# A guide for application process UA Activity Permit



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# **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



CAAS Application Process for UA Activity Permit 4

#### Step 2: Select 'For An Organisation'.

Home	About eSOMS 👻	Help 🖌				
Select Approval Type						
l am applying <b>*</b>		_				
🗌 As An Individual	💿 For An Organi	sation				
Approval Type *		_				
Select			~			
Applicants are strongly encoura	ged to apply for a Corppass	ID before registerir	g with eSOMS			
Do you have a Corppass ID?*						
○ Yes	◯ No					
					Sub	mit
Cancel						

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

	Home	About eSOMS 👻	Help 👻				
Select Approv	al Type						
I am applying* As An Indivi	dual	<ul> <li>For An Organ</li> </ul>	nisation				
Approval Type 🖈				1			
Select							
Production Repair Desi Supplemen Singapore 1 Type Certifi <b>Maintenanc</b> Maintenanc Air Traffic C Aviation Tra Maintenanc FSTD Certifi UA Basic Tr UA Training	Organisation App gn Approval (RDA tal Type Certificat Technical Standar icate (TC) e control Training O aining Organisatio ce Training Organisatio ce Training Organisatio g and Assessment Nirrent	oroval (POA) ) e (STC) d Order (STSO) pproval (MOA) rganisation (ATCTO) on - Flying Training Organisatio isation (MTO) ion (SIM) on (UABTO) Organisation (UATO)	on / Type Rating Training Org	nisation (ATO-FTO-TRTO)		Review	Submit
Activity Per	mit Class 2 (AP2)				1		
Discharge F	Permit (DP)						

#### Step 4: Select 'No' for Corppass

Home	About eSOMS 👻	Help 👻		
Select Approval Type				
l am applying*				
As An Individual	💿 For An Organ	sation		
Approval Type *				
Activity Permit Class 2 (AP2)			~	
Applicants are strongly encour	aged to apply for a Corppass	ID before registering w	th eSOMS	
Do you have a Corppass ID?*				
○ Yes	💽 No			
0				

CAAS Application Process for UA Activity Permit 7 **Step 1a:** For existing applicants that already have an eSOMS account, Login via your respective login methods.



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

Home My Organizati 🖻 Approval			
Approval			Actions
Select Approval Type		Test Account	CASE DETAILS
Approval Type * Activity Permit Class 1 (AP1)	Application Type * Initial	•	Last updated by System (1m ago) Created by Test Account (1m ago)
Additional Questions related to Ap Is this an application for a repeated activit Ves Cancel	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.	Submit	To apply for new permit, select <i>Activity Permit</i> <i>Class 1/2 (AP1/AP2)</i> under approval type and <i>Initial</i> under Application type.

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

Select Approval Type		Test Account Case Details
Approval Type <b>*</b> Activity Permit Class 1 (AP1)	Application Type *	Last updated by System (1m ago) Created by Test Account (1m ago)
Is this an application for a repeated activity?*  Yes  Please enter Approval Number to be repeated *  AP1/20190618/0001/UOP/0015  Note: You may only repeat permits that were issued	No less than 1 year ago.	
Cancel		Submit
To repeat a permit that was a drop-down selection list.	oproved in eSOMS, select the	e approval number to be repeated via the



## 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.

Civil Aviation Authority of Singapore Enabling opportunities through aviation	Singapore Government Integrity - Service - Excellence         CONTACT US       I SITEMAP         I       CAS CORPORATE SITE         A <sup>-</sup> A         A <sup>+</sup> Within CASS eSOMS         Enter keyword here       Q
Home About eSOMS 😽 Help 👻	Weekly Maintenance hours (Singapore time) : Wed & Frl 6:00pm - 9:00pm
Salutation* Select First Name/Given Name*	Last Name/Surname*
Enter either NRIC or Passport Number* NRIC/FIN Designation*	Note:         Passport         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.
Country/Region * Area Code Phone Number *	Do not enter the area code if it is not applicable to the mobile number. Else, the OTP will be sent to the wro number.
Select Street / Building *	Postal Code*
Street and number , P.O. box, c/o	

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

1         Applicant/Organisation Details         Poperation         Date(s) and Time(s) of Activit         + Add Item ③ Delete	2 ormal Application Details U	3 4 pload Documents Preview	App To add a rec Click on <b>Add</b> To remove a Click on any click on <b>Dele</b>	ord I item to include additiona record field of the unwanted reco ete to remove the record.	al record. ord and
Date of Activity (From)*	Date of Activity (To)*	Time of Acti	vity (From)*	Time of Activity (To)#	
Maximum height of Operations (feet	above mean sea level) *				
🕂 Add Item 🛞 Delete					
Operation ⊯ Select ✓					
? Parations #					Continue

