



Instructions for completing Y1 start-up notification

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In these instructions, all foreign enterprises and organisations are collectively referred to as “company”.

SUBMIT THE INFORMATION TO THE PRH AND THE FINNISH TAX ADMINISTRATION ON A SINGLE FORM

On this form you can submit a start-up notification to the Finnish Patent and Registration Office (PRH) and the Finnish Tax Administration. The PRH and the Finnish Tax Administration will enter the information into the Business Information System (BIS), which is jointly maintained by the two agencies, and into their own registers.

The PRH will enter the information into the Trade Register and the Finnish Tax Administration into its own customer register and, if necessary, into the VAT register, prepayment register and the employer register.

Complete the form online before you print it out. Remember to sign the form. If you complete the form by hand, make sure to write legibly and keep your answers within the spaces provided. This is important because the forms are converted into electronic format and the information entered on the form must be machine readable. The forms can be processed more quickly if they are appropriately completed.

SELECTING THE APPROPRIATE FORM

When a foreign company is entered into the Finnish Tax Administration's registers or the Trade Register for the first time, it must submit a start-up notification and the necessary appendix forms. The company will be issued with a Business ID on the basis of the notification. Select the appropriate form

- Form Y1: The general start-up notification. Use this form if your company is a limited liability company, a co-operative, an association or other organisation.
- Form Y2: Use this form if you are starting a general partnership or a limited partnership.
- Form Y3: Use this form if you are establishing yourself as a private trader/self-employed, agricultural or forestry operator or if you are establishing an estate.

If there are changes in your business operations or if you decide to terminate the business activities in Finland, you must submit a notification of changes or termination. Select the appropriate form

- Form Y4: limited liability company, co-operative, association or other organisation
- Form Y5: general partnership and limited partnership
- Form Y6: private trader/self-employed, agricultural or forestry operator or estate.

If your company has already been issued with a Business ID, you should always use the form for notification of changes.

HANDLING FEE

With few exceptions, all the notifications to the Trade Register are subject to a fee. The price list and payment instructions can be viewed on the Trade Register website (prh.fi). All notifications to the Finnish Tax Administration are free of charge.

YOUR BUSINESS ID WILL REMAIN UNCHANGED

Your Business ID will remain unchanged for the duration of your operations. However, in business restructurings or other similar arrangements, the Business ID cannot be transferred from a foreign company to another foreign company. In a business restructuring, the company that is closing down its operations in Finland must submit a termination notification and the company to which the operations are transferred must submit a start-up or notification of changes, as necessary. A business restructuring refers to, for instance, a merger or demerger of a foreign company or the sale of a company's branch. In these situations, submitting a notification of a name change is not enough.

THE INFORMATION CONTAINED IN THE BUSINESS INFORMATION SYSTEM IS PUBLIC

The following basic data on each company is available in BIS: company name, Business ID, company form, home municipality, contact details and the registers into which the company has been entered.

The basic data is public information. Use the BIS company search at ytj.fi to search for basic details of a company. You can use the company name or Business ID as a search criterion.

GIVING PERSONAL DATA

All information entered on the Y form is public. Do not enter the three last digits of your personal identity code or foreign postal addresses of private individuals on the Y form because this information is not public. You should give the personal identity code and postal addresses on the personal data form. If a private individual has a Finnish personal identity code and lives in Finland do not give their postal address or citizenship. If a private individual does not have a Finnish personal identity code, give the date of birth instead. Read more about access to public information at prh.fi.

The last four digits of the Finnish personal identity code or the postal address of private individuals living outside Finland are only disclosed from the Trade Register if the requirements laid down in section 16(3) of the Finnish Act on the Openness of Government Activities are fulfilled (section 1 a of the Finnish Trade Register Act).

Please note that only the information entered on the Y forms and on their enclosures is publicly accessible Trade Register information. The information entered on the personal data form is not publicly accessible.

We wish you success with your new company!

Finnish Patent and Registration Office

Finnish Tax Administration

PAGE 1

NAME OF COMPANY OR ORGANISATION

Company name

Give the official name of your company. If your company is planning to operate in Finland as a foreign company without setting up a branch and entering it into the Finnish Trade Register, enter the official name of your company. The company will operate in Finland under the same name as in its country of domicile.

If your company is setting up a branch in Finland that will be entered into the Finnish Trade Register, the name of the branch must include your company's registered name and a wording indicating that it is a branch. You may use the wording "branch in Finland" or "branch".

