

## Client Procedure for Amendment of Maritime Activity Permit

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## 1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how Maritime Activity Permits are amended 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 maritime activity permit issuing.

## 2. Scope

The scope applies for Maritime Activity Permits requested to operate:

- A Maritime Company Registered with Dubai Department of Economic Development.
- A Company Operating a Marine Craft Registered Outside Dubai
  - Amendment Company Details.
  - Amendment Activity (Add/ Remove). (Water sport / jet ski require MI & MTM)
  - Marine Craft registered outside Dubai for Amendment of Project Details.

## 3. Definitions and Abbreviations

DED license : License issued Dubai Department of Economic Development with the following activities:

- Leisure Yachts and boat rental.
- Jet ski rental.
- Water Sport Rental.
- Marine Club.
- Marine Training Institute.
- Diving Training Institute.

3.1. DMA : Dubai Maritime Authority.

3.2. SPL : SPL Service Price List generated form the CRM system

## 4. Procedure

### 4.1. Application for Amendment Maritime Activity Permit

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

**Table (1): Required documents for Amendment of Maritime Activity Permit Application**

	Maritime Permit Requested from	Required documents
a.	Common to all	Filling Application for Maritime Activity Permit (DMA-MR-RAL-CF17a).
b.	Common to all	Company License Number
c.	Add Activity Amendment for DED License	Marine Craft Berth Contract
d.	Add Activity Amendment for DED license with activities for Jet Ski Rental and/or Water Sport DED.	Rout Map for Marine Craft
e.	Marine Craft registered outside Dubai	Project Contract

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, application will be approved and process will proceed :
  - In case of Marine Craft registered outside Dubai the process will proceed to issuing the permit (4.3 of this procedure).

- In case of Maritime Activity for license registered with DED the process will proceed to Inspection process ( 4.2 of this procedure)
  - 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

4.1.3. In case of suspension/ penalties, customer should contact PCFC contact centre to settle the payment.

#### 4.2. Inspection process

4.2.1. DMA will coordinate with the customer to arrange the inspection appointment.

4.2.2. Once the Inspection is completed and approved the application will proceed to the issuing the permit (4.3 of this procedure).

#### 1.3. Issuing the Maritime Permit

4.3.1. Once the application is approved, and the inspection is done (if required) Payment SPL will be sent to the customer through email, customer should settle the payment as per Payment Process and send copy of the payment receipt to [RAL.Services@pcfc.ae](mailto:RAL.Services@pcfc.ae).

4.3.2. Once payment is settled, DMA will issue the electronic permit send it to customer through email.

### 5. Service Completion Time

No.	Process	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



## 6. Service Fees

	Service	Fees (AED)
6.1	Amendment of Maritime Activity Permit	120

## 7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF17a, Application for Maritime Activity Permit.
- 7.2. DMA-MR-RAL-SF17a, Maritime Activity 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

