



# User Guide for the use of Talippoq 2025 - Freighter ships -

The following steps will guide captains or other administrative personnel on board Freighter 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 will be charged by the Harbor authority (via your Port Agent, if you use one)

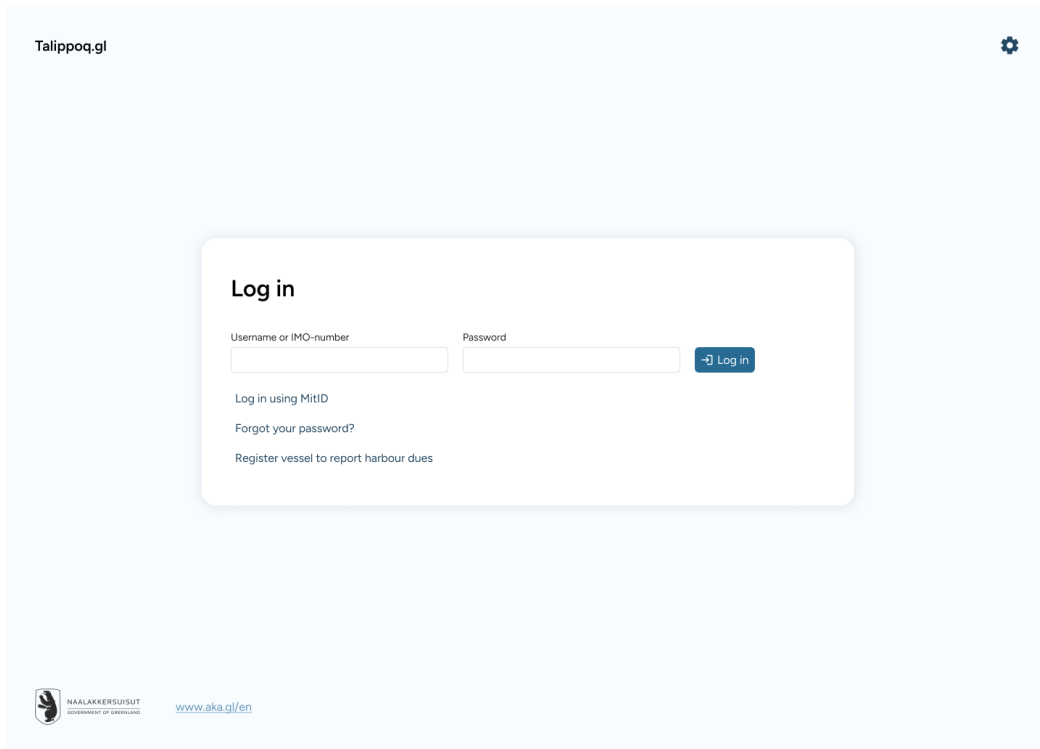
The guide falls in three parts: 1) how to create a profile for a Freighter ships in Talippoq, 2) how to fill in information regarding the ships visit in Greenland and submit this information in Talippoq, 3) general ways of payment.

## List of content

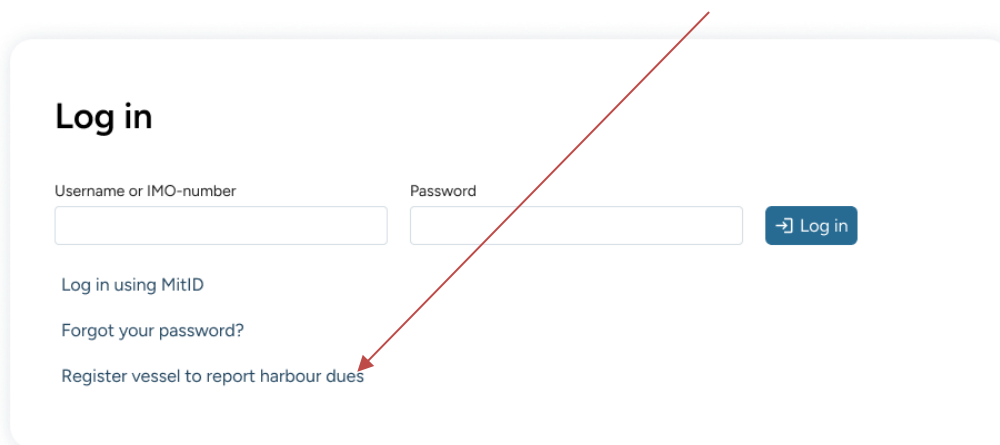
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# How to create a user for a Freighter ships in Talippoq

1. Go to [talippoq.aka.gl/login](https://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  
5001011

Vessel type  
Freighter

Vessel name  
The Cargo Ship

Vessel owner  
Ralph Peterson

Vessel captain  
Ian Harding

Gross tonnage  
25000

**Contact person details**

First name  
Ian

Last name  
Harding

Email  
cargoship@ship.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.

