



## Deletion of Bareboat-in prematurely

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

When a bareboat-in 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 ship that has already been bareboated into a Danish ship register 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.

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 charterer of type person:
    - Nationality
    - Email-address\*
    - Address\*
  - For charterer of type company:
    - Information on the signatory / Person authorized to sign for the firm
      - First name
      - Last name
      - Email-address\*
      - Address\*
      - Birthday\*

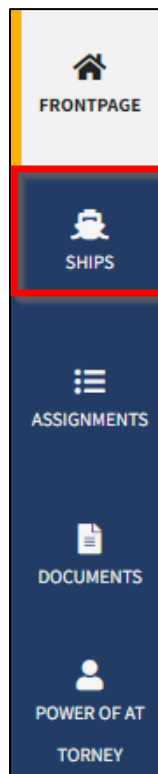
\*First name and last name are always necessary to enter on each party. Email address, residential address and date of birth are necessary if a party is to be invited to sign digitally via MitID.

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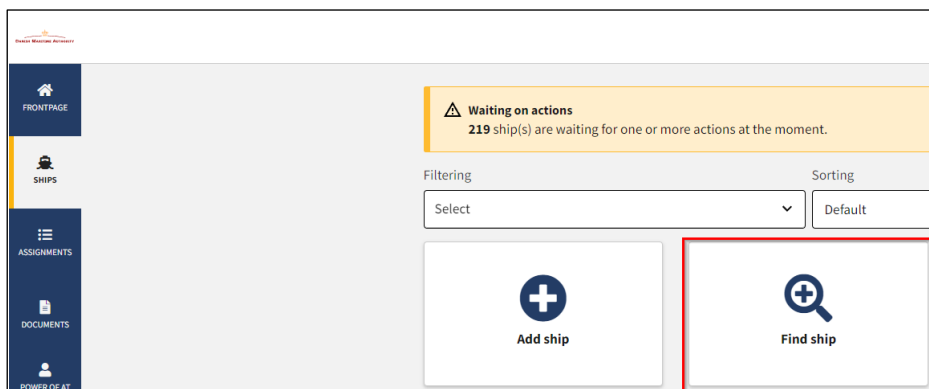
## Start report

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*

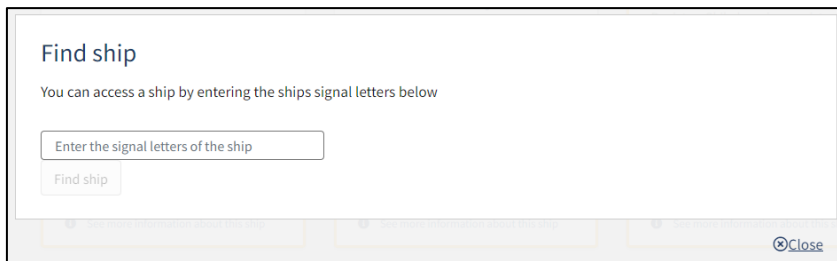
You need to click "Find ship" to find a ship that is already registered.



*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.




*Find ship using signal letters*

Unfold the "Charterer" accordion by clicking on it.



*Detailed view for a bareboat-in ship*

Click the delete icon.

 **OZJM - MARIA**

**Status:** Registered, 2022-12-13 23:59:00 (UTC+01:00)

**Register:** DAS

**Port of registry:** KORSØR

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

**Latest build number:** 83297498290

**Latest year of build:** 2015

**Type of use:** Environmental ship

**Ship register number:** 514983352

[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 Barselsvej 75 2750 Ballerup	2023-01-01	2023-12-31	2022-12-13 23:59:00 (UTC+01:00)	 

*Detailed view for a bareboat-in ship*

## Step 1: Deletion acceptance

Enter a reason for deletion in the "Reason for deletion" field.

The screenshot shows a web interface for 'Deletion acceptance' (Step 1). At the top, there are three progress indicators: '1 Deletion acceptance', '2 Registration', and '3 Certificates'. The main content is divided into several sections:

- Contact information:** A light blue box with a 'Change information' link on the right.
- Ship identification:** A light blue box containing:
  - Name of ship: MARIA
  - Port of registry: KORSØR
  - Signal letters: OZJM
  - Build number: 83297498290
- Commitment of deletion:** A white box with the text: 'To delete the ship from Digital Ship register, owner(s)/Charterer must be invited to sign the deletion.'
  - Registration period start: 2023-01-01
  - Registration period end: 2023-12-31
  - Reason for deletion:** A text input field with a red border.
- Charterer:** A white box containing:
  - Name: Anders Carlsen
  - Country of residence: Danmark
  - Nationality: A dropdown menu.

