



## Arrest and execution

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

This guide will show how to register or delete an arrest or execution mortgage right. The Danish Maritime Authority's website describes Arrest and execution rights in more detail here: [Registration of mortgage and negative pledges](#).

This guide explains how you can register or delete an arrest or execution on a ship in DSRG. The self-service is divided into flows, which are divided into steps that intuitively lead the user through to the report being sent for manual case processing at the Ship Register.

The following is necessary in order to be able to log into DSRG:

- MitID to be able to log into DSRG
- Information about the mortgage right:
  - Type of mortgage
  - Amount
  - Currency
  - (Optional: The journal number of the Court)
- 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:
  - CVR number (Only when registering either arrest or execution)
  - Information regarding the authorized signatory / person authorized to sign for the firm:
    - First name
    - Last name
    - Email-address\*
    - Address\*

- Birthday\*

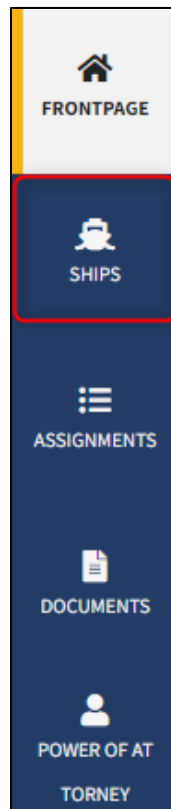
\*First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

Indhold:

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| Bogmærke er ikke defineret.                                |              |

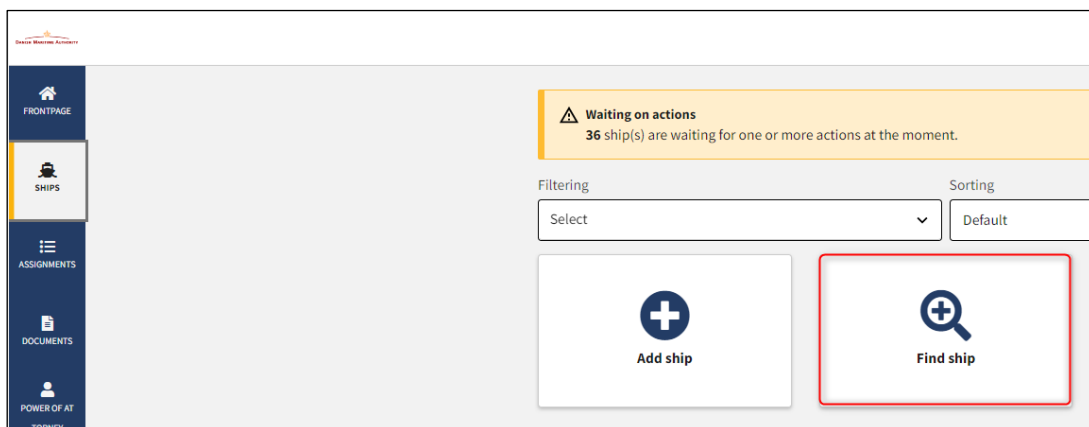
## Registering arrest or execution

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*

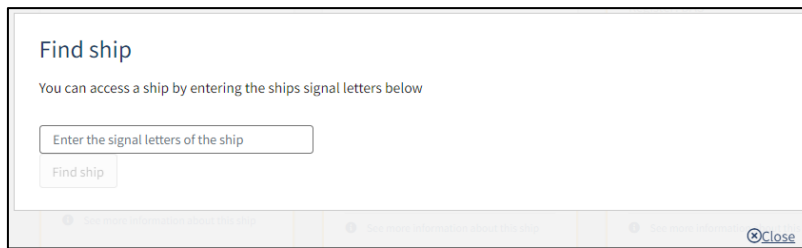
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



