

**Digital Certificates**

**I. Acceptable Digital Certificates**

1. Digital signature is required on the e-application form. For detailed procedures for applying for the digital certificate, please visit the website or call the hotline of the relevant issuing institution set out in paragraphs 2 and 3 below.
2. Regarding application for (a) import/export licence for rice and/or (b) registration as a stockholder of rice lodged by **any person carrying on a business registered in Hong Kong under the Business Registration Ordinance (Cap 310)**<sup>1</sup>, the following **organisational digital certificates** are acceptable :

<b>Organisational Digital Certificates</b>	<b>Contact Information</b>
<a href="#"><u>Hongkong Post e-Cert (Organisational)</u></a>	Hongkong Post Telephone : 2921 6633 E-mail : enquiry@eCert.gov.hk
<a href="#"><u>Digi-Sign Organisational ID-Cert Class 2</u></a>	Digi-Sign Certification Services Limited Telephone : 2917 8833 E-mail : hotline@dg-sign.com
<a href="#"><u>Digi-Sign Organisational ID-Cert Class 5</u></a>	

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<sup>1</sup> : As defined in section 3(1) of the Business Registration Ordinance (Cap 310), “person carrying on business” means :

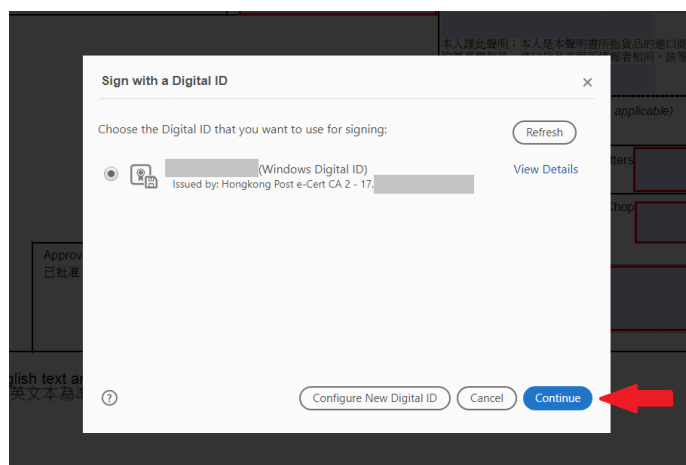
- (a) in the case of a single person or corporate body, such person or corporate body;
- (b) in the case of a business carried on by a partnership, all partners; and
- (c) in the case of a business carried on by any other body of persons, the principal officers of such body.

3. Regarding application for import/export licence for rice lodged by **individual**, the following **personal digital certificates** are acceptable :

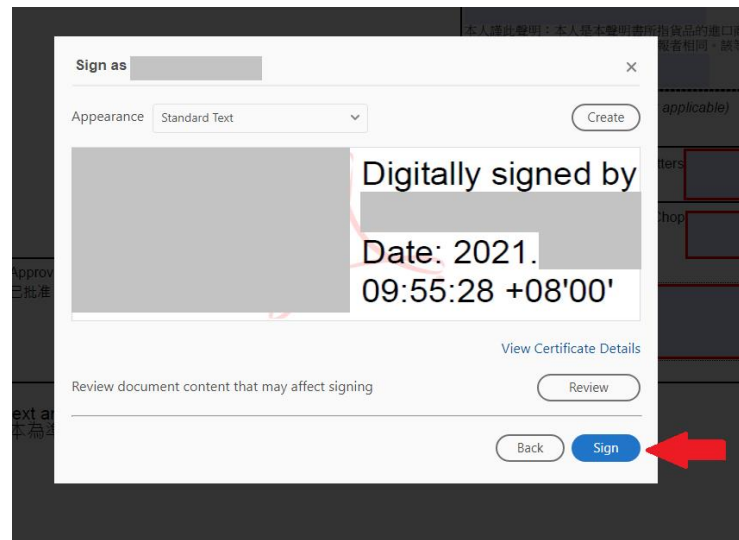
Personal Digital Certificates	Contact Information
<a href="#"><u>Hongkong Post e-Cert (Personal)</u></a>	Hongkong Post Telephone : 2921 6633 E-mail : enquiry@eCert.gov.hk
<a href="#"><u>Digi-Sign Personal ID-Cert Class 1</u></a>	Digi-Sign Certification Services Limited Telephone : 2917 8833 E-mail : hotline@dg-sign.com

## II. Steps to Include Digital Signature in E-applications

1. After you press the “Signature” box in the e-application form, select the valid digital certificate and then press “Continue”.



2. The signatory's identity and the date of signing will be displayed as shown below. Press "Sign" for digital signature.



3. After you finish the steps above, save the file and upload the completed e-application form and the required supporting documents, if any, via the Department's e-Form Submission Service (<https://www.tid.gov.hk/english/aboutus/form/publicform/others/allforms.html>).

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