



## Bareboat-out registration

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

When ships registered in DAS or DIS are to be bareboated, it must be notified 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 report a ship registered in a Danish ship register to bareboat in the Digital Ship Register's 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.

The following are necessary in order to make the notification:

- MitID to be able to log into DSRG.
- Register identification
  - The foreign register
  - The foreign signal letters (Optional)
- Notation information
  - Registration period start date
  - Registration period end date
  - Period of charter-party
- The following documentation, which must be uploaded during the report:
  - Bareboat charter-party
  - Statement of foreign owner
  - Consent from any rights holders
- 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\*

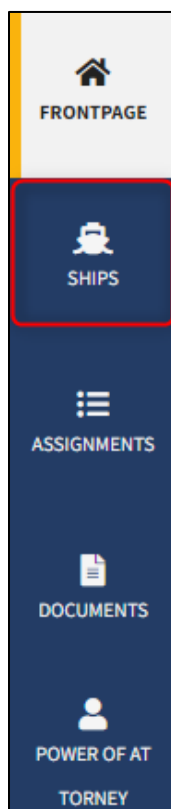
\* First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

Content:

|   |           |
|---|-----------|
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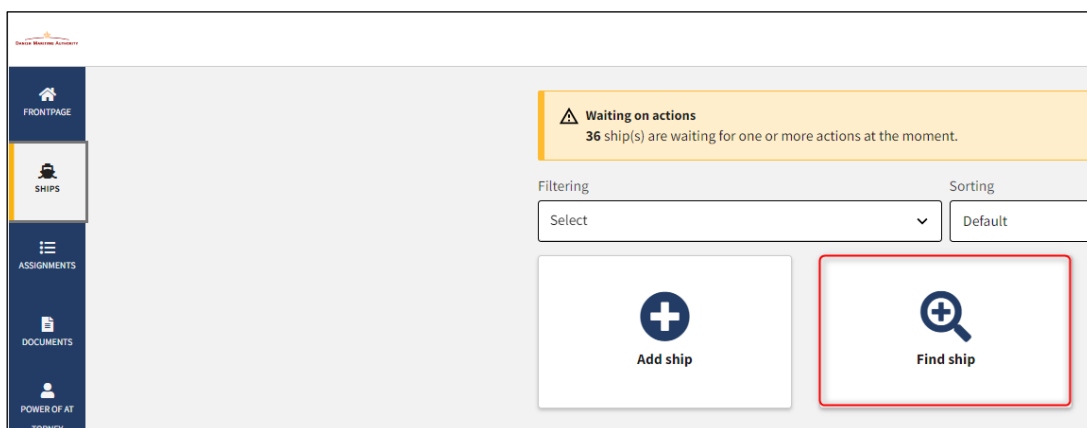
## Start the report

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*

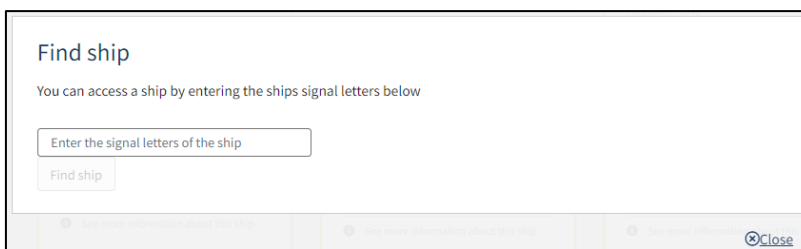
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



