



THE BUSINESS
INFORMATION SYSTEM



For official use									
					/				

START-UP NOTIFICATION
Private trader / Self-employed,
Agricultural or forestry operator

Y3 This form is for having your enterprise entered in the Trade Register, VAT Register, Prepayment Register and Employer Register.
Please, send the completed form to: PRH - Verohallinto, Yritystietojärjestelmä, PL 2000, 00231 HELSINKI

Name of business (registration priority of the names will follow the same order as you use below)	
Company Name (treated as a suggested name until the Trade Register has approved it)	
Alternative Company Name 2	Alternative Company Name 3
Requesting registration in (complete pp. 3–4 to give details to the Tax Administration)	
<input type="checkbox"/> The Trade Register (enclose receipt proving you paid the fee)	

Trade register: Accelerated processing request (does not apply to changes of addresses and contact details). We normally process the completed application forms on a first come, first served basis. Exceptions can only be made for a valid reason. Requests for accelerated processing cannot always be granted.
<input type="checkbox"/> Tick this box if you are asking for registration by a desired date. Note: enclose a separate letter to give your reasons for this.

Domicile	
Municipality (in Finland)	Country of residence (if not Finland)

Other company names (fill in if needed)	
Parallel names (translations of the company name into foreign languages)	
Auxiliary Name	Description of activities under this Auxiliary Name
Auxiliary Name	Description of activities under this Auxiliary Name

Personal details (Complete the Personal Data Form.)			
Name (last name, first names)	Date of birth (dd.mm.yyyy)	Language	Citizenship (if not Finnish)
		<input type="checkbox"/> Finnish <input type="checkbox"/> Swedish	

Address information for public use at PRH and the Finnish Tax Administration (postal or street address is mandatory)						
Postal address (street or road)	Building no	Entrance no	Apartment no	PO Box no	Postal code	Town or City
Street address (street or road)	Building no	Entrance no	Apartment no	Postal code	Town or City	
e-mail	Telephone			Website		

Accounting period			
Start date of business	dd.mm.yyyy	End date of the first accounting period (max. 18 months)	dd.mm.yyyy

The next accounting period (length = one year) starts automatically after the first.

YTJ 10031

**Y3**

<input type="checkbox"/> The company is to continue the trade or business of the previous company (e.g. a private trader becomes a limited partnership), see instructions. Complete the Personal Data Form.	
Name of the previous company	Business ID

Sector of business to be declared to the Trade Register (Give a written description)

Main sector (line of business) to be declared to Tax Administration (five-digit TOL 2008 code. For more information, visit website of Statistics Finland.)

Enclosure for the Tax Administration
<input type="checkbox"/> 6206e Registration of a foreign enterprise

Who can provide further information about this notification; an individual, an accounting firm etc.?		
Name		
Postal address	Postal code	Town or City
Telephone	e-mail	

Additional information

Date and signature		
Date	Signature and printed name	Telephone

Privacy statement: For the information referred to by Art. 13 and 14 of the EU General Data Protection Regulation on the registrations made on the basis of this form, visit ytj.fi or contact the Finnish Patent and Registration Office or the Tax Administration.

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Company

Your (the business owner's) full name		Confirm your language selection - English	
		<input type="checkbox"/> Yes	
Business name in home country			
Finnish personal ID	Personal ID in home country	Gender	Date of birth (dd.mm.yyyy)
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Tax ID number or business ID code in home country	VAT number in home country	Foreign Tax Identification Number (TIN)	
Address in home country			
Address in Finland		Postal code	Town or City

Postal address to be given to the Tax Administration use only (not publicly displayed at www.ytj.fi)

Postal address (street or road)		Building no	Entrance no	Apartment no
PO Box	Postal code	Town or City	Country	

Bank account

IBAN	BIC

Registration for VAT -value-added-tax

VAT liable	as of (dd.mm.yyyy)
<input type="checkbox"/> Registration for VAT <input type="checkbox"/> Registration only for Notification Duty <input type="checkbox"/> Distance sales, the threshold is exceeded on the above mentioned date (§ 63a and § 69 m, VAT Act) <input type="checkbox"/> Primary production	

