

Procedural Guide on
Submission of Electronic Election Advertisements and Declaration By E-mail
以電郵方式呈交電子選舉廣告及聲明的程序指引

This procedural guide is provided for the submission of electronic election advertisements in accordance with Chapter 7 of the Guidelines on Election-related Activities in respect of the District Council Election.

本程序指引乃根據「區議會選舉活動指引」第七章有關以電子方式呈交電子選舉廣告程序而提供。

<u>Before Submission</u> <u>呈交前</u>	<u>Reference</u> <u>/Form</u> <u>參考</u> <u>/表格</u>	<u>Tick for</u> <u>completion</u> <u>完成後</u> <u>請加✓</u>									
<p>(1) Acquire a personal digital certificate in relation to the use of digital signature (if not yet have a valid one) from the following recognized certification authorities – 如並無有效的數碼簽署，向以下認可核證機關申請有關使用數碼簽署的個人數碼證書：</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Recognized certification authorities 認可核證機關</td> <td style="width: 33%;">Online application 網上申請</td> <td style="width: 33%;">Submit in person 親自呈交</td> </tr> <tr> <td>Hongkong Post 香港郵政</td> <td>https://www.hongkongpost.gov.hk</td> <td>See Annex A 見附表一</td> </tr> <tr> <td>Digi-Sign Certification Services Limited 電子核證服務有限公司</td> <td>http://dg-sign.com</td> <td>See Annex B 見附表二</td> </tr> </table> <p>Please bring along your HKID card for face-to-face identity verification. 請帶備你的香港身份證，以供當面核實身分。</p>	Recognized certification authorities 認可核證機關	Online application 網上申請	Submit in person 親自呈交	Hongkong Post 香港郵政	https://www.hongkongpost.gov.hk	See Annex A 見附表一	Digi-Sign Certification Services Limited 電子核證服務有限公司	http://dg-sign.com	See Annex B 見附表二	<p>Annex A 附表一</p> <p>Annex B 附表二</p>	<p><input type="checkbox"/></p>
Recognized certification authorities 認可核證機關	Online application 網上申請	Submit in person 親自呈交									
Hongkong Post 香港郵政	https://www.hongkongpost.gov.hk	See Annex A 見附表一									
Digi-Sign Certification Services Limited 電子核證服務有限公司	http://dg-sign.com	See Annex B 見附表二									
<p>(2) Upon receipt of the certificate file (contained in a floppy disk / e-Cert File Card) and personal PIN, import the certificate into a mail client (e.g. Outlook Express/ Mozilla Thunderbird). 收到證書檔案（存於磁碟/電子證書檔案卡）及個人密碼後，</p>	<p>Annex C 附表三</p>	<p><input type="checkbox"/></p>									

將電子證書匯入郵件客戶端（例如 Outlook Express/ Mozilla Thunderbird）。

- (3) **Add an e-mail account into a mail client** (e.g. Outlook Express/ Mozilla Thunderbird) before sending the first e-mail with e-cert.

在傳送第一個附有電子證書的電郵前，將電郵帳戶加入郵件客戶端（例如 Outlook Express/ Mozilla Thunderbird）。

Annex D
附表四

- (4) Deposit with the relevant Returning Officer (RO) a completed form **“Notification of E-mail Address for Submission of Electronic Election Advertisements and Declaration” (REO/C/10B/2011DCE (SDF))** at least one working day before the first e-mail submission.

在呈交第一個電郵前最少一個工作天，向有關選舉主任繳存已填妥的表格「遞交電子選舉廣告及聲明所用電郵地址通知書」(REO/C/10B/2011DCE (SDF))。

Annex E
附表五

[Note: Please provide the same e-mail address already registered with the digital certificate.]

[註：請提供所註冊數碼證書內的同一電郵地址。]

<u>During Submission</u> <u>呈交期間</u>	<u>Reference</u> <u>/Form</u> <u>參考</u> <u>/表格</u>	<u>Tick for</u> <u>completion</u> <u>完成後</u> <u>請加✓</u>
<p>(1) Ensure the e-mail address used to submit electronic election advertisements is identical with the one registered with the digital certificate and the one deposited with the relevant RO. 確保用於呈交電子選舉廣告的電郵地址與所註冊的數碼證書內及繳存予有關選舉主任的電郵地址相同。</p>	Annex F 附表六	<input type="checkbox"/>
<p>(2) Type in the e-mail address of corresponding RO as the receiver. 輸入相關選舉主任的電郵地址為收件者。</p>	Annex F 附表六	<input type="checkbox"/>
<p>(3) Type in the subject of the e-mail in the following format: “Name of candidate_eEA _submission date_batch number” 採用以下格式輸入電子郵件的主旨： “候選人姓名_電子選舉廣告_繳存日期_批次編號”</p>	Annex F 附表六	<input type="checkbox"/>

<p>(4) Attach the duly completed declaration and electronic copy of the declared election advertisements. 夾附已填妥的「以電郵方式遞交的電子選舉廣告聲明」及有關選舉廣告的電子文本。</p>	<p>Annex F 附表六</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>(5) Sign each e-mail submission with a digital signature. 以數碼形式簽署每一個電子郵件。</p>	<p>Annex F 附表六</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>(6) Submit the e-mail. 傳送電郵。</p>	<p>Annex F 附表六</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>(7) Check with the relevant RO if you do not receive an acknowledgement for each of the corresponding e-mail within the same day of the e-mail transmission. 如在發出電郵當日內未能收到確認回條，請向有關的選舉主任查詢。</p>	<p>Annex F 附表六</p> <p style="text-align: right;"><input type="checkbox"/></p>

Enquiry 查詢

For enquiry on the **application for and installation of a personal digital certificate**, please contact Hongkong Post at 2921 6633 or Digi-Sign Certification Services Limited at 2917 8833.

有關申請及裝置個人數碼證書的查詢，請致電香港郵政（電話號碼：2921 6633）或電子核證服務有限公司（電話號碼：2917 8833）。

For enquiry on the **submission procedure of Electronic Election Advertisements and declaration**, please contact the relevant Returning Officer.

有關電子選舉廣告及聲明呈交程序的查詢，請致電有關的選舉主任。

請填寫你的個人資料 Please fill in your personal particulars (注意：姓名、出生日期及香港身份證號碼須與香港身份證上資料相同) (Note: Name, date of birth and Hong Kong Identity Card (HKID) number must be the same as those which appear on your HKID)		由香港郵政填寫 For use by Hongkong Post only 密碼信封參考編號 PIN Envelope No.: _____
英文姓名 Name in English _____ <input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		香港身份證號碼 HKID Number _____ ()
姓 Surname _____ 名 Given Name _____	出生日期 Date of Birth [請參閱附註1 Please see Note 1] (例如 e.g.: 09/03/1969) _____ / _____ / _____ (日 Day) (月 Month) (年 Year)	聯絡電話 Contact Phone Number _____
載入電子證書內的電郵地址(建議填寫) [請參閱附註2] e-mail address to be included in your e-Cert (Recommended) [Please see Note 2] _____ @ _____		供聯絡用的電郵地址(建議填寫) e-mail address for contact purpose (Recommended) <input type="checkbox"/> 與電子證書電郵地址相同 Same as the e-Cert e-mail address _____ @ _____ (此電郵地址不會載入電子證書內 This e-mail address will not be included in the e-Cert)
本地郵遞地址 (建議以英文填寫) Local Postal Address (in ENGLISH)		
室 Room _____ 樓 Floor _____ 座 Block _____ 大廈 Building _____	屋苑 / 街道及門牌 Estate / Street and No. _____	
地區 District _____ <input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT		
電子證書儲存媒體 (電子證書會儲存於已選擇之儲存媒體內並以郵遞方式寄到上述地址。請選擇以下其中一種儲存媒體：) e-Cert Storage Medium (Your e-Cert will be loaded onto your selected storage media and will be delivered to the address above. Please choose either ONE of the followings.)		
<input type="checkbox"/> 電子證書檔案卡 e-Cert File Card (只適用於微軟視窗 2000/ XP/ Vista 系統作業平台 For Windows 2000/ XP/ Vista Only) 或 OR <input type="checkbox"/> 磁碟 Floppy Disk		

增值服務 — 電子證書載入智能身份證內 (如適用) Value-added service - Embedding e-Cert onto Smart ID Card (Optional)

本人要求香港郵政將本人的電子證書載入智能身份證內。本人同意及明白智能身份證內原有之電子證書(如有)會被新載入之電子證書取代。[請參閱附註3]
 I request HKPost to embed a copy of my e-Cert onto the smart ID card. I understand and agree that the newly embedded e-Cert will replace the original e-Cert on my smart ID card (if any). [Please see Note 3]

申請人聲明 Declaration by the Applicant

本人為下開簽署人，現特此聲明：

- 本人在此申請表上提供的資料全屬真實，並同意此等資料是用作取代本人之前為申請發出同一電子證書而提供的資料(如有)。
- 本人同意遵守登記人條款及條件及核證作業準則(已於香港郵政網頁 <http://www.hongkongpost.gov.hk> 公布)所載各項規條；及同意香港郵政為處理這宗申請再向本人查詢。
- 如申請獲接納，本人明確同意並願意由香港郵政代本人製作密碼匙及將本人的個人資料(包括英文姓名、已加密的身份證號碼及電郵地址)列載於電子證書上；並將電子證書於香港郵政公開儲存庫公布。
- 本人知悉證書一經發出後，其內容在證書有效期內均不能更改。

I, the undersigned, declare that:

- The above information provided by me in this application is true and accurate in all aspects and that it is to supersede the information provided on my prior application (if any) regarding the issuance of an e-Cert.
- I agree to be bound by the Subscriber Terms and Conditions as well as the provisions of the Certification Practice Statement published on Hongkong Post's web site at <http://www.hongkongpost.gov.hk>, and consent to Hongkong Post making further enquiry of me necessary for the processing of this application.
- I expressly agree and consent to Hongkong Post's generation of my key pair on my behalf, including my personal data (including English name, encrypted HKID no. and e-mail address) in the e-Cert if my application is successful, and the e-Cert will be published in the Hongkong Post public repository.
- I acknowledge that once the e-Cert is issued, none of the contents of the e-Cert can be changed throughout the validity of the same.

申請人簽署 Signature of Applicant _____	申請日期 Date of Application _____ _____ / _____ / _____ (日 Day) (月 Month) (年 Year)
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你在此申請表格所填報的個人資料，香港郵政會用作處理你的申請事宜。這些資料可能會用於推廣與郵政及郵票有關的產品或服務；而此等產品或服務由香港郵政或其他與香港郵政有業務往來的機構所提供。如你不希望這些資料作上述用途，請在方格內加上「✓」。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。如需要閱或更改資料，請致函東九龍郵政局信箱68777號，電郵往 enquiry@hongkongpost.gov.hk 或傳真往 2775 9130。
 The personal data you provide in this form will be used by Hongkong Post for processing your application. This information may be used for the promotion of postal and stamp-related products or services which are offered by Hongkong Post or other organisations which have a business relationship with Hongkong Post. If you do not wish it to be used for this purpose, please put a "✓" in the box. 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@hongkongpost.gov.hk or by fax to 2775 9130.

以下各欄由香港郵政填寫 For use by Hongkong Post only

<input type="checkbox"/> 已核實申請人的身分 Applicant's HKID & identity checked <input type="checkbox"/> 已核對申請表上的資料 Application form data checked <input type="checkbox"/> 申請人已選擇儲存媒體 Storage medium chosen by the applicant <input type="checkbox"/> 申請人已簽署申請表 Application form signed by the applicant <input type="checkbox"/> 已派發密碼信封及記錄其參考編號於申請表上 PIN Envelope delivered & recorded on the form <input type="checkbox"/> 已發出收據 (如適用) Receipt issued (if applicable)	接受申請表職員簽署 Accepting Officer's signature _____ 日期 Date _____ _____ / _____ / _____ (日 Day) (月 Month) (年 Year)	郵政局郵戳 Post Office Datestamp _____
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附註 Note

- 如申請人未滿18歲，其獲發出的電子證書上會顯示 "e-Cert (Person/Minor)" 字眼，表明該電子證書的持有人於獲發出該證書時為未成年人士。
 If the applicant is under the age of 18, the e-Cert issued to him/her will display the words "e-Cert (Person/Minor)" to indicate that he/she is a minor at the time the e-Cert is issued.
- 你可選擇不在電子證書內載入任何電郵地址。如果你的電郵地址戶口支援透過S/MIME標準為電腦加上數碼簽署及加密，你可選擇在你的電子證書內載入該電郵地址，以使用此等數碼簽署及加密功能。詳情請向你的互聯網供應商查詢。
 You may choose not to include any e-mail address in your e-Cert. If your e-mail address account supports S/MIME-based digital signing and encryption of e-mail, you may choose to include that e-mail address in your e-Cert for signing and encrypting S/MIME-based e-mail. Please check with your Internet Service Provider (ISP) for details.

(3) 本申請表可於任何郵政局遞交。如將電子證書嵌入你的智能身份證內，則請帶同你的智能身份證，親身於以下任何一間指定郵政局遞交本申請表，及將電子證書嵌入智能身份證內：【港高區】— 香港仔、吉士打道、郵政總局、筲箕灣；【九龍區】— 長沙灣、橫利士路、觀塘、旺角、將軍澳、尖沙咀、黃大仙；【新界區】— 葵芳、馬鞍山、沙田中央、石湖墟、大埔、荃灣、屯門中央、元朗、東涌。This application form may be submitted at any Post Offices. If you request HKPost to embed the e-Cert onto your smart ID card, please submit this application form in person, and have your e-Cert embedded onto the smart ID card at one of the following designated post offices: [HK Island] — Aberdeen, Gloucester Road, General Post Office, Shau Kei Wan, [Kowloon] — Cheung Sha Wan, Gillies Avenue, Kwun Tong, Mong Kok, Tseung Kwan O, Tsim Sha Tsui, Wong Tai Sin; [NT] — Kwai Fong, Ma On Shan, Sha Tin Central, Shek Wu Hui, Tai Po, Tsuen Wan, Tuen Mun Central, Yuen Long, Tung Chung.

(4) 電子證書的有效期由其製作日期起計。如你遞交的申請屬本申請表附註3所述的情況，你的電子證書的有效期會在電子證書即場嵌入智能身份證當日計起。
The e-Cert validity period will start on the date the e-Cert is generated. If your application submission falls into the situation mentioned in Note 3 of this application form, your e-Cert validity period will start on the date your e-Cert is embedded onto your smart ID card on the spot.

