

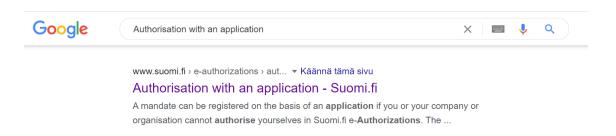
How to submit a mandate application in the mandate service provided by officials

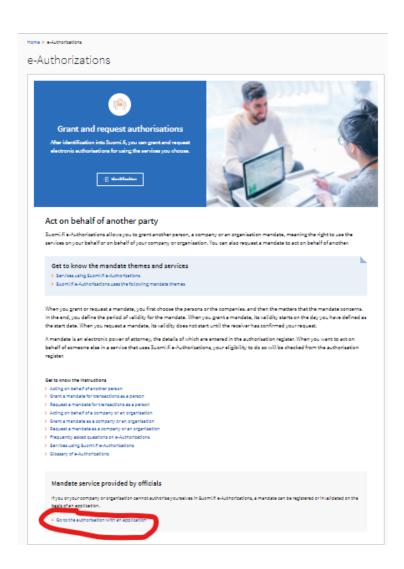
Filling in the application step by step



## Finding the mandate service provided by officials

Google or go to: https://www.suomi.fi/e-authorizations







# First, check whether you need the help of the mandate service provided by officials or whether you can grant the mandate independently

Home > e-Authorizations > Authorisation with an application

## Authorisation with an application

A mandate is an electronic power of attorney, the details of which are entered in the authorisation register. A mandate can be registered on the basis of an application if you or your company or organisation cannot authorise yourselves in Suomi.fi e-Authorizations. The time required for processing an application is 2–3 weeks from the date on which the application was received.



## Who can authorise with an application?

An application can be used for te authorisation if the assignor is one of the following:

- An organisation that does not have representatives recorded in a register (e.g. public authorities, municipalities, parishes, educational institutions, foundations, partnerships and deceased persons' estates with a business ID)
- Finnish company for which no managing director, persons entitled to represent the company or board members have been entered in the Trade Register
- A foreign company that has not been registered in Finland or whose representatives' Finnish personal identity code has not been recorded in the Trade Register
- An association with no persons entitled to represent the association alone. Check the rules of representations entered in the registers of associations
  from the PRH association register before submitting the application, as the association can probably grant mandates in Suomi.fi e-Authorizations.
- A private entrepreneur who does not have personal identification tokens for electronic services or who cannot or does not know how to use electronic services
- . A person who is under guardianship and whose guardian is currently using the Katso ID (coming in 2020)

If the assignor is someone else, the mandate can, with a few exceptions, be granted or invalidates by the assignor himself or herself in Suomi.fi e-Authorizations.

> Go to Suomi.fi e-Authorizations



## If you need the mandate service provided by officials, find out the instructions first

## Instructions for submitting the application

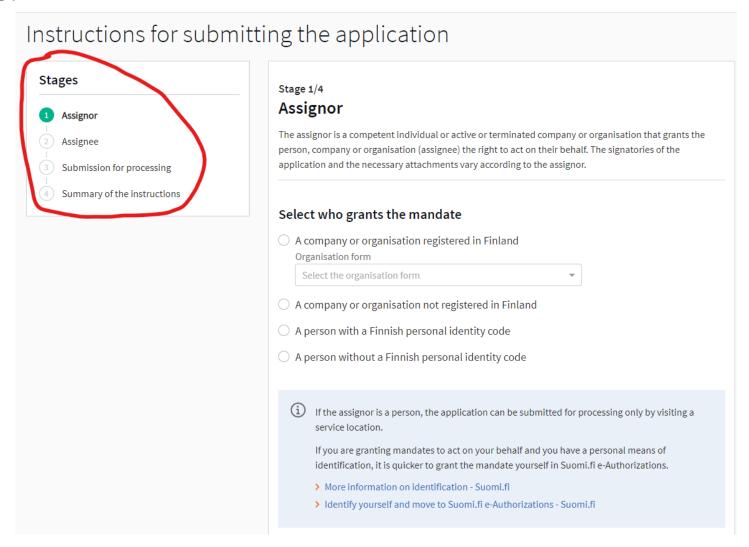
If you do not know what information and documents you need for the application, find this out from the instructions for submitting the application. You will get detailed instructions based on your selections. You will also receive a list of the documents that you must attach to the application.

Instructions for your application



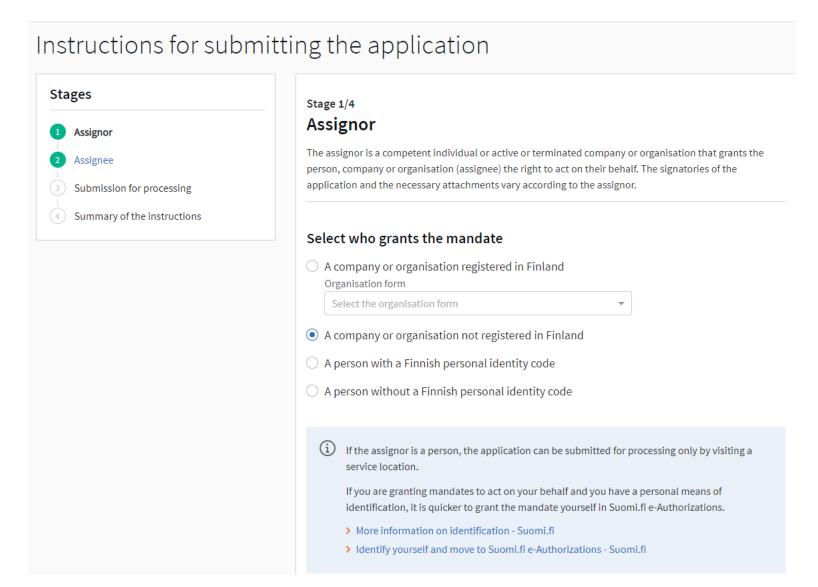


You will get more detailed instructions by answering the questions step by step. The instructions vary depending on your selections.



