Hongkong Post e-Cert 香港郵政電子核證

CERTIZEN The operator of Hongkong Post e-Cert services 香港郵政電子核證服務之營運商

附加功能 EXTRA FEATURE

獲得 Adobe® 信任，適用於 PDF 文件簽署
Trusted by Adobe® for signing PDF documents

香港郵政電子證書（機構）“互認版”新申請/續期表格（電子證書Token (SafeNet)）

New Application/ Renewal Form for Hongkong Post e-Cert (Organisational) with “Mutual Recognition” Status Certificate (e-Cert Token (SafeNet))

注意事項:

(1) 在填寫前，請參閱附於本表格的「登記人條款及條件」（**附件1**）及電子證書「核證作業準則」。「核證作業準則」可於香港郵政網頁下載 (www.eCert.gov.hk)。

(2) 電子證書只載有英文資料。除中文資料外，請以英文正楷填寫本表格。

(3) 在申請表內指明的機構將成為香港郵政電子證書（機構）“互認版”之「登記人」。獲授權代表及授權用戶均不會成為「登記人」。

(4) 在遞交本申請表前，請參閱「文件檢查表」（**附件2**），確定已備妥所需文件及所需費用。

(5) 請在方格內加上“✔”號及填妥本表格各部份。

請選擇：申請類別

申請類別（請在方格內加上“✔”）	須填寫本申請表的部份
☐ 只適合新申請	A, B, C 及 D
☐ 新申請及續期申請	A, B, C, D 及 E
☐ 只適合續期申請（獲授權代表的身分保持不變）	A, B 及 E
☐ 只適合續期申請（獲授權代表的身分有變更）	A, B, C 及 E
☐ 只更改獲授權代表	A, B 及 C

(6) 在本申請表內指明的獲授權代表須**親身**前往任何一間郵政局，提交申請表、有關的文件及登記費用；並同時進行當面確認身分的手續。

(7) 如獲授權代表曾於過去提交的申請中已親身到指定的香港郵政處所核實身份，獲授權代表可選擇以郵寄方式遞交續期申請。除「文件檢查表」（附件2）要求的文件外，**獲授權代表需於他/她本人的香港身份證或護照副本上簽署，並連同續期表格及費用（劃綫支票或信用卡）一併遞交。**郵寄地址為東九龍郵政局信箱68777號香港郵政核證機關。

(8) 在所發出證書的有效期內，若需變更獲授權代表的身分或資料，新的獲授權代表須**親身**前往任何一間郵政局重新提交本申請表一份；並同時進行當面確認身分的手續。

(9) 電子證書（機構）“互認版”只會發出予十八歲或以上人士。

(10) 電子證書（機構）“互認版”的電子證書檔案只會儲存於電子證書Token (SafeNet)（電子證書Token (SafeNet) 每件為港幣290元）。[請參閱香港郵政網頁: https://www.ecert.gov.hk/product/ecert/type/org/omr_c.html]

Note:

(1) Before completing this form, please read the “Subscriber Terms and Conditions” (**Annex 1**) attached to this form and the “Certification Practice Statement” which can be downloaded from Hongkong Post’s website www.eCert.gov.hk.

(2) An e-Cert contains information in English language only. Please complete this application form in English block letters, except where information in Chinese is requested.

(3) The Organisation specified in the application form will be the Subscriber of a Hongkong Post e-Cert (Organisational) with “Mutual Recognition” Status. Neither the Authorised Representative nor the Authorised User will become the Subscriber.

(4) Before submitting this application, please make reference to the “document checklist” (**Annex 2**) to confirm that all the necessary documents and fees payable are prepared.

(5) Please put a “✔” in the boxes below and complete the sections of this application form as indicated.

Please select your application type:

Action to be applied for (Put a “✔” in the box)	Sections of this application to be completed
☐ Only New Application	A, B, C & D
☐ New and Renewal Application	A, B, C, D & E
☐ Only Renewal Application (Authorised Representative remains unchanged)	A, B & E
☐ Only Renewal Application (Authorised Representative is changed)	A, B, C & E
☐ Only change for Authorised Representative	A, B & C

(6) The Authorised Representative is required to submit the application with relevant documents and subscription fees **IN PERSON** at any post office where a face-to-face authentication of the Authorised Representative’s identity will be conducted.

