

**The Hong Kong Chartered Governance Institute  
Chartered Governance Qualifying Programme (CGQP)  
(November 2023 Examination Diet)  
Examination Postponement Application Form**

Application deadline: **21 December 2023 (Thursday)**  
(Applicants are required to read the policy stated on page 2)

Personal Details

Please complete in BLOCK CAPITALS

Student No.: |\_|\_|\_|\_|\_|\_|\_|\_|

Candidate No.: |\_|\_|\_|\_|/N23

English Name: \_\_\_\_\_ (Mr/Ms/Mrs)

Chinese Name: \_\_\_\_\_

**Module(s) to be postponed:** Please put a "✓" in the appropriate box

CGQP Module	
Part I	Part II
<input type="checkbox"/> Corporate Governance	<input type="checkbox"/> Strategic Management
<input type="checkbox"/> Corporate Secretaryship and Compliance	<input type="checkbox"/> Risk Management
<input type="checkbox"/> Hong Kong Company Law	<input type="checkbox"/> Boardroom Dynamics (elective)
<input type="checkbox"/> Interpreting Financial and Accounting Information	<input type="checkbox"/> Hong Kong Taxation (elective)

Medical certificate and/or other supporting document(s) attached:  Yes  No

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

**Amount: HK\$1,000 per module**

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.

**Office Use:** Invoice No.: \_\_\_\_\_ A/C Ref No.: \_\_\_\_\_

## **Examination Postponement Policy**

1. The examination postponement application fee is **non-refundable** under all circumstances. The fee and the application are only for that examination diet as specified.
2. Candidates should pay the examination postponement application fee for the current financial year at the time of the application as prescribed by HKCGI.
3. However, if the candidate is prevented by **medical condition or illness** from attending the examination and duly submits a medical certificate (a certified true copy) which is accepted by HKCGI, HKCGI may allow him/her to sit for the next examination diet.
4. Application for examination postponement together with medical certificate(s) must reach HKCGI **within 21 days** after the completion of that entire examination diet.
5. Application for examination postponement is considered on a case-by-case basis at the sole discretion of HKCGI, please further note that postponement will **NOT** be granted due to employment or job reasons.

## **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@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).

## **Declaration**

I declare that:

1. I declare that the information contained in this application is true and correct.
2. I acknowledge that any false information may invalid this application, as well as any decision reached thereon by the HKCGI Council, may lead to disciplinary action being taken against me.
3. I have read and fully understood the above and the policy on examination postponement listed on page 2 of this application form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_