THE HONG KONG CHARTERED GOVERNANCE INSTITUTE

GUIDELINES ON CERTIFICATION

With the launch of new post-nominals on 1 January 2022, Members of the Institute (being Fellows and Associate but not including graduates, students and Affiliated Persons) should follow the following guidelines when certifying documents in their professional capacity:

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 official stamp of the Member should be made in the following format:

For Fellow:

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

For Associate:

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

3. The official stamp should include the members' names, membership numbers and designations. Members must also sign and write down the date of certification in the official stamp.

4. The applicable designations of Members include:

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

5. Please note that all information included in the above official stamp is necessary for the Institute to verify certifier's identity. Failure to provide the necessary information as required may cause delay of verification and the transaction in question.

- End –

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