

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

Further 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"> • Students are required to apply for exemptions immediately upon studentship registration if applicable. For any newly acquired qualifications subsequent to the studentship registration, further exemption applications should be made within 6 months from the conferment of the newly acquired qualification. 	<ul style="list-style-type: none"> • Any relevant qualifications are acquired subsequent to the studentship registration, further exemption applications should be made within six months from the conferment of the newly acquired qualification.
<ul style="list-style-type: none"> • Additional administrative charge will be applied to ALL late further exemptions' applicants. An additional administrative charge of HK\$650 will be charged for ALL late further exemption applications. Students who miss the further exemptions application deadline stipulated by the Institute are subject to an administrative charge: <ol style="list-style-type: none"> a. For applications made between the 1st to 6th months, two times the exemptions fee shall be charged. b. For applications made between the 7th to 12th months, three times the exemptions fees shall be charged. c. For applications made from the 13th month onward, four times the exemptions fees shall be charged. 	<ul style="list-style-type: none"> • Further 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 ALL 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, five times the exemption fees shall be charged.