Bareboat-in extension or change to charterer

Digital Ship Register self-service can be accessed at the following link: https://shipregistration.dma.dk

When there are changes to ships that are registered as bareboat-in in DAS or DIS, it must be reported to the Ship Register. The Danish Maritime Authority's website describes the process for digital notification of bareboat here: Bareboat registration

This guide explains how you can extend a ship that has already been bareboated into a Danish ship register or replace a charterer in the Digital Ship Register's Self-Service. 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.

Følgende er nødvendigt for at kunne foretage anmeldelsen:

- MitID to be able to log into DSRG.

- Notation information

  o Registration period start date

  o Registration period end date

  o Period of charter-party

- Bareboat charter-party so that it can be uploaded during the review

- Information on chartering conditions for relevant parties

  o For charterers of the type person:

    ▪ First name

    ▪ Last name

    ▪ Email-address*

    ▪ Address*

    ▪ Birthday*

  o For charterers of the type company:

    ▪ CVR-number

    ▪ Information regarding the authorized signatory / person authorized to sign for firm

      • First name

      • Last name

      • Email-address*

- Address*

- Birthday*

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

  o 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

  o 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

* 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:

Strat 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.
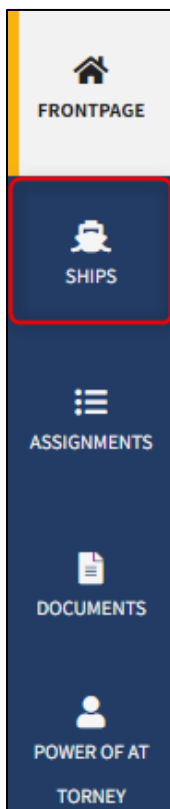
Menu for Digital Ship Registers self-service
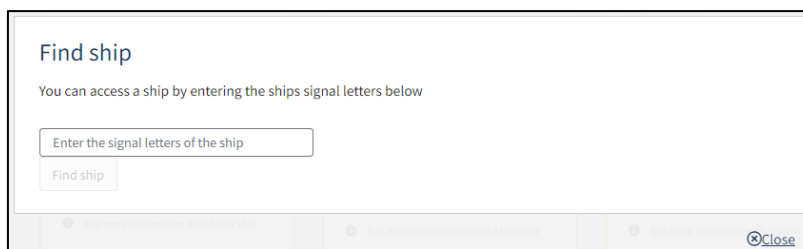
You must click on "Find ship" to find a ship that is already registered or about to be registered in one of the Danish ship registers.
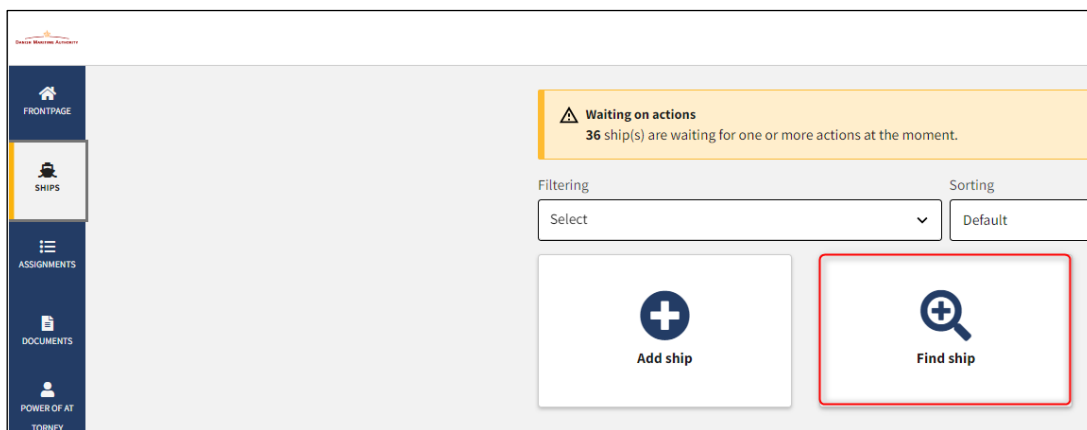
How to add or search a ship

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

Unfold the "Charterer" accordion by clicking on it.

Detailed view for a bareboat-in ship

Click the edit icon.

OZKO - MARIA

Status: Registered, 2022-12-15 23:59:00 (UTC+01:00)

Register: DAS

Port of registry: KORSØR

Latest builder: ASSENS SKIBSVÆRFT A/S

Latest build number: 327472987

Latest year of build: 2002

Type of use: Environmental ship

Ship register number: 514983400

Find the ship on the Danish Ship Register

Deletion of ship

Order attest or transcript

Shipsdetails

+ My open reports

+ Technical information

— Charterer

Charterer	Registration period start	Registration period end	Time of registration		
Anders Carlsen Barløsevej 5, Barløse, 5610 Assens	2022-12-30	2026-12-31	2022-12-15 23:59:00 (UTC+01:00)	✏️	🗑️

Detailed view for a bareboat-in ship

Step 1: Notation

The date when the bareboat-in period should start (no earlier than today's date) can be changed in the field "Registration period start".

The date when the bareboat-in period ends (Max 1 year from start date) can be changed in the field "Registration period end".

The period of the carter-party can be changed in the "Period of bareboat-charter party" field.

Step 1: Notation

Keep charterer

If the registered charterer is still chartering the ship, then information for this must be filled in in the missing fields. These fields may differ depending on whether the charterer is a person or a company.

Fill in any white fields that are missing a value correctly.

