

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

Exemption application (New students)

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"> <li>• Students are required to apply for exemptions immediately upon studentship registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are required to apply for exemptions immediately upon studentship registration. Exemption applications should be made <u>within six months</u> from successful new studentship registration. Applications after the six-month period will not be accepted.</li> </ul>
<ul style="list-style-type: none"> <li>• Exemptions will be granted only upon successful completion of an academic/professional qualification; and exemptions will not be granted in respect of incomplete academic/professional qualifications. If extra supporting documents are requested by the Institute, applicants must re-submit the information stipulated deadline. Failure to do so will result in the cancellation of the exemption application.</li> </ul>	<ul style="list-style-type: none"> <li>• Exemptions will be considered and granted only upon successful completion of an academic/professional qualification. Exemptions will not be granted in respect of incomplete academic/professional qualifications.</li> </ul>
<ul style="list-style-type: none"> <li>• Unless further and better information is provided, the same qualification will not be used for the purpose of another exemption application.</li> </ul>	<ul style="list-style-type: none"> <li>• Unless further and better information is provided, the same qualification will not be used for the purpose of another exemption application.</li> </ul>
<ul style="list-style-type: none"> <li>• The latest highest qualifications are accepted for exemption application for students who previously failed a CGQP module.</li> </ul>	<ul style="list-style-type: none"> <li>• The latest highest qualifications are accepted for exemption application for applicants who previously failed a CGQP module.</li> </ul>