



Submortgage

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

When a sub-mortgage is to be registered, changed, or deleted, it must be reported to the Ship Register. The Danish Maritime Authority's website describes the transition to the Digital Ship Register and sub-mortgage in more detail here: [Registration of mortgage and negative pledges](#).

This guide explains how you can register, changed, or deleted a sub-mortgage in the Digital Ship Register's Self-Service. 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 are necessary to make the notification:

- MitID to be able to log in to the Digital Ship Register Self-service
- Information about the mortgage
 - Pant-ID on owner mortgage, where sub mortgage must be registered
 - Amount
 - Currency
- The following information about relevant parties of the person type:
 - First name
 - Last name
 - Email-address*
 - Address*
 - Birthday*
- The following information about relevant parties of the company type:
 - CVR-number
 - 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.

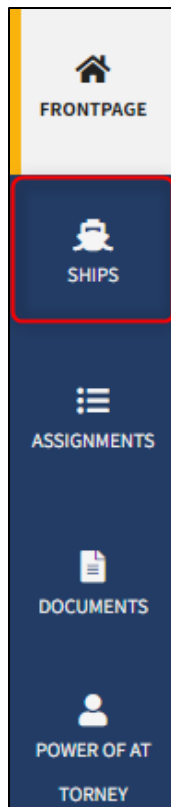
Content:

Registrering af underpant.....	3
Påbegynd anmeldelse.....	3
Trin 1: Oplysninger	5
Invitér til digital signering.....	10
Vedlæg fuldmagt.....	Fejl!
Bogmærke er ikke defineret.	
Trin 2: Registrering	13
Ændring af underpant.....	18
Påbegynd anmeldelse.....	18
Trin 1: Tilføj skibe	21
Trin 2: Oplysninger	23
Invitér til digital signering.....	29
Vedlæg fuldmagt.....	Fejl!
Bogmærke er ikke defineret.	
Trin 3: Registrering	32
Udslettelse af underpant	Fejl!
Bogmærke er ikke defineret.	
Påbegynd anmeldelse.....	Fejl!
Bogmærke er ikke defineret.	
Trin 1: Oplysninger	40
Invitér til digital signering.....	41
Vedlæg fuldmagt.....	Fejl!
Bogmærke er ikke defineret.	
Trin 2: Registrering	44

Registration of submortgages

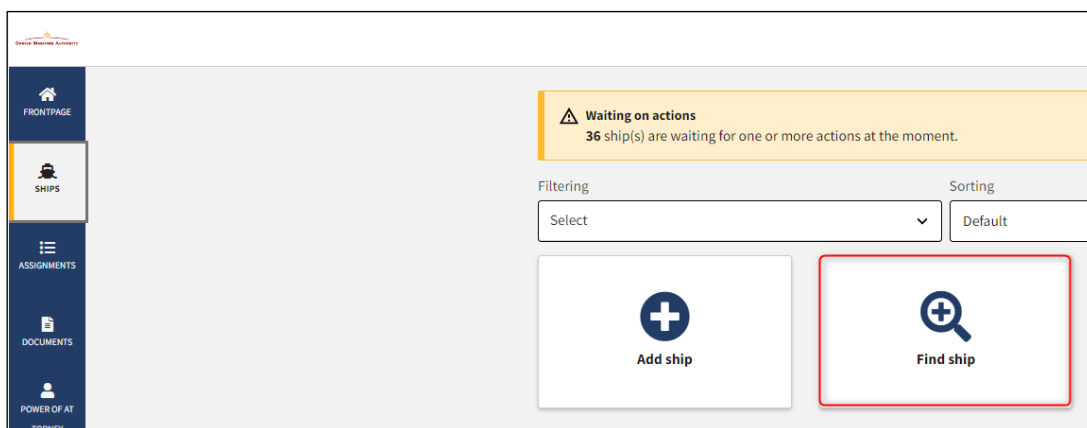
Start reporting

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



Menu for Digital Ship Registers self-service

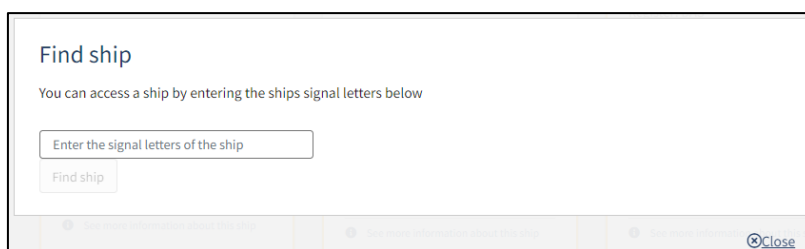
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers



How to add or search a ship

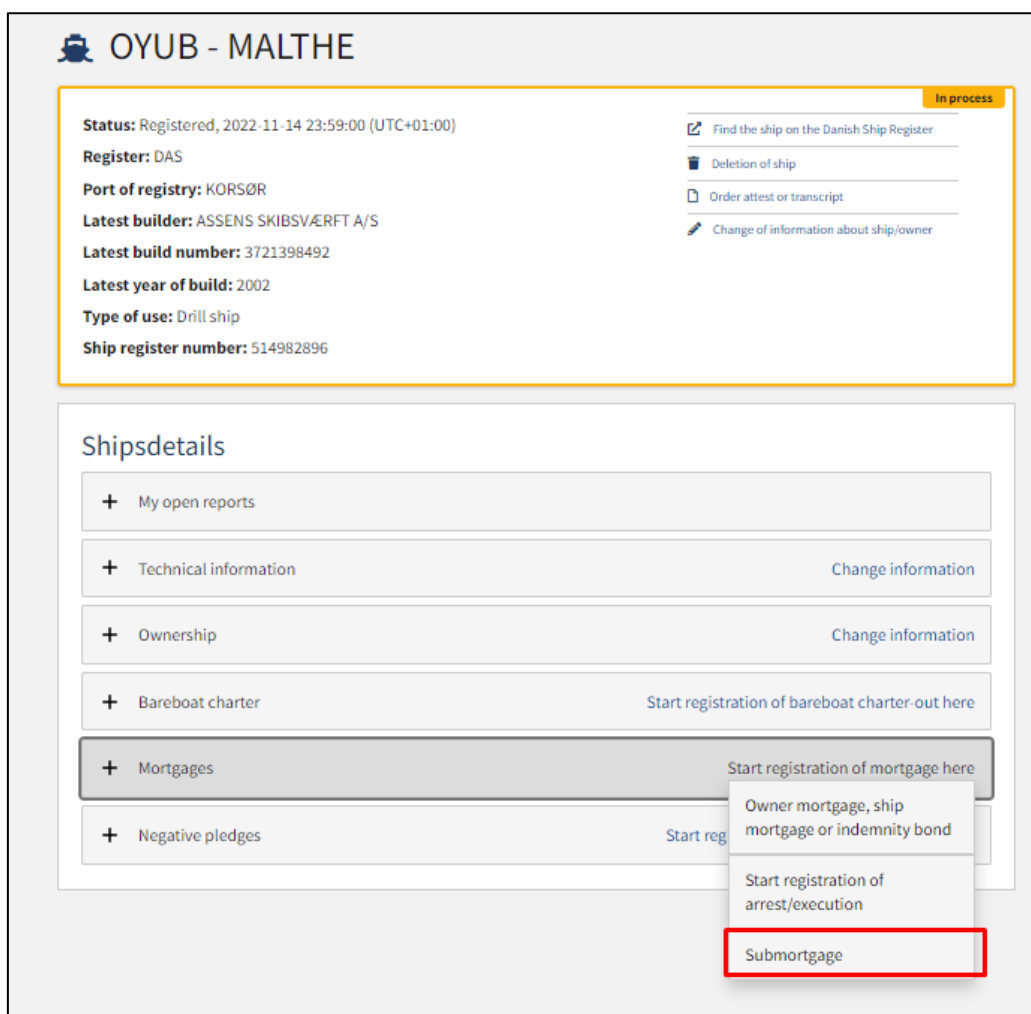
Enter the signal letters of the ship for which changes are desired.

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

A web form titled "Find ship". Below the title is a subtitle: "You can access a ship by entering the ships signal letters below". There is a text input field with the placeholder text "Enter the signal letters of the ship". Below the input field is a button labeled "Find ship". At the bottom of the form, there are three small links that say "See more information about this ship" and a "Close" button with a circular icon.

Find ship via signal letters

Hover your mouse over the "Mortgage" accordion, then click "Sub-mortgage" in the drop-down menu. Please note that this option is not displayed if there is no registered owner mortgage on the ship.

