Negative pledge

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

When a negative pledge is to be registered, changed, or deleted this must be reported to the Danish Maritime Authority. The Danish Maritime Authority's website describes negative pledges in more detail here: Registration of mortgage and negative pledges.

This guide explains how you can create, change and/or delete a negative pledge in a ship in DSRG. The self-service is divided into flows, which are divided into steps that intuitively lead the user through to the report being sent for manual case processing at the Ship Register.

The following is necessary to be able to do the report:

- MitID to be able to log into DSRG

- Information about the negative pledge

  - Types of negative pledges

- The following information about relevant parties of the person type:

  - First name

  - Last name

  - Email-address*

  - Address*

  - Birthday*

- The following information about relevant parties of the company type:

  - CVR number

  - Information regarding the authorized 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.

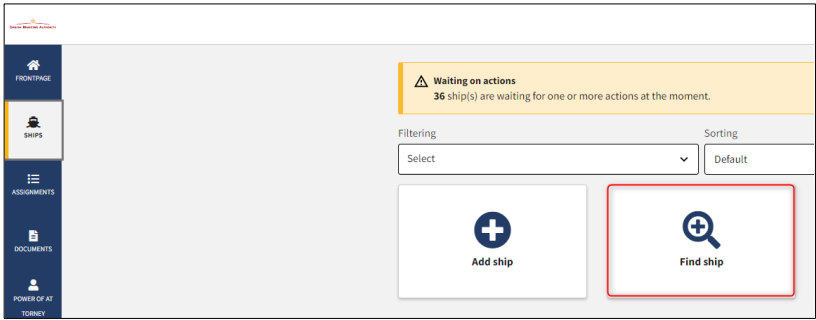Content:

Registration of negative pledge

Start reporting

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 can 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

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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 on "Negative Pledges" to see a list of the registered rights in the ship.

Detailed view for ship

Step 1: Add ship

If other ships are to be covered by the registration, enter the ship's signal letters in the text field "Enter the signal letters of the ship".

Step 1: Add ship

Once the signal letters have been entered, click on "Add ship".

Add ships

The added ship now appears on the page.

Add ships

Once all the ships to be covered by the registration have been added, click "Next".

Add ships

Step 2: Information

To select the type of negative pledge, check one or more of the types.

Specify negative pledge type

If" other negative pledges" is chosen; it is possible to choose a "Pool agreement" or "Declaration", by clicking on the dropdown for "other negative pledges"

Pool agreement or declaration

It will also be possible to enter a text in the text field under "Text shown on the Ship Registry". The specified text will be displayed on the Ship Registry.

Indication on the ship registry

To add the pledgor, click on "Choose owner". A list of the ship's owners will be shown where the pledgor person can be selected.

Pledgor

The nationality of the pledgor must be indicated. This is done by clicking on the menu under "Nationality", and selecting "Danish" or "Non-Danish".

Nationality of the pledgor

If the nationality of the pledgor is Danish, e-mail must be stated. Unless the check mark is next to "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.".

Pledgor

If the pledgor needs to be removed, click "Remove this pledgor"

Remove pledgor

To add a pledgee, click "+Add pledgee(s) ".

Add pledgee

It must be stated whether the pledgee is a person or a company. This is done by clicking on the menu under "Type" and selecting "Person" or "Company".

Type of pledgee

If the pledgee is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

Find company

If the pledgee is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Non-Danish"

Nationality of the pledgee

If the pledgee is Danish, the first name, surname, address, and date of birth must be filled in.

Danish pledgee

If the pledgee is non-Danish, the first name, surname, address, and country of residence must be filled in.

Other pledgee

If the pledgee is to be removed, click on "Remove the pledgee".

Remove pledgee

Priority ranking

If there are rights registered on the ship, the priority ranking for the reported negative pledge must be made. This is done by clicking on the drop-down menu under "Choose desired priority" and selecting the desired priority.

If you do not want to set a priority ranking, check "A desired priority ranking is not specified".

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Priority ranking

If the desired priority is not lower than the other rights in the ship, a position is required. This is done by clicking on the "Specify position" menu and selecting position.

Priority ranking

When position is specified, the position in relation to the other rights in the ship will be marked in blue. Once the correct position is selected, click "Confirm priority ranking".

Confirm priority ranking

To invite acceptance of page scheme/respect, mark "Invite to accept page scheme/respect" and fill in the nationality, email, and address of the party to be invited to sign.

