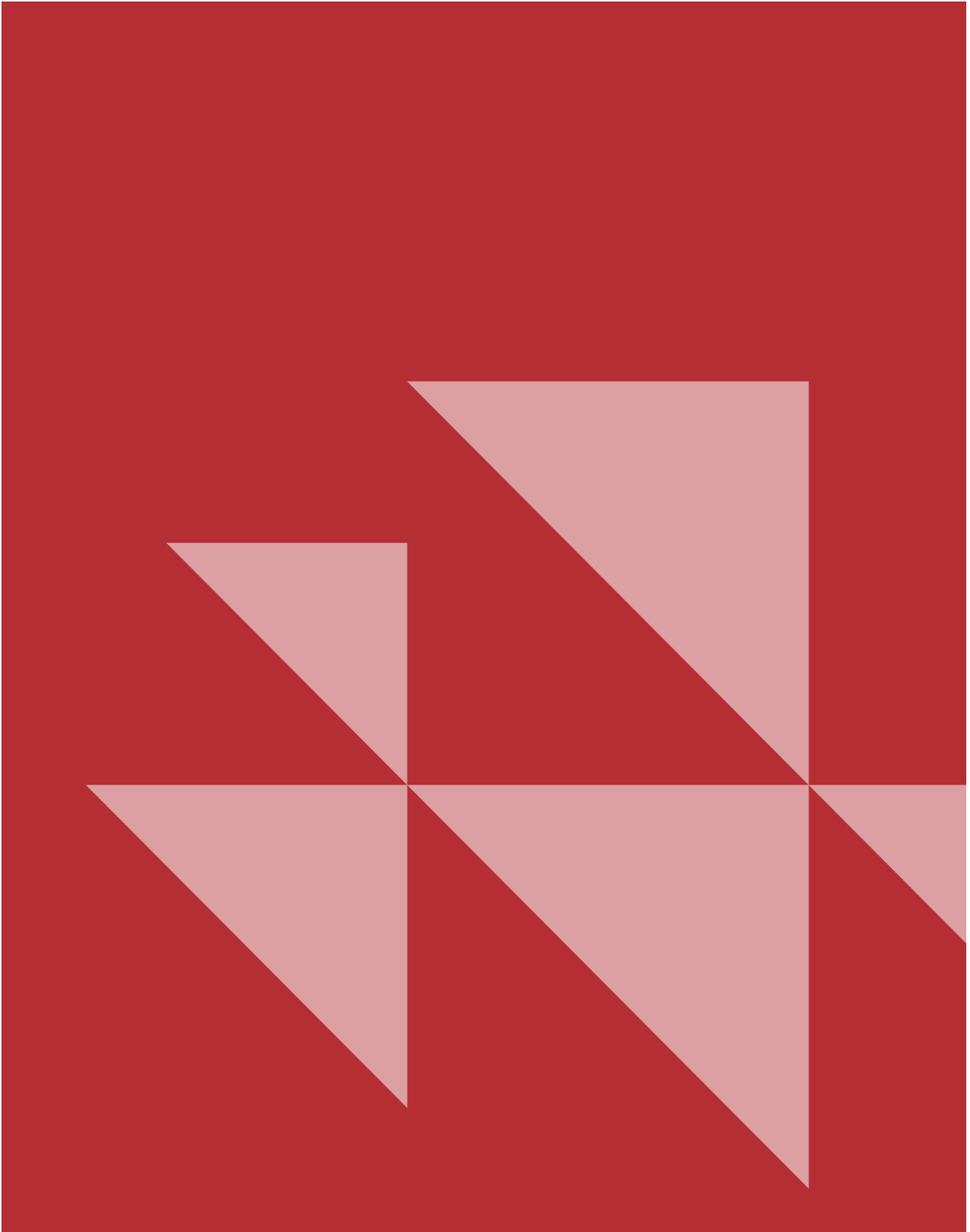

How to process the disclosure administrative fee

For organisations responding to investors



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| Version Nr. | Revision Date | Released | Revision Summary |
|-------------|---------------|-----------|------------------------------------|
| 2.2 | April 2020 | | Revised for 2020 disclosure year |
| 2.3 | July 2021 | July 2021 | Updated list of eligible countries |

Guidance on paying the disclosure administrative fee

CDP's disclosure platform overview

Organizations are asked to respond to CDP's information requests using the disclosure platform. This incorporates your dashboard, linked tools, and the Online Response System (ORS).

