



DP World Truck Registration – Amend User's Manual

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Truck Registration – Amend

DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

Truck Registration – Amend

This service enables Haulers (Transporters) to amend their registered Truck(s) details with DP World.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Amend**
3. Then Go to **Truck Registration**

The below screen will be displayed

Truck Registration Amend

Search By

Registration Ref.

Enter Input Text

Registration Place

Please select

Plate Number

Enter Input Text

Truck No

Enter Input Text

Plate Category

Please select

Request Date

Plate Code

Enter Input Text

Status

Approved

Search

Reset

4. Enter any of the Search Criteria and click **Search**

Truck Registration Amend

Search By

Registration Ref.

Enter Input Text

Registration Place

Please select

Plate Number

Enter Input Text

Truck No

Enter Input Text

Plate Category

Please select

Request Date

Plate Code

Enter Input Text

Status

Approved

Search

Reset

The below screen will be displayed

Results										
Registration Re...	Truck No.	Reg. Place	Plate Category	Request Date	Traffic File No...	Haulier Code	Reg. Expiry Dat...	Insurance Explr...	Status	Action
	1111	DXB		26-Jan-21 13:26		H00001	10-Feb-21	11-Feb-21	Approved	Amend
TRK-REF-96	D2501202	DXB	PRIVATE	25-Jan-21 16:07		H00001	27-Jan-21	30-Jan-21	Approved	Amend
TRK-REF-66	G77865	DXB	PRIVATE	15-Dec-20 11:18		H00001	31-Jul-21	31-May-22	Approved	Amend
TRK-REF-20	L55588	DXB	PRIVATE	21-Oct-20 15:13		H00001	31-Dec-20	31-Dec-20	Approved	Amend
TRK-REF-19	M7789	DXB	PRIVATE	21-Oct-20 14:52		H00001	31-Dec-20	31-Dec-20	Approved	Amend
TRK-REF-17	DG22558	DXB	PRIVATE	21-Oct-20 11:40		H00001	22-Oct-20	29-Oct-20	Approved	Amend
TRK-REF-16	G22558	DXB	PRIVATE	21-Oct-20 10:17		H00001	31-Oct-20	30-Nov-20	Approved	Amend
TRK-REFP1-C9255...	C925591	DXB	PRIVATE	21-Sep-20 14:51		H00001	15-Sep-21	16-Sep-21	Approved	Amend
TRK-REFP1-A9786...	A97865	DXB	PRIVATE	21-Sep-20 11:27	9999999999	H00001	31-Dec-20	31-Dec-20	Approved	Amend
TRK-REFP1-1214	1214	DXB		03-Dec-17 10:42		H00001	01-Nov-18	01-Dec-18	Approved	Amend
Items 1-10 of 299										<< < Page 1 / 30 > >>

Truck Registration – Amend

Procedure:

1. Click on **Amend** for the truck which needs amendment

Results

Registration Re...	Truck No.	Reg. Place	Plate Category	Request Date	Traffic File No...	Haulier Code	Reg. Expiry Dat...	Insurance Expir...	Status	Action
	1111	DXB		26-Jan-21 13:26		H00001	10-Feb-21	11-Feb-21	Approved	Amend
TRK-REF-96	D2501202	DXB	PRIVATE	25-Jan-21 16:07		H00001	27-Jan-21	30-Jan-21	Approved	Amend
TRK-REF-66	G77865	DXB	PRIVATE	15-Dec-20 11:18		H00001	31-Jul-21	31-May-22	Approved	Amend
TRK-REF-20	L55588	DXB	PRIVATE	21-Oct-20 15:13		H00001	31-Dec-20	31-Dec-20	Approved	Amend
TRK-REF-19	M7789	DXB	PRIVATE	21-Oct-20 14:52		H00001	31-Dec-20	31-Dec-20	Approved	Amend
TRK-REF-17	DG22558	DXB	PRIVATE	21-Oct-20 11:40		H00001	22-Oct-20	29-Oct-20	Approved	Amend
TRK-REF-16	G22558	DXB	PRIVATE	21-Oct-20 10:17		H00001	31-Oct-20	30-Nov-20	Approved	Amend
TRK-REFP1-C9255...	C925591	DXB	PRIVATE	21-Sep-20 14:51		H00001	15-Sep-21	16-Sep-21	Approved	Amend
TRK-REFP1-A9786...	A97865	DXB	PRIVATE	21-Sep-20 11:27	9999999999	H00001	31-Dec-20	31-Dec-20	Approved	Amend
TRK-REFP1-1214	1214	DXB		03-Dec-17 10:42		H00001	01-Nov-18	01-Dec-18	Approved	Amend

Items 1-10 of 299

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2. Amend the **Truck Registration Details**

Truck Registration Amend

* Registration Place Dubai	* Plate Category Private	Plate Code L	*Plate Number 55588
* Truck No L55588	Manufacturer Name VOLVO	Model No Enter Input Text	Manufactured Year 2017
* Registration Expiry Date 31-Dec-20 23:59	* Insurance Expiry Date 31-Dec-20 23:59	* Status Open	

Document Details

*Allowed file types : jpeg, jpg, png, pdf, gif.

Seq. No	Document Type	Document Name	Action
1	Vehicle Registration Certificate	Choose File 1.JPG	view Delete

[Add New](#)

[Submit](#) [Back](#)

3. Click **Add New** to Upload the Vehicle Registration Certificate

Truck Registration Amend

* Registration Place Dubai	* Plate Category Private	Plate Code L	*Plate Number 55588
* Truck No L55588	Manufacturer Name VOLVO	Model No Enter Input Text	Manufactured Year 2017
* Registration Expiry Date 31-Dec-20 23:59	* Insurance Expiry Date 31-Dec-20 23:59	* Status Open	

Document Details

*Allowed file types : jpeg, jpg, png, pdf, gif.

Seq. No	Document Type	Document Name	Action
1	Vehicle Registration Certificate	Choose File 1.JPG	view Delete

[Add New](#)

[Submit](#) [Back](#)

Truck Registration – Amend

4. Click **Submit**

Truck Registration Amend

* Registration Place

Dubai

* Truck No

L55588

* Registration Expiry Date

31-Dec-20 23:59

* Plate Category

Private

Manufacturer Name

VOLVO

* Insurance Expiry Date

31-Dec-20 23:59

Plate Code

L

Model No

Enter Input Text

* Status

Open

*Plate Number

55588

Manufactured Year

2017

Document Details

*Allowed file types : jpeg, jpg, png, pdf, gif.

Add New

Seq. No	Document Type	Document Name	Action
1	Vehicle Registration Certificate	<div>Choose File1.JPG</div>	<div>viewDelete</div>

Submit

Back

The below screen will be displayed

✓ Truck Registration Submitted Successfully

موافق دبي العالمية
DP WORLD

Truck Number : L55588

Registration Ref. : TRK-REF-20

Notify

Print

Back

Notify: To send email notification(s) of the request

Truck Registration

To

Enter Input Text

CC

Enter Input Text

(Please separate multiple email addresses with comma without space)

Send

Cancel

Truck Registration – Amend



موانئ دبي العالمية
DP WORLD

Truck Registration						
Truck No	Registration Place	Plate Code	Plate Category	Registration Expiry Date	Insurance Expiry Date	Request Number
A99922	DXB	A	PRIVATE	31-MAR-22 23:59	30-APR-22 23:59	TRK-REF-129

NOTE: The request will be forwarded to DP World for verification and once approved the truck can be used.

NOTE: All trucks entering the Port must have RFID Tag

Truck Registration – Amend