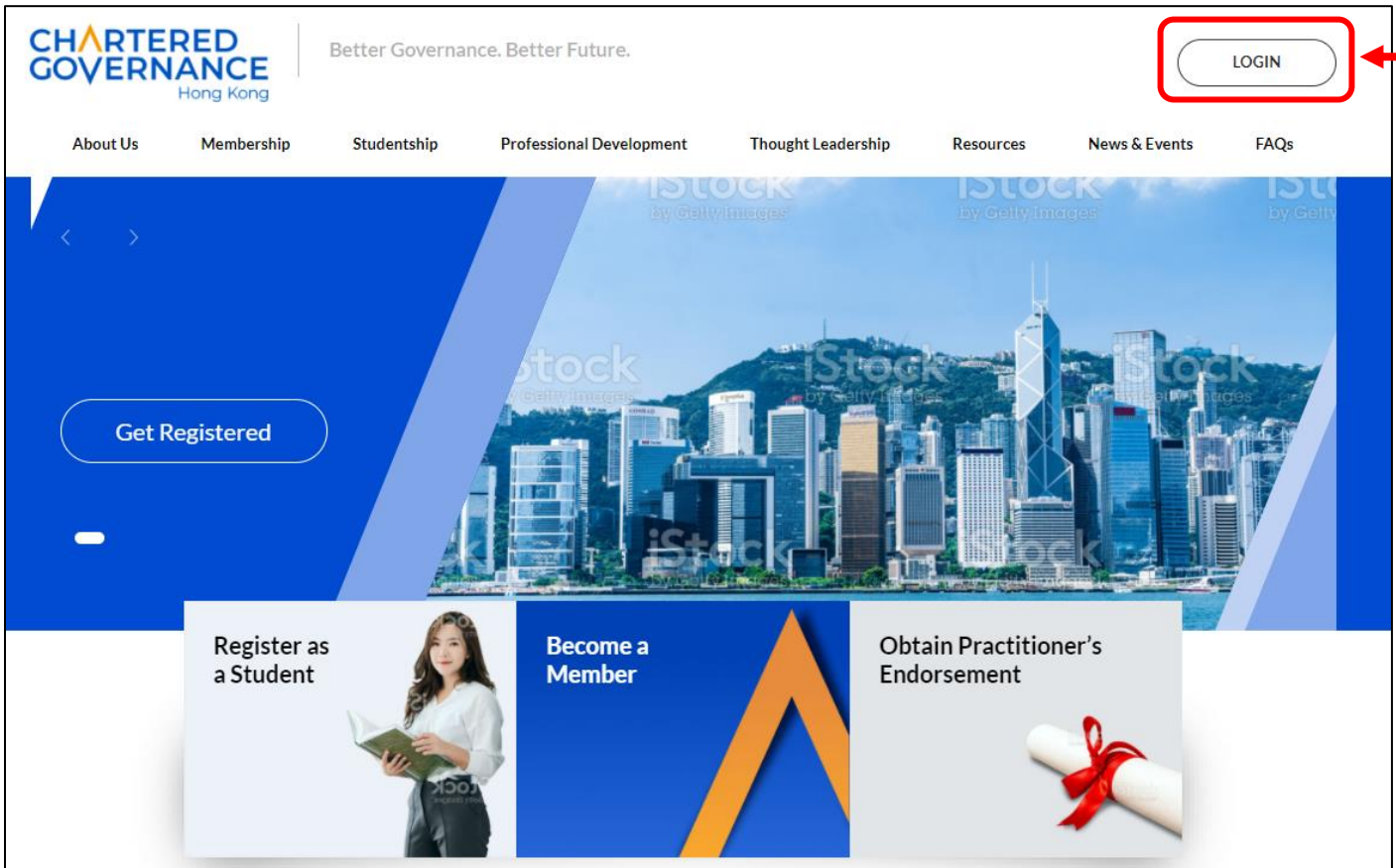


## The Hong Kong Chartered Governance Institute Instruction for Online Studentship Application

### A. Registration for Public User Account

Applicant must register a public account before accessing the Institute's online application system for the first time. You are encouraged to update your web browser to the latest version for a smooth online application.

