

## Hongkong Post e-Cert (Organisational Role) Certificate Certificate Revocation Request Form **【 For Hospital Authority Use Only 】**

(+ delete where inappropriate / \* Details must be the same as those given on the certificate application form)

I, the undersigned, am the Authorised Representative of Hospital Authority on matters relating to applications of the Hongkong Post e-Cert (Organisational Role) certificate.

I hereby request Hongkong Post to revoke the following certificate(s). I understand that the validity of the revoked certificate cannot be reinstated.

The personal data you provided in this form will be used by 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.

### 授權用戶資料 Particulars of Authorised Users

No.	Title*	Surname*	Given Name*	Corporate User ID no.*	Subscriber Reference Number / Serial No.*	Reason(s) of Certificate Revocation:
						<input type="checkbox"/> Lost Password <input type="checkbox"/> Subscriber Reference/ Post Transferred / Role Changed <input type="checkbox"/> Others: _____
						<input type="checkbox"/> Lost Password <input type="checkbox"/> Subscriber Reference/ Post Transferred / Role Changed <input type="checkbox"/> Others: _____
						<input type="checkbox"/> Lost Password <input type="checkbox"/> Subscriber Reference/ Post Transferred / Role Changed <input type="checkbox"/> Others: _____
						<input type="checkbox"/> Lost Password <input type="checkbox"/> Subscriber Reference/ Post Transferred / Role Changed <input type="checkbox"/> Others: _____
						<input type="checkbox"/> Lost Password <input type="checkbox"/> Subscriber Reference/ Post Transferred / Role Changed <input type="checkbox"/> Others: _____

Authorised Representative Name: \_\_\_\_\_

Authorised Representative Signature: \_\_\_\_\_

+HKID Card No. / Passport No.: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

\* Organisation Name & Chop: \_\_\_\_\_ Hospital Authority

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

<p><b>For Registration Authority Use</b></p> <p>Name of Registration Authority _____</p> <p>Name of Officer (in block letters) _____</p> <p>Post title and unit name, if applicable, of Officer _____</p> <p>Signature: _____ Received Date: _____ (yyyy) / _____ (mm) / _____ (dd)</p>	<p style="text-align: center;">Registration Authority Datestamp</p>
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### Procedures for Revocation of Certificates

An e-Cert (Organisational Role) certificate can be revoked by the Authorised Representative whose signature appears on the application form as the authorised signature at the time of application, or the person whose name appears on the certificate as the Authorised User of that certificate at any time for any reason.

Revocation requests can be made by the following methods:

1. Sending a certificate revocation request by fax to 2775 9130 and the original of the revocation request by post.
2. Sending a certificate revocation request by letter to Hongkong Post CA, PO Box No. 68777, Kowloon East Post Office.
3. Sending a digitally signed e-mail to enquiry@eCert.gov.hk.
4. Showing a revocation request in person at designated Registration Authority for Hongkong Post e-Cert (Organisational Role) with the same signature as on the original application form.

Suspensions and revocations of certificates will be effective only after they have been published in the Certificate Revocation List (CRL).

### Notice of Revocation

Hongkong Post will exercise reasonable endeavours to send to relevant Subscribers a Notice of Revocation by email within one week following the suspension or revocation.

### Business Hours for Processing Revocation Requests

Monday to Friday	09:00 a.m. to 5:00 p.m.
Saturday	09:00 a.m. to 12:00 noon
Sundays & Public Holidays	No service

In case a tropical cyclone warning signal no. 8 (or above) or a black rainstorm warning signal is hoisted during the business hours, Hongkong Post will suspend processing of revocation requests immediately and will recommence at its usual business hours if the signal is lowered at or before 6 am on that day. If the signal is lowered between 6 am and 10 am or at 10 am, processing of revocation requests will recommence at 2:00 pm for any weekday other than a Saturday, Sunday or public holiday. If the signal is lowered after 10 am, processing of revocation requests will recommence at usual business hours on the next weekday other than a Sunday or public holiday.

### Service Pledge and Certificate Revocation List Update

1. For a certificate revocation request or final confirmation of revocation that has been submitted to the Registration Authority for Hongkong Post e-Cert (Organisational Role), that Registration Authority will exercise reasonable endeavours to notify Hongkong Post of the receipt of the same, within one working day of receipt, to enable Hongkong Post to post the suspension or revocation to the Certificate Revocation List.
2. Hongkong Post will exercise reasonable endeavours to process the revocation that within 2 working days of (1) Hongkong Post receiving a revocation request from the subscriber or (2) In the absence of such a request, the decision by Hongkong Post to suspend or revoke the certificate, the suspension or revocation is posted to the Certification Revocation List.
3. However, a Certificate Revocation List is not published in the directory for access by the public following each certificate revocation. Only when the next Certificate Revocation List is updated and published will it reflect the revoked status of the certificate. [Certification Revocation Lists are published daily and are archived for at least 7 years.]

For the avoidance of doubt, all Saturdays, Sundays, public holidays and for all weekdays on which a tropical cycle and rainstorm warning signal is hoisted, are not working days.

*For terms and conditions governing the use of the Hongkong Post e-Cert (Organisational Role) Certificates, please see the respective Certification Practice Statement (CPS) which can be viewed at Hongkong Post CA web site at <http://www.eCert.gov.hk>*