*How to add or search a ship*

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

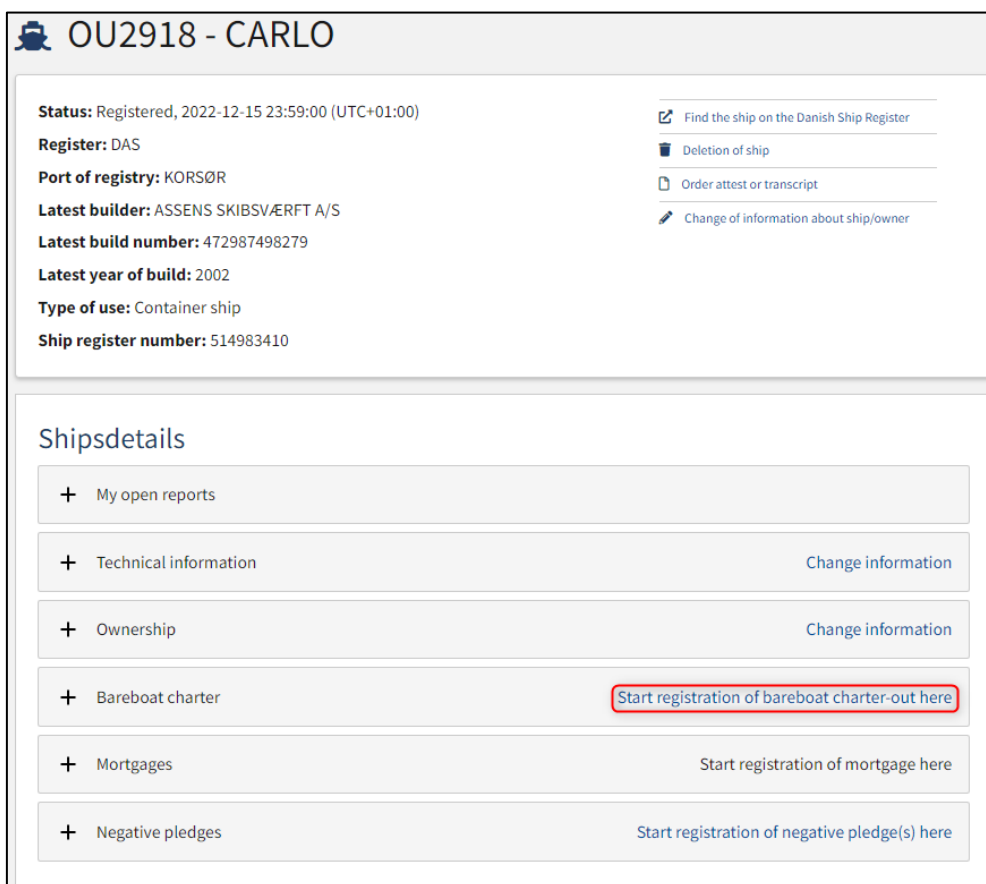
Press "Enter" on the keyboard or click "Find ship". If there are multiple results, select the correct one from the list.



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

*Find ship via signal letters*

Click "Start registration of bareboat charter-out here" to start a bareboat-out report.



The screenshot shows the detailed view of a ship named "OU2918 - CARLO". The ship's status is "Registered, 2022-12-15 23:59:00 (UTC+01:00)". Other details include: 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. On the right side, there are several action buttons: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner". Below this, there is a section titled "Shipsdetails" with several expandable items: "My open reports", "Technical information" (with a "Change information" link), "Ownership" (with a "Change information" link), "Bareboat charter" (with a red-bordered button "Start registration of bareboat charter-out here"), "Mortgages" (with a "Start registration of mortgage here" link), and "Negative pledges" (with a "Start registration of negative pledge(s) here" link).

*Detailed view of ship*

# Step 1: Register identification

Select the foreign register to which the ship is to be bareboated in the dropdown menu "The foreign register".

It is optional to enter the ship's foreign signal letters.

1 Register identification 2 Notation 3 Charter-party 4 Registration 5 Certificates

**Contact information** [Change information](#)

**Ship identification**

|                     |                  |                |
|---------------------|------------------|----------------|
| Name of ship        | Port of registry | Signal letters |
| <b>CARLO</b>        | <b>KORSØR</b>    | <b>OU2918</b>  |
| Build number        |                  |                |
| <b>472987498279</b> |                  |                |

**Identification of foreign register**

The foreign signal letters ?

The foreign register \* ?

