Changes to mortgage

Digital Ship Register (DSRG) self-service portal can be accessed using the following link: https://shipregistration.dma.dk

When a mortgage is to be changed, it must be reported to the Ship Register. The Danish Maritime Authority's website describes rights, including ship mortgages, indemnification letters and owner's mortgages in more detail here: Registration of mortgage and negative pledges.

This guide explains how you can change a mortgage in a ship in DSRG. The guide will describe the change of ship mortgage, owner's mortgage, and Indemnity bond. The self-service is divided into flows, which are divided into steps that intuitively lead the user through to the notification being sent for manual case processing at the Ship Register.

The following is necessary in order to be able to do the report:

- MitID to be able to log into DSRG
- Information about the mortgage right:
    - Amount
    - Currency
- The following information about relevant parties of the person type:
    - First name
    - Last name
    - Email-address*
    - Address*
    - Birthday*
- The following information about relevant parties of the company type:
    - Information regarding the authorized signatory / person authorized to sign for the firm:
        - First name
        - Last name
        - Email-address*
        - Address*
        - Birthday*

*First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

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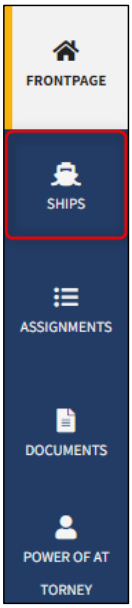
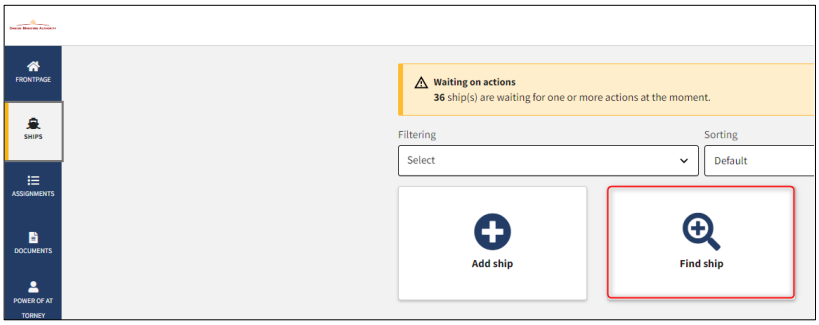
Start reporting

Once you have logged in, you will be met by the view below. You will have to click the “Ships” icon in the menu to the left.



Menu for Digital Ship Registers self-service

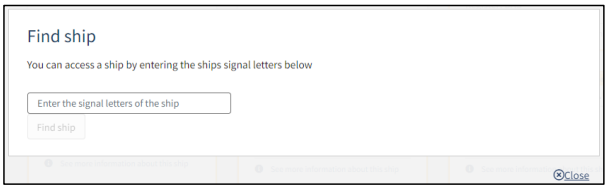
You can click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



How to add or search for a ship

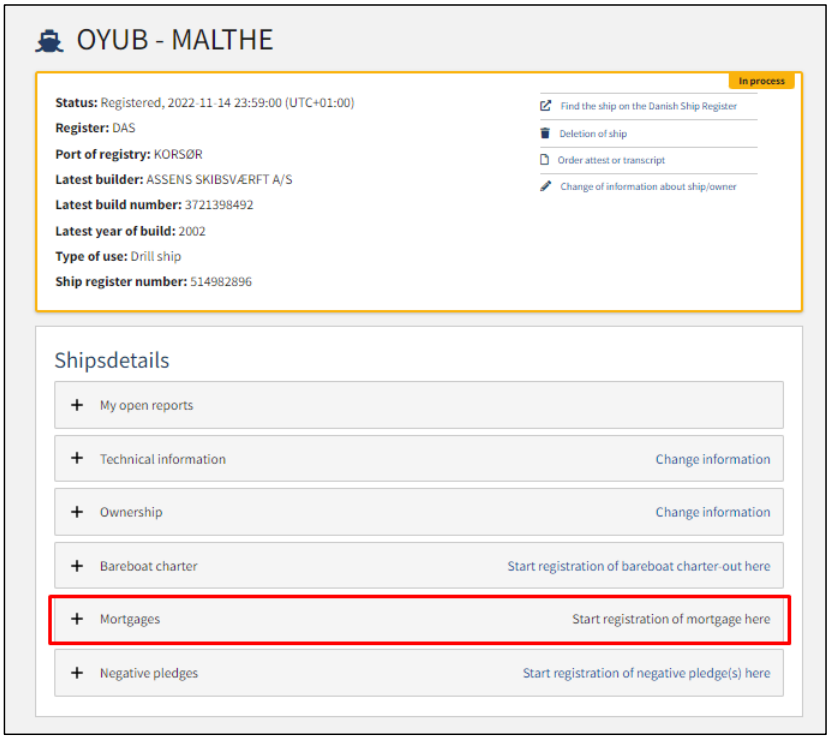
Enter the signal letters of the ship for which changes are desired.

Press ”Enter” on the keyboard or click "Find ship". If there are multiple results, select the correct one from the list.



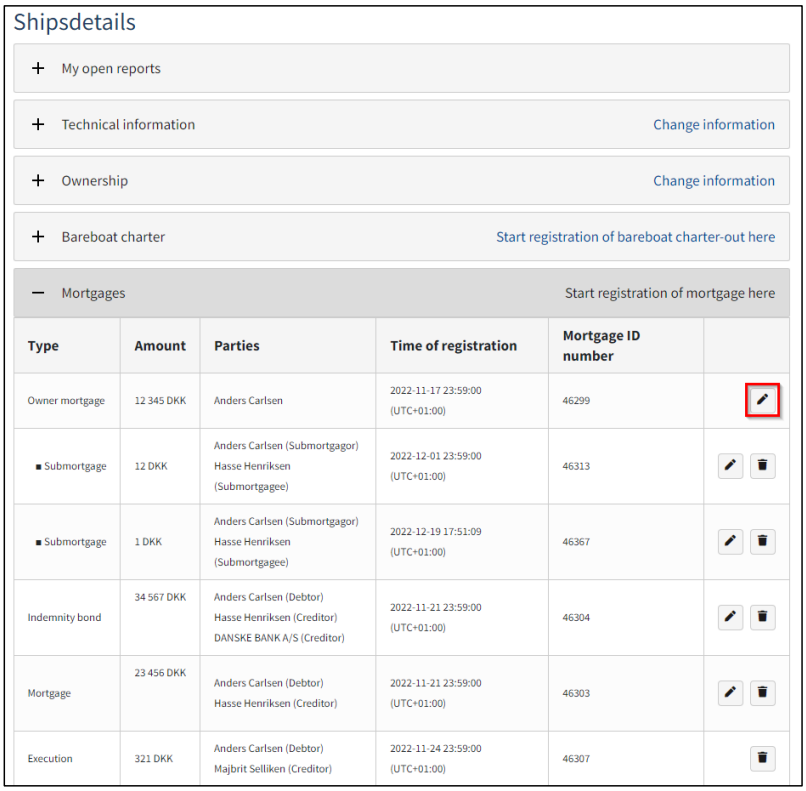
Find ship via signal letters

Click on "Mortgages" to see a list of the registered rights on the ship.



Detailed view for ship

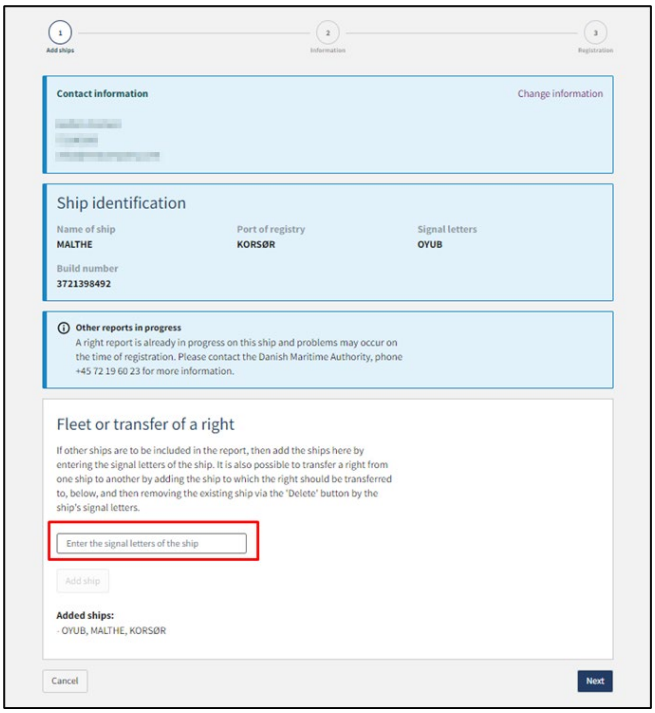
Click on the pencil icon next to the mortgage you want to change.



This is how to start a mortgage change flow

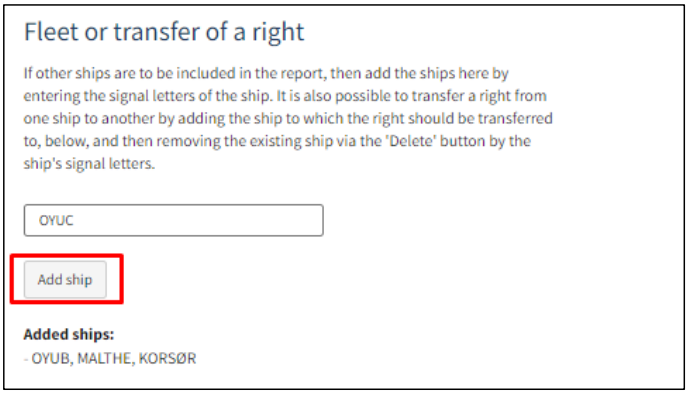
Step 1: Add ships

If other ships are to be covered by the registration, enter the ship's signal letters in the text field "Enter the signal letters of the ship".



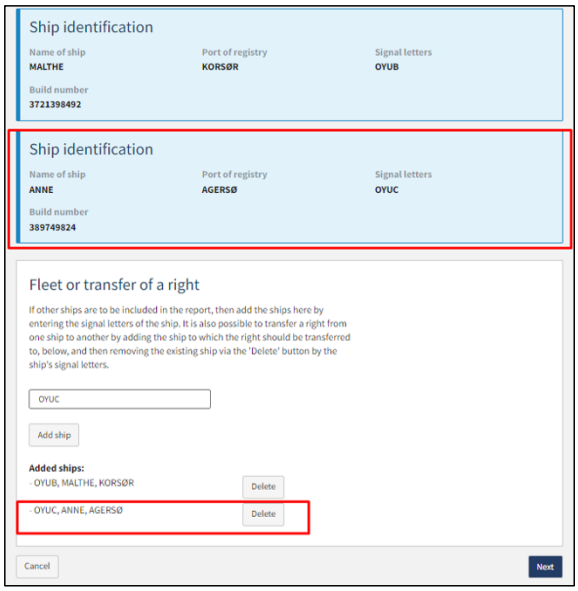
Step 1: Add ships

Once the signal letters have been entered, click on "Add ship".



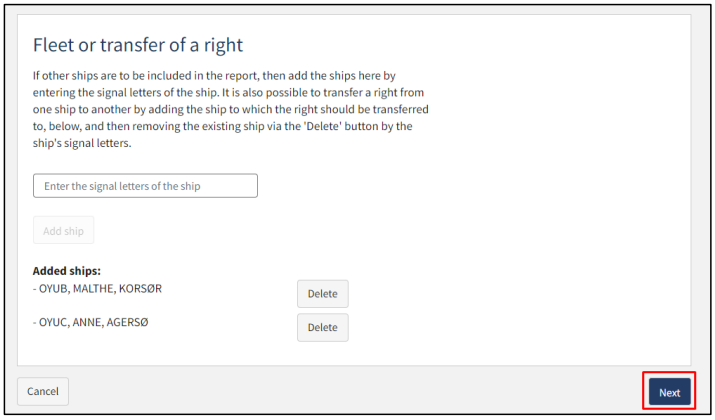
Add ships

The added ship now appears on the page.



Add ships

Once all the ships to be covered by the registration have been added, click "Next".



Add ships

Step 2: Information

Owner mortgage

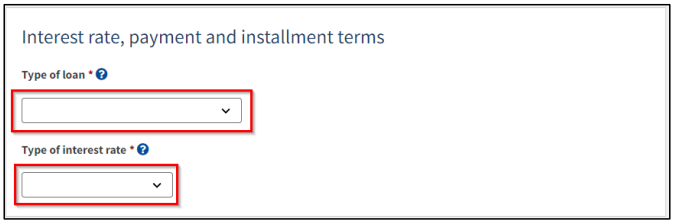
Fill out the following required fields:

- Amount
- Currency
- Mortgage with right to be advanced

You can fill out information in the following optional fields:

- Interest rate (in %)
- Addition of interest term
- Interest rate variable
- Installment or terms payment
- Date of interest
- Special terms and conditions

Interest rate, payment and installment terms are filled out by selecting in the dropdown menus ”Type of loan” and ”Type of interest rate”. If ”Interest rate variable” is filled out, the field ”Type of interest rate” will be locked and thus not required.



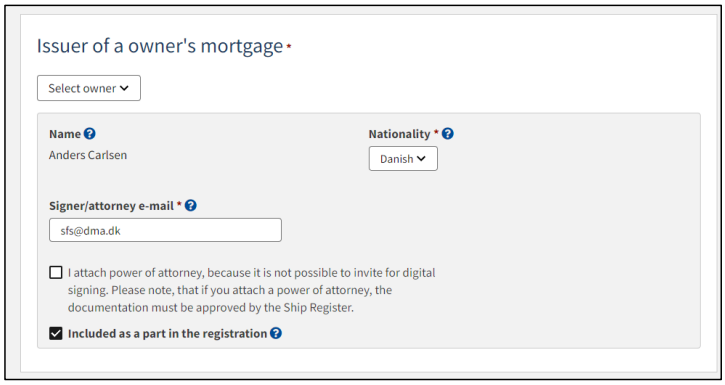
Interest rate, payment, and installment terms

If respect of future mortgage is to be added, click on the box to show a check mark. After that, a text field will appear in which information about the respected future mortgage can be entered.

