

## The Hong Kong Chartered Governance Institute Online Payment Instruction for Studentship Renewal

Students can settle their renewal fee via their Institute's user account. You are encouraged to update your web browser to the latest version for a smooth online transaction.

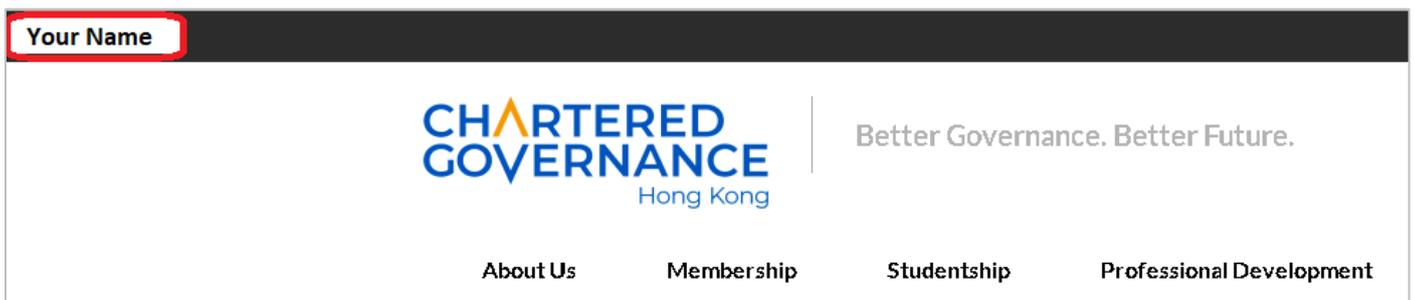
**Step 1** – Go to the Institute's website ([hkcgi.org.hk](http://hkcgi.org.hk)) and click "Login" at the top right corner.



**Step 2** – Enter your registered email and password. Press "Login" to log into your user account.

The image shows a login form titled 'Login to your account'. It contains a dropdown menu with the text 'Member/Graduate/Student/Other' and a downward arrow. Below this are two text input fields labeled 'Email' and 'Password'. Under the 'Password' field is a reCAPTCHA widget with a checkbox and the text 'I'm not a robot' and 'reCAPTCHA Privacy - Terms'. At the bottom of the form is a blue 'Login' button and a link for 'Forgot password?'.

**Step 3** – Click your name at the top left-hand corner.



Your profile will be shown after logging into your user account. Please click "Edit" to update your correspondence details if necessary.

## View Profile

Profile of [REDACTED]

Membership/Graduateship/Student/Public ID No.	[REDACTED]
Title	[REDACTED]
Surname	[REDACTED]
Other Name	[REDACTED]
Initial	
Grade	Student
Email	[REDACTED]
Phone	
Mobile	[REDACTED]
Country/ Region	[REDACTED]
Area	[REDACTED]
District	[REDACTED]
Street	
Estate	
Block/Building	[REDACTED] u
Flat, Floor	[REDACTED]
[REDACTED]	
Address Indicator	Home
Direct Marketing	Subscribed

[Edit](#)

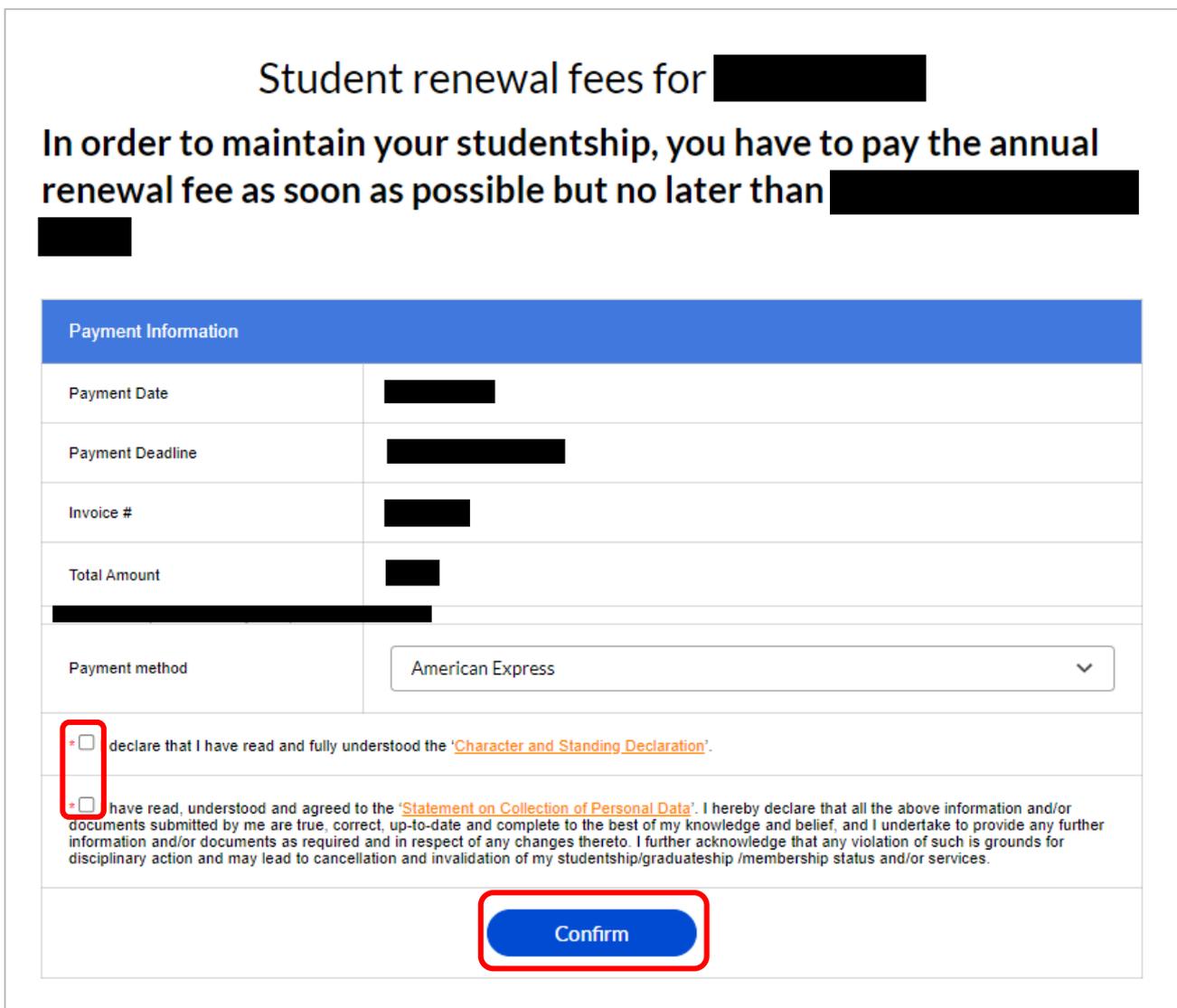
**Step 4** – On the left side of the menu, click “Studentship” then click “Studentship Renewal”. You will then be directed to the online payment page.



