

香港郵政電子證書(機構)“互認版”—證書續期表格(電子證書 Token (SafeNet)) (只適用於網上申請) (不適用於獲授權代表被取代或更換)

**Hongkong Post e-Cert (Organisational) with "Mutual Recognition" Status—
Certificate Renewal Form(e-Cert Token (SafeNet))**
(Applicable to Online Application ONLY)
(NOT applicable if Authorised Representative is replaced or changed)

證書續期注意事項 Notes on Certificate Renewal

此續期表格只適用於在獲授權代表不變的情況下於網上遞交電子證書(機構)“互認版”的申請，而原有的獲授權代表需持有發給該登記人機構的有效電子證書(機構)。如原有的獲授權代表已被取代或更換，網上遞交的續期申請書將不被接受，獲授權代表必須親身前往任何一間郵政局遞交申請表 CPos 798FMR-S (而並非使用此表格)。

香港郵政核證機關提供有效期為一年、二年及三年的電子證書(機構)“互認版”予各商業機構、法定團體或政府部門選擇。有效期已屆滿的證書是不可更新的。登記機構的獲授權代表應在證書有效期屆滿前為證書辦理續期。在證書續期後，授權用戶將獲得新的配對密碼匙及新的電子證書。每張證書續期年費(以每個授權用戶計)、行政費及電子證書儲存媒體費用(以每件計)如下：

This renewal form is only applicable to online submission of application for e-Cert (Organisational) with "Mutual Recognition" Status for Authorised Representative unchanged, and the original Authorised Representative should have an valid e-Cert (Organisational) issued to that subscriber organisation. If the original Authorised Representative is replaced or changed, application submitted online will not be accepted and the Authorised Representative must submit the renewal application at any post office in person using application form CPos 798FMR-S (rather than using this renewal form).

Hongkong Post Certification Authority provides e-Cert (Organisational) with "Mutual Recognition" Status of validity for 1-year, 2-year and 3-year for selection. It is important to note that any expired e-Cert cannot be renewed. The Authorised Representative of the subscriber organisation should renew the e-Cert(s) before they expire. Upon renewal, the Authorised User will have a new key pair and a new certificate. The annual renewal fee for each certificate (per each Authorised User), the administration fee for each renewal application and the unit price of e-Cert storage medium are listed below:

電子證書(機構)“互認版” 收費 Subscription Fees for e-Cert (Organisational) with "Mutual Recognition" Status	一年有效期的電子證書 Certificates with a 1-year validity period	二年有效期的電子證書 Certificates with a 2-year validity period	三年有效期的電子證書 Certificates with a 3-year validity period
續期申請 Renewal application	每份電子證書港幣 150 元 HK\$150 per certificate	每份電子證書港幣 300 元 HK\$300 per certificate	每份電子證書港幣 450 元 HK\$450 per certificate
行政費/每份申請 (不論授權用戶數目多少) Administration fee per application (irrespective of the number of Authorised Users)	HK\$150 (這申請表內只申請一年有效期的電子證書) HK\$150 (if the application form contains applications for e-Certs of 1-year validity only) HK\$300 (這申請表內所申請的電子證書最長有效期為二年) HK\$300 (if the application form contains applications for e-Certs with longest validity period equal to 2-year validity) HK\$450 (這申請表內所申請的電子證書最長有效期為三年) HK\$450 (if the application form contains applications for e-Certs with longest validity period equal to 3-year validity)		
電子證書儲存媒體 e-Cert Storage Medium	每份電子證書(機構)“互認版”儲存在一個電子證書 Token (SafeNet) 內。每個電子證書 Token (SafeNet) 費用為港幣 290 元。 Each e-Cert (Organisational) with "Mutual Recognition" Status is stored in an e-Cert Token (SafeNet). Price of each e-Cert Token (SafeNet) is HK\$290.		

