



THE BUSINESS
INFORMATION SYSTEM



For official use									

START-UP NOTIFICATION

Limited companies, co-operatives, savings banks, foundations and other organisations

Y1

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

Please, send the completed form to: PRH - Verohallinto, Yritystietojärjestelmä, PL 2000, 00231 HELSINKI

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	
Municipality	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

Address information for public use at PRH and the Finnish Tax Administration (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.

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<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

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

Type of enterprise (Please complete the mandatory appendix form applicable to your enterprise)	
<input type="checkbox"/> Limited company (private limited company)	<input type="checkbox"/> Foundation
<input type="checkbox"/> Public limited company	<input type="checkbox"/> Branch of a foreign enterprise
<input type="checkbox"/> Co-operative	<input type="checkbox"/> Foreign company
<input type="checkbox"/> Other type, please specify _____	
Enclosures: select at least one, as appropriate for your legal entity form	
<input type="checkbox"/> 1 Limited company or public limited company	<input type="checkbox"/> 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
<input type="checkbox"/> 2 Cooperative or cooperative bank	<input type="checkbox"/> 11A Foundation (under Act 487/2015 on Foundations)
<input type="checkbox"/> 3 Branch of a foreign enterprise	
<input type="checkbox"/> 4 Mutual insurance company, public mutual insurance company or insurance association	
Enclosures for the Tax Administration	
<input type="checkbox"/> 6204 Registration of a foreign enterprise	

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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	

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 ytfi.fi or contact the Finnish Patent and Registration Office or the Tax Administration.

**INFORMATION FOR THE TAX ADMINISTRATION****Y1**

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

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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, €15,000) <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, €15,000) <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

COMPANY NAME

DATE OF MEMORANDUM OF ASSOCIATION

SHARE CAPITAL AND SHARES		
Amount of share capital	Number of shares	Nominal value, if any, of a share
Other details of the shares (fill in if necessary, see instructions)		

STATEMENT OF THE BOARD OF DIRECTORS AND THE MANAGING DIRECTOR
The undersigned, in other words all the members of the company's board of directors and the managing director, confirm that the company has been set up according to the provisions in the Finnish Limited Liability Companies Act.
Date
Signatures and names in block capitals of all the members of the board of directors and the managing director

AUDITORS' CERTIFICATE ON THE PAYMENT OF SHARES
The undersigned auditors of the company confirm that the provisions in the Finnish Limited Liability Companies Act on the payment of shares have been followed.
Date
Auditors' signatures and names in block capitals

BOARD OF DIRECTORS (If the board of directors consists of less than three members, at least one deputy member must be elected)

Also fill in a separate personal data form.

Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)	<input type="checkbox"/> Member	<input type="checkbox"/> Deputy member

AUDITORS Also fill in a separate personal data form.

<input type="checkbox"/> Auditor	<input type="checkbox"/> Deputy auditor
Name (person or organisation)	Date of birth (dd.mm.yyyy) or Business ID
Auditor with principal responsibility in the organisation	Date of birth (dd.mm.yyyy)
<input type="checkbox"/> Auditor	<input type="checkbox"/> Deputy auditor
Name (person or organisation)	Date of birth (dd.mm.yyyy) or Business ID
Auditor with principal responsibility in the organisation	Date of birth (dd.mm.yyyy)

NO AUDITORS ARE ELECTED

MANAGING DIRECTOR Also fill in a separate personal data form.		
Managing director		
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)
Substitute for the managing director		
Name	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)

HOUSE MANAGER Also fill in a separate personal data form.		
Name (person or organisation)	Date of birth (dd.mm.yyyy) or Business ID	
House manager with principal responsibility in the organisation	Date of birth (dd.mm.yyyy)	Citizenship (if not Finnish)

