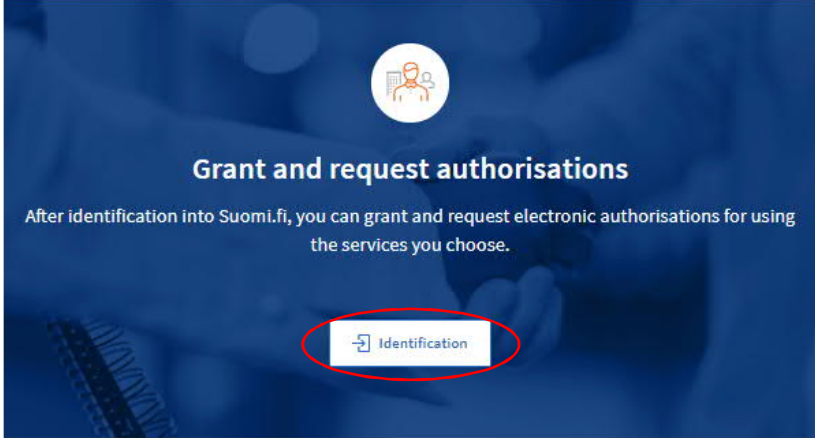


Requesting Suomi.fi authorisations

1. Open the Suomi.fi authorisation register at <https://www.suomi.fi/e-authorizations>
2. Select the "Identification" button to log in and identify yourself.

[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](#)

Authorisation for using services

In Suomi.fi e-Authorizations, private persons, companies and organisations can authorise someone else to act on their behalf.

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, the valid mandates will be checked from the authorisation register.

When you grant a mandate, you will first log into Suomi.fi using your personal identification tokens and select whose mandates you want to go to. You then select the assignee/assignees and the matters that they will be able to manage on your behalf. The mandate will be valid for the time period specified by you. When you request a mandate, its validity will not start until the receiver has validated your request.

Mandate service provided by officials

If a company, association or some other organisation cannot independently grant mandates in Suomi.fi e-Authorizations, an authority can register the mandates on the basis of a mandate application.

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

Instructions

Mandate themes and services

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

Acting on behalf of a person

- > [Acting on behalf of another person](#)
- > [Grant a mandate for transactions as a person](#)
- > [Request a mandate for transactions as a person](#)

Acting on behalf of a company

- > [Acting 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](#)

General information

- > [Frequently asked questions on e-Authorizations](#)
- > [Glossary of e-Authorizations](#)

You are identifying yourself to the service

SUOMI.FI

Select identification method



Certificate card



Mobile certificate



OP Bank Group

Nordea

Nordea



Danske Bank

Handelsbanken

Handelsbanken

ÅLANDSBANKEN

Ålandsbanken

S-Pankki
FIM

S-pankki

Aktia

Aktia



POP Pankki



Säästöpankki

omaop

Oma Säästöpankki



Identification methods for foreigners

Common European identification methods and the Finnish Authenticator app.

[← BACK TO SERVICE](#)

Suomi.fi e-identification is a shared identification service for public administration e-services. It will make identification secure and easy. You can use the identification method of your preference. Please note that when you use some of the identification means, your data is transmitted to the e-service through an intermediate service.

[Information about Suomi.fi-identification](#)

[Data protection](#)

[Accessibility](#)

[Give feedback](#)

[Report an error](#)

3. Select "Personal mandates"

[Home](#) > [e-Authorizations](#)

e-Authorizations

Select whose mandates you want to go to

Personal mandates

When you want to authorise as yourself

Company's mandates

When you want to authorise on behalf of a company, association or some other organisation whose matters you are authorised to manage on the basis of a mandate or a register

Another person's mandates

When you want to authorise on behalf of a person whose matters you have the right to manage on the basis of register information (for example, an underage child)

Authorisation for using services

In Suomi.fi e-Authorizations, private persons, companies and organisations can authorise someone else to act on their behalf.

