安全電子郵箱機構郵政帳戶申請表

Organizational SEPBox ID Application Form

機構資料 Section 1 - Organization Details							
*機構類別	□公共實體	□商業實體		團體/基金會			
Type of Organization	Public Entity	Commercial Entity		Association/Foundation			
*機構名稱 (中文)							
Organization Name (in Chinese)							
*機構名稱 (葡文/英文)							
Organization Name (in Portuguese or English)							
單位/屬下單位/分部 (中文)							
Unit / Subunit / Branch (in Chinese)							
單位/屬下單位/分部 (葡文/英文)							
Unit / Subunit / Branch							
(in Portuguese or English)							
*地址 (中文/葡文/英文)							
Address (in Chinese / Portuguese /English)							
郵政信箱號碼		*偏好語言		□中文 □Portuguese □English			
P.O. Box No.		Preferred Langua	age				
*聯絡電話號碼		傳真號碼					
Telephone No.		Fax No.					
*電郵地址							
Email Address							
*郵政帳戶 (註 1、註 2、註 3)							
SEPBox ID (Note 1, Note 2 and Note 3)							
*商業登記編號 (只適用於商業實體)							
Business Registration No.							
(Only applicable to Commercial Entities)							
*稅務編號 (不適用於公共實體)							
Tax Identification No.							
(Not applicable to Public Entities)	請填寫納稅人編號及營業稅檔案編號 / Please fill in Taxpayer No. and Establishment Registration No						

註1:郵政帳戶(安全電子郵箱數碼帳戶,用作接發電子信息)由機構建議,外文簡寫名稱為組成部份,如郵政帳戶是為機構內部組織或人員開設,可以加入"。"及內部組織簡寫或郵政帳戶持有人代號。例如: it.xyzcompany 或 chantaiman.xyzcompany. 倘郵政帳戶是為人員開設,則需填寫《安全電子郵箱機構郵政帳戶申請表附頁》並與此表格一同遞交。

Note 1: SEPBox ID (digital identification of each Secure Electronic Postal Box, used also for the sending and delivery of electronic messages) is indicated by the Organization, and shall be composed by the abbreviation of the Organization name. If SEPBox ID is destined for a Unit/Subunit/Branch or personnel of the Organization, a dot (".") and an abbreviation of that Unit/Subunit/Branch or person can be added. For example: it.xyzcompany or chantaiman.xyzcompany. If SEPBox ID is destined for personnel of the Organization, a «Organizational SEPBox ID Supplementary Application Form» needs to be filled and submitted together with this form.

註2:郵政帳戶只支援字母A至Z及數字0至9,郵政帳戶長度最多為25字。

Note 2: SEPBox ID can only be composed by letters from A to Z and digits from 0 to 9, and cannot exceed in total 25 characters.

註 3:每一安全電子郵箱均對應一個唯一的郵政帳戶,郵政帳戶將跟據申請人遞交之文件所述之名稱所組成,唯郵電局保留核實及拒絕該等文件所述之 名稱的權利。

Note 3: To each SEPBox corresponds to a unique SEPBox ID. SEPBox ID will be composed in accordance with the indications of the applicant. CTT reserves the right to verify the correspondence between the elements of the composition of SEPBox ID and the documents submitted by the applicant, and not accept the application.

