Change of ship, including change of ownership

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

When there are changes to ships registered in a Danish ship register, e.g., change of owner, changes to the ship's name, homeport or the like, this must be notified to the Ship Register. The Danish Maritime Authority's website describes the process of changes to ships in more detail on the following page: Change of ownership.

This guide will explain how you can report changes to an already registered ship via the Digital Ship Register's Self-Service. The guide does not cover bareboat-in registrations, as these are described in a separate guide for bareboat-in, including how to extend the bareboat-in period. This guide will describe how all possible changes to a ship can be made via the Digital Ship Register, including sales and conditional sales. The flow of the notification in the Self-Service is divided into steps, which naturally lead the user through until the report is to be sent for manual case processing by the Ship Register in the Danish Maritime Authority.

An owner's address, if this has changed, will be updated during the Ship Register's final processing of a report of this and future reports. If you only want to update the address or name change of owner, then a flow must be completed without making any changes before the case is sent for processing by the Ship Register.

The following are necessary in order to make the report:

- MitID to be able to log into DSRG.

- Information about the ship to be changed in the Digital Ship Register.

    o Signal letters

    o Ship name

- Information on what needs to be changes in the report, in regard to:

    o Ship identification

    o Selection of register

    o Ownership

        ▪ Date of transfer

        ▪ The following information about buyer(s) and seller(s) of the type person:

            • First name

            • Last name

            • Email-address*

            • Address*

- Birthday*

  - The following information about buyer(s) and seller(s) of the type company:

    - CVR number

    - Information regarding the authorized signatory / person authorized to sign for the firm:

      o First name

      o Last name

      o Email-address*

      o Address*

      o Birthday*

  o Technical information on the ship in the form of either A) or B):

    - If the ship has not yet been measured: information on the authorized tonnage measurer or classification society invited to perform and enter the technical information about the ship

    - B) If the ship has already been measured by an authorized tonnage measurer or classification society: An international tonnage certificate, delivered by the authorized tonnage measurer or classification society, which can be attached to the report

  o Carving/Marking information (If this is different from when the ship was registered)

*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.
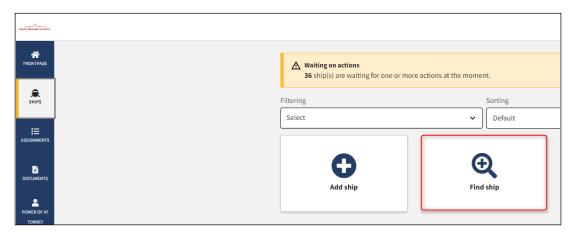
Content:

Start report

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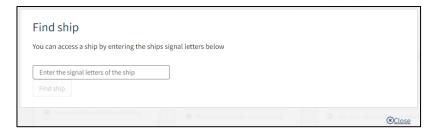

Menu for Digital Ship Registers self-service

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

How to add or search a ship

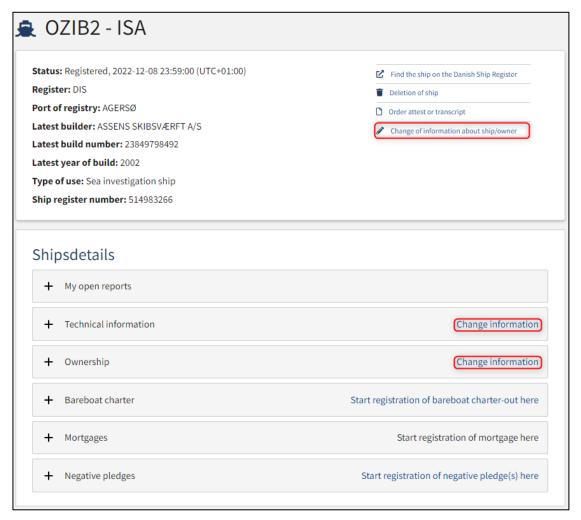Enter the signal letters of the ship for which changes are desired.