(7) 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 “Document Checklist” (Annex 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.)**

(8) If the identity or details of the Authorised Representative are changed within the validity period of the e-Cert issued, the newly appointed Authorised Representative should submit this application form **IN PERSON** to any post office for identity authentication.

(9) e-Cert (Organisational) with “Mutual Recognition” Status will only be issued to persons aged 18 or above.

(10) The Hongkong Post e-Cert (Organisational) with “Mutual Recognition” Status Certificate will be stored in e-Cert Token (SafeNet) only (The price of the e-Cert Token (SafeNet) is HK$290 each). [Please see Hongkong Post’s web site: https://www.ecert.gov.hk/product/ecert/type/org/omr.html]

查詢熱線 Enquiry Hotline: 2921 6633　　網址 Website: www.eCert.gov.hk

你在此申請表格所填報的個人資料，香港郵政及其電子核證服務之營運商會用作為你提供電子證書服務的事宜。除非所作用途為法例容許又或屬法例規定，否則我們不會用足以辨識你身分的方式，向他人披露你的資料。你向我們提供你的個人資料，全屬自願性質。如未能提供有關資料，可能會影響處理你的電子證書申請。根據《個人資料（私隱）條例》，你有權查閱或更改香港郵政保存有關你的個人資料。如需查閱或更改資料，請填妥《查閱資料要求表格》（Pos736）或《改正個人資料要求表格》（Pos736A），然後交回任何一間郵政局或寄交香港郵政個人資料私隱主任。《查閱資料要求表格》和《改正個人資料要求表格》亦可於各郵政局索取。

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.

A.申請電子證書機構資料 Particulars of the Organisation Applying for e-Cert

1. 機構名稱 Organisation Name

機構英文名稱
Organisation Name in English：_____

機構中文名稱
Organisation Name in Chinese：_____

分部*英文名稱(如適用 if applicable)
Branch* Name in English：_____

分部*中文名稱(如適用 if applicable)
Branch* Name in Chinese：_____

*政府部門申請人可在此欄填上部門組別名稱 Government Department applicants may specify the name of the section here

2. 機構註冊資料 Organisation Registration Details

商業登記證編號
Business Registration Certificate No.：☐☐☐☐☐☐☐☐ - ☐☐☐ - ☐☐ - ☐☐ - ☐

公司註冊證編號
Certificate of Incorporation No.：_____

公司登記證編號
Certificate of Registration No.：_____

其他註冊證明文件
Other Registration Document：_____

3. 機構地址 Organisation Address

_____

☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

4. 本地郵遞地址 Local Postal Address

(若本地郵遞地址與機構地址不同，請填寫本欄。請勿提供香港以外的郵遞地址。Please complete this section if the local postal address is different from the organisation address. Please do not provide a postal address outside Hong Kong.)

_____

☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

5. 獲授權代表資料 Particulars of Authorised Representative

(獲授權代表請於B部簽署及備妥第C部的授權書Authorised Representative please sign in Section B and complete the Authorisation Letter in Section C)

☐ 先生 Mr. ☐ 女士 Ms.

英文姓名 Name in English (姓 Surname) _____ (名 Given Name) _____

中文姓名 Name in Chinese (姓 Surname) _____ (名 Given Name) _____

香港身份證 / 護照號碼 HKID / Passport No. _____ ( )

職銜 Title _____ 辦公室電話 Office Tel. _____ 傳真 Fax _____

流動電話 Mobile Phone _____ 電郵 Email _____

6. 機構聯絡人資料 Particulars of Organisation Contact Person

除上述獲授權代表外，貴機構可在本欄提供聯絡人資料，以方便日後就電子證書的申請事宜作出查詢。
Apart from the Authorised Representative, you may provide particulars of a contact person of your organisation with whom aspects of this e-Cert application will be communicated.

姓名 Name _____ ☐ 先生 Mr. ☐女士 Ms.

