

6 Other business activity
See instruction

I engage in part-time business activity during unemployment
 No Yes (inform the Employment and Economic Development Office of the business activity and tick the appropriate box below)
In addition to being in paid employment I am, or have been during the past 28 months
 partner and/or board member in a company of which I own a minimum of 15 % (or 30 % together with my family)
 working in a company of which I own, or a member of my family owns, or I own jointly with my family a minimum of 50 %
 independent entrepreneur or professional (sole proprietor, Ky, Ay)
 owner of a farm or practicing farming owner of a forestry holding or practicing forestry
 member of a co-operative

I receive or will receive royalties
 No Yes, payer

7 Social benefits

I am receiving or have applied for pension, allowance or other benefit for the unemployment period.
 Not receiving Receiving Have applied for from _____ I have appealed against the benefit decision
 Benefit name _____ Benefit payer _____
 Please fill in the relevant details if you are receiving or have applied for any of the following for the unemployment period: pension (does not include family pension), sickness or partial sickness allowance under the Sickness Insurance Act, maternity, special maternity, paternity or parental allowance, special care allowance, benefits under the Military Injuries Act, the Employment Accidents Act or the Motor Third Party Insurance Act, study grant or any other benefit. Affects also benefits being paid from abroad. Attach the latest decision and payment receipt. A decision does not need to be included for KELA benefits.

I receive or have applied for child home care allowance
 No Receive or have applied for

My spouse or partner receives/has applied for child home care allowance
 No Receives or has applied for (fill a separate form concerning child home care allowance).

8 Information regarding unemployment

My unemployment is ending, as I'm starting a full time job exceeding 2 weeks in duration effective ____ / ____ 20____

If you have obtained employment or continue employment previously started, write the employer name here. Enclose a pay certificate for the time you are seeking allowance for with the application.

9 Itemisation for the time subject to unemployment allowance (see example on filling in itemisation)
 Enter for every day (incl. Saturday and Sunday), if you have been unemployed or participated in a service promoting employment agreed with the TE Office (see instruction). Also indicate if you have been working, sick or unable to receive work for another reason or if you have been absent from a service agreed with the TE Office. Work time is also the time where an employer pays compensation, e.g. paid leave. The work hour amount is indicated in the work time column. The working hours should be indicated only for days at work.

Date	Details	Work time		Date	Details	Work time		Date	Details	Work time	
		h	min			h	min			h	min
Mon /				Mon /				Mon /			
Tue /				Tue /				Tue /			
Wed /	1			Wed /	3			Wed /	5		
Thu /				Thu /				Thu /			
Fri /				Fri /				Fri /			
Sat /				Sat /				Sat /			
Sun /				Sun /				Sun /			

Example, completing itemisation											
Date	Details	Work time		Date	Details	Work time		Date	Details	Work time	
		h	min			h	min			h	min
Mon /				Mon /				Mon 16 / 5	Unemployed		
Tue /				Tue /				Tue 17 / 5	Sick		
Wed /				Wed /				Wed 18 / 5	Working	5	45
Thu /	2			Thu /	4			Thu 19 / 5	Unemployed		
Fri /				Fri /				Fri 20 / 5	Labour market training		
Sat /				Sat /				Sat 21 / 5	Working	10	
Sun /				Sun /				Sun 22 / 5	Unemployed		

10 Increased expense allowance
See instruction

I am not applying for increased expense allowance I am applying for increased expense allowance.

The signature and mailing date cannot be earlier than the last day you are applying unemployment allowance for.

I assure that all the information provided in this application and its attachments is accurate.
 Location _____ Date ____ / ____ 20____ Signature _____

INSTRUCTIONS

Keep this section for yourself.

The unemployment allowance application must be at the unemployment fund within **three (3) months of the period you are applying allowance for**. The registration as a job seeker must be kept in force in the manner specified by the TE Office.

Section 2 Enter your IBAN account number.

IBAN, or International Bank Account Number, can be identified by the two-letter country code preceding the number sequence. Finnish IBANs are always 18 characters in length and begin with the country code FI. You can find the IBAN on your bank statement or in your online banking service under account details.

Section 4 Enter the children's date of births to the application form.

There is a right for a child increase for minors under 18 years old in legal custody:

- for own or adopted children regardless of living location
- for spouse's or partner's children that live in the same household with you
- other children under your custody and which are not your spouse's/partner's own or adopted children.

Enclose a Social Issues Board certificate for children like this with the application.

Section 5 The employment condition is filled, if you have engaged in **paid employment**, where the **work time** for one or more jobs has been a minimum of **18 hours per calendar week** and **compensation was in accordance with the collective bargaining agreement for 26/34 calendar weeks** during the **28 months** (review period) immediately preceding the unemployment. If the industry does not have a collective agreement, the full-time job compensation must be a minimum of EUR 1134 monthly during 2013 and EUR 1154 monthly during 2014 (adjusted annually). The weekly work time requirement can be subject to exception in certain industries (e.g. education, work-from-home employees, and periodic work). If no employment condition fulfilling calendar weeks have accumulated after 29.12.2013, 34 calendar weeks of paid work is required within the immediate preceding 28 months.

The review period can be extended if you are prevented from remaining on the labour market due to illness, in-patient health care, rehabilitation, military duty, alternative non-military service, full-time studies, childbirth (maternity, paternity, and parental leave), care of no more than a 3-year old child, grant period, or other similar acceptable reason. The review period may also be extended for the period during which you have received partial sickness allowance or lowered sick pay or participated in a service promoting employment. The review period may be extended by a maximum of seven years.

