



01<sup>st</sup> November 2012

United Nations Global Compact  
# 801, Second Avenue  
New York – NY 10017  
USA

Dear Sir/Madam

**GRACE LETTER FOR COMMUNICATION ON PROGRESS (COP)**

We are writing to request additional time to submit our COP that is due on November 03, 2012. Please accept our request for an extension of the deadline for the COP, which is our first.

The delay in submitting our COP is because we are currently reviewing our sustainability framework to meet the local reporting guidelines, GRI requirements and UNGC principles. Since this is our first COP, we need some more time to align the information according to the UNGC principles.

Please accept our sincere apologies for requesting an extension and we expect to be in a position to submit our COP ahead of the new deadline. We believe you will give a favourable response to our request and we assure you our continued support to UNGC.

Thank you

Yours faithfully

**ACCESS ENGINEERING PLC**

A handwritten signature in black ink, appearing to read 'Prabath Karunanayake'.

Prabath Karunanayake  
Head of Human Resources

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**ACCESS ENGINEERING PLC**

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