

e-Authorisation – Notification of short positions – Position holder with a separate reporting entity

Information in this document can be applied when the position holder is a company without a Finnish business ID and **reporting of net short positions is outsourced to a separate service provider** as reporting entity.

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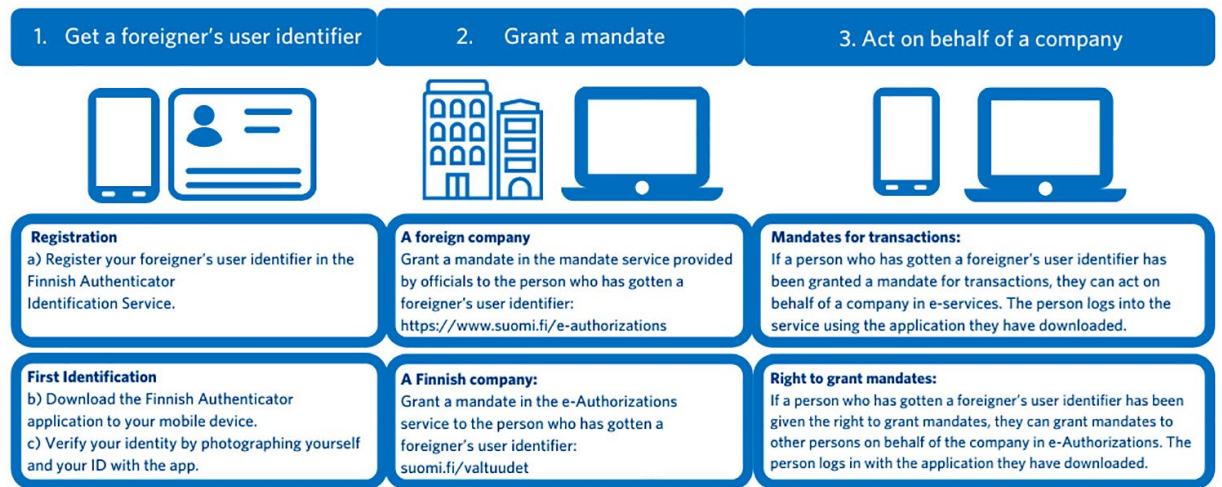
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1 Introduction

FIN-FSA introduces its electronic services platform for reporting short positions that requires strong authentication from users. To be able to report through the new platform, foreign companies must register with Digital and Population Data Services Agency's authorisation with an application service in Suomi.fi e-Authorisations portal.

In Suomi.fi e-Authorisations companies and organisations can authorise someone else to act on their behalf. When a company, e.g. foreign company without a Finnish business ID, cannot independently grant mandates in Suomi.fi e-Authorisations, the Digital and Population Data Services Agency can register the mandates on the basis of a mandate application. A mandate is an electronic power of attorney, the details of which are entered in the authorisation register. The time required for processing an application from the date on which the application is received can vary from a week to several weeks.

Simplified diagram of the process:



- 1) To use services electronically, foreign citizens must obtain a foreigner's identifier (UID) and the Finnish Authenticator app through the [Finnish Authenticator Identification Service](#).
- 2) The *position holder* and the *reporting entity* (both foreign companies) must apply for the mandates through [the authorisation with an application service](#) because there is no basic register of foreign companies from which the representation rights of a foreign company can be determined.
 - a. *Position holder* applies for the **right to grant a mandate** for its representative (*employee*)
 - b. *Reporting entity* applies for the **representative's right to grant a mandate** for its representative (*employee*)
- 3) After both applications have been processed successfully by the with Digital and Population Data Services Agency, the representatives of the companies can grant mandates in [Suomi.fi e-Authorisations](#) as follows:
 - a. First, the *position holder* grants a **mandate for transactions** to the reporting entity (*company*)
 - b. Once the mandate for transactions has been granted the representative of the reporting entity can grant a **mandate to represent** to its employee who will carry out the daily reporting process for the position holder.
- 4) The representative of the reporting entity can log in the [FIN-FSA's electronic services platform](#) and is able to report short positions on behalf of the position holder.

2 Mandate types

There are four mandate types for entities, two related to carrying out transactions on behalf of one's own entity and two related to mandates received from assignors.

- A person or an organisation (assignee) who has been granted a **mandate for transactions** may carry out transactions related to entity's (assignor) own affairs on its behalf.
- A person given a **right to grant a mandate** may grant mandates for transactions on behalf of an entity (assignor). If such a person needs to act on behalf of the assignor, they must also give themselves a mandate for transactions.
- Assignors may grant a mandate for transactions to an entity (assignee). Only employees who have been granted a **mandate to represent** can carry out transactions using the mandates for transactions granted by assignors.
- A person who has the right to grant mandates on behalf of an entity may also grant an employee a mandate, which of a type **representative's right to grant a mandate**. Such an employee may grant other employees mandates to represent the assignors and request mandates for transactions from other organisations or persons.

3 Finnish Authenticator Identification Service

The foreign citizen identification service, or the Finnish Authenticator Identification Service, allows foreigners without Finnish personal identity code to use Finnish public administration e-services that have introduced the identification using the Finnish Authenticator application. The identification using the application is intended for foreigners who need to act on behalf of the company, but do not have a Finnish personal identity code or a Finnish identification token.

The foreigner's user identifier (UID) needs to be acquired for the **persons given the right to grant a mandate** before applying for authorisation with an application. It is also recommended to acquire the UID for the **persons who will be granted a mandate for transactions or a mandate to represent** as early in the process as possible.

In the [Finnish Authenticator Identification Service](#), a foreign citizen registers his/her foreigner's user identifier (UID) and verifies his/her identity using the Finnish Authenticator application. In connection with this first identification, the user will take a photo of oneself, as well as of his/her passport or national ID card. The identification service will confirm the person's identity if the photo and the information in the identity document match.

After registering and initiating the use of the application, foreign citizens can log into the e-service using their user ID, password and application PIN.

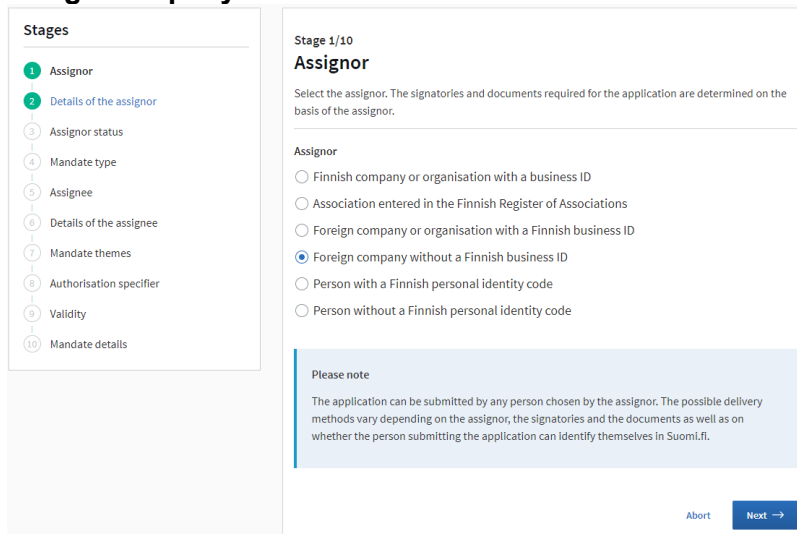
Detailed instructions and FAQ: [Finnish Authenticator Identification Service - Suomi.fi](#)

4 Authorisation with an application / Position holder

After the foreigner's user identifier has been acquired for at least to the person who will be given a **right to grant a mandate**, the authorisation application can be submitted. The application and related instructions are available in Suomi.fi portal: [Authorisation with an application - Suomi.fi](#)

Stage 1: Assignor

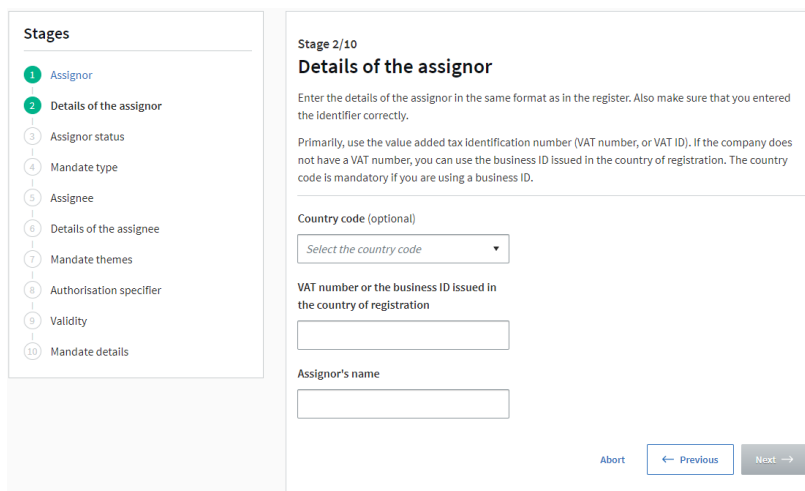
In the first stage of the application, you will select the type of the assignor. Select **Foreign company without a Finnish business ID**.



The screenshot shows the 'Stage 1: Assignor' form. On the left, a 'Stages' sidebar lists 10 steps: 1. Assignor (selected), 2. Details of the assignor, 3. Assignor status, 4. Mandate type, 5. Assignee, 6. Details of the assignee, 7. Mandate themes, 8. Authorisation specifier, 9. Validity, and 10. Mandate details. The main content area is titled 'Stage 1/10 Assignor' and contains the instruction: 'Select the assignor. The signatories and documents required for the application are determined on the basis of the assignor.' Below this, there are radio button options for 'Assignor': Finnish company or organisation with a business ID, Association entered in the Finnish Register of Associations, Foreign company or organisation with a Finnish business ID (selected), Foreign company without a Finnish business ID, Person with a Finnish personal identity code, and Person without a Finnish personal identity code. A 'Please note' box states: 'The application can be submitted by any person chosen by the assignor. The possible delivery methods vary depending on the assignor, the signatories and the documents as well as on whether the person submitting the application can identify themselves in Suomi.fi.' At the bottom right, there are 'Abort' and 'Next ->' buttons.

Stage 2: Details of the assignor

In stage 2, you are required to submit the country code, VAT number/business ID and the assignor's name. Note that the assignor's name should be the name of the company with the corresponding ID.



The screenshot shows the 'Stage 2/10 Details of the assignor' form. The 'Stages' sidebar on the left shows step 2 'Details of the assignor' as the current step. The main content area is titled 'Stage 2/10 Details of the assignor' and contains the instruction: 'Enter the details of the assignor in the same format as in the register. Also make sure that you entered the identifier correctly.' Below this, there is a note: 'Primarily, use the value added tax identification number (VAT number, or VAT ID). If the company does not have a VAT number, you can use the business ID issued in the country of registration. The country code is mandatory if you are using a business ID.' The form includes three input fields: 'Country code (optional)' with a dropdown menu showing 'Select the country code', 'VAT number or the business ID issued in the country of registration' with a text input field, and 'Assignor's name' with a text input field. At the bottom right, there are 'Abort', 'Previous <', and 'Next >' buttons.

Stage 3: Assignor status and signatories

Stage 3 requires you to select the signatory. Choose the suitable option. **The signatory is a person who is entitled to represent the assignor** is the most common option and is therefore used in this example.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 **Assignor status**
- 4 Mandate type
- 5 Assignee
- 6 Details of the assignee
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 3/10

Assignor status and signatories

The application is signed by persons who have the right to represent the assignor on a legislative, articles of organisation rules-related, or status-related basis. If the signatory is a company or other organisation, the application is signed by those who are entitled to represent that company or organisation.

Next, select all the information that applies to the signatories. At least one entry is required for each field.

Who will sign the application?

The signatory is a person who is entitled to represent the assignor

The signatory is a company, association or other organisation entitled to represent the assignor

[Abort](#)
[< Previous](#)
[Next >](#)

Stage 4: Mandate type

In stage 4 you can select the mandate type. To select a person given the right to grant a mandate within your own organisation, select **Right to grant a mandate**.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 **Mandate type**
- 5 Assignee
- 6 Details of the assignee
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 4/10

Mandate type

When the mandate type you select is the right to grant a mandate or the representative's right to grant a mandate, the assignee may in future administer the mandates independently in Suomi.fi e-Authorizations.

If it is not possible to authorise anyone who could use Suomi.fi e-Authorizations, select mandate for transactions as the mandate type.

Mandate type

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.

Representative's right to grant a mandate
Select this when you want to grant a person a right to grant and invalidate mandates to represent and request mandates for transactions in Suomi.fi e-Authorizations. Note that the person with a representative's right to grant a mandate must also grant a mandate to represent to themselves if they need to act on behalf of the customer.

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.

[Abort](#)
[< Previous](#)
[Next >](#)

Stage 5: Assignee

By clicking **Next**, you can move forward to give the details of the assignee.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 Mandate type
- 5 Assignee
- 6 Details of the assignee
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 5/10

Assignee

The right to grant mandates or a representative's right to grant mandates may only be granted to a person. One application can be used to grant a similar mandate to several persons.

Continue to the next step.

Abort
← Previous
Next →

Stage 6: Details of the assignee

Here you can name the persons within your organisation who will be given the right to grant a mandate. Select **Foreigner's identifier** and enter the previously acquired UID and the first name and last name of the person and select **Add as an assignee**. Note that the right to grant a mandate can be given to several individuals. It is recommended to give the right to at least two separate persons.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 Mandate type
- 5 Assignee
- 6 Details of the assignee
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 6/10

Details of the assignee

Enter the details of the assignee or assignees. Enter the first name and surname in the same format as in the register. Remember to check that you entered the personal identity code or other identifier correctly.

If the assignee does not have a Finnish personal identity code, enter the foreigner's identifier (UID) given by the assignee as the identifier.

Identifier type

Finnish personal identity code

Foreigner's identifier

Personal identity code or foreigner's identifier

First name

Surname

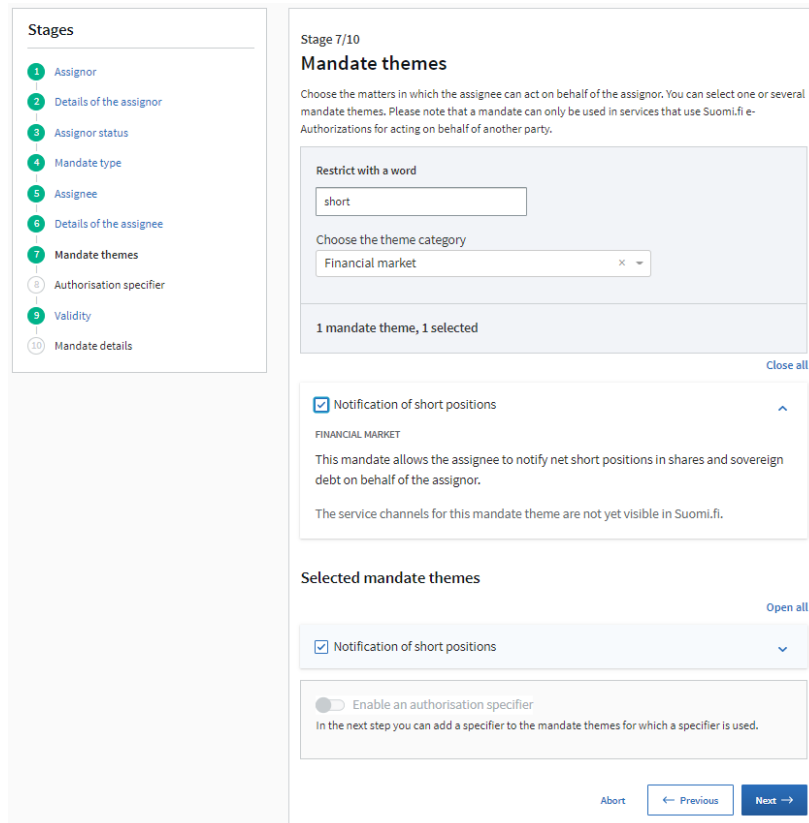
Add as an assignee

Doe John	700085290E	Remove
Doe Jane	7000936814	Remove

Abort
← Previous
Next →

Stage 7: Mandate themes

In stage 7 you can specify the themes in which the assignee can act on behalf of the assignor. The theme for reporting net short positions is **Notification of short positions**. You can specify multiple themes if necessary. Authorisation specifier (stage 8) is not applicable for this theme.



Stages

- Assignor
- Details of the assignor
- Assignor status
- Mandate type
- Assignee
- Details of the assignee
- Mandate themes**
- Authorisation specifier
- Validity
- Mandate details

Stage 7/10
Mandate themes

Choose the matters in which the assignee can act on behalf of the assignor. You can select one or several mandate themes. Please note that a mandate can only be used in services that use Suomi.fi e-Authorizations for acting on behalf of another party.

Restrict with a word

Choose the theme category

1 mandate theme, 1 selected

Close all

Notification of short positions

FINANCIAL MARKET

This mandate allows the assignee to notify net short positions in shares and sovereign debt on behalf of the assignor.

The service channels for this mandate theme are not yet visible in Suomi.fi.

Selected mandate themes

Open all

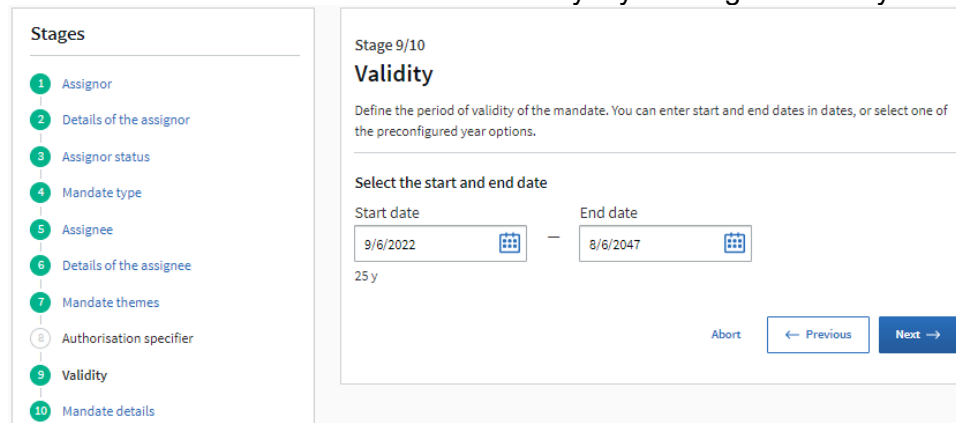
Notification of short positions

Enable an authorisation specifier
 In the next step you can add a specifier to the mandate themes for which a specifier is used.

Abort

Stage 9: Validity

This stage allows you to enter the period of validity for the mandate. Please note that the mandate service must be renewed every 3 years regardless of your selection.



Stages

- Assignor
- Details of the assignor
- Assignor status
- Mandate type
- Assignee
- Details of the assignee
- Mandate themes
- Authorisation specifier
- Validity**
- Mandate details

Stage 9/10
Validity

Define the period of validity of the mandate. You can enter start and end dates in dates, or select one of the preconfigured year options.

Select the start and end date

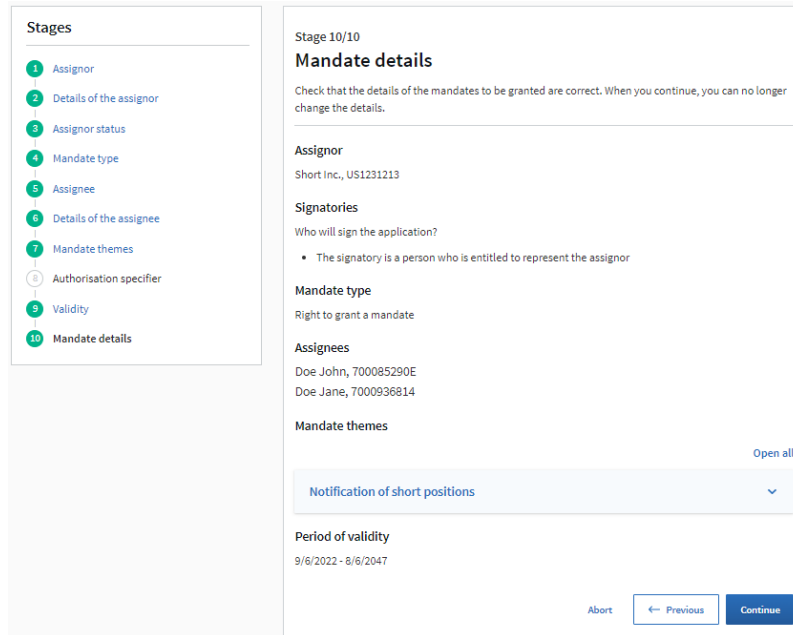
Start date — End date

25 y

Abort

Stage 10: Mandate details

Stage 10 shows a summary of the information you are submitting. If there are errors, you can return to previous stages for corrections. If the information is correct, click **Continue**. Please note that when you continue, you can no longer change the details.



Stages

- Assignor
- Details of the assignor
- Assignor status
- Mandate type
- Assignee
- Details of the assignee
- Mandate themes
- Authorisation specifier
- Validity
- Mandate details

Stage 10/10

Mandate details

Check that the details of the mandates to be granted are correct. When you continue, you can no longer change the details.

Assignor
Short Inc., US1231213

Signatories
Who will sign the application?

- The signatory is a person who is entitled to represent the assignor

Mandate type
Right to grant a mandate

Assignees
Doe John, 700085290E
Doe Jane, 7000936814

Mandate themes
[Open all](#)
 Notification of short positions

Period of validity
9/6/2022 - 8/6/2047

Abort [← Previous](#) [Continue](#)

In the final stage you are required to add the following information to the application:

1. Signatories

Add a signatory

You can add persons who will approve using strong identification only when you have identified yourself in Suomi.fi.

Select the signing method

An application can be approved using strong identification only if the person approving has a Finnish personal identity code and uses Finnish online banking codes, a certificate card or a mobile certificate. Others sign the application by hand.

Approval with strong identification

Signing by hand

Select which identification document the signatory will need to prove their identity

A valid Finnish passport or an ID card issued by the police

A valid foreign passport or an official ID card of a member state of the European Economic Area, San Marino or Switzerland

An expired Finnish passport or ID card issued by the police

An expired foreign passport or official ID card of a member state of the European Economic Area, San Marino or Switzerland

Date of birth

1.1.1980

Name

Christopher Wallis

[Add a signatory](#) [Cancel](#)

Add signing method: **Signing by hand**; Identification document: **A valid foreign passport**; Date of birth and Name.

After all signatories have been added, **Lock the signatories** and select **Next**:

Locking signatories

Do not lock the signatories until you have added all the required persons. After locking, you can still change the signing method. If you unlock and change signatories, all of them must sign or approve the application again.

Lock the signatories

2. Submitting an application

Submitting an application

You cannot submit the application electronically because you need to enclose documents that cannot be submitted electronically.

Select the method of submitting the application

I will send my application electronically

I will send the application by post

I will bring the application to a service location

Select **I will send the application by post** and then **Next**.

3. Contact information

Contact information

Enter the contact information that can be used to reach the applicant in case of any issues and where information about the processed application can be sent.

Method of contacting

Email

Post

Email address

john.doe@short.com

Select **Email**, fill in the email address and then select **Read the instructions**.

4. Instructions

Instructions

- If the assignee does not have a Finnish personal identity code, the mandate may be granted for a maximum of three years. The period of validity is calculated from the date of commencement specified on the application. If the period of validity indicated in the application is longer, it will be changed at the registration stage.
- Print the application for signing (PDF).
- An application signed by hand and the required appendices must be submitted for processing within 6 months of printing out the application. Applications submitted later than this shall be rejected.
- Take a copy of the application for yourself before submitting the application for processing.
- Make sure that you submit all the required documents for processing.
- The documents proving the authority to sign may not be more than 6 months old.
- Foreign documents that prove the authority to sign are accepted only if they have been certified and they are in Finnish, Swedish or English. Documents in any other language must be translated by an official translator. You will find more information in the Digital and Population Data Services Agency's instructions [Mandate service provided by officials: Notarisation of foreign documents](#).
- Copies of foreign identity documents are accepted only if they have been certified. You will find more information in the Digital and Population Data Services Agency's instructions [Mandate service provided by officials: Notarisation of foreign documents](#).
- If you forgot to attach a document to the application or notice an error after having submitted the application for processing, wait until you receive a request for additional information and instructions for completing the application.
- You will be notified when the mandate has been registered. If you have not completed the application according to the instructions, the processing time will be longer. If you do not provide the requested additional information by the deadline, the mandate cannot be registered, and the application will be rejected.
- 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 organisation. Ask the assignee to read the instructions in Suomi.fi: [Grant a mandate as a company or an organisation](#).

Read the instructions and act accordingly.

5. Required documents

After completing the stages above, you can download the application for signing. When you submit the application for processing, make sure that all the listed documents are attached and are notarised according to the requirements listed on the website: [Notarisation of foreign documents | Digital and population data services agency \(dvv.fi\)](#).

Do not submit your application until you have all of the necessary documents.

When all the documents are in order, send the application by post to:

Digital and Population Data Services Agency
P.O. Box 1003
FI-00530 Helsinki
FINLAND

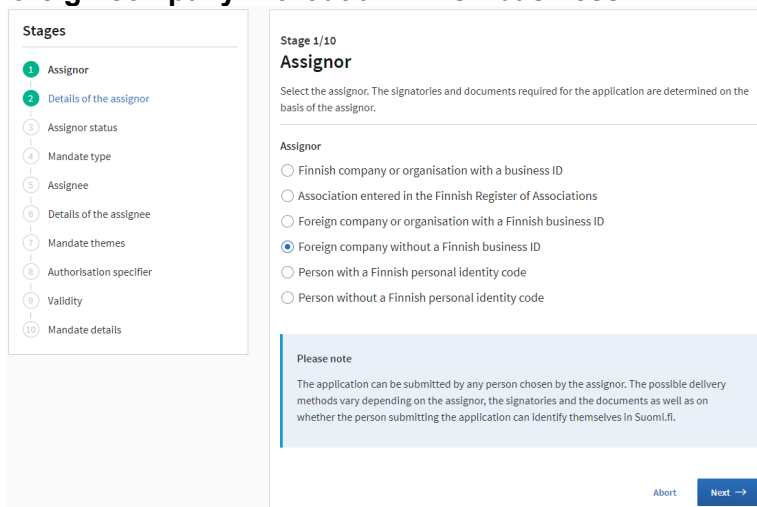
The time required for processing an application from the date on which the application is received can vary from a week to several weeks.

5 Authorisation with an application / Reporting entity

After the foreigner's user identifier has been acquired for at least to the person who will be given a **representative's right to grant a mandate**, the authorisation application can be submitted. The application and related instructions are available in Suomi.fi portal: [Authorisation with an application - Suomi.fi](#)

Stage 1: Assignor

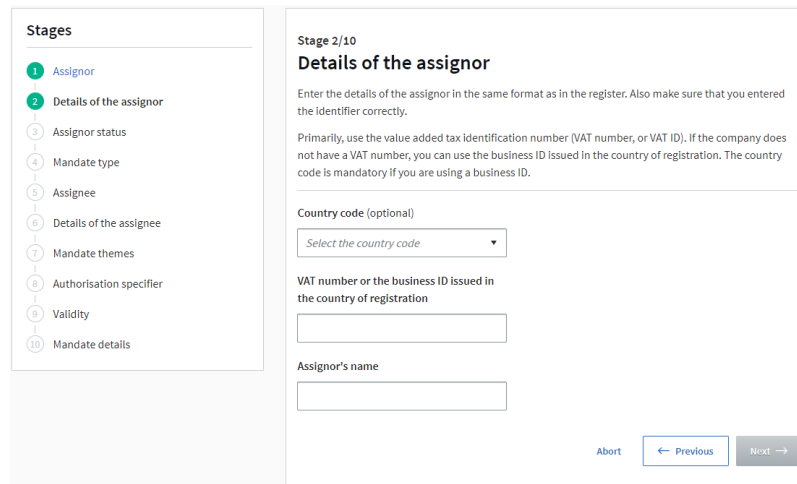
In the first stage of the application, you will select the type of the assignor. Select **Foreign company without a Finnish business ID**.



The screenshot shows a web interface for the 'Assignor' stage of an application. On the left, a 'Stages' sidebar lists 10 steps: 1. Assignor (active), 2. Details of the assignor, 3. Assignor status, 4. Mandate type, 5. Assignee, 6. Details of the assignee, 7. Mandate themes, 8. Authorisation specifier, 9. Validity, and 10. Mandate details. The main content area is titled 'Stage 1/10 Assignor' and contains the instruction: 'Select the assignor. The signatories and documents required for the application are determined on the basis of the assignor.' Below this, there are five radio button options: 'Finnish company or organisation with a business ID', 'Association entered in the Finnish Register of Associations', 'Foreign company or organisation with a Finnish business ID', 'Foreign company without a Finnish business ID' (selected), 'Person with a Finnish personal identity code', and 'Person without a Finnish personal identity code'. A 'Please note' box at the bottom states: 'The application can be submitted by any person chosen by the assignor. The possible delivery methods vary depending on the assignor, the signatories and the documents as well as on whether the person submitting the application can identify themselves in Suomi.fi.' At the bottom right, there are 'Abort' and 'Next →' buttons.

Stage 2: Details of the assignor

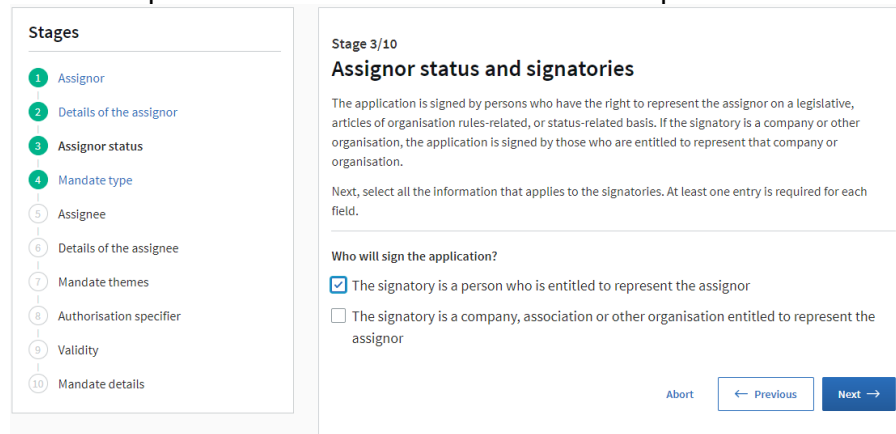
In stage 2, you are required to submit the country code, VAT number/business ID and the assignor's name. Note that the assignor's name should be the name of the company with the corresponding ID.



The screenshot shows a web interface for Stage 2/10, titled "Details of the assignor". On the left, a "Stages" sidebar lists 10 steps: 1. Assignor, 2. Details of the assignor (highlighted), 3. Assignor status, 4. Mandate type, 5. Assignee, 6. Details of the assignee, 7. Mandate themes, 8. Authorisation specifier, 9. Validity, and 10. Mandate details. The main content area includes instructions: "Enter the details of the assignor in the same format as in the register. Also make sure that you entered the identifier correctly." and "Primarily, use the value added tax identification number (VAT number, or VAT ID). If the company does not have a VAT number, you can use the business ID issued in the country of registration. The country code is mandatory if you are using a business ID." Below this are three input fields: "Country code (optional)" with a dropdown menu showing "Select the country code", "VAT number or the business ID issued in the country of registration" with a text box, and "Assignor's name" with a text box. At the bottom right, there are buttons for "Abort", "Previous", and "Next".

Stage 3: Assignor status and signatories

Stage 3 requires you to select the signatory. Choose the suitable option. **The signatory is a person who is entitled to represent the assignor** is the most common option and is therefore used in this example.



The screenshot shows a web interface for Stage 3/10, titled "Assignor status and signatories". On the left, the "Stages" sidebar highlights step 3, "Assignor status". The main content area includes instructions: "The application is signed by persons who have the right to represent the assignor on a legislative, articles of organisation rules-related, or status-related basis. If the signatory is a company or other organisation, the application is signed by those who are entitled to represent that company or organisation." and "Next, select all the information that applies to the signatories. At least one entry is required for each field." Below this is a section titled "Who will sign the application?" with two radio button options: "The signatory is a person who is entitled to represent the assignor" (which is selected) and "The signatory is a company, association or other organisation entitled to represent the assignor". At the bottom right, there are buttons for "Abort", "Previous", and "Next".

Stage 4: Mandate type

In stage 4 you can select the mandate type. Select **Representative's right to grant a mandate**.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 **Mandate type**
- 5 Assignee
- 6 Details of the assignee
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 4/10

Mandate type

When the mandate type you select is the right to grant a mandate or the representative's right to grant a mandate, the assignee may in future administer the mandates independently in Suomi.fi e-Authorizations.

If it is not possible to authorise anyone who could use Suomi.fi e-Authorizations, select mandate for transactions as the mandate type.

Mandate type

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.

Representative's right to grant a mandate
Select this when you want to grant a person a right to grant and invalidate mandates to represent and request mandates for transactions in Suomi.fi e-Authorizations. Note that the person with a representative's right to grant a mandate must also grant a mandate to represent to themselves if they need to act on behalf of the customer.

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.

[Abort](#)
[< Previous](#)
[Next >](#)

Stage 5: Assignee

By clicking **Next**, you can move forward to give the details of the assignee.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 Mandate type
- 5 **Assignee**
- 6 Details of the assignee
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 5/10

Assignee

The right to grant mandates or a representative's right to grant mandates may only be granted to a person. One application can be used to grant a similar mandate to several persons.

Continue to the next step.

[Abort](#)
[< Previous](#)
[Next >](#)

Stage 6: Details of the assignee

Here you can name the persons within your organisation who will be given the representative's right to grant a mandate. Select **Foreigner's identifier** and enter the previously acquired UID and the first name and last name of the person and select **Add as an assignee**. Note that the representative's right to grant a mandate can be given to several individuals. It is recommended to give the right to at least two separate persons.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 Mandate type
- 5 Assignee
- 6
- 7 Mandate themes
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 6/10

Details of the assignee

Enter the details of the assignee or assignees. Enter the first name and surname in the same format as in the register. Remember to check that you entered the personal identity code or other identifier correctly. If the assignee does not have a Finnish personal identity code, enter the foreigner's identifier (UID) given by the assignee as the identifier.

Identifier type

Finnish personal identity code

Foreigner's identifier

Personal identity code or foreigner's identifier

First name

Surname

[Add as an assignee](#)

Doe John	700085290E	Remove
Doe Jane	7000936814	Remove

[Abort](#)
[← Previous](#)
[Next →](#)

Stage 7: Mandate themes

In stage 7 you can specify the themes in which the assignee can act on behalf of the assignor. The theme for reporting net short positions is **Notification of short positions**. You can specify multiple themes if necessary. Authorization specifier (stage 8) is not applicable for this theme.

