

ELECTRONIC TRANSACTIONS ORDINANCE (Chapter 553)

Pursuant to section 11(2) of the Electronic Transactions Ordinance, NOTICE is hereby given that the following requirements shall apply with effect from 4 May 2001 ('Effective Date'):

(I) The information given or presented, or the signature made, as the case may be, for the purposes of an ordinance (including any subsidiary legislation made thereunder) amongst those listed in (II) below, or any provision thereof herebelow specified, shall not satisfy that ordinance, subsidiary legislation or provision thereof unless it complies with all the requirements herein specified, subject to the respective additional requirements or relaxation, if any, stipulated in (III) below.

1. Electronic records in English shall be encoded in American Standard Code for Information Interchange (ASCII).
2. Electronic records in Chinese shall be encoded in Big-5 or ISO10646 standard.
3. When electronic records are encoded in Big-5 standard, the set of characters is restricted to that coded in the Big-5 standard or included in the Hong Kong Supplementary Character Set (HKSCS) published by the Government.
4. When electronic records are encoded in ISO10646 standard, the set of characters is restricted to the Chinese-Japanese-Korean (CJK) Unified Ideographs characters coded in ISO10646 standard.
5. Electronic records shall be sent as follows:—
  - (a) through electronic mail conforming to the Simple Mail Transfer Protocol (SMTP) and the Secure Multipurpose Internet Mail Extension (S/MIME) format and with size not exceeding 5 MB; or
  - (b) in the form of 1.44MB diskette with size of 3.5 inches in MS-DOS format for files not exceeding one diskette's storage capacity; or
  - (c) in the form of CD-ROM in ISO 9660 format.
6. Electronic records shall follow the following file format standards:—
  - (a) Plain text (TXT);
  - (b) Microsoft Rich Text Format (RTF version 1.3 or 1.5)
  - (c) Hypertext Mark Up Language Format (HTML, version 3.2 or 4); or
  - (d) Adobe Portable Document Format (Acrobat version 3 or 4).
7. Graphics in electronic records shall follow the following graphic file formats:—
  - (a) Encapsulated PostScript Files (EPSF);
  - (b) Tag Image File Format (TIFF);
  - (c) Windows BitMaps (BMP);
  - (d) Graphic Interchange File Format (GIF); or
  - (e) Joint Photographic Experts Group (JPEG).
8. Computer Aided Design (CAD) drawings shall follow the following CAD file format:—
  - (a) Autodesk Drawing Exchange Format (DXF)
9. An electronic record given or presented under a statutory provision must be signed with a digital signature if:—
  - (a) the provision expressly requires the signature of a person; or
  - (b) the provision requires the submission to be made in a specified form and the specified form has a signature requirement.
10. A digital signature shall be attached to an electronic record in accordance with the Secure Multipurpose Internet Mail Extension (S/MIME) standard and the Public-Key Cryptography Standards (PKCS).
11. For an electronic record which comprises multiple electronic files and which has to be signed, each individual file shall be separately signed digitally.
12. Electronic records given or presented shall not contain any computer instructions, including but not limited to:—
  - (a) computer viruses; and
  - (b) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the electronic record itself or the information system displaying the electronic record.
13. For submission of Government forms to Government, the Electronic Government Forms (in the form of a software) should be used to generate electronic records and, if required, to make digital signatures. The format of individual supporting document, if any, attached in an electronic record should comply with all the relevant requirements specified in (I), except (I)13.

(II)

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| Chapter 2   | Public Finance Ordinance   |
| Chapter 5   | Official Languages Ordinance   |
| Chapter 6   | Bankruptcy Ordinance   |
| Chapter 7   | Landlord and Tenant (Consolidation) Ordinance  |
| Chapter 8   | Evidence Ordinance   |
| Chapter 12  | Fire Investigation Ordinance   |
| Chapter 24  | Securities and Futures Commission Ordinance, section 50(9)   |
| Chapter 28  | Land (Miscellaneous Provisions) Ordinance  |
| Chapter 29  | Trustee Ordinance  |
| Chapter 32  | Companies Ordinance (for information given or presented to the Official Receiver under Parts IVA, V, VI and X) |
| Chapter 32C | Companies (Fees and Percentages) Order   |
| Chapter 32H | Companies (Winding-up) Rules   |
| Chapter 32J | Companies (Reports on Conduct of Directors) Regulations  |
| Chapter 32K | Companies (Disqualification of Directors) Proceedings Rules  |
| Chapter 33  | Co-operative Societies Ordinance   |
| Chapter 35  | Pensions (Special Provisions) (Customs Officers) Ordinance   |
| Chapter 37  | Limited Partnerships Ordinance   |
| Chapter 41  | Insurance Companies Ordinance  |
| Chapter 50  | Professional Accountants Ordinance   |
| Chapter 51  | Gas Safety Ordinance   |
| Chapter 52  | Television Ordinance   |
| Chapter 55  | Labour Relations Ordinance   |
| Chapter 56  | Boilers and Pressure Vessels Ordinance   |
| Chapter 57  | Employment Ordinance   |
| Chapter 59  | Factories and Industrial Undertakings Ordinance  |
| Chapter 60  | Import and Export Ordinance  |
| Chapter 65  | Legal Tender Notes Issue Ordinance   |
| Chapter 66  | Exchange Fund Ordinance  |
| Chapter 68  | Weights and Measures Ordinance   |
| Chapter 79  | Surviving Spouses' and Children's Pensions Ordinance   |
| Chapter 81  | Port Control (Cargo Working Areas) Ordinance   |
| Chapter 84  | Pilotage Ordinance   |
| Chapter 89  | Pensions Ordinance   |
| Chapter 91  | Legal Aid Ordinance  |
| Chapter 92  | Judicial Officers Recommendation Commission Ordinance  |
| Chapter 93  | Public Service Commission Ordinance  |
| Chapter 94  | Widows and Orphans Pension Ordinance   |
| Chapter 95  | Fire Services Ordinance  |
| Chapter 96  | Forest and Countryside Ordinance   |
| Chapter 98  | Post Office Ordinance  |
| Chapter 99  | Pension Benefits Ordinance   |
| Chapter 102 | Waterworks Ordinance   |
| Chapter 104 | Ferry Services Ordinance   |
| Chapter 106 | Telecommunication Ordinance  |
| Chapter 107 | Tramway Ordinance  |
| Chapter 108 | Betting Duty Ordinance   |
| Chapter 109 | Dutiable Commodities Ordinance   |

