



Bareboat-in registration

The digital ship register self-service can be accessed at the following link: <https://shipregistration.dma.dk>

When ships are to be registered as bareboat-in DAS or DIS, it must be reported to the Danish Ship Register. The Danish Maritime Authority's website describes the process for digital notification of bareboat here: [Bareboat registration](#)

This guide explains how you can report a ship that is not registered in a Danish ship register and needs to be bareboat-in in the Digital Ship Register. The self-service is divided into flows, which are divided into steps that lead the user through to the notification being sent for manual case processing at the Ship Register.

The following are necessary in order to make the notification:

- MitID to be able to log into DSRG.
- Basic technical information concerning the size of the ship
- The ship's ship register number, if the ship has been registered in the Danish ship registers DAS, DIS or FTJ before and it is now to be resumed again
- Ship identification information:
 - Ship name, home port, type, etc.
- Notation information
 - Registration period start date
 - Registration period end date
 - Period of charter-party
- The following documentation, which must be uploaded during the report:
 - Bareboat charter-party
 - Statement of foreign owner
 - Consent from any rights holders
- Information on chartering conditions for relevant parties
 - For charterers of the type person:
 - First name
 - Last name
 - Email-address*

- Address*
- Birthday*
- For charterers of the type company:
 - CVR-number
 - Information regarding the authorized signatory / person authorized to sign for firm
 - First name
 - Last name
 - Email-address*
 - Address*
 - Birthday*
- Technical information on the ship in the form of either A) or B):
 - If the ship has not yet been measured: information on the authorized tonnage measurer or classification society invited to perform and enter the technical information about the ship
 - B) If the ship has already been measured by an authorized tonnage measurer or classification society: An international tonnage certificate, delivered by the authorized tonnage measurer or classification society, which can be attached to the report
- Information about the ship's history

*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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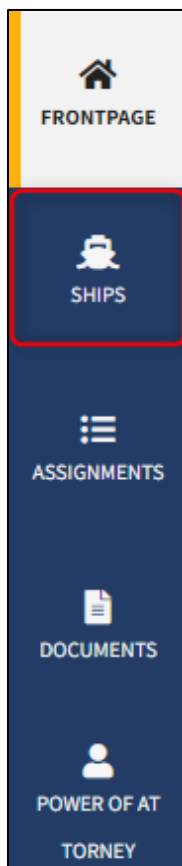
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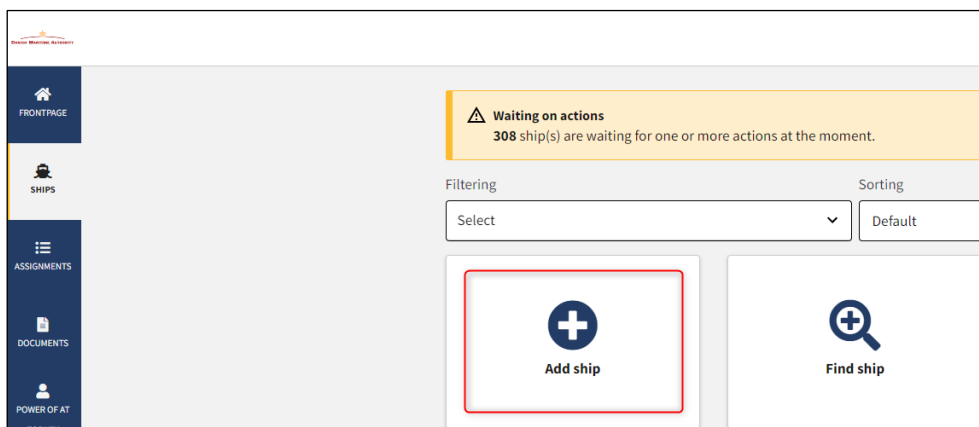
Start report

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 need to click "add ship" to begin a ship registration.



How to add or search a ship

Step 1: Selection of register

Choose the use of the ship from the dropdown menu.

1 Selection of register 2 Ship identification 3 Ownership 4 Technical data 5 History of ship 6 Registration 7 Carving/Marking information 8 Certificates

Contact information [Change information](#)

What is the use of the ship? *

Fill out the above fields to find the correct register.

Cancel

Step 1: Selection of register for registration of ship

The system now offers several options. For each option, select the desired one until the system shows which register or registers the ship can be registered in.

Choose the desired register: "Bareboat registration in DIS" eller "Bareboat registration in DAS".

1 Selection of register 2 Ship identification 3 Ownership 4 Technical data 5 History of ship 6 Registration 7 Carving/Marking information 8 Certificates

Contact information [Change information](#)

What is the use of the ship? *

Other

Is your ship one of the following? *

Floating docks, cable reels, warship, floating containers and other similar material

Barges, dredgers, floating cranes and similar

None of the above

Is the ship under construction in the Kingdom of Denmark? *

Yes No

What is the ship's gross tonnage (GT)? *

20 GT or above

Will the ship be used for passenger transport? *

Yes No

The ship can be accepted
You can choose whether you want the ship to be accepted into DIS or DAS.

Register the ship in DIS Bareboat registration in DIS Register the ship in DAS

Bareboat registration in DAS

Cancel

Step 1: Selection of register

Step 2: Ship identification

Fill in the following fields, which are required:

- Name of ship
- Port of registry
- Gross tonnage GT (EU)
- Net tonnage NT (EU)

Choose type of use of the ship in the dropdown field "Type of use".

