

Upload Stamping Request User Guide

Version : 1.0

TABLE OF CONTENTS

	Page
1. PURPOSE	1
2. SCOPE	2
3. HARDWARE AND SOFTWARE REQUIREMENT	3
3.1 HARDWARE REQUIREMENT	3
3.2 SOFTWARE REQUIREMENT	3
3.3 OTHER SOFTWARE REQUIREMENT FOR PREPARING UPLOAD DATA FILE	4
4. PREPARATION OF UPLOAD FILE	7
4.1 PRE-REQUISITE	7
4.2 UPLOAD FILE PREPARATION	7
4.2.1 Using Custom-Developed Applications	7
4.2.2 Using Upload Data Preparation Template	8
5. UPLOAD STAMPING REQUEST	13
5.1 PRE-REQUISITE	13
5.2 UPLOAD DATA FILE	13
5.3 SUBMIT UPLOAD RECORDS	18
6. USEFUL TIPS AND TROUBLE-SHOOTING Q&A	20
6.1 USEFUL TIPS	20
6.2 TROUBLE-SHOOTING Q&A	20
7. STAMPING REQUEST UPLOAD FILE - DATA SPECIFICATION	22
Appendix A. DESCRIPTION OF DATA SPECIFICATION	28

1. PURPOSE

Uploading stamping request enables customers to submit stamping requests through the e-Stamping service of the Inland Revenue Department more quickly and conveniently. With it, customers do not have the need to get connection to the Internet and key in data on the input screen field by field. They can prepare the stamping request data file off-line. When the file is ready, they can then access the e-Stamping service in the GovHK website (www.gov.hk) to upload it. On completion of uploading, the uploaded data will be stored as saved records. Customers can then submit the stamping request after verification.

This user guide explains how to prepare a data file containing data of stamping requests in XML format and how to upload the data file to the e-Stamping service of Inland Revenue Department for submission of stamping request.

This document will be updated when there are changes. E-Stamping client is reminded to check the updated version at the e-Stamping service menu.

2. SCOPE

The scope of this document includes the procedure to upload property transfer stamping requests and tenancy agreement stamping requests through the e-Stamping service. It also covers the software and hardware requirements.

For more information on the e-Stamping service, please visit the following website:

http://www.ird.gov.hk/eng/ese/e_stamp.htm

3. HARDWARE AND SOFTWARE REQUIREMENT

3.1 HARDWARE REQUIREMENT

The minimum requirement of the computer for e-Stamping service is listed below:

- CPU: Pentium 500MHz compatible, or above
- RAM: 128MB or above
- Hard disk free space: 100MB or above
- Modem: 56Kbps or broadband (recommended)
- Monitor Resolution: best for 1024 x 768
- Printer (optional): for printing of acknowledgement page, payment notice and stamp certificate
- Smart Card Reader (optional): for reading eCert file stored in Smart ID card

3.2 SOFTWARE REQUIREMENT

The minimum software requirement of the computer for the e-Stamping service is listed below:

- Operating Systems
 - † Microsoft Windows 2000 / XP
 - † Microsoft Windows Vista
 - † Apple Mac OS X
 - † Linux
- Web Browsers (support 128-bit cipher strength)
 - † Microsoft Windows XP / 2000
 - ★ English/Chinese Microsoft Internet Explorer 6.0
 - ★ English/Chinese Microsoft Internet Explorer 7.0
 - ★ English/Chinese Mozilla Firefox 2.0
 - † Microsoft Windows Vista
 - ★ English/Chinese Microsoft Internet Explorer 7.0 bundled
 - ★ English/Chinese Mozilla Firefox 2.0
 - † Apple Mac OSX
 - ★ English/Chinese Mozilla Firefox 2.0
 - † Linux
 - ★ English/Chinese Mozilla Firefox 2.0
- Java Virtual Machine
 - † Sun Microsystems 1.4.2.06 or later

3.3 OTHER SOFTWARE REQUIREMENT FOR PREPARING UPLOAD DATA FILE

The stamping request upload service is applicable to Initial Stamping of Agreement / Assignment and Stamping of Tenancy Agreement. The upload file has to be in XML format and compliant with a pre-defined specification. To prepare the upload file, additional software is required.

User may prepare the upload file in two ways:

- Custom-develop applications to prepare XML data file directly based on the pre-defined **Data Specification**, one for Initial Stamping of Property Agreement / Assignment, and one for Stamping of Tenancy Agreement, in Document Type Definition (DTD); or
- Make use of the **Upload Data Preparation Template** and a pre-built **XML Filter Package** to convert data in the upload template into valid upload records in their computers through the use of free software **Openoffice.org Calc version 2.x (installed with Java Runtime Environment – JRE)**.

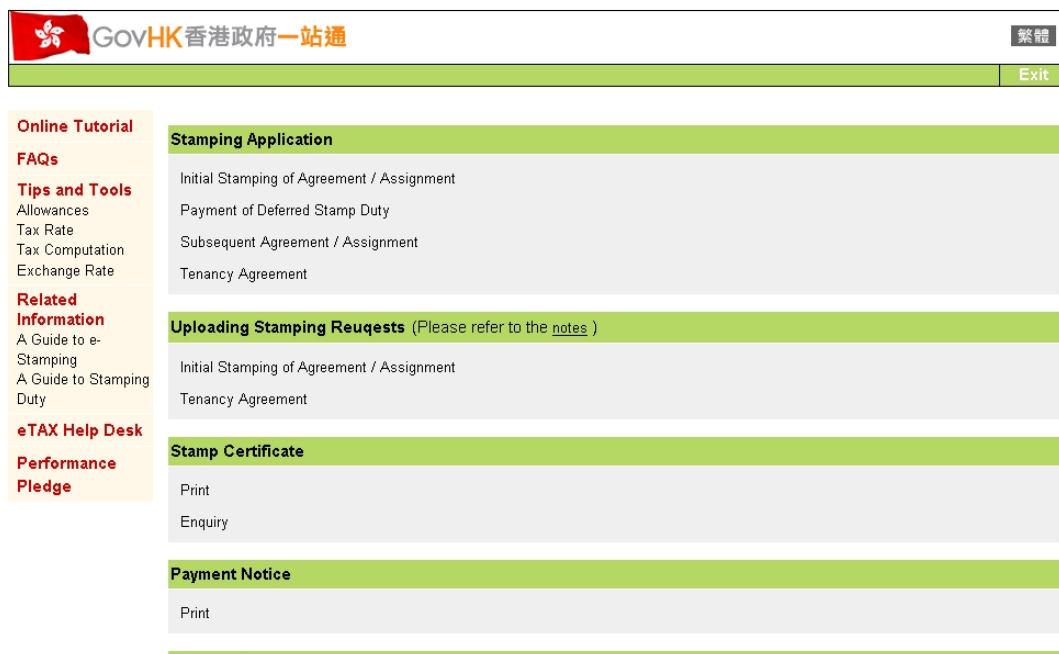
For the above mentioned software items, e.g. the Data Specification, Upload Data Preparation Template and the pre-built XML Filter Package, they can be downloaded through the e-Stamping service menu.

