

Registration Form for e-Billing Service

To :

(Bureau / Department Name)

For Office Use Only

Service Type :

The e-GDN(s) will be issued under Ordinance(s) (if applicable) :

which has / have* been set out in Schedule 3 to the Electronic Transactions Ordinance (CAP 553 of the Laws of Hong Kong).

1. For an individual user*
I am the user and have read, understood and agreed to the terms provided below and the Terms and Conditions as provided in the Appendix.
OR
For a company user*
I am duly authorized by the user to agree to the terms provided below and the Terms and Conditions as provided in the Appendix and to sign for and on behalf of the user.
*Delete as appropriate
2. The user designates the electronic General Demand Note ("e-GDN") System as the information system where the Government may serve an e-GDN on the user ("the designated information system"). The user's designation of the e-GDN System as the designated information system shall be valid from the date of this registration form to the date of termination of designation ("the termination date of the designation") which shall be determined in accordance with clause 2 of the Terms and Conditions as provided in the Appendix.
3. The user requests the Government to send electronic notifications in respect of (i) the activation of the user's e-GDN Account of the e-GDN System, (ii) the availability of e-GDN in the user's e-GDN Account of the e-GDN System and (iii) a summary of information of an e-GDN (including without limitation information such as e-GDN number, amount payable, etc.) to :
- the user's email address below in the format of an email; and/or
- the user's telephone number below in the format of a Short Messaging Service message ("SMS message") (The user understands that the user must use an equipment capable of receiving SMS message to receive an electronic notification in SMS message).
(Please put a "\n" in the appropriate box(es))

For an individual user

Signature of the user :

Name of the user in English :

(Block letter, must be the same as that appearing in your HKID Card)

Name of the user in Chinese :

(Must be the same as that appearing in your HKID Card)

Email address of the user :

Telephone number of the user :

Hong Kong

OR

Overseas (if applicable)

(Country code)

(Area code)

(Telephone number)

(Telephone number)

Date :

For a company user

Signature of the authorized person of the user :

Name of the authorized person in English :

(Block letter, must be the same as that appearing in the HKID Card)

Name of the authorized person in Chinese :

(Must be the same as that appearing in your HKID Card)

Email address of the user :

Telephone number of the user :

Hong Kong

OR

Overseas (if applicable)

(Country code)

(Area code)

(Telephone number)

(Telephone number)

Position of the authorized person in the user :

(The authorized person must be a director of the company user or a person who submits a letter from the company user which authorizes him to sign this Registration Form.)

Company name of the user in English :

(Block letter, must be the same as that appearing in a valid Business Registration Certificate)

Company name of the user in Chinese :

(Must be the same as that appearing in a valid Business Registration Certificate)

Date :

Terms and Conditions

1. The user understands and agrees that :
 - (a) an e-GDN includes
 - (i) an electronic record of a document which is required to or permitted to be served on the user by personal service or by post as provided under a provision of an Ordinance which is set out in Schedule 3 of the Electronic Transactions Ordinance ("ETO");
 - (ii) an electronic record of a document which is required to or permitted to be served on the user under a provision of an Ordinance when the Ordinance and other Ordinances do not provide for requirement or permission to serve the document to the user by personal service or by post or by other mode of service of the document; and
 - (iii) an electronic record of a document which is served to the user to demand payment from the user to the Government when the user shall make payment to the Government in accordance with terms and conditions of a contract; and
 - (b) the information system provided by the Government for serving an e-GDN(s) and related matters to a user(s) ("the e-GDN System") shall be regarded as an information system as defined in Section 2(1) of ETO; and
 - (c) the meaning of "serve" includes "serve" and "send".
2. If the user decides to terminate the designation of the e-GDN System as the designated information system, the user shall inform its decision to the bureau/department whom the user has submitted its signed Registration Form for e-Billing Service. The termination date of the designation shall be the date when the user's decision is received by the bureau/department.
3. The user understands the workflow for using e-billing service which is described below. After the user activates the user's e-GDN Account of the e-GDN System, the Government may serve an e-GDN(s) to the user's e-GDN Account and the user may log on to the user's e-GDN Account to view and download the user's e-GDN(s) and related message(s) and attachment(s).
4. The user agrees that the date of posting an e-GDN to the user's e-GDN Account by the Government shall be regarded as the date of serving the e-GDN on the user.
5. If the user chooses to receive electronic notification(s) by email and/or SMS, the Government will send billing information (which includes without limitation information such as e-GDN number, and the amount payable, etc) and other related message(s) (e.g. change of the user's email address and the user's telephone number, etc.) to the users' email address and/or the user's telephone number as provided by the user in the Registration Form for e-Billing Service or as changed later in accordance with the workflow for using e-billing service which is described below.
6. The user shall safeguard the security of all information which is provided to the users' email address and the user's telephone number as provided by the user in the Registration Form for e-Billing Service or as changed later in accordance with the workflow for using e-billing service which is described below. The Government will not be responsible for any leakage of any information sent to the users' email address and the user's telephone number.
7. The user shall use appropriate equipment and/or software to access the e-GDN System and to view and download an e-GDN(s) and to access billing information sent to the users' email address and the user's telephone number as provided by the user in the Registration Form for e-Billing Service or as changed later in accordance with the workflow for using e-billing service which is described below. The user shall ensure that such equipment and/or software is used in such a manner which does not corrupt the e-GDN System, any e-GDN(s) stored in the e-GDN System and any billing information sent to the user. The user shall not access or retrieve any e-GDN which is not served to the user's e-GDN Account of the e-GDN System.
8. Except for the modification of the personal profile of the user's e-GDN Account as provided in clause (iv) of the workflow for using e-billing service which is described below, the user shall not make any additions, modifications, adjustments or alterations to the e-GDN System, any e-GDN which is served to the user's e-GDN Account, any billing information which is sent to the users' email address and the user's telephone number as provided by the user in the Registration Form for e-Billing Service or as changed later in accordance with the workflow for using e-billing service which is described below, and any data or information stored in the e-GDN System.
9. The user shall indemnify and keep indemnified at all times the Government against all actions, proceedings, costs, claims, demands, liabilities and expenses whatsoever (including legal and other fees and disbursements) incurred or paid by the Government directly or indirectly in respect of :
 - (a) the access to and/or the use of and/or the download of any e-GDN(s) and billing information and other related message(s) which are served to the user's e-GDN Account in the e-GDN System and/or sent to the users' email address and/or the user's telephone number as provided by the user in the Registration Form for e-Billing Service or as changed later in accordance with the workflow for using e-billing service which is described below; and
 - (b) any breach by the user of any of the provisions of the Terms and Conditions and the Registration Form for e-Billing Service.
10. Notwithstanding any other provisions herein contained, the Government may forthwith terminate the provision of any part or all services to the user as provided in the Terms and Conditions and the Registration Form for e-Billing Service by serving a notice to the user's e-GDN Account or the users' email address or the user's telephone number as provided by the user in the Registration Form for e-Billing Service or as changed later in accordance with the workflow for using e-billing service which is described below.
11. The Government may add new provisions and vary the existing provisions of the Terms and Conditions as the Government considers necessary and posts the updated version of the Terms and Conditions in the Government's Website. When the user accesses the user's e-GDN Account, the updated version of the Terms and Conditions will appear and the user must read it. If the user continues to access the user's e-GDN Account, the user is deemed to have accepted the provisions in the updated version of the Terms and Conditions.