A value can be entered in the following fields:

- Foreign register
- Foreign signal letters

1 Selection of register 2 Ship identification 3 Notation 4 Charter-party 5 Technical data 6 Registration 7 Carving/Marking information 8 Certificates

Ship identification

If you have been in contact with the Danish Maritime Authority about this ship you have been given a ship register number which must be searched for here

Enter ship register number

Name of ship *	IMO-number
<input type="text" value="MARIA"/>	<input type="text"/>
Type of use *	Port of registry *
<input type="text" value="Environmental ship"/>	<input type="text" value="KORSØR"/>
Gross tonnage GT (EU) *	Net tonnage NT (EU) *
<input type="text" value="55"/>	<input type="text" value="40"/>
Foreign register	Foreign signal letters
<input type="text" value="NIS"/>	<input type="text" value="ABCD"/>
Is the ship newly built? *	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

Step 2: Ship identification

Choose "Yes" or "No" for the following:

- Is the ship newly built?

If it is chosen that the ship is newly built, choose whether it is built by more than one builder. The system now offers the possibility to fill in information about one or more builder.

Fill in information about builder(s) by clicking on "Find builder".

The screenshot shows a web application interface for ship identification. At the top, there is a progress bar with eight steps: 1. Selection of register, 2. Ship identification (current step), 3. Notation, 4. Charter party, 5. Technical data, 6. Registration, 7. Carving/Marking information, and 8. Certificates. The main content area is titled 'Ship identification' and includes a sub-header: 'If you have been in contact with the Danish Maritime Authority about this ship you have been given a ship register number which must be searched for here'. Below this is a search bar with the placeholder 'Enter ship register number' and a 'Search' button. The form is divided into two columns of input fields: 'Name of ship *' (with a help icon) containing 'MARIA', 'IMO-number' (with a help icon), 'Type of use *' (dropdown menu showing 'Environmental ship'), 'Port of registry *' (dropdown menu showing 'KORSØR'), 'Gross tonnage GT (EU) *' (input field with '55'), 'Net tonnage NT (EU) *' (input field with '40'), 'Foreign register' (with a help icon) containing 'NIS', and 'Foreign signal letters' (with a help icon) containing 'ABCD'. At the bottom of this section is a question 'Is the ship newly built? *' with 'Yes' and 'No' radio buttons, where 'No' is selected. Below this is a section titled 'Fill in information about builder' with a sub-header 'Latest builder' and a 'Find builder' button highlighted with a red box. At the very bottom of the form are 'Cancel', 'See preview', and 'Next' buttons.

Step 2: Ship identification

Follow the instructions in the dialog box and select the desired builder.

The screenshot shows a dialog box titled 'Find builder'. It contains a sub-header 'Danish CVR number (central business register)' followed by an empty input field. Below the input field is the text 'Does the company that you are trying to search for not have a CVR number?' with a blue link 'Click here'. At the bottom left of the dialog is a 'Search' button. At the bottom right is a 'Close' button with a close icon.

Step 2: Ship identification

Fill out build number and year of build, after which it will be possible to continue to the next step.

Click "Next".

Fill in information about builder

Latest builder

Find builder

Builder ⓘ
ASSENS SKIBSVÆRFT A/S
Søndre Havnevej 2A, 5610 Assens, Danmark
CVR: 29512426

Build number * ⓘ **Year of build** *

Step 2: Ship identification

Step 3: Notation

Enter a date for when the bareboat-in period should start (no earlier than today's date) in the field "Registration period start".

Enter a date for when the bareboat-in period ends (Max 5 years from start date) in the field "Registration period end".

Indtast løbetiden for certepartiet i feltet "Certepartiets løbetid".

Enter the period of bareboat-charter party in the field "period of bareboat-charter party".

Charterer information

Registration period start ?

Year Month Day

2023 01 01

Registration period end ?

Year Month Day

2026 12 31

Period of bareboat-charter party ?

60 months

Charterer

Type * ?

Remove charterer

+Add charterer

Cancel See preview Save and verify

Step 3: Notation

Under "Charterer" Choose "Company" or "Person" next to type and fill in the required fields as directed.

Company

For "Company", the company must be searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.



The image shows a web form titled "Charterer". It contains a "Type" dropdown menu with "Company" selected. Below the dropdown is a "Find company" button, which is highlighted with a red rectangular box. Underneath the "Find company" button is a "Remove charterer" link with a red circle icon. At the bottom of the form is a "+Add charterer" button.

Step 3: Notation: Find company

If it is desired that the company's signatory must sign digitally via MitID employee signature, then the following information must be filled in on the signatory:

- First name
- Last name
- Email

If you also choose to fill in the following information, the signatory can sign via login with their private MitID:

- Address
- Birthday

The following information may be filled in:

- Phone number

If there are several signatories, click on "Add authorized signatory / Person authorized to sign for firm" and fill in the fields as described above for each eligible person desired to be added.

Type * [?](#)

Company

Find company

Danish CVR number (Central Business Register) [?](#) **Company name** [?](#)

29831610 Søfartsstyrelsen

Address

Caspar Brands Plads 9, 4220 Korsør, Danmark

First name * **Last name ***

Signer/attorney e-mail * [?](#) **Phone no.**

Address **Birthday**

The person has a non-Danish address

 Year Month Day

Note!

If you do not enter an address and birthdate the person can only access the assignment with employee MitID (Danish digital signature)

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.

