Hongkong Post e-Cert
香港郵政電子核證

香港郵政電子證書
(機構/保密/伺服器)申請表格

Application Form for Hongkong Post e-Cert
(Organisational / Encipherment / Server) Certificate

數碼簽署
Digital Signature

信息加密
Message Encryption

電子身份證
Electronic ID

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

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Application Form for Hongkong Post e-Cert (Organisational) / (Encipherment) / (Server)

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) 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) / (保密) / (伺服器) 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) 請在所申請的電子證書類別的方格內加上"✔"號及填妥本表格各部份。

所申請電子證書類別 (請在方格內加上"✔")	須填寫本申請表的部份
☐ 電子證書 (機構)	A, B, C 及 D
☐ 電子證書 (保密)	A, B, C 及 E
☐ 電子證書 (伺服器)	A, B, C 及 F1-S /F1-S(WC) /F1-S(MD)
☐ 延伸認證電子證書 (伺服器)	A, B, C 及 F2-SEV / F2-SEV(MD)

(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) 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。

☐ 已獲發出電子證書 (機構) / (保密) / (伺服器) 的機構如需更改獲授權代表資料，請在方格內加上"✔"及填妥第A, B及C部。

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 web site www.eCert.gov.hk.

(2) 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) / (Encipherment) / (Server). 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 corresponding to the type of e-Cert you apply for, and complete the sections of this application form as indicated.

Type of e-Cert to be applied for (Put a "✔" in the box)	Sections of this application form to be completed
☐ e-Cert (Organisational)	A, B, C and D
☐ e-Cert (Encipherment)	A, B, C and E
☐ e-Cert (Server)	A, B, C and F1-S /F1-S(WC) /F1-S(MD)
☐ Extended Validation e-Cert (Server)	A, B, C and F2-SEV /F2-SEV(MD)

(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) 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.

☐ Organisation who has been issued e-Cert (Organisational) / (Encipherment) / (Server) and wishes to change the particulars of the Authorised Representative, please put a"✔" in the box and complete Sections A, B and C.

查詢熱線 Enquiry Hotline : 2921 6633　　網址 Web Site : 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 email 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 _____

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. **技術人員聯絡資料 Particulars of Technical Contact Person**

(如申請電子證書(伺服器)或延伸認證電子證書(伺服器)，**必須**填寫此部份 This part **MUST** be filled for the application of e-Cert (Server) or Extended Validation e-Cert (Server))

姓名 Name _____ ☐ 先生 Mr. ☐ 女士 Ms.

職銜 Title _____ 聯絡電話 Contact Tel. _____

電郵 Email _____

7. **電子證書儲存媒體 e-Cert Storage Medium**

(只適用於電子證書 (機構) / (保密) 之申請 Only applicable to the application of e-Cert (Organisational) / (Encipherment))

* 每份電子證書儲存在一個電子證書檔案USB內。每個電子證書檔案USB費用為港幣40元。
* Each e-Cert is stored in an e-Cert File USB. Price of each e-Cert File USB is HK$40.

8. **電子證書的密碼匙長度 Key Length of e-Cert**

只簽發2048位元RSA密碼匙長度的電子證書 (機構) / 電子證書 (保密) / 電子證書(伺服器)。
All e-Cert (Organisational), e-Cert (Encipherment) and e-Cert (Server) are issued with 2048-bit RSA key length.

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。

(3) 本機構同意香港郵政為處理這宗申請再向本機構查詢。

(4) 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或授權單位的密碼匙，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。

(5) 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】

(6) 本機構知悉證書一經發出後，其內容在證書有效期內均不能更改。

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 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 web site at **www.eCert.gov.hk**.

(3) We consent to Hongkong Post making further enquiry of us necessary for the processing of this application.

(4) We expressly agree and consent to Hongkong Post's generation of the Authorised Users'/Authorised Units' key pairs and e-Certs on our behalf and inclusion of the personal data of the Authorised Users (including their respective names and email addresses) in the e-Certs if our application is successful, and the publication of the e-Certs in the Hongkong Post public repository.

(5) 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).

(6) 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.

機構名稱
Name of Organisation : _____

獲授權代表簽署
Signature of
Authorised Representative : _____ (見A5部份 See Section A5)

(以機構名義簽署 for and on behalf of the Organisation)

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

機構圖章
Organisation Chop
(如適用 if applicable)

C. 授權書 Authorisation Letter

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 / 保密 / 伺服器*) 授權書
Authorisation Letter for Application of Hongkong Post e-Cert
(Organisational / Encipherment / Server*) Certificate

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" 印鑑(如適用)
Stamped with "for and on behalf of" Company Chop (if applicable)

D. 電子證書(機構)授權用戶資料 Particulars of Authorised Users of e-Cert (Organisational)

注意事項：

(1) 請在本部份填寫電子證書(機構)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。密碼匙及電子證書會存於電子證書檔案USB上，並以郵遞形式送交獲授權代表。

(3) 如需申請電子證書(機構)"具自動交換資料功能"，申請人必須選擇"用戶端驗證"證書功能並同時遞交附加申請表格(CPos798FA)。

(4) 你可選擇不在電子證書"用戶端驗證"內載入任何電郵地址。

(5) 如需申請電子證書(機構)"具安全電子郵件功能"，在遞交申請後，授權用戶**必須**透過申請指定的電郵地址回覆確認，方可繼續處理申請。

(6) **電子證書(機構)的有效期為一年。**

Note:

(1) Please provide the particulars of the Authorised Users of e-Cert (Organisational) 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 File USB which will be delivered to the Authorised Representative by post.

