



Bareboat-out extension

Digital Ship Register self-service can be accessed at the following link: <https://shipregistration.dma.dk>

When a bareboat-out ship is to be extended, it must be reported to the Ship Register. The Danish Maritime Authority's website describes the process for digital notification of bareboat here: [Bareboat registration](#)

This guide explains how you can extend a bareboat-out period in the Digital Ship Register Self-Service. The self-service is divided into flows, which are divided into steps that lead the user through to the report being sent for manual case processing at the Ship Register.

Følgende er nødvendigt for at kunne foretage anmeldelsen:

- MitID to be able to log into DSRG.
- Notation information
 - Registration period start date
 - Registration period end date
 - Period of charter-party
- Bareboat charter-party so that it can be uploaded during the review
- Information on ownership of relevant parties
 - For owners of the type person:
 - Nationality
 - Email-address*
 - For owners of the type company:
 - Information regarding the authorized signatory / person authorized to sign for firm
 - First name
 - Last name
 - Email-address*
 - Address*
 - Birthday*

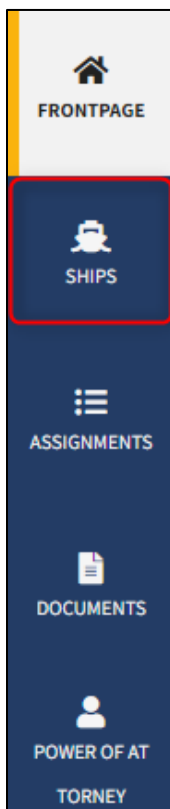
* First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

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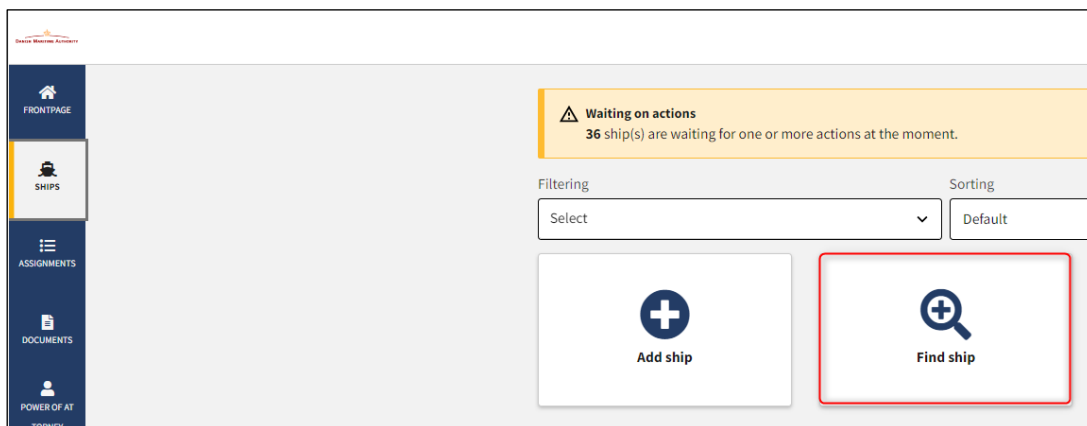
Start report

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



Menu for Digital Ship Registers self-service

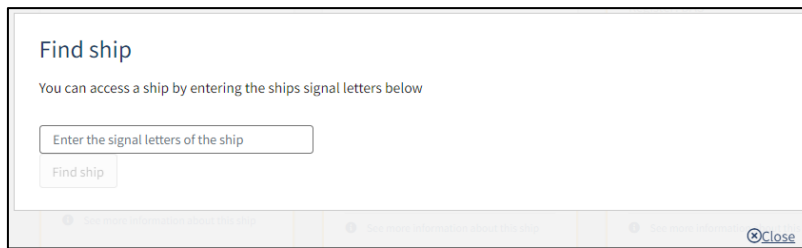
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



