

**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)**

根据《电子交易条例》（第 553 章）  
申请成为认可核证机关 / 申请将认可核证机关的认可续期  
申请证书的认可

**APPLICATION FORM  
申请表格**

(FORM 表格 DPO-16 (7/2024))

Published in July 2024  
二零二四年七月公布

Digital Policy Office  
The Government of the Hong Kong Special Administrative Region  
香港特别行政区政府  
数字政策办公室

Copyright in this document is vested in  
the Government of the Hong Kong Special Administrative Region.  
本文件的版权属香港特别行政区政府所有。

**FOR OFFICIAL USE ONLY**

本栏由办理机关填写

**Application No:**

档案号码:

**Date Received:**

申请日期:

**APPLICATION FOR RECOGNITION / APPLICATION FOR RENEWAL OF  
RECOGNITION**

**AS A RECOGNIZED CERTIFICATION AUTHORITY  
APPLICATION FOR RECOGNITION OF CERTIFICATE(S)  
申请成为认可核证机关 / 申请将认可核证机关的认可续期  
申请证书的认可**

(This application form supersedes Form OGCI0-16 published in February 2024.)  
(本申请表格取代于 2024 年 2 月公布的表格 OGCI0-16)

**Part A A部**

**Particulars of Applicant 申请人资料**

1. Name of Applicant: \_\_\_\_\_  
申请人名称: \_\_\_\_\_  
  
In Chinese (if applicable): \_\_\_\_\_  
中文名称 (如适用): \_\_\_\_\_
  2. Business Registration Number or equivalent (if applicable): \_\_\_\_\_  
商业登记号码或同等的登记号码 (如适用): \_\_\_\_\_
  3. Company Number (if applicable): \_\_\_\_\_  
公司编号 (如适用): \_\_\_\_\_
  4. Address of Registered Office (if applicable): \_\_\_\_\_  
注册办事处地址 (如适用): \_\_\_\_\_  
\_\_\_\_\_
  5. Correspondence Address: \_\_\_\_\_  
通讯地址: \_\_\_\_\_  
\_\_\_\_\_
- Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
电话号码: \_\_\_\_\_ 传真号码: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_  
电邮地址: \_\_\_\_\_

## **Part B B部**

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

申请成为认可核证机关 / 申请将认可核证机关的认可续期

6. Please tick (✓) the appropriate box  
请在适当的方格内加“✓”号

**New Application**  
新申请

**Renewal of an Existing Recognition**  
将现有的认可资格续期

7. Has the Applicant previously applied for recognition as a recognized certification authority under the Electronic Transactions Ordinance (Cap. 553) (*for new application only*)?  
申请人以前有否根据《电子交易条例》(第553章)申请成为认可核证机关(只供新申请人填写)?

Please tick (✓) the appropriate box 请在适当的方格内加“✓”号

Yes

有

No

否

If yes, please state the result of that application.  
如有的话, 请提供有关申请的结果。

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?  
申请人有否向其他司法管辖区/国家的主管当局, 申请成为该司法管辖区/国家的认可/持牌/核准/注册核证机关或同等的地位?

Please tick (✓) the appropriate box 请在适当的方格内加“✓”号

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).  
如有的话, 请提供有关申请的结果及有关司法管辖区/国家的名称。如申请不成功, 请提供原因(如有需要, 请另加纸张填写)。

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).  
请提供申请人业务的简短资料(包括其在香港特别行政区作为核证机关以外的业务)(如有需要, 请另加纸张填写)。

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.  
 根据《电子交易（费用）规例》，申请人须缴付港币 28,450 元作为根据《电子交易条例》（第 553 章）第 20(1) 或第 27（1）条提出申请成为认可核证机关或申请将认可核证机关的认可续期的费用。已缴付的费用不可退回。

## **Part C C 部**

### **Application for Recognition of Certificate(s)** **申请证书的认可**

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).  
 请于下列表格填写申请人所发出或将会发出的及申请人欲申请成为认可证书的一个、数个或全部个别证书，或一个、数个或全部类型、类别或种类的证书（如有需要，请另加纸张填写）。

<i>Brief description of each particular certificate or type, class or description of certificates</i> 每一个别证书或每一类型、类别或种类证书的简短说明	<i>Reliance Limit</i> 倚据限额	<i>Fees*</i> 收费*
		HK\$ 港币（元）
		HK\$ 港币（元）
		HK\$ 港币（元）
		HK\$ 港币（元）
	<b>Total Amount:</b> 总额:	HK\$ 港币（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.

