DP World Hamriya - Gate Pass Request User's Manual

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Hamriya - Gate Pass Request

Table Designs

DOCUMENT DETAILS

Document Name	Hamriya - Gate Pass Request
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	5th October 2026
Current Version	1.2

This service enables Shipping Agents, Freight Forwarders, Clearing agents and BCOs to create gate pass for cargo moving in to or out of Hamriya facilities.

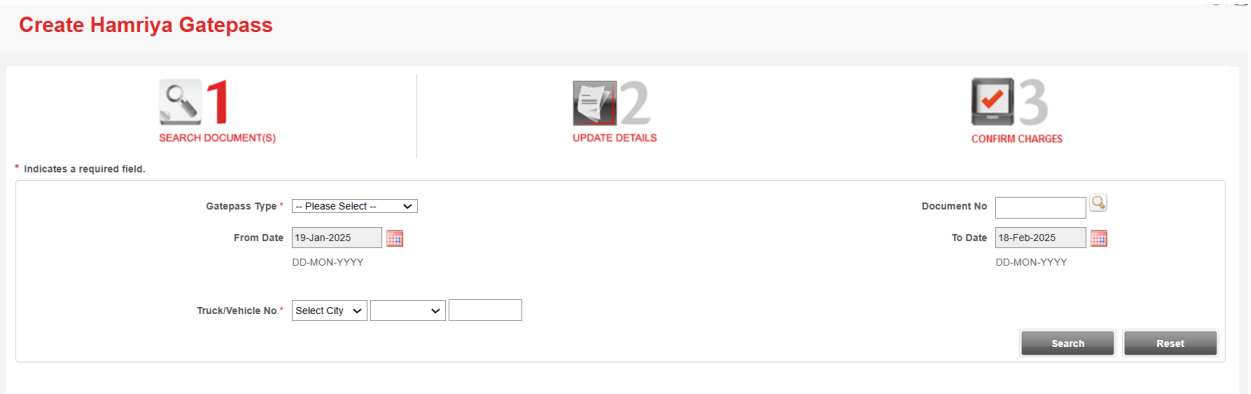
Criteria:

1. *If Shipping Agent created the export booking, gate pass Export In can be created by the same shipping agent and the customer code specified in the export booking.*
2. *If the export booking was created by the BCO or the Clearing Agent, only that same party may create the gate pass Export In.*

Procedure:

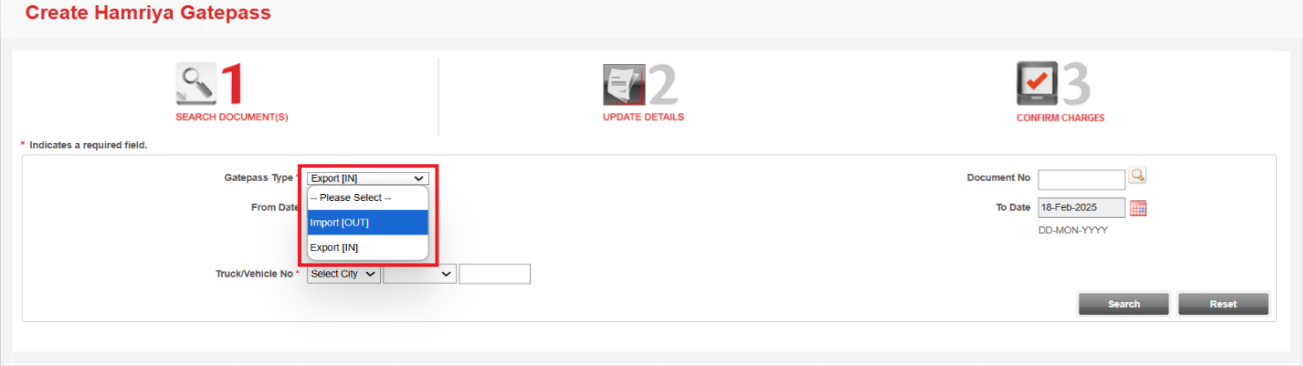
Login to **Dubai Trade** and search for the **Hamriya Gatepass** service, then choose Request.

The below screen will be displayed:



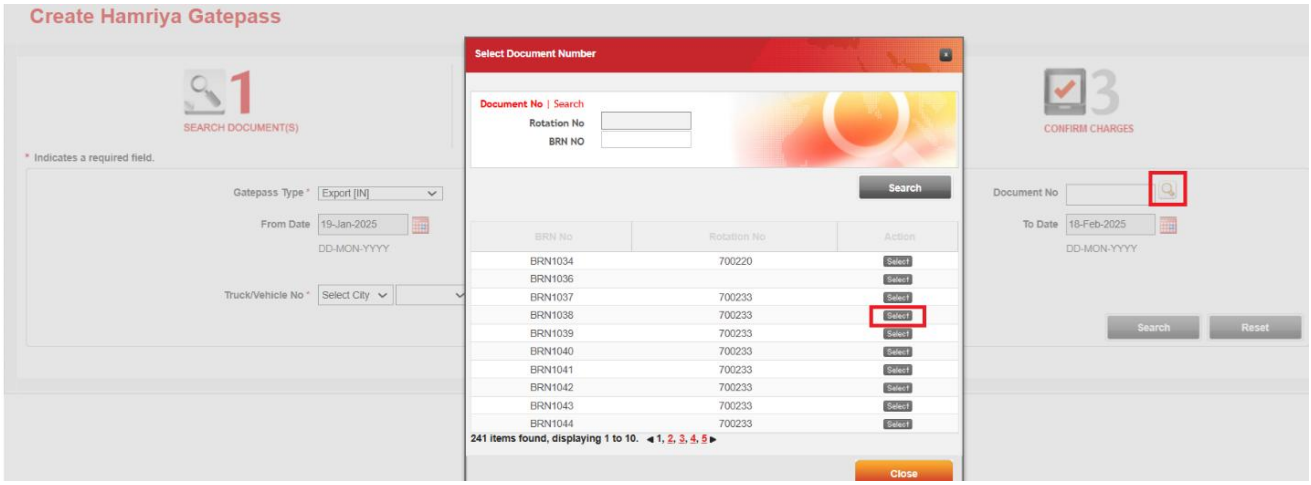
1. Choose the Gate pass Type:
    a. **Import (OUT)**
    b. **Export (IN)**

NOTE: You can also select by "**date range**".



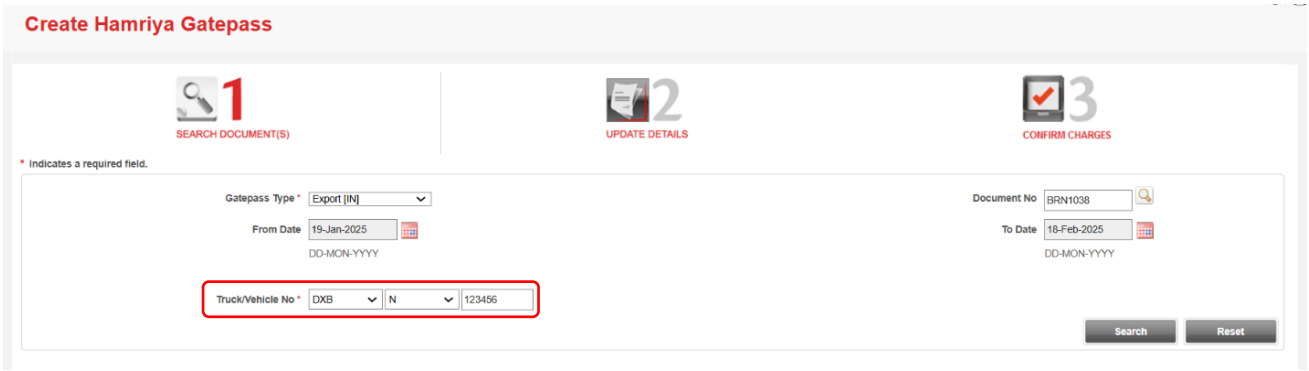
- Enter the **BOE** or **Declaration Number** on the "DOCUMENT NO" field.
- Enter the **Export BRN** on the "DOCUMENT NO" field