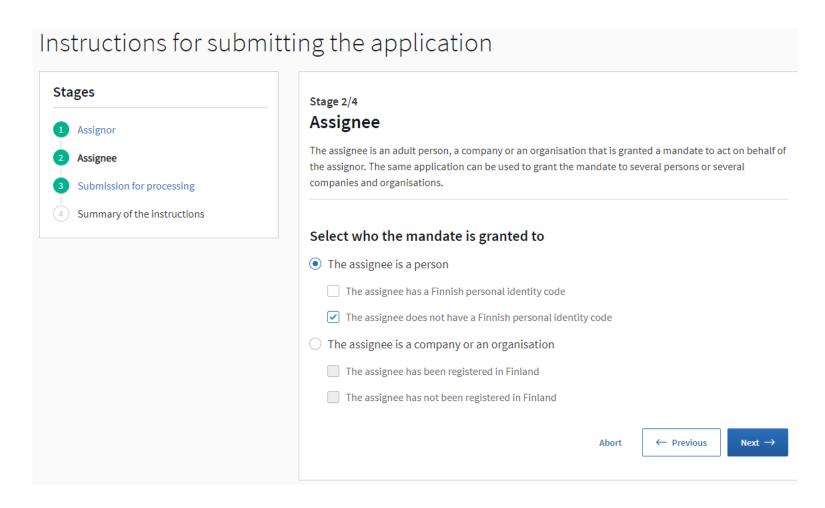


## In this example, the assignor requiring the instructions is a foreign company or organisation. Also note the other options.



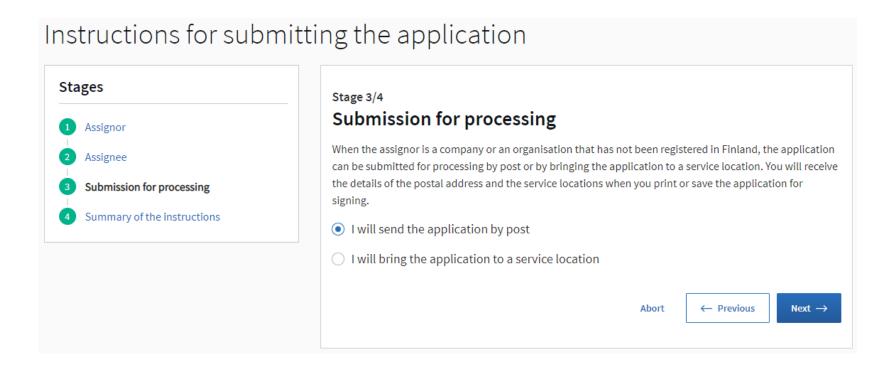


## In this example, the instructions are required for authorising a foreign person. Also note the other options





## In this example, the instructions are required for submitting the mandate application by post.



PLEASE NOTE! All of the methods of sending the application are not available to all assignors:

- Electronic: Finnish companies and organisations only
- Service location: Private individuals without digital skills and foreign companies
- By post: Foreign companies



## In the last step, you will get a (printable) summary of the instructions based on your selections

## Instructions for submitting the application

# Stages 1 Assignor 2 Assignee 3 Submission for processing 4 Summary of the instructions

### Stage 4/4

## Summary of the instructions

On this page, you see the information and documents required for the application.

### Your selections

### Assignor

The company or organisation has not been registered in Finland

## Assignee

• The person does not have a Finnish personal identity code

### Submitting for processing

I will send the application by post

## Instructions for the application

 $\bullet \ \ \text{Before filling in the application, familiarise yourself with the instructions for the e-service in}$ 

### Instructions for the application

- Before filling in the application, familiarise yourself with the instructions for the e-service in
  which the mandate is to be used. You can also see the available mandate themes in Suomi.fi:
  suomi.fi/e-suthorizations/mandate-themes @\* . Make a note of the mandate themes, as you will
  need them when filling in your application.
- The printout of the application must always be signed separately. It can be signed on behalf of a
  company or an organisation only by the persons whose authority to sign is indicated in the
  resister date or in a document attached to the application.
- If the authorized signatory of the company or organisation is a company or an organisation, the
  application will be signed by the authorized signatories of the company or organisation
  concerned.
- For the application, you will need the assignor's name and the VAT number for EU countries or the national business ID issued in the country of registration.
- Person who is to be granted the mandate does not have a Finnish personal identity code: you will
  need the assignee's first name and sumame and the foreigner's identifier obtained from the
  Finnish Authenticator Identification Service for the application. If the assignee does not yet have
  the identifier, they must obtain it. Instructions for obtaining the identifier: suomi.fi/instructionsand-support/information-on-eidentification/finnish-authenticator-identification-service (G\*).
- The application can be submitted and delivered for processing by any person chosen by the company or organization.
- Be prepared to provide the contact details for sending any requests for additional information
  during the processing and the notification that the mandate has been registered.
- . The documents proving the authority to sign may not be more than 6 months old.

