



## Finality statement

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

When a ship purchased conditionally is to be endorsed, this must be reported to the Ship Register. The Danish Maritime Authority's website describes the process of conditional title and finality statement in more detail on the following page: [Change of ownership](#).

This guide will explain how to register a final claim on a ship that was purchased conditionally via the Digital Ship Register's Self-Service. It is expected that the ship to be finally claimed is fully registered in one of the Danish ship registers or the vessel register as a conditional purchase.

The following are necessary in order to make the report:

- MitID to be able to log in to the Digital Ship Register Self-service
- Information about the ship to be finally claimed in the Digital Ship Register
  - Signal letters
  - Ship name
- Information about the conditional seller and the conditional buyer, of the type person:
  - First name
  - Last name
  - Email-address\*
  - Address\*
  - Birthday\*
- Information about the conditional seller and the conditional buyer, of the type company:
  - Information about authorized signatory / Person authorized to sign for firm
    - First name
    - Last name
    - Email-address\*
    - Address\*
    - Birthday\*

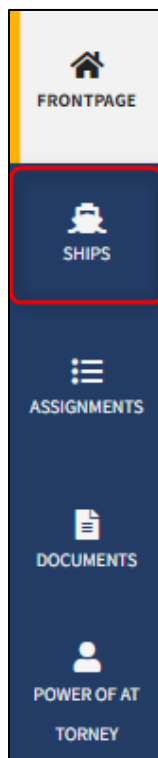
\*First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

Content:

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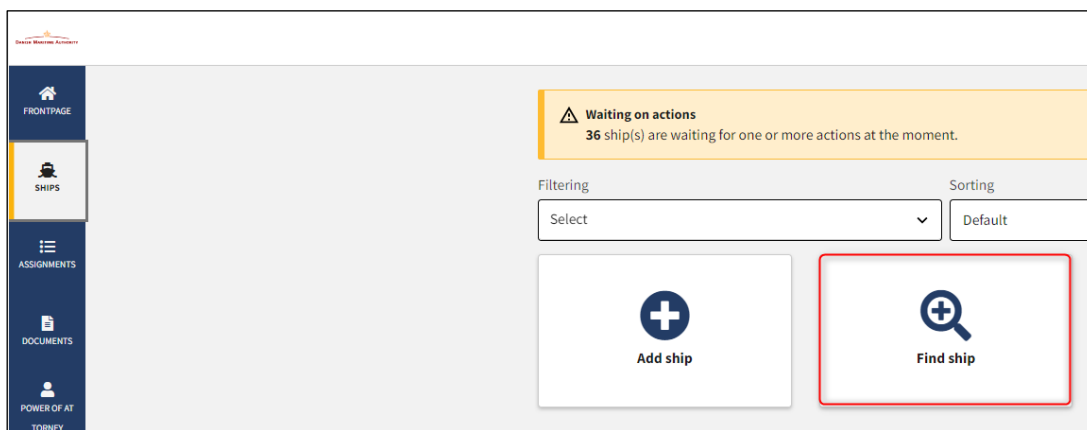
## Start report

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 Register's self-service*

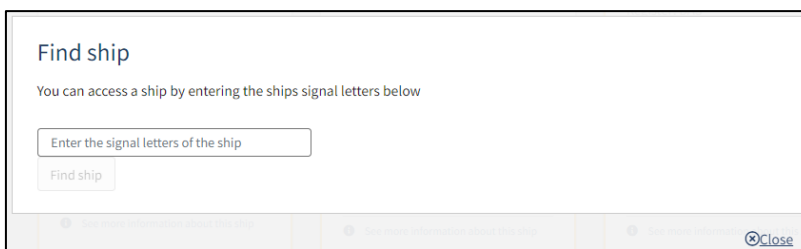
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.



