



# A Guide for Applicants Existing eSOMS Users (Local) **Permit To Fly Application**

# 6 Stages Process

1. Login via Singpass (Individual) / Singpass (Business)
2. Initiate Application for PTF
3. Submitting Formal Application
4. Fee Payment
5. Validation & Evaluation by CAAS Officer
6. Approval & Downloading of PTF Certificate

Login via Singpass (Individual) /  
Singpass (Business)

On the CAAS eSOMS landing page, login via Singpass (for individuals) or Singpass (for organisations)

**CAAS**  
Civil Aviation Authority of Singapore  
Enabling opportunities through aviation

Home About eSOMS Help

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

**New to eSOMS? I want to...**

**Apply**  
for Approval/Permit  
Ready to apply for an approval/permit?  
Submit your application here.

**Submit**  
Enquiry  
Not sure what approval/permit to apply for?  
Submit your enquiry here.

**Quick Links**

**Make**  
Payment  
Have an outstanding invoice or payment  
advice? Click here to make payment.

**View**  
Approval/Permit Holders  
Click here to view approval/permit holders.

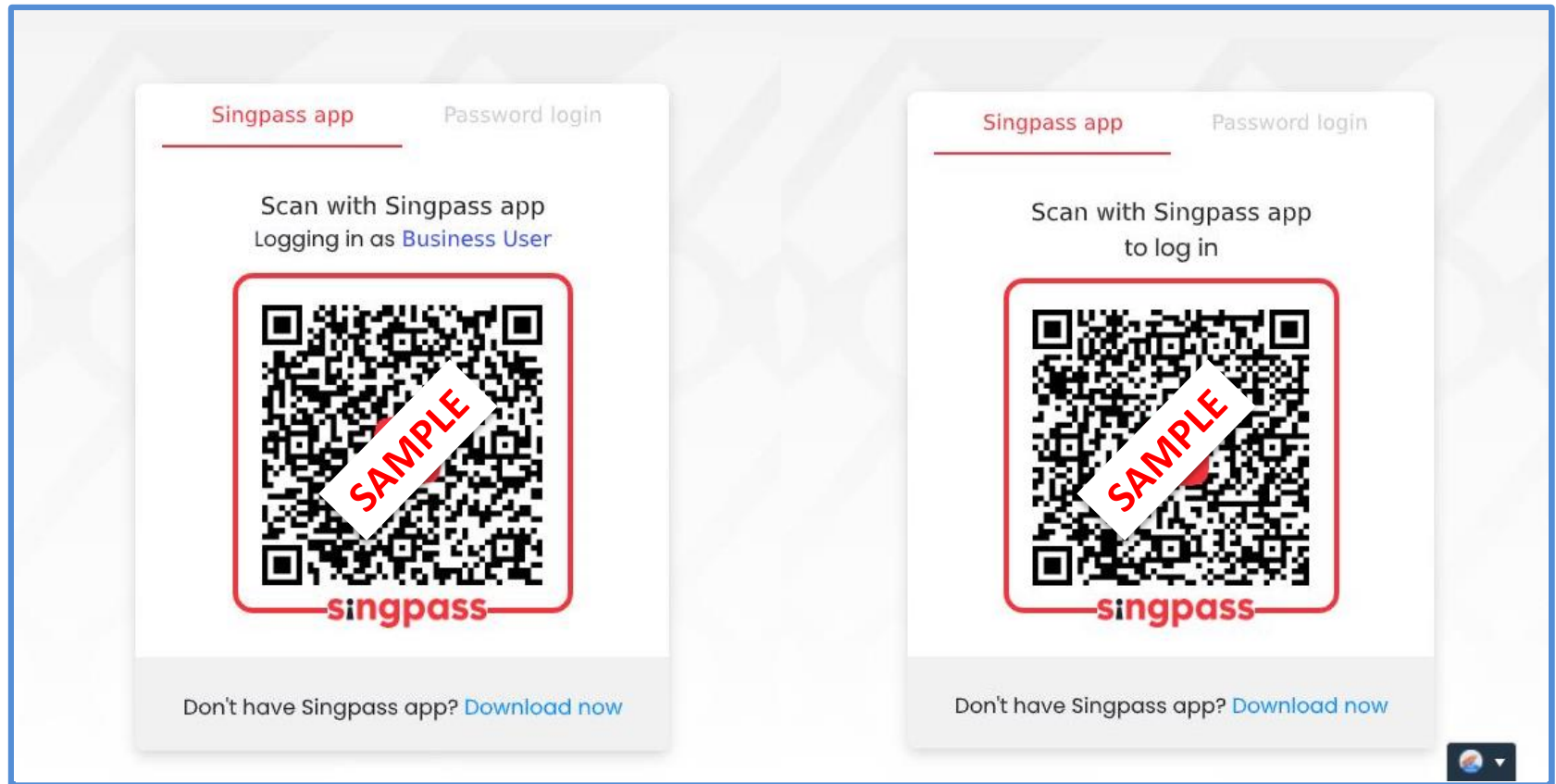
**Welcome to eSOMS**  
Enterprise Safety Oversight Management System

For existing account holders, please login using one of the following methods:

- For Individuals - Singpass Login**
- For Businesses - Singpass Login**  
(previously known as Corppass Login)
- eSOMSPass Login**

More information on login methods click here.

Scan with the Singpass app to log in.



Initiate Application for PTF

On the left side panel of your dashboard, click 'New' followed by 'Approval'.

The screenshot shows 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**, **Approval**, and Profile Settings. The main content area displays 'My Dashboard' and 'My Outstanding Tasks'. The 'My Outstanding Tasks' section contains a table with the following data:

	Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
1	PTF/PTF Application Evaluation/2021/0006/OBS/2021/0001		Initial	New		28 October, 2021 10:54:00 PM SGT
2	CAAS/PTF/2021/0029	CAAS/PTF/2021/0029	Initial	Payment-SuccessfulAppSubmitted	ray_quek_from.sms@caas.gov.sg	27 October, 2021 6:50:48 PM SGT
3	CAAS/PTF/2021/0028	CAAS/PTF/2021/0028	Initial	New		25 October, 2021 10:36:00 PM SGT
4	CAAS/PTF/2021/0027	CAAS/PTF/2021/0027	Initial	New		25 October, 2021 10:14:51 PM SGT

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

Approval

Select Approval Type AT ato testing

Approval Type\*

Permit To Fly (PTF) ▼

Select...

**Air Operator**  
Air Operator Certificate (AOC)

**Aircraft**  
Alternate Means Of Compliance (AMOC)  
Certificate of Airworthiness (COA)  
Certificate of Registration (COR)  
Noise Certificate (NOI)  
**Permit To Fly (PTF)**

**Dangerous Goods**  
Approval Under ICAO Technical Instructions (DGAPP)  
Exemptions Under ICAO Technical Instructions (DGEXE)  
Dangerous Goods Permit (DGP)  
Postal Operator Approval (DGPOS)  
Dangerous Goods Training Program (DGTRG)

**Design and Production**  
Design Organisation Approval (DOA)  
Production Organisation Approval (POA)  
Repair Design Approval (RDA)  
Supplemental Type Certificate (STC)



## Fill in the additional details related to the PTF application

Approval

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**

Cancel Submit

This page shows your applicant and/or organization details, Click 'Continue'.

The screenshot displays a four-step application process. Step 1, 'Applicant/Organisation Details', is the active step and is highlighted with a red box. The other steps are 'Formal Application Details', 'Upload Documents', and 'Preview Application'. Below the progress bar, there is an 'Instructions' section followed by an 'Application Details' section. The 'Application Details' section contains two fields: 'Approval Type' with the value 'Permit To Fly (PTF)' and 'Application Type' with the value 'Initial'. At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box.

