

SDGS PASS

ENTERPRISE USER MANUAL

Enterprise verification, subscriptions and planned supply-chain governance



ENTERPRISE GOVERNANCE

CONTROLLED DOCUMENT

EMJ LIFE HOLDINGS PTE. LTD.

VERSION 1.2

20 SEPTEMBER 2026

ADVANCE PUBLICATION · SCHEDULED EFFECTIVE 24 OCTOBER 2026

SDGS PASS Enterprise User Manual

Enterprise verification, subscriptions, tasks and planned supply-chain governance

Document field	Content
Version	1.2
Status	Advance publication on 21 September 2026; scheduled activation controlled document
Document date	21 September 2026
Scheduled effective date	24 October 2026
Issued by	EMJ LIFE HOLDINGS PTE. LTD.
System	EMJ.NEXUS

Purpose

This advance manual is for personnel preparing to apply for and administer an SDGS PASS enterprise account when enterprise activation begins on 24 October 2026. Fortune 500 companies are the priority invitation cohort for the initial enterprise phase. Priority invitation does not imply Fortune endorsement, partnership, verification or enterprise EGC ID activation. It covers the designated external corporate institutional identifier for planned onboarding, the EMJ.NEXUS institutional identity-governance process, the enterprise EGC ID, subscriptions, E-IPP, task issuance, supply-chain nodes, and review responsibilities. Enterprise functions become available only after the applicable institutional identity review, subscription selection, and payment are complete.

What you will be able to do

- Complete the applicable EMJ.NEXUS institutional identity review and activate a subscription.
- Administer the enterprise EGC ID and employee bindings.
- Issue company-specific and public tasks when those functions are activated.
- Receive and administer the E-IPP ledger. Supply-chain claiming remains unavailable until a separate activation notice.

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.

Enterprise activation

1. Go to www.sdgspass.com and select Enterprise.

2. Create the applicant account with a company-domain email address and complete the required account verification.
3. Submit the legal entity information and D-U-N-S® Number required for enterprise verification and subscription-eligibility review.
4. Complete D-U-N-S® verification and the EMJ.NEXUS subscription-eligibility review. Passing identifier verification does not itself create an enterprise EGC ID.
5. After subscription eligibility is confirmed, choose a subscription tier and billing cycle, then complete payment.
6. After payment is completed, the enterprise receives an EGC ID. The system then airdrops an opening allocation of 200 E-IPP Points to that EGC ID and sets the opening E-IPP Score to 0.
7. Configure enterprise administrators and employee-binding controls. Enterprise-initiated supply-chain node invitations, including the planned 48-hour invitation expiry, remain unavailable until a separate activation notice.

Subscription information

External corporate identifier boundary

Dun & Bradstreet is not an EMJ.NEXUS verification provider, operator or governance body. EMJ.NEXUS makes its own identity-governance and eligibility decisions. No API activation, licensed data access or production integration should be inferred unless separately identified as effective under an applicable agreement.

Billing

Subscription plans, prices, billing options, discounts and commercial terms will be published on 24 October 2026. Enterprise EGC ID issuance remains conditional on eligibility confirmation and completed payment.

Commercial terms

- Subscription, renewal, termination, upgrade, suspension and payment terms will be published on 24 October 2026.

- An upgrade does not trigger another 200 E-IPP Point allocation.

Task permissions and planned supply-chain functions

Function	Rule
Company-specific task	May be issued to employees whose UIDs are bound to the enterprise EGC ID.
Public task	A subscribed enterprise may issue it to eligible UID users. Issuance and claiming do not consume E-IPP.
Supply-chain task	Planned function. It remains unavailable until separate activation. After activation, the claimant must be approved at the relevant supply-chain node and hold sufficient E-IPP Points.
Employee binding	The employee provides the personal UID and required verification information to the enterprise. An authorised administrator verifies the UID, employment relationship and submitted information, then approves or rejects the binding.
Review responsibility	The issuer decides whether the disclosed completion conditions are met and retains the decision record.

