



User Guide for the use of Talippoq 2025

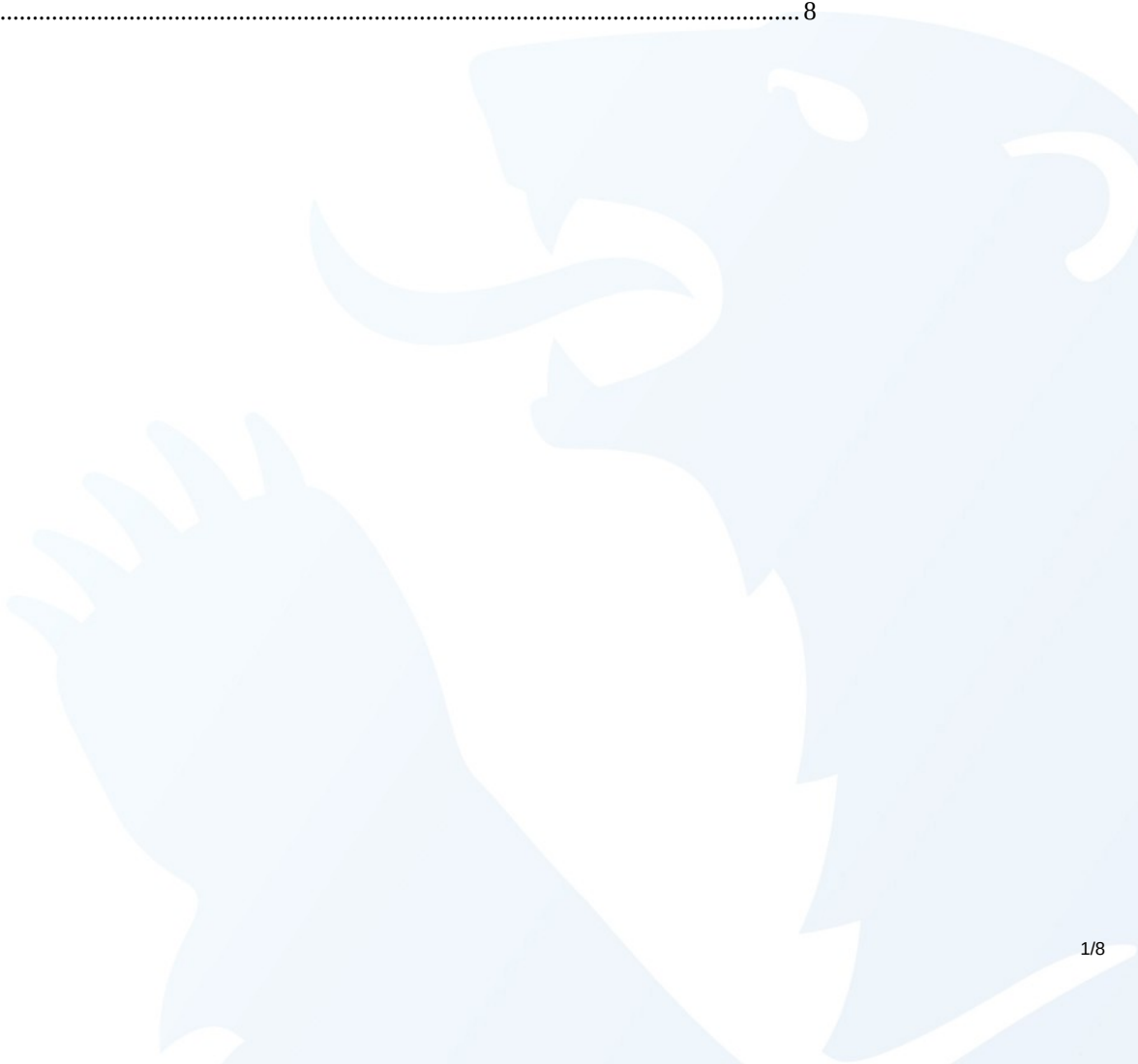
- Other ships (E.g. Yachts) -

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.

