#### TASKS BEFORE REGISTRATION APPLICATION

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| Tasks | Notes |
| 1. Creating a business plan |  |
| 2. Economical calculations |  |
| 3. Determining whether a business is subject to a permit | In Finland there are many professions and services which are subject to license or you are obligated to give a notice to an authority before starting your business. |
| 4. Exploring the company's funding opportunities | Start-up grant – support for new entrepreneurs (Starttiraha)  New Business support (Käynnistystuki)  Investment support (Investointituki) |
| 5. Calculating the company's funding needs |  |
| 6. What is the company name and the company form? |  |
| 7. Partnership contract | If you take partners, it is good to make contract with them. |
| 8. Drafting a partnership agreement | A notification on a new private trader to the Trade Register does not require any separate documents; the start-up notification suffices.  If you submit your start-up notification electronically with a guided start-up package, the Business Information System will create a Memorandum of Association automatically. |
| 9. Opening a bank account |  |
| 10. Fullfilment of the YTJ notificationGo to the Finnish Patent and Registration Office's Business Information System (YTJ) to submit a start-up notification. | Register my company in the Tax Administration Register  Register my company in the Employer Register |
| 11. |  |
| 12. |  |

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| TASKS AFTER REGISTERING | |
| Tasks | Notes |
| 13. A license or notification |  |
| 14. Opening accounts for suppliers/wholesalers |  |
| 13. Advertising materials: | logo, business cards web domain and pages workclothes with logos, tapings etc. |
| 14. YEL (Entrepreneur’s Pension Insurance) |  |
| 15. Working and leisure time accident insurance and occupational diseases due to work |  |
| 16. Life insurance |  |
| 17. Permanent disability insurance |  |
| 18. Other insurances: | Medical expense insurance etc. |
| 19. Voluntary pension insurance |  |
| 20. Entrepreneur Fund | Secure yourself against unemployment |
| 21. TyEL Employees’ pension security |  |
| 22. Other insurances for the emplyees |  |
| 23. Insurances for the company | Liability insurance  Business interruption insurance  Equipment breakdown insurance  Property insurance  Business vehicles insurances |
| 24. Accounting |  |
| 25. Connections | Internet  Business phones  Electric |
| 26. Contribution in kind certificate | If the subscription price for shares is paid using other property than money (contribution in kind), enclose an auditor’s statement about the property given as a capital contribution and evidence of the transfer of assets |
| 27. Contract of employment |  |
| 28. Lease agreement |  |
| 29. Testament and prenuptial agreement |  |
| 30. |  |

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| TASKS AT THE BEGINNING OF ENTREPRENEURSHIP | |
| Tasks | Notes |
| 31. Offer request |  |
| 32. Making offers |  |
| 33. Making orders |  |
| 34. Billing |  |
| 35. Carrying out value added tax (VAT) accounts |  |
| 36. Making contracts  Subcontracts etc. |  |

**OTHER OBSERVATIONS:**