

## EXPORT CONTROL OF DUAL-USE ITEMS USING THE E-SERVICES

The notifications and applications required for the export control of dual-use items must be submitted on electronic forms using the e-Services of the Ministry for Foreign Affairs. You can use the electronic forms via your own e-Service account. Below are the instructions for creating your own e-Service account.

### CREATING AN E-SERVICE ACCOUNT

1. Ask your company's Katso master user to provide you with a Katso sub-ID for the e-Services of the Ministry for Foreign Affairs. You should act in accordance with the instructions below and in the order given. You must perform the tasks described in steps 2 and 4. The tasks described in steps 1 and 3 are performed by the Katso master user. For more detailed instructions for Katso users, go to <http://yritys.tunnistus.fi>.

<b>Katso -Master User of your Company</b>	<b>1) Master User creates a new sub-id for the employee and selects the option "authorizations will be accepted automatically"</b>	<b>3) Master User will add new authorization ( Export Control) to Employee's Katso ID.</b>
<b>Employee , Katso-ID's holder</b>	<b>2) Company's employee upgrades the sub-id to Katso ID in KATSO service</b>	<b>4) Authorization is valid automatically provided that the option mentioned was selected before (step 2)</b>

2. When the tasks described above section 1 are completed, you can create your

e-Service account at <https://asiointi.um-plm.fi>

- o Click 'Log in'.
- o The Katso identification page will open.
- o Click 'Katso OTP' link.
- o Enter your Katso ID and password.
- o Enter also your one-time Katso password.
- o Click 'Continue' and go to the 'Account information' page. Enter the e-mail address and your own personal password that you will use in the e-services.
- o Click 'Continue' and enter the details of your organisation.

Note that your export control applications and notifications will be submitted to the case management system of the Ministry for Foreign Affairs only via your e-Service account. The e-mail address and password you give when creating the account will serve as your username when saving applications and notifications to your e-Service account

As soon as your e-Service account is created you can save the applications and notifications in the account and submit them from the account to the ministry's case management system where they will become pending.

The notifications sent by the ministry via the e-Services will be delivered to the e-mail address and mobile phone number that you enter in 'Account information'. You can select e-mail and/or text messaging / or both as your notification channel.

### Registration

#### Organization information

Organization name

Business ID

E-mail \*

Postal address \*

#### Personal information

Identifier

First name

Last name

E-mail \*

Mobile Phone

Email address and password also serve as the username/password when sending new or updated PDF documents your to e-Services account.

Password \*

Repeat password \*

Choose the desired notification channel. You can also select both channels.

Notifications to be sent:  as emails  
 as text messages to mobile phone

The selected language will be used in E-Services site and in notification messages.

Language \*

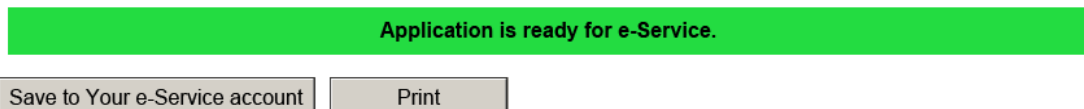
The e-service account that you have created is connected with your Katso ID and (through the authorisation granted by your organisation) to your organisation. In your e-Service account, you will be able to view all documents sent to the e-Services by your organisation and all related ministry's notifications. For this reason, the party responsible for export control matters in your company should be entered on the 'Details of the organisation' page.

## USING THE E-SERVICES

1) Download the form you need from the Ministry for Foreign Affairs website or from and save it to your desktop / workstation.

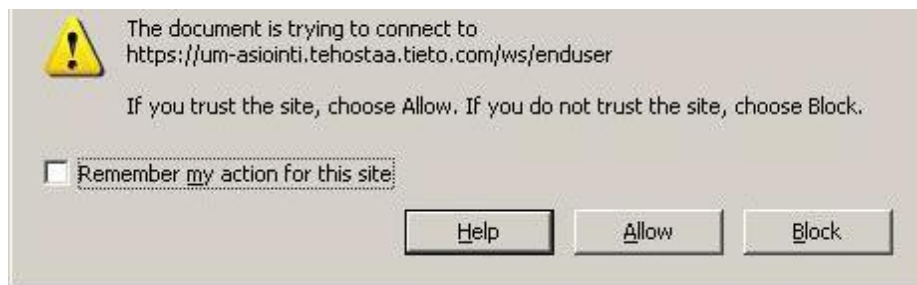
- Complete the application. When you have completed all mandatory fields and saved the form again, the text 'Application is ready for e-Service' will appear at the bottom of the form.

