



## Outokumpu Kemi-Tornio Service Supplier Instructions

These service supplier instructions apply to Outokumpu Stainless Oy, Outokumpu Chrome Oy's and Outokumpu Shipping Oy's foreign service suppliers.

### 1 Introduction

Dear receiver,

Your company has received a request to quote or an order for work in Finland. To fill the contractor's statutory obligations set in Finnish legislation [Act on the Contractor's Obligations, Liability when Work is Contracted Out \(1233/2006\)](#), Act on Prepayment of Tax (1118/1996), Value Added Tax Act (1501/1993) and [Act on Posting Workers \(447 / 2016\)](#) and [Aliens Act \(301/2004\)](#), we, Outokumpu, request you to provide following documentation.

### 2 Prior concluding an agreement or order

#### 2.1 Liability documents are needed

The Client's (Outokumpu) obligation is to check the following liability documents from its contracting party:

- 1) An account whether the contracting party (your company) is entered in the Prepayment Register, the Employer Register, and is registered as VAT-liable in the Value Added Tax Register
- 2) An extract from the Trade Register
- 3) A certificate of tax payment or of tax debt, or an account that a payment plan has been made regarding a tax debt
- 4) Certificates of pension insurances taken out and of pension insurance premiums paid, or an account that a payment agreement on outstanding pension insurance premiums has been made
  - For posted workers coming from EU/EEA country or Switzerland A1 certificate will cover for this
- 5) An account of the Finnish collective agreement or the principal terms of employment applicable to the work<sup>a</sup>
- 6) A certificate of occupational health care
  - Companies posting employees to Finland must enter a contract with a Finnish medical service provider for statutory occupational health care services, regardless of work duration. Please provide a confirmation of such a contract.<sup>b</sup>
- 7) A certificate of accident insurance taken out and of accident insurance premiums paid, or an account that a payment agreement on outstanding accident insurance premiums has been made (concerning construction work)
  - For posted workers coming from EU/EEA country or Switzerland A1 certificate will cover for this.



The above-mentioned documents and certificates are sent to Outokumpu to the following e-mail address: [supplier.documents@outokumpu.com](mailto:supplier.documents@outokumpu.com). The documents can't be more than **three (3) months** old. When the employer of the temporary agency worker or the contracting partner to a subcontract is a foreign company, the company must provide Outokumpu with information corresponding to that referred to above, by presenting an extract from a register or an equivalent certificate complying with the legislation of the country where the enterprise is domiciled, or in some other generally accepted way. The documents should be in English, or the service supplier should have them translated into English. *If the contracting party is a listed company, the liability documents are not required.*

If a contract is in force for more than 12 months, the contracting party must provide the Outokumpu, at 12 months intervals during the contractual relationship, with certificates referred to in points 3 and 4 above.

According to Finnish law, the contracting party is responsible for its possible subcontractors' reliability and therefore must make sure that the subcontractor(s) has/have taken care of their statutory obligations as contracting parties and employers. Outokumpu does not check or collect subcontractor's documents and certificates, unless otherwise agreed between Outokumpu and the contracting party.

Outokumpu checks the contractor liability information of its Finnish service suppliers by using the Valvoja service of the Vastuugroup website or collects the information directly from the service suppliers. Outokumpu strongly recommends all Finnish service suppliers to join the Responsible Partner -program (Luotettava Kumppani -program) of the Vastuugroup service. Currently, companies also from Estonia, Latvia, Lithuania, Poland, and Sweden can join the program and are strongly recommended to join. Responsible Partner -program takes care behalf of the service supplier that the liability documents are fetched from different registers and the data is updated at all times. One can join to the Responsible Partner -program by filling out an authorization form on [Vastuu Group](#) .

## 2.2 Service supplier safety assessment is needed

Outokumpu's Service supplier's safety assessment form needs to be filled by the contracting party and sent to Outokumpu to the following e-mail address: [supplier.documents@outokumpu.com](mailto:supplier.documents@outokumpu.com). The form is delivered for your company to fill with the other request for quotation (RFQ) materials. The assessment can also be instructed via Outokumpu Procurement, in which case the contracting party shall follow Procurement's instructions.

## 3 Prior starting the work

### 3.1 Right to work verification

A foreign employee must prove his/her right to work in Finland before he/she starts to work in Outokumpu's area.

The foreign national's right to gainful employment may be proven by:

- EU/EEA nationality / Swiss nationality: if the employee is a resident of one of these countries, a person will be free to reside and work in Finland for **up to three months**. For a longer residence and working period the resident needs to be registered at the Finnish Immigration Service - internet page. When evaluating the length of the residence and working period, one must consider not only the period in question; working time or time equivalent to working may not exceed 90 in any 180-day period. The six-month duration cannot be extended by splitting contracts.



