

Maksu- ja Tolliamet

Information system for registration of subcontracting chain and working time

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Access permissions

Access permissions are required to use the Information System for Registration of Subcontracting Chain and Working Time (TTKI). Access permissions determine who can view, add, or edit data in the TTKI system, or submit information on stays at a construction site via X-tee.

※ Access permissions for the TTKI system are **automatically granted to members of a company's management board**.

※ A member of a company's management board **may grant** access permissions to use the TTKI system **to their company's employees and service providers**.

Access permissions for using the TTKI system

Access permission name	Code	What it allows
Limited submission of data to the Information System for Registration of Subcontracting Chain and Working Time (TTKI)	TTKI_CLIENT_LIMITED	Upon registration of a construction, the main contractor's contact person is automatically granted permission to view and perform operations within the scope of the construction where they have been designated as the contact person by the company's representative.
Submission of data in the Information System for Registration of Subcontracting Chain and Working Time (TTKI)	TTKI_CLIENT_ENCODER	This access permission allows the user to enter and submit data in the TTKI system. The access permission is included in the following packages: • Accountant's package • Package for legal person's authorised representative (JI) • Package for legal person's representative (A-JI)
Viewing of data in the Information System for Registration of Subcontracting Chain and Working Time (TTKI)	TTKI_CLIENT_VIEWER	This access permission allows the user to view data in the TTKI system. There is no right to enter or submit data. The access permission is included in the following packages: • Accountant's package • Package for legal person's authorised representative (JI) • Package for legal person's representative (A-JI)

Access permission name	Code	What it allows
Data exchange over X-tee for the Information System for Registration of Subcontracting Chain and Working Time (TTKI)	TTKI_CLIENT_XROAD	This access permission is granted as a separate permission to a service provider and enables the service provider to request and transmit **TTKI data**.

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Granting access permissions to an employee

If a member of the management board is not responsible for the day-to-day submission of data in the TTKI system, they may grant the necessary permissions to another employee of their company (for example, a site manager, office manager, etc.).

The permissions allow either limited data submission (select the permission code TTKI_CLIENT_LIMITED when granting permissions) or full data submission (permission code TTKI_CLIENT_ENCODER).

The following persons can grant access permissions:

1. **members of the company's management board** and
2. **persons authorised by a member of the management board** holding the access permission "The right of the representative of a person to administer the user rights of applications".

To grant access permissions

1. Sign in to the **e-services environment e-MTA**.
2. Select the company you are representing on whose behalf you are granting access permissions.
3. From the menu, select **Settings** – **Access permissions** – **Access permissions of representatives**.
4. Click the button "**New access permission**" in the top right corner of the page.
5. Use the personal identification code to find the person to whom you wish to grant access permissions.
6. Click the button "**Search**".
7. Tick the box next to the name of the person found and click the button "**Next**".
8. If you wish to grant the same access permissions to several people, repeat the search.
9. Set the validity of the access permission; the start date is automatically prefilled with the current date.
10. In the tab "Separate permissions" of the permissions section, find the desired access permission,

e.g. enter the keyword “**TTKI**” in the search field “**Code**”, and click the button “**Search**”.

11. Tick the box next to the access permission found and click the button “**Add**”.

NB! All access permissions granted for the use of e-services entail the following rights in the e-services environment e-MTA:

- ✓ viewing and editing the contact details of the person being represented,
- ✓ receiving and reading administrative acts concerning the person being represented,
- ✓ reading notifications sent to the person being represented, and
- ✓ corresponding with the Estonian Tax and Customs Board on behalf of the person being represented.

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Granting access permissions to a service provider

A service provider may be granted the “**Data exchange over X-tee**” access permission to use the TTKI system, which gives them the right to:

- ✓ request data on the main contractor’s constructions (subcontracting chain and employees) from the TTKI system,
- ✓ transmit data on time spent on the construction to the Estonian Tax and Customs Board via the TTKI.

This access permission may be granted by a **member of the company’s management board** or a **person authorised by a member of the management board** holding the access permission “The right of the representative of a person to administer the user rights of applications”.

To grant access permissions

1. Sign in to the **e-services environment e-MTA**.
2. Select the company you are representing on whose behalf you are granting access permissions.

3. From the menu, select **Settings** – **Access permissions** – **Access permissions of representatives**.
4. Click the button "**New access permission**" in the top right corner of the page.
5. Enter the service provider's registry code.
6. Click the button "**Search**".
7. Tick the box next to the name of the person found and click the button "**Next**".
8. If you wish to grant the same access permissions to several people, repeat the search.
9. Set the validity of the access permission; the start date is automatically prefilled with the current date.
10. In the "Separate permissions" tab of the permissions section, find the desired access permission, e.g. enter the keyword "**TTKI_CLIENT_XROAD**" in the search field "**Code**", and click the button "**Search**".
11. Tick the box next to the access permission found and click the button "**Add**".

NB! All access permissions granted for the use of e-services entail the following rights in the e-services environment e-MTA:

- ✓ viewing and editing the contact details of the person being represented,
- ✓ receiving and reading administrative acts concerning the person being represented,
- ✓ reading notifications sent to the person being represented, and
- ✓ corresponding with the Estonian Tax and Customs Board on behalf of the person being represented.

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