



## Client Procedure (CP) for Anchorage Permit

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## 1. Purpose and Objectives

The purpose of this procedure is to describe how anchorage permits are provided by the Marine Operations Department.

The Objective of this process is to ensure safe anchoring in Dubai waters and to ensure all vessels in Dubai waters are complying with DMA regulations.

## 2. Scope

The procedure covers all vessels in designated anchorage positions within Dubai waters.

## 3. Definitions and Abbreviations

3.1. DMA : Dubai Maritime Authority

## 4. Procedure

4.1. Prior to anchoring a vessel, Customer or Vessel Agent shall submit an Anchorage Permit request using the below channels:

### 4.1.1. Online Submission

- Customer or Vessel Agent should send a request for Anchorage permit through the system. System will check for any suspension/ penalties recorded linked to the agent/ customer profile and in case if provider is approved by DMA:
  - In case of no suspension/ penalties and provider is approved, customer may proceeds for next steps.
  - In case of suspension; customer should communicate DMA contact centre.
  - In case of penalties, customer can review and pay the penalties via online payment through e-service portal, or contact DMA contact.
  - In case agent is not approved/ with expired approval, agent should follow the required steps to be approved by DMA.

Note: Request will not be processed until customer clears all suspensions and penalties as specified above.



- Applicant need to fill all the required information for the requested anchorage service and attach the below required documents:
  - Class Certificate
  - Compliant Fuel Declaration
  - Last port Clearance
  - Ship registry
  - Health declaration
  - Crew list
  - Ship registry
  - Seafarers Insurance
  - Ship particulars/Q88 for tankers

#### 4.1.2. Email submission

- 4.1.2.1. Agent/ customer should send email to [operations@pcfc.ae](mailto:operations@pcfc.ae) and attach filled copy of Anchorage Request form (DMA-MO-OS-CF06a) with the required documents (mentioned in the step 5.1.1.1 of this procedure)

#### 4.2. DMA will conduct a technical review on the submission and accordingly:

- Approve: in case required documents are available and validated and agent is approved by DMA, Process proceeds to next steps.
- Request for more information: in case missing any of the required documents DMA will send an E-mail to applicant illustrate the required action/ missing information. Customer should share the missing required documents. DMA will review the application.
- Reject: in case the request does not comply with the requirements, DMA will send an E-mail to applicant illustrate rejection reason. Process end.

4.3. Once the request is approved, applicant will receive a copy of Anchorage Permit (DMA-MO-OS-SF06a) with assigned location.

4.4. Vessel can proceed to anchorage and update OS through email with daily noon report and ROB/Consumption and other information (as stipulated in the anchorage permit).

4.5. After finishing the purpose of anchorage:

- a. The master of the vessel will shall notify DMA when sailing via email.

- b. Agent shall send all necessary details and anchorage duration via email
- 4.6. DMA will generate invoice and send it to customer email.
- 4.7. Agent should settle the payment and send the receipt copy to DMA through email.
- 4.8. In case Anchorage Clearance Certificate is required. Customs should send email to [operations@pcfc.ae](mailto:operations@pcfc.ae) requesting for the same. DMA will generate copy of the certificate and send it to customer email.

## 5. Service Completion Time

No.	Service	Completion Time
5.1	Review the Anchorage request and send anchorage location/ request for more Info/ reject (from the time of receiving the request)	24 hours
5.2	Send Anchorage Clearance Certificate once requested (from the time of receiving customer request)	24 hours

## 6. Service Fees

	Service	Fees (AED)
6.1	Anchoring in the Waters of the Emirate for more than (15) days for a Marine Craft above (300) meters - Per day	2,000.00
6.2	Anchoring in the Waters of the Emirate for more than (15) days for the vessels more than (100) meters to (200) meters - Per day	1,000.00
6.3	Anchoring in the Waters of the Emirate for more than (15) days for the vessels up to (100) meters - Per day	500.00
	Anchoring in the Waters of the Emirate for more than (15) days for vessels more than (200) meters to (300) meters - Per day	1,500.00

Anchoring in the Waters of the Emirate for more than (3) days & up to (15) days - Per day.	200.00
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\* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

## 7. Related Documents/ Forms

1.1 DMA-MO-OS-CF-06a, Anchorage Request form.

1.2 DMA-MO-OS-SF06a, Anchorage Permit.

1.3 DMA-MO-OS-SF06b, Anchorage Clearance Certificate.

## 8. Applicable References and Regulations

قرار رقم (17) لسنة 2013 بشأن تنظيم رسو الوسائل البحرية في مياه الامارة. 8.1

## 9. Process Workflow:

