



# SMALL ORGANISATION DECLARATION

August 2024

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Eligibility criteria for the small organisation pathway is outlined below. Please confirm that you understand and that your organisation has met all the following criteria by ticking the confirmation boxes below. Note, if your organisation is unable to meet any of the criteria, it is ineligible for the small organisation pathway.

Eligibility criteria	Confirmation
Your organisation has an annual turnover of less than \$10 million.	<input type="checkbox"/> Yes
Your organisation has consolidated gross assets of less than \$30 million.	<input type="checkbox"/> Yes
Your organisation employs less than 30 full-time equivalent employees (Full-time equivalent may include an annual average to account for short term fluctuations).	<input type="checkbox"/> Yes
Your organisation is not seeking a Product or Service certification.	<input type="checkbox"/> Yes
Your organisation's total carbon footprint is less than 1,000 t CO <sub>2</sub> -e.	<input type="checkbox"/> Yes
Your organisation has no more than 20% of its carbon footprint coming from emission sources that are not provided in the Climate Active carbon inventory (with emission factors supplied by the Climate Active team). This must be detailed in your carbon inventory.	<input type="checkbox"/> Yes
The mandatory 5% small organisation pathway uplift has been applied to your organisation's carbon footprint and has been noted in the Public Disclosure Statement.	<input type="checkbox"/> Yes

If in the future your organisation no longer meets all the above small organisation criteria you understand that, to maintain certification, your organisation may be considered a medium or large organisation and be required to:

- pay the applicable certification fee for a medium or large organisation type, as set out in the Fee Schedule of the Licence Agreement.
- undertake the initial Application Validation requirements for a medium or large organisation type, as outlined in the Validation Schedule of the Licence Agreement.

By signing this declaration you confirm that your organisation meets the eligibility criteria of the small organisation pathway.

**SIGNED** for and on behalf of **[Insert entity name here]** by its duly authorised representative

\_\_\_\_\_  
Name of authorised representative

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature of authorised representative

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date