



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>



Authorisation with an application



[www.suomi.fi](https://www.suomi.fi/e-authorizations) > [e-authorizations](#) > aut... ▾ [Käännä tämä sivu](#)

Authorisation with an application - Suomi.fi

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 ...

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e-Authorizations



Grant and request authorisations

After identification into Suomi.fi, you can grant and request electronic authorisations for using the services you choose.



Act on behalf of another party

Suomi.fi e-Authorizations allows you to grant another person, a company or an organisation mandate, meaning the right to use the services on your behalf or on behalf of your company or organisation. You can also request a mandate to act on behalf of another.

Get to know the mandate themes and services

- > [Services using Suomi.fi e-Authorizations](#)
- > [Suomi.fi e-Authorizations uses the following mandate themes](#)

When you grant or request a mandate, you first choose the persons or the companies, and then the matters that the mandate concerns. In the end, you define the period of validity for the mandate. When you grant a mandate, its validity starts on the day you have defined as the start date. When you request a mandate, its validity does not start until the receiver has confirmed your request.

A mandate is an electronic power of attorney, the details of which are entered in the authorisation register. When you want to act on behalf of someone else in a service that uses Suomi.fi e-Authorizations, your eligibility to do so will be checked from the authorisation register.

Get to know the instructions

- > [Adding on behalf of another person](#)
- > [Grant a mandate for transactions as a person](#)
- > [Request a mandate for transactions as a person](#)
- > [Adding on behalf of a company or an organisation](#)
- > [Grant a mandate as a company or an organisation](#)
- > [Request a mandate as a company or an organisation](#)
- > [Frequently asked questions on e-Authorizations](#)
- > [Services using Suomi.fi e-Authorizations](#)
- > [Glossary of e-Authorizations](#)

Mandate service provided by officials

If you or your company or organisation cannot authorise yourselves in Suomi.fi e-Authorizations, a mandate can be registered or invalidated on the basis of an application.

- > [Go to the authorisation with an application](#)



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 the 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 invalidated 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](#)



[General instructions for submitting an application \(PDF, in Finnish\)](#) 



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

Instructions for submitting the application

Stages

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

Stage 1/4 Assignor

The assignor is a competent individual or active or terminated company or organisation that grants the person, company or organisation (assignee) the right to act on their behalf. The signatories of the application and the necessary attachments vary according to the assignor.

Select who grants the mandate

☐ A company or organisation registered in Finland
Organisation form

☐ A company or organisation not registered in Finland

☐ A person with a Finnish personal identity code

☐ A person without a Finnish personal identity code

i If the assignor is a person, the application can be submitted for processing only by visiting a service location.

If you are granting mandates to act on your behalf and you have a personal means of identification, it is quicker to grant the mandate yourself in Suomi.fi e-Authorizations.

> [More information on identification - Suomi.fi](#)

> [Identify yourself and move to Suomi.fi e-Authorizations - Suomi.fi](#)



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

Instructions for submitting the application

Stages

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

Stage 1/4

Assignor

The assignor is a competent individual or active or terminated company or organisation that grants the person, company or organisation (assignee) the right to act on their behalf. The signatories of the application and the necessary attachments vary according to the assignor.

Select who grants the mandate

☐ A company or organisation registered in Finland

Organisation form

Select the organisation form ▼

☒ A company or organisation not registered in Finland

☐ A person with a Finnish personal identity code

☐ A person without a Finnish personal identity code

i If the assignor is a person, the application can be submitted for processing only by visiting a service location.

If you are granting mandates to act on your behalf and you have a personal means of identification, it is quicker to grant the mandate yourself in Suomi.fi e-Authorizations.

> [More information on identification - Suomi.fi](#)

> [Identify yourself and move to Suomi.fi e-Authorizations - Suomi.fi](#)



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

Instructions for submitting the application

Stages

- 1 Assignor
- 2 **Assignee**
- 3 Submission for processing
- 4 Summary of the instructions

Stage 2/4

Assignee

The assignee is an adult person, a company or an organisation that is granted a mandate to act on behalf of the assignor. The same application can be used to grant the mandate to several persons or several companies and organisations.

