



# **Digi-Sign Certification Services Limited**

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**Organizational ID–Cert Class 5**

**Application Form**

**Explanatory Note for Applicants**

**Incorporated Digi-Sign Privacy Policy Statement**

**March 2024**

## Index

Documents to be submitted together with Organizational ID-Cert Class 5 application ..	1
Submission of Application Document .....	2
Fees and Charges Payable to Digi-Sign .....	2
Application Form.....	3
Subscriber Terms and Conditions .....	5
Materials to be received.....	5
Privacy Policy Statement.....	6
Appendix 1: Sample of Notification of translated English Name of Organization.....	15
Appendix 2: Sample of Letter of Authorization .....	16
Appendix 3: Sample of Mandate applicable to limited liability company .....	17
Appendix 4: Document Checklist .....	18



PLEASE READ THESE NOTES BEFORE COMPLETING AND SIGNING THE ID-CERT APPLICATION FORM AND SUBSCRIBER AGREEMENT.

**Documents to be submitted together with Organizational ID-Cert Class 5 application**

- a. Organizational ID-Cert Class 5 Application Form, duly completed and signed; and
- b. Photocopy of personal identity document of the Authorized Representative / Authorized User stated in the Organizational ID-Cert Class 5 Application Form, and

**I) Company incorporated in Hong Kong:**

**1. For unlimited liability company incorporated in Hong Kong**

- Authorization Letter approving the application for ID-Cert and the Authorized Representative nominated (Please refer to Appendix 2 for a sample); and
- Photocopy of Business Registration Certificate, Form 2 Business Registration Ordinance (Cap. 310)

**2. For limited liability company incorporated in Hong Kong**

- Mandate signed by a director of the applicant or resolution of the board of directors of the applicant approving the application for ID-Cert and the Authorized Representative nominated (Please refer to Appendix 3 for a sample); and
- Photocopy of Business Registration Certificate, Form 2 Business Registration Ordinance (Cap. 310); and
- Photocopy of Certificate of Incorporation, or Certificate of Registration (foreign companies); and
- Memorandum and Articles of Association

**3. For bureaux, departments, agencies of the Government of HKSAR:**

- Authorization Letter approving the application for ID-Cert and the Authorized Representative nominated (Please refer to Appendix 2 for a sample).

**II) For organizations incorporated overseas:**

- Authorization Letter approving the application for ID-Cert and the Authorized Representative nominated (Please refer to Appendix 2 for a sample).



- Reference to the relevant legislation, and/or the relevant registration agency in the jurisdiction of the applicant, and/or the appropriate organizational data source attesting to the legal formation and existence of the organization; and / or
- Written legal opinion given by a firm/office of legal practitioner practicing the laws of the jurisdiction in which the organization was incorporated on the legal status, capacity, power and formality requirement of the organization.

If your organization is registered with Chinese Name only, a Notification of translated English Name is also required. Please refer to Appendix 1 for a sample notification.

Photocopies of documents supporting the Application will be retained by Digi-Sign for record purpose. For documents with an expiry date, this expiry date must exceed 2 months from date of the Application.

To facilitate processing of your application, please have the Hong Kong Identity Card / Passport / other Travel Document of the Authorized Representative ready for verification by our Registration staff or Digi-Sign agent.

### **Submission of Application Document**

Subscribers can submit the application document either in person or by mail. The address of Digi-Sign office is 11/F & 12F Tower B Regent Centre, 63 Wo Yi Hop Road, Kwai Chung, Hong Kong.

### **Fees and Charges Payable to Digi-Sign**

Please refer to Digi-Sign web site [www.dg-sign.com](http://www.dg-sign.com) for the latest fees and charges schedule. The fees and charges are payable either by cheque or by cash at the time when you submit the application of your organization. You will receive an official receipt of the payment that is issued by Digi-Sign Representative.



## Application Form

### **I – Organizational / Company Particulars**

- a. Please provide your Business Registration No. / Organization Registration No. to identify your organization.
- b. The Name of the Organization (in English).
- c. The Correspondence Address will be used for communications between you and Digi-Sign.

