



## The Hong Kong Chartered Governance Institute Personal Data Update Form

### For CHANGE of personal data and records only

Please fill in this form in BLOCK LETTERS and return to Institute office by post, by fax at 2881 5050 or by email: ask@hkcg.org.hk, thank you.

#### PERSONAL PARTICULARS

Name: \_\_\_\_\_ (English) HKCGI No.: \_\_\_\_\_  
 \_\_\_\_\_ (Chinese) Email: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

(\*For residential addresses in PRC or Taiwan)

\*Residential Address in Chinese: \_\_\_\_\_

\*Postal Code (for PRC): \_\_\_\_\_

Please send all Institute's correspondence to: (only insert ONE tick "√")  Residential Address  Office Address

#### EMPLOYMENT DETAILS

Job Title: \_\_\_\_\_ Date of Commencement: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Office Address: \_\_\_\_\_  
 \_\_\_\_\_

(\*For office addresses in PRC or Taiwan)

\*Office Address in Chinese: \_\_\_\_\_

\*Postal Code (for PRC): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

#### 1. Your employer is a/an

- |   |  |
|---|--|
| <input type="checkbox"/> Listed company                 | <input type="checkbox"/> Educational institution                   |
| <input type="checkbox"/> Public company                 | <input type="checkbox"/> Non-profit-making organisation/ Charity   |
| <input type="checkbox"/> Private company                | <input type="checkbox"/> Government/ Quasi-government organisation |
| <input type="checkbox"/> Professional Firm/ Partnership | <input type="checkbox"/> Others (please specify: _____)            |
| <input type="checkbox"/> Sole proprietor                |  |

#### 2. Your employer is in the industry of

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accountancy                      | <input type="checkbox"/> Insurance                      | <input type="checkbox"/> Public utilities         |
| <input type="checkbox"/> Banking and finance              | <input type="checkbox"/> Investment holding             | <input type="checkbox"/> Public/ social services  |
| <input type="checkbox"/> Civil service                    | <input type="checkbox"/> Legal                          | <input type="checkbox"/> Research and development |
| <input type="checkbox"/> Corporate/ Professional services | <input type="checkbox"/> Logistic and transportation    | <input type="checkbox"/> Retail and distribution  |
| <input type="checkbox"/> Education and training           | <input type="checkbox"/> Management consultancy         | <input type="checkbox"/> Sports and entertainment |
| <input type="checkbox"/> Engineering                      | <input type="checkbox"/> Manufacturing                  | <input type="checkbox"/> Others                   |
| <input type="checkbox"/> Hotel, catering, conference      | <input type="checkbox"/> Marketing and public relations | (please specify: _____)                           |
| <input type="checkbox"/> Information technology           | <input type="checkbox"/> Property                       |   |

## 3. Hierarchy of your current job position

- |   |   |
|---|---|
| <input type="checkbox"/> Assistant/ Administrator                 | <input type="checkbox"/> General Manager/ Head of Department  |
| <input type="checkbox"/> Assistant Manager/ Supervisor/ Officer   | <input type="checkbox"/> Legal Counsel                        |
| <input type="checkbox"/> C-classed Executive (e.g. CEO, CFO, COO) | <input type="checkbox"/> Manager                              |
| <input type="checkbox"/> Company Secretary                        | <input type="checkbox"/> Partner/ Proprietor/ Sole Proprietor |
| <input type="checkbox"/> Deputy/ Assistant/ Executive Secretary   | <input type="checkbox"/> Professor/Lecturer                   |
| <input type="checkbox"/> Deputy/ Assistant Director               | <input type="checkbox"/> Senior Manager                       |
| <input type="checkbox"/> Director                                 | <input type="checkbox"/> Others (please specify: _____)       |
| <input type="checkbox"/> Executive Director                       |   |

## 4. Main areas of your current job (4 options at maximum)

- |   |   |
|---|---|
| <input type="checkbox"/> Accountancy and Auditing                     | <input type="checkbox"/> Manufacturing                  |
| <input type="checkbox"/> Company Secretarial                          | <input type="checkbox"/> Marketing and Public Relations |
| <input type="checkbox"/> Compliance                                   | <input type="checkbox"/> Office Administration          |
| <input type="checkbox"/> Data/ System Management                      | <input type="checkbox"/> Personnel/ Human Resources     |
| <input type="checkbox"/> Education Administration/ Teaching/ Training | <input type="checkbox"/> Risk Management                |
| <input type="checkbox"/> Financial Management and Control             | <input type="checkbox"/> Taxation                       |
| <input type="checkbox"/> General Management                           | <input type="checkbox"/> Trust/ Trust Administration    |
| <input type="checkbox"/> Governance and Corporate Planning            | <input type="checkbox"/> Others (please specify: _____) |
| <input type="checkbox"/> Legal  |   |

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](mailto: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](mailto: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. [www.hkcgi.org.hk](http://www.hkcgi.org.hk).

By my signature below,

1. I declare that the information contained in this form is true and correct.
2. I have read, understood and agreed to the above.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

HKCGI No.: \_\_\_\_\_ Date of application: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Data updated on \_\_\_\_\_ by \_\_\_\_\_