

## **New regulations: information about persons onboard must now be reported in MSW**

### **Where are the regulations found, and why have these new reporting regulations been introduced?**

In directive 98/41/EC<sup>1</sup>, there are regulations on the registration of persons sailing on board passenger ships. Those regulations are incorporated into Swedish law through the Swedish Transport Agency's Regulations and General Advice (TSFS 2016:102) on the Registration of Persons on board Passenger Ships. **Persons on board** means all people on board the ship, including the crew.

On 21 December 2023, new regulations will be introduced: the information about the persons on board must now be reported electronically to the Swedish Maritime Administration via Maritime Single Window (MSW).

The purpose of the new regulations is to make it easier for competent authorities to obtain correct information about persons on board passenger ships. In case of a maritime accident, such information is necessary to enable the authorities to accomplish effective search and rescue operations.

### **Reporting in MSW – what you need to know**

#### **Which ships are covered by the new regulations, and which are not?**

The new regulations apply to Swedish passenger ships, and to foreign passenger ships departing from or calling at a Swedish port.

Pleasure yachts and pleasure craft, however, are exempt, as are ships of war and troop ships. This means they are **not** covered by the regulations.

Ships **operating exclusively in sea area E** are not covered by the MSW reporting requirements. However, all persons on board such ships must be counted, and the master must be informed about the number of persons before the ship departs.

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<sup>1</sup> COUNCIL DIRECTIVE 98/41/EC of 18 June 1998 on the registration of persons sailing on board passenger ships operating to or from ports of the Member States of the Community

## Who is responsible for reporting the information?

The company<sup>2</sup> shall appoint a passenger registrar<sup>3</sup> responsible for ensuring that the reporting of information in MSW is done. Please note that the passenger registrar does not have to be the person that carries out the actual reporting.

## What is to be reported, and when?

- The number of persons on board must always be recorded and then reported in MSW before the ship departs.
- If the ship's voyage (from the point of departure to the next port of call) exceeds 20 nautical miles (37 kilometres), the following information concerning all persons on board must be recorded in MSW no later than 15 minutes after the ship's departure:
  - family name
  - forenames
  - gender
  - date of birth
  - nationality
  - when volunteered by a passenger: information concerning special care or assistance that might be needed in an emergency.
- For voyages exceeding 20 nautical miles (37 kilometres): when the voyage has been safely completed, this must also be reported in MSW.

## Any questions?

If you have questions about the regulations (directive 98/41/EC and the Swedish Transport Agency's Regulations and General Advice (TSFS 2016:102) on the Registration of Persons on board Passenger Ships), you are welcome to contact Helena Ragnarsson, administrative officer at the Swedish Transport Agency:

Telephone: +46 (0)10 495 33 22

E-mail: [helena.ragnarsson@transportstyrelsen.se](mailto:helena.ragnarsson@transportstyrelsen.se)

If you have practical questions about the reporting, you are welcome to contact **MSW Support** at the Swedish Maritime Administration:

Telephone: +46 (0)771 40 00 50

E-mail: [support@mswreportal.se](mailto:support@mswreportal.se)

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<sup>2</sup> '*company*' shall mean the owner of a passenger ship or any other organisation or person such as the manager or the bareboat charterer, who has assumed responsibility for operating the passenger ship from the owner (COUNCIL DIRECTIVE 98/41/EC).

<sup>3</sup> '*passenger registrar*' shall mean the responsible person designated by a company to fulfil the ISM Code obligations, where applicable, or a person designated by a company as responsible for the transmission of information on persons who have embarked on a company passenger ship (COUNCIL DIRECTIVE 98/41/EC).

