



## NEW STUDENT ENQUIRY

Please complete and submit with supporting documents

Personal Information			
Title:		Active Status:	
Surname:		Forenames:	
Maiden Surname:			
ID No.:		Date of Birth:	
Nationality:		Equity:	
Home Language:		Certification Language:	
Disability:			
Contact Information			
Home Telephone No.:		Work Telephone No.:	
Fax No.:		Cell Phone No.:	
Alternative Telephone No.:			
Email Address:		Alternative Email Address:	
Address Information			
Physical		Postal	
Address:		Address:	
Suburb:		Suburb:	
City:		City:	
Postal Code:		Postal Code:	
Province:		Province:	
Country:		Country:	

Employment Information			
Employer:			
Position:			
Skills Development Provider			

Education Information				
Year	Highest School Qualification (for eg.: Grade 9,10,11 & 12)	City	Postal Code	Province

### SUPPORTING DOCUMENTS TO SUBMIT WITH THE ENQUIRY FORM:

- Certified copy of ID
- Certified copy of School qualification (eg.: Grade 9, 10, 11 and 12)
- Certified copy of highest qualification and academic record
- Certified copy of marriage certificate (if applicable)
- Detailed CV

**Please note: This enquiry form is not a registration or admission to the Institute.**

### DECLARATION

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 sequestered 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:** \_\_\_\_\_