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

CAAS
Civil Aviation Authority of Singapore

6 Stages Process

1. Login via eSOMSPass
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 eSOMSPass

Step 1: Select eSOMSPass Login

Step 2: Enter user name and password to login.

Applying for ATO renewal

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

Step 2: Select 'Renewal' for ATO

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

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

Renewal With Variation

You have selected Renewal Application

Do you want to Vary the Approval in the same application?✶
○ Yes   ○ No

Last updated by

Created by

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.

Cancel

Step 2: Specify the type of variation if "Yes" was selected

Step 3: Verify Applicant/Organisation Details

Step 4: Enter formal application details

Step 5: Upload relevant, mandatory, additional documents

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

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

Step 6: Complete declaration before submitting

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

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
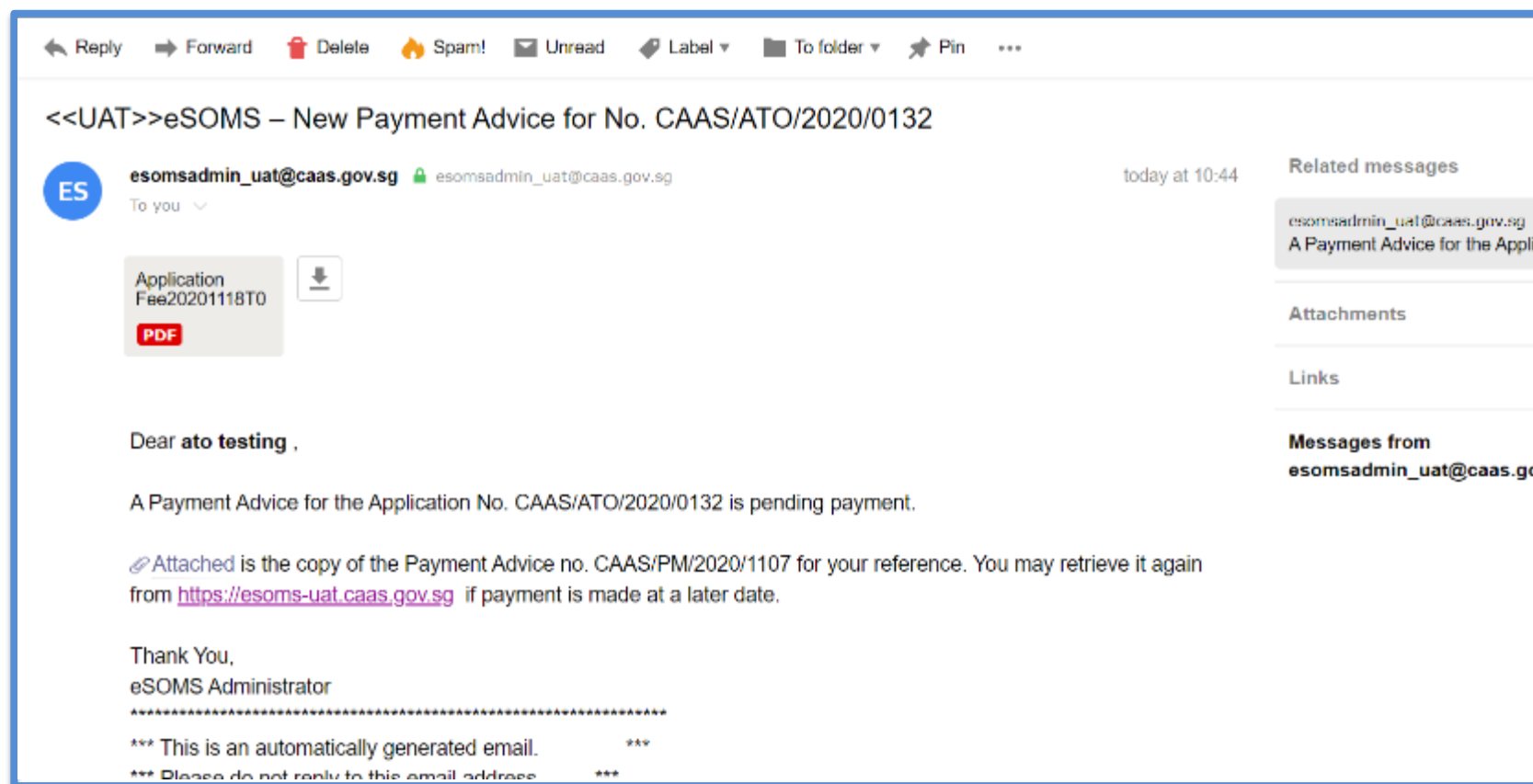
Payment case will be created "My Outstanding Tasks" in dashboard
Step 1: Login and click on the payment case