### **Contact Person’s Particulars:**

- d. Please provide the particulars of the person who we may contact in connection with this application.
- e. E-mail Address for contacts only

### **II - Authorized Representative’s Particulars:**

Applicants for Organizational ID-Cert Class 5 are required to appoint an Authorized Representative to administer the application. The Authorized Representative will also be responsible for ID-Cert collection, submission of Change of Information Request and Revocation Request.

- f. Your Name should be identical to the details shown on the identity document.
- g. Please select one of the following documents and fill in the identity document no. to identify yourself.

Hong Kong Identity Card; or  
Passport; or  
Travel Document.

For visitors, please use the identity document used to enter into Hong Kong to apply for the ID-Cert and show the landing slip during certificate collection.

- h. E-mail Address for contact purpose

### **III - Authorized User’s Particulars:**

Your Name should be identical to the details shown on the identity document.

- i. Please select one of the following documents and fill in the identity document no. to identify yourself.

Hong Kong Identity Card; or



Passport; or  
Travel Document; or  
Other relevant and valid identity document.

j. E-mail Address for display on your ID-Cert:

An e-mail address may be required by some online applications. This address should be registered through an Internet Service Provider (ISP). Please also ensure that your ISP and email client program support the S/MIME standards.

k. If you need to apply for Encipherment ID-Cert Class 3 at the same time, please insert a “ ✓ ” in the box provided.

l. If you need to apply for the AATL (Adobe Approved Trust List) feature, please insert a “ ✓ ” in the box provided. The ID-Cert will be stored in a secure token. The AATL feature and the secure token will be charged separately.

m. If you need to apply the ID-Cert using identification reference of the authorized user, please insert a “ ✓ ” in the box provided. Additional fee will be charged for this option. Digi-Sign would normally accept the name of organization, post / job title of the authorized user among others as the identification reference. You have to provide us relevant documents for verification. If there is a change of nomination of authorized user for the ID-Cert, you have to notify Digi-Sign within 30 days. The relevant form for the notification of change of authorized user can be found on Digi-Sign’s web site ([www.dg-sign.com](http://www.dg-sign.com)).

n. Organizational Reference:

This is an optional field for you to input more information. The information provided on this optional field will be displayed on your ID-Cert and published at Digi-Sign’s repository.

Organizational Reference can be numerals (0-9) and alphabets (A-Z) combination. The symbol ( ) - . : / ? ’ are allowed in this field. The Organizational reference will be displayed in capital letter only.

For example, this may include:

- Department name, DEPT: ACCOUNTS
- Employee number, EMPLOYEE NUM: 123456
- Branch code, BRANCH CODE: ABC

o. For additional Authorized User, please make a blank copy of the Organizational ID-Cert Class 5 application form part III only and signed by Authorized Representative with organization chop. An Organizational ID-Cert Class 5 including the name of the additional Authorized User will also be issued, and an additional charge of Organizational ID-Cert will be applied.



**Declaration by the Organization:**

Please read the Subscriber Declaration carefully before signing the application. The application form needs to be signed by Authorized Representative with organization chop.

**Subscriber Terms and Conditions**

By signing the Digi-Sign Application you acknowledge that you have read, understood and accepted the terms and conditions set out therein, and the Digi-Sign Certification Practice Statement (CPS). Current version of this CPS can be viewed from our web site at [www.dg-sign.com](http://www.dg-sign.com).

**Materials to be received**

After the registration is completed, Authorized Representative will be notified to collect the Customer Kit. You should collect the Customer kit at Digi-Sign office within ten working days after the application is approved. Or you may request the delivery service and delivery charge will be applied. At the time when you received the Letter of Acceptance and Acknowledgement of Receipt, you should check the subscriber details to see if there is any correction needed.

When you collect your Customer Kit, you will be requested to produce your personal identity document that was quoted in your application and a face-to-face authentication will be conducted.

