

Director-General of Trade and Industry  
Strategic Trade Controls Branch  
Trade and Industry Department  
Trade and Industry Tower  
3 Concorde Road, Kowloon City  
Hong Kong

**TRADE AND INDUSTRY DEPARTMENT**  
**Application for E-Account and Authorisation of Personnel**

**PART 1 : Company Particulars**

Name of Company : \_\_\_\_\_

Business Registration (BR) No. : \_\_\_\_\_  
(Please attach a copy of valid Hong Kong BR Certificate)

Registered Address in BR Certificate : \_\_\_\_\_

\_\_\_\_\_

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Contact Person's Name : \_\_\_\_\_ Contact Person's Tel. No. : \_\_\_\_\_

- (a) Is your company already a subscriber of digital certificate issued by a Certification Authority recognized by the HKSAR Government AND **all** of the Authorized Personnel in Part 2 are subscribers of the digital certificate ? (please "✓" as appropriate)

☐ **Yes**, all of the Authorized Personnel in Part 2 is/are already subscriber(s) of the following type of digital certificate :

☐ **"Organisational e-Cert"** issued by Hongkong Post

☐ **"Organisational ID-Cert Class 2"** issued by Digi-Sign Certification Services Limited. (Note: "Personal ID-Cert Class 1" is NOT valid for this application purpose).

☐ **No.** (Note: Company without recognised digital certificates can only have limited access and utilisation of information and e-Services provided under E-Account)

**(Please proceed to PART 1 (b))**

- (b) Business activities relating to strategic commodities :

Usual role(s) (please "✓" as appropriate) :

☐ Importer

☐ End-user

☐ Exporter

☐ Others \_\_\_\_\_ (please specify)

☐ Carrier

Usual type(s) of strategic commodities handled (*please "√" as appropriate*) :

- ☐ Electronics, Computers, Telecommunication Equipment/Software
- ☐ Chemicals or Biological Agents
- ☐ Munitions (e.g. arms, ammunitions)
- ☐ Others (e.g. materials, sensors or numerically controlled machine tools)

**PART 2 : Declaration and Undertaking (only for companies which have subscribed recognised digital certificates)**

The signatory declares on behalf of the company at Part 1 ("the Company") and to the best of his knowledge and belief that the information given in this form is true and correct and that he undertakes to inform the Director-General of Trade and Industry immediately in writing of any change in the information provided in this form. Both the signatory and/or the Company understand that providing false material particulars in this form may render the signatory and/or the Company liable to criminal prosecution.

2. The signatory hereby declares that the following personnel are authorised by the Company to access information and utilise all the web-based services provided under the Company's E-Account as assigned by the Trade and Industry Department ("the Department") in the Strategic Commodities Control System Website ("SC Web"), including submit/cancel on behalf of the Company import/export licence applications for strategic commodities:

Name (a)	HK ID No. (b)	Position in the Company (c)	Email Address (d)	Contact Phone No. (e)
1.				
2.				
3.				
4.				
5.				

3. Both the signatory and/or the Company understands that utilisation of services and access to information provided in the Company's E-Account are subject to the conditions listed below. The signatory hereby agrees on behalf of the Company that he has read and understood these conditions and undertakes to comply with them.

## **Conditions**

### **General**

- (a) Each E-Account is a company account and its use is exclusively at the discretion of the management of the company, i.e. the E-Account holder ("E-Holder").
- (b) The conditions of use for E-Accounts may be updated and revised by the Department from time to time by posting the revised version in SC Web with prior notice to users in writing.
- (c) E-Holders when making electronic applications in their E-Accounts are further subject to conditions imposed by the Director-General of Trade and Industry for such applications which may be stipulated in the applications and/or announced through circulars published by the Department.

### **Provision of Services and Information**

- (d) The services and information is provided in E-Accounts on an "as is" basis. The Department assumes no responsibility for the untimeliness, deletion and mis-delivery of information or failure of the services provided on the SC Web.
- (e) The technical processing and transmission of the services and information concerned may involve data transmission over various networks; and changes in data format to conform and adapt to technical requirements of connecting networks or devices. The Department shall, accordingly, in no circumstances, be liable for any failure of delivery of services and information or for any inability to gain access to any of such services and information due to the delay or failure of any communication networks or any party providing such access.

### **Collection of Personal Information**

- (f) E-Holders are required to provide certain personal data in activating and using their E-Accounts. Such data may include Hong Kong Identity Card Number, Passport Number, name of contact person, position, day-time contact telephone number and correspondence email address etc. The data will be used by the Department for facilitating provision of services/information through the E-Account and ensuring that the E-Account is used by the authentic and eligible user. E-Holders providing incomplete or inaccurate data may be denied access to the E-Accounts and be ineligible for using the services and information on the SC Web.
- (g) The Department is committed to ensuring that all personal data provided in the E-Accounts are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.
- (h) E-Holders should further refer to the relevant Personal Information Collection Statements pertaining to the respective web-based services for electronic applications available in their E-Accounts.