2) You can save the completed application (or draft) in the e-Service account by clicking 'Save to Your e-Service account'.

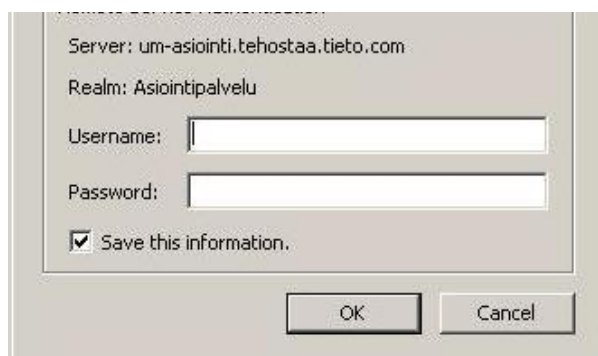


A) 'Save to Your e-Service account' function:

- Click the 'Save to Your e-Service account' button at the end of the application form.
- You will receive the following warning, accept by clicking 'Allow'. (If you select 'Remember my action for this site', the warning will not appear next time).



- Enter the e-mail address that you gave when creating the e-service account in section 2 (page 1) in the username field and the password in the password field. Click OK to send the application to your account.



**Applications saved to company's e-Service account are drafts, visible only to the applicant. Application can be processed only after being submitted.**

A) To log into your e-Service account with your Katso ID, click 'Katso OTP'.

- A 'Pending applications' tab will open. The list contains the applications, notifications and drafts that you have saved in your e-Service account and not submitted yet.
- Select the application/notification and click 'Submit'. Before doing this make sure that the application/notification is in its final form. Your application is now "in processing".

### Pending applications

Upload PDF document

Create a covering letter

<a href="#">Document title</a>	<a href="#">Case type</a>	<a href="#">Created</a>	<b>Actions</b>
<a href="#">Product description in detail India - IN</a>	VIENTILUPAHAKEMUS	12/12/17 17:08	<a href="#">Submit</a> <a href="#">Delete</a>

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Or:

B) Saving an application using the 'Upload PDF document' function

- Complete the application form retrieved from formin.fi (including the appendices) and save it to your desktop. After you have completed all mandatory fields and saved the form, the text 'Application is ready for e-Service' will appear at the bottom of the form.
  - Log into the e-Services with Katso OTP and go to the
  - 'Pending applications' tab.
  - Click 'Upload PDF document' and select the application that you have completed and saved to your workstation (Browse / Open).
  - The message 'Document downloaded' will appear.
  - Click 'View pending applications'
  - Select the application/notification and click 'Submit'. Before doing this make sure that the application/notification is in its final form.

3) The matter is now submitted. The application has now been transferred electronically to the Ministry for Foreign Affairs. You do not need to print out, sign or mail the application because used Katso- strong identification meets the requirements for electronic signature.

4) You can view the progress of your matters at 'Submitted applications' page.

The stages of the process and corresponding description are listed below:



FUNCTION	STATE IN E-SERVICES
Draft saved.	PENDING
Application has been sent.	SUBMITTED
Application has been transferred to the case management system of the Ministry	IN PROCESSING
Your application has been processed and the decision has been sent to you via the e-	DECISION MADE
Customer has opened the message containing	DECISION RECEIVED

5) To view the ministry's notifications concerning decisions, licences and certificates, go to the 'Decisions' tab.

You will also receive notification when the matter is complete (by e-mail or as text message).

6) Global and individual export authorisations and the decisions pertaining to them are delivered only in electronic form. The documents are also signed electronically. And will be transferred to the customer's e-Service account after processing is completed. The Finnish Customs will add its export entries regarding individual export authorisations electronically in the e-Services. No entries are required for global export authorisations.

**International import certificates and export certificates** will continue to be issued IN in paper form. However, you can submit the applications for them in the e-Services as before.