

**APPLICATION FOR RECOGNITION / APPLICATION FOR RENEWAL OF RECOGNITION  
AS A RECOGNIZED CERTIFICATION AUTHORITY  
APPLICATION FOR RECOGNITION OF CERTIFICATE(S)  
UNDER THE ELECTRONIC TRANSACTIONS ORDINANCE (CAP. 553)**

根據《電子交易條例》（第553章）  
申請成為認可核證機關／申請將認可核證機關的認可續期  
申請證書的認可

**APPLICATION FORM  
申請表格**

(FORM 表格 OGCI0-16 (2/2024))

Published in February 2024  
二零二四年二月公布

Office of the Government Chief Information Officer  
The Government of the Hong Kong Special Administrative Region  
香港特別行政區政府  
政府資訊科技總監辦公室

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本欄由辦理機關填寫

**Application No:**  
檔案號碼：

**Date Received:**  
申請日期：

**APPLICATION FOR RECOGNITION / APPLICATION FOR RENEWAL OF RECOGNITION  
AS A RECOGNIZED CERTIFICATION AUTHORITY  
APPLICATION FOR RECOGNITION OF CERTIFICATE(S)  
申請成為認可核證機關／申請將認可核證機關的認可續期  
申請證書的認可**

(This application form supersedes Form OGCI0-16 published in April 2022.)  
(本申請表格取代於 2022 年 4 月公布的表格 OGCI0-16)

**Part A A 部**

**Particulars of Applicant 申請人資料**

1. Name of Applicant: \_\_\_\_\_  
申請人名稱：

In Chinese (if applicable): \_\_\_\_\_  
中文名稱 (如適用)：
2. Business Registration Number or equivalent (if applicable): \_\_\_\_\_  
商業登記號碼或同等的登記號碼 (如適用)：
3. Company Number (if applicable): \_\_\_\_\_  
公司編號 (如適用)：
4. Address of Registered Office (if applicable): \_\_\_\_\_  
註冊辦事處地址 (如適用)：

\_\_\_\_\_
5. Correspondence Address: \_\_\_\_\_  
通訊地址：

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
電話號碼： 傳真號碼：

E-mail Address: \_\_\_\_\_  
電郵地址：

## **Part B B部**

### **Application for Recognition/Application for Renewal of Recognition as a Recognized Certification Authority**

申請成為認可核證機關／申請將認可核證機關的認可續期

6. Please tick (✓) the appropriate box  
請在適當的方格內加“✓”號

**New Application**  
新申請

**Renewal of an Existing Recognition**  
將現有的認可資格續期

7. Has the Applicant previously applied for recognition as a recognized certification authority under the Electronic Transactions Ordinance (Cap. 553) (*for new application only*)?  
申請人以前有否根據《電子交易條例》(第553章)申請成為認可核證機關(只供新申請人填寫)?

Please tick (✓) the appropriate box 請在適當的方格內加“✓”號!

Yes  
有

No  
否

If yes, please state the result of that application.  
如有的話，請提供有關申請的結果。

8. Has the Applicant applied to the competent authority in other jurisdiction/country to become a recognized/licensed/approved/registered certification authority or its equivalent in that jurisdiction/country?  
申請人有否向其他司法管轄區/國家的主管當局，申請成為該司法管轄區/國家的認可/持牌/核准/註冊核證機關或同等的地位?

Please tick (✓) the appropriate box 請在適當的方格內加“✓”號!

Yes  
有

No  
否

If yes, please state the result of that application and the name of the jurisdiction/country. If the application is unsuccessful, please state the reason (please use a supplementary sheet if necessary).  
如有的話，請提供有關申請的結果及有關司法管轄區/國家的名稱。如申請不成功，請提供原因(如有需要，請另加紙張填寫)。

9. Please provide brief description of the Applicant's business (including business other than as a certification authority in the Hong Kong Special Administrative Region) (please use a supplementary sheet if necessary).  
請提供申請人業務的簡短資料(包括其在香港特別行政區作為核證機關以外的業務)(如有需要，請另加紙張填寫)。

10. As specified in the Electronic Transactions (Fees) Regulation, the fee payable by an Applicant in respect of an application for recognition or application for renewal of recognition as a recognized certification authority under section 20(1) or 27(1) of the Electronic Transactions Ordinance (Cap. 553) is HK\$28,450. Fees paid are not refundable.

