



A guide for local organisations: **ATO Renewal**

CAAS

Civil Aviation Authority of Singapore

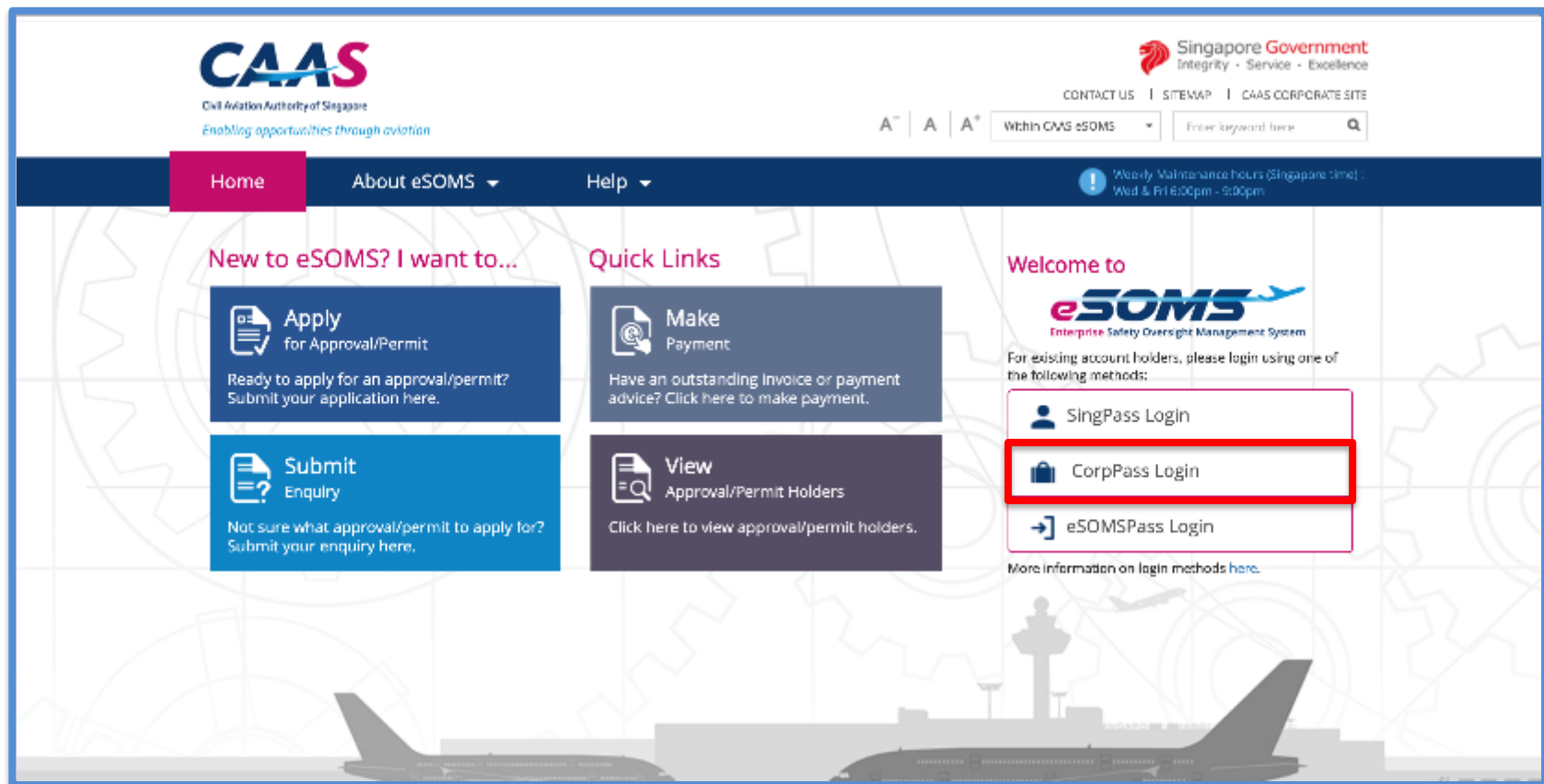
6 Stages Process

1. Login via CorpPass
2. Applying for ATO Renewal
3. Formal Application
4. Fee Payment
5. Validation & Evaluation by CAAS Officer
6. Approval & Downloading of ATO certificate



Login via CorpPass

Step 1: Select 'CorpPass Login' method on esoms.caas.gov.sg



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 two buttons: 'Apply for Approval/Permit' and 'Submit Enquiry'. The middle column, titled 'Quick Links', contains three buttons: 'Make Payment', 'View Approval/Permit Holders', and 'View Approval/Permit Holders'. The right column, titled 'Welcome to eSOMS', contains a list of login methods: 'SingPass Login', 'CorpPass Login' (highlighted with a red box), and 'eSOMSPass Login'. Below the login methods, there is a link for 'More information on login methods here.' The background of the page features a stylized illustration of an airport terminal and aircraft.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Singapore Government
Integrity • Service • Excellence

CONTACT US | SITE MAP | CAAS CORPORATE SITE

A⁻ | A | A⁺ Within CAAS eSOMS

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

CorpPass

Singapore Government
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Click here to log in with SingPass Mobile app, or CorpPass 2FA for Foreigners app

Log in with CorpPass

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

☐ Remember Entity ID ⓘ

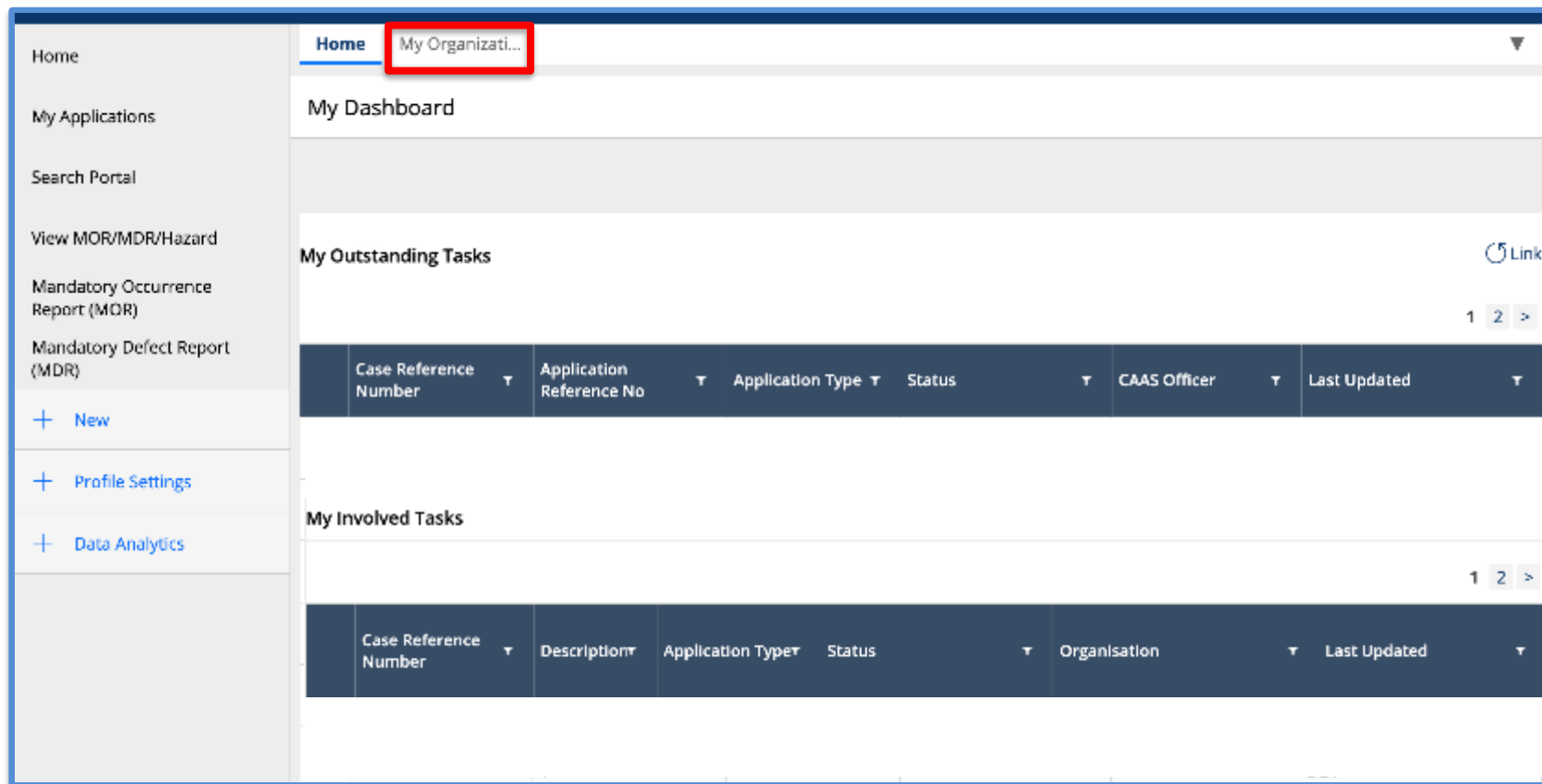
[Cancel](#) [Login ▶](#)

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

New to CorpPass? [Register Now.](#)

Applying for ATO renewal

Step 1: Upon login, click on 'My Organisation'



The screenshot displays the CAAS user interface. On the left is a vertical sidebar with navigation links: Home, My Applications, Search Portal, View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The top navigation bar contains 'Home' and 'My Organizati...', with the latter highlighted by a red rectangle. The main content area is titled 'My Dashboard' and features two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section includes a table of tasks with columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Outstanding Tasks' section also includes a 'Link' icon and a pagination control showing '1 2 >'. The 'My Involved Tasks' section also includes a pagination control showing '1 2 >'.

