

The construction disclosure obligation came into force on 1 July 2014. The introduction of the new methods brought new obligations to all those involved in the construction projects.

The main contractor of the shared construction project (often Eltel) is obliged to keep an up-to-date list of the persons working on the project. In addition, the main contractor must send a monthly project-specific listing to the Tax Administration of the persons who worked on the project each month. In order to meet the requirements of the law, Eltel introduced the services of Vastuu Group Oy, which are used to collect and submit information to the Tax Administration.

In order to ensure compliance with the disclosure obligation, we ask our subcontractors to provide the basic information of their company and employees well in advance to the free ILMOITA service available on Vastuu Group Oy's website <https://www.vastuugroup.fi/fi-en>.

The subcontractor from whom Eltel Networks Oy / Eltel Networks Pohjoinen Oy commissions work, should, in order to meet the reporting requirements required by the tax authorities, proceed as follows:

1. Register the company to the Vastuu Group's service. This is done only once per Business ID. (*Section 1*)
2. Maintain basic information about company's employees in the Vastuu Group's Ilmoita service. The information should be kept up to date. (*Section 2*)

To be done for each project separately:

3. Eltel's project manager provides the subcontractor with the so-called site key. The delivery method is open (orally or e-mail).
4. As soon as the subcontractor receives the site key, it is advisable to register the company to the project with the site key in the Vastuu Group's Ilmoita service. The customer is the company which the subcontractor has directly made the contract. Registration for the project is done only once per contract. (*Section 3*)
5. By the 10th day of each month, each subcontractor shall report of its own employees visits to the projects for the previous month. A visit report / employee / project is made whenever an employee has visited a project on a single day. Project visits are made at <http://tyomaa.eltel.fi/#?lang=en> (Section 4)

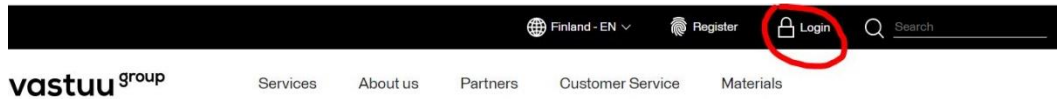
NOTE! If the subcontractor uses subcontracting itself, the site key must be shared to the companies in the entire subcontracting chain. All companies involved in the subcontracting chain must take the measures described above, the only difference being that when registering for the projects, the contractor is the company with which the subcontract has made the agreement itself.

More detailed instructions:

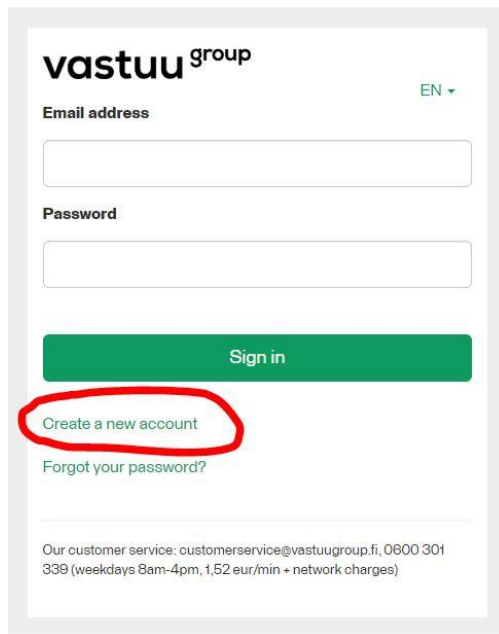
1 Registering a company in the Vastuu Group

Registering a new company requires creating a company account on the Vastuu Group website. If you do not already have a company account, you can create a company account at <https://www.vastuugroup.fi/fi-en>.

Press "Login"



Press "Create a new account".



Choose home country, enter company name and business ID. Accept the terms of service.

