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Suomi.fi e-Authorizations service: instructions for users of the Finnish Financial Supervisory Authority's Reporting Portal

1 Purpose of the document

This document contains instructions for entities that report to the Finnish Financial Supervisory Authority (FIN-FSA) through the Reporting Portal. Both domestic and foreign actors authorise their reporters through the Suomi.fi e-Authorizations service and identify themselves in the Reporting Portal through the Suomi.fi e-service.

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.

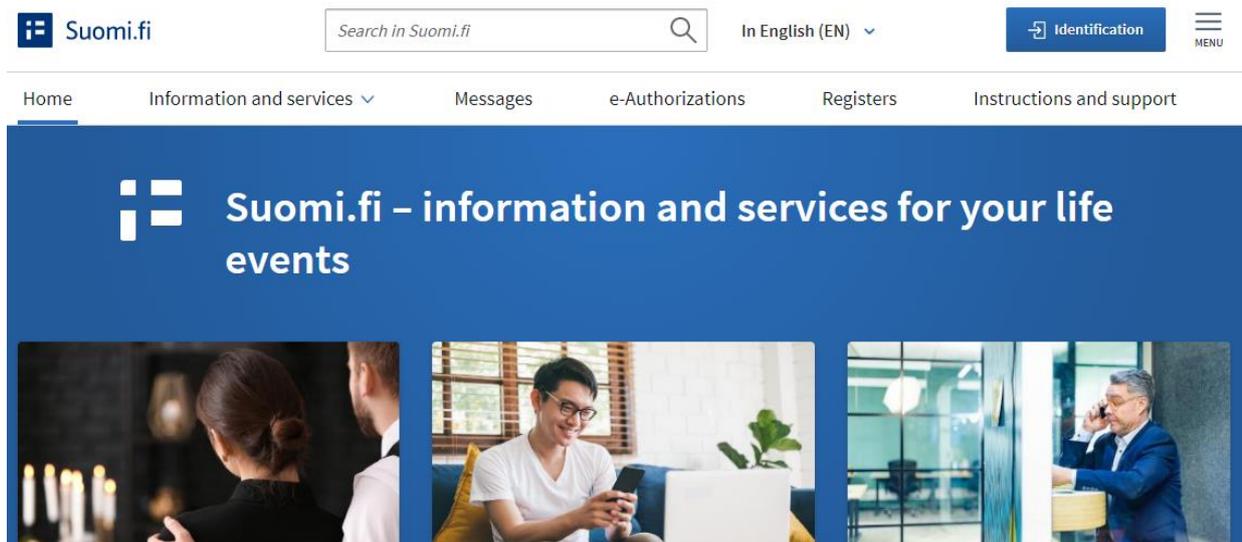Go to the Suomi.fi website and click 'e-Authorizations':

