

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES

香港特許秘書公會

e-Update issue 261 | 30 September 2020

INSTITUTE NEWS

- **Holiday notice**

The Institute wishes all of you a wonderful time during upcoming holidays! The Institute Secretariat offices in Hong Kong and Beijing will have the following special holiday arrangements for the National Day and Mid-Autumn festive periods.

Hong Kong office

National Day and Mid-Autumn Festival:
Closes from 1 to 3 October 2020

Beijing representative office

National Day and Mid-Autumn Festival:
Closes from 1 to 8 October 2020
(Closes from 4.00pm on 30 September)

- **Student Ambassadors Programme (SAP) 2020/2021 – recruitment of mentors**

SAP is an effective platform to introduce the dual qualification of Chartered Secretary and Chartered Governance Professional to local undergraduates. One of the key features of SAP is the Mentorship programme, which provides a platform for student ambassadors to learn from our experienced members of the profession.

The programme offers mentors the opportunity to give back to the profession and society, and to stay in touch with the current trends of the younger generation. The Institute would like to invite members who are willing to share their work experiences, professional knowledge and provide career guidance to join the SAP Mentorship programme as a mentor. As the appreciation for the effort for serving as mentors in 2020/2021, members who will be the mentors of the SAP Mentorship programme are entitled to a maximum of five CPD points.

Members who would like to contribute and share their experiences with the undergraduates, please contact Alex Chan: 2830 6001, or email: alex.chan@hkics.org.hk for more details.

- **Career talks and fairs at local universities**

The Institute continues to liaise closely with local universities to promote the dual qualification of Chartered Secretary and Chartered Governance Professional as well as related career opportunities to undergraduates. Institute members will be invited to share with the undergraduates in the following career talks and fairs in October and November 2020.

Timetable:

Date	Name of University
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6 and 7 October 2020	Lingnan University
20 October 2020	Hong Kong Baptist University
28 October 2020	The University of Hong Kong
3 November 2020	The Chinese University of Hong Kong
12 November 2020	The Hong Kong Polytechnic University
19 November 2020	City University of Hong Kong

- **Join Our Online Community**

You are welcome to like us on [Facebook](#) and turn on notifications for event updates. Please also follow us on [Twitter](#), [Weibo](#), WeChat as well as join our professional network on [LinkedIn](#). We need your engagement to build a strong Institute together!

UPCOMING EVENTS & NEWS

- **AML/CFT Webinar**

A comprehensive third-party due diligence process is essential to mitigating reputational, regulatory, financial, and strategic risks. Identifying ultimate beneficial ownership (UBO) is a critical component of that process to meet regulatory obligations for tackling financial crime and as best practice to counter bribery and corruption in business transactions.

The Institute is collaborating with LexisNexis to hold a free webinar on 14 October 2020 to discuss how far UBO of a business can be at the top of anti-money laundering agenda. This webinar will be chaired by Natalia Seng FCIS FCS(PE), Past President and Council Member of the Institute.

For details and registration, please click [HERE](#).

- **Upcoming ECPD webinars/seminars are available for enrolment**

[ENROL](#)

- **Register for online CPD seminars**

[ENROL](#)

- **Mentorship training – Online cafe event: personal wellness and workplace positivity (webinar and by invitation only) on 10 October 2020**

[MORE](#)

- **Fun & Interest Group – How a whole-food plant-based diet can strengthen immune system (free webinar) on 23 October 2020**

[MORE](#)

REMINDERS

- **CPD Policy**

[MORE](#)

- **Consequences of CPD non-compliance**

[MORE](#)

- **Individual Package 2020/2021**

[APPLY](#)

- **Corporate Package 2020/2021**

[APPLY](#)

- **Practitioner's Endorsement application 2020/2021**

[APPLY](#)

- **Collection of certificate of The Chartered Governance Institute at Secretariat office resumed**

The Institute has informed eligible members and graduates of the collection arrangement by email. Deadline of collection: 31 October 2020

- **Membership/graduateship renewal for year 2020/2021 31 December 2020**
To renew online, please click [HERE](#).
- **Fee structure 2020/2021**
[Membership, graduateship and Affiliated Person fee schedule](#)
[Studentship fee schedule](#)
- **Fellowship and associateship application deadlines in 2020**
[MORE](#)
- **Fellowship benefits factsheet**
[MORE](#)
- **Online Learning Video Subscription For Students**
The Institute has launched the online examination technique seminars and student seminars to enable students to schedule revision and learning for the CGQP examinations more flexibly. Through the online learning platform, students are able to easily access selected video-recorded seminars with any smart devices anytime, anywhere. *For details, please click [HERE](#).*
- **Learning Support for CGQP Examinations Preparation**
Videos of five student gatherings are available at the Studentship section of the Institute's website.

CGQP pilot papers and online study materials are available at the Institute's website login area and PrimeLaw online platform respectively.

For questions regarding the pilot papers, please contact Leaf Tai: 2830 6010, or email: leaf.tai@hkics.org.hk. For technical questions regarding the PrimeLaw account, please contact Wolters Kluwer Hong Kong's customer service: HKPrime@wolterskluwer.com.
- **Studentship renewal fee**
Students whose studentship expired in August 2020 are reminded to settle the renewal payment by Friday 23 October 2020.

FEATURED JOB OPENINGS

Company Name	Position
Computershare	AVP/VP, Governance Services
A.S. Watson Retail (HK) Limited	Company Secretarial Officer
VTech Corporate Services Limited	Senior Company Secretarial Officer
Conyers Dill & Pearman	Group Secretary
The Hong Kong Institute of Bankers	Institute Secretary
Tiptop Energy Ltd (Sinopec Int'l Petroleum E&P HK Overseas Ltd)	Legal Advisory
International Christian School	Board Secretary (Part-time)
Harneys Corporate Services (Asia) Limited	Corporate Services Senior Administrator
	Corporate Services Junior Administrator

If you are looking to build a better career, please visit [Featured Job Openings](#) online for the latest

update.

If you are hiring, please click [HERE](#) for details.

OTHER NEWS AND ACTIVITIES

■ Update of Corresponding Address

Members, graduates and students are reminded to update their personal contact details for the Institute's communication purpose directly via the [Members' Login Area](#) on the Institute's website: www.hkics.org.hk. For enquiries, please contact the Membership or Studentship Section: 2881 6177, or email: member@hkics.org.hk or student@hkics.org.hk (as appropriate).

The Hong Kong Institute of Chartered Secretaries

香港特許秘書公會

(Incorporated in Hong Kong with limited liability by guarantee)

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[HKICS Website](#)



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香港社會服務聯會頒發



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