(3) If applying for e-Cert (Organisational) with AEOI Functions, the applicant must only select the certificate function of "Client Authentication" and submit a Supplementary Application Form(s) (CPos 798FA).

(4) You may choose not to include any email address in your e-Cert with Client Authentication.

(5) If applying for e-Cert (Organisational) with S/MIME Functions, the Authorised User **must** confirm by replying from the email address specified in the application after submission, before the application can proceed.

(6) **The Validity period of e-Cert (Organisational) is one year.**

授權用戶資料 Particulars of Authorised Users

授權用戶資料 Particulars of Authorised User		
證書功能 (請選擇其一) Certificate Function (Please select one)	☐ (1) 用戶端驗證Client Authentication ☐ (2) 安全電子郵件S/MIME ☐ (3) 雙證書【同時選擇 (1) 和 (2)】** Dual Certificates for (1) and (2)** ** 首張證書需繳交登記費及港幣40元儲存媒體費，第二張證書只需繳交港幣40元儲存媒體費。 The first e-Cert requires the subscription fee plus HKD40 storage medium, while the second certificate requires only HKD40 storage medium.	
姓名 Surname and given name(s) ☐先生Mr. ☐女士Ms.		香港身份證 / 護照號碼 HKID card / Passport no.
聯絡電話 Contact telephone no.	電郵地址("安全電子郵件"必須填寫) Email address (Mandatory for S/MIME Functions)	
在電子證書"用戶端驗證"內載入電郵地址 (請選擇其一) Include email address in e-Cert with Client Authentication (Please select one) : ☐是 Yes ☐否 No		
用戶狀況 (請選擇其一) User Status (please select one) : ☐首次申請 First-time application ☐非首次申請 Non-first-time application		

授權用戶資料 Particulars of Authorised User		
證書功能 (請選擇其一) Certificate Function (Please select one)	☐ (1) 用戶端驗證Client Authentication ☐ (2) 安全電子郵件S/MIME ☐ (3) 雙證書【同時選擇 (1) 和 (2)】** Dual Certificates for (1) and (2)** ** 首張證書需繳交登記費及港幣40元儲存媒體費，第二張證書只需繳交港幣40元儲存媒體費。 The first e-Cert requires the subscription fee plus HKD40 storage medium, while the second certificate requires only HKD40 storage medium.	
姓名 Surname and given name(s) ☐先生Mr. ☐女士Ms.		香港身份證 / 護照號碼 HKID card / Passport no.
聯絡電話 Contact telephone no.	電郵地址("安全電子郵件"必須填寫) Email address (Mandatory for S/MIME Functions)	
在電子證書"用戶端驗證"內載入電郵地址 (請選擇其一) Include email address in e-Cert with Client Authentication (Please select one) : ☐是 Yes ☐否 No		
用戶狀況 (請選擇其一) User Status (please select one) : ☐首次申請 First-time application ☐非首次申請 Non-first-time application		

機構名稱
Name of Organisation : _____

獲授權代表簽署
Signature of
Authorised Representative : _____ (與B部份相同 Same as Section B)
(以機構名義簽署 for and on behalf of the Organisation)

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

機構圖章
Organisation Chop
(如適用 if applicable)

E. 電子證書(保密)授權單位資料 Particulars of Authorised Units of e-Cert (Encipherment)

注意事項：

(1) 請在本部份填寫電子證書(保密)獲授權單位的資料。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。密碼匙及電子證書會存於電子證書檔案USB上，並以郵遞形式送交獲授權代表。

(3) 你可選擇不在電子證書"用戶端驗證"內載入任何電郵地址。

(4) 如需申請電子證書(保密)"具安全電子郵件功能"，在遞交申請後，授權單位**必須**透過申請指定的電郵地址回覆確認，方可繼續處理申請。

(5) **電子證書(保密)的有效期為一年。**

Note :

(1) Please provide the particulars of the Authorised Units of e-Cert (Encipherment) 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 File USB which will be delivered to the Authorised Representative by post.

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

(4) If applying for e-Cert (Encipherment) with S/MIME Functions, the Authorised Unit **must** confirm by replying from the email address specified in the application after submission, before the application can proceed.

