



دبي التجارية  
DUBAI TRADE

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

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Hamriya - Operations Certificate Request

## Table Designs

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### DOCUMENT DETAILS

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Document Name	Hamriya – Operations Certificate Request
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 request vessel-related NOC/Operations Certificates from Hamriya Port Authority.*

### Navigation:

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

### Procedure:

1. The below screen will be displayed.


The screenshot shows a web application interface for creating an operations certificate. At the top, a breadcrumb trail reads 'Home > Request > Create Operations Certificate'. The main heading is 'Create Operations Certificate'. Below this, there are two large numbered steps: '1 UPDATE DETAILS' with a magnifying glass icon, and '2 CONFIRM CHARGES' with a checkmark icon. A note states '\* Indicates a required field.' The 'Operation Certificate Details' section contains the following fields: 'Request Type' (a dropdown menu with '-- Please Select --'), 'Rotation Number' (a text box with a search icon), 'Vessel Number' (a text box), 'Vessel Name' (a text box), 'Date of Request' (a date picker showing '21-Oct-2025'), and 'Remarks' (a large text area). Below this, a note specifies '\* [PDF, JPG, PNG, JPEG, DOC, DOCX, XLS, XLSX] [Max. File Size is 1 MB]'. The 'Operation Certificate Documents' section has three rows, each with a 'File:' label, a 'Choose File' button, and the text 'No file chosen'. At the bottom right, there are 'Next' and 'Reset' buttons.


2. Choose the "**Request Type**" from the list, such as:

- Bunkering
- NOC for Maintenance Hot Work
- NOC for Inspection / Replacement
- Drinking Water
- Other NOC
- NOC to change vessel details.
- Express Berth – Wharfage

Home > Request > Create Operations Certificate

### Create Operations Certificate

**1**  
UPDATE DETAILS

**2**  
CONFIRM CHARGES

\* Indicates a required field.

**Operation Certificate Details**

Request Type \* -- Please Select --

Rotation Number \*

Vessel Number

Vessel Name

Date of Request 21-Oct-2025

Remarks

\* Indicates a required field.

**Operation Certificate Details**

Request Type \* -- Please Select --

Rotation Number \*

Vessel Number

Vessel Name

Date of Request

Remarks

BUNKERING  
NOC for Maintenance Hot Work  
NOC for Inspection / Replacement  
Drinking Water  
Other NOC  
NOC to Change vessel details  
Express Berth -Wharfage

### 3. Request fields will depend on the selected "Request Type".

Request Type \* **BUNKERING**

Document Detail Type **Vehicle engagement permit for bunkering / refueling**

Rotation Number \*

Vessel Number

Vessel Name

Date of Request **21-Oct-2025**

Loaded Quantity On Vehicle \*

Vehicle Empty Weight \*

Vehicle No \*

Remarks

Request Type \* **NOC for Maintenance Hot Work**

Document Detail Type **No Objection Certificate for vessel repair / maintenance**

Rotation Number \*

Vessel Number

Vessel Name

Date of Request **21-Oct-2025**

Name Of Contractor

NO Of Labours \*

Work From Date \*

Work To Date \*

Vessel Location

Remarks

Request Type \* **NOC for Inspection / Replacement**

Document Detail Type **No Objection Certificate for Replacement of vessels captain**

Rotation Number \* **No Objection Certificate for Replacement of vessels captain**

Vessel Number **No Objection Certificate for diving operation**

Vessel Name **No Objection Certificate for underwater inspection**

Date of Request **21-Oct-2025**

Name Of Contractor

Work From Date \*

Work To Date \*

No Of Applicants \*

Vessel Location

Remarks

Request Type \* **Drinking Water**

Document Detail Type **Miscellaneous service - drinking water**

Rotation Number \*

Vessel Number

Vessel Name

Date of Request **21-Oct-2025**

From Date \*

To Date \*

Total Gallons \*

Total Tons \*

Vessel Location

Remarks

Request Type \*

Document Detail Type


Rotation Number \*


Vessel Number

Vessel Name

Date of Request

NO Of Labours \*

From Date\*  

To Date\*  

Remarks

Request Type \*

Document Detail Type

Rotation Number \*

Vessel Number

Vessel Name

Date of Request

New Details\*

Old Details\*

No Of Crews \*

Remarks

Request Type \*

Document Detail Type


Rotation Number \*


Vessel Number

Vessel Name

Date of Request


Vessel GRT \*


From Date \*  

To Date \*  

Remarks

#### 4. Upload at least 1 document:

**1**  
UPDATE DETAILS

**2**  
CONFIRM CHARGES

\* Indicates a required field.

