

香港郵政延伸認證電子證書（伺服器）附加申請表格
（只適用於「只有商業登記證之機構」）

Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server)
(For “organisations with Business Registration Certificate” only)

注意事項 Note

- (1) 此附加表格只適用於只持有由稅務局發出之商業登記證之機構（即「商業實體」）申請延伸認證電子證書（伺服器）或申請延伸認證電子證書（伺服器）“多域版”。
 - (2) 如屬延伸認證電子證書（伺服器）或延伸認證電子證書（伺服器）“多域版”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（詳見檢查表），連同香港郵政電子證書（機構/保密/伺服器）申請表格（CPos 798F）一齊遞交。
 - (3) 如屬現有的延伸認證電子證書（伺服器）或延伸認證電子證書（伺服器）“多域版”之續期申請，申請人須填妥本附加申請表格，並附上有關的文件（詳見檢查表），連同香港郵政電子證書（伺服器）續期表格（CPos 792S_C）一齊遞交。
 - (4) 有關須附交的文件，請參閱檢查表。如果須附交的文件是文件副本，獲授權代表必須親身帶同所需文件之正本到任何一間郵局遞交申請。
 - (5) 申請人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。申請人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，亦須與“CPos 798F” C 部份或“CPos 792S_C” IIIb 部份之簽署人相同。申請人須親身帶同香港身份證或護照到任何一間郵局遞交申請時檢查。
- (1) This form is used for organisations with Business Registration Certificate only (that is "Business Entity") for applying for the Extended Validation e-Cert (Server) (EV e-Cert (Server)) or Extended Validation e-Cert (Server) with "Multi-domain" Feature (EV e-Cert (Server) with "Multi-domain" Feature).
 - (2) For new applications of the EV e-Cert (Server) or the EV e-Cert (Server) with "Multi-domain" Feature shall submit the Supplementary Application Form and the relevant supporting documents (refer to the Checklist) together with the "Application Form for Hongkong Post e-Cert (Organizational/Encipherment/Server) Certificate" (CPos 798F).
 - (3) For renewal applications of the EV e-Cert (Server) or the EV e-Cert (Server) with "Multi-domain" Feature shall submit this Supplementary Application Form and the relevant supporting documents (refer to the Checklist) together with the "Hongkong Post e-Cert (Server) Certificate - Certificate Renewal Form" (CPos 792S).
 - (4) For the required documents, please refer to the check list. If the required documents are copies of the original documents, the Authorized Representative should bring the original documents to any post office to submit the application in person.
 - (5) A copy of the Applicant's HKID card or passport shall be submitted together with the Supplementary Application Form. The Applicant 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. The signature shall also be the same as Signatory in Section C of "CPos 798F" or Section IIIb of "CPos 792S". The Applicant should bring the HKID card or passport in person for checking at any post office when submitting the application.

Enquiry Hotline 查詢熱線 : 2921 6633

Website 網站 : www.eCert.gov.hk

申請人聲明 Declaration by Applicant

本機構為本附加申請表內指明的機構，現特此聲明：

1. 我們在此確認所提供的資料是準確、正確和完整的，並且與本附加申請表格一起提交的文件是真實的。
2. 我們同意香港郵政核證機關作出其認為必要的任何查詢或核實其可能選擇的任何來源的資料以進行確認和評估。
3. 我們理解，如果申請包含不正確的資料或提供的文件資料不足，處理時間可能比預期長。

We, the Organisation specified in this Supplementary Application Form, hereby declare that:

1. We hereby confirm that the information provided is accurate, correct and complete and that the documents submitted along with this Supplementary Application Form are genuine.
2. We agree Hongkong Post Certification Authority to make any enquiries which it considers necessary or to verify the information from whatever sources it may choose for confirmation and assessment.
3. We understand that if the application includes incorrect information or the document information provided is insufficient, the processing time may be longer than expected.

機構名稱

Name of Organisation : _____

申請人姓名:

Name of Applicant : _____ 職銜 Title : _____

(申請人需與“CPos 798F” C 部份之簽署人或“CPos 792S_C” III b 部份之申請人相同)

The applicant should be the same as Signatory in Section C of "CPos 798F" or the Applicant in Section III b of "CPos 792S")

申請人簽署:

Signature of Applicant : _____

(與“CPos 798F” C部份之簽署人或“CPos 792S_C” III b 部份之申請人相同)

Same as Signatory in Section C of "CPos 798F" or the Applicant in Section III b of "CPos 792S")

獲授權代表簽署:

Signature of Authorised Representative: _____

(與“CPos 798F” B部份或“CPos 792S_C” III b 部份相同 Same as Section B of "CPos 798F" or Section III b of "CPos 792S")