Figure 1 Suomi.fi home page

Click 'Identification' in the centre of the page. The authorised signatory identifies themselves with their credentials, such as online banking codes:
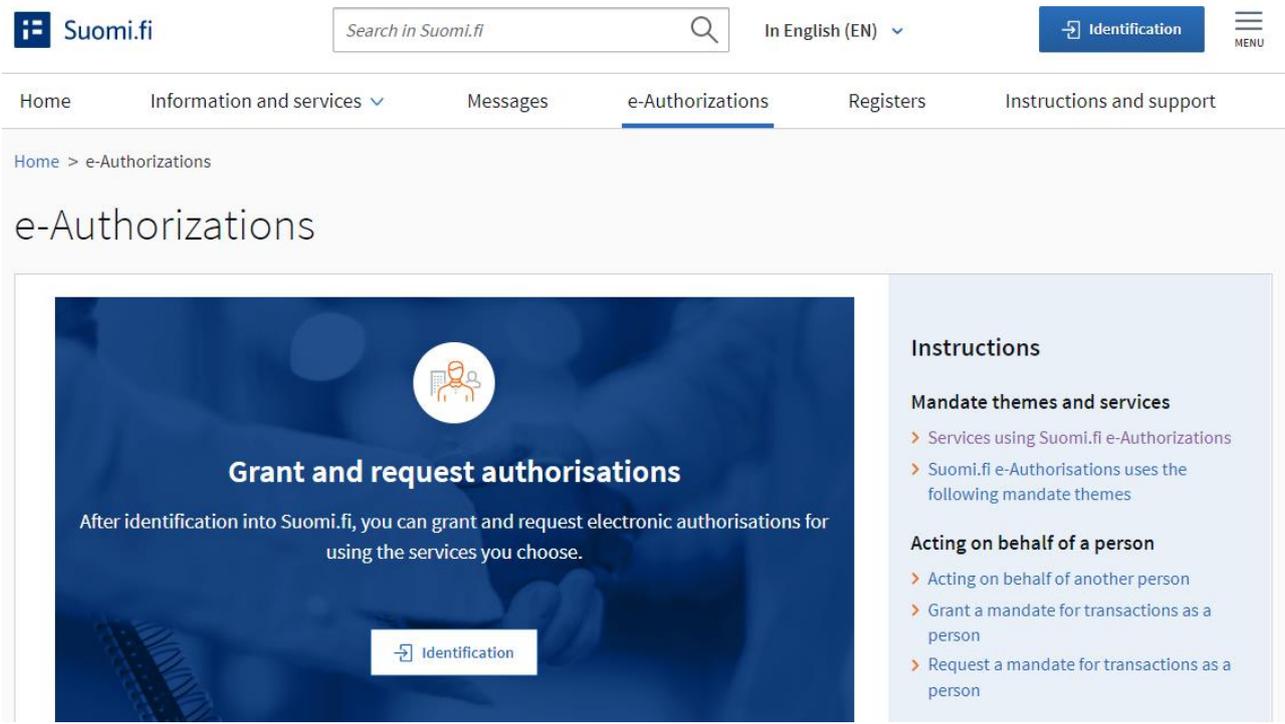
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Figure 2 Suomi.fi e-Authorizations

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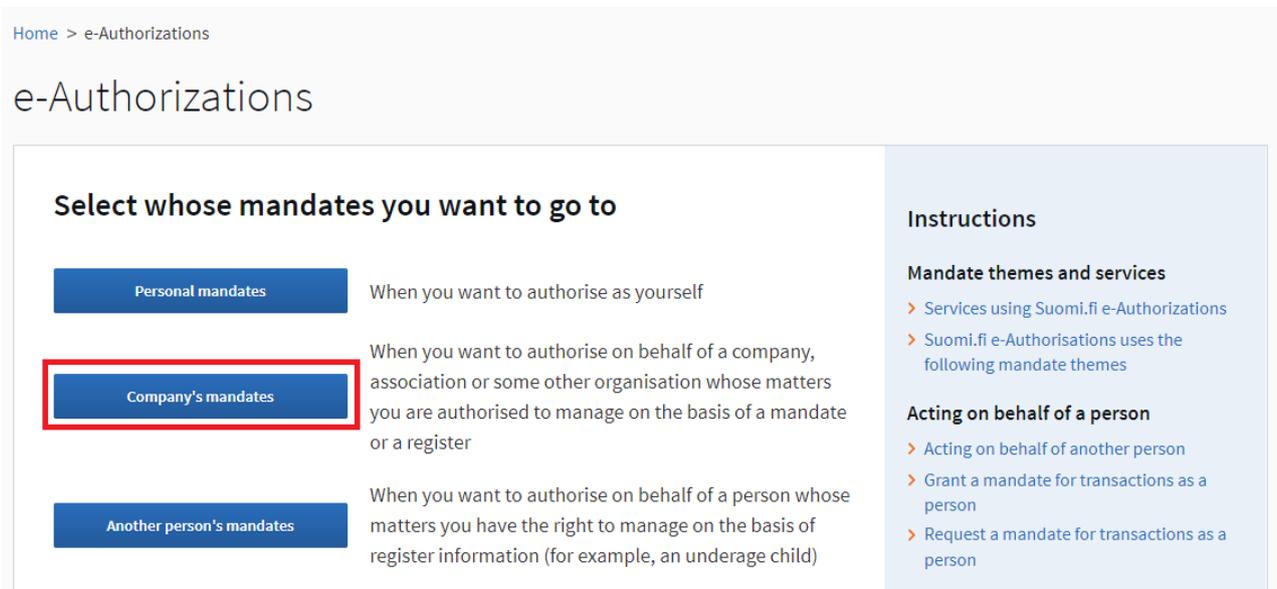

