

# **Deletion of mortgage**

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

When a mortgage right is to be deleted this has to be repoted to the Danish Maritime Authority. Danish Maritime Authority's webiste descries deletion of mortgage here: Registration of mortgage and negative pledges.

This guide explains how you can delete a mortgage in DSRG. 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 log into DSRG:

•	MitID	to be	able to	log into	DSRG
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•	The fol	lowing	information	ı about	relevant	parties o	f the	person	type:
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- First nameLast name
- Email-address\*
- Address\*
- Birthday\*
- The following information about relevant parties of the company type:
  - o 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:

Påbegynd anmeldelseFejl!
Bogmærke er ikke defineret.
Step 1: Oplysninger

Ejerpantebrev	Fejl!
Bogmærke er ikke defineret.	
Pantebrev	Fejl!
Bogmærke er ikke defineret.	
Ejere	Fejl!
Bogmærke er ikke defineret.	
Kreditor - Person	8
Kreditor - Virksomhed	9
Skadesløsbrev	Fejl!
Bogmærke er ikke defineret.	
Ejere	12
Kreditor - Person	13
Kreditor - Virksomhed	13
Inviter til digital signering	17
Vedlæg fuldmagt	Fejl!
Bogmærke er ikke defineret.	
Step 2: Registrering	Fejl!
Bogmærke er ikke defineret.	

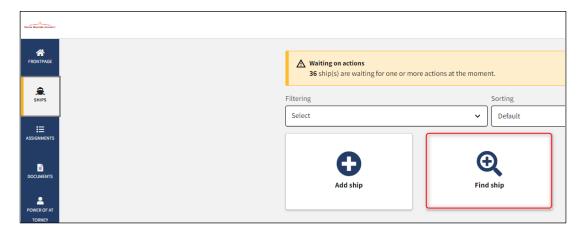
## **Start report**

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

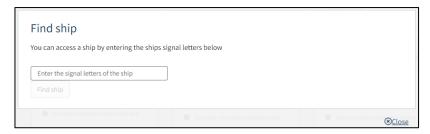
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



How to add or search a ship

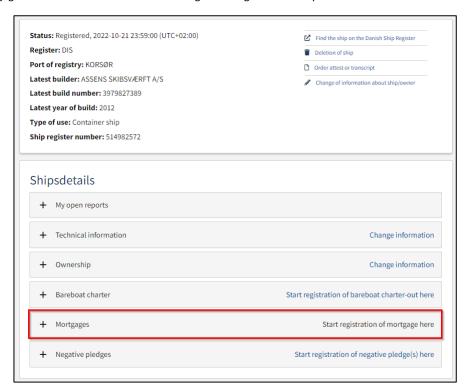
Enter the signal letters of the ship for which changes are desired.

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



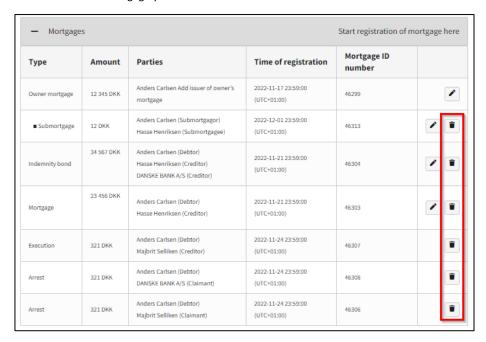
Find ship via signal letters

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



Detailed view for ship

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



Start deletion of mortgage

## **Step 1: Information**

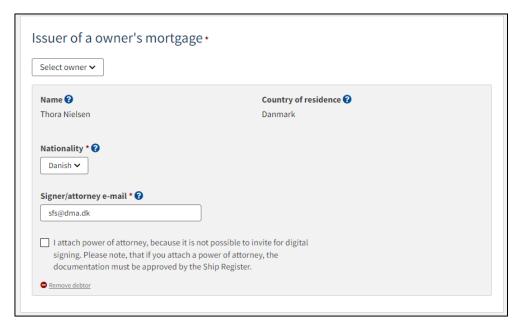
### Owner mortgage

If you wish to create a reservation after the deletion of the mortgage, in the place of the mortgage right, a check mark must be put next to "Pursuant to sections 48-49 of the Maritime Act and for index mortgages further section 50, the owner has expressed a desire to create a reservation or registration of a new mortgage in the vacant space that appears in the priority row by the extinction of this mortgage. ". ".

Inder Sections 48-49 of the Merchant Shipping Act and for index mortgage a further section 50, the owner has expressed a desire to establish a reservation or register a new mortgage in the vacant space that appears in the priority ranking when this mortgage is deleted.

