



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

# Overview

## 6 Stages:

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

Login

# Step 1: Select the login method.

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', then 'Approval'.

The screenshot displays the eSOMS Enterprise Safety Oversight Management System interface. The left sidebar contains navigation options: Home, My Applications, Search Portal, New (highlighted with a red box), Approval (highlighted with a red box), and Profile Settings. The main content area shows 'My Dashboard', 'My Outstanding Tasks' (with a table header: Case Reference Number, Application Reference No, Application), and 'My Involved Tasks' (with a table header: Case Reference Number, Description, Application Type). The text 'No work assigned' is visible under the 'My Outstanding Tasks' section.

## Step 2: Select 'Certificate of Registration' and 'Initial'.

The screenshot shows a web interface for an approval process. At the top, there are navigation links for 'Home', 'My Organizati...', and 'Approval'. The main heading is 'Approval'. Below this, the section is titled 'Select Approval Type'. A dropdown menu labeled 'Approval Type \*' is open, showing 'Certificate of Registration (COR)' as the selected option. A red box highlights this dropdown menu. To the right of the dropdown, a red-bordered text box contains the instruction: 'Please make sure that you are the authorised personnel who can act on behalf of the company before submitting the application for COR.' Below the dropdown, there is a section titled 'Additional Questions Related to Application'. It contains a question: 'With Irrevocable De-registration and Export Request Authorization (IDERA) \*'. There are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

Home My Organizati... Approval

### Approval

**Select Approval Type**

Approval Type \*

Certificate of Registration (COR) ▾

**Additional Questions Related to Application**

With Irrevocable De-registration and Export Request Authorization (IDERA) \*

Yes  No

Cancel Submit

Please make sure that you are the authorised personnel who can act on behalf of the company before submitting the application for COR.

Step 3: Answer the mandatory question before proceeding.

The screenshot shows a web interface for an approval process. At the top, there are navigation links for 'Home', 'My Organizati...', and 'Approval'. Below this is a section titled 'Approval'. Underneath, there is a 'Select Approval Type' section with a dropdown menu currently set to 'Certificate of Registration (COR)'. Below that is a section titled 'Additional Questions Related to Application'. A red box highlights a mandatory question: 'With Irrevocable De-registration and Export Request Authorization (IDERA) \*'. This question has two radio button options: 'Yes' and 'No'. To the right of this question, another red box contains a note: 'Note: If you are applying for an IDERA or CDCL for this aircraft, please refer to the latest revision of Advisory Circular AC1-5.' At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Submit' on the right. A red arrow points to the 'Submit' button.

Home My Organizati... Approval

### Approval

Select Approval Type

Approval Type \*

Certificate of Registration (COR)

Additional Questions Related to Application

With Irrevocable De-registration and Export Request Authorization (IDERA) \*

Yes  No

Note: If you are applying for an IDERA or CDCL for this aircraft, please refer to the latest revision of Advisory Circular AC1-5.

Cancel Submit

# Formal Application

# Step 1: Verify Applicant/Organisation Details

Home My Organizati... Approval CAAS/COR/2020...

Approval  
Application (CAAS/COR/2020/0080) Actions

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

**Instructions**

This form may take you up to 30 minutes to fill in. You are advised to go through the entire form and ensure that you have all necessary information and documents ready before filling in. Please ensure your submission is complete and fields are correctly filled, incomplete or incorrect submission will lead to delays in processing your application.

**Application Details**

Approval Type	Application Type
Certificate of Registration (COR)	Initial

**Additional Questions Related to Application**

With Irrevocable De-registration and Export Request Authorization (IDERA)

## Step 2: Fill up formal application details

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

Home My Organizati... Approval CAAS/COR/2020...

Loading...

Application (CAAS/COR/2020/0080) Actions

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

### Certificate of Registration

Note: If you are applying for an IDERA or CDCL for this aircraft, please refer to the latest revision of Advisory Circular AC1-5.

Name of Aircraft Operator\*

Select

Address of Aircraft Operator

Country/Region\* State City\*

Street / Building\* Postal Code\*

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

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

**Note: The selection is defaulted to 'Ownership of Aircraft'. Ensure all other fields marked with asterisk\* are completed before submission.**

Home My Organizati... CAAS/COR/2024...