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated

Step 2: Select 'Renewal' for ATO

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

[Reset](#) [Search](#)

Approval Details				Application Types	
Approval Type	MOA	From Date	13/11/20	Renewal	Variation
Approval Number	AWI/435	To Date	31/12/20	Replacement Certificate	
				Surrender Approval	
Approval Type	MTO	From Date	12/11/20		
Approval Number	MTO/021	To Date	11/1/21		
Approval Type	ATO	From Date	12/11/20	Renewal	Variation
Approval Number	ATO/013	To Date	11/1/21	Replacement Certificate	
				Surrender Approval	

Note: Renewal button will only 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

The screenshot shows a web application interface for the 'Approval' section. The top navigation bar includes 'Home', 'My Organizati...', and 'Approval'. The main heading is 'Approval'. On the right, there is an 'Actions' dropdown menu and a chat icon. The form displays the following information:

- Approval Type:** Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)
- Application Type:** Renewal
- Renewal With Variation:** A section with the text 'You have selected Renewal Application' and a question 'Do you want to Vary the Approval in the same application?★'. Below this are two radio buttons: 'Yes' (which is selected and highlighted with a red box) and 'No'.
- Buttons:** A 'Cancel' button is located at the bottom left.

A red-bordered box on the right side of the form contains the following text:

Variation refers to any changes to the following:

- Additional / Change of Training Location
- Variation to Training
- Changes to Aircraft Type (Single Pilot Training) and/or FSTD
- Revision to Manuals
- Changes to Instructional Staff
- Changes to Organisation Key Personnel
- Change of Company Name and/or Registered Address
- Others

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

Home My Organizati... **Approval**

Approval Actions▼

Approval Type
Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)

Application Type
Renewal

Last updated by

Created by

Renewal With Variation

You have selected Renewal Application

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

☒ Yes ☐ No

Cancel

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 any one point in 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” was selected

Additional Questions related to Application

You have selected Renewal application for Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO).
To help us process your application, kindly provide these details.

CAAS Approval No
ATO/013

Approval Expiry Date
17/01/2021

Variation Type *

- ☐ Additional / Change of Training Location
- ☐ Variation to Training Approval
- ☐ Changes to Aircraft Type (Single Pilot Training) and/or FSTD
- ☐ Revision to Manuals
- ☐ Changes to Instructional Staff
- ☐ Changes to Organisation Key Personnel
- ☐ Change of Company Name and/or Registered Address
- ☐ Others

Step 3: Verify Applicant/Organisation Details

The screenshot shows a web application interface for CAAS/ATO/2020... The top navigation bar includes links for Home, My Organization, Approval, and CAAS/ATO/2020... The main content area is titled 'Approval Application (CAAS/ATO/2020/0132)' and features a progress bar with four steps: 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' as 'Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO, FTO, TRTO)' and 'Application Type' as 'Renewal'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

Home My Organization Approval CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0132) 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
Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO, FTO, TRTO)

Application Type
Renewal

Cancel Save Continue

Step 4: Enter formal application details

The screenshot shows a web application interface for CAAS/ATO/2020. The top navigation bar includes links for Home, My Organization, Approval, and CAAS/ATO/2020... The main header area displays 'Approval' and 'Application (CAAS/ATO/2020/0132)' with an 'Actions' dropdown menu. Below the header is a progress bar with four steps: 1. Applicant/Organisation Details, 2. Formal Application Details (highlighted with a red box), 3. Upload Documents, and 4. Preview Application. The main content area is titled 'SCOPE OF TRAINING COURSE' and contains a text input field labeled 'Description of Training Course'. At the bottom, there are buttons for 'Cancel', 'Back', 'Save', and 'Continue'.

Home My Organization Approval CAAS/ATO/2020...

Approval
Application (CAAS/ATO/2020/0132) Actions

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

SCOPE OF TRAINING COURSE

Description of Training Course

Cancel Back Save Continue

Step 5: Upload relevant, mandatory, additional documents

Home My Organizati... Approval **CAAS/ATO/2020...**

Approval
Application (CAAS/ATO/2020/0132) Actions

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

Approval Documents

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
No items					

Mandatory Documents

Cancel Back Save Continue

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

The screenshot shows a web application interface for CAAS/ATO/2020... The top navigation bar includes links for Home, My Organization, Approval, and CAAS/ATO/2020... The main content area is titled 'Approval' and 'Application (CAAS/ATO/2020/0132)'. It features a table with columns: Name, File, Category, Attach, N/A, and Remark. Below the table, there is a section for 'Additional Documents' with a message: 'Document not found in the above list? You may upload additional supporting documents'. A red box highlights the '+ Add Row' button, with a red arrow pointing to it and the text 'Click to upload documents'.

Name	File	Category	Attach	N/A	Remark
No items					

Additional Documents

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

+ Add Row ← Click to upload documents

Name	File	Category
No items		

Cancel Back

Note:

1. For the first renewal in eSOMS, please upload the latest approved/accepted:
 - a. Operations Manual
 - b. Training Manual
 - c. Quality Manual
 - d. Safety Management Manual (if any)
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

The screenshot shows a web application interface for CAAS/ATO/2020. The top navigation bar includes links for Home, My Organization, Approval, and CAAS/ATO/2020... The main header displays 'Approval' and 'Application (CAAS/ATO/2020/0132)' with an 'Actions' dropdown menu. A progress bar at the top indicates four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The 'Preview Application' step is highlighted with a red box. Below the progress bar, the 'Application Details' section is visible, showing 'Approval Type' as 'Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)' and 'Application Type' as 'Renewal'. The 'Renewal With Variation' section is currently loading, indicated by 'Loading...'. At the bottom, there are buttons for 'Cancel', 'Back', 'Save', and 'Submit'.

Home My Organization Approval CAAS/ATO/2020...

Approval
Application (CAAS/ATO/2020/0132) Actions

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

Application Details

Approval Type
Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)

