取回存檔加密私人密碼匙服務申請
Request for
Archived Encipherment Private Key Retrieval

日期 Date : _____

工作檔案編號 WS. No.: _____

請以英文正楷填寫 (標明除外)。Please complete this application form in **English** and in **Block** letters (except where otherwise specified).
請在合適的方格內加上 "X"。Please put a "X" in the appropriate boxes.

第一部分 – 徵求者資料 / Section 1 – Requestor Details

客戶編號 Cust. Ref. No. _____

徵求者類別 Requestor Type	☐ 證書登記人本人 Certificate Subscriber	☐ 登記人機構獲授權代表 Authorised Delegate of Subscriber Organisation
	☐ 登記人之獲授權代表 Authorised representative of Subscriber	☐ 登記人或登記人機構之合法代理人 Legal representative of Subscriber or Subscriber Organisation
	☐ 其他：Other _____	

姓名 Name (中文 / In Chinese)		☐ 男性 Male ☐ 女性 Female
(葡文或英文 / In Portuguese or English)	(姓 / Last Name)	
	(名 / First Name)	

證件類別 Type of ID Card / Passport	☐ 澳門居民身份證 BIR	☐ 中國護照 PRC Passport	☐ 往來港澳通行證 PRC Travel permit for HKSAR & MSAR
	☐ 香港身份證 HK ID Card	☐ 其他國家護照或身份證明文件：Other Foreign Passport / ID _____	

證件號碼 ID No./ Passport		簽發地點 Place of Issue	☐ 澳門 Macao	☐ 其他：Other _____
證件到期日 Expiry Date	___/___/___ (日 DD /月 MM /年 YYYY)	國籍 (非持有澳門居民身份證必須填寫) Nationality (Non BIR holder is required to fill in)		

機構名稱 Organisation Name (如適用 if applicable)	(中文 / In Chinese)	
	(葡文或英文 / In Port. or Eng.)	
部門 / 分部 Department / Branch (如適用 if applicable)		
職務 / 職級 / 職位 Position / Category (如適用 if applicable)		

聯絡電話 Contact No.		傳真號碼 Fax No.		聯絡電郵 E-mail Contact	

第二部份 – 服務申請詳情 / Section 2 – Service Request Details

證書類別 Certificate Type	☐ 個人 Personal	☐ 政府機關 Government	☐ 商業機構或非牟利組織 Corporate or Association
❖證書登記人姓名 ❖Subscriber Name	☐ 同上 Same as above	指出：Specify	
❖登記人機構名稱 ❖Subs. Org. Name	☐ 同上 Same as above	指出：Specify	
電子證書類別 Type of Certificate	☐ 加密證書 Encipherment Certificate	❖證書序號 /電郵地址※：❖Certificate Serial Number /E-mail Address ※	
	☐ 加密證書 (部門) Encipherment Certificate (For Unit)	❖證書序號 /電郵地址※：❖Certificate Serial Number /E-mail Address ※	
存儲所取回私匙 Storage for Retrieved Priv.Key	☐ 於原來使用的智能權標 Same Smart Token used before	☐ 其他載體：Other Storage Media: _____	

本人現向澳門郵電電子認證服務("eSignTrust") 要求取回上述電子證書之私人密碼匙。本人知悉 eSignTrust 僅在收到已簽署的申請表及當所徵求服務被確實後，才會恢復上述電子證書之密碼匙；同時，本人須親身到 eSignTrust 註冊署以取回密碼匙。
I hereby request Macao Post and Telecommunications Bureau eSignTrust Certification Services ("eSignTrust") to retrieve the Private Key of the aforesaid Certificate. I acknowledge that eSignTrust will only retrieve the Private Key of the aforesaid Certificate if the duly-signed Request Form is received and the Retrieval Request is verified; and that I am required to go in person to eSignTrust Registration Authority to obtain the retrieved Private Key.

