



A guide for application process **UA Activity Permit**

4 Stages Process

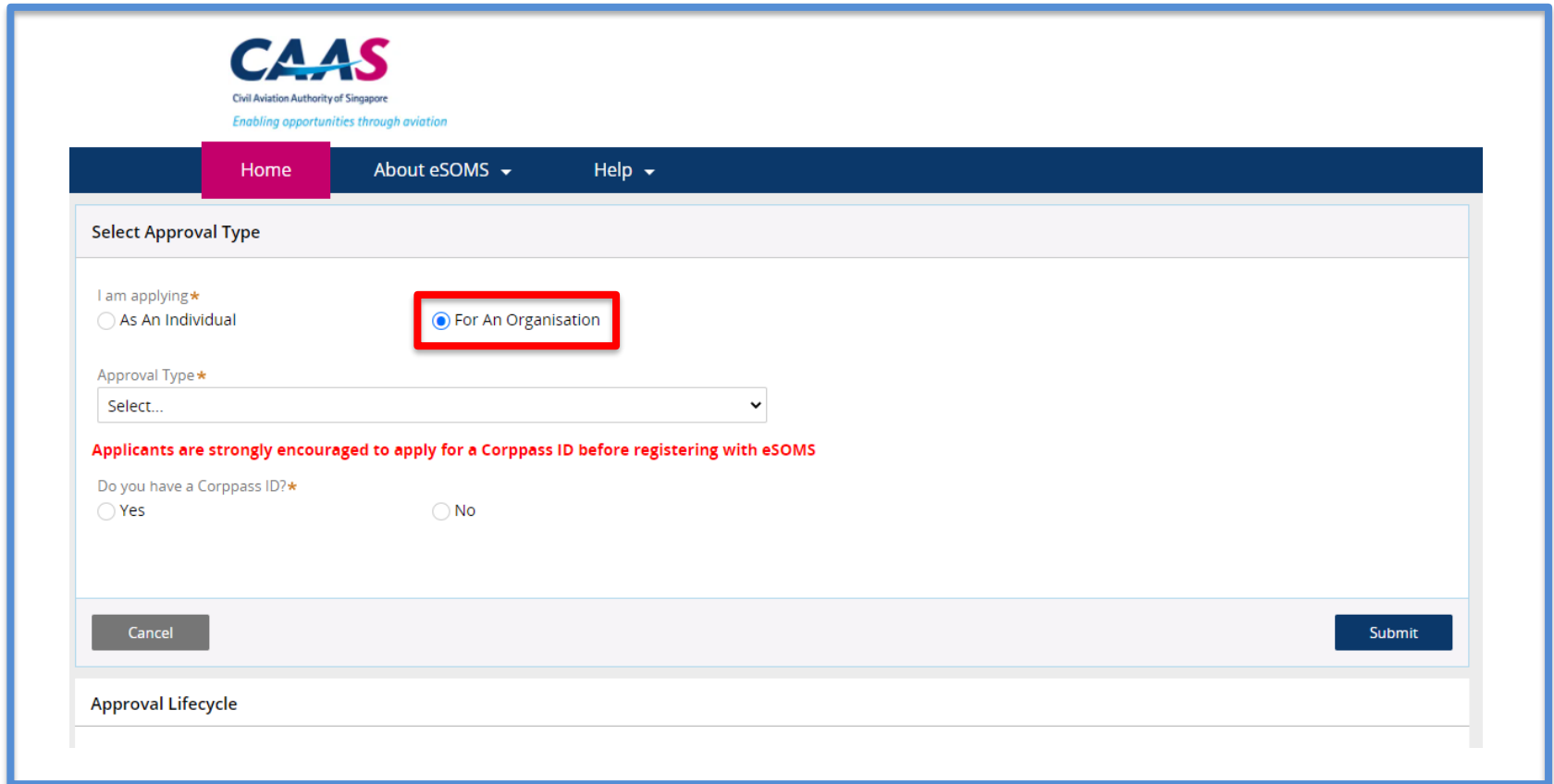
1. Register via eSOMS website
2. Submitting Application
3. Making Payment
4. Evaluation
5. Downloading Approval

Register via eSOMS website

Step 1: Select 'Apply for Approval/Permit' on esoms.caas.gov.sg



Step 2: Select 'For An Organisation'.



The screenshot displays the CAAS (Civil Aviation Authority of Singapore) eSOMS registration interface. At the top, the CAAS logo and tagline "Enabling opportunities through aviation" are visible. Below this is a navigation bar with "Home", "About eSOMS", and "Help" links. The main section is titled "Select Approval Type". Under the heading "I am applying*", there are two radio button options: "As An Individual" and "For An Organisation". The "For An Organisation" option is selected and highlighted with a red rectangular box. Below this, there is a dropdown menu for "Approval Type*" with "Select..." as the current selection. A red text message states: "Applicants are strongly encouraged to apply for a Corppass ID before registering with eSOMS". Below this message, there are two radio button options for "Do you have a Corppass ID?": "Yes" and "No". At the bottom of the form, there are "Cancel" and "Submit" buttons. The "Approval Lifecycle" section is partially visible at the very bottom.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Home About eSOMS Help

Select Approval Type

I am applying*

☐ As An Individual ☒ For An Organisation

Approval Type*

Select...

Applicants are strongly encouraged to apply for a Corppass ID before registering with eSOMS

Do you have a Corppass ID?*

☐ Yes ☐ No

Cancel Submit

Approval Lifecycle

Step 3: Select 'Activity Permit Class 2 (AP2)' from the drop down list.

The screenshot shows the 'Select Approval Type' section of the eSOMS application form. The form has a dark blue header with 'Home', 'About eSOMS', and 'Help' links. Below the header, the 'Select Approval Type' section contains a radio button for 'As An Individual' and a selected radio button for 'For An Organisation'. Below this is a dropdown menu for 'Approval Type' with 'Select...' as the current selection. The dropdown menu is open, showing a list of approval types categorized under 'Design and Production', 'Maintenance', 'Training', and 'Unmanned Aircraft'. The 'Unmanned Aircraft' category is highlighted with a red box, and 'Activity Permit Class 2 (AP2)' is selected within this category. To the right of the dropdown menu, there is a 'Submit' button and a 'Review' button.

Select Approval Type

I am applying★

☐ As An Individual ☒ For An Organisation

Approval Type★

Select...

- Design and Production**
 - Design Organisation Approval (DOA)
 - Production Organisation Approval (POA)
 - Repair Design Approval (RDA)
 - Supplemental Type Certificate (STC)
 - Singapore Technical Standard Order (STSO)
 - Type Certificate (TC)
- Maintenance**
 - Maintenance Organisation Approval (MOA)
- Training**
 - Air Traffic Control Training Organisation (ATCTO)
 - Aviation Training Organisation - Flying Training Organisation / Type Rating Training Organisation (ATO-FTO-TRTO)
 - Maintenance Training Organisation (MTO)
 - FSTD Certificate of Qualification (SIM)
 - UA Basic Training Organisation (UABTO)
 - UA Training and Assessment Organisation (UATO)
- Unmanned Aircraft**
 - Activity Permit Class 2 (AP2)**
 - Discharge Permit (DP)
 - Operator Permit (UOP)

Submit

Review

Step 4: Select 'Yes' for Corppass. Enter Corppass ID and UEN.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Saved to this PC

Home About eSOMS Help

Select Approval Type

I am applying*

☐ As An Individual ☒ For An Organisation

Approval Type*

Activity Permit Class 2 (AP2)

Applicants are strongly encouraged to apply for a Corppass ID before registering with eSOMS

Do you have a Corppass ID?*

☒ Yes ☐ No

Corppass ID* Unique Entity Number (UEN)*

Cancel Submit

Step 1a: For existing applicants that already have an eSOMS account, Login via your respective login methods.

The screenshot displays the CAAS eSOMS website interface. At the top, the CAAS logo is accompanied by the text 'Civil Aviation Authority of Singapore' and 'Enabling opportunities through aviation'. A navigation bar includes 'Home', 'About eSOMS', and 'Help'. A maintenance notice states: 'Weekly Maintenance hours (Singapore time) : Wed & Fri 6:00pm - 9:00pm'. The main content area is divided into three sections: 'New to eSOMS? I want to...', 'Quick Links', and a 'Welcome to eSOMS' section. The 'New to eSOMS' section contains 'Apply for Approval/Permit' and 'Submit Enquiry' buttons. The 'Quick Links' section contains 'Make Payment' and 'View Approval/Permit Holders' buttons. The 'Welcome to eSOMS' section, titled 'Enterprise Safety Oversight Management System', instructs existing account holders to login using one of the following methods, which are listed in a red-bordered box: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corpass Login)', and 'eSOMSPass Login'. A link for 'More information on login methods' is provided below the list. The background features a faint gear pattern and an airport terminal illustration.

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 Corpass Login)
- eSOMSPass Login

More information on login methods click here.

Step 1a: After logging in, select **New > Approval** on the left pane.

The screenshot shows the 'Approval' form in the CAAS system. The form is titled 'Approval' and includes a breadcrumb trail: Home > My Organization > Approval. The form is divided into several sections:

- Select Approval Type:** This section contains two dropdown menus. The first is 'Approval Type' with 'Activity Permit Class 1 (AP1)' selected. The second is 'Application Type' with 'Initial' selected. A red box highlights these two dropdowns, with a callout stating: 'To apply for new permit, select **Activity Permit Class 1/2 (AP1/AP2)** under approval type and **Initial** under Application type.'
- Additional Questions related to Application:** This section contains a question: 'Is this an application for a repeated activity?'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A red box highlights this section, with a callout stating: 'Repeated applicant is only applicable for permits that were issued less than 1 year ago. Please refer to the next slide on details for repeated applicant.'
- Buttons:** At the bottom left is a 'Cancel' button. At the bottom right is a 'Submit' button.
- Case Details:** On the right side, there is a 'CASE DETAILS' section. It includes a 'TA Test Account' button and the following information: 'Last updated by System (1m ago)' and 'Created by Test Account (1m ago)'.