The free software Openoffice.org Calc version 2.x can be downloaded from <http://www.openoffice.org>. To run the pre-built XML Filter Package under Openoffice.org Calc, the Java Runtime Environment (JRE) software should also be installed. Detailed information on download and installation of the Openoffice.org Calc and the Java Runtime Environment (JRE) can be found in <http://www.openoffice.org> and <http://java.sun.com> respectively.

Download of Data Specifications / Upload Template / XML Filter Package

E-Stamping clients can follow the following steps to locate and download the Data Specifications, Upload Data Preparation Template and XML Filter Package:

Step 1: Press the **notes** besides the **Uploading Stamping Requests** feature in the e-Stamping service menu.



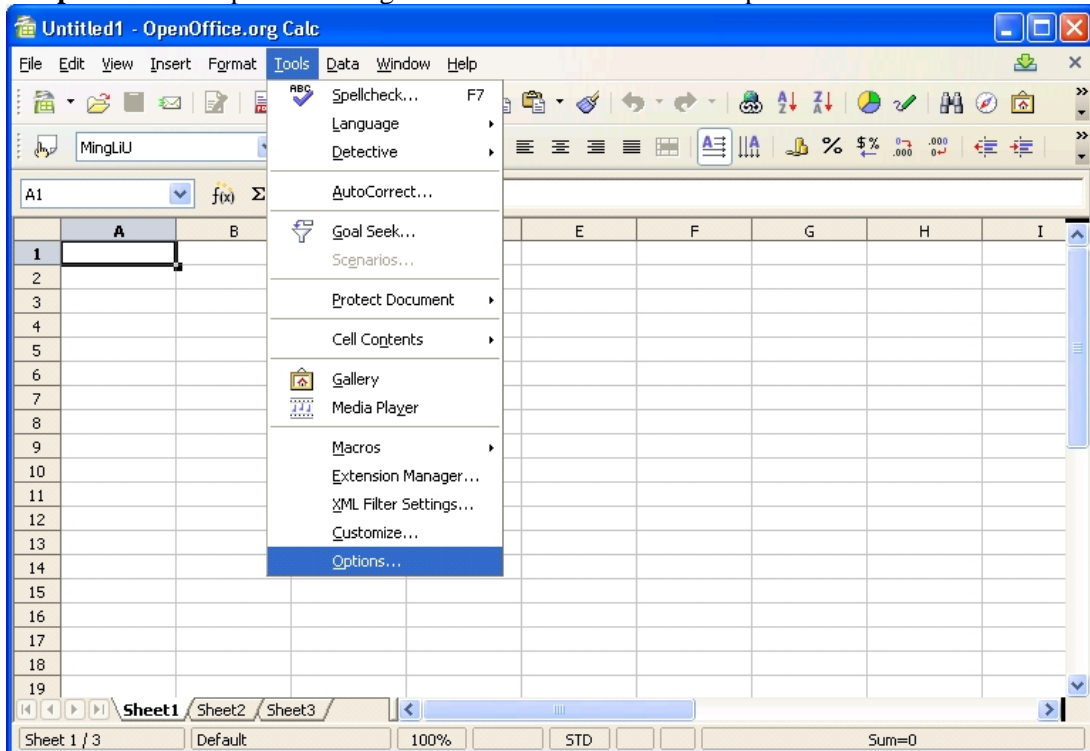
Step 2: A window will be popped-up and various resource files can be downloaded by clicking respective self-descriptive hyperlinks.



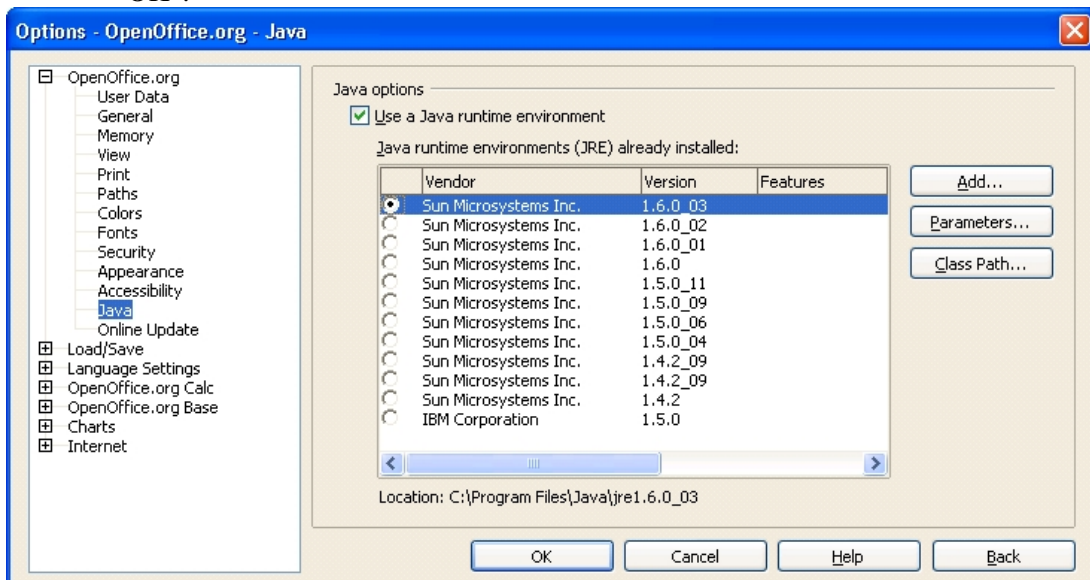
Configuration of the Openoffice.org Calc

After installation of OpenOffice.org Calc and Java Runtime Environment (JRE), it is required to enable the Java option of OpenOffice.org Calc as follows:

Step 1: Launch OpenOffice.org Calc and click “Tools” -> “Options...”.



Step 2: Select a JRE version (version on or above 1.4.2 is recommended) and click “OK”.



4. PREPARATION OF UPLOAD FILE

4.1 PRE-REQUISITE

Before the preparation of upload file by using Upload Data Preparation Template, the following files should be obtained from the GovHK web site:

- Upload Data Preparation Template;
- XML Filter Package (*Stamping of Property Transfer.jar*) for Initial Stamping of Agreement / Assignment; and/or
- XML Filter Package (*Stamping of Tenancy Agreement.jar*) for Stamping of Tenancy Agreement.

For preparation of XML files using the custom-developed programs, the following data specification should be obtained.