REPRESENTATION OF THE COMPANY Also fill in a separate personal data form.		
Persons authorised to represent the company and holders of procuration (representation rights and procuration rights given by the board of directors)		
Name	Date of birth (dd.mm.yyyy)	<input type="checkbox"/> Authorised person <input type="checkbox"/> Holder of procuration
Citizenship (if not Finnish)	How the person represents the company (on his or her own / together with whom)	
Name	Date of birth (dd.mm.yyyy)	<input type="checkbox"/> Authorised person <input type="checkbox"/> Holder of procuration
Citizenship (if not Finnish)	How the person represents the company (on his or her own / together with whom)	
Name	Date of birth (dd.mm.yyyy)	<input type="checkbox"/> Authorised person <input type="checkbox"/> Holder of procuration
Citizenship (if not Finnish)	How the person represents the company (on his or her own / together with whom)	
Name	Date of birth (dd.mm.yyyy)	<input type="checkbox"/> Authorised person <input type="checkbox"/> Holder of procuration
Citizenship (if not Finnish)	How the person represents the company (on his or her own / together with whom)	
Name	Date of birth (dd.mm.yyyy)	<input type="checkbox"/> Authorised person <input type="checkbox"/> Holder of procuration
Citizenship (if not Finnish)	How the person represents the company (on his or her own / together with whom)	

N.B. The last four digits of the Finnish personal identity code, or the home address of persons living outside Finland, are disclosed from the Trade Register only if the legal requirements are fulfilled (section 1a of the Finnish Trade Register Act). More information on openness and handling of personal data our home page www.prh.fi

You can find this form in fillable form at: <https://www.prh.fi/en/kaupparekisteri/lomakkeet.html>

Basic information of the company

Company name:	
Business ID:	Record number of notification:

Personal data

Use this form to enter the person's name, Finnish personal identity code and citizenship.		
If the person does not have a Finnish personal identity code, enter their date of birth instead.		
If the person lives outside of Finland, enter their home address.		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		
Last name	First names	
Citizenship	Personal identity code	Date of birth
Home address of person living outside of Finland (street address, domicile, country)		

Print more than one personal data form if necessary: <https://www.prh.fi/en/kaupparekisteri/lomakkeet.html>

Fill in Appendix Form 1, Form Y1 and the personal data form.

If there is not enough space on the form, please enclose several similar pages or use separate A4 sheets.

Please do not enclose the guidelines with the form.

DOCUMENTS TO BE SUBMITTED WITH THE START-UP NOTIFICATION

1. The original notification form Y1, the original Trade Register's Appendix Form 1, and the original personal data form
2. The original memorandum of association
3. Articles of association
and if necessary:
4. The minutes of the board meeting (for example details of the holders of procuration, auxiliary company names etc.)
5. Documentary evidence of foreign persons
 - foreign person (=the person does not have a Finnish personal identity code): for example a photocopy of the passport
 - a foreign company is a shareholder: an extract from the register in the company's home country
6. A report by an authorised auditor (HT auditor or KHT auditor) if the shares are paid using other property than money

PLEASE NOTE THAT WE HAVE INTRODUCED A NEW WAY TO SUBMIT PERSONAL DETAILS TO THE TRADE REGISTER

Do not write the last four digits of personal identity codes, or the home addresses of persons living outside Finland, on the Appendix Form, as they are not public details. Instead, write them on a specific personal data form. The details become public if you write them on the Appendix Form. If the person has a Finnish personal identity code and lives in Finland, do not enter their postal address or citizenship. If the person does not have a Finnish personal identity code, enter their date of birth instead. Visit our website at www.prh.fi to read more about the publicity of details.

The last four digits of Finnish personal identity codes, or the home address of persons living outside Finland, are disclosed from the Trade Register only if the requirements in section 16(3) of the Finnish Act on the Openness of Government Activities are fulfilled (section 1a of the Finnish Trade Register Act).

PERSONS NAMED IN THE NOTIFICATION*Finnish personal identity code*

If a person has a Finnish personal identity code, do not enter his or her postal address - it will be registered directly from the Finnish Population Register based on the personal identity code given on the personal data form.

No Finnish personal identity code

If a person does not have a Finnish personal identity code, give his or her date of birth, and, on the personal data form, his or her postal address and country of residence.

