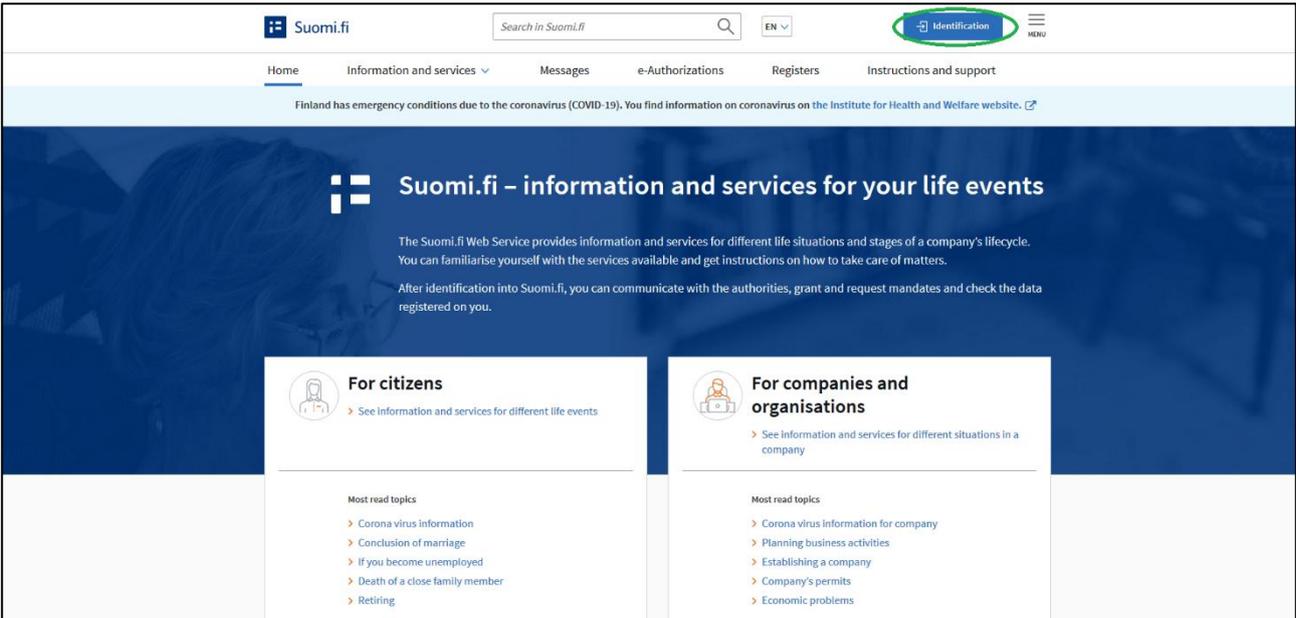


Suomi.fi-authorization guide

Suomi.fi -authorizations are used in Finland to permit other people or organisations to deal with e.g. tax authorities on behalf of the principal. Accounting Agency Mesiperä Ltd will need certain authorizations from your company to perform the requested services.

