The Hong Kong Chartered Governance Institute
Application Form for Re-Election to Membership/Graduateship

To: The Committee for China of The Chartered Governance Institute ("CGI") and The Council of The Hong Kong Chartered Governance Institute ("HKCGI" or "the Institute")

1. I hereby apply for re-election of membership/graduateship of CGI and the Institute and, in support of my application, set out relevant details of my career and other information on the following pages.
2. Upon being elected, I hereby undertake to observe and be bound by the provisions of the Charter and Byelaws of CGI and the Articles of Association of the Institute for the time being in force.
3. I agree that the personal data provided herein be used for the purpose of administration and communication, assessment of qualifications and experience, and provision of services and benefits by CGI and the Institute.
4. I understand that the re-election fee is non-refundable, and agree to pay all future fees and subscriptions for which I become liable.
5. I confirm that I have read and fully comprehend the "Notes on completing the application form" for the application for the election to Membership/Graduateship of CGI and the Institute.

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.

(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.

I have read, understood and agreed to the above including the 'Statement on Collection of Personal Data'. I hereby declare that all the information and/or documents submitted by me are true, correct, up-to-date and complete to the best of my knowledge and belief, and I undertake to provide any further information and/or documents as required and in respect of any changes thereto. I further acknowledge that any violation of such is ground for disciplinary action and may lead to cancellation and invalidation of membership/graduateship status and/or services.

Name of Applicant: _____

Previous Membership/
Graduate Number: _____ **(Office Use Only)**

Signature of Applicant: _____

Date of Application: _____

PERSONAL PARTICULARS

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

(Please state your name as per your identification document.)

Date of Birth: _____(day/month/year) Age: _____

HKID No.: _____ Email Address: _____

Correspondence Address: _____

_____

Res. Tel.: _____ Mobile No. _____

Please stick your recent photo here

(1.5" X 2")

(Non-instant photo is preferred)

EMPLOYMENT – CURRENT POSITION

Job Title: _____ Date of Commencement: _____

Organisation: _____

Registered Address: _____

_____ Tel. No.: _____

EMPLOYMENT RECORD since lapse of membership/graduateship, starting with current position

Current employment:				
Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification *(Notes)*	
			Referee	Attachment(s)
1		From _____/_____/_____ *(DD / MM / YYYY)* To _____/_____/_____ *(DD / MM / YYYY)*	Name Job Title Signature Date *(DD / MM / YYYY)*	a. Reference letter ☐ Yes ☐ No b. Others (please specify): _____
Previous employment: *(in chronological order)*				
Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification *(Notes)*	
			Referee	Attachment(s)
2		From _____/_____/_____ *(DD / MM / YYYY)* To _____/_____/_____ *(DD / MM / YYYY)*	Name Job Title Signature Date *(DD / MM / YYYY)*	a. Reference letter ☐ Yes ☐ No b. Others (please specify): _____

EMPLOYMENT RECORD since lapse of membership/graduateship, starting with current position

Previous employment: *(in chronological order)*

Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification *(Notes)*	
			Referee	Attachment(s)
3		From ____/____/_____ *(DD / MM / YYYY)* To ____/____/_____ *(DD / MM / YYYY)*	Name Job Title Signature Date *(DD / MM / YYYY)*	a. Reference letter ☐ Yes ☐ No b. Others (please specify): _____
4		From ____/____/_____ *(DD / MM / YYYY)* To ____/____/_____ *(DD / MM / YYYY)*	Name Job Title Signature Date *(DD / MM / YYYY)*	a. Reference letter ☐ Yes ☐ No b. Others (please specify): _____

Note 1: *The date of referee's signature/reference letter covering the applicant's current employment should* ***not be more than three months*** *prior to the date of submission of the application.*

Note 2: *Employment records can either be certified by (1) signature of appropriate referee; and/or (2) provision of certified true copies of employment testimonials (e.g. reference letters) showing clearly the position(s) held and the exact dates (i.e. day, month and year) that the employment started and finished.*

The referee in each case should be a senior officer of the organisation such as a Director, Partner, Proprietor, the head of the Personnel Department or the manager of the applicant. The referee is asked to certify from personal knowledge that the information given by the applicant in the section next to the referee's signature and designation is correct. The referee is invited to provide any relevant remark or amplification in a supporting letter, as appropriate.

