version 1.5

REPORTING CONSTRUCTION-SECTOR DETAILS CONTRACTS (VSURAKKA)

DATA FORMAT SPECIFICATION

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Version history

Date	Version	Description
7.5.2018	1.5	Format is updated
		Data elements are now presented in the new format
		The '048 Software that produced the file' is added, and is now included in the specification
		Checks with appropriate error codes are added #XXX;
		Corrected the message #1083 with codes 455 ↔ 454

1 INTRODUCTION

This guidance explains the structure of the required inbound file and the check procedures that follow. For more information, see tax.fi > About us > Information and material on taxation > IT developers > e-Filing guidance > Electronic filing of information returns General description.

Use the ISO 8859-1 (Latin 1) character set.

2 DESCRIPTION OF THE INFORMATION FLOW AND SUBMITTAL OF FILES

For more information on how filers must identify themselves electronically, on the requirements on Katso ID and Katso Role, and on the information flow's check routine for authorizations, click here.

The obligation to give details on contracts and contractors is in force from 1 July 2014 onwards, and it concerns the parties who purchase construction services or are otherwise in the buying end of the contracts. Accordingly, reporting was required for the first time for July 2014.

All buyers or contractors must file reports if they buy construction services, scaffolding services (raising/teardown) for building sites or the services of leased workers for the construction-related purposes listed here. The requirement always concerns builder-developers. They must report the contracts they have made. As for subcontracting, each buyer-contractor must report their own subcontracts in which they are in the role of the buyer. The State of Finland, local municipal councils, associations, domestic businesses and foreign businesses are all concerned by this reporting requirement if they have entered into a contract for having some construction work done in Finland.

The reports must be sent to the Tax Administration every month, specifically for each building site or contract. The deadline is the fifth day of the second month after the reporting month. In this way, reports must be filed by 5 September in order to give the required details for July.

Tax Administration's "Information-reporting requirement in the construction sector" article has more precise information on the people and businesses who must file the reports – Rakentamiseen liittyvä tiedonantovelvollisuus (in Finnish and Swedish).

Two flows of information are required in the e-filed report:

- Identification of the filer VSRAKYHT
- Details on the contracts made VSURAKKA.

Accordingly, the filing must include the VSRAKYHT data set once (in the beginning) and one or more than one VSURAKKA data sets, assuming that the filing represents

the basic type – 'P' or is a correction to a previous filing i.e. type 'K'. When the type of filing is 'D' – delete, there is no need to include the VSURAKKA data set.

You should give separate filings for each site in separate VSURAKKA data sets.

It is permissible for a filing to contain details within one reporting month of several building sites and contracts.

It is required that a filing represent a specific filing type:

- Type 'P' basic or
- Type 'K' corrections or
- Type 'D' deletion of a previous filing

3 MAKING CORRECTIONS

When giving the report for a month, the first permissible report type is the basic report (the 'P' type). Our software acknowledges receipt and sends back a **filing code** and records the exact hour of receipt. It is permissible to file several *Basic' reports during a month in some circumstances, including situations where multiple construction sites each have their own managers who prepare the reports. Each report has a unique **filing code**. You must refer to the filing code if you correct or delete the filing later.

You are expected to make corrections to any errors in a previously submitted filing by sending us a replacement (filing type 'K'), which must contain the Filing Code that tracks the original filing – in other words, your previously submitted Basic filing or Correction filing. The filing code will remain the same as long as corrective filings continue to be made (basic filing, first correction to it, second correction etc.). Use corrective filings for the following purposes:

- To add new details that were missing from the basic filing
- To remove some details from it, and
- To correct any erroneous details.

You must re-enter all the details that continue to be in force, even in the case of a long original filing that includes details for more than one construction sites with no errors in them. Not only should the filing code be included but you must also re-enter all the required VSRAKYHT and VSURAKKA details, and follow the mandatory/voluntary rules for each data element.

Filers are entitled to make corrections retroactively for 12 months after the original due date.

Example: You filed your May 2017 report on 5 July 2017. You can make corrections to any errors up to 5 July 2018.