No permanent place of residence in the European Economic Area

At least one ordinary member of the board of directors and one deputy member, if any, must have a permanent place of residence in the European Economic Area. Otherwise they need an exceptional permission to be members or deputy members of the board of directors. The permission must be applied from the Finnish Patent and Registration Office (PRH). The managing director and the substitute for the managing director must also have a place of residence in the European Economic Area or they need the afore-mentioned exceptional permission.

One of the auditors must have a place of residence in the European Economic Area. An exceptional permission cannot be sought or granted.

No restrictions are set to the place of residence of holders of procuration or persons authorised to represent the company.

SHARE CAPITAL AND SHARES

The share capital of a private limited liability company can be 0 euros or more. The share capital of a public limited company can be at least 80,000 euros.

The share does not have to have a nominal value. However, if a nominal value has been determined, that fact has to be specified in the articles of association and in the notification form.

Other details of the shares

If the company has shares of different classes, please state the class of each share and the number of shares classified according to class. Under the heading 'Other details of the shares' you can also mention that the shares have been entered in the book-entry system, that authorisations has been given etc.

**STATEMENT OF THE BOARD OF DIRECTORS AND THE MANAGING DIRECTOR, AND THE AUDITOR'S
CERTIFICATE**

When you notify a company to the register, the share capital has to be fully paid into the company's bank account. All the ordinary members of the board of directors and the managing director, if the company has one, sign the statement. All the company's ordinary auditors sign the auditor's certificate. If, under the law and/or the articles of association, the company is not obliged to appoint an auditor, enclose some other evidence on the payment for shares, for example an account statement, or an equivalent receipt from a financial institution.

AUDITORS

The auditor or deputy auditor can be a person or a firm. The auditor has to be an HT auditor or a KHT auditor or an audit firm. If you enter a firm as the auditor, please also state who the auditor with principal responsibility is in the firm. If you enter a person as the ordinary auditor, please also choose and state the deputy auditor.

If, under the law and/or the articles of association, the company is not obliged to appoint an auditor, and no auditor is appointed, please tick the box next to 'No auditors are elected'. You must in other words write the name of the auditor or indicate that auditors have not been elected.

REPRESENTATION OF THE COMPANY

The company can be represented in the following manner:

1. The company can be represented by the entire board of directors automatically under the Finnish Limited Liability Companies Act
2. The company can be represented by the chairperson of the board of directors, a board member, a deputy board member, the managing director and/or the substitute for the managing director under a provision of the articles of association (for example, the company is represented by the chairperson of the board of directors and the managing director, each on his or her own, or by any two board members jointly). Please do not give these details on the form.
3. The board of directors can give a specified person the right to represent the company. Rights to represent the company can be given only if the articles of association include a provision on such rights.
4. The board of directors can give a specified person procuration rights. The board of directors always has the right to give procuration rights.

Please indicate on the form that persons referred to in item 3 above are persons authorised to represent the company and that persons referred to in item 4 are holders of procuration.

Please indicate in the box 'How the person represents the company' whether the person represents the company on his or her own or together with someone else. In the latter case, please state with whom the holder of procuration or the authorised person may represent the company (for example together with another holder of procuration or together with a member of the board of directors or the managing director). These details must also be stated in the decision of the board of directors.

HOW TO PAY

Pay the handling fee in advance and **enclose the receipt with your notification**. The receipt must show the following details:

- The payer
- The recipient (PRH), and the account number to which the money was transferred (PRH's bank account)
- The bank's archive number
- The sum paid in euros
- Write the following details in the message field: the name of the limited liability company, and 'Start-up notification'. Leave the reference number field empty.

We only accept receipts showing the status of the payment - either 'Paid' or 'Processed'. The receipt can be a printout stating the transaction and the bank's archive number, a copy of an account statement, or a receipt from a payment ATM.

If you deliver the notification in person to the PRH Customer Service at Sörnäisten rantatie 13 C in Helsinki, you can also pay the fee by debit card or by any of the following credit cards: Visa, Visa Electron, OK, Eurocard, Mastercard, Diners Club or American Express.

For more information about the handling fee and the notification procedure, go to our website at www.prh.fi .