E-IPP ledger

E-IPP is not earned through the 17 SDG tests. After subscription payment is completed and the enterprise EGC ID is issued, the system airdrops 200 E-IPP Points to that EGC ID and sets E-IPP Score to 0. E-IPP Points are reserved for claiming supply-chain module tasks after that function is separately activated. They are not consumed when the enterprise issues a company-specific or public task.

Example for the separately activated supply-chain module: the system airdrops 200 E-IPP Points and sets E-IPP Score to 0. Claiming a 100-point supply-chain task deducts 100 E-IPP Points and leaves 100. After verified approval, the system awards 200 E-IPP Points and adds 100 E-IPP Score. The final balances are 300 E-IPP Points and an E-IPP Score of 100. This example does not mean that supply-chain claiming is available on 24 October 2026.

Task outcomes

After the supply-chain module is separately activated, claiming a supply-chain task requiring T deducts T E-IPP Points. After verification and approval, the system awards 2T E-IPP Points and adds T E-IPP Score. Net E-IPP Points and E-IPP Score therefore each increase by T after an approved task.

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

The task issuer makes the completion decision against the conditions, delivery requirements, and verification criteria disclosed when the task was issued. Only an approved task produces a Points return and Score 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 effective version shown when a task is issued or claimed governs the transaction.

- 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 the changing values of all 128 controlled tasks.
- The task page should show the task ID, rule version, required Points, completion conditions, and deadline.

DOI Enterprise Execution Evidence

An enterprise may apply for DOI Enterprise Execution Evidence. Each application must cover at least 180 days of accumulated execution data. Reaching 180 days does not create a DOI automatically. The enterprise must apply, pass data and identity checks, and complete payment. Application terms and charges will be published on 24 October 2026.

Item	Requirement
Eligibility	An enterprise EGC ID with at least 180 days of usable accumulated execution data
Application terms	Terms and charges will be published on 24 October 2026
Data deliverable	Accumulated execution-data evidence for the application period
Ledger deliverables	E-IPP Score Ledger and NTCC Ledger
File formats	JSON, CSV package, XLSX and Markdown
Publication deliverables	DOI link and DOI Landing Page

The application period, data completeness, enterprise identity, and payment status are subject to system and human review. The DOI Landing Page presents the approved evidence scope, period, version, and required provenance information. It is not a third-party rating, certification, or endorsement of enterprise performance.

Administrator checklist

- Legal entity name, company-domain email address and any external corporate identifier used under the effective process have been reviewed for entity-reference consistency.
- Subscription tier and billing cycle are correct; any planned node capacity is treated as unavailable until separate activation.
- Before issuance, the task version, Points, completion conditions, deadline, and cooldown have been confirmed.
- No supply-chain node approval is represented as available until a separate activation notice.
- Each review record includes time, decision maker, rationale, and evidence reference.

Frequently asked questions

Does an EGC ID indicate endorsement by Dun & Bradstreet

No. An enterprise EGC ID is issued and governed by EMJ.NEXUS after the applicable institutional identity review. The D-U-N-S® Number is the designated external corporate identifier for planned enterprise onboarding, subject to completion of the applicable arrangements with Dun & Bradstreet. Neither reference to a D-U-N-S® Number nor issuance of an EGC ID constitutes a Dun & Bradstreet credit rating, certification, partnership, endorsement or governance relationship.

Does issuing a public task consume E-IPP

No. After paid subscription and enterprise EGC ID issuance, the system airdrops 200 E-IPP Points and sets E-IPP Score to 0. E-IPP Points are reserved for supply-chain module task claims after separate activation. A claim deducts T E-IPP Points; verified approval awards 2T E-IPP Points and adds T E-IPP Score. Issuing a company-specific or public task does not consume E-IPP.

What happens when an employee leaves

The enterprise administrator should revoke the binding between the employee UID and enterprise EGC ID. Historical tasks and audit records remain retained.

Does 180 days of data create a DOI automatically

No. It is the minimum accumulation period. The enterprise must still apply, pass the data checks, and complete the applicable payment after the terms are published on 24 October 2026.

