

Instructions for how to apply for operating support for sole entrepreneurs

NewCo Helsinki — 14 July 2020

Helsinki

Are you a full-time sole entrepreneur?

You are a full-time sole entrepreneur if:

- You do not have employees on the payroll
- You are insured under the self-employed person's pension insurance (YEL) or you have invoicing of at least EUR 20,000 per year

The support to sole entrepreneurs is granted to **individual entrepreneurs**.

If the sole entrepreneur has several companies in which they are the sole employee, support will be granted to the company in which the entrepreneur works full-time.

A person can be deemed a full-time sole entrepreneur even if they receive any kind of a pension, and they are eligible for support if the other terms and conditions are met.

Please note that **you can apply for the support only if the domicile of your company is Helsinki or you are a light entrepreneur in Helsinki.**

You can apply for the support for sole entrepreneurs if the financial situation and turnover of your company have deteriorated significantly after 16 March 2020 due the coronavirus pandemic and the operations were profitable before that. To apply, you must fill in the application for operating support for sole entrepreneurs.

Preparations before you apply for the support

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Before you start, please remember:



To fill in the application, you need the following information:

- The applicant's basic information: find your ***YEL insurance number*** and ***the company's bank account number*** beforehand.
- If you have received ***de minimis*** aid, you need information for the current year and the preceding two fiscal years.
- A short plan on how you are going to stabilise your business operations and a proposal for how you are going to use the support.
- If your company has tax debt, you also need a plan for how you going to pay the debt which has been approved by the tax authorities. ***Request a payment arrangement before submitting your application!***



Attach the following in your application:

- The company's financial statements for 2019 or some other most recent financial statement.
- Tax debt certificate ([from the MyTax](#) service); the certificate cannot be older than 3 months.
- Tax return 2019 for a light entrepreneur/sole entrepreneur or another most recent tax return.
- Copies of the accounting records and/or bank statements that prove how your sales and expenses have developed in 2020.
- Maximum size of the attachments is 2 MB.

Logging in – E-services

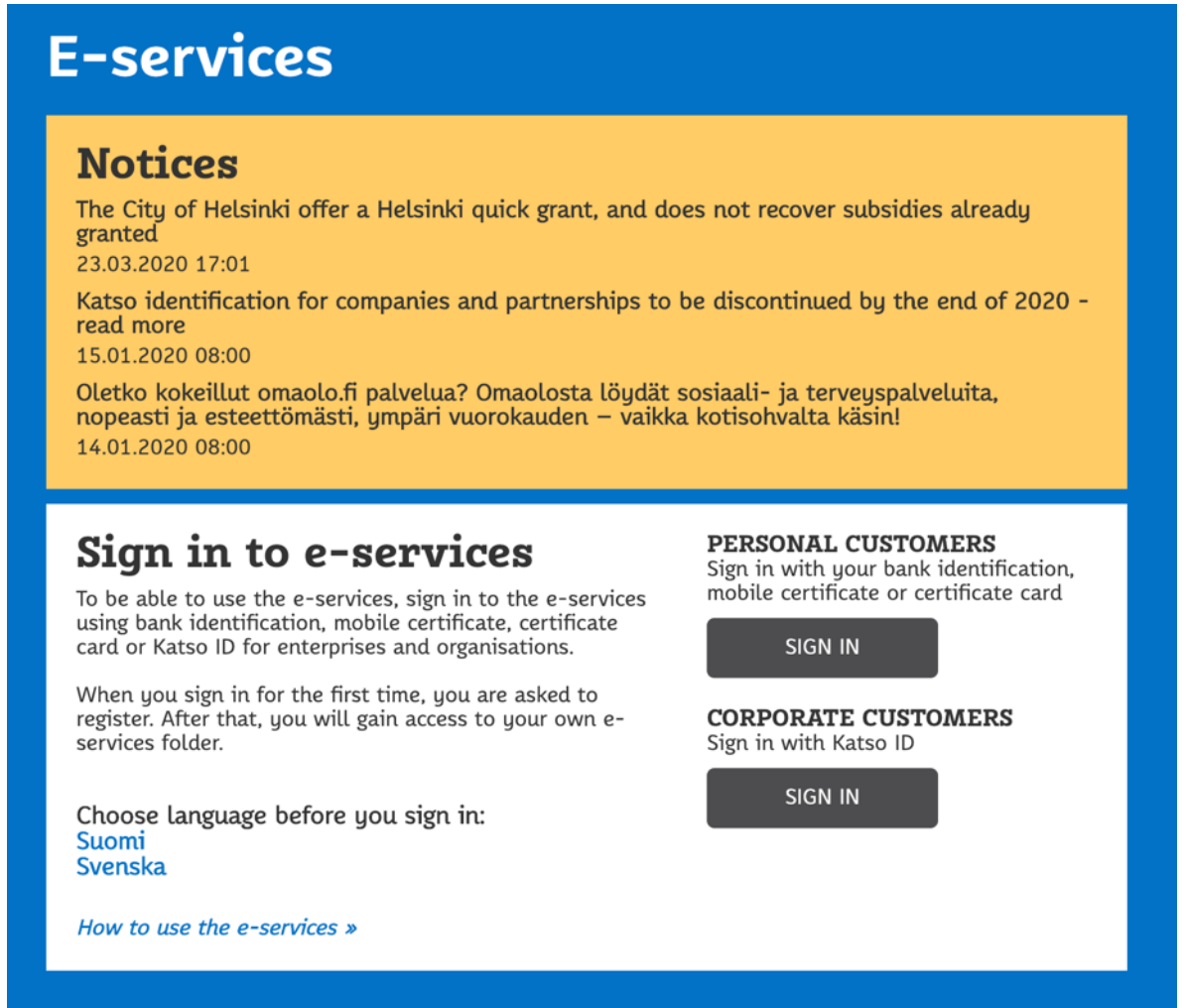
Start filling in the support application at:
asiointi.hel.fi/yksinyrittajantuki

