

**INSTRUCTIONS FOR USE**  
**IUU Catch certificate system**  
**Information service**

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## 1 GENERAL

The IUU information system comprises the section for use by the ELY Centre and Customs **and an information service for importers and forwarders**. With the information service, fish importers can submit the documents and catch certificate related to fish imports in an electronic form to the ELY Centre, where the documents will be stored in the official information system. Once the documents have been approved, they will also be shown in the Customs section, after which importing will be possible. The original catch certificate must still be submitted for inspection by Customs when handling the customs formalities. The Katso identification system is used for logging into the system, using sub-accounts created by the company's main user.

The approval of catch and process certificates is chargeable as of 1 January 2018: Government Decree on the Chargeable Services of ELY Centres, TE Offices and the Employment and Economic Development Office in 2018.

- The cost of approval of a catch certificate is €30 if the shipment quantity is at most 1,000 kg
- The cost of approval of a catch certificate is €50 if the shipment quantity exceeds 1,000 kg
- The cost of handling processing statement (Annex IV) €50
- The cost of handling re-export certificate €30
- The cost of handling catch certificate, re-export certificate or the processing statement is €50 if the catch certificate is supplied to the ELY Centre in a manner other than through the electronic communication system.

## 2 IDENTIFICATION

### 2.1 Katso

The users of the information service are identified with the **Katso identification service**. Katso identification is offered by the National Population Centre for businesses to identify themselves when communicating with authorities in electronic services. The identifiers, their use and related information are managed in the Katso service.

<https://www.vero.fi/tietoa-verohallinnosta/yhteystiedot-ja-asiointi/asioi-verkossa/katso/>

**If the company seeks approval in the communication service for its own catch certificate**, it is sufficient that the company's Katso main user assigns a Katso sub-account (the user ID used for logging in to the communication service) "Importer in the LIS application."

**If the company acts in the communication service on behalf of another company as a forwarder**, the roles become a little more complex.

In the text below, the authorising party is a company that is to be represented in the communication service:

The authorisation is done in the Katso service in three stages that require action by the authoriser, the authorised and the Katso main user.

1) in the first stage, the authoriser's main user creates an "Organisation authorisation" and provides the business ID of the authorised party as the business ID and sets the role to "Importer's forwarder in LIS application"

2) next, the main user of the authorised party receives the authorisation granted and allocates it to a Katso sub-account used by the authorised party

3) in addition to allocation, the authorised party's main user should also authorise a sub-account with the role "Forwarder in LIS application."

Katso instructions for foreign operators can be found at the link below.

[https://www.vero.fi/tietoa-verohallinnosta/yhteystiedot-ja-asiointi/asioi-verkossa/katso/ulkomaiset\\_toimija/](https://www.vero.fi/tietoa-verohallinnosta/yhteystiedot-ja-asiointi/asioi-verkossa/katso/ulkomaiset_toimija/)

In the coming years, the Katso service will be replaced with the Suomi.fi service.

## 2.2 Front page

As a general rule, the service is available 24/7 but the availability is not guaranteed. As a general rule, application-form approval and online application support are available during office hours.

Further information about the electronic service is provided by the National Land Survey of Finland:

Jussi Someristo: [jussi.someristo@maanmittauslaitos.fi](mailto:jussi.someristo@maanmittauslaitos.fi)