Step 2: Check that payment items and amount is correct before selecting "Pay Now"

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

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

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.

Once we have verified your payment, you will be notified via email with an attached receipt.
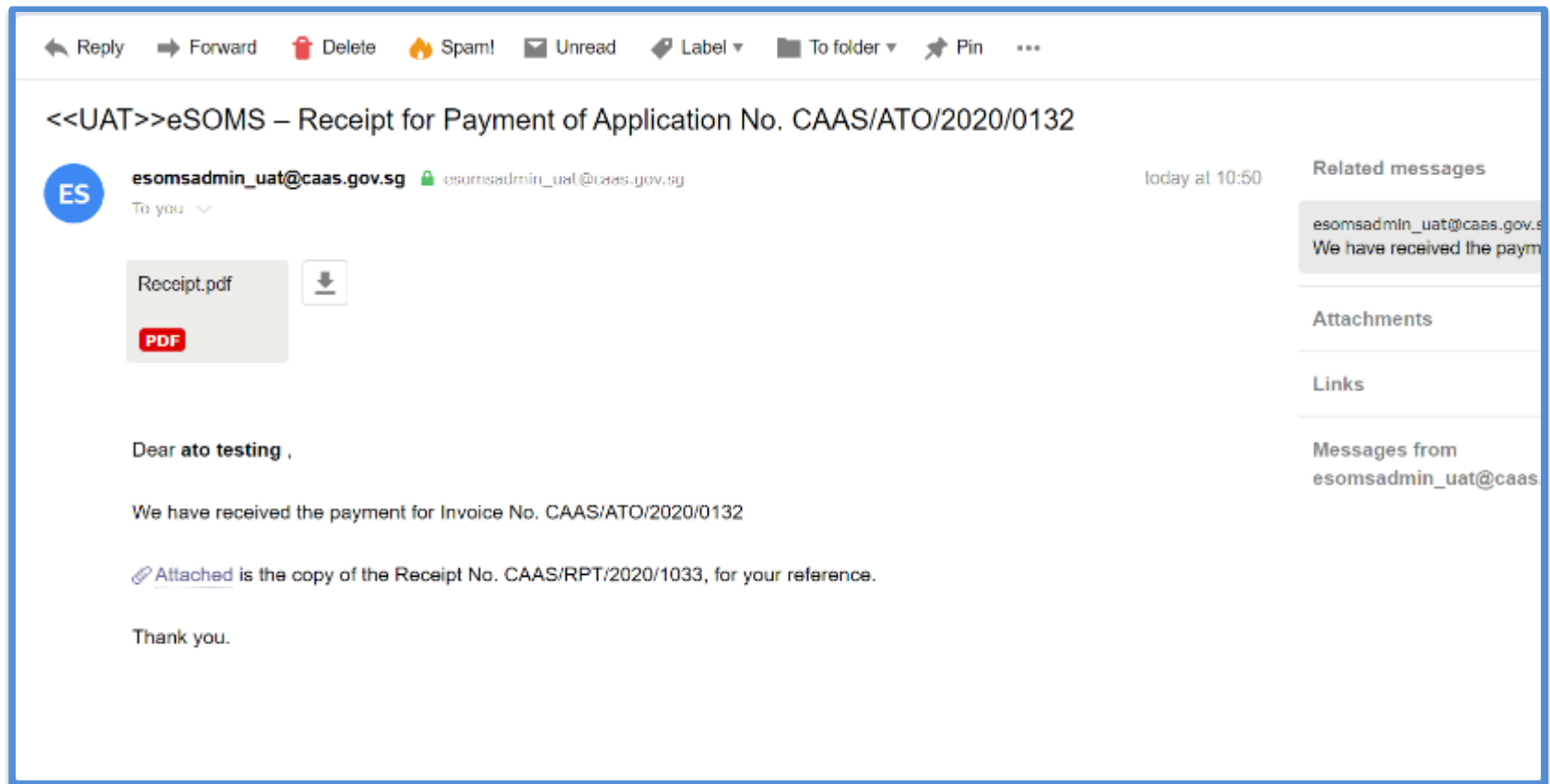
Once paid, status of application will be updated accordingly. Application will be moved from 'My Outstanding Tasks' to 'My Involved Tasks'.

