



eSOMS User Guide: Certificate of Deregistration (CoD) and Export Certificate of Airworthiness (Export CoA)

Overview

6 Stages:

1. Login
2. Applying for CoD
3. Formal Application
4. Fee payment
5. Validation and Evaluation
6. Downloading of CoD/Export CoA 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 Deregistration and Export COA

Step 1: Click on 'My Organization' tab.

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
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Step 2: Search by aircraft registration number.

Home **My Organization's Approvals**

My Organization's Approvals

Approval Type Valid Till Date  Registration Number

Step 2: Select 'Deregistration'.

Home **My Organization**

Approval Type valid till Date registration number

Approval Details				Application Types	
Approval Type	COA	From Date	25/7/19	<input type="button" value="Renewal"/>	<input type="button" value="Variation"/>
Approval Number	AWC.778	To Date	24/7/20	<input type="button" value="Replacement Certificate"/>	<input type="button" value="Surrender Approval"/>
Registration Number	9V-SSC				
Approval Type	NOI	From Date	25/7/14	<input type="button" value="Variation"/>	<input type="button" value="Replacement Certificate"/>
Approval Number	AWN.310	To Date	---	<input type="button" value="Surrender Approval"/>	
Registration Number	9V-SSC				
Approval Type	COR	From Date	25/7/14	<input type="button" value="Variation"/>	<input type="button" value="Replacement Certificate"/>
Approval Number	S.497	To Date	---	<input type="button" value="Deregistration"/>	
Registration Number	9V-SSC				

Step 3: Answer the additional question before the formal application.

Home My Organizati... **Approval**

Approval

Capture Additional Approval Details SA Singapore Airlines

Approval Type: Certificate of Registration (COR) Application Type: Deregistration

Additional Questions Related to Application

CAAS Approval No: S.497 Approval Expiry Date: —

Is an Export CoA required by the importing State? ★
 Yes No

Accompanied by evidence that the importing state requires an Export Certificate of Airworthiness.

Cancel Save Submit

Step 3(a): If yes, the application type will **include** Export Certificate of Airworthiness.

Home My Organization... **Approval**

Approval

Capture Additional Approval Details

Approval Type
Certificate of Registration (COR)

Application Type
Deregistration + Export CoA

Additional Questions Related to Application

CAAS Approval No
S.497

Approval Expiry Date
—

Cancel Save Submit

Step 3(b): If no, the application type will **exclude** Export Certificate of Airworthiness.

The screenshot shows a web application interface for an approval process. At the top, there is a navigation bar with 'Home', 'My Organizati...', and 'Approval' (the latter being the active page). Below the navigation bar, the page title is 'Approval'. The main content area is titled 'Capture Additional Approval Details'. It contains a form with the following fields:

- Approval Type:** Certificate of Registration (COR)
- Application Type:** Deregistration (highlighted with a red box)
- Additional Questions Related to Application:**
 - CAAS Approval No:** S.497
 - Approval Expiry Date:** ---
 - Is an Export CoA required by the importing State? *** (radio buttons): Yes, No

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Submit'.

A red-bordered text box on the right side of the form contains the following instruction: "Please make sure that you are the authorised personnel who can act on behalf of the company before submitting the application for deregistration."

Formal Application

Step 1: Verify Applicant/Organisation Details

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

Approval **Application** (CAAS/COR/2024/0220) 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 Certificate of Registration (COR)	Application Type Deregistration + Export CoA
--	---

Additional Questions Related to Application

CAAS Approval No S.1103	Approval Expiry Date ---
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Step 2: Fill up formal application details

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

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

Approval
Application (CAAS/COR/2024/0229) Actions

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

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

Approval
Application (CAAS/COR/2024/0220)