職銜 Title _____ 聯絡電話 Contact Tel. _____

電郵 Email _____

B.機構聲明 Declaration by the Organisation

本機構為本申請表內指明的機構，現特此聲明：

(1) 本機構在此申請表上提供的資料全屬真確。如資料虛假失實，本機構同意承擔因之而引致的索償、損失或其他制裁。另外，香港郵政保留權利，在有理由相信電子證書所載資料虛假失實的情況下，無需預先通知而暫時吊銷或撤銷該電子證書，亦無需退還登記費及行政費。
(2) 本機構確認所選的電子證書Token（SafeNet）適用於本機構將會使用的電子服務。
(3) 本機構同意遵守《登記人條款及條件》以及《核證作業準則》（已於香港郵政網頁www.eCert.gov.hk 公布）所載的各項規條。
(4) 本機構同意香港郵政為處理這宗申請再向本機構查詢。
(5) 如申請獲接納，本機構明確同意並願意由香港郵政代本機構製作授權用戶的密碼匙，及將授權用戶的個人資料（包括姓名及電郵地址）列載於電子證書上；並將電子證書於香港郵政公開儲存庫公布。
(6) 本機構證實以往申請電子證書時遞交的文件如公司註冊證、公司登記證或機構登記 / 成立證明文件等，截至遞交本申請時並無更改。如上述文件有所更改，新版本當會隨本申請一併遞交。【此段不適用於提交新申請的機構】
(7) 本機構知悉電子證書一經發出，其內容在電子證書有效期內無法更改。
(8) 本機構知悉電子證書一經發出，電子證書Token（SafeNet）在電子證書有效期內無法替換。

We, the Organisation specified in this application form, hereby declare that:

(1) The information provided in this application is true and accurate in all respects and we understand that we may be liable for claims, damages or other sanctions if the information so given is false or incorrect. In addition, we accept that if Hongkong Post has reason to believe that the information contained in the certificate is false or incorrect, Hongkong Post reserves the right to suspend or revoke the certificate without prior notice and without refunding the subscription fee and administration fee.
(2) We acknowledge that the e-Cert Token (SafeNet) we have selected is acceptable for use with the electronic services we intend to access.
(3) We agree to be bound by the Subscriber Terms and Conditions as well as the provisions of the Certification Practice Statement published on Hongkong Post's website at http://www.eCert.gov.hk.
(4) We consent to Hongkong Post making further enquiry of us necessary for the processing of this application.
(5) We expressly agree and consent to Hongkong Post's generation of the Authorised Users' key pairs and e-Certs on our behalf and inclusion of the personal data of the Authorised Users (including their respective names and e-mail addresses) in the e-Certs if our application is successful, and the publication of the e-Certs in the Hongkong Post public repository.
(6) We confirm that there are no changes to the Certificate of Incorporation, Certificate of Registration or document attesting to our existence since the date of our original submission of these documents. If there are changes to these documents, an up-to-date version will be submitted with this application (this paragraph is not applicable to Organisation submitting a new application).
(7) We acknowledge that once the e-Cert is issued, none of the contents of the e-Cert can be changed throughout the validity period of the e-Cert.
(8) We acknowledge that once the e-Cert is issued, the e-Cert Token (SafeNet) cannot be replaced throughout the validity period of the e-Cert.

機構名稱：
Name of Organisation：_____

機構圖章 Organisation Chop
(如適用 if applicable)

獲授權代表簽署： (見A5部份)
Signature of Authorised Representative：_____ (See Section A5)
(以機構名義簽署) (for and on behalf of Organisation)

申請日期：
Date of Application：(日 dd) _____ (月 mm) _____ (年 yyyy) _____

C. 授權書 Authorisation Letter

適用於新申請及續期申請（獲授權代表的身分有變更）
For New and Renewal Application (Authorised Representative is changed)

授權書一般須由申請電子證書機構的董事或等同或以上職級人士簽署（此適用於商業機構/法定團體）。**申請電子證書的政府政策局/部門須提交由部門秘書或同級或上級職員簽署，並蓋有部門印章（如適用）的授權便箋作為授權書。**

