

For students of Master of Corporate Governance
(The Hong Kong Polytechnic University – September 2018 cohort)
Deadline for application : 30 November 2018
For Office Use Only

Student no.: _____ Batch no.: _____

Exemption No. : _____ Invoice no: _____

New Registration Re-Registration Account Ref. No: _____

Registration after the deadline (CCA late registration **HK\$450 per month** enclosed)



CHARTERED
SECRETARIES
特許秘書

The Hong Kong Institute of Chartered Secretaries Student Registration Form

IMPORTANT: Please read the "Important Notes for Applicants" carefully on page 7 before completing this form. Complete all sections in BLOCK CAPITALS.

1. Personal Details

Title: Mr. Miss Mrs. Ms.

Name in Chinese (if applicable): _____

Surname: _____ Given name: _____

Date of birth(dd/mm/yyyy): _____ Age: _____

HKID / PRC ID No.: _____ Nationality: _____

Gender: Male Female Email (compulsory field): _____

Home Tel. No.: _____ Mobile: _____

Correspondence address (in English):

Correspondence address (in Chinese) *required for PRC student*:

PLEASE AFFIX
RECENT PHOTO
(Photo size
1.5 x 2 inches)

No Instant Photo

Postal Code: _____

2. Employment Details

Are you currently in full time employment?

Yes (If yes, please complete questions (ii) to (viii) of section 9 on page 4) No

Job Title: _____ Date of Commencement: _____

Name of Company: _____ Tel (office): _____

Office Address: _____

3. Registration status

a. Have you previously registered as a student of HKICS? Yes No

If NO, go to Section 3b.

If YES, please give details below and refer to point 4 of "Re-registration" on page 7 of this form:

First registration date: _____ Student registration No.: _____

Removal date (mm/yyyy): _____

b. Are you currently registered as an AP (联席成员) of HKICS? Yes No

If NO, go to Section 4.

If YES, please provide your AP No. (联席成员编号): _____

4. Educational/Professional Qualifications

(Full details of qualifications must be entered in the appropriate section. Original and photocopies of your relevant education official transcripts and certificates **must** be submitted for inspection and certification.)

Important Note: Students of the collaborative courses are required to register with the Institute as Students prior to the completion of their programmes. Please refer to point 5 of "Important Notes for Applicants" on page 7.

Post Secondary Qualification

All post secondary qualifications (including sub-degree, top up degree (note) Bachelor, Master etc.) must be provided.

Name of Institution	Name of Qualification (*please indicate if this is a top up degree)	Major (e.g. Acct, Law, Finance & Management)	Country (e.g. Australia, UK)	Date of Award (mm/yyyy)

Note for top-up degree holders: exemptions would be assessed according to the subjects taken at both the higher diploma (or equivalent) and the top-degree level. Therefore applicants must submit official transcripts and certificates of both the top-up degree and sub-degree programmes for exemption assessment. (e.g. Diploma, Associate degree, Higher Diploma, Professional Diploma, Advanced Diploma etc.)

Professional Qualification/Membership

Name of Professional body	Status (e.g. Graduate, Associate, Fellow)	Channel of obtaining the award (e.g. examination, exemption, conversion)	Country (e.g. Australia, UK)	Date of Award (mm/yyyy)

5. Exemption Application

- To apply for exemption assessment with the relevant qualifications (i.e. **Accounting, Finance, Law and Management**) stated above.
- Not to apply exemption

Note: Exemption assessment is not applicable to non-relevant qualification (e.g. History, Music, Engineering, Political Science, Social Science, etc.)

