

A guide for Applicants
New eSOMS Users (Local)
Permit To Fly

7 Stages Process

1. Register via eSOMS website
2. Initiate Application for PTF
3. Submitting Formal Application
4. Fee Payment
5. eSOMS Admin Account Creation (only for organisations)
6. Validation and Evaluation by CAAS Officer
7. Approval and Downloading of PTF

Register via eSOMS website

On the CAAS eSOMS landing page, click 'Apply for approval/permit'

The screenshot shows the CAAS eSOMS landing page. At the top left is the CAAS logo (Civil Aviation Authority of Singapore) with the tagline "Enabling opportunities through aviation". A navigation bar contains "Home", "About eSOMS", and "Help". A maintenance notice on the right states: "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm".

The main content area is divided into three columns:

- New to eSOMS? I want to...**
 - Apply for Approval/Permit** (highlighted with a red border): "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.

The background features a stylized illustration of an airport tarmac with two aircraft and ground service equipment.

Initiate Application for PTF

Fill in the details. For applicants applying on behalf of an organization, skip to 'slide 5'. For applicants applying individually, select 'As An Individual' for "I am applying*", and 'Yes' for "Do you have a Singpass ID?*".

Select Approval Type

I am applying*

As An Individual For An Organisation

Approval Type*

Permit To Fly (PTF) ▼

Do you have a Singpass ID?*

Yes No

Singpass ID*

Enter your Singpass ID / NRIC

Fill in the details. Select the option 'For An Organisation' for "I am applying*". If you have a Corppass ID, select 'Yes' and enter your Corppass details.

Select Approval Type

I am applying*

As An Individual For An Organisation

Approval Type*

Permit To Fly (PTF) ▼

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)*

Enter your Organization's Corpass ID and UEN no.

Fill in the additional details related to the PTF application

Additional Questions Related to Application

You have selected Initial application for Permit To Fly (PTF).
To help us process your application, kindly provide these details.

Singapore-Registered or Foreign-Registered Aircraft*

Singapore-Registered Aircraft Foreign-Registered Aircraft

Purpose Of Application*

Ferry flight for repair or maintenance

Function flight test required as part of Supplemental Type Certificate Application or after completion of repair.

Aircraft without Type certificate

Aircraft without Standard Certificate of Airworthiness

Others

Other Purpose

If your selection is "Others", please indicate what the other purpose is below

Enter Applicant and/or Organisation Details

The screenshot displays a four-step application process. Step 1, 'Applicant/Organisation Details', is highlighted with a red box. The other steps are 'Formal Application Details', 'Upload Documents', and 'Preview Application'. Below the progress bar, there are sections for 'Instructions', 'Application Details', and 'Additional Questions Related to Application'. A red-bordered box contains a 'Note' about completing the application in one sitting.

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 Permit To Fly (PTF) | Application Type Initial |
|--------------------------------------|-----------------------------|

Additional Questions Related to Application

You have selected Initial application for Permit To Fly (PTF). To help us process your application, kindly provide these details.

Singapore-Registered or Foreign-Registered Aircraft
Singapore-Registered Aircraft

Purpose Of Application
Ferry flight for repair or maintenance

Note:
The application must be completed in one sitting. All progress will be lost if you exit before completion. Please ensure that you have all the information required before applying.

Fill in the applicant details.

Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Applicant Details

Salutation*
Select... ▾

First Name/Given Name*

Last Name/Surname*

Enter either NRIC or Passport Number*

NRIC/FIN

Designation*

Country/Region* Area Code Phone Number*
Select... ▾

Country/Region* State City*
Select...

Street / Building*

Postal Code*

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.

Fill in the organisation details.

Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Organisation Details

Organisation Name* Registered Entity Name*

Same Organisation and Registered Entity Names Unique Entity Number (UEN)/Registered Entity Number*

Country/Region* State City*

Street / Building Postal Code*

Street and

Apartment,

Nature of Business

Business Profile (Business) of 168 ENTERPRISE (16888888A) Date: DD/MM/YYYY

The Following Are The Brief Particulars of :

| | |
|-----------------------------|--|
| Name of Business | : 168 ENTERPRISE |
| Former Name(s) if any | : 0413 ENTERPRISE |
| Date of Change of Name | : 10/10/2016 |
| Registration No. | : 16888888A |
| Registration Date | : 08/08/2016 |
| Commencement Date | : 08/08/2016 |
| Status of Business | : Live |
| Status Date | : 08/08/2016 |
| Renewal Date | : |
| Expiry Date | : 08/08/2017 |
| Renewal via GIRO | : NO |
| Constitution of Business | : Sole-Proprietor |
| Principal Place of Business | : 888 ABC ROAD #08-08 ABC BUILDING SINGAPORE (888888) |

Note:
Please ensure that the Registered Entity Name, UEN and Address provided here are the same as the details registered with ACRA or the Authority with which the organisation is registered.

Fill in the organisation details.

Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Organisation Details

Organisation Name*

Registered Entity Name*

Same Organisation and Registered Entity Names

Unique Entity Number (UEN)/Registered Entity Number*
31313131231313213123123

Country/Region*
Select...

State

City*

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

Postal Code*

Apartment, suite, unit, building, floor, etc

Nature of Business*

Click 'Continue' when done.

Submitting Formal Application

Fill in the aircraft operator details.

Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

The screenshot shows a four-step application process. Step 2, 'Formal Application Details', is highlighted with a red box. The form contains the following sections and fields:

- Aircraft Operator**
 - Name of Aircraft Operator*
- Address of Aircraft Operator**
 - Country/Region* (dropdown menu)
 - State
 - City*
 - Street / Building* (text input: Street and number, P.O. box, c/o)
 - Postal Code* (text input)
 - Apartment, suite, unit, building, floor, etc (text input)

Fill in the aircraft owner details.

Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Aircraft Owner

Name of Aircraft Owner*

Same as Operator Address

Address of Aircraft Owner

Country/Region* State City*

Select...

Street / Building* Postal Code*

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

Apartment, suite, unit, building, floor, etc

Fill in the aircraft manufacturer details.
Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Aircraft Manufacturer

Name of Aircraft Manufacturer*

Address of Aircraft Manufacturer

Country/Region* State City*

Select...

Street / Building* Postal Code*

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

Apartment, suite, unit, building, floor, etc

Aircraft Details

| | | | | |
|----------------------|----------------------|-----------------------------|-------------------------|----------------------|
| Aircraft Type* | Aircraft Model* | Aircraft Registration Mark* | Aircraft Serial Number* | Year Of Manufacture* |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Name of Person Responsible For Flight*

Fill in the Foreign Registered Aircraft details.
Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Foreign Registered Aircraft

Country of Aircraft Registration* Flight Permit Certificate Number issued by state Registry/Operator*

Validity Period of Foreign Flight Permit

From* To (Leave it blank if it is not applicable)

Any limitations specified in the foreign flight permit*

Note: This section will only appear if you have indicated that you are applying for a Foreign Registered Aircraft.

Fill in the flight details.

Ensure that all fields with a red asterisk are filled as they are required in order to submit the application.

Flight Details

From(Airport/Country)*

To(Airport/Country)*

From*

To*

Remarks*

Upload the relevant mandatory documentation by clicking on the ‘Upload’ button. If the documents are not available at the time of this application, you may check the box under ‘N/A’ and add remarks respective to the unavailable document.

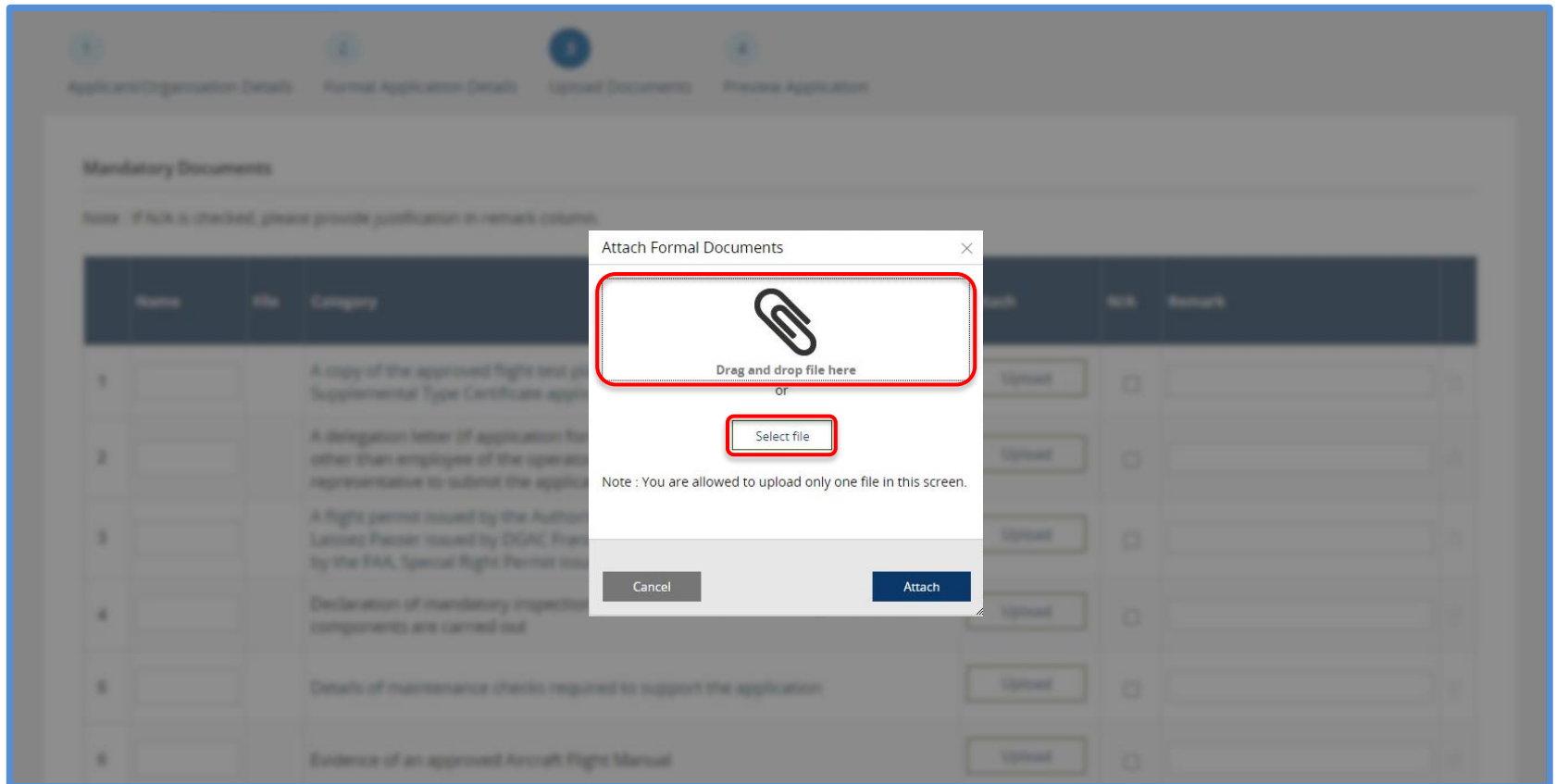
1 Applicant/Organisation Details 2 Formal Application Details **3 Upload Documents** 4 Preview Application