Approval

**Application (CAAS/COR/2024/0213)** Actions ▾

Basis of Registration  
Ownership of Aircraft

Is the aircraft operator also the owner of the aircraft? \*

Yes  No

State the Status of Owner \*

The Government of Singapore  Citizens of Singapore or a body incorporated in Singapore

None of the above (Unqualified person)  Citizens of any Commonwealth country or a body incorporated in some part of the commonwealth and having principal place of business in some part of the commonwealth

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

Step 2(b)(i): For this question, select 'Yes' if the aircraft operator is also the owner.

**Note: CAAS will inform users on further updates.**

Approval  
**Application** (CAAS/COR/2024/0213) Actions ▾

Basis of Registration  
Ownership of Aircraft

Is the aircraft operator also the owner of the aircraft? \*

Yes  No

State the Status of Owner \*

The Government of Singapore  Citizens of Singapore or a body incorporated in Singapore

None of the above (Unqualified person)  Citizens of any Commonwealth country or a body incorporated in some part of the commonwealth and having principal place of business in some part of the commonwealth

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

Step 2(b)(ii): Else, select 'No' and input 'NA' for aircraft owner name and address.

**Note: CAAS will inform users on further updates.**

Home My Organizati... CAAS/COR/2023...

Approval  
**Application (CAAS/COR/2023/0118)**

Is the aircraft operator also the owner of the aircraft? \*

Yes  No

Name of Aircraft Owner \*

Address of Aircraft Owner \*

# Step 3: Upload the Mandatory Documents

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

Approval  
Application (CAAS/COR/2020/0080) 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	<input type="text"/>	<input type="text"/>	Airplane Flight Manual (Maximum authorised takeoff weight)	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input alt="trash icon" type="image"/>
2	<input type="text"/>	<input type="text"/>	Letter of authorisation signed under company seal, nominating authorized persons to act on behalf of the company to register the aircraft	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input alt="trash icon" type="image"/>
3	<input type="text"/>	<input type="text"/>	Notification of non-registration/de-registration from foreign airworthiness authority as required by paragraph 4(2)(a) of the ANO	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input alt="trash icon" type="image"/>
4	<input type="text"/>	<input type="text"/>	Photocopy of the Import Permit	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input alt="trash icon" type="image"/>

## Step 3(a): Click 'Add Row' to upload supporting documents

Home My Organizati... CAAS/COR/2020...

Approval  
Application (CAAS/COR/2020/0080) Actions

4	<input type="text"/>	Photocopy of the Import Permit	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
5	<input type="text"/>	Purchase Agreement (Bill of Sale) identifying the Buyer or Seller Or, in the case of a leased aircraft, the lease agreement identifying the Owner and Charterer	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
6	<input type="text"/>	RVSM Supporting Document	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>

**Additional Documents**

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

**Click to upload Documents**

Name	File	Category	Attach	Remark	
No items					

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

Home My Organization... CAAS/COR/2020...

Approval  
Application (CAAS/COR/2020/0080) Actions

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

### 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 duly attached; and
- 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, or obtained by CAAS as a result of processing the application, for the purposes of assessing the 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 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, to send:

- A. information and updates from CAAS on safety and regulations; and
- B. information from CAAS on aviation-related events and training.

By completing the application for another individual, or providing to CAAS personal data on behalf of another individual, I represent and warrant to CAAS that I am authorised to provide that individual's personal data to CAAS, for CAAS to collect, use and disclose that individual's personal data as described in paragraphs 3 and 4 above, and that all the necessary consents required in accordance with all applicable personal data protection or data protection laws and legislation, including but not limited to the Personal Data Protection Act 2012, 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 CAAS' website ([www.caas.gov.sg/privacy-statement](http://www.caas.gov.sg/privacy-statement)) for further details on CAAS' privacy statement.



# Fee Payment

After submitting your Application, you will automatically be redirected to the fee payment page. The application fee will also be sent to your registered email.

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

Home My Organizati... CAAS/PM/2020/...

Approval > Application

Payment (CAAS/PM/2020/0413) Actions

### Review NonBillable Payments

Applicant Can Review Non Billable Payment

The Application will only be processed once payment is made.

Payment Invoice Number CAAS/PM/2020/0413

Date 09/04/2020 11:15 PM

Organisation Name

Organisation Address

Applicant Name

Aircraft MCTOM

S No.	Item Description	Amount (SGD)	Due Date
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		

# Step 1: Check that the amount is correct before paying.

Home My Organizati... CAAS/PM/2020/...

Approval > Application

Payment (CAAS/PM/2020/0413) Actions

Organisation Address

Applicant Name

Aircraft MCTOM

S No.	Item Description	Amount (SGD)	Due Date
1	A fee of \$55 where the MCTOM does not exceed 3,000kg	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>

Total Amount (SGD)

Net Payable Amount (SGD)

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

Home My Organizati... CAAS/PM/2020/...