Cancel See preview Next

Step 1: Register identification

Click "Next".

1 Register identification 2 Notation 3 Charter-party 4 Registration 5 Certificates

**Contact information** [Change information](#)

Anders Carlsen  
72196285  
tvc@netcompany.com

**Ship identification**

|                     |                  |                |
|---------------------|------------------|----------------|
| Name of ship        | Port of registry | Signal letters |
| <b>CARLO</b>        | <b>KORSØR</b>    | <b>OU2918</b>  |
| Build number        |                  |                |
| <b>472987498279</b> |                  |                |

**Identification of foreign register**

The foreign signal letters ?

The foreign register \* ?

Cancel See preview **Next**

Step 1: Register identification

## Step 2: Notation

Enter a date for when the bareboat-out period should start (no earlier than today's date) in the field "Registration period start".

Enter a date for when the bareboat-out period ends (Max 5 years from start date) in the field "Registration period end".

Enter the period of bareboat-charter party in the field "Period of bareboat-charter party".

### Report of bareboat-out

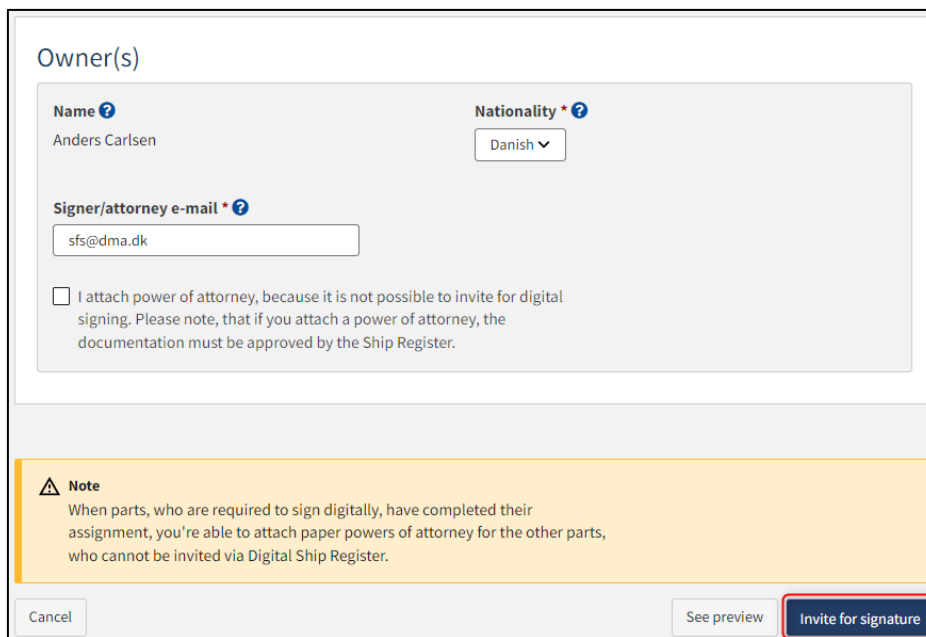
To register a bareboat-out, the owner(s) of the ship must be invited and sign. A registration period must be informed including the period of the bareboat charter party

|  |  |
|--|--|
| <b>Registration period start</b> ?                             | <b>Registration period end</b> ?                               |
| Year      Month      Day                                       | Year      Month      Day                                       |
| <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>Period of bareboat-charter party</b> ?                      |  |
| <input type="text"/>   |  |

*Step 2: Notation*

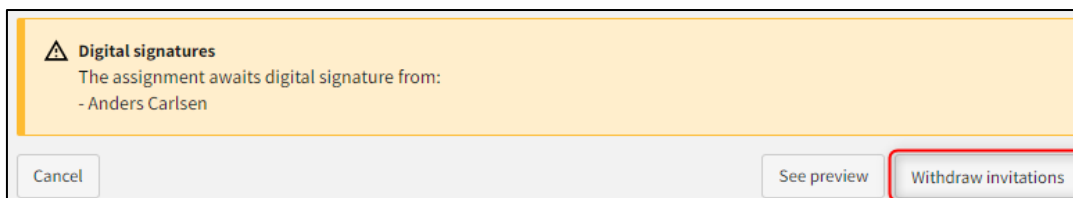
Under "Owner(s)" all owners on the ship are shown. Fill in the required fields for all owners. It is now possible to either invite for digital signing or to attach a power of attorney for each of the owners.