Mandatory Documents

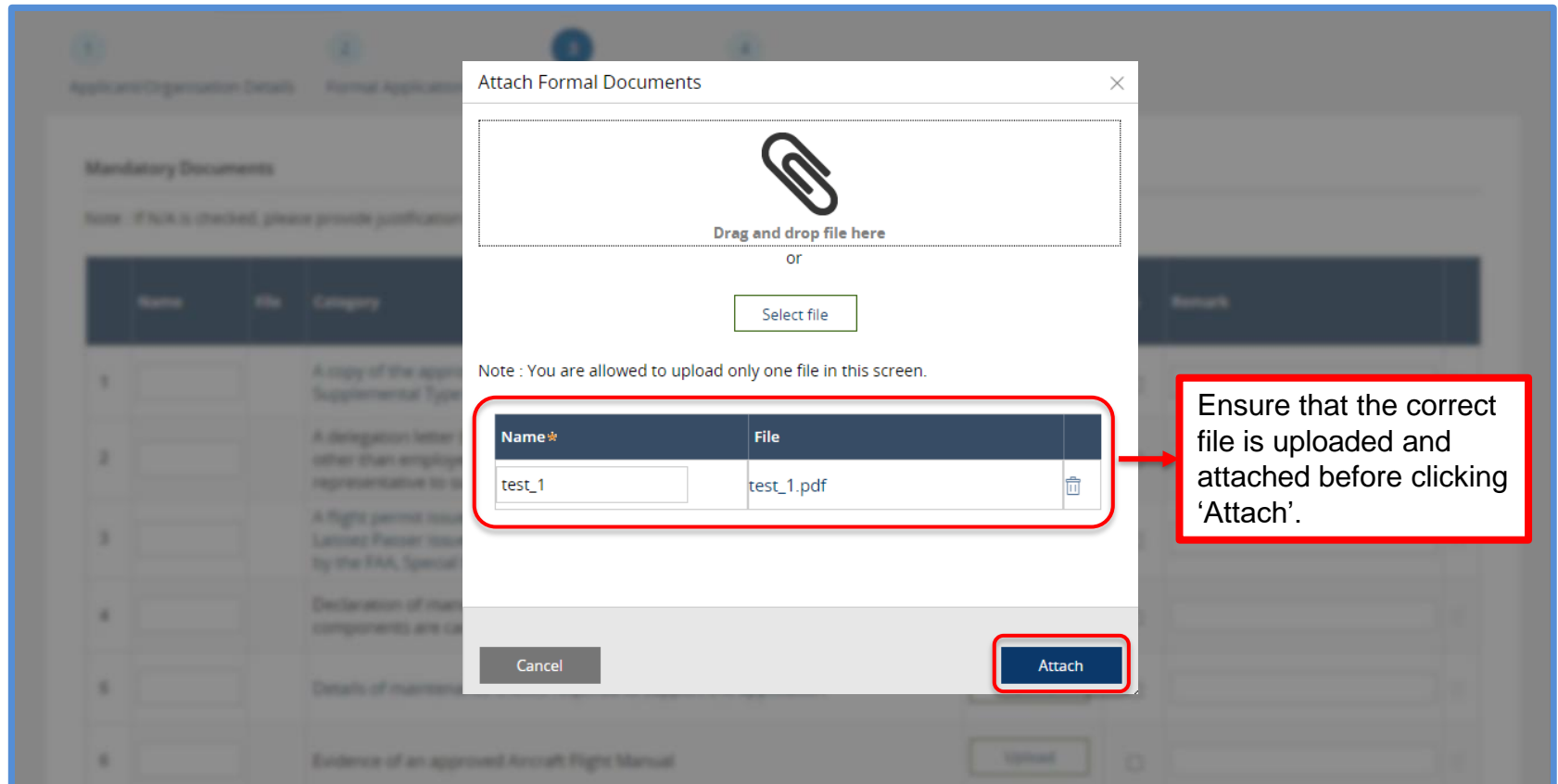
Note : If N/A is checked, please provide justification in remark column.

| | Name | File | Category | Attach | N/A | Remark | |
|---|----------------------|------|--|---------------------------------------|--------------------------|----------------------|--|
| 1 | <input type="text"/> | | A copy of the approved flight test plan (if the application is required as part of Supplemental Type Certificate application or after completion of repair) | <input type="button" value="Upload"/> | <input type="checkbox"/> | <input type="text"/> | |
| 2 | <input type="text"/> | | A delegation letter (if application form is submitted by an appointed representative other than employee of the operator. The applicant may only delegate the representative to submit the application on behalf of the applicant) | <input type="button" value="Upload"/> | <input type="checkbox"/> | <input type="text"/> | |
| 3 | <input type="text"/> | | A flight permit issued by the Authority of the country of registration, Example: A Laissez Passer issued by DGAC France, Special Certificate of Airworthiness issued by the FAA, Special Right Permit issued by CASA | <input type="button" value="Upload"/> | <input type="checkbox"/> | <input type="text"/> | |
| 4 | <input type="text"/> | | Declaration of mandatory inspections and ADs for the Aircraft, engines and its components are carried out | <input type="button" value="Upload"/> | <input type="checkbox"/> | <input type="text"/> | |
| 5 | <input type="text"/> | | Details of maintenance checks required to support the application | <input type="button" value="Upload"/> | <input type="checkbox"/> | <input type="text"/> | |
| 6 | <input type="text"/> | | Evidence of an approved Aircraft Flight Manual | <input type="button" value="Upload"/> | <input type="checkbox"/> | <input type="text"/> | |

To upload a document, drag and drop the file or click on the 'Select file' button. After successful uploading of the file, click 'Attach'.



To upload a document, drag and drop the file or click on the 'Select file' button. After successful uploading of the file, click 'Attach'.



Attach Formal Documents

Drag and drop file here

or

Select file

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

| Name* | File |
|--------|------------|
| test_1 | test_1.pdf |

Cancel Attach

Ensure that the correct file is uploaded and attached before clicking 'Attach'.

If there are any additional documents, click the '+ Add Row' button.

| | | | | | | | |
|----|----------------------|--|----------------------|--------|--------------------------|----------------------|--|
| 7 | <input type="text"/> | Evidence that the aircraft has been appropriately registered, Example: Certificate of Registration | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |
| 8 | <input type="text"/> | Evidence that the aircraft has been certified fit for the intended flight by the appropriate type - rated personnel (if this document is not available during application, please select N/A and provide reason) | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |
| 9 | <input type="text"/> | Evidence that the aircraft has third party insurance covering the intended date of flight, Example: Insurance Certificate | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |
| 10 | <input type="text"/> | Evidence that the flight crew are appropriately licensed (Ratings, Medical Certificate, English Language Proficiency, License validated by State of registration) | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |

Additional Documents

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

← **Click to upload documents**

| Name |
|----------|
| No items |

Note:

Please upload the business registration document, e.g. ACRA Business Profile.

You may also add row to upload any other additional relevant supporting documents.

Sample ACRA Business Profile

(This is a sample report only)

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY (ACRA)



INFORMATION RESOURCES

WHILST EVERY ENDEAVOR IS MADE TO ENSURE THAT INFORMATION PROVIDED IS UPDATED AND CORRECT, THE AUTHORITY DISCLAIMS ANY LIABILITY FOR ANY DAMAGE OR LOSS THAT MAY BE CAUSED AS A RESULT OF ANY ERROR OR OMISSION.

Business Profile (Business) of 168 ENTERPRISE (16888888A)

Date: DD/MM/YYYY

The Following Are The Brief Particulars of :

| | |
|-----------------------------|--|
| Name of Business | 168 ENTERPRISE |
| Former Name(s) if any | S413 ENTERPRISE |
| Date of Change of Name | 10/10/2016 |
| Registration No. | 16888888A |
| Registration Date | 08/09/2016 |
| Commencement Date | 08/09/2016 |
| Status of Business | Live |
| Status Date | 08/09/2016 |
| Renewal Date | |
| Expiry Date | 08/09/2017 |
| Renewal via GIRO | NO |
| Constitution of Business | Sole-Proprietor |
| Principal Place of Business | 888 ABC ROAD #08-08 ABC BUILDING SINGAPORE (888888) |
| Date of Change of Address | 10/10/2016 |

Principal Activities

| | |
|-----------------|---------------------------------|
| Activities (I) | MONEY-CHANGING SERVICES (64993) |
| Description | FUND TRANSFER SERVICE |
| Activities (II) | |
| Description | |

Particulars of Authorised Representative(s)

| Name | ID | Nationality/Citizenship | Address | Address Source | Date of Appointment |
|-----------|-----------|-------------------------|--|----------------|---------------------|
| NG AH MEI | S7788778H | SINGAPORE CITIZEN | 78 ANSON ROAD #78-78 INTERNATIONAL PLAZA SINGAPORE (787878) | OSCARS | 08/09/2016 |

Authentication No. : 000000049

Note: Authorised Representative was formerly known as Manager before 03/01/2016 for business firms

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(This is a sample report only)

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY (ACRA)



INFORMATION RESOURCES

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Business Profile (Business) of 168 ENTERPRISE (16888888A)

Date: DD/MM/YYYY

Existing Sole-Proprietor(s) / Partner(s)

| Name | ID | Nationality/Citizenship Place of Incorporation/ Origin/Registration | Address | Address Source | Date of Entry Position |
|-------------|-----------|---|--|----------------|---------------------------|
| LIM AH HUAT | 88888888H | SINGAPORE CITIZEN | 888 AMK AVENUE #08-08 DEF BUILDING SINGAPORE (888888) | OSCARS | 08/09/2016 OWNER |

Withdrawn Partner(s)

| Name | ID | Nationality/Citizenship Place of Incorporation/ Origin/Registration | Address | Address Source | Date of Entry Position | Date of Withdrawal |
|------|----|---|---------|----------------|---------------------------|-----------------------|
|------|----|---|---------|----------------|---------------------------|-----------------------|

Abbreviation

OSCARS - One Stop change of Address Reporting Service by Immigration & Checkpoint Authority.

Note :

- The information contained in this product is collated from lodgements filed with ACRA, and/or information collected by other government sources.

- The list of officers for this entity is available for online authentication within 30 days from the date of purchase of this Business Profile. Please scan the QR code available on the last page of this profile to access the authentication page. For more information, please visit www.acra.gov.sg.

FOR REGISTRAR OF COMPANIES AND BUSINESS NAMES
SINGAPORE

RECEIPT NO. : ACRAXXXXXXXXXX006

DATE : DDMMYYYY

This is computer generated. Hence no signature required.



