

Hongkong Post e-Cert (Encipherment) Certificate - Certificate Renewal Form

Notes on Certificate Renewal

Hongkong Post Certification Authority provides e-Cert (Encipherment) certificate of validity for 1-year, 2-year, 3-year and 4-year for selection. It is important to note that any expired e-Cert cannot be renewed. The Authorised Representative of the subscriber organization should renew the e-Cert(s) before they expire. Upon renewal, the Authorised Unit will have a new key pair and a new certificate.

The annual renewal fee for each certificate (per each Authorised Unit), the administration fee for each renewal application and the unit price of e-Cert storage medium are listed below:

Subscription Fees for e-Cert (Encipherment) Certificates	Certificates with a 1-year validity period only	Certificates with a 2-year validity period only	Certificates with a 3-year validity period only	Certificates with a 4-year validity period only
Renewal application	HK\$150 per certificate	HK\$300 per certificate	HK\$450 per certificate	HK\$600 per certificate
Administration fee per application (irrespective of the number of Authorised Units)	HK\$150 per application	HK\$300 per application	HK\$450 per application	HK\$600 per application
	HK\$150 if the application form contains applications for e-Certs of 1-year validity only. HK\$300 if the application form contains applications for e-Certs with longest validity period equal to 2-year validity. HK\$450 if the application form contains applications for e-Certs with longest validity period equal to 3-year validity. HK\$600 if the application form contains applications for e-Certs with longest validity period equal to 4-year validity.			
e-Cert Storage Medium	Each e-Cert (Encipherment) is stored in an e-Cert File USB. Price of each e-Cert file USB is HK\$40.			

According to Hongkong Post CA renewal policy stipulated in the Certification Practice Statement (Section 3.4), Hongkong Post CA will re-authenticate the identity of the subscriber organisation and the identity of the Authorised Representative before the e-Certs can be renewed. In this respect, please follow the steps below for the certificate renewal:

1. Complete this renewal form with the necessary details.
2. Supporting documents to be submitted with the renewal form:

a) Copy of valid Business Registration Certificate. (The validity of the documentation should not expire within one month by the time the application is submitted)

b) Subscriber Terms and Conditions

If the original Authorised Representative is replaced or changed, the new Authorised Representative must sign the Subscriber Terms and Conditions which is contained inside the Application Form for Hongkong Post e-Cert (Organisational / Encipherment / Server) Certificate CPos 798F.

c) Authorisation Letter

If the original Authorised Representative is replaced or changed, the subscriber organisation must submit a new authorisation letter bearing the organisation's "For and on behalf of" chop and authorised signature(s) appointing a person as the new Authorised Representative to sign, on behalf of the organisation, documents relating to the application, use, revocation and renewal of certificates issued by the Hongkong Post Certification Authority. The letter should include the Authorised Representative's name and HKID/Passport number (or completing the sample authorisation letter contained in the Application Form for Hongkong Post e-Cert (Organisational / Encipherment / Server) Certificate CPos 798F). If the subscriber organisation is a HKSAR Government bureau/department, the authorisation letter should be in memo form and signed by the Departmental Secretary or an officer at equivalent rank or above.

d) Copy of valid Certificate of Incorporation or Certificate of Registration (for limited company)

e) Copy of other documents issued by the appropriate Hong Kong registration agency attesting to the existence of your organisation. (for statutory body)

Note: If items (d) to (e) above have been submitted and there are no changes to them in this application, those documents can be excluded from submission.

3. a) Submit the completed renewal form together with the required supporting documents and pay the renewal fee at any post office **in person** by the Authorised Representative. **The Authorised Representative is required to present his/her original HKID Card/Passport** for identity authentication by the staff of Hongkong Post at the time of submitting the renewal form; or
 - b) The Authorised Representative may choose to submit the renewal application by mail to Kowloon East Post Office Box No. 68777, Hongkong Post Certification Authority, if his/her identity has been authenticated in a past application of the Subscriber Organisation at the designated HKPost premises. Apart from the supporting documents as stated in paragraph 2, **the Authorised Representative is also required to submit his/her copy of the HKID card or passport with his/her signature, together with the true copy of the renewal application form and renewal fee (payable only by crossed cheque or credit card).**

The personal data you provided in this form will be used by Hongkong Post and its operator of e-Cert services for provision of e-Cert services to you. Information we collected about you will not be disclosed by us to any other party in a form that would identify you unless it is permitted or authorised by law. It is voluntary for you to supply to us your personal data. Failure to provide related data may affect the processing of your application. Under the Personal Data (Privacy) Ordinance, you have a right to request access to or correction of the data about you being held by us. If you wish to do so, please complete the Data Access Request Form (Pos736) or Personal Data Correction Request Form (Pos736A) and return it to any post office or send it to our Personal Data Privacy Officer by e-mail or by post. The Data Access Request Form and Personal Data Correction Request Form are also available at all post offices.

