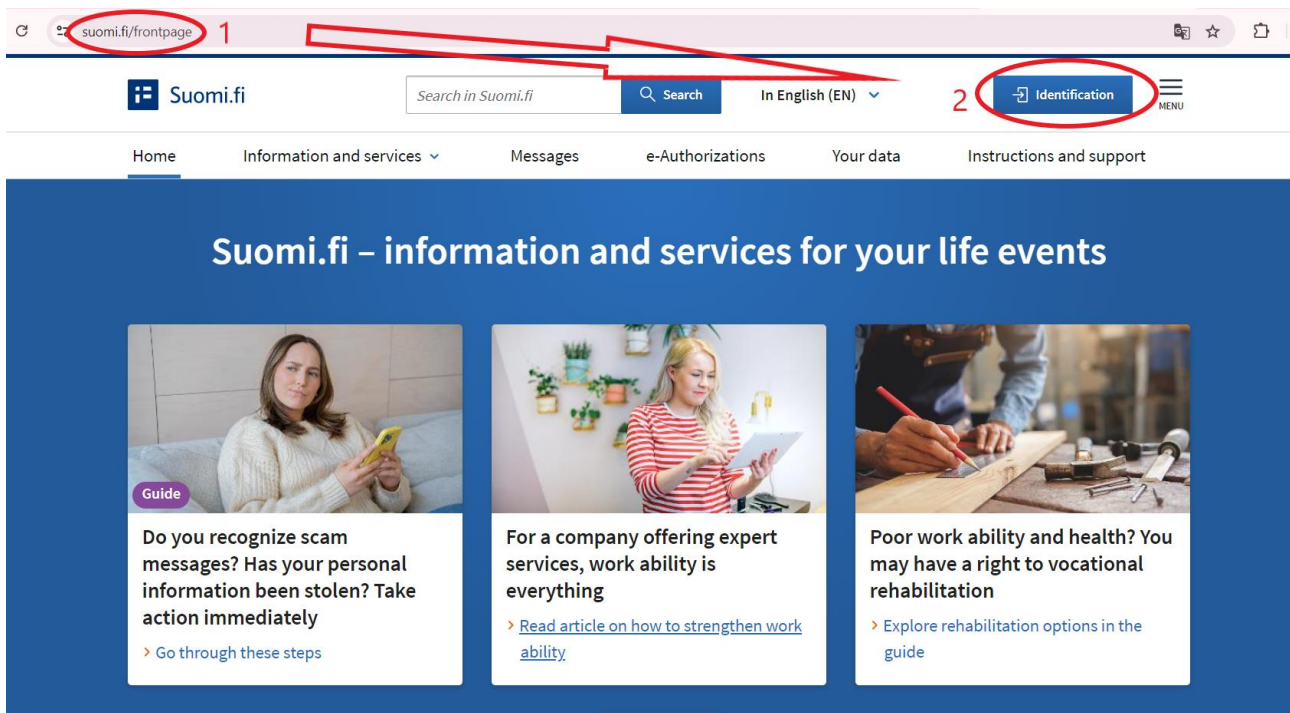


# The instruction for issuing a power of attorney for submitting tax declarations.

1. Go to the website suomi.fi and log in using your personal banking codes (the "Identification" button):



The screenshot shows the suomi.fi website frontpage. The browser address bar contains 'suomi.fi/frontpage' with a red circle around it and a red arrow pointing to the 'Identification' button. The 'Identification' button is also circled in red. The website header includes the Suomi.fi logo, a search bar, and a language selector set to 'In English (EN)'. The main navigation menu includes 'Home', 'Information and services', 'Messages', 'e-Authorizations', 'Your data', and 'Instructions and support'. The main content area features a blue banner with the text 'Suomi.fi – information and services for your life events' and three article cards:

- Guide**  
Do you recognize scam messages? Has your personal information been stolen? Take action immediately  
> Go through these steps
- For a company offering expert services, work ability is everything  
> [Read article on how to strengthen work ability.](#)
- Poor work ability and health? You may have a right to vocational rehabilitation  
> Explore rehabilitation options in the guide