Stages

- 1 Assignor
- 2 Details of the assignor
- 3 Assignor status
- 4 Mandate type
- 5 Assignee
- 6 Details of the assignee
- 7
- 8 Authorisation specifier
- 9 Validity
- 10 Mandate details

Stage 7/10

Mandate themes

Choose the matters in which the assignee can act on behalf of the assignor. You can select one or several mandate themes. Please note that a mandate can only be used in services that use Suomi.fi e-Authorizations for acting on behalf of another party.

Restrict with a word

Choose the theme category

1 mandate theme, 1 selected [Close all](#)

Notification of short positions [^](#)

FINANCIAL MARKET

This mandate allows the assignee to notify net short positions in shares and sovereign debt on behalf of the assignor.

The service channels for this mandate theme are not yet visible in Suomi.fi.

Selected mandate themes [Open all](#)

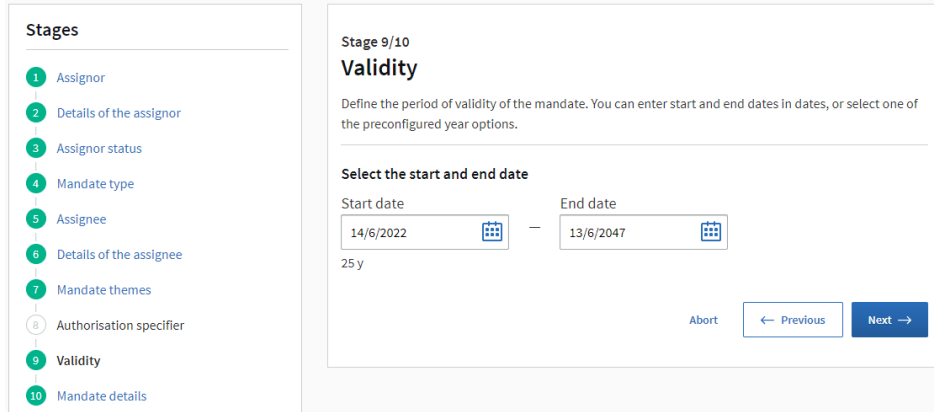
Notification of short positions [v](#)

Enable an authorisation specifier

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

Stage 9: Validity

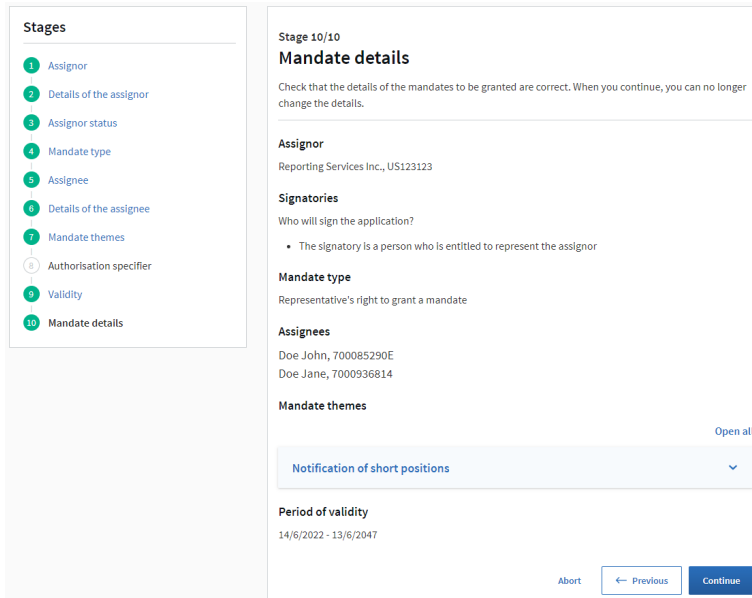
This stage allows you to enter the period of validity for the mandate. Please note that the mandate service must be renewed every 3 years regardless of your selection.



The screenshot shows a sidebar with 10 stages. Stage 9, 'Validity', is highlighted. The main content area is titled 'Stage 9/10 Validity' and contains instructions: 'Define the period of validity of the mandate. You can enter start and end dates in dates, or select one of the preconfigured year options.' Below this, there is a section 'Select the start and end date' with two date pickers. The first is 'Start date' with the value '14/6/2022' and a calendar icon. The second is 'End date' with the value '13/6/2047' and a calendar icon. Below the date pickers, the text '25 y' is displayed. At the bottom right, there are three buttons: 'Abort', '← Previous', and 'Next →'.

Stage 10: Mandate details

Stage 10 shows a summary of the information you are submitting. If there are errors, you can return to previous stages for corrections. If the information is correct, click **Continue**. Please note that when you continue, you can no longer change the details.



The screenshot shows a sidebar with 10 stages. Stage 10, 'Mandate details', is highlighted. The main content area is titled 'Stage 10/10 Mandate details' and contains instructions: 'Check that the details of the mandates to be granted are correct. When you continue, you can no longer change the details.' Below this, there are several sections: 'Assignor' (Reporting Services Inc., US123123), 'Signatories' (Who will sign the application? with a bullet point: 'The signatory is a person who is entitled to represent the assignor'), 'Mandate type' (Representative's right to grant a mandate), 'Assignees' (Doe John, 700085290E; Doe Jane, 7000936814), and 'Mandate themes' (Notification of short positions, with an 'Open all' link and a dropdown arrow). At the bottom, there is a 'Period of validity' section showing '14/6/2022 - 13/6/2047'. At the bottom right, there are three buttons: 'Abort', '← Previous', and 'Continue'.

In the final stage you are required to add the following information to the application:

1. Signatories

Add a signatory

You can add persons who will approve using strong identification only when you have identified yourself in Suomi.fi.

Select the signing method

An application can be approved using strong identification only if the person approving has a Finnish personal identity code and uses Finnish online banking codes, a certificate card or a mobile certificate. Others sign the application by hand.

Approval with strong identification

Signing by hand

Select which identification document the signatory will need to prove their identity

A valid Finnish passport or an ID card issued by the police

A valid foreign passport or an official ID card of a member state of the European Economic Area, San Marino or Switzerland

An expired Finnish passport or ID card issued by the police

An expired foreign passport or official ID card of a member state of the European Economic Area, San Marino or Switzerland

Date of birth

Name

Add signing method: **Signing by hand**; Identification document: **A valid foreign passport**; Date of birth and Name.

After all signatories have been added, **Lock the signatories** and select **Next**:

Locking signatories

Do not lock the signatories until you have added all the required persons. After locking, you can still change the signing method. If you unlock and change signatories, all of them must sign or approve the application again.

Lock the signatories

2. Submitting an application

Submitting an application

You cannot submit the application electronically because you need to enclose documents that cannot be submitted electronically.

Select the method of submitting the application

I will send my application electronically

I will send the application by post

I will bring the application to a service location

Select **I will send the application by post** and then **Next**.

14 December 2023

3. Contact information

Contact information

Enter the contact information that can be used to reach the applicant in case of any issues and where information about the processed application can be sent.

Method of contacting

Email

Post

Email address

[Read the instructions](#) [Previous ↑](#)

Select **Email**, fill in the email address and then select **Read the instructions**.

4. Instructions

Instructions

- If the assignee does not have a Finnish personal identity code, the mandate may be granted for a maximum of three years. The period of validity is calculated from the date of commencement specified on the application. If the period of validity indicated in the application is longer, it will be changed at the registration stage.
- Print the application for signing (PDF).
- An application signed by hand and the required appendices must be submitted for processing within 6 months of printing out the application. Applications submitted later than this shall be rejected.
- Take a copy of the application for yourself before submitting the application for processing.
- Make sure that you submit all the required documents for processing.
- The documents proving the authority to sign may not be more than 6 months old.
- Foreign documents that prove the authority to sign are accepted only if they have been certified and they are in Finnish, Swedish or English. Documents in any other language must be translated by an official translator. You will find more information in the Digital and Population Data Services Agency's instructions [Mandate service provided by officials: Notarisation of foreign documents](#)
- Copies of foreign identity documents are accepted only if they have been certified. You will find more information in the Digital and Population Data Services Agency's instructions [Mandate service provided by officials: Notarisation of foreign documents](#)
- If you forgot to attach a document to the application or notice an error after having submitted the application for processing, wait until you receive a request for additional information and instructions for completing the application.
- You will be notified when the mandate has been registered. If you have not completed the application according to the instructions, the processing time will be longer. If you do not provide the requested additional information by the deadline, the mandate cannot be registered, and the application will be rejected.
- When the representative's right to grant a mandate has been registered, the assignee can grant mandates to represent in the selected mandate themes in Suomi.fi e-Authorizations. The representative's right to grant a mandate does not allow the assignee to act on behalf of customers. The assignee must first also grant a mandate to represent to themselves, if they need to act on behalf of a company or organisation. Ask the assignee to read the instructions in Suomi.fi: [Grant a mandate as a company or an organisation](#).

[Download the instructions \(PDF\)](#)

Read the instructions and act accordingly.

5. Required documents

After completing the stages above, you can download the application for signing. When you submit the application for processing, make sure that all the listed documents are attached and are notarised according to the requirements listed on the website: [Notarisation of foreign documents | Digital and population data services agency \(dvv.fi\)](#).

Do not submit your application until you have all of the necessary documents.

When all the documents are in order, send the application by post to:

Digital and Population Data Services Agency
P.O. Box 1003
FI-00530 Helsinki
FINLAND

The time required for processing an application from the date on which the application is received can vary from a week to several weeks.

6 Suomi.fi e-Authorisations

After the applications referred to in the previous stages are successfully processed (i.e. a confirmation has been received from Digital and Population Data Services Agency) for **both** the position holder and the reporting entity, the assignees of the companies are able to grant mandates in [Suomi.fi e-Authorisations](#) in the following order:

1. The assignee of the position holder grants **a mandate for transactions** to the reporting entity (*company*)
2. The assignee of the reporting entity grants **a mandate to represent** to its employee who will carry out the daily reporting process for the position holder.

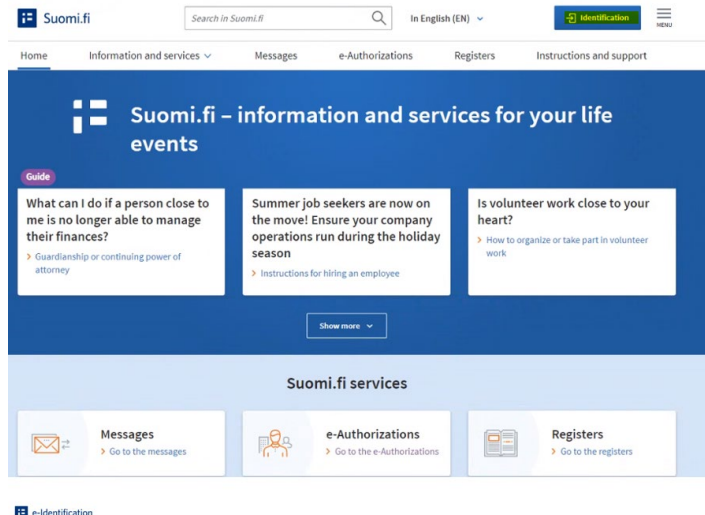
Please note that the persons who will be granted the mandate to represent must have acquired the foreigner's user identifier (UID) beforehand (see page 2 for instructions).

If the assignees of the reporting entity themselves need to act on behalf of the position holder (i.e. carry out daily reporting), they must grant themselves a mandate to represent. The representative's right to grant a mandate does not allow the assignee to use the services.

