



YEL insurance application

For basic insurance in accordance with the
Self-Employed Persons Pensions Act

CONFIDENTIAL

YT

Please read the instructions on the reverse side before filling in the form!
To be applied for within 6 months from the commencement of business subject to YEL.

Self-employed person	Surname		Forenames									
	Title or profession		Personal identification code		Telephone, home							
	Home address		Postal code		City							
Business	Firm name listed in trade register					Business ID						
	Branch	Firm form										
		<input type="checkbox"/> Private	<input type="checkbox"/> Unlimited partnership	<input type="checkbox"/> Limited partnership	<input type="checkbox"/> Limited company	<input type="checkbox"/> other						
	Firm address		Postal code		City	The address applies to all insurances						
	<input type="checkbox"/>					<input type="checkbox"/> only this insurance						
Invoicing	The premium is paid in					The first annual month due						
	<input type="checkbox"/> 1 instalment	<input type="checkbox"/> 2 instalments	<input type="checkbox"/> 3 instalments	<input type="checkbox"/> 4 instalments	<input type="checkbox"/> 6 instalments	<input type="checkbox"/> 12 instalments						
	Premium payer					Business ID or personal identification code						
	<input type="checkbox"/> Self-employed person	<input type="checkbox"/> Firm										
	Address		Postal code		City							
Ownership	Name and personal identification code of shareholders or partners and title or duty in firm (please notify positions of partners in limited partnership by ticking the adjacent boxes)				PARTNER IN LIMITED PARTNERSHIP		SHARES IN LIMITED COMPANY, %					
							Alone		Together with family members in same household			
			General partner	Silent partner	Shares	Votes	Shares	Votes				
			<input type="checkbox"/>	<input type="checkbox"/>								
			<input type="checkbox"/>	<input type="checkbox"/>								
			<input type="checkbox"/>	<input type="checkbox"/>								
			<input type="checkbox"/>	<input type="checkbox"/>								
Entrepreneurship and grounds for earnings	The business subject to YEL commenced on		dd	mm	yy	The business is		Number of business months per year		Average number of business hours per week		
			<input type="checkbox"/>	<input type="checkbox"/> all-year business		<input type="checkbox"/> interim						
	Duty in business				The business is				Full-time business of part-time entrepreneur			
					<input type="checkbox"/> full-time <input type="checkbox"/> part-time							
	Section in the Finnish Centre for Pension's instructions on which the earnings are based						Number of employees besides the self-employed person		Monthly salary of the top-ranked employee, EUR			
	Annual turnover, EUR				Taxed or declared operating or self-employment income the last two years, EUR							
				Year		EUR		Year		EUR		
Tax municipality				Additional information to justify business hours or months as well as earnings								
Earnings	Self-employed person's pensionable earnings. Please read the Finnish Centre for Pension's instructions on the reverse side						Annual earnings					
Work capacity	<input type="checkbox"/> I am capable to work						<input type="checkbox"/> I am not fully capable to work					
	<input type="checkbox"/> I am receiving or applying for disability pension or similar benefit						From which institution				As of (date)	
Signature	Date						Self-employed person's signature					
Insurance agent information	Salesperson's code		Salesperson's name				Single-handed		Campaign number			
							Co-operation		<input type="checkbox"/> Tip			
	Salesperson's code		Salesperson's name				Sales distribution		Salesperson 1, %		Salesperson 2, %	

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INSTRUCTIONS FOR FILLING IN THE FORM

Self-employed person

The term 'self-employed person' as specified in the Self-Employed Persons Pensions Act (YEL) refers to a person of 18-67 years of age who lives in Finland and works for remuneration, but does not work under a contract of employment or in public office. Eligibility for this insurance cover requires work: mere ownership of a firm does not suffice.

This Act also applies to family members who participate in the entrepreneurial activities but who do not have a contract of employment with the self-employed person.

This Act applies to

- business activities which have lasted uninterruptedly for at least four months after the self-employed person reached the age of 18
- a person whose earnings from entrepreneurial activities is at least the limit stipulated in the Act
- a self-employed person who works during disability or partial disability pension provided that the conditions stipulated by YEL are fulfilled.

Firm

If the self-employed person has several firms, earnings shall be stated as a total sum.

Ownership of the firm

Self-employed persons and owners of private firms are always defined as self-employed persons under the Self-Employed Persons Pensions Act. Assisting family members who do not have a contract of employment with the self-employed person also fall within the scope of the Self-Employed Persons Pensions Act.

A partner in a partnership is always considered a self-employed person.

General partners in a limited partnership always fall within the scope of the Self-Employed Persons Pensions Act. Silent partners are insured under the Employees' Pensions Act TyEL if they work in the firm and receive salary.

Person working in leading position in a limited company is insured under the Self-Employed Persons Pensions Act (YEL) if the person owns either individually more than 30% or with family members living in the same household more than 50% of the share capital or number of votes of all the shares. A dominant influence over the company as referred to above can also be achieved through indirect ownership, i.e. a person with a leading position in the company always falls within the scope of the Self-Employed Persons Pensions Act if he or she, either alone or together with his or her family members, has dominant influence over a company (B) which in turn has dominant influence over the company (A) in which the said person works in a leading position.

The term 'leading position' is considered to refer to the managing director or deputy managing director of a company. Membership in the company's administrative bodies, such as membership or deputy membership of the Board, authorisation to sign for the company, etc., is also considered to constitute a leading position.

