

THE DANISH BUSINESS AUTHORITY

**REGISTRATION OF OPERATIONS IN THE REGISTER OF FOREIGN
OPERATIONS IN DENMARK**

User guide for registration in Register of Foreign Operations in Denmark

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1 Introduction

The Register of Foreign Operations in Denmark is a reporting system that allows foreign companies to register operations that are carried out in Denmark. Registration is only applicable for foreign companies with employees that carry out cabotage, buscabotage or combined transport in Denmark.

Following information must be reported:

- Company's name, address and contact information
- Registration number for vehicle
- Start and end date of operation
- Information and contact information of drivers that carry out the operation
- Type of operation that is carried out.

This document is an introduction to registration of operations in the Register of Foreign Operations in Denmark.

Note that all data presented in this guideline (e.g. data in figures and examples) is fictional for use in this guideline.

2 Access to Register of Foreign Operations in Denmark

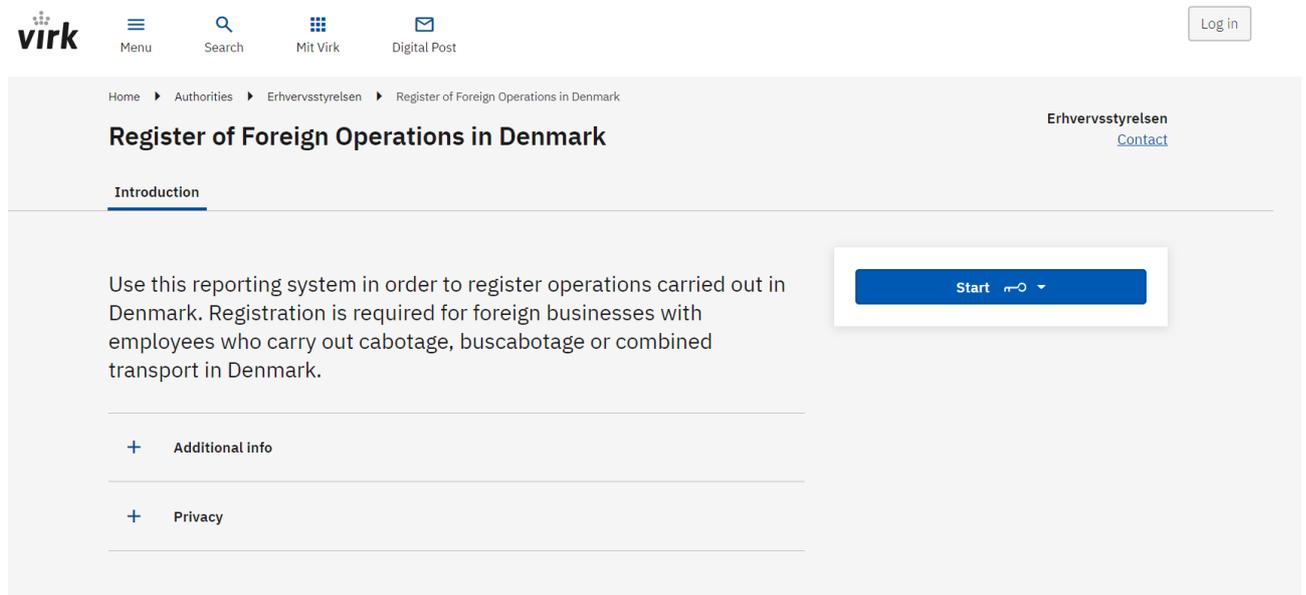


Figure 1 – Register of Foreign Operations in Denmark landing page

Register is available in Danish and English.

Click on the “Start” button to be redirected to a page where you can choose how you would like to log in (See section 2.1 Log in).

2.1 Log in

There are three different ways to log in to the register:

- Danish national identity – NemID/Nemlog-in
- Foreign national identity – eID from an EU/EEA-country for private individual or company
- User name and password

You have to select one log in type for your registrations, as the information about operations will be linked to your log in profile. This means that if, for example, you use a foreign national identity to register an operation, you will not be able to make changes to this operation at a later date by logging in using a user name and password.