Select the most suitable method of logging in to the E-services. You can log in with, for example:

- your banking IDs **as a personal customer**
- or your company's Katso IDs **as a corporate customer**.

How you login to the system does not affect the contents of the application.

You can also fill in the application in Finnish or Swedish. Select the language before you log in.



The screenshot shows the 'E-services' login interface. At the top, there is a blue header with the text 'E-services'. Below this is a yellow box containing 'Notices' with three items: a Helsinki quick grant notice, a notice about Katso identification for companies, and a notice about Omaolo.fi services. Below the notices is a white box with the heading 'Sign in to e-services'. This box contains instructions for using bank identification, mobile certificates, or Katso IDs. It also includes a language selection section with links for 'Suomi' and 'Svenska', and a link for 'How to use the e-services'. On the right side of the white box, there are two sections: 'PERSONAL CUSTOMERS' with a 'SIGN IN' button, and 'CORPORATE CUSTOMERS' with a 'SIGN IN' button.

E-services

Notices

The City of Helsinki offer a Helsinki quick grant, and does not recover subsidies already granted
23.03.2020 17:01

Katso identification for companies and partnerships to be discontinued by the end of 2020 - read more
15.01.2020 08:00

Oletko kokeillut omaolo.fi palvelua? Omaolosta löydät sosiaali- ja terveyspalveluita, nopeasti ja esteettömästi, ympäri vuorokauden – vaikka kotisohvalta käsin!
14.01.2020 08:00

Sign in to e-services

To be able to use the e-services, sign in to the e-services using bank identification, mobile certificate, certificate card or Katso ID for enterprises and organisations.

When you sign in for the first time, you are asked to register. After that, you will gain access to your own e-services folder.

Choose language before you sign in:
[Suomi](#)
[Svenska](#)

[How to use the e-services »](#)

PERSONAL CUSTOMERS
Sign in with your bank identification, mobile certificate or certificate card