NOTE: If required, click on the magnifying glass to search

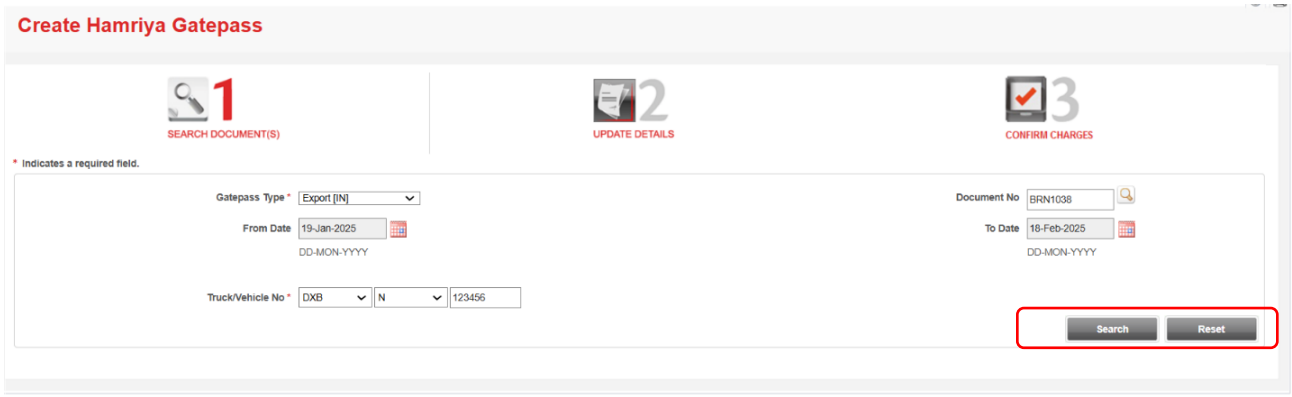


2. Enter the "**Truck/Vehicle No**."

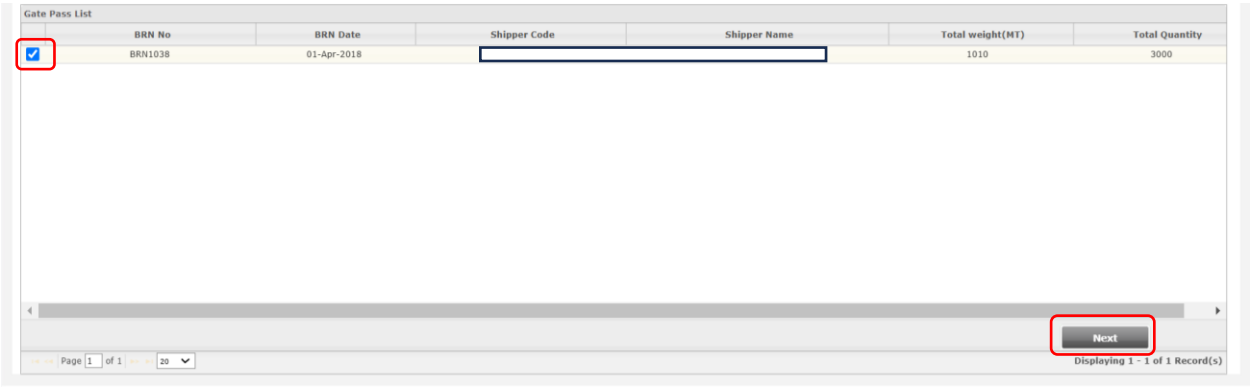
Choose the City, Plate code, and enter the number plate.



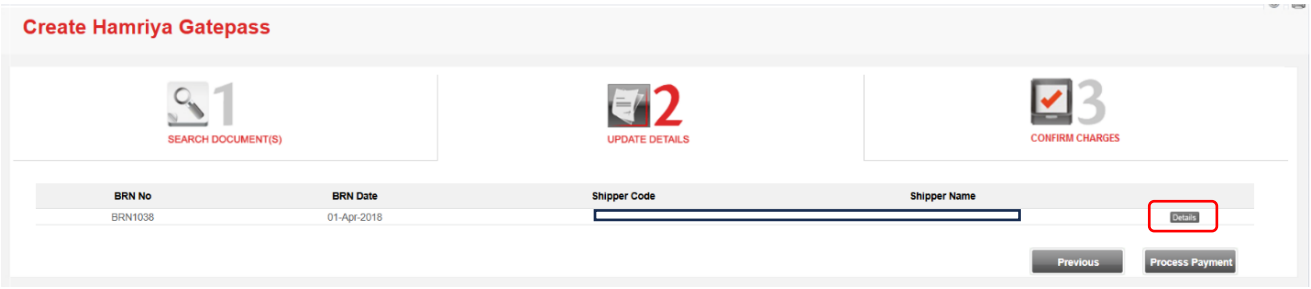
3. Click on **SEARCH** to retrieve the information or **RESET** to clear the search criteria.



4. Select the record by checking the box, then click on **NEXT**



5. Click on "**Details**" to enter the gate pass quantity.



6. System will take you to the goods details page where you can select the cargo you want to take out or bring into Hamriya facility.

Enter the details:

i. **Empty Vehicle Weight** - not mandatory. Only available for Export (IN) movement.