#### Create reservation

If a reservation is not to be created, the nationality and email must be filled in for the issuer. Unless ticked off: "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.". ".



Issuer

If a reservation <u>is to</u> be made, the nationality and e-mail must be filled in for the ship's owners. Unless ticked off: "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.". ".



Owners

### Ship mortgage

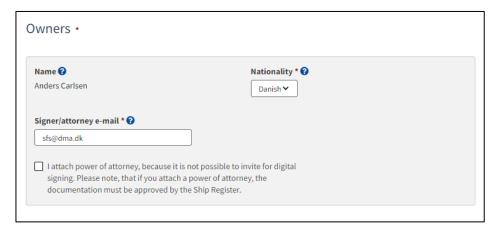
If a reservation of the place is to be created after the extinction of the lien, a check mark must be put next to "Pursuant to sections 48-49 of the Maritime Act and for index mortgages further section 50, the owner has expressed a desire to create a reservation or registration of a new mortgage in the vacant space that appears in the priority row by the extinction of this mortgage."."

Inder Sections 48-49 of the Merchant Shipping Act and for index mortgage a further section 50, the owner has expressed a desire to establish a reservation or register a new mortgage in the vacant space that appears in the priority ranking when this mortgage is deleted.

Create reservation

#### **Owners**

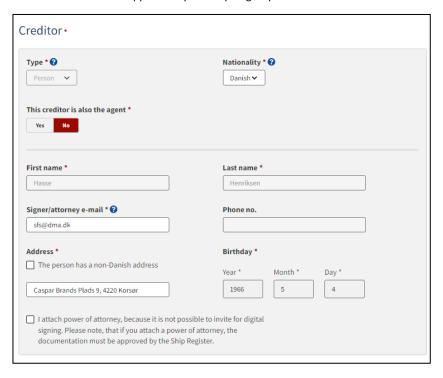
If a reservation <u>is to</u> be made, the nationality and e-mail must be filled in for the ship's owners. Unless ticked off: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ". ".



Owners

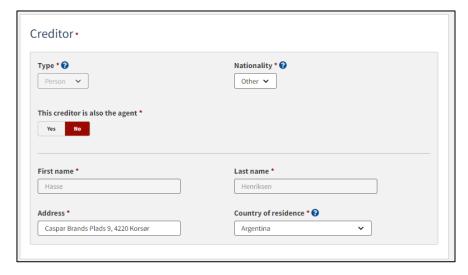
#### **Creditor - Person**

The nationality of the creditor 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 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. ". ".



Creditor - Danish person

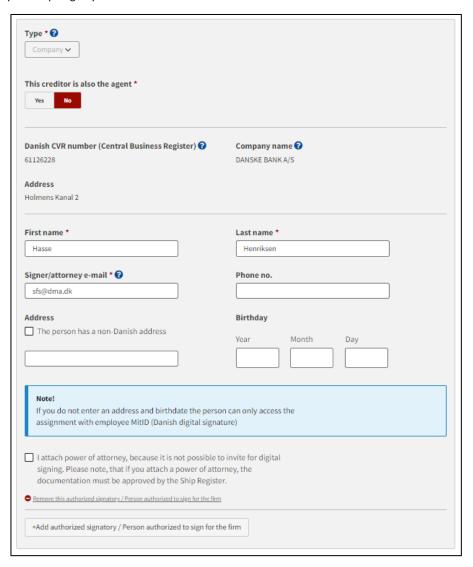
The nationality of the creditor must be filled in. If the nationality is non-Danish, the address and country of residence must be filled in, unless the check mark is ticked for: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ". ".



Creditor: Non-Danish person

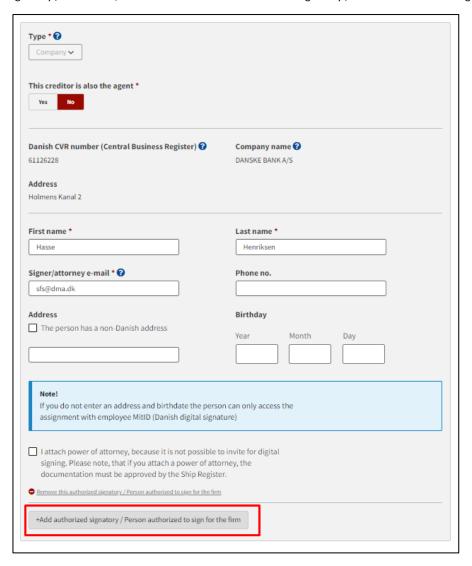
#### **Creditor - Company**

First name, Last name and e-mail must be filled in for the person entitled to sign, unless the check mark is marked "I 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.". ".



