

香港郵政電子證書（機構職務）申請表格【只供港怡醫院使用】

Application Form for Hongkong Post e-Cert (Organisational Role)【For Gleneagles Hospital Hong Kong Use Only】

注意事項:

- (1) 在填寫前，請參閱附於本表格的「電子證書（機構職務）登記人條款及條件」（**附件1**）及電子證書（機構職務）「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（機構職務）只載有英文資料。除中文資料外，請以英文正楷填寫本表格。所申請電子證書（機構職務）之授權用戶資料將由內部系統以電子方式提交香港郵政。
- (3) 港怡醫院作為此申請表內第A1部指明的機構將成為香港郵政電子證書（機構職務）之「登記人」。其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。
- (5) 在本申請表內指明的獲授權代表須親身前往香港郵政指定之處所提交申請表、有關的文件；並同時進行當面確認身分的手續。
- (6) 在所發出證書的有效期內，若需變更獲授權代表的身份或資料，新的獲授權代表須親身前往香港郵政指定之處所重新提交本申請表；並同時進行當面確認身分的手續。
 已獲發出電子證書（機構職務）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及B部。

Note:

- (1) Before completing this form, please read the “Terms and Conditions for e-Cert (Organisational Role) Subscribers” (**Annex 1**) attached to this form and the “Certification Practice Statement for e-Cert (Organisational Role)” which can be downloaded from Hongkong Post’s web site www.eCert.gov.hk.
- (2) An e-Cert (Organisational Role) contains information in English language only. Please complete this application form in English block letters, except where information in Chinese is requested. Application for e-Cert (Organisational Role) of Authorised User(s) will be submitted electronically through an internal system to Hongkong Post.
- (3) Gleneagles Hospital Hong Kong, as specified in section A1 of the application form, will be the Subscriber of a Hongkong Post e-Cert (Organisational Role). 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 are prepared.
- (5) The Authorised Representative is required to submit the application with relevant documents IN PERSON at premises designated by HKPost where a face-to-face authentication of the Authorised Representative’s identity will be conducted.
- (6) If the identity or details of the Authorised Representative are changed within the validity period of the e-Cert (Organisational Role) issued, the newly appointed Authorised Representative should submit this application form IN PERSON to designated HKPost premises for identity authentication.
 Organisation who has been issued e-Cert (Organisational Role) and wishes to change the particulars of the Authorised Representative, please put a “✓” in the box and complete Sections A and B.

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，港怡醫院，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（機構職務）服務的事宜。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 Gleneagles Hospital Hong Kong, Hongkong Post and its operator of e-Cert services for provision of e-Cert (Organisational Role) services to you. 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（機構職務）機構資料 Particulars of the Organisation Applying for e-Cert (Organisational Role)

1. 機構名稱 Organisation Name

機構英文名稱

Organisation Name in English : Gleneagles Hospital Hong Kong

機構中文名稱

Organisation Name in Chinese : 港怡醫院

分部英文名稱(如適用 if applicable)

Branch Name in English : N/A

分部中文名稱(如適用 if applicable)

Branch Name in Chinese : N/A

2. 機構註冊資料 Organisation Registration Details

3. 機構地址 Organisation Address

1 Nam Fung Path, Wong Chuk Hang, Hong Kong.

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部簽署及備妥機構的授權書 Authorised Representative please sign in Section B and complete the Authorisation Letter from the Organisation)

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 _____

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（機構職務）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（機構職務），亦無需退還登記費及行政費。
- (2) 本機構同意遵守附於本表格附件1的《電子證書（機構職務）登記人之條款及條件》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將所有由內部系統以電子方式提交香港郵政之授權用戶的個人資料（包括姓名、職務及電郵地址）列載於有關的電子證書（機構職務）上；並將電子證書（機構職務）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（機構職務）時遞交的成立證明文件等，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 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 agree to be bound by the Terms and Conditions for e-Cert (Organisational Role) Subscribers provided in Annex 1 of this Application Form 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 inclusion of the personal data of all Authorised Users (including their respective names, roles and e-mail addresses) to be submitted electronically through an internal system to Hongkong Post in the respective e-Certs (Organisational Role) if this application is successful, and the publication of the e-Certs (Organisational Role) in the Hongkong Post public repository.
- (5) We confirm that there are no changes to the document attesting to the existence of our Organisation 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 (Organisational Role) is issued, none of the contents of the e-Cert (Organisational Role) can be changed throughout the validity period of the e-Cert (Organisational Role).

