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Diplomatic Privileges and Immunities in Finland

Ministry for Foreign Affairs of Finland

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INTRODUCTION

The Protocol Services of the Ministry for Foreign Affairs of Finland have the pleasure to provide Missions and their staff members with an updated version of the handbook entitled Diplomatic Privileges and Immunities in Finland.

The purpose of this handbook is to facilitate the arrival and residence of foreign members of missions and their family members. It acts as a general guide to the most essential diplomatic privileges and immunities, and to the common practical issues that members of missions may encounter in Finland. In case of disputes, the Vienna Conventions and the Finnish legislation are primary references. The information presented in this handbook is subject to change without prior notice.

> An online version is available in the **Diplomatic Portal** on the Ministry´s web site at https://um.fi/diplomatic.
> The Diplomatic Portal includes also various application forms and protocol news.

The privileges and immunities of foreign diplomatic missions and consular posts, staff members as well as of their family members in Finland are governed by the Vienna Convention on Diplomatic Relations of 1961 (VCDR), and by the Vienna Convention on Consular Relations of 1963 (VCCR). Further provisions on the implementation of the Conventions are given in the Finnish national legislation. Finland has also concluded bilateral agreements with a number of states, concerning such matters as gainful employment of family members. The status of staff members of each international organization is primarily governed by the agreements Finland has concluded with the organizations. These agreements are not specifically referred to in this handbook.

Based on the principle of reciprocity, career consular officers enjoy generally same privileges as the diplomatic members of foreign missions. As a rule, consular employees and the administrative and technical staff of diplomatic missions are treated as equals.

Contact information of the authorities mentioned in the text is available in the last chapter of the handbook. More information is also available from the Protocol Services on request. The Protocol Services wish all members of missions and their family members a pleasant stay in Finland!

It is worthwhile to visit also Finland´s country image site ThisisFINLAND. The site contains a lot of information about things that are good to know when living in Finland.

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1. ARRIVAL AND DEPARTURE

1.1. Personnel Categories

Based on the provisions of the Vienna Convention on Diplomatic Relations there are different categories of mission personnel:

- ✓ Diplomatic agents
- ✓ Members of the administrative and technical staff
- ✓ Members of the service staff
- ✓ Private servants
- ✓ Locally employed staff

1.1.1. Diplomatic Agents

Diplomatic agents are the Head of mission and members of the diplomatic staff. Diplomatic agents enjoy the highest degree of privileges and a comprehensive immunity from the Finnish jurisdiction.

A diplomatic agent needs to possess a valid diplomatic passport, to perform diplomatic functions on a full-time basis and to be on normal rotation. A diplomatic agent should also hold a recognized diplomatic rank.

1.1.2. Members of the Administrative and Technical Staff

Members of the administrative and technical staff are assigned to various administrative and technical duties in the mission by the sending state. Members of the administrative and technical staff enjoy less in the way of privileges and immunities than diplomatic agents.

Persons in this category are nationals of the sending state. As a rule, they possess an official or service passport issued by the sending state. Their assignment in Finland shall be temporary by nature and it differs from the employment of locally employed personnel.

1.1.3. Members of the Service Staff

Members of the service staff carry out various service tasks of the mission.

They enjoy immunity only in respect of acts performed in the course of their duties. The assignment of the members of the service staff of missions shall be temporary by nature, which also differs from the employment of locally employed personnel.

1.1.4. Locally employed Staff

Locally employed staff members are, as a rule, permanently resident in the receiving state at the time of their employment by the mission.

The above does not limit the right of persons who are entitled to free movement in the EU to engage themselves in employment in foreign missions.

1.1.5. Private Servants

Private servants are in private domestic service of the head of mission or member of the mission. They are not employees of the sending state. Private servants do not enjoy privileges or immunities as determined in the Vienna Convention on Diplomatic Relations.

1.1.6. Finnish citizens/Permanent residents

Diplomatic agents who are Finnish citizens or permanent residents in Finland only enjoy immunity from jurisdiction and inviolability in respect of official acts performed in the exercise of his/her functions. The person may also be liable to pay income tax in Finland.

Other staff members and family members who are Finnish citizens or permanent residents in Finland do not enjoy immunity from jurisdiction or inviolability.

1.1.7. Table of Personnel Categories

Personnel categories	Residence permits	Type of diplomatic ID card
Head of mission and diplomatic staff	Ministry for Foreign Affairs	A
Administrative and technical staff	Ministry for Foreign Affairs	B
Service staff	Ministry for Foreign Affairs	C
Family members	Ministry for Foreign Affairs	A/B/C/D
Other members of the household	Finnish Immigration Service	None
Private servants	Issued by the Ministry for Foreign Affairs to nationals of the sending state;Other foreign nationals: Finnish Immigration Service	D
Locally employed staff	The Finnish Immigration Service or the Ministry for Foreign Affairs	D (for drivers)

1.2. Heads of Mission

1.2.1. Agrément

The sending state shall address its request for an agrément to the Protocol Services. The request shall include the curriculum vitae of the proposed Ambassador.

Having received an agrément, the sending state may accredit the designated Ambassador as its representative to Finland.

1.2.2. Arrival

The time of arrival of the new Ambassador shall be notified to the Protocol Services by a verbal note.

A representative of the Protocol Services will meet the new Ambassador at the Helsinki Airport if the arrival takes place on a weekday during office hours. Should the arrival take place during the weekend, on a public holiday or outside office hours, the Protocol Services will not meet the Ambassador but will reserve the Helsinki Airport VIP lounge for the arrival of the new Ambassador.

Until the credentials have been presented, the Ambassador Designate should refrain from participating in official functions. After presenting copies of the letters of credence, courtesy calls in the Ministry for Foreign Affairs up to the Director General level would be however encouraged, especially in the concerned regional department. If special events or urgent matters make it necessary, the Ambassador Designate may pay visits in the company of the Chargé d'Affaires of the Embassy. The Ambassador Designate may pay a courtesy call on the Dean of the Diplomatic Corps and on other resident Ambassadors. Guidance may always be sought from the Protocol Services.

An Ambassador Designate can get a diplomatic ID card once he/she has arrived in Finland and the date for presenting the credentials has been set.

1.2.3. Presentation of Credentials and other Appointments

The Ambassador resident in Helsinki will present copies of his/her Letters of Credence and his/her predecessor's Letter of Recall to the Chief of Protocol. A non-resident Ambassador will present the copies to the Secretary of State or in his absence to the Under-Secretary of State or a representative of the Protocol Services. Protocol Services will take care of the arrangements.

Protocol Services will arrange a date for the presentation of the Letter of Credence with the Office of the President of the Republic. Ambassadors residing in Helsinki present their Letters of Credence in an order based on the date of their arrival in Finland, while non-resident Ambassadors present their Letters of Credence in an order based on when the agrément has been granted.

In connection with the presentation of the Letters of Credence, an Ambassador resident in Helsinki has an opportunity to introduce to the President of the Republic a maximum of four other members of the diplomatic staff of the mission and a non-resident Ambassador one other member of the diplomatic staff of the mission.

After the presentation of the credentials, the Ambassador resident in Helsinki is invited to a welcome luncheon hosted by the Permanent State Secretary or his or her Deputy. At the luncheon, the new Ambassador and his or her Adviser will have an opportunity to meet relevant counterparts from the Ministry for Foreign Affairs and other State Offices. The Protocol Services will take care of the arrangements, including invitations.

Ambassadors Extraordinary and Plenipotentiary are considered to have taken up their official functions as the Head of mission after they have presented their Letters of Credence to the President of the Republic.

Chargés d'affaires en pied are accredited to the Minister for Foreign Affairs. The Mission shall address a request for an appointment with the Minister by a verbal note to the Protocol Services. The Protocol Services will inform the Mission of the date of the appointment.

1.2.4. Departure

Missions shall inform the Protocol Services of the date of termination of office of the Ambassador and his/her final departure by a verbal note.

The Ambassador resident in Helsinki will be invited to a farewell luncheon hosted by the Permanent State Secretary or his or her Deputy. The Ambassador will have the opportunity to propose guests, including his or her counterparts from other State Offices and contacts from the Finnish society, for the luncheon. Relevant officials from the Ministry for Foreign Affairs are also invited.

If the Ambassador has resided in Finland for at least three years and there is reciprocity on the exchange of decorations, the President of the Republic will grant him/her a decoration of the Order of the White Rose of Finland or Lion of Finland.

When the Ambassador departs from Finland on a weekday during office hours, a representative of the Protocol Services escorts him/her to the Helsinki Airport. The Protocol Services reserve the VIP lounge at Helsinki Airport for departing Ambassadors in the same way as upon their arrivals.

1.3. Chargé d'affaires ad interim

If the sending state accredits the Head of mission to Finland from another state it may establish a diplomatic mission headed by a Chargé d'affaires ad interim in Finland.

A Chargé d'affaires ad interim may also act provisionally as the Head of mission. If the post of the Head of mission is vacant, or the Head of mission is outside Finland or incapable to perform his/her duties (e.g. due to an illness), the mission shall notify the name of the Chargé d'affaires ad interim to the Protocol Services by a verbal note.

In situations where none of the members of the diplomatic staff is present, a member of the mission staff can act as the person in charge of the current affairs of the mission.

1.4. Military/Defence Attachés

The sending state shall request the Ministry for Foreign Affairs to approve the appointment of a Military/Defence Attaché by a verbal note. The verbal note must include the curriculum vitae of the proposed person. The Ministry will reply to the request by a verbal note.

1.5. Career Consuls

The Vienna Convention on Consular Relations lays down provisions concerning the appointment and status of career consuls. Finland has also concluded bilateral agreements on consular relations with a number of states.

A sending state can establish a consular post headed by a career consul with the consent of Finland. As a rule, the sending state shall submit a proposal by a verbal note to the Ministry for Foreign Affairs of Finland concerning the appointment of a given person as the Head of a Consulate in Finland. The sending state needs to send a consular commission or similar instrument to the Ministry for issuing an exequatur. If the proposal is acceptable to the Ministry, it will issue an exequatur to the Head of the Consulate.

Based on reciprocity, career consular officers are normally comparable with the diplomatic staff of missions. Consular employees are normally comparable to the administrative and technical staff of diplomatic missions. In accordance with the Vienna Convention on

Consular Relations, a diplomatic mission may also exercise consular functions, in which case the Vienna Convention on Diplomatic Relations will govern the status of the staff.

1.6. Honorary Consuls

The Finnish practice related to the establishment of honorary consulates and the admission of honorary consuls is based on the provisions of the Vienna Convention on Consular Relations. In addition, Finland has concluded bilateral agreements concerning honorary consuls with certain countries.

A sending state can establish a consular post headed by an Honorary Consul in the Finnish territory with the consent of Finland. The seat of the consular post, its classification and the consular district shall be subject to the approval of Finland. The sending state shall submit a proposal to the Ministry for Foreign Affairs concerning the appointment of a given person as the Head of an Honorary Consulate or as an Honorary Consul in Finland by a verbal note. The note shall include a statement of reasons for the establishment of an honorary consulate, the planned seat, classification and consular district of the honorary consulate and the personal data of the candidate (a curriculum vitae and an extract from the official population register).

If the proposal is acceptable, the Ministry for Foreign Affairs shall request the sending state to send a consular commission or similar instrument to the Ministry for issuing an exequatur. Also, a security clearance vetting will be conducted of the proposed person. The security clearance vetting is valid for five years, after which it has to be renewed. Reliability monitoring also continues over the five-year period.

The Ministry will return the original consular commission, together with the exequatur and an inquiry form to the diplomatic mission of the sending state. The honorary consul should complete the inquiry form and return it together with a recent passport size photograph to the Ministry for Foreign Affairs for registration purposes. The Ministry will issue the honorary consul an honorary consular card upon request. The card is renewable every five years in connection with the renewal of the security clearance vetting.

The Vienna Convention on Consular Relations lays down provisions on the facilities, privileges and immunities applying to honorary consuls and honorary consulates.

In Finland, honorary consulates cannot designate diplomatic or consular couriers or use diplomatic or consular bags.

1.7. Family Members

1.7.1. Definition of Family Members

The below-mentioned persons are defined 'family members' under the Finnish Aliens Act. Pursuant to the provisions of the Aliens Act, the Ministry has competence to issue a residence permit to these family members. These family members are entitled to the privileges and immunities provided in the Vienna Conventions.

A family member needs to live in the same household with the member of the mission on a permanent basis.

Family members who are Finnish nationals or permanently resident in Finland are not entitled to privileges and immunities in Finland.

The following persons are considered to be family members:

- ✓ Spouse of the person concerned
- ✓ Same-sex partner, if the two persons have officially registered their relationship
- ✓ Person comparable to a spouse, i.e. a person who continuously shares a household and cohabits in a relationship resembling marriage with the person concerned. The sex of the cohabitant is of no relevance
- ✓ Unmarried child under 18 years of age, whose custodian the person concerned or his or her spouse, or a person comparable to a spouse, is.

The Finnish Immigration Service handles applications of children over 20 years of age for a residence permit or for an EU registration. However, the Ministry for Foreign Affairs issues temporary residence permits to children under 20 years of age. The Digital and Population Data Services Agency registers nationals of the Nordic countries.

- ✓ The application process with the the Finnish Immigration Service starts by booking an appointment at MIGRI Appointment and by filling in an application form:
  EU-nationals: Application Form
  Other nationals: Application Form
- ✓ The following attachments are also required: copy of the residence permit card of the member of mission, a letter confirming the support of living and a copy of the passport of the applicant (child).

Other relatives who do not meet the definition of a family member and who have the intention to reside in Finland for a period exceeding three months, need to apply for a residence permit from a Finnish diplomatic or consular mission abroad before leaving for Finland.

More information on the application process is available on the web site of the Finnish Immigration Service at www.migri.fi.

1.7.2. Access to the Finnish Labour Market

1.7.2.1. Family Members who are Nationals of the EU Member States, as well as those of Iceland, Liechtenstein, Norway and Switzerland

Nationals of the EU Member States and of Iceland, Liechtenstein, Norway and Switzerland, do not need a permit for gainful employment in Finland. If a family member finds employment in Finland, the Finnish Immigration Service can register the person´s temporary residence in Finland upon application. Nationals of a Nordic country can register their right of residence at the Digital and Population Data Services Agency.

The mission needs to inform the Ministry of the registration made by the Finnish Immigration Service so that the Ministry can cancel the residence permit of the family member. A person cannot hold two documents that indicate the right of residence in Finland simultaneously. Therefore, the Ministry will issue a new diplomatic ID card to the family member. The new card indicates the person´s status in Finland (A, B, C or D).

After having found an employment the family member needs to apply also for an identity number from the Digital and Population Data Services Agency for tax purposes unless the family member already has an identity number.

A family member who works in paid employment shall not enjoy immunity from the civil and administrative jurisdiction of Finland in respect of this activity. The mission needs to confirm its agreement to the foregoing by a verbal note.

1.7.2.2. Family Members who are third-country Nationals

As a rule, foreign family members who are third-country nationals (who are not nationals of the EU Member States or of Iceland, Liechtenstein, Norway or Switzerland) need a

permit for gainful employment in Finland, namely a **residence permit for an employed person**.

After having found an employment, the family member needs to file an application for a residence permit with the Finnish Immigration Service. The general supply of labour will be taken into consideration before the permit will be granted.

More information is available on the web site of the Finnish Immigration Service at www.migri.fi.

A family member who works in paid employment shall not enjoy immunity from the civil and administrative jurisdiction of Finland in respect of this activity. Missions must inform the Ministry by a verbal note that a family member who works in paid employment shall not enjoy immunity from the civil and administrative jurisdiction of Finland in respect of the employment. The Protocol Services will forward the note to the Finnish Immigration Service to support the application and speed up the process.

There are also certain **short-term employments** in which a family member may engage himself/herself with the residence permit issued by the Protocol Services. These employments include e.g. interpreters, teachers, experts or referees who, under contract, work for no more than three months. A list of these employments is available on the web site of the Finnish Immigration Service at www.migri.fi.

According to the Finnish practice, a person may not hold two residence permits simultaneously. This means that the Ministry will cancel the residence permit, and the Immigration Service will issue the family member a new residence permit for an employed person. The person will also receive a new diplomatic ID card from the Protocol Services, which does not include a residence permit.

When the Finnish Immigration Service has granted the family member a residence permit, the family member needs to apply for an identity number from the Digital and Population Data Services Agency for tax purposes unless the person already has an identity number.

Finland has also concluded bilateral agreements with some states concerning gainful occupation of family members of members of missions with a view to facilitating their employment in the receiving state. The mission shall send an official notification

regarding the authorization to engage in gainful occupation, on behalf of the family member, to the Protocol Services.

The Protocol Services will answer to the Embassy´s notification concerning the employment by a verbal note. In addition, the family member needs to file an application for a residence permit for an employed person with the Finnish Immigration Service together with the verbal note of the Protocol Services.

More information on working in Finland is available on the Internet at For Jobseekers or through a local employment office.

1.8. Visa Requirements

Persons who are liable to present a visa must obtain the visa prior to their journey. The mission shall submit an application primarily to the Finnish embassy in the sending state. The mission can also submit the application to a mission of a Schengen country that represents Finland.

The following persons are exempt from the obligation to submit fingerprints:

- ✓ Holders of a diplomatic passport
- ✓ Children under 12 years of age
- ✓ Persons whose fingerprints cannot be taken due to a physical reason
- ✓ Heads of State, Heads and members of Government and their accompanying spouses as well as members of their official delegations upon an official invitation by the government of the Schengen Area member state or an international organization in the Schengen Area
- ✓ Heads of Royal Houses and distinguished members of the Royal Houses under the same conditions as above

Information on visas is available on the Ministry´s web site at http://um.fi
(please choose in English → Entering Finland and travelling).
The e-mail address of the Ministry´s Visa Unit is visas.mfa@gov.fi

1.9. Notifications

Missions should send notifications of appointments, arrivals and departures of members of Missions and their family members to the Protocol Services **within two weeks of the arrival or departure of the person.** Missions shall also notify the person´s estimated term of office, if possible.