### Required documents

To be able to submit the application for processing, you will need the following documents.

- · The signed printout of the application
- Original extract from the register in which the company or community has been entered in its
  home country whic is legalised and certified by a notary public or by the registration authority
- A copy of the signatories' Finnish identity card or passport, or a certified and legalised copy of
  their valid foreign passport. If a Finnish authority has certified the authenticity of the copy of a
  foreign signatory's passport, legalisation of the copy is not required. Note that a copy of the
  driving licence is not accepted as an appendix.
- If the information on the signatory company's or organisation's signatory rights is not entered in the Finnish Trade Register or the Register of Associations, a document indicating the signatories' right to sign

You can print the instructions on paper or as a pdf and return to fill in the application later. If you have all of the required information and documents, you can continue directly to filling in the application.

Print 🖨

Continue to the mandate application  $\rightarrow$ 

ort ← Previo

Close the summary



## When you have read the instructions carefully and acted accordingly, you can move on to completing the mandate application

If the assignor is someone else, the mandate can, with a few exceptions, be granted or invalidates by the assignor himself or herself in Suomi.fi e-Authorizations.

> Go to Suomi, fi e-Authorizations

## Instructions for submitting the application

If you do not know what information and documents you need for the application, find this out from the instructions for submitting the application. You will get detailed instructions based on your selections. You will also receive a list of the documents that you must attach to the application.

Instructions for your application



General instructions for submitting an application (PDF, in Finnish)

## Complete an application for the registration of a mandate

The mandate application must describe the content of the authorisation. When you have filled in the information required for the application, you must sign the application and submit it and its attachments for processing.



Before filling in the application, familiarise yourself with the instructions for the e-service in which the mandate is to be used. You can also see the available mandate themes in Suomi.fi.

> Familiarise yourself with the the mandate themes

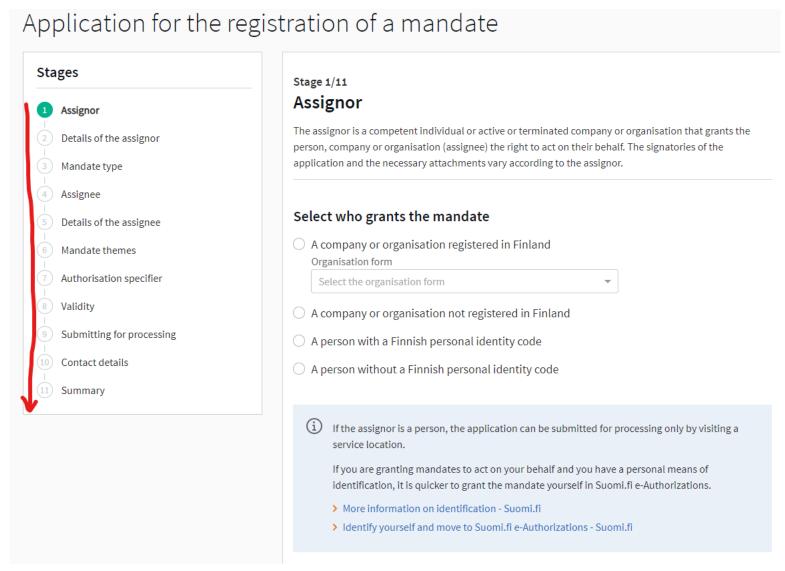
## Request the invalidation of a mandate

In a mandate invalidation application, you must determine the assignees from whom you want to remove the granted mandates. Note that as a

PLEASE NOTE! You can also start to fill in the mandate application directly, without finding out the instructions

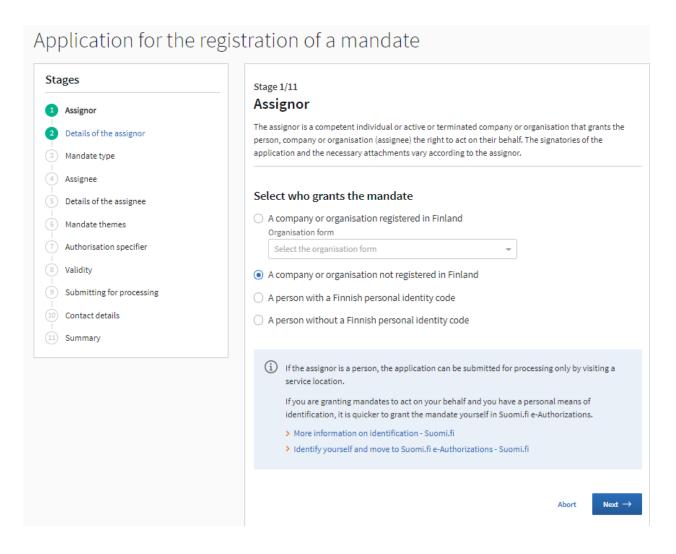


## The mandate application has 11 steps, in which you are asked to fill in the details of the mandate that will be registered