(5) **The Validity period of e-Cert (Encipherment) is one year.**

授權單位資料 Particulars of Authorised Units

授權單位資料 Particulars of Authorised Unit	
證書功能 (請選擇其一) Certificate Function (Please select one)	☐ (1) 用戶端驗證Client Authentication ☐ (2) 安全電子郵件S/MIME ☐ (3) 雙證書【同時選擇 (1) 和 (2)】** Dual Certificates for (1) and (2)** ** 首張證書需繳交登記費及港幣40元儲存媒體費，第二張證書只需繳交港幣40元儲存媒體費。 The first e-Cert requires the subscription fee plus HKD40 storage medium, while the second certificate requires only HKD40 storage medium.
授權單位名稱 Name of Authorised Unit	
電郵地址("安全電子郵件"必須填寫) Email address (Mandatory for S/MIME Functions)	
在電子證書"用戶端驗證"內載入電郵地址(請選擇其一) Include email address in e-Cert with Client Authentication (Please select one) :	☐ 是 Yes ☐ 否 No

授權單位資料 Particulars of Authorised Unit	
證書功能 (請選擇其一) Certificate Function (Please select one)	☐ (1) 用戶端驗證Client Authentication ☐ (2) 安全電子郵件S/MIME ☐ (3) 雙證書【同時選擇 (1) 和 (2)】** Dual Certificates for (1) and (2)** ** 首張證書需繳交登記費及港幣40元儲存媒體費，第二張證書只需繳交港幣40元儲存媒體費。 The first e-Cert requires the subscription fee plus HKD40 storage medium, while the second certificate requires only HKD40 storage medium.
授權單位名稱 Name of Authorised Unit	
電郵地址("安全電子郵件"必須填寫) Email address (Mandatory for S/MIME Functions)	
在電子證書"用戶端驗證"內載入電郵地址(請選擇其一) Include email address in e-Cert with Client Authentication (Please select one) :	☐ 是 Yes ☐ 否 No

機構名稱
Name of Organisation : _____

獲授權代表簽署
Signature of
Authorised Representative : _____ (與B部份相同 Same as Section B)
(以機構名義簽署 for and on behalf of the Organisation)

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

機構圖章
Organisation Chop
(如適用 if applicable)

F1. 電子證書（伺服器）申請資料 Particulars of e-Cert (Server) Application

適用於申請電子證書（伺服器）、電子證書（伺服器）"通用版"或電子證書（伺服器）"多域版"一般注意事項：

(1) 根據登記人條款及條件及核證作業準則的有關條款，貴機構須自行產生密碼匙及「證書簽署要求」(Certificate Signing Request, CSR)的資料，並經由指定的香港郵政網址將CSR遞交香港郵政用作簽發電子證書之用。

(2) 電子證書（伺服器）可支援中文或英文網域名稱。

(3) 在提交「證書簽署要求」時，你可選擇在電子證書（伺服器）內顯示中文或英文機構名稱，唯電子證書一經簽發，所有內容均不能更改。

(4) 發出之電子證書包含"數碼簽署"密碼匙使用方法("digital signature" Key Usage)，主體別名(Subject Alternative Name)及延伸密碼匙使用方法（Extended Key Usage)。詳情請參閱香港郵政網站 www.eCert.gov.hk，之核證作業準則附錄B。

(5) **若出現核證作業準則第4.9.1節所列的情況，香港郵政核證機關會於24小時內或5天內撤銷電子證書（伺服器），你必須注意這些情況並準備好於限期內替換證書。**

(6) **電子證書（伺服器）的登記期為一年。**

只適用於申請電子證書（伺服器）"通用版"注意事項：

(1) 每張電子證書（伺服器）"通用版"可用於登記人機構所擁有的同一域名或子域名的所有伺服器名稱。伺服器名稱的完整格式網域名稱(fully qualified domain name) 的最左邊部份必須為通配符"*"（即通配符部份）。例如：*.eCert.gov.hk、*.valid.eCert.gov.hk。

(2) 發出之電子證書，亦包含所申請而不帶有通配符部份之伺服器名稱，例如：發出予*.eCert.gov.hk之電子證書同時包含 eCert.gov.hk。

(3) 每張電子證書（伺服器）"通用版"的證書預設在一台伺服器上使用。如需在多台伺服器上使用，必須在本申請表內列出附加伺服器的數量，並繳交相關登記費。

(4) 如需在有效期內增加附加伺服器的數量，請填寫本申請表內之A，B，C部份及F1-S(WC)(II)部份，並繳交覆蓋其電子證書整個有效期的登記費。

只適用於申請電子證書（伺服器）"多域版"注意事項：

(1) 每張電子證書（伺服器）"多域版"可包含多至100個由登記人機構所擁有的伺服器名稱。例如：www.eCert.gov.hk，eCert.gov.hk，www.e-Cert.gov.hk，www.eCert.hk。

(2) 每張電子證書（伺服器）"多域版"的證書預設包含一個伺服器名稱。如電子證書需包含更多伺服器名稱，必須在本申請表內列出額外伺服器名稱，並繳交相關登記費。電子證書（伺服器）"多域版"不接受帶有通配符"*"之伺服器名稱。

(3) 電子證書（伺服器）"多域版"一經簽發，證書內所有伺服器名稱均不可更改。

General notes for application of e-Cert (Server), e-Cert (Server) with "Wildcard" Feature or e-Cert (Server) with "Multi-domain" Feature:

(1) You will be required to generate the key pair and the "Certificate Signing Request (CSR)" in accordance with the Subscriber Terms and Conditions and provisions of the Certification Practice Statement. The CSR is required to be submitted to Hongkong Post via a designated web page for the issuance of the e-Cert (Server) certificate.

(2) e-Cert (Server) can support Chinese or English domain names.