**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.

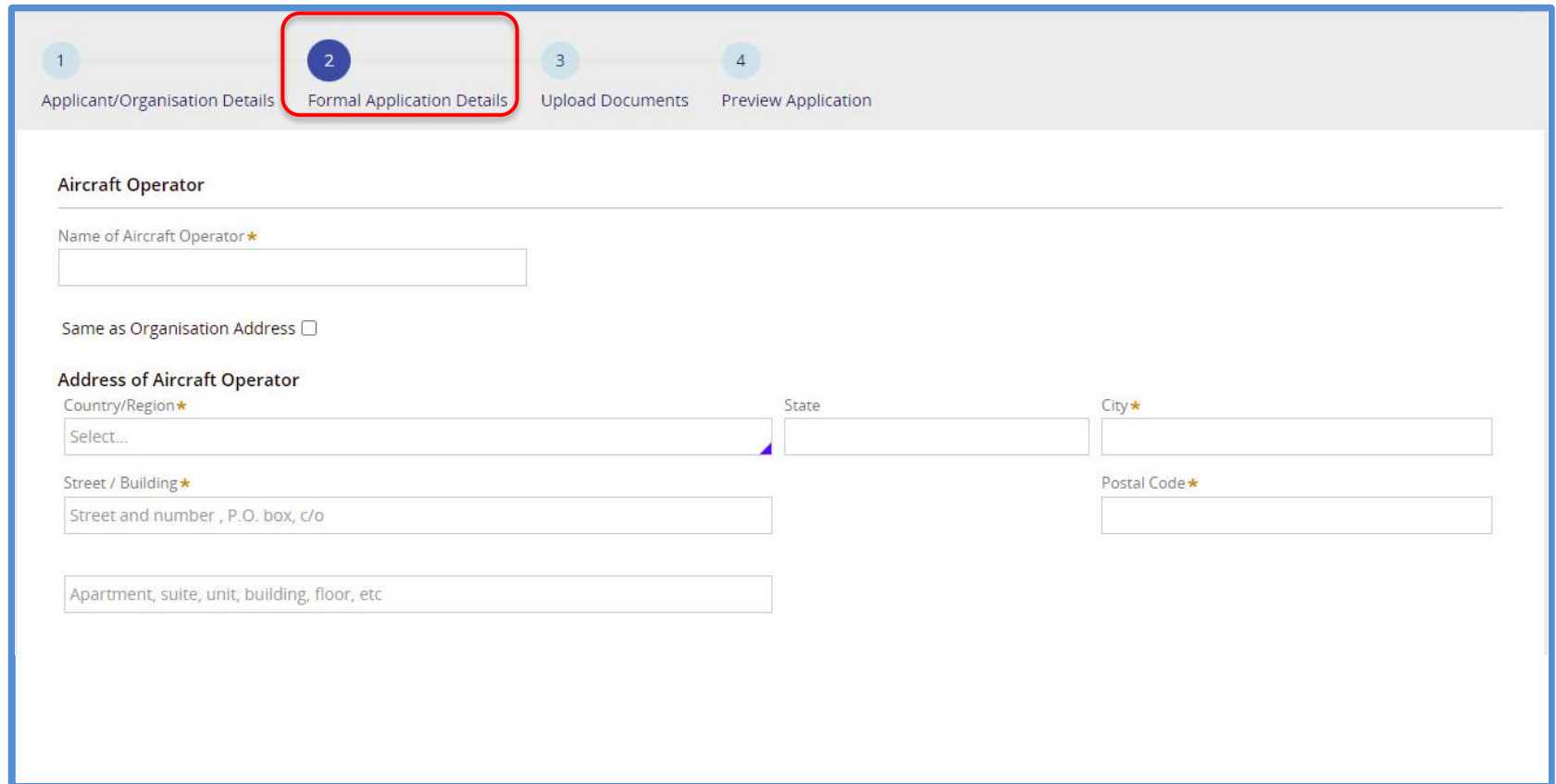
**Application Details**

Approval Type	Application Type
Permit To Fly (PTF)	Initial

Cancel    Save    **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.



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

**Aircraft Operator**

Name of Aircraft Operator\*

Same as Organisation Address ☐

**Address of Aircraft Operator**

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 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

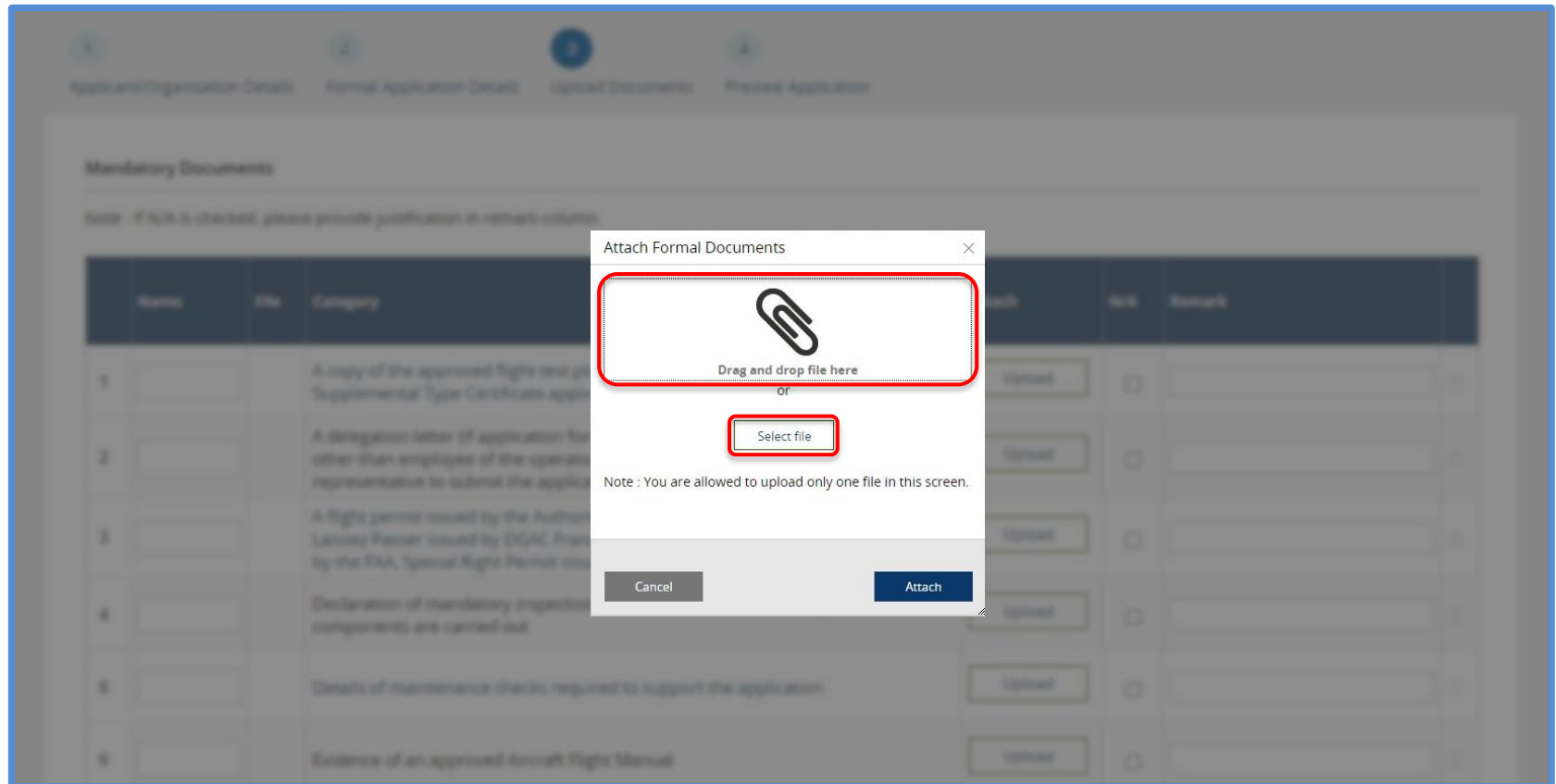
4  
Preview Application

### 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'.



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" 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="text" 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="text" 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="text" 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	
No items					

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"/>	

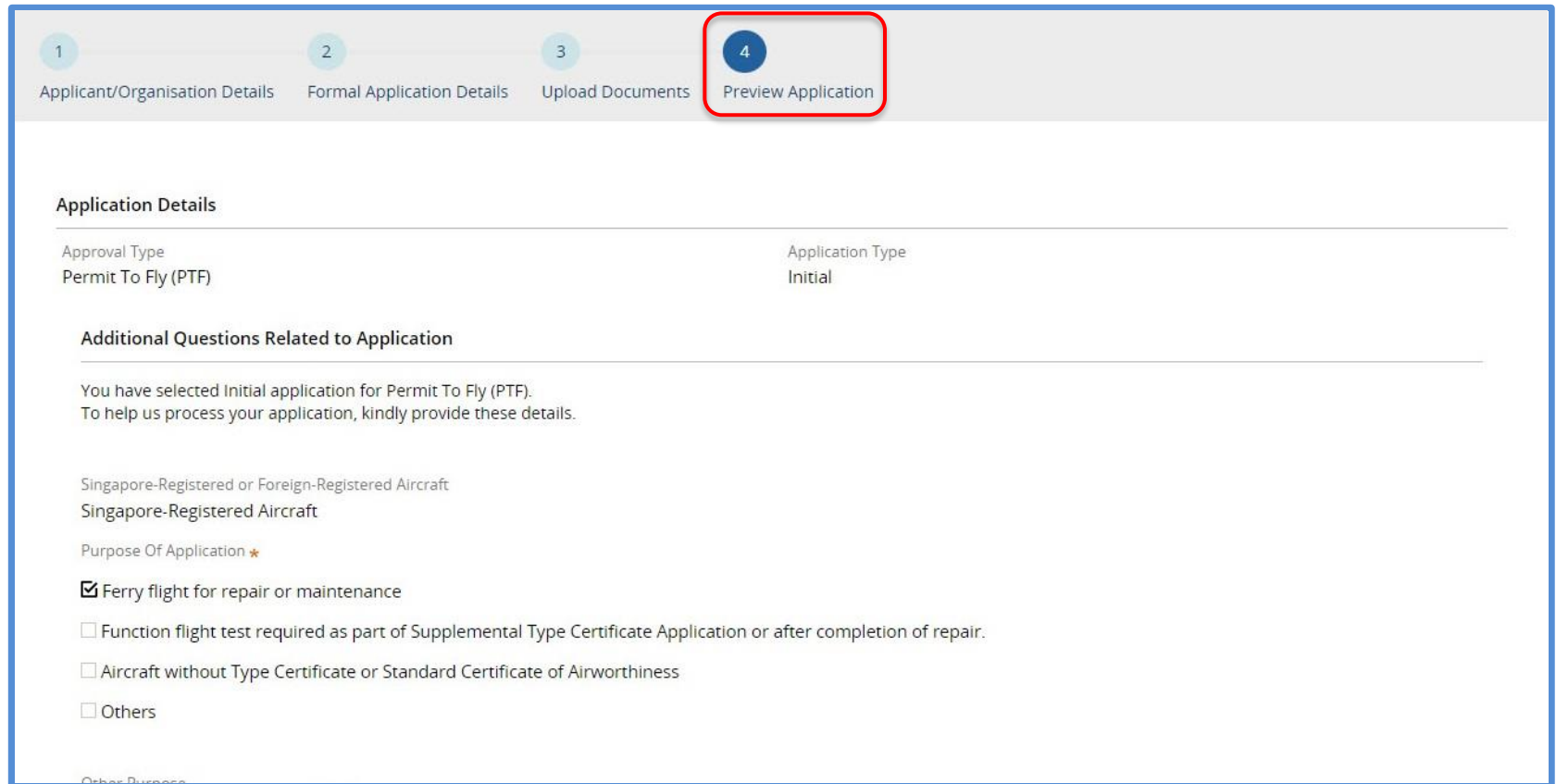
**Additional Documents**

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

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### Application Details

Approval Type Permit To Fly (PTF)	Application Type Initial
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### 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

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](http://www.caas.gov.sg/privacy-statement)) for further details on our privacy statement.

## Fee Payment (First Method)



## 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

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### Payment Methods

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☐  

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:

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”.

**eSOMS**  
Enterprise Safety Oversight Management System

Home My Approvals

My Dashboard

**My Outstanding Tasks** [Link](#)

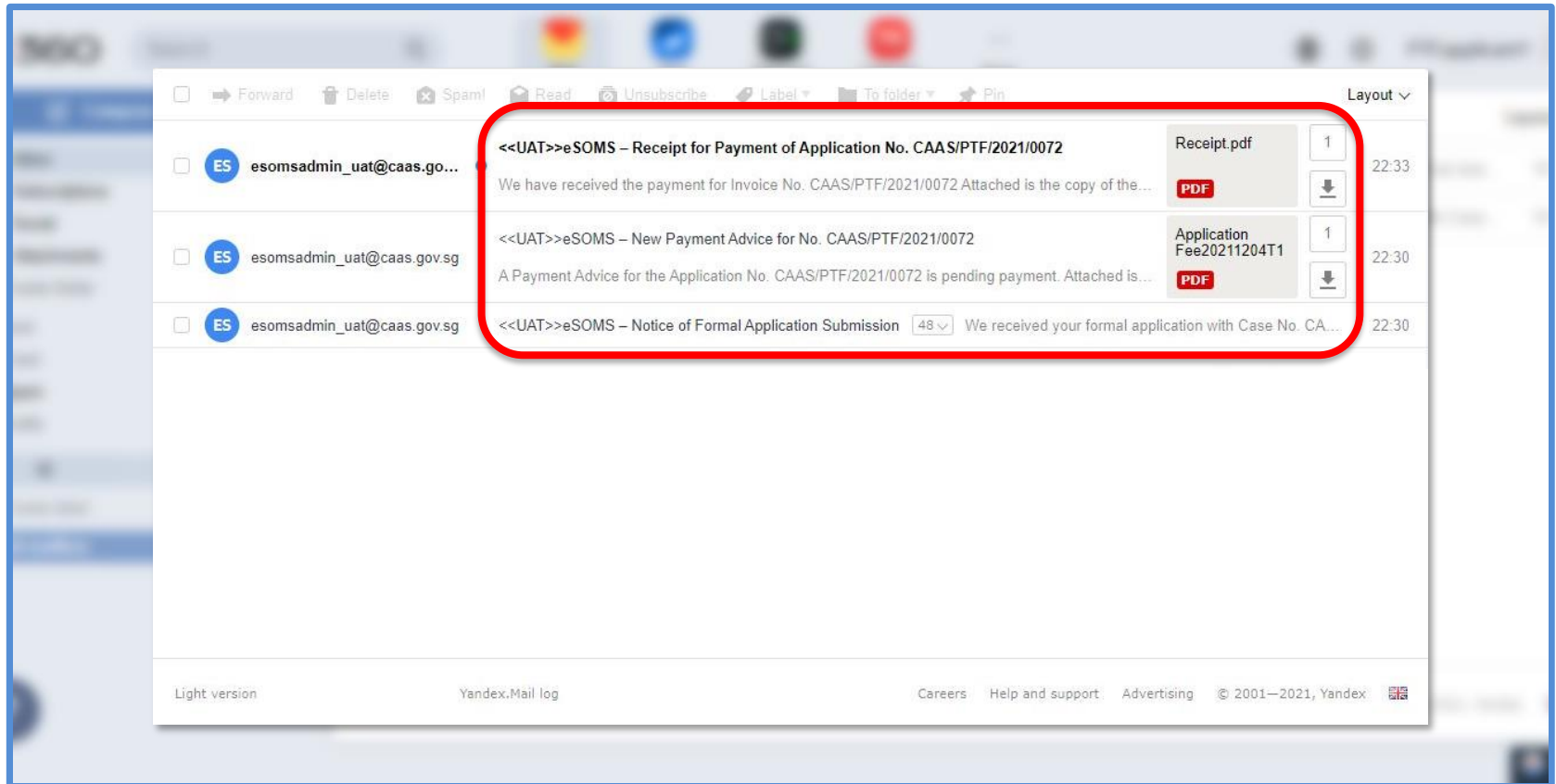
Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
No work assigned					

**My Involved Tasks** [Link](#)

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

You will receive three emails:

- (1) “eSOMS-Notice of Formal Application Submission”,
- (2) “eSOMS-New Payment Advice No.”, and
- (3) “eSOMS-Receipt for Payment of Application No.”