Authentication No. : 000000049

Note: Authorised Representative was formerly known as Manager before 03/01/2016 for business firms

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Enter the name of the document in the name field and upload it the same way as the other mandatory documents.

| | | | | | | | |
|----|----------------------|--|----------------------|--------|--------------------------|----------------------|--|
| 7 | <input type="text"/> | Evidence that the aircraft has been appropriately registered, Example: Certificate of Registration | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |
| 8 | <input type="text"/> | Evidence that the aircraft has been certified fit for the intended flight by the appropriate type - rated personnel (if this document is not available during application, please select N/A and provide reason) | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |
| 9 | <input type="text"/> | Evidence that the aircraft has third party insurance covering the intended date of flight, Example: Insurance Certificate | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |
| 10 | <input type="text"/> | Evidence that the flight crew are appropriately licensed (Ratings, Medical Certificate, English Language Proficiency, License validated by State of registration) | <input type="text"/> | Upload | <input type="checkbox"/> | <input type="text"/> | |

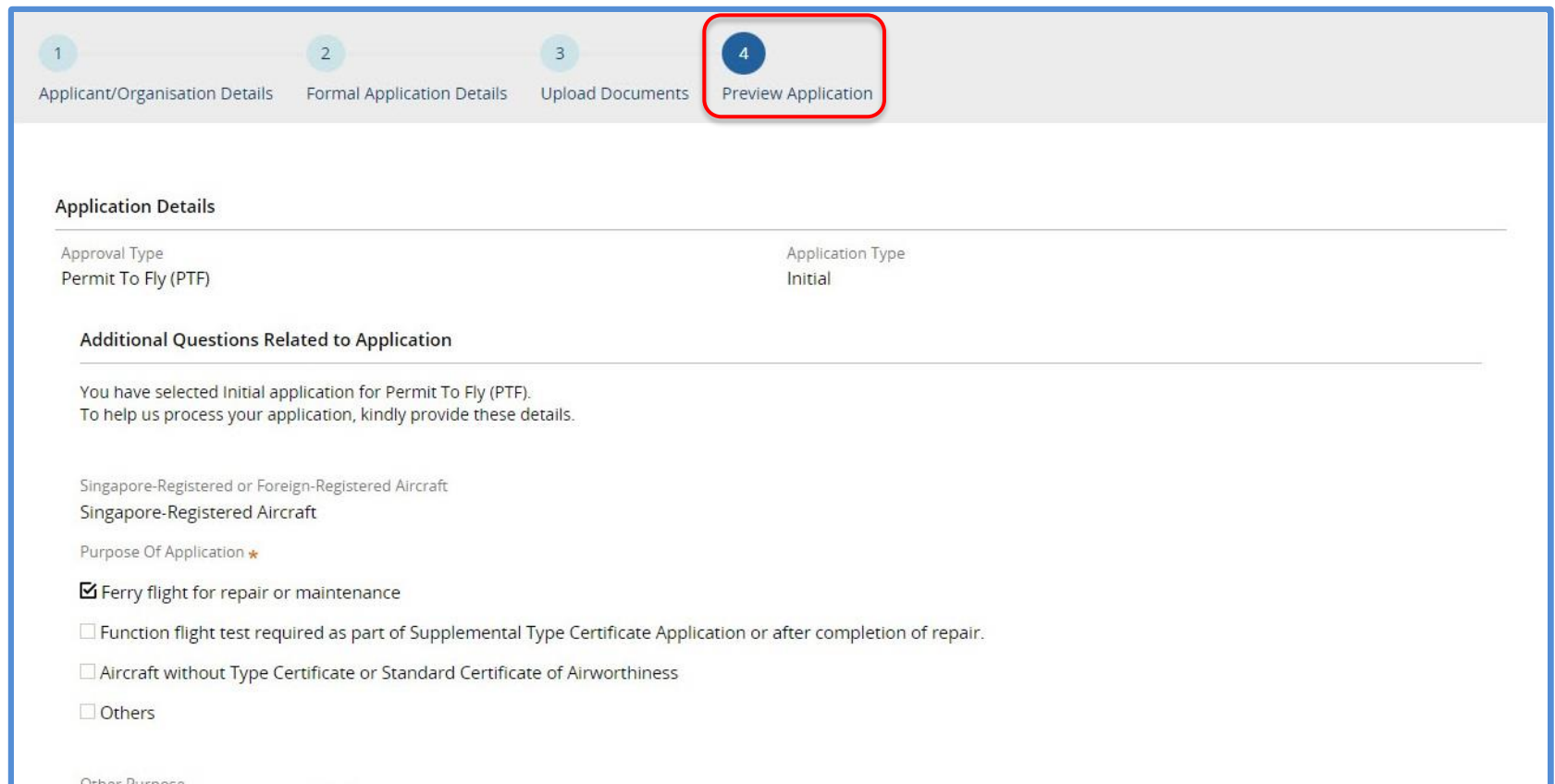
Additional Documents

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

+ Add Row

| | Name | File | Category | Attach | Remark | | |
|---|----------------------|------|----------|----------------------|--------|----------------------|--|
| 1 | <input type="text"/> | | Others | <input type="text"/> | Upload | <input type="text"/> | |

Review the application. Scroll all the way down for declaration.



The screenshot displays a four-step progress bar at the top of a web application. Step 1 is 'Applicant/Organisation Details', Step 2 is 'Formal Application Details', Step 3 is 'Upload Documents', and Step 4 is 'Preview Application'. Step 4 is highlighted with a red rectangular box. Below the progress bar, the 'Preview Application' section is visible. It includes a heading 'Application Details' followed by two columns of information: 'Approval Type' (Permit To Fly (PTF)) and 'Application Type' (Initial). Below this is a section titled 'Additional Questions Related to Application' with a sub-heading 'Singapore-Registered or Foreign-Registered Aircraft' and the text 'Singapore-Registered Aircraft'. Underneath, there is a section for 'Purpose Of Application' with a star icon, containing a list of radio button options: 'Ferry flight for repair or maintenance' (checked), 'Function flight test required as part of Supplemental Type Certificate Application or after completion of repair.', 'Aircraft without Type Certificate or Standard Certificate of Airworthiness', and 'Others'. The text 'Other Purpose' is partially visible at the bottom left of the form area.

Check both boxes and click 'Submit'.

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, Singapore Airworthiness Notices and Singapore Airworthiness Requirements.

I hereby agree to indemnify and hold harmless the Civil Aviation Authority of Singapore ("CAAS"), its employees, agents and servants against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the CAAS, its employees, agents and servants, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the issue of this Permit to Fly.

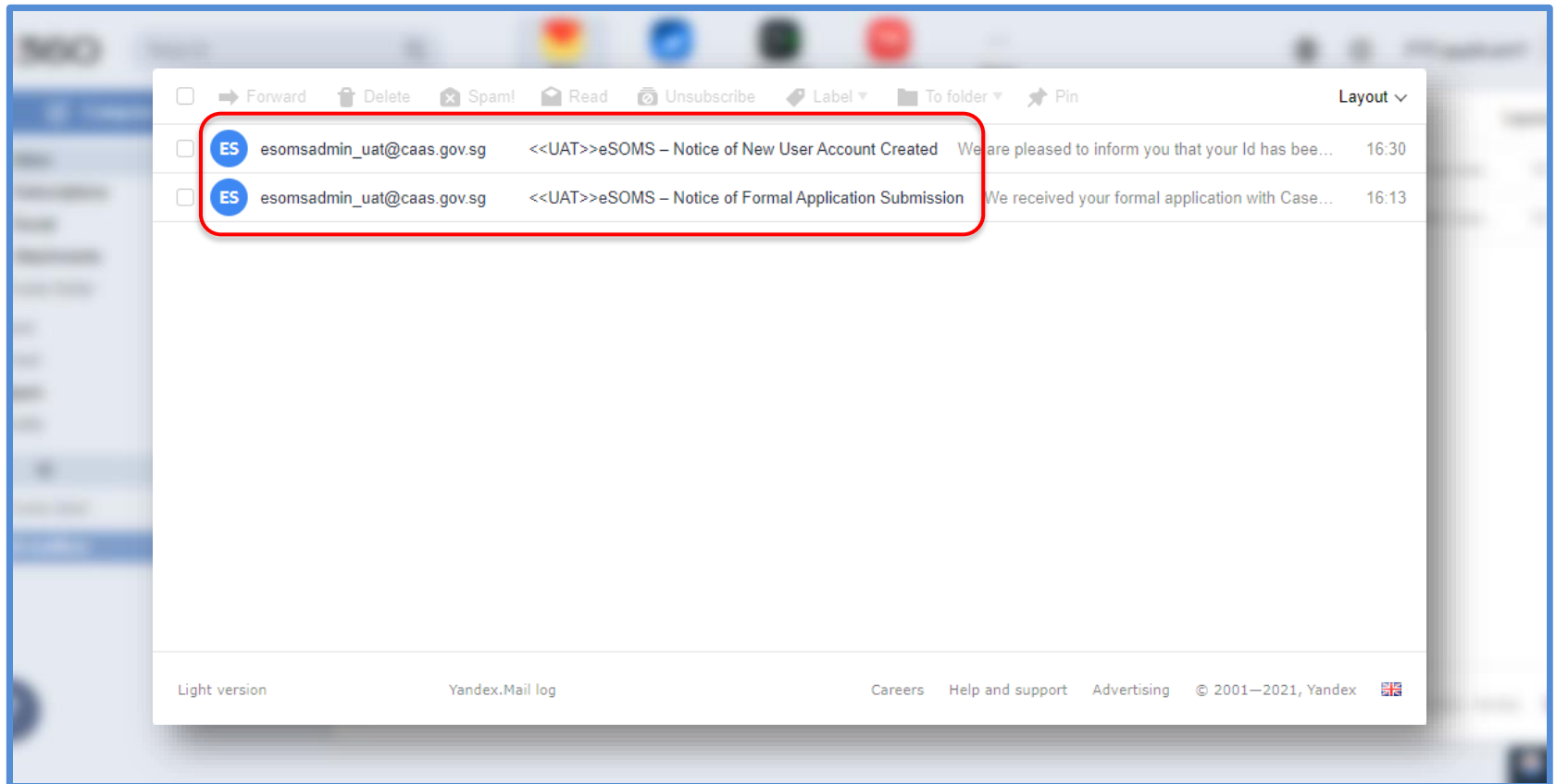
I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application 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.

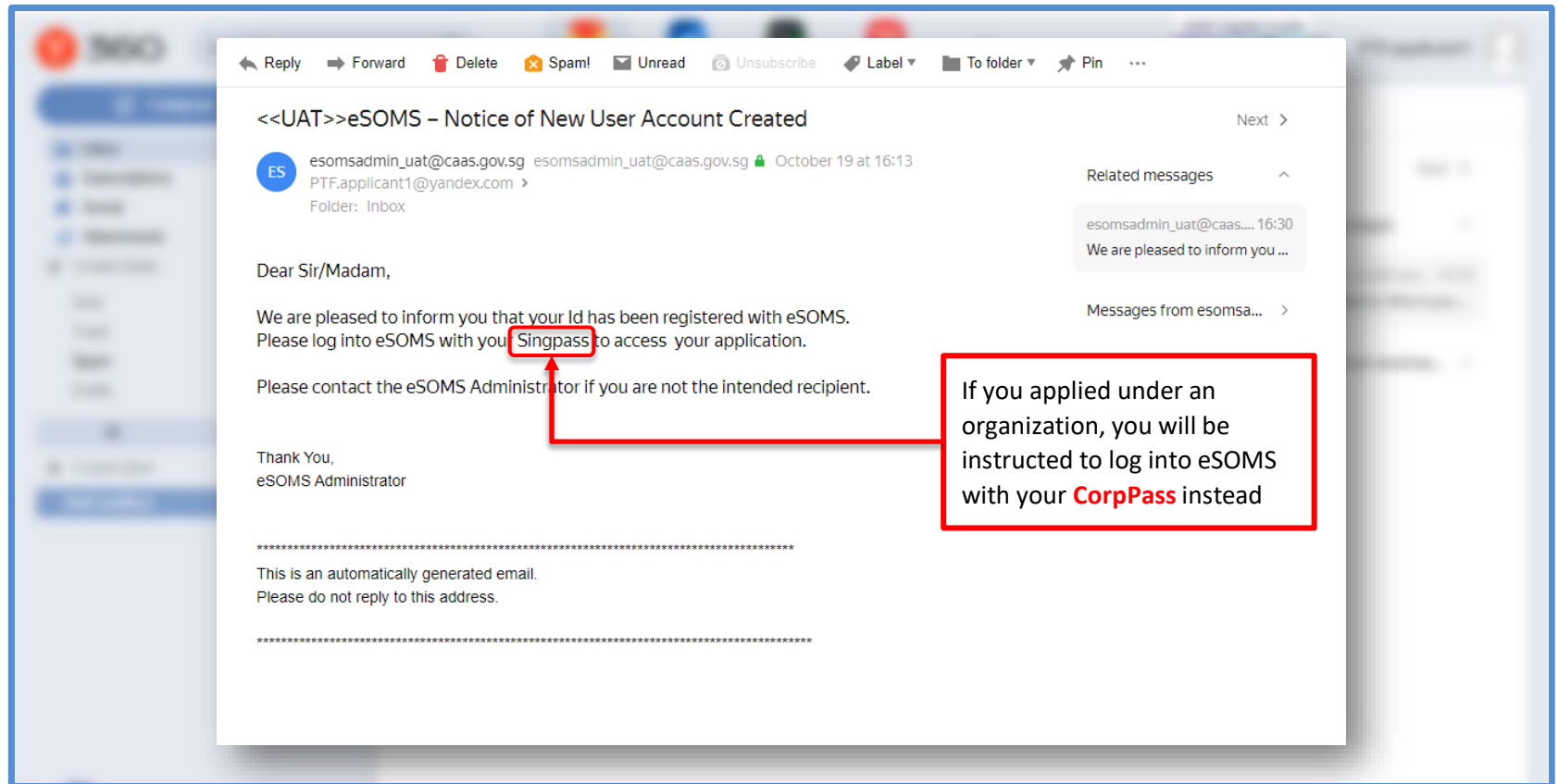
By providing to CAAS personal data on behalf of another individual, I warrant to CAAS that all the necessary consents required in accordance with all applicable personal data protection or data protection legislation, including but not limited to the PDPA, have been obtained from that individual, and 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.