(5) 聯絡我們 : 電話 : 2921 6633 電郵 : enquiry@hongkongpost.gov.hk 傳真 : 2775 9130 郵遞 : 東九龍郵政局信箱68777號香港郵政核證機關
Contact us : Tel : 2921 6633 Email : enquiry@hongkongpost.gov.hk Fax : 2775 9130 Mail : Hongkong Post Certification Authority, Kowloon East Post Office Box No. 68777
網址 : www.hongkongpost.gov.hk

Subscriber Terms and Conditions of e-Cert (Personal) Certificate Important : Read Carefully

資料重要：務請細閱 電子證書(個人)之《登記人條款及條件》

The Postmaster General as represented by the Hong Kong Post Office ("HKPost") and the Applicant of an e-Cert, intending to be legally bound, agree as follows:

- The Certification Practice Statement ("CPS") governs the issuance of digital certificates ("e-Cert(s)") and certification services provided by HKPost. The CPS is publicly accessible at the HKPost web site at <http://www.hongkongpost.gov.hk>.
- By submitting the e-Cert Application Form, the Applicant confirmed that he/she has read and understood these Terms and Conditions and has had full notice of the obligations and liabilities of the Subscribers and Relying Parties as set out in the CPS.
- These Terms and Conditions incorporate 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.
- By submitting the e-Cert Application Form and its receipt by HKPost, the Applicant:
 - agrees to pay HKPost the appropriate fee in respect of the issue of an e-Cert unless such fee has been waived by HKPost in writing;
 - agrees to be bound by (i) these Terms and Conditions; and (ii) the provisions of the CPS;
 - agrees that the use of the private key and the e-Cert is solely at the Subscriber's own risk;
 - agrees that HKPost does not give any implied or express warranties in relation to the keys and e-Certs issued by HKPost;
 - acknowledges that if he/she does not discharge his/her responsibilities as set out in these Terms and Conditions and the CPS properly or at all, the Applicant 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;
 - agrees to undertake the obligations to protect the confidentiality (i.e. keep it secret) and the integrity of their private key using reasonable precautions to prevent its loss, disclosure, or unauthorised use;
 - agrees to report any loss or compromise of his/her private key immediately upon discovery of the loss or compromise and/or of any circumstance in which an e-Cert should be revoked;
 - agrees to forfeit the use of any private keys embedded on his/her HKID in case his/her HKID is seized by the Immigration Department or other law enforcement agencies under law of the Hong Kong Special Administrative Region of the Peoples' Republic of China ("HKSAR"), and that HKPost and the Government of the HKSAR shall be under no liability to him/her in respect of any such events;
 - authorizes the publication of the e-Cert to any other person or in the Hongkong Post repository and accepts the e-Cert to be issued;
 - 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 and/or the e-Certs issued by HKPost; and
 - agrees that the Postmaster General may appoint either further agents or sub-contractors to perform his obligations under this Subscriber Terms and Conditions.
- The Applicant, and as the Subscriber upon acceptance of the e-Cert issued to him/her, warrants (promises) to HKPost and represents to all other relevant parties (and in particular Relying Parties) that during the operational period of the certificate the following facts are and will remain true:
 - no other person has had access to his/her private key;
 - all information and representations made by him/her included in the e-Cert are true; and
 - the private key and e-Cert are used exclusively for authorised and legal purposes, and in a manner that will not infringe any third party rights.
- In accordance with the CPS, HKPost is responsible for the use of a trustworthy system to:
 - issue and publish certificates in a timely manner;
 - notify an Applicant of a rejection of his/her application;
 - notify an Applicant of the approval of his/her application and how his/her e-Cert may be retrieved;
 - revoke an e-Cert and publish Certificate Revocation Lists in a timely manner; and
 - notify Subscribers of the revocation of his/her e-Cert.
- 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. HKPost reserves its absolute right to review and determine the Subscription Fee from time to time and will notify the Subscribers and the public at the HKPost web site <http://www.hongkongpost.gov.hk>.
- 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.
- These Terms and Conditions shall be governed by and construed in accordance with the laws of HKSAR and each party agrees to submit to the exclusive jurisdiction of the Courts of HKSAR.
- Where there is a conflict of interpretation of wording between the English and Chinese versions of this agreement, the English version shall prevail.
- The submission of the Application Form for e-Cert and its receipt by HKPost will not guarantee that it will be accepted. If it is rejected, the Applicant will be notified. If your e-Cert Application Form is accepted the Applicant will be bound by these Terms and Conditions as well as the provisions of the CPS.

香港郵政署長由香港郵政署(香港郵政)代表與申請人達成擬受法律約束之協議如下:

- 核證作業準則(下稱準則)就香港郵政簽發的電子證書及其核證服務作出規管。準則公開登載於香港郵政網頁(網址: <http://www.hongkongpost.gov.hk>), 任何人士均可在網上瀏覽。
- 在中請人遞交電子證書申請表格時, 申請人即已確認讀畢並明白本條款及條件的內容, 且亦對準則加諸登記人及倚據證書人士之義務及法律責任完全知悉。
- 本條款及條件連同準則合為準則內所指香港郵政與申請人之間的整份《登記人協議》, 取代以往或現有與發出電子證書有關之任何協議或諒解備定。
- 申請人遞交電子證書申請表格並獲香港郵政認收, 即表示申請人:
 - 同意就電子證書的簽發向香港郵政繳付適當的費用, 惟得到香港郵政以書面通知可獲豁免則除外;
 - 同意受(i)登記人條款及條件, 以及(ii)核證作業準則之條款約束;
 - 同意一切有關私人密碼匙及電子證書之使用風險概由登記人獨自承擔;
 - 同意香港郵政概無就其簽發之私人密碼匙或電子證書作出任何隱含或明示的保證;
 - 承諾如有妥善履行或不曾履行本《登記人條款及條件》以及準則內所載義務, 即或須對任何人士或機構由此而造成之損失及損害賠償香港郵政及/或其他人士(包括倚據證書人士);
 - 承諾採取合理之預防措施, 對其私人密碼匙之機密性(守秘不宣)及完整性全面保密, 以免有所丟失、洩露或遭人盜用;
 - 承諾一旦發現私人密碼匙有任何丟失或外洩, 以及出現電子證書應予撤銷的情況時, 馬上作出通報;
 - 同意倘其香港身份證進入入境事務處或根據中華人民共和國香港特別行政區法律管轄下任何其他執法機關沒收, 使用私人密碼匙之權利即告喪失, 而香港郵政及香港特別行政區政府在類似情況下無須負上任何責任;
 - 批准將該證書向他人公布或在香港郵政的儲存庫內公布, 並接受該證書;
 - 同意香港郵政署長及/或香港郵政就疏忽及/或違反準則及/或香港郵政電子證書上所訂條款的法律責任可以是有限的; 以及
 - 同意香港郵政署長可以指定代理人或分包商代其履行本登記人條款及條件所載之義務。
- 一旦取得香港郵政簽發電子證書並接受該證書而成為登記人之申請人, 向香港郵政保證(作出承諾), 並向其他有關人等, 尤其是倚據證書人士表明, 下列俱為事實並將繼續應用期間繼續真確:
 - 私人密碼匙從無披露予其他人;
 - 證書上一切資料及聲明均真確無偽; 以及
 - 私人密碼匙及證書只作經授權之合法用途, 第三者之權益絕不會在供用時受到侵犯。
- 根據本準則, 香港郵政有確保系統可靠的下述義務:
 - 依時發出及公布證書;
 - 通知申請人申請受拒;
 - 通知申請人申請獲准以及提取證書的手續;
 - 撤銷證書並依時公布證書撤銷清單; 以及
 - 通知登記人證書被撤銷。
- 登記人承諾在每個有效期期起始日之前, 支付香港郵政按準則所載的登記費用, 惟獲香港郵政豁免者除外。香港郵政對有關費用的最終金額保留不時修訂的絕對權利; 費用一經調整, 即於香港郵政網頁(網址: <http://www.hongkongpost.gov.hk>) 公布, 讓登記人及公眾人士有所知悉。
- 若本協議之任何條款或任何條款之任何部份遭法庭指為非法、無效或不可執行而須中止或刪除, 協議內其餘條款或條款中其餘部份之有效性及可執行性將不受影響。
- 本登記人條款及條件之管轄及詮釋受制於香港特別行政區之法律。協議各方同意接受香港特別行政區法院司法管轄權的管轄。
- 本協議中英文本措詞詮釋若有歧異, 則以英文本為準。
- 香港郵政收下申請人交來的申請表格並不表示申請一定獲准。如申請被拒, 申請人將接獲通知。申請一經獲准, 申請人即受本條款及條件及準則列明之條款約束。

Digi-Sign Certification Services Limited
Application Form for Personal ID-Cert Class 1
電子核證服務有限公司
個人 ID-Cert 類別一申請表



Name in English (as appeared on HKID Card / Passport) 英文姓名(香港身份證 / 護照之姓名)		Mr. / Mrs. / Ms. / Miss 先生/太太/女士/小姐	Name in Chinese 中文姓名	
Please choose one Identity Document to be produced and fill in the appropriate box: - 請選擇閣下將提供之身份證明文件, 並在適當方格內填上有關資料。				
HKID No. 香港身份證		Passport No. (if applicable) 護照號碼 (如適用)		Issuing Country 護照簽發國家
E-mail address to be included on Personal ID-Cert Class 1 (Note 1) 包括在個人 ID-Cert 類別一內之電郵地址 (附註 1)			Date of Birth 出生日期	dd-mm-yyyy 日 / 月 / 年
E-mail address for contact purpose 供聯絡之電郵地址				
Home Telephone No. 住宅電話號碼		Office Telephone No. 辦公室電話號碼		Mobile / Pager 流動電話 / 傳呼機
Correspondence Address 通訊地址				
(District) (地區)				
HK / KLN / NT 香港 / 九龍 / 新界				
<input type="checkbox"/> If you would like to apply for Encipherment ID-Cert Class 3 at the same time, please insert a "✓" in the box. (Note 2) 若閣下同時申請加密 ID-Cert 類別三, 請在方格內加上 "✓" 號。(附註 2)				
Delivery Options: - 遞送選擇				
<input type="checkbox"/> I will collect my ID-Cert at Digi-Sign Certification Services Limited office 本人將親自於電子核證服務有限公司辦事處領取 ID-Cert				
<input type="checkbox"/> Digi-Sign Certification Services Limited will deliver my ID-Cert to me and I will pay Digi-Sign Certification Services Limited the delivery charge 電子核證服務有限公司將本人之 ID-Cert 遞送給本人, 本人將支付電子核證服務有限公司遞送費用				
<input type="checkbox"/> Others 其他 _____				
Note 1: If you choose to supply an email address, it will be displayed on your certificate and published at Digi-Sign repository. If no email address is provided, your certificate may not be used for signing nor encrypting emails. Email address is mandatory if you apply for Encipherment ID-Cert Class 3 at the same time. 附註 1: 如閣下提供電郵地址, 此電郵地址將刊載於身份證明證書及本公司之公開網站。如閣下未有提供此電郵地址, 將不能使用此電子證書加密或簽署電子郵件。如閣下同時申請加密 ID-Cert 類別三, 必須提供電郵地址。 Note 2: If you apply for the Encipherment ID-Cert Class 3, the application fee of the Encipherment ID-Cert Class 3 will be charged. 附註 2: 如閣下申請加密 ID-Cert 類別三, 將收取加密 ID-Cert 類別三之申請費。				
Agreement and Declaration by Subscriber: - 申請人之協議及聲明				
1. I hereby apply for a Personal ID-Cert Class 1 and an Encipherment ID-Cert Class 3 (: delete as appropriate) to be issued by Digi-Sign Certification Services Limited (Digi-Sign) in my name as appeared on my HKID Card (or Passport) stated above. 本人在此以上述香港身份證 (或護照) 上之姓名向電子核證服務有限公司申請簽發個人 ID-Cert 類別一*及加密 ID-Cert 類別三 (*請刪去不適用者)。				
2. I confirm that all my personal particulars stated in this application form are true and correct. 本人確認此申請表上之所有個人資料真實及正確。				
3. I have been given a copy of the Subscriber Terms and Conditions and understand that the Certification Practice Statement in respect of ID-Cert ("CPS") is available at Digi-Sign's website www.dg-sign.com. I have read and understood the Subscriber Terms and Conditions and the CPS. In consideration of the processing of my application by Digi-Sign, I agree to observe and be bound by the Subscriber Terms and Conditions and the provisions of the CPS. 本人已收到一份登記人條款及細則, 並明白有關 ID-Cert 之核證作業準則乃詳列於電子核證服務有限公司 (www.dg-sign.com) 網頁內。本人已閱讀並明白登記人條款及細則與核證作業準則。鑑於電子核證服務有限公司處理本人之申請, 本人同意接受登記人條款及細則, 以及核證作業準則, 並受其約束。				
Signature of Subscriber 登記人簽署		Date 日期		
_____		_____ dd 日 mm 月 yyyy 年		
Before submitting the application, please make sure you have prepared the following documents: 請閣下在遞交本申請表前, 確定已備妥以下之文件: 1. Application Form, duly completed and signed; 1. 適當地填妥及簽署之申請表 2. Photocopy of the personal identity document 2. 閣下身份證明文件之影印本				
Digi-Sign Certification Services Limited recognizes the importance of protection of personal data governed by the Personal Data (Privacy) Ordinance (Cap.486). Digi-Sign has a framework in place for protection of the privacy of personal data collected in the Subscriber Application. Please refer to the "Privacy Policy Statement - Digi-Sign Certification Services Limited", a copy of which is available from the Digi-Sign Office and the Digi-Sign web site at www.dg-sign.com. 電子核證服務有限公司遵守個人資料(私隱)條例 (第 486 章), 承諾保障個人資料私隱的重要性。為保護申請表上之個人資料, 電子核證服務有限公司已訂下保障個人資料私隱機制。閣下可到本公司辦事處及網站 www.dg-sign.com 閱覽 "電子核證服務有限公司 - 私隱政策聲明書"。 DIGI-SIGN HOTLINE 查詢熱線 2917 8833				

電子核證服務有限公司
登記人條款及細則

1. THE CPS

By signing (physically or electronically by a valid ID-Cert as permitted by Digi-Sign) the Subscriber Application form (which shall, throughout this Subscriber Terms and Conditions, include paper or electronic application forms for issuance of new ID-Cert or renewal of existing ID-Cert), the Subscriber confirmed that he has read, understood this Subscriber Terms and Conditions and have full notice of the obligations and liabilities upon the subscribers and relying parties as set out in the Certification Practice Statement (CPS) which is available on the Digi-Sign website: <http://www.dg-sign.com> and Digi-Sign's office. The Subscriber has further agreed to be bound by the Subscriber Terms and Conditions and the provisions of the CPS.

The ID-Cert and certification services provided by Digi-Sign are governed by the CPS. This Subscriber Terms and Conditions incorporates the CPS. The CPS forms part of and shall for all purposes be deemed to be part of this Subscriber Terms and Conditions. The Subscriber undertakes to read the CPS regularly to take note of any amendments made to the CPS from time to time by Digi-Sign. This Subscriber Terms and Conditions with the CPS incorporated forms the Subscriber Agreement referred to in the CPS and other related documents.

