

Client Procedure for Marine Craft Registration and Licensing Cancelation

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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 license cancellation is processed by the Registration And Licensing Section within DMA when requested by the Customer.

The objective is 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 procedure covers the applications for Marine craft registration and license cancellation covering below types:

- Cancelation.
- Cancelation with Transfer of Ownership.
- Cancelation with Export.

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 Marine Craft Registration and Licensing Cancellation

4.1.1. Customers should visit the DMA 'Customer Happiness Centre' and submit the Registration & Licensing application form Ref (DMA-MR-RAL-CF01a) (Application need to be stamped for companies and signed for individuals) and the below required documents:

Table (1): Required documents for Application for Cancellation of Marine Craft Registration and Licensing Validation stage 1

	Application Conditions	Required documents
a.	Common to all Applications	Filling the registration & licensing application form Ref (DMA-MR-RAL-SF01). Application need to be stamped for companies and signed for individuals.
b.	Common to all Applications	Copy Release Letter or No Objection Certificate issued by Marine Club or by Marine in the Emirates.
c.	Common to all Applications	Original copy of marine craft license*
d.	Common to all Applications	Original copy of Marine craft details.*
e.	Common to all Applications	Original copy of minimum safe manning certificates for commercial marine craft.*
f.	If marine craft is mortgaged	Original copy of Mortgage Release letter.**
g.	In case transfer of ownership application	Valid original passport, original ID card Visa copy (for expatriates) for new owner(s).



* In case lost of the license/ certificate mentioned, submit 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.
 - Minimum Safe Manning Certificate for Pleasure Marine Craft.

** In case the Mortgage Release Letter is issued electronically (without signature/stamp) copy of the letter shall be sufficient.

4.2.1. DMA will ensure the availability of the required documents and accordingly:

- Reject: in case the application is rejected or required documents are not completed, RAL user should notify the customer with rejection reason.
- Approve: in case application as per requirement, DMA will check for any suspension/ penalties recorded linked to the profile:
 - In case of no suspension/ penalties, process will proceed with next steps.
 - DMA will notify the customer; customer should close the suspension/ penalties and apply again.

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

4.2.2. In case no suspension/ penalties then:

4.1.1. Once the application is approved, process will proceed as below:

- Normal Cancellation: Includes:
 - Cancellation: then process will proceed to payment (4.3 of this procedure).
 - Cancellation with export: then process will proceed to Inspection (4.2 of this procedure).



- Transfer of Ownership: then process will proceed to payment (4.3 of this procedure).

4.2. Inspection

4.2.1. Only for Cancellation with Export, DMA will request the customer to select routine inspection date and location to be booked (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).

4.2.2. Once booked, DMA will handover a service price list for Inspection Fees and submit it to customer.

4.2.3. Customer should settle the payment following payment process.

4.2.4. Once the payment is settled, DMA will notify the customer through SMS/ E-Mail with inspection appointment details and a copy of the Inspection checklist.

4.2.5. Customer shall get the Marine craft to the inspection location on time and ensure that all technical requirements are satisfied.

4.2.6. 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:

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

- System will notify the customer to rebook the inspection appointment.
- Customer should visit the DMA 'Customer Happiness Centre'/ contact call centre to book the new inspection, and process will return to Inspection (4.3 of this procedure), while DMA will handover a service price list for inspection moving fees (if applicable) submit it to customer for settlement.

4.3.1.2. Fail

- System will notify the customer to rebook the inspection appointment.
- Customer should visit the DMA 'Customer Happiness Centre'/ contact call centre to book the new inspection within 60 days from the inspection date, and process will return to Inspection (4.3 of this procedure). In case customer failed to update within 60 days, customer should undergo the inspection process (5.2 of this procedure).

4.3.1.3. Report withheld: DMA will hold the report and notify the customer for the reason of holding the application. Customer is required to perform the required actions. Once the requirements are met inspection results will be updated by DMA result accordingly.

4.3.1.4. Pass:

- System will notify the customer with the routine inspection result. Process will proceeds to payment (4.3 of this procedure).

4.3.Payment:

4.3.1. According to the export type:

- In case Cancellation or transfer of ownership: DMA will hand over the service price list for cancelation fees and submit it to customer r.
- In case of Cancellation with Export: customer should visit the DMA 'Customer Happiness Centre' after passing the inspection, DMA will hand over the service price list for cancelation and Export fees and submit it to customer.

4.3.2. Customer need to settle the payment following payment process

4.3.3. Once the payment is settled, then:

- For Cancellation of Water Sport Marine Craft: process will proceeds to Print the Cancellation Certificate (4.5 of this procedure).
- For Cancellation of Marine craft other than Water Sport: process will proceeds to Uninstallation of the critical infrastructure and coastal protection device (4.4 of this procedure).

