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 27 June 2022 ('Effective Date'):-

(I)   The information given or presented, document served 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) (the Ordinance) to which the Electronic Transactions Ordinance applies will not satisfy the Ordinance unless it complies with all the requirements herein specified, subject to any respective requirement or relaxation stipulated in (II) below.

1.   Electronic records which contain English characters only shall be coded in American Standard Code for Information Interchange (ASCII), ISO/IEC 10646-1:2000, ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.

2.   Electronic records which contain Chinese characters shall be coded as follows:

   (a)   Chinese and English characters shall be coded in ISO/IEC 10646-1:2000, and the set of Chinese characters is restricted to the Chinese characters within the Chinese-Japanese-Korean (CJK) Unified Ideographs defined in ISO/IEC 10646-1:2000 or the characters included in the Hong Kong Supplementary Character Set - 2001 (HKSCS-2001);

   (b)   Chinese and English characters shall be coded in ISO/IEC 10646:2003 with Amendment 1, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in ISO/IEC 10646:2003 with Amendment 1 or the characters included in HKSCS-2004; or

   (c)   Chinese and English characters shall be coded in ISO/IEC 10646:2011, and the set of Chinese characters is restricted to the Chinese characters within the CJK Unified Ideographs defined in ISO/IEC 10646:2011.

3.   Where electronic records are compressed, the following compression standards shall be followed: -

   (a)   Zip file (.zip);

   (b)   GNU zip file (.gz);

   (c)   7-Zip file (.7z); or

   (d)   RAR file (.rar).

4.   Electronic records shall be sent as follows:-

   (a)   through electronic mail conforming to:-

      i.   Simple Mail Transfer Protocol (SMTP) or Simple Mail Transfer Protocol over Transport

Layer Security (SMTP over TLS);

    ii. Multipurpose Internet Mail Extension (MIME) or Secure Multipurpose Internet Mail Extension (S/MIME) standard; and

    iii. size not exceeding 25 MB;

(b)   in the form of CD-ROM in ISO 9660 format;

(c)   in the form of DVD-ROM in ISO/IEC 13346:1995 format;

(d)   in the form of USB Mass Storage Device in FAT format; or

(e)   through electronic transfer means conforming to:-

    i. HyperText Transfer Protocol (HTTP); or

    ii. File Transfer Protocol (FTP).

5.   An electronic record and all electronic records contained in it shall be given, served and presented in the following file format standards:-

File Format	Standard(s)
(a) Text Format	Plain text format (TXT)
(b) Formatted Document File Format	Microsoft Rich Text Format (RTF); HyperText Markup Language (HTML); Extensible Markup Language (XML); JavaScript Object Notation (JSON); Microsoft Word format (.doc); ISO/IEC 29500-1 format (.docx); or OpenOffice.org format (.odt)
(c) Presentation File Format	Microsoft PowerPoint format (.ppt); ISO/IEC 29500-1 format (.pptx); or OpenOffice.org format (.odp)
(d) Spreadsheet File Format	Microsoft Excel format (.xls); ISO/IEC 29500-1 format (.xlsx); or OpenOffice.org format (.ods)
(e) Portable Document Format	Adobe Portable Document Format (PDF); or PDF/A format
(f) Graphics or Image Format	Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Portable Network Graphics (PNG); Graphics Interchange Format (GIF); or Joint Photographic Experts Group (JPEG)

File Format	Standard(s)
(g) Computer Aided Design Drawings Format	Autodesk Drawing Exchange Format (DXF)

6.   An electronic record given, presented or served 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.

7.   When a digital signature is used, it shall be attached to an electronic record in accordance with the following standards:–

   (a) Secure Multipurpose Internet Mail Extension (S/MIME) standard;

   (b) Public-Key Cryptography Standards (PKCS#7);

   (c) PDF v1.5/1.6/1.7 (ISO 32000-1) or v2.0 (ISO 32000-2:2017); or

   (d) XML Signature Syntax and Processing standard.

8.   For an electronic record which comprises multiple electronic records and which has to be signed, each individual record shall be separately signed digitally.

9.   Electronic records given, presented or served 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.

10.   For submission of Government forms to Government, the Electronic Government Forms should be used to generate relevant 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)1 to (I)9.

(II)   The following relaxation and requirement, as the case may be, shall apply as specified:-

1.   For the ordinance listed below, electronic records and any digital signatures associated with the electronic records, given or presented through the information systems designated by the Building Authority are acceptable.

   Chapter 123   Buildings Ordinance and its subsidiary legislation

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, electronic records given through application systems designated by or in 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, 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

5. 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

6. For the ordinances listed below, electronic records in Initial Graphic Exchange Specification (IGES) Format are 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 are 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

8. 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 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, CD-ROM, DVD-ROM and USB Mass Storage Device 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 GovHK are acceptable.

