The Hong Kong Chartered Governance Institute
Certifier Consent Form

CHARTERED SECRETARIES 特許秘書

IMPORTANT NOTES

1. This form is required to be completed by the certifier of an applicant who:
   i) certifies supporting documents as true and complete copies for an applicant; and
   ii) is the current direct supervisor/representative of Human Resources Department of the applicant's company; and
   iii) is not a member of HKCGI nor a qualified accountant/lawyer.
2. Certifier must fill in all information below and return the completed consent form to applicant. Applicant is required to submit this form together with the application to the Institute.
3. The Institute may contact the certifier to provide supplementary information, if necessary.

DECLARATION

I, the undersigned, certify that the supporting documents provided by the applicant (Name of applicant: _____) are true and complete copies of the original documents.

I am the applicant's (Please tick as appropriate): ☐ Direct Supervisor or ☐ Representative of Human Resources Department

Full Name: (Please state your name as per your identification document) _____

Name of Organisation: _____ Job Title: _____

Contact No.: _____ Email Address: _____

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 the applicant.

(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) 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.

(vi) 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 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.

Signature of Certifier: _____ Date of Signature: _____