

**Trade Union Pro**

PO Box 183, FI-00181 Helsinki  
 Members' services tel. 09 1727 3440  
 jasenasiat@proliitto.fi, www.proliitto.fi

**Unemployment Fund Pro**

Ratamestarinkatu 12, FI-00520 Helsinki

**Member's details \*Always fill in the mandatory information**

\*Personal identity number

 **Membership application** **Notification of change in member's details** **Agreement/authorisation to collect trade union membership fees**
 I would like to join Pro's \_\_\_\_\_ affiliated association

 My membership fee will be deducted from my pay by the employer indicated below, from \_\_\_\_\_
 I do not wish to join Unemployment Fund Pro
 I will pay the fee directly (bank details will be sent to me by the union), from \_\_\_\_\_
 I am an existing member changing jobs I am an existing member changing affiliated associations/local trade unions

*Second name	*First names	*Name normally used
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*Street address	*Zip code	*Post office address
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Telephone/mobile, home	Telephone/mobile, work
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E-mail, work	E-mail, home
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*Task code <sup>1)</sup>	*Occupation	Task level	
		<input type="checkbox"/> Office employee	<input type="checkbox"/> Senior office employee

Vocational education and training <sup>2)</sup>	Mother tongue	Language of correspondence <sup>3)</sup>
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Affiliated association (if known)	Local trade union (if known)
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New affiliated association, if changing associations	Local trade union, if changing associations
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Official name of previous trade union/unemployment fund	Membership start date	end date	<input type="checkbox"/> I authorise the Union to cancel my membership in my previous trade union/unemployment fund
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My address may be used for direct marketing through the Union (marketing of members' benefits)  Yes  No

**Details of place of work (Always complete)**
 percent of the company that I am employed in is owned by myself or a family member My position in the company:<sup>4)</sup>

*Name of place of work	Branch number of place of work <sup>5)</sup>
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*Street address	*Zip code	*Post office address
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Employment relationship start date	Employment contract	Working time	Organised employer
<input type="checkbox"/> Continuous <input type="checkbox"/> Temporary		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer's sector	Employer's union
<input type="checkbox"/> Industrial <input type="checkbox"/> Finance <input type="checkbox"/> Services <input type="checkbox"/> ICT/communications <input type="checkbox"/> Other, please specify?	

**Details of the remitter (To be completed by the remitter) To be completed if the membership fee is collected by the employer**

*Business ID	*Name of employer (remitter)
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*Street address of employer (remitter)	*Zip code	*Post office address
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*Payroll administration contract person	*Telephone	E-mail
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Name of accountant/company (if in charge of collecting the fees)

Street address	Zip code	Post office address
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Contact person	Telephone
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**Signatures** The member will join Trade Union Pro and Unemployment Fund Pro. The Unemployment Fund membership fee is included in the Trade Union membership fee. By this signature, the employer undertakes to deduct the membership fee from the member's pay.

Date	Signature of the employer/payroll administration representative
Signature of the member	

**Association approval**

Association stamp/name	Ass. no	Date and signatures
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*Street address	*Zip code	*Post office address
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Telephone/mobile, home	Telephone/mobile, work
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E-mail, work	E-mail, home
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*Task code <sup>1)</sup>	*Occupation	Task level
		<input type="checkbox"/> Office employee <input type="checkbox"/> Senior office employee

Vocational education and training <sup>2)</sup>	Mother tongue	Language of correspondence <sup>3)</sup>
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Affiliated association (if known)	Local trade union (if known)
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New affiliated association, if changing associations	Local trade union, if changing associations
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Official name of previous trade union/unemployment fund	Membership start date	end date	<input type="checkbox"/> I authorise the Union to cancel my membership in my previous trade union/unemployment fund
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My address may be used for direct marketing through the Union (marketing of members' benefits)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Details of place of work (Always complete)**
 percent of the company that I am employed in is owned by myself or a family member
 My position in the company:<sup>4)</sup>

*Name of place of work	Branch number of place of work <sup>5)</sup>
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Employer's sector	Employer's union
<input type="checkbox"/> Industrial <input type="checkbox"/> Finance <input type="checkbox"/> Services <input type="checkbox"/> ICT/communications <input type="checkbox"/> Other, please specify?	

