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# YACHTING - DUBAI WINTER SEASON

ALL YOU NEED TO KNOW

## SAILING ENTRY - CHECKLIST

Sailing Permit Requirement	
1	Filling the foreign visiting yacht permit application form signed & stamped by Marine lines Agent
2	NOC/Undertaking letter from Marine lines Agent
3	Trade license copy of Marine lines Agent
4	Foreign Marine Craft Registration Document (Initial/Provisional Registration not accepted)
5	Foreign Marine Craft Owner Documents: In case of Individual: Passport In case of Corporation: Certificate of Incorporation
6	Insurance Policy. Insurance documents details should include: <ul style="list-style-type: none"> <li>• Policy No.,</li> <li>• Owner name,</li> <li>• Craft Details: Official number, Flag of registry, Craft Name, Other craft details.</li> <li>• Validity period (should cover the permit validity period)</li> <li>• Should cover UAE water</li> </ul>

Sailing Permit Requirement	
7	Berth contract Or DMCA Long stay permit / letter of maritime maintenance workshops Contract/Permit should include: <ul style="list-style-type: none"> <li>• Owner name,</li> <li>• Craft Name/official number,</li> <li>• Berth No. / Anchorage location</li> <li>• Berth can be changed and agent should update DMCA with new berthing location</li> </ul>
8	Custom Clearance
9	Immigration Documents
10	Onboard Crafts (Jet Ski/Tenders) details if any (In case the desire of use) <ul style="list-style-type: none"> <li>• Marine Craft Type</li> <li>• Hull Identification Number</li> <li>• Engine Serial Number</li> <li>• Marine Craft Color</li> <li>• Marine Craft Length</li> </ul>

## CARGO ENTRY - CHECKLIST

Undertaking Letter & Sailing Permit Requirements	
1	Filling the foreign visiting yacht permit application form signed & stamped by Marine lines Agent
2	NOC/Undertaking letter from Marine lines Agent
3	Trade license copy of Marine lines Agent
4	Foreign Marine Craft Registration Document (Initial/Provisional Registration not accepted)
5	Foreign Marine Craft Owner Documents: In case of Individual: Passport In case of Corporation: Certificate of Incorporation
6	Filling Foreign Visitors Marine Craft Entering by Cargo Application Form
7	Insurance Policy. <b>Insurance documents details should include:</b> <ul style="list-style-type: none"> <li>• Policy No.,</li> <li>• Owner name,</li> <li>• Craft Details:</li> </ul> <b>Official number, Flag of registry, Craft Name, Other craft details.</b> <ul style="list-style-type: none"> <li>• Validity period (should cover the permit validity period)</li> <li>• Should cover UAE water</li> </ul>

Undertaking Letter & Sailing Permit Requirements	
9	Berth contract Or DMCA Long stay permit / letter of maritime maintenance workshops Contract/Permit should include: <ul style="list-style-type: none"> <li>• Owner name,</li> <li>• Craft Name/official number,</li> <li>• Berth No. / Anchorage location</li> <li>• Berth can be changed and agent should update DMCA with new berthing location</li> </ul>
10	Custom clearance
11	Onboard Crafts (Jet Ski/Tenders) details if any (In case the desire of use) <ul style="list-style-type: none"> <li>• Marine Craft Type</li> <li>• Hull Identification Number</li> <li>• Engine Serial Number</li> <li>• Marine Craft Color</li> <li>• Marine Craft Length</li> </ul>

PERMIT TO OPERATE

PROCEDURES FOR ISSUING OPERATION PERMITS FOR VISITING FOREIGN MARINE CRAFTS

REQUEST FOR A SAILING PERMIT BEFORE THE VESSEL ENTRY TO THE COUNTRY WATER BY SAILING

- 1 Submit the required documents to Dubai Maritime City Authority
- 2 Submit crew and passengers list on API system (Advanced Passenger Information) by the agent.
- 3 DMCA issues the Single Sailing Permit until procedure completion
- 4 **DMCA coordinates with:**
  - Dubai Customs for vessel inspection
  - The General Directorate of Residency and Foreigners Affairs (GDRFA) in Dubai (if a VIP service is requested) or the agent visits the GDRFA directly
- 5 Book an appointment for technical inspection and pay inspection fees
- 6 Once Inspection is passed and after compliance with all requirements and paying permit fees, DMCA will issue the Operation Permit

