# The Hong Kong Chartered Governance Institute
## Studentship Resignation Form

**PERSONAL PARTICULARS**

Name: (Mr/Mrs/Ms) _____ Student No.:_____

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

I would like to resign my studentship of The Hong Kong Chartered Governance Institute.

**Reason(s) of resignation:** _____

**IMPORTANT NOTE**

Pursuant to the Institute Articles and HKCGI Code of Professional Ethics and Conduct, students should strictly observe and abide by the same standard of professional conduct and practice as members of the Institute. No resignation from studentship can be processed if you are subject to disciplinary proceedings of the Institute.

**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.

I have read, understood and agreed to the above including the "Statement on Collection of Personal Data". I hereby declare that all the information 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.

Name of Applicant:_____ Signature of Applicant: _____

Student No: _____ Date of Application: _____

**FOR OFFICE USE ONLY**

Resignation date: _____ Handled on _____ by _____

Due invoice to be cancelled: ☐ Exemption (invoice no._____) ☐ Renewal (invoice no. _____)

Notification email sent on: _____ Confirmation letter sent on: _____