Invitation of parties - OYUB - MALTHE

To achieve your desired priority ranking, invite the following parties. For each of the rights shown, you must decide whether you want to invite the party to accept the mortgages ranking side by side/respect of your right or whether your right must be registered with an annotation about the rights shown. If there is registration with an annotation, it typically means that you get a different priority ranking than the desired one.

Right(s) that you respect with the selected priority ranking

Parties	Type	Date of report	Priority	ID-nr
Anders Carlsen	Ejerpantebrev 12 345 DKK	2022-11-17 09:27:18 (UTC+01:00)	1	46299
Hasse Henriksen	Pantebrev 23 456 DKK	2022-11-21 11:39:09 (UTC+01:00)	2	46303
Hasse Henriksen DANSKE BANK A/S	Skadesloesbrev 34 567 DKK	2022-11-21 11:42:01 (UTC+01:00)	3	46304

Right(s) that may be invited to submit respect or acceptance of mortgages ranking side by side

Mortgage #46307

◉ **Invite to acceptance of mortgages ranking side by side/respect**

○ Accept annotation

Name ❓
Majbrit Selliken

Nationality * ❓
Danish ▾

Signer/attorney e-mail * ❓
sfs@dma.dk

Address *
☐ The person has a non-Danish address

Caspar Brands Plads 9, 4220 Korsør

☐ 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.

Invite acceptance of page scheme/respect

If it is not desired to invite acceptance of page scheme/respect, but to register the right with annotation about the displayed rights, mark "Accept annotation".

Accept annotation

If it is needed to change the priority position along the way, click on "Change the desired priority".

==Change the desired priority==

Invite to digital signing

Once the required fields are filled in, click "Invite to sign".

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

Withdraw invitations

Once the assignment has been signed, the notification can be reloaded and continued by clicking "Next"

Step 2: Information – Continue to the next step

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.

Tick: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ".
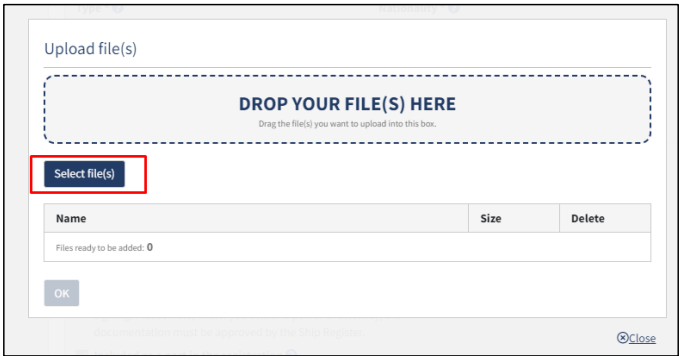
Click "Save and verify".

Click "Upload documentation".

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 notification. Click "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".

Next enables to move on to the next step

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Step 3: Registration

At this Step, it is possible to verify all entered information before the case is sent for manual case processing by the Danish Maritime Register.

Step 3: 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.

Step 3: Registration: Marking interdependent reviews

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

Report of negative pledge(s)

+ General information

+ Pledgors

+ Pledgees

+ Priority ranking

Interdependent reports

☐ I wish to add conditions for the registration to be approved
❓

Messages

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

Write message or comment here... ❓

Add message

Cancel   Request registration

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

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

Step 3: Registration

The registration has now been sent for manual case handling at the Danish Maritime Register 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 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.

⚠ **Note**
The Ship Registry is reviewing your case. You have 7 days until we, the Danish Maritime Authority, must have received the original power of attorney documents by mail. These must be sent to the following address:

Søfartsstyrelsen
Caspar Brands Plads 9
4220 Korsør
Danmark

You will receive an e-mail once the case has been reviewed and you can continue the registration.