Respect of future mortgage

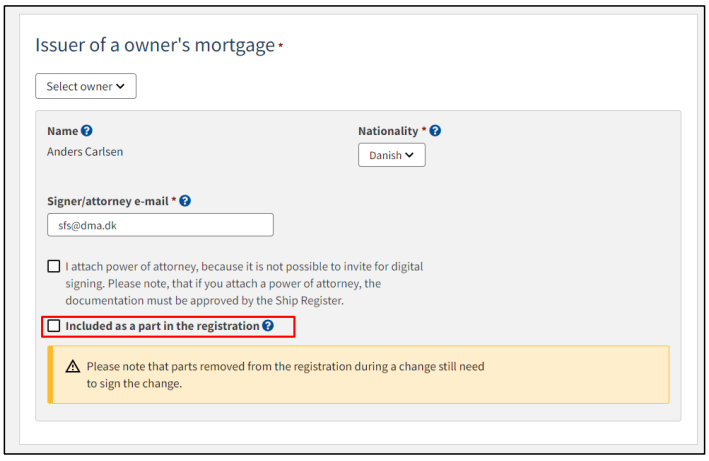
Issuer of an owner's mortgage

The issuer's e-mail must be stated if their nationality is Danish, unless POA is to be used for this party and the following is ticked: "I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



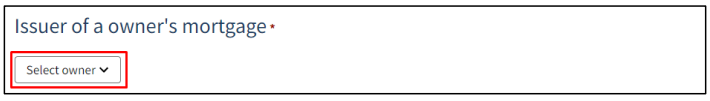
Issuer of an owner's mortgage

To remove an issuer, tick: "Included as a part in the registration".



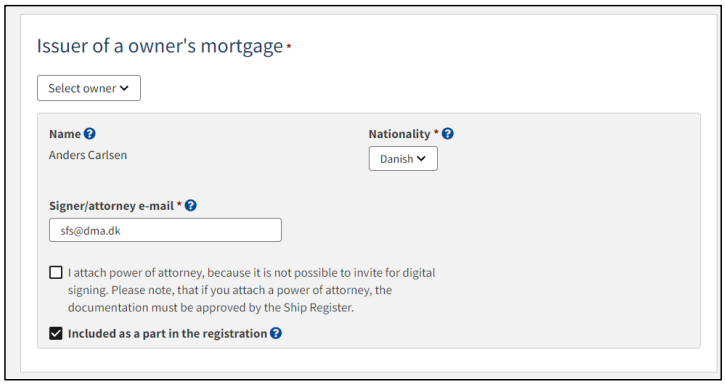
Remove issuer of a owner's mortgage

To add the issuer, click on "Select owner" – After this, a dropdown menu with the ship's owners will appear.



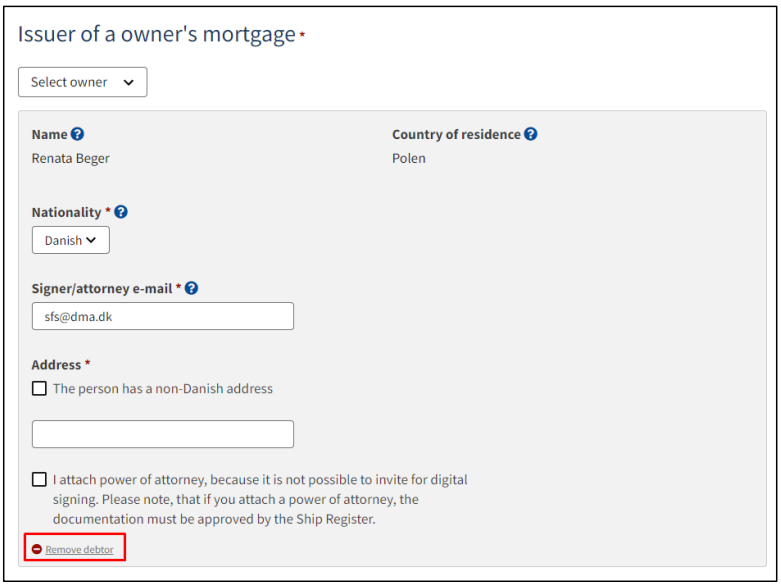
Choose an issuer

When the issuer is selected, it appears on the page. The issuer's nationality and e-mail must be filled in, unless the check mark is ticked for: " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



Issue

If you want to delete the issuer, click on "Remove issuer".



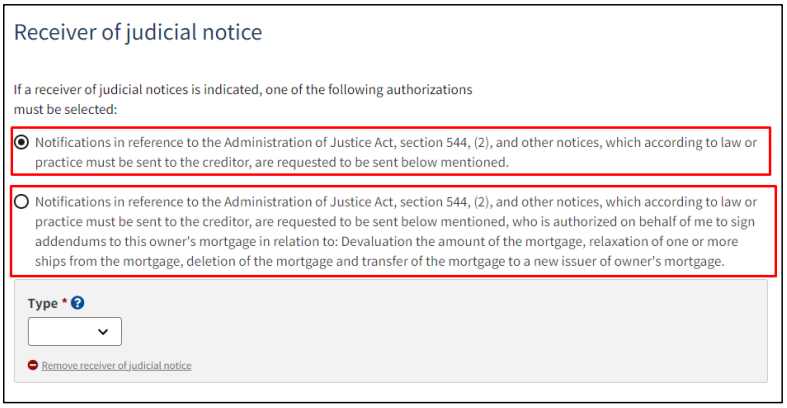
Remove issuer

Receiver of judicial notice

To add a receiver of judicial notice, click on “add receiver of judicial notice”.

Add receiver of judicial notice

The authorizations of the recipient of judicial notice are indicated by clicking next to one of the following authorizations:



Choose authorizations

It is required that the type of creditor is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person".

Receiver of judicial notice

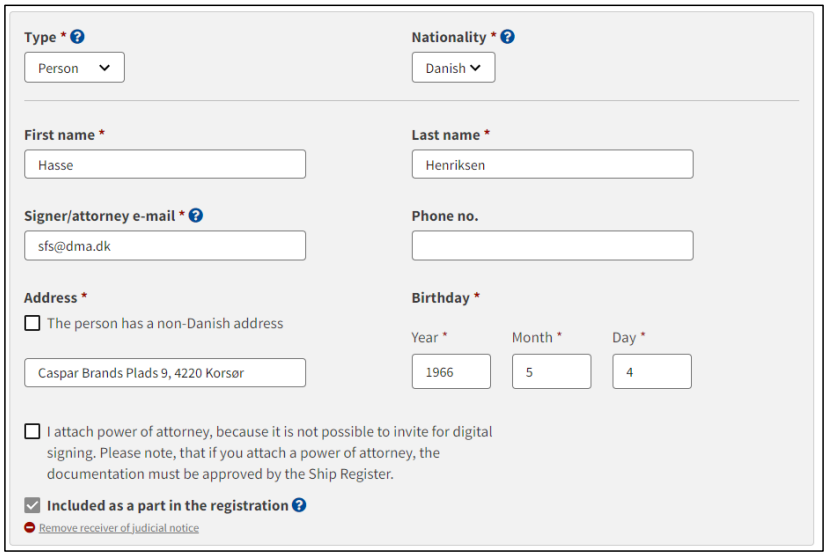
If the receiver of judicial notice is a company, the company is searched by clicking on the "Search company" button, after which a dialog box opens where you can search the company.

Find company

If the receiver of judicial notice is a person, the nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Non-Danish"

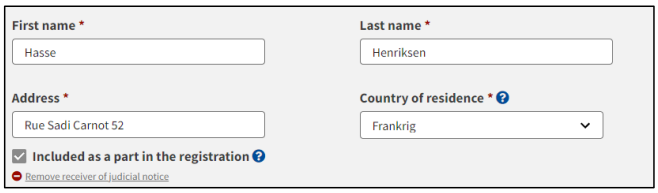
Receiver of judicial notice's nationality

If the receiver of judicial notice is Danish, the first name, last name, address, e-mail, and date of birth must be filled in. Unless ticked off: " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



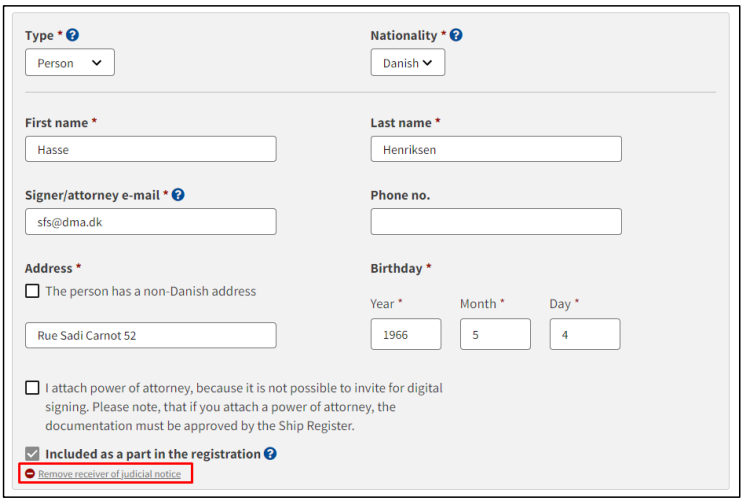
Danish receiver of judicial notice

If the receiver of judicial notice is non-Danish, the first name, last name, address, and country of residence must be filled in.



Non-Danish receiver of judicial notice

If the receiver of judicial notice needs to be removed, click "Remove receiver of judicial notice".



Remove receiver of judicial notice

Ship mortgage

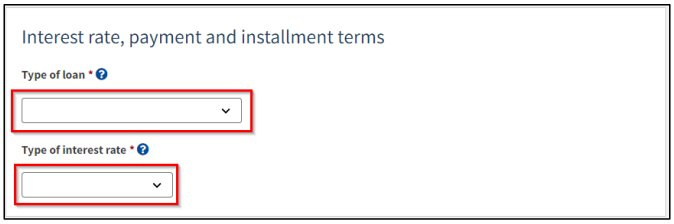
Fill out the following required fields:

- Amount
- Currency
- Interest rate (in %)
- Addition of interest term
- Installment or terms payment
- Mortgage with right to be advanced

You can fill out information in the following optional fields:

- Interest rate variable
- Termination can take place
- Date of interest
- Date of first payment
- Index for the amount of the mortgage
- Special terms and conditions

Interest rate, payment and installment terms are filled out by selecting in the dropdown menus" Type of loan" and" Type of interest rate". If "Interest rate variable" is filled out, the field" Type of interest rate" will be locked and thus not required.



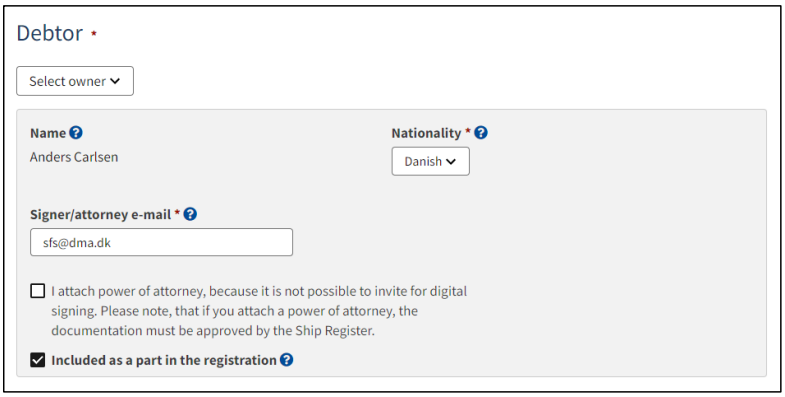
Interest rate, payment, and installment terms

If respect of future mortgage is to be added, click on the box to show a check mark. After that, a text field will appear in which information about the respected future mortgage can be entered.

Respect of future mortgage

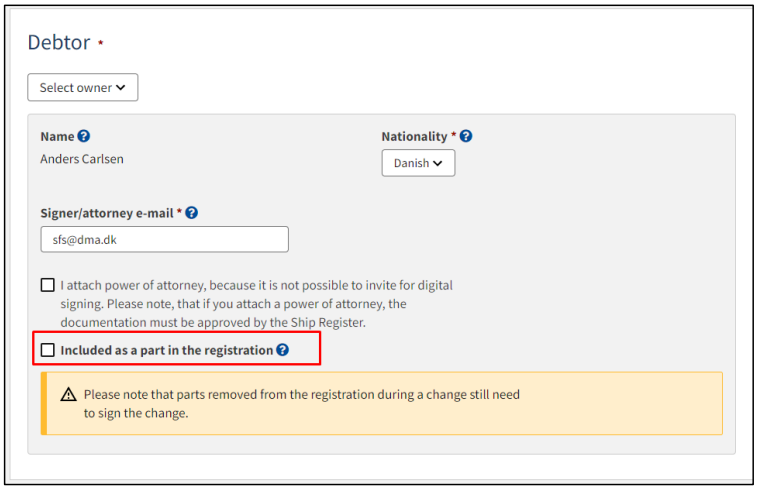
Debtor

The existing debtor's nationality and e-mail must be filled in, unless the check mark is ticked for: "I attach power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ".



Debtor

If the user wants to remove the debtor from the mortgage, the checkmark next to "included as a part in the registration" must be removed.

