

Checklist for new entrepreneurs

- ☐ **1. Business plan and financial statements**
 - a written business plan
 - financial calculations: investment, financial, profitability and sales calculations, cash budget
- ☐ **2. Type of company**
 - choose the most appropriate company type for your business
 - Consider the different forms of light entrepreneurship.
- ☐ **3. Advisor meetings**
 - meetings with parties such as your bank, Finnvera, the insurance company and an accountant
- ☐ **4. Financing**
 - financing options that suit your needs, e.g. your bank, Finnvera, other external financier, self-financing
 - the self-financed share and guarantees for the loan
 - business support opportunities
- ☐ **5. Start-up funding (note: check this information with your municipality of residence)**
 - Apply before registering your company.
 - Attach a business plan, financial statements and proof of taxes paid.
- ☐ **6. Registration and memoranda of association**
 - trade register
 - Not always compulsory for sole traders with a trading name, but registration protects the name of the business and is required when applying for a mortgage on company assets.
 - the necessary memoranda of association in accordance with the requirements of the form of company
 - registering a trademark or patent if necessary for your business.
 - Beware of unofficial registrations sold over the phone!
- ☐ **7. Official permits**
 - any necessary permits and/or notifications
- ☐ **8. Taxation**
 - Tax registers such as the VAT register, the prepayment register and the employer register.
 - advance taxes
- ☐ **9. Monetary transactions**
 - a separate bank account.
 - payment terminal and/or contracts for e-invoicing, online store payments and other payment methods used.
 - Keep in mind that payment should be easy for your customers.
- ☐ **10. Accounting**
 - keeping the accounts yourself, or preferably with the help of an accountant
- ☐ **11. Insurance**
 - statutory pension insurance for the self-employed (YEL)
 - Other insurances, such as property insurance, patient insurance, event insurance, employer insurance, and traffic insurance
- ☐ **12. Unemployment security**
 - Social Security Institution of Finland (Kela) or the Entrepreneur Fund
- ☐ **13. Premises**
 - rent or buy premises suitable for your business – location is important!
 - any inspections and notifications by the authorities (certain types of premises, renovations, change of entrepreneur)
- ☐ **14. Sales and marketing**
 - marketing plan
 - digital marketing channels
 - networks
- ☐ **15. Staff**
 - employment contracts
 - employer obligations
 - employer register
 - Before you sign an employment contract, find out if you are able to utilise wage subsidies.
- ☐ **16. Entrepreneur support network and personal wellbeing**
 - entrepreneurial networks and support organisations such as entrepreneur's associations, Business Mentors (Yrityskummit) and Yrittäjän talousapu entrepreneur's financial counselling service
 - Remember to take care of your wellbeing and that of your family. Take regular exercise, follow a healthy diet and get enough rest. And if you need help, ask for it in good time.