

Power of attorney for opening and updating payment services in Nordea

Digital power of attorney can be filled out in

<https://www.nordea.fi/en/business/our-services/mobile-online-services/maksuliikevaltakirja.html>

Fill out the name of the authorizing party, authorized intermediary, and select which payment services you would like to open. The power of attorney can be filled out either by a company representative or by the accounting office.

The digital power of attorney and the agreements will be delivered to Nordea Company Documents service in approximately five banking days to be signed by the company representative. The bank will send a notification via a text message when the documents are available. The company representative must be appointed to sign for the company in question.

Please note the following:

- This power of attorney is only suitable for limited liability companies, sole traders, general partnerships, and limited partnerships.
- Registered associations, foundations, and housing companies can fill out the bank connection authorization PDF form available in the Procountor online manual and send this to the bank by email.
- The digital power of attorney cannot be used to activate currency payments. If you need to activate currency payments in Procountor (payments in currencies other than EUR and/or payments made outside the SEPA area), fill out the bank connection authorization PDF form available in the Procountor online manual, and send this to the bank by email.

How to fill out the form:

Authorizing party:

- **Company name, business identity code, contact person, mobile phone number and e-mail**
Fill out the information of the authorizing company. This power of attorney is only suitable for limited liability companies, sole traders, general partnerships, and limited partnerships. Nordea will send a text message to the mobile phone number given on the form when the authorization has been signed.

Authorized intermediary

- **Name of the company/authorized intermediary**
The authorized intermediary is Accountor Finago Oy.
- **Business identity code**
Accountor Finago Oy business identity code is 0836922-4.
- **Contact person, mobile phone number, e-mail**
You can fill out the accounting office contact information here.
- **Intermediation channel for files**
Select Web services.
- **Agreement number, Web services**
In new agreements, the agreement number is 863848903815. If an agreement has already been

made before, for example if payment services have been opened earlier, the update must be done using the old Web services agreement number.

- **Owner of the intermediation channel if other than an accounting firm**

This field is left blank.

Services and implementation

- **How many accounts does the power of attorney concern?**

The maximum number of accounts is three. Fill out the account number in IBAN format. The debiting account for service fees is the bank account to which the banks service fees will be charged.

- **Services the authorized intermediary is entitled to manage**

- **Corporate Payments Services**

- Select the file types to be sent using Procountor.
- Leave the Service ID field blank.
- File type Payment enables bank transfers, and File type Salaries enables salary payments.
- Select Rejected from the Payment feedback drop-down menu. This means the bank will notify Accountor Finago Oy of possible failed payments, and Accountor Finago Oy will relay this error message to the company who made the payment.
- Currency payments cannot be authorized with this digital authorization form.

- **E-statement**

- Select TITO as the format and choose how frequently you would like to receive the bank statement. We recommend selecting the daily bank statements, so payments will be up to date in Procountor.

- **Incoming reference payments**

- Select KTL, if you want the bank to deliver the reference payments as a detailed statement. The reference payments must be detailed so incoming payments can be allocated to open invoices in Procountor.

- **Balance and transaction statement**

- Enables the real-time bank account balance requests in Procountor. This feature must also be separately activated in Procountor.

- **E-invoices** (Operator Nordea, Operator identifier is NDEAFIHH)

- Select if you want to order a bank e-invoice address. (If instead of bank e-invoice addresses the company will open OpusCapita e-invoice addresses through Procountor, do not select this.)

- **Financial statements in file transfer**

- Leave blank.

- **Service implementation**

Select the requested start date for the services. Fill out a date from which onwards the payment services are meant to be available in Procountor.

- **Previously authorized intermediaries will be removed from all services. Services without intermediaries can be closed**

Select Yes if payment services are to be removed from a service or another software they were previously connected to. Previously authorized intermediaries may be removed no earlier than field is the date when this removal is to be done. If you have any questions about this, please contact the bank.

After you have filled out all the necessary fields, proceed to the confirmation page and send the form to the bank.