



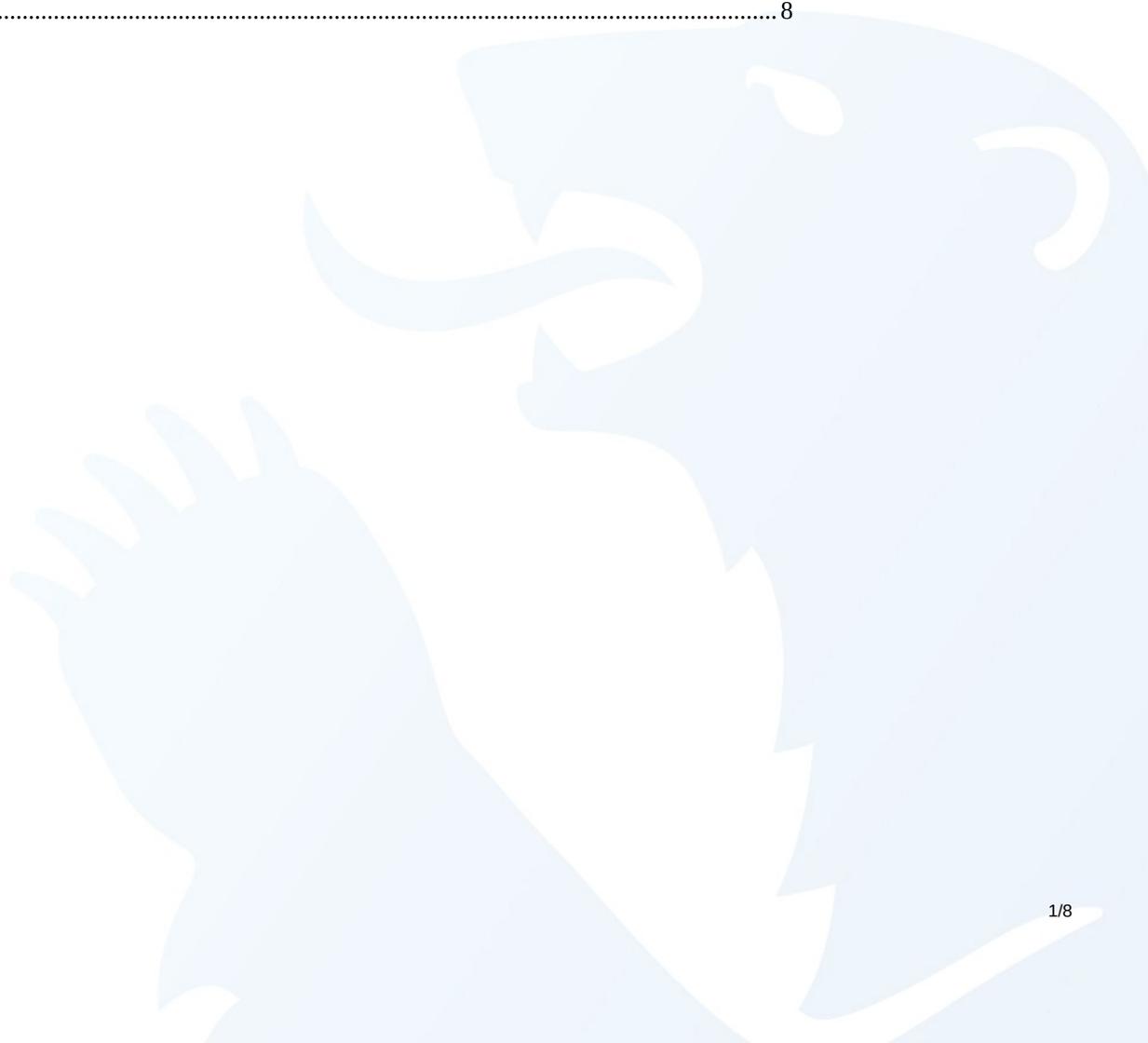
User Guide for the use of Talippoq 2025 - Other ships (E.g. Yachts) -

The following steps will guide captains or other administrative personnel on board “Other ships” (e.g. Yachts) through the process of submitting information regarding the ship’s arrival in Greenland in the system called *Talippoq*. Based on this information, port tax will be charged by the Harbor authority (via your Port Agent, if you use one)

The guide falls in three parts: 1) how to create a profile for “Other ships” in Talippoq, 2) how to fill in information regarding the ships visit in Greenland and submit this information in Talippoq, 3) general ways of payment.

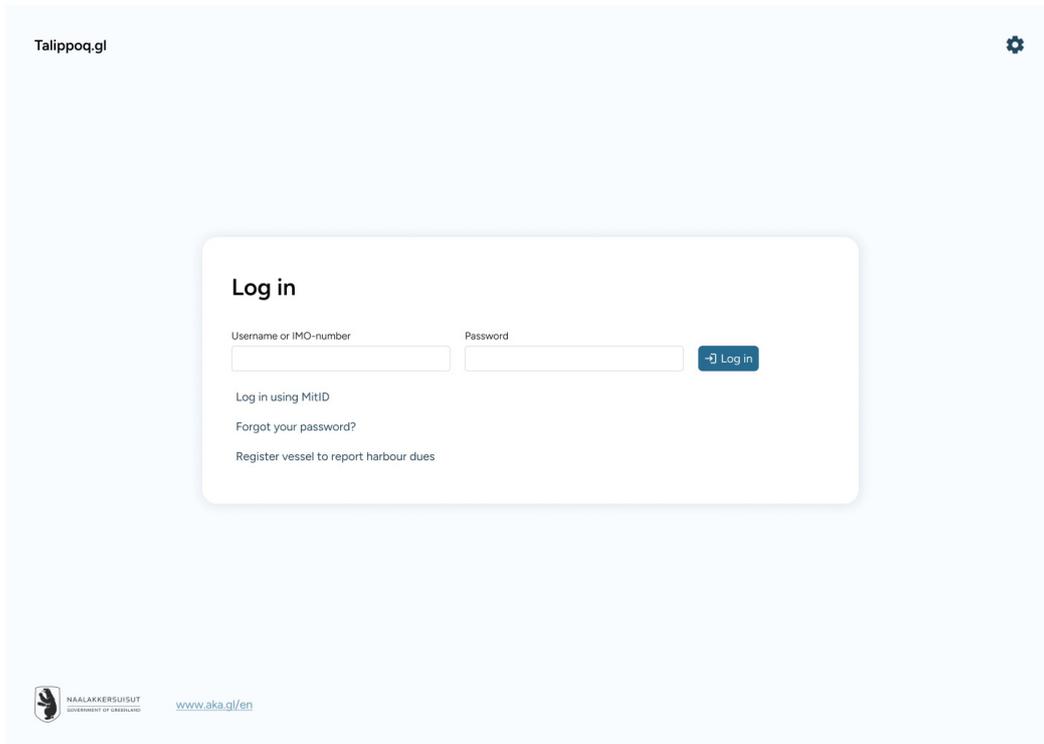
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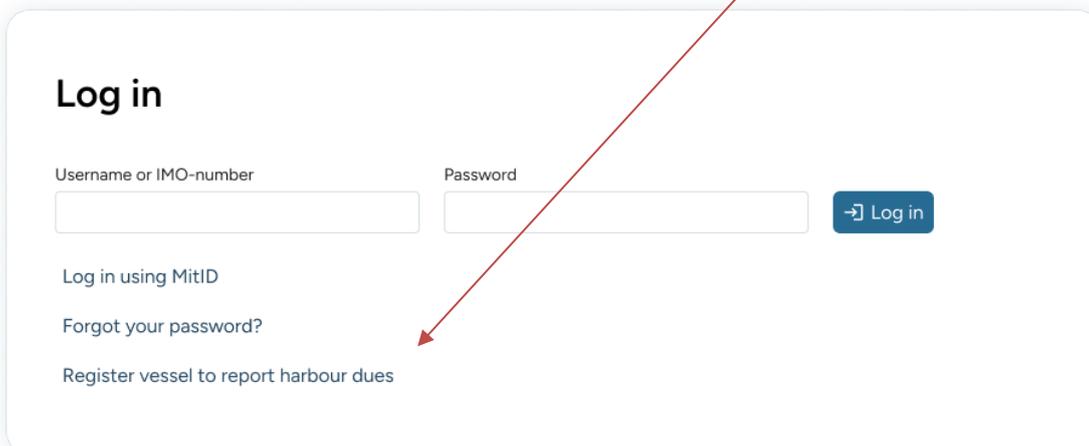