2. TERMS OF AGREEMENT

By signing Subscriber Application Form and accepting the ID-Cert to be issued to the Subscriber, the Subscriber:

- Agrees to be bound by (i) this Subscriber Terms and Conditions, and (ii) the provisions of the CPS, as may be amended from time to time, which govern the use of the keys and ID-Cert issued by Digi-Sign;
- Agrees that the use of the private key and ID-Cert is solely at the Subscriber own risk;
- Agrees that no implied or express warranties are given by Digi-Sign in relation to the keys and ID-Cert issued by Digi-Sign;
- Agrees to indemnify Digi-Sign fully for loss to any person or organization arising from the failure to protect the security and integrity of the Subscriber private key and ID-Cert or any breach non-observance or non-compliance of the terms and conditions of the CPS or this Subscriber Terms and Conditions;
- Accepts responsibility to protect the security and integrity of the Subscriber private key, including not permitting another person nor unauthorized person as the case may be to access the Subscriber private key;
- Further undertakes that, in the event of the Subscriber private key or ID-Cert being compromised, or suspected to have been compromised, the Subscriber shall immediately notify Digi-Sign as well as other subscribers and parties with whom the Subscriber exchanges information, or executes transactions using the Subscriber key pair and ID-Cert; and
- Agrees to use the Subscriber private key and ID-Cert solely and strictly for lawful purposes, and will not infringe third party rights.

3. WARRANTY

By signing the Subscriber Application Form and in consideration of Digi-Sign considering the Subscriber Application, the Subscriber warrants to Digi-Sign that:

- True, complete and accurate information has been provided in the Subscriber Application;
- Digi-Sign will be notified of any change to the information provided in the Subscriber Application as soon as such change occurs;
- The Subscriber has read and understood this Subscriber Terms and Conditions and the CPS.

4. OPERATIONAL

Digi-Sign:-

- Shall not be responsible for the contents of any transmission, message, contract adopted by or signed by the Subscriber using keys and ID-Cert provided by Digi-Sign;
- Shall not be responsible for the use of the Subscriber private key and ID-Cert by the Subscriber;
- Shall publish the Subscriber public key and ID-Cert in the Digi-Sign Certificate Directory;
- Reserves its absolute right to amend the provisions of the CPS from time to time; and
- Further reserves its absolute right to revoke key and ID-Cert where (i) Digi-Sign suspects a compromise of the Subscriber key or ID-Cert, or (ii) such compromise is proven, or (iii) Digi-Sign is properly requested to do so under the CPS.

For the avoidance of doubt, there is nothing herein which constitutes any agreement or promise to issue an ID-Cert to the Subscriber pursuant to the Subscriber Application. Digi-Sign will process the Subscriber Application. Digi-Sign reserves its absolute right to consider the Subscriber Application and to refuse to issue an ID-Cert to the Subscriber without giving any reason.

5. FEES AND CHARGES

The Subscriber undertakes to pay Digi-Sign a Subscription Fee for each subscription period of one year, two years, three years or otherwise as specified in the CPS (without prejudice to the right of Digi-Sign to refuse issuance of a new ID-Cert as provided by the CPS). Unless being waived by Digi-Sign, the Subscription Fee shall be paid in advance before the commencement of each subscription period. The amount of Subscription Fee shall from time to time be determined by Digi-Sign and paid in such manner as from time to time specified by Digi-Sign. Digi-Sign reserves its absolute right to review and determine the Subscription Fee and will notify the Subscriber and the Public through its website mentioned herein.

Upon signing this Subscriber Application Form, the Subscriber shall pay to Digi-Sign a sum equal to the Subscription Fee/Renewal Fee charged by Digi-Sign at the date of the Subscriber Application Form. The sum shall not be refundable save and except as provided herein. Should the Subscriber Application be approved by Digi-Sign, such sum shall be applied to settle the Subscription Fee/Renewal for the subscription period of the ID-Cert to be issued. The sum shall be refunded to the Subscriber in full should the Subscriber Application be refused by Digi-Sign.

Provided that if the Subscriber is an organization applying for Organizational ID-Cert (new application or renewal), the Subscriber shall also upon signing this Subscriber Application Form pay to Digi-Sign a Verification Fee in such sum as separately notified by Digi-Sign. Such Fee shall be applied towards, inter alia, conducting company search, business registration search or other verification procedure Digi-Sign considers appropriate. The Verification Fee shall not be refundable irrespective of the outcome of the Subscriber Application.

6. JURISDICTION

This Subscriber Terms and Conditions shall be governed by the law of the Hong Kong Special Administration Region and according to the jurisdiction of the courts of the Hong Kong Special Administrative Region.

一. 核證作業準則

在簽署(在紙張表格上簽署或以有效的身份數碼證書作出的電子簽署)身份數碼證書申請表(在本登記人條款及細則中,「申請表」均包括申請簽發新的身份數碼證書或申請更新現有的身份數碼證書的紙張或電子表格時,登記人確認他已閱讀及明白此登記人條款及細則,以及完全知悉核證作業準則附錄於登記人及倚賴證書人士之義務及法律責任。該份核證作業準則詳列於電子核證服務有限公司網頁(http://www.dg-sign.com)及可於電子核證服務有限公司之辦公室找到。登記人亦同意接受此登記人條款及細則及核證作業準則之條款約束。

電子核證服務有限公司所提供的身份數碼證書(ID-Cert)及核證服務受核證作業準則規管。此登記人條款及細則包括核證作業準則。核證作業準則是在任何情況下被視為本條款及細則一部份。登記人應詳閱核證作業準則,及留意電子核證服務有限公司將來就核證作業準則提出的各項修改。

核證作業準則及有關文件中提及之登記人協議書是指此登記人條款及細則及已包括在內之核證作業準則。

二. 協議的條款

在登記人簽署身份數碼證書申請表及接受身份數碼證書(ID-Cert)時,登記人則:

- 同意受到(i) 登記人條款及細則,及(ii) 核證作業準則之現時版本及將來之修訂版本內關於使用電子核證服務有限公司所簽發的身份數碼證書及密碼匙之條款約束;
- 同意使用身份數碼證書及密碼匙的風險完全由登記人承擔;
- 同意電子核證服務有限公司並沒有為所簽發之身份數碼證書及密碼匙給予任何明示或隱含的保證;
- 同意若登記人違反或不遵守核證作業準則及本登記人條款及細則,未能保存身份數碼證書及私人鑰匙的保安及完整,因而對任何人士或機構造成損失,須對電子核證服務有限公司作出全面賠償;
- 接受保存私人鑰匙的保安及完整的責任,包括禁止其他人士或未受權人士取用登記人之私人鑰匙;
- 保證若登記人之私人鑰匙外洩或懷疑被外洩,登記人需立即通知電子核證服務有限公司,及其他與登記人以身份數碼證書及密碼匙交換資料或交易之人士和團體;
- 同意在絕對合法的情況下使用密碼匙及身份數碼證書,將不會侵害第三者的權益。

三. 保證

在登記人簽署身份數碼證書申請表及因應電子核證服務有限公司考慮登記人申請,登記人對電子核證服務有限公司保證:

- 已提交的申請文件內所有資料乃真實而正確的;
- 若申請文件內的資料已經變改,當立即通知電子核證服務有限公司;
- 登記人已閱讀及明白本登記人條款及細則及核證作業準則。

四. 操作方面

電子核證服務有限公司:

- 無須對於由登記人使用電子核證服務有限公司所簽發的身份數碼證書及密碼匙簽署的傳送、訊息及合約之內容負任何責任;
- 無須對登記人所有的身份數碼證書及私人鑰匙之使用負任何責任;
- 可隨時把登記人的公開密碼匙及身份數碼證書發佈在電子核證服務有限公司的電子證書目錄;
- 保留對核證作業準則各條文作出修改的絕對權利;及會就(i) 電子核證服務有限公司懷疑密碼匙及身份數碼證書外洩或(ii) 外洩已被證實或(iii) 電子核證服務有限公司根據核證作業準則已適當的接到要求而撤銷該等密碼匙及身份數碼證書(ID-Cert)保留絕對權利。

為避免混淆,謹此聲明本條款及細則之內容並不構成任何協議或承諾按照登記申請向登記人發出身份數碼證書。電子核證服務有限公司將會處理登記申請。電子核證服務有限公司保留絕對權利對考慮登記申請及拒絕簽發身份數碼證書予登記人而毋須給予任何解釋。

五. 費用

登記人承諾支付每個核證作業準則註明為期一年,兩年,三年或其他有效年期的登記費/更新費(並不妨礙電子核證服務有限公司根據核證作業準則拒絕簽發新身份數碼證書之權利),除非得到電子核證服務有限公司的豁免,申請費用須在有效年期開始前繳交。申請費用款額及繳交方法由電子核證服務有限公司隨時予以修訂。電子核證服務有限公司對將來的申請費用款額之決定及修訂保留絕對權利,並會把該等修訂透過上述之網站通知登記人及公眾。

在登記人簽署身份數碼證書申請表的同時,登記人需向電子核證服務有限公司繳交與登記費/更新費同等的費用。除非本文訂明,該等費用將不獲退還。若已批核登記申請,該款額會全數用作清繳即將發出的身份數碼證書有效年期所需之登記費/更新費。當登記申請被拒絕時,該等費用將全數退回予登記人。若登記人是以機構名義申請機構身份數碼證書(新申請或更新申請),登記人需簽署本登記人協議的同時,向電子核證服務有限公司繳交其訂下之查詢費用。該等費用將會用於公司查冊、商業登記查冊或其他電子核證服務有限公司認為適當的查詢,無論登記申請批核與否,該等費用均不予退回。

六. 司法管轄

本登記人條款及細則受制於香港特別行政區之法律及受香港特別行政區法院管轄。

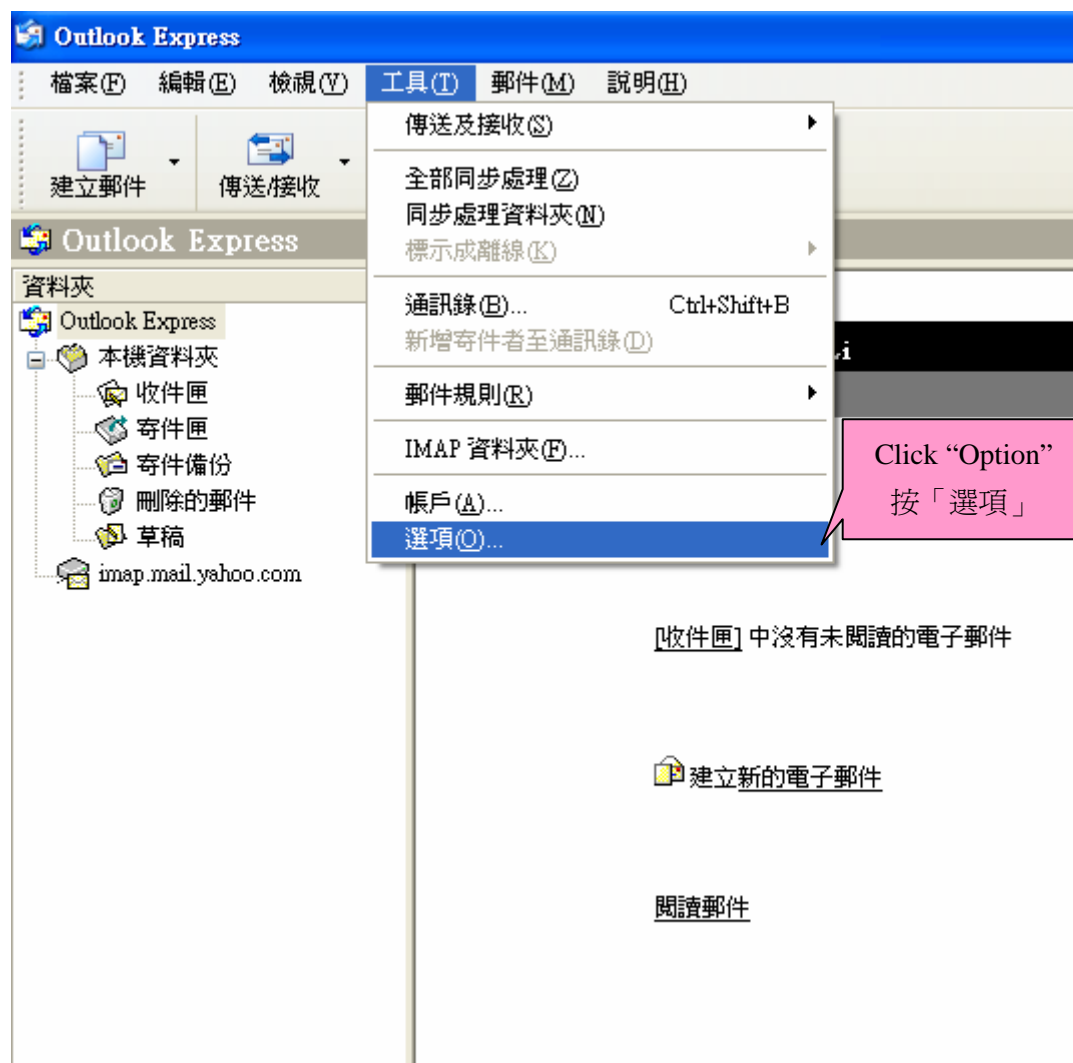
本條款及細則中文譯本祇供參考,若中文譯本與英文版本之文義有異,蓋以英文版本為準。

Import the certificate into a mail client
upon receipt of the certificate file and personal PIN
收取證書檔案及個人密碼後將電子證書匯入郵件客戶端