*How to add or search a ship*

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

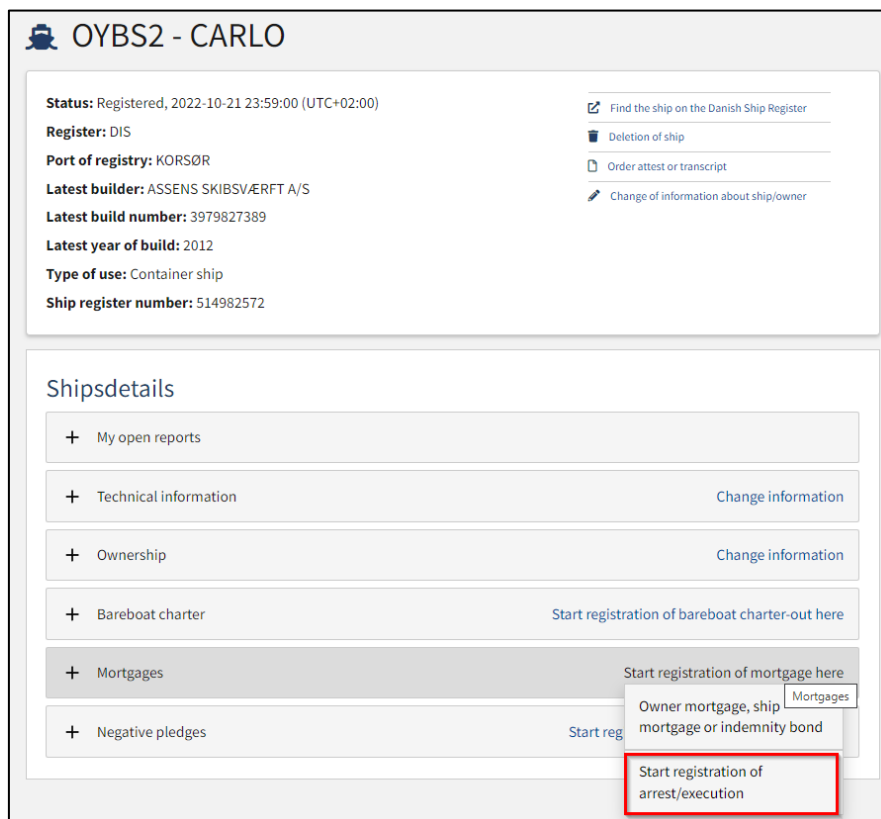
Press "Enter" on the keyboard or click "Find ship". If there are multiple results, select the correct one from the list.



The screenshot shows a search interface titled "Find ship". Below the title, it says "You can access a ship by entering the ships signal letters below". There is a text input field with the placeholder "Enter the signal letters of the ship" and a "Find ship" button below it. At the bottom of the interface, there are three small links that say "See more information about this ship" and a "Close" button.

*Find ship via signal letters*

Hover the mouse over the "Mortgages" accordion and click on "Start registration of arrest/execution" in the drop-down menu.



The screenshot shows the detailed view for a ship named "OYBS2 - CARLO". The ship's status is "Registered, 2022-10-21 23:59:00 (UTC+02:00)". Other details include "Register: DIS", "Port of registry: KORSØR", "Latest builder: ASSENS SKIBSVÆRFT A/S", "Latest build number: 3979827389", "Latest year of build: 2012", "Type of use: Container ship", and "Ship register number: 514982572". On the right side, there are several action buttons: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below this, there is a "Shipsdetails" section with several expandable items: "My open reports", "Technical information" (with a "Change information" link), "Ownership" (with a "Change information" link), "Bareboat charter" (with a "Start registration of bareboat charter-out here" link), "Mortgages" (with a "Start registration of mortgage here" link), and "Negative pledges" (with a "Start reg" link). A dropdown menu is open over the "Mortgages" item, showing options: "Owner mortgage, ship mortgage or indemnity bond" and "Start registration of arrest/execution". The "Start registration of arrest/execution" option is highlighted with a red box.

*Detailed view for ship*

## Step 1: Add ships

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

1 Add ships      2 Information      3 Registration

General information Change information

Ship identification

|              |                  |                |
|--------------|------------------|----------------|
| Name of ship | Port of registry | Signal letters |
| CARLO        | KORSØR           | OYBS2          |
| Build number |                  |                |
| 3979827389   |                  |                |

Fleet or transfer of a right

If other ships are to be included in the report, then add the ships here by entering the signal letters of the ship. It is also possible to transfer a right from one ship to another by adding the ship to which the right should be transferred to, below, and then removing the existing ship via the 'Delete' button by the ship's signal letters.

Enter the signal letters of the ship

Add ship

**Added ships:**  
- OYBS2, CARLO, KORSØR

Cancel Next

Step 1: Add ships

When the signal letters are input, click on "Add ship".

Fleet or transfer of a right

If other ships are to be included in the report, then add the ships here by entering the signal letters of the ship. It is also possible to transfer a right from one ship to another by adding the ship to which the right should be transferred to, below, and then removing the existing ship via the 'Delete' button by the ship's signal letters.

OU2565

Add ship

**Added ships:**  
- OYBS2, CARLO, KORSØR

Add ships

The added ship now appears on the page.

### Ship identification

|                                   |                                   |                                |
|-----------------------------------|-----------------------------------|--------------------------------|
| Name of ship<br><b>CARLO</b>      | Port of registry<br><b>KORSØR</b> | Signal letters<br><b>OYBS2</b> |
| Build number<br><b>3979827389</b> |                                   |                                |

### Ship identification

|                                 |                                     |                                 |
|---------------------------------|-------------------------------------|---------------------------------|
| Name of ship<br><b>Carla</b>    | Port of registry<br><b>HILLERØD</b> | Signal letters<br><b>OU2565</b> |
| Build number<br><b>DK-12879</b> |                                     |                                 |

### Fleet or transfer of a right

If other ships are to be included in the report, then add the ships here by entering the signal letters of the ship. It is also possible to transfer a right from one ship to another by adding the ship to which the right should be transferred to, below, and then removing the existing ship via the 'Delete' button by the ship's signal letters.