Step 1a: After logging in, select **New > Approval** on the left pane.

Home My Organization... **Approval**

Approval

Actions

Select Approval Type

TA Test Account

Approval Type*
Activity Permit Class 1 (AP1)

Application Type*
Initial

Additional Questions related to Application

Is this an application for a repeated activity? *

☒ Yes ☐ No

Please enter Approval Number to be repeated *

AP1/20190618/0001/UQP/0015

Note: You may only repeat permits that were issued less than 1 year ago.

Cancel Submit

CASE DETAILS

Last updated by
System (1m ago)

Created by
Test Account (1m ago)

To repeat a permit that was approved in eSOMS, select the approval number to be repeated via the drop-down selection list.

To repeat a permit that was approved previously before eSOMS, enter the approval number in the free-text box. o Applicant is to enter the same operating parameters (UA model, operating height and operating location) in the application form as the previously approved permit. If the operating parameters are different from the previously approved permit, the repeat application will be rejected

Submitting Application

Step 1: Fill up the applicant details. All the fields with * are compulsory fields. Please ensure that you enter the details correctly. Any amendment required later will lead to delay in the application process.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Singapore Government
Integrity · Service · Excellence

CONTACT US | SITEMAP | CAAS CORPORATE SITE

A⁻ | A | A⁺ Within CAAS eSOMS Enter keyword here

Home About eSOMS Help

Weekly Maintenance hours (Singapore time):
Wed & Fri 6:00pm - 9:00pm

Applicant Details

Salutation*
Select...

First Name/Given Name* Last Name/Surname*

Enter either NRIC or Passport Number*

NRIC/FIN Passport

Designation* Email*

Country/Region* Area Code Phone Number* Note: If t

Country/Region* State

Street / Building* Postal Code*

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

Note:
Check that the country code and mobile number are entered correctly. Otherwise the user won't be able to receive the OTP via SMS, which is required to login.

Do not enter the area code if it is not applicable to the mobile number. Else, the OTP will be sent to the wrong number.

Step 2: Fill in details of Operation Date(s) and Time(s) of Activity.

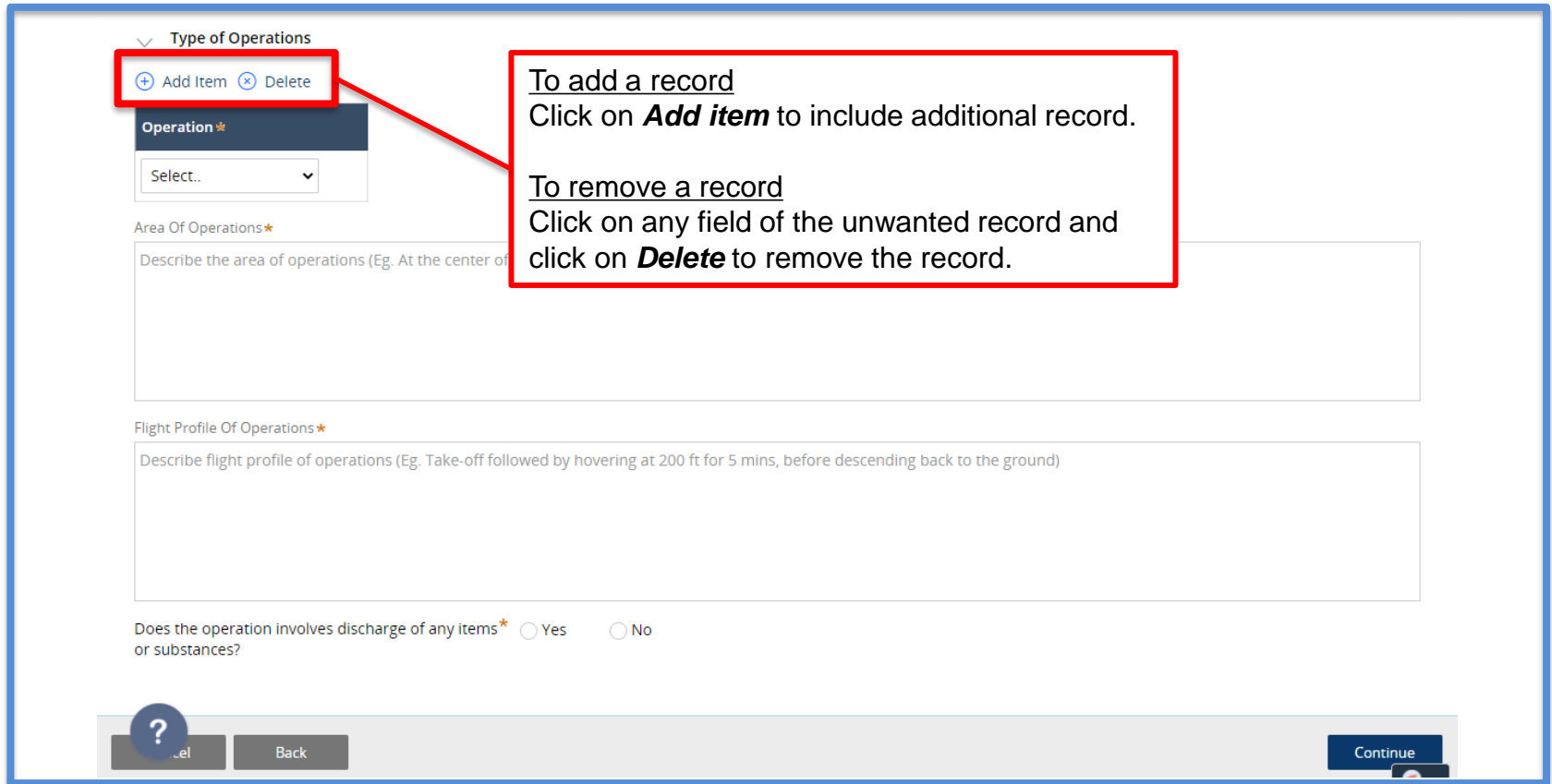
The screenshot shows the 'Formal Application Details' step of the CAAS application process. The top navigation bar includes four steps: 1. Applicant/Organisation Details, 2. Formal Application Details (current), 3. Upload Documents, and 4. Preview App. The main section is titled 'Operation' and contains a collapsible section 'Date(s) and Time(s) of Activity'. This section has two buttons: '+ Add Item' and 'x Delete'. A red box highlights these buttons, with a red arrow pointing from the 'Add Item' button to a text box on the right. The text box contains the following instructions:

To add a record
Click on **Add item** to include additional record.

To remove a record
Click on any field of the unwanted record and click on **Delete** to remove the record.

Below the buttons is a table with four columns: 'Date of Activity (From) *', 'Date of Activity (To) *', 'Time of Activity (From) *', and 'Time of Activity (To) *'. Each column has a calendar icon. Below the table is a text input field for 'Maximum height of Operations (feet above mean sea level) *'. Below this is another collapsible section 'Type of Operations' with '+ Add Item' and 'x Delete' buttons. Below these buttons is a dropdown menu labeled 'Operation *' with 'Select..' as the current selection. At the bottom of the form are three buttons: a question mark icon, 'Back', and 'Continue'.

Step 3: Provide details on the type of operations that the unmanned aircraft will be performing.



▼ Type of Operations

Operation *

Select.. ▼

Area Of Operations *

Describe the area of operations (Eg. At the center of...)

Flight Profile Of Operations *


Describe flight profile of operations (Eg. Take-off followed by hovering at 200 ft for 5 mins, before descending back to the ground)

Does the operation involves discharge of any items* ☐ Yes ☐ No or substances?


To add a record
Click on **Add item** to include additional record.

To remove a record
Click on any field of the unwanted record and click on **Delete** to remove the record.

Step 4: Provide details of the Unmanned Aircraft




Civil Aviation Authority of Singapore
Enabling opportunities through aviation



Singapore Government
Integrity · Service · Excellence

CONTACT US | SITEMAP | CAAS CORPORATE SITE



A⁻ | A | A⁺ Within CAAS eSOMS Enter keyword here 

Home About eSOMS Help

Weekly Maintenance hours (Singapore time):
Wed & Fri 6:00pm - 9:00pm

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

▼ Add Unmanned Aircraft

 Add Item  Delete

▼ Unmanned Aircraft 1

Brand★
DJI

Model★
Mavic Pro

Power Source★
LiPo 4S Battery, 15.2V 1200

Length (m)★
0.27

Wingspan or width (m)★
0.27

Total take-off wt. (including payload)(kg)★
0.74

Maximum Flight Duration (min)★
27.00

Type of Payload★
Stock gimbal and GoPro Hero 7

Maximum flight speed (m/s)★
18.00

Maximum height capable (ft)★
500.00

To add a record
Click on **Add item** to include additional record.

To remove a record
Click on any field of the unwanted record and click on **Delete** to remove the record.

Note:
Type of payload could include: Gimbal, camera.
If you are using the default camera and gimbal,
please state 'default camera and gimbal'.

Step 5: Provide frequency details.

