



A guide for DG Permit Application

6 Stages Process

1. Login via eSOMSPass
2. Initiate application for DG Permit
3. Submitting Formal Application
4. Validation & Evaluation by CAAS Officer
5. Fee Payment
6. Approval & Downloading of DG Permit

Login via eSOMSPass

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

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 logos are navigation links for 'CONTACT US', 'SITEMAP', and 'CAAS CORPORATE SITE'. A search bar is present with the text 'Within CMS eSOMS' and a search icon. A dark blue navigation bar contains 'Home' (highlighted in pink), 'About eSOMS', and 'Help'. A maintenance notice indicates '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...' with buttons for 'Apply for Approval/Permit' and 'Submit Enquiry'; 'Quick Links' with buttons for 'Make Payment' and 'View Approval/Permit Holders'; and 'Welcome to eSOMS Enterprise Safety Oversight Management System'. The 'Welcome to eSOMS' section instructs existing account holders to login using one of the following methods: 'SingPass Login', 'CorpPass Login', and 'eSOMSPass Login'. The 'eSOMSPass Login' button is highlighted with a red border. Below the login options is a link for 'More information on login methods here.' The background features a stylized illustration of an airport terminal and an airplane.

Step 2: Enter User name and Password to login.

eSOMS
Enterprise Safety Oversight Management System

User name

Password

Log in

[Home Screen](#)

[Forgot password?](#)

Initiate application for DG Permit

Step 1: Upon login, click on '+ New' and thereafter, 'Approval'

The screenshot shows the eSOMS Enterprise Safety Oversight Management System interface. The sidebar on the left contains the following navigation items: Home, My Applications, Search Portal, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), '+ New', 'Approval', and '+ Profile Settings'. The 'New' and 'Approval' buttons are highlighted with red boxes. The main content area is divided into sections: 'My Dashboard', 'My Outstanding Tasks' (with a 'Link' icon), a table with headers 'Case Reference Number', 'Application Reference No', 'Application Type', 'Status', 'CAAS Officer', and 'Last Updated', and 'My Involved Tasks' (with a 'Link' icon). Below this is another table with headers 'Case Reference Number', 'Description', 'Application Type', 'Status', 'Organisation', and 'Last Updated'.

Step 2: Click on the dropdown, look for 'Dangerous Goods Permit (DGP)', select and submit.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes 'Home', 'My Organization...', and 'Approval'. The main content area is titled 'Approval' and features a 'Select Approval Type' section. A user role indicator 'DA DG Permit Applicant' is shown. The 'Approval Type' dropdown menu is open, listing options: 'Noise Certificate (NOI)', 'Permit To Fly (PTF)', 'Dangerous Goods', 'Approval Under ICAO Technical Instructions (DGAPP)', 'Exemptions Under ICAO Technical Instructions (DGEXE)', and 'Dangerous Goods Permit (DGP)'. The 'Dangerous Goods Permit (DGP)' option is highlighted in blue. A 'Submit' button is located at the bottom right of the form area.

Submitting Formal Application

Step 3: Verify Applicant/Organisation Details

Approval
Application (CAAS/DGP/2021/0055) Actions ▾

1 Applicant/Organisation Details 2 Formal Application Details (1 of 2) 3 Formal Application details (2 of 2) 4 Upload Documents 5 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 Dangerous Goods Permit (DGP) | Application Type Initial |
|---|-----------------------------|

Note: Use the 'SAVE' button to save any progress along the application.

Cancel Save Continue

Step 4: Enter formal application details (part 1 of 2)

Approval
Application (CAAS/DGP/2021/0055) Actions

1 Applicant/Organisation Details
2 Formal Application Details (1 of 2)
3 Formal Application details (2 of 2)
4 Upload Documents
5 Preview Application

Name and contact details of person within the operator's head office with overall responsibility for the carriage of dangerous goods by air.

First Name/Given Name*
xxxx

Last Name/Surname*
Asvmt

Job Title*
xxxxx

Address
Country/Region*
China

State

City*
Shanghai

Country/Region*
China (+86)

Area Code
10

Phone Number*
1234567

Cancel Back Save Continue

Step 5: Enter formal application details (part 2 of 2)

Approval
Application (CAAS/DGP/2021/0055)

Actions ▾

1 Applicant/Organisation Details 2 Formal Application Details (1 of 2) **3 Formal Application details (2 of 2)** 4 Upload 5

OPERATIONS MANUAL'S DANGEROUS GOODS SEGMENT

| NATIONAL APPROVAL | | | | | |
|---|-------|-------------------------|-----------|-----------------------|-----------|
| State of the operator | | China | | | |
| Air Operator's Certificate (AOC) Number | xxxxx | Valid From (dd/mm/yyyy) | 10/5/2006 | Valid To (dd/mm/yyyy) | 25/6/2025 |
| Validity of Approval / Authorisation for Carriage of Dangerous Goods issued by the State of the Operator | | From * (dd/mm/yyyy) | 5/5/2021 | To (dd/mm/yyyy) | 4/6/2021 |
| <small>CAAS reserves the right to grant a Block Permit with a shorter permit period than that applied for if the validity of the Air Operator Certificate (AOC) and the national approval for the carriage of dangerous goods issued by the carrier by their national authority does not cover the full period of the permit applied for.</small> | | | | | |

Cancel Back Save Continue

Note:
If certificate/approval has no expiry date, leave 'Valid To' blank

Step 5: Enter formal application details (part 2 of 2)

Home My Organizati... Approval CAAS/DGP/2021...

Approval
Application (CAAS/DGP/2021/0061)

Note:
All the fields under '2 TRAINING' are mandatory

| 2 TRAINING | | | |
|------------|--|------|------|
| 2.1 | The operator requires its employees including agents acting for the operator to be trained in dangerous goods; (ICAO TI 7;4.10 / IATA DGR 9.7) – Attach Training Records | test | test |
| 2.2 | The operator has training programs that are reviewed and approved by the State of authority of the operator (ICAO TI 1;4.1.2 / IATA DGR 1.5.5) | test | test |
| 2.3 | The operator maintains dangerous goods training records of its employees. (ICAO TI 1;4.2.5 / IATA DGR1.5.6) | test | test |
| 2.4 | The operator ensures knowledge is current by specifying the duration before recurrent training is required. (ICAO TI 1,4.2.3 / IATA DGR 1.5.0.3) | test | test |

Cancel Back Save Continue

Step 5: Enter formal application details (part 2 of 2)

Home My Organizati... Approval CAAS/DGP/2021...

Approval
Application (CAAS/DGP/2021/0061)

3 EMERGENCY PROCEDURES & ACCIDENT/INCIDENT REPORTING

| | | | |
|-----|--|------|------|
| 3.1 | Emergency response information is available to the pilot-in-command/other crew members (ICAO TI 7;4.9 / IATA DGR 9.5.1.2) | test | test |
| 3.2 | Procedures requiring the report of dangerous goods incidents and accidents to the authorities of the state in which it occurs. (ICAO TI 7;4.4 / IATA DGR 9.6.1) | test | test |
| 3.3 | Procedures requiring the report of undeclared or mis-declared dangerous goods discovered in cargo, mail or passenger baggage to the authorities of the state in which it occurs. (ICAO TI 7;4.5 / IATA DGR 9.6.2) | test | test |
| 3.4 | In the event of an aircraft accident or serious incident, the operator has procedures to provide information without delay to emergency service responders about dangerous goods on board (ICAO TI 7;4.7 / IATA DGR 9.6.3) | test | test |

Cancel Back Save Continue

Note:
All fields under '3 EMERGENCY PROCEDURES & ACCIDENT/INCIDENT REPORTING' are mandatory

Step 6: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2021/0055) Actions ▾ 

1 Applicant/Organisation Details 2 Formal Application Details (1 of 2) 3 Formal Application details (2 of 2) **4 Upload Documents** 5 Preview Application

Mandatory Documents

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

| | Name | File | Category | Attach | Remark | |
|---|----------------------|------|---|---------------------------------------|----------------------|--|
| 1 | <input type="text"/> | | AOC | <input type="button" value="Upload"/> | <input type="text"/> |  |
| 2 | <input type="text"/> | | Approval for the Carriage of Dangerous Goods by the State of the Operator | <input type="button" value="Upload"/> | <input type="text"/> |  |

Step 6: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2021/0055) Actions ▾

1 Applicant/Organisation Details 2 Formal Application Details (1 of 2) 3 Formal Application details (2 of 2) 4 Upload Documents 5 Preview Application

Mandatory Documents

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

| | Name | File | Category | Attach | Remark | |
|---|----------------------|------|---|---------------------------------------|----------------------|--|
| 1 | <input type="text"/> | | | <input type="button" value="Upload"/> | <input type="text"/> | |
| 2 | <input type="text"/> | | Approval for the Carriage of Dangerous Goods by the State of the Operator | <input type="button" value="Upload"/> | <input type="text"/> | |

Click on "Upload" and there will be a pop-out window to upload the file.