根據《電子交易（費用）規例》，申請人須繳付港幣 28,450 元作為根據《電子交易條例》（第553章）第 20(1) 或第 27(1) 條提出申請成為認可核證機關或申請將認可核證機關的認可續期的費用。已繳付的費用不可退回。

## **Part C C 部**

### **Application for Recognition of Certificate(s)**

#### **申請證書的認可**

11. Please complete the following table in respect of a, some or all of the particular certificate(s) or type(s), class(es) or description(s) of certificates issued or to be issued by the Applicant and for which the Applicant applies for recognition as recognized certificate(s) (please use a supplementary sheet if necessary).

請於下列表格填寫申請人所發出或將會發出的及申請人欲申請成為認可證書的一個、數個或全部個別證書，或一個、數個或全部類型、類別或種類的證書（如有需要，請另加紙張填寫）。

<i>Brief description of each particular certificate or type, class or description of certificates</i> 每一個別證書或每一類型、類別或種類證書的簡短說明	<i>Reliance Limit</i> 倚據限額	<i>Fees*</i> 收費*
		HK\$ 港幣（元）
		HK\$ 港幣（元）
		HK\$ 港幣（元）
		HK\$ 港幣（元）
	Total Amount: 總額:	HK\$ 港幣（元）

- \* As specified in the Electronic Transactions (Fees) Regulation, the fee payable by an Applicant in respect of an application for recognition of a particular certificate or a type, class or description of certificates under section 22(1) of the Electronic Transactions Ordinance (Cap. 553) made simultaneously with an application for recognition or an application for renewal of recognition as a recognized certification authority is HK\$2,850. The fee payable by an Applicant in respect of an application for recognition of a particular certificate or a type, class or description of certificates under section 22(1) of the Electronic Transactions Ordinance (Cap. 553) not made simultaneously with an application for recognition or an application for renewal of recognition as a recognized certification authority is HK\$6,460. Fees paid are not refundable.

- \* 根據《電子交易（費用）規例》，申請人須繳付港幣 2,850 元作為根據《電子交易條例》（第553章）第 22(1) 條提出申請，將個別證書或某類型、類別或種類證書認可為認可證書的費用（而該申請是與成為認可核證機關或將認可核證機關的認可資格續期的申請同時提出的）。根據《電子交易（費用）規例》，申請人須繳付港幣 6,460 元作為根據《電子交易條例》（第553章）第 22(1) 條提出申請，將個別證書或某類型、類別或種類證書認可為認可證書的費用（而該申請並非與成為認可核證機關或將認可核證機關的認可續期的申請一併提出）。已繳付的費用不可退回。

- 12 If the Applicant has previously applied under the Electronic Transactions Ordinance (Cap. 553) for recognition of any of the above particular certificate(s) or type(s), class(es) or description(s) of certificates, please indicate the result of such application(s) (please use a supplementary sheet if necessary).  
若申請人曾經根據《電子交易條例》（第553章）就上述任何個別證書或任何類型、類別或種類的證書申請成為認可證書，請提供有關申請的結果（如有需要，請另加紙張填寫）。

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## **Part D D 部**

### **Total Application Fees Payable 所需申請費用總額**

13. The total application fees payable is calculated as follows:  
所需的申請費用總額計算如下：

(1) Application for recognition /application for renewal of recognition as a recognized certification authority (HK\$28,450) 申請成為認可核證機關／申請將認可核證機關的認可續期（港幣 28,450 元）	(1) HK\$ 港幣（元）
(2) Application for recognition of certificate(s) (please quote the Total Amount calculated in paragraph 11) 申請證書的認可（請填寫在第 11 段所計算得到的總額）	(2) HK\$ 港幣（元）
Amount payable 應付金額(1)+(2)=	HK\$ 港幣（元）

### **Payment Method 付款方法**

14. Payment should be made by a cheque. The cheque should be crossed and made payable to “The Government of the Hong Kong Special Administrative Region”. The cheque should be sent by post or delivered in person to the address stated in paragraph 20 of this application form.  
請以支票付款。支票應加劃線，並書明支付“香港特別行政區政府”。請將支票以郵寄或親身送達於本申請表格內第 20 段所列的地址。

