



eSOMS User Guide: Certificate of Registration (COR) Initial Application

CAAS

Civil Aviation Authority of Singapore

Login

Step 1: Select the login method (as appropriate).

Use **CorpPass Login** if you are submitting an application on behalf of **your organisation**.

Use **eSOMSPass Login** if you are submitting an application on behalf of **another organisation**, e.g., Continuing Airworthiness Management Organisation applying for GA operator.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

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:

- For Individuals - Singpass Login
- For Businesses - Singpass Login**
(previously known as CorpPass Login)
- eSOMSPass Login**

More information on login methods click here.

Applying for COR Initial

Step 1: Click on 'New' > 'Approval'.

eSOMS
Enterprise Safety Oversight Management System

Home My Organizati...

My Dashboard

My Outstanding Tasks

Case Reference Number	Application Reference No	Application
No work assigned		

My Involved Tasks

Case Reference Number	Description	Application Type
-----------------------	-------------	------------------

Step 2: Select 'Certificate of Registration' and click 'Submit'.
Note: An application number will be created after clicking 'Submit'.



Home My Organizati... **Approval**

Approval

Select Approval Type

Approval Type *

Certificate of Registration (COR) ▼

If you are applying for an IDERA or CDCL for this aircraft, please also refer to the latest revision of Advisory Circular AC IIAE-1.

Please ensure you are an eligible applicant or an authorised representative of the eligible applicant per ANR-47 Reg 7(a) before proceeding.

Cancel Submit

Formal Application

Step 1: Verify Applicant/Organisation Details.

Home My Organizati... Approval CAAS/COR/2025...

Approval
Application (CAAS/COR/2025/0598) Actions

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

Instructions

This form may take you up to 30 minutes to fill in. You are advised to go through the entire form and ensure that you have all necessary information and documents ready before filling in.

Please ensure your submission is complete and fields are correctly filled, incomplete or incorrect submission will lead to delays in processing your application.

Application Details

Approval Type	Application Type
Certificate of Registration (COR)	Initial

Please ensure you are an eligible applicant or an authorised representative of the eligible applicant per ANR-47 Reg 7(a) before proceeding.

Applicant Details

Step 2: Fill in formal application details.

The screenshot shows a web application interface for CAAS/COR/2025. The breadcrumb trail includes Home, My Organization..., Approval, and CAAS/COR/2025... The main heading is "Approval Application (CAAS/COR/2025/0598)" with an "Actions" dropdown menu. A progress bar shows four steps: 1. Applicant/Organisation Details, 2. Formal Application Details (current step), 3. Upload Documents, and 4. Preview Application. The "Certificate of Registration" section contains a note about IDERA or CDCL applications and a list of required fields marked with an asterisk (*): "Name of Aircraft Operator" (a dropdown menu), "Country/Region" (a dropdown menu), "State" (a text input), "City" (a text input), "Street / Building" (a text input), and "Postal Code" (a text input). There is also an optional field for "Apartment, suite, unit, building, floor, etc".

Note: Ensure all fields marked with asterisk* are completed before clicking on submit

Step 2(a): For Basis of Registration, no selection is required.

Note: the selection is defaulted to 'Ownership of Aircraft'

The screenshot displays a web application interface for an approval process. The breadcrumb trail at the top includes 'Home', 'My Organization...', 'Approval', and 'CAAS/COR/2025...'. The main heading is 'Approval Application (CAAS/COR/2025/0598)' with an 'Actions' dropdown menu to the right. The 'Basis of Registration' section is highlighted with a red box and contains two radio button options: 'Ownership of Aircraft' (which is selected) and 'Basis of Registration'. Below this, there are two questions with radio button options: 'Is the aircraft to be used for commercial air transport or aerial work?' (Yes/No) and 'Is the aircraft to be registered a leased aircraft?' (Yes/No). A text prompt asks the user to write in official letters if they want different remarks. There is a dropdown menu for 'Name of Aircraft Manufacturer'. The 'Address of Aircraft Manufacturing Location' section includes fields for 'Country/Region', 'State', 'City', 'Street / Building', and 'Postal Code', all marked with an asterisk to indicate they are required. A final text field is provided for 'Apartment, suite, unit, building, floor, etc'.

Note: Ensure all fields marked with asterisk* are completed before submission

Step 2(b): For this question, select 'Yes' if the aircraft is to be used for commercial air transport or aerial work.

Home My Organizati... Approval CAAS/COR/2025...

Approval
Application (CAAS/COR/2025/0598) Actions

Is the aircraft to be used for commercial air transport or aerial work? *
 Yes No

State applicant's eligibility to apply for a certificate of registration *
 The Government of Singapore
 A citizen of Singapore
 A body incorporated in Singapore

Is the aircraft to be registered a leased aircraft? *
 Yes No

Please write in officially via letter should you wish to request for different remarks.

Name of Aircraft Manufacturer *
Select

Address of Aircraft Manufacturing Location

Country/Region * State City *
Select...

Street / Building * Postal Code *

Apartment, suite, unit, building, floor, etc

Note: Ensure all fields marked with asterisk* are completed before submission

Step 2(b): For this question, select 'No' if the aircraft is **not** to be used for commercial air transport or aerial work (e.g., general aviation).

Home My Organizati... Approval CAAS/COR/2025...

Approval

Application (CAAS/COR/2025/0598) Actions

Is the aircraft to be used for commercial air transport or aerial work? *

Yes No

State applicant's eligibility to apply for a certificate of registration *

The Government of Singapore

A citizen of Singapore

A body incorporated in Singapore

A person residing or having a place of business in Singapore

Is the aircraft to be registered a leased aircraft? *

Yes No

Please write in officially via letter should you wish to request for different remarks.