Step 6: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2021/0055)

1
Applicant/Organisation Details

Mandatory Documents
Note : If N/A is checked, plea

| Name |
|------|
| 1 |
| 2 |

Attach Documents

Drag and drop file here
or
Select file

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

Cancel

Attach

Cancel Back Save Continue

Select the file to be uploaded.

Step 6: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2)

1
Applicant/Organisation Details

Mandatory Documents

Note : If N/A is checked, please

Attach Documents

Drag and drop file here

or

Select file

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

| Name * | File |
|--------|------------|
| test_1 | test_1.pdf |

Ensure that the correct file is uploaded and attached before closing the pop-out window

Cancel Back Cancel Attach Save Continue

Step 6: Upload mandatory documents and additional documents

Approval
Application (CAAS/DGP/2021/0055) Actions ▾ 

| | | | | | |
|---|----------------------|---|---------------------------------------|----------------------|---|
| 2 | <input type="text"/> | Approval for the Carriage of Dangerous Goods by the State of the Operator | <input type="button" value="Upload"/> | <input type="text"/> |  |
| 3 | <input type="text"/> | Relevant extracts from DG/Ops Manual | <input type="button" value="Upload"/> | <input type="text"/> |  |

Additional Documents

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

Click to upload documents

| Name | Attach | Remark |
|----------|--------|--------|
| No items | | |

Note:
Upload any additional relevant supporting documents if required.

Step 7: Preview all application details

Approval
Application (CAAS/DGP/2021/0055) Actions

1 Applicant/Organisation Details 2 Formal Application Details (1 of 2) 3 Formal Application details (2 of 2) 4 Upload Documents 5 **Preview Application**

Application Details

Approval Type: Dangerous Goods Permit (DGP) Application Type: Initial

Applicant Details

Salutation: Ms

First Name/Given Name: Last Name/Surname:

Cancel Back Save Submit

Step 8: Complete declaration before submitting

Approval
Application (CAAS/DGP/2021/0055) Actions ▾ 🗨️

Declaration

I hereby declare that the information provided in this application and the accompanying documents are true and correct to the best of my knowledge. I understand that it is an offence under paragraph 61(1)(c) of the Air Navigation Order to make a false representation for the purpose of procuring this permit.

I hereby certify that:-

- A. All the supporting documents which are declared above are dully attached;
- B. Failure to submit complete supporting documents may result in undue delay in processing the application

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 for more information on our privacy statement.

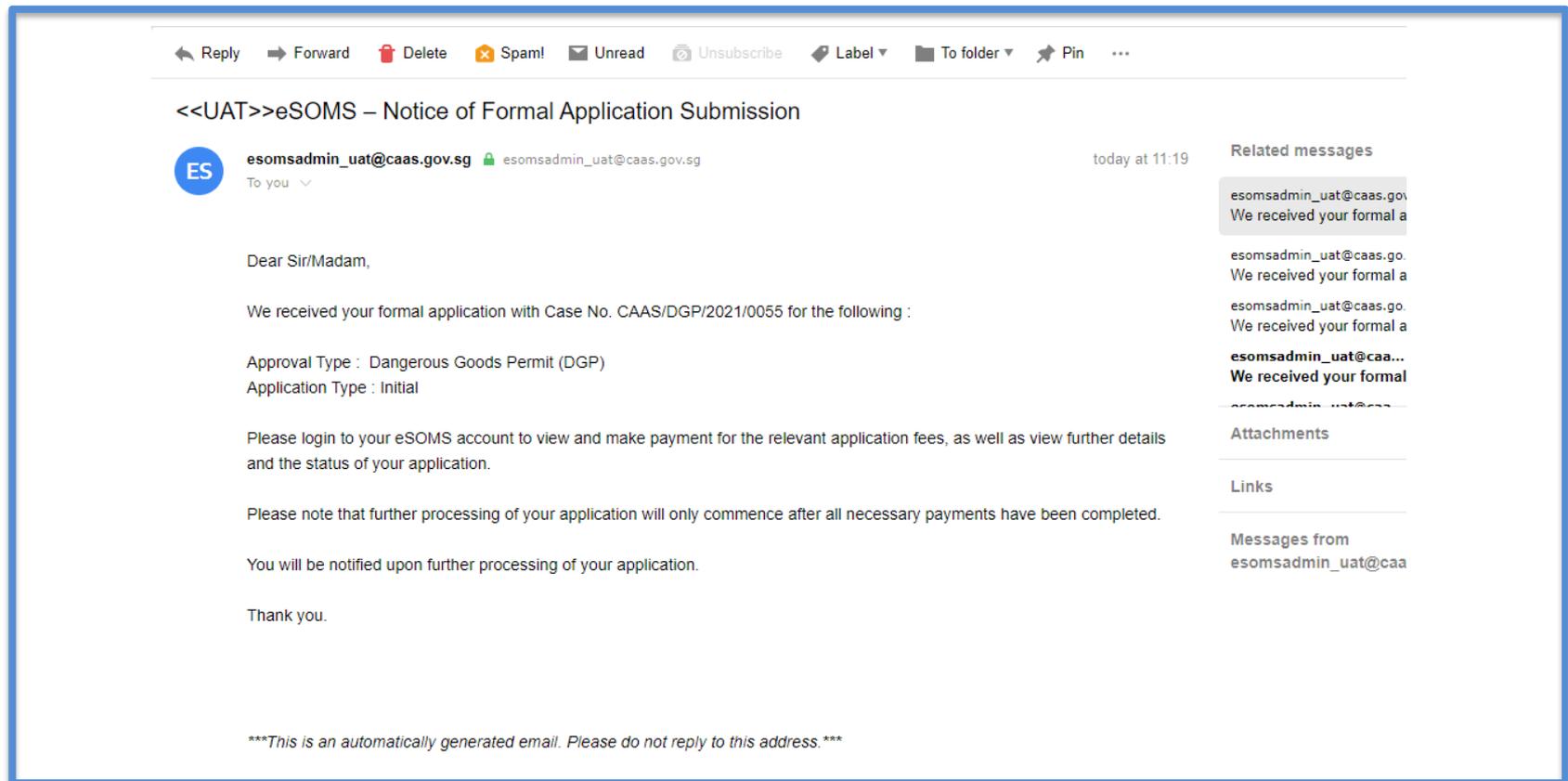
Note:
If you do not wish to submit the application yet, press 'Save' to not lose any progress.

