

## The Hong Kong Chartered Governance Institute Chartered Governance Qualifying Programme Guide to Online Examination Enrolment

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1. Login to HKCGI account.
2. Click **[your name]** to refresh the webpage after login.
3. Click **Exam Diet Enrolment** under 'Studentship' section on the lefthand side of the webpage.
4. Read the 'Notes to applicant' then click **Enrol the exam**
5. Select 'Centre Region' and 'Module' to be attempted.
6. Complete the survey then click **Next**
7. Check your examination enrolment information then select **Payment Method**
8. Make sure you read the 'Notes to Applicants' and tick the boxes.
9. Click **Confirm** to proceed payment process.
10. A system message of successful payment will be shown.
11. Upon successful payment, an acknowledgement email for examination enrolment and payment receipt will be sent to your HKCGI 'Inbox' account and your registered email with the Institute.

If you need assistance, please send email to [exam@hkcgi.org.hk](mailto:exam@hkcgi.org.hk).