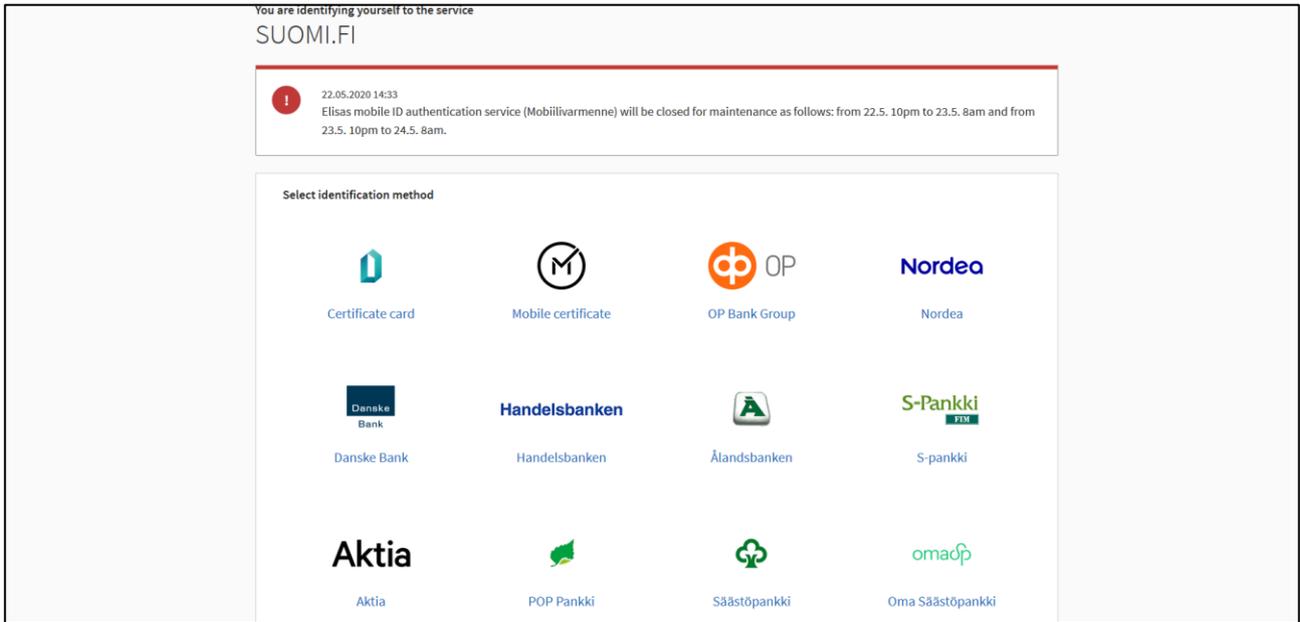
Almost all companies or associations should have a person capable of issuing Suomi.fi -authorizations, generally the Chair of the Board or the CEO. He or she will need to personally go through these steps.

Authorizations can be cancelled at any time, as a default they are valid for 5 years. You should have received requests for authorizations from Accounting Agency Mesiperä Ltd, below is a guide on how to accept them:

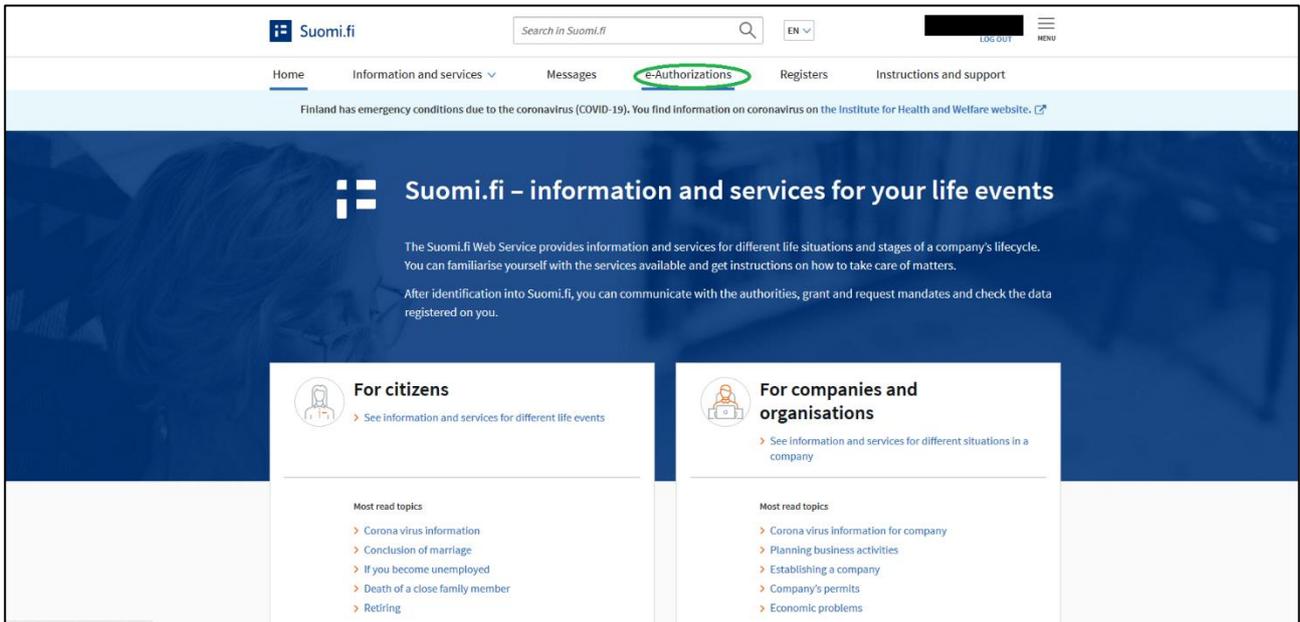


The screenshot shows the Suomi.fi website front page. At the top, there is a search bar with the text "Search in Suomi.fi" and a search icon. To the right of the search bar is a language selector set to "EN" and a menu icon. Below the search bar is a navigation bar with links: Home, Information and services, Messages, e-Authorizations, Registers, and Instructions and support. A blue banner below the navigation bar contains the text: "Finland has emergency conditions due to the coronavirus (COVID-19). You find information on coronavirus on the Institute for Health and Welfare website." The main content area has a dark blue background with the Suomi.fi logo and the heading "Suomi.fi – information and services for your life events". Below the heading, there is a paragraph: "The Suomi.fi Web Service provides information and services for different life situations and stages of a company's lifecycle. You can familiarise yourself with the services available and get instructions on how to take care of matters. After identification into Suomi.fi, you can communicate with the authorities, grant and request mandates and check the data registered on you." There are two main columns of content. The left column is titled "For citizens" and includes a sub-heading "See information and services for different life events" and a list of "Most read topics": "Corona virus information", "Conclusion of marriage", "If you become unemployed", "Death of a close family member", and "Retiring". The right column is titled "For companies and organisations" and includes a sub-heading "See information and services for different situations in a company" and a list of "Most read topics": "Corona virus information for company", "Planning business activities", "Establishing a company", "Company's permits", and "Economic problems".

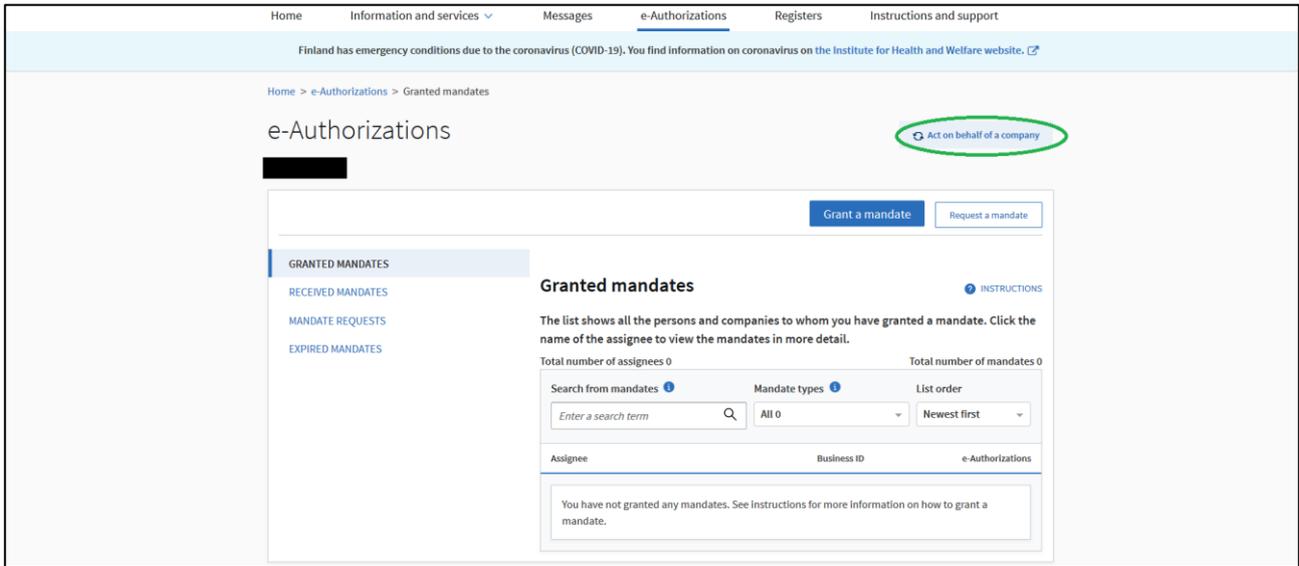
1. Go to <https://www.suomi.fi/frontpage> and click "Identification" on the upper bar.



