



REQUEST FOR DUPLICATE CERTIFICATE

PLEASE NOTE: We require at least 3 months for the processing of a duplicate certificate once proof of payment has been received. Please attach a copy of your ID AND deposit slip / Receipt OR other method of payment to this request.

TITLE:	
FULL NAMES:	
SURNAME:	
MAIDEN SURNAME:	
CONTACT DETAILS:	
ID No./PASSPORT	
STUDENT/MEMBERSHIP NUMBER:	
DATE OF REQUEST:	
AMOUNT PAID:	
DATE OF PAYMENT:	
COURSE CGISA/BOARD/PRIZE WINNER:	
YEAR COMPLETED:	
MAY OR OCTOBER SESSION:	
VENUE LAST WROTE AT:	
SIGNATURE:	

ADMINISTRATION CONTROLLER

Fee payable: R685 (GradCG & Prize Winners)
R615 (CGISA and IBS Programme)

Statement regarding the issuing of a certificate prior to 2005
(no duplicate certificate can be issued for qualifications prior to 2005): R450

BY COURIER:

R245 Gauteng - South Africa
R620 Other provinces within South Africa (Eastern Cape, Free State, Kwa-Zulu Natal, Limpopo, Mpumalanga, Northern Cape, North West)
Price on request Southern Africa (Namibia, Lesotho, Botswana, eSwatini, Zimbabwe)
Price on request Other: contact our offices for price

I will collect from your offices:

Please courier to below address:

Courier address where certificate can be sent

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	Please ensure that you use your student number, name <u>and</u> surname when making a payment. This is essential for our accounts department to allocate your payment to the correct account
Bank details: Nedbank	
Branch name: Braamfontein	
Branch code: 19 87 65	
Account number: 1968 298 991	
Reference: Name, Surname and Student Number [COMPULSORY]	

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.