

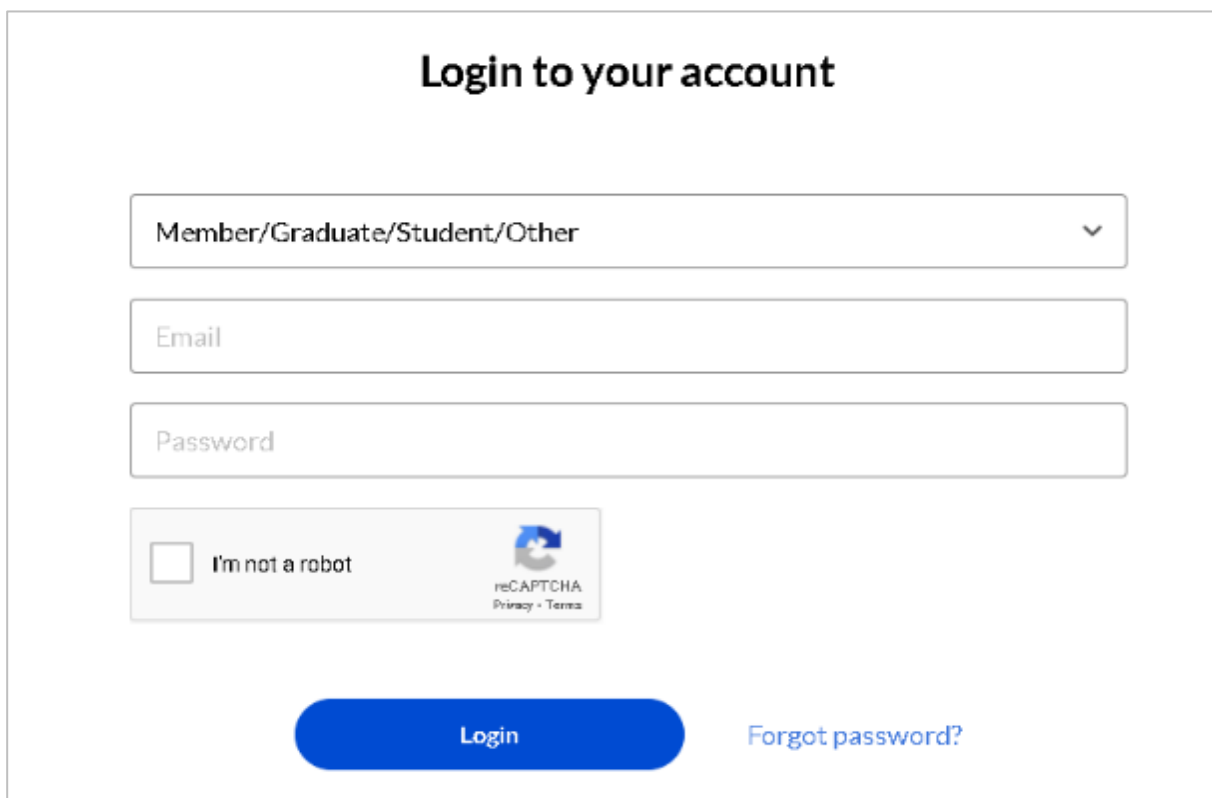
The Hong Kong Chartered Governance Institute Online Instruction for Reduced Rate Application

Members and graduates can apply the reduced 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 titled 'Login to your account'. It features a dropdown menu for user type with 'Member/Graduate/Student/Other' selected. Below are input fields for 'Email' and 'Password'. A reCAPTCHA checkbox labeled 'I'm not a robot' is present, with a reCAPTCHA logo and 'Privacy - Terms' link. 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 Name

Better Governance. Better Future.