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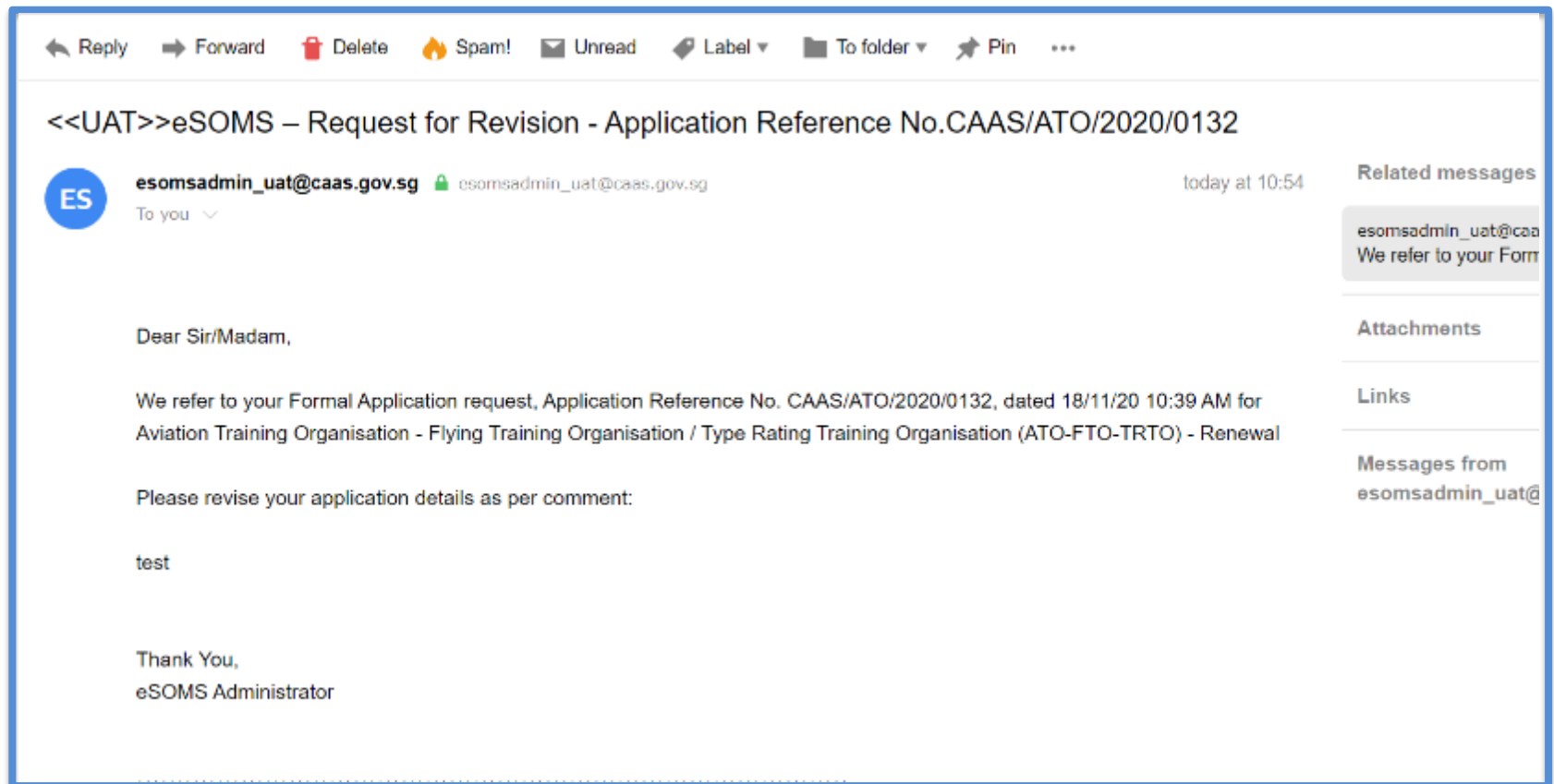
An email notification will also be sent to inform you of the information required.

