



For more detailed instructions on how to fill in the different sections, see page four.

1. Employer information

See page 4 for more detailed instructions

Employer	Business ID	Bank account number FI
The address to which the decision will be delivered		Postal code and city/town
Does the employer engage in economic activity? No Yes		

2. Contact person for the employer

The person whom the Helsinki benefit processors will contact on matters related to this application, if necessary.

First name	Last name	Phone
Email address for communications		

3. De minimis aid granted to the employer

Has the organisation been awarded *de minimis* aid during the current and two previous tax years?

No Yes. Below, please fill in all the *de minimis* aid granted to the organisation for the current and two previous tax years.

Granting authority	The amount of aid (in euros)	The date of the grant

4. Change negotiations or co-determination negotiations

Does the organisation have ongoing or concluded change negotiations within the last 12 months?

No Yes. Please provide a more detailed explanation of the state of the negotiations.

Explanation

5. The person for whose employment you are applying the Helsinki benefit

First name	Last name	Personal identification number
Is that person's place of residence in Helsinki at the start of the employment relationship? No Yes, the person being employed will be registered in Helsinki no later than the start of the employment relationship.		
Has the person who is being employed been assigned a job supervisor? No Yes		



6. Employment relationship

See page 4 for more detailed instructions

Job title		Applicable collective agreement	
Working time (hours per week)	Gross salary (EUR per month)	Holiday pay (EUR per month)	Indirect labour costs (EUR per month)
Has this employment relationship received any of the following aid? Pay subsidy Employment aid for people aged 55 and above None of the previous subsidies have been granted for this employment relationship.		Is this an apprenticeship? No Yes. Please attach the agreement for providing the apprenticeship training.	

7. How long of a period are you applying for the Helsinki benefit for?

You can apply for the Helsinki benefit for the duration of the employment relationship, but only up to 12 months.

Start date	End date
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8. Attachments

Employment contract (mandatory) Pay subsidy decision (mandatory if this employment relationship has been granted a pay subsidy) The decision on employment aid for people aged 55 and above (mandatory if this employment relationship has received employment aid for people aged 55 and above) The agreement for providing apprenticeship training (mandatory if this is an apprenticeship) Helsinki benefit card (mandatory if the person being employed has been granted a Helsinki benefit card)

9. Conditions for the Helsinki benefit

<p>The recipient of the Helsinki benefit undertakes to:</p> <ul style="list-style-type: none"> • Inform the grantor immediately if the employed person does not start work, stops working, or is dismissed. • Repay any aid received in error, in excess, or which is manifestly unfounded. • If necessary, provide the City of Helsinki with the required information to ensure that the grant has not been used in violation of the conditions. • Refund grants that have already been paid if the grant is paid before the decision becomes legally binding and the decision is amended following an appeal. • The Helsinki benefit will be paid to the bank account specified in the application in a single instalment. In the event of misuse, the city can recover the paid Helsinki benefit. <p>By its decision, 11 September 2023, § 30, the Economic Development Sub-committee of the City Board has approved the conditions for granting the employer's Helsinki benefit to apply from 11 September 2023 onwards. In addition, the Helsinki benefit is granted in accordance with the City of Helsinki's general guidelines for grants approved by the City Board, 28 October 2019, § 723. The Helsinki benefit may only be used for purposes in accordance with the decision of the Economic Development Sub-committee of the City Board, 11 September 2023, § 30. The grant may not be transferred to another entity or person.</p> <p>For companies and associations engaged in economic activities, the grant is awarded as de minimis aid. The aid is granted in accordance with Commission Regulation (EU) 1407/2013 of 24 December 2013 on the application of Articles 107 and 108 of the Treaty the Functioning of the European Union to de minimis aid (OJ L 352, 24 December 2013)</p>
<p>I agree to the above conditions</p> <p>I declare that the bank account I have provided is the organisation's official account and that I am authorised to apply for the Helsinki benefit on the organisation's behalf.</p> <p>I declare that the organisation has no tax debts</p> <p>I consent to electronic notification</p> <p>With my signature, I hereby certify that the information I have provided is correct.</p>
<p>Signature and name in block letters of the person authorised to sign on behalf of the employer</p>

10. Information on personal data processing by the employer’s representatives

In order to process applications for the Helsinki benefit, the City of Helsinki processes the following necessary data:

- the contact person’s name, telephone number and e-mail address
- the name, business identification number, address and bank account number of the employing organisation
- name of the person authorised to sign on behalf of the organisation
- the name, email address and personal identification number of the form’s sender, if the form is sent via <https://securemail.hel.fi>

Further information on the processing of personal data (including legal grounds and retention periods) in the Helsinki benefit service is available in the City of Helsinki’s employment service register: www.hel.fi/data-protection-notice.

