



## CIRCULAR NOTE

The Ministry for Foreign Affairs present their compliments to the Diplomatic Missions and International Organisations accredited to Helsinki and have the honour to inform them that an updated version of the booklet *Diplomatic Privileges and Immunities in Finland* is available on the web site of the Ministry at *formin.finland.fi* (please choose *in English* → *Services* → *Diplomatic Portal*).

Missions are requested to pay attention to the following chapters of the handbook which include updates:

Chapter 1.2 (Visa Requirements) includes a list of the persons who are not required to give their fingerprints when they apply for a visa.

Chapter 1.6 (Personal Identity Number)

The identity number issued by the Register Office (Maistraatti) can be included in the driving licence issued by Trafi in cases where the national driving licence of the member of a mission needs to be changed into a Finnish driving licence.

Chapter 3.9 (Value Added Tax)

The Finnish value added tax levied on restaurant invoices is refundable provided that the restaurant service has been acquired either for personal use of a diplomat and his/her accompanying family members who have a diplomatic status, or for business purposes. The nature of the occasion (private/official) must be mentioned on the invoice.

Subparagraph 3.9.2 (VAT Exemption from Purchases within the EU)

Value added tax levied on purchases of services within the EU will be exempted by the Protocol Services with the VAT and Excise Duty Exemption Certificate in case the service is not subject to the Finnish value added tax pursuant to applicable provisions.

Chapter 5.5 (Electronic Registration of Vehicles)

Chapter 5.5 includes updated information on the registration of vehicles with CD and C registration plates.

Chapter 8 (Helsinki-Vantaa Airport)

Subparagraph 8.4 includes an updated list of the persons who are exempt from security checks at the airport and the procedure to be followed.

Chapter 9.6 (Driving Licences) includes new instructions on the replacement of a foreign driving licence to a Finnish one.

Chapter 9.15 (Netbank Access Codes) includes instructions on how to apply for netbank access codes in Finland.

The Ministry for Foreign Affairs avail themselves of this opportunity to renew to the Diplomatic Missions and International Organisations accredited to Helsinki the assurances of their highest consideration.

Helsinki, 7 March 2016



To  
the Diplomatic Missions and International Organisations  
accredited to Helsinki