Cancel Back Save Submit

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

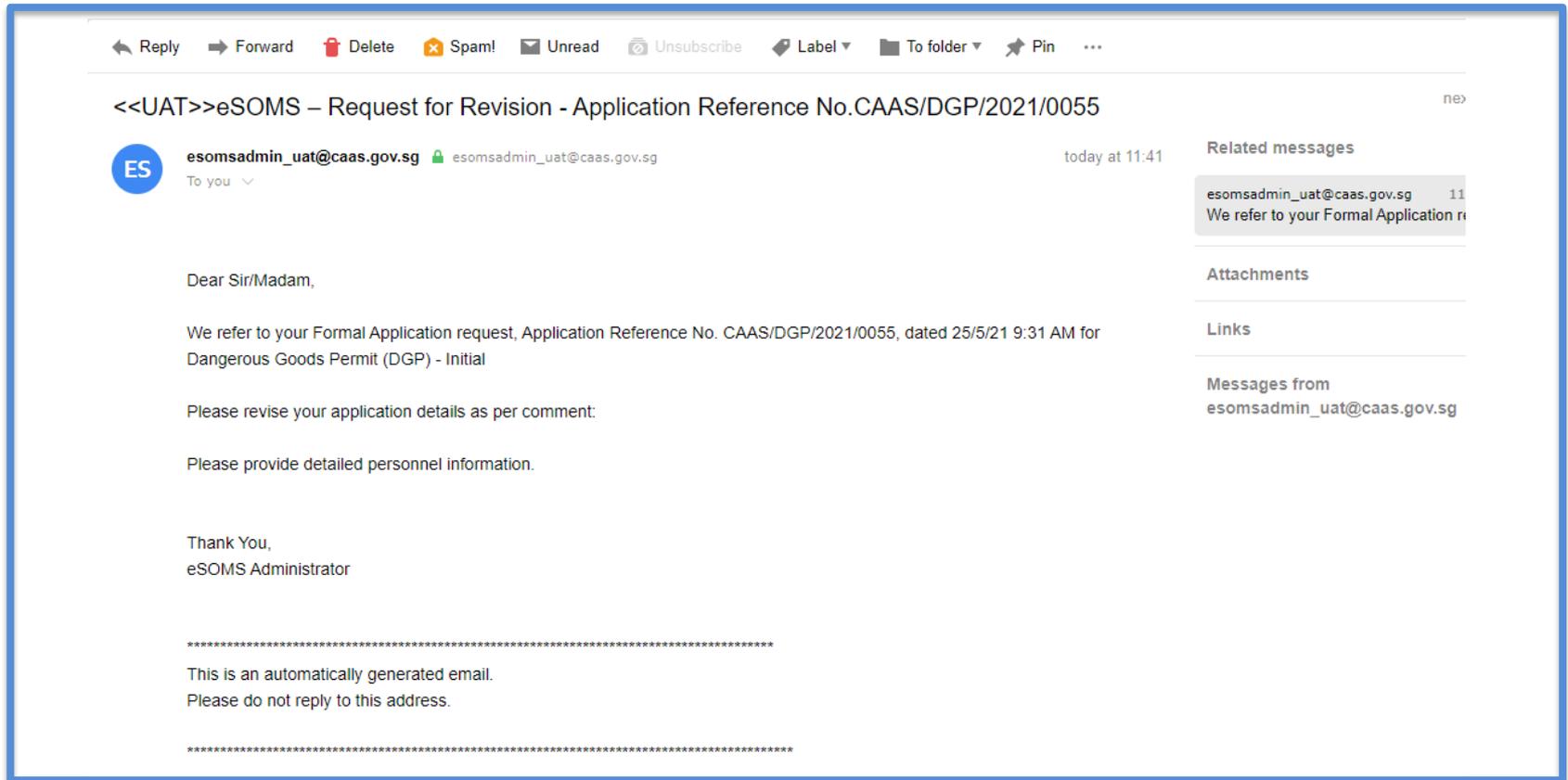
The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. At the top left is the eSOMS logo. A notification box from 'esoms-uat.caas.gov.sg' is overlaid on the page, stating: 'Your application has been successfully submitted. You will be directed to make payment for 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, a green banner reads 'Task(s) completed successfully. Application process continues.' The main content area shows a loading screen for an application with ID 'CAAS/DGP/2021/0055'. On the right, the 'CASE DETAILS' section shows 'Last updated by Initial Testing (1 in 1m)' and 'Created by Initial Testing (1h ago)'. The left sidebar contains navigation options: Home, My Applications, Search Portal, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, and + Profile Settings. The top right corner features a notification bell with '40' and a user profile icon.

An email notification will be sent to you regarding the application submission.



Validation & Evaluation by CAAS Officer

Scenario 1: During the process, more information/documents may be requested by the CAAS Officer. An email notification will be sent to inform you of the information required.



Step 1: In that case, the application will be routed back “My Outstanding Tasks” dashboard for follow-up.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a 'My Dashboard' section. The 'My Outstanding Tasks' section is highlighted with a red box and contains a table with the following data:

| | Case Reference Number | Application Reference No | Application Type | Status | CAAS Officer | Last Updated |
|---|-----------------------|--------------------------|------------------|-----------------------------|--------------|------------------------------|
| 1 | CAAS/DGP/2021/0055 | CAAS/DGP/2021/0055 | Initial | FormalApplication-Submitted | | 25 May, 2021 11:40:57 AM SGT |

Below the 'My Outstanding Tasks' section is the 'My Involved Tasks' section, which contains a table with the following headers:

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

Step 2: 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 dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar 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 the following data:

| Case Reference Number | Application Reference No | Application Type | Status | CAAS Officer | Last Updated |
|-----------------------|--------------------------|------------------|-----------------------------|--------------|------------------------------|
| 1 CAAS/DGP/2021/0055 | CAAS/DGP/2021/0055 | Initial | FormalApplication-Submitted | | 25 May, 2021 11:40:57 AM SGT |

The 'My Involved Tasks' section contains a table with the following headers:

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

A red box highlights the case reference number 'CAAS/DGP/2021/0055' in the first row of the 'My Outstanding Tasks' table. A red arrow points from the text 'Click here' to this highlighted cell.

Scenario 2: During the evaluation phase, applicant can upload additional document. Search for the submitted application in your home tab under 'My Involved Tasks' and click on the case.

| Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|-----------------------|-------------|------------------|-----------------------------|--------------|------------------------------|
| 1 CAAS/DGP/2021/0055 | Application | Initial | FormalApplication-Submitted | | 25 May, 2021 11:58:48 AM SGT |

Under 'Case Information', scroll down to 'Attachments' Section.

Home My Organizati... **CAAS/DGP/2021...** ← **New tab is opened**

Approval
Application (CAAS/DGP/2021/0055) Actions ▾

Application Review

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

Case information

| | | |
|------------------------------|------------------------------|--------------|
| Approval Type | Application Type | Applicant |
| Dangerous Goods Permit (DGP) | Initial | initial.test |
| Organisation | Application Status | |
| Air New Zealand Limited | Formal Application Submitted | |

CASE DETAILS

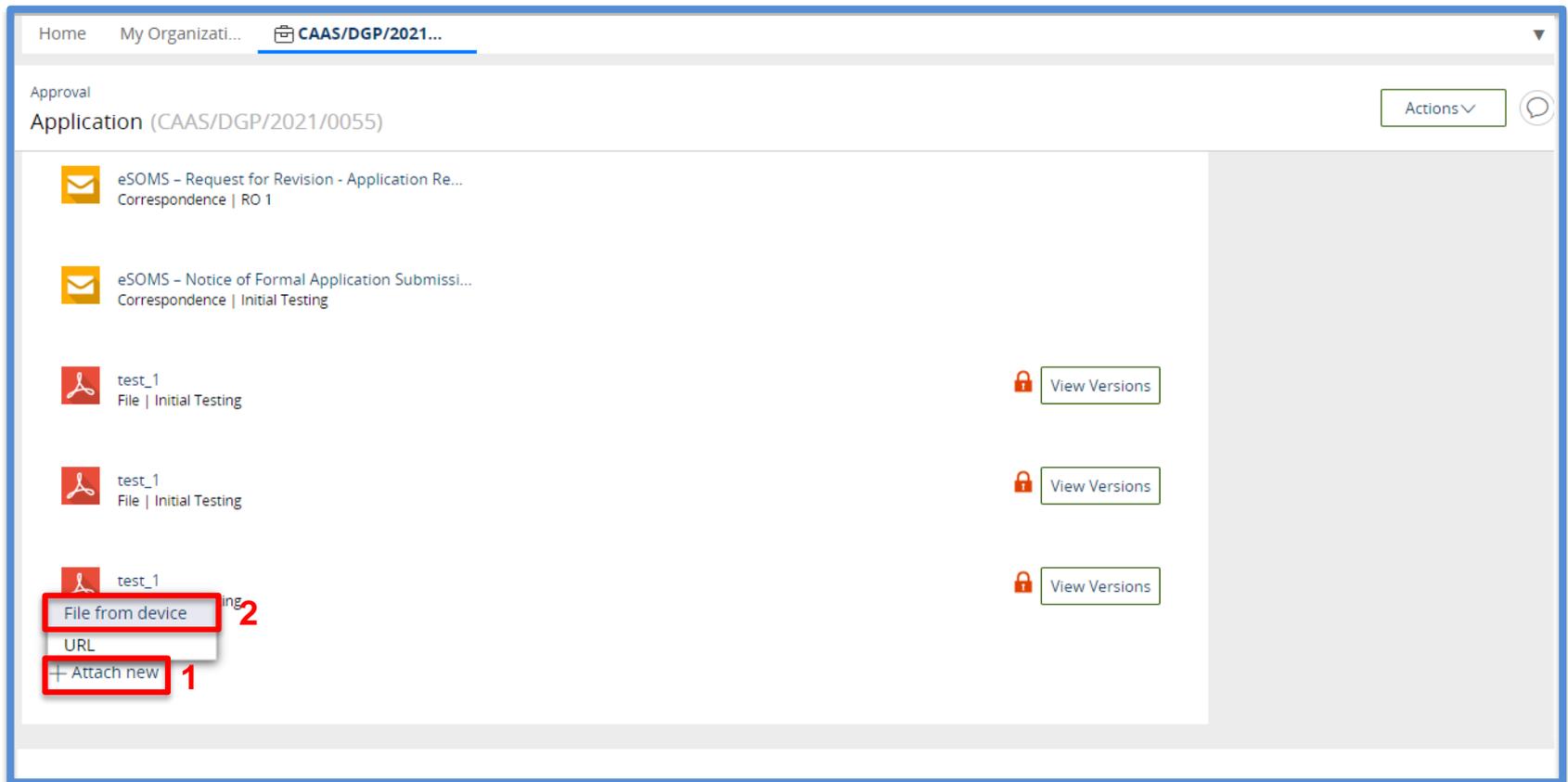
Last updated by
Initial Testing (1m ago)