The data subject has rights concerning personal data and their processing by the City of Helsinki. Among other things, the data subject can review the data collected about them. More information about these rights and how to exercise them is available on the City of Helsinki’s [data protection page](#).

11. Information on the processing of the prospective employee’s personal data

Inform the person to be employed about the use of their personal data.

Ask the person to be employed to sign this section.

When applying for the Helsinki benefit, the City of Helsinki will process the following personal data about you:

- first and last name, personal identity code, and place of residence
- information about the length of your unemployment and unemployment benefits
- information about the employment/apprenticeship contract being implemented to facilitate your employment

The processing of your personal data is based on the performance of official duties in the public interest.

Your personal data will be used to verify that you are part of the target group for the Helsinki benefit. You can view the current target groups at the following web address: www.hel.fi/helsinki-benefit

Further information on the processing of your personal data (including legal grounds and retention periods) in the Helsinki benefit service is available in the City of Helsinki’s employment services register: www.hel.fi/data-protection-notice

As a data subject, you have rights concerning your personal data and their processing by the City of Helsinki. Among other things, you can review the data collected about you. Learn more about your rights and how to exercise them on the City of Helsinki’s data protection page: www.hel.fi/data-protection

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

Date	Signature and name in block letters of the person being employed
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INSTRUCTIONS FOR FILLING IN THE APPLICATION

Submitting the application

Submit a completed application with attachments:

Electronically (primary submission method) using the service's <https://securemail.hel.fi/kuntalaiset> secure connection to helsinkilisa@hel.fi.

By post to:

Economic Development Department/Helsinki Employment Services Helsinki benefit
PO Box 70
00099 Helsingin kaupunki

1. Employer information

Please enter the name of the employer applying for the Helsinki benefit, their business ID and the official account number of the organisation to which the benefit will be paid.

Economic activity means the sale of services and products that is continuous, for-profit and carried out under competitive conditions (all three conditions must be met at the same time).

2. Contact person details

The contact person will communicate on matters related to this Helsinki benefit application and will be informed of the decision on the application.

3. De minimis aid granted to the employer

De minimis aid is minimal public aid to enterprises, such as grants, loans, interest rate subsidies or guarantees. De minimis aid is governed by the European Commission Regulation 1407/2013. Below, please fill in the de minimis aid granted to the organisation for the current and two previous tax years.

4. Change negotiations or co-determination negotiations

If change negotiations are ongoing or have ended within the past 12 months, please provide a more detailed explanation of the situation, such as who the negotiations concern or their outcome.

5. The person for whose employment you are applying the Helsinki benefit

The Helsinki benefit can only be granted for an employee who is a resident of Helsinki.

The job supervisor instructs and advises the employee in their day-to-day activities. This supervisor must not be employed on a wage subsidy.

6. Employment relationship

Pay subsidy and employment aid for people aged 55 and above

The pay subsidy and the employment subsidy for people aged 55 and above are monetary subsidies intended to promote the employment of unemployed jobseekers.

Collective agreement

Applicable collective agreement: e.g. the collective agreement for commerce. If there is no binding collective agreement in the sector, indicate this with a dash.

Gross salary

Gross salary refers to the salary paid to the person being hired with the subsidy before withholding the employee's statutory contributions (the employee's unemployment insurance and pension insurance contributions) and taxes. If bonuses are paid as part of their salary – such as evening, night or shift work – include an estimate of the amount of bonuses in the gross salary.

Holiday pay

Holiday pay is a subsidised wage cost when it is paid out of annual holiday pay during the subsidised period. Holiday compensation is not covered by the Helsinki benefit. Please report the amount of holiday pay to be paid during the subsidy period in euros per month.

Indirect labour costs

Indirect labour costs are the amount of the employer's statutory Indirect labour costs payable from salaries each month. Indirect labour costs include social security, pension insurance, accident insurance, unemployment insurance and a compulsory group life insurance contribution. Please report the amount of Indirect labour costs in euros per month. Please report the amount of indirect labour costs in euros per month.

7. How long of a period are you applying for the Helsinki benefit for?

You can apply for the Helsinki benefit for the duration of the employment relationship, but only up to 12 months. The Helsinki benefit may be granted for the entire duration of an apprenticeship contract. If an apprenticeship lasts for more than 12 months, submit a separate application for the period after the 12-month Helsinki benefit.

Apply for the Helsinki benefit within four months from the beginning of the employment relationship, at the latest. The Helsinki benefit can be granted retroactively up to four months from the date of the application's receipt.

8. Attachments

Please attach the required documents to your application. If you submit your application by e-mail, the attachments must be in JPG, PNG or PDF format.