(3) You may choose to show Chinese or English organisation name in the e-Cert (Server) when submit the "Certificate Signing Request (CSR)". Once the e-Cert is issued, all content cannot be changed.

(4) The issued certificate will contain "digital signature" Key Usage, Subject Alternative Name field and Extended Key Usage field in the certificate. For details, please refer to Appendix B of the Certification Practice Statement ("CPS") in Hongkong Post website at www.eCert.gov.hk.

(5) **Under the conditions stipulated in section 4.9.1 of the CPS, HKPCA will revoke an e-Cert (Server) within 24 hours or 5 days. You must take note of these conditions and be prepared for the replacement of your certificate within the required period.**

(6) **The subscription period of e-Cert (Server) is one year.**

Notes for Application of e-Cert (Server) with "Wildcard" Feature only:

(1) e-Cert (Server) with "Wildcard" feature allows the certificate to be used for all server names at the same domain or sub-domain level owned by the subscriber. The left-most component of the fully qualified domain name of the server name of the server name must be a wildcard character (i.e. an asterisk '*', the wildcard component). For example,*.eCert.gov.hk, *.valid.eCert.gov.hk.

(2) The issued certificate will include the server name without the wildcard component of the applied server name. For example, eCert.gov.hk will also be included in the issued certificate for *.eCert.gov.hk.

(3) The certificate can be used in one server by default. If the certificate is to be used in multiple servers, the number of additional servers must be specified in this form, and subscription fee per additional server is required.

(4) Subscriber may increase the number of additional servers by filling in sections A,B,C and F1-S(WC)(II) of this form at any time within the validity period of the certificate provided that the subscription fee per additional server covering the whole validity period of the certificate is paid.

Notes for Application of e-Cert (Server) with "Multi-domain" Feature only:

(1) e-Cert (Server) with "Multi-domain" feature allows the certificate to include up to 100 server names owned by the subscriber. For example, www.eCert.gov.hk, eCert.gov.hk, www.e-Cert.gov.hk, www.eCert.hk.

(2) The certificate includes one server name by default. If the certificate needs to include multiple server names, each additional server name must be specified in this form, and subscription fee per additional server name is required. No wildcard character (i.e. an asterisk'*') will be allowed as part of any server name.

(3) All server names cannot be changed after the certificate is issued.

F1-S. 電子證書 (伺服器) 申請資料 Particulars of e-Cert (Server) Application

適用於申請電子證書（伺服器）
For Application of e-Cert (Server)

注意事項：

(1) 請參閱本表格第7頁所列的一般注意事項。

(2) 在填寫電子證書 (伺服器) 的申請資料時，如空位不足填寫，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。

Note :

(1) Please refer to the general notes listed on page 7 of this form.

(2) Please provide the particulars of the e-Cert (Server) application. If space is insufficient, please copy this section. This copied section should be completed and submitted together with this application form.

電子證書（伺服器）資料 Particulars of e-Cert (Server)

資料 Particulars	電子證書（伺服器）e-Cert (Server)
伺服器名稱 Server name (e.g. www.eCert.gov.hk)	

資料 Particulars	電子證書（伺服器）e-Cert (Server)
伺服器名稱 Server name (e.g. www.eCert.gov.hk)	

資料 Particulars	電子證書（伺服器）e-Cert (Server)
伺服器名稱 Server name (e.g. www.eCert.gov.hk)	

資料 Particulars	電子證書（伺服器）e-Cert (Server)
伺服器名稱 Server name (e.g. www.eCert.gov.hk)	

機構名稱
Name of Organisation : _____

獲授權代表簽署
Signature of
Authorised Representative : _____ (與B部份相同 Same as Section B)
（以機構名義簽署 for and on behalf of the Organisation）

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

機構圖章
Organisation Chop
(如適用 if applicable)

F1-S(WC). 電子證書（伺服器）申請資料 Particulars of e-Cert (Server) Application

適用於申請電子證書（伺服器）“通用版”
For Application of e-Cert (Server) with “Wildcard” Feature

注意事項：

(1) 請參閱本表格第7頁所列一般注意事項及適用於申請電子證書（伺服器）“通用版”之注意事項。

(2) 請在本部份填寫電子證書（伺服器）“通用版”的申請資料。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。

Note :

(1) Please refer to the general notes and notes applicable to e-Cert (Server) with “Wildcard” Feature application listed on page 7 of this form.

(2) Please provide the particulars of the e-Cert (Server) with “Wildcard” feature application in this section. If space is insufficient, please copy this section. This section should be completed and submitted together with this application form.

I). 電子證書（伺服器）“通用版”新申請資料
Particulars of e-Cert (Server) with “Wildcard” Feature in New Application

資料 Particulars	電子證書(伺服器)“通用版”e-Cert (Server) with "Wildcard" Feature
有通配符的電子證書伺服器名稱 Server Name with "Wildcard" (e.g. *.eCert.gov.hk)	*. _____
附加伺服器數量 Number of Additional Server(s)	

II). **只**適用在有效期內新增加附加伺服器的數量
ONLY applicable for increase of the number of Additional Server(s) during the validity period of the certificate

新增加附加伺服器數量 Number of Additional Server(s) Increased : _____

請於下方填寫需新增加附加伺服器數量之電子證書（伺服器）“通用版”資料。
Please fill in below the particulars of the issued e-Cert (Server) with “Wildcard” Feature requiring for increase of the number of Additional Server(s).

