

## Hongkong Post e-Cert (Server) Certificate - Certificate Renewal Form

### Notes on Certificate Renewal

Hongkong Post Certification Authority provides e-Cert (Server) certificate of validity for 1-year, e-Cert (Server) with "Wildcard" or "Multi-domain" feature of validity for 1-year, Extended Validation e-Cert (Server) and Extended Validation e-Cert (Server) with "Multi-domain" feature of validity for 1-year for selection. It is important to note that any expired e-Cert cannot be renewed. The Authorised Representative of the subscriber organization should renew the e-Cert(s) before they expire. Upon approval of the renewal request, the subscriber organization will be required to generate the key pair and the "Certificate Signing Request (CSR)". The CSR is required to be submitted to Hongkong Post via a designated web page for the issuance of the e-Cert (Server) certificate.

According to Hongkong Post CA renewal policy stipulated in the Certification Practice Statement (Section 4.6), Hongkong Post CA will re-authenticate the identity of the subscriber organisation and the identity of the Authorised Representative (also the identity of the Applicant for Extended Validation e-Cert (Server) renewal request) before the e-Certs can be renewed. In this respect, please follow the steps below for the certificate renewal:

1. Complete this renewal form with the necessary details.
2. Supporting documents to be submitted with the 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) **Subscriber Terms and Conditions**

If the original Authorised Representative is replaced or changed, the new Authorised Representative must sign the Subscriber Terms and Conditions which is contained inside the Application Form for Hongkong Post e-Cert (Organisational / Encipherment / Server) Certificate CPos798F.

c) **Authorisation Letter**

If the original Authorised Representative is replaced or changed, the subscriber organisation must submit a new authorisation letter bearing the organisation's "For and on behalf of" chop and authorised signature(s) appointing a person as the new Authorised Representative to sign, on behalf of the organisation, documents relating to the application, use, revocation and renewal of certificates issued by the Hongkong Post Certification Authority. The letter should include the Authorised Representative's name and HKID/Passport number (or completing the sample authorisation letter contained in the Application Form for Hongkong Post e-Cert (Organisational / Encipherment / Server) Certificate CPos798F). If the subscriber organisation is a HKSAR Government bureau/department, the authorisation letter should be in memo form impressed with the department chop and signed by the Departmental Secretary or an officer at equivalent rank or above. **(In case of renewal request for Extended Validation e-Cert (Server), if either the original Authorised Representative or the Applicant is replaced or changed, the subscriber organisation must submit a new authorisation letter)**

d) **Copy of proof of ownership of all the applied domain name(s) to be included in the certificate.**

e) **Copy of valid Certificate of Incorporation or Certificate of Registration (for limited company)**

f) **Copy of other documents issued by the appropriate Hong Kong registration agency attesting to the existence of your organisation. (for statutory body)**

g) **Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server) (CPos798FEV) (Applicable to renewal request for Extended Validation e-Cert (Server) from subscriber organization with Business Registration Certificate only)**

Note: If items (e) to (f) above have been submitted and there are no changes to them in this application, those documents can be excluded from submission.

3. a) Submit the completed renewal form together with the required supporting documents and pay the renewal fee at any post office in person by the Authorised Representative. **The Authorised Representative is required to present his/her original HKID Card/Passport** for identity authentication by the staff of Hongkong Post at the time of submitting the renewal form; or  
b) The Authorised Representative may choose to submit the renewal application by mail to Kowloon East Post Office Box No. 68777, Hongkong Post Certification Authority, if his/her identity has been authenticated in a past application of the Subscriber Organisation at the designated HKPost premises. Apart from the supporting documents as stated in paragraph 2, **the Authorised Representative is also required to submit his/her copy of the HKID card or passport with his/her signature, together with the true copy of the renewal application form and renewal fee (payable only by crossed cheque or credit card). (Submission of renewal application by mail is NOT applicable to Extended Validation e-Cert (Server) renewal request from subscriber organization with Business Registration Certificate only)**

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.

## Hongkong Post e-Cert (Server) Certificate - Certificate Renewal Form

(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

### New Organisation Registration Numbers

☐ Business Registration No. \_\_\_\_\_

☐ Certificate of Incorporation No. \_\_\_\_\_

☐ Certificate of Registration No. \_\_\_\_\_

☐ Other Registration Document \_\_\_\_\_

### Organisation Address

\_\_\_\_\_

### New 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

(Please see paragraph 2b & 2c of the Notes on Certificate Renewal)

☐ 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: \_\_\_\_\_

### Particulars of Technical Contact Person

(This part **MUST** be filled for the application of e-Cert (Server) or Extended Validation e-Cert (Server))

Name in English: \_\_\_\_\_ ☐ Mr. ☐ Ms.

