

## Client Procedure (CP) for Amendment of Towing Permit

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## 1. Purpose and Objectives

This procedure defines the steps to be followed for amendment of Towing Permit within Dubai waters only in case of act of God or any Government restrictions.

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 amendment of 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
- 3.7. HOD : Head of Department
- 3.8. MTM : Marine Traffic Management Department

## 4. Procedure

### 4.1. Applying for a Towing Permit Amendment

4.2. Customer shall fill the Application Form for Towing Permit (DMA-MO-VTN-CF14a) and then submit the application form with the below required documents in the DMA offices or to [MTM.DMCA@DMCA.ae](mailto:MTM.DMCA@DMCA.ae):

- Previous Towing Permit.
- A letter explaining the reason of amendment.
- Any change in the documents submitted during permit issuance shall be submitted.

4.3. DMA will review the application, validate the reason of amendment as per the purpose of this procedure and accordingly:

- Approve: once the application complies with all requirements, DMA will send the copy of the Towing Permit (DMA-MO-VTN-SF14a) 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.

4.4. Once the Permit is issued, customer can proceed requested towing activity.

## 5. Service Completion Time

	Service	Completion Time
5.1	Time taken to issue the permit/ reject application/ request for more information (from the date of applying the request)	1 Working day

## 6. Service Fees\*

	Service	Fees (AED)
6.1	Amendment of Towing Permit.	Free of Charge

## 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.

## 9. Process Workflow