Workflow for using e-billing service

- (i) **Activation :**
 - The user will receive an activation link to activate the user's e-GDN Account. The activation link will be enclosed in an email sent to the user's email address as provided in the Registration Form for e-Billing Service.
 - If SMS notification mode is selected, the user will receive an activation message reminding the user for activation of e-GDN Account via the user's telephone number provided in the Registration Form for e-Billing Service, as the Government considers appropriate.
 - By clicking on the activation link provided in the email, the user will be directed to the Government's website to activate the user's e-GDN Account in the e-GDN System.
 - The user has to provide/define the following information to complete the activation process :
 - the user's telephone number;
 - the user's individual name as appeared in the user's HKID Card/passport or the user's Company Name as appeared in the Business Registration Certificate where necessary and appropriate;
 - a password for future logon to the user's e-GDN Account ("the user's e-GDN Account password"); and
 - a secret question and answer for future recovery of the user's e-GDN Account password ("the user's Secret Question and Answer").
 - The activation link is only valid for 7 calendar days from the issue date of the email. After that, the user needs to request for another activation link by pressing the "Reactivate" button as appeared in the Government's website. A new email which encloses a new activation link will then be sent to the user's email address.
- (ii) **Log on :**
 - By providing the user's email address and the user's e-GDN Account password, the user could log on to the user's e-GDN Account via the Government's website or <http://www.gov.hk>.
 - If the user forgets the user's e-GDN Account password, the user could re-define the user's e-GDN Account password by clicking on the "Forget your password?" link in the Government's website. The user will be asked to provide the user's email address and one of the following information in order to re-define the user's e-GDN Account password :
 - the user's Secret Question and Answer; or
 - the user's telephone number.
- (iii) **View/Download e-GDN summary and details :**
 - When the Government serves an e-GDN to the user's e-GDN Account, an email message and/or Short Messaging Service ("SMS") message to alert the user will be sent to the users' email address and/or the user's telephone number as indicated by the user in clause 3 of the Registration Form for e-Billing Service or as changed later in accordance with the workflow for modification of e-GDN Account described below.
 - Having logged-on to the e-GDN Account, the user could view a summary of e-GDN(s) issued to the user.
 - The user could click on the e-GDN number of an individual e-GDN to view the details of the e-GDN.
- (iv) **Modification of the personal profile of the user's e-GDN Account :**
 - The user could modify the personal profile of the user's e-GDN Account which includes the user's email address, the user's e-GDN Account password, the user's telephone number, the notification method and the user's Secret Question and Answer by clicking the "My Profile" link on the left function bar in the Government's website.
 - To protect the user's personal information, the user needs to provide the user's e-GDN Account password again before making any modification of any detail of the personal profile of the user's e-GDN Account.
- (v) **Recover the user's e-GDN Account password in person**
 - The user could approach the bureau/department which has previously issued an e-GDN to the user to request for recovery of the user's e-GDN Account password.
 - The bureau/department will authenticate the user's identity and check the user's email address.
 - A password recovery link will be sent to the user's email address for the user to re-set the password by following the instruction therein.