Name in Chinese: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Tel.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**IIa. Details of Certificates to be Renewed -e-Cert (Server), e-Cert (Server) with "Wildcard" or "Multi-domain" feature**

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 Certification Authority issues e-Cert (Server), e-Cert (Server) with "Wildcard" feature, and e-Cert (Server) with "Multi-domain" feature with 1-year validity period only.**
- All server names in the renewed certificate cannot be changed.
- To add, remove or alter any server name in the e-Cert (Server) with "Multi-domain" feature, please use the Application Form for e-Cert (Organisational / Encipherment / Server) CPos798F instead.
- You may choose to show Chinese or English organisation name in the e-Cert (Server) (including "Multi-domain" feature and "Wildcard" feature) when submit the "Certificate Signing Request (CSR)". Once the e-Cert is issued, all content cannot be changed.
- Under the conditions stipulated in section 4.9.1 of the CPS, HKPCA will revoke an e-Cert (Server) within 24 hours or 5 days. You must take note of these conditions and be prepared for the replacement of your certificate within the required period.**
- If the space below is insufficient, please copy this page and attach the completed details of sections IIa and IIb as a supplementary sheet.

**(1) e-Cert (Server) Renewal**

Server Name	Subscriber Reference Number	Certificate Serial Number

**(2) e-Cert (Server) with "Wildcard" Feature Renewal**

Server Name with "Wildcard"	Number of Additional Server#	Subscriber Reference Number	Certificate Serial Number

#Note: If required, subscriber may adjust the number of additional servers to the existing e-Cert (Server) with "Wildcard" feature.

**(3) e-Cert (Server) with "Multi-domain" Feature Renewal**

Server Name used as Subject Name in the Certificate	Number of Additional Server Name(s) in Subject Alternative Name of the Certificate	Subscriber Reference Number	Certificate Serial Number

**IIb. Declaration by the Organisation- e-Cert (Server), e-Cert (Server) with "Wildcard" or "Multi-domain" feature**

**We, the Organisation specified above, hereby declare that:**

- The above information provided in this application is true and accurate in all respects and we understand that we may be liable for claims, 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.
- 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>.
- We consent to Hongkong Post making further enquiry of us necessary for the processing of this application.
- We expressly agree to include the information of our Organisation in the e-Certs if our application is successful, and the publication of the e-Certs in the Hongkong Post public repository.
- 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. If there are changes to these documents, an up-to-date version will be submitted with this application.
- 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: \_\_\_\_\_

(Please also complete section IV)

Organisation Chop

**IIIa. Details of Certificates to be Renewed - Extended Validation e-Cert (Server) or Extended Validation e-Cert (Server) with "Multi-domain" feature**

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 Certification Authority issues Extended Validation e-Cert (Server) and Extended Validation e-Cert (Server) with "Multi-domain" Feature with 1-year validity period only.**
- If the Subscriber Organisation has a business registration certificate only, the applicant must also submit a Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server) (CPos 798FEV).**
- All server names in the renewed certificate cannot be changed.
- To add, remove or alter any server name in the Extended Validation e-Cert (Server) with "Multi-domain" feature, please use the Application Form for e-Cert (Organisational / Encipherment / Server) CPos798F instead.
- You may choose to show Chinese or English organisation name in the Extended Validation e-Cert (Server) (including "Multi-domain" feature) when submit the "Certificate Signing Request (CSR)". Once the e-Cert is issued, all content cannot be changed.
- Under the conditions stipulated in section 4.9.1 of the CPS, HKPCA will revoke an e-Cert (Server) within 24 hours or 5 days. You must take note of these conditions and be prepared for the replacement of your certificate within the required period.**
- If the space below is insufficient, please copy this page and attach the completed details of sections IIIa and IIIb as a supplementary sheet.

**(1) Extended Validation e-Cert (Server) Renewal**

Server Name	Subscriber Reference Number	Certificate Serial Number

**(2) Extended Validation e-Cert (Server) with "Multi-domain" Feature Renewal**

Server Name used as Subject Name in the Certificate	Number of Additional Server Name(s) in Subject Alternative Name of the Certificate	Subscriber Reference Number	Certificate Serial Number

**IIIb. Declaration by the Organisation - Extended Validation e-Cert (Server) or Extended Validation e-Cert (Server) with "Multi-domain" feature**

**We, the Organisation specified above, hereby declare that:**

- The above information provided in this application is true and accurate in all respects and we understand that we may be liable for claims, 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.
- 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>.
- We consent to Hongkong Post making further enquiry of us necessary for the processing of this application.
- We expressly agree to include the information of our Organisation in the e-Certs if our application is successful, and the publication of the e-Certs in the Hongkong Post public repository.
- 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. If there are changes to these documents, an up-to-date version will be submitted with this application.
- 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 : \_\_\_\_\_

Place of Business : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_ Title : \_\_\_\_\_

(The applicant should be the same as Signatory in Authorisation letter)

Contact telephone number of Applicant: \_\_\_\_\_ Email address of Applicant: \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_

Signature of Authorised Representative : \_\_\_\_\_

Same as Signatory in Authorisation Letter

(See Page-2)