4.4.Uninstallation of the critical infrastructure and coastal protection device

4.4.1. DMA will print and submit to customer copies of the below certificates according to the type of cancelation selected:

- Normal Cancelation - Cancelation: draft Copy of Marine Craft Cancellation Certificate ((DMA- MR-RAL-SF06a).
- Normal Cancelation - Cancelation for Export: RAL user should Enter export country, certificate issue date and certificate expiry date (one month for export requests) and handover draft copies of Marine Craft Cancellation Certificate (DMA- MR-RAL-SF06a) and copy of the Marine Craft Export Certificate (DMA- MR-RAL-SF08b).
- Transfer of ownership: draft Copies of Marine Craft Cancellation Certificate (DMA-MR-RAL-SF06a) and Sale Agreement (DMA-MR-RAL-SF06b). the buyer and seller should be physically attended in the DMA 'Customer Happiness Centre' for signing the Sale agreement.

4.4.2. Customer has to approach coast guard for uninstalation critical infrastructure and coastal protection device.

4.4.3. Customer need to submit Uninstalation Coast Guard Certificate to DMA. Process will proceeds for Printing Cancellation Certificate 4.5 of this procedure.

4.5. Print the Cancellation Certificate

4.5.1. DMA will print the certificates and submit the original copies to customer.

5. Service Completion Time

No.	Process	Service Completion Time
5.1	Normal Cancellation/ Transfer of Ownership	<p>1- Time from receiving the application till generate final service price list. 60 min</p> <p>2- Time from receiving Coast Guard certificate till issue the original copy of cancellation certificates. 30 min</p>
5.2	Cancellation with export	<p>1- Time from receiving the application till generate inspection service price list. 60 min</p> <p>2- Time taken to update the inspection results (from the date of conducting the inspection) 1 Working day</p> <p>3- Time from customer approach DMA with inspection passed till generate final service price list. 30 min</p> <p>3- Time from receiving Coast Guard certificate till issue the original copy of cancellation certificates. 30 min</p>

6. Service Fees

	Service	Fees (AED)	
6.1	Pleasure Marine Craft License Cancelation	120	
6.2	Jet Ski License Cancelation	120	
6.3	Abbra License Cancelation	120	
6.4	Floating Restaurants License Cancelation	120	
6.5	Passenger Marine Craft License Cancelation	120	
6.6	Commercial Marine Craft License Cancelation	120	
6.7	Issuing an Export Certificate for the Marine Craft	200	
6.8	Pleasure Marine Craft Technical Inspection Fees		Moving Fees + 520 AED (in case of other marinas within Dubai) OR + 2020 (in case of other marinas outside Dubai)
6.8.1	Technical Inspection of a Pleasure Marine Craft less than (12) meteres	220	
6.8.2	Technical Inspection of a Pleasure Marine Craft (12) meters to less than (24) meters	420	
6.8.3	Technical Inspection of a Pleasure Marine Craft (24) meters and above	820	
6.8.4	Technical Inspection of Water Sport Marine Craft	120	
6.9	Commercial Marine Craft Technical Inspection Fees		Moving Fees + 520 AED (in case of other marinas within Dubai) OR
6.9.1	Technical Inspection of a Commercial Marine Craft less than (150) GT.	420	
6.9.2	Technical Inspection of a Commercial Marine Craft (150) GT to less than (300) GT.	620	
6.9.3	Technical Inspection of a Commercial Marine Craft (300) GT to less than (500) GT.	820	
6.10	Touring Marine Craft Technical Inspection Fees		+ 520 AED (in case of other marinas within Dubai) OR
6.10.1	Technical Inspection of a Touring Marine Craft less than (100) passengers.	420	



6.10.2	Technical Inspection of a Touring Marine Craft (100) passenger to less than (200) passengers.	620	+ 2020 (in case of other marinas outside Dubai)
6.10.3	Technical Inspection of a Touring Marine Craft (200) passenger and more.	820	
6.10.4	Technical Inspection of a Water Sport Marine Craft	120	
6.11	Public Water Transport Technical Inspection Fees		
6.11.1	Technical Inspection of a Marine Craft used for public transport less than (100) passengers.	420	
6.11.2	Technical Inspection of a Marine Craft used for public transport (100) passenger to less than (200) passengers.	620	
6.11.3	Technical Inspection of a Marine Craft used for public transport (200) passenger and more.	820	
6.12	Traditional Marine Craft Technical Inspection Fees		
6.12.1	Technical Inspection of a Traditional Marine Craft less than (100) passengers.	420	
6.12.2	Technical Inspection of a Traditional Marine Craft (100) passenger to less than (200) passengers.	620	
6.12.3	Technical Inspection of a Traditional Marine Craft (200) passenger and more.	820	
6.12.4	Technical Inspection of Abra	120	

7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF-01a, Registration & licensing application form.
- 7.2. DMA-MR-RAL-SF06a, Marine Craft Cancelation Certificate.
- 7.3. DMA-MR-RAL-SF08b, Marine Craft Export Certificate.
- 7.4. DMA-MR-RAL-SF06b, Sale Agreement.

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