機構名稱

Name of Organisation : Gleneagles Hospital Hong Kong

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) _____

公司圖章

Organisation Chop

附件1 — 《電子證書（機構職務）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（“機構職務”）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（機構職務）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（機構職務）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. 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（機構職務）的協議或諒解協定。
4. “登記人”指獲授權代表已簽署《電子證書（機構職務）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（機構職務）的申請人。
5. 申請人遞交電子證書（機構職務）申請表格並由香港郵政收妥，即：
 - a) 同意就電子證書（機構職務）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簽發的私人密碼匙及電子證書（機構職務）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（機構職務）應予撤銷的情況時，立即作出通報；
 - h) 批准將電子證書（機構職務）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（機構職務）；
 - 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 / 或私人密碼匙及 / 或電子證書（機構職務）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) 由申請人的硬體安全模組（“HSM”）製作並儲存的電子證書（機構職務）私人密碼匙與電子證書（機構職務）中包含的公開密碼匙相對應；
 - b) 用於儲存私人密碼匙的硬體安全模組（“HSM”）為 FIPS 140-2 級別 2 或以上認證，因此私人密碼匙不能複製；
 - c) 除授權用戶外，任何人不得使用相應的私人密碼匙產生數碼簽署；
 - d) 每個使用電子證書（機構職務）私人密碼匙所產生的數碼簽署，均對應該電子證書（機構職務）中包含的公開密碼匙及在該電子證書（機構職務）中相對應的授權用戶。
 - e) 電子證書（機構職務）內由其提供的一切資料及作出的申述均為屬實；
 - f) 私人密碼匙和電子證書（機構職務）僅用於與電子證書（機構職務）《準則》一致的授權和法律目的；
 - g) 證書申請過程中所提供的所有資訊均不以任何方式侵犯或侵犯任何第三方的商標，服務商標，商號，公司名稱或任何其他知識產權；
 - h) 私人密碼匙和電子證書（機構職務）僅由授權用戶和《準則》中規定的指定應用程序使用；及
 - i) 登記人的獲授權代表不履行《準則》中提到的於核證登記機關的角色和職責。
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（機構職務）；
 - b) 通知申請人其申請被拒；
 - c) 通知申請人其申請獲批准及如何提取其電子證書（機構職務）；
 - d) 撤銷電子證書（機構職務）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（機構職務）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其可執行性。
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。協議各方同意接受香港特區法院的專有司法管轄權管轄。
11. 香港郵政收到申請人遞交的電子證書（機構職務）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。如申請獲批准，申請人須受本條款及條件以及《準則》條文的約束。



Annex 1 – Terms and Conditions for e-Cert (Organisational Role) Subscribers

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 (Organisational Role) (“e-Cert (Organisational Role)(s)”) intending to be legally bound, hereby agree as follows:

1. The Certification Practice Statement for e-Cert (Organisational Role) (“CPS”) governs the issuance of e-Certs (Organisational Role) and certification services provided by HKPost. The CPS is publicly accessible at the HKPost website at www.eCert.gov.hk.
2. By submitting the e-Cert (Organisational Role) 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. 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 (Organisational Role).
4. A Subscriber is an Applicant whose Authorised Representative has signed the Terms and Conditions for e-Cert (Organisational Role) Subscribers and to whom the e-Cert (Organisational Role) has been issued in accordance with the eligibility criteria set out in the CPS.
5. By submission of the e-Cert (Organisational Role) Application Form and its receipt by HKPost or its agents or sub-contractors, the Applicant:
 - a) agrees to pay HKPost the appropriate fee in respect of the issuance of the e-Cert (Organisational Role) 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 (Organisational Role)(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 the e-Cert (Organisational Role)(s);
 - 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 (Organisational Role)(s) should be revoked;
 - h) authorises the publication of the e-Cert (Organisational Role)(s) to any other person or in the HKPost repository and accepts the e-Cert (Organisational Role)(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 (Organisational Role)(s); 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 (Organisational Role) 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 (Organisational Role) the following facts are and will remain true:
 - a) the Private Key of an e-Cert (Organisational Role), which corresponds to the Public Key contained in the e-Cert (Organisational Role), is generated by and stored in a hardware security module (“HSM”) of the Applicant;
 - b) the HSM for storage of the Private Key is certified FIPS 140-2 Level 2 or above such that no duplication of the Private Key is allowed;
 - c) no person other than the Authorised User can make use of the corresponding Private Key to generate Digital Signature;
 - d) each Digital Signature generated using the Private Key of an e-Cert (Organisational Role), which corresponds to the Public Key contained in the e-Cert (Organisational Role), is the Digital Signature of the corresponding Authorised User identified in the e-Cert (Organisational Role);
 - e) all information and representations made by it that are included in the e-Cert (Organisational Role) are true;
 - f) the Private Key and e-Cert (Organisational Role) are used exclusively for authorised and legal purposes consistent with the e-Cert (Organisational Role) CPS;
 - g) all information supplied in the certificate application process does not infringe or violate in any way the trademarks, service marks, trade name, company name, or any other intellectual property rights of any third party;
 - h) the Private Key and e-Cert (Organisational Role) are used only by the Authorised User and for the Designated Application as set out in the CPS; and
 - i) the Authorised Representative of Subscriber does not perform the roles and responsibilities of Registration Authority as referred in the CPS.
7. In accordance with the CPS, HKPost is responsible for the use of a trustworthy system to:
 - a) issue and publish e-Cert (Organisational Role)(s) in a timely manner;
 - b) notify an Applicant of the rejection of its application;
 - c) suspend or revoke an e-Cert (Organisational Role) and publish Certificate Revocation Lists in a timely manner; and
 - d) notify a Subscriber of the suspension or revocation of its e-Cert (Organisational Role).
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 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”). The parties agree to submit to the exclusive jurisdiction of the Courts of HKSAR.
11. The submission of the e-Cert (Organisational Role) Application Form and its receipt by HKPost or its agents or sub-contractors 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（機構職務）所需文件 Document required for the e-Cert (Organisational Role) application	
已填妥申請表的各部份 Completed all relevant sections of this application form	 <input type="checkbox"/>
由高級經理或同級或上級職員簽署並具機構印章之授權便箋列明所委派的獲授權代表 An Authorisation Letter signed by the Senior Manager (or staff at equivalent rank or above) and endorsed with organisation chop designating the Authorised Representative	 <input type="checkbox"/>

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.

本人證明獲授權代表已按照香港郵政頒佈之電子證書 (機構職務) 《核證作業準則》第 3.1.8.1 段，(a) 在本人面前確認其身分；或 (b) 以可代替親身辦理的方式確認其身分 # 。本人確信，獲授權代表為申請香港郵政電子證書 (機構職務) 而出示其 (a) 香港身份證；或 (b) 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 (a) has appeared before me for face-to-face authentication of identity; or (b) has conducted authentication of identity in lieu of personal attendance # in accordance with paragraph 3.1.8.1 of the certification practice statement of e-Cert (Organisational Role) issued by Hongkong Post and that, to the best of my knowledge and belief, the Authorised Representative is the rightful holder of the (a) Hong Kong identity card; or (b) passport # produced for the purpose of applying for Hongkong Post e-Cert (Organisational Role) certificate. (# 請刪去不適用的(a)或(b) Please delete either (a) or (b) where inappropriate)

本人已核實並保存本申請表附件2所示與申請有關的證明文件正本或副本。

I have checked and stored 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

接受申請職員職稱及單位 (如適用) Post title and unit name, if applicable, of officer processing the application

登記機關名稱 Name of Registration Authority

日期 Date

(日dd) / (月mm) / (年yyyy)

香港郵政指定處所之名稱及郵戳 Name of Designated HKPost Premise & Date Stamp	備註 Remarks