

Pension scheme number (to be filled in by the insurance company)

Instructions for filling in the form are on the reverse side

Employer's details	Name		Business ID/Personal identification number				
	Street address		Postcode		City		
	Language	Work telephone number	E-mail address		Fax number		
	Industry						
Insurance Administrator	Name of the company		Business ID/Personal identification number				
	Name of the individual		Telephone number				
	Street address		Postcode		City		
Method of reporting employment and payment (Choose reporting method 1 or 2)	Total payroll for the current year		First contract of employment started				
	Reporting method 1						
	Number of contribution instalments (annual notifier)					First maturity month	
	<input type="checkbox"/> Annual notification	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 6	<input type="checkbox"/> 12
Reporting method 2							
Monthly notifiers can receive a supplement to the invoice broken down by employee together with their salary details							
<input type="checkbox"/> Monthly notification	<input type="checkbox"/> I would like the supplement to the invoice by employee						
Account details	Bank account details and account number for the return of contributions						
Ownership of the company	The names, personal identification numbers of the partners or shareholders and their position or task in the company			OWNERSHIP OF A LIMITED PARTNERSHIP		OWNERSHIP OF A LIMITED COMPANY, %	
				Responsible partner	Silent partner	Alone	With family members living in the same household
				shares	number of votes	shares	number of votes
Insurance details	Are you insuring all TyEL employees under this insurance?		This insurance concerns the following group of employees				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
	<input type="checkbox"/> The employees are transferring from a previous insurance		The former owner or former name of the company				
	The authorized pension company of the previous owner or company and insurance number		Reason for transferring employment				
The insurance concerns							
<input type="checkbox"/> Insurance for positions of trust		<input type="checkbox"/> Voluntary insurance for work abroad		<input type="checkbox"/> Seasonal employer			
Signature	Place and date			Employer's signature			
Sales referral details	Area	Identification number of salesperson	Name of salesperson		Percentage		
	Area	Identification number of salesperson	Name of salesperson		Percentage		
	Number of person who provided the lead		Name of person who provided the lead		Campaign number		

INSTRUCTIONS FOR FILLING IN THE TyEL INSURANCE APPLICATION

TyEL insurance application must be submitted at the latest during the month following the first salary payment (e.g., should the salary be paid on January 15th, the application must be submitted in February).

Employer details

The name of the employer must be the same as the name in the Trade Register or the Register of Associations. In addition to the name, a company fills in its business ID and a private employer fills in their personal identification code. Companies fill in their main line of business, i.e. what products or services the company produces. If the employer is a private individual, the task of the employee must be filled in. In case the employer wishes to divide the insurance into divisions, it must be performed with a separate supplement. The supplement required for the division of the TyEL insurance is available at tapiola.fi/elake.

Insurance administrator

This section is filled in for directing all mail concerning pension insurance (including invoices) to a particular company or person.

Notification and payment method

The salaries of all the employees coming under this insurance from the start of the first contract of employment to the end of the year must be filled out in the section on total payroll for the current year. Either annual or monthly notification must be chosen for the TyEL insurance.

Annual notification method 1

An annual notifier can pay the advance contribution in 1–12 instalments. The contribution is based on the advance total payroll for the current year.

If the contribution is paid:

- in 1, 2, 3 or 4 instalments, it is possible to choose January–March as the first maturity month
- in 6 or 12 instalments, January is the first maturity month.

Fill out at least one employee's information on the appendix provided. If there are more than 5 employees please report the rest through Tapiola's online service, through Tyvi operators or at palkka.fi. Reports can be filed through the following Tyvi operators: ItellaTYVI, Personec link (Aditro HRM Oy) and VM-data Oy. You will find additional information on Tyvi services at www.tyvi.org.

Monthly notification method 2

A monthly notifier will report the employees' salary data monthly. The advance TyEL contribution is calculated calendar monthly on the basis of salaries paid to the employees included in the insurance. If monthly notifiers want a supplement to the invoice it will be printed out automatically with each invoice. The supplement to the invoice contains an itemization of employees by name together with their salary details.

Company ownership, administration and liabilities

The names and personal identification codes of the shareholders or partners working in the company must be filled out in this section. If there are more than four shareholders, only the main shareholders are declared. A person working in a leading position in a limited company is insured under the Self-Employed Persons Pensions Act (YEL) if the person owns either individually more than 30% or with family members living in the same household more than 50% of the share capital or number of votes of all the shares. Indirect ownership must also be taken into account in the ownership.

The Self-Employed Persons' Pensions Act is applied for partners of a partnership firm and responsible partners of a limited partnership. Silent partners of a limited partnership are subject to the TyEL.

Insurance details

Employers can divide employees into various insurances. A separate insurance must represent a significant group of the company's employees in proportion to the size of the company, and the group of employees must be clearly defined. Separate insurances can be based on, for example, the position of the employee, field of business, place of work, or company organization and other special situations.

Separate annual and/or monthly notifications must be sent for separate insurances. In that case, the name of the employee group must be entered in the form, if the insurance does not cover all TyEL employees of the employer. In the case of insurance for position of trust, exact details, such as name of the group and commencement date of the position of trust must be notified by using a separate supplement (you will find the supplement "TyEL luottamustoimivakuutus" online at tapiola.fi/elake). If the insurance concerns voluntary insurance for work abroad (check the terms and conditions from Tapiola), the place where the work is carried out, date of commencement, individuals and pensionable earnings must be notified in a separate supplement. By seasonal employer is meant an employer who annually employs workers during a part of the year (e.g. ice-cream stand in summer, downhill slope in winter).

Online Services

Additional information on the TyEL insurance as well as forms required for the insurance are available on Tapiola's website at tapiola.fi/elake. The easiest and most convenient way to manage the insurance is Tapiola's Corporate Online Services. You can get acquainted with the service via Tapiola's website or directly at tapiola.fi/esittely (in Finnish). By using the online service the employer may update employment details or individual customer details. The service makes the insurance administrator's task both easier and faster.