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

[Company letterhead]

[Date]

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

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,

Expresses commitment to engage in partnerships to advance the **SDGs** andthe **annual submission of the COP**.

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.

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:

The COP will include the two necessary elements.

- 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 th

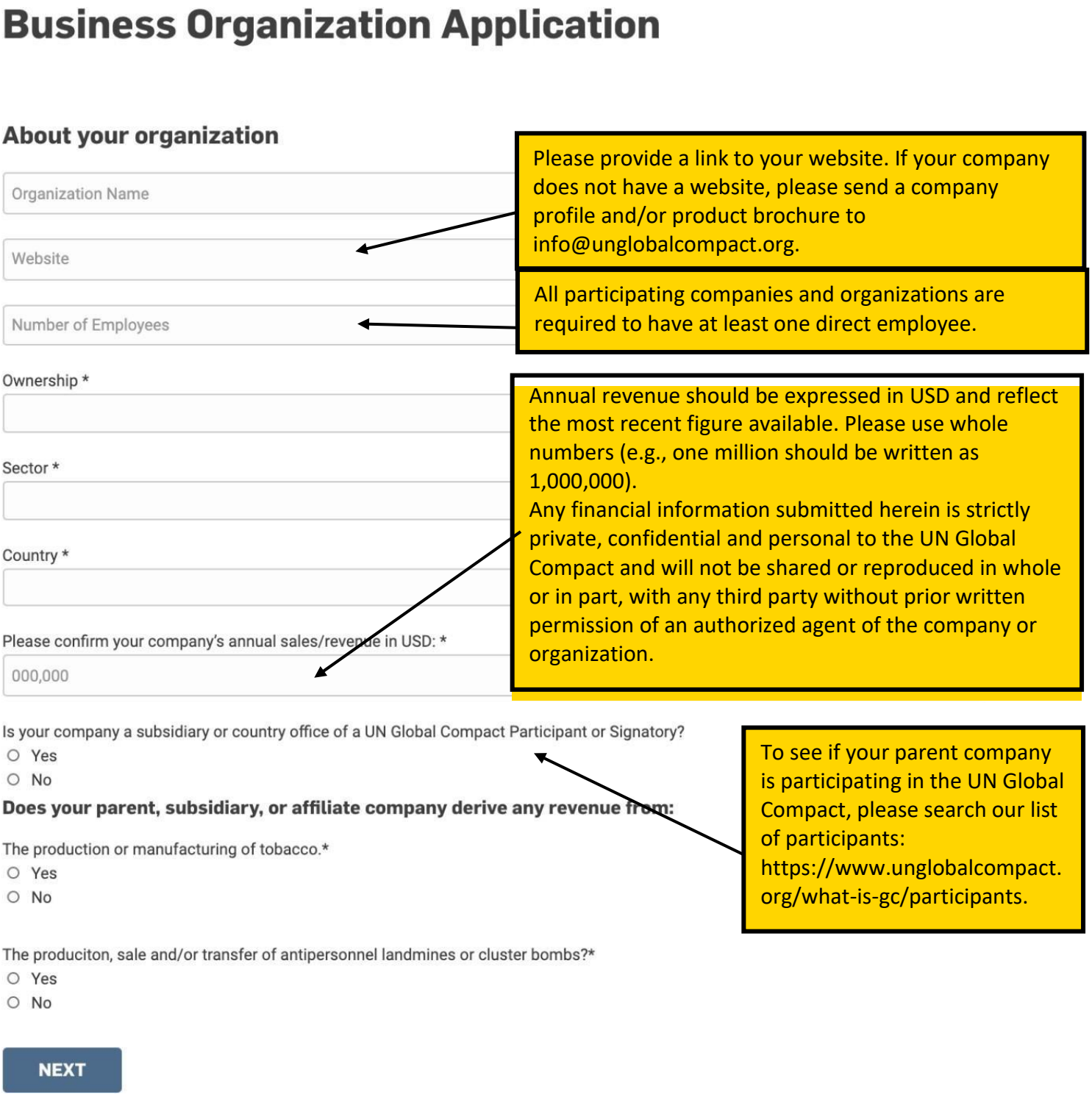
Sincerely yours,

Includes the **Highest Level Executive's**:
1. Signature;
2. Printed name; and
3. Title.

