



User Manual

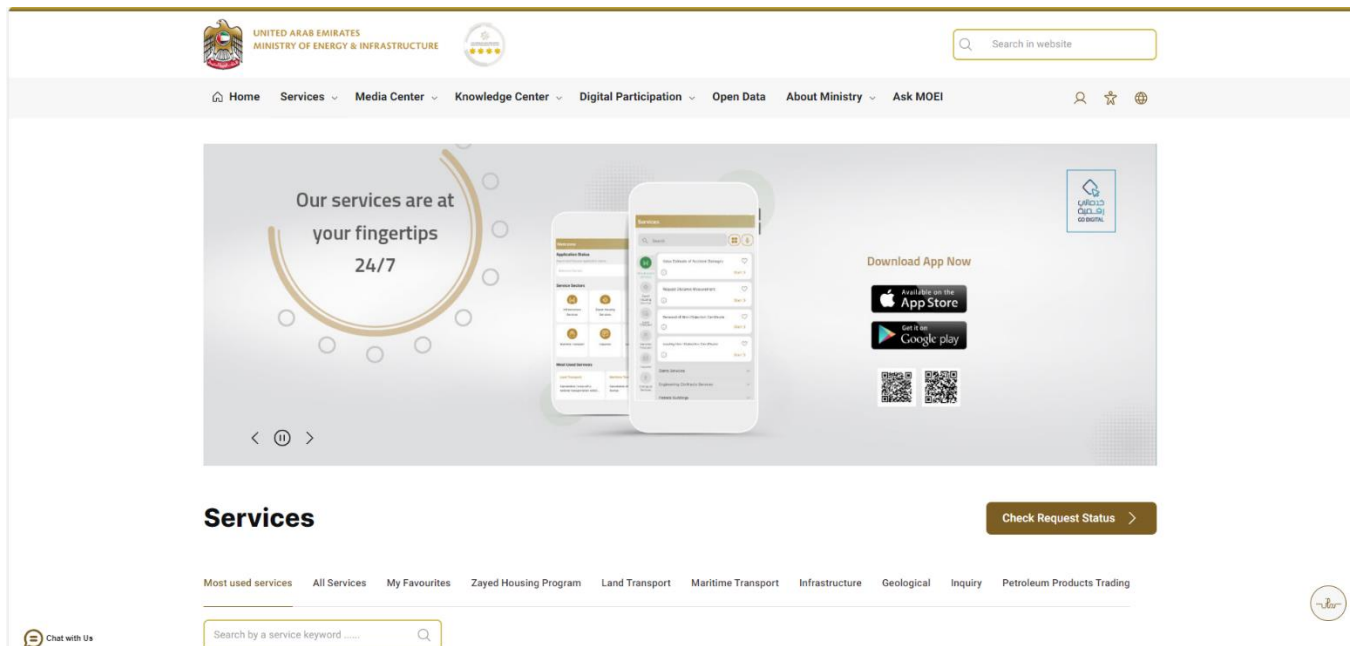
Issuing navigation license for commercial ship

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 “Issuing 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 of the page.

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

Inspection of a foreign commercial vessel visited after the first inspection

This service allows for the inspection of the ship to ensure that all the observations found in the initial...

Start Service →

Issue a new port statement of compliance

Issuing a new port statement of compliance to comply with the requirements of international ships ...

Start Service →

Issuing a registration for a pleasure boat mortgage

This service allows customers to register a mortgage on a national pleasure boat.

Start Service →

Issuing deletion pleasure boat certificate

This service allows the customer to issue a deletion certificate for a national pleasure boat and cancel t...

Start Service →

Issuing navigation license for commercial ship

The service allows the customers to issue navigation license for national and foreign commercial vessel

Start Service →

Issuing of small boat driving license

This service allows the customer to issue a boat driving license in all its categories in all emirates of the...

Start Service →

Issuing pleasure boat registration

This service allows the customer to register a pleasure boat

Start Service →

Loss / damage replacement of port statement of compliance


This service allows customers to issue a replacement for a lost or damaged port compliance stateme...

Start Service →

< Previous 1 2 3 **4** 5 ... 7 8 9 Next >

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.

