#### TASKS BEFORE REGISTRATION APPLICATION

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|  Tasks |  Notes |
| [x]  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 cardsweb domain and pagesworkclothes 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 contractsSubcontracts etc. |       |

**OTHER OBSERVATIONS:**