6. Payment Method (Please tick as appropriate): *The Registration Fee is non-refundable:

<input type="checkbox"/>	EPS/ UnionPay (In person)
<input type="checkbox"/>	Cheque (Payable to 'HKICS' and submit to HKICS office. Post-dated cheque will NOT be accepted; please mark your '[name]', '[Description]' and '[Student No.]' at the back of the cheque.)
	Bank: _____ Cheque No.: _____
<input type="checkbox"/>	Credit Card (I authorise HKICS to debit the payment from my credit card)
<input type="checkbox"/>	Chartered Secretaries American Express Credit Card
<input type="checkbox"/>	VISA
<input type="checkbox"/>	MasterCard
	Name of Cardholder (in BLOCK letters): _____
	Credit Card No.: _____ Card Expiry date: _____MM_____YY
	Cardholder's signature: _____ Date: _____
	(Must be the same signature as on the credit card)

7. RECOMMENDATION (Re-registered students are NOT required to complete this section)

I recommend _____ for registration as a student of The Hong Kong Institute of Chartered Secretaries. In my opinion, the applicant is a fit and proper person for admission to the examinations of the Institute.	
I have known him/her for: _____ years _____ months	
Full Name: _____	Tel (office) : _____
Job Title: _____	Organization : _____
Professional Qualifications(s) : _____	
Signature : _____	Date: _____
(The signatory should preferably be a Member of the HKICS and/or ICSA or the immediate supervisor of the applicant's company, a full member of another professional body or academic of a recognised university or college.)	

8. Personal Data Collection Statement

All information provided in this form is intended to be used by HKICS for administration purposes relating to registration, examinations, ECPDs, research and analysis, functions and activities, members' benefits, events supported by HKICS and other goods or services relevant to our profession.		
Please sign at the end of this statement to indicate your agreement with such usage.		
However, should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below before signing:		
<input type="checkbox"/>	I object to the proposed use of my personal data. I also understand that I will not receive any correspondence from HKICS including important updates and direct marketing.	
Upon approval of your studentship application, you may opt-out at any time in the future from receiving any correspondence from HKICS including important updates and direct marketing by emailing to ask@hkics.org.hk with specific request to 'opt-out' from receiving such.		
_____	_____	_____
Name (in BLOCK LETTERS)	Signature	Date

9. Employment Data

All information provided in this form will be used by the Institute's administration function including the administration of its examinations and accreditation of qualifications. The provision of personal data by means of this form is voluntary. It may be accessible to offices, committees or persons when processing registrations and examination matters.

HKICS will keep you updated with relevant information as part of your studentship.

Please tick as appropriate:

i. How did you hear about HKICS?

- | | |
|---|--|
| <input type="checkbox"/> HKICS Student Ambassadors Programme (year of enrolment_____) | <input type="checkbox"/> IQS Information Session |
| <input type="checkbox"/> HKICS career talks | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Career fairs | <input type="checkbox"/> Tutor or lecturer |
| <input type="checkbox"/> HKICS website | <input type="checkbox"/> Colleague |
| | <input type="checkbox"/> Careers service |
| | <input type="checkbox"/> Friend or relative |
| | <input type="checkbox"/> Jobmarket Advertisement |

If you are currently employed, please complete questions ii to viii.

ii. Please tick the appropriate box to indicate your employing organization: -

- Listed company
- Public Company
- Private company
- Partnership/ Professional Firm
- Self-employed/ Sole Proprietor
- Educational Institution
- Non-profit-making Organisation/ Bodies/ Charity
- Government/Quasi-Government Organisation
- Others

iii. Industry of your employing organization: -

- | | |
|---|---|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Logistic and Transportation |
| <input type="checkbox"/> Banking and Finance | <input type="checkbox"/> Management Consultancy |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Corporate/ Professional Services | <input type="checkbox"/> Marketing and Public Relations |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Property |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Public Utilities |
| <input type="checkbox"/> Hotel, Catering, Conference | <input type="checkbox"/> Public/ Social Services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Research and Development |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Retail and Distribution |
| <input type="checkbox"/> Investment Holding | <input type="checkbox"/> Sports and Entertainment |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Others |