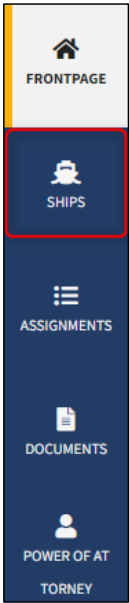Cancel   Request registration

Step 3: Registration: The case awaits the Ship Register

Kommenterede [VB1]: Teksten er anderledes sammenlignet med det danske?
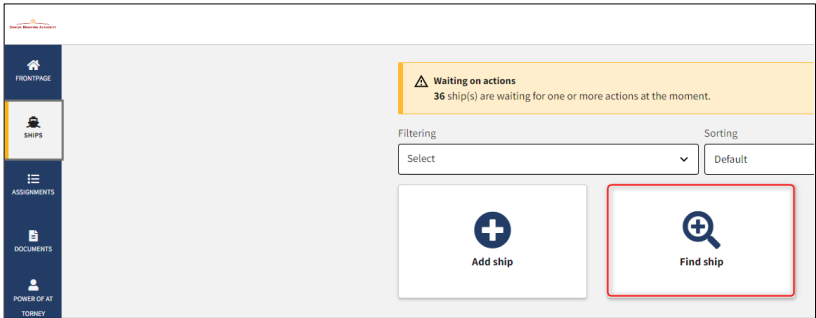
Changes to negative pledge

Start reporting

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 can 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 on "Negative Pledges" to see a list of the registered rights in the ship.

Detailed ship view

Click on the pencil icon next to the mortgage you want to change.

This is how to start a negative pledge change flow

Step 1: Add ships

If other ships are to be covered by the registration, enter the ship's signal letters in the text field "Enter the signal letters of the ship".

Step 1: Add ships

Once the signal letters have been entered, click on "Add ship".

Add ships

The added ship now appears on the page.

Add ships

Once all the ships to be covered by the registration have been added, click "Next".

Add ships

Step 2: Information

To change the type of negative pledge, check one or more of the types to add. To remove a type, remove the notch next to the type(s) to be removed.

Specify negative pledge type

If" other negative pledges" is chosen; it is possible to choose a "Pool agreement" or "Declaration", by clicking on the dropdown for "other negative pledges"

Pool agreement or declaration

It will also be possible to enter a text in the text field under "Text shown on the Ship Registry". The specified text will be displayed on the Ship Registry.

Indication on the Ship Registry

To add the pledgor, click on "Choose owner". A list of the ship's owners will be shown where the pledgor person can be selected.

Pledgor

The nationality of the pledgor must be indicated. This is done by clicking on the menu under "Nationality" and selecting "Danish" or "Non-Danish".

Nationality of the pledgor

If the nationality of the pledgor is Danish, e-mail must be stated. Unless the check mark is next to "" 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."

Pledgor

If the pledgor needs to be removed, click "Remove pledgor"

Remove pledgor

For the existing pledgor, e-mail must be indicated if the nationality is Danish. Unless the check mark is next to "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.".

Existing pledgor

To remove an issuer, tick: "Included as a part in the registration".

Remove the existing pledgor

To add a pledgee, click "+Add pledgee ".

Add pledgee

It must be stated whether the pledgee is a person or a company. This is done by clicking on the menu under "Type" and selecting "Person" or "Company".

Type of pledgee

If the pledgee is a company, the company is searched by clicking on the "Find company" button, after which a dialog box opens where you can search the company.

Find company

If the pledgee is a person, nationality must be stated, this is done by clicking on the menu under "Nationality" and then selecting "Danish" or "Non-Danish"

Nationality of the pledgee

If the pledgee is Danish, the first name, surname, address, and date of birth must be filled in.

Danish pledgee

If the pledgee is non-Danish, the first name, surname, address, and country of residence must be filled in.

Other pledgee

If the pledgee is to be removed, click on "Remove pledgee".

Remove pledgee

If the existing pledgee is Danish, e-mail, address and date of birth must be stated. Unless
"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."
is checked.

Existing Danish pledgee

If the existing pledgee is non-Danish, the address and country of residence must be filled in.

Non-Danish pledgee

If it is desired to remove the existing pledgee from the negative pledge, the checkmark next to "included as a part in the registration" is unchecked.

Remove the existing pledgee

Invite to digital signing

Once the required fields are filled in, click "Invite to change".

Invite to change

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

Withdraw invitations

Once the assignment has been signed, the report can be reloaded and continued by clicking "Next"

Step 2: Information – Continue to the next step

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.

Tick: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ".

Click "Save and verify".

Click "Upload documentation".

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 notification. Click "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".

Next enables to move on to the next step

Step 3: Registration

At this Step, it is possible to verify all entered information before the case is sent for manual case processing by the Danish Maritime Register.

Step 3: 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.