機構代表 Section 2 – Details of Organization's Representative						
姓名 (中文如適用)		12	生別	□男	Male	
Name (in Chinese if applicable)		G	Gender	□女	Female	
姓氏(葡文/英文)						
Surname (in Portuguese or English)						
名字(葡文/英文)						
Name (in Portuguese or English)						
證件類別	□ 澳門居民身份證/BIR □香港身份證/HKSARID □ 中國身份證/PRCID					
Type of ID Card / Passport	□ 外地僱員身份認別證 Non Resident Worker ID					
	□ 其他證件或護照 Other Foreign Card or Passport:					
證件號碼						
ID/Passport No.						
職務/職級/職位						
Position /Category						
電話號碼		傳真號	虎碼			
Telephone No.		Fax No.).			
電郵地址						
Email Address						
* 必需填寫 / Mandatory field						
申請人協定及聲明 / Agreement and declaration by applicant						
1. 本人代表本機構在此向郵電局申請開設安全電子郵箱;						
We, the above-specified Organization, hereby subscribe Secure Electronic Postal Box of CTT, to be attributed by CTT, for the use of						
the abovementioned Organization, in which it is considered included the use of the Authorized Users, as shown on his (their)						
identification document(s), as stated in the supplementary application form (s).						
2. 本人確認此申請表格及附上之所有資料均為真實及正確;						
We hereby confirm that the information declared in this application form and supplementary application form (s) is true and correct						
in all aspects.						
3. 本法人已經閱讀及明白郵電局《安全電子郵箱登記協議》條款及細則,並同意及接受該協議的約束。						
We hereby declare that we have obtained, read, understood and accept to observe and be bound to the terms and conditions of						
SEPBox Subscription Agreement.						
4. 本法人已經閱讀及明白郵電局《收集及處理個人資料政策聲明》條款及細則,並同意及接受該聲明。						
We hereby declare that we have obtained, read, understood and accept the terms and conditions of the Personal Data Declaration						
of Recollection and Treatment Policy .						

We accept that the information obtained in this application form be transferred to CTT, for the purpose of subscription for Secure

Electronic Postal Box.

5. 本人代表本機構同意以上的資料可以遞交予郵電局作申請安全電子郵箱用途。

連同這份申請表格,請按照郵政帳戶類別遞交以下相關文件:							
Together with this application form, please attach the following documents in accordance with the type of Organization:							
公共實體 / Public Entity	商業實體 / Commercial Entity	團體/基金會/ Association/Foundation					
□ 獲授權代表之身份證明文件副本	□ 獲授權代表之身份證明文件副本	□ 獲授權代表之身份證明文件副本					
Photocopy of Representative's and	Photocopy of Representative's and Authorized	Photocopy of Representative's and Authorized					
Authorized Users' Identification documents	Users' Identification documents (please, show	Users' Id Card (please, show the original document					
(please, show the original document if	the original document if necessary).	if necessary).					
necessary).	□ 商業登記證明正本或鑑證本	□ 營業稅 M/1 式"開業/更改申報表",職業稅					
□ 由實體代表簽署的公函正本	Business Registration Certificate or its notarized	M/2 式"登記及更改表"或營業稅繳納憑單					
Original Authorization Letter (an official	сору.	M/8 副本(倘需要請出示正本)					
letter endorsed with Public Entity's chop,	□ 營業稅 M/1 式"開業/更改申報表",職業	Photocopy of "Initial Activity Declaration" M/1					
which specifies the Representative).	稅 M/2 式"登記及更改表"或營業稅繳納憑	Form, or "Tax Payment" M/8 Form (please, show					
如適用 / If applicable:	單 M/8 副本(倘需要請出示正本)	the original document if necessary).					
□《安全電子郵箱機構郵政帳戶申請表附	Photocopy of "Initial Activity Declaration" M/1	□ 組織章程正本或鑑證本					
頁》。	Form, or "Tax Payment" M/8 Form (please, show	Notarized copy of the organizational statutes.					
« Organizational SEPBox ID Supplementary	the original document if necessary).	如適用 / If applicable:					
Application Form>>.	如適用 / If applicable:	□ 《安全電子郵箱機構郵政帳戶申請表附頁》。					
	□《安全電子郵箱機構郵政帳戶申請表附頁》。	« Organizational SEPBox ID Supplementary					
	« Organizational SEPBox ID Supplementary	Application Form>>.					
	Application Form>>.						
#倘若有需要郵電局保留要求額外文件的權利	CTT reserves the right to ask additional document	s when necessary.					
機構代表簽署 / Signature of Organiza	ition's representative 機構蓋章 / Oi	ganizational name and Chop					
	, , , , , , , , , , , , , , , , , , , ,						
日期 (日/月/年)							
Date (DD/MM/YYYY)							
	<u> </u>						
郵電局 - 安全電子郵政服務專用 / For CTT – Secure Electronic Postal Services use only							
備註 / Remarks :							
輸入簽署 / Received by:	核對簽署 / Verified by:	批核簽署 / Approved by:					
,							
日期 (日/月/年)	日期 (日/月/年)	日期 (日/月/年)					
Date (DD/MM/YYYY)	Date (DD/MM/YYYY)	Date (DD/MM/YYYY)					
, , , ,	, , , ,	_ , , ,					