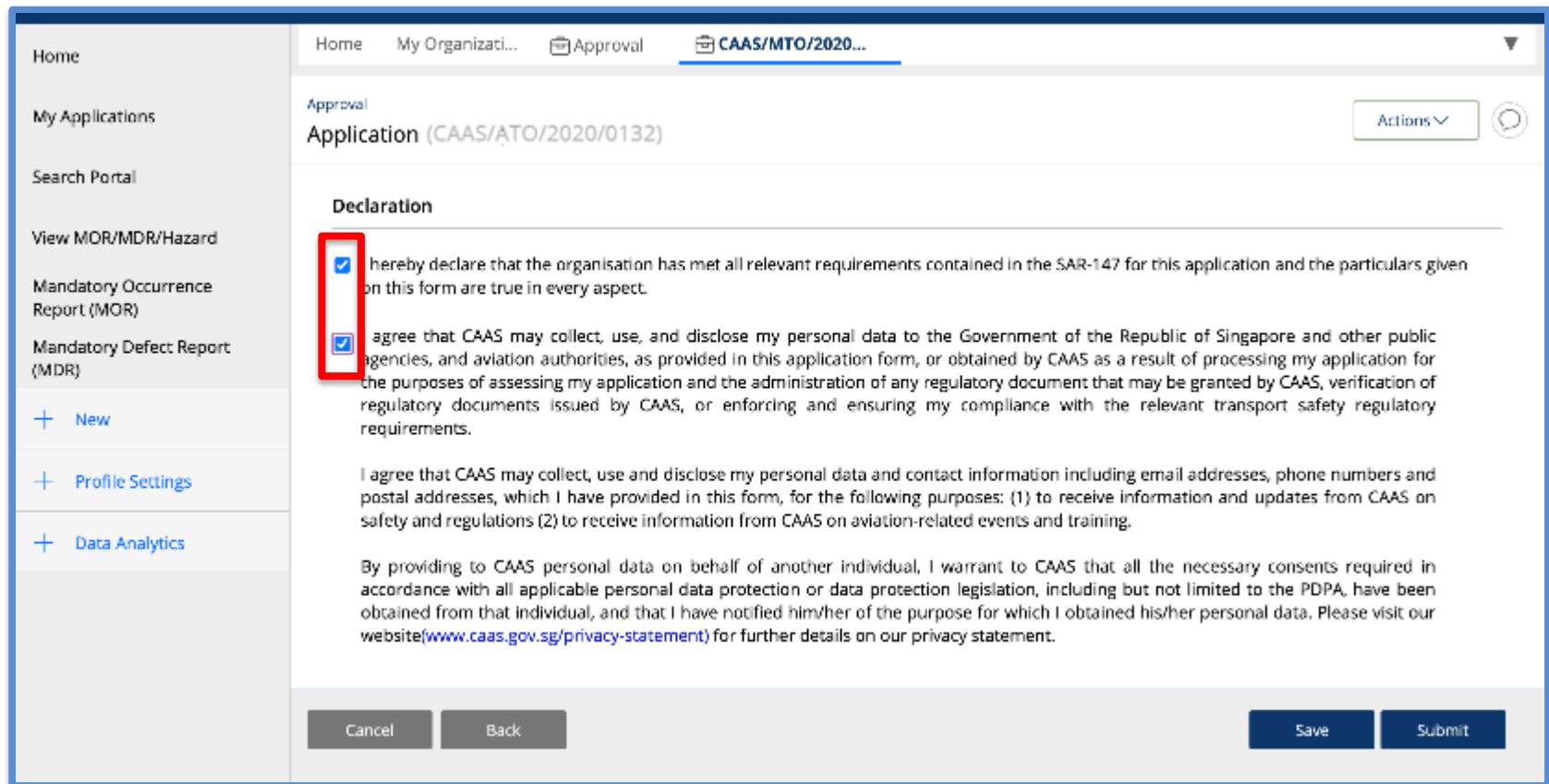
Application Type
Renewal

Renewal With Variation

Loading...

Cancel Back Save Submit

Step 6: Complete declaration before submitting



The screenshot shows a web application interface for CAAS/ATO/2020. The left sidebar contains navigation links: Home, My Applications, Search Portal, View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The main content area is titled 'Approval' and 'Application (CAAS/ATO/2020/0132)'. It features a 'Declaration' section with two checkboxes, both of which are checked and highlighted by a red rectangle. The first checkbox is for declaring that the organisation has met all relevant requirements. The second checkbox is for agreeing that CAAS may collect, use, and disclose personal data. Below these are two paragraphs of text regarding data collection and consent. At the bottom, there are 'Cancel', 'Back', 'Save', and 'Submit' buttons.

Home My Organization... Approval CAAS/ATO/2020...

Approval
Application (CAAS/ATO/2020/0132) Actions

Declaration

☒ I hereby declare that the organisation has met all relevant requirements contained in the SAR-147 for this application and the particulars given on this form are true in every aspect.

☒ 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) for further details on our privacy statement.

Cancel Back Save Submit

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

The screenshot displays the CAAS Management System interface. A dark notification box in the center reads: "esoms-uat.caas.gov.sg says Your application has been successfully submitted. You will be directed to make payment for applicable application fees. Please ensure that the necessary payments are made, in order for CAAS to proceed with the evaluation of your application. Please note that further processing of your application will only commence after all necessary payments have been completed." Below the notification is an "OK" button.

The interface includes a top navigation bar with the CAAS logo and a notification bell icon with a red "3" badge. The main content area is divided into sections:

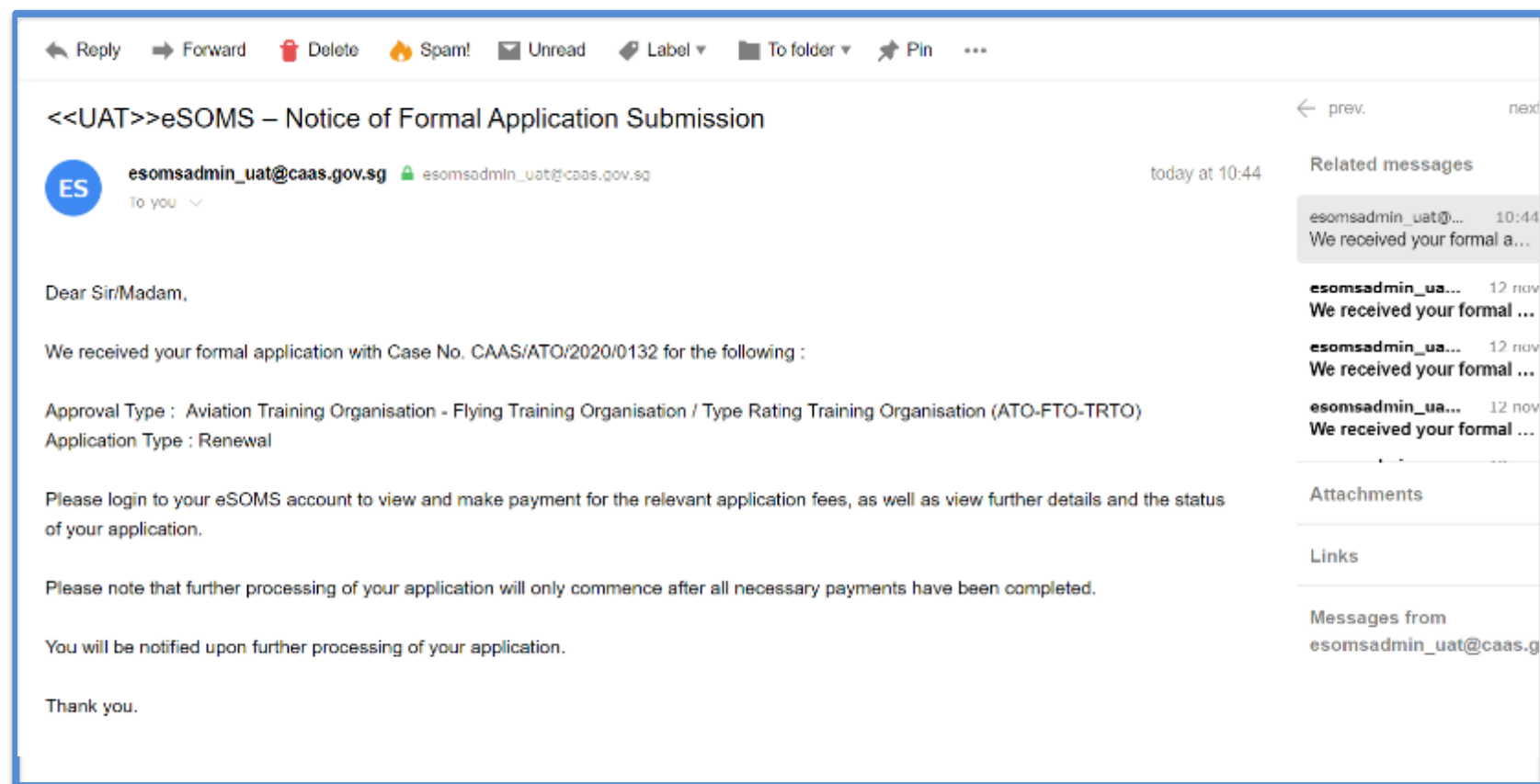
- Home** | **My Organization...**
- Approval > Application**
- Payment (CAAS/PM/2020/1107)**
- Review NonBillable Payments** (Applicant Can Review Non Billable Payment)
- AT** (ATO testing)
- CASE DETAILS** (Last updated by, Created by)

The application details section shows the following information:

- The Application will only be processed once payment is made.
- Payment Invoice Number: CAAS/PM/2020/1107
- Date: 18/11/2020 10:44 AM
- Organisation Name: [Redacted]
- Organisation Address: [Redacted]
- Applicant Name: [Redacted]

