

Translation. Only the Danish version has legal validity.

Order no. 1336 of 18 November 2010 issued by the Danish Maritime Authority

Order on the reporting of seafarers signing on and signing off to the Danish Maritime Authority and on discharge books

In pursuance of section 64 a(1), section 64 b(2), section 70 and section 71 a of the Danish Merchant Shipping Act, cf. consolidated Act no. 742 of 18 July 2005, as amended by act no. 493 of 12 May 2010, and by authority, the following provisions are laid down:

Section 1. This Order shall apply to all Danish ships, except the following:

- 1) Fishing vessels with a length below 45 metres.
- 2) Ships other than fishing vessels with a gross tonnage below 20.
- 3) Passenger ships that are not sea-going.
- 4) Barges, lighters, dredgers and floating cranes.
- 5) Vessels that have been declared worthy of preservation.
- 6) Wooden vessels of primitive design.
- 7) Recreational craft.

Section 2. The master and the shipowner shall ensure that – within five workdays after a signing on or signing off of the master and of persons covered by section 1 or section 2 of the Danish Merchant Shipping Act – reporting on the signing on or signing off is made to the Danish Maritime Authority. The reporting shall be done by using a system developed by the Danish Maritime Authority for digital reporting of crew information according to more detailed instructions provided by the Danish Maritime Authority.

Subsection 2. The Danish Maritime Authority shall store and process the information reported in accordance with subsection 1.

In case a master signs on or off, the obligation to report the information stipulated in subsection 1 shall rest with the shipping company.

Subsection 3. Subsections 1 and 2 shall not apply to passenger ships engaged in regular service or to special purpose ships exclusively engaged in voyages between Danish ports when in normal operation.

Section 3. A Danish seafarer signing on for a position covered by the ship's minimum safe manning document shall hold a discharge book.

Subsection 2. If a Danish seafarer as mentioned in subsection 1 does not hold a discharge book when signing on, he shall as soon as possible acquire a discharge book, and hereafter the necessary endorsements about the service shall be entered in the discharge book by the shipowner or the master.

Subsection 3. Discharge books issued by the regional government (*Landsstyre*) of the Faroe Islands may be used on Danish ships.

Section 4. In connection with signing on or signing off, the master of the ship shall fill in and sign the discharge books mentioned in section 3(1).

Subsection 2. Discharge books shall be filled in in a clear way. Names of ships and cities may not be abbreviated.

Subsection 3. For positions covered by the ship's minimum safe manning document only those stipulated in the minimum safe manning document shall be used.

Subsection 4. For seafarers not covered by section 3(1), the master shall upon request confirm the contract of service by endorsing the seafarer's discharge book or in some other way.

Subsection 5. In cases where a seafarer is not on board when the ship departs, the signing off field in the discharge book shall, irrespective of the reason for the seafarer's non-appearance, be provided with the date of the non-appearance as in the case of a normal signing off. Any other endorsement may not be used.

Subsection 6. Remarks about the seafarer's performance of his work shall not be entered in the discharge book.

Section 5. Discharge books shall be issued by the Danish Maritime Authority.

Section 6. Discharge books shall be issued only to persons who:

- 1) are Danish citizens; and
- 2) have reached the age of 16.

Subsection 2. Discharge books shall be issued only to persons below the age of 18 who are not married when the person in question presents a written permit from the person holding custody to take employment at sea.

Section 7. Requests for issuance of discharge books shall be made on a special form, the design and contents of which shall be determined by the Danish Maritime Authority.

Subsection 2. The discharge book shall be provided with a lifelike photo of the person in question.

Subsection 3. The applicant shall prove his identity by presenting or forwarding both:

- 1) certificate of civil registration number or national health certificate; and
- 2) passport.

Section 8. The price of a discharge book shall be DKK 155.00. If the discharge book is to be delivered by mail, the Danish Maritime Authority shall, in addition to the price of the discharge book, charge a fee of DKK 55.00 covering the costs of carriage.

Section 9. Contraventions of section 2(1) and section 4 shall be liable to punishment by fine.

Subsection 2. Companies, etc. (legal entities) may be liable to punishment according to the provisions of chapter 5 of the penal code.

Section 10. This Order shall enter into force on 10 December 2010.

Subsection 2. At the same time, Order no. 254 of 17 April 2008 on the signing on and signing off of seafarers, the reporting of crew information to the Danish Maritime Authority and discharge books shall be repealed.

Danish Maritime Authority, 18 November 2010
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