Name of Aircraft Manufacturer *

Select

Address of Aircraft Manufacturing Location

Country/Region * State City *

Select... [] []

Street / Building * Postal Code *

Street and number , P.O. box, c/o [] []

Apartment, suite, unit, building, floor, etc []

Note: Ensure all fields marked with asterisk* are completed before submission

Step 2(c): For this question, select 'Yes' if the aircraft is a leased aircraft, and fill in the name, address of lessor, name of security trustee and name of sub-lessee (if any). To request for other remarks, please edit the remarks field accordingly (subject to acceptance).

The screenshot shows a web application interface for CAAS/COR/2025. The page title is 'Application (CAAS/COR/2025/0598)'. The main question is 'Is the aircraft to be registered a leased aircraft?'. The 'Yes' radio button is selected and highlighted with a red box. Below this are four text input fields, each with an asterisk indicating it is required: 'Name of lessor', 'Address of lessor', 'Name of security trustee', and 'Name of sub-check lessee'. There is also a checkbox for 'I would like to request for the following remarks to be included in the Certificate of Registration:', which is checked. Below this checkbox is a text area containing a pre-filled remark: 'This certificate is issued for registration purposes under the Air Navigation (47 — Aircraft Registration) Regulations 2025 and is not a certificate of title. This registration is made under regulation 8 of the Air Navigation (47 — Aircraft Registration) Regulations 2025. This aircraft is leased by to under a lease agreement dated [], leased by to the holder of this certificate under a sub-lease agreement dated []. This aircraft is mortgaged to (as Security Trustee)'. This text area is also highlighted with a red box. At the bottom, there is a note: 'Please write in officially via letter should you wish to request for different remarks.'

Note: Ensure all fields marked with asterisk* are completed before submission

Step 2(c): Select 'No' if the aircraft is not a leased aircraft. Leave the default remarks as-is (i.e., NIL).

Home My Organizati... Approval CAAS/COR/2025...

Approval
Application (CAAS/COR/2025/0598) Actions

Is the aircraft to be registered a leased aircraft? *

Yes No

I would like to request for the following remarks to be included in the Certificate of Registration:

NIL

Please write in officially via letter should you wish to request for different remarks.

Note: Ensure all fields marked with asterisk* are completed before submission

Step 3: Upload the Mandatory Documents. If N/A, check the box and input a remark.

Note: only pdf files (< 30MB each) are allowed to be uploaded.

Approval
Application (CAAS/COR/2025/0598) Actions

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

Mandatory Documents

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

	Name	File	Category	Attach	N/A	Remark	
1			Aircraft flight manual (maximum certificated take-off mass)	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
2			Drawings showing the information on the name plate of the owner of the aircraft and the location to be installed	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
3			Drawings showing the nationality mark and registration mark on the aircraft comply with the requirements specified in AS-12	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
4			Evidence showing the representative is authorised by the eligible applicant to make the application, e.g., letter of authorisation signed under company seal	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
5			Export CoA from the foreign civil aviation authority	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
6			Photocopy of the Import Permit	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
7			Proof of cancellation of foreign registration or, for a new aircraft, proof that the aircraft has never been registered elsewhere	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
8			RVSM Supporting Document	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
9			The complete lease agreement for the aircraft, or the complete purchase agreement for the aircraft or other document evidencing the eligible applicant's legal interest in the aircraft (financial details may be omitted)	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>

Step 3(a): Click '+ Add Row' to upload additional documents, if any.
Note: Please upload one file at a time (< 30MB each).

Approval
Application (CAAS/COR/2025/0598) Actions ▾

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

Mandatory Documents

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

Name	File	Category	Attach	N/A	Remark
------	------	----------	--------	-----	--------

Additional Documents

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

+ Add Row Click to upload documents

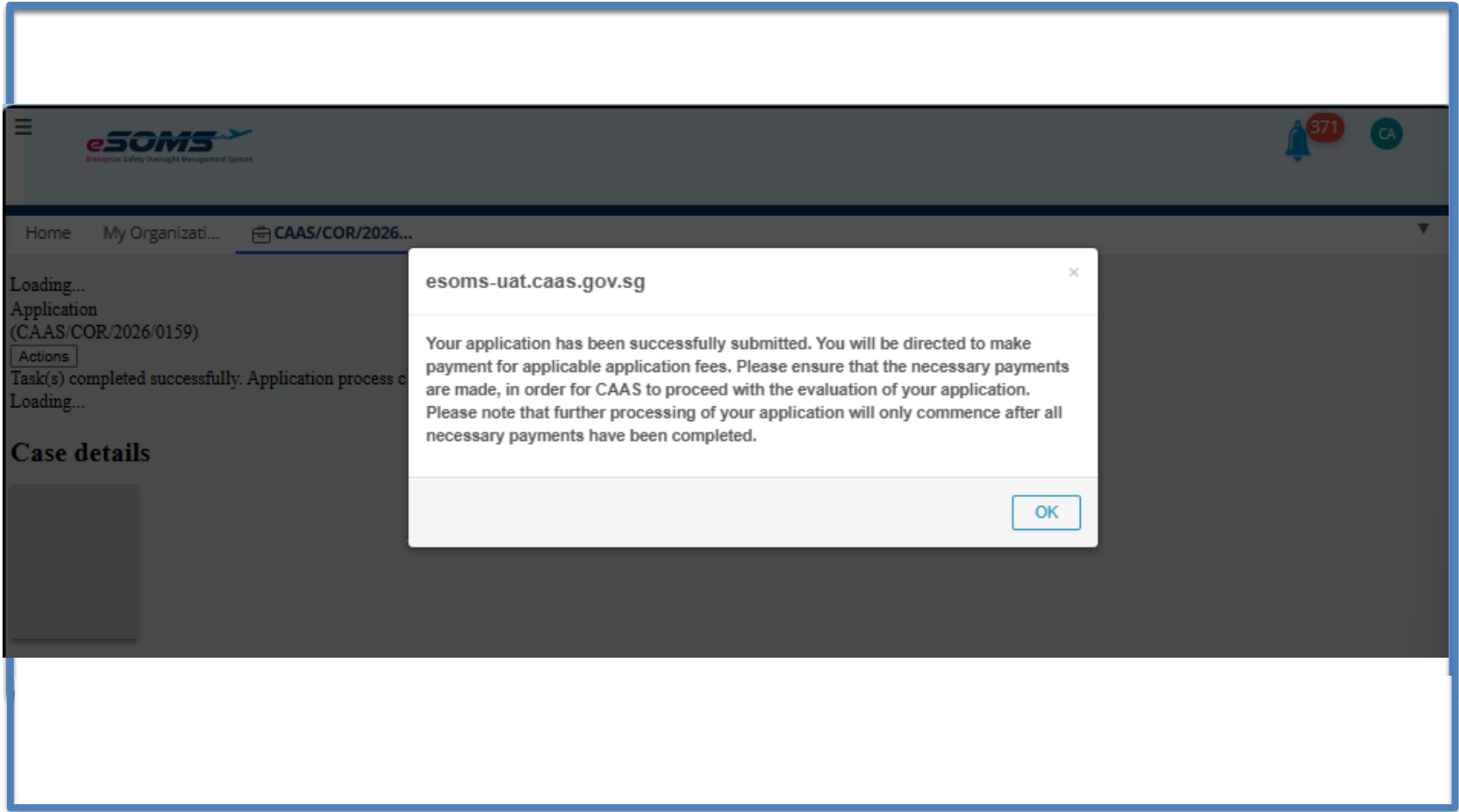
Name	File	Category	Attach	Remark
No items				