SIGN IN

CORPORATE CUSTOMERS
Sign in with Katso ID

SIGN IN

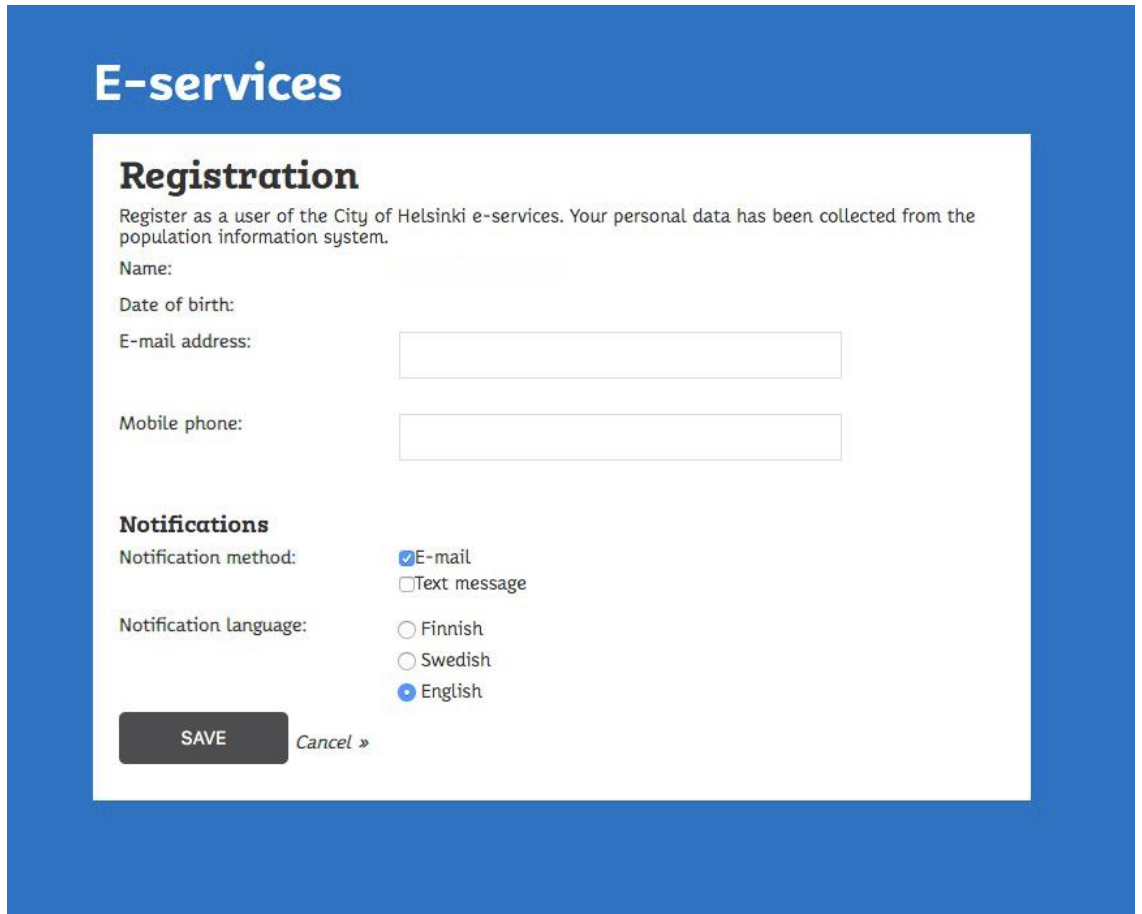
Registration – E-services

You must **register** as a user of the City of Helsinki's E-services the first time you use the service.

When you register, you can, among other things, save an incomplete application, add attachments to an incomplete application as well as browse your data and applications.

Register by entering your ***email address and phone number*** and selecting how you want to receive notifications related to your application. You can also select the language for the notifications.

Click ***Save*** to continue.



The screenshot shows a web form titled "E-services" with a sub-section "Registration". The form includes a header, a registration instruction, and several input fields and options.

E-services

Registration

Register as a user of the City of Helsinki e-services. Your personal data has been collected from the population information system.

Name:

Date of birth:

E-mail address:

Mobile phone:

Notifications

Notification method: E-mail Text message

Notification language: Finnish Swedish English

[Cancel »](#)

Filling in the application 1-7



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1/7 Instructions

Read the instructions carefully and make sure that you fulfil the conditions to receive the support.

Accept the terms and conditions and click ***next***.



2/7 Fill in your basic information:

- 1. Business ID:** Get your business ID. If you don't remember it, you can find it by searching your company's name in the YTJ information service: tietopalvelu.ytj.fi. Enter your Business ID in the following format: 1234567-8.

