

Client Procedure for Technical Amendment of Marine Craft Registration and License

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1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how the Marine Craft Registration and Licenses are re-issued by the Registration and Licensing Section following technical amendments with routine inspections.

The objective is to amend the Marine Craft Registration and License, 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 technical amendment of Commercial marine crafts and Pleasure marine crafts:

- 1.1. Amending Marine craft specifications such as marine craft name, colour, length, draft, beam, Year of build.
- 1.2. Amending the safe manning details such as number of passengers or/and crew.
- 1.3. Amending the Engine details.
- 1.4. Marine Craft subcategory (amendment is allowed within the same main category) as below:

	Main Marine Craft Category	Sub Categories
a.	Commercial Marine Craft	<ul style="list-style-type: none"> ▪ Up to 8 m ▪ More than 8 m to less than 12 m ▪ 12 m to less than 24 m ▪ 24 m and more & Less than 150 GT ▪ 150 GT to less than 300 GT. ▪ 300 GT to less than 500 GT.

b.	Commercial Marine Craft - Water Sport	<ul style="list-style-type: none"> ▪ BBQ Donut Boat ▪ Hovercraft ▪ Jet ski ▪ Jet ski fishing ▪ Small Electric Boat ▪ Small Petrol Boat ▪ Surf and Body Boards ▪ Water Car
c.	Pleasure Power Boat	<ul style="list-style-type: none"> ▪ Up to 8 m ▪ More than 8 m to less than 12 m ▪ 12 m to less than 24 m ▪ 24 m and more
d.	Pleasure Rowing Boat	<ul style="list-style-type: none"> ▪ Up to 8 m ▪ More than 8 m to less than 12 m ▪ 12 m to less than 24 m ▪ 24 m and more
e.	Pleasure Sailing Boat	<ul style="list-style-type: none"> ▪ Up to 8 m ▪ More than 8 m to less than 12 m ▪ 12 m to less than 24 m ▪ 24 m and more
f.	Pleasure Water Sport	<ul style="list-style-type: none"> ▪ BBQ Donut Boat ▪ Hovercraft ▪ Jet ski ▪ Jet ski fishing ▪ Small Electric Boat ▪ Small Petrol Boat ▪ Surf and Body Boards ▪ Water Car
g.	Government Powerboat	<ul style="list-style-type: none"> ▪ Up to 8 m

		<ul style="list-style-type: none"> ▪ More than 8 m to less than 12 m ▪ 12 m to less than 24 m ▪ 24 m and more
h.	Tourist Craft	<ul style="list-style-type: none"> ▪ Up to 8 m and less than 100 passengers ▪ More than 8 m to less than 12 m and less than 100 passengers ▪ 12 m to less than 24 m and less than 100 passengers ▪ 24 m and more and 100 to less than 200 passengers ▪ 24 m and more and 200 passengers and more ▪ Amphibious bus less than 100 passengers
i.	Non -Wooden Floating Restaurant	<ul style="list-style-type: none"> ▪ Less than 100 passengers ▪ 100 to less than 200 passengers ▪ 200 passengers and more
j.	Wooden Floating Restaurant	<ul style="list-style-type: none"> ▪ Less than 100 passengers ▪ 100 to less than 200 passengers ▪ 200 passengers and more
k.	Wooden Tourist Yachts	<ul style="list-style-type: none"> ▪ Less than 100 passengers ▪ 100 to less than 200 passengers ▪ 200 passengers and more
l.	Traditional Marine Craft	<ul style="list-style-type: none"> ▪ Power Abra ▪ Rowing Abra ▪ Restaurant/Tourist - Coastal ▪ Restaurant/Tourist - Inland
m.	Public Water Transport Craft	<ul style="list-style-type: none"> ▪ Ferry Boat ▪ Water Taxi ▪ Water Bus

	<ul style="list-style-type: none"> ▪ A/C Abra ▪ Non-Wooden Power Abra ▪ Wooden Power Abra ▪ Wooden Rowing Abra
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3. Definitions and Abbreviations

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.

