1 Inquiry on establishment structure and personnel

1.1 Contact persons at Statistics Finland

Contacts about data content yritysrekisteri@stat.fi (establishment information)

Industry questions   Tel. +358 29 551 3650 from 9 a.m. to 3 p.m.

General questions   Tel. +358 29 551 2222 from 12 noon to 3 p.m.

1.2 General instructions

The inquiry concerns the data for year 2025. The data is provided for the period corresponding to the activity.

Data marked with an asterisk * on the web form is mandatory information.

1.3 Basic information

The pre-filled data is checked and, if necessary, corrected. Enterprise or community name and address changes are provided to the Business information system (YTJ): https://www.ytj.fi.

The details of the contact person are given on the form (name, telephone number and email address). We will contact that person if we need additional information on the provided data.

1.4 Establishment data

The pre-filled data on the establishment are from Statistics Finland's Business Register.

The data of the individual establishment is updated on the online form with the 'Edit' button. Missing establishment and data about them are added with the 'Add new establishment' button. With the 'Remove' button, the correspondingly added establishment is deleted. Changes made to the establishment are updated on the establishment's page after saving.

Alternatively, you can update the pre-filled establishments with all their data as a CSV file transfer (see page 4), also for missing establishment.

1.4.1 Definition of establishment

An establishment is a unit owned by one organisation that is located at one address in Finland and operates in one industry.

If there are several different activities at the same address (for example, a cafe and a bakery), provide data as separate establishments, because they operate in different industries.

1.4.2 Establishment data

The establishment code is the number given by Statistics Finland to the establishment, which we recommend you use when providing information to the Incomes Register.

The name and address of the establishment will be checked and corrected if necessary.

The address is the street address, not the PO box address. The address is entered without abbreviations.

Table 1. Example of declaring an address

Name	Definition
Street address*	Työpajankatu
House number*	13
Staircase	
Apartment number	
Postal code and office*	00580 HELSINKI

In the change of address, the date of the change of address is also indicated.

1.4.3 Industry of the establishment

The industry describes the economic activity of the establishment. The industry is defined based on the industry classification maintained by Statistics Finland (TOL 2025). The classification is based on the European Union industry classification (NACE). The most accurate 5-digit level of the classification is a national class tailored to Finland's needs.

In the Business Register, the industry of the establishment is based on the principal functions of the establishment and is defined in accordance with the industry classification guidelines.

If necessary, use the 'Apply' button to select an industry from the TOL 2025 classification key at the 5-digit level or describe the most important functions of the establishment on the online form.

Picture 1. Select the industry of the establishment from the form

Does the industry of the Business Register of Statistics Finland correspond to activity of the establishment? * ⓘ

Industry code 74999   All other miscellaneous professional, scientific and technical activities n.e.c.

Yes ○
No ○

1.4.4 Employees and temporary employees

Employees and temporary employees of the establishment are provided in person-years, with a maximum accuracy of one decimal place.

Person years (full-time equivalent FTE) describes the employees' work input converted into full-time. A person who has worked permanently or temporarily for the establishment and whose work input is compensated as salary income, is counted as a wage earner.

An employee who has worked full-time for a year corresponds to one person year. Part-time employees are converted into full-time employees.

For example:

- Full-time employment of six months or half-day employment that has lasted for the whole year corresponds to 0.5 person years
- 60 per cent employment of eight months corresponds to 0.4 person years (0.6 * 8 months/12 months = 0.4)

The work input of employees who were laid off or on unpaid leave during the year, the work input is provided for the period for which they were paid salary.

The work input of an employee working in several establishments during the year is provided for the establishment where they work as a rule. If a main establishment cannot be determined, the employee´s work input is provided to the establishment from which the work is managed.

The work input of remote workers is provided to the establishment from which the work is managed.

Employees of a rental or personnel service company are provided in person-years of work.

1.4.5 Continuation or termination of the establishment's operation

If the operation of the establishment has ended and transferred to another operator, the date of transfer, the Business-ID and the name of the enterprise continuing the operation are indicated.

If the operation of the establishment has completely ceased or merged with another establishment of the organisation, the date of termination of operation is indicated.

