

1 July 2026

1. Special Terms for the Finago Procountor Software

- 1.1. These special terms for the Finago software apply when and to the extent that the Software specified in the Service Description is one of the product versions of the Finago Procountor software. The definitions used in these special terms are described in the Finago General Terms and Conditions (Terms and Conditions).
- 1.2. **Main User** means a natural person selected by the Customer who is granted administrator rights to the Software, including the right to create new user accounts.
- 1.3. At the Customer's request, the Supplier may create a new user account or password for the Main User. If required for information security reasons, the Supplier has the right at any time to require the Customer to change the password of one or more of its Users, or, if necessary, to temporarily close one or more user accounts or otherwise prevent use of the Software that poses a threat to information security. The Supplier and the Customer may separately agree on the use of another personal or company-specific identifier or certificate.
- 1.4. The Main User's access rights enable the addition of new Users to the service. The Software may be used only by Users named by the Main User and added to the service. Under this agreement, the Main User may create new Users and, within the limits granted, define the scope of their access rights. The access right is personal and applies only to the named User. The Customer undertakes to identify the named Users to the extent required by the Supplier from time to time. The Supplier also has the right at any time to verify the Customer's named Users from the Software or database.
- 1.5. Before accepting an order, the Supplier may open trial access rights to the Software for the Customer. With the trial access rights, the Customer may familiarise itself with the Software and prepare for taking the Software into use in accordance with these Terms and Conditions. The trial access rights may not be used for any other purpose without the Supplier's prior written permission.
- 1.6. Unless otherwise agreed in writing, upon termination of the contractual relationship the Customer may, free of charge, save the Information it has stored in the Software before the end of the contractual relationship through the standard export features of the Software, in accordance with Section 16 of the Terms and Conditions.
- 1.7. The payment services of the Service require the Customer to enter into a separate agreement on payment services with the bank it uses. The Customer authorises the bank to record the contact details provided by the Supplier as the intermediary of payment transactions and as the recipient of account statements and other payment feedback. The Customer enters the identification information received from the bank in the account details in the Software. The payment services operate when both the bank's and the Software's account number details and business identifiers match.
- 1.8. The Customer is responsible for ensuring that it does not grant payment service access rights to anyone other than persons authorised to use its own bank account, and for ensuring that the authorised person uses the bank account and the identifiers required for its use with such care that no external person or party can use the account or its information.
- 1.9. Invoices and other transactions are paid in accordance with the general and special payment transmission agreements agreed between the Customer and the bank. Payments are transmitted solely on the basis of the bank account number entered in the payment transaction. The Customer is responsible for ensuring that the bank account number it enters in the basic information of the Software and in the payment transaction is correct.

- 1.10. The Customer authorises the Supplier to electronically sign on the Customer's behalf, tax returns and other materials prepared by the Customer or the Accounting Firm and sent from the Software in the manner required by the Finnish Tax Administration or another party. The Customer authorises the Supplier to enter into the necessary technical agreements and arrangements for sending and receiving e-invoices, sending printed materials, receiving scanned invoices, filing periodic tax returns, sending reports on salaries to the tax administration, pension insurance companies and trade unions, and sending and receiving other electronic materials, in a manner that enables technically efficient use of the service.