The notification includes:

- ✓ Verbal note including a request for a diplomatic ID card with or without a temporary residence permit
- ✓ Duly completed notification form (**Annex 1**; one original copy) https://um.fi/diplomatic-notification
- ✓ Valid passport
- ✓ Recent passport photograph (please note the requirements for quality)

It is advisable to use a photography studio accepted by the Finnish authorities to ensure the photos meet the requirements. A list of the studios is available at Studios

1.10. Diplomatic ID cards

Foreign members of missions and their accompanying foreign family members need to obtain a temporary residence permit in order to perform their duties and to reside in Finland. The above is applicable to all foreign nationals including private servants.

The residence permit issued by the Ministry for Foreign Affairs is included in the diplomatic ID card issued by the Ministry.

The diplomatic ID card is not an official document of identity in Finland, nor an official travel document. Besides indicating the right of residence, its purpose is to certify the position and status of the person. Members of mission can always use their passport as proof of identity in Finland.

The Ministry issues residence permits to the following persons:

- ✓ Members of mission
- ✓ Their family members (please note chapter 1.7.1)
- ✓ Private servants who have the nationality of the sending state
- ✓ Persons who arrive to undertake construction or maintenance work on the premises of a mission (irrespective of the nationality of the worker)

Subject to the validity of the person´s passport, the Ministry can issue **the first residence permit** for the person´s estimated term of office in Finland, or for two years.

Missions need to submit applications for **extension of the residence permit** by a verbal note together with the passport, the present diplomatic ID card (also expired diplomatic ID card) and a recent passport photograph of each person. Depending on the validity of the passport, extensions are valid for one year at a time or, on request, for the remaining term of office. The diplomatic ID cards are renewed at the earliest two months before they expire.

The validity of the residence permit expires when the posting of the member of mission ends in Finland. The above concerns also the residence permits of family members and private servants.

Nationals of third countries (not nationals of the EU member states, Iceland, Liechtenstein, Norway or Switzerland) who hold a valid residence permit issued by the Ministry for Foreign Affairs and a valid travel document may on the basis of that permit and a valid travel document, enter the Schengen area. They can move for up to 90 days in any period of 180 days within the territory of the Schengen area.

The Ministry can issue a diplomatic ID card to **a diplomatic agent who performs duties in Finland on a regular basis from a mission abroad.** The Ministry does not issue diplomatic ID cards to family members of non-resident diplomats except for the spouse of a non-resident Ambassador. The notification shall include a verbal note, an original notification form, a copy of the passport and a copy of the local residence permit or diplomatic ID card.

The different types of diplomatic ID cards are as follows:

- ✓ **A** card to Heads of mission, other diplomatic staff members and to persons having a comparable position in consulates and international organizations;
- ✓ **B** card to members of the administrative and technical staff;
- ✓ **C** card to members of the service staff of missions (such as security personnel, drivers, housekeepers and cooks) and to staff members of international organizations
- ✓ **D** card to private servants of members of missions and locally engaged drivers of missions.

The Ministry does not issue diplomatic ID cards to locally engaged staff of missions, with the exception of drivers. They can obtain a D card. The card is renewable annually.

Family members who are Finnish nationals or reside permanently in Finland can receive a D card.

In case a valid diplomatic ID card is lost or stolen, the Embassy needs to inform the police authorities of this via an electronic report. If it is not possible to report an offence online, it is possible to file a report personally at the police station. Protocol Services will need a copy of the filed report for the renewal of the card. More information about filing the report is available on the web site of the police at Online Service

Missions are requested to return the diplomatic ID cards of departing members of missions and family members to the Protocol Services **at the latest within two weeks of the termination of their duties and final departure from Finland.**

Nationals of third countries (not nationals of the EU Member States, Iceland, Liechtenstein, Norway or Switzerland) need to carry the diplomatic ID cards with them when they depart from the Schengen area. The Mission must return the card to the Protocol Services at the latest within two weeks of their departure from the Schengen area.

1.11. Personal Identity Code

Pursuant to the Act on Population Information System, foreign members of diplomatic missions, career consulates and international organizations as well as their foreign family members and private servants can, upon their own request, inform their basic data to the Population Information System and **obtain an identity code**. The purpose of the identity code is to facilitate the everyday life of staff members and their family members in Finland.

A member of mission or a family member who wishes to obtain an identity code must

- ✓ Fill in the registration form electronically (see link below)
- ✓ Book an appointment for identification at Digital and Population Data Services Agency (Registration of a foreigner's personal data)
- ✓ Present a passport and the diplomatic ID card issued by the Ministry for Foreign Affairs to the office

Forms are available at Request a Finnish identity code and registration of personal data

The Digital and Population Data Services Agency will issue the person a certificate, which includes the person´s identity code. The certificate will be sent by e-mail. If the applicant has not given an e-mail address, it will be sent by post. Please note that the identity code cannot be included in the diplomatic ID card issued by the Ministry for Foreign Affairs. The identity code can be included in a driving license issued by the Finnish authorities in cases where a foreign driving license needs to be replaced by a Finnish driving license.

The identity code is personal and it will be valid indefinitely. The code is not transferable to another person. The person concerned must inform the Digital and Population Data Services Agency in writing of his/her departure. Instructions are available at the Agency's website Foreigner's move to Finland, in Finland and out of Finland.

In case a person will return to Finland for a second posting later the same identity code will continue to be valid. An update of the person´s address should also be done personally at the office.

Personal and address data contained in the Population Information System is also used for e.g. updating of customer registers, market research, opinion polls and direct advertising. Everyone has the right to forbid the disclosure of his or her personal information by the Population Information System for these purposes. More information is available on the website of the Digital and Population Services Agency at Non-disclosure of personal data.

The identity code does not have a constitutive effect on the rights of the staff members and their family members, which arise from international agreements and the Finnish legislation e.g. concerning social security benefits or domicile.

1.12. Social Security and Health Care

The Social Insurance Institution (Kela) answers to questions concerning social security coverage. The Centre for International Affairs provides service on coverage and benefit issues, tel. 020 634 0200 and e-mail: inter.helsinki@kela.fi

Both the public and private sector provide health care services in Finland.

Health care arrangements for the members of missions and their family members depend on whether they are resident in Finland, or whether the persons are entitled to the public health care services based either on EU regulations or on a bilateral health care/social security agreement. Persons who are permanently resident in a municipality in Finland are, as a rule, entitled to use the public health care services.

Persons covered by the Finnish sickness insurance or persons entitled to health care benefits under EU regulations and bilateral health care/social security agreements are entitled to a partial reimbursement of the fees charged by private health care (including pharmacies).

All foreigners have the right in the Finnish public health care sector to urgent care, which covers care for medical conditions arising unexpectedly in the country of stay and demanding immediate medical assistance. If the patient is not entitled to the public health care based on either EU regulations or bilateral agreements, he/she needs to pay a fee that covers the full cost of the service.

Please note also section 1.13.6 (European Health Insurance Card).

1.13. Locally employed Staff

Locally employed staff members are, as a rule, permanently resident in Finland prior to their employment with a mission.

Their employment differs from the employment of those staff members who are assigned to duty directly from the sending state and who are on a temporary assignment as administrative/technical staff or service staff of Missions.

The above does not limit the right of persons who are entitled to free movement in the EU to engage themselves in employment in foreign missions.

1.13.1. Conditions of Employment

The Finnish employment legislation usually governs work performed in Finland. The employment legislation lays down the terms and conditions of employment on the labour market. In addition, the employers' and employees' organizations enter into public and private sector collective agreements that specify wages and also terms and conditions of employment in a particular sector or occupation. Pursuant to the Finnish Employment Contracts Act the so-called universally binding collective agreements are binding in their respective sectors also on unaffiliated employers (i.e. employers who do not belong to an employers' organization), even if they are not party to the collective agreement.

Employers and employees can also opt for the applicable law in employment contracts of an international nature that specify a connection with another state. However, it is the opinion of the Government of Finland that the minimum level of employment terms provided by the mandatory and absolute provisions of the Finnish labour and social laws must be respected whenever a mission hires local staff.

The Occupational Safety and Health Administration provides instructions and advice on questions related to terms of an employment relationship governed by the Finnish employment legislation.

Missions can contact the Occupational Safety and Health Division at the Regional State Administrative Agency for advice on employment matters. The office in Helsinki receives clients with appointments. The telephone number is 0295 016 000 (please ask for the field responsible for occupational safety and health/appointment booking) and e-mail address as follows: tyosuojelu.etela@avi.fi.

Also the Nationwide Telephone Service (Tel. 0295 016 620) gives advice and instructions related to health and safety at work and employment terms.

More information on employment issues is available on the web site of the Occupational Safety and Health Administration at www.tyosuojelu.fi/ (please choose English) and on the web site of **the Ministry of Economic Affairs and Employment** at http://tem.fi (please choose English→ Working life →Labour legislation).

1.13.2. Principal Terms of Employment

The following summarizes some central mandatory provisions of the Finnish labour legislation. These guidelines aim to introduce central aspects of Finnish labour legislation and are not a full account on the theme.

1.13.2.1. Working Contract

The employer must present the employee with written information on the principal terms of work including start date, duration, tasks, grounds for determining pay and other remuneration, regular working hours, annual holidays and period of notice.

A format for a working contract is also available on the website of the Occupational Safety and Health Administration **(Annex 6)** at: Employment Contract

1.13.2.2. Working Hours

The time spent on work and the time an employee is required to be present at a place of work at the employer's disposal are working hours. Regular working hours total a maximum of eight hours a day and 40 hours a week. During the 24 hours following each work shift, employees have a daily rest period of at least 11 hours and, once a week, a rest period of at least 35 hours. Young persons (under 18 years) are under special protection in terms of work conditions and working hours.

Working hours may also be arranged as period-based work.

> More information on working hours in period based work is available at: Working Hours

1.13.2.3. Salary

Salary levels should be in par with the payment levels in similar employments in Finland. If in-kind benefits such as housing benefits are provided, their tax value can be counted as part of the salary. Salary is payable monthly or at shorter intervals. The employer must issue a pay slip to the employee in connection with every payment.

Standard tax values of the in-kind benefits are available from the Tax Administration.

1.13.2.4. Income Taxation

Pursuant to Section 12 of the Income Tax Act, Finnish nationals employed by Missions are liable to pay income tax in Finland. However, Missions are not obliged to withhold taxes for the salary paid to a locally employed staff member. The employee pays the income tax through payment of taxes in advance.

> More information on the liability to pay income tax in Finland is available at local Tax Offices.

Please note also Chapter 1.13.8 on Incomes Register.

1.13.2.5. Holiday

> **Holiday accumulates during the holiday credit year (1st April to 31st March).**
>
> ✓ If by the end of the holiday credit year (31st March) an employee has been employed for less than a year, the person acquires 2 days of paid holiday per worked month.
>
> ✓ If an employee has by 31st March been employed for a year or more, the person acquires 2.5 days of paid holiday per month for that year.

When taking a holiday, days from Monday to Saturday are holiday days. Only in exceptional cases (e.g. if the contract ends) holiday can be replaced by a monetary compensation. Locally employed staff members are also entitled to family leaves, such as maternity/paternity leaves, where applicable.

1.13.2.6. Terminating an Employment Relationship

An employment relationship can be terminated because of the expiry of its fixed term, dismissal, cancellation or under special circumstances, being deemed cancelled. Both the employer and the employee can terminate the employment relationship when grounds for termination, as provided for by law, exist.

- ✓ A fixed-term employment contract is binding on the employer and the employee for the whole duration of the contract period.
- ✓ An employment contract valid until further notice can be terminated on the basis of a notice of termination by the employer or the employee, after the period of notice

More information on terminating an employment relationship is available at: Ending Employment

1.13.3. Statutory earnings-related Contributions

In Finland, both employers and employees contribute to the statutory insurance through statutory insurance contributions. These contributions include health insurance, earnings-related pension, accident insurance and unemployment insurance.

1.13.3.1. Health Insurance

Foreign missions are not required to pay the employer´s share of the health insurance contribution but the payment of health insurance contribution is a prerequisite for receiving compensation from the Social Insurance Institution (Kela) for e.g. necessary and reasonable costs for occupational health care. Accession to the statutory public health insurance on voluntary basis is not possible in Finland.

Whenever hiring local staff missions should contact the Social Insurance Institution of Finland (Kela) in order to check which social security scheme is applicable for each employee.

Kela decides independently on the access of each employee to social benefits administered by Kela, e.g. sickness-related benefits.

Social Insurance Institution of Finland (Kela)

Kela´s Centre for International Affairs/Tel. 020 634 0200 and e-mail inter.helsinki@kela.fi

More information on the social security scheme of Finland is also available on the web site of the Social Insurance Institution of Finland (Kela) at http://www.kela.fi/

1.13.3.2. Earnings-related Pension

As regards the statutory earnings-related pension contributions, it is advisable to contact the Finnish Centre for Pensions.

Centre for Pensions/Customer service: Tel. 029 411 2110

1.13.3.3. Accident Insurance

The Finnish Workers´ Compensation Center provides information on statutory accident insurance contributions.

Finnish Workers´ Compensation Center

1.13.3.4. Unemployment Insurance

Employers and employees are also obliged to pay unemployment insurance contributions. Missions can contact the Employment Fund for further advice concerning their obligations.

Employment Fund

1.13.4. Occupational Health Care

The Occupational Safety and Health Act is applicable to employment relations in Finland. This means that a mission is, as a rule, responsible for the occupational health of local staff members as provided in the Occupational Health Care Act.

The key objective in the occupational health care is to promote and maintain the employees' ability to work and prevent work-related health hazards and adverse effects.

An employer may acquire occupational health care services from the following service providers:

- ✓ occupational health care units at public health centres;
- ✓ municipal enterprises and companies providing occupational health care;
- ✓ occupational health care centres jointly operated by several employers (occupational health care associations);
- ✓ occupational health care units at private medical centres

The employer may also provide in-house occupational health care services.

Kela compensates the employer for necessary and reasonable costs incurred through providing occupational health care to employees who are insured in Finland and on condition that the statutory preconditions are met. The payment of health insurance contribution is a prerequisite for receiving compensation from Kela. Other preconditions include e.g. the following:

- ✓ the service is provided by a service provider that has an operating licence for the service and the service is provided by personnel qualified for occupational health care as required in the Occupational Health Care Act;
- ✓ the service is free of charge to the employee;
- ✓ the employer has a valid occupational health care service agreement;
- ✓ the occupational health service plan is up to date and the planned functions are being implemented and;
- ✓ the costs of the employer are based on the accountancy of the financial year of the employer.

The foundation of occupational health care is a workplace survey, which the occupational health care service performs and writes up in a report.

There is no obligation for an employer to offer more extensive occupational health care for employees, such as services of a general practitioner.

1.13.5. Health Care

Both the public and private sector provide health care services in Finland. All foreigners have the right to urgent care in the Finnish public health care sector, which covers care for medical conditions arising unexpectedly in the country of stay and demanding immediate medical assistance.

Health care arrangements for locally employed staff members depend on whether the person is resident in Finland, or whether the person is entitled to public health care services under EU regulations or under a bilateral health care/ social security agreement.

Persons who are permanently resident in a municipality in Finland are, as a rule, entitled to use public health care services. A locally employed staff member may also under EU regulations or other applicable statutes have access to public health care services in Finland. In that case, Kela will issue a Certificate of entitlement for medical care in Finland to the person concerned. The person presents the Certicate whenever visiting a public health care service. If the person is not entitled to the public health care under Finnish national legislation, EU regulations or bilateral agreements, the person needs to pay a fee that covers full cost of the service.

Persons covered by the Finnish sickness insurance or persons entitled to health care benefits under Finnish legislation, EU regulations or bilateral health care/social security agreements are entitled to a partial reimbursement of the fees charged by private health care including pharmacies.

1.13.6. European Heath Insurance Card

Anyone carrying a European Health Insurance Card is entitled to receive medically necessary care while staying temporarily in an EU Member State or in Iceland, Liechtenstein, Norway or Switzerland. The treatment is provided subject to the legislation and regulations of the country where the card was issued. The procedure for getting the treatment and any client fee charged is the same as those that apply to local residents.

> A summary of the European Health Insurance Card is available on the web site of Kela at European Health Insurance Card

In order to receive more extensive health (including medical) care, members of missions and their family members should register for a certification which is issued by the Social

Insurance Institution of Finland (Kela). An S1 form must be presented to Kela for the certification.

The form should be available from the competent authorities of the person´s permanent country of residence. After registration, Kela issues a national document Certificate of entitlement for medical care in Finland to the person concerned, which shall be used whenever visiting the public health care service.

1.13.7. Residence of Municipality

The Act on Municipality of Residence provides that a person, who is in the service of a diplomatic mission or in a consulate of a foreign state, does not have a municipality of residence in Finland unless the person is of Finnish nationality, or has a municipality of residence obtained prior to the service in the mission. The same applies to the family members or private servants of the person concerned.

The Digital and Population Data Services Agency provides information about domicile issues. More information is available on the Agency's website Municipality of residence

1.13.8. Incomes Register

The Incomes Register is a Finnish national online database. It will simplify an employer´s reporting obligations. Income data, pension data and information on any benefits paid to an income earner will be accessible from a single location in real time.

Wages, salary and earned income paid after 1 January 2019 will be reported to the Incomes Register. Data can be submitted via an interface, by uploading files in the Incomes Register's e-service or by entering the information in an online form.