[Remove this authorized signatory / Person authorized to sign for the firm](#)

+Add authorized signatory / Person authorized to sign for the firm

Step 3: Notation: Add authorized signatory / person authorized to sign for the firm

If you want to remove a signatory, click on "Remove this authorized signatory / Person authorized to sign for the form".

Type * ?
Company ▾
Find company

Danish CVR number (Central Business Register) ? 29831610
Company name ? Søfartsstyrelsen

Address
Caspar Brands Plads 9, 4220 Korsør, Danmark

First name * Anders
Last name * Carlsen

Signer/attorney e-mail * ? kontakt@dma.dk
Phone no.

Address
 The person has a non-Danish address
Birthday
Year Month Day

Note!
If you do not enter an address and birthdate the person can only access the assignment with employee MitID (Danish digital signature)

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.

Remove this authorized signatory / Person authorized to sign for the firm


+Add authorized signatory / Person authorized to sign for the firm


Step 3: Notation: Delete authorized signatory / Person authorized to sign for the firm

If it is desired that the signatory should not be invited digitally, but that an analogue power of attorney should be attached instead, check the box besides "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."



Click "+Add charterer" for each charterer on the ship.

Charterer

Type * 

Company 

Find company

Danish CVR number (Central Business Register)  **Company name** 

29831610 Søfartsstyrelsen

Address


Caspar Brands Plads 9, 4220 Korsør, Danmark


First name * **Last name ***

Anders Carlsen

Phone no.

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.

 [Remove this authorized signatory / Person authorized to sign for the firm](#)

 [Remove charterer](#)

+Add charterer

Step 3: Notation: Add charterer

Person

For "Person" first consider whether the person is Danish or non-Danish nationality. Next, the following information must be filled in:

- First name
- Last name
- Email
- Address
- Birthday

The following information may be filled in:

- Phone number

Charterer

Type * ? Person ▼	Nationality * ? Danish ▼
First name * Thora	Last name * Nielsen
Signer/attorney e-mail * ? sfs@dma.dk	Phone no.
Address * <input type="checkbox"/> The person has a non-Danish address Caspar Brands Plads 9, 4220 Korsør	Birthday * Year * Month * Day * 1980 04 06
<input type="checkbox"/> 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.	
Remove charterer	

Step 3: Notation: Add charterer

Once all required fields have been filled in, it becomes possible to invite anyone who needs to sign digitally by clicking on "Invite for signature". If it is decided that a power of attorney must be attached for all parties, the button's label will be "Save and verify".

Non-danish charterer

If the charterer is non-danish Then the following information must be entered for the charterer:

- First name
- Last name
- Address
- Country of residence

Fill in the above information for the charterer.

Charterer

Type * ? Person ▾	Nationality * ? Other ▾
First name * <input type="text"/>	Last name * <input type="text"/>
Address * <input type="text"/>	Country of residence * ? <input type="text"/>
Remove charterer	
+Add charterer	

Non-danish charterer

Because the charterer is non-Danish, the activity and establishment requirements must be met. If these are met, tick "The activity and establishment requirements have been met".

Charterer

Type * ? Person ▾	Nationality * ? Other ▾
First name * Thora	Last name * Nielsen
Address * Main Street 5	Country of residence * ? Canada ▾
Remove charterer	
+Add charterer	

Activity and establish requirements

For buyer(s) and charterer (bareboat-in), who are not Danish, the activity- and establish requirement must be met. Besides declaration there has to be uploaded documentation on who is meeting the requirements of activity and requirements of establishment. The requirements are not applicable to pleasure crafts

The activity and establish requirements have been met

[Cancel](#) [See preview](#) [Save and verify](#)

The activity and establishment requirements must be met by a non-Danish charterer or owner

Click "Save and Verify".

Activity and establish requirements

For buyer(s) and charterer (bareboat-in), who are not Danish, the activity- and establish requirement must be met. Besides declaration there has to be uploaded documentation on who is meeting the requirements of activity and requirements of establishment. The requirements are not applicable to pleasure crafts

The activity and establish requirements have been met

Cancel See preview **Save and verify**

The activity and establishment requirements must be met by a non-Danish charterer or owner

It will now be possible to attach the necessary documentation for the activity and establish requirements.

Click "Upload documentation".

Documentation requirements ⓘ
For requirements for uploading documentation for registration, see dma.dk [here](#)

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 file(s)

DROP YOUR FILE(S) HERE
Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
Files ready to be added: 0		

OK Close

Upload documentation

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

Upload file(s)

DROP YOUR FILE(S) HERE
Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Close

Upload documentation

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

Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk [here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

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 "Next".

Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk [here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

