

# QUICK INSTRUCTIONS

## DO NOT RETURN THESE INSTRUCTIONS OR THE APPENDICES

- Do not bend. If the form is folded, the information reading process may fail, as the form is read optically.
- Carefully read all sections of the form. Write in printing in clear handwriting. Use a regular ballpoint pen, not a pencil or a red pen.
- Fill in two separate forms, if you wish to notify one address to the Local Register Office and another to Posti.
- Enter the date of birth and ID code of all persons moving (obligatory).
- Company and community notifications should be made using the change of corporate address form or online at [www.posti.fi/business](http://www.posti.fi/business)
- Fill in the "Contact information and signature of the notifier" section. Remember to enter the date and your signature on the form.
- Please mail the first page of the form in the attached return envelope (postage paid). Do not include appendices or this instruction sheet in the envelope.
- Keep the second page for yourself. On the reverse side, please familiarize yourself with the Posti's contract terms.
- When you order Posti's paid mail forwarding service, you will receive a bill for it.
- The Local Register Office will not send a separate letter of confirmation of the notice. On the reverse side, you will find details on the use of data notified to the Local Register Office.

## FILL-OUT INSTRUCTIONS

### POSTI'S services

If you do not want to make any changes in mail delivery, please do not fill in the Posti's section.

#### Selection of Posti's services

Select **Change of address and 12-month Move Mail Service**, when your old street address will no longer be valid and you want to make sure that all your mail items are delivered to your new address. With the Move Mail Service, you will get all your mail items (letters, magazines and bulk letters) to your new address.

Select **Change of address** when your old street address will no longer be valid and you only want to have the statutory handling for postal items bound to your old address. Based on the change of address notification, Posti will only forward letter items. Other items will be returned to the sender or processed as undeliverable.

Select **Fixed-term forwarding of mail items** when you want your mail to be temporarily forwarded, for example, to your vacation address. After the expiry of the service's validity period, your mail will be delivered to your permanent street address again.

Select **Fixed-term delivery interruption** when you want to interrupt mail delivery to your address. The accumulated mail can be picked up from the nearest post office two workdays after the subscription has expired.

Select **Notification of parallel address** when you want to notify an address parallel to existing address to which you want to receive mail.

**Dates of the service** The selected Posti's service may begin earliest after five working days. Enter a date of expiry for a fixed-term service.

### LOCAL REGISTER OFFICE - Statutory notification of change of address

If the location of your residence does not change, please do not fill in the Local Register Office section.

#### Selecting type of move

Select **Moving** when your permanent address (location of residence and home municipality) changes in Finland. Your old, permanent address will no longer be valid.

Select **Temporary change of address** when your new location of residence is valid temporarily. In the **Home municipality after the move** -section, enter the municipality where you are registered. Your home municipality will not change due to a temporary move. Fill in the section **In the temporary move, will any of your other address remain valid?** In the **Additional information** field, enter the reason for the temporary move (e.g. studying, renovation, attending an institution or the equivalent) and your possible, valid permanent residential address. A temporary move lasting for more than three (3) months must be notified to the Local Register Office.

Select **Emigration, permanent** when you move abroad from Finland and your permanent address changes. Emigration can be notified to the Local Register Office even if you do not yet know your new, foreign street address; listing the country and city is enough. In the **Additional information** field, enter the reason for emigration and other relevant information. Select **Temporary emigration** when your residential address abroad is valid only temporarily.

Select a **Separate mailing address deviating from your residence address** if you wish to notify the Local Register Office of an address that is not your permanent or temporary residence but which you have notified to Posti as your mailing address\* (more info at the back side). Do not notify your holiday address to the Local Register Office.

Select **No permanent place of residence** if you do not have a permanent residential address (e.g. in cases where you have only a Poste restante address). Please enter "Poste restante" or similar in the "New street address" field.

In **Additional information** field, you can enter freely-formulated additional information relating to your move. If necessary, you may enter, for example, the name of the former occupant of your place of residence.

### Every person that the notification applies to

- Provide **the full ID codes and names of all persons**.
- In case there are more than six persons, it is recommended to submit the notification online at [www.changeaddress.fi](http://www.changeaddress.fi)

### Addresses

- Enter only one old and one new street address in the form. In the start section, in connection with the services selected, there is additional instruction for filling out the addresses.
- When moving from or moving abroad, the address information is entered in its own field. Write the addresses clearly in order to avoid errors.

