



The Hong Kong Chartered Governance Institute Transcript Application Form (Members)

PERSONAL PARTICULARS

Name: (Mr/Mrs/Ms): _____ Membership/Graduate No: _____

NOTE: Members/Graduates can apply for a copy of transcript at a charge of HK\$200 per copy.

To: The Hong Kong Chartered Governance Institute ("HKCGI" or "the Institute")

I write to request for the certification of my examination status and understand that TWO WEEKS will be needed for processing the transcript after receipt of my application and payment by the Secretariat.

No of transcript(s) requested: _____

The transcript(s) be (please insert a "✓" as appropriate):-

- collected in person from the Secretariat office
- sent to my correspondence address
- sent to other organisation(s) directly, as below:

Attention to: _____

Name of Organisation: _____

Address: _____

PAYMENT METHOD (please tick as appropriate)

Total Amount: HK\$

Proper form completion and full payment made required prior to the Institute acceptance and arrangement of requested matters.

- By EPS/ UnionPay - in person
- By cheque - in person/by post (Payable to 'The Hong Kong Chartered Governance Institute'. Post-dated cheque will NOT be accepted)

Bank: _____ Cheque No.: _____

(Specify at back '[Description]' and '[Membership/Student No.]')

- By Credit Card - in person/by email/by post (I, as the cardholder, authorise the Institute to debit the payment from my credit card) Please fill in the below information if by email/by post.

- Chartered Secretaries American Express VISA MasterCard

Name of Cardholder (Block letters): _____

Credit Card no: _____ Card Expiry date: ____MM ____YY

Signature: _____ Date _____

(As with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment). Applicant to bear consequences for unauthorised third party payments: _____

To facilitate payment, credit cards should not expire in less than one month.

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 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.
- 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.

I have read, understood and agreed to the above.

Name of Applicant: _____ Signature: _____

Membership/Graduate No: _____ Date of Application: _____

FOR OFFICE USE ONLY

Credit card authorisation code: _____ A/C Ref. no.: _____

Invoice no.: _____ Handled on: _____ by _____

Transcript issued on: _____