

A photograph of an air traffic control tower at night, illuminated with blue lights. The tower has a glass-enclosed upper section and a tall, thin central column. The background is a vibrant sunset or sunrise sky with streaks of red and orange. In the foreground, there are blurred lights and structures, suggesting an airport tarmac or terminal area.

eSOMS User Guide:

Certificate of Registration (CoR) Variation

Login

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

Use **For Businesses - Singpass 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., contractor applying for GA operator.

The screenshot displays the CAAS eSOMS website interface. At the top, it identifies itself as a Singapore Government Agency Website. The CAAS logo and tagline 'Enabling opportunities through aviation' are visible. A navigation bar includes 'Home', 'About eSOMS', and 'Help', along with a maintenance notice for Wed & Fri 6:00pm - 9:00pm. The main content area is divided into three sections: 'New to eSOMS? I want to...', 'Quick Links', and 'Welcome to eSOMS'. The 'New to eSOMS?' section contains 'Apply for Approval/Permit' and 'Submit Enquiry'. The 'Quick Links' section contains 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section provides login instructions and lists three methods: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corppass Login)', and 'eSOMSPass Login'. The 'For Businesses - Singpass Login' and 'eSOMSPass Login' options are highlighted with a red box.

Applying for COR variation

Step 1: Click on 'My Organization' tab > select 'COR' under 'Approval Type' > enter the registration number under 'Registration Number' > click on 'Variation'.

The screenshot shows the 'My Organization's Approvals' page. At the top, the 'My Organization' tab is selected. Below the header, there are three search filters: 'Approval Type' (set to 'COR'), 'Valid Till Date', and 'Registration Number' (empty). There are 'Reset' and 'Search' buttons. Below the filters is a table with 'Approval Details' and 'Application Types'.

Approval Details		Application Types	
Approval Type	COR	From Date	10/10/25
Approval Number	S.1246	To Date	—
Registration Number	ES-123		

The 'Application Types' section contains four buttons: 'Variation' (highlighted), 'Replacement Certificate', 'Deregistration + Export CoA', and 'Deregistration'.

Note: Variation is only for change of particulars or leasing arrangements such as business name/address change.
For change of operator, please click 'Cancel' and apply for deregistration instead.

Approval

Capture Additional Approval Details

CA

Approval Type	Application Type
Certificate of Registration (COR)	Variation

Additional Questions Related to Application

CAAS Approval No	Approval Expiry Date
S.1246	---

Variation is only for change of particulars or leasing arrangements, e.g., business name/address change.
For change of operator, a de-registration is required.

Cancel Save Submit

Step 2: Formal Application Details. For Basis of Registration, no selection is required.

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

Approval
Application (CAAS/COR/2025/0600) Actions

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

Certificate of Registration - VARIATION

Name of owner UOB Bank

Address of owner Raffles Place

Is there an existing IDERA or CDCL recorded with CAAS for this aircraft? *

Yes No

Variation is only for change of particulars or leasing arrangements, e.g., business name/address change.
For change of operator, a de-registration is required.

Certificate of Registration - VARIATION

Aircraft SIA-123
Registration Mark

Basis of Registration
Ownership of Aircraft

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

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

(Note: The selection shall be the same as previous applications.)

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

Approval

Application (CAAS/COR/2025/0600) Actions

Certificate of Registration - VARIATION

Aircraft SIA-123
Registration Mark
Basis of Registration
Ownership of Aircraft

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

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

Step 2a: For this question, select 'No' if the aircraft is **not** to be used for commercial air transport or aerial work (e.g., general aviation).
(Note: The selection shall be the same as previous applications.)

