

## The Hong Kong Chartered Governance Institute Online Instruction for Associateship Application

Graduates can apply the election to Associateship online via their Institute's user account. You are encouraged to update your web browser to the latest version for a smooth online application.

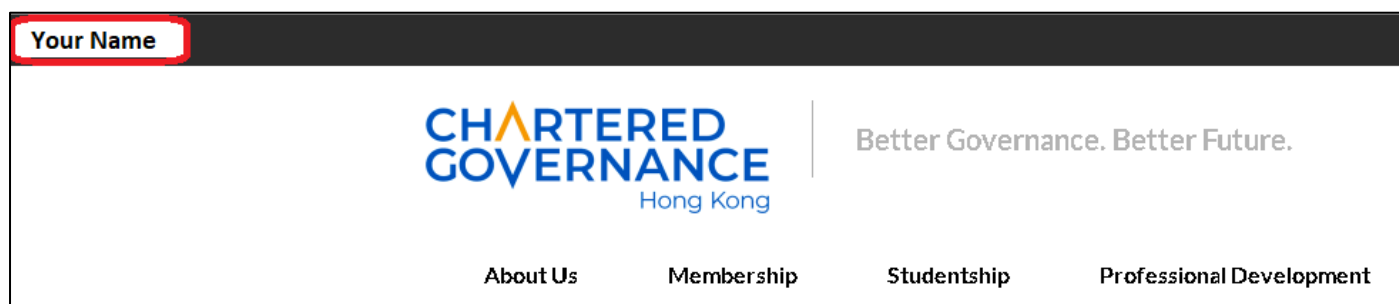
**Step 1** – Go to the Institute's website ([hkcgi.org.hk](http://hkcgi.org.hk)) and click "Login" at the top right corner.



**Step 2** – Enter your registered email, password and the captcha shown below. Press "Login" to log into your user account.

The image shows a login form titled 'Login to your account'. It contains four input fields: a dropdown menu with 'Member/Graduate/Student/Other', an 'Email' field, a 'Password' field, and an 'Enter Captcha' field. Below the captcha field is a captcha image showing the characters 'n x q h t' and a 'Refresh' button. At the bottom of the form, there is a blue 'Login' button highlighted with a red rectangular box, and a link that says 'Forgot password?'.

**Step 3** – Click your name at the top left hand corner.



Your profile will be shown after logging into your user account. Please click “Edit” to update your correspondence details if necessary.

Profile of ██████████

Membership/Graduateship/Student/Public ID No.	██████████
Title	Miss
Surname	██
Other Name	██████████
Initial	
Grade	██████████
Email	██████████████████
Phone	██████████
Mobile	██████
Country/ Region	██████
Zip code	██████
State/ Province /Region	██
Post Town/City	██████
Street	██████████████
Estate	██████████
Block/Building	██████████
Flat, Floor	██████████

CGJ format	Hard copy
Address Indicator	Home
Direct Marketing	Subscribed
Annual Report, General Meeting Notice and related documents	E-copy

Edit

**Step 4** – On the left side of the menu, click “Membership” then click “Apply for the Associateship”. You will then be directed to the application page.

Membership

Apply for the Associateship

CGI Charter and byelaws

HKCGI Articles of Association

**Step 5** – Applicant must read the guideline and check the box to indicate that you have read and agreed to the notes for online associateship application. Press “Start Application” to proceed the next step.

**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@hkcgj.org.hk](mailto:member@hkcgj.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/Professional Qualifications](#)

[Section 4 - Recommendations](#)

[Section 5 - Uploading Supporting Documents](#)

[Section 6 - Declarations](#)

[Checklist for Associateship Applications](#)

Click here to read the notes for  
online associateship application.

**Forms**

[M023 - Certifier Consent Form](#)

[M024 - Recommendation Form](#)

[M025 - Certification of Employment Form](#)

Download and complete the  
forms in support to your  
application, if required.

**Enquiries**

Should you have any enquiries, please contact Membership Section at:

Telephone No.: (852) 2881 6177

Email: [member@hkcgj.org.hk](mailto:member@hkcgj.org.hk)

\*  
☐

I have read and agreed to the above guidelines and notes on completing the online application for Election to Associateship.

**Start Application**

**Step 6** – Click “Edit Profile” to update your correspondence details if necessary. Press “Save and Next” to proceed the next step. Once the online associateship application starts, applicant must complete and submit the application within 7 days or the online application will be expired.