The authorisation letter is usually issued by a director or a person with equivalent rank or above of the organisation applying for e-Cert. **HKSAR government bureau / department applying for e-Cert should submit the authorisation letter in the form of memo, impressed with the department chop (if applicable) and signed by the Departmental Secretary or an officer at equivalent rank or above.**

商業機構/法定團體授權書
Authorisation Letter by Commercial Organisations / Statutory Bodies

致：香港郵政核證機關 To: Hongkong Post Certification Authority

申請香港郵政電子證書（機構）"互認版"授權書
Authorisation Letter for Application of Hongkong Post e-Cert (Organisational) Certificate with "Mutual Recognition" Status

本人授權以下職員為獲授權代表，代表本機構簽署與申請、使用、撤銷及續發由香港郵政核證機關發出之電子證書的有關文件：
I would like to appoint the officer below as the Authorised Representative (AR) to sign, on behalf of the organisation, documents relating to the application, use, revocation and renewal of e-Cert issued by the Hongkong Post Certification Authority:

獲授權代表姓名 （與 A5 部份相同） Name of Authorised Representative （Same as Section A5）	香港身份證/ 護照號碼* HKID / Passport No.*	職位 Title	獲授權代表簽署 （與 B 部份相同） Signature of Authorised Representative (Same as Section B)

機構名稱 Name of Organisation:
_____

簽署人姓名 Name of Signatory:
_____

職銜 Title:
_____

日期 Date: (日 dd) ___ (月 mm) ___ (年 yyyy) _____
(*請刪去不適用者 Please delete whichever is inapplicable)

授權簽署 (由董事或等同職級人士簽署)
Authorised Signature (signed by a director or a person with equivalent rank)

_____
機構的 "for and on behalf of" 印鑒（如適用）
Stamped with "for and on behalf of" Company Chop (if applicable)

D. 電子證書（機構）“互認版”授權用戶資料
Particulars of Authorised Users of e-Cert (Organisational) with “Mutual Recognition” Status

注意事項：

(1) 請在本部份填寫電子證書（機構）“互認版”授權用戶的資料。如本部份空位不足填寫，可將本部份影印。本部份填妥及簽署後，請連同本申請表一起遞交。

(2) 香港郵政會根據登記人條款及條件及核證作業準則的有關條款代製密碼匙及電子證書。密碼匙及電子證書只會存於電子證書 Token (SafeNet)，並以郵遞形式送交獲授權代表。

(3) 你可選擇不在電子證書內載入任何電郵地址。

(4) 電子證書（機構）“互認版”的有效期為一年。

Note:

(1) Please provide the particulars of the Authorised Users of e-Cert (Organisational) with “Mutual Recognition” Status in this section. If space is insufficient, please copy this section. This section should be completed and submitted together with this application form.

(2) Hongkong Post will generate the key pair and e-Cert, on behalf of the Organisation, in accordance with the Subscriber Terms and Conditions and provisions of the Certification Practice Statement. The key pair and e-Cert will be stored in an e-Cert Token (SafeNet) which will be delivered to the Authorised Representative by post.

(3) You may choose not to include any email address in your e-Cert.

(4) The Validity period of e-Cert (Organisational) with “Mutual Recognition” Status is one year.

授權用戶資料 Particulars of Authorised Users

稱謂 Title	姓名 Surname and Given Name(s)	香港身份證 / 護照號碼 HKID card / Passport no.	聯絡電話 Contact Telephone No.	電郵地址 e-mail Address
☐ 先生 Mr. ☐ 女士 Ms.				
☐ 先生 Mr. ☐ 女士 Ms.				
☐ 先生 Mr. ☐ 女士 Ms.				
☐ 先生 Mr. ☐ 女士 Ms.				
☐ 先生 Mr. ☐ 女士 Ms.				

