



BOARD REGISTRATION FORM MAY 2024

MAY 2024 (this form is for the MAY examination only)

IMPORTANT NOTICE

Closing date for MAY examinations - 31 March

NAME AND SURNAME _____ STUDENT No. _____

Examination enrolment must be done by final closing dates. If forms are incomplete & **proof of payment** is not attached, you will be registered and liable for all outstanding fees but will not receive your results. You will not be able to download past papers if your full account is not paid in full.

First time enrolment with CGISA:

- Certified copy of your ID
- Certified copy of your highest qualification or CGISA conversion letter or Exemption letter.

Other information

- Re-enrolment should only take place after results are released for the previous examination.
- **No refunds will be given or cancellations accepted**
- **You will not be able to postpone any subject if you are not registered and paid in full.**
- **If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.**

Mail to CGISA at students@chartgov.co.za

Note: Please update your personal profile on-line at <http://cssa.chartsec.co.za/CSSA-Online/Account/Login>

PERMISSION TO PROCESS YOUR PERSONAL INFORMATION

By agreeing to the terms of this enrolment form, I hereby voluntarily authorise Chartered Governance Institute of Southern Africa (CGISA) to process my personal information (including my name, physical address, telephone numbers and any other information I have provided to CGISA). Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information. I understand that my information provided will be stored on the CGISA database and that third parties will have access to such information for purposes of maintaining CGISA's database and for other purposes which may be required to adequately conduct the business of CGISA.

I furthermore take note that by supplying CGISA with the abovementioned information I consent to CGISA using the information for recruitment purposes by placing my information on the Chartered Governance Placements database.

I hereby consent to CGISA retaining my information including my academic transcripts on CGISA's database in order to adequately fulfil its mandate.

Should any of your details change, please notify us of same so that our records are as accurate as possible. Should we not receive such notification you accept that the information we have on our records is accurate.

You agree to the terms of CGISA's privacy policy (available at

https://www.chartsec.co.za/documents/CGISA%20Privacy%20Policy_FINAL_August%202021.pdf) which sets out, *inter alia*, further information as to the personal information which CGISA processes, the purpose for such processing and your rights as a data subject. By agreeing to the terms of this consent form, I expressly consent to the processing of my information for marketing purposes and know and understand that by agreeing to same that I may receive marketing materials in the form of SMS's, emails and the like from CGISA.

I consent to the above

Signature of student

Where did you hear about us? (Please indicate by ticking the appropriate box)

Mailers		Social Media: - Facebook - LinkedIn	
Conference		Posters	
Seminars and/or Webinars		Fellow student/member	
Publications: - Boardroom - Business Day - Without Prejudice		Other (please elaborate)	
Website		Career guidance officer	

Personal Information

Student No.:			
Title:			
Surname:		Forenames:	
Maiden Surname:			
ID No./Passport No.:		Date of Birth:	
Nationality:		Equity: (Required by SAQA) <ul style="list-style-type: none">• Black-African• Black-Coloured• Black-Indian• White	
Home Language:		Gender:	
Disability: <ul style="list-style-type: none">• Sight• Communication• Intellectual• Emotional		<ul style="list-style-type: none">• Hearing• Physical• Other	
	Proof of disability (e.g. medical certificate, psychologist's report) must be provided		

Employment Information

Employer:		Vat No.:	
Position:			
Industry: Please only select one of the Industries listed below:-			
• Company Secretarial/governance/compliance			
• Risk Management/internal control			
• Accounting audit/finance			
• Taxation			
• Legal			
• Management administration			
• Education/training			

Address Information			
Physical		Postal	
Address:		Address:	
Suburb:		Suburb:	
City:		City:	
Postal Code:		Postal Code:	
Province:		Province:	
Country:		Country:	

Contact Information			
Home Telephone No.:		Work Telephone No.:	
Fax No.:		Cell Phone No.:	
Alternative Telephone No.:			
Email Address:		Alternative Email Address:	

Qualification Information			
Grade:		Year Completed:	
Highest School Town/City:		Highest School Province:	
Postal Code:			
Tertiary Qualifications			

Enrolment Information	
Please note this form can only be used for the <u>MAY</u> examination	