**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** – Click "join here"

**Step 3** – Enter your personal details and tick the below box to confirm that you have read and understood the Terms and Conditions and Statement of Collection on Personal Data. Press “Submit” to proceed.

\* Mandatory fields

General Information	
*Email	<input type="text"/>
*Password	<input type="password"/>
*Re-confirm Password	<input type="password"/>
	The password must contain a minimum of eight (8) characters and include: <ul style="list-style-type: none"><li>- at least one number, and</li><li>- a mix of upper case and lower case characters</li></ul>
Title	<input type="text" value="Mr"/>
*Surname	<input type="text"/>
*Other Name	<input type="text"/>
Surname (in Chinese)	<input type="text"/>
Other Name (in Chinese)	<input type="text"/>
*Company Name	<input type="text"/>
*Job Title	<input type="text"/>
Mail Info	
Country/ Region	<input type="text" value="Hong Kong"/>
Area	<input type="text" value="Hong Kong Island"/>
District	<input type="text"/>
Street	<input type="text"/>
Estate	<input type="text"/>
Building	<input type="text"/>
Flat, Floor	<input type="text"/>
Secondary Address (≠)	<input type="checkbox"/>
Contact	
Phone	<input type="text"/>
*Mobile (SMS notification for urgent notice)	<input type="text"/>
Setting	
*I agree to subscribe to HKCGI communications	<input type="radio"/> Yes <input type="radio"/> No
<b>Web Account Registration Terms &amp; Conditions:</b> <ul style="list-style-type: none"><li>• You must provide your current, complete and accurate information as required. A designated HKCGI number will be assigned to you after successful registration.</li><li>• You are responsible for informing us of any changes to the information you have provided. You may access and update your information in your registered account profile.</li><li>• In the event that your account has no activity for a period of three years, HKCGI may deactivate your account without further notice.</li><li>• All terms and conditions are subject to change without prior notice. The decision of HKCGI is final and conclusive.</li></ul>	
<input type="checkbox"/>	declare that I have read and fully understood the Terms & Conditions and <a href="#">Statement on collection of Personal Data</a> .
<input type="button" value="Submit"/>	

A valid email address must be provided in order to receive the latest update from the Institute.



**Step 4** – Please check if your personal details are correct. You may press “Cancel” to edit your information or press “Confirm” to proceed your registration.

General Information	
Email	[REDACTED]
Title	[REDACTED]
Surname	[REDACTED]
Other Name	[REDACTED]
Surname (in Chinese)	
Other Name (in Chinese)	
Company Name	[REDACTED]
Job Title	[REDACTED]
Mail Info	
Country/ Region	[REDACTED]
Area	[REDACTED]
District	
Street	
Estate	
Building	
Flat, Floor	
Contact	
Phone	
Mobile	[REDACTED]
Setting	
Subscribe HKCGI communications	[REDACTED]
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>	

**Step 5** – Upon successful submission, an activation message of your user account will be sent to your correspondence email. You are required to click the link in the email to activate your user account.

**System Message**

Thank you for your submission. An activation email will be sent to your registered email address, please follow the instruction to activate your account.

**Step 6** – After activating your user account, you will be directed to the below page. Please click “Login” again to login with your email and password.

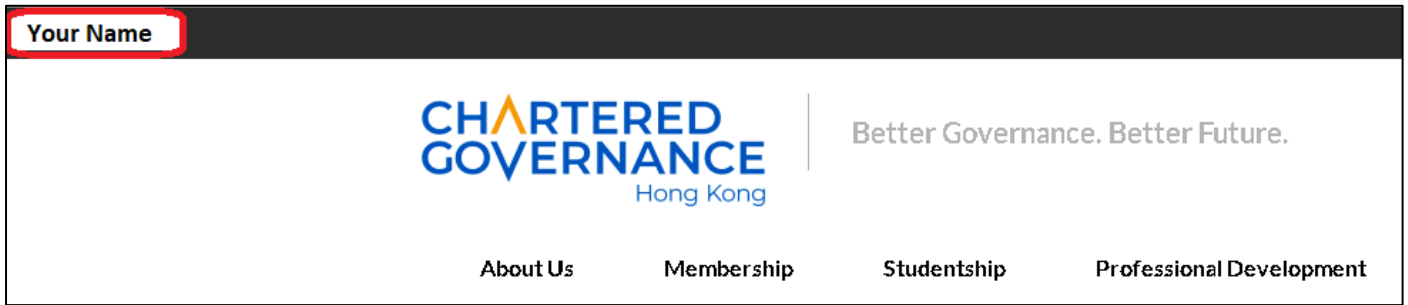


Better Governance. Better Future.