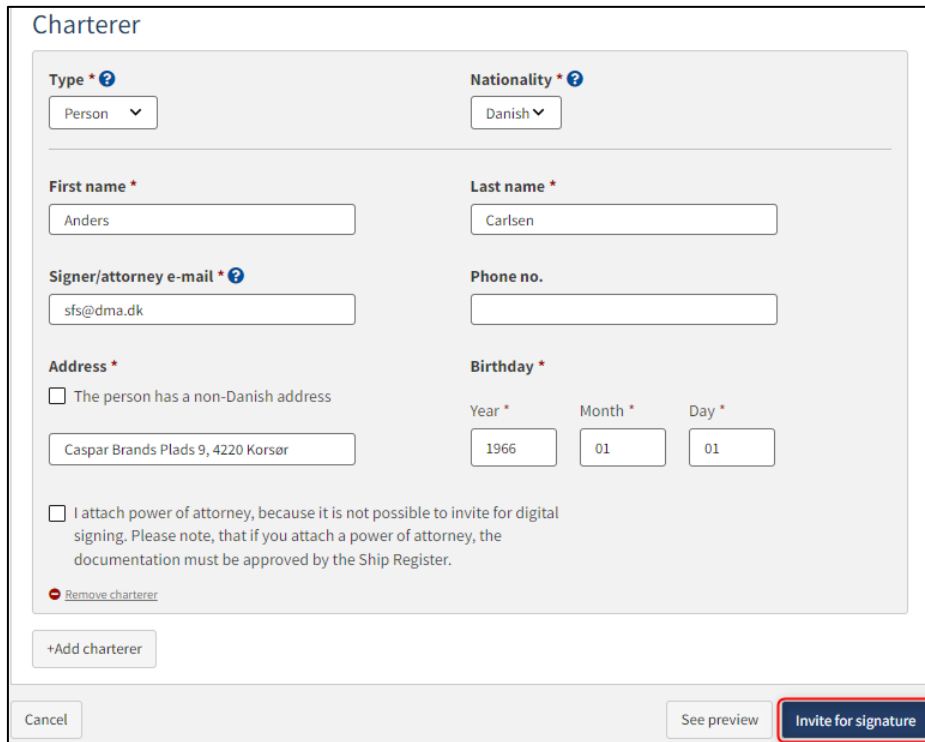
Upload attached documents

Cancel See preview Withdraw invitations **Next**

Step 3: Notation: Next enables to proceed to the next step

Invite to sign digitally

Click "Invite to sign" / "Save and verify" and the system will send an email to the parties who need to sign digitally. As soon as all parties who are going to sign digitally have signed or it has been decided that a power of attorney must be attached for all parties, it will be possible to upload documentation.



Charterer

Type * ⓘ
Person

Nationality * ⓘ
Danish

First name *
Anders

Last name *
Carlsen

Signer/attorney e-mail * ⓘ
sfs@dma.dk

Phone no.

Address *
 The person has a non-Danish address
Caspar Brands Plads 9, 4220 Korsør

Birthday *
Year * Month * Day *
1966 01 01

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.

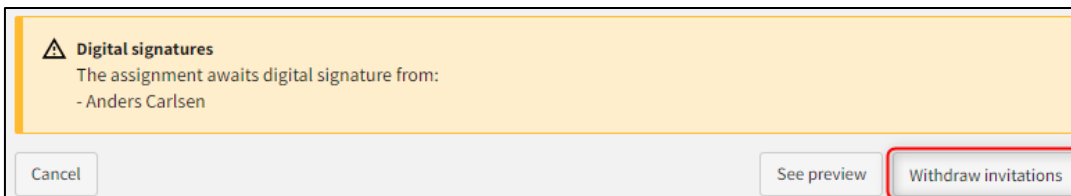
[Remove charterer](#)

+Add charterer

Cancel See preview **Invite for signature**

Step 3: Notation: Invite to sign digitally

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.



Digital signatures
The assignment awaits digital signature from:
- Anders Carlsen

Cancel See preview **Withdraw invitations**

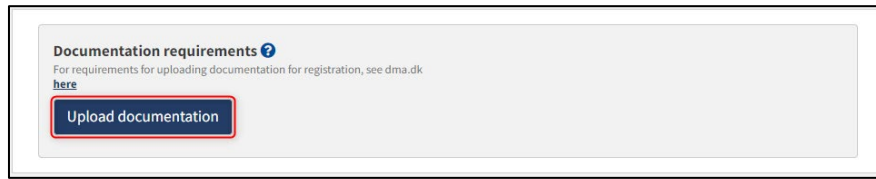
Step 3: Notation: Withdraw invitations

Open the report again, once all parties have signed digitally.

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 report can continue as soon as all parties' tasks have been completed.

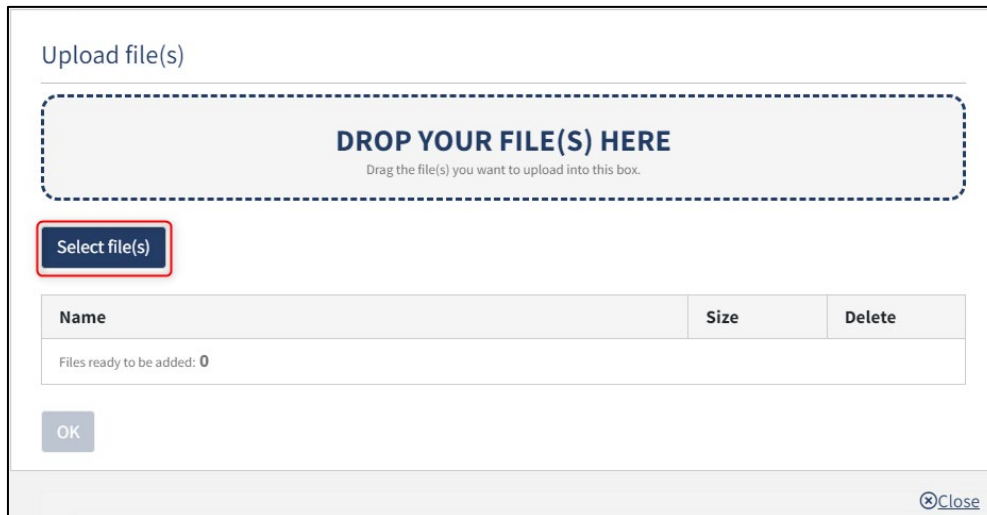
Attach power of attorney

If there are parties for whom a power of attorney must be attached, it will be possible to upload attachments to the report. Click "Upload documentation".