How to add or search a ship

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

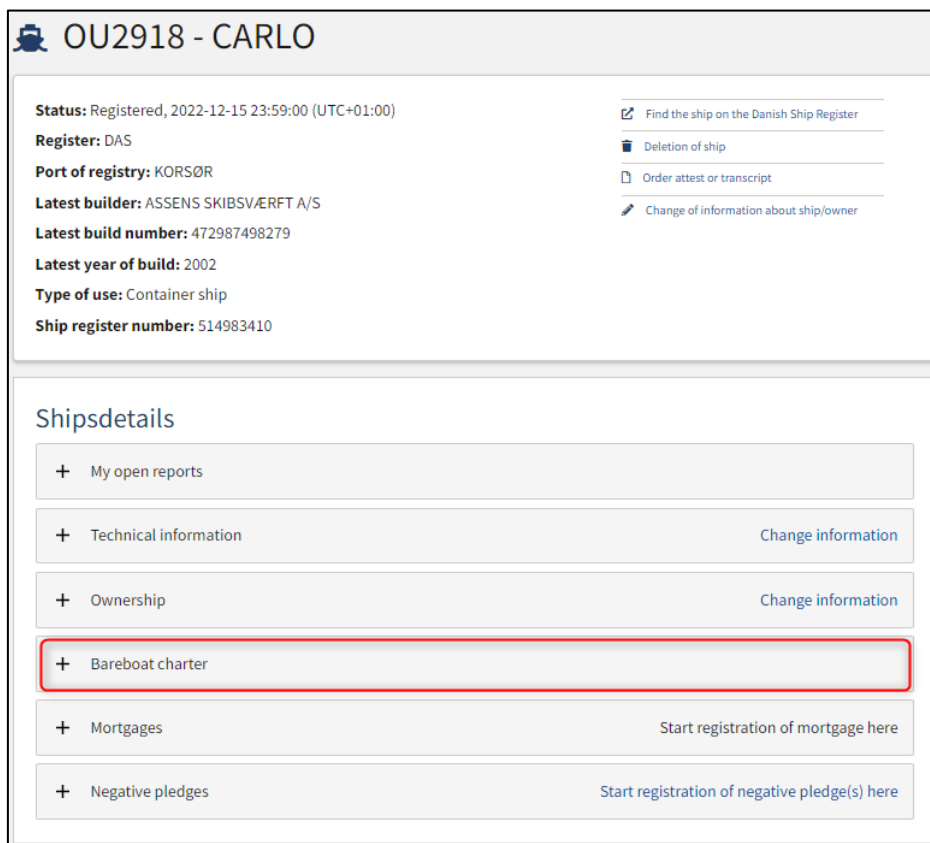
Press "Enter" on the keyboard or click "Find ship". If there are multiple results, select the correct one from the list.



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

Find ship via signal letters

Unfold the "Bareboat charter" accordion by clicking on it.



The screenshot shows the detailed view for a ship named "OU2918 - CARLO". The top section contains ship details: Status (Registered, 2022-12-15 23:59:00 (UTC+01:00)), Register (DAS), Port of registry (KORSØR), Latest builder (ASSENS SKIBSVÆRFT A/S), Latest build number (472987498279), Latest year of build (2002), Type of use (Container ship), and Ship register number (514983410). To the right of these details are four action buttons: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below the details is a section titled "Shipsdetails" with several expandable items: "My open reports", "Technical information" (with a "Change information" link), "Ownership" (with a "Change information" link), "Bareboat charter" (highlighted with a red border), "Mortgages" (with a "Start registration of mortgage here" link), and "Negative pledges" (with a "Start registration of negative pledge(s) here" link).

Detailed view for a bareboat-out ship

Click the edit icon.

OU2918 - CARLO

Status: Registered, 2022-12-15 23:59:00 (UTC+01:00)
Register: DAS
Port of registry: KORSØR
Latest builder: ASSENS SKIBSVÆRFT A/S
Latest build number: 472987498279
Latest year of build: 2002
Type of use: Container ship
Ship register number: 514983410

- [Find the ship on the Danish Ship Register](#)
- [Deletion of ship](#)
- [Order attest or transcript](#)
- [Change of information about ship/owner](#)



Shipsdetails

+ My open reports

+ Technical information [Change information](#)

+ Ownership [Change information](#)

- Bareboat charter

Registration period start	Registration period end	Time of registration	
2023-01-01	2023-12-31	2022-12-15 23:59:00 (UTC+01:00)	 

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

+ Negative pledges [Start registration of negative pledge\(s\) here](#)

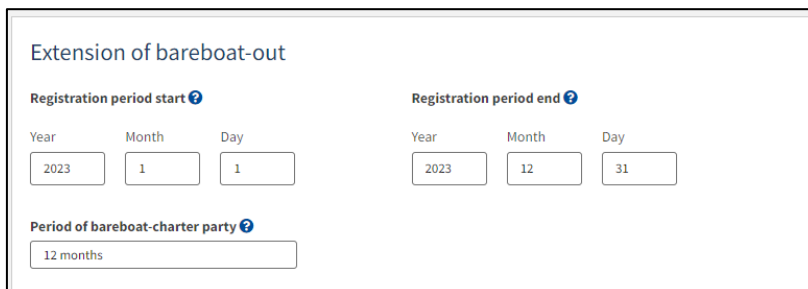
Detailed view for a bareboat-out ship

Step 1: Notation

The date when the bareboat-in period should start (no earlier than today's date) can be changed in the field "Registration period start".