Created by
Initial Testing (2h ago)

▽ **ATTACHMENTS**

eSOMS - Request for Revision - Application Re...
Correspondence | RO 1

Under 'Attachments' Section, click on '+ Attach new' then 'File from device' to upload additional document. A pop-out window will appear.



Select file to be uploaded.

Home My Organizati... CAAS/DGP/2021...

Approval

Application (CAAS/DGP/2021/0055)

Actions

Attach file(s)

Drag and drop file here

or

Select file

| Name* | File |
|----------|------|
| No items | |

Cancel Attach

+ Attach new

- eSOMS – Request for Revision - Application Correspondence | RO 1
- eSOMS – Notice of Formal Application Correspondence | Initial Testing
- test_1 File | Initial Testing
- test_1 File | Initial Testing
- test_1 File | Initial Testing

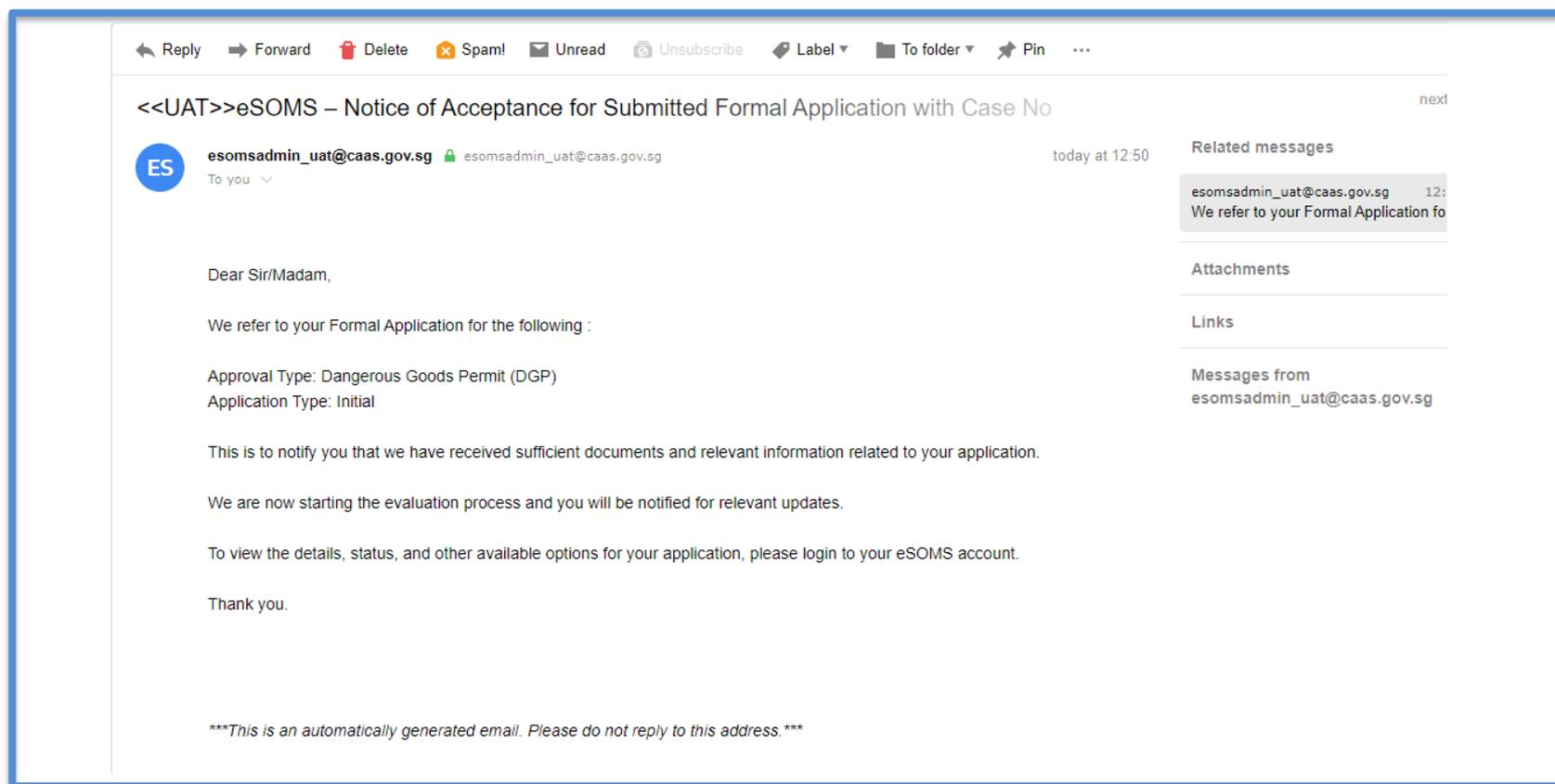
Ensure the correct file is uploaded and click 'Attach'.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Organizati...', and 'CAAS/DGP/2021...'. Below the navigation bar, there is a section for 'Approval' with the title 'Application (CAAS/DGP/2021/0055)'. On the left side, there is a list of items, each with an icon and text: 'eSOMS - Request for Revision - Applic Correspondence | RO 1', 'eSOMS - Notice of Formal Application Correspondence | Initial Testing', and three entries for 'test_1 File | Initial Testing'. A '+ Attach new' link is at the bottom left. A modal dialog box titled 'Attach file(s)' is open in the center. It features a dashed box with a paperclip icon and the text 'Drag and drop file here'. Below this is the word 'or' and a 'Select file' button. A table is displayed with the following data:

| | Name* | File | |
|---|--------|------------|--|
| 1 | test_1 | test_1.pdf | |

At the bottom of the dialog box, there are 'Cancel' and 'Attach' buttons. The 'Attach' button is highlighted with a red rectangular box.

Scenario 3: When sufficient documents and relevant information has been received, evaluation process will begin, and an email will be sent to you.



The application status will be updated to 'Evaluation-InProgress' under 'My Involved Tasks'.

Home My Organizati... CAAS/DGP/2021...

