



United Nations Global Compact

Online Application Guidelines - Business Applicants -

To participate in the UN Global Compact, a Business Applicant must:

1. Prepare a Letter of Commitment (Fig. 1) by observing the following requirements:

- a. The Letter should be no longer than a two-page statement;
- b. The Letter contains an official company letterhead;
- c. The Letter is addressed to the current UN Secretary-General;
- d. The Letter expresses commitment to:
 - i. The UN Global Compact and its Ten Principles; and
 - ii. Take action in support of the Sustainable Development Goals; and
 - iii. The annual submission of the Communication on Progress (COP), including its three necessary elements:
 1. Statement signed by the Chief Executive Officer expressing continued support for the UN Global Compact;
 2. A description of practical actions; and
 3. A measurement of outcomes
- e. The Letter is signed by the company's Chief Executive Officer (name and title must be legibly printed underneath the signature);
- f. The Letter is scanned and available for upload in PDF format along with the Online Application Form

*A [template](#) of The Letter of Commitment is available in English and nine other languages.

2. Complete the Online Application Form (Fig. 2a-2f) by following the steps below:

- a. Provide the basic information on your company, including the number of full-time, direct employees and your company's annual sales or revenue in USD;
- b. Provide the contact details for the Primary Contact Point, this person will be the main point of contact between your company and the UN Global Compact office;
- c. Provide the contact details for your company's Highest Level Executive, the name of the executive who signed the Letter of Commitment **must** correspond with this entry;

- d. Select your preferred Engagement Level (Participant or Signatory), to learn more about the Engagement Model please click [here](#);
- e. Provide the contact details for your Financial Contact. If applicable, an invoice will be sent after your company's application has been reviewed and accepted;
- f. Ensure that your Letter of Commitment fulfills the requirements stated in step one before uploading a digital copy in PDF format;
- g. Your company must be a legal entity in the country/state where it is based in order to become a UN Global Compact participant. To confirm legal status please include a link to a searchable government database that contains company information (such as your registration number, place of registration, company type, etc.)

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

Fig. 1. Sample Template – Requirements of the Letter of Commitment for Business Applicants

[Company letter-head] ← 1. Official company letterhead.

[Date]

H.E. António Guterres
Secretary-General
United Nations
New York, NY 10017
USA Dear

← 2. Addressed to the current UN Secretary-General.

Mr. Secretary-General,

3. Includes the company's commitment to the Ten Principles of the UN Global Compact.

I am pleased to confirm that [name of company] supports the Ten Principles of the United Nations Global Compact on human rights, labour, environment and anti-corruption. With this communication, we express our intent to implement those principles. We are committed to making the UN 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 Sustainable Development Goals. [Name of company] will make a clear statement of this commitment to our stakeholders and the general public.

4. Expresses commitment to engage in partnerships to advance the SDGs and the annual submission of the COP.

~~We recognize that~~ a key requirement for participation in the UN 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 UN Global Compact, and *annually* thereafter according to the UN Global Compact COP policy. This includes:

- A statement signed by the chief executive expressing continued support for the UN 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 UN 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 UN 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).

5. The COP will include its three necessary elements.

Sincerely yours,
[Signature]
[Name Mr. / Ms. _____]
[Title* CEO/Managing Director]

← 6. Signed by the company's Chief Executive Officer or equivalent (name and title must be legibly printed underneath the signature).

7. The Letter (no longer than a two-page statement) is scanned and available for upload before completing the Online Application Form.

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

Business Organization Application

About your organization

Organization Name

Website

Number of Employees

Ownership *

Sector *

Please confirm your company's annual sales/revenue in USD: *

\$000,000

Is your company a subsidiary or country office of a UN Global Compact Participant or Signatory?

- ☐ Yes
☐ No

Country *

Does your parent, subsidiary, or affiliate company derive any revenue from:

The production or manufacturing of tobacco.*

- ☐ Yes
☐ No

Controversial weapons, including the production, sale and/or transfer of antipersonnel landmines or cluster bombs?*

- ☐ Yes
☐ No

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Number of full-time, direct employees.

