

**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
APPLICATION FORM FOR ELECTION TO FELLOWSHIP**

To: The Committee of China Division of The Institute of Chartered Secretaries and Administrator and The Council of The Hong Kong Institute of Chartered Secretaries

1. I hereby apply for election to Fellowship of The Institute of Chartered Secretaries and Administrators ("ICSA") and The Hong Kong Institute of Chartered Secretaries ("HKICS") and, in support of my application, set out relevant details of my career and other information on the following pages.
2. Upon being elected, I hereby undertake to observe and be bound by the provisions of the Charter and Byelaws of the ICSA and the Articles of Association of the HKICS for the time being in force.
3. I agree that the personal data provided herein be used for the purpose of administration and communication, assessment of qualifications and experience, and provision of services and benefits by the ICSA and HKICS.
4. I understand that the election fee is non-refundable, and agree to pay all future fees and subscriptions for which I become liable.
5. I confirm that I have read and fully comprehend the "Notes on completing the application form" for the application for the election to Fellowship of ICSA and HKICS.

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.

I have read, understood and agreed to the above including the 'Statement on Collection of Personal Data'. I hereby declare that all the information and/or documents 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. I further acknowledge that any violation of such is ground for disciplinary action and may lead to cancellation and invalidation of membership/graduateship status and/or services.

Name of Applicant: _____ Membership Number: _____

Signature of Applicant: _____ Date of Application: _____

PERSONAL PARTICULARS

Name: _____ (English) _____ (Chinese) (Mr/Mrs/Ms)

(The Membership certificate shall bear the name stated above, please state your name in full.)

Date of Birth: _____ (day/month/year) Age: _____

HKID No.: _____ Email Address: _____

Correspondence Address: _____

Res. Tel.: _____ Mobile No. _____

 Please stick your recent
photo here

(1.5" X 2")

 (Non-instant photo is
preferred)

EMPLOYMENT RECORD since the date of Election to Associateship to date, starting with current position

Current employment:				
Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification <i>(Notes)</i>	
			Referee	Attachment(s)
1		From	Name	a. Reference letter <input type="checkbox"/> Yes <input type="checkbox"/> No
		_____ / _____ / _____ <i>DD / MM / YYYY</i>	Job Title	
		To	Signature	b. Others (please specify): _____
		_____ / _____ / _____ <i>DD / MM / YYYY</i>	Date <i>(DD / MM / YYYY)</i>	

***The below section is to be completed by an applicant who is currently holding a company secretary position of a listed company**

Current job duties of the applicant are as follows:

Stock Code: _____ as listed on the Stock Exchange of Hong Kong

Company secretarial

- Meetings for shareholders, the Board of Directors and Committee (Audit, Remuneration and Nomination)
- Operation of the board decision making and reporting mechanism
- Statutory returns records
- Annual & interim reports
- Bank/Legal documents
- Circulars/ announcements
- Corporation Communication (e.g. investor relationship, media enquiries)
- Compliance
- Review development in corporate governance and provide advices as necessary

Legal

- Corporate/commercial legal matters or transactions
- Legal documentation

Finance

- Accounting
- Consolidated Financial reports
- Tax computation
- Cash flow and budget management

General management

- Human resources
- Internal control
- Administration matters
- Public relation
- Business development
- Information technology

Other duties *(you may attach additional sheets if necessary)*

Referee Name: _____ Job title: _____

Signature: _____ Date: _____

EMPLOYMENT RECORD since the date of Election to Associateship to date, starting with current position