Incomes Register: 029 497 550

The telephone service answers questions related to data reporting and correction, the Incomes Register's e-service and technical interface as well as authorizations and certificates.

The Incomes Register telephone service is open on weekdays from 9 a.m. 4 p.m.

More information is available at the following web site: Incomes Register

1.14. Private Servants

Private servants are persons who are in the domestic service of a member of mission and not employees of the sending state.

1.14.1. Residence Permits

The Ministry for Foreign Affairs issues residence permits to private servants employed by members of missions when the private servant is a national of the sending state. The Ministry will check the principal terms of employment before issuing a residence permit to a private servant. The Mission should send a copy of the working contract between the member mission and the private servant to the Protocol Services for this purpose.

The residence permit issued by the Ministry does not entitle the person to reside in Finland after the termination of the employment with the member of mission. The Ministry does not issue residence permits to family members of private servants.

Private servants, who are third-country nationals and represent other nationalities than the sending state, are required to obtain a residence permit based on employment before leaving for Finland. They must apply for the permit before leaving for Finland at a Finnish diplomatic or consular mission, or at a mission representing Finland. The above applies also to family members of private servants who wish to accompany the private servant for the duration of the employment. If the employee resides in Finland, the application for a residence permit based on employment needs to be filed with the Finnish Immigration Service. The residence permit will be issued in a form of a biometric residence card.

The above does not limit the right of persons who are entitled to free movement in the EU to engage themselves in employment in domestic work in Finland.

1.14.2. Conditions of Employment

The Finnish employment legislation usually governs work performed in Finland. This is applicable also to employment of private domestic staff.

The employer and employee can also opt for the applicable law in employment contracts of an international nature that specify a connection with another state. However, it is the opinion of the Government of Finland that the minimum level of employment terms provided by the mandatory and absolute provisions of the Finnish labour and social laws must be respected whenever a member of a mission (employer) hires private domestic staff (employee).

The Occupational Safety and Health Administration provides instructions and advice on questions related to terms of an employment relationship.

Employers can contact **the Occupational Safety and Health Division at the Regional State Administrative Agency** for advice on employment matters. The office in Helsinki receives clients with appointments. The telephone number is 0295 016 000 (please ask for the field responsible for occupational safety and health/appointment booking) and e-mail address as follows: tyosuojelu.etela@avi.fi.

Also the Nationwide Telephone Service (Tel. 0295 016 620) gives advice and instructions related to health and safety at work and employment terms.

More information is available on the web site of the Occupational Safety and Health Administration at www.tyosuojelu.fi/ (please choose English) and on the web site of **the Ministry of Economic Affairs and Employment** at http://tem.fi (please choose English → Working life → Labour legislation).

1.14.3. Principal Terms of Employment

The following summarizes some central mandatory provisions of the Finnish labour legislation. These guidelines aim to introduce central aspects of the Finnish labour legislation and are not a full account on the theme.

1.14.3.1. Working Contract

The employer must present the employee with written information on the principal terms of work, including start date, duration, tasks, grounds for determining pay and other remuneration, regular working hours, annual holidays and period of notice.

A format for a working contract is also available on the website of the Occupational Safety and Health Administration **(Annex 6)** at: Employment Contract

1.14.3.2. Working Hours

The time spent on work and the time an employee is required to be present at a place of work at the employer's disposal are considered working hours. Regular working hours total a maximum of eight hours a day and 40 hours a week. During the 24 hours following each work shift, employees must be provided with a daily rest period of at least 11 hours and, once a week, a rest period of at least 35 hours. Young persons (under 18 years old) are specifically protected in terms of work conditions and working hours.

Working hours can base on period-based work.

> More information on working hours in period-based work is available at: Working Hours

1.14.3.3. Salary

Salary levels should be reasonable and in par with general payment levels for domestic workers in Finland.

For residence permit purposes, Finnish authorities regard sufficient a salary level that fulfills the requirements of Unemployment Security Act's conditions for employees, in practice 1399 euros per month in 2024.

The amount changes annually. If in-kind benefits such as housing benefits are provided, their tax value can be counted as part of the salary. Salary should be paid monthly or at shorter intervals. The employer must issue a pay slip to the employee in connection with every payment.

Standard tax values of the in-kind-benefits can be checked from the Tax Administration.

1.14.3.4. Income Taxation

Pursuant to Section 12 of the Income Tax Act, foreign nationals employed by a member of mission are not usually liable to pay income tax in Finland.

In case a private domestic worker is liable to pay income tax in Finland it is the responsibility of the employer to withhold the tax. It is advisable to contact the local Tax Office for advice on withholding the tax.

More information on the liability to pay income tax in Finland is available at local Tax Offices.

Please note also Chapter 1.13.8 on the Incomes Register.

1.14.3.5. Holiday

Holiday accumulates during the holiday credit year (1st April to 31st March).

- ✓ If by the end of the holiday credit year (31st March) a domestic worker has been employed for less than a year, the person acquires 2 days of paid holiday per worked month.
- ✓ If the domestic worker has by 31st March been employed for a year or more, the person acquires 2.5 days of paid holiday per month for that year.

When taking holiday, days from Monday to Saturday are holiday days. Only in exceptional cases (e.g. if the contract ends) holiday can be replaced by a monetary compensation. Domestic workers are also entitled to family leaves, such as maternity/paternity leaves, where applicable.

1.14.3.6. Terminating Employment Relationship

An employment relationship can be terminated because of the expiry of its fixed term, dismissal, cancellation or under special circumstances, being deemed cancelled. Both the employer and the employee can terminate the employment relationship when grounds for termination as provided for by law exist.

- ✓ A fixed-term employment contract is binding on the employer and the employee for the whole duration of the contract period.
- ✓ An employment contract valid until further notice can be terminated on the basis of a notice of termination by the employer or the employee, after the period of notice.

More information on terminating an employment relationship is available at:
Ending Employment

1.14.4. Social Security

Pursuant to the provisions of the Vienna Convention on Diplomatic Relations, private domestic workers who are in the sole employment of a member of a mission shall be exempt from social security provisions in the receiving state.

This is applicable on the condition that they are not nationals of or permanently resident in the receiving state and that they are covered by the social security provisions which may be in force in the sending state or in a third state. This shall not affect bilateral or multilateral agreements concerning social security.

In Finland, the statutory insurance covers health insurance, earnings-related pension, accident insurance and unemployment insurance.

1.14.4.1. Health Insurance

The Social Insurance Institution of Finland (Kela) decides independently on the access of each employee to social benefits administered by Kela, e.g. sickness-related benefits.

Whenever considering employment of a private domestic worker, the employer should contact Kela in advance in order to make certain, which social security scheme is for each private domestic worker.

Social Insurance Institution of Finland (Kela)

Kela´s Centre for International Affairs/Tel. 020 634 0200 and e-mail inter.helsinki@kela.fi

More information on the social security scheme of Finland is also available on the web site of the Social Insurance Institution of Finland at http://www.kela.fi/

1.14.4.2. Earnings-related Pension

As regards statutory earnings-related pension contributions, it is advisable to contact the Finnish Centre for Pensions.

Centre for Pensions/Customer service: Tel. 029 411 2110

1.14.4.3. Accident Insurance

The Finnish Workers´ Compensation Center provides information on statutory accident insurance contributions.

Finnish Workers´ Compensation Center

1.14.4.4. Unemployment Insurance

The Employment Fund provides information on matters related to unemployment insurance contributions.

Employment Fund

1.14.5. Occupational Health Care

The Occupational Safety and Health Act is applicable to employment relations in Finland. This means that a member of a mission is, as a rule, responsible for the occupational health of a private domestic worker as provided in the Occupational Health Care Act.

A key objective in the occupational health care is to promote and maintain the employees' ability to work and to prevent work-related health hazards and adverse effects.

An employer may acquire occupational health care services from the following service providers:

- ✓ occupational health care units at public health centres;
- ✓ municipal enterprises and companies providing occupational health care;
- ✓ occupational health care centres jointly operated by several employers (occupational health care associations);
- ✓ occupational health care units at private medical centres.

The employer may also provide in-house occupational health care services.

Employers can contact one of the occupational health care providers in order to agree on the level of services to be implemented. The foundation of occupational health care is a workplace survey, which the occupational health care service performs and writes up in a report.

Kela compensates the employer for necessary and reasonable costs incurred through providing occupational health care to employees who are insured in Finland and on condition that the statutory preconditions are met. The payment of health insurance contribution is a prerequisite for receiving compensation from Kela. Other preconditions include e.g. the following:

- ✓ the service is provided by a service provider that has an operating licence for the service and the service is provided by personnel qualified for occupational health care as required in the Occupational Health Care Act,
- ✓ the service is free of charge to the employees;
- ✓ the employer has a valid occupational health care service agreement;
- ✓ the occupational health service plan is up to date and the planned functions are being implemented and;
- ✓ the costs of the employer are based on the accountancy of the financial year of the employer.

The foundation of occupational health care is a workplace survey, which the occupational health care service performs and writes up in a report.

There is no obligation for an employer to offer more extensive occupational health care for employees, such as services of a general practitioner.

1.14.6. Health Care

Both the public and private sector provide health care services in Finland. All foreigners have the right to urgent care in the Finnish public health care sector, which covers care for medical conditions arising unexpectedly in the country of stay and demanding immediate medical assistance.

Health care arrangements for private domestic workers depend on whether the person is resident in Finland, or whether the person is entitled to public health care services under EU regulations or under a bilateral health care/ social security agreement.

Persons who are permanently resident in a municipality in Finland are, as a rule, entitled to use public health care services. A private domestic worker may also be entitled to public health care services under EU regulations and other applicable statutes in Finland. In that case, Kela will issue a Certificate of entitlement for medical care in Finland to the person concerned for visits in a public health care service.

If the patient is not entitled to the public health care under Finnish national legislation, EU regulations or bilateral agreements, the person needs to pay a fee that covers the full cost of the service.

Persons covered by the Finnish sickness insurance or persons entitled to health care benefits under Finnish legislation, EU regulations or bilateral health care/social security agreements are entitled to a partial reimbursement of the fees charged by private health care including pharmacies.

1.14.7. European Heath Insurance Card

Anyone carrying a European Health Insurance Card is entitled to receive medically necessary care while staying temporarily in an EU Member State or in Iceland, Liechtenstein, Norway or Switzerland. The treatment is provided subject to the legislation and regulations of the country where it is given. The procedure for getting the treatment and any client fee charged is the same as those that apply to local residents.

A summary of the European Health Insurance Card is available on the web site of Kela at European Health Insurance Card

In order to receive more extensive health (including medical) care, the employee should register for a certification which is issued by Kela. An S1 form must be presented to Kela for the certification.

The form may be obtained from the competent authorities of the person´s permanent country of residence. After registration, Kela issues a national document Certificate of entitlement for medical care in Finland to the person concerned, which shall be used whenever visiting the public health care service.

1.14.8. Residence of Municipality

The Act on Municipality of Residence provides that private servants of members of missions do not have a municipality of residence in Finland unless the person is of Finnish nationality, or has a municipality of residence obtained prior to the service in the mission.

The Digital and Population Data Services Agency provides information about domicile issues. More information is available on the Agency's website Municipality of residence

1.14.9. Other Guidelines

The Ministry for Foreign Affairs also advises the employers to note the following recommendations:

- ✓ The employee is at all times in possession of his/her passports and other identity documents. The employer cannot keep these documents.
- ✓ Salary payments are paid to a bank account of the employee. Payments can be made first in cash in order to allow time for opening a bank account.
- ✓ ILO recommends that when the employer provides accommodation it should include at minimum a separate, private room that is suitably furnished, equipped and lockable. The domestic worker should possess the key.
- ✓ Employers cover the costs of the employee's return travel upon completion or termination of the employment.

1.15. Au Pairs

The Finnish Immigration Service provides information on how au pairs can apply for and obtain a residence permit to work in Finland on the web site of the Immigration Service at Au Pair

2. IMMUNITY AND INVIOLABILITY

2.1. General

Diplomatic immunity and inviolability limit the exercise of powers by the Finnish authorities as regards Missions and their staff members but they do not restrict the validity of rights and obligations that arise from Finnish legislation. Inviolability implies to the status accorded to persons, premises and other property. Immunity from jurisdiction means that privileged persons enjoy immunity from the administrative, civil and criminal jurisdiction of Finland subject to the provisions in the Vienna Conventions.

The underlying principle behind these privileges is to ensure that foreign representatives can carry out their duties effectively in Finland. It is the duty of the privileged persons to respect the local laws as is provided in the Vienna Conventions and to present their identity card to the Finnish authorities when requested. All missions and their members are urged to cooperate with the local police and other Finnish authorities in matters related to their privileged status.

2.2. Diplomatic Immunity

The categories of privileged persons enjoying immunity are defined on the basis of their functions performed in Finland. Foreign family members of a staff member enjoy, as a rule, the same privileges and immunities as the staff member.

- ✓ Diplomats enjoy the highest degree of immunity. Subject to the provisions of the Vienna Convention, they enjoy a comprehensive immunity from the jurisdiction of the Finnish authorities.
- ✓ Members of the administrative and technical staff enjoy a more limited immunity. Their immunity from the civil and administrative jurisdiction of the Finnish authorities shall not extend to acts performed outside the course of their duties but extends to the criminal jurisdiction of Finland.
- ✓ Members of the service staff have limited immunity. They enjoy immunity only in respect of acts performed in the course of their duties.
- ✓ Private servants of staff members do not enjoy any immunity in Finland.
- ✓ Locally employed staff members are, as a rule, Finnish nationals or foreign nationals permanently resident in Finland and do not enjoy immunity in Finland.

2.3. Inviolability

2.3.1. Inviolability of the Mission Premises, Residences and other Property

The premises of the mission are the buildings or parts of buildings and the land ancillary thereto, irrespective of ownership, used for the purposes of the mission including the residence of the head of mission. The premises of the mission are inviolable so that the authorities of the receiving state may not enter them without the consent of the head of mission. Accordingly, the premises of the mission, furnishings and other property thereon as well as means of transport are immune from research, requisition, attachment or execution.

The receiving state must take all appropriate steps to protect the premises of the mission against any intrusion or damage and to prevent any disturbance of the peace of the mission or impairment of its dignity.

2.3.2. Personal Inviolability

A privileged person is inviolable in a way that he/she shall not be liable to any form of arrest or detention. The receiving state has an obligation to refrain from exercising its sovereign rights and especially enforcement measures against a privileged person. The receiving state is also under a special duty to take all appropriate measures to protect the inviolability of a privileged person and to prevent any attack on his/her person, freedom or dignity.

The residence of a diplomat and of a member of the administrative and technical staff enjoys the same inviolability and protection as the premises of a mission. Inviolability applies also to their other property.

The personal baggage of a diplomat is exempt from inspection unless there are serious grounds for presuming that it contains articles the import or export of which is prohibited by law. The inspection will be conducted in the presence of the diplomat or a representative. However, subject to the relevant regulations on aviation safety privileged persons and their personal baggage are liable to screening for security purposes at the airports. Refusal of the screening and further inspection may lead to a prohibition to enter the flight. Please note also chapter 9 (Helsinki-Vantaa Airport).

2.4. Immunity and inviolability per personnel category

Personnel categories	Immunity from jurisdiction	Inviolability
Heads of mission, diplomats and consular officers (protocol card A)	Immunity from criminal, civil, and administrative jurisdiction (with the exceptions provided in the Vienna Conventions)	Person, residence, papers, correspondence, other property (like vehicles). As for personal baggage, see 3.3.2
Administrative and technical staff and consular employees (protocol card B)	Immunity from criminal jurisdiction; from civil and administrative jurisdiction only in the course of their official duties	As above
Service staff of missions (protocol card C)	Immunity from jurisdiction in respect of acts performed in the course of their official duties	Person in the course of official duties
Private servants (protocol card D)	No	No
Locally employed staff (protocol card D)	No	No
Family members (protocol card A/B/C/D)	According to status	According to status

2.5. Respect for Local Laws and Regulations

2.5.1. Parking Fines

Most infringements of local law concern parking regulations. Illegal parking carries a parking fine of a fixed amount. In Finland, issuing a parking fine is in the scope of administrative jurisdiction.

Pursuant to the Act on Parking Fines, the driver of the vehicle has the primary responsibility for the parking fine. Secondary responsibility falls on the owner of the vehicle unless the owner shows probable that he/she is not responsible for the illegal parking. In case the driver of a vehicle enjoys immunity from the administrative jurisdiction of Finland, he/she may invoke immunity.

A driver of a mission who is a Finnish national or has a permanent residence in Finland, is, as a rule, liable for any parking fines he/she receives while driving an official vehicle of the mission.

The local parking control administration regularly provides the Ministry for Foreign Affairs with reports on the parking fines imposed on the members of missions. The Protocol Services will contact the Mission whose members have repeatedly neglected to respect the parking regulations and seek to resolve the situation in a spirit of cooperation.

If the driver of a vehicle considers the parking fine unjustified, he/she can file a parking fine appeal with the Customer Service of the City of Helsinki Urban Environment Division within 30 days of the receipt of the fine. The appeal may be submitted in person, by post, by e-mail (pysakointi@hel.fi). In case a person wishes to invoke immunity from the administrative jurisdiction of Finland this should be informed preferably directly to the Urban Environment Division.

Information on the appeal is available on the web site of the **Urban Environment Division at** www.hel.fi (please choose English → Urban environment and traffic → Parking → Parking control.

2.5.2. Police Traffic Control

Every driver is obliged to pull over if requested to do so by a police officer and to present the registration documents of the vehicle as well as the diplomatic ID card issued by the Ministry for Foreign Affairs. The police will return the documents after verification.