Personal identity code if you do not have a business ID: Enter your personal identity code if your company does not have a business ID.
- 2. Your company name:** Use the official name. Leave this field empty if you do not have a Business ID.
- 3. Company form:** Select your company form in the drop-down menu. If you cannot remember the correct company form, you can check it in the YTJ information service: tietopalvelu.ytj.fi.
- 4. YEL insurance number:** You can check your YEL insurance number from your insurance company. If you do not have YEL insurance, you can use a separate attachment to verify that your business operations are at least EUR 20,000 per year. The attachment is added separately in section 6 (Attachments).

2/6 APPLICANT'S BASIC INFORMATION

Business ID

Personal identity code, if there is no business ID

Name of the company

Type of company

YEL insurance number

2/7 Fill in your basic information:

- 5. The company's domicile registered in the YTJ register or the light entrepreneur's domicile:** You can apply for the support with this form only if the domicile of the company or light entrepreneur is **Helsinki**. **Check the company's domicile from tietopalvelu.ytj.fi**. If your company's domicile is not Helsinki, please refer to the instructions provided by your municipality for how to apply for the support in another municipality.
- 6. Contact person's first name:** Your first name
- 7. Contact person's last name:** Your last name
- 8. Telephone:** Your phone number
- 9. Personal identity code:** Your personal identity code (filled in automatically)
- 10. Postal address:** Your home address
- 11. Postal code:** Enter the postal code for your home address
- 12. City/town:** Enter your city/town

The company's home municipality according to the business information system, or the light entrepreneur's home municipality

Contact person, i.e. operator entrepreneur

First name of the contact person

Last name of the contact person

Telephone

E-mail

Personal identity code

Postal address

Postal code

Post office

2/7 Fill in your basic information:

13. Start date for your business operations

Enter the official start date of your business operations. If you do not remember it, you can check when your company was registered in the Trade register in YTJ's information service: tietopalvelu.ytj.fi.

Please note!

If you started your business operations less than six months ago, you must prove that the revenue stream would have resulted in an invoicing of EUR 20,000 over a 12-month period. This report will be submitted later in a separate attachment.

14. The company's or light entrepreneur's bank account number

Enter your bank account number in the IBAN format. Any approved support will be paid to this bank account.

Enter the bank account number in the following format: FI12 3456 7890 1234 56.

When the business activities started (check the business information system)

dd.mm.yyyy



Bank account

CONTINUE

3/7 Description of business operations

- 1. Select the main line of business:** Check the correct main line of business for your company in YTJ's information service: tietopalvelu.ytj.fi. **Please note!** TOL classifications 01–03, i.e. Agriculture, forestry and fishing are not eligible to receive the support.
- 2. Select a subcategory:** for example, Food and beverage service activities
- 3. Select filters for the subcategory:** for example, Restaurants and mobile food service activities
- 4. Select the main industry category:** for example, Cafés
- 5. Main products and services:** Describe the main products and services that you sell briefly.
- 6. Customer profile:** Describe your customers briefly (e.g. businesses, consumers, athletes, school children, etc.)
- 7. Accept** the remaining options.

Filter with industry classification

I Accommodation and food service activities

56 Food and beverage service activities

561 Restaurants and mobile food service activities

5610 Restaurants and mobile food service activities

Main industry

56102 Cafés

Main products and services

Customer profile

4/7 The applicant's de minimis aids

1. Select **No** if you have not received de minimis aid.
2. Select **Yes (see below for further information)** if you have received de minimis aid. Provide an explanation of the grantor, the amount of aid you have received and the date on which it was granted.
3. Click **Next** to continue.

4/6 THE APPLICANT'S DE MINIMIS SUPPORT

De minimis support means public business support that the European Union has deemed small enough not to have an impact on competition and trade in the EU's internal market. The maximum amount of de minimis support is 200,000 euros for each undertaking over a 3-year period. A specific ceiling of 100 000 euros applies to road transport companies. The support decision includes a mention of it, if it is considered de minimis aid. The company must make sure that the combined amount of de minimis aid granted through different decisions does not exceed the maximum amount. <https://tem.fi/vahamerkityksinen-tuki-eli-de-minimis-tuki> external service (only in finnish/swedish)

Has the applicant been granted de minimis aid during the last two tax years?


No

Yes, more detailed description below

Grantor of the support

Support amount (euro)

Granting date

CONTINUE

5/7 Plan for stabilising the operations

To receive the support, you must declare that you plan to continue your business operations after the coronavirus pandemic. Select **Yes**.

