CDP Corporate Questionnaire setup

Preview

Version

Version number	Release / Revision date	Revision summary
1.0	Released: April 16, 2024	Publication of the corporate 'questionnaire setup' preview.
2.0	Released: May 21, 2025	Publication of the 2025 corporate 'questionnaire setup' preview
2.1	Revised: June 17, 2025	Clarifications added on copy forward, and scoring implications of disclosure for different types of requests.

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Overview of corporate questionnaire setup

Questionnaire setup is part of corporate disclosing organizations' onboarding process on the CDP Portal. These introductory questions help us customize the questionnaire for your organization.

You can change your answers at any time until you submit your final CDP response. If you change your answers, the questions in your CDP questionnaire may change too.

Your answers in questionnaire setup will not be publicly disclosed, even if you choose to make the rest of your CDP response public.

The questions cover the following topics. Some may not be presented to your organization:

- About your organization
- Activity classification
- Assessment of environmental issues
- Intent to submit
- Additional information

You can find more details about what you will be asked in each section below.

Copy forward

CDP's "copy forward" helps reduce effort by pre-populating data from your previous response into your current questionnaire.

Copying forward of data is triggered the first time you submit your questionnaire setup. If you later change your answers in questionnaire set up, copy forward will not run again. Therefore we recommend you fill out questionnaire setup as accurately and completely as possible the first time you complete questionnaire setup.

Environmental issues in the full corporate questionnaire

All companies completing CDP's full corporate questionnaire are requested to disclose on **Climate Change, Plastics, and Biodiversity**. In addition, organizations may be requested to disclose on **Water and/or Forests** questions in one or more of the following ways:

- **Requested by Capital Markets signatories** (for Climate, Water, and/or Forests)
- **Requested by CDP Supply Chain members, banks, or other requesters**
- **Requested during questionnaire setup** based on:
    - CDP-ACS activities and corresponding environmental impact ratings of each, as outlined in CDP's Industry Impact classification
    - The discloser's own assessment and identification of significant environmental dependencies, impacts, risks, and opportunities (DIRO)
- **Volunteering** to disclose on Water and/or Forests

About your organization

CDP recognizes that Small and Medium Enterprises (SMEs) may have different reporting capabilities and requirements compared to larger organizations. For this reason, CDP has two corporate questionnaires: the full questionnaire and the SME questionnaire.

The full corporate questionnaire is suitable for large organizations and includes sector-specific datapoints. Meanwhile, the SME questionnaire is tailored to the needs of SMEs and contains fewer and simplified datapoints.

Only organizations that meet CDP's SME eligibility thresholds will have the option to complete the SME questionnaire. This is determined by:

1. **Your annual revenue in USD for the reporting year;**
2. **Your organization's headcount of total employees in the reporting year.**

Question preview

What was your organization's annual revenue for the reporting year in USD?

End date of reporting year	Annual revenue (USD)
DD/MM/YYYY	$

If you are unable to provide an exact revenue figure, round to the nearest value possible.

Your answer to this question is private

The total revenue figure provided here will not be shared with organizations who have requested you to disclose through CDP. It will be used for CDP data products in an anonymized format. Your organization's revenue informs the questionnaire that you receive. Revenue, along with total employees, determines whether you are eligible for the SME Questionnaire. It is also one factor in determining whether you will be asked to disclose on water and/or forests questions.

About your reporting year
The reporting year refers to the most recent 12-month period for which data is reported throughout your CDP disclosure.

- The start date of the reporting year is calculated to be 365 days before the end date provided;
- Apply this reporting year to all your responses both in the setup and throughout the questionnaire;
- Your reporting year should fall within the last five years, but CDP recommends providing data from the past two years;
- We recommend aligning sustainability-related financial disclosures with the reporting year of corresponding financial statements.

Question preview

What was the total number of employees in your organization?

Total employees
Numerical field

During the reporting year, how many people were employed on a full-time, part-time, or other basis by your organization? This is often referred to as 'headcount'. This figure should not include volunteers (i.e. individuals who received no compensation for the work they did).

For example, an organization with 200 full time employees, 100 part time employees and 10 volunteers has a total of 300 employees.

SME eligibility thresholds

- Organizations with a headcount of less than 500 total employees and annual revenue less than USD 50 million are eligible and recommended to complete the SME questionnaire.
- Organizations with a headcount of less than 500 total employees and revenue between USD 50M – USD 250M, as well as organizations with a headcount of 500 – 1,000 total employees and annual revenue less than USD 250 million are eligible to complete the SME questionnaire but are recommended to complete the full corporate questionnaire.
- Organizations with a headcount of more than 1,000 total employees or annual revenue of more than USD 250 million are not eligible to complete the SME questionnaire and can only complete the full corporate questionnaire.

