



Client Procedure for Renew Marine Craft Registration and Licensing

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1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how Marine Craft Registration and Licenses are issued by the Registration and Licensing Section within DMA when requested by the customer.

The objective is to renew the marine craft license, in order to implement maritime rules and regulations, ensuring that marine crafts are manned to the acceptable standards with adequate safety requirements that will comply with the safety of the marine craft, its passengers and crew, and ensure that the marine crafts operate in an environmentally responsible manner that does not cause pollution.

2. Scope

The scope applies all marine craft that is previously registered with DMA.

3. Definitions and Abbreviations

- 3.1. Marine Craft : Any craft operating/ sailing within the Emirates waters and water channels for commercial or private purposes used for transportation of people, goods, touring or water sport regardless of its type or shape.
- 3.2. Licensing : Is a document issued by the authority permit the marine craft to sail/ operate within Dubai waters which can be renewed annually.
- 3.3. Registration : Is a document issued by the authority that identify the marine craft details and craft owner details which is issued only once.
- 3.4. Self Inspection : A technical inspection conducted on a marine craft by the owner and reviewed by DMA -applicable for:
- Pleasure water sport marine crafts.
 - Pleasure Marine Craft up to 8 meters.
- 3.5. DMA : Dubai Maritime Authority.
- 3.6. VHF : Very High Frequency (Radios)

4. Procedure

4.1. Application for Renew Marine Craft Registration and Licensing (stage 1)

Application of this service can be initiated through:

4.1.1. Online Smart Services System / Mobile Applications

4.1.1.1. Customer should log on to the smart marine services portal and select renew marine craft registration and licensing service from the DMA services.

4.1.1.2. System will check for any suspension/ penalties recorded linked to the profile:

- In case of no suspension/ penalties, customer may proceed 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.

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

4.1.1.3. Customer should select the marine craft license pending for renewal and to fill all the required information for the marine craft service.

4.1.1.4. Customer to submit the online application for renew Marine Craft registration and licensing request. Process will proceed to inspection 4.2 of this procedure.

4.1.2. Walk-in Application:

4.1.2.1. Customers should visit the DMA 'Customer Happiness Centre' and submit the application along with the required documents as mentioned below in table (1).

Table (1): Required documents for Walk-in Application for Renew Marine Craft Registration and Licensing

	Marine Craft Type	Required documents
a.	Common to all Marine Crafts	Filling the registration & licensing application form Ref (DMA-MR-RAL-SF01).

b.	Commercial Marine Crafts	Valid copy of Dubai issued trade license, in addition to the Emirates ID card, valid passport and residence visa copy of the company's shareholder or Manager.
c.	Pleasure Marine Crafts (Except Pleasure Water Sport)	Presenting Salary Certificate with minimum salary 20,000/- or copy of title deed free hold property owners to whom the residence law is not applicable for expatriates.
d.	For Public Transport	No-objection certificate from Roads and Transport Authority to operate the marine craft.

4.1.2.2. DMA will review the application and accordingly:

- Approve: in case submission as per requirement, proceeds with following steps.
- Reject: in case the request does not comply with the requirements or required documents are not completed for Walk-in applications , DMA will notify the customer with the application rejection with rejection reason.

4.2. Inspection

4.2.1. Customer should select the inspection type and submit the request in the system (for online applications)/ communicate to DMA customer happiness staff (for walk-in applications) as per below:

- DMA Inspection (Applicable to all applications)
 - Customer should select the inspection date and location (customer has the option to select either one of the DMA specified locations paying inspection fees only, or select the inspections to be at any other private marinas with extra/ additional moving fees) and submit the request in the system.

	Location	Inspection Fee / Moving fee
a.	Coast Guard	Inspection fee only
b.	Coast Guard Walk-In	Inspection fee only



c.	DMA Office (Headquarters)	Inspection fee only
d.	Diera	Inspection fee and moving fee
e.	Bur Dubai	Inspection fee and moving fee
f.	Jabel Ali	Inspection fee and moving fee
g.	Outside Dubai	Inspection fee and moving fee
h.	DMA office (inside port Rashid)	Inspection fee only (Wednesday)
i.	Reserved location (Authorized / official Marine craft	Inspection fee only
j.	Booking Inspection / Self-inspection	Inspection fee only

* Note: in case application is for Abra or Floating Restaurant or in case customer has more than one marine craft to be inspected at the same time and location, customer should inform DMA Call Centre. The moving fees will be generated for one application only.