The screenshot shows the 'Frequency Details' page of the CAAS eSOMS system. The page includes a header with the CAAS logo and navigation links (Home, About eSOMS, Help). Below the header, there's a section titled 'Frequency Details' with a dropdown arrow. The main content area is titled 'All frequencies (MHz) and corresponding output power (mW)'. It features a table with columns for 'Frequency Range', 'Unit', 'Output Power (mW)', and 'Unit'. The 'Frequency Range' column has a dropdown menu currently set to 'Select'. The 'Unit' column has radio buttons for 'mW EIRP' and 'mW ERP'. A red box highlights the 'Add Item' and 'Delete' buttons. Another red box highlights the 'Delete' button. A third red box highlights the 'Frequency Range' dropdown. A fourth red box highlights the 'Unit' column. A fifth red box highlights the 'Output Power (mW)' column. A sixth red box highlights the 'Unit' column. A seventh red box highlights the 'Output Power (mW)' column. A eighth red box highlights the 'Unit' column. A ninth red box highlights the 'Output Power (mW)' column. A tenth red box highlights the 'Unit' column. A eleventh red box highlights the 'Output Power (mW)' column. A twelfth red box highlights the 'Unit' column. A thirteenth red box highlights the 'Output Power (mW)' column. A fourteenth red box highlights the 'Unit' column. A fifteenth red box highlights the 'Output Power (mW)' column. A sixteenth red box highlights the 'Unit' column. A seventeenth red box highlights the 'Output Power (mW)' column. An eighteenth red box highlights the 'Unit' column. A nineteenth red box highlights the 'Output Power (mW)' column. A twentieth red box highlights the 'Unit' column. A twenty-first red box highlights the 'Output Power (mW)' column. A twenty-second red box highlights the 'Unit' column. A twenty-third red box highlights the 'Output Power (mW)' column. A twenty-fourth red box highlights the 'Unit' column. A twenty-fifth red box highlights the 'Output Power (mW)' column. A twenty-sixth red box highlights the 'Unit' column. A twenty-seventh red box highlights the 'Output Power (mW)' column. A twenty-eighth red box highlights the 'Unit' column. A twenty-ninth red box highlights the 'Output Power (mW)' column. A thirtieth red box highlights the 'Unit' column. A thirty-first red box highlights the 'Output Power (mW)' column. A thirty-second red box highlights the 'Unit' column. A thirty-third red box highlights the 'Output Power (mW)' column. A thirty-fourth red box highlights the 'Unit' column. A thirty-fifth red box highlights the 'Output Power (mW)' column. A thirty-sixth red box highlights the 'Unit' column. A thirty-seventh red box highlights the 'Output Power (mW)' column. A thirty-eighth red box highlights the 'Unit' column. A thirty-ninth red box highlights the 'Output Power (mW)' column. A fortieth red box highlights the 'Unit' column. A forty-first red box highlights the 'Output Power (mW)' column. A forty-second red box highlights the 'Unit' column. A forty-third red box highlights the 'Output Power (mW)' column. A forty-fourth red box highlights the 'Unit' column. A forty-fifth red box highlights the 'Output Power (mW)' column. A forty-sixth red box highlights the 'Unit' column. A forty-seventh red box highlights the 'Output Power (mW)' column. A forty-eighth red box highlights the 'Unit' column. A forty-ninth red box highlights the 'Output Power (mW)' column. A fiftieth red box highlights the 'Unit' column. A fifty-first red box highlights the 'Output Power (mW)' column. A fifty-second red box highlights the 'Unit' column. A fifty-third red box highlights the 'Output Power (mW)' column. A fifty-fourth red box highlights the 'Unit' column. A fifty-fifth red box highlights the 'Output Power (mW)' column. A fifty-sixth red box highlights the 'Unit' column. A fifty-seventh red box highlights the 'Output Power (mW)' column. A fifty-eighth red box highlights the 'Unit' column. A fifty-ninth red box highlights the 'Output Power (mW)' column. A sixtieth red box highlights the 'Unit' column. A sixty-first red box highlights the 'Output Power (mW)' column. A sixty-second red box highlights the 'Unit' column. A sixty-third red box highlights the 'Output Power (mW)' column. A sixty-fourth red box highlights the 'Unit' column. A sixty-fifth red box highlights the 'Output Power (mW)' column. A sixty-sixth red box highlights the 'Unit' column. A sixty-seventh red box highlights the 'Output Power (mW)' column. A sixty-eighth red box highlights the 'Unit' column. A sixty-ninth red box highlights the 'Output Power (mW)' column. A seventieth red box highlights the 'Unit' column. A seventy-first red box highlights the 'Output Power (mW)' column. A seventy-second red box highlights the 'Unit' column. A seventy-third red box highlights the 'Output Power (mW)' column. A seventy-fourth red box highlights the 'Unit' column. A seventy-fifth red box highlights the 'Output Power (mW)' column. A seventy-sixth red box highlights the 'Unit' column. A seventy-seventh red box highlights the 'Output Power (mW)' column. A seventy-eighth red box highlights the 'Unit' column. A seventy-ninth red box highlights the 'Output Power (mW)' column. An eightieth red box highlights the 'Unit' column. An eighty-first red box highlights the 'Output Power (mW)' column. An eighty-second red box highlights the 'Unit' column. An eighty-third red box highlights the 'Output Power (mW)' column. An eighty-fourth red box highlights the 'Unit' column. An eighty-fifth red box highlights the 'Output Power (mW)' column. An eighty-sixth red box highlights the 'Unit' column. An eighty-seventh red box highlights the 'Output Power (mW)' column. An eighty-eighth red box highlights the 'Unit' column. An eighty-ninth red box highlights the 'Output Power (mW)' column. A ninetieth red box highlights the 'Unit' column. A ninety-first red box highlights the 'Output Power (mW)' column. A ninety-second red box highlights the 'Unit' column. A ninety-third red box highlights the 'Output Power (mW)' column. A ninety-fourth red box highlights the 'Unit' column. A ninety-fifth red box highlights the 'Output Power (mW)' column. A ninety-sixth red box highlights the 'Unit' column. A ninety-seventh red box highlights the 'Output Power (mW)' column. A ninety-eighth red box highlights the 'Unit' column. A ninety-ninth red box highlights the 'Output Power (mW)' column. A hundredth red box highlights the 'Unit' column.

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Home About eSOMS Help

Frequency Details

All frequencies (MHz) and corresponding output power (mW)

+ Add Item - Delete

Frequency Range*	Unit	Output Power (mW) *	Unit *
Select	MHz		<input type="radio"/> mW EIRP <input type="radio"/> mW ERP

Number of Unmanned Aircraft to be flown

If 'others' selected, please input alternative radio frequencies range *

If 'others' frequency range is selected, specify alternate radio frequencies range with appropriate units.

Step 6: Provide details of On-site Safety Personnel and Safety/Emergency Measures

Details of On-site Safety Personnel

POINT OF CONTACT 1

Name*

Country Code*

Select...

▼

Contact Number*

POINT OF CONTACT 2

Name*

Country Code*

Select...

▼

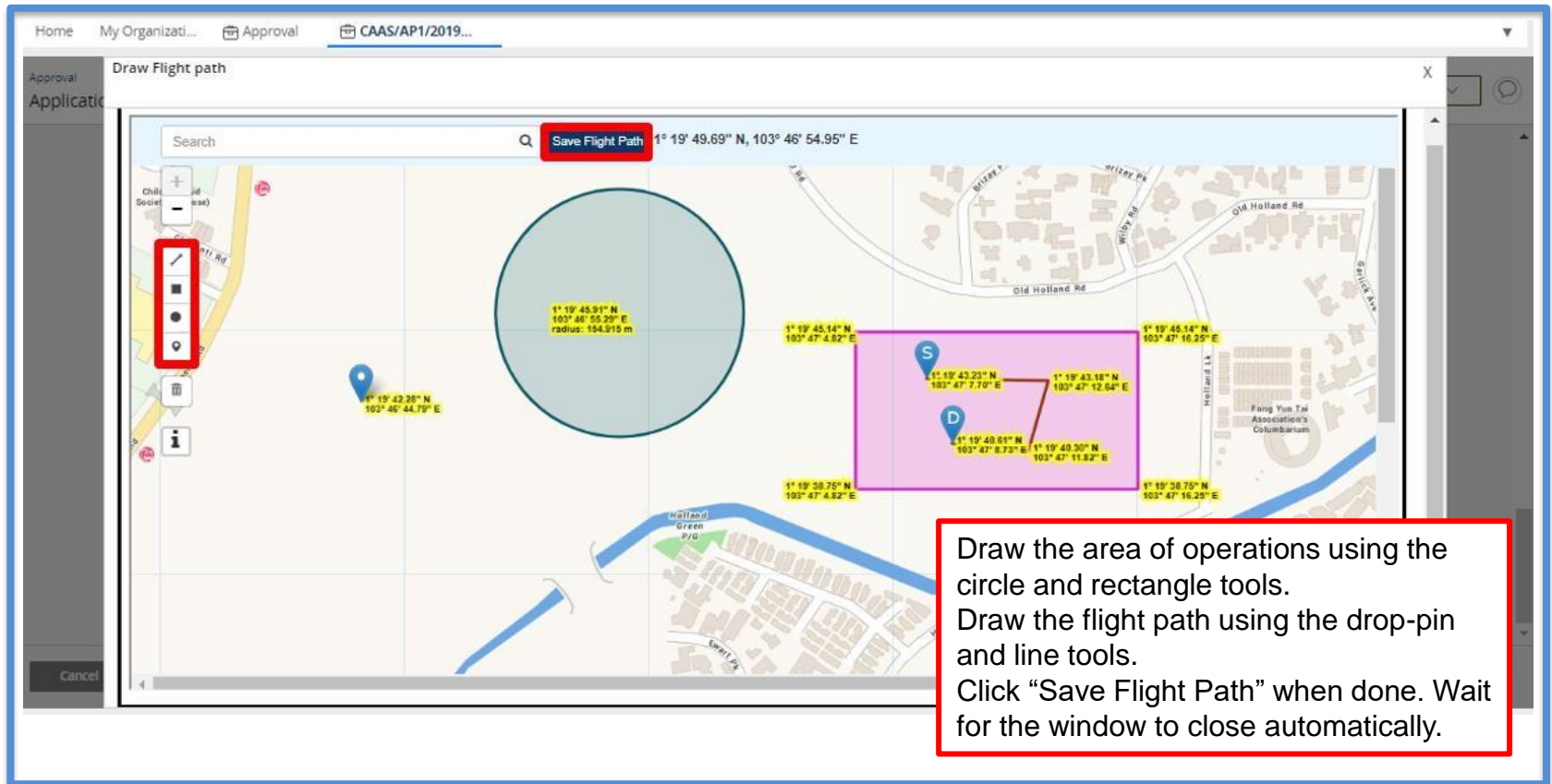
Contact Number*

Safety/Emergency Measures

Please list the safety measures employed to prevent the inadvertent loss of control of the unmanned aircraft*