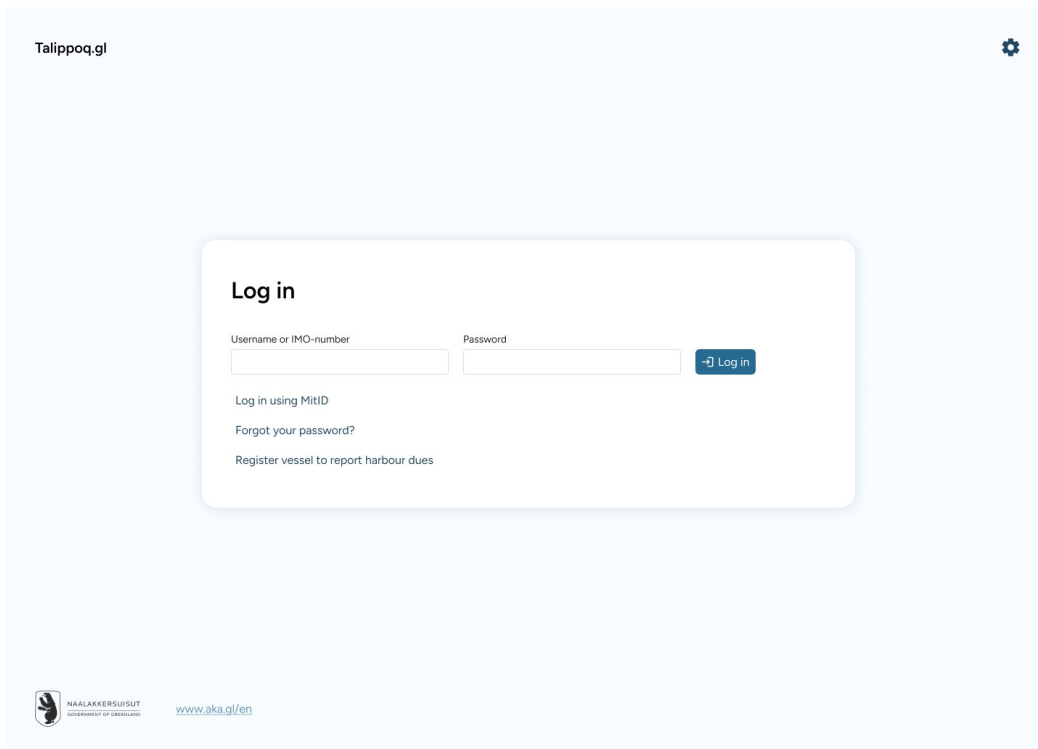
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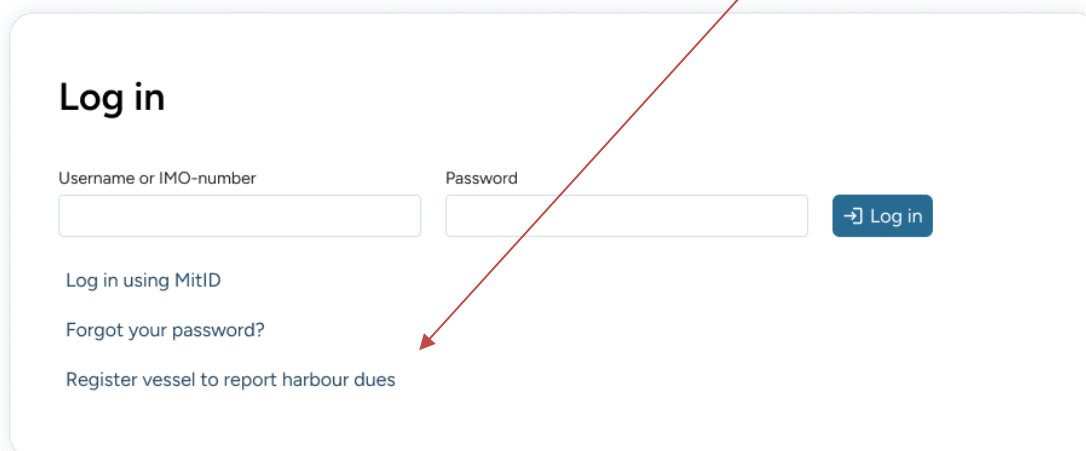
How to create a user for a “Other ships” (E.g. Yachts) in Talippoq

