

## Client Procedure for Issue New Foreign Marine Craft Permit

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## 1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how Foreign Visitors Marine Craft Sailing and Operation Permits are issued 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 Foreign Visitors Marine Craft Permits issuing.

## 2. Scope

The scope of this procedure covers the Foreign Visitors Marine Craft and the service boats and pleasure water sport crafts on board of the Foreign Visitors Marine Craft that enter to the country either for Sailing or to Operate a Marine Craft Renting Activity with coordination of Local license issued by Dubai Economic Department.

## 3. Definitions and Abbreviations

- 3.1. Foreign visiting Marine Craft : Any Foreign Visitors Marine Craft, permitted to sail in the Emirate's water for the purposes of tourist, maintenance, refuelling, catering or participation in marine exhibitions.
- 3.2. Agent : An authorized company licensed in the Emirates with a Ship Line Agent activity.
- 3.3. DMA : Dubai Maritime Authority.
- 3.4. SPL : SPL Service Price List generated form the CRM system.

## 4. Procedure

### 4.1. Application for New Foreign Visitor Marine Craft Permit

4.1.1. The customer should submit the request along with the required documents mentioned below in the table (1) through [Sail@pcfc.ae](mailto:Sail@pcfc.ae):

Table (1): Required documents for New Foreign Visitors Marine Craft Permit

	Entrance mood	Required documents
a.	Common to all	Filling the Foreign Visitors Marine Craft Permit Application Form (DMA-MR-RAL-CF12a).
b.	Common to all	Foreign Visitors Marine Craft Registration documents mentioning: (Initial/Provisional Registration not accepted). *
c.	Common to all	Passport copy for marine craft owner in case of individual or company registration Document in case of corporate.
d.	Common to all	Valid Navigation License issued by the Flag of Registry**
e.	Common to all	Valid Statutory or valid Class Certificate applicable for: <ul style="list-style-type: none"> <li>▪ Pleasure Marine Craft above 24 m.</li> <li>▪ Commercial Marine Craft above 12 m.</li> </ul> (Issued by Classification Society on behalf of the Flag of registry).
f.	Common to all	Copy of the passport and visa of the Marine Craft Captain and Crew, in addition to their valid Marine Certificates and license.
g.	Common to all	Copy of the Shipping Agent Trade License.
h.	Common to all	Copy of the authorization letter from the shipping agent.



i.	Common to all	Copy of the Foreign Visitors Marine Craft Valid Full Insurance Policy include crew and passengers, cover UAE water and Wreck Removal.
j.	Common to all	Copy of Valid Berth Agreement (Mandatory for Operation Permit) or Anchorage Permit from DMA (Applicable Sailing Permit)
k.	Vessel enter through sailing	Copy of the Entry permit from Dubai General Directory of Residency and Foreign Affairs including the crew and passenger list.
l.	Vessel enter through cargo	Copy of Dubai Custom Clearance.
m.	On Board Marine Craft	Details required Marine Craft Type, Hull Identification Number, Engine Serial Number, Marine Craft Colour and Marine Craft Length.***
n.	For the Operation Permit	Copy of the Dubai Economic Department Trade license and the contract agreement with the local partner.

\* The Permit Validity will be matching with the Registration document validity unless it is permanent. In case the request is or Operation Permit, the Marine Craft Registration should be Commercial.

\*\*In case the Navigation License is not valid or not available the one of the following will be required:

- 1- Valid Statutory or valid Class Certificate (Mandatory for Pleasure Marine Craft above 24 m and for Commercial Marine Craft above 12 m).
- 2- DMA inspection will be conducted (Applicable for Pleasure Marine Craft Less than 24 m and for Commercial Marine Craft less than 12 m).

**Note: In case Class certificate is not required and Navigation License not available or not valid or not covering the permit period DMA inspection conducted (pass) the permit will be issued for 6 months regard less the Navigation License validity.**

\*\*\* In case the customer request to add tender boat and Jet Ski to the permit



4.1.2. DMA should ensure the availability of the required documents and accordingly:

- Approve: in case the request complies with all requirements, process proceeds to the next steps.
- Request for more information: in case missing any of the required documents DMA will communicate with customer through E-mail. Customer should send the missing required documents for another review.
- Reject: in case the request does not comply with the requirements, or in case the Navigation License, Statutory or valid Class Certificate not available or not valid (applicable for Pleasure Marine Craft above 24 m and for Commercial Marine Craft above 12 m), RAL user should notify the customer through E-mail to inform about rejection reason. (Process end)

4.1.3. Once approved, system will check for any suspension record linked to the owner profile/ marine craft. In case of any suspension / penalties, DMA will inform the customer for rectification as required and to resubmit.