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| Chapter 111  | Estate Duty Ordinance   |
| Chapter 112  | Inland Revenue Ordinance  |
| Chapter 113  | Hospital Authority Ordinance  |
| Chapter 114  | Miscellaneous Licences Ordinance                                    |
| Chapter 115  | Immigration Ordinance   |
| Chapter 116  | Rating Ordinance  |
| Chapter 117  | Stamp Duty Ordinance  |
| Chapter 119  | Credit Unions Ordinance   |
| Chapter 123  | Buildings Ordinance   |
| Chapter 124  | Lands Resumption Ordinance  |
| Chapter 125  | Government Rent and Premium (Apportionment) Ordinance               |
| Chapter 126  | Government Rights (Re-entry and Vesting Remedies) Ordinance         |
| Chapter 127  | Foreshore and Sea-bed (Reclamations) Ordinance                      |
| Chapter 130  | Land Acquisition (Possessory Title) Ordinance                       |
| Chapter 132  | Public Health and Municipal Services Ordinance                      |
| Chapter 133  | Pesticides Ordinance  |
| Chapter 134  | Dangerous Drugs Ordinance   |
| Chapter 137  | Antibiotics Ordinance   |
| Chapter 138  | Pharmacy and Poisons Ordinance                                      |
| Chapter 139  | Public Health (Animals and Birds) Ordinance                         |
| Chapter 140  | Air Passenger Departure Tax Ordinance                               |
| Chapter 141  | Quarantine and Prevention of Disease Ordinance                      |
| Chapter 145  | Control of Chemicals Ordinance                                      |
| Chapter 147  | Sand Ordinance  |
| Chapter 148  | Gambling Ordinance  |
| Chapter 151  | Societies Ordinance   |
| Chapter 153  | Chinese Temples Ordinance   |
| Chapter 154  | Man Mo Temple Ordinance   |
| Chapter 155  | Banking Ordinance   |
| Chapter 156  | Dentists Registration Ordinance                                     |
| Chapter 161  | Medical Registration Ordinance                                      |
| Chapter 162  | Midwives Registration Ordinance                                     |
| Chapter 163  | Money Lenders Ordinance   |
| Chapter 164  | Nurses Registration Ordinance                                       |
| Chapter 165  | Hospitals, Nursing Homes and Maternity Homes Registration Ordinance |
| Chapter 166  | Pawnbrokers Ordinance   |
| Chapter 167  | Dogs and Cats Ordinance   |
| Chapter 168  | Pounds Ordinance  |
| Chapter 169  | Prevention of Cruelty to Animals Ordinance                          |
| Chapter 170  | Wild Animals Protection Ordinance                                   |
| Chapter 171  | Fisheries Protection Ordinance                                      |
| Chapter 172  | Places of Public Entertainment Ordinance                            |
| Chapter 173A | Civil Aviation (Births, Deaths and Missing Persons) Regulations     |
| Chapter 174  | Births and Deaths Registration Ordinance                            |
| Chapter 177  | Registration of Persons Ordinance                                   |
| Chapter 178  | Marriage Reform Ordinance, Part V                                   |
| Chapter 181  | Marriage Ordinance  |
| Chapter 187  | Animals and Plants (Protection of Endangered Species) Ordinance     |
| Chapter 189  | Domestic Violence Ordinance   |

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| Chapter 197 | Essential Services Corps Ordinance                                      |
| Chapter 200 | Crimes Ordinance  |
| Chapter 201 | Prevention of Bribery Ordinance   |
| Chapter 202 | Volunteer and Naval Volunteer Pensions Ordinance                        |
| Chapter 204 | Independent Commission Against Corruption Ordinance                     |
| Chapter 207 | Plant (Importation and Pest Control) Ordinance                          |
| Chapter 208 | Country Parks Ordinance   |
| Chapter 210 | Theft Ordinance   |
| Chapter 211 | Aerial Ropeways (Safety) Ordinance                                      |
| Chapter 212 | Offences Against the Person Ordinance                                   |
| Chapter 213 | Protection of Children and Juveniles Ordinance                          |
| Chapter 215 | Eastern Harbour Crossing Ordinance                                      |
| Chapter 217 | Weapons Ordinance   |
| Chapter 218 | Travel Agents Ordinance   |
| Chapter 221 | Criminal Procedure Ordinance  |
| Chapter 226 | Juvenile Offenders Ordinance  |
| Chapter 228 | Summary Offences Ordinance  |
| Chapter 229 | Traffic Accident Victims (Assistance Fund) Ordinance                    |
| Chapter 230 | Public Bus Services Ordinance   |
| Chapter 232 | Police Force Ordinance  |
| Chapter 233 | Hong Kong Auxiliary Police Force Ordinance                              |
| Chapter 234 | Prisons Ordinance   |
| Chapter 237 | Fixed Penalty (Traffic Contraventions) Ordinance                        |
| Chapter 238 | Firearms and Ammunition Ordinance                                       |
| Chapter 239 | Detention Centres Ordinance   |
| Chapter 240 | Fixed Penalty (Criminal Proceedings) Ordinance                          |
| Chapter 243 | Child Care Services Ordinance   |
| Chapter 244 | Drug Addiction Treatment Centres Ordinance                              |
| Chapter 245 | Public Order Ordinance  |
| Chapter 254 | Auxiliary Forces Pay and Allowances Ordinance                           |
| Chapter 265 | Peak Tramway Ordinance  |
| Chapter 266 | Massage Establishments Ordinance  |
| Chapter 268 | Registration of Local Newspapers Ordinance                              |
| Chapter 269 | Telephone Ordinance   |
| Chapter 270 | Mass Transit Railway Corporation Ordinance                              |
| Chapter 272 | Motor Vehicles Insurance (Third Party Risks) Ordinance                  |
| Chapter 276 | Mass Transit Railway (Land Resumption and Related Provisions) Ordinance |
| Chapter 277 | Agricultural Products (Marketing) Ordinance                             |
| Chapter 278 | Medical (Therapy, Education and Research) Ordinance                     |
| Chapter 279 | Education Ordinance   |
| Chapter 280 | Training Centres Ordinance  |
| Chapter 281 | Merchant Shipping Ordinance   |
| Chapter 282 | Employees' Compensation Ordinance                                       |
| Chapter 283 | Housing Ordinance   |
| Chapter 285 | Mining Ordinance  |
| Chapter 289 | Tax Reserve Certificates Ordinance                                      |
| Chapter 291 | Marine Fish (Marketing) Ordinance                                       |
| Chapter 295 | Dangerous Goods Ordinance   |

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| Chapter 296A | Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations |
| Chapter 296B | Reserved Commodities (Control of Sales by Wholesalers) Regulations                |
| Chapter 297  | Rehabilitation of Offenders Ordinance   |
| Chapter 301  | Hong Kong Airport (Control of Obstructions) Ordinance                             |
| Chapter 302  | Hong Kong Tourist Association Ordinance   |
| Chapter 303  | Radiation Ordinance   |
| Chapter 306  | Registered Trustees Incorporation Ordinance                                       |
| Chapter 310  | Business Registration Ordinance   |
| Chapter 311  | Air Pollution Control Ordinance   |
| Chapter 312  | Civil Aviation (Aircraft Noise) Ordinance   |
| Chapter 313  | Shipping and Port Control Ordinance   |
| Chapter 316  | Census and Statistics Ordinance   |
| Chapter 318  | Industry Training (Clothing Industry) Ordinance                                   |
| Chapter 325  | Prisoners (Release under Supervision) Ordinance                                   |
| Chapter 327  | Lifts and Escalators (Safety) Ordinance   |
| Chapter 329  | Marine Insurance Ordinance  |
| Chapter 330  | Motor Vehicles (First Registration Tax) Ordinance                                 |
| Chapter 332  | Trade Unions Ordinance  |
| Chapter 339  | Homicide Ordinance  |
| Chapter 340  | Animals (Control of Experiments) Ordinance  |
| Chapter 343  | Medical Clinics Ordinance   |
| Chapter 344  | Building Management Ordinance   |
| Chapter 348  | Hotel Accommodation Tax Ordinance   |
| Chapter 353  | Marine Fish Culture Ordinance   |
| Chapter 354  | Waste Disposal Ordinance  |
| Chapter 356  | Monetary Statistics Ordinance   |
| Chapter 358  | Water Pollution Control Ordinance   |
| Chapter 359  | Supplementary Medical Professions Ordinance                                       |
| Chapter 360  | Pneumoconiosis (Compensation) Ordinance   |
| Chapter 362  | Trade Descriptions Ordinance  |
| Chapter 368  | Road Tunnels (Government) Ordinance   |
| Chapter 369  | Merchant Shipping (Safety) Ordinance  |
| Chapter 371  | Smoking (Public Health) Ordinance   |
| Chapter 372  | Kowloon-Canton Railway Corporation Ordinance                                      |
| Chapter 374  | Road Traffic Ordinance  |
| Chapter 375  | Road Traffic (Driving Offence Points) Ordinance                                   |
| Chapter 376  | Clubs (Safety of Premises) Ordinance  |
| Chapter 380  | Protection of Wages on Insolvency Ordinance                                       |
| Chapter 384  | Dangerous Goods (Consignment by Air) (Safety) Ordinance                           |
| Chapter 386  | Hong Kong War Memorial Pensions Ordinance   |
| Chapter 389  | Hong Kong Council on Smoking and Health Ordinance                                 |
| Chapter 390  | Control of Obscene and Indecent Articles Ordinance                                |
| Chapter 391  | Broadcasting Authority Ordinance  |
| Chapter 392  | Films Censorship Ordinance  |
| Chapter 393  | Tate's Cairn Tunnel Ordinance   |
| Chapter 394  | Complex Commercial Crimes Ordinance   |
| Chapter 396  | Securities (Disclosure of Interests) Ordinance, Paragraph 25 of Schedule          |
| Chapter 397  | The Ombudsman Ordinance   |