Date of Application : \_\_\_\_\_

Organisation Chop

#### IV. Subscription Fee

			Number			Subscription Fee		Sub-total HK\$
e-Cert (Server)	Renewal	1-year validity	Server Name		X	HK\$2,500 *Promotional Offer: HK\$2,350	=	
e-Cert (Server) with “Wildcard” feature	Renewal	1-year validity	Server Name		X	HK\$8,700 *Promotional Offer: HK\$8,265	=	
			Additional Server		X	HK\$500 *Promotional Offer: HK\$475	=	
e-Cert (Server) with “Multi-domain” feature	Renewal	1-year validity	Server Name		X	HK\$3,000	=	
			Additional Server Name		X	HK\$2,500	=	
Extended Validation e-Cert (Server)	Renewal	1-year validity	Server Name		X	HK\$3,000 *Promotional Offer: HK\$2,700	=	
Extended Validation e-Cert (Server) with “Multi-domain” feature	Renewal	1-year validity	Server Name		X	HK\$3,500	=	
			Additional Server Name		X	HK\$2,500	=	
						Total	=	

\* For e-Cert (Server) with "Wildcard" feature, with effect from 1 January 2020, the promotional discount on the subscription fee is provided.  
For e-Cert (Server) (without "Wildcard" feature and "Multi-domain" feature), with effect from 1 July 2023, the promotional discount on the subscription fee is provided.  
For Extended Validation e-Cert (Server) (without "Multi-domain" feature), with effect from 1 July 2023, the promotional discount on the subscription fee is provided.

#### V. Before you submit the application, please read the table below to confirm you have prepared all the necessary documents.

##### Documents Required

Please put a "✓" to confirm

- Completed Renewal Form CPos 792S ☐
- Copy of Valid Business Registration Certificate ☐
- Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server) (CPos 798FEV) ☐  
(Only Applicable to Extended Validation e-Cert (Server) renewal request from Subscriber organisation with Business Registration Certificate only)
- Completed Subscriber Terms and Conditions CPos798F ☐  
(Only applicable to new Authorised Representative)
- New Authorisation Letter ☐  
(Applicable to (i) new Authorised Representative, or (ii) new Authorised Representative or new Applicant for Extended Validation e-Cert (Server) renewal request)
- Copy of Certificate of Incorporation, Certificate of Registration or other registration document or proof of the ownership of the Server's Domain Name ☐  
(Only applicable when there are changes to these documents)
- Copy of the Authorised Representative's HKID card or passport with his/her signature ☐  
(Only applicable to submission by mail)

#### VI. For Acceptance Post Office Use

##### 1. Checking of Original and Copies of Supporting Documents Accompanying the Application

(Please put a "✓" in the appropriate box to confirm that the required documents have been received and checked)

##### Name of Document

Original Checked Copy Received

- Certificate Renewal Form CPos 792S ☐ NA
- Copy of Valid Business Registration Certificate NA ☐
- Supplementary Application Form for Hongkong Post Extended Validation e-Cert (Server) (CPos 798FEV) ☐ NA  
(Only Applicable to Extended Validation e-Cert (Server) renewal request from Subscriber organization with Business Registration Certificate only)
- Identity proof — HKID card or passport ☐ NA  
• Authorised Representative
- Completed Subscriber Terms and Conditions CPos798F ☐ NA  
(Only applicable to new Authorised Representative)
- New Authorisation Letter ☐ NA  
(Applicable to (i) new Authorised Representative, or (ii) new Authorised Representative or new Applicant for Extended Validation e-Cert (Server) renewal request)
- Certificate of Incorporation, Certificate of Registration or other registration document or proof of the ownership of the Server's Domain Name NA ☐  
(Only applicable when there are changes to these documents)

## 2. Payment

(Please put a "✓" in the appropriate box)

The amount of HK\$ \_\_\_\_\_ has been paid by:

☐ Cash ☐ EPS ☐ Others: \_\_\_\_\_

☐ Credit Card VISA/MASTER No. \_\_\_\_\_ (delete where inappropriate) Expire in \_\_\_\_\_

☐ Cheque No. \_\_\_\_\_ Issuing Bank \_\_\_\_\_  
(By crossed cheque make payable to "Postmaster General")

Official Receipt No. (Pos799) \_\_\_\_\_

## 3. Declaration by Accepting Officer

I hereby certify that the Authorised Representative has appeared before me for face-to-face authentication of identity and that, to the best of my knowledge and belief, the Authorised Representative is the rightful holder of the copy of the HongKong identity card / passport (delete where inappropriate) produced for the purpose of applying for Hongkong Post e-Cert certificate.

\_\_\_\_\_  
Name of Acceptance Post Office

\_\_\_\_\_  
Name of Accepting Officer (in block letters)

Signature of Accepting Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Post Office Datestamp

## VII. 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 e-Cert (Server) renewal application form				
2. Review the documents for Extended Validation e-Cert (Server) application				
3. Data Input				
4. Check the identity of the organisation with IRD/CR				
5. Approve the application				



## VIII. Terms and Conditions for e-Cert 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 ("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 Terms and Conditions for e-Cert Subscribers 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 personnel of the Subscriber;
  - 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.