

# 香港郵政撤銷證書申請表

## Hongkong Post Certificate Revocation Request Form

(在適當的  加上  號 Put a  in appropriate  / \*刪去不適用者\*delete where inappropriate)

本人（下開簽署人）現要求香港郵政撤銷下述之證書。本人明白及知道已撤銷證書的有效性將不可復原。

I, the undersigned, hereby request Hongkong Post to revoke the below certificate. I understand that the validity of the revoked certificate cannot be reinstated.

### A. 證書資料 Certificate information

香港郵政電子證書（\*個人 / 機構 / 保密 / 伺服器）

\*序號 / 登記人參考編號

Hongkong Post e-Cert (\*Personal / Organisational / Encipherment / Server)

\*Serial No. / Subscriber Reference No.: \_\_\_\_\_

### B. 證書撤銷原因 Reason of Certificate Revocation:

以下撤銷原因只適用於電子證書（個人 / 機構 / 保密）

Below Revocation Reason(s) ONLY applicable to e-Cert (Personal / Organisational / Encipherment)

遺失密碼 Lost Password

登記人離職 / 轉職 Subscriber Resigned/Post Transferred

其他 Others:

\_\_\_\_\_  
\_\_\_\_\_

以下撤銷原因只適用於電子證書（伺服器）

Below Revocation Reason(s) ONLY applicable to e-Cert (Server)

密碼匙資料外洩

Key Compromise

聯繫變更

Affiliation Changed

其他 Others

終止營運

Cessation Of Operation

證書被取代

Superseded

詳情請參閱香港郵政電子證書（伺服器）核證作業準則第 7.2 條

Please refer to Section 7.2 of the e-Cert (Server) Certification Practice Statement of Hongkong Post for details

### C. 登記人/獲授權代表 / 授權用戶資料 Particulars of Subscriber / Authorised Representative / Authorised User

以下有關資料必須與證書申請表格內的資料相同 Details must be the same as those given on the certificate application form

#### 1. 以下只適用於香港郵政電子證書（個人） Only applicable to Hongkong Post e-Cert (Personal) certificate

登記人姓名 Subscriber Name : \_\_\_\_\_

香港身份證號碼 HKID Card No.: \_\_\_\_\_

聯絡電話號碼 Contact Phone No.: \_\_\_\_\_

登記人簽署

Subscriber Signature

#### 2. 以下只適用於香港郵政電子證書（機構/保密/伺服器） Only applicable to Hongkong Post e-Cert (Organisational / Encipherment / Server) certificate

機構名稱

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

\*獲授權代表/ 授權用戶姓名

\*Authorised Representative / Authorised User Name: \_\_\_\_\_

\*香港身份證/ 護照編號 \*HKID Card / Passport No.: \_\_\_\_\_

聯絡電話號碼 Contact Phone No.: \_\_\_\_\_

\*獲授權代表/授權用戶簽署

\*Authorised Representative /  
Authorised User Signature

機構圖章  
Organisation Chop

D. 遞交日期 Submission Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

年 YYYY

月 MM

日 DD

### 香港郵政專用-Hongkong Post Use Only

接受申請郵政局名稱 Name of Acceptance Post Office: \_\_\_\_\_

接受申請職員姓名 Name of Accepting Officer: \_\_\_\_\_

簽署 Signature: \_\_\_\_\_

收取表格日期 Received Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

年 YYYY

月 MM

日 DD

郵政局郵戳  
Post Office Datestamp

Support - Revocation

### **Procedures for Revocation of Certificates**

A subscriber may submit a request to revoke her/his certificate at any time for any reason. Revocation requests can be made by the following methods:

1. Sending a certificate revocation request by fax to 2775 9130 and the original of the revocation request by post.
2. Sending a certificate revocation request by letter to Hongkong Post CA, PO Box No. 68777, Kowloon East Post Office.
3. Sending a digitally signed e-mail to enquiry@eCert.gov.hk.
4. Submit a signed Certificate Revocation Request Form in person at the post office with the same signature as on the original application form.
5. Submitting an online certificate revocation request at designated web page of Hongkong Post CA web site

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

### **e-Cert (Personal) Certificate Request**

A personal certificate can only be revoked by the subscriber of that certificate.

### **e-Cert (Organisational) Certificate Revocation Request**

An organisational certificate can be revoked by the Authorised Representative whose signature appears on the application form as the authorised signature at the time of application, or the Authorised User whose name appears on the certificate as the subscriber of that certificate.

### **e-Cert (Encipherment) Certificate Revocation Request**

An encipherment certificate can be revoked by the Authorised Representative whose signature appears on the application form as the authorised signature at the time of application.

### **e-Cert (Server) Certificate Revocation Request**

A server certificate can be revoked by the Authorised Representative whose signature appears on the application form as the authorised signature at the time of application.

### **Notice of Revocation**

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

### **Business Hours for Processing Revocation Requests**

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

On any weekday on which a tropical cyclone warning signal no. 8 (or above) or a black rainstorm warning signal is hoisted, Hongkong Post Certification Authority will open at the usual time if the signal is lowered at or before 6 a.m. that day. If the signal is lowered between 6 a.m. and 10 a.m. or at 10a.m., Hongkong Post Certification Authority will open at 2:00 p.m. on any weekday, other than on a Saturday, Sunday and Public Holidays.

### **Service Pledge and Certificate Revocation List Update**

1. Hongkong Post will exercise reasonable endeavours to see that within 2 working days of (1) Hongkong Post receiving a revocation request from the subscriber or (2) In the absence of such a request, the decision by Hongkong Post to suspend or revoke the certificate, the suspension or revocation is posted to the Certification Revocation List.
2. However, a Certificate Revocation List is not published in the directory for access by the public following each certificate revocation. Only when the next Certificate Revocation List is updated and published will it reflect the revoked status of the certificate. [Certification Revocation Lists are published 3 times daily and are archived for 7 years.]

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

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

The personal data you provided in this form will be used by Hongkong Post and its operator of e-Cert services for provision of e-Cert services to you. Information we collected about you will not be disclosed by us to any other party in a form that would identify you unless it is permitted or authorised by law. It is voluntary for you to supply to us your personal data. Failure to provide related data may affect the processing of your application. Under the Personal Data (Privacy) Ordinance, you have a right to request access to or correction of the data about you being held by us. If you wish to do so, please complete the Data Access Request Form (Pos736) or Personal Data Correction Request Form (Pos736A) and return it to any post office or send it to our Personal Data Privacy Officer by e-mail or by post. The Data Access Request Form and Personal Data Correction Request Form are also available at all post offices.

### **撤銷證書程序**

登記人可於任何時間以任何理由提出要求撤銷其證書。

可使用下列方法提出撤銷證書的要求：

1. 透過傳真 2775 9130 發出撤銷證書的要求，該文件之正本需以郵寄方式交回。
2. 發函至香港東九龍郵政局信箱 68777 號香港郵政核證機關。
3. 向 enquiry@eCert.gov.hk 發送一份經數碼簽署的電子郵件。
4. 親自前往郵局提交已填妥的「申請撤銷證書表格」（請使用原始申請表上的簽署）。
5. 於香港郵政核證機關指定網頁內提交撤銷證書要求

所有證書之暫時吊銷或撤銷僅在此等暫時吊銷或撤銷已被公佈於證書撤銷清單（Certificate Revocation List）後方告生效。

### **撤銷電子核證（個人）證書的要求**

個人證書只可由該證書的登記人要求撤銷。

### **撤銷電子核證（機構）證書的要求**

機構證書可由獲授權代表（在申請時申請表上有其簽署作為獲授權簽署之人）或授權用戶（在證書上列出其姓名之人）要求撤銷。

### **撤銷電子核證（保密）證書的要求**

保密證書可由獲授權代表（在申請時申請表上有其簽署作為獲授權簽署之人）要求撤銷。

### **撤銷電子核證（伺服器）證書的要求**

伺服器證書可由獲授權代表（在申請時申請表上有其簽署作為獲授權簽署之人）要求撤銷。

### **撤銷證書通知書**

香港郵政會以合理的方式，盡量在收到撤銷證書申請一星期內，透過電子郵件或郵寄方式向有關登記人發出撤銷證書通知書。

### **辦理撤銷證書要求的營業時間**

星期一至星期五上午九時至下午五時
星期六上午九時至中午十二時
星期日及公眾假期暫停服務

若於任何工作日懸掛八級（或以上）熱帶氣旋警報訊號或黑色暴雨警報訊號，且在當日早上六時或之前訊號除下，香港郵政核證機關將照常營業。若訊號在任何工作日（星期六，星期日及公眾假期除外）早上六時至上午十時之間或上午十時除下，香港郵政核證機關將於當日下午二時營業。

### **服務保證和證書撤銷清單更新**

1. 香港郵政將作出合理努力，查看在（1）香港郵政自登記人處收到撤銷申請或（2）在無此申請之情況下，香港郵政決定暫停或撤銷證書，兩個工作日內，暫停或撤銷證書及將撤銷清單予以公佈。
2. 然而，證書撤銷清單並不會於各證書撤銷後隨即在公眾目錄中公佈。只有在下一份證書撤銷清單更新時一併公佈，證書撤銷清單屆時才會顯示該證書已撤銷的狀態。[證書撤銷清單每日公佈三次，並存檔七年。]

為避免疑點，所有星期六，星期日，公眾假期及懸掛熱帶風暴及暴雨警報信號的工作日均不計工作日。

相關的核證作業準則列出使用香港郵政電子核證證書的各項條文。上述文件，可在香港郵政核證機關網頁 <http://www.eCert.gov.hk> 查閱。

你在此申請表格所填報的個人資料，香港郵政及其電子核證服務之營運商會用作為你提供電子證書服務的事宜。除非所作用途為法例容許或屬法例規定，否則我們不會用足以辨識你身分的方式，向他人披露你的資料。你向我們提供你的個人資料，全屬自願性質。如未能提供有關資料，可能會影響處理你的電子證書申請。根據《個人資料（私隱）條例》，你有權查閱或更改香港郵政保存有關你的個人資料。如需查閱或更改資料，請填妥《查閱資料要求表格》（Pos736）或《改正個人資料要求表格》（Pos736A），然後交回任何一間郵政局或寄交香港郵政個人資料私隱主任。《查閱資料要求表格》和《改正個人資料要求表格》亦可於各郵政局索取。