

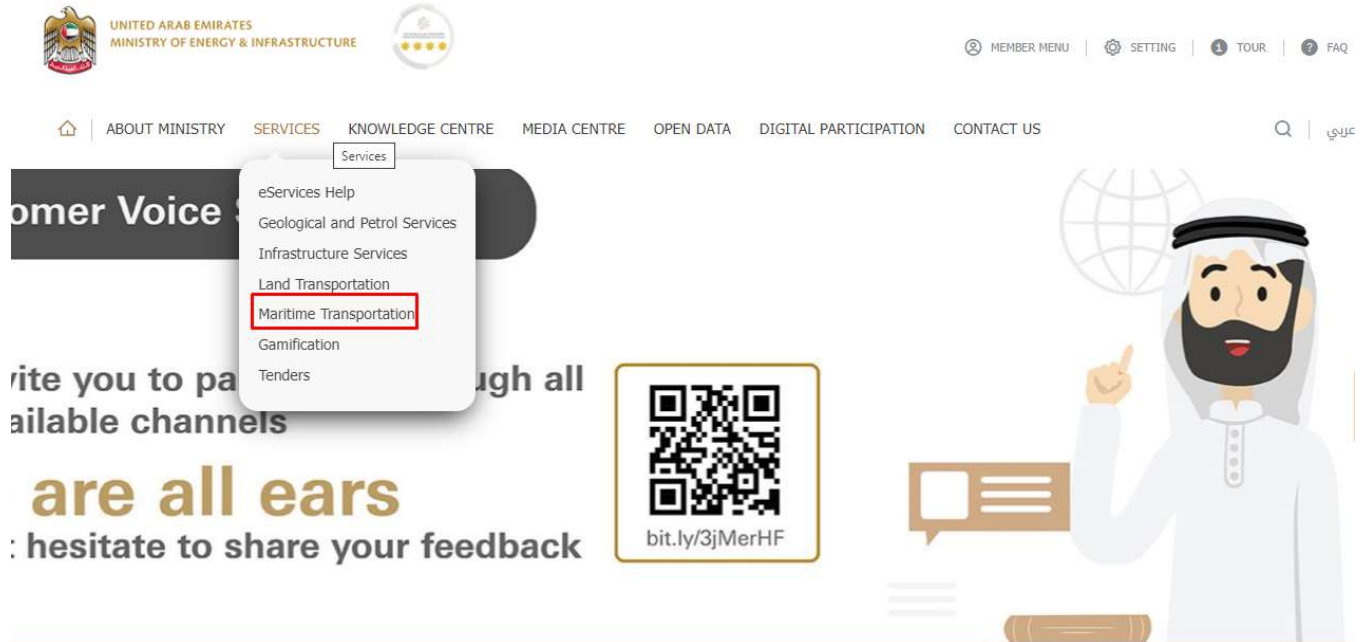


# User Manual

## For Commercial Vessel Services

V 1.0  
2021

1. Open MOEI website: <https://www.moei.gov.ae>
2. From the home page, go to “Services” tab, then choose “Infrastructure Services”.

