



CHARTERED  
SECRETARIES  
特許秘書

# Becoming a Chartered Secretary

A rewarding career at the heart  
of business





## What is a Chartered Secretary?

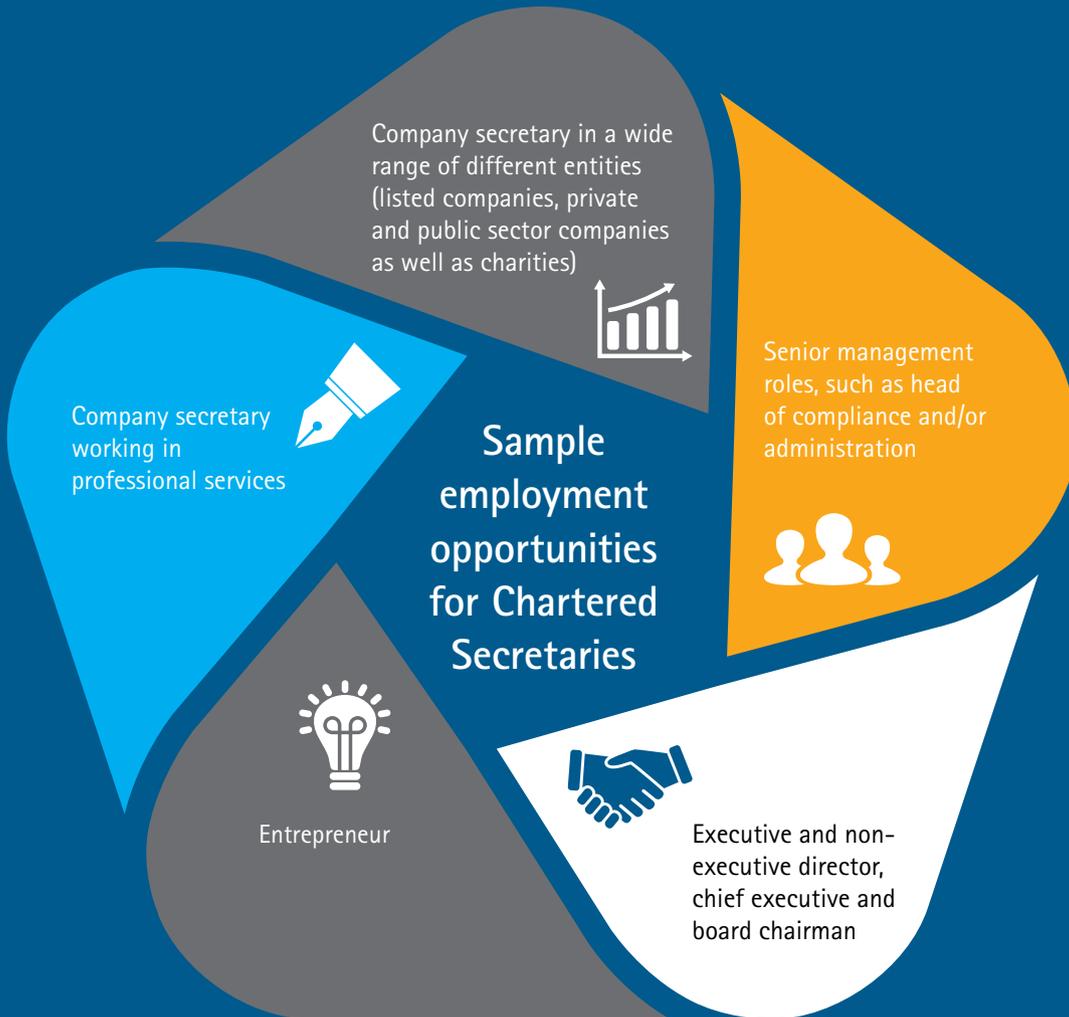
Chartered Secretaries are highly sought after professionals who play a key role helping to ensure that organisations comply with regulatory requirements, and maintain good corporate governance and business ethics. Members of this profession have become increasingly important as the regulatory environment has become more complex.

Becoming a Chartered Secretary will give you a broad skill set in corporate law, accounting and finance, governance, strategy, tax and corporate secretarial practice. You will acquire an excellent knowledge of the legal, regulatory and corporate governance framework within which organisations operate together with strong administrative skills.