Register a new company

Search for your company:

Home country*
Finland

Company name*
Enter company name

Business ID*
E.g. 1234567-1

[Continue](#)

If you already have an account, [sign in here](#)

Press "Continue" and fill in the contact information

Next, select your preferred billing method and fill out your online billing information (Using Vastuu Group's Ilmoita service is free). If you cannot receive e-invoices, select paper invoice by mail or an e-mail invoice. Finish the registration.

Confirm your email address via the link in your email.

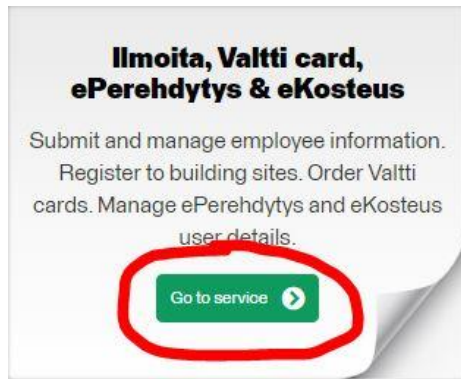
Registering a company to the Vastuu Group is now complete. In the future, you can log into the Vastuu Group's website with the given e-mail address and password.

2 Maintaining the data of company's employees in the Vastuu Group

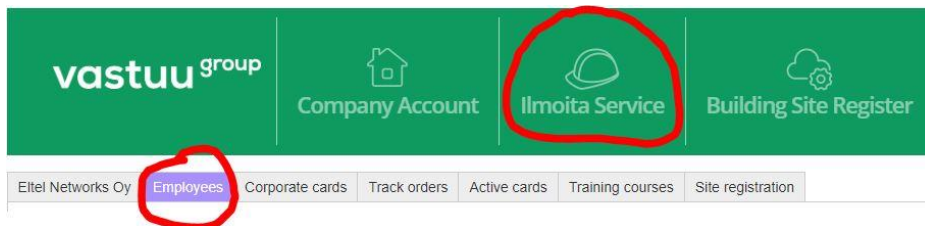
Every new employee is advised to register with the Ilmoita service, and we ask that do not delete the employee's information after the termination of the employment.

Open a browser to <https://www.vastuugroup.fi/fi-en> and Login

Open the Ilmoita service by pressing "Go to service" on "Ilmoita Valtti card ePerehdytys & eKosteus" box.



Press "Ilmoita Service" and open "Employees" tab.



Provide the following information on the employee:

Surname, First name, Tax number, employment status, country of tax residence and nationality.

Press "Confirm and save". After that the person appears in the employee list. The status of the employee is initially "Not entered".



During the next night, the system will check whether the person is also registered in the tax administration's tax number register with the information provided here.

More information on the tax number register maintained by the Tax Administration can be found on the [Tax Administrations website](#) or by calling to the Tax Administration: 029 497 070.

When the check is done and if the information is correct, the status changes to "Entered". If there is an error in the data, correct the error and wait overnight.

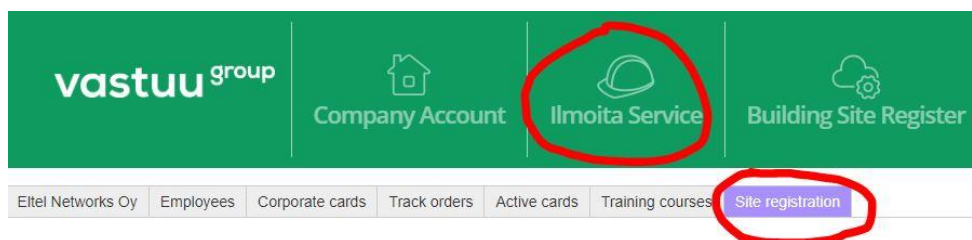


3 Registration to projects

Open a browser to <https://www.vastuugroup.fi/fi-en> and Login

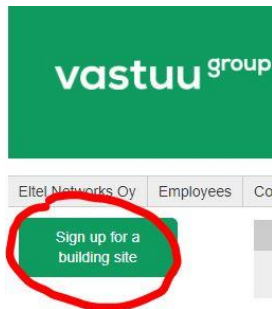
Open the Ilmoita service by pressing "Go to service" on "Ilmoita Valtti card ePerehdytys & eKosteus" box.

