

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
CHARTERED GOVERNANCE QUALIFYING PROGRAMME (CGQP) EXEMPTION POLICY
(effective 1 July 2021)

CCA full exemption application

1. All exemption applications, together with supporting documents and fees, must be submitted online. For details, please click [HERE](#).
2. The Institute may require applicants to provide supplementary information if necessary. If the supplementary information is not provided by the deadline, the exemption application will be deemed to be rejected and a new application will have to be submitted.
3. All approved exemption statuses will be forfeited if applicants fail to settle their exemption fees within the stipulated deadline from the issuance date of the relevant exemption confirmation notification.
4. All fees paid for the exemption applications are non-refundable or non-transferable.
5. All exemptions granted by the Institute are a concession, not an automatic right, and the Institute reserves the right to withdraw or amend any aspect of the exemption policy at any time, and without prior notice.
6. All exemption applications are subject to the final decision of the Institute.

Current exemption policy (effective up to 30 June 2020)	New exemption policy (effective from 1 July 2021)
<ul style="list-style-type: none"> • CCA programme graduates are obliged to apply for full exemption from the Institute's examinations within a period of 6 months of their graduation, i.e. the date of award of the transcript of their master's degree. The Institute reserves the right to decline full exemption applications if CCA programme graduates fail to meet the studentship maintenance requirement and relevant CCA policies. Late full exemption applications (beyond 24 months of graduation) will NOT be accepted. 	<ul style="list-style-type: none"> • CCA programme graduates should apply for full exemption within six months from the conferment of CCA programme, i.e. the date of award of their master's degree (six-month period). The Institute reserves the right to decline full exemption applications if CCA programme graduates fail to meet the studentship maintenance requirement and relevant CCA policies. For details, please click HERE. CCA full exemption applications later than 24 months from the conferment of CCA programme will not be accepted.
<ul style="list-style-type: none"> • An additional administrative charge of HK\$650 will be charged to <u>ALL</u> late applicants. • CCA programme graduates who miss the full exemption application deadline stipulated by the Institute are subject to a late application charge as follows: <ol style="list-style-type: none"> a. If the full exemption application is made between 7 and 12 months of graduation, two times the exemptions fee shall be charged. b. If the full exemption application is made between 13 and 18 months of graduation, three times the exemptions fees shall be charged. c. If the full exemption application is made between 19 and 24 months of graduation, four times the exemptions fees shall be charged. 	<ul style="list-style-type: none"> • CCA full exemption applications made after the six-month period are subject to pay the below administrative charges: <ol style="list-style-type: none"> 1. An additional administrative charge of HK\$700 will be charged for <u>ALL</u> late applications, and 2. A late application charge set out below: <ol style="list-style-type: none"> a. applications made on the 7th to 12th months of the award of qualification, two times the exemptions fee shall be charged. b. applications made on the 13th to 18th months of the award of qualification, three times the exemptions fees shall be charged. c. applications made on the 19th to 24th months of the award of qualification, four times the exemptions fees shall be charged. d. applications made from the 25th months and onwards of award of qualification, application will be accessed under other exemption application categories.