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

Find ship via signal letters

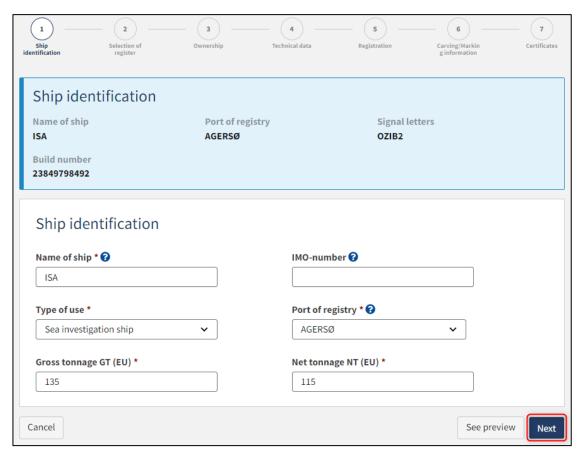Click one of the following buttons, all of which start the same flow for changes regarding the ship:

- "Change of information about ship/owner"

- "Change information" next to Technical information

- "Change information" next to Ownership

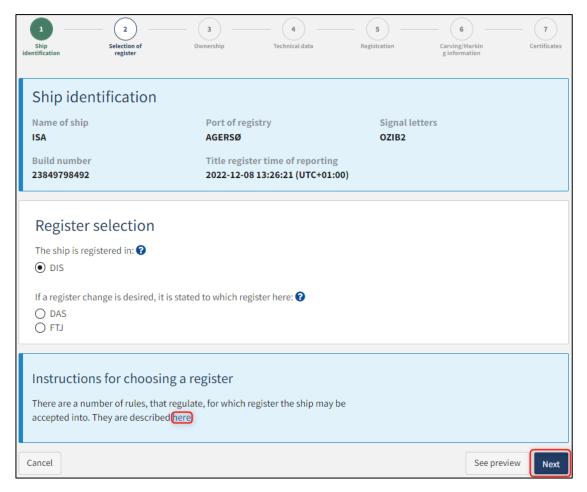*Detailed view of ship*

Step 1: Ship identification

If there are changes to ship identification information, enter them in the relevant field(s).

Click "Next".

Step 1: Ship identification

Step 2: Selection of register

If you want to switch to another register, select the register you want to switch to. Note: There are a number of sets of rules for each register. You can familiarize yourself with these by clicking on "here" in the blue infobox below. If at this stage you choose a register that is not possible to switch to, then your case will be rejected during case processing at the Ship Register.
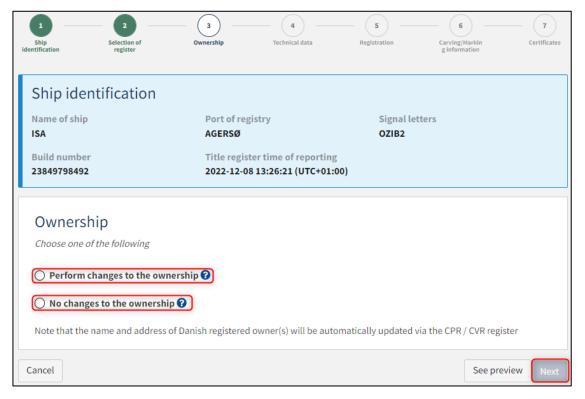
Click "Next".

Step 2: Selection of register

Step 3: Ownership

If there are changes to the ownership, select "Perform changes to the ownership".

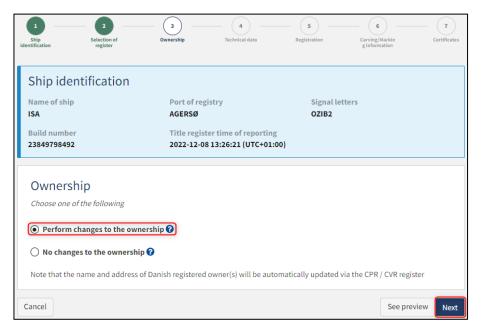If there are <u>no</u> changes to the ownership, select "No changes to the ownership".