## Use of Digital Certificate

- (i) All electronic applications made in E-Accounts require the signature of any of the authorized personnel named in paragraph 2 above. Every E-Holder is therefore required to be a subscriber of a recognized digital certificate (i.e. e-Certificate or eCert) issued by a Certification Authority recognized by the HKSAR Government. For the time being, the Department will only accept electronic applications made with recognized digital certificates issued by **Hongkong Post** or **Digi-Sign Certification Services Limited (Digi-Sign)** which are the recognized Certification Authorities in Hong Kong.
- (j) E-Holder **MUST** make electronic applications with **a valid e-Certificate (Organisational) of the company**. And, the E-Holder himself/herself **MUST** be the subscriber of the certificate. The e-Certificate is required so that the electronic applications can comply with the following requirements :
  - (i) Authenticity & Non Repudiation
    - The electronic application should bear the digital signature of an applicant who is authorized by the company to sign on its behalf so that the Department is able to ensure the authenticity of the identity of both the company and the applicant. This is also necessary for avoiding repudiation by the company and the applicant concerned of having made the application.
  - (ii) Confidentiality
    - The electronic application must be transmitted in a manner in which the Department will be the only recipient able to read and understand the messages. The content and information of a transaction is kept private and secret from unauthorized third parties.
  - (iii) Integrity
    - The electronic application must be transmitted in a way where the integrity of the application particulars can be guaranteed. In other words, the application particulars contained in the electronic application will not be tampered with, either accidentally or deliberately, during transmission.
- (k) E-Holders should ensure that the digital certificate is not revoked or liable to be revoked at the time an electronic application is made.

## Login ID, Password and Security

- (l) Each E-Account is accessible with a pair of **Login ID and Password as defined by the E-Holder** himself. To define his Login ID and Password, E-Holder should first activate his E-Account by keying in a pair of Login ID and Password pre-assigned and notified by the Department through registered mail. After activation, each E-Holder **MUST** set a pair of Login ID and Password for his account. For security sake, the Password is suggested to be altered from time to time.

- (m) E-Holders may be assigned passwords or Personal Identification Numbers (PIN) for the digital certificates issued to them by a Certification Authority recognized by the HKSAR Government for making electronic applications within their E-Accounts.
- (n) E-Holders are responsible for maintaining the confidentiality and authorized uses of their Login ID and Password or PIN for their E-Accounts and digital certificates and are fully responsible for all activities that occur with the use of the Login ID and Password or PIN.
- (o) The use of services by any person (whether authorized by E-Holders or not) with the Login ID and Password of the E-Account or PIN of digital certificates shall constitute and be deemed to be the use by the E-Holders themselves.
- (p) The Department will not be liable for any divulgence of Login ID and Password or PIN or loss or damage arising from the E-Holder's failure to comply with the above conditions or the conditions for the use of any digital certificates in connection with any electronic applications made in the E-Accounts.

### Warranties and Liability

- (q) The use of services and information in the E-Accounts are at the own discretion and risk of E-Holders. The Department will not accept any liability for loss or damage resulting from (i) the use of and inability to use the services and information obtained through or from the E-Accounts; (ii) events of interrupted or delayed services and information; and, (iii) unauthorized access to or alteration of applications and particulars made in the E-Accounts.

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Signature/ Digital Signature<sup>Note 1</sup>

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Name of Signatory (in block letters)

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Date of Signature

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Position of Signatory in the  
Company

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Company Chop<sup>Note 2</sup>

Note 1: For submission via Email, please insert a valid **organisational digital certificate** of the company under “Signature/Digital Signature” on the e-application form for digital signature. Please note that **only the following organisational digital certificates are acceptable**:

- Hongkong Post e-Cert (Organisational)
- Digi-Sign Organisational ID-Cert Class 2

Note 2: Company chop is only required for submission in hard copy.

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## **Trade and Industry Department's Notification**

<b><u>Mail Label</u></b>
Name : _____
Address : _____
_____
_____

1. Please fill in the above mail label (i.e. your name and address) by which we will send you through registered mail a notification once the application is completed and starts effective.
2. The notification will include **a pair of Login ID and Password** newly assigned by the **Department for you to access your E-Account.**

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### **Important Note :**

Trade and Industry Department is committed to ensure that all personal data submitted under this form is handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.

### **Purpose of Collection**

Personal data provided in this form will be used by Trade and Industry Department for considering and processing application regarding the application of E-Account and authorisation of E-Account user in the Strategic Commodities Control System Website. Incomplete or inaccurate information provided in this form may affect the consideration and processing of the application, and may result in its deferred or rejected, and/or other administrative/legal action being taken against the parties concerned.

### **Transfer of Personal Data**

The data collected in this form will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration of the application, is in the interests of Hong Kong, is authorised or required by the law; or if explicit consent to such disclosure is given by the applicant/data subject.

### **Rights of Access to and Correction of Personal Data**

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to Trade and Industry Department is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been compiled with.

### **Contact Person**

Requests for access to personal data submitted in this form and/or other applications in relation to the Hong Kong Strategic Trade Control System should be made in writing on the Data Access Request Form (No. OP00003 issued by the Privacy Commissioner), which is available at the Information Centre of the Trade and Industry Department (1/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong) and at the Trade and Industry Department Homepage (<http://www.tid.gov.hk/english/aboutus/form/personal.html>). The Data Access Request Form should be submitted to the Strategic Trade Controls Branch at 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong (Tel no: 2398 5575).