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

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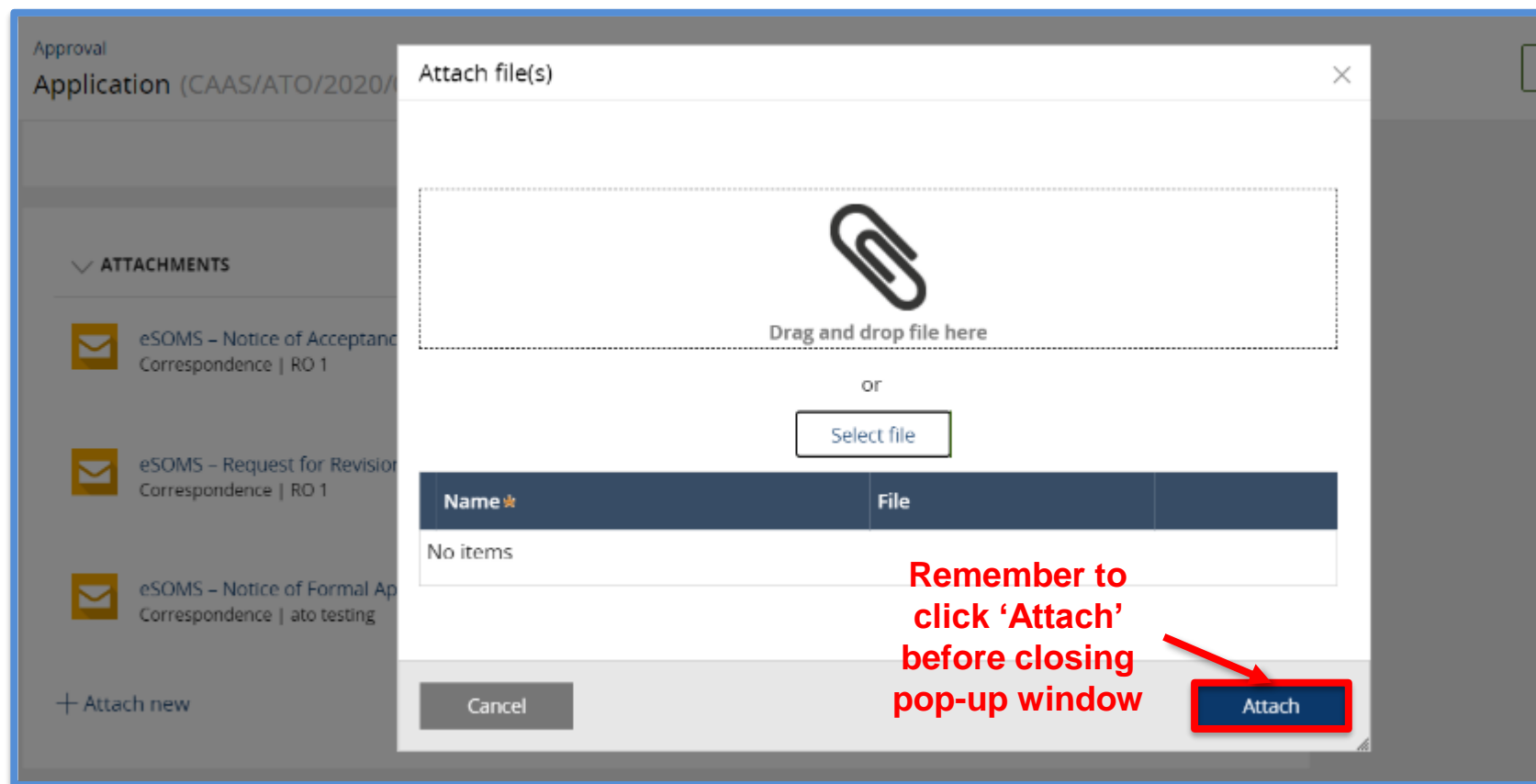
Step 2: Under 'Case Information', scroll down to 'Attachments' Section

