



APPLICATION FOR ELECTION TO ASSOCIATESHIP

NOTES FOR THE COMPLETION OF THE FORM

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Please read the following notes before completing the form. If you have any queries about any aspect of your application, or would like to discuss it informally before filling in the form, please call the Secretariat at 63344302 or send an email to members@cgisingapore.org.sg for advice.

Refer to the checklist on when filling in the application form to ensure you have provided all the necessary information for your application.

(A) ELIGIBILITY

Under Bye-law 6 (see the last page of these notes), the basic requirements for election to Associateship are as follows:

- (1) to have passed the CGI examinations;
- (2) to have the required period of relevant experience, i.e. six (6) years reduced by up to three (3) years for acceptable further education; and
- (3) to be a fit and proper person [please refer to item (B) below].

(B) CHARACTER AND STANDING

The term “fit and proper” contained in Bye-laws relates directly to the character of an applicant and includes the concepts of honesty, solvency and competency.

However, the Membership Committee does not link the term “fit and proper” to a subjective view an applicant may hold of his/her own conduct and methods. As a result, the Membership Committee requires all applicants to answer the statements 1 to 3 of the declaration on page 6 of the application form as to his/her character.

The Institute’s Charter obliges it to supervise the standard of professional conduct provided by 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 includes a sequestration order, compromise or deed of arrangement with the applicant’s creditors.

Question 2 This relates to:

- a) any offence involving fraud or other dishonesty under legislation (whether or not in Singapore) relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection; and/or
- b) any other offence not in (a) above including criminal convictions, in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. This may exclude non-criminal traffic offences.

Question 3 This relates to:

- a) disqualification by court, 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, incorporated and/or unincorporated association; and/or
- b) disciplinary actions including criticism, censure, fine or exclusion from membership of any professional body or organisation (whether or not in Singapore).

(C) FURTHER EDUCATION EXPERIENCE

This can account for a maximum three (3) years of the required six years. The reduction period is granted on the basis of the number of years of full-time study it would take to complete the qualification. Work experience must be gained outside the study period.

It is immaterial whether the qualification is obtained before or after completing the examinations.

(D) INCORRECT OR MISLEADING INFORMATION

If information is revealed to be inaccurate or misleading before and/or after election, then the application will be rejected and the applicant shall be subject to disciplinary actions.

(E) RELEVANT AND REQUISITE EXPERIENCE

Relevant and requisite experience can be obtained in one or more organisations and in any type of organisation. Some of the relevant work experience include: General Management and Administration, Accounting and Financial Management, Company Secretarial/Compliance/Governance, Pensions, Insurance, Information Systems Management and Committee Administration.

The work experience can be obtained prior and post-qualification of the CGI examinations. Only experience of six (6) months or more will be considered as relevant work experience for the purpose of the application.

Two specific points to note are:

- (1) Teaching in further education of CGI related or otherwise approved subjects may be considered relevant. However, primary or secondary school teaching is generally not considered.
- (2) An applicant whose work is not considered entirely relevant, but contains an element of administrative or relevant duties, may have this proportion of the time counted, on a pro rata basis. The employer should be asked to provide a letter certifying the percentage of the applicant's time spent on such duties. However, in such cases, either:
 - a) At least one third of the required period of work experience must be spent in an administrative post or posts; or:
 - b) The applicant must be holding a wholly administrative post at the time of application.

(F) STATEMENT OF APPOINTMENT

- (1) You are required to give A DETAILED EMPLOYMENT HISTORY (completing this on additional sheets if necessary). This should cover the period from leaving school until the present, with any gaps of more than six (6) months being accounted for.
- (2) Signatures from one or more referees must certify a total period of not less than six (6) years, unless reduced by a maximum period of three (3) years relevant further education.

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(3) You are required to provide a company reference letter that states the job scope of your employment as a supporting document. Please note that these must show the post/s held and dates (i.e. month and year) of starting and ending. This applies to both the current and past employment(s). (Letters merely offering the post, or confirming a regrading are insufficient for this purpose).

(4) Please note the following with regard to the individual sections of this page of the form:

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.

Designation If the duties performed are not self-evident from the title, an outline of duties should be attached.

Dates Month and year to be given.

(G) SPONSORS' RECOMMENDATIONS

An applicant for Associateship must be recommended by two sponsors who are signatories of professional status, one of whom should, if possible, is a member of the CGI Singapore Division and both of whom must have known the applicant for at least one (1) year.

(H) GRADUATESHP

(1) Every Graduate must apply to become a member within ten (10) years of becoming a graduate.

(2) The Committee for Singapore Membership Committee may consider the case of a graduate who does not meet the conditions to become a member within the period of ten (10) years to decide whether he/she can, or cannot continue to be a Graduate.

(3) The Committee for Singapore can impose conditions subject to which a person can continue to be a Graduate.

(I) SUBMISSION OF APPLICATION

(1) Please check the website on the closing date of submission of application.

(2) Applications must be submitted by the closing date.

(3) Applications received after the closing date will be tabled at the next meeting of the Membership Committee.

AN EXTRACT OF THE CGI BYELAWS ARE AS FOLLOWS:

6. Associates

6.1 Associates are to be elected by The Committee for Singapore (CFS) Membership Committee and every candidate for election to Associateship must comply with the following conditions:

- a) they must have passed the Institute's examinations (subject to any exemptions granted by the CFS);
- b) they must satisfy the CFS that, having regard to their character and position, they are fit and proper to be elected;
- c) their main occupation for at least six years, or for periods totalling at least six years, must have been in one or more positions that in the CFS's opinion are relevant to the

- profession of Chartered Secretary and/or Chartered Governance Professional; or they must have completed some other professional development that the CFS recognises and decides is appropriate; and
- d) they must give the CFS any information it requires about their duties and any organisation they have served.

The six-year qualifying period can be reduced by up to three years; see bye-law 7.

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;
 - 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.

18. Graduates

- 18.1 When a person has passed the Institute's examinations that apply to him, he becomes a Graduate unless they decline to do so in the three months after the Institute notifies them that they have passed. The CFS can fix a different period.
- 18.2 A graduate is not a member of the Institute and is not entitled to receive notice of, attend or vote at any general meetings.
- 18.3 A graduate is subject to the same disciplinary rules as a member.
- 18.4 A Graduate must pay an annual subscription at a level decided by CFS, but this must not be more than the subscription for Associates.
- 18.5 While they are a Graduate, a person is entitled to describe themselves as a graduate of the Institute, and use the appropriate designatory letters (as determined by the CFS, including GradCG) after their name.
- 18.6 A graduate must not describe themselves as a Chartered Secretary or a Chartered Governance Professional.
- 18.7 A graduate is entitled to a certificate stating that they are a graduate.

19. Moving on from being a Graduate

- 19.1 Every graduate must apply to become either an Associate or a Fellow within ten years of becoming a graduate.
- 19.2 The CFS must consider the case of every graduate who does not meet the conditions to become an Associate or a Fellow (set out in byelaws 6 and 5 respectively) within the period of ten years referred to in byelaw 19.1 to decide whether they can, or cannot, continue to be graduates.
- 19.3 The Council can impose conditions subject to which a person can continue to be a graduate.