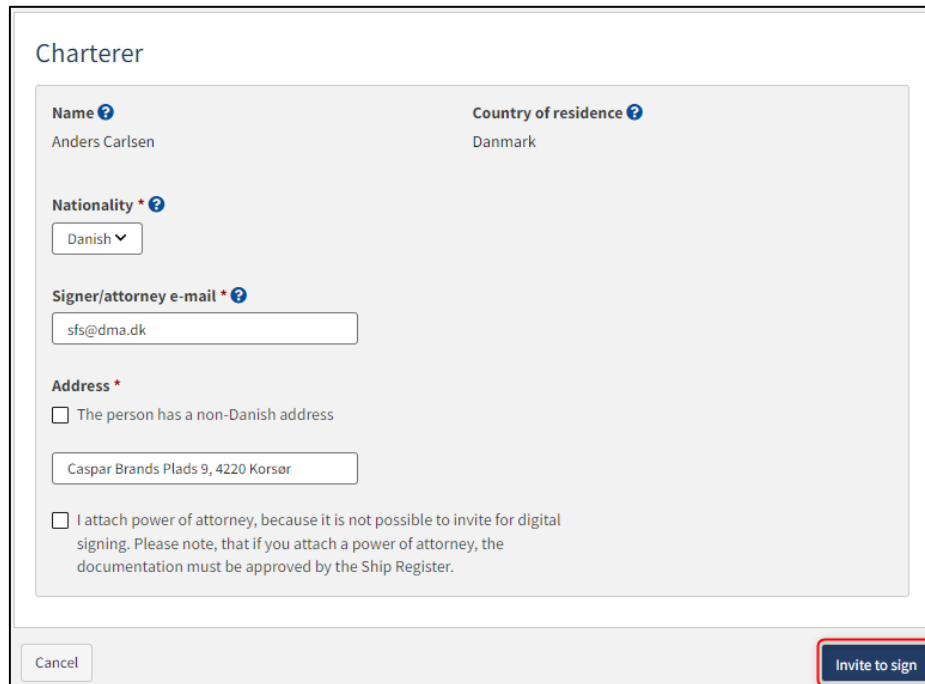
At the bottom, there are 'Cancel' and 'Save and verify' buttons.

### Step 1: Deletion acceptance

Under "Charterer" 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.



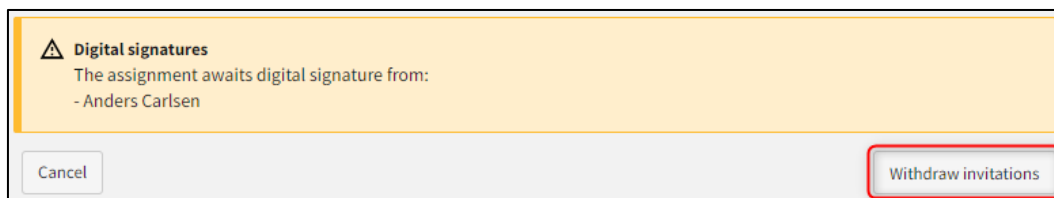
The screenshot shows a form titled "Charterer" with the following fields and options:

- 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.**

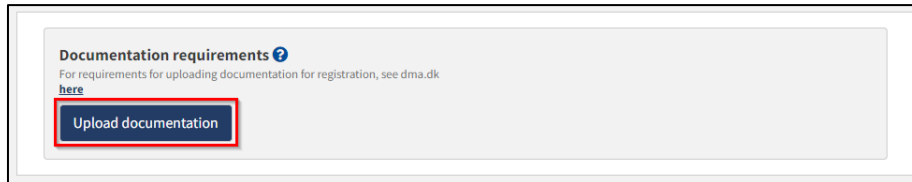
## Attach power of attorney

If there are parties for whom a power of attorney must be attached, it will be possible to upload attachments to the report.

Check the box 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."

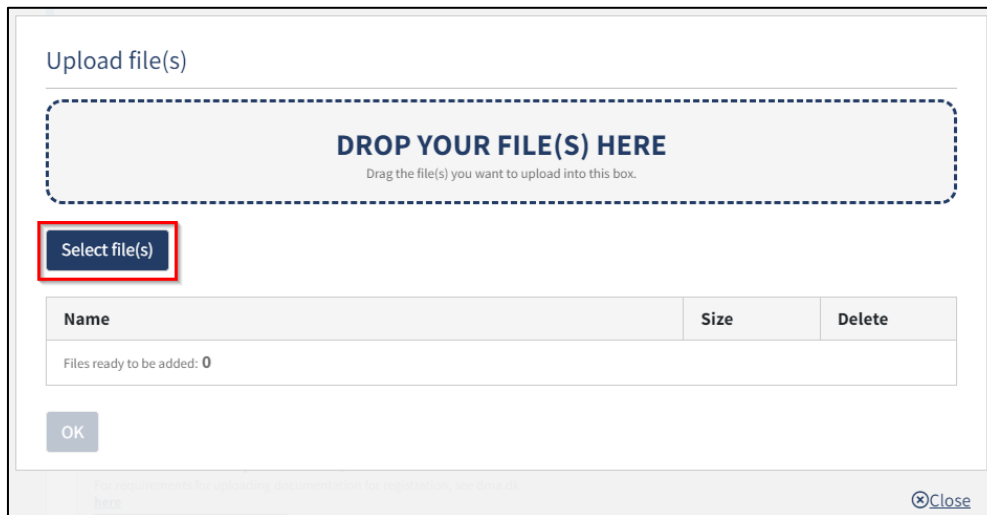
Click "Save and verify".