Activity classification

During a single reporting year, organizations may get revenue from several business activities. CDP's Activity Classification System (CDP-ACS) is a three-tiered system made up of Industry, Activity Group, and Activity. It takes into account the diverse activities from which organizations derive revenue and associates them with relevant environmental issues. Read more about CDP-ACS.

Understanding your activities and associating them with CDP's 'questionnaire sectors' will ensure that you are presented with the most appropriate sector-specific questions in your CDP disclosure, particularly if you operate in sectors with a high environmental impact. Organizations may be allocated up to 4 questionnaire sectors, however you will only receive a CDP score based on your responses relating to your primary questionnaire sector.

In this section, you are requested to complete your organization's business activities according to CDP-ACS:

1. **CDP Industry**
2. **CDP Activity Group**
3. **CDP Activity**
4. **% annual revenue associated with activity**

Question preview

What were your organization's business activities according to CDP-ACS?

CDP Industry	CDP Activity Group	CDP Activity	Questionnaire sector	% annual revenue associated with activity
Select from: *Dropdown list of CDP Industries*	Select from: *Dropdown list of CDP Activity Groups in selected Industry*	Select from: *Dropdown list of CDP Activities in selected Activity Group*	[auto-populated, non-editable]	% Numerical field [enter a number from 0-100 using a maximum of 2 decimal places]

[Add row]

Before completing these fields, consult the CDP-ACS table and descriptions to ensure that you are selecting the most appropriate activities for your organization in the reporting year. The column "Questionnaire sector" is auto-populated and indicates which questionnaire sector each of your activities is associated with.

CDP may already have some of your ACS information on file, in which case this data will be pre-populated in this table.

Based on your organization's activities, you may be requested to disclose on water or forests, even if you have not been requested on these environmental issues by CDP's capital markets signatories or CDP's Supply Chain members.

Scoring implications for additional water or forests issues

Please note that if you are requested to disclose on water or forests after providing your CDP-ACS data, and you respond to these requests, your response will be scored.

If you have received a Climate Change request from CDP capital markets signatories, then your scores on the additional environmental issues you disclose on will also be made public. You may be entitled to request a private score if you are disclosing on an environmental issue for the first time in 2025. Please contact CDP via the Help Center for further information.

If you have not been requested to disclose on climate change by CDP capital markets signatories, then your scores on the additional environmental issues assigned during questionnaire set up will remain private. Private scores will be made public if you receive an A score and will be shared with your Requesters. Please refer to our terms of disclosure for more information.

Assessment of environmental issues

In line with leading environmental standards and frameworks, such as the ESRS and TNFD, CDP requests organizations to provide input about environmental issues beyond climate change that they have assessed and deem material to their organization. Specifically, this section requests:

1. **Has your organization assessed any forests- and/or water-related issues?**
2. **If so, has your organization identified any substantive forests- and/or water-related dependencies, impacts, risks, and/or opportunities?**

Question preview

Did your organization assess or identify any forests- or water-related issues?

Environmental issue	Assessment of dependencies, impacts, risks, and/or opportunities	Identification of dependencies, impacts, risks, and/or opportunities
Forests	Select from: • Yes • No	Select from: • Yes • No
Water security		

Assessment and identification
The difference between the two terms in this question:

- **Assessment:** the process of evaluating dependencies and impacts on forests and/or water, as well as the risks and opportunities to your business relating to forests and/or water;
- **Identification**: the outcome of your assessment process i.e., whether or not you have identified substantive dependencies, impacts, risks, or opportunities relating to forests and/or water.

Note: If your organization has not assessed or identified any dependencies, impacts, risks, or opportunities, you may still be asked to disclose forests and/or water-related information:

- If the environmental impact of your organization's business activities (CDP-ACS) meets CDP's industry impact classification;
- If a requesting organization asks you to disclose on a specific environmental issue (e.g., a Bank or a CDP Supply Chain member. For more information, see your "Requests" page on the Discloser Dashboard).

Intent to submit

Climate change
All organizations disclosing to CDP will be asked questions relating to climate change. If you do not intend to submit data relating to climate change, CDP will consider this as non-disclosure. If you are eligible for scoring, this may affect your CDP score.

Plastics & Biodiversity
All organizations responding to the full corporate questionnaire will be asked supplementary questions on plastics and biodiversity. These are not scored. There are no questions on plastics or biodiversity for organizations responding to the SME questionnaire.

Forests & Water security
Organizations may be requested to disclose information on forests and/or water security in multiple ways:

- **Due to an authority request** i.e., capital markets request, supply chain request, banks request etc. This means that a requesting authority has asked you to submit data specifically on either forests or water security, or on both. You can find more information on your "Requests" page on the Discloser Dashboard.
- **Based on industry impact classification** i.e., the environmental impact of your CDP-ACS activities on forests and/or water, as established by the CDP industry impact classification. This is not applicable to organizations responding to the SME questionnaire.
- **Self-assessment** i.e., based on whether you have indicated that you have identified substantive forests- and/or water-related issues in your response to the "Assessment of environmental issues" section.