Governance roles and access control

Enterprise activation creates an institutional operating environment. Access should be assigned by function and reviewed whenever personnel or responsibilities change.

Role	Core responsibilities	Prohibited actions
Enterprise Super Admin	Accept commercial terms, manage EGC ID settings, assign roles, administer billing and institutional bindings	Share credentials, bypass identity checks or alter ledger events
Enterprise Manager	Manage authorised tasks, employee bindings and supply-chain nodes within assigned permissions	Exercise Super Admin authority or approve outside assigned permissions
Enterprise Read Only	Inspect authorised records, task status and audit information	Create, approve, edit or delete institutional records

Access review procedure

- Maintain at least one active account owner and one operational administrator.
- Grant the least privilege required for each role.
- Review active administrators, task publishers, reviewers, and billing contacts at least when employment or responsibility changes.
- Revoke access promptly when a person leaves or no longer requires the role.
- Retain the administrator, timestamp, reason, and affected permissions for every access change.

Employee binding administration

A binding establishes an authorised relationship between an individual UID and the enterprise EGC ID. It does not transfer ownership of the UID or the individual's historical participation record to the enterprise.

1. Employees register at www.sdgspass.com through Personal using a personal email address and receive one UID. After UID issuance, the employee's first required task is the complete SDGS online assessment pathway covering SDG 1 through SDG 17. Completion of all 17 creates the one-time award of 170 IPP Points and 170 IPP Score; fewer than 17 creates no partial award.
2. The employee provides the personal UID to the enterprise and completes the verification information required by the enterprise.
3. An authorised enterprise administrator verifies the UID, employment relationship and submitted information.
4. Approve or reject the UID-to-enterprise-EGC-ID binding.
5. Activate the binding only after the employee has provided the UID, completed the required verification information and received enterprise approval; expose only tasks and records permitted for that relationship.
6. On departure or loss of eligibility, revoke future enterprise access while preserving completed historical records.

Situation	Administrator action	Record effect
New employee	Verify the UID, employment relationship and required information, then approve or reject the binding	Binding activates after enterprise approval; company-specific tasks become available
Multiple employers	Allow separate verified bindings where valid	User selects the correct EGC ID for each task
Domain change	Reverify against the authorised domain	Binding may remain pending until verification completes
Leave or termination	Revoke the enterprise binding	No new company tasks; historical records remain
Incorrect binding	Suspend access and escalate identity correction	Do not merge or delete records without authorisation

Task design and publication workflow

Every task must be traceable to the task version and conditions that were available before a participant claimed it.

1. Choose the intended audience: bound employees, eligible public users, or an approved supply-chain node.
2. Select the effective controlled task and confirm issuer eligibility.
3. Review required Points, Score treatment, issuance cooldown, eligible role, and version.
4. Define observable completion conditions, evidence objects, deadline, capacity, and reviewer.
5. Preview the complete task as a participant will see it.
6. Publish and retain the publication timestamp and effective configuration.
7. Do not make a material change after the first claim. If a correction is necessary, close or cancel the affected issuance and create a governed replacement.

Required field	Publication standard
Task identity	Task ID and effective rule version
Audience	Employee, public, or supply-chain eligibility
Economics	Required Points and resulting Score treatment
Time controls	Opening time, deadline, and issuer cooldown
Completion conditions	Specific actions and acceptance criteria disclosed before claim
Evidence objects	Required files, records, confirmations, or references
Review responsibility	Named role or authorised review group
Exception handling	Cancellation, force majeure, capacity, and dispute route

Planned supply-chain node operations

When separately activated, a supply-chain node will control which enterprise may claim a supply-chain task under the issuer's network configuration. The function is not available at the 24 October 2026 activation. Node approval is an access decision, not a certification of the participating enterprise.

- After separate activation, create or select the permitted node under the subscription capacity.
- Verify the participating enterprise EGC ID and intended relationship.
- After separate activation, approve node access before the enterprise attempts to claim a restricted task. An enterprise-initiated invitation is planned to expire after 48 hours if it is not accepted.
- Monitor node capacity and remove obsolete relationships.
- Keep approval, revocation, administrator, reason, and timestamp records.
- Do not use node status as a public rating, accreditation, or assurance statement.