From 2016 CDP introduced an administrative fee that applies to organizations that meet certain criteria (explained below). Organizations will be automatically prompted to pay the fee when processing their responses through the disclosure platform.

This document explains how to pay the administrative fee. If you wish to find out more about registration, the dashboard and the ORS, please see [Using CDP's Online Disclosure Platform](#).

The administrative fee

CDP is a not-for-profit organization and to deliver our services at the necessary global scale we require a small contribution towards our costs from both organizations and investors participating in our system.

The standard contribution for the administrative fee is USD 2,725; however, if companies are not in a position to pay the standard contribution or wish to contribute more, there are alternative fee options available.

In 2021, the fee will apply to all companies excluding those listed, incorporated or headquartered in China and Central and Eastern Europe (CEE): Albania, Bulgaria, Croatia, the Czech Republic, Hungary, Poland, Romania, the Slovak Republic, Slovenia, and the three Baltic States: Estonia, Latvia and Lithuania. As reporting becomes standard business practice elsewhere we will introduce the fee in these countries/regions.

Your organization will be exempt from the fee if (1) it falls within one of CDP's investor samples and it has not submitted a response to CDP in the last three years, or (2) it is responding only to a request from your customer(s). A [full list of organizations in our investor samples](#) is available on our website. All Self-selected Organizations (i.e. those that have not been requested to respond to an investor request but have chosen to do so independently, irrespective of any customer/supply chain requests) from the countries listed above are required to pay the administrative fee whether or not they have responded previously.

You can check if the fee applies to your organization when you log in to the CDP dashboard to disclose. If it does apply you will automatically be prompted to pay the fee by credit card or to request an invoice when submitting your response(s) through our online response system.

Registering with CDP

If this is the first time you have used CDP, either because it is the first time your organization is participating or the first time you are responsible for supplying information on behalf of your organization, you will need to register yourself online. You should do this using the **activation link in the invitation email sent by CDP**. Please contact your regional CDP contact or respond@cdp.net if you have any issues registering.

If you responded to a CDP program in previous years you are probably already registered in our database, however if you have not, you must use the **activation link in the invitation email sent by CDP to create a new password** to sign in to your dashboard.

Basics of the response dashboard

For guidance on the basic of the response dashboard, please view page 7 'Your Response dashboard' of [Using CDP's Disclosure Platform – Companies](#).

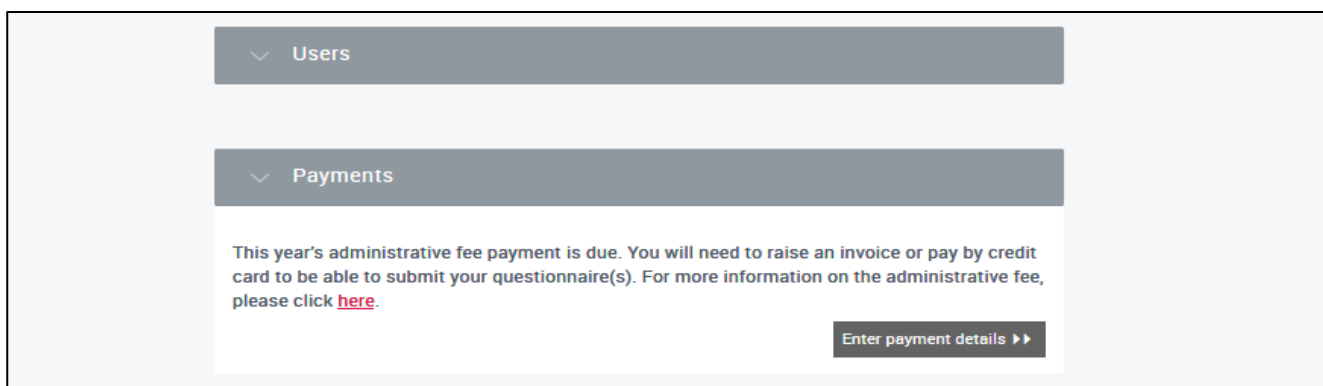
Processing payment of the administrative fee

