

Notice of a new material handler/access rights to be granted to the material handler

Principal	Name of company or entity	Business ID/Personal ID code
	Name of contact person	Phone number
	Bank account number(s) to which the services agreed to be activated or/and the material handler will be linked by this power of attorney.	
	Email address of those authorised to sign	
Details of material handler	Company name Accountor Finago Oy	Business ID/Personal ID code 0836922-4
	Name of contact person Procounor Customer Service	Phone number +358 20 787 9840
	Data transfer channel user ID (e.g. Web Services channel) 1000064472	Location code 0836922-4 100

The access rights of the previous material handlers will be removed. Old access rights will not be removed without a request.

Details of previous material handler	Company name	Removal date (dd Month yyyy / now)
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Material handler's access right and/or right to obtain information will be added to the following services. If the customer has not yet selected services, the material handler will be authorised to also agree on adopting the services concerned.

Access rights granted by this power of attorney will be effective as of (dd.mm.vvvv)

Electronic retrieval of bank statements	Electronic retrieval of bank statements <input type="checkbox"/> yes <input type="checkbox"/> no			
	Data format <input checked="" type="checkbox"/> KTO <input type="checkbox"/> camt	Electronic bank statement (incl. balance and transactions queries) <input type="checkbox"/> date <input type="checkbox"/> month (last business day) <input type="checkbox"/> 2 times/mo (15th and 31st) <input type="checkbox"/> 4 times/mo (8th, 15th, 23rd and 31st)		
Reference service agreement	Reference service agreement <input type="checkbox"/> yes <input type="checkbox"/> no			
	Material handler's current/new transaction list code	New transaction list is created <input checked="" type="checkbox"/> daily <input type="checkbox"/> day of the week <input type="checkbox"/> on the day of the month		
	Data format (in case of new transaction list) <input checked="" type="checkbox"/> KTL <input type="checkbox"/> camt	Copy recipient (business ID and place of business)		
C2B payment agreement	C2B payment agreement (incl. credit transfers, non-euro payments, instant payments and recurring payments) <input type="checkbox"/> yes <input type="checkbox"/> no			
	Payment identifier (0+business ID without a hy-phen)	Batch debiting is used <input type="checkbox"/> yes <input type="checkbox"/> no	Itemisation of debited payments on the bank statement <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
E-invoice agreements	Sending of e-invoices <input type="checkbox"/> yes <input type="checkbox"/> no	Receipt of e-invoices <input type="checkbox"/> yes <input type="checkbox"/> no	E-invoice address (IBAN or EDI identifier)	Operator ID OKOYFIHH

Changes will take effect after the bank has updated the information in its systems on the basis of this power of attorney.

OP has the right to charge the Principal, or collect from the Principal, the fees and charges based on OP's list of charges and fees for the services and actions based on this power of attorney.

Additional information	
Principal's signature	Place and date
	Signature and name in print / block letters
Material handler's signature	Place and date
	Signature and name in print / block letters

Dear customer,

To enable your material handler to activate the services for you as quickly as possible, we ask you to provide us specified details of the services to be changed. Please find more information on the required details below.

You may deliver the power of attorney to your own OP cooperative bank, as an online message attachment through OP eServices or by email to pankkiyhteysvaltuutukset@op.fi. To enable faster processing, please deliver the power of attorney to us as early as possible.

If you are using OP eService for corporates, you can access the new contracts opened with the power of attorney from the Archive of the eService from Spring 2020 onwards. Otherwise, please contact OP's Corporate Customer Service for contracts.

1. We need the following details for the bank connection authorisations and orders

Details of principal

- Name of company or entity, business ID / personal ID
- Contact person's name, phone number and email address
- Bank account number(s) to which the services agreed to be activated or/and the material handler will be linked by this power of attorney

Details of material handler

- Name of company or entity, business ID / personal ID
- Contact person and phone number
- Authorised material handler's WS user ID or business ID + location code (e.g. 000).

2. Access rights of previous material handler

Please confirm whether the previous material handler's authorisations will be removed from the payment services. Specify the name of the material handling firm to be removed and the date of removal. If you do not request us to deactivate the previous material handler's authorisations, they will remain valid.

3. Entry into force of service

The aim is that the agreements will take effect during the requested date or on the following business day. Please enter the date in dd Month yyyy format. You can also say "now" and the agreement will take effect as soon as possible.

4. Details of the services to be activated for the material handler

Services to be linked to the material handler's WS channel

- Retrieval of electronic bank statements, reference service agreement, C2B payment agreement, agreement for sending and receiving e-invoices

**Electronic bank statement** (incl. balance and transaction queries)

- Creation: daily, monthly on last day of month, 2 times/mo on 15th and 31st, 4 times/mo on 8th, 15th 23rd and 31st.

NOTE! Only one time period can be selected for creating bank statements. The WS channel does not allow creating bank statements for several material handlers for different periods. The bank statements must be created for all material handlers at the same creation period, such as once a day. If the creation period of the bank statement created by the previous material handler is out of tune of the page 1 authorisation, the creation period stated in page 1 will be used for both material handlers.

**Incoming reference payments**

- If it is about a new transaction list code, let us know when the material handler wants the transaction list to be created: daily, weekly, monthly or on specific days or weekdays as well as the data format (KTL or camt).
- If you would like to have a copy recipient for the transaction list, let us know its business ID and place of business.

NOTE! The reference list can have only a one time period. This means that it cannot be created for several material handlers for creation different periods. The transaction list must be created for all material handlers at the same creation period, such as once a day. The data can always be retrieved on the business day following the creation date. If the creation period of the transaction list created by the previous material handler is out of tune of the page 1 authorisation, the creation period stated in page 1 will be used for both material handlers.

**C2B payment agreement**

- Includes credit transfers, international payments, instant payments, recurring payments
- In batch debiting, debited payments are bundled onto one debit line. If selected, you can then choose to itemise the payments on the bank statement. If you do not want to use batch debiting, payments will be debited separately. By default, batch debiting is in use and payments are itemised on the bank statement.

**Agreement for the Sending and Receiving of e-invoices**

- The bank account selected under the Principal section is used as the account to be debited for service charges.
- If you have made an agreement with an operator, no agreements with the bank is required.

In the additional information section, you may let us know, for example, if you would like to adopt some of the services later.