Central Key Generation Service

Hongkong Post will generate the Authorised Unit's key pair and create the certificate by Central Key Generation ("CKG") method in accordance with the relevant terms and conditions as shown on the Subscriber Terms and Conditions and the Certification Practice Statement. After the generation of certificate, Hongkong Post will send out the certificate file to the Authorised Representative for subsequent delivery to individual Authorised Unit.

Service Pledge

Hongkong Post pledges to process a renewal request in 10 working days after Hongkong Post CA received the renewal form. Upon approval of the renewal request, the PIN Envelope(s) will be sent to the Authorised Representative for subsequent delivery to individual Authorised Unit.

IV. Payment

e-Cert Application Fee

- (a) Subscription fee
- | | | |
|----------------------------------|-----------------|-------------|
| i) 1-year validity application | HK\$150 x _____ | =HK\$ _____ |
| ii) 2-year validity application | HK\$300 x _____ | =HK\$ _____ |
| iii) 3-year validity application | HK\$450 x _____ | =HK\$ _____ |
| vi) 4-year validity application | HK\$600 x _____ | =HK\$ _____ |

(b) Administration fee per application (*Please delete where inappropriate)

Notes:

HK\$150 This application form contains applications for e-Certs of 1-year validity only
 HK\$300 This application form contains applications for e-Certs with longest validity period equal to 2-year validity
 HK\$450 This application form contains applications for e-Certs with longest validity period equal to 3-year validity
 HK\$600 This application form contains applications for e-Certs with longest validity period equal to 4-year validity

***HK\$ 150/300/450/600**

(c) e-Cert File USB HK\$40 Each x _____ = HK\$ _____

Remark:

Each e-Cert (Encipherment) is stored in an e-Cert File USB.

Grand total (a) + (b) + (c)

=HK\$ _____

V. Before you submit the application, please read the table below to confirm you have prepared all the necessary documents.

Documents Required

Please put a "✓" to confirm

- | | |
|--|--------------------------|
| 1. Completed Renewal Form CPos 792E | <input type="checkbox"/> |
| 2. Copy of Valid Business Registration Certificate | <input type="checkbox"/> |
| 3. Completed Subscriber Terms and Conditions CPos798F
(Only applicable to new Authorised Representative) | <input type="checkbox"/> |
| 4. New Authorisation Letter
(Only applicable to new Authorised Representative) | <input type="checkbox"/> |
| 5. Copy of Certificate of Incorporation, Certificate of Registration or other registration document
(Only applicable when there are changes to these documents) | <input type="checkbox"/> |
| 6. Copy of the Authorised Representative's HKID card or passport with his/her signature
(Only applicable to submission by mail) | <input type="checkbox"/> |

VI. For Acceptance Post Office Use

1. Checking of Original and Copies of Supporting Documents Accompanying the Application

(Please put a "✓" in the appropriate box to confirm that the required documents have been received and checked)

Name of Document

Original Checked Copy Received

- | | | |
|--|--------------------------|--------------------------|
| 1. Certificate Renewal Form CPos 792E | <input type="checkbox"/> | N.A. |
| 2. Copy of Valid Business Registration Certificate | N.A. | <input type="checkbox"/> |
| 3. Identity proof — HKID card or passport
• Authorised Representative | <input type="checkbox"/> | N.A. |
| 4. Completed Subscriber Terms and Conditions CPos798F
(Only applicable to new Authorised Representative) | <input type="checkbox"/> | N.A. |
| 5. New Authorisation Letter
(Only applicable to new Authorised Representative) | <input type="checkbox"/> | N.A. |
| 6. Certificate of Incorporation, Certificate of Registration or other registration document
(Only applicable when there are changes to these documents) | N.A. | <input type="checkbox"/> |

2. Payment

(Please put a "✓" in the appropriate box)

The amount of HK\$ _____ has been paid by: Cash EPS

Credit Card VISA/MASTER No. _____ (delete where inappropriate) Expire in _____

Cheque No. _____ Issuing Bank _____
(By crossed cheque make payable to "Postmaster General")

Official Receipt No. (Pos799) _____

3. Declaration by Accepting Officer

I hereby certify that the Authorised Representative has appeared before me for face-to-face authentication of identity and that, to the best of my knowledge and belief, the Authorised Representative is the rightful holder of the copy of the HongKong identity card / passport (delete where inappropriate) produced for the purpose of applying for Hongkong Post e-Cert certificate.