- Once the inspection is assigned, Payment advice will be communicated to customer through SMS/ E-Mail.
 - Customer has to settle the payment.
 - Once the payment is settled, System will notify the customer through SMS/ E-Mail with inspection appointment details, Plate number specification details and a copy of the Inspection checklist.
 - Customer shall get the Marine craft to the inspection location on time and ensure that all technical requirements are satisfied and the availability of the requirements mentioned in the inspection checklist at the inspection time.
 - DMA will inspect the Marine and proceeds with Inspection Result 4.3 of this procedure.
- Through Self Inspection (Applicable as per the definition of this procedure)
- Customer should attach the inspection checklist.



- Inspection Service Price List will be communicated to customer through SMS/ E-Mail.
 - Customer has to settle the payment.
 - DMA shall review the application and proceeds with Inspection Result 4.3 of this procedure.
- 4.2.2. Inspection Service Price List will be communicated to customer through SMS/ E-Mail.
- 4.2.3. Customer has to settle the payment.
- 4.2.4. Once the payment is settled, Inspection Notification for Marine Craft Inspection will be forwarded to customer through SMS/ E-Mail with inspection appointment details
- 4.1.2.3. DMA shall review the application and proceeds with Inspection Result 4.3 of this procedure

Note: Customer has the option to request DMA call centre to cancel the inspection appointment before 24 hours prior to the inspection date without any payment. In case customer cancelled the appoint within the 24 hours from the inspection time system will generate only the inspection transportation fees, if applicable and sent to customer for settlement.

4.3. Inspection Results

- 4.3.1. Once inspection is completed, the system will notify the customer through SMS/ E-Mail with the inspection results as follow:
- 4.3.1.1. Pass: Pass: system will notify the customer with the routine inspection result. And to proceed to Coast guard process 4.4 (Inspection pass results is valid for 30 days in case customer failed to submit the required documents within 30 days, customer should undergo the inspection process).
- 4.3.1.2. More Information Required: in case more information is required, DMA will keep the inspection result on hold, system automatically will notify the customer through SMS with the application status. Customer can view the missing/additional required documents in the online application and to submit the required information/ documents within 30 days from the inspection date for another review, in case customer failed to update within 30 days, customer should undergo the inspection process
- 4.3.1.3. Fail: in case the inspection requirement was not met:



- System will notify the customer with the inspection result/report.
- Customer has 60 days to rectify all the deficiencies and to book the next inspection appointment through smart marine service portal.
- If it was the first inspection appointment and within 60 days of the inspection date, system will generate only the inspection transportation fees, if applicable. Full inspection charges will be generated for any further inspections required.
- Customer has to settle the payment (if any)
- Once the payment is settled, System will notify the customer through SMS/ E-Mail with inspection appointment details and a copy of the Inspection checklist in case of DMA inspection.

4.3.1.4. Vessel Not found (If customer did not show):

- System will notify the customer to rebook the inspection appointment.
- Customer need to re-select the inspection date and location through smart marine service portal.
- If it was the first inspection appointment, system will generate only the inspection transportation fees, if applicable. While full inspection charges will be generated for any further inspections required.
- Customer has to settle the payment (if any), only upon settlement the payment process will proceeds.
- System will notify the customer through SMS/ E-Mail with inspection appointment details and a link to view the Inspection checklist.

4.4.1. Once the inspection is passed, customer has to take the inspection report along with the Marine Craft to the coast guard office to inspect the transponder device in the Marine Craft.

4.4.2. Once the transponder is inspected, coast guard will provide the customer with the certificate to proceed with the Marine Craft registration and licensing process.

4.4. Insurance

4.5.1. Customer need to obtain an insurance policy as per the below conditions:

- (13) months Insurance Policy for marine craft license with 1 year validity.
- Insurance Policy type should be as per table below:



Table (2): Accepted Insurance type according to the type of the marine craft

Insurance Type Marine Craft Type	Full Coverage insurance	Third Party insurance	Full Coverage with condition insurance
Pleasure Marine Craft and	√	X	X
Water Sport Marine Craft	√	X	X
Commercial Marine Crafts	√	√	X
Tourist Marine Crafts	√	√	X
Public Water Transport	√	√	X
Floating Restaurant	√	X	√

- The Insurance policy should include the below information as minimum:
 - Details of the insurance company (company name, policy number, insurance type, issue date, Expiry date, coverage, insurance covering scope).
 - Owner name.
 - Marine Craft Plate number.
 - Year of build.
 - Engine details.
 - No. of passengers and crew.