The date when the bareboat-in period ends (Max 1 year from start date) can be changed in the field "Registration period end".

The period of the carter-party can be changed in the "Period of bareboat-charter party" field.

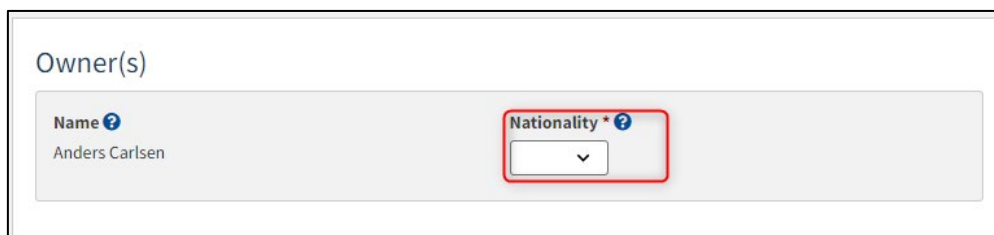


The screenshot shows a form titled "Extension of bareboat-out". It contains three main sections:

- Registration period start**: Three input fields for Year (2023), Month (1), and Day (1).
- Registration period end**: Three input fields for Year (2023), Month (12), and Day (31).
- Period of bareboat-charter party**: A single input field containing "12 months".

Step 1: Notation

Select the nationality of the Owner.



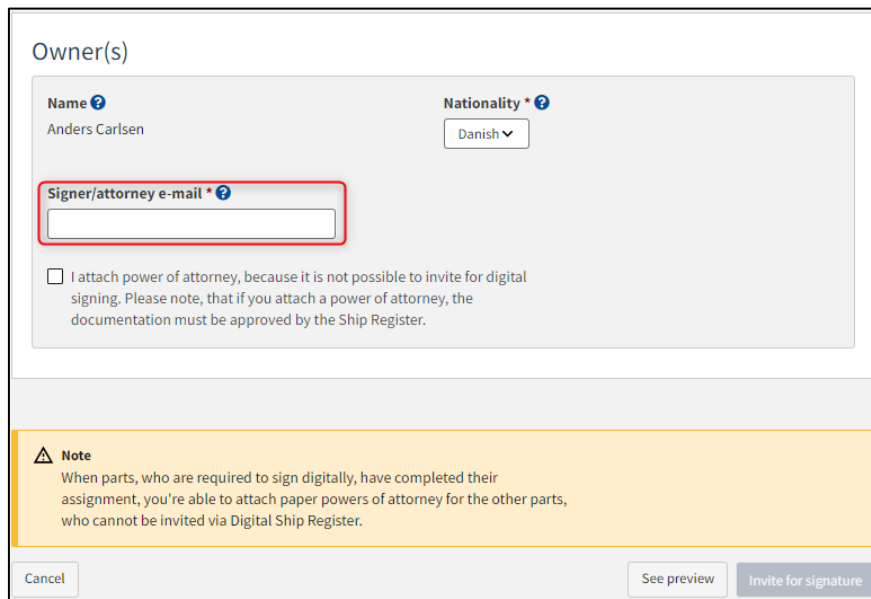
The screenshot shows a form titled "Owner(s)". It contains two main fields:

- Name**: A text input field containing "Anders Carlsen".
- Nationality**: A dropdown menu with a red box around it, indicating it is the focus of the instruction.

Step 1: Notation

Danish owner invited to sign digitally

Fill in the email address of the owner.



The screenshot shows a form titled "Owner(s)". It contains the following fields and options:

- Name**: Anders Carlsen
- Nationality**: Danish (dropdown menu)
- Signer/attorney e-mail**: A text input field, currently empty, highlighted with a red border.
- 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.

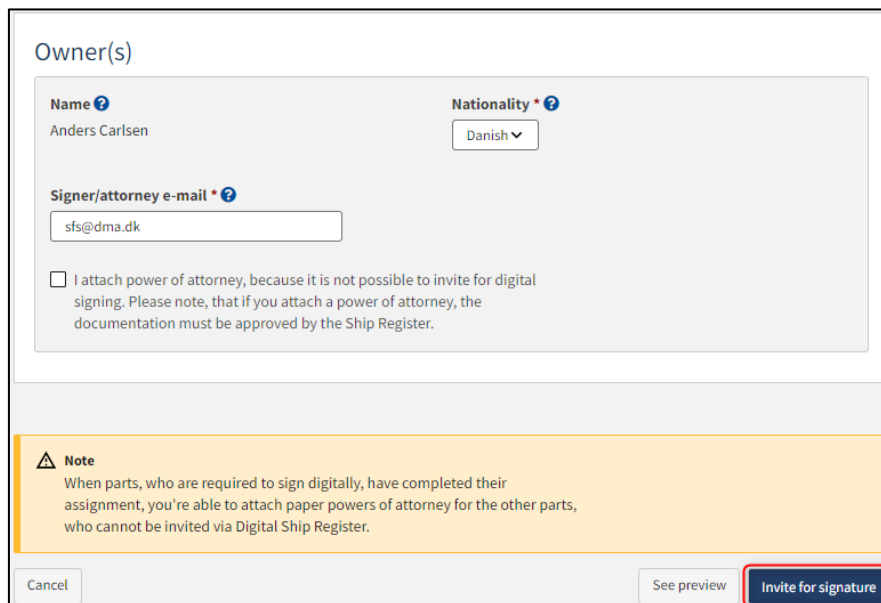
Below the form is a yellow note box:

Note
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 are three buttons: "Cancel", "See preview", and "Invite for signature".

Step 1: Notation

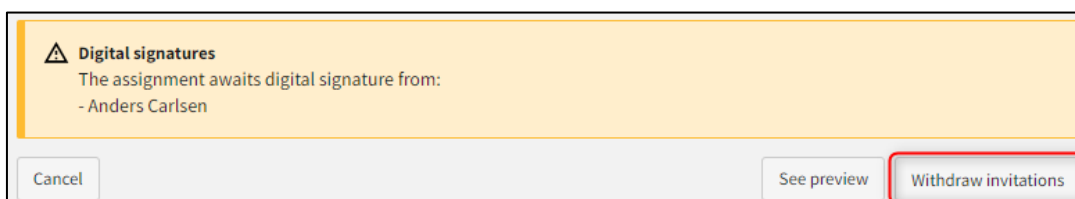
Click on "Invite for signature" and the system will send an email to the parties who need to sign digitally.



This screenshot is identical to the previous one, but the "Signer/attorney e-mail" field now contains the text "sfs@dma.dk". The "Invite for signature" button at the bottom right is highlighted with a red border.

Step 1: Notation: Invite to sign digitally

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



The screenshot shows a yellow notification box with the following text:

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

At the bottom are three buttons: "Cancel", "See preview", and "Withdraw invitations". The "Withdraw invitations" button is highlighted with a red border.

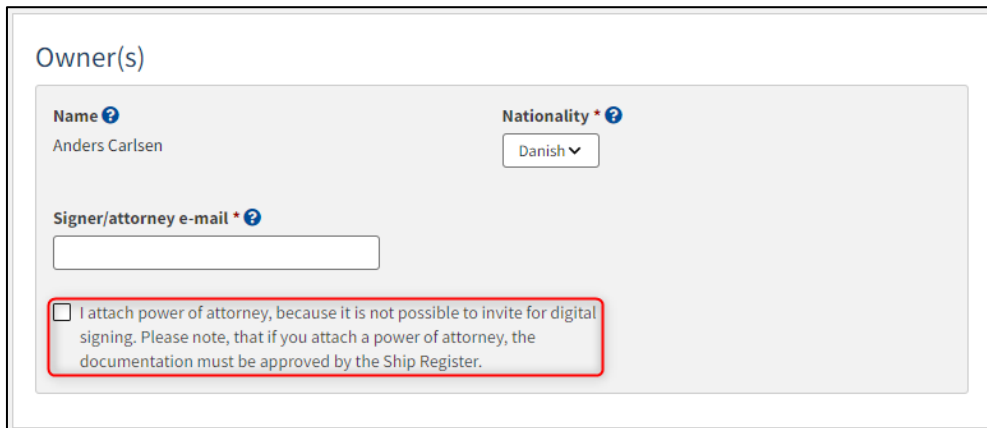
Step 2: Notation: Withdraw invitations

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

NB: If the reviewer has filled in their email address under the profile page (by hovering over their name and clicking on profile in the top right), an email will be sent to this email address stating that the report can continue as soon as all parties' tasks have been completed.

Danish owner, where power of attorney must be attached

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."



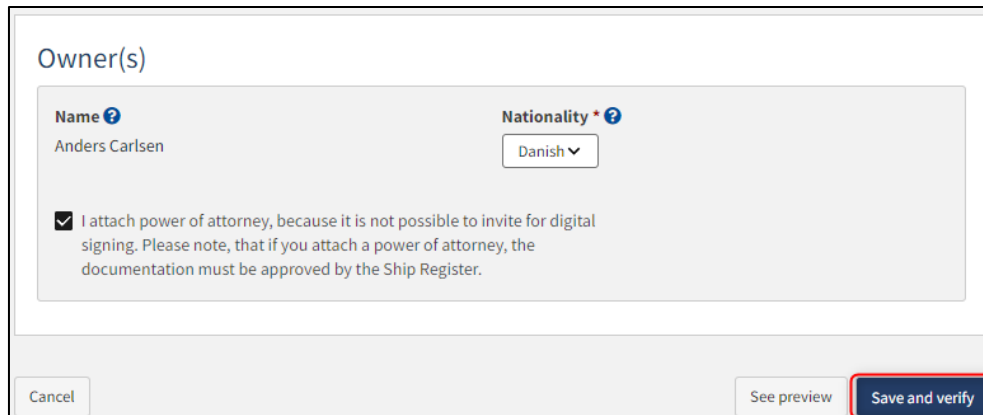
The screenshot shows a form titled "Owner(s)". It contains the following fields:

- Name**: Anders Carlsen
- Nationality**: Danish (dropdown menu)
- Signer/attorney e-mail**: (empty text input field)
- 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.

The checkbox and its associated text are highlighted with a red border.

Step 1: Notation: Upload documentation

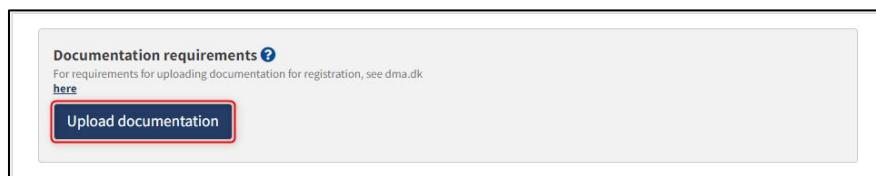
Click "Save and Verify".



The screenshot shows the same "Owner(s)" form as above, but with the checkbox checked. At the bottom of the form, there are three buttons: "Cancel", "See preview", and "Save and verify". The "Save and verify" button is highlighted with a red border.

Step 1: Notation: Upload documentation

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



The screenshot shows a section titled "Documentation requirements". It contains the following text:

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

Below the text is a button labeled "Upload documentation", which is highlighted with a red border.

Step 1: Notation: Upload documentation

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

Upload file(s)

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

Select file(s)

Name	Size	Delete
Files ready to be added: 0		

OK

Close

Step 1: Notation: Upload documentation

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

Upload file(s)

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

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove
Files ready to be added: 1		

OK

Close

Step 1: Notation: Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 1: Notation: Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

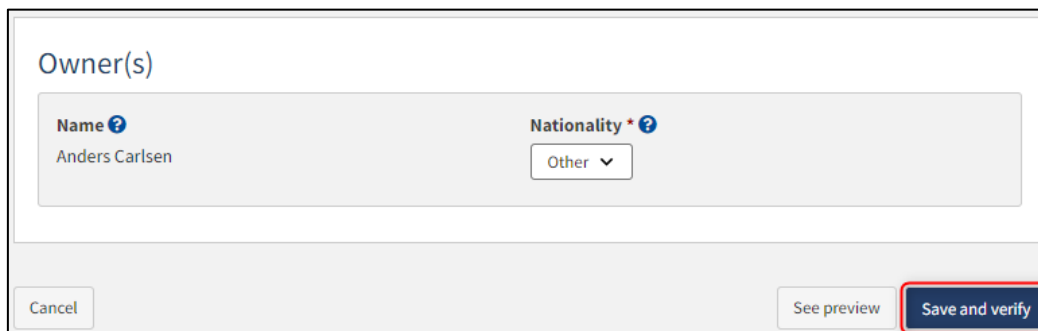
Upload attached documents

Cancel See preview Withdraw invitations **Next**

Step 1: Notation: Next enables to proceed to the next step

Non-Danish owner

Click "Save and Verify".



The screenshot shows a form titled "Owner(s)". It contains two input fields: "Name" with the value "Anders Carlsen" and "Nationality" with a dropdown menu set to "Other". At the bottom of the form, there are three buttons: "Cancel", "See preview", and "Save and verify". The "Save and verify" button is highlighted with a red border.

