

香港郵政電子證書 (機構職務) 申請表格 【只供醫院管理局使用】

Application Form for Hongkong Post e-Cert (Organisational Role) 【For Hospital Authority Use Only】

注意事項:

- (1) 在填寫前，請參閱附於本表格的「電子證書 (機構職務) 登記人條款及條件」(附件1) 及電子證書 (機構職務) 「核證作業準則」。《核證作業準則》可於香港郵政網頁下載 (www.eCert.gov.hk)。
- (2) 電子證書 (機構職務) 只載有英文資料。除中文資料外，請以英文正楷填寫本表格。
- (3) 醫院管理局作為此申請表內第A1部指明的機構將成為香港郵政電子證書 (機構職務) 之「登記人」。其獲授權代表及授權用戶均不會成為「登記人」。
- (4) 在遞交本申請表前，請參閱「文件檢查表」(附件2)，確定已備妥所需文件。
- (5) 在本申請表內指明的獲授權代表須親身前往指定的香港郵政電子證書 (機構職務) 的登記機關，提交申請表、有關的文件；並同時進行當面確認身分的手續。
- (6) 在所發出證書的有效期內，若需變更獲授權代表的身分或資料，新的獲授權代表須親身前往指定的香港郵政電子證書 (機構職務) 的登記機關重新提交本申請表一份；並同時進行當面確認身分的手續。
 已獲發出電子證書 (機構職務) 的機構如需更改獲授權代表資料，請在方格內加上“✓”及填妥第A, B及C部。

Note:

- (1) Before completing this form, please read the "Terms and Conditions for e-Cert (Organisational Role) Subscribers" (Annex 1) attached to this form and the "Certification Practice Statement for e-Cert (Organisational Role)" which can be downloaded from Hongkong Post's web site www.eCert.gov.hk.
- (2) An e-Cert (Organisational Role) contains information in English language only. Please complete this application form in English block letters, except where information in Chinese is requested.
- (3) Hospital Authority, as specified in section A1 of the application form, will be the Subscriber of a Hongkong Post e-Cert (Organisational Role). Neither the Authorised Representative nor the Authorised User will become the Subscriber.
- (4) Before submitting this application, please make reference to the "document checklist" (Annex 2) to confirm that all the necessary documents are prepared.
- (5) The Authorised Representative is required to submit the application with relevant documents IN PERSON at designated Registration Authority of Hongkong Post e-Cert (Organisational Role) where a face-to-face authentication of the Authorised Representative's identity will be conducted.
- (6) If the identity or details of the Authorised Representative are changed within the validity period of the e-Cert (Organisational Role) issued, the newly appointed Authorised Representative should submit this application form IN PERSON to designated Registration Authority of Hongkong Post e-Cert (Organisational Role) for identity authentication.
 Organisation who has been issued e-Cert (Organisational Role) and wishes to change the particulars of the Authorised Representative, please put a "✓" in the box and complete Sections A, B and C.

查詢熱線 Enquiry Hotline: 2921 6633

網址 Web Site: www.eCert.gov.hk

你在此申請表格所填報的個人資料，醫院管理局、香港郵政及其電子核證服務之營運商會用作為你提供電子證書服務的事宜。除非所作用途為法例容許又或屬法例規定，否則我們不會用足以辨識你身分的方式，向他人披露你的資料。你向我們提供你的個人資料，全屬自願性質。如未能提供有關資料，可能會影響處理你的電子證書申請。根據個人資料 (私隱) 條例，你有權獲得及更改個人資料，包括獲得一份此表格上填報資料的副本。如需查閱或更改資料，請致函東九龍郵政局信箱 68777 號，電郵往 enquiry@eCert.gov.hk 或傳真往 2775 9130。

The personal data you provided in this form will be used by Hospital Authority, 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. You have a right of access and correction with respect to personal data under the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. If you wish to do so, please send your request by mail to Kowloon East Post Office Box No. 68777, by e-mail to enquiry@eCert.gov.hk or by fax to 2775 9130.

A. 申請電子證書（機構職務）機構資料 Particulars of the Organisation Applying for e-Cert (Organisational Role)

1. 機構名稱 Organisation Name

機構英文名稱

Organisation Name in English : _____ Hospital Authority

機構中文名稱

Organisation Name in Chinese : _____ 醫院管理局

分部英文名稱(如適用 if applicable)

Branch Name in English : _____ N/A

分部中文名稱(如適用 if applicable)

Branch Name in Chinese : _____ N/A

2. 機構註冊資料 Organisation Registration Details

_____ Hospital Authority Ordinance (Cap. 113)

3. 機構地址 Organisation Address

_____ Hospital Authority Building, 147B Argyle Street, Kowloon, Hong Kong

香港 Hong Kong

九龍 Kowloon

新界 New Territories

4. 本地郵遞地址 Local Postal Address

(若本地郵遞地址與機構地址不同，請填寫本欄。請勿提供香港以外的郵遞地址。Please complete this section if the local postal address is different from the organisation address. Please do not provide a postal address outside Hong Kong.)