**Added ships:**

|                           |                                       |
|---------------------------|---------------------------------------|
| - OYBS2, CARLO, KORSØR    | <input type="button" value="Delete"/> |
| - OU2565, Carla, HILLERØD | <input type="button" value="Delete"/> |

*Add ships*

When the ships to be part of this report have been added, click "Next".

### Fleet or transfer of a right

If other ships are to be included in the report, then add the ships here by entering the signal letters of the ship. It is also possible to transfer a right from one ship to another by adding the ship to which the right should be transferred to, below, and then removing the existing ship via the 'Delete' button by the ship's signal letters.

**Added ships:**

|                           |                                       |
|---------------------------|---------------------------------------|
| - OYBS2, CARLO, KORSØR    | <input type="button" value="Delete"/> |
| - OU2565, Carla, HILLERØD | <input type="button" value="Delete"/> |

*Add ships*

## Step 2: Information

To specify the mortgage type you need to choose either Arrest or Execution from the dropdown "Type of mortgage".

Rights of execution or arrest

Type of mortgage \*  
Arrest ▾

Amount \* ⓘ  Choose currency \*  
 ▾

Add an extra amount Remove amount

The journal number of the Court ⓘ

*Specify the type of mortgage*

To indicate the amount, enter the value of the right in the "Mortgage sum" field. The currency is specified by clicking on "Choose currency" and selecting the desired currency from the list.

It is possible to specify up to 3 additional amounts and currencies if you want to show what the mortgage is equivalent to in other currencies - but it is the top one that is legally applicable.

The screenshot shows a form titled "Rights of execution or arrest". It contains a dropdown menu for "Type of mortgage" with "Arrest" selected. Below this are two input fields: "Amount" and "Choose currency", both highlighted with red boxes. There are also two buttons: "Add an extra amount" and "Remove amount". At the bottom, there is a text field for "The journal number of the Court".

*Amount and currency*

It is possible to indicate the journal number of the Court. If desired, it can be parsed in the text field "The journal number of the Court".

This screenshot is identical to the previous one, but the "The journal number of the Court" text field is highlighted with a red box.

*The journal number of the Court*

To indicate the debtor, click in the dropdown "Select owner", after which one is selected from the list of the ship's owners.

The screenshot shows a dropdown menu labeled "Debtor". The option "Select owner" is highlighted with a red box.

*Choose debtor*



Fill in the missing information for the debtor.

It is possible to delete an added debtor by clicking on "Remove debtor". A debtor can then be selected again in the "Select owner" dropdown.

Debtor \*

Select owner ▾

|               |                               |
|---------------|-------------------------------|
| <b>Name</b> ? | <b>Country of residence</b> ? |
| Thora Nielsen | Danmark                       |


**Nationality** \* ?

Danish ▾

*Remove debtor*

## Claimant/Creditor when registering arrest/execution

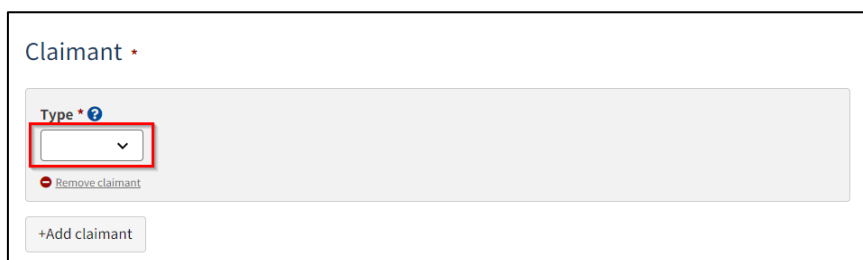
To add a claimant, click on "Add claimant".



The screenshot shows a rectangular box with the text "Claimant" at the top left and a small downward arrow. Below this, a button labeled "+Add claimant" is highlighted with a red rectangular border.

*Add claimant*

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



The screenshot shows a rectangular box with the text "Claimant" at the top left and a small downward arrow. Below this, there is a section labeled "Type" with a blue information icon. A dropdown menu is open, showing a downward arrow, and is highlighted with a red rectangular border. Below the dropdown, there is a "Remove claimant" button with a red minus icon. At the bottom of the box, there is a "+Add claimant" button.