Approval > Application

Payment (CAAS/PM/2020/...)

Organisation Address

Applicant Name

Aircraft MCTOM 252,651.00

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

Total Amount (SGD)

Net Payable Amount (SGD)

Cancel

Instructions:

**Make Payment**

Application No. CAAS/COR/2020/0080

Payment Advice No. CAAS/PM/2020/0413

Payment Advice Date 09/04/2020

Payment Mode\* Select...

**Payer Details**

Payer Name

Payer Organisation

Payer Contact Number

Payer Email Address

Cancel

Submit

Pay Later Pay Now

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.

Home My Organizati... CAAS/PM/2020/...

Approval > Application  
Payment (CAAS/PM/2020/0413)

Organisation Address  
Applicant Name  
Aircraft MCTOM

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

Total Amount (SGD)  
Net Payable Amount (SGD)

Cancel

Instructions:

### Make Payment

Application No. CAAS/COR/2020/0080  
Payment Advice No. CAAS/PM/2020/0413  
Payment Advice Date 09/04/2020

Payment Mode\* **TT/Wire TRF/GIRO**

Amount

TT/Wire TRF/GIRO Number\*

TT/Wire TRF/GIRO Date\*

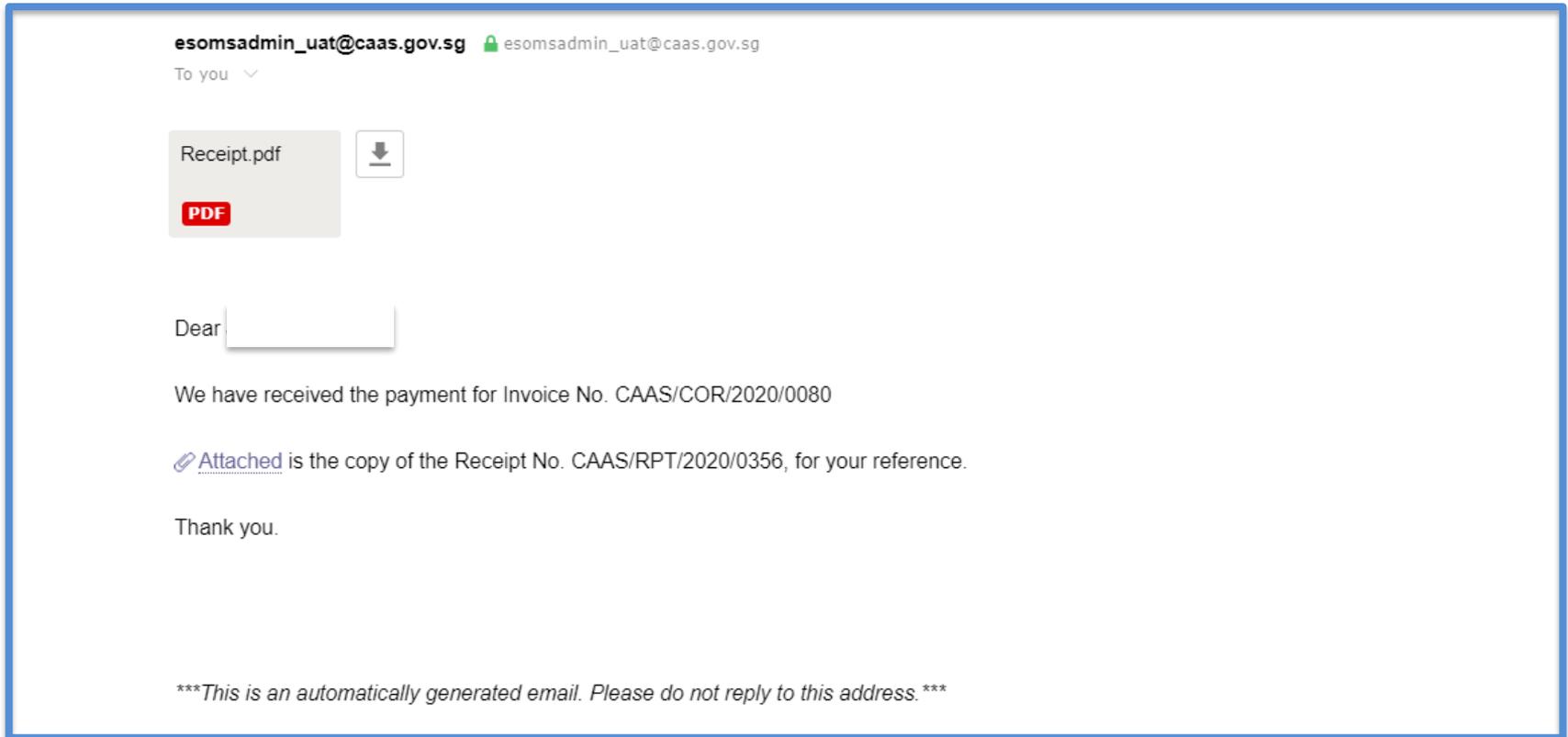
Remarks

### Payer Details

Payer Name

Pay Later Pay Now

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



The status of the application will also be updated accordingly.

Home My Organizati...

### My Dashboard

#### My Outstanding Tasks

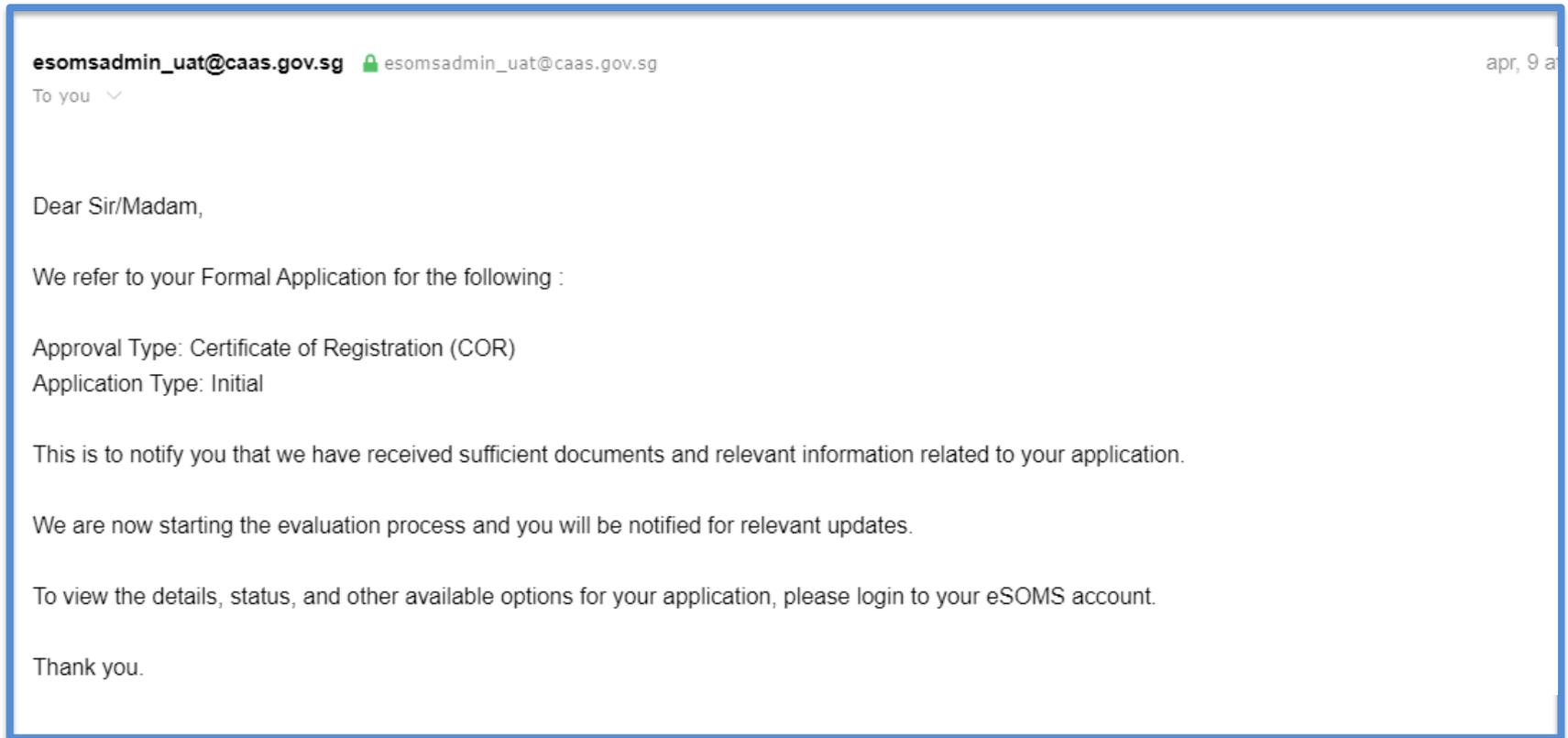
Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer
No work assigned				

#### My Involved Tasks

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

Status is updated

After a successful submission, you will be notified via e-mail.