iv. Hierarchy of your current job position: -

- | | |
|---|---|
| <input type="checkbox"/> Assistant/ Administrator | <input type="checkbox"/> Executive Director |
| <input type="checkbox"/> Assistant Manager/ Supervisor/ Officer | <input type="checkbox"/> General Manager/ Head of Department |
| <input type="checkbox"/> C-classed Executive (e.g. CEO, CFO, COO) | <input type="checkbox"/> Legal Counsel |
| <input type="checkbox"/> Company Secretary | <input type="checkbox"/> Manager |
| <input type="checkbox"/> Deputy/ Assistant/ Executive Secretary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Deputy/ Assistant Director | <input type="checkbox"/> Partner/ Proprietor/ Sole Proprietor |
| <input type="checkbox"/> Director | <input type="checkbox"/> Professor/Lecturer |
| | <input type="checkbox"/> Senior Manager |

v. Total number of employees: -

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> less than 50 | <input type="checkbox"/> 501 – 1,000 |
| <input type="checkbox"/> 51 – 100 | <input type="checkbox"/> 1,001 – 3,000 |
| <input type="checkbox"/> 101 – 250 | <input type="checkbox"/> over 3,000 |
| <input type="checkbox"/> 251 – 500 | |

vi. Financial Turnover of your employing organization: -

- | | |
|---|---|
| <input type="checkbox"/> less than \$1m | <input type="checkbox"/> \$100m – \$250m |
| <input type="checkbox"/> \$1m – \$5m | <input type="checkbox"/> \$250m – \$750m |
| <input type="checkbox"/> \$5m – \$10m | <input type="checkbox"/> \$750m – \$1 billion |
| <input type="checkbox"/> \$10m – \$50m | <input type="checkbox"/> over \$1 billion |
| <input type="checkbox"/> \$50m – \$100m | |

vii. No. of subordinate: -

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> under 6 | <input type="checkbox"/> 26-50 |
| <input type="checkbox"/> 6-10 | <input type="checkbox"/> 51-100 |
| <input type="checkbox"/> 11-25 | <input type="checkbox"/> over 100 |

viii. Main areas of activity of your current job (You can tick 4 options at maximum)

- | | |
|---|---|
| <input type="checkbox"/> Accountancy and Auditing | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Company secretarial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Corporate planning and Compliance | <input type="checkbox"/> Marketing and Public Relations |
| <input type="checkbox"/> Data/ System Management | <input type="checkbox"/> Office Administration |
| <input type="checkbox"/> Education Administration/ Teaching/ Training | <input type="checkbox"/> Others |
| <input type="checkbox"/> Financial Management and Control | <input type="checkbox"/> Personnel/ Human Resources |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Taxation |
| | <input type="checkbox"/> Trust/ Trust Administration |

10. Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS 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) Under the Personal Data (Privacy) Ordinance, 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@hkics.org.hk.

11. Declaration

I apply for registration as a student of The Hong Kong Institute of Chartered Secretaries and undertake to comply with the regulations relating to students of the Institute. I certify that the information given here is to the best of my knowledge, accurate in all respect.

I have read and fully understood the above and the important notes for applicants and disclaimer of this student registration form.

Applicant Name (in BLOCK LETTERS)

Signature and Date

For Office Use Only:

Input by: _____

Date: _____

Verified by: _____

Date: _____

Disclaimer

Membership of ICSA, as referred to in this document, is conditional upon agreement and contractual relations between HKICS and ICSA. Such agreement and contracts are subject to change and/or termination by either party and therefore, notwithstanding anything to the contrary in this document, HKICS cannot provide any assurance that membership of HKICS will lead to automatic membership to the ICSA or can HKICS be held responsible if membership of ICSA is not granted even following completion of the International Qualifying Examination and/or qualifying procedures being met.