Figure 3 After logging in to the Suomi.fi e-Authorizations service, select whose mandates you want to go to

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

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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':
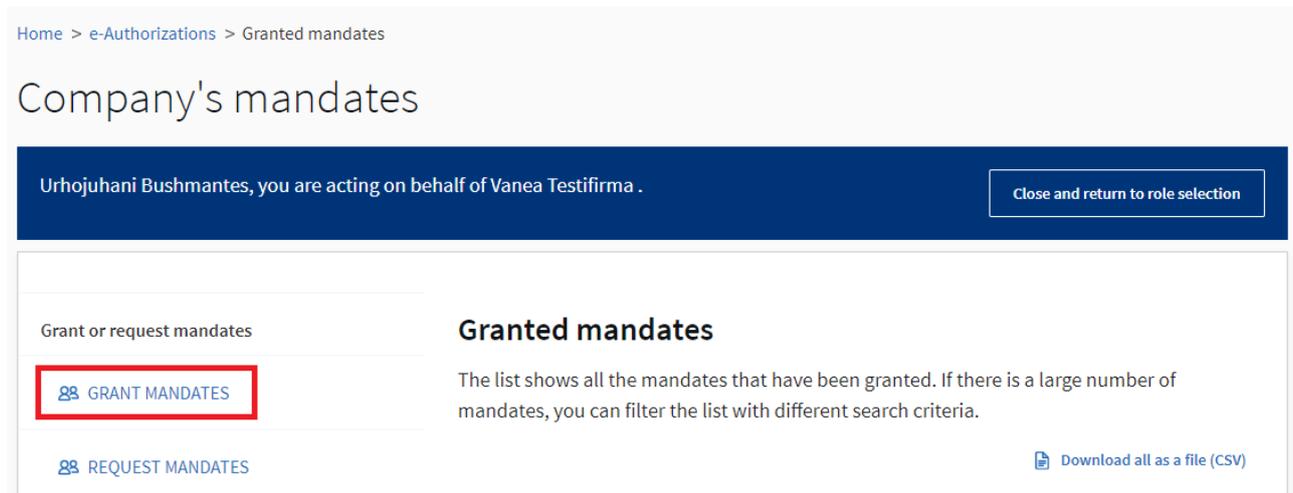
Home > e-Authorizations > Granted mandates

Company's mandates

Urhojuhani Bushmantes, you are acting on behalf of Vanea Testifirma .   **Close and return to role selection**

Grant or request mandates

&& GRANT MANDATES

&& REQUEST MANDATES

Granted mandates

The list shows all the mandates that have been granted. If there is a large number of mandates, you can filter the list with different search criteria.

📄 Download all as a file (CSV)

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.

Further information on the types of mandate can be found on the Suomi.fi website. See Frequently asked questions on e-Authorizations ('What is the difference between different mandate types?') and Glossary of e-Authorizations ('Mandate type').

2.2.2 Parties

Next, select who you want to authorise. If you want to authorise persons or foreign companies using a foreigner's user identifier (UID), this must be specified separately in the following setting:

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Add the assignees

Name*

> Enter the name of the company, a part of the name or the business ID

☑ Add foreign companies or organisations

Country code

> Select ▼

VAT ID or business ID of the registration country

> Enter VAT ID or business ID

Abort   ← Previous   Next →

Figure 5 Specification of company to be authorised in the case of a foreign company. The name or business identity code (y-tunnus) of a domestic company can be entered directly in the top text field

When searching for foreign companies, the assignor (principal) cannot search by name, for example. Therefore, when granting mandates, the assignor must know the ID that the foreign company has used when making a mandate application in the mandate service provided by officials (see Section 4 Mandate provided by officials).