Note 3: *If the job duties performed are not self-evident from the title, a brief outline of duties should be included, and/or complete the M007 Supplementary Form - Associateship Application with the signature of an appropriate referee.*

Note 4: *If you have held more than one position in the same organisation, specify the details of* ***each position*** *i.e. the job titles and the respective exact employment period (the day, month and year) etc.*

Note 5: *If you had any employment gap for* ***more than three months,*** *you need to complete the M008 Explanation for Employment Gaps Form.*

CHARACTER AND STANDING

(Please refer to Note 5 and 6 of "Notes on completing the application form" for details.)

Important Note: ***For any 'yes' box ticked below, please provide full details in writing (enclosing supporting documents) to the Institute as appropriate.***

	Yes / No *(please tick as appropriate)*	*Signature*
Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?	☐ ☐	_____
Have you been convicted of any offence of such a nature that, had you been a member/graduate of CGI and/or the Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by Byelaws 21 to 25 of CGI and Articles 23 to 28 of the Institute?	☐ ☐	_____
Have you conducted yourself, whether by act or default, in a manner that, had you been a member/graduate of CGI and/or the Institute at the time, might or is likely, to have been discreditable to CGI and/or the Institute having regard to CGI and/or the Institute Code of Professional Ethics and Conduct, or similar?	☐ ☐	_____

FULFILMENT OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENT

(Please refer to Note 7 of "Notes on completing the application form" for details.)

Former members and graduates must have accumulated **at least 15 CPD hours, including 3 Enhanced CPD hours** through the Institute's seminars or events **within a 12-month period prior to the date of application**. Attendance record of the 15 CPD hours must be provided to the Institute for inspection. (Note: Confirmation of enrolment does not serve as a valid certification of attendance.)

Please list out the trainings/seminars that you attended in the previous 12 months.

Date	Time	Event Name	Organiser

For applicant who is retired **AND** have reached age 60, no CPD requirement is needed prior to application. You must complete the following declaration:

I, _____ (full name) declared that:

☐ I have reached age 60 and am fully retired from employment.

☐ I hereby undertake that I will comply with the Institute's CPD Policy and requirements if I return to employment (either full-time or part-time) in the future.

Signature : _____ Date of Signature : _____

RECOMMENDATION

We, the undersigned, having known the applicant (Name of applicant: _____) for the period set against our names (of at least one year), hereby recommend him/her from personal knowledge as a fit and proper person for re-election as a member/graduate of CGI and the Institute.

*There must be two signatories of professional status, one of whom must be a Member of CGI and/or the Institute, who have known the applicant for at least one year.

Referee one (Member of CGI and/or HKCGI)

CGI/HKCGI Membership no: _____

Full Name _____ have known the applicant for _____ years

Company Name _____ Job title _____

Other Professional Qualification:

	Membership Number		Membership Number
☐ HKICPA	_____	☐ CPA Australia	_____
☐ ACCA	_____	☐ The Law Society of Hong Kong	_____
☐ CIMA	_____	☐ Others: _____	_____

Signature _____ Date of Signature _____

Referee two

Full Name _____ have known the applicant for _____ years

Company Name _____ Job title _____

Professional Qualification:

	Membership Number		Membership Number
☐ CGI/HKCGI	_____	☐ CPA Australia	_____
☐ HKICPA	_____	☐ The Law Society of Hong Kong	_____
☐ ACCA	_____		
☐ CIMA	_____	☐ Others: _____	_____