Press "Ilmoita Service" and open "Site registration" tab.



Press "Sign up for a building site".

Etel's bulletin to partners on the obligation to provide information on construction and guidelines on project reporting



Enter the site key and press "Search"

If the site key is correct, the following type of window will open:

Sign up to a new building site

Registering the company to a building site: Search again

Site key	TA-FI-1BK5D9T-U
Building site name	2086565 / Eitel/Matti Viltanen
Building site administrator	Eitel Networks Oy (1548234-8)
Builder	Telia Finland Oyj (1475607-9)
Project supervisor	Eitel Networks Oy (1548234-8)

Specify your client company, if known.

Search company

Company business ID
Country code
Company name

Enter contract information

Assignment type: CHOOSE

Contract start date:

Contract end date:

Cancel Sign up

The project information is displayed at the top. If a wrong project is displayed, enter the correct site key by pressing "Search again".

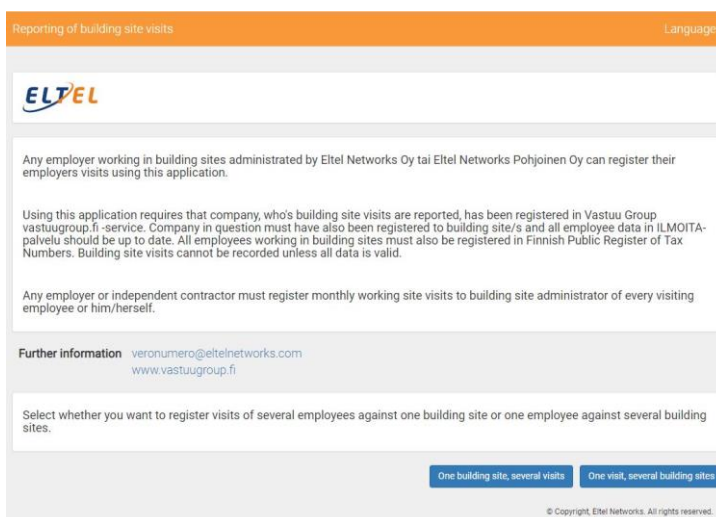
Press "Search Company" in the middle section and search for the company which the contract has been made (Eltel Networks Oy / Eltel Networks Pohjoinen Oy / someone else)

in the subsection, define the assignment type (contracting or leasing), as well as the estimated time period during which the company will work on the project

Finally, press "Sign up" to confirm the registration to the project.

4 Monthly registration of employees visits to the projects

Open a browser to <http://tyomaa.eltel.fi/#?lang=en>



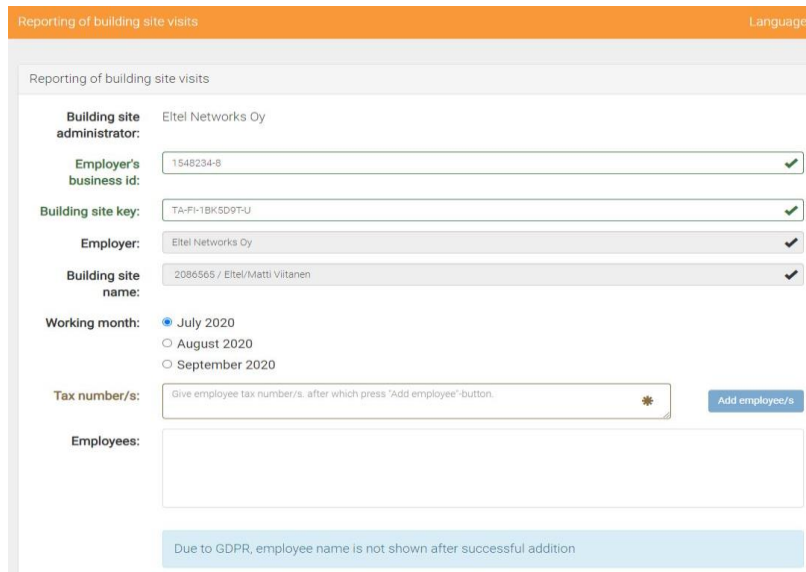
The screenshot shows a web application interface for reporting building site visits. At the top, there is an orange header with the text 'Reporting of building site visits' and a 'Language' dropdown menu. Below the header is the ELTEL logo. The main content area contains several paragraphs of text explaining the application's purpose and requirements. It states that any employer working in building sites administered by Eltel Networks Oy or Eltel Networks Pohjoinen Oy can register their employees' visits using this application. It also mentions that using the application requires that the company, whose building site visits are reported, has been registered in Vastuu Group vastuugroup.fi -service. Further information is provided, including an email address (veronumero@eltelnetworks.com) and a website (www.vastuugroup.fi). At the bottom, there are two buttons: 'One building site, several visits' and 'One visit, several building sites'. A copyright notice for Eltel Networks is visible at the very bottom.

