



Deletion of Bareboat-out prematurely

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

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

This guide explains how you can delete a bareboat-out in the Digital Ship Register's Self-Service, so that the ship comes back on the Danish flag again. 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 is necessary in order to make the report:

- MitID to be able to log into DSRG
- Information on ownership of relevant parties
 - For owners of type person:
 - Nationality
 - Email-address*
 - Address*
 - For owners of type company:
 - Information on the signatory / Person authorized to sign for the firm
 - First name
 - Last name
 - Email-address*
 - Address*
 - Birthday*

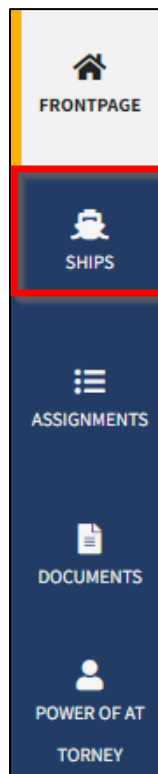
*First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

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Bestil registreringsattest	Fejl!
Bogmærke er ikke defineret.	

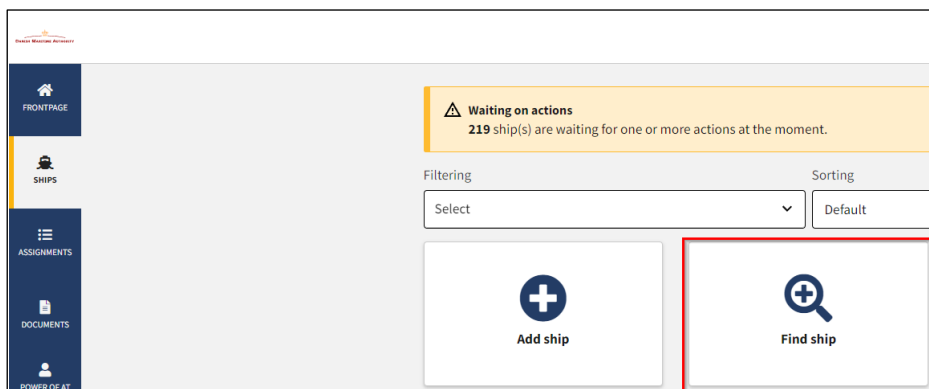
Start report

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



The menu for DSRG self-service

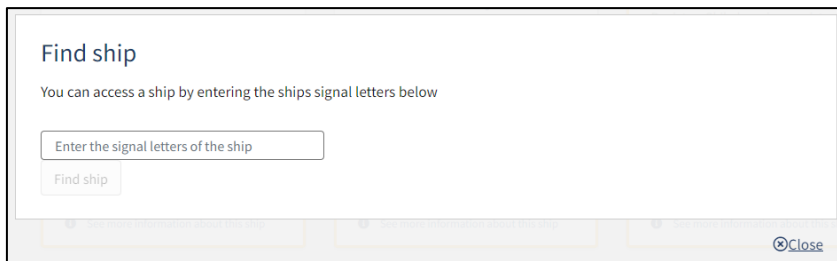
You need to click "Find ship" to find a ship that is already registered.



How to add or search for a ship

Enter the signal letters of the ship you wish to delete.

