

Checklist for Fellowship Applications

To assist the Secretariat with processing your application, please complete the following checklist. Incomplete applications received will not be submitted for approval unless substantiated with the appropriate information as requested by the Secretariat.

Items	Indicate "✓" when completed
1. Fees Payable	
i. Associateship subscription fee has been fully paid.	<input type="checkbox"/>
2. Signature of Applicant	
i. Answered, signed and dated in section VIII and IV on pages 6 and 7 of the application form.	<input type="checkbox"/>
ii. Any amendments to the information as provided in this form has to be countersigned and dated.	<input type="checkbox"/>
3. Employment History	
i. Full career history from the time of election to Associateship to date has been provided in chronological order, starting with the most current employment.	<input type="checkbox"/>
ii. Any promotions and/or re-designations during any employments should be stated in separate entries.	<input type="checkbox"/>
iii. To ensure the following for the current employment: - The referee has duly signed, dated and stamped on the relevant entries; and - Company reference letter is attached.	<input type="checkbox"/>
iv. Past employments may be certified by either of the following methods: - Signature of the referee duly dated, along with the company stamp - Reference letters: stating clearly the position(s) held and the exact dates of starting and ending.	<input type="checkbox"/>
v. ACRA business profile from the employing organisation of your current employment	<input type="checkbox"/>
vi. Any employment entry without certification should be supported with an explanatory letter.	<input type="checkbox"/>

Fellowship Application Form

Items	Indicate "✓" when completed
vi. Any gaps in between employments of more than 6 months should be addressed in section II on pages 2 and 3 of the application form.	<input type="checkbox"/>
vii. The following supporting documents for the employments of the most recent 3 years must be enclosed with the application (all documents must be certified by the relevant employers):	
(a) A copy of the company's annual report	<input type="checkbox"/>
(b) Schedule of job responsibilities	<input type="checkbox"/>
(c) A hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent	<input type="checkbox"/>
4. Educational and Professional Qualifications	
i. Educational and professional qualifications attained are to be listed in chronological order in sections IV and V respectively on page 4 of the application form.	<input type="checkbox"/>
ii. Certificates and transcripts for both educational and professional qualifications are enclosed.	<input type="checkbox"/>
5. Active Involvement in Activities	
i. Any information stated in section VI on page 4 of the application form should be substantiated with the appropriate supporting documents (if any).	<input type="checkbox"/>
6. Sponsors' Recommendation	
i. Sponsors must be of professional status* and must have known the applicant for at least one year . <i>*Sponsors of professional status include lawyers and accountants.</i>	<input type="checkbox"/>
ii. One of the sponsors (if possible) is a Fellow of CGI Singapore Division.	<input type="checkbox"/>
iii. The membership number of the sponsors are stated.	<input type="checkbox"/>

THE COMPLETED FORM AND SUPPORTING DOCUMENTATION, SHOULD BE SENT TO:
149 Rochor Road #04-05 Fu Lu Shou Complex Singapore 188425