

## The Hong Kong Chartered Governance Institute Application Form for Reduced Rate Subscription 2025/2026

### PERSONAL PARTICULARS

Name: (in English) \_\_\_\_\_ (in Chinese): \_\_\_\_\_

Membership/Graduate Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (mobile): \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

### IMPORTANT NOTE:

1. Please return the completed application form to HKCGI by **Monday 30 June 2025**.
2. Application of reduced rate subscription is subject to the approval of HKCGI Membership Committee.
3. Reduced rate subscription is to be granted on an annual basis. If approval is granted, the reduced rate subscription is valid and applicable for year 2025/2026.
4. Please enclose any relevant supporting document with this application.
5. 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 towards this five-year limit. 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.

### Statement on Collection of Personal Data

- (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@hkcg.org.hk](mailto:unsubscribe@hkcg.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@hkcg.org.hk](mailto:privacyofficer@hkcg.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. [hkcg.org.hk](http://hkcg.org.hk).

## Declaration

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By my signature below,  
(Please insert a "✓" as appropriate.)

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

☐ Unemployed since \_\_\_\_\_(dd/mm/yyyy) <sup>Note 1</sup>

*(Note 1: This applied to who have been unemployed for continuously minimum for 6 months prior to application or the beginning of the following financial year. i.e. 1 July 2025)*

Reason(s) for unemployment:

☐ Family issues   ☐ Looking for new jobs   ☐ Study

☐ Other reason(s), please specify: \_\_\_\_\_

☐ Health reason which leads to cessation of income since \_\_\_\_\_(dd/mm/yyyy) <sup>Note 2</sup>

*(Note 2: This applied to who have ceased to receive income and/or remuneration due to health conditions continuously for a minimum 3 months prior to application or the beginning of the following financial year. i.e. 1 July 2025)*

☐ Other reason(s), please specify: \_\_\_\_\_

Please enclose supporting document(s) as appropriate:

☐ Medical proof certifying that you have been not suitable for work; and/or

☐ Employer's testimonial certifying that you have been taking no-paid leave; and/or

☐ Other document(s), please specify: \_\_\_\_\_

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 status and/or services.

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Data updated on _____	by _____	Application approved/rejected on: _____	by _____
Notification email sent on: _____		Confirmation letter sent on: _____	