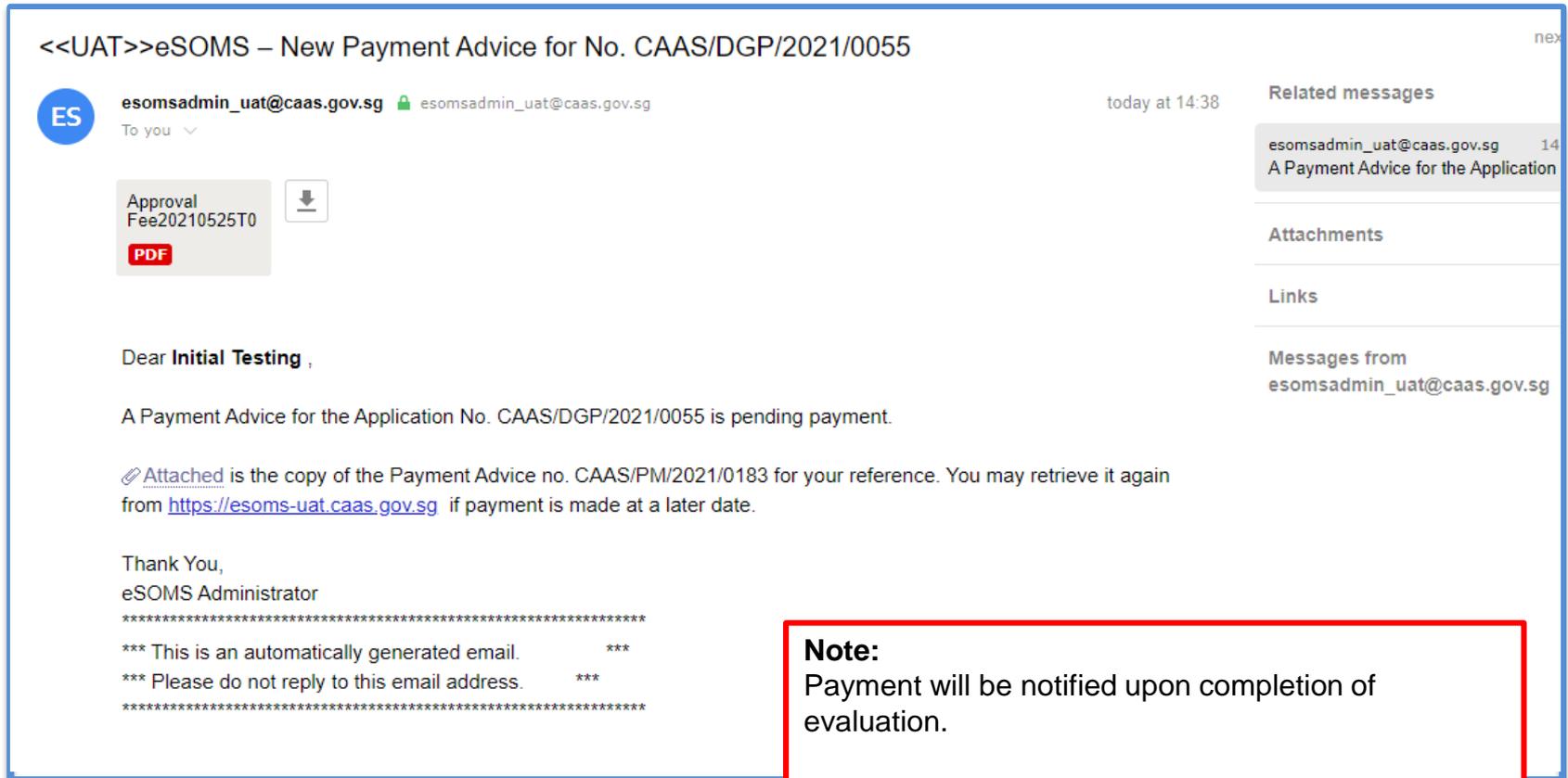
My Involved Tasks [Link](#)

| | Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|---|-----------------------|-------------|------------------|-----------------------|--------------|------------------------------|
| 1 | CAAS/DGP/2021/0055 | Application | Initial | Evaluation-InProgress | | 25 May, 2021 12:49:17 PM SGT |



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

The screenshot shows a dashboard interface with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a section titled 'My Dashboard'. A prominent link labeled 'My Outstanding Tasks' is highlighted with a red box. Below this link is a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The first row of the table contains the following data: Case Reference Number: CAAS/PM/2021/0183, Application Reference No: CAAS/DGP/2021/0055, Application Type: Initial, Status: Pending-Payment, CAAS Officer: (blank), and Last Updated: 25 May, 2021 2:37:12 PM SGT. Red boxes highlight the 'My Outstanding Tasks' link, the 'Case Reference Number' 'CAAS/PM/2021/0183', and the 'Status' 'Pending-Payment'. Red arrows point from the text 'Click here' to the 'My Outstanding Tasks' link and from the text 'Status will be seen as 'Pending Payment'' to the 'Status' cell.

| | Case Reference Number | Application Reference No | Application Type | Status | CAAS Officer | Last Updated |
|---|-----------------------|--------------------------|------------------|-----------------|--------------|-----------------------------|
| 1 | CAAS/PM/2021/0183 | CAAS/DGP/2021/0055 | Initial | Pending-Payment | | 25 May, 2021 2:37:12 PM SGT |

Step 2: Check that payment items and amount is correct before paying

Home My Organizati... CAAS/PM/2021/...

Approval > Application

Payment (CAAS/PM/2021/0183) Actions

| S No. | Item Description | Amount (SGD) | Due Date |
|-------|------------------|--------------|----------|
| 1 | Approval Fee | 600.00 | 8/6/21 |

Total Amount (SGD) 600.00
Net Payable Amount (SGD) 600.00

Cancel Download Pay Later Pay Now

Instructions:
Payment can be made by telegraphic transfer/wire transfer/GIRO in Singapore Dollar.
Please quote eSOMS application no. and Payment Advice no. when making the telegraphic transfer/wire transfer/GIRO and enter the following details in

Click here to pay

Alternatively, you can make a payment via 'Make Payment' on esoms.caas.gov.sg

The screenshot shows the CAAS eSOMS website homepage. At the top left is the CAAS logo (Civil Aviation Authority of Singapore) with the tagline "Enabling opportunities through aviation". At the top right is the Singapore Government logo (Integrity · Service · Excellence) and navigation links for CONTACT US, SITEMAP, and CAAS CORPORATE SITE. Below the logo is a search bar with a dropdown menu set to "Within CAAS eSOMS" and a search icon. A dark blue navigation bar contains "Home", "About eSOMS", and "Help". A maintenance notice indicates "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...**: Contains two buttons: "Apply for Approval/Permit" (with a document icon) and "Submit Enquiry" (with a document and question mark icon). The "Apply" button text reads: "Ready to apply for an approval/permit? Submit your application here." The "Submit" button text reads: "Not sure what approval/permit to apply for? Submit your enquiry here."
- Quick Links**: Contains two buttons: "Make Payment" (with a document and dollar sign icon) and "View Approval/Permit Holders" (with a document and magnifying glass icon). The "Make Payment" button is highlighted with a red border and its text reads: "Have an outstanding invoice or payment advice? Click here to make payment." The "View" button text reads: "Click here to view approval/permit holders."
- Welcome to eSOMS Enterprise Safety Oversight Management System**: Includes a login instruction: "For existing account holders, please login using one of the following methods:" and three login options: "For Individuals - Singpass Login", "For Businesses - Singpass Login (previously known as Corppass Login)", and "eSOMSPass Login". A link for "More information on login methods click here." is provided below.

The background features a stylized illustration of an airport tarmac with two aircraft and ground service equipment.

The Payment Advice No. can be found in the PDF attached in the email.

Online Payment Service

Make Payment

You can now make payment online for fees and charges. Please enter the Payment Advice No. (e.g. CAAS/PM/YYYY/XXXX) or Invoice No. (e.g. CAAS/INV/YYYY/XXXX).

Payment Advice No. Invoice No.

Please enter the words you see in the box.



Civil Aviation Authority of Singapore

Payment Advice

Payment Advice No : CAAS/PM/2021/0183
Payment Advice Date : 25/05/2021

Name of Company :
Organisation Address :
Applicant Name :
Approval Type :
Application Type :

Ensure all the details and amount are correct and click on 'Pay Now'

Payment Invoice Number
Date
Name of Organisation
Organisation Address
Applicant Name
Payment Status

| S No. | Item Description | Amount (SGD) | Due Date |
|-------|------------------|--------------|----------|
| 1 | Approval Fee | 600.00 | 8/6/21 |

Total Payment Amount (SGD) 600.00
Amount Received (SGD)
Net Payable Amount (SGD) 600.00

[Pay Now](#)

A late payment interest charge at the prevailing rate will be levied on the overdue amount.
For enquiries on payment advice, please contact the eSOMS Support Team at esoms@caas.gov.sg.
This is a computer generated payment advice. No signature is required.

