

e-Cert (Organisational) Issuance Procedures



Steps to be taken by the Applicant

The Authorised Representative submits the application with relevant documents and subscription fees **IN PERSON** at any post office. The Authorised Representative is required to present his/her HKID card to the Hongkong Post staff for identity authentication. The e-Cert PIN envelopes will be passed to the Authorised Representative in person by hand at the juncture of submission of the application at a designated HKPost premises, or delivered to the Authorised Representative in a secure manner such as by registered mail upon satisfactory completion of the identity verification process.

The Authorised Representative distributes the PIN envelopes and the e-Cert storage medium to individual Authorised Users. Authorised Users may access and use the e-Cert on the e-Cert storage medium with the PIN inside the PIN envelope.

Steps to be taken by Hongkong Post

The application form and relevant documents will be forwarded to Hongkong Post CA Centre for processing and verification of applicant's details.

Hongkong Post notifies the Authorised Representative by e-mail of the approval of the application.

Hongkong Post generates the key pairs on behalf of the Applicant, generates the e-Certs and stores each of the key pairs and e-Certs on the e-Cert storage medium selected by the Authorised Representative in the application form.

Hongkong Post delivers the requested e-Cert storage medium to the Authorised Representative by Recorded Delivery.

Hongkong Post publishes the accepted e-Certs in the public repository as required under the Electronic Transactions Ordinance.