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| Chapter 400 | Noise Control Ordinance  |
| Chapter 403 | Ozone Layer Protection Ordinance   |
| Chapter 405 | Drug Trafficking (Recovery of Proceeds) Ordinance                          |
| Chapter 406 | Electricity Ordinance  |
| Chapter 413 | Merchant Shipping (Prevention and Control of Pollution) Ordinance          |
| Chapter 414 | Merchant Shipping (Liability and Compensation for Oil Pollution) Ordinance |
| Chapter 415 | Merchant Shipping (Registration) Ordinance                                 |
| Chapter 419 | Hong Kong Academy of Medicine Ordinance                                    |
| Chapter 421 | Rabies Ordinance   |
| Chapter 424 | Toys and Children's Products Safety Ordinance                              |
| Chapter 426 | Occupational Retirement Schemes Ordinance                                  |
| Chapter 427 | Crimes (Torture) Ordinance   |
| Chapter 428 | Chiropractors Registration Ordinance                                       |
| Chapter 434 | Merchant Shipping (Limitation of Shipowners Liability) Ordinance           |
| Chapter 435 | Amusement Games Centres Ordinance  |
| Chapter 436 | Western Harbour Crossing Ordinance   |
| Chapter 438 | Sewage Tunnels (Statutory Easements) Ordinance                             |
| Chapter 446 | Land Drainage Ordinance  |
| Chapter 447 | Bedspace Apartments Ordinance  |
| Chapter 448 | Civil Aviation Ordinance   |
| Chapter 449 | Amusement Rides (Safety) Ordinance   |
| Chapter 454 | Coinage Ordinance  |
| Chapter 455 | Organized and Serious Crimes Ordinance                                     |
| Chapter 456 | Consumer Goods Safety Ordinance  |
| Chapter 459 | Residential Care Homes (Elderly Persons) Ordinance                         |
| Chapter 460 | Security and Guarding Services Ordinance                                   |
| Chapter 462 | Carriage of Goods by Sea Ordinance   |
| Chapter 463 | Sewage Services Ordinance  |
| Chapter 464 | Timber Stores Ordinance  |
| Chapter 465 | Human Organ Transplant Ordinance   |
| Chapter 466 | Dumping at Sea Ordinance   |
| Chapter 467 | Prisoners' Education Trust Fund Ordinance                                  |
| Chapter 468 | Internationally Protected Persons and Taking of Hostages Ordinance         |
| Chapter 470 | Builders' Lift and Tower Working Platforms (Safety) Ordinance              |
| Chapter 473 | Land Survey Ordinance  |
| Chapter 474 | Tai Lam Tunnel and Yuen Long Approach Road Ordinance                       |
| Chapter 475 | Post-release Supervision of Prisoners Ordinance                            |
| Chapter 476 | Marine Parks Ordinance   |
| Chapter 478 | Merchant Shipping (Seafarers) Ordinance                                    |
| Chapter 482 | Merchant Shipping (Liner Conferences) Ordinance                            |
| Chapter 483 | Airport Authority Ordinance  |
| Chapter 485 | Mandatory Provident Fund Schemes Ordinance                                 |
| Chapter 486 | Personal Data (Privacy) Ordinance  |
| Chapter 489 | Legal Aid Services Council Ordinance                                       |
| Chapter 490 | Plant Varieties Protection Ordinance                                       |
| Chapter 491 | Biological Weapons Ordinance   |
| Chapter 493 | Non-local Higher and Professional Education (Regulation) Ordinance         |
| Chapter 494 | Aviation Security Ordinance  |
| Chapter 495 | New Territories Land Exchange Entitlements (Resumption) Ordinance          |

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| Chapter 496  | Whaling Industry (Regulation) Ordinance  |
| Chapter 497  | Submarine Telegraphy Ordinance   |
| Chapter 498  | Tsing Ma Control Area Ordinance  |
| Chapter 499  | Environmental Impact Assessment Ordinance  |
| Chapter 500  | Carriage by Air Ordinance  |
| Chapter 502  | Fire Safety (Commercial Premises) Ordinance  |
| Chapter 503  | Fugitive Offenders Ordinance   |
| Chapter 506  | Freight Containers (Safety) Ordinance  |
| Chapter 507  | The Hong Kong Institute of Housing Ordinance   |
| Chapter 508  | Merchant Shipping (Collision Damage Liability and Salvage) Ordinance                 |
| Chapter 509  | Occupational Safety and Health Ordinance   |
| Chapter 511  | Estate Agents Ordinance  |
| Chapter 512  | Child Abduction and Custody Ordinance  |
| Chapter 513  | Transfer of Sentenced Persons Ordinance  |
| Chapter 515  | Government Rent (Assessment and Collection) Ordinance                                |
| Chapter 517  | Auxiliary Medical Service Ordinance  |
| Chapter 518  | Civil Aid Service Ordinance  |
| Chapter 520  | Discovery Bay Tunnel Link Ordinance  |
| Chapter 521  | Official Secrets Ordinance   |
| Chapter 523  | Outer Space Ordinance  |
| Chapter 524  | Long-term Prison Sentences Review Ordinance  |
| Chapter 541  | Electoral Affairs Commission Ordinance   |
| Chapter 548  | Merchant Shipping (Local Vessels) Ordinance  |
| Chapter 549  | Chinese Medicine Ordinance   |
| Chapter 550  | Housing Managers Registration Ordinance  |
| Chapter 553  | Electronic Transactions Ordinance  |
| Chapter 1002 | Basel Evangelical Missionary Society Incorporation Ordinance                         |
| Chapter 1003 | Bishop of the Roman Catholic Church in Hong Kong Incorporation Ordinance             |
| Chapter 1004 | Bishop of Victoria Incorporation Ordinance   |
| Chapter 1006 | Catholic Mission of Macao Incorporation Ordinance                                    |
| Chapter 1007 | Chater Masonic Scholarship Fund Ordinance  |
| Chapter 1008 | Society of Boys' Centres Incorporation Ordinance                                     |
| Chapter 1009 | China Congregational Church Ordinance  |
| Chapter 1011 | China Peniel Missionary Society Incorporation Ordinance                              |
| Chapter 1012 | Chinese Anglican Church Body Incorporation Ordinance                                 |
| Chapter 1013 | Chinese Young Men's Christian Association Ordinance                                  |
| Chapter 1014 | Church of England Trust Ordinance  |
| Chapter 1016 | Daughters of Charity of the Canossian Institute Incorporation Ordinance              |
| Chapter 1018 | Dominican Missions Ordinance   |
| Chapter 1019 | Maryknoll Sisters of St. Dominic Incorporation Ordinance                             |
| Chapter 1021 | The Helena May Incorporation Ordinance   |
| Chapter 1024 | Hong Kong Tuberculosis, Chest and Heart Diseases Association Incorporation Ordinance |
| Chapter 1025 | Hong Kong Chinese Christian Churches Union Incorporation Ordinance                   |
| Chapter 1027 | Hop Yat Church of the Church of Christ in China Incorporation Ordinance              |
| Chapter 1028 | Irish Province of the Order of Franciscans Minor Incorporation Ordinance             |
| Chapter 1029 | Jesuit Order (English Assistancy) Incorporation Ordinance                            |
| Chapter 1030 | Jesuit Order (Portuguese Province) Incorporation Ordinance                           |