Cancel Back Save Continue

Step 4: Preview all application details. Remember to declare at the bottom of the page before submitting.

The screenshot displays a web application interface for CAAS. At the top, there is a navigation bar with links for Home, My Organization, Approval, and CAAS/COR/2025... The main content area is titled 'Approval Application (CAAS/COR/2025/0598)' and includes an 'Actions' dropdown menu. Below this is a progress indicator with four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. The 'Preview Application' step is currently active. The main section is titled 'Declaration' and contains a red-bordered checkbox followed by the text: '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.' Below this, there is a section for 'I hereby certify that-' with two sub-points: 'A. all the supporting documents which are declared above are duly attached; and' and 'B. failure to submit complete supporting documents may result in undue delay in processing the application.' Further down, there are two paragraphs of agreement text regarding data collection and use by CAAS. At the bottom of the page, there are four buttons: 'Cancel', 'Back', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red border.

After a successful submission, this message will pop up.



You will also be notified via e-mail and be prompted to make payment.

eSOMS – Notice of Formal Application Submission

Date: October, 29 at 17:22

To:

From: esomsadmin_uat@caas.gov.sg

Dear Sir/Madam,

We received your formal application with Case No. CAAS/COR/2025/0595 for the following :

Approval Type : Certificate of Registration (COR)

Application Type : Initial

Please login to your eSOMS account to view and make payment for the relevant application fees, as well as view further details and the status of your application.

Please note that further processing of your application will only commence after all necessary payments have been completed.

You will be notified upon further processing of your application.

Thank you.

****This is an automatically generated email. Please do not reply to this address.****



Fee Payment

After submitting your application, you will be redirected to the fee payment page. You will also be notified via email with the payment advice attached.

Approval > Application

Payment (CAAS/PM/2025/1393)

Review NonBillable Payments

Applicant Can Review Non Billable Payment

The Application will only be processed once payment is made.

Payment Invoice Number CAAS/PM/2025/1393

Date 30/10/2025 11:38 AM

Organisation Name

Organisation Address

Applicant Name

Aircraft MCTOM

S No.	Item Description	Am
1	A fee of \$55 where the MCTOM does not exceed 3,000kg	
2	Where the MCTOM exceeds 3,000kg, a fee of \$55 and \$6.60 for every 1,000 kg or part thereof in excess of 3,000kg	

Total Amount (Before GST) (SGD)

Total Payable Amount (SGD)

Cancel Download Pay Later Pay Now

CASE DETAILS

Last updated by

Created by

MCTOM stands for Maximum Certified Take-Off Mass. The MCTOM quoted shall be per the Aircraft Flight Manual.

Step 1: Verify the details and amount to pay and select 'Pay Now'.

Approval > Application

Payment (CAAS/PM/2025/1393)

S No.	Item Description	Am
1	A fee of \$55 where the MCTOM does not exceed 3,000kg	
2	Where the MCTOM exceeds 3,000kg, a fee of \$55 and \$6.60 for every 1,000 kg or part thereof in excess of 3,000kg	

Total Amount (Before GST) (SGD)

Total Payable Amount (SGD)

Step 2: Select the payment mode: Credit Card (limited to SGD 5,000), PayNow or TT/Wire TRF/GIRO).

2 Where the MCTOM exce

Application No. CAAS/COR/2025/0598
Payment Advice No. CAAS/PM/2025/1393
Payment Advice Date 30/10/2025

Please contact eSOMS Admin if you encounter technical difficulties during the payment process, do not attempt another payment.

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- NETS Online QR (scan QR code using DBS PayLah! / OCBC Pay Anyone / UOB Mighty)
- 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

Payer Name
Payer Organisation
Payer Contact Number
Payer Email Address

Cancel Submit

Total Amount (Before GST) 695
(SGD)
Total Payable Amount (SGD) 695

Cancel

Instructions:

Payment can be made by telegraphic

Please quote eSOMS application no. following details in eSOMS after you

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

If payment is made by telegraphic tra

Bank Name: DBS Bank Lt
Bank Code: 7171
Branch Code: 003
Account No: 0039186673
Account Name: Civil Aviat
SWIFT code: DBSSGSG
Bank Address : 12 Marina
DBS Asia Central, Marina

Step 2(a): If payment is via TT, please arrange with your Finance to initiate the transaction separately. Upon successful transaction, please fill in the transaction reference number and date in the page as shown below.

