

APPLICATION FORM

SAR-21 Approval of Organisation

Notes to applicant

1. General

- 1.1. This form may take you about 30 minutes to fill in.
- 1.2. Please ensure form is correctly filled and the applicable fee is fully paid. Incomplete/incorrect form or/and inadequate payment will lead to delays in processing your application. In case of insufficient space, the applicant may attach additional loose sheets to this application form.
- 1.3. Renewal applications should reach CAAS at least **one month** before expiry.
- 1.4. Submit the completed application form to CAAS Flight Standards Division via email at esoms@caas.gov.sg.
- 1.5. The applicant and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars updates.

2. Fees

- 2.1. The fees payable for this purpose are prescribed in Paragraph 6A of the Twelfth Schedule of the Singapore Air Navigation Order.
- 2.2. Please note that all applicable fees are in **Singapore dollar (SGD)**.

3. Payment

- 3.1. Cheque or money order shall be made payable to "Civil Aviation Authority of Singapore". All bank charges are to be borne by the payer.
- 3.2. Payment by bank draft or telegraphic/wire transfer should be made to our account as follows:
Bank Name: DBS Bank Ltd
Bank code: 7171
Branch code: 003
Account no: 0039186673
Account name: Civil Aviation Authority of Singapore
Swift code: DBSSSGSG
Address of Bank: 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982
- 3.3. All bank charges and correspondent bank/agent fees, i.e., the remittance amount, your bank charges, as well as all the other banks' (Intermediary and Beneficiary banks, etc.) shall be borne by the applicant and the Beneficiary receives full payment.
- 3.4. Please arrange with your bank to debit your account for payment of all charges to prevent deduction of any bank charges from the remittance amount.
- 3.5. Please provide the necessary payment details, including your organisation name, approval number, and purpose of payment (e.g., renewal of POA).

You do not need to submit this page with your application form.

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Part I – Type of Application			
<input type="checkbox"/> Design Organisation Approval		<input type="checkbox"/> Production Organisation Approval	
<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Changes to Organisation	
CAAS Design/ Production Organisation Approval No. (<i>not applicable for new organisation</i>) :			
Expiry date of approval (<i>not applicable for new organisation</i>) :			
Part II – Particulars of Applicant			
Name of Applicant :		Designation :	
Email :		Tel :	
<p>For new application or changes to organization, please complete ALL Parts below. <i>For renewal application with no changes, please, otherwise complete Part V & VI only.</i></p>			
Part III – Particulars of Organisation			
Organisation's registered name :			
Organisation's registered number :			
Address(es) requiring approval :			
Mailing Address(es) :			
Summary of activities including scope of approval :			
Details of any variation sought :			
Part IV – Particulars of Post Holders			
Personnel	Name & Designation	Contact Number (office & mobile)	Email Address
Proposed Accountable Manager			
Senior person responsible for design/production control			

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Senior person responsible for quality assurance				
Part V – Applicant Submission Checklist (Please check the applicable boxes)				
Supporting documents to be submitted together with this application form			Yes	*No
Payment advice/instructions for telegraphic/wire transfer attached OR cheque attached			<input type="checkbox"/>	<input type="checkbox"/>
Additional supporting documents (for new applicant, all are required)			Yes	*No
Letter of application			<input type="checkbox"/>	<input type="checkbox"/>
Letter of intent			<input type="checkbox"/>	<input type="checkbox"/>
Resumes of accountable manager, senior person responsible for design/production control and quality assurance, and design signatory/certifying staff CAAS(AW)22			<input type="checkbox"/>	<input type="checkbox"/>
Applications for Design Signatory/Certifying Staff CAAS(AW)102A			<input type="checkbox"/>	<input type="checkbox"/>
Exposition Document			<input type="checkbox"/>	<input type="checkbox"/>
Printer's copy of Authorised Release Certificate <i>[applicable for POA]</i>			<input type="checkbox"/>	<input type="checkbox"/>
Company registration or equivalent			<input type="checkbox"/>	<input type="checkbox"/>
Any proposed manual, as applicable			<input type="checkbox"/>	<input type="checkbox"/>
Personnel training programmes, as applicable			<input type="checkbox"/>	<input type="checkbox"/>
Evidence of use of facilities for the scope of work (e.g. lease agreement)			<input type="checkbox"/>	<input type="checkbox"/>
Statement of Compliance against the applicable paragraphs of SAR-21			<input type="checkbox"/>	<input type="checkbox"/>
Schedule of events detailing the anticipated timescales for the approval process			<input type="checkbox"/>	<input type="checkbox"/>
<p>*For all items indicated with a “No”, please kindly state the reason(s) :</p> <p>Click here to enter text.</p>				

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Part VI – Declaration by Accountable Manager [~~*Strikethrough where inapplicable~~]

I hereby declare that the particulars given on this form are true in every respect and based on these particulars, I apply for the *grant / renewal / changes to organisation of an Organisation Approval.

Signature of Accountable Manager & Company Stamp

Date (Day / Month / Year)

For Official Use

Fee Payable :

Cheque No. :

Receipt No. :

Received by :

Authorised Collection Officer
(Name Stamp & Signature)

Date (Day / Month / Year)

Certificate No. (for initial issue) :

Remarks :

Period of validity :

The approval of this application is *recommended / not recommended.

Airworthiness Engineering Officer
(Name Stamp & Signature)

Date (Day / Month / Year)