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

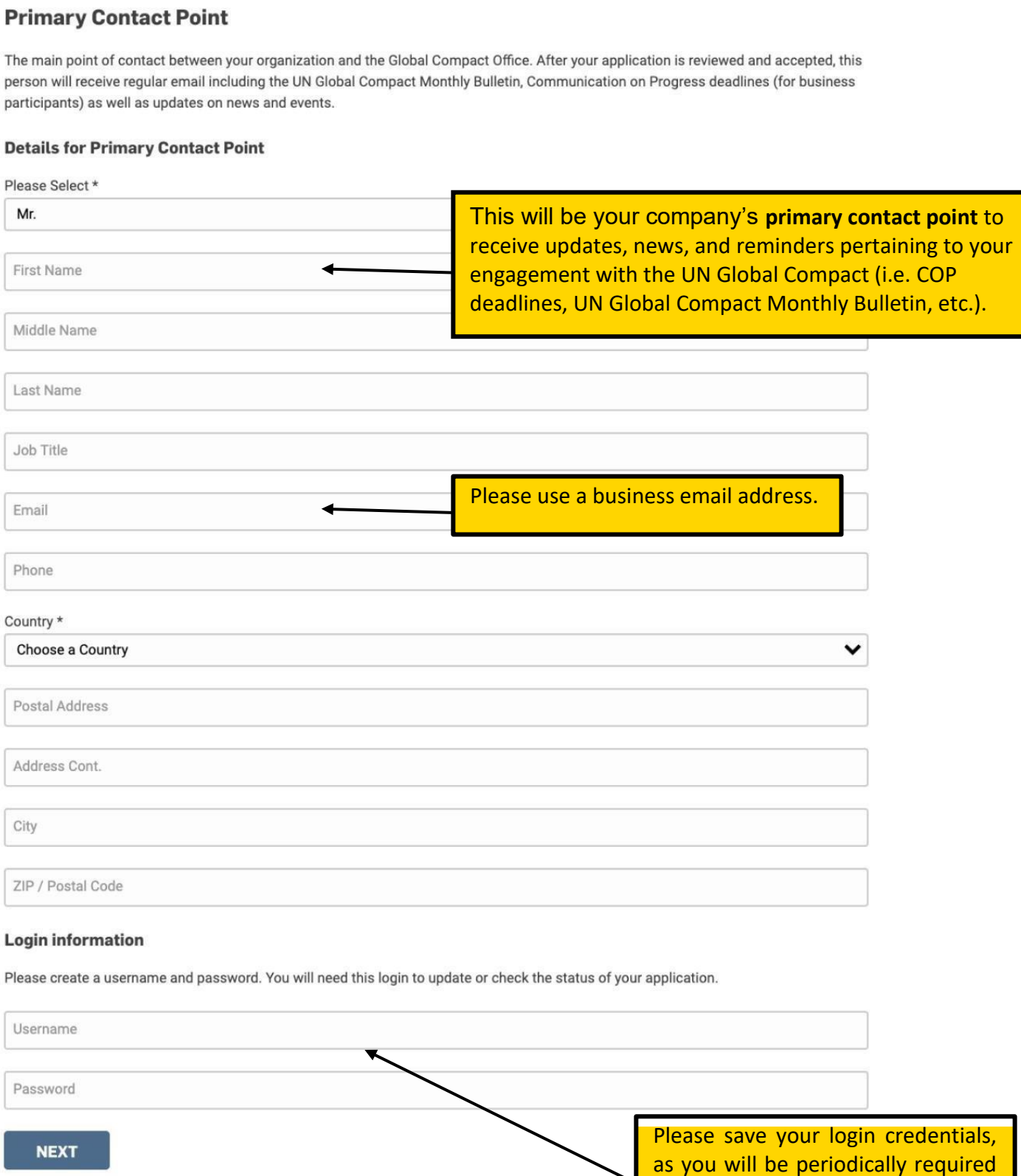
The Letter (no longer than a two-page statement) is scanned and available for upload in PDF format before completingthe Online Application

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



If possible, please insert contact information in English.