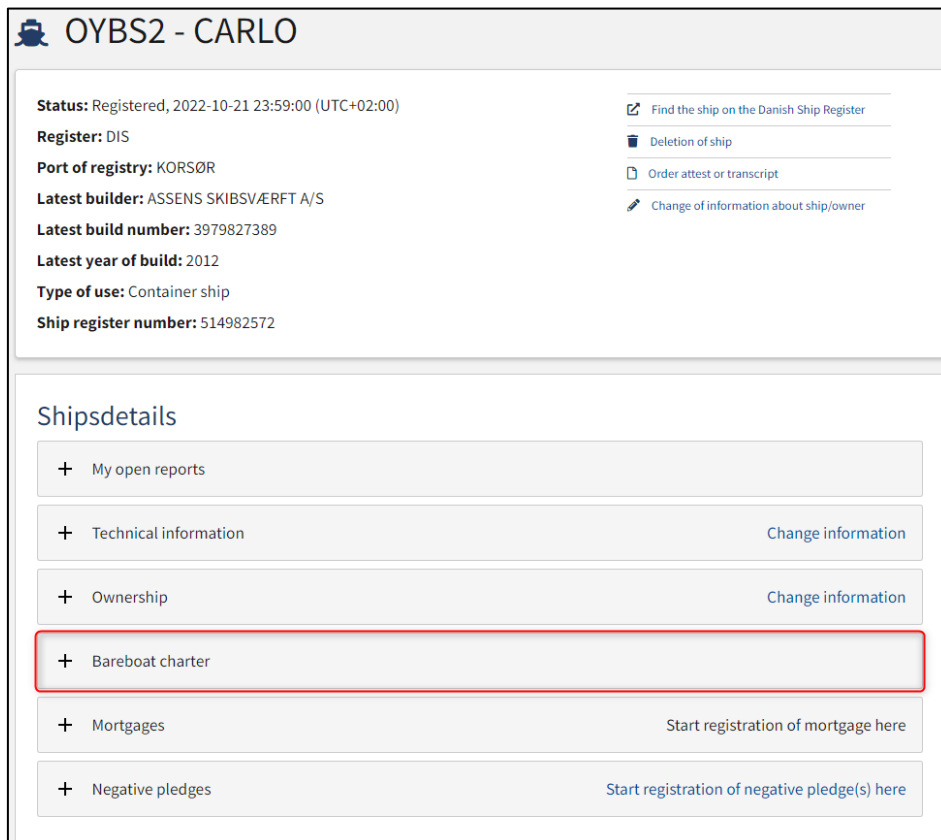
Press "Enter" on the keyboard or click "Find Ship". If there are several results, select the correct vessel from the list.



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. A "Close" button is located in the bottom right corner.

Find ship using signal letters

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



The screenshot shows the detailed view of a ship named "OYBS2 - CARLO". The ship's status is "Registered, 2022-10-21 23:59:00 (UTC+02:00)". The register is "DIS", the port of registry is "KORSØR", the latest builder is "ASSENS SKIBSVÆRFT A/S", the latest build number is "3979827389", the latest year of build is "2012", the type of use is "Container ship", and the ship register number is "514982572".

On the right side, there are several action links: "Find the ship on the Danish Ship Register", "Deletion of ship", "Order attest or transcript", and "Change of information about ship/owner".

Below the ship details, there is a section titled "Shipsdetails" with several expandable sections:

- My open reports
- Technical information (Change information)
- Ownership (Change information)
- Bareboat charter** (highlighted with a red border)
- Mortgages (Start registration of mortgage here)
- Negative pledges (Start registration of negative pledge(s) here)

Detailed view of a bareboat-out ship

Click the delete icon.

OYBS2 - CARLO

Status: Registered, 2022-10-21 23:59:00 (UTC+02:00)
Register: DIS
Port of registry: KORSØR
Latest builder: ASSENS SKIBSVÆRFT A/S
Latest build number: 3979827389
Latest year of build: 2012
Type of use: Container ship
Ship register number: 514982572

- [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	
2022-11-28	2022-12-31	2022-11-28 23:59:00 (UTC+01:00)	 

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

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

Detailed view of a bareboat-out ship

Step 1: Expiry/Lapse

Enter a reason for expiry or lapse in the field "Reason for expiry/lapse".

The screenshot shows a multi-step web form. At the top, there are three numbered steps: 1. Expiry/lapse (active), 2. Registration, and 3. Certificates. The form is divided into several sections:

- Contact information:** A light blue header with a "Change information" link on the right.
- Ship identification:** A light blue section containing a table of ship details:

Name of ship	Port of registry	Signal letters
CARLO	KORSØR	OYBS2
Build number	Foreign signal letters	Foreign register
3979827389	NO23863986	Norway
- Deletion of bareboat-out:** A section with a red-bordered input field labeled "Reason for expiry/lapse *".
- Registration period start:** A section with three input fields for Year (2022), Month (11), and Day (28).
- Registration period end:** A section with three input fields for Year (2022), Month (12), and Day (31).
- Period of bareboat-charter party:** A section with a dropdown menu showing "Resten af året".
- Owner(s):** A section with a "Name" field containing "Thora Nielsen" and a "Nationality" dropdown menu.

