

INTERNATIONAL TALENTS BOOSTING GROWTH RELOCATION SERVICES ORDER FOR AN SME

<p>DEFINITION OF AN SME <i>An SME is an undertaking with fewer than 250 employees and with an annual turnover of EUR 50 million or under, or a balance sheet total of EUR 43 million or under. An undertaking of whose capital or voting rights at least 25 per cent is held by one or more public bodies acting alone or jointly, is not considered to be an SME.</i></p>	<p>Our company is an SME</p> <p>Yes</p> <p>No</p>
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Company details	Name of the company	Business ID
	Street address	Registered office
	Postal code and post office	Number of employees in the company
	Contact person	Contact person's phone number
	Contact person's email address	

Employee Information of the employee to be hired	Person's name		Date of birth
	Email		Phone number
	Citizenship	Moving with the employee Spouse Child, under 13, number of children . Child, 13–17, number of children .	
	Country from which the employee moves		
	Date of issue of the residence permit		

Employment contract information	Start date of employment	Type of employment Permanent Temporary Duration Other, what?
	Date of signing the employment contract	

<p>Services available for order</p> <p>1. First stage of immigration</p>	<p>The service provider assists the expert, family and company in the following matters related to entry:</p> <ul style="list-style-type: none"> • Advice on migration issues (e.g. basic information package on housing, pet imports, general information on recreational opportunities). • Necessary official registrations (registration in the Population Information System) and a Finnish personal identity code. • Assistance in joining the Finnish social security system. • Taxation and applying for a tax card. • Guidance to public services (e.g. TE Office, Kela, city information points, health care). • Opening a bank account. • Applying for a driving licence entitling to the right to drive in Finland. • Applying for a local public transport travel card. • Assistance in purchasing the Internet and telephone connection. • Presentation of temporary accommodation options and assistance in arranging accommodation. • Applying for places in schools and day-care centres for children, if there are children in the family. The language of the school or day care centre may be Finnish, Swedish or English. However, the family's wishes shall be taken into account when applying to a school and day care centre. <p>Order of the above relocation services. Total price of the service €2,500 + VAT*</p>
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<p>Services available for order</p> <p>2. Finding a home</p>	<p>The Finding a home service includes</p> <ol style="list-style-type: none"> 1. Presentation of at least three housing options per expert/family. Presentations can take place either at the apartment or digitally online. The wishes of the expert must be taken into account in the housing alternatives and in the presentation of the apartments. 2. Assisting in the management of rental housing arrangements (e.g. rental agreement, rental guarantee, electricity and water contract, home insurance). <p>Order of Finding a home service. Total price of the service € 2,500 + VAT*</p>
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<p>Services available for order</p> <p>3. Career guidance for a partner or spouse</p>	<p>Career guidance for a partner or spouse service includes:</p> <ol style="list-style-type: none"> 1. Career guidance for the spouse of the expert. 2. Update of the spouse's CV to suit the Finnish labour market 3. General information on Finnish work culture, job search and interview practices, and 4. General information on study and traineeship opportunities in Finland <p>The service includes in total at least 6 hours of individual mentoring. The service must begin within one month of the person's entry into the country.</p> <p>Order of Career guidance for a partner or spouse service. Total price of the service € 1,500 + VAT*</p>	
	<p>Person's name</p>	<p>Date of birth</p>
	<p>Email</p>	<p>Phone number:</p>
	<p>Citizenship</p>	<p>Country from which the person moves</p>
	<p>Date of issue of the residence permit</p>	<p>Date of arrival to Finland</p>



Public subsidies previously received by the company	<p>We assure you that our company has not received financial support from public actors to support the relocation of employees in the last two years.</p> <p>The form on de minimis aid received by the company is completed and attached to the order form.</p>
Order Summary	<p>We order the relocation services indicated above.</p> <p><u>* Our company is responsible for 20 per cent of the costs of the service, nonetheless so that the company is responsible for all costs exceeding EUR 5,000 + VAT.</u></p> <p><i>This order requires the conclusion of a separate tripartite agreement, in which the contributions of the company and the Course towards Finland project are specified in more detail.</i></p>
Signature <i>(signature of person authorised to sign for the company)</i>	<p>Name in print</p> <p>Place and time</p>