

## **INSTRUCTIONS FOR A REQUEST FOR A REVISED DECISION**

A person dissatisfied with this decision may request a revision from **the Development and Administration Centre for the Centres for Economic Development, Transport and the Environment and Employment and Economic Development Offices**. The request for a revised decision must be made in writing. An electronic document submitted to the authority also fulfils the requirement for a written request.

The letter of request for revision must be submitted to the Development and Administrative Centre within thirty (30) days of receiving the notification of the decision. The date of receiving the notification is not included in the period of request for revised decision. If the last day of the deadline is a holiday, Saturday, Independence Day, May Day, Christmas Eve or Midsummer Eve, the request period continues until the next weekday. A request for revision can be submitted by post, electronically, personally or by courier. Delivery by post, electronically or by courier is the responsibility of the sender. If the request for revision has not been submitted within the deadline, it will be dismissed.

The date of notification is indicated on a certificate of service or an acknowledgement of receipt. When a decision is sent by post without an acknowledgement of receipt, the decision shall be deemed to have been served, unless otherwise demonstrated, on the seventh (7) day following the date on which the decision was sent by post. The official letter is deemed to have come to the attention of the authority on the date of its arrival.

### **The letter of request for a revised decision shall state:**

- the decision to which revision is requested
- which parts of the decision are requested for revision and what changes to the decision are requested
- the grounds on which revision is required
- the name and municipality of residence of the person making the request
- postal address and telephone number to which the person making the request for revision can receive relevant notifications.

If the appellant's right to speak is exercised by their legal representative or agent, or if the request is drafted by another person, the name and municipality of residence of this person must also be stated in the request. The applicant, legal representative or agent must sign the request for revision. An electronic signature also fulfils this requirement. An electronic document does not need to be completed with a signature if the document contains information on the sender and there is no reason to doubt the origin and integrity of the document.

### **The request for a revised decision shall be accompanied by:**

- the decision to which revision is requested, either in the original or as a copy
- proof of the date on which the notification about the decision was received or another report on the start date of the request period
- documents to which the party making the request appeals to support their claim, unless they have already been submitted to the authority
- a power of attorney if the right to speak of the party making the request for a revised decision is exercised by an agent.

### **Contact information:**

Development and administration centre of the Centres for Economic Development, Transport and the Environment and Employment and Economic Development Offices

Postal address: PL 1000, 50101

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14, Mikkeli Telephone: +358 295 020

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Telefax: 015 651 9149

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Opening hours: 8.00–16.15