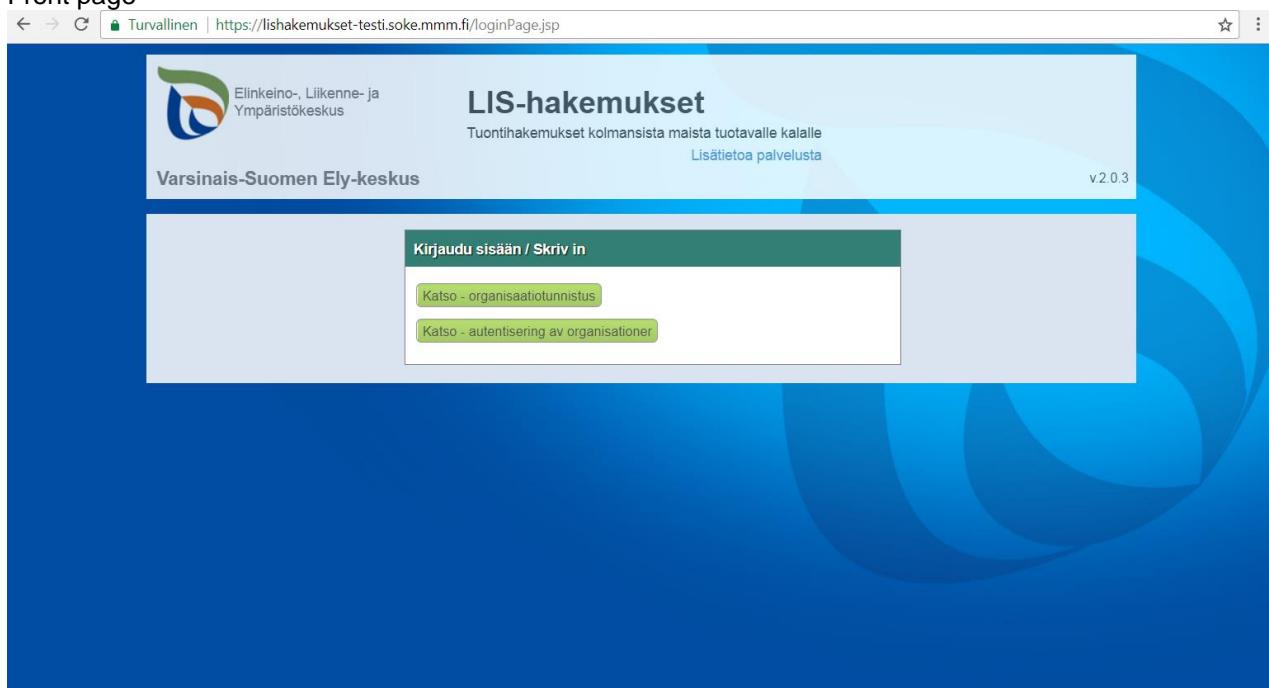
Tuija Kankaanpää: [tuija.kankaanpaa@maanmittauslaitos.fi](mailto:tuija.kankaanpaa@maanmittauslaitos.fi)

For most reliable operation, use Firefox or Chrome with the service.

The LIS information service can be started with the link below:

<https://lis-hakemukset.mmm.fi/>

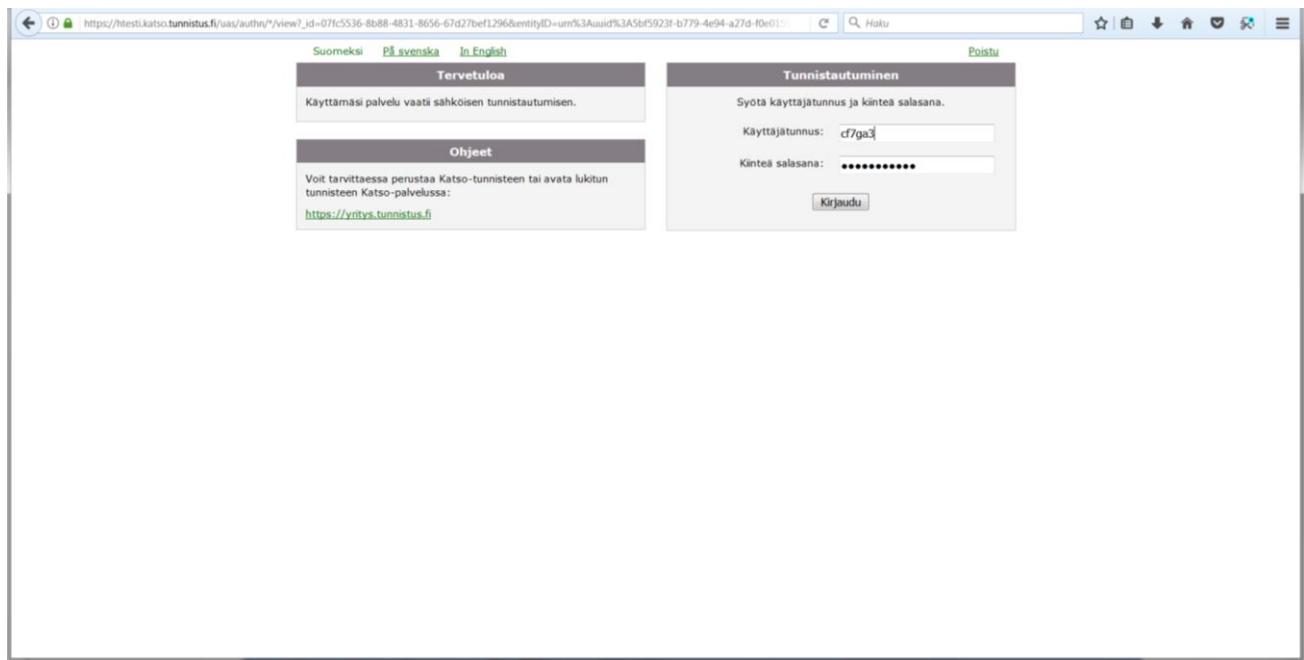
### Front page



Additional information on the legislation on and administration of fish imported from third countries can be found with the front page link [Additional service information](#). The link points to the page <http://mmm.fi/lis-kalastus>

On the front page of the service, navigate to the LIS application in Finnish and Swedish with the Katso - organisaatiotunnistus and Katso - autentisering av organisationer links, respectively.

### 2.3 Logging in



The user can select the language in which to view the application service at the top of the page. The language options are Finnish, Swedish and English, but **the service itself is available only in Finnish and Swedish**.

To log into the service, enter the **Katso user ID (sub-account)** and **fixed password** in their respective fields and click Sign In.

The Help section of the page has a link to <https://yritys.tunnistus.fi>, which takes the user to the Katso service. In the service, it is possible to create a Katso account or unlock a locked account.

To exit the login view, click **Cancel**.

## 2.4 Changing the password

The screenshot shows a web browser window with the URL [https://htesti.katso.tunnistus.fi/uas/authn/\\*view?\\_id=6a44f9fe-46b8-4cd5-9adb-7d7fadd64327&entityID=urn%3Auuid%3A5bf5923f-b779-4e94-a27d-f0e01554f5bd...](https://htesti.katso.tunnistus.fi/uas/authn/*view?_id=6a44f9fe-46b8-4cd5-9adb-7d7fadd64327&entityID=urn%3Auuid%3A5bf5923f-b779-4e94-a27d-f0e01554f5bd...). The page has a header with language links: Suomeksi, På svenska, In English, and a Poistu button. Below the header, there are two main sections: 'Ohjeet' and 'Kiinteä salasana vanhenemassa'. The 'Ohjeet' section contains text about password expiration and requirements. The 'Kiinteä salasana vanhenemassa' section contains fields for 'Uusi kiinteä salasana' and 'Vahvistus', along with buttons for 'Edellinen', 'Vaihda salasana', and a blue link 'Jatka vaihtamatta salasanaa'.

If the password is about to expire, the user is automatically taken from the login view to the password change view, and the application will prompt the user to change the fixed password. When changing the password, the user must supply the selected new password in the **Uusi kiinteä salasana** field and confirm it by retyping it in the **Vahvistus** field. Instructions for changing the password can be found on screen in the Ohjeet section.

At the user's discretion, it is also possible to proceed to the application without changing the password. To do this, click [Jatka vaihtamatta salasanaa](#).

### 3 MAIN INFORMATION SERVICE VIEW

The screenshot shows the main view of the LIS-hakemukset service. At the top, there is a header with the logo of the Ministry of Transport and Communications, the text 'LIS-hakemukset', and a link to 'Lisätietoja palvelusta'. Below the header, there are two tables:

Tila	Päivämäärä	Saalistodistuksen numero	Viite
OK	01.03.2018	I23testi	testi123
OK	01.03.2018	meta2testi	testi
OK	01.03.2018	test2	01032018/2
OK	01.03.2018	test1	01032018/1
OK	01.03.2018	test	01032018
OK	05.02.2018	I23testi	testi123
OK	22.01.2018	I23/testi	Hänvisning123
OK	05.01.2018	Annex IV	jiljeijerjer
OK	05.01.2018	Annex IV	testi12022017
OK	13.12.2017	666xxx	saalistodistuksense
OK	12.12.2017	Annex IV	0225854887847
OK	11.12.2017	Annex IV	testi