You will receive two emails:

- (1) “eSOMS-Notice of Formal Application Submission”, and
- (2) “eSOMS-Notice of New User Account Created”.



This email notifies you that your login method is via Singpass



Fee Payment (First Method)

There are 2 ways you can make payment.

First Method: Login with Singpass / Singpass (for Business)

The screenshot shows the CAAS eSOMS website home page. The CAAS logo is at the top left, with the tagline "Civil Aviation Authority of Singapore" and "Enabling opportunities through aviation". The navigation bar includes "Home", "About eSOMS", and "Help". A maintenance notice indicates "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm".

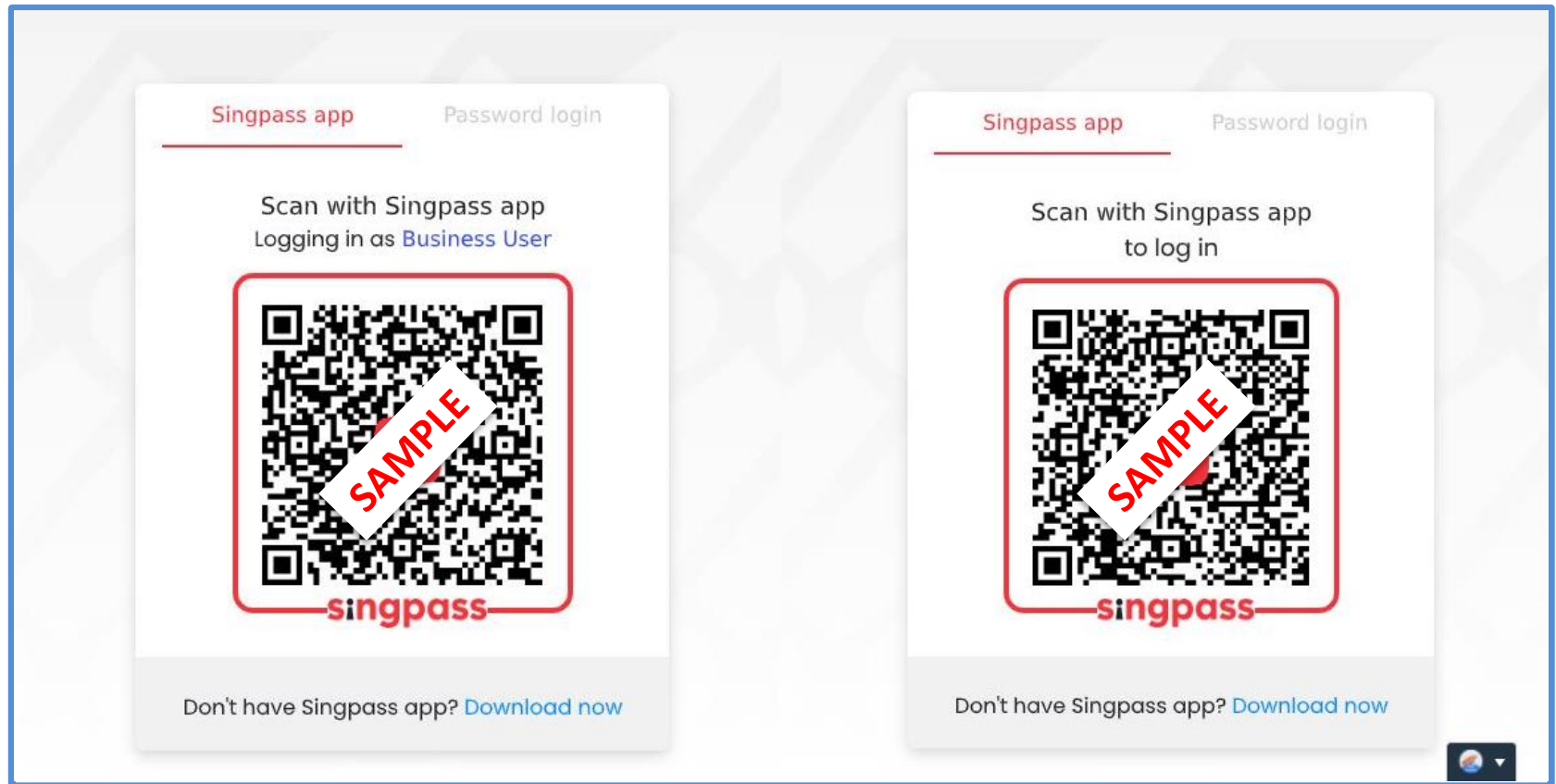
On the left, under "New to eSOMS? I want to...", there are two buttons: "Apply for Approval/Permit" (with a document icon) and "Submit Enquiry" (with a question mark icon). The "Apply" button text reads: "Ready to apply for an approval/permit? Submit your application here." The "Submit Enquiry" button text reads: "Not sure what approval/permit to apply for? Submit your enquiry here."

In the center, under "Quick Links", there are two buttons: "Make Payment" (with a payment icon) and "View Approval/Permit Holders" (with a document and magnifying glass icon). The "Make Payment" button text reads: "Have an outstanding advice? Click here". The "View Approval/Permit Holders" button text reads: "Click here to view approval/permit holders." Red boxes highlight the "Individuals" and "Organizations" text within these buttons.

On the right, under "Welcome to eSOMS Enterprise Safety Oversight Management System", there is a login section. It says "For existing account holders, please login using one of". Below this are three login options: "For Individuals - Singpass Login" (with a person icon), "For Businesses - Singpass Login (previously known as Corppass Login)" (with a lock icon), and "eSOMSPass Login" (with a right arrow icon). Red boxes highlight the "Individuals" and "Organizations" text from the "Quick Links" section, with red arrows pointing to the "For Individuals - Singpass Login" and "For Businesses - Singpass Login" options respectively. Below the login options, it says "More information on login methods click here." The background features a stylized illustration of an airport tarmac with two airplanes and ground service equipment.

First Method:

Scan with the Singpass app to log in.



First Method:

Payment case will be created under “My Outstanding Tasks” in the dashboard

The screenshot displays the eSOMS dashboard interface. The top header includes the eSOMS logo and navigation icons. A left sidebar contains menu items such as Home, My Applications, Search Portal, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, and + Profile Settings. The main content area is titled 'My Dashboard' and features two task lists. The 'My Outstanding Tasks' section contains a table with one entry where the 'Case Reference Number' 'CAAS/PM/2021/0379' is highlighted with a red box. The 'My Involved Tasks' section contains a table with two entries.

| | Case Reference Number | Application Reference No | Application Type | Status | CAAS Officer | Last Updated |
|---|-----------------------|--------------------------|------------------|-----------------|--------------|----------------------------------|
| 1 | CAAS/PM/2021/0379 | CAAS/PTF/2021/0094 | Initial | Pending-Payment | | 23 December, 2021 3:23:43 PM SGT |

| | Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|---|-----------------------|-------------|------------------|-----------------|--------------|----------------------------------|
| 1 | CAAS/PM/2021/0379 | Payment | Initial | Pending-Payment | | 23 December, 2021 3:23:43 PM SGT |
| 2 | CAAS/PTF/2021/0094 | Application | Initial | Pending-Payment | | 23 December, 2021 3:23:42 PM SGT |

First Method:

Check that payment items and amount are correct before paying.
Payment advice may be downloaded.

Approval > Application
Payment (CAAS/PM/2021/0379)

Review NonBillable Payments

Applicant Can Review Non Billable Payment

The Application will only be processed once payment is made.

Payment Invoice Number CAAS/PM/2021/0379
Date 23/12/2021 3:41 PM
Organisation Name —
Organisation Address —
Applicant Name s s

| S No. | Item Description | Amount (SGD) | Due Date |
|-------|------------------|--------------|----------|
| 1 | Application Fee | 1,050.00 | 6/1/22 |

Total Amount (SGD) 1,050.00
Net Payable Amount (SGD) 1,050.00

Cancel Download Pay Later Pay Now

CASE DETAILS
Last updated by Applicant (17m ago)
Created by Applicant (17m ago)

First Method:

Select one of the three payment modes: Credit Card, PayNow, or Telegraphic Transfer (TT).

Approval > Application
Payment (CAAS/PM/2021/0379)

Review NonBillable Payment
Applicant Can Review Non Billable Payment

The Application will only be approved if the Applicant has provided the following information:

Payment Invoice Number
Date
Organisation Name
Organisation Address
Applicant Name

| S No. | Item |
|-------|-------------|
| 1 | Application |

Total Amount (SGD)
Net Payable Amount (SGD)

Make Payment

Application No. CAAS/PTF/2021/0094
Payment Advice No. CAAS/PM/2021/0379
Payment Advice Date 23/12/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- NETS Online QR (scan QR code using DBS PayLah! / OCBC Pay Anyone / UOB Mighty)
- TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)
- PayNow

Payment Mode*
Select...
Credit Card
PayNow
TT/Wire TRF/GIRO

Payer Details

Payer Name s s
Payer Contact Number +6581277202
Payer Email Address cody1poops1@yandex.com

Cancel Submit

Cancel Pay Later Pay Now

CASE DETAILS



Last updated by Applicant (17m ago)
Created by Applicant (17m ago)


First Method:


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-2754-163863723 |
| Nets Reference Code | 20211203172913174 |
| Amount | SGD 1050.00 |


Payment Methods


 

























First Method:

Enter your credit card details and click 'Submit'.

| | |
|-------------------------|---|
| Display Name | TEST: Civil Aviation Authority of Singapore |
| Merchant Reference Code | P-2754-163863723 |
| Nets Reference Code | 20211203172913174 |
| Amount | SGD 1050.00 |

Payment Methods

Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

First Method:

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

Approval > Application
Payment (CAAS/PM/2021/0349) Actions

Review NonBillable Payments
Applicant Can Review Non Billable Payment

The Application will only be processed once p


Payment Invoice Number CAAS/PM/2021/0349
Date 03/12/2021 5:00 PM
Organisation Name Mexican Logistics
Organisation Address Pizza Crust Me
Applicant Name ato testing

| S No. | Item Description |
|-------|------------------|
| 1 | Application Fee |

Total Amount (SGD) 1,050.00
Net Payable Amount (SGD) 1,050.00

Make Payment

- 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.