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



The screenshot shows the Talippoq login interface. 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 with the title 'Log in'. Inside this box, there are two input fields: 'Username or IMO-number' and 'Password'. To the right of the password field is a blue button with a right arrow and the text 'Log in'. Below the input fields, there are four links: 'Log in using MitID', 'Forgot your password?', and 'Register vessel to report harbour dues'. At the bottom left of the page, there is a logo for 'NAALAKKERSUISUT 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:



This is a close-up of the login form. It features the title 'Log in' at the top. Below it are the 'Username or IMO-number' and 'Password' input fields, followed by the 'Log in' button. The links 'Log in using MitID', 'Forgot your password?', and 'Register vessel to report harbour dues' are listed below. A red arrow points from the text in step 2 of the instructions to the 'Register vessel to report harbour dues' link.

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
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
bruno@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.

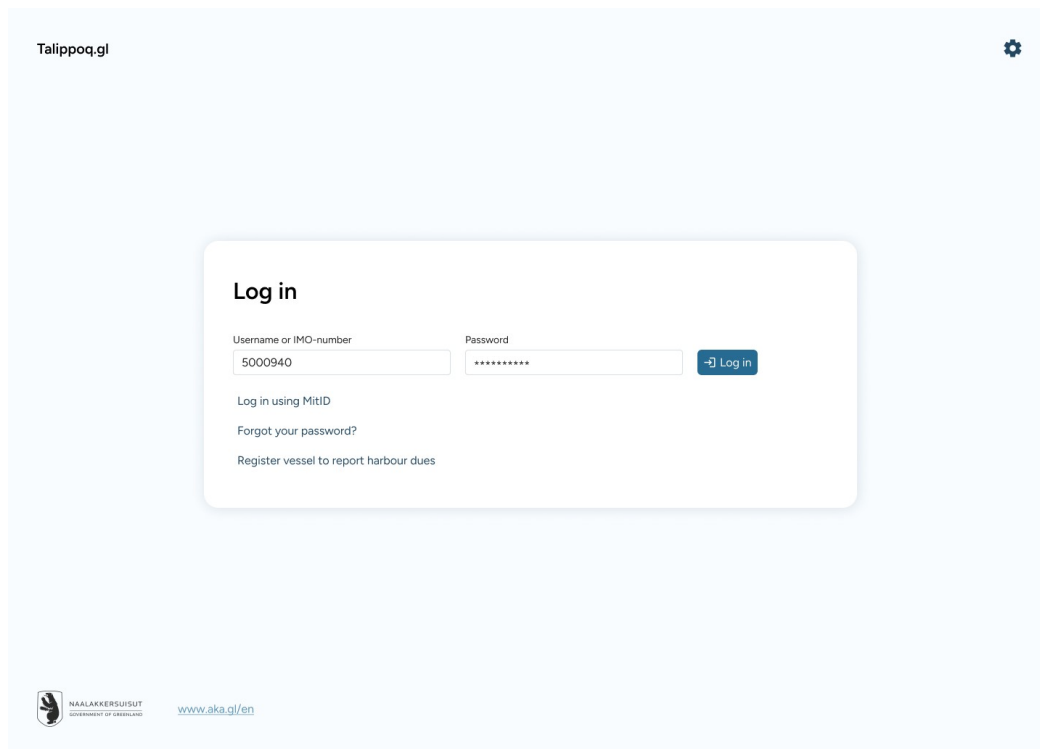
1. Type in the IMO-number of the vessel
2. Choose the vessel type from the drop down menu.
- 3 Type in the full name of the vessel, vessel owner and vessel captain
4. Type in the Gross Tonnage of the vessel.
5. Type in the first and last name of the contact person of the ship. E.g. the chief purser
6. 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