Failure condition	Expected response
Claimant lacks node approval	Do not permit the claim; direct the enterprise to the node owner
Insufficient E-IPP Points	Do not permit the claim; show the required and available balance
Node capacity reached	Prevent further approval until capacity is available or the plan changes
Issuer changes conditions after claim	Freeze the affected case and escalate to task governance
Ledger event does not reconcile	Do not apply a manual credit; preserve events and escalate

Review evidence and dispute handling

Reviewers should decide against the published criteria, not against expectations introduced after submission.

- Confirm the task ID, task version, claimant identity, claim time, and submission time.
- Check each required evidence object against the disclosed condition.
- Approve only when the conditions are met. Otherwise record the missing or non-conforming element.
- Preserve the reviewer, timestamp, decision, rationale, and evidence references.
- Where a participant disputes the result, keep the original decision intact and open a separate review record.
- Escalate suspected manipulation, security issues, or material condition changes.

Case	Points treatment	Operational owner
Approved completion	Return 2T and add T Score	Authorised task reviewer
Rejected submission	No return and no Score	Task issuer, with recorded rationale
Expired after claim	No return and no Score	System status under published deadline
Force majeure cancellation	Return deducted Points; no Score	Issuer under governed cancellation
System or ledger anomaly	No discretionary adjustment pending investigation	Technical and task governance teams

Records audit and DOI readiness

Operational records should allow an authorised reviewer to reconstruct what was issued, who acted, which version applied, and how the ledger result arose.

Record set	Minimum content
Identity and authority	EGC ID, administrator role, binding or node authority
Task issuance	Task ID, version, audience, conditions, deadline, publisher
Participation	Claim time, submitting UID or EGC ID, evidence references
Decision	Reviewer, timestamp, outcome, rationale
Ledger	Deduction, return, Score event, balance, event references
Exception	Cancellation basis, incident or dispute record, approving authority
DOI application	Scope, period, checks, payment, approved public fields, package version

DOI application preparation

- Confirm that the requested period covers at least 180 days of usable execution data.
- Define the beginning and end of the evidence period.
- Reconcile task and ledger events before submission.
- Confirm the enterprise name, EGC ID, publication fields, and authorised applicant.
- Review the E-IPP Score Ledger, NTCC Ledger, JSON, CSV package, XLSX and Markdown package scope.
- Complete the applicable payment after the terms are published on 24 October 2026.
- Approve the DOI Landing Page fields before publication.

Points and Score continuity

At each annual platform cycle, the E-IPP Points balance resets to the higher of 200 E-IPP Points or 10% of the balance immediately before reset. The 10% alternative is capped at 500 E-IPP Points. E-IPP Score does not reset and continues to accumulate as the enterprise's actual participation record. Historical task, Points and Score events remain traceable.

Item	Annual treatment
IPP and E-IPP Score	Does not reset; continues to accumulate as the enterprise's actual participation record. Invalidated Score is recorded separately.
IPP and E-IPP Points	Reset to the applicable baseline (170 IPP / 200 E-IPP) or 10% of the pre-reset balance, whichever is higher; the 10% alternative is capped at 500 Points.
Task history	Approved, rejected, cancelled, and expired records remain in the audit history
DOI evidence	The evidence period and approved ledgers remain governed by the DOI package and version

Launch and recurring control checklist

Control point	Before activation	Recurring review
Identity	Legal name, authorised domain and any external corporate identifier used under the effective process	Recheck after legal or domain change
Authority	Owner and administrators assigned	Remove obsolete access
Subscription	Tier, billing cycle and planned node capacity, if separately activated	Monitor renewal and failed charges
Task governance	Publishers, reviewers, rule source	Confirm version and cooldown at issuance
Bindings and planned nodes	Employee binding verification; node functions remain unavailable until separate activation	Revoke ineligible bindings; apply node controls only after activation
Ledgers	Opening allocation and event integrity	Reconcile anomalies without manual override
DOI readiness	Public fields and evidence scope	Validate each application separately