e-Cert (Server) Issuance Procedures

Steps to be taken by the Applicant

Steps to be taken by Hongkong Post

The Authorised Representative submits the application with relevant documents and subscription fees IN PERSON at any post office. The Authorised Representative is required to present his/her HKID card to the Hongkong Post staff for identity authentication. The e-Cert PIN envelopes will be passed to the Authorised Representative in person by hand at the juncture of submission of the application at a designated HKPost premises, or delivered to the Authorised Representative in a secure manner such as by registered mail upon satisfactory completion of the identity verification process.	The application form and relevant documents will be forwarded to Hongkong Post CA Centre for processing and verification of applicant's details.
The Applicant generates the key pair and the "Certificate Signing Request (CSR)".	Hongkong Post notifies the Authorised Representative by e-mail of the approval of the application.
The Applicant uses the PIN in the PIN envelope to submit the CSR to Hongkong Post via a designated web page for the issuance of the e-Cert (Server) certificate.	Hongkong Post issues the e-Cert (Server) certificate based on the CSR submitted.
The Applicant follows the instructions to download the e-Cert via a designated web page.	
The Applicant installs the e-Cert (Server) certificate on the server in accordance with the requirement of the respective server.	Hongkong Post publishes the accepted e-Certs in the public repository as required under the Electronic Transactions Ordinance.