

USER MANUAL

v1.1



LMS

نظام إدارة التراخيص



What is **mLMS** and Why should I use **it**?

Be on top to manage your licenses



Apply
for New /
Renewal
of your AD Ports
licenses



Access
your license
documents
online



Pay
your license
fees online



View
Document &
Status of license
request

mLMS provides you with a self-service port license management system

Section A

License Number	Regime	Creation Date	Expiry Date	Status	Last Updated Date	Action
ADPLICSC046	Is equal to	17/04/2018	NOVEMBER 2018	led	17/04/2018 12:36	ACCESS DOWNLOAD RENEW UPDATE TRUCKS
ADPLICSR020	Is not equal to	15/04/2018	Su Mo Tu We Th Fr Sa	led	17/04/2018 12:25	ACCESS DOWNLOAD RENEW
ADPLICSS014	Starts with	15/04/2018	28 29 30 31 1 2 3	led	17/04/2018 12:25	ACCESS DOWNLOAD RENEW
ADPLICRT062	Contains	11/04/2018	4 5 6 7 8 9 10	led	30/04/2018 04:46	ACCESS DOWNLOAD RENEW UPDATE TANKERS RECEIPT

Section B

Alert	Requested Date	Regime	Status	Admin Comments	Action
	29/10/2018	Towing Operators	Drafted		ACCESS DELETE
	14/10/2018	Contracted Tour Operator	Submitted		ACCESS
	19/09/2018	Small Port Business	Payment In Progress	test	ACCESS
	04/07/2018	Pest Control & Sanitation Services	Approved	approved	ACCESS PAY INVOICE

Section C

Alert	License Number	Regime	License/Attachment Expiry	Expiry Date	Action
	ADPLICCR016	Container Repair Operator	Attachment(s)	06/06/2022	RENEW ACCESS
	ADPLICSB018	Small Port Business	License	18/09/2018	RENEW ACCESS

Section D

Alert	License Number	Regime	License/Attachment Expiry	Expiry Date	Action
	001	Pest Control & Sanitation Services	Attachment(s)	07/05/2019	RENEW ACCESS
	ADPLICT0015	Terminal Operator License - Interim	Attachment(s)	31/12/2019	RENEW ACCESS

Self-service access enables you to access your license information with Abu Dhabi Ports using the mLMS Dashboard. It provides the user with a list of active licenses, the option to apply for a new one, status of existing requests, list of expired or soon-to-be expired licenses or documents, and allows the user to download invoices and license documents.

Section A

Licenses

- 1 Filter Options
- 2 Date Picker
- 3 Access License Details
- 4 Download eLicense
- 5 Renew License
- 6 Apply for new License
- 7 Upload Vessel / Tankers / Trucks / Divers
- 8 Generate Receipt

Section B

License Request

- 9 Access License Requests
- 10 Pay for approved Requests
- 11 Delete draft Requests

Section C

License Expired

- 12 Access & Renew Expired Documents

Section D

About To Expire Licenses

- 13 Access And Renew Expired Licenses & Documents
- 14 Renew License about to Expire & Documents

Section A

- a • Download and View Your Licenses
- b • Renew or Apply for licenses

A quick snapshot of active licenses with expiry dates and license numbers.

Apply for a new license, renew an existing one, download your license document & Get access to your license details with the single click of a button.

1 Filter Options

2 Date Picker

3 Download eLicense

4 Access License Details

5 Renew License

6 Apply for New License

7 Upload

8 Generate Receipt

License Number	Regime	Creation Date	Expiry Date	Status	Last Updated Date	Action
ADPLICSC046	Is equal to	17/04/2018	NOVEMBER 2018	Valid	17/04/2018 12:36	ACCESS DOWNLOAD RENEW UPDATE TRUCKS
ADPLICSR020	Is not equal to	15/04/2018		Valid	17/04/2018 12:25	ACCESS DOWNLOAD RENEW
ADPLICSS014	Starts with	15/04/2018		Valid	17/04/2018 12:25	ACCESS DOWNLOAD RENEW
ADPLICRT062	Contains	11/04/2018		Valid	30/04/2018 04:46	ACCESS DOWNLOAD RENEW UPDATE TANKERS RECEIPT
ADPLICD0024	Does not contain	10/04/2018		Valid	10/04/2018 05:41	ACCESS DOWNLOAD RENEW UPDATE DIVERS RECEIPT
ADPLICB029	Ends with	10/04/2018		Valid	10/04/2018 05:11	ACCESS DOWNLOAD RENEW UPDATE VESSELS RECEIPT
ADPLICCR011	Container Repair Operator	10/04/2018		Valid	10/04/2018 05:11	ACCESS DOWNLOAD RENEW RECEIPT

a • Download and View Your Licenses

- 4** On Clicking Download Button You will be able to download your approved Abu Dhabi Ports elicense version for your reference