A detailed view of a ship's information. At the top, the ship's name "OYUB - MALTHE" is displayed next to a ship icon. Below this is a summary box with the following details: Status: Registered, 2022-11-14 23:59:00 (UTC+01:00); Register: DAS; Port of registry: KORSØR; Latest builder: ASSENS SKIBSVÆRFT A/S; Latest build number: 3721398492; Latest year of build: 2002; Type of use: Drill ship; Ship register number: 514982896. To the right of this box is a list of actions: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below the summary box is a section titled "Shipsdetails" with several expandable sections: "My open reports", "Technical information", "Ownership", "Bareboat charter", "Mortgages", and "Negative pledges". The "Mortgages" section is expanded, showing a button "Start registration of mortgage here". A dropdown menu is open from the "Mortgages" section, showing options: "Owner mortgage, ship mortgage or indemnity bond", "Start registration of arrest/execution", and "Submortgage" (which is highlighted with a red box).

Detailed view for ship

Step 1: Information

Fill in the following fields, which are required:


- Enter owner mortgage
- Amount
- Currency
- Mortgage with right to be advanced


An optional text can be entered in the following fields:

- Special terms

To specify which owner mortgage to sub-mortgage, select the desired mortgage from the list, which can be found by clicking on the menu under "Choose owner's mortgage".

Mortgage rights for submortgage


Choose owner's mortgage * 

Amount * 

Choose currency *

Add an extra amount

Remove amount

Special terms and conditions 

You can specify the content in both Danish and English, but in case of discrepancy between the two texts, the Danish text is valid, which is why it must come first.

Mortgage with right to be advanced *

Should the mortgage be advancing with the repayment of an as the mortgage is expressed to rank after the prior mortgages or mortgages ranking or is repaid in full at a predetermined point in time?

Yes

No

Enter owner mortgage

Enter the amount of the mortgage under "Amount" and choose the currency by selecting a value under "Choose currency".

Amount * ?

Add an extra amount

Choose currency *

Remove amount

Special terms and conditions ?

You can specify the content in both Danish and English, but in case of discrepancy between the two texts, the Danish text is valid, which is why it must come first.

Mortgage with right to be advanced *

Should the mortgage be advancing with the repayment of an as the mortgage is expressed to rank after the prior mortgages or mortgages ranking or is repaid in full at a predetermined point in time?

Yes

No

Amount and currency

If it is desired to specify special terms that apply to the mortgage, these can be indicated in the text field under "Special terms".

Mortgage rights for submortgage

Choose owner's mortgage * ?

Amount * ?

Add an extra amount

Choose currency *

Remove amount

Special terms and conditions ?

You can specify the content in both Danish and English, but in case of discrepancy between the two texts, the Danish text is valid, which is why it must come first.

Mortgage with right to be advanced *

Should the mortgage be advancing with the repayment of an as the mortgage is expressed to rank after the prior mortgages or mortgages ranking or is repaid in full at a predetermined point in time?

Yes

No

Special terms

It is indicated whether the mortgage should be promotional, by selecting "Yes" or "No" under "Mortgage with right to be advanced".

Mortgage rights for submortgage

Choose owner's mortgage *

Amount * Choose currency *

Add an extra amount Remove amount

Special terms and conditions

You can specify the content in both Danish and English, but in case of discrepancy between the two texts, the Danish text is valid, which is why it must come first.

Mortgage with right to be advanced *

Should the mortgage be advancing with the repayment of an as the mortgage is expressed to rank after the prior mortgages or mortgages ranking or is repaid in full at a predetermined point in time?

Yes No

Mortgage with right to be advanced

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

Submortgagor *

Name * Anders Carlsen

Nationality * Danish

Signer/attorney e-mail * sfs@dma.dk

☐ 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.

Submortgagor

To add submortgagee, click on "Add submortgagee".

Submortgagee *

+Add submortgagee

Submortgagee

It is indicated whether the submortgagee is a person or company by pressing the menu under "Type" and selecting "Person" or "Company".



The screenshot shows the 'Submortgagee' form. The 'Type' dropdown menu is highlighted with a red box. Below it, there is a 'Remove submortgagee' button and an '+Add submortgagee' button.

Submortgagee type

If the submortgagee is a company, click on the "Search company" button, which opens a dialog box where you can search for the desired company.



The screenshot shows the 'Submortgagee' form. The 'Type' dropdown menu is set to 'Company'. The 'Find company' button is highlighted with a red box. Below it, there is a 'Remove submortgagee' button and an '+Add submortgagee' button.

Search for company

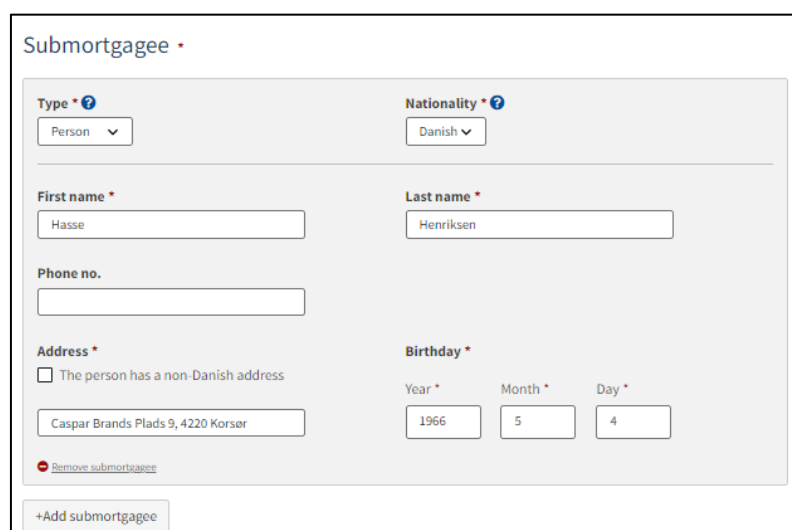
If the submortgagee is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Other".



The screenshot shows the 'Submortgagee' form. The 'Type' dropdown menu is set to 'Person'. The 'Nationality' dropdown menu is highlighted with a red box. Below it, there is a 'Remove submortgagee' button and an '+Add submortgagee' button.

Nationality of submortgagee

If the submortgagee is Danish, the First name, Last name, Address, and Birthday must be filled in.



The screenshot shows the 'Submortgagee' form. The 'Type' dropdown menu is set to 'Person'. The 'Nationality' dropdown menu is set to 'Danish'. The form fields for First name, Last name, Address, and Birthday are filled in. The 'First name' field contains 'Hasse', the 'Last name' field contains 'Henriksen', the 'Address' field contains 'Caspar Brands Plads 9, 4220 Korser', and the 'Birthday' field contains '1966', '5', and '4' for Year, Month, and Day respectively. Below the form, there is a 'Remove submortgagee' button and an '+Add submortgagee' button.

Danish submortgagee

If submortgagee is Other, the First name, Last name, address, and Country of residence must be filled in.

The screenshot shows a form titled "Submortgagee" with a red asterisk. It contains two columns of fields. The left column has "Type" (set to "Person"), "First name" (filled with "Hasse"), "Address" (filled with "Caspar Brands Plads 9, 4220 Korsør"), and a "Remove submortgagee" link with a red minus icon. The right column has "Nationality" (set to "Other"), "Last name" (filled with "Henriksen"), and "Country of residence" (set to "Argentina"). At the bottom, there is a "+Add submortgagee" button.

Non-Danish submortgagee

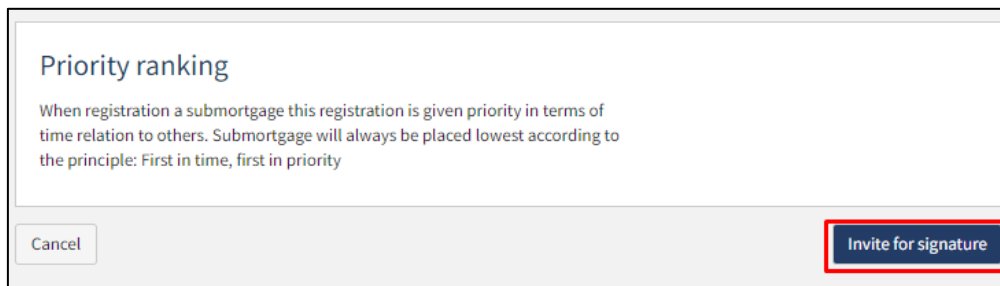
If the submortgagee is to be removed, click on "Remove submortgagee".

