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Suomi.fi e-Authorizations service: instructions for users of the Bank of Finland's Reporting Portal

1 Purpose of the document

This document contains instructions for entities that report to the Bank of Finland through the Reporting Portal. Both domestic and foreign actors authorize their reporters through the Suomi.fi e-Authorizations service and identify themselves in the Reporting Portal through the Suomi.fi e-service. It should be noted that, to log in to the reporting system, the CEO or someone with signing authority must also add necessary authorization details for themselves.

2 Authorisation

2.1 e-Authorizations service login

Mandates on behalf of an entity can be granted by a person who has the right to sign on behalf of the entity. In order to grant mandates to its own employees or to another company (service provider), a person authorised to sign for the reporting entity (authorised signatory) logs in to Suomi.fi to manage mandate themes.

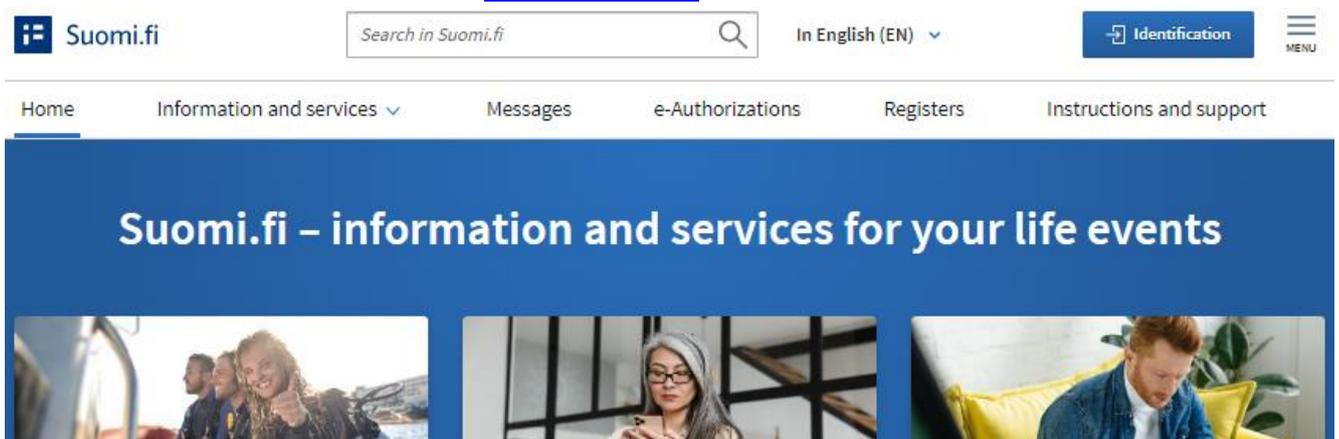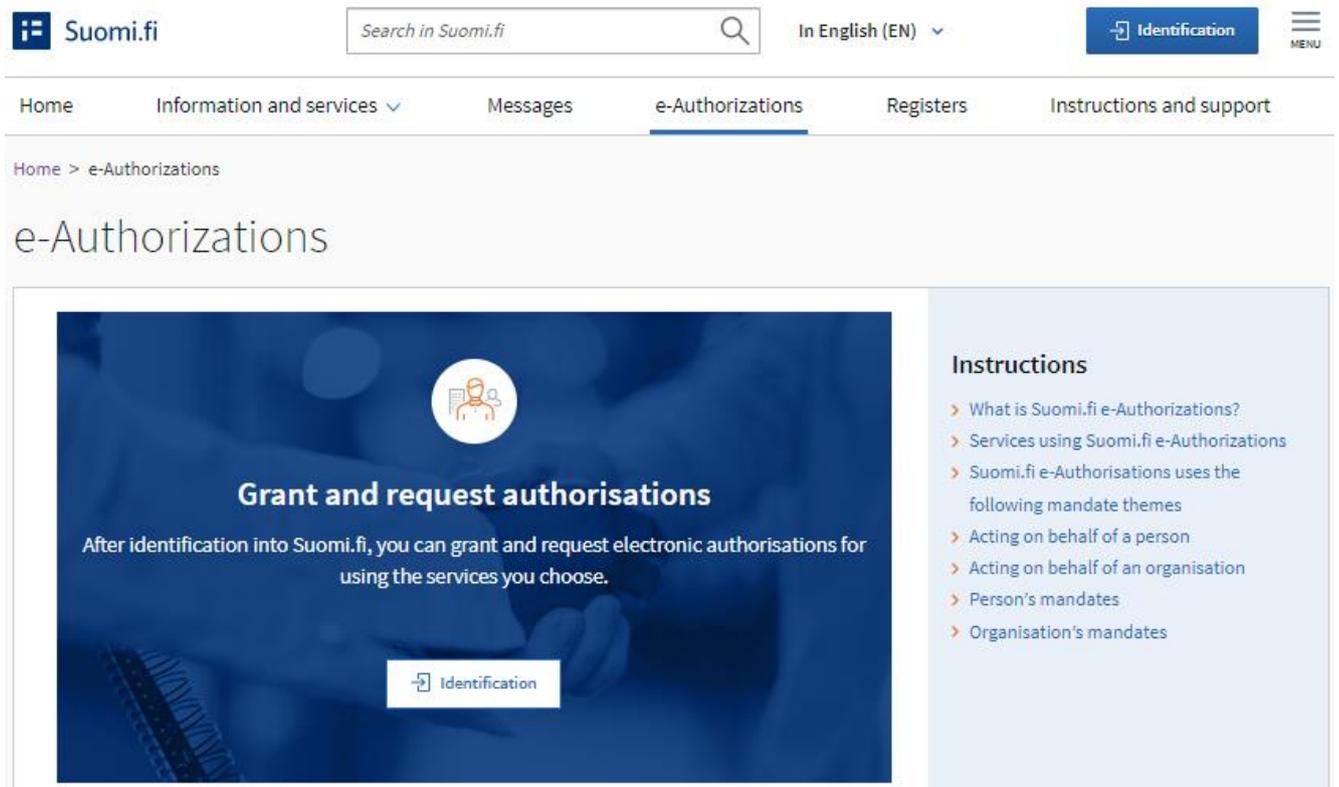Go to the [Suomi.fi website](#) and click 'e-Authorizations':

