



## Client Procedure for New Marine Craft Permit

PCFC- Entity (Business Unit) Name	:	Dubai Maritime Authority
Department Name	:	Marine Registration
Section Name	:	Registration and Licensing
Document Reference Number	:	PCFC-DMA-MR-RAL-CP-16
Revision Number	:	02
Revision Date	:	May 2024
Classification	:	Public



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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 customer.

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 all new/imported marine crafts when they are required to be sold or to be tested by the agencies with the following types of permits:

- Annual Marine Craft Trail Permit.
- Marine Craft Trail Permit.
- Marine Craft Sailing Permit.

## 3. Definitions and Abbreviations

- 3.1. Annual Marine Craft Trail Permit : An annual permit issued for a licensed company within Dubai for the purpose of testing their marine crafts.
- 3.2. Marine Craft Trail Permit : A permit issued for the marine craft for testing purposes during one day only.
- 3.3. Marine Craft Sailing permit : A Permit issued for the marine craft that require to move from one location to another during one day only.
- 3.4. DMA : Dubai Maritime Authority.
- 3.5. SPL : Service Price List generated form the CRM system

## 4. Procedure

4.1. Before submitting for the permit, customer should be registered in DMA portal.

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4.2. Customers should send email [Info@pcfc.ae](mailto:Info@pcfc.ae) and attach the required documents mentioned below in Table (1).

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

	<b>Maritime Permit Requested from</b>	<b>Required documents</b>
a.	Common to all	Filling the Application form for Marine Craft Permit Ref (DMA-MR-RAL-CF16a).
b.	Common to all	Marine Craft Owner Valid Emirates ID or Valid copy of trade license in case the marine craft owner is a company.
c.	For Marine Craft Trail and Sailing Permit	Valid copy of full marine craft insurance policy covering the trail/sailing duration.
d.	For Marine Craft Trail and Sailing Permit	Copy of proof of ownership document or marine craft purchase invoice attested by the certified authorities or marine craft building certificate.
e.	For Marine Craft Trail and Sailing Permit	Copy of Marine Craft skipper`s license.

f.

4.3. DMA will review the submission and check if any suspension/ remarks linked to the customer profile 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 or any remarks/ suspension was found to be linked with customer profile: DMA will notify the customer through email with the action required from customer. Customer has to submit the missing document/ contact PCFC contact centre to settle the close the penalty/remark and then notify DMA for another review.



- **Reject:** in case the request does not comply with the requirements or customer is not registered in the portal, DMA will notify the customer through email with the application rejection.

4.4. Once the submission is approved, 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.

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

## 5. Service Completion Time

No.	Service	Completion Time
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
5.2	Time taken to issue the permit (from the date of payment)	1 Working day
5.3	Express service	Less than 24 hr

## 6. Service Fees

	Service	Fees (AED)
6.1	Annual Marine Craft Trail Permit	5020
6.2	Marine Craft Trail Permit	70
6.3	Marine Craft Sailing Permit	220
6.4	Express service	520

## 7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF16a, Application form for Marine Craft Permit
- 7.2. DMA-MR-RAL-SF16a, Marine Craft Trail Permit.
- 7.3. DMA-MR-RAL-SF16b, Marine Craft Sailing Permit.
- 7.4. DMA-MR-RAL-SF16c, Annual Marine Craft Trail 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

