



## User Manual

# Renewal of navigation license for commercial ship

V 1.1

2025

1. Open MOEI website: <https://www.moei.gov.ae>

From the home page, go to Services Directory, choose the category “Maritime Transportation” Then select the Sub category “Renewal of navigation license for commercial ship” you can view the service Info by clicking on “Service Name” or start the service immediately by clicking on “Start Service”

The screenshot displays the MOEI website's home page. At the top, there is a navigation bar with the following items: Home, Services, Media Center, Knowledge Center, Digital Participation, Open Data, About Ministry, and Ask MOEI. A search bar is located in the top right corner. Below the navigation bar is a large banner with the text "Our services are at your fingertips 24/7" and an image of a smartphone displaying the MOEI mobile app. To the right of the banner, there is a "Download App Now" section with buttons for the App Store and Google Play, along with QR codes. Below the banner, the "Services" section is visible, featuring a "Check Request Status" button and a list of service categories: Most used services, All Services, My Favourites, Zayed Housing Program, Land Transport, Maritime Transport, Infrastructure, Geological, Inquiry, and Petroleum Products Trading. A search bar for services is located at the bottom left, and a "Chat with Us" button is at the bottom left corner.

Most used services All Services My Favourites Zayed Housing Program Land Transport **Maritime Transport** Infrastructure Geological Inquiry Petroleum Products Trading

Search by a service keyword .....

**Renewal of navigation license for commercial ship**

This service allows the ships owner company to renew the navigation license for a national commercial...

Start Service →

**Renewal of pleasure boat registration**

This service allows customers to renew the registration of a pleasure boat

Start Service →

**Issuing seafarer's license**

This service allows the customer to obtain a license for seafarers for working onboard ships

Start Service →

**Replacement for a lost or damaged small boat driving license**

This service allows the customer to issue a replacement for a lost or damaged boat license of all...

Start Service →

**Amend navigation license data for commercial ship**

This service allows the customers to amend the navigation license data for national and foreign commercial...

Start Service →

**Amending pleasure boat registration data**

This service allows customers to request an amendment to the data or change the name of the license for ...

Start Service →

**Annual endorsement of port statement of compliance**

Annual endorsement of port statement of compliance to as per the requirements of international...

Start Service →


**Application for mortgage on a national commercial vessel**

This service allows the company to register a mortgage on a national commercial vessel.

Start Service →

2. Then it will redirect you to the Login page, you can login by using UAE PASS.

Sign in to your account

 Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

For more information please check the user manual from [Here](#)

3. Fill the application Information.

### Renewal of navigation license for commercial ship

Official No \*

0008529

Vessel Name English \*

ALFATTAN 11

Vessel Name Arabic

 Search

Renewal of navigation license for commercial ship



**VESSEL INFORMATION**

Registration Centre \*

Abu Dhabi Centre

Type Of Vessel		Official Number	
Vessel Name English		Vessel Name Arabic	
Port Of Registry	Abu Dhabi	Vessel Type	
Nationality	United Arab Emirates	Ship Flag	UAE
Owner Type		No. of Passenger	0
Previous Name		Previous Port Of Registry	
Previous Official Number		Previous Date Of Registry	
Hull Identification No		Hull Color	
Manufacturer		IMO No.	
Insurance Start Date		Insurance End Date	
<a href="#">View less</a>			



Form Completion

Save and Continue Later

Next

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Renewal of navigation license for commercial ship

List Of Certificates Of Commercial Ships

Certificate Name

+ Add New

Certificate Name *		Last Survey Date
<input type="text"/>		<input type="text"/>
Issue Date *	Expiry Date *	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>

✓ Save

✗ Delete

33.33%

Form Completion

📄 Save and Continue Later

↩ Previous

✓ Next

↩ Back

Renewal of navigation license for commercial ship

Operator Details

Operator Name in English		Operator Name in Arabic	
<input type="text"/>		<input type="text"/>	
ID of Operator		Address of Agent	
<input type="text"/>		<input type="text"/>	
Name of Agent		Name of Agent Arabic	
<input type="text"/>		<input type="text"/>	
Max No Passenger	Max No Crew	Min No Crew	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Survey Date 1 *	Survey Date 2 *		
<input type="text"/>	<input type="text"/>		

Survey Date 1 \*

Survey Date 2 \*

### Operation Area

Operation Area

0%  
Form Completion

4. Upload the needed documents.

### Renewal of navigation license for commercial ship

#### Upload Attachments

Vessel's CLASS and statutory certificates as applicable \*

**Select or drag and drop files here**  
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

This field is required

Ship's insurance as applicable \*

**Select or drag and drop files here**  
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

This field is required

Ship Station License from the Communications Regulatory Authority \*

**Select or drag and drop files here**  
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

This field is required

A copy of the company's commercial license \*

**Select or drag and drop files here**  
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

This field is required

To submit certificates of compliance with (GCCC) for passenger ships more than 12 meters and less than 24 meters and other ships more than 12 meters and less than 500 tons

**Select or drag and drop files here**  
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

0%

Form Completion

Save and Continue Later

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5. Submit the request by click on “Submit“.