Step 2: Under 'Attachments' Section, click on '+ Attach new' then 'File from device' to upload additional document
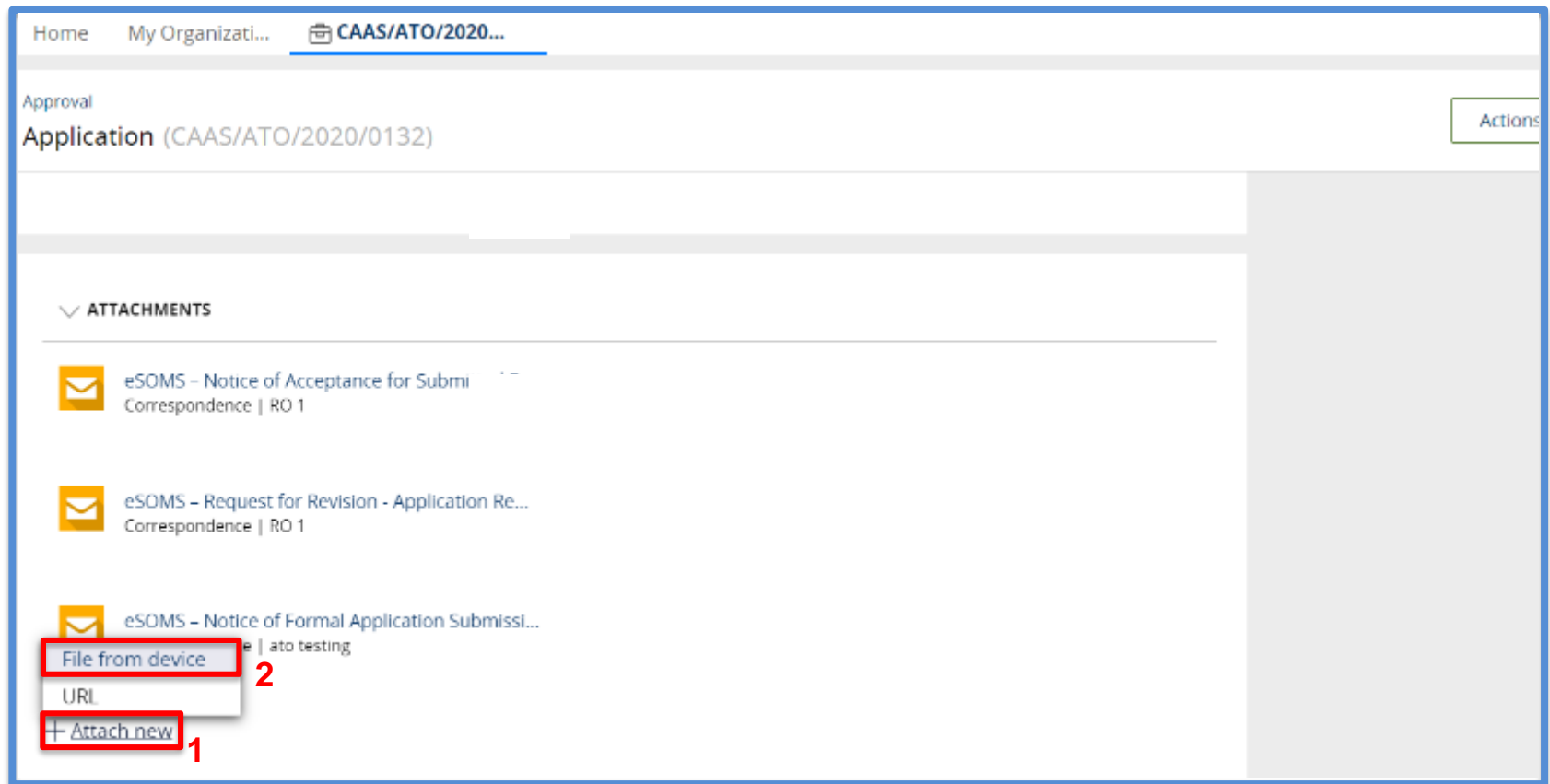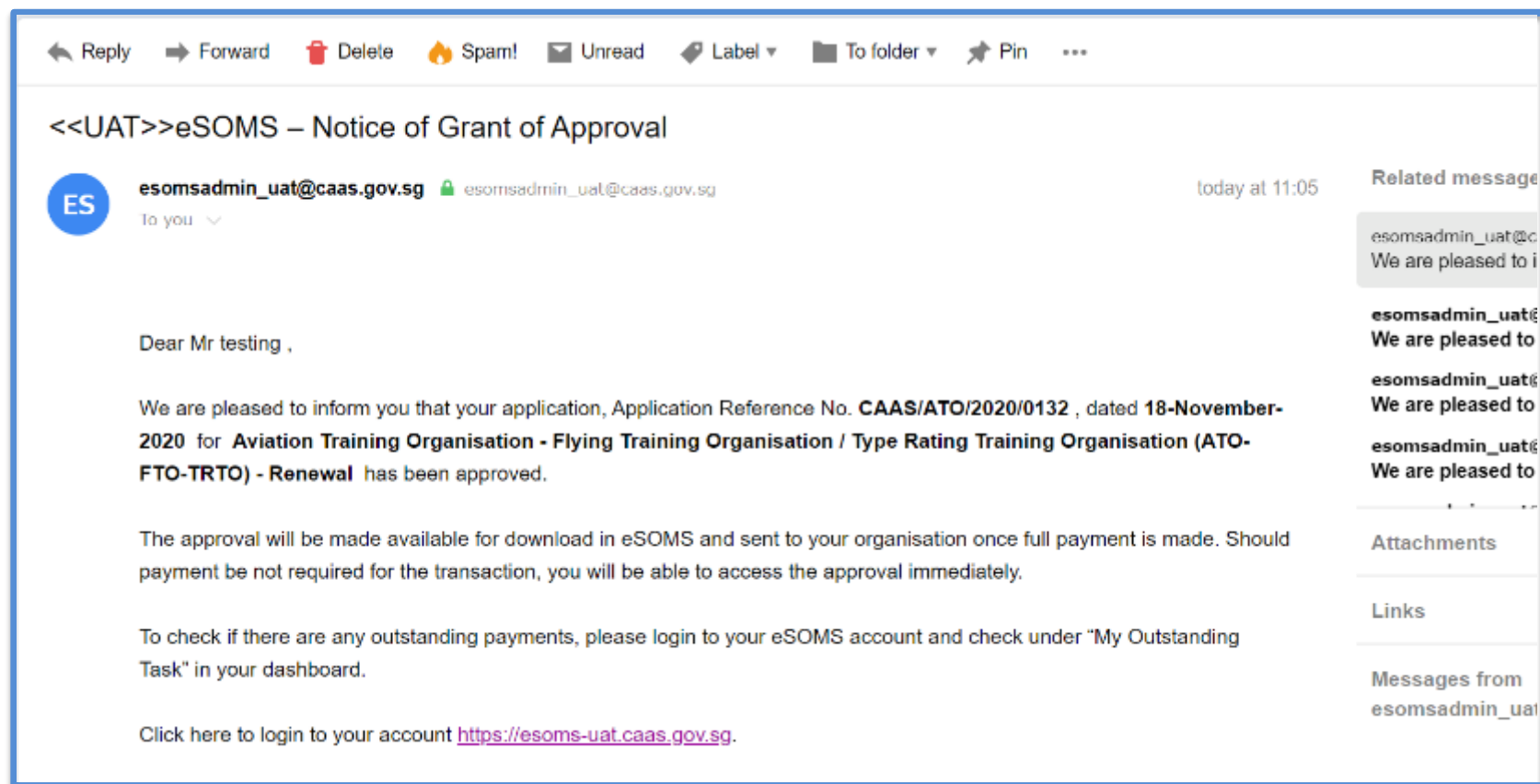
Step 3: Then attach document