Example例子: Outlook Express

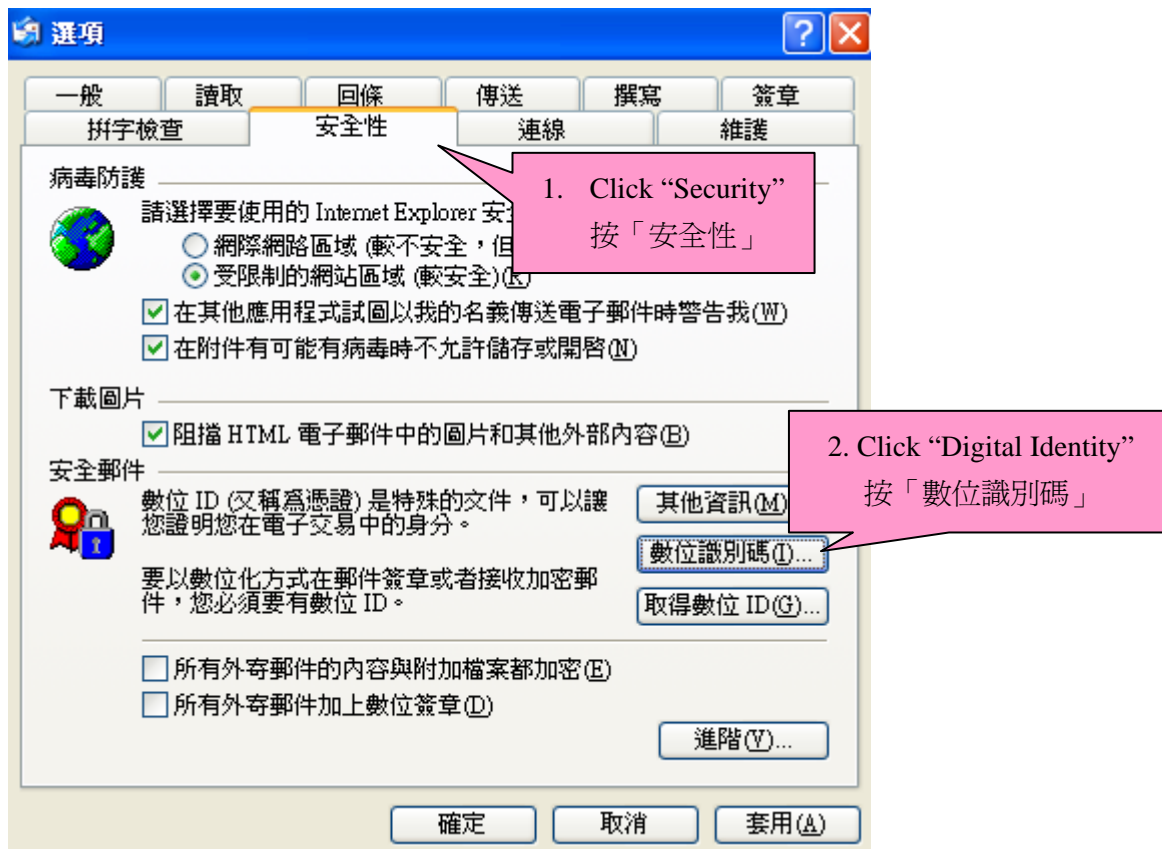
Step 1: Click 'Option' in the Tool Menu

步驟一：按工具列中的「選項」



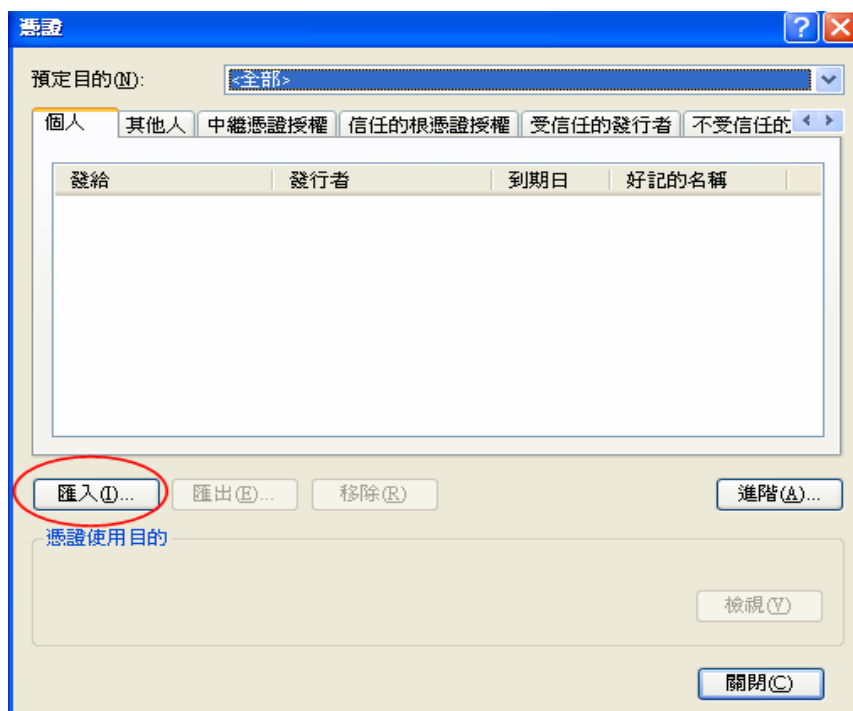
Step 2: Click "Security" then "Digital Identity"

步驟二：按「安全性」，再按「數位識別碼」



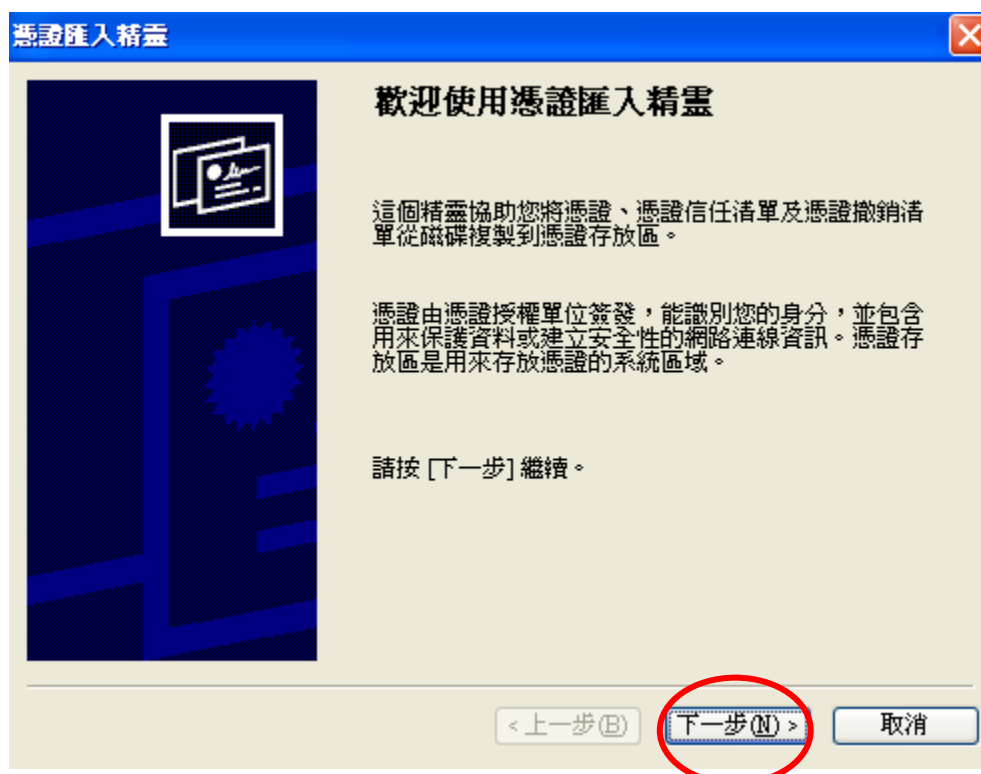
Step 3: Click 'Import'

步驟三：按「匯入」



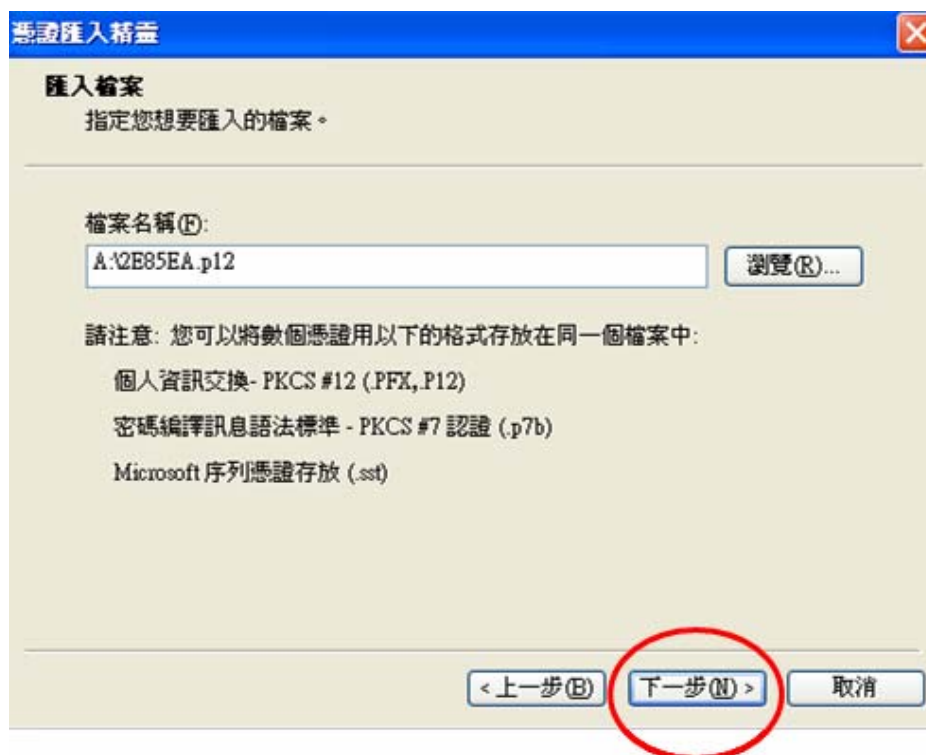
Step 4: Insert e-Cert floppy disk into the Drive, open your certificate file and click "Next >" **OR** simply double click the file and then click "Next >"

步驟四：插入電子證書磁碟，開啓你的證書檔案，再按「下一步>」或**直接按兩下檔案**，再按「下一步>」



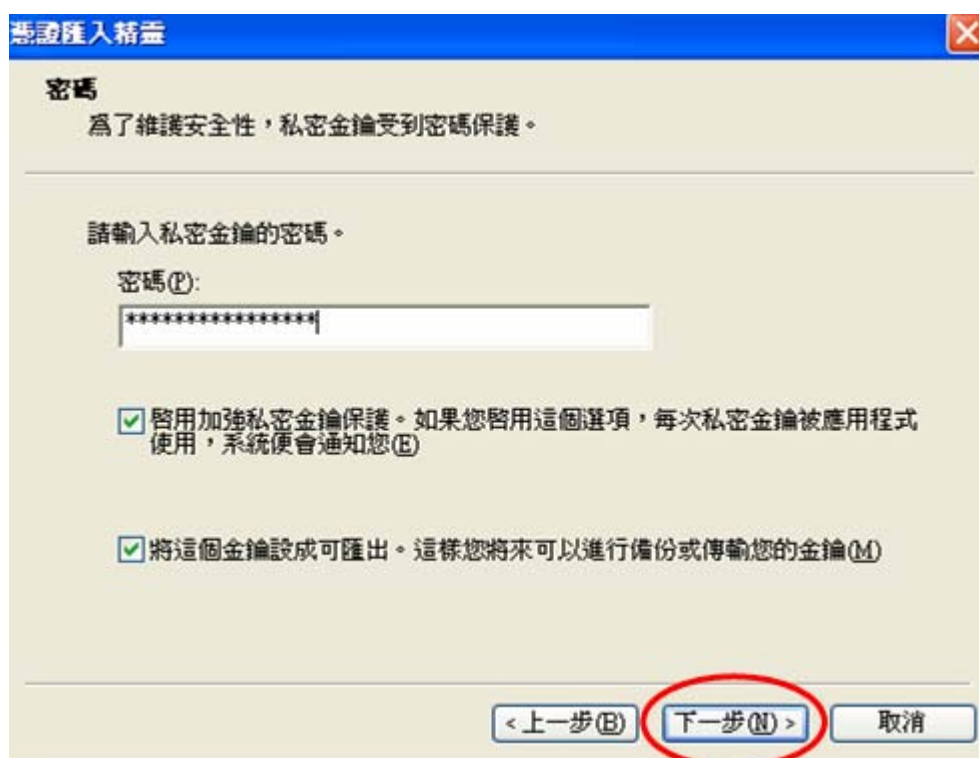
Step 5: Your certificate file is shown in the file name field, click "Next >"

步驟五：你的證書檔案顯示於檔案名稱一欄，按「下一步>」



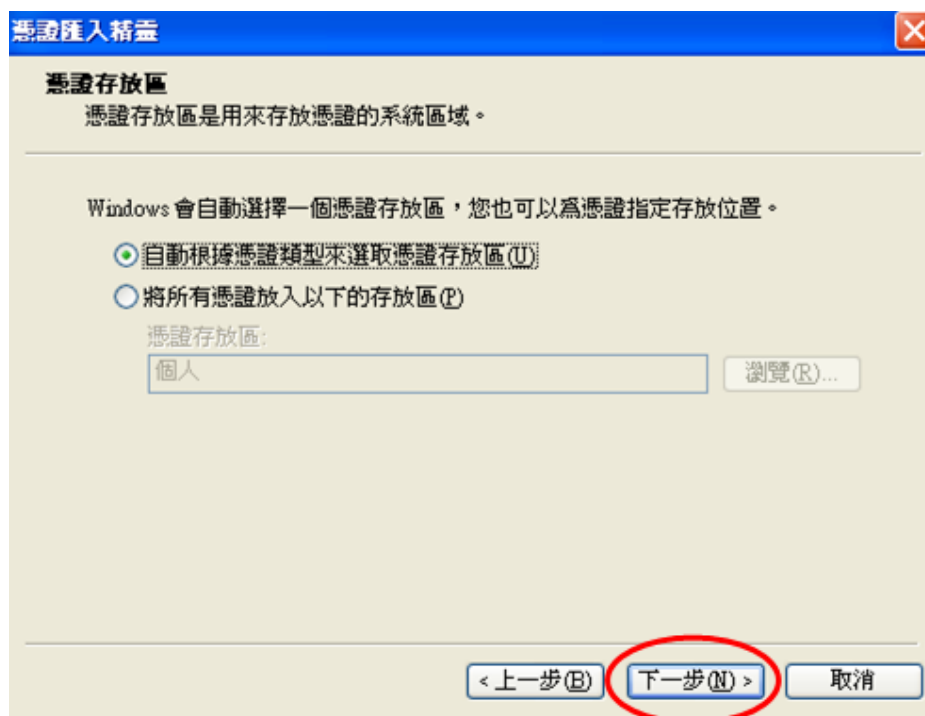
Step 6: Key in the 16-digit password shown on the PIN Envelope. Check all boxes and click "Next >"

步驟六：輸入密碼信封所示的 16 位數字密碼。選取所有的方格然後按「下一步>」



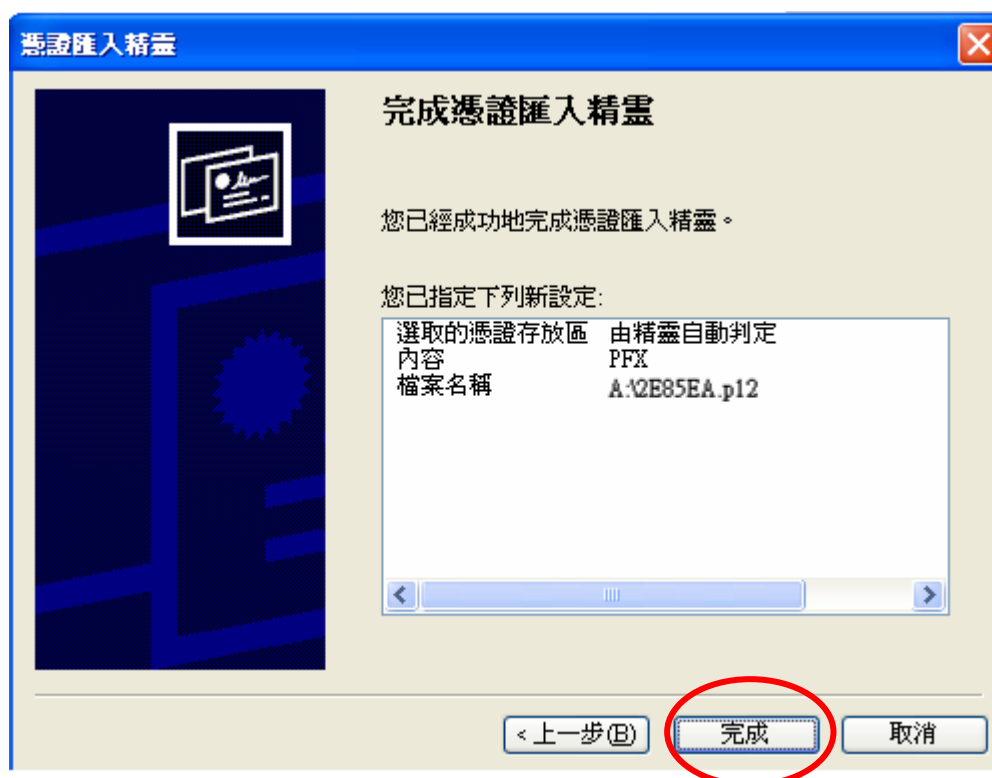
Step 7: Select 'Automatically select the certificate store based on the type of certificate', then click "Next"