Approval > Application
Payment (CAAS/PM/2025/1393) Actions

S No.	Item Description
1	A fee of \$55 where the
2	Where the MCTOM exce

Total Amount (Before GST) 695.
(SGD)
Total Payable Amount (SGD) 695.

Cancel

Instructions:
Payment can be made by telegraphi
Please quote eSOMS application no
following details in eSOMS after you
a. Telegraphic Transfer/Wire Transfe
b. Transaction Date
c. Amount
d. eSOMS Application No.
e. Payment Advice No.

Make Payment [X]

Application No. CAAS/COR/2025/0598
Payment Advice No. CAAS/PM/2025/1393
Payment Advice Date 30/10/2025

Please contact eSOMS Admin if you encounter technical difficulties during the payment process, do not attempt another payment.

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- NETS Online QR (scan QR code using DBS PayLah! / OCBC Pay Anyone / UOB Mighty)
- TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)
- PayNow

Payment Mode +

Amount

TT/Wire TRF/GIRO Number +

TT/Wire TRF/GIRO Date +

Remarks


Once CAAS has verified your payment, you will be notified via email with the receipt attached.

eSOMS – Receipt for Payment of Application No. CAAS/COR/2025/0598

Date: October, 30 at 12:02

To:

From: esomsadmin_uat@caas.gov.sg

 Receipt20251030T040107.pdf [Download](#) [View](#)

Dear

We have received the payment for Invoice No. CAAS/COR/2025/0598

Attached is the copy of the Receipt No. CAAS/RPT/2025/0606, for your reference.

Thank you.

****This is an automatically generated email. Please do not reply to this address.****

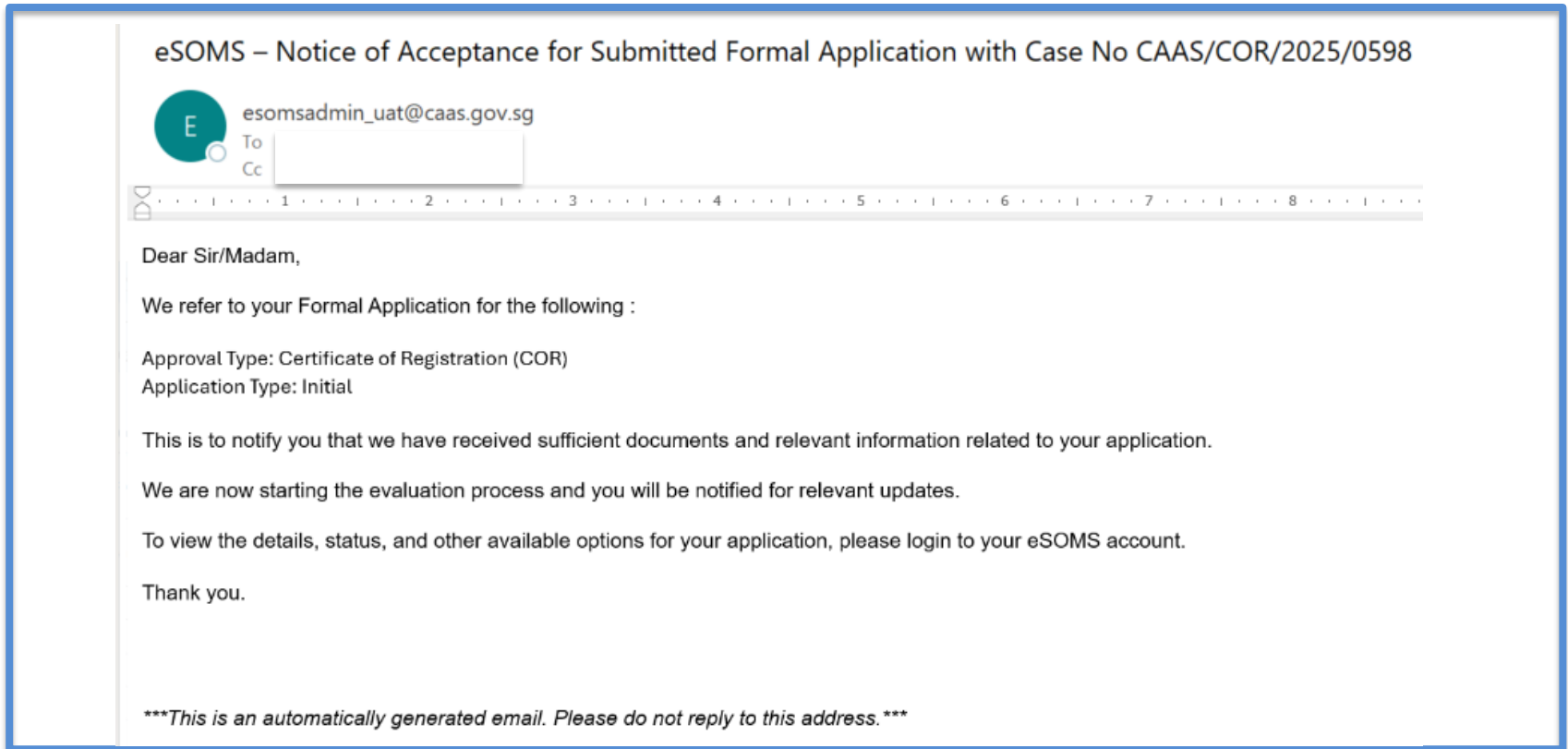
The status of the application will also be updated accordingly.