Certificate of Registration - DEREGISTRATION

Aircraft Registration Mark

Current Certificate of Registration Number S.1103

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

Yes No

Name of Aircraft Owner

Address of Aircraft Owner

Basis of Registration
Ownership of Aircraft

Reason for de-registration *

(a) The aircraft is destroyed

(b) The aircraft is withdrawn from service

(c) The aircraft is returned to its lessor

(d) The aircraft has ceased to be owned by qualified persons

(e) Exercise of IDERA/CDCL

(f) Others

Proposed de-registration date *

Step 2(a): Reason of de-registration

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

Approval Application (CAAS/COR/2024/0229) Actions

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

Basis of Registration
Ownership of Aircraft

Reason for de-registration *

- (a) The aircraft is destroyed
- (b) The aircraft is withdrawn from service
- (c) The aircraft is returned to its lessor
- (d) The aircraft has ceased to be owned by qualified persons
- (e) Exercise of IDERA/CDCL
- (f) Others

De-Registration Reason *

Proposed de-registration date *

If Others is selected, kindly provide the reason for deregistration in the open text field available.

Step 2(b): Export CoA details (if applicable)

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

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

Approval Application (CAAS/COR/2024/0229) Actions

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

Approval Application (CAAS/COR/2024/0220)

Export Certificate of Airworthiness

Aircraft Registration Mark

Name of Aircraft Owner

Address of Aircraft Owner

With Irrevocable De-registration and Export Request Authorization (IDERA)
No

Name of Aircraft Manufacturer * Airbus Helicopters Deutschland GmbH

Country/Region * Singapore State City * Singapore

Street / Building * Changi Airport Postal Code * 501023

Apartment, suite, unit, building, floor, etc

Year of Manufacture * 1234

Step 2(c): Other relevant fields to be completed

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

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

Approval
Application (CAAS/COR/2024/0229) Actions

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

Approval
Application (CAAS/COR/2024/0220)

Aircraft Details
Type* Model* Series* Master Series* Aircraft Manufacturer Serial Number*
Airbus - A319-132 - 132 - 100 - 1234342

Aircraft Manufacturer Serial Number* 1234342 Aircraft Type Certificate Datasheet Number*

Engine Details

	Make*	Model*	Number of Engines*
1	Rolls-Royce	Trent 1000-J3	1

Engine Type Certificate Datasheet Number*

Engine Serial No.

+ Add item X Delete

Engine Serial No.*
No Items

Step 3: Upload 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

		Document Name	Upload			
4		Photocopy of the Import Permit	Upload	<input type="checkbox"/>		
5		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	Upload	<input type="checkbox"/>		
6		RVSM Supporting Document	Upload	<input type="checkbox"/>		

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.

Home My Organizati... 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) for further details on CAAS' privacy statement.

Fee Payment

Fee Payment

After submitting your application, CAAS/eSOMS will advise the instruction/arrangement for making the payment.

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 user interface for a CAAS dashboard. At the top, there are navigation links for 'Home' and 'My Organizati...'. Below this is a section titled 'My Dashboard'. The main content area is titled 'My Outstanding Tasks' and 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	Deregistration + Export CoA	Payment-SuccessfulAppSubmitted

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

Dear Sir/Madam,

We refer to your Formal Application request, Application Reference No. CAAS/COR/2024/0225, dated 10/9/24 5:25 PM for Certificate of Registration (COR) - Deregistration + Export CoA

Please revise your application details as per comment:

Kindly provide PDF1 and PDF2 as supporting documents.

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. 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	Deregistration + Export CoA	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 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 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 is highlighted with a red border around the 'Case Reference Number' cell, which contains the value 'CAAS/COR/2024/0229'. The other cells in the first row are: 'Application', 'Deregistration + Export CoA', 'Certification-InProgress', and a partially visible 'C' in the 'Organisation' column.

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

Case Reference Number	Description	Application Type	Status	Organisation
1 CAAS/COR/2024/0229	Application	Deregistration + Export CoA	Certification-InProgress	C

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.