Step 1: Notation

Click "Invite for signature".

Step 1: Notation

Change charterer

If the charterer needs to be updated to another, you must first remove the existing charterer by removing the checkmark by "Included as a part in the registration". Then, for existing charterers, either a power of attorney will have to be attached or they will have to be invited to sign digitally for the change.

Enter the missing information for the existing charterer.

Remove the checkmark by "Included as a part in the registration".

Step 1: Notation

The system will now show confirmation that the charterer will be removed from the report.

Part is removed from the registration

Click "Add charterer".

New part can be added to the registration

Select "Company" or "Person" next to type and fill in the required fields as directed for the charterer you wish to add.

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 1: Notation: 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:

- Adress

- 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 firm" and fill in the fields as described above for each eligible person desired to be added.

Step 1: Notation: 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 form".

Step 1: Notation: Delete 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 besides "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."

Click "+Add charterer" for each charterer on the ship.

Step 1: Notation: Add charterer

Person

For "Person" first consider whether the person is Danish or non-Danish nationality. Next, the following information must be filled in:

- First name

- Last name

- Email

- Address

- Birthday

The following information may be filled in:

- Phone number

Step 1: Notation: Add charterer

Once all required fields have been filled in, it becomes possible to invite anyone who needs to sign digitally by clicking on "Invite for signature". If it is decided that a power of attorney must be attached for all parties, the button's label will be "Save and verify".

Invite to sign digitally

Click "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 1: Notation: 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.

Step 1: Notation: Withdraw invitations

Open the report again, once all parties have 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 report 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 1: Notation: 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 1: Notation: Upload documentation

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

Step 1: Notation: Upload documentation

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

Step 1: Notation: 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 1: Notation: Next enables to proceed to the next step

Step 2: Charter-party

At this stage, the bareboat charter-party must be uploaded.

Click "Upload documentation".

Step 2: Charter-party

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

Step 2: Charter-party: Upload documentation

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

Step 2: Charter-party: Upload documentation

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

Step 2: Charter-party: 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 2: Charter-party: Next enables to proceed to the next step

Step 3: Technical data
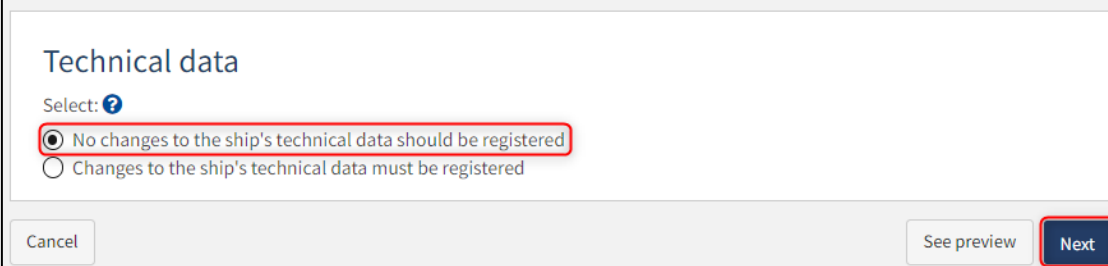
If no changes to the ship's technical data are to be registered, select "No changes to the ship's technical data should be registered".

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 3: Technical data

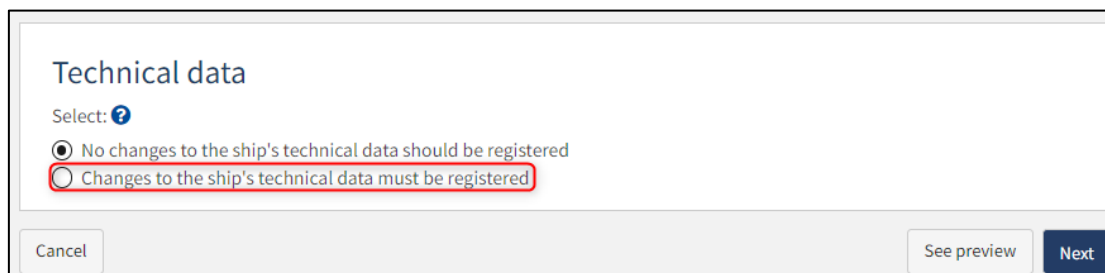# No changes to the ship's technical data should be registered

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

Click "Next".

Step 3: Technical data

Changes to the ship's technical data must be registered

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

Step 3: Technical data

Technical data for a ship must be provided by uploading an international tonnage certificate, if the ship has already been measured by an authorized classification society

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

Click "Upload documentation".

Step 3: 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 3: Technical data: Upload international tonnage certificate

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

Step 3: Technical data: Upload international tonnage certificate

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

Step 3: Technical data: Upload international tonnage certificate

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

Step 3: 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 3: 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 3: Technical data: The report is awaiting Ship Survey, Certification and Manning

Step 4: 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 4: Registration: Accordions that sums up the entered information

It is possible to upload additional documentation.

Step 4: 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 4: Registration: Interdependent reports

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

Step 4: 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 4: 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 4: Registration: The report is awaiting the Ship Registry

Step 5: Certificates

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

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 5: 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 5: Certificates: Request a new CSR Report to be issued

Fill out the form.

Upload documentation by clicking on "Upload CSR here".

Step 5: Certificates: Request a new CSR Report to be issued

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

Step 5: Certificates: Upload documentation

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

Step 5: Certificates: Upload documentation

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

Step 5: Certificates: Upload documentation

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

Step 5: Certificates: Upload documentation

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 5: 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 5: certificates: Order registration certificate