



Creation of digital power of attorney

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

It is possible to create digital power of attorneys in the Digital Ship Register. By creating a digital power of attorney for a specific type of right, it becomes possible for both the appointed attorney and the principal to access a digital signing of the assignment and complete it. An appointed attorney can only be created for one person. A company cannot be an appointed attorney but can be a principal.

The Danish Maritime Authority's website describes power of attorney in more details here: [Power of attorney](#).

This guide explains how you can create a digital power of attorney in the Digital Ship Register's Self-Service, withdraw invitations to a digital power of attorney that has not yet been entered into and accept (sign) an invitation to enter into a digital power of attorney.

The following are necessary in order to make the report:

- MitID to be able to log in to the Digital Ship Register Self-service
- Information on the principal and appointed attorney
 - For the principal and the appointed attorney of the type person:
 - First name
 - Last name
 - Email-address*
 - Address*
 - Birthday*
 - For the principal of the type company:
 - CVR-number
 - Information on the signatory / Person authorized to sign for the firm
 - First name
 - Last name
 - Email-address*
 - Address*
 - Birthday*
- List of ship(s) to which the power of attorney is to be granted
 - Either signal letters, ship registernumber or IMO-number for each ship

- Information on the date on which the power of attorney must be valid

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

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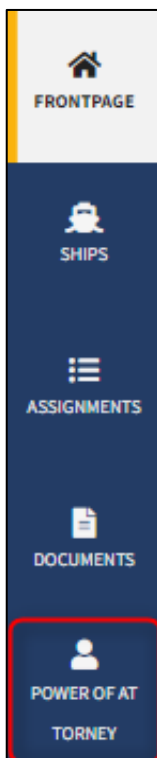
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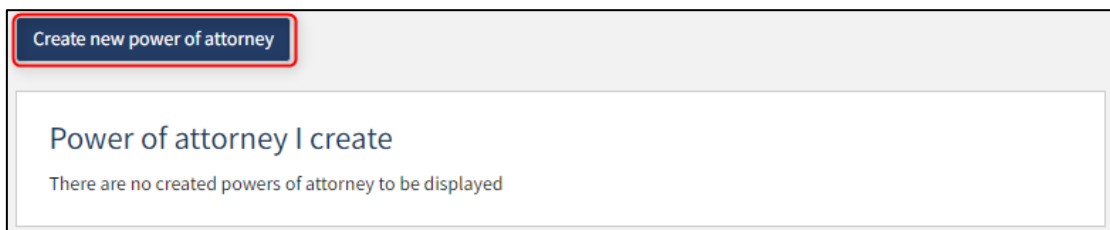
Start creation of a digital power of attorney

Once logged in, you will be greeted by the view below. You need to click on the "Power of attorney" icon in the menu on the left.



Menu for Digital Ship Register's self-service

You must click on "Create power of attorney" to begin creating a power of attorney.



How to create a power of attorney

Create new power of attorney

Enter the following information for "Appointed attorney/Principal":

- First name
- Last name
- E-mail
- Address
- Birthday

The following information may be filled in:

- Phone number

Create new power of attorney

Appointed attorney *

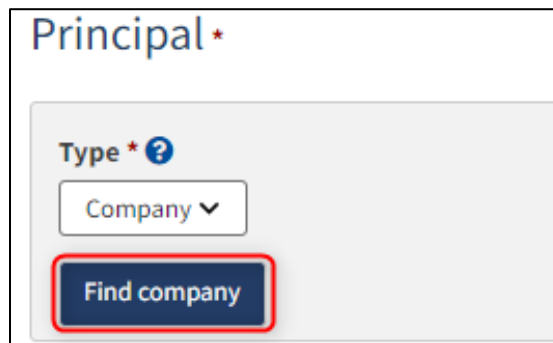
First name * <input type="text"/>	Last name * <input type="text"/>
Signer/attorney e-mail * ? <input type="text"/>	Phone no. <input type="text"/>
Address * <input type="checkbox"/> The person has a non-Danish address <input type="text"/>	Birthday * Year * Month * Day * <input type="text"/> <input type="text"/> <input type="text"/>

Trin 1: Angiv fuldmægtig/fuldmagtstager

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

Company

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



The image shows a screenshot of a web form titled "Principal *". Below the title, there is a section labeled "Type * ?" with a dropdown menu currently set to "Company". A blue button labeled "Find company" is positioned below the dropdown and is highlighted with a red rectangular border.