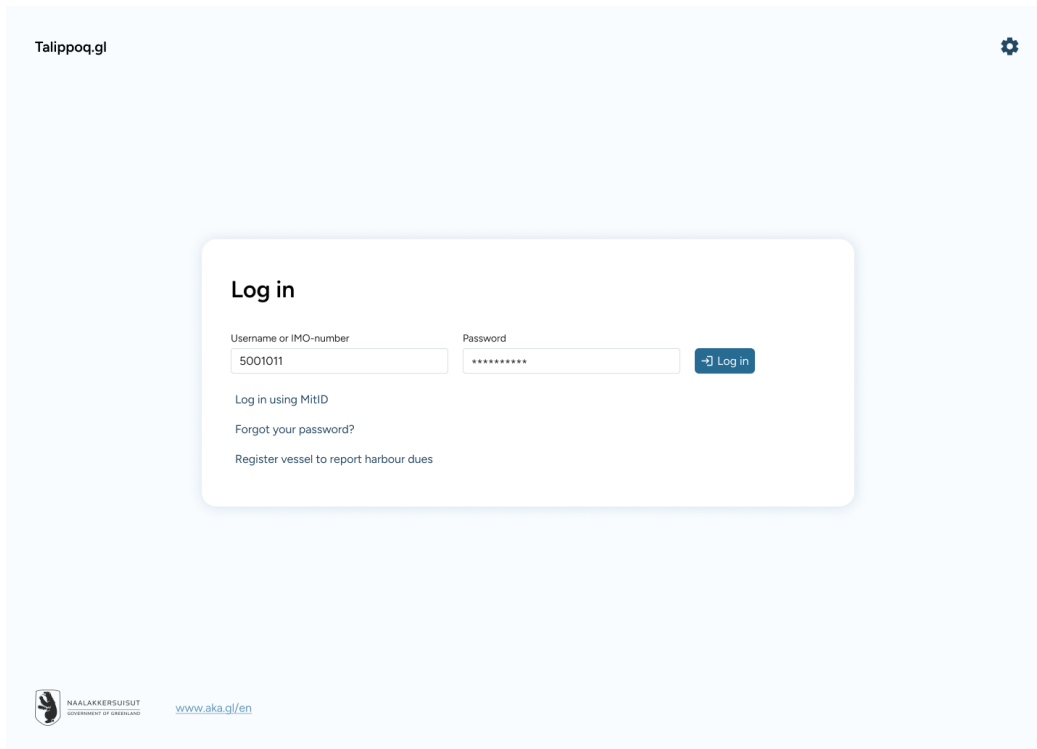
- Type in the IMO-number of the vessel
- Choose the vessel type from the drop down menu.
- Type in the full name of the vessel, vessel owner and vessel captain
- Type in the Gross Tonnage of the vessel.
- Type in the first and last name of the contact person of the ship. E.g. the chief purser
- Type 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”

- 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

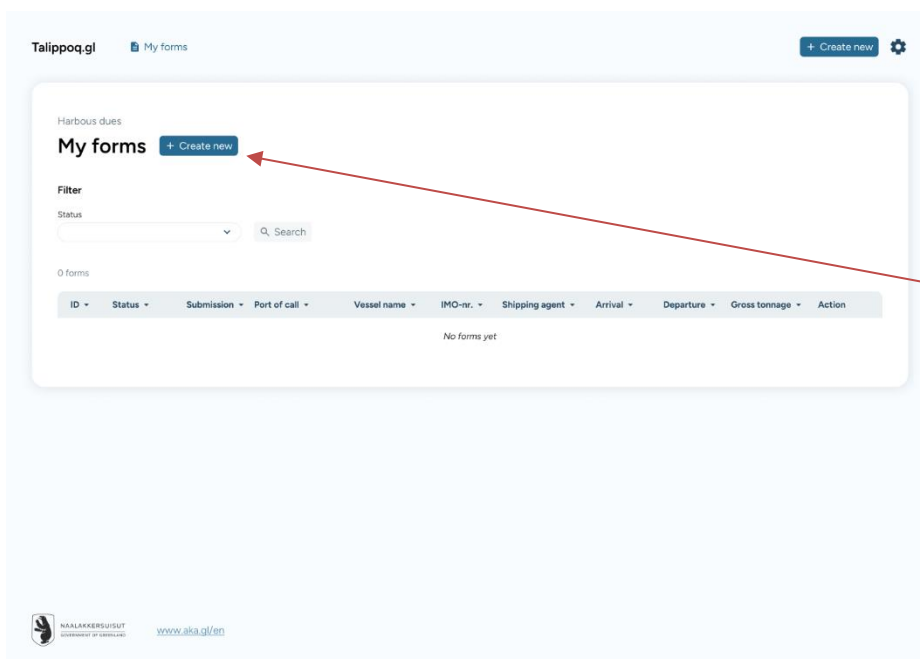
In the following step-by-step guide you will be introduced to the process of filling out and submitting information in Talippoq as a purser of a ship. We follow the vessel “The Cargo Ship”

- 1) Go to [talippoq.aka.gl/login](https://talippoq.aka.gl/login) and login with IMO-number and password.