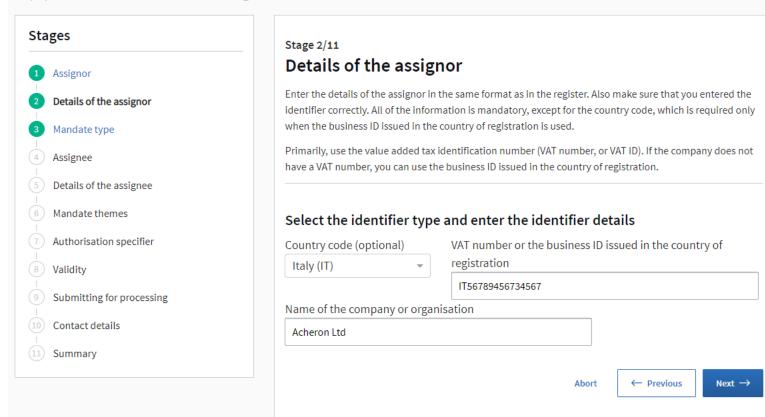
## First select the type of assignor. In this example, the mandate application is filled in by a foreign company





## Next, enter the assignor's code and name

## Application for the registration of a mandate

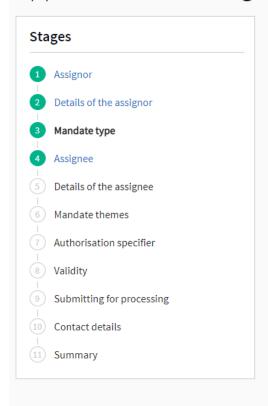


NOTE! Use finnish company code if you have one



## Next, select the mandate type that will be granted to the assignee (applies only if the assignor a company / organisation)

## Application for the registration of a mandate



### Stage 3/11

## Mandate type

When the mandate type you select is the right to grant a mandate or the representative's right to grant a mandate, the assignee may in future administer the mandates of the company or organisation in Suomi.fi e-Authorizations.

If it is not possible to grant a mandate to anyone who could or would be able to use Suomi.fi e-Authorizations, you can select the mandate for transactions as the mandate type.

## Right to grant a mandate

A person with the right to grant a mandate can, on behalf of the company or organisation, grant mandates for transactions to other people, companies or organisations (e.g. a company authorises its employee to grant mandates for transactions to other employees).

## O Representative's right to grant a mandate

A person with a representative's right to grant a mandate can grant other persons mandates to represent on behalf of the company or organisation that granted the mandate, and request mandates for transactions other companies, organisations and persons (e.g. an accounting agency authorises its employee to authorise other employees to carry out transactions on behalf of clients).

### Mandate for transactions

A person, company or organisation with a mandate for transactions can act on behalf of a company or an organisation (e.g. a company authorises an accounting agency to carry out transactions on its behalf).

Typically, a **right to grant a mandate** is selected so that
authorising can from then on
be done independently on
behalf of the company /
organisation

You can read about the different mandate types in the instructions in Suomi.fi e-Authorizations:

<a href="https://www.suomi.fi/instructions-and-support/information-on-eauthorizations/grant-a-mandate-as-a-company-or-an-organisation">https://www.suomi.fi/instructions-and-support/information-on-eauthorizations/grant-a-mandate-as-a-company-or-an-organisation</a>

Abort

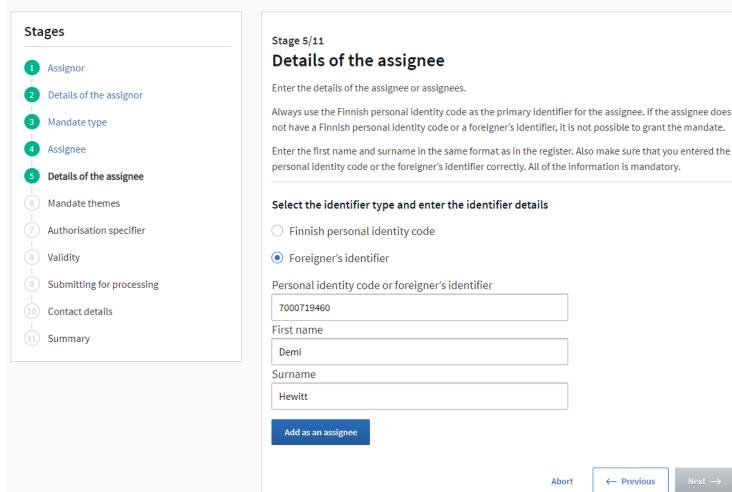
← Previous

Next  $\rightarrow$ 



## Next, enter the details of the assignee / assignees (the person's identity code and names)

## Application for the registration of a mandate



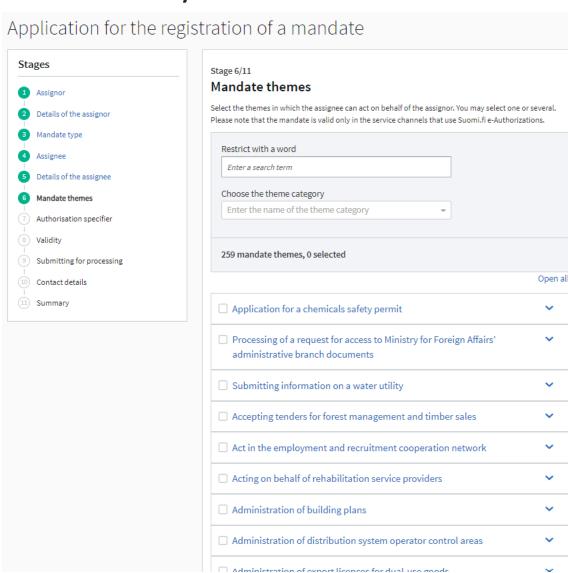
You can enter both Finnish persons (personal identity code) and foreign citizens who have obtained a Finnish Authenticator token (foreigner's identifier).