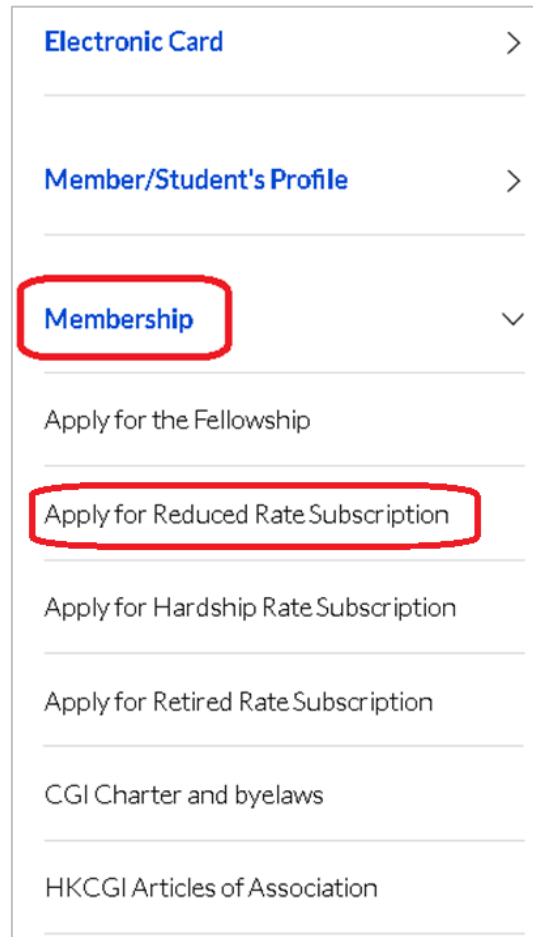
About UsMembershipStudentshipProfessional Development

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	ACG HKACG
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 Reduced 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.

Reduced rate application applies to members/graduates who :

- have been unemployed for a minimum of six months prior to application or the beginning of the following financial year (i.e. 1 July); **OR**
- have ceased to receive income and/or remuneration due to health conditions (with substantial and sufficient supporting document(s) provided) for a minimum of three months prior to application or the beginning of the following financial year (i.e. 1 July); **OR**
- have encountered circumstances which, the Membership Committee considers fit to grant the reduced rate.

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

From year 2019/2020 onwards, members/graduates should only be eligible for the reduced rate for a maximum of five years. For members/graduates who were granted for reduced rate on or before year 2018/2019 will not be counted. Should they wish to continue to apply for reduced rate for more than a total of five years, adequate explanation and/or documentary proof must be provided to the Membership Committee for consideration.

Application Deadline : ██████████

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 reduced rate subscription by selecting one of the criteria. You also need to fill in the start date of your unemployment and upload any supporting documents if applicable. Then press "Next" to proceed your application.

Reduced Rate Application

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


 Unemployment ^{Note 1} since

yyyy-mm-dd


Reason(s) for unemployment:

Family issues Looking for new jobs Study

Other reason(s), please specify:

 Health reason which leads to cessation of income ^{Note 2} since

yyyy-mm-dd


 Others, please specify:


Notes:


(1) The minimum requirement is 6 months prior to application or the beginning of the following financial year. i.e. 1 July.
(2) The minimum requirement is 3 months prior to application or the beginning of the following financial year. i.e. 1 July.

Please attach :
medical letter certifying that you are completely not fit for work; and
employer's letter certifying that you are taking no-paid leave.

Please enclose supporting document(s) as appropriate:

Medical proof certifying that you have been not suitable for work; Upload 

Employer's testimonial certifying that you have been taking no-paid leave; Upload 

Other document(s), please specify: Upload 

BackNext

Step 8 – You are required to re-confirm your personal details and make declaration regarding your reduced 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 reduced rate subscription for the following reason(s):

Unemployment since 2021-05-19 due to the reason(s) of Looking for new jobs

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

3. I hereby undertake to immediately inform HKCGI in writing of any change in circumstances which can affect my application and/or entitlement to the reduced 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.

SubmitCancel

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@hkcg.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 ▼Financial Year ▼GO

Inbox (1)Show ▼ entries

View Profile (edit)Date ▼Email Title⌵Action

	Date	Email Title	Action
Change Password	2022-05-24	Acknowledge receipt-Reduced Rate application for year 2022/2023	Details

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