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

Type of Operations		
🕀 Add Item 🛞 Delete	To add a record	
Operation *	Click on <i>Add item</i> to include additional record.	
Select 🗸	To remove a record	
Area Of Operations *	Click on any field of the unwanted record and	
Describe the area of operations (Eg. At the	center of click on <b>Delete</b> to remove the record.	
Flight Profile Of Operations *		
Describe flight profile of operations (Eg. Ta	ke-off followed by hovering at 200 ft for 5 mins, before descending back to the ground)	
Does the operation involves discharge of ar or substances?	y items * 🔿 Yes 💫 No	
or substances.		
		Continuo
Dack		Continue

#### Step 4: Provide details of the Unmanned Aircraft

Home       About eSOMS -       Here         1       2       3         Applicant/Organisation Details       Formal Application Details       Upload         Add Unmanned Aircraft       To add a record       Click on Add ite         Image: Add Item Image: Delete       To remove a record       Click on any field         Unmanned Aircraft 1       Click on Delete       To remove a record	p - Documents Preview Applicant m to include additing ord d of the unwanted in p remove the record	onal record.	Weekly Main Wed & Fri 6d	ntenance hours (Singapore time) : :00pm - 9:00pm
1       2       3         Applicant/Organisation Details       Formal Application Details       Upload         Add Unmanned Aircraft       To add a record       Click on Add ite         Add Item © Delete       To remove a record       Click on any field         Unmanned Aircraft 1       Click on Delete       To remove a record	Documents Preview Application m to include addition ord d of the unwanted records p remove the records	onal record.	]	
<ul> <li>✓ Add Unmanned Aircraft</li> <li>→ Add Item ⊗ Delete</li> <li>Unmanned Aircraft 1</li> <li>To remove a recent Click on any field click on <b>Delete</b> to the click on <b>Delete</b> to the click on the click on</li></ul>	<i>m</i> to include additi ord of the unwanted r	onal record. ecord and		
		d.		
Brand * Model *	Power Sourc	e* Lengt	th (m)*	Wingspan or width (m)*
DJI Mavic Pro	LiPo 4S Bat	tery, 15.2V 1200 0.27		0.27
Total take-off wt. (including payload)(kg) * Maximum Flight Duration	(min)* Type of Paylo	ad *		
0.74 27.00	Stock gimb	al and GoPro Hero 7		
Maximum flight speed (m/s) * Maximum height capable	ft)*			
18.00 500.00	Note Type	: of payload c	ould includ	le: Gimbal, camera

Application Process for UA Activity Permit

#### Step 5: Provide frequency details.



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

POINT OF CONTACT 1			
Name*	Country Code*	Contact Number *	
	Select	~	
POINT OF CONTACT 2			
Name *	Country Code*	Contact Number *	
	Select	~	
Safety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift★	
Safety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift*	
Safety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift*	
Gafety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift*	
Safety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift*	
Gafety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift★	
Safety/Emergency Measures	d to prevent the inadvertent loss of control of the unmanned airc	ift*	
Safety/Emergency Measures Please list the safety measures employee Describe contingency measures in the employee	d to prevent the inadvertent loss of control of the unmanned airc vent of: 1.Loss of power 2. Loss of link/remote control 3. Loss of l	aft * e of sight *	

#### Step 7: Draw the area of operations and flight path



### Step 8: Upload mandatory documents and additional documents

1 Applicant/Organisation Det	2 Formal Application Details	3 5 Upload Documents Pre	view Application		
Mandatory Document:	S			Click on "Upload"	' and there will be
Note : If N/A is checked, p	please provide justification in rem	ark column.		a pop-out window	to upload the fil
Name	File	Category	Attach	N/A Remark	
1		Risk Assessment Form	Upload		Î
Additional Documents		$\sim$			
Document not found in t	he above list? You may upload ad	ditional supporting documents h	Risk Assessm	nent Form is mandato	ry.
+ Add Row	File	Category	Attach	Remark	
No items					
?_el Back					Continue