Cancel

CASE DETAILS
Last updated by ato testing (1m ago)
Created by ato testing (1m ago)

First Method:

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

Approval > Application
Payment (CAAS/PM/2021/0349)

Review NonBillable Payments
Applicant Can Review Non Billable Payment

The Application will only be processed once

Payment Invoice Number CAAS/PM/2021/0349

Date 03/12/2021 5

Organisation Name Mexican Logistics

Organisation Address Pizza Crust M

Applicant Name ato testing

| S No. | Item Description |
|-------|------------------|
| 1 | Application Fee |

Total Amount (SGD) 1,050.00
Net Payable Amount (SGD) 1,050.00

Cancel

Make Payment

Payment Advice Date 03/12/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- NETS Online QR (scan QR code using DBS PayLah! / OCBC Pay Anyone / UOB Mighty)
- TT / WireTransfer / GIRO (your bank may take 3-5 working days to process)
- PayNow

Payment Mode* TT/Wire TRF/GIRO

Amount 1,050.00 SGD

TT/Wire TRF/GIRO Number*

TT/Wire TRF/GIRO Date*

Remarks

Payer Details

Payer Name ato testing
Payer Organisation Mexican Logistics
Payer Contact Number +6594942610

Actions

CASE DETAILS

Last updated by ato testing (1m ago)
Created by ato testing (1m ago)

First Method:

Once payment has been completed, a message that says 'Your transaction is successful' will appear. Click 'OK'.

Your transaction is successful

Payment Advice No : CAAS/PM/2021/0379
Reference No : P-2785-164036112
Amount (SGD) : 1,050
Transaction date/time : 20211223 16:19:10.123
Approval code : 006631

Please print this page as a reference for your transaction.

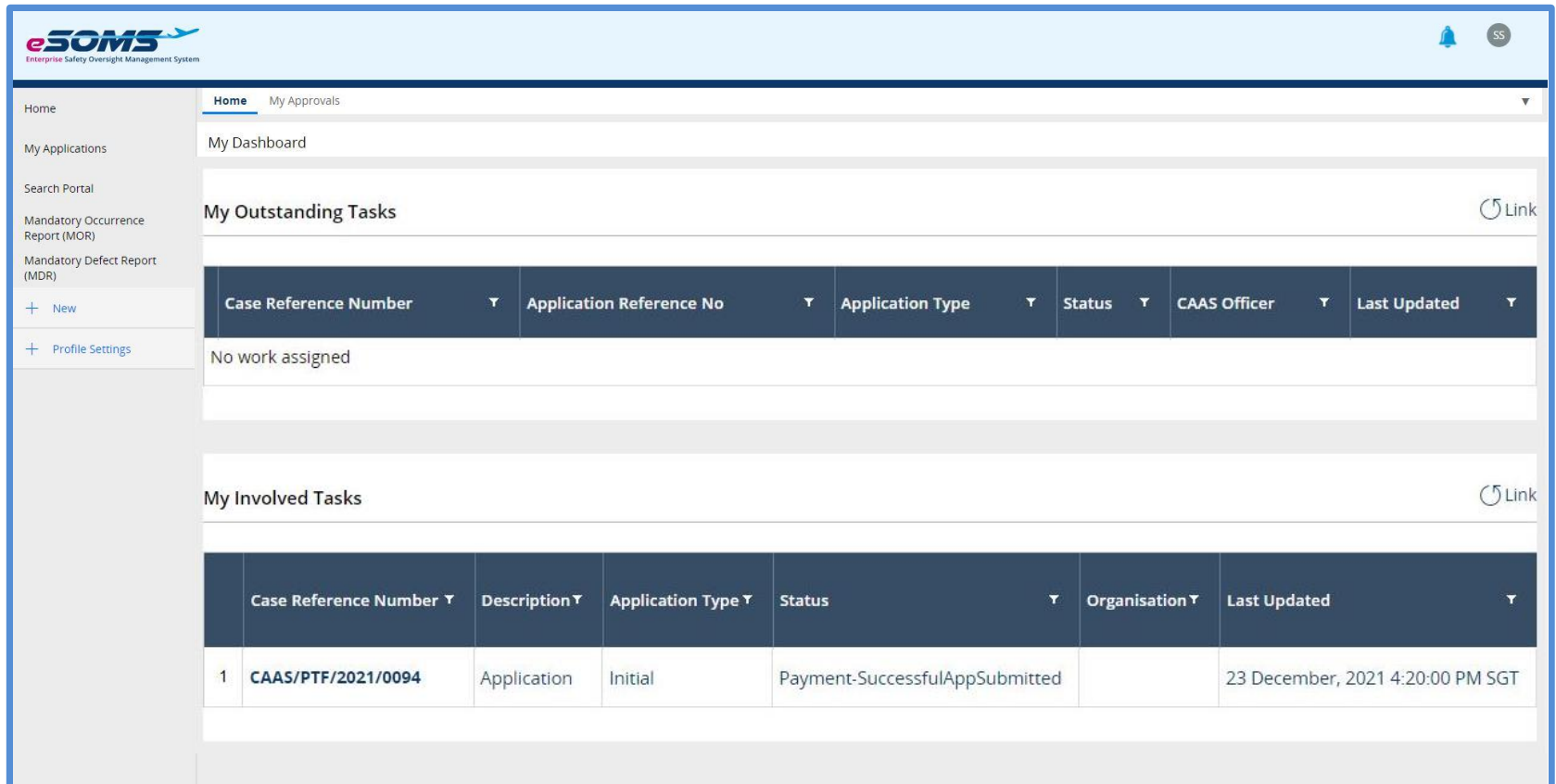
To continue, please click 'OK'.

Or you will be automatically redirected to the next page within 20 seconds

Print

First Method:

With the successful payment, the payment case will be removed. The application case will remain located in your “My Involved Task”. The status will be changed to “Payment Successful/AppSubmitted”.

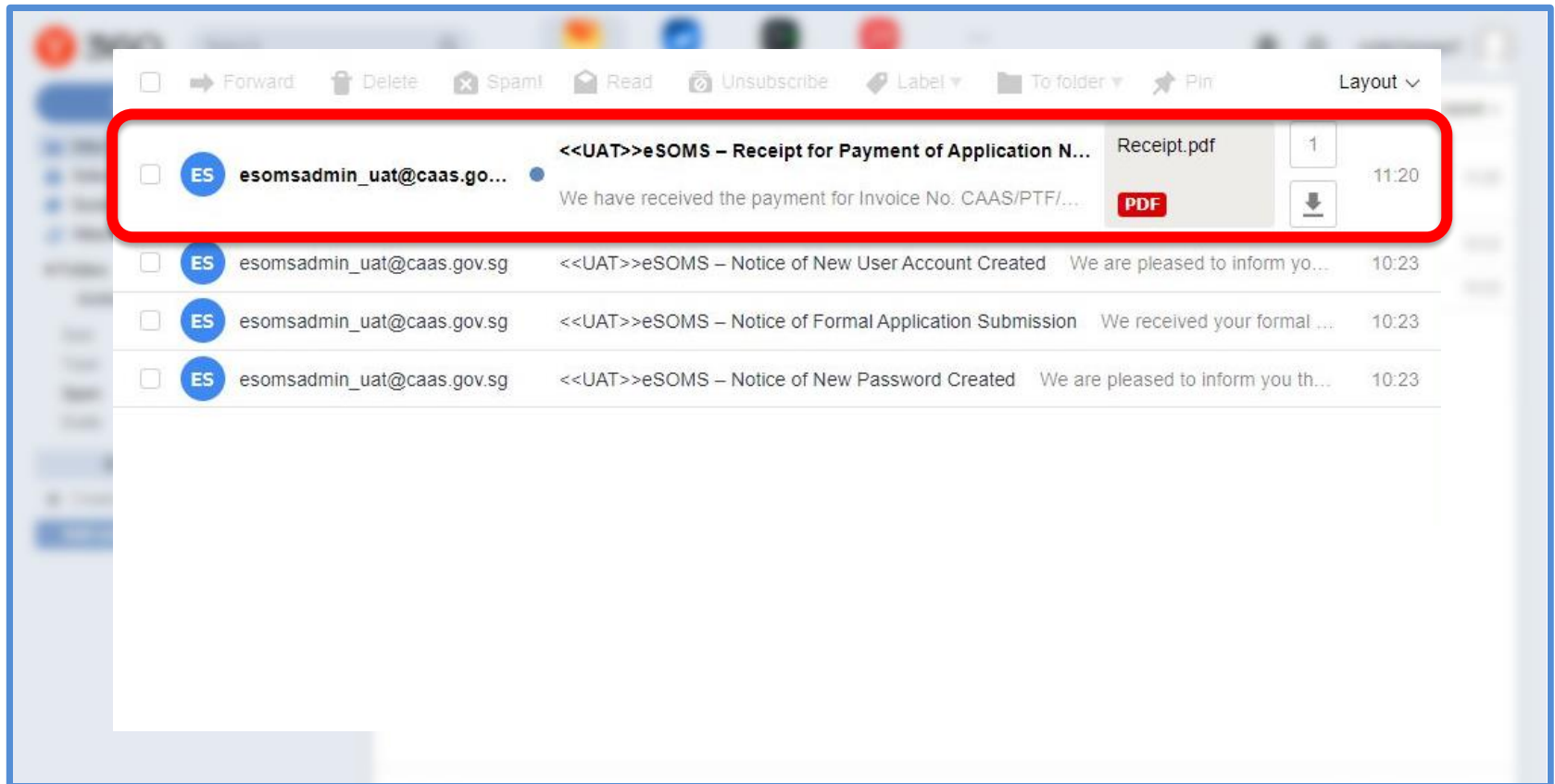


The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon. The left sidebar contains navigation options: Home, My Applications, Search Portal, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, and + Profile Settings. The main content area is titled 'My Approvals' and includes a 'My Dashboard' link. Below this, there is a section for 'My Outstanding Tasks' with a 'Link' icon. A table with columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated is shown, but it contains the text 'No work assigned'. Further down, there is a section for 'My Involved Tasks' with another 'Link' icon. A table with columns for Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated is displayed, containing one task entry.

| Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|-----------------------|-------------|------------------|--------------------------------|--------------|----------------------------------|
| 1 CAAS/PTF/2021/0094 | Application | Initial | Payment-SuccessfulAppSubmitted | | 23 December, 2021 4:20:00 PM SGT |

First Method:

An email with an attached receipt will be sent to you.



Fee Payment (Second Method)

Second Method: Click “Make Payment”

If you do not have an eSOMS account (i.e. finance department), you may use this method

The screenshot shows the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline "Civil Aviation Authority of Singapore" and "Enabling opportunities through aviation". The navigation bar includes "Home", "About eSOMS", and "Help". A notification for "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm" is visible in the top right.

The main content area is divided into three sections:

- New to eSOMS? I want to...**: Contains two buttons: "Apply for Approval/Permit" (with text: "Ready to apply for an approval/permit? Submit your application here.") and "Submit Enquiry" (with text: "Not sure what approval/permit to apply for? Submit your enquiry here.").
- Quick Links**: Contains three buttons: "Make Payment" (highlighted with a red box, with text: "Have an outstanding invoice or payment advice? Click here to make payment."), "View Approval/Permit Holders" (with text: "Click here to view approval/permit holders."), and "View Approval/Permit Holders" (with text: "Click here to view approval/permit holders.").
- Welcome to eSOMS**: Includes the eSOMS logo and text: "Enterprise Safety Oversight Management System". Below this, it states: "For existing account holders, please login using one of the following methods:" and lists three login options: "For Individuals - Singpass Login", "For Businesses - Singpass Login (previously known as Corppass Login)", and "eSOMSPass Login". A link for "More information on login methods click here." is also present.

