

## Hongkong Post e-Cert (Organisational Role) Certificate – Certificate Renewal Form 【For Hospital Authority Use Only】

### Notes on Certificate Renewal

Hongkong Post Certification Authority (“CA”) provides e-Cert (Organisational Role) certificate of validity for 1-year to 4-year for selection. It is important to note that any expired e-Cert (Organisational Role) cannot be renewed. The Authorised Representative of the Hospital Authority should renew the e-Certs (Organisational Role) before they expire. Upon renewal, the Authorised User will have a new key pair and a new certificate.

According to Hongkong Post CA renewal policy stipulated in the Certification Practice Statement (Section 3.2), Hongkong Post CA will re-authenticate the identity of the subscriber organisation and the identity of the Authorised Representative before the e-Certs (Organisational Role) can be renewed. In this respect, please follow the steps below for the certificate renewal:

1. Complete this renewal form with the necessary details and the Terms and Conditions for e-Cert (Organisational Role) Subscribers provided in Part VI of this Certificate Renewal Form.
2. Supporting documents to be submitted with the renewal form :

#### a) Terms and Conditions for e-Cert (Organisational Role) Subscribers

- (i) If the original Authorised Representative is replaced or changed, the new Authorised Representative must sign the Terms and Conditions for e-Cert (Organisational Role) Subscribers which is contained inside the e-Cert (Organisational Role) application form CPos 798HA, or
- (ii) If new Authorised Users are added, the Authorised Representative must complete a new e-Cert (Organisational Role) application form CPos 798HA but not completing this renewal form.

#### b) An Authorisation Letter signed by a Senior Manager (or staff at equivalent rank or above) and endorsed with organisation chop designating the Authorised Representative

If the original Authorised Representative is replaced or changed, the subscriber organisation must submit a new authorisation letter signed by a Senior Manager (or staff at equivalent rank or above) and endorse with organisation chop designating 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 authorisation letter should include the Authorised Representative's name and HKID/Passport number.

3. a) Submit the completed renewal form together with the required supporting documents at the office of Registration Authority for e-Cert (Organisational Role) of Hospital Authority **in person** by the Authorised Representative. **The Authorised Representative is required to present his/her original HKID Card/Passport** for identity authentication by the Registration Authority Officer of Hospital Authority, acting on behalf of Hongkong Post Certification Authority, at the time of submitting the renewal form; or
- b) The Authorised Representative may choose to submit the renewal application by mail to the office of Registration Authority for e-Cert (Organisational Role) of Hospital Authority, if his/her identity has been authenticated in a past application at the office of Registration Authority for e-Cert (Organisational Role) of Hospital Authority. 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 renewal application form.**

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](mailto:enquiry@eCert.gov.hk) or by fax to **2775 9130**.

### Central Key Generation Service

Hongkong Post will generate the subscriber's Authorised User's key pair and create the certificate by Central Key Generation method in accordance with the relevant terms and conditions as shown on the Terms and Conditions for e-Cert (Organisational Role) Subscribers and the Certification Practice Statement. After the generation of certificate, Hongkong Post will send out the certificate file to the Authorised Representative by registered mail or through an enciphered electronic mail.

### Service Pledge

Hongkong Post pledges to process a renewal request in 10 working days after Hongkong Post CA received the 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.

Memo No.: \_\_\_\_\_

## Hongkong Post e-Cert (Organisational Role) Certificate - Certificate Renewal Form

(Except where the information required is in Chinese, please complete this form in ENGLISH and in BLOCK letters)

### 1. Organisation Particulars

Organisation Name in English: \_\_\_\_\_ Hospital Authority \_\_\_\_\_

Organisation Name in Chinese: \_\_\_\_\_ 醫院管理局 \_\_\_\_\_

Branch\* Name in English (if appropriate): \_\_\_\_\_ N/A \_\_\_\_\_

Branch\* Name in Chinese (if appropriate): \_\_\_\_\_ N/A \_\_\_\_\_

#### Organisation Registration Details

\_\_\_\_\_ Hospital Authority Ordinance (Cap. 113) \_\_\_\_\_

#### Organisation Address

\_\_\_\_\_ Hospital Authority Building, 147B Argyle Street, Kowloon, Hong Kong \_\_\_\_\_  
\_\_\_\_\_

#### 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 2a & 2b 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 : \_\_\_\_\_

#### Delivery Mode of e-Cert File

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

Deliver to the Authorised Representative by registered mail.

Send to email address\* \_\_\_\_\_ through an enciphered electronic mail.

(\*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.)

## 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 Terms and Conditions for e-Cert (Organisational Role) Subscribers. This is important because the renewed certificate will be issued on the terms of the Terms and Conditions for e-Cert (Organisational Role) Subscribers 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 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. Officer of the Registration Authority for e-Cert (Organisational Role) 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 method in accordance with the relevant terms and conditions as shown on the Terms and Conditions for e-Cert (Organisational Role) Subscribers and the Certification Practice Statement. After the generation of certificate, Hongkong Post will send out the certificate file to the Authorised Representative by registered mail or to the designated email by enciphered electronic mail.