The response dashboard

After completing the registration process you will sign in to your response dashboard. The main page is the response dashboard.

Before any questionnaires have been activated, in the payment block users will see:

- ❑ A greyed out 'Enter payment details' button that cannot be used yet; and
- ❑ The message 'This year's administrative fee payment is due'...



The screenshot shows a user interface with two main sections: 'Users' and 'Payments'. The 'Payments' section contains a message: 'This year's administrative fee payment is due. You will need to raise an invoice or pay by credit card to be able to submit your questionnaire(s). For more information on the administrative fee, please click [here](#).' Below this message is a button labeled 'Enter payment details >>' which is greyed out.

After a questionnaire has been activated, different types of users will see different messages.

Main Users (the first person to activate a questionnaire) will see:

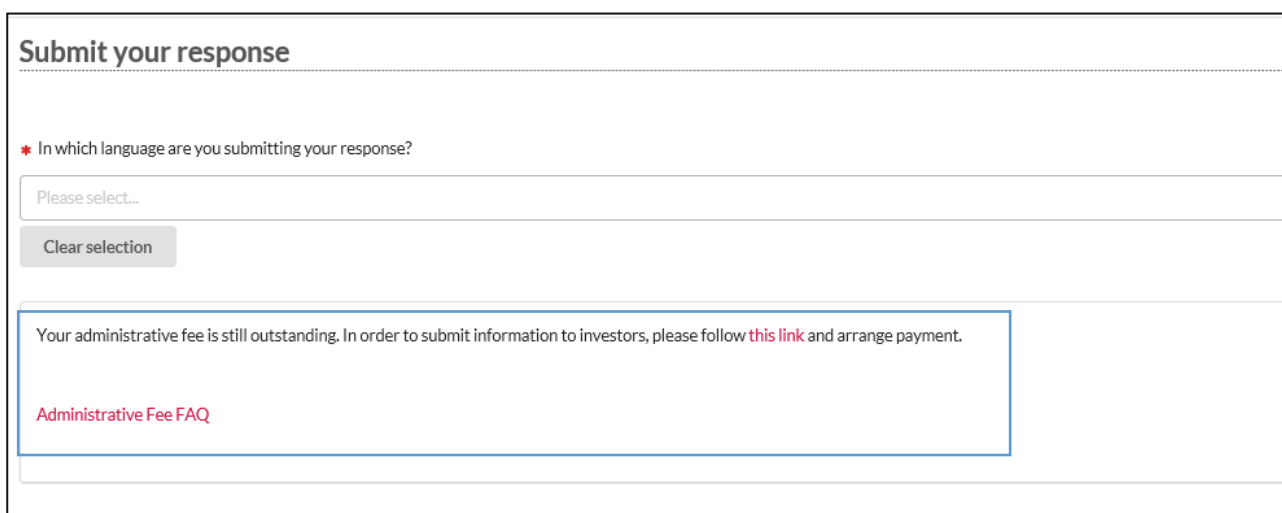
- ❑ A red, usable 'Enter payment details' button; and
- ❑ The message 'This year's payment is due'; and
- ❑ A link to 'View Account'.

Other or Invited Users will see:

- ❑ This year's payment is due.
- Only the main user [main user name] can pay the admin fee.