**Details of the remitter (To be completed by the remitter) To be completed if the membership fee is collected by the employer**

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*Street address of employer (remitter)	*Zip code	*Post office address
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*Payroll administration contract person	*Telephone	E-mail
---	------------	--------

Name of accountant/company (if in charge of collecting the fees)
--

Street address	Zip code	Post office address
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Contact person	Telephone
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<b>Signatures</b> The member will join Trade Union Pro and Unemployment Fund Pro. The Unemployment Fund membership fee is included in the Trade Union membership fee.	By this signature, the employer undertakes to deduct the membership fee from the member's pay.
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Date	Signature of the employer/payroll administration representative
Signature of the member	

**Association approval**

Association stamp/name	Ass. no	Date and signatures

## Thank you for joining Trade Union Pro

### You can join the Union

- If you are working for a private sector employer in the industries, finance, services, ICT and communications or other similar sector.
- There is no lower age limit, but your entitlement to unemployment security starts at the age of 17.

### Joining and the commencement of your membership

- You can join the Union, one of its affiliated associations and the Unemployment Fund at the same time.
- If you do not know which affiliated association or local trade union to join, the Union will forward your membership application to a suitable affiliated association for processing.
- When processing the membership application and recording the date of joining in the membership register, procedures specified in the Unemployment Funds Act will be followed.
- Under the Unemployment Funds Act, a membership commences on the date on which an Unemployment Fund agent (a Board member of the association or the Trade Union office) has received the application, however no earlier than the date on which the membership fee has been paid.
- The commencement of the membership cannot be recorded retroactively, even if the member has been paying a fee for the time during which the membership application has not yet been received by the Union offices.

### Membership fees

- If your membership fee is deducted from your pay by your employer and you cannot obtain the employer's/payroll administration representative's signature in the form straight away, you should however immediately send out the Union's copy.
- You can send a photocopy of the document signed by the employer/payroll administration representative to the Union at a later date.
- If you wish to pay membership fee for the period between the date on which you joined the Union and the date on which your employer starts deducting the fee from your pay, you can make the payment yourself directly.
- Check your payslip to make sure that the membership fee has been deducted from your pay.
- If you wish to pay your membership fees directly, it is not necessary for the employer/payroll administration representative to sign the form, but please make sure you fill in the details about your place of work.
- The membership fees are paid based on earnings subject to tax withholding.
- The membership fee is a tax deductible item, and the Union will inform the tax authorities of the membership fees paid by members.
- The fee includes membership in the Trade Union, an affiliated association and the Unemployment Fund.
- If the fee is deducted by the employer, this will take place on a monthly basis. Those paying the fee directly will pay monthly or quarterly (please request for bank details in order to make payments)
- If you neglect to pay your membership fee for more than three months, the Union will be entitled to cancel your membership.
- Please inform the Union's membership register of any periods during which you are not receiving pay, as no membership fee will be charged for these periods.

### Please note

- Please complete the form clearly and fully to avoid unnecessary delays in processing your registration.
- Please indicate your employer's sector to enable the Union to send you appropriately targeted information and employment relationship advice.
- The company ID is your employer's reference and particularly important if your fees are deducted by your employer.
- The branch number of your place of work is used in the finance sector.
- This form will be used as both a collection agreement/membership application and as a notification of changed details, for example if you change jobs or associations.
- If necessary, take a photocopy for your own reference and for the job steward of your place of work.
- Please remember to notify your previous Trade Union/Unemployment Fund of your resignation or authorise the members' services office to do it for you.
- As your employment relationship ends and membership fees are no longer deducted, please do not forget to notify the Union of the termination of the collection agreement.

