

















## 文件檢查表 Document Checklist

申請電子證書所需檔 Document required for the e-Cert application	電子證書 (機構) e-Cert (Organisational)	電子證書 (保密) e-Cert (Encipherment)	電子證書 (伺服器) e-Cert (Server)
已填妥申請表的各部份 Completed all relevant sections of this application form	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
每一授權用戶之香港身份證或護照副本 Copy of each Authorised User's HKID card or passport	<input type="checkbox"/> <input type="checkbox"/>	N.A.	N.A.
擁有伺服器網功能變數名稱證明文件的副本 Copy of document proving the ownership of the Server Domain Name	N.A.	N.A.	<input type="checkbox"/> <input type="checkbox"/>
<b>如申請人為香港註冊的公司 If the Applicant is a company registered in Hong Kong :</b>			
由稅務局發出之商業登記證副本 Copy of Business Registration Certificate issued by the Inland Revenue Department		<input type="checkbox"/> <input type="checkbox"/>	
由公司註冊處發出之公司註冊證 / 公司登記證副本 (適用於有限公司) Copy of Certificate of Incorporation / Certificate of Registration issued by the Companies Registry (applicable to limited companies)		<input type="checkbox"/> <input type="checkbox"/>	
已填妥、簽署及蓋章的授權書 (見第 C 部) A completed, signed and stamped Authorisation Letter (Section C)		<input type="checkbox"/> <input type="checkbox"/>	
<b>如申請人為香港的法定團體 If the Applicant is a statutory body in Hong Kong :</b>			
法定團體成立時所依據的法例副本 Copy of the ordinance(s) under which the statutory body was established		<input type="checkbox"/> <input type="checkbox"/>	
已填妥、簽署及蓋章的授權書 (見第 C 部) A completed, signed and stamped Authorisation Letter (Section C)		<input type="checkbox"/> <input type="checkbox"/>	
<b>如申請人為香港特別行政區政府政策局或部門 If the Applicant is a bureau or department of the HK SAR Government :</b>			
由部門秘書或同級職員簽署並具部門印章之授權便箋列明所委派的獲授權代表 A memo signed by the Departmental Secretary (or staff at equivalent rank) and endorsed with department chop designating the Authorised Representative		<input type="checkbox"/> <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）“具自動交換資料功能” 附加申請表格檢查表 Checklist for Supplementary Application Form for Hongkong Post e-Cert (Organisational) with AEOI Functions	新申請 New Application	續期申請 Renewal Application
已填妥附加申請表格的各部份。 Completed all sections of this supplementary application form.	 <input type="checkbox"/>	 <input type="checkbox"/>
授權用戶已在香港身份證或護照副本上簽署，連同此附加申請表格一起遞交。 Each supplementary application form is accompanied with Authorised User's copy of HKID card or passport bearing the Authorised User's signature on the copy.	 <input type="checkbox"/>	 <input type="checkbox"/>
授權用戶在香港身份證或護照副本上的簽署與此附加申請表格的簽署相同。 The Authorised User's signature on the copy of HKID card or passport is the same as that on this supplementary application form.	 <input type="checkbox"/>	 <input type="checkbox"/>
如屬新申請，“香港郵政電子證書（機構/ 保密/ 伺服器）申請表格”（CPos 798F）已一起遞交。 For new application, the “Application Form for Hongkong Post e-Cert (Organisational/ Encipherment/ Server) Certificate” (CPos 798F) is submitted.	 <input type="checkbox"/>	NA
如屬續期申請，“香港郵政電子證書（機構）證書續期表格”（CPos 792G_C）已一起遞交。 For renewal application, the “Hongkong Post e-Cert (Organisational) Certificate – Certificate Renewal Form” (CPos 792G) is submitted.	NA	 <input type="checkbox"/>
機構名稱及獲授權代表名稱與CPos 798F表格的A部份或CPos 792G_C表格的I部份相同。 The name of Organisation and the name of Authorised Representative are the same as those on Section A of CPos 798F form or Section I of CPos 792G form.	 <input type="checkbox"/>	 <input type="checkbox"/>
獲授權代表的簽署及公司圖章與CPos 798F表格的B部份或CPos 792G_C表格的III部份相同。 The signature of Authorised Representative and the Company Chop are the same as those on Section B of CPos 798F form or Section III of CPos 792G form.	 <input type="checkbox"/>	 <input type="checkbox"/>
如機構沒有有效的商業登記證，須提供由稅務局發出的商業登記號碼等同編號，並附上由稅務局發出的信件副本以作證明。 If the Organisation does not have a valid Business Registration Certificate, the Organisation needs to provide a Business Registration Number Equivalent issued by IRD with a copy of the reference letter issued by IRD in support.	 <input type="checkbox"/>	 <input type="checkbox"/>

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

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