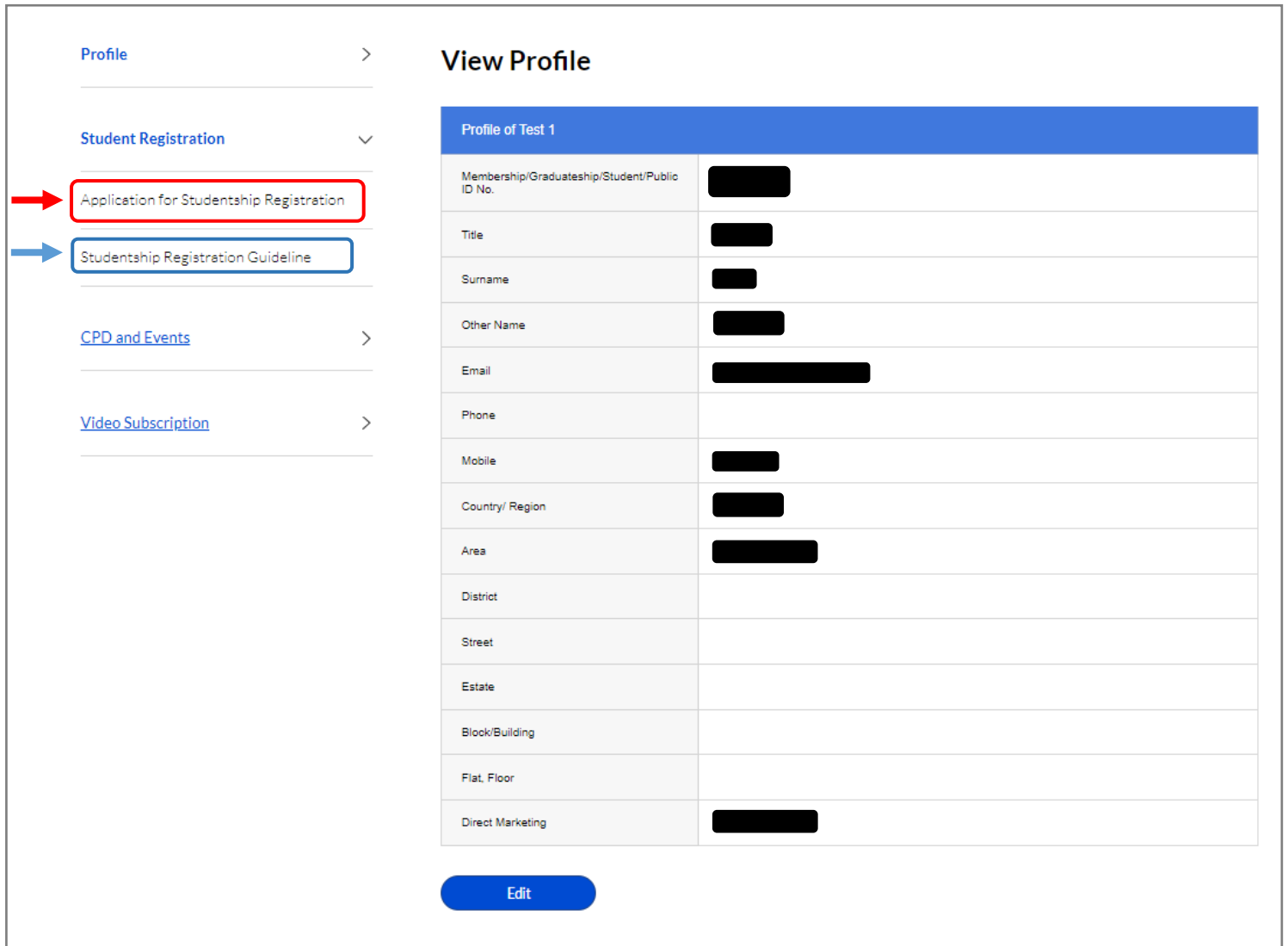
➔

About UsMembershipStudentshipProfessional DevelopmentThought LeadershipResourcesNews & EventsFAQs

**Step 7** – Click your name at the top left-hand corner.



**Step 8** – On the left side of the menu, click “Student Registration” then click “Application for Studentship Registration” and you will be directed to the online application system. You can also refer to the “Studentship Registration Guideline” when filling the online application.