2.2.3 Mandate themes

Next, the assignor must specify a mandate theme. The mandate of the FIN-FSA's Reporting Portal is entitled "Reporting of financial standing and risks". **Please note that granting Reporting Portal authorisations always requires the enabling of an authorisation specifier:**

☑ **Reporting on financial standing and risks**   ︿
FINANCIAL MARKET

This mandate allows the assignee to provide information on the financial standing and risks concerning the assignor.

⬤ Enable an authorisation specifier

In the next step you can add a specifier to the mandate subjects for which a specifier is used.

Abort   ← Previous   Next →

Figure 6. The FIN-FSA Reporting Portal's mandate for transactions is 'Reporting of financial standing and risks'. Always remember to select 'Enable an authorisation specifier' when granting Reporting Portal authorisations.

2.2.4 Mandate specifier

A mandate specifier is used to specify the data collections for which the mandate is granted. Mandate specifiers can be viewed on the right by clicking the 'Open all'

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button. If the assignor has selected more than one person (or company) to be authorised, then the parties receiving the mandate must be selected for each mandate in the 'Assignee' drop-down menu. If you want to authorise all the selected people for the same mandate, select 'All'; otherwise, specify separately in the drop-down to which party the mandate refers. You can add more than one specifier using 'Add'.

Figure 7 Menu for adding mandate specifiers. The assignor selects the assignees and adds a data collection specifier.

Specifiers are published as part of the FIN-FSA's reporting maps. Below are a few examples of the specifiers you can use:

- COREPALMIND
- COREPALMCON
- COREPOF

Please note that the specifier must always be written in exactly the same way as in the reporting maps. The e-Authorizations service does not report separately if a specifier is not functional in the FIN-FSA's Reporting Portal. When the reporting entity defines with a specifier the rights to several data collections, each data collection forms its own mandate (see Figure 15 as an example).

If you want to grant mandates for all data collections, the data collection ID is "ALL". In that case, only one mandate is formed, as only one specifier has been used for the mandate.

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Figure 8. The specifier 'ALL' is given when you want to authorise a person or company for all of the reporting entity's data collections.

For data collections concerning funds (AIFMD, MMF) mandates are applied for only on behalf of the manager of the funds (AIFM). Mandates should not be applied for on behalf of an AIF. For above mentioned data collections mandate specifier ALL is not sufficient for reporting. However, ALL mandate can be used in addition to data collection level specifiers AIFMD and MMF if user will be submitting other data collections on behalf of the reporting entity as well.

2.2.5 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.

2.2.6 Mandate validation

On 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. Please note that any incorrect mandates will not be reported at this time. Thus, check the spelling of the specifiers.

2.2.7 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. You can see here a complete list of those authorised to grant mandates alone (see 'Who can

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independently grant mandates in Suomi.fi e-Authorizations?'). 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.

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 9. 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':

Figure 10 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 (see 'How the members of a company's Board of Directors grant a mandate together').

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).

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.

When an entity which doesn't have a Finnish Business ID [y-tunnus] makes a mandate application in the mandate service provided by officials, the entity should

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notify the FIN-FSA about the company identifier which has been used in the application to NewReportingSystem@fiva.fi. Please include the home country of your entity in the same notification email.

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 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 (see Figure 7). Also read the instructions "Who needs authorisation with an application?".

1. Read the instructions for your application

Always begin drawing up the application by familiarising yourself with the instructions. This is because the requirements vary in different situations and may change between different applications. After you have answered a few questions, you will get instructions and a list of the required documents.

[Read the instructions]

📄 General instructions for submitting an application (PDF) 🔗

Figure 11 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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Figure 12. 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.

Figure 13 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.

Further instructions for drawing up a mandate application in the mandate service provided by officials can be found here. The instructions can also be found on the

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Suomi.fi page Authorisation with an application under the authorisation instructions, see Figure 7.

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 authorised 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.

Figure 14 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 15 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.