

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. Document checklist**
- C. Application Form**
- D. How is my application assessed?**
- E. How long will my application take to process?**
- F. Appendix: Career History**

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 Institute's exams.
2. Have held a role within governance for 8 or 5 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 8-year qualifying period can be reduced to 5 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: Document checklist

In order to complete the Fellow application form, you will be required to upload the following documents:

- 1) a copy of your CV (see Section C2 for further details)
- 2) details of 2 professional references (see Section C4 for further details)
- 3) a copy of your organisation's annual accounts and/or reports

You may also wish to submit an organisational chart in support of your application, however this is not a mandatory requirement.

In addition to the above, you will be required to provide a **personal statement** and **information about your involvement in Institute and CPD activities**. Please see Section C5 for further details.

Please ensure you have all documents and information ready to upload and add when prompted, and that they follow the guidelines detailed in Section C.

C: Application form

In this section we will guide you through the main areas of the application form. Aside from the basic information we need to process your application (**1. Personal details**), there are also several different areas which are essential when assessing your application. Please check each part of your application carefully, as missing any of these key areas could lead to delays and prolong your Fellowship journey.

2. Employment and Qualifications

In this section, you will be requested to upload an updated copy of your CV. We request that the following information about your employment, education and qualifications is accurately added:

Employment:

- present and past employers
- job title and description of your roles and responsibilities (please see Appendix for more details on how to present your career history)
- business address
- phone and mobile numbers
- email address

Higher education:

- name of university, college or other awarding body
- dates attended
- clarification of full-time or part-time
- title of degree, diploma or certificate obtained

Other professional qualifications:

- name of professional body
- designatory letters
- date exams completed
- date elected to membership



3. 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 5, 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.



4. Professional references

In this section you are asked to upload details of 2 references who you have known in a professional capacity from the employers where you have held roles during the qualifying period of 8 or 5 years, and who recommend you for election as an Associate of the Institute.

In each case, the person certifying your entry should be of professional standing, i.e. a Company Secretary/Director/Senior/Line Manager within the organisation. It is not a requirement that they are a Chartered member of the CGIUKI, however, where possible we do strongly encourage it.

Each reference must sign the form of recommendation.

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.

Please ensure that the following information is included in the form:

Name of reference:	
Home address:	
Reference job role:	
Organisation name:	
Period the reference has held the role:	<i>(e.g. Jan 2025 – Present)</i>
Period the reference has known the applicant:	
CGIUKI membership number (if applicable):	
Is the reference a relative?	
Signature:	
Date:	

5. Statements

Personal statement

In this section, please write a personal statement that highlights your reasons for applying for Fellowship. It is important that you explain what becoming a Fellow would mean to you and your professional development.

Involvement in Institute and CPD activities

Here, please write about your active involvement in Institute activities and related professional matters, indicating your engagement with recent governance activities and topics. Please also add a summary of key takeaways from any CPD activities you have undertaken in the past 12 months.

For each statement, please write between 150-250 words

6. Company documents

In this section, you are 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 within your application. If these documents are not available, please provide reasoning for this in the relevant space.

Here, you may also wish to submit an organisational chart in support of your application, however this is not a mandatory requirement.

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.

D: 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

If an application is deferred, this is usually 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.

E: How long will my application take to process?

You will normally receive the outcome of your application two months after submitting your initial application, unless otherwise specified by a membership of the CGIUKI Membership team. 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.

You will need to pay for your election fees while submitting your application, which you can pay in the following ways:

- Log into your MyCG account with your username to access your invoice and pay by card online.
You can 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 Membership Journey team at membership-journey@cgi.org.uk or call us on 0207 580 4741.



F: Appendix: Career History

In the Employment and Qualifications 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.