

## The Hong Kong Chartered Governance Institute Guideline on Online Application for Election to Associateship

This guideline illustrates the procedures and requirements of online application for Election to Associateship. All applicants must read this carefully before preparing the application.

### **Important Notes**

1. Application for Election to Associateship, together with the supporting documents, must be submitted online. Click [HERE](#) to learn more about the Instruction for Online Associateship Application. You are also required to read the following notes on completing the online application.
2. Once you start the online application, you must submit the application together with supporting documents and election fee **within 7 days**. Otherwise, your uncompleted application will be forfeited and you are required to start the online application again.
3. Once you submit the application, an acknowledgement email and official receipt will be sent to your correspondence email address registered with the Institute. Applicant should contact the Institute's Membership Section (Tel: 2881 6177 or email: [member@hkcgi.org.hk](mailto:member@hkcgi.org.hk)) immediately if no acknowledgement email is received after submission.
4. Secretariat staff will contact you to provide supplementary information if necessary. All supplementary information must be provided **within one month** after your submission. If you do not provide the supplementary information by the deadline, your application will be deemed as rejected. You are required to re-submit the online application and election fee again.
5. All fees paid for the Election to Associateship are **non-refundable** or **non-transferable**.

### **Notes on completing the Associateship application form**

[Eligibility for Associateship](#)

[Section 1 - Personal Particulars](#)

[Section 2 - Employment Details](#)

[Section 3 - Academic and Professional Qualifications](#)

[Section 4 - Recommendations](#)

[Section 5 - Uploading Supporting Documents](#)

[Section 6 - Declarations](#)

[Checklist for Associateship Applications](#)

### **Forms**

- M023 - [Certifier Consent Form](#)
- M024 - [Recommendation Form](#)
- M025 - [Certification of Employment Form](#)