*Claimant type*

## Company

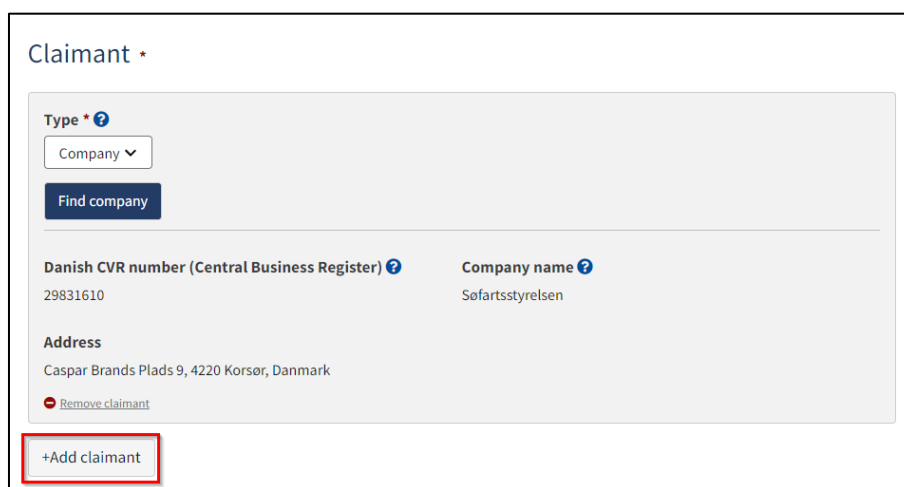
If the Claimant is a company, the company is searched by clicking on the "Search company" button, after which a dialog box opens where you can search the company.



The screenshot shows a dialog box titled "Claimant \*". Inside, there is a "Type \*" dropdown menu with "Company" selected. Below it, the "Find company" button is highlighted with a red box. There is also a "Remove claimant" button with a minus icon and a "+Add claimant" button at the bottom.

*Find company*

If you need to add another claimant, click on "+Add claimant" and fill in information for each claimant that you want to add.

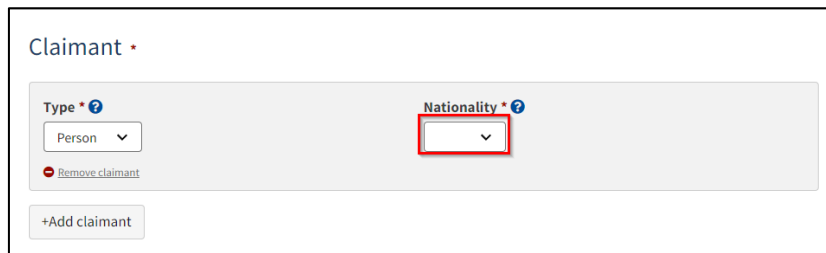


The screenshot shows the same "Claimant \*" dialog box, but now it displays search results. The "Find company" button is no longer highlighted. The results show the "Danish CVR number (Central Business Register)" as 29831610 and the "Company name" as Søfartsstyrelsen. The "Address" is Caspar Brands Plads 9, 4220 Korsør, Danmark. The "+Add claimant" button at the bottom is highlighted with a red box.

*Add claimant*

## Person (Danish)

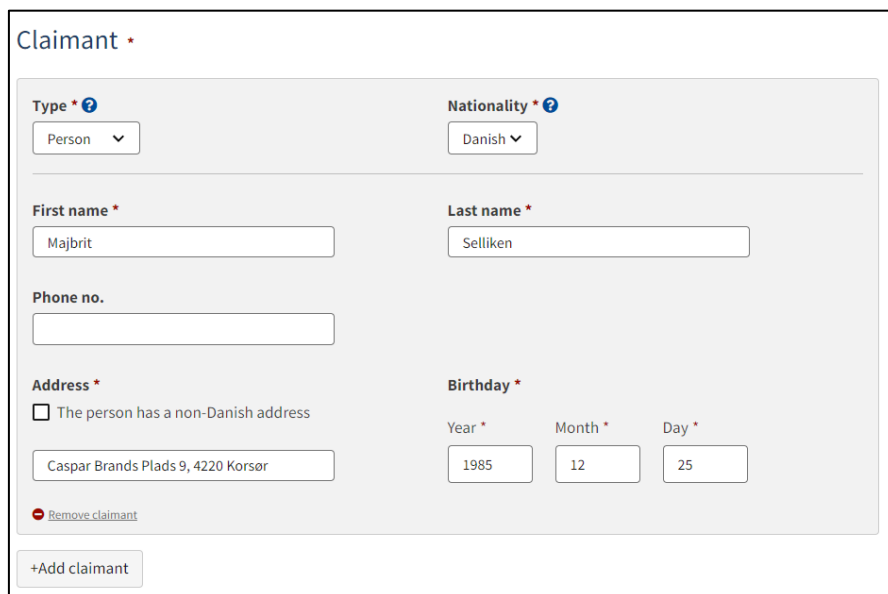
If the Claimant is a person, the nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other".



The screenshot shows a form titled "Claimant \*". It contains two dropdown menus: "Type \* ?" with "Person" selected, and "Nationality \* ?" which is highlighted with a red box. Below the dropdowns are a "Remove claimant" button and a "+Add claimant" button.