The applied operating support is intended to cover expenses from running the actual business activities or other business costs.

The support must not be used to pay the entrepreneur's salary. Instead, it must be used, for example, for rent, acquisitions or other company expenses.

Provide an informal explanation of how you intend to use the support.

Click **Next** to continue.

5/6 PLAN FOR THE STABILISATION OF THE ACTIVITIES

I am going to resume my business activities after the coronavirus epidemic

Yes

How is the applicant going to use the support? (short description)

[« Back](#)

[Save »](#)

CONTINUE

6/7 Attachments

You must submit the following attachments with the application.

You can save the application by clicking **save draft** and continue later. You can return to complete the application once you have acquired the necessary attachments. **Maximum size of the attachments is 2 MB.**

N.B. Zip and rtf files are not allowed.

1. Latest Financial statements / Tax return

- A. Financial statements relate to a company or private trader
- B. Tax return relates to a light entrepreneur (private traders who do not have financial statements)

2. Tax debt certificate (must not be older than 3 months)

You can order the certificate at MyTax: <https://www.vero.fi/en/e-file/mytax/>.

3. Payment plan approved by the Tax Administration

If you have tax debt, you must have a plan approved by the Tax Administration for how you are going to pay the tax debt **before** you can apply for support. You can request a payment arrangement in the MyTax service: <https://www.vero.fi/en/e-file/mytax/>. **Do not submit your application before you have a payment plan!**

6/6 APPENDICES

Financial statements 2019/latest financial statements OR Tax return 2019/latest tax return. Copies of the accounting records and/or bank statements to prove how the sales and expenses have developed in 2020. Certificate of tax debts and, if the company has tax debts, a plan for the repayment of the tax debts approved by the Tax Administration.

Max 2 MT / attachment

Allowed file formats: doc, pdf, ~~rtf~~, xls, ppt, ~~zip~~, gif, jpeg, jpg, png, txt, odt, ods, odp, docx, xlsx, pptx

Financial statements / Tax return

No file chosen



Tax debt certificate

No file chosen



Repayment plan approved by the Tax Administration

No file chosen



Accounting records / bank statements

No file chosen



6/7 Attachments

4. Bookkeeping / Bank statements

The conditions for applying for the support are fulfilled if you are in the YEL register **or** you had at least EUR 20,000 in entrepreneurial income or invoicing last year. If you started your business operations less than six months ago, you must prove that the revenue stream would have resulted in an invoicing of EUR 20,000 over a 12-month period. Attach the necessary documents where this is accounted for here.

One of the conditions for the grant of the support is that the financial situation and turnover of the sole entrepreneur have deteriorated by at least 30% since 16 March 2020 due to the COVID-19 epidemic.

Copies of the accounting records and/or bank statements or a written document that otherwise shows a 30% decrease in sales revenue must be attached to the application.

If you take care of your own accounting, the information does not have to be certified by an accountant, but you must assert its legality.

6/6 APPENDICES

Financial statements 2019/latest financial statements OR Tax return 2019/latest tax return. Copies of the accounting records and/or bank statements to prove how the sales and expenses have developed in 2020. Certificate of tax debts and, if the company has tax debts, a plan for the repayment of the tax debts approved by the Tax Administration.

Max 2 MT / attachment

Allowed file formats: doc, pdf, ~~rtf~~, xls, ppt, ~~zip~~, gif, jpeg, jpg, png, txt, odt, ods, odp, docx, xlsx, pptx

Financial statements / Tax return

No file chosen



Tax debt certificate

No file chosen



Repayment plan approved by the Tax Administration

No file chosen



Accounting records / bank statements

No file chosen



7/7 Summary

Please check your application carefully.

The items marked in **red** in your application contain information that needs to be completed or corrected.

You can save the incomplete application by clicking **Save draft** and continue later by logging in with the same link.

Once you have checked your information and attached all attachments, click **Send** to send your application for processing.

Please note! After you click the Send button, you can no longer send any attachments. Therefore, it's important that your application contains all necessary attachments when you submit it.

The support will be granted only once, but if your application is rejected, you will have the right to submit a new application at a later stage when the conditions for granting the support are met.



Additional information

Online:

<https://newcohelsinki.fi/en/sole-entrepreneurs/>

By e-mail:

yrittajatuki@hel.fi

Helsinki