- The citizenship may be verified from e.g. a passport or an official identity card
- Address to fill registration form: <https://enterfinland.fi/eServices> , change language into “English” and choose “EU citizens and their family members”
- Employee’s residence permit: The employees who are not residents of EU/EEA countries or Switzerland are required to have a valid worker's residence permit. The application for a residence permit for an employed person has to be submitted to the Finnish Immigration Service. The requirements and more information can be found on the official website of the Finnish Immigration Service: <https://migri.fi/en/i-want-to-apply>, choose “I want to arrive or stay in Finland”
  - May be verified from a worker’s residence permit card
- Other: If the employee has some other basis for the right to gainful employment (as detailed in the Aliens Act 301/2004) the employee must send the document (s) that prove the basis for his or her right o gainful employment in advance prior starting the work in site area.
- If the employee is an expert, works based on a contract, and the duration of the job is no longer than 90 days, a worker’s residence permit is not needed. The employee may be a specialist if his/her work tasks are demanding and require university studies. A specialist can work in Finland no longer than 90 days without a worker’s residence permit. In these situations, it is required that the person has legal right to stay in Finland. This means that the visa is valid, or visa is not needed (certain countries).
- Outokumpu’s contact person (Tornio service coordinators) must be informed beforehand if the right to work is based on this act.

All the documents mentioned above needs to be sent to Outokumpu to the following e-mail address: [supplier.documents@outokumpu.com](mailto:supplier.documents@outokumpu.com).

The foreign employee’s right to gainful employment will be checked by Outokumpu only from the contracting party’s personnel. *NOTE! Obligation to check and preserve the information of employee’s right to gainful employment concerns also the contracting party, as an employer that sends the employee to work in Finland.* Please also note that this law applies to the contracting company as well if the contracting company is using subcontractors in Finland, i.e., the contracting company needs to check above mentioned matters from its contracting partners and so on. On construction sites, the project supervisor company is obligated to check and preserve the information of employee’s right to gainful employment for all personnel working at the site, subcontractors included.

### 3.2 Posted Workers related actions needed

A posted worker is an employee, who normally works in another country than Finland, and whose employer, domiciled in another country than Finland, sends him/her to work in Finland for a limited period while providing cross-border services, when

- the employee is posted to perform work under the direction and on behalf of the employer under an agreement between the employer and the recipient of services in Finland (Outokumpu),
- the worker is posted to an establishment or company belonging to the same group of companies, or
- the posted worker is leased to another company and the employer is a temporary employment agency (leased posted worker)



### 3.2.1 Obligation to keep available information on workers posted to Finland

Contracting party must keep available following information on workers posted to Finland for the entire duration of the posting and two (2) years after posted employee's work has ended:

- Identification details of the posting company and information regarding the person in charge in the service supplier's home country
- Identification details of the posted worker
- Information of the collective agreement or the principal terms of employment that are applied to the posted worker's labor contract.
- A clarification of the posted worker's basis for the right to gainful employment
- Bookkeeping of working hours and paid salaries (when the posting of a worker lasts for more than ten working days)

### 3.2.2 Social security legislation: a posted worker's certificate is needed

According to EU regulations, a person is only subject to the legislation of only one country at a time. A worker, who is an EU/EEA or Swiss national, must before starting a posting abroad, obtain a posted worker's certificate (A1 certificate) proving that the worker is subject to the social security legislation his or her home country.

Similar regulations also apply to an employee who comes from a country with which Finland has a social security agreement (Australia, Canada, Quebec, USA, India, Chile, Israel, China, Korea). Even then, the employee must have a certificate of being posted (e.g., USA/FIN1).

The citizens of other countries are insured in their home country if the work in Finland last for a maximum of 2 years. This must be confirmed to Outokumpu by e-mail or with some appropriate certificate. If the posting lasts for more than 2 years, the employee is subject to the same obligations as any person moving to Finland for work. Therefore, in a case like this, the employee must have a Finnish insurance certificate.

The documents should be in English or the service supplier should have them translated.

### 3.2.3 The representative of the posted worker's company is needed to appoint when working over 10 days

The details of the representative of the posted worker's company shall be given to Outokumpu's contract contact person as required by Act on Posting Workers (9.12.1999/1146, Section 8):

*"In case the employer of a posted worker (the company posting the worker) does not have a business location in Finland, they shall have a representative in this country, who is authorized to act for the company posting the worker in a court of law and to receive on behalf of this company writs of summons and other documents issued by the authorities. The representative shall be selected no later than at the date when the posted worker starts working, and the authorization shall be valid for a minimum of 12 months after the date at which the posted worker ceases working in Finland. A representative need not be selected in case the posting of the worker is no more than 10 days in duration. In case several consecutive employment contracts concerning the posting without interruption or with short-term interruptions only have been concluded between the posted worker and his/her employer, the posting shall be regarded as having been continuous."*

The representative must be qualified to receive official documents and subpoenas on behalf of the company and deliver documents from the company to authorities and courts. The representative must also be qualified to represent the sending company in court.



