

Contact persons at Statistics Finland

Inquiries about content questions: yrityсреkisteri@stat.fi

Inquiries about user IDs: Service number +358 29 551 2222 on weekdays from 12 to 3 PM.

General instructions

The inquiry concerns the whole calendar year 1 January to 31 December. If there has been activity at the establishment for only part of the year (for example, 3 months), provide data for the period corresponding to the activity.

The data marked with an asterisk* are mandatory data on the web questionnaire.

Contact information

The pre-filled information should be checked and corrected if needed. Report changes in name or Business ID to the [business information system](#).

The details of the contact person are given on the form (name, telephone number and email address). We will contact that person if we need additional information on the provided data.

Questions about foreign ownerships are also asked from some of the enterprises. If an enterprise resident abroad owns over 50 per cent of the enterprise's voting rights, report a) the direct foreign owner enterprise and the share of votes in the shareholder enterprise, b) the group enterprise with the top voting rights and the group's share of votes in the enterprise.

Establishment data

The pre-filled data on the establishment are from Statistics Finland's Business Register.

Data on individual establishments are updated to the web form with the 'Edit' button. If there are several pre-filled establishments on the form, data concerning all of them can be updated at once as a CSV file transfer (see page 3).

If establishments are missing, data concerning establishments are added with the 'Fill' button.

Definition of establishment

An establishment is a unit owned by one organisation that is located at one address in Finland and operates in one industry.

If there are activities of different industries at the same address (for example, a bakery and a coffee shop), provide data as separate establishments.

Business Register Inquiry on establishment

Establishment data

The ID of the establishment given by Statistics Finland. We recommend using this ID when reporting information to the Incomes Register.

The name and address of the establishment are checked and corrected if necessary. The street address is given as the address, not a postal box address. The address is entered without abbreviations.

Street address*	<input type="text" value="Työpajankatu"/>	
House number	<input type="text" value="13"/>	
Staircase	<input type="text"/>	
Apartment	<input type="text"/>	
Postal code and office*	<input type="text" value="00580"/>	CITY OF HELSINKI

In case of change of address, also indicate the date of address change.

The industry

The industry describes economic activity.

The industry is defined based on the Standard Industrial Classification ([TOL 2008](#)) maintained by Statistics Finland. The classification is based on the European Union's classification of economic activities (NACE). The most detailed 5-digit level of the classification is a national category tailored for the needs of Finland.

In the Business Register, the industry of an establishment is based on its main activities and it is defined according to the guidelines of the Standard Industrial Classification.

If necessary, the industry pre-filled on the web form is updated with the **‘Apply’ button** by selecting the industry from the industrial classification on the 5-digit level or **by describing the main activities of the establishment** on the web form.

Select the industry of the establishment

Apply

or describes the most important activity

Employees and temporary employees

The question is asked on the form if employees work in several establishments.

The establishment's employees and temporary agency workers are reported in person-years at the accuracy of one decimal at most.

Person years (full-time equivalent FTE) describe employees' work input converted into full-time employees. A person that has worked permanently or

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temporarily for the establishment and whose input has been compensated as earned income is counted as an employee.

An employee who has worked full-time for a year corresponds to one person year. Part-time employees are converted into full-time employees. For example:

- Full-time employment of six months or half-day employment that has lasted for the whole year corresponds to 0.5 person years
- 60 per cent employment of eight months corresponds to 0.4 person years ($0.6 * 8 \text{ months} / 12 \text{ months} = 0.4$)

For employees who have been laid off or on unpaid leave during the year, the work input is reported for the period for which they have received salary.

The work input of **an employee working in several establishments** during the year is reported for the establishment where they mainly work. If a main establishment cannot be determined, the labour input of the employee is reported for the establishment from which the work is managed.

The **work input of remote workers** is reported to the nearest administrative establishment/ to the establishment from which the work is managed.

Employees from a temporary employment agency or a personnel service agency are reported as interim workers.

Continuation or termination of the establishment's operation

If the establishment's operation has **been terminated and transferred to another** operator, the date of transfer, Business ID and name of the enterprise continuing the operation are reported.

If the establishment's operation has **ceased completely or has been combined with another establishment of the organisation**, the date of termination of operation is reported.

Establishments as CSV file transfers

The data on establishments can be downloaded to the form as a CSV file. Transfer of data to the form:

1. Download the establishments to a CSV file
2. Fill in the establishment data in a CSV file and save the file in CSV UTF-8 format
3. Import the data to the form from the CSV file and check the data on the form

The order of the columns in the CSV file and the names of the column headings may not be changed. No more columns can be created in the file. Establishment codes cannot be changed or own codes added.

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Columns of the CSV file:

Technical name of the variable	Description of variable	Format and length
Establishment ID	The ID of the establishment given by Statistics Finland.	num / 15
Establishment name		varchar / 100
Street address	Street name only, no c/o, floor.	varchar / 50
House number		varchar / 13
Staircase		varchar / 4
Apartment number		varchar / 4
Postal code		varchar / 5
Telephone number	Without land code +358	varchar / 15
Change date of street address		date
Industry code	5-digit level	varchar / 5
Industry description		varchar / 1 000
Employees FTE	Employees at the establishment in total person years	float
Temporary employees FTE	Temporary employees at the establishment in total person years	float
Establishments starting date		date
Establishments termination date		date
Establishment's date of transfer	The date, when establishment has passed on to some other	date
Business ID of continuing activity		num
Name of continuing activity		varchar / 9
Further information		varchar / 2 000

End page

The inquiry is completed when all questions have been answered and the form has been saved. You log out from the form through the End page or from the 'Log out' link in the top right corner of the form.