Creation of power of attorney: Find company

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

- First name
- Last name
- Email

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

- Address
- Birthday

The following information may be filled in:

- Phone number

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

Type * [?](#)
Company
Find company

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

Address
Caspar Brands Plads 9, 4220 Korsør, Danmark

First name * **Last name ***

Signer/attorney e-mail * ? **Phone no.**

Address
 The person has a non-Danish address

Birthday
Year Month Day

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


I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.

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



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

Creation of power of attorney: Add authorized signatory / Person authorized to sign for the firm

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

Type * 

Company


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

29831610 Søfartsstyrelsen

Address

Caspar Brands Plads 9, 4220 Korsør, Danmark

First name * **Last name ***

Signer/attorney e-mail *  **Phone no.**

Address The person has a non-Danish address

Birthday

Year Month Day

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

I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register.

Creation of power of attorney: Remove authorized signatory / Person authorized to sign for the firm

Person


Enter the following information for the "principal":

- First name
- Last name
- E-mail
- Address
- Birthday


The following information may be filled in:

- Phone number

Principal *

Type * 

Person ▼

First name *	Last name *
<input type="text"/>	<input type="text"/>
Signer/attorney e-mail * 	Phone no.
<input type="text"/>	<input type="text"/>
Address *	Birthday *
<input type="checkbox"/> The person has a non-Danish address	Year * Month * Day *
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Creation of power of attorney: Person: Specify principal

Select ships

Enter the ship(s) to which the power of attorney is to apply by entering one of the following information for each ship and pressing "Add ship" in the same row:

- Signal letters
- Register number
- IMO-number

Ships *

Search by signal letters, ship register number or IMO number

<input type="text" value="Enter the signal letters of the ship"/>	<input type="button" value="Add ship"/>
<input type="text" value="Enter the register number of the ship"/>	<input type="button" value="Add ship"/>
<input type="text" value="Enter the IMO number of the ship"/>	<input type="button" value="Add ship"/>

Tilføjelse af skibe, som fuldmagten skal gælde for

The system shows the added ships and you have the option to remove them by clicking on "Delete" next to the ship you want to remove.

Ships *

Search by signal letters, ship register number or IMO number

<input type="text" value="OYAD2"/>	<input type="button" value="Add ship"/>
<input type="text" value="Enter the register number of the ship"/>	<input type="button" value="Add ship"/>
<input type="text" value="Enter the IMO number of the ship"/>	<input type="button" value="Add ship"/>

Added ships

- OZIB2, ISA, AGERSØ	<input type="button" value="Delete"/>
- OYAD2, MARTHA, KORSØR	<input type="button" value="Delete"/>

Adding ships, to which the power of attorney is to apply

Select rights

Specify which actions the appointed attorney should be allowed to perform on behalf of the principal by clicking on the checkboxes. At least one action must be selected.

The power of attorney must give permission for the following actions *

At least one action must be selected.

Ship

- Register ship as buyer
- Register ship as seller
- Register ship as charterer
- Change ship as owner
- Change ship as new owner
- Change ship as charterer
- Delete ship as owner
- Delete ship as charterer

Mortgage

- Register mortgage as debtor
- Change mortgage as debtor
- Change mortgage as creditor
- Change mortgage as representative
- Change mortgage as receiver of judicial notices
- Change mortgage as agent
- Delete mortgage as creditor
- Delete mortgage as representative
- Delete mortgage as agent
- Accept impaired priority ranking for mortgage as creditor

Negative pledge

- Register negative pledge as pledgor
- Change negative pledge as pledgor
- Change negative pledge as pledgee
- Delete negative pledge as pledgee
- Accept impaired priority ranking for negative pledge as a party entitled to take legal proceedings
- Enforce negative pledge as a party entitled to take legal proceedings

Bareboat-out

- Create bareboat-out as owner
- Change bareboat-out as owner
- Delete bareboat-out as owner

You can tick each of the rights that you want the appointed attorney to have

The validity of the power of attorney

Specify the date of validity of the power of attorney. The power of attorney will be valid until and including the specified date.

The validity of the power of attorney *

The power of attorney must be valid until and including the date

Year * Month * Day *

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The date of validity of the power of attorney must be indicated

Invite to sign digitally

Click on "Invite to enter into a power of attorney".

Mortgage

- Register mortgage as debtor
- Change mortgage as debtor
- Change mortgage as creditor
- Change mortgage as representative
- Change mortgage as receiver of judicial notices
- Change mortgage as agent
- Delete mortgage as creditor
- Delete mortgage as representative
- Delete mortgage as agent
- Accept impaired priority ranking for mortgage as creditor

Negative pledge

- Register negative pledge as pledgor
- Change negative pledge as pledgor
- Change negative pledge as pledgee
- Delete negative pledge as pledgee
- Accept impaired priority ranking for negative pledge as a party entitled to take legal proceedings
- Enforce negative pledge as a party entitled to take legal proceedings

Bareboat-out

- Create bareboat-out as owner
- Change bareboat-out as owner
- Delete bareboat-out as owner

The validity of the power of attorney *

The power of attorney must be valid until and including the date

Year * Month * Day *

[Invite to enter into a power of attorney](#)

Invite to enter into a power of attorney

The system shows a confirmation that the invitations to the appointed attorney and the principal have been sent to the entered email addresses.

Power of attorney creation

You have successfully created invitations for participation in power of attorney creation process. All involved parties will be notified via mail. The power of attorney rule will be valid only after all signatories accept their invitations.

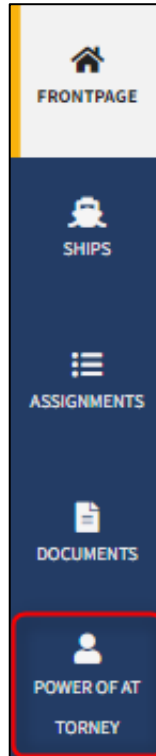
[Go to power of attorney administration page](#)

Invitation to enter into a power of attorney is sent by the system

Withdraw invitations for a created power of attorney

If, when creating a power of attorney, after inviting the appointed attorney and the principal, you need to withdraw the invitations, this can be done in the following way.

Once logged in, you will be greeted by the view below. You need to click on the "Power of attorney" icon in the menu on the left.



Menu for Digital Ship Register's self-service

Find the power of attorney where you want to withdraw the invitations under "Power of attorney I create" and click "See details" next to it.

[Create new power of attorney](#)

Power of attorney I create

— List

Appointed attorney	Principal	Valid until	Ships	Status	
Anders Carlsen	Majbrit Selliken	2222-12-12	OYAD2 OZIB2	Awaiting signature from submitter and recipient	See details

Overview of created power of attorneys

All fields are locked for editing. It is possible to withdraw the invitations, after which the creation of the power of attorney will be canceled, by clicking on the "Withdraw invitations" button. The proxy/proxy holder and the principal will both receive an email, at the specified email address when creating the power of attorney, stating that the invitations have been withdrawn.

Bareboat-out

- Create bareboat-out as owner
- Change bareboat-out as owner
- Delete bareboat-out as owner

The validity of the power of attorney *

The power of attorney must be valid until and including the date

Year * Month * Day *

2222 12 12

Withdraw invitations

Withdraw invitations

Accept an invitation to enter into a power of attorney

Both the appointed attorney and the principal must click on the link they receive at the email address provided when creating the power of attorney to accept entering into the power of attorney.

Clicking on the link shows the information entered by the creator of the power of attorney, and fields regarding the appointed attorney, principal, ships, rights and validity of the power of attorney are locked for editing.

Put a mark in "I, [name], hereby confirm that I receive the power of attorney above, as appointed attorney." if you are the appointed attorney, or put a mark in "I, [name], hereby confirm that I give the power of attorney above, as principal." If you are the principal.

The validity of the power of attorney •

The power of attorney must be valid until and including the date

Year * Month * Day *

2022 7 25

I, Hasse Henriksen, hereby confirm that I give the power of attorney above, as principal.

Decline the assignment Sign with MitID (Danish digital signature)

Sign task for the creation of power of attorney

Click on "Sign with MitID (Danish digital signature)".

The validity of the power of attorney •

The power of attorney must be valid until and including the date

Year * Month * Day *

2022 7 25

I, Hasse Henriksen, hereby confirm that I give the power of attorney above, as principal.

Decline the assignment Sign with MitID (Danish digital signature)

Sign task for the creation of power of attorney

The system displays a confirmation that you have completed the task. The power of attorney shall take effect if and as soon as the other party also signs. If the other party has already signed, then the power of attorney takes effect immediately.

Power of attorney signed

You have now completed the assignment and signed the power of attorney. A principal can withdraw the power of attorney at any time.

Go to power of attorney administration page

Invitation to enter into a power of attorney is signed digitally