



دبي التجارية
DUBAI TRADE

DP World Hamriya - Operations Certificate Amend User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Hamriya – Operations Certificate Amend
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	20 th October, 2025
Current Version	1.0

This service enables Shipping Agents to update NOC/Certificate requests or respond to Hamriya Port Authority's clarifications before approval.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Hamriya**
3. Then, **Amend**
4. Then Go to **Operations Certificate**

Procedure:

1. The below screen will be displayed. Use the different search criteria then click "**Search**" to display records.

The screenshot shows a web application interface for 'Amend Operations Certificate'. At the top, there is a breadcrumb trail: 'Home > Amend > Amend Operations Certificate'. Below this, the title 'Amend Operations Certificate' is displayed in red. The main form area contains several input fields: 'Request Type' (a dropdown menu with '-- Please Select --'), 'Request No' (a text box), 'Vessel Name' (a text box), 'From Date' (a date picker showing '16-Oct-2025' with a calendar icon and the format 'DD-MON-YYYY'), 'Rotation Number' (a text box with a search icon), 'Vessel Number' (a text box with a search icon), 'To Date' (a date picker showing '22-Oct-2025' with a calendar icon and the format 'DD-MON-YYYY'). A red error message '(The date range cannot exceed 7 days)' is visible below the 'From Date' field. At the bottom right of the form, there are two buttons: 'Search' (highlighted with a red rectangle) and 'Reset'.

This image is a close-up of the 'Request Type' dropdown menu from the 'Amend Operations Certificate' form. The dropdown is open, showing a list of options: '-- Please Select --', 'BUNKERING', 'NOC for Maintenance Hot Work', 'NOC for Inspection / Replacement', 'Drinking Water', 'Other NOC', 'NOC to Change vessel details', and 'Express Berth -Wharfage'. The first option, '-- Please Select --', is currently selected and highlighted in blue.

2. Records will be displayed on this page. Click "**Details**" to view the amendment page.

Amend Operations Certificate

Request Type -- Please Select --

Request No

Vessel Name

From Date
DD-MON-YYYY

(The date range cannot exceed 7 days)

Rotation Number

Vessel Number

To Date
DD-MON-YYYY

Search

Reset

Operation Certificate List				
Request No	Date of Request	Request Type Desc	Request Desc	Action
100000000522	21-Oct-2025	Drinking Water	Miscellaneous service - drinking water	<div>Details</div>

3. Update the editable fields or re-upload some documents then click "**Submit**" to confirm amendment or "**Back**" to return to the previous page.

Amend Operations Certificate

* Indicates a required field.

Request Type *

Request Type Description

Rotation Number *

Vessel Number

Vessel Name

Date of Request

From Date *

To Date *

Total Gallons *

Total Tons *

Vessel Location

Remarks

Approver Remarks

* [PDF, JPG, PNG, JPEG, DOC, DOCX, XLS, XLSX] [Max. File Size is 1 MB]

Operation Certificate Documents

Uploaded File : [Delete](#)

File: No file chosen

File: No file chosen

Submit

Back

4. A confirmation message will be displayed upon successful amendment submission.