File a deletion ('D') if you have to remove an entire filing. This requires that you reenter the values of the VSRAKYHT data set elements 100, 087, 053, 052, 020, 010, 150, 151, 152 and 153. As for the mandatory/voluntary elements of the data set 010, 150, 151, 152 and 153, you must include their values if the rules require it. If you are filing a deletion (type D), the VSURAKKA values are not required; they are entered on a voluntary basis.

If you must enter corrections (a 'K' type of filing) or delete a previously filed report (a 'D' type of filing) you must send it via the same e-filing channel as you sent the original report.

4 PERIOD OF VALIDITY

This specification sets out the requirements of file formatting that came into force 31 December 2015 and continue to be in force until a new version of this specification is released.

5 CHANGES ON THE PREVIOUS VERSION

Version	ID	Data element	Description
1.5	048	Software application that produced the file	This is added, and is now included in the specification. It has previously been included as a voluntary data element.
1.5	454 455	Principal's country of tax residence Name of the country of tax residence	Re-edited and corrected the message that contained wrong codes $(455 \leftrightarrow 454)$.

6 DATA FLOW COMBINATIONS

This information flow requires that the submitted filing begins with a VSRAKYHT flow. All sets contained by the filing must have the same "010" value.

7 DATA FORMAT SPECIFICATION

ID	V/P	L/T	Description	Format	Values
000	Р		Identifier	AN8	VSURAKKA
010	V/P	*	Filer's Finnish Business ID or personal identity code See 11.1 Filer's ID	ALITP2 HETU2	
150	V/P	*	Filer's ID code issued in a foreign country See 11.1 Filer's ID	AN30	
151	V/P	*	Type of the foreign-issued ID code 1 = VAT-number 2 = Trade registration number 3 = TIN (foreign taxpayer ID code) 4 = Foreign personal ID code	N1	1,2,3,4,
			is of the filer's ON-SITE contact person or CONTRACT-SPECIFIC w on a voluntary basis.	contact pe	rson
200	V/P	*	Last name of the person to contact	AN200	
201	V/P	*	First name of the person to contact	AN100	
202	V	*	Telephone of the person to contact Write the phone number with +372 for Estonia, for example, or other international prefix.	PUHELIN	
203	V	*	E-mail of the person to contact	EMAIL	

204	V		'C/o' details of the person to contact	AN50	
205	V/P	*	Street address of the person to contact	AN100	
206	V/P	*	PO box of the person to contact	AN9	
207	V/P	*	Postal code of the person to contact	AN12	
208	V/P	*	Post-office name of the person to contact	AN190	
209	V/P	*	Country code of the person to contact	MAA TUNNUS	
210	V/P	*	Country name of the person to contact	AN35	
			on the contract the site or on the contract		
250	V/P	*	Site ID	AN35	
251	V/P	*	Contract number	AN50	
252	V/P	*	Site street address	AN100	
253	V/P	*	Free-text description of where the site is located	AN200	
254	V/P	*	Site postal code	AN5	
255	V/P	*	Post office name	AN30	
If work is country,	interr	upted	t-specific "no activity" reports or finished, then no reporting of contractor details, identity cods must be made. No activity during the reporting month on specific sites or contracts.	de, address	in home
If work is	interr and ac	upted	or finished, then no reporting of contractor details, identity codes must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption		
If work is country, 258	interr and ac	rupted ctivities *	or finished, then no reporting of contractor details, identity codes must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption 2 = Ended		
If work is country, 258 Contract	s interrand ac	upted tivities *	or finished, then no reporting of contractor details, identity codes must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption		
Contract See 11.1	or and V/P	tivities * I contractor	or finished, then no reporting of contractor details, identity codes must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption 2 = Ended act details and contract details Start of a recurring data set This data element indicates the start of a recurring data set, and its value must be the quantity of data sets; the data set must end in identifier 009, where the value is an ordinal digit.		
Contract Contract Contract Contract Contract	or and V/P	tivities * I contro	or finished, then no reporting of contractor details, identity codes must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption 2 = Ended act details and contract details Start of a recurring data set This data element indicates the start of a recurring data set, and its value must be the quantity of data sets; the data set must end in identifier 009, where the value is an ordinal digit.	N1	
Contract Contract See 11.1 Contract See 11.1	or and V/P	tivities * I contro	or finished, then no reporting of contractor details, identity codes must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption 2 = Ended act details and contract details Start of a recurring data set This data element indicates the start of a recurring data set, and its value must be the quantity of data sets; the data set must end in identifier 009, where the value is an ordinal digit. mation	N1	
Contract See 11.1 Contract See 11.1	cor and 1 Cont	ctivities * I control tractor inforr	or finished, then no reporting of contractor details, identity coos must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption 2 = Ended act details and contract details Start of a recurring data set This data element indicates the start of a recurring data set, and its value must be the quantity of data sets; the data set must end in identifier 009, where the value is an ordinal digit. nation 's ID information Type of contract 1 = Contracting in the construction industry 2 = Employee leasing 3 = Ongoing maintenance services Contractor's name	N1 +N8	1,2
Contract	cor and 1 Contact V/P	ctivities * I control tractor inforr tractor	or finished, then no reporting of contractor details, identity cooks must be made. No activity during the reporting month on specific sites or contracts 1 = Temporary interruption 2 = Ended act details and contract details Start of a recurring data set This data element indicates the start of a recurring data set, and its value must be the quantity of data sets; the data set must end in identifier 009, where the value is an ordinal digit. nation 's ID information Type of contract 1 = Contracting in the construction industry 2 = Employee leasing 3 = Ongoing maintenance services	N1 +N8	1,2