ii. **Representative Name -** mandatory for Import (Out) Cargo inspection

iii. **Email -** mandatory for Import (Out) Cargo inspection

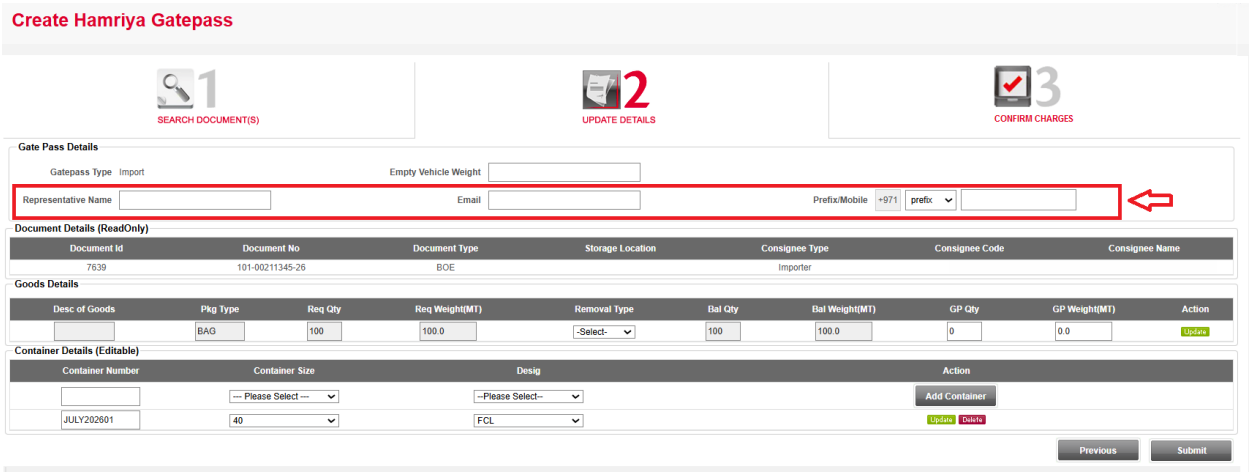
iv. **Mobile -** mandatory for Import (Out) Cargo inspection

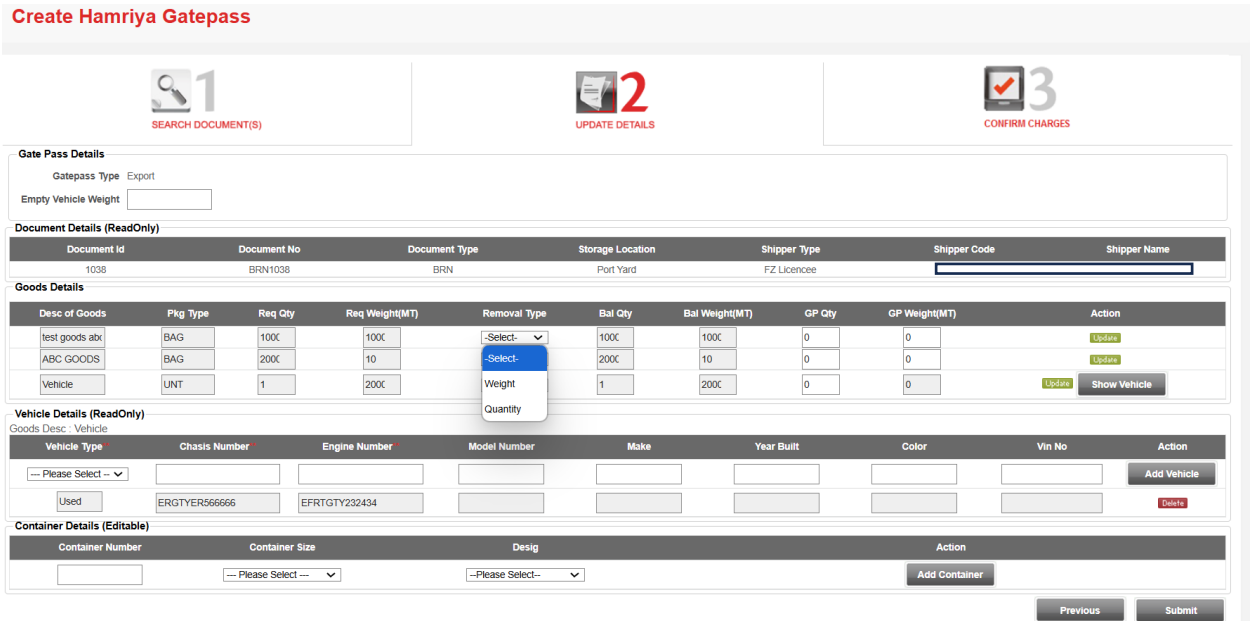
v. **Removal Type** - mandatory. choose either by **WEIGHT** or **QUANTITY**

vi. **GP QTY** - mandatory. enter the value if removal type Quantity is selected.

vii. **GP Weight (MT)** - mandatory enter the value if removal type Weight is selected.

NOTE: Please click "**update**" button whenever there is a change of values.





IMPORTANT for VEHICLE Cargo:

i. Removal type will be default as "**Quantity**".

ii. Enter the value on **GP QTY** field.

iii. Click on "**Show Vehicle**" to choose the desired vehicle.