Step 3: Registration: Marking interdependent reports

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

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

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

Report of negative pledge(s)

- **+** General information
- **+** Pledgors
- **+** Pledgees
- **+** Priority ranking

Interdependent reports

☐ I wish to add conditions for the registration to be approved
ⓘ

Messages

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

Write message or comment here... ❓

[   ]

[Add message]

[Cancel]   [Request registration]

Step 3: Registration

The registration has now been sent for manual case handling at the Danish Maritime Register 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 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.

> ⚠ **Note**
>
> The Ship Registry is reviewing your case. You have 7 days until we, the Danish Maritime Authority, must have received the original power of attorney documents by mail. These must be sent to the following address:
>
> Søfartsstyrelsen
> Caspar Brands Plads 9
> 4220 Korsør
> Danmark
>
> You will receive an e-mail once the case has been reviewed and you can continue the registration.
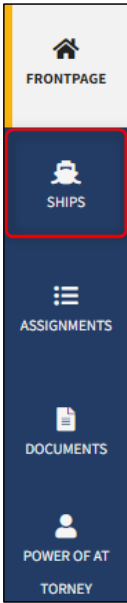>
> [Cancel]   [Request registration]

Step 3: Registration: The case awaits the Ship Register

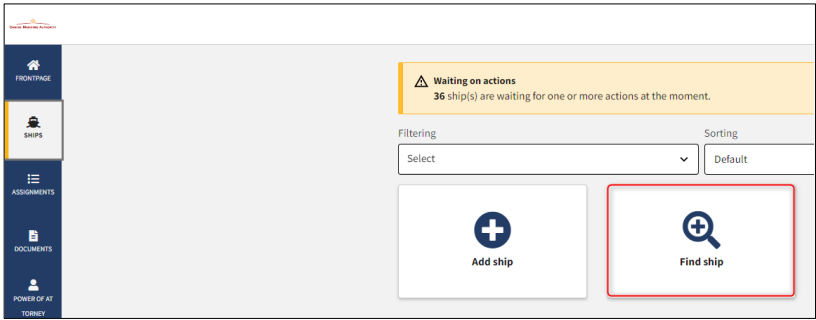# Deletion of negative pledge

Start reporting

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 can 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 on "Negative Pledges" to see a list of the registered rights in the ship.

Detailed view for ship

Click on the bin icon next to the mortgage you want to delete.

Start deletion of negative pledge

Step 1: Information

If the existing pledgee is Danish, e-mail, address and date of birth must be stated. Unless the check mark next to
"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."
Is checked.

Danish pledgee

If the pledgee is non-Danish, the address and country of residence are indicated.

Non-Danish pledgee

Invite to digital signing

Once the required fields are filled in, click "Invite to deletion".

Invite to deletion

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

Withdraw invitations

Once the assignment has been signed, the notification can be reloaded and continued by clicking "Next"

Step 2: Information – Continue to the next step

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 notification.

Tick: "I enclose power of attorney, as it is not possible to invite for digital signing. Please note that if you enclose a paper power of attorney, the documentation must be approved by the Ship Registry. ".
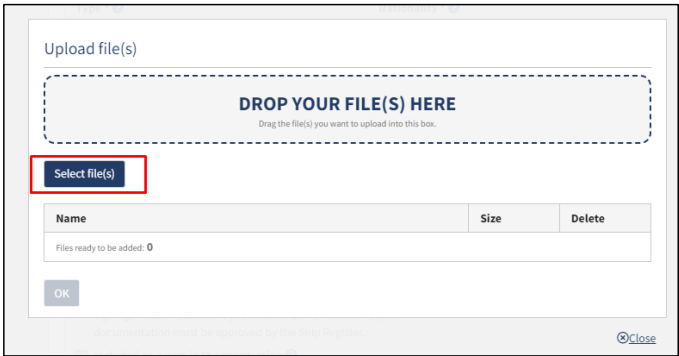
Click "Save and verify".

Click "Upload documentation".

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 notification. Click "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".

Next enables to move on to the next step

Step 2: Registration

At this Step, it is possible to verify all entered information before the case is sent for manual case processing by the Danish Maritime Register.

Step 3: 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.

Step 3: Registration: Marking interdependent reports

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

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 Register.

Step 2: Registration

The registration has now been sent for manual case handling at the Danish Maritime Register 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 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.

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> Caspar Brands Plads 9
> 4220 Korsør
> Danmark
>
> You will receive an e-mail once the case has been reviewed and you can continue the registration.
>
> Cancel   Request registration

Step 2: Registration: The case awaits the Ship Register