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, the valid mandates will be checked from the authorisation register.

When you grant a mandate, you will first log into Suomi.fi using your personal identification tokens and select whose mandates you want to go to. You then select the assignee/assignees and the matters that they will be able to manage on your behalf. The mandate will be valid for the time period specified by you. When you request a mandate, its validity will not start until the receiver has validated your request.

Mandate service provided by officials

If a company, association or some other organisation cannot independently grant mandates in Suomi.fi e-Authorizations, an authority can register the mandates on the basis of a mandate application.

> [Your applications](#)

Instructions

Mandate themes and services

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

Acting on behalf of a person

- > [Acting on behalf of another person](#)
- > [Grant a mandate for transactions as a person](#)
- > [Request a mandate for transactions as a person](#)

Acting on behalf of a company

- > [Acting 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](#)

General information

- > [Frequently asked questions on e-Authorizations](#)
- > [Glossary of e-Authorizations](#)

4. Select "Request mandates"

Home > e-Authorizations > Granted mandates

Personal mandates

John Smith, you are acting as yourself [Close and return to role selection](#)

Grant or request mandates

[GRANT MANDATES](#)

[REQUEST MANDATES](#)

Valid mandates

[GRANTED MANDATES](#)

[RECEIVED MANDATES](#)

Mandate requests

[RECEIVED REQUESTS](#)

[SENT REQUESTS](#)

Archive

[EXPIRED MANDATES](#)

Instructions

[GET TO KNOW THE MANDATE THEMES](#)

[INSTRUCTIONS FOR E-AUTHORIZATIONS](#)

Granted mandates

The list shows those who have been granted mandates. You can filter the list with different search criteria.

Search

Search by name, identifier, mandate specifier, or search word relevant to the mandate theme

☐ Show more search criteria

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

☐ Use the selection basket [i](#)

0 assignees

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

[Validate mandates for the selected](#) [Invalidate mandates for the selected](#)

[Grant a mandate to the selected](#) [Request a mandate from the selected](#)

5. Select "Add a company"

Home > e-Authorizations > Grant mandates

Personal mandates

John Smith, you are acting as yourself [Close and return to role selection](#)

Steps

- 1 Parties
- 2 Mandate themes
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 1/5

Parties

You can add multiple assignees.

Assignor

John Smith, 090999-969V

Add the assignees

[Add a person](#) OR [Add a company](#)

[Abort](#) [Next →](#)

6.

Option 1: If the mission has a Finnish business ID, enter the name or business ID of the mission into the "Add the assignors" field and select the mission from the list.

Home > e-Authorizations > Request mandates

Personal mandates

John Smith, you are acting as yourself [Close and return to role selection](#)

Steps

- 1 Parties
- 2 Mandate themes
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 1/5

Parties

You can add multiple assignors.

Assignee

John Smith, 090999-969V

Add the assignors

Name*

Enter the name of the company, a part of the name or the business ID

☐ Add foreign companies or organisations

[Abort](#) [Next →](#)

Option 2: If the mission does not have a Finnish business ID, select “Add foreign companies or organisations”, select the country and input the mission’s ID. Select the mission from the list.

[Home](#) > [e-Authorizations](#) > Request mandates

Personal mandates

John Smith, you are acting as yourself

[Close and return to role selection](#)

Steps

- 1 **Parties**
- 2 Mandate themes
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 1/5

Parties

You can add multiple assignors.

Assignee

John Smith, 090999-969V

Add the assignors

Name*

Enter the name of the company, a part of the name or the business ID

☒ Add foreign companies or organisations

Country code

Select

VAT ID or business ID of the registration country

Enter VAT ID or business ID

[Abort](#)

[Next →](#)

7. In the "Search for mandate themes" search field, enter "Administration of foreign affairs" as the search criterion and click "Search".
8. Select the authorisation by ticking the box labelled "Management of the statutory affairs of a diplomatic mission".

