

## e-Cert (Organisational) Issuance Procedures



### Steps to be taken by the Applicant

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 Authorised Representative distributes the PIN envelopes to individual Authorised Users.

The Authorised Representative distributes the floppy disks or e-Cert File Cards to individual Authorised Users. Authorised Users may access and use the e-Cert on the floppy disk or e-Cert File Card with the password inside the PIN envelope.

### Steps to be taken by Hongkong Post

The application form and relevant documents will be forwarded to Hongkong Post CA Centre for processing and verification of applicant's details.

Hongkong Post notifies the Authorised Representative by e-mail of the approval of the application. PIN envelopes containing the PINs of respective e-Certs will be delivered to the Authorised Representative by post.

Hongkong Post generates the key pairs on behalf of the Applicant, generates the e-Certs and stores each of the key pairs and e-Certs on individual floppy disks or e-Cert File Cards.

Hongkong Post delivers the floppy disks or e-Cert File Cards to the Authorised Representative by post.

Hongkong Post publishes the accepted e-Certs in the public repository as required under the Electronic Transactions Ordinance.