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

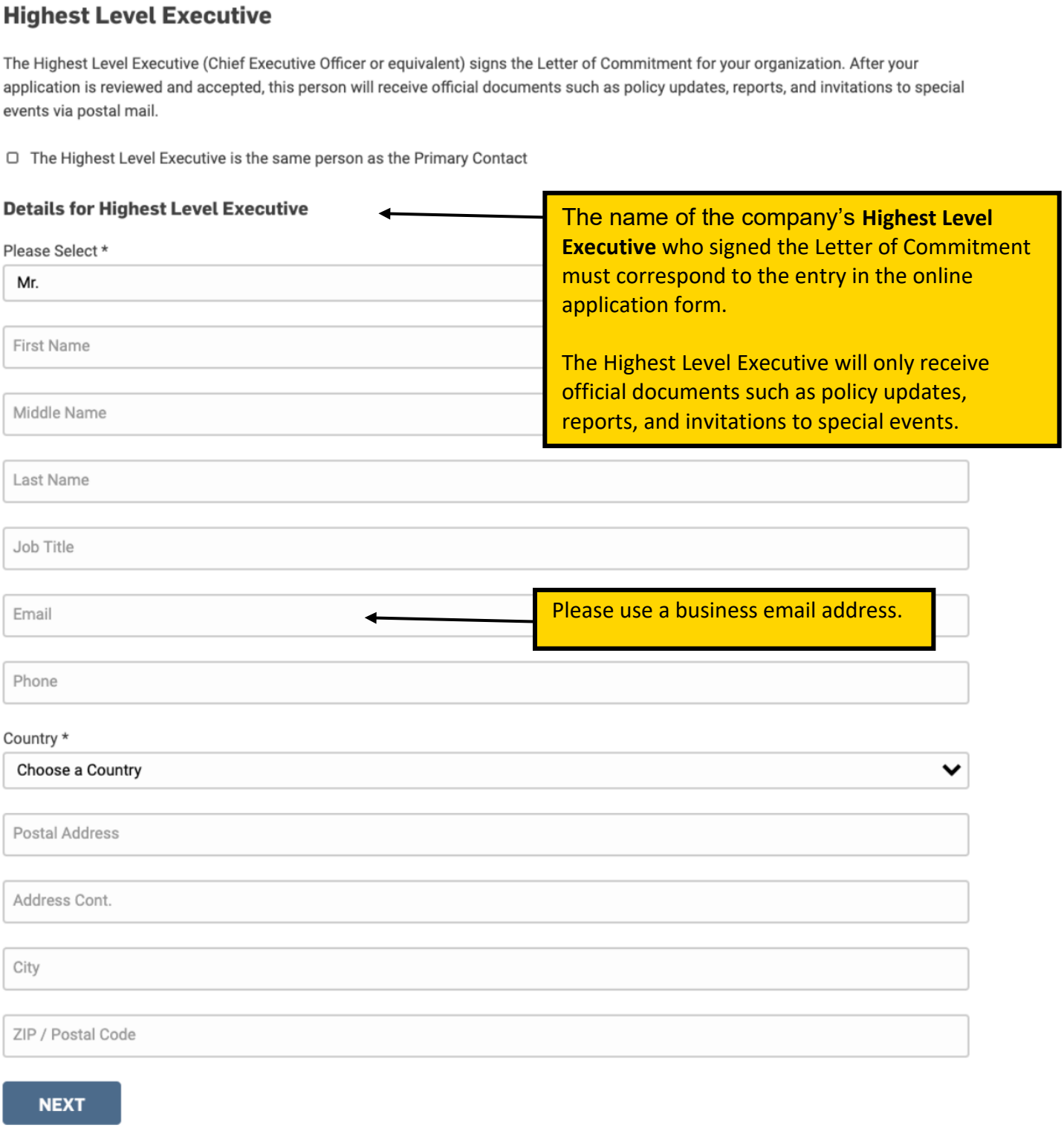


This will be your company's **primary contact point** to receive updates, news, and reminders pertaining to your engagement with the UN Global Compact (i.e. COP deadlines, UN Global Compact Monthly Bulletin, etc.).

Please use a business email address.

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)



As of June 2022

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

Organization Type	Annual Revenue/ Company Size	Annual Contribution (Ringgit Malaysia)	Annual Contribution (Brunei Dollar)
Corporate	>RM120 billion	126,500	40,800
	RM40 – 120 billion	105,500	34,000
	RM20 – 40 billion	84,500	27,200
	RM4 - 20 billion	63,500	20,400
	RM2 – 4 billion	31,500	10,200
	RM1 – 2 billion	21,500	6,800
	RM200 million – RM1 billion	10,500	3,400
	RM100 – 200 million	9,000	3,000
	RM50 – 100 million	7,000	2,300
	<RM50 million	5,000	1,600
SME*	RM300K – RM50 million	3,000	950
MSME*	<RM300K	1,000	320

Note:

*- *As per SME Corporation Malaysia definition of SME & MSME.*

- For Malaysian/ Brunei based subsidiaries of companies whose HQ are members of UNGC, annual contribution fee is RM10,000 for non-listed company and RM20,000 for listed company.

