



# **A guide for local organisations: DOA/POA Renewal**

Login via CorpPass

# Step 1: Select CorpPass Login

The screenshot displays the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline 'Civil Aviation Authority of Singapore' and 'Enabling opportunities through aviation'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the government logo are links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. A search bar is present with the text 'Within CAAS eSOMS' and a search icon. A navigation bar includes 'Home', 'About eSOMS', and 'Help'. A maintenance notice states '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? I want to...' section has two buttons: 'Apply for Approval/Permit' and 'Submit Enquiry'. The 'Quick Links' section has two buttons: 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section has a heading 'Enterprise Safety Oversight Management System' and a note 'For existing account holders, please login using one of the following methods:'. Below this note are three login options: 'SingPass Login', 'CorpPass Login' (highlighted with a red border), and 'eSOMSPass Login'. A link for 'More information on login methods here.' is also present.

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

Singapore Government  
Integrity · Service · Excellence

CONTACT US | SITEMAP | CAAS CORPORATE SITE

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 UEN/ENTITY ID, CORPPASS ID and Password to login.

Singapore Corporate Access

**CorPass** BETA

Singapore Government  
Integrity · Service · Excellence

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**Sign up for CorpPass briefing today!**

Inviting all service providers and companies outsourcing corporate services such as CPF and IRAS tax submission - join us on 15 Mar 2018 to find out how you can use CorpPass to transact on behalf of your client or authorise service providers to transact for you. Register at <https://goo.gl/TPSCPA>.

### Log in with CorPass

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

☐ Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Cancel Login ▶

# Applying for DOA/POA renewal

## Step 1: Click on My organisation

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

### My Organization's Approvals

Approval Type

Valid Till Date

Registration Number

Reset

Search

Approval Details		Application Types	
Approval Type	DOA	From Date	14/9/18
Approval Number	AWI/DOA/014	To Date	13/9/19
		<div><div>Renewal</div><div>Variation</div><div>Replacement Certificate</div><div>Surrender Approval</div></div>	

Step 2: Select the DOA and click on Renewal.

Home **My Organizati...**

**My Organization's Approvals**

Approval Type  Valid Till Date

Reset Search

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

Approval Details		Application Types	
Approval Type	DOA	From Date	14/9/18
Approval Number	AWI/DOA/014	To Date	13/9/19
		<b>Renewal</b>	Variation
		Replacement Certificate	Surrender 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** VC VIKEU CAAS

Approval Type  
Design Organisation Approval

Application Type  
Renewal

**Renewal With Variation**

You have selected Renewal Application

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

☒ Yes ☐ No

Variation refers to any changes to the following:

- Change of scope
- Exposition
- Personnel (senior management / certifying staff / DS)
- Change of company name
- Change of business registered address.
- Change of HQ/maintenance location 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** VC VIKEU CAAS

Approval Type  
Design Organisation Approval

**Renewal With Variation**

You have selected Renewal Application

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

☒ Yes ☐ No

**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.

### Additional Questions related to Application

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

CAAS Approval No  
AWI/DOA/014

Approval Expiry Date  
13/09/2019

#### Variation Type \*

- ☐ Change Of Scope
- ☐ Exposition
- ☐ Personnel (AM, QM, HoD, DS)
- ☐ Change Of Company Name
- ☐ Change of Registered Address
- ☐ Change of HQ/Maintenance location Address

## Step 3: Verify Applicant/Organisation Details

The screenshot shows a web application interface for CAAS/DOA/2019. The top navigation bar includes links for Home, My Organization, Approval, and CAAS/DOA/2019... (which is the active page). Below the navigation bar, the page title is 'Approval Application (CAAS/DOA/2019/0178)' with an 'Actions' dropdown menu. A progress bar with four steps is displayed: 1. Applicant/Organisation Details (highlighted with a red box), 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. Below the progress bar, the 'Instructions' section states: '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.' The 'Application Details' section shows 'Approval Type: Design Organisation Approval (DOA)' and 'Application Type: Renewal'.

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

Approval  
Application (CAAS/DOA/2019/0178) Actions

1 2 3 4  
Applicant/Organisation Details Formal Application Details Upload Documents 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 Design Organisation Approval (DOA)	Application Type Renewal
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## Step 4: Enter formal application details

Approval

Application (CAAS/DOA/2019/0178)

Actions ▾

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

Address(es) requiring Approval

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

Approval

Application (CAAS/DOA/2019/0178)

Actions

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

Name	File	Category	Attach	N/A	Remark
No items					

**Additional Documents**

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

+

 Add Row

Name	File	Category
No items		

**Note:**

1. For the first DOA renewal in eSOMS, please upload the latest approved **Exposition**.
2. For the first POA renewal in eSOMS, please upload the latest approved **Exposition, printed proof of ARC, and Capability list** (if it is maintained as a separate document other than the Exposition).
3. 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.