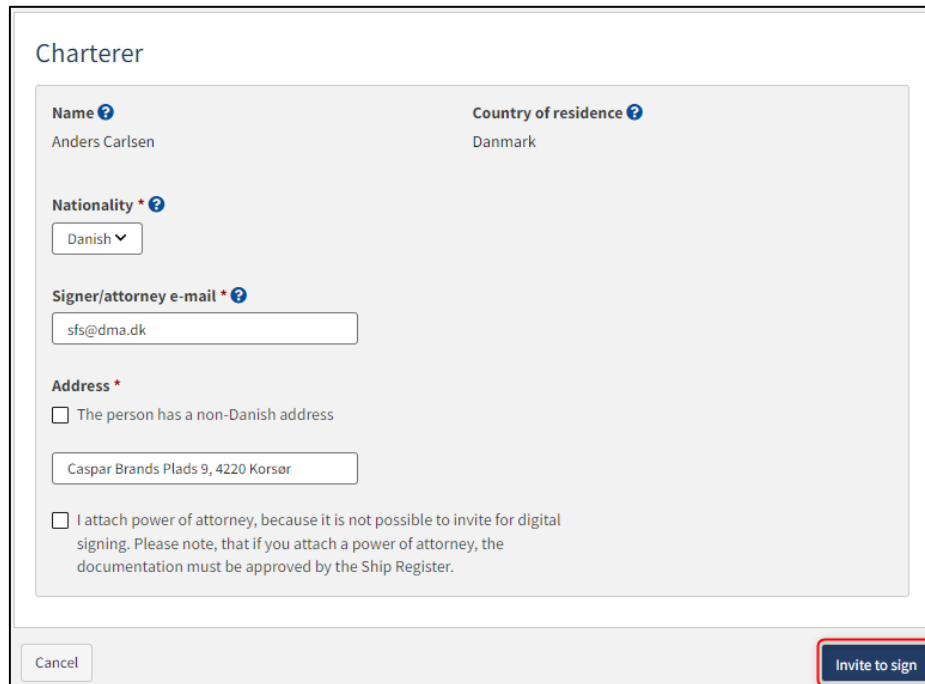
At the bottom of the form, there are three buttons: "Cancel", "See preview", and "Save and verify".

Step 1: Expiry/Lapse

Under "Owner" fill in the missing information as directed for either "Company" or "Person".

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.



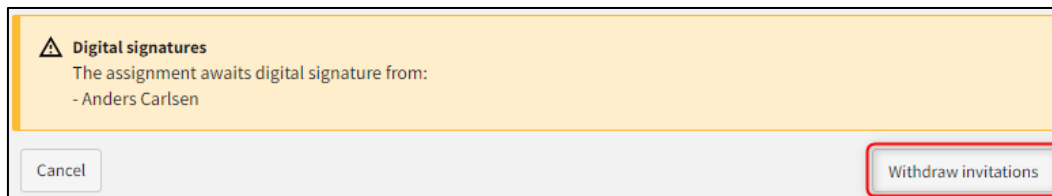
The screenshot shows a form titled "Charterer" with the following fields and options:

- Name**: Anders Carlsen
- Country of residence**: Danmark
- Nationality**: Danish (dropdown menu)
- Signer/attorney e-mail**: sfs@dma.dk
- Address**: Caspar Brands Plads 9, 4220 Korsør
- The person has a non-Danish address
- 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.

At the bottom of the form, there are two buttons: "Cancel" and "Invite to sign".

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 notification box with a yellow background and a warning icon. The text inside reads:

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

At the bottom of the box, there are two buttons: "Cancel" and "Withdraw invitations".

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.