根據列載於香港郵政核證機關《核證作業準則》第 3.4 節的證書更新條款，在證書獲續期前，香港郵政核證機關須重新核實登記人機構和獲授權代表的身份。請依照以下步驟為證書辦理續期：

- 填妥本續期表格上所需的資料。
- 在網上遞交此續期表格時請附上以下文件：

- 有效的商業登記證副本(由申請日起計，文件有效期不得少於一個月)
- 有效的公司註冊證或公司登記證副本(適用於有限公司)
- 由適當的香港登記組織所發出之機構登記 / 成立證明文件(適用於法定團體)

註：如(b)及(c)項文件曾於以往申請證書時遞交，而截至本續期申請時也並無更改，則可於是次續期申請時豁免遞交。

3. 獲授權代表須於網上遞交此已填妥的續期表格及相關證明文件並使用其電子證書（機構）作有效的數碼簽署。獲授權代表可以使用信用卡或轉數快(FPS)支付續期費用。
4. 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」。
5. 電子證書（機構）“互認版”只會發出予十八歲或以上人士。

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 Certificate Renewal Form with the necessary details.
2. Submit the required supporting documents online with this Certificate 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) **Copy of Valid Certificate of Incorporation or Certificate of Registration (for limited company)**
- c) **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 (b) to (c) above have been submitted and there are no changes to them in this application, those documents can be excluded from this submission.

3. Submit the completed Certificate Renewal Form together with the required supporting documents online with a valid digital signature signed by the e-Cert (Organisational) of the Authorised Representative and pay the renewal fee either by credit card or Faster Payment System (FPS).
4. 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.
5. e-Cert (Organisational) with "Mutual Recognition" Status will only be issued to persons aged 18 or above.

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.

代製密碼匙服務 Key Generation Service

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，香港郵政會將證書檔案郵寄回機構獲授權代表，以便派發給個別授權用戶。

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 certificate file to the Authorised Representative for subsequent delivery to individual Authorised User.

服務承諾 Service Pledge

香港郵政承諾在香港郵政核證機關收到續期表格後十個工作日內完成處理續期的申請。在續期申請獲批准後，香港郵政會寄出個人密碼信封給機構獲授權代表，以發放給個別授權用戶。

Hongkong Post pledges to process a renewal request in 10 working days after Hongkong Post CA received the Certificate 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 User.

香港郵政電子證書(機構)“互認版”—證書續期表格(電子證書 Token (SafeNet)) (只適用於網上申請)

(不適用於獲授權代表被取代或更換)

(除中文資料外，請以英文正楷填寫此表格)

Hongkong Post e-Cert (Organisational) with “Mutual Recognition” Status— Certificate Renewal Form (e-Cert Token (SafeNet))

(Applicable to Online Application ONLY)

(NOT applicable if Authorised Representative is replaced or changed)

(Except where the information required is in Chinese, please complete this form in ENGLISH and in BLOCK letters)

I. 機構資料 Organisation Particulars

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

Branch* Name in English (if appropriate) : _____

分部*中文名稱

Branch* Name in Chinese (if appropriate) : _____

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

機構註冊號碼 Organisation Registration Numbers

商業登記證
Business Registration No. _____

公司註冊證
Certificate of Incorporation No. _____

公司登記證
Certificate of Registration No. _____

其他註冊證明文件
Other Registration Document _____

機構地址 Organisation Address

本地郵寄地址 Local Postal Address

(如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 the following only if the local postal address is different from the Organisation Address. Please do not provide a postal address outside Hong Kong.)

獲授權代表資料 Authorised Representative's Particulars

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) _____

香港身份證號碼/護照號碼 Hong Kong Identity Card No./Passport No.: _____

職銜 Title : _____ 辦公室電話 Office Tel : _____ 流動電話 Mobile Phone : _____

傳真號碼 Fax No. : _____ 電郵地址 Email Address : _____

電子證書儲存媒體 e-Cert Storage Medium (儲存媒體適用於所有授權用戶的電子證書。Please note that the e-Cert storage medium shall be applicable to e-Cert for all the Authorised Users.)

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) (每個電子證書 Token (SafeNet) 每份為港幣 290 元)。

The Hongkong Post e-Cert (Organisation) 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).

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)“互認版”。

e-Cert (Organisational) with "Mutual Recognition" Status is issued with 2048-bit RSA key length.