## B. Online Application for Studentship Registration

**Step 1** – Applicant must read the guideline and check the box to indicate that you have read and agreed to the notes for online studentship registration. Press “Registration” to proceed the next step.

[Profile](#) >

[Student Registration](#) >

Application for Studentship Registration

Studentship Registration Guideline

[CPD and Events](#) >

[Video Subscription](#) >

### The Hong Kong Chartered Governance Institute Guideline on Online Application for Studentship Registration

This guideline illustrates the procedures and requirements of online application for studentship registration. All applicants must read this carefully before preparing the application.

**Important Notes:**

1. Application for studentship registration/re-registration, together with the supporting documents, must be submitted online. Click [HERE](#) to learn more about the Instruction for Online Studentship Application. You are also required to read the following notes on completing the online application.
2. You are required to register a public user account with the Institute before submitting online application. Once you start the online application, you must submit the application together with supporting documents and registration fee **within 7 days**. Otherwise, your uncompleted application will be forfeited and you are required to start the online application again.
3. Once you submit the application, an acknowledgement email and official receipt will be sent to your correspondence email address registered with the Institute. Applicant should contact the Institute's Studentship Registration Section (Tel: 2881 6177 or email: [student\\_reg@hkcgj.org.hk](mailto:student_reg@hkcgj.org.hk)) immediately if no acknowledgement email is received after submission.
4. Secretariat staff will contact you to provide supplementary information if necessary. All supplementary information must be provided **within one month** after your submission. If you do not provide the supplementary information by the deadline, your application will be deemed as rejected. You are required to re-submit the online application and registration fee again.
5. All fees paid for the studentship registration are non-refundable or non-transferable.

**Notes on completing online application for studentship registration**

- [Routes of Entry to Studentship Registration](#)
- [Application Deadline](#)
- [Section 1 - Personal Particulars](#)
- [Section 2 - Employment Details](#)
- [Section 3 - Academic/Professional Qualifications and Exemption Application](#)
- [Section 4 - Studentship Verification and Recommendation](#)
- [Section 5 - Uploading Supporting Documents](#)
- [Section 6 - Declarations](#)
- [Checklist for Studentship Registration Application](#)

**Forms**

- EE001a - [Studentship Verification and Recommendation Form](#)  
(for current Year three (3) or Year four (4) students of Partnership Bachelor's Programmes only)
- EE001b - [Recommendation Form](#)
- EE013c - [Fast Track Professionals Application Form](#)
- EE026 - [Certifier Consent Form](#)

**Enquiries**

Should you have any enquiries, please contact Studentship Registration Section at:

Telephone No.: (852) 2881 6177

Email: [student\\_reg@hkcgj.org.hk](mailto:student_reg@hkcgj.org.hk)

I have read and agreed to the above guideline and notes on completing the online application for studentship registration.

[Registration](#)

Click here to read the notes for online studentship registration.

Download and complete the forms in support to your application, if required.

**Step 2** – Fill in the below details for studentship application. Press “Save and Next” to proceed the next step. Once the online studentship application starts, applicant must complete and submit the application within 7 days or the online application will be expired.

## Studentship Application

Apply Date 2022-06-06  
Form Expiry Date 2022-06-13

Applicant must submit this application together with supporting documents and registration fee within **7 days**.