### The contact information and signature of the notifier

- Give at least one contact detail so that we can contact you in case there is something unclear in the notification. E-mail address will be stored in the Population Information System.
- Complete the form by entering the date, your signature and a clarification of signature.

## Canceling the ordered service (Move Mail, Fixed-term forwarding, Delivery interruption)

Consumers have the right to cancel the contract in accordance with the provisions on distance selling in the Consumer Protection Act by informing Posti of it within 14 days of the conclusion of the contract. If the Service has been started as ordered by the Customer before the expiry of the cancellation period and the Customer cancels the Service after it has been started, the Customer will be invoiced for the establishment costs of the Service as well as for the Service already provided until the cancellation date according to the price list. Suspending the provision of the Service may take approximately 3 weekdays, during which time mail can be delivered to the location specified in the contract. The canceling notification always applies to all mail recipients included in the Service. **This form cannot be used to correct or change an ordered service.**

If you wish to cancel the Service you have ordered, you can do it in our web site or fax (posti.fi/cancellation, fax +358 20 452 3155) or by letter (Posti Ltd, Osoitepalvelut/palvelun peruutus, P.O. Box 8888, FI-33851 TAMPERE, FINLAND) by paying the postage.

### I notify that I want to cancel the contract that I have made concerning the following service:

Move Mail       Fixed-term forwarding       Delivery interruption

Start date of the service to be cancelled: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

Name of the Customer: \_\_\_\_\_

Personal identity number: \_\_\_\_\_

E-mail and/or telephone (\*): \_\_\_\_\_

Desired delivery address after the cancellation has taken effect:

Street address: \_\_\_\_\_

Postal code and city/municipality: \_\_\_\_\_

Account number (IBAN) (\*\*): \_\_\_\_\_ Total (EUR): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(\* Required information      (\*\*\*) Fill in your bank details if you have paid the Service-related fees before the cancellation

---

## Information on the processing of data in the Population Information System pursuant to section 24 of the Personal Data Act

**Name of register:** Population Information System

**Controller:** Population Register Centre and Local Register Offices

**Purpose of personal data processing:** The Population Information System is maintained on the basis of section 5 of the Act on the Population Information System and Certificate Services of the Population Register Centre (661/2009). The Population Information System is maintained to enable, implement and secure the operations and information services of society and the rights and obligations of its members.

**Ordinary disclosure of data:** Under the Act on the Population Information System and Certificate Services of the Population Register Centre, State and municipal authorities shall be provided with the information as prescribed in the Act or Decree, and with the data necessary for the performance of their tasks.

The Population Information System releases to individuals and organisations the data they need to implement their rights and obligations.

Information may also be disclosed for direct marketing, opinion and market surveys, in the form of an address service, for updating customer registers, for historical or scientific research or other comparable purposes.

**Right of inspection:** Everyone has the right to know the information on him or her entered in the Population Information System. The information can be requested by means of the online service which requires logging in, or in writing by means of a form signed by the person in question or a freely-composed signed letter. Further information and forms are available from Local Register Offices, from the websites of Local Register Offices at [www.maistraatti.fi](http://www.maistraatti.fi) or from the website of the Population Register Centre at [www.vrk.fi](http://www.vrk.fi).

**Demand to rectify information:** The person in question has the right to demand that erroneous information entered in the Population Information System be rectified without undue delay. The demand for rectification must be submitted to the Local Register Office in the jurisdiction in which the person has his or her municipality of residence.

**Right to prohibit disclosure:** Everyone has the right to prohibit the disclosure of information regarding him or her from the Population Information System for direct advertising, distance selling and other direct marketing as well as for marketing and opinion polls and for public registers or genealogical research. In addition, a person has the right to prohibit the disclosure of his or her address information in the form of an address service. A notice of prohibition to disclose information may be given either to a Local Register Office or the Population Register Centre by means of an online service which requires logging in, or by telephone or in writing. Further information and forms are available from Local Register Offices, from the website of Local Register Offices at [www.maistraatti.fi](http://www.maistraatti.fi) and from the website of the Population Register Center [www.vrk.fi](http://www.vrk.fi).

Output data Bans are different in every registry. The data stored in registered prohibition is not passed on, for example Posti.

\* The organization, to which address information is forwarded from the Population Information System, will decide what address is used for reaching the person if the person simultaneously has several valid addresses (e.g., a permanent address and a mailing address).