

Client Procedure for Amendment of Crew Licensing (Personal Licensing)

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1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how personal licenses are being amended 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 for issuing and personal licensing.

2. Scope

The procedure covers the below amendment types of Marine Driving Licenses and Marine Crew Permits:

- Amendment of Sponsor.
- Amendment of Driving License Sub-category as customer can request to amend the license / permit sub category as per the below

	Main Category	Sub Categories
a.	Pleasure Marine Craft Driving License	<ul style="list-style-type: none"> ▪ Skipper-Craft length up to (12) meters. ▪ Skipper-Craft length up to (24) meters. ▪ Skipper-Craft length above (24) meters.
b.	Commercial Marine Craft Driving License	<ul style="list-style-type: none"> ▪ Dhow Master. ▪ Master- Craft Length above 24 meters. ▪ Master-Craft below 500 GT. ▪ Master-Craft length up to 12 meters. ▪ Master-Craft length up to 24 meters. ▪ Master-Craft up to 100 GT. ▪ Master-Craft up to 200 GT. ▪ Master-Craft up to 30 GT. ▪ Master-Craft up to 50 GT. ▪ Officer/Assist Master-Craft below 500 GT



c.	Marine Crew Permit	<ul style="list-style-type: none"> ▪ Diving Guide. ▪ Diving Trainer. ▪ Marine Instructor. ▪ Marine Pilot Permit. ▪ Marine Trainer Permit. ▪ Seaman Permit. ▪ Diver. ▪ Marine Safety Officer. ▪ STS Operation Supervisor.
d.	Marine Crew Permit (Engineering)	<ul style="list-style-type: none"> ▪ Ass. Engine Operator below (1500) K.W. ▪ Ass. Engine Operator below (3000) K.W. ▪ Engine operator 750 KW. ▪ Engine Operator below (1500) K.W. ▪ Engine Operator below (3000) K.W.
e.	Nowakhetha License	<ul style="list-style-type: none"> ▪ Nokthaha License. ▪ Vice-Nokthaha License.
f.	Fishing Crew Driving License	<ul style="list-style-type: none"> ▪ Fishing Crew Driving License-(Nowakhetha) ▪ Fishing Crew Driving License-(Vice Nowakhetha)
g.	Marine Craft Driving License	<ul style="list-style-type: none"> ▪ Marine Craft Driving License-Up to 12 meters. ▪ Marine Craft Driving License-Up to 24 meters. ▪ Marine Craft Driving License-Above 24 Meter.

3. Definitions and Abbreviations

Marine Driving Licensing : A Marine Driving license issued for an individual qualified to drive a marine craft based on the marine craft main and sub category.

3.1. Marine Crew Permit : A Marine Crew Permit issued for an individual qualified to either work on board of the Marine craft or as Marine instituter.

3.2. DMA : Dubai Maritime Authority.

4. Procedure

Service request can be initiated through any one of the following:

- On-line Smart Services System / Mobile Applications.
- Customer can submit a request by directly visiting the 'Customer Happiness centre'

4.1. Application for Amendment of Marine Crew Licensing Validation

4.1.1. Application of this service can be initiated through:

4.1.1.1. Online Smart Services System / Mobile Applications

- Customer should log on to the smart marine services portal and select Amend marine crew licensing 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.

- Customer need to fill the required information and amendment type
- Customer should select the marine crew license number.

- Customer then should attach the required documents as mentioned below in table (1).
- Customer to submit the online application.

4.1.2. Walk-in Application:

- Customers should visit the DMA 'Customer Happiness Centre' and submit the application along with the required documents as mentioned below in the table (1).

Table (1): Required documents to apply for Marine Driving License / Marine Crew Permit Amendment.

	Amendment Type for the Marine Crew Driving License	Required documents	Walk In	Online
a.	Common to all amendment	Filling the Application for Marine Crew Licensing (DMA-MR-RAL-SF07a).	Required Physical copy	Not required
b.	Amendment of Pleasure Marine Driving License sub-category (for above 12 m)	Medical Application Form (med 1)	Required Physical copy	Attached only
c.	Amendment of Sub-category for: - Pleasure Marine Driving License - Commercial Marine Driving License. - Marine Crew Permit - Marine Crew Permit Engineering.	Training Institute/ Certificate Reciprocity	Required Physical copy	Attached only
d.	Amendment of Sponsorship for - Commercial Marine Driving License	Sponsor Valid copy of Dubai issued trade license, in addition to the manager's Emirates ID card.	Required Physical copy	Attached only

	- Marine Crew Permit - Marine Crew Permit Engineering.			
e.	Amendment of Sponsorship for - Commercial Marine Driving License - Marine Crew Permit - Marine Crew Permit Engineering.	No Objection Letter from the company	Required Physical copy	Attached only
f.	Amendment of Fishing Sub- category	Valid Marine Craft Registration License and Fisher Card from the Ministry of Climate Change and Environment.	Required Physical copy	Attached only
g.	Amendment of Marine Craft Driving License Sub-category	Letter from the entity	Required Physical copy	Attached only

4.2. Application Validation

4.2.1. DMA will review the application and accordingly:

- Approve: in case the application complies with all requirements.
- Request for more information: in case missing any of the required documents, the system will automatically 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 missing required documents for another review.
- Reject: in case the request does not comply with the requirements, system automatically will notify the customer through SMS with the application rejection. Customer can view the rejection reason in the online application. (Process End)



4.2.2. Once the application is as per requirement according to the amendment type:

4.2.2.1. In case the request is for sponsor amendment: Payment advice will be communicated to customer through SMS/ E-Mail, customer should settle the payment as per Payment Process. Once payment is settled, process proceed to Print Marine Crew License (4.3 of this procedure).

