



## Client Procedure (CP) for Issuing Safe Aid to Navigation Certificate

PCFC- Entity (Business Unit) Name : Dubai Maritime Authority  
Department Name : Marine Operations  
Section Name : VTS & Navigational Services.  
Document Reference Number : PCFC-DMA-MO-VTN-CP-10  
Revision Number : 00  
Revision Date : April 2021  
Classification : Public

## Table of Contents

1. Purpose and Objectives.....	3
2. Scope .....	3
3. Definitions and Abbreviations .....	3
4. Procedure .....	3
5. Service Completion Time.....	4
6. Service Fees* .....	5
7. Related Forms.....	5
8. Applicable References and Regulations.....	5
9. Process Workflow .....	6

## 1. Purpose and Objectives

The purpose of this procedure is to describe how the Deployment of Aids to Navigation are issued by the Marine Traffic Management (NS) Department within DMA.

The objective of this process is to keep all AtoN's in Dubai waters for safe navigation and to comply with IALA standards and as per Dubai Regulations.

## 2. Scope

This procedure covers applications requests for deployment of AtoN in Dubai waters submitted by companies Licensed by Dubai Authorities.

Also will cover UAE nationals who need to apply for deployment of AtoN for the purposed of Fish Heaven and any research of AtoN within Dubai waters.

## 3. Definitions and Abbreviations

- 3.1 AtoN : Aids to Navigation
- 3.2 IALA : International Association of Marine Aids to Navigation and Light house Authorities
- 3.3 DMA : Dubai Maritime Authority.
- 3.4 MTM : Marine Traffic Management Department.

## 4. Procedure

### 4.1. Applying for Safe AtoN Certificate

4.1.1. Aid to Navigation Owner/Contractor shall fill the Application Form for Safe AtoN Certificate (DMA-MO-VTN-CF10a), and then submit the it along with the required documents as mentioned in the application form in the DMA offices or to [MTM.DMCA@DMCA.ae](mailto:MTM.DMCA@DMCA.ae).

4.1.2. DMA will review if submitted trade license is valid and that there are no suspension/remark on the submitted license and accordingly:



- In case any of the above issues: DMA will request from customer for resolve the faces issue (by email or physically depend on the submission channels).
- In case no issues found, DMA will issue a payment advice for the customer to pay (in case application is submitted through email, the payment advice will be received by email as well with the payment link while customer may settle the payment online).

4.1.3. Customer need to settle the payment and send a copy of the payment receipt in case email submission only

#### 4.2. Application Review

4.2.1. Once the payment is settled for the manual submission OR once the payment receipt is sent to DMA for email submission, DMA will review the application.

4.2.2. According to the performed revision, DMA will:

- Approve: once the application complies with all requirements, DMA will conduct an inspection on the location.
- Request for more information: DMA will issue recommendations and ask customer to send via e-mail the required missing/additional documents. Customer shall submit the requested missing/ additional documents for another review.

4.2.3. DMA will conduct an inspection on the location and accordingly:

- If comments/ unsatisfactory inspection result: DMA will communicate the comments with timeframe for rectification, customer is required to comply with rectification actions as per the provided timeframe and notify DMA upon rectification completion.
- If satisfactory inspection result: DMA will send the copy of the Safe AtoN Certificate (DMA-MO-VTN-SF10a) to customers' email.

Note: Safe AtoN Certificate expiry is the same as the project NOC expiry.

## 5. Service Completion Time

	Service	Completion Time
5.1	Generate the payment advice/ request for remarks closure (from the time of receiving the application)	1 Working day

5.2	Conduct inspection and notify inspection results (from the date of client notification of deployment)	7 Working days
5.3	Certificate issuance/ send inspection comments (from the date of inspection)	2 W.D

## 6. Service Fees\*

	Service	Fees (AED)
6.1.	Issuance of validity certificate for each project up to (5) Aids to Navigation (AtoN) annually.	30000
6.2.	Issuance of validity certificate for each project up to (10) Aids to Navigation (AtoN) annually.	50000
6.3.	Issuance of validity certificate for each project up to (15) Aids to Navigation (AtoN) annually.	60000
6.4.	Issuance of validity certificate for each project up to (20) Aids to Navigation (AtoN) annually.	75000
6.5.	Issuance of validity certificate for each project exceeding (20) Aids to Navigation (AtoN) annually.	100000

\* Extra 10 AED for innovation fees and 10 AED Knowledge fees will be required.

\* Government Non-profit projects will be exempted from the above fees, all other procedure remain the same.