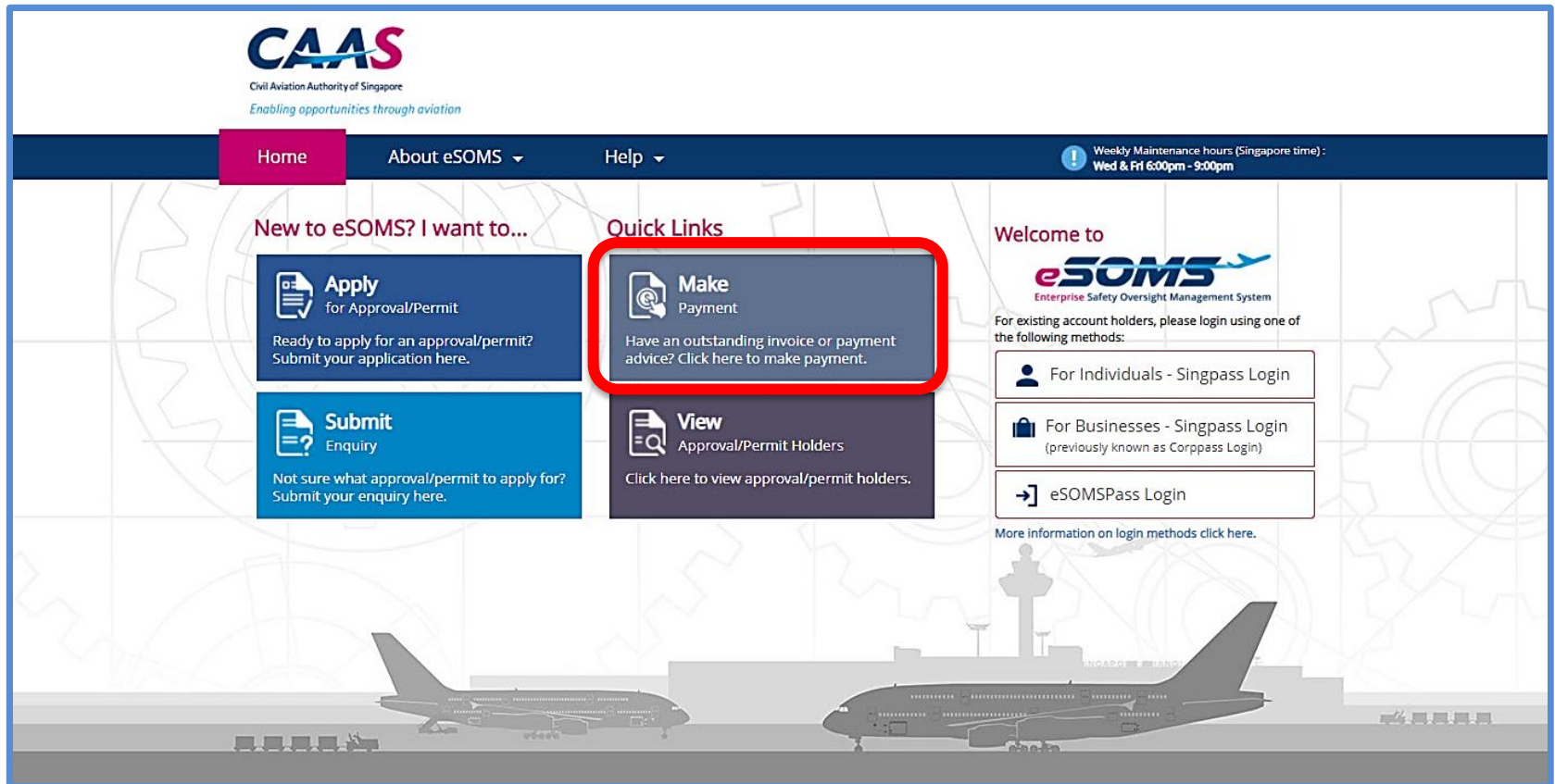




## Fee Payment (Second Method)

## 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](mailto: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

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☐  



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)

Month

Year

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  
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: +6504013610

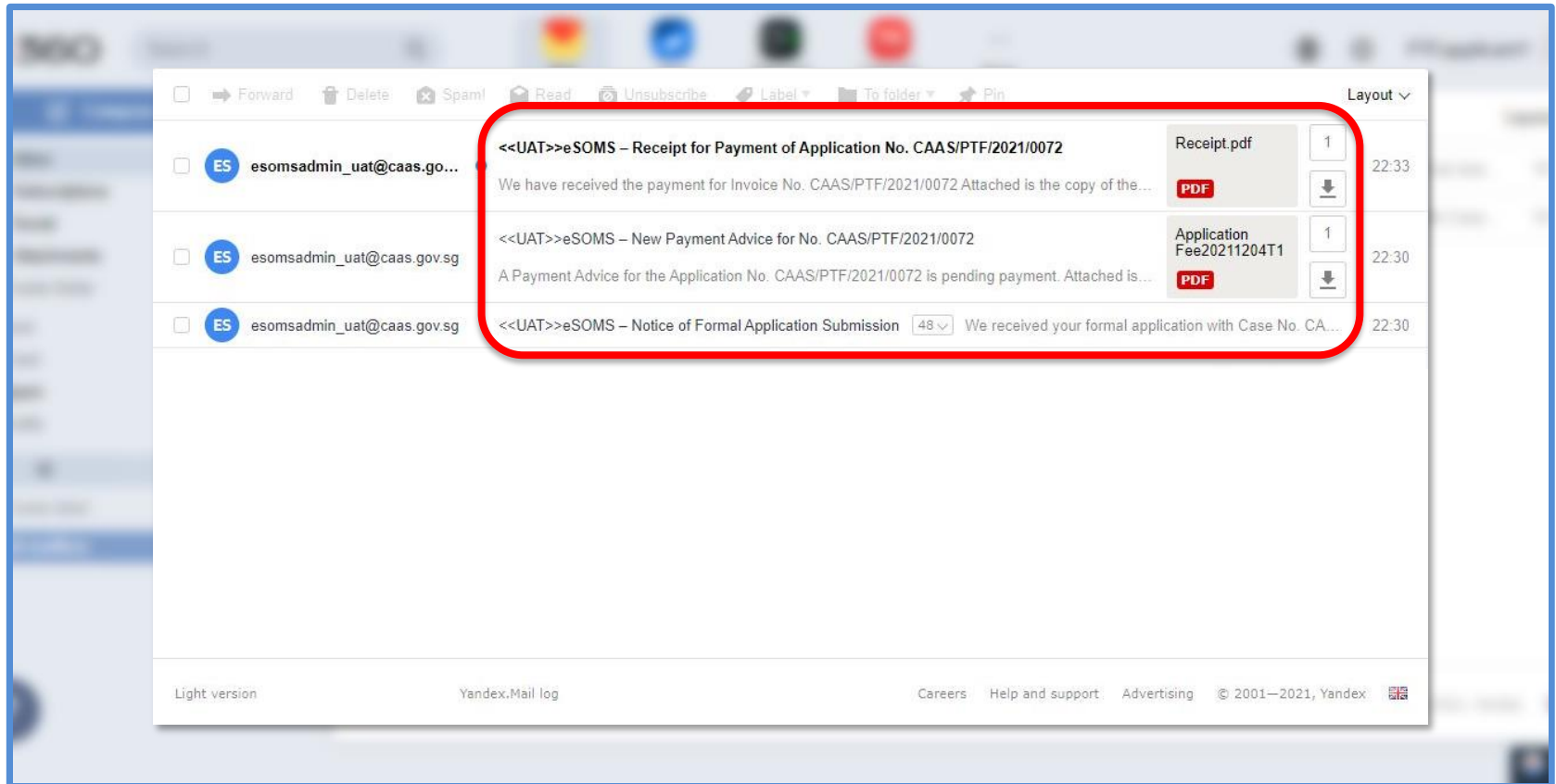
**CASE DETAILS**

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

Actions

You will receive three emails:

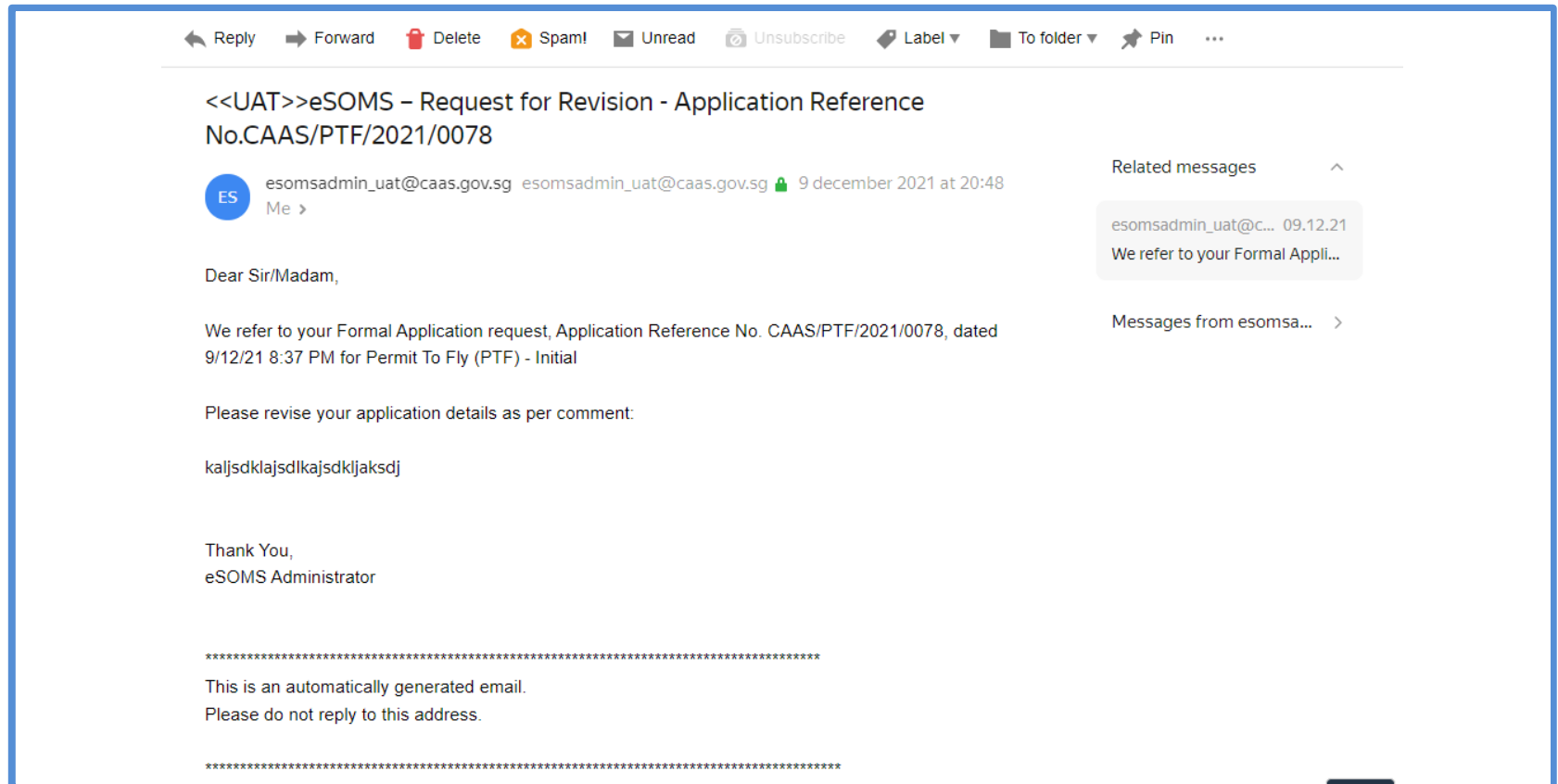
- (1) “eSOMS-Notice of Formal Application Submission”,
- (2) “eSOMS-New Payment Advice No.”, and
- (3) “eSOMS-Receipt for Payment of Application No.”





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

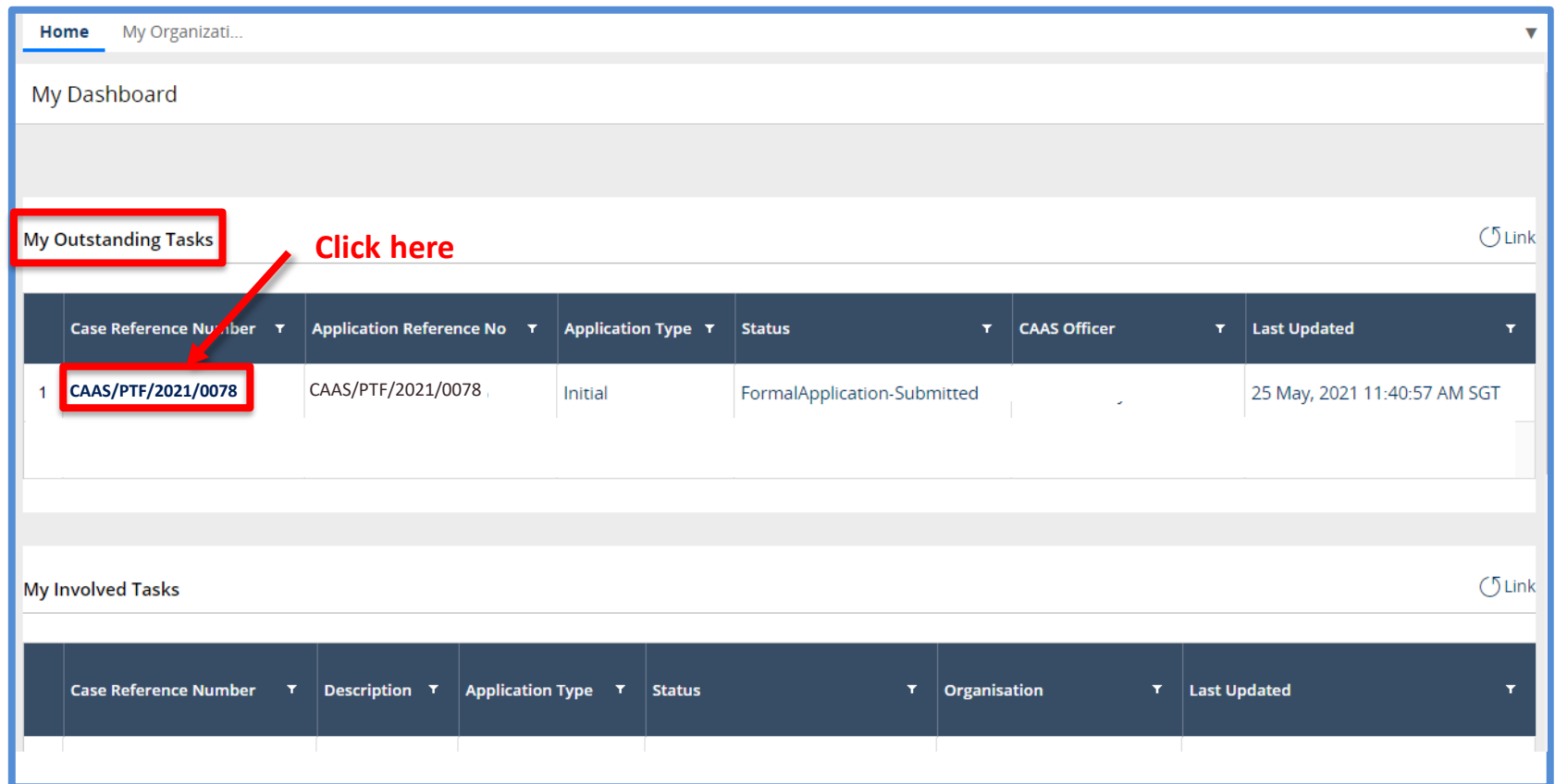
	Case Reference Number ▾	Application Reference No ▾	Application Type ▾	Status ▾	CAAS Officer ▾	Last Updated ▾
1	CAAS/PTF/2021/0078	CAAS/PTF/2021/0078	Initial	FormalApplication-Submitted		25 May, 2021 11:40:57 AM SGT

My Involved Tasks

Link

	Case Reference Number ▾	Description ▾	Application Type ▾	Status ▾	Organisation ▾	Last Updated ▾
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**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.

The screenshot shows the 'My Involved Tasks' section of the eSOMS interface. A table lists the tasks, with one entry highlighted. Red annotations guide the user to the 'My Involved Tasks' tab, the 'Click here' link, and the 'Status during CAAS evaluation' status.

	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 CAAS/PTF/2021 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 page title is 'Approval Application (CAAS/PTF/2021/0078)' with an 'Actions' dropdown menu. The main content area is divided into two sections: 'Application Review' and 'CASE DETAILS'. The 'Application Review' section has a tabbed interface with 'Case Information' selected, highlighted with a red box and an arrow pointing to it with the text 'Under this section, scroll down'. The 'Case Information' tab displays a table with the following data:

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

Below the table, there is a section titled 'ATTACHMENTS' with a dropdown arrow. Under this section, there is an attachment icon (envelope) and the text 'eSOMS - Request for Revision - Application Re... Correspondence | RO 1'.