*Claimant's nationality*

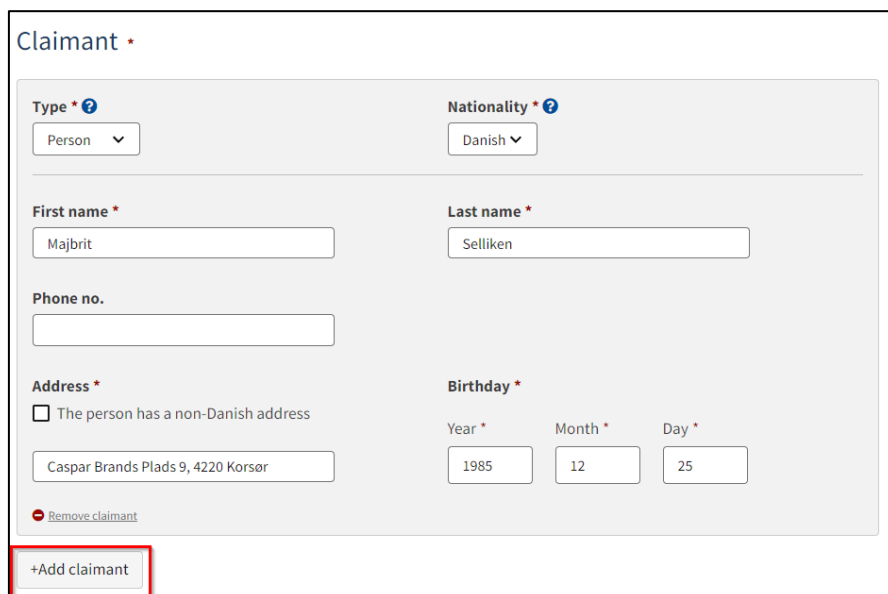
If the Claimant is Danish, the first name, surname, address, and date of birth must be filled in.



The screenshot shows the "Claimant \*" form with the following fields filled in: "Type" is "Person", "Nationality" is "Danish", "First name" is "Majbrit", "Last name" is "Selliken", "Address" is "Caspar Brands Plads 9, 4220 Korsør", and "Birthday" is "1985-12-25". There is also a checkbox for "The person has a non-Danish address" which is unchecked. The "+Add claimant" button is visible at the bottom.

*Danish Claimant*

If you need to add another claimant, click on "+Add claimant" and fill in information for each claimant that you want to add.



This screenshot is identical to the previous one, showing the "Claimant \*" form with all fields filled in. The "+Add claimant" button at the bottom left is highlighted with a red box.

*Danish Claimant*

## Person (Other)

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

Claimant \*

|                                  |  |
|----------------------------------|--|
| Type * ?<br>Person ▼             | Nationality * ?<br>Other ▼             |
| First name *<br>Majbrit          | Last name *<br>Selliken                |
| Address *<br>Rudi Sadi Carnot 52 | Country of residence * ?<br>Frankrig ▼ |

[Remove claimant](#)

[+Add claimant](#)

*Other Claimant*

If you need to add another claimant, click on "+Add claimant" and fill in information for each claimant that you want to add.

Claimant \*

|                                  |  |
|----------------------------------|--|
| Type * ?<br>Person ▼             | Nationality * ?<br>Other ▼             |
| First name *<br>Majbrit          | Last name *<br>Selliken                |
| Address *<br>Rudi Sadi Carnot 52 | Country of residence * ?<br>Frankrig ▼ |

[Remove claimant](#)

[+Add claimant](#)

*Other Claimant*

## Remove an added Claimant

If the Claimant is to be removed, click on "Remove claimant".

### Claimant \*

|  |  |
|--|--|
| Type * ⓘ<br>Person ▼                           | Nationality * ⓘ<br>Other ▼             |
| First name *<br>Majbrit                        | Last name *<br>Selliken                |
| Address *<br>Rudi Sadi Carnot 52               | Country of residence * ⓘ<br>Frankrig ▼ |
| <input type="button" value="Remove claimant"/> |  |
| <input type="button" value="+Add claimant"/>   |  |

*Remove Claimant*

## Continue the report and send to manual case handling

Once the required fields are filled in, click "Save and verify".

### Priority ranking

When registration an execution/arrest this registration is given priority in terms of time relation to others. Execution/arrest will always be placed lowest according to the principle: First in time, first in priority

Cancel Save and verify

*Save and verify*

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

### Priority ranking

When registration an execution/arrest this registration is given priority in terms of time relation to others. Execution/arrest will always be placed lowest according to the principle: First in time, first in priority

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### 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.

Write message or comment here... ?

**Add message**

---

### Documentation requirements ?

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

**Upload documentation**

Cancel Send to manual processing

*Message(s) to the Danish Maritime Authority*

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".

Dokumentationskrav [her](#)  
For krav til upload af dokumentation for registrering se [her](#)

Upload dokumentation

Vedlagte dokumenter

| Navn         | Størrelse |
|--------------|-----------|
| Fuldmagt.pdf | 0.03 MB   |

Filer, der er klar til at blive tilføjet: 1

Upload vedlagte dokumenter

*Upload documentation*



The system will show that the upload of the file(s) has been completed, and it is now possible to send to the Danish Maritime Register for manual processing by the Danish Maritime Authority by clicking on "Send for manual processing".

