

Fellowship: Application Guidelines

Chartered Secretary and Chartered Governance Professional

Chartered membership is the gold standard for company secretaries and governance professionals. It is highly valued by employers and is globally recognised as a mark that confirms you have the knowledge, skills, and experience for a role with significant and wide-ranging responsibilities. It also demonstrates that you are committed to maintaining standards within the profession and you have a commitment to your own professional development.

Fellowship recognises experienced governance professionals and company secretaries who are excelling in their careers, who are demonstrating a commitment to the profession and to promoting and maintaining the highest standards in governance.

As a Fellow you will be entitled to use the post nominals FCG, to illustrate your professional standing in the governance community. You can continue to use your chartered designations which provide public assurance that you have the necessary skills and qualifications, and you are committed to your own professional development and to maintaining excellent standards in governance.

In this guidance we will cover the following:

- A. Eligibility requirements
- B. Application Form:
 - Character and standing
 - Career history
 - Recommendations/ Referees
 - Personal Statement
 - Statement of appointment
- C. How is my application assessed?
- D. How long will my application take to process?
- E. Document checklist

A: Eligibility requirements

Fellows represent the best governance professionals working in the UK and abroad. You will demonstrate integrity and uphold the values of the Chartered Governance Institute. As a Fellow, you will use your knowledge and skills effectively for the advancement of not only your own professional development but that of others too.

Fellowship reflects the wide variety of roles a company secretary or governance professional has, recognising your high levels of skill and experience.

To be eligible for Fellowship, you will:

1. Have passed the institutes exams.
2. Have held a role within governance for eight or five years. If you have completed our fast-track qualification, then you will need to have gained this experience after qualifying.
3. Be a fit and proper person.

We also recommend being involved in and evidencing active involvement in CGI activities. By pro-actively engaging with the Institute and helping to shape its future, members will benefit from professional networking and the advantages of related CPD.

The eight-year qualifying period can be reduced to five years if you have any of the following:

- a degree from a university which the Institute considers of suitable academic standing.
- a diploma or other certificate which is nationally recognised as being equivalent to a degree from such a university.
- a professional qualification which the Institute recognises as justifying the reduction; or
- completed any other professional development that the Institute decides justifies a reduction.

B: Application form

In this section we will talk you through the main areas of the application form. Aside from the basic information we need to process your application, there are also several different areas which are essential when assessing your application. Missing any of these key areas could lead to delays and prolong your Fellowship journey.

Character and standing

In this section, you are required to declare that you are a 'fit and proper person'. In our byelaws this links directly to your character and includes the concepts of honesty, solvency, and competence. You can find more information in Byelaws 4 and 6, these can be found on our website [CGI Byelaws](#).



We therefore ask you to complete three questions in direct relation to your character and standing:

Question 1: 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?

This relates directly to the solvency of the applicant and would include any sequestration order, compromise, or deed of arrangement with your creditors.

Question 2: Have you been convicted of an offence (other than a spent conviction) 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 byelaw 24.8?

This relates to:

- a) any offence involving fraud or other dishonesty under legislation (whether in the UK or not) relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.
- 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. You may exclude non-criminal traffic offences.

Question 3: Have you conducted yourself, whether by act, neglect, or default, in a manner that, had you been a member of the Institute at the time:

- o **Might have been or;**
- o **Is likely to have been;**

discreditable to the Institute having regard to The Chartered Governance Institute code of professional ethics and conduct; or if you are admitted as a member of the Institute, may be discreditable to the Institute having regard to the Institute's code of professional ethics and conduct?

This relates to:

- a) Disciplinary action including criticism, censure, fine or exclusion from membership of any professional body or organisation (whether in the UK or not)
- b) Disqualification by court or 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 partnerships or incorporated association.

In this section you are asked to provide your career history. You will need to provide details of your job roles and responsibilities, highlighting your governance experience within the relevant roles. You need to provide the details in reverse chronological order, starting with your most current role.

Date	Job title	Company	Job roles and responsibilities
<i>e.g., 01/01/2023 to present</i>	<i>e.g., Company Secretary</i>	<i>e.g., The Chartered Governance Institute</i>	<i>Please ensure you highlight your governance experience within your roles. Use language such as I <u>manage</u> the Board meetings and the processes for this. I <u>lead</u> on the annual review and end of year reports. I <u>manage</u> the AGM process.</i>

When writing out your roles and responsibilities, make sure you use assertive language that really showcases your governance experience.

You also need to provide a copy of your CV, this is where you can include your more day-to-day tasks.

Recommendations/ Referees

In this section of the form, you are asked to provide two referees for your application. Recommendations are made by two individuals of professional standing, who have known you for at least one year. It is not a requirement that they hold ACG or FCG status, however, where possible we do strongly encourage it.

Any personal relationships with yourself must be declared in all circumstances by indicating 'yes' on the application form. Recommendations may come from a relative where they are an Associate or a Fellow of the Institute, unless you are directly employed by or report to that relative. In this instance, please contact our [Member Support](#) for further guidance.

Personal Statement

In this section of the form, you are asked to write a personal statement that highlights your reasons for applying for Fellowship. We recommend you write around 250 words and it's important you explain what becoming a Fellow would mean to you and your professional development.

Statement of appointment

In this section of the application form you are asked to provide certified/signed evidence of your current role and any previous role(s) where you have not held your current role for longer than a year.

It is essential that each section has been certified/signed by a senior member of the organisation. You must also provide a date for the period you worked at the company.

You are also required to submit a copy of the company's annual accounts and/or annual report. This can either be provided by a link to the relevant webpage or submitted as a PDF alongside your application.

Members in public practice, whether practising as chartered secretaries or otherwise, should give some details of the client companies (if confidential, these may be referred to as client A, B, C, etc.) to whom they provide company secretarial or other specified services indicating: the size, in financial terms, of each client company, the services provided and the dates of acting for each client.

Where there is a considerable number of large clients (for example, where the applicant is employed in a sizeable professional firm, servicing public limited companies), between six and 12 of the largest clients could be selected. The above information should then be given and independently certified. If employed by a firm, rather than in sole practice, the applicant should also state whether he/she reports to partner level.

C: How is my application assessed?

Each application undergoes an independent assessment by those who sit on our Membership Committee. They assess the information in your application as well as your supporting documentation in order to decide if you have met the requirements for FCG.

Applications can either be:

- Accepted
- Deferred

Applications that are deferred, are normally done so due to insufficient evidence in the application relating to your governance experience and a lack of detail in your career history. If your application has been deferred, you will be provided with full feedback, help and support to make sure your application is ready to re-submit.

D: How long will my application take to process?

You will normally receive the outcome of your application two months after submitting your initial application. The outcome will be communicated to you by the Institute following ratification of the decisions by the Membership Committee and the Board.

It is important that you check your application before submitting, as poorly prepared applications will be sent back to you to review and will cause delays in your application process. It is in your best interest to ensure that the information supplied is as accurate, clear, and as complete as possible.

If your application is successful, you will be invoiced for your upgrade fee which you can pay in the following ways:

- Log in to your portal [MyCGI](#), with your username and access your invoices.
- Pay by card online.
- You can also call us on **0207 580 4741** where one of the membership team will be able to take your details over the phone.

Once you have paid, you will be able to download your invoice as proof of payment. The invoice will show as paid.

If you need any support or advice on your application, please do get in touch with the Member Journey at membership-journey@cgi.org.uk or call us on 0207 580 4741.

E: Document checklist

To ensure that you submit your completed application to us please consider the following:

- Your application form has been filled in correctly and signed in the correct places.
- You have provided a copy of your CV.
- You have provided a copy of your organisation's annual accounts and or reports.

In addition to the above, you may want to submit an organisational chart in support of your application, however it isn't a mandatory requirement to submit one. You may also wish to submit a separate document outlining your roles and responsibilities in your current role; however, this is covered in the career history section on our new application form.