2. Log in using your personal (not company) banking credentials or other means of identification.



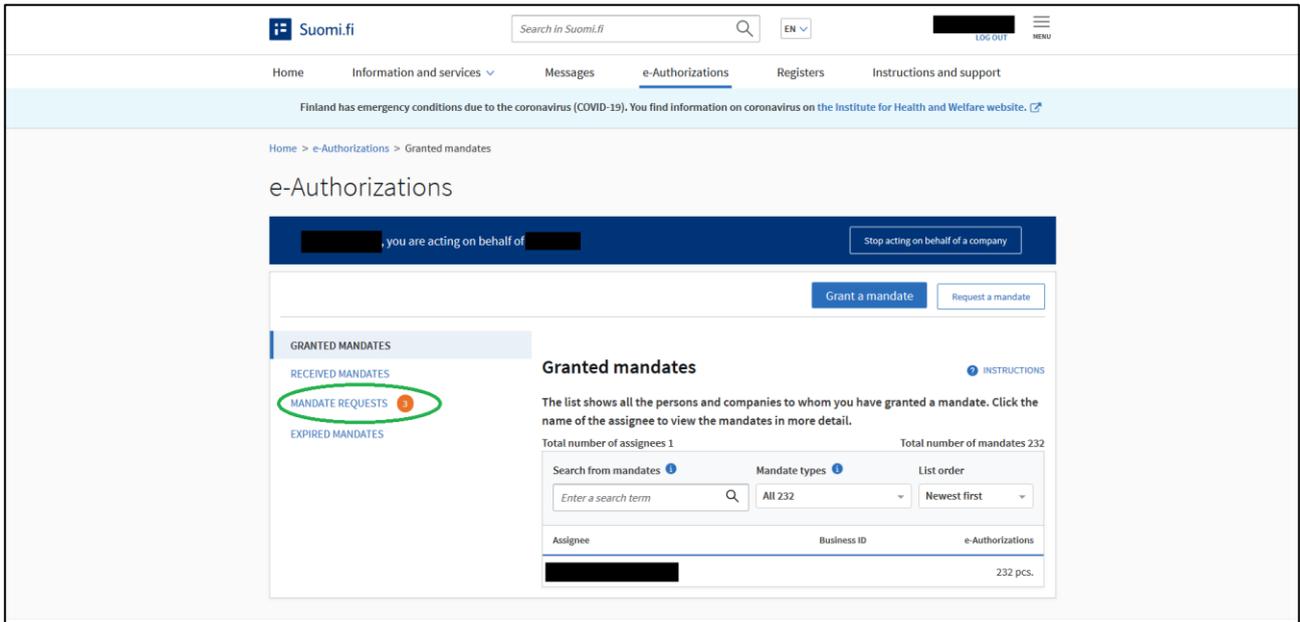
3. Once logged in, click “e-Authorizations” in the upper-middle bar.



4. Click the “Act on behalf of a company” -button on the middle-right (skip this step if you are giving authorizations for your private matters).



5. You should see a list of companies on whose behalf you can give authorizations. Click “Select” for the company for which you are acting now and then click “Confirm and continue to the service”.