- Data Specification File (*Stamping of Property Transfer.dtd*) for Initial Stamping of Agreement / Assignment; and/or
- Data Specification File (*Stamping of Tenancy Agreement.dtd*) for Stamping of Tenancy Agreement.

4.2 UPLOAD FILE PREPARATION

4.2.1 Using Custom-Developed Applications

With extensive support of XML in various application development tools, e-Stamping clients may choose to generate upload file by custom-developed applications. Under this option, e-Stamping clients may also consider to integrate the applications with their existing systems/databases so as to effectively utilise stamping related data already stored for generation of upload file.

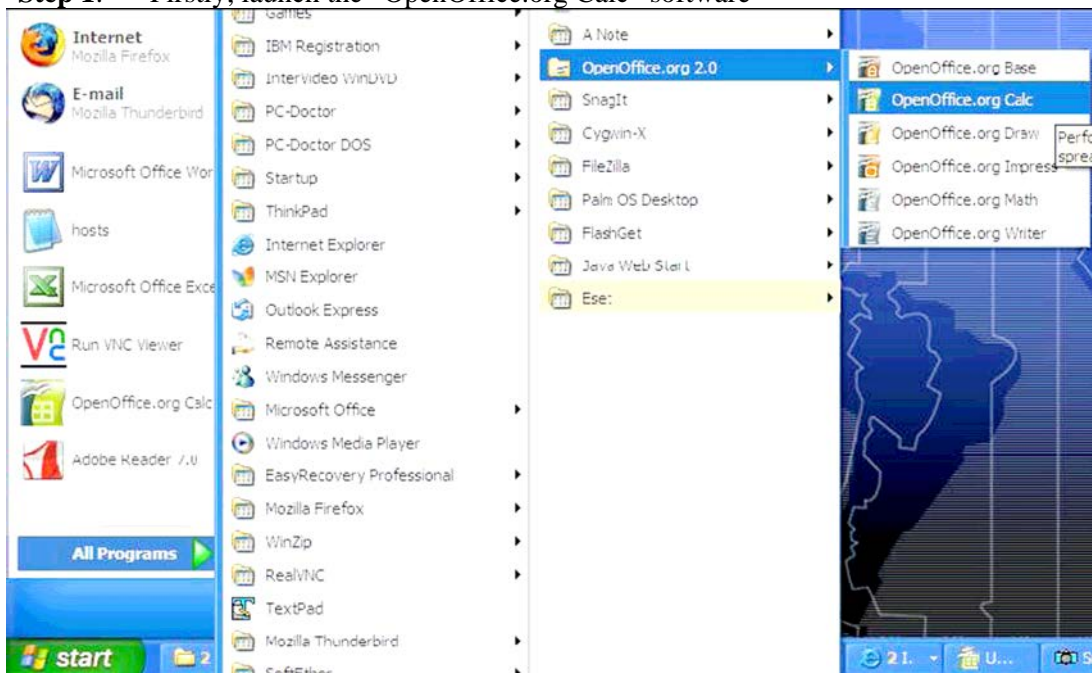
To ensure the generated upload file being acceptable by the stamping request upload function of the e-Stamping service, the prepared upload file has to comply with the pre-defined data specification file as mentioned in section 4.1. For detailed description of the data specification, please refer to Appendix A.

4.2.2 Using Upload Data Preparation Template

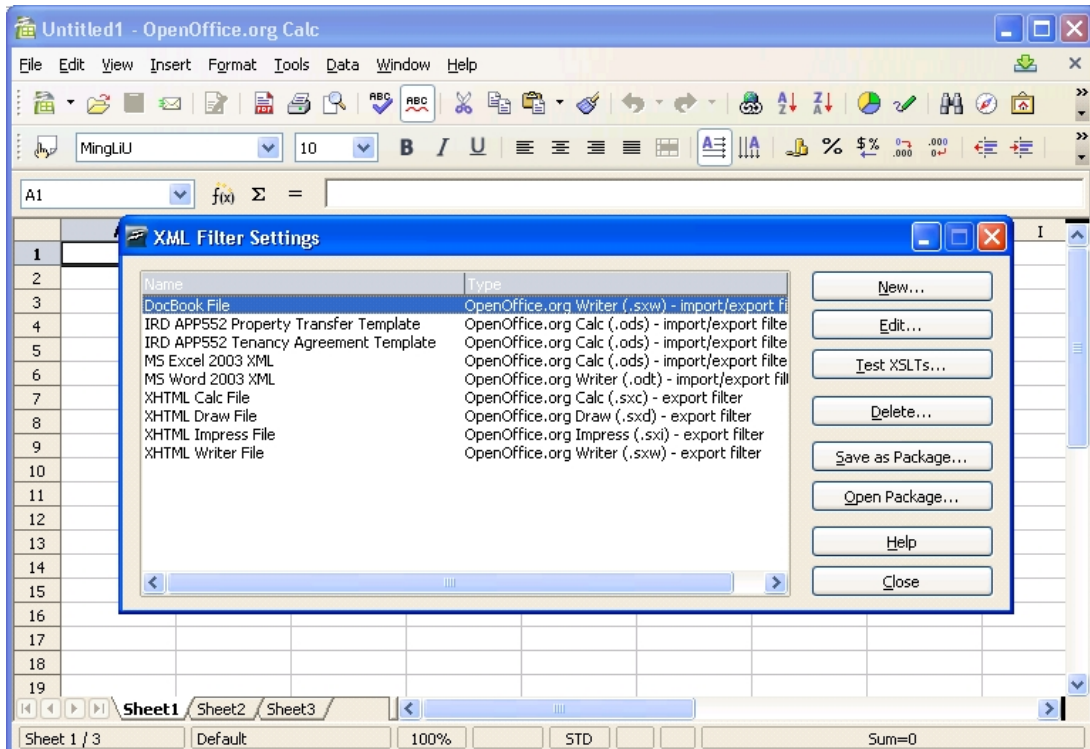
4.2.2.1 Installation

After download of various resource files as mentioned in section 4.1, some of them have to be installed in the OpenOffice.org Calc Software. The following steps illustrate the required installation process. Microsoft Windows is used as the Operating System (OS) to show the installation steps. Installation steps on other supported OS are similar. Moreover, such installation steps are required once.

