

## 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 1 September 2003 ('Effective Date'):

(I) The information given or presented, or the signature made in the form of an electronic record, 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) or ISO 10646-1:2000.
2. Electronic records in Chinese shall be encoded in Big-5 or ISO 10646-1:2000 standard,
  - (a) where electronic records are coded in the 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 in 1999;
  - (b) where electronic records are coded in the ISO 10646-1:2000 standard, the set of characters is restricted to Chinese characters within the Chinese-Japanese-Korean (CJK) Unified Ideographs characters coded in the ISO 10646-1:2000 standard or characters in the HKSCS published by the Government in 1999.
3. Where electronic records are compressed, the following compression standards shall be followed:—
  - (a) Zip file (.zip); or
  - (b) GNU zip file (.gz)
4. Electronic records shall be sent as follows:—
  - (a) through electronic mail conforming to the Simple Mail Transfer Protocol (SMTP), and either Multipurpose Internet Mail Extension (MIME) or the Secure Multipurpose Internet Mail Extension (S/MIME) standard and with size not exceeding 5 MB;
  - (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.
5. Electronic records shall follow the following file format standards:—
  - (a) Plain text (TXT);
  - (b) Microsoft Rich Text Format (RTF);
  - (c) Hypertext Mark Up Language (HTML) Format; or
  - (d) Adobe Portable Document Format (PDF) (compatible to Acrobat version 3, 4 or 5).
6. Graphics in electronic records shall follow the following graphic file formats:—
  - (a) Encapsulated PostScript Files (EPSF);
  - (b) Tag Image File Format (TIFF);
  - (c) Portable Network Graphics (PNG);
  - (d) Graphics Interchange Format (GIF); or
  - (e) Joint Photographic Experts Group (JPEG).
7. Computer Aided Design (CAD) drawings in electronic records shall follow the following CAD file format:—
  - (a) Autodesk Drawing Exchange Format (DXF).
8. 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.
9. 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#7).
  10. For an electronic record which comprises multiple electronic files and which has to be signed, each individual file shall be separately signed digitally.
  11. 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.
  12. 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)12.

(II)

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 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 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	Forests and Countryside Ordinance
Chapter 98	Post Office Ordinance
Chapter 99	Pension Benefits Ordinance
Chapter 102	Waterworks Ordinance
Chapter 104	Ferry Services Ordinance
Chapter 106	Telecommunications Ordinance
Chapter 107	Tramway Ordinance
Chapter 108	Betting Duty Ordinance
Chapter 109	Dutiable Commodities Ordinance
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
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 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
Chapter 296A	Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations
Chapter 296B	Reserved Commodities (Control of Sales by Wholesale) Regulations
Chapter 297	Rehabilitation of Offenders Ordinance
Chapter 301	Hong Kong Airport (Control of Obstructions) Ordinance
Chapter 302	Hong Kong Tourism Board 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	Industrial 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	Film Censorship Ordinance
Chapter 393	Tate's Cairn Tunnel Ordinance
Chapter 394	Complex Commercial Crimes Ordinance
Chapter 397	The Ombudsman Ordinance
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 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' Lifts 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 (Redemption) Ordinance
Chapter 496	Whaling Industry (Regulation) Ordinance
Chapter 497	Submarine Telegraph 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 562	Broadcasting Ordinance
Chapter 563	Urban Renewal Authority Ordinance
Chapter 570	Fixed Penalty (Public Cleanliness Offences) Ordinance
Chapter 1002	Basel Evangelical Missionary Society Incorporation Ordinance
Chapter 1003	Bishop of the Roman Catholic Church in Hong Kong 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 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
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 Saint 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
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	Abbot 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 Girl's 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:—

- 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.
- 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)
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- For the ordinance listed below, electronic records in spreadsheet format using templates provided by the Commissioner for Census and Statistics are acceptable.
 

Chapter 316	Census and Statistics Ordinance
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- For the ordinances listed below, electronic records in format using templates provided by the Mandatory Provident Fund Schemes Authority are acceptable.
 

Chapter 426	Occupational Retirement Schemes Ordinance
Chapter 485	Mandatory Provident Fund Schemes Ordinance
- For the ordinances listed below, electronic records in 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
- For the ordinances listed below, electronic records in 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' Lifts and Tower Working Platforms (Safety) Ordinance
7. For the ordinances listed below, electronic records in 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, electronic records in MicroStation DGN Format, Initial Graphic Exchange Specification (IGES) Format and Intergraph Digital 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, electronic records in 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, electronic records in 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 495 New Territories Land Exchange Entitlements (Redemption) Ordinance
11. For the provisions listed below, electronic records and any digital signatures associated with the electronic records, given or presented to Government through the Electronic Service Delivery (ESD) System are acceptable.
- Chapter 112 Inland Revenue Ordinance, Section 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 12B, 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 Legislative Council Functional Constituencies) (Voters for Election Committee Subsectors) (Members of Election Committee) Regulation

12. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Civil Engineering Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 28	Land (Miscellaneous Provisions) Ordinance
Chapter 147	Sand Ordinance
Chapter 285	Mining Ordinance
Chapter 295	Dangerous Goods Ordinance

13. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Drainage Services Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 436	Western Harbour Crossing Ordinance
Chapter 438	Sewage Tunnels (Statutory Easements) Ordinance
Chapter 446	Land Drainage Ordinance

14. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Electrical and Mechanical Services Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 51	Gas Safety 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' Lifts And Tower Working Platforms (Safety) Ordinance

15. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Environmental Protection Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

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

16. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Highways Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 28 Land (Miscellaneous Provisions) Ordinance  
Chapter 107 Tramway Ordinance  
Chapter 215 Eastern Harbour Crossing Ordinance  
Chapter 374 Road Traffic Ordinance  
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

17. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Transport Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 104 Ferry Services Ordinance  
Chapter 230 Public Bus Services Ordinance  
Chapter 368 Road Tunnels (Government) Ordinance  
Chapter 374 Road Traffic Ordinance

18. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Environment, Transport and Works Bureau shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 372 Kowloon-Canton Railway Corporation Ordinance  
Chapter 556 Mass Transit Railway Ordinance

19. For the ordinances listed below, CAD drawings in the form of electronic records given or presented to Lands Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Environment, Transport and Works Bureau.

Chapter 125 Government Rent and Premium (Apportionment) Ordinance  
Chapter 126 Government Rights (Re-entry and Vesting Remedies) Ordinance  
Chapter 495 New Territories Land Exchange Entitlements (Redemption) Ordinance

20. It is acceptable for electronic records to be given or presented and digital signatures associated with the electronic records to be made to the Director-General of Trade and Industry through the E-applications System for Strategic Commodities Licensing (E-SC) in relation to the application and issuance of licences for the purposes of Section 6A(2) and (4) of the Import and Export Ordinance (Chapter 60).

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

Adobe Portable Document Format (PDF)	The document format promulgated by Adobe Systems Incorporated [Document reference and version: PDF Reference, Version 1.3 and Version 1.4].
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, AutoCAD Release 14 DXF Ref.— v.u14.1.04 and AutoCAD 2000 DXF Ref— v.u15.0.02 & v.u16.1.01].
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)].
CAD Standard for Works Projects (CSWP)	The common set of CAD standards used for CAD files and drawings for works projects promulgated by the Environment, Transport and Works Bureau. [Document reference and version: CSWP Document Version 1.02.00 (September 2002)]
Chinese-Japanese-Korean (CJK) Unified Ideographs characters	The Chinese, Japanese and Korean unified ideographs characters coded in the ISO10646-1:2000 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.
E-applications System for Strategic Commodities Licensing (E-SC)	E-applications System for Strategic Commodities Licensing (E-SC) is the information system designated and used by the Trade and Industry Department for providing specific public services online to, and receive electronic information from, members of the community through the Internet in relation to the application and issuance of licences for the purpose of section 6A(2) and (4) of the Import and Export Ordinance (Chapter 60).
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)].
GNU Zip File Compression Standard	GNU Zip (gzip) is a compression utility. [Document reference and version: The format of the GNU Zip file (.gz) version 4.3 generated by gzip as described in IETF RFC 1952 (May 1996)].
Graphics Interchange Format (GIF)	The graphics file format version 89a 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)	The document format promulgated by the World Wide Web Consortium (W3C) [Only those features of HTML that are implemented by both Netscape Navigator v4.7x and Microsoft Internet Explorer v5.x should be used.].
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 10646-1:2000	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 10646-1:2000]. 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)	The document format promulgated by Microsoft Corporation [Document reference and version: RTF Version 1.5 (November 1997) and Version 1.6 (May 1999)].
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.
Multipurpose Internet Mail Extension (MIME)	MIME is an extension of the SMTP protocol that enables the exchange of different kinds of data files on the Internet: audio, video, images, application programs, and other kinds, as well as ASCII handled in the original protocol [Document reference: IETF RFCs 2045, 2046, 2047, 2048, 2049, 2231, 2387, 2392, 2557, 2646 and 3023].
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 ISO10646-1:2000 with HKSCS) specified in this Notice.
Portable Network Graphics (PNG)	The standard for image compression published by the Internet Engineering Task Force (IETF) [Document reference and version: PNG version 1, described in IETF RFC 2083 (March 1997)].
Public-Key Cryptography Standards (PKCS#7)	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)	S/MIME (version 2) is the standard of the format of electronic mail message promulgated by the Internet Engineering Task Force (IETF) [Document reference and version: IETF RFC 2311 (March 1998) and IETF 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: IETF RFC 2821 & IETF RFC 2822 (April 2001)].
Tag Image File Format (TIFF)	The graphics file format promulgated by Adobe Systems Incorporated [Document reference and version: TIFF Revision 6.0 (June 1992)].
Zip File Compression Standard	The standard for file compression promulgated by WinZip Computing Incorporated [Document reference and version: IETF RFC 1951 (May 1996)]

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

This NOTICE supersedes the NOTICE G.N. 2780 published by the then Secretary for Information Technology and Broadcasting on 4 May 2001, which shall cease to have effect upon the Effective Date.

9 August 2003

John C. TSANG *Secretary for Commerce, Industry and Technology*