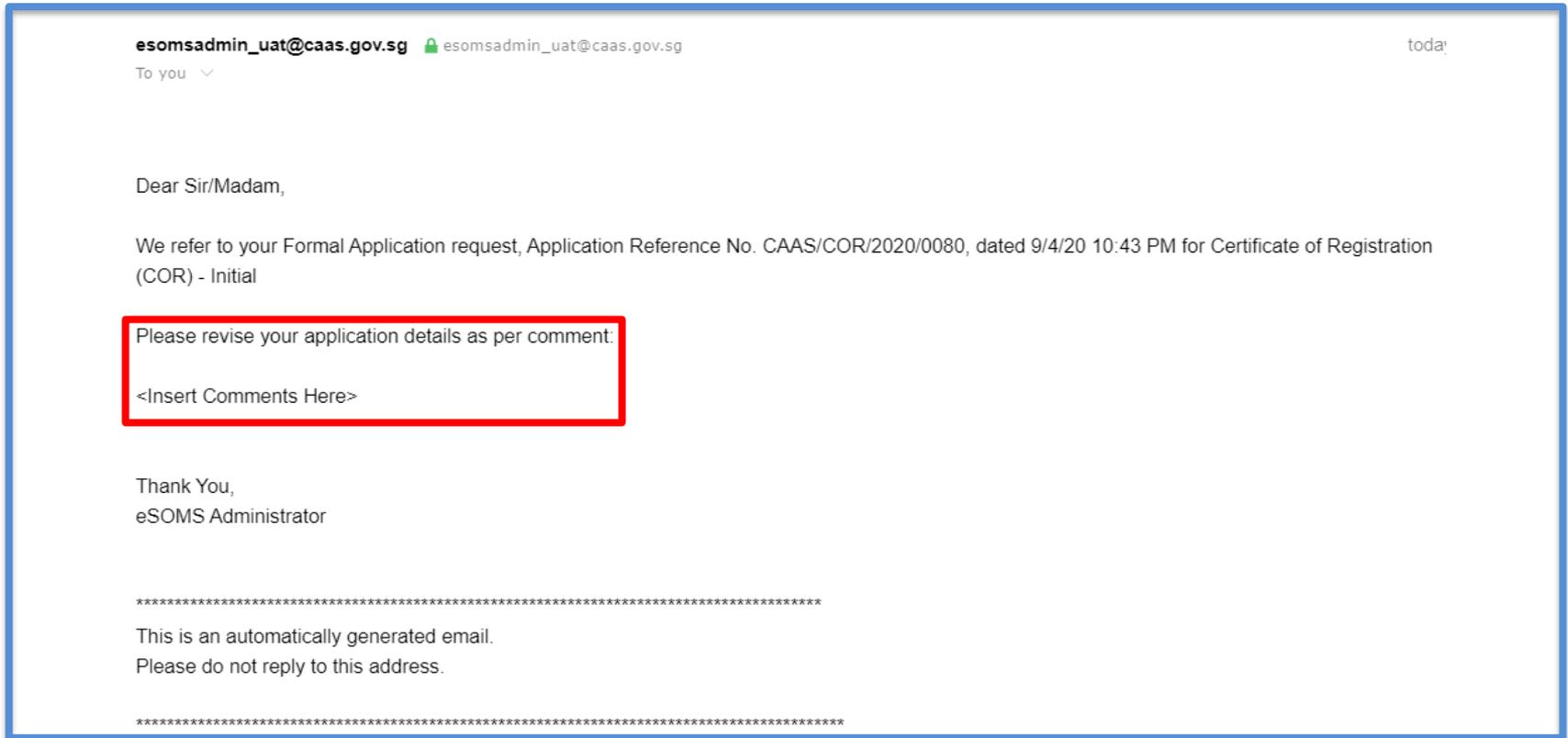
# Case Validation and Evaluation by CAAS officer

During this process, more information/documents may be requested by the reviewing 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'. Underneath, there is a section titled 'My Outstanding Tasks' which contains a table with the following data:

	Case Reference Number	Application Reference No	Application Type	Status
1	CAAS/COR/2020/0080	CAAS/COR/2020/0080	Initial	Payment-SuccessfulAppSubmitted

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



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

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'. Underneath, there is a section titled 'My Outstanding Tasks' which contains a table with the following data:

	Case Reference Number	Application Reference No	Application Type	Status
1	CAAS/COR/2020/0080	CAAS/COR/2020/0080	Initial	Payment-SuccessfulAppSubmitted

During PMI evaluation phase, applicant can also upload additional document.