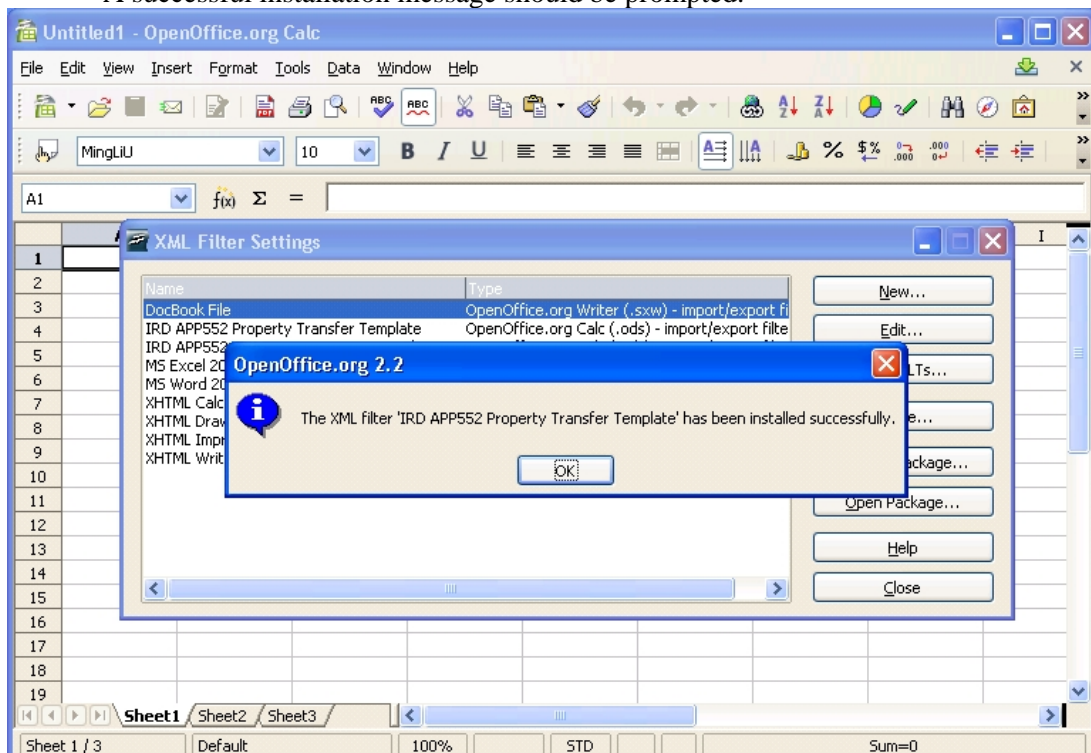
Step 1: Firstly, launch the “OpenOffice.org Calc” software



Step 2: Click “Tools” -> “XML Filter Settings”. The following pop-up menu will be shown.



Step 3: Click “Open Package”, locate the XML Filter Package (i.e. Stamping of Property Transfer.jar or Stamping of Tenancy Agreement.jar), and click “Open”. A successful installation message should be prompted.



4.2.2.2 Preparation of Upload Data

1. Edit Template File

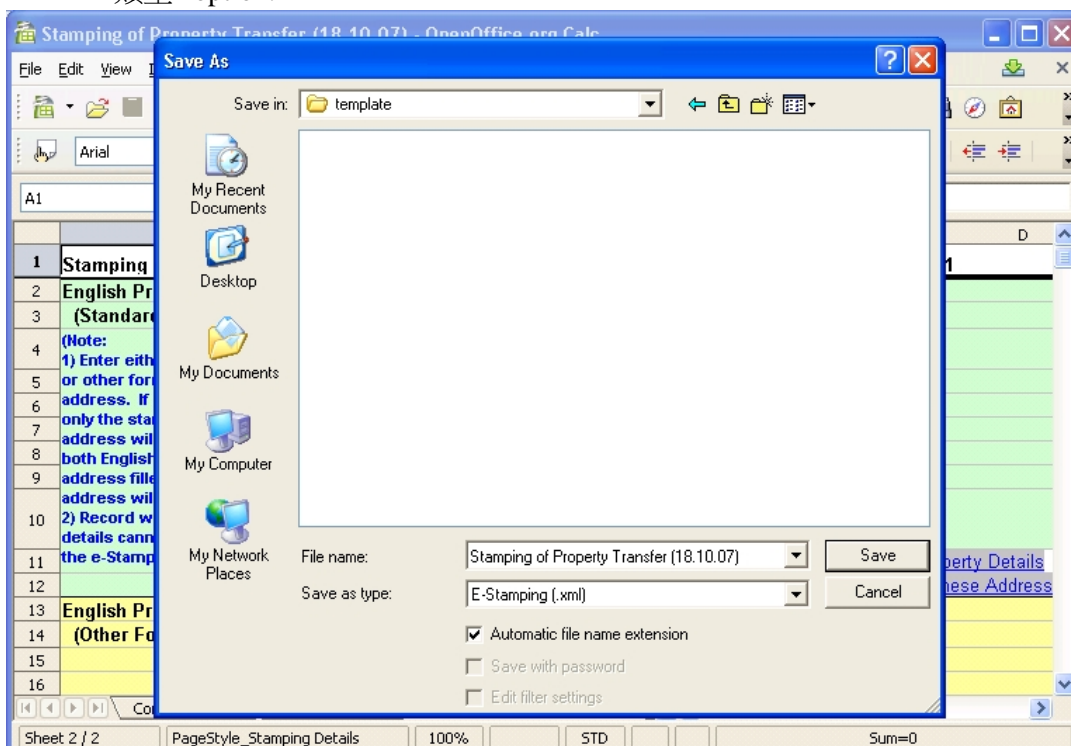
User can use either Openoffice.org Calc version 2.x or Microsoft Office Excel to open the Upload Data Preparation Template, and then follow the field instruction to fill up with the data to be uploaded. Each upload file may contain as many as 50 records or as little as 1 record. Records beyond the 50th record column will not be extracted for uploading. The template has input notes informing the data format of each field.