Suomi.fi

Search in Suomi.fi

EN

LOG OUT

Home Information and services Messages e-Authorizations Registers Instructions and support

Finland has emergency conditions due to the coronavirus (COVID-19). You find information on coronavirus on the Institute for Health and Welfare website.

Home > e-Authorizations > Granted mandates

e-Authorizations

you are acting on behalf of

Stop acting on behalf of a company

Grant a mandate Request a mandate

GRANTED MANDATES

RECEIVED MANDATES

MANDATE REQUESTS 3

EXPIRED MANDATES

Granted mandates

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.

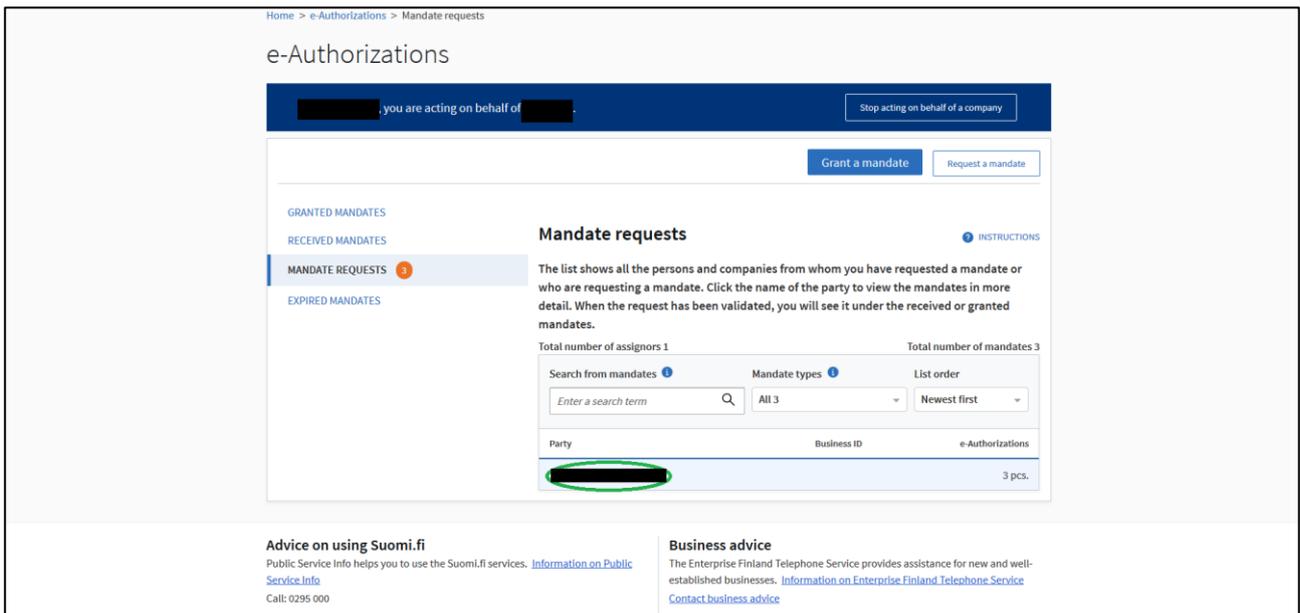
Total number of assignees 1 Total number of mandates 232

Search from mandates Mandate types List order

Enter a search term All 232 Newest first

Assignee	Business ID	e-Authorizations
		232 pcs.

6. Click "Mandate requests" on the left bar.



Home > e-Authorizations > Mandate requests

e-Authorizations

you are acting on behalf of

Stop acting on behalf of a company

Grant a mandate Request a mandate

GRANTED MANDATES

RECEIVED MANDATES

MANDATE REQUESTS 3

EXPIRED MANDATES

Mandate requests

The list shows all the persons and companies from whom you have requested a mandate or who are requesting a mandate. Click the name of the party to view the mandates in more detail. When the request has been validated, you will see it under the received or granted mandates.