The employer **pay certificate** must contain the information for the time-period prior to the application for a minimum of the time to fill the employment condition (26/34 paid work weeks). The pay certificate must separately state compensations such as holiday compensation, holiday bonus, and other similar payments. If you have received a personal **notice of termination or temporary layoff**, enclose a copy of it with the application. By including a copy of your **employment contract**, you will make processing your application easier.

An entrepreneur is considered all YEL and MYEL obliged and leading shareholders (owns a minimum of 15% or 30% together with the family) and all family members that work in the same family company and live in the same household (own or family ownership a minimum of 50%). However, grant beneficiaries referred to in the Farmers' Pensions Act are not considered entrepreneurs.

Section 5.1 The purpose of pay security is to ensure payment of employees' claims arising from an employment relationship in the event of the employer's insolvency. Submit the application for pay security to the TE Office or to the Centre for Economic Development, Transport and the Environment.

A termination or temporary layoff has been disputed when a person does not consider his or her termination or temporary layoff legal and has stated or intends to state either independently or through representation claims relating to it. A union attorney can act as a representative in a dispute. An unemployment fund does not take part in disputing a termination or layoff.

Section 5.2 The entrepreneur's employment condition is filled if you have worked a **total of 18 months during the past 48 months** immediately preceding unemployment as an entrepreneur so that the **business activity has been significant in scope**. The employment condition is deemed to include periods of employment lasting for a minimum of four months. Each period of employment as an entrepreneur is only included once. This 48 month period can be extended for an acceptable reason, see section 5.

According to the Unemployment Security Act, business activity is significant during the months where the person has had active insurance in accordance with the pension law (YEL, MYEL) for operations, where the defined job income is a minimum of EUR 710 monthly. If the person is insured in accordance with employee pension law (TyEL), the monthly job compensation subject to the law must match the aforementioned sum.

Section 6 Attach to the application your **most recent personal tax assessment decision, including itemisation**, and shareholders' register. If you do not have the tax assessment, income must be itemised using dependable accounting records. The records must be presented even if no income was generated or if the operations resulted at a loss.

Section 7 You can get the form concerning child home care allowance from your benefit fund or www.tyj.fi/lomakkeet.

Section 9 If you are in labour market training, write LABOUR MARKET TRAINING. If you are in independent studies, write INDEPENDENT STUDIES. For participation in other services promoting employment, please specify service: JOBSEEKING COACHING, CAREER COACHING, TRY-OUT or REHABILITATIVE WORK. For the last four of these, please indicate days of absence by writing 'ABSENCE, OWN SICKNESS' tai 'ABSENCE, SICKNESS OF A CHILD UNDER 10 YEARS'.

Earnings-related unemployment allowance can be paid during absence from services caused by sickness without a doctor's certificate for three days. If you are absent from services for more than three days due to illness, send a doctor's or nurse's certificate to your unemployment fund to receive allowance. Earnings-related unemployment allowance can be paid during absence from services caused by taking care of a sick child younger than ten years old for four consecutive days at a time. A doctor's certificate is not required.

Section 10 You may be entitled to receive increased expense allowance if you are taking part in services promoting employment outside your travel-to-work area. You do not need to apply for it separately. You may apply for increased expense allowance if you are taking part in services promoting employment within your travel-to-work area but require overnight accommodation outside your municipality of residence. Attach to the application the relevant rental agreement or other dependable account of the costs incurred by accommodation.

Advance payment

According to Chapter 11, Section 8 of the Unemployment Security Act, earnings-related allowance may be paid in advance by application, if the unemployment fund deems payment appropriate.

OBLIGATION TO RELEASE INFORMATION

Unemployment Security Act 2 § of Chapter 11

The unemployment benefit applicant must provide the unemployment fund the necessary information to grant and pay the benefit.

If a change occurs in the beneficiary conditions that may affect the right to receive the benefit or may reduce the benefit amount, the beneficiary is to notify the unemployment benefit provider of the change immediately.

If necessary, the unemployment fund may request additional information not mentioned in this form.

OBTAINING AND RELEASING INFORMATION

Chapter 13 in the Unemployment Security Act

The unemployment fund has the right to obtain free of charge the necessary information, without restrictions from confidentiality regulations or other regulations restricting obtaining information, necessary for deciding the processed issue or implementing other procedures under its legislative authority from

- the government and municipality officials and other entities governed by public law
- the Finnish Centre for Pensions, pension and insurance institution, and pension foundation
- the employer, the client or other commissioner, unemployment fund, employer fund, and training service providers and other educational institutions subject to the Act on public employment and business service.

In order to perform its tasks, the unemployment fund has the right to receive free of charge

- a labour policy statement from the employment commission or unemployment agency that binds the unemployment fund regarding the requirements to receive the unemployment benefit
- information on the commencement and termination of a punishment from a penal establishment; the penal establishment must provide the information upon the person's admission.

The employment fund has the right to release information it has obtained performing its duties, without restrictions from confidentiality regulations or other regulations restricting obtaining information, to the unemployment agency and employment commission that relates to issues affecting obtaining unemployment allowance.

The aforementioned information can be released to corresponding official parties in order to research infringements, resolve crimes, and in order to prosecute without being restricted by confidentiality regulations. In addition, the unemployment fund has the right to release information, without restriction from the Act of Openness of Government Activities, confidentiality regulations, or other regulations restricting obtaining information, to the Ministry, Tax Administration, to the institution or entity handling the legislated social security system and the benefit subject to the Unemployment Funds Act affects the social security benefit, regarding Unemployment Funds Act benefit recipient's social security number and other identifier information, of paid benefits and payments and other comparable information that are necessary personal information used for resolving crimes and misuses directed to social security and for other one-time control measures, and to police and prosecuting authorities including the aforementioned information required for crime resolution and prosecution. However, information regarding health intended for describing the justification of social care issues, cannot be released.