Go to the BIS company search to check whether the company name is already in use. Provisions on the wording of a company name and prerequisites for its approval are contained in the Finnish Trade Names Act, Foundations Act and the Trade Register Act. For more information on company names, parallel company names and auxiliary company names, contact the Finnish Patent and Registration Office (prh.fi).

Language

You can select Finnish or Swedish as the language used by your company. Depending on your choice, you will receive the mail from the Finnish Tax Administration in Finnish or Swedish. On page 3, you can also select English as the language of your company. In that case, the Finnish Tax Administration will send its mail in English, whenever possible.

REGISTRATION FOR PRH

Select the Trade Register, if your company is setting up a branch in Finland that will be entered into the Trade Register. For more information about establishing a branch, visit the PRH website (prh.fi). You should attach to the notification the receipt showing that you have paid the Trade Register handling fee. For the price list and payment instructions, visit the PRH website (prh.fi). When you are entering your company into the Trade Register you should also complete the appendix form 3 applicable to your company. For a list of company forms and appendix forms, see page 2 of the notification.

TRADE REGISTER: REQUEST FOR ACCELERATED PROCESSING / REQUEST CONCERNING REGISTRATION DATE

All Trade Register notifications are processed in order of arrival and exemptions are only for valid reasons. If you have valid reasons for requesting accelerated processing, you can attach a request to the notification stating the reasons and the desired registration date. The PRH will consider your request to the possible extent and no separate reply to the request will be provided.

Do not put the registration date request as page 1 of the notification.

DOMICILE

Give the home municipality and country of residence of your company outside Finland. The home municipality is usually given in the company's articles of association, a trade register extract or other register extract.

OTHER COMPANY NAMES

PARALLEL NAMES

A company entered into the registers of the Finnish Patent and Registration Office may have parallel names in foreign languages. A parallel name is the translation of the Finnish or Swedish company name. Give the parallel names of your company and enter the language in brackets.

Example

The branch “Nordsjö Simhall Ab sivuliike Suomessa” may adopt “Nordsjö Simhall Ab branch in Finland (English)” as its parallel name.

AUXILIARY NAMES

A company entered into the Trade Register may use auxiliary names. A company may use an auxiliary name when operating in a specific area of its business. A handling fee is charged for each auxiliary name.

Activities under an auxiliary name

When you are submitting auxiliary names to the Trade Register, you should also report the activities conducted under each auxiliary name. The activities you are planning to carry out under an auxiliary name may only cover a specific part of your business.

ADDRESS INFORMATION FOR PUBLIC USE

Give the contact details of your company. A company entered into the Trade Register or the Foundations Register must have a street or postal address. You can also give other contact details for your company, such as e-mail and telephone number. The contact details are public and they can be viewed in the BIS company search (ytj.fi).

Postal address

Give the address information in the following order: name of the street or road; building number (may also include a letter, hyphen or slash); entrance number or abbreviation; apartment number and the divider. If you have a post office box as your postal address, enter only the number under “PO Box no”. Give also the postal code and the name of the locality. The postal address will also be sent to the Finnish Tax Administration. Go to page 3 if you would like to give a different postal address to the Finnish Tax Administration.

Street address

The street address is the location address of the company, office or a housing company. Enter the information as instructed above for the postal address.

ACCOUNTING PERIOD AND START DATE OF BUSINESS IN FINLAND

Start date of business in Finland

Give the date on which your company is planning to start or has started operations in Finland. Give the date as dd.mm.yyyy (for example, 01.03.2017). The start date that you give will determine the beginning of your first accounting period in Finland.

The accounting period begins on the day the company is established, or the day when business in Finland is started (foreign companies). If you conducted business prior to the date or if you are registering an Association, see the guidance for completing this form.			
	dd.mm.yyyy		dd.mm.yyyy
Date of establishment or start date of business in Finland	01.03.2017	End date of the first accounting period (max. 18 months)	31.12.2017

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

End date of the first accounting period

Give the last day of your first accounting period in Finland. The accounting period of your company in Finland ends on the same day as in its country of domicile.

The second accounting period of your company starts automatically after the first.

PAGE 2

THE COMPANY IS TO CONTINUE THE TRADE OR BUSINESS OF THE PREVIOUS COMPANY

Complete this section if you are continuing the operations of the previous company. Continuing of the operations may be the result of business restructuring such as merger, demerger or sale of business operations. Tick the box “The company is to continue the trade or business of the previous company”. Give the name and Business ID of the previous company.

