

PREVENTING BLACK ECONOMY ON HELEN WORKING SITES

EMPLOYEE INFORMATION

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

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

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

Personnel need Finnish personal identity codes and Finnish tax-numbers, before putting into Veronumero.fi. Here are tax authority's instructions: [http://www.vero.fi/en-US/Precise_information/International_tax_situations/Employers/Finnish_personal_identity_codes_for_work\(21271\)](http://www.vero.fi/en-US/Precise_information/International_tax_situations/Employers/Finnish_personal_identity_codes_for_work(21271)).

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.veronumero.fi/> - Ilmoita service – Site registration – Sing up for a building site-> ENTER site key TA-FI-... (listed below)

- Hanasaari Power plant revisio 2022, site key: TA-FI-1K2TF79-5
- Salmisaari Power plant revisio 2022, site key: TA-FI-1YWW9B9-V
- Vuosaari Power plant revisio 2022, site key: TA-FI-1TSE9Q8-G

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

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 Veronumero.fi: <https://www.veronumero.fi/en/instructions/valtti-instructions/>

If you don't have representative in Finland you can authorize Helen Oy to order Valttikortti cards, when you company and employee information in Veronumero.fi is ready.

For Flexim-cards please inform tax-number of every employee to your Helen contact person.

EUROS

We don't need to inform invoice euros to tax authority of these working sites.