II. 需續期證書資料 Details of Certificates to be Renewed

注意：自申請人簽署最初的《登記人條款及條件》起，有關的《核證作業守則》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該表格所提供的資料以核實各證書的續期要求。

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，香港郵政會將證書檔案郵寄回機構獲授權代表，以便派發給個別授權用戶。

Note: 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.

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 to the Authorised Representative for subsequent delivery to individual Authorised User.

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	授權用戶# Name of Authorised User#	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) @	新的電話號碼 (如適用) New Contact Telephone No. (if applicable)	電子證書有效期 (請選擇其一) Validity Period of e-Cert (Please select one)
<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms						<input type="checkbox"/> 1年 1-year <input type="checkbox"/> 2年 2-year <input type="checkbox"/> 3年 3-year
<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms						<input type="checkbox"/> 1年 1-year <input type="checkbox"/> 2年 2-year <input type="checkbox"/> 3年 3-year
<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms						<input type="checkbox"/> 1年 1-year <input type="checkbox"/> 2年 2-year <input type="checkbox"/> 3年 3-year
<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms						<input type="checkbox"/> 1年 1-year <input type="checkbox"/> 2年 2-year <input type="checkbox"/> 3年 3-year
<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms						<input type="checkbox"/> 1年 1-year <input type="checkbox"/> 2年 2-year <input type="checkbox"/> 3年 3-year
<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms						<input type="checkbox"/> 1年 1-year <input type="checkbox"/> 2年 2-year <input type="checkbox"/> 3年 3-year

(如欄位不足，請填寫附件CPos 798FMR-SO-A，並連同其他的文件一併上載。)

(If the above space is insufficient, please fill in the Annex CPos 798FMR-SO-A and upload it together with other documents online.)

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.

@ 授權用戶的電郵地址會載入證書內。所有證書上載有的資料，包括電郵地址，在證書的有效期內均不能更改。如授權用戶需要在新的續期證書載入與原有證書上所載不同的電郵地址，請在空格填上新的電郵地址。

The Authorised User's e-mail address will be included in the certificate. The contents of a certificate, including the e-mail address, will not be changed within the validity of the certificate. If the Authorised User wishes to include an e-mail address which is different from that included in the original certificate in the renewed certificate, please write down the new e-mail address in the appropriate space.

III. 機構聲明 Declaration by the Organisation

本機構為上指機構，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，截至本申請時並無更改。
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 above, hereby declare that:

1. The above information provided in this application is true and accurate in all respects and we understand that we may be liable for claims for 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 on 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 terms and conditions of the Subscriber Terms and Conditions as well as by provisions of the Certification Practice Statement published on Hongkong Post's web site 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.
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 : _____

獲授權代表簽署：

(見第3頁)

Signature of Authorised Representative : _____
(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) _____

機構圖章

Organisation Chop

IV. 核證機關專用 (核證機關處理申請程序核對表)

For CA Use Only Checklist of Application Processing Procedures at CA

內容 Description	處理人員姓名 Name of the Processing Officer	處理人員職銜 Title of the Processing Officer	日期 Date	簽署 Signature
1. 覆核申請表資料 Review the details on the renewal application form				
2. 輸入資料 Data Input				
3. 向稅務局/公司註冊處核實機構身分 Check the identity of the organisation with IRD/CR				
4. 批核申請 Approve the application				

V. 《登記人條款及條件》 Subscribers Terms and Conditions

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）擬達成以下協議並接受法律約束：

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。
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. 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。政府資訊科技總監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. 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》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. 申請人遞交電子證書申請表格並由香港郵政收妥，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士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）“互認版”內指明的授權用戶外，任何其他人士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；
 - 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。協議各方同意接受香港特區法院的專有司法管轄權管轄。
12. 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。

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. 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 OGCIIO for reference.
4. 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 Subscribers Terms and Conditions and to whom the e-Cert has been issued in accordance with the eligibility criteria set out in the CPS.
6. 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.
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 the Private Key of the 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”). 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.