After completion of the collection of Customer Kit and identity verification, you are required to sign off a Letter of Acceptance and Acknowledgement of Receipt to state that the materials are intact. Your ID-Cert will be ready to use one working day after Digi-Sign received your Acknowledgement of Receipt. The Authorized Representative is fully responsible for the delivery of the Customer Kit to the corresponding individual Authorized User(s).



## Privacy Policy Statement

### *Protection of Privacy*

#### **1. Introduction**

Protection of privacy of the individuals' personal data is governed by the Personal Data (Privacy) Ordinance (Cap.486) (the "Ordinance"). Digi-Sign Certification Services Limited ("Digi-Sign") is a data user in terms of the provisions of the Ordinance. Digi-Sign is committed to complying with the Ordinance, and to upholding the data protection principles.

Digi-Sign's mission is to service its customers, business partners, Government of the Hong Kong Special Administrative Region and the business community, contributing to their endeavours and success.

#### **2. Privacy Policy**

Digi-Sign adopts a framework for protecting the privacy of individuals' personal data. This framework addresses the requirements of the Ordinance, and provides Digi-Sign personnel with clear and practical guidelines in their role of ensuring the confidentiality, security, proper use and handling of personal data.

#### **3. Statement of Practices**

For the purpose of processing subscriber applications for ID-Cert (the product name of the electronic certificate issued by Digi-Sign), Digi-Sign requires the applicant to provide details, some of which are personal identity information for disclosure in the ID-Cert. The personal identity information that an applicant is called upon to provide includes the following:

Family name and other name(s)

Date of birth

Gender

Hong Kong ID Card Number / passport number and issuing authority or country

Contact details, including e-mail address





Digi-Sign will not be in a position to complete the processing of a subscriber application, if the personal identity information is incomplete.

Once a subscriber application is received, Digi-Sign will retain in a secure manner the information in a subscriber database. In accordance with its commitment, Digi-Sign will observe the data protection principles of the Ordinance when using and handling the subscriber information. Use of such information will encompass, among others, communication with the ID-Cert holders for the purpose of:

- Dissemination of updates and responses;
- User support, renewal and addition of services;
- Statistical information on the Website usage.

In accordance with this Digi-Sign Privacy Policy, Digi-Sign will not collect personal information, unless:

1. The information is for legitimate and lawful purpose;
2. The information is necessary; and
3. The information is directly related to the stated purpose, and Digi-Sign will use the information accordingly.

The key points relating to the Digi-Sign's privacy practices are outlined below:

#### Collection of Personal Identification Information

1. Personal identity information collected will be for legitimate and lawful purpose, and only sufficient details are requested relating to that purpose. The collection procedure requires that it is stated to the person from whom information is requested the purpose of the request and use of the information.
2. Collection of personal identity information is by lawful means and in circumstances that it is fair. In doing so, the person from whom the information is requested will be explicitly informed, before or during the collection, whether it is obligatory or voluntary to provide the details. In cases where it is obligatory to supply the information, the collection procedure requires that it is explained to the person the consequences, if this



- person chooses not to provide the information.
3. The collection procedure requires that it is explained to the person from whom the information is requested that this person has the right to request access to the information, and the right to request correction of the information. For this purpose, the contact details of the Digi-Sign representative are stated in section 6 of this Policy Statement.
  4. Personal identity information will not be collected from minors (persons under the age of 18 years) as they are not of the legal age to assume responsibility in accordance with the law.

#### Collection of Information from Individuals On-line

For individuals using the Digi-Sign Websites, cookie files or other methods may be in use to store and track information. Appropriate warning message will be displayed to the effect that collection of information may occur without notice. Individuals are offered an “opt-out” option, should they choose not to provide the information.

#### Retention of Personal Information

Digi-Sign will retain personal information in accordance with the Code of Practice for Recognized Certification Authorities published by the Government Chief Information Officer under section 33 of the Electronic Transactions Ordinance (Cap.553).

#### Disclosure of Personal Information

1. When submitting a subscriber application, an individual will be asked to indicate in writing his / her consent to the disclosure of personal information in the ID-Cert.
2. In no circumstances Digi-Sign will disclose or transfer personal information to another party without the consent of the individual who has provided the personal information.

