



Chartered
Governance
Institute of
Southern Africa

Personal Details Form

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As a professional body, it is important that we keep up-to-date information on our members so that we are able to provide relevant services. Please note all information is completely confidential.

In addition, there are certain fields of information that we have not collected from our members in the past such as home language, disability and socio-economic status. These fields are required as we are a registered professional body under the auspices of the South Africa Qualifications Authority (SAQA).

We understand that it may take a few minutes to complete. However, once this information is on our database, you will only need to update it, if and when changes occur.

PERSONAL DETAILS

Surname Title
 Mr/Mrs/Miss/ Ms/Dr/Prof/etc. Initials

First name (s)

ID number: Gender: Male Female

Date of birth (YYYY/MM/DD) International Code National Code Business Tel. No

International Code National Code Home Tel. No.

Race (for statistical purposes)
 African Coloured Indian White Unknown

Email 1 (to be used for correspondence) Email 2 (back up)

International Code National Code Cell Fax

Postal address

 (Province)
 (Country)
 (Postal code)

Business address

 (Province)
 (Country)
 (Postal code)

PERSONAL DETAILS *(continued)*

Home address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	(Province)
<input type="text"/>	(Country)
<input type="text"/>	(Postal code)

Address to be used for postage (please select)

Postal Business Home

PROFESSIONAL PROFILE

Job title

Company name

ORGANISATIONAL INFORMATION *(tick one only)*

Public unlisted Private company (Pty) Consultant/Self-employed JSE-listed
 Not-for-profit (NPC/NPO) State-owned company (SOC) Government – national/
provincial/municipal Personal liability
company (PLC)

Other (specify)

WHAT INDUSTRY ARE YOU IN? *(tick one only)*

Agriculture Govt. – Local Law Retail
 Construction Govt. – Provincial Insurance Sport
 Education Govt. – National Manufacturing Telecommunications
 Energy State-owned company Media Transport
 Financial Services Health and Aged Care Mining Wholesale
 Import/Export Hospitality and Tourism Property Information Technology
 Accounting Other (specify)

JOB ACTIVITIES

Company Secretary Governance Professional/generalist Compliance
 Risk Management Internal Control/internal audit Accounting/external audit
 Finance Taxation Legal
 Management Administration Education/training
 Other (specify)

ACADEMIC QUALIFICATIONS

Post matric education, e.g. university (do not include short courses). Include CGISA qualification.

University/Institution	Months and years		Degree, Diploma, Certificate Obtained (Abbreviation)
	From	To	

- Date of completing the institute's examination _____
- Date of admission as a GradCG (if applicable) _____

PLEASE MARK THE APPROPRIATE INFORMATION WITH AN X

Home Language		X
Afrikaans	Afr	
English	Eng	
isiNdebele	Nde	
isiXhosa	Xho	
isiZulu	Zul	
Other	Oth	
South African Sign Language	SASL	
sePedi	Sep	
seSotho	Ses	
seTswana	Set	
siSwati	Swa	
tshiVenda	Tsh	
Unknown	U	
xiTsonga	Xit	

Socio economic status		X
Employed	01	
Not working – disabled person	08	
Not working – housewife/home maker	04	
Not working – not looking for work	03	
Not working – not wishing to work	09	
Not working – pensioner/retired person	07	
Not working – scholar/full-time student	06	
Unemployed, looking for work	02	
Not working – none of the above	10	
Unspecified	U	

PLEASE MARK THE APPROPRIATE INFORMATION WITH AN X

Disabilities status code		X
None	00	
Communication (talking, listening)	03	
Disabled but unspecified	09	
Emotional (behavioural or psychological)	06	
Hearing	02	
Intellectual (difficulties in learning); retardation	05	
Multiple	07	
Physical (moving, standing, grasping)	04	
Sight (even with glasses)	01	

PLEASE MARK THE APPROPRIATE INFORMATION WITH AN X (continued)

Citizen resident status		X
Dual residence	D	
Outside RSA	O	
Permanent residence	PR	
RSA	SA	
Unknown	U	

Province/Neighbouring Country		X
Western Cape	1	
Eastern Cape	2	
Northern Cape	3	
Free State	4	
KwaZulu-Natal	5	
North West	6	
Gauteng	7	
Mpumalanga	8	
Limpopo	9	
SA National (i.e.; In SA but province unspecified)	N	
Botswana	X	
Lesotho	X	
Eswatini	X	
Namibia	X	
Outside SA	X	

PLEASE MARK THE APPROPRIATE INFORMATION WITH AN X (continued)

Nationality		X
Angola	ANG	
Asian Countries	AIS	
Australia and New Zealand	AUS	
Botswana	BOT	
British	EUR	
Central and South American countries	SOU	
European countries	EUR	
French	EUR	
Lesotho	LES	
Malawi	MAL	
Mauritius	MAU	
Mozambique	MOZ	
N/A: Institution	NOT	
Namibia	NAM	
North American countries	NOR	
Other and rest of Oceania	OOO	
Rest of Africa	ROA	
SADC except SA (i.e. NAM to ZAI)	SDC	
Seychelles	SEY	
South Africa	SA	
Eswatini	SWA	
Tanzania	TAN	
Unspecified	U	
Zaire	ZAI	
Zambia	ZAM	
Zimbabwe	ZIM	

PROTECTION OF PERSONAL INFORMATION (PoPI)

Permission to use your personal information

By agreeing to the terms of this information form and by ticking this box, I hereby voluntarily authorise CGISA to process my personal information (including my name, email address, physical address, telephone numbers and any other information I have provided to CGISA). Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information. This consent is effective immediately and will endure until the relationship between CGISA and the data subject has been terminated.

Should any of your details change, please notify us of same so that our records are as accurate as possible.

Consent to receive CGISA information

By agreeing to the terms of this consent form and by ticking this box, I expressly consent to the processing of my information for CGISA communication purposes and know and understand that by agreeing to same that I may receive communication in the form of emails and the like from CGISA.

For more information please see CGISA's privacy policy, which can be accessed here:

<https://www.chartsec.co.za/documents/CGISA%20privacy%20policy.pdf>