# Reportal

The Swedish Maritime Single Window

## How do I report in MSW?

<https://www.mswreportal.se/>


▼ Passengers 0 arriving  
0 departing

Passengers

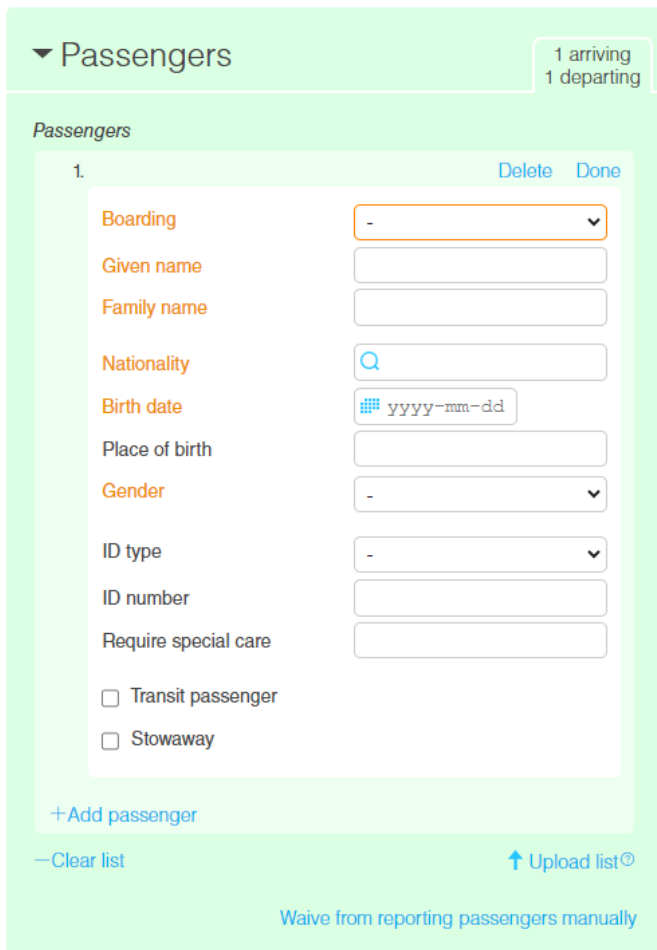
→ + Add passenger

↑ Upload list<sup>Ⓞ</sup>

Waive from reporting passengers manually

### Reporting of passengers

Under the section "Passengers", information must be provided about the passengers staying on board. Select "Add passenger" to continue.



▼ Passengers 1 arriving  
1 departing

Passengers

1. Delete Done

Boarding	-
Given name	
Family name	
Nationality	Q
Birth date	yyyy-mm-dd
Place of birth	
Gender	-
ID type	-
ID number	
Require special care	

Transit passenger

Stowaway

+ Add passenger

— Clear list ↑ Upload list<sup>Ⓞ</sup>

Waive from reporting passengers manually

The following information must be entered for each passenger:

- Boarding (*Mandatory*)
- Given name (*Mandatory*)
- Family Name (*Mandatory*)
- Nationality (*Mandatory*)
- Birth date (*Mandatory*)
- Place of birth
- Gender (*Mandatory*)
- ID-type
- ID-number
- Require special care

When reporting transit passengers, enter "-" under "Boarding" and tick the checkbox "Transit passengers".

If you need to report stowaways, tick the checkbox "Stowaway". Pre-populated choices will then be filled in the mandatory fields.

## Reporting only the number of passengers



▼ Passengers 0 arriving  
0 departing

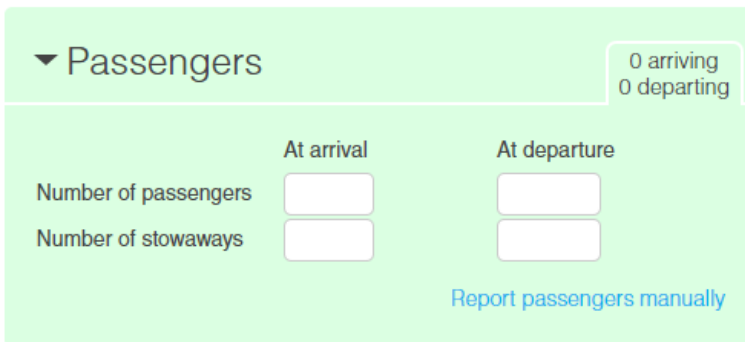
Passengers

+Add passenger

↑ Upload list<sup>Ⓞ</sup>

→ Waive from reporting passengers manually

When reporting only the number of passengers staying on board, select "Waive from reporting passengers manually".