Step 1: Search for the submitted application in your home tab under “My Involved Tasks” and click on the case.

The screenshot shows a user 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 columns: Case Reference Number, Application Reference No, Application Type, Status, and CAAS Office. Below this table, it says 'No work assigned'. The 'My Involved Tasks' section contains a table with columns: Case Reference Number, Description, Application Type, Status, and Organisation. The first row in this table has the value 'CAAS/COR/2020/0080' in the Case Reference Number column, 'Application' in the Description column, 'Initial' in the Application Type column, 'Certification-InProgress' in the Status column, and an empty cell in the Organisation column. The 'CAAS/COR/2020/0080' cell is highlighted with a red border.

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

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

Step 2: In this screen, you will see the “Case Information”. Scroll down to the “Attachments” Section and click on “+ Attach new” to upload additional document.

Home My Organizati... CAAS/COR/2020...

Approval  
Application (CAAS/COR/2020/0080)

Application Review

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

ATTACHMENTS

- eSOMS - Notice of Acceptance for Submitted Fo...  
Correspondence
- eSOMS - Request for Revision - Application Re...  
Correspondence
- eSOMS - Notice of Formal Application Submissi...  
Correspondence

+ Attach new

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

The screenshot shows a web application interface. On the left, under the heading 'ATTACHMENTS', there are three items, each with a yellow envelope icon and a title: 'eSOMS - Notice c Correspondence |', 'eSOMS - Request Correspondence |', and 'eSOMS - Notice c e |.'. Below these is a '+ Attach new' link. A red box highlights the 'File from device' option in the dropdown menu, with 'URL' as an alternative. On the right, a modal dialog titled 'Attach file(s)' is open. It features a large 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. At the bottom of the dialog is a table with two columns: 'Name \*' and 'File'. The table currently contains the text 'No items'. At the bottom of the dialog are 'Cancel' and 'Attach' buttons.

ATTACHMENTS

- eSOMS - Notice c Correspondence |
- eSOMS - Request Correspondence |
- eSOMS - Notice c e |.

File from device

URL

+ Attach new

Attach file(s)

Drag and drop file here

or

Select file

Name *	File
No items	

Cancel Attach

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

Home My Organizati...