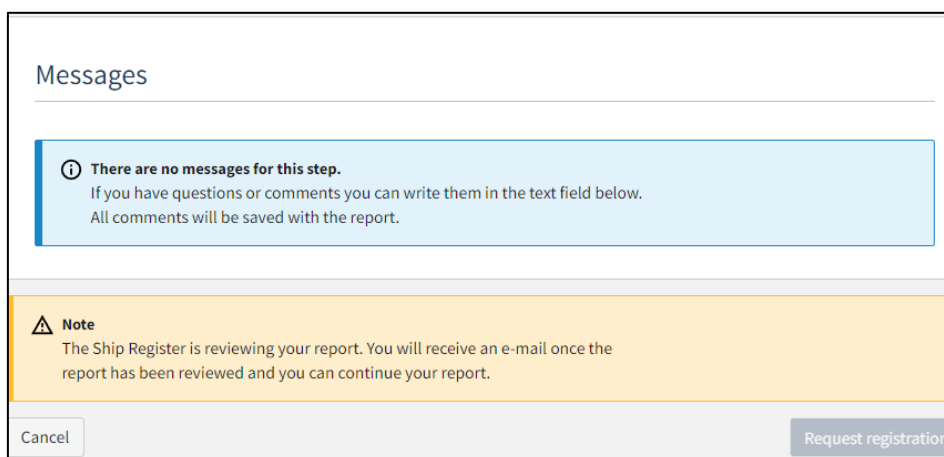


A horizontal bar containing two buttons. On the left is a button labeled "Afbryd". On the right is a button labeled "Send til manuel behandling", which is highlighted with a red border.

*Send for manual processing*

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.**

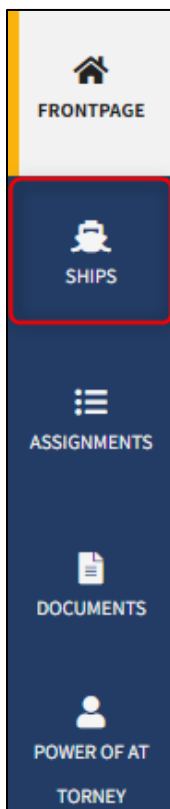


A screenshot of a "Messages" section. At the top, it says "Messages". Below that is a light blue box with an information icon and the text: "There are no messages for this step. If you have questions or comments you can write them in the text field below. All comments will be saved with the report." Below this is a yellow box with a warning icon and the text: "Note The Ship Register is reviewing your report. You will receive an e-mail once the report has been reviewed and you can continue your report." At the bottom left is a "Cancel" button, and at the bottom right is a "Request registration" button.

*The case awaits the Ship Register*

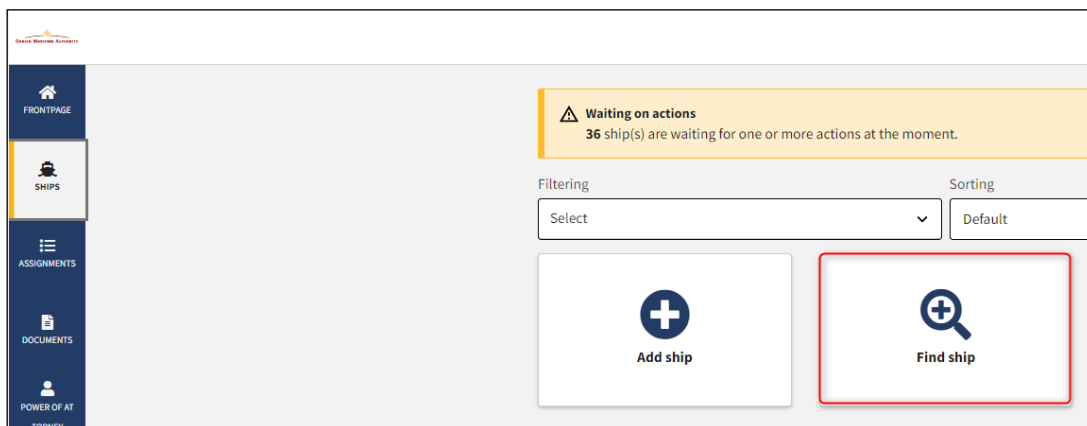
## Deletion of arrest or execution

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

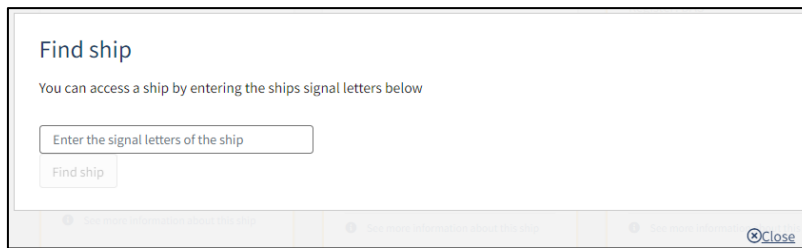
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



