

5.4.2023

GUIDE FOR PREVENTING BLACK ECONOMY ON HELEN WORKING SITES

Shared construction site means a workplace where employees of several employers and/or independent contractors are working simultaneously.

BILLING INFORMATION:

Please mention the site key mentioned in the purchase order on the invoices concerning this working site. We report them regularly to tax administration.

EMPLOYEE INFORMATION

The main contractor of the construction site is mentioned in the order. Please notice the option below:

1. Helen Oy is main contractor:

Helen Oy collects employee information by Valttikortti -card stamping device of all persons working at our construction sites.

1. Registration to the Vastuugroup.fi -service (company and employee)

Every company that comes to Helen Oy's working site has to register as a company to <https://www.vastuugroup.fi/> and add their employee information (at least the part that is working at Helen Oy). This basic service is free. Registration instructions in English: <https://www.vastuugroup.fi/en/foreign-companies>

Personnel need Finnish personal identity codes and Finnish tax-numbers, before adding into Vastuugroup.fi Here are tax authority's instructions: <https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/arriving-in-finland/work-in-finland/>

This same information can be used with your other contacts.

2. Site registration to Helen Oy's working site

Sign in to Helen Oy's working site in <https://www.vastuugroup.fi/> - Ilmoita service – Site registration – Sing up for a building site-> ENTER site key TA-FI... mentioned in the purchase order.

Choose Helen Oy (2630573-4) as an orderer.

Inform also all subcontractors that work on the same working site to tilaajavastuu@helen.fi

3. Going to working site

Going to Helen Oy's working site requires a personal Valttikortti-card and Flexim-card.

Order instructions to Valttikortti-cards from Vastuugroup: <https://www.vastuugroup.fi/en/foreign-companies/valtticard>

For Flexim-cards please contact your Helen contact person.

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2. Supplier is main contractor

The main contractor of the construction site is mentioned in the order. If more than one contractor/supplier works on the same site, it is a question of a shared construction site.

Every company operating on a shared construction site is obliged to report employee data to the main contractor, who reports all the employee data on the shared construction site to the Tax Administration electronically on a monthly basis.

Helen notifies to all contracts that comes to the shared construction site who is the main contractor. The contractors shall inform the main contractor of all subcontractors/subcontractors they may have.

The main contractor must inform in advance to other contractors working on the shared construction site how to log in to the site so that the contractors have the necessary cards ready at the start of the construction site.

The main contractor must keep a list of the persons working on the site.

The main contractor must report the subcontractors working on the site (name and business ID) to e-mail: **tilaajavastuuarkisto@helen.fi**

If only the employees of the main contractor (no subcontractors at all) work on the site, it is not a question of a shared construction site and employee information is not reported.