Checklist for Applicants

Incomplete applications will not be accepted. Before submitting your application, you **MUST** ensure that all documents are in order. The following checklist should be duly completed and included with your application form:

	Please tick the appropriate box	✓
1.	Completed Application form	
2.	Provide an email address and contact number on page 1 of the application form	
3.	The recommendation to be completed by a member of HKICS/ICSA, the Company Secretary or your immediate supervisor in your organization, a full member of another professional body or academic of a recognized university or college. (Re-registered students are not required to complete this section)	
4.	Original and photocopies of all your relevant official transcripts and educational/professional certificates in support of your application	
5.	One recent passport-sized photo (1.5 x 2 inches) with your full name clearly written on the reverse (for making HKICS student card). Instant photo is not accepted.	
6	Payment for non-refundable registration fees (New Registration Fee: HK\$1,250; Re-registration Fee: HK\$1,450)	
7	A copy of the applicant's HK Identity Card/PRC Identity Card	

Registration by Post

Registration by post will only be accepted if a copy of the applicant's HK Identity Card/PRC Identity Card is enclosed. Copies of documents enclosed **MUST** be certified by any one of the following persons:

1. Associate or Fellow members of HKICS/ICSA
2. Government District Officer (through statutory declaration)
3. Hong Kong legal practitioners
4. Practicing CPAs

The completed form should be sent with certified true copies of all supporting documents and appropriate fees to:

The Hong Kong Institute of Chartered Secretaries
3/F, Hong Kong Diamond Exchange Building
8 Duddell Street
Central
Hong Kong

HKICS Secretariat Office hours:

Monday – Friday: 9am – 6pm
Saturday: 9am – 1pm

Important Notes for applicants

1. Entry Requirements:

Every applicant for registration must provide evidence acceptable to the Institute that he/she: has obtained qualifications of either a recognised degree or a recognised professional qualification.

Every applicant for registration must be recommended as fit and proper for admission to the Institute by a member of the HKICS and/or ICOSA; the immediate supervisor of the applicant's company; a full member of another professional body; academic of a recognised university or college.

The decision of the Institute on all applications shall be final.

2. Student's status

Registering as a student confers no rights of membership or voting rights. You will be described as a **Registered Student** of the Institute, but not as a student member. There are no designatory letters for registered students of the Institute.

3. Supporting document for student registration application

i) Registration IN PERSON

All applications MUST have supporting documentary evidence of academic achievements. If applicants submit the registration form IN PERSON, original and photocopies of all relevant official transcripts and educational/professional certificates in support of your application must be submitted for inspection and verification by the Institute.

ii) Registration BY POST

This will also be accepted only if a copy of the applicant's HK Identity Card/PRC Identity Card is enclosed. Copies of documents enclosed MUST be certified by any one of the following persons:

- Associate or Fellow members of HKICS/ICOSA
- Government District Officer (through statutory declaration)
- Hong Kong legal practitioners
- Practising CPAs

4. Re-registration

A student whose registration was removed or withdrawn may apply for reinstatement of their original registration or new registration as a new student. The Institute may, in its absolute discretion and without assigning any reason therefor, approve or decline such application.

Re-instatement of a student's original registration and all his/her examination results and approved exemptions at the time of the student's removal/ withdrawal shall normally be granted.

Applications for new registration from students whose de-registration period is more than 3 years shall normally be granted. But students' past examination results and previously approved exemptions will not be reinstated in such circumstances.

5. Rules and regulations applicable to collaborative course students

a. Studentship Registration

All CCA students are required to register (or re-register) with HKICS as students within a period of **3 months after** they enrolled into the programmes. The Institute reserves the right to decline their studentship registration applications if they fail to meet with the required deadline.

b. Policy on penalty for late studentship registration during the course of study

CCA students who do not register with the Institute as students within the designated period (i.e. on or before 30 November 2018) are subject to a penalty of HK\$450 per month if they want to register with the Institute during their course of study. The calculation is on a monthly basis from the 4th month after they commence the programmes until the date they register with the Institute. The Institute reserves the right not to admit any late application.