Begin registering employees visits to projects, by choosing either registering several employees on to one project (One building site, several visits) or one employee to several projects (One visit, several building site)

4.1 One project, several employees' visits

Employer's business id: Enter the business ID of the **employee's employer**, **not** the business ID of the client.

Building site key: Enter site key received from Eltel. Once site key is entered, the program checks if that company is registered on the project in Ilmoita service. If not, the company must first be registered to the project in Ilmoita service according to section 3



Tax number/s: Enter employees tax numbers one below the other

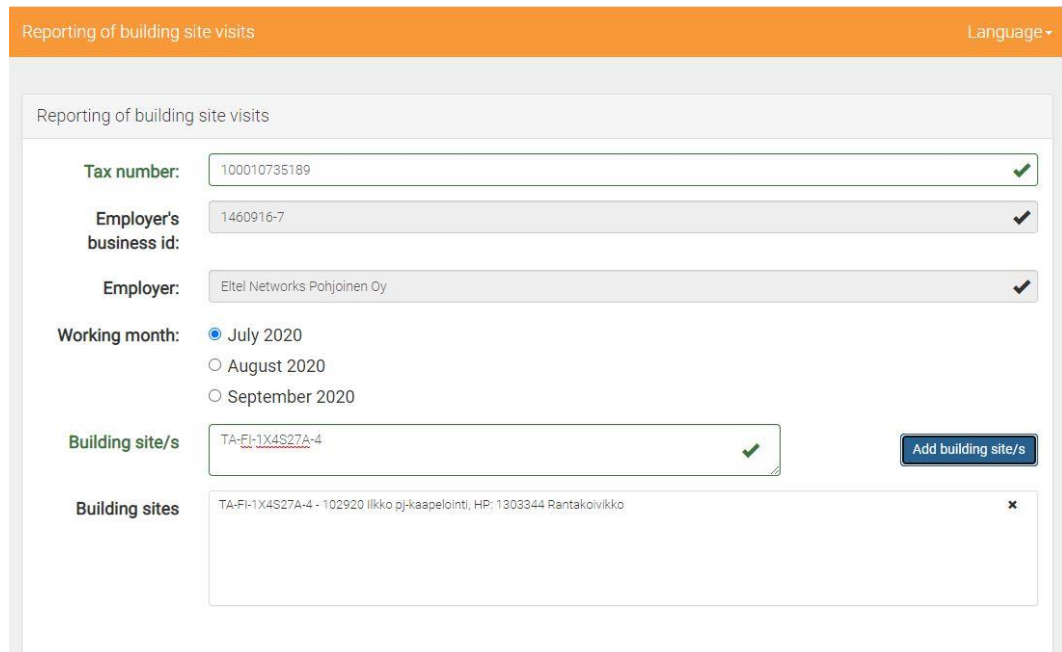
Press "Add employee/s", after which the system checks that all employees are registered in the company at the Ilmoita service. Employees can be added to company's Ilmoita service as described in section 2. The names of the verified employees are listed under "Employees"



Instructions for sending this data can be found in the section 5

4.2 One employees visits to several projects

Tax number: Enter employees tax number. Once number is entered, the program checks if that employee is registered on Ilmoita service. If not, the employee must be first registered in the Ilmoita service according to section 2



Building site/s: Enter every project's site keys, which the person has visited during the same month one below the other.