MAIN LINE OF BUSINESS TO BE DECLARED TO THE FINNISH TAX ADMINISTRATION

Give the main line of business of your company in Finland. You should give the main line of business even if you had entered “general business” as your line of business in the notification to the Trade Register. Please note that a company may only have one main line of business, which is public information in the BIS company search. The Finnish Tax Administration will enter the main line of business into the Business Information System in accordance with the Standard Industrial Classification (TOL 2008) of Statistics Finland. For more information about the classification, visit the website of Statistics Finland (stat.fi). The main line of business must be included in the line of business stated in the company’s articles of association or by-laws. The main line of business must clearly indicate the business sector in which the company mainly operates and the type of its business (such as maintenance and sales of vehicles). Lines of business that are too general in nature are not entered into the register.

For quicker processing, give the five-digit **TOL code** of Statistics Finland when entering the information. [The Standard Industrial Classification 2008 is described on the website of Statistics Finland.](#)

Main sector (line of business) to be declared to Tax Administration (five-digit TOL 2008 code. For more information, visit website of Statistics Finland.)				
7	1	1	1	0

You can give more details of your business operations in Finland on page 4.

COMPANY FORM

Select the appropriate company form. Tick the box “Foreign company” if you are only entering your company into the registers of the Finnish Tax Administration and you are not planning to establish a branch in Finland that would be entered into the Trade Register. Tick the box “Branch of a foreign enterprise”, if your company is establishing a branch in Finland that will be entered into the Trade Register.

APPENDIX FORMS FOR DIFFERENT COMPANY FORMS

You must always complete the form Y1, if your company is entering into the Finnish Tax Administration’s registers or the Trade Register for the first time. Remember also to complete the appropriate appendix forms: The following appendix forms are applicable to foreign companies:

Appendix form for giving the company form	PRH appendix form	Appendix form for Finnish Tax Administration
Branch of a foreign enterprise	3	6204
Foreign company	-	6204

WHO CAN PROVIDE FURTHER INFORMATION ABOUT THIS NOTIFICATION (name of the individual and company, such as agent or accounting firm)

You can give the name of the individual and company that will provide additional information about this notification. Give also the name of the company whom the individual represents if the postal address is not the individual's home address. The contact person given on the form is always notification-specific. The PRH will send the register extract and possible requests for corrections and additional information to the contact person. If you do not name a contact person, the PRH will send the register extract to the company's address.. The Finnish Tax Administration will send the registration notification and possible requests for additional information to the company's address given on page 1 or page 3 under "Postal address to be given to the Finnish Tax Administration".

REPRESENTATIVE

If you want to name a representative, enter the information on a separate appendix. Add all necessary enclosures to the end of the Y form.

Representative for the Trade Register

The branch of a foreign enterprise must have a representative that has the right to receive summons and other official documents on the trader's behalf (Section 6(3) of the Act on the Right to carry on a Trade). If the trader is a foreign organisation or foundation that has been established under the legislation of a member state of the European Economic Area and that has its registered office, central administration or head office in a member state of the European Economic Area, the representative must be domiciled in the European Economic Area. Otherwise, the representative must be domiciled in Finland.

DATE AND SIGNATURE

Remember to date and sign the notification.

The individuals with the right to sign for a foreign company must be listed in the trade register extract issued in the company's country of domicile or other similar register extract. The document must be attached to the start-up notification. The notification may also be signed by the representative, an individual authorised to sign for the company or other authorised individual.

The Trade Register notification submitted by a branch is signed by an individual authorised to sign for the branch or selected as its representative or an individual authorised by the representative.

If you authorise another individual to sign the notification on your behalf, you must attach a power of attorney to the notification. If an open power of attorney is used, the original document must be attached to the notification. For a limited power of attorney, only a certified copy is required.

PAGE 3

COMPANY NAME

Give here the name of your company. Use the same name as on page 1 of the Y form.

CONFIRM YOUR LANGUAGE SELECTION - ENGLISH

Tick the “Yes” box if English is the language used by your company. In that case, the Finnish Tax Administration will send its mails in English, whenever possible. Otherwise you will receive the mails in Finnish or in Swedish.

If you do not tick the “Yes” box, the Finnish Tax Administration will send you all the mails in Finnish or Swedish.