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| Chapter 1031 | Kowloon Tong Church of the Chinese Christian and Missionary Alliance Incorporation Ordinance            |
| Chapter 1032 | Kowloon Union Church Incorporation Ordinance  |
| Chapter 1033 | London Missionary Society Incorporation Ordinance   |
| Chapter 1034 | Masonic Benevolence Fund Incorporation Ordinance  |
| Chapter 1035 | Matilda and War Memorial Hospital Ordinance   |
| Chapter 1036 | Missions Etrangeres Incorporation Ordinance   |
| Chapter 1039 | Petites Soeurs des Pauvres, St. Pern, Bretagne, Incorporation Ordinance                                 |
| Chapter 1040 | Po Leung Kuk Ordinance  |
| Chapter 1041 | Pontifical Foreign Missions Institute Incorporation Ordinance   |
| Chapter 1043 | Salesian Society Incorporation Ordinance  |
| Chapter 1045 | Sisters of the Precious Blood Order Incorporation Ordinance   |
| Chapter 1046 | Soeurs de St. Paul de Chartres Incorporation Ordinance  |
| Chapter 1049 | St. Stephen's College Incorporation Ordinance   |
| Chapter 1050 | Chater (Cathedral and St. Andrew's) Endowment Funds Incorporation Ordinance                             |
| Chapter 1051 | Tung Wah Group of Hospitals Ordinance   |
| Chapter 1052 | Union Church Incorporation Ordinance  |
| Chapter 1054 | Young Men's Christian Association Ordinance   |
| Chapter 1055 | Zetland Hall Trustees Incorporation Ordinance   |
| Chapter 1057 | Hong Kong Council of Social Service Incorporation Ordinance   |
| Chapter 1058 | Hong Kong Society for the Protection of Children Incorporation Ordinance                                |
| Chapter 1059 | Hong Kong Housing Society Incorporation Ordinance   |
| Chapter 1060 | Chinese Rhenish Church, Hong Kong Synod, Incorporation Ordinance  |
| Chapter 1061 | Hong Kong Playground Association Ordinance  |
| Chapter 1063 | Church of Christ in China, Wanchai Church, Incorporation Ordinance                                      |
| Chapter 1064 | Pentecostal Holiness Church Incorporation Ordinance   |
| Chapter 1065 | Institute of the Marist Brothers of the Schools Incorporation Ordinance                                 |
| Chapter 1066 | Hong Kong Juvenile Care Centre Incorporation Ordinance  |
| Chapter 1067 | J. E. Joseph Trust Fund Ordinance   |
| Chapter 1068 | Pok Oi Hospital Incorporation Ordinance   |
| Chapter 1069 | Emmanuel Church Incorporation Ordinance   |
| Chapter 1070 | Daughters of Mary Help of Christians Incorporation Ordinance  |
| Chapter 1071 | Portuguese Community Education and Welfare Foundation Incorporation Ordinance                           |
| Chapter 1072 | Alice Ho Miu Ling Nethersole Hospital Incorporation Ordinance   |
| Chapter 1073 | Tsimshatsui Baptist Church Incorporation Ordinance  |
| Chapter 1074 | Hoseinee Society of Hong Kong Incorporation Ordinance   |
| Chapter 1076 | Grantham Scholarships Fund Ordinance  |
| Chapter 1077 | Brewin Trust Fund Ordinance   |
| Chapter 1078 | Hong Kong Baptist Church Incorporation Ordinance  |
| Chapter 1079 | Ling Liang World-wide Evangelistic Mission Incorporation Ordinance                                      |
| Chapter 1080 | Kadoorie Agricultural Aid Loan Fund Ordinance   |
| Chapter 1081 | The Prince Philip Dental Hospital Ordinance   |
| Chapter 1082 | Franciscan Missionaries of Mary Incorporation Ordinance   |
| Chapter 1083 | Hong Kong Christian Council Incorporation Ordinance   |
| Chapter 1084 | Congregation of Our Lady of Charity of the Good Shepherd of Angers at Hong Kong Incorporation Ordinance |
| Chapter 1086 | Hong Kong Society for the Blind Incorporation Ordinance   |
| Chapter 1087 | Society for the Relief of Disabled Children Incorporation Ordinance                                     |

