

EXEMPTION FORM

IMPORTANT NOTICE:

**** Exemptions for 2025 opens on 10 January and closes on 22 August 2025.**

Are the following documents attached to this application form (certified copies not older than six months)?

EXEMPTIONS WILL NOT BE PROCESSED UNLESS YOU SUBMIT ALL THE REQUIRED DOCUMENTS THAT ARE BOTH CORRECT AND CERTIFIED

- **Certified copy** of ID / Passport or any official identification document. Must be done by the SAPS or a Commissioner of Oaths.
- **Certified copies** of all academic records, academic qualifications, etc. Must be done by the SAPS or a Commissioner of Oaths.
- **Certified copy** of your marriage certificate or official letter should there be change of surname. Must be done by the SAPS or a Commissioner of Oaths.
- Brief CV, maximum of two pages.
- Proof of previously earned credits (*where applicable*).
- Letter from your current or past employer to substantiate your work outputs, etc. (*where applicable*).
- Proof of administration fee (please ensure that copy of deposit slip is readable) (non-refundable).
- The exemption process takes around 30 working days.
- Should the Institute grant you two or more exemptions, the administration fee will only count toward one exemption on condition that the student accepts all exemptions granted.
- **Note: You will only be given a maximum of two (2) exemptions at the Board level.**
- **Once exemptions have been granted and paid for in full, no refund will be approved should the student no longer want the exemptions.**
- **Please note that once an application for an exemption/s is successful, full payment of the prescribed fee will need to be paid in full within the 6 months following the successful application for exemption/s (you will receive an email confirming your exemptions, this date is to be used). Should you not make payment within the 6 months, you will then need to re-apply for the exemption/s.**
- **On full payment of exemptions, you will be given 6 months to register for the upcoming examination.**
- When a person applies to CGISA, the applicant (a) acknowledges that they have read and accept the admissions policy and all other student policies; and (b) accepts that they and the Institute are bound by these policies in processing their application for admission and registration.

Other information

- Ensure that you have signed this exemption form and completed all the details – no exemptions will take place until all documents certified by a Commissioner of Oaths or SAPS have been submitted.
- [Enrolment for examinations can only occur once exemptions have been granted & paid for in full.](#)

All certified pdf copies to exemptions@chartgov.co.za. **NO FAXES WILL BE ACCEPTED.**

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

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: please check with our student department or alternatively go to www.chartgov.co.za and log in using your student number, email address and password. **No assignment extensions will be granted by reason of registration being left until the registration closing date.**

Examinations count 70% towards your final mark.

Assignments count 30% towards your final mark.

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

CGISA

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 **NQF7** (Governance Practitioner) qualification 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.

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

NQF7

- Governance Practitioner Student logbook
- Governance Practitioner Supervisor logbook

Applicant Details

Student Information

We will not proceed with exemptions if this form is not completed in full:

Student Number:

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Tuition Provider:

Title: Ms Mrs Miss Mr
 Dr Prof Rev Adv

Surname:

Maiden Surname:

Full Names:

Initials:

Gender M F

Nationality:

FOR STATISTICS PURPOSES ONLY

Population Group: Black: African Black: Asian
 Black: Coloured White

Home language:

Disability: Sight Hearing
 Communication Physical
 Intellectual Other
 Emotional

Proof of disability (e.g. medical certificate, psychologist's report) must be provided.

Identity Number:

Passport Number:

Date of Birth:

THIS IS COMPULSORY – SHOULD YOU NOT FILL THIS OUT YOU WILL NOT BE UPLOADED TO THE SAQA WEBSITE:

Highest School Qualification:

Grade	<input type="text"/>	Matriculated Town/City	<input type="text"/>
Year Completed:	<input type="text"/>	Matriculated Province	<input type="text"/>

Postal Address Line 1:

Postal Address Line 2:

Suburb:

City:

Province:

Postal Code:

Country:

Home Number:

Work Number:

Cell Number:

Fax Number:

Email:

Employment/Occupation

Employer	
Position held of Manager:	
Name of Manager	
Contact number of Manager	

Application for Exemption

Were you previously registered with IBS? Yes No

If yes, state your CGISA number:

What was the last year of registration? Y Y Y Y

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	

Please place an X in the column next to the relevant modules for which you are seeking exemption. THIS SECTION IS COMPULSORY AND MUST BE COMPLETED