機構名稱：
Name of Organisation：_____

機構圖章 Organisation Chop
(如適用 if applicable)

獲授權代表簽署： (見A5部份)
Signature of Authorised Representative：_____ (See Section A5)
(以機構名義簽署) (for and on behalf of Organisation)

申請日期：
Date of Application：(日 dd) _____ (月 mm) _____ (年 yyyy) _____

E. 電子證書（機構）“互認版”需續期證書資料
Details of e-Cert (Organisational) with “Mutual Recognition” Status to be Renewed

注意：

1 自申請人簽署最初的《登記人條款及條件》起，有關的《核證作業準則》可能已更新。故申請人在遞交證書續期表格前應細閱續期當日有效的《核證作業準則》。續期以後，只要《登記人條款及條件》原有之條款及條件與續期當日有效的《核證作業準則》條款並無抵觸，則原訂的條文仍適用於新續期之證書。如兩者有所抵觸，則以續期當日之《核證作業準則》內的條款為準。獲授權代表會預先收到香港郵政核證機關以電子郵件形式發出的證書續期通知書。請根據證書續期通知書上列出的需續期證書的資料填寫下列表格。香港郵政核證機關會根據下列表格所提供的資料以核實各證書的續期要求。

2 香港郵政會根據《登記人條款及條件》及《核證作業準則》內有關條款代授權用戶製作密碼匙及製作證書。證書檔案製作完成後，香港郵政會將電子證書Token (SafeNet) 郵寄回機構獲授權代表，以便派發給個別授權用戶。

3 你可選擇不在電子證書內載入任何電郵地址。

4 **電子證書（機構）“互認版”的有效期為一年。**

Note:

1 Applicants for renewal should read the current version of the Certification Practice Statement (CPS) before submitting the Certificate Renewal Form as it may have changed since the date the Applicant signed the initial Subscriber Terms and Conditions. This is important because the renewed certificate will be issued on the terms of the original Subscriber Terms and Conditions except insofar as those terms are incompatible with the terms of the CPS current at the date of renewal. In the case of incompatibility, the terms of the CPS current at the date of renewal will prevail. The Authorised Representative will receive the Certificate Renewal Notice issued by the Hongkong Post Certification Authority in the form of e-mail. Please fill in the following according to the details of the certificates to be renewed as given in the Certificate Renewal Notice. Hongkong Post Certification Authority will verify the renewal request of each of the certificates according to the information given below.

2 Hongkong Post will generate the Authorised User’s key pair and create the certificate 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 e-Cert Token (SafeNet) to the Authorised Representative for subsequent delivery to individual Authorised User.

3 You may choose not to include any email address in your e-Cert.

4 **The Validity period of e-Cert (Organisational) with “Mutual Recognition” Status is one year.**

授權用戶資料 Particulars of Authorised Users

需續期證書資料 Details of Certificate to be Renewed				其他續期資料 Other Renewal Details	
稱謂 Title	姓名# Surname and Given Name(s) #	電郵地址# e-mail Address #	登記人參考編號# Subscriber Reference Number#	新的電郵地址（如適用）@ New e-mail Address (if applicable) @	新的聯絡電話（如適用） New Contact Telephone No. (if applicable)
☐ 先生 Mr. ☐ 女士 Ms.					
☐ 先生 Mr. ☐ 女士 Ms.					
☐ 先生 Mr. ☐ 女士 Ms.					

(如欄位不足，請覆印此頁並在填妥及簽署後連同本表格一起遞交。If the above space is insufficient, please copy this page. It should be completed and submitted together with this form.)

載於原有證書內的資料會載入新的續期證書內。Same details of the existing certificate will be included in the renewed certificate.

@ 如授權用戶需要在新的續期證書更新或載入新的電郵地址，請在空格填上新的電郵地址。If the Authorised User wishes to update or include a new e-mail address in the renewed certificate, please write down the new e-mail address in the appropriate space.

機構名稱：
Name of Organisation：_____

機構圖章 Organisation Chop (如適用 if applicable)

獲授權代表簽署： (見A5部份)
Signature of Authorised Representative：_____ (See Section A5)
(以機構名義簽署) (for and on behalf of Organisation)