You will be asked to respond to forests and/or water security if at least one of the above conditions are met for forests and/or water security respectively. You can either accept or decline to respond, however there may be scoring implications if you choose to decline.

If none of the above conditions are met for forests and/or water security, you can still opt in to submitting data. There are no scoring implications if you subsequently opt out.

Scoring implications of accepting or declining requests to disclose

All eligible companies are scored on any issues they disclose on. Your scores will either be public/private depending on if you are:

- Requested by Capital Markets signatories: your scores will be made public. Your response status, whether you disclose or do not respond, may be shared and listed on CDP's website.
- Requested by other Requesters (e.g. Supply Chain): your scores will remain private, unless you receive an A score.
- Requested via CDP-ACS or DIRO assessment:
  - If you were also requested for climate by CDP capital markets signatories, any scores for water or forests will be made public.
  - If you were not requested by CDP capital markets signatories, scores on these environmental issues will remain private.
  - If you do not respond to assigned issues, you won't be scored and this will remain private.

Therefore, you can choose to:

1. Accept or decline to disclose on an environmental issue if you have received a request for water or forests questions from a requester such as CDP capital markets signatories or CDP Supply Chain members. Your non-response to CDP capital markets requests will be public.
2. Opt in or out to disclosing on an environmental issue if you have been assigned water or forests questions via CDP-ACS selection or DIRO assessment. Your non-response to CM requests will be non-public.

Additional information – Commodities disclosure

Global demand for agricultural commodities is the primary driver of deforestation and conversion of other natural ecosystems, for example due to unsustainable timber extraction and land being cleared for agricultural production. CDP's full corporate questionnaire contains questions on specific commodities, which aim to guide organizations on their journey to remove commodity-driven deforestation and conversion of other natural ecosystems from their value chains.

This section of the questionnaire set up is only presented if you have accepted a request to report on forests or if you have opted in to report on forests. This section does not appear for organizations responding to the SME questionnaire.

Question preview

Which commodities does your organization produce and/or source?

Commodities	Has your organization produced and/or sourced this commodity in the reporting year?	Will you be disclosing on this commodity?
Timber products	Select from: • Yes • No	Select from: • Yes • No
Palm oil		
Cattle products		
Soy		
Rubber		
Cocoa		
Coffee		

Commodities
Forms of commodities applicable to disclosure include, but are not limited to:

- Raw materials;
- Processed ingredients and manufactured goods that contain commodities;
- Derivatives;
- Soy embedded as animal feed in animal products e.g., meat, dairy, eggs, or other animal products as ingredients.

About your disclosure

- If your organization produced or sourced timber products, palm oil, cattle products, or soy in the reporting year, you should disclose information on these commodities. If you produce or source one of these commodities, but choose to not disclose on it, this may have an impact on your overall CDP Forests score.
- Disclosure on rubber, cocoa, or coffee commodities will not be scored in 2025.

- If you indicate that your organization produced or sourced a commodity but you will not be disclosing data about it, you will be asked for further information in the questionnaire, including how you produce or source the commodity and why you are not disclosing data on it.

Additional information – Operating mines

The full corporate questionnaire contains sector-specific questions on biodiversity for organizations with mining projects.

This section of the questionnaire setup is only presented if you are responding to the full corporate questionnaire and your organization engages in any of the following CDP-ACS activities: Coal extraction & processing, Other non-ferrous metals, Iron & steel, Precious metals, Aluminum, Metal processing, Copper, Iron ore mining, Precious metals & minerals mining, Bauxite mining, Other non-ferrous ore mining, Other non-metallic minerals.
You can find more details, including descriptions for each activity in CDP's Activity Classification System (CDP-ACS).

This section is not presented to organizations responding to the SME questionnaire.

Question preview

Did your organization operate mines, plan to operate mines, or close any mining projects?

Select from:

- Yes
- No

Mining projects
"Mining projects" refers to the extraction of all types of raw materials such as bauxite, precious metals, non-ferrous metals (e.g. nickel, zinc, lead, lithium), iron ore, diamonds, coal (thermal coal, metallurgical coal). Activities relating to the exploration of an area of interest for a mining project, development to establish permanent access to the ore body and carry out commercial production, and closure of a mine are also considered to be stages of a mining project.

Select "Yes" if, during the reporting year:

- you conducted any mining projects in the development or production stage;
- you explored the opening of a mining project and feasibility studies were completed;
- you were in the process of closing a mining project. This includes site clean-up and restoration, removal of facilities, reclamation and rehabilitation, environmental monitoring; or
- you were responsible for a legacy site with pending remedial actions.

Note for Public Authorities

In 2025, all public authorities are asked to disclose to the CDP's full corporate questionnaire and will complete the same questionnaire setup as described in this document. Please contact publicauthorities@cdp.net with any questions.