

INSTRUCTIONS FOR ORGANISERS ENTERED IN THE TRAVEL GUARANTEE REGISTER

Organisers report to the Finnish Competition and Consumer Authority (FCCA) as follows:

Organisers report at least once a year and on request.

- Estimates of travel package sales for the next 12 months are to be reported approximately 4 weeks before the end of the security decision (forms A, C and D).
 - Automatic reminder messages are sent 45 days, 25 days and 7 days before the end of the security decision for reporting sales estimates.
- Actual sales of travel packages are to be reported within 4–5 months of the end of the financial year (Form B).
 - Automatic reminders are sent 30 days and 101 days after the end of the financial year.

Confirmation of actual figures for the preceding financial year (form B)

The actual sales figures for travel packages are certified by the CEO and an auditor when an organiser is required to have an auditor under the Auditing Act (1141/2015).

Other organisers report the actual sales figures for packages, certified by the CEO and the person responsible for the financial management of the company.

The organiser is responsible for the adequacy and validity of the security.

The security must secure:

1. The refund of advance payments made by or on behalf of travellers (all payments made before the start of the trip and any unredeemed gift vouchers for the purchase of a package).
2. The repatriation of travellers if transportation is included in the travel package.

Provision of security

The FCCA reminds organisers to renew their security with automatic reminders sent 45 days and 7 days before the security expires. Organisers should contact the financial institution well in advance to arrange the security.

An expired or inadequate security will be entered in the public Travel Guarantee Register (www.vakuusrekisteri.fi). If the organiser has not provided a security or if the security is no longer acceptable, the FCCA may prohibit the company from continuing an activity for which a security is required. A notation will be entered in the public Travel Guarantee Register also in situations where the company does not have a valid security decision.

Obligation to report any changes in activities.

The FCCA must be informed well in advance of any temporary changes to the reported sales estimates (forms A, C and D). Changes to the financial year or form of activity must also be reported in advance.

If an organiser changes the applied payment terms so that payments are no longer collected in advance and the packages no longer include transport, the organiser can be removed from the Travel Guarantee Register by means of a notice of termination (form 1C).

It is recommended that annual reporting, changes in activities and the termination of activities be reported electronically in the Valma online tool valma.kkv.fi. Forms and instructions are also available on the website kkv.fi/en/.