Signature _____ Date of Signature _____

FEES

Fees include:		Amount
Non- refundable	(i) Re-Election Application Fee ▪ For Fellow: HK$3,300 ▪ For Associate: HK$3,000 ▪ For Graduate: HK$2,500	HK$_____
Refundable if application is rejected	(ii) Subscription for the current financial year	HK$_____
	(iii) Subscription for the lapsed year (at full-rate of current year)	HK$_____
	(iv) an additional year of subscription to cover the year(s) in between ii) and iii) above regardless of the length of the lapsed period (at full-rate of current year)	HK$_____
	Total	HK$_____

PAYMENT METHOD (please tick as appropriate) **Fees in total: HK$_____**

Proper form completion and full payment made required prior to the Institute acceptance and arrangement of requested matters.

☐ By EPS/ UnionPay - in person

☐ By cheque - in person/by post (Payable to 'The Hong Kong Chartered Governance Institute'. Post-dated cheque will NOT be accepted)

Bank: _____ Cheque No.: _____

(Specify at back '[Description]' and '[Membership/Student No.]')

☐ By Credit Card - in person/by email/by post (I, as the cardholder, authorise the Institute to debit the payment from my credit card) Please fill in the below information if by email/by post.

☐ Chartered Secretaries American Express ☐ VISA ☐ MasterCard

Name of Cardholder (Block letters): _____

Credit Card no:_____ Card Expiry date: ____MM ____YY

Signature: _____ Date: _____

(As with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment).
Applicant to bear consequences for unauthorised third party payments: _____
To facilitate payment, credit cards should not expire in less than one month.

FOR OFFICE USE ONLY

Credit card authorisation code: _____ A/C Ref. no.: _____

Handled on _____ by _____ Data updated on: _____ by _____

Application approved/ rejected on: _____ Confirmation sent on: _____

The Hong Kong Chartered Governance Institute
Application for Re-election to Membership/Graduateship

Notes on completing the application form

1. Eligibility

Applicant for re-election to membership/graduateship shall not be required to pass any examination but must comply with the Charter and Byelaws of The Chartered Governance Institute (CGI) and the Articles of Associations of The Hong Kong Chartered Governance Institute (HKCGI or the Institute), and any other terms and conditions as the Council may think fit to require in each individual case.

Admission to membership/graduateship of the Institute is conditional upon the Council first being satisfied that an applicant is a member/graduate of CGI and being ordinarily resident in the Divisional Territory of People's Republic of China subject to Article 6.1 of the Institute.

Eligibility to remain a member/graduate of the Institute to be at all times conditional upon the member/graduate remaining as a member/graduate of CGI. An individual's membership/graduateship of the Institute automatically cease if that individual for any reason ceases to be a member/graduate of CGI subject to the Article 18 of the Institute.

Every member and graduates shall be bound absolutely by the Charter and Byelaws of CGI and the Articles of Association of the Institute for the time being in force, and any disciplinary regulations made thereafter. Members and graduates must read both documents carefully which can be obtained by logging into the Institute user account on the website (www.hkcgi.org.hk).

2. Incorrect or Misleading Information

If information is revealed to be inaccurate or misleading before/after election, applicant may be subject to disciplinary action under Byelaws 21 to 25 of CGI and Articles 23 to 28 of the Institute.

3. Explanation on reasons for lapsed membership/graduateship

Applicant is required to provide an explanation to Membership Committee about the reasons for lapsed membership/graduateship and grounds for applying for re-elections. The Institute has the absolute and sole discretion to approve the application and the decision should be final.

4. Career History

a. You are required to give a CAREER RECORD since lapse of membership/graduateship (completing this on additional sheets if necessary), with any gaps being accounted for.

b. Please note the following with regard to the individual sections of this page of the form:

Name of organisation:	In the case of a holding company, a group, or subsidiary companies, it is important to specify the particular company in which you hold office.
Job position:	· If the duties performed are not self-evident from the title, a brief outline of duties should be attached, and/or complete the M007 Supplementary Form with the signature of an appropriate referee. · If you have held more than one position in the same organisation, specify the details of each position i.e. the exact employment period, etc.
Date:	Date, month and year to be given.

c. Certification:
All current and previous employments provided in the application form since lapse of membership/graduateship must be certified. The date of referee's signature/reference letter covering your current employment should NOT be more than 3 months prior to the date of submission of application.