Describe contingency measures in the event of: 1.Loss of power 2. Loss of link/remote control 3. Loss of line of sight*

Step 7: Draw the area of operations and flight path



Draw the area of operations using the circle and rectangle tools.
Draw the flight path using the drop-pin and line tools.
Click "Save Flight Path" when done. Wait for the window to close automatically.

Step 8: Upload mandatory documents and additional documents

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			Risk Assessment Form	Upload	<input type="checkbox"/>		

Additional Documents

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

+ Add Row

Name	File	Category	Attach	Remark	
No items					

Help Back Continue

Step 8: Upload mandatory documents and additional documents

The screenshot shows a web application interface for document upload. A modal titled "Attach Documents" is open, featuring a large dashed box for file dragging, a paperclip icon, and a "Select file" button. A red box highlights the "Select file" button, with an arrow pointing to it from a text box that says "Select the file to be uploaded." The background interface includes a sidebar with "Mandatory Documents" and a table with two rows. The main area has a "Note : If N/A is checked, please" and an "Attach" button. The bottom of the screen has "Cancel", "Back", "Save", and "Continue" buttons.

Approval
Application (CAAS/DGP/2021/0055)

1
Applicant/Organisation Details

Mandatory Documents

Note : If N/A is checked, please

	Name
1	
2	

Cancel

Back

Save

Continue

Attach Documents

Drag and drop file here
or
Select file

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

Cancel

Attach

Select the file to be uploaded.

Step 8: Upload mandatory documents and additional documents

The screenshot shows a 'CAAS' application interface with a 'Mandatory Documents' section. A 'Pop-out' window titled 'Attach Documents' is open. The window contains a large dashed box with a paperclip icon and the text 'Drag and drop file here' or 'Select file'. Below this, a note states: 'Note : You are allowed to upload only one file in this screen.' A table with two columns, 'Name' and 'File', is shown. The first row contains 'test_1' and 'test_1.pdf'. A red box highlights the table, and a red arrow points from a text box to the table. The text box says: 'Ensure that the correct file is uploaded and attached before closing the pop-out window'. At the bottom of the window, there are 'Cancel' and 'Attach' buttons. The 'Attach' button is highlighted with a red box. The background interface shows 'Approval Application (CAAS/DGP/2)' and 'Applicant/Organisation Details'.

Approval Application (CAAS/DGP/2)

Applicant/Organisation Details

Mandatory Documents

Note : If N/A is checked, please

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

Name *	File
test_1	test_1.pdf

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

Cancel Attach

Step 9: Preview all application details and complete declaration before submitting.

Additional Documents

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

Name	File	Category	Attach	Remark	
No items					

Declaration

☒ I hereby declare that the information provided is complete, true, accurate, and complies with the respective requirements as stated under Singapore Air Navigation Order. I further declare that there have been no accidents/incidents that have occurred in relation to activities conducted under the ambit of this OP.

☒ I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application and the administration of any regulatory document that may be granted by CAAS, verification of regulatory documents issued by CAAS, or enforcing and ensuring my compliance with the relevant transport safety regulatory requirements.

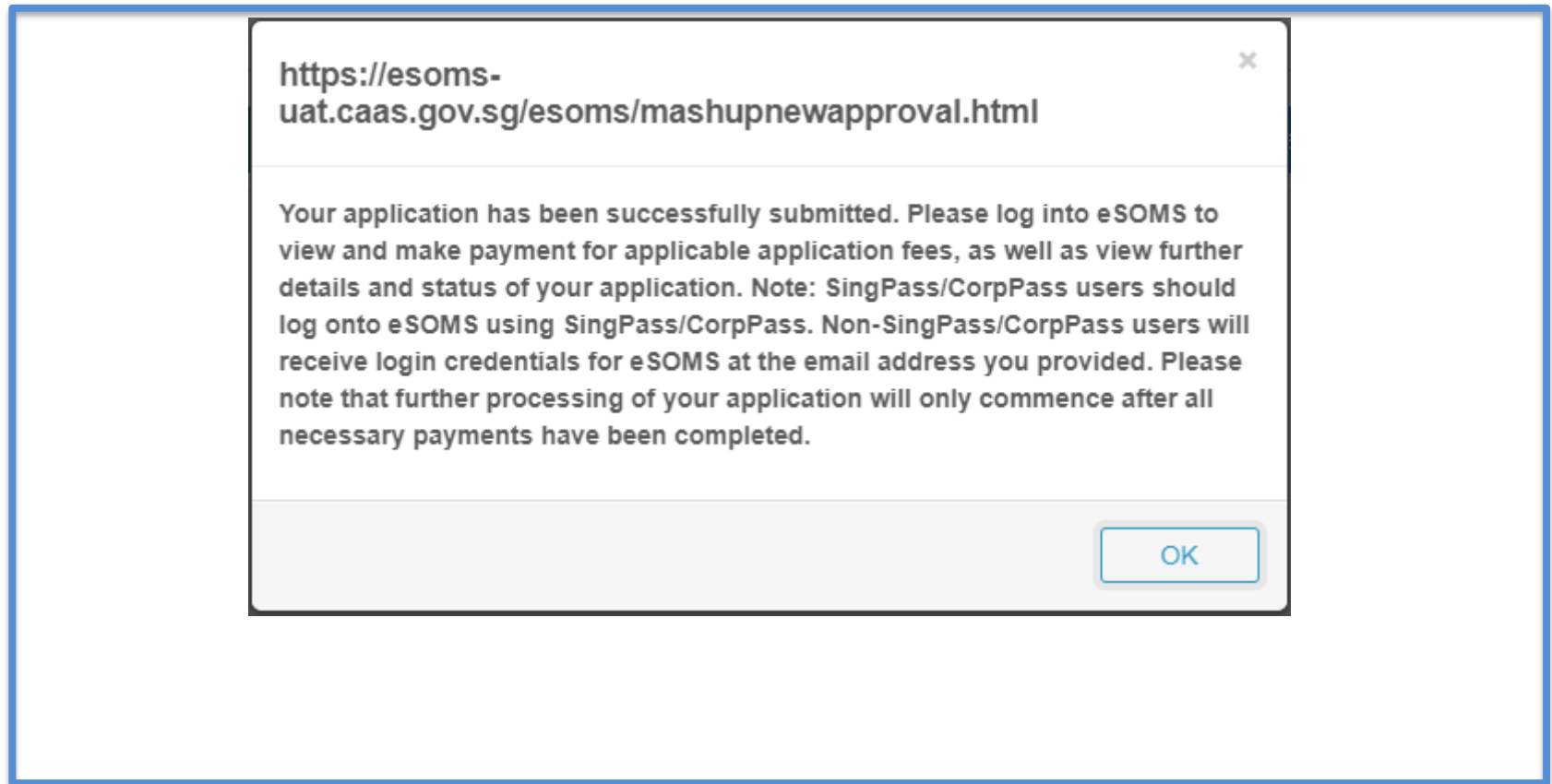
I agree that CAAS may collect, use and disclose my personal data and contact information including email addresses, phone numbers and postal addresses, which I have provided in this form, for the following purposes: (1) to receive information and updates from CAAS on safety and regulations (2) to receive information from CAAS on aviation-related events and training.

By providing to CAAS personal data on behalf of another individual, I warrant to CAAS that all the necessary consents required in accordance with all applicable personal data protection or data protection legislation, including but not limited to the PDPA, have been obtained from that individual, and that I have notified him/her of the purpose for which I obtained his/her personal data. Please visit our website(www.caas.gov.sg/privacy-statement) for further details on our privacy statement.