申請日期：
Date of Application：(日dd) _____ (月mm) _____ (年yyyy) _____

附件1 — 《登記人條款及條件》

由香港郵政署長代表的香港郵政署(“香港郵政”)與香港郵政電子證書(“電子證書”)的申請人（由獲授權代表代表的機構）擬達成以下協議：

1. 《核證作業準則》(“《準則》”)規管香港郵政簽發電子證書及提供核證服務事宜。《準則》載於香港郵政網頁（網址：http://www.eCert.gov.hk），供公眾人士查閱。除非本文另有定義，否則本文中出現的所有術語和表述應具有《準則》賦予它們的含義。
2. 申請人遞交電子證書申請表格，即確認已閱讀並明白本條款及條件，且完全知悉《準則》所列的登記人及倚據人士的義務及法律責任。
3. 香港郵政已指定電子證書（機構）“互認版”參與《粵港兩地電子簽名證書互認辦法》下的證書互認計劃。有關具互認資格的特定證書類別及這些證書類別的互認識別方法，請參閱廣東省經濟和信息化委員會發布的官方信任列表，以確定證書類別是否具互認資格及其有效期。數字政策辦公室亦會在其信任列表備存有關資料的副本，以供參考。
4. 就香港郵政處理申請人的申請而言，申請人同意本條款及條件連同《準則》構成《準則》所提述香港郵政與申請人訂立的整份《登記人協議》，並取代香港郵政與申請人所有先前或現時有效並關乎發出電子證書的協議或諒解協定。
5. “登記人”指獲授權代表已簽署《登記人條款及條件》（透過簽署並提交電子證書申請的方式）並接受根據《準則》所列資格標準為合資格獲發電子證書的申請人。
6. 申請人遞交並簽署電子證書申請表格，即：
   a) 同意就電子證書的簽發向香港郵政繳付適當費用，除非有關費用獲香港郵政以書面豁免；
   b) 同意受(i)本條款及條件及(ii)《準則》條文的約束；
   c) 同意有關使用私人密碼匙及電子證書的風險全由登記人承擔；
   d) 同意香港郵政從未就香港郵政簽發的私人密碼匙及電子證書作出任何隱含或明示的保證；
   e) 承諾如未有妥善履行或不曾履行本條款及條件以及《準則》內列明的責任，則或須就香港郵政及 / 或其他人(包括倚據人士)因此而招致或蒙受的法律責任或損失及損害，向其支付損害賠償；
   f) 承諾採取合理預防措施，保護其私人密碼匙的機密性（即予以保密）及完整性，以免丟失、外泄或遭人擅自使用；
   g) 承諾一旦發現私人密碼匙有任何丟失或外泄，以及 / 或出現電子證書應予撤銷的情況時，立即作出通報；
   h) 批准將電子證書向任何其他人公布或在香港郵政儲存庫內公布，並接受將予發出的電子證書；
   i) 同意香港郵政署長可局限他 / 她及 / 或香港郵政因疏忽及 / 或違反《準則》、本條款及條件、及 / 或香港郵政所簽發私人密碼匙及 / 或電子證書內列明的合約而引致的法律責任；以及
   j) 同意香港郵政署長可以指定其他代理人或分包商履行其在《準則》及 / 或本條款及條件下的義務。
7. 申請人（並於接受向其簽發的電子證書時成為登記人），向香港郵政保證（承諾）並向所有其他有關各方（尤其是倚據人士）表述，下開事實在電子證書有效期間俱屬真確並將保持真確：
   a) 除電子證書（機構）“互認版”內指明的授權用戶以外，任何其他人均不能取用其私人密碼匙；
   b) 電子證書內由其提供的一切資料及作出的申述均為屬實；
   c) 私人密碼匙及電子證書只用作經授權及合法的用途，而使用方式不會侵犯任何第三者權益；以及
   d) 申請人在使用電子證書進行電子簽名時，應確保該證書沒有過期或被撤銷。
8. 根據《準則》，香港郵政有責任使用可靠的系統以：
   a) 及時發出及公布電子證書；
   b) 通知申請人其申請被拒；
   c) 通知申請人其申請獲批及如何提取其電子證書；
   d) 撤銷電子證書並及時公布“電子證書撤銷清單”；以及
   e) 通知登記人其電子證書被撤銷。
9. 登記人承諾向香港郵政支付《準則》所指明的每個登記使用期的登記費用。登記費用須於每個登記使用期開始前支付，除非獲香港郵政以書面豁免。香港郵政保留絕對權利不時檢討及釐定登記費用，並於香港郵政網頁（網址：http://www.eCert.gov.hk）公布，讓登記人及公眾人士有所知悉。
10. 若本條款及條件的任何條文或任何條文的任何部分被法庭裁定為非法、無效或不可執行，則其將被分割及刪除，但此並不影響本條款及條件的其餘條文或任何條文的其餘部分的有效性及可執行性。
11. 本條款及條件受中華人民共和國香港特別行政區（“香港特區”）法律管限，並按香港特區法律詮釋。
12. 任何一方（不論是香港郵政、登記人、倚據人士、承辦商或核證登記機關（各稱為一方）） 如因本核證作業準則而產生或與之相關的任何爭議或分歧，須首先按照當時有效的《香港特別行政區政府調解規則》進行調解。
13. 如上述爭議或分歧未能透過調解解決，任何一方均可就該爭議或分歧提出訴訟。各方同意，香港法院對該爭議或分歧享有專有司法管轄權。
14. 香港郵政收到申請人遞交的電子證書申請表格，並不保證申請會被批准。如申請被拒，申請人將接獲通知。如申請獲批，申請人須受本條款及條件以及《準則》條文的約束。