徵求者簽署 (機構授權代簽，如合適)
Signature of Requestor (for and on behalf of the Organisation, where applicable)

簽署 Signature	日期：Date _____ (日 DD /月 MM /年 YYYY)	時間：Time _____ (時：分，上午/下午) (Hour:Minute, AM/PM)

機構名稱 + 蓋章(如合適)
Organisation Name + Chop (where applicable)

第三部份 – 存檔加密私人密碼匙之取回與接收確認
Section 3 – Confirmation of Receipt of Archived Encipherment Private Key

Filled by eSignTrust / eSignTrust 填寫	加密證書詳細資料 Encipherment Certificate Details	證書類別 Certificate Type	
		證書序號 Certificate Serial Number	
		證書主體名稱 Certificate Subject Name	
		持有人編號 Holder Reference Number	
		電郵地址 E-mail Address	
		登記人機構名稱(如適用) Subs. Org. Name (if applicable)	
		部門 / 分部(如適用) Dept. / Branch (if applicable)	
		職務 / 職級 / 職位(如適用) Position / Category (if appl.)	
		代理資格(如適用) Procuration (if applicable)	
	存儲所取回私匙 Storage for Retrieved Private Key		

本人確認已接收了有關以上詳列電子證書之私人密碼匙。
I hereby confirm that I have received the Private Key relating to the Certificate details above.

徵求者簽署 (機構授權代簽，如合適)
Signature of Requestor (for and on behalf of the Organisation, where applicable)

簽署： Signature	日期： Date _____ (日 DD / 月 MM / 年 YYYY)	時間： Time _____ (時：分，上午/下午) (Hour:Minute, AM/PM)

申請辦法及處理 Request Method and Procedures

1) 您可經傳真、郵遞、附電子簽名之電子郵件或親臨澳門郵電電子認證服務註冊署提交「取回存檔加密私人密碼匙服務申請表」。倘需要，請遞交徵求者及證書登記人之身份證明文件副本。
   You may submit an Archived Encipherment Private Key Retrieval Request Form by fax, postal mail, electronically signed e-mail or in-person at eSignTrust Registration Authority. If required, please submit the photocopy(ies) of identification document of the Requestor and the Certificate Subscriber.

2) 澳門郵電電子認證服務的工作人員或授權的註冊署工作人員將聯絡您並證實這個取回申請的真實性。
   Macao Post and Telecommunications Bureau eSignTrust Certification Services personnel or authorised Registration Authority personnel will contact you to verify this Retrieval Request.

3) 您須親臨 eSignTrust 註冊署以取回密碼匙，儲存於所選擇的載體，以及簽署接收確認。整過程約需時二十分鐘。
   You are required to go in person to eSignTrust Registration Authority to obtain the retrieved Private Key stored in the selected media, and sign the Confirmation of Receipt. The process may take around 20 minutes.

4) 澳門郵電電子認證服務的正常服務時段已註明在 eSignTrust 的認證作業準則內。在非正常服務時段所收到的取回申請將於下一個工作天處理。
   Macao Post and Telecommunications Bureau eSignTrust Certification Services' normal business hours are indicated in the Certification Practice Statement of eSignTrust ("CPS"). Certificate Suspension or Revocation requests received outside normal business hours are processed on the next working day.

5) 您提供的資料將會受澳門郵電電子認證服務及其商業伙伴，包括其他認證實體及其註冊署機密地保存。
   The information you provide will be held confidential by eSignTrust and its business partners, including other Certification Service Providers and their Registration Authorities.

6) 有關 eSignTrust 的作業情況，一切以 eSignTrust 認證作業準則為準。
   All certification practices of eSignTrust shall be in accordance with the CPS.

❖ 請注意此資料必須與電子證書上登記之資料相符。
   Please note that this information must be same as the information which published on certificate.

※ 請將不適當的刪除。
   Please delete as appropriate.

澳門郵電電子認證服務專用
For eSignTrust Certification Services Use Only

負責人簽署 Authorised Signature

Time Stamp 時戳	申請表收件： Form Received	處理 Performed by： 日期： Date _____ (日 DD / 月 MM / 年 YYYY)	覆核 Reviewed by ： 日期： Date _____ (日 DD / 月 MM / 年 YYYY)
		備註 Remarks	備註 Remarks