Figure 1. Suomi.fi frontpage.

Click 'Identification' in the centre of the page. The authorised signatory identifies themselves with their credentials, such as online banking codes:
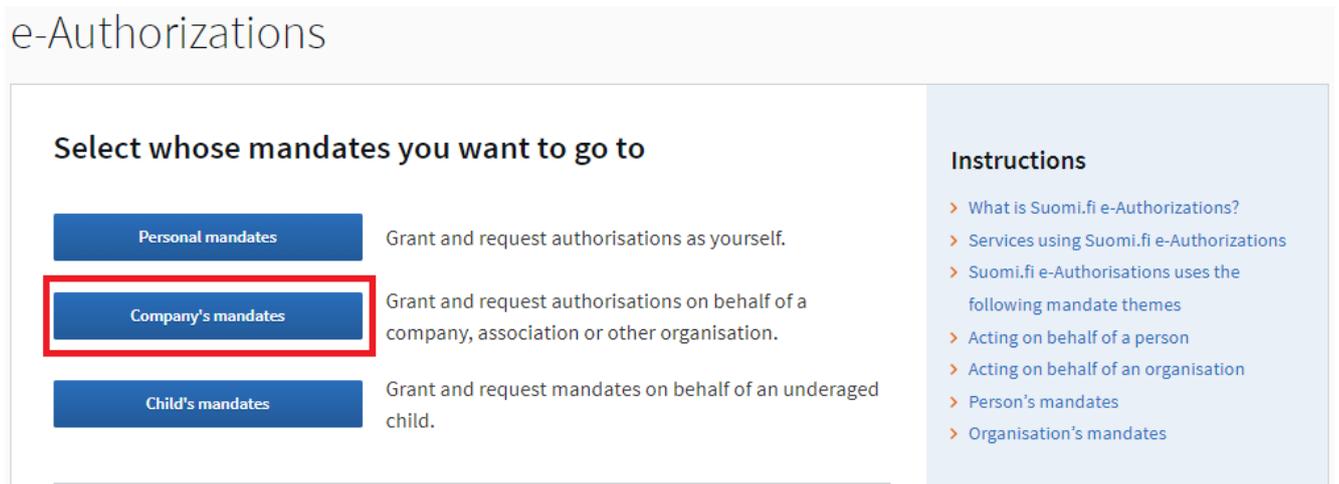
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themselves with their credentials, such as online banking codes:

Figure 2. Suomi.fi e-Authorizations.

After logging in, the authorised signatory selects whose mandates they want to go to. The authorised signatory selects 'Company's mandates':

Figure 3. After logging in to the Suomi.fi e-Authorizations service, select whose mandates you want to go to.

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The authorised signatory selects the company on whose behalf they wish to act and clicks 'Select and go to the e-service'.

2.2 Authorisation

After logging in to 'Company's mandates', the authorised signatory can see on the front page the mandates granted on behalf of the company. To grant new mandates, the authorised signatory clicks 'Grant mandates':
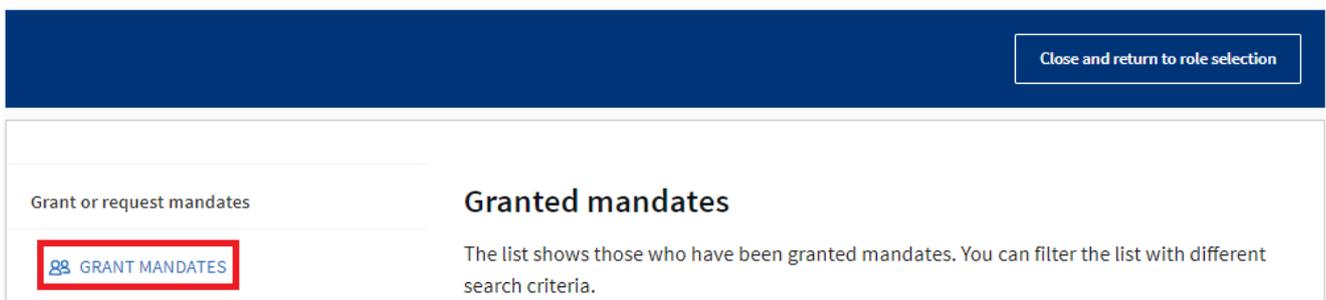
Figure 4. Suomi.fi e-Authorizations service's front page for 'Company's mandates'. You can use the service to grant, request and invalidate mandates.

2.2.1 Mandate type

In the first stage of authorisation, the type of mandate is specified. There are four types of mandate, of which the first two types are relevant for the reporting entity's authorised signatory:

- Mandate for transactions: In the Reporting Portal, reporting is handled directly by an employee of the entity specified by the authorised signatory or by a company acting a service provider.
- Right to grant a mandate: A mandate is granted to a supervisor within the entity, who will grant additional mandates within the entity.

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Step 1/6

Instructions for e-Authorizations ⬈

Mandate type

The e-Authorizations can either be used to act on behalf of another person or to grant mandates in Suomi.fi e-Authorizations. You will only see those mandate types which you have permission to use.

Select the e-Authorization type

⦿ **Mandate for transactions**

Select this when you want to grant a person or an organisation a right to carry out transactions on behalf of the assignor.

- For example, a company authorises an individual employee or an accounting firm to manage the company's tax affairs.