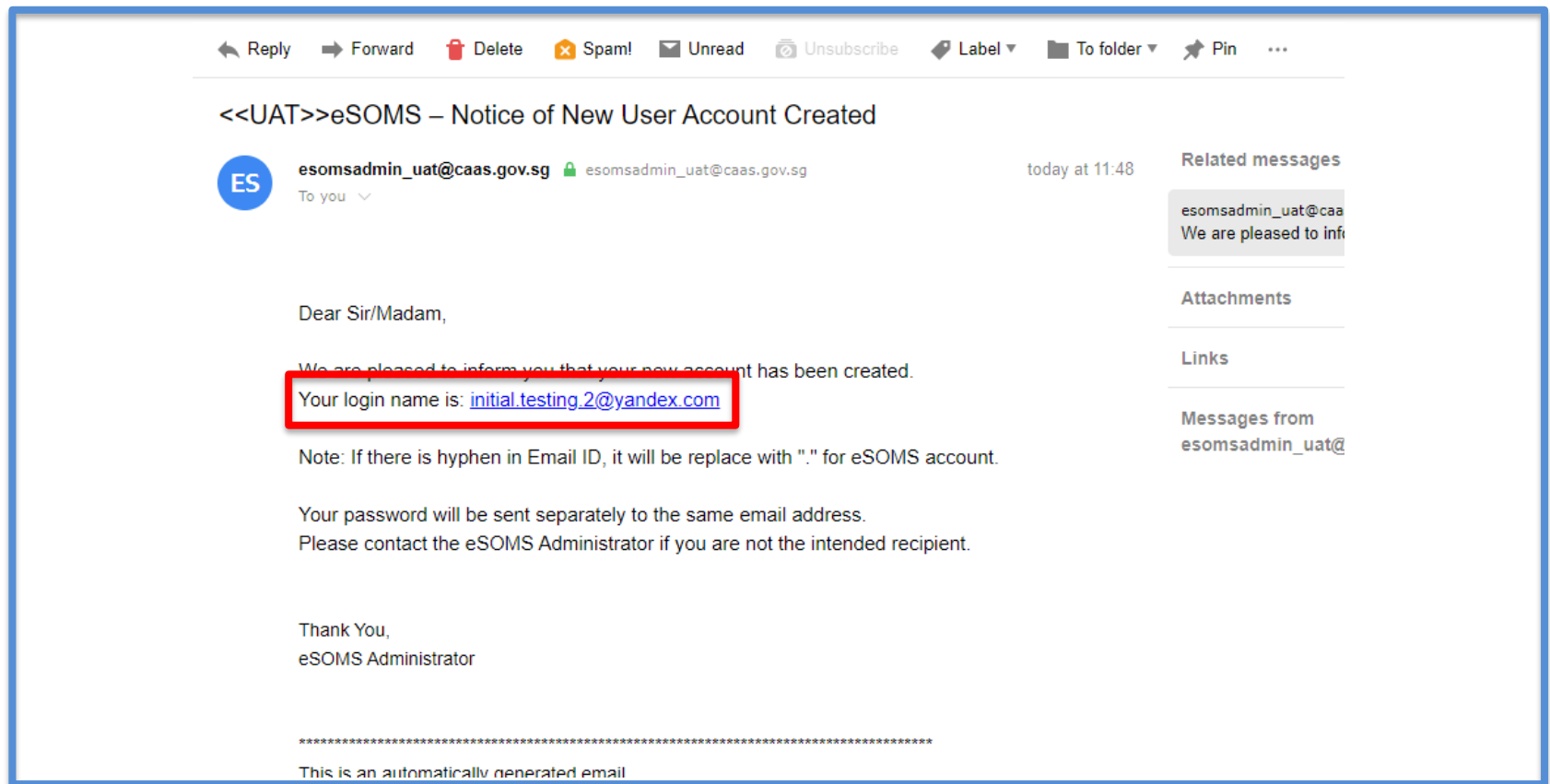
CancelBack

Submit

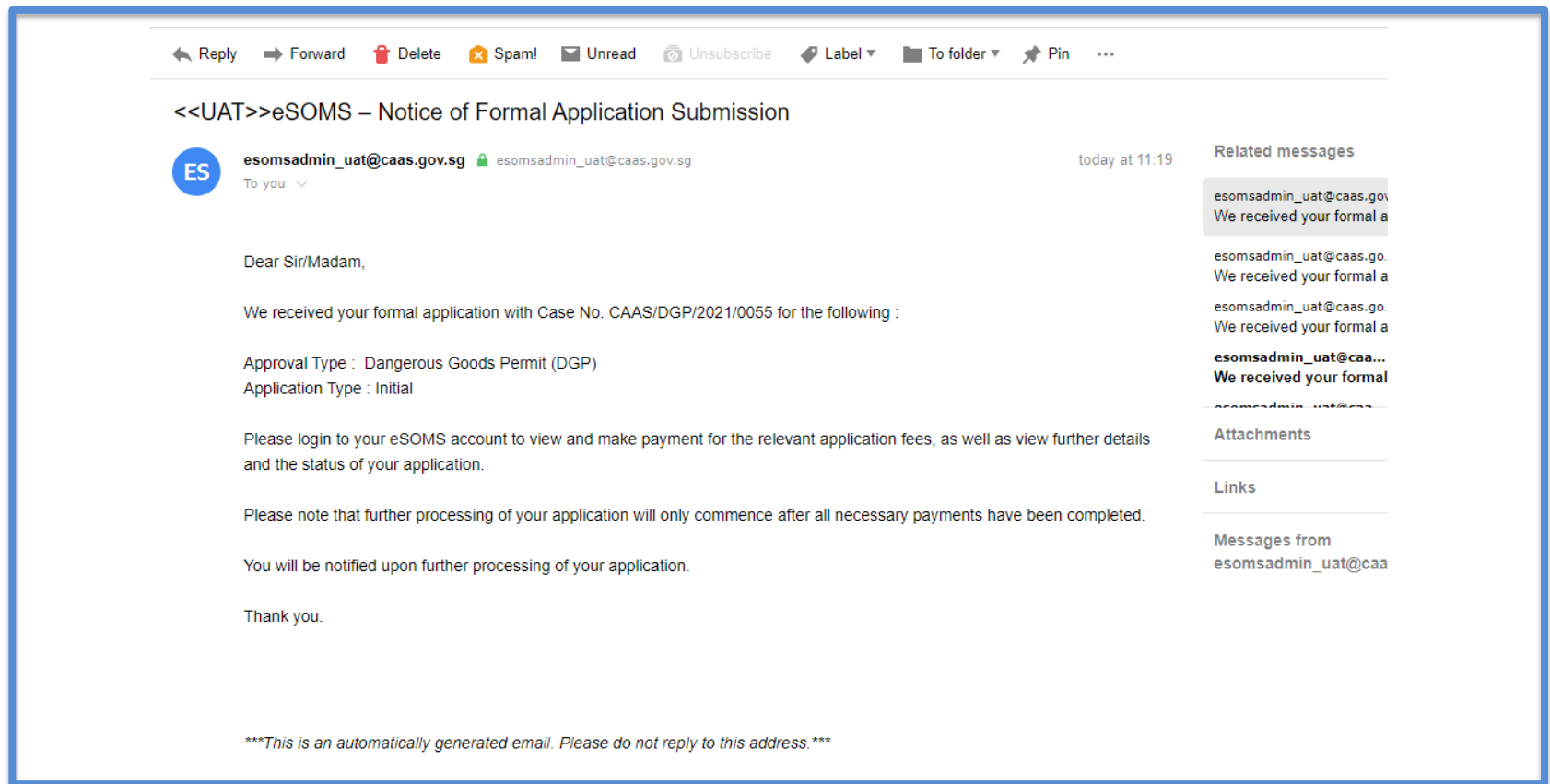
You will see the following pop-out when you application is submitted successfully.



You will receive a notice of new user account being created with the login name.



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



Making Payment

You will be notified of the payment advice via email with an attached application fee in PDF which can be downloaded.



Payment case will be created “My Outstanding Tasks” in dashboard
Step 1: Login and click on the payment case

Home My Organizati...

My Dashboard

My Outstanding Tasks Click here Status will be seen as 'Pending Payment' Link

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

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

Home My Organization CAAS/PM/2021/...

