

# Location of accounting records in Procountor software

## Introduction

Procountor is a fully electronic and cloud-based financial management system provided by Accountor Finago AB. Swedish legislation sets certain requirements regarding location of servers and access to electronic accounting records. Below is a description of these requirements and information regarding compliance. The information regarding Procountor herein is confidential and intended only to customers using Procountor, partners and relevant Swedish authorities.

## Requirements

According to the Swedish Bookkeeping Act, all legal entities conducting business in Sweden must keep and document books of accounts. According to Section 7 paragraph 3 a, entities may store accounting records in another country of the European Union.

It is the entity's obligation to ensure:

- the \*Swedish Tax Agency is notified the location where the accounting records are stored, in writing;
- upon request, the \*Swedish Tax Agency is granted immediate electronic access to the accounting records;
- the ability to present the accounting records in Sweden, in readable form or micro script.

## Location

Accounting data of Procountor customer is stored in data servers located in Finland, member country of the European Union.

Physical servers are hosted by and located to the following:

Advania Finland Oy  
Espoo and Helsinki  
Finland  
Org nr: 2116894-5

The current postal address has been submitted to the Swedish Tax Agency by Accountor Finago AB.

## Access

The \*Swedish Tax Agency may access Procountor software and stored data of named company via internet, using standard browser and secured (https) connection with the user rights provided by the customer (the owner of the accounts). If such user rights are not available, the access to data can be arranged from Accountor Finago AB's physical office providing that applicable legal conditions are in place.

## Compliance of the customer

For the customer to be compliant with the Swedish Bookkeeping Act, a written notification shall be sent to the \*Swedish Tax Agency. Please find prepared form below to be completed and submitted by the customer.

*\*Please note: if the customer's operations are subject to permit by Sweden's financial supervisory authority (Sw. Finansinspektionen), the relevant authority is Sweden's financial supervisory authority.*

Att skickas till /to be sent to:

Skatteverket  
Box 2825  
403 20 Göteborg  
Sweden

**Anmälan enligt 7 kap. 3 a § bokföringslagen**

Bolags (*Company name*): \_\_\_\_\_

Org. nr (*Reg.no.*): \_\_\_\_\_

Ovanstående vill härmed, i enlighet med 7 kap. 3 a § bokföringslagen, anmäla att företaget förvarar maskinläsbara medier i ett annat land inom Europeiska unionen.

De fysiska serverna drivs av och är lokaliserade på följande adress:

Advania Finland Oy  
Espoo.and Helsinki  
Finland  
Org nr: 2116894-5

*The above mentioned hereby, in accordance with Section 7 Paragraph 3 a of the Accounting Act (1999:1078), notifies that the company store machine readable medium in another country of the European Union.*

*Machinery and systems (the physical servers) are hosted by and located on the following address:*

Advania Finland Oy  
Espoo.and Helsinki  
Finland  
Org nr: 2116894-5

*Postal adress to the machinery's and system's exact location has been submitted to Skatteverket.*