Select who the mandate is granted to

☒ The assignee is a person

☐ The assignee has a Finnish personal identity code

☒ The assignee does not have a Finnish personal identity code

☐ The assignee is a company or an organisation

☐ The assignee has been registered in Finland

☐ The assignee has not been registered in Finland

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

Instructions for submitting the application

Stages

- 1 Assignor
- 2 Assignee
- 3 **Submission for processing**
- 4 Summary of the instructions

Stage 3/4

Submission for processing

When the assignor is a company or an organisation that has not been registered in Finland, the application can be submitted for processing by post or by bringing the application to a service location. You will receive the details of the postal address and the service locations when you print or save the application for signing.

- ☒ I will send the application by post
- ☐ I will bring the application to a service location

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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

- 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/en-authorized/mandate-themes ³. 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 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.
- 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 surname 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/instructions-and-support/information-on-identification/finnish-authenticator-identification-service ³.
- The application can be submitted and delivered for processing by any person chosen by the company or organisation.
- 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 which 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 →

Abort

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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 invalidated 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.

[Complete a mandate 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.

> [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

Application for the registration of a mandate

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Mandate type
- 4 Assignee
- 5 Details of the assignee
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- 7 Authorisation specifier
- 8 Validity
- 9 Submitting for processing
- 10 Contact details
- 11 Summary

Stage 1/11

Assignor

The assignor is a competent individual or active or terminated company or organisation that grants the person, company or organisation (assignee) the right to act on their behalf. The signatories of the application and the necessary attachments vary according to the assignor.

Select who grants the mandate

☐ A company or organisation registered in Finland
Organisation form

☐ A company or organisation not registered in Finland

☐ A person with a Finnish personal identity code

☐ A person without a Finnish personal identity code

i If the assignor is a person, the application can be submitted for processing only by visiting a service location.

If you are granting mandates to act on your behalf and you have a personal means of identification, it is quicker to grant the mandate yourself in Suomi.fi e-Authorizations.

[More information on identification - Suomi.fi](#)

[Identify yourself and move to Suomi.fi e-Authorizations - Suomi.fi](#)



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

Application for the registration of a mandate

Stages

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Stage 1/11

Assignor

The assignor is a competent individual or active or terminated company or organisation that grants the person, company or organisation (assignee) the right to act on their behalf. The signatories of the application and the necessary attachments vary according to the assignor.

Select who grants the mandate

☐ A company or organisation registered in Finland
Organisation form

☒ A company or organisation not registered in Finland

☐ A person with a Finnish personal identity code

☐ A person without a Finnish personal identity code

i If the assignor is a person, the application can be submitted for processing only by visiting a service location.

If you are granting mandates to act on your behalf and you have a personal means of identification, it is quicker to grant the mandate yourself in Suomi.fi e-Authorizations.

[More information on identification - Suomi.fi](#)

[Identify yourself and move to Suomi.fi e-Authorizations - Suomi.fi](#)

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Next, enter the assignor's code and name

Application for the registration of a mandate

Stages

- 1 Assignor
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- 3 Mandate type
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Stage 2/11

Details of the assignor

Enter the details of the assignor in the same format as in the register. Also make sure that you entered the identifier correctly. All of the information is mandatory, except for the country code, which is required only when the business ID issued in the country of registration is used.

Primarily, use the value added tax identification number (VAT number, or VAT ID). If the company does not have a VAT number, you can use the business ID issued in the country of registration.

Select the identifier type and enter the identifier details

Country code (optional)	VAT number or the business ID issued in the country of registration
<input type="text" value="Italy (IT)"/>	<input type="text" value="IT56789456734567"/>
Name of the company or organisation	
<input type="text" value="Acheron Ltd"/>	

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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

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- 1 Assignor
- 2 Details of the assignor
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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).
- ☐ **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).

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



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

Application for the registration of a mandate

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Stage 5/11

Details of the assignee

Enter the details of the assignee or assignees.

Always use the Finnish personal identity code as the primary identifier for the assignee. If the assignee does not have a Finnish personal identity code or a foreigner's identifier, it is not possible to grant the mandate.

Enter the first name and surname in the same format as in the register. Also make sure that you entered the personal identity code or the foreigner's identifier correctly. All of the information is mandatory.