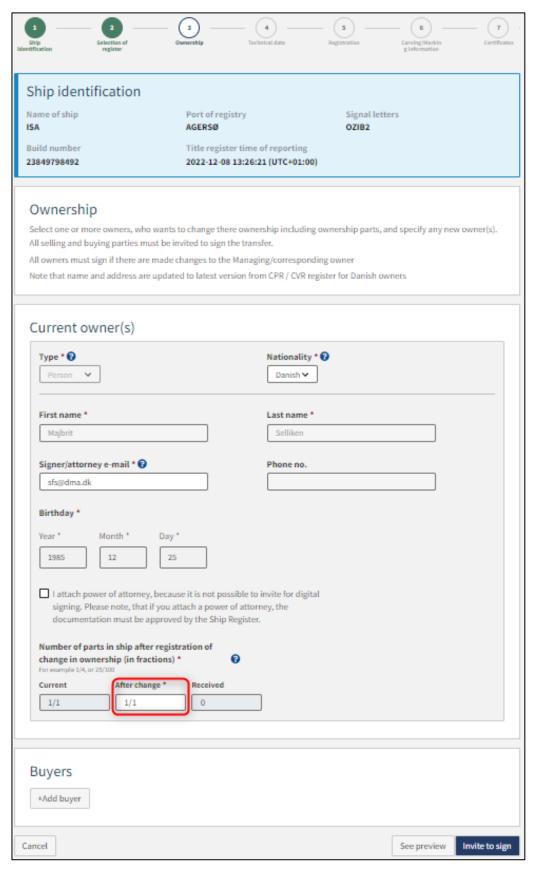Click "Next".

Step 3: Ownership

Perform changes to the ownership

Select "Perform changes to the ownership".

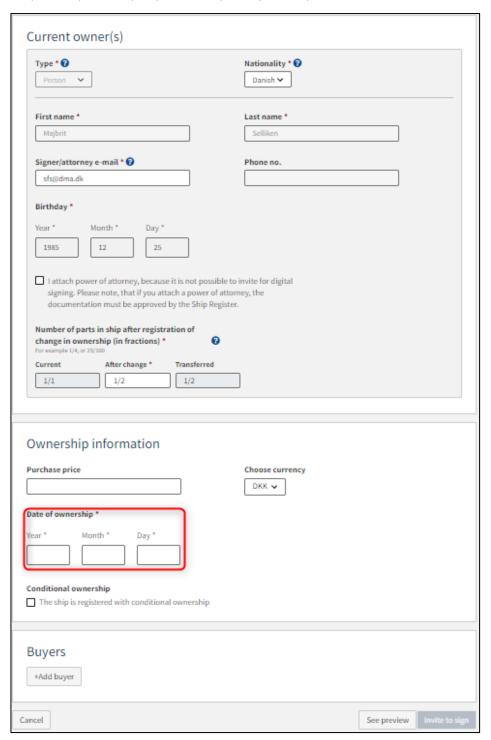Click "Next".

Step 3: Ownership

For each existing owner, the number of parts in the ship can be changed in the "After change" field. If this value is changed on at least one owner, the system will automatically display fields for ownership information.

Step 3: Ownership

Enter a date for ownership.

It is possible to enter a purchase price and specify the currency of the purchase price.

Current owner(s)

Type * ❓

| Person ⌄ |

Nationality * ❓

| Danish ⌄ |

First name *

Majbrit

Last name *

Selliken

Signer/attorney e-mail * ❓

sfs@dma.dk

Phone no.

Birthday *

Year *

1985

Month *

12

Day *

25

☐ 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.

**Number of parts in ship after registration of
change in ownership (in fractions) *** ❓
For example 1/4, or 25/100

Current

1/1

After change *

1/2

Transferred

1/2

Ownership information

Purchase price

Choose currency

| DKK ⌄ |

Date of ownership *

Year * **Month *** **Day ***

Conditional ownership

☐ The ship is registered with conditional ownership

Buyers

+Add buyer

Cancel

See preview   Invite to sign
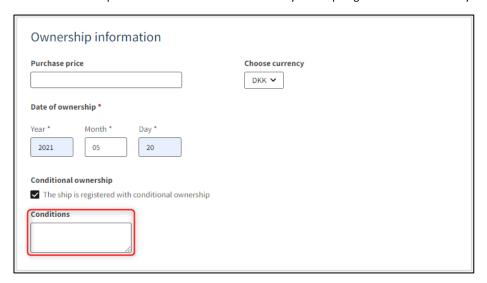
Step 3: Ownership

Conditional ownership

If the ship is to be sold conditionally, the "Conditional ownership" must be ticked.

Step 3: Ownership

A new text box will appear where you can specify conditions for the ownership.

Set conditions for conditional ownership. These conditions will be assessed by the Ship Register and whether they can be allowed.