### 1\* Have you registered as HKCGI student before?

- No  
 Yes, my former student number is

[I forgot my student number](#)

### 2\* Are you currently an Affiliated Person (AP/联席成员) of HKCGI?

- No  
 Yes, my HKCGI AP number is

### 3\* Are you taking / going to take the following Collaborative Course Agreement (CCA) programme?

- No  
 Yes

Year of Intake:

- Caritas Institute of Higher Education - MCG  
 City University of Hong Kong - MScPACG(CG Stream)  
 Hong Kong Baptist University - MScCGC  
 The Hong Kong Polytechnic University - MCG  
Hong Kong Metropolitan University - MCG  
 Face-to-face, Full-time  
 Face-to-face, Part-time  
 Distance Learning  
 via Postgraduate Programme in Corporate Governance (PGPCG) of East China University of Science and Technology (Shanghai)  
 via Postgraduate Programme in Corporate Governance (PGPCG) of Harbin Institute of Technology, Shenzhen Academy (Shenzhen)

Please provide the below documents in support to your application.

*Letter of Admission or University Student Card	<input type="button" value="Choose File"/> No file chosen
Confirmation Letter of Credit transfer (if applicable)	<input type="button" value="Choose File"/> No file chosen

CCA students are required to upload the relevant documents.

### 4\* Are you currently a Year 3 or 4 full-time student of Partnership Bachelor's Programme (PBP)?

(Studentship registration for current Year 3 or 4 students of PBP's programme opens from 1 September to 31 January each year.)

- No  
 Yes

Year 3  Year 4

#### Caritas Institute of Higher Education

- Bachelor of Business Administration (Hons) in Corporate Management and Governance

#### Hong Kong Shue Yan University

- Bachelor of Business Administration (Hons) (Corporate Governance concentration)  
 Bachelor of Commerce (Hons) in Law and Business (Corporate Governance and Management concentration)  
 Bachelor of Business Administration (Hons) in Corporate Governance and Risk Management

#### The Hang Seng University of Hong Kong

- Bachelor of Business Administration (Hons) in Corporate Governance and Compliance (Formerly Bachelor of Business Administration (Hons) in Corporate Governance)

#### Hong Kong Metropolitan University

- Bachelor of Business Administration (Hons) in Corporate Governance  
 Bachelor of Business Administration (Hons) in Corporate Administration  
 Bachelor of Business Administration in Corporate Administration

*If yes, please provide University Student Card in support to your application.	<input type="button" value="Choose File"/> No file chosen
---	---

PBP students are required to upload the relevant documents.

### 5\* How did you hear about HKCGI?

- Academic e.g. Lecturers  
 Career Fairs  
 Career Services  
 Colleagues  
 Employers  
 Friends or Relatives  
 HKCGI Information Sessions  
 HKCGI Career Talks  
 HKCGI Student Ambassadors Programme ( year of enrolment )

- HKCGI Website  
 Job Advertisements

Delete the application

Back

Save and Next

**Step 3** - Fill in your personal details in Section 1. Press “Save and Next” to proceed the next step.

## Section 1 - Personal Particulars

* Title	Mr	▼
* Name in English	Surname	Other Name
Name in Chinese (If applicable)	姓	名
* Date of Birth	YYYY-MM-DD	
* Gender	<input type="radio"/> Male <input type="radio"/> Female	
* HKID No.	A123456(7)	
Other Identification Document	Country/Region	▼
* Nationality		
* Mobile No.	Mobile no.	
* Registered Email Address	test123@gmail.com	
* Address Indicator	<input type="radio"/> Home <input type="radio"/> Work	
Country/Region	Hong Kong	
Area	Hong Kong Island	
District		
Street		
Estate		
Block/Building		
Fiat, Floor		
Residential Address in Chinese (For residential address in the Mainland or Taiwan, please also provide the address in Chinese)	<input type="checkbox"/>	

Name in English and Chinese, (if applicable) must be the same as shown on the identification document.

