

USERMANUAL

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

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

Section B

License Requests					
Alert	Requested Date	Regime	Status	Admin Comments	Action
	29/10/2018	Towing Operators	Drafted		ACCESS
	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

Section C

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

Section D

About To Expire Licenses					
Alert	License Number	Regime	License/Attachment Expiry	Expiry Date	Action
	001	Pest Control & Sanitation Services	Attachment(s)	07/05/2019	RENEW
	ADPLICTO015	Terminal Operator License - Interim	Attachment(s)	31/12/2019	RENEW

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.

Filter Options **Date Picker** **Download eLicense** **Access License Details** **Renew License** **Apply for New License**

1 2 3 4 5 6

Licenses

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	Su Mo Tu We Th Fr Sa	Valid	17/04/2018 12:25	ACCESS DOWNLOAD RENEW
ADPLICSS014	Starts with	15/04/2018	28 29 30 31 1 2 3	Valid	17/04/2018 12:25	ACCESS DOWNLOAD RENEW
ADPLICRT062	Contains	11/04/2018	4 5 6 7 8 9 10	Valid	30/04/2018 04:46	ACCESS DOWNLOAD RENEW UPDATE TANKERS RECEIPT
ADPLICD0024	Does not contain	10/04/2018	11 12 13 14 15 16 17	Valid	10/04/2018 05:41	ACCESS DOWNLOAD RENEW UPDATE DIVERS RECEIPT
ADPLICB029	Ends with	10/04/2018	18 19 20 21 22 23 24	Valid	10/04/2018 05:11	ACCESS DOWNLOAD RENEW UPDATE VESSELS RECEIPT
ADPLICCR011	Container Repair Operator	10/04/2018	2 3 4 5 6 7 8	Valid	10/04/2018 05:11	ACCESS DOWNLOAD RENEW RECEIPT

7 8

Upload **Generate Receipt**

APPLY FOR A NEW LICENSE

1 - 7 of 7 items

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

This Email Address will be used for communication.

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 *		10/11/2018	<input type="button" value="BROWSE"/>	rm-cy-sp-2013-67.jpg		660 KB
2	FTA pest control license *		10/11/2018	<input type="button" value="BROWSE"/>	a1.docx		0 KB
3	Tadweer Waste Management License *		10/11/2018	<input type="button" value="BROWSE"/>	BILL.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

This Email Address will be used for communication.

Location *

AJMAN

P.O. Box *

111530

Pest Control & Sanitation Services

Main Documents

#	Document Name	Accepted File Types	Expiry	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	Article 12-12.1.docx		15 KB
3	Tadweer Waste Management License *		10/11/2018	BILL.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** **11** Delete

Accept Terms & Conditions to
proceed with the payment

Accept Terms & Conditions

10

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

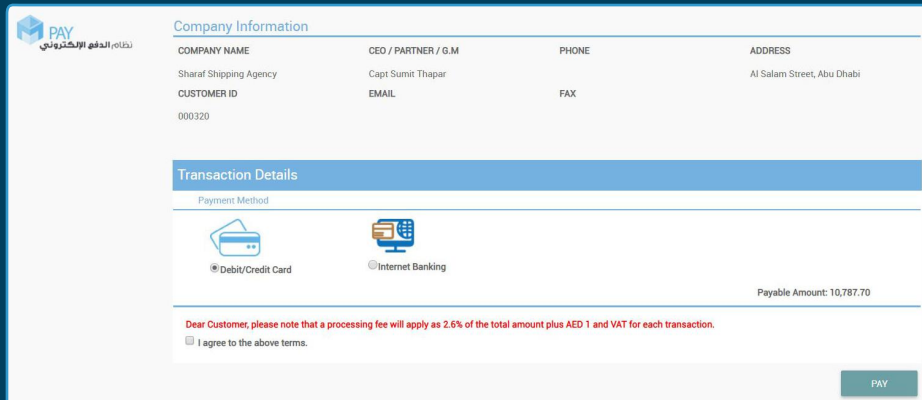
☐ I AGREE

[PAY](#)