- 4** Viewing your license Information will direct you to "Review and Submit" page

(referenced below in sub-section B - step 3)

By selecting "Renew License" by default it will be ticked, selecting more licenses will simultaneously apply for a new license also

1 Company Information **2** Attached Documents **3** Review & Submit **4** Payment Processing **5** License Issuing

Company Information

Company Name: CMA CGM Shipping Agency SE LLC2
 Trade License Number:
 CEO / Partner / G.M. *: cma
 Phone No. *: 02532323232
 Representative Mobile No. *: 971543423423

Other Details

Fax: +971-2-6797706
 Email Address *: aaa@xyz.com
 Location *: AJMAN
 P.O. Box *: 111530

License By Type

- Ship Chandler
- Marine Bunker Supply
- Container Repair Operator
- Cargo Operator
- Ship survey & Inspection License
- Terminal Operator License - Interim
- Towing Operators
- Road Tanker Operator
- Ship Repair
- Diving Operations
- Inspection and Maintenance of Firefighting Equipment
- Shipping Agents
- Truck Operator
- Contracted Tour Operator
- Small Port Business
- Pest Control & Sanitation Services

NEXT

1 Select multiple by clicking the radio buttons

2 Next step

Adding required attachments for each selected license types according to your selection in Step 1

1 Company Information **2** Attached Documents **3** Review & Submit **4** Payment Processing **5** License Issuing

Pest Control & Sanitation Services

Main Documents

#	Document Name	Accepted File Types	Expiry	Attach	File Name	Type	Size (max 10MB)
1	Company Trade License *	PDF, Word, Excel	10/11/2018	BROWSE	rm-cy-sp-2013-67.jpg	Image	660 KB
2	FTA pest control license *	PDF, Word, Excel	10/11/2018	BROWSE	a1.docx	Word	0 KB
3	Tadweer Waste Management License *	PDF, Word, Excel	10/11/2018	BROWSE	BILL.pdf	PDF	539 KB

NEXT

Attach the requested document

3

Next step

4

1 Company Information **2** Attached Documents **3** Review & Submit **4** Payment Processing **5** License Issuing

Company Information

Company Name: CMA CGM Shipping Agency SE LLC2
 Trade License Number:
 CEO / Partner / G.M. *: cma
 Phone No. *: 02532323232
 Representative Mobile No. *: 971543423423

Other Details

Fax: +971-2-6797706
 Email Address *: aaa@xyz.com
 Location *: AJMAN
 P.O. Box *: 111530

Pest Control & Sanitation Services

Main Documents

#	Document Name	Accepted File Types	Expiry	File Name	Type	Size (max 10MB)
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2	FTA pest control license *	PDF, Word, Excel	10/11/2018	Article 12-12.1.docx	Word	15 KB
3	Tadweer Waste Management License *	PDF, Word, Excel	10/11/2018	BILL.pdf	PDF	539 KB

SUBMIT

Review the application information and attachments added for submitting it to Abu Dhabi Ports licensing department

5 Submit

Section B

Access License Requests & Pay for Approved Requests

“Pay” & “Invoice” button will appear next to your request once you receive an approval email from Abu Dhabi Ports

License Requests CLICK HERE TO CHAT

Alert	Requested Date	Regime	Status	Admin Comments	Action
	29/10/2018	Towing Operators	Drafted		ACCESS DELETE
	14/10/2018	Contracted Tour Operator	Submitted		ACCESS
	19/09/2018	Small Port Business	Payment In Progress	test	ACCESS
	04/07/2018	Pest Control & Sanitation Services	Approved	approved	ACCESS PAY INVOICE

Access Your Request **9**
Make Payment **10**
Delete **11**

Accept Terms & Conditions to proceed with the payment

Accept Terms & Conditions

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TERMS AND CONDITIONS

1. DEFINITIONS AND INTERPRETATION

1.1 ABU DHABI PORTS: means Abu Dhabi Ports incorporated by virtue of the Emiri Decree with commercial registration number 1004600.