The police authorities use automatic traffic control cameras for traffic control. These cameras record speeding of vehicles. The police authorities send notices of vehicles with CD and C registration plates to the Protocol Services. The Protocol Services will forward these notices to the relevant missions together with a form for a reply. Missions should reply to these notices. If the driver of the vehicle invokes immunity this should be mentioned in the reply as well as the status of the driver (A, B, C or D).

The police authorities also send the Protocol Services police reports concerning speeding of vehicles with CD or C registration plates. The Protocol Services will forward these reports to Missions for their information and action.

2.5.3. Driving Under Influence of Alcohol, Drugs or Medicines

Drunken driving is a criminal offence in Finland. Persons who enjoy inviolability are not obliged to submit to a breathalyzer, blood or urine test. Regardless of whether the person submits to the test or not, the Police may decide that it is not in the interest of public safety to permit him/her to continue driving. The Ministry for Foreign Affairs considers driving under the influence of alcohol or other intoxicating substance by a member of a mission a serious misbehavior and shall take action when the Police bring a suspicion of a violation of the law to its attention.

When a suspected case of drunken driving has taken place, the Police authorities estimate the situation carefully. The police reports suspicions of drunken driving to the Ministry. When needed, the Ministry will request for more information concerning the incident from the Police authorities. In cases where, on the basis of the police report, there is no doubt about the condition of the driver the Ministry will either ask the sending state to waive the immunity of the person or to recall him/her.

2.6. Waiving Immunity

In the event of serious or repeated offences, the Ministry for Foreign Affairs will take measures to solve the situation. Measures range from a warning to a request to the sending State either to waive the immunity of the person or to recall the person who is suspected of having committed such offences. The Ministry considers necessary action from case to case.

Immunity from the jurisdiction of Finland does not exempt a privileged person from the jurisdiction of the sending state.

3. TAXATION

3.1. General

Information about the Finnish tax system and addresses of local tax offices are available on the web site of the **Finnish Tax Administration** at www.vero.fi

Subject to the provisions of the Finnish tax legislation, the Ministry can take into account reciprocal treatment when granting exemptions from taxes and duties.

3.2. Business Identity Code

Missions may need a Business Identity Code (Y-tunnus in Finnish) for customs clearance of the diplomatic mail and for other tax purposes in Finland, e.g. for the use of the Incomes Register. The Tax Administration or the Finnish Patent and Registration Office issue the Code upon application.

Each mission can hold one business identity code as each mission forms one legal entity in Finland. E.g., commercial offices and cultural sections that form part of the embassy cannot have business identity codes of their own.

More information on the Business Identity Code is available on the web site of **the Finnish Patent and Registration Office** at Business ID

3.3. Income Tax

State income tax is levied on earned income according to a progressive tax scale and on investment income at a flat rate. In addition, communal tax is levied on earned income according to a flat rate set annually in advance for the next year by each municipality.

Pursuant to Section 12 of the Income Tax Act, members of missions, their family members and private servants, who are not Finnish nationals, are mainly exempt from

state and municipal income tax. However, they are liable to pay income tax with regard to the following income:

- ✓ Income derived from real property situated in Finland;
- ✓ Profits from a business carried out or income from professional activities performed in Finland not connected with duties in the mission;
- ✓ Income from renting a flat held by virtue of shares in a Finnish residential housing company or other real estate company;
- ✓ Income, including pensions, from employment in Finland not connected with duties in the mission.

Pursuant to the Act on taxation at source of interest income any natural person who is tax resident in Finland and a domestic estate (estate of a deceased person) are liable to tax on source. Accordingly, no tax on source is levied on income derived from the bank accounts of diplomatic missions. The same applies to members of missions and their family members who are not Finnish nationals or tax residents in Finland.

3.4. Net Wealth Tax

No net wealth tax (capital tax) is levied in Finland.

3.5. Inheritance and Gift Tax

Members of missions, their family members and private servants, who are not Finnish nationals, are liable to pay inheritance tax only on the following property acquired by inheritance or bequest:

- ✓ Real property situated in Finland;
- ✓ Shares or other rights in a corporate body where more than 50 per cent of the total gross assets of the company consist of real property situated in Finland.

The same exemption applies to the taxation of property acquired by gift.

Members of missions who are Finnish nationals are liable to pay inheritance and gift tax also for other assets according to the applicable provisions.

3.6. Real Property Tax

The premises of the mission, which include the chancery and the residence of the Head of mission, are exempt from real property tax to the extent provided for in the Vienna Conventions. As a rule, the exemption does not cover a possession of property, where the mission, on behalf of the sending state, is a shareholder (i.e. owns a flat) in a residential housing company or other real estate company.

It is advisable to contact the Tax Administration for further advice concerning the tax liability.

The owner of the property (e.g. a foreign state) must file an application for the registration of title to property with **the National Land Survey of Finland** (Maanmittauslaitos). **Please note Chapter 5 on Acquisition of Real Property in Finland**.

3.7. Sales Profits

Income derived from selling property is taxable income in Finland. The provisions of the Vienna Conventions on Diplomatic and Consular Relations provide exceptions on the tax liability.

The Tax Administration takes into consideration the following exceptions when deciding on the tax liability:

- ✓ the sending state and the Head of the mission shall be exempt from all national, regional or municipal taxes in respect of the premises of the mission. The premises of the mission are the buildings or part of buildings and the land ancillary thereto, including the residence of the Head of mission;
- ✓ the above applies also to consular premises and the residence of the career head of consular post;
- ✓ members of missions shall be exempt from taxes on private immovable property in case they hold the property on behalf of the sending state for purposes of the mission.

Despite a possible tax exemption, missions and members of missions are obliged to submit a tax declaration to the Tax Office also of these sales. The Tax Administration will issue a tax decision on the taxation of the sale.

If a mission wishes to receive an advance opinion on the taxation of a sale, the mission must apply for **an advance ruling** from the Tax Administration. The ruling is subject to a charge. More information on advance rulings can be obtained from Tax Administration (Tel. extension 029 512 000).

3.8. Transfer Tax

According to the Transfer Tax Act, the acquisition of ownership of real property and securities (including shares in a residential housing company) is subject to transfer tax.

Missions and Heads of mission are exempt from transfer tax when they acquire premises (real property or shares entitling to the enjoyment of the premises) to be used for the purposes of the mission including the residence of the Head of mission as provided by the Vienna Conventions.

Acquisition of property for other residential purposes than for the Head of Mission is subject to transfer tax. Payment of transfer tax is carried out electronically. More information is available on the web site of the Tax Administration at Transfer Tax

3.9. Value Added Tax (VAT)

Value Added Tax (VAT, ALV in Finnish) is imposed on sale of goods and services, on imports and intra-Community acquisitions of goods and on removals of goods from warehousing arrangements. The rate of VAT varies between 10 and 25,5 per cent (of the price excluding tax).

A guide to tax exemption from VAT for diplomatic missions and diplomats is available on the website of the Tax Administration: VAT exemption and right to VAT refunds: diplomats, international bodies, bodies of the European Union, and defence activities

3.9.1. Entitlement to Refund of Value Added Tax

Missions and diplomats as well as their accompanying family members who have a diplomatic status in Finland, are exempt from VAT.

VAT is refundable based on reciprocity. The tax is returned on application made by the mission in respect of acquisitions for official use, and on application made by the diplomat in respect of acquisitions for personal use and for the use of the accompanying family members. The use is not considered personal if the items or services are acquired e.g. for the use of relatives or friends as gifts.

Staff members other than diplomats are not entitled to exemption. The administrative and technical staff of missions may import their removal goods exempt from VAT when they settle down in Finland for the first time. Please note also sections 6.1 and 6.2 concerning tax-exempt acquisition and import of vehicles.

3.9.2. Coverage of Exemption

The exemption from VAT covers all goods and services, if the taxable price of an article or service amounts at least to 170 euros. Product groups or services rendered (e.g. clothing, food products, car repair, restaurant service, subscription of magazines etc.) define the reciprocity.

Finland does not apply an annual upper limit for acquisitions.

VAT imposed on restaurant invoices is refundable for private meals (those of diplomats and the accompanying family members) as well as for business meals if the sum of the invoice amounts to 170 euros. The nature of the occasion (private/official) must be mentioned on the supplement.

In respect of electricity, telephone and water invoices, as well as purchases of fuel and heating oil, the total amount of purchases shall be at least the equivalent of 170 euros per a quarter of a year.

The term 'single service' refers to the entire service (e.g. service provided by a plumber on several occasions concerning the same repair work).

VAT is not imposed on letting of immovable property. As missions cannot apply for a voluntary VAT liability in Finland, invoices concerning letting of immovable property by Missions cannot not include VAT.

Insurance premium tax is not comparable to value added tax in respect of refund of tax.

3.9.3. Purchases in Finland

Application forms and instructions

Application forms and Instructions of the Tax Administration on filling in the forms are available in the Diplomatic Portal

Annexes 2 and 2a

The applications must be filled in electronically, not by hand.

- ✓ There is no need to enclose an invoice or a receipt as a verification of the purchase
- ✓ The purchase must be described in detail on the supplement form
- ✓ One section must be filled in for each invoice or receipt. If an invoice or a receipt contains different product groups, the purchases shall be divided in separate sections, e.g. one section for office supplies and another section for clothes.
- ✓ It is also important to fill in the Business Identity Code (Y-tunnus) of each seller on the supplement
- ✓ Applications can be submitted quarterly to the Protocol Services and **at the latest within one year of the date of payment of the invoice**

Both the Ministry for Foreign Affairs and the Tax Administration have the possibility to request for further information from the Mission and diplomat about individual purchases.

Missions and diplomats must keep the receipts and invoices of their purchases at least until the Tax Administration has returned the tax.

The Protocol Services will confirm the right of the applicant to refund by taking into account the applicant's position, reciprocity, and the intended use of the goods or services.

The Tax Administration examines other preconditions for refund and refunds the tax.

3.9.4. Purchases within the EU

Application forms and instructions

Application forms and Instructions of the Tax Administration on filling in the forms are available in the Diplomatic Portal

Annex 3 Application for VAT and Excise Duty exempt purchases (European Union)

Missions and diplomats can make purchases of goods and services in other EU member states exempt from the local VAT. The exemption requires that certain conditions are met (e.g. the taxable price of an article or service needs to amount at least to 170 euros). Also, the requirement of reciprocity exists correspondingly as in respect of purchases made in Finland.

Exemption or refund of VAT is granted only for purchases of goods which come in use in Finland.

Special rules concern purchases of certain acquisitions of services, e.g. electronically supplied services are usually subject to VAT in the country where the buyer is established whereas renovation work is usually subject to VAT in the country where the premises are situated.

Reimbursement of VAT for purchases, which have been made before the arrival, and notification of the diplomat to Finland will be assessed based on reciprocity.

A buyer who requires VAT exempt invoicing must complete the relevant form "VAT and/or Excise Duty Exemption Certificate (European Union)" **(Annex 3)**. The form should be submitted for confirmation to the Protocol Services together with a copy of an invoice or a proforma invoice. The Mission or the Diplomat shall submit the confirmed certificate to the seller of the products for exemption or refund of the local VAT.

The procedure for obtaining VAT exemption on imports from non-EU countries is described in section 3.11.2 below.

3.10. Excise Duties

3.10.1. Acquisition of Products exempt from Excise Duty

Excise duty is levied on energy products, electricity, alcohol, alcoholic beverages, tobacco, soft drinks, beverage containers and also on sweets and ice cream. Excise duties are levied on both domestic and imported products released for consumption in Finland.

Exemption from excise duty is granted to missions and diplomats. The Tax Administration has issued an instruction on the exemption practices. The instruction is available on the web site of the Ministry in the Diplomatic Portal and on the website of the Tax Administration at Exemptions from excise duties.

3.10.1.1. Acquisitions in Finland

Excise products can either be acquired exempt from excise duty with the Application for a tax and duty exempt import and purchase or with the Application for tax exempt purchases of fuel and heating oil depending on the goods. Both applications are submitted to the Protocol Services using the Ministry's e-service. Instructions and a link to the e-service are available in the Diplomatic Portal on the Ministry's website.

A party entitled to these purchases may acquire such products exempt from excise duty from a customs warehouse, a free warehouse or an excise warehouse.

Exemption from excise duty on electricity is implemented through a refund procedure. Refund is applied for directly from the Tax Administration with a **free-form application**. A copy of the electricity bill does not have to be enclosed to the application, but the Tax Administration may ask for it if necessary. The length of the period covered by the submitted application can be one calendar month or one calendar year. The application must contain a breakdown of the products and quantities that had been purchased and for which a refundable duty had been paid.

3.10.1.2. Acquisitions from other EU Member States

When purchasing excise products from a retail shop (e.g. a wine shop) in another EU Member State for which the excise duty already has been paid in the country of departure, the buyer has to complete **a VAT and/or Excise Duty Exemption Certificate/EU (Annex 3)**.

The certificate shall be completed for confirmation to the Protocol Services. The buyer needs to send the forms to the seller of the products. The seller holds one copy and the other copy accompanies the products to Finland.

Other excise products than alcoholic beverages, tobacco or energy products can be purchased exempt from excise duty with **an application for a tax and duty exempt import and purchase.**

If the aforementioned products have been acquired exempt from excise duty e.g. from a tax warehouse, they can be transported to Finland under a duty suspension arrangement within the EU.

3.10.1.3. Acquisitions from outside the EU

Excise products have to be declared at the place of import. An application for **a tax and duty exempt import and purchase** submitted using the e-service and confirmed by the Ministry has to be presented in connection with the customs clearance.

3.10.2. Excise Duty on Fuel and Heating Oil

Exemption from excise duty is granted on purchase of fuel for vehicles that are in the personal use of diplomatic agents or in the official use of missions. Missions and diplomats should contact a fuel company in order to get a payment card for fuel purchases.

As for purchases of excise products for which the duty has been paid, exemption is provided by refunding the paid excise duty on application. Purchasers can submit an application in MyTax or a free-form application for refund to the Finnish Tax Administration. The length of the period covered by the submitted application can be one calendar month or one calendar year. Refund can be applied within three years of the end of the calendar year to which the application period belongs.

The application must contain a breakdown of the products and quantities that have been purchased and for which a refundable duty has been paid. A copy of the diplomatic ID card is required as an attachment. Copies of the invoices do not have to be enclosed to the refund application, but the Tax Administration may ask for them if necessary.

The same procedure applies to applying for exemption from excise duty on heating oil. In case the fuel or heating oil is bought under direct exemption from excise duty, an application for tax exempt purchases of fuel and heating oil must be submitted to the Protocol Services using the e-service.

3.10.3. Excise Duty on Electricity

Exemption from excise duty on electricity is granted to missions concerning the premises of the mission (chancery and residence), and to diplomats concerning their private residences.

Exemption from excise duty on electricity can only be implemented through a refund procedure. Parties entitled to acquisition of electricity exempt from excise duty can apply for a refund of the paid excise duty on electricity with a free-form application from the Tax Administration. A copy of the electricity bill does not have to be enclosed to the application, but the Tax Administration may ask for it if necessary. The length of the period covered by the submitted application can be one calendar month or one calendar year. The application must contain a breakdown of the products and quantities that had been purchased and for which a refundable duty had been paid.

3.11. Customs Duties

3.11.1. Exemption from Customs Duties

Missions can import goods from non-EU countries and outside the EU customs area, or acquire goods from warehouses exempt from customs duties for the official use of the mission.

Items which are to be displayed e.g. at exhibitions or used in connection of official visits, and will be exported later from Finland, are subject to a so-called temporary customs clearance. It is not possible to use an Application for a tax and duty exempt import and purchase for these shipments. More information about the temporary customs clearance is available from the Customs.

Diplomats can import goods or acquire them from warehouses exempt from customs duties for their personal use including the personal use of their family members.

Members of the administrative and technical staff can import their personal removal goods exempt from customs duties in connection with their first assignment to Finland that includes the six-month period following their arrival. They can import or purchase a motor vehicle exempt from taxes during this period but no goods exempt from taxes.

Import and purchase of vehicles tax-exempt is explained in detail in chapter 6.

The import of firearms requires a specific procedure (please note chapter 8).

Import of medicines to Finland is, as a rule, not allowed. It is advisable to contact the Customs and the Finnish Medicines Agency (Fimea) before the import.

3.11.2. Exemption Procedure

> An application for a tax and duty exempt import and purchase needs to be duly completed and submitted using the e-service.

More information about import or export of larger amounts of cash is available from the Finnish Customs.

If the goods received exempt from customs duties are sold to a buyer not entitled to engage in duty-free import of goods, the duties and taxes must be paid as required by the regulations in force at the time of the customs declaration.

3.12. Public Broadcasting Tax

Finland applies a public service broadcasting tax to finance the operations of YLE that is a Finnish public service media company. Diplomatic and consular missions as well members of missions who are not Finnish tax residents are not liable to pay this tax. In case there is uncertainty about the tax liability missions should contact primarily the Tax Administration for further advice.

4. CUSTOMS CLEARANCE

4.1. Customs Declarations

As of 1 June 2021, import declarations on diplomatic consignments that arrive in Finland as freight are to be submitted to the Finnish Customs electronically. More information is available on the website of the Finnish Customs.

The missions can submit electronic import declarations either in an e-service – Import declarations for businesses (Declaration Services), or authorize a representative by a power of attorney to clear the goods. E-service is recommended as the primary transaction channel. In order to log in to the service, the user needs an EORI number and must identify himself/herself using Suomi.fi identification. The customs clearance can also be carried out by visiting the customs office.

A consignment addressed to a diplomatic agent or to a family member, can also be cleared through customs by visiting a customs office, or by authorizing a representative to clear the goods. The e-service is available at Declaration Services

Details required for the clearance can be found in the consignment note and in the arrival notice. A declaration for a diplomatic consignment containing goods must be accompanied with a confirmed Application for a tax and duty exempt import and purchase. The applications are submitted using the Ministry's e-service.