The screenshot displays a web application interface for reviewing an application. At the top, there is a navigation bar with 'Home', 'My Organizati...', and 'CAAS/COR/2020...'. Below this, the page title is 'Approval Application (CAAS/COR/2020/0080)'. The main section is titled 'Application Review' and contains a horizontal menu with four tabs: 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is highlighted with a red box. Below the menu, there is a section titled 'ATTACHMENTS' with a downward arrow. It lists three attachments, each with a yellow envelope icon and a text label: 'eSOMS - Notice of Acceptance for Submitted Fo... Correspondence', 'eSOMS - Request for Revision - Application Re... Correspondence', and 'eSOMS - Notice of Formal Application Submissi... Correspondence'. At the bottom left of the attachments section, there is a button labeled '+ Attach new', which is also highlighted with a red box.

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

The screenshot shows a web interface with an 'ATTACHMENTS' section on the left and an 'Attach file(s)' dialog box on the right. The 'ATTACHMENTS' section lists 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. The 'Attach file(s)' dialog box has a title bar with a close button (X). Inside, there is a large dashed box containing 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 two buttons: 'Cancel' and 'Attach'.

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

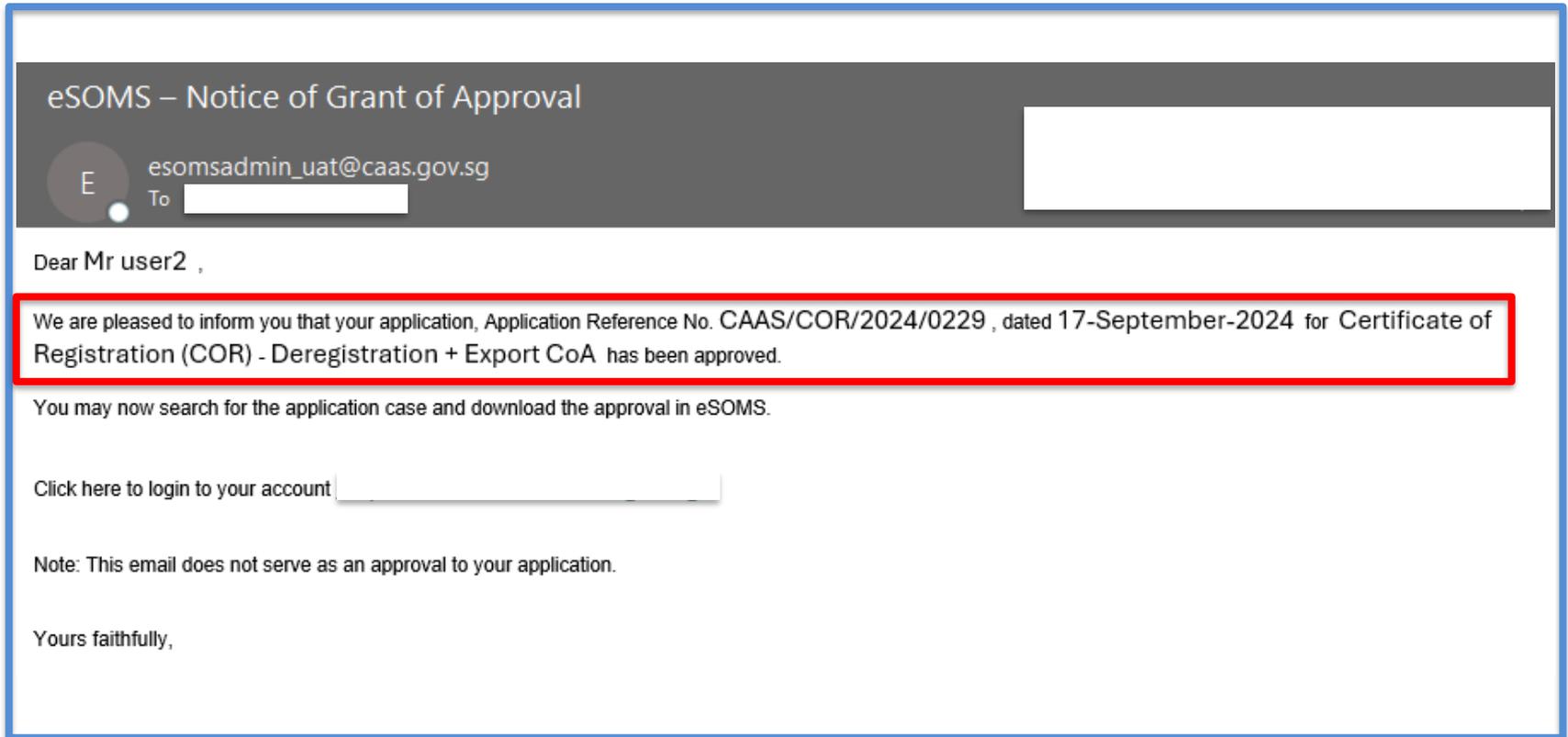
My Outstanding Tasks

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/2024/0229	Application	Deregistration + Export CoA	Certification-InProgress	

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



Downloading of CoD and Export CoA certificate

Step 1: On your homepage, click on the 'Search Portal'

The screenshot shows the eSOMS Enterprise Safety Oversight Management System homepage. The left sidebar contains navigation links: Home, My Applications, Search Portal (highlighted with a red box), + New, and + Profile Settings. The main content area is titled 'My Dashboard' and includes a breadcrumb 'Home My Organizati...'. Below this, there are two task sections: 'My Outstanding Tasks' and 'My Involved Tasks'. Each section has a table header with columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Outstanding Tasks' section shows 'No work assigned', and the 'My Involved Tasks' section shows 'No items'. There are also 'Link' icons for each section.

