



## The Hong Kong Chartered Governance Institute Explanation for Employment Gaps

### PERSONAL PARTICULARS

Name: (Mr/Mrs/Ms): \_\_\_\_\_ Membership/Graduate No: \_\_\_\_\_

I declare that I was not in full time employment for the following periods/ reasons:  
(Note: Please use supplementary sheet if necessarily. Insert a " ✓ " as appropriate.)

Period	Reasons
From _____ to _____ dd/mm/yy          dd/mm/yy  Supporting document attached? ( ✓ ) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Unemployed <input type="checkbox"/> Study – Name of the Programme: _____ _____ <input type="checkbox"/> Others: _____ _____
From _____ to _____ dd/mm/yy          dd/mm/yy  Supporting document attached? ( ✓ ) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Unemployed <input type="checkbox"/> Study – Name of the Programme: _____ _____ <input type="checkbox"/> Others: _____ _____
From _____ to _____ dd/mm/yy          dd/mm/yy  Supporting document attached? ( ✓ ) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Unemployed <input type="checkbox"/> Study – Name of the Programme: _____ _____ <input type="checkbox"/> Others: _____ _____
From _____ to _____ dd/mm/yy          dd/mm/yy  Supporting document attached? ( ✓ ) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Unemployed <input type="checkbox"/> Study – Name of the Programme: _____ _____ <input type="checkbox"/> Others: _____ _____

## Statement on Collection of Personal Data

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- 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@hkcg.org.hk](mailto:unsubscribe@hkcg.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@hkcg.org.hk](mailto:privacyofficer@hkcg.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. [www.hkcg.org.hk](http://www.hkcg.org.hk).

By my signature below,

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 Institute Council, may lead to disciplinary action being taken against me.
3. I understand that the Institute may request documentation to support my application.
4. I have read, understood and agreed to the above.

Name of Applicant: \_\_\_\_\_  
 Membership/  
 Graduate Number: \_\_\_\_\_

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