Back

Save and Next

**Step 4** - Fill in your employment details in Section 2. Press "Save and Next" to proceed the next step.

## Section 2 - Employment Details

* Employment status as of the date of this application	<input type="radio"/> Employed <input type="radio"/> Unemployed
* Job Title	<input type="text"/>
* Name of Organisation	<input type="text"/>
* Date of Commencement	<input type="text" value="YYYY-MM-DD"/>
Office Contact no.	<input type="text"/>
* Office Address (*For office address in the Mainland or Taiwan, please provide the address in Chinese)	<input type="text" value="Office Address 1"/> <input type="text" value="Office Address 2"/> <input type="text" value="Office Address 3"/> <input type="text" value="Office Address 4"/>
Postal Code	<input type="text" value="Postal Code"/>
Country/Region	<input type="text" value=""/>
* Your employer is a/an	<input type="text" value="--"/> <input type="text" value="Other"/>
* Your employer is in the industry of	<input type="text" value="--"/> <input type="text" value="Other"/>
* Hierarchy of your current job position	<input type="text" value="--"/> <input type="text" value="Other"/>
* Main areas of your current job (4 options at maximum):	<input type="checkbox"/> Accountancy and Auditing <input type="checkbox"/> Company Secretarial <input type="checkbox"/> Compliance <input type="checkbox"/> Governance and Corporate Planning <input type="checkbox"/> Data/ System Management <input type="checkbox"/> Education Administration/ Teaching/ Training <input type="checkbox"/> Financial Management and Control <input type="checkbox"/> General Management <input type="checkbox"/> Legal <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing and Public Relations <input type="checkbox"/> Office Administration <input type="checkbox"/> Personnel/ Human Resources <input type="checkbox"/> Taxation <input type="checkbox"/> Trust / Trust Administration <input type="checkbox"/> Risk Management <input type="checkbox"/> Others <input type="text" value="Other"/>

Back

Save and Next



**Step 5** - Fill in the details of your academic and professional qualifications in Section 3. You are also required to indicate whether you would like to apply for exemption in this section.

i) Click “Add New” under Academic / Professional Qualification, if applicable.

**Section 3 – Academic/Professional Qualification and Exemption Application** (Certified True Copy only)

Academic Qualification (Post-secondary school or above only, in chronological order)

#	Information	Add New
No Record		

Professional Qualification (In chronological order)

#	Information	Add New
No Record		

You are required to provide the below details and upload the relevant certificate(s) and/or official transcript(s). Only academic qualifications after your post-secondary qualification are required.

You can click “Add New” to add additional academic qualification / professional qualification as necessary.

Academic Qualification (Post-secondary school or above only, in chronological order)

#	Information	Add New
1	<p>Level: Non-degree level certificate or diploma</p> <p>Country/Region: Hong Kong</p> <p>Institution: [Text Box]</p> <p>Programme: [Text Box]</p> <p>Study Mode: [Dropdown]</p> <p>Date of Award: YYYY-MM</p> <p><input type="checkbox"/> Certificate: [Choose File] No file chosen</p> <p><input type="checkbox"/> Transcript: [Choose File] No file chosen</p> <p><input type="checkbox"/> Others: [Choose File] No file chosen</p>	Remove

Professional Qualification (In chronological order)

#	Information	Add New
1	<p>Professional Institution: [Text Box]</p> <p>Qualification Obtained: [Text Box] e.g. Certified Public Accountant</p> <p>Type of Membership: [Text Box] e.g. Associate, Fellow etc.</p> <p>Date of Award: YYYY-MM</p> <p><input type="checkbox"/> Certificate: [Choose File] No file chosen</p> <p><input type="checkbox"/> Transcript: [Choose File] No file chosen</p> <p><input type="checkbox"/> Others: [Choose File] No file chosen</p>	Remove

ii) Please indicate whether you would like to apply for exemption below. If you would like to apply for Fast Tack Professional, please tick the below box and upload the relevant form. Blank forms can be downloaded from the guideline page. Press “Save and Next” to proceed the next step.

**Exemption Application**

\* Applying for Exemption Assessment of Chartered Governance Qualifying Programme (CGQP).

No, I would NOT apply for exemption assessment.

Yes, I would like to apply for exemption assessment.

I would like to apply for Fast Track Professional.

EE013c Fast Track Professional Application Form [Choose File] No file chosen

Back Save **Save and Next**

**Step 6** – You are required to upload a completed and signed EE001b-Studentship Verification and Recommendation Form (for current Year three (3) or Year four (4) students of Partnership Bachelor’s Programmes only) or EE001a-Recommendation Form as appropriate in Section 4. Please tick the below box and upload the relevant form. Blank forms can be downloaded from the guideline page.

**Section 4 - Studentship Verification and Recommendation**

I hereby upload the completed Studentship Verification and Recommendation Form / Recommendation Form.