REQUEST FOR A SAILING PERMIT AFTER THE VESSEL ENTRY TO THE COUNTRY WATER BY SAILING

- 1 Submit the required documents to Dubai Maritime City Authority
- 2 **DMCA coordinates with:**
  - Dubai Customs for vessel inspection
  - The General Directorate of Residency and Foreigners Affairs (GDRFA) in Dubai (if a VIP service is requested) or the agent visits the GDRFA directly
- 3 Book an appointment for technical inspection and pay inspection fees
- 4 Once Inspection is passed and after compliance with all requirements and paying permit fees, DMCA will issue the Operation Permit

REQUEST FOR A SAILING PERMIT THE VESSEL ENTRY TO THE COUNTRY WATER BY CARGO

- 1 Submit the required documents to Dubai Maritime City Authority
- 2 DMCA issues the Letter of Undertaking and Single Sailing Permit until procedure completion
- 3 The Vessel enters the Berth
- 4 **The agent makes the following requests:**
  - Exit Permit (Managing Maritime Mooring Operations in the Authority)
  - Submit Exit Permit to Dubai Customs system, and provide DMCA with proof of submission.
  - Visit The General Directorate of Residency and Foreigners Affairs in Dubai
- 5 Book an appointment for technical inspection and pay inspection fees
- 6 Once Inspection is passed and after compliance with all requirements and paying permit fees, DMCA will issue the Operation Permit

## VISA STATUS CHANGE

1- Documents required for seafarer visa extension (change status)?	١- المستندات المطلوبة لتمديد تأشيرة البحارة (تعديل الوضع)?
Submit a new visa application for a yacht crew (passport copy + personal photo + a copy of the marine passport), in case his profession is a sailor. A letter from the marine agent shall be attached if the profession is cook or a host.	تقديم طلب تأشيره جديده طاقم يخوت ( صورة جواز + صورة شخصيه + صورة الجواز البحري ) في حال كانت مهنته بحار واذا كانت مهنته طباطخ او مضيف ترفق رسالة من الوكيل البحري
2- Procedures for changing the status:	٢- الاجراءات الخاصة بتعديل الوضع؟
Paying AED 690; the visa issuance fee inside the country	دفع رسوم اصدار تأشيرته داخل الدوله ٦٩٠ درهم
<p><b>Steps to change the status after paying the required fees:</b></p> <ul style="list-style-type: none"> <li>The representative of the marine agent shall visit the yacht department to pay the exit fees for the valid visa. After the exit fee is paid, the delegate visits the sailors' visa department to issue the new visa.</li> <li>The delegate visits the yachting department after issuing the new visa to pay the entry fees for the new visa</li> </ul>	<p>خطوات اجراءات تعديل الوضع بعد دفع الرسوم المطلوبه :</p> <ul style="list-style-type: none"> <li>يتوجه مندوب الوكيل البحري الى قسم اليخوت لتسديد حركة خروج على التأشير السارية وبعد تسديد الخروج يتوجه المندوب الى قسم تأشيرة البحارة لاصدار التأشير الجديدة.</li> <li>مراجعته المندوب قسم اليخوت بعد اصدار التأشير الجديده لتسديد حركة الدخول على التأشير الجديدة</li> </ul>
3- Fees?	٣- الرسوم؟
AED 450 for Status change	رسوم تعديل وضع ٥٤٠ درهم
4- Numbers and addresses of (Jebel Ali Port, Dubai Harbor, Port Rashid, Hamriyah Port, Dry Docks, Dubai Maritime City)	٤- ارقام و عناوين افرع الادارة التالية (ميناء جبل علي، دبي هاربور، ميناء راشد، ميناء الحمريه، الاحواض الجافة، مدينة دبي الملاحيه)
To be provided later.	سيتم موافاتكم لاحقاً.
Procedures for moving to the yacht:	بالنسبة لإجراءات الانتقال لموقع اليخوت ؟
AED 100 fee per person, without the need for the crew to move to DNRD building.	ستكون بقابل ١٠٠ درهم للفرد وبدون الحاجه لاحضار الطاقم لمبنى الادارة.

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