



A Guide for Applicants New eSOMS Users (Foreign) **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

LANDING PAGE [APPLY]

The screenshot shows the CAAS eSOMS landing page. At the top is the CAAS logo with the tagline 'Civil Aviation Authority of Singapore' and 'Enabling opportunities through aviation'. Below this is a navigation bar with '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. The left column, titled 'New to eSOMS? I want to...', contains two buttons: 'Apply for Approval/Permit' (highlighted with a red border) and 'Submit Enquiry'. The middle column, titled 'Quick Links', contains 'Make Payment' and 'View Approval/Permit Holders'. The right column, titled 'Welcome to eSOMS', provides login instructions and three login options: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corpass 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 with planes and a control tower.

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.

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 'No' 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

In the dropdown menu, select "Permit To Fly (PTF)"

Fill in the details. Select the option 'For An Organisation' for "I am applying*". Select 'No' for "Do you have a Corppass ID*".

Select Approval Type

I am applying*

☐ As An Individual ☒ For An Organisation

Approval Type*

Permit To Fly (PTF) ▼

In the dropdown menu, select "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

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

1

2

3

4

Applicant/Organisation Details

Formal Application Details

Upload Documents

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

S1234567B

Designation*

Country/Region*

Select...▼

Area Code

Phone Number*

Country/Region*

Select...▼

State

City*

Street / Building*

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

Postal Code*

Apartment, suite, unit, building, floor, etc

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

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.

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*

Cancel

Click 'Continue' when done.

Continue

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 displays a four-step application process. Step 2, 'Formal Application Details', is highlighted with a red box. The form is titled 'Aircraft Operator' and contains several required fields marked with a red asterisk. The 'Name of Aircraft Operator' field is a single-line text input. The 'Address of Aircraft Operator' section includes a 'Country/Region' dropdown menu, a 'State' text input, a 'City' text input, a 'Street / Building' text input, and a 'Postal Code' text input. There is also a separate text input for 'Apartment, suite, unit, building, floor, etc'.

1 Applicant/Organisation Details

2 Formal Application Details

3 Upload Documents

4 Preview Application

Aircraft Operator

Name of Aircraft Operator*

Country/Region* State City*

Street / Building* Postal Code*

Apartment, suite, unit, building, floor, etc

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*

Select...

State

City*

Street / Building*

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

Postal Code*

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*

Select...

State

City*

Street / Building*

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

Postal Code*

Apartment, suite, unit, building, floor, etc

Aircraft Details

Aircraft Type*

Aircraft Model*

Aircraft Registration Mark*

Aircraft Serial Number*

Year Of Manufacture*

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*

Select... ▼

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'.

The screenshot shows a web application interface with a 'Mandatory Documents' table. A modal dialog titled 'Attach Formal Documents' is open in the center. The dialog contains a paperclip icon and the text 'Drag and drop file here' inside a red-bordered box. Below this is the word 'or' and a 'Select file' button, also highlighted with a red border. At the bottom of the dialog are 'Cancel' and 'Attach' buttons. A note at the bottom of the dialog states: 'Note : You are allowed to upload only one file in this screen.' The background table has columns for 'Name', 'File', 'Category', 'Status', 'Risk', and 'Remark'. It lists six mandatory documents, each with an 'Upload' button and a checkbox.

Name	File	Category	Status	Risk	Remark
1		A copy of the approved flight test plan Supplemental Type Certificate application	Upload	<input type="checkbox"/>	
2		A delegation letter (if application for other than employee of the operator representative to submit the application)	Upload	<input type="checkbox"/>	
3		A flight permit issued by the Authority Licensed Person issued by DGAC, or by the FAA, Special Flight Permit issued by the FAA	Upload	<input type="checkbox"/>	
4		Declaration of mandatory inspection components are carried out	Upload	<input type="checkbox"/>	
5		Details of maintenance checks required to support the application	Upload	<input type="checkbox"/>	
6		Evidence of an approved Aircraft Flight Manual	Upload	<input type="checkbox"/>	

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		Evidence that the aircraft has been appropriately registered,Example: Certificate of Registration	Upload	<input type="checkbox"/>		
8		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)	Upload	<input type="checkbox"/>		
9		Evidence that the aircraft has third party insurance covering the intended date of flight,Example: Insurance Certificate	Upload	<input type="checkbox"/>		
10		Evidence that the flight crew are appropriately licensed (Ratings, Medical Certificate, English Language Proficiency, License validated by State of registration)	Upload	<input type="checkbox"/>		

Additional Documents

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

⊕ Add Row ← **Click to upload documents**

Name
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

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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	9413 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

Page 1 of 2

(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

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. : ACRA000000000005

DATE : DD/MM/YYYY

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

Page 2 of 2

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="button" value="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="button" value="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="button" value="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="button" value="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="button" value="Upload"/>	<input type="text"/>	

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

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

☐ 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

☐ Others

Other Purpose _____

Applicant Details

Salutation

Check both boxes and click 'Submit'.

English Language Proficiency, license validated by state or registration)

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, 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.

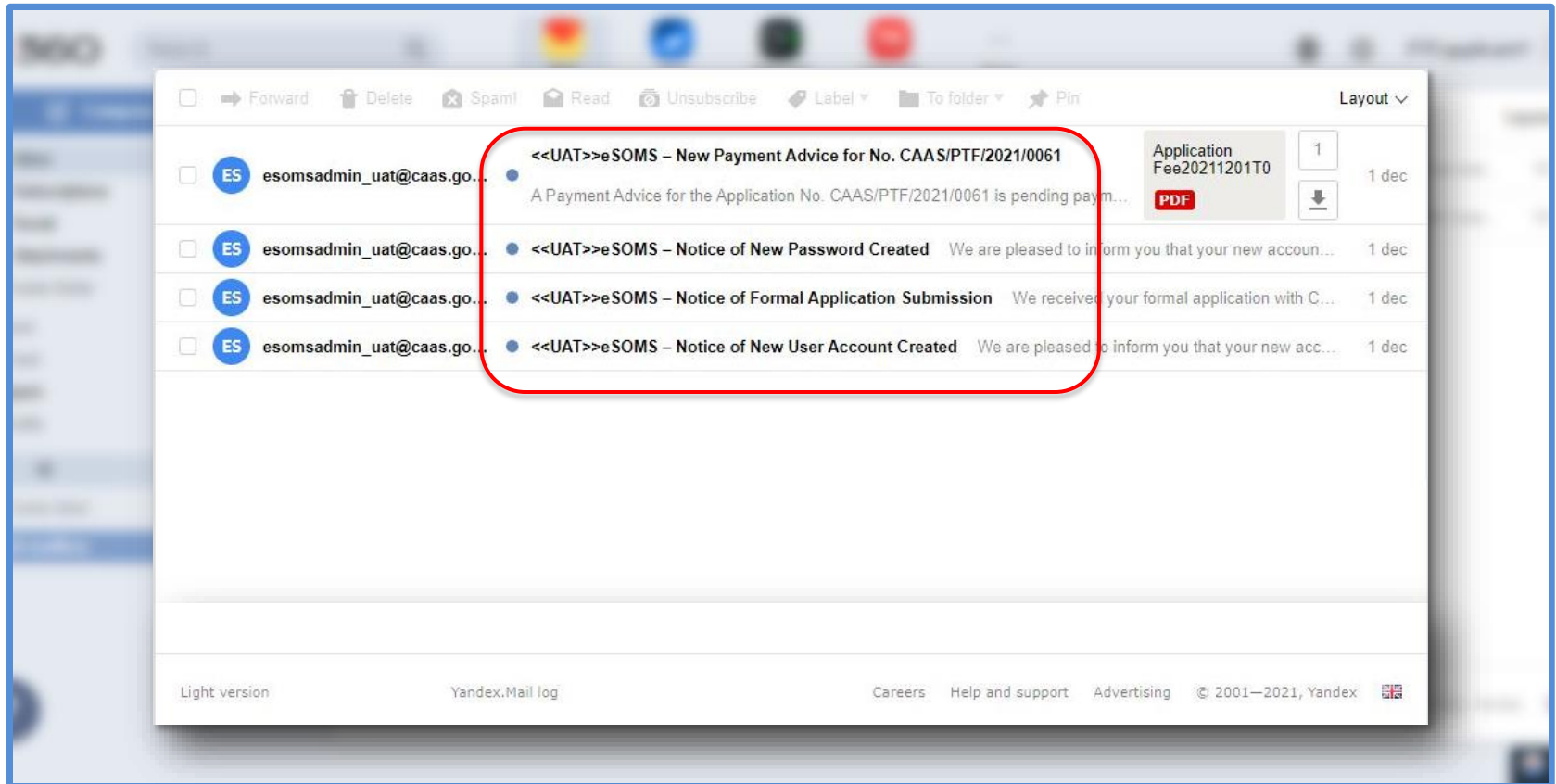
By providing to CAAS personal data on behalf of another individual, I warrant to CAAS that all the necessary consents required in accordance with all applicable personal data protection or data protection legislation, including but not limited to the PDPA, have been obtained from that individual, and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

