



For more detailed instructions on how to fill in the various sections, see page 4.

### 1. Employer details

Company name	Business ID	Account number FI
Address		Postcode and city/town

### 2. Employer's contact person

First name	Last name	Telephone
Email address		

### 3. De minimis aid received by the employer

See more detailed instructions on page 4

Has the organisation received de minimis aid during the current year or the previous two tax years? No      Yes; further explanation in the table below		
Aid granted by	Amount of aid (EUR)	Date of issue

### 4. Co-determination negotiations

Is the organisation undergoing co-determination negotiations? No      Yes; further explanation of the situation
Explanation

### 5. Employee for whom Helsinki benefit is being applied

First name	Last name	Personal identity code
Telephone		
The employee's municipality of residence is Helsinki No      Yes; the employee is registered in Helsinki at the latest at the beginning of the employment relationship		

### 6. Type of aid applied for

See more detailed instructions on page 4

Helsinki benefit for salary (only selectable if a pay subsidy decision has been issued for the employment relationship)
Helsinki benefit for employment
Helsinki benefit for a commission



## 7. Applied for period

The Helsinki benefit is applied for 1–12 months depending on the duration of the employment relationship. A new application must be submitted for the period exceeding 12 months in an apprenticeship.

Start date	End date
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## 8. Employment relationship

See more detailed instructions on page 4

Has pay subsidy been granted for the employment relationship? No      Yes. The pay subsidy decision must be attached.		Is this a pay-subsidised apprenticeship? No      Yes. The apprenticeship training agreement must be attached.	
Job title		Collective agreement applied	
Working hours (per week)	Gross salary (EUR per month)	Indirect labour costs (EUR per month)	Holiday bonus (for the entire period)

## 9. Attachments

Employment contract (mandatory)
Pay subsidy decision (mandatory if pay subsidy has been granted for the employment relationship)
Agreement on the organisation of apprenticeship training (mandatory for apprenticeship)
Helsinki benefit voucher
Commission agreement (mandatory if applying for Helsinki benefit for a commission)

## 10. Grant

<p>By its decision of <u>3 February 2020, Section 4</u>, the City Board's Economic Development Sub-committee approved the terms for granting the Helsinki benefit for employers to be complied with as of 1 January 2020. In addition, the general guidelines for City of Helsinki grants approved by the City Board on <u>28 October 2019, Section 723</u>, are followed in granting the Helsinki benefit.</p> <p>The Helsinki benefit may only be used for the purposes specified in Section 4 of the decision taken on 3 February 2020 by the City Board's Economic Development Sub-committee. The grant may not be transferred to another party or person.</p> <p>The grant is granted to a company or an association engaged in economic activity in the form of de minimis aid. The aid is granted in accordance with Commission Regulation (EU) No 1407/2013 of 24 December 2013 on the application of Articles 107 and 108 of the Treaty to de minimis aid (EUVL L352, 24 December 2013).</p> <p>The grant is paid to the bank account indicated in the application.</p> <p>The beneficiary must promptly repay any grant received through error, in excess or manifestly without cause. In the event of misuse, the city may recover the grant paid. The beneficiary undertakes to provide the City of Helsinki with the necessary information to ensure that the grant has not been used in contravention of the terms. If the grant is paid before the decision becomes final, the beneficiary undertakes to repay the grants already paid if the decision is changed as a result of the appeal.</p>
<p>I agree to the above terms</p> <p>I testify that the bank account I have specified is the official account of the organisation and that I have the right to apply for the Helsinki benefit on behalf of the organisation.</p> <p>I testify that the organisation has no tax liabilities.</p> <p>I give my consent to electronic notifications.</p> <p>I testify with my signature that the information I have provided in this application is correct.</p>
Signature and printed name of the person authorised to sign by the employer

## 11. Information about the processing of the employer representatives' personal data

In order to process the application for the Helsinki benefit, the City of Helsinki will process the following necessary information:

- contact person's name, telephone number and email address
- employer organisation's name, business ID, address and account number
- name of the person authorised to sign
- name, email address and personal identity code of the person submitting the form, if the form is submitted via securemail.hel.fi

More information about the processing of personal data (e.g. legal basis and retention periods) in the Helsinki benefit service is available in the City of Helsinki's employment services register: <https://www.hel.fi/helsinki/fi/kaupunki-ja-hallinto/hallinto/organisaatio/rekisteriselosteet>

The data subject has rights relating to personal data and its processing by the City of Helsinki. Among other things, the data subject may check what information has been collected about them. More information about the rights and their implementation can be found on the City of Helsinki's data protection page: <https://www.hel.fi/helsinki/en/administration/information/data-protection>

## 12. Information about the processing of the employee's personal data

In order to apply for the Helsinki benefit, you need to get the employee to sign this notification.