4.5. Application Validation

4.6.1. Customer should update the insurance details in the system.

4.6.2. Customer should attach the required documents as mentioned below in table (3):

Table (3): Required documents for Application for Renew Marine Craft Registration and Licensing

	Marine Craft Type	Required documents	Walk- in	Online
a.	Pleasure Marine Crafts (Except Pleasure Water Sport)	Presenting Salary Certificate with minimum salary 20,000/- or copy of title deed free hold property owners to whom the residence law is not applicable for expatriates.	Required Physical copy	Attached only
b.	For Public Transport	No-objection certificate from Roads and Transport Authority to operate the marine craft.	Required Physical copy	Attached only
c.	Common to all Marine Crafts	Insurance policy *	Required Physical copy	Attached only
d.	Pleasure and Water Sport Marine Crafts	Copy of Trailer Registration OR Annual berth contract from a marine club or marina in the emirate.	Required Physical copy	Attached only
e.	Common to all Marine Crafts	Annual berth contract from a marine club or marina in the Emirate.	Required Physical copy	Attached only
f.	Common to all Marine Crafts Except: Water sport and Abbra	Coast Guard Certificate to check the transponder device.	Required Physical copy	Attached only

*Customer has 30 days, from the date of inspection pass result, to complete Coast Guard process (if applicable), Insurance and to submit the required documents mentioned above. In

case, the customer fails to complete the registration and licensing process within 30 days then same process will be referred to from 4.1.7 of this procedure

4.6.3. DMA will review the application and accordingly:

- Approve: once the application complies with requirements and all the required documents are submitted, System will notify the customer through SMS/ E-Mail to proceed with the payment process, Customer has to settle the payment (of DMA Registration Fees, TRA-VHF fees, FTA Registration fees).
- Request for more information: DMA will request for more information in the below cases:
 - in case of missing any of the required documents or any comments on the partners profiles (e.g. expired formal documents), DMA will notify the customer with the application status. Customer has to upload/ submit the missing document for another review.
 - Craft details amended during the inspection, DMA will notify the customer through SMS with the application status to submit the original Marine Craft Details Certificate, Minimum Safe Manning Certificate and the Marine Craft License (as applicable). Customer should approach DMA customer happiness centre and submit the required original documents. Then RAL user should approve the application.

4.6. Print Marine Craft Certificate / License:

5.6.1. Once the payments are successfully processed, electronic copy of the below documents and send to customer email:

- Marine Craft License (DMA-MR-RAL-SF01b).
- Minimum Safe Manning Certificate (DMA-MR-RAL-SF01c) only for Commercial Marine Crafts.

5.6.2. In case of amendment on the marine craft details: System will also generate electronic copy of Marine Craft Details Certificate (DMA-MR-RAL-SF01a) and send to customer email.

Note: In case the original copy of the marine craft license / certificates are required, the Customer should send a request to DMA call centre through info@pcfc.ae .

5. Service Completion Time

No.	Process	Service Completion Time
5.2	Issue the payment advice (from the time of booking the inspection date and location)	On spot
5.4	Time taken to update the inspection results (from the date of conducting the inspection)	1 Working day
5.5	Review the application and issue payment advice/reject/request for more information (from the date of submitting required documents)	1 working day
5.6	Availability of Craft Certificate/ License to be delivered (from the date of settlement the payment) - Form DMA offices - Delivery through courier	On spot 5 Working days

6. Service Fees

	Service	Fees (AED)	
6.1	Pleasure Marine Craft Registration and Licensing fees		
6.1.1	Renewal of Pleasure Marine Craft license	120	
6.1.2	Renewal Frequently Permit (VHF)	600	
6.1.3	Renewal of Pleasure water sport marine craft license for 1 year.	320	
6.1.4	Issue of Pleasure water sport marine craft license for 2 years.	640	
6.2	Pleasure Marine Craft Technical Inspection Fees		
6.2.1	Technical Inspection of Pleasure Marine Craft less than (12) meters	220	Moving Fees + 520 AED (in case of other marinas within Dubai) OR
6.2.2	Technical Inspection of Pleasure Marine Craft (12) meters to less than (24) meters	420	



