

## The Hong Kong Chartered Governance Institute Associate Application - Supplementary Form

This form should be completed by an applicant's direct supervisor or head of personnel department. Your information provided below is important for our better assessment on the application. Please specify the percentage of time allocated to each job duty of the applicant. The relevant job duties will be counted on a pro rata basis in relation to the position held by the applicant.

### APPLICANT'S PARTICULARS

Name of Applicant: \_\_\_\_\_

Position(s): \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Employment period: From \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)

Allocation of job duties are set out below:

	%		%
<b>Administration and Planning</b>		<b>Education</b>	
Office	_____	Teaching	_____
Personnel	_____	Level of education: Primary/ Secondary/ Tertiary	
Production planning and administration	_____	Subject:	_____
Data/ system management	_____		
Others (please specify)	_____		
_____		Curriculum planning/ Course development	_____
<b>Company Secretarial, Compliance, Legal, Government</b>		Level of education: Primary/ Secondary/ Tertiary	
Company secretaryship	_____	Subject:	_____
Compliance	_____		
Legal	_____	Others (please specify)	_____
Government records handling	_____		
Trust work	_____	<b>Private Secretaryship</b>	
Public service and administration	_____	Typing, shorthand and general secretaryship	_____
Others (please specify)	_____	Others (please specify)	_____
_____			
<b>Finance, Banking, Shipping</b>		<b>Sales and Marketing</b>	
Accounting	_____	Sales/ marketing planning and administration	_____
Auditing	_____	Direct selling / marketing	_____
Finance and credit analysis	_____	Others (please specify)	_____
Risk management	_____		
Fund management	_____	<b>Technical</b>	
Bill administration	_____	Engineering/ Technical services	_____
Bank operations	_____	Others (please specify)	_____
Others (please specify)	_____		
_____		<b>Others (please specify)</b>	_____

**Total: 100%**

## Statement on Collection of Personal Data

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- (i) Your supply of personal data to The Hong Kong Chartered Governance Institute (“HKCGI”) is on a voluntary basis. However, failure to provide any requested personal data may render HKCGI unable to perform its contemplated functions, and/or the delivery of goods and services to the applicant.
- (ii) The information provided by you to HKCGI will be used by HKCGI for the purposes of performing its contemplated functions under the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKCGI (collectively “the Rules”) for the time being in force including without limitation to membership, graduateship, studentship and/or stakeholder administration, activities and/or communications; registrations, examinations, assessments of qualifications and/or experiences; Continuing Professional Development (“CPD”) programmes; research and/or analysis; members’, graduates’ and/or students’ benefits; promotion of events supported by HKCGI and/or other functions and activities; the delivery of other goods or services; enforcement of compliance and/or discipline relating to non-compliance of the Rules; and for any other legitimate purposes as may be required, authorised or permitted by law, regulations or judicial orders.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, universities, business associates or service providers of HKCGI or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) HKCGI provides members/graduates/students with the choice of opting out from the receipt of marketing/promotional materials from HKCGI. You can opt out or opt in at any time from receiving such materials by emailing to [unsubscribe@hkcgi.org.hk](mailto:unsubscribe@hkcgi.org.hk) with your request.
- (vi) Under the Personal Data (Privacy) Ordinance (“PDPO”), you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at [privacyofficer@hkcgi.org.hk](mailto:privacyofficer@hkcgi.org.hk).
- (vii) HKCGI is committed to protecting the privacy, confidentiality and security of the personal information by complying with the requirements of the PDPO. We have established a policy for the handling and management of personal data which is accessible at HKCGI’s website, i.e. [hkcgi.org.hk](http://hkcgi.org.hk).

### **CERTIFICATION OF REFEREE**

I hereby certify the job duties of the Applicant, and I have read, understood and agreed to the above.

Name of Referee: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Tel no. (office/mobile): \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature of Referee: \_\_\_\_\_  
Date: \_\_\_\_\_

### **SIGNATURE OF APPLICANT**

I have read, understood and agreed to the above.

Name of Applicant: \_\_\_\_\_  
Graduate Number: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_