Application for a tax and duty exempt import and purchase is not required for diplomatic mail containing diplomatic documents (diplomatic bag/pouch).

The warehouse keeper releases the diplomatic consignment against a decision on release. If the diplomatic consignment arrives by Posti, or is delivered by an express freight company, the customs system sends the decision on release electronically to the warehouse keeper.

The guidelines of the Finnish Customs on Customs Declarations on Diplomatic Goods is available at in the Diplomatic Portal (Tax Exemption Forms for Missions→ Customs Declarations on diplomatic Goods)

The online services support gives guidance on how to complete the declaration, tel. 0295 5207, Mon–Fri, 8 am–4.15 pm and to private customers, tel. 0295 5206, Mon–Fri, 8 am–4.15 pm.

The import of firearms requires a specific procedure (please note chapter 8). Import of medicines to Finland is, as a rule, not allowed. It is advisable to contact the Customs and the Finnish Medicines Agency (Fimea) before the import. Please also note chapter 3.11. (the temporary customs clearance concerning exhibition items).

Other consignments than the diplomatic bag are subject to normal security checks.

4.2. Diplomatic Bag

Diplomatic courier consignments (the diplomatic bag) must be sealed and the diplomatic status of the consignment must be clearly visible. Diplomatic courier consignments may contain only documents and articles that are intended for the official use of the mission. The contents of the diplomatic bag can include only items whose import is not prohibited by the customs regulations of Finland. Import of firearms is not allowed by the diplomatic bag.

The diplomatic courier must carry an official document indicating his/her status and the number of packages which constitute the diplomatic bag.

If there is an intention to transport the diplomatic bag in the cabin of an aircraft the mission needs to check with the airline company whether this is allowed.

Diplomatic courier consignments are not subject to security checks. An Application for a tax and duty exempt import and purchase is not required for diplomatic mail containing documents.

4.3. Removal Goods

Diplomats may import their removal goods exempt from customs duties and other taxes for their personal use and for the use of their family members. The number of shipments is not limited. Diplomats may also import alcoholic beverages among their removal goods provided that the beverages are for private use. Application for a tax and duty exempt import and purchase is submitted using the e-service, and the approved application needs to be attached to the documents concerning the customs clearance.

The import of medicines and firearms is subject to special provisions. Import of medicines is, as a rule, not allowed. It is advisable to contact the Customs and the

Finnish Medicines Agency (Fimea) in advance if a need to import medicines for the use of a member of a mission or a family member will arise. The import of firearms needs to fulfill specific terms (please note chapter 8).

Members of the administrative and technical staff of missions may import their personal removal goods exempt from customs duties in connection with their first assignment to Finland including the six-month period following their arrival in Finland. They may not, however, acquire goods from warehouses, with the exception of a motor vehicle which may be purchased from a car dealer.

Import and purchase of vehicles is explained in detail in chapter 6.

More information on import of removal goods is available on the website of the Finnish Customs.

4.4. Export of Goods

Finland uses electronic customs declarations also for outgoing goods. Usually the shipping agent takes care of the necessary declarations. More information on the declarations is available from the Customs at Declaration Services

Some restrictions are imposed on the exportation of certain commodity groups, such as valuable antique and artisan items and items of considerable national historical value. These restrictions apply also to exports by diplomatic missions and members of missions.

Missions or members of mission planning to take valuable items out of the country should contact the Finnish Heritage Agency to make sure that the export of the item in question is not prohibited. More information on the restrictions on exporting items can be obtained from the Customs.

5. ACQUISITION OF REAL PROPERTY

Buyers outside the EU and EEA need a permission from the Ministry of Defence to buy real estate in Finland. The permission requirement applies to property transactions that are confirmed on or after 1 January 2020.

The requirement of a permission applies also to acquisition of real estate for diplomatic and consular purposes. It is recommended that foreign states (Missions) and members of mission apply for the permit as early as possible when the object of the real estate transaction is known.

The permission process will not concern acquisition of housing shares or renting a real estate.

The permission can be applied for in Finnish, Swedish or English using a form, and later in an electronic service system.

It is also possible to submit an advance inquiry to the Ministry of Defence on the status of a buyer, namely whether the buyer is an entity that will need to apply for the permit.

More information on the permit process is available on the website of the Ministry of Defence under Licences and Services

Inquiries can be submitted also to the following e-mail address of the Ministry of Defence: ulkomaalaisomistus@gov.fi

In respect of a purchase or sale of real property, Missions should contact the National Land Survey of Finland (Maanmittauslaitos) prior to the transaction to check to requirments concerning the authorization of the sending state to sign the deed. The e-mail address of centralised customer service of the NLS is customerservice@nls.fi

After the completion of the purchase, the sending state (Mission) needs to apply for a registration of title to property within six months of the signing of the deed.

The National Land Survey provides information on the registration procedure from Monday to Friday 9–16.15 on number 029 530 1110. More information is also available on the web site of the NLS at

National Land Survey

6. MOTOR VEHICLES

6.1. Importation and Acquisition of Motor Vehicles for diplomatic use

Missions can import and acquire vehicles tax exempt for the official use of the mission. The number of vehicles is not limited but it must be reasonable compared to the size of the mission. Vehicles acquired for official use are not intended for the personal use of the members of missions.

Foreign diplomats (holders of an A category identity card) can acquire one vehicle tax exempt, or two vehicles if they are accompanied by a foreign spouse who has a diplomatic status in Finland.

Foreign members of the administrative and technical staff (holders of a B category identity card) can acquire one vehicle tax exempt or two vehicles if a foreign spouse, who is not permanently resident in Finland, accompanies them. The import or acquisition must take place within six months following the arrival of the staff member. This means that the Application for a Tax and Duty exempt Import and Purchase of a Motor Vehicle must be filed using the Ministry's e-service within six months of the staff member's arrival.

The above-mentioned persons can also acquire one motorcycle tax exempt.

The sale of motor vehicles is directly exempt from tax and therefore the return procedure cannot be applied (please note chapter 6.1.1. Tax and Customs Clearance).

The make of the motor vehicle is not restricted.

Vehicles that have CD or C registration plates are also exempt from a surtax.

It is not possible to acquire a leasing vehicle exempt from taxes because the leasing company owns the vehicle. For the same reason leasing vehicles cannot have CD or C registration.

The member of mission also needs to be the sole owner of the vehicle. Co-ownership of the vehicle with the person´s family members is not possible.

6.1.1. Tax and Customs Clearance

These provisions apply to:

- ✓ New and used motor vehicles imported from outside the EU to Finland
- ✓ New and used motor vehicles acquired from another EU country to Finland
- ✓ New vehicles acquired in Finland
- ✓ Used, previously non-registered vehicles acquired from a car dealer in Finland

The process will start with Application for a Tax and Duty exempt Import and Purchase of a Motor Vehicle:

- ✓ Application for a tax and duty exempt import or purchase of a motor vehicle must be duly completed and submitted using the e-service.
- ✓ Name of the applicant (member of mission) must be identical with the name in the person´s Protocol card (FAMILY NAME(s) and GIVEN NAME(s).
  Vehicle inspection number (VIN) must be correct.
- ✓ The Protocol Services certifies the application.
- ✓ Mission or applicant submits one certified application to the Tax Administration attached to the Car Tax Return (or only to the car dealer if the car dealer takes care of the process.)
- ✓ The address of the Tax Administration is:
  Finnish Tax Administration / Car Tax
  PL 20, 00052 VERO
- ✓ The application for the Tax Administration can also be submitted to any Tax Office
- ✓ Please do not include multiple documents or forms in the same envelope if they are addressed to different P.O. Boxes
- ✓ If the vehicle is imported to Finland from outside the EU and has not been customs cleared, the applicant also delivers one certified form to the Customs (or to the car dealer or shipping agent). The visiting address of the Customs is: Rahtitie 1 A, 01530 Vantaa (open 8 – 16.15 on weekdays); e-mail lentorahti@tulli.fi

In case the mission or member of mission uses the vehicle in Finland before it is taxed (and customs cleared), the owner of the vehicle must submit a Car Tax Return and a Declaration of Use to the Tax Administration together with the application for a tax and duty exempt import and purchase. The telephone number for contacts in the Tax Administration is 029 497 150.

The form for the Car Tax Return is available at Car Tax Return

The form for the Declaration of Use is available at Declaration of Use

If the mission or member of mission acquires a vehicle from another EU country, customs clearance is not needed if the vehicle has been customs cleared in the EU. However, import from outside the EU fiscal territory, e.g. from Åland Islands, is subject to customs clearance.

More information on the customs clearance is available on the website of the Finnish Customs.

6.1.2. Vehicle Inspection

Imported vehicles need an inspection before CD or C registration. Several companies in the Metropolitan Area offer inspection services. The inspection company issues a registration certificate of the vehicle which is needed for the CD and C registration (both the technical section I /tekninen osa and the notification section II /ilmoitusosa).

Information on the periodic roadworthiness inspections is available at Vehicle Inspection.

6.2. Registration of Motor Vehicles for diplomatic use

6.2.1. General

Vehicle must have a motor liability insurance in Finland. Third-party motor insurance is mandatory in Finland. An all-risk insurance (KASKO) is also recommended.

CD plates are for motor vehicles that are in the official use of missions, primarily for the use of the ambassador and for private motor vehicles of diplomats.

C plates are for other official vehicles of missions, and for vehicles of the members of the administrative and technical staff of missions.

The C registration of vehicles of the administrative and technical staff members of missions will concern only the first vehicle(s) acquired by the staff member within six months of the person´s arrival in Finland, but not any vehicles possibly acquired later.

If both diplomatic registration plates are stolen or otherwise disappear, the mission must inform of this to the Protocol Services by a verbal note. The registration number is withdrawn from use for a period of three years. If only one registration plate is stolen or otherwise disappear, the mission can inform Traficom about this to rekisteroinnintuki@traficom.fi and agree on the receipt of a new plate.

If a member of mission has moved from Finland to another EU country, and the authorities of the receiving country have demolished the Finnish CD or C registration plates, the registration number will not be withdrawn from use. A certificate of the demolition needs to be submitted to the Protocol Services.

6.2.2. Vehicle Registration

If the applicant has issued a power of attorney to the car dealer, the dealer will take care of the registration process.

The registration process is the following in case the applicant takes care of the registration of the vehicle:

For the CD or C registration of a motor vehicle, the mission submits the following documents to the Protocol Services:

- ✓ Verbal note (and a request for a certain CD registration number)
- ✓ Car Tax Decision, and if customs clearance is needed a Customs Clearance Decision and a Customs Decision on Release for free circulation of the vehicle. The name of the owner on the tax decisions must be identical to the name of the applicant.
- ✓ Advance Notification Certificate or Registration Inspection Certificate (parts I and II).

The Advance Notification Certificate/Registration Inspection Certificate must include the following information:

- ✓ Name of the owner (family name, given name(s) or the name of the mission)
- ✓ Date of birth of the owner
- ✓ Address of the owner
- ✓ Name of the insurance company and the starting date of the insurance policy
- ✓ Signature of the owner (or of the person signing on behalf of the mission)

The registration process is the following:

- ✓ The Protocol Services issues a Recommendation for Registration.
- ✓ The Protocol Services returns the Recommendation letter, the Car Tax Decision, the Customs Clearance Decision and the Customs Decision on Release to the mission.
- ✓ The mission or applicant keeps the Car Tax Decision, the Customs Clearance Decision and the Customs Decision on Release for future reference.
- ✓ The mission or member of mission submits the following documents to the Finnish Transport and Communications Agency/Traficom, Diplomatic Registration, P.O. Box 320, 00059 Traficom:
  1. Recommendation of the Protocol Services
  2. Application for diplomatic Vehicle Registration **(Annex 4)**
  3. the attachments as in Annex ~~7~~
- ✓ Traficom registers the vehicle and delivers the registration plates and the registration certificate to the applicant´s postal address. The applicant can also inform of another delivery address for the delivery. Traficom has issued Application Instruction for Diplomat Registration **(Annex 5)**.
- ✓ Traficom invoices of the registration separately by mail to the address given in the registration documents. The applicant can also provide a separate invoicing address.

Questions concerning the delivery of the registration plates should be addressed to Traficom: rekisteroinnintuki@traficom.fi

The contact information number of Traficom is +358 295 345 000.

6.3. Use and Sale of tax-exempt Motor Vehicles

Family members who are Finnish nationals or permanently resident in Finland, as well as private servants may drive a tax exempt vehicle only when they accompany a privileged person until three years will have elapsed of the vehicle´s registration with the CD or C registration plates.

However, drivers in the service of a mission may drive the official vehicle on duty.

6.3.1. Sale of tax-exempt Motor Vehicles in Finland

A tax exempt motor vehicle may be sold without any restrictions:

- ✓ To a mission or
- ✓ To a privileged member of mission

Furthermore, a tax-exempt motor vehicle can also be **sold freely in the free market in Finland after three years of the date of its first diplomatic registration.**

If a tax-exempt vehicle is **sold in Finland before the three-year period** since its first diplomatic registration has elapsed, it must be declared at the Tax Administration, and at the Customs if the vehicle was subject to customs clearance at the time of import or purchase. Full duties and taxes will be imposed in accordance with the regulations in force on the day of its tax and customs clearance.

The three-year period can consist of separate periods during which the vehicle has been registered with CD or C plates in Finland.

Whenever a member of mission is about to move from Finland, the person should either sell the vehicle in Finland or export it abroad.

If the person chooses to sell the vehicle in Finland before the expiry of the three-year period since its registration (and release for free use), there is a liability to pay 1/36 of the taxes and duties per every remaining month of the three-year period.

- ✓ The Mission shall inform of the precise month of departure of the member of mission to the Protocol Services by a verbal note.
- ✓ The Protocol Services will issue a **certificate** concerning the departure at the earliest two months prior to the final departure of the person concerned.
- ✓ The person shall forward the certificate to the Tax Administration (attached to the Car Tax Return Form 1203) and to the Customs if the vehicle was subject to customs clearance at the time of import or purchase. The Tax Administration and the Customs will calculate the amount of the remaining tax that must be paid before the sale of the vehicle.
- ✓ The registration plates must then be returned to the Protocol Services with a verbal note and it should be mentioned in the note that the vehicle has been sold in Finland.

If a diplomat sells a tax-exempt vehicle during the three-year period since its registration in Finland either to a mission or to privileged person, the diplomat may acquire a new tax-free vehicle. The same is applicable in case the diplomat sells the vehicle in free market in Finland and pays full taxes and duties to be imposed on the vehicle.

A tax-exempt vehicle should be sold personally by the member of mission before departure from Finland. A member of mission may only exceptionally give a power of attorney to another member of mission to represent the owner of the vehicle in the sale.

Under exceptional circumstances (e.g. in case of a sudden death of the diplomat), the Tax Administration may exempt the motor vehicle from duties and taxes fully or partly. To apply for this exemption, a free-form application may be sent to the Protocol Services together with a verbal note.

6.3.2. Export of tax-exempt Vehicles from Finland

If the vehicle is exported, the mission should inform the Protocol Services of the exportation by a verbal note. It should be mentioned in the note that the vehicle has been exported from Finland.

The CD or C plates must be returned to the Protocol Services within two months of the exportation. As soon as the Finnish Transport Safety Agency receives the information from the Protocol Services that the vehicle has been registered abroad, the vehicle will be removed from the vehicle register in Finland.

In case the plates are not returned to the Protocol Services the registration number is withdrawn from use for a period of three years.

It should be noted that it is not allowed, either by a mission or by a diplomat, to export a tax exempt vehicle abroad before the three-year period since its registration has elapsed and simultaneously acquire or import a substitutive tax exempt vehicle.

If a tax-exempt vehicle is destroyed in a traffic accident or must be delivered to breaking up for another reason, the mission should contact the Protocol Services. As a rule, a statement from the insurance company is needed for the assessment of the replacement of the vehicle.

If a tax-exempt vehicle is taken out of use temporarily this period of non-use does not shorten or extend the above-mentioned three-year period. Even then, the vehicle is subject to an insurance of a laid-up vehicle.

6.4. Acquisition and Registration of used Motor Vehicles (registered in Finland)

Missions, diplomats and members of the technical and administrative staff can acquire used motor vehicles that are registered in Finland, exempt from VAT from a business that is VAT liable. The sale of motor vehicles is directly VAT exempt if the requirements for VAT exempt status are met, and therefore the return procedure cannot be applied. The buyer must submit an Application for a Tax and Duty exempt Import and Purchase of a Motor Vehicle using the e-service. The approved application needs to be presented to the seller.

A used vehicle can be registered with CD or C registration plates unless the person already possesses a motor vehicle that has CD or C registration plates. If a spouse accompanies a member of mission, the person can obtain CD or C registration plates for two vehicles simultaneously.

If a member of the technical and administrative staff acquires a used motor vehicle exempt from VAT, the acquisition must take place within six months of the person´s arrival in Finland.

The registration of vehicles of the administrative and technical staff members with C registration plates concerns only the first vehicle(s) acquired by the staff member within six months of the person´s arrival in Finland.

Vehicles registered with ordinary registration plates are not exempt from the surtax.

A certificate of registration including both the technical section (tekninen osa) and notification section (ilmoitusosa) should be submitted to the Protocol Services with a verbal note. A Digital Certificate (varmenne) replaces the technical and notification sections.

The personal data of the new owner, date of transfer and signatures of the seller and of the new owner need to be duly completed in the notification section.

The registration process is the same as in chapter 6.2.2. but neither a Vehicle Tax Decision nor a Customs Decision will be needed.