Approval > Application

Payment (CAAS/PM/2021/0183) Actions

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

Total Amount (SGD) 600.00

Net Payable Amount (SGD) 600.00

Cancel Download Pay Later Pay Now

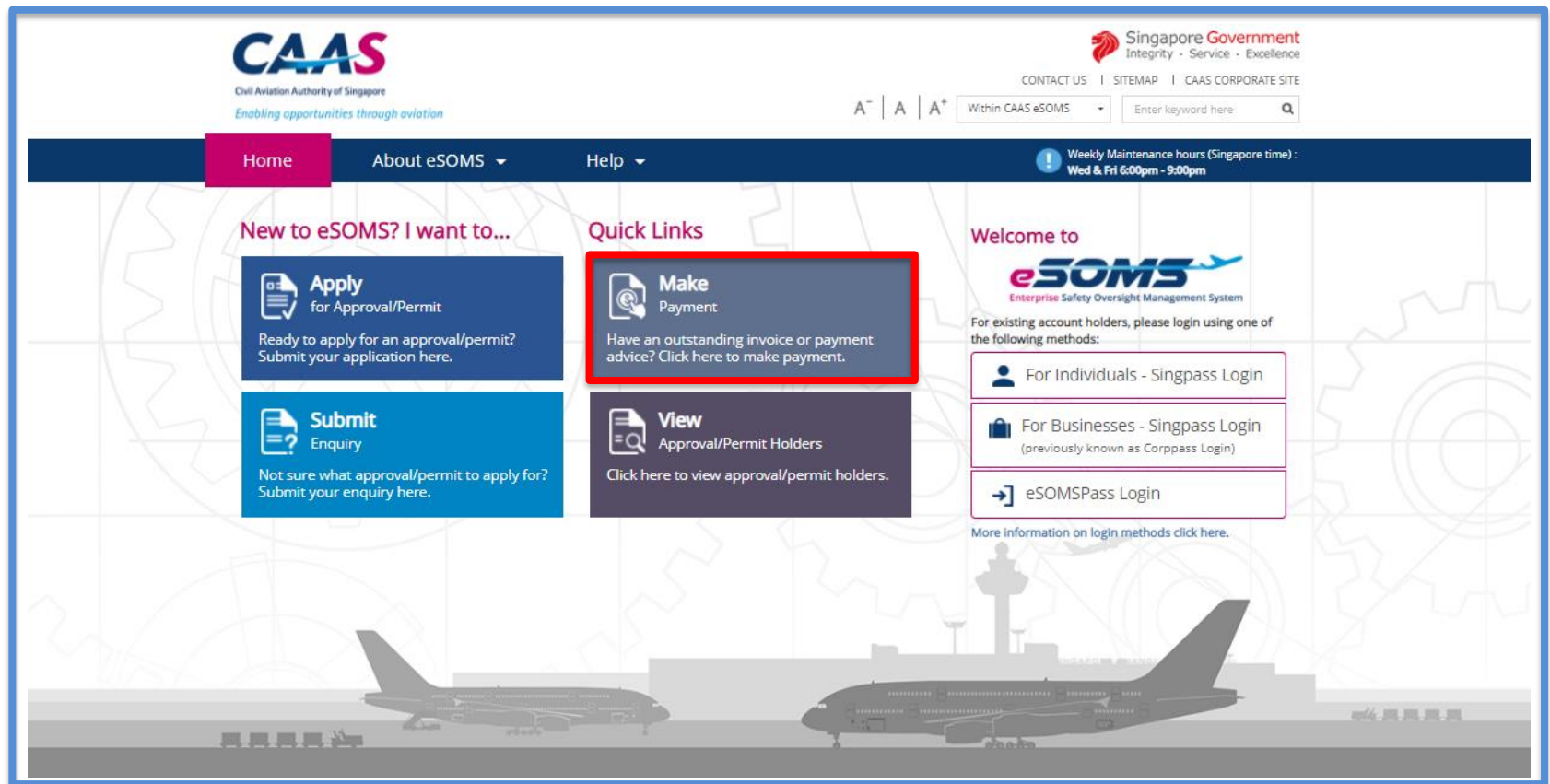
Instructions:

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

Please quote eSOMS application no. and Payment Advice no. when making the telegraphic transfer/wire transfer/GIRO and enter the following details in

Click here
to pay

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



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

Online Payment Service

Make Payment

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

☒ Payment Advice No. ☐ Invoice No.


Please enter the words you see in the box.

ybrnx3

Refresh

Reset

Search



Civil Aviation Authority of Singapore

Payment Advice

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

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

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

Payment Invoice Number

Date

Name of Organisation

Organisation Address

Applicant Name

Payment Status

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

Total Payment Amount (SGD) 600.00

Amount Received (SGD)

Net Payable Amount (SGD) 600.00

Pay Now

A late payment interest charge at the prevailing rate will be levied on the overdue amount.

For enquiries on payment advice, please contact the eSOMS Support Team at esoms@caas.gov.sg.

This is a computer generated payment advice. No signature is required.

Instructions:

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

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

The screenshot shows a web application interface for CAAS/PM/2021/0183. The left sidebar contains navigation links: Home, My Organization..., and CAAS/PM/2021/0183. Below these are links for Approval > Application and Payment (CAAS/PM/2021/0183). The main content area is titled 'Make Payment' and includes the following details:

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

A red note states: **Note:** Select one of the following payment modes:

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

The 'Payment Mode' dropdown menu is open, showing the following options:

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

The left sidebar also displays a table with the following data:


S No.	Item Description
1	Approval Fee

Below the table, the total amount is SGD 600.00 and the net payable amount is SGD 600.00. A 'Cancel' button is visible. The bottom section contains instructions: 'Payment can be made by telegraphic transfer' and 'Please quote eSOMS application no. and Pay'.

Step 3a: If payment is via Credit Card, you will be redirected to an external payment page for payment.

Display Name	TEST: Civil Aviation Authority of Singapore
Merchant Reference Code	P-2589-162203993
Nets Reference Code	20210525150820181
Amount	SGD 600.00

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Month

Year

Email (Optional)

Submit

Cancel

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

The screenshot displays a web application interface for CAAS/PM/2021/0183. The main content area shows a 'Payment (CAAS/PM/2021/0183)' summary with the following details:

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

A 'Cancel' button is visible below the summary. The 'Instructions:' section states: 'Payment can be made by telegraphic transfer/wire transfer. Please quote eSOMS application no. and Paym eSOMS after your telegraphic transfer/wire transfer. a. Telegraphic Transfer/Wire Transfer/GIRO Number b. Transaction Date c. Amount d. eSOMS Application No. e. Payment Advice No. f. Remarks'. Below this, it says 'If payment is made by telegraphic transfer/wire transfer, please provide the following details: Bank Name: DBS Bank Ltd, Bank Code: 7171, Branch Code: 003'. A 'Make Payment' modal is open in the center, displaying a QR code and the following instructions:

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

A 'Cancel' button is located at the bottom of the modal.

Step 3c: If payment is via TT, please arrange with your Finance to initiate the transaction separately. Upon successful transaction, please fill in the transaction reference number and date in the page as shown below.

Make Payment

Application No.

CAAS/DGP/2021/0055

Payment Advice No.

CAAS/PM/2021/0183

Payment Advice Date

25/05/2021

Note: Select one of the following payment modes:

Credit Card (Visa/Mastercard)

TT / WireTransfer / GIRO (your bank may take 3-5 working days to process)