The background features a stylized illustration of an airport tarmac with two aircraft and ground service equipment.

Second Method:

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

CAAS
Civil Aviation Authority of Singapore
Enabling opportunities through aviation

Home About eSOMS Help

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.

y8kp7g Refresh

Reset Search

CAAS
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 :

Second Method:

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

Home About eSOMS Help

CAAS/PM/2021/0354

Reset Search

Payment Invoice Number CAAS/PM/2021/0354
Date 07/12/2021
Name of Organisation Mexican Logistics
Organisation Address Pizza Crust Mexico 3949203 Mexico
Applicant Name ato testing
Payment Status Pending Payment

| S No. | Item Description | Amount (SGD) | Due Date |
|-------|------------------|--------------|----------|
| 1 | Application Fee | 1,050.00 | 22/12/21 |

Total Payment Amount (SGD) 1,050.00
Amount Received (SGD)
Net Payable Amount (SGD) 1,050.00 **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:

Second Method:

Select one of the three payment modes: Credit Card, PayNow, or Telegraphic Transfer (TT).

Approval > Application
Payment (CAAS/PM/2021/0379)

Review NonBillable Payment
Applicant Can Review Non Billable

The Application will only be processed if the following information is provided:

Payment Invoice Number
Date
Organisation Name
Organisation Address
Applicant Name

| S No. | Item |
|-------|-------------|
| 1 | Application |

Total Amount (SGD)
Net Payable Amount (SGD)

Make Payment

Application No. CAAS/PTF/2021/0094
Payment Advice No. CAAS/PM/2021/0379
Payment Advice Date 23/12/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- NETS Online QR (scan QR code using DBS PayLah! / OCBC Pay Anyone / UOB Mighty)
- TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)
- PayNow

Payment Mode*
Select...
Select...
Credit Card
PayNow
TT/Wire TRF/GIRO

Payer Details

Payer Name s s
Payer Contact Number +6581277202
Payer Email Address cody1poops1@yandex.com

Cancel Submit

Cancel Pay Later Pay Now

CASE DETAILS



Last updated by Applicant (17m ago)
Created by Applicant (17m ago)

Second Method:

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-2754-163863723 |
| Nets Reference Code | 20211203172913174 |
| Amount | SGD 1050.00 |

Payment Methods



Next >

Second Method:

Enter your credit card details and click 'Submit'.

| | |
|-------------------------|---|
| Display Name | TEST: Civil Aviation Authority of Singapore |
| Merchant Reference Code | P-2754-163863723 |
| Nets Reference Code | 20211203172913174 |
| Amount | SGD 1050.00 |

Payment Methods

Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Second Method:

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

Approval > Application
Payment (CAAS/PM/2021/0349) Actions

Review NonBillable Payments
Applicant Can Review Non Billable Payment

The Application will only be processed once p


Payment Invoice Number CAAS/PM/2021/0349
Date 03/12/2021 5:00 PM
Organisation Name Mexican Logistics
Organisation Address Pizza Crust Me
Applicant Name ato testing

| S No. | Item Description |
|-------|------------------|
| 1 | Application Fee |

Total Amount (SGD) 1,050.00
Net Payable Amount (SGD) 1,050.00

Make Payment

- 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.



Cancel

CASE DETAILS
Last updated by ato testing (1m ago)
Created by ato testing (1m ago)

Second Method:

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

Approval > Application
Payment (CAAS/PM/2021/0349)

Review NonBillable Payments
Applicant Can Review Non Billable Payment

The Application will only be processed once

Payment Invoice Number CAAS/PM/2021/0349

Date 03/12/2021 5

Organisation Name Mexican Logistics

Organisation Address Pizza Crust M

Applicant Name ato testing

| S No. | Item Description |
|-------|------------------|
| 1 | Application Fee |

Total Amount (SGD) 1,050.00
Net Payable Amount (SGD) 1,050.00

Cancel

Make Payment

Payment Advice Date 03/12/2021

Note: Select one of the following payment modes:

- Credit Card (Visa/Mastercard)
- NETS Online QR (scan QR code using DBS PayLah! / OCBC Pay Anyone / UOB Mighty)
- TT / WireTransfer / GIRO (your bank may take 3-5 workings days to process)
- PayNow

Payment Mode* TT/Wire TRF/GIRO

Amount 1,050.00 SGD

TT/Wire TRF/GIRO Number*

TT/Wire TRF/GIRO Date*

Remarks

Payer Details

Payer Name ato testing

Payer Organisation Mexican Logistics

Payer Contact Number +6594942610

Actions

CASE DETAILS

Last updated by ato testing (1m ago)

Created by ato testing (1m ago)

Creation of eSOMS Administrator Account (only for Organisations)

After application process is complete, please submit the form [here](#) for us to create an eSOMS Administrator account for your organisation.

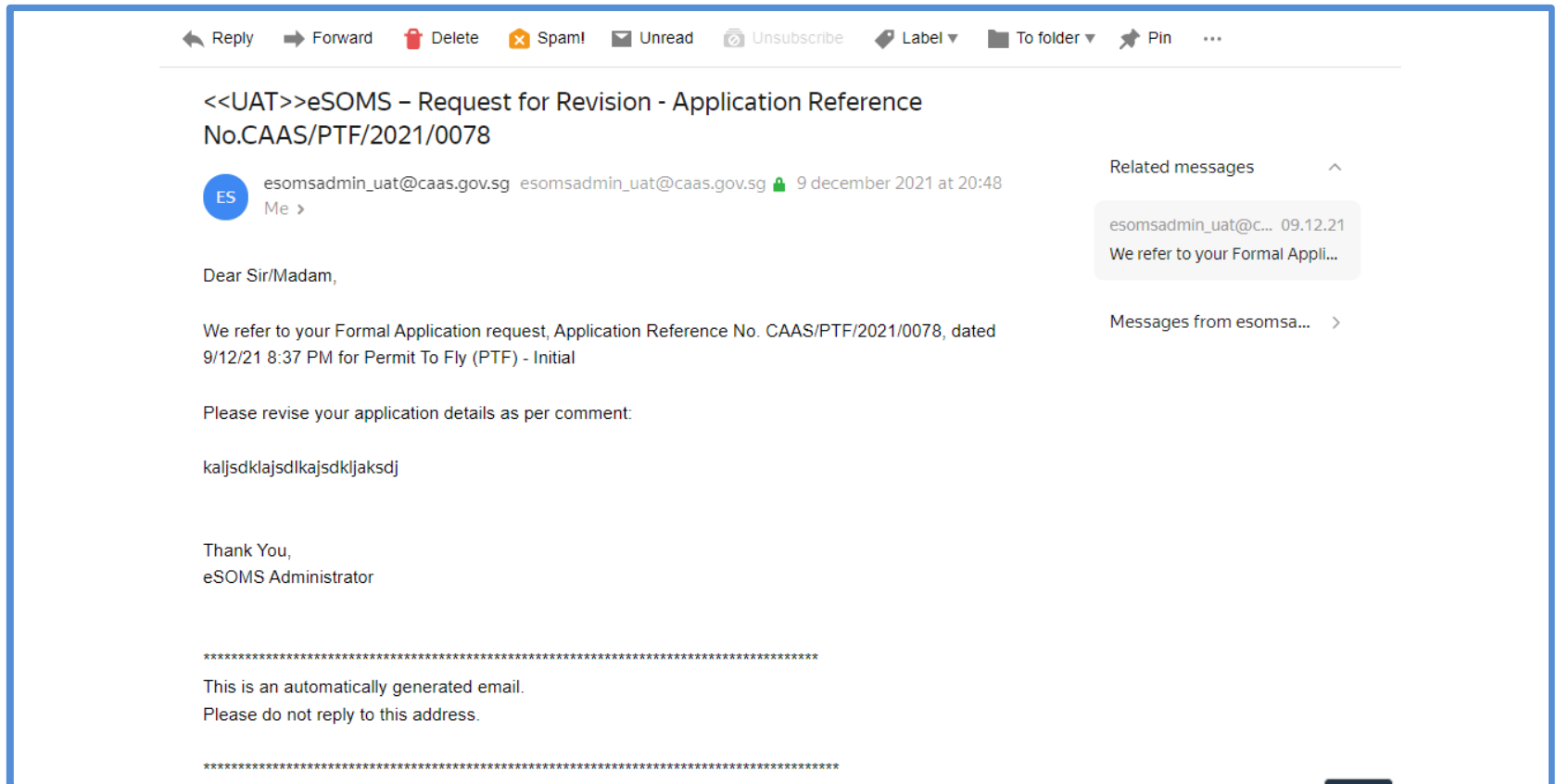


Particulars of eSOMS System Administrator / User

🕒 5 mins estimated time to complete

Validation & Evaluation by CAAS Officer

Scenario 1: 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: In this case, the application will be routed back “My Outstanding Tasks” dashboard for follow-up.

The screenshot shows a user interface for the CAAS eSOMS system. At the top, there is a navigation bar with 'Home' and 'My Organizati...'. Below this is a 'My Dashboard' section. A red box highlights the 'My Outstanding Tasks' link, which is accompanied by a refresh icon and a 'Link' label. Below this link is a table with the following data:

| | Case Reference Number | Application Reference No | Application Type | Status | CAAS Officer | Last Updated |
|---|-----------------------|--------------------------|------------------|-----------------------------|--------------|------------------------------|
| 1 | CAAS/PTF/2021/0078 | CAAS/PTF/2021/0078 | Initial | FormalApplication-Submitted | | 25 May, 2021 11:40:57 AM SGT |

Below the table is a 'My Involved Tasks' section, also with a refresh icon and a 'Link' label. Below this is another table with the following data:

| | Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|--|-----------------------|-------------|------------------|--------|--------------|--------------|
|--|-----------------------|-------------|------------------|--------|--------------|--------------|

Step 2: Click on the case reference number to make the necessary changes to the formal application. Repeat steps in 'Formal Application'.

Home My Organizati...

My Dashboard

My Outstanding Tasks [Link](#)

| | Case Reference Number | Application Reference No | Application Type | Status | CAAS Officer | Last Updated |
|---|-----------------------|--------------------------|------------------|-----------------------------|--------------|------------------------------|
| 1 | CAAS/PTF/2021/0078 | CAAS/PTF/2021/0078 | Initial | FormalApplication-Submitted | | 25 May, 2021 11:40:57 AM SGT |

My Involved Tasks [Link](#)

| | Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|--|-----------------------|-------------|------------------|--------|--------------|--------------|
|--|-----------------------|-------------|------------------|--------|--------------|--------------|

Scenario 2: During the evaluation phase, applicant can upload additional document. Search for the submitted application in your home tab under 'My Involved Tasks' and click on the case.