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| Chapter 1089 | St. John's College Ordinance   |
| Chapter 1090 | Tsung Tsin Mission of Hong Kong Incorporation Ordinance                                    |
| Chapter 1092 | Caritas—Hong Kong Incorporation Ordinance  |
| Chapter 1093 | Kowloon City Baptist Church Ordinance  |
| Chapter 1094 | Munsang College Incorporation Ordinance  |
| Chapter 1095 | Hong Kong Council of the Church of Christ in China Incorporation Ordinance                 |
| Chapter 1096 | Director of Social Welfare Incorporation Ordinance   |
| Chapter 1099 | Council of Heep Yunn School Incorporation Ordinance  |
| Chapter 1101 | Sir Robert Black Trust Fund Ordinance  |
| Chapter 1102 | St. Paul's College Council Incorporation Ordinance   |
| Chapter 1104 | Council of St. Paul's Co-educational College Incorporation Ordinance                       |
| Chapter 1105 | The Hong Kong Institution of Engineers Ordinance   |
| Chapter 1106 | Yan Chai Hospital Ordinance  |
| Chapter 1107 | Prior of the Order of Cistercians of the Strict Observance Incorporation Ordinance         |
| Chapter 1108 | Hong Kong Conference of Youth Organizations Incorporation Ordinance                        |
| Chapter 1109 | The Chinese University of Hong Kong Ordinance  |
| Chapter 1110 | Li Po Chun Charitable Trust Fund Ordinance   |
| Chapter 1112 | Chinese Permanent Cemeteries Ordinance   |
| Chapter 1117 | The English Schools Foundation Ordinance   |
| Chapter 1118 | Sir Murray MacLehose Trust Fund Ordinance  |
| Chapter 1121 | The St. Stephen's Girls' College Council Incorporation Ordinance                           |
| Chapter 1122 | Community Chest of Hong Kong Ordinance   |
| Chapter 1123 | Diocesan Boys' School Committee Incorporation Ordinance                                    |
| Chapter 1124 | Council of the Diocesan Girls' School Incorporation Ordinance                              |
| Chapter 1125 | Diocesan Preparatory School Council Incorporation Ordinance                                |
| Chapter 1131 | Correctional Services Children's Education Trust Ordinance                                 |
| Chapter 1133 | The Methodist Church, Hong Kong, Incorporation Ordinance                                   |
| Chapter 1134 | Hong Kong Sea Cadet Corps Ordinance  |
| Chapter 1140 | Sir Edward Youde Memorial Fund Ordinance   |
| Chapter 1143 | The Spiritual Assembly of the Baha'is of Hong Kong Incorporation Ordinance                 |
| Chapter 1147 | The Hong Kong Institute of Architects Incorporation Ordinance                              |
| Chapter 1148 | The Hong Kong Institute of Surveyors Ordinance   |
| Chapter 1153 | The Hong Kong Institute of Planners Incorporation Ordinance                                |
| Chapter 1155 | The Christian and Missionary Alliance (Transfer of Hong Kong Immovable Property) Ordinance |
| Chapter 1157 | Hong Kong Sheng Kung Hui Ordinance   |
| Chapter 1158 | Church Body of the Hong Kong Sheng Kung Hui Ordinance                                      |
| Chapter 1159 | Hong Kong Sheng Kung Hui Foundation Ordinance  |
| Chapter 1162 | The Hong Kong Institute of Landscape Architects Incorporation Ordinance                    |
| Chapter 1163 | The Orthodox Metropolitanate of Hong Kong and South East Asia Ordinance                    |
| Chapter 1164 | Hong Kong St. John Ambulance Incorporation Ordinance                                       |
| Chapter 1166 | Order of Friars Minor in Hong Kong Incorporation Ordinance                                 |

(III) The following relaxation and additional requirements, as the case may be, shall apply as specified:—

1. For submission of forms specified by the Building Authority under section 22(4) of the Buildings Ordinance (Chapter 123), the electronic records of the forms involved shall follow the Microsoft Rich Text Format only.