1.4.6 Establishments as CSV file transfers

The data on establishments can be downloaded to the form as a CSV file. Transfer of data to the form:

1. Download the establishments to a CSV file.

2. Complete the data about the establishments.

3. Check the data in the industry column. Pick up the code according to TOL 2025. If there is more than one code in the column, leave the code that describes the operation of the establishment and delete the other codes.

4. Check the data in the CSV file and save in UTF-8 format.

5. Enter the data on the form

The order of the columns in the CSV file and the names of the column headings may not be changed. No more columns can be created in the file. Establishment codes cannot be changed, or own codes added.

Note! Leading zeros may not appear in the attachment, but they will be restored when the file is uploaded back to the online form.

Table 2. CSV file columns

Toimipaikka	Toimipaikan	Katuosoite	Talonumero	Porras	Huoneiston	Postinumer	Puhelinnun	Katuosoitte	Toimiala	Toimialan k	Palkansaaja	Vuokratyöv	Uuden toim	Toimipaikan	Toimipaikan	Toimintaa ja	Toimintaa ja	Lisätietoja
Arbetsstä	Arbetsställe	Gatuadress	Hus numme	Trappa	Lägenhets n	Postnumme	Telefon nur	Datum för ä	Näringsgren	Näringsgren	Löntagare,	Tillfälligt pe	Inledningsd	Arbetställe	Arbetställe	Fortsättand	Fortsättand	Mera information
Establishr	Establishm	Street addr	House num	Staircase	Apartment	Postal code	Telephone	Change date	Industry co	Industry de	Employees	Temporary	Establishm	Establishm	Establishm	Business ID	Name of co	Further information

Name	Definition	Form and length
Establishment ID	Statistic´s Finland establishment ID	num/15
Establishment name		varchar / 100
Street address	Street name, not PO Box or numbers	varchar / 50
House number		varchar / 13
Staircase	Staircase, not numbers	varchar / 4
Apartment number		varchar / 4
Postal code		varchar / 5
Telephone number	Telephone number without country code +358	varchar / 15
Employees FTE	Establishment total Person years	float

Temprary employees	Establishment temporary workers in total	float
Industry code	Industry code at the 5-digit level	varchar / 5
Industry description	a verbal description of the industry	varchar / 1 000
New establishment starting date		date
Establishments termination date		date
Establishment's date of transfer	The day the establishment was transferred to another operator	date
Business ID of continuing activity		number
Name of continuing activity		varchar / 9
Further information		varchar / 2000

1.4.7   Response Status

At the bottom of the form, indicate what information has been provided. The entire inquiry is considered answered when details about establishments and employees have been entered on the form.

2   Employee List (Appendix)

2.1   Employee Information Submission

Employee details can be submitted via the online form (under Establishment Information – List of Employees at the Establishment) or by sending the data as an attachment.

Companies and organizations with at least 15 establishments or 200 employees must provide employee information only as an attachment.

2.2   Submitting the Attachment

Employee data by establishment must be submitted as an Excel or CSV file using the Go to Service button. If preferred, you may use the pre-filled template based on the establishment structure. Always verify the template for the information requested from your company.

Table 3. Columns in the Excel File

Business ID	Establishment ID	Establishment Name	Establishment Street Address	Personal Identification Number	First Names	Surname
00000000-0	111111111	Test house	Test road 1	xxxxxx-yyyy	Jon Will	Doe
00000000-0	111111111	Test house	Test road 1	xxxxxxAyyyy	Mary Ann	Doe

Name	Description	Format and Length
Business ID		num / 9
Establishment ID	Tilastokeskuksen toimipaikkatunnus	num /15
Establishment Name		varchar / 100
Establishment Street Address	Toimipaikan katuosoite, ei postilokero tai numeroita	varchar / 50

Name	Description	Format and Length
Personal Identification Number		varchar / 11
First Names		varchar / 50
Surname		varchar / 50

The template can be downloaded from the row located below the text Downloadable Templates.

Once you have completed the file with employee information, upload it from your computer to the online form using the Browse button and submit it with the Send File button.

A section titled Files Sent to Statistics Finland will appear in the window, showing the uploaded file.

2.3   End page

The inquiry is complete when all questions have been answered and the form has been saved. You log out of the form via the Termination page or from the 'Log out' link in the upper right corner of the form.