4.2.2.2. In case the request is for Sub-category amendment: according license type:

- For Fishing Driving License: Payment advice will be communicated to customer through SMS/ E-Mail, customer should settle the payment as per Payment Process. Once payment is settled, process proceed to Print Marine Crew License (4.3 of this procedure).
 - For any driving license category other than Fishing, DMA will review the application again and accordingly:
 - Approve: Payment advice will be communicated to customer through SMS/ E-Mail. Customer need to settle the payment. Then DMA will Print license, process proceed to Print Marine Crew License (4.3 of this procedure)
 - Request for more information: in case of missing any of the required documents, DMA 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 missing required documents for another review.
 - Test required:
 - DMA will reply to customer to conduct Practical Evaluation and to contact DMA.
 - Customer should contact DMA and agree on the date and time of the test.
- While:
- Test date: tests can be conducted on Mondays and Wednesdays. For special cases, request shall be approved by higher management.
 - Test location:
 - For boats up to 12 m : test will be conducted in Mina Rashid/ Fishermen harbour Umm Squaim, or as per customer request test will be conducted applying evaluation travel fees.



- 12 m and above: test will be conducted in customer boat and customer location within Dubai (without transportation fees) if outside Dubai test will be conducted applying evaluation travel fees.
- At the agreed date, customer should attend the test results will be:
 - Pass: SPL will be communicated to customer through SMS/ E-Mail. Customer need to settle the payment. Then DMA will Print license, process proceed to Print Marine Crew License (4.3 of this procedure).
 - Pass with conditions: DMA may request from customer to attend certain trainings as deemed necessary, customer has to attend the requested training. Once the training is attended, SPL will be communicated to customer through SMS/ E-Mail. Customer need to settle the payment. Then DMA will Print license, process proceed to Print Marine Crew License (4.3 of this procedure)
 - Fail: DMA will assign additional training requirements and new date, time and location for the test and notify the customer. Second test will be for free, while any extra tests required will be charged with full test fees.
 - Customer did not show: DMA will contact the customer assign new date, time and location for the test and notify the customer with no show fees which is the full test fees.
- Reject in case the request does not comply with the requirements, DMA will notify the customer through SMS with the application rejection. Customer can view the rejection reason in the online application.

4.3.Print Marine Craft Certificate / License:

4.3.1. Electronic Copy of the requested License/ Permit will be sent to customer's Email.

4.3.2. In case customer requested for original copies of the license/ certificates, customer should send a request to the PCFC Contact Centre.

4.3.3. SPL will be communicated to customer through SMS/ E-Mail.

4.3.4. Customer should settle the payment.

4.3.5. DMA will coordinate for certificate delivery.

5. Service Completion Time

No.	Process	Service Completion Time
5.1	Time taken to review the application and issue license amendment payment SPL (fishing)/ forward to concerned department review (from the date of receiving the application)	1 Working day
5.3	Issue the license electronic copy (from the time customer settle the payment)	On spot
5.4	Deliver the original License copy within Dubai only (from the date the payment is settled)	3 working days

6. Service Fees

	Service	Fees (AED)
8.1.	Amendment of any permit or certificate or license issued by the Authority.	120
8.2	Practical assessment for Marine Craft Driving License	
8.2.1.	Conducting a theoretical assessment for driving a Marine Craft / Crew Permit or any related activity.	120
8.2.2.	Conducting a practical assessment for driving a Marine Craft less than 12 m.	520
8.2.3.	Conducting a practical assessment for driving a Marine Craft 12 m to less than to 24 m.	770
8.2.4.	Conducting a practical assessment for driving a Marine Craft 24 m and above	1020
8.2.5.	Travel within the Emirate to the location of the Marine Craft to conduct a practical assessment to the Marine Craft owner.	520

8.2.6.	Travel outside the Emirate to the location of the Marine Craft to conduct a practical assessment to the Marine Craft owner.	2020
8.2.7.	Conducting general marine safety training per day for each participant	220
8.2.8.	Conducting Advanced Safety Training.	520
8.2.9.	Conducting Basic Power Boat Training (500*2 days)	1020
8.3.	Print Documents	
8.3.1	Printing any document or certificate issued by the Authority	70 / Doc.

7. Related Documents/ Forms

- 7.1. DMA- MR-RAL-CF08a, Application for Marine Crew Licensing.
- 7.2. DMA- MR-RAL-SF08a, Marine Crew Driving Licensing
- 7.3. DMA- MR-RAL-SF08b, 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