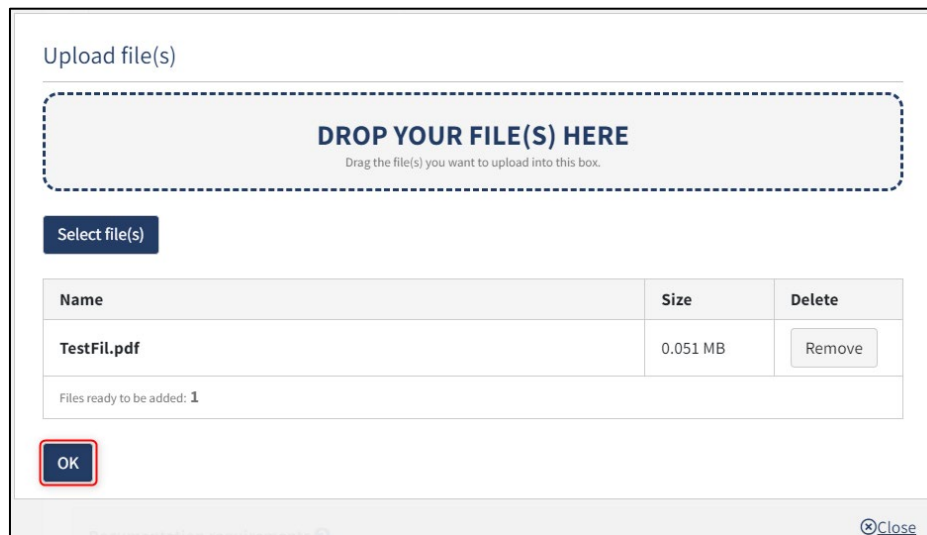
Step 3: Notation: Upload documentation

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



Step 3: Notation: Upload documentation

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



Step 3: Notation: Upload documentation

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

Documentation requirements [?](#)
For requirements for uploading documentation for registration, see dma.dk [here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 3: Notation: Upload documentation

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

Documentation requirements [?](#)
For requirements for uploading documentation for registration, see dma.dk [here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Cancel See preview Withdraw invitations **Next**

Step 3: Notation: Next enables to proceed to the next step

Step 4: Charter-party

At this stage, the bareboat charter-party must be uploaded.

Click "Upload documentation".

1 Selection of register — 2 Ship identification — 3 Notation — 4 Charter-party — 5 Technical data — 6 Registration — 7 Carving/Marking information — 8 Certificates

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS

Title register time of reporting
2022-12-15 11:56:24 (UTC+01:00)

Charter-party

Upload the bareboat charter-party and click next.

Documentation requirements ⓘ
For requirements for uploading documentation for registration, see [dma.dk here](#)

Upload documentation

Cancel See preview Next

Step 4: Charter-party

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

Upload file(s)

DROP YOUR FILE(S) HERE
Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
Files ready to be added: 0		

OK

Close

Step 4: Charter-party: Upload documentation

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

Upload file(s)

DROP YOUR FILE(S) HERE
Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Close

Step 4: Charter-party: Upload documentation

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

Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk [here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 4: Charter-party: Upload documentation

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

Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk [here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Cancel See preview Withdraw invitations Next

Step 4: Charter-party: Next enables to proceed to the next step

Step 5: Technical data

Technical data for a ship must be provided by uploading an international tonnage certificate if the ship has already been measured by an authorised classification society.

Click "Upload documentation".

Technical data from a classification societies

Has the ship been measured by one of the Danish Maritime Authority approved classification societies and been equipped with an International Tonnage Certificate it can be uploaded here.

Please note that if an International Tonnage Certificate is uploaded, a tonnage measure/ classification societies authorized by the Danish Maritime Authority must subsequently and within 3 months be invited to confirm the "Technical information" in the application.

Documentation requirements ?
For requirements for uploading documentation for registration, see [dma.dk](#) [here](#)

Upload documentation

Step 5: Technical data: Upload international tonnage certificate

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

Upload file(s)

DROP YOUR FILE(S) HERE

Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
Files ready to be added: 0		

OK

Close

Step 5: Technical data: Upload international tonnage certificate

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

Upload file(s)

DROP YOUR FILE(S) HERE
Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Close

Step 5: Technical data: Upload international tonnage certificate

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

Documentation requirements ⓘ
For requirements for uploading documentation for registration, see [dma.dk](#)
[here](#)

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Cancel See preview Send to manual processing

Step 5: Technical data: Upload international tonnage certificate

The system will show that the upload of the file(s) has been completed.

Documentation requirements ⓘ
For requirements for uploading documentation for registration, see dma.dk [here](#)
Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB
Upload is complete	

Upload attached documents

Step 5: Technical data: Upload international tonnage certificate

A message can be added to the Danish Maritime Authority before the report is sent to manual processing. If desired, enter the message in the field "Write message or comment here..." and click "Add Message".

Click on "Send to manual processing" when the case is to be sent for manual processing by the Danish Maritime Authority.

Documentation requirements ⓘ
For requirements for uploading documentation for registration, see dma.dk [here](#)
Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB
Upload is complete	

Upload attached documents

Messages

ⓘ **There are no messages for this step.**
If you have questions or comments you can write them in the text field below.
All comments will be saved with the report.

