

The Hong Kong Chartered Governance Institute Chartered Governance Qualifying Programme Fast Track Professional Route Application

DECLARATION

I hereby declare that:

- (i) I have read and fully understood the Important Notes and Statement on Collection of Personal Data.
- (ii) The information provided with this application form is true and accurate.
- (iii) I authorise HKCGI to contact my professional body and employment organisation(s) to verify my status as stated in this form.

I. Personal Particulars

Applicant English Name: (Mr/Mrs/Ms) _____ Applicant Chinese Name: _____
(please state your name as per your identification document)

HKCGI student no. (if applicable): _____

Email: _____ Mobile no.: _____

II. Professional Qualification *(please tick as appropriate)*

<input type="checkbox"/> I am a qualified lawyer	<input type="checkbox"/> I am a qualified accountant
I acquired my professional qualification from:	
<input type="checkbox"/> Hong Kong Bar Association <input type="checkbox"/> The Law Society of Hong Kong <input type="checkbox"/> Law Society or Bar Association in the Mainland of China: (please state) _____ <input type="checkbox"/> Law Society or Bar Association in other jurisdictions: (please state) _____	<input type="checkbox"/> Association of Chartered Certified Accountants (ACCA) <input type="checkbox"/> Chartered Institute of Management Accountants (CIMA) <input type="checkbox"/> Chartered Institute of Public Finance Accountancy (CIPFA) <input type="checkbox"/> CPA Australia <input type="checkbox"/> Institute of Chartered Accountants in England and Wales (ICAEW) <input type="checkbox"/> Institute of Chartered Accountants in Ireland (ICAI) <input type="checkbox"/> Institute of Chartered Accountants of Scotland (ICAS) <input type="checkbox"/> Institute of Public Accountants (IPA) <input type="checkbox"/> The Chinese Institute of Certified Public Accountants (CICPA) <input type="checkbox"/> The Hong Kong Institute of Certified Public Accountants (HKICPA) <input type="checkbox"/> Professional accounting body in other jurisdictions: (please state) _____

- I attach the certified true copy of membership certificate from my professional body
- I attach the certified true copy of a good standing letter from my professional body
- I acquired the professional qualification more than 5 years ago, since _____ (Month/Year)

III. Curriculum Vitae

- I attach my CV with a description of my employment experience and responsibilities

IV. Work experience (please use a separate sheet for each company/employer)

Applicant Name: (Mr/Mrs/Ms) _____

Email: _____ Mobile no.: _____

Name of organisation: _____

Listed Company Stock Code: _____ Private Company Partnership/Professional Firm

Government/Quasi-government Organisation/Statutory Body Sole Proprietor/Self-employed

Further/Higher Education Others: _____

Position: _____

Employment period: From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) [____years____months]

Contact information of my employment organisation:

Contact person: _____ Position: _____

Email: _____ Contact no.: _____

Address: _____

Post-qualifying experience

(please tick as appropriate and indicate the percentage of your time devoted to the relevant area)

	%		%
Company secretarial, corporate governance and compliance		Financial management and accounting	
<input type="checkbox"/> Meetings of shareholders, the Board of Directors and Committees (Audit, Remuneration and Nomination)	_____	<input type="checkbox"/> Accounting	_____
<input type="checkbox"/> Operation of the board decision making and reporting mechanism	_____	<input type="checkbox"/> Auditing	_____
<input type="checkbox"/> Director education and guidance	_____	<input type="checkbox"/> Fund management	_____
<input type="checkbox"/> Statutory returns/records	_____	<input type="checkbox"/> Consolidated financial reports	_____
<input type="checkbox"/> Annual and interim reports	_____	<input type="checkbox"/> Tax computations	_____
<input type="checkbox"/> Circulars/announcements	_____	<input type="checkbox"/> Cash flow and budget management	_____
<input type="checkbox"/> Compliance	_____	General management and administration	
<input type="checkbox"/> Trust	_____	<input type="checkbox"/> Human resources	_____
<input type="checkbox"/> Corporate communication (investor relationship, public relations, media enquiries)	_____	<input type="checkbox"/> Business development	_____
<input type="checkbox"/> Review corporate governance developments (e.g. risk management and internal control system) and provide advice as necessary	_____	<input type="checkbox"/> Information technology	_____
		<input type="checkbox"/> Strategic planning and decisions	_____
		<input type="checkbox"/> Advising on business ethics and corporate social responsibilities	_____
Legal		Others	
<input type="checkbox"/> Corporate/commercial legal matters or transactions	_____	<input type="checkbox"/> Pensions	_____
<input type="checkbox"/> Legal documentation	_____	<input type="checkbox"/> Insurance	_____
		<input type="checkbox"/> Please specify:	_____