Tila	Jätetty	LIS-numero	Saalistodistuksen numero	Viite
OK	31.01.2018	LIS-01-31012018-14021	testi31012018	testi31012018
OK	05.01.2018	LIS-01-05012018-14011	123/meta2	Metatestiä
OK	05.01.2018	LIS-01-05012018-14014	98755188	testi
OK	19.12.2017	LIS-01-19122017-14009	1234/testi	testitapaus
OK	13.12.2017	LIS-01-13122017-14005	777xxx	testiä
OK	13.12.2017	LIS-01-13122017-14006	testi/13122017	testi1312017
OK	13.12.2017	LIS-01-12122017-14000	5487/testi	testi12022017
OK	13.12.2017	LIS-01-12122017-14002	123456/testi	11.12.2017
OK	12.12.2017	LIS-01-12122017-14003	666xxx	testiä pukkaa
OK	12.12.2017	LIS-01-12122017-14001	8888811022017	testi11022017

After a successful login, the user is taken to the main view of the service. The top bar link [Lisätietoja palvelusta](#) takes the user to the page <http://mmm.fi/lis-kalastus>, which provides additional information on the legislation on and administration of fish imported from third countries.

With the [Kirjaudu ulos](#) link, the user is logged out of the information service.

In the view, it is possible to create and submit for processing **new applications** and **new Annex IV applications**, to browse and/or process **open applications** and to browse **processed applications**.

#### 3.1 Creating a new application

With the **Uusi hakemus** button, the user can create a new **LIS application**, and with the **Uusi Annex IV** button a new **Annex IV application**, respectively.

### 3.1.1 New LIS application (uusi LIS-hakemus)

The screenshot shows a web browser window for the LIS-hakemukset application. The header includes the logo of the Ministry of Transport and Communications, the text 'Elinkeino-, Liikenne- ja Ympäristökeskus', the title 'LIS-hakemukset', a subtitle 'Tuontihakemukset kolmansista maista tuotavalle kalalle', and links for 'Lisätietoa palvelusta', 'katso-cf7ga3@liskatso', and 'Kirjaudu ulos'. The version 'v.2.0.3' is also visible. The main content area has a blue header bar with the text '«Etusivu' and 'Maahantuojan tiedot'. Below this, there is a dropdown menu labeled 'Maahantuoja' containing 'Aurora Safaris Oy [Mitpa Katso-testaus]'. There is also a field for 'Email'. A note in Finnish explains that the email address entered here will be used to send information about the application progress to the specified recipient. At the bottom of the form, there is a green bar with the text 'Saalistodistuksen tiedot'.

#### Importer's data (maahantuojan tiedot)

##### Importer (maahantuoja)

- When the importer is filing LIS applications themselves, the Maahantuoja field will automatically contain the importer's data.
- If the party filing the application is a forwarding agency that one or more importers have authorised to file applications, the forwarder can select the importer in the drop-down menu to file the application for.

##### E-mail

- As a general rule, the **e-mail addresses specific to each application** are saved in the e-mail field, separated with commas, to which information is to be sent regarding the progress of the application.

The screenshot shows a web-based application for entering catch certificate information. The main title is 'Saalistodistuksen tiedot'. The form consists of several sections:

- Catch certificate country (Saalistodistuksen maa):** A dropdown menu labeled 'Valitse...'.
- Exporter (Viejä):** A dropdown menu labeled 'Valitse...'.
- Fish species (Kalalaji):** A dropdown menu labeled 'Valitse...'. Below it is a table row with columns 'Kalalaji', 'CN-koodi', and 'Määri (kg)'.
- CN code (CN-koodi):** A dropdown menu labeled 'Valitse...'. Below it is a table row with columns 'Kalalaji', 'CN-koodi', and 'Määri (kg)'.
- Amount (Määri (kg)):** A text input field.
- Reference (Viite):** A text input field.
- Date (Arvioitu saapumispäivä):** A text input field.
- Attachments (Liitteet):** A section with a dropdown menu 'Valitse tiedosto', a note 'Ei valittua tiedostoa', and a button 'Lisää liite'.

At the bottom are three buttons: 'Peruuta' (Cancel), 'Tallenna keskeneräisenä' (Save draft), and 'Lähetä hakemus' (Send application).