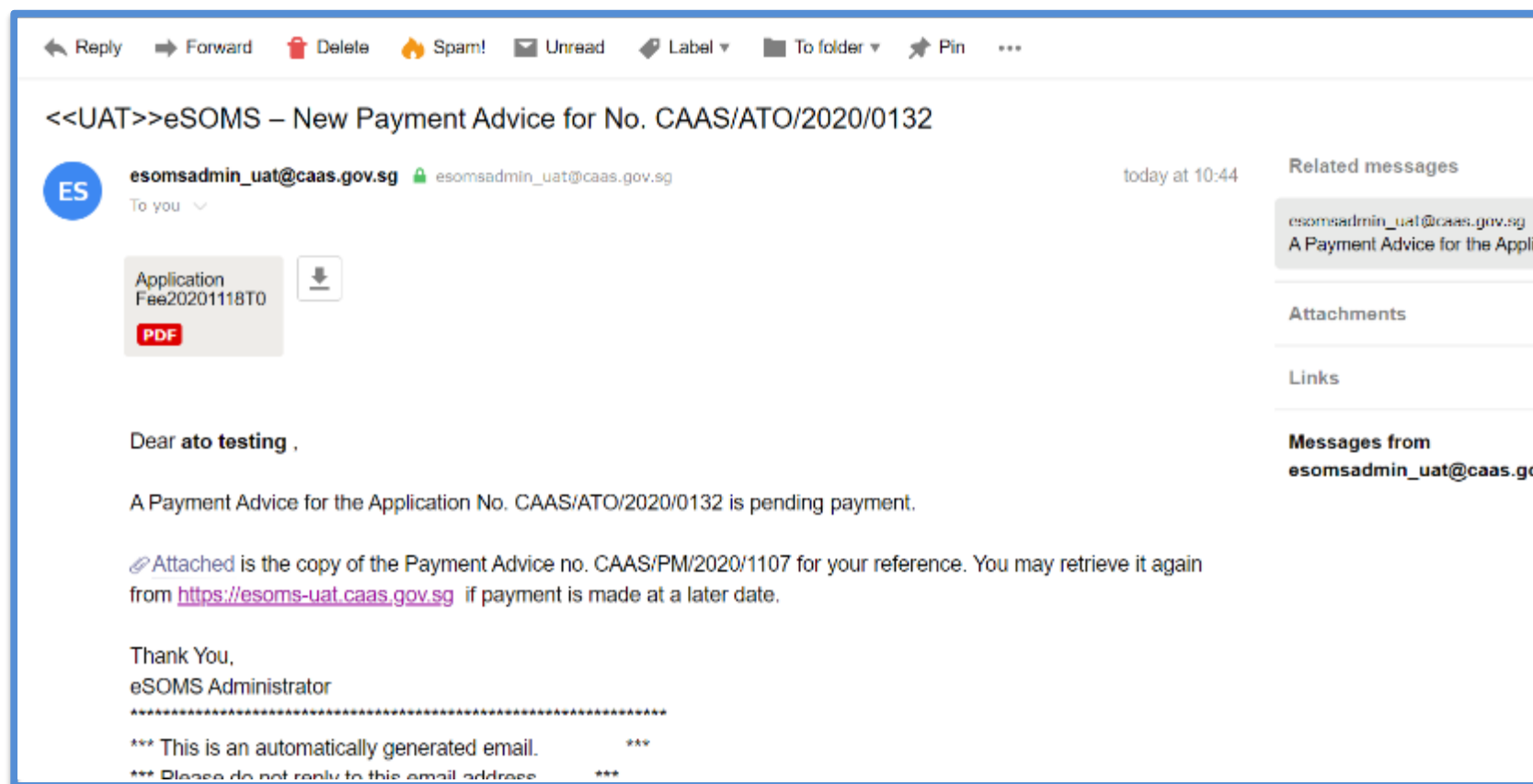
S No.	Item Description	Amount (SGD)	Due Date
1	Renewal Fee for ATO Application		2/12/20

Notification by email



Fee Payment

You will be notified of the payment advice via email with an attached application fee in PDF which can be downloaded



Payment case will be created “My Outstanding Tasks” in dashboard

Step 1: Login and click on the payment case

Home My Organizati... Approval

My Dashboard

My Outstanding Tasks [Link](#)

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/PM/2020/1107	CAAS/ATO/2020/0132	Renewal	Pending-Payment		18 November, 2020 10:44:44 AM SGT

My Involved Tasks [Link](#)

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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Step 2: Check that payment items and amount is correct before selecting “Pay Now”

[Home](#) [My Organizati...](#) [Approval](#) [CAAS/PM/2020/...](#)

Approval > Application

Payment (CAAS/PM/2020/1107) Actions

Organisation Address

Applicant Name

S No.	Item Description	Amount (SGD)	Due Date
1	Renewal Fee for ATO Application		2/12/20

Total Amount (SGD)

Net Payable Amount (SGD)

Cancel Download Pay Later Pay Now

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

Home My Organization... Approval **CAAS/PM/2020/...**

Approval > Application
Payment (CAAS/PM/2020/11)

Organisation Address Pizz
Applicant Name ato

S No.	Item Description
1	Renewal Fee for

Total Amount (SGD) 4,50
Net Payable Amount (SGD) 4,50

Cancel

Make Payment

Application No. CAAS/ATO/2020/0132
Payment Advice No. CAAS/PM/2020/1107
Payment Advice Date 18/11/2020

Note: - Select "Credit Card / QR Code" option to make payment via:

- Credit Card (Visa/Mastercard); or
- Scan to pay via App (NETS PAY / DBS PayLah / OCBC Pay Anyone / UOB Mighty)

Payment Mode* Select...


Payer Details

Payer Name
Payer Organisation

Step 3a: If payment is via Credit Card, you will be redirected to an external payment page for payment

Display Name	TEST: Civil Aviation Authority of Singapore
Merchant Reference Code	P-2322-160578124
Nets Reference Code	20201118104856134
Amount	

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Month

Year

Email (Optional)

Submit

Cancel

Step 3b: 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.

Home My Organization... Approval CAAS/PM/2020/...

Approval > Application
Payment (CAAS/PM/2020/1107)

Organisation Address Pizz
Applicant Name ato

S No.	Item Description
1	Renewal Fee for

Total Amount (SGD) 4,500
Net Payable Amount (SGD) 4,500

Cancel

Make Payment

Application No. CAAS/ATO/2020/0132
Payment Advice No. CAAS/PM/2020/1107
Payment Advice Date 18/11/2020

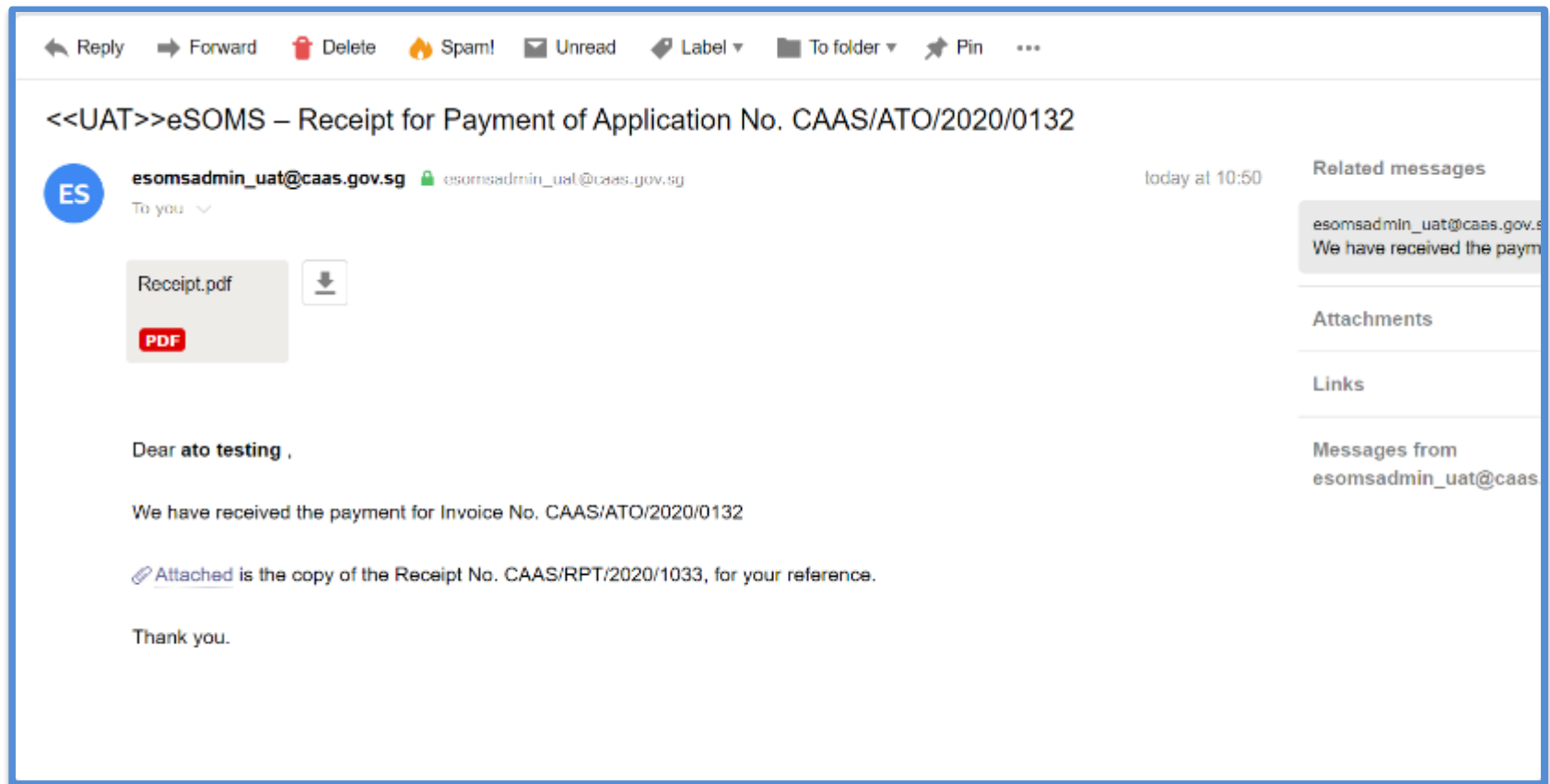
Note: - Select "Credit Card / QR Code" option to make payment via:

- Credit Card (Visa/Mastercard); or
- Scan to pay via App (NETS PAY / DBS PayLah / OCBC Pay Anyone / UOB Mighty)

Payment Mode★ TT/Wire TRF/GIRO

Amount
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.



Once paid, status of application will be updated accordingly. Application will be moved from 'My Outstanding Tasks' to 'My Involved Tasks'.

The screenshot displays a web interface with two main sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Involved Tasks' section is highlighted with a red box. Below it, a table lists tasks. The 'Status' column of the first task is highlighted with a red arrow and the text 'Status updated'. The entire first row of the table is also highlighted with a red box.

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

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1	CAAS/ATO/2020/0133	Application	Renewal	Payment SuccessfulAppSubmitted	19 November, 2020 3:13:25 PM SGT

Validation & Evaluation by CAAS Officer

During this process, more information/documents may be requested by the PMI. In that case, the application will be routed back “My Outstanding Tasks” dashboard for follow-up.

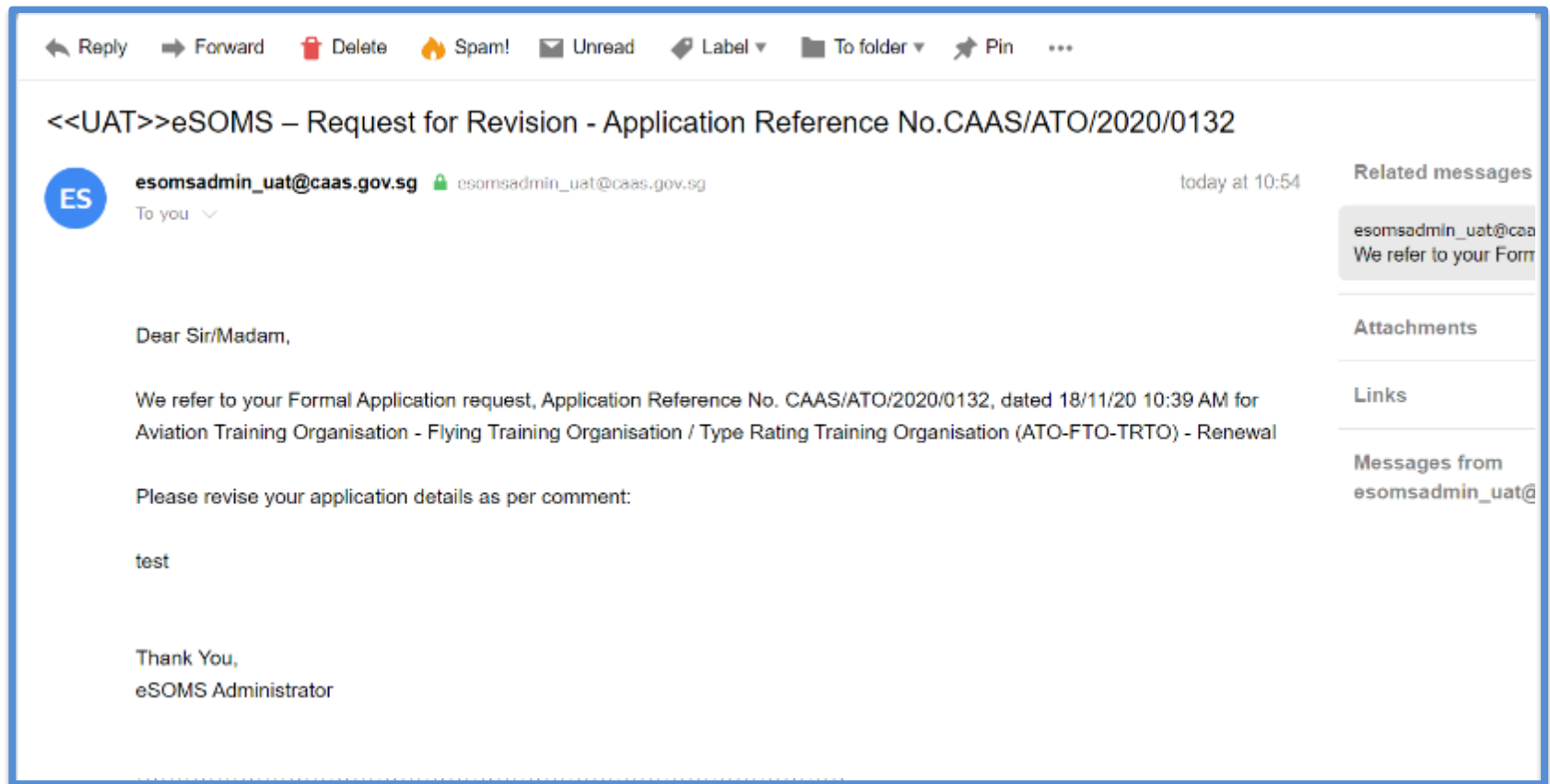
The screenshot displays a web application interface with a top navigation bar containing 'Home' and 'My Organizati...'. Below this is a 'My Dashboard' section. A red rectangle highlights the 'My Outstanding Tasks' link, which is accompanied by a refresh icon and a 'Link' label. Below this link is a table with the following data:

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/ATO/2020/0132	CAAS/ATO/2020/0132	Renewal	Payment-SuccessfulAppSubmitted		18 November, 2020 10:54:41 AM