After successful evaluation, the application status will be updated to "Certification-InProgress" under 'My Involved Tasks'
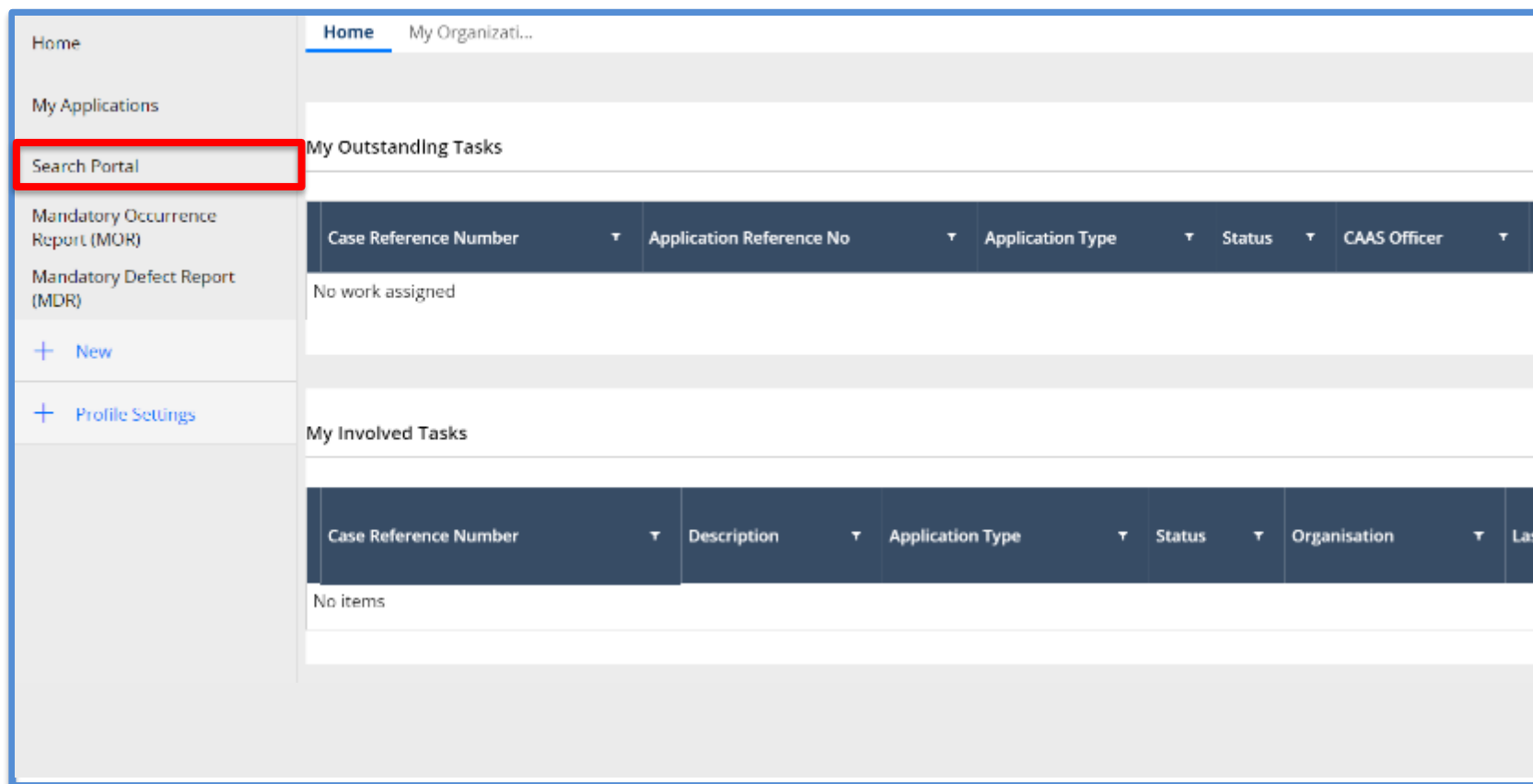
Lastly, once certification has been completed, an email will be sent to you.
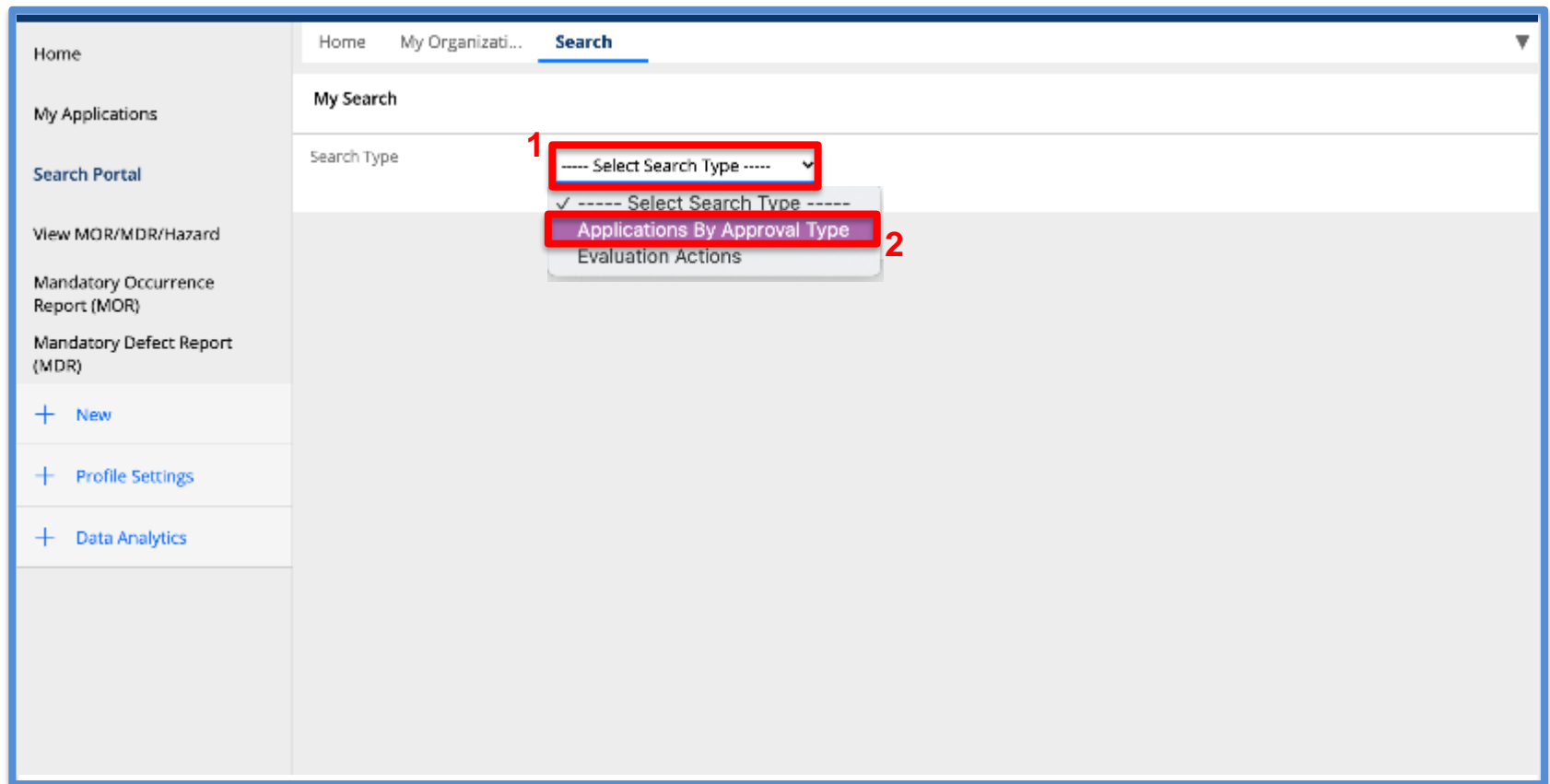
Approval & Downloading of ATO certificate

Once approved, application case will be removed from dashboard.
To download certificate:
Step 1: Click on the 'Search Portal' on the left column

Step 2: Select "Applications by Approval Type"

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

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

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

Summary

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