Click "Upload documentation".



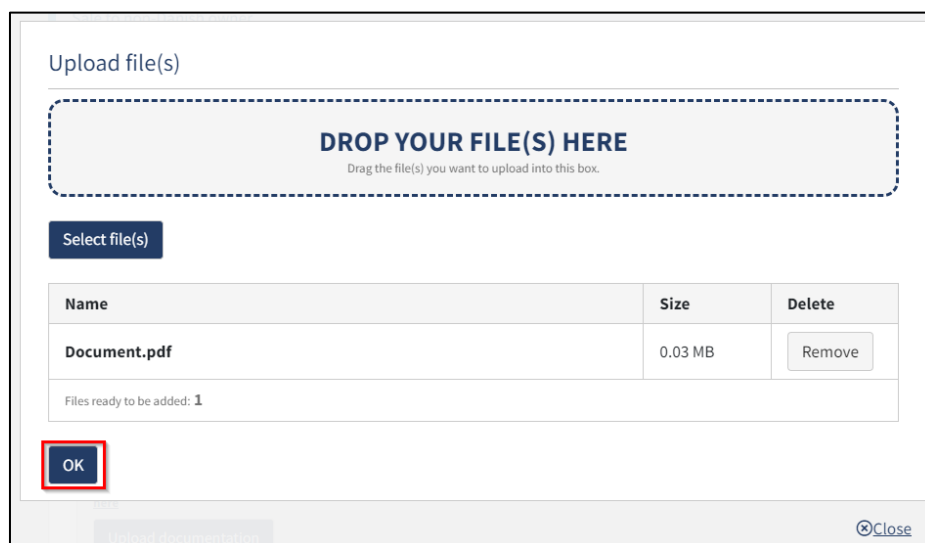
*Upload documentation*

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 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.

[Cancel](#) [Next](#)

*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. 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 notification.

The screenshot shows a web interface with three steps: 1. Deletion acceptance, 2. Registration, and 3. Certificates. The 'Registration' step is active. A blue box titled 'Ship identification' contains the following data:

Name of ship	Port of registry	Signal letters
<b>MARIA</b>	<b>KORSØR</b>	<b>OZJM</b>
Build number	Title register time of reporting	
<b>83297498290</b>	<b>2022-12-13 11:04:12 (UTC+01:00)</b>	

Below this box is a list of four expandable sections, each with a plus sign icon:

- + Register Selection
- + Ship identification
- + Charterer information
- + Commitment of deletion

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.

This screenshot shows the same registration interface as above, but with the 'Interdependent reports' section expanded. It contains a checkbox and a text label:

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. Deletion acceptance, 2. Registration, and 3. Certificates. The 'Registration' step is active. The 'Ship identification' section displays the following details:

Name of ship	Port of registry	Signal letters
MARIA	KORSØR	OZJM
Build number	Title register time of reporting	
83297498290	2022-12-13 11:04:12 (UTC+01:00)	

Below this, there are four expandable sections: Register Selection, Ship identification, Charterer information, and Commitment of deletion. The 'Interdependent reports' section has a checkbox for adding conditions for approval, which is currently unchecked. The 'Messages' section, highlighted with a red border, contains a message box stating: '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 form 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 Register.

1 Deletion acceptance      2 Registration      3 Certificates

### Ship identification

Name of ship <b>MARIA</b>	Port of registry <b>KORSØR</b>	Signal letters <b>OZJM</b>
Build number <b>83297498290</b>	Title register time of reporting <b>2022-12-13 11:04:12 (UTC+01:00)</b>	

- + Register Selection
- + Ship identification
- + Charterer information
- + Commitment of deletion

### 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.

Write message or comment here... [?](#)


**Add message**

**Cancel**      **Request registration**

Step 2: Registration

The notification has now been sent for manual case processing 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. 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.**

 **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: The case is awaiting the Ship Register*

## Step 3: Certificates

If the ship is to be notified of registration in the ship register immediately after this extinction, the Ship Register number must be used. On this page you can find this number. The ship register number can also be found on the ship's detail view. The ship register number must also be used if the ship is to be re-entered in the ship register at a later date.

1 Deletion acceptance      2 Registration      3 Certificates

### Certificate of Nationality

The ships Certificate of Nationality is no longer valid.