Step 3: Ownership

If the ship is already owned by several parties and there are only sales between them, then a buyer should not be added. As soon as the number of parts in the ship across all owners sums up to 1/1, you can send invitations by clicking on "Invite to sign".

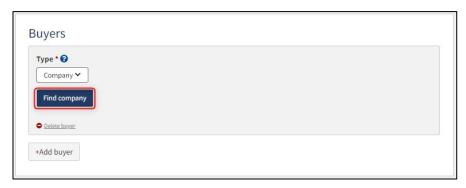If there is a new party that gets ownership shares in the ship on the basis of this sale, click on "+Add buyer".

Step 3: Ownership

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.

Step 3: Ownership: Find company

If it is desired that the company's signatory must sign digitally via MitID employee signature, then the following information must be filled in on the signatory:
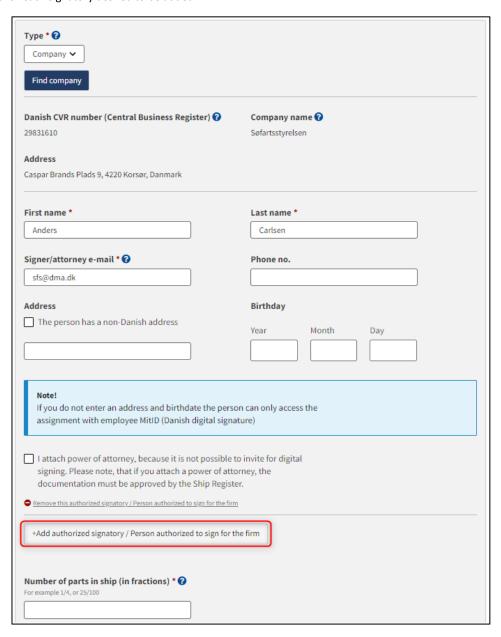
- First name
- Last name
- Email

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

- Address
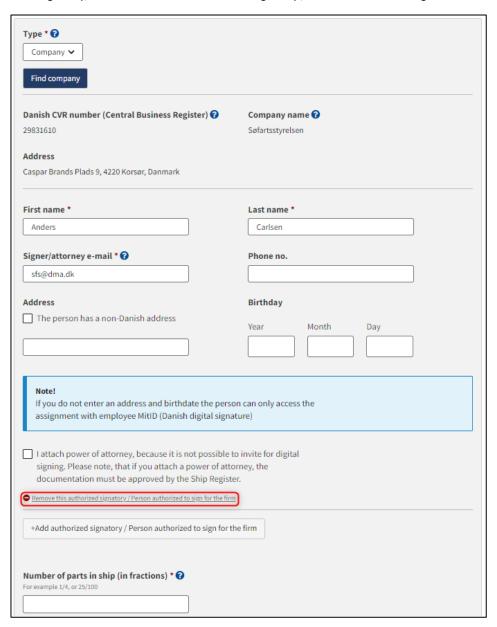- Birthday

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.

Step 3: Ownership: 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".
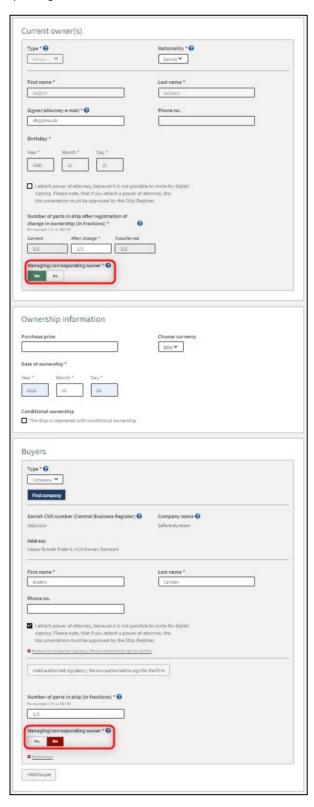
Type * ❓

