

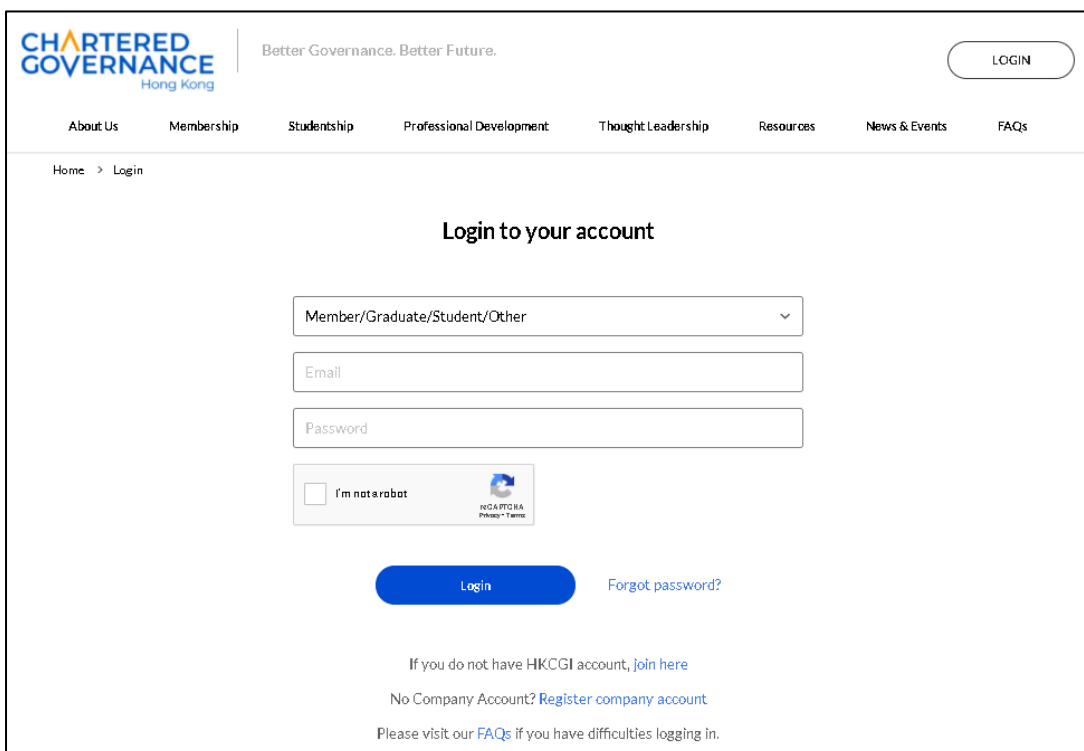
The Hong Kong Chartered Governance Institute Online Instruction for Hardship Rate Application

Members and graduates can apply the hardship rate subscription 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) and click "Login" at the top right corner.



Step 2 – Enter your registered email, password and tick the box of "I'm not a robot". Press "Login" to log into your user account.

The image shows the login page of the Chartered Governance Institute website. The page title is 'Login to your account'. It features a dropdown menu for user type (Member/Graduate/Student/Other), input fields for email and password, a checkbox for 'I'm not a robot', and a 'Login' button. There are also links for 'Forgot password?', 'If you do not have HKCGI account, join here', 'No Company Account? Register company account', and 'Please visit our FAQs if you have difficulties logging in.'.

Step 3 – Click your name on the top right corner to view your profile.



Step 4 – Your profile will be shown. Please click “Edit” to update your correspondence details if necessary.

Then, click “Apply for Hardship Rate Subscription” on the left side and you will be directed to the application page.

Member/Student's Profile Inbox (5) View Profile (edit) Change Password Update Current Employment Membership Membership/Graduateship Renewal Apply for Reduced Rate Subscription Apply for Hardship Rate Subscription Apply for Retired Rate Subscription CGI Charter and byelaws HKICS Articles of Association CPD and Events CPD Declaration and Compliance Check CPD Records Events Enrolled Individual Package Practitioner's Endorsement Studentship CGQP Exam Papers CGQP Pilot Papers IQS Exam Papers	Profile of [REDACTED]	
	Membership/Graduateship/Student/Public ID No.	[REDACTED]
	Title	Mr
	Surname	[REDACTED]
	Other Name	[REDACTED]
	Initial	
	Grade	ACG HKACG
	Email	[REDACTED]
	Phone	
	Mobile	[REDACTED]
	Country	Hong Kong
	Region	
	District	
	Street	[REDACTED]
	Estate	[REDACTED]
	Block/Building	[REDACTED]
	Flat, Floor	[REDACTED]
Address Indicator	Home	
	<input type="button" value="Edit"/>	

Step 5 – Members and graduates must read the eligibility criteria before pressing the “Continue” button.