*In an ever-changing world, the work of the company secretary is both fascinating and varied. At HSBC, my role continues to present new challenges and opportunities which stretch me and members of the global company secretarial function in ways which we could never have expected when embarking on this career route. This is what makes our role so interesting, dynamic and rewarding.*

Ben Mathews FCIS, Group Company Secretary, HSBC Holdings plc



*If Chartered Secretaries are true to their calling, they are the conscience of the organisation they work for, be it commercial, financial, educational, or otherwise. They uphold the governance and integrity of their workplaces and leave the world a better place than they found it.*



Edith Shih FCIS FCS(PE), Head Group General Counsel and Company Secretary, CK Hutchison Holdings Ltd

## Developing your potential

Chartered Secretaries have a range of different career paths to choose from. As a company secretary in a listed company, you will be on a fast-track to a high-level role working with senior management and the board of directors. Experienced Chartered Secretaries make excellent candidates for board postings and often go on to become chairmen, chief executives and directors.

Chartered Secretaries also work for corporate services firms, or in the corporate services department of legal or accounting firms. Working in corporate services provides an excellent foundation for your career, giving you experience in a wide range of different sectors of the economy.



*The Chartered Secretarial qualification will help you in your career advancement. It has taken me to my current role as CEO of a major corporate services provider, where my challenge and opportunity is to identify products and services that meet the needs of our clients in a changing world with enhanced international governance standards.*

## Sample roles and responsibilities of company secretaries

Facilitating board and shareholder meetings

Ensuring regulatory compliance

Coordinating the publication of corporate reports

Advising the board and management on all aspects of corporate governance

Handling communications with stakeholders



*I was attracted to the corporate secretarial profession because it is so multifaceted. To be a good company secretary you need to understand governance, the law, management and you also need to understand finance. The great advantage for Chartered Secretaries is that, once you get this qualification, you can choose which way you want to go.*





## Joining a respected and international profession

The Chartered Secretarial qualification is recognised and respected in Hong Kong, but it will also give you the skills and the opportunity to work in a range of different jurisdictions around the world. Graduates of The Hong Kong Institute of Chartered Secretaries (HKICS) are also graduates of the Institute of Chartered Secretaries and Administrators (ICSA) in the UK, which has over 33,000 members and 10,000 students globally. The HKICS is a founder member of the Corporate Secretaries International Association (CSIA) which represents approximately 70,000 practitioners in more than 80 countries.

Members of the HKICS will also have good opportunities to work in Mainland China. Not only is there a huge demand in the Mainland for governance professionals, but the HKICS has become increasingly involved in the development of the corporate secretarial profession on the Mainland.