The screenshot displays a user interface with a navigation bar at the top containing 'Home', 'My Organizati...', 'Search', and 'CAAS/COR/2025...'. Below the navigation bar is a 'My Dashboard' section. The main content area is divided into two task lists:

- My Outstanding Tasks:** A table with columns: Case Reference Number, Application Reference No, Application Typet, Status, CAAS Officer, and Last Updated. It contains one entry with Case Reference Number CAAS/COR/2023/0084, Application Reference No CAAS/COR/2023/0084, Application Typet Initial, Status Pending-FormalApplication, and Last Updated 29 October, 2025 8:45:14 AM SGT.
- My Involved Tasks:** A table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. It contains one entry with Case Reference Number CAAS/COR/2025/0598, Description Application, Application Type Initial, Status Payment-SuccessfulAppSubmitted, and Last Updated 30 October, 2025 12:06:38 PM SGT.

A red box highlights the 'Status' cell in the 'My Involved Tasks' table, and a callout box above it contains the text 'Status is updated'.

Once the CAAS officer starts processing your application, you will be notified via e-mail.



Case Validation and Evaluation by CAAS officer


During this process, more information/documents may be requested by the CAAS officer. In that case, the application will be routed back to your 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 section titled 'My Dashboard'. The main content area is titled 'My Outstanding Tasks' and includes a 'Link' icon. A table below the title displays a list of tasks. The table has columns for Case Reference Number, Application Reference No, Application Typer, Status, CAAS Officer, and Last Updated. The first row shows a task with Case Reference Number CAAS/COR/2025/0598, Application Reference No CAAS/COR/2025/0598, Application Typer Initial, Status Payment-SuccessfulAppSubmitted, and Last Updated 30 October, 2025 2:44:46 PM SGT. The CAAS Officer column is empty. A pagination bar above the table shows page numbers 1 through 10 and a next page arrow.

	Case Reference Number	Application Reference No	Application Typer	Status	CAAS Officer	Last Updated
1	CAAS/COR/2025/0598	CAAS/COR/2025/0598	Initial	Payment-SuccessfulAppSubmitted		30 October, 2025 2:44:46 PM SGT

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

eSOMS – Request for Revision - Application Reference No.CAAS/COR/2025/0598

 esomsadmin_uat@caas.gov.sg

To

Cc

1 2 3 4 5 6 7 8 9 10

Dear Sir/Madam,

We refer to your Formal Application request, Application Reference No. CAAS/COR/2025/0598, dated 30/10/25 11:03 AM for Certificate of Registration (COR) - Initial

Please revise your application details as per comment:

[please resubmit

Thank You,
eSOMS Administrator

This is an automatically generated email.
Please do not reply to this address.

Step 1: Login and click on the case reference number to make the necessary changes to your formal application.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below this is a 'My Dashboard' section. The main content area is titled 'My Outstanding Tasks' and includes a table with the following data:

	Case Reference Number	Application Reference No	Application Typer	Status	CAAS Officer	Last Updated
1	CAAS/COR/2025/0598	CAAS/COR/2025/0598	Initial	Payment-SuccessfulAppSubmitted		30 October, 2025 2:44:46 PM SGT

During the evaluation phase by the CAAS officer, 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 applicable case reference number.

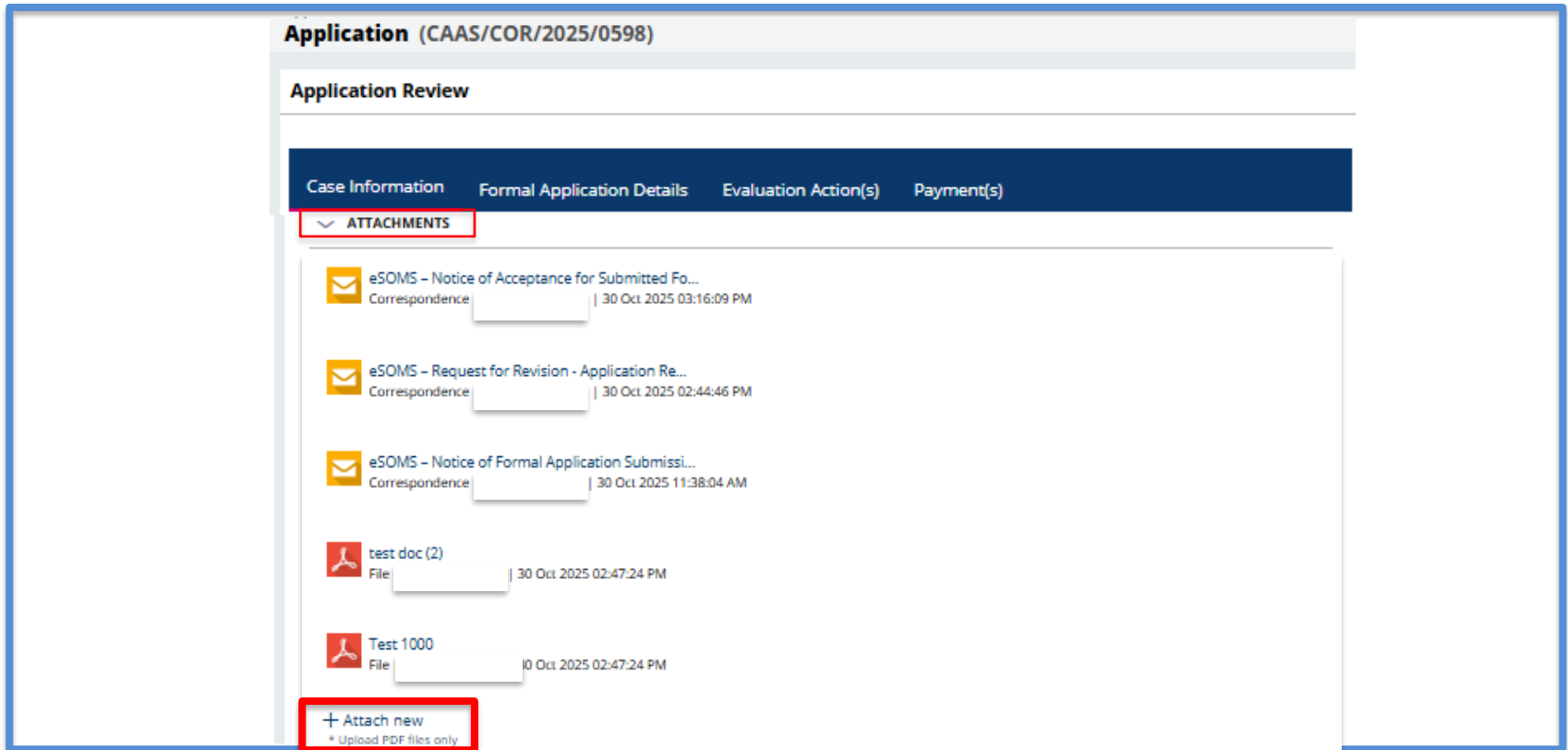
The screenshot shows a web dashboard with a navigation bar at the top containing 'Home' and 'My Organizati...'. Below the navigation bar is a 'My Dashboard' section. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Both sections feature a table with a header row and a single data row. The 'My Involved Tasks' section is highlighted with a red box, and the case reference number 'CAAS/COR/2025/0598' in the first column of its table is also highlighted with a red box.