#### Accuracy of Personal Information

1. Digi-Sign will take all reasonable and practical steps to keep accurate personal information having regard for its use.
2. Whenever there are reasonable grounds to believe that the information is not accurate, having regard for the specific purpose for which it has



been retained, Digi-Sign reserves its right to discontinue the use of the information, or to erase the information.

3. Where Digi-Sign has disclosed personal information to a third party for lawful purpose, it will take reasonable and practical steps to advise this third party:
4. Any changes to the personal information since it was first disclosed, having regard for the purpose for which the personal information was provided to the third party; and
5. A specific date after which this third party should cease to use the personal information disclosed by Digi-Sign.

#### **4. Security of Personal Information**

Protection of the subscribers' personal information is a priority for Digi-Sign. Every reasonable and practical step will be taken to protect the security and confidentiality of the personal information. In particular, there are security measures in place to safeguard against loss, misuse and unauthorized access or alteration. Subscriber information is protected in accordance with the Digi-Sign information security policy, guidelines and practices.

#### **5. Direct Marketing**

Digi-Sign has ongoing programs, including working in conjunction with its business partners, to inform subscribers of the product and service offers and bulletins. For any subscriber who wishes to opt-out of these programs, please send a request in writing and address it to the Chief Executive Officer, who is the Personal Data Administrator, using the contact details in section 6.



## 6. Contact Details

For further details about this Privacy Policy, access or correction of personal information, please contact the Chief Executive Officer, who is the Personal Data Administrator. Contact details are as follows:

Digi-Sign Certification Services Limited  
11/F & 12/F Tower B Regent Centre 63 Wo Yip Hop Road Kwai Chung  
Hong Kong

Digi-Sign Hotline:

Tel: (852) 2917 8833

Fax: (852) 2174 0019

Email: [pda@dg-sign.com](mailto:pda@dg-sign.com)

Website: <http://www.dg-sign.com>

Certificates Directory & Certificate Revocation List:

<[ldap.dg-sign.com](ldap://ldap.dg-sign.com)>, <[ldap2.dg-sign.com](ldap://ldap2.dg-sign.com)>

Office Hours: Monday to Friday 8:30am to 6:00pm

Emergency Telephone No.: (852) 2917 8833, for use:

Outside Office Hours;

On Sunday, or Public Holidays;

When tropical cyclone warning signal No. 8 or above is hoisted;

When the “black” rainstorm warning signal is hoisted.

Digi-Sign reserves its right to ask that a request to access or correct personal information be in writing. There will be no charge to correct information. Digi-Sign will not normally charge for requests to access information, but reserves its right to charge a reasonable fee to cover the relevant administrative expenses.

It is Digi-Sign’s service pledge that all requests will be dealt with promptly. If there is any complaint or objection to the handling of a request, please contact the Chief Executive Officer, who is the Personal Data Administrator.



## **7. Notification of Changes**

As part of its ongoing improvement program, Digi-Sign keeps its policies, guidelines and practices, including this Privacy Policy, under review. As and when change is necessary, Digi-Sign will display a revised version on its Website and, where appropriate, will also include the necessary details in the correspondence addressed to all subscribers.

## **8. Notice to all Subscribers**

Whilst Digi-Sign undertakes due care and skill, and implements necessary security measures in the protection of personal information, Digi-Sign is committed only to reasonable care and skill, and commercially viable security measures.



## ***Personal Information Collection Statement***

### **PURPOSE STATEMENT:**

Digi-Sign Certification Services Limited (“Digi-Sign”) is committed to using the personal information collected from subscribers and other parties for legitimate and lawful purpose. This use will be in connection with processing the subscriber applications and management of the subscriber database. Digi-Sign will collect information by lawful and fair means.

### **STATEMENT OF POSSIBLE TRANSFERS**

Personal information will remain within Digi-Sign. There will be no disclosure or transfer of personal information to another party, in a form that would identify an individual person, unless such disclosure is done with prior consent of the person from whom the information was originally collected.