PLEASE NOTE! Enter the details carefully because the correctness of the name-identifier combination will not be verified.

Only the mandate type mandate for transactions can be used for authorising other companies / organisations.



## Next, select the mandate themes that the assignee's authority will cover



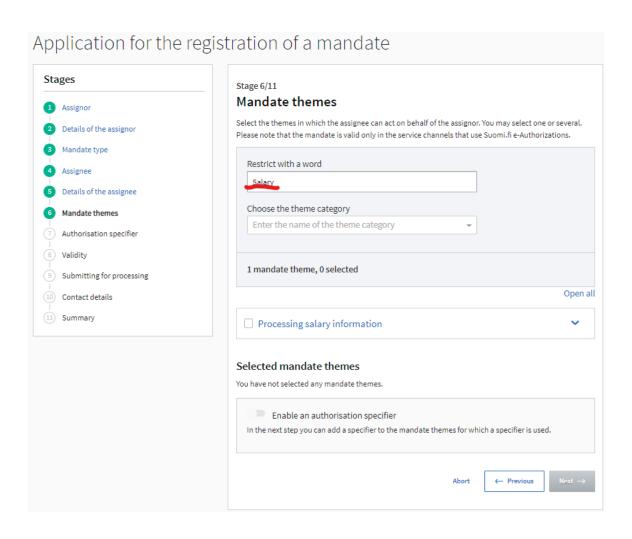
First read the instructions issued by those eservices that will be used. The e-service in question will provide instructions on which mandate themes it accepts

You can also browse different mandate themes in a separate search service for mandate themes, which has more versatile search features: https://www.suomi.fi/e-authorizations/mandatethemes

You should open the browsing service in a separate window

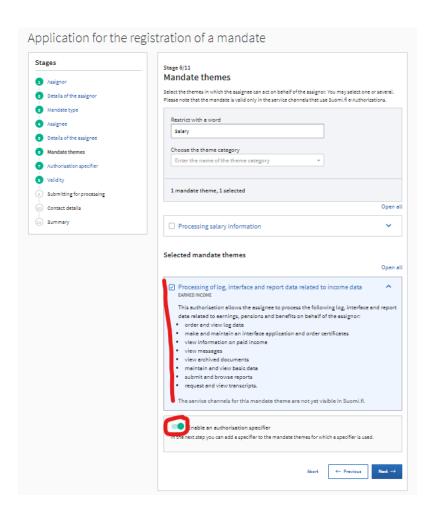


## You can shorten the list of mandate themes by filtering it with a specific search term, such as "Salary"





By selecting an individual mandate theme, you will see a more detailed description of the authority it gives. You can select more than one at the same time



Some of the mandate themes can be specified to apply, for example, only to a certain suborganisation of the assignor.

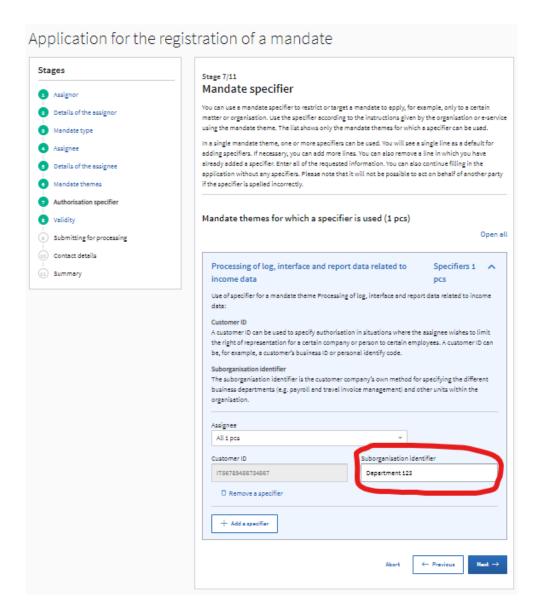
The specifier can also be used to target the mandates received from certain customers to certain employees (for example, in accounting firms)

The e-services provide instructions on whether specifiers are used in the mandate themes they accept and how they should be used

You can enter the specifier by pressing the "Enable an authorisation specifier" button. In other words, not used for all of the mandate themes



## Entering the specifier's values (optional)



If you want to grant a mandate with a specifier to the assignee, enter the specifier's values (free text field) according to the e-service's instructions.