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

Approval

Application (CAAS/COR/2025/0600) Actions

Certificate of Registration - VARIATION

Aircraft SIA-123
Registration Mark
Basis of Registration
Ownership of Aircraft

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

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

Step 2b: For this question, select 'Yes' if the aircraft is a leased aircraft, and fill in the name and 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. The breadcrumb trail is: Home > My Organization > Approval > CAAS/COR/2025... The main heading is "Application (CAAS/COR/2025/0600)" with an "Actions" dropdown menu. The first question is "Is the aircraft to be registered a leased aircraft?" with radio buttons for "Yes" (selected) and "No". Below this are four text input fields, each with an asterisk indicating it is required: "Name of new lessor", "Address of new lessor", "Name of new security trustee", and "Please Name of new sub-check lessee". A checkbox is present with the text "box if there is no sub-lessee". Below the input fields, there is a checked checkbox with the text "I would like to request for the following remarks to be included in the Certificate of Registration:". This is followed by a text area containing the following text: "I would like to request for the following remarks to be included in the Certificate of Registration: 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 Bank of Ireland (as Security Trustee).". At the bottom, there is a note: "Please write in officially via letter should you wish to request for different remarks. Note: If you are applying for an IDERA or CDCL for this aircraft, please refer to the latest revision of Advisory Circular AC IIAE-1. For change of operator, a de-registration is required."

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

Step 2b: 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/2025/0600) 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.

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

Approval
Application (CAAS/COR/2025/0600) Actions

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

Approval Documents

Please find below documents which have been previously approved/accepted, and are maintained at the approval level. Please modify (add/delete/update) this list of documents based on the desired variation(s).

Name	File	Category	Attach	Remark	Status
No items					

Mandatory Documents

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

Name	File	Category	Attach	N/A	Remark
1	<input type="text"/>	Drawing showing the information on the name plate of the owner of the aircraft	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>	Then 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"/>

Step 4: Click '+ Add Row' to upload additional documents, if any.
Note: Please upload one file at a time (< 30MB each).

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

Approval
Application (CAAS/COR/2025/0600) Actions

1 2 3 4
Applicant/Organisation Details Formal Application Details Upload Documents 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"/>		Drawing showing the information on the name plate of the owner of the aircraft	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🗑"/>
2	<input type="text"/>		Then 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="🗑"/>

Additional Documents

Document not found in the above list? You may upload and Business Profile issued by ACRA to substantiate aircraft ownership

Click to upload Documents

Name	File	Category	Attach	Remark	
No items					

Cancel Back Save Continue

Step 5: 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 'Home', 'My Organizati...', and 'CAAS/COR/2025...'. Below this, the page title is 'Approval Application (CAAS/COR/2025/0600)' with an 'Actions' dropdown menu. A progress indicator shows 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 content area is titled 'Declaration' and contains a checkbox with a blue checkmark, indicating that the user has agreed to the terms. The text of the declaration includes a statement of truth, a certification of attached documents, and an agreement to CAAS's data collection policies. At the bottom of the form, there are buttons for 'Cancel', 'Back', 'Save', and 'Submit', with the 'Submit' button highlighted by a red box.