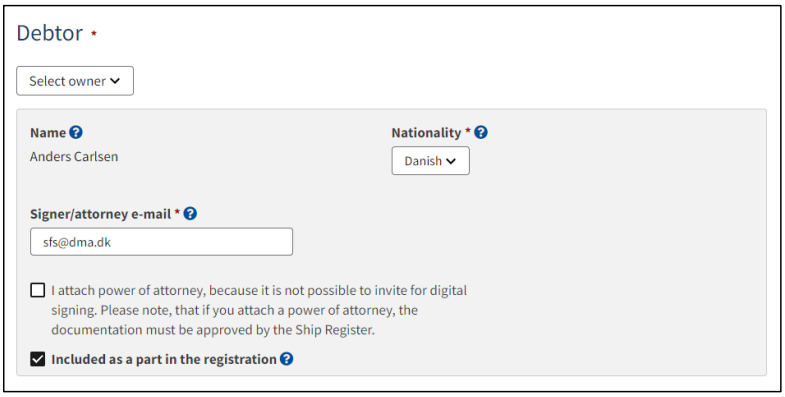


Remove debtor

To add a debtor, click on "Select owner" – After this, a dropdown menu with the ship's owners will appear.

Choose debtor

When the debtor is selected, it will appear on the page. The debtor's nationality and e-mail must be filled in, unless the check mark is ticked off: " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



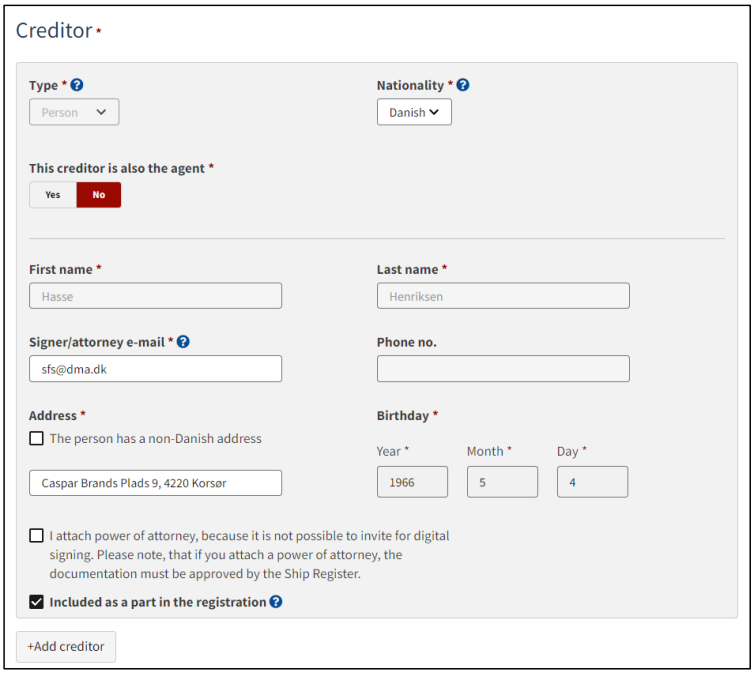
Debtor

If the user wants to remove the debtor, click on "Remove debtor".

Remove debtor

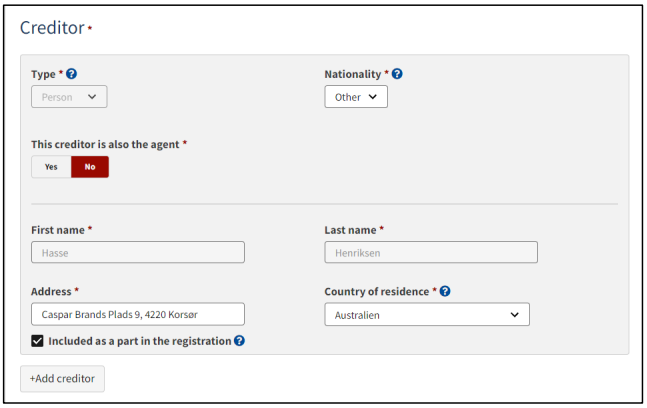
Creditor - Person

The existing creditor's nationality must be filled in, if the nationality is Danish, e-mail and address must be filled in, unless the check mark is ticked for: " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register. ".



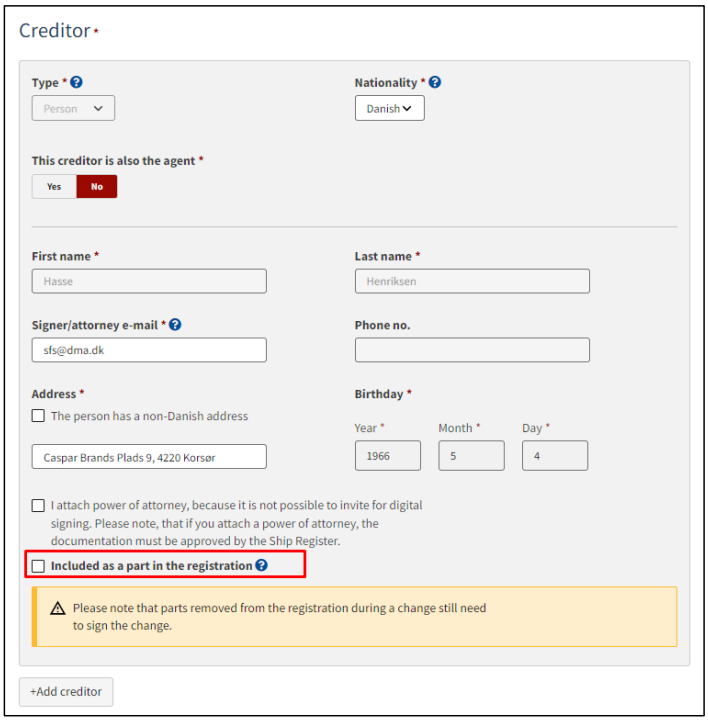
Existing creditor – Danish person

The nationality of the existing creditor must be filled in, if the nationality is non-Danish, the address and country of residence must be filled in, unless ticked off:" I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



Existing creditor: non-Danish person

If the user wants to remove the creditor from the mortgage, the checkmark next to "Included as a part in the registration" is removed.



Remove creditor

To add a creditor, click "+Add creditor".

Add creditor

It is required that the type of creditor is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person". In addition, it must be stated whether the creditor is also an agent, this is done by selecting "Yes" or "No" under "This type is also an agent"

Type of creditor

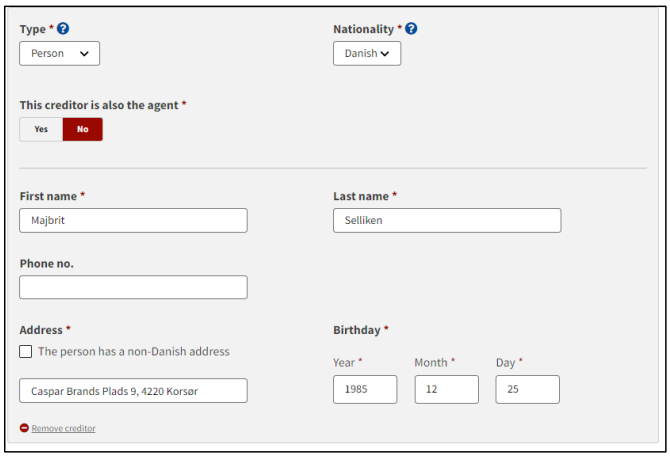
If the creditor is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

Find company

If the creditor is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Non-Danish"

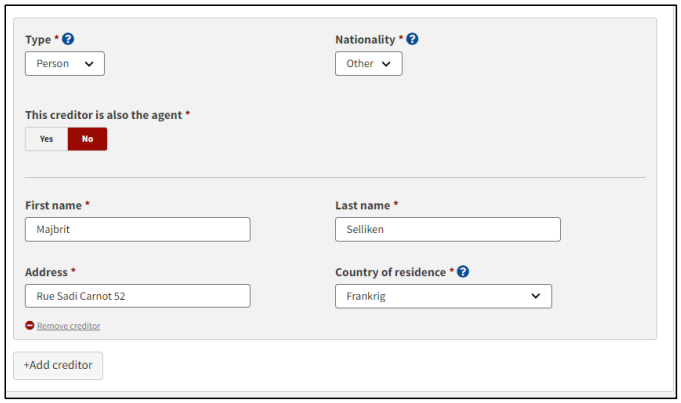
Nationality of the creditor

If the creditor is Danish, the first name, surname, address, and date of birth must be filled in.



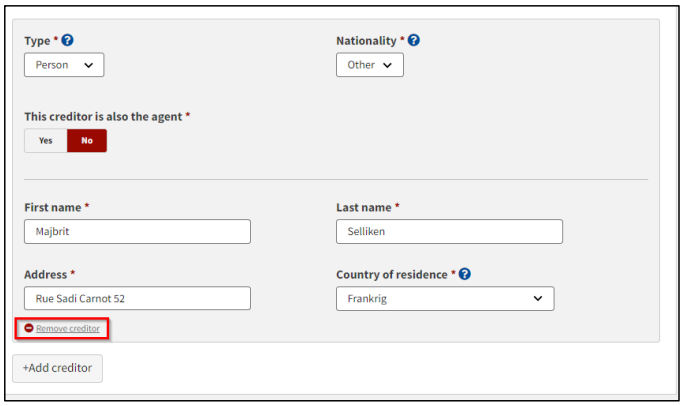
Danish creditor

If the creditor is Other, the first name, surname, address, and country of residence must be filled in.



Other creditor

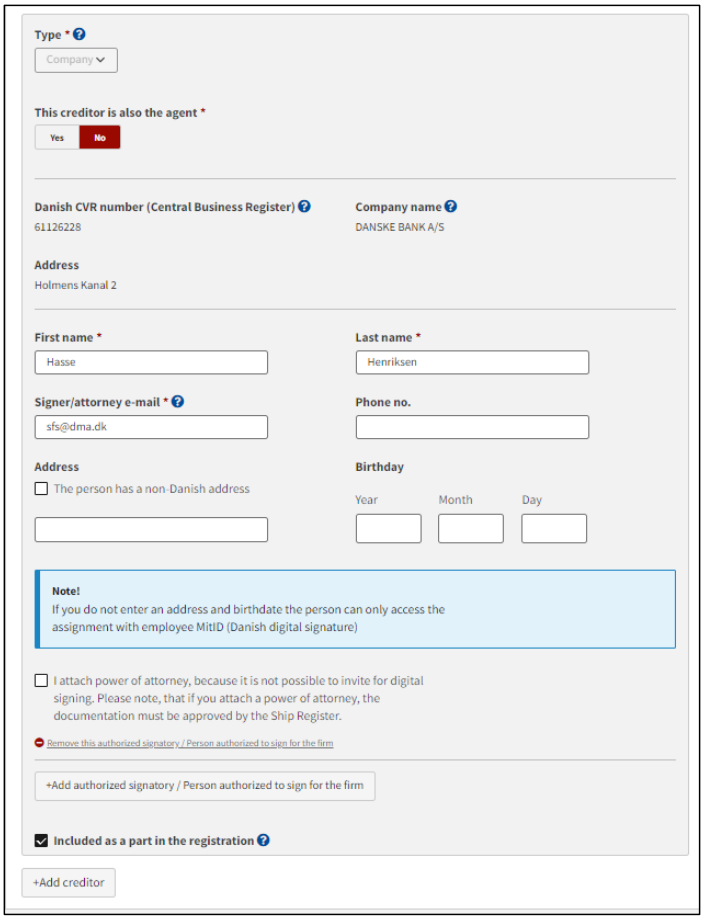
If you want the creditor to be removed, click "Remove creditor."



Remove creditor

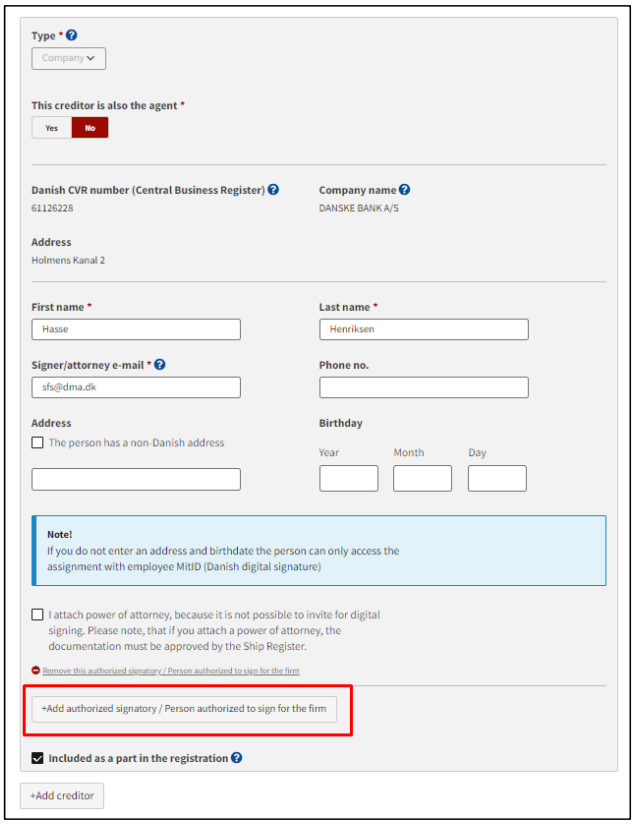
Creditor - Company

First name, Last name and e-mail must be filled in for the person entitled to sign, unless the check mark is marked "I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



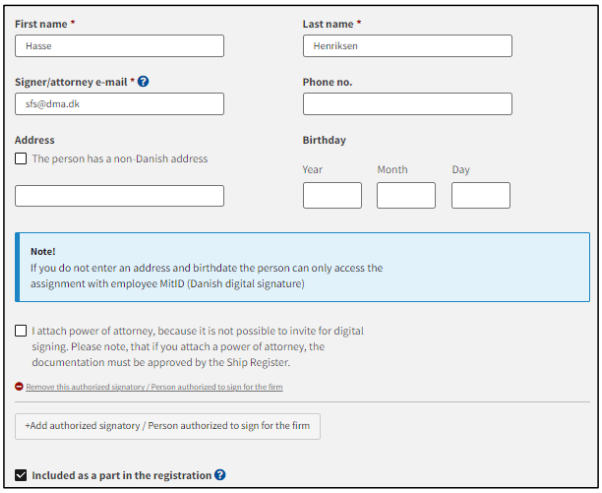
Existing creditor – company

To add an authorized signatory, click on the button "Add authorized signatory / Person authorized to sign for the firm".