安全電子郵箱登記協議

Secure Electronic Postal Box Subscription Agreement

在申請或使用郵電局安全電子郵箱前,務請細閱本登記協議〔下稱"協議"〕之條 款及細則。如不同意本協議之條款及細則,請勿申請、接受或使用郵電局安全電子 郵箱。登記人遞交、郵寄或呈交安全電子郵箱的申請要求時,即表示登記人承認已 閱讀並明白本協議之條款及細則,亦充分知悉登記人及利益攸關者須遵守的義務和 責任。

YOU MUST READ CAREFULLY THE TERMS AND CONDITIONS OF THIS SUBSCRIPTION AGREEMENT (AGREEMENT), BEFORE APPLYING FOR, ACCEPTING OR USING A CTT SECURE ELECTRONIC POSTAL BOX. IF YOU DO NOT AGREE WITH THE TERMS AND CONDITIONS OF THIS SUBSCRIPTION AGREEMENT, DO NOT APPLY FOR, ACCEPT OR USE A CTT SECURE ELECTRONIC POSTAL BOX.

By submitting, sending or presenting Secure Electronic Postal Box request, subscriber recognizes having read and understood the terms and conditions of this Agreement and have full and complete aknowledge of the obligations and liabilities subscribers and relying parties are subject to.

1. 標的 OBJECT

1.1 安全電子郵箱是一項由郵電局透過使用其資訊系統所提供的服務。

Secure Electronic Postal Box is a service provided by CTT, using for that purpose its own electronic system.

1.2 安全電子郵箱是一電子郵政信箱由郵電局免費提供,容許持有人安全地接電子訊息及執行相關的其它功能及服務。

Secure Electronic Postal Box is an electronic postal box application, provided for free by CTT, which enables the holder to receive, through electronic and secure ways, electronic messages, and use other associated functions and services.

1.3 申請安全電子郵箱即表示完全接受並不限制本協議之條款及細則。

Subscription of Secure Electronic Postal Box implies full acceptance, without any restrictions, of the Subscription Agreement.

2. 使用 USE

2.1 登記人在完成相關登記、身份認證及啟動程序後,才會獲發一安全電子郵箱。

Secure Electronic Postal Box will be provided after the respective registration, identity

2.2 使用安全電子郵箱的權利不確保擁有使用與其相關之功能及服務的權利,但可 透過訂立新合同(當中包括手續及特定條款及細則),以免費或付款方式(視乎個案而 定)使用與安全電子郵箱相關的一些特定功能及服務。

The use of certain associated functions and services of Secure Electronic Postal Box, for free or in return for payment, as the case may be, may depend on the conclusion of new agreements, with different procedures, terms and conditions, whereupon the right to use Secure Electronic Postal Box does not automatically assure the right to use any other associated function or service.

2.3 除非登記人事先刪除,所有電子訊息將被儲存於安全電子郵箱內並由接收日起

計,為期最少三年。郵電局保留刪除儲存於安全電子郵箱內多於三年的電子訊息之 權利。

Except in case of previous elimination by the subscriber, all electronic messages will be stored in Secure Electronic Postal Box for at least three years, counting from its reception, and CTT reserves the right to delete electronic messages from that date on.

2.4 郵電局保留單方釐定及修改每一電子訊息之容量及安全電子郵箱之儲存容量限

CTT reserves the right to unilaterally fix and amend the capacity limit of each electronic message and the storage capacity of the Secure Electronic Mail Box.

2.5 倘若登記人為機構時,任何以安全電子郵箱進行的操作或訊息的發送將被示作 以機構身份進行並對該等行為負責。

If subscriber is an organization, the organization will be considered as the author and responsible for any acts and actions practiced, and for goods and services acquired, or contacts concluded, in sequence of the use of Secure Electronic Postal Box.

3. 登記人義務 SUBSCRIBER OBLIGATIONS

申請安全電子郵箱時,即表示登記人:

定。

By applying and accepting a Secure Electronic Mail Box, the subscriber:

3.1 接受本協議各條款及細則的約束。

Accepts to be bound by the terms and conditions of this Agreement and its possible amendments.