Company ▾

Find company

Danish CVR number (Central Business Register) ❓
29831610

Company name ❓
Søfartsstyrelsen

Address
Caspar Brands Plads 9, 4220 Korsør, Danmark

First name *
Anders

Last name *
Carlsen

Signer/attorney e-mail * ❓
sfs@dma.dk

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

Number of parts in ship (in fractions) * ❓
For example 1/4, or 25/100

Step 3: ownership: Remove authorized signatory / Person authorized to sign for the firm
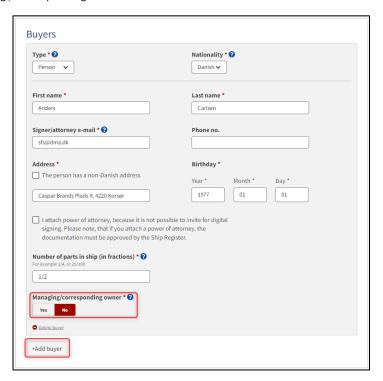
If it is desired that the signatory should not be invited digitally, but that an analogue power of attorney should be attached instead, check the box " I attach power of attorney, because it is not possible to invite for digital signing. Please note, that if you attach a power of attorney, the documentation must be approved by the Ship Register."

Specify the number of parts in the ship that the buyer acquires in fractions. If there is one buyer who takes over the entire ship, "1" can be indicated.
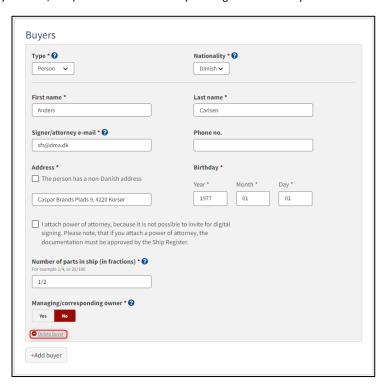
Click "Add Buyer" for each buyer who will take ownership interests in the ship upon this sale. In the case of several owners, it must be decided who is the managing / corresponding owner.

Trin 3: Ejerforhold: Tilføj køber

Person

For "Person" it must first be considered whether the person is Danish or other nationality. Next, the following information must be filled in:

- First name
- Last name
- Email
- Address
- Birthday
- Number of parts in ship (in fractions)

The following information may be filled in:

- Phone number

The information must be filled in for the person to be registered in a particular role, even if an attorney is supposed to sign digitally on behalf of the person.

If it is desired that the person should not be invited digitally, but that an analogue power of attorney should be attached instead, check the box "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."

Specify the number of parts in the ship that the buyer acquires in fractions. If there is one buyer who takes over the entire ship, "1" can be indicated.

Step 3: Ownership

Click "Add Buyer" for each buyer who will take ownership interests in the ship upon this sale. In the case of several owners, it must be decided who is the managing / corresponding owner.

Step 3: Ownership

If a buyer has been added by mistake, it is possible to remove it by clicking on "Delete buyer".

Step 3: Ownership

When all required fields are filled in, it becomes possible to invite anyone who needs to sign digitally.

Once all parties have been added and all required fields have been filled in, it is possible to invite to digital signing by clicking on "Invite to sign". If it is decided that a power of attorney must be enclosed for all parties, the button's label will be "Save and verify".

Invite to sign digitally

Click on "Invite to sign" / "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 3: Ownership: Invite to sign

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

Step 3: Ownership: Withdraw invitations

Reopen the report 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 report. Click "Upload documentation".

Step 3: Ownerhip: 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 3: Ownerhip: Upload documentation

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

Step 3: Ownerhip: Upload documentation

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

Step 3: Ownerhip: Upload documentation

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

Step 3: Ownership: Next enables to proceed to the next step

No changes in the ownership

Select "No changes to the ownership".

Click "Next".

Step 3: Ownership

Step 4: Technical data

If no changes to the ship's technical data are to be registered, select "No changes to the ship's technical data should be registered".

If changes to the ship's technical data are to be registered, select "Changes to the ship's technical data must be registered".

Click "Next".

Step 4: Technical data

No changes to the ship's technical data should be registered

Select "No changes to the ship's technical data should be registered".

Click "Next".

Step 4: Technical data

Changes to the ship's technical data must be registered

Select "Changes to the ship's technical data must be registered".

Step 4: Technical data

Technical data for a ship shall be provided either by:

a)   Inviting an authorized tonnage measurer
b)   Upload an international tonnage certificate, if the ship has already been measured by an authorized classification society

Invite authorized ship measurer

If you want to invite an authorized tonnage measurer, click "Choose authorized tonnage measurer/classification societies".