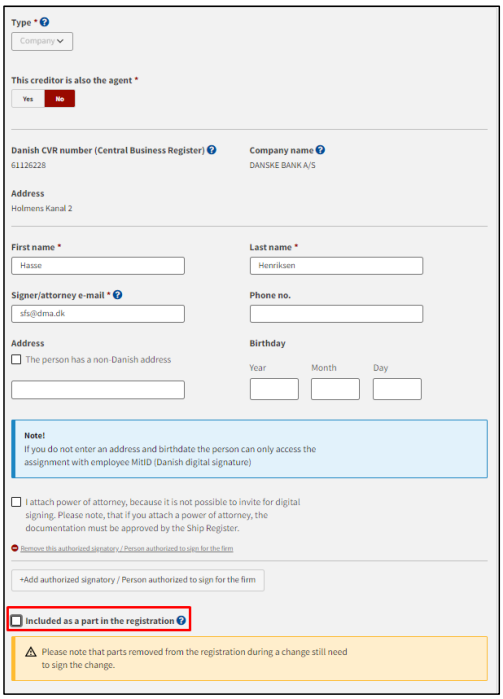
How to add an authorized signatory

First name, last name and e-mail must be completed for the person entitled to authorize, unless the check mark is ticked for "I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register."



Authorized signatory

If the user wants to remove the creditor from the mortgage, the checkmark next to "included as a part in the registration" is removed.



Remove creditor

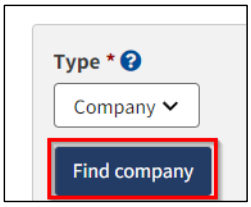
To add a creditor, click "+Add creditor".

Add creditor

It is required that the type of creditor is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person". In addition, it must be stated whether the creditor is also an agent, this is done by selecting "Yes" or "No" under "This type is also an agent"

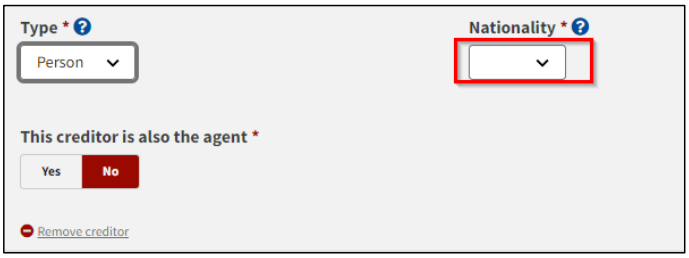
Type of creditor

If the creditor is a company, the company is searched by clicking on the "Search company" button, after which a dialog box opens where you can search the company.



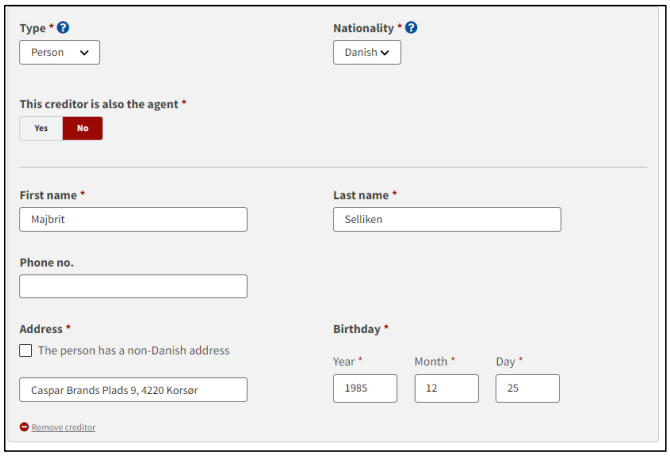
Find company

If the creditor is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other"



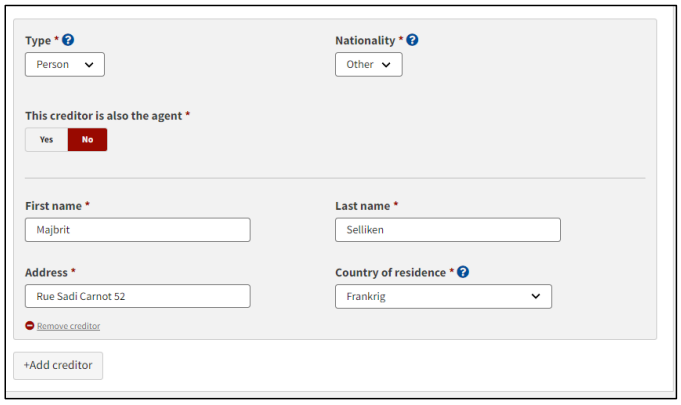
Nationality of the creditor

If the creditor is Danish, the first name, surname, address, and date of birth must be filled in.



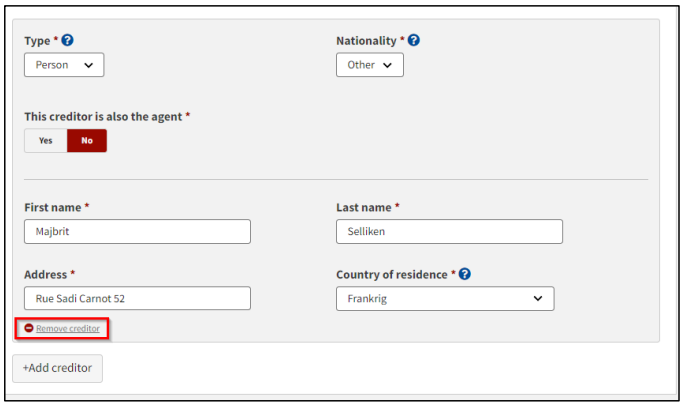
Danish creditor

If the creditor is Other, the first name, surname, address, and country of residence must be filled in.



Other creditor

If you want the creditor to be removed, click "Remove creditor."



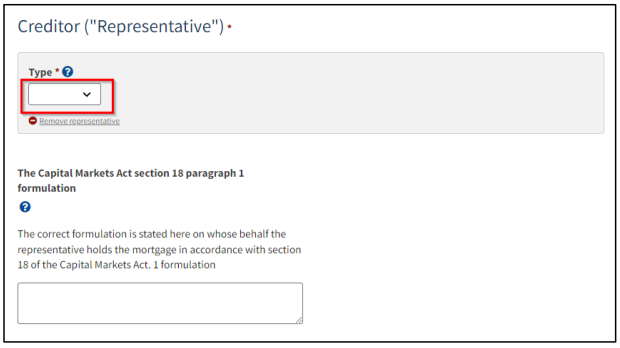
Remove creditor

Creditor (”Representative”)

To add representative, click "Add representative".

Add representative

It is required that the representative's type is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person".



Type of representative

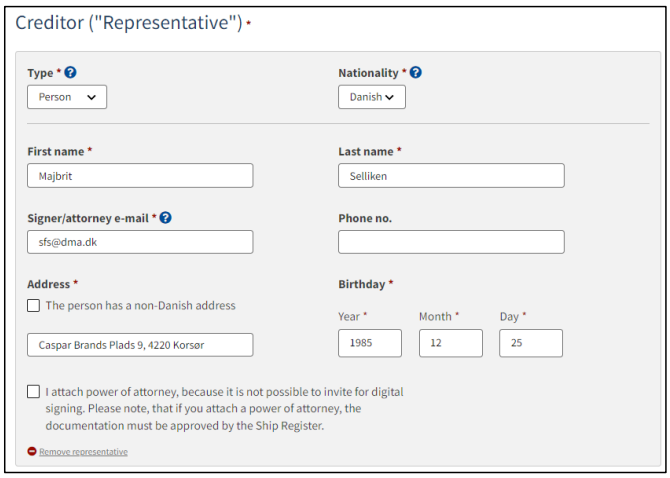
If the representative is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

Find company

If the representative is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other"

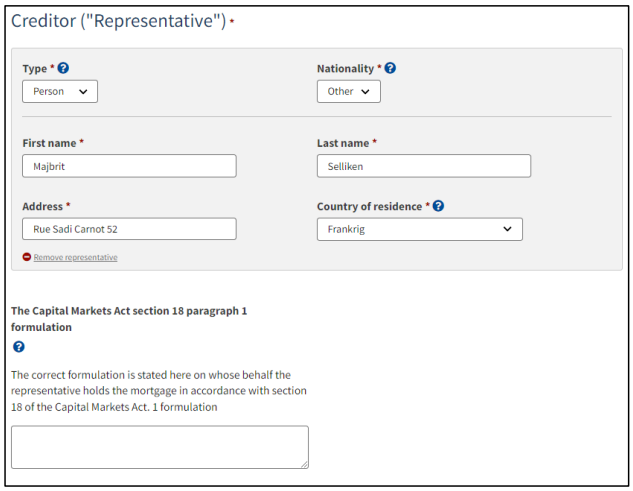
Nationality of the representative

If the representative is Danish, the first name, surname, e-mail, address, and date of birth must be filled in, unless you wish to attach power of attorney.



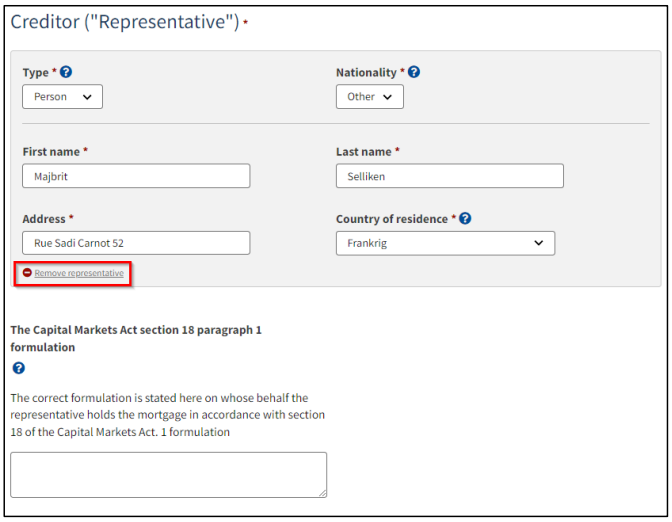
Danish representative

If the representative is non-Danish, the first name, surname, address and country of residence must be filled in.



Other representative

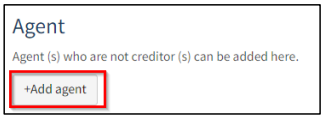
If the representative needs to be removed, click "Remove representative".



Remove representative

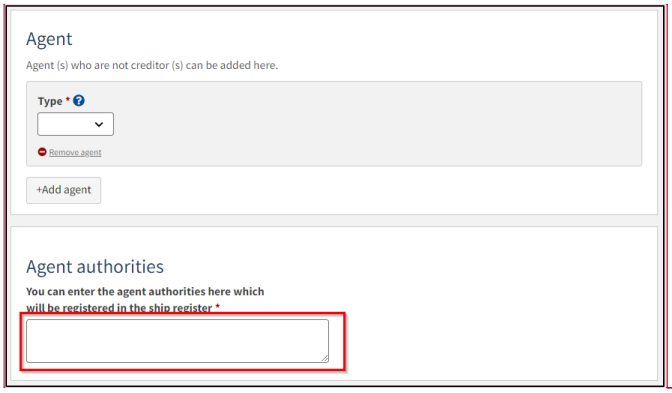
Agent

To add agent, click "Add agent".



Add agent

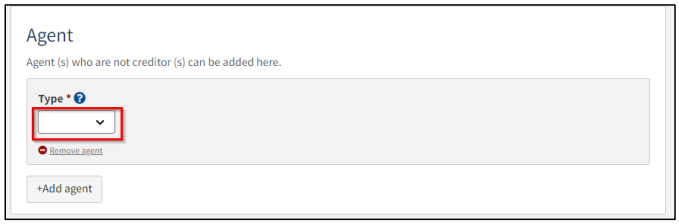
After an agent is added, agent authorities must be specified. This is done by filling in the text field under "Agent authorities".



Agent authorities

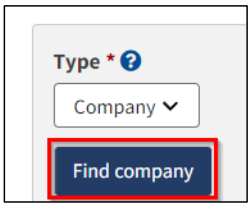
Kommenteret [LFA1]: Dette billede her skal ændre, når vi har foretaget tekst ændringer til januar, da teksten skal være de samme som repræsentanten med KML.

It is required that the agent's type is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person".