*How to add or search a ship*

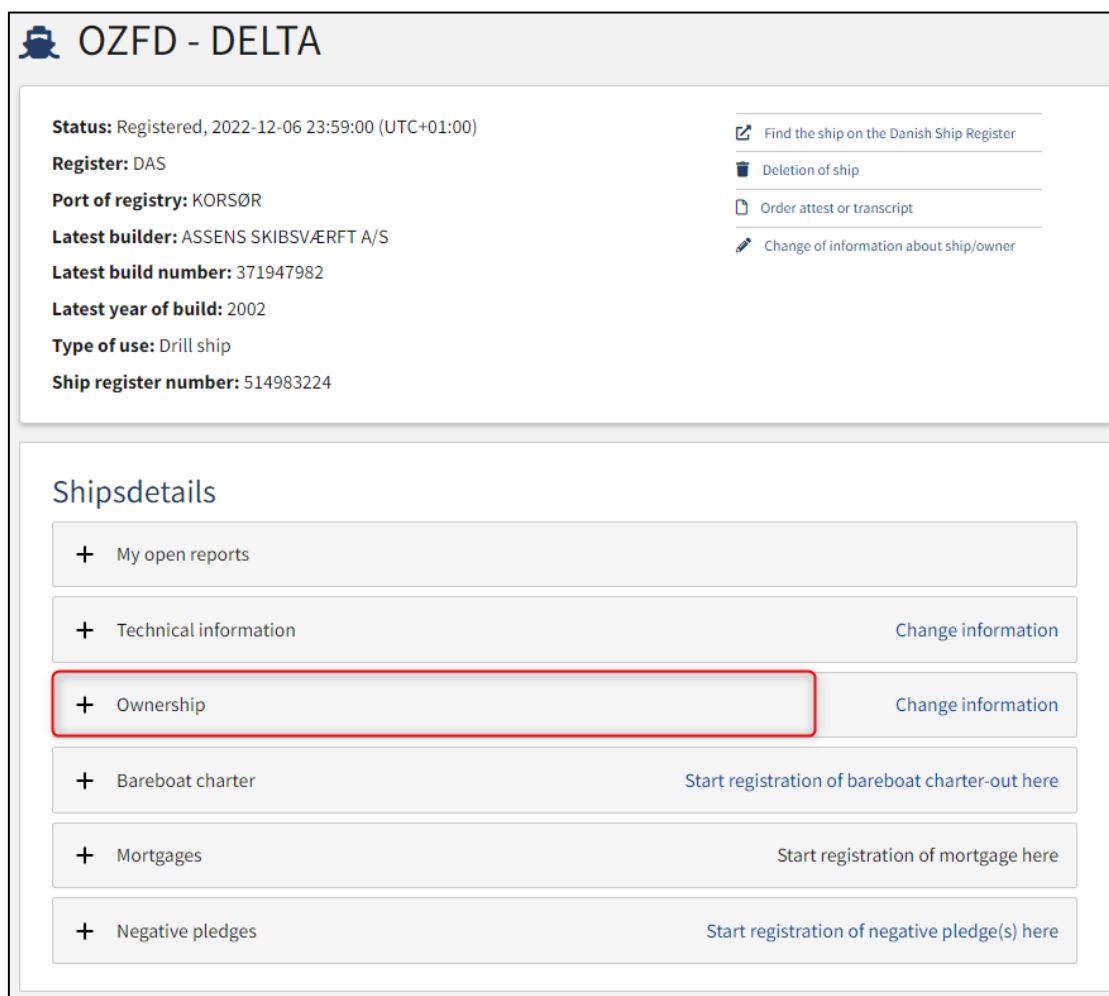
Enter the signal letters of the ship for which changes are desired.

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*

Unfold the Ownership accordion by clicking on the row (do not click on "Change information")



*Detailed view for ship*

Under "Conditional title(s)" on the right side click on "Report final claim".

