

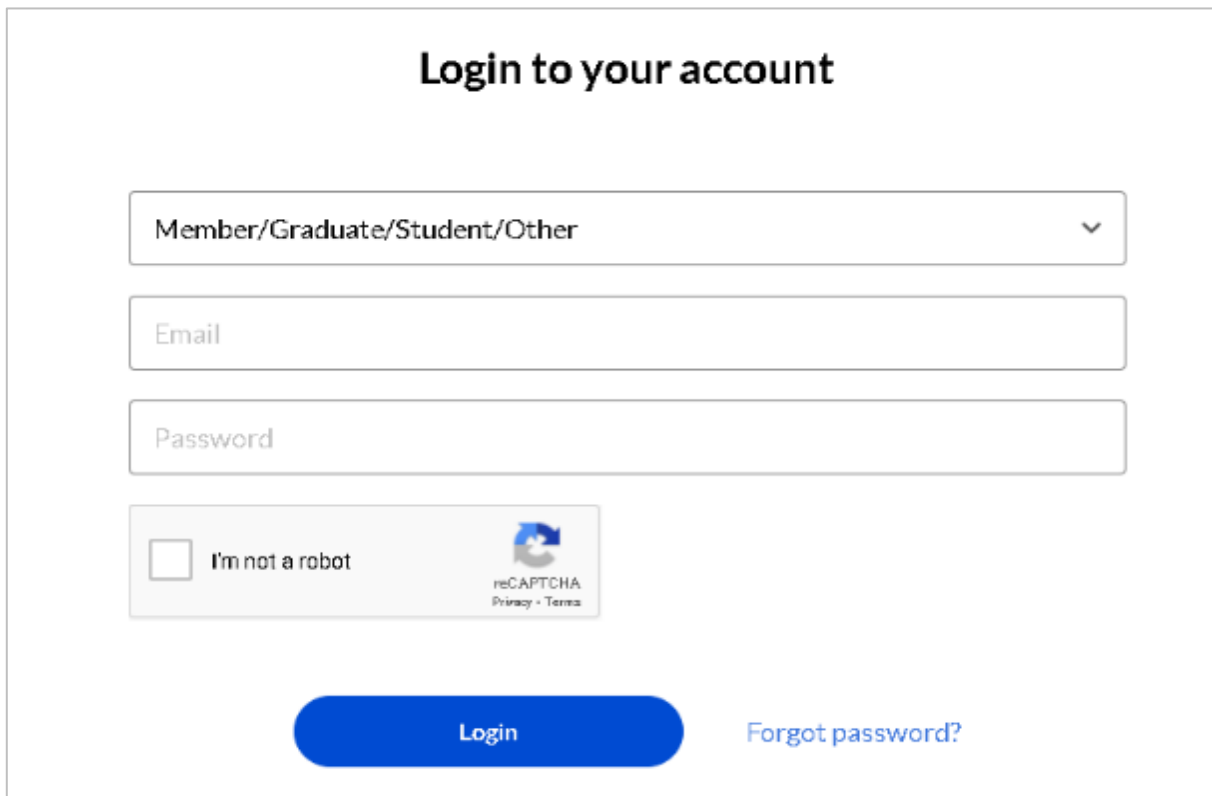
## The Hong Kong Chartered Governance Institute Online Instruction for Retired Rate Application

Members can apply the retired 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](http://hkcgi.org.hk)) and click "Login" at the top right corner.



**Step 2** – Enter your registered email and password. Press "Login" to log into your user account.

The image shows a login form titled 'Login to your account'. It contains a dropdown menu for 'Member/Graduate/Student/Other', an 'Email' input field, a 'Password' input field, and a reCAPTCHA checkbox labeled 'I'm not a robot'. Below the form is a blue 'Login' button and a 'Forgot password?' link.

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

**Your Name**

**CHARTERED GOVERNANCE**  
Hong Kong

Better Governance. Better Future.