A maximum of two exemptions may be granted for modules completed and passed at NQF8 level

NO EXEMPTIONS WILL BE GIVEN FOR:

- **Applied Governance**
- **Company Secretarial Practice**

Module	X	Module	X
Communication (NQF5)		Corporate Law (NQF8)	
Introduction to Financial Accounting (NQF5)		Applied Governance (NQF8)	
Introduction to Law (NQF5)		Company Secretarial Practice (NQF8)	
Introduction to Corporate Governance (NQF5)		Finance for Decision-Making (NQF8)	
Managing Information Systems (NQF6)		Public Sector Governance (NQF8)	
Principles of Business Law (NQF6)		Risk and Compliance (NQF8)	
Advanced Financial Accounting (NQF6)		Enterprise Risk Management (NQF8)	
Principles of Corporate Governance (NQF6)		Development of Strategy (NQF8)	
Management Principles (NQF7)			
Advanced Business Law (NQF7)			
Advanced Corporate Governance (NQF7)			

Payment Options:

Number of Module(s)	Type	Amount
Deposit	Administration Fee (non-refundable)	R1 550
	R1 265 per module (maximum of R11 670)	
	Total	
	Amount Paid Now	

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 member or 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 & Student number

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.

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.

Please e-mail exemption form and proof of payment to exemptions@chartgov.co.za

All bank charges made from a foreign bank account are payable by the student

Note:

- ✓ The administration fee is not re-fundable.
- ✓ **Enrolment for examinations can only occur once exemptions have been granted & paid for in full**
- ✓ These exemptions are valid for **6 months** from the date of this email to receive full payment and register for the upcoming examinations. Whereupon if you have not registered for any CGISA or Board modules or paid in full, you must then re-apply for a review of your credit status with the Institute and re-pay the full required fees
- ✓ Should the Institute grant you two or more exemptions, the administration fee will only count towards one exemption on condition that the student accepts all exemptions granted.
- ✓ No application will commence until all certified documents (made by the SAPS or a Commissioner of Oaths) have been received.
- ✓ **Fees payable with this form is only applicable for exemptions granted. Registration forms and payment is a separate process.**
- ✓ **Once exemptions have been granted and paid for in full no refund will be approved should the student no longer want the exemptions.**
- ✓ **No exemptions will take place until all certified documents (Commissioner of Oaths or SAPS) have been submitted.**
- ✓ The onus is **on the student** to provide sufficient evidence to support an application for exemption.

Please ensure that you sign this exemption form and complete in full; if not, you will not be granted exemptions.

Steps of the exemption process:

- Students need to submit exemption form, all relevant documentation and administration fee. If a student pays the full amount up front the below steps will still apply.
- Student will receive an email confirming their student number. This does not mean exemptions have been granted.
- Exemptions will be processed (maximum of 30 working days).
- (*) Student will receive an email confirming exemption granted (if any) and the amount payable.
- Student will be required to pay the balance of the exemptions owing.
- Once balance has been received and allocated to the students account exemptions (EX will be uploaded) to the student's profile. Please send proof of payment to exemptions@chartgov.co.za.
- ONLY then may a student register for the upcoming examinations.
- **Please note that once an application for an exemption/s is successful, full payment of the prescribed fee will need to be paid in full within the 6 months following the successful application for exemption/s (you will receive an email confirming your exemptions, this date is to be used). Should you not make payment within the 6 months, you will then need to re-apply for the exemption/s.**
- **On full payment of exemptions, you will be given 6 months to register for the upcoming examination.**

CHECKLIST

PLEASE ENSURE YOU HAVE TICKED ALL COLUMNS BEFORE SUBMITTING YOUR APPLICATION

EXEMPTIONS WILL NOT BE PROCESSED UNLESS YOU SUBMIT ALL THE REQUIRED DOCUMENTS THAT ARE BOTH CORRECT AND CERTIFIED

Completed in full and signed form	
Proof of administration fee paid	
Certified copy of ID not older than six months	
Certified copy of matric certificate not older than six months	
Certified copy of all academic records not older than six months	
Certified copy of certificate/diploma/degree not older than six months	
Certified copy of marriage certificate (if applicable) not older than six months	
Detailed CV	

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:** _____

PERMISSION TO PROCESS YOUR 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.