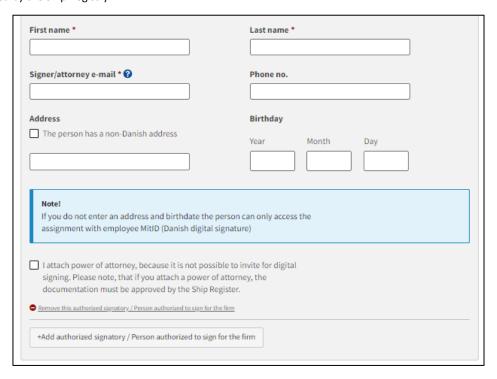
Creditor – Company

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



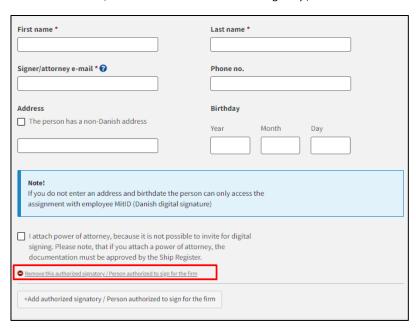
How to add a authorized signatory/procurator

First name, Last name and e-mail must be filled in for the person entitled to sign, unless the check mark is marked "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.". ".



Authorized/Procurator

If the underwriter/procurator is to be deleted, click on "Delete this authorized signtory / Person authorized to sign for the firm".



Remove authorized signatory / Person authorized to sign for the firm

### **Indemnity bond**

If a reservation of the place is to be created after the extinction of the lien, a check mark must be put next to "Pursuant to sections 48-49 of the Maritime Act and for index mortgages further section 50, the owner has expressed a desire to create a reservation or registration of a new mortgage in the vacant space that appears in the priority row by the extinction of this mortgage. ". ".

Inder Sections 48-49 of the Merchant Shipping Act and for index mortgage a further section 50, the owner has expressed a desire to establish a reservation or register a new mortgage in the vacant space that appears in the priority ranking when this mortgage is deleted.

Create reservation

#### **Owners**

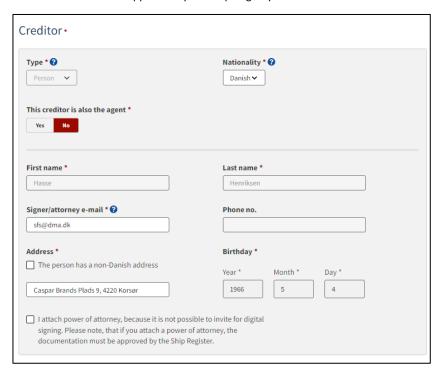
If a reservation <u>is to</u> be made, the nationality and e-mail must be filled in for the ship's owners. Unless ticked off: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ". ".



Owners

#### **Creditor - Person**

The nationality of the creditor 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 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. ". ".



Creditor - Danish person

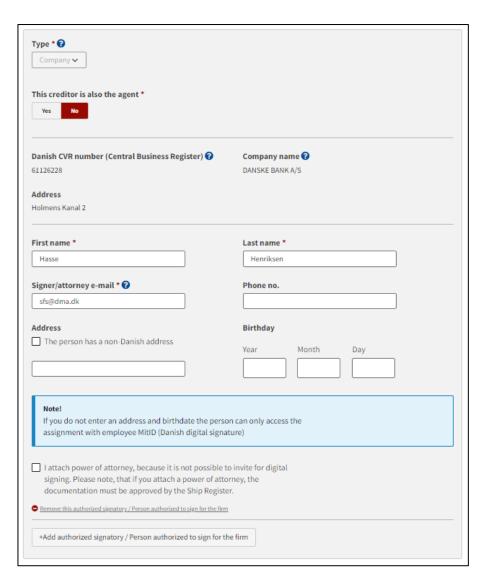
The nationality of the creditor must be filled in, if the nationality is non-Danish, the address and country of residence must be filled in, unless the check mark is ticked for: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper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



Creditor: Non-Danish person

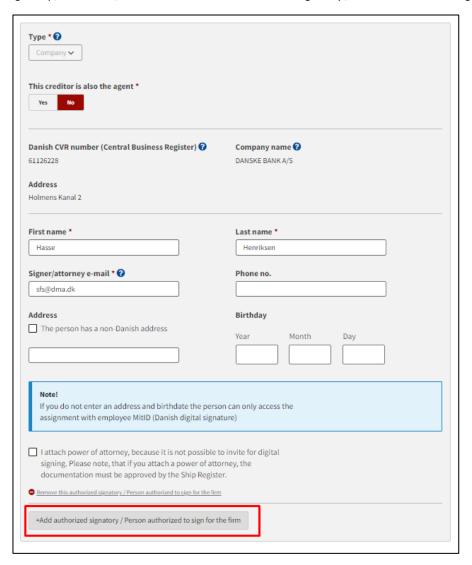
#### **Creditor - Company**

First name, Last name and e-mail must be filled in for the person entitled to sign, unless the check mark is marked "I 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.". ".