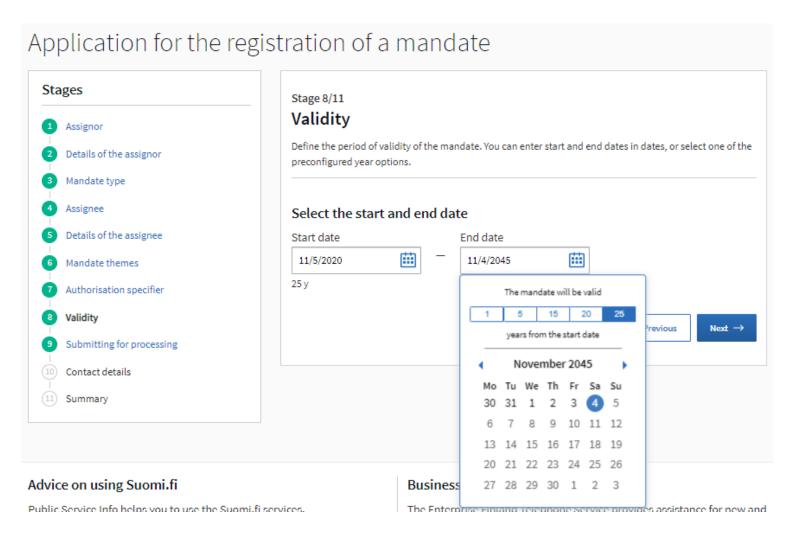
If several persons have been entered as assignees in the mandate application, different specifiers can be given to all of them

In this example, the assignee (1 person) could in future through the right to grant a mandate given to them in this application grant other people mandates for transactions for "Processing of ... income data", but only in connection with the company's department 123.

(The value of the specifier Customer ID, which is intended for targeting the mandate, is given automatically)

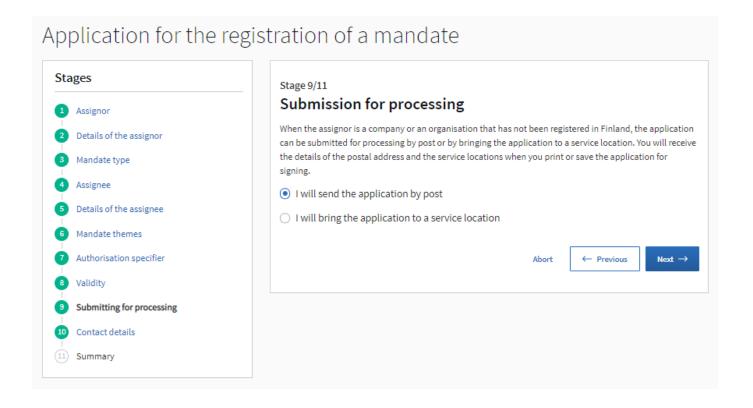


## Select the validity period of the mandate. Please note! The default value is 25 years.





## Next, select the method of sending the application.



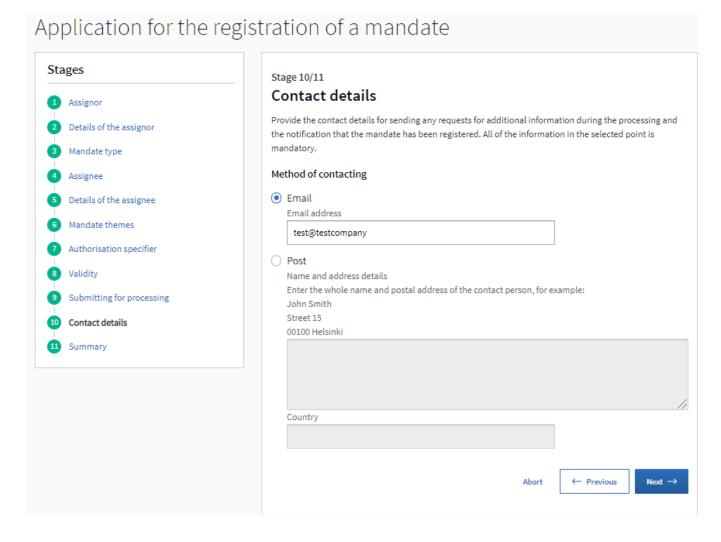
PLEASE NOTE! All of the methods of sending the application are not available to all assignors:

- Electronic: Finnish companies and organisations only
- Service location: Private individuals without digital skills and foreign companies
- By post: Foreign companies

It is important that you really use the method of sending you selected in the application. If you use a different method (e.g. selected electronic, but submit by mail), your application will not necessarily be available for processing at all.



## Contact details are mandatory



## PLEASE NOTE!

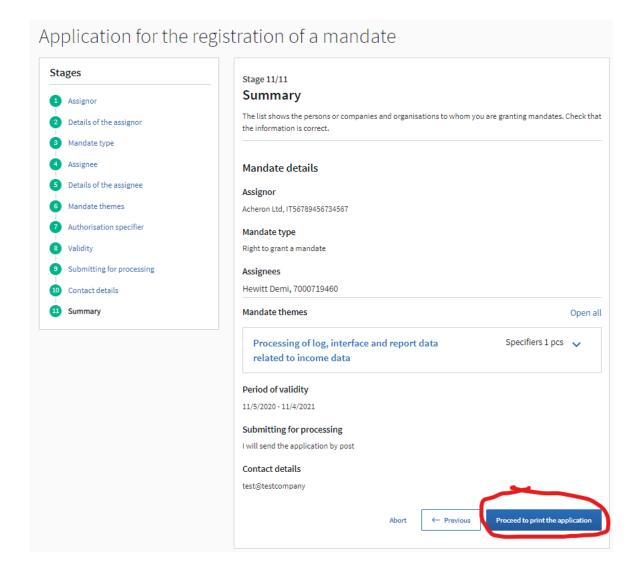
A notification will be sent to this contact address when the mandate application has been processed and is complete (the mandate that was applied for has been registered) or, if the application was incomplete, the requests for additional information will also be sent to it