The term 'family member' here refers to the self-employed person's spouse, person who lives in registered partnership with the self-employed person and person who is related to the self-employed person or his or her spouse, either in a direct descending or ascending line. A common-law spouse is also regarded as a family member. However, siblings are not considered family members in the terms of these regulations, even if they live in the same household.

Earnings, Finnish Centre for Pension's instructions, basis of earnings

The earnings of the self-employed person shall correspond to the wage that would be reasonably payable if the self-employed person were to hire an equally skilled person covered by the Self-Employed Persons Pensions Act to perform his or her work, or to the remuneration which would otherwise be considered to correspond to such work. The concept of earnings is used in order to determine the price of the self-employed person's work input. In this sense, the concept of earnings corresponds to the wages payable to an employee. Thus earnings are not directly related to the profitability of the business activities, and any temporary fluctuations in the self-employed person's current income do not affect the earnings.

The Finnish Centre for Pensions has drawn up instructions for the determination of earnings in cooperation with various entrepreneurial organisations. Copies of the instructions can be obtained from the Finnish Centre for Pensions and from the earnings-related pension institutions. The instructions are primarily based on salary levels of different fields and generally on a factor describing the extent of the entrepreneurial activities.

The instructions of the Finnish Centre for Pensions have been drawn up to apply mainly to self-employed persons working full-time and around the year. However, since entrepreneurial activities may also be, for example, seasonal or part-time, earnings can also be exceptionally confirmed at a lower level. This kind of exception requires, however, that the self-employed person provides sufficient grounds for it in the form.

The number of employees, the employee's wages, turnover and the operating or self-employment income subject to tax must always be disclosed. A self-employed person setting up in business for the first time is required to submit realistic estimates for these figures.

A key guideline for the determination of earnings is the wages of the top-ranked employee. Lower levels may be used only in very exceptional cases, for example, if the employee's work input clearly exceeds that of the self-employed person, e.g. as a result of his or her professional skills.

Amending the amount of earnings

If factors affecting the earnings change significantly after the confirmation of the earnings, the self-employed person is obliged to inform the pension institution. Earnings cannot, however, be changed retroactively.

Termination of self-employment

The pension institution must always be informed of the termination of self-employment. This is done by using the amendment form (YM).

Print and send your signed application to Elo.
Elo will pay the postage.

Elo Mutual Pension Insurance Company
Insurance services
Code 5010419
FI-00003 VASTAUSLÄHETYS
FINLAND

THE PROCESSING OF PERSONAL DATA PERTAINING TO STATUTORY PENSION INSURANCE

The EU General Data Protection Regulation (hereinafter GDPR) requires that you be given information about the way in which Elo Mutual Pension Insurance Company (hereinafter Elo) processes your personal data in connection with your employment pension insurance matters.

Why is your personal data being processed by Elo?

We need to process your personal data in order to resolve employment pension matters for you. The processing of personal data is based on Finnish law and the EU General Data Protection Regulation. If Elo is unable to request information, we cannot resolve your matter. Any personal data that is gathered for the purpose of resolving your pension insurance matter is also utilised for statistics and research.

The handling of pension insurance matters is prescribed by law, which means that the processing of personal data cannot be refused. You do not have the right to request the removal of personal data necessary for the handling of your pension insurance matter or the transfer of information concerning you to systems outside of Elo. Nor can you restrict the processing of your information, even though you may contest the accuracy of some of that information.

Elo's right to acquire and disclose your personal data

By virtue of the law, Elo has the right to acquire information from the necessary parties and to disclose information to any necessary parties in order to resolve any of your pension insurance matter. Your personal data is processed to facilitate the smooth handling of your pension insurance matters. If the processing of your personal data or the disclosure of information is not based on legal provisions, you will be requested to grant your consent. You can withdraw your consent at any time.

In connection with the processing of your pension insurance matter, Elo may contact, among others, your employer, different authorities or other insurance institutions. If necessary and by virtue of the GDPR and the social security agreements between individual states, we can transfer your information to EU/EEA countries, Switzerland and areas outside of the EU.

You have the right to review your personal data

You have the right to review any information concerning you that has been stored in Elo's registers. This enables you to be sure that any stored information concerning you is accurate. You can request the rectification of inaccurate information, if the correction of such information is appropriate for the resolution of your matter. If necessary, you can also receive a copy of any personal data that we have stored in our registers. A request concerning personal data and the receipt of a response to that request are generally free of charge.

If your request cannot be met, you will receive notification thereof, including the grounds for refusal, from Elo no later than one month from the submission of your request. This time limit can be extended by two months. If you are dissatisfied with our solution to an issue concerning your personal data, you have the right to submit a complaint to the relevant supervisory authority.

Storage of your personal data

The information that is necessary for the handling of your pension insurance matter will be stored for a set time period that is prescribed by law. The duration of the time period is generally equivalent to the lifetime of the insured person plus five years thereafter.

Automated processing

By virtue of the law, Elo has the right to make automated decisions. In automated processing, a pension insurance matter may be resolved through the issuing of an automatic decision based on information collected from different sources. Cases involving work disability or rehabilitation matters or other medical issues are not processed in a completely automated manner, because the preparation of such cases at the pension institution and Kela always involve the input of a licensed physician.

Elo as controller

Elo is the controller for the register and has an assigned data protection officer.

Contact details

Elo's contact details are available at www.elo.fi.