2. Save Template File

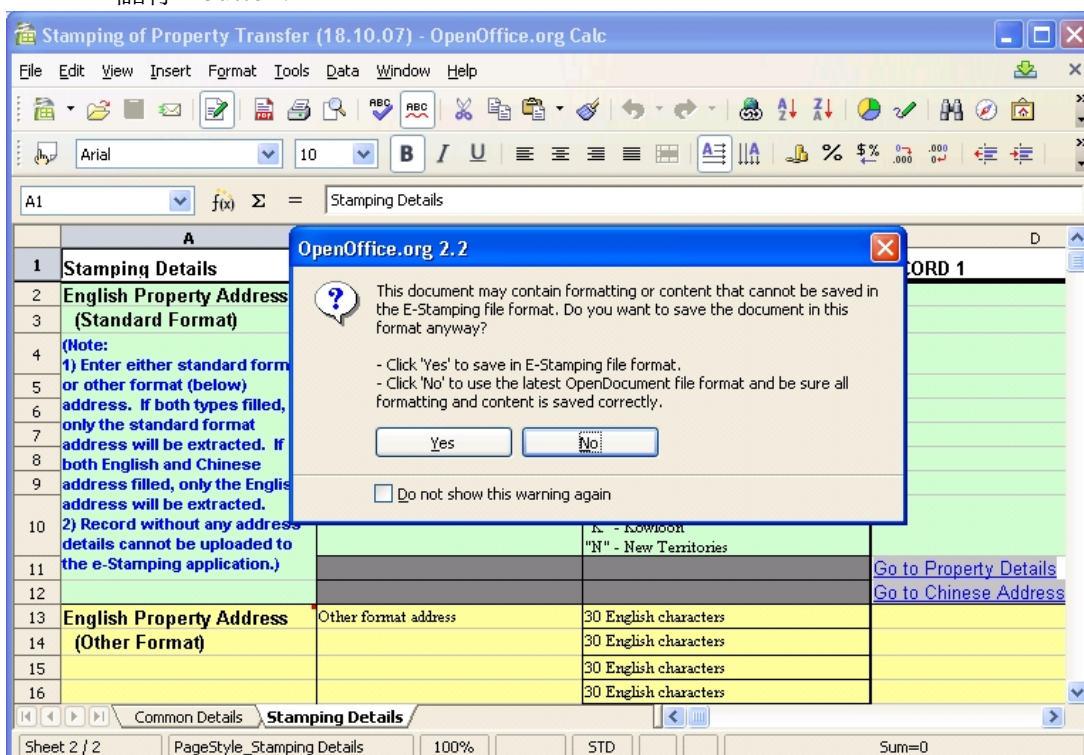
User may save the template file before converting it to XML file. The saved file can be retrieved for future use such that it may save time to input the same or similar information (e.g. for similar stamping requests in the same estate).

3. Convert Upload File

Step 1: Open the prepared Upload Template file using OpenOffice.org Calc. Click “File” -> “Save As...”, and select “E-Stamping (.xml)” at the “File Type”/“存檔類型” option.



Step 2: Enter a file name at the “Filename”/”檔名” field, and then click “Save”/”儲存” button.



A pop-up alert message will be prompted to remind user to save file into “E-Stamping” file format. If user wants to save the worksheet file before conversion, click “No” and return to the save menu where the file format can be selected again, otherwise, user should click “Yes” to proceed the conversion.

If there is no validation problem, a new file as named in “.xml” extension should be saved. This file can be used to upload into the application. The following table shows the content of a sample generated XML file:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE PROPERTY_TRANSFERS SYSTEM "Stamping%20of%20Property%20Transfer.dtd">
<PROPERTY_TRANSFERS version="1.0">
<PROPERTY_TRANSFER>
<APP_NAME_L1>ME</APP_NAME_L1>
<APP_NAME_L2/>
<APP_NAME_L3/>
<APP_CAPACITY>RA</APP_CAPACITY>
<APP_BRN_BRH/>
<APP_REF_NO/>
<APP_TEL_NO>82091929</APP_TEL_NO>
<APP_FAX_NO>92920811</APP_FAX_NO>
<INIT>
<PTY_FLAT>C</PTY_FLAT>
<PTY_FLOOR>5</PTY_FLOOR>
<PTY_BLOCK_TOWER_IND>B</PTY_BLOCK_TOWER_IND>
<PTY_BLOCK>A</PTY_BLOCK>
<PTY_BLDG>WAN CHAI HOUSE</PTY_BLDG>
<PTY_EST/>
<PTY_STREET>WAN CHAI ROAD</PTY_STREET>
<PTY_DISTRICT/>
<PTY_AREA_CODE>H</PTY_AREA_CODE>
<PTY_NATURE>2</PTY_NATURE>
```