### Catch certificate information (saalistodistuksen tiedot)

#### Catch certificate country (saalistodistuksen maa)

- In the drop-down menu, select the **country of the catch certificate (saalistodistuksen maa)**.
  - If the desired value is not available, ask the ELY Centre to add the value to the application, after which it can be selected.

#### Exporter (viejä)

- In the drop-down menu, select the **exporter (viejä)**.
  - If the desired value is not available, ask the ELY Centre to add the value to the application, after which it can be selected.

#### Fish species (kalalaji)

- In the drop-down menu, select the **fish species (kalalaji)**.
  - If the desired value is not available, ask the ELY Centre to add the value to the application, after which it can be selected.

#### CN code (CN-koodi)

- In the drop-down menu, select the **CN code (CN-koodi)**.
  - If the desired value is not available, ask the ELY Centre to add the value to the application, after which it can be selected. The CN code must be stated with an accuracy of at least 6 characters.

#### Amount (kg) (määri (kg))

- Enter the **amount (määri)** of the fish (can be given with an accuracy of 3 decimals).

With the **Lisää** button, it is possible to add a fish-species-specific amount in the LIS application. It is possible to enter several fish-species-specific rows in the same application.

If one or more fish-species-specific rows are to be removed from the application, check the box at the left end of the row and then click **Poista**.

If the amount is to be rectified after adding the row, the entire row must be removed and the row must be recreated for that fish species.

#### Vessel (kalastusalus)

- In the drop-down menu, select the **fishing vessel (kalastusalus)**.

With the **Lisää** button, it is possible to add a fishing vessel in the LIS application. It is possible to enter several vessels in the same application. In some cases, the value **PUUTTUU** can be selected in the drop-down menu if the vessel cannot be selected from the list.

If one or more vessels are to be removed from the application, check the box at the left end of the row and then click **Poista**.

#### **Also unsaved vessels in the report (ilmoituksessa lisäksi tallentamattomia kalastusaluksia)**

- If all vessels related to the catch certificate are not recorded in the application, check this checkbox. The checkbox can be checked if at least 5 vessels have been entered in the application.

#### Catch certificate number (saalistodistuksen numero)

- Enter the **catch certificate number (saalistodistuksen numero)**.

#### Reference (viite)

- Enter the application **reference (viite)**.

#### Estimated date of arrival (arvioitu saapumispäivä)

- Select the **estimated date of arrival (arvioitu saapumispäivä)** of the fish batch in the calendar component.

#### Appendices

- The catch certificates related to the application are attached to the application as PDF files.
  - To retrieve an attachment, click **Selaa**.
  - With the **Lisää** button, it is possible to add the selected certificate to the application.
- If an added certificate is to be removed, click the  symbol shown after its name.

The **Peruuta** button exits the application filing view and discards any changes made.

The **Tallenna keskeneräisenä** button saves the application as a draft and allows for continuing with it later. Required information elements are **Maahantuaja** and **Viejä**.

- If saving was successful, a message is shown at the top of the view, “**Hakemuksen tallennus onnistui.**”
- If required information is missing, the information will be marked with the  symbol. Fill in the required fields and try to save the application again.

The **Lähetä hakemus** button sends the LIS application to the authority for processing at the ELY Centre. Required information elements are all elements except for the Viite element.

- If sending was successful, a message is shown at the top of the view, “**Hakemuksen lähetys onnistui.**”
- If required information is missing, the information will be marked with the symbol. Fill in the required fields and try to send the application again.

Applications that were successfully saved as drafts and sent applications can be found in the open applications (avoimet hakemukset) list in the main view of the information service.

### 3.1.2 New Annex IV application (uusi Annex IV hakemus)

A processing statement, ie Annex IV, is required when the catches of the catch certificate have been processed in a State other than the flag State of the fishing vessel.