Total number of assignors 1 Total number of mandates 3

Search from mandates Mandate types List order

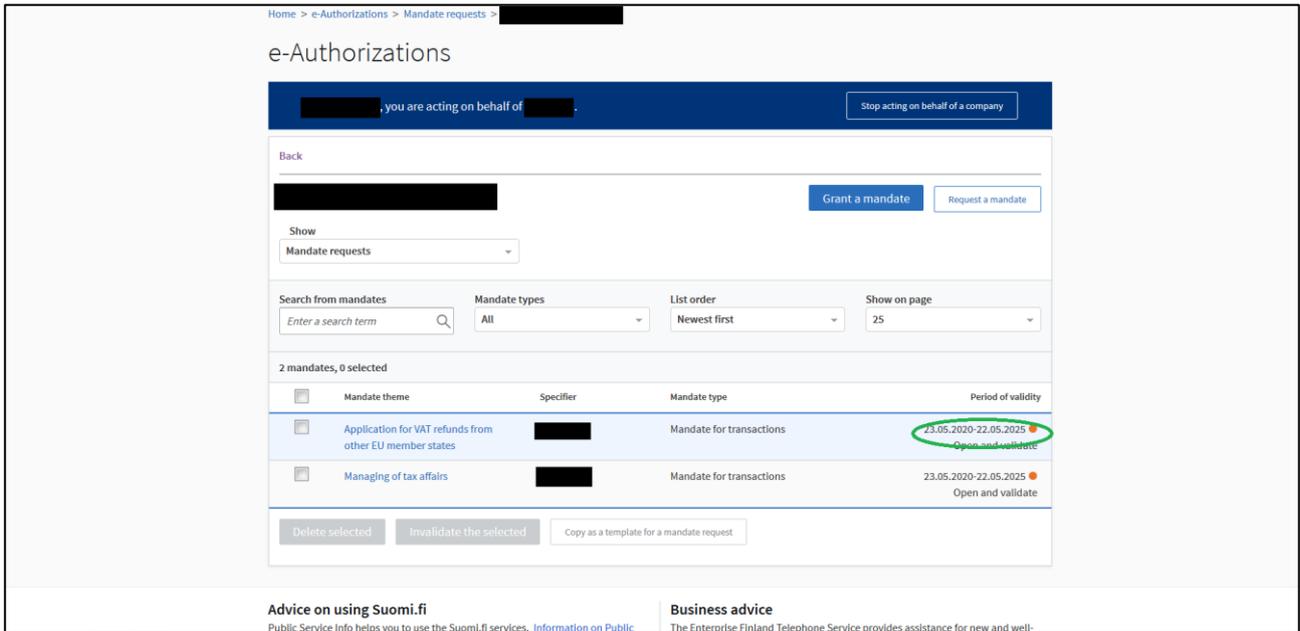
Enter a search term All 3 Newest first

Party	Business ID	e-Authorizations
		3 pcs.

Advice on using Suomi.fi
Public Service Info helps you to use the Suomi.fi services. [Information on Public Service Info](#)
Call: 0295 000

Business advice
The Enterprise Finland Telephone Service provides assistance for new and well-established businesses. [Information on Enterprise Finland Telephone Service](#)
[Contact business advice](#)

7. You will see a list of persons and/or companies which have open requests to you. Choose and click "Tiltoimisto Mesiperä Oy".



Home > e-Authorizations > Mandate requests > [redacted]

e-Authorizations

[redacted], you are acting on behalf of [redacted] Stop acting on behalf of a company

Back

[redacted] Grant a mandate Request a mandate

Show
Mandate requests

Search from mandates Search Mandate types: All List order: Newest first Show on page: 25