```
<PTY_ASSIGN_PERCENT/>
<NUM_PTY/>
<LRPRN/>
<RATING_NO/>
<PTY_STATE>2</PTY_STATE>
<TENT_IND>V</TENT_IND>
<PURCH_COST_TOTAL>1000</PURCH_COST_TOTAL>
<PURCH_COST_STATED>100</PURCH_COST_STATED>
<PURCH_COST_MORT/>
<PURCH_COST_OTHER_PREMIUM/>
<PURCH_COST_CONFM_FEE/>
<PRICE_BELOW_MV_IND/>
<INST_NATURE>1</INST_NATURE>
<SHARE_SD_VENDOR/>
<SHARE_SD_PURCHASER/>
<SHARE_SD_OTHER/>
<DEFER_ELG_IND/>
<EXEC_DATE/>
<DUP_NUM/>
<PROV_AGREE_DATE/>
<AGREE_DATE/>
<OTHER_DATE/>
<VAL_DATE_IND/>
<DEVELOPER_IND/>
<TRANSFEROR_ACQUIRE_INST/>
<TRANSFEROR_ACQUIRE_DATE/>
<TRANSFEROR_ACQUIRE_COST/>
<TENT_START_DATE/>
<TENT_END_DATE/>
<TENT_RENT/>
<TENT_RATE_IND/>
<TENT_GOV_RENT_IND/>
<TENT_MAINT_IND/>
<TENT_MANAGE_IND/>
<TENT_MANAGE_CHG/>
<HAHS_1ST_PUR_DATE/>
<HAHS_INL_MKV/>
<HAHS_1ST_PUR_PRICE/>
</INIT>
<PARTIES_INIT>
<PARTY_TYPE>SV</PARTY_TYPE>
<SEQ_NO>1</SEQ_NO>
<ID_TYPE>H</ID_TYPE>
<ID>K1234567</ID>
<ENG_NAME_L1>WONG TAI SIN</ENG_NAME_L1>
<BUS_INCORP_PLACE>H</BUS_INCORP_PLACE>
<CORR_ADDR_L1>ONE ADDRESS</CORR_ADDR_L1>
<CORR_ADDR_TYPE>I</CORR_ADDR_TYPE>
</PARTIES_INIT>
<PARTIES_INIT>
<PARTY_TYPE>SP</PARTY_TYPE>
<SEQ_NO>1</SEQ_NO>
<ID_TYPE>P</ID_TYPE>
<ID>B0290191</ID>
<ENG_NAME_L1>PURCHASER 1</ENG_NAME_L1>
<CORR_ADDR_TYPE>P</CORR_ADDR_TYPE>
<OSHIP_TYPE>S</OSHIP_TYPE>
</PARTIES_INIT>
</PROPERTY_TRANSFER>
</PROPERTY_TRANSFERS>
```

5. UPLOAD STAMPING REQUEST

5.1 PRE-REQUISITE

Before using the upload service, client's computer configuration should meet the minimum hardware and software requirements in section 3.

5.2 UPLOAD DATA FILE

Step 1: Open browser and locate the e-services menu of Inland Revenue Department through the GovHK website.

The screenshot shows the GovHK website interface. At the top, there is a navigation bar with the GovHK logo and the text "GovHK 香港政府一站通". Below this, there is a sidebar menu on the left with categories: "FAQs", "Tips and Tools" (including Allowances, Tax Rate, Tax Computation, Exchange Rate), "Related Information" (including Budget Proposal, Extension allowed to e-Filers, Tax Return & Guide, Assessment, Payment), "eTAX Help Desk", "Performance", and "Pledge". The main content area features a green header with the "稅務易 eTAX" logo and the Inland Revenue Department logo. Below the header, it says "Please select the service you require:". There are two icons: a payment icon labeled "Payment Required" and a printer icon labeled "Printer Required". The services are listed under two main categories: "Individual" and "Property". Under "Individual", the services are: "View eTAX Account, Tax Position and Messages", "Change of Personal Particulars, Profile and Password", "Filing of Tax Return - Individuals (Available from May 2008)", "Request to Amend Tax Assessment and/or Provisional Tax (Available from July 2008)", "Objection to Assessment (Available from July 2008)", "Holdover of Provisional Tax (Available from July 2008)", and "Election for Personal Assessment (Available from July 2008)". Under "Property", the services are: "Stamping of Property Document" (with a payment icon) and "Viewing of Property Tax Return for Jointly Owned Properties".

Step 2: Click the “Stamping of Property Document” URL. The menu page of the e-Stamping service should be popped up.

The screenshot shows the GovHK website interface for the e-Stamping service. At the top, there is a header with the GovHK logo and the text "GovHK 香港政府一站通" on the left, and a language selector "繁體" on the right. Below the header is a green navigation bar with an "Exit" button. The main content area is divided into several sections:

- Online Tutorial**
- FAQs**
- Tips and Tools**
 - Allowances
 - Tax Rate
 - Tax Computation
 - Exchange Rate
- Related Information**
 - A Guide to e-Stamping
 - A Guide to Stamping Duty
- eTAX Help Desk**
- Performance Pledge**

The main content area contains the following sections:

- Stamping Application**
 - Initial Stamping of Agreement / Assignment
 - Payment of Deferred Stamp Duty
 - Subsequent Agreement / Assignment
 - Tenancy Agreement
- Uploading Stamping Requests** (Please refer to the [notes](#))
 - Initial Stamping of Agreement / Assignment
 - Tenancy Agreement
- Stamp Certificate**
 - Print
 - Enquiry
- Payment Notice**
 - Print

Step 3: Click the URL (i.e. Initial Stamping of Agreement / Assignment or Tenancy Agreement) under the “Uploading Stamping Requests” feature. The client authentication page would be shown.

Step 4: After successful authentication, the screen for file upload would be shown:

Step 5: User should either enter the full path with filename of the prepared upload file or click the “Browse” button to get the upload filename. By clicking the “Upload” button, the service would validate the format of the upload file. If the upload file is not in acceptable format, error message will be shown as follows.

The screenshot shows the GovHK website interface. At the top, there is a navigation bar with the GovHK logo and the text 'GovHK 香港政府一站通'. Below this is a green header bar with 'Exit' and 'Back to Menu' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar contains navigation links for 'Step 1 Upload Stamping Request', 'Step 2 Acknowledgement', 'Online Tutorial', 'FAQs', 'Tips and Tools', 'Related Information', and 'eTAX Help Desk'. The main panel displays an error message in a yellow box: 'Error: Invalid batch upload file format. [562-E-1902]'. Below the error message, there is a section titled 'Stamping of Property Document' and 'Upload Stamping Request - Initial Stamping of Agreement / Assignment'. A progress indicator shows 'Upload Stamping Request' as the current step. Below this, there is a form with 'Enter Data File Name:' and a 'Browse...' button. A note below the form states: 'Upload data file must be in specified format. Remember to retrieve uploaded record for submission within 30 days. You may save up to 60 records.' At the bottom right of the main panel, there are 'Upload' and 'Back' buttons, and the text 'Step 1 of 2'.

User should then verify the validity of the upload file.

Step 6: After passing the file format validation, the system will process the records in the upload file one by one. During the processing period, the following screen will be shown.

The screenshot shows the GovHK website interface. At the top, there is a navigation bar with the GovHK logo and the text 'GovHK 香港政府一站通'. Below this is a green header bar with 'Exit' and 'Back to Menu' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar contains navigation links for 'Step 1 Read Important Notes', 'Step 2 Enter Data File Name and Upload', 'Step 3 Receive Acknowledgement', 'Online Tutorial', 'FAQs', 'Tips and Tools', 'Related Information', and 'eTAX Help Desk'. The main panel displays a progress page titled 'Stamping of Property Document' and 'Uploading Stamping Requests - Initial Stamping of Agreement / Assignment'. The page contains the following information: 'Please wait while uploading file is in progress.', 'This page will display the progress and result of the upload file.', 'Upload file start time: 2008-01-04 17:54:43', 'Processing Filename: C:\Projects\IRD_TPS\Work Items\e-Stamp\Upload\Sample Data\Stamping of Property Transfer (30.11.07) v1 49 Records.xml', 'Total rejected record(s): 8', and 'Total accepted record(s): 0'. A note at the bottom states: '<Note>: Successfully uploaded record(s) will be stored as temporary saved record(s) in the system. You can go to the Retrieve Record(s) Screen to select the temporary saved record for submission individually.' At the bottom right of the main panel, there is the text 'Step 2 of 3'.

This progress screen will show the number of records accepted and rejected during uploading. The count will be refreshed automatically until all records in the file are processed.

Step 7: After the upload, the following acknowledgement screen will be displayed.

GovHK 香港政府一站通 繁體

Exit

Step 1
Read Important Notes

Step 2
Enter Data File Name and Upload

Step 3
Receive Acknowledgement

Online Tutorial

FAQs

Tips and Tools
Allowances
Tax Rate
Tax Computation
Exchange Rate

Related Information
A Guide to e-Stamping
A Guide to Stamp Duty

Back to Menu

Stamping of Property Document