Name of Acceptance Post Office

Name of Accepting Officer (in block letters)

Post Office Datestamp

Signature of Accepting Officer: _____

Date: _____

VII. For CA Use Only Checklist of Application Processing Procedures at CA

Description	Name of the Processing Officer	Title of the Processing Officer	Date	Signature
1. Review the details on the renewal application form				
2. Data Input				
3. Check the identity of the organisation with IRD/CR				
4. Approve the application				

VIII. Subscribers Terms and Conditions

The Hong Kong Post Office (“HKPost”) as represented by the Postmaster General and the Applicant, who is the Organisation as represented by the Authorised Representative, of Hongkong Post e-Cert (“e-Cert(s)”) intending to be legally bound, hereby agree as follows:

1. The Certification Practice Statement (“CPS”) governs the issuance of e-Certs and certification services provided by HKPost. The CPS is publicly accessible at the HKPost website at <http://www.eCert.gov.hk>.
2. By submitting the e-Cert Application Form, the Applicant confirms to have read and understood these Terms and Conditions and have full notice of the obligations and liabilities of the Subscribers and Relying Parties as set out in the CPS.
3. These Terms and Conditions, together with the CPS, constitute the entire Subscriber Agreement referred to in the CPS between HKPost and the Applicant, and supersede all prior or contemporaneous agreements or understanding between HKPost and the Applicant regarding the issuance of e-Certs.
4. A Subscriber is an Applicant whose Authorised Representative has signed the Subscriber Terms and Conditions and to whom the e-Cert has been issued in accordance with the eligibility criteria set out in the CPS.
5. By submission of the e-Cert Application Form and its receipt by HKPost, the Applicant:
 - a) agrees to pay HKPost the appropriate fee in respect of the issuance of the e-Cert unless such fee has been waived by HKPost in writing;
 - b) agrees to be bound by (i) these Terms and Conditions; and (ii) the provisions of the CPS;
 - c) agrees that the use of the Private Key(s) and the e-Cert(s) is at the sole risk of the Subscriber;
 - d) agrees that HKPost does not give any implied or express warranties in relation to the Private Key(s) and e-Cert(s) issued by HKPost;
 - e) acknowledges that if it does not discharge its responsibilities as set out in these Terms and Conditions and the CPS properly or at all, it may become liable to pay HKPost and/or other persons (including Relying Parties) damages in respect of liabilities or loss and damage they may incur or suffer in consequence;
 - f) undertakes to protect the confidentiality and the integrity of its Private Key(s) by using reasonable precautions to prevent its loss, disclosure, or unauthorised use;
 - g) undertakes to report any loss or compromise of its Private Key(s) immediately upon discovery of the loss or compromise and/or of any circumstance in which the e-Cert(s) should be revoked;
 - h) authorises the publication of the e-Cert(s) to any other person or in the HKPost repository and accepts the e-Cert(s) to be issued;
 - i) agrees that the Postmaster General may limit his/her liability and/or that of HKPost for negligence and/or breach of contract as set out in the CPS, these Terms and Conditions, and/or the Private Key(s) and/or the e-Cert(s) issued by HKPost; and
 - j) agrees that the Postmaster General may further appoint either agents or sub-contractors to perform his/her obligations under the CPS and/or these Terms and Conditions.
6. The Applicant, and as the Subscriber upon acceptance of the e-Cert issued to it, warrants (promises) to HKPost and represents to all other relevant parties (and in particular Relying Parties) that during the operational period of the e-Cert the following facts are and will remain true:
 - a) no other person has had access to the Private Key of the e-Cert, except for the Authorised User / Authorised Unit named in that e-Cert;
7. all information and representations made by it that are included in the e-Cert are true; and the Private Key and e-Cert are used exclusively for authorised and legal purposes, and in a manner that will not infringe any third party rights.
8. In accordance with the CPS, HKPost is responsible for the use of a trustworthy system to:
 - a) issue and publish e-Cert(s) in a timely manner;
 - b) notify an Applicant of the rejection of its application;
 - c) notify an Applicant of the approval of its application and how its e-Cert can be retrieved;
 - d) revoke an e-Cert and publish Certificate Revocation Lists in a timely manner; and
 - e) notify a Subscriber of the revocation of its e-Cert.
9. The Subscriber undertakes to pay HKPost a Subscription Fee for each subscription period as specified in the CPS. The Subscription Fee shall be paid before the commencement of each subscription period unless being waived by HKPost in writing. HKPost reserves its absolute right to review and determine the Subscription Fee from time to time and will publish the Subscription Fee via the HKPost website at <http://www.eCert.gov.hk> for the information of the Subscribers and the public.
10. If any terms, or any part of any terms, of these Terms and Conditions are found by any court to be illegal, void or unenforceable, they shall be severed and deleted, but this shall not affect the validity and enforceability of the remaining terms, or remaining part of any terms, of these Terms and Conditions.
11. These Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People’s Republic of China (“HKSAR”). The parties agree to submit to the exclusive jurisdiction of the Courts of HKSAR.
12. The submission of the e-Cert Application Form and its receipt by HKPost do not guarantee approval of the application. If the application is rejected, the Applicant will be notified of the rejection. If the application is approved, the Applicant shall be bound by these Terms and Conditions as well as the provisions of the CPS.