			See 11.4 Amount paid		
104	V/P	*	Amount paid for the month	N15	
103	V/P		See 11.3 Amount invoiced	NT2	
103	V/P	*	1 = Yes 2 = No Amount invoiced for the month	N15	
102	V/P	*	VAT reverse charge	N1	1,2
			ne contract is interrupted or ended, the information must not be	e filed at all.	
	on cont .9 Detai		contracts		
			1 = Temporary interruption 2 = Ended		
	-		ract details and leased-employee work. No activity during the reporting month, specific contractors	N1	1,2
-	_		ty' specifically for a contractor on/activities are interrupted or finished completely for a contrac	ctor, no filin	g must be
			Write the phone number with +372 for Estonia, for example, or other international prefix.		
352	V/P	*	Telephone of contractor's person to contact	PUHELIN	
51	V/P	*	First name of contractor's person to contact	AN100	
350	V/P	*	Last name of contractor's person to contact	AN200	
12	V/P	*	Country name of the address country	AN35	
11	V/P	*	Country code of the address country	MAATUN NUS	
10	V/P	*	Contractor's post-office name in the country of tax residence	AN190	
809	V/P	*	Contractor's postal code in the country of tax residence	AN12	
808	V/P	*	Contractor's PO box in the country of tax residence	AN9	
307	V/P	*	Contractor's street address in the country of tax residence	AN100	
806	V		'C/O' details of the contractor's home address	AN50	
			ontractor's contact person either in Finland or abroad.		
			in the country of tax residence	,,	
305	V/P	*	Name of the contractor's country of tax residence	TUNNUS AN35	
04	V/P	*	1 = VAT-number 2 = Trade registration number 3 = TIN (foreign taxpayer ID code) 4 = Foreign personal ID code Contractor's country of tax residence	MAA	
03	V/P	*	Type of the foreign-issued ID code	N1	1,2,3,4

