

## The Hong Kong Chartered Governance Institute Replacement Form for Membership/Graduateship Certificate

**PERSONAL PARTICULARS**

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

**To: The Hong Kong Chartered Governance Institute (“HKCGI” or “the Institute”)**

I write to request for the replacement of the certificate(s) to be collected **in person** at the Secretariat office and understand that **ONE MONTH** will be required for processing. The Secretariat will notify applicant when the replacement(s) is(are) ready for collection. (Please tick as appropriate)

	Unit Cost (HK\$)
<b>Membership/Graduate Certificate</b> CGI: <input type="checkbox"/> Fellowship <input type="checkbox"/> Associateship <input type="checkbox"/> Graduateship HKCGI: <input type="checkbox"/> Fellowship <input type="checkbox"/> Associateship	200
<b>Total (HK\$)</b>	200

Applicant must either return the damaged certificate(s) or declare the loss of certificate(s) for replacement. (please tick as appropriate)

- I enclose my previous:             CGI Certificate             HKCGI Certificate  
 I declare the loss of:             CGI Certificate             HKCGI Certificate

**PAYMENT METHOD (please tick as appropriate)**

**Total: HK\$** \_\_\_\_\_

Proper form completion and full payment made required prior to the Institute acceptance and arrangement of requested matters.

- By EPS/ UnionPay - in person  
 By cheque - in person/by post (Payable to '**The Hong Kong Chartered Governance Institute**'. Post-dated cheque will NOT be accepted)

Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_  
 (Please specify your membership/graduate/student no. and payment description at the back)

- By Credit Card – Please fill in the below information if payment is made by email/by post.  
 (I, as the cardholder, authorise the Institute to debit the payment from my credit card)

- HKCGI American Express             VISA             MasterCard

Name of Cardholder (block letters): \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Card Expiry Date: \_\_\_\_\_ (mm)/ \_\_\_\_\_ (yy)

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (as with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment). Applicant to bear consequences for unauthorised third-party payments: \_\_\_\_\_  
 To facilitate payment, credit cards should not expire in less than one month.

**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**

Credit card authorisation code: \_\_\_\_\_ A/C Ref. no.: \_\_\_\_\_  
Invoice no.: \_\_\_\_\_ Handled on: \_\_\_\_\_ by \_\_\_\_\_  
Certificate(s) issue date: \_\_\_\_\_