Previous employment: <i>(in chronological order, starting with current position)</i>				
Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification <i>(Notes)</i>	
			Referee	Attachment(s)
2		From _____/_____/_____ DD / MM / YYYY	Name	a. Reference letter <input type="checkbox"/> Yes <input type="checkbox"/> No b. Others (please specify): _____
			Job Title	
		Signature		
		Date (DD / MM / YYYY)		
3		From _____/_____/_____ DD / MM / YYYY	Name	a. Reference letter <input type="checkbox"/> Yes <input type="checkbox"/> No b. Others (please specify): _____
			Job Title	
		Signature		
		Date (DD / MM / YYYY)		
4		From _____/_____/_____ DD / MM / YYYY	Name	a. Reference letter <input type="checkbox"/> Yes <input type="checkbox"/> No b. Others (please specify): _____
			Job Title	
		Signature		
		Date (DD / MM / YYYY)		
5		From _____/_____/_____ DD / MM / YYYY	Name	a. Reference letter <input type="checkbox"/> Yes <input type="checkbox"/> No b. Others (please specify): _____
			Job Title	
		Signature		
		Date (DD / MM / YYYY)		

EDUCATIONAL INFORMATION, post-graduate or above

Name of Institution	Period of Study		Full/ Part time	Qualification Obtained
	From	To		

PROFESSIONAL QUALIFICATIONS, other than HKICS/ICSA

Name of Professional Body	Date of Membership Election

Note 1: Information which has already been provided to the HKICS for election to Associateship need not be re-stated in this form.

Note 2: The date of referee's signature/reference letter covering the applicant's current employment should not be more than three months prior to the date of submission of the application.

Note 3: Employment records can either be certified by (1) signature of appropriate referee; and/or (2) provision of certified true copies of employment testimonial (e.g. reference letters) showing clearly the position(s) held and the exact dates (i.e. day, month and year) that the employment started and finished.

The referee in each case should be a senior officer of the organisation such as a Director, Partner, Proprietor, the head of the Personnel Department or the manager of the applicant. The referee is asked to certify from personal knowledge that the information given by the applicant in the section next to the referee's signature and designation is correct. The referee is invited to provide any relevant remark or amplification in a supporting letter.

Note 4: If you have held more than one position in the same organisation, specify the details of each position i.e. the job titles and the respective exact employment period (the day, month and year) etc.

Note 5: If you had any employment gap(s) for more than three months, you need to complete the M008 Explanation for Employment Gaps Form.

Note 6: Certificates and official transcripts (original and copies) for academic and professional qualifications must be presented to the HKICS when submitting the application.

INVOLVEMENT IN AFFAIRS OF HKICS/ICSA

Any involvement in Institute affairs or related professional matters e.g. membership of committees or working groups, regular contributions to journal, speaker of CPD seminars etc...

CHARACTER AND STANDING

(Please refer to Note 6 of "Notes on completing the application form" for details.)

Important Note:

For any 'yes' box ticked below, please provide full details in writing (enclosing supporting documents) to HKICS as appropriate.

	Yes No <i>(please tick as appropriate)</i>	Signature
1. Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?	<input type="checkbox"/> <input type="checkbox"/>	_____
2. Within the past five years have you been convicted of any offence of such a nature that, had you been a member of the ICSA and/or the HKICS at the time, would have been likely to have given rise to disciplinary action being taken against you by the ICSA Byelaws 22 to 26 and the HKICS under Articles 23 to 28?	<input type="checkbox"/> <input type="checkbox"/>	_____
3. Within the past five years, have you conducted yourself, whether by act or default, in a manner that, had you been a member of the ICSA and/or the HKICS at the time, might or is likely, to have been discreditable to the ICSA and/or the HKICS having regard to the ICSA and/or the HKICS Code of Professional Conduct?	<input type="checkbox"/> <input type="checkbox"/>	_____

RECOMMENDATION

We, the undersigned, having known the applicant (Name of applicant: _____) for the period set against our names (of at least one year), hereby recommend him/her from personal knowledge as a fit and proper person for election as a Fellow of the HKICS and ICSA.

*There must be two signatories of professional status, one of whom must be a Fellow member of the HKICS and/or ICSA, who have known the applicant for at least one year.

Referee one (HKICS and/or ICSA Fellow member)		HKICS/ICSA Membership no: _____	
Full Name _____		have known the applicant for _____ years	
Company Name _____		Job title _____	
Other Professional Qualification:			
<input type="checkbox"/> HKICPA	Membership Number _____	<input type="checkbox"/> CPA Australia	Membership Number _____
<input type="checkbox"/> ACCA	_____	<input type="checkbox"/> The Law Society of Hong Kong	_____
<input type="checkbox"/> CIMA	_____	<input type="checkbox"/> Others: _____	_____
Signature _____		Date of Signature _____	

Referee two			
Full Name _____		have known the applicant for _____ years	
Company Name _____		Job title _____	
Professional Qualification:			
<input type="checkbox"/> HKICS/ICSA	Membership Number _____	<input type="checkbox"/> CPA Australia	Membership Number _____
<input type="checkbox"/> HKICPA	_____	<input type="checkbox"/> The Law Society of Hong Kong	_____
<input type="checkbox"/> ACCA	_____	<input type="checkbox"/> Others: _____	_____
<input type="checkbox"/> CIMA	_____		
Signature _____		Date of Signature _____	

PAYMENT METHOD (please tick as appropriate)**Special rate for Election Fee: HK\$1,000**

- EPS / UnionPay (In person)
- Cheque (Payable to 'HKICS' and submit to HKICS office. Post-dated cheque will NOT be accepted; please mark your "name", "HKICS Membership no." and "Fellowship Application Fee" 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 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)

FOR OFFICE USE ONLY

Credit card authorisation code: _____ A/C Ref. no.: _____

Handled on _____ by _____ Data updated on _____ by _____

Application approved/ rejected on: _____ Notification email sent on: _____

Confirmation letter sent on: _____

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES

Application for Election to Fellowship

Notes on completing the application form – Fellowship for The Institute of Chartered Secretaries and Administrators (ICSA) and The Hong Kong Institute of Chartered Secretaries (HKICS)

1. Eligibility

Under ICSA Byelaw 5 and HKICS Article 5 (see Notes 10 and 11), the basic requirements for election to Fellowship are as follows:

- a. To have passed the Institute's qualifying examinations;
- b. To have held a Fellowship level post for at least three of the past ten years;
- c. To be a fit and proper person;
- d. Applicant shall have been engaged, as his chief occupation, in the office of one or more organisations for at least eight years, and shall have been engaged for at least three years in the past ten years either as (i) a secretary or assistant secretary or in some other position which, though differently designated, shall satisfy the Council that he is analogous and equivalent to that of secretary or assistant secretary, or (ii) a governance professional; or (iii) a risk manager; or (iv) a senior executive or a person in an executive or in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary, or (v) a senior academic in a relevant discipline in a university or further higher or further education body; or (vi) a member in public practice, or (vii) any experience must have been with one or more organisations that, in the Council's opinion, justifies electing the person as a Fellow; and (viii) he must give the Council any information it requires about his duties and any organisation he has served subject to the ICSA Byelaw 5 and the HKICS Article 5.2.
- e. With regard to working experience, the Council shall have power in the case of any candidate holding a degree of a university recognized by the Council as being of suitable academic standing, or a diploma or other certificate recognized as equivalent to a degree of such a university, or in the case of any candidate holding a professional or pre-professional qualification recognized by the Council as justifying such dispensation, to reduce at its discretion by not more than three years the period of eight years specified in the ICSA Byelaw 5 and the HKICS Article 5.4.
- f. Applicant shall maintain at least a year of Associateship before advancement to Fellowship.

A Fellowship level post is generally defined as a senior post in a substantial organisation. Notes on the eligibility of members in different sectors of employment, and the supporting information required, are given below.

2. Incorrect or Misleading Information

- a. If information is revealed to be inaccurate or misleading before election, then the application is liable to be rejected and if the applicant is currently a Graduate or Associate, may lead to disciplinary action under the ICSA Byelaws 22 to 26 and the HKICS Articles 23 to 28.
- b. If information is revealed to be inaccurate or misleading after election, you may be subject to disciplinary action under the ICSA Byelaws 22 to 26 and the HKICS Articles 23 to 28.

3. Career History

- a. You are required to give a FULL CAREER RECORD since the date of Election to Associateship to date (completing this on additional sheets if necessary), with any gaps being accounted for.

- b. Please note the following with regard to the individual sections of this page of the form:

Name of organisation:	In the case of a holding company, a group, or subsidiary companies, it is important to specify the particular company in which you hold office.
Job Position:	<ul style="list-style-type: none"> • If the duties performed are not self evident from the title, a brief outline of duties should be attached. • If you have held more than one position in the same organisation, specify the details of each position i.e. the exact employment period, etc.
Dates:	Date, month and year to be given.

- c. Certification:
All current and/ previous employments provided in the application form must be certified. The date of referee's signature/reference letter covering your current employment should NOT be more than 3 months prior to the date of submission of application.

Certification can be in the form of either:-

- i) The signature of referees who should be a senior officer of the organisation (the date of referees' signature must be given); or
 - ii) Original employment testimonials/reference letters from employers (showing the position(s) held and the exact dates (i.e. day, month and year) that the employment started and finished. Letters merely offering the post, or confirming the employment, are insufficient for this purpose).
- d. You are required to provide an explanatory letter for not able to provide the required supporting documentation (e.g. employment reference letters).
- e. Current/previous employment without the required employment reference letters or verification from your current/recent employers will not be included or counted for your election to Fellowship.
- f. If you had any employment gap(s) for more than three months between jobs, you need to complete the M008 Explanation for Employment Gaps Form.
- g. The following information should always be given in respect of the applicant's current employment, and also in respect of previous employment(s) where the current employment is less than three years. All supporting documentation in respect of the present post (except copy report and accounts) should be certified by the employer.

(1) General, but particularly the public and private company sectors, including financial institutions

Generally, the applicant should hold a post that is at least second tier in the organisation (first tier is considered the level of responsibility that reports to the board of directors or its equivalent) and the organisation must be of sufficient size. In the case of a company, the size will usually be assessed by reference to the company's turnover, which should be shown on the form.

Required supporting documentation (be endorsed by a senior officer or Personnel Department):

- (a) a copy of the report and accounts;
- (b) a comprehensive hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent, except where this is obvious as with a company secretary;
- (c) a brief schedule of responsibilities.

In sufficiently large organisations, applicants other than those in first or second tier appointments may be considered, and applicants employed by subsidiary companies or in divisional organisations may be eligible. In this case, as well as the report and accounts of the parent

company, it will be helpful to have those of the subsidiary, or any other indication of the size of the regional or divisional unit.

(2) Local government, civil service, health service, etc.

Applicants should state their salary grade or scale and progression over at least the last three years.

Required supporting documentation (be endorsed by a senior officer or Personnel Department):

- (a) a comprehensive hierarchy chart/s;
- (b) schedule of responsibilities.

(3) Higher education as a profession

Applicants should state their grade, and academic staff should also state the subject(s) he/she teaches.

Required supporting documentation (be endorsed by a senior officer or Personnel Department):

- (a) a comprehensive hierarchy chart, showing the applicant's status in relation to the governing body;
- (b) schedule of responsibilities;
- (c) an indication of the size of the college or other institution may also be helpful, i.e. number of staff (academic and administrative), number of students (full and part-time), size of annual budget.

(4) Public practice

Members in public practice, whether practising as Chartered Secretaries or otherwise, should give some details of the client companies (if confidential these may be referred to as client A, B, C, etc.) to whom they provide company secretarial or other specified services indicating: the size, in financial terms, of each client company, the services provided and the dates of acting for each client.

Where there is a considerable number of large clients (for example where the applicant is employed in a sizable professional firm, servicing public limited companies), between six and twelve of the largest clients could be selected. The above information should then be given and independently certified. If employed by a firm, rather than in sole practice, the applicant should also state whether he/she reports to a partner level.

Required supporting documentation (be endorsed by a senior officer or Personnel Department):

- (a) details of clients as specified above;
- (b) a comprehensive hierarchy chart;
- (c) a brief schedule of responsibilities.

(5) Partnerships

Partners, and applicants employed by partnerships, should show the size of the partnership, for example in terms of turnover, number of branches and number of staff. Employees of partnership should state whether their post reports to partner level.

Required supporting documentation (be endorsed by a senior officer or Personnel Department):

- (a) a comprehensive hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent;
- (b) a brief schedule of responsibilities;
- (c) details of clients.

(6) Professional bodies, etc.

Number of members and size of funds should be shown.

Required supporting documentation (be endorsed by a senior officer or Personnel Department):

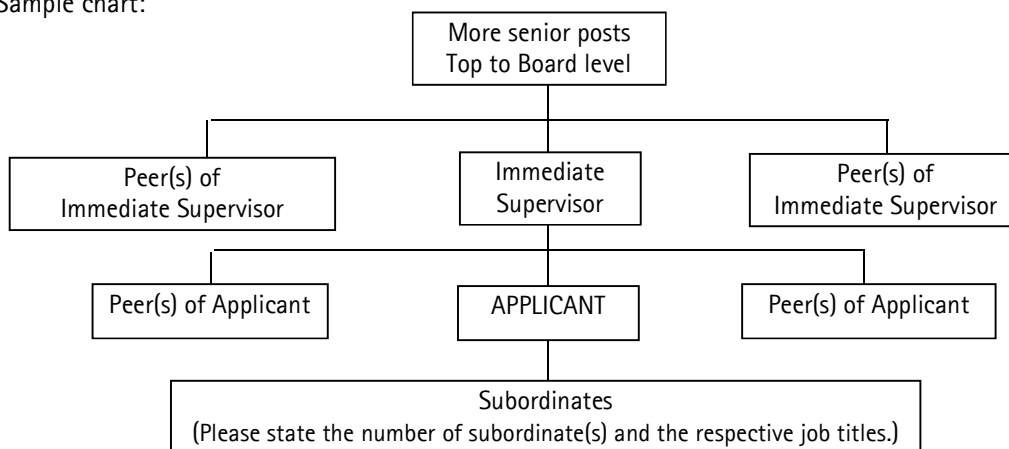
- (a) a copy of the report and accounts;
- (b) a comprehensive hierarchy chart;
- (c) a brief schedule of responsibilities.

4. Details of Hierarchy Chart

Independently certified hierarchy chart(s) for the post(s) which the applicant has held in the past three years must be provided. The charts provided should be endorsed by a senior officer or Personnel Department, be as detailed as possible and include the following details:

- a. title and rank of all superiors relevant to the applicant's position;
- b. titles of executives of the same rank as the applicant's immediate supervisors;
- c. titles of the applicant's peers of the same rank as the applicant; and
- d. titles and number of the applicant's subordinates.

Sample chart:



5. Academic and Professional qualifications

The original or a certified true copy of the certificate(s) and full transcript(s) of academic qualifications; and the certificate(s) of professional qualifications must be presented to the HKICS for certification when submitting the application. Information which has already been provided to the HKICS previously for election of Associateship need not be re-stated.

6. Character and Standing

The term "fit and proper" contained in ICSA Byelaws 5 and 6 relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

However the Council does not link the term "fit and proper" to a subjective view an applicant may hold of his own conduct and methods. As a result, the Council requires all applicants to answer 1 to 3 on page 3 of the application form as to their character.

The Institute's Charter obliges it to supervise the standard of professional conduct of its Members and it is important to emphasise that the examples given below are not intended to be exhaustive or definitive, the concept of fit and proper is inherently open-ended.

Question 1

This relates directly to the solvency of the applicant and would include any sequestration order, compromise or deed of arrangement with the applicant's creditors.

Question 2

This relates to:-

- i) any offence, whether or not in Hong Kong or in the Divisional Territory of People's Republic of China, involving fraud or other dishonesty under legislation relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.
- ii) any other offence, whether or not in Hong Kong or in the Divisional Territory of People's Republic of China, not in a) above including criminal convictions, in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. The applicant may exclude non-criminal traffic offences.

Question 3

This relates to:-

- i) disqualification by a court or other statutory or regulatory body from acting as a director of a company, or from acting in the management or conduct of the affairs of any company, partnership or incorporated association.
- ii) disciplinary action including criticism, censure, fine, or exclusion from membership of any professional body or organisation (whether or not in Hong Kong or in the Divisional Territory of People's Republic of China).

7. Recommendation

Fellowship applicants must be recommended by two referees who are professionals, one of whom must be a Fellow member of the ICSA/HKICS and both of whom must have known the applicant for at least one year. Information of the professional qualification(s) with membership number(s) of the two referees must be provided.

8. Payment Method

The election fee is non-refundable. Election fee can be paid by EPS/ UnionPay in person; by cheque (made payable to 'HKICS'; post-dated cheques will NOT be accepted; please write your name, HKICS Graduate/Student no. and 'Associateship election fee' on the back of the cheque); or by VISA/ MasterCard/ Chartered Secretaries American Express credit card. Applicants who pay by credit card must provide all the required information (name of card holder, card number and card expiry date) on the application form.

9. Additional Notes

- a. Admission to Fellowship of HKICS is conditional upon the Council first being satisfied that an applicant is a Fellow of the ICSA and being ordinarily resident in the Divisional Territory of People's Republic of China subject to the HKICS Article 5.1.
- b. Eligibility to remain a member of HKICS is at all times conditional upon the member remaining as a Fellow of the ICSA. An individual's membership of HKICS automatically cease if that individual for any reason ceases to be a member of the ICSA subject to the HKICS Article 18.
- c. Where an Ordinary Member lapses to be ordinarily resident in the Divisional Territory his membership shall lapse. However, and provided that he otherwise continues to fulfil the Institute's membership criteria, he shall at any time during the next following period of 5 years be entitled to resume membership as an Ordinary Member without being required to undertake Local Examinations or Additional Requirements. An Ordinary Member who lapses to be ordinarily resident in the Divisional Territory for a period longer than 5 years shall, provided he in the meantime remains a member of the ICSA, only be entitled to re-apply for membership of the Institute as an Internationally Qualified Member. Any application by such a Member to become an Ordinary Member shall be dealt with in accordance with rules to be made by the Council which may require, inter alia, the person to participate in the Institute's enhanced continuing professional development programme. Where an

Internationally Qualified Member lapses to be ordinarily resident in the Divisional Territory, his membership of the Institute will ipso facto lapse.

- d. Ordinary Member: He shall be ordinarily resident in the Divisional Territory and a Fellow or Associate of the ICSA. Applicant shall have passed the Local Examinations or satisfied Additional Requirements of the Institute for the election as an Ordinary Member (i.e. FCS or ACS) except in so far as he may have been exempted on educational grounds under the rules made by the Council subject to the ICSA Byelaw 7 the HKICS Articles 5.4 and 9.
- e. Internationally Qualified Members: An individual who has been elected a Fellow or Associate of the ICSA otherwise than by passing either the Local Examinations or satisfying Additional Requirements but has thereafter become ordinarily resident in the Divisional Territory shall, upon application to the Institute, be admitted as an Internationally Qualified Membership (i.e. FCIS or ACIS) and entitled to maintain that membership for such period as he remains ordinarily resident in the Divisional Territory. An Internationally Qualified Member is entitled to become an Ordinary Member upon meeting the Additional Requirements subject to the HKICS Article 5 or 6.
- f. Every member shall be bound absolutely by the Charter and Byelaws of the ICSA and the Articles of Association of the HKICS for the time being in force, and any disciplinary regulations made thereafter. Members are strongly advised to read the Articles of Association of the HKICS under www.hkics.org.hk and log-in with your "User Name" which is equivalent to your membership number and your individual "Password".

10. The ICSA Byelaws 5 and 7

Byelaw 5 Fellows

- 5.1 Fellows are to be elected by the Council and every candidate for election to Fellowship must comply with the following conditions:
 - a. they must have passed the Institute's examinations (subject to any exemptions granted by the Council);
 - b. they must satisfy the Council that, having regard to their character and position, they are fit and proper to be elected;
 - c. either their main occupation for eight years or for periods totalling at least eight years, and for three years in the last ten years, must have been:
 - i) a secretary or assistant secretary; or
 - ii) a governance professional; or
 - iii) a risk manager; or
 - iv) a senior executive or a person in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary; or
 - v) a senior academic in a relevant discipline in a university or other higher or further education body; or
 - vi) a member in public practice; or
 they must have completed any other professional development that the Council recognises and decides is appropriate;
 - d. any occupation for the purposes of paragraph (c) above must have been with at least one organisation that, in the Council's opinion, justifies electing the person as a Fellow; and
 - e. they must give the Council any information it requires about their duties and any organisation they have served.

The eight year qualifying period can be reduced by up to three years: see Byelaw 7.

Byelaw 7 Reduction in qualifying periods for election

7.1 The Council can reduce the eight and six year qualifying periods in Byelaws 5 and 6 by up to three years where a person:

- a. has a professional or pre-professional qualification which the Council recognises as justifying the reduction. This can include but is not limited to:
 - i) a degree from a university which the Council considers to be of appropriate academic standing; or
 - ii) a diploma or other certificate which in the country in which it is given is nationally recognised as being equivalent to a degree from such a university; or
- b. has completed any other professional development that the Council recognises and decides justifies a reduction.

11. The HKICS Articles 5 and 9

Article 5 Ordinary Members: Fellows

Fellows shall be elected by the Council. Election to Fellowship shall require fulfilment of the following conditions:-

- 5.1 He shall be ordinarily resident in the Divisional Territory and a Fellow of the ICSA.
- 5.2 He shall have been engaged, as his chief occupation, in the office of one or more organizations for at least eight years, and shall have been engaged for at least three years in the past ten years either as (i) a secretary or assistant secretary or in some other position which, though differently designated, he shall satisfy the Council that he is analogous and equivalent to that of secretary or assistant secretary, or (ii) a governance professional; or (iii) a risk manager; or (iv) a senior executive or a person in an executive or administrative position in an organization which, in the opinion of the Council, confers upon the holder status in the organization at least equal to that of an officer thereof holding a position which satisfies the requirements of (i) hereof; or (v) a senior academic in a relevant discipline in a university or further higher or further education body; or (vi) a member in public practice. Provided that the said position or positions must be in one or more organisations which, in the opinion of the Council, are such as to justify the election of the candidate to Fellowship.
- 5.3 He shall satisfy the Council that he is a fit and proper person to become a Fellow, both in respect of his own character and in respect of the position which he holds, and he shall furnish the Council with such particulars as it may require with regard to the nature of his duties and of the organizations which he serves and has served.
- 5.4 He shall have passed the Local Examinations or Additional Requirements except in so far as he may have been exempted on educational grounds from part thereof under the rules made by the Council under Article 9.

Provided that the Council shall have power in the case of any candidate holding a degree of a university recognized by the Council as being of suitable academic standing, or a diploma or other certificate recognized as equivalent to a degree of such a university, or in the case of any candidate holding a professional or pre-professional qualification recognized by the Council as justifying such dispensation, to reduce at its discretion by not more than three years the period of eight years specified in Article 5.2.

- 5.5 The Council shall be empowered to make regulations setting out definitions of governance professional, risk manager and public practice.

Article 9 Examinations and Students

The Council shall have power to make, alter, amend or revoke, from time to time, rules for all matters relating to the examinations, admission, qualification and discipline of Students of the Institute, including exemption on educational grounds from part of the Local Examinations.

9. Checklist – Fellowship application

Incomplete application will delay the processing procedure. Before submitting your application, you are reminded to ensure that all documents are in order. The following checklist should be duly completed and included with your application form:

Items	Please put a "√" in the appropriate boxes below.
A. Membership Fees	
1. The Associateship annual subscription fee is settled	
2. Election fee for Fellowship is enclosed [Payment can be made by EPS/ UnionPay in person; using a VISA/ MasterCard/ Chartered Secretaries American Express credit card; or cheque (made payable to "HKICS"; post-dated cheques will NOT be accepted; please write your name, HKICS Membership/Graduate no. and 'Fellowship election fee' on the back of the cheque)].	
B. Signature of Applicant	
1. Signed and dated on page 1 of the application form	
2. Any changes and/or amendment of information provided on this form must be countersigned with a duly DATED countersignature .	
C. Character and Standing	
1. Answered and signed the section of "Character and Standing" on page 4 of the application form	
2. (if applicable and as appropriate) Provided full details in writing (enclosing supporting documents) for any 'yes' box ticked in the "Character and Standing" section on page 4	
D. Employment Record	
1. Employment Record since the date of Election to Associateship to date, starting with current position are listed in chronological order; extra sheets are added as appropriate.	
2. The date of the referee's signature for certification and the date of the reference letter covering your current employment should not be more than three months prior to the date of submission of application. Current and previous employments can be certified by either one of the methods below:- i) As specified on this form, signatures of referees* are required from current and/or previous employments and should be duly dated. *A referee for each employment should be a senior officer of the organisation such as a Director, Partner, Proprietor, the head of human resources or your direct supervisor. ii) Reference letters (originals and copies) for all current and/or previous employments are enclosed*. *All reference letters <u>must state clearly ALL the position(s) held and periods of employment with exact dates (i.e. day, month and year).</u>	
3. Is there any supporting document which you are not able to provide? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, an explanatory letter should be provided.	
E. Educational and Professional Qualifications	
1. Listing of the education information in chronological order on page 3 of the application form	

Items	Please put a "√" in the appropriate boxes below.
2. Certificates and official transcripts (original and copies)(Note 1) for academic qualifications are enclosed	
3. Listing of the professional qualifications in chronological order on page 4 of Certificates and/or full official transcripts (originals and copies) for academic qualifications must be enclosed with the application form	
4. Certificates (original and copies)(Note 1) for professional qualifications are enclosed	
F. Recommendations	
1. Recommendations are signed by two signatories of professional status* and both of whom must have known you for at least one year. *List of professional qualifications: i) The Association of Chartered Certified Accountants (ACCA) ii) The Law Society of Hong Kong iii) The Hong Kong Institute of Certified Public Accountants (HKICPA) iv) The Chartered Institute of Management Accountants (CIMA) v) Institute of Chartered Accountants in England & Wales (ICAEW) vi) The Chartered Institute of Public Finance and Accountancy (CIPFA) vii) CPA Australia	
2. One of your referees must be a Fellow member of the ICSA/HKICS, who have known you for at least one year.	
3. The professional qualification(s) with membership number(s) of your referees are provided.	
G. Photo	
1. Photo is enclosed. (Photo size: 1.5" x 2", no instant photo)	

Note 1: Certification of the supporting documents

- All supporting documentations (including originals and photocopies) can be presented to the Secretariat for certification when you submit the application.
- HKICS also accepts certified true copies of documentations which **must be** certified by professionals (other than the applicant himself/herself), as listed below:
 (i) Members of HKICS/ ICSA; (ii) Practicing Lawyers; and/or (iii) Practicing CPAs.
- The full name, designatory letters and membership number of the certifier must be stated clearly.
- Applicants can also certify their documentations at the Government District Officer through statutory declaration.