This screenshot shows the same "Submortgagee" form, but for a Danish person. The "Nationality" dropdown is set to "Danish". The "First name" is "Hasse" and the "Last name" is "Henriksen". There is a "Phone no." field. The "Address" field is filled with "Caspar Brands Plads 9, 4220 Korsør", and a checkbox "The person has a non-Danish address" is unchecked. The "Birthday" section has three fields: "Year" (1966), "Month" (5), and "Day" (4). The "Remove submortgagee" link with a red minus icon is highlighted with a red rectangle. The "+Add submortgagee" button is at the bottom.

Delete submortgagee

Invite to digital signing

Click on "Invite for signature" / "Save and verify" and the system will send an email to the parties who need to sign digitally. As soon as all parties who have 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.



The screenshot shows a dialog box titled "Priority ranking". The text inside explains that when registering a submortgage, the registration is given priority in terms of time relation to others, and submortgages are placed lowest according to the principle: "First in time, first in priority". At the bottom left is a "Cancel" button, and at the bottom right is a blue button labeled "Invite for signature", which is highlighted with a red rectangular box.

Invite to signature

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



The screenshot shows a dialog box with two yellow informational sections. The first section, titled "Digital signatures" with a warning icon, states: "The assignment awaits digital signature from: - Anders Carlsen". The second section, titled "Note" with a warning icon, states: "When parts, who are required to sign digitally, have completed their assignment, you're able to attach paper powers of attorney for the other parts, who cannot be invited via Digital Ship Register." At the bottom left is a "Cancel" button, and at the bottom right is a button labeled "Withdraw invitations", which is highlighted with a red rectangular box.

Withdraw invitations

Reopen the registration once everyone has digitally signed.

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.

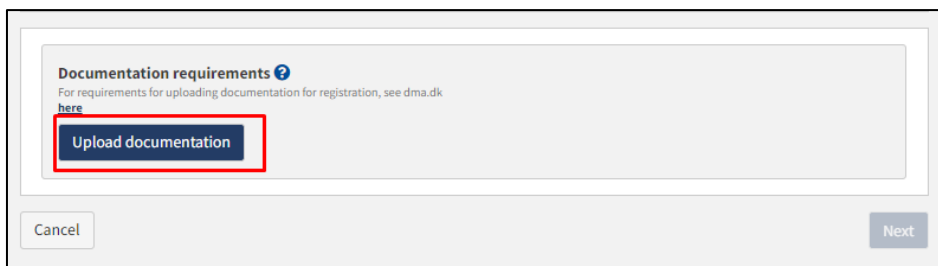
Attach power of attorney

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

Check: "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 "Save and verify".

Click "Upload documentation".



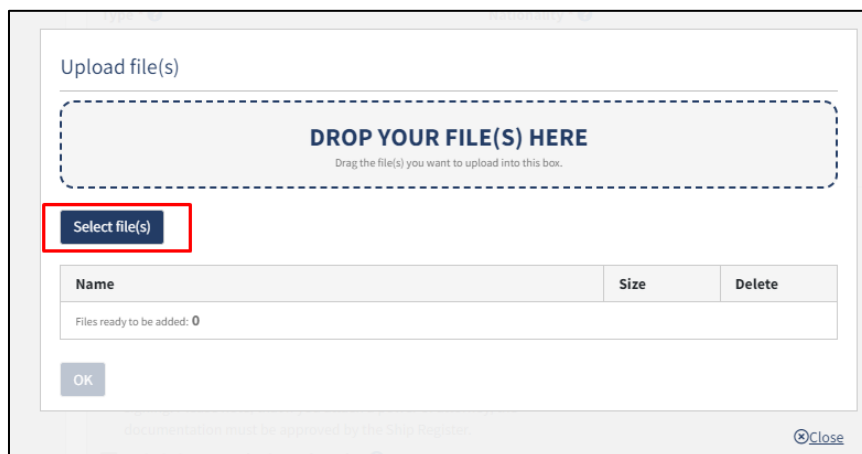
Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk
[here](#)

Upload documentation

Cancel Next

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		

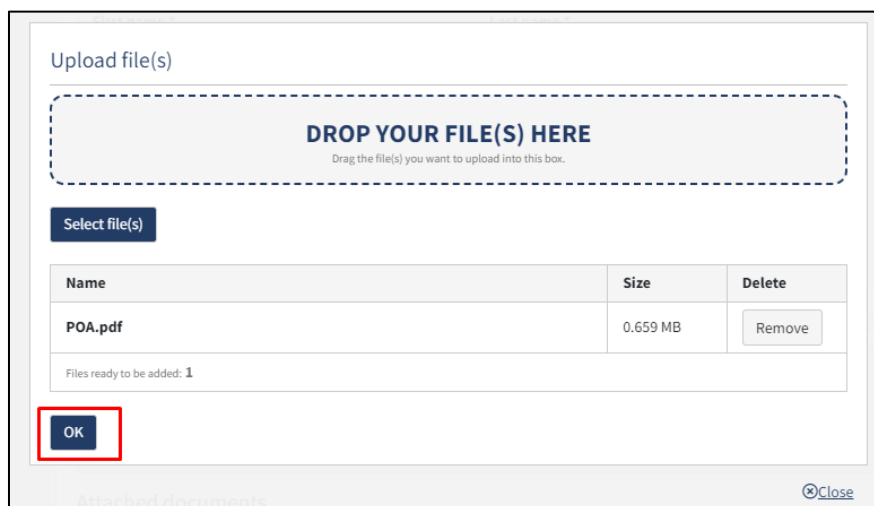
OK

documentation must be approved by the Ship Register

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
POA.pdf	0.659 MB	Remove

Files ready to be added: 1

OK

Attached documents

Close

Upload documentation

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
POA.pdf	0.659 MB
Files ready to be added: 1	

Upload attached documents

CancelNext

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".

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

Upload documentation

Attached documents

Name	Size
POA.pdf	0.659 MB
Upload is complete	

Upload attached documents

CancelNext

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 Authority.

The screenshot shows the 'Step 2: Registration' interface. At the top, there are two tabs: '1 Information' and '2 Registration'. The 'Information' tab is active, displaying the following details:

- Ship identification**
 - Name of ship: **MALTHE**
 - Port of registry: **KORSØR**
 - Signal letters: **OYUB**
 - Build number: **3721398492**
- Case Identification**
 - Mortgage time of reporting: **2022-12-19 17:40:15 (UTC+01:00)**
- Report of mortgage** (This section is highlighted with a red border and contains five expandable accordions:
 - + Owner's mortgage
 - + General information
 - + Submortgagors
 - + Submortgagees
 - + Priority ranking
- 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... (text area)
 - Add message button

At the bottom of the form, there are two buttons: 'Cancel' and 'Request registration'.

Step 2: Registration: Accordions that summarize the information entered

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

1
Information

2
Registration

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage

+ General information

+ Submortgagors

+ Submortgagees

+ Priority ranking

Interdependent reports

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

Step 3: Registration: Marking interdependent reviews

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

1
Information

2
Registration

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage


+ General information

+ Submortgagors


+ Submortgagees


+ Priority ranking

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

Cancel

Request registration

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

15

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

1
Information

2
Registration

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage


+ General information

+ Submortgagors


+ Submortgagees


+ Priority ranking

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

Cancel

Request registration

Step 3: Registration

The registration 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.