### 3.2.4 Notification of Posting of Workers to the Finnish Industrial Safety Authority is needed to make

The company that posts the worker, must make a notification to Finnish Industrial Safety authority before the work starts in Finland. There is no need for this if the company sends employees to Finland for a maximum of five (5) working days via an internal transfer within the company group. When evaluating the staying time, one must consider not only the period in question, but also the time that person has worked in the country (Finland) during the past 4 months period before the end date of the period in question. Nevertheless, when the work is related to construction site, the announcement must be done always.

- The announcement shall be filled in the following internet address:  
<https://www.tyosuojelu.fi/web/en/employment-relationship/posted-worker/reporting-duty>

These requirements (Section 3) are checked by Outokumpu only from contracting party. Please note that these requirements apply to the contracting company as well if the contracting company is using subcontractors in Finland, i.e., the contracting company need to forward this requirement mentioned in Section 3 to its contracting partners and so on.

## 4 Tax number needed on construction sites

Individual tax number is required from all Finnish employees.

The individual tax numbers are required from foreign employees who work on construction sites. To get a tax number, a Finnish personal identity code is required. An employee can get a Finnish personal identity code and a tax number at a tax office.

To get the identity code and the tax number, the employee must go to the tax office in person. The documents needed in the office are listed below:

- Form 6150e: Filled beforehand but signed at the office ([link](#) to the form)
- A valid passport, or an identity card valid in the Schengen zone, featuring a photo that enables easy identification.
  - If three months have elapsed since the employee arrived at Finland, the employee must also have a document from the Finnish Immigration Service -internet page (see point 3 above)
- The employee's personal employment contract or other document clarifying main terms of employment while working in Finland.
- A1 certificate or equivalent document (see point 4.1 above): Needed if the employee is a posted worker.

The tax number which is a 12-digit number may be required when applying for the access pass to Outokumpu site area. Your contact person at Outokumpu will let you know if your work takes place in a construction site.

The required documentation and more information can be found on Finnish Tax Administration's official website: [http://www.vero.fi/en-US/Individuals/Individual\\_Tax\\_Numbers](http://www.vero.fi/en-US/Individuals/Individual_Tax_Numbers)

These requirements (Section 4) apply to both Outokumpu's contracting party and its subcontractors.





## 5 Clarifications

<sup>a</sup> The applicable collective agreement can be either a normal or a universally binding collective agreement in Finland. The service provider shall confirm with a free form written declaration letter that the key terms and conditions of employment of the employees posted to Finland are not inferior to the generally applicable collective binding agreement applicable in Finland, in other words the Finnish binding collective agreement is complied with.

- If the scope of work is not covered by a universally binding collective agreement in Finland, information on the main terms and conditions of employment is provided on a separate document, see the needed content here: [Terms and conditions - Tyosuojelu.fi - Occupational Safety and Health Administration](#).

<sup>b</sup> About arranging occupational health care in Finland for posted workers: travel insurances, European Health Insurance cards or other health insurances are not equivalent, as this is a preventive health care that does not include medical treatment or sickness cover. You can make a short-term contract or have it valid for an indefinite period (advisable if you regularly send employees to Finland). Please provide a copy of the occupational health care contract in Finland. The contracting party may also provide a written statement indicating the provision of statutory occupational health care. In this case, the report must indicate the occupational health care service provider. Please find below some of the occupational health care providers in Kemi-Tornio area (you can also search and choose any provider in Finland of you prefer):

Terveystalo (private healthcare), Tornio

Address:

Opening hours:

Phone: +358 30 633 9529 (Sales)

Website: [Request a quote for occupational health services | Terveystalo](#)

Terveystalo (private healthcare), Kemi

Address:

Opening hours:

Phone: : +358 30 633 9529 (Sales)

Website: [Request a quote for occupational health services | Terveystalo](#)

Mehiläinen (private healthcare), Tornio

Address: Sairaalankatu 1, 95400, Tornio

Opening hours: Monday-Thursday, 8-16 EET, Friday 8-15 EET

Email: [myynti@mehilainen.fi](mailto:myynti@mehilainen.fi)

Phone: +358 (0)10 414 0666

Website: [Mehiläinen's occupational health care | Mehiläinen \(mehilainen.fi\)](#)

Mehiläinen (private healthcare), Kemi

Address: Karjalahdenkatu 7, 94600 Kemi

Opening hours: Monday-Thursday 8-16 EET

Email: [myynti@mehilainen.fi](mailto:myynti@mehilainen.fi)

Phone: +358 (0)10 414 0666

Website: [Mehiläinen's occupational health care | Mehiläinen \(mehilainen.fi\)](#)

<sup>c</sup> The nearest tax office which serves foreign workers who request personal identity codes is in Kemi:

Meri-Lapin verotoimisto

Meripuistokatu 16

94100 Kemi

Finland