



دبي التجارية  
DUBAI TRADE

# *DP World Hamriya - Operations Certificate Cancel User's Manual*

## Copyright Information

Copyright © 2024 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

## Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Hamriya - Operations Certificate Cancel

# Table Designs

---

## DOCUMENT DETAILS

---

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

*This service enables Shipping Agents to cancel submitted and returned NOC/Certificate requests before approval by Hamriya Port Authority.*

### Navigation:

1. Login to **Dubai Trade**
2. Go to **Hamriya**
3. Then, **Cancel**
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 'Cancel Operations Certificate'. At the top, a breadcrumb trail reads 'Home > Cancel > Cancel Operations Certificate'. The main heading is 'Cancel Operations Certificate' in red. Below this is a search form with the following fields: 'Request Type' (a dropdown menu currently showing '-- Please Select --'), 'Request No' (a text input), 'Vessel Name' (a text input), 'From Date' (a date picker showing '16-Oct-2025' with a calendar icon and the format 'DD-MON-YYYY'), 'Rotation Number' (a text input with a magnifying glass icon), 'Vessel Number' (a text input with a magnifying glass 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 displayed below the 'From Date' field. At the bottom right of the form are two buttons: 'Search' and 'Reset'. The 'Search' button is highlighted with a red rectangular box.

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

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

**Cancel Operations Certificate**

Request Type:

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

Request No	Date of Request	Request Type Desc	Request Desc	Action
100000000524	22-Oct-2025	Drinking Water	Miscellaneous service - drinking water	<input type="button" value="Details"/>

3. Enter the reason for cancellation then click "**Submit**" to confirm cancellation or "**Back**" to return to the previous page.

**Cancel Operations Certificate**

**Operation Certificate Details**

Request No: 100000000524

Request Type: Drinking Water

Request Type Description: Miscellaneous service - drinking water

Rotation Number: 700244

Vessel Number: 02071901

Requester Name:

Vessel Name: Test 02071901

Date Of Request: 22-Oct-2025

Tariff Remarks:

Customer Remarks:

**Operation Certificate Documents**

Uploaded File: [1.pdf](#)

Cancel Remarks:

Choose "**Yes**" to confirm cancellation or "**No**" to go back.

**Operation Certificate Documents**

Uploaded File: [1.pdf](#)

Cancel Remarks:

**Cancel**

Are you sure you want to cancel?

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