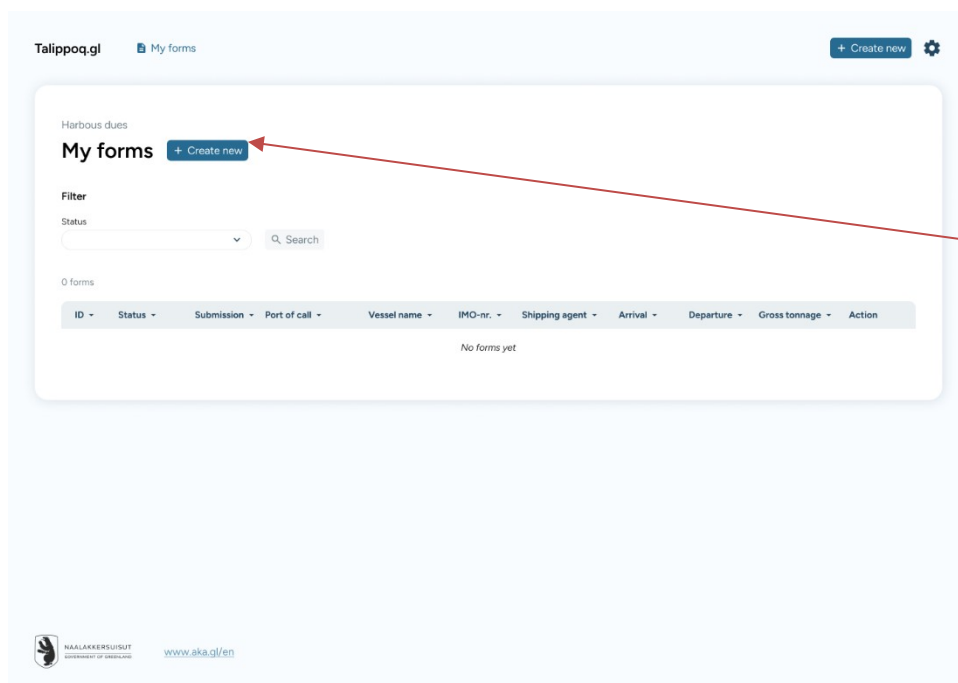
In the following step-by-step guide you will be introduced to the process of filling out and submitting information in Talippoq as a purser/captain of a ship. We follow the vessel “Pearl of the Sea”

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



The screenshot shows the Talippoq login page. At the top left is the text "Talippoq.gl" and at the top right is a gear icon. In the center is a white box titled "Log in". Inside this box, there are two input fields: "Username or IMO-number" with the value "5000940" and "Password" with masked characters "*****". To the right of the password field is a blue button labeled "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 at the bottom center is 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 next to it is "My forms". At the top right is a blue button labeled "+ Create new" and a gear icon. Below this is a section titled "Harbours dues" with a sub-header "My forms" and a blue button labeled "+ Create new". Underneath is a "Filter" section with a "Status" dropdown menu and a "Search" button. 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 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

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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:

Talippoq.gl My forms + Create new

Harbour dues > Form 155

Harbour dues - 155
Umiarsualivimmut Akileraaruti - 155

December 9, 2024

Draft Edit

Harbour dues
Umiarsualivimmut Akileraarutit

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

Nationality
Sumiussuseq Bermuda

Vessel
Angallat

Owner
Piginittit Rachel Hill

Master
Umiarsuup naalagaa Bruno Fernandes

Shipping agent/company
Umiarsuaatileqatigiiffik Greenland Escape

Registration / nalunaarsomeqarermullu nomua:
5000940

Time of arrival
Piffisasaq nunaliffik Date / Ulloq: 11/12/2024 Time / Nalunaaqutaq: 15:29

Time of departure
Piffisasaq aallarissaa Date / Ulloq: 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
Total fee			77,00 DKK

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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 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.