



GLOBAL BUSINESS TRAVEL

November 10, 2017

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the principles of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We are late in posting our COP report due to final internal requirements before publishing.

We hereby ask for an extension period in order to be able to post a COP that describes our company's efforts and progress to implement the principles of the UN Global Compact. Our new COP report will be posted on the UN Global Compact website by February 8, 2018, at the latest.

Sincerely yours,

Bridget Clark

VP, Internal Communications & Corporate Social Responsibility