My Dashboard

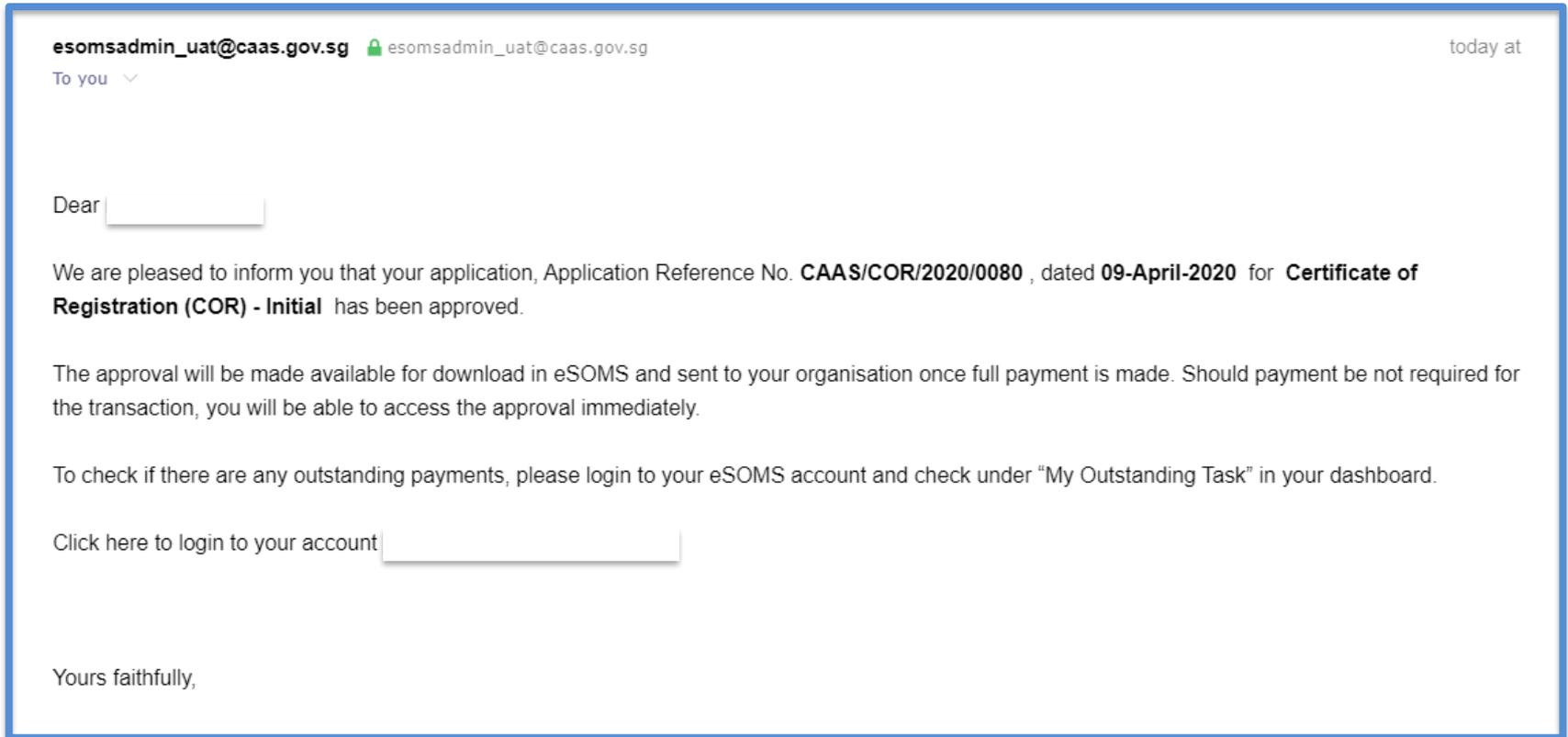
**My Outstanding Tasks**

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	

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



# Downloading of COR certificate

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

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) homepage. The top navigation bar includes the eSOMS logo on the left and a notification bell with a red '11' badge and a user profile icon 'JT' on the right. Below the navigation bar, a sidebar on the left contains menu items: Home, My Applications, Search Portal, + New, and + Profile Settings. The main content area is titled 'My Dashboard' and features two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section contains a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. Below the table, it states 'No work assigned'. The 'My Involved Tasks' section contains a table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. Below this table, it states 'No items'. A red box highlights the 'My Organization' tab in the top navigation bar.