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

Approval
Application (CAAS/COR/2025/0600) Actions ▾

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

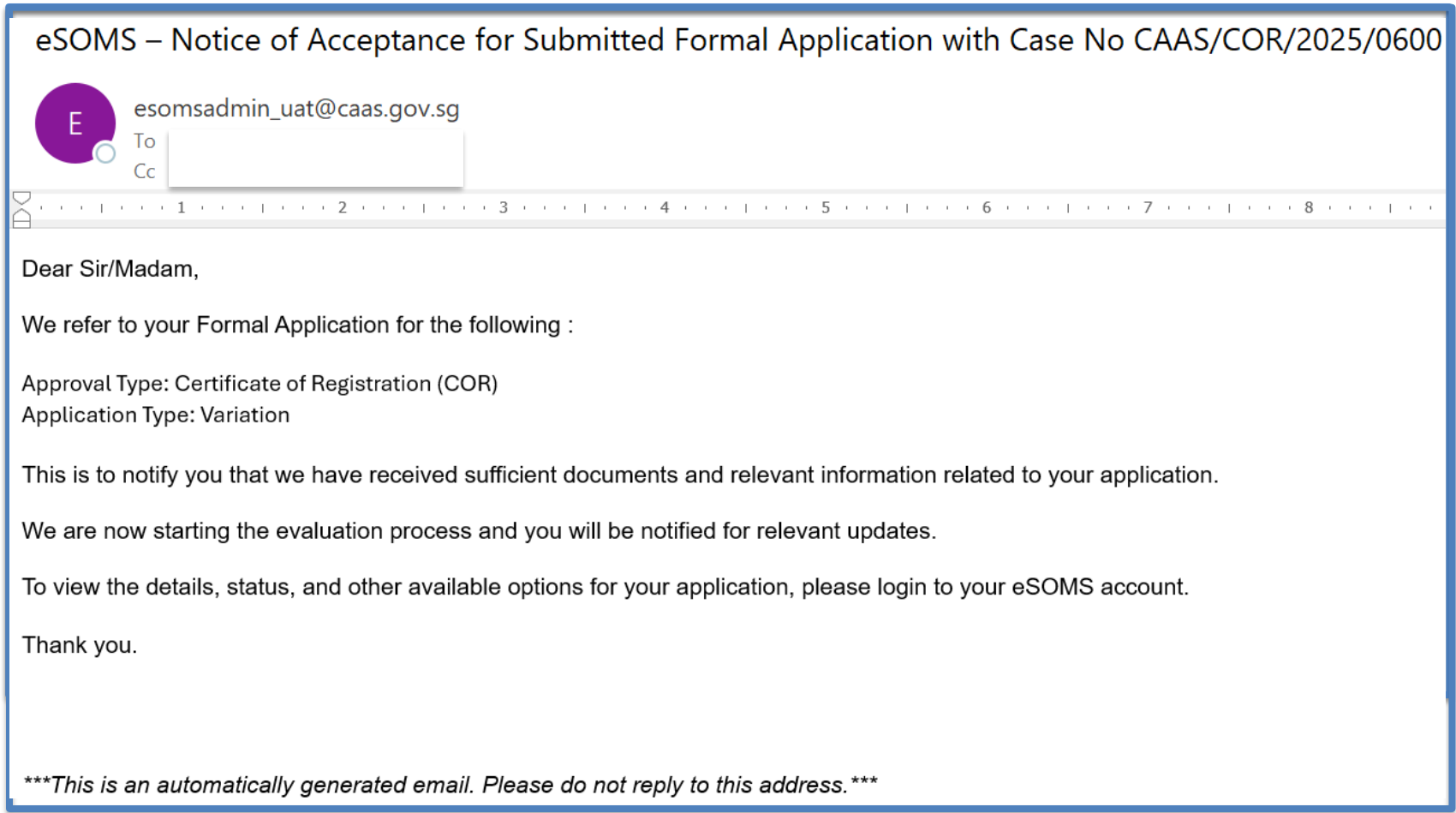
I agree that CAAS may collect, use and disclose my personal data and contact information, including email addresses, phone numbers and postal addresses, which I have provided in this form, to send:
A. information and updates from CAAS on safety and regulations; and
B. information from CAAS on aviation-related 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) for further details on CAAS' privacy statement.

Cancel Back Save **Submit**

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



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/2025/0600	Application	Variation	FormalApplication-Submitted

Status is updated

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.

My Dashboard

My Outstanding Tasks [Link](#)

1 2 3 4 5 6 7 8 9 10 ... >

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/COR/2026/0030	CAAS/COR/2026/0030	Variation	FormalApplication-Submitted		27 January, 2026 5:13:53 PM SGT

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

27.01.2026, 17:15, esomsadmin_uat@caas.gov.sg (esomsadmin_uat@caas.gov.sg):

To:

Subject: eSOMS – Request for Revision - Application Reference No.CAAS/COR/2026/0030;

Dear Sir/Madam,

We refer to your Formal Application request, Application Reference No. CAAS/COR/2026/0030, dated 22/1/26 10:06 AM for Certificate of Registration (COR) - Variation

Please revise your application details as per comment:

Please correct Lessor details.