PayNow

Payment Mode *

TT/Wire TRF/GIRO

Amount

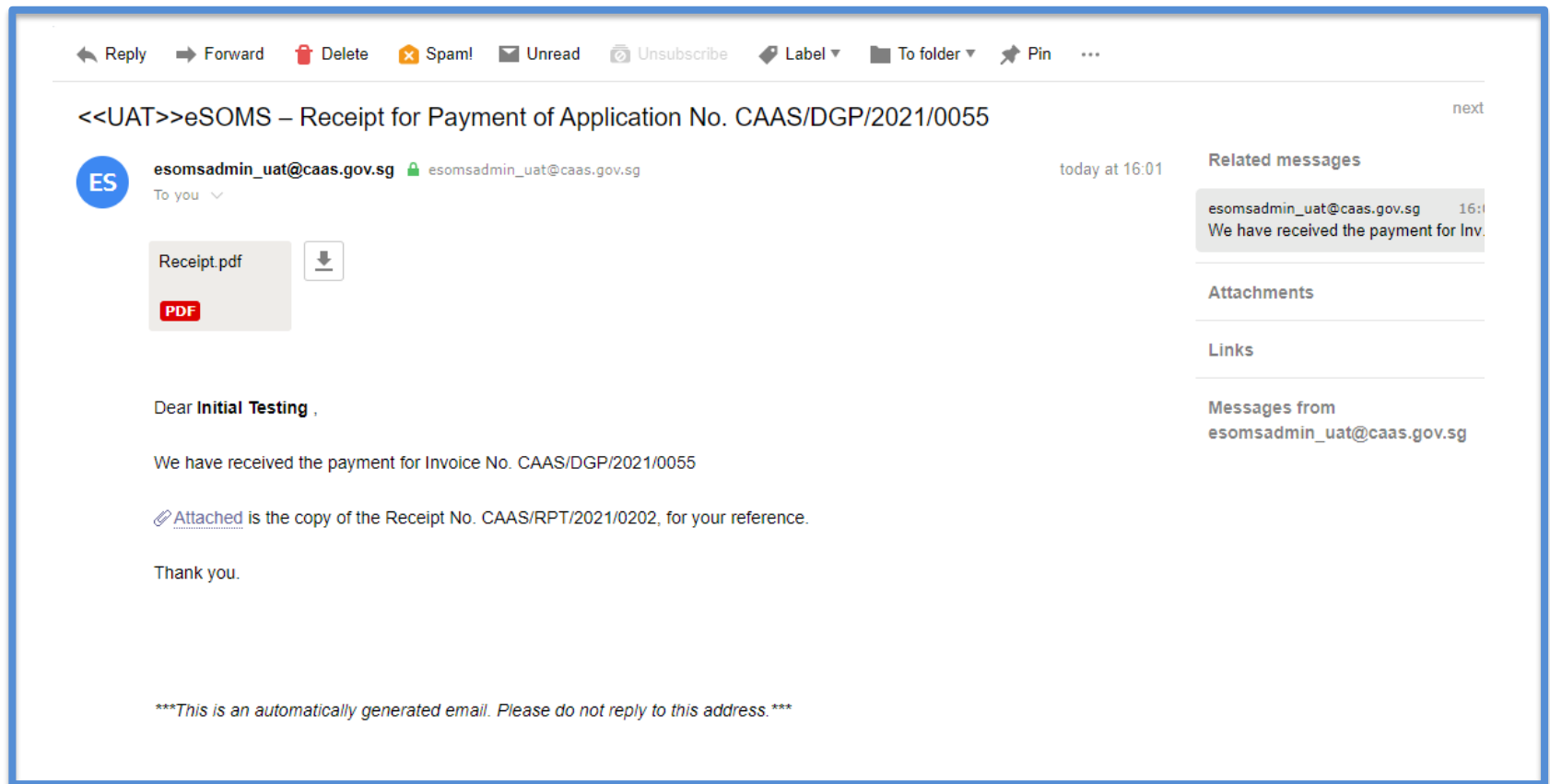
600.00 SGD

TT/Wire TRF/GIRO Number *

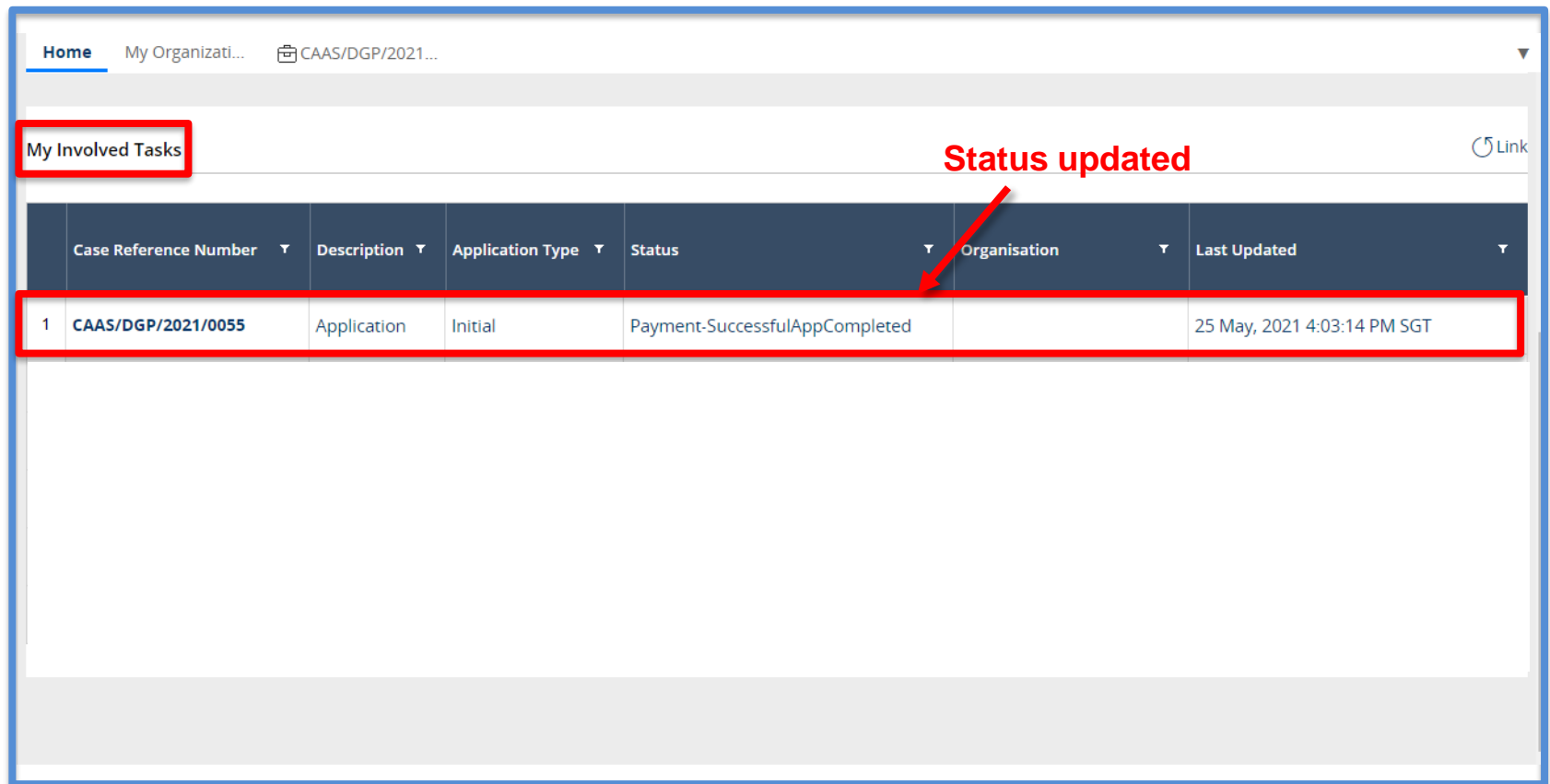
TT/Wire TRF/GIRO Date *

Remarks

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



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

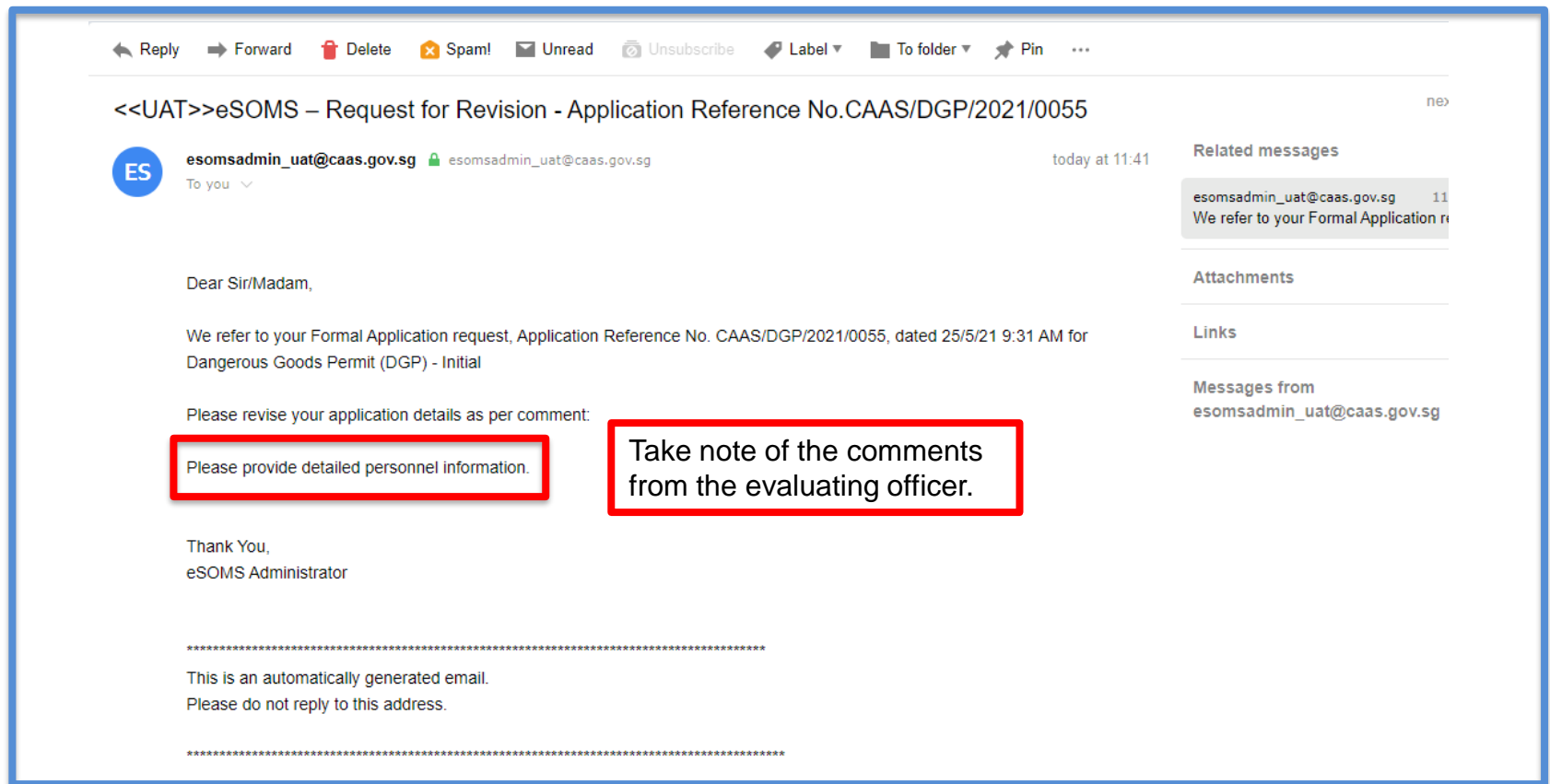


The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'My Organizati...', and a folder icon with 'CAAS/DGP/2021...'. Below the navigation bar, the section 'My Involved Tasks' is highlighted with a red box. To the right of this section, the text 'Status updated' is written in red, with a red arrow pointing to the 'Status' column of the table below. The table has the following columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. The first row of the table is highlighted with a red box and contains the following data:

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

Evaluation

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



Step 1: The application will be routed back “My Outstanding Tasks”. Click on the case reference number to make the necessary changes to the formal application.

The screenshot shows a web application interface for CAAS. At the top, there is a navigation bar with 'Home' and 'My Organization...'. Below this is a 'My Dashboard' section. The main content area is divided into two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section contains a table with the following data:

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

A red box highlights the case reference number 'CAAS/DGP/2021/0055' in the first row of the table. A red arrow points from the text 'Click here' to this box. The 'My Involved Tasks' section is currently empty.

Step 2: Make necessary amendments according to comments by CAAS officer.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'PP'. The left sidebar contains a menu with options: Home, My Applications, Search Portal, View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), New, Profile Settings, and Data Analytics. The main content area shows the 'Approval' section for 'Application (CAAS/UOP/2019/0061)'. A breadcrumb trail indicates the path: Home > My Approvals > CAAS/UOP/2019... The application process is divided into four steps: 1. Applicant/Organisation Details, 2. Formal Application Details, 3. Upload Documents, and 4. Preview Application. Steps 2 and 3 are highlighted with red boxes, and a red arrow points from the text 'Navigate to the appropriate section where revision is required.' to step 2. The 'Instructions' section states: '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 correct. A correct submission will lead to delays in processing your application.' The 'Application Details' section shows 'Approval Type: Operator Permit (UOP)' and 'Application Type: Initial'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

Home My Approvals CAAS/UOP/2019...

Approval

Application (CAAS/UOP/2019/0061) 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 correct. A correct submission will lead to delays in processing your application.

Application Details

Approval Type
Operator Permit (UOP)

Application Type
Initial

Cancel Save Continue

Navigate to the appropriate section where revision is required.