TUITION PROVIDER Please complete		
Board Modules: Please mark with an X	MAY 2024	Indicate modules to be written with ✓
AG-04	Applied Governance (NQF8)	
CL-04	Corporate Law (NQF8)	
CSP-04	Company Secretarial Practice (NQF8)	
DS-04	Development of Strategy (NQF8)	
ERM-04	Enterprise Risk Management (NQF8)	
FDM-04	Finance for Decision Making (NQF8)	
PSC-04	Public Sector Governance (NQF8)	
RC-04	Risk and Compliance (NQF8)	

Venues: Please mark with an X		
	Alberton	Mbabane
	Boksburg	Nelspruit
	Bloemfontein	Polokwane
	Cape Town	Port Elizabeth
	Durban	Pretoria
	Gaborone	Randburg
	Johannesburg	Windhoek

ASSIGNMENTS

Please note there are SIX compulsory board assignments every semester (May and October) for registered students:

- Company Secretarial Practice
- Applied Governance
- Development of Strategy
- Risk and Compliance
- Corporate Law
- Finance for Decision-Making

DEADLINE FOR SUBMISSIONS: 5 April 2024 - MAY examinations
NO EXTENSION WILL BE GRANTED FOR ASSIGNMENTS

Examinations count 70% towards your final mark.
Assignments count 30% towards your final mark.

No assignment results will be released if not paid in full.

WORK EXPERIENCE MODULES

BOARD

With the introduction of the new qualifications for company secretaries and governance professionals, a new component for assessment has been introduced. These are called “work experience modules” and must be completed before a certificate can be issued to you.

Students studying for the **NQF8** (Company Secretary/ Governance Professional) qualifications will need to complete these modules if they want to qualify from October 2022.

The content of these modules can be downloaded via your login on the CGISA student portal.

These modules should be completed **at your workplace**. Your employer will need to provide you with the facilities and support to complete these modules.

You will need to compile a portfolio of evidence for assessment.

Portfolios must be uploaded to the Moodle System. Details of how this will be done will be communicated in later communiques.

There are **NO EXEMPTIONS** for the Work Experience Modules

For queries in this regard, please email moodle@chartgov.co.za

NQF8

COMPANY SECRETARIAL ROUTE

- Company Secretarial Practice Student logbook
- Company Secretarial Practice Supervisor logbook

GOVERNANCE PROFESSIONAL ROUTE

- Governance Professional Student logbook
- Governance Professional Supervisor logbook

DECLARATION

Answer the following questions.

The applicant acknowledges that by submitting their application for processing they have (a) read, accepted and held themselves bound by the admissions policy and all other student policies which seek to uphold the core values of diligence, honesty and integrity of the Institute; and (b) accepted that they and the Institute are bound by these policies in processing their application for registration and admission.

	Yes	No
Have you ever been investigated and/or charged and/or convicted of any offence resulting from dishonesty, corruption, fraud, theft, perjury, misrepresentation and/or embezzlement?		
Has your estate been provisionally or finally sequestrated in any jurisdiction?		
Have you at any time been a party to a scheme of arrangement or made any other form of compromise with your creditors?		
Have you ever been found guilty in disciplinary proceedings, by an employer or professional body, due to dishonest activities?		
Have you ever previously or currently been barred from entry into any other professional body?		
Have you, at any time, had civil judgements either against you and/or involving you, including as a third party?		
Are you currently the subject of pending litigation and/or investigations in your professional capacity and /or conduct on the grounds of corruption, fraud, theft, embezzlement, perjury, and/ or misrepresentation, including those where you are a third party?		
Have you been in the past or are you currently the subject of allegations in your professional capacity which may reasonably affect the integrity of the professional standards required of a Company Secretary, Governance Professional or Governance Practitioner, which allegations may include deceit, dishonesty, misconduct and/or deception?		
Have you ever been removed from an office of trust, on the grounds of misconduct?		

If you have answered yes to any of the above, please provide the Institute with supporting documentation for further processing.

I, certify that my answers given to the above questions are true and correct.

Full name and surname: _____

Signature: _____

Date: _____

Payment

Proof of payment must be received by 31 March for the May examination and 31 August for the October examination – If no or part payment has been received you will be liable for outstanding fees.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Please e-mail registration form and proof of payment to students@chartgov.co.za

	Type	Amount
Examinations	x R3 520 (per module) • Excludes study material	
Textbooks	x R750 (Company Secretarial Practice)	
	x R750 (Applied Governance)	
BY COURIER	x R230 per textbook • Inside South Africa	
	x R580 per textbook • Southern Africa	
	• Price on request - Other	
	Total	
	Amount Paid	

Payment Options

- Electronic Funds Transfer (EFT)
- Direct deposit into the CGISA’s bank account
- Card Payment at CGISA’s office with physical card
- Online payments via the CGISA’s online portal – you have to log in as a student to process payment

Deposit/Cheque Payment

Account holder: Chartered Governance Institute Southern Africa

Bank details: Nedbank

Branch name: Braamfontein

Branch code: 19 87 65

Account number: 1968 298 991

Reference: Name, Surname and Student Number

[COMPULSORY]

Please ensure that you use your student number, name and surname when making a payment. This is essential for our accounts department to allocate your payment to the correct account

ORDERING OF STUDY MATERIAL
TEXTBOOKS CAN BE PURCHASED AT OUR OFFICE OR SENT VIA POSTAL SERVICES.
NO TEXTBOOKS WILL BE COURIERED OR ISSUED IF YOU HAVE NOT PAID FOR THE TEXTBOOKS IN FULL

Information

Name:		Surname:	
Postal Address:		Work tel number:	
E-mail Address:		Cell number:	
Date of request:			
Student number:			

INDICATE HOW MANY COPIES OF EACH BOOK YOU WANT TO ORDER:	Type	Amount
Company Secretarial Practice	x R750 (per book incl VAT)	
Applied Governance	x R750 (per book incl VAT)	
By COURIER	x R230 per book - Inside South Africa	
	x R580 per book - Southern Africa	
	Price on requested - Other	
	Total	

I WILL COLLECT FROM YOUR OFFICES:			
PLEASE COURIER TO BELOW ADDRESS:			

Courier address where textbook can be sent:

Should you not receive your textbook in 10 working days please e-mail– reception@chartgov.co.za

CGISA DISCLAIMER

As a student registering with the Institute, it is expected that you understand the rules governing the relationship between you and the Institute. The disclaimers below set out this relationship.

Before your registration will be accepted, you are required to sign and date this disclaimer, and attach it to your registration form. (Please make a copy for your own records).

The Institute reserves the right to change terms and conditions at any time, and you agree to abide by the most recent version.

1. The onus is on students to ensure that they are properly prepared for the examinations. It should be remembered that for each credit allocated to a module, it takes approximately 10 hours of study (so-called notional hours) to earn that credit. Notional hours include work experience, reading and studying textbooks and tuition material or attending lectures, doing assignments, and working through past examination papers. For example, a subject worth 20 credits will take about 200 hours of learning; a subject worth 30 credits will take about 300 hours.
2. General conditions for all students:
In registering for the Institute examinations, I accept the following conditions and disclaimers:
 - 2.1 The Institute is ONLY responsible for
 - the syllabus and curriculum outline,
 - the provision of a list of PRESCRIBED/ESSENTIAL textbooks, and where possible and relevant, a list of additional, recommended readings,
 - the assessment of the syllabus via one examination and
 - the publishing of the results of the examinations once the Institute quality assurance systems have approved the final results.
 - 2.2 I accept that textbooks are generally not sufficient reading to cover all aspects of the syllabus and accept that it is entirely my responsibility to ensure that I have covered the syllabus and curriculum outcomes. I accept that it is my responsibility to obtain suitable tuition for these examinations and do not hold the Institute responsible in any way for inadequate tuition provision. I undertake not to hold the Institute liable for any matters which are the responsibility of the tuition provider.
 - 2.3 I agree, except if disclaimer 3 applies in my case, to accept and to abide by the final decisions of the examiners and I accept the final decision of the Chief Examiner should I query a result through the appeals process. If disclaimer 3 applies to me, I accept that I may not use the appeals process.
 - 2.4 I will only use the formal channels to appeal or query a result and undertake to pay all the costs involved in such appeals.
 - 2.5 I have read and understood the contents of the Student Handbook for the applicable year of study and accept all the conditions and rules described in the document. I accept that all handbook information, brochures, website information, tuition provider information, published in prior years is no longer applicable, and hereby accept the revised conditions and terms as they apply to registered students of the Institute, as of 01 January 2022.
 - 2.6 I accept that the main reason for the Institute providing the CGISA Qualifying Scheme and the Board Examinations is to qualify as a Chartered Secretary or Chartered Governance Professional.
 - 2.7 I accept that it is the policy of all tertiary institutions to use their own exemption/credit policies and that the CGISA professional qualifying scheme and board examinations do not guarantee any access to other tertiary education programmes.
 - 2.8 I accept that any applications in this regard needs to be made on an individual merit basis and that the Institute cannot be held responsible for any problems raised by individual tertiary institutions regarding the NQF status of the Institute programmes.
 - 2.9 I accept that the CGISA Qualifying Schemes, the Board Examinations and Membership of the Institute, do not guarantee entry to any job or that these qualifications may be used anywhere to guarantee immigration points. There are now more stringent requirements regarding immigration rules, and I accept that a professional qualification on its own may not be sufficient to provide the education points needed for this purpose. I also accept that "International" refers to the portability of the Membership "Chartered Secretary" and "Chartered Governance Professional" and does not describe the actual qualifying scheme in any way.
 - 2.10 I accept the Student Code of Conduct as it relates to my conduct as a student, during the provision of tuition and during the course of examinations. I accept that should I breach this code I may be disciplined by a tribunal convened by the Chief Examiner and/or his delegates and I accept that the outcome could lead to my being barred from any future registrations as a student and preclusion from being admitted as a Chartered Secretary or Chartered Governance Professional. In the event of such an outcome, I accept that all fees paid to date will be forfeited.
 - 2.11 I have read and understand the following policies: the assessment and moderation policy, the independent feedback report policy and the appeals policy.
 - 2.12 I accept that all registration and examination fees, as well as fees for all additional services, are payable strictly in advance and by bank deposit (i.e. not in cash). I accept that all the Institute's services, including the right to sit for examinations and

