



# eSOMS User Guide:

COR variation (change of COR name of owner)

**CAAS**

Civil Aviation Authority of Singapore

Login

# Step 1: Select the login method.

Use **For Businesses - Singpass Login** if you are submitting an application on behalf of **your organisation**.

Use **eSOMSPass Login** if you are submitting an application on behalf of **another organisation**, e.g., contractor applying for GA operator.

The screenshot shows the CAAS eSOMS website interface. At the top, it says "A Singapore Government Agency Website" and features the CAAS logo with the tagline "Enabling opportunities through aviation". A navigation bar includes "Home", "About eSOMS", and "Help", along with a maintenance notice: "Weekly Maintenance hours (Singapore time) : Wed & Fri 6:00pm - 9:00pm".

The main content area is divided into three sections:

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

# Applying for COR variation

Step 1: Click on 'My Organization's Approvals', then 'Variation'.

Home **My Organization's Approvals** CAAS/COR/2020...

### My Organization's Approvals

Approval Type: COR Valid Till Date: Registration Number:

Reset Search

Page 1 of 4

Approval Details		Application Types	
Approval Type	COR	From Date	4/11/14
Approval Number		To Date	---
Registration Number			

Application Types: Variation, Replacement Certificate, Deregistration + Export CoA, Deregistration

Step 2: Select the variation type as shown below.

Approval

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**Additional Questions Related to Application**

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CAAS Approval No  
S.513

Approval Expiry Date  
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**Variation Type \***

- Change of aircraft ownership
- Change of Security Trustee
- Change of sub-leasing arrangement
- Change of aircraft operator

Cancel Save Submit

### Step 3: Select the new aircraft operator.

Home My Organizati... CAAS/COR/2021...

Approval  
Application (CAAS/COR/2021/0010) Actions

Aircraft 9V-MGH  
Registration Mark

Is the aircraft operator also the owner of the aircraft?\*

Yes  No

Name of New Aircraft Operator \*

Select

- Select
- Airbus Helicopters Southeast Asia Pte Ltd
- Jetstar Asia Airways Pte. Ltd.
- Republic of Singapore Flying Club
- ST Aerospace Engineering Pte Ltd**
- Scoot Tigerair Pte. Ltd.
- Seletar Flying Club
- SilkAir (Singapore) Pte Ltd
- Singapore Airlines Limited
- Singapore Youth Flying Club
- Others

Save Continue

## Step 4: Preview all application details. Remember to declare at the bottom of the page before submitting.

Home My Organizati... CAAS/COR/2020...

Approval  
Application (CAAS/COR/2020/0080) Actions

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

### Declaration

I/We hereby declare that the information provided is complete, true and accurate and that furnishing any false particulars, information or documents to CAAS is an offense under Section 29C of the Air Navigation Act.

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.



After CAAS processed the application, the new operator will be reflected as the owner in the COR.

# Downloading of COR certificate

Step 1: On your homepage, click on the 'My Organization' tab at the top of the screen

The screenshot displays the eSOMS Enterprise Safety Oversight Management System interface. The top navigation bar includes the eSOMS logo and a notification bell with a red '11' badge. The left sidebar contains navigation options: Home, My Applications, Search Portal, + New, and + Profile Settings. The main content area shows the 'My Organization' tab selected, with a red box around it. Below the tab, the 'My Dashboard' section is visible, containing two task lists: 'My Outstanding Tasks' and 'My Involved Tasks'. Both lists are currently empty, with 'No work assigned' and 'No items' respectively. The 'My Outstanding Tasks' table has columns for Case Reference Number, Application Reference No, Application Type, Status, CAAS Officer, and Last Updated. The 'My Involved Tasks' table has columns for Case Reference Number, Description, Application Type, Status, Organisation, and Last Updated.