資料 Particulars	電子證書(伺服器)“通用版” e-Cert (Server) with "Wildcard" Feature
有通配符的電子證書伺服器名稱 Server Name with "Wildcard" (e.g. *.eCert.gov.hk)	*. _____
登記人參考編號 Subscriber Reference Number	
證書序號 Certificate Serial Number	

機構名稱
Name of Organisation : _____

獲授權代表簽署
Signature of
Authorised Representative : _____ (與B部份相同 Same as Section B)
(以機構名義簽署 for and on behalf of the Organisation)

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

機構圖章
Organisation Chop
(如適用 if applicable)

F1-S(MD). 電子證書（伺服器）申請資料 Particulars of e-Cert (Server) Application

適用於申請電子證書（伺服器）“多域版”
For Application of e-Cert (Server) with “Multi-domain” Feature

注意事項：

(1) 請參閱本表格第7頁所列一般注意事項及適用於申請電子證書（伺服器）“多域版”之注意事項。

(2) 請在本部份填寫電子證書（伺服器）“多域版”的申請資料。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。

Note :

(1) Please refer to the general notes and notes applicable to e-Cert (Server) with “Multi-domain” Feature application listed on page 7 of this form.

(2) Please provide the particulars of the e-Cert (Server) with “Multi-domain” feature application in this section. If space is insufficient, please copy this section. This section should be completed and submitted together with this application form.

電子證書（伺服器）“多域版”資料 Particulars of e-Cert (Server) with "Multi-domain" Feature

資料 Particulars	電子證書（伺服器）“多域版” e-Cert (Server) with "Multi-domain" Feature
用作電子證書主體名稱的伺服器名稱 Server name used as Subject Name in the Certificate (e.g. www.eCert.gov.hk)	
電子證書主體別名內的額外伺服器名稱 Additional Server Name(s) in Subject Alternative Name of the Certificate (e.g. eCert.gov.hk, www.e-Cert.gov.hk, www.eCert.hk) *註：最多99個額外伺服器名稱* *Remark: Maximum 99 Additional Server Names*	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
申請的伺服器名稱數量 Number of Server Names applied in the Certificate	1 伺服器名稱 Server Name + _____ 額外伺服器名稱 Additional Server Name(s)

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
Signature of
Authorised Representative : _____ (與B部份相同 Same as Section B)

（以機構名義簽署 for and on behalf of the Organisation）

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

F2 延伸認證電子證書（伺服器）申請資料 Particulars of Extended Validation e-Cert (Server) Application

適用於申請延伸認證電子證書（伺服器）及延伸認證電子證書（伺服器）"多域版"一般注意事項:

(1) 延伸認證電子證書（伺服器）可支援中文或英文網域名稱。
(2) 在提交「證書簽署要求」時，你可選擇在延伸認證電子證書（伺服器）內顯示中文或英文機構名稱，唯電子證書一經簽發，所有內容均不能更改。
(3) 根據登記人條款及條件及核證作業準則的有關條款，貴機構須自行產生密碼匙及「證書簽署要求」(Certificate Signing Request, CSR)的資料，並經由指定的香港郵政網址將CSR遞交香港郵政用作簽發電子證書之用。
(4) 發出之電子證書包含"數碼簽署"密碼匙使用方法（"digital signature" Key Usage），主體別名（Subject Alternative Name）及延伸密碼匙使用方法（Extended Key Usage）。詳情請參閱香港郵政網站www.eCert.gov.hk，之核證作業準則附錄B。
(5) 如登記人機構為香港註冊而只有商業登記證之機構，申請人需要同時遞交延伸認證電子證書（伺服器）附加申請表格(CPos 798FEV)。
(6) 在填寫延伸認證電子證書（伺服器）/ 延伸認證電子證書（伺服器）"多域版"的申請資料時，如空位不足填寫，可將該部份影印。該部份填妥及簽署後，請連同本申請表一起遞交。
(7) **若出現核證作業準則第4.9.1節所列的情況，香港郵政核證機關會於24小時內或5天內撤銷電子證書（伺服器），你必須注意這些情況並準備好於限期內替換證書。**
(8) **延伸認證電子證書（伺服器）的登記期為一年。**

General notes for application of Extended Validation e-Cert (Server) ("EV e-Cert (Server)") and Extended Validation e-Cert (Server) with "Multi-domain" Feature ("EV e-Cert (Server) with "Multi-domain" Feature")

