

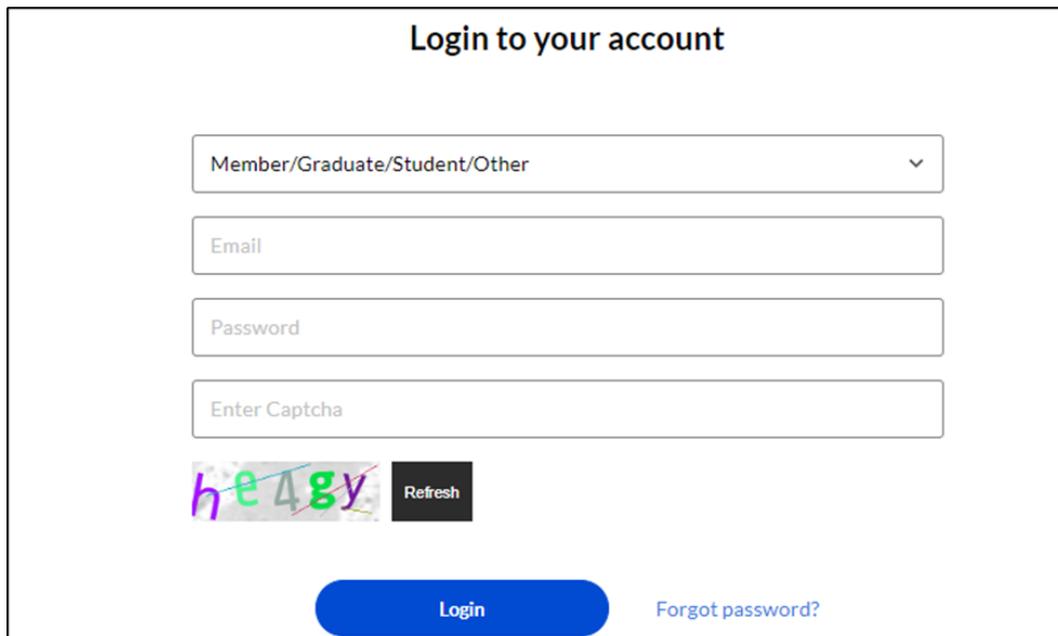
The Hong Kong Chartered Governance Institute Online Instruction for Hardship Rate Application

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.

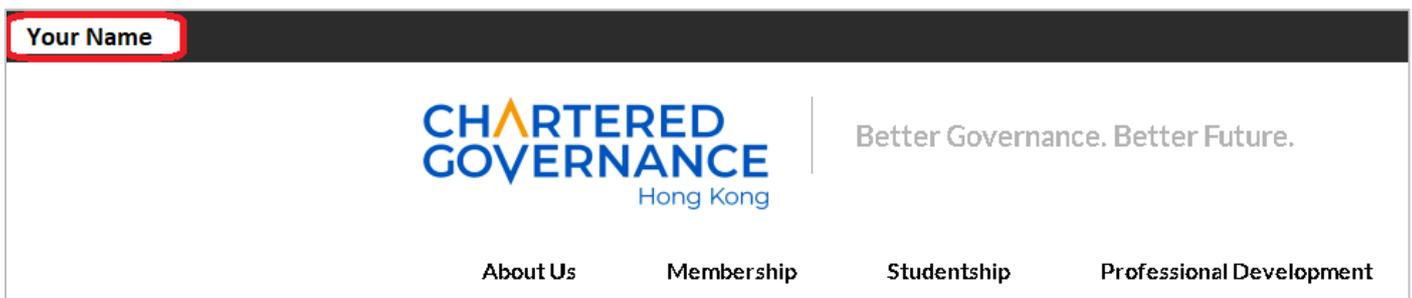
Step 1 – Go to the Institute's website (hkcgi.org.hk) and click "Login" at the top right corner.



Step 2 – Enter your registered email, password and 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 at the top. Below it are 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 'he4gy' and a 'Refresh' button. At the bottom, there is a blue 'Login' button and a 'Forgot password?' link.

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

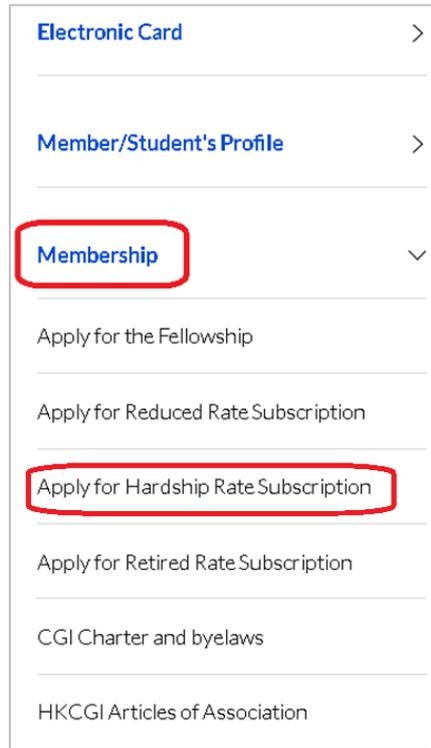


Your profile will be shown after logging into your user account. Please click “Edit” to update your correspondence details if necessary.

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]
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 Hardship Rate Subscription”. You will then be directed to the application page.



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

Hardship rate application applies to members or graduates who:

- have ceased to receive income and/or remuneration due to medical conditions **continuously** for at least two years prior to application (with substantial and sufficient supporting document(s) provided); or
- have encountered circumstances which the Membership Committee considers fit to grant 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: [REDACTED]

[Continue](#)

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)	Miss [REDACTED]
Name (Chinese)	[REDACTED]
age	[REDACTED]
Membership Number	[REDACTED]
Contact Email	[REDACTED]
Date of Birth	[REDACTED]
Home Tel	[REDACTED]
Mobile	[REDACTED]
Correspondence Address	
	Edit
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
	Back Next

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

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

Unemployed since

due to medical conditions and have ceased to receive income and/or remuneration for continuously at least two years 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; ←

Employer’s testimonial certifying that you have been taking no-paid leave; ←

Other document(s), please specify: ←

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

Yes, Retired rate on

Yes, Reduced rate on

No

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.

Declaration

1. I hereby apply for the hardship rate subscription for the following reason(s) :

Unemployed since 2021-05-19 due to poor health conditions and have not received income and/or remuneration for two years or above prior to this application.

The following document(s) is(are) enclosed:
Medical proof certifying that you have been not suitable for work
[REDACTED]

2. Previous Retired rate/Reduced rate subscription approval :

No

3. I understand that HKCGI may request documentation to support my application.

4. I hereby undertake to immediately inform HKCGI 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.

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.

Step 9 – Upon successful application, the following message will be shown.

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@hkcgi.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 (1)

Show entries

Date	Email Title	Action
2022-05-24	Acknowledge receipt-Hardship Rate application for year [REDACTED]	Details

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