## Step 2: Click on your Approval number

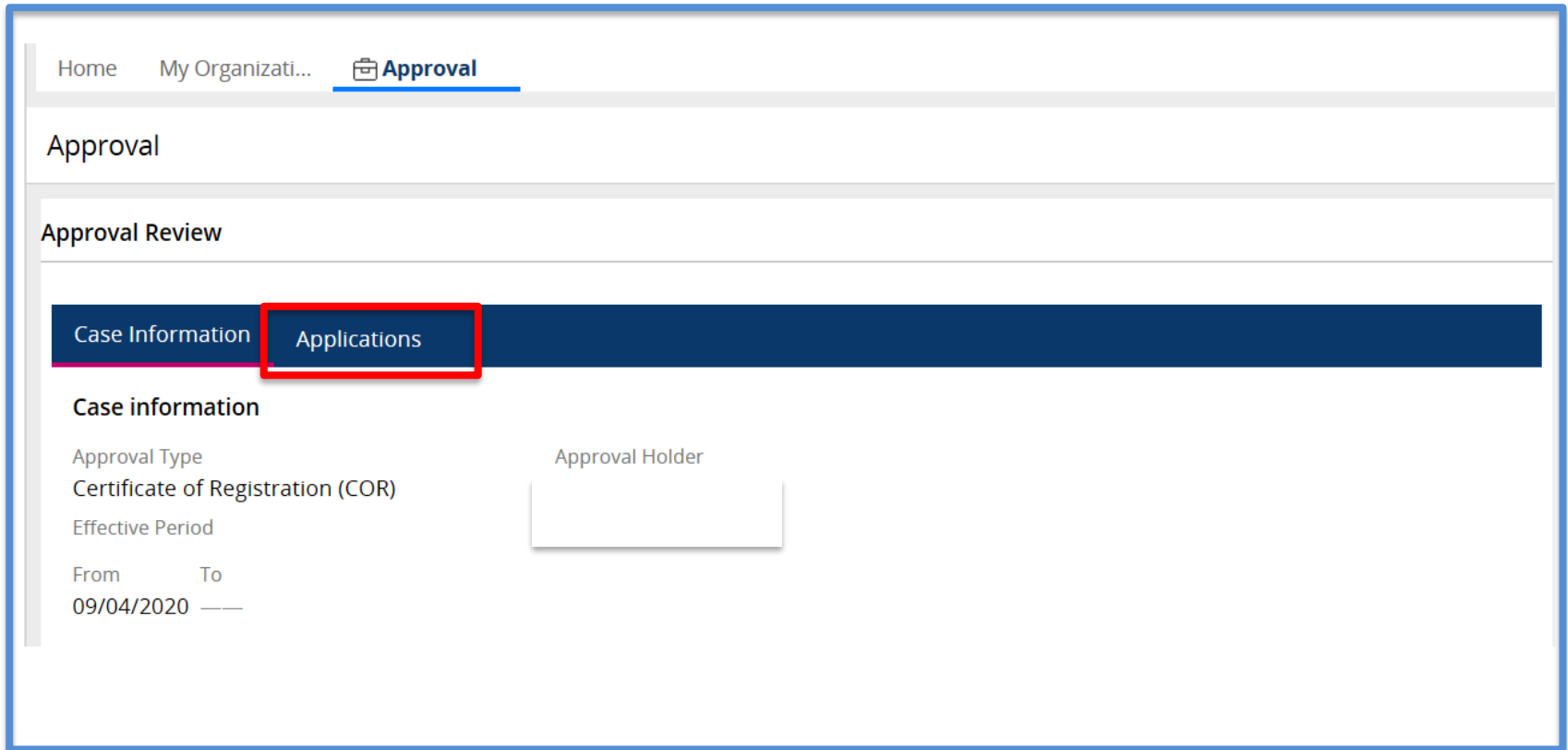
Home **My Organizati...**

### My Organization's Approvals

Approval Type:  Valid Till Date:  Registration Numl:

Approval Details				Application
Approval Type	COR	From Date	9/4/20	<input type="button" value="Variation"/> <input type="button" value="Deregistrat"/>
Approval Number	S.664	To Date	---	
Registration Number	9V-SCA			

## Step 3: Click on the 'Applications' Header



The screenshot displays the 'Approval Review' section of a web application. At the top, there is a navigation bar with 'Home', 'My Organizati...', and 'Approval' (with a briefcase icon). Below this, the page title is 'Approval'. The main content area is titled 'Approval Review'. A dark blue horizontal bar contains two tabs: 'Case Information' and 'Applications'. The 'Applications' tab is highlighted with a red rectangular box. Below the tabs, the 'Case information' section is visible, containing the following fields:

- Approval Type: Certificate of Registration (COR)
- Effective Period: From 09/04/2020 To —
- Approval Holder: [Empty text input field]

## Step 4: Look for the latest application.

Home My Organizati... **Approval**

### Approval

#### Approval Review

Case Information Applications

#### Applications under this approval

	Case Reference Number	Type	Status
1	<a href="#">CAAS/COR/2020/0080</a>	Initial	Application Completed

Step 5: Under the case information, you will be able to see the dated certificate and any approved/accepted documents. Click on them to view or print.

The screenshot displays a web application interface for an approval process. At the top, there is a navigation bar with links for 'Home', 'My Organizati...', 'Approval', and 'CAAS/COR/2020...'. Below this, the page title is 'Approval Application (CAAS/COR/2020/0080)'. The main content area is titled 'Application Review' and contains a horizontal menu with four items: 'Case Information', 'Formal Application Details', 'Evaluation Action(s)', and 'Payment(s)'. The 'Case Information' item is highlighted with a red box. Below the menu, the 'Case information' section displays several fields: 'Approval Type' (Certificate of Registration (COR)), 'Application Type' (Initial), 'Applicant' (with an empty input field), and 'Application Status' (Application Completed). Below this section is an 'ATTACHMENTS' section with a dropdown arrow. It lists three attachments: 'eSOMS - Notice of Grant of Approval Correspondence', 'C\_of\_R 3389 File' (highlighted with a red box), and 'COR Issue Control Page.pdf SystemGenerated'. To the right of the attachments, there are two buttons: 'Update Version' and 'View Versions'. A red box at the bottom of the screenshot contains the text 'Click to download and print the certificate'.