**Operation Certificate Details**

Request Type \*

Document Detail Type

Rotation Number \*

Vessel Number

Vessel Name

Date of Request

From Date \*

To Date \*

Total Gallons \*

Total Tons \*

Vessel Location

Remarks

\* (PDF, JPG, PNG, JPEG, DOC, DOCX, XLS, XLSX) (Max. File Size is 1 MB)


**Operation Certificate Documents \***


File:  No file chosen

File:  No file chosen

File:  No file chosen

#### 5. Click "Next" to proceed to calculation of charges or "Reset" to remove all data.

**1**  
UPDATE DETAILS

**2**  
CONFIRM CHARGES

\* Indicates a required field.

**Operation Certificate Details**

Request Type \*

Document Detail Type

Rotation Number \*

Vessel Number

Vessel Name

Date of Request

From Date \*

To Date \*

Total Gallons \*

Total Tons \*

Vessel Location

Remarks

\* (PDF, JPG, PNG, JPEG, DOC, DOCX, XLS, XLSX) (Max. File Size is 1 MB)

**Operation Certificate Documents \***

File:  No file chosen


File:  No file chosen


File:  No file chosen

6. Charges will be displayed. Choose "**Rosoom Payment**" to pay, then click "**Process Payment**"

Note: Each type of NOC/Operation Certificate is calculated based on data provided.

**Create Operations Certificate**

  
UPDATE DETAILS

  
CONFIRM CHARGES

**Charge Details**

Tariff Description	Amount	VAT%	VAT AMT	TOTAL AMT
Issuance Of Operation Certificate		0.0	0.0	
<b>Total Amount</b>			<b>0.0</b>	

**Charge Summary**

Rotation Number	Amount	VAT%	VAT AMT	TOTAL AMT
700244		0.0	0.0	
<b>Total Amount</b>			<b>0.0</b>	

**Mode Of Payment**

☒ Rosoom ePayment

Previous

Process Payment

Click "**Yes**" to confirm or "**No**" to go back.

**Mode Of Payment**

☒ Rosoom ePayment

confirmation

Are you sure, do you want to process payment?

Yes

No

Previous

Process Payment



7. Choose the mode of payment (Merchant or Bank Name), provide email address to get notified about payment status, accept the terms and conditions, and click "Agree and Pay"

How would you like to pay?

Debit/Credit

Direct Debit

ORDER DETAILS

Merchant	DP WORLD
Pay To	DP World UAE Region FZE
Pay For	Operations NOC Certificate
Total	AED

☐ Notify me with the payment status.  
  
☐ I accept the [Terms and Conditions](#) for this payment

CANCEL ORDER

AGREE AND PAY

Powered by

Certification

PCI DSS  
ASSESSED BY VALUEMENTOR

How would you like to pay?

Debit/Credit

Direct Debit

Select the Card Type

mastercard

How would you like to pay?

Debit/Credit

Direct Debit

Select the Bank

CBI

8. Enter your information here then click **"Next"** or **"Cancel Order"**.

Payment Review Receipt

**Payment Details**

\* Required field

Card Type \*

☒ VISA Visa ☐ Mastercard

Card Number \*

Expiration Month \* Expiration Year \*

Month Year

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

Next

Cancel Order

**Your Order**

Total amount AED

Finally, click **"Pay"**

Payment Review Receipt

**Review your Order**

**Payment Details** Edit Details

Card Type Visa

Card Number xxxxxxxxxxxx1111

Expiration Date 01-2033

Back

Pay

Cancel Order

**Your Order**

Total amount AED

9. A payment confirmation will be displayed along with the request number and a link to download the payment receipt.

The request will be sent to Hamriya Port authorities for verification and approval. Please go to the Enquiry service to track and print payment receipts and NOC/Operations Certificate.

### Create Operations Certificate