## Attachments 所需附件

15. In respect of an application for recognition/application for renewal of recognition as a recognized certification authority, the Applicant is (please tick (✓) the appropriate box) – 有關成為認可核證機關 / 將認可核證機關的認可續期的申請，申請人是（請在適當的方格內加“✓”號）-
- an Individual or sole trader who has established a place of business in Hong Kong  
已在香港設立營業地點的個人或獨資商戶
- a company incorporated under the Companies Ordinance (Cap. 622)  
根據《公司條例》（第622章）成立為法團的公司
- an overseas incorporated company which has established a place of business in Hong Kong and is registered under Part 16 of the Companies Ordinance (Cap. 622)  
已在香港設立營業地點及根據《公司條例》（第622章）第16部註冊的海外法團公司
- an overseas incorporated company without a place of business in Hong Kong  
在香港沒有設立營業地點的海外法團公司
- a public body as defined in the Interpretation and General Clauses Ordinance (Cap. 1) or a statutory incorporated body under any Hong Kong Ordinance (other than the Companies Ordinance (Cap. 622))  
《釋義及通則條例》（第1章）界定的公共機構或根據香港的任何條例（《公司條例》（第622章）除外）界定的法定法人團體
16. Please ensure that the relevant particulars and documents listed in the Notes to Application Form are attached with this application. If any of the particulars and documents listed in the Notes to Application Form are submitted in paper form, they shall be submitted in quadruplicate including the original and 3 photocopies.  
請將《填寫表格須知》上所列的有關詳情和文件與此申請表格一同提交。如以書面形式提交《填寫表格須知》列出的任何詳情和文件，請提交一式四份（即原件及影印本三份）。

## Personal Data 個人資料

17. All personal data will only be collected for a lawful purpose, and by lawful and fair means. The personal data collected will be transferred to personnel within the Office of the Government Chief Information Officer for purposes which are directly related to this application, for purposes of regulating and monitoring the Applicant in relation to its certification authority business under the Electronic Transactions Ordinance (Cap. 553) and the Code of Practice for Recognized Certification Authorities, and for purposes of exercising any powers and functions granted to the Government Chief Information Officer under the Electronic Transactions Ordinance (Cap. 553). The personal data collected may be transferred to parties who will be involved in the processing of the application, and might also be disclosed to agencies who are authorised to receive information relating to law enforcement, prosecution and review of decisions.  
個人資料將僅以合法及公正手段予以收集並僅用於合法用途。經收集的個人資料，只會為直接與這宗申請有關的目的，為規管和監察申請人執行與《電子交易條例》（第553章）及《認可核證機關業務守則》有關的核證機關業務的目的，及為行使政府資訊科技總監根據《電子交易條例》（第553章）獲賦與的任何權力和職能有關的目的，才轉交給政府資訊科技總監辦公室內的人員處理。經收集的個人資料可能會轉交給參與處理申請的人士，亦可能向獲授權的人士披露，該等人士獲授權收取與執法、檢控及覆檢決定有關的資料。

Applicants have the right to request access to and correction of their personal data submitted for this application. Requests for access to and correction of data should be submitted in writing to the Certification Authority Recognition Office of the Office of the Government Chief Information Officer either by post to 17/F, The Hub, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong, by fax ((852) 2802 4549) or by e-mail (caro@ogcio.gov.hk).

申請人有權要求查閱及改正申請表格上的個人資料。查閱及改正資料的要求，請以郵寄（地址：香港黃竹坑業勤街二十三號 The Hub 十七樓），或圖文傳真（號碼：(852) 2802 4549），或電子郵件（電郵地址：caro@ogcio.gov.hk）的方式向政府資訊科技總監辦公室核證機關認可辦事處提出。

## Declaration 聲明

18. I/We hereby declare that all information and particulars given in this application form and in the particulars and documents attached to it are to the best of my/our knowledge and belief true and correct. I/We further declare that I/We have read and understood paragraph 17 of this application form. I am/We are fully aware that in accordance with Section 47 of the Electronic Transactions Ordinance (Cap. 553) (the Ordinance) if I/We knowingly or recklessly make, orally or in writing, sign or furnish any declaration, return, certificate or other document or information required under the Ordinance which is untrue, inaccurate or misleading, I/We will commit a criminal offence and will be liable in the case of an individual to a fine at level 6 and to imprisonment for 6 months and in any other case, to a fine at level 6.

