

## Accepting a Power of Attorney for e-filing

Read this guidance to learn how you can give your approval to a Power of Attorney that your agent (accounting firm) has created. (It is effective when all the representatives of the Principal have given approval and when their rights to sign for the Principal company have been checked by an official authority.)

First, you receive e-mail about an approval request. If you have e-banking identifiers, a microchip ID card or a Katso ID and Password, you can give approval to a Power of Attorney on-line.

If you cannot log in with a set of identifiers and thus ensure that your identity is confirmed over the Web, you can visit a [tax office that deals with Katso registrations](#) to give your approval. Bring along the e-mail message.

From: katso.no-reply@vero.fi  
Date: 16. maaliskuuta 2015 13:24  
To: eevi.edustaja@paamies.fi  
Subject: Power of Attorney waiting for your approval

Dear Customer,

The agent [Asianhoitaja Oy](#) (6620938-4) of [Päämies Oy](#) (6621841-6) organization has created a Power of Attorney for TAX. The Power of Attorney remains pending for four weeks and you can approve it at your convenience. After four weeks, it will be deleted from system records. You can approve the Power of Attorney electronically or visit a [Katso](#) registration office.

After your approval, the authority will first verify the signature rights of the Power of Attorney, [then](#) it will become valid.

### GIVING APPROVALELECTRONICALLY

Click this link <https://htesti.katso.tunnistus.fi/poainfo?urlid=9xpr6r7zje> to give your approval

You are expected to sign in, either with your personal e-banking user ID and password or with a microchip ID card, to prove your identity.

After this, you can access the Power of Attorney to examine it and give your approval.

The Power of Attorney will become valid after your right to sign has been checked. You will receive e-mail to inform you of this.

### GIVING APPROVALIN PERSON AT A KATSO REGISTRATION OFFICE

If you cannot sign in to prove your identity electronically, you must visit a [Katso](#) registration office.

See Tips and facts on the [Katso](#) home page (<https://yritys.tunnistus.fi>) for a list of offices dealing with [Katso](#) registrations.

Please bring along this e-mail message and a valid ID document to prove your identity.

The employee will go over the Power of Attorney procedure with you, checks your right to sign for the company, and activates the Power of Attorney.

It does not become valid until a person with the right to sign for the company has approved it.

For more information, visit <http://yritys.tunnistus.fi>.

With best wishes,  
[Katso](#) support service  
[katso.support@vero.fi](mailto:katso.support@vero.fi)

Please do not reply to this e-mail because it is automated and unable to receive replies.

The e-mail contains a link: click it and an Accept Power of Attorney window appears.

**Accept Power of Attorney**

Use this function to accept a Power of Attorney that your Agent has created.

Follow this sequence to approve Power of Attorney:

1. Authentication through the electronic strong authentication process
2. Power of Attorney checkup
  - Checking Agent and Principal information
  - Authorization content (Roles)
  - Period of validity
3. Approval (or rejection) and transfer of Power of Attorney to processing by the authority

Power of Attorney will not become valid unless the approver has the right to sign for the company, and the Katso registration authority will check the signature. The system will send e-mai to Principal's and Agent's representatives to inform them of validity.

[User's Guide](#) features an example: Approve Power of Attorney (pdf)












Press Next to sign in securely through strong authentication process.

Follow the three-stage sequence. Click Next when you are done reading.

**e-Identification**

You are identifying yourself to the service  
**Katso Service**

Select identification method

 Certificate card	 Mobile certificate	 OP Bank Group	 Nordea
 Danske Bank	<b>Handelsbanken</b> Handelsbanken	 Ålandsbanken	<b>S-Pankki</b> S-pankki
 Aktia	 POP Pankki	 Säästöpankki	 Oma Säästöpankki
 Katso OTP			

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**i** The Suomi.fi e-Identification offers a new user interface. You can now recognise all Suomi.fi services from the Suomi.fi flag symbol. Suomi.fi e-Identification is a shared identification service for public administration e-services. It will make identification secure and easy. You can use the identification method of your preference.

**e-Identification**

[Information about Suomi.fi-identification](#)    [Give feedback](#)  
[Privacy statement](#)                                    [Report an error](#)

Select your login method – either e-banking, a microchip card or the Katso method. Follow the instructions as you move on to the next window.

### Power of Attorney - Roles and period of validity (2/3)

Please make sure that the period of validity and Roles are correct as agreed and defined by your Agent. As necessary, you can change the period of validity. The Power of Attorney will be in force indefinitely if no Period of validity is defined. You are entitled to reject the Power of Attorney if it does not seem to be as agreed with your Agent.

#### Agent's contact information:

<b>Agent</b>	Asianhoitaja Oy (6620938-4)
<b>Representative</b>	Anna Asianhoitaja
<b>Phone number</b>	
<b>E-mail</b>	anna.asianhoitaja@asianhoitaja.fi

#### Principal's data:

<b>Organization</b>	Päämies Oy (6621841-6)
<b>Representative</b>	Eevi Edustaja (120356+986D)

#### Roles as listed in Power of Attorney

Roles define the powers that Agent can get for purposes of using various e-services on behalf of Principal. Drag the mouse to read Role descriptions.

<b>Service provider</b>	TAX
<b>Roles</b>	Filer of Tax returns for taxable periods Tax Account

#### Period of validity

(DD.MM.YYYY)

 ...

#### Covering letter text

No covering letter

Check the Roles and the start and end dates of validity. You can make changes to the dates as necessary. Click Accept Power of Attorney.

Press OK to approve Power of Attorney.

Click OK to confirm.

### Online Power of Attorney - Summary (3/3)

You have approved an Online Power of Attorney. You will receive an e-mail message when it has been activated after your rights to approve it have been checked.

Print this Review out on paper and keep it in a safe place. It shows the unique identifier of the Power of Attorney, which you must use if you ever need to cancel the Power of Attorney at a tax office dealing with Katso registrations.

Click Ready to exit.

**ID of Power of Attorney** j6qc-nctn  
**Approved by Principal** 23.3.2015

#### Agent's contact information:

**Agent** Asianhoitaja Oy (6620938-4)  
**Representative** Anna Asianhoitaja  
**Phone number**  
**E-mail** anna.asianhoitaja@asianhoitaja.fi

#### Principal's data:

**Organization** Päämies Oy (6621841-6)  
**Representative** Eevi Edustaja (120356+986D)

#### Roles as listed in Power of Attorney

**Service provider** TAX  
**Roles** Filer of Tax returns for taxable periods  
Tax Account

#### Period of validity

**Period of validity** Valid until further notice

#### Covering letter text

No covering letter

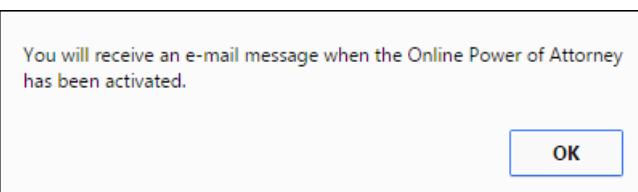
Print summary...

Finished

The Power of Attorney will not be ready until an authority has completed their check routine of the approvers' rights to sign for the company.

Print out the Review and click Finished.

Note: the printout contains a code that you should save.



You will receive e-mail when the Power of Attorney is ready. Click OK to close the window.