The screenshot displays the 'My Involved Tasks' section of the eSOMS interface. The table below shows the details of a submitted application.

| | Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|---|-----------------------|-------------|------------------|-----------------------------|--------------|------------------------------|
| 1 | CAAS/PTF/2021/0078 | Application | Initial | FormalApplication-Submitted | | 25 May, 2021 11:58:48 AM SGT |

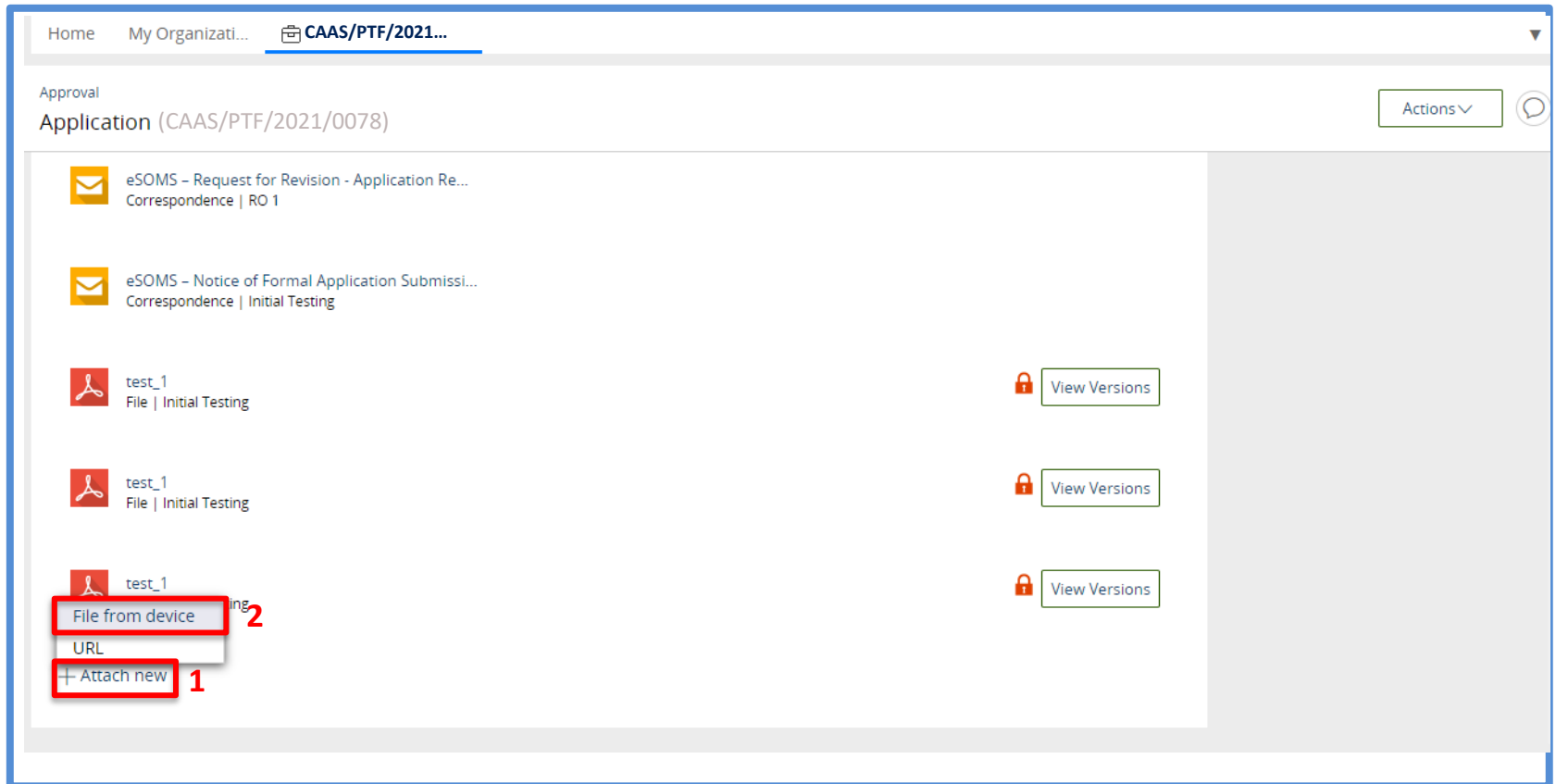
Under 'Case Information', scroll down to 'Attachments' Section.

The screenshot displays the eSOMS application interface. At the top, a navigation bar includes 'Home', 'My Organizati...', and a tab labeled 'CAAS/PTF/2021...' which is highlighted with a red box and an arrow pointing to it with the text 'New tab is opened'. Below the navigation bar, the main content area is titled 'Approval Application (CAAS/PTF/2021/0078)'. The 'Application Review' section is active, with a sub-section 'Case Information' highlighted by a red box and an arrow pointing to it with the text 'Under this section, scroll down'. The 'Case Information' section contains a table with the following data:

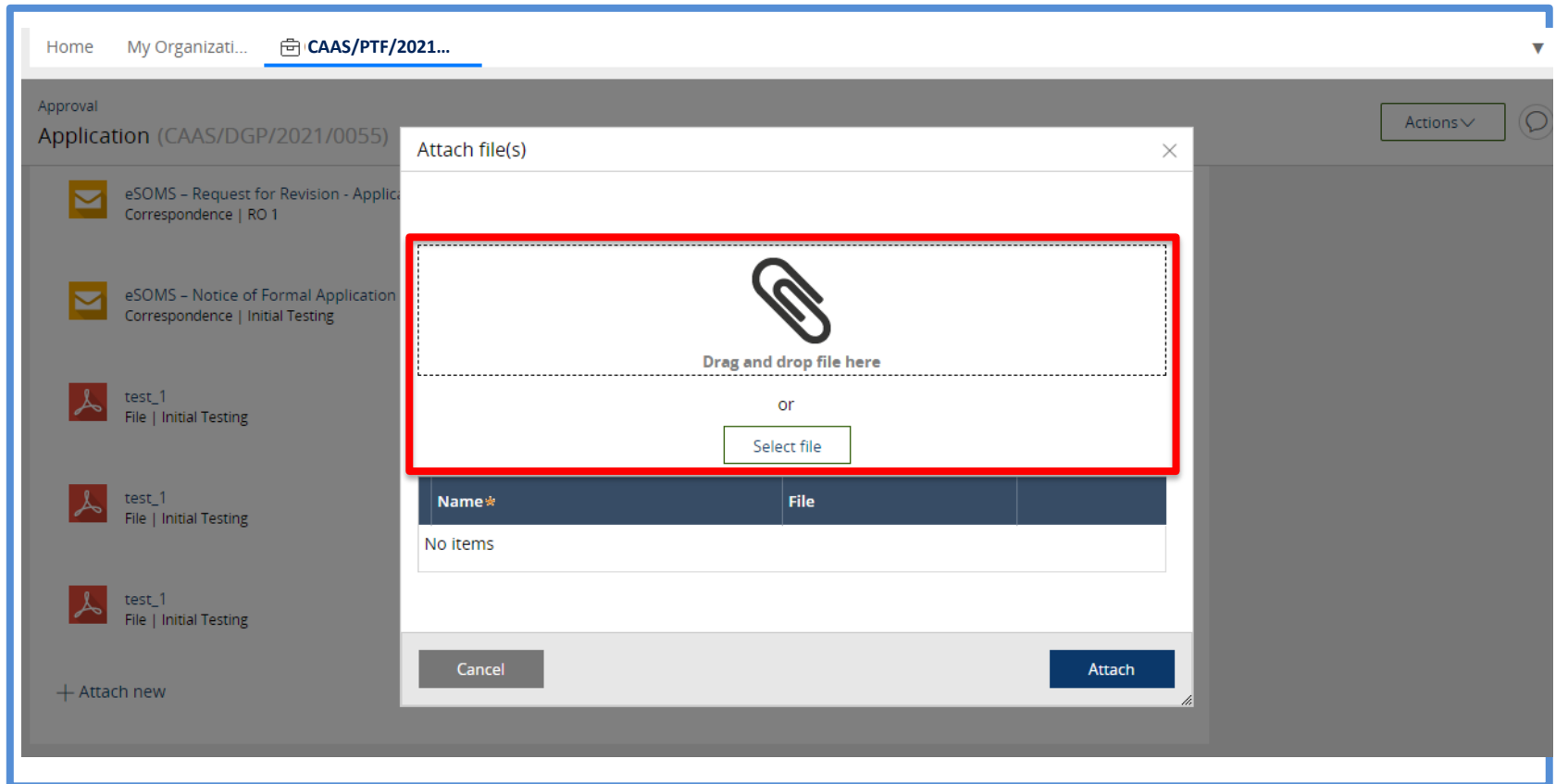
| Case information | Application Type | Applicant |
|---|--|--------------|
| Approval Type Permit To Fly (PTF) | Initial | initial.test |
| Organisation Air New Zealand Limited | Application Status Formal Application Submitted | |

Below the 'Case Information' section, the 'ATTACHMENTS' section is visible, containing one attachment: 'eSOMS - Request for Revision - Application Re... Correspondence | RO 1'. On the right side of the interface, the 'CASE DETAILS' section shows 'Last updated by Initial Testing (1m ago)' and 'Created by Initial Testing (2h ago)'. An 'Actions' dropdown menu is located in the top right corner.

Under 'Attachments' Section, click on '+ Attach new' then 'File from device' to upload additional document. A pop-out window will appear.



Select file to be uploaded.



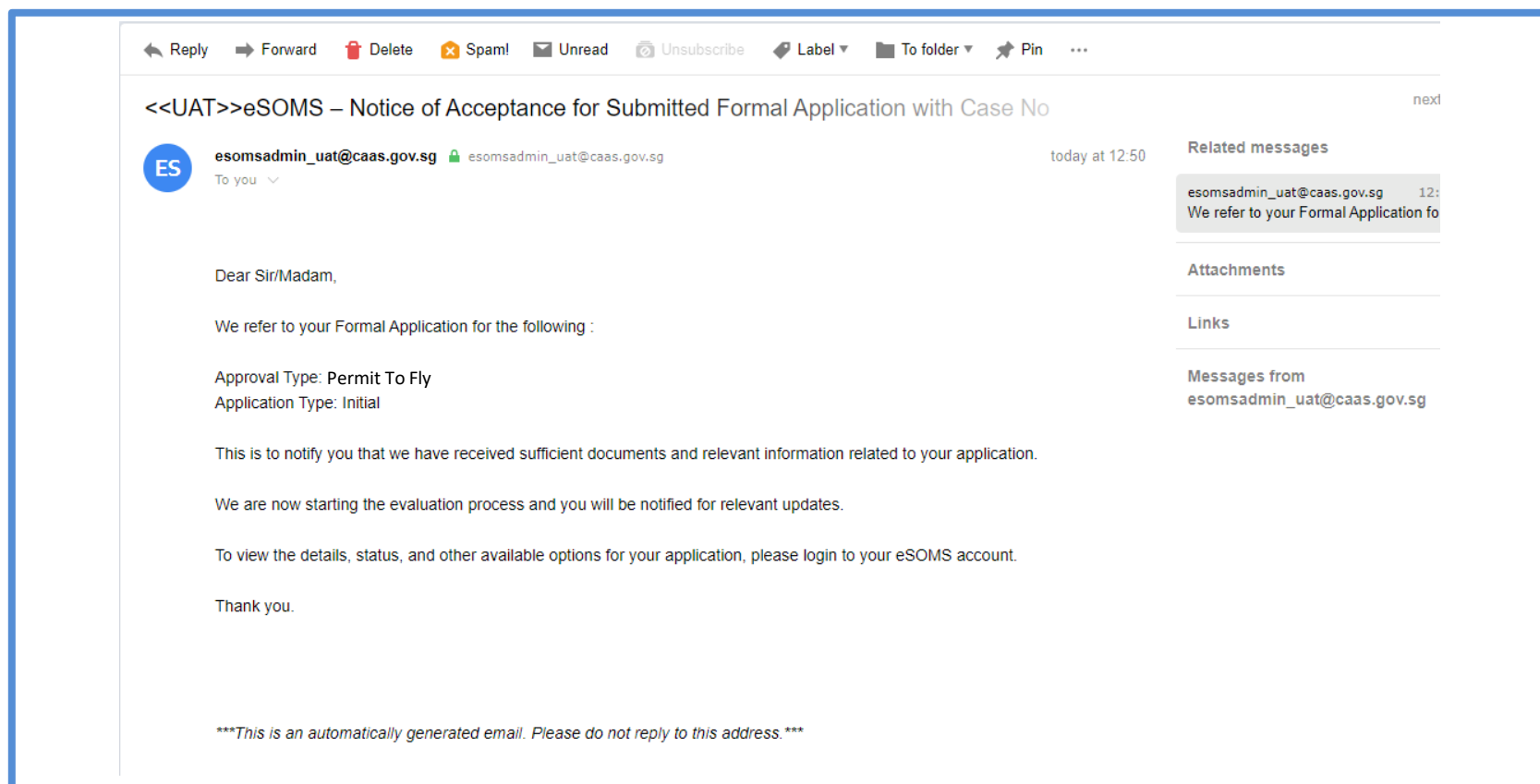
Ensure the correct file is uploaded and click 'Attach'.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Organizati...', and 'CAAS/DGP/2021...'. Below the navigation bar, there is a section for 'Approval' with the title 'Application (CAAS/DGP/2021/0055)'. On the left side, there is a list of items, each with an icon and text: 'eSOMS - Request for Revision - Application Correspondence | RO 1', 'eSOMS - Notice of Formal Application Correspondence | Initial Testing', and three entries for 'test_1 File | Initial Testing'. A modal dialog box titled 'Attach file(s)' is open in the center. It features a dashed box with a paperclip icon and the text 'Drag and drop file here'. Below this is the word 'or' and a 'Select file' button. At the bottom of the dialog is a table with the following data:

| | Name* | File | |
|---|--------|------------|--|
| 1 | test_1 | test_1.pdf | |

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Attach'. The 'Attach' button is highlighted with a red rectangular box.