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 are going to sign digitally have signed or it has been decided that a power of attorney must be attached for all parties, it will be possible to upload documentation.



*Step 2: 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.



*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.**

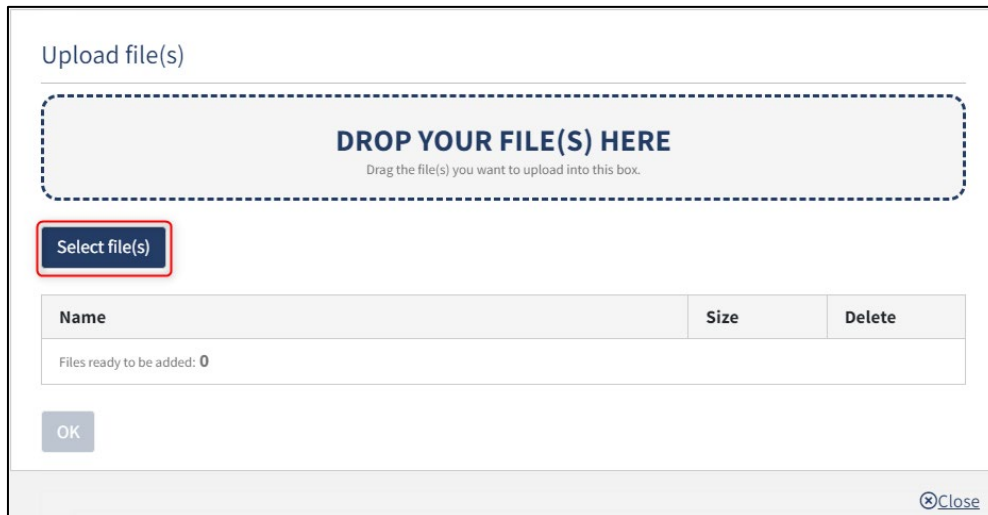
## Attach power of attorney

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



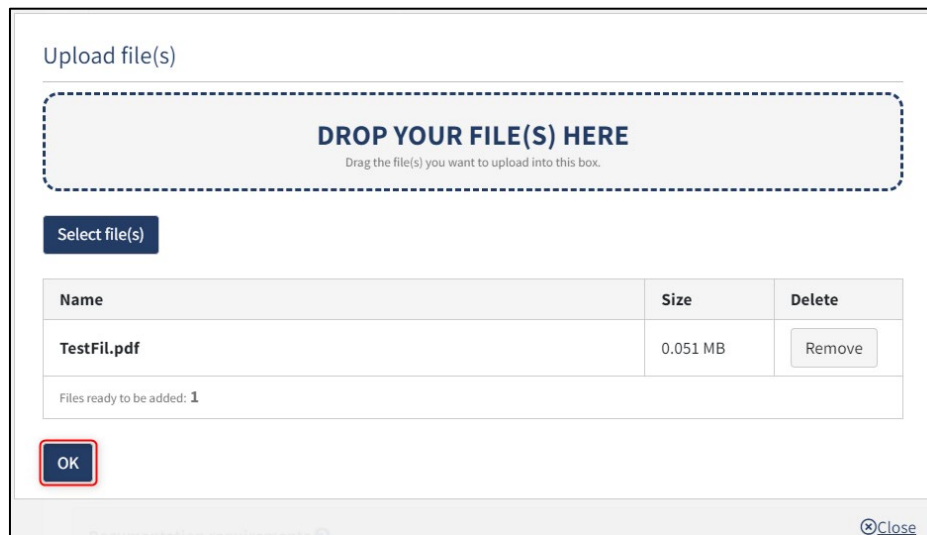
*Step 2: Notation: Upload documentation*

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



*Step 2: Notation: Upload documentation*

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



*Step 2: 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 2: 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 2: Notation: Next enables to proceed to the next step*

## Step 3: Charter-party

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

Click "Upload documentation".