FOREIGN REGISTRATION NUMBER OR COMPANY ID, FOREIGN VAT NUMBER, FOREIGN TAX IDENTIFICATION NUMBER (TIN)

Enter the appropriate foreign identification code in each section.

The foreign registration number and the company ID mean the registration number or other business code identifying the company that has been issued in the company's country of domicile. The code is usually on the company's trade register extract or other register extract.

The foreign VAT number means the value added tax number that the company has been issued in its country of domicile. Provide the VAT number with a country code. The first two characters of the VAT number indicate the country code, followed by a varying number of other characters.

The foreign tax identification number refers to any other identifier that the tax authority or other authority of the company's country of domicile has issued for taxation purposes. Enter the foreign tax identification number if it is not the same as the foreign registration number, company ID or the foreign VAT number referred to above.

POSTAL ADDRESS TO BE GIVEN TO THE FINNISH TAX ADMINISTRATION

The Finnish Tax Administration will send the mails to the company to the postal address on page 1. Alternatively, you can enter a separate postal address for the use of the Finnish Tax Administration.

BANK ACCOUNT NUMBER

Give your company's bank account number in IBAN format and the BIC code of the bank. The details are shown on the bank statement supplied by your bank.

REGISTRATION FOR VAT- VALUE ADDED TAX

The options for compulsory VAT registration in Finland are VAT liability or notification duty.

Give the date from which your company is required to register for VAT or for notification duty in Finland. A company may be entered into the Finnish VAT register 1) for its business operations; 2) for notification duty only; or 3) for distance sales of goods to consumers.

1. Foreign company that is required to register for VAT for a business operation in Finland

A foreign company carrying out VAT liable activities is required to register for VAT if the company has a fixed establishment for VAT purposes in Finland and the company's turnover during the accounting period is more than EUR 10 000. A fixed establishment is a permanent place of business that has sufficient personnel and technical resources required for business operations. To become VAT liable the company should also carry out VAT taxable operations from the fixed establishment.

A company should also register for VAT in the following situations even if it does not have a fixed establishment for VAT purposes in Finland:

- The company supplies goods or services to other foreign companies that do not have a fixed establishment for VAT purposes in Finland and that have not voluntarily entered into the VAT register. This requirement does not apply to sales of construction services between two foreign companies.
- The company supplies products or services to consumers.
- The company conducts distance sales to consumers or to other non-VAT-liable persons comparable with them and the lower threshold of distance sales is exceeded (for more details see section 3. Company has distance sales of goods to consumers, the threshold is exceeded on the start date).
- The company supplies passenger transport services.
- The company supplies services associated with the admittance to teaching, scientific, cultural, entertainment or sports events, fairs, exhibitions or other such events.

For more information, please visit the Finnish Tax Administration's guidance [VAT registration of foreigners in Finland](#). For more information concerning a fixed establishment for VAT purposes, please see chapter 4.1 Fixed establishment of this guidance.

2. Foreign company is to register for VAT only to submit information regarding intra-Community trade (Notification duty)

In certain situations a foreign company has a notification duty in Finland even if it is not VAT liable in Finland. A foreign company should register for notification duty if the company:

- **Conducts intra-Community supplies (selling) in Finland.**
An intra-Community supply of goods means the selling of goods when the seller, buyer or someone else on their behalf transports the goods from Finland to a VAT-liable buyer in another EU Member State. In certain situations also transfers of own goods by a taxable person are considered as intra-Community supply in the country of departure.
- **Makes intra-Community acquisitions (buying) in Finland.**
An intra-Community acquisition of goods means the buying of goods when the seller, buyer or someone else on their behalf transports the goods to the buyer from one EU Member State to Finland. In some circumstances, if goods that are part of a company's current business assets are transferred from another EU country to Finland for reasons relating to the company's business, the

transfer is treated as an intra-Community acquisition of goods. To just register for the Notification Duty is only possible in circumstances where the company buys goods as intra-Community acquisitions in Finland for a VAT-deductible purpose. If the company buys goods for a non-VAT-deductible purpose, it must request VAT registration for the usual VAT liability, due to its purchasing activities or due to own use of goods. In this case, fill in the Additional Information section of the form and specify “purchasing or own use” as the grounds for your VAT registration.

