

Chartered Governance Qualifying Programme Fast Track Professional route application

Declaration

I hereby declare that:

- (i) I have read and fully understood the Important Notes and Statement on Collection of Personal Data.
- (ii) The information provided with this application form is true and accurate.
- (iii) I authorise HKCGI to contact my professional body and employment organisation(s) to verify my status as stated in this form.

I. Personal Particulars

English Name: (Mr/Mrs/Ms) _____
(please state your name as per your identification document)

Chinese Name: _____ HKCGI student no. (if applicable): _____

Email: _____ Mobile no.: _____

II. Professional Qualification *(please tick as appropriate)*

<input type="checkbox"/> I am a qualified lawyer	<input type="checkbox"/> I am a qualified accountant
I acquired my professional qualification from:	
<input type="checkbox"/> Hong Kong Bar Association <input type="checkbox"/> The Law Society of Hong Kong <input type="checkbox"/> Law Society or Bar Association in mainland China: (please state) _____ <input type="checkbox"/> Law Society or Bar Association in other jurisdictions: (please state) _____	<input type="checkbox"/> Association of Chartered Certified Accountants (ACCA) <input type="checkbox"/> Chartered Institute of Management Accountants (CIMA) <input type="checkbox"/> Chartered Institute of Public Finance Accountancy (CIPFA) <input type="checkbox"/> Institute of Chartered Accountants in England and Wales (ICAEW) <input type="checkbox"/> Institute of Chartered Accountants in Ireland (ICAI) <input type="checkbox"/> Institute of Chartered Accountants of Scotland (ICAS) <input type="checkbox"/> The Chinese Institute of Certified Public Accountants (CICPA) <input type="checkbox"/> The Hong Kong Institute of Certified Public Accountants (HKICPA) <input type="checkbox"/> Others: _____

I attach the membership certificate from my professional body

I acquired the professional qualification more than 5 years ago, since _____ (Month/Year)

The Hong Kong Chartered Governance Institute 香港公司治理公會
(Incorporated in Hong Kong with limited liability by guarantee)
3/F, Hong Kong Diamond Exchange Building
8 Duddell Street, Central
Hong Kong
Tel (852) 2881 6177 Fax (852) 2881 5050
Email student@hkcgi.org.hk Website www.hkcgi.org.hk



Contact information of my professional body:

Email: _____ Contact no.: _____

Address: _____

III. Post-qualifying Experience

Executive Summary (no more than 150 words)

Professional Experience(s) (detailed description on the job duties and responsibilities)

IV. Allocation of job duties *(please use separate sheets for each of your employment)*

Applicant English Name: (Mr/Mrs/Ms) _____ Applicant Chinese Name: _____

Email: _____ Mobile no.: _____

Name of organisation: _____

Position: _____

Employment period: From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

Contact information of my employment organisation:

Email: _____ Contact no.: _____

Address: _____

Relevant post-qualifying experience

(please tick as appropriate and indicate the percentage of the allocation of job duties)

	%	%
Company secretarial, corporate governance and compliance		Financial management and accounting
<input type="checkbox"/> Meetings for shareholders, the Board of Directors and Committees (Audit, Remuneration and Nomination)	_____	<input type="checkbox"/> Accounting _____
<input type="checkbox"/> Operation of the board decision making and reporting mechanism	_____	<input type="checkbox"/> Auditing _____
<input type="checkbox"/> Director education and guidance	_____	<input type="checkbox"/> Fund management _____
<input type="checkbox"/> Statutory returns records	_____	<input type="checkbox"/> Consolidated financial reports _____
<input type="checkbox"/> Annual and interim reports	_____	<input type="checkbox"/> Tax computations _____
<input type="checkbox"/> Circulars/announcements	_____	<input type="checkbox"/> Cash flow and budget management _____
<input type="checkbox"/> Compliance	_____	General management and administration
<input type="checkbox"/> Trust	_____	<input type="checkbox"/> Human resources _____
<input type="checkbox"/> Corporate communication (investor relationship, public relations, media enquiries)	_____	<input type="checkbox"/> Business development _____
<input type="checkbox"/> Review corporate governance developments (e.g. risk management and internal control system) and provide advice as necessary	_____	<input type="checkbox"/> Information technology _____
		<input type="checkbox"/> Strategic planning and decisions _____
		<input type="checkbox"/> Advising on business ethics and corporate social responsibilities _____
Legal		Others
<input type="checkbox"/> Corporate/commercial legal matters or transactions	_____	<input type="checkbox"/> Pensions _____
<input type="checkbox"/> Legal documentation	_____	<input type="checkbox"/> Insurance _____

