



## Online Application Guideline - Business Organizations -

### To participate in the Global Compact, a business organization:

**Prepares a Letter of Commitment** (Fig. 1) signed by the Chief Executive Officer to the Secretary-General of the United Nations expressing commitment to

- the Global Compact and its ten principles; and
- take action in support of UN goals; and
- the annual submission of the Communication on Progress (COP).

#### Requirements of the Letter of Commitment for business organizations

- 1) The letter contains an official company letterhead;
- 2) The letter is addressed to the UN Secretary-General;
- 3) The statement includes the organization's commitment to the ten principles of Global Compact, taking action in support of UN goals, and the annual submission of the **Communication on Progress (COP)**;
- 4) The COP will include the three necessary elements (statement signed by the chief executive expressing continued support for the Global Compact, a description of practical actions, and a measurement of outcomes).
- 5) The letter of commitment is signed by company's chief executive or equivalent (name and title must be legibly printed underneath the signature);
- 6) The letter of commitment (one-page statement) is scanned and available for upload before completing the Online Application Form.

Please note: The Commitment Letter is posted on the participant's profile page on the Global Compact website in order to promote transparency.

**Completes the Online Application Form** (Fig. 2a-2b below) and uploads a digital copy of the Letter of Commitment signed by the highest executive;

- The name of the company's chief executive who signed the Letter of Commitment must correspond with the entry in the online registration form.
- To ensure that your Letter of Commitment fulfill the requirements stated above.

**Fig. 1. Sample Template-Requirements of the Commitment Letter for Business Organizations**

28.01.09



1. Official company letterhead

H.E. Ban Ki-moon  
Secretary-General  
United Nations  
New York, NY 10017  
USA

2. The letter is addressed to the UN Secretary-General

3. The statement includes an organization's commitment to the Ten Global Compact Principles

Dear Mr. Secretary-General,

I am pleased to confirm that *Inspiration & Solutions* supports the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption.

With this communication, we express our intent to advance those principles within our sphere of influence. We are committed to making the Global Compact and its principles part of the strategy, culture and day-to-day operations of our company, and to engaging in collaborative projects which advance the broader development goals of the United Nations, particularly the Millennium Development Goals. *Inspiration & Solutions* will make a clear statement of this commitment to our stakeholders and the general public.

4. The statement includes a commitment to engage in partnerships to advance the broad UN goals, and the annual submission of the Communication on Progress (COP).

We recognize that a key requirement for participation in the Global Compact is the annual submission of a Communication on Progress (COP) that describes our company's efforts to implement the ten principles. We support public accountability and transparency, and therefore commit to report on progress within *one year* of joining the Global Compact, and *annually* thereafter according to the Global Compact COP policy. This includes:

5. The COP will include the three necessary elements (statement signed by chief executive expressing continued support for the Global Compact, a description of practical actions, and a measurement of outcomes).

- A statement signed by the chief executive expressing continued support for the Global Compact and renewing our ongoing commitment to the initiative and its principles. This is *separate* from our initial letter of commitment to join the Global Compact.
- A description of practical actions (i.e., disclosure of any relevant policies, procedures, activities) that the company has taken (or plans to undertake) to implement the Global Compact principles in each of the four issue areas (human rights, labour, environment, anti-corruption).
- A measurement of outcomes (i.e., the degree to which targets/performance indicators were met, or other qualitative or quantitative measurements of results).

Sincerely yours,

  
Ms. Erica Johnson  
CEO, Inspiration & Solutions

6. The letter is signed by the company's chief executive or equivalent (name and title must be legibly printed underneath the signature).

7. The letter (a one-page statement) is scanned and available for upload before completing the On-line Application Form.

Fig. 2a. Online Application Form for Business Organizations (part 1 of 6)

United Nations Global Compact

Home / How to Participate / Apply Now

### Business Organization Application

#### About your organization

Organization name	<input type="text"/>
Website	<input type="text"/>
Employees	<input type="text"/>
Ownership	Private Company
Sector	Oil & Gas Producers
Annual Sales / Revenues	less than USD 50 million
Country	Afghanistan

Next

Number of full-time, direct employees

Foundation for the Global Compact | Global Reporting Initiative | PRME | PRI | Global Compact Class Programme

**\*\*Highlighted fields are required.\*\***

Fig. 2b. Online Application Form for Business Organizations (part 2 of 6)

Overview

Business Participation

Non-Business Participation

Engagement Opportunities

Global Compact LEAD

**Apply Now**

- Business Organizations
- Non-Business Organizations

Home / How to Participate / Apply Now

## Business Organization Application

### Primary Contact Point

The main point of contact between your organization and the Global Compact Office. After your application is reviewed and accepted, this person will receive regular email including the UN Global Compact Monthly Bulletin, Communication on Progress deadlines (for business participants) as well as updates on news and events.

Details for Primary Contact Point

Prefix	<input type="text"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Last name	<input type="text"/>
Job title	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Postal address	<input type="text"/>
Address cont.	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Code	<input type="text"/>
Country	Afghanistan

Login information

Please create a username and password. You will need this login to update or check the status of your application.

Username	<input type="text"/>
Password	<input type="text"/>

Fig. 2c. Online Application Form for Business Organizations (part 3 of 6)

Overview  
Business Participation  
Non-Business Participation  
Engagement Opportunities  
Global Compact LEAD  
**Apply Now**  
» Business Organizations  
» Non-Business Organizations

Home / New to Participate / Apply Now

## Business Organization Application

### Highest Level Executive

The Highest Level Executive (Chief Executive Officer or equivalent) signs the Letter of Commitment for your organization. After your application is reviewed and accepted, this person will receive official documents such as policy updates, reports, and invitations to special events via postal mail.