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

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
1 CAAS/COR/2025/0598	Application	Initial	Certification-InProgress		30 October, 2025 3:16:11 PM SGT

Step 2: Under the 'Case Information' header, scroll down to the 'Attachment' section and click on '+ Attach new' to upload additional document.

Note: only PDF files (30MB max per file) are allowed. Contact the CAAS officer for assistance if files are uploaded in error.



The screenshot displays the 'Application (CAAS/COR/2025/0598)' review page. The 'Application Review' section is active, with a navigation bar containing 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'ATTACHMENTS' section is expanded, showing a list of documents:

- eSOMS – Notice of Acceptance for Submitted Fo...
Correspondence | 30 Oct 2025 03:16:09 PM
- eSOMS – Request for Revision - Application Re...
Correspondence | 30 Oct 2025 02:44:46 PM
- eSOMS – Notice of Formal Application Submissi...
Correspondence | 30 Oct 2025 11:38:04 AM
- test doc (2)
File | 30 Oct 2025 02:47:24 PM
- Test 1000
File | 30 Oct 2025 02:47:24 PM

At the bottom of the attachments list, there is a '+ Attach new' button with a sub-note '* Upload PDF files only'. Both the 'ATTACHMENTS' header and the '+ Attach new' button are highlighted with red boxes in the original image.

Step 3: Click on 'Select file' > 'Attach' to attach the document.



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

Home My Organizati...

