Admission procedure

Contact with the company.

Company provides contact details to BI.

Company receives a letter from BI.

BI contacts the company and informs them about the admission procedure, also provides an information pack consisting of application documents, the letter of intent, constitutions etc.

Company sends the documents to BI.

Documents consist of:

- **Filled-in application document**
- **Signed letter of intent**
- **Certificate of incorporation**
- **Document showing that the company has no outstanding taxes or charges**
- **The most recent annual accounts (a newly-started company shall submit a budget for the first business year).**

The application documents are submitted to the building association's executive committee which recommend for or against the application.

Once the application has been accepted, the documents are sent to the Federation's Executive Committee for a decision.

The company is now a member of BI and Svenskt Näringsliv (the Confederation of Swedish Enterprise). The member company receives a letter of welcome.

BI visits the member company for an introductory interview, and hands over a welcome pack.