**Choose File** No file chosen

**Step 7** – You are required to provide and upload relevant supporting documents in Section 5. Please note that all copies uploaded must be certified by appropriate person(s) recognised by the Institute. Press “Save and Next” to proceed the next step.

**Section 5 - Uploading Supporting Documents**

**1\*** All uploaded copies of supporting qualification documents and Identity Card/Passport are required to be certified as true copies by:  
(Please click [HERE](#) for details)

HKCGI (only if originals are presented with photocopies for certification)

**Recognised professionals or statutory declarations**

Direct supervisor/Human Resources Department of the same company

Certifier Consent Form

**Choose File** No file chosen

**2\*** Personal identification document (Certified True Copy only)  
For holder of the Mainland/Taiwan ID card; OR certification of right of abode, please also provide your passport/identification document which bears your full name in English together with your ID Card.

**Choose File** No file chosen

**3** Deed Poll (if applicable)

**Choose File** No file chosen

**4\*** Passport size photo (JPEG or PDF format only)

**Choose File** No file chosen

**5** Business Card (if applicable)

**Choose File** No file chosen

**Back** **Save and Next**

**A completed certifier consent form must be uploaded if documents certified by supervisor or Human Resources Department.**

**SAMPLE**

**Certified True Copy by**  
\_\_\_\_\_  
(Signature)  
Full name: e.g. Chan Tai Man  
Company Name:  
Job Title:  
Date:

**Certified True Copy by**  
\_\_\_\_\_  
(Signature)  
Full name: e.g. Chan Tai Man  
Professional qualification:  
e.g. HKACG ACG  
Member no: XXXXX  
Date:

**Step 8** - You are required to declare and provide relevant details (if applicable) on Character and Standing in Section 6, please also tick the below boxes to confirm that you have read and understood the Statement of Collection on Personal Data and Declaration to Application for Studentship Registration in this Section. Press "Save and Preview" to proceed.

## Section 6 - Declarations

### 1 Character and Standing (Please click **HERE** for details)

**Click HERE for details**

a\* Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?

- No  
 Yes

Choose File No file chosen

b\* Have you been convicted of any offence of such a nature that, had you been a member/graduate/student of The Chartered Governance Institute and/or HKCGI at the time, might or is likely to have given rise to disciplinary action being taken against you by The Chartered Governance Institute's Byelaws 21 to 25 and/or HKCGI Articles 23 to 28?

- No  
 Yes

Choose File No file chosen

c\* Have you conducted yourself, whether by act or default, in a manner that, had you been a member/graduate/student of The Chartered Governance Institute and/or HKCGI at the time, might or is likely to have been discreditable to The Chartered Governance Institute and/or HKCGI having regard to The Chartered Governance Institute and/or HKCGI Code of Professional Ethics and Conduct, or similar?

- No  
 Yes

Choose File No file chosen

For any "yes" box ticked, please upload the supporting documents.

### 2\* Statement on Collection of Personal Data

I have read and agreed to the **Statement on Collection of Personal Data**

I have read and agreed to the **Declaration to Application for Studentship Registration**

Click the links for details and please tick the boxes to confirm that you have read and agreed to the terms.

I certify that the information given above is, to the best of my knowledge, accurate in all aspects. I have read, understood, confirmed and agreed to the above. I have also read the Rules applicable for HKCGI students and acknowledge that my successful registration as a HKCGI student shall be a deemed acceptance of such.

I do NOT wish to receive any marketing/promotional materials from HKCGI. (Please note that this will result in your ceasing to receive some of the information and materials that HKCGI will provide to you including information on certain goods and services, although such information may still be obtained from HKCGI website.)

Please indicate your intention

Back

**Save and Preview**

**Step 9** - Please check and ensure that all the details provided are complete and accurate. You can return to previous pages to edit your details by pressing "Back" button.

Studentship Application - Preview	
Apply Date	2022-06-06
Form Expiry Date	2022-06-13

**Step 10** - You are required to pay the studentship registration/re-registration fee before submitting your application to the Institute. Online payment can be made by Visa/Master/American Express credit card. You can select your credit card from the pull-down box and press "Confirm" to proceed to payment section.