## **1 Task codes**

### **01 Production and construction planning and management**

management of manufacturing and operation and other tasks  
construction supervision and supervisory tasks  
services that support production

### **02 Design, development, product development, consultancy services**

product and production process development  
quality control and inspection  
environmental tasks  
documentation

### **03 Purchasing, transport and storage**

logistic planning  
distribution and handling tasks  
forwarding, exports and imports  
planning of purchasing activities  
purchasing tasks

### **04 Installation, maintenance and building maintenance services**

maintenance of automation and information technology  
installation and maintenance of machinery and equipment  
building management  
cleaning services

### **05 Customer service and sales/marketing/communication**

customer service, product demonstrations and advice  
information and editing tasks  
help desk and call centre tasks

### **06 Data management and information security**

planning of data processing, networks and telecommunications  
as well as their operation and maintenance tasks  
support service tasks

### **07 Financial and personnel administration, finance**

management accounting  
finance, investment and insurance tasks  
cash desk management, invoicing and collection  
internal auditing  
recruitment and personnel training  
employment relationships and pay  
payroll administration  
personnel services  
internal information  
occupational safety  
occupational health care  
security transport services  
field agent, insurance  
croupier, gaming customer service assistant  
real estate agent

## **08 Office services**

secretarial and assistant tasks  
interpretation and translation services  
telephone exchange  
information services  
photocopying, mailing, messenger tasks

## **2 Vocational education and training**

801 comprehensive school, secondary school or primary school  
802 general upper secondary school  
820 vocational school  
821 vocational qualification in business administration or computing  
822 technical supervisor  
823 vocational qualification in business studies and customer service  
824 technician  
825 engineer, master builder  
826 further vocational qualification  
827 specialist vocational qualification  
829 other vocational education and training  
830 Bachelor of Business Administration (Polytechnic)  
831 Master of Business Administration (Polytechnic)  
832 Bachelor of Engineering (Polytechnic)  
833 Master of Engineering (Polytechnic)  
838 Other Bachelor's degree (Polytechnic)  
839 Other Master's degree (Polytechnic)  
840 School of Economics and Business Administration  
841 School of Technology/Science  
849 Other third-level degree

## **3 Language of correspondence**

We strive to send out our documents in the language of correspondence used by the applicant. Our main languages of correspondence are Finnish and Swedish.

## **4 Position in the company**

For example Managing Director, Board member, deputy Board member, general partner, sleeping partner.

## **5 Branch number of place of work**

Used in financial and specialist sectors.

## **INSTRUCTIONS FOR REMITTER/EMPLOYER**

### **Collection agreement for trade union membership fees and remittance instructions**

The above-mentioned employer and employee have on this date concluded an agreement on collecting trade union membership fees. As the Union's copy of the collection agreement reaches the membership register, the employer's contact person will be sent instructions and bank details for remitting the membership fee. Please use the bank details indicated to remit these sums to the Trade Union's membership fees account.

Nordea	FI76 1521 3000 1039 47
Osuuspankki	FI58 5780 0710 0208 48
Sampo	FI38 8000 1601 5016 05

### **Grounds for collecting fees**

The local or national trade union will notify the employer in writing of the membership fee, and the employer will deduct this fee from the employee's gross salary that is the basis for the determination of tax withholding. The membership fee is not payable for any service, anniversary, initiative or invention bonuses or birthday presents received by a member. The employer will be notified of the fee to be deducted as a percentage rate or an amount in euro that will be valid for one calendar year at a time. During this one-year period, the fee cannot be adjusted. The employer will not be responsible for any errors in the notification received from a clerk, affiliated association or trade union.

### **Validity**

This agreement will be valid from the beginning of the first full pay period following the date of the employer's signature until further notice. Fees cannot be deducted for the period preceding the date of signature. The agreement will, however, only remain valid for as long as the employer is a member of the employer's union at most, or an agreement is reached between the organisations to discontinue the collection of fees, or until the employment relationship ends.

### **Details of membership fees collected**

Details of membership fees paid by each member will be sent to the Union at least once every six months, on or before 15 August for the first sixth months and on or before 31 January for the latter six months of the year. They may also be submitted on a quarterly basis or per each pay period. Information on membership fees will be submitted to the tax authorities based on details received in January.

### **Please send payment details to the address**

Trade Union Pro/ta-perintä  
PO. Box 183, FI-00181 Helsinki  
Fax 09 1727 3332  
Tel 09 1727 3390