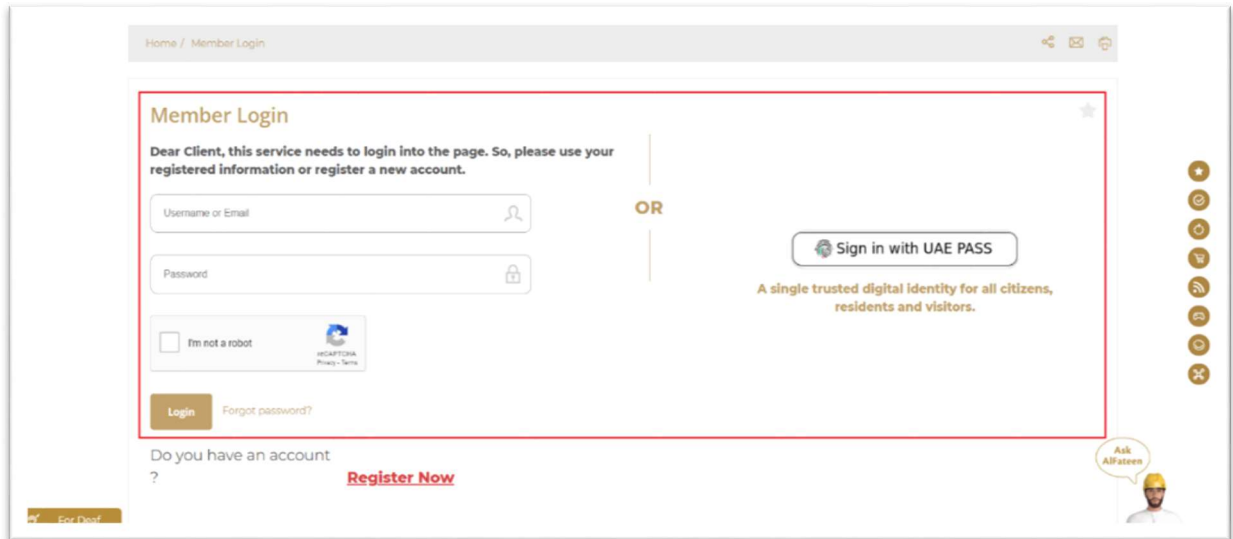


3. From Services Directory, choose the category “Maritime Transportation”.
4. Then select the Sub category “Commercial Vessel Services” ,thin choice the service you need.

The screenshot shows a web interface for the Ministry of Energy and Infrastructure. At the top, there are four main service categories: Geological and Petrol Services, Infrastructure Services, Maritime Transport (highlighted with a red box), and Land Transport. Below these, there are four sub-menu options: Pleasure Boat Services, Seamen Affairs Services, Commercial Vessel Services (highlighted with a red box), and PROs Services. The 'Commercial Vessel Services' sub-menu is expanded, showing a grid of 12 service cards. Each card contains a document icon with a checkmark, a title, and two buttons: 'START' and 'VIEW INFO'. The services listed are:

- Request to amend Navigation License data for national / foreign commercial ship
- Request of deletion the registered mortgage on a national commercial vessel
- Request for issuance of deletion certificate for national commercial ship
- Request for replacement of lost / damaged deletion certificate for national commercial ship
- Request replacement for a lost / damaged Navigation License for national / foreign commercial ship
- Request to extend a provisional registration certificate for a national commercial ship
- Request to amend data of the Continuous Synopsis Record for national commercial ship
- Request for replacement of lost / damaged of the Continuous Synopsis Record for national commercial ship
- Request for issue / extension of exemption certificate for national commercial ship

5. you can view the service Info or start the service immediately by clicking on Start Button
6. Then it will redirect you to the Login page, you can login by email registered and password or using UAE PASS.





7. Fill the application Information.


NAVIGATION CERTIFICATE FOR FOREIGN COMMERCIAL SHIP-NEW


Step 2 of 2:

Fill all the required fields (\*) then submit and finish the application:


Steps: 

Required Documents to complete this application: 

**VESSEL 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  \*      Nationality  
  \*


Gross Tonnage  \*      Net Tonnage  \*

Length over all  \*      Building Date   \*

Built Year  \*      Builder Name


Built Place - English  
  \*      Manufacturer


Owner Name  \*      Owner Name Arabic


Owner Address  


Port Name - in English  \*      IMO No.


Name of the Project  \*      Port Name - in Arabic


**OPERATOR DETAILS** 

**SAFETY DETAILS** 

**RELATED SERVICES\*** 

**GCC Code Certificate Check List** 

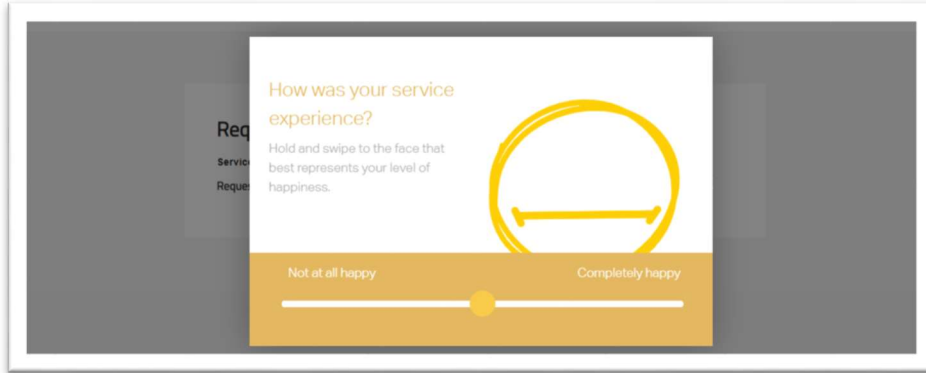
**UPLOAD ATTACHMENTS\*** 

**SUBMIT & FINISH \*** 

8. Upload the needed documents.

9. Submit the request by click on “Submit”.

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



11. When the request is approved by the ministry, then an email notification will be sent automatically to the customer in order to pay the fees through the electronic service

12. Also, you can find, view and download all your reports, certificates and receipts from the end user dashboard.