(1) EV e-Cert (Server) can support Chinese or English domain names.
(2) You may choose to show Chinese or English organisation name in the EV e-Cert (Server) when submit the "Certificate Signing Request (CSR)". Once the e-Cert is issued, all content cannot be changed.
(3) You will be required to generate the key pair and the "Certificate Signing Request (CSR)" in accordance with the Subscriber Terms and Conditions and provisions of the Certification Practice Statement. The CSR is required to be submitted to Hongkong Post via a designated web page for the issuance of the e-Cert (Server) certificate.
(4) The issued certificate will contain "digital signature" Key Usage, Subject Alternative Name field and Extended Key Usage field in the certificate. For details, please refer to Appendix B of the Certification Practice Statement ("CPS") in Hongkong Post website at www.eCert.gov.hk.
(5) If the Subscriber Organisation has a Business Registration Certificate only, the applicant must also submit a Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server) (CPos 798FEV).
(6) Please provide the particulars of the EV e-Cert (Server) / EV e-Cert (Server) with "Multi-domain" feature application. If space is insufficient, please copy that section. and that section should be completed and submitted together with this application form.
(7) **Under the conditions stipulated in section 4.9.1 of the CPS, HKPCA will revoke an e-Cert (Server) within 24 hours or 5 days. You must take note of these conditions and be prepared for the replacement of your certificate within the required period.**
(8) **The subscription period of EV e-Cert (Server) is one year.**

F2-SEV 延伸認證電子證書（伺服器）申請資料 Particulars of Extended Validation e-Cert (Server) Application

延伸認證電子證書（伺服器）資料 Particulars of EV e-Cert (Server)

資料 Particulars	延伸認證電子證書（伺服器）EV e-Cert (Server)
機構名稱 Name of Organisation	
業務地點 Place of Business	
伺服器名稱 Server name (e.g. www. eCert.gov.hk)	

機構名稱 Name of Organisation: _____

申請人姓名 Name of Applicant: _____ 職銜 Title: _____
(申請人需與C部份之簽署人相同 The applicant should be the same as Signatory in Section C)

申請人聯絡電話:
Contact telephone number of Applicant: _____

申請人電郵地址:
Email address of Applicant: _____

申請人簽署:
Signature of Applicant: _____
與C部份之簽署人相同 Same as Signatory in Section C

獲授權代表簽署:
Signature of Authorised Representative: _____
與B部份相同 Same as Section B

機構圖章
Organisation Chop
(如適用 if applicable)

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

適用於申請延伸認證電子證書（伺服器）"多域版"
For Application of Extended Validation e-Cert (Server) with "Multi-domain" Feature

注意事項：

(1) 請參閱本表格第11頁所列之一般注意事項。

(2) 每張延伸認證電子證書（伺服器）"多域版"可包含多至100個由登記人機構所擁有的伺服器名稱。例如：www.eCert.gov.hk ， eCert.gov.hk ， www.e-Cert.gov.hk ， www.eCert.hk。

(3) 每張延伸認證電子證書（伺服器）"多域版"的證書預設包含一個伺服器名稱。如電子證書需包含更多伺服器名稱，必須在本申請表內列出額外伺服器名稱，並繳交相關登記費。延伸認證電子證書（伺服器）"多域版"不接受帶有通配符"*"之伺服器名稱。

(4) 延伸認證電子證書（伺服器）"多域版"一經簽發，證書內所有伺服器名稱均不可更改。

Note:

(1) Please refer to the general notes listed on page 11 of this form.

(2) EV e-Cert (Server) with "Multi-domain" feature allows the certificate to include up to 100 server names owned by the subscriber. For example, www.eCert.gov.hk, eCert.gov.hk, www.e-Cert.gov.hk, www.eCert.hk.

(3) The certificate includes one server name by default. If the certificate needs to include multiple server names, each additional server name must be specified in this form, and subscription fee per additional server name is required. No wildcard character (i.e. an asterisk'*') will be allowed as part of any server name of EV e-Cert (Server) with "Multi-domain" feature.

(4) All server names cannot be changed after the certificate is issued.

延伸認證電子證書（伺服器）"多域版" 資料 Particulars of EV e-Cert (Server) with "Multi-domain" Feature

延伸認證電子證書（伺服器）"多域版" EV e-Cert (Server) with "Multi-domain" Feature	
機構名稱 Name of Organisation:	
業務地點 Place of Business:	
用作電子證書主體名稱的伺服器名稱 Server name used as Subject Name in the Certificate (e.g. www.eCert.gov.hk)	
電子證書主體別名內的額外伺服器名稱 Additional Server Name(s) in Subject Alternative Name of the Certificate (e.g. eCert.gov.hk, www.e-Cert.gov.hk, www.eCert.hk) *註：最多99個額外伺服器名稱* *Remark: Maximum 99 Additional Server Names*	1. 2. 3. 4. 5.
申請的伺服器名稱數量 Number of Server Names applied in the Certificate	1 伺服器名稱 Server Name + _____ 額外伺服器名稱 Additional Server Name(s)

機構名稱 Name of Organisation: _____

申請人姓名 Name of Applicant: _____ 職銜 Title: _____
(申請人需與C部份之簽署人相同 The applicant should be the same as Signatory in Section C)

申請人聯絡電話：
Contact telephone number of Applicant: _____

申請人電郵地址：
Email address of Applicant: _____

申請人簽署：
Signature of Applicant: _____
與C部份之簽署人相同 Same as Signatory in Section C

獲授權代表簽署：
Signature of Authorised Representative: _____
與B部份相同 Same as Section B

機構圖章
Organisation Chop
(如適用 if applicable)