A screenshot of a web menu. The word "Studentship" is at the top in blue text with a downward arrow. Below it is a horizontal line, and then "Studentship Renewal" is listed. Below that is the word "Subject". A red rounded rectangle highlights the "Studentship" and "Studentship Renewal" items.

**Step 5** – Online payment can be made by Visa/Master/American Express credit card. You can select your credit card from the pull-down box.

All students must read and tick the boxes of “Character and Standing Declaration” and “Statement on Collection of Personal Data” before pressing the “Confirm” button. Both documents can be viewed by clicking the hyperlink.



The screenshot shows a payment page titled "Student renewal fees for [redacted]". Below the title is a bold statement: "In order to maintain your studentship, you have to pay the annual renewal fee as soon as possible but no later than [redacted]".

Below this is a table with a blue header "Payment Information":

Payment Information	
Payment Date	[redacted]
Payment Deadline	[redacted]
Invoice #	[redacted]
Total Amount	[redacted]
Payment method	American Express

Below the table are two checkboxes, each with an asterisk and a red box around it:

- declare that I have read and fully understood the '[Character and Standing Declaration](#)'.
- have read, understood and agreed to the '[Statement on Collection of Personal Data](#)'. I hereby declare that all the above information and/or documents 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. I further acknowledge that any violation of such is grounds for disciplinary action and may lead to cancellation and invalidation of my studentship/graduateship /membership status and/or services.

At the bottom center is a blue "Confirm" button with a red border.

**Step 6** – After pressing “Confirm”, you will be directed to the relevant payment card page of Visa/Master or American Express accordingly. Please enter your credit card details to settle the payment.

American Express	Visa/Master
 <p><b>Merchant name:</b> THE HONG KONG CHARTERED GOVERNANCE INS</p> <p><b>Payment Method</b> Pay securely using SSL+ by clicking on the card logo below:</p>   <hr/>  <p><b>Merchant Name</b> THE HONG KONG CHARTERED GOVERNANCE INS details</p> <p>You have chosen American Express as your method of payment. Please enter your card details into the form below and click “pay” to complete your purchase.</p> <p>*Card Number: <input type="text"/></p> <p>Expiry Date: <input type="text"/> / <input type="text"/> month/year</p> <p>Security Code: <input type="text"/></p> <p>Purchase Amount: HKD \$ <input type="text"/></p> <p style="text-align: right;"></p> <p><small>I hereby authorise the debit to my American Express Account in favour of THE HONG KONG CHARTERED GOVERNANCE INS</small></p>	<p>Card number * <input type="text"/></p> <p> </p> <p>Expiry month * <input type="text"/> Expiry year * <input type="text"/></p> <p>Cardholder name * <input type="text"/></p> <p>Security code * <input type="text"/> <small>3 digits on back of your card</small></p> <p><b>Billing address</b></p> <p>Street 1 <input type="text"/></p> <p>Street 2 <input type="text"/></p> <p>City <input type="text"/> State / Province <input type="text"/></p> <p>Postcode / Zipcode <input type="text"/> Country <input type="text"/></p> <p><b>Order details</b> Member Subs Asso Senior</p> <p style="text-align: right;">TOTAL HKD: <input type="text"/></p> <p style="text-align: right;"><small>The next screen you see may be payment card verification through your card issuer.</small></p> <p style="text-align: right;"></p>

**Step 7** – Upon successful settlement, you will be directed to your user account with the following message.

System Message

Thank you, your payment was successful.

**Transaction Amount:**

**Invoice Number:**

**Ref. key:**

**Step 8** – Electronic receipt will be sent to your registered email with the Institute. You can also check the “Inbox” section to obtain the receipt.

**Member/Student's Profile** Financial Year  [GO](#)

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**Inbox (1)** Show  entries

[View Profile \(edit\)](#)

[Change Password](#)

[Update Current Employment](#)

Date	Email Title	Action
<input type="text"/>	HKCGI – Payment receipt for <input type="text"/>	<a href="#">Details</a>
Date	Email Title	Action

For enquiry, please contact the Student Registration Section: 2881 6177 or email: [student\\_reg@hkcgi.org.hk](mailto:student_reg@hkcgi.org.hk).