Step 1: Notation

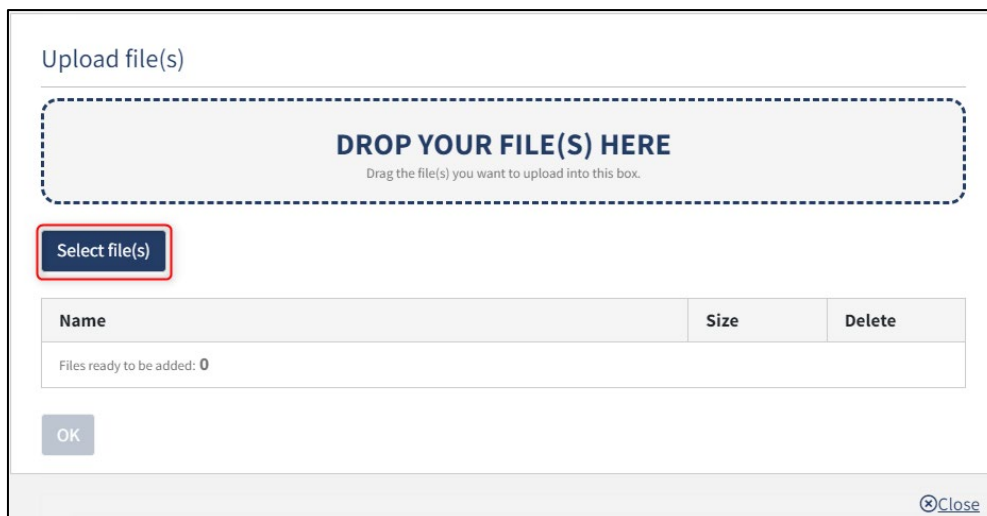
It will now be possible to enclose a power of attorney for the non-Danish part. Click on "Upload documentation".



The screenshot shows a section titled "Documentation requirements" with a link "here" and a button "Upload documentation". The button is highlighted with a red border.

Step 1: Notation: Upload documentation

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



The screenshot shows a dialog box titled "Upload file(s)". It features a large dotted box with the text "DROP YOUR FILE(S) HERE" and "Drag the file(s) you want to upload into this box." Below this is a button "Select file(s)" which is highlighted with a red border. At the bottom, there is an "OK" button and a "Close" button.

Name	Size	Delete
Files ready to be added: 0		

Step 1: Notation: Upload documentation

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

Upload file(s)

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

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Close

Step 1: Notation: Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 1: Notation: Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Cancel See preview Withdraw invitations Next

Step 1: Notation: Next enables to proceed to the next step

Step 2: Charter-party

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

Click "Upload documentation".

The screenshot shows a registration interface with four steps: 1. Notation, 2. Charter-party (active), 3. Registration, and 4. Certificates. The 'Ship identification' section contains the following data:

Name of ship CARLO	Port of registry KORSØR	Signal letters OU2918
Build number 472987498279	Foreign signal letters NOK-3982749	Foreign register Norway
Title register time of reporting 2022-12-15 16:28:37 (UTC+01:00)		

The 'Charter-party' section prompts the user to upload the bareboat charter-party and click next. It includes a 'Documentation requirements' section with a link to [here](#) and a red-bordered 'Upload documentation' button. At the bottom, there are 'Cancel', 'See preview', and 'Next' buttons.

Step 2: Charter-party

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

The 'Upload file(s)' dialog box features a large dotted box for file dropping with the text 'DROP YOUR FILE(S) HERE' and 'Drag the file(s) you want to upload into this box.' Below this is a red-bordered 'Select file(s)' button. A table below the button shows the status of files ready to be added:

Name	Size	Delete
Files ready to be added: 0		

At the bottom left is an 'OK' button, and at the bottom right is a 'Close' button with a close icon.

Step 2: Charter-party: Upload documentation

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

Upload file(s)

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

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Close

Step 2: Charter-party: Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 2: Charter-party: Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Step 2: Charter-party: Next enables to proceed to the next step

Step 3: Registration

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

The screenshot shows a web interface with a progress bar at the top containing four steps: 1. Notation, 2. Charter-party, 3. Registration, and 4. Certificates. The 'Registration' step is currently active. Below the progress bar is a section titled 'Ship identification' with a light blue background. It contains the following information:

Name of ship CARLO	Port of registry KORSØR	Signal letters OU2918
Build number 472987498279	Foreign signal letters NOK-3982749	Foreign register Norway
Title register time of reporting 2022-12-15 16:28:37 (UTC+01:00)		

Below the ship identification section is a section titled 'Confirm and send the port' with a white background and a red border. It contains three expandable accordion items, each with a plus sign and a label:

- + Register information
- + Register identification
- + Entered as a notice

Step 3: Registration: Accordions that sums up the entered information

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

This screenshot is similar to the previous one, showing the 'Ship identification' and 'Confirm and send the port' sections. However, the 'Confirm and send the port' section is not expanded. Below it is a new section titled 'Interdependent reports' with a white background and a red border. It contains a checkbox and a text label:

I wish to add conditions for the registration to be approved

Below the checkbox is a small blue question mark icon.