Certification can be in the form of either:-
i) The signature of referees who should be a senior officer of the organisation (the date of referee's signature must be given); or

ii) Original employment testimonials/reference letters from employers (showing the position(s) held and the exact dates (i.e. day, month and year) that the employment started and finished. Letters merely offering the post, or confirming the employment, are insufficient for this purpose).

d. You are required to provide an explanatory letter for not able to provide the required supporting documentation (e.g. employment reference letters).

e. Current/previous employment without the required employment reference letters or verification from your current/recent employers will not be included or counted for your re-election to membership/graduateship.

f. If you had any employment gap for more than three months between jobs, you need to complete the M008 Explanation for Employment Gaps Form.

5. Standard of Professional Conduct

Pursuant to Article 21 of the Institute, every Member on election to Membership and so long as he remains a Member shall be deemed to have undertaken strictly to observe the standard of professional conduct and practice required by the Council and comply with any code of conduct, rules of professional ethics, practice directions, rules and regulations governing professional conduct and practice including the conditions for the issue of practising certificates by the Council.

The past and present conduct of a successfully elected member will be taken into account.

6. Character and Standing

The term "fit and proper" contained in Byelaws 5 and 6 of CGI relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

However the Council does not link the term "fit and proper" to a subjective view an applicant may hold of his own conduct and methods. As a result, the Council requires all applicants to answer 1 to 3 on page 3 of the application form as to their character.

The Institute is obliged to supervise the standard of professional conduct of its Members and it is important to emphasise that the examples given below are not intended to be exhaustive or definitive, the concept of fit and proper is inherently open-ended.

Question 1
This relates directly to the solvency of the applicant and would include any sequestration order, compromise or deed of arrangement with the applicant's creditors.

Question 2
This relates to:-
i) any offence, whether or not in Hong Kong or in the Divisional Territory of People's Republic of China, involving fraud or other dishonesty under legislation relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.

ii) any other offence, whether or not in Hong Kong or in the Divisional Territory of People's Republic of China, not in a) above including criminal convictions in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. The applicant may exclude non-criminal traffic offences.

Question 3
This relates to:-
i) disqualification by a court or other statutory or regulatory body from acting as a director of a company, or from acting in the management or conduct of the affairs of any company, partnership or incorporated association.

ii) disciplinary action including criticism, censure, fine, or exclusion from membership of any professional body or organisation (whether or not in Hong Kong or in the Divisional Territory of People's Republic of China).

7. Compliance of CPD Requirements prior to application for re-election

In general, applicants for re-election should have accumulated **15 CPD points, including 3 ECPD points from the seminars or events organised by the Institute within 12 months prior to the date of application** for re-election. Applicants must submit the attendance record together with the application for inspection. Confirmation of enrolment does not serve as a valid certification of attendance.

Example:
If an applicant submits an application for re-election on 1 January 2022, he/she should submit the attendance records of CPD seminars arranged from 1 January 2021 to 31 December 2021 (a 12-month period prior to the date of application). Any CPD seminars attended before such period will not be counted.

In respect of retirees who have reached age 60, no CPD points is required but they must submit a declaration containing an undertaking to comply with applicable future CPD requirements to support the application.

8. Recommendation

All applicants must be recommended by two referees who:
- are holders of professional qualifications;
- have known the applicant for at least one year;

One of the referees must be a member (Fellow or Associate) of CGI and/or the Institute.

Personal information including the professional qualification membership number of the referees must be provided as appropriate.