Annex 1 – Subscriber 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)”) 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. All terms and expressions appearing herein unless otherwise defined herein shall have the meanings given them in the CPS.
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. HKPost has designated the e-Cert (Organisational) with Mutual Recognition Status to participate in the mutual recognition scheme under the Mutual Recognition Arrangement. For the specific certificate types with mutual recognition status and the verification method of these certificate types, please refer to the official trust list published by the Economic and Information Commission of Guangdong Province to confirm whether the certificate types have valid mutual recognition status and their validity period. A copy of the entries is also maintained in the trust list of the DPO for reference.
4. In consideration of HKPost processing the Applicant’s application, it is agreed by the Applicant that 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.
5. A Subscriber is an Applicant whose Authorised Representative has signed the Terms and Conditions for e-Cert (by signing and submitting the application for e-Cert) and to whom the e-Cert has been issued in accordance with the eligibility criteria set out in the CPS.
6. By submission and signing of the e-Cert application form, 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 inconsequence;
   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.

7. 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 his/her Private Key for e-Cert, except for the Authorised User in e-Cert (Organisational) with Mutual Recognition Status;
   b) all information and representations made by it that are included in the e-Cert are true;
   c) 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; and
   d) the Applicant shall ensure that the certificates are valid and unrevoked before electronic signatures are generated.
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").
12. A party whether HKPost or a Subscriber or a Relying Party or the Contractor or RA (each a Party) shall first refer any dispute or difference arising out of or in connection with the CPS or these Terms and Conditions to mediation in accordance with The Government of the Hong Kong Special Administrative Region Mediation Rules prevailing at the time.
13. If the said dispute or difference is not settled by mediation according to above, a Party may institute litigation in respect of the said dispute or difference. The Parties agree that the courts of Hong Kong shall have exclusive jurisdiction in respect of the said dispute or difference.
14. 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.