Step 3: Registration: Interdependent reports

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

1 Notation 2 Charter-party 3 Registration 4 Certification

Ship identification

Name of ship CARLO	Port of registry KORSØR	Signal letters OU2918
Build number 472987498279	Foreign signal letters NOK-3982749	Foreign register Norway

Title register time of reporting
2022-12-15 16:28:37 (UTC+01:00)

Confirm and send the port

- + Register information
- + Register identification
- + Entered as a notice

Interdependent reports

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

Messages

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

Write message or comment here... [?](#)

Add message

Step 3: Registration: Message(s) to the Danish Maritime Authority

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

1 Notation 2 Charter-party 3 Registration 4 Certificates

Ship identification

Name of ship CARLO	Port of registry KORSØR	Signal letters OU2918
Build number 472987498279	Foreign signal letters NOK-3982749	Foreign register Norway

Title register time of reporting
2022-12-15 16:28:37 (UTC+01:00)

Confirm and send the port

- + Register information
- + Register identification
- + Entered as a notice

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

NB: If the reviewer has filled in their email address under the profile page (by hovering over their name and clicking on profile in the top right), an email will be sent to this email address stating that the review can continue as soon as all parties' tasks have been completed.



Step 3: Registration: The report is awaiting the Ship Registry

Step 4: Certificates

The certificate of nationality of the ship is now invalid.

1 Notation

2 Charter-party

3 Registration

4 Certificates

Certificate of nationality

Attention is drawn to the fact that the ship's certificate of nationality is now invalid and the ship is not entitled to sail under the Danish flag during the bareboat-out registration period.

[Go back to ships](#)

CSR Report

Should a new CSR Certificate be issued? * ?

Certificate of Registration

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

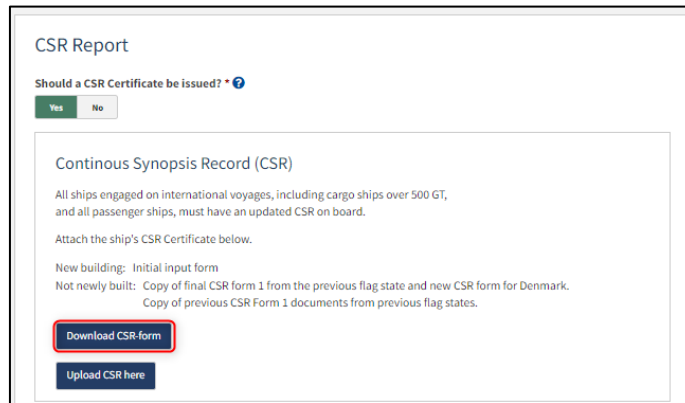
[Order registration certificate](#)

Step 4: Certificates

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

Request new CSR Report to be issued

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

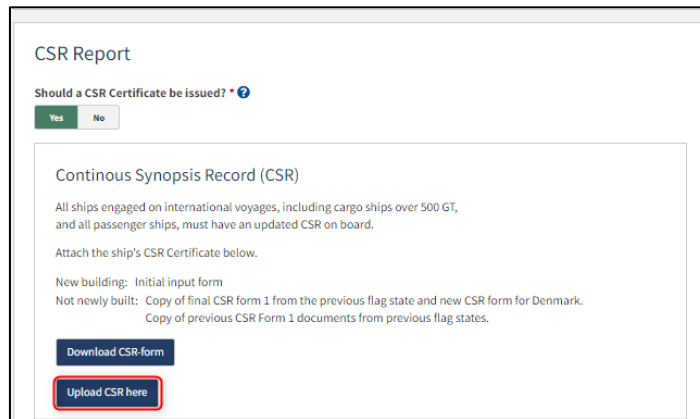


The screenshot shows a web form titled "CSR Report". At the top, there is a question: "Should a CSR Certificate be issued?" with "Yes" and "No" radio buttons. Below this is a section titled "Continous Synopsis Record (CSR)" with explanatory text: "All ships engaged on international voyages, including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

Step 4: Certificates: Request a new CSR Report to be issued

Fill out the form.

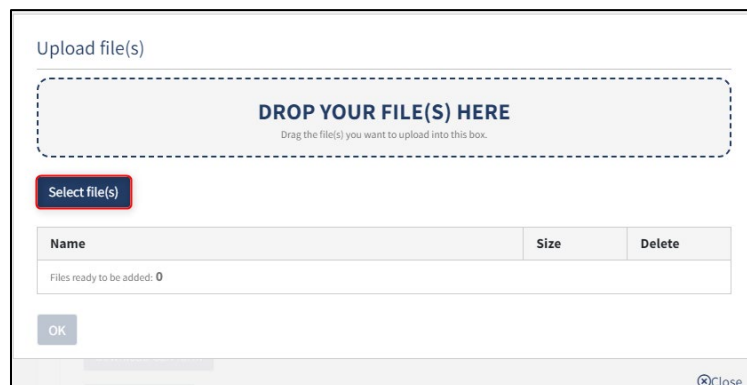
Upload documentation by clicking on "Upload CSR here".