You are identifying yourself to the service  
SUOMI.FI

3

Select identification method



Certificate card



Mobile certificate



OP Bank Group

Nordea

Nordea

 Danske Bank

Danske Bank

 Handelsbanken

Handelsbanken

 ÅLANDSBANKEN

Ålandsbanken

 PANKKI

S-pankki

 Aktia

Aktia

 POP Pankki

POP Pankki

 Säästöpankki

Säästöpankki

 omaöp

Oma Säästöpankki



Identification methods for foreigners

## 2. Select “e-Authorizations”

---

e-Authorizations

---

## Suomi.fi – information and services for your life events



**Do you recognize scam messages? Has your personal information been stolen? Take action immediately**

Go through these steps



**For a company offering expert services, work ability is everything**

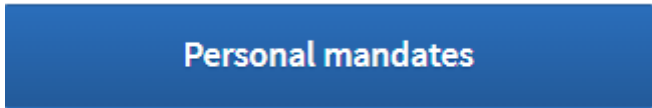
Read article on how to strengthen work ability



**Poor work ability and health? You may have a right to vocational rehabilitation**

Explore rehabilitation options in the guide

### 3. Select “Personal mandates” :



Home > e-Authorizations

## e-Authorizations

### Select whose mandates you want to go to

- Personal mandates** Grant and request authorisations as yourself.
- Company's mandates** Grant and request authorisations on behalf of a company, association or other organisation.
- Child's mandates** Grant and request mandates on behalf of an underaged child.

### Instructions

- What is Suomi.fi e-Authorizations?
- 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 an organisation
  - Person's mandates
  - Organisation's mandates

### Authorisation for using services

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

### 4. Select “Grant mandates”

## GRANT MANDATES

suomi.fi/e-authorizations/granted-mandates



Home Information and services Messages e-Authorizations Your data Instructions and support

Home > e-Authorizations > Granted mandates

### Personal mandates

Dina Petrova, 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


### 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

Use the selection basket 

5. 1st step: Select whom you are assigning (“**Company**”):

Step 1/5

Instructions for e-Authorizations 

## Parties


You can add multiple assignees.

### Assignor

your name, Finnish ID number

### Add the assignees

or



Abort

Next →

In the field “**Search by name or business ID**”, enter **Fiksu Vero** and select the first one (**Fiksu Vero 3335553-7**)

### Add the assignees


The company, association or other organisation has a

- Finnish business ID  
 VAT ID or a foreign business ID

Search by name or business ID

**8**

**9**



Abort

Next →

After the name of the firm pops up in the field (like in the next photo), press “**Next**”

Search by name or business ID

Added parties (1)

Fiksu Vero 3335553-7
-------------------------

Abort **Next →**

6. 2nd step: Select mandate themes  
Type in the search field “**tax**”, and press “**search**”

Step 2/5

[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.

Search for mandate themes

For example, use of pharmacy services, MyTax, Kela, kanta.fi or salary

**Search**

In search result select **“Filing of tax returns and other reports”** and **“Managing of tax affairs”**:

**Filing of tax returns and other reports** 13  
TAXATION  
With this mandate, the assignee can file tax returns and other reports related to managing tax issues on behalf of the assignor.

**Managing of tax affairs** 14  
TAXATION  
With this mandate, the assignee can manage the assignor's tax affairs and access the assignor's tax information.

- An organisation's tax affairs.
- A private sector entrepreneur's personal and business-related tax affairs.
- An individual's personal tax affairs.

Then type **“incomes register”** in the search field and press **“search”**

Search for mandate themes  
For example, use of pharmacy services, MyTax, Kela, kanta.fi or salary

incomes register 15

Search 16

In search result select **“Processing incomes payment data”**:

Select all 3 Open all ▾

Browsing earnings payment data ▾

Processing incomes payment data ▲

**17**  
EARNED INCOME

This mandate allows the assignee to do the following on behalf of the assignor:

- browse income data
- send messages related to income data
- request income data reports
- maintain contact details related to income data.

