DP World
Hamriya - Gate Pass Amend
User's Manual

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Hamriya - Gate Pass Amend

Table Designs

DOCUMENT DETAILS

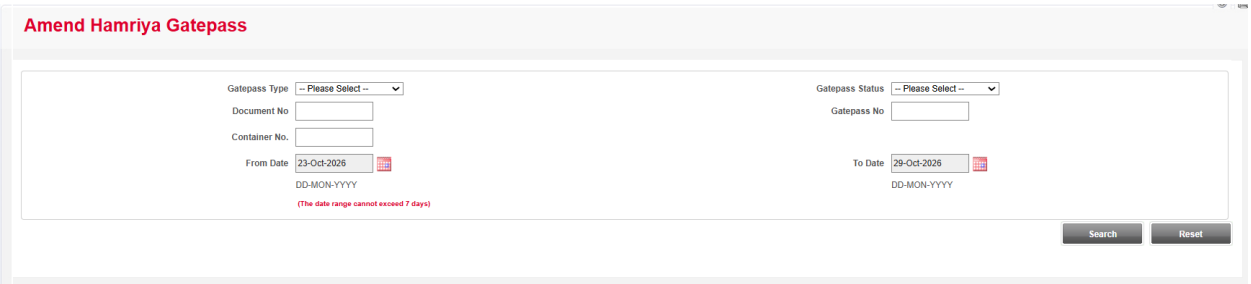
Document Name	Hamriya - Gate Pass Amend
Project Name	
Business Unit	DP World
Author(s)	DT Training Dept.
Last Updated Date	5th October 2026
Current Version	1.2

This service enables Shipping Agents, Freight Forwarders, Clearing agents and BCOs to amend their Hamriya gate pass within the validity period, before inspection is initiated for import cargo and if inspection status is suspended.

Procedure:

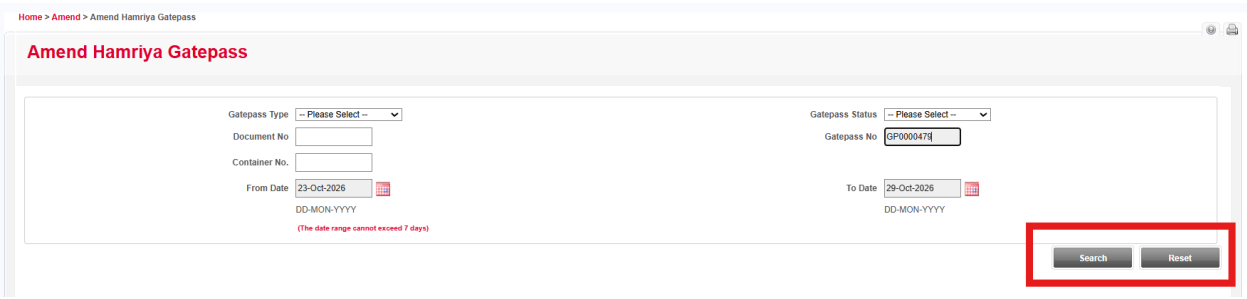
Login to Dubai Trade and search for the **Hamriya Gatepass** service, then choose Amend.

The below screen will be displayed

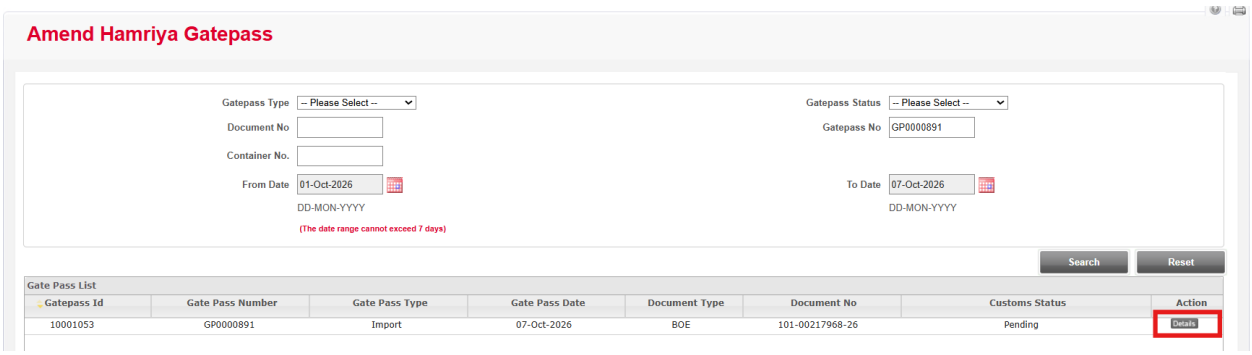


1. Search by any of the following:
    a. **Gate pass Type - *IMPORT (OUT) or EXPORT (IN)***
    b. **Gate pass Status - *"APPROVED"***
    c. **Document no. - *BRN or Declaration number***
    d. **Container no.**
    e. **Gate pass no.**
    f. **Date Range - from and to dates**