The screenshot shows the LIS-hakemukset application form. At the top, there is a header with the logo of the Ministry of Employment and Economic Affairs (Elinkeino-, Liikenne- ja Ympäristökeskus), the title 'LIS-hakemukset', and a user login area. Below the header, the page title is '«Etusivu'. The main form is divided into two sections: 'Maahantuojan tiedot' and 'Annex IV tiedot'. The 'Maahantuojan tiedot' section contains fields for 'Maahantuoja' (dropdown menu showing 'Aurora Safaris Oy [Mitpa Katso-testaus]') and 'Email' (empty input field). A note below these fields reads: 'Anna ne sähköpostiosoitteet, joihin haluat ELY-keskuksen lähettää vian tiedon hakemukseen hyväksymisestä. Sähköpostiosoitteet erotetaan toisistaan pilkulla.' The 'Annex IV tiedot' section contains fields for 'Prosessimaa' (dropdown menu showing 'Valitse...'), 'Prosessointilaitos' (dropdown menu showing 'Valitse...'), 'Viite' (empty input field), and 'Arvioitu saapumispäivä' (empty input field). The bottom right corner of the form shows the version 'v.2.0.3'.

#### Importer's data (maahantuojan tiedot)

##### Importer (maahantuoja)

- When the importer is filing Annex IV applications themselves, the Maahantuoja field will automatically contain the importer's data.
- If the party filing the application is a forwarding agency that one or more importers have authorised to file applications, the forwarder can select the importer in the drop-down menu to file the application for.

##### E-mail

- As a general rule, the **e-mail addresses specific to each application** are saved in the e-mail field, separated with commas, to which information is to be sent regarding the progress of the application.

## Annex IV data (Annex IV tiedot)

### Process country (prosessimaa)

- In the drop-down menu, select the **process country (prosessimaa)**.
  - If the desired country is not available, ask the ELY Centre to add the country to the application, after which it can be selected.

### Processing body (prosessointilaitos)

- In the drop-down menu, select the **processing body (prosessilaitos)**.
  - If the desired body is not available, ask the ELY Centre to add the body to the application, after which it can be selected.

### Reference (viite)

- Enter the application **reference (viite)**.

### Estimated date of arrival (arvioitu saapumispäivä)

- Select the **estimated date of arrival (arvioitu saapumispäivä)** of the fish batch in the calendar component.

## Catch certificate information/1 (saalistodistuksen tiedot/1)

### Catch certificate country (saalistodistuksen maa)

- In the drop-down menu, select the **country of the catch certificate (saalistodistuksen maa)**.
  - If the desired country is not available, ask the ELY Centre to add the country to the application, after which it can be selected.

### Exporter (viejä)

- In the drop-down menu, select the **exporter (viejä)**.

- If the desired exporter is not available, ask the ELY Centre to add the exporter to the application, after which it can be selected.

#### Fish species (kalalaji)

- In the drop-down menu, select the **fish species (kalalaji)**.
  - If the desired species is not available, ask the ELY Centre to add the species to the application, after which it can be selected.

#### CN code (CN-koodi)

- In the drop-down menu, select the **CN code (CN-koodi)**.
  - If the desired code is not available, ask the ELY Centre to add the code to the application, after which it can be selected.

#### Amount (kg) (määrä (kg))

- Enter the **weight (määrä)** of the fish (can be given with an accuracy of 3 decimals).

With the **Lisää** button, it is possible to add a fish-species-specific weight in the Annex IV application. It is possible to enter several fish-species-specific weight rows in the same application.

If one or more fish-species-specific rows are to be removed from the application, check the box at the left end of the row and then click **Poista**.

#### Vessel (kalastusalus)

- In the drop-down menu, select the **fishing vessel (kalastusalus)**.

With the **Lisää** button, it is possible to add a fishing vessel in the Annex IV application. It is possible to enter several vessels in the same application. In some cases, the value **PUUTTUU** can be selected in the drop-down menu if the vessel cannot be selected from the list.

If one or more vessels are to be removed from the application, check the box at the left end of the row and then click **Poista**.

#### Also unsaved vessels in the report (ilmoituksessa lisäksi tallentamattomia kalastusaluksia)

- If all vessels related to the catch certificate are not recorded in the application, check this checkbox. The checkbox can be checked if at least 5 vessels have been entered in the application.

#### Catch certificate number (saalistodistuksen numero)

- Enter the **catch certificate number (saalistodistuksen numero)**.

#### Reference (viite)

- Enter the application **reference (viite)**.

#### Appendices

- The catch certificates related to the application are attached to the application as PDF files.
  - To retrieve an attachment, click **Selaa**.
  - With the **Lisää** button, it is possible to add the selected certificate to the application.
- If an added certificate is to be removed, click the  symbol shown after its name.