Apply Date	2022-05-30	} Applicant must submit this application together with supporting documents and election fee within <b>7 days</b> .
Form Expiry Date	2022-06-06	
Section 1 - PERSONAL PARTICULARS		<a href="#">Edit Profile</a>
Name (English)	[REDACTED]	
Name (Chinese)	[REDACTED]	
Title	[REDACTED]	
Contact Email	[REDACTED]	
Date of Birth	[REDACTED]	
Residential Tel	[REDACTED]	
* Mobile	[REDACTED]	
Corresponding Address		
Country	[REDACTED]	
Zip code	[REDACTED]	
State/ Province /Region	[REDACTED]	
Post Town/City	[REDACTED]	
Street	[REDACTED]	
Estate	[REDACTED]	
Block/Building	[REDACTED]	
Flat, Floor	[REDACTED]	
Address Indicator	Home	
		<div>BackSave and Next</div>

**Step 7** – Fill in your employment details in Section 2 since you completed your full-time study.

Click “Add New” to add additional employment record as necessary. Remember to press “Save” for each employment. After inputting all employment details and uploading relevant supporting documents, press “Save and Next” to proceed the next step.

Section 2 - Employment Details  
(Please click [HERE](#) for details)

Current Employment

Currently Unemployed☐

\* Job Title

\* Name of Organisation

\* Start Date

yyyy-mm-dd

☐ Reference Letter

Choose File No file chosen

☐ Supplementary form (M007)

Choose File No file chosen

☐ Certification of employment

Choose File No file chosen

☐ I cannot provide relevant document

Reason:

Previous Employment (in chronological order)

Information

Add New

Back

Save

If you were unemployed for a period of over 3 months, please click “Add New”, then press “Unemployment gap” and state the relevant period of unemployment and reason.

Previous Employment (in chronological order)

Information

Add New

1. Type

☐ Job

☒ Unemployment gap

\* From

yyyy-mm-dd

\* To

yyyy-mm-dd

\* Reason of Unemployment

☐ Unemployed

☐ Study

☐ Others

**Step 8** – Fill in the details of your academic and professional qualifications in Section 3.

(i) Click “Add New” under Academic Qualification.

Section 3 - Academic/Professional Qualification  
(Please click [HERE](#) for details)

Academic Qualification (if applicable, in chronological order)

Information

Add New

(ii) You are required to provide the below details and upload the relevant certificate(s) and/or official transcript(s). Only academic qualifications after your post-secondary qualification are required. You can click “Add New” to add additional academic qualification as necessary.

Academic Qualification (if applicable, in chronological order)

Information

Add New

\* 1. Level

Non-degree level certificate or diploma

\* Country/Region

Hong Kong

\* Institution

\* Programme

\* Study Mode

Full Time

\* Study Period (From)

yyyy-mm

\* Study Period (To)

yyyy-mm

☐ Certificate

Choose File No file chosen

☐ Transcript

Choose File No file chosen

☐ Others

Choose File No file chosen

☐ I cannot provide relevant document

Reason:

(iii) Click “Add New” under Professional Qualification, if applicable.

Professional Qualification (if applicable, in chronological order)

Information

Add New

(iv) You are required to provide the below details and upload the relevant certificate(s) and/or official transcript(s). Click “Add New” to add additional professional qualification as necessary. Then, press “Save and Next” to proceed the next step.

Professional Qualification (if applicable, in chronological order)

Information

Add New

\* 1. Professional Institution

\* Qualification obtained

e.g. Certified Public Accountant etc.

Type of Membership

e.g. Associate, Fellow, Member etc.

\* Date of Award

yyyy-mm

☐ Certificate

Choose File No file chosen

☐ Others

Choose File No file chosen

☐ I cannot provide relevant document

Reason:

Remove

Add New


Back

Save and Next

**Step 9** – You are required to upload a completed and signed M024-Recommendation Form in Section 4. Please tick the below box and upload the form(s). Blank form can be downloaded from the guideline page.

Section 4 - Recommendations  
(Please click [HERE](#) for details)

☐ \* I hereby upload the completed Recommendation Form.



Choose File

No file chosen

Choose File

No file chosen

**Step 10** – You are required to provide and upload relevant supporting documents in Section 5. Please tick the below box and note that all copies uploaded must be certified by appropriate person(s) recognised by the Institute. Press “Save and Next” to proceed the next step.

Section 5 - Uploading supporting documents  
(Please click [HERE](#) for details)

1\*

All my uploaded copies are certified as true copies by:

☐ HKCGI

☐ Recognised professionals or statutory declarations

☐ Direct supervisor/Human Resources Department of the same company

Certifier Consent Form

Choose File

No file chosen

A completed certifier consent form must be upload if documents certified by supervisor or Human Resources Department.

