

SAMPLE ENTRY LETTER FOR U.S. COMPANIES
APPROVED BY THE AMERICAN BAR ASSOCIATION¹

[company letter-head]

Date

Kofi Annan
Secretary-General
United Nations
New York, NY 10017
USA

Dear Mr. Secretary-General,

Reference is made to the United Nations Global Compact to encourage corporate consideration of universally-accepted principles to harmonize the role of business and society. The Global Compact recognizes that, because of the wealth that business creates, businesses are part of the solution to world peace and security and a decent standard of living and quality of life.

I am pleased to confirm that _____ [name of company] supports the ten principles of the Global Compact with respect to human rights, labour standards, protection of the environment, and anti-corruption. We express our intent to support and advance those principles within our company and entities controlled by it. We undertake to make a clear statement of our support of the Global Compact in our annual report or other public documents.

¹ The Section of Business Law and the Section of International Law and Practice of the American Bar Association approve the form of entry letter set forth below as an appropriate form of letter for those organizations desiring to confirm that they support the principles of the United Nations Global Compact. The United Nations is also willing to accept variations on the below form of entry letter. The Section of Business Law and the Section of International Law and Practice recognize that any organization will make its own decision on whether to deliver an entry letter and makes no recommendations on whether any organization should join the Global Compact.

It is our understanding that the Global Compact reflects shared values and principles between the United Nations and businesses such as our company, but that the Global Compact is not a grading or enforcement mechanism nor does it involve any concepts of profit or technology transfers. Moreover, our participation in the Global Compact does not limit our freedom as permitted by law to oppose public or private sector activities which we do not believe are in the best interests of our company. We note that the general intentions behind the Global Compact may be implemented differently in different countries, in keeping with local laws and customs.

Please find enclosed some general information regarding our company, as well as the contact person responsible for contacts with the UN Office of the Global Compact.

Sincerely yours,

[signature]

[name _____]

[title* CEO/Managing Director]

* The letter must be signed by the highest executive in the company