Applying for a VAT liability

VAT liable	as of (dd.mm.yyyy)
<input type="checkbox"/> Apply for a VAT liability (under § 12.2, VAT Act) Assignment of the right to use real property (under §12 and § 30, VAT Act. Rental contract must be enclosed). <input type="checkbox"/> Distance sales, staying below the threshold (§ 63a and § 69 m, VAT Act) <input type="checkbox"/> Primary production	

Prepayment registration

Requesting entry in the Prepayment Register (§ 25, Prepayment Act) (Earliest possible date of registration is the date of arrival of the completed form.)	as of (dd.mm.yyyy)

Payroll

Registrering as an employer paying wages on a regular basis	as of (dd.mm.yyyy)

Insurance premiums

Registrering as liable to pay tax on insurance premiums	as of (dd.mm.yyyy)

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Tax period of self assessed taxes

If turnover (=net sales) does not exceed €100,000 per year, you have the option to report and pay VAT, payroll withholding, employer's social security and source tax in quarter-year periods. If it does not exceed €30,000, VAT can be filed and paid by calendar year, and other self-assessed taxes quarterly. Please note that 'turnover' also includes the company's foreign selling.

Sales for calendar year is €30,000 max.
 Sales for calendar year is from €30,001 to €100,000

Sales for calendar year is higher than €100,000

Desired length of tax period – VAT
 year
 quarterly
 monthly

Desired length of tax period – employer contributions
 quarterly
 monthly

I am a primary producer / I am a creator of works of art, and my Tax period is normally one year.

However, I wish to change it to:
 quarterly
 monthly

The Tax Administration will decide on the length of the period and inform you in writing.

Description of business in Finland

Is your business construction, building or installation?

Yes | Details concerning building or installation contracts in Finland

Name of customer	Company ID	Object	Duration (dd.mm.yyyy–dd.mm.yyyy)

No | Description of the activity in Finland

If your business is building, installation or assembly work, is the duration of a project, or several consecutive projects, longer than 9 months?
 Yes
 No

Does your company have

An office or workshop	Sales office in Finland	A warehouse	Other outfit
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, what <input type="checkbox"/> No

Number of employees in Finland:
 0
 1
 2–5
 over 5

Do your employees stay longer than 6 months in Finland?
 Yes
 No

Please describe the duties (such as sales or marketing management) of the company employees in Finland

Does your company have a physical person/legal person in Finland with authority to process commercial orders or to sign contracts?

Yes
 No

Your company sells products and services to

Consumers
 Companies registered for VAT in Finland
 Others

What activities does your company have?

Intra-Community sales from Finland	Intra-Community purchases to Finland	Export transactions from Finland
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated investment volume during the first accounting period in Finland

€

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Periods of presence in Finland

Last year: give the start and end dates of your stay(s) in Finland last year (dd.mm.yyyy–dd.mm.yyyy)
This year: give the start and end dates of stay(s) so far this year (dd.mm.yyyy–dd.mm.yyyy)
This year: give an estimate of the start and end dates of stay up to the end of this year (dd.mm.yyyy–dd.mm.yyyy)

Where do you (the business owner) have your permanent home?
<input type="checkbox"/> In Finland <input type="checkbox"/> Abroad
Do your family members (spouse and children) live in Finland?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If you don't live in a country of the European Economic Area (EEA), does your company have a permit from PRH to conduct business in Finland?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a residence permit in force? Residence permit may be issued by Finland or by another EU country.
<input type="checkbox"/> Yes <input type="checkbox"/> No

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Additional information

Mandatory enclosures

<input type="checkbox"/> Trade Register extract from country of home country	<input type="checkbox"/> Translation of the trade register extract (into English, Finnish or Swedish)
<input type="checkbox"/> Photocopy of construction contract	<input type="checkbox"/> Photocopy of employee leasing contract

Other enclosures added as necessary

<input type="checkbox"/> Power of attorney	<input type="checkbox"/> Photocopy of passport
<input type="checkbox"/> Photocopy of rental contract (§ 12 and §30, VAT Act)	

Note:

Before you file this form, we recommend that you submit a request for a Finnish personal identity code and enter the code on page 1. This will speed up the Tax Administration's process.

Date and signature

Date	Signature and printed name (enclose a Power of Attorney as necessary)