



TRANSFER ACADEMIC RECORD

Transfer Academic record

Email: ramona@chartgov.co.za

PLEASE NOTE: We require at least 20 working days for the processing of an academic record once proof of payment has been received. Please attach a copy of your deposit slip / Receipt OR other method of payment to this request.

TITLE:		
FULL NAMES:		
SURNAME:		
MAIDEN SURNAME:		
I.D./PASSPORT NUMBER:		
STUDENT NUMBER:		
PHYSICAL ADDRESS:		
CONTACT DETAILS:		
AMOUNT PAID:		
DATE OF PAYMENT:		
CURRENT COURSE:		
PLEASE E-MAIL TO:		
Can we update your details on our system as per this form	YES	NO
SIGNATURE:		

ADMINISTRATION CONTROLLER

Fee payable: R435-00 (CGISA & BOARD)

- 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 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 and Student Number [COMPULSORY]	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

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.