## OZFD - DELTA

**Status:** Registered, 2022-12-06 23:59:00 (UTC+01:00)

**Register:** DAS

**Port of registry:** KORSØR

**Latest builder:** ASSENS SKIBSVÆRFT A/S

**Latest build number:** 371947982

**Latest year of build:** 2002

**Type of use:** Drill ship

**Ship register number:** 514983224

- [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](#)

Owner	Part in the ship
Thora Nielsen (Conditional owner) Datavej 10 9999 Ukendt	1/1

### Conditional title(s)

Parties	Part in the ship	Date of registration	
Thora Nielsen (Conditional owner) Majbrit Selliken (Conditional seller)	1/1	2022-12-06 23:59:00 (UTC+01:00)	<a href="#">Report of final claim</a>

Detaljevisning for skib

## Step 1: Finality statement

The conditional seller must confirm that the ship may be endorsed by either:

- Be invited to sign digitally
- A power of attorney is attached for this part acceptance of the change

## Invite to sign digitally

Verify that the email address is correct or update it to a correct email address for the conditional seller.

Click "Invite to sign".

1 Finality statement 2 Registration

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### Ship identification

Name of ship <b>DELTA</b>	Port of registry <b>KORSØR</b>	Signal letters <b>OZFD</b>
Build number <b>371947982</b>		

### Report of finally ownership

In order to register finally ownership, the parties involved must first sign this, after which the finality statement can be registered.

### Conditional owner

Type * <span>?</span> Person	Nationality * <span>?</span> Danish	
First name * Thora	Last name * Nielson	
Phone no. 		
Birthday *		
Year * 1980	Month * 4	Day * 6

### Conditional seller \*

Type * <span>?</span> Person	Nationality * <span>?</span> Danish	
First name * Majbrit	Last name * Selliken	
Signer/attorney e-mail * <span>?</span> 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.

Cancel Invite to sign

Step 1: Finality statement: Invite to sign

The system will send an email to the party(s) that 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 system shows who needs to sign digitally. If errors have been discovered in the entered information, e.g. email address, it is possible to withdraw the invitations, adjust and invite again. This can be done by clicking on the "Withdraw invitations" button.

### Conditional seller \*

Type * ?	Nationality * ?
Person	Danish

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First name *	Last name *
Majbrit	Selliken

Signer/attorney e-mail * ?	Phone no.
sfs@dma.dk	

**Birthday \***

Year *	Month *	Day *
1985	12	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.

**⚠ Digital signatures**  
The assignment awaits digital signature from:  
- Majbrit Selliken

Cancel Withdraw invitations

Step 1: Finality statement: Withdraw invitations



Open the report again once the conditional seller has 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 review can continue as soon as all parties' tasks have been completed.**

Click "Next".

### Conditional seller \*

Type * ?	Nationality * ?
Person ▾	Danish ▾

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First name *	Last name *
Majbrit	Selliken

Signer/attorney e-mail * ?	Phone no.
tvc@netcompany.com	

**Birthday \***

Year *	Month *	Day *
1985	12	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.

Cancel Withdraw invitations **Next**

*Step 1: Finality statement*

## 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.

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."

### Conditional seller \*

<b>Type *</b> ⓘ Person ▼	<b>Nationality *</b> ⓘ Danish ▼
<b>First name *</b> Majbrit	<b>Last name *</b> Selliken
<b>Phone no.</b> <input type="text"/>	
<input checked="" type="checkbox"/> 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.	

**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.

*Step 1: Finality statement: Upload documentation*

Click "Upload documentation".

### Documentation requirements ⓘ

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

*Step 1: Finality statement: 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

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

Close

Step 1: Finality statement: 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: Finality statement: 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: Finality statement: 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.