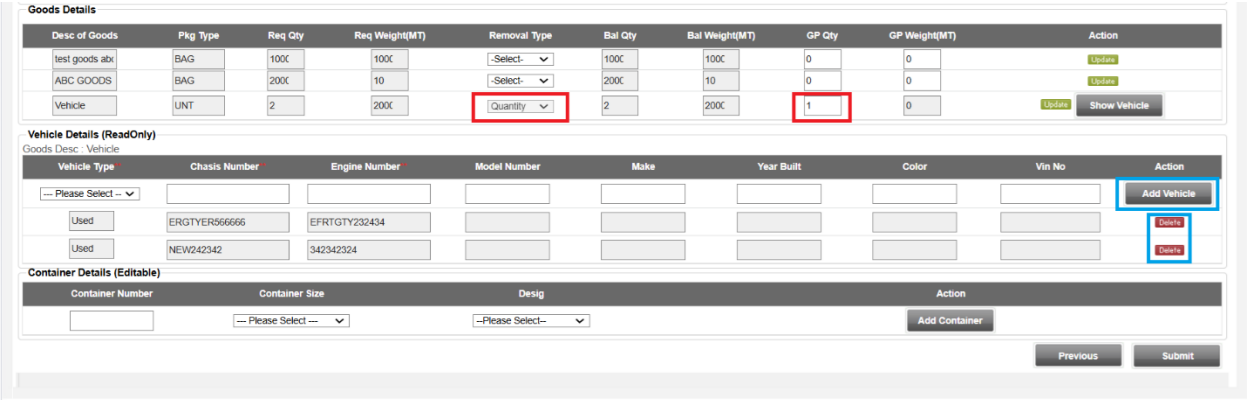
iv. Use the **DELETE** option to remove vehicles which are not required for gate pass

v. Use the **ADD VEHICLE** option to enter the previously deleted vehicle from the list.

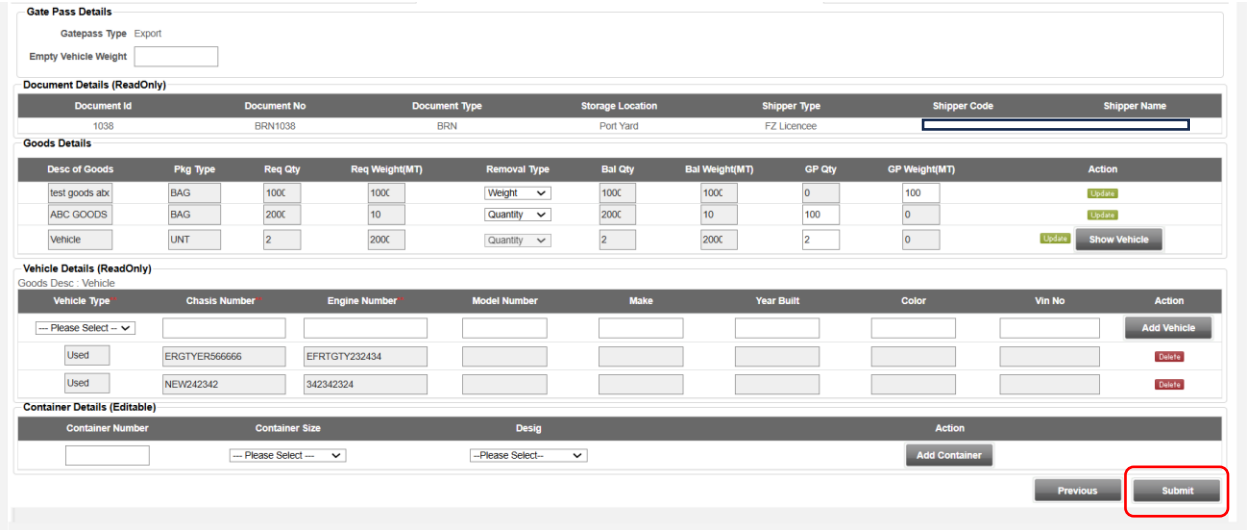
Important:

- For Export (IN), please ensure to enter the same vehicle details mentioned in the BRN.
- For Import (OUT), please ensure to enter the same vehicle details mentioned in the Customs Declaration / Bill of Entry.

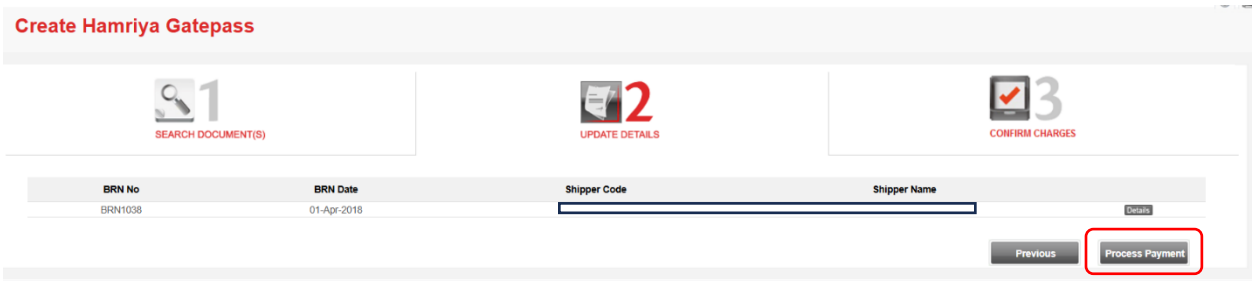
NOTE: Gate pass for deleted vehicles can be generated at a later stage.



