

You can also report the information of a foreign employee online at enterfinland.fi.

Employee announcement

 Use this form to report the information of a foreign employee when you hire an employee who is not a citizen of an EU or EEA country or Switzerland, or a family member of a citizen of an EU or EEA country or Switzerland.

1. For instructions see: migri.fi/en/role-and-obligations-of-employers.
2. Fill in the form carefully. Remember to sign the form.
3. The attachments needed for the announcement are listed under 'Attachments'.
4. Send the form and the attachments to the Finnish Immigration Service.

Postal address: PO Box 10, FI-00086 Maahanmuuttovirasto, FINLAND

Fax: 0295 411 720

Email: migri@migri.fi

 The email connection is not encrypted. If you send the form by email, you do so at your own risk. For more information about encrypting emails, see migri.fi/en/contact-information.

1. Employee's details

1.1 Employee's details	Last name
	First names
	Date of birth (dd.mm.yyyy) _ _ . _ _ . _ _ _ _  dd=day, mm=month, yyyy=year
	Citizenship

2. Employer's details

2.1 Employer's details	Name of employer
	Business ID  If the employer does not have a Finnish business ID, enter a national company registration number. If the employer is a private individual, enter the employer's personal identity code.
	Street address
	Postal code City

	<p>Name of contact person ⓘ The person who represents the employer and will give additional information on behalf of the employer if needed. A power of attorney must be attached if the person is not employed by the employer.</p>
	<p>Position of contact person</p>
	<p>Email address of contact person</p>
	<p>Telephone number of contact person ⓘ Please include the country code.</p>

3. Terms of employment

<p>3.1 Terms of employment</p>	<p>Duration of employment contract in Finland ⓘ If the employer is a foreign company or the employee is a posted worker, state the duration of the employee's employment in Finland. State also the end date for temporary or fixed-term employment in Finland.</p> <p><input type="checkbox"/> Until further notice, starting on ____ . ____ . ____ (dd.mm.yyyy)</p> <p><input type="checkbox"/> Fixed-term, starting on ____ . ____ . ____ (dd.mm.yyyy), ending on ____ . ____ . ____ (dd.mm.yyyy)</p> <p><input type="checkbox"/> Framework agreement (temporary agency work/on-demand work), starting on ____ . ____ . ____ (dd.mm.yyyy), ending on ____ . ____ . ____ (dd.mm.yyyy)</p> <hr/> <p>Working time</p> <p><input type="checkbox"/> Per week _____ hours</p> <p><input type="checkbox"/> Over three weeks _____ hours</p> <p><input type="checkbox"/> Per month _____ hours</p> <p><input type="checkbox"/> Other, please specify: _____ hours</p> <hr/> <p>Grounds for pay ⓘ Choose one.</p> <p><input type="checkbox"/> Hourly pay EUR _____ per hour</p> <p><input type="checkbox"/> Monthly pay EUR _____ per month</p> <p><input type="checkbox"/> Seasonal or piece-rate pay or payment by project EUR _____ per season, task, piece or project</p> <p>ⓘ Choose this option if the employee will be paid a lump sum for the work done during a certain period of time, such as during the entire employment relationship, or if the employee is paid per task, piece, project or season. Write here the time period for which the wages will be paid: ____ . ____ . ____ - ____ . ____ . ____ (dd.mm.yyyy-dd.mm.yyyy)</p> <hr/> <p>Taxable fringe benefits provided by the employer ⓘ Such as accommodation benefit, meal allowance, full room and board, commuter tickets, company car, telephone benefit or similar. Write each benefit below. To check the maximum taxable values of fringe benefits, see vero.fi/en.</p> <p>Does the employer provide any fringe benefits?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes ⓘ If you answered 'yes', fill in the sections below.</p> <p>Fringe benefit 1: _____</p> <p><input type="checkbox"/> As part of the salary, taxable value EUR _____ per month</p> <p><input type="checkbox"/> In addition to the salary, taxable value EUR _____ per month</p> <p>Description of the fringe benefit: _____</p>
---	---

	<p>Fringe benefit 2: _____</p> <p><input type="checkbox"/> As part of the salary, taxable value EUR _____ per month</p> <p><input type="checkbox"/> In addition to the salary, taxable value EUR _____ per month</p> <p>Description of the fringe benefit: _____</p> <p>Fringe benefit 3: _____</p> <p><input type="checkbox"/> As part of the salary, taxable value EUR _____ per month</p> <p><input type="checkbox"/> In addition to the salary, taxable value EUR _____ per month</p> <p>Description of the fringe benefit: _____</p> <hr/> <p>Is a collective agreement applicable to the job? ⓘ You can find the collective agreements at finlex.fi/fi/viranomaiset/tyoehto/.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes ⓘ If you answered 'yes', name the collective agreement.</p> <p>_____</p>
--	--

4. Attachments

<p>4.1 Attachments</p>	<p><input type="checkbox"/> A copy of the employee's passport or residence permit card</p> <p><input type="checkbox"/> Power of attorney ⓘ Attach a power of attorney if you have been authorised to represent the employer. A power of attorney is not needed if this form is filled in by a person who is employed by the employer and who handles recruitment and salary matters.</p>
-------------------------------	--

5. Processing of personal data

<p>UMA system</p>	<p>The information you have provided on this form will be recorded in the electronic case management system (UMA) of the Finnish Immigration Service.</p> <p>The UMA system is used for processing, decision-making in and monitoring of matters governed by the Aliens Act and the Citizenship Act. All documents related to the processing of your matter will be archived in the UMA system. More detailed information about the processing of your personal data and about your rights concerning the processing can be found in the privacy statement of the UMA system. You can read the statement at migi.fi/en/data-protection or get a paper copy of the statement when you submit your application.</p>
--------------------------	---

6. Date and signature

I hereby certify with my signature that I am competent to fill in and sign this form and that the information I have provided is correct.

ⓘ If an employer or a representative of the employer gives false or misleading information to the authorities, the Finnish Immigration Service may decide to refrain from issuing residence permits regarding employment for this employer, and the employer may be committing a violation of the Aliens Act. (Aliens Act, sections 186 and 187.)

Date and place	Signature
_____	_____
	Name in block letters ⓘ Please write your name in capitals.

	Position or role