CancelBack

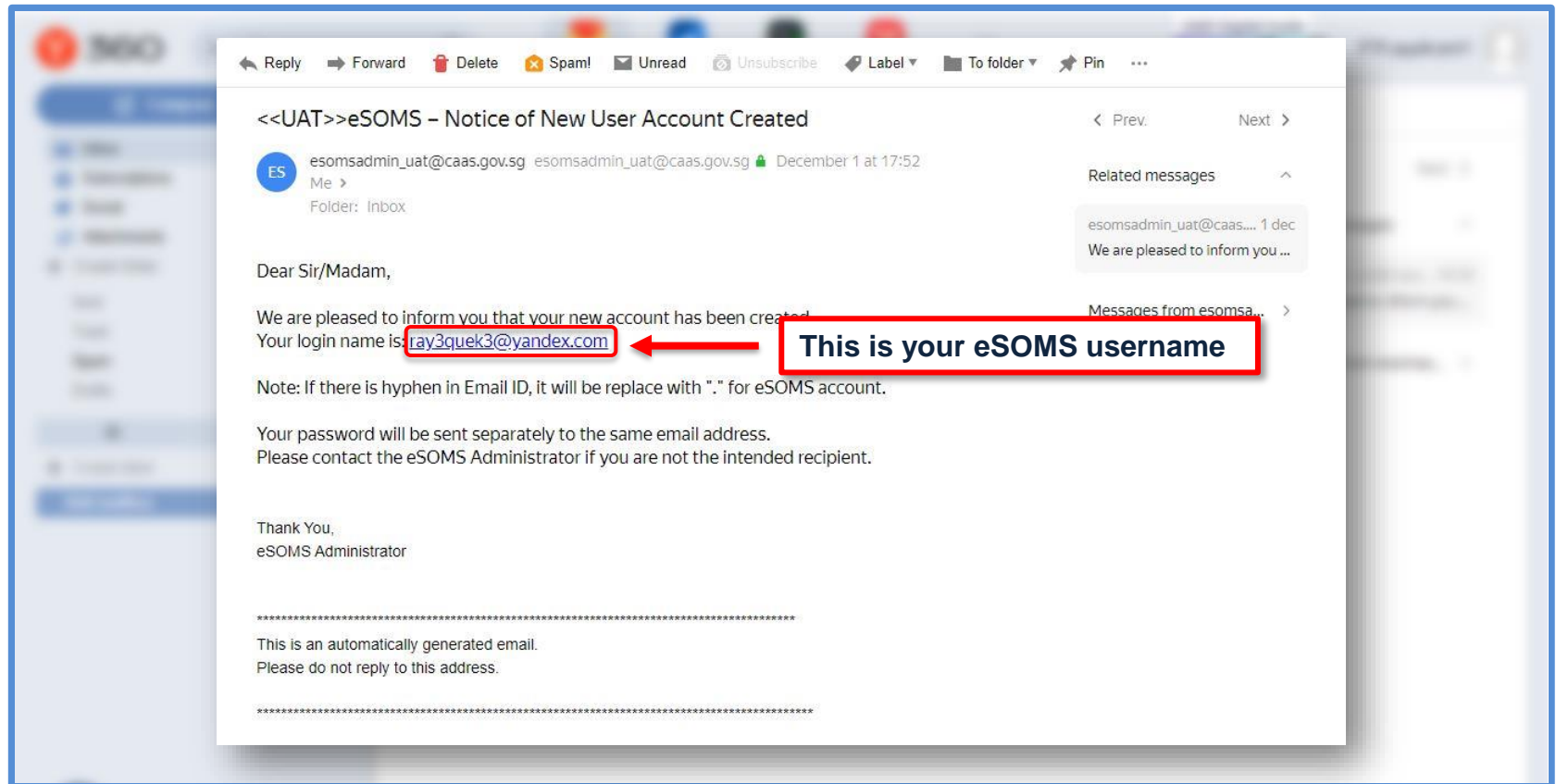
Submit

You will receive four emails:

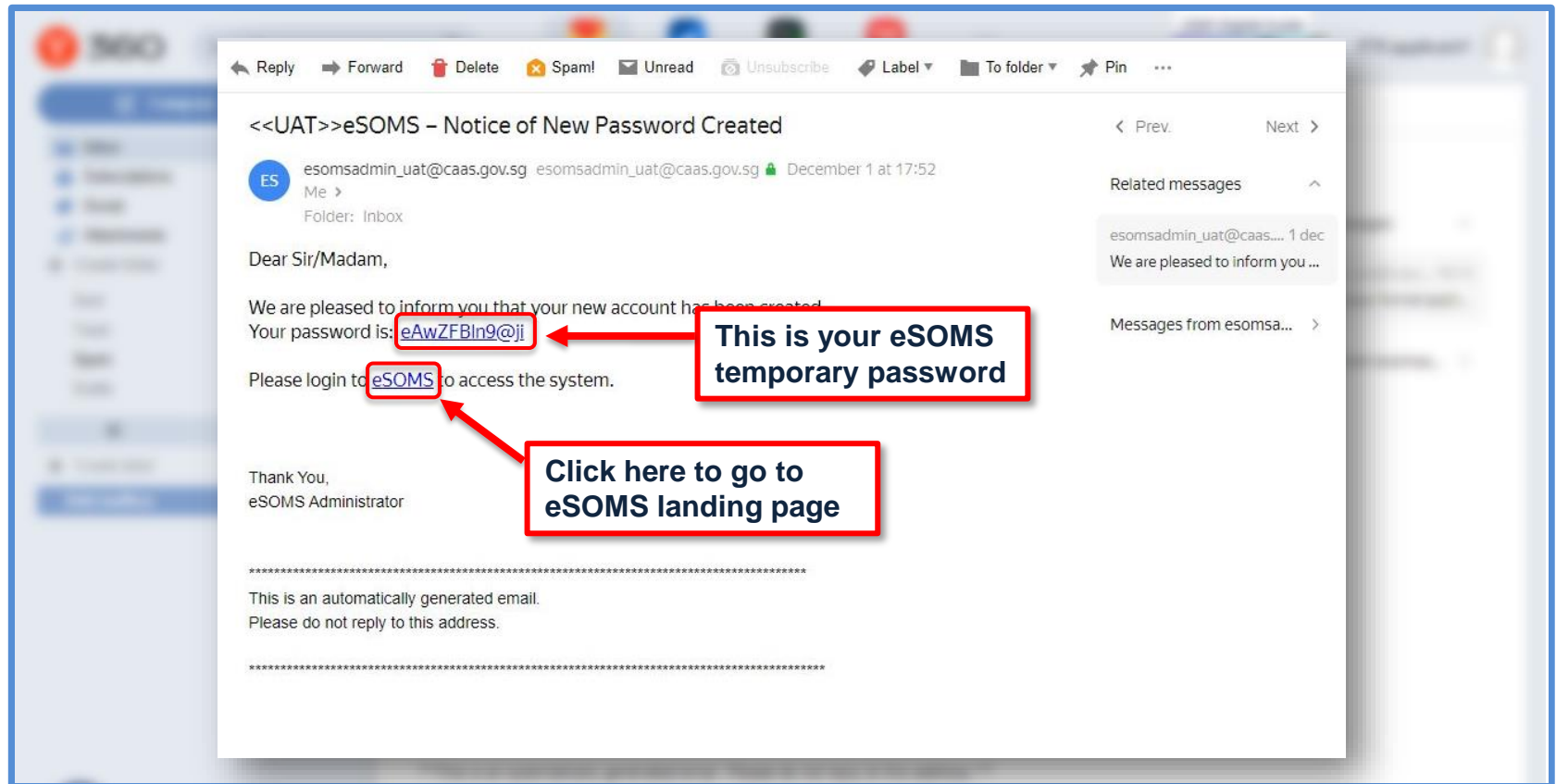
- (1) “eSOMS-Notice of Formal Application Submission”,
- (2) “eSOMS-Notice of New User Account Created”,
- (3) “eSOMS-Notice of New Password Created”,
- (4) “eSOMS-New Payment Advice for No. ...”



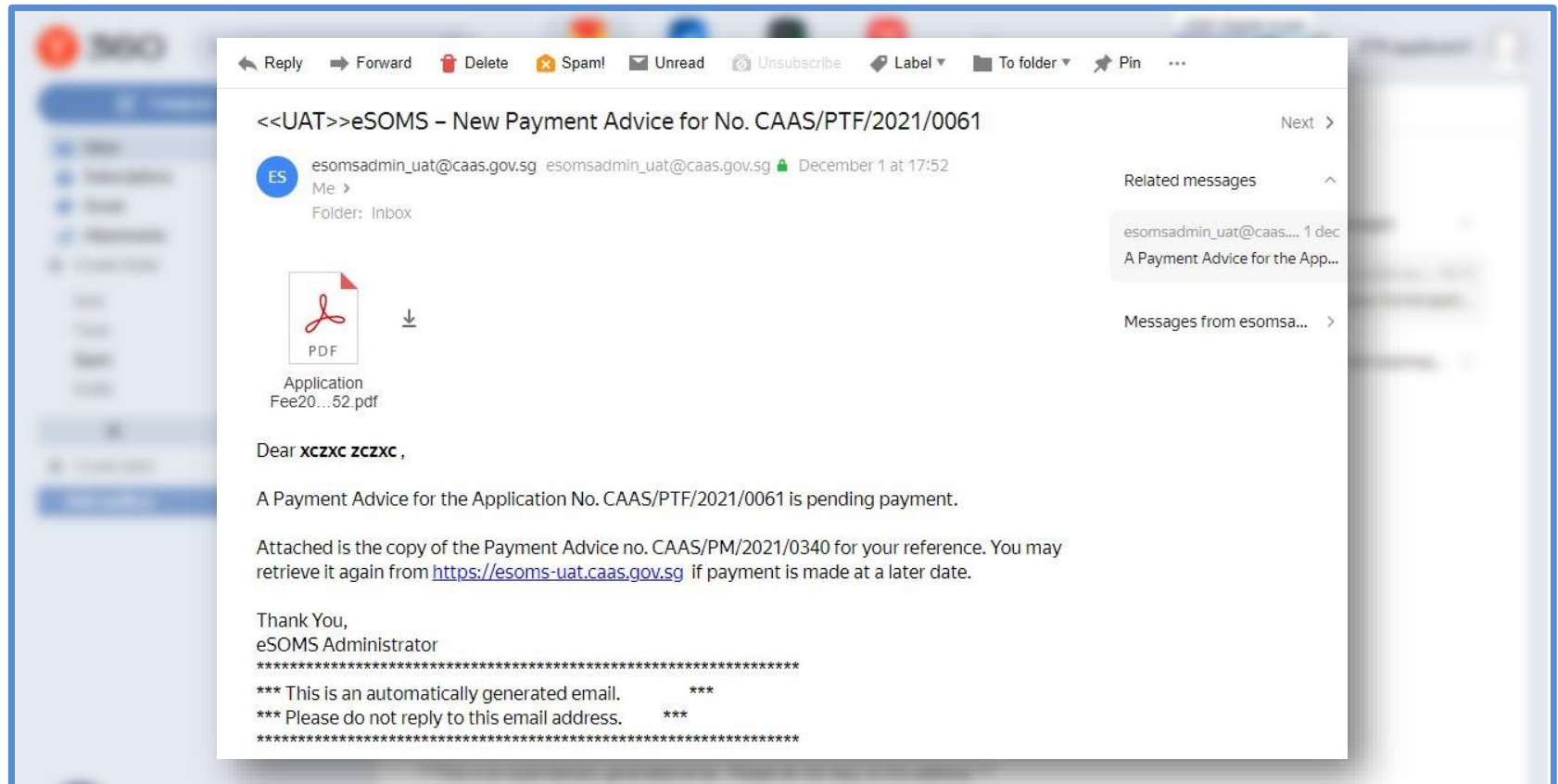
This email provides you with your eSOMS login username.