Cancel **Next**

*Step 1: Finality statement: Next enables to proceed to the next step*

## Step 2: Registration

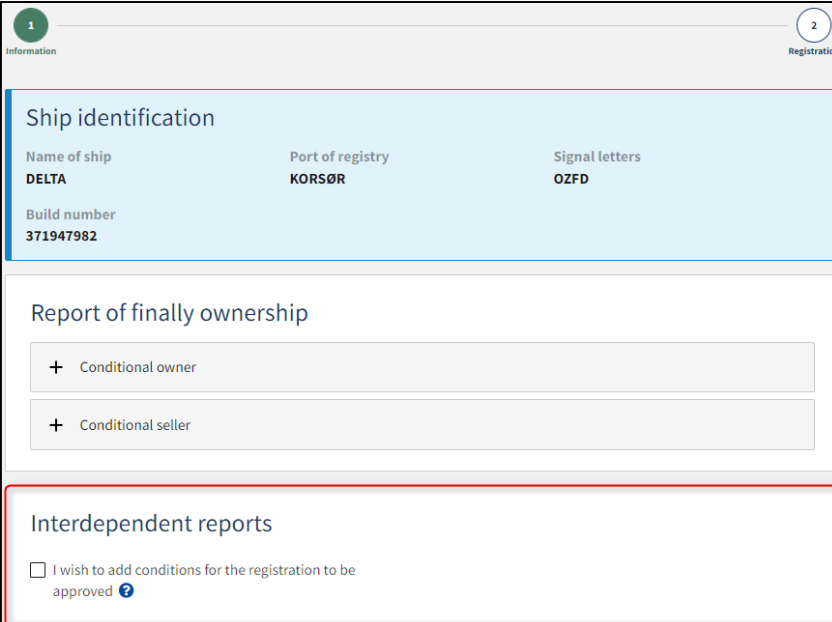
At this stage, it is possible to verify all entered information before the case is sent for manual case processing by the Ship Register at the Danish Maritime Authority. Under "Report of finally ownership", it is possible to unfold an accordion for each step.



The screenshot shows a web interface for registration. At the top, there are two tabs: "1 Information" (active) and "2 Registration". The main content is divided into two sections. The first section, "Ship identification", is highlighted in light blue and contains the following information: Name of ship: DELTA, Port of registry: KORSØR, Signal letters: OZFD, and Build number: 371947982. The second section, "Report of finally ownership", is outlined in red and contains two expandable items: "+ Conditional owner" and "+ Conditional seller".

*Step 2: Registration: Accordions summarizing 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 the "Interdependent reports" section highlighted in red. This section contains a checkbox and the text:  I wish to add conditions for the registration to be approved [?](#)

*Step 2: Registration: Marking interdependent reports*

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

The screenshot shows a web form with two main sections: 'Information' (step 1) and 'Registration' (step 2). The 'Registration' section is highlighted with a red border. It contains three sub-sections: 'Ship identification', 'Report of finally ownership', and 'Interdependent reports'. The 'Messages' section is located below these and contains a message box stating 'There are no messages for this step.' and a text input field with an 'Add message' button.

Name of ship	Port of registry	Signal letters
DELTA	KORSØR	OZFD

Build number  
371947982

**Report of finally ownership**

- + Conditional owner
- + Conditional seller

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

Click on "Request registration" to send the case for manual processing by the Ship Register.

1 Information 2 Registration

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### Ship identification

Name of ship <b>DELTA</b>	Port of registry <b>KORSØR</b>	Signal letters <b>OZFD</b>
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Build number  
**371947982**

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### Report of finally ownership

+ Conditional owner

+ Conditional seller

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### Interdependent reports

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

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### 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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[Cancel](#) [Request registration](#)

Step 2: Registration

The report has now been sent for manual processing at the Ship Register 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.

**NB: If the reporter has filled in his email address under the profile page (by hovering your mouse over his name and clicking on profile at the top right), then an email will be sent to this email address about the outcome of the case processing at the Ship Register.**

1 Information

2 Registration

### Ship identification

Name of ship	Port of registry	Signal letters
DELTA	KORSØR	OZFD
Build number		
371947982		

### Report of finally ownership

+ Conditional owner

+ Conditional seller

### 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.

**⚠ Note**  
The Ship Register is reviewing your report. You will receive an e-mail once the report has been reviewed and you can continue your report.

Cancel Request registration

*Step 2: Registration*