Thank You,
eSOMS Administrator

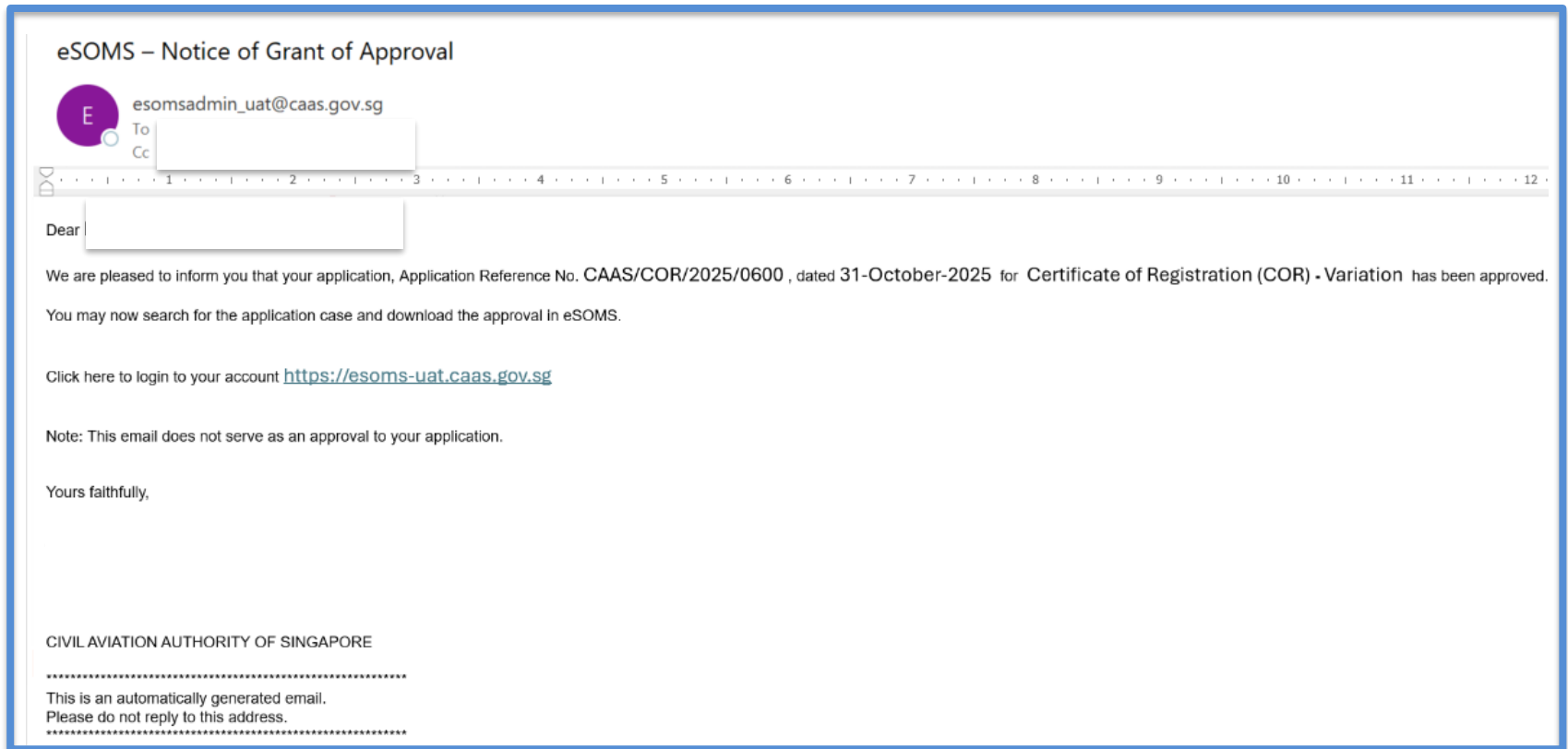
This is an automatically generated email.
Please do not reply to this address.

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

The screenshot shows a dashboard with a section titled "My Outstanding Tasks". Below this title 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 is highlighted with a red box, indicating the task to be clicked.

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	CAAS/COR/2026/0030	CAAS/COR/2026/0030	Variation	FormalApplication-Submitted		27 January, 2026 5:13:53 PM SGT

After the CAAS officer has processed the application and certification is completed, you will be notified via e-mail.



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 displays the eSOMS user interface. At the top left is the eSOMS logo with the tagline 'Enterprise Safety Oversight Management System'. At the top right, there is a notification bell icon with a red circle containing the number '357' and a circular profile icon labeled 'CA'. Below the header is a navigation bar with two tabs: 'Home' and 'My Organization', which is highlighted with a red rectangular box. A left-hand sidebar contains a list of menu items: 'Home Applications', 'Search Portal', 'View MOR/MDR/Hazard', 'Mandatory Occurrence Repo...', 'Mandatory Defect Report (M...', '+ New', and '+ Profile Settings'. The main content area is titled 'My Dashboard' and is divided into two sections. The first section is 'My Outstanding Tasks', which includes a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. A single task is listed with the reference number CAAS/COR/2023/0084, status 'Pending-FormalApplication', and last updated on 29 October, 2025 at 8:45:14 AM SGT. The second section is 'My Involved Tasks', which includes a table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. The interface also features pagination controls for both task lists.