This email provides you with your eSOMS login password. Click on the link 'eSOMS' to be brought to the eSOMS landing page for login.



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

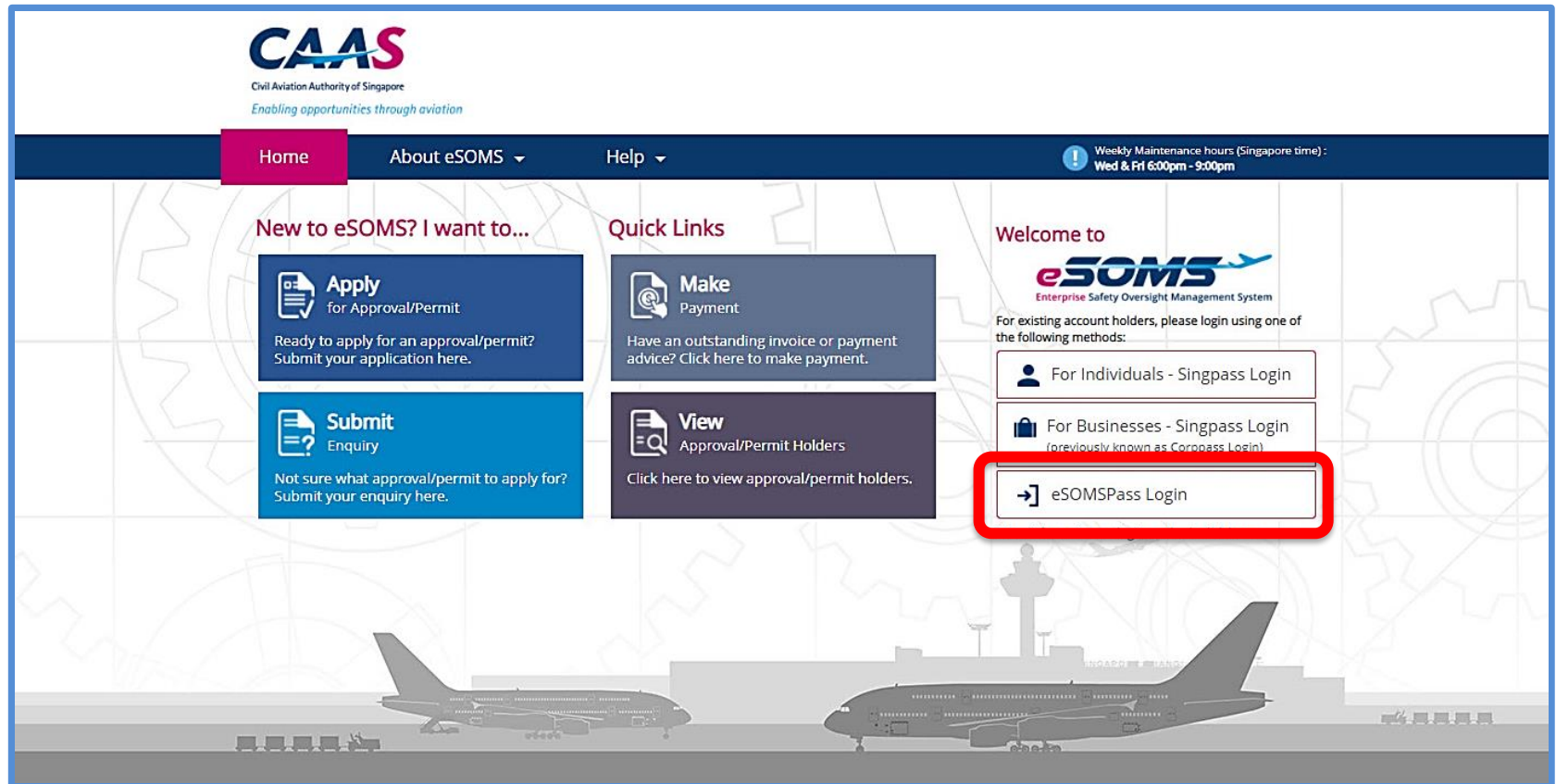


Fee Payment (First Method)

There are 2 ways you can make payment.

First Method: Login with eSOMS Pass

You may use this method if you have an eSOMS login account



First Method:

Login using the username and password sent to your email

The image shows the eSOMS login interface and two email notifications. The central login page features the eSOMS logo (Enterprise Safety Oversight Management System) and a login form with fields for 'User name' and 'Password'. Below the form are buttons for 'Log in', 'Home Screen', and 'Forgot password?'. The background of the login page shows an airport tarmac with aircraft. To the left, an email notification titled '<<UAT>>eSOMS - Notice of New User Account Created' from esomsadmin_uat@caas.gov.sg contains the login name 'ray3quek3@yandex.com'. To the right, another email notification titled '<<UAT>>eSOMS - Notice of New Password Created' from the same sender contains the password 'eAwZFBl9@ji'. Red arrows point from the email content to the corresponding login fields on the eSOMS page.

Email 1: Notice of New User Account Created

From: esomsadmin_uat@caas.gov.sg
Subject: <<UAT>>eSOMS - Notice of New User Account Created
Date: December 1 at 17:52
Folder: Inbox

Dear Sir/Madam,

We are pleased to inform you that your new account has been created.
Your login name is: **ray3quek3@yandex.com**

Note: If there is hyphen in Email ID, it will be replaced with "." for eSOMS account.

Your password will be sent separately to the same email address.
Please contact the eSOMS Administrator if you are not the intended recipient.

eSOMS Login Page

Enterprise Safety Oversight Management System

User name
Password

Log in
[Home Screen](#)
[Forgot password?](#)

Email 2: Notice of New Password Created

From: esomsadmin_uat@caas.gov.sg
Subject: <<UAT>>eSOMS - Notice of New Password Created
Date: December 1 at 17:52
Folder: Inbox