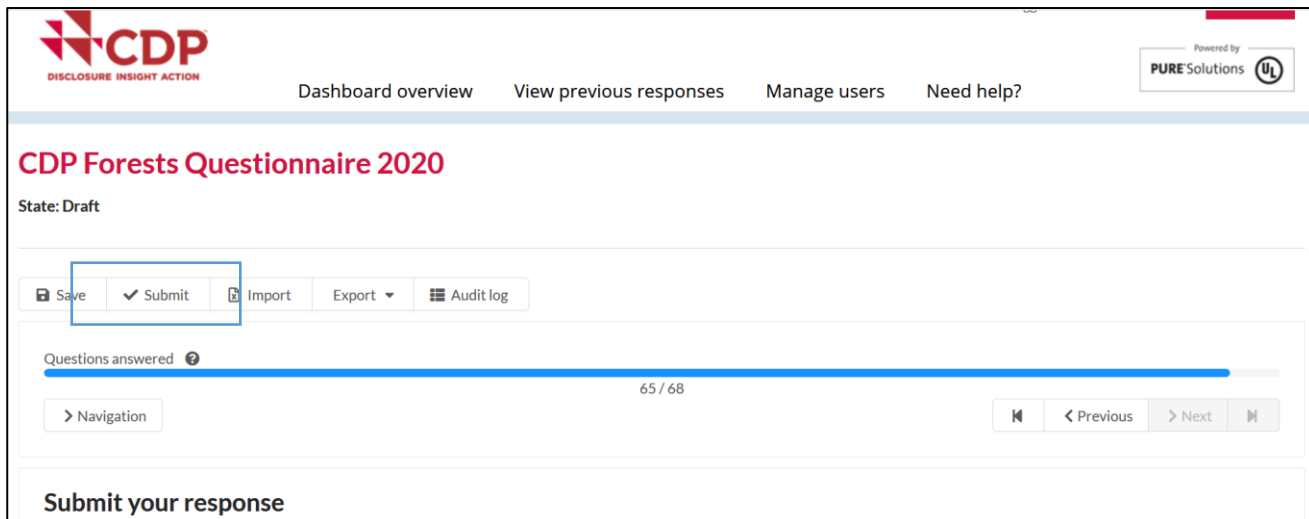
The ORS submission page

After activating a questionnaire, you can complete the questions, however you will not be able to submit until you have made a payment. When you reach the "Submit your response" page you will have a message informing that your administration fee is outstanding. You can use "this link" to go to your payments page.



The screenshot shows the 'Submit your response' page. It has a header 'Submit your response' and a language selection dropdown with the text 'In which language are you submitting your response?'. Below the dropdown is a 'Clear selection' button. A message box states: 'Your administrative fee is still outstanding. In order to submit information to investors, please follow [this link](#) and arrange payment.' Below the message box is a link labeled 'Administrative Fee FAQ'.

After completing your payment, this message on your submission page will disappear and the “submit” button will appear. You will then be able to submit (if you are the Main User). We recommend you refresh your browser page after making the payment, to see the changes reflected in the online response system (ORS).



The screenshot shows the CDP Forests Questionnaire 2020 submission page. At the top, there is a navigation bar with links: Dashboard overview, View previous responses, Manage users, and Need help?. The CDP logo is on the left, and the PURE Solutions logo is on the right. Below the navigation bar, the title 'CDP Forests Questionnaire 2020' is displayed, followed by 'State: Draft'. A toolbar contains buttons for Save, Submit (highlighted with a red box), Import, Export, and Audit log. Below the toolbar, a progress bar shows 'Questions answered' with a blue bar indicating 65 / 68 questions. Navigation controls include a '> Navigation' button and '< Previous' and '> Next' buttons. At the bottom, there is a 'Submit your response' button.