7. Once the desired cargo and quantity are selected, click on **SUBMIT**

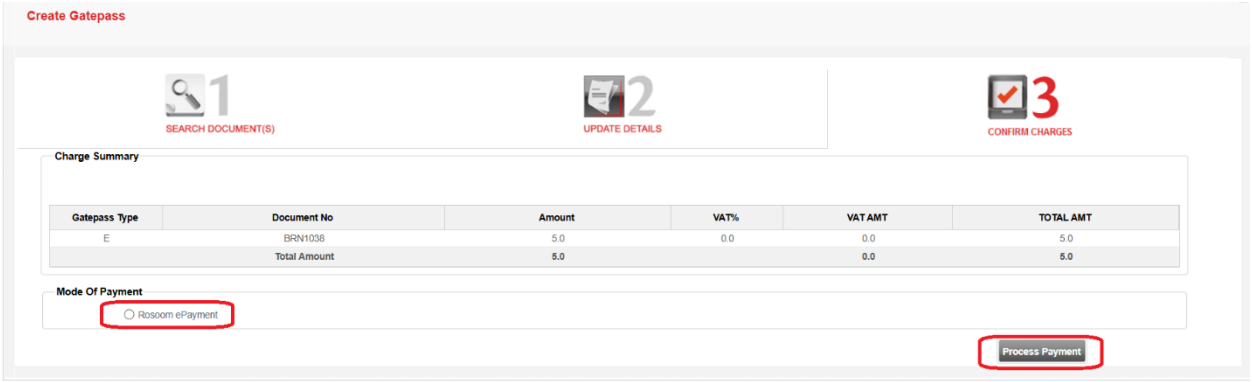


8. Click on "**Process Payment**" to proceed with payment and complete the gate pass.

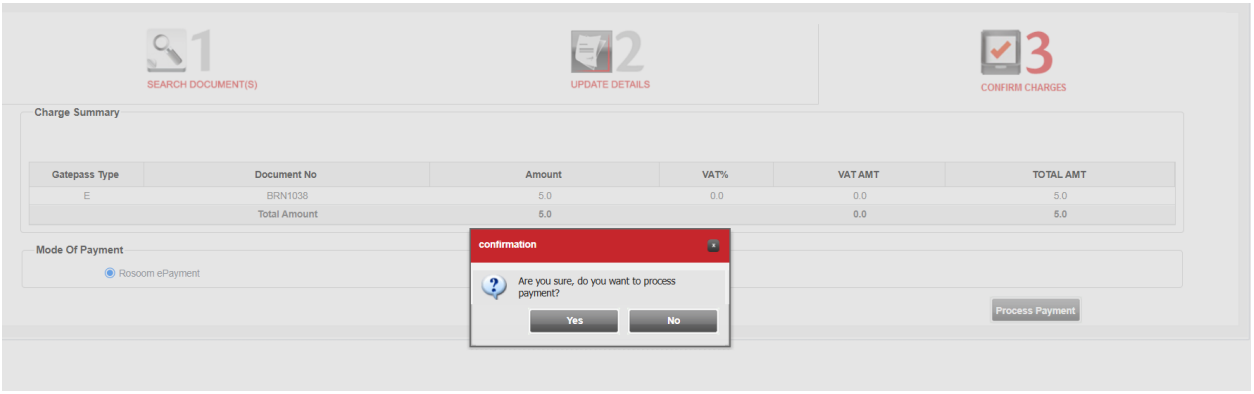


9. Summary of charges will be displayed.

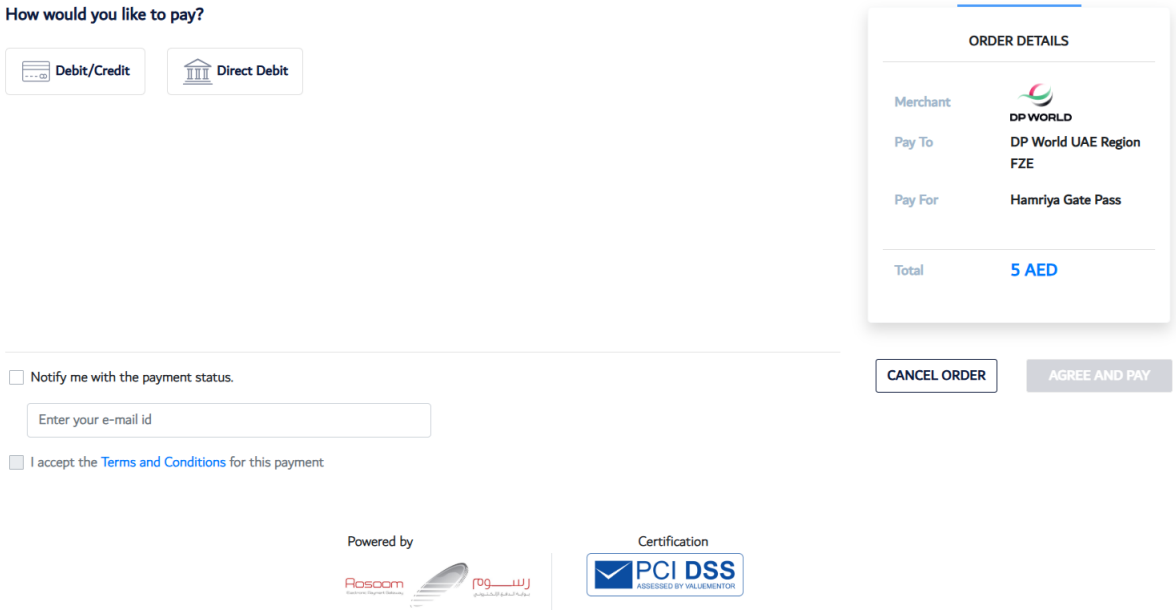
Choose the **mode of payment** then click on "**process payment**".