405	V		Advance payments for the month	N15	
			See 11.5 Advance payment		
406	V/P	*	Value of the entire contract	N15	
			See 11.6 Value of the entire contract		
407	V/P	*	Contract start date	PPKKVVV V	
408	V/P	*	Contract end date	PPKKVVV V	
Service	e-recipie	nt-re	ported first date of work of the leased employees		
409	V/P	*	First leased employee started work on this site	PPKKVVV V	
Recurr	ing data	set e	nds		
009	V/P		End identifier of the recurring data set	+N8	
		•	ncipal of a subcontractor-filer of the principal of a subcontractor-filer		
450	V		Name of the principal	AN200	
			See 11.7 Name of the principal		
451	V		Principal's Finnish Business ID or personal identity code	ALITP2 HETU2	
452	V/P	*	Principal's foreign identity code	AN30	
453	V/P	*	Type of principal's foreign identity code 1 = VAT-number 2 = Trade registration number 3 = TIN (foreign taxpayer ID code) 4 = Foreign personal ID code	N1	1,2,3,4
454	V/P	*	Principal's country of tax residence	MAATUN NUS	
455	V/P	*	Name of the country of tax residence	AN35	
048	V		Software application that produced the file	AN35	
999	P		Final code This is the record number of the filing. Ordinal, consecutive digit indicating data set (such as 999:1, 999.2, 999:3, 999:12573).	+N8	

8 DATA CHECKS

New/	ID	Description of rule
Changed		
	010	The part of the filing with the VSRAKYHT flow and all the VSURAKKA flows
	150	included in it must have the same ID of the filer, which is either a Finnish
		Business ID (010) or a foreign-issued ID code (150).

	1	
		#947; Form VSURAKKA has an identifier of the filer (010 or 150) that does not match the identifier of the VSRAKYHT form.
1	151	The VSRAKYHT part and all the VSURAKKA flows must have the same Filer's type of the foreign ID code (151).
		#948; Form VSURAKKA has a Type of foreign identity code (151) that does not match the Type reported on VSRAKYHT form.
1	010 150 151	Either filer's Finnish business ID / personal identity code (010) or filer's foreign identity code (150) must be given.
		#939; If no Filer's Finnish Business ID or personal identity code (010) is populated, you must give the Filer's foreign identity code (150) and its Type (151).
2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	200 201 202 203 205 206 207 208 209	If you populated any of the Site/Contract contact person fields (the 202 to 209 data elements), Name of the filer's person to contact (200 and 201) is mandatory.
		#1067; If you populated any of the Site/Contract contact person fields (the 202 to 209 data elements), you must populate Name of the filer's person to contact (200 and 201), too.
2 2 2 2	205 206 207 208 209	If you populate one of the following fields: Street address (205) or PO Box (206) and Post code (207), Post office (208) and Country Code (209) of the person to contact, you must populate them all.
		#1052; If you populate one of the following fields: Street address (205) or PO Box (206) and Post code (207), Post office (208) and Country Code (209) of the person to contact, you must populate the rest of them, too.
	210 209	The name of the contact person's country (210) is mandatory if country code (209) is XX.
		#950; You must give the name of the contact person's country if Country Code is XX.
2 2	250 251 252 253	You must give at least one of the following site details: Site ID (250), contract number (251), street address (252) or a free-text description of its location (253).
		#919; You must give at least one of the following site details: Site ID (250), contract number (251), street address (252) or a free-text description of its location (253).
2	252 254 255	If you have populated Site's street address (252), the Postal Code (254) and Post Office (255) are mandatory. #920; If you have populated Site's street address (252), you must also
2	258	populate the Postal Code (254) and Post Office (255). If work is interrupted or stopped (258 = 1 or 2), then the reporting of
		contractor (the 400, and 300 to 305 data elements), contractor's home-country address (306–352), no activity (401), the building contract (402-408), Service Recipient (409), and buyer details (450–455) is not permitted.
		#1057; If work is interrupted or stopped (258 = 1 or 2), then the reporting of

		contractor (the 400, and 300 to 305 data elements), contractor's home-
		country address (306–352), no activity (401), the building contract (402–
	100	408), Service Recipient (409), and buyer details (450–455) is not permitted.
	400	If not reporting site-specific no-activity (258), type of contract (400) is
		mandatory.
		#109; Compulsory information missing from record
	300	If not reporting site-specific no-activity (258), contractor's name (300) is
		mandatory.
_	004	#109; Compulsory information missing from record
	301	If not reporting site-specific no-activity (258) and no Contractor's Finnish
	302	Business ID or personal identity code (301) is given, you must give their
	303	Foreign identity code (302), its Type (303) and the country of residence
	304	(304).
	307	
	308	
	310	
	311	#027: If no Contractor's Finnish Rusiness ID or personal identity code (201)
		#927; If no Contractor's Finnish Business ID or personal identity code (301)
		is populated, you must give their Foreign identity code (302), its Type (303) and the country of residence (304).
	301	If not reporting site-specific no-activity (258) and no Contractor's Finnish
	307	Business ID or personal identity code (301) is given, you must give their
	308	street address (307), or PO Box (308) and Postal Code (309), Post Office
	310	(310) and address Country Code (311).
	311	(010) and address Country Code (011).
	311	#928; If no Contractor's Finnish Business ID or personal identity code (301)
		is populated, you must give their street address (307), or PO Box (308) and
		Postal Code (309), Post Office (310) and address Country Code (311).
	302	If one of the following are populated: Contractor's foreign-issued identity
	303	code (302), Type of the foreign-issued ID code (303) or Contractor's country
	304	of tax residence (304), you must populate them all.
	004	or tax residence (00+), you must populate them all.
		#994; If one of the following are populated: Contractor's foreign-issued
		identity code (302), Type of the foreign-issued ID code (303) or Contractor's
		country of tax residence (304), you must populate all three of them.
	305	Name of the contractor's country of tax residence (305) is mandatory if
	304	contractor's country of tax residence (304) is XX.
		,
		#957; You must give the name of the contractor's country of residence if
		Country Code is XX.
	312	You must give the contractor's country name of the address country (312) if
	311	contractor's address country (311) is XX.
		#958; You must give the contractor's country name of the address country
		(312) if Country Code (311) is XX.
	350	If not reporting site-specific no-activity (258) last name (350), first name
	351	(351) and telephone (352) of contractor's person to contact are mandatory.
	352	
	<u> </u>	#109; Compulsory information missing from record
	401	If the contractor's operation is interrupted or stopped (401 = 1 or 2), then the
		reporting of building contract (the 402 to 408 data elements) is not
		permitted.
		#1058; If the contractor's operation is interrupted or stopped (401 = 1 or 2),
		then the reporting of building contract (the 402 to 408 data elements) is not

	permitted.
402	If not reporting contractor-specific no-activity (401), VAT reverse charge (402) is mandatory.
	#109; Compulsory information missing from record
403	If not reporting site- or contractor-specific no-activity (258 tai 401), either
404	Amount invoiced so far (403) or Amount paid so far (404) must be given.
	#929; Regarding contracts, you must give the Amount invoiced (403) or Amount paid so far (404).
403 404	Fill in either Amount invoiced (403) or Amount paid (404). You cannot fill in both.
	#1031; Fill in either Amount invoiced (403) or Amount paid (404). You cannot fill in both.
406	If not reporting site- or contractor-specific no-activity (258 tai 401), the contract's total value (406) is mandatory.
	#1050; The contract's total value (406) is a mandatory field.
407	If not reporting site- or contractor-specific no-activity (258 tai 401), start date (407) is mandatory.
	#109; Compulsory information missing from record
408	If not reporting site- or contractor-specific no-activity (258 tai 401), and contract type (400) is other than Ongoing maintenance services (3), end date (408) is mandatory.
	#109; Compulsory information missing from record
408	If both dates (407 and 408) are populated, end date (408) must be greater
407	or equal to start date (407).
	#938; End date must be the same date or a later date than Start date.
409	If the Type of employment is Leased (400 = 2), Date when the first leased employee started work on this site (409) is mandatory.
	#930; You must populate Date when the first leased employee started work on this site (409) if the Type of employment is Leased (400 = 2).
452	If one of the following are populated: Principal's foreign identity code (452),
453 454	Type of identity code (453) or Principal's country of tax residence (454), you must populate all three of them.
	#995; If one of the following are populated: Principal's foreign identity code (452), Type of identity code (453) or Principal's country of tax residence (454), you must populate all three of them.
455 454	Name of the principal's country of tax residence (455) is madatory if principal's country of tax residence (454) is XX.
	#1083; This (455) is a mandatory field if you have used XX in the Country Code field (454).