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

所需費用 Payment

電子證書儲存媒體費用 Price of e-Cert Storage Medium (電子證書檔案 USB e-Cert File USB)								小計 Sub-total HK$
申請發出證書數量 No. of e-Certs applied for			儲存媒體數量 No. of storage medium required		儲存媒體費用 Price of each storage medium			
1. 用戶端驗證Client Authentication		x	1	x	HK$40	=		
2. 安全電子郵件S/MIME		x	1	x	HK$40	=		
3. 雙證書【同時選擇 (1) 和 (2)】* Dual Certificates for (1) and (2)*		x	2	x	HK$40	=		

申請電子證書費用 e-Cert Application Fee								
		證書功能 Certificate Function	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**			
於 D 部份申請的電子證書(機構) e-Cert (Organisational) applied for in Section D	首次申請 First-time application 一年有效期 1-year validity	1.用戶端驗證 Client Authentication		x	~~HK$50~~ HK$47	=		推廣價** Promotional Offer**
		2.安全電子郵件 S/MIME						
		3.雙證書【同時選擇 (1) 和 (2)】* Dual Certificates for (1) and (2)*						
	非首次申請 Non-first-time application 一年有效期 1-year validity	1.用戶端驗證 Client Authentication		x	~~HK$150~~ HK$141	=		
		2.安全電子郵件 S/MIME						
		3.雙證書【同時選擇 (1) 和 (2)】* Dual Certificates for (1) and (2)*						
於 E 部份申請的電子證書(保密) e-Cert (Encipherment) applied for in Section E	新申請 New application 一年有效期 1-year validity Application	1.用戶端驗證 Client Authentication		x	HK$150	=		
		2.安全電子郵件 S/MIME						
		3.雙證書【同時選擇 (1) 和 (2)】* Dual Certificates for (1) and (2)*						
申請電子證書 (機構) 及電子證書 (保密) 的行政費：港幣150元 Administration fee of application for e-Cert (Organisational) and e-Cert (Encipherment): HK$150						=	150	
					本頁總計 (第十三頁) Sub-total (P.13)	=		

注釋 Remark

* (1) 每份“雙證書”首張證書需繳交申請電子證書費及港幣40元儲存媒體費，第二張證書只需繳交港幣40元儲存媒體費。計算價錢時，每份“雙證書”當作一份證書計算。
Each “Dual Certificates” the first e-Cert requires the subscription fee plus HKD40 storage medium, while the second certificate requires only HKD40 storage medium. For price calculation, each "Dual certificates" is counted as ONE certificate.

** (2) 由2023年7月1日起，電子證書 (機構) (非“互認版”)登記費用會提供推廣折扣優惠。
由2023年7月1日起，電子證書 (保密) 登記費用的推廣折扣優惠會取消。
For e-Cert (Organisational) (without“Mutual Recognition”status), with effect from 1 July 2023, the promotional discount on its subscription fee is provided.
For e-Cert (Encipherment), with effect from 1 July 2023, the promotional discount on its subscription fee is cancelled.

(3) 每份電子證書儲存在一個電子證書檔案USB內。
Each e-Cert is stored in an e-Cert File USB.

所需費用 Payment

申請電子證書費用 e-Cert Application Fee									
			數量 Number			登記費**** Subscription Fee****		小計 Sub-total HK$	
於F1-S部份申請的電子證書(伺服器) e-Cert (Server) applied for in Section F1-S	新申請 New application	***一年登記期 ***1-year subscription period	伺服器名稱 Server Name		x	~~HK$2,500~~ HK$2,350	=		推廣價**** Promotional Offer****
於F1-S(WC)部份申請的電子證書(伺服器)"通用版" e-Cert (Server) with "Wildcard" Feature applied for in Section F1-S(WC)	新申請 New application	***一年登記期 ***1-year subscription period	伺服器名稱 Server Name		x	~~HK$8,700~~ HK$8,265	=		推廣價**** Promotional Offer****
			附加伺服器 Additional Server		x	~~HK$500~~ HK$475	=		
於F1-S(MD)部份申請的電子證書(伺服器)"多域版" e-Cert (Server) with "Multi-domain" Feature applied for in Section F1-S(MD)	新申請 New application	***一年登記期 ***1-year subscription period	伺服器名稱 Server Name		x	HK$3,000	=		
			額外伺服器名稱 Additional Server Name		x	HK$2,500	=		
於F2-SEV部份申請的延伸認證電子證書(伺服器) EV e-Cert (Server) applied for in Section F2-SEV	新申請 New application	***一年登記期 ***1-year subscription period	伺服器名稱 Server Name		x	~~HK$3,000~~ HK$2,700	=		推廣價**** Promotional Offer****
於F2-SEV(MD)部份申請的延伸認證電子證書(伺服器)"多域版" EV e-Cert (Server) with "Multi-domain" Feature applied for in Section F2-SEV(MD)	新申請 New application	***一年登記期 ***1-year subscription period	伺服器名稱 Server Name		x	HK$3,500	=		
			額外伺服器名稱 Additional Server Name		x	HK$2,500	=		
				本頁總計(第十四頁) Sub-total (P.14)					
				總計 (第十三頁 + 第十四頁) TOTAL (P.13 + P.14)					

注釋 Remark

*** 由**2026年3月15日**起，所有電子證書 (伺服器) 的最長有效期將按簽發日期分階段縮短，以符合業界標準。**在一年登記期內**，電子證書 (伺服器) 登記人須按照有效期**定期獲取新電子證書 (伺服器)，而無須另行收費**。新證書的有效期會以各階段的最長有效期或剩餘登記期中較短者為準。
Starting from **15 March 2026**, the maximum validity period of all e-Cert (Server) certificates will be reduced in phases, depending on the issuance date, to comply with industry standard. **Within the 1-year subscription period**, e-Cert (Server) subscribers must **periodically obtain new e-Cert (Server)**, according to the validity period, **at no additional charge**. The validity period of each new certificate will comply with the phased maximum validity period or reflect the remaining subscription period, whichever is shorter.