to receive results, will be withheld until all fees are paid in full. I accept that it is my responsibility to be in possession of a valid examination registration form to be allowed entry to the examinations and I accept that my results will be withheld if I owe the Institute any fees. **I accept that the onus is on me to provide clear and unambiguous proof of such payments.**

- 2.13 I accept that it is my full responsibility to check the examination timetable and venue allocation/online examination procedures (as applicable) well in advance and to ensure that I am familiar with the venue and its location/the online examination procedures (as applicable). I will not hold the Institute responsible for my late arrival at a venue change to the online exam procedures/ as a result of changes to the online exam procedures/venue changes and/or timetable changes that might occur from time to time as a result of circumstances beyond the control of the Institute. I thus accept that I need to consult the published information on the website or via posted/e-mailed circular and ensure that I am totally familiar with the venue/online exam procedures well before hand.
- 2.14 I accept that it is my responsibility to ensure that the Institute is in possession of my current contact details. I am responsible for notifying the Institute of any changes and I undertake to ensure these changes are made by checking with the Institute or by logging my student details on the Institute website.
- 2.15 I accept that the Institute uses e-mail circulars as its main means of immediate communication, followed by the website, followed by tuition providers and in the last resort, by the postal system.
- 2.16 I accept that my consent given on page 1 of this form has been given voluntarily and that I have been adequately informed of what I have consented to.
3. Private Candidates: I am registering as a Private Candidate and will be writing the Institute examinations as indicated without the services of a tuition provider. I hereby accept the conditions and take full responsibility for my examination results.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Please ensure that you sign this enrolment form and complete in full; if not you will not be registered for the current examination.

Note: Electronic submission of this form without a signature will be regarded as formal acceptance of the terms and conditions.

Signed: _____

Date _____

FULL NAME IN BLOCK LETTERS

PERMISSION TO USE PROCESS PERSONAL INFORMATION

By ticking the box below:

- You consent to CGISA processing your personal information (including the information provided by you to CGISA in this form), in order for CGISA to fulfil its obligations to you pursuant to this form and agree that CGISA may send relevant communications to you for any purposes referred to in this document and/or in connection with CGISA's activities.
- You acknowledge that processing your personal information is in your legitimate interests and is necessary in order for CGISA to carry out its functions as requested by you in terms of this form.
- You agree to the terms of CGISA's privacy policy (available at https://www.chartsec.co.za/documents/CGISA%20Privacy%20Policy_FINAL_August%202021.pdf) which sets out, *inter alia*, further information as to the personal information which CGISA processes, the purpose for such processing and your rights as a data subject.

If you do not tick the box below, CGISA will be unable to fulfil its functions in terms of this form.

Should any of your details change, please notify us of same so that our records are as accurate as possible.