



THE BUSINESS
INFORMATION SYSTEM



For official use									
					/				

START-UP NOTIFICATION
Limited companies, co-operatives,
foundations and other organisations

Y1

This form is for having your enterprise entered in the Trade Register, Register of Foundations, VAT Register, Prepayment Register, Employer Register and the register of payers of tax on insurance premiums.

Please note that limited companies must be set up using the online filing service at ytj.fi. Co-operatives must attach this form to our online form (prh.fi). Foundations and other organisations can send this form by post.

Read more about exceptions, if any: www.prh.fi/trade-register/start-up-special-cases

Name of enterprise or organisation	
Company Name (treated as a suggested name until the Trade Register has approved it)	Language
	<input type="checkbox"/> Finnish <input type="checkbox"/> Swedish
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)	<input type="checkbox"/> Register of Foundations

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	
Home municipality (in Finland)	Country of residence (if not Finland)

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

Address information for public use (postal or street address is mandatory)						
c/o (postal address)				c/o (street address)		
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		

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, see the guidance for completing this form.			
Date of establishment or start date of business in Finland	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 10011



Y1

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

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

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Type of enterprise (Please complete the mandatory appendix form applicable to your enterprise)

Limited company (private limited company)
 Foundation
 Other type, please specify _____

Public limited company
 Branch of a foreign enterprise

Co-operative
 Foreign company

Enclosures: select at least one, as appropriate for your legal entity form

1 Limited company or public limited company
 5 Right-of-occupancy association, resident administered area, European economic interest grouping or branch of an interest grouping located in Finland but registered in another country, mortgage society savings bank or state public enterprise

2 Cooperative or cooperative bank
 11A Foundation

3 Branch of a foreign enterprise

4 Mutual insurance company, public mutual insurance company or insurance association

Enclosures for the Tax Administration

6204 Registration of a foreign enterprise

YTJ 10012

Name of contact person

Please indicate the person providing further information about the notification. If the person works for a law firm or an accounting firm, also indicate the name of the company or organisation.

Declare the contact details of the person providing further information using a personal data form.

Name of person	Name of company or organisation

Date and signature

Add the date and the printed name of the signer of the notification. Print out the form and sign it by hand. See the form filling instructions for more detailed instructions for signing.

Date	Signature and printed name

Privacy statement: You will find more information about the processing of personal data at ytj.fi and on the websites of the PRH and the Finnish Tax Administration.



Y1

INFORMATION FOR THE TAX ADMINISTRATION

Postal address to be given to the Tax Administration use only (unless it is the same as on Page 1)						
Postal address (street or road)	Building no	Entrance no	Apartment no	PO Box no	Postal code	Town or City

YTJ 10013

Registration for VAT	as of (dd.mm.yyyy)	Exclusion from VAT (please attach a statement of the grounds)	as of (dd.mm.yyyy)
<input type="checkbox"/> Trade or business <input type="checkbox"/> Purchases; withdrawal of goods for own use <input type="checkbox"/> Notification obligation for sales of services in the EU <input type="checkbox"/> Primary producer		Justification that the company does not consider itself liable for VAT <input type="checkbox"/> Small-scale business (§3, VAT Act, €20,000) <input type="checkbox"/> Healthcare services (§34, VAT Act) <input type="checkbox"/> Social services (§37, VAT Act) <input type="checkbox"/> Instructor services (§39, VAT Act) <input type="checkbox"/> Financial and insurance services (§41, §44, VAT Act) <input type="checkbox"/> Non-profit/religious entity (§4-5, VAT Act) <input type="checkbox"/> Fees to performing artist or royalties (§45, VAT Act) <input type="checkbox"/> Real property right (§27, VAT Act) <input type="checkbox"/> Other non-VAT operations, please specify: _____	
VAT taxpayer status is requested	as of (dd.mm.yyyy)		
<input type="checkbox"/> For the transfer of rights to use immovable property (under §12 and §30, VAT Act. Rental contract - or other account of the rental property and tenant - must be enclosed.) <input type="checkbox"/> Small-scale business operator (§3, VAT Act, €20,000) <input type="checkbox"/> For intra-Community acquisitions (§26 f, VAT Act) <input type="checkbox"/> Primary producer <input type="checkbox"/> Non-profit/religious entity (§12.1, VAT Act)			

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

Tax period of self assessed taxes
 If turnover (=sales) does not exceed €100,000 a year, you have the option to report and pay VAT in quarter-year periods. Then you can pay withholding, employer's social security and source tax once every quarter. If turnover is €30,000 or less, you can file and pay VAT once a year, and other self-assessed taxes once every quarter. Reports on earnings payments must be submitted to the Incomes Register in 5 days after each payday. 'Turnover' also includes your company's foreign selling.

<input type="checkbox"/> Sales for calendar year is €30,000 max.	<input type="checkbox"/> Sales for calendar year is from €30,001 to €100,000
<input type="checkbox"/> Sales for calendar year is higher than €100,000	
Desired length of tax period – VAT	Desired length of tax period – employer contributions
<input type="checkbox"/> year	<input type="checkbox"/> quarterly
<input type="checkbox"/> quarterly	<input type="checkbox"/> monthly
<input type="checkbox"/> monthly	

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



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Additional information for the Tax Administration

YTJ 10014