Write message or comment here... ⓘ

Add message

Cancel See preview **Send to manual processing**

Step 5: Technical data: Upload international tonnage certificate

The report must now be processed by Ship Survey, Certification and Manning in the Danish Maritime Authority before the report can continue. Open the report again when Ship Survey, Certification and Manning has processed the report. If the report is approved, the report will automatically proceed to the next step.

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.

Technical data from a classification societies

Has the ship been measured by one of the Danish Maritime Authority approved classification societies and been equipped with an International Tonnage Certificate it can be uploaded here.

Please note that if an International Tonnage Certificate is uploaded, a tonnage measure/ classification societies authorized by the Danish Maritime Authority must subsequently and within 3 months be invited to confirm the "Technical information" in the application.

Messages

There are no messages for this step.
If you have questions or comments you can write them in the text field below. All comments will be saved with the report.

Note
Ship Survey, Certification and Manning in the Danish Maritime Authority is now processing your case. You will receive a mail once your case has been processed and you can continue your report.

Cancel See preview

Step 5: Technical data: The report is awaiting Ship Survey, Certification and Manning

Step 6: Registration

At this step, it is possible to verify all entered information before the report is sent for manual processing by the Danish Maritime Authority. Under "Confirm and send the report", it is possible to unfold an accordion for each step as well as any messages sent to and received from the Danish Maritime Authority during the report.

The screenshot shows a progress bar at the top with 8 steps: 1. Selection of register, 2. Ship identification, 3. Notation, 4. Charter-party, 5. Technical data, 6. Registration, 7. Carving/Marking information, and 8. Certificates. The 'Ship identification' section is highlighted in light blue and contains the following information:

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS
Title register time of reporting 2022-12-15 11:56:24 (UTC+01:00)		

Below this is the 'Confirm and send the port' section, which is outlined in red. It contains an accordion with five items, each with a plus sign:

- + Register Selection
- + Ship identification
- + Technical data
- + Entered as a notice
- + Messages

Step 6: Registration: Accordions that sums up the entered information

It is possible to upload additional documentation.

This screenshot is similar to the previous one, showing the 'Ship identification' section and the 'Confirm and send the port' accordion. However, it also shows a red-outlined box at the bottom containing the following text:

Documentation requirements ?
For requirements for uploading documentation for registration, see [dma.dk](#)
[here](#)
Upload documentation

Step 6: Registration: Upload of additional documentation

It is possible to mark, that the report is interdependent on other reports, and that these should be registered simultaneously.

1 Selection of register 2 Ship identification 3 Notation 4 Charter-party 5 Technical data 6 Registration 7 Carving/Marking information 8 Certificates

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS

Title register time of reporting
2022-12-15 11:56:24 (UTC+01:00)

Confirm and send the port

- + Register Selection
- + Ship identification
- + Technical data
- + Entered as a notice
- + Messages

Documentation requirements ?

For requirements for uploading documentation for registration, see [dma.dk](#) [here](#)

Upload documentation

Interdependent reports

I wish to add conditions for the registration to be approved [?](#)

Step 6: Registration: Interdependent reports

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

The screenshot shows a multi-step registration process for a ship. The steps are: 1. Selection of register, 2. Ship identification, 3. Location, 4. Charter party, 5. Technical data, 6. Registration, 7. Licensing/Marking information, and 8. Certificate. The current step is 'Registration'.

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS

Title register time of reporting
2022-12-15 11:56:24 (UTC+01:00)

Confirm and send the port

- + Register Selection
- + Ship identification
- + Technical data
- + Entered as a notice
- + Messages

Documentation requirements ?
For requirements for uploading documentation for registration, see [dima.dk](#) [here](#)
[Upload documentation](#)

Interdependent reports

I wish to add conditions for the registration to be approved ?

Messages

There are no messages for this step.
If you have questions or comments you can write them in the text field below.
All comments will be saved with the report.

Write message or comment here... ?

[Add message](#)

Step 6: Registration: Message(s) to the Danish Maritime Authority

Click on "Request registration" to send the report to manual processing by the Ship Registry at the Danish Maritime Authority.

1 Selection of register 2 Ship identification 3 Notation 4 Charter-party 5 Technical data 6 Registration 7 Carving/Marking information 8 Certificates

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS
Title register time of reporting 2022-12-15 11:56:24 (UTC+01:00)		

Confirm and send the port

- + Register Selection
- + Ship identification
- + Technical data
- + Entered as a notice
- + Messages

Documentation requirements

For requirements for uploading documentation for registration, see [dmsa.dk](#) [here](#)

Upload documentation

Interdependent reports

I wish to add conditions for the registration to be approved

Messages

There are no messages for this step.
If you have questions or comments you can write them in the text field below.
All comments will be saved with the report.

Write message or comment here...

Add message

Request registration

Step 6: Registration

The report has now been sent for manual processing at the Ship Registry at the Danish Maritime Authority and you can log out and close your window in the self-service or go to the front page and start a new registration. If the case is approved, the notification will automatically proceed to the next step

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.

1 Selection of register **2** Ship identification **3** Notation **4** Charter party **5** Technical data **6** Registration **7** Carving/Marking information **8** Certificates

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS

Title register time of reporting
2022-12-15 11:56:24 (UTC+01:00)

Confirm and send the port

- + Register Selection
- + Ship identification
- + Technical data
- + Entered as a notice
- + Messages

Interdependent reports

I wish to add conditions for the registration to be approved

Messages

1 There are no messages for this step.
If you have questions or comments you can write them in the text field below.
All comments will be saved with the report.

