THE HONG KONG CHARTERED GOVERNANCE INSTITUTE

GUIDELINES ON CERTIFICATION

When certifying documents in their professional capacity, Members of the Institute (being Fellows and Associate but not including graduates, students and Affiliated Persons) should follow the guidelines set out below :-

1. The signature and official stamp of the certifier (i.e. Member of the Institute) should be placed on the first page of the copy document and the number of pages should be recorded.

2. The certification official stamp of the Member of the Institute should be made in the following sample format:

   For Fellows:

Certified True Copy Date: _____ [Full Name] FCG FCS Membership no: [xxxxxxx]	or	Certified True Copy Date: _____ [Full Name] FCG(CS, CGP) FCS(CS, CGP) Membership no: [xxxxxxx]

   For Associate:

Certified True Copy Date: _____ [Full Name] ACG ACS Membership no: [xxxxxxx]	or	Certified True Copy Date: _____ [Full Name] ACG(CS, CGP) ACS(CS, CGP) Membership no: [xxxxxxx]

3. Members of the Institute are required to include their names, membership numbers and designations in the official stamp. The signature of the Member together with his/her stamp of certification should be duly dated.

4. The applicable designations of Members of the Institute include:

For Fellows:	Either	(i)	FCG FCS	(for Ordinary Member) *or*
		(ii)	FCG	(for Internationally Qualified Member)
For Associates:	Either	(i)	ACG ACS	(for Ordinary Member) *or*
		(ii)	ACG	(for Internationally Qualified Member)

5. Please note that all information suggested to be contained in the above sample certification official stamp is necessary for the Institute's verification of the certifier's identity upon request received from the authorised institutions. Failure to contain and provide the full and complete information as required, may result in the delay of the Institute's verification and affect the transaction in question.

- End –

Updated version July 2021