Instructions:
Payment can be made by telegraphic transfer/wire transfer/GIRO in Singapore Dollar.

Step 3: Select the payment mode: Credit Card, PayNow, or Telegraphic Transfer (TT).

Home My Organizati... CAAS/PM/2021/...

Approval > Application
Payment (CAAS/PM/2021/0183)

| S No. | Item Description |
|-------|------------------|
| 1 | Approval Fee |

Total Amount (SGD) 600.00
Net Payable Amount (SGD) 600.00

Cancel

Instructions:
Payment can be made by telegraphic transfer
Please quote eSOMS application no. and Pay

Make Payment

Application No. CAAS/DGP/2021/0055
Payment Advice No. CAAS/PM/2021/0183
Payment Advice Date 25/05/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)
- PayNow

Payment Mode*

- Select...
- Select...
- Credit Card
- PayNow
- TT/Wire TRF/GIRO

Payer Details

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-2589-162203993 |
| Nets Reference Code | 20210525150820181 |
| Amount | SGD 600.00 |

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Step 3b: If payment is via PayNow, a QR code will be generated, and you may scan to make payment.

The screenshot shows a web application interface for a payment process. The main page is titled 'Payment (CAAS/PM/2021/0183)' and displays the following information:

| | |
|--------------------------|--------|
| Total Amount (SGD) | 600.00 |
| Net Payable Amount (SGD) | 600.00 |

A 'Cancel' button is visible below the table. Below the table, there are 'Instructions:' and a list of details to quote for telegraphic transfer/wire transfer:

- Telegraphic Transfer/Wire Transfer/GIRO Number
- Transaction Date
- Amount
- eSOMS Application No.
- Payment Advice No.
- Remarks

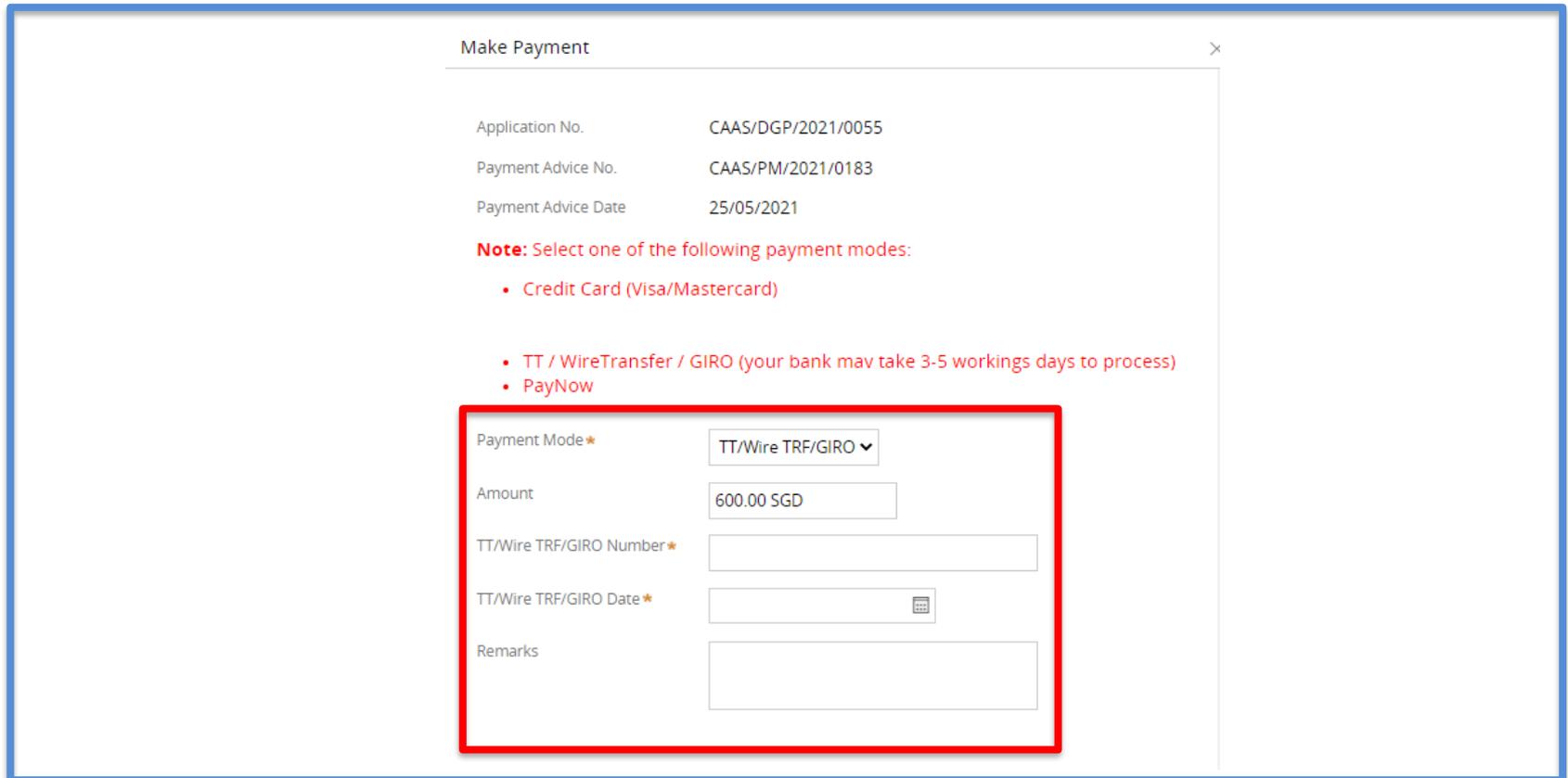
At the bottom, bank details are provided: Bank Name: DBS Bank Ltd, Bank Code: 7171, Branch Code: 003.

A 'Make Payment' dialog box is overlaid on the main page. It contains the following instructions:

- Please scan the QR code using your mobile banking app to submit the payment
- After submitting your payment click "Cancel" to return to your dashboard or you will be redirected to your dashboard automatically after 3 minutes.

The dialog box features a large QR code with the 'PAY NOW' logo in the center. A 'Cancel' button is located at the bottom of the dialog box.

Step 3c: 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.



The screenshot shows a 'Make Payment' form with the following details:

| | |
|---------------------|--------------------|
| Application No. | CAAS/DGP/2021/0055 |
| Payment Advice No. | CAAS/PM/2021/0183 |
| Payment Advice Date | 25/05/2021 |