Type of agent

If the agent is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

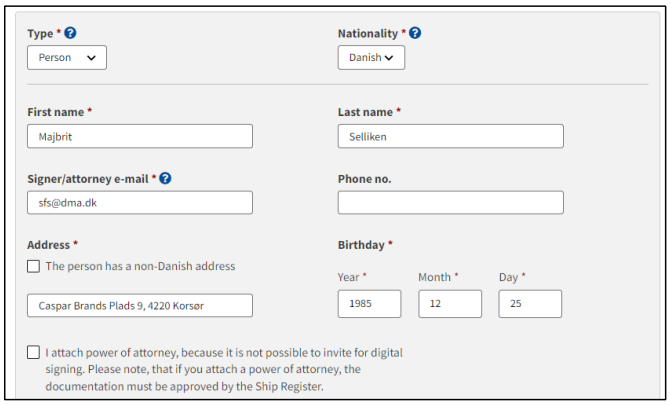


Find company

If the agent is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other"

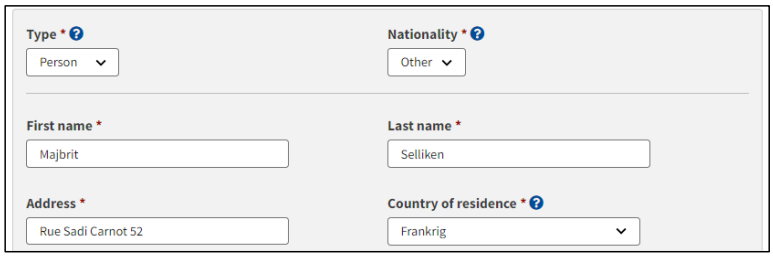
Nationality of the agent

If the agent is Danish, the first name, last name, e-mail, address, and date of birth must be filled in unless you choose to attach a power of attorney.



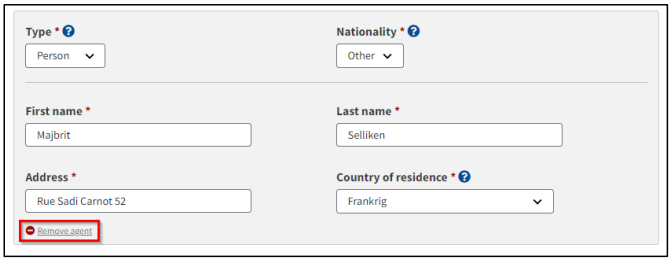
Danish agent

If the agent is other, the first name, surname, address, and country of residence must be filled in.



Other agent

If the agent needs to be removed, click "Remove representative".



Remove agent

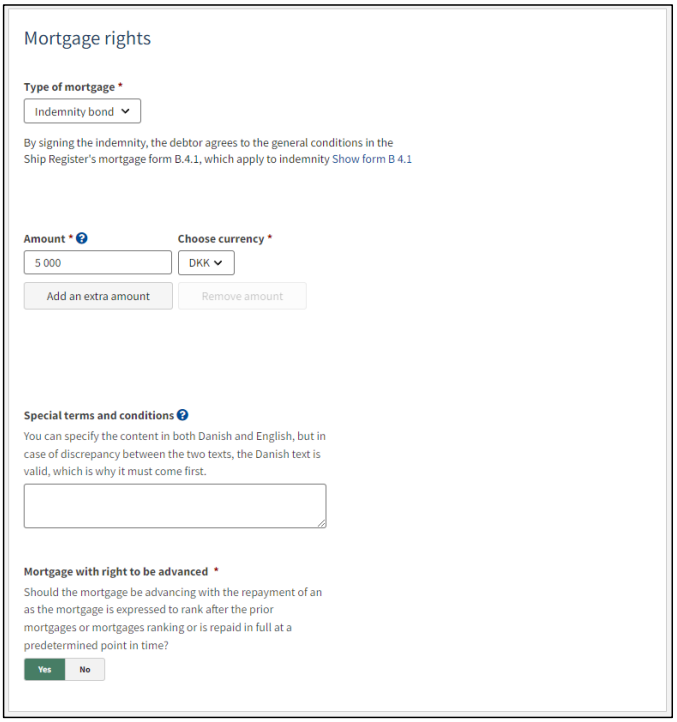
Indemnity bond

Fill out the following required fields:

- Amount
- Currency
- Mortgage with right to be advanced

You can fill out information in the following optional fields:

- Special terms and conditions



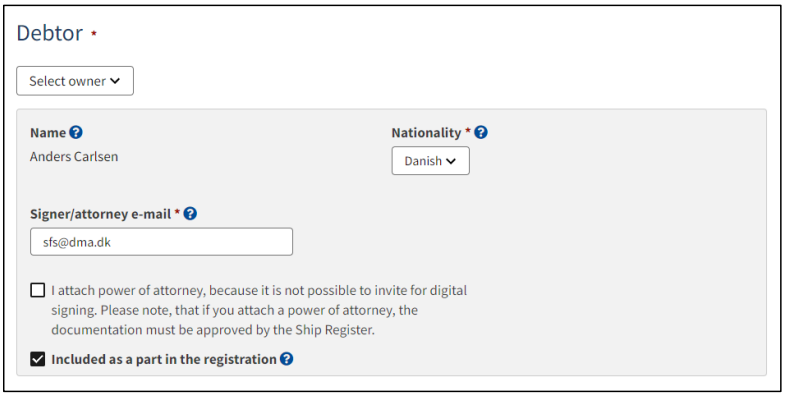
- *Step 2: Information – Indemnity bond*

If respect of future mortgage is to be added, click on the box to show a check mark. After that, a text field will appear in which information about the respected future mortgage can be entered.

Respect of future mortgage

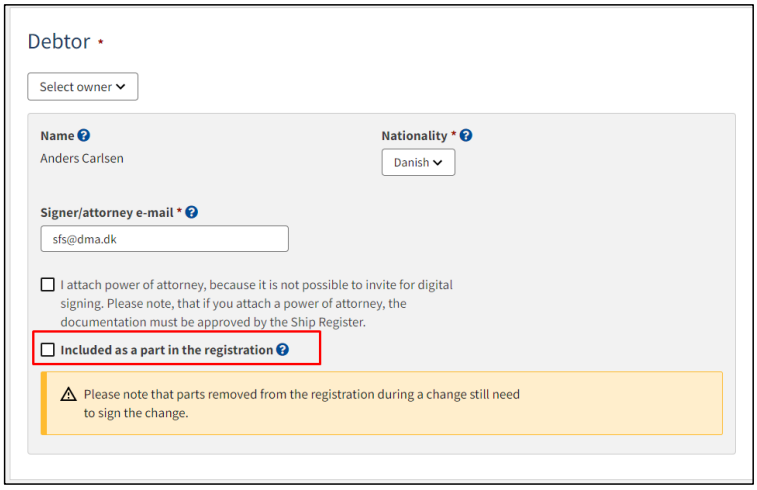
Debtor

The existing debtor's nationality and e-mail must be filled in, unless the check mark is ticked for: "I attach power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ".



Debtor

If the user wants to remove the debtor from the mortgage, the checkmark next to "included as a part in the registration" must be removed.

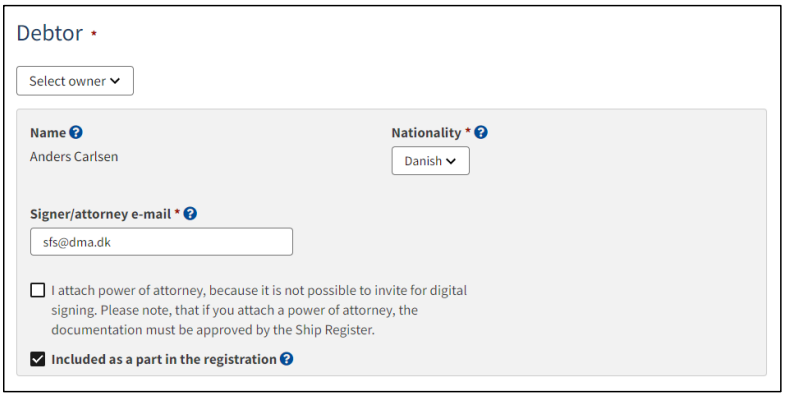


Remove debtor

To add a debtor, click on "Select owner" – After this, a dropdown menu with the ship's owners will appear.

Choose debtor

When the debtor is selected, it will appear on the page. The debtor's nationality and e-mail must be filled in, unless the check mark is ticked off: " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



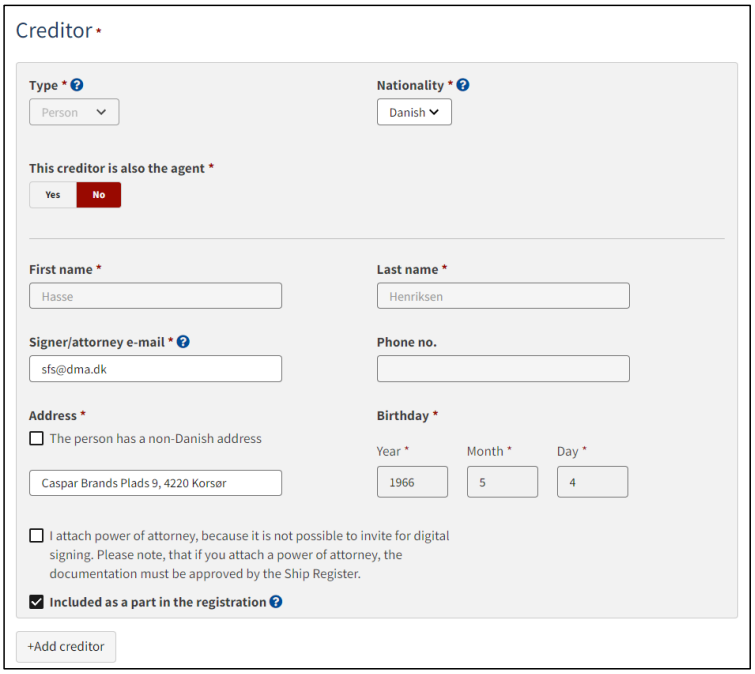
Debtor

If the user wants to remove the debtor, click on "Remove debtor".

Remove debtor

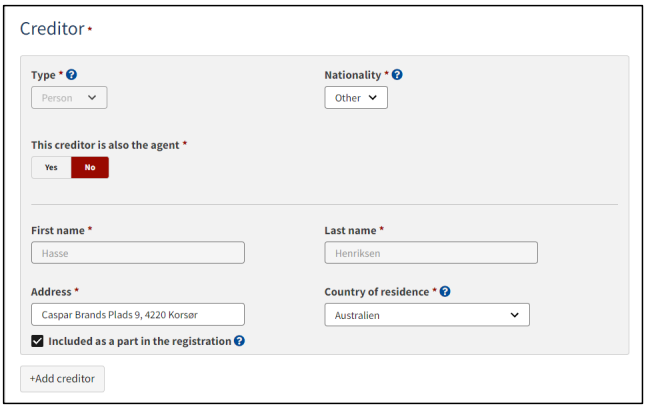
Creditor - Person

The existing creditor's nationality must be filled in, if the nationality is Danish, e-mail and address must be filled in, unless the check mark is ticked for: " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



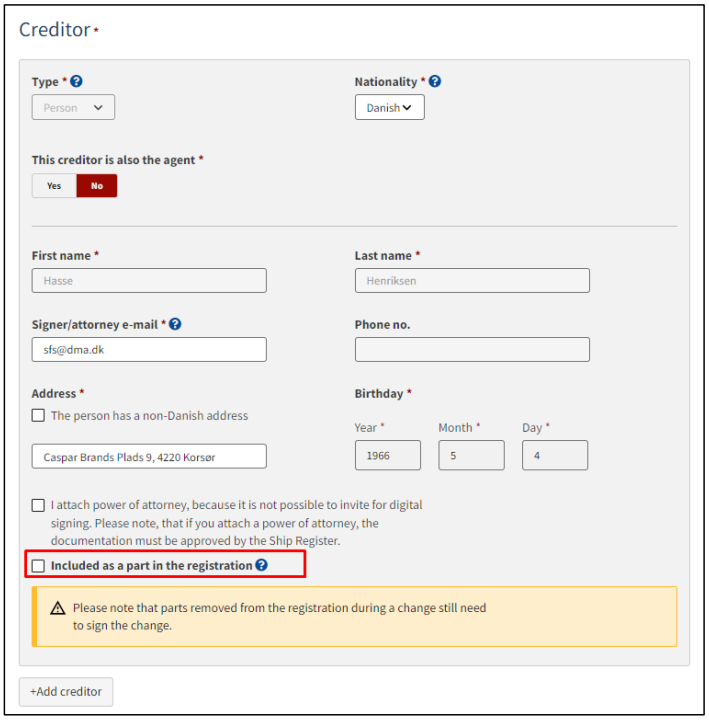
Existing creditor – Danish person

The nationality of the existing creditor must be filled in, if the nationality is non-Danish, the address and country of residence must be filled in, unless ticked off:" I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



Existing creditor: Non-Danish person

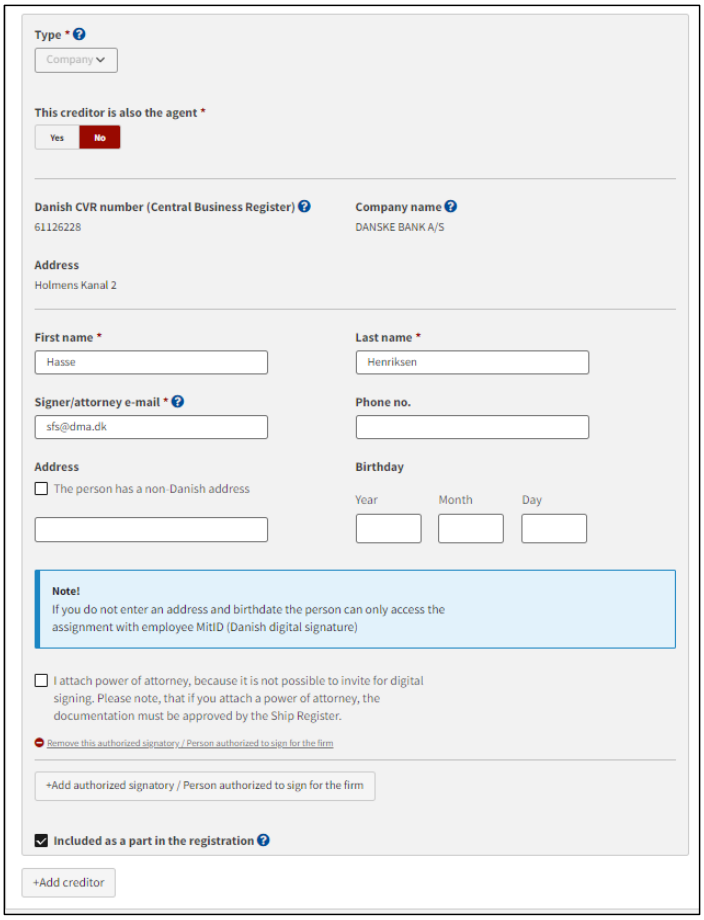
If the user wants to remove the creditor from the mortgage, the checkmark next to "Included as a part in the registration" is removed.