Details for Highest Level Executive

Prefix

First name

Middle name

Last name

Job title

Email

Phone

Postal address

Address cont.

City

State/Province

ZIP/Code

Country

Welcome Package

New participants will receive immediate access to a digital welcome package containing materials for better understanding the Global Compact, its requirements for participants, and how organizations can get started.

A hard copy version of the welcome package can be provided upon request and will take 6 to 8 weeks (or more) to arrive at the mailing address provided.

In consideration of the environment, we encourage participants to access the digital package.

A welcome package in hard copy format should be sent to the Highest Level Executive's mailing address

All new participants will receive a digital welcome package, which will be accessible through their online profile. There is also the option to receive this package in physical form via courier. In consideration of the environment, we encourage participants to choose to access the digital package in lieu of the physical package.

Fig. 2d. Online Application Form for Business Organizations (part 4 of 6)

**HOW TO PARTICIPATE** Print Email

Overview  
Business Participation  
Non-Business Participation  
Engagement Opportunities  
Global Compact LEAD  
**Apply Now**  
» Business Organizations  
» Non-Business Organizations

Home / How to Participate / Apply Now

### Business Organization Application

#### Financial Commitment

All companies are strongly encouraged to make a regular voluntary annual contribution to support the work of the UN Global Compact Office. This revenue is critical to the development of value-maximizing programmes, projects and resources for the benefit of all participants and stakeholders. Financial contributions from the business sector provide vital support to the Global Compact and our work to drive the global corporate sustainability movement forward.

These contributions are received, administered and distributed through the Foundation for the Global Compact – a US-based non-profit 501(c)(3) – and are therefore tax deductible in many jurisdictions. Based on your reported annual sales/revenue, we have highlighted the suggested amount of your voluntary annual contribution.

Annual contribution

Annual sales/revenue	Annual contribution
<input type="radio"/> Less than USD 50 million	USD 2500
<input checked="" type="radio"/> <b>Between USD 50 million – USD 250 million</b>	USD 250
<input type="radio"/> Between USD 250 million – USD 1 billion	USD 500
<input type="radio"/> Between USD 1 billion – USD 5 billion	USD 1000
<input type="radio"/> USD 5 billion or more	USD 2000
	USD 2500
	USD 3000
	USD 4000
<input type="radio"/> Our company has elected not to make a contribution at this time	

**Next**

Details regarding the financial contribution process will be emailed to the company contact point upon the organization's acceptance to the UN Global Compact.

Fig. 2e. Online Application Form for Business Organizations (part 5 of 6)

The image shows a screenshot of the United Nations Global Compact website's application form. The header includes the UN logo, the text 'United Nations Global Compact', and a search bar. A navigation menu contains links for 'About Us', 'How to Participate', 'Reporting', 'Participants & Stakeholders', 'Local Networks', 'Issues', 'News & Events', and 'Login'. A blue banner reads 'HOW TO PARTICIPATE' with 'Print' and 'Email' icons. A left sidebar lists navigation options: 'Overview', 'Business Participation', 'Non-Business Participation', 'Engagement Opportunities', 'Global Compact LEAD', 'Apply Now' (highlighted), 'Business Organizations', and 'Non-Business Organizations'. The main content area is titled 'Business Organization Application' and 'Financial Contact'. It contains a paragraph of instructions and a checkbox for invoice handling. Below is a form titled 'Details for Financial Contact' with input fields for 'Prefix', 'First name', 'Middle name', 'Last name', 'Job title', 'Email', and 'Phone'. A 'Next' button is at the bottom right.

United Nations Global Compact

SEARCH

Search website Search participants

About Us How to Participate Reporting Participants & Stakeholders Local Networks Issues News & Events Login

HOW TO PARTICIPATE Print Email

Home / How to Participate / Apply Now

### Business Organization Application

#### Financial Contact

Thank you for your contribution. An invoice for USD 100 will be emailed after your company's application has been reviewed and accepted. Please provide a Financial Contact to receive the invoice. Please note that the contribution should be made to the Foundation for the Global Compact within 30 days of receiving the invoice.

The invoice should be sent to the Primary Contact Point

Details for Financial Contact

Prefix	
First name	
Middle name	
Last name	
Job title	
Email	
Phone	

Next

Fig. 2f. Online Application Form for Business Organizations (part 6 of 6)

The screenshot displays the 'Business Organization Application' form on the United Nations Global Compact website. The page is titled 'HOW TO PARTICIPATE' and includes a navigation menu with options like 'About Us', 'How to Participate', 'Reporting', 'Participants & Stakeholders', 'Local Networks', 'Issues', 'News & Events', and 'Login'. A sidebar on the left lists various participation options, with 'Apply Now' selected, leading to 'Business Organizations' and 'Non-Business Organizations'. The main content area is titled 'Business Organization Application' and features a 'Letter of Commitment' field, which is circled in red. Below this field, there is a text instruction: 'Please ensure that your Letter of Commitment has been signed by your organization's chief executive and scanned for upload before completing this form. The uploaded file should be in PDF format.' A 'Browse...' button is present next to the text, and a 'Submit' button is located at the bottom right of the form. An orange callout box at the bottom left contains the text: 'Ensure that the Letter of Commitment fulfills all requirements.' The footer of the page includes logos for the United Nations, PRME, and PRI.