

## Client Procedure for Non-Technical Amendment of Marine Craft Registration and License

PCFC- Entity (Business Unit) Name : Dubai Maritime Authority  
Department Name : Marine Registration  
Section Name : Registration and Licensing  
Document Reference Number : PCFC-DMA-MR-RAL- CP-04  
Revision Number : 01  
Revision Date : January 2023  
Classification : Public

## Table of Contents

|   |    |
|---|----|
| 1. Purpose and Objectives.....                | 3  |
| 2. Scope .....                                | 3  |
| 3. Definitions and Abbreviations .....        | 3  |
| 4. Procedure .....                            | 4  |
| 5. Service Completion Time.....               | 9  |
| 6. Service Fees.....                          | 9  |
| 7. Related Documents/ Forms .....             | 9  |
| 8. Applicable References and Regulations..... | 10 |
| 9. Process Workflow .....                     | 11 |



## 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 re-issued by the Registration and Licensing Section following non- technical amendments.

The objective is to amend license and register marine crafts, in order to implement maritime rules and regulations, ensuring that marine crafts are constructed and 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 to below non-technical amendment of Commercial marine crafts and Pleasure marine crafts:

- Owners Amendment (add/ withdraw).
- Amending Insurance details.
- Amending VHF details (adding / Removing).
- Amending Craft Plate No.
- Mortgage Details Amendment

## 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. DMA Dubai Maritime Authority.

3.5. VHF : Very High Frequency (Radios)

3.6. SPL : SPL Service Price List generated form the CRM system

## 4. Procedure

### 4.1. Application for non-technical amendment of marine craft registration and license

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 marine craft non-technical amendment service from the DMA services.

- System will check for any suspension/ penalties recorded linked to the profile:
  - In case of no suspension/ penalties, customer may proceeds 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.

4.1.1.2. Customer need to fill all the required information related to the marine craft Non-technical service.

- Select the Marine Craft plate No. in the system.
- Select application type as non-technical amendment.
- Select the non-technical amendment type.



- Write the amendment details related to selected amendment type; insurance /mortgage /VHF details (if required).
- In case of Adding new partner, the new partner should register as a new customer on smart marine services portal. System will verify the following:
  - Customer's mobile number by sharing one-time password to the registered mobile number.
  - Customer's email address by sharing one-time password to the registered email address.
  - Once verification is done, system approves the customer registration to the smart marine services portal.

4.1.1.3. Customer should attach the required documents in the system as mentioned below in table (1) and submit the original marine craft license / certificates application to DMA 'Customer Happiness Centre'.

Table (1): Required documents for Application for Non-Technical Amendment of Marine Craft Registration and Licensing

| Type of Non-Technical Amendment           | Required documents   | Walk In                | Online              |
|---|--|------------------------|---------------------|
| All Types of Amendment                    | Filling the Marine Craft Amendment form Ref (DMA-MR-RAL-CF04a).              | Required Physical copy | Not required        |
| All Types of Amendment                    | Original copy of marine craft license and marine craft detailed certificate. | Required Original*     | Required Original** |
| Owner Amendment, Amending Craft Plate No. | Original copy of Minimum Safe Manning Certificate.                           | Required Original*     | Required Original** |

|   |  |                        |               |
|---|--|------------------------|---------------|
| All Types of Amendment (in case if lost)  | Copy of lost license notification issued by the certified entity.  | Required Physical copy | Attached only |
| Owner Amendment (Add Partner)             | Presenting Original Emirates ID card and valid passport for UAE nationals or Presenting original Emirates ID card, valid passport and residence visa copy for expatriates.                       | Required Physical copy | Attached only |
| Owner Amendment (Add Partner)             | Copy of proof of minimum monthly income AED 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 |
| Owner Amendment                           | Share transfer / Sell agreement attested by the certified authorities.   | Required Physical copy | Attached only |
| Amending VHF details (Adding / Removing). | Copy of the certificate of approved supplier to license radio communication devices (VHF) for all commercial marine crafts and pleasure marine crafts more than (35) feet, (10.7 m) meters long. | Required Physical copy | Attached only |