Uploading Stamping Requests - Initial Stamping of Agreement / Assignment

Step 3 - Receive Acknowledgement

Your upload file has been processed successfully.

Upload file start time: 2008-01-04 17:54:43

Filename: Stamping of Property Transfer (30.11.07) v1 49 Records.xml

Total record(s) in the upload file: 49

Total rejected record(s): 49 [Rejection Reasons](#)

Total accepted record(s): 0

You can now retrieve the successfully uploaded record for submission or upload another data file.

Upload Another File **Retrieve Record** **Print**

Step 3 of 3

If there are rejected records in the upload file, user may review the error message of the records by clicking the “Rejection Reasons” button at the right hand side of the rejected record count. After clicking the “Rejection Reasons” button, the error detail will be shown.

稅務易 eTAX

Error

- Every unuploaded record must have property address. [552-E-1903]
- Only some records can be successfully uploaded as you cannot keep more than 60 saved records in your account. [552-E-1905]

Close

At the acknowledgement page, user may click the “Upload Another File” button to upload another file or click the “Retrieve Record” button to retrieve a summary of all uploaded records saved in the system.

In case there is system exception, including network disconnection during the upload process, user may also use the “Retrieve Records” function to verify the result of uploading. User may choose to delete the uploaded record(s) and re-upload the file again.

5.3 SUBMIT UPLOAD RECORDS

Step 1: User can either start the e-Stamping service as mentioned in above section, or follow the session already started and back to the main menu by clicking the top right menu button. At the main menu page, click the “Initial Stamping of Agreement / Assignment” URL to process uploaded records of this type, go through client authentication process if required. Then, the following page should be shown. To submit uploaded tenancy agreement records, user should press the “Tenancy Agreement” URL instead.

The screenshot shows the 'GovHK 香港政府一站通' interface. The main content area is titled 'Stamping of Property Document' and 'Initial Stamping of Agreement / Assignment'. A breadcrumb trail includes 'Transaction Details', 'Vendor Details', 'Purchaser Details', and 'Confirmor Details'. The current step is 'Step 2 - Enter Transaction', with a sub-step 'Step 2 - Enter Transaction' and an 'Instructions' link. A 'Retrieve Records' button is visible. The 'Property Particulars' section includes a 'Property Address' field with a 'Standard Format' radio button selected, and input fields for 'Flat / Room', 'Floor', 'Block', and 'Tower'. A note states: '[Note: The selection of "Block/Tower" is only applicable to English Property Address]'. A 'Building' input field is also present.

Step 2: Click the “Retrieve Records” button. The system will retrieve and show all the saved and uploaded records under the current authenticated account as follows:

The screenshot shows the GovHK website interface for the e-stamping service. The main content area is titled "Stamping of Property Document" and "Initial Stamping of Agreement / Assignment". Under the "Retrieve Record" section, there is a "Retrieve previous online submission as Input template:" section with an input field for "Instrument Reference Number:". Below this is a "Retrieve saved / uploaded record(s):" section with a note: "These are the records you have saved / uploaded previously but not submitted to IRD yet. They are temporarily stored in the online system for 30 days." There are three tabs: "All", "Saved", and "Uploaded". The "All" tab is selected, showing a table of records.

Date of Batch uploaded (DD/MM/YYYY HH:MM:SS)	Date of Record Saved (DD/MM/YYYY HH:MM:SS)	Batch Sequence	Property Address
<input type="radio"/> 26/11/2007 12:00:56	26/11/2007 12:00:56	1	HK Flat/Rm. C 5/F Block A WAN CHAI HOUSE WAN CHAI ROAD HK

Those records previously uploaded have the upload date shown under the column “Date of Batch Uploaded”. User may select the desired record by checking the radio button at the left hand side of the record and then click the “Retrieve” button below the record list. The record will then be retrieved from the system. In the course of displaying the record, the system will also validate the data in each input field. If the retrieved record passes all validations, the sign & submit page will then be shown directly. User may then submit the stamping request. If the record fails any validation check, the earliest screen with error will be displayed with error message for user to rectify. User must then go through the rest of the input screens one by one until the sign and submit page is displayed.

6. USEFUL TIPS AND TROUBLE-SHOOTING Q&A

6.1 USEFUL TIPS

- 1 The XML filter for Initial Stamping released before 19-1-2008 should be uninstalled and replaced by the one downloaded from GovHK website.
- 2 Fill up instrument details in the Upload Data Preparation Template as far as possible to minimize the turnaround time for further input and amendment during submission of the stamping requests.
- 3 If there are common details (such as the vendors details and applicant details) for records within the same upload file, it is more convenient to use the “Common Worksheet” to input such data. By inputting data in the common worksheet, the input data will fill up the same field in all the 50 records in the “Stamping Details Worksheet” automatically. If the upload file does not have 50 records, user should delete all the data in the column after the last record (e.g. If the uploaded file has 25 records and the common data worksheet has been used to input common data, highlight the 26th record column and click delete. All data in the 26th record will then be removed. The system will stop uploading record after the 25th record. (Also see note 5 below)
- 4 Record without property address will not be regarded as a valid record and will be rejected during uploading.
- 5 In preparing the Upload Data Preparation Template, empty record(s) should not exist before any input record(s). The upload file generation will stop when an empty record is encountered. For example, if record 10 is empty, only record 1 to record 9 will be extracted from the template for upload record generation. (Also see note 3 above for situation where a column must be left blank)
- 6 Users are recommended to remove the unused temporarily saved record as early as possible. This will help reducing the response time in retrieving records and allowing space for subsequent save records. (Note: The e-Stamping service allows each account to keep at most 60 saved records. If the user has already saved 60 records in the system, no more new record can be saved or uploaded.

6.2 TROUBLE-SHOOTING Q&A

Q1. What should I do if “Write Error” is shown when using Openoffice.org Calc to open the Upload Data Preparation Template and save as XML file format (upload file format)?

A1. This problem can be caused by the Openoffice.org Calc during file conversion. Firstly, you should check the Openoffice.org Calc version. Currently, the provided XML filter supports Openoffice.org version 2.x only. If the Openoffice.org Calc version matches with the recommendation, the installed XML Filter Package may have been somehow corrupted. Under this situation, you may reinstall the XML Filter Package again. In this regard, please perform the removal action according to the following 2 steps before you perform the re-installation:

- Open “XML Filter Settings” under the “Tools” menu, highlight the installed XML Filter and click “Edit ...”, detail about the filter will be popped up, click at the “Transformation” tab, record the file path for the “DTD” / “XSLT for export” / “XSLT for import”, then click “Cancel” button at this popup to return to “XML Filter Settings” dialog box, finally click “Delete ...” button to remove the filter.
- Remove the 3 recorded files (in step 1) physically.

7. STAMPING REQUEST UPLOAD FILE – DATA SPECIFICATION

Details of the data specification of the upload XML file are shown below:

Initial Stamping of Agreement / Assignment