If a foreign company not only conducts intra-Community acquisitions or intra-Community supplies but also carries out imports of goods, it is not enough to register for the VAT notification duty only. Such a foreign company must request VAT registration for VAT liability because of its business operation. VAT registration is required also for companies that have bought construction services or other services in Finland to which the VAT reverse-charge scheme is applied.

Please note that foreign companies engaged in intra-Community supplies are not entitled to claim for VAT refund meant for foreign businesses. If a foreign company wants to receive refunds for the input VAT relating to their deductible purchases made in connection with their intra-Community supplies in Finland it is not enough to only register for the notification duty. The company should register for VAT in Finland (please visit Finnish Tax Administration’s guidance [Refund of VAT to foreign businesses established in/outside the EU](#)).

A foreign company with the notification duty should file the Self-Assessed Tax Returns and in some cases also the recapitulative statements. Otherwise the company is treated as a foreign company not liable to pay VAT.

Tick the box if your company only registers for notification duty in Finland. If your company also conducts other business activities in Finland it should register for VAT. In that case, registering for notification duty is not enough.

For more information, please visit the Finnish Tax Administration’s guidance [VAT registration of foreigners in Finland](#).

3. The foreign company has distance sales of goods to consumers, the threshold is exceeded on the start date (§ 63 a VAT Act)

Distance sales refer to sales of goods where the seller is responsible for transporting the goods to their destination in another EU Member State to consumers or other similar non-taxable recipients (for example mail-order customers). The distance selling provision is applied to such sales: The sales are taxed in the country of destination if the sales exceed the threshold set by the country in question. In Finland, the threshold is EUR 35 000 in a calendar year (excl. VAT). If the threshold is exceeded, the company conducting distance sales is obliged to register for VAT in Finland. Distance selling of goods subject to excise duty is always taxed in Finland regardless of the amount of sales.

Tick the box if your company conducts distance sales from another EU Member State to Finland and the threshold for distance sales (EUR 35 000) is exceeded or the company sells goods that are subject to excise duty. Give the date on which the threshold was exceeded or when it will exceed as the starting date for your VAT liability.

If your distance sales to Finland are less than EUR 35 000 in a calendar year, tick the box ‘Foreign company that only has distance sales of goods to consumers in Finland, staying below threshold (§ 63 a, VAT Act)’.

For more information, please visit Tax Administration’s guidance [Rules and procedures regarding distance selling to non-taxable persons and VAT](#).

APPLYING FOR VAT LIABILITY

In certain situations, a company may register for VAT voluntarily even if it is not required to register for VAT in Finland. A company applying for a voluntary VAT registration is generally registered for VAT from the date on which the application was received by the Finnish Tax Administration or from a later date given by the company. Give the date from which your company prefers to voluntarily register for VAT in Finland. A company may apply for VAT registration due to 1) its business operations; 2) letting of immovable property; 3) distance sales of goods to consumers although the threshold for distance sales is not exceeded.

1. Foreign company applies voluntarily for VAT liability for sales to VAT registered buyers in Finland (§ 12.2, VAT Act)

A foreign company with no fixed establishment for VAT purposes in Finland may voluntarily register for VAT for sales in Finland. A foreign company may submit an application for VAT registration if the buyer (not the seller) would otherwise be liable for VAT for the goods and services that the foreign business has sold in Finland (reverse charge).

If a foreign company has neither domicile nor a fixed establishment in any EU Member State the company should have a representative approved by the Finnish Tax Administration to qualify for VAT liability. The representative should be domiciled in Finland and be prepared to take care of the administrative obligations due to VAT liability on behalf of the foreign company. The representative should possess adequate expertise and competence for carrying out the tasks of the representative. As a rule, the representatives should be entered into the Trade Register. Private individuals are only approved as representatives by exception.

Tick the box if your company intends to apply for a voluntary VAT registration in Finland. The earliest possible date for a company to be entered into the VAT register is the date on which the Finnish Tax Administration receives the application.

If your company is obliged to appoint a representative in Finland, you should also submit the following documents and information:

- **A letter of commitment** given by the Finnish representative to act as the representative.
- **A Power of Attorney** duly signed by the foreign company to the representative under which the representative is authorised to act on behalf of the company and a Finnish or Swedish translation of this Power of Attorney. The Power of Attorney enables the representative to submit the Self-Assessed Tax Returns.
- **The name, Business ID and contact details of the representative.** If the representative's line of business is not related to accounting and bookkeeping services, you should provide a **proof** that the representative is competent to carry out the duties of a representative.