The notification informs the employee of the use of their personal data.

In connection with the application for the Helsinki benefit, the City of Helsinki will process the following personal data about you:

- first and last name, personal identity code, municipality of residence, telephone number
- information about the duration of unemployment and unemployment benefit
- information about the employment relationship/apprenticeship carried out to promote employment

The basis for processing your personal data is the performance of an official task in the public interest.

Your personal data is used to verify that you belong to the target group of the Helsinki benefit. You can find the up-to-date target groups at: <https://hel.fi/en/business-and-work/services-for-employers/helsinki-supplement-for-employers>

More information about the processing of your personal data (e.g. legal basis and retention periods) in the Helsinki benefit service is available in the City of Helsinki's employment services register: <https://www.hel.fi/helsinki/fi/kaupunki-ja-hallinto/hallinto/organisaatio/rekisteriselosteet>

As the data subject, you have rights relating to your personal data and its processing by the City of Helsinki. Among other things, you may check what information has been collected about you. Read about your rights and their implementation on the City of Helsinki's data protection page: <https://www.hel.fi/helsinki/en/administration/information/data-protection>

I have been informed of the basis for processing my personal data.

Date	Employee's signature and printed name
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## **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

### **Submitting the application**

The completed application and its attachments should be sent:

#### **Electronically** (preferred method)

Via the <https://securemail.hel.fi> connection to [helsinkilisa@hel.fi](mailto:helsinkilisa@hel.fi).

#### **By post**

Economic Development Division/Helsinki Employment Services  
Helsinki benefit  
P.O. Box 70  
00099 City of Helsinki

### **De minimis aid received by the employer (Section 3)**

De minimis aid is minor public aid granted to companies, such as a grant, loan, interest subsidy or guarantee. De minimis aid is governed by Commission Regulation (EU) No 1407/2013.

### **Types of aid applied for (Section 6)**

Only one type of aid can be applied for

#### **Helsinki benefit for employment**

The Helsinki benefit for employment is intended for guidance, orientation, equipment, workwear and facility costs when no other support is paid for these.

#### **Helsinki benefit for salary**

The Helsinki benefit for salary is intended for the cost of employing a subsidised employee (= gross salary, statutory indirect labour costs and holiday bonus).

#### **Helsinki benefit for a commission**

The Helsinki benefit for a commission is intended for the performance of an individual job or project.

### **Employment relationship (Section 8)**

#### **Pay subsidy**

Pay subsidy is a financial subsidy intended to promote the employment of an unemployed jobseeker, which TE Services can grant to the employer for salary costs.

#### **Collective agreement**

Collective agreement applied: e.g. Collective Agreement for the Commercial Sector. If there is no binding collective agreement in the sector, put in a dash.

#### **Gross salary**

The gross salary is the salary paid to the employee before the deduction of the employee's statutory contributions (the employee's unemployment insurance and pension insurance contributions) and taxes. If the employee is paid remuneration bonuses (e.g. evening, night or shift work bonus), take the estimated amount into account in the gross salary.

#### **Indirect labour costs**

The employers' statutory indirect labour costs include social security expenses, pension insurance, accident insurance and unemployment insurance premiums as well as the mandatory group life insurance premium. Indirect labour costs refer to the amount of the employer's statutory indirect labour costs paid for the salary per month.

#### **Holiday bonus**

The holiday bonus is a salary cost to be covered by the subsidy when it is paid for holiday pay during the subsidy period. Estimate the amount of holiday bonus to be paid during the subsidy period. Holiday compensation is not covered by the Helsinki benefit.

### **Attachments (Section 9)**

Add the necessary attachments. If you send your application by email, the attachments must be in the JPG, PNG or PDF format.

If you are applying for the Helsinki benefit for salary, the application must be accompanied by a pay subsidy decision issued for the employed person. If there are two of them, please include both.

Also include a Helsinki benefit voucher, if one has been issued.