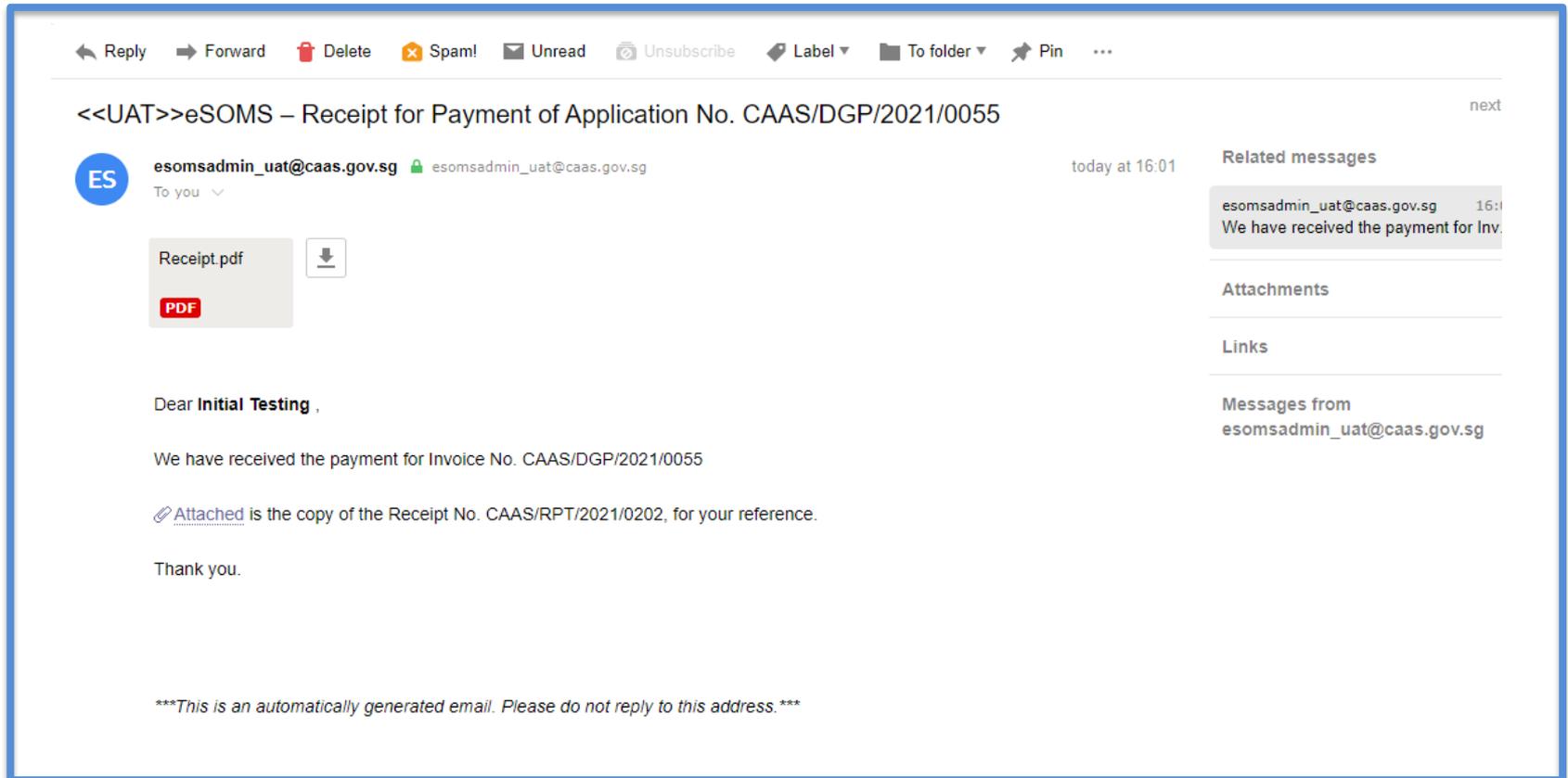
Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- TT / WireTransfer / GIRO (your bank may take 3-5 working days to process)
- PayNow

The following fields are highlighted with a red box:

| | |
|---------------------------|--|
| Payment Mode * | TT/Wire TRF/GIRO ▼ |
| Amount | 600.00 SGD |
| TT/Wire TRF/GIRO Number * | <input type="text"/> |
| TT/Wire TRF/GIRO Date * | <input type="text"/>  |
| Remarks | <input type="text"/> |

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



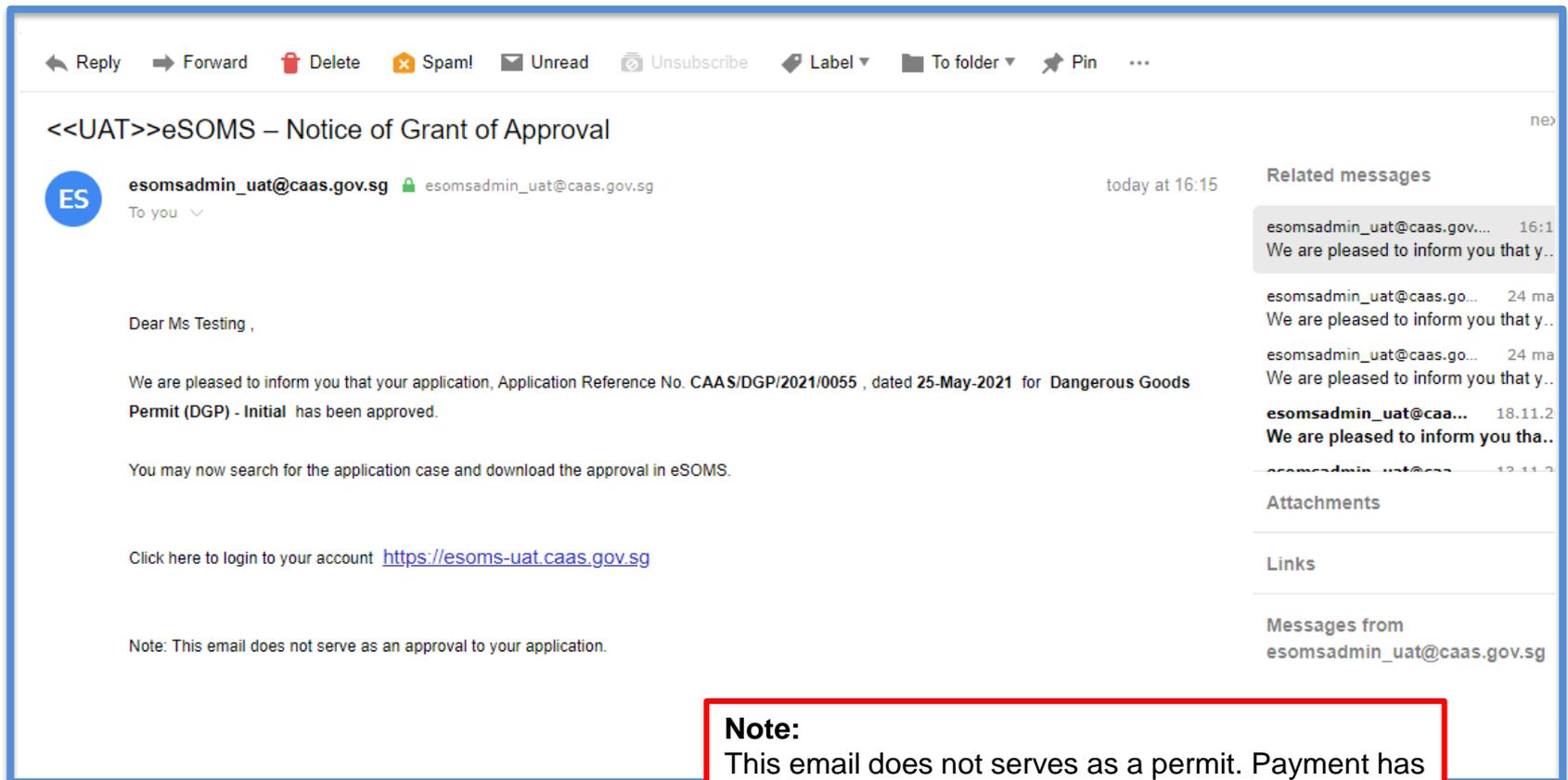
Once paid, status of application will be updated accordingly. Application will be moved from 'My Outstanding Tasks' to 'My Involved Tasks'.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Organizati...', and 'CAAS/DGP/2021...'. Below the navigation bar, the page title 'My Involved Tasks' is highlighted with a red box. A table with the following columns is displayed: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. The first row of the table is highlighted with a red box and contains the following data: 1, CAAS/DGP/2021/0055, Application, Initial, Payment-SuccessfulAppCompleted, and 25 May, 2021 4:03:14 PM SGT. A red arrow points to the 'Status' column of the first row, with the text 'Status updated' written in red above it.

| Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|-----------------------|--------------------|------------------|---------|--------------------------------|-----------------------------|
| 1 | CAAS/DGP/2021/0055 | Application | Initial | Payment-SuccessfulAppCompleted | 25 May, 2021 4:03:14 PM SGT |