3.2 接受按適用的法律及規章性規定使用安全電子郵箱,並只作經授權的合法用途。
Accepts to use Secure Electronic Postal Box according to the applicable legal and regulatory provisions, and exclusively for authorized and licit purposes.

3.3 接受安全電子郵箱只供登記人使用。

Accepts that Secure Electronic Postal Box is intended for his own use.

3.4 接受對安全電子郵箱之使用,即使是由經授權或未經授權的第三者所作出之使 用,完全和獨自承擔責任。

Accepts that the use of Secure Electronic Postal Box is for his own responsibility, even in case it is used by third parties, with or without authorization.

3.5 接受採取所有謹慎和必要的預防措施,對其安全電子郵箱的登人賬戶、密碼及 啟動資料作出全面保密,並對任何因其失責而致的後果完全和獨自承擔責任。

Accepts to take all prudent and necessary precautions to protect the confidentiality of the Secure Electronic Postal Box password, username and activation data, and to take complete and sole responsibility for all consequences that may arise from any failure to take such precautions.

3.6 進一步承諾在其安全電子郵箱帳戶被洩露或懷疑被洩露,或出現安全電子郵箱帳戶應予中止或撤銷的情況下,立即通知郵電局以及其他透過安全電子郵箱與之交 換資料或電子訊息之相關人士。

In addition, undertakes to immediately inform CTT and the other parties with which has exchanged information or electronic messages through Secure Electronic Postal Box, in case Secure Electronic Postal Box is compromised or if there is the suspicion that it is compromised, or in any circumstance that it must be suspended or cancelled.

authentication and activation have been completed.

3.7 接受在使用安全電子郵箱時,不對其服務的正常運作及他人的正常使用造成滋擾、影響、恐嚇、干涉、損壞或損失。

Accepts to use Secure Electronic Postal Box in a way not to disturb, affect, threaten, interfere, damage or harm the normal functioning of the service and its normal use by third parties.

3.8 接受為所有在使用安全電子郵箱時因失責維護安全電子郵箱登入資料(包括登入 賬戶、密碼及帳户啟動資料)的安全性和完整性、以及安全電子郵箱之使用,或違反、 不遵守或不履行本協議之條款及細則、適用的法律及規章性規定而致的損壞或損 失,向郵電局作出賠償。

Accepts to indemnify CTT for all losses and damages, including the ones caused to any person or organization, that result from the lack of protection of security and integrity of his Secure Electronic Postal Box password, username and activation data, or from the use of Secure Electronic Postal Box, as well as from any other infringement, non-observance or non-compliance of the terms and conditions of this Agreement and the applicable legal and regulation provisions.

3.9 接受於安全電子郵箱之登記過程中其提交的一切資料,包括代理人資料及已包含於其帳户之資料均真確無偽,且將在服務運作期間繼續真確,進一步承諾如有任何更改,將立即通知郵電局。

Accepts that all information provided by him in Secure Electronic Postal Box subscription process, including the ones related with representations, are and will remain true and accurate during the operational period of it, compromising to immediately inform CTT in case of changes

3.10 接受所有於安全電子郵箱的登記過程中所提供的資料及已包含於其帳戶之資料,沒有在任何方面侵犯商標、公司名稱或第三方的知識產權,從來沒有並將不會用作不法用途。

Accepts that all information provided in Secure Electronic Postal Box subscription process does not infringe in any way the trademarks, company names, or any intellectual property rights of any third parties, and that were not, and neither will be, used for illicit purposes.

3.11 接受當通過本系統的連結去到其它外部網站或網頁時,即表示已經離開郵電局 的電子系統,並且受到該等網站或網頁的使用條款及私隱方針所規範,並對其使用 獨自負擔責任。

Accepts that establishing a connection to other sites or web pages through external connections, means the exit of CTT electronic system, and it is subject to the privacy policies and terms of use of those sites or web pages, and that is the only responsible for that use.