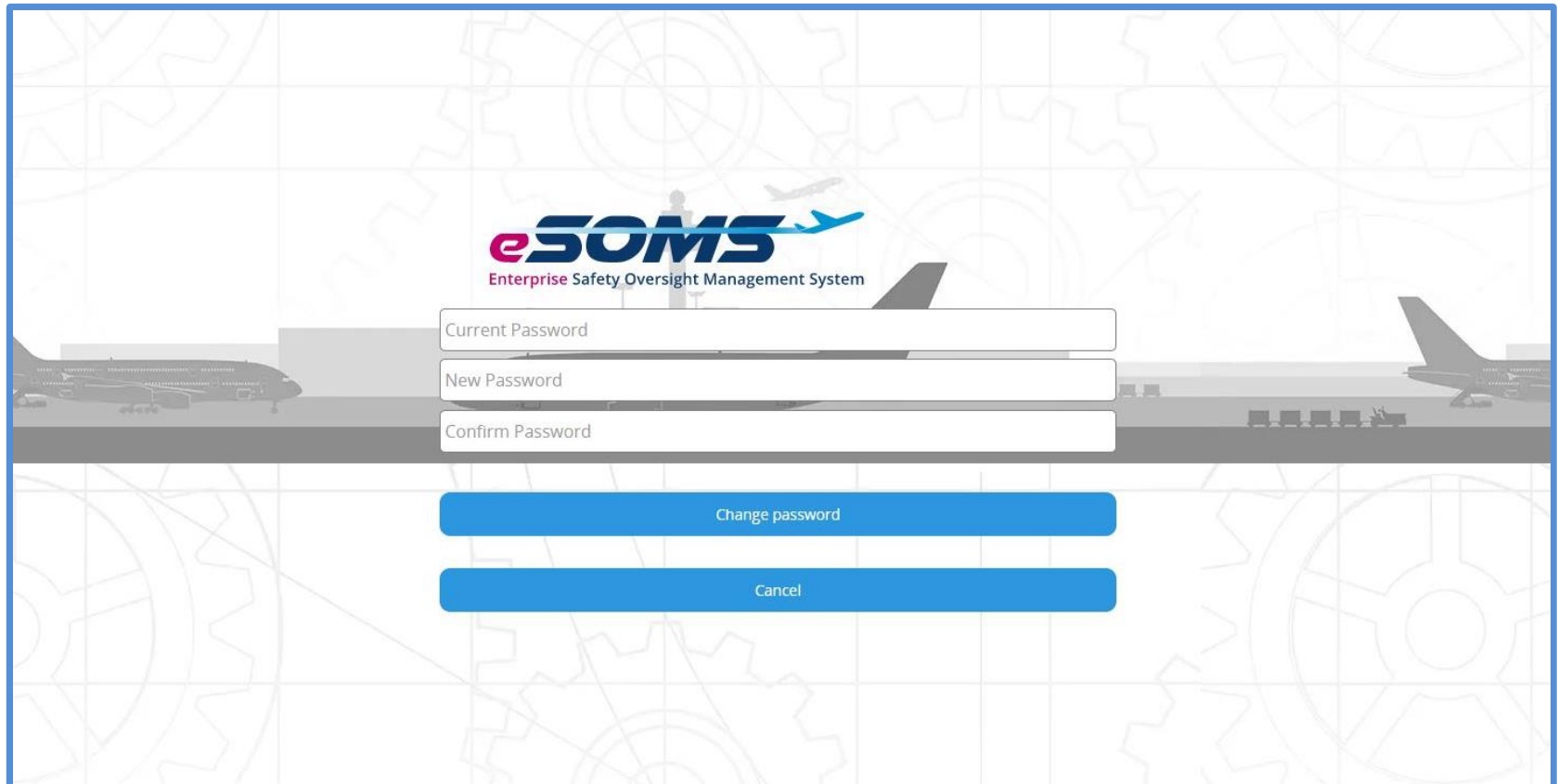
Dear Sir/Madam,

We are pleased to inform you that your new account has been created.
Your password is: **eAwZFBl9@ji**

Please login to [eSOMS](#) to access the system.

First Method:

When logging into eSOMS for the first time, you will be prompted to change your password.

The image shows a screenshot of the eSOMS (Enterprise Safety Oversight Management System) login interface. The background features a light gray grid with faint gear patterns and silhouettes of an airport tarmac with planes and ground service equipment. In the center, the eSOMS logo is displayed, consisting of the text 'eSOMS' in a stylized blue and red font, with 'Enterprise Safety Oversight Management System' in smaller black text below it. Below the logo, there are three white input fields with gray borders, labeled 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the form, there are two blue buttons with white text: 'Change password' and 'Cancel'.

First Method:

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

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) dashboard. The left sidebar contains navigation links: 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 sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section contains a table with one row 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 rows of task details.

	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

SS s s

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 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 working 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

CASE DETAILS

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



Pay Later Pay Now

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

☐  



Next >

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)

Month

Year

Submit

Cancel

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 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 +6504012610

CASE DETAILS

Last updated by ato testing (1m ago)

Created by ato testing (1m ago)

Actions

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 **OK**

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”.

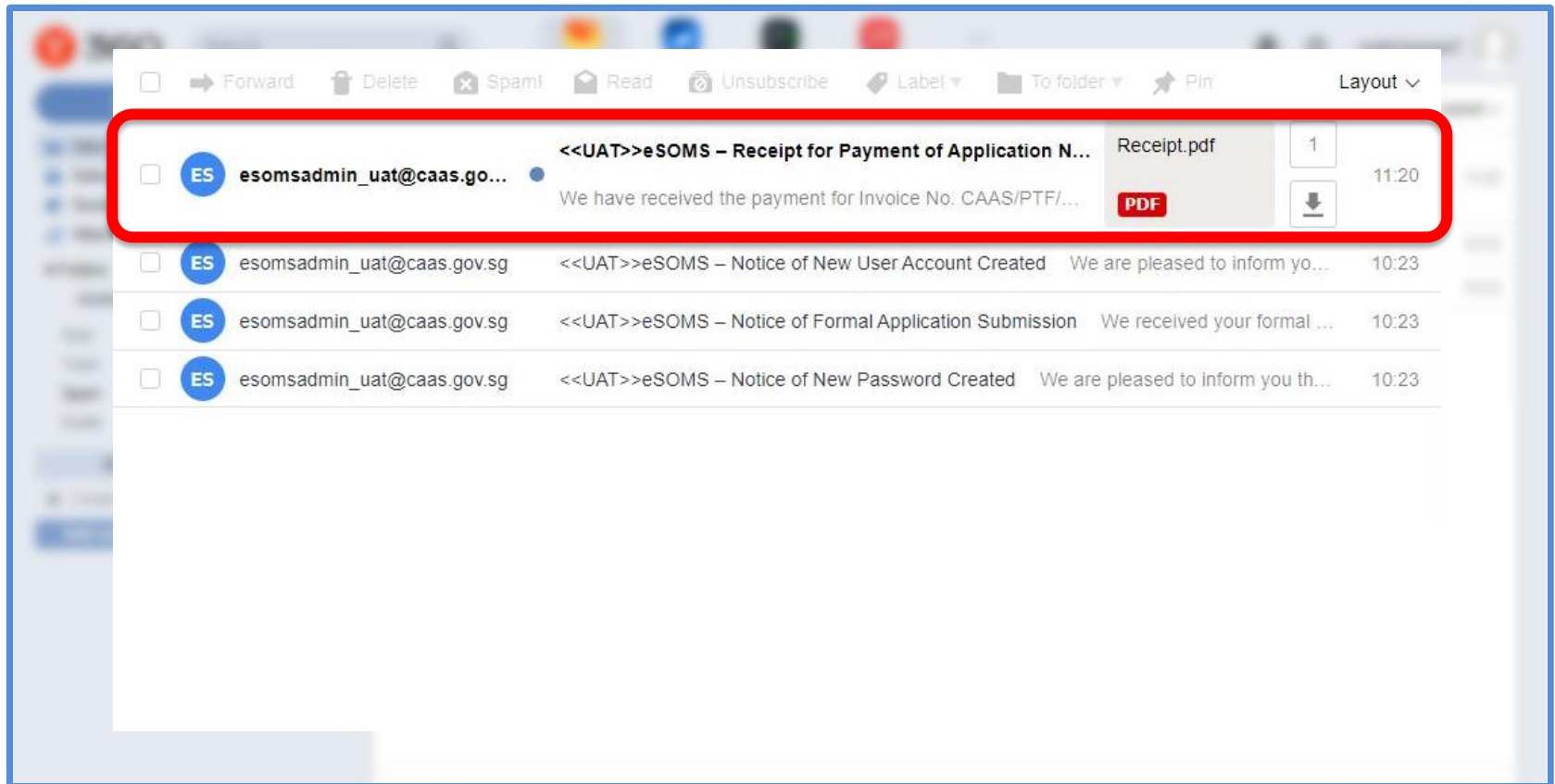
The screenshot shows the eSOMS (Enterprise Safety Oversight Management System) interface. The sidebar on the left contains the following links: Home, My Applications, Search Portal, Mandatory Occurrence Report (MOR), Mandatory Defect Report (MDR), + New, and + Profile Settings. The main content area has a top navigation bar with 'Home' and 'My Approvals'. Below this is a 'My Dashboard' section. The 'My Outstanding Tasks' section is currently empty, displaying 'No work assigned'. The 'My Involved Tasks' section contains a table with one task.

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

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:

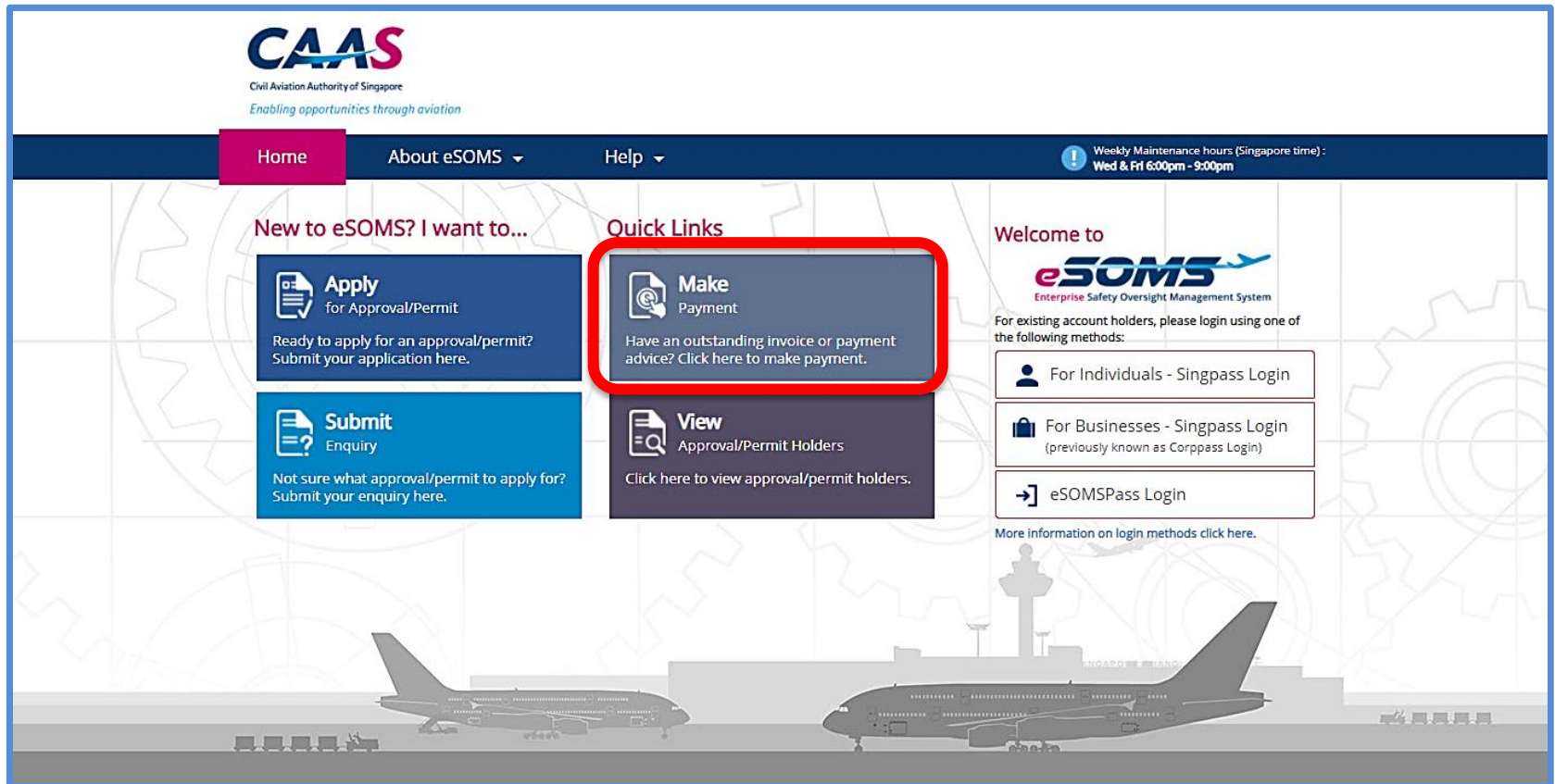
An email with an attached receipt will be sent to you.



