

29 January 2024

Instructions for projects funded by the Research Council of Finland from the EU's Recovery and Resilience Facility (RRF) on filling in contractor, subcontractor and beneficial owner information on the Excel spreadsheet

The Research Council of Finland sends an information request to the principal investigators of projects and the registries organisations regarding the current payment period. Payment periods are January–April, May–August, and September–December. The information request is sent in February, June, and October.

The information request includes an attached Excel file listing all the projects that have received RRF funding in the organization in question. The following information about contractors, as well as their beneficiaries and subcontractors are to be added in their respective columns:

- Column Y: procurement identifier (if there are multiple different procurements from the same contractor, each procurement with its own identifier is recorded on a separate row)
- Column Z: official name of the contractor (verifiable from the Business Information System, YTJ)
- Column AA: business ID of the contractor

| | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | |
|---|---|------------|------------------|-----------------------------------|---------------------------------|-----------------|------------------|-------------------|----------------------|-------------------------|---------------|---------------------|----|
| a | Contr.ProcurementDecisionCaseIdentifier | Contr.Name | Contr.Identifier | Contr.HasBeneficialOwnersToReport | Contr.HasSubcontractorsToReport | ContrBO.FirName | ContrBO.LastName | ContrBO.BirthDate | ContrBO.StartingDate | ContrBO.TerminationDate | Subcontr.Name | Subcontr.Identifier | Tr |
| | | | | | | | | | | | | | |

If the contractor has subcontractors, the following information about them is recorded:

- Column AI: subcontractor's name
- Column AJ: subcontractor's business ID

| | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | |
|---|---|------------|------------------|-----------------------------------|---------------------------------|-----------------|------------------|-------------------|----------------------|-------------------------|---------------|---------------------|----|
| a | Contr.ProcurementDecisionCaseIdentifier | Contr.Name | Contr.Identifier | Contr.HasBeneficialOwnersToReport | Contr.HasSubcontractorsToReport | ContrBO.FirName | ContrBO.LastName | ContrBO.BirthDate | ContrBO.StartingDate | ContrBO.TerminationDate | Subcontr.Name | Subcontr.Identifier | Tr |
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The Research Council retrieves the beneficiary information of domestic contractors/subcontractors based on the data entered into Excel from the Trade Register maintained by the Finnish Patent and Registration Office (PRH). If the beneficiary information for a domestic contractor has not been provided to the Trade Register, the Research Council requests recipients to provide the details using the [Notification of a domestic beneficiary](#) form.



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As comprehensive beneficiary information for foreign contractors is not extensively collected in registers, the following beneficiary details for foreign contractors are also to be filled in the Excel file:

- Column AD: first name of the actual owner or beneficiary of the contractor
- Column AE: last name of the actual owner or beneficiary of the contractor
- Column AF: birthdate of the actual owner or beneficiary of the contractor (dd.mm.yyyy)

| | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | |
|---|---|------------|------------------|-----------------------------------|---------------------------------|-------------------|------------------|-------------------|----------------------|-------------------------|---------------|---------------------|-----|
| a | Contr.ProcurementDecisionCaseIdentifier | Contr.Name | Contr.Identifier | Contr.HasBeneficialOwnersToReport | Contr.HasSubcontractorsToReport | ContrBO.FirstName | ContrBO.LastName | ContrBO.BirthDate | ContrBO.StartingDate | ContrBO.TerminationDate | Subcontr.Name | Subcontr.Identifier | Tra |
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When reporting information about a foreign contractor, you can also use the online form '[Notification of a foreign contractor](#)'. The form can be forwarded for the contractor to fill out. When requesting beneficiary information from foreign contractors, grant recipients can utilize the [draft cover message](#).