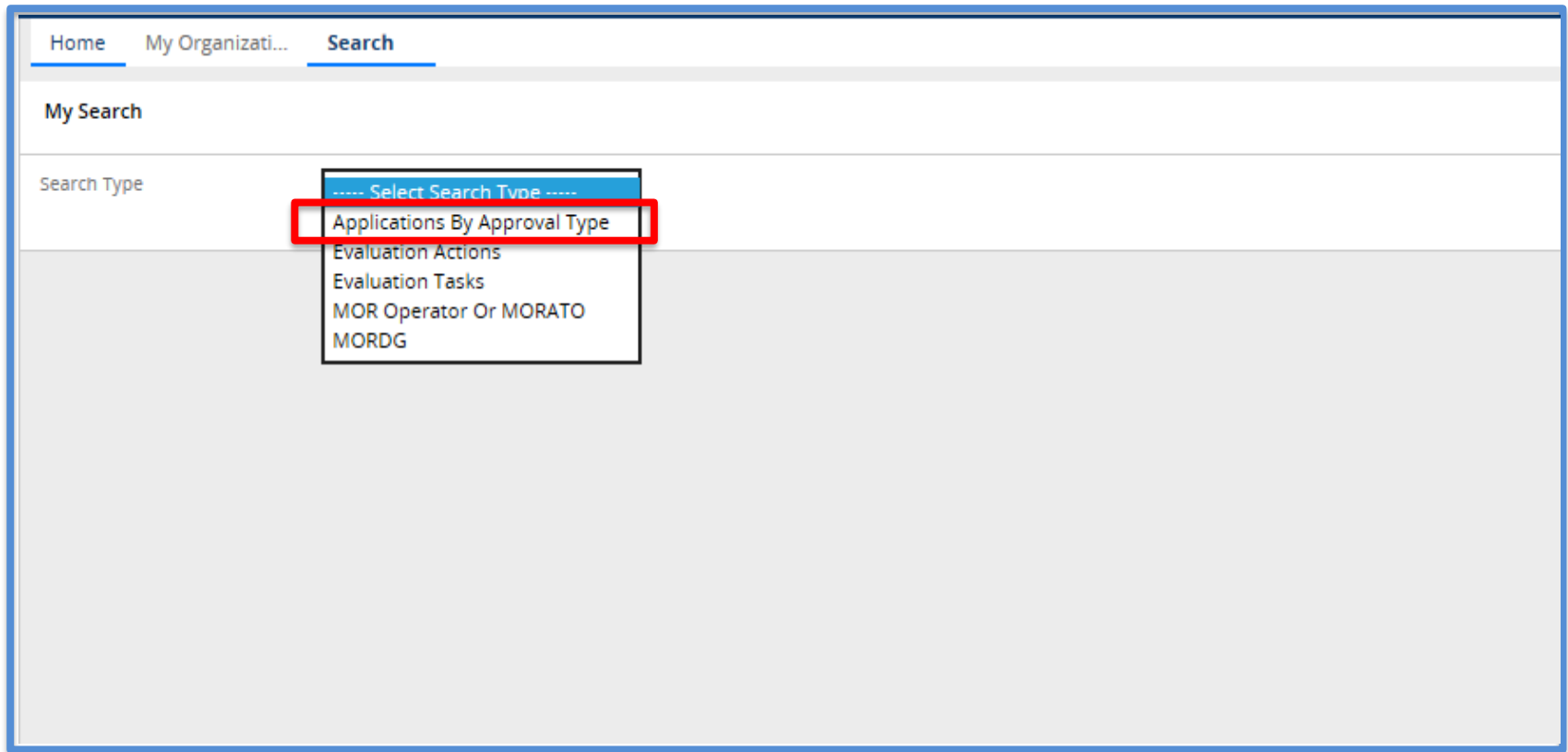


# Downloading of MOA certificate

Step 1: On your homepage, click on the Search Portal at the left column

The screenshot displays the eSOMS Enterprise Safety Oversight Management System interface. The left sidebar features a navigation menu with the following items: Home, My Applications, Search Portal (highlighted with a red box), View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, and + Profile Settings. The main content area is titled 'My Dashboard' and includes two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section contains a table with columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The top right corner of the dashboard shows a notification bell with 47 alerts and a user profile icon labeled WL.

## Step 2: Select “Applications by Approval Type”



The screenshot shows a web application interface with a navigation bar at the top containing three tabs: 'Home', 'My Organizati...', and 'Search'. The 'Search' tab is selected and highlighted with a blue underline. Below the navigation bar, the page is titled 'My Search'. Under this title, there is a section labeled 'Search Type' which contains a dropdown menu. The dropdown menu is open, showing a list of options: '..... Select Search Type .....', 'Applications By Approval Type', 'Evaluation Actions', 'Evaluation Tasks', 'MOR Operator Or MORATO', and 'MORDG'. The option 'Applications By Approval Type' is highlighted with a red rectangular border, indicating it is the selected option for this step.

## Step 3: Select MOA under the mandatory field “Approval Type” and click Search

The screenshot shows a web application interface for searching applications. At the top, there are navigation tabs: 'Home', 'My Organization...', and 'Search'. Below these is a 'My Search' section. The 'Search Type' dropdown is set to 'Applications By Approval Type'. The 'Approval Type' field, marked with a red box, is a dropdown menu currently showing 'Maintenance Organisation Approval'. To its right is the 'Application Type' dropdown, which is currently empty. Below 'Approval Type' is a 'Status' dropdown set to 'Select Status.....'. The form includes several input fields for dates and numbers: 'Application Number', 'Application Date From', 'Approval Issue Date From', 'Approval Expiry Date From', 'Application Date To', 'Approval Issue Date To', and 'Approval Expiry Date To'. At the bottom right, there are two buttons: a grey 'Reset' button and a blue 'Search' button, which is also highlighted with a red box.

Search Type	Applications By Approval Type	Application Type	Select Application Type.....
Approval Type*	Maintenance Organisation Approval	Approval Number	
Status	Select Status.....	Application Date To	
Application Number		Approval Issue Date To	
Application Date From		Approval Expiry Date To	
Approval Issue Date From			
Approval Expiry Date From			

Reset Search

Step 4: Look for the latest application by clicking on the date to sort and select it.

Approval Issue Date To

Approval Expiry Date To

Reset

Search

Export to Excel

Click to sort the date

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date
CAAS/MOA/2019/0586	Maintenance Organisation Approval (MOA) Renewal		15/7/19 2:22 PM	AWI/284	
CAAS/MOA/2019/0551	Maintenance Organisation Approval (MOA) Renewal		15/7/19 12:08 PM	AWI/284	
CAAS/MOA/2019/0543	Maintenance Organisation Approval (MOA) Renewal		12/7/19 10:41 AM	AWI/284	
CAAS/MOA/2019/0541	Maintenance Organisation Approval (MOA) Variation		12/7/19 8:56 AM	AWI/284	

Step 5: Under the case information, you will be able to see the generated certificate and any approved/accepted documents. Click on them to view or print.

The screenshot displays the 'Application Review' interface. At the top, a horizontal navigation bar contains five tabs: 'Case Information', 'Formal Application Details', 'Previous Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is highlighted with a red rectangular box. Below this bar, the 'Case information' section is visible, containing fields for 'Approval Type' (Maintenance Organisation Approval (MOA)), 'Application Type' (Renewal), 'Applicant' (a text input field), 'Organisation' (a text input field), 'Application Status' (Application Completed), and 'Application Completed' (a date field). To the right of the main content area, a 'CASE DETAILS' sidebar is partially visible, showing 'Last updated by' and a greyed-out profile picture. Below the case information, an 'ATTACHMENTS' section is shown with a dropdown arrow. It lists two files: 'MOA Issue Control Page.pdf' (SystemGenerated | wayne leero) and 'MOA Approval Certificate.pdf' (Certificate | wayne leero). The 'MOA Approval Certificate.pdf' file is highlighted with a red rectangular box. A red rectangular box with the text 'Click to download and print the certificate' is overlaid on the right side of the attachments section, pointing towards the highlighted certificate file.

Application Review

**Case Information** Formal Application Details Previous Application Details Evaluation Action(s) Payment(s)

**Case information**

Approval Type  
Maintenance Organisation Approval (MOA)

Application Type  
Renewal

Applicant

Organisation

Application Status  
Application Completed

▼ ATTACHMENTS

MOA Issue Control Page.pdf  
SystemGenerated | wayne leero

MOA Approval Certificate.pdf  
Certificate | wayne leero

Click to download and print the certificate

CASE DETAILS

Last updated by



# Summary

## 6 Stages:

1. Login
2. Applying for MOA renewal
3. Formal Application
4. Fee payment
5. Validation and Evaluation
6. Downloading of MOA certificate

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