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



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 Payment

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 working 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

CASE DETAILS

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



Pay Later Pay Now

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

☒ VISA



Name on Card

Card Number

CVV/CVV2

Expiry Date

Month

Year

Email (Optional)

Submit

Cancel

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 +6504012610

CASE DETAILS

Last updated by ato testing (1m ago)

Created by ato testing (1m ago)

Actions

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.



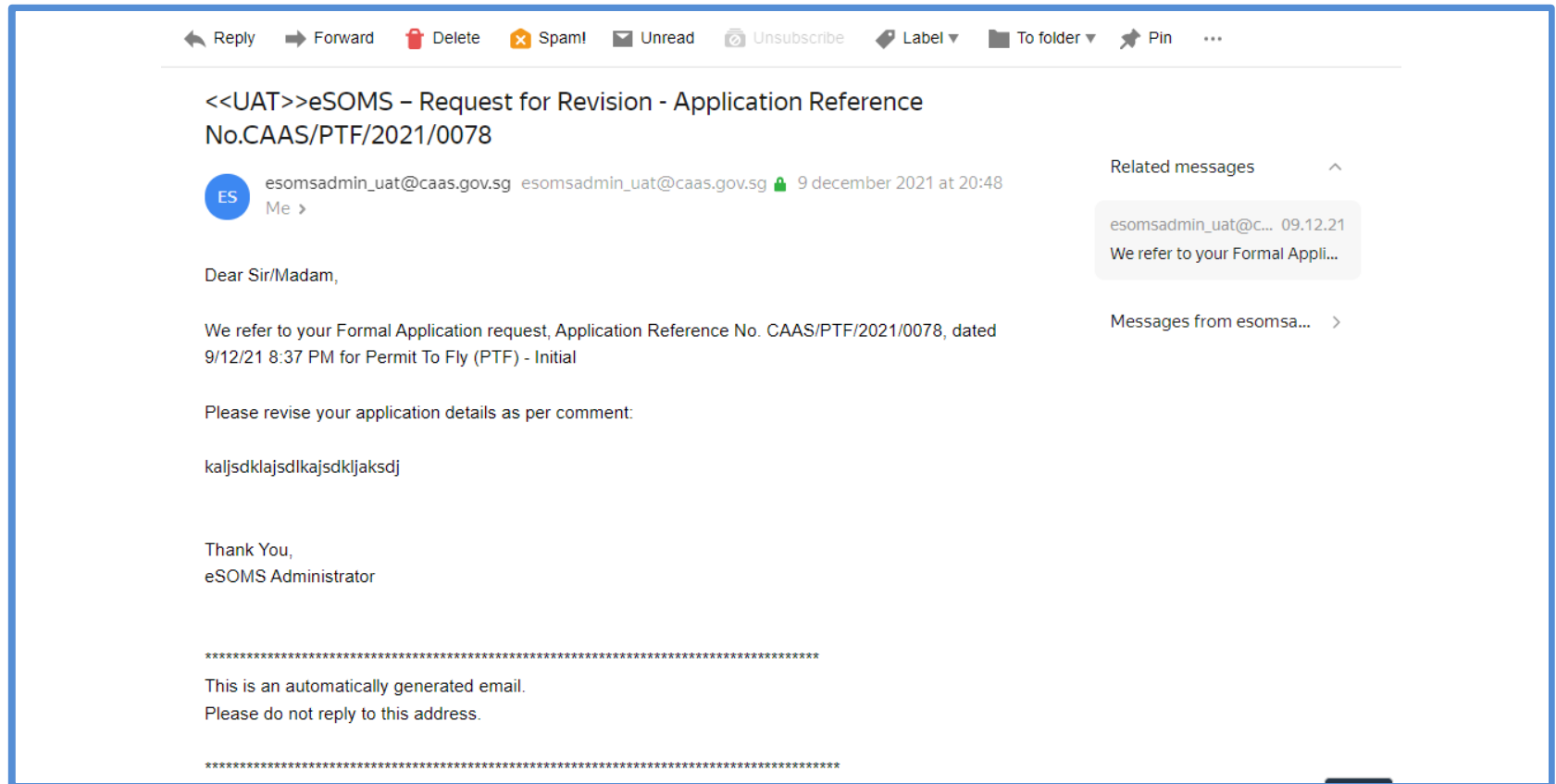
Particulars of eSOMS System Administrator / User

🕒 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.

[Home](#) [My Organization...](#)

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 ▾
--	-------------------------	---------------	--------------------	----------	----------------	----------------

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

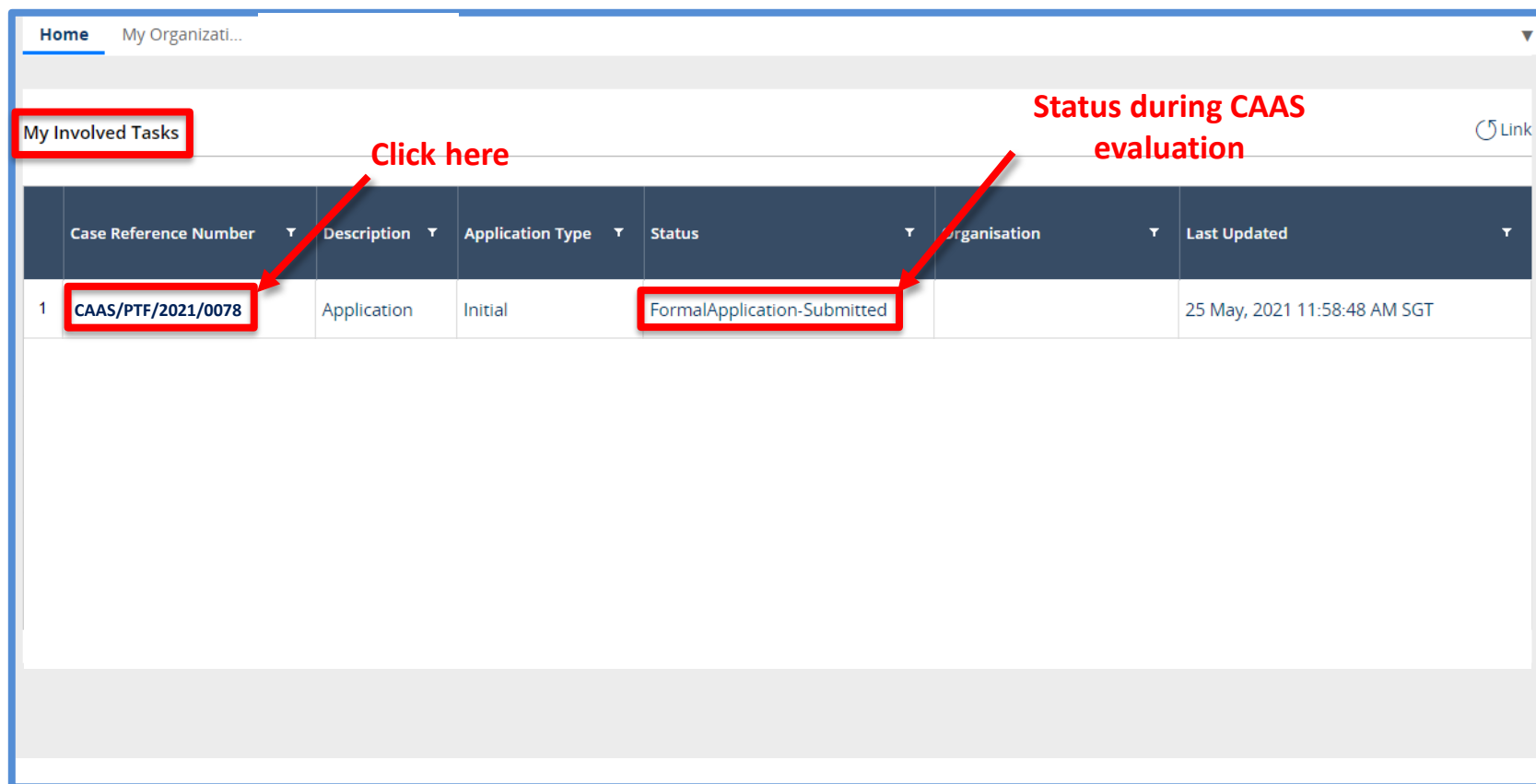
My Outstanding Tasks [Link](#)

	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 ▾
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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.



Home My Organizati...