Any financial information submitted herein is strictly private, confidential and personal to the UN Global Compact and will not be shared or reproduced in whole or in part, with any third party without prior written permission of an authorized agent of the company or organization.

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

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

Please Select *

Mr.

First Name

Middle Name

Last Name

Job Title

Email

Phone

Postal Address

Address Cont.

City

State / Province

ZIP / Postal Code

Country *

United States of America ▼

Login information

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

Username

Password

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This will be your primary contact point in receiving updates, news, and reminders pertaining to your engagement with the UN Global Compact.

Please save your login credentials, as you will be periodically required to access your company dashboard.

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

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.

☐ The Highest Level Executive is the same person as the Primary Contact

Details for Highest Level Executive

Please Select *

Mr.

First Name

Middle Name

Last Name

Job Title

Email

Phone

Postal Address

Address Cont.

City

State / Province

ZIP / Postal Code

Country *

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The Highest Level Executive will be receiving official documents such as policy updates, reports, and invitations to special events via email and occasionally postal mail.

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

Engagement Tier

Starting in January 2018, the UN Global Compact will offer two distinct engagement tiers to suit your company's needs: Participant or Signatory. In order to engage in either tier, and remain an active Participant or Signatory of the UN Global Compact, we ask larger companies to make a required annual financial contribution, based on their company's annual gross revenue/sales.

	● SIGNATORY	● PARTICIPANT
	<p>Signatories actively engage at their national or regional level with the UN Global Compact. Signatories receive:</p> <ul style="list-style-type: none"> Full access to their country-specific resources and activities. Basic access to the UN Global Compact digital platform and tools. Opportunities to engage with the Global Compact Local Network in their country or region. 	<p>Participants actively engage at the global level with the UN Global Compact. Participants receive:</p> <ul style="list-style-type: none"> Full access to global resources and activities. Full access to their country-specific resources and activities. Full access to the UN Global Compact digital platform and tools. Opportunities to fully engage with the Global Compact Local Network in their country or region.
Annual Sales/Revenue (in US\$)	Annual Signatory Contribution	Annual Participant Contribution
> USD 5 billion	USD 10,000	USD 20,000
USD 1-5 billion	USD 7,500	USD 15,000
USD 250 million - 1 billion	USD 5,000	USD 10,000
USD 50-250 million	USD 2,500	USD 5,000
USD 25-50 million	Local Network contribution may apply**	USD 2,500
< USD 25 million	Local Network contribution may apply**	USD 1,250

** Please contact your Local Network for more details

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Here you will select whether your organization wishes to sign on as a 'Participant' or 'Signatory'. For more information on the Engagement Model please visit <https://www.unglobalcompact.org/participation/tiers>.

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

Financial Contact

Thank you for your commitment. If applicable, an invoice will be sent after your company's application has been reviewed and accepted. Please provide a Financial Contact to receive the invoice.

☐ Use the Primary Contact ☐ Use the Highest Level Executive ☒ Add a new Financial Contact

Details for Financial Contact

Please Select *

Mr.

First Name

Middle Name

Last Name

Job Title

Email

Phone

Postal Address

Address Cont.

City

State / Province

ZIP / Postal Code

Country *

If applicable, an invoice will be sent to the Financial Contact.

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

Business Organization Application

Letter of Commitment

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.

No file chosen

Ensure that the Letter of Commitment fulfills all requirements and is available in PDF format.

Proof of Registration

Please show proof of official/legal registration by providing a link to a searchable database that contains company information (for example, registered office address, company status, company type, directors/officers, nature of business, etc.).

Registry Website

☐ I have read and agree with the terms of the privacy policy and cookies policy.

SUBMIT

To confirm legal status please include a link to a searchable government database that contains company information (such as your registration number, place of registration, company type, etc.)