My Dashboard

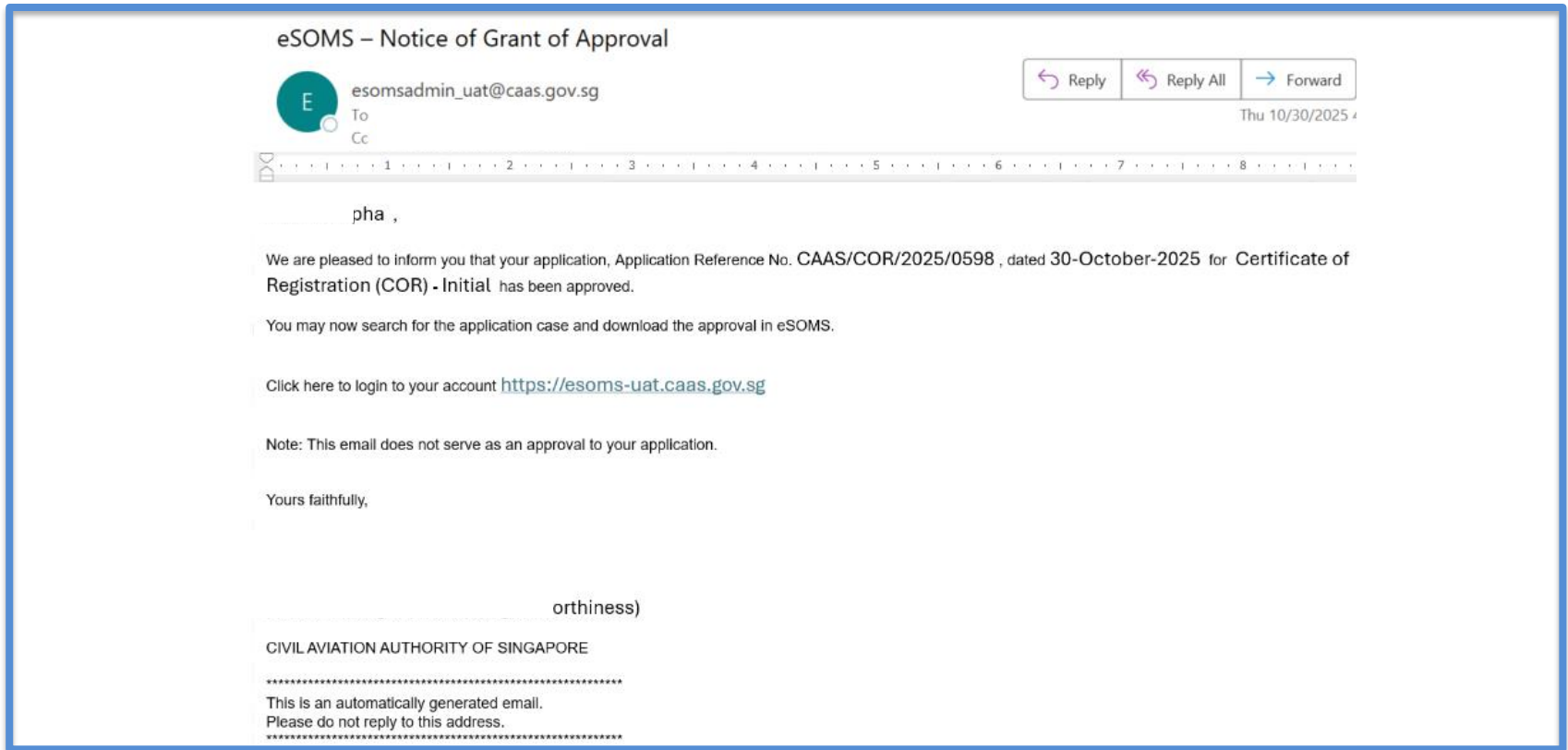
My Outstanding Tasks

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

My Involved Tasks

	Case Reference Number	Description	Application Type	Status	Organisation
1	CAAS/COR/2020/0080	Application	Initial	Certification-InProgress	

Once certification has been completed, the Notice of Grant of Approval email will be sent to you.



Downloading of COR certificate

Method 1

Step 1: On your homepage, click on the 'My Organization' tab at the top of the screen.

The screenshot shows the eSOMS user interface. The top navigation bar has a red box around the 'My Organization' tab. The dashboard is titled 'My Dashboard' and contains two main sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section has a table of data.

My Outstanding Tasks Table:

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/COR/2023/0084	CAAS/COR/2023/0084	Initial	Pending-Formal Application		29 October, 2025 8:45:14 AM SGT
2	CAAS/COR/2025/0550	CAAS/COR/2025/0550	Initial	New		14 October, 2025 2:18:54 PM SGT

My Involved Tasks Table:

	Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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Step 2: Select 'COR' under 'Approval Type' > click on the Approval number.

Home **My Organizati...**

My Organization's Approvals


Approval Type: **COR** Valid Till Date: Registration Number:

Approval Details		Application Types	
Approval Type	COR	From Date	31/10/25
Approval Number	S.1254	To Date	—
Registration Number	SIA-123	<input type="button" value="Variation"/> <input type="button" value="Replacement Certificate"/>	
		<input type="button" value="Deregistration"/>	

Step 3: Click on 'Applications' header.

The screenshot shows a web interface for 'Approval Review'. At the top, there are navigation links: 'Home', 'My Organizati...', and 'Approval' (which is underlined). Below this is a header section with the title 'Approval'. The main content area is titled 'Approval Review' and contains a dark blue navigation bar with two tabs: 'Case Information' and 'Applications'. The 'Applications' tab is highlighted with a red rectangular box. Below the navigation bar, there are two columns of information. The left column is labeled 'Approval Type' and contains the text 'Certificate of Registration (COR)'. Below this is the label 'Effective Period' followed by 'From' and 'To' with a date '31/10/2025' and two dashes. The right column is labeled 'Approval Holder' and contains an empty text input field.

Step 4: Look for the latest completed application.

Home My Organization...  Approval

Approval

Approval Review

Case Information Applications

Applications under this approval

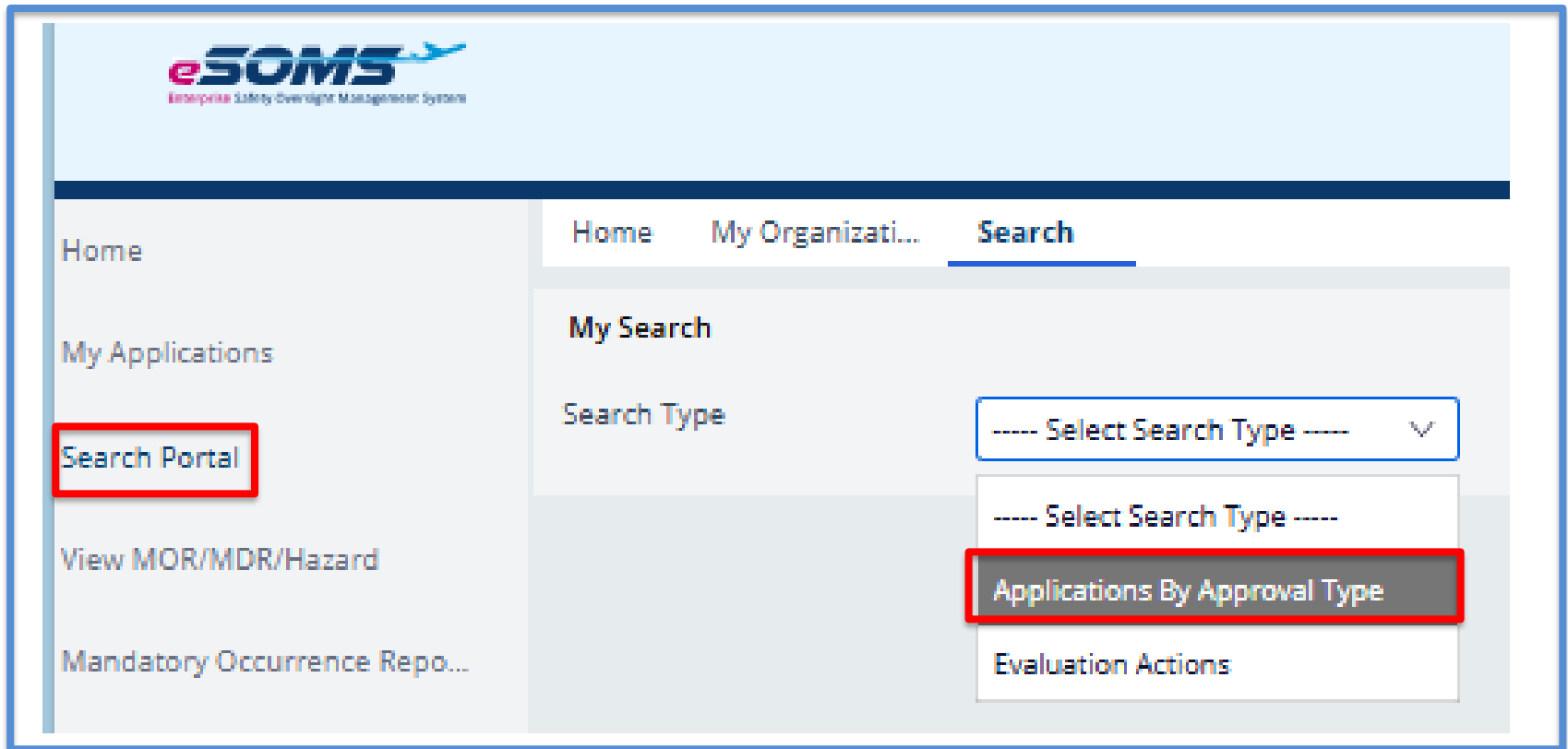
	Case Reference Number	Type	Status
1	CAAS/COR/2025/0598	Initial	Application Completed