Note
The Ship Registry is reviewing your case. You have 7 days until we, the Danish Maritime Authority, must have received the original power of attorney documents by mail. These must be sent to the following address:

Søfartsstyrelsen
Caspar Brands Plads 9
4220 Korsør
Danmark

You will receive an e-mail once the case has been reviewed and you can continue the registration.

Cancel Request registration

Step 6: Registration: The report is awaiting the Ship Registry

Step 7: Carving/Marking information

Enter where on the ship the signal letters are marked in the field under "Carving/Marking information".

1 Selection of register 2 Ship identification 3 Notation 4 Charter-party 5 Technical data 6 Registration 7 Carving/Marking information 8 Certificates

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS

Title register time of reporting
2022-12-15 11:56:24 (UTC+01:00)

The ship is now registered in DAS

In order to issue a Certificate of Nationality it is required that the ships signal letters are marked on the ship. The signal letters have to be legible visible and indelible in a conspicuous place within the ships permanent construction. Please fill in the location of the signal letters in the text field below.

Carving/Marking information *

Remaining characters 240

The name of the ship, the port of registry, and possibly port number also have to be marked on the ship. Guidelines for this can be found here.

Cancel See preview Generate certificates

Step 7: Carving/Marking information

Click on "Generate certificates".

1 Selection of register 2 Ship identification 3 Notation 4 Charter-party 5 Technical data 6 Registration 7 Carving/Marking information 8 Certificates

Ship identification

Name of ship MARIA	Port of registry KORSØR	Signal letters OZKO
Build number 327472987	Foreign signal letters ABCD	Foreign register NIS

Title register time of reporting
2022-12-15 11:56:24 (UTC+01:00)

The ship is now registered in DAS

In order to issue a Certificate of Nationality it is required that the ships signal letters are marked on the ship. The signal letters have to be legible visible and indelible in a conspicuous place within the ships permanent construction. Please fill in the location of the signal letters in the text field below.

Carving/Marking information *

Remaining characters 229

The name of the ship, the port of registry, and possibly port number also have to be marked on the ship. Guidelines for this can be found here.

Cancel See preview **Generate certificates**

Step 7: Carving/Marking information

Step 8: Certificates

At this stage it is possible to download the Certificate of Nationality of the ship.

Certificate of Nationality

The Certificate of Nationality has been generated and is now available for owner(s) or charterer(s) of the ship in the Digital Ship Register Self-service solution under the "Documents" menu. It is also available on Shipowner Self-service for owner(s) or charterer(s) of the ship as well as the users that have been given access to the ship. As applicant it is your duty to inform the owner(s) or charterer(s) of the ship about the new Certificate of Nationality.

The Certificate of Nationality must be able to be presented to the authorities on request, cf. section 3 (2) of the Danish Merchant Shipping Act. This requirement can be met by either storing it physically on board the ship or by being able to access it digitally on e.g. a mobile phone. Please note that it is the owner's responsibility that the ship does not operate until it has all the necessary certificates on board.

Get the Certificate of Nationality by clicking on the download button:

[Download file](#)

[Go back to ships](#)

CSR Report

Should a CSR Certificate be issued? * [?](#)

Yes No

Certificate of Registration

Do you want to order a certificate or a transcript? Note that it costs 150 DKK, which must be paid online before the certificate/transcript can be issued. Once the payment has been received, you will receive an email and you can download the certificate / transcript via the self-service.

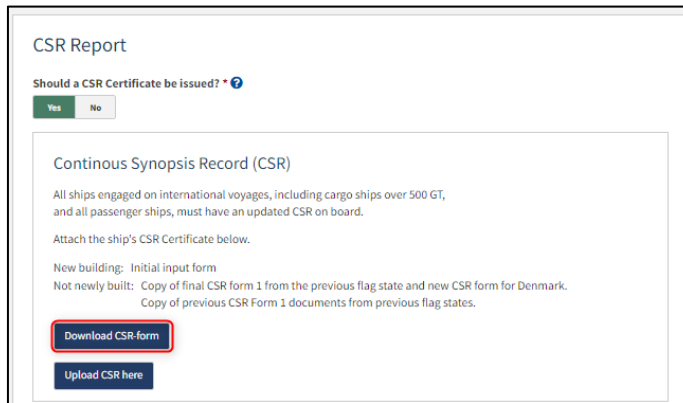
[Order registration certificate](#)

Step 8: Certificates: Download Certificate of Nationality

It is possible to request a CSR Report to be issued by clicking "Yes" under "Should a CSR Certificate be issued?"

Request new CSR Report to be issued

Click on "Download CSR-form" if you have not already completed the required form.

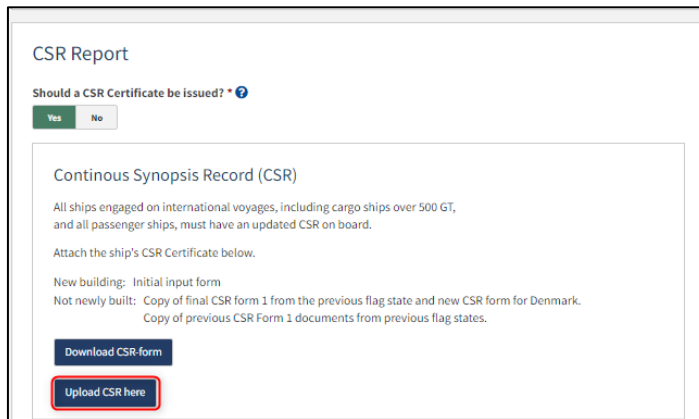


The screenshot shows a web form titled "CSR Report". At the top, there is a question: "Should a CSR Certificate be issued?" with "Yes" and "No" radio buttons. Below this is a section titled "Continous Synopsis Record (CSR)" with explanatory text: "All ships engaged on international voyages, including cargo ships over 500 GT, and all passenger ships, must have an updated CSR on board. Attach the ship's CSR Certificate below. New building: Initial input form. Not newly built: Copy of final CSR form 1 from the previous flag state and new CSR form for Denmark. Copy of previous CSR Form 1 documents from previous flag states." At the bottom of this section, there are two buttons: "Download CSR-form" (highlighted with a red box) and "Upload CSR here".