 **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

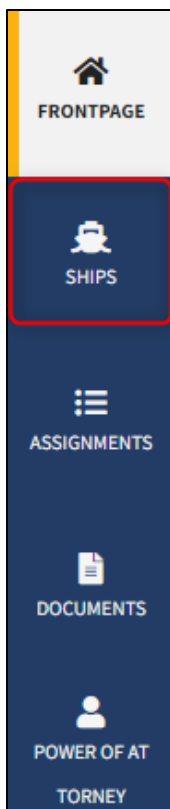
Request registration

Step 3: Registration: The case awaits the Ship Register

Change of submortgage

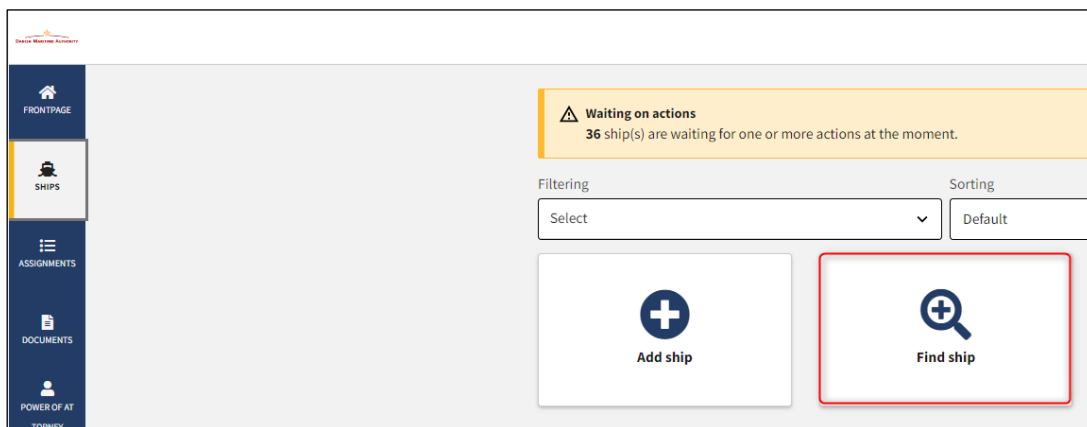
Start reporting

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



Menu for Digital Ship Registers self-service

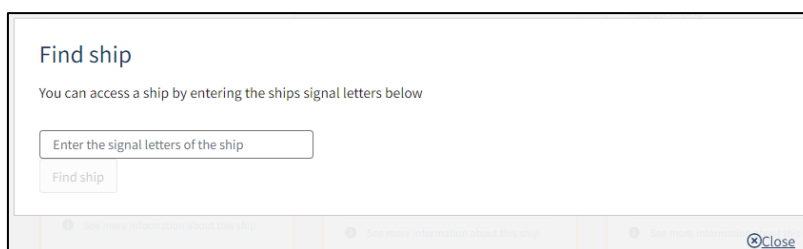
Click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



How to add or search a ship

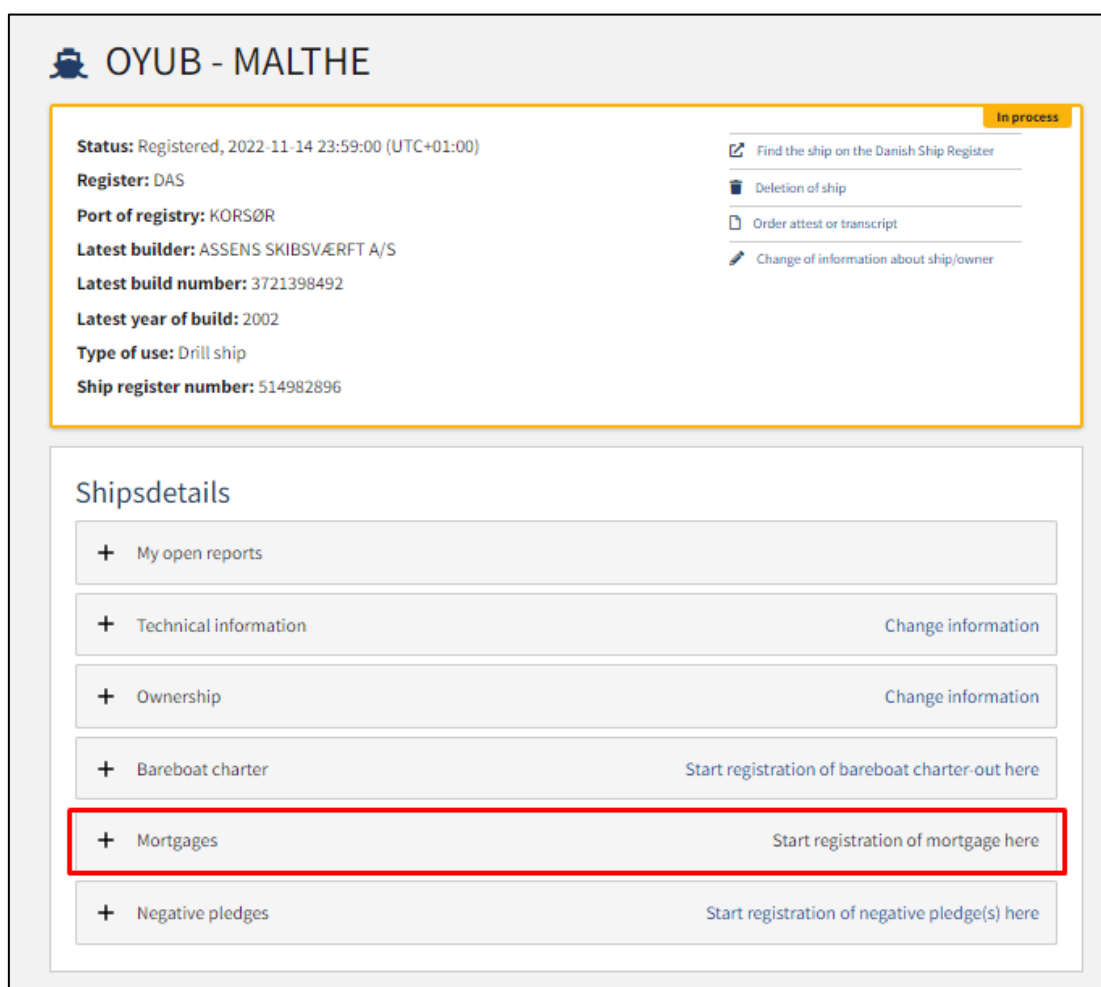
Enter the signal letters of the ship for which changes are desired.

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

A web form titled "Find ship". Below the title is the instruction "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 form, there are three small links that say "See more information about this ship" and a "Close" button with a circular icon.






Find ship via signal letters

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

A detailed view of a ship's registration information. The header shows the ship's name "OYUB - MALTHE" with a ship icon. Below this is a summary box with fields: Status (Registered, 2022-11-14 23:59:00 (UTC+01:00)), Register (DAS), Port of registry (KORSØR), Latest builder (ASSENS SKIBSVÆRFT A/S), Latest build number (3721398492), Latest year of build (2002), Type of use (Drill ship), and Ship register number (514982896). To the right of this box is a list of actions: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below the summary box is a section titled "Shipsdetails" with a list of 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" (highlighted with a red box, with a "Start registration of mortgage here" link), and "Negative pledges" (with a "Start registration of negative pledge(s) here" link). A yellow "In process" label is in the top right corner of the summary box.

Detailed view for ship

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

Mortgages					Start registration of mortgage here
Type	Amount	Parties	Time of registration	Mortgage ID number	
Owner mortgage	12 345 DKK	Anders Carlsen Add issuer of owner's mortgage	2022-11-17 23:59:00 (UTC+01:00)	46299	
■ Submortgage	12 DKK	Anders Carlsen (Submortgagor) Hasse Henriksen (Submortgagee)	2022-12-01 23:59:00 (UTC+01:00)	46313	 
■ Submortgage	1 DKK	Anders Carlsen (Submortgagor) Hasse Henriksen (Submortgagee)	2022-12-19 17:51:09 (UTC+01:00)	46367	 
Indemnity bond	34 567 DKK	Anders Carlsen (Debtor) Hasse Henriksen (Creditor) DANSKE BANK A/S (Creditor)	2022-11-21 23:59:00 (UTC+01:00)	46304	 
Mortgage	23 456 DKK	Anders Carlsen (Debtor) Hasse Henriksen (Creditor)	2022-11-21 23:59:00 (UTC+01:00)	46303	 
Execution	321 DKK	Anders Carlsen (Debtor) Majbrit Selliken (Creditor)	2022-11-24 23:59:00 (UTC+01:00)	46307	
Arrest	321 DKK	Anders Carlsen (Debtor) DANSKE BANK A/S (Claimant)	2022-11-24 23:59:00 (UTC+01:00)	46308	
Arrest	321 DKK	Anders Carlsen (Debtor) Majbrit Selliken (Claimant)	2022-11-24 23:59:00 (UTC+01:00)	46306	

How to start a mortgage change

Step 1: Add ships

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

The screenshot shows a multi-step registration process. At the top, there are three numbered steps: 1. Add ships (active), 2. Information, and 3. Registration. The main content area is divided into several sections. The first section is 'Contact information' with a 'Change information' link. The second section is 'Ship identification' with fields for 'Name of ship' (MALTHE), 'Port of registry' (KORSØR), 'Signal letters' (OYUB), and 'Build number' (3721398492). The third section is 'Other reports in progress' with a warning icon and text about a right report. The fourth section is 'Fleet or transfer of a right' with explanatory text and a text input field labeled 'Enter the signal letters of the ship' which is highlighted with a red box. Below this field is an 'Add ship' button. At the bottom of this section, it says 'Added ships: - OYUB, MALTHE, KORSØR'. At the very bottom of the form are 'Cancel' and 'Next' buttons.