10

Make Your
Payment

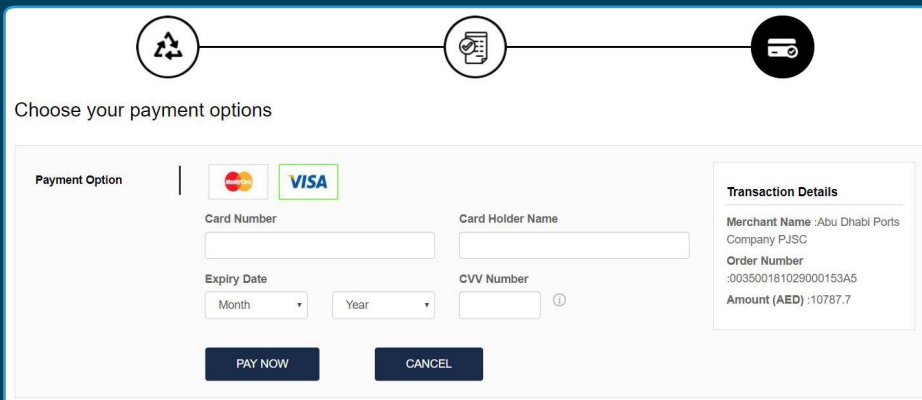
Confirm the payable amount for your selected license



The screenshot shows a payment confirmation page with the following sections:

- Company Information:** A table with fields for COMPANY NAME, CEO / PARTNER / G.M, PHONE, ADDRESS, Sharaf Shipping Agency, Capt Sumit Thapar, Al Salam Street, Abu Dhabi, CUSTOMER ID, EMAIL, FAX, and 000320.
- Transaction Details:** A section with a blue header and a sub-section for Payment Method.
- Payment Method:** Two options are shown: Debit/Credit Card (selected) and Internet Banking.
- Payable Amount:** 10,787.70
- Terms and Conditions:** A red text block stating: "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." Below it is a checkbox for "I agree to the above terms."
- PAY Button:** A green button at the bottom right.

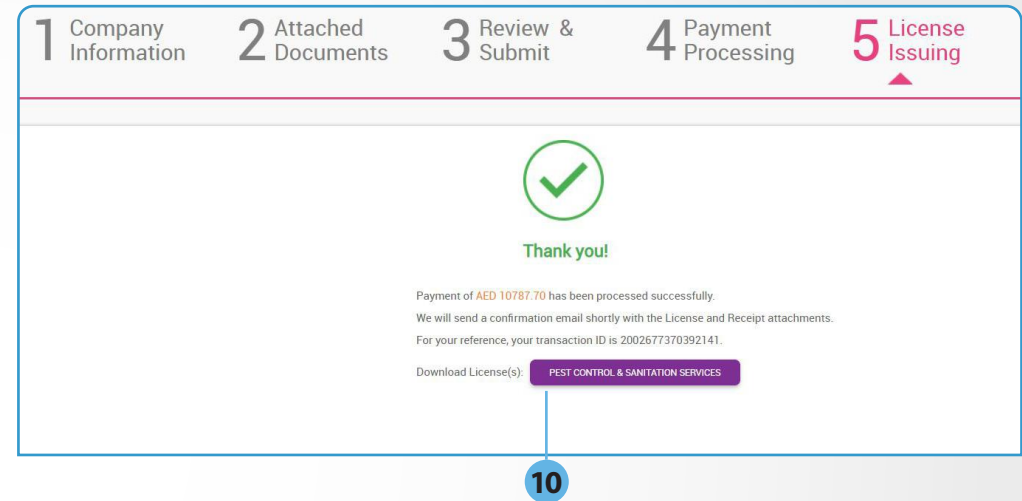
Enter your Credit/Debit Card Details to complete the payment



The screenshot shows a credit/debit card payment form with the following sections:

- Payment Option:** A section with a header and two icons: Mastercard and VISA.
- Card Details:** Fields for Card Number, Card Holder Name, Expiry Date (Month and Year), and CVV Number.
- Transaction Details:** A box on the right containing Merchant Name (Abu Dhabi Ports Company PJSC), Order Number (003500181029000153A5), and Amount (AED) (10787.7).
- Buttons:** PAY NOW and CANCEL buttons at the bottom.

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



The screenshot shows a payment success page with the following sections:

- Progress Bar:** A horizontal bar at the top with five steps: 1 Company Information, 2 Attached Documents, 3 Review & Submit, 4 Payment Processing, and 5 License Issuing (highlighted in pink).
- Success Message:** A green checkmark icon and the text "Thank you!"
- Confirmation Text:** "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):** A button labeled "PEST CONTROL & SANITATION SERVICES".
- Page Number:** A blue circle with the number 10 at the bottom.

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

12

License Expired					
Alert	License Number	Regime	License/Attachment Expiry	Expiry Date	Action
	ADPLICR016	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	BROWSE	rm-cy-sp-2013-67.jpg		660 KB
2	FTA pest control license *		10/11/2018	BROWSE	a1.docx		0 KB
3	Tadweer Waste Management License *		10/11/2018	BROWSE	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

About To Expire Licenses					
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

Same as Section C
"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	BROWSE	rm-cy-sp-2013-67.jpg		660 KB
2	FTA pest control license *		10/11/2018	BROWSE	a1.docx		0 KB
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