### Renewal of navigation license for commercial ship



#### Submit And Finish

Comments

I, the applicant, hereby declare that all the information and documents provided for this transaction are correct; and if they are proven incorrect or there is any tampering or forgery in them, the Ministry has the right to take the necessary legal measures regarding this \*




Form Completion

 Save and Continue Later

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 Submit

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6. Fill the satisfaction survey about the eService, when the following pop-up shows up:



### Customer Pulse Survey

Overall, how satisfied are you about the service? \*

Extremely Dissatisfied ★ ★ ★ ★ ★ ★ Extremely Satisfied

Next





Customer Pulse Survey

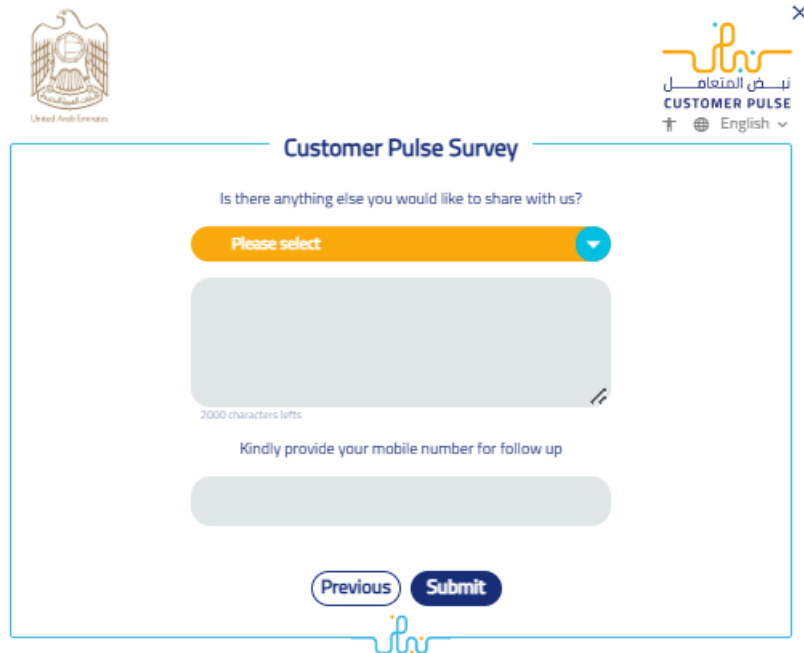
Based on your experience in getting the service.  
To what extent do you agree on the following  
statements?

	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree
Ease of using UAE Pass	★	★	★	★	★	★	★
Service information was clear and accurate	★	★	★	★	★	★	★
I was able to access the service through the website easily	★	★	★	★	★	★	★
The service application procedures were easy	★	★	★	★	★	★	★
Payment options were easy and error-free	★	★	★	★	★	★	★
I was able to track my service status and get updates	★	★	★	★	★	★	★
The time to complete the service was as per my expectations	★	★	★	★	★	★	★
There were no obstacles or technical issues while using the website	★	★	★	★	★	★	★
Availability of Online Support	★	★	★	★	★	★	★
I was proactively notified or reminded to apply for the service	★	★	★	★	★	★	★
My documents & Information were available and there was no need to upload them again	★	★	★	★	★	★	★

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Customer Pulse Survey

Is there anything else you would like to share with us?

Please select

2000 characters lefts

Kindly provide your mobile number for follow up

Previous Submit

7. After the application is approved by the ministry, you will receive the Certificate automatically via email. However, you can also view and download the certificate from the end user dashboard through Request Status boxes Or My Application:

- a. Click on the "My Application" as shown in the image below

Dashboard

My Applications

My Payments

Notifications

Welcome,  
Test User

- b. for searching/filtering the requests based on Reference Number/Request Date/Service Name/Request Status:

 **My Applications**

Services by Category

Maritime Transport Services ▼

Service

Please Select ▼

My Company

Please Select ▼

Company PRO

Please Select ▼

Application Status

Please Select ▼

Keyword (Reference Number)

Use Date Range

**Search**

Reset Filters