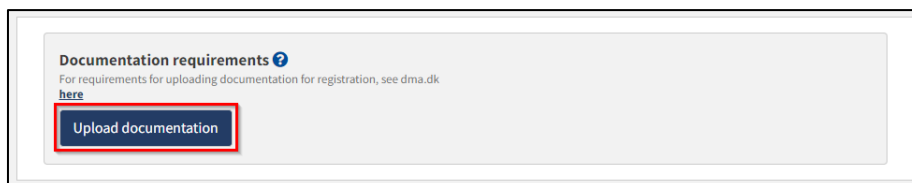
Attach power of attorney

Såfremt der er parter, der skal vedlægges fuldmagt for, vil det være muligt at uploade bilag til anmeldelsen.

Sæt hak ud for: "Jeg vedlægger fuldmagt, da det ikke er muligt at invitere til digital signering. Bemærk, at hvis du vedlægger en papirfuldmagt, skal dokumentationen til godkendelse hos Skibsregistret."

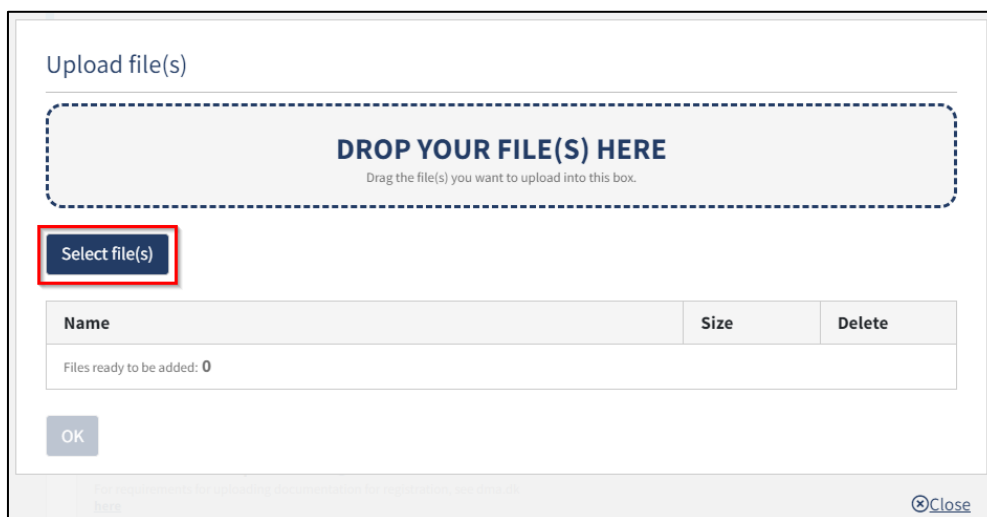
Klik på "Gem og verificér".

Klik på "Upload dokumentation".