Chapter 112	Inland Revenue Ordinance, Sections 41, 51(4)(a), 51(8), 52(2), 52(4), 52(5), 52(6), 63E, 63J, 63O, 64 and 70A
Chapter 117	Stamp Duty Ordinance, Section 19(12A)
Chapter 174	Births and Deaths 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 8
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 539	Hong Kong Special Administrative Region Passports Ordinance, Section 7
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 and Development Department shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Development 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 Development 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 Development 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 Development 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

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 Development 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 Development 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 Transport and Housing Bureau shall follow requirements set out in 'CAD Standard for Works Projects' promulgated by the Development 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 Development 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 (Cap. 60).

21.　For the section of the ordinance listed below, duplicates of land boundary plans in the form of electronic records deposited with the Land Survey Authority shall be generated by scanning the original land boundary plans that are both signed and certified by hand in the specified form by the authorized land surveyor and shall follow the Adobe Portable Document Format (PDF).

　Section 30(4) of Land Survey Ordinance, Chapter 473

22.　For the section of the ordinance listed below, survey record plans in the form of electronic records deposited with the Land Survey Authority shall be generated by scanning the survey record plans that are both signed and certified by hand in the specified form by the authorized land surveyor and shall follow the Adobe Portable Document Format (PDF).

　Section 30(4) of Land Survey Ordinance, Chapter 473

23.　For the ordinances listed below, electronic records in the format using templates provided by or specified by the Monetary Authority are acceptable.

Chapter 155	Banking Ordinance
Chapter 356	Monetary Statistics Ordinance
Chapter 581	Deposit Protection Scheme Ordinance

24. For the ordinance listed below, electronic records and digital signatures associated with the electronic records, given or presented to the secretary to the Town Planning Board through the Electronic Planning Application Submission System (EPASS) are acceptable.

Chapter 131   Town Planning Ordinance

25. For the provisions listed below, electronic records and any digital signatures associated with the electronic records given or presented to the Registrar of Companies through application systems designated by the Registrar of Companies are acceptable.

Chapter 29   Trustee Ordinance, Section 77
Chapter 37   Limited Partnerships Ordinance, Sections 7 and 8
Chapter 306   Registered Trustees Incorporation Ordinance, Section 3

(III)   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 1.2, Version 1.3, Version 1.4, Version 1.5, Version 1.6, Version 1.7 (ISO 32000-1) and Version 2.0 (ISO 32000-2:2017)].
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 Standardization [Document reference: ISO/IEC 646].
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].
CAD Standard for Works Projects (CSWP)	The common set of CAD standards used for CAD files and drawings for works projects promulgated by the Development Bureau [Document reference and version: CSWP Document Version 1.03.00 (November 2007)].

Chinese-Japanese-Korean (CJK) Unified Ideographs	The Chinese, Japanese and Korean unified ideographs coded in the ISO/IEC 10646-1:2000, ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011.
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 (Cap. 60).
Electronic Government Forms	Government forms, in the form of a software, an electronic service or an electronic process, provided or defined 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 Planning Application Submission System (EPASS)	Electronic Planning Application Submission System (EPASS) is an information system designated by the Planning Department for on-line submission of planning applications and information to the secretary to the Town Planning Board for the purpose of the Town Planning Ordinance (Cap. 131).
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)].
Extensible Markup Language (XML)	XML is a markup language that defines a set of rules for encoding documents in human-readable and machine-readable format.
FAT	The File Allocation Table (FAT) is a computer file system supported by popular operating systems. Also, the FAT format refers to the variants of the file system, namely FAT12, FAT16, FAT32 and exFAT.
File Transfer Protocol (FTP)	FTP is a standard Internet protocol to exchange files between computers. Use of Secure Shell File Transfer Protocol (SFTP) or FTP over a secure channel supported by Government would enhance the security of file transfer.
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 (IETF RFC 1952) (May 1996)].
GovHK	The information system designated and used by Government for providing specified public services or information online to, and receive electronic information from, members of the community through the internet and other electronic means.

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)].
HKSCS-2001 (Hong Kong Supplementary Character Set - 2001)	The set of Chinese characters promulgated by the Government of the Hong Kong Special Administrative Region [Document reference: Document of HKSCS-2001 (December 2001)].
HKSCS-2004 (Hong Kong Supplementary Character Set - 2004)	The set of Chinese characters promulgated by the Government of the Hong Kong Special Administrative Region [Document reference: Document of HKSCS-2004 (May 2005)].
HyperText Markup Language (HTML)	The document format promulgated by the World Wide Web Consortium (W3C) [Only those features of HTML that are implemented in common by the prevailing versions of popular browsers should be used.].
HyperText Transfer Protocol (HTTP)	The protocol used by web servers and browsers for formatting and transmitting messages. Use of HTTP over a secure channel supported by Government, such as HTTP over Transport Layer Security, would enhance the confidentiality, authenticity and integrity of messages.
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 Standardization (ISO) [Document reference: ISO 9660:1988].
ISO/IEC 10646:2011	The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 10646:2011 (March 2011)].
ISO/IEC 10646:2003 with Amendment 1	The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 10646:2003 (December 2003) and ISO/IEC 10646:2003 Amendment 1 (November 2005)].
ISO/IEC 10646-1:2000	The universal standard for the coding of characters in a multi-language environment promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 10646-1:2000]. The standard is compatible with the commonly known Unicode.