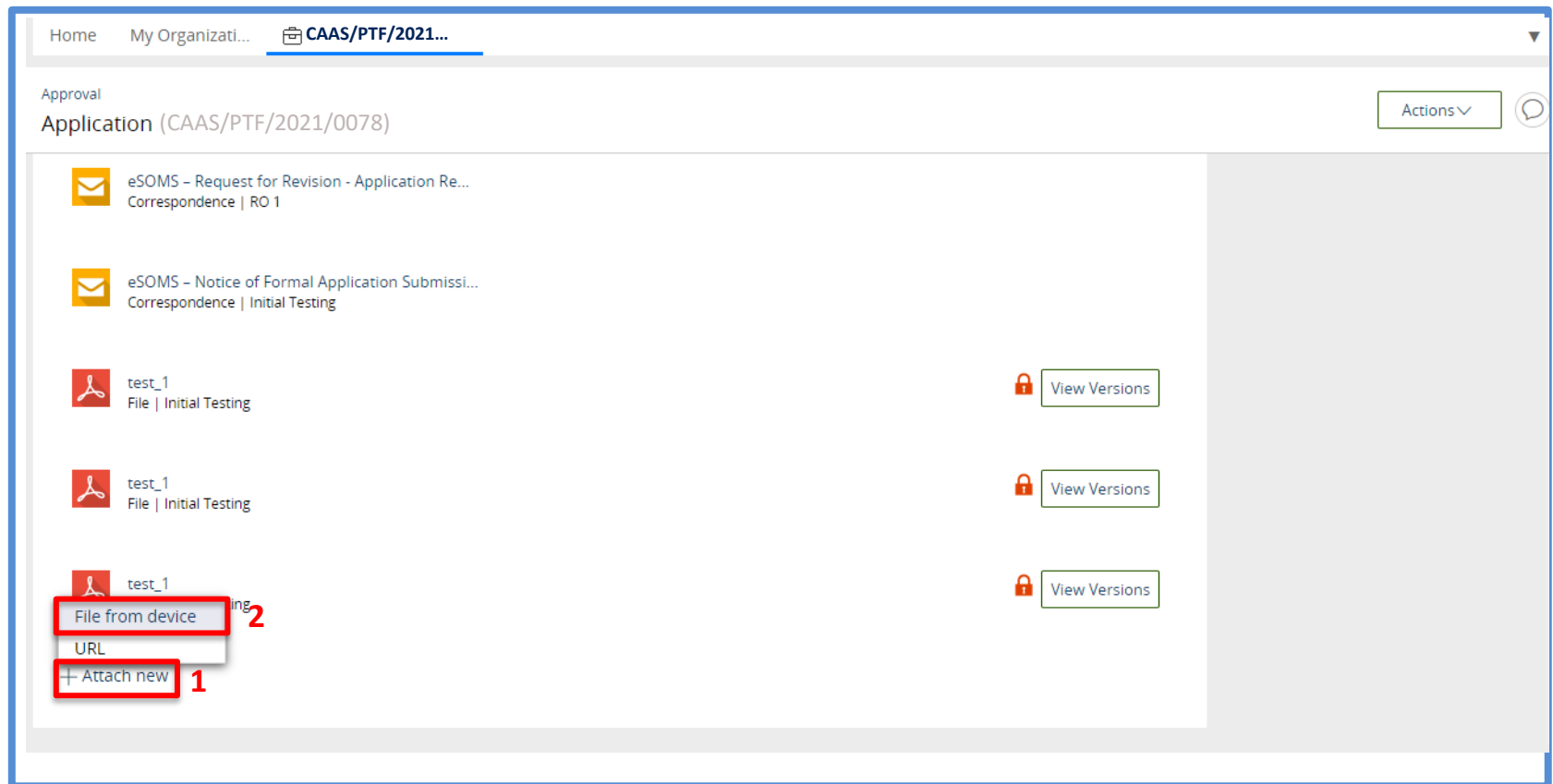
**CASE DETAILS**

Last updated by  
Initial Testing (1m ago)

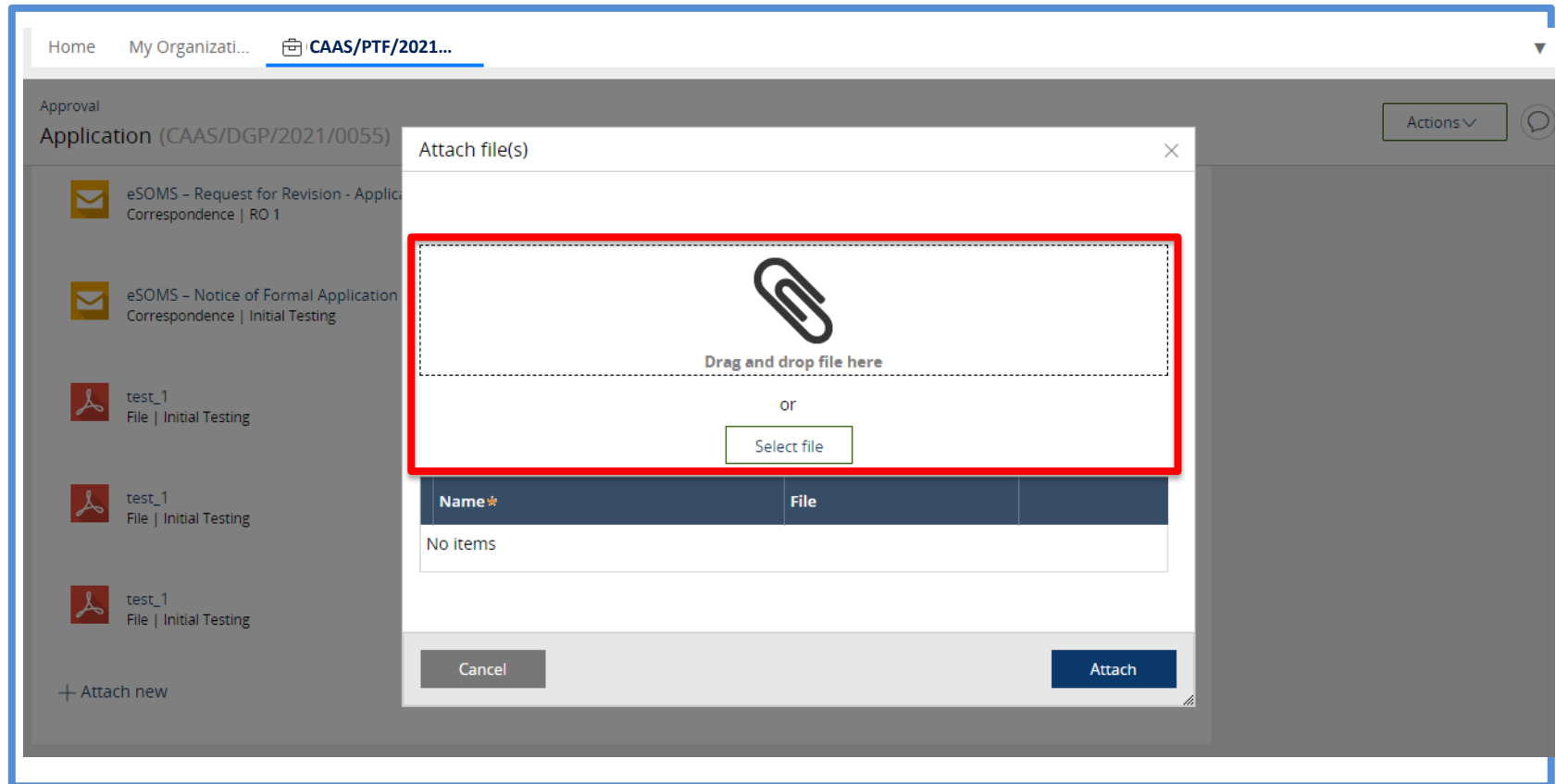
Created by  
Initial Testing (2h ago)