You have a Danish national identity (NemID) if you have a national registration number (CPR number) and/or a Danish central business registration number (CVR number).

eIDAS (electronic Identification, Authentication and trust Services) is an EU regulation and a set of standards for electronic identification which makes it possible for EU citizens to use their national identification as a login in all EU Member States. This only applies to eIDs that have been registered and approved by the European Commission. Contact your national authority to find out if your national ID has been approved.

You will be given an user account if you log in with a user name and password. Additional information on this can be found in *2.1.1 Log in with user name and password*. You can then use the e-mail address and your password to log in to the register in the future.

You will receive an activation email shortly after you have registered an account with the Register of Foreign Operations in Denmark. Click on the link in the email to activate your account.

2.1.1 Log in with a user name and password

When you log in using a user name and password, you will be directed to the following page, see figure 2.

vir.k.dk

Login   

Email address

Password

[Forgot your password?](#) **2**

[Log in](#)

Do you have a user account? [Create user](#) **1**

Figure 2 – Log in page for user profile

1. Click on the link “Create user” if you do not have a user account. How to create a user account is described in detail in section below.
2. Click on “Forgot your password?” if you already have a user account but you cannot remember your password. Type in your email address or the company email address, and you will receive an email with a link to create a new password.

Create a user account

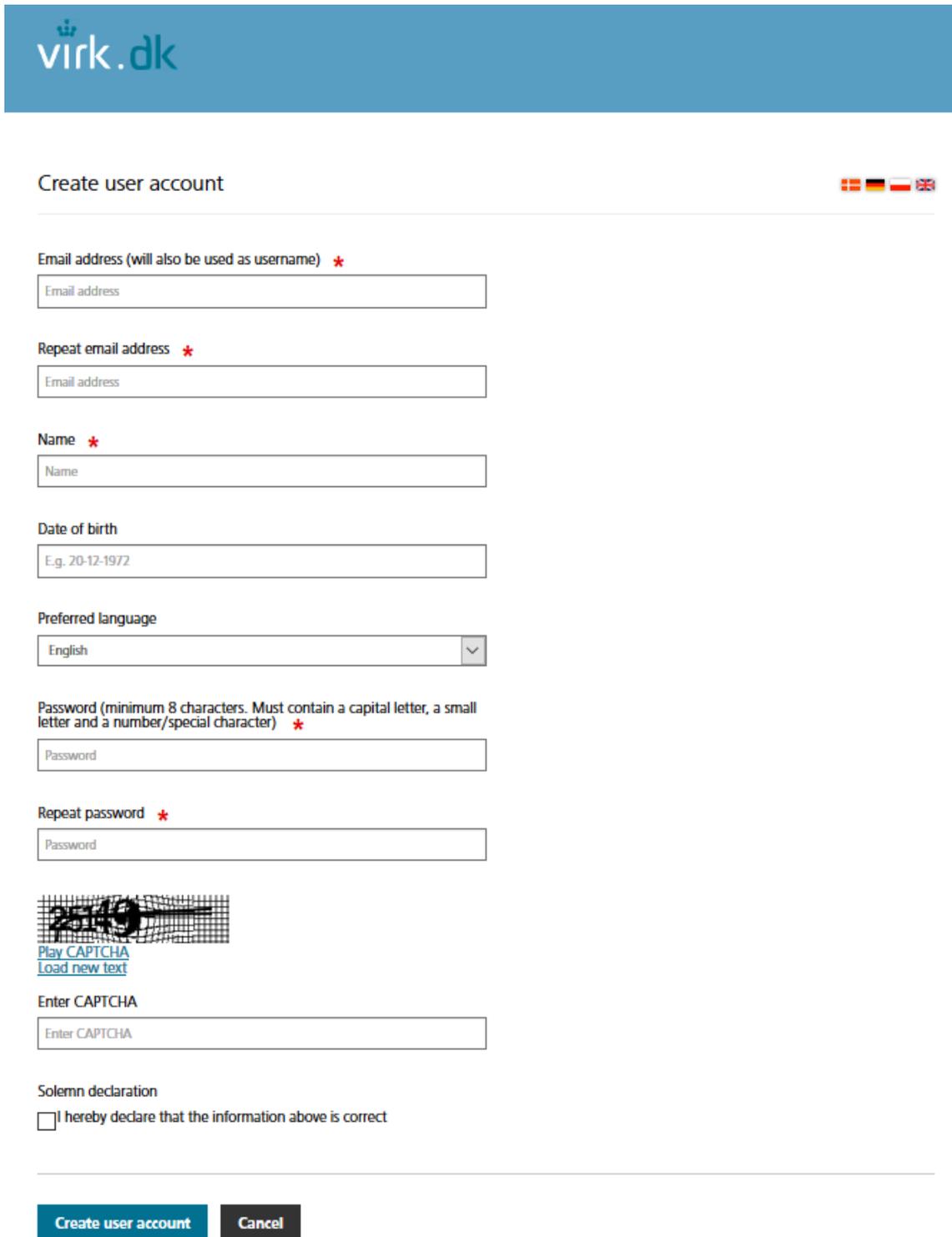
You will need to register as a user before you can log in to the register with a user name and password. To do this, click on "Create user" under the log in button, see point 1 in figure 2.