Click **YES** to proceed or **NO** to go back.



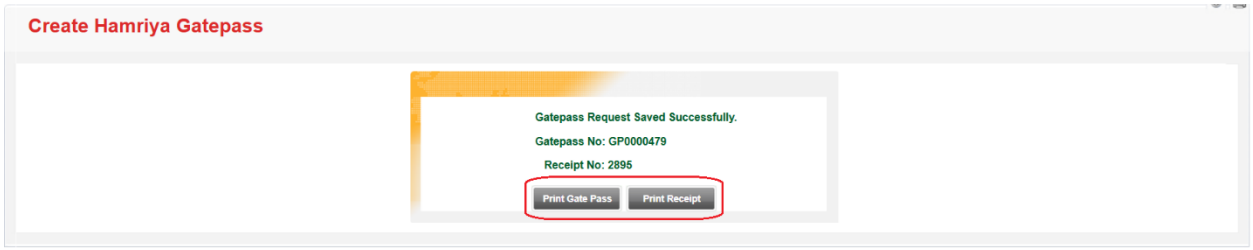
System will take you to the payment gateway where you can pay either by Debit/Credit Card or Direct Debit.



10. Confirmation will be displayed upon successful completion of payment.

Click on "**Print Gate Pass**" to print the gate pass

Click on "**Print Receipt**" to print payment receipt



Gate pass is valid for **24 hours**

Gate pass sample:

DP WORLD

Gate Pass [In Bound]

GP NO	: GP0000479	**Date and Time**	: 18/02/2025 15:44
Port	: Hamriya	**Valid Till Date**	: 19/02/2025 15:44
Shipper	:	**Vehicle No.**	: DXB-N-123456
Empty Truck	: 0		

Document No	Goods Description	Pkg Type	Removal Type	Qty/Wt
BRN1038	test goods abc	BAG	Weight	100
BRN1038	ABC GOODS	BAG	Quantity	100
BRN1038	Vehicle	UNT	Quantity	2

Chassis No	Model No	Make	Sticker No	Wt of Vech
ERGTYER566666				Above 1.5 to 5.0
NEW242342				Above 1.5 to 5.0

Remarks :

Created By : **Printed On** : 18-Feb-2025 15:48

DP WORLD

Gate Pass [Out Bound]

GP NO	: GP0000891	**Date and Time**	: 07/10/2026 08:37
Port	: Hamriya	**Valid Till Date**	: 08/10/2026 08:37
Shipper	:	**Vehicle No.**	: DXB-A-12345
Customs	: Pending	**Customs**	:
Empty Truck	:		

Document No	Goods Description	Pkg Type	Removal	Qty/Wt	Quantity	Gross Wt.	Bal Qty/Wt
101-00217968-26	Sulphur of all kinds, other than sublimed sulphur, precipitated sulphur	BAG	Quantity	150.0	100000	150000.0	99850.0