Remove creditor

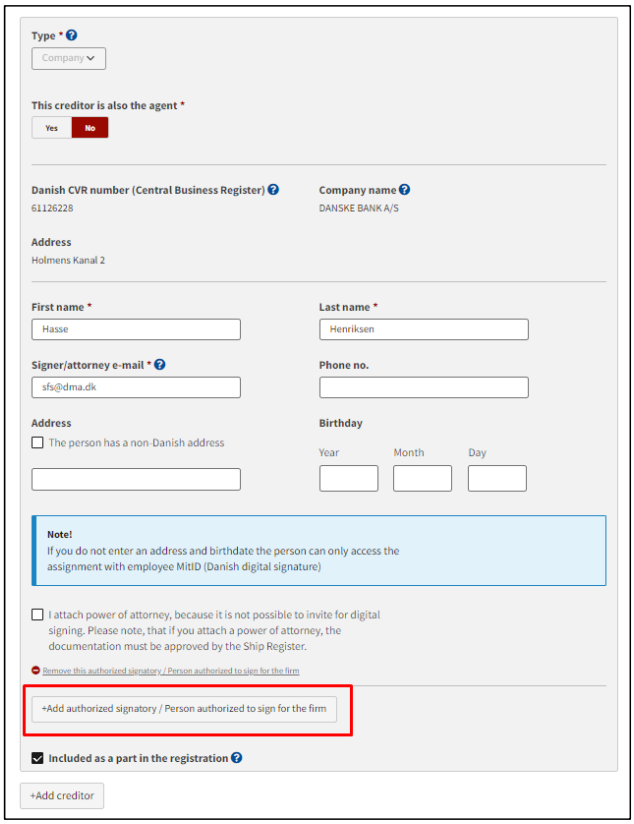
Creditor - Company

First name, Last name and e-mail must be filled in for the person entitled to sign, unless the check mark is marked " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.".



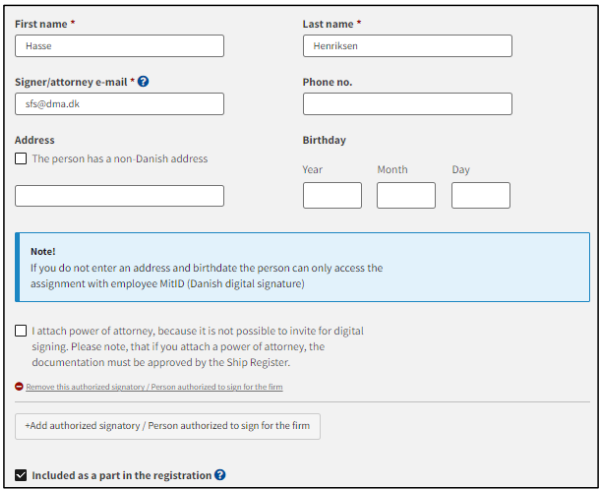
Existing creditor – company

To add an authorized signatory, click on the button "Add authorized signatory / Person authorized to sign for the firm".



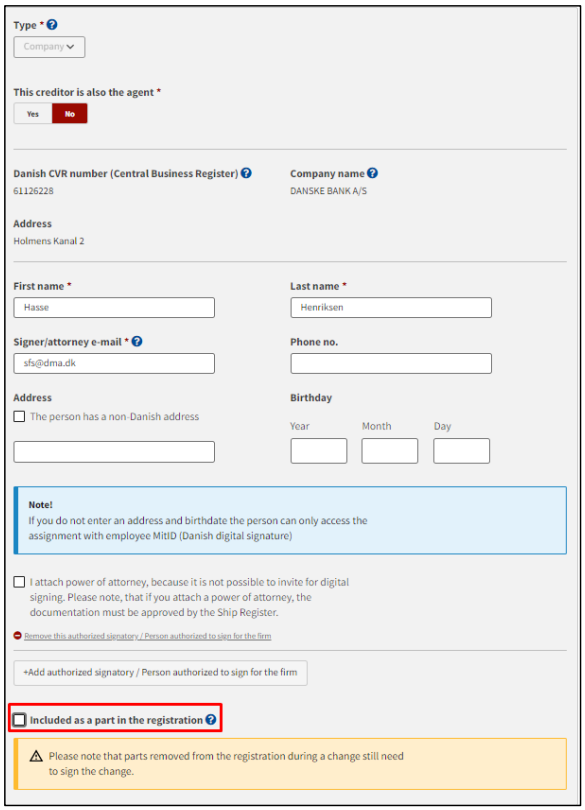
How to add an authorized signatory

First name, last name and e-mail must be completed for the person entitled to subscribe, unless the check mark is ticked for " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register. ".



Authorized signatory

If the user wants to remove the creditor from the mortgage, the checkmark next to "included as a part in the registration" is removed.



Remove creditor

To add a creditor, click "+Add creditor".

Add creditor

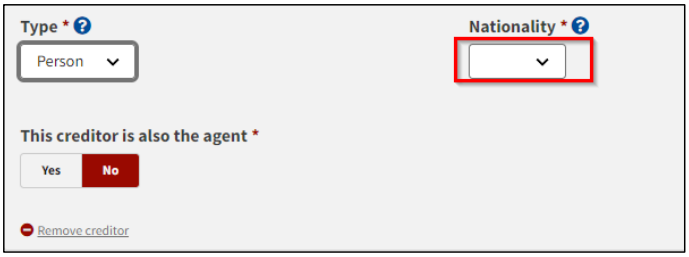
It is required that the type of creditor is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person". In addition, it must be stated whether the creditor is also an agent, this is done by selecting "Yes" or "No" under "This type is also an agent"

Type of creditor

If the creditor is a company, the company is searched by clicking on the "Search company" button, after which a dialog box opens where you can search the company.

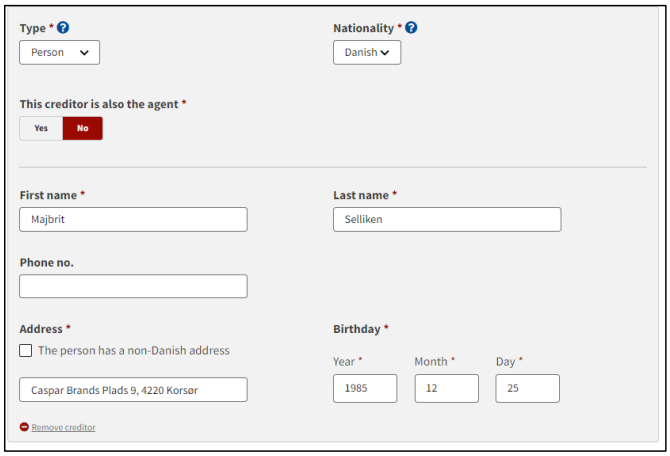
Find company

If the creditor is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other"



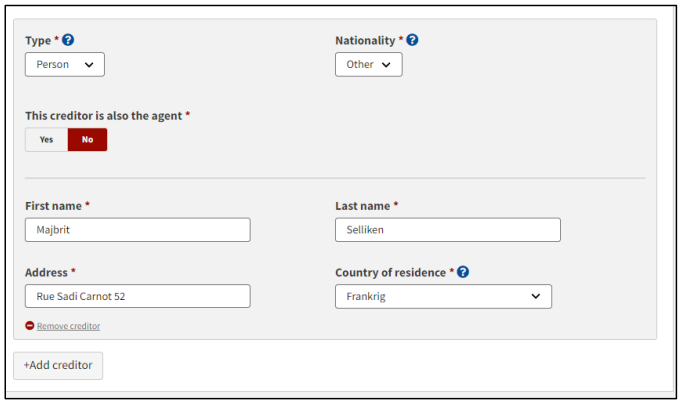
Nationality of the creditor

If the creditor is Danish, the first name, surname, address, and date of birth must be filled in.



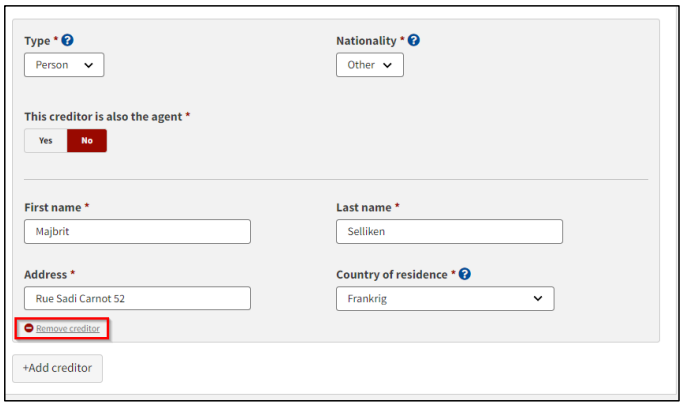
Danish creditor

If the creditor is Other, the first name, surname, address, and country of residence must be filled in.



Other creditor

If you want the creditor to be removed, click "Remove creditor."



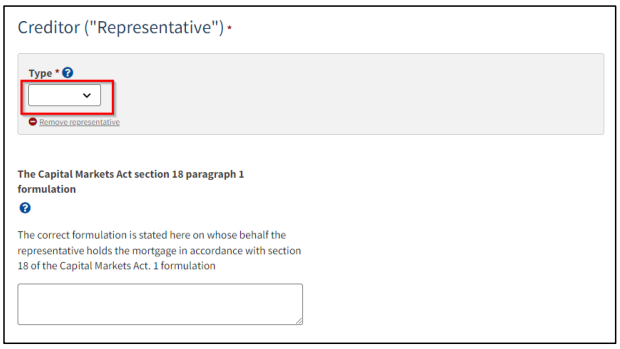
Remove creditor

Creditor (”Representative”)

To add representative, click "Add representative".

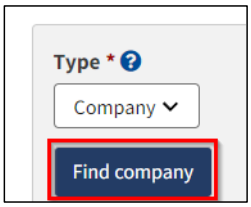
Add representative

It is required that the representative's type is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person".



Type of representative

If the representative is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

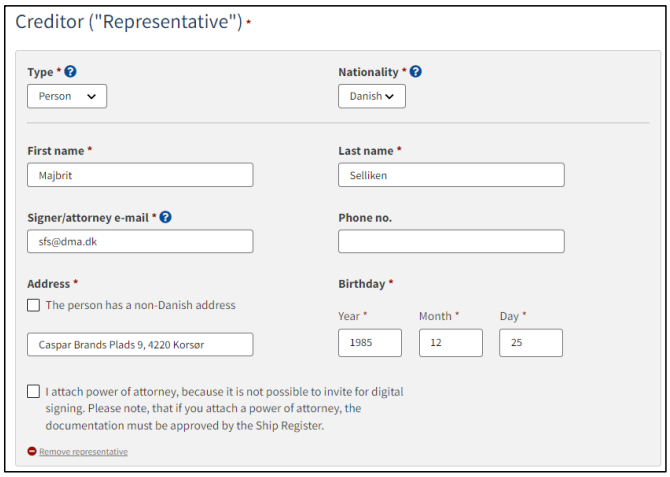


Find company

If the representative is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other"

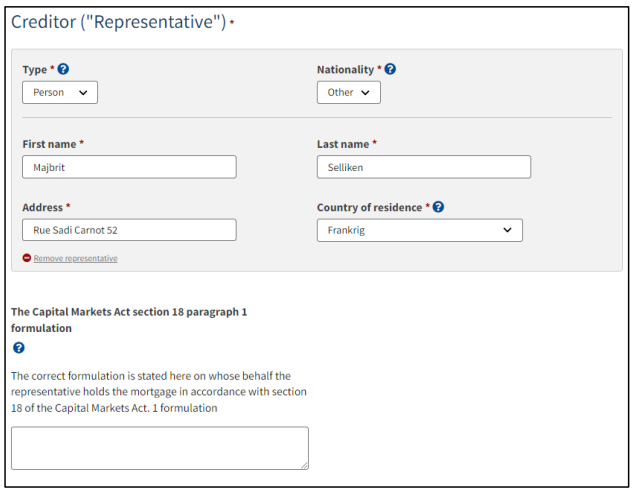
Nationality of the representative

If the representative is Danish, the first name, surname, e-mail, address, and date of birth must be filled in, unless you wish to attach power of attorney.



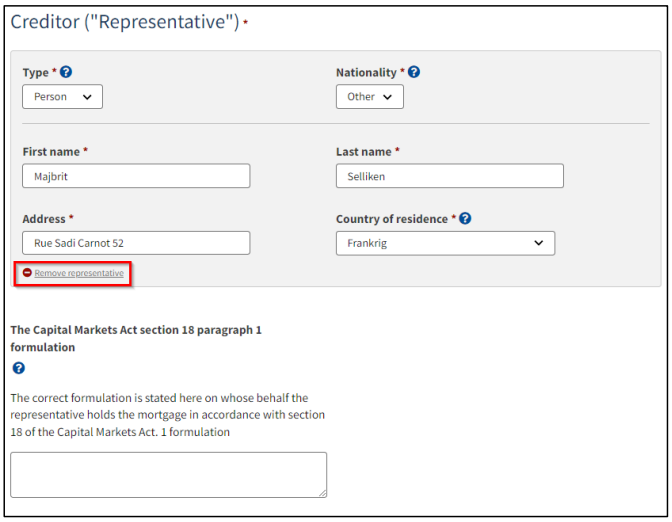
Danish representative

If the representative is non-Danish, the first name, surname, address and country of residence must be filled in.