香港 Hong Kong

九龍 Kowloon

新界 New Territories

5. 獲授權代表資料 Particulars of Authorised Representative

(獲授權代表請於B部簽署及備妥機構的授權書 Authorised Representative please sign in Section B and complete the Authorisation Letter from the Organisation)

先生 Mr.

女士 Ms.

英文姓名 _____

Name in English (姓 Surname)

(名 Given Name)

中文姓名 Name in Chinese _____

香港身份證 / 護照 號碼 HKID / Passport No. _____ (____)

職銜 Title _____ 辦公室電話 Office Tel. _____ 傳真 Fax _____

流動電話 Mobile Phone _____ 電郵 Email _____

6. 電子證書檔案的派遞方式 Delivery Mode of e-Cert File

(請在適當口加上“✓”號。Please put a “✓” in the appropriate box.)

以掛號郵件交付予獲授權代表

Deliver to the Authorised Representative by registered mail.

以加密電子郵件的方式發送至電子郵箱*

Send to email address* _____ through an enciphered electronic mail.

(*注意: 請填寫一個用於接收電子證書檔案的電子郵箱。由於電子證書檔案將會以加密電子郵件的方式發送，此電子郵箱必須備有一張屬於申請機構的有效電子證書。)

*Note: Please fill in the email address for receiving e-Cert File(s). In order to receive the e-Cert File(s) in enciphered electronic mail, the email address MUST associate with a valid e-Cert owned by the Subscriber Organisation.)

B. 機構聲明 Declaration by the Organisation

本機構為本申請表內指明的機構，現特此聲明：

- (1) 本機構在此申請表上提供的資料全屬真確。如資料虛假失實，本機構同意承擔因之而引致的索償、損失或其他制裁。另外，香港郵政保留權利，在有理由相信電子證書（機構職務）所載資料虛假失實的情況下，無需預先通知而暫時吊銷或撤銷該電子證書（機構職務），亦無需退還登記費及行政費。
- (2) 本機構同意遵守附於本表格附件1的《電子證書（機構職務）登記人之條款及條件》以及《核證作業準則》（已於香港郵政網頁www.eCert.gov.hk公布）所載的各項規條。
- (3) 本機構同意香港郵政為處理這宗申請再向本機構查詢。
- (4) 如申請獲接納，本機構明確同意並願意由香港郵政代本機構製作授權用戶的密碼匙，及將授權用戶的個人資料（包括姓名，職務及電郵地址）列載於電子證書（機構職務）上；並將電子證書（機構職務）於香港郵政公開儲存庫公布。
- (5) 本機構證實以往申請電子證書（機構職務）時遞交的成立證明文件等，截至遞交本申請時並無更改。如上述文件有所更改，新版本當會隨本申請一併遞交。【此段不適用於提交新申請的機構】
- (6) 本機構知悉證書一經發出後，其內容在證書有效期內均不能更改。

We, the Organisation specified in this application form, hereby declare that:

- (1) The 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 for e-Cert (Organisational Role) Subscribers provided in Annex 1 of this Application Form as well as the provisions of the Certification Practice Statement published on Hongkong Post's web site at 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 (Organisational Role) on our behalf and inclusion of the personal data of the Authorised Users (including their respective names, roles and e-mail addresses) in the e-Certs (Organisational Role) if this application is successful, and the publication of the e-Certs (Organisational Role) in the Hongkong Post public repository.
- (5) We confirm that there are no changes to the document attesting to the existence of our Organisation 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 (this paragraph is not applicable to Organisation submitting a new application).
- (6) We acknowledge that once the e-Cert (Organisational Role) is issued, none of the contents of the e-Cert (Organisational Role) can be changed throughout the validity period of the e-Cert (Organisational Role).