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

This is a close-up of the 'Fleet or transfer of a right' section. It contains the same explanatory text as the previous screenshot. Below the text is a text input field containing the signal letters 'OYUC'. Below the input field is the 'Add ship' button, which is highlighted with a red box. At the bottom, it says 'Added ships: - OYUB, MALTHE, KORSØR'.

Add ships

The added ship now appears on the page.

Ship identification

Name of ship	Port of registry	Signal letters
MALTHE	KORSØR	OYUB
Build number		
3721398492		

Ship identification

Name of ship	Port of registry	Signal letters
ANNE	AGERSØ	OYUC
Build number		
389749824		

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.

OYUC

Add ship

Added ships:

- OYUB, MALTHE, KORSØR Delete
- OYUC, ANNE, AGERSØ Delete

Cancel Next

Add ships

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

Flåde eller flytning af en rettighed

Hvis øvrige skibe skal omfattes af anmeldelsen, kan disse tilføjes her ved at indtaste deres kendingsbogstaver. Det er her også muligt at flytte en rettighed fra et skib til et andet ved at tilføje skibet, rettigheden skal flyttes til, herunder og derefter fjerne det eksisterende skib via 'Slet' knappen ud for kendingsbogstaverne.

Indtast skibets kendingsbogstaver

Tilføj skib

Tilføjede skibe:

- OYUB, MALTHE, KORSØR Slet
- OYUC, ANNE, AGERSØ Slet

Afbryd Næste

Add ships

Step 2: Information

Fill out the following required fields:

- Amount
- Currency
- Mortgage with right to be advanced

You can fill out information in the following optional fields:

- Special terms and conditions

It is possible to add another amount in a different currency, but note that the top pair of amount/currency is the one that is lawfully binding, while the subsequent pairs of amount/currency are merely informative.

Changes to mortgage for submortgage

Choose owner's mortgage * ⓘ
Pant ID-nr: 46299 - Anders Carlsen - 2022-11-17 23:5 ▼

Amount * ⓘ
1

Choose currency *
DKK ▼

Add an extra amount

Remove amount

Special terms and conditions ⓘ
You can specify the content in both Danish and English, but in case of discrepancy between the two texts, the Danish text is valid, which is why it must come first.

Mortgage with right to be advanced *
Should the mortgage be advancing with the repayment of an as the mortgage is expressed to rank after the prior mortgages or mortgages ranking or is repaid in full at a predetermined point in time?

Yes No

Changes to submortgage

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

Submortgagor

Name
Anders Carlsen

Nationality
Danish

Signer/attorney e-mail

☐ 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.

☒ **Included as a part in the registration**

Submortgagor

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

Submortgagor

Name
Anders Carlsen

Nationality
Danish

Signer/attorney e-mail

☐ 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.

☐ **Included as a part in the registration**

⚠ Please note that parts removed from the registration during a change still need to sign the change.

Remove submortgagor

If the submortgagee is Danish, you have to input e-mail and address.

Submortgagee *

Type * ⓘ
Person ▼

Nationality * ⓘ
Danish ▼

First name *
Hasse

Last name *
Henriksen

Signer/attorney e-mail * ⓘ

Phone no.

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

Birthdate *
Year *
1966

Month *
5

Day *
4

☐ 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.

☒ Included as a part in the registration ⓘ

+Add submortgagee

Danish submortgagee

If the submortgagee is "Other" it is required to input the party's address and country of residence.

Submortgagee *

Type * ⓘ
Person ▼

Nationality * ⓘ
Other ▼

First name *
Hasse

Last name *
Henriksen

Address *
Caspar Brands Plads 9, 4220 Korsør

Country of residence * ⓘ
Frankrig ▼

☒ Included as a part in the registration ⓘ

+Add submortgagee

Other submortgagee

25

To remove a submortgagee tick: "Included as a part of the registration".

Submortgagee *

Type * ?
Person

Nationality * ?
Danish

First name *
Hasse

Last name *
Henriksen

Signer/attorney e-mail * ?

Phone no.

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

Birthday *
Year *
1966
Month *
5
Day *
4

☐ 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.

☐ Included as a part in the registration ?

⚠ Please note that parts removed from the registration during a change still need to sign the change.

+Add submortgagee

Remove submortgagee

To add a new submortgagee, click on: "+Add submortgagee".

Submortgagee *

Type * ?
Person

Nationality * ?
Danish

First name *
Hasse

Last name *
Henriksen

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 *
1966
Month *
5
Day *
4

☐ 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.

☒ Included as a part in the registration ?

+Add submortgagee

Add submortgagee

It is indicated whether the submortgagee is a person or company by pressing the menu under "Type" and selecting "Person" or "Company".

A screenshot of a web form section titled 'Type * ?'. It features a dropdown menu with a downward arrow, which is highlighted by a red rectangle. Below the dropdown is a red minus icon followed by the text 'Remove submortgagee'. At the bottom of the section is a button labeled '+Add submortgagee'.

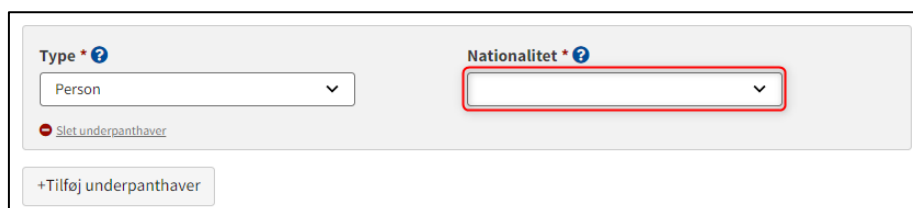
Submortgagee type

If the submortgagee is a company, click on the "Search company" button, which opens a dialog box opens where you can search for the desired company.

A screenshot of a web form section titled 'Type * ?'. The dropdown menu is set to 'Company'. A button labeled 'Find company' is highlighted with a red rectangle. Below the button is a checked checkbox labeled 'Included as a part in the registration ?' and a red minus icon followed by 'Remove submortgagee'. At the bottom is a button labeled '+Add submortgagee'.

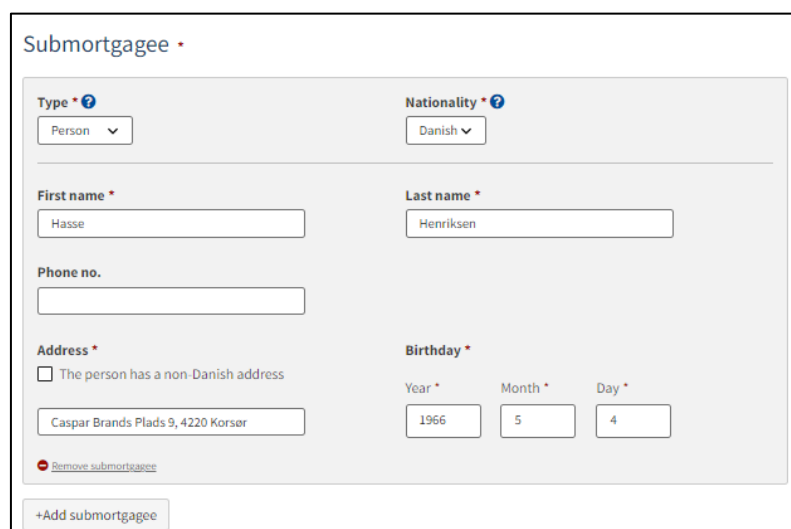
Search for company

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

A screenshot of a web form section titled 'Type * ?' and 'Nationalitet * ?'. The 'Type' dropdown is set to 'Person'. The 'Nationalitet' dropdown is highlighted with a red rectangle. Below the 'Type' dropdown is a red minus icon followed by 'Slet underpanthaver'. At the bottom is a button labeled '+Tilføj underpanthaver'.

Nationality of submortgagee

If the submortgagee is Danish, the First name, Last name, Address, and Birthday must be filled in.

A screenshot of a web form titled 'Submortgagee *'. It contains two dropdown menus: 'Type * ?' set to 'Person' and 'Nationality * ?' set to 'Danish'. Below these are four input fields: 'First name *' (containing 'Hasse'), 'Last name *' (containing 'Henriksen'), 'Phone no.' (empty), and 'Address *' (containing 'Casper Brands Plads 9, 4220 Korsør'). There is also a checkbox 'The person has a non-Danish address' which is unchecked. To the right of the address field is the 'Birthday *' section, which includes three input fields: 'Year *' (containing '1966'), 'Month *' (containing '5'), and 'Day *' (containing '4'). At the bottom is a red minus icon followed by 'Remove submortgagee' and a button labeled '+Add submortgagee'.

