



## APPLICATION FOR FELLOWSHIP DESIGNATION WITH THE CHARTERED GOVERNANCE INSTITUTE OF CANADA

### PLEASE NOTE:

**Please review your eligibility before completing and submitting this form.**

The criteria to be elected as a Fellow (FCG) is outlined on page 8.

**Please read all notes on pages 6 and 7 before completing the form.**

If you have any queries about any aspect of your application or would like to discuss it before filling in the form, contact CGIC by email ([info@charteredsingaporeinstitute.ca](mailto:info@charteredsingaporeinstitute.ca)) or telephone (+1-613-595-1151).

**Please ensure the form and supporting documentation are complete.**

When you submit the form, please check that:

- The form has been signed and dated (page 2).
- All fields on the form have been completed (pages 2 to 4).
- The required supporting signatures have been obtained (page 5).
- All the required supporting documentation has been appended to the application, including:
  - a letter of introduction outlining your reasons for pursuing the Fellowship designation and providing information on what contribution you foresee yourself making to your own career, the profession, your community, and to The Institute.
  - a detailed resume/curriculum vitae.
  - an organizational chart showing your current position within the company.
  - a detailed description of the company, including the number of employees and annual earnings.

Please return the completed form by email to [info@charteredsingaporeinstitute.ca](mailto:info@charteredsingaporeinstitute.ca) or by mail to 1568 Merivale Road, Suite 739, Ottawa, ON Canada K2G 5Y7.

**Please use block capitals or typescript, throughout.**

## TO: THE COMMITTEE FOR CANADA OF THE CHARTERED GOVERNANCE INSTITUTE

I offer myself for election to The Institute as a Fellow (FCG) as deemed appropriate and agree to be bound by the Charter, Bye-laws, Canadian By-laws, and Rules of The Institute.

I agree to pay \$100.00 CAD (plus any applicable taxes) upon receipt of an invoice for the application process. I also agree to pay annual membership fees to maintain my designation.

**SIGNATURE:**

**DATE:**

(mm/dd/yyyy)

### APPLICANT INFORMATION:

**NAME:**

\_\_\_\_\_  
Last Name(s)

\_\_\_\_\_  
First Name(s)

\_\_\_\_\_  
Initials

*Any diploma will bear the names given above, which should, therefore, be in full.*

**DATE OF BIRTH:**

\_\_\_\_\_  
(mm/dd/yyyy)

**DATE OF ELECTION  
AS AN ASSOCIATE:**

\_\_\_\_\_  
(mm/dd/yyyy)

**HOME ADDRESS:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

**HOME EMAIL:**

**HOME/MOBILE PHONE:**

**BUSINESS ADDRESS:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

**BUSINESS EMAIL:**

**BUSINESS PHONE:**

**ORGANIZATION:**

**JOB TITLE:**

Please indicate which address is to be used for correspondence:

- Home  
 Business

## CHARACTER AND STANDING:

In order to satisfy the fit and proper person requirements laid down in the By-laws, you are requested to answer all questions in this section.

Where the answer to any of the questions is YES, supporting documentation clarifying the issue must be attached to this application.

Yes	No	
<input type="radio"/>	<input type="radio"/>	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="radio"/>	<input type="radio"/>	Within the past five years have you been convicted of any offense of such a nature that, had you been a member of The Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by The Institute under the By-laws and Charter?
<input type="radio"/>	<input type="radio"/>	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 Institute at the time, might or is likely, to have been discreditable to The Institute having regard to The Institute Code of Ethics?

## POST SECONDARY EDUCATION:

University/College Degree(s)	Dates		Degree (s) Obtained
	From	To	

## PROFESSIONAL QUALIFICATIONS & DESIGNATIONS:

Name of Professional Body	Designory Letters	Date Exams Completed	Date Elected to Membership

## RELEVANT EXPERIENCE:

The total length of relevant professional experience (in years): \_\_\_\_\_

## LIST OF RECENT POSITION HELD:

A detailed curriculum vitae should also be provided

Name of Organization	Job Title	Dates	
		From	To

## ACTIVE INVOLVEMENT IN THE AFFAIRS OF CGIC OR RELATED PROFESSIONAL MATTERS:

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## FORM OF RECOMMENDATION:

We the undersigned, having known the above named for the period noted\*, hereby recommend him/her, from personal knowledge, for election as a Fellow of The Institute.  
(A letter of reference is optional)

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### RECOMMENDATION 1

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Street

City

Province

Postal Code

If a Chartered Member, please indicate:

FCG

ACG

\*The number of years you have known applicant:

\_\_\_\_\_ years

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(mm/dd/yyyy)

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### RECOMMENDATION 2

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Street

City

Province

Postal Code

If a Chartered Member, please indicate:

FCG

ACG

\*The number of years you have known applicant:

\_\_\_\_\_ years

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(mm/dd/yyyy)

## NOTES CONCERNING THE COMPLETION OF THE FORMS:

### INCORRECT OR MISLEADING INFORMATION:

If information is revealed to be inaccurate or misleading, before or after the election, then the application is liable to be rejected. Furthermore, if you are currently an Associate, such misleading information may lead to disciplinary action under the By-laws.

### RELEVANT EXPERIENCE:

Relevant experiences can be obtained in one or more organizations and in any type of organization. Some of the major relevant work areas include general management and administration, accounting and finance in a management position, company secretarial and legal work, governance work, pensions, insurance, information systems management, and committee administration.

Two specific points to note are:

1. The teaching of CGIC-related or otherwise approved subjects may be considered relevant. However, primary or secondary school teaching is generally not.
2. An applicant whose work is not considered entirely relevant, but contains an element of administrative responsibility may have this proportion of their 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
  - b. the applicant must be holding an administrative post at the time of application.

Applicants must submit an organizational chart showing their position within the company. A detailed description of the company, including the number of employees and annual earnings, must also be provided as characterized below:

- **Size 1** undertaking is a corporation with annual sales of less than \$10 million with employees of less than 100, concentrated in one location. For public authorities, an annual budget of less than \$20 million should be substituted for the sales figure.
- **Size 2** undertaking is a corporation with annual sales of up to \$50 million with up to 500 employees, concentrated in more than one location. The public service equivalency is a budget of between \$20 million and \$100 million.
- **Size 3** undertaking is a corporation with annual sales of up to \$500 million with up to 5,000 employees, concentrated in more than one location. The public service equivalency is \$1 billion.
- **Size 4** undertaking is anything in excess of the foregoing.

### LIST OF RECENT POSITIONS HELD:

- Applicants are required to provide a FULL CAREER RECORD {completing this on additional sheets if necessary). This should cover the period from leaving school until the present, including accounting for any gaps. A detailed resume/curriculum vitae must also accompany the application.
- Signatures from one or more referees must certify a total period of employment of not less than eight years.
- If as an alternative to having your application form certified, you prefer to forward original reference letters from employers, please note that these must show the positions held and dates (i.e. month and year) of starting and finishing.
- Please note the following with regard to the individual sections of this page of the form.
  - **Name of organization:** 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.
  - **Title of appointment:** if the duties performed are not self-evident from the title, a brief outline of duties should be attached.
  - **Dates:** Month and year to be given.

### FORM OF RECOMMENDATION:

Two signatories of professional status, both of whom should, if possible, be Fellows of The Institute and both of whom should have known the applicant for more than one year, must recommend applicants for membership.

## ELIGIBILITY:

Requirements for election to membership are as follows:

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### FELLOWS

To be elected a Fellow (FCG):

- you must have passed The Institute's examinations from which you are not exempt and been elected as an Associate of The Institute.
- you must satisfy the Committee for Canada that, considering your own character and your position, you are fit and proper to be elected.
- you must provide any information required by the Committee for Canada about your duties and any organization you have served.
- your main occupation for at least eight years in total, and for three years in the last ten years, must have been as:
  - a Secretary, or Assistant Secretary;
  - a Governance Professional;
  - a senior executive or in an administrative position that, in the Committee for Canada's opinion, has at least the same status as a secretary, assistant secretary or governance professional;
  - a senior academic in a university, or other higher or further education body;
  - a member in public practice;
  - or alternatively, you must have completed any other professional development that the Committee decides on.
- any experience must have been with one or more organizations that, in the Committee for Canada's opinion, justify electing the person as a Fellow.