6.5. Export and Sale of used Motor Vehicles (acquired in Finland)

The export or sale of a used motor vehicle that was purchased in Finland is not restricted unless the vehicle has been purchased exempt from VAT from a business.
In the latter case the following restrictions will apply:

- ✓ A motor vehicle acquired exempt from VAT may be sold without any restrictions to another mission or member of a mission having the same right to import commodities exempt from taxes or
- ✓ After three years of the date of its first registration for the use of a mission or a member of a mission

If a vehicle is sold in Finland before the three-year period since its registration for such a use has elapsed, the owner of the vehicle is liable to pay the amount of VAT from which the purchase was exempted.

Whenever a staff member is about to move from Finland, the person should either sell the vehicle in Finland or export it abroad. If he/she chooses to sell his/her vehicle in Finland before the expiry of the three-year period since its registration, he/she is liable to pay 1/36 of the amount of VAT per every remaining month of the three-year period.

The export or sale of the vehicle must be informed by a verbal note and the CD or C plates must be returned to the Protocol Services **within two months of the exportation.** It should be mentioned in the note whether the vehicle has been exported from Finland or whether it has been sold in Finland. The vehicle will be removed from the vehicle register in Finland.

In case the plates are not returned to the Protocol Services, the registration number is withdrawn from use for a period of three years.

If a member of mission has moved from Finland to another EU country, and the authorities of the receiving country have demolished the Finnish CD or C registration plates, the registration number will not be withdrawn from use. A certificate of the demolition is necessary.

6.6. Other Vehicles

Other vehicles than motor vehicles, such as trailers, have ordinary registration plates. The Finnish Transport Safety and Communications Agency takes care of the registration without involvement from the Protocol Services.

6.7. Miscellaneous

Finnish traffic rules and regulations are of a high international standard and aim at maximizing the safety of citizens and ensuring smooth and effective traffic flows in cities and on highways. The members of missions are advised to become familiar with the local traffic rules and to follow them.

In Finland, the headlights must be on at all times while driving. The driver and all passengers are also obligated to wear safety belts. The driver of a motor vehicle is not allowed to hold a mobile telephone in his/her hand while driving.

If so required by weather or road surface conditions, winter tyres must be used from 1 November to 31 March. Studded tyres can be used from 1 November to 31 March and also during other periods if so required by weather or road surface conditions.

7. SECURITY AND PROTECTION OF MISSIONS AND THEIR MEMBERS

7.1. Emergency Situations

Missions may dial **112** in urgent, genuine cases of emergency where someone's life, health, property or the environment is in danger

Missions can also communicate directly **with the International Relations Unit of the Helsinki Police Department** on weekdays form 8 a.m. to 4 p.m. The telephone number is 0295 47 5100 and e-mail address relations.helsinki@poliisi.fi

The Emergency Response Centre Agency (ERCA) takes care of the Ministry's 24/7 services. The telephone number is 1605 5555.

Missions can contact **the Commanding Duty Officer of the Helsinki Police Department** in other urgent matters 24/7. The telephone number is not public. Missions have received the telephone number by a verbal note.

The Emergency Response Centre provides more information on what to do in the case of an emergency on the Centre´s web site at 112

It is important that Missions have their own emergency plans. The Ministry of the Interior's Rescue Department is responsible for leading the rescue services in Finland. The State Provincial Office's Rescue Department, in turn, is in charge of the corresponding tasks within the province. Individual municipalities are jointly responsible for providing rescue services in the 22 rescue service areas in Finland. One of these areas is the City of Helsinki. Regional rescue departments, such as the Helsinki City Rescue Department, carry out the rescue operations and other related tasks in these areas.

Helsinki City Rescue Department provides more information about its services at Helsinki Rescue

7.2. Protection of Missions and their Members

Under the Vienna Conventions, the receiving State must take appropriate action to protect the premises of missions, including the residences of Heads of mission, and to ensure the safety of the privileged members of missions and their family members as well as their private residences.

The police authorities shall take care of the security of missions and their members. Questions concerning security matters should be directed to the local police, either directly or through the Protocol Services. Missions are encouraged to establish direct contacts with the police in security issues. Specific security measures concerning a mission and its members are always based on an evaluation of the security situation of the mission concerned.

In cases where assistance is needed from the Police concerning, for example, traffic arrangements in relation to festivities, the Police must be notified at least two weeks in advance. Missions are encouraged to contact the Police directly.

Contact information of the Police is available in the last chapter of the booklet.

7.3. Damages

If damage is caused to a mission or to the person of a privileged person, for example in connection with a demonstration, the Ministry for Foreign Affairs considers compensating the damage on an ex gratia and reciprocal basis. This is provided that the damage is not covered by an insurance or it is not possible to receive any compensation through a legal process.

7.4. Vehicles

The vehicle register is a public register and the information in the register is available to the public on request. A private individual can limit the disclosure of his/her personal details from the register.

> More information on limiting disclosure of personal data is available on the web site of Traficom at Personal Data

7.5. Demonstrations

Based on the Constitution of Finland, everyone has the right to arrange demonstrations and the right to participate in them without a permit, subject to the conditions laid down in the Assembly Act. Demonstrations to be held in the vicinity of a mission shall be reported in advance to the mission concerned, and the Police take care of the necessary security arrangements during the event.

8. PERMITS FOR ACQUISITION AND POSSESSION OF FIREARMS

Permits entitling a person to acquire and possess firearms and firearm components are issued by the Police. The following instructions of the Helsinki Police Department are followed when members of mission apply for a permit to acquire or possess a firearm in Finland.

8.1. Firearms Legislation related to Personal Protection

According to Section 43 of the Finnish Firearms Act, a permit for the acquisition of a firearm may be granted for work where a weapon is absolutely necessary. A mere need for, and the usefulness of, a firearm are not alone sufficient grounds for granting the permit. The main rule under the Firearms Act is that the permit may be granted for activities of public authorities only. When applying for an acquisition permit for work duties, the applicant must produce an account stating that he or she, during his or her training or otherwise, has acquired sufficient knowledge of the safe handling of firearms and that he or she has an indispensable need and an acceptable reason for carrying a firearm in his or her work. As a rule, the police require a certificate issued by the applicant's employer and stating the applicant's work duties and his or her indispensable need for a firearm for work purposes.

Firearms may be carried only in body guard tasks, in the transportation of valuable goods and in guarding objects of great importance to public interest, when the circumstances of performing the tasks make it absolutely necessary to carry a firearm. An acquisition permit may be granted only for acceptable purposes of use defined by law.

8.2. Acquisition and Possession of Firearms for Hobby and Hunting Activities

According to the Finnish Firearms Act, the acquisition, possession and import to Finland of e.g. firearms is subject to a permit. The provisions applicable to firearms also apply to firearm components.

Permits for acquiring and possessing firearms are applied for from the police department for the applicant's domicile or place of residence. A person domiciled or residing in Helsinki must submit his or her applications for an acquisition permit and a possession permit to the Helsinki Police Department. Applications for firearms permits must be

made in writing and submitted by the applicants in person to the police department for their domicile or place of residence. Every applicant for an acquisition or possession permit is interviewed and tested for suitability.

An applicant applying for an acquisition permit or a possession permit for a firearm must state an acceptable purpose of use for the firearm. Acceptable purposes of use include e.g. hunting, target shooting or practice, and work where a weapon is necessary. Anyone hunting in Finland is required to have a hunting card, for which they must pass a hunter's examination. When applying for an acquisition permit or a possession permit for a firearm for hunting, the applicant must present a valid hunting card. Anyone applying for an acquisition or a possession permit for shooting competitions and shooting practice must give a reliable account of the activity. A reliable account refers e.g. to membership in a sports or shooting club, a competition record, a score list or a shooting record.

8.3. Import of Firearms to Finland

Any import of firearms into Finland is subject to a permit. If an alien domiciled or residing in Finland wants to import a firearm to Finland, he or she must apply for a permit for the import from the police department for his or her domicile or place of residence. An alien applying for an import permit must also present a certificate issued by the relevant authorities of his or her home country or country of residence stating that the applicant has, in the country of residence, the right to possess the firearm or firearm component in question.

The application for an import permit must be submitted to the police in good time before the applicant enters Finland and, when necessary, it must be presented to authorities. An import permit issued to an individual remains valid for the maximum period of three months. During the validity, the permit holder is entitled to possess the firearms, firearm components and cartridges mentioned in the permit. An import permit holder who stays in Finland longer than three months and intends to possess the firearms, firearm components and cartridges covered by the permit and imported to Finland must apply for a possession permit for them from the police department for his or her place of residence in good time before the expiry of the import permit.

Holders of a European firearms pass may transfer from Finland and import to Finland a firearm or firearm component entered in the firearms pass that is suitable for use in

shooting competitions and hunting, and a sufficient number of cartridges suitable for use with the firearm, if they can provide a reliable account showing that the transfer is necessary for participation in a shooting competition or hunting event.

8.4. Requirements for an Association applying for an Acquisition Permit

According to section 45a of the Firearms Act, an acquisition permit for a firearm may be granted to an association or foundation registered or performing a public function in Finland that, on the basis of the purpose of its activities and other factors, is to be deemed suitable for possessing firearms and firearm components. The permit may only be granted to an applicant whose storage facilities for firearms and firearm components have been approved by the police department for the area in which the storage facilities are located and who has a firearms officer as referred to in section 45b of the Firearms Act.

8.5. Firearms Officer in an Association or Foundation

According to section 45b of the Firearms Act, the firearms officer in an association or foundation must be employed by it or otherwise participate in its activities. A firearms officer is subject to the approval of the police department for the area in which the registered office of the association or foundation is located, and this police department may also revoke the approval. Approval as a firearms officer may be granted to a person who has reached the age of 18 and who, on the basis of his or her state of health, behaviour and knowledge, is to be deemed suitable for possessing firearms and firearm components. The approval entitles the person to acquire, possess and hand over the firearms, firearm components, cartridges and specially dangerous projectiles referred to in the permit granted to the association or foundation.

8.6. Summary

Applications of mission personnel for firearms permits are subject to the same procedure as any other applications. When applying for such permits, the personnel are tested for suitability and interviewed. They are required to present a favourable statement by the mission in question in support of the application. For diplomatic agents the permits are free of charge. When issued with a possession permit for a firearm the permit holder is given detailed instructions on the Finnish firearms legislation. Permit applications

of foreign missions and their personnel are considered, and the related decisions are made, by the Helsinki Police Department. Helsinki Police Department is located in Pasila, at address Pasilanraitio 11 A, 00240 Helsinki.

8.7. Further Information

More detailed instructions and advice about firearms permits are available from the Helsinki Police Department at number 0295 473 165.

Further information about the procedure for granting firearm permits is available at the website of the Finnish police at address Firearm Permits.

9. HELSINKI-VANTAA AIRPORT

Finavia provides airport services in Finland. Information about the services at the Helsinki-Vantaa airport is available at http://www.finavia.fi

9.1. Access to the security-controlled Areas

Finavia issues **airport badges** to members of missions upon request. Each mission can obtain a limited number of personal badges for official reception or escorting duties, and delivering or picking up diplomatic pouches in the security-controlled areas at the Helsinki Airport.

Members of missions can use either an airport badge or the Meet & Assist Service for these duties. Both obtaining the airport badge and the Meet & Assist Service are subject to a charge.

Finavia has issued a guideline to Missions on the application process (Embassy employers´ guideline for Helsinki Airport security-controlled areas).

In case the mission decides to apply for airport badges to its personnel, it needs to appoint a named contact person for permit matters. The name of the contact person shall be notified to the Protocol Services by e-mail at pro@gov.fi.

The notice must include the following information:

- ✓ Official name of the mission
- ✓ Business ID number of the mission
- ✓ Details of the named contact person for permit matters (surname, first name, e-mail address and telephone number)

The Protocol Services will forward this information to Finavia. Finavia will then handle the permit matters directly with the named contact person.

All changes in respect of the details of the contact person must be notified immediately to the Protocol Services by e-mail.

Inquiries concerning the airport badges shall be addressed to Finavia:
Tel. +358 20 69 3007 or lupapalvelu@finavia.fi

9.2. Security

Diplomats travelling on duty may choose any passport control line irrespective of their nationality.

Diplomats and other privileged persons and their personal baggage, except "diplomatic bags", shall be liable to screening for security purposes. Diplomatic couriers and their personal baggage are not exempted from screening.

The personal baggage of a diplomat shall, as a rule, be exempt from further inspection. In case there are serious grounds for presuming that the personal baggage of a diplomat contains articles the import or export of which is prohibited by the law or controlled by the quarantine regulations of the receiving State, the baggage may be inspected. Such inspection shall be conducted in the presence of the diplomat or an authorized representative.

9.3. VIP Services

There are two VIP lounges in the Helsinki-Vantaa airport. Helsinki Airport VIP & Meetings may be used when visitors are arriving or departing on regular flights. VIP President is primarily for visitors arriving on private airplanes.

The host country covers the cost of the VIP lounge in connection with official visits by Heads of State, Prime Ministers and Foreign Ministers. This concerns also the arriving and departing Ambassador and Chargé d´affaires e.p. in connection of their first arrival and final departure. Missions may use a VIP lounge on other occasions at their own expense.

The service number for reservations is 020 708 2990 (Helsinki Airport VIP & Meetings and VIP President).

The e-mail address of the VIP Service is vip@finavia.fi

9.4. Diplomatic Consignments at the Airport

Diplomatic courier consignments (the diplomatic bag) must be sealed and the diplomatic status of the consignment must be clearly visible. Diplomatic courier consignments may contain only documents and articles that are intended for official use of the mission.

If the mission wishes to take a diplomatic consignment straight to the aircraft or collect one, it is advisable to agree on the procedure directly with the operators at the airport.

9.5. Parking

There are some diplomatic parking places at the Helsinki-Vantaa Airport for short time parking. These parking places are meant only for short visits at the airport for meeting guests or collecting the diplomatic bag. Their location may be checked from the 24/7 parking service; telephone number +358 200 14636.

9.6. Visits

The following information about the security officials accompanying high-level visitors and carrying firearms is requested to be sent to the Protocol Services in advance: name, date of birth, passport number, weapon type and serial number and rounds of ammunition. The Protocol Services will forward the information to the Police.

10. MISCELLANEOUS

10.1. Elections

Missions may arrange polls freely for their citizens in Finland. Requests for security measures at the polling stations may be addressed directly to the local police or through the Protocol Services well in advance of the date of the election.

10.2. Official Events and Serving of Alcoholic Beverages

Missions are entitled to import and acquire duty-free and tax-free alcoholic beverages for their official use. Official use means that alcohol is served by a diplomatic mission free of charge to a specified group of guests invited by the Head of mission or another member of the diplomatic staff. It is also required that serving takes place at the premises of a mission or at other specified premises reserved for the mission´s use.

If the event is arranged at a restaurant, the use of alcohol is not considered as official even though the other above requirements are met. If a mission wishes to serve alcoholic beverages in a licensed serving area (such as a restaurant), it may request the holder of the serving licence to order the beverages from a wholesaler.

The mission may also import or acquire the beverages but they must be sold to the holder of the serving licence. In order to do this, the mission must apply for a temporary wholesale licence from the National Supervisory Authority for Welfare and Health. The holder of the serving licence may then sell the beverages back to the mission for a price which includes taxes, and serve them at the event.

The use is not official either, if the event is not arranged by a diplomatic mission or a diplomat, and particularly, if the products presented are on sale (e.g. a wine fair or other sales promotion event).

Diplomats may import and acquire alcoholic beverages for their private consumption either by themselves or by their family members living in the same household.

Alcoholic beverages, which missions and diplomats give as normal gifts, are exempt from excise duty.

The National Supervisory Authority for Welfare and Health (Valvira) answers to questions concerning serving of alcoholic beverages. More information is available at Beverages

10.3. Radio Transmitters

The Finnish Transport and Communications Agency (Traficom) can issue an authorisation for a mission to use radio equipment for communication. To obtain the authorisation, the mission needs to file an application either directly to Traficom or through the Protocol Services. The application must contain a specification of the equipment.

More information on licence issues is available on the web site of **Traficom** at Traficom Services (please choose Communications)

If the security officials accompanying high-level visitors wish to bring along communication equipment, the frequencies and the power of radio equipment must be notified in advance to the Protocol Services. It is advisable to inform of at least two optional frequencies.

10.4. Diplomatic Parking Places in Helsinki

Missions can obtain a diplomatic parking place for two cars with CD plates in one location on request. The diplomatic parking places are for the use of particular mission even if this is not specified on the sign.

Missions can apply for a diplomatic parking place by sending a verbal note to the Protocol Services. The Transportation and Traffic Planning Division in the Helsinki City Planning Services handles the application and allocates the parking place.

Notices of illegally parked vehicles shall be made to the customer service of the **City of Helsinki** Parking Control.

There are also a limited number of parking places for the official use of missions in front of the Government Palace beside the Senate Square. These parking places are for short time parking for visits in the Government Palace.

10.5. Corporate and residential Parking in Helsinki

Missions can purchase a corporate parking permit for five vehicles maximum. The permit allows parking in the residential parking spaces. A special sign indicates residential parking areas. Concerning privately owned vehicles, the City of Helsinki asks for a pay or bank slip of paid kilometer allowances to indicate that the vehicle is used for operations of the Mission. A certificate of the Mission is no longer sufficient for this purpose.

Car owners living in inner Helsinki can purchase **a residential parking** permit that allows them to park their vehicles in the residential parking spaces within a certain zone.

> Further information on residential parking permits is available on the Internet at www.hel.fi (please choose English → Urban environment and traffic → Parking → Resident parking)

10.6. Snow Removal and Street Maintenance

> Missions are advised to visit the following web site of the **City of Helsinki** which provides information of the responsibility of street and pavement maintenance between the City and individual properties at www.hel.fi (choose English → Urban environment and traffic → General maintenance → Street maintenance)

Snow removal and the annual spring-cleaning of the public streets can close down streets temporarily. Missions should check their parking places for possible temporary signs, which indicate the date, time and location of street maintenance work. These temporary signs are valid from the time of their appearance and can lead to towing away of diplomatic vehicle if the vehicle prevents the work.

