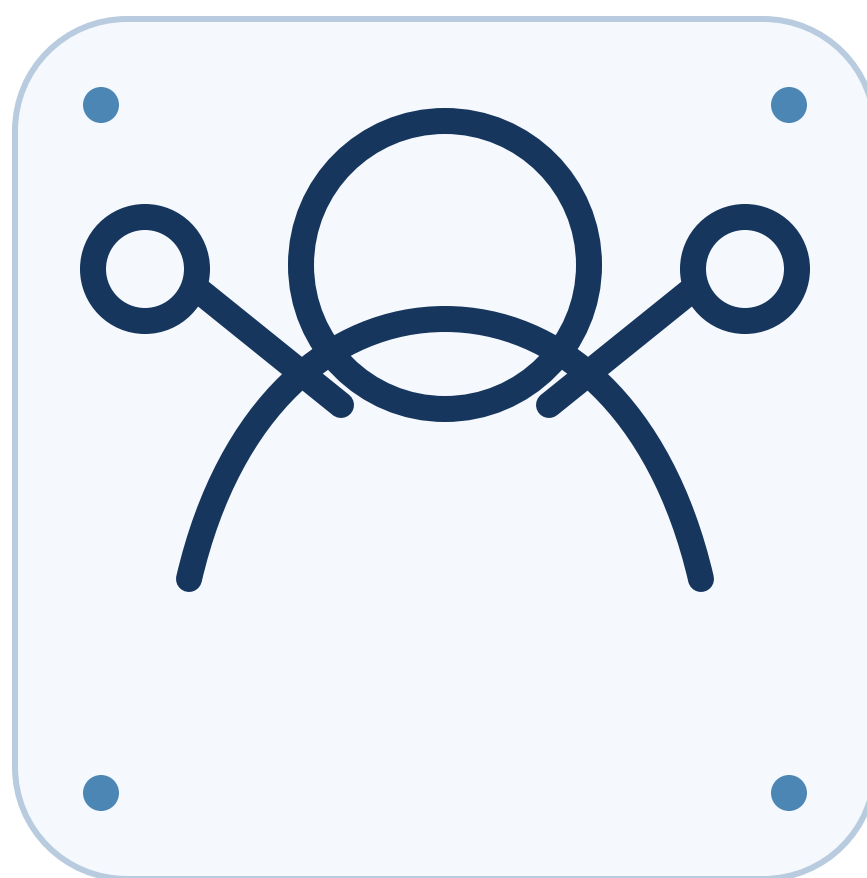


SDGS PASS

EMPLOYEE USER MANUAL

UID, company binding, IPP and task execution



INDIVIDUAL PARTICIPATION

CONTROLLED DOCUMENT

EMJ LIFE HOLDINGS PTE. LTD.

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SDGS PASS Employee User Manual

UID company binding IPP and task execution

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Purpose

This advance manual is for enterprise employees preparing for the SDGS PASS activation scheduled for 24 October 2026. Employees can register a UID at no charge, complete the 17 SDG tests, bind to a company EGC ID, and perform company-specific or eligible public tasks.

What you will be able to do

- Register and verify a UID at no charge.
- Earn and understand IPP Points and IPP Score through the 17 SDG tests.
- Bind your UID to a company EGC ID.
- Claim, submit, and track company-specific or public tasks.

Key terms

Term	Definition
UID	Persistent identifier assigned to an individual user.
EGC ID	Institutional identifier issued by EMJ.NEXUS after completion of the applicable institutional identity-governance process. It is not a rating, certification or third-party endorsement.
IPP Points	Variable points used by an individual to claim eligible tasks.
IPP Score	One-way cumulative record of the one-time assessment award and verified task execution outcomes.
E-IPP Points	Points used by an enterprise to claim supply-chain tasks.
E-IPP Score	Cumulative score earned by an enterprise through approved supply-chain tasks.
MCP	Machine interface through which the EMJ.NEXUS database provides controlled tasks, Points, Score, versions, and applicable rules.

Register and obtain a UID

1. Go to www.sdgspass.com and select Personal.
2. Register with a personal email address.
3. Complete email verification.
4. Receive your UID and sign in.
5. Review your name, contact information, and available-task settings.

Complete the 17 SDG tests

After UID issuance, the first required task is the SDGS online assessment pathway. The UID holder must complete all 17 assessments, SDG 1 through SDG 17, before a one-time award of 170 IPP Points and 170 IPP Score is posted. Completing fewer than 17 assessments creates no partial award. No task may be claimed before this first task is complete.

Progress	IPP Points	IPP Score
1-16 assessments completed	0	0
All 17 assessments completed	170 (one-time)	170 (one-time)
Award frequency	Once per UID	Once per UID

Bind to a company EGC ID

1. Provide your personal UID to the relevant enterprise.
2. Complete the employment and identity verification information required by the enterprise.
3. The enterprise verifies the UID, employment relationship and submitted information, then approves or rejects the binding.
4. The binding becomes active only after you provide the UID, complete the required verification information and receive enterprise approval.
5. After approval, confirm the correct enterprise EGC ID before claiming company-specific tasks.