## 7. Related Forms

7.1 DMA-MO-VTN-SF10a Safe AtoN Certificate.

7.2 DMA-MO-VTN-CF10a Application Form for Safe AtoN Certificate..

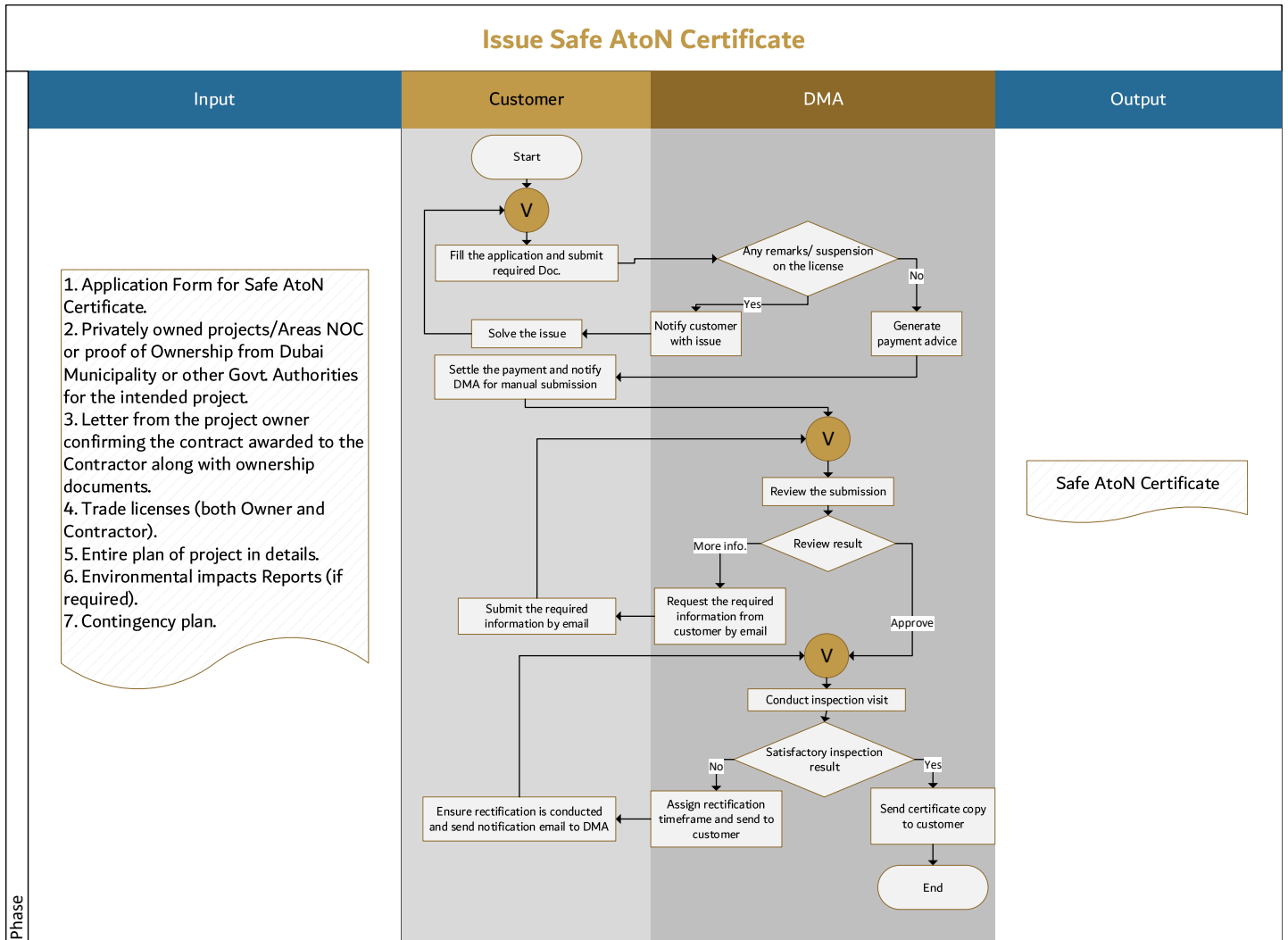
## 8. Applicable References and Regulations

8.1 Law No (11) of 2010 Concerning Licensing of Maritime Vessels in the Emirate of Dubai.

8.2 Law No 63 of 2016 Concerning Aids to navigation in the Emirate of Dubai

8.3 Resolution No. 8 of 2017 regarding navigation aids in the Emirate of Dubai; 7 (Deployment approval)

## 9. Process Workflow



Phase