Approval

Application (CAAS/DOA/2019/0178)

Actions ▾

1

2

3

4

Applicant/Organisation Details

Formal Application Details

Upload Documents

Preview Application

Declaration

☒

I hereby declare that the particulars on this form are true in every respect and based on these particulars, I apply for the Renewal of Design Organisation Approval (DOA).

☒

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.

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


Approval

Application (CAAS/DOA/2019/0178)

Task(s) completed successfully. Application process continues.

▼ ATTACHMENTS

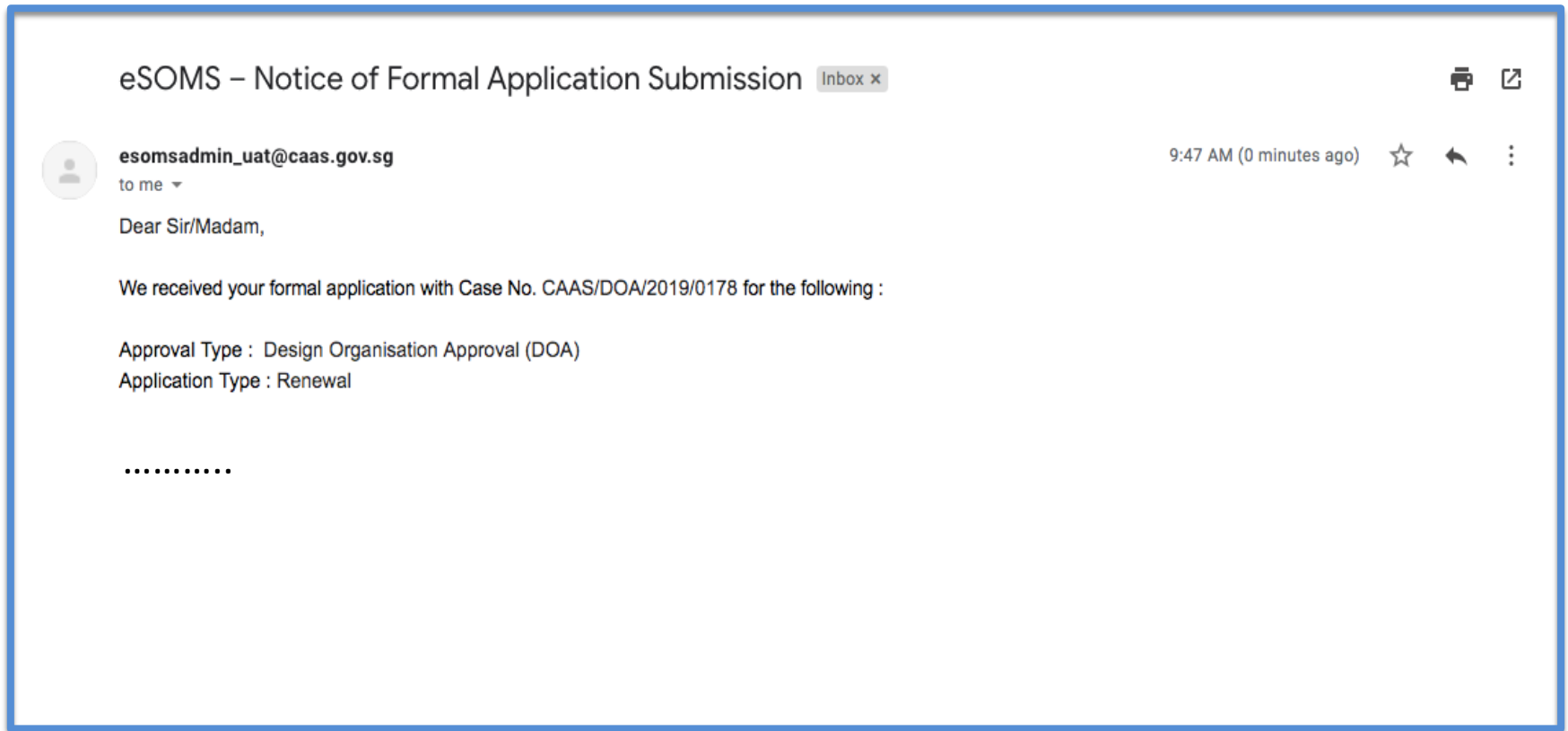
---

 eSOMS – Notice of Formal Application Submissi...  
Correspondence | VIKEU CAAS

+ Attach new



# Notification by email



# Case Validation and Evaluation by POC

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

Home

My Organization

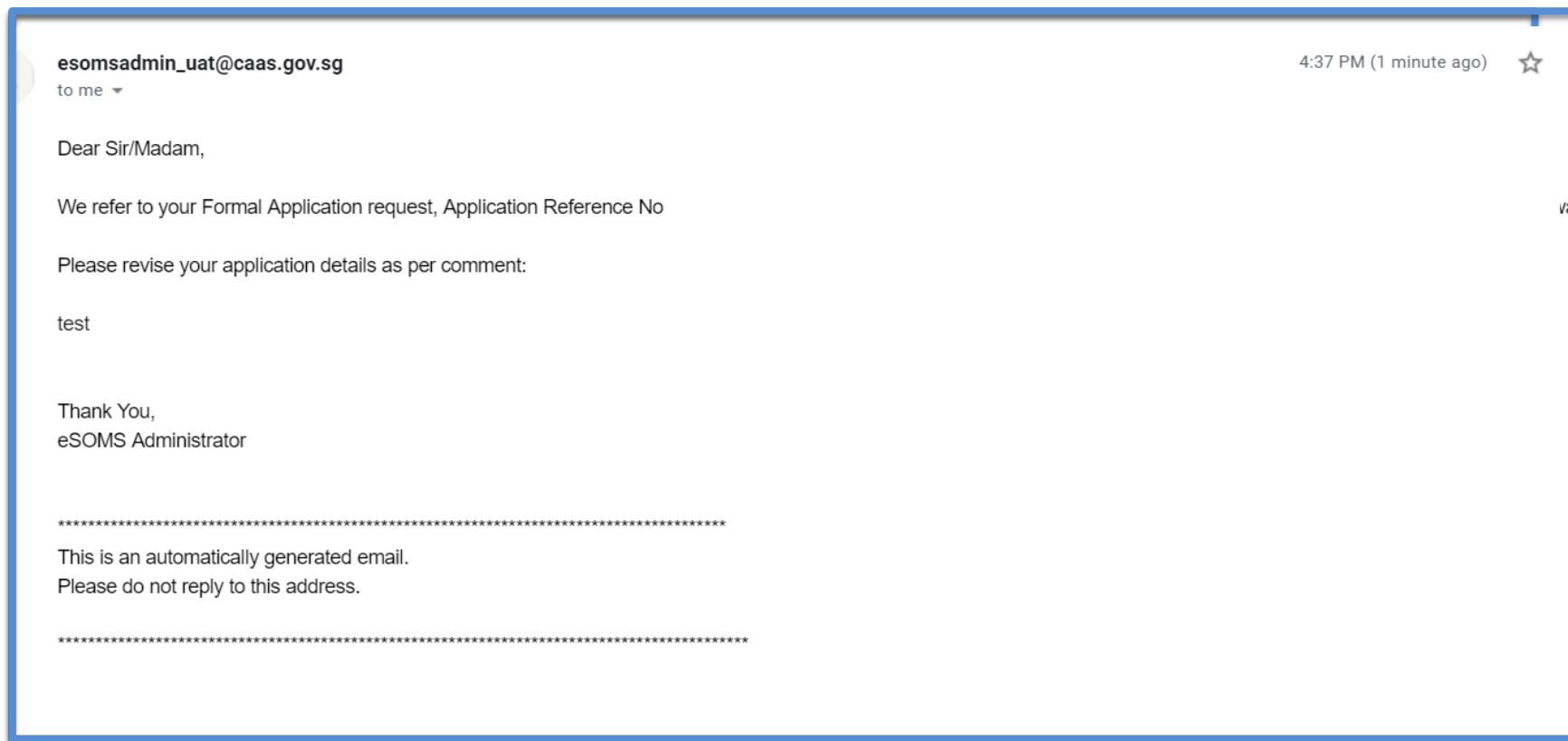
My Dashboard

My Outstanding Tasks

	Case Reference Number	Application Reference No	Application Type	Status	
1					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

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

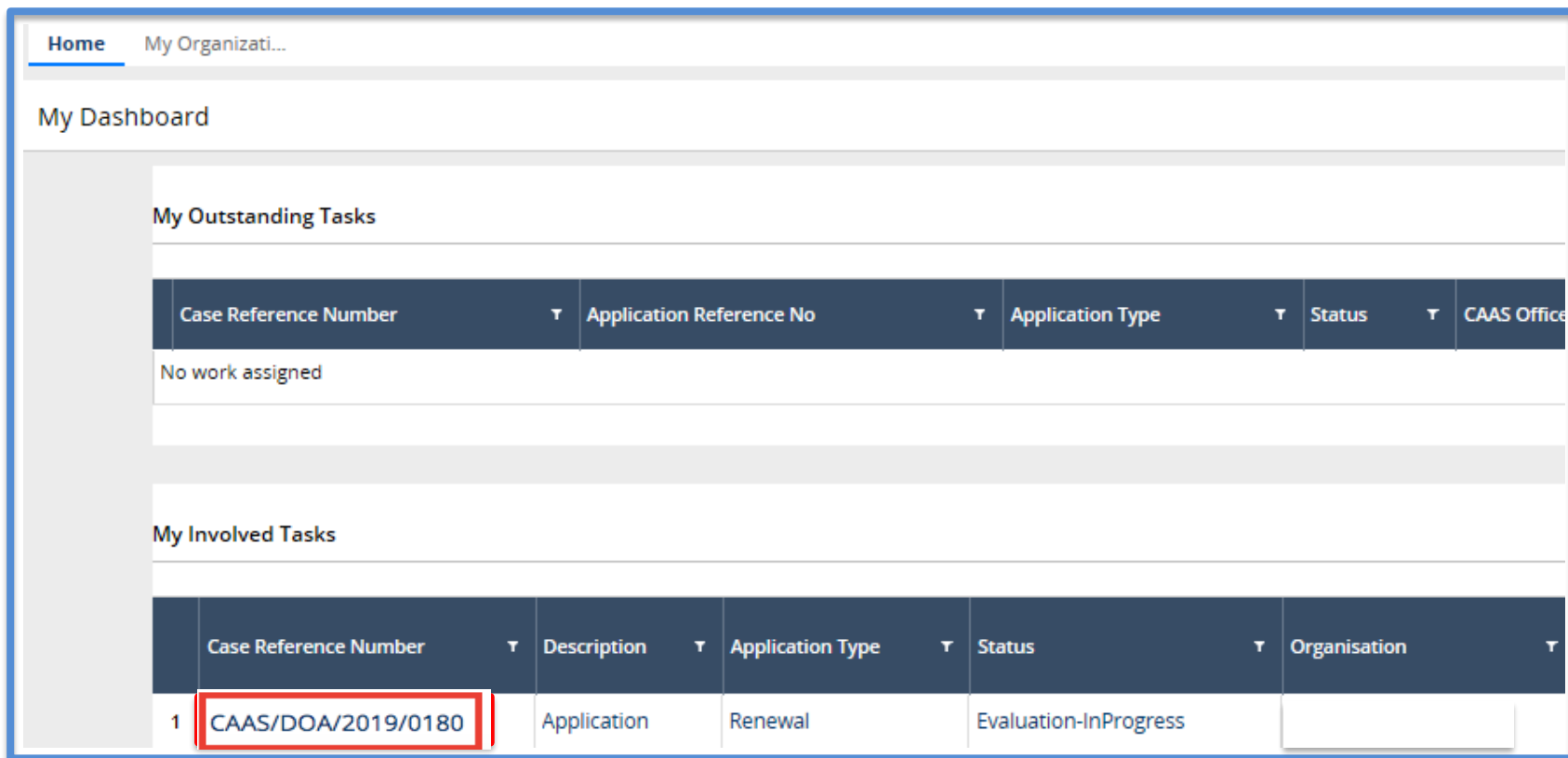
My Dashboard

My Outstanding Tasks

	Case Reference Number	Application Reference No	Application Type	Status	
1	CAAS/DOA/2019/0180		Renewal		W

My Involved Tasks

During POC 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 dashboard with a top navigation bar containing 'Home' and 'My Organization...'. Below this is a 'My Dashboard' section. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section contains a table with columns: Case Reference Number, Application Reference No, Application Type, Status, and CAAS Office. Below this table is the text 'No work assigned'. The 'My Involved Tasks' section contains a table with columns: Case Reference Number, Description, Application Type, Status, and Organisation. The first row of this table is highlighted with a red border and contains the following data: 1, CAAS/DOA/2019/0180, Application, Renewal, Evaluation-InProgress, and an empty Organisation field.

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

Case Reference Number	Description	Application Type	Status	Organisation	
1	CAAS/DOA/2019/0180	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.

The screenshot displays the 'Application Review' page for 'CAAS/DOA/2019/0119'. The 'Case Information' tab is selected and highlighted with a red box. The page shows the following details:

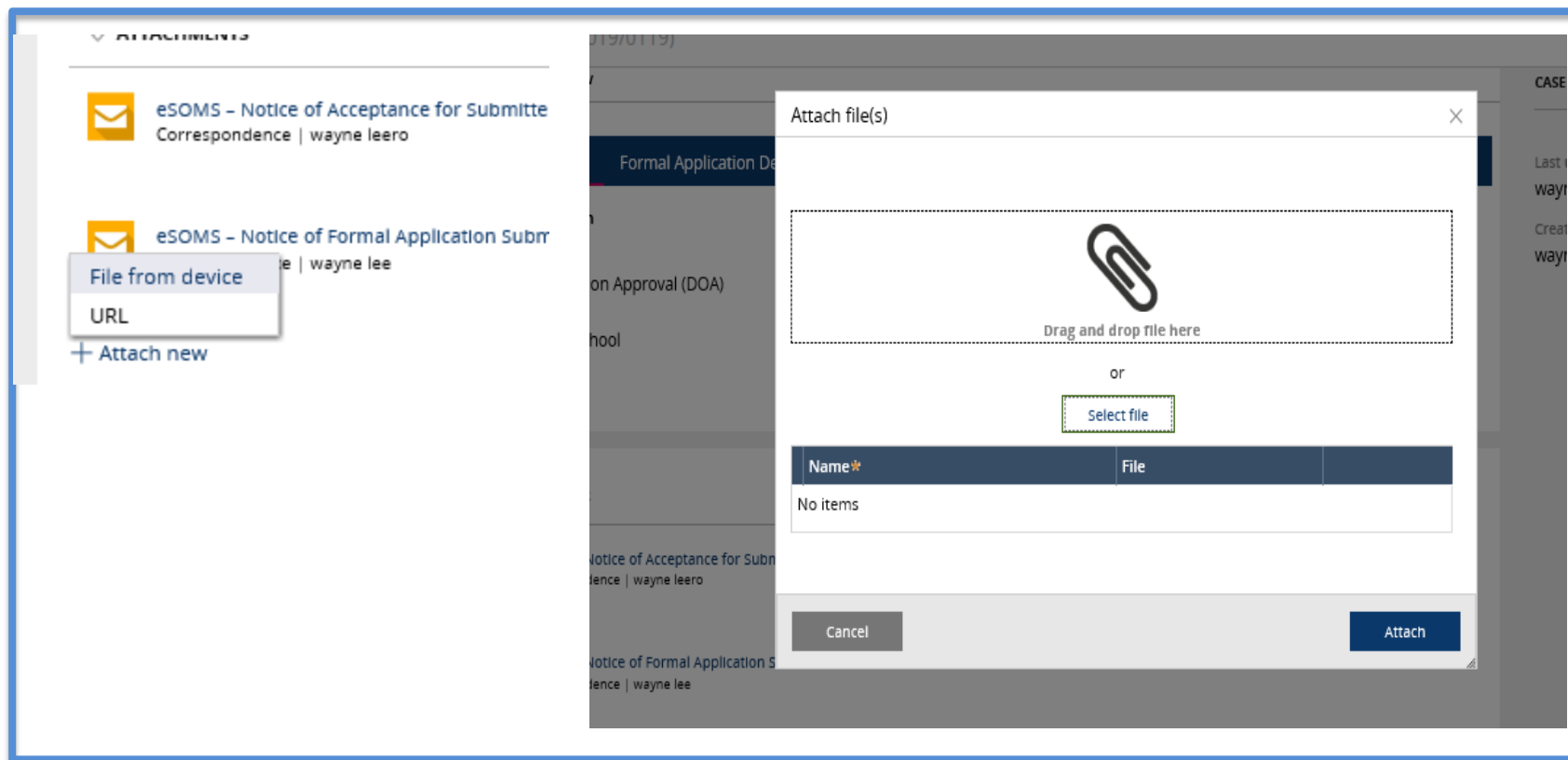
Case information	
Approval Type Design Organisation Approval (DOA)	Application Type Applicant
Organisation	Application Status Evaluation In-Progress

Below the case information, the 'ATTACHMENTS' section is visible, showing two existing attachments:

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

A red box highlights the '+ Attach new' button at the bottom of the attachments section.