Step 8: Certificates: Request a new CSR Report to be issued

Fill out the form.

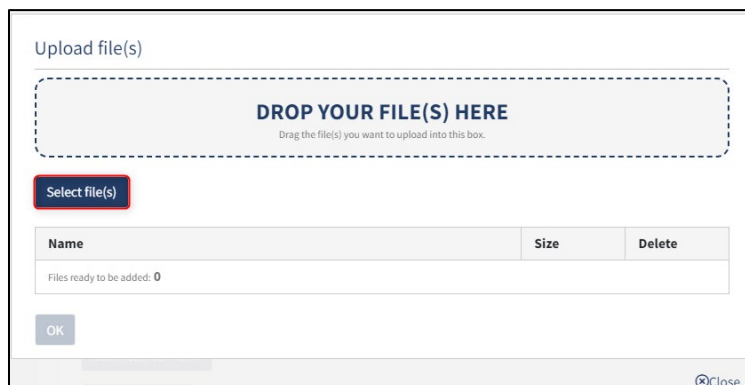
Upload documentation by clicking on "Upload CSR here".



This screenshot is identical to the previous one, showing the "CSR Report" form. In this version, the "Upload CSR here" button is highlighted with a red box, indicating the next step in the process.

Step 8: Certificates: Request a new CSR Report to be issued

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



The screenshot shows a file upload dialog box titled "Upload file(s)". It features a large dashed box at the top with the text "DROP YOUR FILE(S) HERE" and "Drag the file(s) you want to upload into this box." Below this is a "Select file(s)" button (highlighted with a red box). Underneath is a table with columns for "Name", "Size", and "Delete". The table currently shows "Files ready to be added: 0". At the bottom left is an "OK" button, and at the bottom right is a "Close" button.

Step 8: Certificates: Upload documentation

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

Upload file(s)

DROP YOUR FILE(S) HERE
Drag the file(s) you want to upload into this box.

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Upload attached documents Close

Step 8: Certificates: Upload documentation

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

CSR Report

Should a CSR Certificate be issued? ⓘ

Yes No

Continous Synopsis Record (CSR)

All ships engaged on international voyages, including cargo ships over 500 GT, and all passenger ships, must have an updated CSR on board.

Attach the ship's CSR Certificate below.

New building: Initial input form
Not newly built: Copy of final CSR form 1 from the previous flag state and new CSR form for Denmark.
Copy of previous CSR Form 1 documents from previous flag states.

Download CSR-form

Upload CSR here

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 8: Certificates: Upload documentation

The system will show that the upload of the file(s) has been completed.

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Step 8: Certificates: Upload documentation

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

Click "Send to manual processing". The reviewer will be notified by the Danish Maritime Authority when the report has been processed.

CSR Report

Should a CSR Certificate be issued? *

Yes No

Continuous Synopsis Record (CSR)

All ships engaged on international voyages, including cargo ships over 500 GT, and all passenger ships, must have an updated CSR on board.

Attach the ship's CSR Certificate below.

New building: Initial input form
Not newly built: Copy of final CSR form 1 from the previous flag state and new CSR form for Denmark.
Copy of previous CSR Form 1 documents from previous flag states.

[Download CSR-form](#)

[Upload CSR here](#)

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

[Upload attached documents](#)

Messages

There are no messages for this step.
If you have questions or comments you can write them in the text field below.
All comments will be saved with the report.

Write message or comment here...

[Add message](#)

[Send to manual processing](#)

Step 8: Certificates

Order certificate of registration

At this step, it is possible to order a certificate of registration for the ship. This is also possible from the detailed view of the ship in the Self-Service.

Next to "Certificate of Registration" click on "Order registration certificate".

Certificate of Nationality

The Certificate of Nationality has been generated and is now available for owner(s) or charterer(s) of the ship in the Digital Ship Register Self-service solution under the "Documents" menu. It is also available on Shipowner Self-service for owner(s) or charterer(s) of the ship as well as the users that have been given access to the ship. As applicant it is your duty to inform the owner(s) or charterer(s) of the ship about the new Certificate of Nationality.


The Certificate of Nationality must be able to be presented to the authorities on request, cf. section 3 (2) of the Danish Merchant Shipping Act. This requirement can be met by either storing it physically on board the ship or by being able to access it digitally on e.g. a mobile phone. Please note that it is the owner's responsibility that the ship does not operate until it has all the necessary certificates on board.

Get the Certificate of Nationality by clicking on the download button:

[Download file](#)

[Go back to ships](#)

CSR Report

Should a CSR Certificate be issued? * 

Yes No

Certificate of Registration

Do you want to order a certificate or a transcript? Note that it costs 150 DKK, which must be paid online before the certificate/transcript can be issued. Once the payment has been received, you will receive an email and you can download the certificate / transcript via the self-service.

[Order registration certificate](#)

Step 8: certificates: Order registration certificate