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

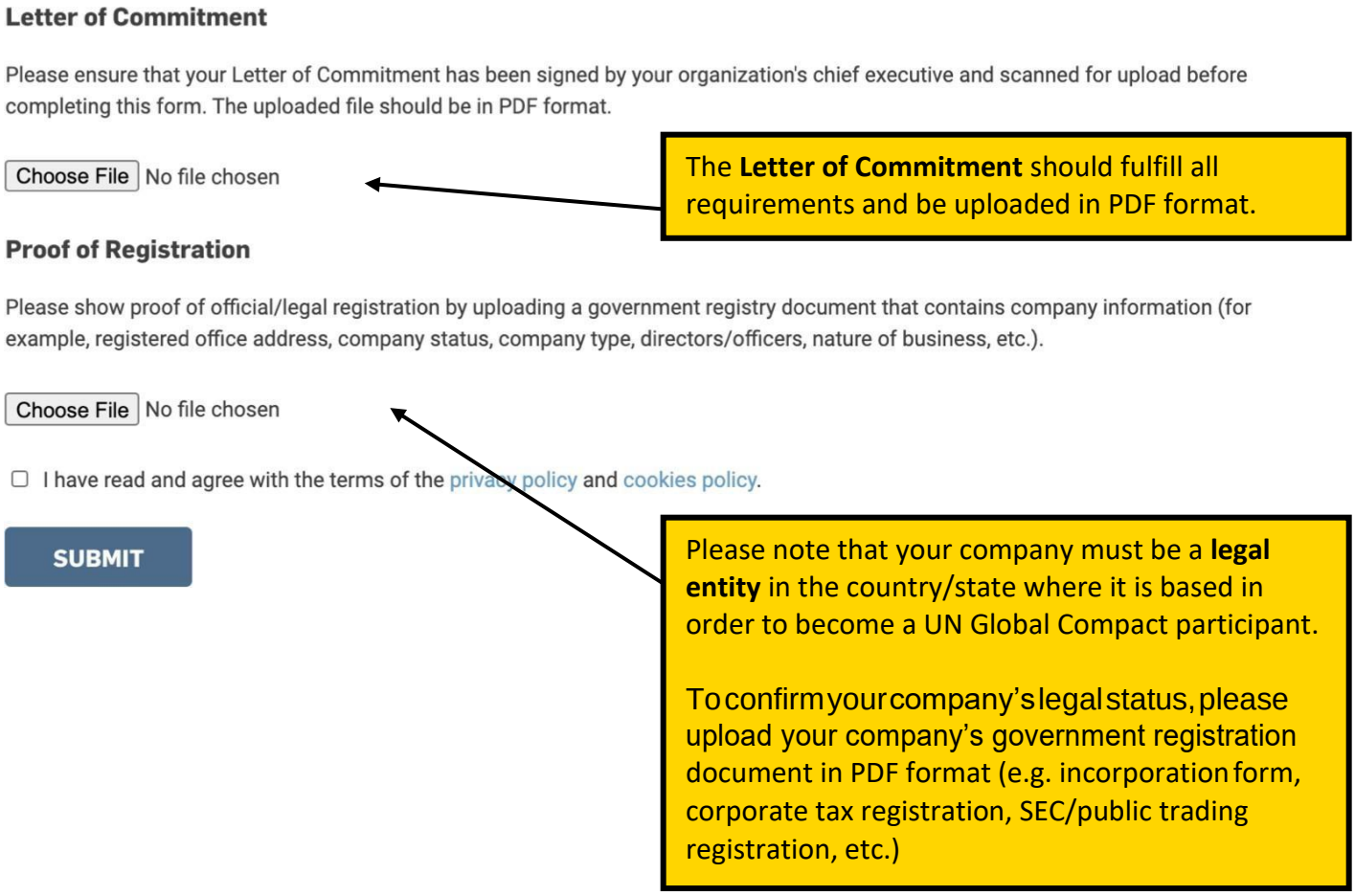
Address Cont.

City

ZIP / Postal Code

NEXT

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



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:



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.