◯ **Right to grant a mandate**

Select this when you want to grant a person a right to grant and invalidate mandates for transactions in Suomi.fi e-Authorizations.

- Note that the person with a right to grant a mandate must also grant a mandate for transactions to themselves, if they need to act on behalf of the assignor.

Figure 5. Select 'Mandate for transactions' if you wish to authorise a person or a company to carry out reporting directly on behalf of the organization. Selecting 'Right to grant a mandate' allows authorising a person to further distribute authorisations within the organization.

2.2.2 Parties

Next, select who you wish to authorise. If you are assigning a person, type in their name and personal identity code to the respective fields. In case the assignee does not possess a Finnish personal identity code, search for the assignee using a foreigner's identifier (UID). Please note that the search only displays valid and verified UIDs.

If you are assigning a company, search for the assignee using either the company name, Finnish business ID, VAT ID or a foreign business ID

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depending on whether the assignee is a Finnish or a foreign company. The search only displays foreign companies and other entities without a Finnish business ID that have applied and been approved for a mandate provided by the officials (see Section 4 Mandate provided by officials).
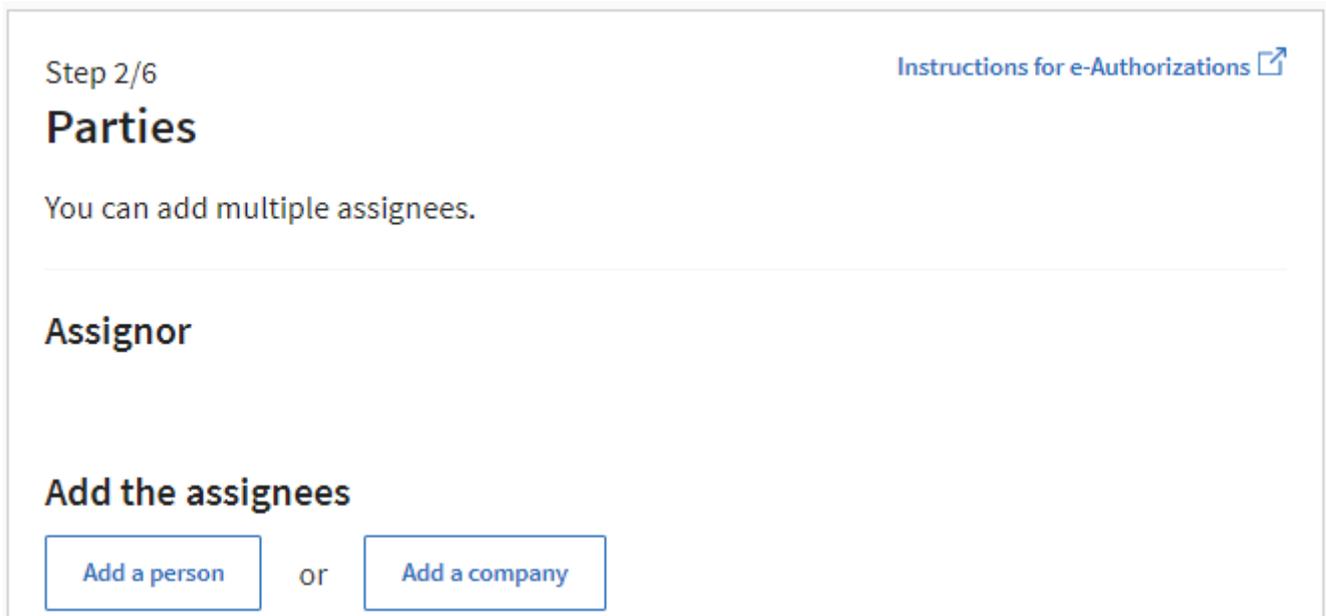

Figure 6. Adding assignees. Add either persons using their name and Finnish personal identity code or foreigner's identifier (UID) or companies using their name, Finnish business ID or foreign business ID.