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

Step 4: Certificates: Request a new CSR Report to be issued

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



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

Step 4: Certificates: Upload documentation

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

Upload file(s)

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

Select file(s)

Name	Size	Delete
TestFil.pdf	0.051 MB	Remove

Files ready to be added: 1

OK

Close

Step 4: Certificates: Upload documentation

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

CSR Report

Should a CSR Certificate be issued? * ?

Yes No

Continous Synopsis Record (CSR)

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

Attach the ship's CSR Certificate below.

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

Download CSR-form

Upload CSR here

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Files ready to be added: 1

Upload attached documents

Step 4: Certificates: Upload documentation

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

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Step 4: Certificates: Upload documentation

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

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

CSR Report

Should a CSR Certificate be issued? *

Yes No

Continuous Synopsis Record (CSR)

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

Attach the ship's CSR Certificate below.

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

[Download CSR-form](#)

[Upload CSR here](#)

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

[Upload attached documents](#)

Messages

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

Write message or comment here...

[Add message](#)

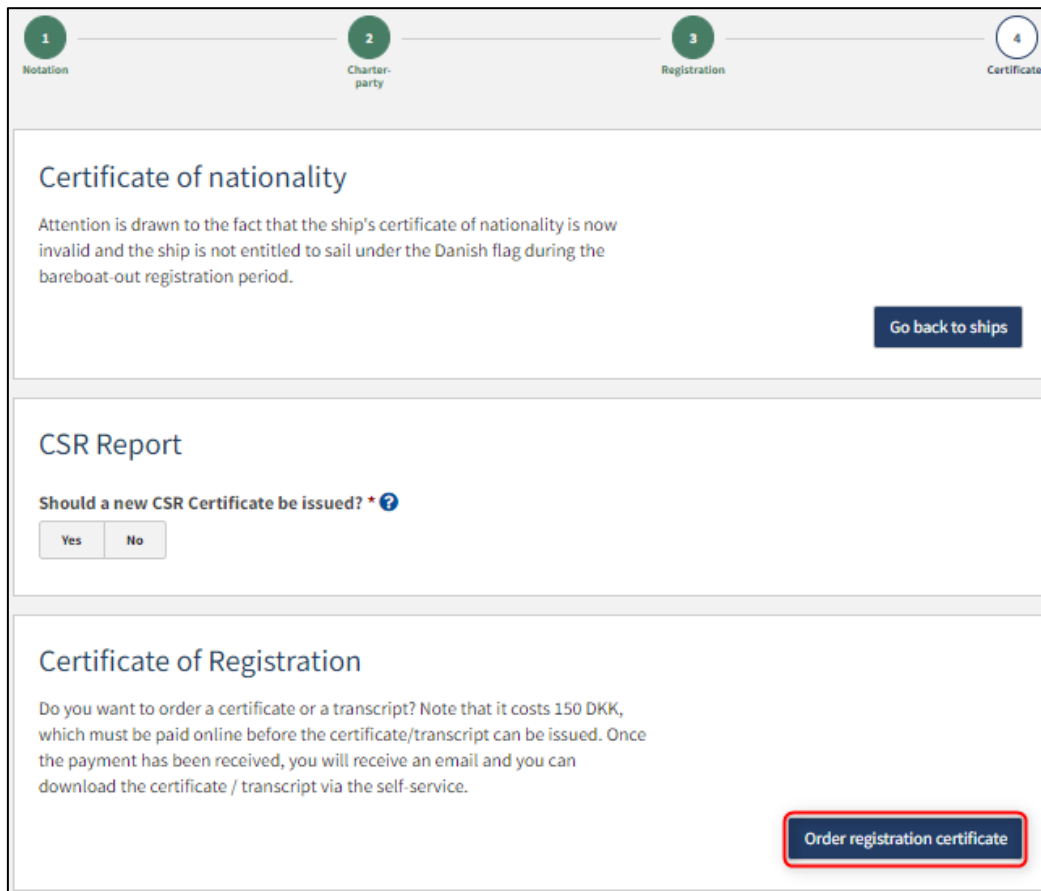
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Step 4: Certificates

Order certificate of registration

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

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



The screenshot shows a multi-step process with four steps: 1. Notation, 2. Charter-party, 3. Registration, and 4. Certificates. The 'Certificates' step is active. It contains three sections: 'Certificate of nationality' with a warning about an invalid certificate and a 'Go back to ships' button; 'CSR Report' with a question 'Should a new CSR Certificate be issued?' and 'Yes'/'No' buttons; and 'Certificate of Registration' with a note about a 150 DKK fee and an 'Order registration certificate' button highlighted with a red box.

Step 4: certificates: Order registration certificate