My Involved Tasks

Click here

Status during CAAS evaluation

	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 shows a web application interface for CAAS/PTF/2021/0078. 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 page title is 'Approval Application (CAAS/PTF/2021/0078)' with an 'Actions' dropdown menu. The main content area is divided into two sections. The left section, titled 'Application Review', contains a tabbed interface with four tabs: 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' tab is selected and highlighted with a red box, with an arrow pointing to it from the text 'Under this section, scroll down'. Below the tabs, the 'Case information' section displays a table with three columns: 'Approval Type', 'Application Type', and 'Applicant'. The table contains the following data: 'Permit To Fly (PTF)', 'Initial', and 'initial.test'. Below the table, the 'Organisation' is listed as 'Air New Zealand Limited' and the 'Application Status' is 'Formal Application Submitted'. The right section, titled 'CASE DETAILS', shows 'Last updated by Initial Testing (1m ago)' and 'Created by Initial Testing (2h ago)'. At the bottom of the page, there is a section titled 'ATTACHMENTS' with a dropdown arrow. Below this, there is an attachment icon (an envelope) and the text 'eSOMS - Request for Revision - Application Re... Correspondence | RO 1'.

Home My Organizati... CAAS/PTF/2021... New tab is opened

Approval Application (CAAS/PTF/2021/0078) Actions

Application Review

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

Under this section, scroll down

Case information

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

CASE DETAILS

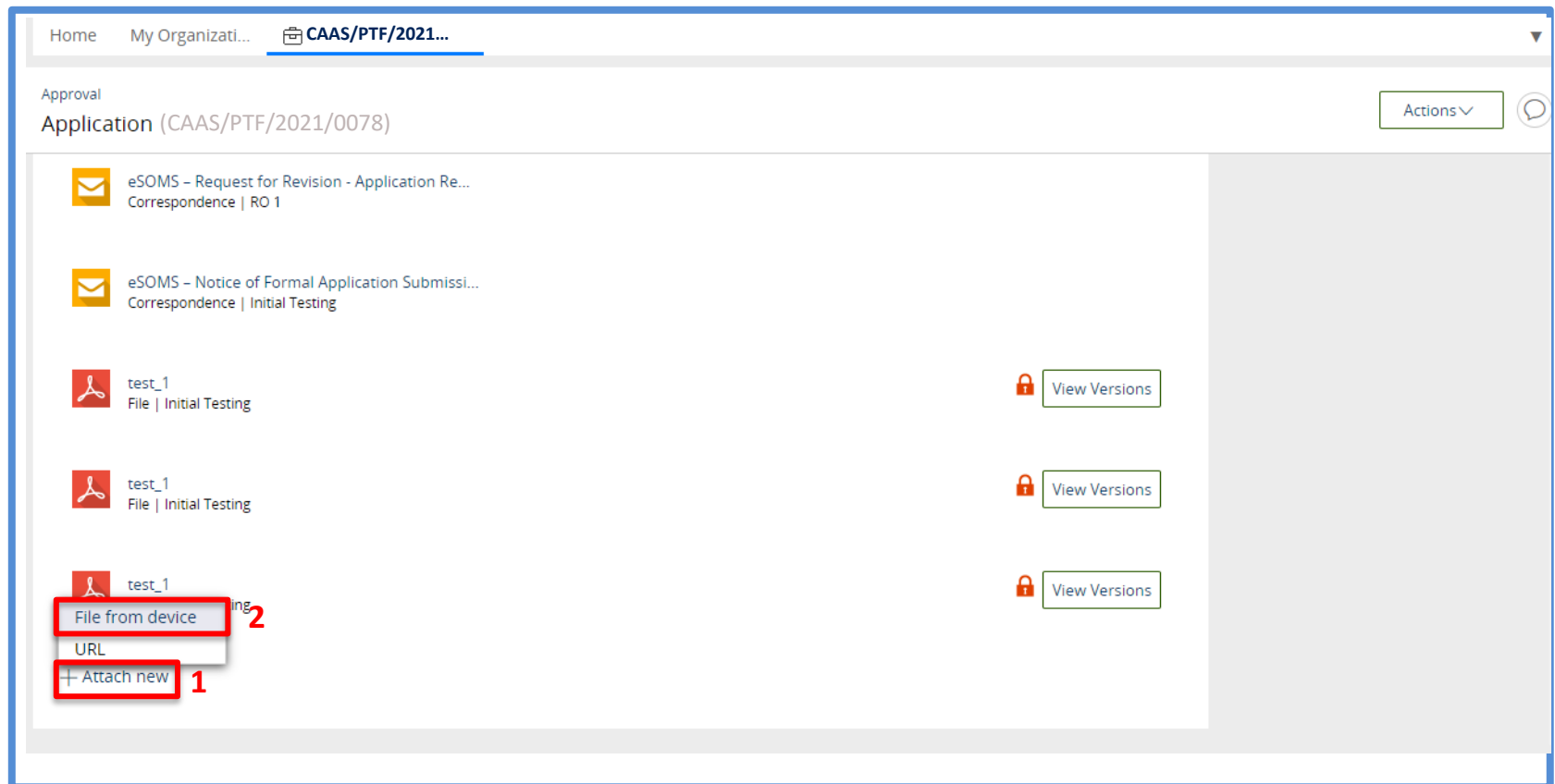
Last updated by Initial Testing (1m ago)

Created by Initial Testing (2h ago)

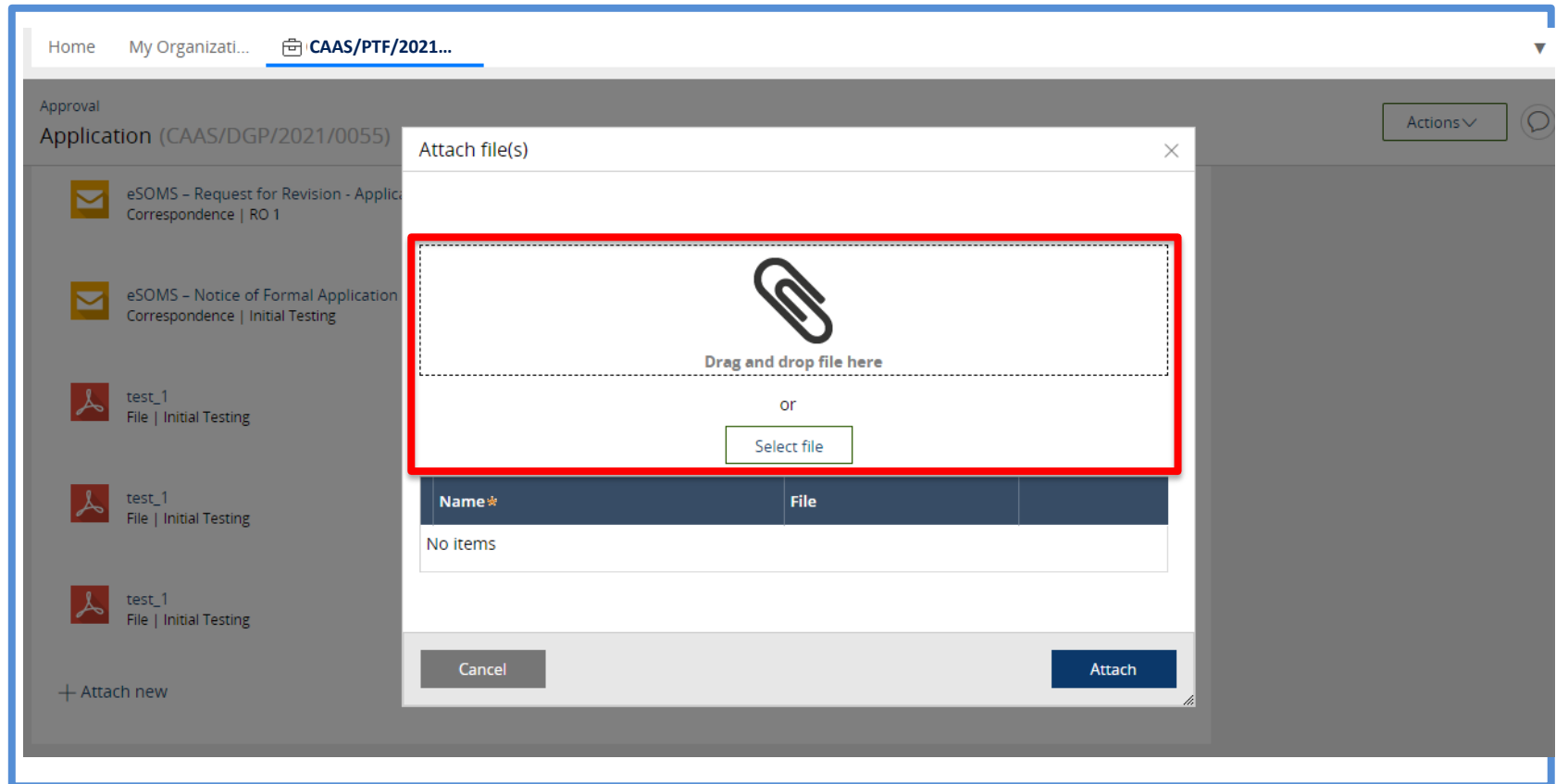
ATTACHMENTS

eSOMS - Request for Revision - Application Re... Correspondence | RO 1

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'.