Scenario 3: When sufficient documents and relevant information has been received, evaluation process will begin, and an email will be sent to you.



The application status will be updated to 'Evaluation-InProgress' under 'My Involved Tasks'.

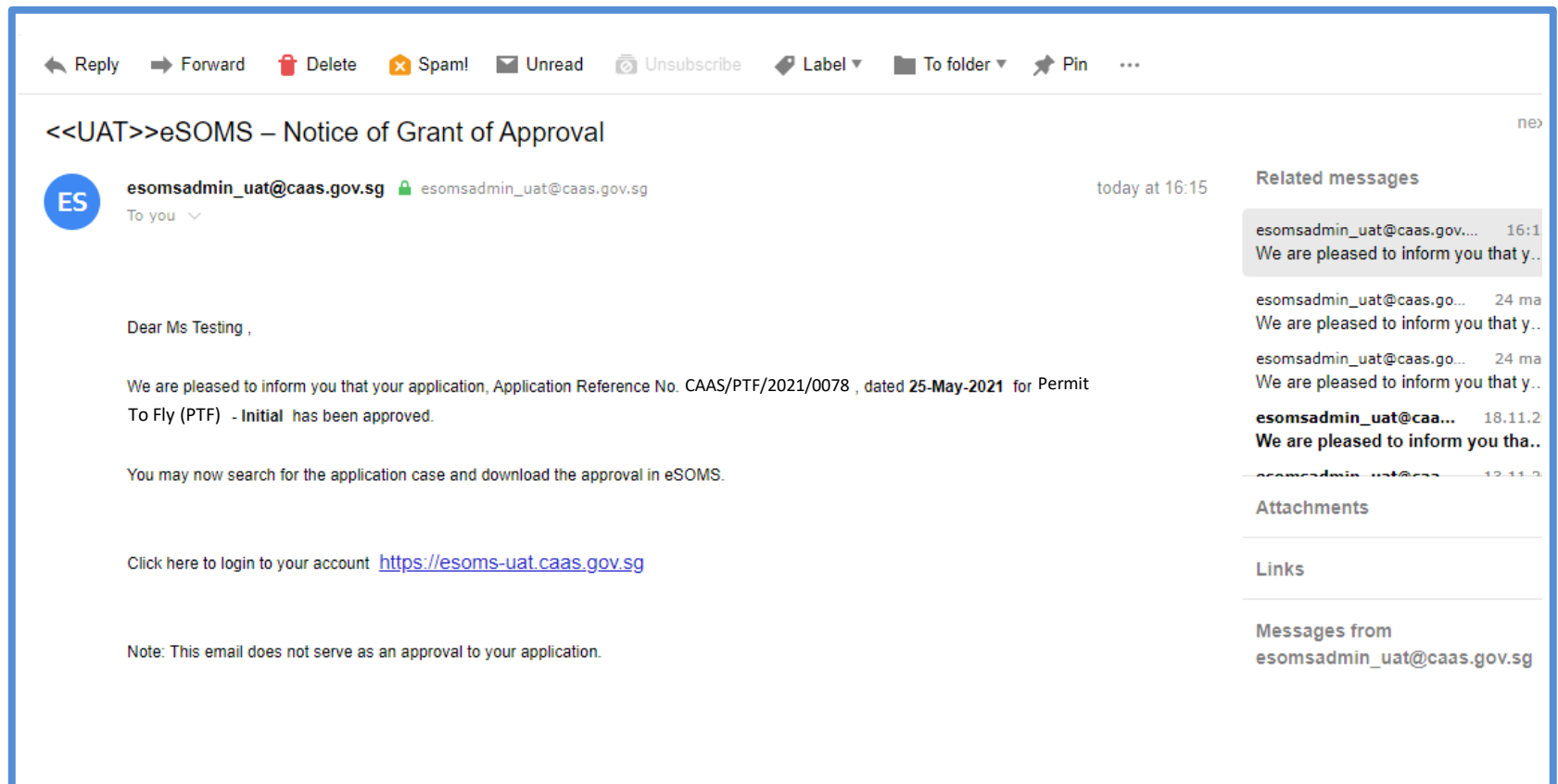
Home My Organizati... CAAS/DGP/2021...

My Involved Tasks [Link](#)

| | Case Reference Number | Description | Application Type | Status | Organisation | Last Updated |
|---|-----------------------|-------------|------------------|-----------------------|--------------|------------------------------|
| 1 | CAAS/PTF/2021/0078 | Application | Initial | Evaluation-InProgress | | 25 May, 2021 12:49:17 PM SGT |

Approval & Downloading of PTF

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



Step 1: Click on the 'Search Portal' on the left column.

The screenshot displays the eSOMS user interface. On the left, a navigation menu is visible with the following items: Home, My Applications, Search Portal (highlighted with a red box), View MOR/MDR/Hazard, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, + Profile Settings, and + Data Analytics. The main content area is titled 'My Dashboard' and contains sections for 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section features a table with columns: Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Involved Tasks' section features a table with columns: Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated. The interface also includes a breadcrumb trail at the top showing 'Home' and 'My Organizati...'. The 'Search Portal' option is highlighted with a red rectangular box.

Step 2: Select “Applications by Approval Type”.

The screenshot displays the eSOMS user interface. At the top, there is a navigation bar with three tabs: 'Home', 'My Organizati...', and 'Search'. The 'Search' tab is active and highlighted with a blue underline. A red arrow points to this tab with the text 'New tab is opened'. Below the navigation bar, the page title is 'My Search'. Underneath, there is a section labeled 'Search Type' with a dropdown menu. The dropdown menu is open, showing three options: '..... Select Search Type', 'Applications By Approval Type', and 'Evaluation Actions'. A red box highlights the dropdown menu, and a red number '1' is placed to its left. Another red box highlights the 'Applications By Approval Type' option, and a red number '2' is placed to its right.

Step 3: Select Permit To Fly (PTF) under the mandatory field 'Approval Type'.

Home My Organizati... Search

Search Type Applications By Approval Type ▾

Approval Type * Application Type

Permit To Fly (PTF) ▾ Select Application Type..... ▾

- Discharge Permit (DP)
- Exemptions Under ICAO Technical Instructions (DGEXE)
- FSTD Certificate of Qualification (SIM)
- FSTD User Approval (SIMUSR)
- General Aviation Maintenance Schedule Approval (AMS)
- Maintenance Organisation Approval (MOA)
- Maintenance Training Organisation (MTO)
- Modification Approval (MOD)
- Noise Certificate (NOI)
- Operator Permit (UOP)
- Permit To Fly (PTF)**
- Postal Operator Approval (DGPOS)
- Production Organisation Approval (POA)
- Production without CAAS Production Organization Approval (PPOA)
- Repair Design Approval (RDA)
- Safety Emergency Procedure Examiner Approval (SEPE)
- Safety Emergency Procedure Instructor Approval (SEPI)
- Singapore Technical Standard Order (STSO)
- Supplemental Type Certificate (STC)
- Technical Approval (APP)

Reset Search

Click dropdown and select 'Permit To Fly (PTF)'

Step 3: Input the Application Reference No. from the email sent and proceed to search.

The screenshot displays the eSOMS search interface. At the top, there are navigation links for 'Home', 'My Organizati...', and 'Search'. Below this, the 'Search Type' is set to 'Applications By Approval Type'. The search filters include 'Approval Type' (Dangerous Goods Permit (DGP)), 'Application Type' (Select Application Type.....), 'Status' (Select Status.....), 'Application Number' (highlighted with a red box and labeled '1'), 'Application Date To', 'Application Date From', 'Approval Issue Date To', 'Approval Issue Date From', 'Approval Expiry Date To', and 'Approval Expiry Date From'. An email preview is shown on the right, titled '<<UAT>>eSOMS – Notice of Grant of Approval', with the sender 'esomsadmin_uat@caas.gov.sg'. The email body contains the text: 'Dear Ms Testing , We are pleased to inform you that your application, Application Reference No. CAAS/PTF/2021/0078 dated 25-May-2021 for Permit To Fly (PTF) - Initial has been approved. You may now search for the application case and download the approval in eSOMS.' The reference number 'CAAS/PTF/2021/0078' is highlighted with a red box and labeled '1'. At the bottom of the search interface, there are 'Reset' and 'Search' buttons. The 'Search' button is highlighted with a red box and labeled '2', with an arrow pointing to it and the text 'Click here'.

Step 4: Click on the application to access the information.

Home My Organizati... **Search**

Application Date From Approval Issue Date To

Approval Issue Date From Approval Expiry Date To

Approval Expiry Date From

| Application Number | Approval Type | Application Type | Application Date | Approval Number | Final Approval Date | Approval Expiry Date | Case Status | Organisation Name |
|--------------------|---------------------|------------------|------------------|-----------------|---------------------|----------------------|-----------------------|-------------------|
| CAAS/PTF/2021/0078 | Permit To Fly (PTF) | Initial | 25/5/21 9:31 AM | PTF/008/2021 | 25/5/21 02:36 PM | 24/11/21 | Application Completed | |

Step 5: In 'Case information', under 'ATTACHMENTS', click to view/print/download generated certificate and any approved/accepted documents.

The screenshot shows a web application interface for 'CAAS/PTF/2021...'. The main content area is titled 'Application (CAAS/PTF/2021/0078)'. Below this, there is a section for 'Application Review' with a navigation bar containing 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is selected and highlighted with a red box. Below the navigation bar, there is a table with the following data:

| Case information | | |
|---------------------|-----------------------|-----------|
| Approval Type | Application Type | Applicant |
| Permit To Fly (PTF) | Initial | |
| Organisation | Application Status | |
| | Application Completed | |

Below the table, there is a section for 'ATTACHMENTS' with a dropdown arrow. A red box highlights the 'ATTACHMENTS' section. Below it, a red box highlights a PDF file named 'PTF Approval Letter.pdf' with the text 'SystemGenerated |' below it. A red arrow points to this file with the text 'Click to view, print, download'.

7 Stages Process

1. Register via eSOMS website
2. Initiate Application for PTF
3. Submitting Formal Application
4. Fee Payment
5. eSOMS Admin Account Creation (only for organisations)
6. Validation and Evaluation by CAAS Officer
7. Approval and Downloading of PTF