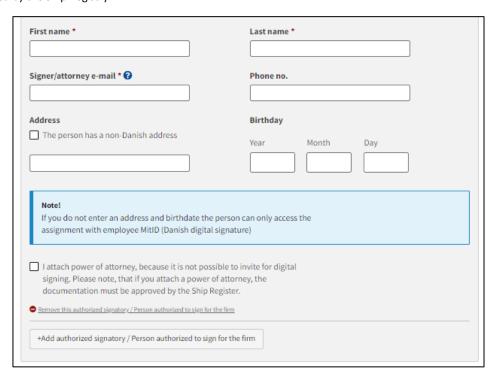
Creditor – Company

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



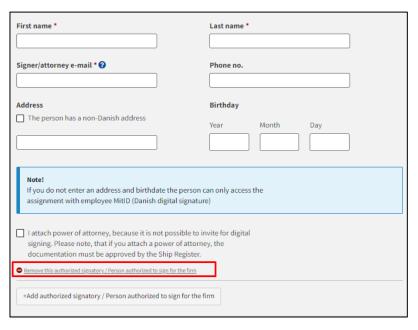
How to add a authorized signatory/procurator

First name, Last name and e-mail must be filled in for the person entitled to sign, unless the check mark is marked "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.". ".



Authorized/Procurator

If the underwriter/procurator is to be deleted, click on "Delete this authorized signtory / Person authorized to sign for the firm".



Remove authorized signatory / Person authorized to sign for the firm

## Invite to digital signing

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



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

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. ". ".

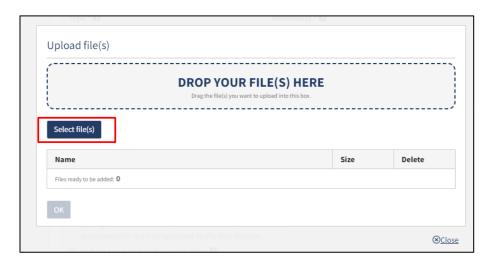
Click "Save and verify.

Click "Upload documentation".



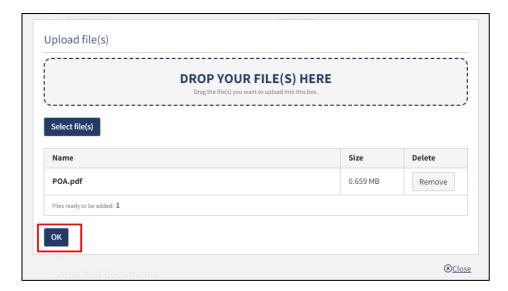
Upload documentation

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



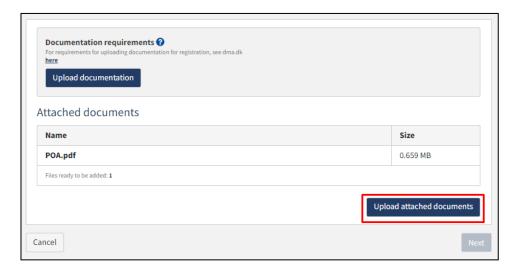
Upload documentation

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



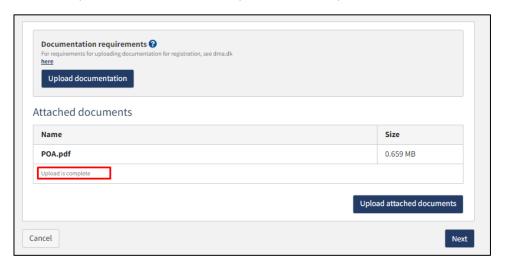
Upload documentation

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



Upload documentation

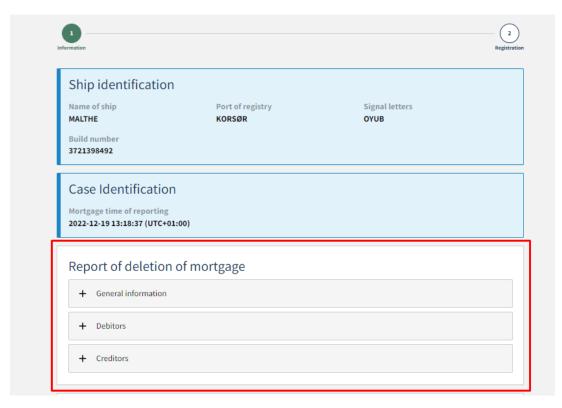
The system will show that the upload of the file(s) has been completed and it is now possible to click on "Next".