How to create a user for a “Other ships” (E.g. Yachts) in Talippoq

1. Go to talippoq.aka.gl/login You will see this front:



2. The first time you log in to Talippoq, you need to register the vessel in the system. You do that from the login front page:



- By clicking “Register vessel to report harbour dues” a new page opens . Here you type in the following information:

Register vessel to report harbour dues

Vessel details

IMO-number
5000940

Vessel type
Other vessel

Vessel name
Pearl of the sea

Vessel owner
Rachel Hill

Vessel captain
Bruno Fernandes

Gross tonnage
110

Contact person details

First name
Bruno

Last name
Fernandes

Email
brun@sea.com

Password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation

Enter the same password as before, for verification.

- Type in the IMO-number of the vessel
- Choose the vessel type from the drop down menu.
- Type in the full name of the vessel, vessel owner and vessel captain
- Type in the Gross Tonnage of the vessel.
- Type in the first and last name of the contact person of the ship. E.g. the chief purser
- Type in an email address. We recommend using an email *not excluded to a single person* in case of changes in personal of the ship/shipping company
- Type in a password following the requirements. Repeat the password to confirm.
- Click “create”

Talipooq.gl

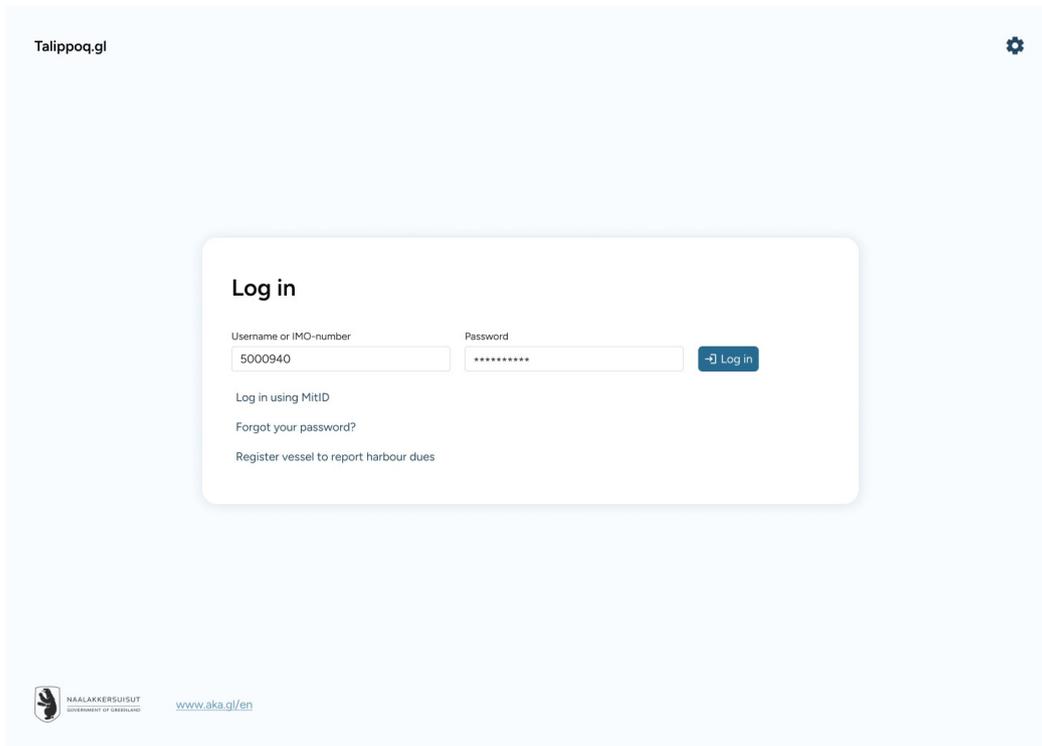
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- You have now created the vessel in Talipooq. This means that you can login from the front-login-page using the IMO-number of the ship and the self-chosen password.