本人/我們謹此聲明，就本人/我們所知及所信，此申請表格和夾附的詳情及文件內所填報的資料及內容，均屬真確無誤。此外，本人/我們謹此聲明，本人/我們已閱畢此申請表格第 17 段並明白該段的內容。本人/我們充分知悉根據《電子交易條例》（第553章）（“條例”）第 47 條，如果本人/我們明知或罔顧實情地以口頭或書面作出、簽署或提供條例所規定的任何聲明、申報表、證書或其他文件或資訊，而該等聲明、申報表、證書或其他文件或資訊是不真實、不準確或有誤導性的，即屬犯罪，可處第 6 級罰款，個人犯此罪則另可處監禁 6 個月。

19. I/We consent to the Government Chief Information Officer making further enquiries of me or my company/organization necessary for the processing of this application.

本人/我們同意政府資訊科技總監可為處理這宗申請而向本人或本公司／機構作進一步查詢。

Signature of the Applicant / Director of the Applicant, and affix a company chop ( if applicable) :

申請人／申請人董事簽署，並蓋上公司印章(如適用)：

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Name of the Applicant / Director of the Applicant:

申請人／申請人董事姓名：

Date:

日期：

Note: If this is only an application for recognition of certificate(s), Responsible Officers do not need to fill the following information; otherwise, Responsible Officers need to fill the information and sign below.  
備註: 如只申請證書的認可, 負責人員無需填寫以下資料; 否則, 負責人員需填寫以下資料及簽署。

(Please use a supplementary sheet if necessary)  
(如有需要, 請另加紙張填寫)

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署:  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名:  
Position Held: \_\_\_\_\_  
職位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署:  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名:  
Position Held: \_\_\_\_\_  
職位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署:  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名:  
Position Held: \_\_\_\_\_  
職位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署:  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名:  
Position Held: \_\_\_\_\_  
職位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署:  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名:  
Position Held: \_\_\_\_\_  
職位:  
Date: \_\_\_\_\_  
日期:



Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署：  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名：  
Position Held: \_\_\_\_\_  
職位：  
Date: \_\_\_\_\_  
日期：

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署：  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名：  
Position Held: \_\_\_\_\_  
職位：  
Date: \_\_\_\_\_  
日期：

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署：  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名：  
Position Held: \_\_\_\_\_  
職位：  
Date: \_\_\_\_\_  
日期：

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署：  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名：  
Position Held: \_\_\_\_\_  
職位：  
Date: \_\_\_\_\_  
日期：

Signature of the Responsible Officer: \_\_\_\_\_  
負責人員簽署：  
Name of the Responsible Officer: \_\_\_\_\_  
負責人員姓名：  
Position Held: \_\_\_\_\_  
職位：  
Date: \_\_\_\_\_  
日期：

## Method of Submission of the Application 遞交申請方法

20. Application form and all supplementary sheets (if any) must be submitted in person or by post / fax / electronic mail to the following address –  
申請表格及補充紙張(如有)須親身或以郵寄 / 傳真 / 電郵方式遞交至下列地址 –

In Person or by Post to:                      Certification Authority Recognition Office  
親身或以郵寄遞交至:                      Office of the Government Chief Information Officer  
17/F, The Hub,  
23 Yip Kan Street,  
Wong Chuk Hang,  
Hong Kong

香港黃竹坑業勤街二十三號  
The Hub 十七樓  
政府資訊科技總監辦公室  
核證機關認可辦事處

Fax to:    (852) 2802 4549  
傳真至:

Electronic Mail to:                              caro@ogcio.gov.hk  
電郵至:

Note:                      If this application form and supplementary sheets (if any) are submitted by electronic means, the application form and supplementary sheets (if any) must be digitally signed (if applicable) where the digital signature(s) must be supported by recognized certificate(s).

備註:                      如本申請表格及補充紙張(如有)是以電子方式遞交,則必須以數碼簽署形式簽署(如適用)本申請表格及補充紙張(如有),而該等數碼簽署必須由認可證書加以證明。