



Digi-Sign Certification Services Limited

電子核證服務有限公司



Last Updated on 24 May 2022



Introduction of Digi-Sign

- ❖ Wholly owned subsidiary of Tradelink
- ❖ Recognition under HKSAR Electronic Transactions Ordinance (ETO) since 2001
- ❖ Accredited ISO 9001 Quality Certificate for Professional and Customer Service since 2004
- ❖ 1st Privately owned recognized Certification Authority (CA) in market
- ❖ 1M+ certificates issued
- ❖ Proven track record – over 17 years of experience in issuing certificates for government transactions with 0 fault case
- ❖ PAN-Asian Alliance mutual recognition
- ❖ Regional Trusted Centre in commercial community

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Digi-Sign's ID-Cert

Personal ID-Cert Class 1

- For Individuals aged 18+
- Used for identity proof and digital signatory

Organizational ID-Cert Class 2/5

- For authorized employees / members of organizations
- Used for identity proof and digital signatory
- Apply in person (Class 2); or Apply through authorized representative (Class 5)

Encipherment ID-Cert Class 3

- For individuals and organizations
- Used for message encryption/decryption

Government ID-Cert Class 6 and 7

- For authorized employees / members of government agencies
- Used for Signing (Class 6) and Encryption purpose (Class 7)

Personal ID-cert Class 8 & Organizational ID-Cert Class 9

- Same as Personal ID-Cert Class 1 & Organizational ID-Cert Class 5
- Signing certificate mutually recognized between HK & GuangDong

Personal (Banking) ID-Cert Class 10 & Organizational (Banking) ID-Cert Class 11

- For individual and corporate customers of banks
- Support digital signing for e-cheque and other banking service

Personal (Remote) ID-Cert Class 12

- For individuals aged 18+ with valid travel documents
- Support remote signing provided by Remote Signing Service Provider (RSSP)

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Application Procedure

Organizational ID-Cert Class 5

❖ Organizational ID-Cert Class 5

1. Usage: for identity authentication and digital signing
2. Validity: 3 years
3. Authorized Representative (授權代表) :
 - appointed by the organization to administer cert application, collection, change of information, revocation and renewal
4. Authorized User (授權用戶) :
 - designated by the organization to use the cert on behalf of the organization

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Application Procedure

Organizational ID-Cert Class 5

❖ Documents required for Limited Company:

1. Application form (https://www.dg-sign.com/document/ApplicationForm-organizational_class5.pdf)
2. Photocopy of identity document of Authorized Representative and Authorized User
3. Mandate signed by a director
4. Business registration
5. Company registration
6. Memorandum and Articles of Association

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Application Procedure

Organizational ID-Cert Class 5

❖ Documents required for organizations other than limited company:

1. Application form (https://www.dg-sign.com/document/ApplicationForm-organizational_class5.pdf)
2. Photocopy of identity document of Authorized Representative and Authorized User
3. Authorization letter
4. Business registration

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Application Procedure

Organizational ID-Cert Class 5

- ❖ Documents required for organizations incorporated overseas :
 1. Application form (https://www.dg-sign.com/document/ApplicationForm-organizational_class5.pdf)
 2. Photocopy of identity document of Authorized Representative and Authorized User
 3. Authorization letter
 4. Reference to the relevant legislation for the formation and existence of the organization; and / or
 5. Written legal opinion given by a firm/office of legal practitioner practicing the laws of the jurisdiction in which the organization was incorporated on the legal status, capacity, power and formality requirement of the organization.

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Application Procedure

Organizational ID-Cert Class 5

Submission of Application Document

- ❖ Applicants can submit the application documents either in person or by mail to Digi-Sign.

Service Level

- ❖ For successful application, certificate will be ready within 3 working days upon receipt of all necessary information and supporting documents from the applicants.