4. 郵電局之責任 RESPONSIBILITY OF CTT

郵電局承諾以合理的謹慎及能力遵守其作為安全電子郵箱服務提供者之義務。郵電局:

CTT compromises to use an adequate level of skill and care in exercising its obligations as the provider of Secure Electronic Postal Box service. CTT:

4.1 對經安全電子郵箱接收的任何電子傳輸或訊息內容概不負責。同樣地,郵電局

亦不對任何因使用安全電子郵箱而作的任何行為或服務或訂立之合約負責。

Is not responsible for the contents of any transmission or electronic messages received through Secure Electronic Postal Box. CTT is not responsible for any acts and actions carried out, goods and services acquired to third parties, or contracts concluded, in sequence of the use of Secure Electronic Postal Box.

4.2 對登記人或第三者(經授權或未經授權)於安全電子郵箱方面的使用概不負責。
Is not responsible for the use of Secure Electronic Postal Box by the subscriber or any third party, with or without authorization.

4.3 郵電局保留在沒有預先通知的情況下,單方隨時修改及更改本協議規定之權利。 修改或更新時,舊版本將由郵電局安全電子郵政服務網站之新版本取代,並於新版 本列明修改或更新日期。

CTT reserves the right to unilaterally review and amend the provisions of this Agreement at any time and without prior notice. In that case, the previous version will be replaced by the new one in the site of Secure Electronic Postal Services of CTT, and the date of the revision or amendment will be indicated in the new version.

4.4 對登記人或第三者(經授權或未經授權)因使用安全電子郵箱而致的任何損害,包括因通過郵電局電子系統的外部連結登人及使用其它實體的網站而致的任何損害概不負責。同樣地,郵電局亦不為該些網站之任何有關可使用性、登入、修改及病毒感染問題,包括內含的內容及電子訊息並因之而致的任何損害,向使用安全電子郵箱的登記人或經授權或未經授權的第三者負責。

Is not responsible for any damages resulting from the use of Secure Electronic Postal Box by the subscriber or third parties, with or without authorization, including the damages which may result from the access and use of other sites of other entities externally connected to CTT electronic system. CTT is not responsible, as well, before the subscriber and third parties that use Secure Electronic Postal Box, with or without authorization, for any problems related with the availability, access, alteration, and contamination of those sites, including the contents and the electronic messages contained on those sites, and for any damages that may result from it.

4.5 當登記人違反、不遵守或不履行本協議條款及細則、適用的法律及規章性規定、 郵電局懷疑或證實安全電子郵箱被洩露,或被合理要求中止或撤銷安全電子郵箱 時,郵電局按適用的規定保留有關中止或撤銷安全電子郵箱的權利。

In addition, reserves the right to suspend or cancel the Secure Electronic Postal Box when subscriber infringes, does not observe or does not comply with the terms and conditions of this Agreement and the legal and regulatory applicable provisions, when suspects that Secure Electronic Postal Box is compromised, when the compromise is proven, or when is duly required to do so.

5. 保證 WARRANTIES

5.1 在接收安全電子郵箱的登記條款及細則時,登記人向郵電局、任何人或社團保證,可信任其安全電子郵箱:

By accepting the subscription terms and conditions of Secure Electronic Postal Box, subscriber warrants to CTT and to any other person or organization that relies in his Secure Electronic Postal Box, that:

5.1.1 自安全電子郵箱帳戶啟動時起,僅有其持有任何維護其安全電子郵箱登入帳戶、登人密碼及啟動資料,目未經授權者亦無法存取之。

From the moment of his Secure Electronic Postal Box activation, is and will be the only person to have any password, username and activation data that protect it and no one non authorized have or will have access to it.

5.1.2 其安全電子郵箱的使用只作載於本協議之條款及細則之經授權及合法用途。
Use his Secure Electronic Postal Box exclusively for authorized and licit purposes, consistent with the terms and conditions of this Agreement.

5.2 郵電局保證於設立安全電子郵箱帳戶及操作系統時,將以適當的措施保障於任何相關運作上不犯錯誤。

CTT warrants that will use the adequate diligence in the creation of Secure Electronic Postal Box, as well as in the operation of the electronic system, in order to assure that there are not made, by its own, any mistakes on performing the respective operations.

6. 個人資料 PERSONAL DATA

6.1 於安全電子郵箱的登記過程中獲得的個人資料將經由郵電局處理並儲存於郵電局的資料庫內,並於本協議的範疇內作使用。

Subscriber's personal data obtained in the subscription process will be processed and stored in a CTT's database and are intended to be used in the scope of this Agreement.

