



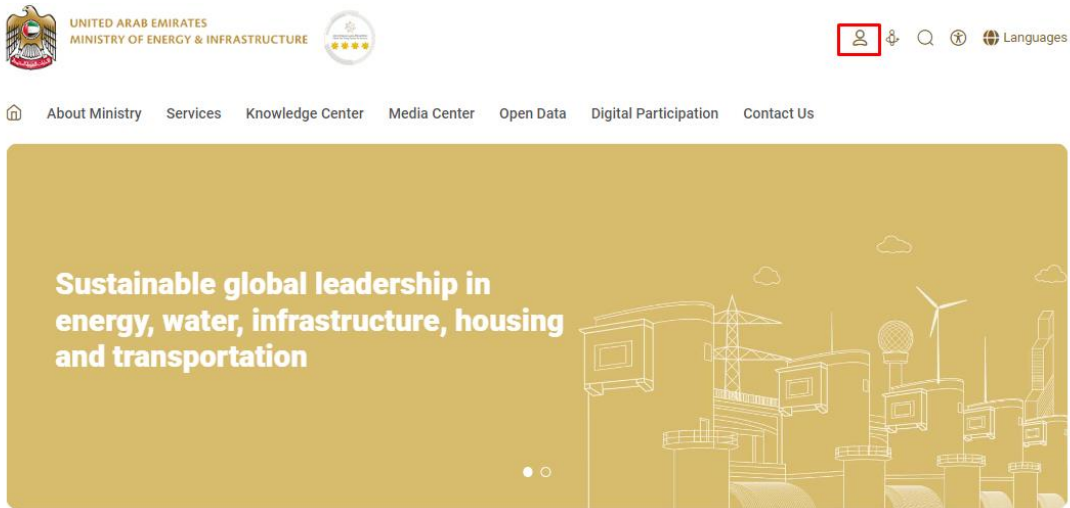
## User Manual

# Renewal of navigation license for commercial ship

V 1.1

2024

1. Open MOEI website: <https://www.moei.gov.ae>
2. From the home page, go to Services Directory, choose the category “Maritime Transportation” Then select the Sub category “Commercial vessel services”. you can view the service Info or start the service immediately by clicking on Start Button



3. you can view the service Info or start the service immediately by clicking on Start Button

**Services**

Search by a service keyword .....

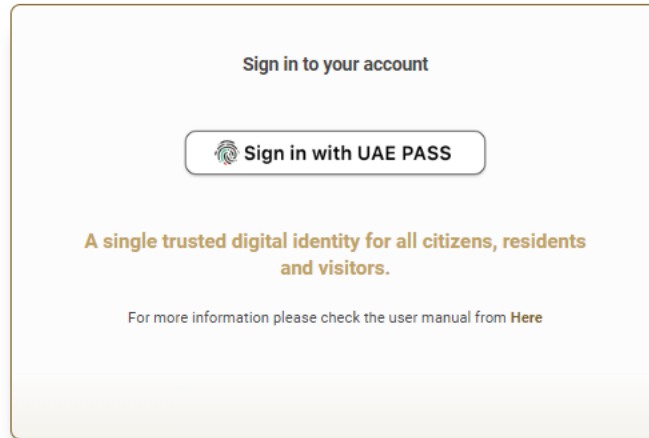
Request Status My Favourites

Manzali Bundle E-Services Help Proactive services Added value

- Most used services
- All Services
- Zayed Housing Program
- Land Transport
- Maritime Transport
  - Commercial Vessel Services (30)**
  - Pleasure Boat Services (13)
  - Port Services (4)
  - PROs Services (7)
  - Seamen Affairs Services (16)

Maritime Transport	Maritime Transport	Maritime Transport
Renewal of navigation license for commercial ship	Amend navigation license data for commercial ship	Application for mortgage on a national commercial vessel
Maritime Transport	Maritime Transport	Maritime Transport
Cancellation of the navigation license for commercial ship	Extend the navigation License for commercial ship	Issuing navigation license for commercial ship

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



5. Fill the application Information.

Renewal of navigation license for commercial ship

Official No *	Vessel Name English *
<input type="text" value="0008529"/>	<input type="text" value="ALFATTAN 11"/>
Vessel Name Arabic	
<input type="text"/>	

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

Back

Renewal of navigation license for commercial ship

List Of Certificates Of Commercial Ships



Certificate Name

+ Add New

Certificate Name \*

Last Survey Date

Issue Date \*

Expiry Date \*

Remarks

✓ 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

ID of Operator

Address of Agent

Name of Agent

Name of Agent Arabic

Max No Passenger

Max No Crew

Min No Crew

Survey Date 1 \*

Survey Date 2 \*

Survey Date 1 \*

Survey Date 2 \*

**Operation Area** + Add New

Operation Area

0% Form Completion

6. 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 Previous Next Back

7. 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

Previous

Submit

Back



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



**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
Availability & accuracy of Service information	☆	☆	☆	☆	☆	☆	☆
Ease of Service accessibility in the Smart Application	☆	☆	☆	☆	☆	☆	☆
Ease & Simplicity of Service Application Steps	☆	☆	☆	☆	☆	☆	☆
Ease and Variety of payment options	☆	☆	☆	☆	☆	☆	☆
Possibility of Service Status Tracking	☆	☆	☆	☆	☆	☆	☆
Service Completion time was reasonable & within my expectations	☆	☆	☆	☆	☆	☆	☆
Smart Application efficiency (no delays or errors in app)	☆	☆	☆	☆	☆	☆	☆
Availability of Online Support	☆	☆	☆	☆	☆	☆	☆

Previous Next

**Customer Pulse Survey**

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

Please select

2000 characters left


Kindly provide your mobile number or Email for follow up

Previous Submit

9. 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

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

 My Applications

---

Services by Category Service

My Company Company PRO

Application Status

Keyword (Reference Number)

Use Date Range