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

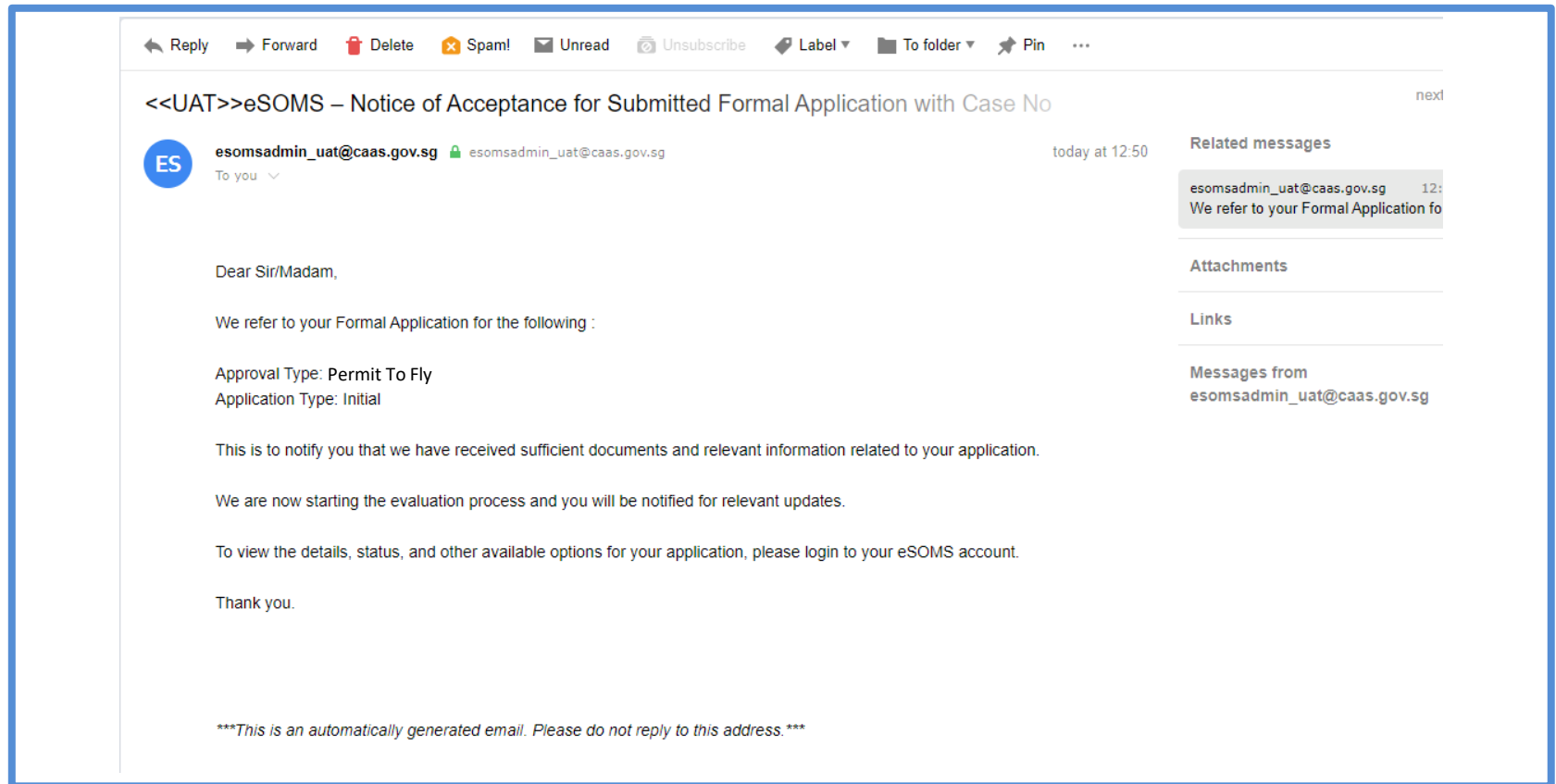
or

Select file

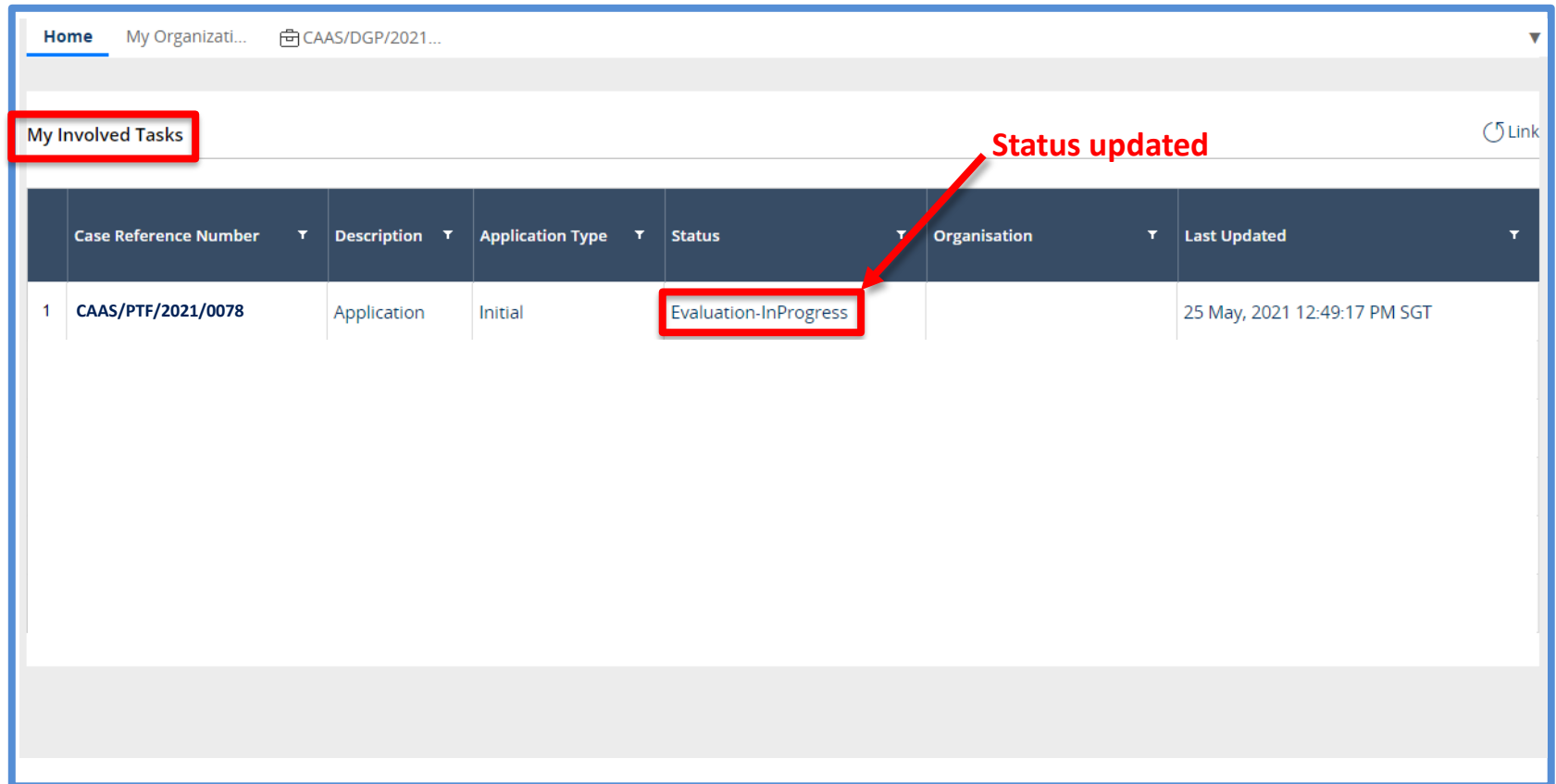
	Name*	File	
1	test_1	test_1.pdf	

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'.



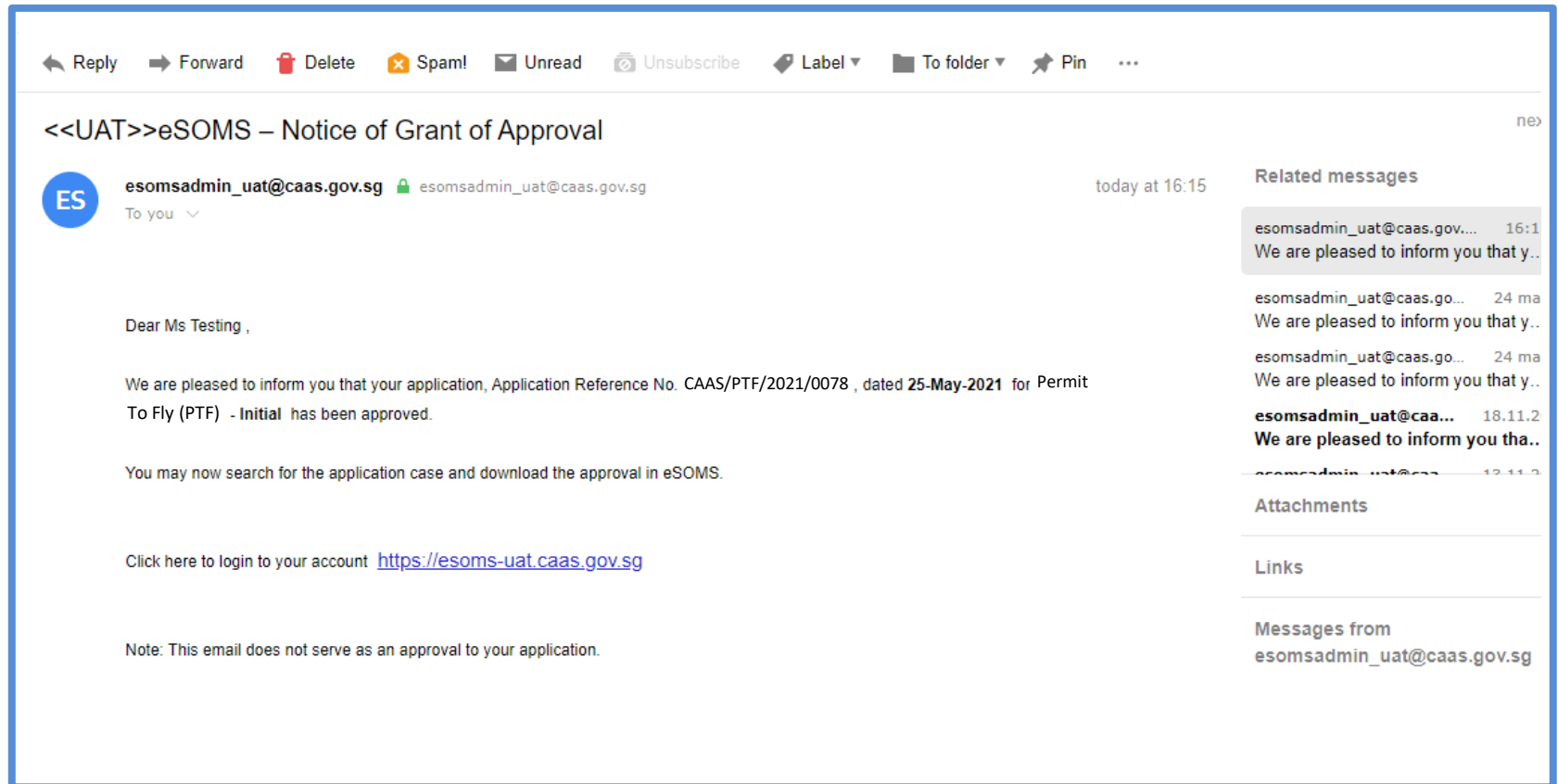
Home My Organizati... CAAS/DGP/2021...