The **Peruuta** button exits the application filing view and discards any changes made.

The **Tallenna keskeneräisenä** button saves the application as a draft and allows for continuing with it later. Required information elements are **Maahantuaja and Viejä**.

- If saving was successful, a message is shown at the top of the view, “**Hakemuksen tallennus onnistui.**”
- If required information is missing, the information will be marked with the symbol. Fill in the required fields and try to save the application again.

The **Lisää saalistodistus** button allows new catch certificates to be added to an Annex IV application. The new catch certificates are numbered, such as Catch certificate data/2, Catch certificate data/3 etc.

The **Lähetä hakemus** button sends the Annex IV application for processing at the ELY Centre. Required information elements are all elements except for the **Viite** element.

- If sending was successful, a message is shown at the top of the view, “**Hakemuksen lähetys onnistui.**”
- If required information is missing, the information will be marked with the symbol. Fill in the required fields and try to send the application again.

Applications that were successfully saved as drafts and sent applications can be found in the open applications (avoimet hakemukset) list in the main view of the information service.

## 3.2 Browsing applications

### 3.2.1 Open applications (avoimet hakemukset)

Under the **Open applications (avoimet hakemukset)** heading, there is a list of all applications filed by importers that the ELY Centre has not yet accepted or rejected. The user can select the applications in the list with the scroll bar and the page selector at the bottom of the list.

The following data are shown for open applications: Status (tila), date (päivämäärä), catch certificate number (saalistodistuksen numero) and application reference (hakemuksen viite). To display a verbal description of the status of the application, hover the mouse over the status symbol.

#### Application statuses:

- = Application being processed (hakemus käsitellyssä) + application ID
- The application has been sent to the ELY Centre for processing.
  - When the ELY Centre has accepted or rejected the application, it will be moved under the **Käsitellyt hakemukset** heading.
- = Application returned for rectification (hakemus palautettu korjattavaksi) + application ID
- If something is found in an application sent for approval by the ELY Centre that needs to be corrected, it can be returned to the sender for adjustment. A request for the rectification will also be e-mailed to the addresses provided in the application.
  - The application to be rectified can be opened by double-clicking its row. Above the application data, there is a section **Viranomaisen lähettämä viesti**, which displays the corrections required in the application.

- After the corrections, the application can be resubmitted to the ELY Centre with the **Lähetä hakemus** button or saved as a draft with the **Tallenna keskeneräisenä** button and then sent later.

⚠ = Application requires response to a request from the authority (hakemus vaatii vastinetta viranomaiseen selvityspsyntöön) + application ID

- A response from the sender of an application can be required. A request for the response will also be e-mailed to the addresses provided in the application.
- The application that requires a response can be opened by double-clicking its application row. To the left of the application data, under **Lisätietopyyntö**, there is a message from the authority describing the additional details required.
- Fill in the response in the **Vastaus** section and return the application to the ELY Centre for processing with the **Lähetä vastaus** button.

 = Application saved (hakemus tallennettu) + application ID

- The processing of the saved applications can be continued and they can be sent to the ELY Centre for approval.
- The application is opened on the screen by double-clicking it.

### 3.2.2 Processed applications (käsitellyt hakemukset)

Under the **Processed application (käsitellyt hakemukset)** heading, there is a list of all applications filed by importers that the ELY Centre has already accepted or rejected. The user can select the applications in the list with the scroll bar and the page selector at the bottom of the list.