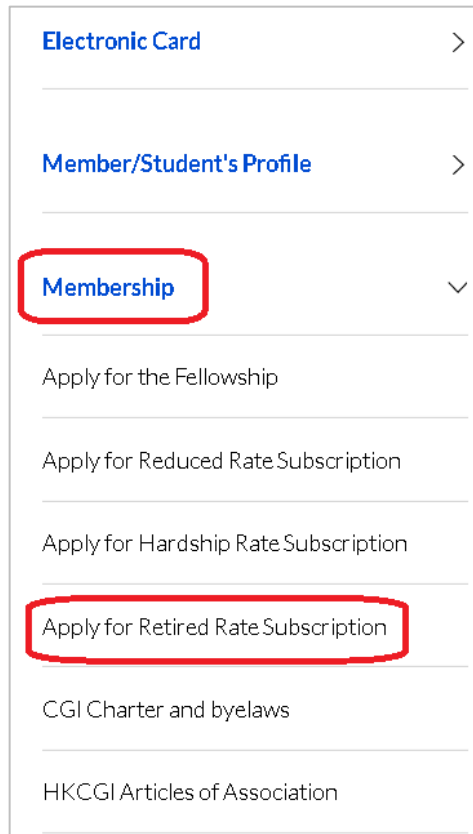
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Your profile will be shown after logging into your user account. Please click “Edit” to update your correspondence details if necessary.

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



The image shows a vertical navigation menu with the following items from top to bottom: "Electronic Card" with a right-pointing chevron; "Member/Student's Profile" with a right-pointing chevron; "Membership" with a down-pointing chevron, highlighted by a red rounded rectangle; "Apply for the Fellowship"; "Apply for Reduced Rate Subscription"; "Apply for Hardship Rate Subscription"; "Apply for Retired Rate Subscription" highlighted by a red rounded rectangle; "CGI Charter and byelaws"; and "HKCGI Articles of Association".

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

**Retired rate subscription** applies to members who:

- are fully retired from employment and will not be returning to gainful employment (neither full-time nor part-time); and are not receiving an income derived directly from labour or skill; **AND**
- have attained age 55 **AND** as members of The Chartered Governance Institute/HKCGI of at least 25 years on or before the beginning of the financial year (i.e. 1 July); **OR**
- have attained age 60 on or before the beginning of the financial year (i.e. 1 July).

All applications must be approved by the HKCGI Membership Committee, the decision of which is final.

Once approved, the retired rate would be granted from the following year and onwards, no re-application is required.

**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 <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">Edit</span>	
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
<span style="border: 1px solid blue; border-radius: 15px; padding: 5px 15px; margin-right: 10px;">Back</span> <span style="border: 2px solid red; border-radius: 15px; padding: 5px 15px;">Next</span>	


**Step 7** – You must declare you have fulfilled the requirement of retired rate subscription by selecting one of the criteria. You also need to fill in the start date of your retirement and upload any supporting documents if applicable. Then press “Next” to proceed your application.

### Retired Rate Application

(Please tick as appropriate.)

  I hereby confirm that I have attained age 55 and as members of The Chartered Governance Institute/HKCGI of at least 25 years on or before the beginning of the financial year (i.e. 1 July). I am fully retired from employment and will not be returning to gainful employment (neither full-time nor part-time); and I am not receiving an income derived directly from labour or skill since  (yyyy-mm-dd).

  I hereby confirm that I have attained age 60 on or before the beginning of the financial year (i.e. 1 July). I am fully retired from employment and will not be returning to gainful employment (neither full-time nor part-time); and I am not receiving an income derived directly from labour or skill since  (yyyy-mm-dd).


Submit supporting documents  

**Step 8** – You are required to re-confirm your personal details and make declaration regarding your retired 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

I hereby confirm that I have attained age 55 and as members of The Chartered Governance Institute/HKCGI of at least 25 years on or before the beginning of the financial year (i.e. 1 July). I am fully retired from employment and will not be returning to gainful employment (neither full-time nor part-time); and I am not receiving an income derived directly from labour or skill since **2021-06-30** (yyyy-mm-dd).

- 1. I hereby confirm that I am fully retired from employment and will not be returning to gainful employment (either full-time nor part-time); and are not receiving an income derived from directly from labour or skill.
- 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 retired rate, prior to, upon and after such approval, including but not limited to returning to work or similar, which generates income or remuneration.

  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@hkcg.org.hk](mailto: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 10 entries

View Profile (edit)  
Change Password

Date	Email Title	Action
2022-05-24	Acknowledge receipt-Retired Rate application for year 2022/2023	<a href="#">Details</a>

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