Technical data

In order to have the ship registered in the Ship Register, it is a requirement that a Danish authorized tonnage measurer adds technical data about the ship. You can invite the tonnage measurer that you want to perform the assignment, directly via the Digital Ship Register

Has the ship already been measured by an authorised classification societies?
Click here

Choose authorised tonnage measurer/classification societies

Cancel   See preview   Next

Step 4: Technical data

It is possible to filter on tonnage measurers by filling in the fields.

Click "Search".

Find tonnage measurer/classification societies

Name

Zipcode

City

Country

Danish CVR number (central business register)

Search

⊗Close

Step 4: Technical data: Find tonnage measurer

It is possible to filter the results by the authorization of the tonnage measurer, by inserting a value in the field "Filter by authorization".

Select a tonnage measurer from the list by clicking "Select" next to the desired row.

Step 4: Technical data: Find tonnage measurer

If you then want to select another tonnage measurer, click on "Choose another authorized tonnage measurer" and the tonnage measurer selection dialog box will open again.

When the desired tonnage measurer is selected, click "Assign assignment".

Step 4: Technical data: Assign assignment to tonnage measurer

A confirmation will appear on the screen. Click "OK".

Step 4: Technical data: Tonnage measurer is invited

If you want to cancel the assignment, click on "Cancel assignment". Then you can either invite the tonnage measurer again or attach an international tonnage certificate if the ship has already been measured by an authorized tonnage measurer.

Step 4: Technical data: Tonnage measurer is invited

Open the report again, once the tonnage measurer has completed the technical data.

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.

Click "Next" to proceed to the next step.

Step 4: Technical data: Tonnage measurer has provided technical data

Upload international tonnage certificate because the ship has already been measured by an authorized classification society

Click "Click here".

Step 4: Technical data: The ship has already been measured

You now have the possibility to upload the international tonnage certificate by clicking on "Upload documentation".

Step 4: Technical data: Upload international tonnage certificate

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

Step 4: Technical data: Upload international tonnage certificate

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

Step 4: Technical data: Upload international tonnage certificate

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

Step 4: Technical data: Upload international tonnage certificate

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

Step 4: Technical data: Upload international tonnage certificate

A message can be added to the Danish Maritime Authority before the report is sent to manual processing. If desired, enter the message in the field "Write message or comment here..." and click "Add Message".

Click on "Send to manual processing" when the case is to be sent for manual processing by the Danish Maritime Authority.

Step 4: Technical data: Upload international tonnage certificate

The report must now be processed by Ship Survey, Certification and Manning in the Danish Maritime Authority before the report can continue. Open the report again when Ship Survey, Certification and Manning has processed the report. If the report is approved, the report 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: Technical data: The report is awaiting Ship Survey, Certification and Manning

Step 5: 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.
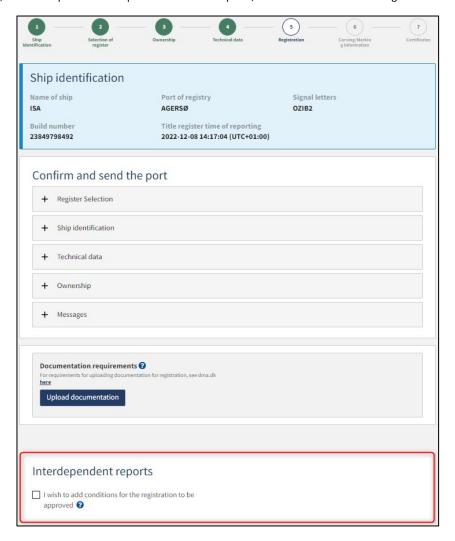

Step 6: Registration: Accordions that sums up the entered information
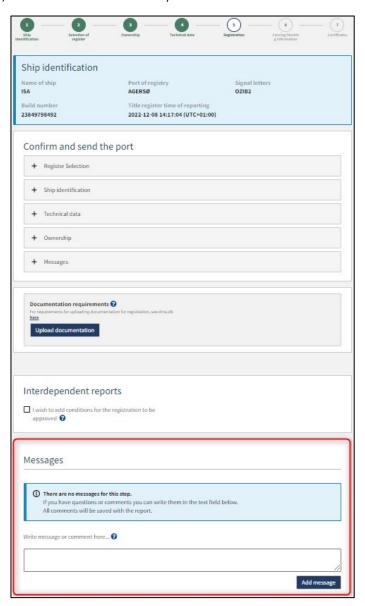
It is possible to upload additional documentation.