6.2.3	Technical Inspection of Pleasure Marine Craft (24 meters and above)	620	+ 2020 (in case of other marinas outside Dubai)
6.2.4	Technical Inspection of water sport marine craft	120	
6.3	Commercial Marine Craft Registration and Licensing Fees		
6.3.1	Renewal of Commercial Marine Craft license		120
6.3.2	Renewal Frequently Permit (VHF)		600
6.3.3	Renewal of safe manning certificate of the Marine Craft.		220
6.4	Commercial Marine Craft Technical Inspection Fee		
6.4.1.	Technical Inspection of Commercial Marine Craft less than 150 GT	420	+ Moving Fees + 520 AED (in case of other marinas within Dubai) OR + 2020 (in case of other marinas outside Dubai)
6.4.2.	Technical Inspection of Commercial Marine Craft 150 GT to less than 300 GT	620	
6.4.3.	Technical Inspection of Commercial Marine Craft 300 GT to less than 500 GT	620	
6.5	Touring Marine Craft Licensing Fees		
6.5.1.	Renewal of Touring Craft Marine License		120
6.5.2.	Renewal Frequently Permit (VHF)		600
6.5.3.	Renewal of safe manning certificate of the marine craft		220
6.5.4.	Renewal of touring water sport martin craft		520
6.6	Touring Marine Craft Technical Inspection Fees		
6.6.1.	Technical Inspection of Touring Marine Craft less than (100) passengers	420	+ Moving Fees + 520 AED (in case of other marinas within Dubai) OR + 2020 (in case of other marinas outside Dubai)
6.6.2.	Technical Inspection of Touring Marine Craft (100) to less than (200) passengers	620	
6.6.3.	Technical Inspection of Touring Marine Craft (200) passengers and more	620	
6.6.4.	Technical Inspection of water sport touring craft	120	



6.7		Traditional Marine Craft Registration and Licensing Fees	
6.7.1.	Renewal of Traditional Marine Craft License- Local fees	120	
6.7.2.	Renewal Frequently Permit (VHF)	600	
6.7.3.	Renewal of safe manning certificate of the marine craft	220	
6.8		Traditional Marine Craft Technical Inspection Fees	
6.8.1.	Technical Inspection of Traditional Marine Craft less than (100) passenger	420	
6.8.2.	Technical Inspection of Traditional Marine Craft (100) to less than (200) passengers	620	
6.8.3.	Technical Inspection of Traditional Marine Craft (200) passengers and more	620	
6.9		Public Water Transport Registration and Licensing Fees	
6.10.1.	Renewal of Public Water Transport Marine Craft License- Local fees	120	
6.10.2.	Renewal Frequently Permit (VHF)	600	
6.10.3.	Renewal of safe manning certificate of the marine craft	220	
6.10.4.	Renewal of Abra License	120	
6.10		Public Water Transport Technical Inspection Fees	
6.10.1.	Technical Inspection of Marine Craft used for Public Transport less than (100) passengers	420	Moving Fees

6.10.2.	Technical Inspection of Marine Craft used for Public Transport (100) to less than (200) passengers	620	+ 520 AED (in case of other marinas within Dubai) OR + 2020 (in case of other marinas outside Dubai)
6.10.3.	Technical Inspection of Marine Craft used for Public Transport (200) passengers and more.	620	
6.10.4.	Technical Inspection of Abra		120

Note:

* Late Renewal Fees will be collected for expired licence of more than 2 months as below:

- To all marine craft (except for water sport): 100 AED/ per month.
- To water sport marine craft: 50 AED/ per month.

* The Feral fees will be added on the above fees based on the marine craft type and craft GT.

7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF01a, Registration & licensing application form.
- 7.2. DMA-MR-RAL-SF01a, Marine Craft Details Certificate ().
- 7.3. DMA-MR-RAL-SF01b, Marine Craft License.
- 7.4. DMA-MR-RAL-SF01c Minimum Safe Manning Certificate.