- \* 根据《电子交易（费用）规例》，申请人须缴付港币 2,850 元作为根据《电子交易条例》（第 553 章）第 22(1) 条提出申请，将个别证书或某类型、类别或种类证书认可为认可证书的费用（而该申请是与成为认可核证机关或将认可核证机关的认可资格续期的申请同时提出的）。根据《电子交易（费用）规例》，申请人须缴付港币 6,460 元作为根据《电子交易条例》（第 553 章）第 22(1) 条提出申请，将个别证书或某类型、类别或种类证书认可为认可证书的费用（而该申请并非与成为认可核证机关或将认可核证机关的认可续期的申请一并提出）。已缴付的费用不可退回。

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).  
若申请人曾经根据《电子交易条例》（第 553 章）就上述任何个别证书或任何类型、类别或种类的证书申请成为认可证书，请提供有关申请的结果（如有需要，请另加纸张填写）。

---



---

## **Part D D 部**

### **Total Application Fees Payable 所需申请费用总额**

13. The total application fees payable is calculated as follows:  
所需的申请费用总额计算如下：

(1) Application for recognition /application for renewal of recognition as a recognized certification authority (HK\$28,450) 申请成为认可核证机关 / 申请将认可核证机关的认可续期（港币 28,450 元）	(1) HK\$ 港币（元）
(2) Application for recognition of certificate(s) (please quote the Total Amount calculated in paragraph 11) 申请证书的认可（请填写在第 11 段所计算得到的总额）	(2) HK\$ 港币（元）
Amount payable 应付金额(1)+(2)=	HK\$ 港币（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.  
请以支票付款。支票应加划线，并书明支付“香港特别行政区政府”。请将支票以邮寄或亲身送达于本申请表格内第 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) – 有关成为认可核证机关 / 将认可核证机关的认可续期的申请, 申请人是 (请在适当的方格内加“✓”号) -
- an Individual or sole trader who has established a place of business in Hong Kong  
已在香港设立营业地点的个人或独资商户
- a company incorporated under the Companies Ordinance (Cap. 622)  
根据《公司条例》(第 622 章) 成立为法团的公司
- 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)  
已在香港设立营业地点及根据《公司条例》(第 622 章) 第 16 部注册的海外法团公司
- an overseas incorporated company without a place of business in Hong Kong  
在香港没有设立营业地点的海外法团公司
- 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))  
《释义及通则条例》(第 1 章)界定的公共机构或根据香港的任何条例 (《公司条例》(第 622 章) 除外) 界定的法定法人团体
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.  
请将《填写表格须知》上所列的有关详情和文件与此申请表格一同提交。如以书面形式提交《填写表格须知》列出的任何详情和文件, 请提交一式四份 (即原件及影印本三份)。

## Personal Data 个人资料

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 Digital Policy Office 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 Commissioner for Digital Policy 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.  
个人资料将仅以合法及公正手段予以收集并仅用于合法用途。经收集的个人资料, 只会为直接与这宗申请有关的目的, 为规管和监察申请人执行与《电子交易条例》(第 553 章) 及《认可核证机关业务守则》有关的核证机关业务的目的, 及为行使数字政策专员根据《电子交易条例》(第 553 章) 获赋与的任何权力和职能有关的目的, 才转交给数字政策办公室内的人员处理。经收集的个人资料可能会转交给参与处理申请的人士, 亦可能向获授权的人士披露, 该等人士获授权收取与执法、检控及覆检决定有关的资料。

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 Commissioner for Digital Policy 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@digitalpolicy.gov.hk).

申请人有权要求查阅及改正申请表格上的个人资料。查阅及改正资料的要求，请以邮寄（地址：香港黄竹坑业勤街二十三号 The Hub 十七楼），或图文传真（号码：(852) 2802 4549），或电子邮递（电邮地址：caro@digitalpolicy.gov.hk）的方式向数字政策办公室核证机关认可办事处提出。

## Declaration 声明

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/我们谨此声明，就本人/我们所知及所信，此申请表格和夹附的详情及文件内所填报的资料及内容，均属真确无误。此外，本人/我们谨此声明，本人/我们已阅毕此申请表格第 17 段并明白该段的内容。本人/我们充分知悉根据《电子交易条例》（第 553 章）（“条例”）第 47 条，如果本人/我们明知或罔顾实情地以口头或书面作出、签署或提供条例所规定的任何声明、申报表、证书或其他文件或资讯，而该等声明、申报表、证书或其他文件或资讯是不真实、不准确或有误导性的，即属犯罪，可处第 6 级罚款，个人犯此罪则另可处监禁 6 个月。

19. I/We consent to the Commissioner for Digital Policy making further enquiries of me or my company/organization necessary for the processing of this application.

本人/我们同意数字政策专员可为处理这宗申请而向本人或本公司 / 机构作进一步查询。

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

申请人 / 申请人董事签署，并盖上公司印章(如适用):

---

Name of the Applicant / Director of the Applicant:

申请人 / 申请人董事姓名:

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.  
备注: 如只申请证书的认可, 负责人员无需填写以下资料; 否则, 负责人员需填写以下资料及签署。

(Please use a supplementary sheet if necessary)  
(如有需要, 请另加纸张填写)

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

Signature of the Responsible Officer: \_\_\_\_\_  
负责人员签署:  
Name of the Responsible Officer: \_\_\_\_\_  
负责人员姓名:  
Position Held: \_\_\_\_\_  
职位:  
Date: \_\_\_\_\_  
日期:

