

## The Hong Kong Institute of Chartered Secretaries

### Exemptions Application Form – CCA students

#### Personal Details

Please complete in **BLOCK CAPITALS**

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

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

Correspondence Address (if address is changed): \_\_\_\_\_

Office Tel. No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Studentship Registration date: \_\_\_\_\_

*Please tick the subjects from  
which exemptions are claimed*

*For Office Use Only*

Ref no.	Professional Programme	
EPQ11J	Strategic and Operations Management	□
EPQ12M	Hong Kong Corporate Law	□
EPQ15M	Hong Kong Financial Accounting	□
EPQ16M	Hong Kong Taxation	□
EPQ10M	Corporate Governance	□
EPQ17M	Corporate Administration	□
EPQ19M	Corporate Secretaryship	□
EPQ16J	Corporate Financial Management	□

Total granted: \_\_\_\_\_

**Exemption Fees:**

(subject@HK\$1,100)

\_\_\_\_\_ subject(s)

Total HK\$ \_\_\_\_\_

Checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

Remarks: \_\_\_\_\_

Study beyond normal timeframe (note 6) and explanation letter is attached

 Yes  No**Late application penalties** (note 5) (For late application only) :

<i>Items</i>	<i>Descriptions</i>	<i>Sub Total</i>
Full exemption application penalty	_____ months after graduation = _____ times of exemptions fees x { _____ subject(s) x HK\$1,100 }	
Administrative Charge	Compulsory charge	HK\$650
	<b>TOTAL :</b>	HK\$

Input by: \_\_\_\_\_

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

Exemptions Invoice no: \_\_\_\_\_

Account Ref no: \_\_\_\_\_

Graduate no: \_\_\_\_\_

Graduate fee : \_\_\_\_\_

Graduate Invoice no: \_\_\_\_\_

Account Ref no: \_\_\_\_\_

Input by: \_\_\_\_\_

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

**Payment Method (Please tick as appropriate):**

- EPS/ UnionPay (In person)
- 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.: \_\_\_\_\_

- Credit Card (I authorise HKICS to debit the payment from my credit card)

Chartered Secretaries American Express Credit Card     VISA     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)

**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](mailto:privacyofficer@hkics.org.hk).

I have read and fully understood the above and the Important notes for CCA full exemptions application listed on page 3 of this application form.

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

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

### Important Notes for CCA Full Exemptions Application

1. 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.
2. CCA students who re-register with the Institute as students during the course of study **MUST** maintain their studentship with the Institute from the date of re-registration for a minimum of 1.5 years for their applications of full exemptions.
3. CCA graduates are obliged to apply for full exemptions with HKICS within a period of **6 months of their graduation, i.e. the date of award on the official transcript of the respective master degree.**
4. Late application of CCA full exemptions will NOT be accepted beyond the 24<sup>th</sup> months after the graduation.
5. Missing the deadline of full exemptions:

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.

- a. Additional administrative charge of HK\$650 should be charged to all late applicants.
  - b. If the full exemptions application is made the 7<sup>th</sup> months to the 12<sup>th</sup> months of the graduation, two times the exemptions fees shall be charged.
  - c. If the full exemptions application is made the 13<sup>th</sup> months to the 18<sup>th</sup> months of the graduation, three times the exemptions fees shall be charged.
  - d. If the full exemptions application is made the 19<sup>th</sup> months to the 24<sup>th</sup> months of the graduation, four times the exemptions fees shall be charged.
6. For CCA graduates whose study period longer than normal programme duration **MUST** submit the **explanation letter with supporting documents** together with the application form for approval. **Such application without explanation letter will be considered as incomplete and the Secretariat has the right to decline the application.**

Normal programmes duration:

- a. Master of Corporate Governance, the Hong Kong Polytechnic University – 2 years
  - b. Master of Science in Professional Accounting & Corporate Governance (Corporate Governance Stream), City University of Hong Kong – 2 years
  - c. Master of Science in Corporate Governance and Compliance, Hong Kong Baptist University – 18 months
  - d. Master of Corporate Governance, the Open University of Hong Kong – Face-to-face full time 1.5 years; Face-to-face part time 3 years; Distance learning 3 years
- (Note: HKICS Policy: Whenever OUHK MCG student changes the study mode during the course of study, he/she must inform HKICS and get confirmation from HKICS on change in required study timeframe, if any. Failure to report on change of study mode may affect the full exemption application at the sole discretion of HKICS.)**
7. CCA student **MUST** complete all required courses prior to applying for full exemption before graduation. The Institute will not grant full exemptions if students complete required course(s) after graduation from the CCA programme.
  8. Original copy of application form and certified true copy of certificate, transcripts and supporting documents (if any) must be submitted to the Institute before the deadline.
  9. The exemption fee is non-refundable.