

# UAPass Account Creation

## Step 1

Navigate to UAPortal at the following link

<https://esomsuat.caas.gov.sg/uaportal/index.html>

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## UA Registration

From 1st December 2019 all Unmanned Aircraft (UA) with a mass of more than 250g are to be registered before operating in Singapore. An individual registering a UA must be at least 16 years old. UA registration is aimed at instilling accountability and safe use of UAs.

For more information on UA registration, please click [here](#). To register, login to the UA Portal using one of the login methods.

Welcome to  
**UA PORTAL**  
Unmanned Aircraft

Please login using one of the following methods:

- SingPass Login
- CorpPass Login
- UAPass Login

If you do not have SingPass/CorpPass, please register for UAPass [here](#)

**For applicant that do not have SingPass or CorpPass, click *Here* to proceed with account creation.**

CAAS - Unmanned Aircraft Portal

## Step 2

Fill in your particulars

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**INSTRUCTIONS**  
This form may take up to 15 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 that your submission is complete and fields are correctly filled. Incomplete or incorrect submission will lead to delays in processing your application.

Are you applying as an individual or on behalf of an organisation?  
 Individual

Purpose of application

Upload NRIC/Passport  
Upload NRIC/Passport

**For applicant who wish to register his/her personal Unmanned Aircraft, select *Individual*.**

**For applicant who is representing a Singapore registered company to register an Unmanned Aircraft, select *Organisation*.**

Cancel Continue

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## Step 3 Submission of documents in softcopy

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Fill in the fields as required in the application.

Purpose of application

Upload NRIC/Passport

Submit a copy of front and back of NRIC/FIN/Passport in a single file.

Attachments

For applicant who is representing an organisation, kindly provide documentation to prove your employment.

Press **Continue** to proceed.

Cancel Continue

## Step 4 Application review and declaration

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Declaration

I hereby declare that the particulars on this form are true and correct to the best of my knowledge and belief.

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 Personal Data Protection Act(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.

Cancel Back

Review the particulars that was filled in the application and check the boxes to agree to the declaration.

Press **Submit** to submit your application for account creation.

Submit

CAAS - Unmanned

- Applicant will be notified by email for the successful submission of application for account creation.
- Submitted application will take 3-5 working days to process and will be notified by email upon approval of account creation.