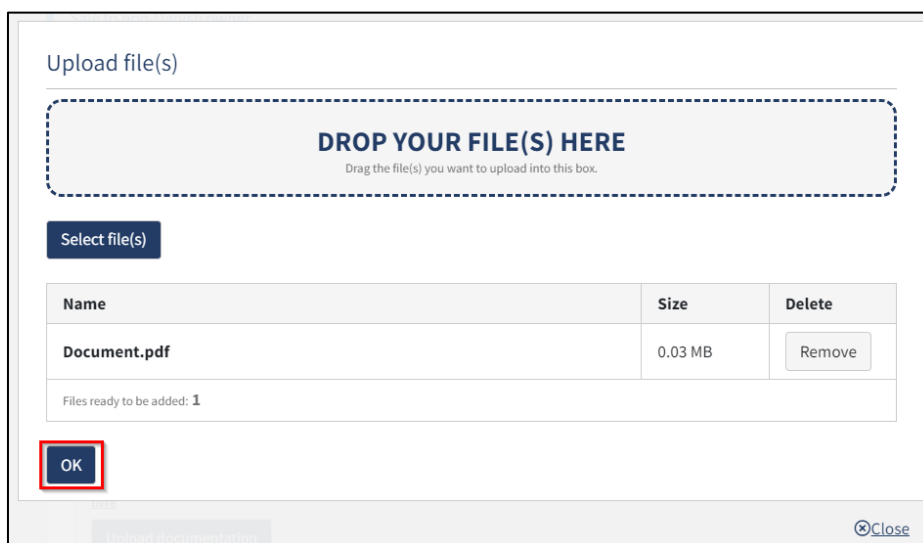
Upload documentation

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



Upload documentation

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



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
Document.pdf	0.03 MB

Files ready to be added: **1**

Upload attached documents

Upload documentation

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

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

Upload documentation

Attached documents

Name	Size
TestFil.pdf	0.051 MB

Upload is complete

Upload attached documents

Upload power of attorney or documentation
All invited parts have signed and you can upload power of attorney and documentation.

Next enables to proceed to the next step

Step 2: Registration

At this stage, it is possible to verify all entered information before the case is sent for manual case processing by the Danish Maritime Register. 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 registration form with three steps: 1. Expiry/lapse, 2. Registration, and 3. Certificates. The 'Registration' step is active. The 'Ship identification' section contains the following data:

Name of ship	Port of registry	Signal letters
CARLO	KORSØR	OYBS2
Build number	Foreign signal letters	Foreign register
3979827389	NO23863986	Norway

Title register time of reporting
2022-12-13 12:24:09 (UTC+01:00)

The 'Confirm and send the port' section is highlighted with a red border and contains three expandable items:

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

Step 2: Registration: Accordions that summarize the information entered

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

The screenshot shows the same registration form as above, but with an additional section highlighted by a red border:

Interdependent reports

I wish to add conditions for the registration to be approved

Below the checkbox is a small blue question mark icon.

Step 2: Registration: Marking interdependent reports

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

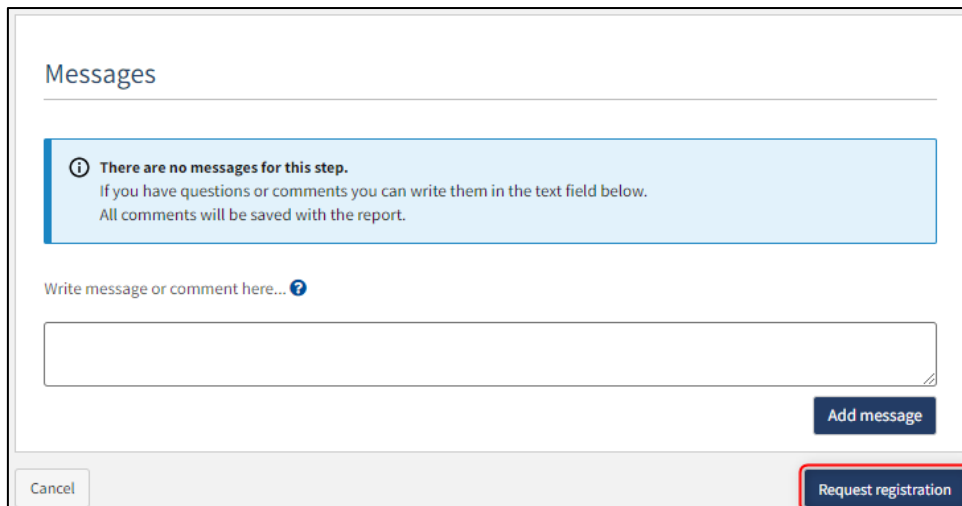
The screenshot shows a web interface for ship registration, divided into three steps: 1. Expiry/lapse, 2. Registration, and 3. Certificates. The 'Registration' step is active. The 'Ship identification' section displays the following details:

Name of ship CARLO	Port of registry KORSØR	Signal letters OYB52
Build number 3979827389	Foreign signal letters NO23863986	Foreign register Norway
Title register time of reporting 2022-12-13 12:24:09 (UTC+01:00)		

Below this, the 'Confirm and send the port' section has three expandable options: '+ Register information', '+ Register identification', and '+ Entered as a notice'. The 'Interdependent reports' section has a checkbox 'I wish to add conditions for the registration to be approved' which is currently unchecked. The 'Messages' section, highlighted with a red border, contains an information message: '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.' Below this is a text input field with the placeholder 'Write message or comment here...' and an 'Add message' button. At the bottom of the interface are 'Cancel' and 'Request registration' buttons.