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





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

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

My Dashboard

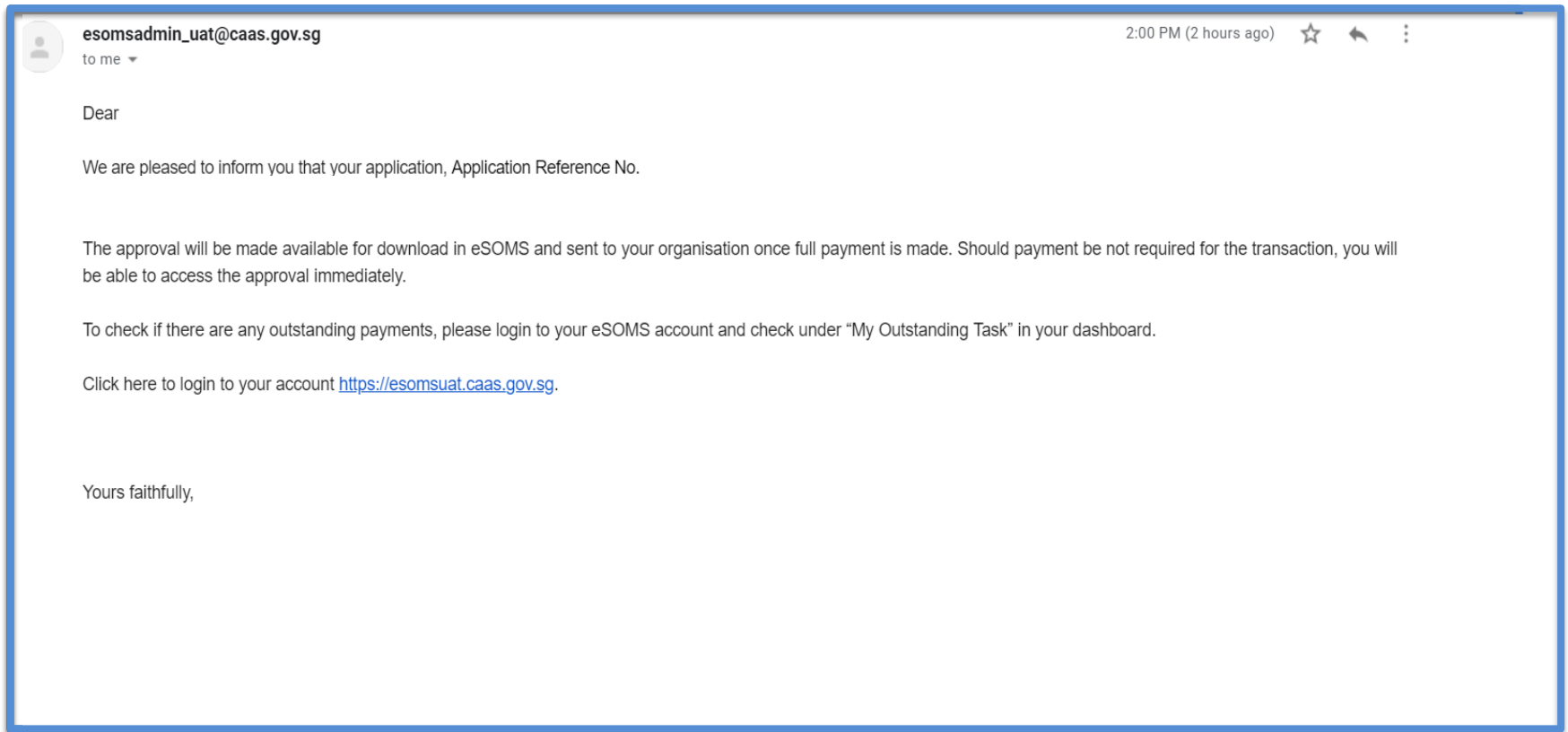
My Outstanding Tasks

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/DOA/2019/0180	Application	Renewal	Certification-InProgress

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



# Fee Payment

Step 1: Upon completion of certification, payment cases for approval fee and man-hour charges will be created in your dashboard under “My Outstanding Tasks”

My Dashboard

My Outstanding Tasks

	Case Reference Number ▾	Application Reference No ▾	Application Type ▾	Status ▾	CAAS Officer ▾	Last Updated
1	CAAS/PM/2019/0480	CAAS/DOA/2019/0180	Renewal	Pending-Payment		18 July, 2019 10:06:45 AM SGT

Step 1: Click on the payment case, and check that the amount is correct before paying.

S No.	Item Description	Amount (SGD)	Due Date
1	Approval Fee	1,100.00	29/7/19

Total Amount (SGD) 1,100.00

Net Payable Amount (SGD) 1,100.00

Cancel

Download

Pay Later

Pay Now

Step 2: Select the payment mode: Credit Card (limited to SGD 5000) or Telegraphic Transfer (TT).

