

## Registration Form for e-Billing Service

To :

<b>Bureau / Department Name :</b>
<p style="margin: 0;"><b>Enquiry Telephone:</b></p>
<small>(For Official Use Only)</small>

<b>Service and Charges Type :</b>
<small>(For Official Use Only)</small>

1. For an individual user\*  
I 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\*  
We have read, understood and agreed to the terms provided below and the Terms and Conditions as provided in the Appendix and have authorised the signatory below to sign this Registration Form for and on our behalf.  
\*Delete as appropriate
2. I/we hereby request that an account be opened in my/our name ("e-GDN Account") with the electronic General Demand Note ("e-GDN") System operated by the Government and hereby designate my/our e-GDN Account as the information system to which the Government may serve e-GDN on me/us in relation to the services and charges as specified in the box at the upper right hand corner of this Registration Form for e-Billing Service ("Relevant Services and Charges").
3. In addition, I/we hereby request the Government to send electronic notifications informing me/us concerning (i) the procedures for activating my/our e-GDN Account; (ii) e-GDN from time to time transmitted to my/our e-GDN Account; and (iii) a summary of information of each such e-GDN (including without limitation information such as e-GDN number and amount payable) to the following:
  - my/our email address below in the format of an email; and/or
  - my/our local 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 "√" in the appropriate box(es))

### For an individual user

Signature of the user :			
Name of the user in English :			
	<i>(Block letter, must be the same as that appearing in your HKID Card/ Passport)</i>		
Name of the user in Chinese :			
	<i>(Must be the same as that appearing in your HKID Card/ Passport)</i>		
Email address of the user :			
Telephone number of the user :	Hong Kong		
	<small>OR</small>	<i>(Telephone number)</i>	
	Others (if applicable)		
		<i>(Country code)</i>	<i>(Area code)</i>
Date :			

### For a company user

Signature of the authorised person for and on behalf of the user :			
Name of the authorised person in English :			
	<i>(Block letter, must be the same as that appearing in your HKID Card/ Passport)</i>		
Name of the authorised person in Chinese :			
	<i>(Must be the same as that appearing in your HKID Card/ Passport)</i>		
Email address of the user :			
Telephone number of the user :	Hong Kong		
	<small>OR</small>	<i>(Telephone number)</i>	
	Others (if applicable)		
		<i>(Country code)</i>	<i>(Area code)</i>
Position of the authorised person in the user :			
	<i>(The authorised person should have been authorised by the user to sign and submit this Registration Form for e-Billing Service for and on behalf of the user)</i>		
Name of the user in English :			
	<i>(Block letter, must be the same as that appearing in a valid Business Registration Certificate)</i>		
Name of the user in Chinese :			
	<i>(Must be the same as that appearing in a valid Business Registration Certificate)</i>		
Date :			

