



Acting on behalf of another person: **How to complete a power of attorney form**

1 What does it mean to authorise someone?

By authorising someone, you give them permission to manage your Kela-related affairs.

In other words, if you wish to have someone manage your benefit-related affairs with Kela, you should give them a power of attorney.

In section 1, fill in the details of the person issuing the power of attorney.

2 To whom can I give a power of attorney?

You can give a power of attorney to any person of your choice who is 18 or older.

The person with the power of attorney is authorised by you to act on their behalf.

In section 2, fill in the details of the person being authorised.

3 What can the authorised person do on my behalf?

You decide how much you want your authorisation to cover. You can authorise another person to manage all of your affairs or just a specific matter.

For example, you can authorise them to apply for benefits, to report changes in your circumstances, to provide further information, to give or withdraw a consent, to reply on your behalf, or to access confidential information about your benefits, financial situation and health, to the extent necessary to perform the actions you have authorised them to carry out.

If you wish to limit the authorisation to cover only a specific matter, write the name of that benefit in the power of attorney (for example housing allowance).

4 When does the power of attorney expire?

The power of attorney will expire on a specified date or it can be valid indefinitely.

You can make changes to the period of validity or withdraw the authorisation at any time. You do not have to explain to Kela why you wish to withdraw a power of attorney, but you must tell Kela that you are withdrawing it.

Select 'toistaiseksi' (indefinitely) or specify a date when you want the power of attorney to expire.

5 Why do I have to sign and date the power of attorney?

By signing the power of attorney, you verify that you are issuing it personally.

Sign the power of attorney and write in the date on which you signed it.

6 How can I provide the power of attorney to Kela?

You can provide the power of attorney to Kela through the OmaKela e-service or by mail, or you can hand it in at a customer service point.

The person you have authorised can send the power of attorney to Kela by mail or deliver it to a customer service point.



Read more: www.kela.fi/web/en/power-of-attorney



Print out the power of attorney form (VAL3e): www.kela.fi/forms