Danish submortgagee

If submortgagee is Other, the First name, Last name, address, and Country of residence must be filled in.

The screenshot shows a form titled "Submortgagee" with a red asterisk. It contains two dropdown menus at the top: "Type" set to "Person" and "Nationality" set to "Other". Below these are four input fields: "First name" with "Hasse", "Last name" with "Henriksen", "Address" with "Caspar Brands Plads 9, 4220 Korsør", and "Country of residence" with a dropdown set to "Argentina". At the bottom left is a red minus icon followed by the text "Remove submortgagee", and at the bottom right is a button labeled "+Add submortgagee".

Non-Danish submortgagee

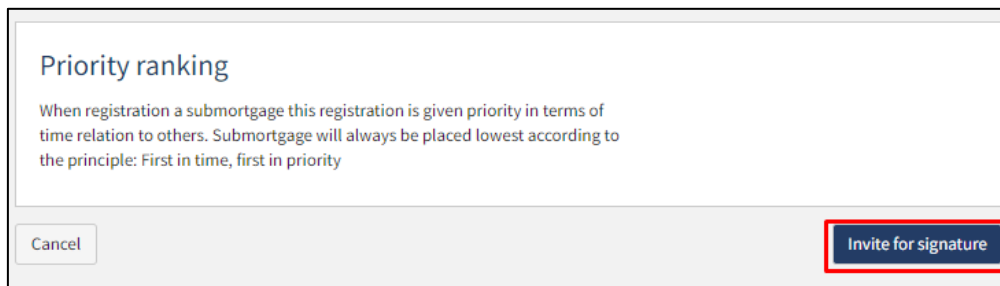
If the submortgagee is to be removed, click on "Remove submortgagee".

The screenshot shows the same "Submortgagee" form, but with "Nationality" set to "Danish". The "First name" is "Hasse" and "Last name" is "Henriksen". There is a "Phone no." field. The "Address" field has a checkbox labeled "The person has a non-Danish address" which is unchecked, followed by the address "Caspar Brands Plads 9, 4220 Korsør". The "Birthday" section has three input fields for "Year" (1966), "Month" (5), and "Day" (4). The "Remove submortgagee" button, consisting of a red minus icon and the text, is highlighted with a red rectangle. The "+Add submortgagee" button is at the bottom right.

Delete submortgagee

Invite to digital signing

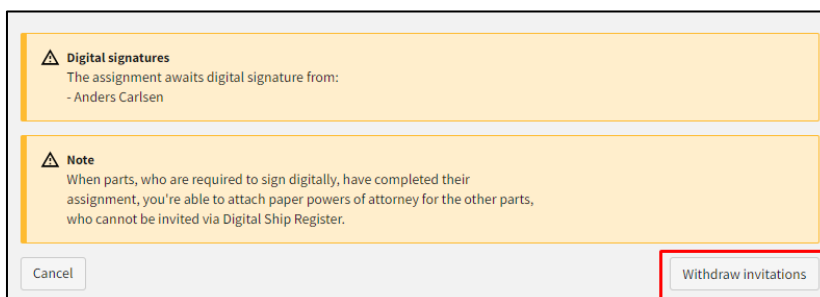
Click on "Invite for signature" / "Save and verify" and the system will send an email to the parties who need to sign digitally. As soon as all parties who have to sign digitally have signed or it has been decided that a power of attorney must be attached for all parties, it will be possible to upload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



The screenshot shows a dialog box titled "Priority ranking". The text inside explains that when registering a submortgage, the registration is given priority in terms of time relation to others, and submortgages are placed lowest according to the principle: "First in time, first in priority". At the bottom left is a "Cancel" button, and at the bottom right is a blue button labeled "Invite for signature", which is highlighted with a red rectangular box.

Invite to signature

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



The screenshot shows a dialog box with two yellow informational sections. The first section, titled "Digital signatures" with a warning icon, states: "The assignment awaits digital signature from: - Anders Carlsen". The second section, titled "Note" with a warning icon, states: "When parts, who are required to sign digitally, have completed their assignment, you're able to attach paper powers of attorney for the other parts, who cannot be invited via Digital Ship Register." At the bottom left is a "Cancel" button, and at the bottom right is a button labeled "Withdraw invitations", which is highlighted with a red rectangular box.

Withdraw invitations

Reopen the registration once everyone has digitally signed.

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.

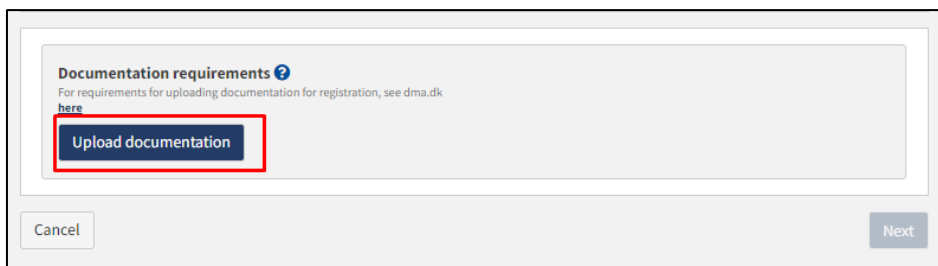
Attach power of attorney

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

Check: "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 "Save and verify".

Click "Upload documentation".



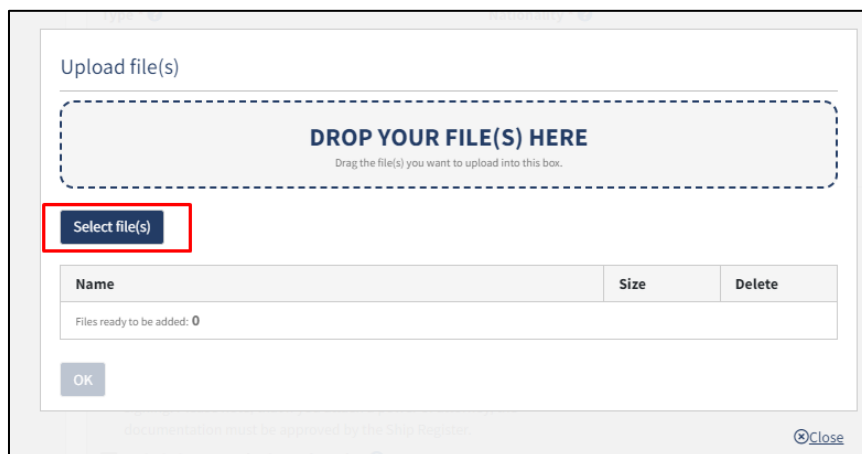
Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk
[here](#)

Upload documentation

Cancel Next

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		

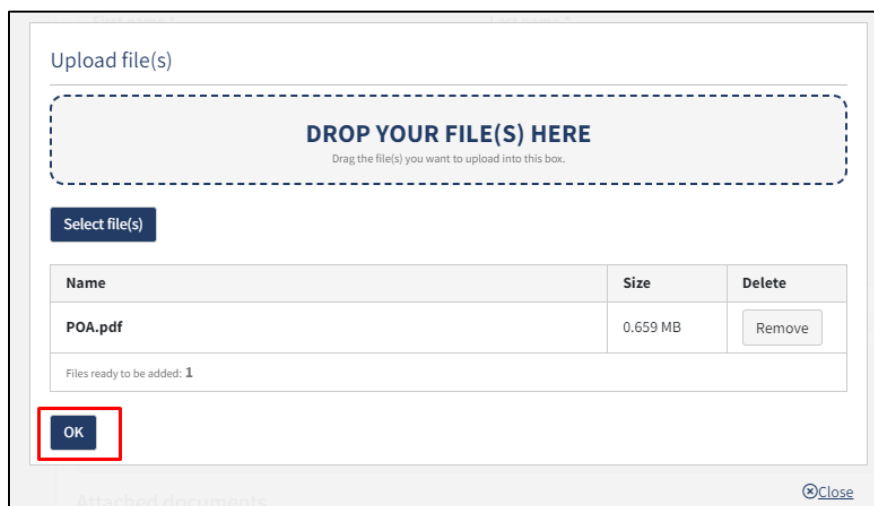
OK

documentation must be approved by the Ship Register

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
POA.pdf	0.659 MB	Remove

Files ready to be added: 1

OK

Attached documents

Close

Upload documentation

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
POA.pdf	0.659 MB
Files ready to be added: 1	

Upload attached documents

CancelNext

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".

