

## Acting on behalf of an organisation: Authorisation



## What is a mandate in Suomi.fi e-Authorizations?

When someone is given a mandate, this means that they now have or have been granted the right to act on behalf of a company, association or other organisation. Fimea's e-service will receive information from the Suomi.fi e-Authorizations service on whether the person has the right to act on behalf of the organisation.

When you want to use e-submissions for medical devices on behalf of a company, association or other organisation, the Suomi.fi e-service will check your rights using Suomi.fi e-Authorizations.

- the general registers (Trade Register, Business Information System and Register of Associations)
- the authorisation register (authorisations granted in Suomi.fi e-Authorizations).

Suomi.fi instructions for granting a mandate: [Granting mandates in Suomi.fi as an organisation](#)

## Mandate required for use of the e-submissions for medical devices

The person granting the mandate will log into Suomi.fi and select the types of rights the mandate recipient will be granted to manage the organisation's services related to medical devices.

With regard to medical devices, Fimea has only one mandate that it can grant. The mandate can be used for acting on behalf of the organisation in Fimea's e-submissions for medical devices.

**Mandate customer category:** Medical devices

**Mandate code** [Management of information related to medical devices](#)

**Description of the mandate:**

The recipient of this mandate can manage matters related to medical devices on behalf of the assignor as follows:

- declare the assignor as an agent of medical devices
- declare the medical devices of the assignor
- declare hazardous situations related to the assignor's medical devices
- manage information related to the agent, medical devices and hazardous situations.

## Authorisation in Suomi.fi

A mandate is granted in the Suomi.fi e-Authorizations service. Most organisations can themselves grant mandates in the service. In the service, a mandate is granted by a person who has the right to sign for the organisation or by a person who has been granted a separate right to grant mandates.

In some organisations, mandates are granted through the Digital and Population Data Services Agency [with the assistance of officials](#).

### **Mandates are granted independently in the service by:**

- limited liability companies
- housing companies
- limited partnerships
- general partnerships
- traders
- foundations and associations, which have persons entitled to represent alone entered in the register
- natural persons
- tax consortia, such as forestry partnerships, agricultural partnerships or real estate partnerships, whose shareholders are all Finnish citizens and use electronic identification tools.

### **Parties who grant mandates in the service with the assistance of officials:**

- municipalities, parishes, educational institutions and other public bodies
- business partnerships and joint administrations
- tax consortia, such as forestry partnerships, agricultural partnerships or real estate partnerships, in which one or more shareholders do not have electronic identification tools or the shareholders are other partnerships, estates or foreign nationals
- foundations and associations, which do not have persons entitled to represent alone entered in the register
- companies in which several persons cannot grant a mandate together, for example because of their rules concerning signatures
- Finnish companies for which no persons or board members entitled to represent the company alone have been entered in the Trade Register
- Finnish companies that have ceased to exist due to a merger
- foreign companies that do not have a representative with a Finnish personal identity code entered in the Trade Register
- foreign companies that have not been registered in Finland
- estates and road maintenance associations with a business ID
- bankruptcy estates with a business ID.

## Foreign company

The use of e-submissions for medical devices requires a Finnish personal identity code and means of identification, such as online banking codes, a mobile certificate and an identity card with a chip that enables online services.

The representative of a foreign company must have a Finnish personal identity code and a Suomi.fi mandate.

## How do I apply for a mandate?

When registering medical device operators and devices, acting on behalf of an organisation will require that you have the necessary rights to act on behalf of your organisation/company.

**You do not need a separate Suomi.fi mandate for Fimea's e-submissions** if you are acting on behalf of a company/organisation in which you have an official role entered in the Trade Register:

- managing director and their deputy
- liquidator
- trader (it is enough that they are entered in the BIS)
- responsible partner
- holder of procuration (authorised to sign alone)

If you do not act in the company's aforementioned roles, you must [request a mandate for transactions in the Suomi.fi service](#) to act on behalf of the organisation in Fimea's register for medical device operators and devices.

## Granting a mandate in the Suomi.fi service

Most organisations/companies can authorise the persons of their choice to act on behalf of their organisation. In the service, a mandate is granted by a person who has the right to sign for the organisation or by a person who has been granted a separate right to grant mandates. A mandate for transactions can be granted to one or more persons at the same time.

### **Do the following to grant a mandate for acting on behalf of a company:**

If you need the assistance of an official for granting a mandate, [first submit the mandate application in Suomi.fi](#). Read the instructions first and then complete the application. Once the mandate has been approved, start in accordance with section 1 by opening the Suomi.fi e-Authorizations home page.

1. Open the [Suomi.fi e-Authorizations home page](#).
2. Identify yourself in Suomi.fi e-Authorizations.
3. Click Change user role on the right side of the page.
4. Select Act on behalf of the company from the menu that opens.
5. From the list, select the company or organisation on whose behalf you are acting.

6. Select Confirm and continue to e-submissions.
7. After confirming, click the Add new mandate button on the right side of the page.
8. Select Grant a mandate.
9. Select Mandate for transactions as the mandate type.
10. After navigating to the next page, click Add person.
11. Enter the name and personal identity code of the assignee.
12. Select the validity period of the mandate.
13. From the list that opens to the left, select [Management of information related to medical devices](#).
14. Check that the information that you entered is correct and select Validate the mandate.
15. You will be notified of the mandate validation.

## Need help with mandates?

If you are a private client and having problems managing Suomi.fi e-Authorizations, contact the Public Service Info: <https://www.kansalaisneuvonta.fi/en-US>.

If you are a corporate client and having problems managing Suomi.fi e-Authorizations, please contact the Digital and Population Data Services Agency's customer service for organisations:

<https://dvv.fi/en/customer-service-for-organisations>.

## Use of e-submissions for medical devices with a mandate

A person who has been granted a mandate identifies themselves in the e-submissions e-service using their own online banking codes, a mobile certificate or an electronic identity card. The assignee must select the "Act on behalf of a company" option when logging in.

Read the instructions for how to use [E-submissions for medical devices - operator and the device \(in Finnish\)](#) (pdf) and go to the e-submissions for medical devices

<https://cere.easiointi.fimea.fi>

## Instruction version management

Version number	Date of publication	Changes
1.0	22 March 2023	New instruction manual published.
1.1	02 May 2023	The instruction manual has been updated.