Home > e-Authorizations > Request mandates

Personal mandates

John Smith, you are acting as yourself [Close and return to role selection](#)

Steps

- 1 Parties
- 2 **Mandate themes**
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 2/5

Mandate themes

Search for and select the mandate themes for which you will request the right to act on behalf of the assignor. You can also use the name of the e-service or the organisation as the search word. You can extend the search by using several search words when you add them separately. The list shows all mandate themes that include one of the search terms.

☒ Show all mandate themes

Search for mandate themes

For example, use of pharmacy services, MyTax, Kela or salary

Mandate themes (2)

Search words used

Administration of foreign affairs (2)

☐ Select all 2 [Open all](#)

☒ **Management of the statutory affairs of a diplomatic mission**

ADMINISTRATION OF FOREIGN AFFAIRS

This mandate allows the assignee to manage the affairs of a diplomatic mission on behalf of the assignor. Under the mandate, the assignee can, for example:

- apply for tax exemptions and tax refunds
- apply for staff residence permits and identity cards
- seek and report other statutory matters concerning the diplomatic mission and its staff.

☐ **Processing of the statutory applications and notifications of a diplomatic mission**

Selected mandate themes (1)

In the next step, you can see the mandate themes that you have selected.

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

9. Confirm your requested authorisation and proceed by clicking "Next".

Home > e-Authorizations > Request mandates

Personal mandates

John Smith, you are acting as yourself [Close and return to role selection](#)

Steps

- 1 Parties
- 2 Mandate themes
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 3/5

Selected mandate themes

The list shows the mandate themes that you have selected. You can delete mandate themes or make additional selections by returning to the previous step.

Mandate themes (1) [Delete all](#)

Management of the statutory affairs of a diplomatic mission [Delete](#)

ADMINISTRATION OF FOREIGN AFFAIRS

This mandate allows the assignee to manage the affairs of a diplomatic mission on behalf of the assignor. Under the mandate, the assignee can, for example:

- apply for tax exemptions and tax refunds
- apply for staff residence permits and identity cards
- seek and report other statutory matters concerning the diplomatic mission and its staff.

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

10. Input the requested period of validity for the authorisation

Home > e-Authorizations > Request mandates

Personal mandates

John Smith, you are acting as yourself [Close and return to role selection](#)

Steps

- 1 Parties
- 2 Mandate themes
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 4/5

Validity

The last possible end date of the mandate is 25 years from today.

Period of validity

Start date	End date
<input type="text" value="15.06.2022"/> 📅	<input type="text" value="14.06.2027"/> 📅

Enter the date in the format day.month.year (dd.mm.yyyy)

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

11. Check and confirm the information

[Home](#) > [e-Authorizations](#) > Request mandates

Personal mandates

John Smith, you are acting as yourself

[Close and return to role selection](#)

Steps

- 1 Parties
- 2 Mandate themes
- 3 Selected mandate themes
- 4 Validity
- 5 Summary and validation

[Instructions for e-Authorizations](#)

Step 5/5

Summary and validation

Check that all the mandates' details are correct and validate the mandate requests. The mandates are grouped by assignor.

Assignors (1)

[Close all](#)

Embassy of Finnoland

1 mandates

Assignor

Embassy of Finnoland, 7769542-9

Assignee

John Smith, 090999-969V

Period of validity

15.06.2022 - 14.06.2027

Mandate type

Mandate for transactions

Mandate theme

Management of the statutory affairs of a diplomatic mission

This mandate allows the assignee to manage the affairs of a diplomatic mission on behalf of the assignor. Under the mandate, the assignee can, for example:

- apply for tax exemptions and tax refunds
- apply for staff residence permits and identity cards
- seek and report other statutory matters concerning the diplomatic mission and its staff.

[Abort](#)

[← Previous](#)

[Validate mandate request →](#)