NAALAKKERSUISUT GOVERNMENT OF GREENLAND



User Guide for Cruise ships using "Talippoq" when visiting Greenland

The following steps will guide pursers or other administrative personnel on board cruise ships through the process of submitting information regarding the ship's arrival in Greenland in the system called Talippoq. Based on this information, port tax, PAX tax and environmental and maintenance fee will be charged by the Harbor authority (via your Port Agent, if you use one) The guide falls in two parts: 1) how to create a profile for a cruise ship in Talippoq, 2) how to fill in information regarding the ships visit in Greenland and submit this information in Talippoq. The second part is divided into two sections regarding a) Visiting an official harbour in Greenland and b) visiting a location that is not an official harbour in Greenland.

List of content

1. How to create a user for a cruise ship in Talippoq2	
2. How to fill out and submit information in Talippoq4	
2a. Visiting an official harbour in Greenland: How to register harbour dues	4
2b. Visiting a location that is not an official harbour in Greenland: How to register harbour dues	9
Questions?	

<u>1. How to create a user for a cruise ship in Talippoq</u>

1. Go to <u>https://talippoq.aka.gl/login</u> You will see this front:

			About English
Log in			
Username or IMO number	Password	Log in	
Log in using MitID			
Forgot your password? Register vessel to report harbour dues			

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:

Log in
Username or IMO number Password Log in
Log in using MitID Forgot your password? Register vessel to report harbour dues

3. By clicking "Register vessel to report harbour dues" a new page opens up. Here you type in the following information:

Register vessel to report harbour dues Vessel details MO-number	1. Type in the IMO-number of the vessel
Vessel type Cruise ship Vessel name	2. Choose the vessel type from the drop down menu.
MV Münich Vessel owner Paulus Paulusen Vessel captain	3 Type in the full name of the vessel, vessel owner and ves- sel captain
Otto Peterse	4. Type in the Gross Tonnage of the vessel.
Contact person details First name Patrick Last name Patrick	5. Type in the first and last name of the contact person of the ship. E.g. the chief purser
Email Patrick@munich.com Password · Your password can't be too your other personal information. · Your password can't be a commonly used password. · Your password can't be antity numeric.	6. Type in an email address. We recommend using an email <u>not excluded</u> to a single person in case of changes in personal of the ship/shipping company
Enter the same password as before, for verification.	7. Type in a password follow- ing the requirements. Repeat the password to confirm.
	8. Click "create"

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

2. 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 of a ship. We follow the vessel "MV Munich"

The user guide explains two scenarios: 1)Visiting a habour in Greenland and 2) visiting a location, that isn't an official harbour.

2a. Visiting an official harbour in Greenland: How to register harbour dues

Scenario: The ship makes a disembarkation to an environmental and Maintenance (Aappilattoq) and a call to a port (Narsaq) afterwards. Both disembarkations must be submitted on the same submission as described below.

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

Talippoq.gl				🖶 English 🗸 💋
	Log in			
	8639352		-) Log in	
	Log in using MitID Forgot your password?			
	Register vessel to report harbour	dues		

2) As soon as you log in as a ship, you see an overview list of all of your submissions.

