

## How to apply for Navigation Permit for a foreign vessel operating in Bahraini waters.

### 1. Initial issue of Navigation Permit:

- 1.1 Get the application form from GOP website (www.gop.bh) or from the office of the Directorate of Maritime Affairs in 2<sup>nd</sup> floor at GOP building in Hidd.
- 1.2 Fill the application form. Ships which are involved in more than one project should fill the application form for each project.
- 1.3 Submit the application form (within a period of 7 working days before the ship is due to start operation) with a copy of the following documents to the GOP-Directorate of Maritime Affairs:
  - .1 letter from project owner confirming the contract to the applicant company/vessel
  - .2 Inward customs clearance.
  - .3 Working plan, it should include:
    - a short description about the project,
    - a schedule indicating when each major task will be started and when it will be completed and
    - contact point of the project.
  - .4 Working area with geographic coordinates and chart.
  - .5 Certificate of Registry and recent picture of the vessel.
  - .6 Safety certificates, as appropriate.
  - .7 International Oil Pollution Preventive Certificates and its supplement, as applicable in MARPOL 73/78, where applicable.
  - .8 Classification Certificate and its Supplement or General Condition Survey.
  - .9 Safe Manning Document, as applicable.
  - .10 Certificates and Endorsements for Master and Officers in accordance with STCW Convention, as appropriate.
  - .11 Ship's crew list.
  - .12 Automatic Identification System (AIS) Test Report (recent).
  - .13 International Ship Security Certificate as per ISPS Code, as appropriate.
  - .14 Marine insurance cover certificate provided by a P&I Club or other insurance company (as appropriate). It shall cover third party liability as well as environmental pollution.
  - .15 15. All documents to be submitted in hard copy as well as electronic (on a CD).
- 1.4 GOP officer will acknowledge that your application form and attached documents have been received and under processing.
- 1.5 The Maritime Safety and Environmental Protection Department will verify the all submitted documents and inspect the ship as necessary.
- 1.6 The Navigation Permit will be issue within 3 working days.

- 1.7 The Navigation Permit shall remain valid under the following conditions:
  - .1 A maximum period of 12 months only or to the end of the project date, whichever comes first.
  - .2 The validity of all the submitted documents stated in the application form.
  - .3 The general condition of the vessel is maintained through the entire working period.
- 1.8 The Navigation Permit will be invalid if the vessel being outside Bahraini waters for more than 6 months.
- 1.9 A fee of BD 500 will be charged for each Navigation Permit.

## **2. Extend the validity of Navigation Permit:**

- 2.1.1 A request to extend the validity of the Navigation Permit will be considered when a Navigation Permit is issued with a validity of less than 1 year and the subject project is extended to beyond one year.
- 2.2 Therefore, a copy of the following documents should be submitted:
  - .1 Navigation Permit
  - .2 Working plan.
  - .3 Schedule of activities.
  - .4 Working area with geographic coordinates and chart.
  - .5 Latest inward customs clearance.
- 2.3 The validity of Navigation Permit will be extended within 3 working days.
- 2.4 The Navigation Permit shall remain valid under the same conditions listed in paragraph 1.8
- 2.5 No fee to be charged to extend the validity of Navigation Permit up to the remaining time period of the 12 months.

## **3. Renewal of Navigation Permit:**

- 3.1 Request for renewal of Navigation Permit will be considered when the permit is expired after one year from the date of issue.
- 3.2 Then, the same steps for initial issue of Navigation Permit would be followed.