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 application interface for 'Approval'. At the top, there is a navigation bar with 'Home', 'My Organizati...', and 'Approval' (with a briefcase icon). Below this is a header section with 'Approval' in bold. 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 'Approval Type' is set to 'Certificate of Registration (COR)'. The 'Approval Holder' field is empty. The 'Effective Period' section shows 'From' as '31/10/2025' and 'To' as '—'.

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/2025/0599	Variation	New
2	CAAS/COR/2025/0600	Variation	Application Completed
3	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 the 'Application Review' page for 'Application (CAAS/COR/2025/0600)'. The 'Case Information' tab is highlighted with a red box. Below the tabs, the 'Approval Type' is 'Certificate of Registration (COR)'. The 'Application Type' is 'Variation'. The 'Applicant' field is empty. The 'Application Status' is 'Application Completed'. Under the 'ATTACHMENTS' section, there are two documents: 'COR Issue Control Page.pdf' (System Generated) and 'Certificate Of Registration Approval Document...' (Certificate). A red box highlights the second document, and a callout box with the text 'Click to download/print the certificate' points to it.

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', 'View MOR/MDR/Hazard', and 'Mandatory Occurrence Repo...'. The 'Search Portal' link is highlighted with a red box. The main content area shows 'My Search' with a 'Search Type' dropdown menu. The dropdown menu is open, showing options: '----- Select Search Type -----', 'Applications By Approval Type' (highlighted with a red box), and 'Evaluation Actions'.

Step 2: Select 'Application By Approval Type' under 'Search Type', select 'Certificate of Registration' under 'Approval Type' and enter the application number under "Application Number".

The screenshot displays a web application interface for searching records. The navigation bar includes 'Home', 'My Organizati...', 'Approval', 'CAAS/COR/2025...', and 'Search'. The 'Search' section is titled 'My Search' and contains several input fields and dropdown menus. The following fields are highlighted with red boxes:

- Search Type:** A dropdown menu set to 'Applications By Approval Type'.
- Approval Type:** A dropdown menu set to 'Certificate of Registration (COR)'.
- Application Number:** A text input field containing 'CAAS/COR/2025/0600'.
- Search Button:** A blue button labeled 'Search'.

Other visible fields include 'Application Type' (set to 'Select Application Type.....'), 'Status' (set to 'Select Status.....'), 'Application Date From', 'Approval Issue Date From', 'Approval Expiry Date From', 'Application Date To', 'Approval Issue Date To', 'Approval Expiry Date To', and 'Aircraft Registration Mark'. A 'Reset' button is also present at the bottom right.

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/2025/0600	Certificate of Registration (COR)	Variation	31/10/25 10:06 AM	S.1254	31/10/25 04:30 PM		Application Completed	

Step 4: 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 tabs: 'Home', 'My Organizati...', 'Approval', and 'CAAS/COR/2025...'. Below this, the page title is 'Approval Application (CAAS/COR/2025/0600)'. The main section is titled 'Application Review' and contains a horizontal menu with five tabs: 'Case Information', 'Formal Application Details', 'Previous Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is highlighted with a red box. Below the menu, there are several fields: 'Approval Type' (Certificate of Registration (COR)), 'Application Type' (Variation), and 'Applicant' (a text input field). Below these fields, there are labels for 'Application Status' and 'Application Completed'. A section titled 'ATTACHMENTS' is expanded, showing two items: 'COR Issue Control Page.pdf' and 'Certificate Of Registration Approval Document...'. The second attachment is highlighted with a red box. A red-bordered text box with the text 'Click to download/print the certificate' is positioned to the right of the second attachment.

Summary

5 Stages:

1. Login
2. Applying for COR Variation
3. Formal Application
4. Validation and Evaluation
5. Downloading of COR certificate

- END -