ISO/IEC 13346:1995	The universal standard for the volume and file structure of write-once and rewritable media using non-sequential recording for information interchange promulgated by the International Organization for Standardization (ISO) [Document reference: ISO/IEC 13346:1995].
ISO/IEC 29500-1	The universal standard for document formats with file extensions, namely .docx, .pptx and .xlsx, represent files created by office applications using the ISO/IEC 29500-1 standard.
JavaScript Object Notation (JSON)	JSON is a lightweight, text-based, language-independent data interchange format.
Joint Photographic Experts Group (JPEG)	The graphics file format promulgated by the International Organization for Standardization (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 Excel format	The Microsoft spreadsheet format (.xls) used by Microsoft Excel 97 and later versions.
Microsoft PowerPoint format	The Microsoft presentation format (.ppt) used by Microsoft PowerPoint 97 and later versions.
Microsoft Rich Text Format (RTF)	The document format promulgated by Microsoft Corporation [Document reference and version: RTF Version 1.6 (May 1999)].
Microsoft Word format	The Microsoft Word document format (.doc) used by Microsoft Word 97 and later versions.
MicroStation DGN Format	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, 2049, 2231, 2387, 2392, 2557, 3676, 4289, 6838 and 7303].
OpenOffice.org format	The document formats with file extensions, namely .odt, .odp and .ods, represent files created for OpenOffice.org v2.0 or later, which are based on OpenDocument 1.0.

PDF/A	A constrained form of PDF under ISO 19005 standard, including PDF/A-1a (ISO 19005-1 Level A) and PDF/A-1b (ISO 19005-1 Level B), for long-term archiving of electronic documents.
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), ISO/IEC 10646-1:2000 with HKSCS-2001, and ISO/IEC 10646:2003 with Amendment 1 with HKSCS-2004) specified in this Notice. Plain text does not contain formatting or structural information. It can be in the form of "content-type:text/plain" in an electronic mail or a file that can be opened by common text editors.
Portable Network Graphics (PNG)	The standard for image compression published by the Internet Engineering Task Force (IETF) [Document reference and version: PNG second edition (ISO/IEC 15948:2003) (November 2003)].
Public-Key Cryptography Standards (PKCS#7)	A general syntax defined by RSA Security, Inc. for data that may have cryptography applied to it. [Document reference and version: PKCS #7: Cryptographic Message Syntax Standard Version 1.5 (IETF RFC 2315 (March 1998))].
RAR File Compression Standard	RAR is a compressed archive file format that supports multipart archives, several compression/encryption algorithms, and Unicode filenames.
Secure Multipurpose Internet Mail Extension (S/MIME)	S/MIME is the standard of the format of electronic mail message promulgated by the Internet Engineering Task Force (IETF) [Only those S/MIME (version 3) enabled e-mail client software should be used.].
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 RFCs 5321 and 5322 (October 2008)].
Simple Mail Transfer Protocol over Transport Layer Security (SMTP over TLS)	Simple Mail Transfer Protocol over Transport Layer Security (SMTP over TLS) is to enhance the confidentiality and authenticity of Internet e-mail exchange on top of SMTP [Document reference and version: IETF RFC 3207 (February 2002)].
Tag Image File Format (TIFF)	The graphics file format promulgated by Adobe Systems Incorporated [Document reference and version: TIFF Version 6.0 (June 1992)].
Universal Serial Bus (USB) Mass Storage Device	A mass storage device with an integrated USB interface to become accessible to a host computing device for file storage and transfers.
XML Signature Syntax and Processing	XML Signature standard provides data integrity and signer authentication. XML Signature Syntax and Processing defines an XML syntax for digital signing of XML documents.

| Zip File Compression Standard | The standard for file compression promulgated by WinZip Computing Incorporated [Document reference and version: IETF RFC 1951 (May 1996)] |
| 7-Zip File Compression Standard | 7-Zip is a file archiver with a high compression ratio. |

This NOTICE shall not apply unless the information is given or presented, the document is served 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. 2528 published by the Permanent Secretary for Innovation and Technology on 27 May 2022, which shall cease to have effect upon the Effective Date.

21 June 2022   Annie CHOI *Permanent Secretary for Innovation and Technology*