Select the identifier type and enter the identifier details

☐ Finnish personal identity code

☒ Foreigner's identifier

Personal identity code or foreigner's identifier

7000719460

First name

Demi

Surname

Hewitt

Add as an assignee

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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

Application for the registration of a mandate

Stages

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Stage 6/11

Mandate themes

Select the themes in which the assignee can act on behalf of the assignor. You may select one or several. Please note that the mandate is valid only in the service channels that use Suomi.fi e-Authorizations.

Restrict with a word

Choose the theme category

259 mandate themes, 0 selected

[Open all](#)

<input type="checkbox"/>	Application for a chemicals safety permit	▼
<input type="checkbox"/>	Processing of a request for access to Ministry for Foreign Affairs' administrative branch documents	▼
<input type="checkbox"/>	Submitting information on a water utility	▼
<input type="checkbox"/>	Accepting tenders for forest management and timber sales	▼
<input type="checkbox"/>	Act in the employment and recruitment cooperation network	▼
<input type="checkbox"/>	Acting on behalf of rehabilitation service providers	▼
<input type="checkbox"/>	Administration of building plans	▼
<input type="checkbox"/>	Administration of distribution system operator control areas	▼
<input type="checkbox"/>	Administration of export licences for dual use goods	▼

First read the instructions issued by those e-services 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/mandate-themes>

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”

Application for the registration of a mandate

Stages

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Stage 6/11

Mandate themes

Select the themes in which the assignee can act on behalf of the assignor. You may select one or several. Please note that the mandate is valid only in the service channels that use Suomi.fi e-Authorizations.

Restrict with a word

Choose the theme category

1 mandate theme, 0 selected

[Open all](#)

☐ Processing salary information

Selected mandate themes

You have not selected any mandate themes.

☐ Enable an authorisation specifier

In the next step you can add a specifier to the mandate themes for which a specifier is used.

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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

Application for the registration of a mandate

Stages

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Stage 6/11
Mandate themes

Select the themes in which the assignee can act on behalf of the assignor. You may select one or several. Please note that the mandate is valid only in the service channels that use Suomi.fi e-Authentications.

Restrict with a word
Salary

Choose the theme category
Enter the name of the theme category

1 mandate theme, 1 selected [Open all](#)

☐ Processing salary information [v](#)

Selected mandate themes [Open all](#)

☒ Processing of log, interface and report data related to income data
EARNED INCOME

This authorisation allows the assignee to process the following log, interface and report data related to earnings, pensions and benefits on behalf of 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
- request and view transcripts.

The service channels for this mandate theme are not yet visible in Suomi.fi.

☒ Enable an authorisation specifier
In the next step you can add a specifier to the mandate themes for which a specifier is used.

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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)

Application for the registration of a mandate

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Stage 7/11
Mandate specifier

You can use a mandate specifier to restrict or target a mandate to apply, for example, only to a certain matter or organisation. Use the specifier according to the instructions given by the organisation or e-service using the mandate theme. The list shows only the mandate themes for which a specifier can be used.

In a single mandate theme, one or more specifiers can be used. You will see a single line as a default for adding specifiers. If necessary, you can add more lines. You can also remove a line in which you have already added a specifier. Enter all of the requested information. You can also continue filling in the application without any specifiers. Please note that it will not be possible to act on behalf of another party if the specifier is spelled incorrectly.

Mandate themes for which a specifier is used (1 pcs) [Open all](#)

Processing of log, interface and report data related to income data	Specifiers 1 pcs
<p>Use of specifier for a mandate theme Processing of log, interface and report data related to income data:</p> <p>Customer ID A customer ID can be used to specify authorisation in situations where the assignee wishes to limit the right of representation for a certain company or person to certain employees. A customer ID can be, for example, a customer's business ID or personal identify code.</p> <p>Suborganisation identifier The suborganisation identifier is the customer company's own method for specifying the different business departments (e.g. payroll and travel invoice management) and other units within the organisation.</p>	<p>Assignee All 1 pcs</p> <p>Customer ID ITS6789456734567</p> <p>Suborganisation identifier Department 123</p> <p>Remove a specifier</p> <p>+ Add a specifier</p>

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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.

Application for the registration of a mandate

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Stage 8/11

Validity

Define the period of validity of the mandate. You can enter start and end dates in dates, or select one of the preconfigured year options.