2. For the provision listed below, electronic records in any format are acceptable.  
Chapter 448B Hong Kong Civil Aviation (Investigation of Accidents) Regulations, Regulation 9(a)
3. For the ordinance listed below, files in spreadsheet format using templates provided by the Commissioner for Census and Statistics are acceptable.  
Chapter 316 Census and Statistics Ordinance
4. For the ordinances listed below, files in format using templates provided by the Managing Director, Mandatory Provident Fund Schemes Authority are acceptable.  
Chapter 426 Occupational Retirement Schemes Ordinance  
Chapter 485 Mandatory Provident Fund Schemes Ordinance
5. For the ordinances listed below, MicroStation DGN Format and Initial Graphic Exchange Specification (IGES) Format are acceptable for submission of Computer Aided Design (CAD) drawings.  
Chapter 147 Sand Ordinance  
Chapter 285 Mining Ordinance  
Chapter 438 Sewage Tunnels (Statutory Easements) Ordinance  
Chapter 446 Land Drainage Ordinance  
Chapter 463 Sewage Services Ordinance
6. For the ordinances listed below, Initial Graphic Exchange Specification (IGES) Format is acceptable for submission of Computer Aided Design (CAD) drawings.  
Chapter 51 Gas Safety Ordinance  
Chapter 102 Waterworks Ordinance  
Chapter 211 Aerial Ropeways (Safety) Ordinance  
Chapter 265 Peak Tramway Ordinance  
Chapter 327 Lifts and Escalators (Safety) Ordinance  
Chapter 406 Electricity Ordinance  
Chapter 449 Amusement Rides (Safety) Ordinance  
Chapter 470 Builders' Lift and Tower Working Platforms (Safety) Ordinance
7. For the ordinances listed below, AutoCAD Release 14 for Windows Format is acceptable for submission of Computer Aided Design (CAD) drawings. Scanned image of size larger than A3 is not acceptable.  
Chapter 311 Air Pollution Control Ordinance  
Chapter 354 Waste Disposal Ordinance  
Chapter 358 Water Pollution Control Ordinance  
Chapter 400 Noise Control Ordinance  
Chapter 403 Ozone Layer Protection Ordinance  
Chapter 466 Dumping at Sea Ordinance  
Chapter 499 Environmental Impact Assessment Ordinance
8. For the ordinances listed below, MicroStation DGN Format, Initial Graphic Exchange Specification (IGES) Format and Intergraph Display Print Room (DPR) Format are acceptable for submission of Computer Aided Design (CAD) drawings.  
Chapter 28 Land (Miscellaneous Provisions) Ordinance  
Chapter 107 Tramway Ordinance  
Chapter 215 Eastern Harbour Crossing Ordinance  
Chapter 374 Road Traffic Ordinance  
[except Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374E)]  
Chapter 393 Tate's Cairn Tunnel Ordinance  
Chapter 436 Western Harbour Crossing Ordinance

Chapter 474 Tai Lam Tunnel and Yuen Long Approach Road Ordinance  
Chapter 498 Tsing Ma Control Area Ordinance  
Chapter 520 Discovery Bay Tunnel Link Ordinance

9. For the ordinances listed below, diskette and CD-ROM are not acceptable.

Chapter 115 Immigration Ordinance  
Chapter 174 Births and Deaths Registration Ordinance  
Chapter 177 Registration of Persons Ordinance  
Chapter 181 Marriage Ordinance  
Chapter 374E Road Traffic (Registration and Licensing of Vehicles) Regulations

10. For the ordinances listed below, MicroStation DGN Format, Initial Graphic Exchange Specification (IGES) Format, Arc/Info Export Format (E00) and Arc/Info Native Format (COV) are acceptable for submission of Computer Aided Design (CAD) drawings and spatial data.

Chapter 124 Lands Resumption Ordinance  
Chapter 125 Government Rent and Premium (Apportionment) Ordinance  
Chapter 126 Government Rights (Re-entry and Vesting Remedies) Ordinance  
Chapter 127 Foreshore and Sea-bed (Reclamations) Ordinance  
Chapter 130 Land Acquisition (Possessory Title) Ordinance  
Chapter 276 Mass Transit Railway (Land Resumption and Related Provisions) Ordinance  
Chapter 473 Land Survey Ordinance  
Chapter 495 New Territories Land Exchange Entitlements (Resumption) Ordinance

11. For the provisions listed below, electronic records given or presented, or digital signatures made, to Government through the Electronic Service Delivery (ESD) System are acceptable.

Chapter 112 Inland Revenue Ordinance, Sections 51(1) and 51(8)  
Chapter 174 Births and Death Registration Ordinance, Section 22  
Chapter 175 Births Registration (Special Registers) Ordinance, Section 7  
Chapter 176 Deaths Registration (Special Registers) Ordinance, Section 7  
Chapter 178 Marriage Reform Ordinance, Section 13  
Chapter 181 Marriage Ordinance, Section 26  
Chapter 310 Business Registration Ordinance, Section 5  
Chapter 310A Business Registration Regulations, Regulation 3  
Chapter 374 Road Traffic Ordinance, Section 78  
Chapter 374B Road Traffic (Driving Licences) Regulations, Regulations 12(b), 15, 18 and 31  
Chapter 374E Road Traffic (Registration and Licensing of Vehicles) Regulations, Regulations 4, 13, 14, 19 and 21  
Chapter 541A Electoral Affairs Commission (Registration of Electors) (Legislative Council Geographical Constituencies) (District Council Constituencies) Regulation  
Chapter 541B Electoral Affairs Commission (Registration) (Electors for Functional Constituencies) (Voters for Subsectors) (Members of Election Committee) (Legislative Council) Regulation

(IV) The following words or terms used in this NOTICE shall have the meanings as stipulated below:—

Adobe Portable  
Document Format

The document format promulgated by Adobe Systems Incorporated [Document reference and version: Portable Document Format Reference Manual 1.3 (March 1999)].