2 mandates, 0 selected

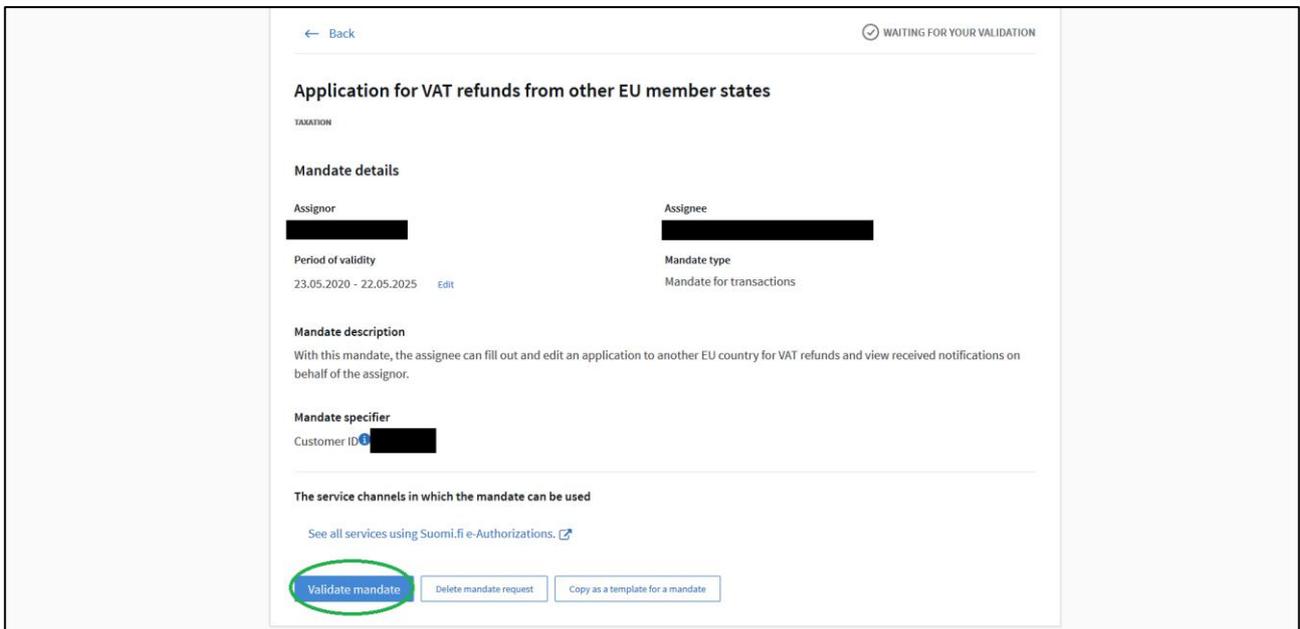
<input type="checkbox"/>	Mandate theme	Specifier	Mandate type	Period of validity
<input type="checkbox"/>	Application for VAT refunds from other EU member states	[redacted]	Mandate for transactions	23.05.2020-22.05.2025 Open and validate
<input type="checkbox"/>	Managing of tax affairs	[redacted]	Mandate for transactions	23.05.2020-22.05.2025 Open and validate

Delete selected Invalidate the selected Copy as a template for a mandate request

Advice on using Suomi.fi
Public Service Info helps you to use the Suomi.fi services. [Information on Public](#)

Business advice
The Enterprise Finland Telephone Service provides assistance for new and well-

8. You will see a list of all different open request items. Click on one of them (you need to approve items individually).



← Back WAITING FOR YOUR VALIDATION

Application for VAT refunds from other EU member states

TAXATION

Mandate details

Assignor: [redacted] Assignee: [redacted]

Period of validity: 23.05.2020 - 22.05.2025 Edit Mandate type: Mandate for transactions

Mandate description
With this mandate, the assignee can fill out and edit an application to another EU country for VAT refunds and view received notifications on behalf of the assignor.

Mandate specifier
Customer ID: [redacted]

The service channels in which the mandate can be used
[See all services using Suomi.fi e-Authorizations.](#)

Validate mandate Delete mandate request Copy as a template for a mandate

9. Click on “Validate mandate” at the bottom. Repeat this step for all items.

Congratulations, Accounting Agency Mesiperä Ltd can now take care of and access your company’s information with chosen governmental service providers.