



# 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)

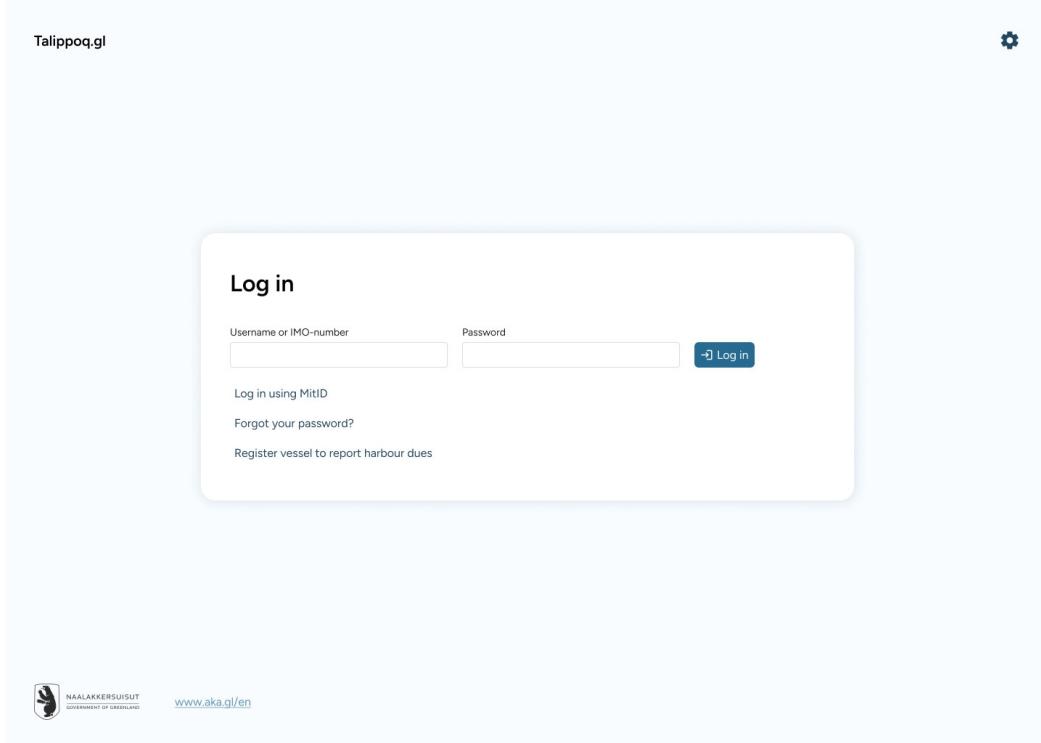
The guide falls in three parts: 1) how to create a profile for a Freighter ships in Talippoq, 2) how to fill in information regarding the ships visit in Greenland and submit this information in Talippoq, 3) general ways of payment.

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

1. Go to [talippoq.aka.gl/login](http://talippoq.aka.gl/login) You will see this front:



The screenshot shows the Talippoq login page. At the top left is the text "Talippoq.gl". At the top right is a gear icon. Below the header is a large "Log in" button. Underneath it are two input fields: "Username or IMO-number" and "Password", followed by a "Log in" button with a right-pointing arrow. Below these fields are links for "Log in using MitID", "Forgot your password?", and "Register vessel to report harbour dues". At the bottom left is the logo for "NAALAKKERSUUT GOVERNMENT OF GREENLAND" and the URL "www.aka.gl/en".

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:



The screenshot shows the same Talippoq login page as above. A red arrow points from the text "Register vessel to report harbour dues" at the bottom of the page towards the "Log in" button.

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

Talippoq.gl

**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: \*\*\*\*\*
- Password confirmation: \*\*\*\*\*

Enter the same password as before, for verification.

Create vessel    Cancel

**1. Type in the IMO-number of the vessel**

**2. Choose the vessel type from the drop down menu.**

**3 Type in the full name of the vessel, vessel owner and vessel captain**

**4. Type in the Gross Tonnage of the vessel.**

**5. Type in the first and last name of the contact person of the ship. E.g. the chief purser**

**6. 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**

**7. Type in a password following 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 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](http://talippoq.aka.gl/login) and login with IMO-number and password.

Talippoq.gl

Log in

Username or IMO-number  
5001011

Password  
\*\*\*\*\*

Log in using MitID

Forgot your password?

Register vessel to report harbour dues

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.

Harbours dues

My forms + Create new

Filter

Status

Search

No forms yet

ID Status Submission Port of call Vessel name IMO-nr. Shipping agent Arrival Departure Gross tonnage Action

Click here to create a new submission.

www.aka.gl/en

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

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

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 log in.

9. Click on “Submit”

- 4) Be 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:

**Harbour dues - 154**  
Umiarsualivimmut Akileraaruti - 154

December 9, 2024

|                                                       |                                                            |                                     |                       |
|-------------------------------------------------------|------------------------------------------------------------|-------------------------------------|-----------------------|
| Harbour dues<br>Umiarsualivimmut Akileraarutit        | Nuuk (Sikuki Harbour A/S)                                  |                                     |                       |
| Port of call<br>Umiarsualivik nunaliffik              | Greenland                                                  |                                     |                       |
| Nationality<br>Sumiuussuseq                           | Name / Ateq:<br>The Cargo Ship                             |                                     |                       |
| Vessel<br>Angallat                                    | Registration / nalunaarsorneqarnermullu normua:<br>5001011 |                                     |                       |
| Owner<br>Piginnitoq                                   | Ralph Peterson                                             |                                     |                       |
| Master<br>Umiarsuup naalagaa                          | Ian Harding                                                |                                     |                       |
| Shipping agent/company<br>Umiarsuaatilleqatigilliflik | AGENT                                                      |                                     |                       |
| Time of arrival<br>Piffisasaq nunaliffik              | Date / Ullorq:<br>09/12/2024                               |                                     |                       |
|                                                       | Time / Nalunaqaqtaq:<br>14:45                              |                                     |                       |
| Time of departure<br>Piffisasaq aallarfissaq          | Date / Ullorq:<br>10/12/2024                               |                                     |                       |
|                                                       | Time / Nalunaqaqtaq:<br>15:45                              |                                     |                       |
| Cargo vessel<br>Umiarsuaq assartuit                   |                                                            |                                     |                       |
| Gross Tonnage (GT)<br>Bruttonton(s) (BT)              | Weeks started<br>Sap. Ak. qassissaat                       | DKK per/BT<br>BT-mut ataatsimut DKK | Dues<br>Akileraarutit |
| 25.000                                                | 1                                                          | 0,70 DKK                            | 17.500,00 DKK         |
|                                                       |                                                            | Total fee                           | 17.500,00 DKK         |

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 for a user named 'Talippoq'. At the top, there's a navigation bar with 'Talippoq.gl' and 'My forms' links, and buttons for '+ Create new' and settings. Below the header, the page title 'Harbours dues' is followed by 'My forms' and a '+ Create new' button. A blue arrow points from the 'Create new' button to a callout box on the right. The main area has a 'Filter' section with a dropdown for 'Status' and a search bar. A table lists one form entry:

| 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<br>2:45 p.m. | 12/10/2024<br>3:45 p.m. | 25000         | Show   |

A blue arrow points from the 'Show' button to another callout box below it. At the bottom left, there's a logo for 'NAALAKKERSUUT GOVERNMENT OF GREENLAND' and a link '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 “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-oekonomi@nanoq.gl](mailto:AKA-oekonomi@nanoq.gl) with [st@magenta.gl](mailto: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.