Select the start and end date

Start date: 11/5/2020 — End date: 11/4/2045

25 y

The mandate will be valid

1 5 15 20 **25**

years from the start date

◀ November 2045 ▶

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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Advice on using Suomi.fi

Public Service Info helps you to use the Suomi.fi services.

Business

The Enterprise Finland telephone service provides assistance for new and



Next, select the method of sending the application.

Application for the registration of a mandate

Stages

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Stage 9/11

Submission for processing

When the assignor is a company or an organisation that has not been registered in Finland, the application can be submitted for processing by post or by bringing the application to a service location. You will receive the details of the postal address and the service locations when you print or save the application for signing.

- ☒ I will send the application by post
- ☐ I will bring the application to a service location

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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

Application for the registration of a mandate

Stages

- 1 Assignor
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Stage 10/11

Contact details

Provide the contact details for sending any requests for additional information during the processing and the notification that the mandate has been registered. All of the information in the selected point is mandatory.

Method of contacting

☒ Email
Email address

☐ Post
Name and address details
Enter the whole name and postal address of the contact person, for example:
John Smith
Street 15
00100 Helsinki

Country

[Abort](#) [← Previous](#) [Next →](#)

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

Application for the registration of a mandate

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Mandate type
- 4 Assignee
- 5 Details of the assignee
- 6 Mandate themes
- 7 Authorisation specifier
- 8 Validity
- 9 Submitting for processing
- 10 Contact details
- 11 Summary

Stage 11/11

Summary

The list shows the persons or companies and organisations to whom you are granting mandates. Check that the information is correct.

Mandate details

Assignor
Acheron Ltd, IT56789456734567

Mandate type
Right to grant a mandate

Assignees
Hewitt Demi, 7000719460

Mandate themes [Open all](#)

Processing of log, interface and report data related to income data

Specifiers 1 pcs [v](#)

Period of validity
11/5/2020 - 11/4/2021

Submitting for processing
I will send the application by post

Contact details
test@testcompany

[Abort](#) [← Previous](#) [Proceed to print the application](#)



Print the mandate application for signing

Application for the registration of a mandate

Remember to print the application
On this page, you will see the application created on the basis of the information you have provided. You must sign the printout of the application before submitting it for processing. You can save the pdf file on your own device or print it and sign it manually. Remember to download the application for yourself before submitting it for processing.

CLOSE X

[Download the mandate application \(PDF\)](#)

[Abort and go to the beginning.](#)

Details of the mandate application

Identification number: 103905

Assignor
Acheron Ltd., IT56789456734567

Mandate type
Right to grant a mandate

Assignees
Hewitt Demi, 7000719480

Period of validity
11/5/2020 - 11/4/2021

Mandate themes

[Open all](#)

Processing of log, interface and report data related to income data

Specifiers 1 pcs

Contact details
test@testcompany

Submission for processing

Instructions

- 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 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 register in which the company or community has been entered in its home country which 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

Postal address

Digital and Population Data Services Agency
P.O. Box 1003
FI-02151 Espoo

[Download the mandate application \(PDF\)](#)

[Abort and go to the beginning.](#)


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

 **DIGITAL AND POPULATION DATA SERVICES AGENCY**

APPLICATION FOR THE REGISTRATION OF A MANDATE
SUOMI.FI E-AUTHORIZATIONS

ASSIGNOR
Acheron Ltd, IT56789456734567

ASSIGNEE
Hewlett 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 transactions to other people, companies or organisations (e.g. a company authorises its employee to grant mandates for transactions to other employees).


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
This authorisation allows the assignee to process the following log, interface and report data related to earnings, pensions and benefits on behalf of 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
- request and view transcripts.


Assignee	Suborganisation identifier	Customer ID
Hewlett Demi, 7000719460	Department 123	

Identification number
103905



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 **DIGITAL AND POPULATION DATA SERVICES AGENCY**


APPLICATION FOR THE REGISTRATION OF A MANDATE
SUOMI.FI E-AUTHORIZATIONS

SIGNATURES
The printout of the application must always be signed separately. The signatory or signatories are a person or persons whose authority to sign is indicated in the register data or in a document attached to the application. Details that are mandatory for each signatory include place and date, the signatory's signature and clarification of signature.
If there are more signatories than can fit on the page, you can copy this page as a template for other signatures or continue on a separate paper (not on the back side of this page). Remember to attach all signature pages to the application.