Approval & Downloading of DG Permit

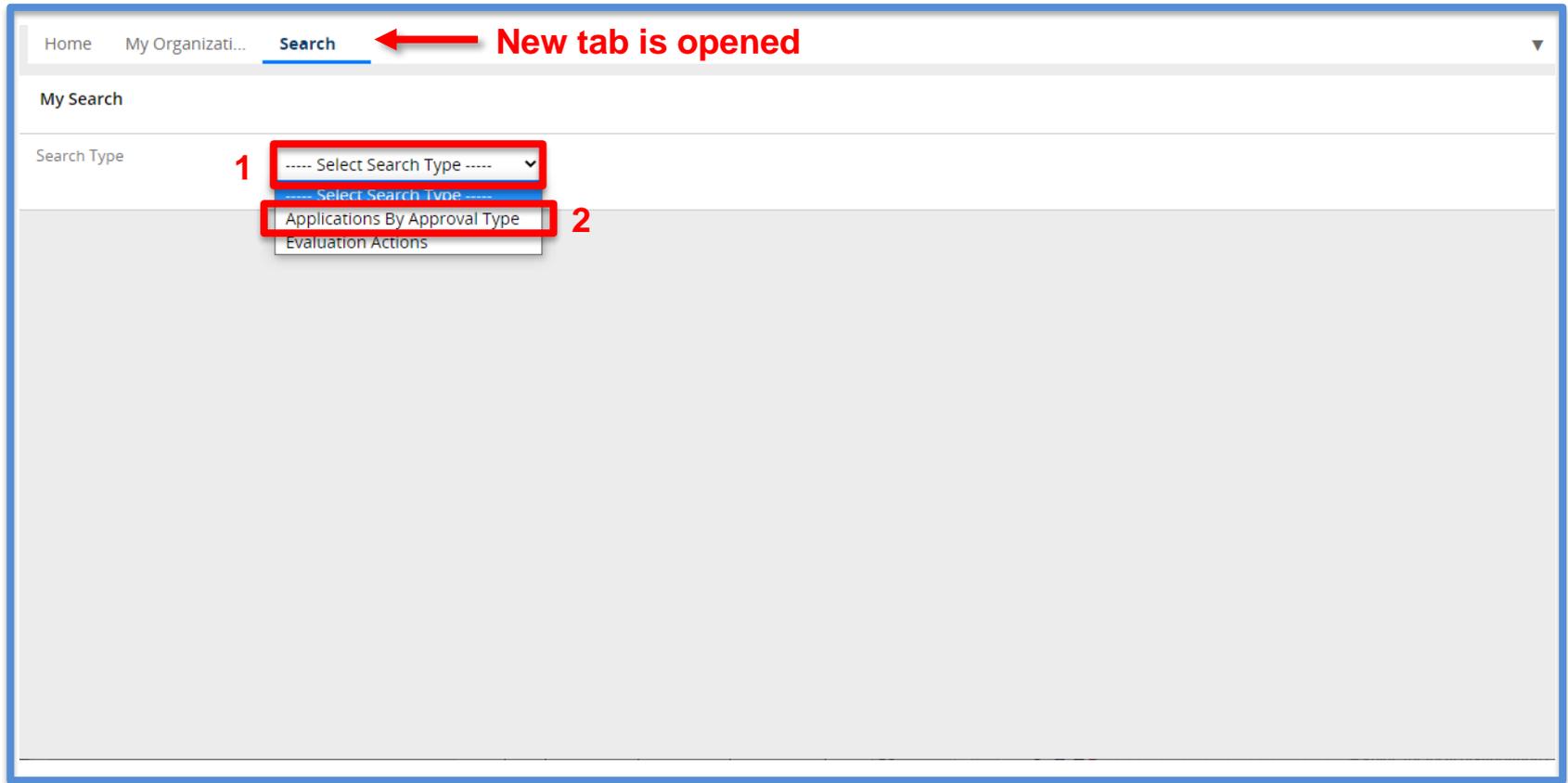
Upon approval of the application, an email will be sent to you.



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

The screenshot shows a web application interface. On the left is a sidebar 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, + Profile Settings, and + Data Analytics. The main content area is titled 'My Dashboard' and contains two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section features a table with the following columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Involved Tasks' section features a table with the following columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. Both tables have pagination controls at the bottom right.

Step 2: Select “Applications by Approval Type”.



Step 3: Select Dangerous Goods Permit (DGP) under the mandatory field 'Approval Type'.

The screenshot shows a web application interface with a search bar and a dropdown menu for 'Approval Type'. The dropdown menu is open, showing a list of approval types. The 'Dangerous Goods Permit (DGP)' option is highlighted in blue. A red arrow points from the text 'Click dropdown and select 'Dangerous Goods Permit (DGP)'' to the 'Dangerous Goods Permit (DGP)' option in the dropdown menu.

Home My Organizati... Search

Search Type Applications By Approval Type ▾

Approval Type * Select Approval Type..... ▾ Application Type Select Application Type..... ▾

- Select Approval Type.....
- Activity Permit Class 1 (AP1)
- Activity Permit Class 2 (AP2)
- Air Operator Certificate (AOC)
- Air Traffic Control Training Organisation (ATCTO)
- Aircraft Emergency Training Apparatus Approval (AETA)
- Aircraft Emergency Training Apparatus Trainer Approval (AETAI)
- Alternate Means Of Compliance (AMOC)
- Approval Under ICAO Technical Instructions (DGAPP)
- Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)
- Certificate of Airworthiness (COA)
- Certificate of Registration (COR)
- Charter Flight (CF)
- Dangerous Goods Permit (DGP)**
- Dangerous Goods Training Program (DGTRG)
- Design Organisation Approval (DOA)
- Discharge Permit (DP)
- Exemptions Under ICAO Technical Instructions (DGEXE)
- FSTD Certificate of Qualification (SIM)
- FSTD User Approval (SIMUSR)

Reset Search

Click dropdown and select 'Dangerous Goods Permit (DGP)'

Step 3: Input the Application Reference No. from the email sent and proceed to search.

The screenshot shows the CAAS eSOMS search interface. On the left, there are search filters: Search Type (Applications By Approval Type), Approval Type (Dangerous Goods Permit (DGP)), Status (Select Status.....), Application Number (highlighted with a red box and arrow labeled '1'), Application Date From, Approval Issue Date From, and Approval Expiry Date From. On the right, there are fields for Application Type, Approval Number, Application Date, Approval Issue Date, and Approval Expiry Date. At the bottom, there are 'Reset' and 'Search' buttons, with the 'Search' button highlighted by a red box and arrow labeled '2' and the text 'Click here'.

Overlaid on the right side is an email notification from esomsadmin_uat@caas.gov.sg titled '<<UAT>>eSOMS – Notice of Grant of Approval'. The email content includes: 'Dear Ms Testing ,', 'We are pleased to inform you that your application Application Reference No. CAAS/DGP/2021/0055 , dated 25-May-2021 for Dangerous Goods Permit (DGP) - Initial has been approved.', and 'You may now search for the application case and download the approval in eSOMS.' The application reference number 'CAAS/DGP/2021/0055' is highlighted with a red box.

Step 4: Click on the application to access the information.

Home My Organizati... **Search**

Application Date From Approval Issue Date To

Approval Issue Date From Approval Expiry Date To

Approval Expiry Date From

| Application Number | Approval Type | Application Type | Application Date | Approval Number | Final Approval Date | Approval Expiry Date | Case Status | Organisation Name |
|--------------------|------------------------------|------------------|------------------|-----------------|---------------------|----------------------|-----------------------|-------------------|
| CAAS/DGP/2021/0055 | Dangerous Goods Permit (DGP) | Initial | 25/5/21 9:31 AM | DGP/008/2021 | 25/5/21 02:36 PM | 24/11/21 | Application Completed | |

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/DGP/2021... The main content area is titled 'Application (CAAS/DGP/2021/0055)'. Below this, there is a navigation bar with tabs: 'Case Information' (highlighted with a red box), 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. Under the 'Case Information' tab, there is a table with the following data:

| Case information | | |
|------------------------------|-----------------------|-----------|
| Approval Type | Application Type | Applicant |
| Dangerous Goods Permit (DGP) | Initial | |
| Organisation | Application Status | |
| | Application Completed | |

Below the table, there is a section titled 'ATTACHMENTS' (highlighted with a red box). Under this section, there is a PDF file named 'DGP Approval Letter.pdf' (SystemGenerated |) (highlighted with a red box). A red arrow points to this file with the text 'Click to view, print, download'. On the right side of the interface, there is a 'CASE DETAILS' sidebar with fields for 'Last updated by' and 'Created by'. At the top right, there is an 'Actions' button and a help icon.

Note:

Payment has to be completed and verified by CAAS before DG permit can be downloaded and used.

Summary

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

- END -