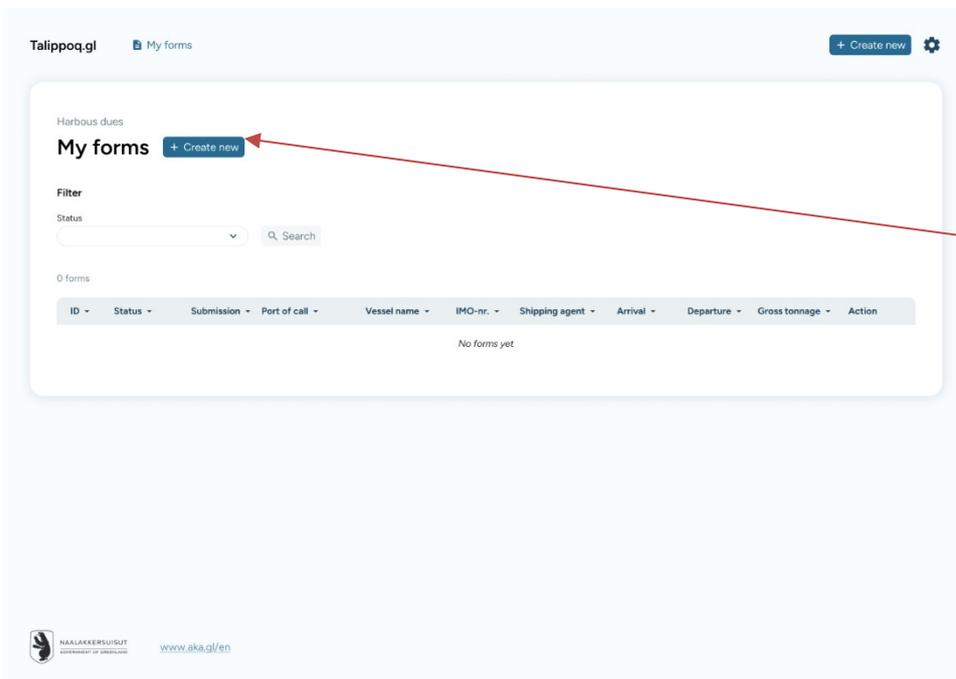
How to fill out and submit information in Talippoq

In the following step-by-step guide you will be introduced to the process of filling out and submitting information in Talippoq as a purser/captain of a ship. We follow the vessel “Pearl of the Sea”

- 1) Go to talippoq.aka.gl/login and login with IMO-number and password.



- 2) As soon as you log in as a ship, you see an overview list of all of your submissions. In the case of “Pearl of the Sea” there have not been any submissions yet. Hence, the list is empty.



Click here to create a new submission.

3) By clicking “Create new” a new front appears. Fill out the page following these steps:

Talipqoq.gl My forms + Create new

Harbour dues > Create new harbour dues form

Create new: Form 155

Port of call	Maniitsq (Royal Arctic Line A/S)	Nationality	Bermuda
Vessel name	Pearl of the sea	IMO-number	5000940
Vessel owner	Rachel Hill	Vessel captain	Bruno Fernandes
Shipping agent	Greenland Escape	Gross tonnage	110
Arrival date and time	11/12/2024 15:29	Departure date and time	12/12/2024 20:29
Vessel type	Other vessel		

> Forward to agent

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1. Choose your port of call from a drop-down menu.