步驟七：選取「自動根據憑證類型來選取憑證存放區」，再按「下一步」



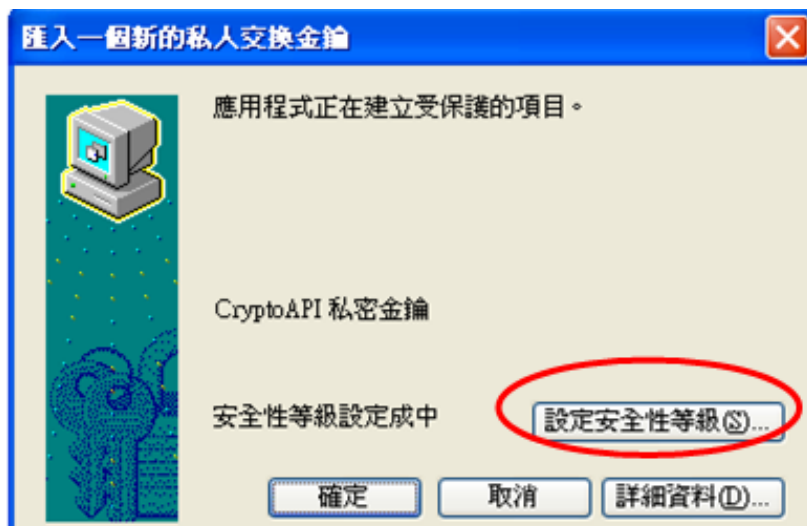
Step 8: Press "Finish"

步驟八：按「完成」



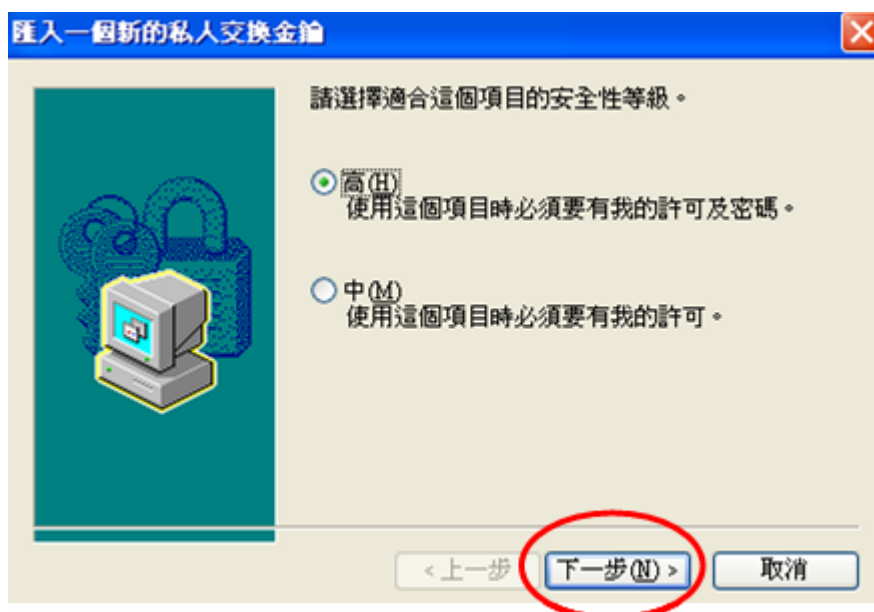
Step 9: Click "Set Security Level..." for the security setting of e-Cert

步驟九：按「設定安全性等級...」調整電子證書的安全設定



Step 10: Select "High" and click "Next"

步驟十：選取「高」，再按「下一步>」



Step 11: Set your password, then click "Finish"

步驟十一：設定你的密碼，再按「完成」



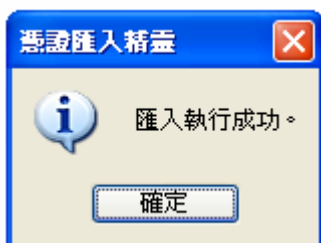
Step 12: The screen displays "Security level set to High", then press "OK"

步驟十二：螢幕顯示「安全性等級設定成高」，再按「確定」



Step 13: Press "OK" to complete the import process

步驟十三：按「確定」完成匯入程序

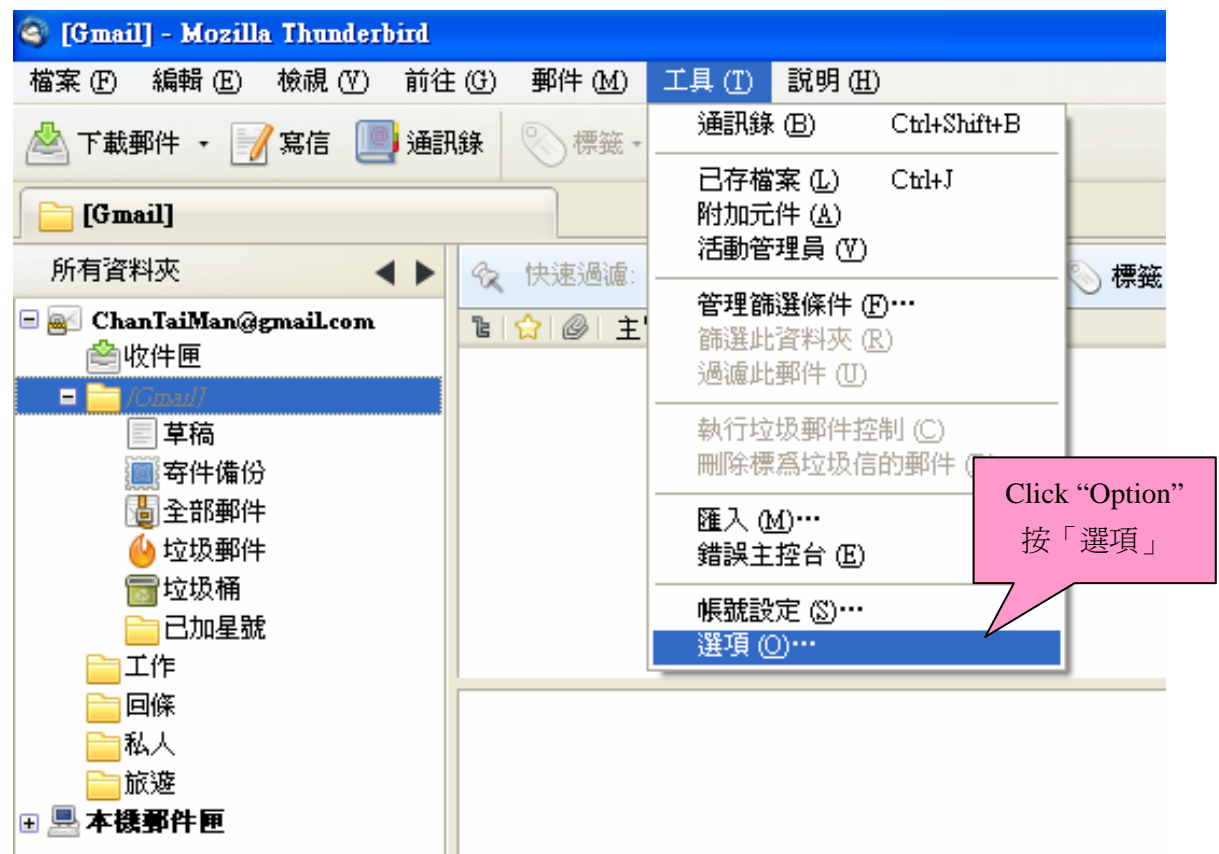


Import the certificate into a mail client
upon receipt of the certificate file and personal PIN
收取證書檔案及個人密碼後將電子證書匯入郵件客戶端

Example 例子: Mozilla Thunderbird

Step 1: Click "Option" in the Tool Menu

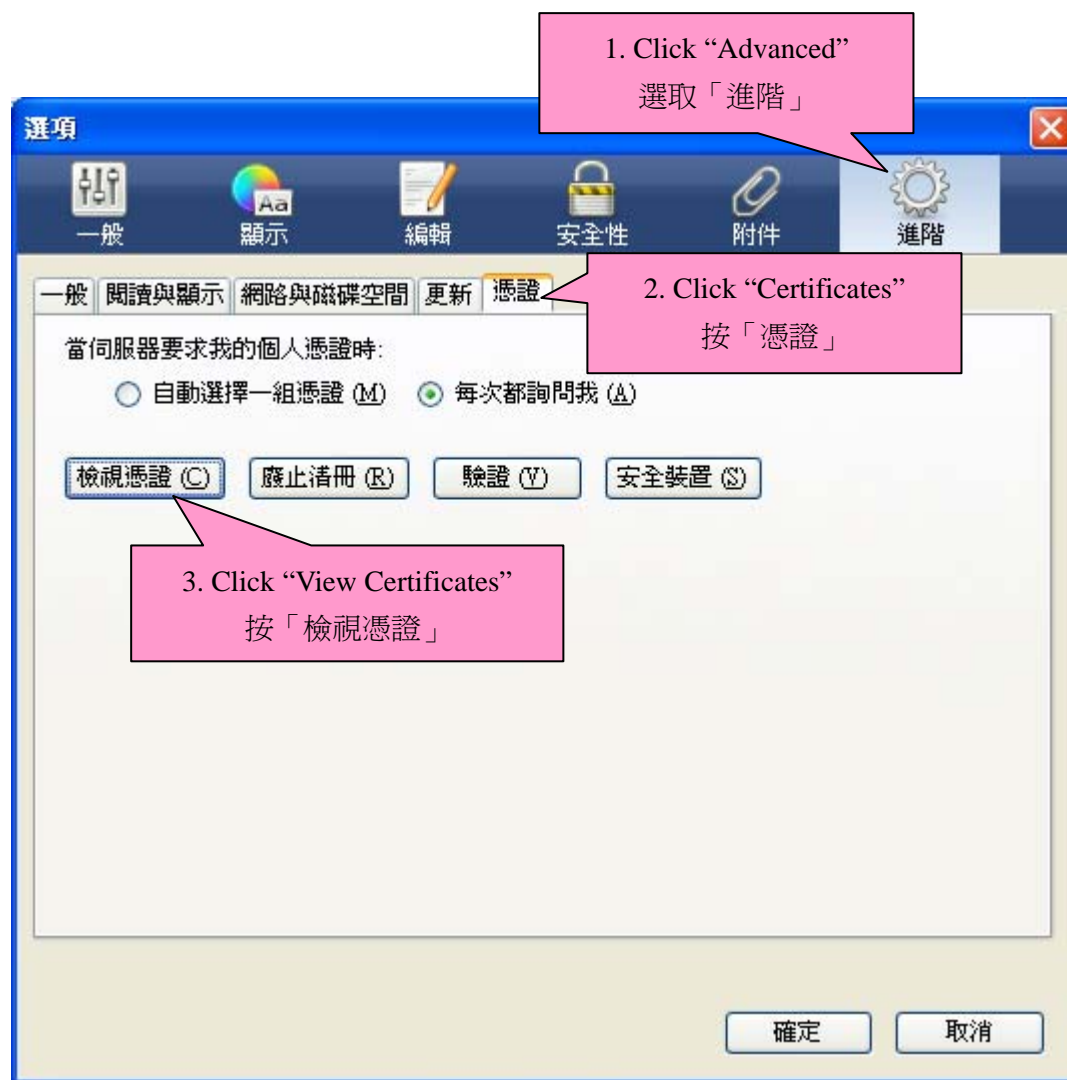
步驟一：按工具列中的「選項」



Annex C 附表三
(Mozilla Thunderbird)

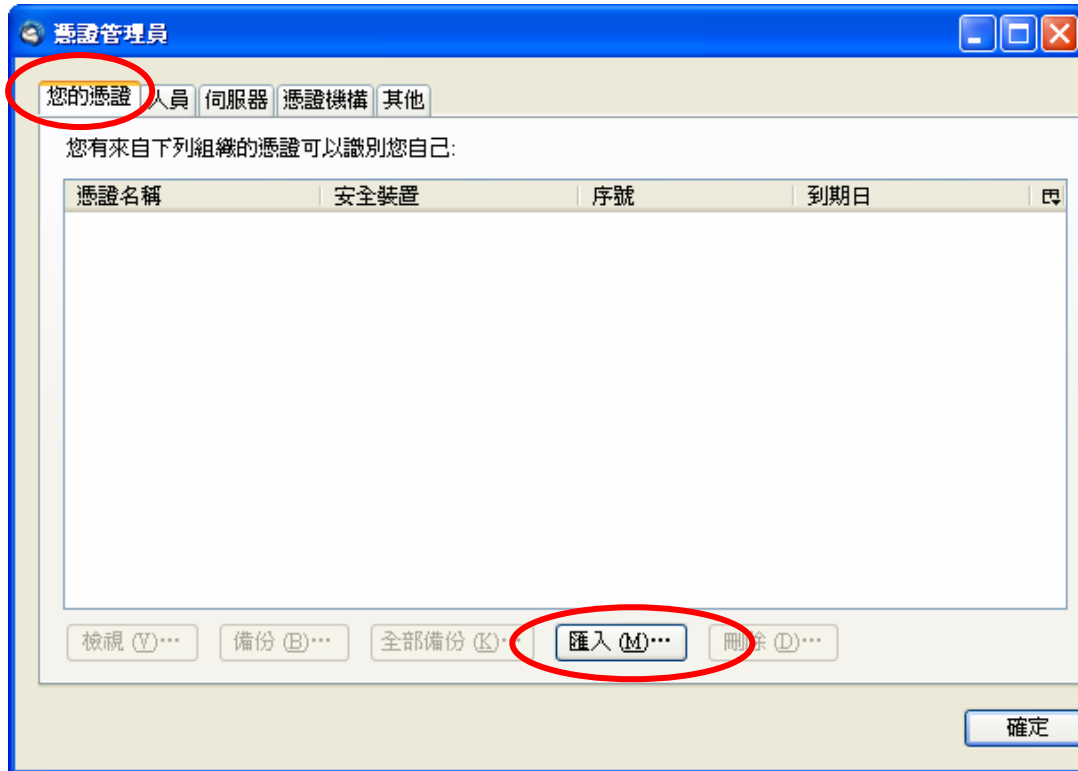
Step 2: Click "Advanced" then "Certificates" then "View Certificates"