How to add or search a ship

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

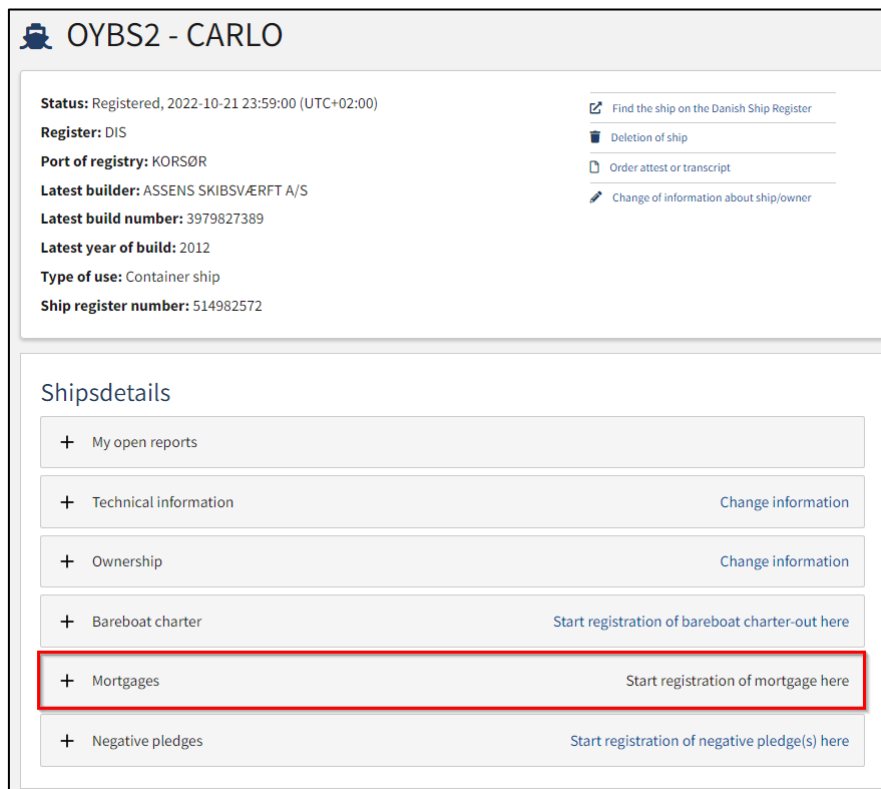
Press "Enter" on the keyboard or click "Find ship". If there are multiple results, select the correct one from the list.



The screenshot shows a search interface titled "Find ship". Below the title, it says "You can access a ship by entering the ships signal letters below". There is a text input field with the placeholder "Enter the signal letters of the ship" and a "Find ship" button below it. At the bottom of the interface, there are three small icons with text "See more information about this ship" and a "Close" button on the right.

*Find ship via signal letters*

Click on the "Mortgages" accordion to see a list over the registered rights in the ship.



The screenshot shows the detailed view for ship OYBS2 - CARLO. At the top, there is a header with the ship name and a small icon. Below this, there is a section with key information: Status (Registered, 2022-10-21 23:59:00 (UTC+02:00)), Register (DIS), Port of registry (KORSØR), Latest builder (ASSENS SKIBSVÆRFT A/S), Latest build number (3979827389), Latest year of build (2012), Type of use (Container ship), and Ship register number (514982572). To the right of this information are four action links: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below this is a section titled "Shipsdetails" with several expandable items: "My open reports", "Technical information" (with a "Change information" link), "Ownership" (with a "Change information" link), "Bareboat charter" (with a "Start registration of bareboat charter-out here" link), "Mortgages" (with a "Start registration of mortgage here" link, highlighted with a red box), and "Negative pledges" (with a "Start registration of negative pledge(s) here" link).

*Detailed view for ship*

Click on the trash can icon next to the right you want to delete.

**Shipsdetails**


+ My open reports

+ Technical information [Change information](#)

+ Ownership [Change information](#)

+ Bareboat charter [Start registration of bareboat charter-out here](#)

- Mortgages [Start registration of mortgage here](#)

| Type   | Amount | Parties   | Time of registration            | Mortgage ID number |   |
|--------|--------|---|---------------------------------|--------------------|---|
| Arrest | 50 DKK | Thora Nielsen (Debtor)<br>Safartsstyrelsen (Claimant) | 2022-12-15 23:59:00 (UTC+01:00) | 46365              |  |

*Delete arrest or execution*

## Step 1: Information

Under "Creditor"/"Claimant", fill in the missing information as instructed for either "Company" or "Person".