c. Maintenance of studentship

- i. CCA students **MUST** maintain their studentship with the Institute during their course of study (with a minimum period of 1.5 years) for their applications of full exemptions in order to become a Graduate of the Institute.
- ii. CCA students who re-register with the Institute as students during the course of study **MUST** maintain their studentship with the Institute with a minimum of 1.5 years for their applications of full exemptions in order to become a Graduate of the Institute from the date of re-registration.
- iii. CCA graduates should apply for full exemptions within a period of 6 months after graduation, i.e. the date of award of the respective master degree.

d. Application deadline of full exemptions

- i. CCA graduates are obliged to apply for full exemptions with HKICS within a period of 6 months upon their graduation, i.e. the date of award on the transcript of the respective master degree. The Institute reserves the right to decline full exemptions applications if CCA Graduates fail to meet the studentship maintenance requirement and relevant CCA policies. Late full exemption applications (beyond 24 months upon graduation) will **NOT** be accepted.

CCA graduates whose study period is **shorter** than the normal programme duration (i.e. 2 years), where they have not yet maintained the 1.5-year studentship requirement for applications for full IQS exemption, should make their exemption application within a period of **six months after the fulfillment of the 1.5-year studentship requirement**. Students who have fulfilled the 1.5-year studentship requirement should apply for full exemption within a period of six months after graduation.

- ii. Missing the deadline of full exemption application

CCA graduates are subject to a penalty for submitting the application of full exemptions after the date of the application deadline stipulated by the Institute.

- Additional administrative charge of HK\$650 should be charged to all late applicants.
- If the full exemptions application is made from 7th months to 12th months of the graduation, two times the exemptions fees shall be charged.
- If the full exemptions application is made from 13th months to 18th months of the graduation, three times the exemptions fees shall be charged.
- If the full exemptions application is made from 19th months to 24th months of the graduation, four times the exemptions fees shall be charged.

e. Enhanced Continuing Professional Development (ECPD)

CCA students are **encouraged** to take at least **three HKICS ECPD courses** of HKICS during their course of study. The ***Mandatory Continuing Professional Development (CPD)*** has been implemented for members and Graduates.

Starting from 1 August 2011, HKICS members (qualified after 1 January 2005) are required to accumulate at least 15 CPD or ECPD points in each CPD Year (from 1st July to 30th June).

With effects from 1 August 2016, the MCPD requirement (15 points per year) will be extended to all the Institute's Graduates. New Graduates are required to comply with the MCPD requirement (15 CPD hours per year, of which 3 hours are from trainings provided by HKICS) starting from the CPD year immediately following the year of becoming a Graduate.

Examples for illustration:

Graduate status acquired	Financial year to fulfill MCPD requirement
Before 1 August 2016	2016/2017
Between 1 August 2016 o 30 June 2017	2017/2018
Between 1 July 2017 to 30 June 2018	2018/2019

f. Required courses

CCA students MUST complete all required courses prior to applying for HKICS's full exemption before graduation. The Institute will not grant full exemptions if students complete required course(s) **AFTER** graduation from the CCA programme. Here is the list of required courses:

The Hong Kong Polytechnic University - Master of Corporate Governance:

1. Corporate Financial Accounting	6. Corporate Finance and Policies
2. Corporate Law	7. Contemporary issues in Corporate Governance
3. Corporate Taxation and Tax Planning	8. Organisation Management and Strategy
4. Corporate Administration	9. Managerial Accounting and Information systems
5. Corporate Governance	10. One elective subject (Note 1)

Note 1: MCG students can take electives from the Graduate Business School common pool electives under the following conditions: The student in question has to justify his/her decision to take the elective from the Graduate School of Business common pool rather than from those in the list of MCG programme specific electives (i.e. those offered within the MCG curriculum).

g. Credit Transfer

Subject to the provision in the CCA programmes signed with university, exemptions (credit transfer) may award to candidates who satisfy HKICS/ICSA's requirements in the Professional Programme Part One. No exemptions will be eligible to the Professional Programme Part Two. All exemptions (credit transfer) to the candidates should be communicated to the Institute for record. All students must complete the Declaration form to indicate their status of credit transfer applications.