Other representative

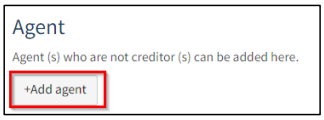
If the representative needs to be removed, click "Remove representative".



Remove representative

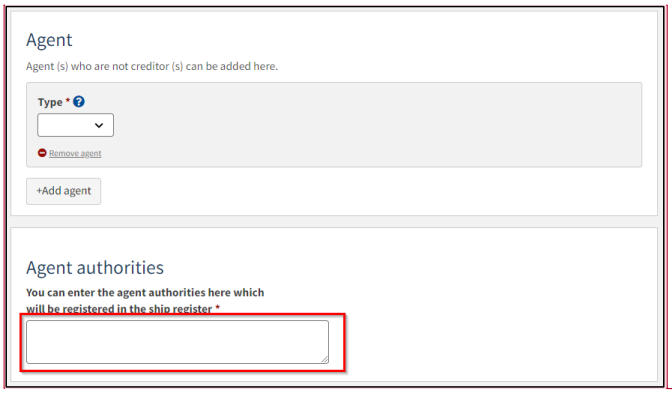
Agent

To add agent, click "Add agent".



Add agent

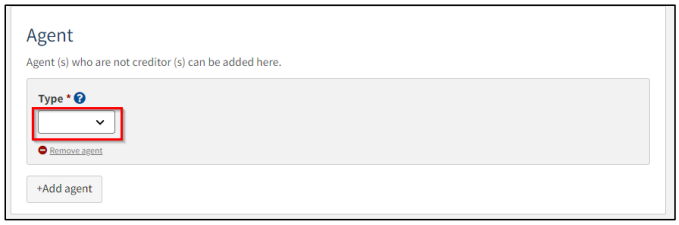
After an agent is added, agent authorities must be specified. This is done by filling in the text field under "Agent authorities".



Agent authorities

Kommenterede [LFA2]: Dette billede her skal ændre, når vi har foretaget tekst ændringer til januar, da teksten skal være de samme som repræsentanten med KML.

It is required that the agent's type is stated, this is done by clicking on the menu under "Type", and then selecting either "Company" or "Person".



Type of agent

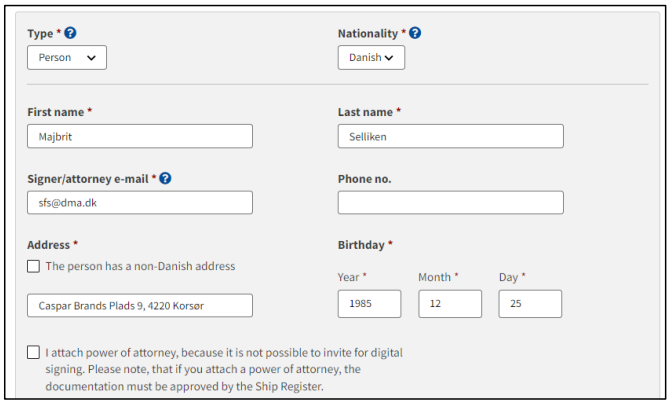
If the agent is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

Find company

If the agent is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other"

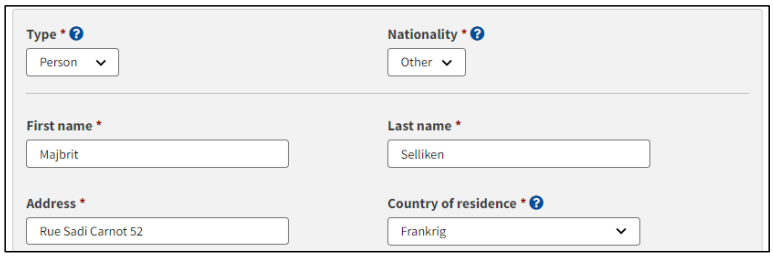
Nationality of the agent

If the agent is Danish, the first name, last name, e-mail, address, and date of birth must be filled in unless you choose to attach a power of attorney.



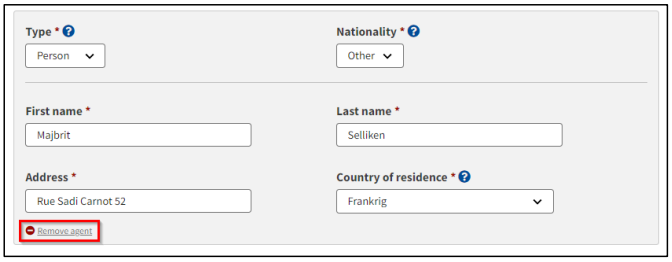
Danish agent

If the agent is other, the first name, surname, address, and country of residence must be filled in.



Other agent

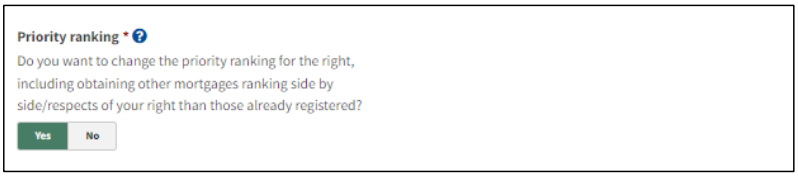
If the agent needs to be removed, click "Remove representative".



Remove agent

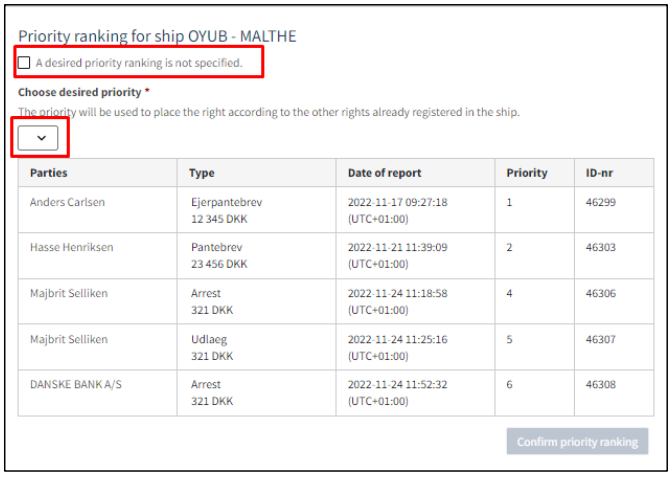
Priority ranking

To change the priority ranking, select "Yes" under "Priority ranking".



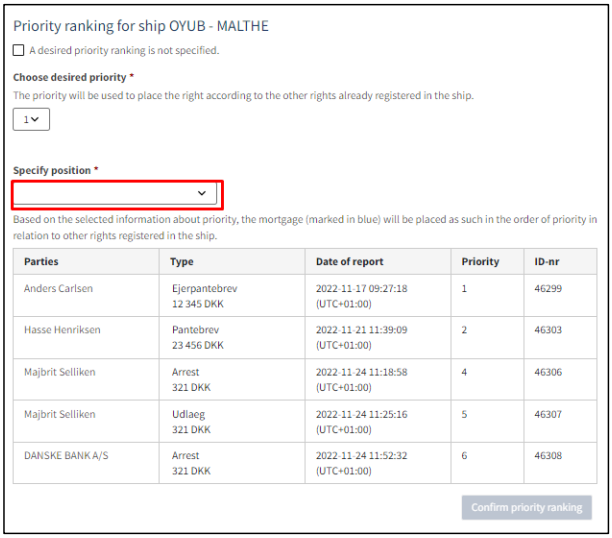
How to change priority ranking

If you want to set priority, click on the dropdown menu under "Set desired priority" and select the desired priority. If you do not want to set a priority position, check "No desired priority position" is checked.



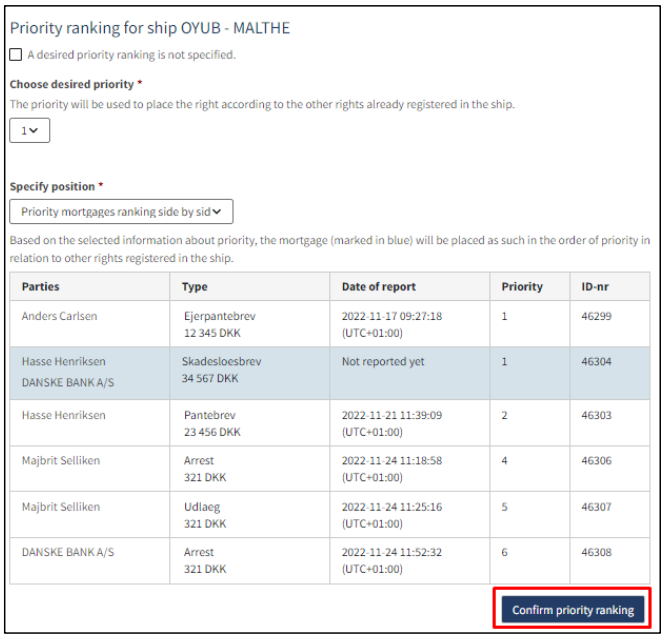
Setting a priority ranking

If the desired priority is not lower than the other rights in the ship, a location is required. This is done by clicking on the "Specify position" menu and selecting position.



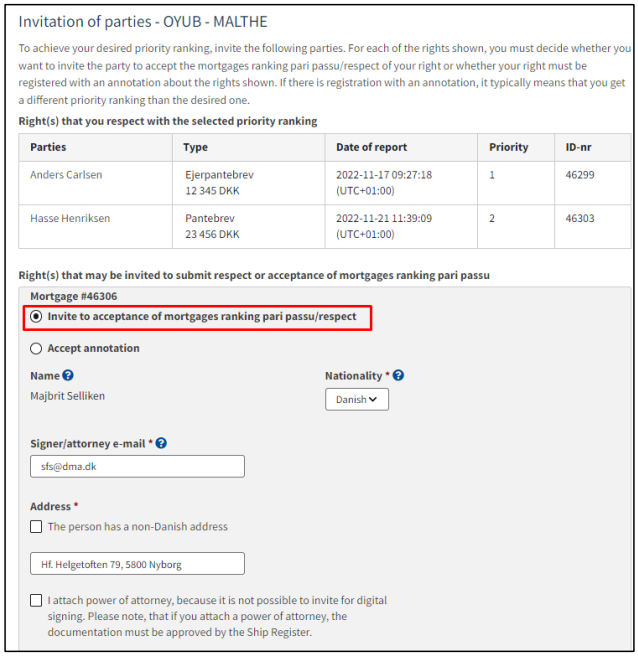
Specify position

When position is specified, the position in relation to the other rights in the ship will be marked in blue. Once the correct position is selected, click "Confirm priority ranking".



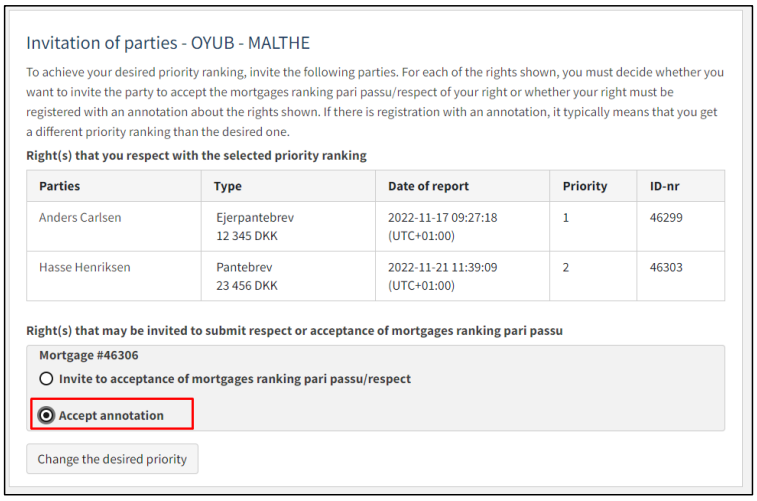
Confirm priority ranking

To invite acceptance of page scheme/respect, mark "Invite to accept page scheme/respect" and fill in the nationality, email and address of the party to be invited to sign.



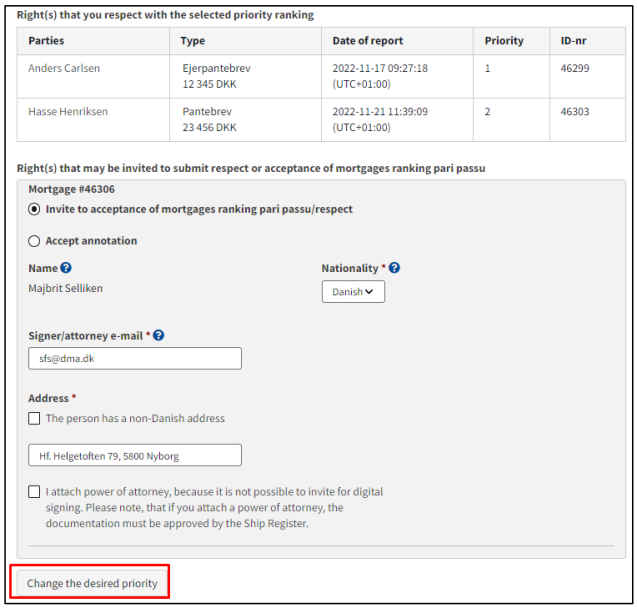
Invite acceptance of page scheme/respect

If it is not desired to invite acceptance of page scheme/respect, but to register the right with annotation about the displayed rights, mark "Accept annotation".