1 Register identification

2 Notation

3 Charter-party

4 Registration

5 Certificates

### Ship identification

|  |                        |                  |
|--|------------------------|------------------|
| Name of ship                           | Port of registry       | Signal letters   |
| <b>CARLO</b>                           | <b>KORSØR</b>          | <b>OU2918</b>    |
| Build number                           | Foreign signal letters | Foreign register |
| <b>472987498279</b>                    | <b>NOK-3982749</b>     | <b>Norway</b>    |
| Title register time of reporting       |                        |                  |
| <b>2022-12-15 15:55:53 (UTC+01:00)</b> |                        |                  |

### Charter-party

Upload the bareboat charter-party and click next.

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

**Upload documentation**

Cancel See preview Next

*Step 3: Charter-party*

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 3: 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 3: 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 3: 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 3: Charter-party: Next enables to proceed to the next step

## Step 4: 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 progress bar at the top with five steps: 1. Register identification (active), 2. Notation, 3. Charter-party, 4. Registration, and 5. Certificate. Below the progress bar is a light blue section titled "Ship identification" containing the following details:

|  |                        |                  |
|--|------------------------|------------------|
| Name of ship                           | Port of registry       | Signal letters   |
| <b>CARLO</b>                           | <b>KORSØR</b>          | <b>OU2918</b>    |
| Build number                           | Foreign signal letters | Foreign register |
| <b>472987498279</b>                    | <b>NOK-3982749</b>     | <b>Norway</b>    |
| Title register time of reporting       |                        |                  |
| <b>2022-12-15 15:55:53 (UTC+01:00)</b> |                        |                  |

Below this is a section titled "Confirm and send the port" with a red border. It contains three expandable items, each with a plus sign and a label:

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

Step 4: 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 same "Ship identification" details and "Confirm and send the port" section. Below the "Confirm and send the port" section is a new section titled "Interdependent reports" with 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 4: Registration: Interdependent reports

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

1 Register identification      2 Notation      3 Charter-party      4 Registration      5 Certification

### Ship identification

|                                     |  |                                   |
|-------------------------------------|--|-----------------------------------|
| Name of ship<br><b>CARLO</b>        | Port of registry<br><b>KORSØR</b>            | Signal letters<br><b>OU2918</b>   |
| Build number<br><b>472987498279</b> | Foreign signal letters<br><b>NOK-3982749</b> | Foreign register<br><b>Norway</b> |

Title register time of reporting  
**2022-12-15 15:55:53 (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 4: 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 Register identification      2 Notation      3 Charter-party      4 Registration      5 Certificates

### Ship identification

|                                     |  |                                   |
|-------------------------------------|--|-----------------------------------|
| Name of ship<br><b>CARLO</b>        | Port of registry<br><b>KORSØR</b>            | Signal letters<br><b>OU2918</b>   |
| Build number<br><b>472987498279</b> | Foreign signal letters<br><b>NOK-3982749</b> | Foreign register<br><b>Norway</b> |

Title register time of reporting  
**2022-12-15 15:55:53 (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

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

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

**Add message**

**Cancel**      **Request registration**

Step 4: 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 4: Registration: The report is awaiting the Ship Registry*

## Step 5: Certificates

The certificate of nationality of the ship is now invalid.

1 Register identification      2 Notation      3 Charter-party      4 Registration      5 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 CSR Certificate be issued? \* ?