Step 5: Under 'Case Information', you will be able to see the dated certificate and any approved/accepted documents. Click on them to view or print.

The screenshot displays a web application interface for reviewing an application. At the top, there are navigation links: Home, My Organization..., Approval, and CAAS/COR/2025... The main heading is 'Approval Application (CAAS/COR/2025/0598)'. Below this is a section titled 'Application Review' with a horizontal menu containing four tabs: 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is highlighted with a red box. Under this tab, there are three columns of information: 'Approval Type' (Certificate of Registration (COR)), 'Application Type' (Initial), and 'Applicant' (with a text input field); 'Organisation' (with a text input field), 'Application Status' (Application Completed), and another empty text input field. Below the information is a section for 'ATTACHMENTS' with a dropdown arrow. It lists two items: 'eSOMS - Notice of Grant of Approval Correspondence' (with a text input field) and 'Certificate Of Registration Approval Document...' (with a text input field). A red box highlights the second attachment, and a callout box with a red border points to it, containing the text 'Click to download and print the certificate'. The entire screenshot is enclosed in a blue border.

Method 2

Step 1: On your homepage, click on 'Search Portal' > 'Applications By Approval Type'



The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) homepage. The top navigation bar includes 'Home', 'My Organization...', and 'Search'. The left sidebar menu contains 'Home', 'My Applications', 'Search Portal' (highlighted with a red box), 'View MOR/MDR/Hazard', and 'Mandatory Occurrence Repo...'. The main content area shows 'My Search' with a 'Search Type' dropdown menu. The dropdown menu is open, showing options: '----- Select Search Type -----', '----- Select Search Type -----', 'Applications By Approval Type' (highlighted with a red box), and 'Evaluation Actions'.

Step 2: Select 'Certificate of Registration' under 'Approval Type' and enter the application number under 'Application Number'.

The screenshot displays the 'Search' page of the CAAS system. The left sidebar contains navigation options: Home, My Applications, Search Portal (highlighted with a red box), View MOR/MDR/Hazard, Mandatory Occurrence Repo..., Mandatory Defect Report (M..., + New, and + Profile Settings. The main content area is titled 'My Search' and includes the following fields:

- Search Type: Applications By Approval Type (dropdown)
- Approval Type*: Certificate of Registration (COR) (dropdown, highlighted with a red box)
- Application Type*: Select Application Type..... (dropdown)
- Status: Select Status..... (dropdown)
- Application Number: CAAS/COR/2025/0598 (text input, highlighted with a red box)
- Application Date To: (calendar icon)
- Approval Issue Date To: (calendar icon)
- Approval Expiry Date To: (calendar icon)
- Application Date From: (calendar icon)
- Approval Issue Date From: (calendar icon)
- Approval Expiry Date From: (calendar icon)
- Aircraft Registration Mark: (text input)

At the bottom right, there are 'Reset' and 'Search' buttons, with the 'Search' button highlighted by a red box.

Step 3: Click on the 'Application Number'.

Export to Excel

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date	Approval Expiry Date	Case status	Organisation Name
CAAS/COR/2025/0598	Certificate of Registration (COR)	Initial	30/10/25 11:03 AM	S.1254	30/10/25 03:58 PM		Application Completed	

Step 4: Under the case information, you will be able to see the dated certificate and any approved/accepted documents. Click on them to view or print.

The screenshot displays a web application interface for CAAS/COR/2025... The breadcrumb trail includes Home, My Organization..., Approval, and CAAS/COR/2025... The main heading is 'Approval Application (CAAS/COR/2025/0598)'. Below this is the 'Application Review' section with a navigation bar containing 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is highlighted with a red box. The form fields include: Approval Type (Certificate of Registration (COR)), Application Type (Initial), Applicant (input field), Organisation (input field), Application Status (Application Completed), and Application Completed (input field). Below the form is an 'ATTACHMENTS' section with a dropdown arrow. Two attachments are listed: 'eSOMS - Notice of Grant of Approval Correspondence' (with an envelope icon) and 'Certificate Of Registration Approval Document...' (with a PDF icon). The 'Certificate Of Registration Approval Document...' attachment is highlighted with a red box. A red-bordered box with the text 'Click to download and print the certificate' is positioned to the right of the PDF attachment.

Summary

6 Stages:

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

- END -