

# Notification of Posting of Workers

The posting company is obligated to inform the Occupational Safety and Health Authority when posting workers to Finland before the beginning of the work as referred to in Section 7 in the Act on Posting Workers.

Use the form to provide the relevant information to the Occupational Safety and Health Authority about the posting of workers to Finland.

You will receive a confirmation message immediately after making the notification to the e-mail address(es) you provided in point 8. If you do not receive a confirmation message, re-issue the notification. In uncertain cases send email to [reportpostedworkers@avi.fi](mailto:reportpostedworkers@avi.fi). Queries will be answered within a few working days, not immediately.

If the information changes substantially, a prerequisite for the continuation of work in Finland is that the posting company immediately makes a supplementary notice.

The prior notification of construction work and the supplementary notification must also be submitted to the builder and the general contractor. This is a prerequisite for work.

The form is saved in the case management system or/and the enforcement data system of the Occupational Safety and Health Authority and the data in the registers may be used in the enforcement activities of the Occupational Safety and Health Authority. More information on the processing of personal data by the Occupational Safety and Health Authority and the rights of the registered as well as the contact information of the data controller and the data protection officer you can find on the website [www.tyosuojelu.fi](http://www.tyosuojelu.fi).

Information marked with an asterisk (\*) are required.

## 1. I submit\*

- the first prior notification of the posting of workers.
- a complementary notification which replaces the previous notification.

Should there be substantial changes in the information, the prerequisite for continuing the work is that the posting company immediately makes a complementary report as the changes take place.

Substantial changes refer to a change of contact information, representative, work place, number of workers or contract partner.

The builder and main contractor must also receive a notification of a construction work as well as possible complementation's.

Before the work begins in Finland the posting company must notify the OSH authorities about the posting of workers.

If a worker is sent **by internal group transfer**, there is no obligation to notify if the duration of the posting is up to five days.

When determining the duration of the posting, the current posting period and all previous posting periods (working time) for the last four months, during which workers of the same posting company have been working in Finland, will be taken into account.

In the construction sector, a notification must always be made.

The notification may be given immediately when the contract on posting workers has been concluded, but latest before the work agreed upon in the contract starts. In the construction sector, there are no exception from this duty.

The builder and main contractor must also receive a notification of a construction work as well as possible complementation's.

## Posting company

The **posting company**, i.e. the sending company, refers to the employer of the posting worker.

2. Name of the posting company \*

Name registered in the trade-/company register

3. National business ID or the Finnish Business ID of the posting company \*

National Business ID

Finnish Business ID

National Business ID (not Finnish),  
i.e. DE/HRB 1234, SIREN/SIRET

Identification (Finnish) given to the company  
or the community, in the form 1234567-8

4. Foreign tax registration number of the posting company \*

National tax number (not Finnish), i.e. VAT -number  
provided in the country of origin for the sending  
company

5. The post address of the posting company in the country of departure \*

Address in the home country of the sending  
company (in the country of establishment)

6. The home country of the posting company \*

Select home country in the menu

7. Responsible person(s) of the posting company in the home country \*

For example, the chairman of the Board or the  
Managing Director for a limited company  
(in the country of establishment)

8. E-mail address of the posting company \*

I've checked that the e-mail addresses are written correctly. A confirmation message and a PDF copy of the completed form will be sent to the e-mail addresses you have indicated.

E-mail address(es) to send a confirmation message about a notification and a supplementary notice. Please note that the confirmation message will only be sent to the email address(es) specified in this section.

In the construction sector, a notification and a supplementary notification must be submitted to the builder and the main contractor in addition to the authority. This is a demand for work.

You fulfill your obligations to the builder and the general contractor by sending the confirmation message to them, for example.

9. Telephone of the posting company \*

International call prefix (+), country code, phone number, i.e. +358 1234 5678

10. Website of the posting company

## Contractor

**Contractor** refers to a company or other entity that purchases cross-border services from the sending company. In an internal transfer of a company group, contractor refers to an establishment or a company (e.g. a subsidiary) belonging to the same group of companies, but located in another country, who receives the posted employee.

11. Contractor's name \*

Name registered in the trade-/company register or the known company name or person's name

12. The Finnish Business ID of the contractor or a national business ID or, for persons, date of birth \*

Finnish Business ID

National Business ID

Date of birth

Identification (Finnish) given to the company or the community, in the form 1234567-8

National business number (not Finnish), i.e. DE/HRB 1234, SIREN/SIRET

When an individual acts as a contractor, his or her date of birth (dd.mm.yyyy).