**Note, if the ship is to be registered after this deletion the following ship register number must be used: 514983352**

[Go back to ships](#)

### Certificate of Deletion

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 deletion certificate](#)

### CSR Report

Should a CSR Certificate be issued? \* ?

Yes  No

Step 3: Certificates: Download Certificate of Nationality

## Order deletion certificate

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

Next to "Certificate of Deletion" click on "Order deletion certificate".

1 Deletion acceptance

2 Registration

3 Certificates

### Certificate of Nationality

The ships Certificate of Nationality is no longer valid.

**Note, if the ship is to be registered after this deletion the following ship register number must be used: 514983352**

[Go back to ships](#)

### Certificate of Deletion

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 deletion certificate](#)

### CSR Report

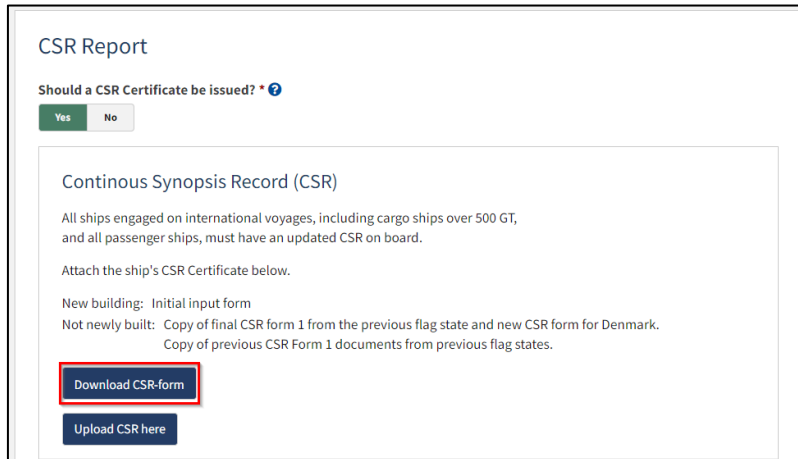
Should a CSR Certificate be issued? \* ?

Step 3: Certificates: Order deletion certificate

## 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.

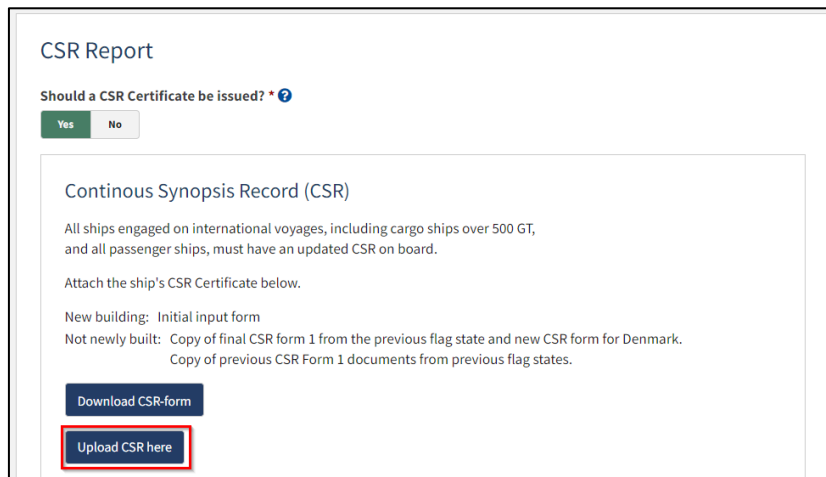
**Download CSR-form**

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.

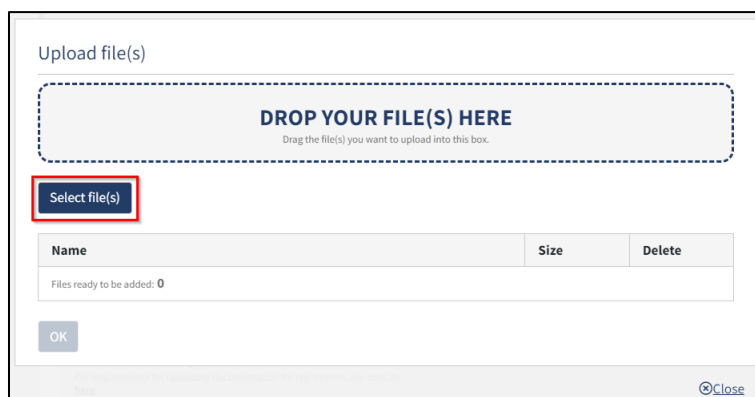
New building: Initial input form  
Not newly built: Copy of final CSR form 1 from the previous flag state and new CSR form for Denmark.  
Copy of previous CSR Form 1 documents from previous flag states.

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...

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[Add message](#)

[Send to manual processing](#)

Step 3: Certificates