### **STATEMENT OF RIGHTS OF ACCESS AND CORRECTION:**

Digi-Sign acknowledges that the person from whom the information was collected has right of access to the information held by Digi-Sign, and also the right to request correction of the personal information. Individuals who have provided personal information to Digi-Sign may request in writing to access or correct their personal information kept by Digi-Sign.

Please refer to the Digi-Sign Privacy Policy and in particular, the Statement of Practices, regarding request to access or correct personal information.

## ***Protection of Confidentiality Statement***

### **PURPOSE STATEMENT:**

Digi-Sign Certification Services Limited (“Digi-Sign“) recognizes the responsibility to safeguard the information and data entrusted to it by subscribers and others. Digi-Sign is committed to complying with the relevant legislative provisions and in particular, the Personal Data (Privacy) Ordinance (Cap.486), and section 46 of the Electronic Transactions



Ordinance (Cap.553).

Digi-Sign acknowledges that all its personnel, including employees, contractors and agents, will undertake to honour their commitment and duty regarding protection of confidentiality.

## **CONFIDENTIAL INFORMATION**

For the purpose of this Protection of Confidentiality Statement, the term “confidential information” includes:

Information collected for processing subscriber applications, encompassing, among others, the following:

Subscriber application details

Identity documentation and details

ID-Cert information kept on subscriber records, excluding details for disclosure in the ID-Cert directory

Subscriber Agreement details

Information contained in or related to an ID-Cert, encompassing, among others, the following:

Reason for revocation of an ID-Cert, excluding information disclosed in the Certificate Revocation List (“CRL”)

## **RELEASE OF RECORDS AND INFORMATION**

No document, record or information kept by Digi-Sign will be released to law enforcement agencies, or Government officials, except where the release is in accordance with the law, a subpoena or a court order.

## **DISCLOSURE REQUEST**

The data subject, as defined in the Personal Data (Privacy) Ordinance, has right of access to the information kept by Digi-Sign for subscribers only when:

A formal authorization is provided to Digi-Sign, and this may be done electronically and signed by a valid digital signature, or



An application is made in a prescribed form, authorizing the access and release of the information; such release may be made to the data subject personally or to a third party named in the application in writing.

For further information, please contact the Chief Executive Officer, who is the Personal Data Administrator, using the contact details in section 6 of the Digi-Sign Privacy Policy.

### **INFORMATION NOT CLASSIFIED AS CONFIDENTIAL**

For the purpose of this Protection of Confidentiality Statement, the terms “confidential information” will exclude:

ID-Cert information published in the ID-Cert directory, encompassing, among others, the following:

- List of the recognized certificates issued by Digi-Sign
- ID-Cert status
- Personal information contained in a recognized certificate
- Revocation of ID-Cert
- Digi-Sign CRL

Information published by Digi-Sign, encompassing, among others, the following:

- The Digi-Sign Certification Practice Statement
- Digi-Sign Privacy policy
- Information and reason code relating to those ID-Cert revoked
- Information and reason code provided in the Digi-Sign CRL.





## **Appendix 1: Sample of Notification of translated English Name of Organization**

(Date)

To: Digi-Sign Certification Services Limited

We hereby inform you that the Chinese name and translation in English of our company shall be as follows:

(Chinese Trading Name)

(English Name - Translation only)

We understand that the adoption of the above name translated in English is solely for the purpose of the Organizational ID-Cert Class 5 application and correspondence between us and Digi-Sign.

(Name of Authorized Representative)

(Organization Chop)

(Signature)



## Appendix 2: Sample of Letter of Authorization

The Authorization letter is applicable to Partnerships, Sole Proprietors, HKSAR Government bureaux, department, agencies, or other organizations

[Please use Company Letterhead]

To : Digi-Sign Certification Services Limited

AUTHORISATION LETTER FOR APPLICATION OF ORGANIZATIONAL  
ID-CERT CLASS 5\* AND ENCIPHERMENT ID-CERT CLASS 3 (\* : delete as  
appropriate)

I would like to appoint (Name), (Identity Document and No.), (Position) as the  
Authorized Representative of (Organization Name) to sign, on behalf of (Organization  
Name) documents relating to the application, use, and revocation of ID-Cert issued by  
Digi-Sign Certification Services Limited.