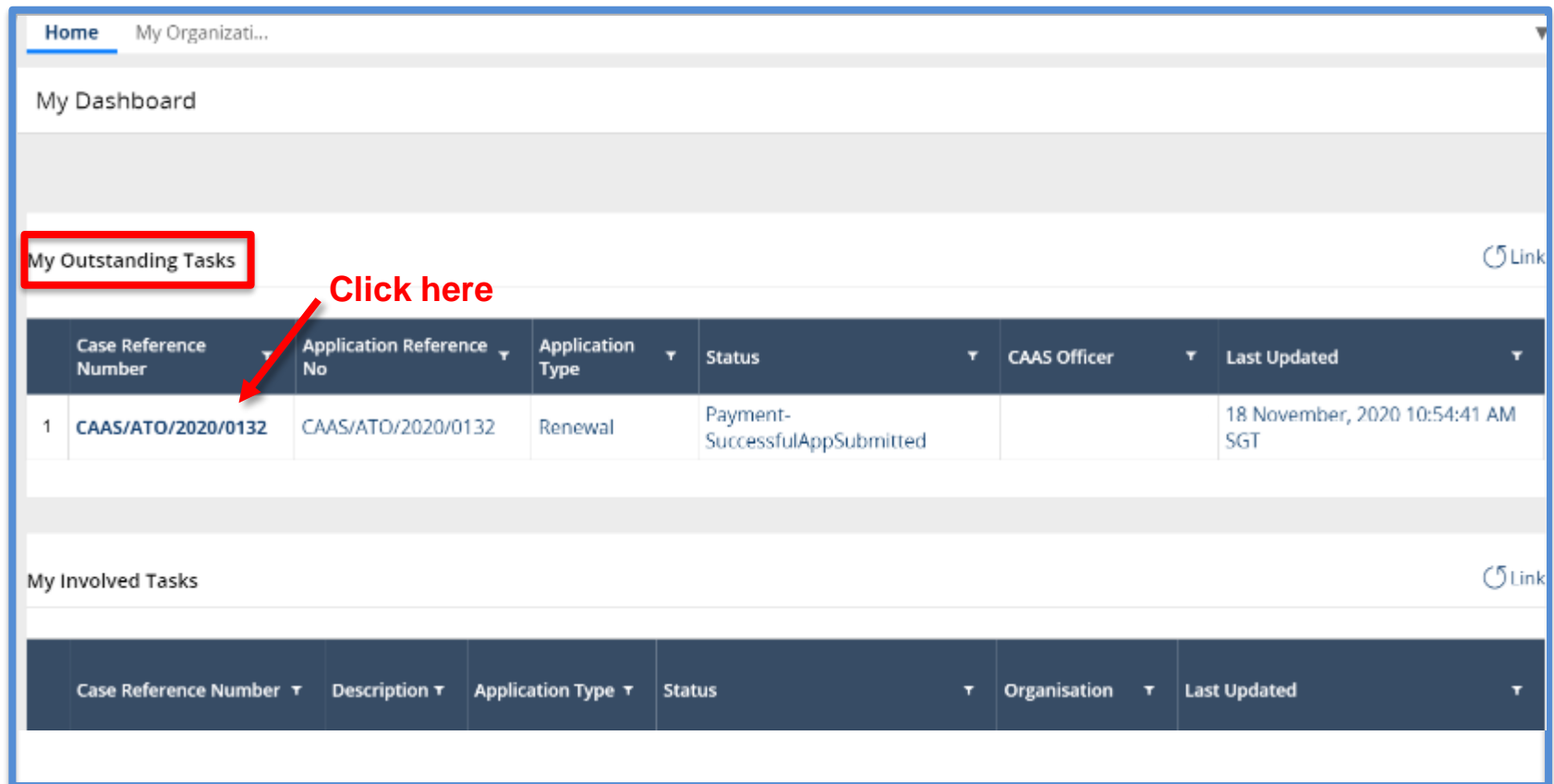
Below the table is a 'My Involved Tasks' section, also featuring a refresh icon and a 'Link' label. Below this is another table with the following data:

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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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 the formal application. Repeat steps in 'Formal Application'.



The screenshot shows a web application interface with a top navigation bar containing 'Home' and 'My Organizati...'. Below this is a 'My Dashboard' section. A red box highlights the 'My Outstanding Tasks' link, with a red arrow pointing to the 'Case Reference Number' column header in the table below. The table has columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The first row shows a renewal application with status 'Payment-SuccessfulAppSubmitted'.

My Outstanding Tasks [Link](#)

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/ATO/2020/0132	CAAS/ATO/2020/0132	Renewal	Payment-SuccessfulAppSubmitted		18 November, 2020 10:54:41 AM SGT

My Involved Tasks [Link](#)

	Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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During PMI evaluation phase, applicant can 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 navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a section titled 'My Outstanding Tasks' which contains a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. Below this table is the text 'No work assigned'. Below the 'My Outstanding Tasks' section is a section titled 'My Involved Tasks' which contains a table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. The first row of the 'My Involved Tasks' table is highlighted with a red box around the 'Case Reference Number' column (containing 'CAAS/ATO/2020/0132') and the 'Status' column (containing 'Evaluation-InProgress'). Red arrows point from the text 'Click here' to the 'Case Reference Number' and from the text 'Status during CAAS evaluation' to the 'Status' column.

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
CAAS/ATO/2020/0132	Application	Renewal	Evaluation-InProgress		18 November, 2020 10:57:49 AM SGT

Step 2: Under 'Case Information', scroll down to 'Attachments' Section

Home My Organizati... CAAS/ATO/2020...

Approval
Application (CAAS/ATO/2020/0132) Actions

Application Review

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

Case information

Approval Type	Application Type	Applicant
Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-I)	Renewal	
Organisation		
Mexican Logistics	Evaluation In-Progress	