### Step 8: Upload mandatory documents and additional documents



CAAS Application Process for UA Activity Permit 20

### Step 8: Upload mandatory documents and additional documents

Approval	Attach Documents			×	Actions
Application (CAAS/DGP/2		_			
1		Q	8		
Applicant/Organisation Details		Drag and dro	p file here		
		or			
Mandatory Documents		Select	file		
Note : If N/A is checked, plea	Note : You are allowed to upl	oad only one file in this screen.			
Name	Name 🛊	File		Ensure that the correct is uploaded and attack	t file
	test_1	test_1.pdf	ΰ.	before closing the pop	o-out
1				window	<b>a</b>
2					
Cancel Back	Cancel			Attach	Continue

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

Name	File	Category	Attach	Remark
No items				
Declaration				
in the declare that	Linere nave been no accident	shiredents that have occurred in relation	nto activities conducted under th	amole of this OF.
<ul> <li>I agree that CAAS n provided in this ap any regulatory door relevant transport s</li> <li>I agree that CAAS n have provided in th on aviation-related</li> <li>By providing to CAA</li> </ul>	nay collect, use, and disclose r plication form, or obtained by sument that may be granted safety regulatory requirement may collect, use and disclose is form, for the following pur events and training. As personal data on behalf of data protection logiciation in	ny personal data to the Government of t / CAAS as a result of processing my appl by CAAS, verification of regulatory doc is. my personal data and contact informat poses: (1) to receive information and upc another individual, I warrant to CAAS tha	he Republic of Singapore and oth ication for the purposes of asses tuments issued by CAAS, or enf ion including email addresses, p lates from CAAS on safety and re it all the necessary consents requ	er public agencies, and aviation authorities, as sing my application and the administration of orcing and ensuring my compliance with the hone numbers and postal addresses, which I gulations (2) to receive information from CAAS

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

https://esoms- uat.caas.gov.sg/esoms/mashupnewapproval.html	×
Your application has been successfully submitted. Please log into eSo view and make payment for applicable application fees, as well as vie details and status of your application. Note: SingPass/CorpPass users log onto eSOMS using SingPass/CorpPass. Non-SingPass/CorpPass receive login credentials for eSOMS at the email address you provide note that further processing of your application will only commence a necessary payments have been completed.	OMS to w further s should users will d. Please fter all
	ОК

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

🔦 Re	ply 🔿 Forwa	d 🍵 Delete	😢 Spam!	Unread	👼 Unsubscribe	🗬 Label 🔻	To folder ▼	📌 Pin	
< <u< td=""><td>AT&gt;&gt;eSOM</td><th>S – Notice</th><th>of New U</th><td>ser Accou</td><td>nt Created</td><td></td><td></td><td></td><td></td></u<>	AT>>eSOM	S – Notice	of New U	ser Accou	nt Created				
FS	esomsadmin	_uat@caas.gov	.sg 🔒 esomsa	dmin_uat@caas.	gov.sg		today at 11:48	Related r	nessages
	То уоц 🗸							esomsadm We are ple	in_uat@caa eased to info
	Dear Sir/Ma	dam,						Attachme	ents
	We are place Your login n Note: If then Your passw Please cont	ame is: <u>initial.t</u> e ame is: <u>initial.te</u> e is hyphen in ord will be sent act the eSOMS	esting.2@yar Email ID, it w separately to Administrate	now account index.com	has been created. with "." for eSOMS nail address. ot the intended rec	S account. cipient.		Links Message esomsad	s from Imin_uat@
	Thank You, eSOMS Adm	inistrator							
	*********	*****	******	*******	*******	***			
	This is an au	tomatically deno	erated email						

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

🐟 Reply 🔿 Forward  Delete 这 Spam! 🔛 Unread 💿 Unsubscribe 🏼 🖉 Label 🔻 🖿 To folder 🔻 🖈 Pin 🚥	
< <uat>&gt;eSOMS – Notice of Formal Application Submission</uat>	
esomsadmin_uat@caas.gov.sg 🔒 esomsadmin_uat@caas.gov.sg today at 11:19	Related messages
To you V	esomsadmin_uat@caas.gov We received your formal a
Dear Sir/Madam,	esomsadmin_uat@caas.go. We received your formal a
We received your formal application with Case No. CAAS/DGP/2021/0055 for the following :	esomsadmin_uat@caas.go. We received your formal a
Approval Type : Dangerous Goods Permit (DGP) Application Type : Initial	esomsadmin_uat@caa We received your formal
Please login to your eSOMS account to view and make payment for the relevant application fees, as well as view further details and the status of your application.	Attachments
Please note that further processing of your application will only commence after all necessary payments have been completed.	Links
You will be notified upon further processing of your application.	messages from esomsadmin_uat@caa
Thank you.	
***This is an automatically generated email. Please do not reply to this address.***	