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

Approval

Application (CAAS/DGP/2021/0055)

Actions

eSOMS - Request for Revision - Application Correspondence | RO 1

eSOMS - Notice of Formal Application Correspondence | Initial Testing

test_1 File | Initial Testing

test_1 File | Initial Testing

test_1 File | Initial Testing

+ Attach new

Attach file(s)

Drag and drop file here

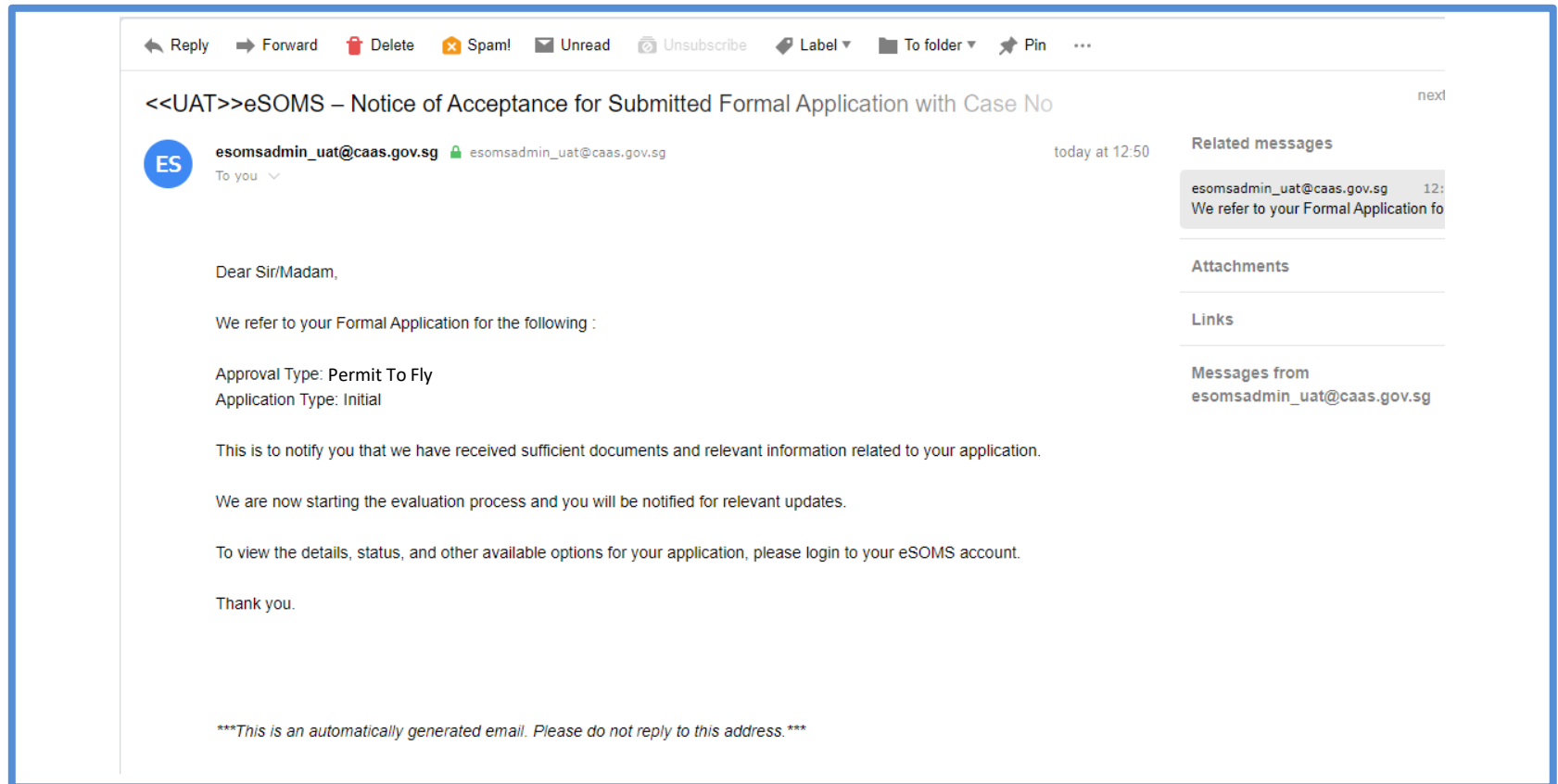
or

Select file

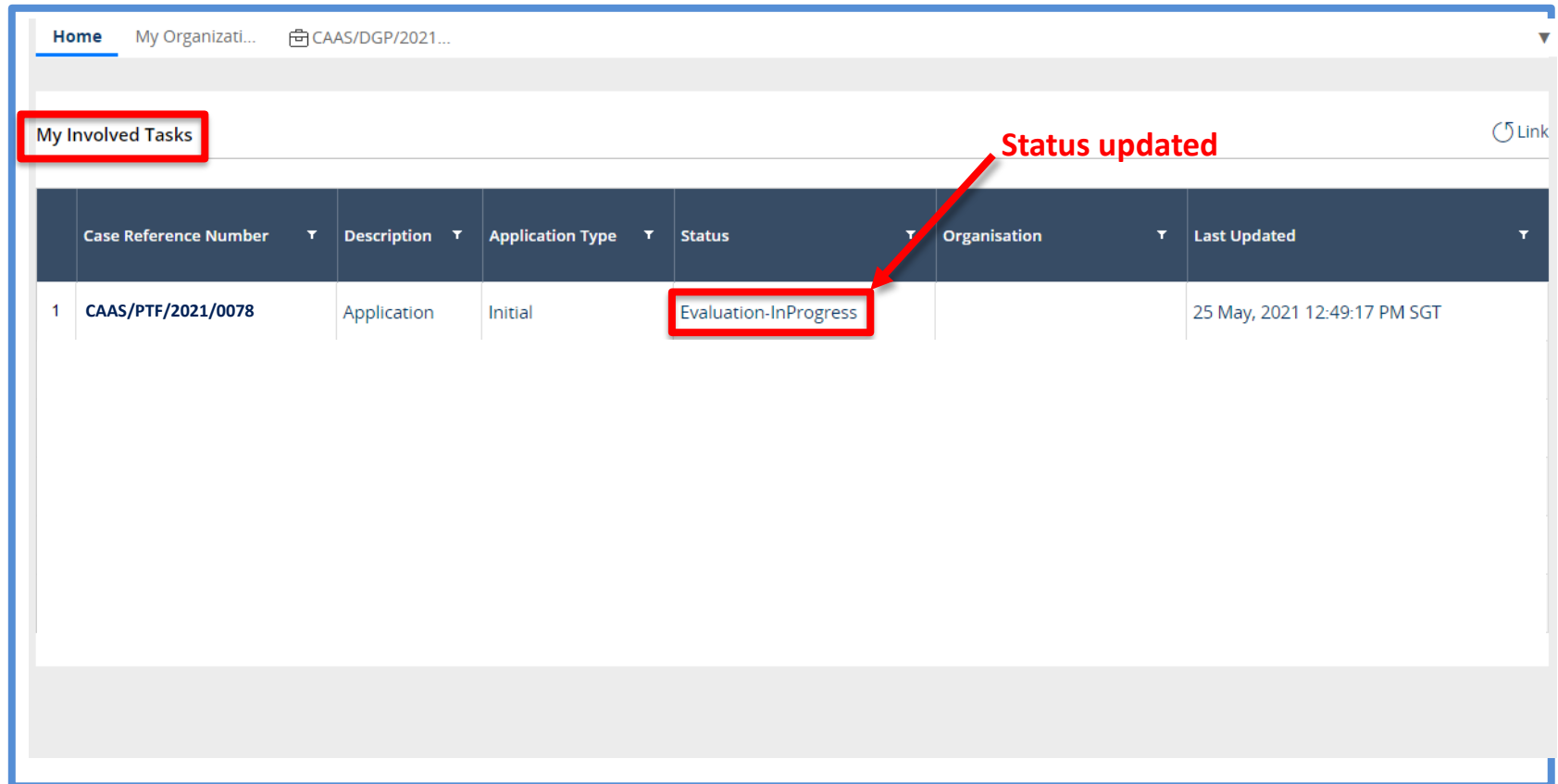
	Name*	File	
1	test_1	test_1.pdf	

Cancel Attach

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'.



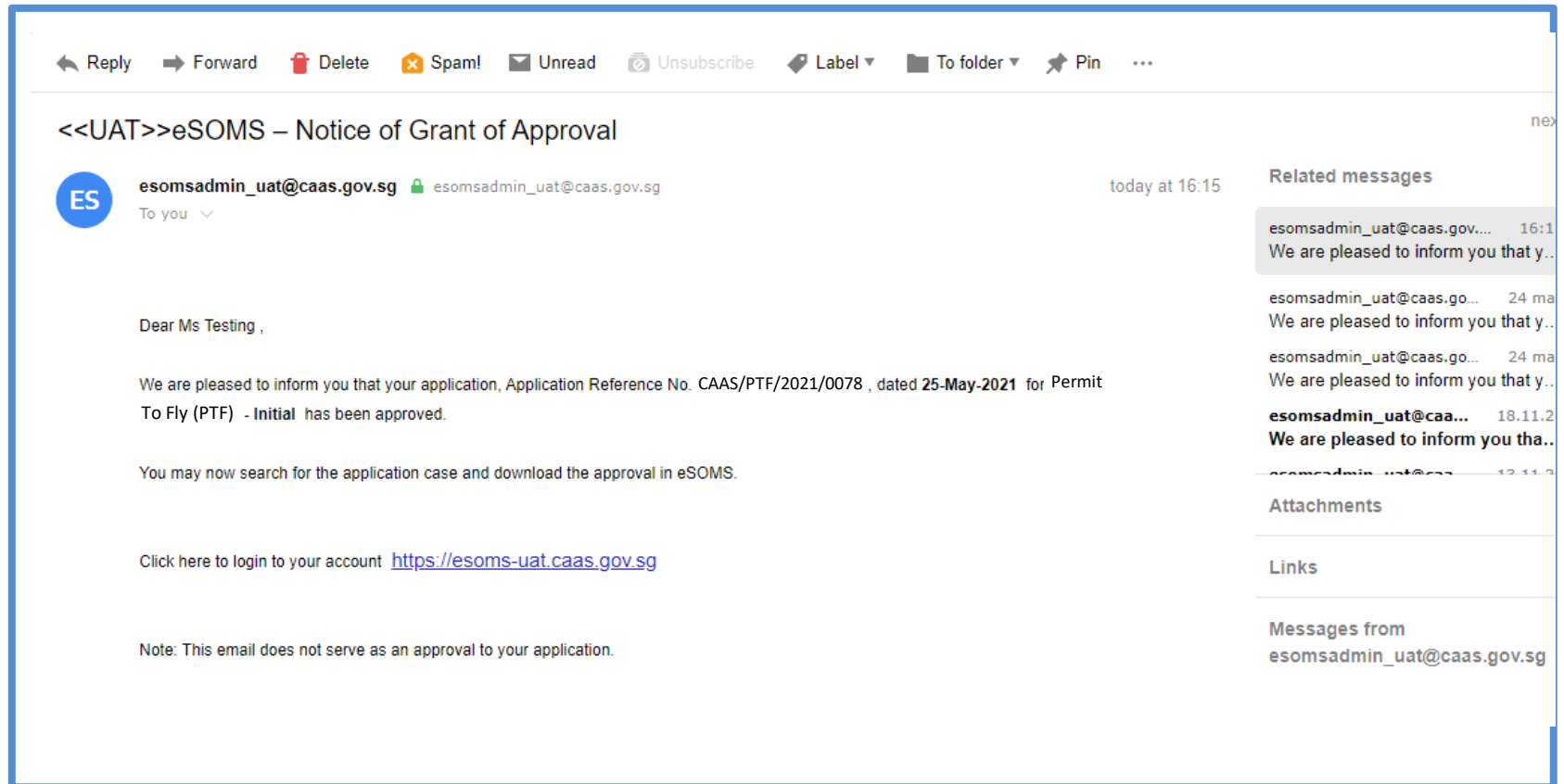
Home My Organizati... CAAS/DGP/2021...