步驟二：選取「進階」，按「憑證」，再按「檢視憑證」



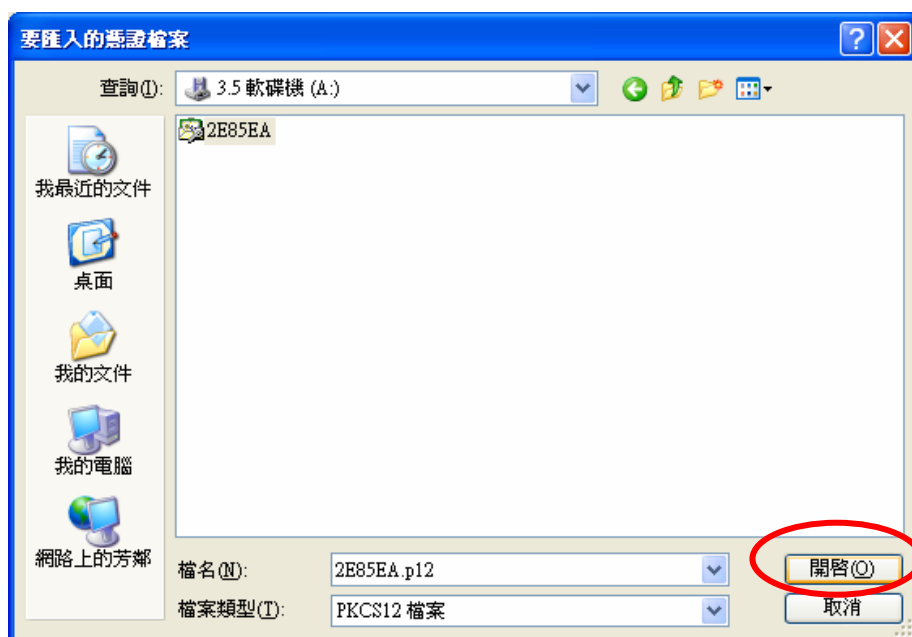
Step 3: Go to the tab named "Your Certificates" then click "Import"

步驟三：點選「您的憑證」，再按「匯入」



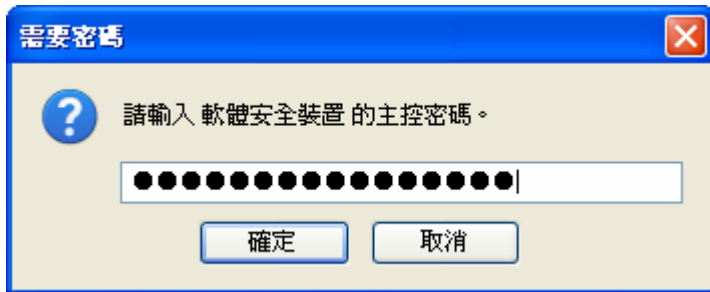
Step 4: Open your certificate file and click "Open" OR simply double click the file to continue.

步驟四：開啓你的證書檔案，再按「開啓」或直接按兩下檔案以繼續



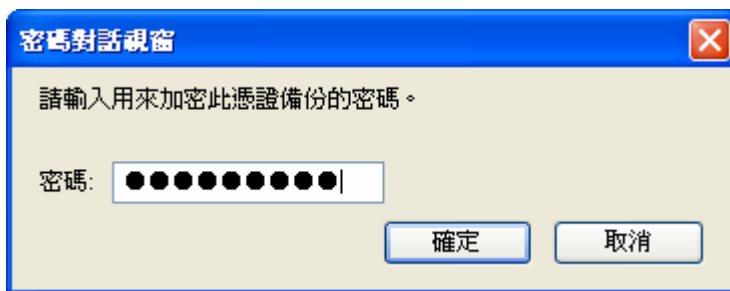
Step 5: Set your password, then click "OK"

步驟五：設定你的密碼，再按「確定」



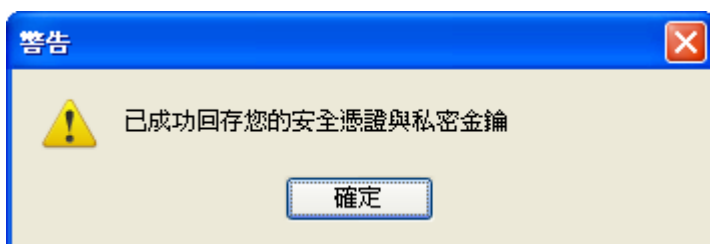
Step 6: Key in the 16-digit password shown on the PIN Envelope, then click "OK"

步驟六：輸入密碼信封所示的 16 位數字密碼，然後按「下一步>」



Step 7: Press "Confirm" to complete the import process

步驟七：按「確定」以完成匯入程序

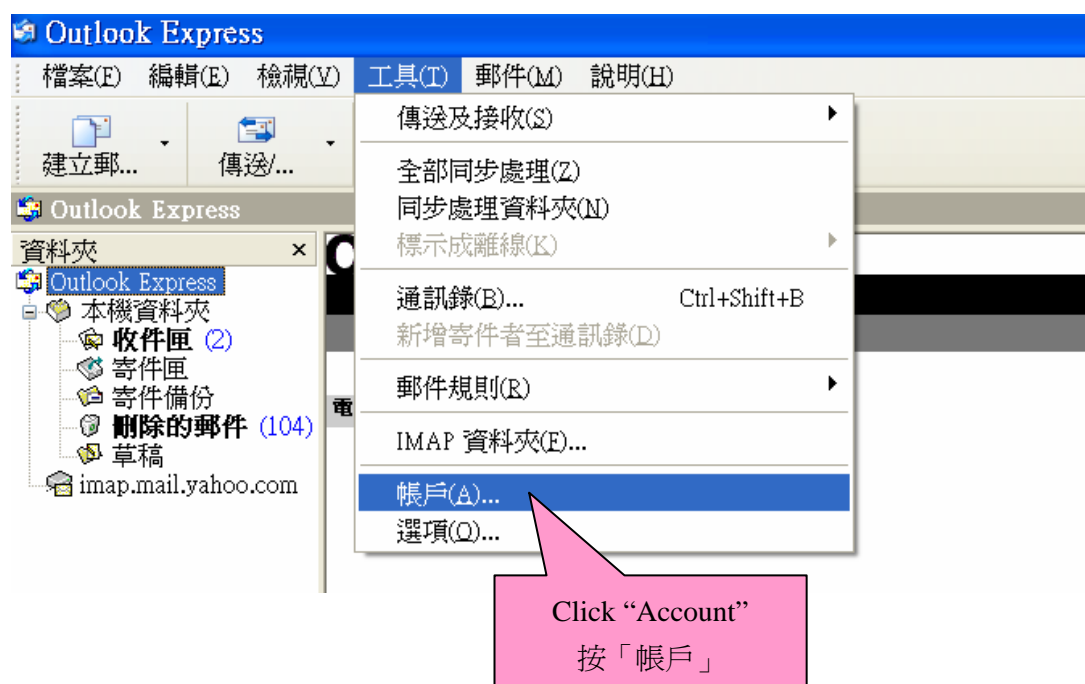


Add an e-mail account into a mail client
before sending the first e-mail with e-cert
在傳送第一個載有電子證書的電郵前
將電郵帳戶加入郵件客戶端

Example 例子: Outlook Express

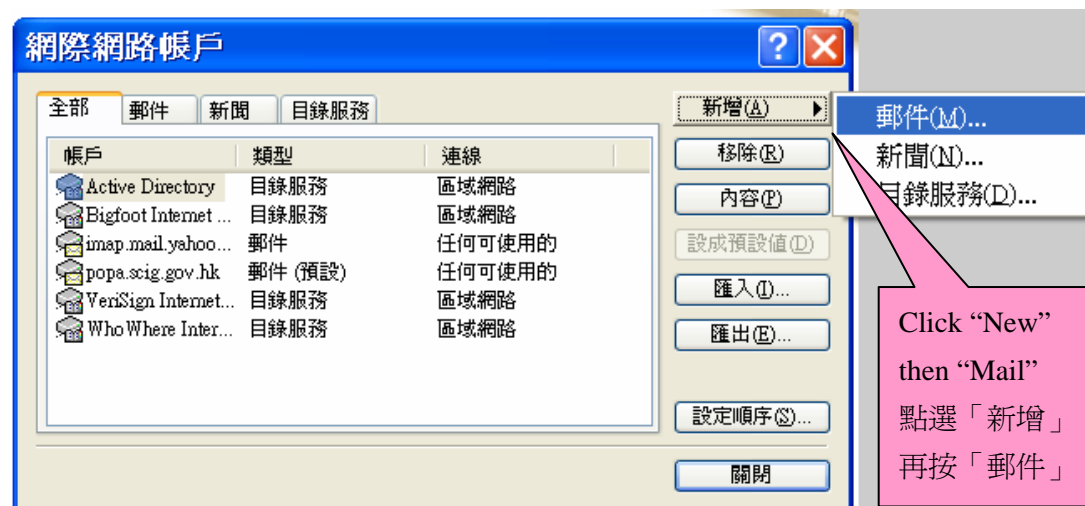
Step 1: Click "Account" in the Tool Menu

步驟一：按工具列中的「帳戶」



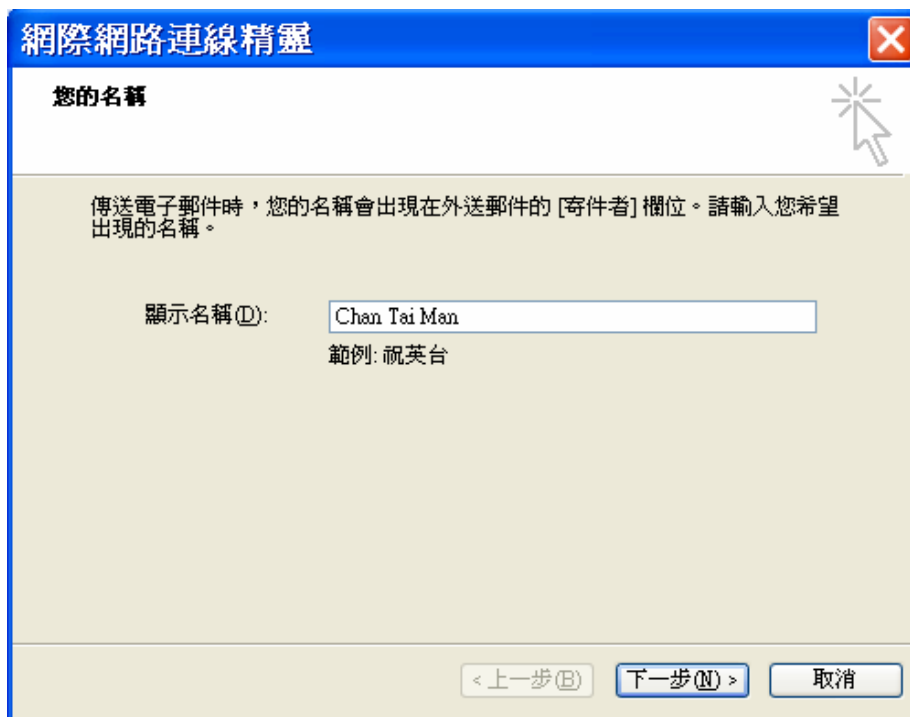
Step 2: Click "New" then "Mail"

步驟二：點選「新增」，再按「郵件」



Step 3: Type in the display name and click "Next"

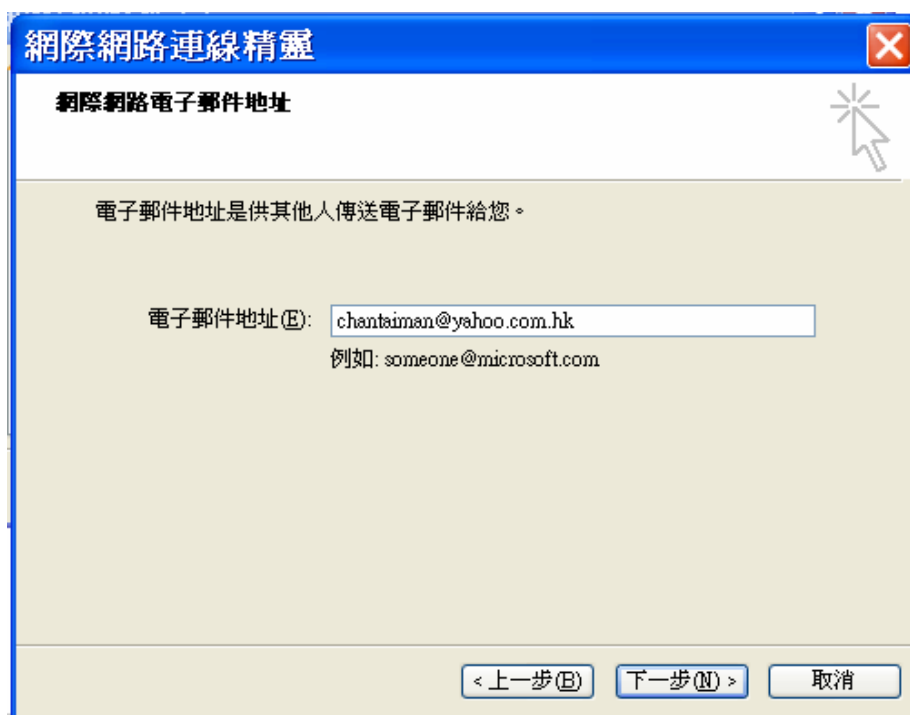
步驟三：輸入顯示名稱，再按「下一步」



The screenshot shows a dialog box titled "網際網路連線精靈" (Internet Connection Wizard) with a close button (X) in the top right corner. The main heading is "您的名稱" (Your Name). Below the heading, there is a text box containing "Chan Tai Man". To the left of the text box is the label "顯示名稱(N):". Below the text box is the example "範例: 祝英台". At the bottom of the dialog box, there are three buttons: "< 上一步(B)" (Previous), "下一步(N) >" (Next), and "取消" (Cancel).

Step 4: Type in the e-mail address (identical with the one registered with the digital certificate), then click "Next"

步驟四：輸入（與所註冊的數碼證書內相同的）電郵地址，再按「下一步」



The screenshot shows a dialog box titled "網際網路連線精靈" (Internet Connection Wizard) with a close button (X) in the top right corner. The main heading is "網際網路電子郵件地址" (Internet Network E-mail Address). Below the heading, there is a text box containing "chantaiman@yahoo.com.hk". To the left of the text box is the label "電子郵件地址(E):". Below the text box is the example "例如: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< 上一步(B)" (Previous), "下一步(N) >" (Next), and "取消" (Cancel).

Step 5: Type in relevant information according to your e-mail service provider and click "Next".

步驟五：根據你選用的電郵服務供應商輸入相關資料，再按「下一步」。

網際網路連線精靈

電子郵件伺服器名稱

我的內送郵件伺服器是 (S) POP3

內收郵件 (POP3、IMAP 或 HTTP) 伺服器 (I):

SMTP 伺服器是處理外送郵件的伺服器。

外寄郵件伺服器 - SMTP (O):

< 上一步 (B) 下一步

For example:
例如：
Hotmail
POP3
Yahoo mail
IMAP
Gmail
IMAP

For example:
例如：
Hotmail
pop3.live.com
Yahoo mail
imap.mail.yahoo.com
Gmail
imap.googlemail.com

For example:
例如：
Hotmail
smtp.live.com
Yahoo mail
smtp.mail.yahoo.com
Gmail
smtp.googlemail.com

[Note: Other e-mail service providers may have different servers. Please check with them for the required information.]

