

19<sup>th</sup> November 2012

Global Compact Office  
United Nations Global Compact  
Two United Nations Plaza  
New York, NY 10017

To whom it may concern,

We are writing to kindly request a grace period with regard to our UN Global Compact Communication on Progress (COP) due date.

We require additional time to prepare, present and submit our COP. We are in the process of centrally coordinating and collating a submission which encompasses reports from Hillebrand Group offices in 32 countries worldwide. While we await finalised progress reports from our office network, we respectfully request an extension, so we can provide you with complete and accurate document for the reporting period.

We appreciate the consideration given to our request, and pledge our continued support of the Global Compact.

Yours sincerely,

Alexander Norton  
GLOBAL MARKETING MANAGER