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

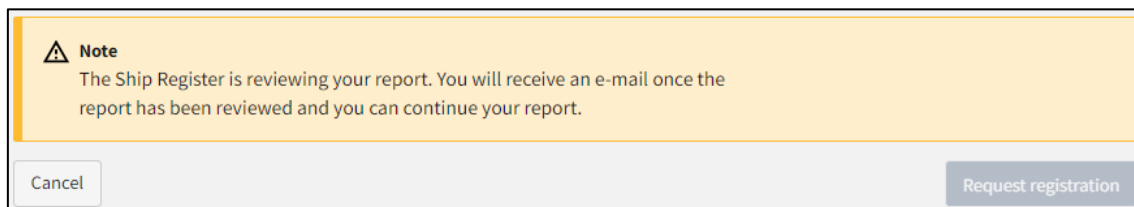
Click on "Request registration" to send the case for manual case processing by the Danish Maritime Authority.



Step 2: Registration

The notification has now been sent for manual case processing 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 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 2: Registration: The case is awaiting the Shipping Register

Step 3: Certificates

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

1 Expiry/lapse 2 Registration 3 Certificates

Certificate of Nationality

The Certificate of Nationality has been generated and is now available for owner(s) or charterer(s) of the ship in the Digital Ship Register Self-service solution under the "Documents" menu. It is also available on Shipowner Self-service for owner(s) or charterer(s) of the ship as well as the users that have been given access to the ship. As applicant it is your duty to inform the owner(s) or charterer(s) of the ship about the new Certificate of Nationality.

The Certificate of Nationality must be able to be presented to the authorities on request, cf. section 3 (2) of the Danish Merchant Shipping Act. This requirement can be met by either storing it physically on board the ship or by being able to access it digitally on e.g. a mobile phone. Please note that it is the owner's responsibility that the ship does not operate until it has all the necessary certificates on board.

Get the Certificate of Nationality by clicking on the download button:

[Download file](#) [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.

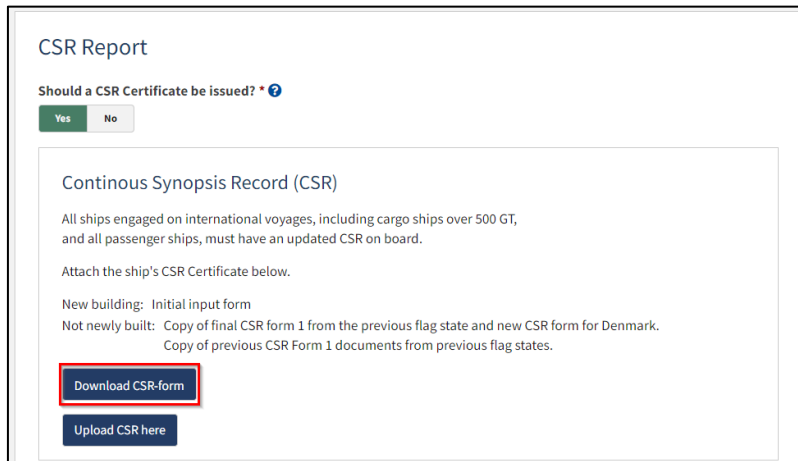
[Order registration certificate](#)

Step 3: Certificates: Download Certificate of Nationality

Request the issuance of a new CSR certificate

It is possible to request an issuance of a CSR Certificate by selecting "Yes" next to "Should a CSR Certificate be issued?".

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



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.