Hardship rate application applies to members/graduates who have ceased to receive income and/or remuneration due to health conditions for at least two years prior to application or other circumstances which, in the judgement of the Membership Committee, warrant the hardship rate.

All applications are subject to the Membership Committee's approval, the decision of which is final. Hardship rate application is approved on an annual basis.

Application Deadline : 31 May

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Step 6 – After pressing “Continue”, you will be directed to the page of your personal details. Please verify if your personal details are up-to-date. You may press “Edit” to update your details or press “Next” to proceed your application.

Please confirm/ verify your personal details are up-to-date before going to next step.

PERSONAL PARTICULARS	
Name (English)	Mr. [REDACTED]
Name (Chinese)	[REDACTED]
age	64
Membership Number	[REDACTED]
Contact Email	[REDACTED]
Date of Birth	[REDACTED]
Home Tel	[REDACTED]
Mobile	[REDACTED]

Correspondence Address	
Country	Hong Kong
Region	[REDACTED]
District	[REDACTED]
Street	[REDACTED]
Estate	[REDACTED]
Block/Building	[REDACTED]
Flat, Floor	[REDACTED]
Address Indicator	Home

[Back](#) [Next](#) [Edit](#)

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Step 7 – You must declare you have fulfilled the requirement of hardship rate subscription by selecting one of the criteria. You also need to fill in the start date of your unemployment and must upload supporting documents (e.g. medical certificate or employer testimonials) for the Secretariat’s verification. Then press “Next” to proceed your application.

Hardship Rate Application

1. I hereby apply for the hardship rate subscription for the following reason(s) :
(Please tick in the appropriate box)

Unemployed since due to poor health conditions and have not received income and/or remuneration for two years or above prior to this application.

Others, please specify :

Please enclose supporting document(s) as appropriate:

Medical proof certifying that you have been not suitable for work; and/or [Upload](#)

Employer’s testimonial certifying that you have been taking no-paid leave; and/or [Upload](#)

Other document(s), please specify: [Upload](#)

2. Previous Retired rate/Reduced rate subscription approval :
(Please tick in the appropriate box)

Yes, Retired rate on

Yes, Reduced rate on

No

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Step 8 – You are required to re-confirm your personal details and make declaration regarding your hardship rate application. Please tick the below box to confirm you have read the Institute’s Statement on Collection of Personal Data. Press “Submit” to complete your application.

PERSONAL PARTICULARS	
Name (English)	[REDACTED]
Name (Chinese)	[REDACTED]
Title	[REDACTED]
Membership Number	[REDACTED]
Contact Email	[REDACTED]
Date of Birth	[REDACTED]
Home Tel	N/A
Mobile	[REDACTED]
Correspondence Address	
Country	Hong Kong
Region	[REDACTED]
District	[REDACTED]
Street	[REDACTED]
Estate	[REDACTED]
Block/Building	[REDACTED]
Flat, Floor	[REDACTED]
Address Indicator	Home
Declaration	
<p>1. I hereby apply for the hardship rate subscription for the following reason(s) :</p> <p>Unemployed since 2017-03-08 due to poor health conditions and have not received income and/or remuneration for two years or above prior to this application.</p> <p>The following document(s) is(are) enclosed:</p> <p>Medical proof certifying that you have been not suitable for work [REDACTED].pdf</p>	
<p>2. Previous Retired rate/Reduced rate subscription approval :</p> <p>No</p>	
<p>3. I understand that HKICS may request documentation to support my application.</p>	
<p>4. I hereby undertake to immediately inform HKICS in writing of any change in circumstances which can affect my application and/or entitlement to the hardship rate, prior to, upon and after such approval, including but not limited to returning to work or similar, which generates income or remuneration.</p>	
<p>Submit supporting documents [REDACTED].pdf</p>	
<p><input type="checkbox"/> 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.</p>	
<p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>	

Step 9 – Upon successful application, you will be directed to your user account with the following message.

System Message

Thank you for your submission.
Your application form will be subjected to the review and approval of Membership Committee.
For enquiries, please contact Membership Section at: 2881 6177 or email: member@hkcci.org.hk.

Step 10 – Acknowledge email will be sent to your registered email. You can also check the ‘Inbox’ section to confirm.

Member/Student's Profile

Inbox (7)

[View Profile \(edit\)](#)

[Change Password](#)

Financial Year ▼

Show 10 entries

Date ▼ Email Title Action

Date	Email Title	Action
2021-03-09	[REDACTED]	Details
2021-03-09	Acknowledge receipt - hardship rate application	Details

For enquiry, please contact the Membership Section: 2881 6177 or email: member@hkcci.org.hk.