



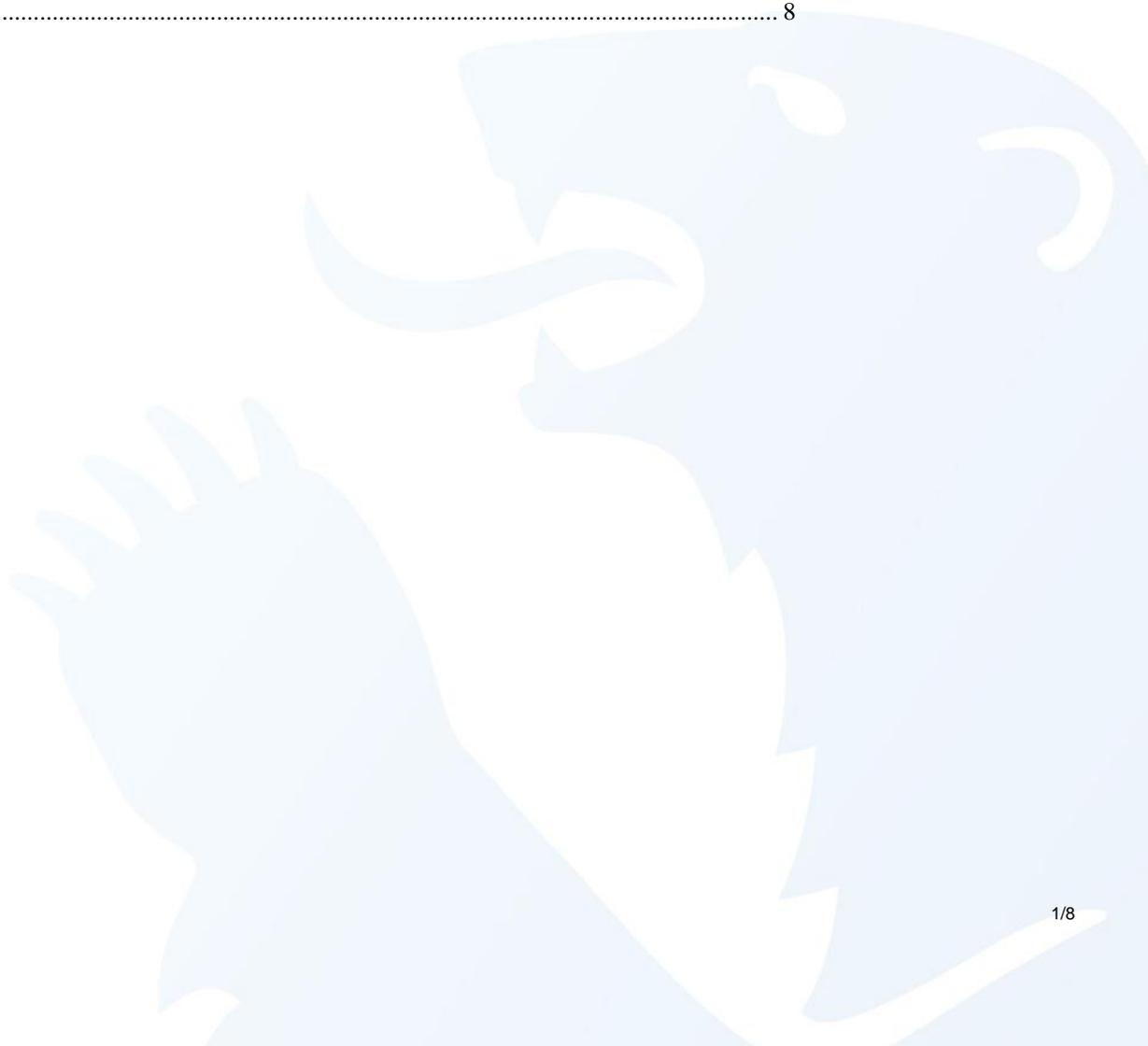
# User Guide for the use of Talippoq 2025 - Other ships (E.g. Yachts) -

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.