V. Description of relevant work experience *(please use a separate sheet for each company/employer)*

Applicant Name: (Mr/Mrs/Ms) _____

Email: _____ Mobile no.: _____

Please provide a detailed description of your role(s) and involvement in the respective areas, if any)

Official
use only

<input type="checkbox"/> Meetings of shareholders, the Board of Directors and Committees (Audit, Remuneration and Nomination)	
<input type="checkbox"/> Board decision making and reporting mechanism	
<input type="checkbox"/> Advice to directors, and induction	
<input type="checkbox"/> Statutory returns/records	
<input type="checkbox"/> Annual and interim reports, financial reports and auditor's report	
<input type="checkbox"/> Circulars/announcements	

<input type="checkbox"/> Compliance with Companies Ordinance and/or Listing Rules	
<input type="checkbox"/> Initial Public Offering (IPO), merger and acquisition transactions	
<input type="checkbox"/> Connected transactions and notifiable transactions	
<input type="checkbox"/> Corporate communication (investor relationship, public relations, media enquiries)	
<input type="checkbox"/> Reviewing corporate governance developments (e.g. risk management and internal control system) and provide advice as necessary	
<input type="checkbox"/> Corporate governance structure and implementation	
<input type="checkbox"/> Strategic planning and decisions, business ethics and corporate social responsibilities	

<input type="checkbox"/> Advice to the board on the significance of the ESG matters, ensuring discussion among board members of key issues, and overseeing ESG disclosure	
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Important Notes

1. You have to fulfill the following Fast Track Professional requirements:
 - a) be a qualified lawyer or qualified accountant with a recognised professional body and have been qualified for at least five years; and
 - b) have gained at least five years' post-qualifying experience which is relevant to the role of a Chartered Secretary or Chartered Governance Professional
2. You are required to provide the following documents to substantiate your professional status and relevant post-qualifying experience:
 - a) Certified true copy of the evidence that you have been a lawyer or accountant for at least five years; and
 - b) Certified true copy of the evidence that you are currently holding the professional status in good standing; and
 - c) State on the completed application form that you have accumulated at least five years' relevant post-qualifying experience
3. Applicants who were lawyers with a recognised professional body in the Mainland of China for at least five years, but who ceased membership due to becoming an in-house lawyer, are subject to a 'fit and proper' test. For details, please contact the HKCGI Secretariat.
4. You may be required to attend an interview for the Fast Track Professional assessment.
5. Documentary evidence must be submitted to HKCGI with the application. Failure to submit the completed form and documentary evidence will result in rejection of the application.
6. All applications will be assessed on a case-by-case basis with the support of verifiable evidence and documentation.
7. You will be notified of the result within two months of submission of your completed application.
8. All approved exemptions status will be forfeited if you fail to settle the exemption fees within 30 days from the date of the exemption confirmation notice. Once the exemption status is forfeited, you may re-apply on payment of an additional administrative charge under the exemption policy. All Fast Track Professionals applications will be re-assessed on a case-by-case basis.
9. If the information provided is found to be inaccurate or misleading, the application is liable to be rejected and the inaccuracy may lead to HKCGI disciplinary action.
10. The Qualifications Committee reserves the right of final decision on an 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 you.
- (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 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.
- (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.

Signature of Applicant: _____

Date: _____