Talippoq.gl	🖹 My forms	🖹 Rates 🖌 Ed	lit master data		+ Crea	te new 🛛 🐵	English 🗸 I	Θ					
My Filters Status	forms 🔫	Create new									 Click here new submi	to create ssion.	a
(v v	Q Search											
22 form	Status	Submitted	Port of call	Vessel	IMO-no	Shipping	Arrival	Departure	Gross	Operation			
201	Draft	03/04/2025	Ittoqqortoormiit (KNI Pilersuisoq	MV Münich	8639352	Blue Water	03/04/2025 8:15 a.m.	03/04/2025 2:15 p.m.	35000	Show			
204	Draft	03/04/2025	A/S)	MV Münich	8639352	Blue Water Shipping	_	-	35000	Show			
202	Draft	03/04/2025	Narsarsuaq (Greenland Airports)	MV Münich	8639352	Blue Water Shipping	03/05/2025 1:35 p.m.	03/05/2025 7:35 p.m.	35000	Show			
200	Draft	03/03/2025	Aasiaat (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/05/2025 3:36 p.m.	03/07/2025 3:36 p.m.	35000	Show			
197	Draft	03/03/2025	Upernavik (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/10/2025 12:57 p.m.	03/11/2025 4:57 p.m.	35000	Show			
196	Draft	03/03/2025	Upernavik (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/05/2025 12:45 p.m.	03/05/2025 6:45 p.m.	35000	Show			
198	Draft	03/03/2025	Narsarsuaq (Greenland Airports)	MV Münich	8639352	Blue Water Shipping	03/11/2025 1 p.m.	03/12/2025 1:05 p.m.	35000	Show			
180	Draft	02/19/2025	Ilulissat (Royal Arctic Line A/S)	MV Münich	8639352	s 	02/19/2025 12:22 p.m.	02/20/2025 9:22 a.m.	35000	Show			
179	Draft	02/19/2025	Ilulissat (Royal Arctic Line A/S)	MV Münich	8639352	-	02/19/2025 12:22 p.m.	02/20/2025 9:22 a.m.	35000	Show			
181	Draft	02/19/2025	Ittoqqortoormiit (KNI Pilersuisoq A/S)	MV Münich	8639352	-	02/21/2025 12:25 p.m.	02/21/2025 12:25 p.m.	35000	Show			
152	Draft	12/02/2024	Sisimiut (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	12/02/2024 1:51 p.m.	12/02/2024 5:55 p.m.	35000	Show			
142	Draft	11/12/2024	Kangerlussuaq (Sikuki Harbour A/S)	MV Münich	8639352	Blue Water Shipping	11/12/2024 11:04 a.m.	11/12/2024 3:04 p.m.	35000	Show			
131	Draft	10/02/2024	Narsarsuaq (Greenland Airports)	MV Münich	8639352	Blue Water Shipping	10/02/2024 9:35 a.m.	10/03/2024 7:30 a.m.	35000	Show			
128	Draft	09/23/2024	Qasigiannguit (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	09/23/2024 10:30 a.m.	09/24/2024 9:30 a.m.	35000	Show			
102	Draft	08/27/2024	Maniitsoq (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	08/28/2024 2:30 p.m.	08/29/2024 12:30 p.m.	35000	Show			
189	Awaiting	02/21/2025	Narsarsuaq (Greenland Airports)	MV Münich	8639352	-	02/06/2025 8 a.m.	02/07/2025 8 a.m.	35000	Show			
184	Awaiting	02/20/2025	-	MV Münich	8639352	-	-	-	35000	Show			
183	Awaiting	02/20/2025	Kangaatsiaq (KNI Pilersuisoq A/S)	MV Münich	8639352	—	02/21/2025 10:10 a.m.	02/22/2025 3:10 p.m.	35000	Show			
178	Awaiting	02/19/2025	Ilulissat (Royal Arctic Line A/S)	MV Münich	8639352	-	02/19/2025 12:22 p.m.	02/20/2025 9:22 a.m.	35000	Show			
156	Awaiting	12/12/2024	Nuuk (Sikuki Harbour A/S)	MV Münich	8639352	Blue Water Shipping	12/12/2024 10:30 a.m.	12/13/2024 5:30 p.m.	35000	Show			
203	Approved	03/04/2025	Aasiaat (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/04/2025 1:38 p.m.	03/04/2025 7:38 p.m.	35000	Show			
110	Approved	08/30/2024	Aasiaat (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	08/31/2024 10:10 a.m.	09/01/2024 1 p.m.	35000	Show			

3) By clicking "Create new" a new front appears. Notice that most boxes has been pre-filled out from the master data of the ship. Fill out the page following these steps:

Talippoq.gl 🗈 My forms 🛢 R	Rates 🕜 Edit master data	+	Create new ⊕ English ∨	θ	
Harbor dues > Form Harbour Dues/Pe Port of call Vessel name	ort Tax Narsaq ~ MV Münich	Nationality IMO-no.	Bahamas V 8639352		1. Choose your port of call from a drop- down menu. If you don't visit a port <u>at all</u> but another area in Greenland, such as a na- ture site: tick the "no port of call" box. See
Vessel owner Shipping agent Arrival date/time Vessel type ①	Paulus Paulsen Blue Water Shippin v 13-03-2025 15:07 Cruise ship v	Vessel captain Gross tonnege Departure date/time	Otto Petersen 35000 13-03-2025 20:07		 2. IF you use a port agent during your visit in Greenland – choose the agent from the drop-down menu.
Cruise Ships: Passeng	ger Tax ("Pax Tax")				3. Add expected arrival and departure time and date.
Total number of passengers Japan Malaysia Australia	 500 200 200 200 50 				4. Fill in the total number of passengers on board the ship at the time of the call. (500)
Indonesia Cruise Ships: Environ Narsaq (Kujalleq) Aappilattoq (Kujalleq)	 50 mental and Mainten 500 500 	ance Fee			 5. Distribute the total number of passengers on their specific nationality. In this case, "MV Münich" has passengers from: Japan (200) Malaysia (200) Australia (50) Indonesia(50)
Forward to agent					 6. Environmental and Maintenance Data: Choose the Port of call (Narsaq) from the drop down menu. Fill in the number of passangers on board at the time of arrival to the port of call. (500)
					7. If the ship has made disembarkation to land at any of the listed locations before reaching the Port of call, you must fill in <u>the number of passengers on board</u> the ship at the time of this disembarkation.
					In the case of "MV Münich": The vessel made a disembarkation of passengers in Aappilattoq. Fill in the total number of passanger onboard at the time of disembarkation I Aappilattoq (500)
					8 . Click on "forward to agent". Hereby you send the submission to the port agent chosen above.

4) By clicking "Submit" you have now forwarded the submission to your agent. On this page you can see the details of your submission as follows:



5) By clicking "My forms" you have returned to the front page of the ship's user profile in Talippoq.

Talippoq.	gl	My forms	🛿 Rates 🕜 Edi	t master data		+ Creat	e new 🛛 🕀	English 🗸	9		
			_								
M	y to	rms + a	reate new								
Statu	s s		O. Creat								
		••)	Q Search								
23 fo	orms				Vessel		Shipping			Gross	
IC)	Status	Submitted	Port of call	name	IMO-no.	agent	Amval	Departure	tonnage	Operation
20	05	Draft	03/04/2025	Narsaq (Royal Arctic Line A/S)	MV Münich	8639352	Water Shipping	03/13/2025 3:07 p.m.	03/12/2025 8:07 p.m.	35000	Show
21	04	Draft	03/04/2025		MV Münich	8639352	Blue Water Shipping			35000	Show
20	03	Approved	03/04/2025	Aasiaat (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/04/2025 1:38 p.m.	03/04/2025 7:38 p.m.	35000	Show
20	02	Draft	03/04/2025	Narsarsuaq (Greenland Airports)	MV Münich	8639352	Blue Water Shipping	03/05/2025 1:35 p.m.	03/05/2025 7:35 p.m.	35000	Show
20	01	Draft	03/04/2025	lttoqqortoormiit (KNI Pilersuisoq A/S)	MV Münich	8639352	Blue Water Shipping	03/04/2025 8:15 a.m.	03/04/2025 2:15 p.m.	35000	Show
20	00	Draft	03/03/2025	Aasiaat (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/05/2025 3:36 p.m.	03/07/2025 3:36 p.m.	35000	Show
19	8	Draft	03/03/2025	Narsarsuaq (Greenland Airports)	MV Münich	8639352	Blue Water Shipping	03/11/2025 1 p.m.	03/12/2025 1:05 p.m.	35000	Show
19	97	Draft	03/03/2025	Upernavik (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/10/2025 12:57 p.m.	03/11/2025 4:57 p.m.	35000	Show
19	6	Draft	03/03/2025	Upernavik (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	03/05/2025 12:45 p.m.	03/05/2025 6:45 p.m.	35000	Show
18	39	Awaiting	02/21/2025	Narsarsuaq (Greenland Airports)	MV Münich	8639352	_	02/06/2025 8 a.m.	02/07/2025 8 a.m.	35000	Show
18	34	Awaiting	02/20/2025		MV Münich	8639352				35000	Show
18	33	Awaiting	02/20/2025	Kangaatsiaq (KNI Pilersuisoq A/S)	MV Münich	8639352	_	02/21/2025 10:10 a.m.	02/22/2025 3:10 p.m.	35000	Show
18	31	Draft	02/19/2025	Ittoqqortoormiit (KNI Pilersuisoq A/S)	MV Münich	8639352	-	02/21/2025 12:25 p.m.	02/21/2025 12:25 p.m.	35000	Show
18	80	Draft	02/19/2025	Ilulissat (Royal Arctic Line A/S)	MV Münich	8639352	_	02/19/2025 12:22 p.m.	02/20/2025 9:22 a.m.	35000	Show
17	9	Draft	02/19/2025	Ilulissat (Royal Arctic Line A/S)	MV Münich	8639352	_	02/19/2025 12:22 p.m.	02/20/2025 9:22 a.m.	35000	Show
17	'8	Awaiting	02/19/2025	Ilulissat (Royal Arctic Line A/S)	MV Münich	8639352	-	02/19/2025 12:22 p.m.	02/20/2025 9:22 a.m.	35000	Show
15	56	Awaiting	12/12/2024	Nuuk (Sikuki Harbour A/S)	MV Münich	8639352	Blue Water Shipping	12/12/2024 10:30 a.m.	12/13/2024 5:30 p.m.	35000	Show
15	52	Draft	12/02/2024	Sisimiut (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	12/02/2024 1:51 p.m.	12/02/2024 5:55 p.m.	35000	Show
14	12	Draft	11/12/2024	Kangerlussuaq (Sikuki Harbour A/S)	MV Münich	8639352	Blue Water Shipping	11/12/2024 11:04 a.m.	11/12/2024 3:04 p.m.	35000	Show
13	81	Draft	10/02/2024	Narsarsuaq (Greenland Airports)	MV Münich	8639352	Blue Water Shipping	10/02/2024 9:35 a.m.	10/03/2024 7:30 a.m.	35000	Show
12	28	Draft	09/23/2024	Qasigiannguit (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	09/23/2024 10:30 a.m.	09/24/2024 9:30 a.m.	35000	Show
11	0	Approved	08/30/2024	Aasiaat (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	08/31/2024 10:10 a.m.	09/01/2024 1 p.m.	35000	Show
10	02	Draft	08/27/2024	Maniitsoq (Royal Arctic Line A/S)	MV Münich	8639352	Blue Water Shipping	08/28/2024 2:30 p.m.	08/29/2024 12:30 p.m.	35000	Show

