

Hongkong Post e-Cert (Organisational) Certificate – Certificate Renewal Form

(Applicable to Online Application ONLY)

(NOT applicable if Authorised Representative is replaced or changed)

Notes on Certificate Renewal

This renewal form is only applicable to online submission of application for e-Cert (Organisational) with 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 792G (rather than using this renewal form) and CPos 798F (Subscriber Terms and Conditions and Authorisation Letter).

Hongkong Post Certification Authority provides e-Cert (Organisational) certificate of validity for 1-year and 2-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:

Subscription Fees for e-Cert (Organisational) Certificates	Certificates with a 1-year validity period only	Certificates with a 2-year validity period only
Renewal application	HK\$150 per certificate * Promotional Offer: HK\$141 per certificate	HK\$300 per certificate * Promotional Offer: HK\$282 per certificate
Administration fee per application (irrespective of the number of Authorised Users)	HK\$150 per application	HK\$300 per application
e-Cert Storage Medium	Each e-Cert (Organisational) is stored in an e-Cert File USB. Price of each e-Cert file USB is HK\$40.	

* Starting from 1 July 2023, promotional discounts on the subscription fees for e-Cert (Organisational) will be offered.

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:

- Complete this Certificate Renewal Form with the necessary details.
- Submit all required supporting documents online with this Certificate Renewal Form:

- Copy of Valid Business Registration Certificate (the validity of the documentation should not expire within one month by the time the application is submitted)
- Copy of Valid Certificate of Incorporation or Certificate of Registration (for limited company)
- Copy of other documents issued by the appropriate Hong Kong registration agency attesting to the existence of your organisation (for statutory body)
- If apply for e-Cert (Organisational) with AEOI Functions, the applicant shall submit one Supplementary Application Form (CPos 798FA) together with one copy of Authorised User's HKID card or passport for each Authorised User of AEOI Functions. And each Authorised User shall sign on the copy of his/her HKID card or passport with the same signature as he/she signed in the Supplementary Application Form.

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.

- 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).

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.

Central Key Generation Service

Hongkong Post will generate the Authorised User's key pair and create the certificate by Central Key Generation ("CKG") method 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.

Service Pledge

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.

Hongkong Post e-Cert (Organisational) Certificate – Certificate Renewal Form

(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. Organisation Particulars

Organisation Name in English: _____

Organisation Name in Chinese: _____

Branch* Name in English (if appropriate): _____

Branch* Name in Chinese (if appropriate): _____

* Government Department applicants may specify name of section here

Organisation Registration Numbers

☐ Business Registration No. _____

☐ Certificate of Incorporation No. _____

☐ Certificate of Registration No. _____

☐ Other Registration Document _____

Organisation Address

Local Postal Address

(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.)

Authorised Representative's Particulars

☐ Mr. ☐ Ms

Name in English: _____
(Surname) (Given name)

Name in Chinese: _____
(Surname) (Given name)

Hong Kong Identity Card No./Passport No.: _____

Title: _____

Office Tel.: _____ Mobile Phone: _____

Fax No.: _____ e-mail Address: _____

e-Cert Storage Medium (Please note that the e-Cert storage medium shall be applicable to e-Cert for all the Authorised Users.)

* e-Cert File USB will be the default storage medium of e-Cert (Organisational).

Key Length of e-Cert

e-Cert (Organisational) is issued with 2048-bit RSA key length.

II. Details of Certificates to be Renewed

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 by Central Key Generation ("CKG") method 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.

Details of Certificate to be Renewed			Information to be Updated in Renewed Certificate		
Title	Name of Authorised User #	Subscriber Reference Number #	e-mail Address (if applicable) @	Contact Telephone No. (if applicable)	Validity Period of e-Cert (Please select one)
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year

(If the above space is insufficient, please fill in the Annex CPos 792G-O-A and upload it together with other documents online.)

Same details of the existing certificate will be included in the renewed certificate.

@ The Authorised User's e-mail address in the original certificate (if any) will be included in the renewed certificate by default. If the Authorised User wishes to update or include a new e-mail address in the renewed certificate, please write down the new e-mail address. The contents of a certificate, including the e-mail address, will not be changed within the validity of the certificate.

III. Declaration by the Organisation

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 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>.
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 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.
5. 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.
6. 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.

Name of Organisation: _____

Signature of Authorised Representative: _____ (See Page-2)
(for and on behalf of Organisation)

Date of Application: (dd) _____ (mm) _____ (yyyy) _____

Organisation Chop

IV. For CA Use Only Checklist of Application Processing Procedures at CA

Description	Name of the Processing Officer	Title of the Processing Officer	Date	Signature
1. Review the details on the renewal application form				
2. Data Input				
3. Check the identity of the organisation with IRD/CR				
4. Approve the application				

V. Subscribers Terms and Conditions

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. 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.
4. A Subscriber is an Applicant whose Authorised Representative has signed the Subscriber Terms and Conditions and to whom the e-Cert has been issued in accordance with the eligibility criteria set out in the CPS.
5. 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.
6. 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 named in that e-Cert;
 - b) all information and representations made by it that are included in the e-Cert are true; and
 - 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.
7. 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.
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 <http://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 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.