Reporting earnings payment data ▾

## Attention!

The option "**Filing of tax returns and other reports**" only includes submitting a tax return on your behalf. The option "**Managing of tax affairs**" allows handling all tax-related matters on your behalf (including responding to inquiries, etc.). You can choose either one option (only tax return submission), or both, if you anticipate needing assistance with other matters in the future. "**Processing incomes payment data**" allows you to check in the income register the amounts paid by the employer for travel, meals, what was withheld, and in what amounts.

After selecting mandate themes, press "**Next**"



## Selected mandate themes (3)

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

Abort

← Previous

Next →

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7. 3rd step: Check that the items **“Filing of tax returns and other reports”**, **“Managing of tax affairs”** and **“Processing incomes payment data”** are selected. Then press **“Next”**

Abort

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Next →

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8. 4th step: Choose the period of validity of assignee. You can select the period of time for which you are willing to entrust us with managing your tax affairs. The power of assignee can be revoked at any time. By default, a 5-year term is offered.

After that, press “**Next**”

Step 4/5

[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

09.09.2024



08.09.2029



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Abort

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Next →

9. 5th step – Check the data and confirm the validation. When everything is checked, press “**Validate**”

Step 5/5

Instructions for e-Authorizations 

## Summary and validation

Check that all the mandates’ details are correct and validate the mandates. The mandates are grouped by assignees.

### Assignees (1)

**Fiksu Vero** (3 mandates)

Assignor

your name, Finnish ID number

Assignee

Fiksu Vero, 3335553-7 our firm

Period of validity

09.09.2024 - 08.09.2029

Mandate type

Mandate for transactions

List of mandate themes



Abort

← Previous

21  
**Validate** →

## 10. After confirmation all granted mandates are shown here:

The screenshot displays a web interface for managing mandates. On the left is a navigation menu with categories: 'Grant or request mandates' (containing 'GRANT MANDATES' and 'REQUEST MANDATES'), 'Valid mandates' (containing 'GRANTED MANDATES', 'RECEIVED MANDATES'), 'Mandate requests' (containing 'RECEIVED REQUESTS' and 'SENT REQUESTS'), 'Archive' (containing 'EXPIRED MANDATES'), and 'Instructions' (containing 'GET TO KNOW THE MANDATE THEMES'). The main content area is titled 'Granted mandates' and includes a search bar, a 'Show more search criteria' toggle, and a 'Use the selection basket' toggle. Below these is a table with 1 assignee:

<input type="checkbox"/>	Assignee	e-Authorizations
<input type="checkbox"/>	Fiksu Vero 3335553-7	3

At the bottom of the interface are four action buttons: 'Validate mandates for the selected', 'Invalidate mandates for the selected', 'Grant a mandate to the selected', and 'Request a mandate from the selected'.

## 11. Cancellation of mandate:

In case of termination of cooperation, you can revoke the validation of assignee as follows:

1 assignee

<input checked="" type="checkbox"/>	Assignee	e-Authorizations
<input checked="" type="checkbox"/>	Fiksu Vero 3335553-7	3

1

2

Validate mandates for the selected (3)

Invalidate mandates for the selected (3)

Grant a mandate to the selected (1)

Request a mandate from the selected (1)

## Attention:

Issuing a validation of assignee for filing tax returns or providing responses to the tax authorities DOES NOT AUTOMATICALLY OBLIGATE us to file returns or responses on your behalf.

Additionally, it requires you to request tax return preparation via the website [www.fiksuvero.fi](http://www.fiksuvero.fi) or another assignment and provided the necessary information for the tax return. The client is responsible for the accuracy of the data provided in the tax return/responses.

If there is insufficient data to file the return, we will suspend the filing until complete data on tax deductions is provided. When the deadline for submitting the return arrives, we will submit only the data/deductions for which the necessary information has been provided on time.

**If you have any questions about the validation, please contact us via mail [dina@nalogi.fi](mailto:dina@nalogi.fi) or via Whatsapp messages +358405183902**