To register a user account, enter your name, email address and choose a password, see figure 3.

When you have entered the information, click on "Create account". You will then receive an email containing an activation link. Once you have clicked on the link, your user account will be active and you can log in to the register.

Note:

If you do not receive an activation email, call the Danish Business Authority customer center at +45 70 80 90 88 or send an email to utik@erst.dk



virik.dk

Create user account 🇩🇰 🇸🇪 🇩🇪 🇬🇧

Email address (will also be used as username) *

Repeat email address *

Name *

Date of birth

Preferred language

 ▼

Password (minimum 8 characters. Must contain a capital letter, a small letter and a number/special character) *

Repeat password *


[Play CAPTCHA](#)
[Load new text](#)

Enter CAPTCHA

Solemn declaration

I hereby declare that the information above is correct

Figure 3 - Create user account

3 Giving an access to company's registrations

There can be multiple users who can register operations on behalf of the company.

Access to other users can be given in following way:

- Log in to the system
- Click on the tab "User rights"
- Afterwards click on the button "Invite user"
- You can now choose to invite a driver who is added to an operation or other user.
 - When choosing a driver, you can select driver from the list
 - When you choose other user, you must fill out name, last name and e-mail address for the user who is not registered in the system
- Last, click on the button "Send invitation".

The invited user will receive an activation link via e-mail which has to be activated within 24 hours. After activation the invited user can now log in to the register and proceed with registration of operations.

virk Privatkunde 3 (Status 03) On behalf of Cargo A/S Sign Out

Register of Foreign Operations in Denmark Danish Business Authority Contact

Operations Basic data User rights Select company English

User rights

Manage and invite users to register operations

Invite user

Name	Driver	Email address	User right
Privatkunde 3 (Status 03)	No	Privatkunde3@gmail.com	Standard rights

Previous 1 Next

Figure 4 – User rights page

4 Conditions of use

Irrespective of how you choose to log in to the register you will be directed to the terms and conditions for use before you can register an operation.



Conditions of use

1. Registration of information in the Register of Foreign Operations in Denmark is subject to the relevant acts and executive orders, including regulations on electronic registration. Registering incorrect or misleading information with the Danish Business Authority can lead to criminal liability.
2. By registering information in the register, you confirm and declare that you are the owner of the foreign company or another person authorised by the company to submit information to the register as well as make changes in information already registered.
3. If the Danish Business Authority has reason to suspect that misuse of the solution has occurred or will occur, the Authority can close the user's access to the solution with immediate effect.

Accept conditions of use

I hereby accept conditions of use **1**

[Submit](#)

Figure 5 – Conditions of use

1. You need to accept the conditions of use before you can access and use the register.

5 Registration of an operation

5.1 First registration – report company information

Once you have accepted the conditions of use, you will be returned to the landing page, where you can register company information before you can register an operation.