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Application Procedure

Organizational ID-Cert Class 5

Certificate Issuance

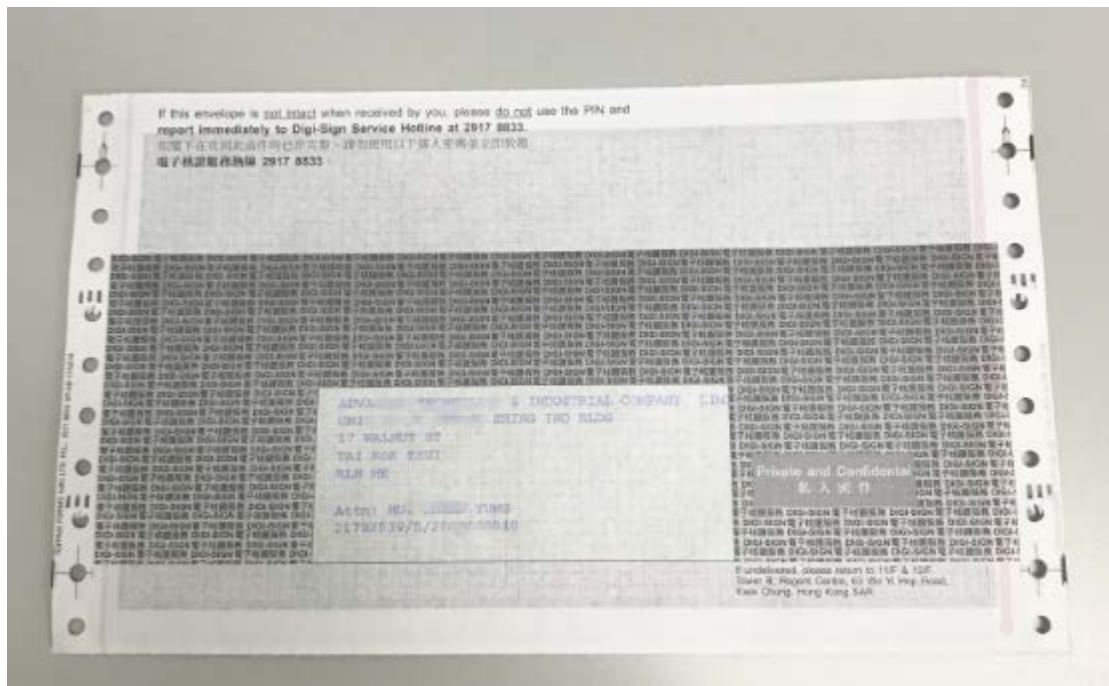
- ❖ Collect at Digi-Sign office
- ❖ Delivery Service
 - requested by applicant to deliver the cert at specific location within HK
 - delivery service fee will be charged for each delivery
- ❖ Authorized Representative will be notified to collect the customer kit
 - present the identity document for verification
 - sign off a Letter of Acceptance and Acknowledgement of Receipt
 - USB device containing the cert and pin mailer will be collected
 - distribute the cert and the pin mailer to corresponding Authorized Users

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Application Procedure Organizational ID-Cert Class 5

Customer kit



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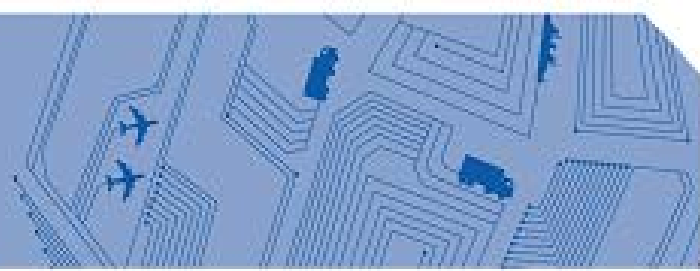


Contact Us

- ❖ Hotline: 2917 8833
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- ❖ Office: 11/F, Tower B, Regent Centre, 63 Wo Yi Hop Road, Kwai Chung
- ❖ For the latest information of applying Digi-Sign's ID-Certs, please visit our website at https://www.dg-sign.com/eng/product_and_services/product_recognized.htm

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Thank you

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