2.2.3 Mandate themes

Next, the assignor must choose mandate themes depending on which data collection(s) the mandate applies to. Each of the Bank of Finland's data collection has its own mandate theme:

- Consolidated data collection (KOTI): **Reporting data for consolidated data collection**
- Credit data collection (LUOTI): **Credit reporting**
- Collection of payment and fraud data (MAPE): **Reporting of payments and fraud data**
- Other financial institutions data collection (MURA): **Reporting balance sheet information of other financial institutions**
- Private equity fund balance sheet statistics (PEF): **Reporting balance sheet information concerning private equity funds**
- MFI data collection (RATI): **Collection of statistics by financial institutions**

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- Survey on security-based assets and liabilities of non-financial corporations, financial corporations and central government (SAVE): **Reporting on securities-based assets and liabilities**
- Investment fund balance sheet statistics (SIRA): **Reporting balance sheet information concerning investment funds**
- Survey of deposit banks and investment firms providing custody and asset management services (TIHA): **Notification on the safekeeping of securities**

Step 3/6

Instructions for e-Authorizations

Mandate themes

Search for and select the mandate themes for which you will grant 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, kanta.fi or salary

Enter a search term

Search

Figure 7. Search for mandate themes using their name or select themes from a collapsible list by selecting 'Show all mandate themes'.

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Figure 8. Check the selected mandate themes and edit or delete them if necessary, before confirming your selections.

2.2.4 Validity

A mandate may be valid for a maximum of 25 years. The validity of mandates of foreign assignees is a maximum of three years, as rights to manage a company's mandates, applied for via the mandate service provided by officials, are valid for three years. If you mark a mandate to begin on the same day that the mandate has been prepared, the mandate will be valid immediately after the mandate is validated.

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Step 5/6

Instructions for e-Authorizations 🗗

Validity

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

Period of validity

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

Start date

End date

12.10.2023 🗓

11.10.2028 🗓

Figure 9. The mandate comes into force immediately after confirmation at the earliest and can stay valid for up to 25 years (three years in case of foreign assignees).

2.2.5 Mandate validation

Upon transferring to validate a mandate, the system will report if there are any overlaps with existing mandates or other problems in the mandate being granted.
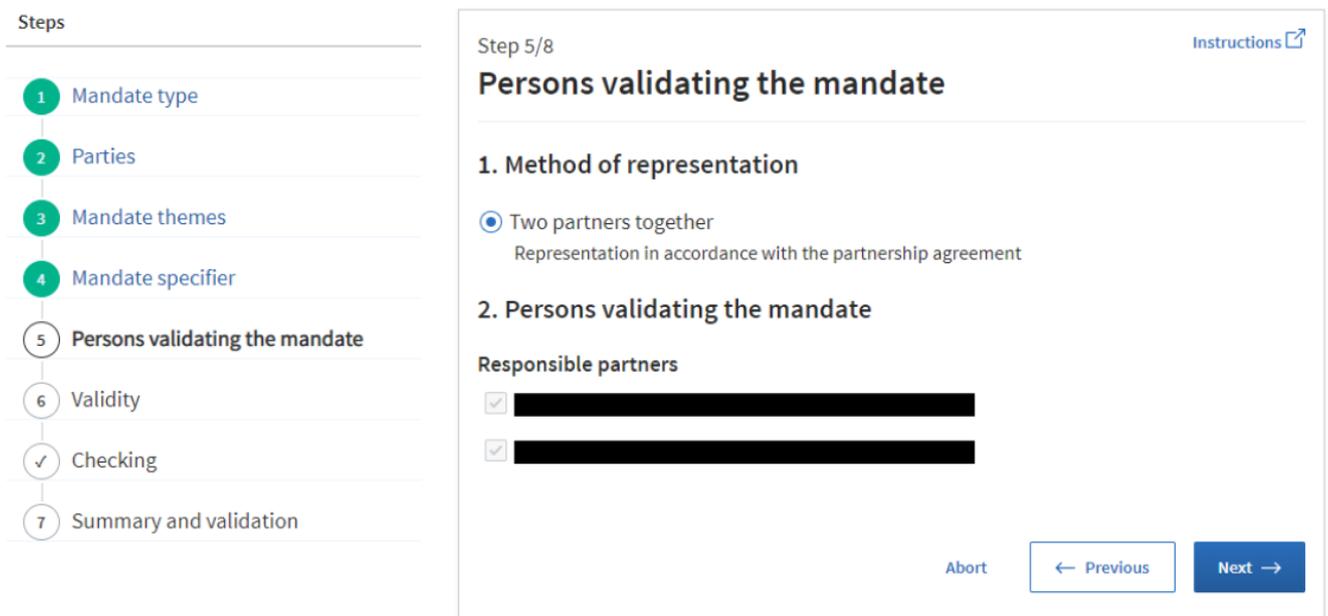
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Figure 10. Resolve any overlapping mandates or other issues following the instructions displayed on the page. Finally, check that the mandates' details are correct and validate them.

