

Registering the right to grant mandates at Suomi.fi Web Service

Copy of the passport of the Head of Mission needs to be legalized by the Digital and Population Data Services Agency (DVV). Please contact julkinen.notaari@dvv.fi for further instructions.

Once the copy of the passport has been legalized, the Mission can proceed to register the right to grant mandates.

The application page is available at <https://www.suomi.fi/e-authorizations/authorisation-with-an-application/application-for-the-registration-of-a-mandate>

Please read the instructions carefully and fill in the form accurately.

Assignor: please choose *foreign company or organization with a Finnish business ID*

Details of the assignor: please fill in the Business ID (Y-tunnus) and the name of the Mission

Mandate type: please choose *right to grant a mandate*

Details of the assignee: if you do not have a Finnish ID number, please use the Foreigner's identifier number, UID (more information at: <https://www.suomi.fi/instructions-and-support/information-on-identification/finnish-authenticator-identification-service>)

Mandate themes: please choose the right mandate theme ***Management of the statutory affairs of a diplomatic mission***. The mandate allows the assignee to manage the affairs of a diplomatic mission on behalf of the assignor, for example apply for tax exemptions and tax refunds.

Validity: please proceed by filling in the necessary fields and note the validity period

Submitting for processing: please select the method of sending the application. The Mission can either send the application by post or take it to the DVV service point.

Contact details: please fill in the contact details of the Mission

Print the application → The Head of Mission signs the application →

Send the application by post: DVV, PL 1003, 02151 Espoo, or take it to the service point of the DVV: <https://dvv.fi/en/helsinki-en>

Remember to enclose the legalized copy of the passport with the application.

Please be mindful of the following:

- The time required for processing an application is around 1 week from the date on which the application is received.
- When the right to grant a mandate has been registered, the assignee can grant mandates for transactions in the selected mandate themes in Suomi.fi e-Authorizations. The right to grant a mandate does not allow the assignee to use the services. The assignee must first also grant a mandate for transactions to themselves, if they need to act on behalf of a company or an organization. The assignee is encouraged to read the instructions in Suomi.fi: <https://www.suomi.fi/instructions-and-support/e-authorizations/organisations-mandates/granting-mandates-as-an-organisation>