Step 3: Ensure amendments are made correctly and submit.

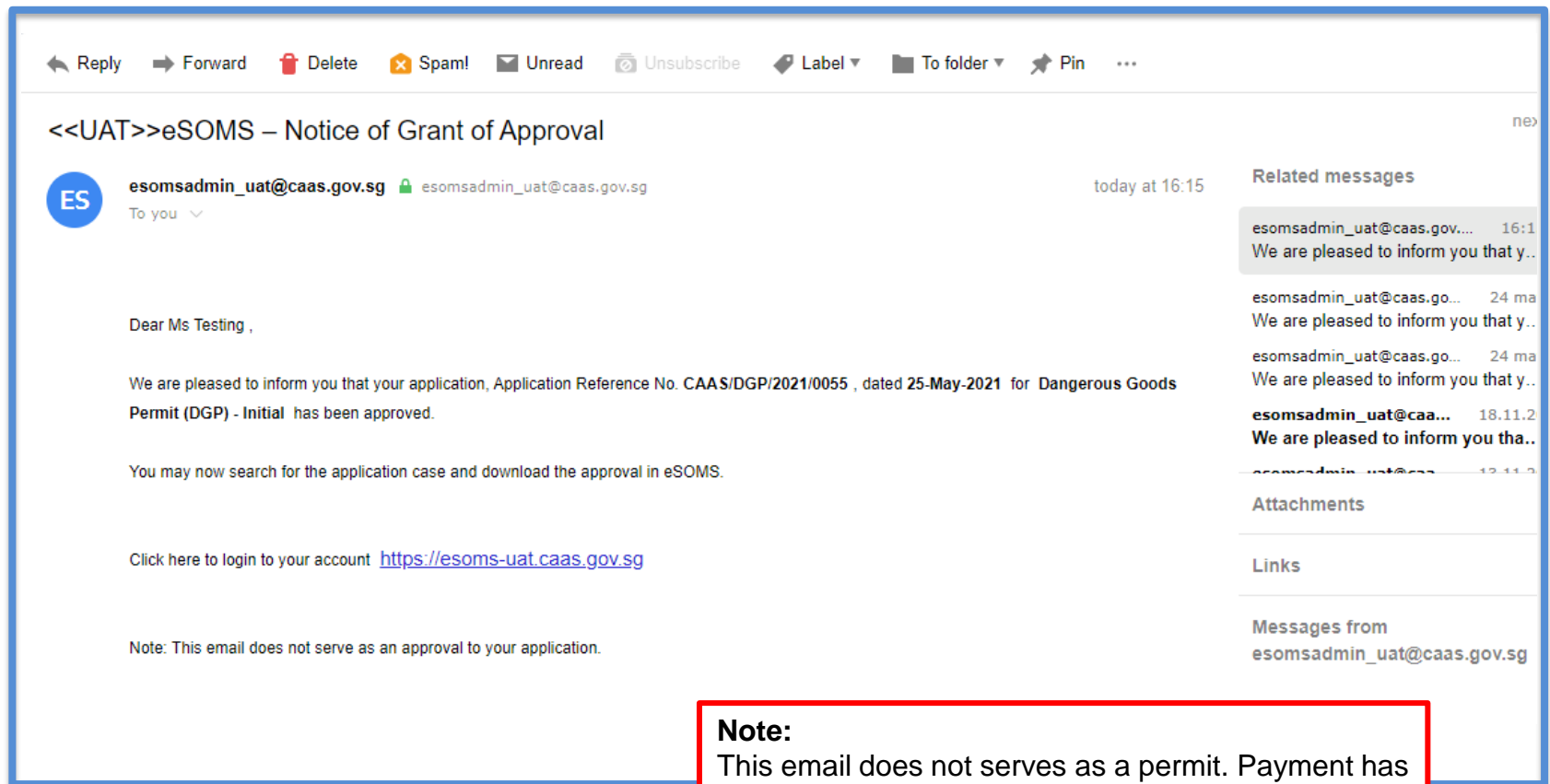
The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface for the CAAS/UOP/2019/0069 application. The interface includes a sidebar with navigation options: Home, My Applications, Search Portal, View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The main content area shows the application details, including the approval type (Operator Permit (UOP)), the CAAS Approval No (UOP/0337), and the Approval Expiry Date (17/09/2019). A progress bar at the top indicates the current step is 4, Preview Application. A red box highlights the 'Preview Application' step, with an arrow pointing to a text box that says 'Preview the application and ensure all parameters are specified accurately.' Another red box highlights the 'Submit' button at the bottom right, with an arrow pointing to a text box that says 'Click on **Submit** to proceed.'

CAAS

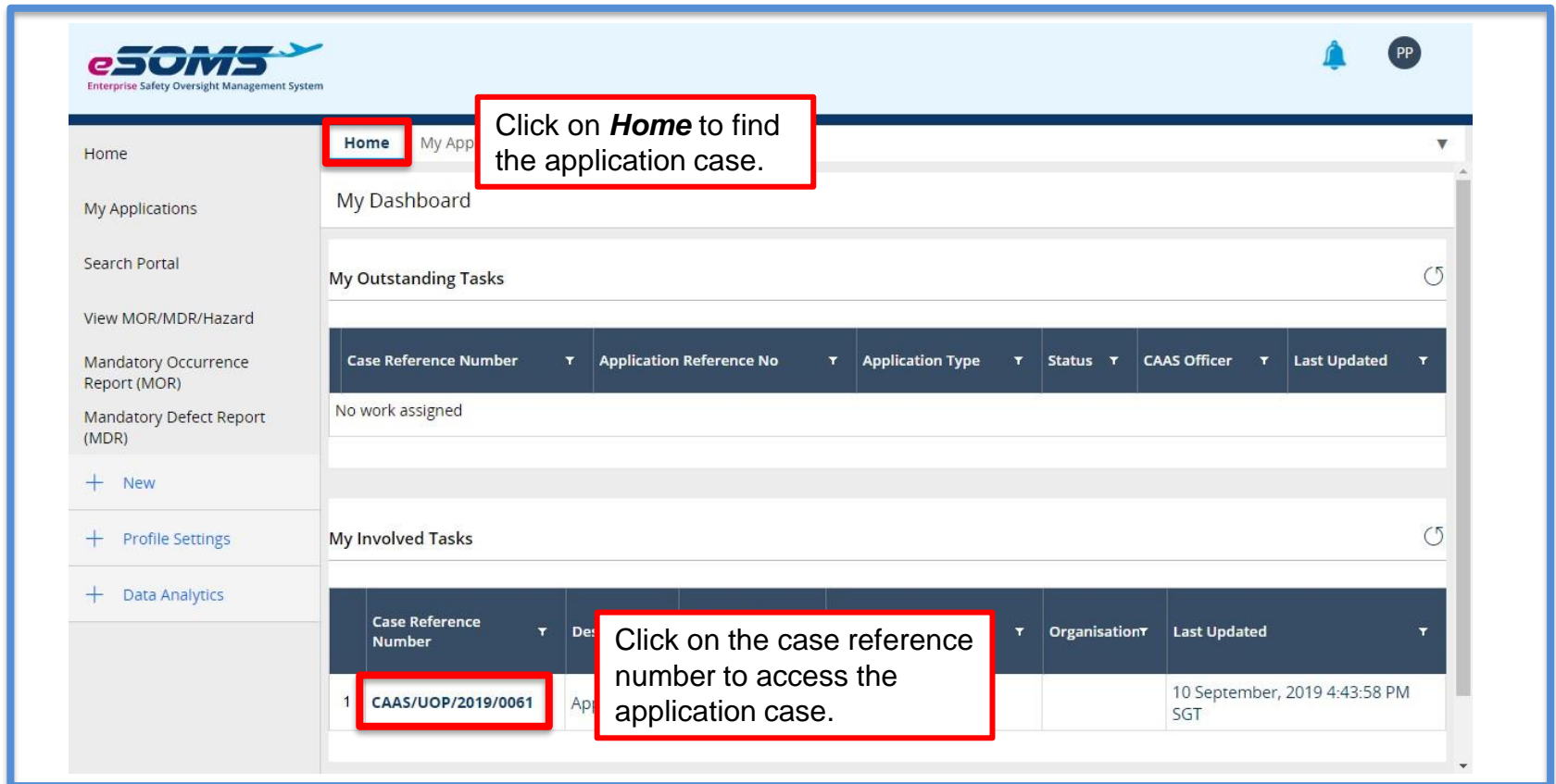
Application Process for UA Activity Permit

Downloading Approval

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



Step 1: Look for the case reference number under 'My Involved Tasks' in 'Home'.



Click on **Home** to find the application case.

Click on the case reference number to access the application case.

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

Case Reference Number	Defect	Organisation	Last Updated
1 CAAS/UOP/2019/0061	Ap		10 September, 2019 4:43:58 PM SGT

Step 2: Click on the certificate to download.

eSOMS
Enterprise Safety Oversight Management System

Home My Approvals **CAAS/UOP/2019...**

Approval
Application (CAAS/UOP/2019/0061) Actions

Application Review

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

Case information

Approval Type	Application Type	Applicant
Operator Permit (UOP)	Initial	garfieldnine@yandex.com
Application Status	Pending Application Closure	

ATTACHMENTS

OP Certificate.pdf
Certificate | Shiqi Teo

The activity permit can be downloaded here.

CASE DETAILS

Last updated by
Shiqi Teo (1h ago)

Created by
Applicant (1d ago)

Summary

1. Register via eSOMS website
2. Submitting Application
3. Making Payment
4. Evaluation
5. Downloading Approval

- END -