2.2.6 Mandate validators

If the authorised signatory of the entity has the right to represent the entity on their own, then a granted mandate will be valid immediately. Such persons are, for example, the CEO or a responsible partner of the company. Here you will find a complete list of those authorised to grant mandates alone (see 'Who can independently grant organisation's mandates?'). After granting a mandate, the authorised signatory can verify the validity of the mandate by checking that the granted mandate is in the 'Valid' state.

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If the assignor is a partner who represents the company together with other partners, then a mandate does not pass to the assignee immediately after the mandates are granted. In that case, the approval of the other partners is required for the mandate, i.e. the partners must log in, as described in Section 2, to Suomi.fi 'Company's mandates' and validate the mandate. If the granting of a mandate requires other partners to validate the mandate, then this will be highlighted in connection with the granting of the mandate. When granting a mandate, the e-Authorizations service separately lists the partners who must approve the mandate:

Figure 11. When, within the framework of the entity's structure, all partners are required to validate a mandate, the person granting the mandate will be informed of who these validators are.

When the other partners log in to the Suomi.fi 'Company's mandates' page, they will see the mandate that is awaiting validation. The mandate can be validated by selecting 'Validate mandates for the selected':

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Figure 12. A mandate becomes valid only when all partners have validated the mandate in Suomi.fi 'Company's mandates'.

A mandate becomes valid when all partners have validated the mandate. Please note that partners will not receive a separate notification that a mandate is awaiting validation. The person granting the mandate must ensure that all partners visit 'Company's mandates' and validate the mandate. More information on mandates granted by members of a company's board of directors together can be found here.

3 Authorising another company

It is also possible for a reporting entity to assign its mandate for transactions to another company if the reporting entity has outsourced its regulatory reporting to a service provider. In that case, an authorised signatory of the reporting entity must grant to the service provider a mandate for transactions to act in the Reporting Portal on behalf of the reporting entity (see Section 2 Authorisation). Alternatively, the service provider can itself request in the Suomi.fi e-Authorizations service mandates for transactions to act in the Reporting Portal, in which case an authorised signatory of the reporting entity must approve the request in the company's name in the e-Authorizations service. Requesting mandates follows a similar process to granting mandates (see Figure 4).

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3.1 Mandates to represent

Once a service provider has received from the reporting entity mandates for transactions to act in the Reporting Portal, the service provider cannot assign mandates to its employees as a 'mandate for transactions' or a 'right to grant a mandate'. Mandates can be assigned within a service provider's organisation with the following types of mandate:

- Mandate to represent: an employee of a service provider is authorised to carry out regulatory reporting on behalf of the reporting entity.
- Representative's right to grant a mandate: an employee of a service provider (for example, a manager) is authorised to grant mandates to represent within the service provider's organisation.