VESSEL DETAILS ▼

Fetch vessel info from global system Marine Traffic

Search

———— Basic Details ————

Registration Centre

* Your Application will be Processed in the Selected Registration Centre

Vessel Name Arabic * Vessel Name English *

Vessel Type *

Official No * Official No Arabic *

Radio Call Sign * Frequency *

Equipment Model * Equipment Manufacturer *

Equipment Sr. No * Ship Flag *

Gross Tonnage * Net Tonnage *

Length over all * Building Date *

Built Year * Builder Name *

Built Place - English * Manufacturer *

Owner Name * Owner Name Arabic *

Owner Address * IMO No. *

Port Name - in English * Port Name - in Arabic *

Name of the Project *

Save
Clear

OPERATOR DETAILS

Operator Name in English *

Operator Name in Arabic *

ID of Operator *

Address of Agent *

Name of Agent *

Name of Agent Arabic *

Operation Area
 --Please Select--

Max. No Passenger * Max. No Crew * Min. No Crew * Survey Date 1 * * Survey Date 2 * *

SAFETY DETAILS

Life Boat

Quantity Capacity Quantity Capacity Quantity Quantity

Rescue Boat

Quantity Capacity Summer Winter

Winter North Atlantic Tropical Bilge Tank Sludge Tank Sewage Tank

 M³/Hour M³ M³

Fixed Fire Fighting Equipment

Equipment Name Quantity Last Inspection Date

--Please Select-- 1

Portable Fire Fighting Equipment

Equipment Name Quantity

--Please Select-- 1

RELATED SERVICES*

Vessel Inspection


GCC Code Certificate Check List














GCC Code Certificate Check List

GCC Code Certificate not mandatory.

4. Upload the needed documents.

UPLOAD ATTACHMENTS*

You can upload your attachment from previously submitted main (new,renew) application's, for this feature choose  this button from the below table

#	Document Name	Req*	Count	#	Attachment Name	SRNo		
1	the Lease Contract issued by UAE Government / Semi-Government Organization for Foreign Flagged vesse	Yes	0		No Attachment Added			
2	the Minimum Safe Manning Certificate+Radio license by TRA (except military vessels	Yes	0		No Attachment Added			
3	the Registration Certificate	Yes	0		No Attachment Added			
4	Copy of Trade license +copy of commerce chamber membership	Yes	0		No Attachment Added			
5	Vessel's Statutory / Class Certificates as applicable	Yes	0		No Attachment Added			
6	Copy of the insurance	Yes	0		No Attachment Added			
7	GCCC certificate for more than 12 and less than 24 meter passenger vessels and more than 12 meter an	No	0		No Attachment Added			
8	Active PRO card -two side	No	0		No Attachment Added			

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

SUBMIT & 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.

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

United Arab Emirates

تقييم المتعاملين
CUSTOMER PULSE
English

Customer Pulse Survey

Overall, how satisfied are you about the service? *

Extremely Dissatisfied Extremely Satisfied

Next



Customer Pulse Survey

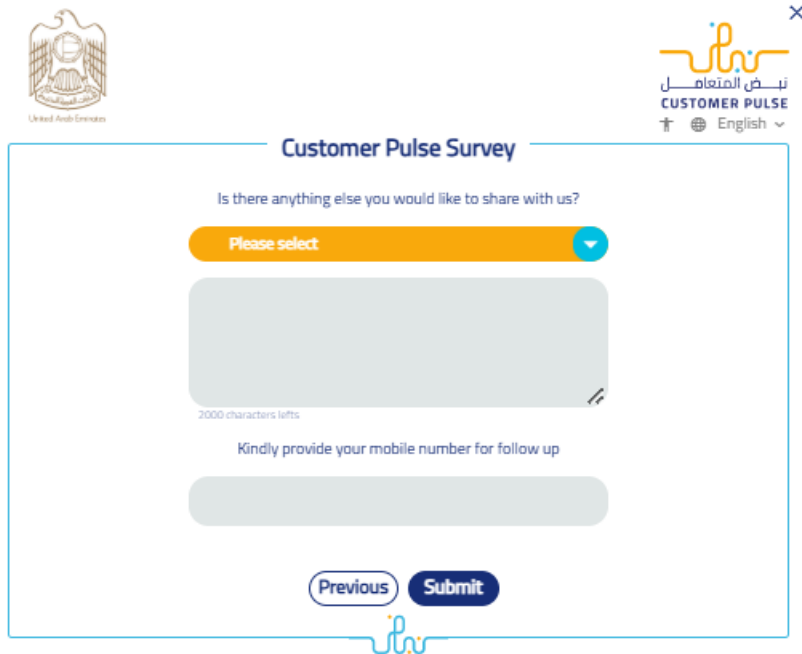
Based on your experience in getting the service.
To what extent do you agree on the following
statements?

	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	★	★	★	★	★	★	★

Previous

Next





United Arab Emirates

نقص المتعامل
CUSTOMER PULSE
English

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