1.2 ABU DHABI PORTS License: means a License issued by ABU DHABI PORTS and any amendment, renewal or reprint thereof and to which these License Conditions apply.

1.3 ABU DHABI PORTS Rules: means any ABU DHABI PORTS by laws, directions, rules, instructions, regulations or directions of the ABU DHABI PORTS Harbour Master, in force from time to time governing the use of or conduct of any Operations at a Port.

1.4 Application: means an application for an ABU DHABI PORTS License and to which these terms and conditions apply.

1.5 Applicable Law means:

- a) the laws enacted either in the Emirate of Abu Dhabi or by the Federal legislature of the UAE;
- b) the regional and/or international laws that the UAE is a signatory to;
- c) any other relevant laws, decrees and/or regulations that relate to or govern any of the matters referred to in these Port Rules; and

I AGREE

PAY

10

Make Your Payment

Confirm the payable amount for your selected license

Company Information

COMPANY NAME	CEO / PARTNER / G.M	PHONE	ADDRESS
Sharaf Shipping Agency	Capt Sumit Thapar		Al Salam Street, Abu Dhabi
CUSTOMER ID	EMAIL	FAX	
000320			

Transaction Details

Payment Method

Debit/Credit Card Internet Banking

Payable Amount: 10,787.70

Dear Customer, please note that a processing fee will apply as 2.6% of the total amount plus AED 1 and VAT for each transaction.

I agree to the above terms.

PAY

Enter your Credit/Debit Card Details to complete the payment

Choose your payment options

Payment Option:

Card Number:

Card Holder Name:

Expiry Date: Month Year

CVV Number:

PAY NOW **CANCEL**

Transaction Details

Merchant Name :Abu Dhabi Ports Company PJSC

Order Number :003500181029000153A5

Amount (AED) :10787.7

Once payment is completed successfully you will be informed with the receipt number and you can download your new or renewed license

1 Company Information 2 Attached Documents 3 Review & Submit 4 Payment Processing 5 License Issuing

Thank you!

Payment of AED 10787.70 has been processed successfully. We will send a confirmation email shortly with the License and Receipt attachments. For your reference, your transaction ID is 2002677370392141.

Download License(s): **PEST CONTROL & SANITATION SERVICES**

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On clicking Download Button You will be able to download your approved Abu Dhabi Ports elicense for your reference

Section C

Access & Renew Expired Documents

If any of your Documents associated to an active license is expired, this section helps you to renew the expired documents and get it approved from Abu Dhabi Ports licensing department so that your license can remain active

Access Your Licences and renew expired documents

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License Expired						
Alert	License Number	Regime	License/Attachment Expiry	Expiry Date	Action	
	ADPLICCR016	Container Repair Operator	Attachment(s)	06/06/2022	RENEW	ACCESS
	ADPLICSB018	Small Port Business	License	18/09/2018	RENEW	ACCESS

"Browse" button will appear next to all the expired documents to Upload the new documents

#	Document Name	Accepted File Types	Expiry	Attach	File Name	Type	Size (max 10MB)
1	Company Trade License *		10/11/2018		rm-cy-sp-2013-67.jpg		660 KB
2	FTA pest control license *		10/11/2018		a1.docx		0 KB
3	Tadweer Waste Management License *		10/11/2018		BILL.pdf		539 KB

Upload attachment

Section D

Access & Renew Expired Licenses

In this section you will be presented with a list of active licenses that are about to expire where you can renew them before their expiry date

Renew Expired license **13** **14** Access License

Alert	License Number	Regime	License/Attachment Expiry	Expiry Date	Action
	001	Pest Control & Sanitation Services	Attachment(s)	07/05/2019	RENEW ACCESS
	ADPLICT0015	Terminal Operator License – Interim	Attachment(s)	31/12/2019	RENEW ACCESS

50 items per page

Same as Section C
"Browse" button will appear next to all the expired documents to Upload the new documents

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3	Tadweer Waste Management License *		10/11/2018	BROWSE	BILL.pdf		539 KB

Upload attachment

After Approval, steps will follow as section B to make the payment





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