

# Digi-Sign Certification Services Limited

## 電子核證服務有限公司

Last Updated on 10 September 2024

# 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**
- **1<sup>st</sup> Privately owned recognized Certification Authority (CA) in market**
- **1M+ certificates issued**
- **Proven track record – over 20 years of experience in issuing certificates for government transactions with 0 fault case**
- **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)

## Government ID-Cert Class 6 and 7

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

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

- 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)**
- 4. Appointed by the organization to administer cert application, collection, change of information, revocation and renewal**
- 5. Authorized User (授權用戶)**
- 6. 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](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. Photocopy of Business Registration Certificate**
- 5. Photocopy of Certificate of Incorporation (local companies) or Certificate of Registration (foreign companies)**
- 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](https://www.dg-sign.com/document/ApplicationForm-organizational_class5.pdf))**
- 1. Photocopy of Identity document of Authorized Representative and Authorized User**
- 2. Photocopy of Business Registration Certificate**
- 3. Authorization letter**

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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](https://www.dg-sign.com/document/ApplicationForm-organizational_class5.pdf))**
- 1. Photocopy of Identity document of Authorized Representative and Authorized User**
- 2. Authorization letter**
- 3. Reference to the relevant legislation, and/or the relevant registration agency in the jurisdiction of the applicant, and/or the appropriate organizational data source attesting to the legal formation and existence of the organization; and / or**
- 4. 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**

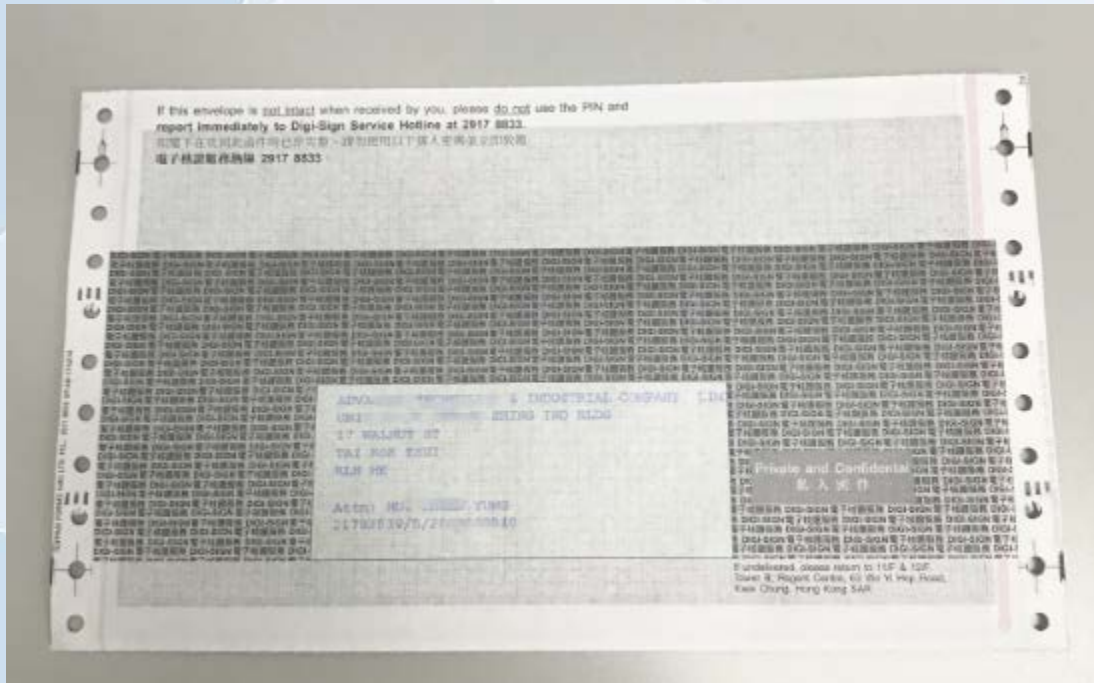
- **Collect at Digi-Sign office**
- **Delivery Service**
  - requested by applicant to deliver the cert at specific location within HK Region
  - delivery service fee will be charged for each delivery
- **Authorized Representative will be notified to collect the customer kit**
  - present the identity 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 Address : 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](https://www.dg-sign.com/eng/product_and_services/product_recognized.htm)

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**Contact Us**

**Thank you**

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