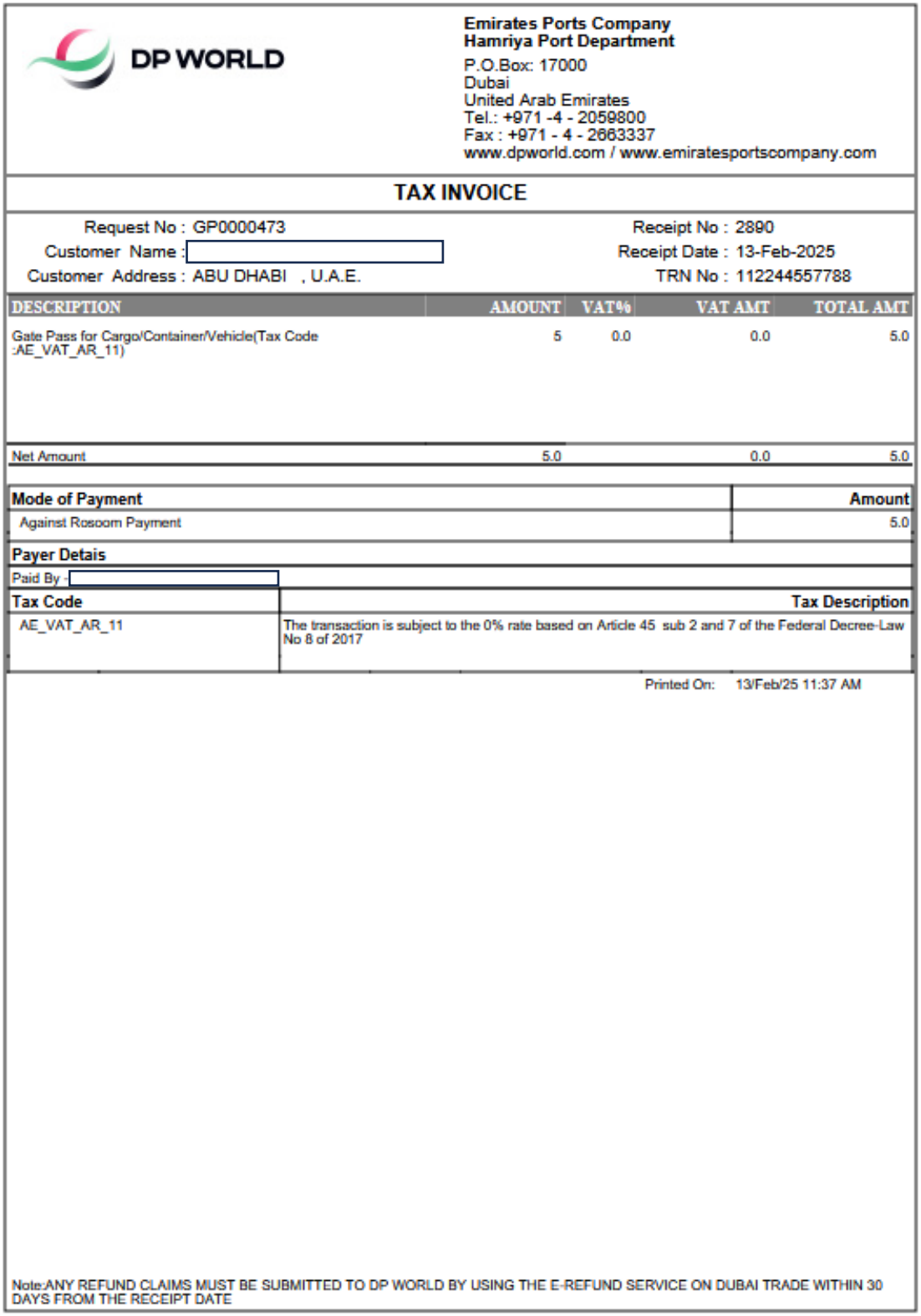
Remarks : (Customs GP No: HMGP0000891).

Created By :

Printed On : 07/10/2026 08:38

Gate Pass will be expired / auto cancelled if the cargo is not inspected within the valid till date/time.
Truck drivers are advised to exit the gate within the customs expiry time after the inspection is cleared.
Kindly proceed with Re-inspection if truck not exited within customs expiry time.

Gate pass payment receipt sample:



DP WORLD

Emirates Ports Company
Hamriya Port Department
P.O.Box: 17000
Dubai
United Arab Emirates
Tel.: +971 -4 - 2059800
Fax : +971 - 4 - 2663337
www.dpworld.com / www.emiratesportscompany.com

TAX INVOICE

Request No : GP0000473
Customer Name :
Customer Address : ABU DHABI , U.A.E.

Receipt No : 2890
Receipt Date : 13-Feb-2025
TRN No : 112244557788

DESCRIPTION	AMOUNT	VAT%	VAT AMT	TOTAL AMT
Gate Pass for Cargo/Container/Vehicle(Tax Code :AE_VAT_AR_11)	5	0.0	0.0	5.0
Net Amount	5.0		0.0	5.0

Mode of Payment	Amount
Against Rosoom Payment	5.0

Payer Detais

Paid By :

Tax Code	Tax Description
AE_VAT_AR_11	The transaction is subject to the 0% rate based on Article 45 sub 2 and 7 of the Federal Decree-Law No 8 of 2017

Printed On: 13/Feb/25 11:37 AM

Note:ANY REFUND CLAIMS MUST BE SUBMITTED TO DP WORLD BY USING THE E-REFUND SERVICE ON DUBAI TRADE WITHIN 30 DAYS FROM THE RECEIPT DATE