## Making Payment



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

< <ua< th=""><th>T&gt;&gt;eSOMS – New Payment Advice for No. CAAS/DGP/2021/0055</th><th></th><th>nex</th></ua<>	T>>eSOMS – New Payment Advice for No. CAAS/DGP/2021/0055		nex
ES	esomsadmin_uat@caas.gov.sg 🔒 esomsadmin_uat@caas.gov.sg	today at 14:38	Related messages
	To you V		esomsadmin_uat@caas.gov.sg 14 A Payment Advice for the Application
	Approval Fee20210525T0		Attachments
			Links
	Dear Initial Testing ,		Messages from esomsadmin_uat@caas.gov.sg
	A Payment Advice for the Application No. CAAS/DGP/2021/0055 is pending payment.		
	<u>Attached</u> is the copy of the Payment Advice no. CAAS/PM/2021/0183 for your reference. You may retrieve from <u>https://esoms-uat.caas.gov.sg</u> if payment is made at a later date.	e it again	
	Thank You, eSOMS Administrator		
	<ul> <li>*** This is an automatically generated email.</li> <li>*** Please do not reply to this email address.</li> <li>***</li> </ul>		

# Payment case will be created "My Outstanding Tasks" in dashboard **Step 1:** Login and click on the payment case

Home My Organizati						v
My Dashboard						
		Statu	ıs will be see	n as		
My Outstanding Tasks	Click here	'Pe	nding Payme	ent'	(	5 Link
Case Reference Number T	pplication Reference No T	Application Type <b>T</b>	Status T	CAAS Officer T	Last Updated	т
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 Organiz	zati 🖻 CAAS/PM/2021/			T
Approval > Application Payment (CAAS/P	M/2021/0183)			Actions
S No.	Item Description	Amount (SGD)	Due Date	
1	Approval Fee	600.00	8/6/21	
Total Amount (SGD)	600.00			Click here
Net Payable Amount (!	SGD) 600.00			to pay
Cancel			Download Pay Later Pa	iy Now
Instructions:				
Payment can be made	e by telegraphic transfer/wire transfer/	GIRO in Singpore Dollar.		
Please quote eSOMS	application no. and Payment Advice r	no. when making the telegraphic transfer/v	vire transfer/GIRO and enter the following	details in

#### 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 Pay	/ment 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.           ybrox3         Refresh           Reset         Search	Payment Advice No       CAAS/PM/2021/0183         Payment Advice Date : 25/05/2021         Name of Company :         Organisation Address :         Applicant Name :         Applicant Organisation Type :	

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### 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 A late payment interest charge at the p For enquiries on payment advice, pleas This is a computer generated payment Instructions: Payment can be made by telegraphic t	Pay Now prevailing rate will be levied on the overdue amount. se contact the eSOMS Support Team at <u>esoms@caas.gov.sg</u> . advice. No signature is required. ransfer/wire transfer/GIRO in Singpore Dollar.		

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

Home My Organizati 🖶 CAAS/PM/2	2021/	v
Approval > Application Payment (CAAS/PM/2021/0183)	Make Payment	Actions~
	Application No. CAAS/DGP/2021/0055	
S No. Item Description	Payment Advice No. CAAS/PM/2021/0183	
1 Approval Fee	Payment Advice Date 25/05/2021	
	<b>Note:</b> Select one of the following payment modes:	
Total Amount (SGD) 600.00	Credit Card (Visa/Mastercard)	
Net Payable Amount (SGD) 600.00	<ul> <li>TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)</li> <li>PayNow</li> </ul>	
Cancel	Payment Mode * Select  Select Credit Card PayNow TTAMire TEE(CIPO	
	11/WIRE LIKE/GIRO	
Payment can be made by telegraphic transfe	Payer Details	
Please quote eSOMS application no. and Pay	Deces Manage I to I T in	₹ <i>i</i> ,

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

Display Name Merchant Reference Code Nets Reference Code Amount	TEST: Civil Aviation Authority of Singapore P-2589-162203993 20210525150820181 SGD 600.00	
Payment Methods		
	• VISA	
Name on Card		
Card Number		
CVV/CVV2		
Expiry Date	Month Vear V	
Email (Optional)		
	Submit Cancel	

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



**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 fo	llowing payment modes:	
Credit Card (Visa/Ma	istercard)	
PayNow Payment Mode *	TT/Wire TRF/GIRO	2)
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.