Goal in 29d

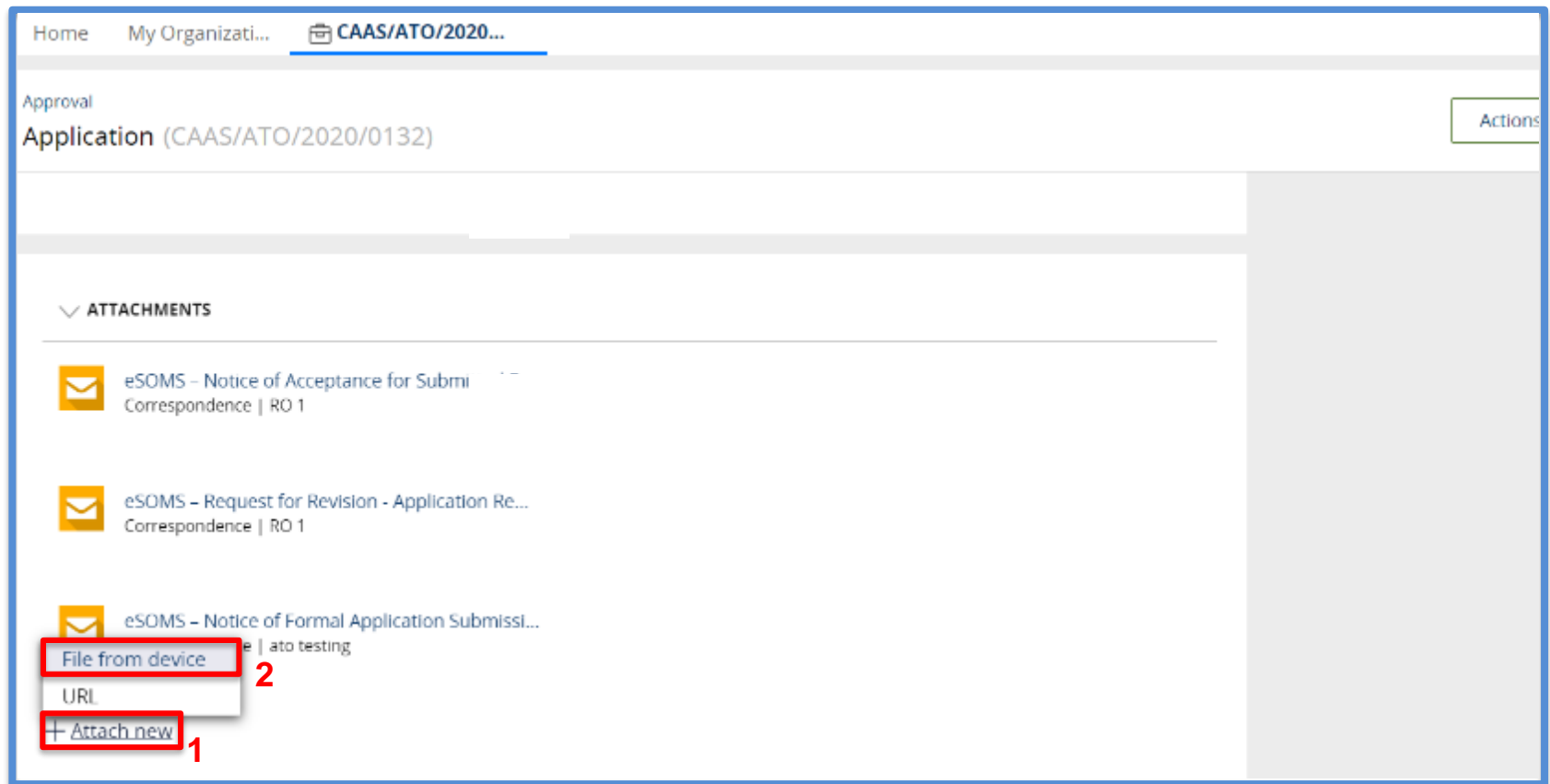
Last updated by

Created by

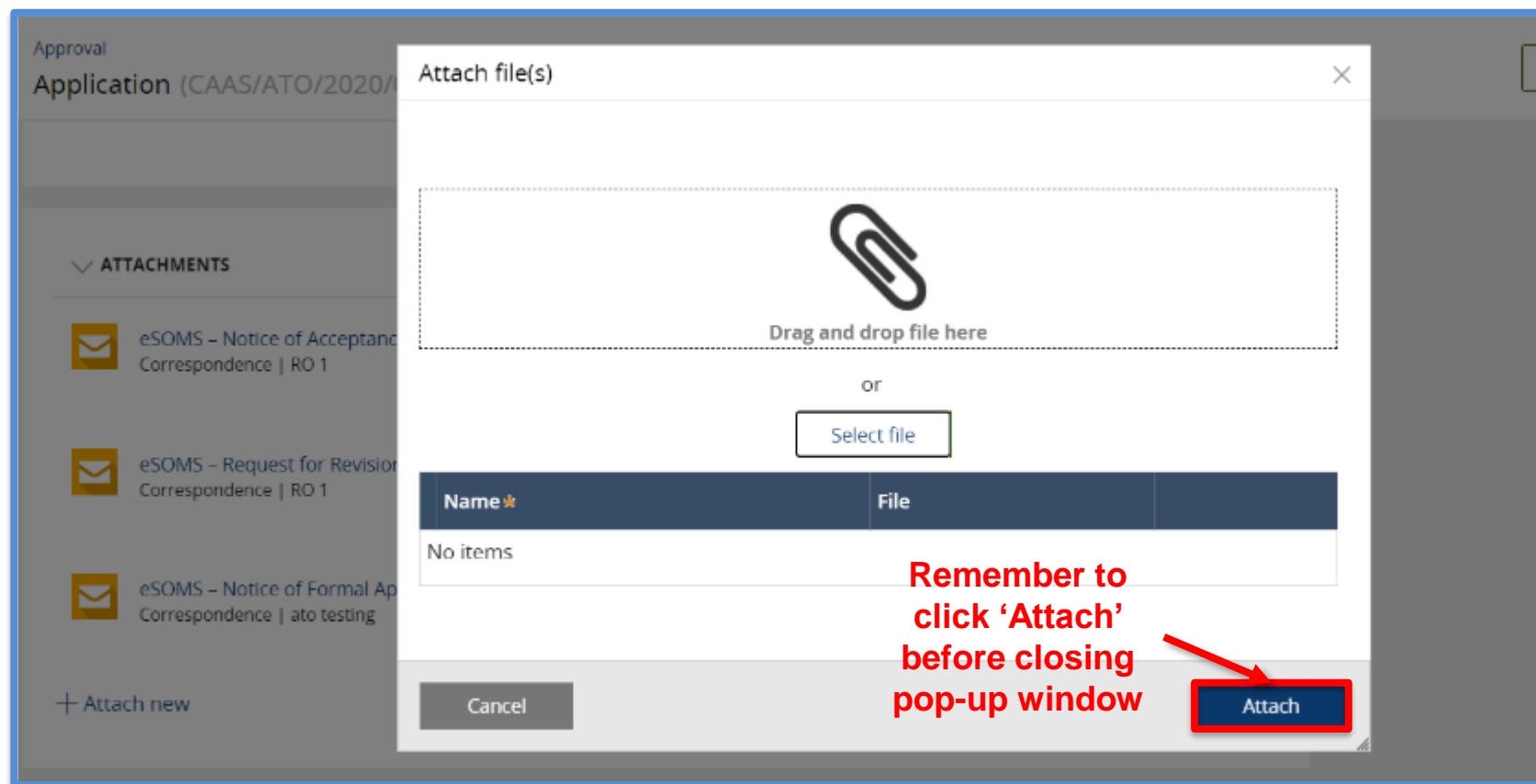
ATTACHMENTS

Scroll down under this section

Step 2: Under 'Attachments' Section, click on '+ Attach new' then 'File from device' to upload additional document



Step 3: Then attach document



After successful evaluation, the application status will be updated to “Certification-InProgress” under ‘My Involved Tasks’

The screenshot displays a web application interface with a top navigation bar containing 'Home' and 'My Organization...'. Below this, there are two main sections. The first section, 'My Outstanding Tasks', features a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. Below the table, it states 'No work assigned'. The second section, 'My Involved Tasks', is highlighted with a red box. It contains a table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. A red arrow points from the text 'Status updated once evaluation is completed' to the 'Status' column of the first row in this table, which is 'Certification-InProgress' and is also highlighted with a red box. The 'Last Updated' column for this row shows '18 November, 2020 11:01:34 AM SGT'.

Home My Organization...

My Outstanding Tasks

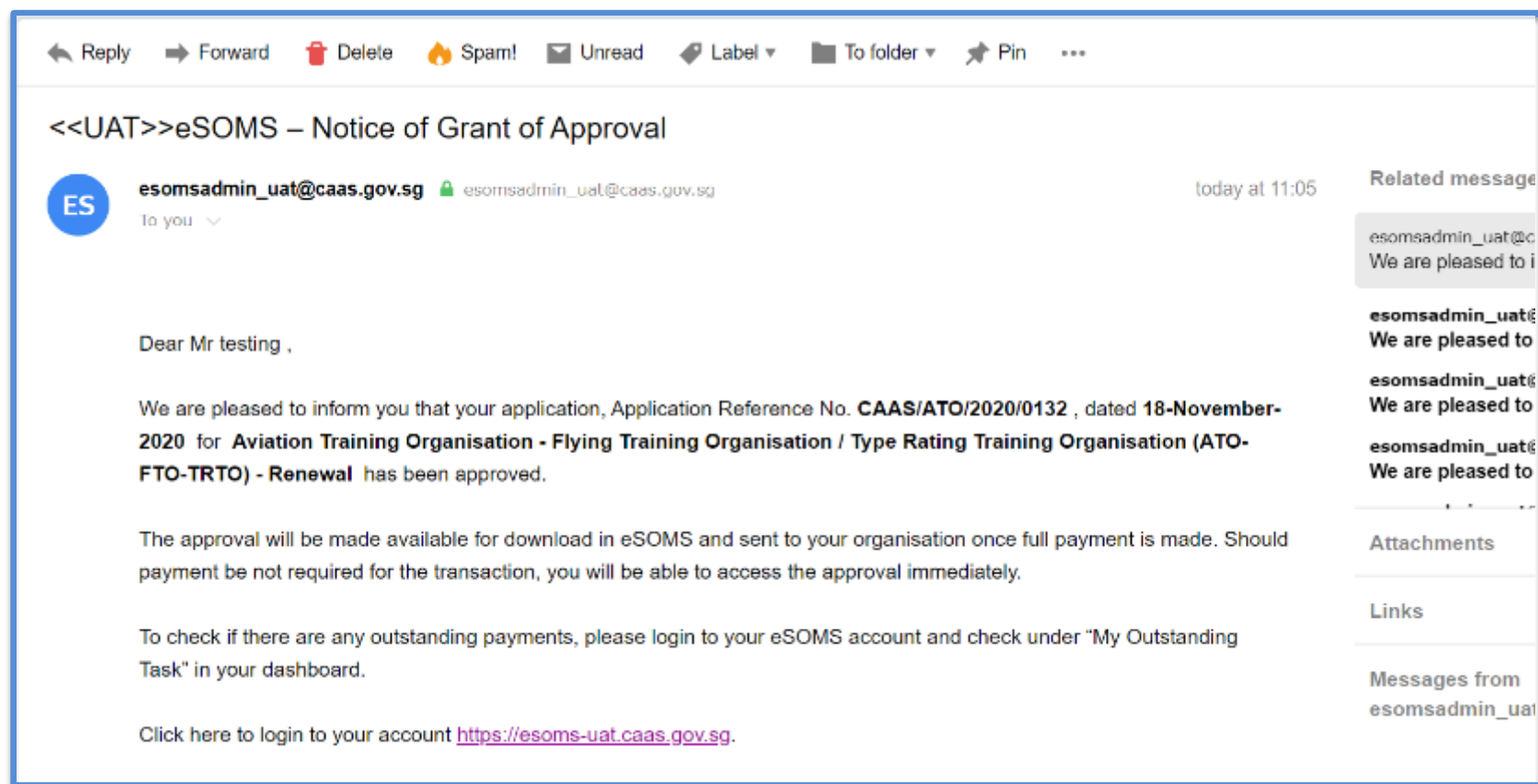
Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
No work assigned					

