

The Hong Kong Chartered Governance Institute Online Payment Instruction for Annual Subscription

Members and Graduates can settle their annual subscription via their Institute's user account. You are encouraged to update your web browser to the latest version for a smooth online transaction.

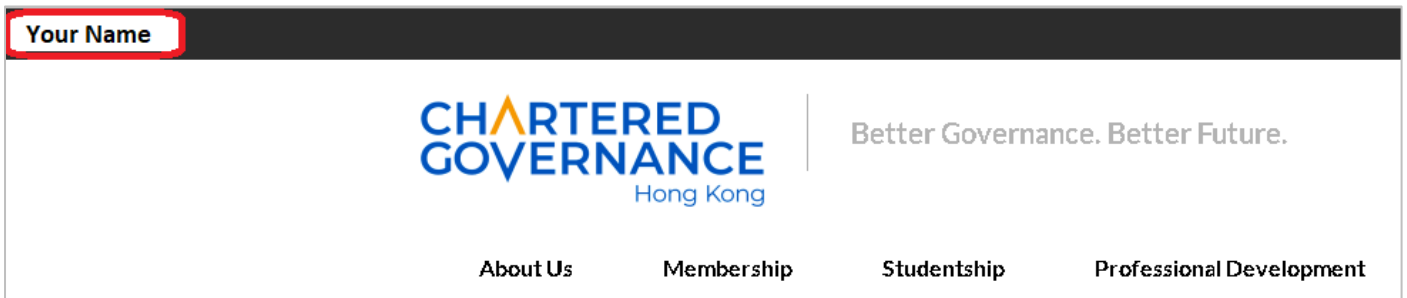
Step 1 – Go to the Institute's website (hkcgi.org.hk) and click "Login" at the top right corner.



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

A screenshot of the 'Login to your account' form. The title 'Login to your account' is centered at the top. Below the title are four input fields: a dropdown menu with 'Member/Graduate/Student/Other' and a downward arrow; an 'Email' field; a 'Password' field; and an 'Enter Captcha' field. Below the captcha field is a captcha image showing the word 'he4gy' and a 'Refresh' button. At the bottom of the form, there is a blue 'Login' button and a 'Forgot password?' link.

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

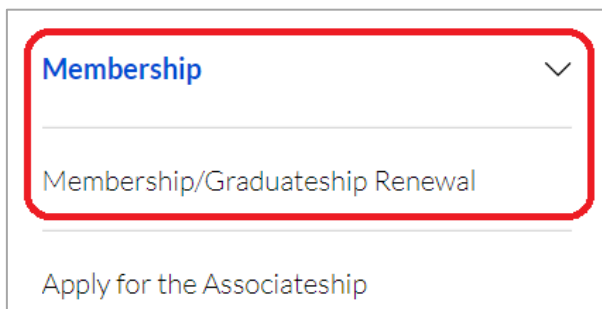


Your profile will be shown after logging into your user account. Please click "Edit" to update your correspondence details if necessary.

Profile of [REDACTED]	
Membership/Graduateship/Student/Public ID No.	[REDACTED]
Title	Miss
Surname	[REDACTED]
Other Name	[REDACTED]
Initial	
Grade	[REDACTED]
Email	[REDACTED]
Phone	[REDACTED]
Mobile	[REDACTED]
Country/ Region	[REDACTED]
Zip code	[REDACTED]
State/ Province /Region	[REDACTED]
Post Town/City	[REDACTED]
Street	[REDACTED]
Estate	[REDACTED]
Block/Building	[REDACTED]
Flat, Floor	[REDACTED]
[REDACTED]	
CGJ format	Hard copy
Address Indicator	Home
Direct Marketing	Subscribed
Annual Report, General Meeting Notice and related documents	E-copy

[Edit](#)