9 NOTIFICATIONS

Not applicable to this information flow.

10 CONTACT DETAILS FOR TECHNICAL QUESTIONS

Enquiries by e-mail: tiedonsiirto@vero.fi.

11 INSTRUCTIONS AND EXAMPLES

11.1 Filer's ID

The ID code of the filer must be the same for the VSRAKYHT file and all the VSTYONTE files; this may either be a Finnish code (data element 010) or a foreign one with its type (150 and 151).

11.2 Contractor's name

Main contractor / subcontractor / other contractor / employer of leased employees. Registered business name, or a self-employed individual's last name and first name(s) as appropriate. This data element if for giving the name of the business/individual with whom you agreed that construction services will be rendered, scaffolds will be built or taken down, or that workers have been leased for performing such work.

11.3 Amount invoiced

Write the amount that has been invoiced during the reporting month including both goods and services (excluding any input VAT – only write the net value without VAT when transactions are VAT taxable). Do not include any advance payments to the contractor in the amount invoiced.

Report the amounts in euros without cents. Example: for €17,000.00 invoiced, you should write 403:17000. If no amount has been invoiced, write 403:0. Minus signs '-' are permitted as the first character.

11.4 Amount paid

Write the amount that has been paid during the reporting month including both goods and services (excluding any input VAT – only write the net value without VAT when transactions are VAT taxable). Do not include any advance payments.

Report the amounts in euros without cents. Example: If you have paid €17,000 to the contractor, write 404:17000. If nothing has been paid, write 403:0. Minus signs '-' are permitted as the first character.

11.5 Advance payments

Payments made prior to the start of the work.

Report the amounts in euros without cents. Example: If you have paid €17,000 to the contractor, write 405:17000. Minus signs '-' are permitted as the first character.

11.6 Value of the entire contract

Value of the entire contract as agreed. If the agreement did not set out a fixed price (because it may be based on hourly billing), you must enter the contract's estimated total value. If you have made any advance payments you must include them here.

You must report the actual value of the entire contract by the time when you file your last report with contract details.

Report the amounts in euros without cents. Example: If the value is €17,000, write 406:17000.

11.7 Name of the principal

This means the developer/buyer/party placing the order/main/other contractor/subcontractor; i.e. the individual or the business that has ordered the job from you.

Write the registered business name; or the last name and first name of the self-employed individual as appropriate.

This data element is not for giving details that concern an individual unless the building is being built for his or her business or agricultural operation.

11.8 ID details of the principal of a subcontractor-filer

The principal is the company or the individual for which the filer acts as a contractor delivering some services or work. We recommend writing the principal's Finnish Business ID or personal identity code in order to give their ID details. If the principal has no Finnish Business ID or personal identity code, give their foreign-issued identity code, the type of that code, and information on the country of their tax residence.

Note: if the value of the 'Type of contract' data element is employee leasing, and you as the filer have intermediated the leased employees to another enterprise, 'details of the principal' mean the details of that enterprise, for which leased employees are expected to do some work.

This data element is not for giving details that concern an individual unless the building is being built for his or her business or agricultural operation.

11.9 Details on contracts

You must give details on the amount invoiced or paid for the month in question and the total value of the entire contract. Contract end and start dates are mandatory, with the exception of 'ongoing maintenance work', for which you are not expected to give an end date. If the selection of contract-specific reports is made and the agreement contains several partial jobs or contracts, enter the start date of the first one as the start date; the end date of the final one as the end date.

If the value of the 'Type of contract' data element is employee leasing, the 'start date' and 'end date' are the start and end dates of the agreement to have leased employees working on the building site.

You must give details on the contract for any months when:

- An advance payment was paid before the work started
- The contractor started work at the site; if "contract-specific" reports is selected, you must file when work has begun at the first site covered by the signed contract
- Some invoicing is carried out (your accounting as the filer may be accrual based or invoice based) or some payments were made (your accounting being based on cash basis).