|  |  |                        |                    |
|--|--|------------------------|--------------------|
| All Types of Amendment (Except VHF amendment)                        | Insurance policy issued by an insurance firm licensed in the emirate covering the License validity period. | Required Physical copy | Attached only      |
| Amending Craft Plate No. (customer requires a specific plate number) | Submit the application form with the plate number approved by Coast Guard.                                 | Required Physical copy | Attached only      |
| Amending Craft Plate No. & Add / Withdraw Partner                    | Coast Guard Certificate.   | Required Physical copy | Attached only      |
| Mortgage Details Amendment (add mortgage)                            | Copy of mortgaged marine craft deed between the owner and the mortgagee.                                   | Required Original*     | Required Original* |
| Mortgage Details Amendment (remove mortgage)                         | Mortgage Release Letter.   | Required Original*     | Required Original* |

\*Customer need to visit DMA 'Customer Happiness Centre' and submit the documents required with Original copy as specified in Table (1).

## 4.2.Application Validation

4.2.1. DMA will review the application and accordingly:

- Approve: in case the application complies with all requirements, payment SPL will be communicated to customer through SMS/ E-Mail. Customer should settle the payment.

- Request for more information: in case of missing/additional documents, 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.
- Reject: in case the request does not comply with the requirements, DMA will notify the customer with the application status. Customer can review the rejection reason in the system.

#### 4.3. Print Marine Craft Certificate / License:

Once the payment is settled, System will generate electronic copy of the below documents and send to customer email depend on the requested amendment type:

| Type of Non-Technical Amendment  | Documents   |
|----------------------------------|---|
| Owners Amendment (add/withdraw). | <ul style="list-style-type: none"> <li>- Marine Craft Details Certificate (DMA-MR-RAL-SF01a).</li> <li>- Marine Craft License (DMA-MR-RAL-SF01b).</li> <li>- Minimum Safe Manning Certificate (DMA-MR-RAL-SF01c) only for Commercial Marine Crafts.</li> <li>- Amendment Letter (DMA-MR-RAL-SF04a)</li> </ul> |
| Amending Insurance details.      | <ul style="list-style-type: none"> <li>- Marine Craft License (DMA-MR-RAL-SF01b).</li> </ul>  |
| Mortgage Details Amendment.      | <ul style="list-style-type: none"> <li>- Marine Craft Details Certificate (DMA-MR-RAL-SF01a).</li> <li>- Amendment Letter (DMA-MR-RAL-SF04a)</li> </ul>   |
| Amending Craft Plate No.         | <ul style="list-style-type: none"> <li>- Marine Craft Details Certificate (DMA-MR-RAL-SF01a).</li> <li>- Marine Craft License (DMA-MR-RAL-SF01b).</li> <li>- Minimum Safe Manning Certificate (DMA-MR-RAL-SF01c) only for Commercial Marine Crafts.</li> <li>- Amendment Letter (DMA-MR-RAL-SF04a)</li> </ul> |





|  |   |
|--|---|
| Amending VHF details<br>(Adding / Removing). | - Marine Craft Details Certificate (DMA-MR-RAL-SF01a).<br>- Amendment Letter (DMA-MR-RAL-SF04a) |
|--|---|

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](mailto:info@pcfc.ae) .

## 5. Service Completion Time

| No. | Process  | Service Completion Time   |
|-----|--|---------------------------|
| 5.1 | Time to review the application and communicate payment advise/request for more information/ reject application (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)<br>- Form DMA offices<br>- Delivery through courier     | On spot<br>5 Working days |

## 6. Service Fees

|     | Service   | Fees (AED) |
|-----|---|------------|
| 6.1 | Amendment of any permit or certificate or license issued by the Authority | 120        |

## 7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF04a, Application for Details of Marine Craft Amendment.
- 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
- 7.5. DMA-MR-RAL-SF04a, Amendment Letter



## 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 Understanding between Dubai Maritime Authority and Telecommunications Regulatory Authority and Law No. 6 regarding frequency spectrum.
- 8.5. 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
- 8.6. Decision No. (9) for the year 2013 for Marine Craft Insurance.
- 8.7. Decision No. (8) for the year 2020 for Amending Decision No. (4) for the year 2018 regarding Licensing Initiatives for Some Types of Marine Craft.
- 8.8. Decision No. (1) for the year 2021 for Amending Decision No. (4) for the year 2013 for Marine Craft Licensing the Registration.

## 9. Process Workflow