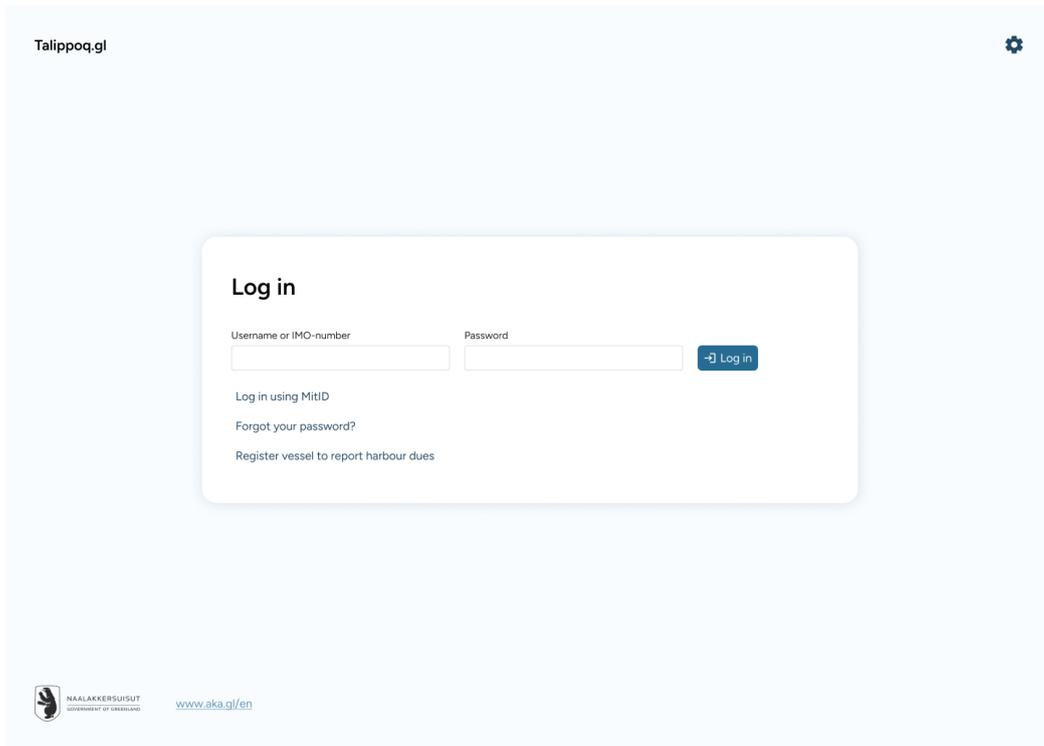
## List of content

How to create a user for a Freighter ships in Talippoq.....	2
How to fill out and submit information in Talippoq.....	4
Payment of harbour dues.....	8
Questions?.....	8

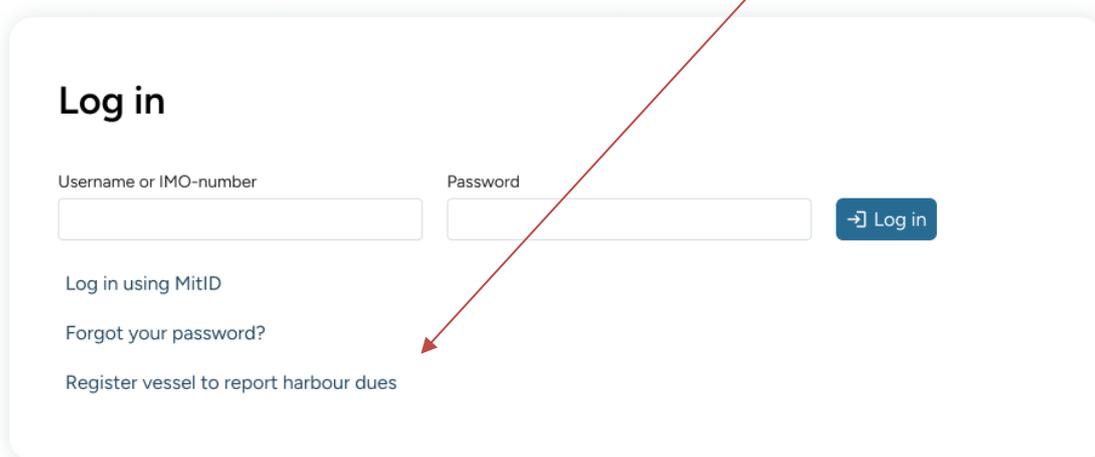


# How to create a user for a “Other ships” (E.g. Yachts) in Talippoq

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  
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”