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 CAAS eSOMS user interface. On the left, a vertical sidebar contains several menu items. The 'Search Portal' item is highlighted with a red rectangular box. The main content area on the right is titled 'My Dashboard' and includes sections for 'My Outstanding Tasks' and 'My Involved Tasks', each with a corresponding table of data.

Left Sidebar Menu:

- Home
- My Applications
- Search Portal**
- View MOR/MDR/Hazard
- Mandatory Occurrence Report (MOR)
- Mandatory Defect Report (MDR)
- + New
- + Profile Settings
- + Data Analytics

Main Content Area:

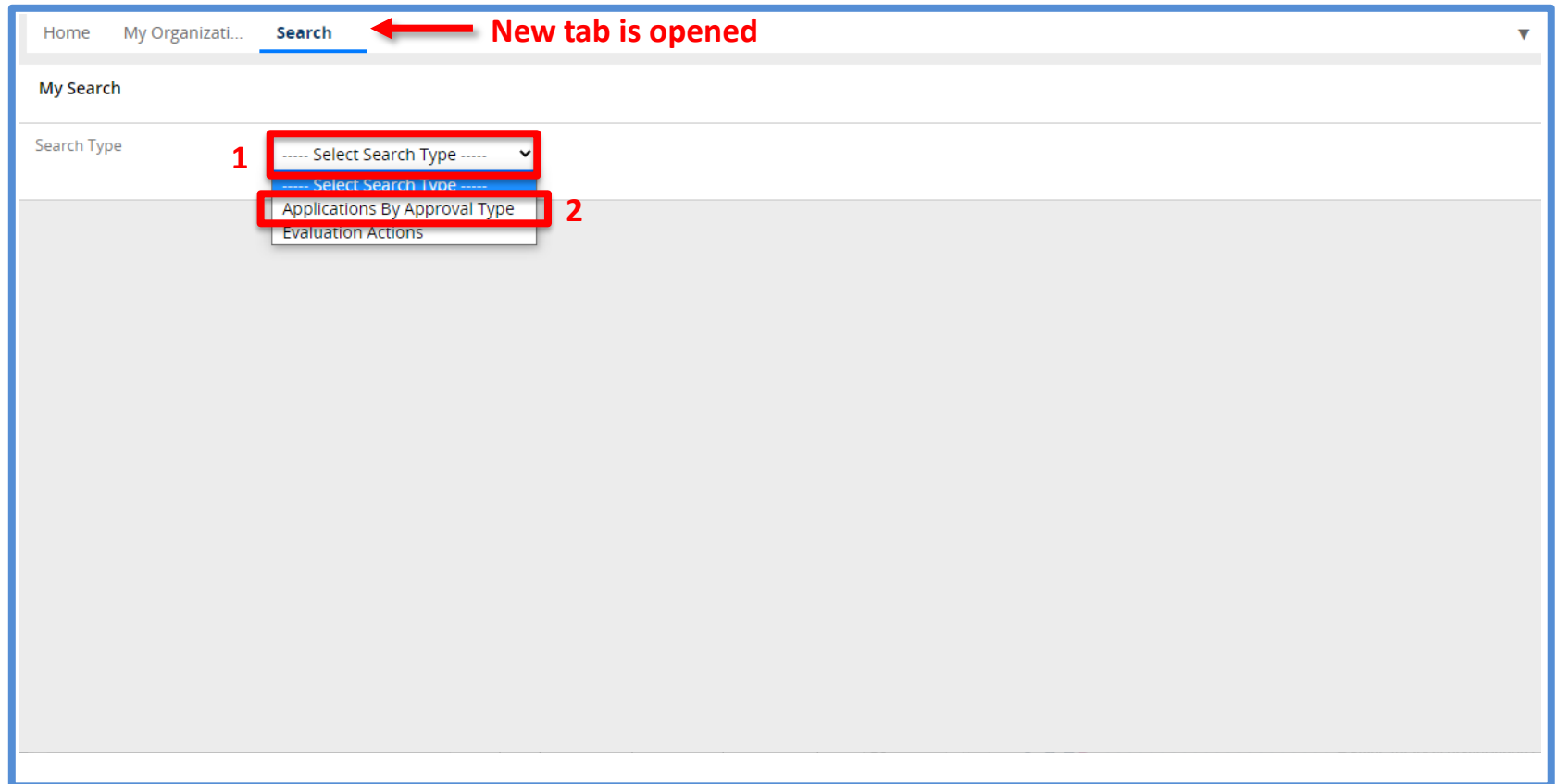
My Outstanding Tasks

Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
-----------------------	--------------------------	------------------	--------	--------------	--------------

My Involved Tasks

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

Step 2: Select “Applications by Approval Type”.



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

The screenshot displays the eSOMS application search interface. At the top, there are navigation tabs: 'Home', 'My Organization...', and 'Search'. Below these, a 'Search Type' dropdown is set to 'Applications By Approval Type'. The main section features two dropdown menus: 'Approval Type *' and 'Application Type'. The 'Approval Type *' dropdown is open, showing a list of application types. 'Permit To Fly (PTF)' is highlighted in the list. A red arrow points from the text 'Click dropdown and select 'Permit To Fly (PTF)'' to the 'Permit To Fly (PTF)' option in the dropdown list. The 'Application Type' dropdown is currently set to 'Select Application Type.....'. At the bottom of the form, there are 'Reset' and 'Search' buttons.

Home My Organization... 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 shows the CAAS eSOMS search interface. The 'Search' tab is active. The 'Search Type' is set to 'Applications By Approval Type'. The 'Approval Type' is 'Dangerous Goods Permit (DGP)'. The 'Status' is 'Select Status.....'. The 'Application Number' field is highlighted with a red box and labeled '1'. The 'Application Date From' and 'Approval Issue Date From' fields are empty. The 'Application Date To' and 'Approval Expiry Date To' fields are empty. The 'Approval Issue Date To' and 'Approval Expiry Date To' fields are empty. The 'Search' button is highlighted with a red box and labeled '2'. An email preview is shown on the right, titled '<<UAT>>eSOMS – Notice of Grant of Approval'. The email is from 'esomsadmin_uat@caas.gov.sg' to 'esomsadmin_uat@caas.gov.sg'. The email content includes: '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.', and 'You may now search for the application case and download the approval in eSOMS.' The 'Application Reference No.' 'CAAS/PTF/2021/0078' is highlighted with a red box and labeled '1'.

Home My Organization... **Search**

Search Type Applications By Approval Type ▼

Approval Type ★ Dangerous Goods Permit (DGP) ▼

Status Select Status..... ▼

Application Number **1**

Application Date From

Approval Issue Date From

Approval Expiry Date From

Application Type Select Application Type..... ▼

Approval Number

Application Date To

Approval Issue Date To

Approval Expiry Date To

2 Search

1

<<UAT>>eSOMS – Notice of Grant of Approval

esomsadmin_uat@caas.gov.sg esomsadmin_uat@caas.gov.sg

To you ▼

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.

Click here

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

[Home](#) [My Organization...](#) [Search](#)

Application Date From

Approval Issue Date To

Approval Issue Date From

Approval Expiry Date To

Approval Expiry Date From

Reset

Search

Export to Excel

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 top navigation bar includes 'Home', 'My Organizati...', 'Search', and a dropdown menu for 'CAAS/PTF/2021...'. The main content area is titled 'Approval Application (CAAS/PTF/2021/0078)' and features an 'Actions' button. The 'Application Review' section has a tabbed interface with 'Case Information' selected. The 'Case information' table lists details such as 'Approval Type: Permit To Fly (PTF)', 'Application Type: Initial', 'Applicant', 'Organisation', 'Application Status', and 'Application Completed'. The 'ATTACHMENTS' section is expanded, showing a document titled 'PTF Approval Letter.pdf' with a red box highlighting it. A red arrow points to the document with the text 'Click to view, print, download'.

Home My Organizati... Search CAAS/PTF/2021...

Approval Application (CAAS/PTF/2021/0078) Actions

Application Review

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

Case information

Approval Type	Application Type	Applicant
Permit To Fly (PTF)	Initial	
Organisation	Application Status	
	Application Completed	

ATTACHMENTS

PTF Approval Letter.pdf
SystemGenerated |

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