



Client Procedure (CP) for Issuing Towing Permit

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1. Purpose and Objectives

This procedure defines the steps for issuing for issuing Towing Permit within Dubai waters.

The objective of this process is to monitor Dubai waters for tow and towing vessels for safety of Marine traffics and Monitor Dubai waters for Navigational hindrances.

2. Scope

This procedure covers applications requests for towing permits within Dubai waters submitted by vessels operating in UAE through the shipping agent/ ship owners registered in Dubai.

3. Definitions and Abbreviations

- 3.1. Customer : Ship owner/ ship agent who can apply for this service.
- 3.2. Shipping Agent : A company registered in Dubai with a business activity of “Shipping Agent”.
- 3.3. Ship Owner : A company or Emirati individual who owns the ship in Dubai.
- 3.4. Tow : A floating object/ barge/ ship to be pulled by another vessel.
- 3.5. Towing : A floating object/ barge/ ship being pulled by means of towing line by another vessel.
- 3.6. DMA : Dubai Maritime Authority

4. Procedure

4.1. Applying for a Towing Permit

- 4.1.1. Customer shall fill the Application Form for Towing Permit (DMA-MTM-ERMA-CF01a) and then submit the application form with the below required documents in the DMA offices or to MTM.DMCA@DMCA.ae:

- Company Trade License.



- Indemnity Letter from the shipping agent.
- For Foreign flagged vessel mandatory appointment of agent is required.
- Vessel details (tow and towing vessels) (certificate of registry).
- Navigation Licenses.
- Third party Warranty survey certificate for ropes (More than 300GRT).
- Insurance (More than 300GRT).
- Location of towing (passage plan).
- Towing approval from another emirate, if towing to/from another emirate,
- The ship owner details (company or Emirati individual) only if submitted by ship owner.

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 send the copy of the Towing Permit (DMA-MTM-ER-SF01a) to customers' email.
- Reject: in case of non-compliance, DMA will send email to customer explaining the reason for rejection.
- Request for more information: in case missing of any of the required documents, DMA will send email to customer with recommendation of the missing/addition documents required. Customer should send the missing/ additional documents for another review.

4.2.3. Once the Towing Permit is issued, customer can proceed with the requested towing.

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	issue the Permit/ reject application/ request for more information (from the date of payment settlement)	3 Working days

6. Service Fees*

	Service	Fees (AED)
6.1	Issuing a Marine Craft Towing Permit	1,000

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

7. Related Forms

- 7.1. DMA-MO-VTN-CF14a, Application for Towing Permit.
- 7.2. DMA-MO-VTN -SF14a, Towing Permit

8. Applicable References and Regulations

- 8.1 Law No (11) of 2010 Concerning Licensing of Maritime Vessels in the Emirate of Dubai.
- 8.2 Executive Council Resolution No. (11) of 2013 Chapter Six, Marine Environment and Safe Navigation, Article (43) Marine Navigation Rules and Article (44) Marine Activity.