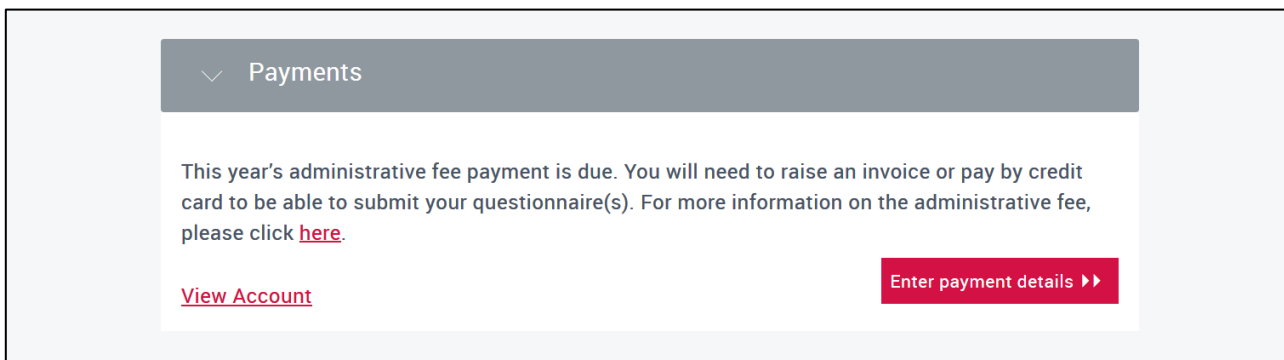
The following instructions apply to Main Users only. Other Users will not see the payment functions. If you need to change the Main User you can do this under the “Users” section on your dashboard.

Making the payment

The ‘Your choice of fee...’ page

To start the payment process, click the ‘Enter payment details’ button. This can be found in two places:

- Under the program tiles; or



The screenshot shows a 'Payments' section in the dashboard. It features a grey header with a dropdown arrow and the text 'Payments'. Below this, a message states: 'This year's administrative fee payment is due. You will need to raise an invoice or pay by credit card to be able to submit your questionnaire(s). For more information on the administrative fee, please click [here](#).' At the bottom left, there is a link 'View Account'. At the bottom right, there is a red button labeled 'Enter payment details' with a right-pointing arrow.

- In the payment block on your Account page (accessed via the “View Account” link on the dashboard, the menu within your initials icon, or via “this link” in the submission page of your questionnaire).

^
Payments

| Invoice | Amount | Date | Paid | Invoice |
|----------|--------------|-------------------|--------------------------|---|
| Not Paid | Not Selected | Due 26.08.2020 | <input type="checkbox"/> | <div>Enter payment details >></div> <p>A response to a questionnaire has been made which requires payment of an administration fee.</p> |

The next page is the ‘Your choice of fee...’ page.

You will have the option to select the requested full cost “Standard Contribution” rate, the “Subsidized Contribution” rate, or the “Enhanced Contribution” rate, which includes a number of additional benefits (all amounts excluding local sales taxes). You can find more information on the three levels [here](#).

Your choice of fee in 2020 (excl. VAT)

For over 15 years, CDP has worked to help companies and cities assess their environmental impact and take urgent action to build a truly sustainable economy.

As a not-for-profit organization we rely on funding from a range of sources including philanthropic and government grants, sponsorships and fees for services. To deliver our services at the necessary global scale, we require a small contribution towards our costs from those participating in our system. The standard contribution is USD 2,725, payable once annually regardless of how many programs (climate change, water security and forests) a company responds to:

CDP offers a subsidized fee which does not cover the full cost of disclosure.

Subsidized Contribution

Benefits

- Report through CDP platform
- Use CDP suite of tools (reporting frameworks and guidance)
- Communications opportunities resulting from disclosing through CDP

Administrative fee

£785.00

Select >>

This covers the full cost of CDP disclosure and includes extra benefits

Standard Contribution

Benefits

- Report through CDP platform
- Use CDP suite of tools (reporting frameworks and guidance)
- Communications opportunities resulting from disclosing through CDP
- Pre-paid entry / priority registration to regional CDP event