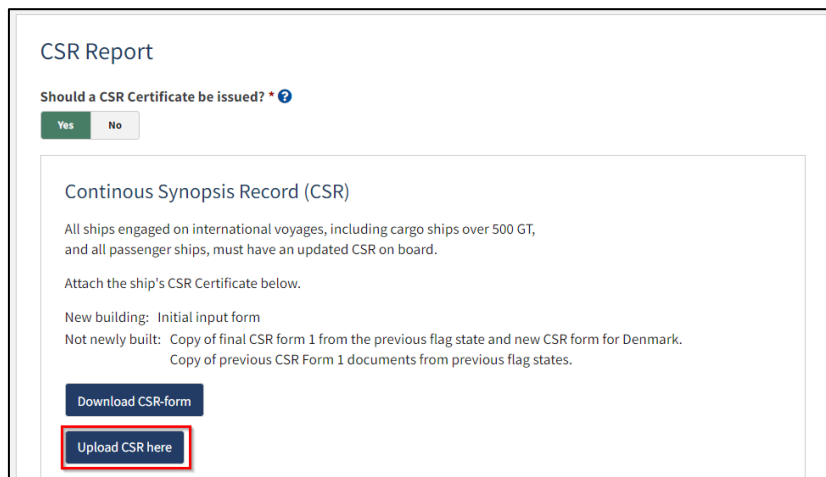
Download CSR-form

Upload CSR here

Step 3: Certificates: Request the issuance of a new CSR certificate

Fill out the form.

Upload documentation by clicking on "Upload CSR here".



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.

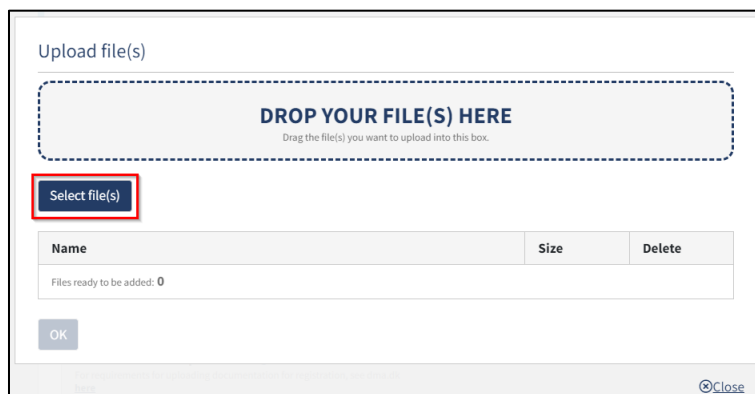
New building: Initial input form
Not newly built: Copy of final CSR form 1 from the previous flag state and new CSR form for Denmark.
Copy of previous CSR Form 1 documents from previous flag states.

Download CSR-form

Upload CSR here

Step 3: Certificates: Request the issuance of a new CSR certificate

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: 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
Document.pdf	0.03 MB	Remove

Files ready to be added: 1

OK

Upload documentation Close

Step 3: Certificates: Upload documentation

The system displays the list of documents to be attached to the report. 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
Document.pdf	0.03 MB

Files ready to be added: 1

Upload attached documents

Step 3: Certificates: Upload documentation

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

Attached documents

Name	Size
Document.pdf	0.03 MB

Upload is complete

Upload attached documents

Step 3: Certificates: Upload documentation

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

Click on "Send to manual processing" to send the case for manual case handling by the Danish Ship Register.

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
Document.pdf	0.03 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 3: Certificates

Order certificate of registration

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

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

1 Expiry/lapse 2 Registration 3 Certificates

Certificate of Nationality

The Certificate of Nationality has been generated and is now available for owner(s) or charterer(s) of the ship in the Digital Ship Register Self-service solution under the "Documents" menu. It is also available on Shipowner Self-service for owner(s) or charterer(s) of the ship as well as the users that have been given access to the ship. As applicant it is your duty to inform the owner(s) or charterer(s) of the ship about the new Certificate of Nationality.

The Certificate of Nationality must be able to be presented to the authorities on request, cf. section 3 (2) of the Danish Merchant Shipping Act. This requirement can be met by either storing it physically on board the ship or by being able to access it digitally on e.g. a mobile phone. Please note that it is the owner's responsibility that the ship does not operate until it has all the necessary certificates on board.

Get the Certificate of Nationality by clicking on the download button:

[Download file](#)

[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 3: Certificates: Order certificate of registration