**** 由2020年1月1日起，電子證書 (伺服器) "通用版"登記費用會提供推廣折扣優惠。
由2023年7月1日起，電子證書 (伺服器) (非"通用版"及非"多域版") 登記費用會提供推廣折扣優惠。
由2023年7月1日起，延伸認證電子證書 (伺服器) (非"多域版") 登記費用會提供推廣折扣優惠。
For e-Cert (Server) with "Wildcard" Feature, with effect from 1 January 2020, the promotional discount on its subscription fee is provided.
For e-Cert (Server) (without "Wildcard" feature and "Multi-domain" feature), with effect from 1July 2023, the promotional discount on its subscription fee is provided.
For Extended Validation e-Cert (Server) (without "Multi-domain" feature), with effect from 1July 2023, the promotional discount on its subscription fee is provided.

付款方式 Payment Methods

郵政局：可選擇以現金、易辦事、支票(以"香港郵政署長"抬頭)、VISA、Master Card、JCB、銀聯、轉數快或儲值支付工具(包括雲閃付、BoC Pay、微信支付、支付寶)付款。

Post office: Customer may make payment by cash, EPS, cheque (payable to "Postmaster General"), VISA, Master Card, JCB, China UnionPay, FPS or Stored Value Facilities (including UnionPay, BoC Pay, WeChat Pay, Alipay).

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證書人士的義務及法律責任。
3. 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。
4. "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。
5. 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 (包括倚據證書人士) 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。
6. 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 倚據證書人士) 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) 內指名的授權用戶、電子證書 (保密) 內指名的授權單位及電子證書 (伺服器) 登記人之授權人士以外，任何其他人均不能取用其電子證書的私人密碼匙；
   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；以及
   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。
7. 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。
8. 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。
9. 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。
10. 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。
11. 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。
12. 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。
13. 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. 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.
4. 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.
5. 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 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 and the Authorised Unit named in that e-Cert (Organisational) and e-Cert (Encipherment) respectively and for the authorized personnel of the Subscriber of e-Cert (Server);
   b) all information and representations made by it that are included in the e-Cert are true; and
   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.
7. 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.
8. 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.
9. 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.
10. 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").
11. 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.
12. 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.
13. 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

(有關文件的有效期由提交申請時起計，必須超過一個月。
The validity of the documentation should not expire within one month by the time the application is submitted)

申請電子證書所需文件 Document required for the e-Cert application	電子證書（機構） e-Cert (Organisational)	電子證書（保密） e-Cert (Encipherment)	電子證書（伺服器） e-Cert (Server)	延伸認證電子證書(伺服器) EV e-Cert (Server)
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.	N.A.	N.A.
證書內所有伺服器網域名稱擁有權證明文件副本 Copy of proof of ownership of all the applied domain name(s) to be included in the certificate	N.A.	N.A.	☐	☐
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)	☐			
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)	☐			
延伸認證電子證書（伺服器）附加申請表格(CPos 798FEV)（適用於只有商業登記證之機構） Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server) (CPos 798FEV) (Applicable to organisations with Business Registration Certificate only)	N.A.			☐
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) 之授權便箋列明所委派的獲授權代表 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	☐			
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	☐			
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)	☐			
如申請電子證書(機構) 附加"具自動交換資料功能" If apply for e-Cert (Organisational) with AEOI Functions:				
附加申請表格 (CPos 798FA) Supplementary Application Form(s) (CPos 798FA)	☐	N.A.		

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

注意事項 : 請在欄內方格加上「✓」號以示已附上該文件。

Note : Please put a " ✓ " in the box under each column to indicate that the document has been enclosed.

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)

本人已向獲授權代表發出所付費用的正式收據 (收據號碼 _____)。
I have delivered to the Authorised Representative the official receipt for the fees paid (Receipt No. _____).

本人已核實本申請表附件 2 所示與申請有關的證明文件正本或副本。
I have checked the original and copies of supporting documents as indicated on Annex 2 of this application form.

_____

接受申請職員姓名（正楷）Name of officer processing the application (in block letters)

_____

接受申請職員簽署 Signature of officer processing the application

_____

郵政局名稱 Name of Post Office

_____

日期 Date (日 dd) / (月 mm) / (年 yyyy)

郵政局郵戳 Post Office DateStamp	備註 Remarks

www.eCert.gov.hk

電子證書服務熱線
e-Cert Service Hotline : 2921 6633
東九龍郵政局信箱68777號香港郵政核證機關
Hongkong Post Certification Authority, Kowloon East Post Office Box No. 68777

CPos 798F (10/2026)