6.2 登記人授權郵電局,於郵電局其它實體及電子服務的範疇方面,使用登記人於 安全電子郵箱的登記過程中提供的個人資料,但不影響登記人隨時表示相反意願之 權利。

Subscriber authorizes CTT to use subscriber personal data provided in the Secure Electronic Postal Box subscription agreement, in the scope of other physical and electronic services of CTT, without prejudice of, at any time, manifest the contrary.

6.3 郵電局保證遵守個人資料保護方面之法律規定。

CTT warrants the compliance of the legal rules related to personal data protection.

6.4 登記人完全明白並接受收集及處理個人資料政策聲明。

Subscriber recognizes and agrees that is aware of all contents of the Personal Data Recollection and Treatment Policy Declaration and that accepts it entirely and without reserves.

6.5 基於履行法定義務,申請人的個人資料資料亦有可能轉交其他有權限實體。
In compliance with a legal obligation, personal data may be communicated to the competent entities.

6.6 申請人有權依法申請查閱、更正或更新存於本局的個人資料。

Subscriber has the right of access, rectification, amendment and updating of his personal data stored by CTT.

7. 免責條款 DISCLAIMER OF WARRANTY

郵電局明確地拒絕承擔任何類型的保證責任,不論是明確或隱含的,包括但不限於 適售性之隱含保證、特定目的之適用性保證和不侵犯權利之保證。郵電局不擔保服 務一定能滿足登記人的要求及期待、也不擔保服務不會受中斷、對服務的及時性、 安全性或出錯發生都不作出任何保證。郵電局對因使用本服務而獲取的結果或所有 從郵電局獲取的資訊的準確性及可信賴性都不作出任何保證。郵電局對於登記人從 第三方購買的任何產品或服務,或登記人與第三方訂立的合同一概不負任何保證責 任。

CTT EXPRESSLY DISCLAIMS ALL AND ANY WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLICIT WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. CTT DOES NOT MAKE ANY WARRATY THAT THE SERVICE WILL MEET THE SUBSCRIBER REQUIREMENTS AND EXPECTATIONS, OR THAT THE SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE OR ERROR FREE, NOR MAKES ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE OR AS TO THE ACCURACY OR RELIABILITY OF ANY INFORMATION OBTAINED THROUGH CTT. CTT IS NOT RESPONSIBLE NOR ASSUMES ANY COSTS IN RESPECT TO ANY GOODS OR SERVICES PURCHASED BY THE SUBSCRIBER FROM THIRD PARTIES OR CONTRACTS CONCLUDED BETWEEN THE SUBDCRIBER AND THIRD PARTIES.

8. 有效性 VALIDITY

如果本協議之任何規定在整體或部分中宣佈無效或不可執行,此規定將不會影響本 協議之其餘部分;本協議將會視程度而作出必要修訂,使本協議可執行、有效以及, 與適用的法律及各方之原本意向儘可能相一致;而餘下之規定將會保留全部效力及 作用。

If any provision of this Agreement is declared invalid or unenforceable, in whole or in part, that provision will not affect the remainder of this Agreement; this Agreement will be deemed amended to the extent necessary to make this Agreement valid, enforceable, and, to the maximum extent possible, consistent with the applicable law and with the original intentions of the parties; the remaining provisions will remain in full force and effect.

- 9. 適用的法律及管轄權 GOVERNING LAW AND JURISDICTION
- 9.1 適用於本協議的法律為澳門特別行政區的現行法律。

The law applicable to this Agreement is the one of Macao Special Administrative Region of Macao (MSAR).

9.2 對本協議之詮釋、有效性或執行的任何分歧,均受澳門特別行政區之法律管轄, 並明示放棄接受其它法律管轄。

For any disputes related to the interpretation, validity or execution under this Agreement, it is competent MSAR's jurisdiction, with express waiver of any other.

10. 語言 LANGUAGE

本協議分有中、葡、英版本。文義如有岐異,應以中文版本為準。

In case of any inconsistency or discrepancy among the versions of this Agreement in Chinese, Portuguese or English languages, it will prevail the Chinese language.