[註：其他電郵服務供應商可能有不同的伺服器。請與他們聯絡以取得相關資料。]

Step 6: Type in the e-mail account user name and password and click "Next"

步驟六：輸入電郵帳戶名稱及密碼，再按「下一步」

網際網路連線精靈

網際網路郵件登入

請建立網際網路服務提供者給您的帳戶名稱及密碼。

帳戶名稱 (A): chantaiman

密碼 (P):

記憶密碼 (W)

如果您的網際網路服務提供者要求您使用 [安全密碼驗證] (SPA) 來存取您的郵件帳戶，請選擇 [使用安全密碼驗證登入] 選項。

使用安全密碼驗證 (SPA) 登入 (S)

< 上一步 (B) 下一步 (N) > 取消

Step 7: Press "Finish"

步驟七：按「完成」

網際網路連線精靈

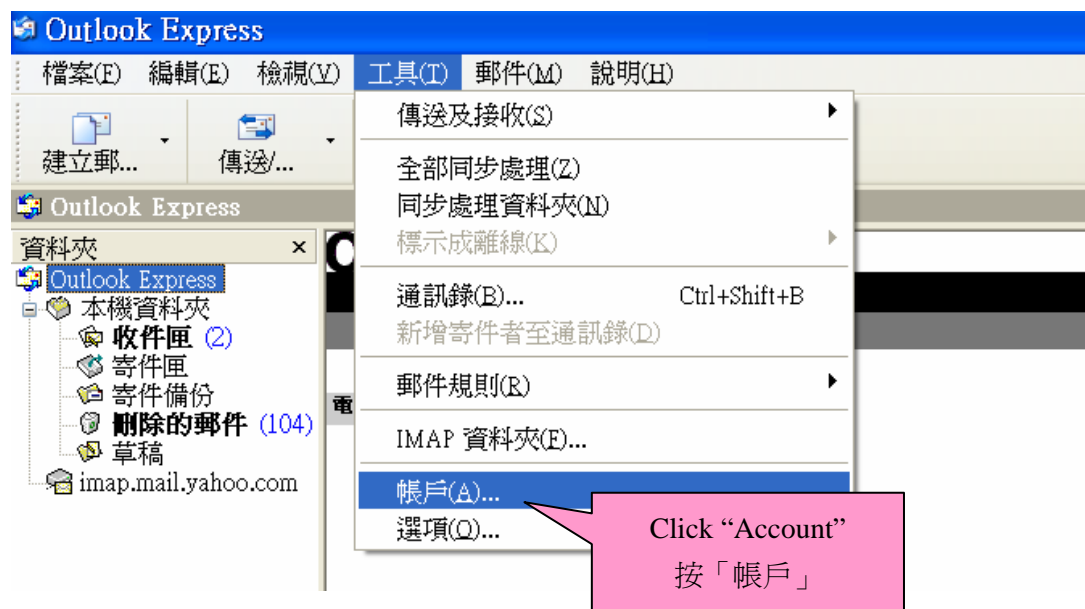
完成了

您已經成功輸入設定帳戶所需的全部資訊。
若要儲存這些設定，請按 [完成]。

< 上一步 (B) 完成 取消

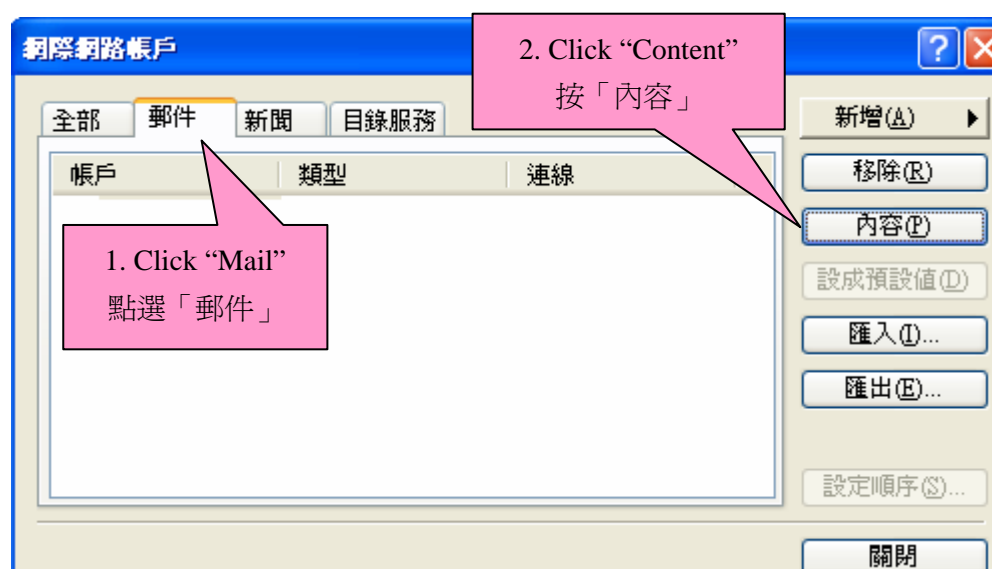
Step 8: Click "Account" in the Tool Menu

步驟八：按工具列中的「帳戶」



Step 9: Click "Mail" then "Content"

步驟九：點選「郵件」，再按「內容」



Step 10: Click "Server" and type in relevant information

步驟十：點選「伺服器」，再輸入相關資料

The image shows a screenshot of the Outlook Express 'Server' settings dialog box. The 'Server' tab is selected. The dialog box contains the following sections and fields:

- 伺服器資訊**
 - 我的內送郵件伺服器是(M): [] 伺服器。
 - 內送郵件 - IMAP(I): []
 - 外寄郵件 - SMTP(U): []
- 內送郵件伺服器**
 - 帳戶名稱(C): chantaiman
 - 密碼(P): *****
 - 記憶密碼(W)
 - 使用安全密碼驗證登入(S)
- 外寄郵件伺服器**
 - 我的伺服器需要驗證(V)

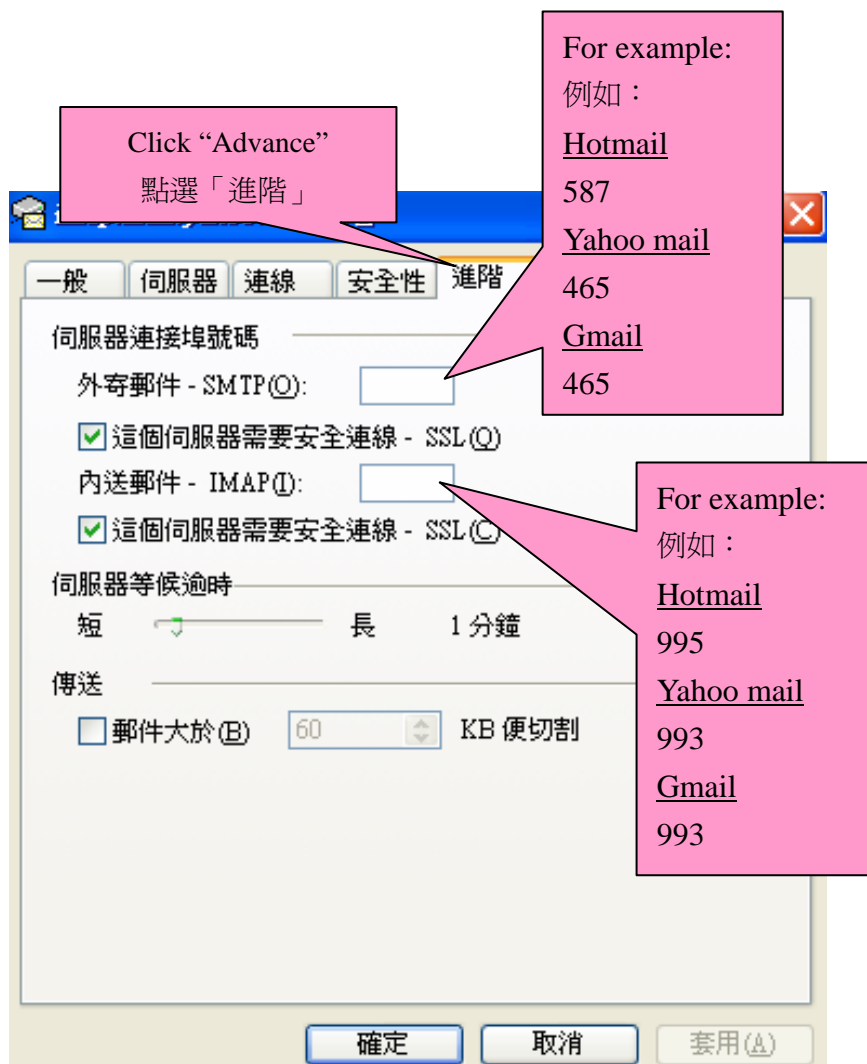
Buttons at the bottom: 確定, 取消, 套用(A).

Callouts provide examples for the server names:

- Click "Server" 點選「伺服器」
- For example: 例如: Hotmail POP3, Yahoo mail IMAP, Gmail IMAP
- For example: 例如: Hotmail pop3.live.com, Yahoo mail imap.mail.yahoo.com, Gmail imap.googlemail.com
- For example: 例如: Hotmail smtp.live.com, Yahoo mail smtp.mail.yahoo.com, Gmail smtp.googlemail.com

Step 11: Click "Advance" and type in relevant information, then click "OK"

步驟十一：點選「進階」，再輸入相關資料，然後按「確定」



遞交電子選舉廣告及聲明所用電郵地址通知書
**NOTIFICATION OF E-MAIL ADDRESS FOR SUBMISSION OF
ELECTRONIC ELECTION ADVERTISEMENTS AND DECLARATION**

《選舉管理委員會（選舉程序）（區議會）規例》（第 541 章，附屬法例 F）第 103 條
Section 103 of the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541 sub. leg F)

2011 年區議會選舉
2011 DISTRICT COUNCIL ELECTION

_____	區議會	_____	選區
(區議會名稱)	District Council	(選區名稱)	Constituency
(Name of District Council)		(Name of Constituency)	

選舉日期：2011 年 11 月 6 日
Date of Election: 6 November 2011

[在填寫此通知書前，請參閱說明。]
[Please read the Notes before completing this notification.]

*候選人／選舉代理人姓名（正楷）：_____

Name of *Candidate/Election Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

載入電子證書內的電郵地址：_____

E-mail address included in the e-Certificate

聯絡電話：_____

Contact Telephone No.

簽署：_____

Signature

日期：_____

Date

備註： * 請刪去不適用者
Note: * Please delete whichever is inapplicable

說明
Notes

1. 候選人可根據《區議會選舉活動指引》第七章的要求，經互聯網向選舉主任發送電子郵件，繳存聲明書及下列選舉廣告 –
A candidate may deposit with the Returning Officer a declaration and the following election advertisements by e-mail sent through the Internet in accordance with the requirements specified in Chapter 7 of the Guidelines on Election-related Activities in respect of the District Council Election –
 - (a) 任何以電子媒介發送的選舉廣告的電子文本；或
electronic copy of any election advertisement sent by electronic means; or
 - (b) 任何因實際情況不能或不便影印的選舉廣告的數碼影像。
digital image of any election advertisement which cannot be practically or conveniently photocopied.
2. 根據《電子交易條例》（第 553 章）的規定，候選人每封呈交的電子郵件必須附有該候選人的數碼簽署。
Each e-mail submission must be signed by the candidate with a digital signature in accordance with the requirement stipulated in the Electronic Transactions Ordinance (Cap. 553).

3. 在呈交附有選舉廣告電子文本及聲明書的電子郵件前最少一個工作天，候選人須先向選舉主任提供其電郵地址，以核實其數碼簽署。該電郵地址須與數碼證書內的相同。
A candidate is required to furnish the e-mail address to the Returning Officer at least one working day prior to submission of the e-mail attaching electronic copy of the election advertisements and declaration to allow verification of the digital signature. The e-mail address used must be identical with that included in the e-Certificate.
4. 填妥的通知書，可由專人送遞、或以郵遞或圖文傳真方式送交有關的選舉主任。
The duly completed notice may be delivered by hand, or sent by post or facsimile transmission to the relevant Returning Officer.
5. 如尚未委任選舉主任，在此通知書中所提述的選舉主任，均須解釋為提述總選舉事務主任。
If the Returning Officer has not yet been appointed, the references to a Returning Officer in this notification are to be construed as references to the Chief Electoral Officer.

6. 請注意下列有關在此通知書提供個人資料的說明—

Please note the following with regard to the personal data supplied in connection with this notification-

(a) **資料用途**

就此通知書提供的個人及其他有關的資料，會供選舉事務處及選舉主任用於與選舉有關的用途。

Purpose of Collection

The personal data and other related information supplied in connection with this notification will be used by the Registration and Electoral Office and the Returning Officer for election-related purposes.

(b) **資料轉介**

此通知書內的資料可能會提供予其他獲授權的部門或機構，用於與選舉有關的用途。

Transfer of Information

The information provided in this notification may be provided to other authorized departments/agencies for election-related purposes.

(c) **索閱個人資料**

任何人有權根據《個人資料（私隱）條例》（第 486 章）的條文要求索閱及改正他所提供的個人資料。

Access to Personal Data

A person has the right to request access to and correction of the personal data he supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **查詢**

關於透過此通知書收集的個人資料的查詢（包括索閱及改正個人資料），應向總選舉事務主任提出（地址：香港灣仔港灣道 25 號海港中心 10 樓）。

Enquiry

Enquiries concerning the personal data collected by means of this notification (including request for access to and corrections of personal data) should be addressed to the Chief Electoral Officer at 10th Floor, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong.