### Make Payment

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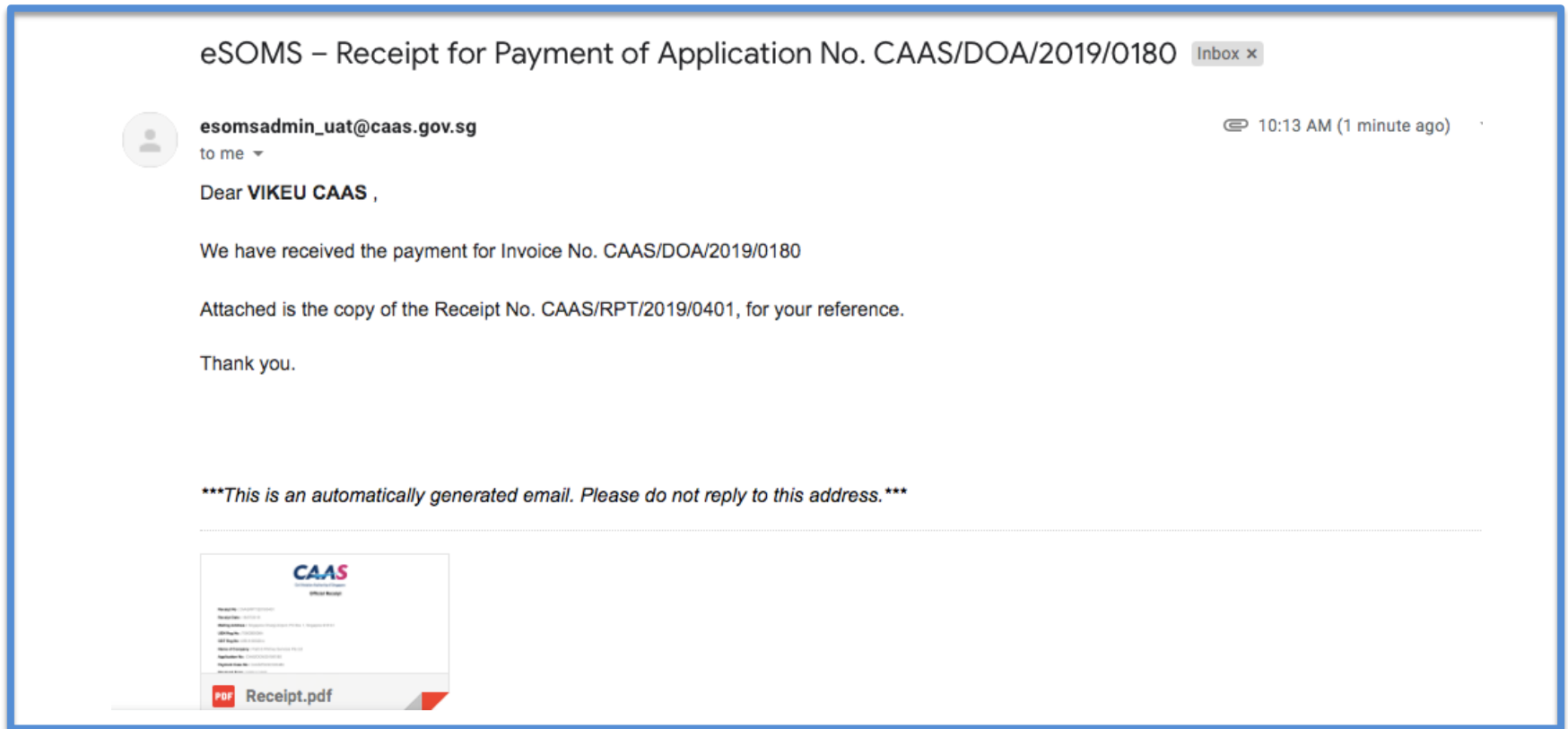
Application No.	CAAS/DOA/2019/0180
Payment Advice No.	CAAS/PM/2019/0480
Payment Advice Date	18/07/2019
Payment Mode★	<div>✓ Select... Credit Card TT/Wire TRF/GIRO</div>

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.

### Make Payment

Application No.	CAAS/DOA/2019/0180
Payment Advice No.	CAAS/PM/2019/0480
Payment Advice Date	18/07/2019
Payment Mode★	TT/Wire TRF/GIRO ▾
Amount	1,100.00 SGD
TT/Wire TRF/GIRO Number★	
TT/Wire TRF/GIRO Date★	
Remarks	

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





The status of the payment case will also be updated as completed.

Approval

Application (CAAS/DOA/2019/0180)

### Application Review

Case Information

Formal Application Details

Previous Application Details

Evaluation Action(s)

Payment(s)