Click on **SEARCH** to retrieve records or **RESET** to clear the search criteria

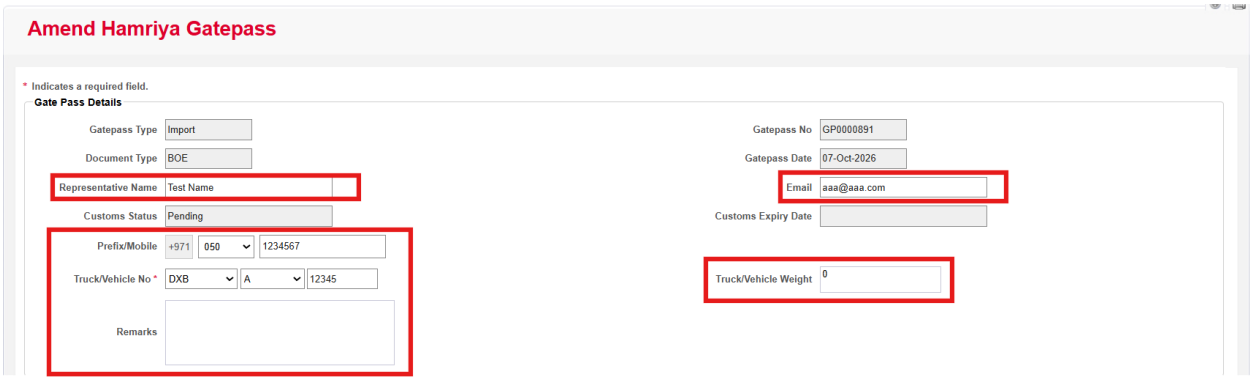


2. Click on "**DETAILS**"



3. System will take you to the page where you can edit some information on your gate pass.

   Gate Pass details:



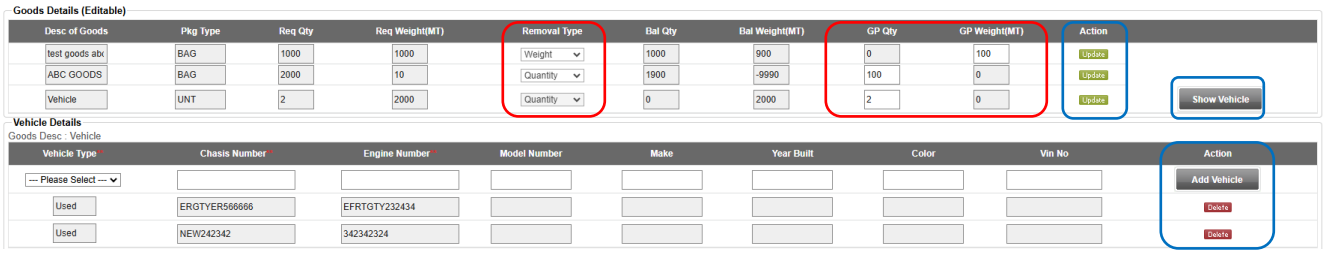
You can edit:

- Representative Name
- Mobile No.
- Email Address
- Truck/Vehicle no.
- Truck/Vehicle Weight, if required
- Remarks, if required

Document details - read only and not editable



Goods details and Vehicle details:



You can edit:

- Removal Type - not editable for Import (OUT).
- GP QTY
- GP Weight (MT)
- Remove or Add vehicle details

NOTE: Click on "**Show Vehicle**" button to view the vehicle information

- 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.

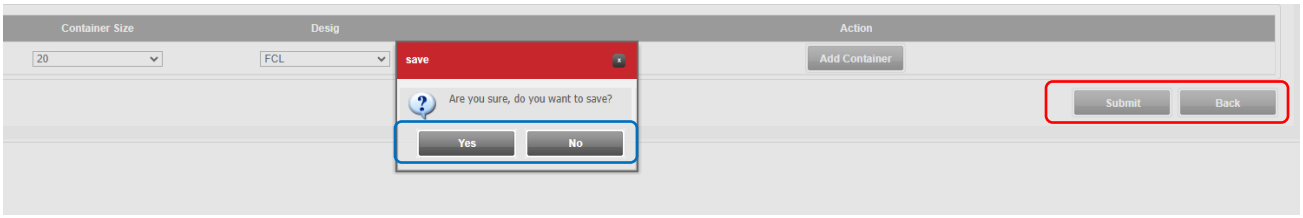
Container details



You can edit:

- Remove, Edit, Add container details

4. Click on **SUBMIT** to proceed or **BACK.**



5. A confirmation message will be displayed.

