

Client Procedure for License and Certificates Replacement

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1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how the replacements of lost or damaged License/ certificates issued by DMA are replaced by the Registration and Licensing Section within DMA when requested by the Customer.

The objective is to comply with emirates specific regulations as well as federal regulations specified licenses/ certificates replacements.

2. Scope

The scope applies to replacement of documents with below categories:

2.1. Marine Craft Certificates/License:

- Marine Craft Details Certificate.
- Marine Craft License.
- Minimum Safe manning certificate.
- Marine Craft Cancelation Certificate.
- Marine Craft Export Certificate.
- Marine Craft Temporary Export Certificate

2.2. Crew Certificates/License

- Pleasure Marine Craft Driving License
- Commercial Marine Craft Driving License.
- Marine Crew Permit.
- Marine Crew Permit (Engineering).
- Fishing Crew Driving License.
- Nowakhetha License.
- Marine Craft Driving License.

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. Marine Craft 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. Marine Craft 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. Crew Driving License : Is a document issued by the authority permit a person to operate /work on board a marine craft which can be renewed every 5 years.
- 3.5. DMA : Dubai Maritime Authority.

4. Procedure

4.1. Application for Certificate/ License Replacement

- 4.1.1. Customer should log on to the smart marine services portal and select:
- For Marine Craft Certificates/License: select replacement of marine craft registration and license service from the DMA services.
 - For Crew Certificates/License: select new personal licensing service from the DMA services.
- 4.1.2. System will check for any suspension/ penalties recorded linked to the profile:
- 4.1.1. In case of no suspension/ penalties, customer may proceeds for next steps.
- 4.1.2. In case of suspension; customer should communicate DMA contact centre.
- 4.1.3. 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.
- 4.1.3. Customer need to fill all the required information for the marine craft /crew as applicable.
- 4.1.4. Customer then should:

- In case of replacement reason is lost, customer should upload a copy of lost license notification issued by the certified entity as below:
 - Notification issued from Cost Guard In case the loss of:
 - Marine Craft License.
 - Marine Craft Details Certificate for Commercial Marine Craft.
 - Minimum Safe Manning Certificate for Commercial Marine Craft.
 - Notification issued from Police in case the loss of :
 - Marine Craft Details Certificate for Pleasure Marine Craft.
- In case of replacement reason is damaged, attached copy of the damaged certificate.

4.1.5. Customer to submit the Marine Craft registration and license replacement request.

4.2.Application Validation

4.2.1. DMA will review the application and accordingly:

- Approve: once the application complies with requirements and all the required documents are submitted, payment advice will be communicated to customer through SMS/ E-Mail (as applicable).
- Need more information: in case of missing any of the required documents or expiry any of the official documents in the customer profile, DMA will notify the customer through SMS with the application status. Customer can view the missing/additional required documents in the online application. Customer has to upload/ submit the missing document for another review.

4.2.2. Customer has to settle the payment (once payment is required).

4.3.Print Marine Craft Certificate / License:

4.3.1. Once the payments are successfully processed/ or no fees required, Customer need to contact DMA call centre and arrange the certificate delivery.

5. Service Completion Time

No.	Process	Service Completion Time
5.1	Time for request for more information/ issue payment advise in case payment is required/ send certificate copy in case no payment required (from the date of submitting the application)	1 Working day
5.2	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	Issuance replacement of a lost or damaged permit or certificate or license issued by the Authority	120 for each selected document

7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF-01a, Registration & licensing application form.
- 7.2. DMA- MR-RAL-CF08a Application for Marine Crew Licensing.
- 7.3. DMA- MR-RAL-SF01a, Marine Craft Details Certificate.
- 7.4. DMA- MR-RAL-SF01b, Marine Craft License.
- 7.5. DMA- MR-RAL-SF01c, Minimum Safe Manning Certificate.
- 7.6. DMA- MR-RAL-SF06a, Marine Craft Cancelation Certificate.
- 7.7. DMA- MR-RAL-SF06c, Marine Craft Export Certificate.
- 7.8. DMA- MR-RAL-SF-08a, Marine Crew Driving Licensing.
- 7.9. DMA- MR-RAL-SF-08b, Marine Crew Permit.

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