|   |  |
|---|--|
| American Standard Code for Information Interchange (ASCII)  | The standard for the coding of characters promulgated by the American National Standards Institute (ANSI) [Document reference: ANSI-X3.4-1986 (R1997)] and the International Organization for Standardisation [Document reference: ISO-14962-1997].    |
| Arc/Info Export Format (E00)                                | The format for the exchange of spatial data for the use in Arc/Info, which is a Geographical Information System (GIS) software developed by the Environmental Systems Research Institute, Inc. (ESRI).   |
| Arc/Info Native Format (COV)                                | The format for the exchange of spatial data for the use in Arc/Info, which is a Geographical Information System (GIS) software developed by the Environmental Systems Research Institute, Inc. (ESRI).   |
| AutoCAD Format  | The graphics file format for the use in AutoCAD, which is a Computer Aided Design (CAD) software developed by Autodesk, Inc.   |
| Autodesk Drawing Exchange Format (DXF)                      | The three-dimensional graphics file format for the use in Computer Aided Design (CAD) systems promulgated by Autodesk, Inc. [Document reference: AutoCAD Release 13 DXF Ref.—v.u13.1.01 and AutoCAD Release 14 DXF Ref.—v.u14.1.04].                   |
| BIG-5   | The standard for the coding of Chinese characters promulgated by the Institute for Information Industry of Taiwan [Document reference and version: Computer Chinese Glyph and Character Code Mapping Table and Technical Report C-26 (May 1984)].      |
| Chinese-Japanese-Korean (CJK) Unified Ideographs characters | The Chinese, Japanese and Korean unified ideographs characters coded in the ISO10646 standard.   |
| Digital Print Room (DPR)                                    | The native graphics file format used by the Digital Print Room software developed by Intergraph Corporation for the archiving of digital plots produced by the InterPlot software. The Interplot software is also developed by Intergraph Corporation. |
| Electronic Government Forms                                 | Government forms, in the form of a software, provided by Government to generate electronic records in a pre-defined format for members of the public to fill in electronically and submit to Government through electronic means.                      |
| Electronic Service Delivery (ESD) System                    | The information system designated and used by Government for providing specified public services online to, and receive electronic information from, members of the community through the Internet and other electronic means.                         |
| Encapsulated Postscript Files (EPSF)                        | The graphics file format promulgated by Adobe Systems Incorporated [Document reference and version: Encapsulated PostScript File Format Specification Version 3.0 (May 1992)].   |
| Graphic Interchange File Format (GIF)                       | The graphics file format promulgated by CompuServe Incorporated [Document reference and version: Graphics Interchange Format Version 89a (July 1990)].   |
| Hong Kong Supplementary Character Set (HKSCS)               | The set of Chinese characters promulgated by the Government of the Hong Kong Special Administrative Region [Document reference: Document of HKSCS (September 1999)].   |
| Hypertext Mark Up Language Format (HTML, version 3.2 or 4)  | The document format promulgated by the World Wide Web Consortium (W3C) [Document reference and version: HTML version 3.2 (January 1997) and HTML version 4.0 (April 1998)].  |

|  |  |
|--|--|
| Initial Graphics Exchange Specification (IGES)           | The graphics file format for the exchange of information in Computer Aided Design (CAD) systems promulgated by the American National Standards Institute (ANSI) [Document Reference: ANSI/US PRO/IPO 100-1996].  |
| ISO 9660   | The universal standard for the volume and file structure of CD-ROM for information interchange promulgated by the International Organization for Standardisation (ISO) [Document reference: ISO9660:1988].   |
| ISO 10646  | The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardisation (ISO) [Document reference: ISO/IEC 10646-1:1993]. The standard is also commonly known as Unicode.  |
| Joint Photographic Experts Group (JPEG)                  | The graphics file format promulgated by the International Organization for Standardisation (ISO) [Document Reference: ISO/IEC 10918-1:1994] and the International Telecommunication Union (ITU) [Document Reference: ITU-T T.81 (09/92)].  |
| MB   | The measure of the size of an electronic record. A byte is a standard unit for computer information. One MB (mega-byte) means 1,048,576 bytes of information.  |
| Microsoft Rich Text Format (RTF version 1.3 or 1.5)      | The document format promulgated by Microsoft Corporation [Document reference and version: RTF Version 1.5 (November 1997)].  |
| MicroStation DGN   | The two-dimensional and three-dimensional graphics file format for the exchange of information in Computer Aided Design (CAD) systems used in the MicroStation software developed by Bentley Systems.  |
| 1.44MB diskette with size of 3.5 inches in MS-DOS format | A diskette with 1.44MB capacity and size of 3.5 inches complying with the format specified by Microsoft Corporation for the use in the MS-DOS operating system.  |
| Plain Text (TXT)   | The document format in which a sequence of characters and the words they form are encoded into computer-readable format using language encoding schemes (i.e. American Standard Code for Information Interchange (ASCII), Big-5 with Hong Kong Supplementary Character Set (HKSCS) and ISO10646) specified in this NOTICE. |
| Public-Key Cryptography Standards (PKCS)                 | The standard for public-key cryptography promulgated by RSA Security, Inc. [Document reference and version: PKCS #7: Cryptographic Message Syntax Standard Version 1.5 (November 1993)].   |
| Secure Multipurpose Internet Mail Extension (S/MIME)     | The standard of the format of electronic mail message promulgated by the Internet Engineering Task Force (IETF) [Document reference and version: RFC 2311 (March 1998) and RFC 2312 (March 1998)].   |
| Simple Mail Transfer Protocol (SMTP)                     | The standard for the protocol for the exchange of electronic mail among computer systems promulgated by the Internet Engineering Task Force (IETF) [Document reference and version: RFC 821 (August 1982)].  |
| Tag Image File Format (TIFF)                             | The graphics file format promulgated by Adobe Systems Incorporated [Document reference and version: TIFF Revision 6.0 (June 1992)].  |
| Windows BitMaps (BMP)                                    | A graphics file format promulgated by Microsoft Corporation [Document reference: Platform SDK Documentation].  |

This NOTICE shall not apply unless the information is given or presented to, or the signature is made to, a government entity as defined in section 15 of the Electronic Transactions Ordinance, or a person acting on behalf of that government entity.

This NOTICE supersedes the NOTICE G.N. 6933 published by the Secretary for Information Technology and Broadcasting on 27 October 2000, which shall cease to have effect upon the Effective Date.

*4 May 2001*

*Carrie YAU Secretary for Information Technology and Broadcasting*