Claimant •

Type \* ⓘ  
Company ▾

---

Danish CVR number (Central Business Register) ⓘ 29831610      Company name ⓘ Sofartsstyrelsen

Address  
Caspar Brands Plads 9

---

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

Cancel Invite to deletion

Step 1: Information

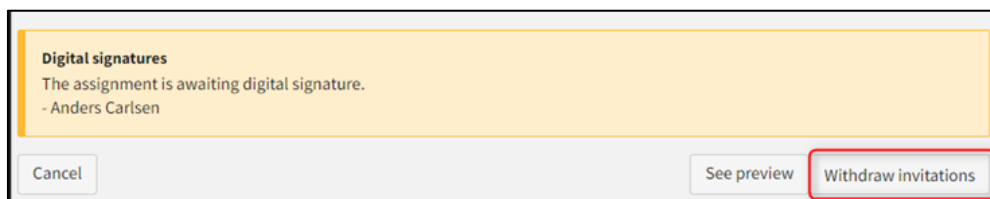
## Invite to sign digitally

Click on "Invite to deletion" 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.



*Invite to sign*

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*

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 and/or other documents

If there are parties who need to be attached to the power of attorney or other documents uploaded, it will be possible to upload attachments to the notification.

Check the "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." Checkbox.

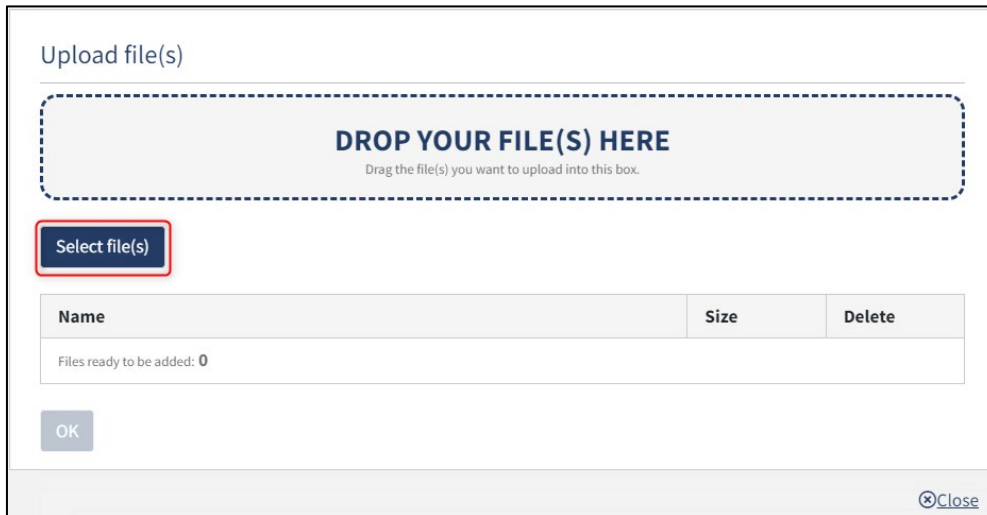
Click "Save and verify".

Click "Upload documentation".



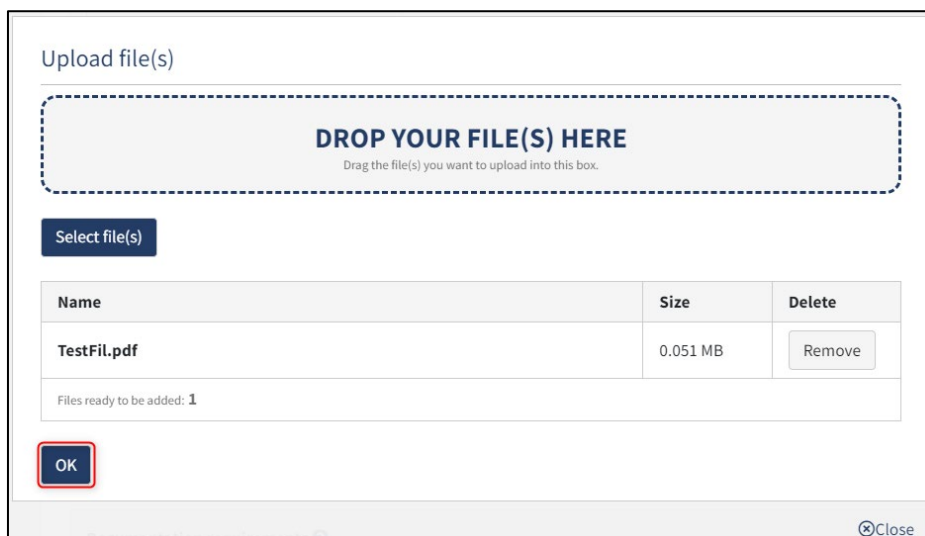
Upload documentation

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 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 "Send to manual processing".

[Cancel](#) [Send to manual processing](#)

*Send to manual processing*

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.**

**Messages**

**i** **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 Register is reviewing your report. You will receive an e-mail once the report has been reviewed and you can continue your report.

[Cancel](#) [Request registration](#)

*The case awaits the Ship Register*