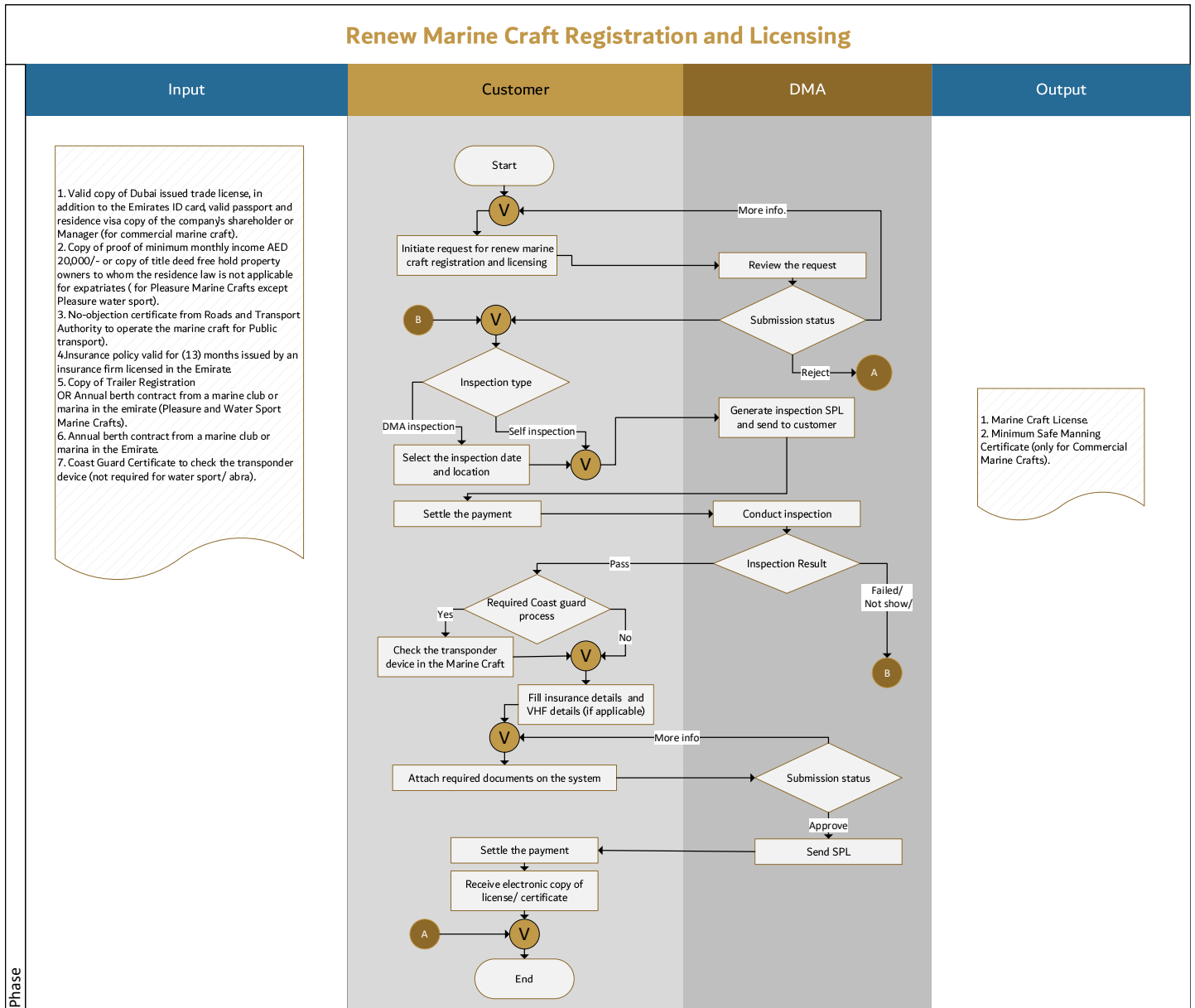
8. Applicable References and Regulations

- 8.1. Review and approve fees and penalties related to the marine craft mentioned in law No.(11) for the year 2019 issued by the Executive Council. Dated 01 January 2019.
- 8.2. Review and Approve fees and penalties related to the marine craft mentioned in law No.(11) for the year 2013 issued by the Executive Council. Dated 24 August 2017.
- 8.3. Law No. (11) for the year 2013 issued by Executive Council to Issue a list of Regulations for the Law No. (11) for the year 2010 for Licensing the Marine Craft in the Emirates Dubai.
- 8.4. Memorandum of the delegation agreement between the authority and the Federal Transport Authority Land & Maritime with the request for FTA internal approval.



- 8.5. Memorandum of Understanding between Dubai Maritime Authority and Telecommunications Regulatory Authority and Law No. 6 regarding frequency spectrum.
- 8.6. Law No. (9) for the year 2020 issued by Executive Council to Amend the a list of Regulations for the Law No. (11) for the year 2010 regarding Licensing the Marine Craft in the Emirates Dubai
- 8.7. Law No (3) for the year 2013 for Determine the prohibited marine places in the Emirate of Dubai.

9. Process Workflow



Phase