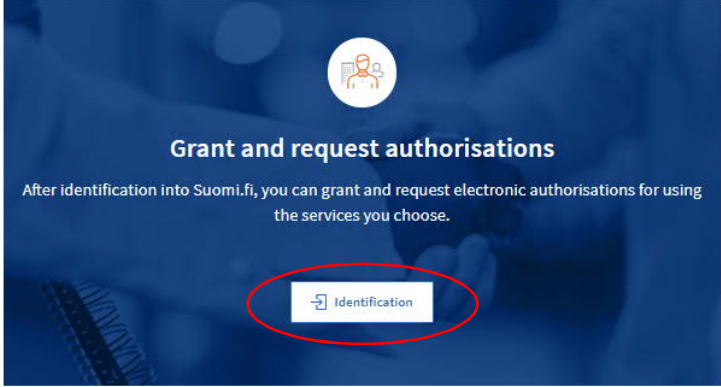


## Granting Suomi.fi authorisations

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



The banner features a dark blue background with a blurred image of a person's face. At the top center is a circular icon containing a person and a document. Below the icon, the text reads: "Grant and request authorisations" in white, followed by "After identification into Suomi.fi, you can grant and request electronic authorisations for using the services you choose." At the bottom center, there is a white button with a blue icon of a person and the text "Identification". This button is circled in red.

### Grant and request authorisations

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

### 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](#)

### 3. Select "Company's 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

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> [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 a mission.

[← Cancel](#)

## Act on behalf of a company

Select the company, association or other organisation on whose behalf you want to act

Filter by name or identifier



1 company, 1 selected

Name

Identifier

Embassy of Finnoland

7769542-9

Selected companies, associations or other organisations

**Embassy of Finnoland**

[Select and go to the e-service](#)

[Cancel](#)

5. Select "RECEIVED REQUESTS" and click on the name of the person requesting the authorisation. Continue by selecting "Validate mandates for the selected".

# Company's mandates

Jane Jones, you are acting on behalf of Embassy of Finland.

Close and return to role selection

## You have mandate requests to approve (1)

Proceed to validate (1)

You have received mandate requests that you can approve. From here, you can validate all mandates at the same time. The mandates will only become valid after they have been validated.

### Grant or request mandates

GRANT MANDATES

REQUEST MANDATES

### Valid mandates

GRANTED MANDATES

RECEIVED MANDATES

### Mandate requests

RECEIVED REQUESTS 1

SENT REQUESTS

### To be validated jointly

MANDATES TO BE RECEIVED

Archive

EXPIRED MANDATES

Instructions

GET TO KNOW THE MANDATE THEMES

INSTRUCTIONS FOR E-AUTHORIZATIONS

## Received requests

Validate the requested mandates for transaction. The assignee can only act on assignor's behalf once you have validated the mandates. You can filter the list with different search criteria.

Download all as a file (CSV)

### Search

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

Enter name or another search term

Show more search criteria

Search

Clear

Use the selection basket

### 1 assignees

Assignee

e-Authorizations

Smith John

1  
Open and validate

Validate mandates for the selected (1)

Invalidate requests for the selected (1)

Grant a mandate to the selected (1)

Request a mandate from the selected (1)

6. Check that the authorisation is correct (Management of the statutory affairs of a diplomatic mission) and select "Validate mandate".

Home > e-Authorizations > Validating requested mandates

## Company's mandates

Jane Jones, you are acting on behalf of Embassy of Finland.

Close and return to role selection

[← Back](#)

[Instructions for e-Authorizations](#)

### Validating requested mandates

You are validating 1 mandates. You can delete the mandates that you do not want to validate. The mandates will only become valid after they have been validated. After the mandates have been validated, you can view them on Granted mandates page.

Smith John, 090999-969V

1 mandate ^

#### Management of the statutory affairs of a diplomatic mission

##### Assignor

Embassy of Finland, 7769542-9

##### Assignee

Smith John, 090999-969V

##### Mandate type

Mandate for transactions

##### Period of validity

15.06.2022 - 14.06.2027 [Edit](#)

##### Mandate description

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.

[Delete from those to be validated](#)

**WAITING FOR YOUR VALIDATION**  
You validate the mandate alone

[Validate mandate](#)

[Cancel](#)