The invoice for the final sum total is normally sent to you (the buyer) when work is completed on a contract. Although you keep a part of the invoiced sum as a deposit, you should give details for the contract and include the entire final sum in the month of the invoice. After the guarantee period is over, you shouldn't submit a report – unless exceptional circumstances apply: the deposit that you keep was not invoiced before, or the sum is recorded in accounting when it is paid out.

Sometimes the guarantee period may still be ongoing and extra, additional work, not included in the guarantee, is bought from the contractor. In this case, you must treat this as

a new contract and send the Tax Administration the details for it as usual. You follow the normal principles of contract reporting.

11.10 Contractor's ID information

To give the contractors' names and their Finnish personal or Business ID codes is the primary way to identify them. If no such identity codes are available you must give their foreign ID code(s), specify the type of code and country of residence.

If the value of the 'Type of contract' data element is employee leasing, the 'contractor' to be reported is the foreign leasing corporation.

11.11 Contractor and contract details

There may not be any reportable contract details for months when No Activity has been reported for the site or contract (258 = 1 or 2). However, if there are no data sets to report, you should not give their start and end identifiers at all.

11.12 Details on the site or on the contract

You must enter information into at least one of the following data elements. We primarily recommend that you give the site ID (250) or the contract number (251) and write a free-text description of the location of the building site (253). If you give its address, you must give it in full, i.e. the street address (252), the postal code (254) and the name of the local post office (255).

Agreements made with one and the same contractor must not be reported doubly: both as site-specific and contract-specific. You must make the selection of how you file before your first report on the contractor. The selection you made must stay in force through the contract's period of validity.

12 APPENDIX

APPENDIX 1 - How to use the name:value format to set up a report — an example

The illustration below shows how to complete the **VSRAKYHT** and **VSURAKKA** (000) filings. There is only one computer file, but there are 3 data sets.

In this example: Filer's business name is 'Filer Company plc', this is their first report (type being 'basic') for 2 building sites with 2 contractors working at both sites.

File:

000:VSRAKYHT

100:P 053:2017

052:07

020: Filer Company plc -details that concern the filer

010:1234567-9

200:Last name of filer's person to contact

201:First name of filer's person to contact

202:+358401234567

999:1000:VSURAKKA

010:1234567-9—Filer's identity code

200:Last name of person to contact—Filer's contact on the building site (the site master)

201:First name of person to contact

202:+358411234567

250:TA-FI-TIEOY0001-B—details that concern the site

001:2 -- Filing includes 2 sets of contract details

400:1 -- 1. Contractor&contract details

300:Contractor's business name, 'A Oy'

301:2345678-9

350:Last name of the contact, contractor A

351:First name of the contact, contractor A

352:+358421234567

402:1

403:17000

406:77000

407:01062017

408:01012018

009:1

400:1 -- 2. Contractor and contract details

300:Contractor's business name, 'B Oy'

301:3456789-1

350:Last name of the contact, contractor B

351:First name of the contact, contractor B

352:+358431234567

402:1

403:27000

406:147000

407:01052017

408:01062018

009:2

999:2

000:VSURAKKA

010:1234567-9-Filer's identity code

200:Last name of filer's contact -Filer's person to contact on the building site (such as the site master)

201:First name of filer's contact

202:+358441234567

250:TA-FI-TIEOY0002-B—Site details 001:2 - Filing includes 2 sets of contract details

400:1 -- 1. Contractor&contract details

300:Contractor business name, 'C Oy'

301:4567891-1

350:Last name of the contact, contractor C

351:First name of the contact, contractor C

352+358451234567

402:1

403:22000

406:99000

407:01032017

408:31122017

009:1

400:1--2. Contractor&contract details

300:Contractor business name 'D Oy'

301:5678910-1

350:Last name of the contact, contractor D

351:First name of the contact, contractor D

352:+358461234567

402:1

403:32000

406:152000

407:01042017

408:01072017

009:2

999:3