3.1. **Licensing** : Is a document issued by the authority permit the marine craft to sail/ operate within Dubai waters which can be renewed annually.

3.2. **Registration** : Is a document issued by the authority that identify the marine craft details and craft owner details which is issued only once.

3.3. **DMA** : Dubai Maritime Authority.

4. Procedure

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

Application of technical amendment of marine craft registration and license 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 technical amendment 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 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.

- 4.1.1.3. Customer should select marine craft that requires technical amendments.
- 4.1.1.4. Customer need to fill all the required information for the marine craft service.
- 4.1.1.5. Customer then should attach the required documents as mentioned in table (1) below:

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

Type of Technical Amendment	Required documents	Walk In	Online
All Types of Amendment	Filling the Application for Amendment of Marine Craft.	Required Physical copy	Not required
Engine Amendment	Copy of engine Invoice Or engine sale agreement.	Required Physical copy	Attached only
Engine Amendment	Copy of certificate of conformity issued by Emirates Authority for Standardization and Metrology (ESMA), for the new outboard marine engines. (ESMA), for the new outboard or imported marine engines.	Required Physical copy	Attached only
Amendment of number of passenger and/or crew	Copy of stability booklet approved by TASNEEF or any IACS classification society for marine crafts, (24) meters long or more, or Marine Craft licensed	Required Physical copy	Attached only

	to carry more than (12) passengers.		
Amendment of number of passenger and/or crew	Copy of Classification Authority Certificate for commercial marine crafts, (24) meters or more, and total weight of (150) tons or more, from any certified classification body in the country, or a technical report about the marine craft condition issued by a certified classification body in case of failing to comply with a full classification system to get the classification certificate.	Required Physical copy	Attached only
Common to all Marine Crafts Except: Water sport and Abbra	Amendment Certificate from Coast Guard	Required Physical copy	Attached only

4.1.1.6. Customer to submit Marine Craft registration and licensing technical amendment request.

4.1.1.7. Amendment Payment will be communicated to customer. Customer should settle the payment following payment process.

4.1.1.8. Once the payment is settled, process will proceed to 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 in table (1).



4.1.2.2. DMA will review the application and accordingly:

- Reject: in case the application is rejected or required documents are not completed, DMA will notify the customer with rejection reason.
- Approve: in case application as per requirement, payment advice will be communicated to customer through SMS/ E-Mail (as applicable).

4.1.2.3. Customer should settle the payment (refer to payment process). process will proceeds to 4.2 of this procedure.

4.2.Application Review

4.2.1. DMA will review the application and accordingly:

- Submission as per requirement: DMA will advise if inspection is required after implementing the amendment and issue the Amendment Permit (DMA-MR-RAL-SF05a) and Amendment Letter (DMA-MR-RAL-SF04a).
- Reject: in case the request does not comply with the requirements or the request is not for technical amendment, DMA will notify the customer with the application status.

4.2.2. Once Customer obtains amendment permit, customer should carry out the amendments within 60 days timeframe and then:

4.2.2.1. In case amendments are approved without inspections: customer need to confirm the amendment implementation to DMA and process will proceeds to Coast guard process (4.3 of this procedure).

4.2.2.2. In case amendments are approved with inspections, customer need to:

- Book inspection appointment: 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/ through DMA Customer Happiness Centre.

	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 (Tuesday)
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.

- Technical Inspection payment will be communicated to customer. Customer should settle the payment following payment process.
- 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.

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.

- Customer shall get the Marine craft to the inspection location on time and ensure that all technical requirements are satisfied.
- DMA will inspect the Marine. Once inspection is completed, the system will notify the customer through SMS/ E-Mail with the inspection results as follow:
 - Pass: Pass: system will notify the customer with the routine inspection result.
And to proceed to Coast guard process 4.3 (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).

- 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
- 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.
- 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.

