



**United Nations**  
Global Compact

**Online Application Guidelines**  
**- Business Applicants -**

In addition to these guidelines, please refer to the UN Global Compact [Joining Policy](#).

To apply as a subsidiary or country-office of an existing UN Global Compact Participant, please also review Annex I of these guidelines.

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

- 1. Prepare a Letter of Commitment** (Fig. 1) that meets the following requirements:
  - a. The Letter expresses commitment to:
    - i. The UN Global Compact and its Ten Principles;
    - ii. Take action in support of the Sustainable Development Goals; and
    - iii. The annual submission of the Communication on Progress (COP), including its two necessary elements:
      1. A statement signed by the Chief Executive Officer expressing continued support for the UN Global Compact;
      2. The completion of the online questionnaire of the Communication of Progress.
  - b. The Letter is addressed to the current UN Secretary-General, H.E. António Guterres;
  - c. The Letter is signed by the company's Chief Executive Officer (name and title must be legibly printed underneath the signature);
  - d. The Letter is no longer than a two-page statement;
  - e. The Letter contains an official company letter-head (optional); and
  - f. The Letter is scanned and available for upload in PDF format along with the Online Application Form.

\*Template letters are available in ten languages [here](#).

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

- a. Provide the **basic information** about your company, including the number of direct employees, the annual sales/revenue in USD, and a link to your company's website;
- b. Provide the contact details for your company's **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 Highest Level Executive who signed the Letter of Commitment **must** correspond to the entry in the Online Application Form.
- d. Provide the contact details for your company's **Financial Contact**. If applicable, an invoice for the annual financial contribution will be sent after your company's application has been reviewed and accepted;
- e. Ensure that your company's **Letter of Commitment** fulfils all requirements before uploading a digital copy in PDF format;  
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 your company's legal status, please upload your company's government registration document in PDF format.

*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**

**Official company letter-head (optional)**

[Company letterhead]

**Addressed to the current UN Secretary-General, H.E. António Guterres**

[Date]

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

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

Dear Secretary-General,

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 commitment 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.

**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 starting the calendar year after 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.
- The completion of the online questionnaire of the Communication on Progress through which we will disclose our company's continuous efforts to integrate the Ten Principles into our business strategy, culture and daily operations, and contribute to United Nations goals, particularly the Sustainable Development Goals.

**The COP will include the two necessary elements.**

Sincerely yours,

[Signature]

[Name Mr. / Ms. \_\_\_\_\_]

[Title\* CEO/Managing Director]

**Includes the Highest Level Executive's:**

1. Signature;
2. Printed name; and
3. Title.

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

Fig. 2a. Online Application Form for Business Applicants (step 1 of 5)

## Business Organization Application

### About your organization

Organization Name

Website

Number of Employees

Ownership \*

Sector \*

Country \*

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

Please provide a link to your website. If your company does not have a website, please send a company profile and/or product brochure to [info@unglobalcompact.org](mailto:info@unglobalcompact.org).

All participating companies and organizations are required to have at least one direct employee.

Annual revenue should be expressed in USD and reflect the most recent figure available. Please use whole numbers (e.g., one million should be written as 1,000,000). 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.

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

- ☐ Yes  
☐ No

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

The production or manufacturing of tobacco.\*

- ☐ Yes  
☐ No

The production, sale and/or transfer of antipersonnel landmines or cluster bombs?\*

- ☐ Yes  
☐ No

**NEXT**

To see if your parent company is participating in the UN Global Compact, please search our list of participants:  
<https://www.unglobalcompact.org/what-is-gc/participants>.

If possible, please insert contact information in English.

Fig. 2b. Online Application Form for Business Applicants (step 2 of 5)

### 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

Country \*

Choose a Country

Postal Address

Address Cont.

City

ZIP / Postal Code

This will be your company's **primary contact point** to receive updates, news, and reminders pertaining to your engagement with the UN Global Compact (i.e. COP deadlines, UN Global Compact Monthly Bulletin, etc.).