In the summary, you can still check the information that you have entered into the application. If necessary, you can still go

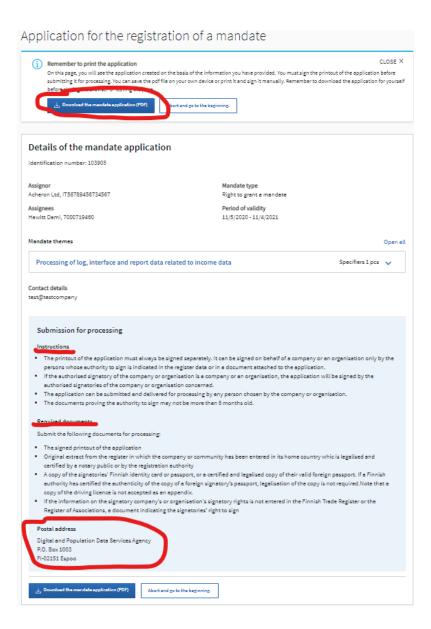
back and make corrections

If the information is correct, you can print the application for submitting for processing





## Print the mandate application for signing



Download and print the mandate application for signing. A printed application must always be signed!

> At this stage, you can check the instructions again

The required documents have also been listed here



## Print the downloaded application and request the required signatures. Write down the identification number or the application

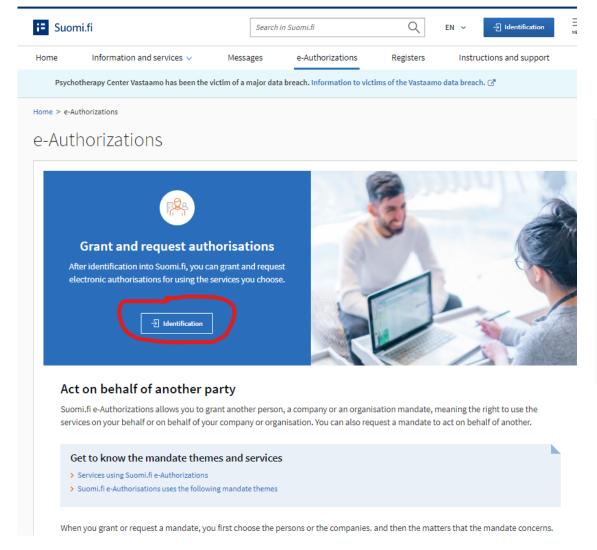
ASSIGNOR Acheron Ltd, IT56789456734567  ASSIGNEE Hewitt Demi, 7000719460  MANDATE TYPE Right to grant a mandate A person with the right to grant a mandate can, on behalf of the company or organisation, grant mandates for transaction companies or organisations (e.g. a company authorises its employee to grant mandates for transactions to other employee to grant mandates for transactions to other employee to grant mandates for transactions to other employee.  PERIOD OF VALIDITY  05.11.2020 - 04.11.2021  MANDATE THEMES  The assignee has the right to manage the following matters:  Processing of log, interface and report data related to income data	matters:  ted to income data  e following log, interface and report data related to earnings, pensions and benefits on behalf of	ASSIGNOR Acheron Ltd, IT56789456734567 ASSIGNEE Hewltt Demi, 7000719460 MANDATE TYPE Right to grant a mandate	PPLICATION FOR THE REGISTR	SUOMLFI E-AUTHORIZATIONS
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the assignor:  order and view log data  make and maintain an interface application and order certificates  view information on paid income  view messages  view archived documents  maintain and view basic data  submit and browse reports	*Controlling	This authorisation allows the assignee to process the folic the assignor:  • order and view log data  • make and maintain an interface application and order  • view information on paid income  • view information on paid income  • view archived documents  • maintain and view basic data  • submit and browse reports	wing log, interface and report data related to earnin	gs, pensions and benefits on behalf of
request and view transcripts.				
	Suborganisation identifier Customer ID  Department 123	Assignee Hewitt Demi, 7000719460		Customer ID