4.3.Coast guard process (Only in case color/ vessel name/ engine amendment ,not required for any pleasure water sport marine craft)

4.5.1. Once the inspection is passed, customer has to take the inspection report along with the Marine Craft to the coast guard office to update marine craft details.

4.5.2. Coast guard will provide the customer with the certificate to proceed with the Marine Craft registration and licensing process.

4.4.Print Marine Craft Certificate / License:

4.4.1. Customer need to visit DMA 'Customer Happiness Centre' and submit the Coast Guard Certificate in case Color/ vessel name/ engine amendment..

4.4.2. Only for applications submitted online:

- DMA will review customer and all partners personnel profile and assure the validity of the official documents (Emirates ID, Passport, Visa) or the commercial trade license validity in casa of legal personality.
- According to the above review:
 - Application as per requirement: process proceeds with following steps.
 - Request for more information: in case of missing any of the required documents or any comments on the partners profiles, RAL user should request the same from customer. Customer has to submit.

4.4.3. In case the Safe Manning Certificate is required to be issued, then payment advise will be communicated to customer. Customer has to settle the generated payment as per Payment Process.

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

- Marine Craft Details Certificate (DMA-MR-RAL-SF01a).
- Marine Craft License (DMA-MR-RAL-SF01b).
- Minimum Safe Manning Certificate (DMA-MR-RAL-SF01c) only for Commercial Marine Crafts.

Note: In case required the original copies of the license/ certificates, customer has to apply online following Printing License/ Certificate Services.

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	Issue the payment advice (from the time of booking the inspection date and location)	On spot
5.3	Time taken to update the inspection results (from the date of conducting the inspection)	1 Working day

6. Service Fees

	Service	Fees (AED)	
6.1	Amendment of any permit or certificate or license issued by the Authority	120	
6.2	Amendment of Abbra License	120	
6.3	Amendment of Safe Manning Certificate of the marine craft	220	
6.4	Pleasure Marine Craft Technical Inspection Fees		
6.4.1	Technical Inspection of a Pleasure Marine Craft less than (12) meters	220	Moving Fees + 520 AED (in case of other marinas within Dubai)
6.4.2	Technical Inspection of a Pleasure Marine Craft (12) meters to less than (24) meters	420	
6.4.3	Technical Inspection of a Pleasure Marine Craft (24) meters and above	620	

6.4.4	Technical Inspection of Water Sport Marine Craft	120	OR+ 2020 (in case of other marinas outside Dubai)
6.5	Commercial Marine Craft Technical Inspection Fees		
6.5.1	Technical Inspection of a 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)
6.5.2	Technical Inspection of a Commercial Marine Craft (150) GT to less than (300) GT.	620	
6.5.3	Technical Inspection of a Commercial Marine Craft (300) GT to less than (500) GT.	820	
6.6	Touring Marine Craft Technical Inspection Fees		
6.6.1	Technical Inspection of a 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 a Touring Marine Craft (100) passenger to less than (200) passengers.	620	
6.6.3	Technical Inspection of a Touring Marine Craft (200) passenger and more.	620	
6.6.4	Technical Inspection of a Water Sport Marine Craft	120	
6.7	Traditional Marine Craft Technical Inspection Fees		
6.7.1	Technical Inspection of a Traditional Marine Craft less than (100) passengers.	420	
6.7.2	Technical Inspection of a Traditional Marine Craft (100) passenger to less than (200) passengers.	620	
6.7.3	Technical Inspection of a Traditional Marine Craft (200) passenger and more.	620	



6.8 Public Water Transport Technical Inspection Fees			
6.8.1	Technical Inspection of a Marine Craft used for public transport 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)
6.8.2	Technical Inspection of a Marine Craft used for public transport (100) passenger to less than (200) passengers.	620	
6.8.3	Technical Inspection of a Marine Craft used for public transport (200) passenger and more.	620	
6.8.4	Technical Inspection of Abra	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-SF05a, Amendment 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