For more information, please visit the Finnish Tax Administration's guidance [VAT registration of foreigners in Finland](#), chapter 5.1 Registration for VAT liability (standard procedure); registration for VAT on application.

2. Foreign company letting of immovable property (§ 12 and § 30, VAT Act)

It is possible for a foreign company to voluntarily register for VAT for letting of immovable property if certain conditions are met. In such cases, the user of the premises (e.g. the tenant) should carry out VAT-liable activities in the premises on a continuous basis. Tick the box and give the starting date for the VAT liability. Also give the name and Business ID of the tenant under section 'Additional information' on page 4, and attach a copy of the rental contract.

For more information, please visit the Finnish Tax Administration's guidance [Registering for VAT for letting of immovable property](#) (in Finnish or in Swedish).

3. Distance sales, staying below the threshold (section 63 a of the Value Added Tax Act)

Distance sales refers to sales of goods where the seller is responsible for transporting the goods to their destination in another EU country to private individuals or other similar non-taxable recipients (for example mail order customers). The distance selling provision is applied to such sales: The sales are taxed in the country of destination if the sales exceed the threshold set by the country in question.

Distance sales are not taxed in Finland if, in the calendar year in question and the year before that, the company's sales to Finland are no more than 35,000 euros per calendar year (excl. tax). Even if the distance sales of the seller to Finland stay below 35,000 euros, the seller may select Finland as the country in which its distance sales are taxed.

Tick the box if your company conducts distance sales from another EU Member State to Finland and you are selecting Finland as the country in which your distance sales are taxed even if the lower threshold (35,000 euros) is not exceeded. Give the date from which your distance sales are taxed in Finland as the start date of your VAT liability. You should also attach a copy of the application submitted to the authorities or the decision made by the authorities in the country of departure under which your distance sales are taxed in Finland instead of the country of departure.

If your company's distance sales to Finland are more than 35,000 euros during a calendar year or you are selling goods subject to excise duty, tick the box "Distance sales, the threshold is exceeded on the start date".

For more information, visit [Rules and procedures regarding distance selling to non-taxable persons and VAT](#)

PREPAYMENT REGISTRATION

If your company is registering for prepayment register, give the starting date of business operations in Finland. Give either the day on which you submitted the application or the forthcoming starting date of your business operations. The earliest possible date for registration is the date on which the notification was received. The entry into the prepayment register is public information in the BIS company search (ytj.fi).

A company that conducts or intends to conduct business, agriculture or other activities to receive income can be entered into the prepayment register. When the company has been entered into the prepayment register, the payer does not need to withhold tax on the compensations paid to the company. The Finnish Tax Administration may decide not to enter a company into the prepayment register if the company, an individual holding a senior position in the company or a company in which the individual in question has held a leading position, has substantially neglected their

- tax payment obligation
- tax-related notification duty
- accounting obligation
- other tax-related obligations.

REGISTERING AS AN EMPLOYER PAYING WAGES ON A REGULAR BASIS

All employers paying wages in Finland on a regular basis are entered into the employer register. If a foreign company has a permanent establishment in Finland for income tax purposes, it is subject to the same employer obligations as any Finnish company. From this follows that registration as an employer is mandatory if wages are paid in Finland to at least two employees on a regular basis. A company must also

register as an employer paying wages on a regular basis if it pays wages to at least six employees at the same time on a temporary basis even if their employment relationships were intended to be of short duration.

If a foreign company does not have a permanent establishment in Finland for income tax purposes, it does not need to register as an employer. However, the company may voluntarily register as an employer.

If your company registers as an employer paying wages on a regular basis, you should give the date on which you start paying wages in Finland.

Under the Business Information Act, the entry into the employer register is public information.

You should report the wages, other contributions and withholdings on the tax return for self-assessed taxes. Withholdings and other employer contributions are paid using the reference number for self-assessed taxes. An employer paying wages on a regular basis must file a tax return even if it has not paid wages or other contributions.

- For more information, visit [Obligations of a foreign employer](#)
- [Income taxation of foreign corporate entities](#)

REGISTERING AS LIABLE TO PAY TAX ON INSURANCE PREMIUMS

Insurance companies with an operation in Finland must pay a tax on the insurance premiums if the object of insurance is a property located in Finland or an interest related to activities practised in Finland or other interest in Finland. Foreign insurance companies are also permitted to conduct insurance business in Finland. In certain situations the policyholder is the party liable to pay the tax on insurance premiums. You do not need to register as the party liable to pay tax on insurance premiums when you pay statutory pension insurance contributions.