10. Checklist – Application for Re-election of Membership/Graduateship

Before submitting your application, you are reminded to ensure that all documents are in order and all copies of all supporting documentations are required to be certified as true copies. Kindly note that incomplete application will delay the assessment process.

Items	Please put a "√" in the boxes below.
A. Fees	
1. Re-election fee (non-refundable, Fellow: HK$3,300; Associate: HK$3,000; Graduate: HK$2,500)	
2. Subscription for the current financial year (refundable, if application is rejected)	
3. Subscription for the lapsed year, at full-rate of current year (refundable, if application is rejected)	
4. An additional year of subscription, at full-rate of current year to cover the year(s) in between 2. and 3. above regardless of the length of the lapsed period (refundable, if application is rejected)	
B. Explanation in writing on reasons for lapsed membership/graduateship	
1. **Enclosed** explanation in writing	
C. Signature of Applicant	
1. **Signed and dated** on page 1 of the application form	
2. Any changes and/or amendment of information provided on this form must be **duly countersigned and dated.**	
D. Character and Standing	
1. **Answered and signed** the section of "Character and Standing" on page 3 of the application form	
2. **Enclosed** full details in writing for any 'yes' box ticked in the "Character and Standing" section on page 3 (if applicable and as appropriate).	
E. Employment Record since lapse of membership/graduateship	
1. Current and previous employment records since lapse of membership/graduateship are listed in chronological order; extra sheets are added as appropriate.	
2. Supporting documents of employment records: • Certified true copies of work testimonials/reference letters of current/previous employments [Note 1]; OR • Certification of current/previous employments duly signed and dated by a referee as specified on the application form [Note 2]. **Note 1**: Employment details, including **all position(s) held and exact period(s) of employment** must be stated clearly on all work testimonials/reference letters. **Note 2**: A referee for each employment should be a senior officer of the organisation, such as a Director, Partner, Proprietor, the head of human resources department or your direct supervisor. The date of the referee's signature for certification and the date of the reference letter covering your current employment should **not be more than three months** prior to the date of submission of application.	

3. M008 Explanation for Employment Gap Form (if applicable) – for any employment gaps of over 3 months	
4. Certified true copies of Business Registration (BR) certificates (if applicable) – for a proprietor of current and/or previous employment	
5. Explanation letter (if applicable) – for any supporting documentation that you are not able to provide	
F. Fulfilment of CPD requirements	
1. Attendance records of 15 CPD hours, including 3 ECPD hours from the Institute are listed out in page 4 of the application form.	
2. Certifications of attendance are enclosed. (Note: confirmation of enrolment does not serve as a valid certification)	
3. Declaration of retired status and undertaking of compliance of CPD policy – for retiree who have reached age 60	
G. Recommendations	
Recommendation section duly signed and dated by two signatories of professional status[Note1] whom must have known you **for at least one year**. One of the referees **must be** a member of CGI and/or the Institute. Membership numbers of the two referees' professional qualifications must be provided. **Note 1:** List of professional qualifications: (i) The Association of Chartered Certificated Accountants (ACCA) (ii) The Law Society of Hong Kong (iii) The Hong Kong Institute of Certified Public Accountants (HKICPA) (iv) The Chartered Institute of Management Accountants (CIMA) (v) Institute of Chartered Accountants in England & Wales (ICAEW) (vi) CPA Australia	
H. Photo	
A passport-sized photo is enclosed. (Photo size: 1.5" x 2", no instant photo)	

Certification of the supporting documents

All supporting documentations can be certified at the HKCGI Secretariat office or through statutory declaration at the Government District Office.

HKCGI also accepts certified true copies certified by professionals (other than the applicant himself/herself), including (i) Members of CGI/HKCGI; (ii) Legal professionals (i.e. barristers or solicitors); and/or (iii) Accounting professionals (i.e. a certified public accountant (CPA) or a CPA (practising). The full name, designatory letters and membership number of the certifier must be clearly stated on each page.