To register company information you must click on the button "Add new company" and fill out the compulsory fields. See figure 6.



Add company

Add a company you want to register for

[Add new company](#)

Figure 2 – Registration of company information

Following information must be registered:

- Company name
- Company address and country
- Company phone number and e-mail address

Following information can be voluntarily registered:

- VAT number
- Company registration number
- Name of contact person
- Contact person e-mail address

Note: Company name and address is automatically filled out, when you insert VAT number for the company. This only applies for VAT numbers for companies established within EU/EEA.

You can therefore insert VAT number, if the inserted company address cannot be validated by the system.

5.2 Registration of an operation

After you have registered company information, you will land on the page, where registration of an operation can be made.

You need to click on the button “Register new operation” and fill out the required information in steps: *Operation*, *Driver*, *Vehicle*. The inserted information must be approved in the last step “Approve”.

Note: Operation is considered as registered when you have approved the registration and have received a receipt for registration of an operation. If you do not receive a receipt, the registration of the service is considered incomplete.

The screenshot shows the virk website interface. At the top left is the virk logo. At the top right, it says "Privatkunde (Status 90) On behalf of Test20" and a "Sign Out" button. Below this is the header "Register of Foreign Operations in Denmark" and "Danish Business Authority" with a "Contact" link. A navigation bar contains "Operations", "Basic data", "User rights", and "Add company". The "Operations" tab is selected. On the right, there is a language selector set to "English". The main heading is "Operations" with the subtext "Register new operations and make changes to drafts and active operations". A prominent blue button labeled "Register new operation" is visible.

Figure 7 – Page for registration of an operation

Saving a draft

If you are unable to fill in all the required fields about the operation right away, the information you have provided will be saved as a draft. You will be able to complete the registration of the operation at another time. Just click on “Complete draft” under “Operations” the next time you log in to the register, see point 1 in figure 8.



Register of Foreign Operations in Denmark

[Operations](#) [Basic data](#) [User rights](#) [Add company](#)

[English](#)

Operations

Register new operations and make changes to drafts and active operations

[Register new operation](#)

Showing operations

Search

Status	Operation ID	Start date	End date	Vehicle	Driver	Actions
Draft	N/A	20.12.2020	21.12.2020	12345	Tommy Berg	Complete draft Delete

Previous Next

Figure 8 - Overview of operations

Step 1 "Company information"

In the first step you are presented with the company information that is registered. If you have any changes to the information you can register these under the tab "Basic data". If you do not have any changes, click on the button "Next".

Register of Foreign Operations in Denmark

Danish Business Authority [Contact](#)

[Operations](#) [Basic data](#) [User rights](#) [Add company](#) [English](#)

- 1. Company ✓
- 2. Operation
- 3. Driver
- 4. Vehicle
- 5. Approve

Company information

The information registered for the company is listed below. If you have any changes, select basic data.

Company ID	U1000166
Name of company	Test20
VAT number	Not specified
Company registration number	Not specified
Address	Pils iela 4, Riga
Country	Latvia
Company telephone	+41 83330002
Company email address	alka@test.dk
Contact person name	Not specified
Contact person email address	Not specified
Registered	20.12.2020
Updated	20.12.2020

[Next](#)

[Back](#)

Step 2 "Operation"

In this step you need to select the type of operation that fits to the operation you are about to register. Afterwards you need to insert start and end date for the operation.

Note: You can only insert a start date that is today's date or a date that lies in the future. The end date cannot be more than seven days after the inserted start date.