The 'mandates to represent' and the 'representative's right to grant a mandate' are assigned in the same way as other mandates, see Section 2 Authorisation. The only difference in terms of the instructions in Section 2 is the type of mandate to be selected.

4 Mandate provided by an official

If the reporting entity does not already belong to any of the basic registers (Trade Register, Business Information System, Register of Associations), then it is not possible to manage the entity's mandates via the Suomi.fi e-Authorizations service. This applies, for example, to entities operating in the financial markets in Finland that do not have a Finnish business identity code [y-tunnus]. In that case, the entity must make a mandate application in the mandate service provided by officials, so that the entity can manage its mandates through the Suomi.fi e-Authorizations service. The same instructions also apply to service providers not included in the basic registers.

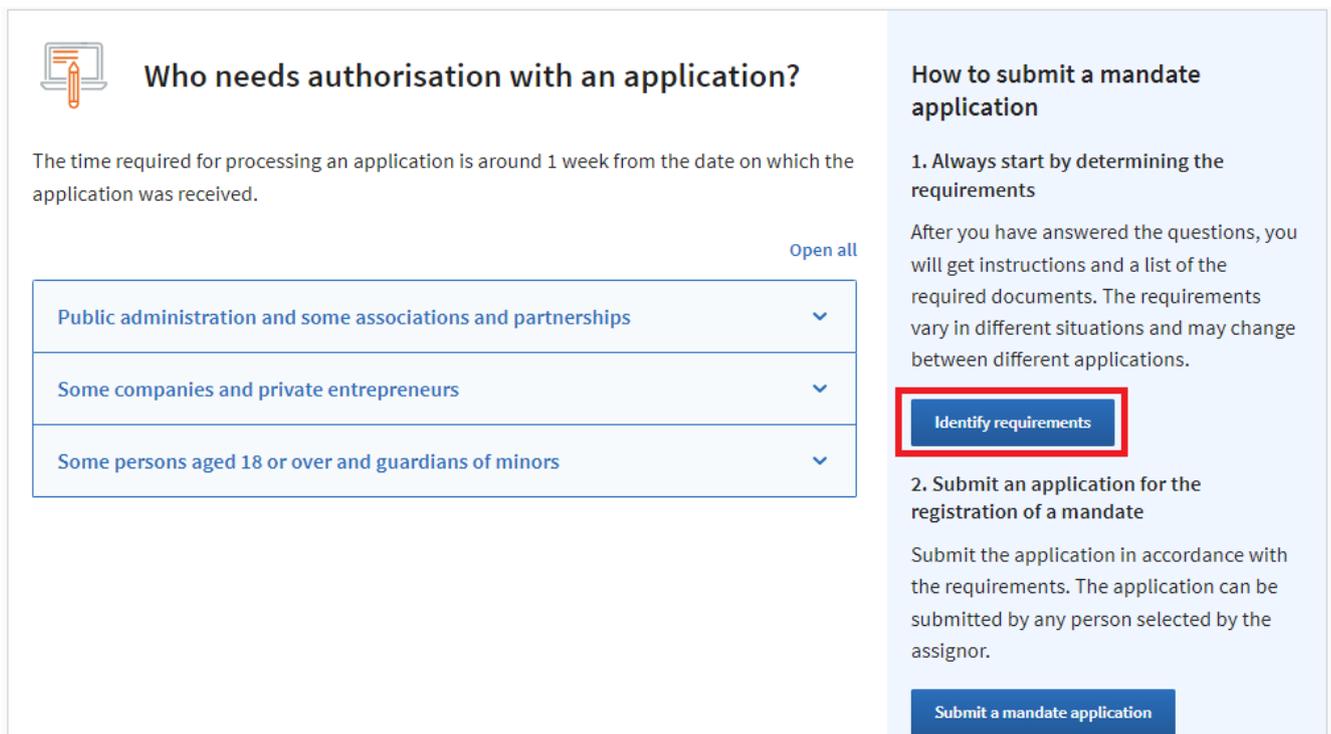## 4.1 Assessment of the need for a mandate provided by an official

