

**Order on the signing on and signing off of seafarers,
on the reporting of crew information to the Danish Maritime Authority
and on discharge books**

In pursuance of section 64 a(1), section 64 b(2) and section 70 of the Danish Merchant Shipping Act, cf. consolidated Act no. 742 of 18 July 2005 and by authority of the Danish Minister of Economic and Business Affairs, 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 shall ensure that the following information is reported to the Danish Maritime Authority within 12 hours before signing on or signing off:

- 1) Seafarer's name, civil registration number and position on board.
- 2) Name and distinctive number or letter of ship.
- 3) Whether the seafarer is employed by a shipping company.
- 4) Date when signing on or off.
- 5) In case of signing off, reason for discontinuing service.
- 6) Trading area in which the seafarer has or is to do service.

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

Subsection 4. Reporting in accordance with subsections 1 and 2 shall be done by using the Danish Maritime Authority's system for digital reporting of crew information, which is available from the Danish webpage www.virk.dk, or by using a form approved by the Danish Maritime Authority. The form and associated guidelines are available from the Danish homepage of the Danish Maritime Authority, www.sofartsstyrelsen.dk.

Subsection 5. Subsections 1-4 shall not apply to passenger ships engaged in regular service or to special purpose ships exclusively engaged in voyages between Danish ports.

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 shipping company 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. When a seafarer signs on or 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.

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(1-4) and section 4(1-4) shall be liable to punishment by fine.

Section 10. This Order shall enter into force on 1 May 2008.

Subsection 2. At the same time, Order no. 1029 of 4 December 1996 on signing on and signing off of seafarers, crew lists and discharge books shall be repealed.

Danish Maritime Authority, 17 April 2008
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