## Terms and Conditions

1. The user understands and agrees that :
  - (a) an e-GDN from time to time transmitted to the user's e-GDN Account shall be any one of the following:
    - (i) an electronic record of a document which record by virtue of section 5A of the Electronic Transactions Ordinance, Cap 553 ("ETO") satisfies any rule of law under any provision set out in Schedule 3 to ETO that requires or permits a document to be served on the user by personal service or by post; OR
    - (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 but where there is no rule of law prescribing the mode of service of that document; OR
    - (iii) an electronic record of a document which demands payment of any amount due or payable by the user to the Government pursuant to an agreement between the user and the Government.
2. The user's e-GDN Account must be activated before use. The user shall activate the e-GDN Account by providing the email address as set out in this Registration Form for e-Billing Service and the password to be created by the user in the course of activation of the user's e-GDN Account. E-GDN in relation to the Relevant Service and Charges will only be transmitted to the user's e-GDN Account after successful completion of activation.
3. If the user decides not to receive e-GDNs any further but would like to receive hardcopies of the demand notes, the user shall notify the bureau/department either through the provided mechanism accessible after logging in to the user's e-GDN Account or by sending a written notice to the bureau/department as specified at the upper left corner overleaf ("Relevant Bureau/Department") to this effect whereupon the termination shall take effect within 14 working days after the Relevant Bureau/Department has received such notice.
4. The user agrees that the date of transmission of an e-GDN to the user's e-GDN Account by the Government shall be regarded as the date of service on, and receipt by, the user, of that e-GDN.
5. The user shall safeguard the security of the password created by the user for accessing the e-GDN Account. The Government will not be responsible for any loss, damage, action, proceeding or claim suffered or incurred by the user or any other person due to the failure of the user to do so.
6. The user may from time to time revise its email address, telephone number, the selected notification mode set out in this Registration Form for e-Billing Service or other information provided in this Registration Form through the provided mechanism accessible after logging in to the user's e-GDN Account. User should note that if the email address is revised, the login user ID will likewise be changed.
7. The user shall indemnify and keep indemnified at all times the Government against all actions, proceedings, claims, demands, losses, liabilities and expenses whatsoever (including legal and other fees and disbursements) incurred, suffered or paid by the Government directly or indirectly in respect of :
  - (a) the unauthorised access to and/or the use of and/or the download of any e-GDN(s) and billing information and other related message(s) transmitted to the user's e-GDN Account and/or sent to the user's email address and/or the user's telephone number as provided by the user in this Registration Form for e-Billing Service or as changed from time to time due to the user's failure to keep its password secure and confidential from unauthorised use; and
  - (b) any breach by the user of any of these Terms and Conditions.
8. Notwithstanding any other provisions herein contained, the Government may forthwith terminate the user's e-GDN Account to receive e-GDNs by serving a notice with immediate effect to the user's email address or the user's telephone number as provided by the user in this Registration Form for e-Billing Service or as amended from time to time.
9. The user agrees that use of the user's e-GDN Account is at the user's sole risk. The e-GDN System, the user's e-GDN Account and their services are provided on an "as is" and on an "as available" basis. The Government expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to the implied warranties of merchantability, and fitness for a particular purpose.  
  
The Government makes no warranty that the e-GDN System, the user's e-GDN Account, or their services will meet the user's requirements or expectation, that the e-GDN System, the user's e-GDN Account and its services will be uninterrupted, timely, secure, or error free.
10. The Government may add new provisions and vary the existing provisions of these Terms and Conditions as the Government considers necessary and posts the updated version of these Terms and Conditions in the Government's Website (<http://gdns.try.gov.hk>). When the user accesses the user's e-GDN Account, the updated version of these Terms and Conditions will appear for the user's attention. The user's continual use and access to the user's e-GDN Account shall signify the user's acceptance of the updated version of these Terms and Conditions. If the user does not accept any revisions to these Terms and Conditions, the user should terminate its e-GDN Account pursuant to clause 3 above.

### The Privacy Policy

11. All information of the user provided in this Registration Form for e-Billing Service will be kept by the Relevant Bureau/Department in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). Refusal to supply sufficient personal data may result in the Relevant Bureau/Department being unable to process this Registration Form for e-Billing Service submitted by the user.
12. Provision of any of data in this Registration Form for e-Billing Service is voluntary. However, if you do not provide any of the information requested, the relevant bureau/department may not be able to process this Registration Form.
13. In addition, the personal data provided in this Registration Form for e-Billing Service will be used by the Relevant Bureau/Department for one or more of the following purposes:
  - (a) the operation and administration of the e-GDN System and the user's e-GDN Account, and the provision of services through the e-GDN System and the e-GDN Account;
  - (b) the provision of goods/services by the Relevant Bureau/Department to the user;
  - (c) collection of amounts outstanding from the user;
  - (d) enforcement of the Government's rights and powers under these Terms and Conditions; and
  - (e) any other legitimate purposes as may be required, authorised or permitted by law.

Personal data provided in this Registration Form for e-Billing Service and held by the Relevant Bureau/Department relating to a user will be kept confidential but the Relevant Bureau/Department may provide such information to the following parties for the purposes set out above:

- (i) any other Government bureaux/departments including Treasury Department which administers the e-GDN System;
- (ii) any agent, contractor, adviser or third party service provider who provides administrative, telecommunications, computer, payment, debt collection, legal or other services to the Government; and
- (iii) any person to whom the Government is under an obligation to make disclosure under the requirements of any law binding on the Government.

The user has the right of access and correction with respect of the user's personal data under Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap.486). The right of access includes the right to obtain a copy of the personal data provided belonging to the user. The user may request access to or correction of the personal data, by contacting the Relevant Bureau/Department as specified at the upper left corner overleaf, in addition to the on-line mechanism mentioned in clause 6 above. A fee may be imposed for complying with a data access request.