4.1.4. In case no suspension/ penalties, DMA will evaluate the requirement to conduct an inspection as below:

- In case no inspection required, process proceeds to step Payment 4.3 of this procedure.
- In case inspection is required: process proceeds to step Inspection 4.2 of this procedure.
- More information required: once additional documents required, DMA will coordinate with customer to share the required document for another review.

## 4.2. Inspection

4.2.1. Once inspection is required, DMA will send SPL to customer through email.

4.2.2. Customer should settle the payment and send payment receipt to DMA email.

4.2.3. DMA will coordinate with customer to agree on the inspection date and time.

4.2.4. At the agreed date and time customer shall get the Marine craft to the inspection location on time and ensure that all requirements are satisfied.

4.2.5. DMA will conduct the inspection as per Marine Craft characteristics / checklist specific to the type of the boat that will be inspected.



Note: If the visiting Marine Craft carries on board marine crafts, they will be inspected as per the application.

#### 4.2.6. According to inspection result:

- Comply: in case all inspection requirements are met, process proceed to step Payment 4.3 of this procedure.
- Request for more information: in case more information is required, DMA will send email to customer explaining clearly the missing information required to be submitted within 15 calendar days. Customer should submit the required information for another review. In case customer failed to update within the agreed deadline, DMA will update the inspection result as not comply.
- Not comply: in case the inspection requirements are not met, DMA will send email to customer explaining clearly the reason for non-compliance. Customer should contact DMA and book another inspection, taking into consideration to comply with the inspection requirements before 21 calendar days of Customs clearance date. Process return to Conducting Inspection (4.2 of this procedure).
- Vessel Not found (If customer did not show): Customer should contact DMA and book another inspection, taking into consideration to comply with the inspection requirements before 21 calendar days of Customs clearance date. Process return to Conducting Inspection (4.2 of this procedure).

Note: in case it was the third (or above) inspection appointment inspection fees will be generated for customer to settle before booking the inspection.

#### 4.3.Payment

5.4.1. Once all requirements are received DMA will send SPL of the Permit fees and penalty SPL (only in case the marine craft exceeded 21 calendar days of Customs clearance date) to customer email.

5.4.2. Customer should settle the payment and send payment receipt to DMA email.

#### 4.4.Generate Foreign Visitor Marine Craft Permit

5.4.1. Once the payment settlement is notified, DMA will send electronic copy of the Permit and send to customer email.

## 5. Service Completion Time

No.	Process	Target	Frequency
5.1	Review Application and issue SPL/ reject (from the time of applying)	3 working day	Quarterly
5.2	Printing Foreign Vessel Permit (from the time of notifying payment settlement)	1 working day	Quarterly

## 6. Service Fees

No	Service	Fees (AED)
6.1	Fees for Foreign Vessel Permit	
6.1.1	Issue Sailing Foreign Vessel Permit for Marine Craft Less than 12 m	1,020
6.1.2	Issue Sailing Foreign Vessel Permit for Marine Craft up to 24 m	3,020
6.1.3	Issue Sailing Foreign Vessel Permit for Marine Craft above 24 m	5,020
6.2	Fees for Inspection	
6.2.1	Technical Inspection of a Foreign Visiting Marine Craft less than (12) meters	220
6.2.2	Technical Inspection of a Foreign Visiting Marine Craft (12) meters to less than (24) meters	420
6.2.3	Technical Inspection of a Foreign Visiting Marine Craft (24) m and above.	820
6.2.4	Moving Within the Emirate to Conduct a Marine Craft Technical Inspection(Excluding Floating Restaurants & Abbras)	520



6.3	Penalties	
6.3.1	Sailing Foreign Visitor Marine without Permission form the authority	2,020

## 7. Related Documents/ Forms

- 7.1. DCMA-MR-RAL-CF12a, Application for Foreign Vessel Permit.
- 7.2. DMA-MR-RAL -SF12a, Foreign Vessel Permit (Sailing).
- 7.3. DMA-MR-RAL -SF12b, Foreign Vessel Permit (Operation).

## 8. Applicable References and Regulations

اعتماد رسوم وغرامات سلطة مدينة دبي الملاحية المتعلقة بترخيص الشركات و المؤسسات الوطنية و الاجنبية و تصاريح المزاولة-صادر

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## 9. Process Workflow