My Involved Tasks

Status updated once evaluation is completed

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1	CAAS/ATO/2020/0132	Application	Renewal	Certification-InProgress	18 November, 2020 11:01:34 AM SGT

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



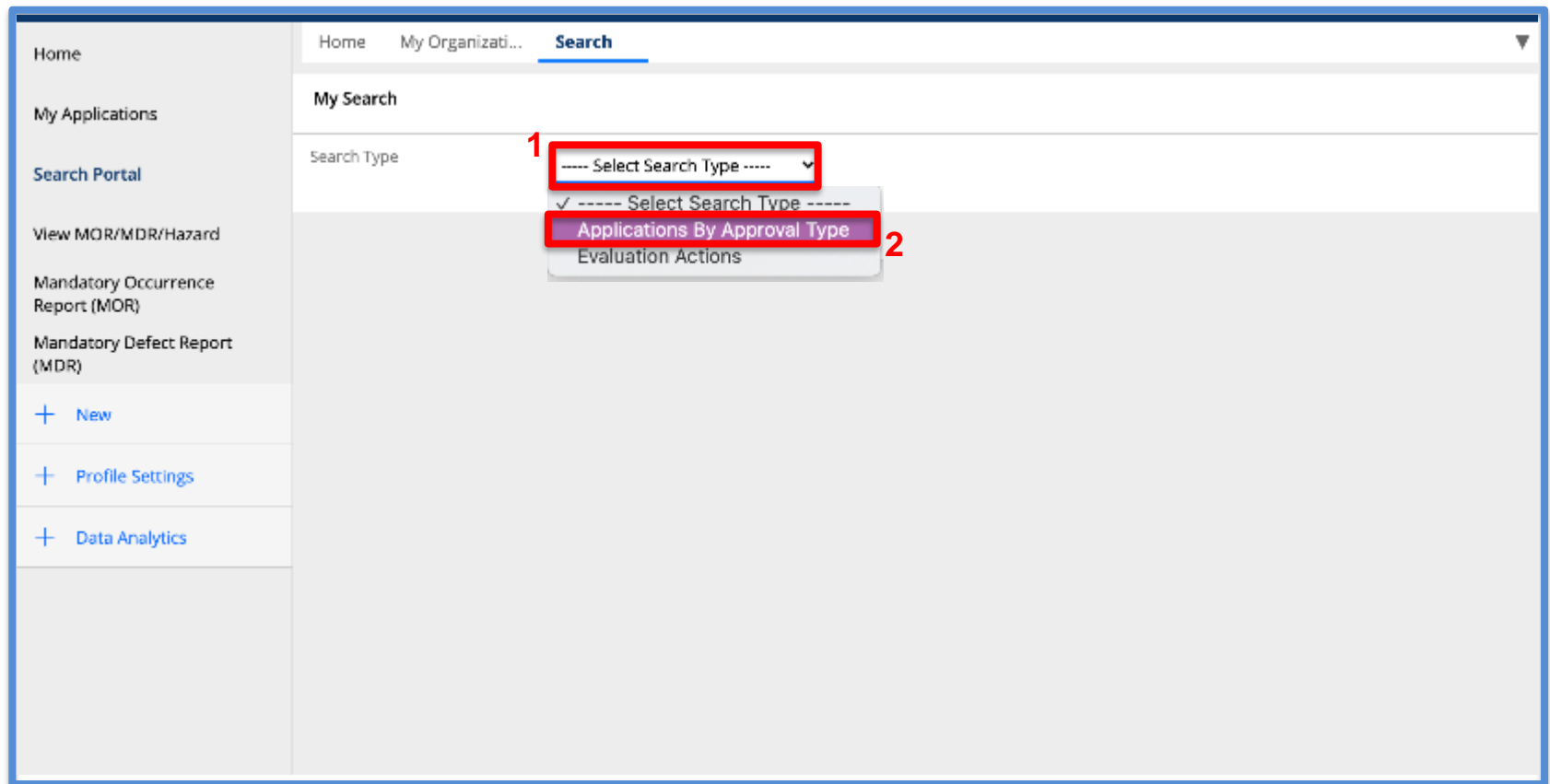
Approval & Downloading of ATO certificate

Once approved, application case will be removed from dashboard.
To download certificate:

Step 1: Click on the 'Search Portal' on the left column

The screenshot displays the CAAS dashboard interface. On the left, a sidebar menu contains the following items: 'Home', 'My Applications', 'Search Portal' (highlighted with a red rectangle), 'Mandatory Occurrence Report (MOR)', 'Mandatory Defect Report (MDR)', '+ New', and '+ Profile Settings'. The main content area at the top has tabs for 'Home' and 'My Organizati...'. Below the tabs, the section 'My Outstanding Tasks' is visible, featuring a table with columns: 'Case Reference Number', 'Application Reference No', 'Application Type', 'Status', and 'CAAS Officer'. The table currently shows 'No work assigned'. Further down, the 'My Involved Tasks' section is shown with a table having columns: 'Case Reference Number', 'Description', 'Application Type', 'Status', 'Organisation', and 'Las'. This table also shows 'No items'.

Step 2: Select “Applications by Approval Type”



Step 3: Select ATO under the mandatory field 'Approval Type' and click 'Search' (asterisk denotes mandatory field)

The screenshot shows a web application interface for ATO Renewal. At the top, there are navigation tabs: 'Home', 'My Organization...', and 'Search'. The 'Search' tab is active. Below the tabs, there is a search form with several fields. The 'Approval Type*' field is highlighted with a red box and a red arrow pointing to it, with the text 'Click dropdown and select 'Aviation Training Organisation – Flying Training Organisation...'' above it. The dropdown menu is open, showing 'Aviation Training Organisation - Flyin'. The 'Status' field is a dropdown menu with 'Select Status.....' selected. The 'Application Number' field is a text input. The 'Application Date From' and 'Application Date To' fields are date pickers. The 'Approval Issue Date From' and 'Approval Issue Date To' fields are date pickers. The 'Approval Expiry Date From' field is a date picker. At the bottom of the form, there are two buttons: 'Reset' and 'Search'. The 'Search' button is highlighted with a red box and a red arrow pointing to it, with the text 'Click here' next to it. The number '1' is next to the 'Approval Type*' field, and the number '2' is next to the 'Search' button.

Home My Organization... Search

1 Approval Type*
Aviation Training Organisation - Flyin

Status
Select Status.....

Application Number

Application Date From

Application Date To

Approval Issue Date From

Approval Issue Date To

Approval Expiry Date From

2
Reset Search Click here

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

Home My Organization... Search

Reset Search

Export to Excel

Click to sort date:
First click – oldest to newest
Second click – newest to oldest

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date	Approval Expiry Date
CAAS/ATO/2020/0132	Aviation Training Organisation - Flying Training Organisation /+	Renewal	18/11/20 10:39 AM	ATO/013	18/11/20 11:04 AM	17/1/21
CAAS/ATO/2020/0131	Aviation Training Organisation - Flying Training Organisation /+	Renewal	13/11/20 11:06 AM	ATO/013		11/1/21

Step 5: In 'Case information', under 'ATTACHMENTS', click to view/print/download generated certificate and any approved/accepted documents.

The screenshot shows a web application interface for CAAS/ATO/2020... The top navigation bar includes 'Home', 'My Organization...', 'Search', and the application title. Below the navigation bar, the page title is 'Approval Application (CAAS/ATO/2020/0132)'. The main content area has a tabbed interface with 'Case Information' selected. The 'Case Information' tab displays details about the application, including 'Approval Type', 'Application Type', 'Applicant', 'Organisation', and 'Application Status'. Below the 'Case Information' tab, there is an 'ATTACHMENTS' section. The 'ATTACHMENTS' section lists two files: 'ATO Issue Control Page.pdf' and 'ATO Approval Certificate.pdf'. A red arrow points to the 'ATO Approval Certificate.pdf' file, with the text 'Click to view, print, download' next to it.

Home My Organization... Search CAAS/ATO/2020...

Approval Application (CAAS/ATO/2020/0132)

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

Case information

Approval Type: Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)

Application Type: Renewal

Applicant: [Redacted]

Organisation: [Redacted]

Application Status: Application Completed

ATTACHMENTS

ATO Issue Control Page.pdf SystemGenerated |

ATO Approval Certificate.pdf Certificate |

Click to view, print, download

Summary

6 Stages:

1. Login via CorpPass
2. Applying for ATO Renewal
3. Formal Application
4. Fee Payment
5. Validation & Evaluation by CAAS Officer
6. Approval & Downloading of ATO certificate

- END -