### Payment

With effect from 1 July 2021, studentship of all newly registered/re-registered students will be expired in the following 30 June irrespective of the confirmation date of their studentship during the year. All fee paid for the studentship registration/re-registration are non-refundable or non-transferable even if an application is either rejected by the Institute or withdrawn by the applicant. For details of registration fee and notes, please click [HERE](#).

Registration Fee:	HK\$1,280	Re-registration Fee:	HK\$1,500
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Payment Method:

American Express

American Express

Visa/Master

**New Registration Fee of HK\$1,280**  
**Re-registration Fee of HK\$1,500**

Back

Confirm

**Step 10** - After pressing "Confirm", you will be directed to the relevant payment page of Visa/Master or American Express accordingly. Please enter your credit card details to settle the payment.

Please note that the studentship registration/re-registration fee is non-refundable. Your application will only be submitted to the Institute for processing after successful payment is made.

American Express	Visa/Master
<div style="border: 1px solid gray; padding: 5px;"> <p><b>Merchant name:</b> THE HONG KONG CHARTERED GOVERNANCE INS</p> <p><b>Payment Method</b></p> <p>Pay securely using SSL+ by clicking on the card logo below:</p> <div style="display: flex; justify-content: center; gap: 10px; margin: 10px 0;"> </div> <hr/> <p><b>Merchant Name</b> THE HONG KONG CHARTERED GOVERNANCE INS</p> <p><b>details</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>American Express:</b> 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 style="width: 100%;" type="text"/></p> <p>Expiry Date: <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> month/year</p> <p>Security Code: <input style="width: 40px;" type="text"/></p> <p>Purchase Amount: <b>HKD \$</b> <input style="width: 100px;" type="text"/></p> <div style="text-align: right; margin-top: 10px;"> </div> <p style="font-size: 8px; margin-top: 5px;">I hereby authorise the debit to my American Express Account in favour of THE HONG KONG CHARTERED GOVERNANCE INS</p> </div> </div>	<div style="border: 1px solid gray; padding: 5px;"> <p>Card number * <input style="width: 100%;" type="text"/></p> <p></p> <p>Expiry month * Expiry year *  <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/></p> <p>Cardholder name * <input style="width: 100%;" type="text"/></p> <p>Security code * <input style="width: 40px;" type="text"/> <small>3 digits on back of your card</small></p> <hr/> <p><b>Billing address</b></p> <p>Street 1 <input style="width: 100%;" type="text"/></p> <p>Street 2 <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/> State / Province <input style="width: 100%;" type="text"/></p> <p>Postcode / Zipcode <input style="width: 100%;" type="text"/> Country <input style="width: 100%;" type="text"/></p> <hr/> <p><b>Order details</b></p> <p>Member Subo Asso Senior</p> <p style="text-align: right;">TOTAL HKD: \$ <input style="width: 50px;" type="text"/></p> <p style="font-size: 8px; margin-top: 5px;">The next screen you see may be payment card verification through your card issuer.</p> <div style="text-align: right; margin-top: 10px;"> </div> </div>

Upon successful settlement, you will be directed to your user account with the following message and your application is submitted. Secretariat staff will follow up with you if supplementary information is required.

**System Message**

Thank you, your payment was successful.

*Transaction Amount:* [REDACTED]

*Invoice Number:* [REDACTED]

*Ref. key:* [REDACTED]

An acknowledgement email and official receipt will be sent to your email and the inbox of your HKCGI user account.

**Profile** ▾

**Inbox (3)** ←

View Profile (edit)

Change Password

[CPD and Events](#) >

[Studentship](#) >

## Inbox

Financial Year ▾ **GO**

**HKCGI**

Show 10 ▾ entries Search:

Date	Email Title	Action
[REDACTED]	Activate Your HKCGI Account	<a href="#">Details</a>
[REDACTED]	HKCGI: Acknowledge receipt of online application for studentship registration	<a href="#">Details</a>
[REDACTED]	HKCGI – Payment receipt for Student Registration (654875865)	<a href="#">Details</a>

Date Email Title Action

Should you have any enquiries, please contact Studentship Registration Section at 2881 6177 or email to [student\\_reg@hkcgi.org.hk](mailto:student_reg@hkcgi.org.hk)