More information is available on Suomi.fi website: [Grant a mandate as a company or an organisation - Suomi.fi](#) and below you will find a step-by-step guide.

6.1 Position holder grants a mandate for transactions to the reporting entity

The assignee of the position holder logs in to the Suomi.fi portal (<https://suomi.fi>) with the previously created foreigner's user identifier (UID). To log in, click on the **Identification** button at the top right of the site.















The screenshot displays the Suomi.fi website interface. At the top, there is a search bar, a language selector set to 'In English (EN)', and a navigation menu with 'Identification' highlighted. Below the navigation, there are links for 'Home', 'Information and services', 'Messages', 'e-Authorizations', 'Registers', and 'Instructions and support'. The main content area features a blue header with the Suomi.fi logo and the text 'Suomi.fi – information and services for your life events'. Underneath, there is a 'Guide' section with three tiles: 'What can I do if a person close to me is no longer able to manage their finances?', 'Summer job seekers are now on the move! Ensure your company operations run during the holiday season', and 'Is volunteer work close to your heart?'. At the bottom, there is a 'Suomi.fi services' section with three tiles: 'Messages', 'e-Authorizations', and 'Registers'. The footer includes an 'e-Identification' logo.


At the bottom of the view that opens, select **Identification methods for foreigners**.

 e-Identification

You are identifying yourself to the service
SUOMI.FI

Select identification method

 Certificate card	 Mobile certificate	 OP Bank Group	 Nordea
 Danske Bank	 Handelsbanken	 Ålandsbanken	 S-pankki
 Aktia	 POP Pankki	 Säästöpankki	 Oma Säästöpankki

 Identification methods for foreigners
Common European identification methods and the Finnish Authenticator app.













When selecting the identification method for foreigners, always choose the option **Finnish Authenticator App** even if your country's identification means are available.


 e-Identification

You are identifying yourself to the service
SUOMI.FI

Select identification method for foreigner

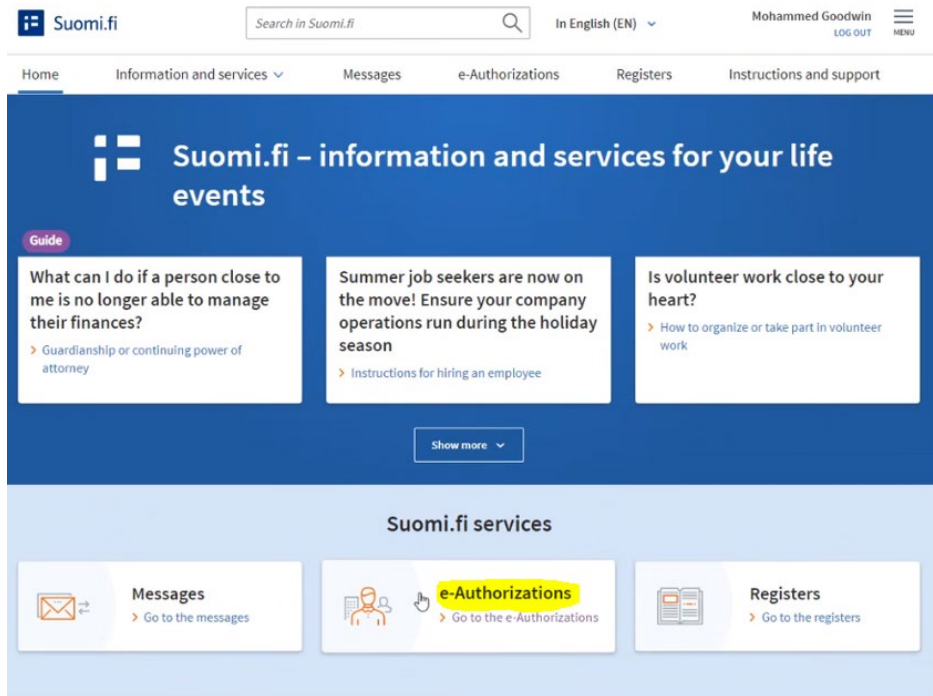
Select the country whose identification means you are using. Some services also allow the use of the Finnish Authenticator app.

 Italy	 Netherlands	 Denmark	 Germany
 Estonia	 Spain	 Belgium	 Luxembourg
 Croatia	 Czech Republic	 Slovakia	 Portugal

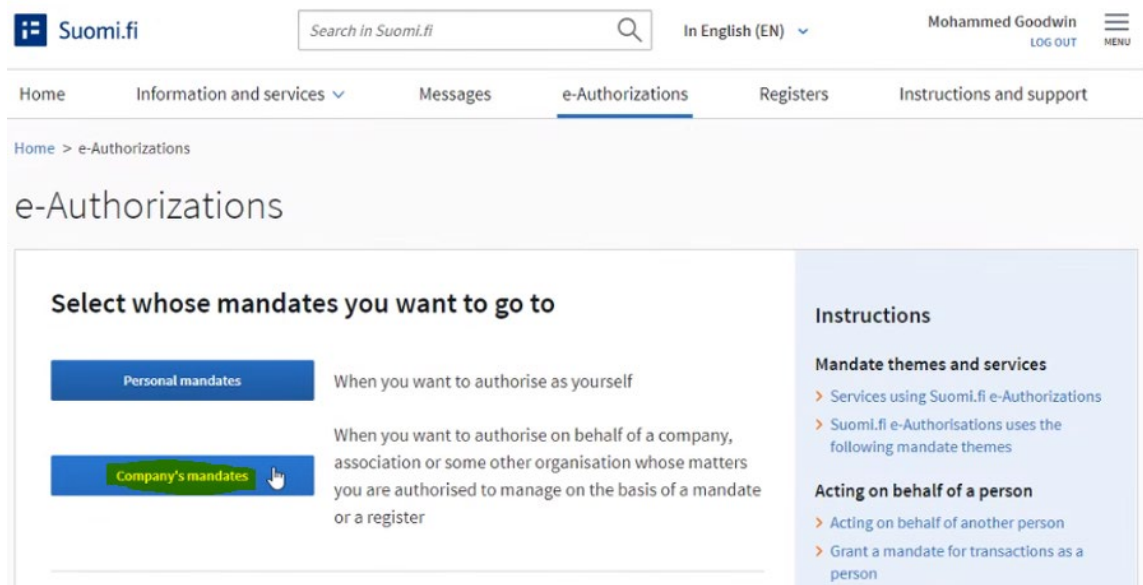

Finnish Authenticator app

[← GO BACK TO METHOD OF IDENTIFICATION](#)

After successfully logging in, select **e-Authorisations** on the front page.

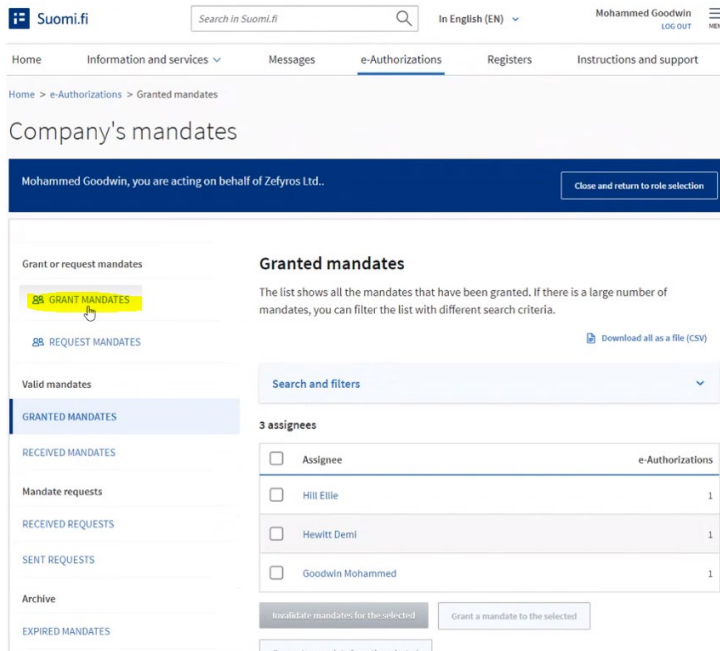


On the e-Authorisations page, select **Company's mandates**.



Select the company you want to act on behalf of and continue to the e-service.

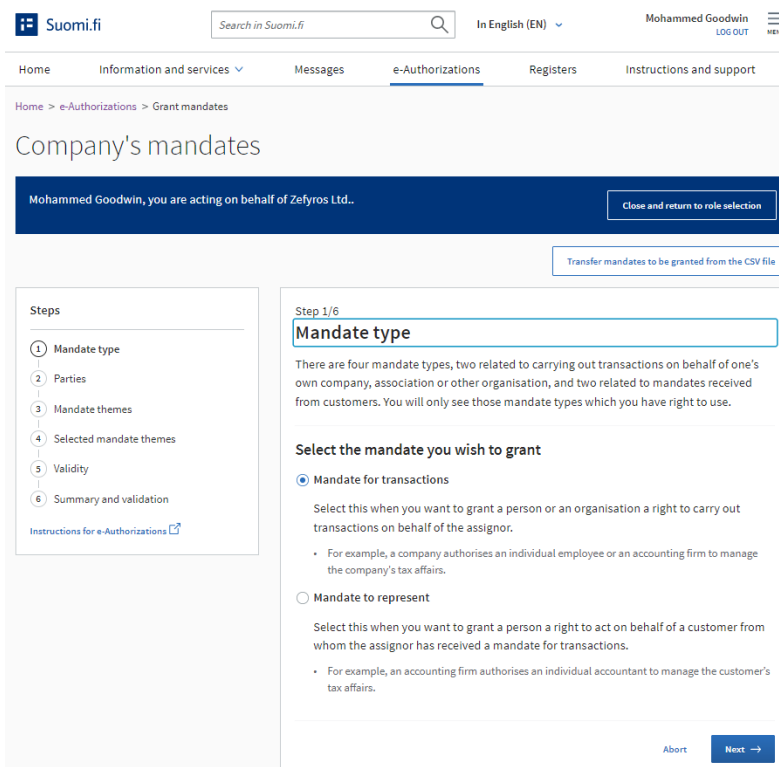
On the Company's mandates page you can view, grant and request mandates. Select **Grant mandates** in the upper left corner of the page.



The screenshot shows the 'Company's mandates' page. At the top, there is a navigation bar with 'Suomi.fi', a search bar, and user information 'Mohammed Goodwin'. Below the navigation bar, there is a breadcrumb trail: 'Home > e-Authorizations > Granted mandates'. The main heading is 'Company's mandates'. A blue banner indicates 'Mohammed Goodwin, you are acting on behalf of Zephyros Ltd.' with a 'Close and return to role selection' button. The page is divided into two main sections: 'Grant or request mandates' and 'Granted mandates'. In the 'Grant or request mandates' section, 'GRANT MANDATES' is highlighted in yellow. Below it are 'REQUEST MANDATES', 'Valid mandates', 'GRANTED MANDATES', 'RECEIVED MANDATES', 'Mandate requests', 'RECEIVED REQUESTS', 'SENT REQUESTS', 'Archive', and 'EXPIRED MANDATES'. The 'Granted mandates' section includes a search filter, a 'Download all as a file (CSV)' button, and a table with 3 assignees. The table has columns for 'Assignee' and 'e-Authorizations'. The assignees listed are Hill Elie (1), Hewitt Demi (1), and Goodwin Mohammed (1). Below the table are buttons for 'Invalidate mandates for the selected', 'Grant a mandate to the selected', and 'Revoke a mandate from the selected'.