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

Upload documentation

Attached documents

Name	Size
POA.pdf	0.659 MB
Upload is complete	

Upload attached documents

CancelNext

Next enables to move on to the next step

Step 3: Registration

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

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage


+ General information

+ Submortgagors


+ Submortgagees


+ Priority ranking

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

Cancel

Request registration

Registration: Accordions that summarize the information entered

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

Ship identification		
Name of ship MALTHE	Port of registry KORSØR	Signal letters OYUB
Build number 3721398492		
Case Identification		
Mortgage time of reporting 2022-12-19 17:40:15 (UTC+01:00)		
Report of mortgage		
+ Owner's mortgage		
+ General information		
+ Submortgagors		
+ Submortgagees		
+ Priority ranking		
Interdependent reports		
<input type="checkbox"/> I wish to add conditions for the registration to be approved		
		

Registration: Marking interdependent reviews

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

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage


+ General information

+ Submortgagors


+ Submortgagees


+ Priority ranking

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

Cancel

Request registration

Registration: Message(s) to the Danish Maritime Authority

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

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage

+ General information


+ Submortgagors

+ Submortgagees


+ Priority ranking


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


Cancel

Request registration

Registration

35

The registration 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.

 **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

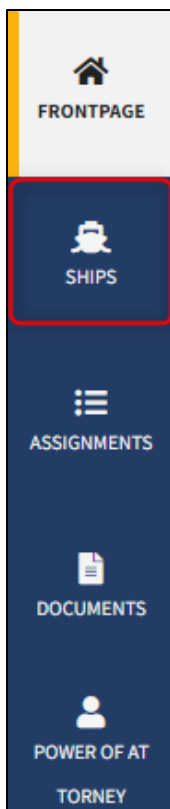
Request registration

Step 3: Registration: The case awaits the Ship Register

Deletion of submortgage

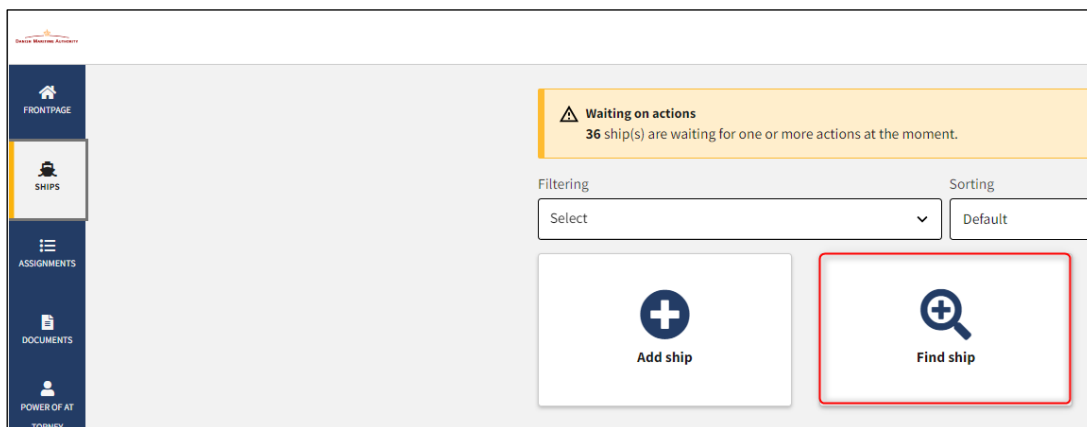
Start reporting

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



Menu for Digital Ship Registers self-service

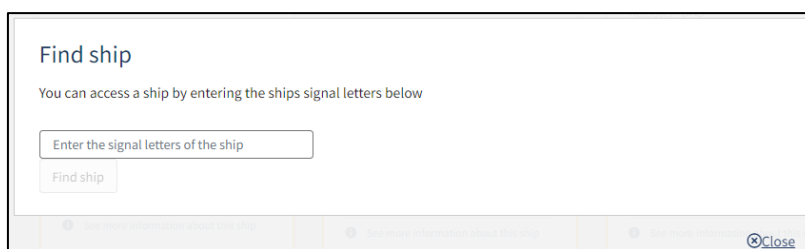
Click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



How to add or search a ship

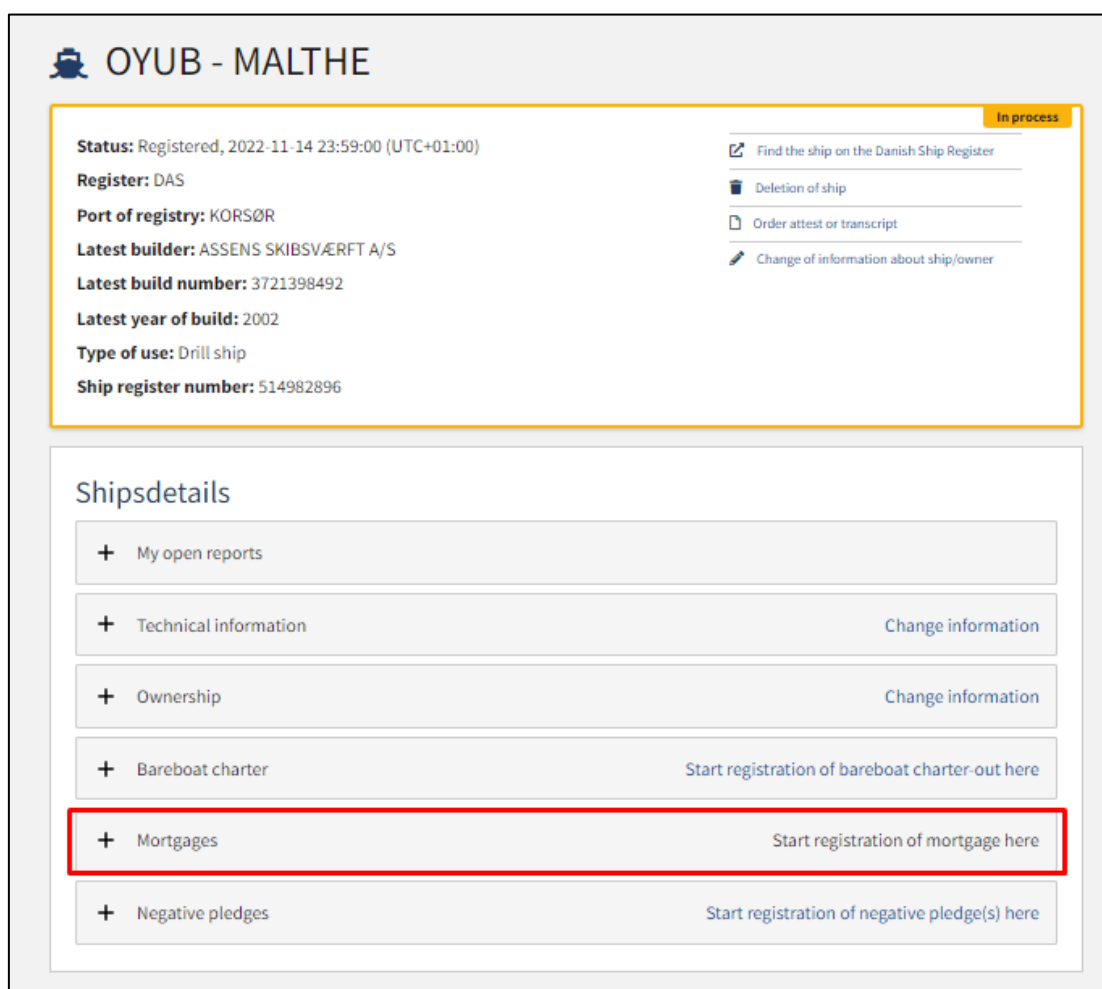
Enter the signal letters of the ship for which changes are desired.

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

A web form titled "Find ship". Below the title is the instruction "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 form, there are three small links that say "See more information about this ship" and a "Close" button with a circular arrow icon.

Find ship via signal letters

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

A detailed view of a ship's registration information. The header shows a ship icon and the name "OYUB - MALTHE". Below this is a yellow-bordered box containing ship details: Status (Registered, 2022-11-14 23:59:00 (UTC+01:00)), Register (DAS), Port of registry (KORSØR), Latest builder (ASSENS SKIBSVÆRFT A/S), Latest build number (3721398492), Latest year of build (2002), Type of use (Drill ship), and Ship register number (514982896). To the right of these details is a list of actions: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below the yellow box is a section titled "Shipsdetails" with a list of expandable items: "My open reports", "Technical information", "Ownership", "Bareboat charter", "Mortgages", and "Negative pledges". Each item has a "+" icon on the left and a link on the right to "Change information" or "Start registration of mortgage here". The "Mortgages" item is highlighted with a red border.