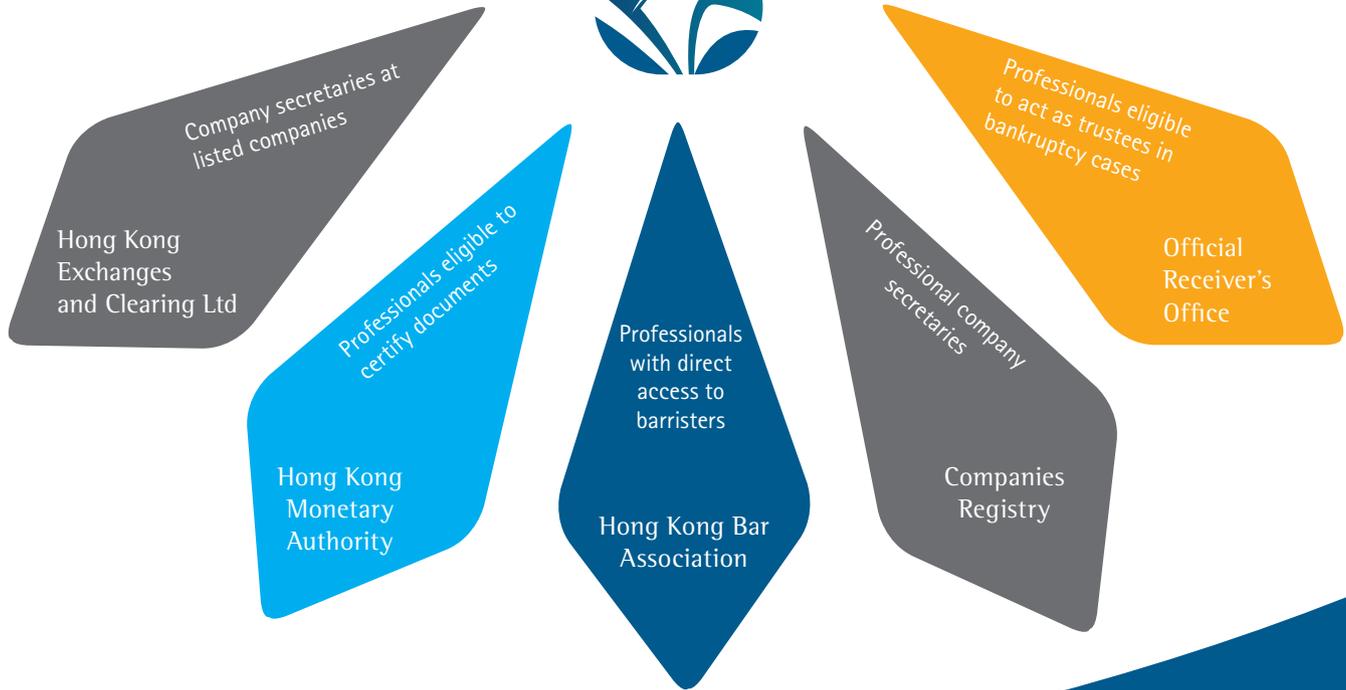


*As governance professionals, Chartered Secretaries belong to a profession with a long history and high standards of integrity, skill and dedication. Upholding the reputation of the profession, many of them become company secretary who serves as trusted adviser to the board and independent gatekeeper in governance matters.*

Ivan Tam FCIS FCS, Deputy Managing Director, Chevalier International Holdings Limited



## HKICS members are recognised as:



*Over the years the role has developed into a trusted advisory role to the board, the board chairman and the executives. Sometimes the company secretary and the chairman may be fronting issues before the board has even started to discuss them. So it is very exciting to be in that space.*



Bill Wang FCIS FCS, former Head of Group Listings, Asia and Head of Subsidiary Governance, Greater China, Standard Chartered Bank (Hong Kong) Ltd



*The future is bright – there is a greater and more active role for company secretaries to play. I think we are establishing ourselves as the guardians of corporate governance.*

Susie Cheung FCIS FCS(PE), former General Counsel and Company Secretary,  
The Hong Kong Mortgage Corporation Ltd

## Your career path

Your route to membership of the HKICS starts with a recognised university degree or a recognised professional qualification. University graduates in accounting, finance, management, corporate governance or law are eligible to apply for exemption from IQS examinations. You may then register as a student of the HKICS and opt to either sit the International Qualifying Scheme (IQS) examinations or take one of the post-graduate collaborative courses (at master's level) set up in association with three local universities. Students who successfully complete the IQS or collaborative courses become graduates of both the HKICS and ICSA.

Once graduates have acquired the requisite work experience, they may apply to become a member of the HKICS/ICSA. All prospective members must declare they are fit and proper for admission to HKICS and be recommended by two referees who are professionals, one of whom must be a member of HKICS/ICSA. Successful applicants become an Associate of the HKICS/ICSA and, with the requisite further work experience, Associates may apply to become Fellows.



*With the opening up of the Mainland Chinese capital market, the Chinese board secretarial community continues to bring value to companies and society. The Chartered Secretarial qualification equips Chinese board secretaries with key multi-disciplinary knowledge in law, finance and governance as they increasingly get in touch with the global market.*



*It is increasingly recognised that the role of the corporate secretarial profession will be critical in the coming decades for the sustainable development and success of corporations.*

Polly Wong FCIS FCS(PE), Company Secretary and Financial Controller, Dynamic Holdings Ltd



# ROUTE TO MEMBERSHIP

## Academic qualifications

Relevant degree (such as law, accounting, corporate governance, finance or management), or non-relevant degree

## Collaborative Courses (CCA)

City University of Hong Kong  
Master of Science in Professional Accounting & Corporate Governance (Corporate Governance stream)

Open University of Hong Kong  
Master of Corporate Governance

The Hong Kong Polytechnic University  
Master of Corporate Governance

## ACADEMIC QUALIFICATIONS

OR

## CCA PROGRAMMES

OR

## PROFESSIONAL QUALIFICATIONS

### Professional qualifications (gained by examinations)

Members of:

ACCA  
HKICPA  
CIMA  
AICPA  
CGA Canada  
CPA Australia  
Law Society

## IOS EXAMINATIONS

### International Qualifying Scheme (IOS)

Professional Programme I  
Strategic and Operations Management  
Hong Kong Corporate Law  
Hong Kong Financial Accounting  
Hong Kong Taxation

Professional Programme II  
Corporate Governance  
Corporate Secretaryship  
Corporate Administration  
Corporate Financial Management

**3 – 6  
years**

relevant work  
experience  
gained before,  
during or  
after study

Graduate  
(ICSA Grad)

Associate  
(ACIS, ACS)

Fellow  
(FCIS, FCS)

**8  
years**

relevant work  
experience at  
senior level