Step 1: Mandate type

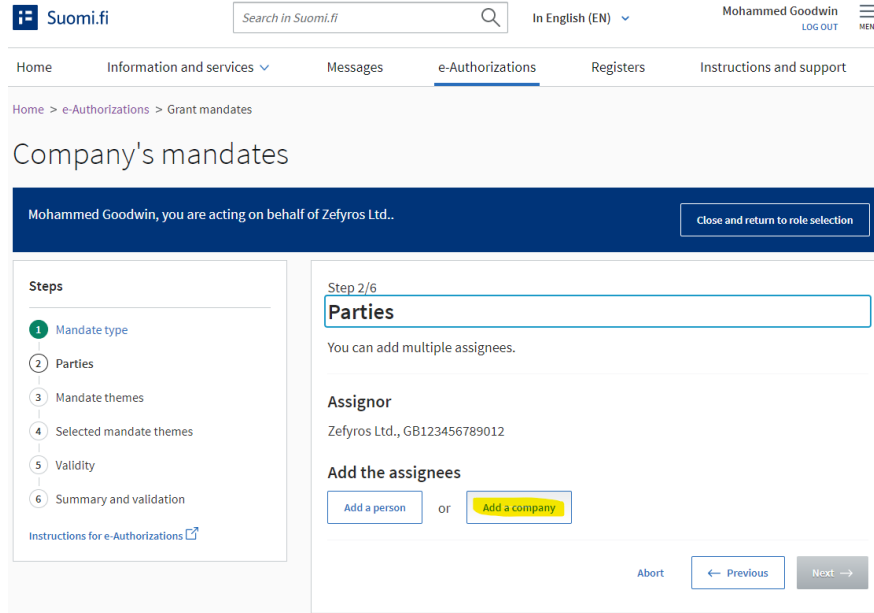
In the first step you can select the mandate type you wish to grant. Select the option **Mandate for transactions**.



The screenshot shows the 'Mandate type' selection step. At the top, there is a navigation bar with 'Suomi.fi', a search bar, and user information 'Mohammed Goodwin'. Below the navigation bar, there is a breadcrumb trail: 'Home > e-Authorizations > Grant mandates'. The main heading is 'Company's mandates'. A blue banner indicates 'Mohammed Goodwin, you are acting on behalf of Zephyros Ltd.' with a 'Close and return to role selection' button. Below the banner, there is a button 'Transfer mandates to be granted from the CSV file'. The page is divided into two main sections: 'Steps' and 'Mandate type'. The 'Steps' section shows a progress bar with 6 steps: 1. Mandate type, 2. Parties, 3. Mandate themes, 4. Selected mandate themes, 5. Validity, and 6. Summary and validation. The 'Mandate type' section is titled 'Step 1/6 Mandate type' and contains instructions: 'There are four mandate types, two related to carrying out transactions on behalf of one's own company, association or other organisation, and two related to mandates received from customers. You will only see those mandate types which you have right to use.' Below the instructions, there is a section 'Select the mandate you wish to grant' with two radio button options: 'Mandate for transactions' (selected) and 'Mandate to represent'. The 'Mandate for transactions' option has a description: 'Select this when you want to grant a person or an organisation a right to carry out transactions on behalf of the assignor.' and a bullet point: 'For example, a company authorises an individual employee or an accounting firm to manage the company's tax affairs.' The 'Mandate to represent' option has a description: 'Select this when you want to grant a person a right to act on behalf of a customer from whom the assignor has received a mandate for transactions.' and a bullet point: 'For example, an accounting firm authorises an individual accountant to manage the customer's tax affairs.' At the bottom right, there are buttons for 'Abort' and 'Next ->'.

Step 2: Parties

In the second step you will determine the reporting entity who will be granted the mandate. Select **Add a company**.



Home > e-Authorizations > Grant mandates

Company's mandates

Mohammed Goodwin, you are acting on behalf of Zefyros Ltd.. Close and return to role selection

Steps

- Mandate type
- Parties**
- Mandate themes
- Selected mandate themes
- Validity
- Summary and validation

Instructions for e-Authorizations

Step 2/6

Parties

You can add multiple assignees.

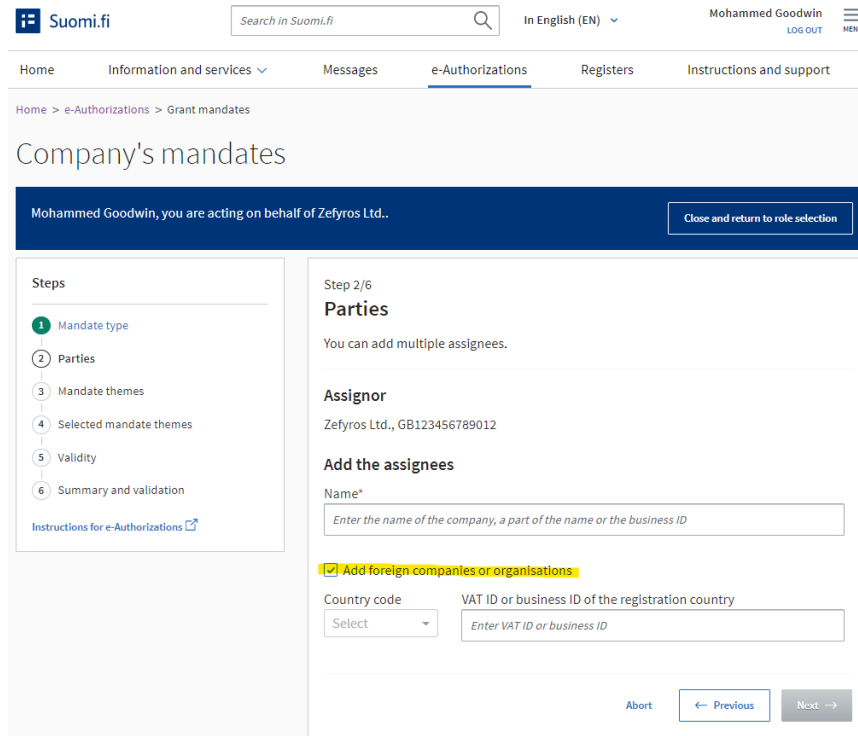
Assignor
Zefyros Ltd., GB123456789012

Add the assignees

or

Abort ← Previous Next →

Select **Add foreign companies or organisations**, select Country code and enter the VAT or business ID of the reporting entity and click **Add**. Please note that you must use the ID the reporting entity has given in its authorisation application. The application of the reporting entity must be successfully processed by the Digital and Population Data Services Agency in order to continue with the process.



Home > e-Authorizations > Grant mandates

Company's mandates

Mohammed Goodwin, you are acting on behalf of Zefyros Ltd.. Close and return to role selection

Steps

- Mandate type
- Parties**
- Mandate themes
- Selected mandate themes
- Validity
- Summary and validation

Instructions for e-Authorizations

Step 2/6

Parties

You can add multiple assignees.

Assignor
Zefyros Ltd., GB123456789012

Add the assignees

Name*

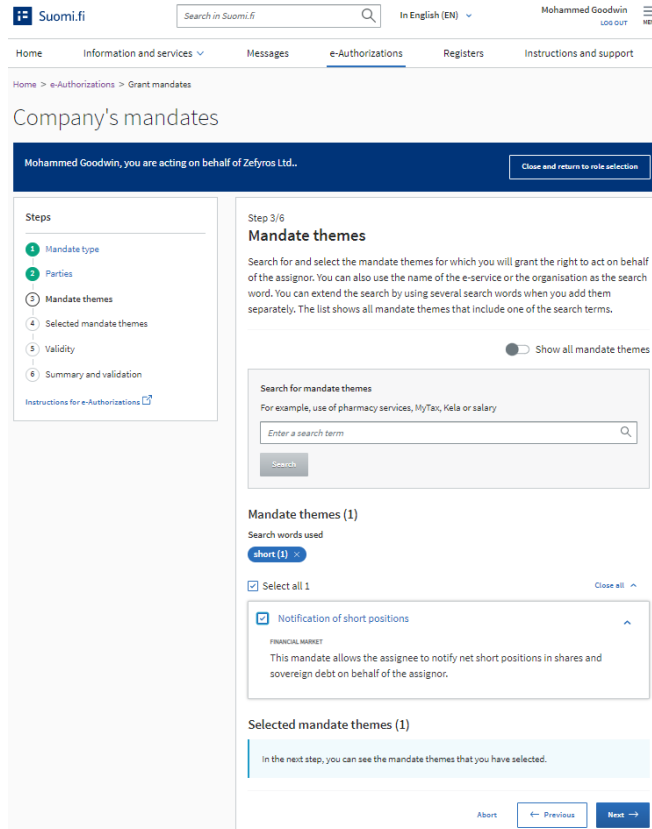
Add foreign companies or organisations

Country code VAT ID or business ID of the registration country

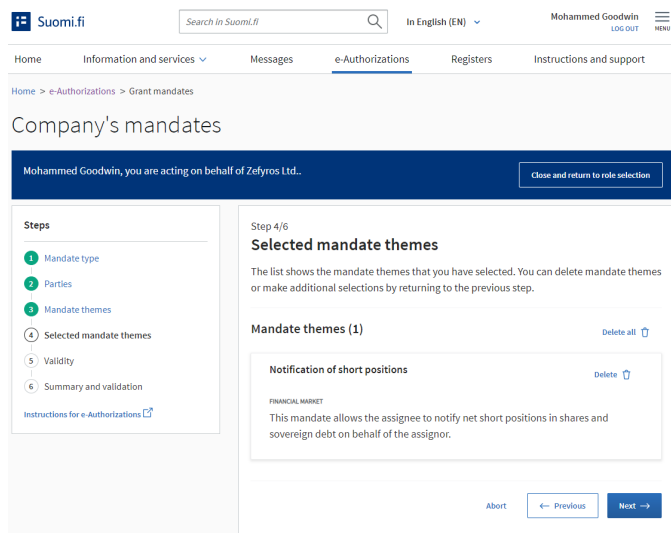
Abort ← Previous Next →

Step 3: Mandate themes

In the third step you will choose the mandate themes for which you will grant mandates. For reporting net short positions to FIN-FSA, the correct theme is **Notification of short positions**. The simplest way to find the correct theme is to use the search function.

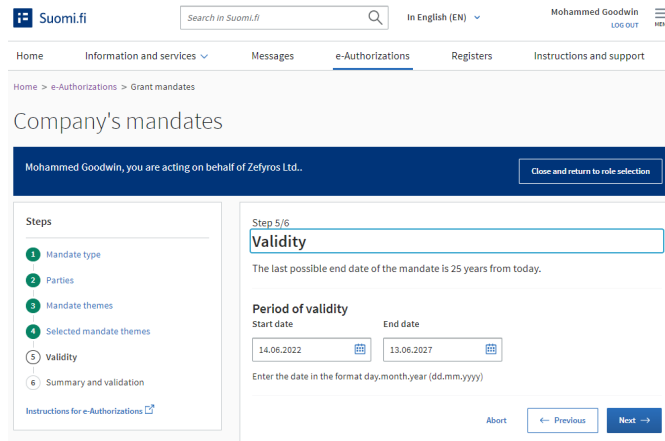


Step 4: Selected mandate themes



Step 5: Validity

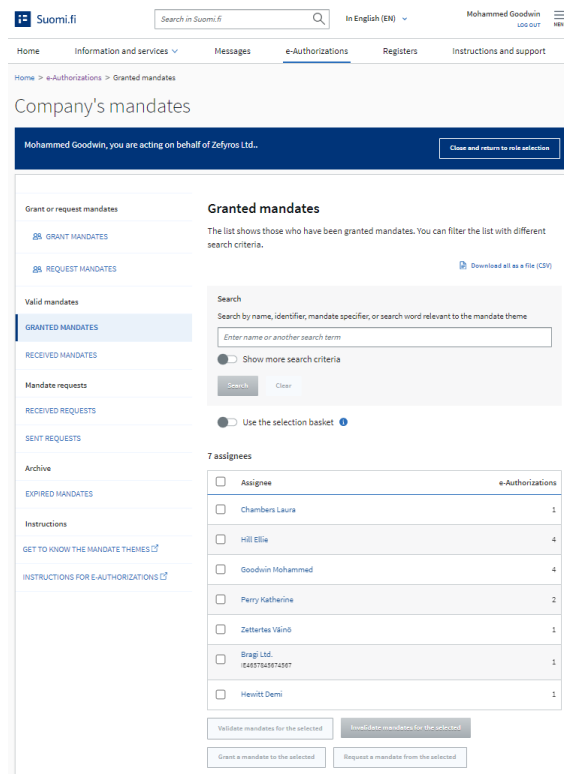
In the fifth step you can define the validity period for the chosen mandate. Please note that regardless of your selection the mandate will expire in three (3) years from the current date.