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

You can see the details of your submission by clicking the ID number (left side of the page)

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

6) Your Port Agent will charge you the total amount due and pay the fee on your behalf to the Greenlandic authorities.

2b. Visiting a location that is not an official harbour in Greenland: How to register harbour dues

Scenario: The ship only visits an environmental and maintenance location, meaning it doesn't reach one of Greenlands 19 official harbours. In this case, the ship only has to pay Env. and Maintenance fees. An example could be: Ship coming from Canada, disembarking passangers in Tasiusaq, south Greenland and then heading to Iceland.

1) As soon as you log in as a ship, you choose "+Create new".

	Port Tax			 1) Choose "No port of call" from drop-down menu.
Port of call	No port of call	Nationality	Bahamas v	
Vessel name	MV Münich	IMO-no.	8639352	2) Choose your shipping agent the list
Vessel owner	Paulus Paulsen	Vessel captain	Otto Petersen	
Shipping agent	Blue Water Shippin 🗸	Gross tonnage	35000	
Arrival date/time	dd-mm-åååå:	Departure date/time	dd-mm-åååå:	
Vessel type 👔	Cruise ship v			3) Fill in the number of passengers and
Cruise Ships: Passe	nger Tax ("Pax Tax") s 1000	•		nationalities. In this case- since you are visiting an Env. And Main. Location won't be charged any PAX TAX.
Japan	✓ 500			
	✓ 500			4) Fill in the number of passengers a time of disembarkation (1000. Choos
Australia				correct location from the list. (Tasiusa
Australia				correct location from the list. (Tasiusa
Australia Cruise Ships: Enviro	onmental and Mainten	ance Fee		correct location from the list. (Tasiusa

2) By clicking "Forward to agent" your receipt is shown.



Questions?

If you have any questions regarding the use of Talippoq or taxes and fees in Greenland in general, please contact <u>aka-talippoq@nanoq.gl</u> with <u>st@magenta.gl</u> CC. You can also call +299 345761 or secondary +45 54555416. It is always a good idea to contact your agent as well.