Missions can also receive information of the maintenance works in advance by sending the following SMS message to the City of Helsinki tel. 16130: messages Name of Street. The Mission will then receive prior notices (SMS message) of the maintenance works a day before the work (at 4 p.m.). The messages will arrive on a constant basis.

10.7. Building Permits

Foreign missions are obliged to respect local regulations concerning building permits. Building Control Services in respective cities in the Helsinki Metropolitan Area are responsible for issuing building licences for construction of new buildings and for licences which are necessary for certain construction works. Contact information is available on the web site of each city.

10.8. Music Using Licenses

Pursuant to the Finnish Copyright Act a public performance of copyright-protected works requires a license from the authors of these works or their right holders such as the Finnish Composers' Copyright Society (Teosto).

Events - parties, shows, fairs, concerts, festivals etc. where live or recorded music is played for a live audience are considered public performances. A license is needed regardless of the event being free-of-charge or the event with an entrance fee. Missions are advised to contact Teosto for further information on the license policy.

Teosto Customer Service/ Tel. 010 808 118
E-mail: tapahtumat@teosto.fi
Music Using Licences

10.9. Driving Licences

Driving a motor vehicle in Finland is allowed only with a valid driving licence. The renewal of a foreign driving licence shall be taken care of by the domestic authorities of the licence holder.

The following foreign driving licences are valid in Finland during the posting of a member of a mission and family member for equivalent motor vehicles. The licence holder must be at least 18 years old and fulfil the health requirements in Finland:

- ✓ A valid driving licence issued in an EU Member State or in Iceland, Liechtenstein or Norway
- ✓ A valid foreign driving licence, which has been issued by a country that has acceded to the Geneva or Vienna Convention on Road Traffic
- ✓ Alternatively, the holder of the driving licence can present an international driving permit, which is in agreement with the above-mentioned Conventions, or an official translation of the driving licence into Finnish, Swedish or English together with the driving licence.
- ✓ Other valid foreign driving licences which have been issued in foreign states recognized by Finland
- ✓ Driving licences issued in other foreign states are valid for driving categories A1, A2, A or B. The information in the foreign driving licence must be in a Latin alphabet, or accompanied by a translation into Finnish, Swedish, Norwegian, Danish, English, German or French by a reliable source.

10.9.1. Obtaining a Finnish driving licence

Even though most foreign driving licences are valid in Finland during the person´s posting, a valid foreign driving license (not an international driving permit) can be changed into a Finnish driving licence. To obtain a Finnish driving licence, a person must submit the following documents to the Protocol Services:

- ✓ A verbal note from the Mission including a request for the change of a foreign driving licence to a Finnish one
- ✓ An application form duly filled in
- ✓ A Finnish medical certificate
- ✓ Two photographs attached to the application form (NOT with staples or a paper clip) The photographs must comply with the requirements set down by the Finnish authorities at Photograph Studios
- ✓ The original driving licence (with a translation in case the driving licence includes other than Latin alphabets)

10.9.2. Application Process

Application forms are available at the customer service points of **Ajovarma** (www.ajovarma.fi, please choose "Palvelupisteet"). The forms are not available on the Internet.

- ✓ The application form must be **duly completed.** Incomplete application forms will be returned to the Mission.
- ✓ It is necessary to include the **contact information of the applicant** (telephone number and e-mail address) in the application form. However, it is not necessary to certify in the form that the applicant has a minimum of six months´ experience of driving in Finland.
- ✓ The applicant must **sign the form in the two boxes** as indicated in the form, using a **black ballpoint pen** (sharpness 0,8 mm).
- ✓ The Protocol Services will forward the application together with the enclosures to Traficom. The Protocol Services will return the original national driving licence to the Mission.

- ✓ The Finnish driving licence may be collected at the customer service point of Traficom in Opastinsilta 12 A, 00520 Helsinki.
- ✓ Traficom will inform the applicant with an e-mail message or a text message (SMS) when the Finnish driving licence can be collected. The person must prove his/her identity when collecting the Finnish driving licence.
- ✓ When a Finnish driving licence is granted, the foreign driving licence of the person is deposited in the custody of Traficom for the period of time the person will stay in Finland. The foreign driving licence will be returned upon the person´s final departure from Finland. It can be collected from the customer service point of Traficom.

It is necessary to inform Traficom in advance of the person´s intention to collect the foreign driving licence to the below-mentioned e-mail address of Traficom. The Finnish driving licence must be returned to Traficom at the same time.

The contact information of Traficom in issues related to foreign driving licences is ajo-oikeudet@Traficom.fi

10.9.3. Replacement of a lost Finnish Driving Licence

A lost Finnish driving licence can be replaced with a new one. The mission must submit the following documents to the Protocol Services:

- ✓ A verbal note including a request for the replacement of a lost Finnish driving licence
- ✓ An application form duly filled in
- ✓ A police report of the lost document

10.10. Bank Accounts and Online Access Codes

10.10.1. Basic Account Services

Banks provide basic payment account services to the missions as well as to retail customers who are legally resident in the EU or in an EEA country. Basic banking services include a payment account with basic features and an instrument for using the account (e.g. a debit card and online banking ID). A bank may refuse to open a basic payment account and to provide related payment services e.g. for reasons pertaining to money laundering regulations.

A person who holds a valid residence permit issued by the Ministry for Foreign Affairs fulfills the requirement of legal residence in Finland.

10.10.2. Strong electronic Means of Identification

Strong electronic means of identification are used e.g. to sign up for various services in Finland. To obtain a strong electronic means of identification from a bank, a person may need to have his/her identity verified by the Finnish police. In addition, the person needs to present the bank a personal identity number obtained from the Digital and Population Data Services Agency, a passport or another accepted proof of identity, and the residence permit card issued by the Ministry for Foreign Affairs. The bank decides on granting the strong electronic means of identification so it is advisable to consult with the bank on the issue.

The Helsinki Police Department has issued instructions on how to apply for a verification of identity. The instructions are available at Electronic Identification

The application form (Annex 10) is available at the following web site:
Application for Identification (in Finnish)

10.11. Helsinki Region Transport

Members of mission can contact the Customer Service of the Helsinki Region Transport in issues concerning travel tickets on a reduced price (corresponding to that of residents). The identity card issued by the Ministry is required for this purpose.

More information is available on the following web site of **the Helsinki Region Transport** at Helsinki Transport Info

10.12. Pets

Regulations concerning the import and export of pets to Finland are available on the web site of **the Finnish Food Authority** at Travelling with pet animals

10.13. Fishing Fees

Angling, jigging, ice fishing and fishing Baltic herring with a rod and vertically moved hooks attached to a line is allowed without a fishing permit.

Anglers aged 18 to 64 years engaged in fishing other than angling, jigging and ice fishing must pay a fisheries management fee to the state.

More information is available on the web site of **the Ministry of Agriculture and Forestry** at Fishing Fees

10.14. The Finnish Education System

The Finnish National Agency for Education provides information about the Finnish Education System at www.oph.fi (choose in English → Education System)

The Finnish education system composes of

- ✓ Early childhood education and care
- ✓ Pre-primary education
- ✓ Basic education
- ✓ Upper secondary education and training
- ✓ Higher education

All inquiries concerning the possibility of children of members of missions to receive education in Finland are advised to be made directly to the institution in question.

A joint application system (in Finnish: yhteishakujärjestelmä) to general upper secondary schools and vocational upper secondary schools is a national procedure that Finnish educational institutions use when selecting new students. If the school certificate of a foreign student is not comparable with their Finnish equivalent, the student's potential for attending general upper secondary school can be separately assessed.

Also International Baccalaureate (IB) is included in the joint application system, but in other cases education given in a foreign language (other than Finnish or Swedish) is not included in the joint application system, which means that students apply directly to the school.

10.14.1. Early Childhood Education and Care

Children under school-age have a right to early childhood education and care. The municipalities are responsible for arranging these services. Families can also opt for a publicly subsidized private service provider.

Early childhood education and care is primarily organised in day-care centres and in family day-care. Participation in early childhood education and care is subject to a fee which depends e.g. on family income.

10.14.2. Pre-primary Education

Pre-primary education is systematic education and instruction provided in the years preceding the start of basic education. Pre-primary education is organised in day-care

centres and schools. Providing a place in pre-primary education free of charge for all children residing in a municipality is a statutory duty for that municipality.

10.14.3. Basic Education

Children who are permanently resident in Finland have, as a rule, a statutory obligation to participate in education as defined in applicable legislation and regulations. This obligation starts usually in the year when a child turns seven and ends at the end of the school year when a child turns 18. This obligation does not concern children who are exempt from public obligations on the basis of their privileged status.

The school year starts in mid-August and ends in the beginning of June. Every student is allocated a place in a nearby school, but they can also choose another school with some restrictions.

Basic education, including the textbooks and materials are free of charge in public comprehensive schools, and students are provided with free daily meals. Classes 1 – 6 are taught by class teachers and classes 7 – 9 by specialized subject teachers. As a rule, all teachers have a Master´s-level university degree.

Most institutions providing basic education are maintained by local authorities, but there are also some state schools and some private schools run by associations. The language of instruction in basic education is mostly Finnish or Swedish but local authorities are also required to organize education in the Sami language in the Sami speaking areas of Lapland. Care is also taken to ensure educational opportunities for Roma and other minorities as well as for people who use sign language. Some schools provide education also in English, Russian, French and German.

10.14.4. Upper secondary Education and Training

After compulsory basic education school-leavers can opt for general or vocational upper secondary education. Both forms usually take three years and give eligibility for higher education.

All those who have completed the basic education syllabus are eligible for general upper secondary education.

The selection of students for upper secondary school is based on their grade point average for the theoretical subjects in the basic education certificate. Entrance and aptitude tests may also be used.

General upper secondary education is designed to last three years but students may complete it in 2 to 4 years as instruction is organized in modular form. General upper secondary education ends with a national matriculation examination. There are also upper secondary schools that aim at international final examinations.

The scope of vocational qualifications is three years of study and each qualification includes at least half a year of on-the-job learning in workplaces. The majority of young learners complete their upper secondary vocational qualifications at vocational institutions.

10.14.5. Higher Education

Universities and universities of applied sciences provide higher education. Both sectors have their own profiles.

Universities emphasize scientific research and instruction, whereas universities of applied sciences adopt a more practical approach. Higher education institutions are very autonomous in organizing their instruction and academic year.

Universities and universities of applied sciences select their students independently. There is restricted entry to all fields of study. They use also different kinds of student selection criteria. Most commonly, these include success in matriculation examination and entrance tests.

Inquiries concerning the admission and possible fees should be addressed to a specific university.

CONTACT INFORMATION

Plots and building permits
www.hel.fi/en/urban-environment-and-traffic/plots-and-building-permits

Centre for Pensions (Eläketurvakeskus)
www.etk.fi

City of Helsinki/Helsingin kaupunki Urban environment and traffic/General maintenance/Street maintenance
www.hel.fi/en

Customs (Tulli) Vehicles:
Rahtitie 1 A
01530 Vantaa
www.tulli.fi
(open 8 – 16.15 on weekdays);
E-mail: lentorahti@tulli.fi

Customs declarations:
Online services support tel. 0295 5202, Mon–Fri, 8 am–4.15 pm and private customers, tel. 0295 5206, Mon–Fri, 8 am–4.15 pm.

Digital and Population Data Services Agency Helsinki:
E-mail: international@dvv.fi
www.dvv.fi

Finnish Food Authority (Ruokavirasto)
www.ruokavirasto.fi

Finnish Immigration Service (Maahanmuuttovirasto)
www.migri.fi

Finnish Medicines Agency (Fimea)
www.fimea.fi

Finnish Transport and Communications Agency (Traficom)
Diplomatic Registration, P.O. Box 320,
00059 Traficom
Tel: 029 534 5000 (extension)
rekisteroinnintuki@traficom.fi

Traficom (Driving licences)
Opastinsilta 12 A
00520 Helsinki
www.traficom.fi
E-mail: ajo-oikeudet@Traficom.fi

Finnish Workers´ Compensation Center (Tapaturmavakuutuskeskus)
https://www.tvk.fi/en/

Helsinki City Rescue Department (Helsingin kaupungin pelastuslaitos)
pelastustoimi.fi/en/helsinki/frontpage
Emergency number 112

Helsinki Police Department
(Helsingin poliisilaitos)
Pasilanraitio 11/PL 11
00241 Helsinki
Tel: 0295 470 011 (extension)
www.poliisi.fi

Helsinki-Vantaa Airport
Information number: 0200 146 36 (24/7)
www.helsinki-vantaa.fi

Airport police
Tel: 0295 413 720

Helsinki Airport VIP & Meetings
Tel. 020 708 2990
vip@finavia.fi

The Finnish Border Guard (Helsinki Airport)
Tel: 0295 426 600

Ministries
http://valtioneuvosto.fi/en/frontpage

Ministry for Foreign Affairs
(Ulkoministeriö)
P.O. Box 176
00023 Government
Tel: 0295 16001
24/7 service: 09 1605 5555
http://um.fi

The Finnish Heritage Agency
(Museovirasto)
www.museovirasto.fi/en

Office of the President of the Republic
(Tasavallan presidentin kanslia)
www.presidentti.fi

Parliament (Eduskunta)
www.eduskunta.fi

Social Insurance Institution of Finland
(Kansaneläkelaitos, Kela)
Centre for International Affairs
Mailing address PO Box 78, 00381 HELSINKI
Tel. 020 634 0200
E-mail: inter.helsinki@kela.fi
www.kela.fi/centre-for-international-affairs

Tax Administration (Verohallinto)
www.vero.fi

Helsinki Area Tax Office
(Individual taxpayers)
(Pääkaupunkiseudun verotoimisto)
Helsinki Area Tax Office

Vehicle taxation (Autoverotus)
Finnish Tax Administration/Verohallinto
Car Tax/Autoverotus
P.O. Box 20/PL 20
00052 Vero

Excise duties (Valmisteverotus)
PL 20, 00052 Vero
Tel. 029 497 154

Teosto (Music Using Licences)
www.musiikkiluvat.fi

Employment Fund
www.employmentfund.fi

ANNEXES

Annex 1 Notification to the Ministry for Foreign Affairs

Photo to be affixed

NOTIFICATION TO THE MINISTRY FOR FOREIGN AFFAIRS

To be submitted in one original copy to the Protocol Services together with a verbal note, the passport and one recent passport photograph of each person

Embassy/Consulate/International Organization/Other Delegation

Name of the Mission	City

Personal data of the member of mission/family member/private servant

Family name(s)
Given name(s)
Place and date of birth
Nationality/ies
Marital status
Relationship with member of mission (e.g. spouse/partner, private servant)
Title/function
Private address
Telephone
Date of arrival in Finland
Date of taking up duty
Position in the diplomatic list (listed after:)
Name of predecessor

Passport

Type of passport	Number of passport
Date and place of issue	Valid until

Signature of the applicant	**Signature of the Head of Mission**

Place and date

Stamp of the Mission

Ulkoministeriö
Utrikesministeriet

Ministry for Foreign Affairs of Finland

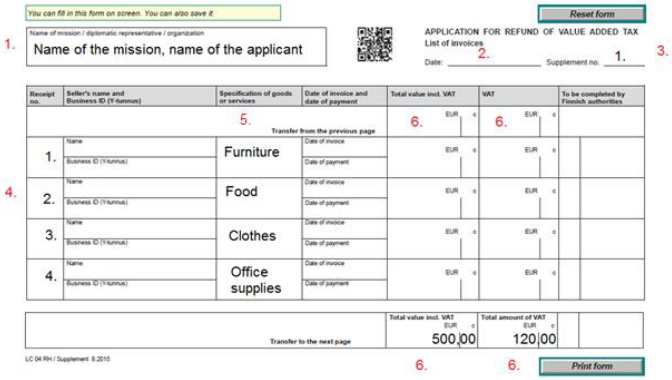
Annex 2 Instructions for filling out the Applications for Refund of Value Added Tax

Instructions for filling out the Application for Refund of Value Added Tax and the supplement

- Submit the application for a VAT refund to the Ministry of Foreign Affairs quarterly, but within one year of the date of the payment of the invoice.
- Please do not enclose copies of invoices or receipts with the application.
- Carefully fill in every section of the application together with the supplement by using a computer, not by hand.
- Please note, that the right for a VAT refund covers goods and services whose taxable price amounts at least to 170,00 euros.

1) Write down the name of the mission and the name of the applicant on every supplement (list of invoices).
2) Make sure that the application and the supplement (list of invoices) are dated on the same day.
3) Number the supplements (lists of invoices) consecutively and write down the number of supplements on the application.
4) Number the invoices and receipts consecutively on the supplement (in the section Receipt no.)
5) Describe the purchased goods in the section "specification of goods/ services". Fill in one section for each invoice or receipt. If an invoice or a receipt contains different product groups, please divide these in separate sections; e.g. one section for office supplies and another section for clothes.
6) Transfer the total value incl. VAT as well as the total amount of VAT of the purchases from the bottom of the supplement no. 1 to the top of the supplement no. 2 and so forth.

Example:



PLEASE NOTE! Unclearly filled supplements and/or using of unofficial supplements may delay the handling of the application.
Please make sure that the bank account number you provide is correct.

Annex 2a Application for refund of value added tax for diplomatic missions and international bodies

Fill in this form on screen.
Remember to sign it after printing it.
You can also save the form.