Step 6: Summary and validation

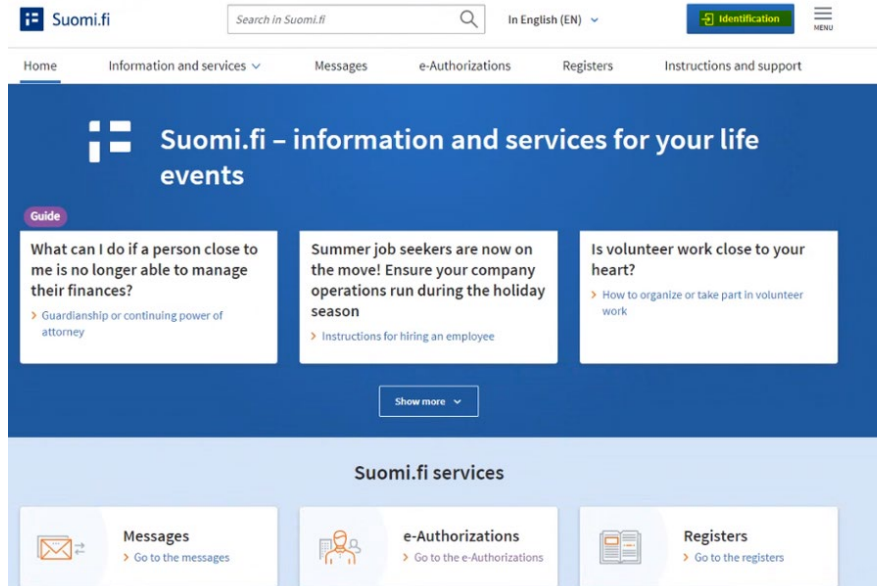
In the sixth step you are required to check that all the information regarding the mandate you are about to grant is correct. After checking, click **Validate** on the bottom right.

After successfully granting a mandate, it will be shown on the Company's mandates page under the **Granted mandates** menu.



6.2 Reporting entity grants a mandate to represent to its employee

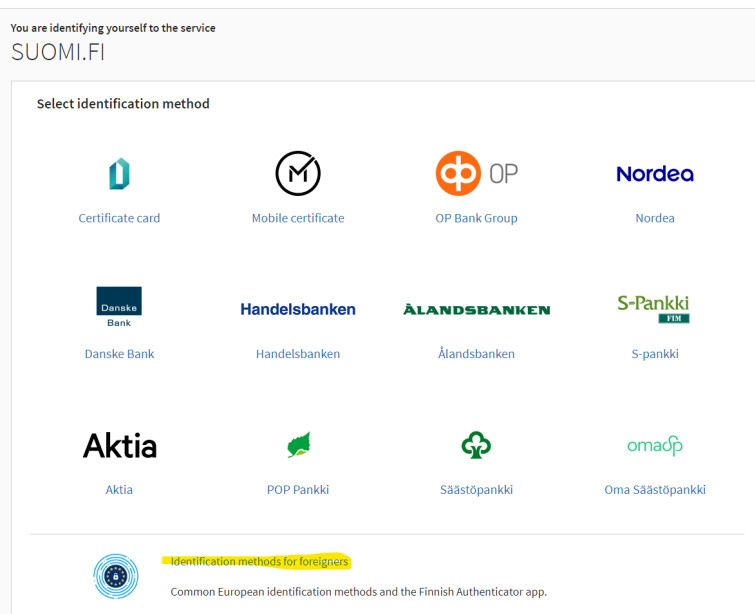
The assignee of the reporting entity logs in to the Suomi.fi portal (<https://suomi.fi>) with the previously created foreigner's user identifier (UID). To log in, click on the **Identification** button at the top right of the site.



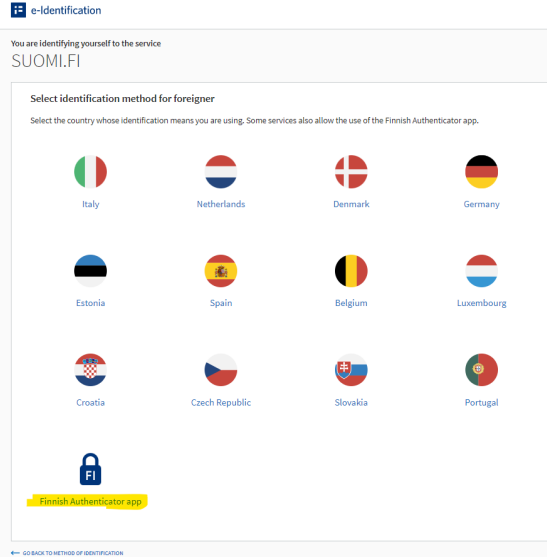
e-Identification

At the bottom of the view that opens, select **Identification methods for foreigners**.

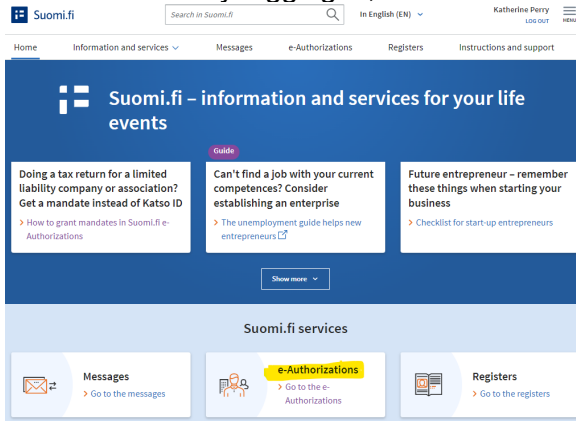
e-Identification



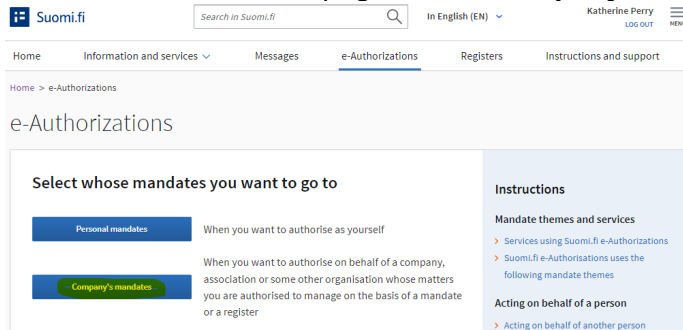
When selecting the identification method for foreigners, always choose the option **Finnish Authenticator App** even if your country's identification means are available.



After successfully logging in, select **e-Authorisations** on the front page.



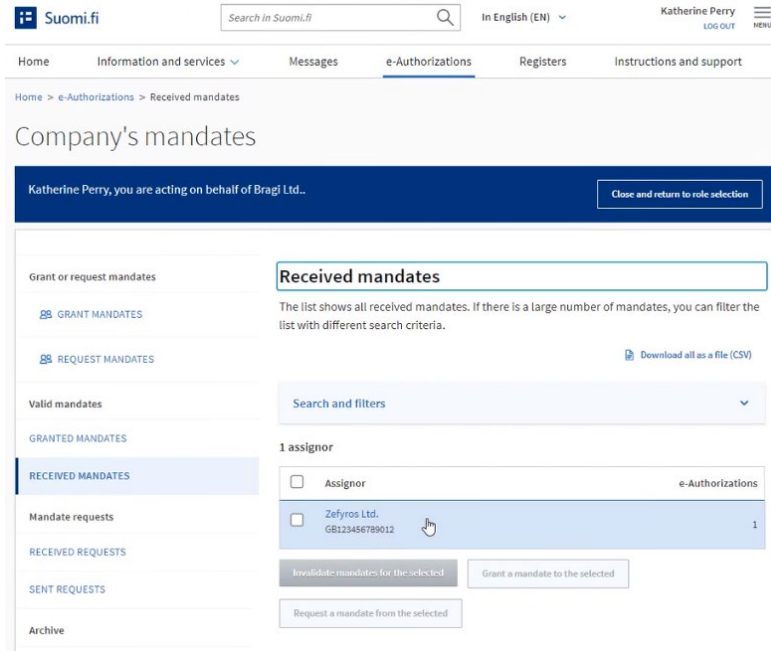
On the e-Authorisations page, select **Company's mandates**.



Select the company (*reporting entity*) you want to act on behalf of and continue to the e-service.

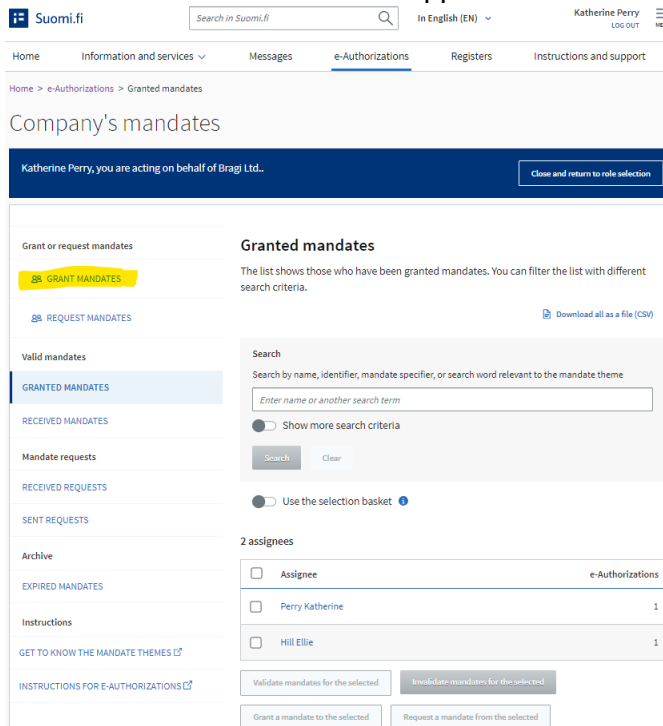
On the Company's mandates page you can view, grant and request mandates.

Select **Received mandates** and make sure the name of the position holder is shown as an assignor (i.e. it has granted a mandate).



The screenshot shows the 'Company's mandates' page for Bragi Ltd. The 'Received mandates' tab is selected in the left-hand menu. The main content area shows a list of 1 assignor: Zefyros Ltd. (GB123456789012). Below the list are buttons for 'Invalidate mandates for the selected', 'Grant a mandate to the selected', and 'Request a mandate from the selected'.