選舉管理委員會
二零一一年八月
Electoral Affairs Commission
August 2011

Requirement of electronic election advertisements submitted by e-mail
有關以電郵方式呈交的電子選舉廣告的要求

- (1) Ensure the e-mail address used to submit electronic election advertisements (eEA) is identical with -
確保用以呈交電子選舉廣告的電郵地址與以下兩項相同：
- (a) the email address registered with the digital certificate; and
(a) 所註冊的數碼證書內的電郵地址；及

 **電子證書（個人）申請表**
香港郵政電子核證 **Application Form for e-Cert (Personal) Certificate** 首年
First-year St

請填寫你的個人資料 Please fill in your personal particulars (注意：姓名、出生日期及香港身份證號碼須與香港身份證上資料相同) (Note: Name, date of birth and Hong Kong Identity Card (HKID) number must be the same as those which appear on your HKID)		由香港郵政填寫 For use by Hongkong Post 密碼信封參考編號 PIN Envelope No.:
英文姓名 Name in English _____ 姓 Surname _____ 名 Given Name _____	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms	香港身份證號碼 HKID Number _____
中文姓名 Name in Chinese _____ 出生日期 Date of Birth [請參閱附註1 Please see Note 1] (例如 e.g.: 09/03/1969) _____/_____/_____ (HDay) (Month) (Year)		聯絡電話 Contact Phone Number _____
載入電子證書內的電郵地址(建議填寫) [請參閱附註2] e-mail address to be included in e-Cert (recommended) [Please see Note 2] chantaiman@yahoo.com.hk		供聯絡用的電郵地址(建議填寫) e-mail address for contact purpose <input type="checkbox"/> 與電子證書電郵地址相同 Same as the e-Cert e-mail address

Digi-Sign Certification Services Limited
Application Form for Personal ID-Cert Class 1
電子核證服務有限公司
個人 ID-Cert 類別一申請表



Name in English (as appeared on HKID Card / Passport) 英文姓名(香港身份證 / 護照之姓名)	Mr. / Mrs. / Ms. / Miss 先生/太太/女士/小姐	Name in Chinese 中文姓名
Please choose one Identity Document to be produced and fill in the appropriate box: - 請選擇閣下將提供之身份證明文件，並在適當方格內填上有關資料。		
HKID No. 香港身份證	Passport No. (if applicable) 護照號碼 (如適用)	Issuing Country 護照簽發國家
E-mail address to be included on Personal ID-Cert Class 1 (Note 1) 包括在個人 ID-Cert 類別一內之電郵地址 chantaiman@yahoo.com.hk	Date of Birth 出生日期 ____/____/____ 日 / 月 / 年	
E-mail address for contact purpose 供聯絡之電郵地址		

- (b) the email address deposited with the relevant Returning Officer (RO)
(b) 繳存予相關選舉主任的電郵地址

遞交電子選舉廣告及聲明所用電郵地址通知書
**NOTIFICATION OF E-MAIL ADDRESS FOR SUBMISSION OF
ELECTRONIC ELECTION ADVERTISEMENTS AND DECLARATION**

《選舉管理委員會（選舉程序）（區議會）規例》（第 541 章，附屬法例 F）第 103 條
Section 103 of the Electoral Affairs Commission (Electoral Procedure) (District Councils) Regulation (Cap. 541 sub. leg F)

2011 年區議會選舉
2011 DISTRICT COUNCIL ELECTION

Yuen Long (區議會名稱) (Name of District Council)	區議會 District Council	Shap Pat Heung North (選區名稱) (Name of Constituency)	選區 Constituency
選舉日期：2011 年 11 月 6 日 Date of Election: 6 November 2011			

(在填寫此通知書前，請參閱說明。)
[Please read the Notes before completing this notification.]

*候選人／選舉代理人姓名（正楷）： Chan Tai Man
Name of *Candidate/Election Agent (in BLOCK LETTERS) (姓 Surname) (名 Other name)

載入電子證書內的電郵地址：chantaiman@yahoo.com.hk
E-mail address included in the e-Certificate

- (2) Type in the e-mail address of corresponding RO as the receiver
輸入相關選舉主任的電郵地址為收件者

eEA_RO_centralwestern@reo.gov.hk
eEA_RO_wanchai@reo.gov.hk
eEA_RO_eastern@reo.gov.hk
eEA_RO_southern@reo.gov.hk
eEA_RO_yautsimmong@reo.gov.hk
eEA_RO_shamshuipo@reo.gov.hk
eEA_RO_kowlooncity@reo.gov.hk
eEA_RO_wongtaisin@reo.gov.hk
eEA_RO_kwuntong@reo.gov.hk
eEA_RO_tsuenwan@reo.gov.hk
eEA_RO_tuenmun@reo.gov.hk
eEA_RO_yuenlong@reo.gov.hk
eEA_RO_north@reo.gov.hk
eEA_RO_taipo@reo.gov.hk
eEA_RO_saikung@reo.gov.hk
eEA_RO_shatin@reo.gov.hk
eEA_RO_kwaitsing@reo.gov.hk
eEA_RO_islands@reo.gov.hk

Not case sensitive for
the e-mail address
電郵地址均
不區分大小寫

[Note: The above e-mail addresses of ROs are designated for eEA submission only. Candidates who wish to submit election advertisements by email under the condition set out in para. 7.46 of EAC guidelines should use the e-mail addresses of ROs indicated in the contact list of ROs which is enclosed in the candidate folder.]

[註：上列的選舉主任電郵地址僅供呈交電子選舉廣告之用。倘候選人希望按選舉管理委員會指引第 7.46 段所載條件以電郵方式呈交選舉廣告，請使用候選人資料冊內選舉主任名單所載的電郵地址。]

- (3) Type the subject of the e-mail in the following format:
“Name of candidate¹_eEA _submission date_batch number”
電子郵件的主旨必須以下列格式填寫：
「候選人姓名¹_電子選舉廣告_繳存日期_批次編號」

Examples:

- (i) Name of candidate _eEA _30/9_Batch 1
- (ii) Name of candidate _eEA_30/9_Batch 2(a)
- (iii) Name of candidate _eEA_30/9_Batch 2(b)
- (iv) Name of candidate _eEA _2/10_Batch 1

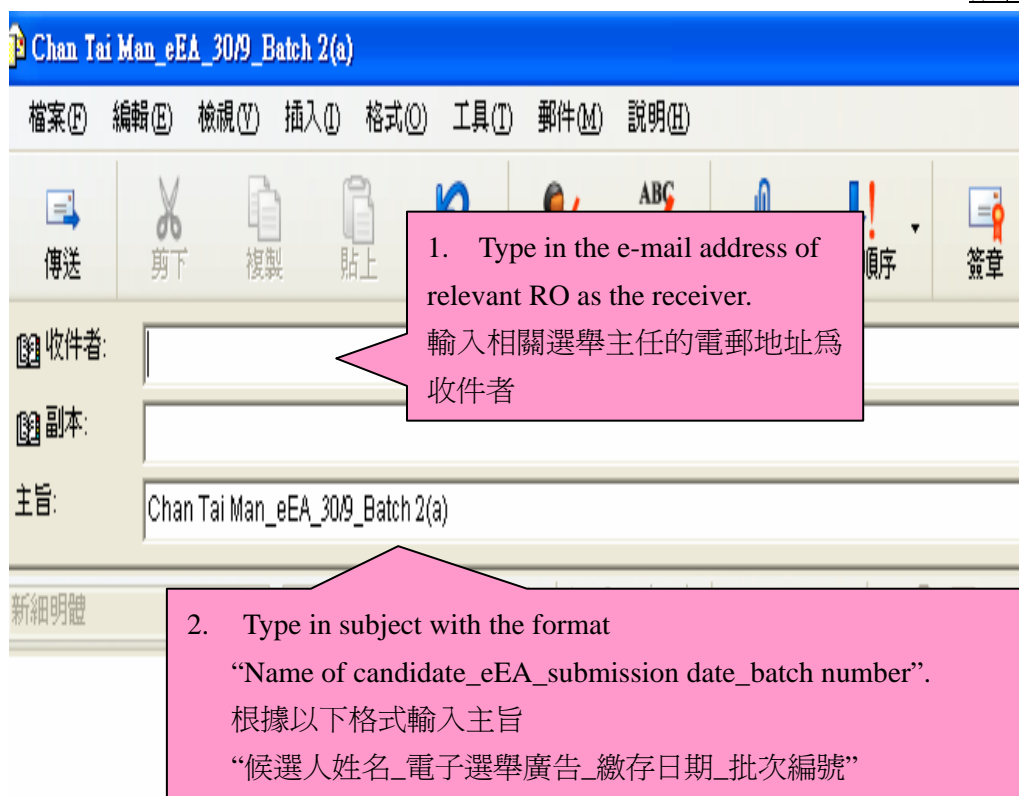
例子：

- (i) 候選人姓名_電子選舉廣告_30/9_第一批
- (ii) 候選人姓名_電子選舉廣告_30/9_第二批(a)
- (iii) 候選人姓名_電子選舉廣告_30/9_第二批(b)
- (iv) 候選人姓名_電子選舉廣告_2/10_第一批

[Note: The candidate may submit a declaration and a copy each of the declared EAs to the RO in one or more e-mails. As shown in examples (ii) and (iii) above, if because of the size the relevant documents have to be sent in two emails, the candidate may attach a declaration and any number of the declared EAs in the first e-mail, and the remaining declared EAs in the second e-mail.]

[註：候選人可選擇利用一個或多個電子郵件，向選舉主任繳存聲明書及其內所述的選舉廣告文本各一份。如上述例子(ii)和(iii)，如果因為文件檔案的大小所限而需以兩個電子郵件傳送，候選人可在第一個電子郵件附上聲明書及任何數目的選舉廣告文本，並在第二個電子郵件附上餘下的選舉廣告文本。]

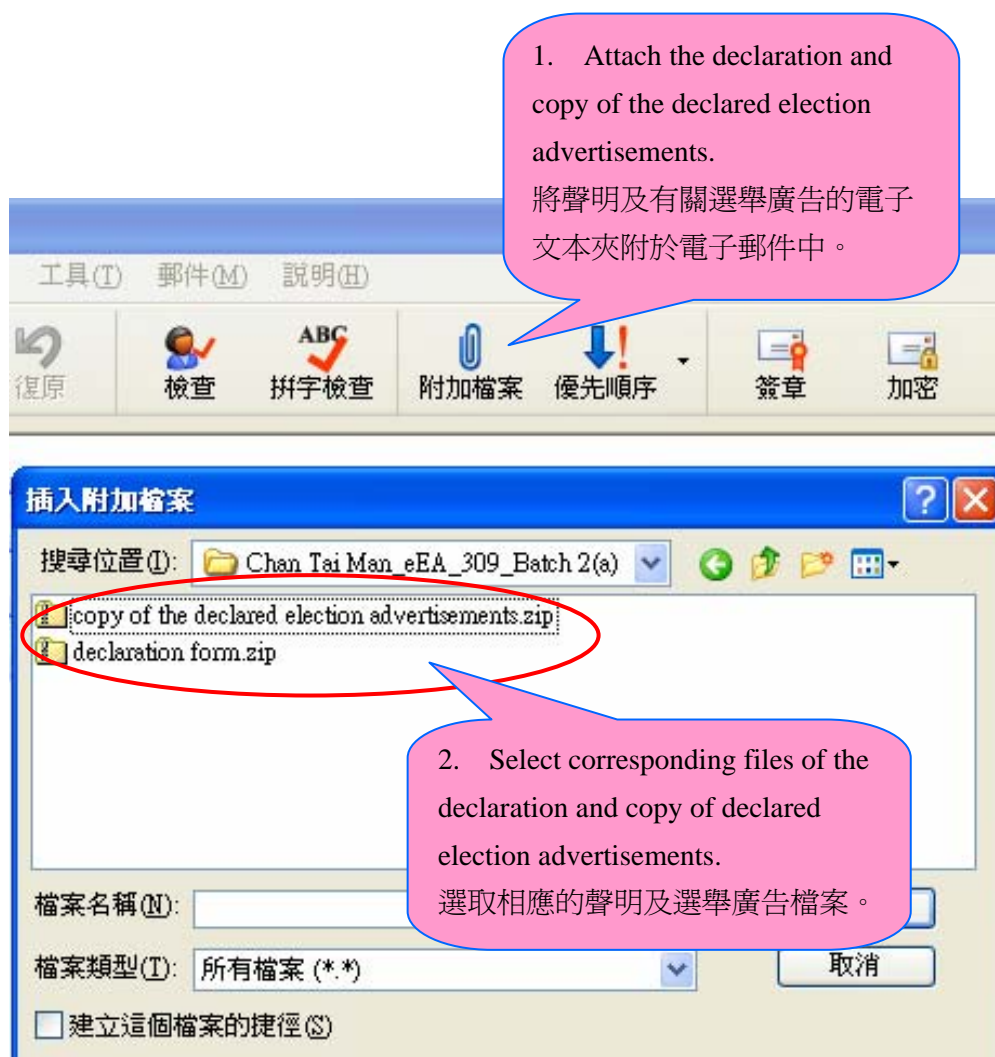
¹ The candidate should use the same name in all emails to facilitate subsequent sorting and retrieval if required.
候選人需於所有電郵使用同一姓名，以便日後於需要時作整理及檢索之用。



- (4) Attach an electronic copy of the duly completed declaration form and electronic copy of each of the declared election advertisements
將已填妥的聲明表格及有關選舉廣告的電子文本夾附於電子郵件中

[Note : The total file size of each e-mail should not exceed 10 MB. The attachments may be compressed as either Zip file (.zip) or GNU zip file (.gz)]

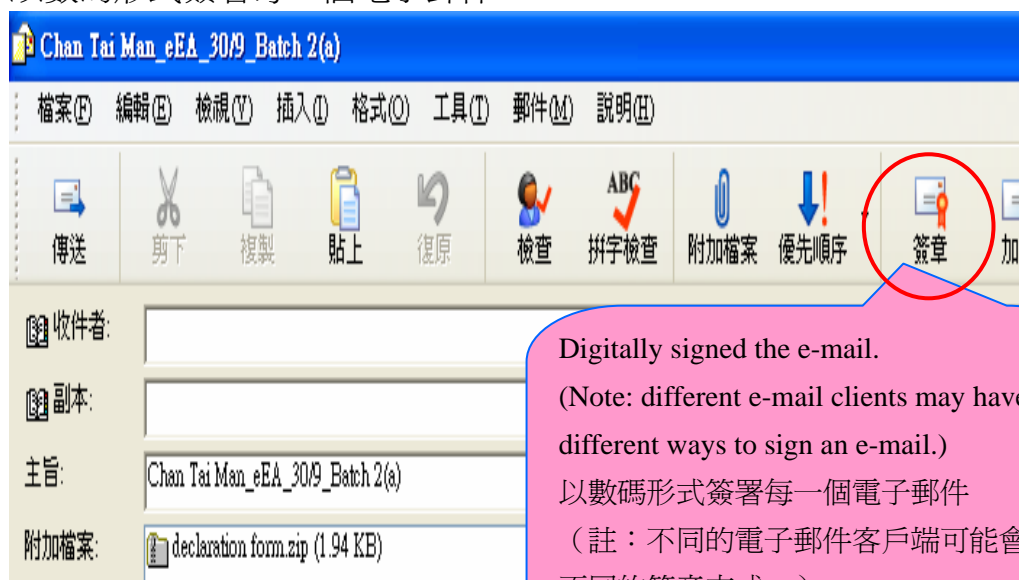
[註：每個電子郵件的總檔案容量不得多於 10 MB（百萬字節）。附件可採用Zip 檔(.zip)或 GNU zip檔 (.gz)進行壓縮。]



Present the attachments in the following file formats –
採用下列的檔案格式呈交附件：

- (a) Rich Text Format (RTF);
微軟的豐富文本格式；
- (b) Hypertext Mark Up Language (HTML) Format;
超文本標示語言格式；
- (c) Adobe Portable Document Format (PDF);
- (d) Graphics Interchange Format (GIF) for graphics/images only;
圖形互換檔案格式（只適用於圖形/圖像）；
- (e) Joint Photographic Experts Group (JPEG) for graphics/images only; or
聯合圖像專家小組規範（只適用於圖形/圖像）；或
- (f) Tag Image File Format (TIFF) for graphics/images only.
標誌圖形檔案格式（只適用於圖形/圖像）。

- (5) Sign each e-mail submission with a digital signature
以數碼形式簽署每一個電子郵件



- (6) Submit the e-mail
傳送電郵

[Note: An acknowledgement of receipt would be automatically generated and sent to you upon successful transmission of the e-mail to the RO.]

[註：在成功向選舉主任發出電郵後，你會收到一封自動發出的確認回條。]

- (7) Check with relevant RO if you do not receive an acknowledgement for each of the corresponding e-mail within the same day of the e-mail transmission.

如在發出電郵當日內未能收到確認回條，請向相關選舉主任查詢。