

## The Hong Kong Chartered Governance Institute Application for Membership Transfer-Out

### PERSONAL PARTICULARS

Name: (Mr/Mrs/Ms) \_\_\_\_\_ Membership/Graduate No.: \_\_\_\_\_

\*New correspondence address: \_\_\_\_\_

New contact no.: \_\_\_\_\_ Email address: \_\_\_\_\_

(\*Note: New correspondence address must be provided in order to process the application. Please note that hotel/post office address cannot be accepted.)

### To: The Committee for China of The Chartered Governance Institute and the Council of The Hong Kong Chartered Governance Institute ("HKCGI" or "the Institute")

1. I declare that I have ceased/ will cease to be ordinarily resident in the China Divisional territory and request to transfer my membership to \_\_\_\_\_ Division of CGI from the Institute.
2. I understand that I must settle all outstanding fees (if any) before the Institute processes my transfer.
3. I understand that only my membership of CGI (i.e. designation of ACG (for Associate) or FCG (for Fellow), is transferable.
4. I understand that my membership of the Institute (i.e. designation of HKACG (for Associate) or HKFCG (for Fellow)) shall lapse upon completion of transfer, and therefore the return of membership certificate(s) and physical membership card (if applicable) to the Institute is necessary.

(Please insert a "✓" as appropriate.)

#### Return of membership certificate

- I hereby **enclose** and **return** the below membership certificate(s):-
- Associateship certificate  Fellowship certificate
- I declare that I have lost the below membership certificate(s):-
- Associateship certificate  Fellowship certificate

#### Return of physical membership card

- I hereby **enclose** and **return** the Institute membership card.
- I declare that the Institute membership card is lost.
5. I understand that once the membership transfer out process is completed, my membership will become effective in other CGI division and I will comply with all the rules and regulations as set by the other CGI division.
  6. I understand that in any event that my membership had been transferred out from the Institute for more than **5 years**, I will cease to be an Ordinary Member of the Institute. If I subsequently transfer my membership back to the Institute after 5 years, I will be regarded as an 'Internationally Qualified Member' of the Institute.

**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).

I declare that the information contained in this application is true and correct. I have read, understood and agreed to the above.

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

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**FOR OFFICE USE ONLY**

Transfer-out date : \_\_\_\_\_ Handled by: \_\_\_\_\_ Subscription valid until: \_\_\_\_\_