## Step 2: Click on your Approval number

Home **My Organizati...**

### My Organization's Approvals

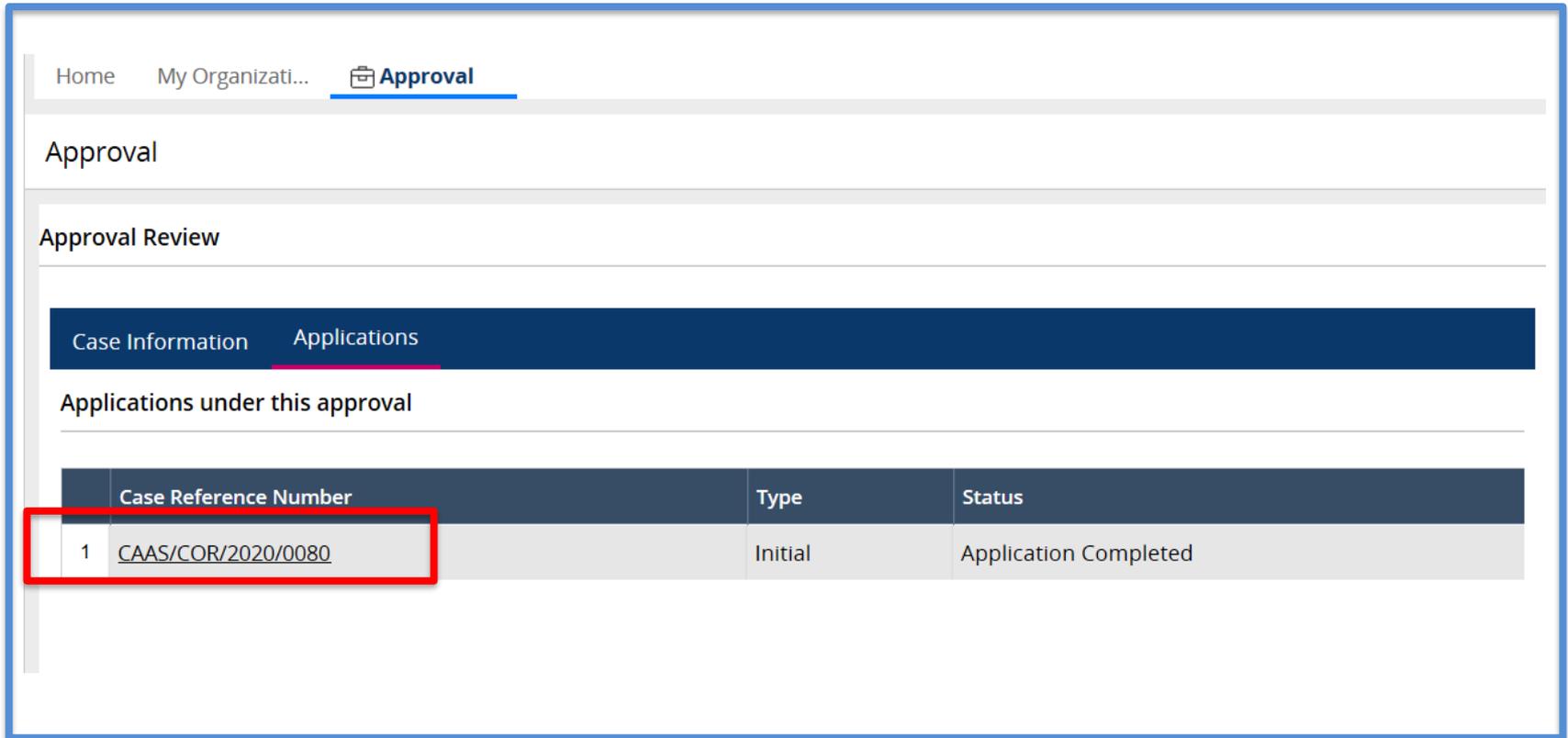
Approval Type:  Valid Till Date:  Registration Numl:

Approval Details				Application
Approval Type	COR	From Date	9/4/20	<input type="button" value="Variation"/> <input type="button" value="Deregistrat"/>
Approval Number	S.664	To Date	---	
Registration Number	9V-SCA			

## Step 3: Click on the 'Applications' Header

The screenshot displays the 'Approval Review' section of a web application. At the top, there is a navigation bar with 'Home', 'My Organizati...', and 'Approval' (with a briefcase icon). Below this, the page title is 'Approval'. The main content area is titled 'Approval Review'. A dark blue horizontal bar contains two tabs: 'Case Information' and 'Applications'. The 'Applications' tab is highlighted with a red rectangular box. Below the tabs, the 'Case information' section is visible, containing fields for 'Approval Type' (Certificate of Registration (COR)), 'Effective Period' (From: 09/04/2020, To: ---), and 'Approval Holder' (with an empty input field).

## Step 4: Look for the latest application.



The screenshot shows a web interface for 'Approval Review'. At the top, there are navigation tabs: 'Home', 'My Organizati...', and 'Approval' (which is selected). Below the tabs, the page title is 'Approval'. Underneath, it says 'Approval Review'. There are two sub-tabs: 'Case Information' and 'Applications' (which is selected). The main heading is 'Applications under this approval'. Below this is a table with three columns: 'Case Reference Number', 'Type', and 'Status'. The table contains one row with the following data: '1', 'CAAS/COR/2020/0080', 'Initial', and 'Application Completed'. The first two cells of this row are highlighted with a red box.

Case Reference Number	Type	Status
1 CAAS/COR/2020/0080	Initial	Application Completed

Step 5: 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/2020... The breadcrumb trail includes Home, My Organization..., Approval, and CAAS/COR/2020... The main heading is 'Approval Application (CAAS/COR/2020/0080)'. Below this is the 'Application Review' section, which contains a navigation bar with four tabs: 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is highlighted with a red box. Underneath, the 'Case information' section shows 'Approval Type: Certificate of Registration (COR)', 'Application Type: Initial', and 'Application Status: Application Completed'. To the right, there is an 'Applicant' field. Below the case information is an 'ATTACHMENTS' section. It lists three items: 'eSOMS - Notice of Grant of Approval Correspondence', 'C\_of\_R 3389 File' (highlighted with a red box), and 'COR Issue Control Page.pdf SystemGenerated'. To the right of the attachments are 'Update Version' and 'View Versions' buttons. A red-bordered box at the bottom right of the screenshot contains the text 'Click to download and print the certificate'.