Press "Add building site/s", after which the system checks whether the person's employer (company) is registered for that project in the Ilmoita service. If not, the company must be first registered to the project at Ilmoita service according to section 3. Verified projects are listed under "Building sites"

Instructions for sending this data is below

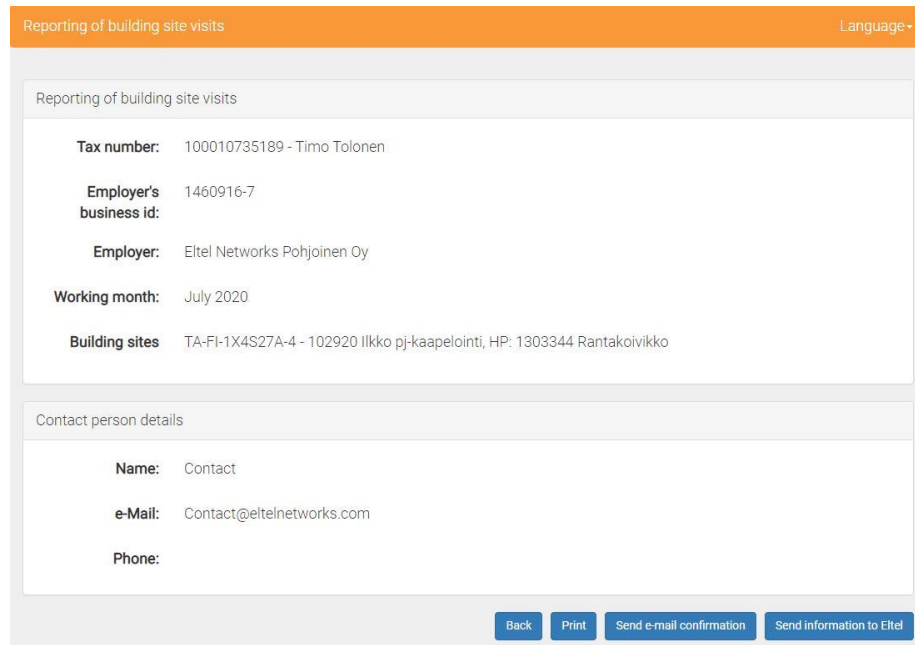
5 Sending monthly registration of employees visits on the projects to Eltel

Enter the contact information of the advertiser: Name, e-mail and telephone number.



Press "Continue" to send the information or "Return", if you want to get back to the begin of the registration (section 1) and "Clear form" if you want to empty the report.

If pressed "Continue", a window below opens, where you can check the information to be sent.



Reporting of building site visits

Language -

Reporting of building site visits

Tax number: 100010735189 - Timo Tolonen

Employer's business id: 1460916-7

Employer: Eltel Networks Pohjoinen Oy

Working month: July 2020

Building sites TA-FI-1X4S27A-4 - 102920 Ilkko pj-kaapelointi, HP: 1303344 Rantakoivikko

Contact person details

Name: Contact

e-Mail: Contact@eltelnetworks.com

Phone:

Back Print Send e-mail confirmation Send information to Eltel

If the information is correct, send the information to Eltel by clicking "Send information to Eltel".

If email address is provided in contact person details, pressing "Send e-mail confirmation" a confirmation is sent to that email address, which show reported information. Confirmation email is recommended. Report could also be printed pressing "Print". Pressing "Back" returns to filling the report

Questions and feedback can be sent to veronumero@eltelnetworks.com