

The Hong Kong Chartered Governance Institute Sustainability Governance Academy

Terms and Conditions

The Sustainability Governance Academy (the “Academy”) is a platform established and managed by The Hong Kong Chartered Governance Institute (“HKCGI” or “the Institute”).

The Academy is an HKCGI offering to people who have passed HKCGI’s ESG Reporting Certification Course and is not intended to constitute an association of persons but is instead to facilitate communication with HKCGI in the promotion of sustainability issues, with and designation as an **HKCGI Sustainability Professional** of the Academy shall be construed accordingly. For the avoidance of doubt, being designated as an **HKCGI Sustainability Professional** does not carry any HKCGI membership, graduateship or studentship rights or obligations.

By applying to the Academy, applicants agree to be bound by these Terms and Conditions (including the Terms and Conditions in force from time to time). Upon successful registration, applicants will be designated as **HKCGI Sustainability Professionals** of the Academy, subject to these Terms and Conditions.

HKCGI reserves the right to accept or reject any application for the designation as an **HKCGI Sustainability Professional** and/or to terminate any existing designation at its sole and absolute discretion, without assigning any reasons to which all Terms and Conditions are read subject. Also, HKCGI reserves the right to modify or change these Terms and Conditions with prior notice published on HKCGI’s Sustainability Governance Academy [website](#). Applicants and **HKCGI Sustainability Professionals** are advised to pay attention to such notices. In case of any disputes, the decision of HKCGI shall be final.

1. Registration

- i. All current Certification Holders of the ESG Reporting Certification Course (“Certification Holder”) can apply to be registered as **HKCGI Sustainability Professionals**. For the avoidance of doubt, while the designation is currently free of charge, HKCGI reserves the right to charge for the designation, as well as fees for specific events and activities.
- ii. Upon successful registration, you will receive a confirmation email and be eligible to use the designation of **HKCGI Sustainability Professional**. This designation will be valid until the end of the financial year, i.e. 30 June, as indicated under the confirmation email.
- iii. Your designation as an **HKCGI Sustainability Professional** is not transferrable.
- iv. If you are a member/graduate/student of HKCGI and your membership/ graduateship/ studentship has ceased before the expiry of your **HKCGI Sustainability Professional** designation, you can re-apply with the Academy as a non-HKCGI-member subject to HKCGI’s approval. Your re-registration of the **HKCGI Sustainability Professional** designation does not mean the reinstatement of your membership/graduateship/studentship with HKCGI.

2. Annual Renewal

- i. **HKCGI Sustainability Professional** designation expires at the end of each financial year (i.e. 30 June).
- ii. As long as you remain a current Certification Holder at the beginning of the financial year (i.e. 1 July), you can re-apply for extended designation to the end of the next financial year.
- iii. Renewal must be made online via your user account before your designation expires, as set out under the confirmation email and as extended under subsequent re-applications.

- iv. If you do not renew your designation before it expires, you will cease to be an **HKCGI Sustainability Professional** on the scheduled expiration date and immediately cease to hold out or represent that you are an **HKCGI Sustainability Professional**.
- v. However, as long as you remain a current Certification Holder, you may re-apply for the designation, notwithstanding any lapse in an earlier designation.

3. Re-accreditation of ESG Reporting Certification

- i. Certification Holders will be accredited for two years from the date(s) of issuance of their Certificates of Completion. You can check your accreditation period by searching your name in the Directory of Certification Holders HERE.
- ii. Before the expiry of the two-year accreditation period, you are required to complete a refresher course as organised by HKCGI for extended accreditation.
- iii. Email notification of re-accreditation will be made by HKCGI to the Certification Holders three months before the expiry of the two-year accreditation. Up-to-date information is also available from the dedicated webpage under Professional Development Section HERE.
- iv. As set out under these Terms and Conditions, you may seek to apply for the designation of **HKCGI Sustainability Professional** while holding the ESG Reporting Certification, including following any re-accreditation(s).

4. Termination

- i. You may terminate your **HKCGI Sustainability Professional** designation at any time by sending a written notice via email to academy@hkcgi.org.hk to the HKCGI Secretariat. HKCGI will send you an acknowledgement email with the termination date after verification.
- ii. Upon termination of the designation, you will no longer be eligible to enjoy the benefits and services offered specifically for **HKCGI Sustainability Professionals**. You must immediately cease to hold out or represent that you are an **HKCGI Sustainability Professional**.
- iii. HKCGI reserves the right to terminate your **HKCGI Sustainability Professional** designation at its complete discretion without any reason.

5. General

- i. You must maintain and promptly update your personal information to ensure its accuracy to receive the latest updates and enjoy the services provided by the Academy and HKCGI.
- ii. If you provide any wrong or false information, fail or omit to provide information as instructed, or repeat registration of accounts, HKCGI has the right to refuse to process your application or suspend any or all of the services provided to you without prior notice.
- iii. **HKCGI Sustainability Professionals** (unless you are a Fellow or an Associate of HKCGI) have no voting right in respect of the constitution, operation or management of HKCGI or the Academy (which is a communication platform of HKCGI) nor have any right in or any claim over any assets of HKCGI or the Academy.