The screenshot shows the 'The operation' step in the 'Register of Foreign Operations in Denmark' system. The interface includes the 'virk' logo, user information (Privatkunde (Status 90) On behalf of Test20), and a 'Sign Out' button. The main heading is 'Register of Foreign Operations in Denmark' with the Danish Business Authority logo and a 'Contact' link. A navigation menu shows 'Operations' as the active step, followed by 'Basic data', 'User rights', and 'Add company'. A language selector is set to 'English'. On the left, a sidebar lists five steps: '1. Company' (checked), '2. Operation' (active), '3. Driver', '4. Vehicle', and '5. Approve'. The main content area is titled 'The operation' and asks the user to 'Specify type and date of the operation'. Under 'Choose type of operation', there are three radio buttons: 'Cabotage' (selected), 'Combined transport', and 'Bus cabotage'. The 'Start date' section provides an example '31 12 2021' and input fields for Day (20), Month (12), and Year (2020). The 'End date' section includes a note 'An operation cannot exceed more than 7 days' and input fields for Day (21), Month (12), and Year (2020). At the bottom, there are 'Next' and 'Back' buttons.

Step 3 "Driver"

If you earlier have registered information for one or more drivers, you can choose to add a driver to the operation from a list by clicking on arrow.

You can also click on "Register new driver" and fill out the requested fields. Lastly, click on "Add driver" in order to add driver to the operation. A wrongly added driver can be removed by clicking on a cross right besides driver's name under Choose driver.

Note: You can maximum add three drivers for one operation.



Register of Foreign Operations in Denmark

Operations Basic data ▾ User rights Add company

English ▾

- 1. Company ✓
- 2. Operation ✓
- 3. Driver
- 4. Vehicle
- 5. Approve

Driver

Specify driver for this operation. Information about driver can be edited under Basic data.

Choose driver

Choose between registered drivers or register a new driver. You can register up to 3 drivers for each operation.

Search or select driver ▾

Register new driver

Next

Back

Step 4 "Vehicle"

In this step you must register number plate for the vehicle that will perform the operation you are about to register.

You can choose to insert earlier registered information about vehicle by marking "Select registered vehicle" and by clicking on arrow in the field Number plate.

If you have not earlier inserted information of vehicles, click on "Register new vehicle" and insert number plate for the vehicle.



Register of Foreign Operations in Denmark

Operations Basic data ▾ User rights Add company

English ▾

- 1. Company ✓
- 2. Operation ✓
- 3. Driver ✓
- 4. Vehicle
- 5. Approve

Vehicle

Specify vehicle for this operation

Choose vehicle

Select vehicles you have registered or register a new vehicle

Select registered vehicle

Register new vehicle

Next

Back

Step 5 "Approve"

In this step you can see the information about operation that you have registered. Before approving the registration, you can edit the inserted information under each step by clicking on the link "Edit" on the right.

In order to send in the registration of operation, you must approve that the stated information about the operation is correct, and lastly, click on the button "Approve operation".

virik Privatkunde (Status 90) [Sign Out](#)
On behalf of Test20

Register of Foreign Operations in Denmark Danish Business Authority [Contact](#)

Operations Basic data User rights Add company English

Approve

Please verify the information, before approving the notification.

Company

ID	U1000166
Name of company	Test20
Company registration number	Not specified
Address	Pls vejs 4, Røje
Country	Latvia
VAT number	Not specified
Company telephone	+41 83330002
Company email address	alka@test.dk
Contact person	Not specified
Contact person email	Not specified

Operation

Type of operation	Cabotage
Start date	20.12.2020
End date	21.12.2020

Driver

Name	Tommy Berj
Date of birth	15.04.1952
Citizenship	American Samoa
ID	Passport 00578348
Mobile phone	+45 100005
Email address	t@ors@test.dk
Documents	No documents

Vehicle

Number plate	12345
--------------	-------

Approve
 I confirm that the stated information is correct

[Approve operation](#)

[Back](#)

After you have clicked on the button "Approve operation" you will be directed to another page informing you that the operation has been registered. You will also be informed that receipt is sent to your, company's e-mail address and to e-mail address for those drivers, which are added to the registered operation.

On this page you are also able to download the receipt for the operation by clicking on the button "Download receipt".

Completed

Remember to update changes. See the registered operation under Operations.