Details of Certificate to be Renewed					Other Renewal Details		
Title	Authorised User's Name#	Role Name #	Corporate User ID no. #	Subscriber Reference Number #	New e-mail Address (if applicable) @	New Role Name (if applicable) @	Validity Period of e-Cert (Organisational Role) (Please select one)
Mr. / Ms. /Dr./ Prof.		Clinical Staff					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year <input type="checkbox"/> 3-year <input type="checkbox"/> 4-year
Mr. / Ms. /Dr./ Prof.		Clinical Staff					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year <input type="checkbox"/> 3-year <input type="checkbox"/> 4-year
Mr. / Ms. /Dr./ Prof.		Clinical Staff					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year <input type="checkbox"/> 3-year <input type="checkbox"/> 4-year
Mr. / Ms. /Dr./ Prof.		Clinical Staff					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year <input type="checkbox"/> 3-year <input type="checkbox"/> 4-year
Mr. / Ms. /Dr./ Prof.		Clinical Staff					<input type="checkbox"/> 1-year <input type="checkbox"/> 2-year <input type="checkbox"/> 3-year <input type="checkbox"/> 4-year

(If the above space is insufficient, please copy this page and attach the completed details of section II and III as a supplementary sheet)

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

@ The Authorised User's role name and e-mail address will be included in the certificate. The contents of a certificate, including the role name and e-mail address, will not be changed within the validity of the certificate. If the Authorised User wishes to include the role name or an e-mail address which is different from that included in the original certificate in the renewed certificate, please write down the new role name and e-mail address in the appropriate space.

## III. Declaration by the Organisation

**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 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.
- We agree to be bound by the Terms and Conditions for e-Cert (Organisational Role) Subscribers provided in Part VI of this Certificate Renewal Form 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 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 our application is successful, and the publication of the e-Certs (Organisational Role) in the Hongkong Post public repository.
- We confirm that there are no changes to the 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 (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).

Name of Organisation: _____ Hospital Authority	Organisation Chop
Signature of Authorised Representative: _____ (See Page-2) (for and on behalf of Organisation)	
Date of Application: _____ (Please also complete section IV)	

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

- |  |                          |
|--|--------------------------|
| 1. Completed Renewal Form CPOS 792HA   | <input type="checkbox"/> |
| 2. Completed Terms and Conditions for e-Cert (Organisational Role) Subscribers CPos 798HA<br><b>(Only applicable to new Authorised Representative)</b>   | <input type="checkbox"/> |
| 3. An authorisation letter signed by a Senior Manager (or staff at equivalent rank or above)<br>and endorsed with organisation chop designating the Authorised Representative<br><b>(Only applicable to new Authorised Representative)</b>                                   | <input type="checkbox"/> |
| 4. Copy of the Authorised Representative's HKID card or passport with his/her signature<br><b>(Only applicable to submission by mail by Authorised Representative who has been<br/>authenticated in person previously, see paragraph 3b of Notes on Certificate Renewal)</b> | <input type="checkbox"/> |

V. For Registration Authority 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
(i) Certificate Renewal Form CPOS 792HA and the Terms and Conditions in it	<input type="checkbox"/>	NA
(ii) Identity proof --		
• HKID card or passport of Authorised Representative	<input type="checkbox"/>	NA
• Record in Human Capital Management system of HA for each of the Authorised Users	<input type="checkbox"/>	NA
(iii) Completed Terms and Conditions for e-Cert (Organisational Role) Subscribers CPos 798HA <b>(Only applicable to new Authorised Representative)</b>	<input type="checkbox"/>	NA
(iv) An authorisation letter signed by a Senior Manager (or staff at equivalent rank or above) and endorsed with organisation chop designating the Authorised Representative <b>(Only applicable to new Authorised Representative)</b>	<input type="checkbox"/>	NA
(v) Copy of the Authorised Representative's HKID card or passport with his/her signature <b>(Only applicable to submission by mail by Authorised Representative authenticated previously)</b>	NA	<input type="checkbox"/>

### 2. Declaration by Registration Authority Officer Processing the Application

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 to 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 copy of the (a) Hong Kong identity card; or (b) passport # produced for the purpose of applying for Hongkong Post e-Cert (Organisational Role) certificate.

(# Delete either (a) or (b) where inappropriate)

\_\_\_\_\_  
Name of Registration Authority

\_\_\_\_\_  
Name of Officer processing the application (in block letters)

\_\_\_\_\_  
Post title and unit name, if applicable, of officer processing the application

Registration Authority Datestamp

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

Date : \_\_\_\_\_ (dd/mm/yyyy)

## VI. Terms and Conditions for e-Cert (Organisational Role) Subscriber

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](http://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](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 (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.