Place and time:	Signature:	Title:
	Clarification of signature:	
Place and time:	Signature:	Title:
	Clarification of signature:	
Place and time:	Signature:	Title:
	Clarification of signature:	
Place and time:	Signature:	Title:
	Clarification of signature:	
Place and time:	Signature:	Title:
	Clarification of signature:	

Page 2 / 3 Privacy statement: suomi.fi

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 **DIGITAL AND POPULATION DATA SERVICES AGENCY**

APPLICATION FOR THE REGISTRATION OF A MANDATE
SUOMI.FI E-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 persons 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 register in which the company or community has been entered in its home country which 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

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:
test@testcompany

Page 3 / 3 Privacy statement: suomi.fi

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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)

Suomi.fi

Search in Suomi.fi

EN

Identification

Home

Information and services

Messages

e-Authorizations

Registers

Instructions and support

Psychotherapy Center Vastaamo has been the victim of a major data breach. Information to victims of the Vastaamo data breach.

Home > e-Authorizations

e-Authorizations

Grant and request authorisations

After identification into Suomi.fi, you can grant and request electronic authorisations for using the services you choose.

Identification

Act on behalf of another party

Suomi.fi e-Authorizations allows you to grant another person, a company or an organisation mandate, meaning the right to use the services on your behalf or on behalf of your company or organisation. You can also request a mandate to act on behalf of another.

Get to know the mandate themes and services

> Services using Suomi.fi e-Authorizations

> Suomi.fi e-Authorisations uses the following mandate themes

When you grant or request a mandate, you first choose the persons or the companies. and then the matters that the mandate concerns.

The following details are transmitted when you submit your identification:

Date of Birth

1970-01-01

Last name:

Hewitt

First names:

Demi

Foreign identifier:

7000719460

Continue to service

Cancel



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

Home > e-Authorizations > Granted mandates

e-Authorizations

Demi Hewitt

Get to know the mandate themes ⓘ [Grant a mandate](#) [Request a mandate](#)

Valid mandates

- GRANTED MANDATES**
- RECEIVED MANDATES

Mandate requests

- RECEIVED REQUESTS 117
- SENT REQUESTS

Archive

- EXPIRED MANDATES

Granted mandates

[INSTRUCTIONS](#)

The list shows all the persons and companies to whom you have granted a mandate. Click the name of the assignee to view the mandates in more detail.

Search

Name or identifier of the party, mandate theme or mandate specifier

[Show more search criteria](#) ▾

[Search](#) [Clear](#)

1 assignee, 1 mandate

List order: Newest first ▾ Show on page: 10 ▾ ☐ Select all 1

Assignee	e-Authorizations
<input type="checkbox"/> Sulake Oy 2011433-9	1

[Invalidate the selected](#)

[Act on behalf of a company](#)

Act on behalf of a company

Select the company on whose behalf you want to act.

Selectable companies (2)

Enterprise

Business ID

☒ [MISSING NAME]

IT56789456734567

☐ Itävaltalainen testiyritys

AT12345;

[Confirm and continue to the service](#)

[Cancel](#)



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

e-Authorizations

Demi Hewitt, you are acting on behalf of IT56789456734567. [Stop acting on behalf of a company](#)

[Get to know the mandate themes](#) [Grant a mandate](#)

Valid mandates

- [GRANTED MANDATES](#)
- [RECEIVED MANDATES](#)

Mandate requests

- [RECEIVED REQUESTS](#)
- [SENT REQUESTS](#)

Archive

- [EXPIRED MANDATES](#)

Granted mandates [INSTRUCTIONS](#)

The list shows all the persons, companies, and organisations to whom your company or organisation has granted a mandate. Click the name of the assignee to view the mandates in more detail.

Search

Name or identifier of the party, mandate theme or mandate specifier

[Show more search criteria](#)

[Download all files \(CSV\)](#)

0 assignees, 0 mandates

List order: Show on page: ☐ Select all 0

Assignee	e-Authorizations
You have not granted any mandates. See instructions for more information on how to grant a mandate.	



Instructions for Suomi.fi e-Authorizations

- <https://www.suomi.fi/instructions-and-support/information-on-eauthorizations>



Problems?

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