Receipt

Information about the operation

Operation ID: U1000168
Company ID: U1000166
Registered: 20.12.2020 14:47

A confirmation will be sent to: alka@test.dk, privatkunde_status_90@gmail.com, igors@test.dk

Download receipt

Register new operation

6 Changing and deleting an operation

6.1 Changing a registered operation

It is possible to change information about a future or active operation. If the status of the operation is “completed”, you cannot edit the information to the operation.

Changes to an active operation must be registered by no later than the first following weekday after the change entered into force. You can change the following information about an operation:

- The end date of the operation
- Add or remove registered drivers.

You can change the above-mentioned information as follows:

- Log in to the register with your user account
- Find the operation you wish to change under the tab “Operations”. If you register operations on behalf of multiple companies, you need first to select the company the operation is registered under
- Click on the link “Edit”

After you have made the changes, click on “Approve changes”. You will be directed to another page informing you that the operation has been changed. You will also be informed that receipt is sent to your, company’s e-mail address and to e-mail address for those drivers, which are added to the registered operation.

On this page you are also able to download the receipt for change of the operation by clicking on the button “Download receipt”.

The changes can be viewed in the operation details. Click on “Show details” under “Operations”.

6.2 Deleting a registered operation

You can only delete a registered operation with a status “Future”.

In order to delete an operation, you must:

- Log in the register with your user account
- Find the operation you need to delete under “Operations”. If you register operations on behalf of multiple companies, you need first to select the company the operation is registered under
- Click on the link “Delete”
- Click again on Delete in the pop-up box
- Deleted operation will no longer be seen under “Operations”.

7 Basic data for company, drivers and vehicles

This section describes the tab “Basic data”. Under this tab, you can administer your registered company information, information about drivers and vehicles. Here you can also register new drivers and vehicles.

Note: If you wish to register information for a new company that you need to register operations for, select the tab “Add company”.

When you have registered a company, drivers and vehicle, you can use them in connection with registering operations. The tab “Basic data” gives you an overview of the information registered for a company, drivers and vehicles you have previously registered with register in connection with registering operations.

You can register new drivers and vehicles under this tab and then use them to register an operation at a later time.

Note:

Registering company, drivers and vehicles under the tab “Basic data” is not the same as registering an operation. You can only register an operation under the tab “Operations”.

7.1 Company

Under “Company”, you can edit information that you have registered.



Register of Foreign Operations in Denmark

Operations **Basic data** ▾ User rights Add company

🌐 English ▾

Company

Edit company information

Company ID	U1000166
Name of company	Test20
VAT number	Not specified
Company registration number	Not specified
Address	Pils iela 4, Riga
Country	Latvia
Company telephone	+41 83330002
Company email address	alka@test.dk
Contact person name	Not specified
Contact person email address	Not specified
Registered	20.12.2020
Updated	20.12.2020

7.2 Drivers

Under “Drivers”, you can find and administer information registered for drivers, and register new drivers. This can be used to create an overview of number of drivers you have registered under the selected company.



Register of Foreign Operations in Denmark

Operations **Basic data** ▾ User rights Add company

🌐 English ▾

Drivers

The following list contains your registered drivers

Add new driver

Search

Name ↕	Last updated ↕	Action
Tommy Berg	20.12.2020	Edit

Previous **1** Next

Click on “Add new driver” to register a new driver. You must insert following information:

- Name and last name
- Date of birth
- Citizenship
- Passport number
- Mobile phone
- E-mail address

You can voluntarily upload documentation e.g. paychecks and employment contract when you register information for a driver. Documentation can also be uploaded when editing the information for a driver.

Note: You can only delete a driver from a register, if the driver is not added to an operation.

7.3 Vehicle

Here you can register number plates for the vehicles that will be carrying out operations in Denmark

Note:

You cannot change number plate once it is added to an operation. You can delete number plate that is not added to an operation.

virK Privatkunde (Status 90)
On behalf of Test20 [Sign Out](#)

Register of Foreign Operations in Denmark Danish Business Authority
[Contact](#)

Operations **Basic data** ▾ User rights Add company 🌐 English ▾

Vehicles

The following list contains your registered vehicles

[Add new vehicle](#)

Search

Number plate ↕	Actions
12345	

Previous 1 Next