

The Hong Kong Chartered Governance Institute Application Form for Hardship 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 hardship rate subscription is subject to the approval of HKCGI Membership Committee.
3. Hardship rate subscription is to be granted on an annual basis. If approval is granted, the hardship rate subscription is valid and applicable for year 2025/2026.
4. Please enclose any relevant supporting document with this application.

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 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.
- (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.

Declaration

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

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

☐ Have been unemployed since _____ (dd/mm/yyyy) due to medical conditions and have ceased to receive income and/or remuneration for continuously at least two years prior to this application.

☐ 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. Did HKCGI grant you retired rate/reduced rate subscription in previous years?

☐ Yes, in financial year _____

☐ 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 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: _____

FOR OFFICE USE ONLY

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