Step 2: Select “Applications By Approval Type”, followed by “Certificate of Registration”

The screenshot shows a web application interface for searching CAAS/COR/2020... applications. The search criteria are as follows:

- Search Type:** Applications By Approval Type
- Approval Type:** Certificate of Registration (COR)
- Status:** Select Status.....
- Application Number:** [Empty text field]
- Application Date From:** [Empty date field]
- Approval Issue Date From:** [Empty date field]
- Approval Expiry Date From:** [Empty date field]
- Application Type:** Select Application Type.....
- Approval Number:** [Empty text field]
- Application Date To:** [Empty date field]
- Approval Issue Date To:** [Empty date field]
- Approval Expiry Date To:** [Empty date field]

Buttons for "Reset" and "Search" are located at the bottom of the search form.

Step 3: Click twice on 'Application Number' to sort by the latest application number.

Application Number	Approval Type	Application Type	Application Date	Approval Number	Final Approval Date	Approval Expiry Date	Case Status
CAAS/COR/2020/0094	Certificate of Registration (COR)	Deregistration + Export CoA	16/4/20 5:55 PM	S.664	17/4/20 02:36 PM		Application Completed
CAAS/COR/2020/0082	Certificate of Registration (COR)	Variation	11/4/20 11:41 PM	S.664	11/4/20 11:53 PM		Application Completed
CAAS/COR/2020/0081	Certificate of Registration (COR)	Variation	11/4/20 8:29 PM	S.664			Application Rejected
CAAS/COR/2020/0080	Certificate of Registration (COR)	Initial	9/4/20 10:43 PM	S.664	9/4/20 11:48 PM		Application Completed
CAAS/COR/2020/0053	Certificate of Registration (COR)	Initial	26/2/20 11:53 AM				Application Withdrawn

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.

Approval
Application (CAAS/COR/2024/0215)

Application Review

- Case Information**
- Formal Application Details
- Previous Application Details
- Evaluation Action(s)
- Payment(s)

Approval Type Certificate of Registration (COR)	Application Type Deregistration + Export CoA	Applicant <input type="text"/>
Organisation <input type="text"/>	Application Status Application Completed	

ATTACHMENTS

- eSOMS - Notice of Grant of Approval
Correspondence | Hau Yee Ma
- Export Certificate Of Airworthiness20240823T0...
File | [View Versions](#)
- Export Certificate Of Airworthiness.pdf
Certificate |
- Certificate of Deregistration.pdf
Certificate |

Select file to download and print certificate