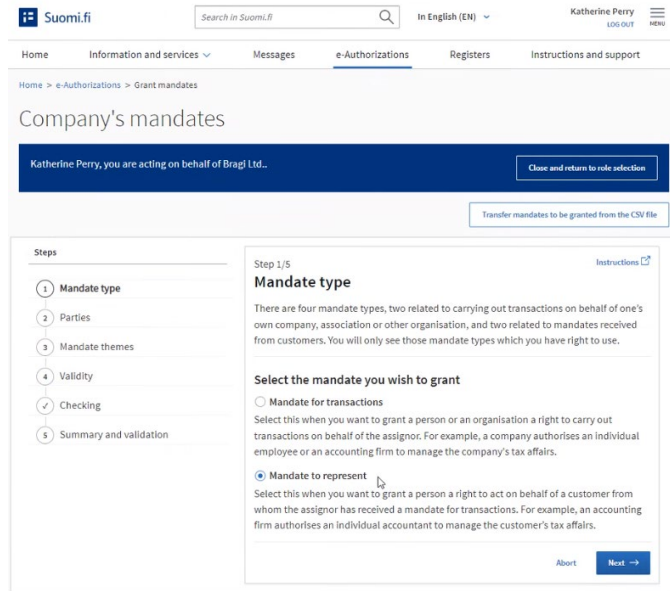
Select **Grant mandates** in the upper left corner of the page.



The screenshot shows the 'Company's mandates' page for Bragi Ltd. The 'Grant mandates' tab is selected in the left-hand menu. The main content area shows a search bar and a list of 2 assignees: Perry Katherine and Hill Ellie. Below the list are buttons for 'Validate mandates for the selected', 'Invalidate mandates for the selected', 'Grant a mandate to the selected', and 'Request a mandate from the selected'.

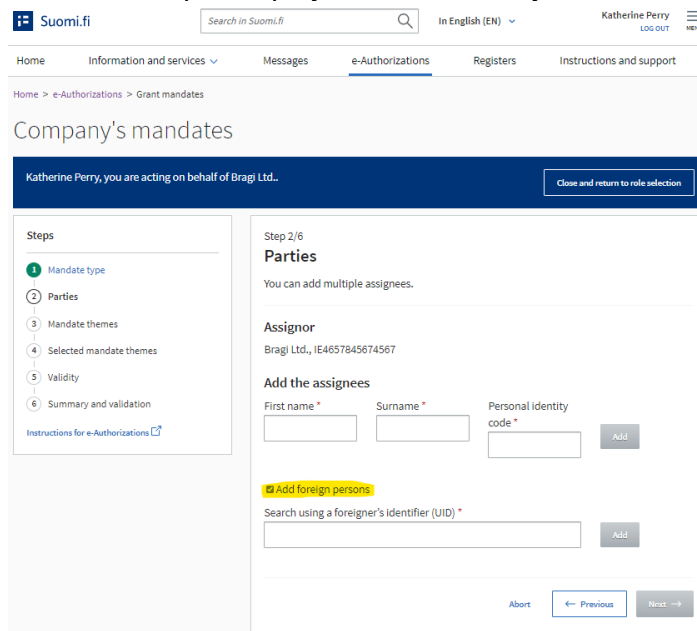
Step 1: Mandate type

In the first step you can select the mandate type you wish to grant. Select the option **Mandate to represent**.



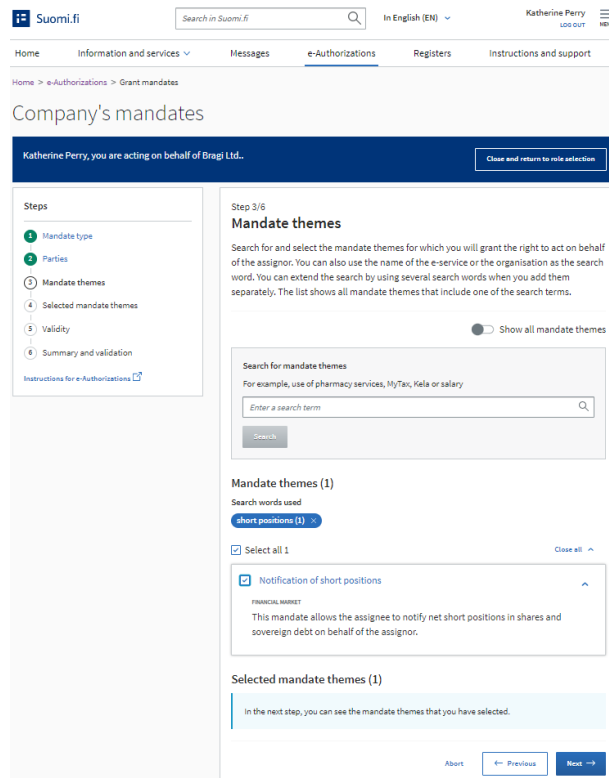
Step 2: Parties

In the second step you will determine the persons who will be granted the mandate. Select **Add foreign persons**, enter the previously acquired UID and click **Add**. You can add multiple employees, if necessary.



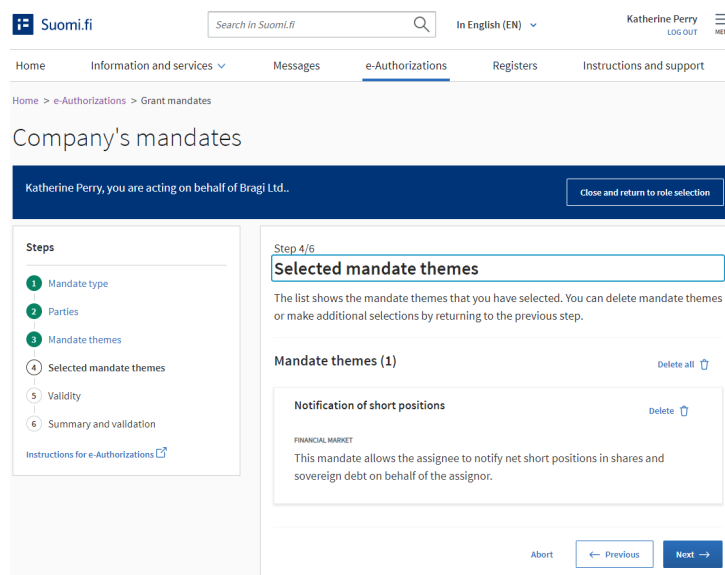
Step 3: Mandate themes

In the third step you will choose the mandate themes for which you will grant mandates. For reporting net short positions to FIN-FSA, the correct theme is **Notification of short positions**. The simplest way to find the correct theme is to use the search function.



The screenshot shows the Suomi.fi e-AuthORIZATIONS interface. At the top, there is a search bar and user information for Katherine Perry. The navigation menu includes Home, Information and services, Messages, e-AuthORIZATIONS, Registers, and Instructions and support. The breadcrumb trail is Home > e-AuthORIZATIONS > Grant mandates. The main heading is 'Company's mandates' with a sub-header 'Katherine Perry, you are acting on behalf of Bragi Ltd.'. A 'Steps' sidebar on the left shows the progress: 1. Mandate type, 2. Parties, 3. Mandate themes (current), 4. Selected mandate themes, 5. Validity, 6. Summary and validation. The main content area is titled 'Step 3/6 Mandate themes'. It contains a search box for mandate themes with the example text 'For example, use of pharmacy services, MyTax, Kela or salary'. Below the search box, it shows 'Mandate themes (1)' with search words used: 'short positions (1)'. A 'Select all 1' checkbox is present. The selected theme is 'Notification of short positions' with a description: 'This mandate allows the assignee to notify net short positions in shares and sovereign debt on behalf of the assignor.' At the bottom, there are 'Abort', 'Previous', and 'Next' buttons.

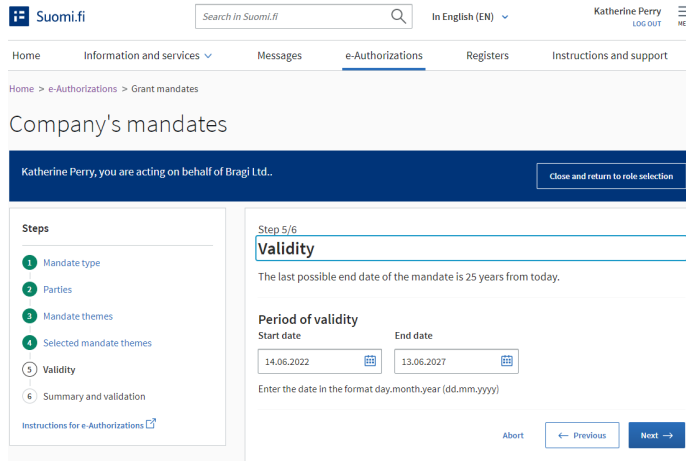
Step 4: Selected mandate themes



The screenshot shows the Suomi.fi e-AuthORIZATIONS interface at Step 4/6. The breadcrumb trail is Home > e-AuthORIZATIONS > Grant mandates. The main heading is 'Company's mandates' with a sub-header 'Katherine Perry, you are acting on behalf of Bragi Ltd.'. The 'Steps' sidebar on the left shows the progress: 1. Mandate type, 2. Parties, 3. Mandate themes, 4. Selected mandate themes (current), 5. Validity, 6. Summary and validation. The main content area is titled 'Step 4/6 Selected mandate themes'. It contains a list of selected mandate themes: 'Notification of short positions' with a 'Delete' button. At the bottom, there are 'Abort', 'Previous', and 'Next' buttons.

Step 5: Validity

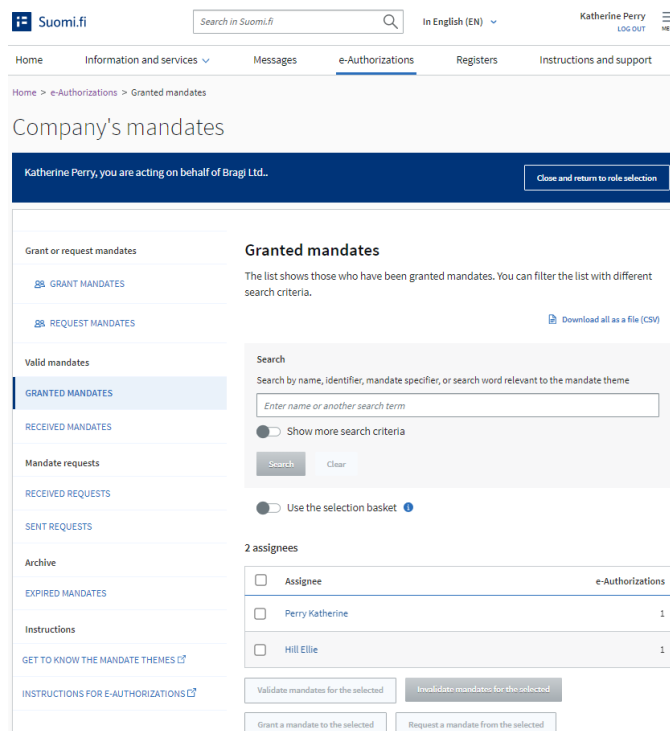
In the fifth step you can define the validity period for the chosen mandate. Please note that regardless of your selection the mandate will expire in three (3) years from the current date.



Step 6: Summary and validation

In the sixth step you are required to check that all the information regarding the mandate you are about to grant is correct. After checking, click **Validate** on the bottom right.

After successfully granting a mandate, it will be shown on the Company's mandates page under the **Granted mandates** menu.



7 Contact details

Digital and Population Data Services Agency

[Customer service for organisations](#) helps companies and organisations in the use of Suomi.fi services.

- Email: organisaatiopalvelut@dvv.fi
- Telephone: +358 295 53 5115

Instructions and support: [Information on e-Authorisations - Suomi.fi](#)

- [Grant a mandate as a company or an organisation - Suomi.fi](#)
- [Acting on behalf of a company or an organisation - Suomi.fi](#)

Financial Supervisory Authority

- shortselling@fiva.fi

8 Logging in the FIN-FSA's electronic services

After you have completed the previous stages, you will be able to log in the FIN-FSA's electronic services. Step-by-step reporting instructions are available on FIN-FSA's website: [Notification of short positions – Sending notifications via the eServices platform \(finanssivalvonta.fi\)](#)