Next enables to move on to the next step

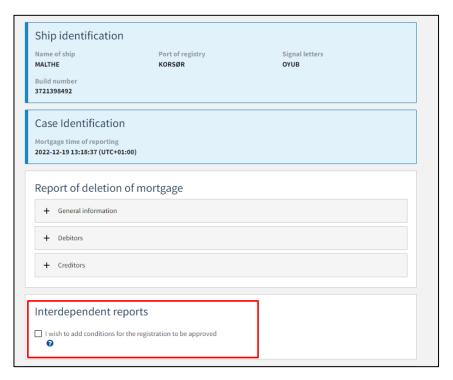
## **Step 2: Registration**

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.



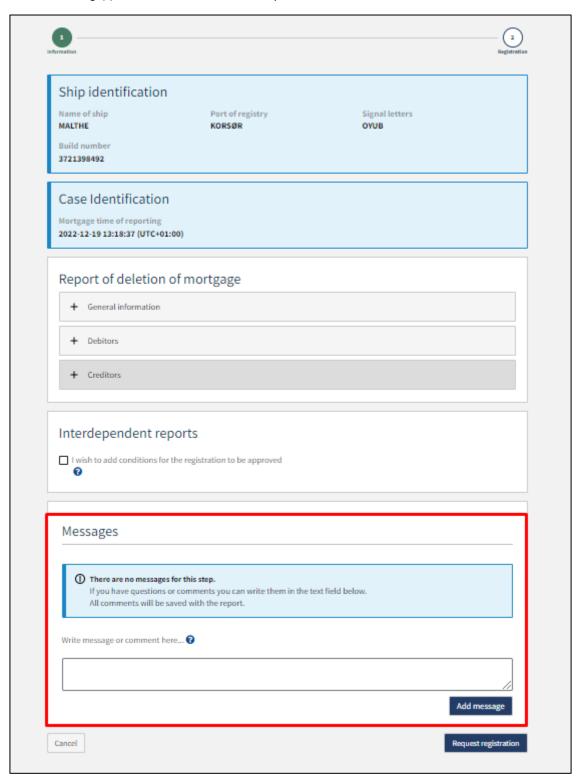
Step 2: Registration: Accordions summarizing the information entered

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



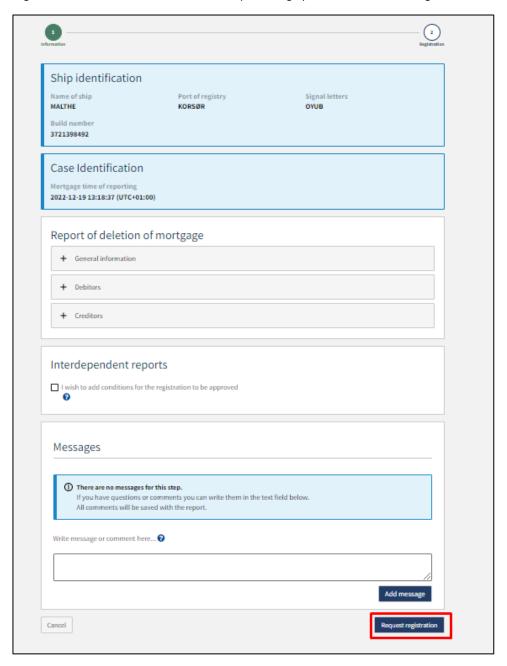
Step 2: Registration: Marking interdependent reviews

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



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

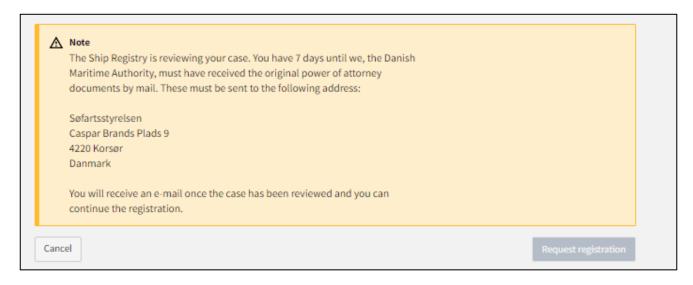
Click on "Request registration" to send the case for manual case processing by the Danish Maritime Register.



Step 2: Registration

The notification has now been sent for manual case processing 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