One UID may bind to more than one EGC ID. When claiming a company-specific task, select the correct enterprise EGC ID and execution capacity.

Claim and complete a task

1. Select a company-specific or public task in the Task Centre.
2. Review the controlled task, required IPP Points, deadline, completion conditions, and evidence requirements.
3. Confirm the claim. The system deducts the required IPP Points. Claiming has no cooldown.
4. Complete the task before the deadline and submit the specified evidence.
5. Wait for the task issuer's review.
6. After approval, receive twice the task Points and an equal amount of Score.

Example: after all 17 tests, a user holds 170 IPP Points and an IPP Score of 170. Claiming a 20-point task leaves 150 Points. Approved completion returns 40 Points and adds 20 Score, producing 190 IPP Points and an IPP Score of 190.

Task outcomes and ledger treatment

When a personal task requiring T Points is claimed, the system deducts T IPP Points. After the issuer approves completion, the system returns 2T Points and adds T to the IPP Score. Net Points and Score therefore each increase by T after an approved task. The issuer decides whether the disclosed completion conditions, delivery requirements, and verification criteria have been met.

Outcome	Points	Score
Approved completion	Return twice the task Points	Increase by an amount equal to the task Points
Force majeure cancellation	Return all deducted Points	No increase
Claimed task expires	No return	No increase
Cancelled before claim	No deduction	No increase

Dynamic rules and authoritative source

The EMJ.NEXUS database maintains the Points requirement, Score, issuance cooldown, eligible roles, and effective version for each of the 128 controlled tasks and exposes them through MCP. The version shown when a task is issued or claimed governs.

- Claiming a task has no cooldown.
- A cooldown applies only when a school or enterprise reissues a controlled task.
- This manual does not hard-code changing values for all 128 controlled tasks.
- The task page should show the task ID, rule version, required Points, completion conditions, and deadline.

DOI Personal Participation Evidence

A user may apply through an individual UID for DOI Personal Participation Evidence. Each application must cover at least 365 days of accumulated participation data. Reaching 365 days does not create a DOI automatically. The user must apply, pass the applicable checks, and complete payment. Application terms and charges will be published on 24 October 2026.

Item	Requirement
Eligibility	An individual UID with at least 365 days of usable accumulated participation data
Application terms	Terms and charges will be published on 24 October 2026
Data deliverable	Accumulated participation-data evidence for the application period
Ledger deliverable	IPP Score Ledger
File formats	JSON, CSV package, XLSX and Markdown
Publication deliverables	DOI link and DOI Landing Page

Before submission, the applicant should confirm the displayed name, public scope, and data period. The DOI Landing Page links the approved participation evidence. It is not an academic credential, professional qualification, performance rating, certification, or third-party endorsement.

Binding changes and departure

- A company binding may be revoked when the verified employment relationship ends, the company-domain email becomes invalid, employment ends, or an enterprise administrator revokes access.
- After revocation, the user cannot claim new company-specific tasks from that enterprise.
- Completed historical tasks and Score remain in the UID record.
- A user employed by more than one enterprise may keep multiple valid EGC ID bindings but must choose the correct capacity for each task.

Safe use

Provide your UID and verification information only through the enterprise's approved process.

- Submit only evidence required by the task and that you are authorised to provide.
- Remove unrelated personal or confidential information before submission.
- Contact support promptly if you detect suspicious access, an incorrect binding, or an unauthorised task.

Frequently asked questions

Is individual use free

Yes. Individual UID functions, the SDG tests, and eligible personal tasks are free. An enterprise subscription, where applicable, is paid by the enterprise EGC ID account.

Is IPP Score deducted when a task is claimed

No. Only IPP Points are deducted when a task is claimed. At each annual platform cycle, the IPP Points balance resets to the higher of 170 IPP Points or 10% of the balance immediately before reset. The 10% alternative is capped at 500 IPP Points. IPP Score does not reset and continues to accumulate as the individual's actual participation record.

Account profile and identity controls

Your UID is your persistent individual identifier. Keep its contact and security information accurate because verification, task access, and account recovery depend on it.

Action	What to check	If it fails
Registration	Your registered email belongs to you and can receive verification	Correct the email entry or restart verification
Sign in	Use only the official service entry point	Do not submit credentials through an unverified link
Profile update	Name and contact fields are current	Use the supported correction process
Account recovery	Complete the required identity checks	Open a support case; never send a password
Suspicious access	Change credentials and preserve the alert details	Contact support immediately

Understanding IPP Points and IPP Score

IPP Points and IPP Score record different things. Points are the spendable balance used to claim a task. Score records completed tests and approved participation.