Before making a mandate application in the mandate service provided by officials, the entity should check whether it actually needs a mandate provided by an official. The simplest way to check this is for an authorised signatory to try to log in to the Suomi-fi e-Authorizations service in their own name (see Section 2.1 e-Authorizations service login). If the authorised signatory does not see their own company after selecting Company's mandates (Figure 3) or if none of the authorised signatories can log in to the Suomi.fi e-Authorizations service (i.e., no Finnish personal identity code [henkilötunnus]), then the entity needs a mandate provided by an official. If the entity's authorised signatories does not have a Finnish personal

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identity code, the authorised signatories must create a [foreigner's user identifier (UID)](#) for the mandate service provided by officials and for the subsequent use of the e-Authorizations service

4.2 Mandate application

To make a mandate application in the mandate service provided by officials, go to Suomi.fi [Authorisation with an application](#). Before drawing up the mandate application, you complete a short questionnaire, based on which you will receive specific instructions on how to draw up the application. Also read the instructions "Who needs authorisation with an application?".

Figure 13. Link to the questionnaire for specific instructions for a mandate provided by officials, and general instructions for drawing up a mandate application in the mandate service provided by officials.

The instructions are supported by questions such as whether the entity drawing up the application has a Finnish business identity code, who will sign the application and for whom mandate is sought. Please note that when an entity applies for itself the right to authorise, then a person will be selected as the assignee in Stage 3/5. This person may be, for example, the CEO of the entity.

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Stage 3/5

Assignee

The assignee is a person, company, association or other organisation that will receive a mandate to act on behalf of the assignor. One application can be used to grant a similar mandate either to several persons or to several companies, associations and other organisations.

Select the information concerning the assignee(s). At least one selection is required.

Assignee

◉ The assignee is a person

◯ The assignee is a person, company, association or some other organisation

Does the assigne have a Finnish personal identity code?

☐ The assignee has a Finnish personal identity code

☐ The assignee does not have a Finnish personal identity code

Abort   ← Previous   Next →

Figure 14. When an entity applies for itself the right to manage its mandates and the recipient of the right to grant mandates is, for example, the CEO, then a person is selected as the assignee.

Once you have completed the application, you will receive specific instructions on how to draw up a mandate application and what documents must be attached to the application.

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Figure 15. After completing the instruction questionnaire, you will receive specific instructions for drawing up the mandate application in the mandate service provided by officials. The instructions also contain information on the necessary attachments.

5 Invalidation of mandates

If necessary, the reporting entity may invalidate the mandates granted to its employees or service provider to submit reports in the Reporting Portal on behalf of the reporting entity. This is necessary, for example, if an employee responsible for entity's reporting leaves the organisation and they no longer have the right to act on behalf of the reporting entity.

Mandates can be invalidated in the Suomi.fi e-Authorizations service. An authorized signatory of the reporting entity must log in to the e-Authorizations service with their personal credentials and select that they are acting on behalf of a company (see Section 2.1).

The front page of 'Company's mandates' shows all the persons and service providers to whom the company has granted mandates. You can select all the mandates held by a person or company and invalidate them all at once using the button 'Invalidate mandates for the selected' on the page.

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Figure 16. The front page of 'Company's mandates', where you can invalidate previously granted mandates. The black box contains the name of the person or service provider to whom one or more mandates have been granted.

By selecting the name of the assignee, you obtain a list of all the mandates granted by the reporting entity. On this screen, you can invalidate individual authorisations instead of invalidating the mandates of an individual person or service provider completely.

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Figure 17. List of mandates granted to a person or service provider. When the reporting entity defines with a specifier a mandate covering more than one data collections, each data collection forms its own mandate.