The time limits for CCA students who apply for credits transfer on common subjects from other Programmes of the same university to CCA programme should not be more than 24 months from their graduation date of the programme and declaration for start date for the CCA programme.

h. Exemption Policy

"A student who has attempted but failed in an Institute examination paper shall not subsequently be awarded exemption for that paper. Collaborative course students shall be exempted from this policy."

CCA graduates who are not eligible to apply for full exemptions can only be granted exemptions for Part One of the IQS Professional Programmes under the following circumstances:

- i. CCA graduates whose study period longer than normal programme duration;
- ii. The credit transfer by university is not agreed by the Institute;
- iii. The date of credit transfer offered by the university exceeds the time frame agreed by the Institute

i. Full exemptions and membership application

1. In order to be eligible to apply for full exemption from HKICS, MCG graduates must successfully complete the compulsory subjects as well as to complete the MCG programme within the normal programme duration.
2. Submit CCA full exemption application form, certified transcripts (original and copies) and exemptions payment to HKICS (within a period of 6 months after graduation, i.e. the official final transcript with degree conferred).
3. Exemptions payment is based on the 8 subjects of the International Qualifying Scheme (IQS).
4. Graduate Advancement fee should be settled after receiving the confirmation letter of Graduate and Graduate Advancement fee notice.
5. Associationship application form should be submitted together with election fee and documentations of employment letters, qualifications etc.
6. HKICS Council will review and adjust fees and subscriptions for each of the financial year commencing from 1 July every year.

6. Withdraw from CCA programme

Students should inform the Institute if they:

- i) withdraw from the CCA programme; or
- ii) change the CCA programme offering university, e.g. if you registered as the CCA student under MCG from The Hong Kong Polytechnic University to CCA programmes of other universities. Please provide written confirmation to the Institute.

WHAT HAPPENS AFTER SUBMITTING REGISTRATION APPLICATION?

7. Acknowledgement of student registration

The Institute will issue an official payment receipt, a registration confirmation letter, notice to new students and student card within one month from the date of submission of their completed applications.

Students will receive regular correspondences from the Institute via post, SMS or e-mail, e.g. E-update, CSJ.

For students who apply for exemption at the time of registration, they will be notified of the exemption decision within two months. All approved exemptions will be forfeited if students fail to settle their exemptions fees within a 3-month period from the date of the exemption confirmation notice. Once the exemption status is forfeited, students should submit their academic qualifications to the Secretariat again for exemption re-application with the payment of the administration charge within **2 years** from the issue date of the exemption confirmation letter.

8. Correspondence Address

All correspondences will be sent to applicant's home address, SMS and email.

9. Login Password

In order to have better communication with students, the Institute will assign a login password to registered students. Using the login password, students will be able to update their personal details, download the full version of the Student Handbook and check whether the information on the Institute's database is correct. But the real benefit to students will be the proprietary information that will be provided in the student only area. The Institute will keep you informed on developments in this area.

Students will be notified of their login password BY POST within one month from the submission date of registration. In order to enter this area you will need to login with an 'ID No.' and 'password' at the Institute's website: www.hkics.org.hk.

10. Monthly Official Journal (CSj)

All newly registered students will receive the monthly official journal of The Hong Kong Institute of Chartered Secretaries, CSj. From 1 August 2016, all the monthly journals will be sent in digital format to student's email address stated on this registration form.

11. General Enquiry

The Hong Kong Institute of Chartered Secretaries 香港特許秘書公會
3F, Hong Kong Diamond Exchange Building
8 Duddell Street
Central
Hong Kong

Tel: 2881 6177
Fax: 2881 5050
Email: student_reg@hkics.org.hk
Website: www.hkics.org.hk

HKICS Secretariat Office hours:

Monday – Friday: 9am – 6pm
Saturday: 9am – 1pm