2. Choose nationality of the ship from the drop-down menu.

3. Vessel name and IMO-number is automatically filled out as you log in.

4. Full name on the owner and captain of the vessel is automatically filled out as you log in

5. **IF** you use a port agent during your visit in Greenland – choose the agent from the drop-down menu.

6. Add expected arrival and departure time and date.

7. Gross tonnage of the vessel is automatically filled out as you log in.

8. Vessel type is automatically filled out as you login.

9. Click on “Forward”

- 4) By clicking “Forward to Agent” you have now forwarded the submission your port agent, who will forward it to the harbour authority at your port of call. On this page you can see the details of your submission as follows:

The screenshot shows a web interface for 'Talipooq.gl' with a 'My forms' section. The main content is a 'Harbour dues' submission form for 'Form 155'. The form title is 'Harbour dues - 155' and 'Umiarsualivimmut Akileraaruti - 155', dated December 9, 2024. The submission status is 'Draft'. The form details include:

- Port of call:** Umiarsualivik nunaliffik, Maniitsoq (Royal Arctic Line A/S)
- Nationality:** Sumiuususeq, Bermuda
- Vessel:** Angallat, Name / Ateq: Pearl of the sea, Registration / nalunaarsomeqarermullu normua: 5000940
- Owner:** Piginnittoq, Rachel Hill
- Master:** Umiarsuup naalagaa, Bruno Fernandes
- Shipping agent/company:** Umiarsuaatileqatigiiffik, Greenland Escape
- Time of arrival:** Piffisasaq nunaliffik, Date / Ullaq: 11/12/2024, Time / Nalunaaqutaq: 15:29
- Time of departure:** Piffisasaq aallarfissaq, Date / Ullaq: 12/12/2024, Time / Nalunaaqutaq: 20:29

Below the form is a table for 'Other vessel' (Umiarsuaq alla) showing dues calculation:

Gross Tonnage (GT) Bruttoton(s) (BT)	Weeks started Sap. Ak. qassissaat	DKK per/BT BT-mut ataatsimut DKK	Dues Akileraarutit
110	1	0,70 DKK	77,00 DKK
Total fee			77,00 DKK

Annotations with arrows point to various elements: 'My forms' at the top left, the submission title and date, the status 'Draft', the vessel details, the arrival/departure times, the total fee, and the 'My forms' link again at the bottom right.

The status of the submission is shown here. It will change, when the Harbour authorities approves it. This way, you can follow the submission in the process.

ID and date are shown here.

The details of the ship are shown here

The total amount due is shown here

By clicking “My forms” at the top of the page, you return to the front page of the ship’s user profile in Talipooq.

- 5) By clicking “My forms” you have returned to the front page of the ship’s user profile in Talipooq.

Talippoq.gl My forms [+ Create new](#) ⚙️

Harbours dues

My forms [+ Create new](#)

Filter

Status Search

1 form

ID	Status	Submission	Port of call	Vessel name	IMO-nr.	Shipping agent	Arrival	Departure	Gross tonnage	Action
155	Draft	12/09/2024	Maniitsoq (Royal Arctic Line A/S)	Pearl of the sea	5000940	Greenland Escape	12/11/2024 3:29 p.m.	12/12/2024 8:29 p.m.	110	Show

1-1 of 1 form

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Here you see all your submissions in Talippoq as well as the status of the submission.

At this moment, you have only submitted one submission, hence only one submission is shown.

The list will grow longer with every submission you submit.

You can see the details of your submission by clicking “Show”.

IF you want to create a new submission, click on “Create new”.

- The Harbour authority sends an invoice to your agent.
- The Agent pays on your behalf

You do not have a port agent:

- The harbour authority sends an invoice to your contact information email
- You pay the invoice directly to the harbour authority.

Questions?

If you have any questions regarding the use of Talippoq or taxes and fees in Greenland in general, please contact AKA-oekonomi@nanoq.gl with st@magenta.gl CC. You can also call +299 346510 or secondary +45 54555416. It is always a good idea to contact your agent as well.