▼ Passengers 0 arriving  
0 departing

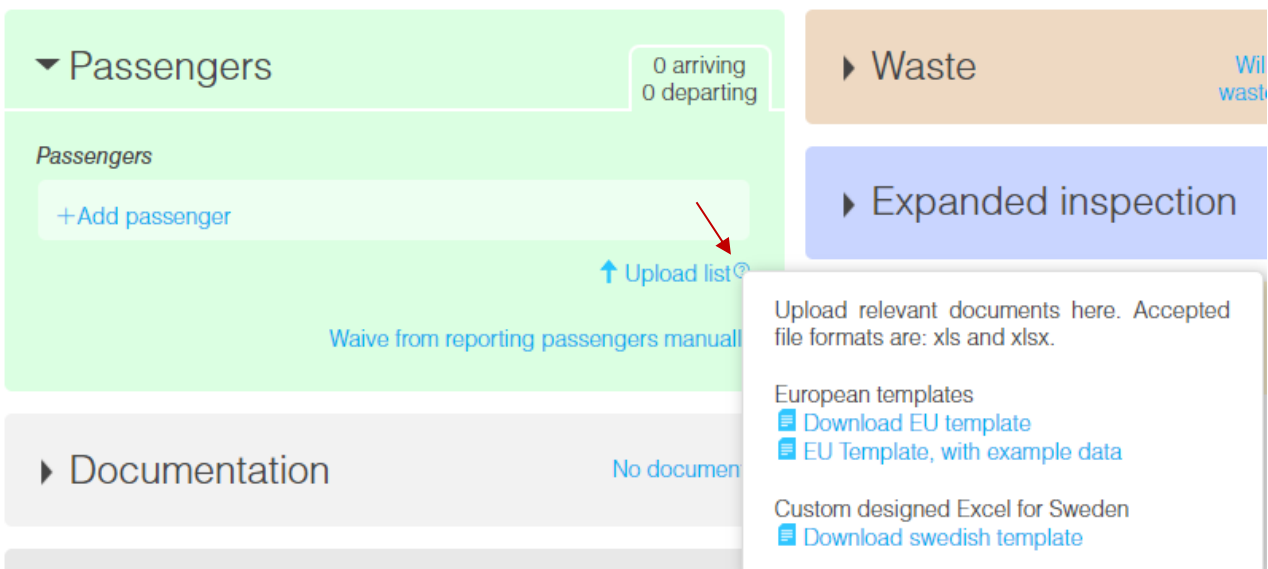
	At arrival	At departure
Number of passengers	<input type="text"/>	<input type="text"/>
Number of stowaways	<input type="text"/>	<input type="text"/>

Report passengers manually

Continue to enter the amount of passengers on board upon arrival and departure.

## Reporting passengers using Excel file

You can also report passengers by uploading a completed Excel file. The Excel file can be downloaded under the question mark next to "Upload list".



▼ Passengers 0 arriving  
0 departing

Passengers

+Add passenger

↑ Upload list<sup>Ⓞ</sup>

Waive from reporting passengers manually

► Waste Wil  
wast

► Expanded inspection

► Documentation No document

Upload relevant documents here. Accepted file formats are: xls and.xlsx.

European templates

- Download EU template
- EU Template, with example data

Custom designed Excel for Sweden

- Download swedish template

Enter the mandatory fields for each passenger and then select "Upload list".

Version: 2.2.0

**PASSENGER LIST**

Family name	Given name(s)	Nationality	Date of birth	Place of birth	Nature of identity document	Number of identity document	Transit passenger or not	Gender	Require special care	Boarding type

**Reporting of voyage safely completed**

At arrival	At departure
ETA (dock/anchorage) ☺ <input type="text" value="2023-12-18"/> <input type="text" value="12:00"/>	ETD (dock/anchorage) ☺ <input type="text" value="2023-12-19"/> <input type="text" value="12:00"/>
Pilotage status <input type="text" value="Required to employ pilot"/>	Pilotage status <input type="text" value="Required to employ pilot"/>
First point in port <input type="text" value="800 Bulkhamnen - Helsi..."/>	Last point in port ☺ <input type="text" value="800 Bulkhamnen - Helsingborg"/>
Draught on arrival ☺ <input type="text" value=""/> m	Draught on departure ☺ <input type="text" value=""/> m
Height on arrival ☺ <input type="text" value=""/> m	Height on departure ☺ <input type="text" value=""/> m
Any arriving cargo? <input type="radio"/> Yes <input checked="" type="radio"/> No	Any departing cargo? <input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Arriving voyage safely completed	<input type="checkbox"/> Departing voyage safely completed
Previous port city <input type="text" value="GBBRS - Bristol"/>	Next port city ☺ <input type="text" value="DKHLS - Helsingör"/>
ETD (previous port) <input type="text" value="yyyy-mm-dd"/> <input type="text" value="hh:mm"/>	ETA (next port) <input type="text" value="2023-12-20"/> <input type="text" value="12:00"/>

When the arriving voyage has been safely completed, check "Arriving voyage safely completed" in the overview. When the voyage to the next port has been safely completed, check "Departing voyage safely completed". Then sign/send your changes in MSW.

**Additional information**

To get access to MSW, you can contact MSW Support or use the following link:

[Application for permission to e-services \(sjofartsverket.se\)](#)

For more information about the reporting in MSW Reportal, please see our user guide or contact MSW Support.

**MSW Support**

Phone: +46 (0) 771-40 00 50

E-mail: [support@mswreportal.se](mailto:support@mswreportal.se)