Step 5: Registration: Upload of additional documentation

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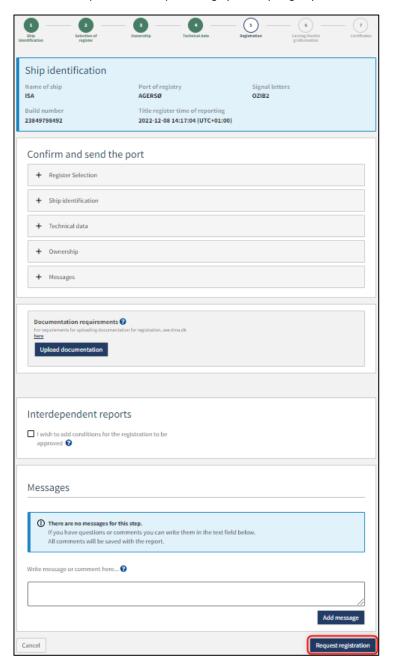

Step 5: Registration: Interdependent reports

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

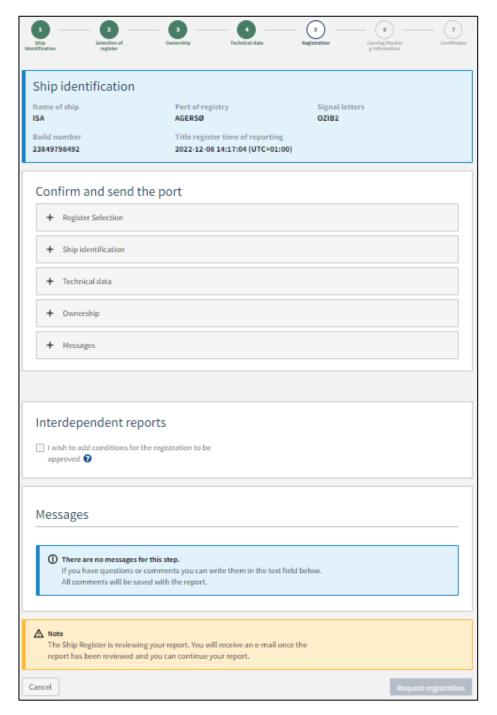*Step 5: Registration: Message(s) to the Danish Maritime Authority*

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

Step 5: 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
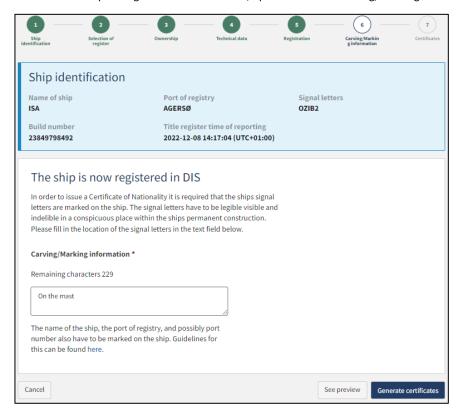
NB: If the reviewer has filled in their email address under the profile page (by hovering over their name and clicking on profile in the top right), an email will be sent to this email address stating that the review can continue as soon as all parties' tasks have been completed.
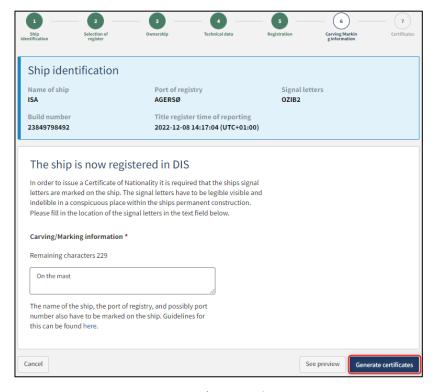

Step 5: Registration

Step 6: Carving/Marking information

If there are changes to where on the ship the signal letters are marked, update the field "Carving/Marking information".
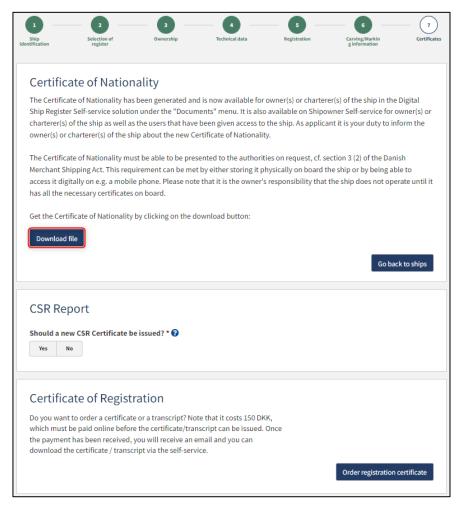

Step 6: Carving/Marking information

Click "Generate certificates".

Step 6: Carving/Marking information

Step 7: Certificates

At this stage it is possible to download the Certificate of Nationality of the ship.
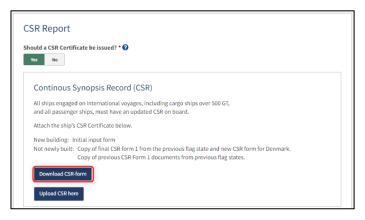

Step 7: Certificates: Download Certificate of Nationality

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

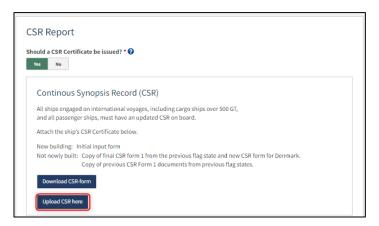# Request new CSR Report to be issued

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

Step 7: Certificates: Request a new CSR Report to be issued

Fill out the form.

Upload documentation by clicking on "Upload CSR here".

Trin 7: Beviser: Anmod om udstedelse af et CSR-Certifikat

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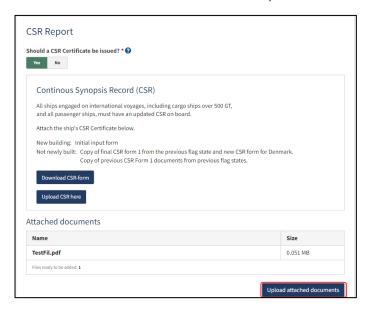

Step 7: Certificates: Upload documentation

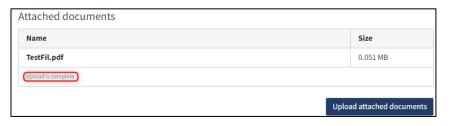When all files to be uploaded have been added to the list, click "OK".

Step 7: Certificates: Upload documentation

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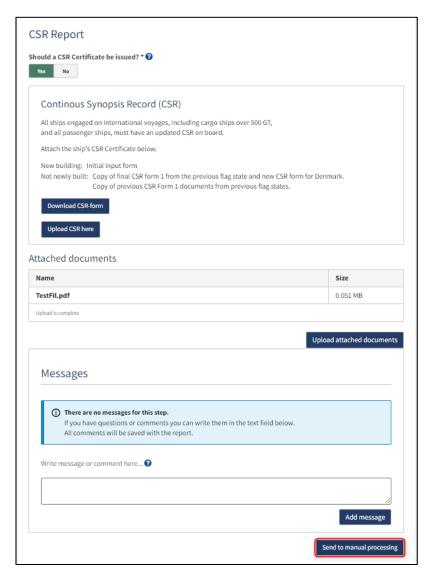

Step 7: Certificates: Upload documentation

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

Step 7: Certificates: Upload documentation

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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.
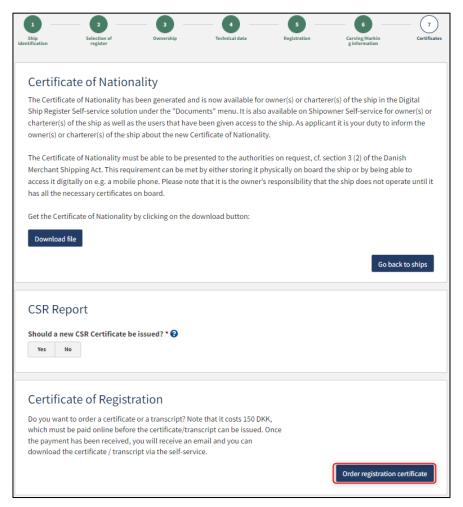

Step 7: Certificates

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".

Step 7: certificates: Order registration certificate