Important Notes

1. You have to fulfill the following Fast Track Professional requirements:
 - a) Are a qualified lawyer or qualified accountant with a recognised professional body and has been qualified for at least five years; and
 - b) Have gained at least five years' post-qualifying experience which is relevant to the role of a Chartered Secretary or Chartered Governance Professional
2. You are required to provide the following documents to substantiate your professional status and relevant post-qualifying experience:
 - a) Certified true copy of evidence that you have been a lawyer or accountant for at least five years; and
 - b) Certified true copy of the evidence that you are currently holding the professional status; and
 - c) State on the completed application form that you have accumulated at least five years' relevant post-qualifying experience
3. You may be required to attend an interview for the Fast Track Professional assessment.
4. Documentary evidence must be submitted to HKCGI with the application. Failure to submit the completed form and documentary evidence will result in rejection of the application.
5. All applications will be assessed on a case-by-case basis with the support of verifiable evidence and documentation.
6. You will be notified of the exemption result within two months of submission of your completed application.
7. All approved exemptions status will be forfeited if you failed to settle the exemption fees within 30 days from the date of the exemption confirmation notice. Once the exemption status is forfeited, you may apply for re-application on payment of an additional administrative charge under the exemption policy. All Fast Track Professionals applications will be re-assessed on a case-by-case basis.
8. If the information provided is found to be inaccurate or misleading, the application is liable to be rejected and the inaccuracy may lead to HKCGI disciplinary action.
9. The Education Committee reserves the right of the final decision on an application.

Statement on Collection of Personal Data

(i) Your supply of personal data to The Hong Kong Chartered Governance Institute ("HKCGI") is on a voluntary basis. However, failure to provide any requested personal data may render HKCGI unable to perform its contemplated functions, and/or the delivery of goods and services to you.

(ii) The information provided by you to HKCGI will be used by HKCGI for the purposes of performing its contemplated functions under the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKCGI (collectively "the Rules") for the time being in force including without limitation to membership, graduateship, studentship and/or stakeholder administration, activities and/or communications; registrations, examinations, assessments of qualifications and/or experiences; Continuing Professional Development ("CPD") programmes; research and/or analysis; members', graduates' and/or students' benefits; promotion of events supported by HKCGI and/or other functions and activities; the delivery of other goods or services; enforcement of compliance and/or discipline relating to non-compliance of the Rules; and for any other legitimate purposes as may be required, authorised or permitted by law, regulations or judicial orders.

(iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, universities, business associates or service providers of HKCGI or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.

(iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.

(v) HKCGI provides members/graduates/students with the choice of opting out from the receipt of marketing/promotional materials from HKCGI. You can opt out or opt in at any time from receiving such materials by emailing to unsubscribe@hkcgi.org.hk with your request.

The Hong Kong Chartered Governance Institute 香港公司治理公會
(Incorporated in Hong Kong with limited liability by guarantee)
3/F, Hong Kong Diamond Exchange Building
8 Duddell Street, Central
Hong Kong
Tel (852) 2881 6177 Fax (852) 2881 5050
Email student@hkcgi.org.hk Website www.hkcgi.org.hk



(vi) Under the Personal Data (Privacy) Ordinance ("PDPO"), you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkcgi.org.hk.

(vii) HKCGI is committed to protecting the privacy, confidentiality and security of the personal information by complying with the requirements of the PDPO. We have established a policy for the handling and management of personal data which is accessible at HKCGI's website, i.e. www.hkcgi.org.hk.

Signature: _____ Date: _____

August 2021