Detailed view for ship

Click on the trash can icon next to the mortgage that should be deleted.

Shipsdetails


<


This is how to start a mortgage deletion flow

Step 1: Information

If the submortgagee is Danish, you have to input e-mail and address.

Submortgagee *

Type * 

Nationality * 

Person ▼


Danish ▼

First name *

Hasse

Last name *

Henriksen

Signer/attorney e-mail * 

Phone no.

Address *

☐ The person has a non-Danish address

Caspar Brands Plads 9, 4220 Korsør

Birthday *

Year *

1966


Month *

5

Day *

4

☐ 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.


☒ Included as a part in the registration 


+Add submortgagee

Danish submortgagee

If the submortgagee is "Other" it is required to input the party's address and country of residence.

Submortgagee *

Type * 

Nationality * 

Person ▼

Other ▼

First name *


Hasse

Last name *


Henriksen

Address *

Caspar Brands Plads 9, 4220 Korsør

Country of residence * 

Frankrig ▼

☒ Included as a part in the registration 

+Add submortgagee

Other submortgagee

Inviter til digital signering

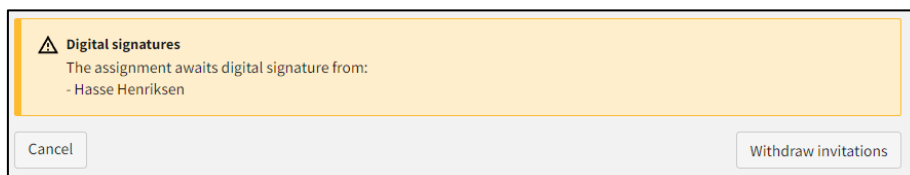
Click on "Invite to deletion" / "Save and verify" and the system will send an email to the parties who need to sign digitally. As soon as all parties who have to sign digitally have signed or it has been decided that a power of attorney must be attached for all parties, it will be possible to upload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


A horizontal modal dialog box with a light gray background. On the left, there is a button labeled "Cancel". On the right, there is a button labeled "Invite to deletion".

CancelInvite to deletion

Invite to deletion

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.

A modal dialog box with a light gray background. The top section has a yellow background and contains a warning icon (triangle with exclamation mark), the text "Digital signatures", and "The assignment awaits digital signature from: - Hasse Henriksen". At the bottom, there are two buttons: "Cancel" on the left and "Withdraw invitations" on the right.

 **Digital signatures**
The assignment awaits digital signature from:
- Hasse Henriksen

CancelWithdraw invitations

Withdraw invitations

Reopen the registration once everyone has digitally signed.

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.

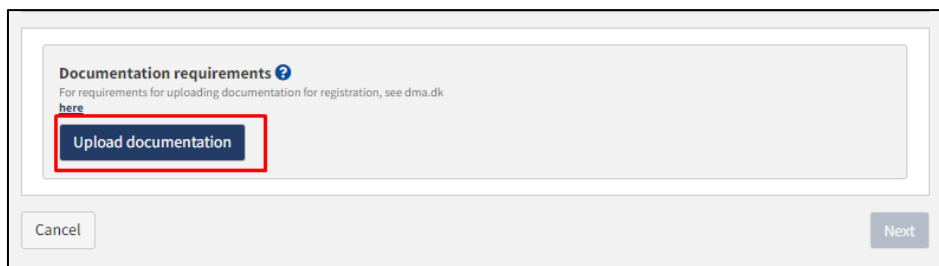
Attach power of attorney

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

Check: "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 "Save and verify".

Click "Upload documentation".



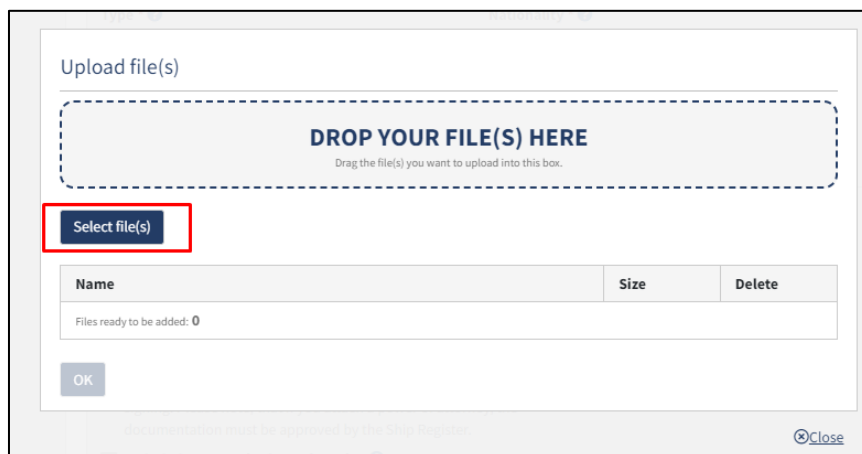
Documentation requirements ?
For requirements for uploading documentation for registration, see dma.dk
[here](#)

Upload documentation

Cancel Next

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		

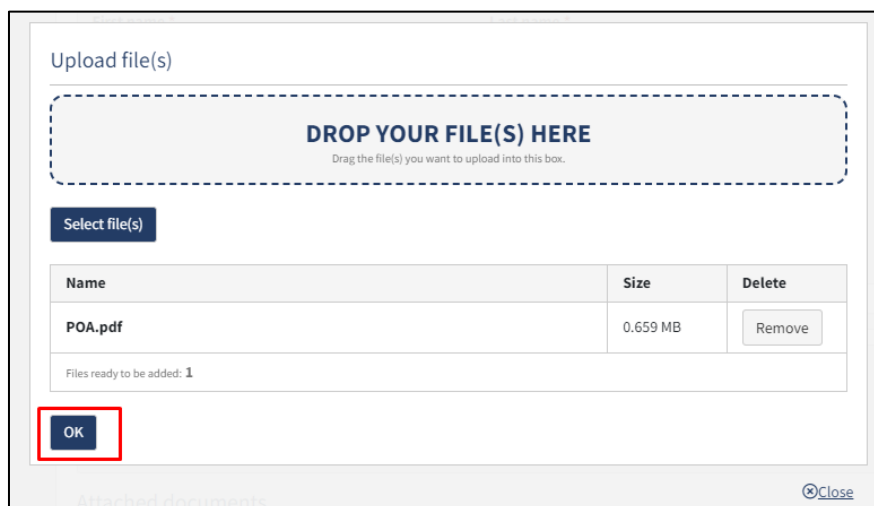
OK

documentation must be approved by the Ship Register

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
POA.pdf	0.659 MB	Remove

Files ready to be added: 1

OK

Attached documents

Close

Upload documentation

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
POA.pdf	0.659 MB
Files ready to be added: 1	

Upload attached documents

Cancel

Next

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".

Documentation requirements ?

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

Upload documentation

Attached documents

Name	Size
POA.pdf	0.659 MB
Upload is complete	

Upload attached documents

Cancel

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 Authority.

Ship identification

Name of ship MALTHE	Port of registry KORSØR	Signal letters OYUB
Build number 3721398492		

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage


+ General information

+ Submortgagors


+ Submortgagees


+ Priority ranking

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


Cancel

Request registration

Registration: Accordions that summarize the information entered

44

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

Ship identification		
Name of ship MALTHE	Port of registry KORSØR	Signal letters OYUB
Build number 3721398492		
Case Identification		
Mortgage time of reporting 2022-12-19 17:40:15 (UTC+01:00)		
Report of mortgage		
+ Owner's mortgage		
+ General information		
+ Submortgagors		
+ Submortgagees		
+ Priority ranking		
Interdependent reports		
<input type="checkbox"/> I wish to add conditions for the registration to be approved 		

Registration: Marking interdependent reviews

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

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage


+ General information

+ Submortgagors


+ Submortgagees


+ Priority ranking

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

Cancel

Request registration

Registration: Message(s) to the Danish Maritime Authority

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

Ship identification

Name of ship
MALTHE

Port of registry
KORSØR

Signal letters
OYUB

Build number
3721398492

Case Identification

Mortgage time of reporting
2022-12-19 17:40:15 (UTC+01:00)

Report of mortgage

+ Owner's mortgage

+ General information

+ Submortgagors

+ Submortgagees

+ Priority ranking

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


Cancel

Request registration

Registration

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The registration 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.

 **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

Step 3: Registration: The case awaits the Ship Register