Accept annotation

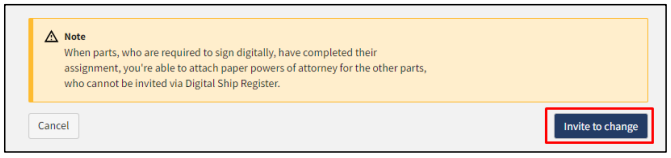
If it is needed to change the priority position along the way, click on "Change desired priority".



Change desired priority

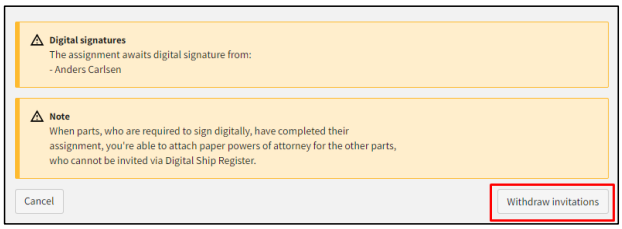
Invite to digital signing

Once the required fields are filled in, click "Invite to change".



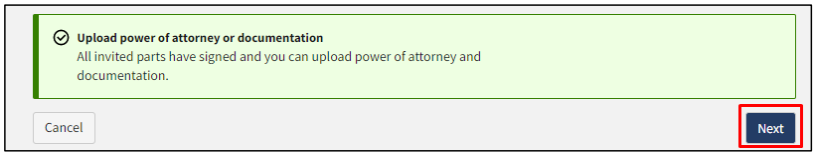
Invite to signature

All fields are locked for editing and the system shows who needs to sign digitally. If errors have been discovered in the entered information, it is possible to withdraw the invitations, correct and invite again. This can be done by clicking on the "Withdraw invitations" button



Withdraw invitations

Once the assignment has been signed, the notification can be reloaded and continued by clicking "Next"



Step 2: Information – Continue to the next step

Attach power of attorney

If there are parties for whom a power of attorney must be attached, it will be possible to upload attachments to the notification.

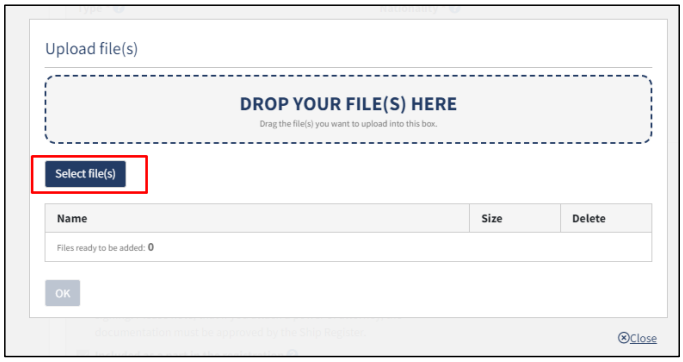
Tick: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry.".

Click "Save and verify.

Click "Upload documentation".

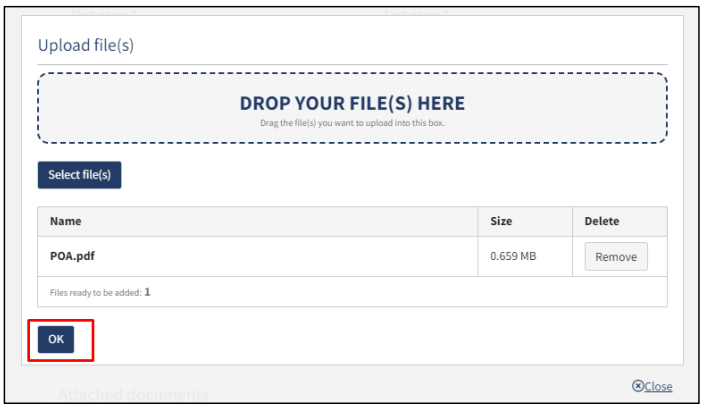
Upload documentation

Drag the files into the dotted box at the top or click "Select File(s)" to select the files to be uploaded.



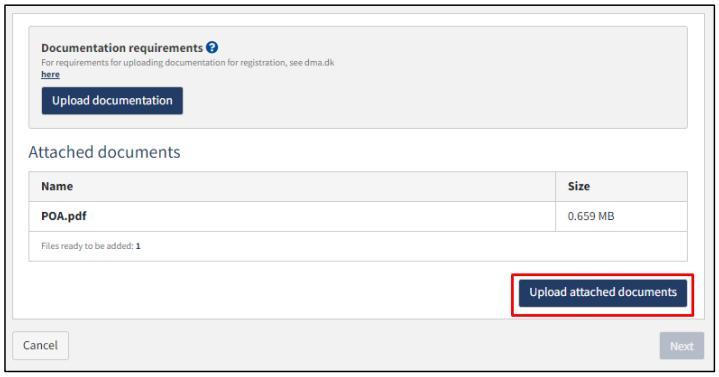
Upload documentation

When all files to be uploaded have been added to the list, click "OK".



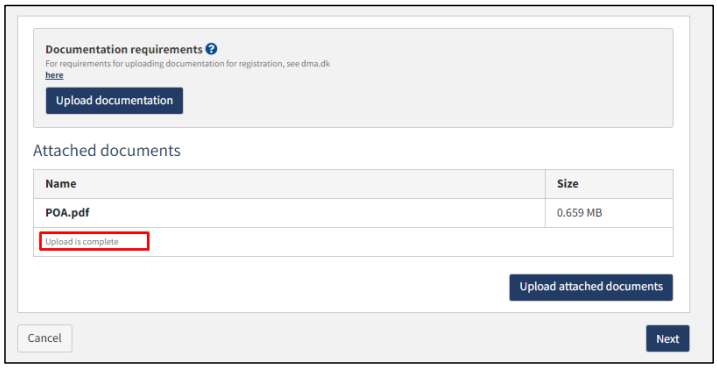
Upload documentation

The system displays the list of documents to be attached to the notification. Click "Upload attached documents".



Upload documentation

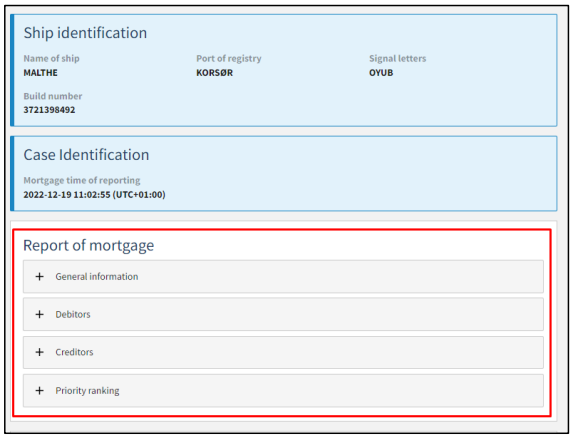
The system will show that the upload of the file(s) has been completed and it is now possible to click on "Next".



Next enables to move on to the next step

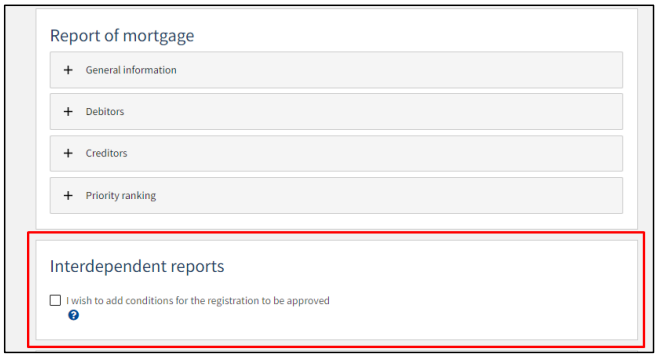
Step 3: Registration

At this Step, it is possible to verify all entered information before the case is sent for manual case processing by the Danish Maritime Register.



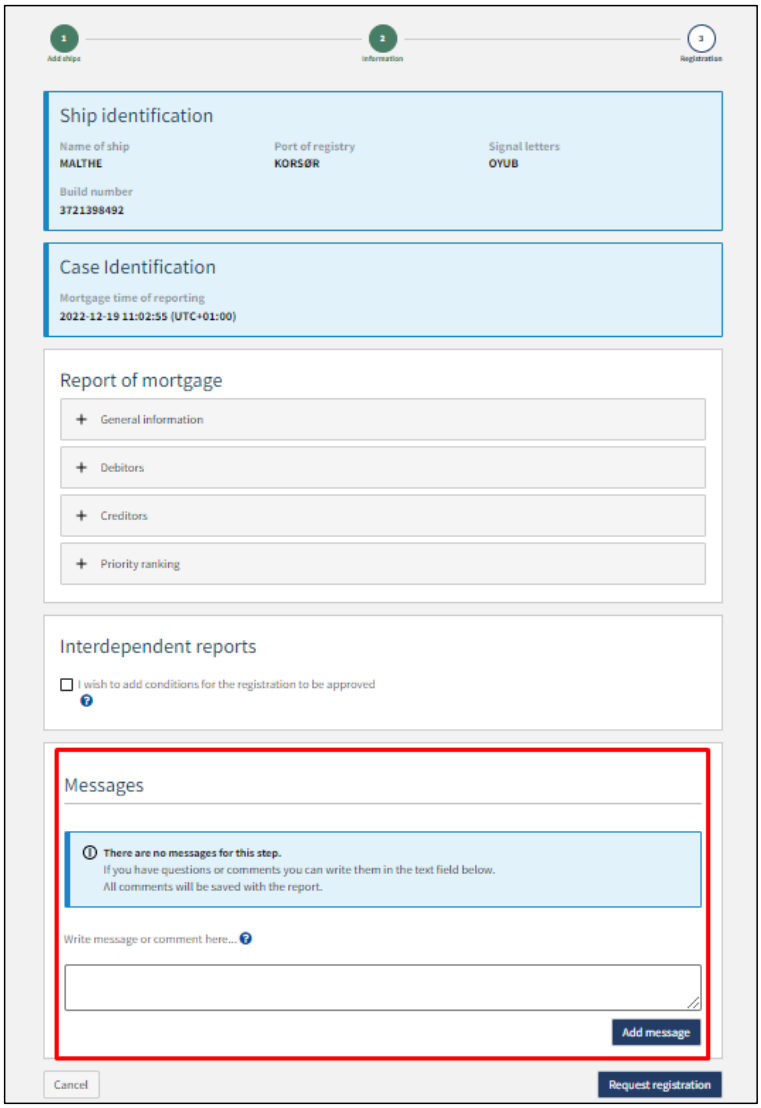
Step 3: Registration: Accordions that summarize the information entered

It is possible to mark that the report is interdependent on another report and that these must be registered at the same time.



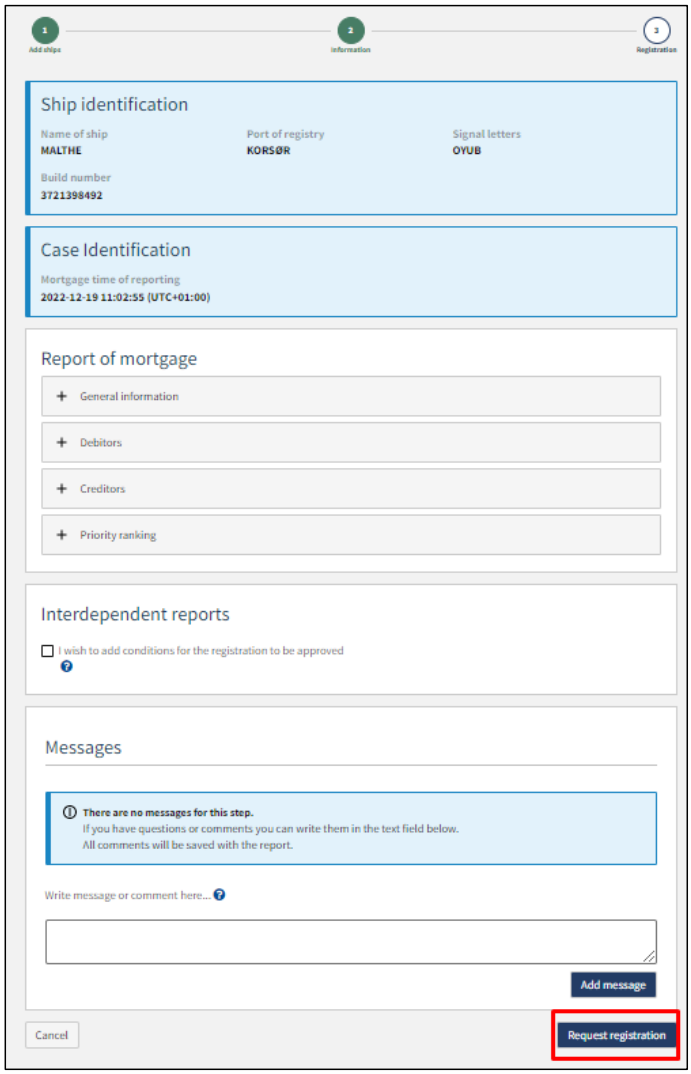
Step 3: Registration: Marking interdependent reviews

It is possible to add message(s) to the Danish Maritime Authority.



Step 2: Registration: Message(s) to the Danish Maritime Authority

Click on "Request registration" to send the case for manual case processing by the Danish Maritime Register.



Step 3: Registration

The registration has now been sent for manual case handling at the Danish Maritime Register and you can log out and close your window in the self-service or go to the front page and start a new registration.

NB: If the reviewer has filled in their email address under the profile page (by hovering over their name and clicking on profile in the top right), an email will be sent to this email address stating that the review can continue as soon as all parties' tasks have been completed.

Step 3: Registration: The case awaits the Ship Register

Kommenterede [VB3]: Teksten er anderledes sammenlignet med det danske?