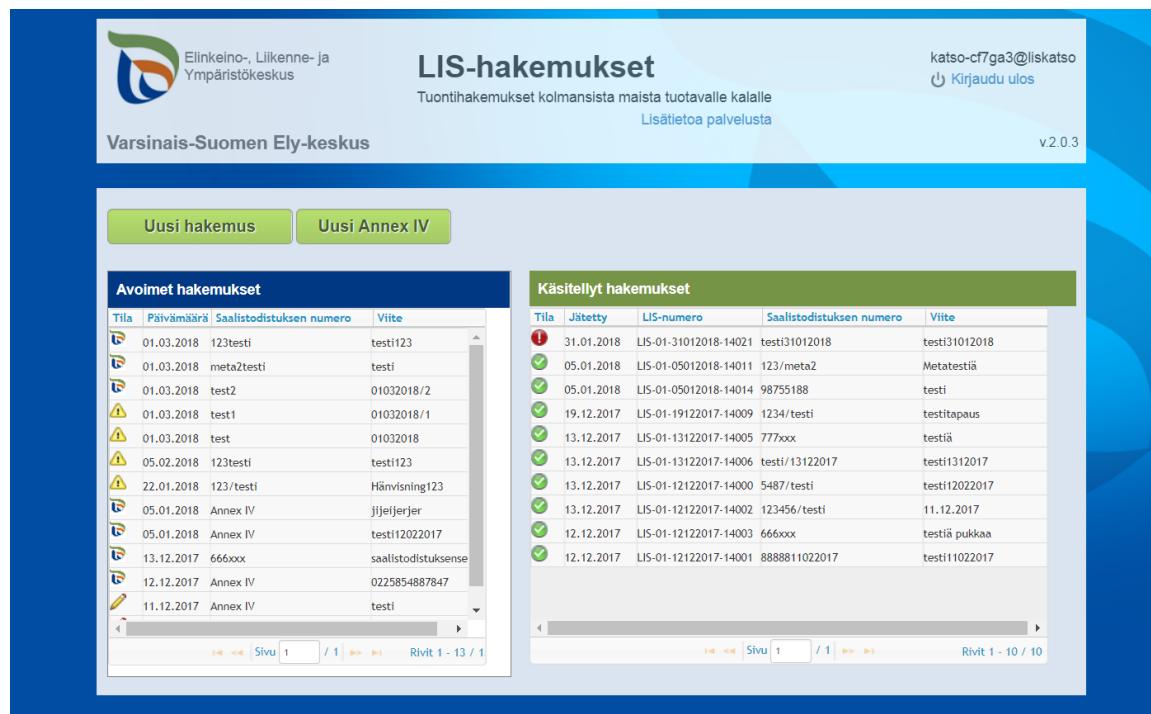
The following data are shown for processed applications: Status (tila), submitted date (jätetty päivämäärä), LIS number (the number assigned by the ELY Centre to the application) (LIS-numero), catch certificate number (saalistodistuksen numero) and application reference (hakemuksen viite). To display a verbal description of the status of the application, hover the mouse over the status symbol.

 = application accepted

 = application rejected

The application is opened on the screen by double-clicking it.

## 4 LOGGING OUT



The screenshot shows the LIS-hakemukset service interface. At the top, there is a header with the logo of the Varsinais-Suomen Ely-keskus, the title 'LIS-hakemukset', and links for logging in and exiting. Below the header, there are two main tables:

Avoimet hakemukset				
Tila	Päivämäärä	Saalistodistuksen numero	Viite	
	01.03.2018	123/testi	testi123	
	01.03.2018	meta2testi	testi	
	01.03.2018	test2	01032018/2	
	01.03.2018	test1	01032018/1	
	01.03.2018	test	01032018	
	05.02.2018	123/testi	testi123	
	22.01.2018	123/testi	Hänvisning123	
	05.01.2018	Annex IV	jijeijerjer	
	05.01.2018	Annex IV	testi12022017	
	13.12.2017	666xxx	saalistodistuksense	
	12.12.2017	Annex IV	0225854887847	
	11.12.2017	Annex IV	testi	

Käsitellyt hakemukset				
Tila	Jätetty	LIS-numero	Saalistodistuksen numero	Viite
	31.01.2018	LIS-01-31012018-14021	testi31012018	testi31012018
	05.01.2018	LIS-01-05012018-14011	123/meta2	Metatestiä
	05.01.2018	LIS-01-05012018-14014	98755188	testi
	19.12.2017	LIS-01-19122017-14009	1234/testi	testitapaus
	13.12.2017	LIS-01-13122017-14005	777xxx	testiä
	13.12.2017	LIS-01-13122017-14006	testi/13122017	testi13122017
	13.12.2017	LIS-01-12122017-14000	5487/testi	testi12022017
	13.12.2017	LIS-01-12122017-14002	123456/testi	11.12.2017
	12.12.2017	LIS-01-12122017-14003	666xxx	testiä pukkaa
	12.12.2017	LIS-01-12122017-14001	8888811022017	testi11022017

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Rannikon kalatalouspalvelut, Uudenmaan aluetoinisto

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