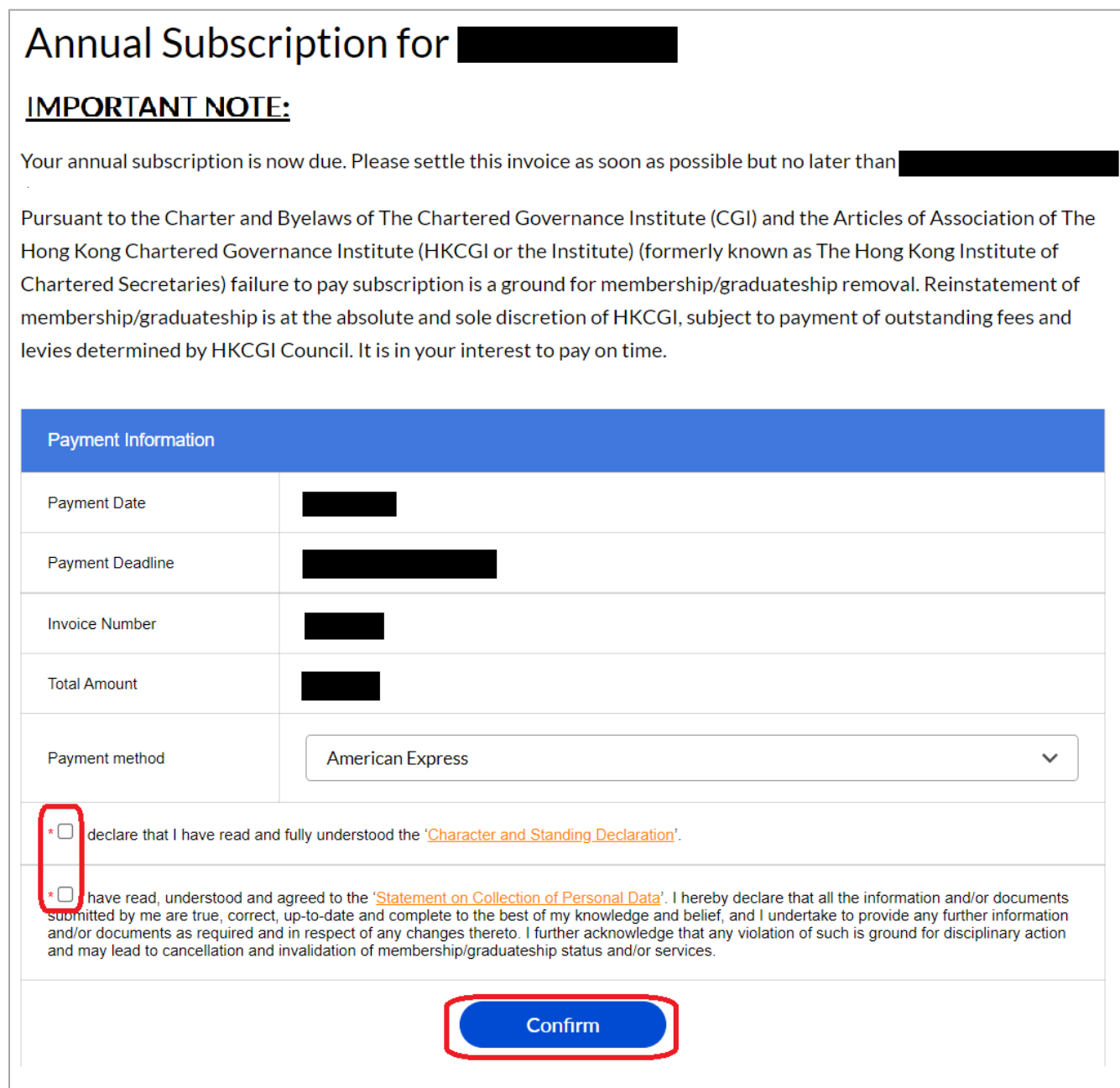
Step 4 – On the left side of the menu, click “Membership” then click “Membership/Graduateship Renewal”. You will then be directed to the online payment page.



A screenshot of a navigation menu. The word "Membership" is at the top in blue text with a downward arrow. Below it, "Membership/Graduateship Renewal" is listed. At the bottom of the menu, there is a link that says "Apply for the Associateship". A red rounded rectangle highlights the "Membership" and "Membership/Graduateship Renewal" items.

Step 5 – Online payment can be made by Visa/Master/UnionPay or American Express credit card. You can select your credit card from the pull-down box.

All members and graduates must read and tick the boxes of “Character and Standing Declaration” and “Statement on Collection of Personal Data” before pressing the “Confirm” button. Both documents can be viewed by clicking the hyperlink.




Annual Subscription for [redacted]

IMPORTANT NOTE:

Your annual subscription is now due. Please settle this invoice as soon as possible but no later than [redacted].

Pursuant to the Charter and Byelaws of The Chartered Governance Institute (CGI) and the Articles of Association of The Hong Kong Chartered Governance Institute (HKCGI or the Institute) (formerly known as The Hong Kong Institute of Chartered Secretaries) failure to pay subscription is a ground for membership/graduateship removal. Reinstatement of membership/graduateship is at the absolute and sole discretion of HKCGI, subject to payment of outstanding fees and levies determined by HKCGI Council. It is in your interest to pay on time.

Payment Information	
Payment Date	[redacted]
Payment Deadline	[redacted]
Invoice Number	[redacted]
Total Amount	[redacted]
Payment method	American Express 

declare that I have read and fully understood the '[Character and Standing Declaration](#)'.

I have read, understood and agreed to 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.

Confirm

Step 6 – After pressing “Confirm”, you will be directed to the relevant payment page of Visa/Master/UnionPay or American Express accordingly. Please follow the instructions to settle the payment.

Step 7 – Upon successful settlement, you will be directed to your user account with the following message.

System Message

Thank you, your payment was successful.

Transaction Amount: ██████████

Invoice Number: ██████████

Ref. key: ████████████████████

Step 8 – Electronic receipt will be sent to your registered email with the Institute. You can also check the “Inbox” section to obtain the receipt.

Member/Student's Profile ▼Financial Year ▼GO

Inbox (1)

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

[Change Password](#)

[Update Current Employment](#)

Show entries

Date	Email Title	Action
2022-05-26	HKCGI – Payment receipt for ██████████	Details
Date	Email Title	Action

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