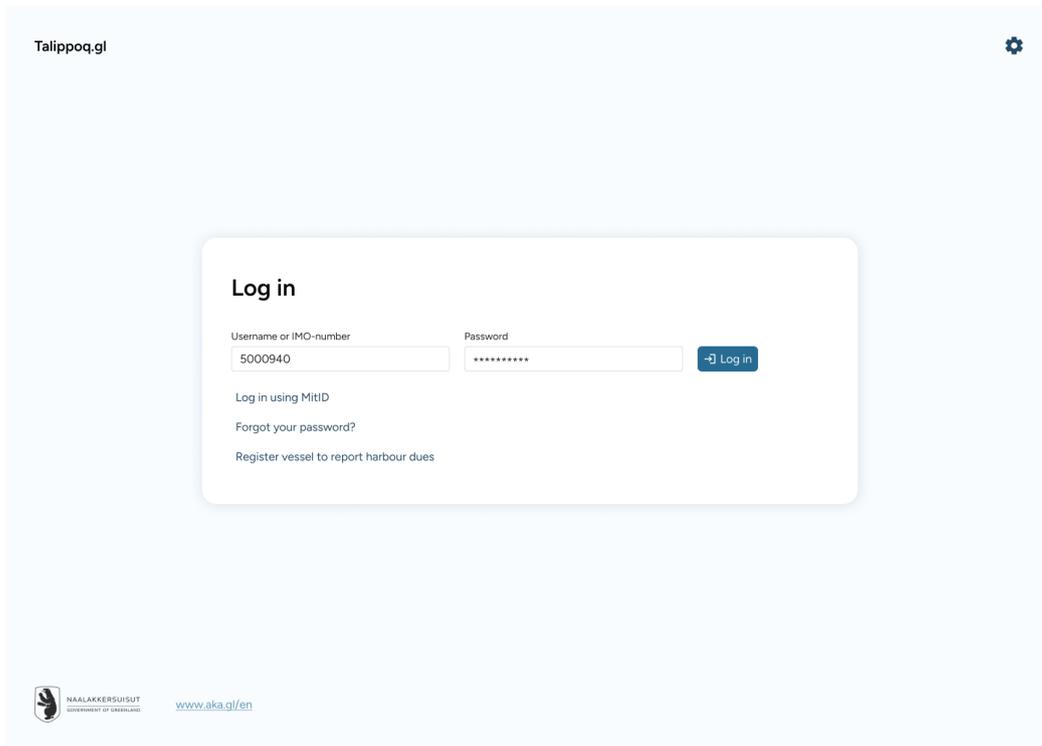
NAALAKKERSUSUT  
GOVERNMENT OF GREENLAND  
www.aka.gl/en

- 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

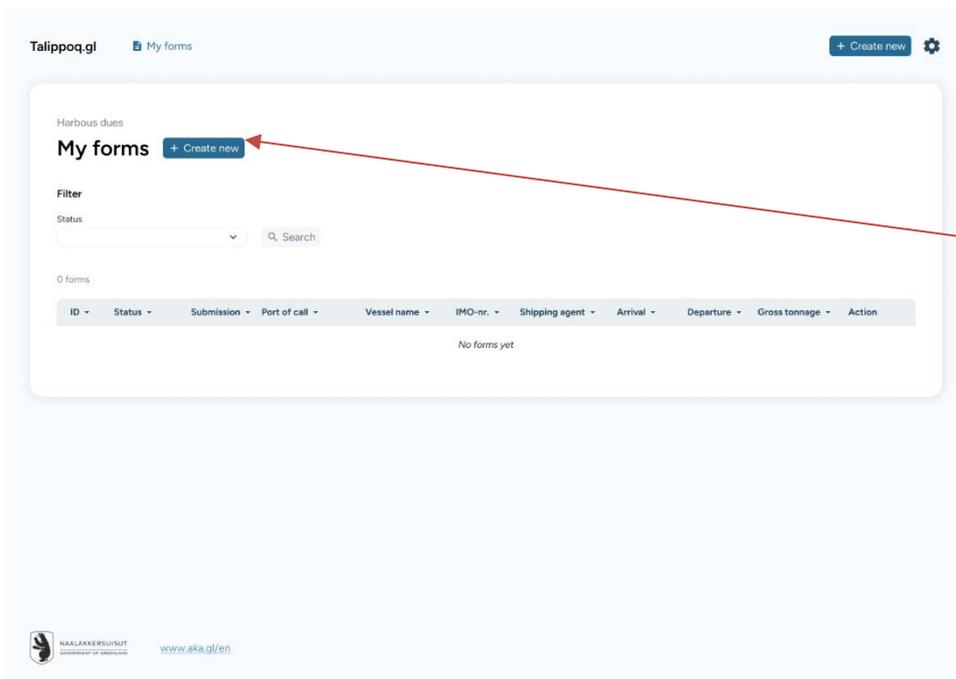
In the following step-by-step guide you will be introduced to the process of filling out and submitting information in Talippoq as a purser/captain of a ship. We follow the vessel “Pearl of the Sea”

