

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

Exemption re-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"> • If the exempt subject(s) are forfeited, students are allowed to apply for an exemption re-application (with an additional administrative charge) within 2 years of the issue date of the exemption confirmation notice. 	<ul style="list-style-type: none"> • A re-application for exemption can be made for forfeited exemption assessments within six months from the date of first exemption confirmation notification being issued. 										
<ul style="list-style-type: none"> • Additional administrative charge will be applied to ALL exemption re-application applicants. <p>The charges are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Exemption re-application</th> <th style="text-align: center;">Additional administrative charge</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st time</td> <td>Exemption re-application fee: HK\$700</td> </tr> <tr> <td style="text-align: center;">2nd time</td> <td>Exemption re-application fee: HK\$700 Exemption fee: 1.5 times</td> </tr> <tr> <td style="text-align: center;">3rd time</td> <td>Exemption re-application fee: HK\$700 Exemption fee: 2 times</td> </tr> <tr> <td style="text-align: center;">4th time</td> <td>Exemption re-application fee: HK\$700 Exemption fee: 3 times</td> </tr> </tbody> </table>	Exemption re-application	Additional administrative charge	1st time	Exemption re-application fee: HK\$700	2nd time	Exemption re-application fee: HK\$700 Exemption fee: 1.5 times	3rd time	Exemption re-application fee: HK\$700 Exemption fee: 2 times	4th time	Exemption re-application fee: HK\$700 Exemption fee: 3 times	<ul style="list-style-type: none"> • All exemption re-applications are subject to pay the below administration charges: <ol style="list-style-type: none"> 1. An exemption re-application fee of HK\$700 will be charged for all applications, and 2. An administrative charge set out below: <ol style="list-style-type: none"> a. applications made at the 2nd time, two times the exemptions fee shall be charged. b. applications made at the 3rd time, three times the exemptions fees shall be charged. c. applications made at the 4th time, four times the exemptions fees shall be charged.
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