**SAR-145 Maintenance Organisation Approval Application Process**

Phase 2: Formal Application. Submit the following documents on eSOMS:

* Letter of Application addressed to D(FS).
* Letter of Intent (from a foreign NAA, Singapore AOC or SAR-145 AMO)
* SAR-145 approval application (use Form CAAS(AW)21 if eSOMS is not available)
* Personnel resume of Accountable Manager, Quality Assurance Manager, key personnel and certifying staff (use Form CAAS(AW)22 if eSOMS is not available)
* Application for acceptance of certifying staff (use Form CAAS(AW)102 if eSOMS is not available)
* Proposed Maintenance Organisation Exposition (MOE) and Capability List (if separate from the Maintenance Organisation Exposition)
* Form CAAS(AW)155 - CAAS MOE and Supplement cross reference against SAR-145 requirements checklist
* A copy of Form CAAS(AW)95 - Authorised Release Certificate (may be illustrated in the Maintenance Organisation Exposition)
* Company’s facility lease agreement
* Company’s registration (For Singapore company, please provide ACRA or its equivalent).
* Company’s Safety Management System (SMS) manual. Refer to Advisory Circular 1-3 and 145-11 for detailed information on SMS for SAR-145 AMOs. For overseas applicants, please provide the SMS framework that is accepted by foreign NAAs
* Personnel training programme
* A schedule of events and certification timeline.