

Client Procedure for Renew 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 Marine Craft permits are renewed 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 from:

- DED license or any authority licenses from Dubai
- Marine Craft registered outside Dubai.

3. Definitions and Abbreviations

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

- Jet Ski Rental activities
- Watersports Equipment Rental
- Leisure Yachts & Boats Rental
- Diving & Snorkeling Club
- Marine Tours Operation
- Water Sports Training Services
- Boating & Yachting Training Institute
- Sport & Recreational Club

3.1. DMA : Dubai Maritime Authority.

4. Procedure

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

Table (1): Required documents for the Application to Renew Maritime Activity Permit

	Maritime Permit Requested from	Required documents
a.	DED Licenses	Filling Application for Renew Maritime Activity Permit (DMA-MR-RAL-CF17a)
b.	Common to all	Renewal Undertaking for Renewal Marine Craft Permit form /Undertaking Letter (DMA-MR-RAL-CF18a) with the company letter head.
c.	Marine Craft registered outside Dubai	Update Marine Craft License Copy
d.	Marine Craft registered outside Dubai	Marine Craft Insurance
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, DMA will check if any suspension/ penalties related to the applicant and proceed with next steps.
- 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 center to settle the payment.

4.1.4. Once the application is approved, 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.

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

5. Service Completion Time

No.	Process	Target
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	Maritime Activity for DED License	5020
6.2	Maritime Activity for Marine Craft registered outside Dubai	5020

7. Related Documents/ Forms

- 7.1. DMA-MR-RAL-CF17a, Application for Maritime Activity Permit.
- 7.2. DMA-MR-RAL-CF17b, Undertaking for Renewal Permit.
- 7.3. 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