κ Reply 🔿 Forward 🍟 Delete 😢 Spam! 🔛 Unread 💿 Unsubscribe 🏼 🖉 Label 💌 🖿 To folder 💌	🖈 Pin \cdots	
< <uat>&gt;eSOMS – Receipt for Payment of Application No. CAAS/DGP/2021/0055</uat>		next
esomsadmin_uat@caas.gov.sg 🔒 esomsadmin_uat@caas.gov.sg	today at 16:01	Related messages
		esomsadmin_uat@caas.gov.sg 16: We have received the payment for Inv.
		Attachments
		Links
Dear Initial Testing ,		Messages from esomsadmin_uat@caas.gov.sg
We have received the payment for Invoice No. CAAS/DGP/2021/0055		
Thank you.		
***This is an automatically generated email. Please do not reply to this address.***		

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

	Но	<b>me</b> My Organizati (	룹 CAAS/DGP/2021					T
My	My Involved Tasks Status updated							() Link
		Case Reference Number	▼ Description ▼	Application Type <b>T</b>	Status T	Organisation <b>T</b>	Last Updated	т
		CAAS/DGP/2021/0055	Application	Initial	Payment-SuccessfulAppCompleted		25 May, 2021 4:03:14 PM SGT	
Γ								







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.

🔦 Reply 🔿 Forward 🍟 Delete 这 Spam! 🔛 Unread 👩	🔊 Unsubscribe 🛛 🗬 Label 🔻 🖿 To folder 🔻 📌	Pin …						
< <uat>&gt;eSOMS – Request for Revision - Applic</uat>	ation Reference No.CAAS/DGP/202	1/0055	ne>					
ES esomsadmin_uat@caas.gov.sg 🔒 esomsadmin_uat@caas.gov	.sg	today at 11:41	Related messages					
Dear Sir/Madam,	Dear Sir/Madam,							
We refer to your Formal Application request, Application Refe Dangerous Goods Permit (DGP) - Initial	We refer to your Formal Application request, Application Reference No. CAAS/DGP/2021/0055, dated 25/5/21 9:31 AM for Links Dangerous Goods Permit (DGP) - Initial							
Please revise your application details as per comment:								
Please provide detailed personnel information.	Take note of the comments from the evaluating officer.							
Thank You, eSOMS Administrator		-						
***************************************	******							
This is an automatically generated email. Please do not reply to this address.								
************	********							

**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.

Home My Organizati					
My Dashboard					
My Outstanding Tasks	Click here				() Link
Case Reference Number T	Application Reference No <b>T</b>	Application Type 🔻	Status T	CAAS Officer T	Last Updated 🔻
1 CAAS/DGP/2021/0055	CAAS/DGP/2021/0055	Initial	FormalApplication-Submitted		25 May, 2021 11:40:57 AM SGT
My Involved Tasks					() Link
Case Reference Number T	Description <b>T</b> Application	Type ▼ Status	۲ Organis:	ation T Last U	lpdated <del>T</del>

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

Enterprise Safety Oversight Management Sy	ratem
Home	Home My Approvals CAAS/UOP/2019
My Applications	Approval Application (CAAS/UOP/2019/0061)
Search Portal View MOR/MDR/Hazard Mandatory Occurrence Report (MOR) Mandatory Defect Report (MDR) + New + Profile Settings + Data Analytics	1       2       3       4         Applicant/Organisation Details       2       3       4         Imstructions       Preview Application       Preview Application         This form may take you up to 30 minutes to fill in: ou 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 submiss       Navigate to the appropriate section where revision is required.         Approval Type       Operator Permit (UOP)         Application Type       Operator Permit (UOP)
	Cancel Save Continue

### Step 3: Ensure amendments are made correctly and submit.





## **Downloading Approval**



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#### 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'.

	Home My App	Click or	n <b>Home</b> to find							×
Home	in the start of th	the app	olication case.							÷
Vy Applications	My Dashboard									
Search Portal	My Outstanding Tas	sks								J
View MOR/MDR/Hazard							1			-
Mandatory Occurrence Report (MOR)	Case Reference Nu	mber <del>T</del>	Application Reference No	T	Application Type	Ŧ	Status T	CAAS Officer	T Last Updat	ed T
Mandatory Defect Report (MDR)	No work assigned									- 1
+ New										- 1
+ Profile Settings	My Involved Tasks									U
+ Data Analytics										-
	Case Reference Number	T De	Click on the c	ase	eference	т	Organisation	T Last Update	d	Ŧ
	1 CAAS/UOP/201	<b>9/0061</b> Ap	number to ac	Cess	the			10 Septemb	er, 2019 4:43:5	8 PM

#### Step 2: Click on the certificate to download.



# Summary

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

- END -

