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 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 envelope containing the PIN of respective e-Cert will be delivered to the Authorised Representative by post.

The Applicant generates the key pair and the "Certificate Signing Request (CSR)".

The Applicant uses the password 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.

For more details about e-Cert, please visit www.hongkongpost.gov.hk
(10/2009)