

香港郵政電子證書（機構）“具自動交換資料功能”附加申請表格
Supplementary Application Form
for Hongkong Post e-Cert (Organisational) with AEOI Functions

注意事項 Note

- (1) 此表格適用於申請電子證書（機構）“具自動交換資料功能”。申請人須就**每一位**獲機構授權使用電子證書（機構）“具自動交換資料功能”登入稅務局的「自動交換資料網站」/「國別報告網站」的授權用戶，遞交一份附加申請表格。
 - (2) 如屬電子證書（機構）“具自動交換資料功能”之新申請，申請人須填妥本附加申請表格，並附上有關的文件，連同香港郵政電子證書（機構/ 保密/ 伺服器）申請表格（CPos 798F）一起遞交。
 - (3) 如屬現有的電子證書（機構）之續期申請，並欲增加“具自動交換資料功能”，申請人須填妥此附加申請表格及附上有關的文件，連同“香港郵政電子證書（機構）－證書續期表格”（CPos 792G_C）一起遞交。
 - (4) 授權用戶之香港身份證或護照副本須連同此附加申請表格一起遞交。授權用戶須在香港身份證或護照副本上簽署，簽署須與此附加申請表格的簽署相同。
- (1) This form is used for applying for the e-Cert (Organisational) with AEOI Functions. The Applicant shall submit one supplementary application form for **each** Authorised User who is authorised by the Organisation to use the e-Cert (Organisational) with AEOI Functions to access the AEOI Portal / CbC Reporting Portal of the Inland Revenue Department (“IRD”).
 - (2) For new application of e-Cert (Organisational) with AEOI Functions, the Applicant shall submit the supplementary application form(s) and the relevant supporting documents together with the “Application Form for Hongkong Post e-Cert (Organisational / Encipherment / Server) Certificate” (CPos 798F).
 - (3) To add the AEOI Functions to the existing e-Cert (Organisational) upon renewal application, the Applicant shall submit the supplementary application form(s) and the relevant supporting documents, together with the “Hongkong Post e-Cert (Organisational) Certificate – Certificate Renewal Form” (CPos 792G).
 - (4) A copy of the Authorised User’s HKID card or passport shall be submitted together with the supplementary application form. The Authorised User shall sign on the copy of his/her HKID card or passport with the same signature as he/she signed in this supplementary application form.

Enquiry Hotline 查詢熱線：2921 6633

Website 網站：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.

檢查表 Checklist

- 已填妥附加申請表格的各部份。
Completed all sections of this supplementary application form.
- 授權用戶已在香港身份證或護照副本上簽署，連同此附加申請表格一起遞交。
Each supplementary application form is accompanied with Authorised User’s copy of HKID card or passport bearing the Authorised User’s signature on the copy.
- 授權用戶在香港身份證或護照副本上的簽署與此附加申請表格的簽署相同。
The Authorised User’s signature on the copy of HKID card or passport is the same as that on this supplementary application form.
- 如屬新申請，“香港郵政電子證書（機構/ 保密/ 伺服器）申請表格”（CPos 798F）已一起遞交。
For new application, the “Application Form for Hongkong Post e-Cert (Organisational/ Encipherment/ Server) Certificate” (CPos 798F) is submitted.
- 如屬續期申請，“香港郵政電子證書（機構）證書續期表格”（CPos 792G_C）已一起遞交。
For renewal application, the “Hongkong Post e-Cert (Organisational) Certificate – Certificate Renewal Form” (CPos 792G) is submitted.
- 機構名稱及獲授權代表名稱與CPos 798F表格的A部份或CPos 792G_C表格的I部份相同。
The name of Organisation and the name of Authorised Representative are the same as those on Section A of CPos 798F form or Section I of CPos 792G form.
- 獲授權代表的簽署及公司圖章與CPos 798F表格的B部份或CPos 792G_C表格的III部份相同。
The signature of Authorised Representative and the Company Chop are the same as those on Section B of CPos 798F form or Section III of CPos 792G form.
- 如機構沒有有效的商業登記證，須提供由稅務局發出的商業登記號碼等同編號，並附上由稅務局發出的信件副本以作證明。
If the Organisation does not have a valid Business Registration Certificate, the Organisation needs to provide a Business Registration Number Equivalent issued by IRD with a copy of the reference letter issued by IRD in support.