Yes  No

### 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](#)

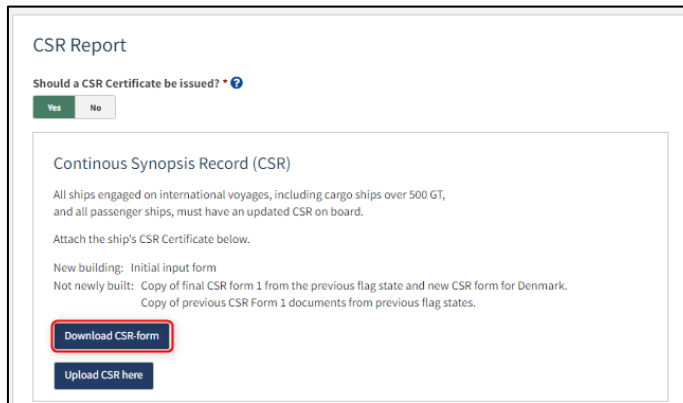
Step 5: Certificates

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.

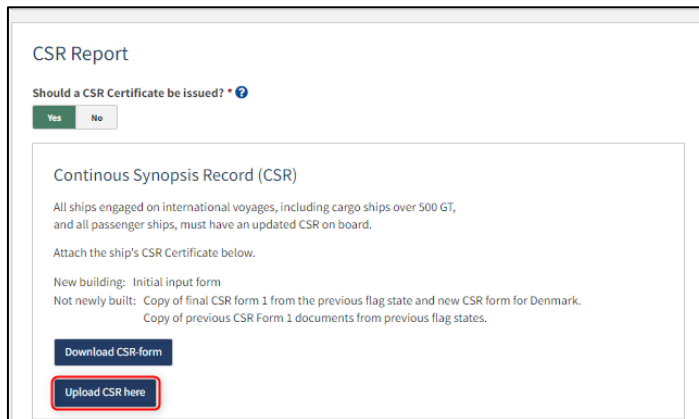


The screenshot shows a web form titled "CSR Report". At the top, there is a question "Should a CSR Certificate be issued?" with "Yes" and "No" radio buttons. Below this is a section titled "Continous Synopsis Record (CSR)" with explanatory text: "All ships engaged on international voyages, including 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 5: Certificates: Request a new CSR Report to be issued*

Fill out the form.

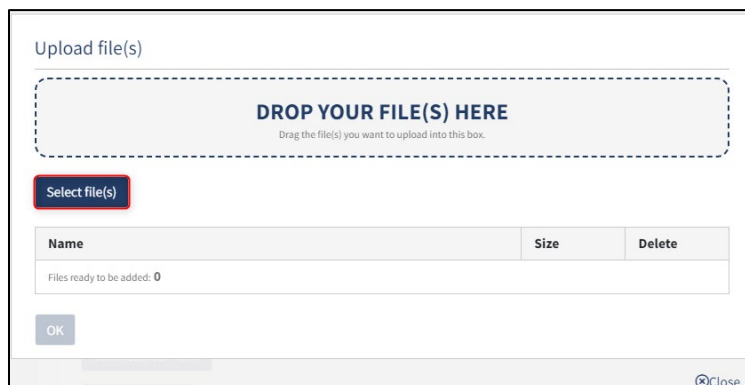
Upload documentation by clicking on "Upload CSR here".



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

*Step 5: 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 5: 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

Upload attached documents

Close

Step 5: 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 5: 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 5: 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

---

#### 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 |

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](#)

[Send to manual processing](#)

Step 5: 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 registration process. At the top, there is a progress bar with five steps: 1. Register identification, 2. Notation, 3. Charter-party, 4. Registration, and 5. Certificates. Step 5 is currently active. The main content area is divided into three sections:

- Certificate of nationality:** A text block stating that the ship's certificate of nationality is invalid during the bareboat-out registration period. A "Go back to ships" button is located at the bottom right of this section.
- CSR Report:** A section titled "Should a CSR Certificate be issued? \* ?" with two radio button options: "Yes" and "No".
- Certificate of Registration:** A section asking if the user wants to order a certificate or transcript, noting a 150 DKK fee. An "Order registration certificate" button is highlighted with a red border at the bottom right of this section.

Step 5: certificates: Order registration certificate