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

公司圖章
Organisation Chop

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

- 由第三方核證人（即香港公證人、執業會計師或執業律師）發出之“專業核證函件”正本，其中須連同以下六份文件（「驗證文件」）並列明該六份文件已由第三方核證人核證：
Original Verified Professional Letter issued by a Third-Party Validator (i.e. a notary, a practising Certified Public Accountant or a practising solicitor in Hong Kong) which states the following 6 documents (“Vetting Documents”) have been verified by the Third-Party Validator, together with the following 6 documents:
1. 已簽署及完整的個人聲明，當中包括以下資料：
- 個人(即申請人)目前或曾經使用的的全名或名稱（包括所有其他用過的名稱）
 - 可供聯絡的居住住址
 - 出生日期
 - 確定證書申請內容資料皆為真實且正確無誤之聲明
 - 申請人簽署（新申請者須與“CPos 798F” C 部份或續期申請者“CPos 792S_C” IIIb 部份之簽署相同）
1. A completed and signed Personal Statement, that includes the following information:
- Full name or names by which a person (i.e. the Applicant) is, or has been, known (including all other names used);
 - Residential Address at which he/she can be located;
 - Date of birth;
 - An affirmation that all of the information contained in the certificate request is true and correct;
 - The signature of the Applicant (that signature must be the same as that in Section C of “CPos 798F” for new application or Section IIIb of “CPos 792S” for renew application)
2. 申請人的香港身份證或護照副本，並須在香港身份證或護照副本上簽署
Copy of the Applicant’s HKID card or passport, with applicant’s signature
3. 申請人最近的金融機構文件副本，例如信用卡/簽帳金融卡（該卡須列出到期日期，且該卡尚未到期）或物業按揭/銀行結單（發出時間在六個月內）
Copy of Applicant’s recent financial institution document such as a credit/debit card (provided that it contains an expiration date and it has not expired) or a mortgage statement/bank statement (that is less than six months old)
4. 申請人最近的非金融文件副本，例如能確認固定地址收取服務費用的近期水電煤費賬單正本（不可為移動/手提電話賬單）或租金付款單據（該證明須列出日期，且日期為過去六個月內）
Copy of Applicant’s recent non-financial document such as a recent original utility bill confirming the arrangement to pay for the services at a fixed address (not a mobile/cellular telephone bill) or a copy of a statement for payment of a lease (provided that the statement is dated within the past six months)
5. 商業登記證副本
Copy of Business Registration (BR) Certificate
6. 顯示申請人機構之有效的銀行存款賬戶文件副本
Copy of Applicant’s organisation indicating active deposit bank account information

<input type="checkbox"/>	<p>已核對個人聲明的內容，以確定個人聲明中的申請人姓名、申請人簽署、居住地址資料與「驗證文件」正本之相關資料一致。 Attest to the content of the Personal Statement, to determine that the information including Applicant names, Applicant's signature and residential address is consistently matched with the corresponding information in the originals of "Vetting Documents".</p>
<input type="checkbox"/>	<p>個人聲明中的申請人姓名與申請人香港身份證或護照之姓名一致 Applicant's name in the Personal Statement is consistently matched with the Applicant's name in the Applicant's Hong Kong Identity Card or Passport</p>
<input type="checkbox"/>	<p>個人聲明中的申請人簽署與本附加表格之申請人簽署一致 Applicant's signature in the Personal Statement is consistently matched with those in this Supplementary Application Form</p>
<input type="checkbox"/>	<p>個人聲明中的居住地址資料與申請人最近的金融機構文件/非金融文件之地址一致 Applicant's residential address in the Personal Statement is consistently matched with the address information indicated in Applicant's recent financial institution document/Applicant's recent non-financial document</p>
<input type="checkbox"/>	<p>已檢查以下「驗證文件」是否與申請人/獲授權代表親身帶同之正本一致： Check the following Vetting Documents is the copy of the originals brought by the Applicant / Authorized Representative in person:</p>
<input type="checkbox"/>	<p>申請人香港身份證或護照副本，並須在香港身份證或護照副本上簽署 Copy of the Applicant's HKID card or passport, with applicant's signature</p>
<input type="checkbox"/>	<p>申請人最近的金融機構文件副本，例如信用卡/簽帳金融卡（該卡須列出到期日期，且該卡尚未到期）或物業按揭/銀行結單（發出時間在六個月內） Copy of Applicant's recent financial institution document such as a credit/debit card (provided that it contains an expiration date and it has not expired) or a mortgage statement/bank statement (that is less than six months old)</p>
<input type="checkbox"/>	<p>申請人最近的非金融文件副本，例如能確認固定地址收取服務費用的近期水電煤費賬單正本（不可為移動/手提電話賬單）或租金付款單據（該證明須列出日期，且日期為過去六個月內） Copy of Applicant's recent non-financial document such as a recent original utility bill confirming the arrangement to pay for the services at a fixed address (not a mobile/cellular telephone bill) or a copy of a statement for payment of a lease (provided that the statement is dated within the past six months)</p>
<input type="checkbox"/>	<p>顯示申請人機構之有效的銀行存款賬戶文件副本 Copy of Applicant's organisation indicating active deposit bank account information</p>
<input type="checkbox"/>	<p>已填妥本附加申請表格的各部份。 Completed all sections of this Supplementary Application Form.</p>
<input type="checkbox"/>	<p>申請人與“CPos 798F”表格的 C 部份之簽署人或“CPos 792S_C”表格的 IIIb 部份之申請人相同。 The Applicant is the same as Signatory on Section C of "CPos 798F" form or Applicant on Section IIIb of "CPos 792S" form.</p>
<input type="checkbox"/>	<p>申請人的簽署與“CPos 798F”表格的 C 部份之簽署人的簽署或“CPos 792S_C”表格的 IIIb 部份之申請人的簽署相同。 The signature of Applicant is the same as those of Signatory on Section C of "CPos 798F" form or those of the Applicant on Section IIIb of "CPos 792S" form.</p>
<input type="checkbox"/>	<p>獲授權代表的簽署及公司圖章與“CPos 798F”表格的 B 部份或“CPos 792S_C”表格的 IIIb 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 IIIb of "CPos 792S" form.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>如屬續期申請，“香港郵政電子證書（伺服器）證書續期表格”（CPos 792S_C）已一起遞交。 For renewal application, the "Hongkong Post e-Cert (Server) Certificate – Certificate Renewal Form" (CPos 792S) is submitted.</p>

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
日期: (日) _____ (月) _____ (年) _____ Date: (dd) _____ (mm) _____ (yyyy) _____	接受申請職員姓名及簽署 Name and signature of officer processing the application	