附件2 —文件檢查表 Annex 2 – Document Checklist

申請電子證書所需文件 Document required for the e-Cert application	新申請 New Application	續期申請 Renewal Application
已填妥申請表的各部份 Completed all relevant sections of this application form	🗋 ☐	🗋 ☐
每一授權用戶之香港身份證或護照副本 Copy of each Authorised User's HKID card or passport	🗐 ☐	N.A.
由獲授權代表簽署並屬於他/她本人的香港身份證或護照副本 Copy of the Authorised Representative's HKID card or passport with his/her signature	N.A.	🗐 ☐ 郵寄表格 For submission by mail
如申請人為香港註冊的公司 If the Applicant is a company registered in Hong Kong :		
由稅務局發出之商業登記證副本 Copy of Business Registration Certificate issued by the Inland Revenue Department	🗐 ☐	🗐 ☐
由公司註冊處發出之公司註冊證 / 公司登記證副本（適用於有限公司） Copy of Certificate of Incorporation / Certificate of Registration issued by the Companies Registry (applicable to limited companies)	🗐 ☐	如文件有所更改時方需遞交 🗐 ☐ Only applicable when there are changes to these documents
已蓋章（如適用）填妥及簽署的授權書 (見第 C 部) A stamped (if applicable), completed and signed Authorisation Letter (Section C)	🗋 ☐	🗋 ☐ 新獲授權代表 For New Authorised Representative
如申請人為香港的法定團體 If the Applicant is a statutory body in Hong Kong :		
法定團體成立時所依據的法例副本 Copy of the ordinance(s) under which the statutory body was established	🗐 ☐	如文件有所更改時方需遞交 🗐 ☐ Only applicable when there are changes to these documents
已蓋章（如適用）、填妥及簽署的授權書 (見第 C 部) A stamped (if applicable), completed and signed Authorisation Letter (Section C)	🗋 ☐	🗋 ☐ 新獲授權代表 For New Authorised Representative
如申請人為香港特別行政區政府政策局或部門 If the Applicant is a bureau or department of the HK SAR Government:		
由部門秘書或同級或上級職員簽署，並具部門印章（如適用） A memo signed by the Departmental Secretary (or staff at equivalent rank or above), and endorsed with department chop (if applicable) designating the Authorised Representative	🗋 ☐	🗋 ☐ 新獲授權代表 For New Authorised Representative

圖示 Legend: 🗋 = 正本 Original 🗐 = 副本 Copy N.A. = 不適用 Not applicable

注意 Note:

請在欄內方格加上「✔」號以示已附上該文件。Please put a "✔" in the box under each column to indicate that the document has been enclosed.

所需費用 Payment

申請電子證書及續期費用 e-Cert Application / Renewal Fee						
		申請發出證書數量 No. of e-Certs applied for		每份電子證書登記費 Subscription fee per e-Cert		小計 Sub-total HK$
於 D / E 部份申請的電子證書（機構）"互認版" e-Cert (Organisational) with "Mutual Recognition" Status applied for in Section D/E	☑ 一年有效期 1-Year Validity		x	HK$150	=	
電子證書儲存媒體費用 Price of e-Cert Storage Medium						
電子證書儲存媒體 e-Cert Storage Medium		儲存媒體數量 No. of storage medium required		儲存媒體費用 Price of each storage medium		小計 Sub-total HK$
電子證書Token (SafeNet) e-Cert Token (SafeNet)			x	HK$290	=	
申請電子證書的行政費 Administration fee of application for e-Cert						
☑ HK$150 (這申請表內只申請一年有效期的電子證書) (This application form contains applications for e-Certs of 1-year validity only)					=	**150**
				總計 Total	=	

付款方式 **Payment Methods**（請在適當方格加上 "✔" 號 Please put a "✔" in the appropriate box）

☐ 現金 Cash

☐ 易辦事 EPS

☐ 信用咭 Credit Card (*VISA /*MASTER) 號碼No. _____

有效期至 Expire in (月mm) _____ (年yyyy) _____ (*刪去不適用者 *delete where inappropriate)

☐ 支票 Cheque 號碼 No. _____ 簽發銀行 Issuing Bank _____

(劃線支票抬頭"香港郵政署長" By crossed cheque make payable to "Postmaster General")

香港郵政專用 For Use by Hongkong Post Only

☐	本人證明獲授權代表在本人面前確認其身分。本人確信，獲授權代表為申請香港郵政電子證書而出示其香港身份證 / 護照 # ，而獲授權代表為該香港身份證或護照的合法持有人。 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 Hong Kong identity card / passport # produced for the purpose of applying for Hongkong Post e-Cert certificate. (# 請刪去不適用者 Please delete where appropriate)
☐	獲授權代表已確定申請電子證書 Token (SafeNet) Apply e-Cert Token (SafeNet) is confirmed by the Authorised Representative
☐	核實與本申請有關的證明文件正本或副本。（見附件 2） Checked the original and copies of supporting documents. (See Annex 2)
☐	繳付費用正式收據的收據號碼： Receipt No. of the official receipt for the fee paid:

接受申請職員姓名（正楷）及簽署 Accepting Officer's Name (in block letters) & Signature	郵政局名稱及郵戳 Name of Post Office & Datestamp
日期 Date: (日dd) _____ (月mm) _____ (年yyyy) _____	