If you are registering as the party liable to pay tax on insurance premiums in Finland, give the starting date of the payment obligation.

- For more information, visit [Guidance on tax on insurance premiums](#)
- [Insurance policies taken out outside Finland - policyholder as the party liable to pay the tax on insurance premiums](#) (in Finnish)

TAX PERIOD OF SELF-ASSESSED TAXES

If the turnover or similar revenue of your company during the calendar year is more than 100,000 euros, you can ignore this section. In this case, the value added tax, withholdings, employer's social security contribution and taxes at source must be reported and paid on a monthly basis.

If the global turnover of your company per calendar year (i.e. not accounting period) is 100,000 euros or less, you can extend your tax period. Please note that the company's turnover outside Finland is also included in the global turnover.

Only the companies that must file tax returns for self-assessed taxes on a regular basis, that is the companies registered for VAT or as employers paying wages on a regular basis, can have their tax period extended. The company may only have its tax period extended if it has not substantially neglected the reporting or payment of taxes.

- If the turnover of your company for the calendar year is 100,000 euros or less, you may report and pay your value added taxes, withholdings, employer social security contributions and taxes at source on a quarterly basis.
- If the turnover of your company is between 30,001 and 100,000 euros but you wish to report and pay taxes on a monthly basis, tick the box “monthly”.
- If the turnover is 30,000 euros or less, you can report and pay the valued added tax on a yearly basis and the employer contributions on a quarterly basis. You can also report and pay both of them either on a quarterly or on a monthly basis .

Choose the appropriate tax period based on the company’s turnover. If you do not choose any tax period, the Finnish Tax Administration will automatically put you in the monthly tax period.

The Finnish Tax Administration will determine the length of the tax period for self-assessed taxes and send you a written notification.

Please note that when a company has registered for VAT or as an employer paying wages on a regular basis, the Finnish Tax Administration will notify the company of the length of the tax period. A taxpayer with an extended tax period must notify the Finnish Tax Administration without delay if the company’s turnover in the present or in the following calendar year will increase so that the extended tax period is no longer permissible. The notification must be submitted on the Finnish Tax Administration's request form for change of tax period of self-assessed taxes (4071), which is available at vero.fi/forms. The Finnish Tax Administration may also, at its own discretion, remove the company from the extended tax period to the monthly tax period if the company’s turnover exceeds the limit or the company has neglected the reporting or payment obligations. If the tax period is changed, the Finnish Tax Administration will notify the company of the start date of the new arrangement.

DESCRIPTION OF BUSINESS CONDUCTED IN FINLAND

What kind of operations does the company have in Finland?

Give a description of your business activities in Finland.

Details of the company's building or installation operations in Finland

If you operate a construction, building or installation business in Finland, give the following details.

Give the requested details of your contacts. Give the name and the Business ID of the customer, object of the contract and the starting and ending date of the contract. You can give the address or number of the construction site or other site identifier under "Object". You can give the estimated ending date of the construction if the duration of the contract is not yet known. If you are engaged in more than three contracts, give the details of them on a separate appendix. Remember also to enclose copies of the contract agreements.

State whether the duration of the project or several successive projects in Finland is more than nine months.

Does your company have an office, workshop, sales office, warehouse or other outfit in Finland?

State whether your company has any of the following in Finland: office, workshop, sales office, warehouse or other outfit. Describe the outfit if it is not an office, workshop, sales office or warehouse. The outfit may also be located in the premises of another company.

Number of employees in Finland, do they stay in Finland for more than six months and what are their duties in Finland (sales, marketing, etc.)?

Give the requested details of your employees. Give the number of your employees in Finland and whether they stay in Finland for more than six months. List also their duties in Finland.

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

Tick the appropriate box indicating whether your company has a physical person/legal person in Finland with authority to process commercial orders or to sign contracts on behalf of the company.

Do any of the company directors live permanently in Finland?

Tick the appropriate box indicating whether any of the company directors live permanently in Finland.

Where are the significant decisions concerning the company made?

Tick the appropriate box indicating whether the significant decisions concerning the company are made in the country of domicile, Finland or elsewhere.

If decisions are made both in the country of domicile and in Finland, tick both boxes.