I hereby confirm that I have the authority to act for and on behalf of (Organization  
Name) to sign the authorization letter and appoint the authorized representative.

For and on behalf of (Organization Name)

Stamped with Organization chop

#Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

(# : for Partnerships, the Authorization Letter should be signed by all partners)



### **Appendix 3: Sample of Mandate applicable to limited liability company**

At a duly convened meeting of the Board of Directors of (Company name)  
\_\_\_\_\_ (“the Company”) held at (address)  
\_\_\_\_\_

on (date) \_\_\_\_\_, the following resolutions were passed:

1. That an application shall be submitted to Digi-Sign Certification Services Limited for issuance of an Organizational ID-Cert Class 5 and \* *an Encipherment ID-Cert Class 3*;
2. That \_\_\_\_\_ (“the Authorized Representative”) is authorized to sign documents relating to this application for and on behalf of the Company;
3. That a copy of any resolution of the Board of Directors of the Company, if purporting to be certified as correct by a Director of the Organization or by the Organization's Secretary, shall for all purposes be conclusive evidence of the passing of the resolution so certified.

I hereby certify that the foregoing is a true copy of the resolutions (as entered in the Minutes Book of the Organization and are passed in accordance with the Organization's Articles of Association).

\* Please delete as appropriate.

Dated : \_\_\_\_\_.

Chairperson of Meeting : (Name) \_\_\_\_\_

Signature : \_\_\_\_\_



## Appendix 4: Document Checklist

<b>Document required for the application of Organizational ID-Cert Class 5</b>	
1. Completed and Signed with Company chop application form	<input type="checkbox"/>
2. Photocopy of Authorized Representative's HKID / Passport	<input type="checkbox"/>
3. Photocopy of each Authorized User's HKID / Passport / Identity document	<input type="checkbox"/>
4. For ID-Cert using identification reference of the authorized user <b>ONLY</b> Photocopy of proof of Identification Reference e.g. Job description or Organizational chart for Post / Job Title	<input type="checkbox"/>
<b>For <u>unlimited liability company</u> incorporated in Hong Kong</b>	
5. Authorization Letter approving the application for ID-Cert and the Authorized Representative(s) nominated (Appendix 2)	<input type="checkbox"/>
6. Photocopy of Business Registration Certificate	<input type="checkbox"/>
<b>For <u>limited liability company</u> incorporated in Hong Kong</b>	
5. Mandate signed by a director of the applicant or resolution of the board of directors of the applicant approving the application for ID-Cert and the Authorized Representative nominated (Appendix 3)	<input type="checkbox"/>
6. Photocopy of Business Registration Certificate	<input type="checkbox"/>
7. Photocopy of Certificate of Incorporation (local companies), or Certificate of Registration (foreign companies)	<input type="checkbox"/>
8. Memorandum and Articles of Association	<input type="checkbox"/>
<b>For bureaux, departments, agencies of the Government of HKSAR</b>	
5. Authorization Letter approving the application for ID-Cert and the Authorized Representative(s) nominated (Appendix 2)	<input type="checkbox"/>
<b>For organizations incorporated overseas</b>	
5. Authorization Letter approving the application for ID-Cert and the Authorized Representative(s) nominated (Appendix 2)	<input type="checkbox"/>
6. Reference to the relevant legislation, and/or the relevant registration agency in the jurisdiction of the applicant, and/or the appropriate organizational data source attesting to the legal formation and existence of the organization; and / or	<input type="checkbox"/>
7. Written legal opinion given by a firm/office of legal practitioner practicing the laws of the jurisdiction in which the organization was incorporated on the legal status, capacity, power and formality requirement of the organization	<input type="checkbox"/>

