

## Client Procedure for Export Marine Craft

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## 1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how the Export certificates of marine craft are issued 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 export marine craft covering below types:

- Export (not licensed from DMA): applicable for new marine craft and for previously cancelled marine craft.
- Touring Export (Licensed by DMA): applicable for marine craft with valid license (Licensed by DMA).

## 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. New Marine Craft : Marine craft that is to be registered for the first time in the authority.
- 3.2. Previously Cancelled Marine Craft : A marine craft that is cancelled by the DMA and applied to export by the same owner.

3.3. Touring : A temporary touring permit issued based on the owner request.

Export

3.4. DMA : Dubai Maritime Authority.

## 4. Procedure

### 4.1. Application for Export Marine Craft

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 Export New Marine Craft.**

	Marine Craft Type	Required documents
a.	Pleasure / Water Sport Marine Crafts	<ul style="list-style-type: none"> <li>- Presenting Original Emirates ID card</li> <li>- Copy of valid passport and residence visa copy for expatriates.</li> </ul>
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.	Common to all New Marine Crafts	Original copy of proof of ownership document or marine craft purchase invoice attested by the certified authorities or marine craft building certificate.
d.	Common to all Cancelled Marine Crafts	Original copy of Marine Craft Cancellation Certificate issued by DMA.
e.	Common to all Cancelled Marine Crafts with transfer of Ownership	Original copy of Marine Craft Cancellation Certificate And Original copy of bill of sale attested by the certified authorities.

f.	For Touring export	Request Letter from the owner specifying the request reason and the trip destination.
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## 4.2.Application Validation

### 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 proceeds with next steps.
  - In case of suspension/ penalties, 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:

- if Export type is not licensed with DMA: process will proceeds to Inspection (4.3 of this procedure).
- if Export type is licensed with DMA then process will proceeds to payment (4.4 of this procedure).

## 4.3.Inspection

### 4.3.1. 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).

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

### 4.3.3. Customer has to settle the generated payment as per payment process.

### 4.3.4. DMA will notify customer through SMS/ E-Mail with inspection appointment details, and a copy of the Inspection checklist.



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

4.3.6. DMA will inspect the Marine craft and the system will notify the customer through SMS/ E-Mail with the inspection results as follow:

4.3.1.1. 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.

4.3.1.2. 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', and process will return to Inspection (4.3 of this procedure)

4.3.1.3. Fail

- System will notify the customer to rebook the inspection appointment.
- Customer should visit the DMA 'Customer Happiness Centre', and process will return to Inspection (4.3 of this procedure)

4.3.1.4. Pass:

- System will notify the customer with the routine inspection result. Process will proceeds to payment (4.4 of this procedure).

#### 4.4. Export Fees Payment

4.4.1. According to the export type:

- In case of licensed with DMC: DMA will hand over the service price list for Export fees and submit it to customer.
- In case of not Licensed with DMA: customer should visit the DMA 'Customer Happiness Centre' after passing the inspection, DMA will hand over the service price list for Export fees and submit it to customer.

4.4.2. Customer need to settle the payment following payment process

4.5. Print the Export Certificate:

4.3.1. Once the payments are successfully settled, , Customer should visit the DMA 'Customer Happiness Centre', DMA will handover the original copy of the Export Certificate (DMA-RAL-MLR-SF08b) / Touring Export Certificate (DMA- MR-RAL-SF08a) with below expiry dates:

- For licensed by DMA: Certificate expiry date is the same as the Marine Craft License expiry date.
- For not licensed by DMA: Expiry date is one month for certificate issuance date

## 5. Service Completion Time

No.	Process	Service Completion Time
5.1	Time taken to approve /reject (from the time of submitting the application)	On spot
5.2	Time taken to issue the service price list (from the time of approving the application)	On spot
5.3	Time taken to update system with inspection results (from the date of conducting the inspection)	1 Working day
5.4	Issuing the original copy of the Export Certificate (Upon customer request)	On spot

## 6. Service Fees

	Service	Fees (AED)		
6.1	Issuing an Export Certificate for the Marine Craft	220		
6.2	Issuing a Touring Export Certificate for the Marine Craft	220		
6.3	Pleasure Marine Craft Technical Inspection Fees	Moving Fees + 520 AED (in case of other marinas within Dubai) OR		
6.3.1	Technical Inspection of a Pleasure Marine Craft less than (12) meteres			220
6.3.2	Technical Inspection of a Pleasure Marine Craft (12) meters to less than (24) meters			420



6.3.3	Technical Inspection of a Pleasure Marine Craft (24 meters and above)	820	+ 2020 (in case of other marinas outside Dubai)
6.3.4	Technical Inspection of Water Sport Marine Craft	120	
6.4	Commercial 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)
6.4.1	Technical Inspection of a Commercial Marine Craft less than (150) GT.	420	
6.4.2	Technical Inspection of a Commercial Marine Craft (150) GT to less than (300) GT.	620	
6.4.3	Technical Inspection of a Commercial Marine Craft (300) GT to less than (500) GT.	820	
6.5	Touring Marine Craft Technical Inspection Fees		
6.5.1	Technical Inspection of a Touring Marine Craft less than (100) passengers.	420	
6.5.2	Technical Inspection of a Touring Marine Craft (100) passenger to less than (200) passengers.	620	
6.5.3	Technical Inspection of a Touring Marine Craft (200) passenger and more.	820	
6.5.4	Technical Inspection of a Water Sport Marine Craft	120	
6.6	Public Water Transport Technical Inspection Fees		
6.6.1	Technical Inspection of a Marine Craft used for public transport less than (100) passengers.	420	
6.6.2	Technical Inspection of a Marine Craft used for public transport (100) passenger to less than (200) passengers.	620	
6.6.3	Technical Inspection of a Marine Craft used for public transport (200) passenger and more.	820	
6.4	Traditional Marine Craft Technical Inspection Fees		



6.4.1	Technical Inspection of a Traditional Marine Craft less than (100) passengers.	420
6.4.2	Technical Inspection of a Traditional Marine Craft (100) passenger to less than (200) passengers.	620
6.4.3	Technical Inspection of a Traditional Marine Craft (200) passenger and more.	820
6.4.4	Technical Inspection of Abra	120

## 7. Related Documents/ Forms

- 7.1. DMA- MR-RAL-CF01a, Registration & licensing application form.
- 7.2. DMA- MR-RAL-SF07a, Touring Export Certificate.
- 7.3. DMA- MR-RAL-SF07b, Marine Craft Export 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