### Payment Details

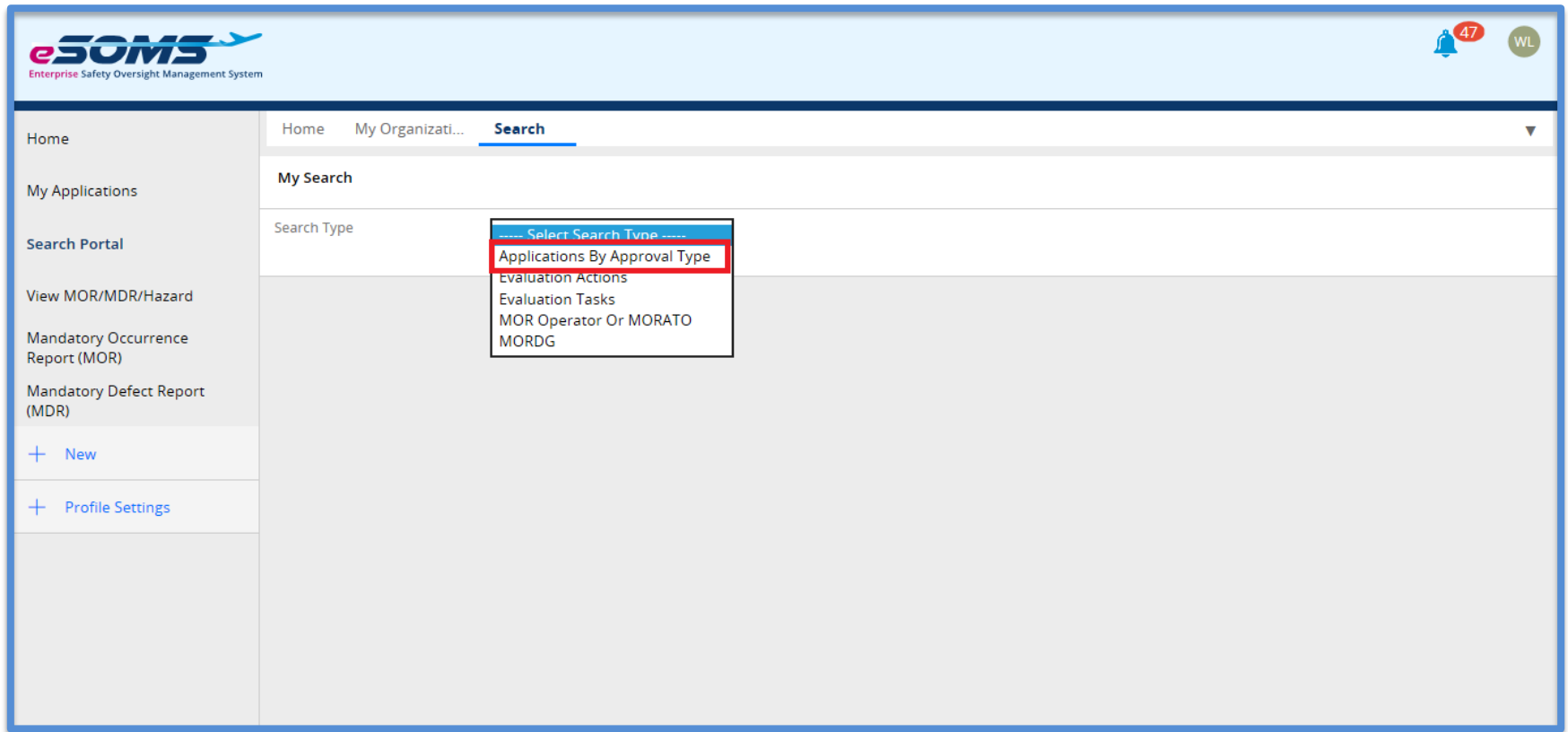
	Payment Case Reference No	Status
1	CAAS/PM/2019/0480	Payment Completed

# Downloading of DOA/POA certificate

Step 1: On your homepage, click on the Search Portal in 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 'My Outstanding Tasks' table has a refresh icon in the top right corner. The 'My Involved Tasks' table also has a refresh icon in the top right corner.

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



## Step 3: select DOA or POA under the mandatory field “Approval Type” and click Search

**My Search**

Search Type: Applications By Approval Type ▾

Approval Type★	Design Organisation Approval (DOA) ▾	Application Type	Select Application Type..... ▾
Status	Select Status..... ▾	Approval Number	
Application Number		Application Date To	
Application Date From		Approval Issue Date To	
Approval Issue Date From		Approval Expiry Date To	
Approval Expiry Date From			

Reset Search

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

Approval Type★

Design Organisation Approval (DOA) ▾

Status

Select Status..... ▾

Application Number

Application Date From

Approval Issue Date From

Approval Expiry Date From

Reset

Search

Export to Excel

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date
CAAS/DOA/2019/0180	Design Organisation Approval (DOA) Renewal		18/7/19 9:51 AM	AWI/DOA/014	18/7/19 09:58 AM

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

**Application Review**

Case Information

Formal Application Details

Previous Application Details

Evaluation Action(s)

Payment(s)


**Case information**

Approval Type  
Design Organisation Approval (DOA)  
Organisation

Application Type  
Renewal  
Application Status  
Application Completed

Applicant

ATTACHMENTS

 Approval Of Design Signatory.pdf  
SystemGenerated | Service Level Agent

# Summary

## 5 Stages:

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

- END -