Administrative fee

£1,975.00

Select >>

This covers the full cost of CDP disclosure, an additional contribution, and

Enhanced Contribution

Benefits

- Report through CDP platform
- Use CDP suite of tools (reporting frameworks and guidance)
- Communications opportunities resulting from disclosing through CDP
- CDP ‘Supporter’ badge
- Your company’s name listed as a CDP Supporter on CDP’s website
- Pre-paid / priority registration for two people and company recognition at regional CDP events
- Quote from CDP Director for use in your sustainability communications
- Increased access to 100 company responses of your choice
- Compare yourself with 10 peer companies with detailed CDP Benchmarking Report
- If applicable, free 1-hour consultation with relevant CDP accredited solutions providers
- Complementary screening of your top 50 suppliers to understand environmental action in your supply chain

Administrative fee

£5,000.00

Select >>

Clicking 'Select' for any of the three levels of the fee directs you to the 'Make payment' page.

The 'Make payment' and 'Processing' pages

On the 'Make payment' page you will see various details, some of which you can edit (compulsory fields are marked with an asterisk), and some of which will be prepopulated.

Make Payment

How to pay

Payments can be made at any point in the response process. CDP prefers payments by credit card.

You may also select to be invoiced if a credit card payment is not possible.

Currency

GBP

Standard Contribution

£1,975.00

VAT @ 20%

£395.00

Total

£2,370.00

Donation

0.00

Total to pay

£2,370.00

Billing details

Your first name *

Example

✓

Your last name *

Example

✓

Billing company name *

Example Company

✓

Billing address *

Example Address

✓

Billing city

Example City

✓

Billing state/province

Example State

Billing postcode/zipcode *

Example Postcode

✓

Billing country *

United Kingdom

✓

Billing email

Enter an email address here and we will send them the invoice, as well as you

✓

Purchase order number (The character limit for this field is 100 characters)

✓

Your VAT number *

Example VAT

✓

☒ I acknowledge that I am authorised to make this payment, and accept the [terms for responding](#)

[Pay by invoice](#)

[Pay by Card](#)

▶▶

The fields are:

- ▼ **Currency:** the correct currency will be prepopulated;
- ▼ **[Selected] Contribution:** the correct amount selected for your administrative fee will be prepopulated;
- ▼ **VAT:** if VAT applies to your organization this will be visible and prepopulated at the correct rate;
- ▼ **Total:** the total for your administrative fee (including VAT if applicable);
- ▼ **Donation:** you can make a voluntary donation to CDP here;
- ▼ **Total to pay:** the total for your administrative fee, VAT if applicable, plus any voluntary donation;
- ▼ **Your first name and Your last name:** this may be prepopulated; however you can edit this field;
- ▼ **Billing organization name:** you can edit this field;
- ▼ **Billing address etc.:** some details may be prepopulated however, you can edit these fields;
- ▼ **Billing email:** an invoice will be sent to your email address, but you can use this field to have an additional email address receive the invoice too;
- ▼ **Purchase order number:** if your organization wishes to raise an internal purchase order number for this payment, please enter it here;
- ▼ **Your VAT number:** if VAT applies to your organization this field is visible. Please enter a VAT number.

On the 'Make payment' page you should:

1. Review and complete the details as necessary. Note that you can add an additional email address at 'Billing email' so that another person can receive the invoice (you receive it automatically);
2. Read the terms & conditions, and tick the box; and
3. Click 'Pay by card' to make immediate payment by card, or 'Pay by invoice' to request an invoice for payment by other means.

Clicking either of the 'Pay by...' buttons takes you to the 'Processing' page. The 'Processing' page is a summary of the details you have entered on the 'Make payment' page for you to review.

If you wish to edit any of the details, click 'Edit details' to return to the 'Make payment' page. Do not use the browser buttons to navigate during payment.

Processing

Your details


| | | |
|--------------------|-----------|--|
| Administration Fee | £1,975.00 | Billing address |
| | | Example Example |
| VAT @ 20% | £395.00 | Example Company |
| | | Example Address |
| Donation | £0.00 | Example City |
| | | Example Postcode |
| Total to pay | £2,370.00 | United Kingdom of Great Britain and Northern Ireland |
| | | |
| | | Billing email |
| | | example@example.com |
| | | |
| | | Your VAT number |
| | | Example VAT |
| | | |

Edit details
Make Payment

If you are ready to continue with payment click the 'Make Payment' button.