Please use a business email address.

#### Login information

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

Username

Password

NEXT

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

**Fig. 2c. Online Application Form for Business Applicants (step 3 of 5)**

## 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

Country \*

Choose a Country

Postal Address

Address Cont.

City

ZIP / Postal Code

**NEXT**

The name of the company's **Highest Level Executive** who signed the Letter of Commitment must correspond to the entry in the online application form.

The Highest Level Executive will only receive official documents such as policy updates, reports, and invitations to special events.

Please use a business email address.

**Fig. 2d. Online Application Form for Business Applicants (step 4 of 5)**

<b>COMPANY REVENUE BY ANNUAL GROSS SALES/REVENUE (USD)</b>	<b>REQUIRED ANNUAL CONTRIBUTION (USD)</b>
<b>&gt;30 billion</b>	30,000
<b>10-30 billion</b>	25,000
<b>5-10 billion</b>	20,000
<b>1-5 billion</b>	15,000
<b>500 million – 1 billion</b>	7,500
<b>250 million – 500 million</b>	5,000
<b>50-250 million</b>	2,500
<b>25-50 million</b>	Local Network fee will apply
<b>&lt;25 million</b>	Local Network fee will apply

If applicable, your company's annual contribution invoice will be sent to the **Financial Contact**.

## 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 Highest Level Executive / Primary Contact ☒ Add a new Financial Contact

### Details for Financial Contact

Please Select \*

Mr. ▼

First Name

Middle Name

Last Name

Job Title

Email

Please use a business email address.

Phone

Country \*

Choose a Country ▼

Postal Address

Address Cont.

City

ZIP / Postal Code

NEXT



**Fig. 2e. Online Application Form for Business Applicants (step 5 of 5)**

### 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

The **Letter of Commitment** should fulfill all requirements and be uploaded in PDF format.

### Proof of Registration

Please show proof of official/legal registration by uploading a government registry document that contains company information (for example, registered office address, company status, company type, directors/officers, nature of business, etc.).

No file chosen

☐ I have read and agree with the terms of the [privacy policy](#) and [cookies policy](#).

**SUBMIT**

Please note that 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 your company's legal status, please upload your company's government registration document in PDF format (e.g. incorporation form, corporate tax registration, SEC/public trading registration, etc.)

## Annex I: How to submit an application to join as a subsidiary\*

Subsidiaries that wish to actively engage with the UN Global Compact or a Global Compact Local Network should formally join through the [online application](#).

### Letter of Commitment

- Subsidiaries may choose to submit their parent company's Letter of Commitment (if it is available). Letters of Commitment may be downloaded from the parent company's [public profile](#).
- If a parent company Letter of Commitment is unavailable or from a previous CEO, then use a copy of the current CEO statement of support from the most recent parent company COP.
- Subsidiaries may produce their own Letter of Commitment, and have it signed by the Highest Level Executive of the local office.

### Online Application

Please identify your company as a subsidiary of an existing UN Global Compact participant in **step 1** of the online application:

Is your company a subsidiary or country office of an existing UN Global Compact participant?

☒ Yes

☐ No

Please select your parent company:

Organization name

For more details, please read our subsidiary engagement policy [here](#)

To see if your parent company is participating in the UN Global Compact, please search our list of participants: <https://www.unglobalcompact.org/what-is-gc/participants>.

The subsidiary should submit its own government registration document and annual/sales revenue information for the application process.

Benefits of subsidiary engagement include:

- The parent company's Communication on Progress will be automatically replicated on the subsidiary profile each year.
- The global annual fee will be waived. Instead, the subsidiary will pay only a local subsidiary fee to the relevant Local Network.
- The parent-subsidiary relationship will be showcased publicly.

\*The term "subsidiary" is defined as a company controlled by another company in the sense that the parent can dominate the decision-making process of the subsidiary in relation to its financial and operating policies in pursuance of the objectives of the parent company.