Tick the box "Elsewhere" if the decisions are made outside the country of domicile and Finland. Give the name of the country under "Additional information".

Does your company sell products in Finland

Tick the appropriate boxes (consumers, companies registered for VAT in Finland or others). If your company sells products in Finland to both consumers and companies registered for VAT in Finland, tick both boxes.

Tick the box "Others" if your company sells products in Finland to other customers than consumers or companies registered for VAT in Finland. Give the customers for your products and services under "Additional information".

Does your company sell services in Finland?

Tick the appropriate boxes (consumers, companies registered for VAT in Finland or others). If your company sells services in Finland to both consumers and companies registered for VAT in Finland, tick both boxes. Tick the box "Others" if your company sells services in Finland to other customers than consumers or companies registered for VAT in Finland. Give the customers for your products and services under "Additional information".

What activities does your company have?

- Intra-Community supply from Finland

Tick the "Yes" box if your company conducts intra-Community supply from Finland to other EU countries. Intra-Community supply refers to the sale of goods to a VAT-liable company based in another EU country and the seller, buyer or someone else on their behalf transports the said object from Finland to a VAT-liable buyer in another EU country.

For more information, visit [Value added taxation in trade in goods in the EU \(in Finnish\)](#)

- Intra-Community acquisitions to Finland

Tick the "Yes" box if your company makes intra-Community acquisitions from other EU countries to Finland. Intra-Community acquisition refers to purchase of goods from a VAT-liable company based in another EU country when the seller, buyer or someone else on their behalf transports the goods to the buyer from one EU country to another.

For more information, visit [Value added taxation in trade in goods in the EU \(in Finnish\)](#)

- Export transactions from Finland

Tick the "Yes" box if your company exports goods from Finland to countries outside EU. Export refers to sales of goods from the areas within the EU Tax Area to the areas outside the Union.

For more information, visit [Value added taxation in export trade \(in Finnish\)](#)

Estimated investment volume during the first accounting period in Finland

Give an estimate of the purchases that your company will make in Finland during the first accounting period. Give the total amount of all the main purchases in euros.

Additional information

Here you can give additional information on the company's operations in Finland.

MANDATORY ENCLOSURES

Trade register extract from country of domicile and its translation

A foreign company must attach the trade register extract issued by the authorities in its country of domicile or a copy of the document. The register extract must have the following information: the official company name, domicile, line of business, accounting period and the names of the persons with the right to sign documents on behalf of the company.

If these details are not in the trade register extract, you must also attach a copy of the articles of association, partnership agreement or other by-law containing the information.

Finnish, Swedish or English translations of these documents must also be enclosed if the original documents are written in other languages.

Copy of the contract agreement or employee leasing contract

A foreign company performing construction, building or installation work must enclose a copy of the contract agreement. A company carrying out employee leasing activities must enclose a copy of the employee leasing contract concluded in Finland.

OTHER ENCLOSURES ADDED AS NECESSARY

Power of attorney

If the start-up notification Y1 has been signed by an authorised individual, you must attach the power of attorney to the notification.

Copy of the lease

If your company is registering for VAT for assigning a right to use real property, you must enclose a copy of the lease.

DATE AND SIGNATURE

Please note that you must also sign page 4 ("Description of business conducted in Finland").

The individuals with the right to sign for the foreign company must be listed in the trade register extract issued in the company's country of domicile or other similar register extract. The document must be attached to the start-up notification. The notification may also be signed by the representative, an individual authorised to sign for the company or other authorised individual. Enclose the power of attorney, if necessary. If an open power of attorney is used, the original document must be attached to the notification. For a limited power of attorney, only a certified copy is required.

DESCRIPTION OF THE FILE

Under the Personal Data Act, the controller must ensure that the data subjects may access certain information relating to the processing of their personal data. The description of the file contains the details of the purposes for which the data is collected and disclosed. It also details the rights concerning access and correction of the data. The descriptions of the files are available at ytj.fi, the Finnish Patent and Registration Office and the Finnish Tax Administration. The Finnish Patent and Registration Office and the Finnish Tax Administration are the joint controllers of the Finnish Business Information System. Both authorities also maintain their own registers.

ADDITIONAL INFORMATION

If you need assistance and information for completing these forms, please contact:

Finnish Patent and Registration Office, tel. +358 29 509 5050

Finnish Tax Administration, tel. +358 29 497 064

State Department of Åland, tel. +358 18 635 270

