

Client Procedure for New 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 Marine Craft permits are issued by the Registration and Licensing Section within DMA when requested by the Client.

The objective is to comply with emirates specific regulations as well as federal regulations specified for Marine Craft permit issuing.

2. Scope

The scope of this procedure covers permits for commercial or pleasure marine craft with following types:

- Trail Permit.
- Temporary Sailing Permit.

3. Definitions and Abbreviations

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|-------------------------------|---|
| 3.1. Trail Permit. | : A permit issued for the marine craft for testing purposes. |
| 3.2. Temporary Sailing permit | : A Temporary Permit issued for the marine craft that require to move from one location to another. |
| 3.3. DMA | : Dubai Maritime Authority. |
| 3.4. SPL | : Service Price List generated form the CRM system |

4. Procedure

4.1. Application for New Maritime Activity Permit

- 4.1.1. Customers can visit the DMA 'Customer Happiness Centre' Or send email to RAL.Services@pcfc.ae and submit/attach the required documents mentioned below in Table (1).

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

	Maritime Permit Requested from	Required documents
a.	Common to all	Marine Craft Owner Valid Emirates ID passport and visa copy or Valid copy of Trade license in case the marine craft owner is a company.
b.	Common to all	Valid copy of insurance policy.
c.	For Trail Permit	Copy of Marine Craft registration (if available) or construction certificate or document issued by the sales agency with Marine Craft details.
d.	Common to all	Copy of Marine Craft skipper`s license.

4.1.2. DMA will review the submission and ensure the availability of the required documents and accordingly:

- Approve: in case the application complies with all requirements.
- Request for more information: in case of missing any of the required documents: DMA will notify the customer through email with the missing/additional required documents. Customer has to submit the missing document for another review.
- Reject: in case the request does not comply with the requirements, DMA will notify the customer through email with the application rejection.

4.2. In case no suspension/ penalties, DMA will send the payment SPL to the customer through eMail, customer should settle the payment as per Payment Process and send copy of payment receipt to DMA through email.

4.3. Once payment settlement is notified to DMA, DMA will issue the electronic copy of the Permit and send it to customer through email.

5. Process Measures

No.	Process	Target	Frequency
5.1	Time taken to review the submitted documents approve /reject/ request for more information (from the date of submitting the application)	1 working day	Quarterly
5.2	Time taken to issue the permit (from the date of payment)	1 Working day	Quarterly

6. Service Fees

	Service	Fees (AED)
6.1	Trail Permit	70 per day
6.2	Temporary Sailing Permit	220 per day

7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-SF16a Trial Permit.
- 7.2. DMA- MR-RAL-SF16b Sailing 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. 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
- 8.5. Law No (3) for the year 2013 for Determine the prohibited marine places in the Emirate of Dubai.

9. Process Workflow