Event	IPP Points	IPP Score
Pass one SDG test	+10	+10
Claim a T-point task	-T	No change
Approved completion	+2T	+T
Rejected or expired after claim	No return	No change
Force majeure cancellation	Return deducted Points	No change

The one-time 170 IPP Points award is posted only after all 17 assessments are completed. It is the assessment-source award, not an account holding limit. Approved tasks may increase the Points balance above 170. Points and Score cannot be exchanged with E-IPP.

Points and Score continuity

At each annual platform cycle, the IPP Points balance resets to the higher of 170 IPP Points or 10% of the balance immediately before reset. The 10% alternative is capped at 500 IPP Points. IPP Score does not reset and continues to accumulate as the individual's actual participation record. Historical tests, task outcomes, Points and Score events remain traceable.

Selecting a task and checking eligibility

Do not claim a task until you understand its effective conditions and can complete it before the deadline.

- Confirm the task audience and your eligibility.
- Read the task ID and effective rule version.
- Check the required Points against your available balance.
- Review the deadline, capacity, required actions, and evidence objects.
- Confirm which institution or enterprise is issuing and reviewing the task.
- Save or retain the task details needed to understand the conditions that governed your claim.

Choosing the correct company identity

If your UID has multiple EGC ID bindings, choose the enterprise relationship under which you are performing the task. A task completed in one employment capacity should not be submitted under another enterprise EGC ID.

Preparing and submitting evidence

Submit only the evidence objects requested by the task and only material that you have authority to provide.

Evidence check	User action
Relevance	Remove material unrelated to the completion condition
Authority	Do not submit another person's identity, contact details, image, or confidential material without authority
Completeness	Include every required object and field
Timing	Submit before the stated deadline
Clarity	Use readable files and identify the relevant portion
Retention	Keep your own authorised copy where appropriate
Sensitive data	Use the least personal or confidential information necessary

After submission

- Check that the system shows a completed submission event.
- Monitor the issuer review status.
- If approved, confirm the 2T Points return and T Score increase.
- If rejected, read the issuer rationale and use the available dispute route.
- If a ledger event is missing or duplicated, contact support with the task ID and timestamp.

Exceptions cancellations and disputes

Situation	What happens	What you should do
You decide not to continue after claiming	The task may expire; Points are not returned	Review conditions before claiming
Issuer cancels for force majeure	Deducted Points are returned; no Score	Check the cancellation record and balance
Submission is rejected	No Points return and no Score	Review the stated reason and dispute process
Conditions appear to have changed	Case requires governance review	Preserve the original task information and contact support
System failure affects submission	Do not create duplicate submissions unless instructed	Record time and error details, then contact support
Ledger balance is inconsistent	No manual self-correction is available	Provide task ID and event details to support

DOI application walkthrough

DOI Personal Participation Evidence packages a defined period of approved participation. It is separate from the proof record created by an ordinary task completion.

1. Wait until the UID has at least 365 days of usable accumulated participation data.
2. Choose the evidence period to be included in the application.
3. Review your displayed name, public scope, and relevant participation records.
4. Submit the application and complete the applicable payment after the terms are published on 24 October 2026.
5. Complete the data-quality and identity checks.
6. Review the IPP Score Ledger and the JSON, CSV package, XLSX and Markdown package scope.
7. Confirm the DOI Landing Page fields before publication.

Ordinary task record	DOI Personal Participation Evidence
Created as part of task and ledger processing	Created only after a separate paid application and review
Covers an individual task event	Covers an approved period of at least 365 days
Supports platform participation history	Provides an evidence package, Score Ledger, JSON, CSV package, XLSX and Markdown, DOI link, and Landing Page
Does not by itself create a DOI	Published DOI is not a credential, rating, certification, or endorsement

Privacy security and support

Use the service with the minimum data necessary for registration, verification, and task evidence.

Provide your UID and verification information only through the enterprise's approved process.

- Verify that you are using an official service entry point before entering account or payment information.
- Remove unrelated personal and confidential content from task evidence.
- Review the Privacy Notice before requesting a DOI publication.
- Use the published support channel for access, binding, ledger, task, payment, or privacy issues.
- Support can explain status and route a case but cannot approve a task for the issuer.

Information to provide in a support case

Issue	Useful information
Account access	Registered email, error time and case number
Binding	UID, relevant EGC ID, domain used, current status
Task	Task ID, task version, claim and submission time
Ledger	Event type, expected result, displayed balance
DOI	Application type, evidence period, payment reference, disputed public field
Privacy	Requested right, affected account, jurisdiction, requested scope

Quick operating checklist

- Complete and protect your UID profile.
- Complete all 17 SDGS online assessments and confirm the one-time 170 IPP Points and 170 IPP Score award.
- Complete the correct company EGC ID binding before claiming company-specific work.
- Read the effective task conditions before claiming.
- Submit only authorised, relevant evidence before the deadline.
- Check the issuer's result and the corresponding ledger events.
- Use the support route for anomalies and the governance route for disputed conditions.
- Treat DOI evidence as a separate application, not an automatic task reward.