The screenshot shows the login page for Talippoq. At the top left is the text "Talippoq.gl" and at the top right is a gear icon. The main content is a white box titled "Log in". Inside this box, there are two input fields: "Username or IMO-number" containing "5001011" and "Password" containing "\*\*\*\*\*". To the right of the password field is a blue button with a right-pointing arrow and the text "Log in". Below the input fields, there are three links: "Log in using MitID", "Forgot your password?", and "Register vessel to report harbour dues". At the bottom left of the page is the logo for NAALAKKERSUISUT (MINISTRY OF MARITIME) and the URL "www.aka.gl/en".

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



The screenshot shows the "My forms" page in Talippoq. At the top left is "Talippoq.gl" and "My forms". At the top right is a blue button with a plus sign and the text "+ Create new" and a gear icon. The main content is a white box titled "Harbour dues" and "My forms" with a blue "+ Create new" button. Below this is a "Filter" section with a "Status" dropdown menu and a "Search" input field. Below the filter is a table header with columns: "ID", "Status", "Submission", "Port of call", "Vessel name", "IMO-nr.", "Shipping agent", "Arrival", "Departure", "Gross tonnage", and "Action". Below the table header, it says "0 forms" and "No forms yet". A red arrow points from a text box on the right to the "+ Create new" button.

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 154

Port of call	Nuuk (Sikuki Harbour A/S)	Nationality	Greenland
Vessel name	The Cargo Ship	IMO-number	5001011
Vessel owner	Ralph Peterson	Vessel captain	Ian Harding
Shipping agent	AGENT	Gross tonnage	25000
Arrival date and time	09/12/2024 14:45	Departure date and time	10/12/2024 15:45
Vessel type	Freighter		

> Submit Save as draft

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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 “Submit”

- 4) By clicking “Submit” you have now forwarded the submission the harbour authority at your port of call. On this page you can see the details of your submission as follows:

Talippoq.gl My forms + Create new

Harbour dues > Form 154

**Harbour dues - 154**  
Umiarsualivimmut Akileraaruti - 154  
December 9, 2024

Draft Edit

**Harbour dues**  
Umiarsualivimmut Akileraarutit

**Port of call**  
Umiarsualivik nunaliffik: Nuuk (Sikuki Harbour A/S)

**Nationality**  
Sumiussuseq: Greenland

**Vessel**  
Angallat  
Name / Ateq: The Cargo Ship  
Registration / nalunaarsomeqanemullu nomua: 5001011

**Owner**  
Piginittuq: Ralph Peterson

**Master**  
Umiarsuup naalagaa: Ian Harding

**Shipping agent/company**  
Umiarsuaatileqatgiiffik: AGENT

**Time of arrival**  
Piffisasaq nunaliffik: Date / Ullaq: 09/12/2024 Time / Nalunaaqutaq: 14:45

**Time of departure**  
Piffisasaq aallarissaaq: Date / Ullaq: 10/12/2024 Time / Nalunaaqutaq: 15:45

**Cargo vessel**  
Umiarsuaq assartuut

Gross Tonnage (GT) Bruttoton(s) (BT)	Weeks started Sap. Ak. qassissaat	DKK per/BT BT-mut ataatsimut DKK	Dues Akileraarutit
25 000	1	0,70 DKK	17.500,00 DKK
		<b>Total fee</b>	<b>17.500,00 DKK</b>

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GOVERNMENT OF GREENLAND  
www.aka.gl/en

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 Talippoq.

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

The screenshot shows the 'My forms' page in the Talippoq system. At the top left, the URL 'Talippoq.gl' and the page title 'My forms' are visible. A '+ Create new' button is located in the top right corner. Below the title, there is a 'Filter' section with a 'Status' dropdown menu and a search bar. A table of submissions is displayed, with one row visible. The table has columns for ID, Status, Submission, Port of call, Vessel name, IMO-nr., Shipping agent, Arrival, Departure, Gross tonnage, and Action. The first row shows a submission with ID 154, Status Draft, Submission date 12/09/2024, Port of call Nuuk (Sikuki Harbour A/S), Vessel name The Cargo Ship, IMO-nr. 5001011, Shipping agent AGENT, Arrival 12/09/2024 2:45 p.m., Departure 12/10/2024 3:45 p.m., and Gross tonnage 25000. A 'Show' button is located in the Action column for this row. At the bottom left, there is a logo for 'NAALAKKERSUSUT GOVERNMENT OF GREENLAND' and the website 'www.aka.gl/en'. At the bottom right, there is a pagination control showing '1 of 1 form' and a 'Show' button.

ID	Status	Submission	Port of call	Vessel name	IMO-nr.	Shipping agent	Arrival	Departure	Gross tonnage	Action
154	Draft	12/09/2024	Nuuk (Sikuki Harbour A/S)	The Cargo Ship	5001011	AGENT	12/09/2024 2:45 p.m.	12/10/2024 3:45 p.m.	25000	Show

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 “Show”

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

## **Payment of harbour dues**

- The harbour authority sends an invoice to your contact information email
- The owner of the ship pays 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-talippoq@nanoq.gl](mailto:aka-talippoq@nanoq.gl) with [st@magenta.gl](mailto:st@magenta.gl) CC. You can also call +299 345761 or secondary +45 54555416. It is always a good idea to contact your agent as well.