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 task 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 Dashboard**

**My Outstanding Tasks**

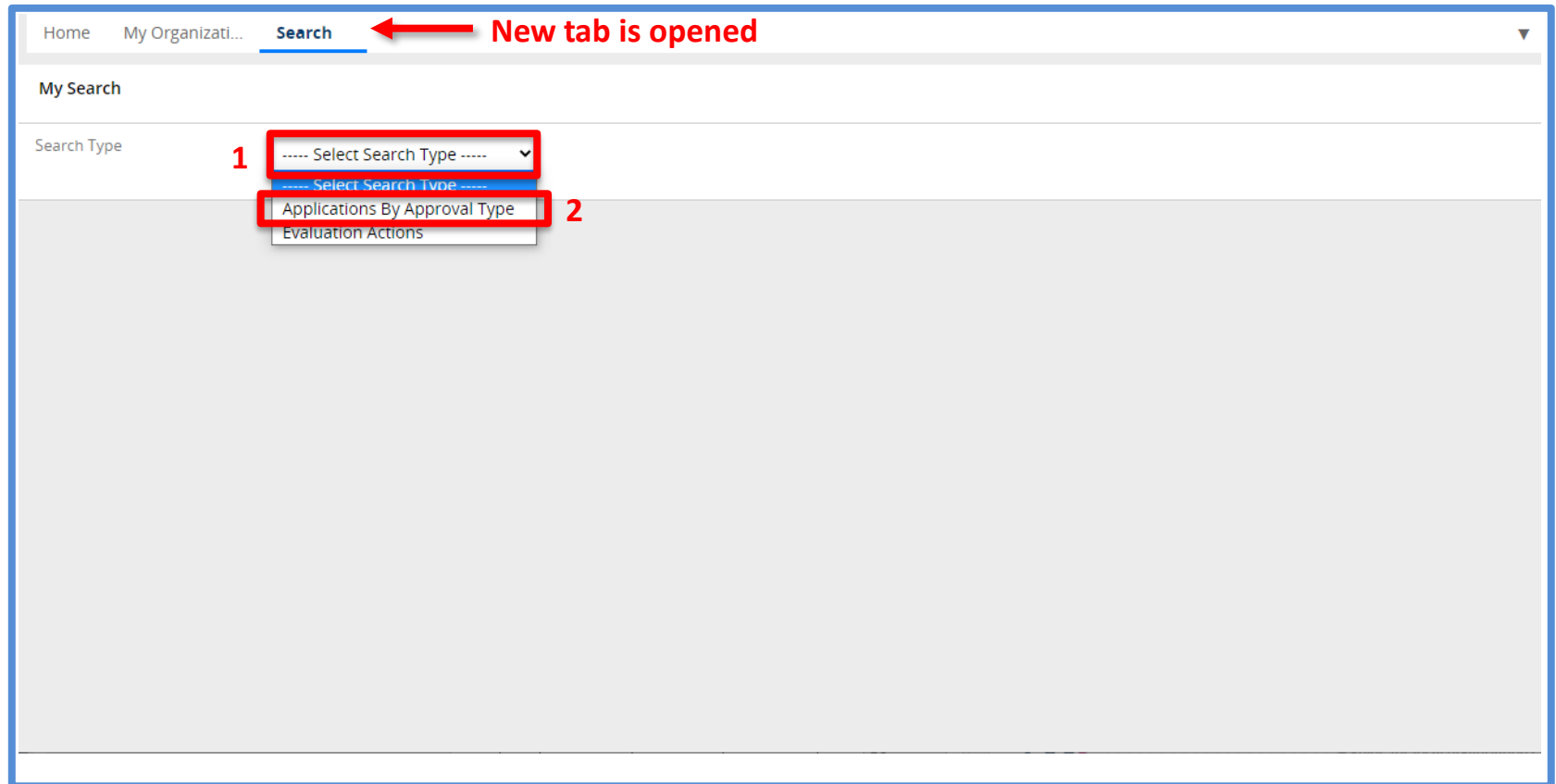
Case Reference Number	Application Reference No	Application Type	Status	CAAS Officer	Last Updated
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**My Involved Tasks**

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
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## Step 2: Select “Applications by Approval Type”.



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

Home My Organization... Search

Search Type Applications By Approval Type ▼

Approval Type\* Permit To Fly (PTF) ▼

Application Type 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 eSOMS search interface. The 'Search' tab is active. The 'Search Type' is set to 'Applications By Approval Type'. The 'Approval Type' is set to 'Dangerous Goods Permit (DGP)'. The 'Application Type' is set to 'Select Application Type.....'. The 'Approval Number' is empty. The 'Application Number' field is highlighted with a red box and labeled with a red '1'. The 'Application Date To' is empty. The 'Application Date From' is empty. The 'Approval Issue Date To' is empty. The 'Approval Issue Date From' is empty. The 'Approval Expiry Date To' is empty. The 'Approval Expiry Date From' is empty. The 'Search' button is highlighted with a red box and labeled with a red '2'. A red arrow points from the 'Search' button to the text 'Click here'. An email preview overlay 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 body of the email says: '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 'Application Reference No.' 'CAAS/PTF/2021/0078' is highlighted with a red box and labeled with a red '1'.

Home My Organizati... **Search**

Search Type Applications By Approval Type ▼

Approval Type★ Dangerous Goods Permit (DGP) ▼

Status Select Status..... ▼

Application Number

Application Date To

Application Date From

Approval Issue Date To

Approval Issue Date From

Approval Expiry Date To

Approval Expiry Date From

Reset Search

**Click here**

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

ES 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.

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

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

Application Date From

Approval Issue Date From

Approval Expiry Date From

Approval Issue Date To

Approval Expiry Date To

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 Organization...', 'Search', and the current page title 'CAAS/PTF/2021...'. Below the navigation bar, the page title 'Approval Application (CAAS/PTF/2021/0078)' is displayed, along with an 'Actions' button and a help icon. The main content area is divided into two sections: 'Application Review' and 'CASE DETAILS'. The 'Application Review' section has a tabbed interface with 'Case Information' selected. The 'Case Information' tab shows details for the application, including 'Approval Type: Permit To Fly (PTF)', 'Application Type: Initial', 'Applicant', 'Organisation', 'Application Status', and 'Application Completed'. The 'CASE DETAILS' section on the right shows 'Last updated by' and 'Created by'. Below the 'Case Information' tab, there is a section for 'ATTACHMENTS'. A red box highlights the 'ATTACHMENTS' section, and another red box highlights a PDF file named 'PTF Approval Letter.pdf' with a red arrow pointing to it. The text 'Click to view, print, download' is written in red next to the arrow.

Home My Organization... 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	

CASE DETAILS

Last updated by

Created by

ATTACHMENTS

PTF Approval Letter.pdf  
SystemGenerated |

Click to view, print, download

# 6 Stages Process

1. Login via Singpass (Individual) / Singpass (Business)
2. Initiate Application for PTF
3. Submitting Formal Application
4. Fee Payment
5. Validation & Evaluation by CAAS Officer
6. Approval & Downloading of PTF Certificate