Hospital Authority

機構名稱Name of Organisation

_____ (見A5部份 See Section A5)

獲授權代表簽署（以機構名義簽署）及機構蓋章

Signature of Authorised Representative (for and on behalf of the Organisation) and Organisation Chop

申請日期Date of Application : (日dd) _____ (月mm) _____ (年yyyy) _____

C. 電子證書（機構職務）授權用戶資料 Particulars of Authorised Users of e-Cert (Organisational Role)

注意事項：

- (1) 請在本部份填寫電子證書（機構職務）授權用戶的資料。如本部份空位不足填寫，可將本部份影印。本部份填妥及簽署後，請連同本申請表一起遞交。
- (2) 香港郵政會根據本表格附件1的登記人條款及條件及核證作業準則的有關條款代製密碼匙及電子證書（機構職務）。密碼匙及電子證書（機構職務）會存於可錄光碟上，並以掛號郵遞形式送交獲授權代表或以加密電子郵件發送至指定電子郵箱。

Note :

- (1) Please provide the particulars of the Authorised Users of e-Cert (Organisational Role) in this section. If space is insufficient, please copy this section. This section should be completed and submitted together with this application form.
- (2) Hongkong Post will generate the key pair and e-Cert (Organisational Role), on behalf of the Organisation, in accordance with the Terms and Conditions for e-Cert (Organisational Role) Subscribers provided in Annex 1 of this Application Form and provisions of the Certification Practice Statement. The key pair and e-Cert (Organisational Role) will be stored in a recordable CD which will be delivered to the Authorised Representative by registered post or to the designated email by enciphered electronic mail.

授權用戶資料 Particulars of Authorised Users

1. 所有授權用戶的共同資料 Common Information applied to all Authorised Users

職務名稱 Role Name : Clinical Staff
 電郵地址 Email Address : Nil
 香港身份證/護照號碼 HKID card / Passport no. : As shown in Human Capital Management System (HCMS)
 電子證書有效期（請選擇其一） Validity Period of e-Cert (Please select one) : 1年/year 2年/year 3年/year 4年/year

2. 個人資料 Personal Information

序號 No.	尊稱 Title	姓 Surname	名 Given Name	用戶號碼 Corporate User ID no.	聯絡電話 Contact telephone no.	登記人備註 Subscriber Remark	
						醫院 Hospital	院內分派地址 Dispatching Office Address

Hospital Authority

機構名稱 Name of Organisation :

（與B部分相同 Same as Section B）

獲授權代表簽署（以機構名義簽署）及機構蓋章

Signature of Authorised Representative (for and on behalf of the Organisation) and Organisation Chop

申請日期 Date of Application : (日 dd) _____ (月 mm) _____ (年 yyyy) _____

附件1 — 《電子證書（機構職務）登記人條款及條件》

由香港郵政署長代表的香港郵政署（“香港郵政”）與香港郵政電子證書（機構職務）（“電子證書（機構職務）”）的申請人（由獲授權代表代表的機構）擬達成以下協議並接受法律約束：



