

## The Hong Kong Chartered Governance Institute Transcript Application Form (Student)

All registered students may apply for transcript at any time for HK\$200 per copy. For those who wish to apply for such certification, please fill in the form below and return to the Institute with payment. The transcript application fee is non-refundable.

To: HKCGI

I write to request for the certification of my examination status and *understand that TWO WEEKS will be needed for processing the certificate after receipt of my application by the Institute.* My personal particulars are given as below:-

### Personal Details

Please complete in BLOCK CAPITALS

Student No.: \_\_\_\_\_

Name: \_\_\_\_\_ (Mr/Ms/Mrs)

Chinese Name: \_\_\_\_\_

No. of copies requested: \_\_\_\_\_

Transcript(s) will be: (Please ✓ the appropriate box)

collected in person

sent to the above address

sent to other institutions directly. Address: \_\_\_\_\_

**Payment method (please tick as appropriate)**

**Fees in total: 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.: \_\_\_\_\_

(Please specify your membership/graduate/student no. and payment description at the back)

By Credit Card – Please fill in the below information if payment is made by email/by post.

(I, as the cardholder, authorise the Institute to debit the payment from my credit card)

HKCGI 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.

**Office use:** Invoice No.: \_\_\_\_\_ A/C Ref No.: \_\_\_\_\_

**Statement on Collection of Personal Data**

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- (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 the applicant.
- (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. [hkcgi.org.hk](http://hkcgi.org.hk).

I have read, understood and agreed to the above including the “Statement on Collection of Personal Data”. I hereby declare that all the information submitted by me are true, correct, up-to-date and complete to the best of my knowledge and belief, and I undertake to provide any further information and/or documents as required and in respect of any changes thereto.

Student name: \_\_\_\_\_

Student number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_