APPLICATION FOR REFUND OF VALUE ADDED TAX FOR DIPLOMATIC MISSIONS AND INTERNATIONAL BODIES

To the Ministry for Foreign Affairs

Reset form

Applicant:

Name of the mission	
Address	
Bank account no. of the mission for refunds IBAN	BIC
Total refundable value added tax according to supplements EUR | c	Number of supplements
Date	Signature of the head of mission

Print form

Official seal of the mission

ULKOASIAINMINISTERIÖN VAHVISTUS
Ministry for Foreign Affairs use only:

Arvonlisäverolain 127 ja 129 b §:n nojalla ulkoasiainministeriö
Ministry for Foreign Affairs confirms/does not confirm the applicant's right to refund (§ 127and 129 b, VAT Act):

☐ vahvistaa tositteen/tositteet nro:
Refund confirmed for receipt(s) no.: _____

_____

☐ ei vahvista tositetta/tositteita nro:
Confirmation denied for receipt(s) no.: _____

_____

☐ Vastavuoroisuutta ei ole.
No basis of reciprocity.

Päiväys Date	Allekirjoitus Signature

leima

LC 04 RH / Application 2
8.2015

You can fill in this form on screen. You can also save it.

Reset form

Name of mission / diplomatic representative / organization

APPLICATION FOR REFUND OF VALUE ADDED TAX
List of invoices

Date: _____ Supplement no. _____

Receipt no.	Seller's name and Business ID (Y-tunnus)	Specification of goods or services	Date of invoice and date of payment	Total value incl. VAT	VAT	To be completed by Finnish authorities	
			Transfer from the previous page	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
	Name Business ID (Y-tunnus)		Date of invoice Date of payment	EUR c	EUR c		
			Transfer to the next page	**Total value incl. VAT** EUR c	**Total amount of VAT** EUR c		

LC 04 RH / Supplement 8.2015

Print form

Annex 3 VAT and/or excise duty exemption certificate (European Union)

ANNEX II

'ANNEX II

Article 51 of this Regulation

EUROPEAN UNION

VAT AND/OR EXCISE DUTY EXEMPTION CERTIFICATE (*)
(Directive 2006/112/EC – Article 151 – and Directive 2008/118/EC – Article 13)

Serial No (optional):	
1. **ELIGIBLE BODY/INDIVIDUAL** Designation/name Street and number Postcode, place (Host) Member State	
2. **COMPETENT AUTHORITY RESPONSIBLE FOR STAMPING (name, address and telephone number)**	
3. **DECLARATION BY THE ELIGIBLE BODY OR INDIVIDUAL** The eligible body or individual (1) hereby declares (a) that the goods and/or services set out in box 5 are intended (2)	
☐ for the official use of	☐ for the personal use of
☐ foreign diplomatic mission	☐ a member of a foreign diplomatic mission
☐ foreign consular representation	☐ a member of a foreign consular representation
☐ a European body to which the Protocol on the privileges and immunities of the European Union applies	
☐ an international organisation	☐ a staff member of an international organisation
☐ the armed forces of a State being a party to the North Atlantic Treaty (NATO force)	
☐ the armed forces of a Member State taking part in a Union activity under the common security and defence policy (CSDP)	
☐ the armed forces of the United Kingdom stationed in the island of Cyprus	
☐ for the use of the European Commission or any agency or body established under Union law, where the Commission or that agency or body executes its tasks in response to the COVID-19 pandemic	

(designation of the institution) (see box 4)

(b) that the goods and/or services described at box 5 comply with the conditions and limitations applicable to the exemption in the host Member State mentioned in box 1, and
(c) that the information above is furnished in good faith.

The eligible body or individual hereby undertakes to pay to the Member State from which the goods were dispatched, or from which the goods and/or services were supplied, the VAT and/or excise duty which would be due if the goods and/or services did not comply with the conditions of exemption or if the goods and/or services were not used in the manner intended.

Place, date — Name and status of signatory

Signature

4. **STAMP OF THE BODY (in case of exemption for personal use)**

Place, date	Stamp	Name and status of signatory Signature

5. **DESCRIPTION OF THE GOODS AND/OR SERVICES FOR WHICH THE EXEMPTION FROM VAT AND/OR EXCISE DUTY IS REQUESTED**

A. Information concerning the supplier/authorised warehousekeeper:

(1) name and address

(2) Member State

(3) VAT/excise number or tax reference number

B. Information concerning the goods and/or services:

No	Detailed description of the goods and/or services [3] (or reference to the attached order form)	Quantity or number	Value excluding VAT and excise duty		Currency
			Value per unit	Total value	
		Total amount			

6. **CERTIFICATION BY THE COMPETENT AUTHORITIES OF THE HOST MEMBER STATE**

The consignment/supply of goods and/or services described in box 5 meets:

☐ totally ☐ up to a quantity of (number) [4]

the conditions for exemption from VAT and/or excise duty

Name and status of signatory

Place, date Stamp Signature

7. **PERMISSION TO DISPENSE WITH THE STAMP UNDER BOX 6 (only in case of exemption for official use)**		
By letter No:		
Dated:		
Designation of eligible institution: Is by		
Competent authority in host Member State: Dispensed from the obligation under box 6 to obtain the stamp		
		Name and status of signatory
Place, date	Stamp	Signature

(*) Delete as appropriate.
(1) Delete as appropriate.
(2) Place a cross in the appropriate box.
(3) Delete space not used. This obligation also applies if order forms are attached.
(4) Goods and/or services not eligible should be deleted in box 5 or on the attached order form.

Explanatory notes

1. For the supplier and/or the authorised warehousekeeper, this certificate serves as a supporting document for the tax exemption of the supplies of goods and services or the consignments of goods to the eligible bodies/individuals referred to in Article 151 of Directive 2006/112/EC and Article 13 of Directive 2008/118/EC. Accordingly, one certificate shall be drawn up for each supplier/warehousekeeper. Moreover, the supplier/warehousekeeper is required to keep this certificate as part of his records in accordance with the legal provisions applicable in his Member State.

2. (a) The general specification of the paper to be used is as laid down in the *Official Journal of the European Communities* (C 164, 1.7.1989, p. 3).

   The paper is to be white for all copies and should be 210 millimetres by 297 millimetres with a maximum tolerance of 5 millimetres less or 8 millimetres more with regard to their length.

   For an exemption from excise duty the exemption certificate shall be drawn up in duplicate:

   — one copy to be kept by the consignor;

   — one copy to accompany the movement of the products subject to excise duty.

   (b) Any unused space in box 5.B is to be crossed out so that nothing can be added.

   (c) The document must be completed legibly and in a manner that makes entries indelible. No erasures or overwriting are permitted. It shall be completed in a language recognised by the host Member State.

   (d) If the description of the goods and/or services (box 5.B of the certificate) refers to a purchase order form drawn up in a language other than a language recognised by the host Member State, a translation must be attached by the eligible body/individual.

   (e) On the other hand, if the certificate is drawn up in a language other than a language recognised by the Member State of the supplier/warehousekeeper, a translation of the information concerning the goods and services in box 5.B must be attached by the eligible body/individual.

   (f) A recognised language means one of the languages officially in use in the Member State or any other official language of the Union which the Member State declares can be used for this purpose.

3. By its declaration in box 3 of the certificate, the eligible body/individual provides the information necessary for the evaluation of the request for exemption in the host Member State.

4. By its declaration in box 4 of the certificate, the body confirms the details in boxes 1 and 3(a) of the document and certifies that the eligible individual is a staff member of the body.

5. (a) The reference to the purchase order form (box 5.B of the certificate) must contain at least the date and order number. The order form should contain all the elements that figure at box 5 of the certificate. If the certificate has to be stamped by the competent authority of the host Member State, the order form shall also be stamped.

   (b) The indication of the excise number defined in Article 2, point (12), of Council Regulation (EU) No 389/2012 of 2 May 2012 on administrative cooperation in the field of excise duties and repealing Regulation (EC) No 2073/2004 is optional; the VAT identification number or tax reference number must be indicated.

   (c) The currencies should be indicated by means of a three-letter code in conformity with the ISO code 4217 standard established by the International Standards Organisation [1].

6. The abovementioned declaration by the eligible body/individual shall be authenticated at box 6 by the stamp of the competent authority of the host Member State. That authority can make its approval dependent on the agreement of another authority in its Member State. It is up to the competent tax authority to obtain such an agreement.

7. To simplify the procedure, the competent authority can dispense with the obligation on the eligible body to ask for the stamp in the case of exemption for official use. The eligible body should mention this dispensation at box 7 of the certificate.'.

[1] As an indication, some codes relating to currencies currently used: EUR (euro), BGN (lev), CZK (Czech koruna), DKK (Danish krone), GBP (pound sterling), HUF (forint), LTL (litas), PLN (zloty), RON (Romanian leu), SEK (Swedish krona), USD (United States dollar).

Annex 4 Application for diplomatic vehicle registration (Trafi)

Reset

TRAFICOM
Finnish Transport and Communications Agency

Application for diplomatic vehicle registration

Received by Traficom

Send documents to:
Finnish Transport and Communications Agency
Diplomatic vehicle registration
PO Box 320, FI-00059 TRAFICOM

Applicant	Owner of vehicle	Personal identity code/Business ID
	Address	
	Email	Phone
Contact person (if other than the applicant)	Name	
	Email	Phone
Delivery and invoice address for diplomatic registration plates	Delivery address for diplomatic registration plates	
	Invoice address if other than delivery address (name of person/company, address)	Business ID
Vehicle insurance	You must have a valid vehicle insurance policy when you submit the application. The insurance company must enter the vehicle insurance policy data in the insurance data warehouse system (VATI), using the vehicle identification number (VIN).	
	Insurance company	Starting date of the insurance policy
Documents	**You must submit registration documents that are original, filled in and signed.** **Select the vehicle first (tick the appropriate box) and then select the documents related to the vehicle that you will append to the application. Please note that some of the appendices are obligatory.**	
	☐ **Vehicle with advance notification** ☐ Advance notification certificate (parts I and II) ☐ Registration plate recommendation from the Ministry for Foreign Affairs ☐ Power of attorney - Required if the registration documents are signed by a person other than the owner of the vehicle	
	☐ **Unregistered vehicle** ☐ Registration inspection certificate (parts I and II) ☐ Registration plate recommendation from the Ministry for Foreign Affairs ☐ Power of attorney - Required if the registration documents are signed by a person other than the owner of the vehicle	
	☐ **Vehicle that was previously registered in Finland** ☐ Most recent valid registration certificate (part II) ☐ Registration plate recommendation from the Ministry for Foreign Affairs ☐ Power of attorney - Required if the registration documents are signed by a person other than the owner of the vehicle	
Additional information	If the registration number applied for is already in use, or if the vehicle already has registration plates, the diplomatic registration plates must be collected at the Traficom office in Helsinki.	
Applicant's signature	Also submit a power of attorney if the applicant is a person other than the owner of the vehicle. Place and date — Applicant's signature and printed name	

B52e - 5/2023

Finnish Transport and Communications Agency, PO Box 320, FI-00059 TRAFICOM, Finland • Business ID 2924753-3 • www.tra

Print

Annex 5 Application instructions for diplomat registration

TRAFICOM
Liikenne- ja viestintävirasto

Application instructions for diplomat registration

Applications for diplomat registration are handled by the Finnish Transport and Communications Agency Traficom. The required registration documents, fully completed and signed, are to be submitted by mail to the following address:

Finnish Transport and Communications Agency Traficom, Diplomat registration, PO Box 320, FI-00059 TRAFICOM.

Diplomat registration applications are processed in the order in which they are filed. The normal processing time for diplomat registration applications is 1–2 weeks. If the application form and/or enclosed documents are incomplete and further information is required, the applicant should prepare for a longer processing time.

Applicants for diplomat registration are required to provide the following documents:

1 Prior notification certificate / Registration inspection certificate (technical part and notification part)
The certificate must include the following information:

- date of birth of the owner
- name of the owner (last name, first name OR name of the embassy)
- address of the owner
- name of insurance company and the start date of the insurance policy *(The customer must take out a motor insurance policy prior to submitting the registration application. The insurance company is responsible for entering the motor insurance data to the insurance database under the vehicle identification number.)*
- signature of the owner

2 Number plate recommendation
Issued by the Ministry for Foreign Affairs of Finland, the recommendation must include the following information:

- name of the owner
- date of birth of the owner
- vehicle information
- CD/C number

3 Power of attorney, itemised (if the registration documents are signed by a person other than the owner of the vehicle)

4 Contact information of the applicant (e-mail address, telephone number)

Liikenne- ja viestintävirasto Traficom • PL 320, 00059 TRAFICOM • puh. 029 534 5000
Transport- och kommunikationsverket Traficom • PB 320, TRAFICOM • tfn 029 534 5000
Finnish Transport and Communications Agency Traficom • PO Box 320, FI-00059 TRAFICOM • Tel. +358 29 534 5000
www.traficom.fi

Delivery of diplomatic plates and the registration fee
The number plates for diplomatic vehicles and the registration certificate are delivered by mail to the applicant's postal address if the applicant has not given another delivery address for the plates in the registration documents. Interim certificates will no longer be granted for vehicles with diplomatic plates.

The diplomat registration fee will be invoiced separately by mail. The invoice is always sent to the address given in the registration documents, unless the applicant provides a separate invoicing address (name, address, possible business ID).

In exceptional circumstances and upon separate agreement, the applicant can redeem the number plates and registration certificate for a diplomatic vehicle from the office of the Finnish Transport and Communications Agency Traficom (Opastinsilta 12 A, 00520 Helsinki).

Contact information:
Traficom, tel. +358 29 534 5100
(on weekdays from 8.00 am to 4.15 pm, local network charge/mobile call charge)

Liikenne- ja viestintävirasto Traficom • PL 320, 00059 TRAFICOM • puh. 029 534 5000
Transport- och kommunikationsverket Traficom • PB 320, TRAFICOM • tfn 029 534 5000
Finnish Transport and Communications Agency Traficom • PO Box 320, FI-00059 TRAFICOM • Tel. +358 29 534 5000
www.traficom.fi

Annex 6 Contract of Employment

Employment contract

Employer information

Employer	Business ID
Domicile or business location	

Employee information

Employee's name	Personal identity code
Address	Postal code and city

Validity of employment contract

Start date of work	Length of trial period
☐ Indefinitely valid employment contract ☐ Fixed-term employment contract	
Duration of fixed-term employment contract	
Grounds for fixed-term employment contract	

Place of work

The place where the work is to be performed (if the employee has no primary fixed workplace, an explanation of the principles under which the employee will work in various work locations or is free to determine their workplace)

Work tasks

The employee's principal duties

Pay

Grounds for determining pay and other remuneration ☐ Work time ☐ Performance ☐ Other
Pay at the beginning of the employment relationship
Fringe benefits and their monetary value ☐ Taxable value ☐ Other
Pay period
Pay days
Bank account into which pay will be paid

Working hours

Working hours
_____ hours/day _____ hours/week _____ hours/month
_____ hours in a two-week period _____ hours in a three-week period

For variable working hours:

The circumstances and extent to which the employer requires labour
Days and times of the week during which the employer may commission work without seeking the employee's consent for each occasion (section 30 a of the Working Hours Act)

In temporary agency work

Name and business location of the user company (if known)

In the case of a fixed-term employment contract:

Reason for the user company's order, based on the customer contract
Duration or estimated duration of the user company's order, based on the customer contract
Estimate of other tasks that are available with the employer and correspond to the temporary agency worker's employment contract

Training provided by the employer

Any right to training provided by the employer based on legislation, agreement or practice

Annual holidays
The length of the annual holiday and all other terms and conditions related to it are determined in accordance with the Annual Holidays Act and the collective agreement.

In addition, the following has been agreed on regarding annual holidays

Period of notice

The period of notice is determined
☐ by law ☐ by collective agreement
The period of notice is
____ months when the employment contract is terminated by the employer
____ months when the employment contract is terminated by the employee

Applicable collective agreement

The collective agreement applicable to the work

Insurance information

The insurance institution with which the employer has arranged the employee's pension cover or insured the employee for occupational accidents and occupational diseases

Conditions applicable to work abroad lasting at least one month

Country or countries where the work is carried out
Duration of the work
Currency in which monetary pay will be paid
Monetary remunerations and fringe benefits provided abroad
Terms and conditions for the repatriation of the employee
Which country's legislation applies to the employment relationship
Handling of possible legal disputes

If the employee is to be posted in another EU Member State:

Details of the formation of pay in the host Member State (where applicable, all bonuses paid for the posting as well as any arrangements concerning the reimbursement of travel, accommodation and meal expenses)
Link to the official national website of the host Member State providing information on the terms of employment applicable to a worker posted to the Member State in question

Other terms

Other contractual terms and conditions

Two identical copies of this employment contract have been drawn up, one for each party.

Place and date	
Employer's signature	Employee's signature

Annex 7

POLIISI
POLISEN I FINLAND
Police of Finland

Hakemus tunnistamisesta tunnistusvälineen tai laatuvarmenteen hakemiseksi

Hakija

Suku- ja etunimet		Henkilötunnus
Kotikunta		
Katuosoite	Postinumero	Postitoimipaikka
Puhelinnumero	Sähköpostiosoite	

Hakemuksen tiedot

Hakemuksen perustelut		
Mukana olevat asiakirjat		
Palveluntarjoajan nimi		
Palveluntarjoajan osoite, johon todistus hakijan henkilöllisyydestä postitetaan		
Katuosoite	Postinumero	Postitoimipaikka

Suostumus ja allekirjoitus

Annan suostumukseni siihen, että poliisi saa käyttää tarvittavia poliisin rekistereissä olevia tietoja tunnistamiseeni
Päiväys ja allekirjoitus

Täytä lomake huolellisesti. Puutteelliset tiedot hidastavat asian käsittelyä.

Viranomaismerkinnät

Hakemus vastaanotettu	Maksu ☐ Maksettu ☐ Ei maksettu
Allekirjoitus ja nimenselvennys (virkailija)	

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