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



The screenshot shows the Talippoq login page. At the top left is the text "Talippoq.gl" and a gear icon at the top right. The main content is a white box titled "Log in". Inside this box, there are two input fields: "Username or IMO-number" containing "5000940" 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" (Department of Greenland) 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 “Pearl of the Sea” there have 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 "Create new" and a gear icon. Below this is a section titled "Harbours dues" with a sub-section "My forms" and a blue button with a plus sign and "Create new". A red arrow points from a text box on the right to this "Create new" button. Below the "My forms" section is a "Filter" section with a "Status" dropdown menu and a "Search" button. Below the filter is a table with the following columns: "ID", "Status", "Submission", "Port of call", "Vessel name", "IMO-nr.", "Shipping agent", "Arrival", "Departure", "Gross tonnage", and "Action". The table is currently empty, with the text "No forms yet" centered below it. At the bottom left is the logo for "NAALAKKERSUISUT" and the URL "www.aka.gl/en".

Click here to create a new submission.

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

Talippoq.gl My forms + Create new

Harbour dues > Create new harbour dues form

### Create new: Form 155

Port of call	Maniitsoq (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

NAALAKKERSUISUT  
GOVERNMENT OF GREENLAND  
www.aka.gl/en

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:

**Harbour dues - 155**  
Umiarsualivimmut Akileraaruti - 155

December 9, 2024

**Harbour dues**  
Umiarsualivimmut Akileraarutit

**Port of call**  
Umiarsualivik nunaliffik: Maniitsoq (Royal Arctic Line A/S)

**Nationality**  
Sumiuussuseq: Bermuda

**Vessel**  
Angallat: Name / Ateq: Pearl of the sea; Registration / nalunaarsomeqarermullu nomua: 5000940

**Owner**  
Piginnittoq: Rachel Hill

**Master**  
Umiarsuup naalagaa: Bruno Fernandes

**Shipping agent/company**  
Umiarsuaatileqatigiiffik: Greenland Escape

**Time of arrival**  
Piffisasaq nunaliffik: Date / Ullq: 11/12/2024; Time / Nalunaaqutaq: 15:29

**Time of departure**  
Piffisasaq aallarfissaq: Date / Ullq: 12/12/2024; Time / Nalunaaqutaq: 20:29

**Other vessel**  
Umiarsuaq alla

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
<b>Total fee</b>			<b>77,00 DKK</b>

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, it says 'Talippoq.gl' and 'My forms'. There is a '+ Create new' button and a gear icon. Below this, there is a section for 'Harbours dues' with a 'My forms' header and another '+ Create new' button. A 'Filter' section includes a 'Status' dropdown menu and a search bar. Below the filter, it says '1 form'. A table lists the submission details:

ID	Status	Submission	Port of call	Vessel name	IMO-nr.	Shipping agent	Arrival	Departure	Gross tonnage	Action
155	Draft	12/09/2024	Manitsoq (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

At the bottom left, it says '1-1 of 1 form'. At the bottom right, there are navigation arrows and the number '1'. The footer includes the logo for 'NAALAKKERSUSUIT' (Government of Greenland) and the website 'www.aka.gl/en'.

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”.

## **Payment of harbour dues**

### **You have a port agent**

- 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-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.