Did you know? After the process, you can also access your invoice via the payment block on your Account page by clicking the PDF icon. The 'Paid' box will be ticked immediately if you paid by card (if applicable), or later when you pay your invoice.

^
Payments

| Invoice | Amount | Date | Paid | Invoice |
|---------------------------|-----------|------------|--------------------------|--|
| 59918-04278-DisclouserWeb | £2,370.00 | 16.04.2020 | <input type="checkbox"/> |  <a>Pay by card |

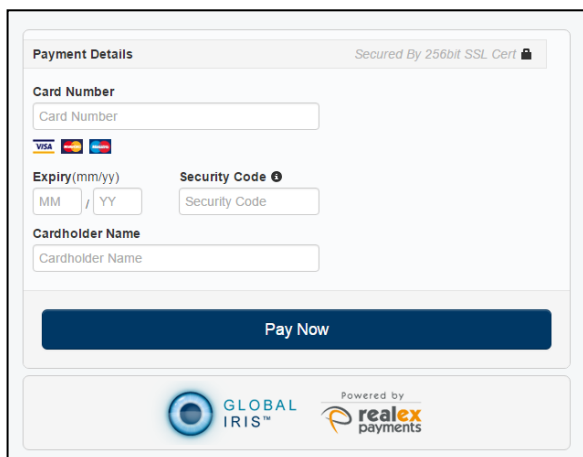
If you chose to make payment by card

Clicking the 'Make payment' button directs you to a page where you can enter your

If you chose to request an invoice

Clicking the 'Make payment' button submits your request and you will be redirected to

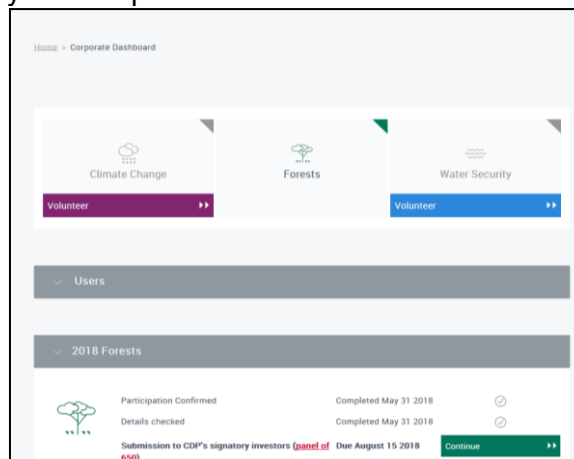
card details.



After clicking 'Pay Now' you will be redirected to your 'Response dashboard' where you will see a red banner indicating successful payment. You, plus the contact you added at 'Billing email' (if applicable), will receive a confirmation email that will have your **paid invoice** attached.



your 'Response dashboard'.



You will see the following red banner, and the message above (which will also appears for card payments). You, plus the contact you added at 'Billing email' (if applicable), will receive a confirmation email that will have your **invoice to be paid** attached.



In both cases, you will now be able to submit your questionnaire(s).

Submitting your response

Now that you have either paid your administrative fee or requested an invoice to be paid, the submit button on your ORS will be available to you (if you are the Main User for all applicable questionnaires).

If your organization has been requested to respond to multiple CDP questionnaires, they will be listed separately on your dashboard and must be submitted separately. For more on this please see [Using CDP's Disclosure Platform](#).

Did you know? Only a **Main User (the first person to activate a questionnaire)** can process payment of the administrative fee. Other users will not see all the payment functions.

Getting help

Find [more information about the administrative fee](#) on our website. You can also read the [administrative fee terms and conditions](#) (which are found on the payment page accessed via your corporate dashboard too), and you contact your account manager.

For more information on the CDP programs and for further guidance, please see the general [FAQs](#) and [guidance for organizations](#) on our website.

If you have any technical problems in accessing or using the disclosure platform, please email respond@cdp.net with details.