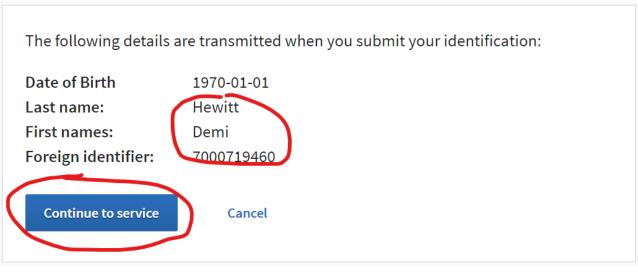
		SUOMI.FI E-AUTHORIZATIONS
SIGNATURES		
	or in a document attached to the application	ignatory or signatories are a person or persons whose authority to sign is on. Details that are mandatory for each signatory include place and date, the
	than can fit on the page, you can copy this page). Remember to attach all signature page.	page as a template for other signatures or continue on a separate paper signs to the application.
Place and time:	Signature:	Title:
	Clarification of signature:	
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DIGITAL AND POPULATION DATA SERVICES AGENCY  APPLICATION FOR THE REGISTRATION OF A MANDATE SUGMLFIE-AUTHORIZATIONS
SUBMISSION FOR PROCESSING
Instructions for the application
The printout of the application must always be signed separately. It can be signed on behalf of a company or an organisation only by the person whose authority to sign is indicated in the register data or in a document attached to the application.  If the authorised signatory of the company or organisation is a company or an organisation, the application will be signed by the authorised signatories of the company or organisation concerned.  The application can be submitted and delivered for processing by any person chosen by the company or organisation.  The documents proving the authority to sign may not be more than 6 months old.
Required documents
Submit the following documents for processing:
• The signed printout of the application • Original extract from the registration authority • A copy of the signatories' Finnish identity card or passport, or a certified and legalised copy of their valid foreign passport. If a Finnish authority has certified the authenticity of the copy of a foreign signatory's passport, legalisation of the copy is not required. Note that a copy of the driving licence is not accepted as an appendix. • If the information on the signatory company's or organisation's signatory rights is not entered in the Finnish Trade Register or the Register of Associations, a document indicating the signatories' right to sign
Postal address
Send the signed printout of the application and its attachments in the same envelope to:  Digital and Population Data Services Agency P.O. Box 1003  FI-02151 Espoo
CONTACT INFORMATION
Any requests for additional information during processing and information on the registration of mandates will be sent to the following address:
Any requests for authoritis information outling processing and information on the registration of mandates will be sent to the following address.  [test@festcompany]



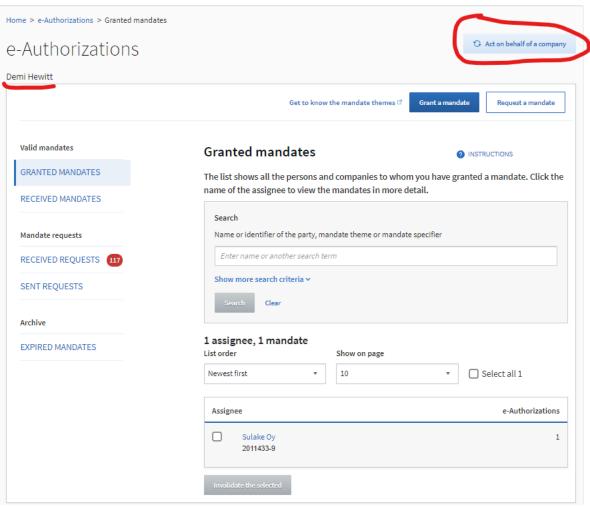
When the mandate service provided by officials notifies you that the application has been processed and is complete, the person who received the mandate can start authorising (or acting on behalf of the other party)

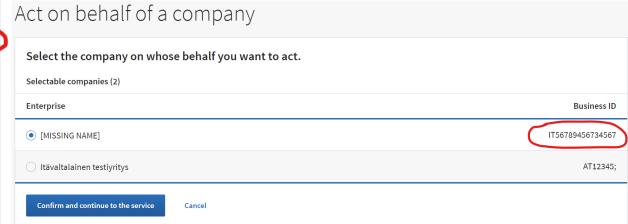






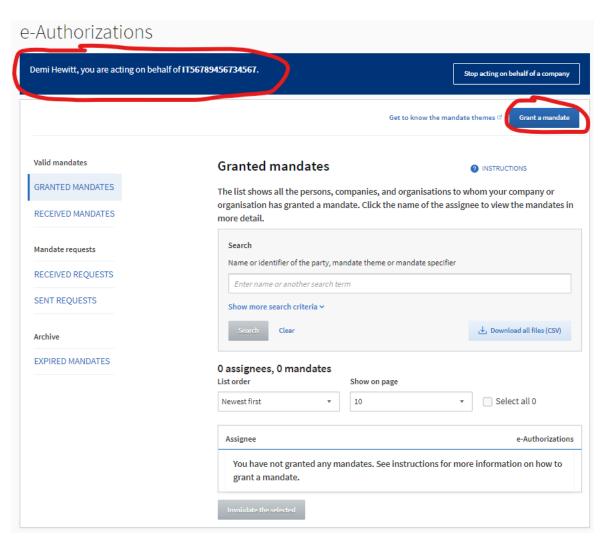
## After having identified themself in Suomi.fi e-Authorizations, the person must switch to acting on behalf of a company







The person can start authorising on behalf of the company in matters that the right to grant mandates provides authority to





## Instructions for Suomi.fi e-Authorizations

 https://www.suomi.fi/instructions-and-support/information-oneauthorizations



## **Companies and organisations:**

- Customer service for companies, will answer for example the following questions:
  - As an organisation, how can I grant a mandate in Suomi.fi e-Authorizations?
  - What should I do in a problem situation?
- Telephone: +358 295535115
- Email: organisaatiopalvelut@dvv.fi

- Hours of service:
  - Monday–Friday 10.00–15.00

## **Citizens:**

- Public Service Info telephone service, TELEPHONE SERVICE
- You can contact Public Service Info by phone. The telephone service also works if you call from abroad.
- Telephone: +358 295000 A fee is charged for the call.

- Hours of service
  - Monday–Friday 8.00–21.00
  - Saturday 9.00–15.00