13. Contractor's post address \*

Official postal address

14. The home country of the contractor \*

Select home country in the menu

15. Contractor's e-mail address \*

16. Contractor's phone number

International call prefix (+), country code, phone number, i.e. +358 1234 5678

## Work in Finland

**Builder** refers to a person or an organisation engaged in a building project or directing or monitoring a building project.

**Main contractor** refers to a contractor who has been appointed as the main contractor and is responsible for the construction site's management obligations\*

17. Sector in which the posted workers perform work in Finland \*

Select in the menu the main branch or the closest branch, in which work is done in Finland.

18. Is the work performed at a project in the building sector? \*

If you answer the question concerning the building sector affirmately, please answer also the additional questions. Building work means construction, repair, upkeep, alteration or demolition of structures, including excavation, earthmoving, assembly and dismantling of prefabricated elements, fitting out and installation work, alterations, dismantling, maintenance, upkeep, painting and cleaning work, and improvements.

Yes  No

Since the work is performed at a building project, please answer the following additional questions. (see the next page of the instructions).

Since the work is performed at a building project, please answer the following additional questions.

The builder's name \*

The builder is the company or any other entity that concludes an agreement with the main contractor for the construction of an object.

Name registered in the trade-/company register or the known company name

The Finnish Business ID or national business ID or for persons, date of birth of the builder \*

Finnish Business ID

National Business ID

Date of birth (dd.mm.yyyy)

Identification (Finnish) given to the company or the community, in the form 1234567-8

National business number (not Finnish), i.e. DE/HRB 1234, SIREN/SIRET

When an individual acts as a builder, his or her date of birth (dd.mm.yyyy).

Builder's post address \*

The home country of the builder \*

Select home country in the menu

Name of the main contractor \*

Main contractor is the company or any other entity that concludes an agreement with the builder for the construction of an object.

Name registered in the trade-/company register or the known company name or when an individual acts as the main contractor, persons, his/her name

The Finnish Business ID or national business ID or for persons, date of birth of the main contractor \*

Finnish Business ID

National Business ID

Date of birth (dd.mm.yyyy)

Identification (Finnish) given to the company or the community, in the form 1234567-8

National business number (not Finnish), i.e. DE/HRB 1234, SIREN/SIRET

When an individual acts as the main contractor, his or her date of birth (dd.mm.yyyy).

Main contractor's post address \*

Official postal address

The home country of the main contractor \*

Select home country in the menu

19. Municipality in Finland where the work is performed \*

Select in the menu

20. Address, postal code and place in Finland where the work is performed. Should there not be a street address for the place where the work is performed, please indicate the nearest street address or the coordinates. \*

Should there not be a street address for the place where the work is performed, please indicate the nearest street

As for work in the transport branch you must enter the street address, post codes and towns in Finland where the loading and unloading takes place.

Enter the street address, post codes and towns where the loading and unloading takes place.

21. Estimated number of posted workers \*

Report the total number of posted workers or if the exact number is unknown, to a resolution of 5 people.

If the number of workers changes significantly and the previous notification gives a false impression of the amount of the posted workers, make a supplementary notification.

Recommendation: Make a supplementary notification if the number of workers changes by more than five.

If workers have already been posted to Finland before 1.9.2017 and after that more are send, please indicate the total strength.

22. Starting date for the posting of workers and estimated date when the posting of workers will end (dd.mm.yyyy)

Starts \*



Ends\*



State the date when the work approximatively will terminate, for example the last day of the month, should the exact date not be known.

23. Please answer the questions concerning the representative if the posting lasts longer than 10 days \*

More than 10 days    1–10 days

Please answer the questions concerning the representative if the posting lasts **longer than 10 days**. The sending company must have a reachable representative in Finland for posted workers and to the authorities during the posting period. This means a mailing address in Finland. One or more posted workers may work during the working day.

If the number of working days is **10 days or less** for the current posting period, consider the number of working days included in the previous periods:

add up the duration of the current posting period and all previous posting periods for the last four months (working days between 1.9.2017-31.12.2017) during which workers of the same posting company were sent to Finland for work on the basis of a contract with one or more contractors.

Identifying details and contact information for the representative referred to in the Act on Posted Workers

Name of the representative \*

Family name, First name. Report also the name of a contact person, if the representative is a legal person (company).

The representative's post address in Finland \*

Official postal address to which the authority can send documents.

E-mail address of the representative \*

An e-mail address by which the authority reaches a representative in Finland.

Telephone of the representative

International call prefix (+), country code, phone number, i.e. +358 1234 5678

24. Additional information on the notification

Enter the additional information you want in the free text field.