2

Passport size photo

Choose File

No file chosen

Back

Save and Next

Certified True Copy by  
(Signature)  
Full name: Chan Tai Man  
Member no: XXXXX  
Date: **SAMPLE**

Certified True Copy by  
(Signature)  
Full name: Chan Tai Man  
Company Name:  
Job Title:  
Date: **SAMPLE**

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**Step 11** - You are required to declare and provide relevant details (if applicable) on Character and Standing in Section 6. Please also tick the below boxes to confirm that you have read and understood the "Statement of Collection on Personal Data" and "Declaration to Application for Associateship" in this Section. Press "Save and Preview" to proceed.

Section 6 - Declarations

1 Character and Standing (Please click [HERE](#) for details)

a\* Are you an undischarged bankrupt, or is any of your affairs currently subject to an arrangement or compromise with creditors or any external receiver or administrator? Or is there any current proceeding against or threatened against you because of your inability to pay any sums as they fall due?

☐ No

☐ Yes 

Choose File No file chosen

b\* 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 of the conviction, might have given rise to the possibility of any disciplinary action taken against you under CGI's Byelaws 21 to 25 and the Institute's Articles 23 to 28?

☐ No

☐ Yes 

Choose File No file chosen

c\* 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 of the act or default, might or is likely to have been discreditable to CGI and/or the Institute having regard to the Code of Professional Ethics and Conduct of CGI and/or the Institute and any other CGI and/or the Institute's professional rules and regulations (collectively the 'Rules')?

☐ No

☐ Yes 

Choose File No file chosen

☐ Unanswered

Note: If there is any ongoing investigation against you which may not be lawfully disclosed, you may click 'unanswered' and no details are required to be provided until 14 days after the result of the investigation. In case of an adverse finding against you, the Institute will assess whether you have conducted yourself, whether by act or default, in a manner that had you been a student of CGI and/or the Institute at the time of the act or default, might or is likely to have been discreditable to CGI and/or the Institute having regard to the Code of Professional Ethics and Conduct of CGI and/or the Institute and any other CGI and/or the Institute's professional rules and regulations (collectively the 'Rules'). If so, the Institute reserves the right to terminate your membership/graduateship.

2\* Statement on Collection of Personal Data

☐ I have read and agreed to the [Statement on Collection of Personal Data](#)

☐ I have read and agreed to the [Declaration to Election to Associateship](#)

☐ 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 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.

Back

Save and Preview

For any "yes" box ticked, please upload the supporting documents.

Please tick the boxes to confirm that you have read and agreed to the terms.

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**Step 12** – Please check and ensure that all the details provided are complete and accurate. You can return to previous pages to edit your details by pressing “Back” button.

You are required to pay the election fee before submitting your application to the Institute. Online payment can be made by Visa/Master/UnionPay/American Express credit card. You can select your credit card from the pull-down box and press “Submit” to proceed to payment section.

## Payment

All fees paid for the Associateship application are non-refundable or non-transferable even if the application is subsequently rejected by the institute.

Application Fee:	HK\$ [REDACTED]
Payment Method:	American Express ▼

BackSubmit

**Step 13** – After pressing “Submit”, you will be directed to the relevant payment page of Visa/Master/UnionPay or American Express accordingly. Please enter your credit card details to settle the payment.

Please note that the election fee is non-refundable. Your application will only be submitted to the Institute for processing after successful payment is made.

Upon successful settlement, you will be directed to your user account with the following message and your application is submitted. Secretariat staff will follow up with you if supplementary information is required.

### System Message

Thank you, your payment was successful.

**Transaction Amount:** [REDACTED]

**Invoice Number:** [REDACTED]

**Ref. key:** [REDACTED]

An acknowledgement email and official receipt will be sent to your email and the inbox of your HKCGI user account.

### Member/Student's Profile

Inbox (2)

[View Profile \(edit\)](#)  
[Change Password](#)  
[Update Current Employment](#)

Financial Year ▼

GO

Show 10 ▼ entries

Date	Email Title	Action
2022-06-01	Acknowledge receipt of online application for election to Associateship	<a href="#">Detail</a>
2022-06-01	HKCGI – Payment receipt for Election [REDACTED]	<a href="#">Detail</a>

For enquiry, please contact the Membership Section: 2881 6177 or email: [member@hkcgi.org.hk](mailto:member@hkcgi.org.hk).