



**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
- engage in partnerships to advance broad 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;
- 3-4) The statement includes the organization's commitment to the ten principles of Global Compact, engaging partnerships that advance broad UN goals, and the annual submission of the **Communication on Progress (COP)**;
- 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

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


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.

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.

Sincerely yours,

  
Ms. Erica Johansen  
CEO, *Inspiration & Solutions*

- 1) Official company letterhead.
- 2) The letter is addressed to the UN Secretary-General
- 3) The statement includes an organization's commitment to the Ten Global Compact Principles.
- 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).
- 5) The letter is signed by company's chief executive or equivalent (name and title must be legibly printed underneath the signature)
- 6) 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 2)

**United Nations Global Compact**

Home / How To Participate / Business Organization Registration

### Business Organization Registration

An asterisk (\*) indicates required fields.

Please ensure that your Letter of Commitment has been signed by your organization's chief executive and scanned for upload before completing this form.

If you cannot complete this form online, please contact us at [globalcompact@un.org](mailto:globalcompact@un.org)

**About your organization**

Name of organization

Website http://

Type of organization

Sector

Number of employees

Country

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**Contact information**

Contact role

Prefix (Mr. / Ms.)

First Name

Middle Name

Last Name

Job Title

Email

Telephone

Fax

Postal Address

Address (cont.)

City

State/province

Postal Code

Country

[Continue →](#)

**SME** (less than 250 full-time employees)  
**Company** (250 or more full-time employees)

Number of direct full-time employees

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

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### Business Organization Registration

An asterisk (\*) indicates required fields.

If you cannot complete this form online, please contact us at [globalcompact@un.org](mailto:globalcompact@un.org)

**Contact information for the primary contact person**

Prefix (Mr./Ms.) \*

First Name \*

Middle Name

Last Name \*

Job Title \*

Email \*

Telephone \*

Fax

Postal Address \*

Address (cont.)

City \*

State/province

Postal Code

Country \*

**Upload your Letter of Commitment (PDF or DOC format)**

Please note that the uploaded Letter of Commitment will be displayed in your organization's profile on the Global Compact website.

**Financial Contribution**

Companies are asked, upon endorsement, to make an annual voluntary financial contribution to help support the work of the UN Global Compact. Please indicate your pledge amount according to the suggested contribution levels listed below. Once you are confirmed as a participant, additional information will be sent to you regarding this contribution. (Financial contributions are made to the Foundation for the Global Compact.) Thank you for your support.

|   |   |
|---|---|
| <b>Annual sales/revenues</b>              | <b>Suggested Contribution</b>                                       |
| Less than USD 250 million                 | <input type="radio"/> USD 500                                       |
| Between USD 250 million and USD 1 billion | <input type="radio"/> USD 5,000                                     |
| USD 1 billion or more                     | <input type="radio"/> USD 10,000                                    |
|   | <input type="radio"/> Greater than USD 10,000: <input type="text"/> |

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Foundation for the Global Compact