- 《電子證書（機構職務）核證作業準則》（“《準則》”）規管香港郵政簽發電子證書（機構職務）及提供核證服務事宜。《準則》載於香港郵政網頁（網址：www.eCert.gov.hk），供公眾人士查閱。
- 申請人遞交電子證書（機構職務）申請表格，即確認已閱讀並明白本條款及條件，且完全知悉《準則》所列的登記人及倚據證書人士的義務及法律責任。
- 本條款及條件連同《準則》構成《準則》所提述香港郵政與申請人訂立的整份《登記人協議》，並取代香港郵政與申請人所有先前或現時有效並關乎發出電子證書（機構職務）的協議或諒解協定。
- “登記人”指獲授權代表已簽署《電子證書（機構職務）登記人條款及條件》並接受根據《準則》所列資格標準為合資格獲發電子證書（機構職務）的申請人。
- 申請人遞交電子證書（機構職務）申請表格並由香港郵政或其代理人或分包商收妥，即：
 - 同意就電子證書（機構職務）的簽發向香港郵政繳付適當費用，除非有關費用獲香港郵政以書面豁免；
 - 同意受(i)本條款及條件及(ii)《準則》條文的約束；
 - 同意有關使用私人密碼匙及電子證書（機構職務）的風險全由登記人承擔；
 - 同意香港郵政從未就香港郵政簽發的私人密碼匙及電子證書（機構職務）作出任何隱含或明示的保證；
 - 承諾若未有妥善履行或不曾履行本條款及條件以及《準則》內列明的責任，則或須就香港郵政及 / 或其他人(包括倚據證書人士)因此而招致或蒙受的法律責任或損失及損害，向其支付損害賠償；
 - 承諾採取合理預防措施，保護其私人密碼匙的機密性（即予以保密）及完整性，以免丟失、外泄或遭人擅自使用；
 - 承諾一旦發現私人密碼匙有任何丟失或外泄，以及 / 或出現電子證書（機構職務）應予撤銷的情況時，立即作出通報；
 - 批准將電子證書（機構職務）向任何其他人士公布或在香港郵政儲存庫內公布，並接受將予發出的電子證書（機構職務）；
 - 同意香港郵政署長可局限他 / 她及 / 或香港郵政因疏忽及 / 或違反《準則》、本條款及條件、及 / 或香港郵政所簽發私人密碼匙及 / 或電子證書（機構職務）內列明的合約而引致的法律責任；以及
 - 同意香港郵政署長可以指定其他代理人或分包商履行其在《準則》及 / 或本條款及條件下的義務。
- 申請人（並於接受向其簽發的電子證書（機構職務）時成為登記人），向香港郵政保證（承諾）並向所有其他有關各方（尤其是倚據證書人士）表述，下開事實實在電子證書（機構職務）有效期間俱屬真確並將保持真確：
 - 將香港郵政所發出的電子證書（機構職務）「個人密碼信封」分發給與電子證書（機構職務）內指名的授權用戶；
 - 提醒授權用戶不得向他人披露其私人密碼匙；
 - 除電子證書（機構職務）內指名的授權用戶外，並無其他人士可使用其電子證書（機構職務）的私人密碼匙來產生數碼簽署；
 - 使用與電子證書（機構職務）所載之公開密碼匙相關之私人密碼匙所產生之每一數碼簽署實屬電子證書（機構職務）內指名的授權用戶之數碼簽署；
 - 電子證書（機構職務）內由其提供的一切資料及作出的陳述均屬真實；
 - 私人密碼匙及電子證書（機構職務）只用作經授權及合法的用途；
 - 在申請證書過程所提供的一切資料並無侵犯或違反任何第三者之商標、服務標記、品牌、公司名稱或任何知識產權；
 - 私人密碼匙及電子證書（機構職務）只被授權用戶使用及只會用於在《準則》指定的應用中使用；以及
 - 登記人的授權代表並無執行《準則》中所述核證登記機關的職務和責任。
- 根據《準則》，香港郵政有責任使用可靠的系統以：
 - 及時發出及公布電子證書（機構職務）；
 - 通知申請人其申請被拒；
 - 暫時吊銷或撤銷電子證書（機構職務）並及時公布“證書撤銷清單”；以及
 - 通知登記人其電子證書（機構職務）被暫時吊銷或撤銷。
- 登記人承諾向香港郵政支付《準則》所指明的每個登記使用期的登記費用。登記費用須於每個登記使用期開始前支付，除非獲香港郵政以書面豁免。香港郵政保留絕對權利不時檢討及釐定登記費用，並於香港郵政網頁（網址：www.eCert.gov.hk）公布，讓登記人及公眾人士有所知悉。
- 若本條款及條件的任何條文或任何條文的任何部份被法庭裁定為非法、無效或不可執行，則其將被分割及刪除，但此並不影響本條款及條件的其餘條文或任何條文的其餘部份的有效性及其可執行性。
- 本條款及條件受中華人民共和國香港特別行政區（“香港特區”）法律管限，並按香港特區法律詮釋。協議各方同意接受香港特區法院的專有司法管轄權管轄。
- 香港郵政或其代理人或分包商收到申請人遞交的電子證書（機構職務）申請表格，並不保證申請會被批准。如申請被拒，申請人將接獲通知。如申請獲批，申請人須受本條款及條件以及《準則》條文的約束。



Annex 1 – Terms and Conditions for e-Cert (Organisational Role) 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 (Organisational Role) (“e-Cert (Organisational Role)(s)”) intending to be legally bound, hereby agree as follows:

1. The Certification Practice Statement for e-Cert (Organisational Role) (“CPS”) governs the issuance of e-Certs (Organisational Role) and certification services provided by HKPost. The CPS is publicly accessible at the HKPost website at www.eCert.gov.hk.
2. By submitting the e-Cert (Organisational Role) 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 (Organisational Role).
4. A Subscriber is an Applicant whose Authorised Representative has signed the Terms and Conditions for e-Cert (Organisational Role) Subscribers and to whom the e-Cert (Organisational Role) has been issued in accordance with the eligibility criteria set out in the CPS.
5. By submission of the e-Cert (Organisational Role) Application Form and its receipt by HKPost or its agents or sub-contractors, the Applicant:
 - a) agrees to pay HKPost the appropriate fee in respect of the issuance of the e-Cert (Organisational Role) 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 (Organisational Role)(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 (Organisational Role)(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 (Organisational Role)(s) should be revoked;
 - h) authorises the publication of the e-Cert (Organisational Role)(s) to any other person or in the HKPost repository and accepts the e-Cert (Organisational Role)(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 (Organisational Role)(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 (Organisational Role) 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 (Organisational Role) the following facts are and will remain true:
 - a) the PIN envelope for the e-Cert (Organisational Role) certificate issued by HKPost will be distributed to the corresponding Authorised User identified in the e-Cert (Organisational Role);
 - b) the Authorised User is reminded not to disclose the Private Key to other persons;
 - c) no person other than the Authorised User can make use of the corresponding Private Key to generate Digital Signature;
 - d) each Digital Signature generated using the Private Key of an e-Cert (Organisational Role), which corresponds to the Public Key contained in the e-Cert (Organisational Role), is the Digital Signature of the corresponding Authorised User identified in the e-Cert (Organisational Role);
 - e) all information and representations made by it that are included in the e-Cert (Organisational Role) are true;
 - f) the Private Key and e-Cert (Organisational Role) are used exclusively for authorised and legal purposes consistent with the e-Cert (Organisational Role) CPS;
 - g) all information supplied in the certificate application process does not infringe or violate in any way the trademarks, service marks, trade name, company name, or any other intellectual property rights of any third party;
 - h) the Private Key and e-Cert (Organisational Role) are used only by the Authorised User and for the Designated Application as set out in the CPS; and
 - i) the Authorised Representative of Subscriber does not perform the roles and responsibilities of Registration Authority as referred in the CPS.
7. In accordance with the CPS, HKPost is responsible for the use of a trustworthy system to:
 - a) issue and publish e-Cert (Organisational Role)(s) in a timely manner;
 - b) notify an Applicant of the rejection of its application;
 - c) suspend or revoke an e-Cert (Organisational Role) and publish Certificate Revocation Lists in a timely manner; and
 - d) notify a Subscriber of the suspension or revocation of its e-Cert (Organisational Role).
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 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 (Organisational Role) Application Form and its receipt by HKPost or its agents or sub-contractors 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.

附件2 – 文件檢查表 Annex 2 – Document Checklist

申請電子證書（機構職務）所需文件 Document required for the e-Cert (Organisational Role) application	
已填妥申請表的各部份 Completed all relevant sections of this application form	 <input type="checkbox"/>
每一授權用戶的醫院管理局電子證書申請表副本 Copy of each Authorised User's application form	 <input type="checkbox"/>
由高級經理或同級或上級職員簽署並具機構印章之授權便箋列明所委派的獲授權代表 An Authorisation Letter signed by the Senior Manager (or staff at equivalent rank or above) and endorsed with organisation chop designating the Authorised Representative	 <input type="checkbox"/>

圖示 Legend:  = 正本 Original  = 副本 Copy N.A. = 不適用 Not applicable

注意事項: 請在欄內方格加上「✓」號以示已附上該文件。

Note: Please put a “✓” in the box under each column to indicate that the document has been enclosed.

香港郵政電子證書（機構職務）登記機關專用
For Use by Registration Authority for Hongkong Post e-Cert (Organisational Role)

本人證明獲授權代表已按照香港郵政頒佈之電子證書（機構職務）《核證作業準則》第 3.1.8.1 段，(a) 在本人面前確認其身分；或 (b) 以可代替親身辦理的方式確認其身分 #。本人確信，獲授權代表為申請香港郵政電子證書（機構職務）而出示其 (a) 香港身份證；或 (b) 護照 #，而獲授權代表為該香港身份證或護照的合法持有人。

I hereby certify that the Authorised Representative (a) has appeared before me for face-to-face authentication of identity; or (b) has conducted authentication of identity in lieu of personal attendance # in accordance with paragraph 3.1.8.1 of the certification practice statement of e-Cert (Organisational Role) issued by Hongkong Post and that, to the best of my knowledge and belief, the Authorised Representative is the rightful holder of the (a) Hong Kong identity card; or (b) passport # produced for the purpose of applying for Hongkong Post e-Cert (Organisational Role) certificate.

(# 請刪去不適用的(a)或(b) Please delete either (a) or (b) where inappropriate)

本人已核實並保存本申請表附件2所示與申請有關的證明文件正本或副本，以及各授權用戶在機構的人力資源及薪酬系統（HCMS）記錄。

I have checked and stored the original and copies of supporting documents as indicated on Annex 2 of this application form and computer record of each Authorised User in Human Capital Management System (HCMS) of the Hospital Authority.

接受申請職員姓名（正楷） Name of officer processing the application (in block letters)

接受申請職員簽署 Signature of officer processing the application

接受申請職員職稱及單位（如適用） Post title and unit name, if applicable, of officer processing the application

登記機關名稱 Name of Registration Authority

日期 Date

(日dd) / (月mm) / (年yyyy)

登記機關郵戳 Registration Authority DateStamp

備註 Remarks