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授權用戶 Authorised User		
<p>以下人士獲機構授權使用電子證書（機構）“具自動交換資料功能”，並分別按照稅務局「自動交換資料網站」/「國別報告網站」規定的使用條款及細則，登入自動交換資料帳戶 / 國別報告帳戶，以處理自動交換財務帳戶資料 / 國別報告的有關事宜。 The following person is authorised by the Organisation to use the e-Cert (Organisational) with AEOI Functions to access AEOI Accounts / CbC Reporting Accounts under the AEOI Portal / CbC Reporting Portal of IRD respectively, in accordance with its Terms and Conditions, for handling matters relating to automatic exchange of financial account information / country-by-country reports.</p>		
<p>授權用戶 Authorised User (如屬新申請，資料需與CPos798F表格第D部其中一個授權用戶資料相同 For new application, information shall be the same as one of the particulars of Authorised Users in Section D of the Form CPos798F) (如屬續期申請，資料需與CPos792G_C表格第II部其中一個授權用戶資料相同 For renewal application, information shall be the same as one of the particulars of Authorised Users in Section II of the Form CPos792G)</p>		
姓名 Name _____		
香港身份證/ 護照號碼 HKID Card / Passport No. _____	<p>授權用戶須附香港身份證或護照副本並在副本上簽署，簽署須與此表格的簽署相同。 Authorised User's copy of HKID card or passport bearing the Authorised User's signature on the copy should be accompanied with this form, and the signature should be the same as that on this form.</p>	
授權用戶簽署 Signature of Authorised User _____		
日期 Date: (日 dd) _____ (月 mm) _____ (年 yyyy) _____		
機構 Organisation		
<p>(如屬新申請，資料需與CPos798F表格第A部資料相同 For new application, information shall be the same as Section A of the Form CPos798F) (如屬續期申請，資料需與CPos792G_C表格第I部相同 For renewal application, information shall be the same as Section I of the Form CPos792G)</p>		
名稱 Name _____		
商業登記證編號 (或由稅務局發出的商業登記號碼等同編號) Business Registration Certificate No (or Business Registration Number Equivalent issued by IRD) _____	<p>如本申請表內的機構沒有有效的商業登記證，須提供由稅務局發出的商業登記號碼等同編號，並附上由稅務局發出的信件副本以作證明。 If the Organisation does not have a valid Business Registration Certificate, the Organisation needs to provide a Business Registration Number Equivalent issued by IRD with a copy of the reference letter issued by IRD in support.</p>	
獲授權代表姓名 Name of Authorised Representative _____		
獲授權代表簽署 Signature of Authorised Representative _____	機構蓋章 Organisation Chop _____	
日期 Date: (日 dd) _____ (月 mm) _____ (年 yyyy) _____		

以下各欄由香港郵政填寫 For use by Hongkong Post only			
<input type="checkbox"/>	本人已檢查本附加申請表格之檢查表中所列的所有項目。 I have checked all the items as indicated on the Checklist of this supplementary application form.	郵政局名稱 Name of Post Office	郵政局郵戳 Post Office Datestamp
<input type="checkbox"/>	本人已檢查授權用戶在香港身份證或護照副本上的簽署，且簽署與此附加申請表格的簽署相同。I have checked Authorised User's copy of HKID card or passport bearing the Authorised User's signature on the copy, and signature on the copy is the same as that on this form.	接受申請職員姓名及簽署 Name and signature of officer processing the application	
日期 Date: (日 dd) _____ (月 mm) _____ (年 yyyy) _____			