```
<!ELEMENT PROPERTY_TRANSFERS (PROPERTY_TRANSFER*)>
```

```
<!ATTLIST PROPERTY_TRANSFERS version CDATA '1.0'>
```

```
<!-- Field Definitions for PROPERTY_TRANSFERS Element -->
```

```
<!ELEMENT PROPERTY_TRANSFER (APP_NAME_L1?, APP_NAME_L2?, APP_NAME_L3?, APP_CAPACITY?, APP_BRN_BRH?, APP_REF_NO?, APP_TEL_NO?, APP_FAX_NO?, INIT?, CONF_TRAN_INIT*, PARTIES_INIT*)>
```

```
<!-- Field Definitions for PROPERTY_TRANSFER Element -->
```

```
<!ELEMENT APP_NAME_L1 (#PCDATA)>
```

```
<!ELEMENT APP_NAME_L2 (#PCDATA)>
```

```
<!ELEMENT APP_NAME_L3 (#PCDATA)>
```

```
<!ELEMENT APP_CAPACITY (#PCDATA)>
```

```
<!ELEMENT APP_BRN_BRH (#PCDATA)>
```

```
<!ELEMENT APP_REF_NO (#PCDATA)>
```

```
<!ELEMENT APP_TEL_NO (#PCDATA)>
```

```
<!ELEMENT APP_FAX_NO (#PCDATA)>
```

```
<!-- Field Definitions for INIT Element -->
```

```
<!ELEMENT INIT (PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK_TOWER_IND?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_STREET?, PTY_DISTRICT?, PTY_AREA_CODE?, PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_ADDR_L4?, PTY_ADDR_L5?, PTY_ADDR_L6?, PTY_ADDR_L7?, PTY_ADDR_L8?, PTY_ADDR_L9?, PTY_ADDR_L10?, PTY_ADDR_L11?, PTY_ADDR_L12?, PTY_ADDR_L13?, PTY_ADDR_L14?, PTY_ADDR_L15?, PTY_NATURE?, PTY_ASSIGN_PERCENT?, NUM_PTY?, LRPRN?, RATING_NO?, PTY_STATE?, TENT_IND?, AUCTION_IND?, HOUSING_SCHEME_IND?, PURCH_COST_TOTAL?, PURCH_COST_STATED?, PURCH_COST_MORT?, PURCH_COST_OTHER_PREMIUM?, PURCH_COST_CONFM_FEE?, PRICE_BELOW_MV_IND?, INST_NATURE?, SHARE_SD_VENDOR?, SHARE_SD_PURCHASER?, SHARE_SD_OTHER?, DEFER_ELG_IND?, EXEC_DATE?, DUP_NUM?, PROV_AGREE_DATE?, AGREE_DATE?, OTHER_DATE?, VAL_DATE_IND?, DEVELOPER_IND?, TRANSFEROR_ACQUIRE_INST?, TRANSFEROR_ACQUIRE_DATE?, TRANSFEROR_ACQUIRE_COST?, TENT_START_DATE?, TENT_END_DATE?, TENT_RENT?, TENT_RATE_IND?, TENT_GOV_RENT_IND?, TENT_MAINT_IND?, TENT_MANAGE_IND?, TENT_MANAGE_CHG?, HAHS_2ND_MARKET_IND?, HAHS_1ST_PUR_DATE?,
```


HAHS_INI_MKV?, HAHS_1ST_PUR_PRICE?)>

<!ELEMENT PTY_FLAT (#PCDATA)>
<!ELEMENT PTY_FLOOR (#PCDATA)>
<!ELEMENT PTY_BLOCK_TOWER_IND (#PCDATA)>
<!ELEMENT PTY_BLOCK (#PCDATA)>
<!ELEMENT PTY_BLDG (#PCDATA)>
<!ELEMENT PTY_EST (#PCDATA)>
<!ELEMENT PTY_STREET (#PCDATA)>
<!ELEMENT PTY_DISTRICT (#PCDATA)>
<!ELEMENT PTY_AREA_CODE (#PCDATA)>
<!ELEMENT PTY_ADDR_L1 (#PCDATA)>
<!ELEMENT PTY_ADDR_L2 (#PCDATA)>
<!ELEMENT PTY_ADDR_L3 (#PCDATA)>
<!ELEMENT PTY_ADDR_L4 (#PCDATA)>
<!ELEMENT PTY_ADDR_L5 (#PCDATA)>
<!ELEMENT PTY_ADDR_L6 (#PCDATA)>
<!ELEMENT PTY_ADDR_L7 (#PCDATA)>
<!ELEMENT PTY_ADDR_L8 (#PCDATA)>
<!ELEMENT PTY_ADDR_L9 (#PCDATA)>
<!ELEMENT PTY_ADDR_L10 (#PCDATA)>
<!ELEMENT PTY_ADDR_L11 (#PCDATA)>
<!ELEMENT PTY_ADDR_L12 (#PCDATA)>
<!ELEMENT PTY_ADDR_L13 (#PCDATA)>
<!ELEMENT PTY_ADDR_L14 (#PCDATA)>
<!ELEMENT PTY_ADDR_L15 (#PCDATA)>
<!ELEMENT PTY_NATURE (#PCDATA)>
<!ELEMENT PTY_ASSIGN_PERCENT (#PCDATA)>
<!ELEMENT NUM_PTY (#PCDATA)>
<!ELEMENT LRPRN (#PCDATA)>
<!ELEMENT RATING_NO (#PCDATA)>
<!ELEMENT PTY_STATE (#PCDATA)>
<!ELEMENT TENT_IND (#PCDATA)>
<!ELEMENT AUCTION_IND (#PCDATA)>
<!ELEMENT HOUSING_SCHEME_IND (#PCDATA)>

<!ELEMENT PURCH_COST_TOTAL (#PCDATA)>
<!ELEMENT PURCH_COST_STATED (#PCDATA)>
<!ELEMENT PURCH_COST_MORT (#PCDATA)>
<!ELEMENT PURCH_COST_OTHER_PREMIUM (#PCDATA)>
<!ELEMENT PURCH_COST_CONFM_FEE (#PCDATA)>
<!ELEMENT PRICE_BELOW_MV_IND (#PCDATA)>
<!ELEMENT INST_NATURE (#PCDATA)>
<!ELEMENT SHARE_SD_VENDOR (#PCDATA)>
<!ELEMENT SHARE_SD_PURCHASER (#PCDATA)>
<!ELEMENT SHARE_SD_OTHER (#PCDATA)>
<!ELEMENT DEFER_ELG_IND (#PCDATA)>
<!ELEMENT EXEC_DATE (#PCDATA)>
<!ELEMENT DUP_NUM (#PCDATA)>
<!ELEMENT PROV_AGREE_DATE (#PCDATA)>
<!ELEMENT AGREE_DATE (#PCDATA)>
<!ELEMENT OTHER_DATE (#PCDATA)>
<!ELEMENT VAL_DATE_IND (#PCDATA)>
<!ELEMENT DEVELOPER_IND (#PCDATA)>
<!ELEMENT TRANSFEROR_ACQUIRE_INST (#PCDATA)>
<!ELEMENT TRANSFEROR_ACQUIRE_DATE (#PCDATA)>
<!ELEMENT TRANSFEROR_ACQUIRE_COST (#PCDATA)>
<!ELEMENT TENT_START_DATE (#PCDATA)>
<!ELEMENT TENT_END_DATE (#PCDATA)>
<!ELEMENT TENT_RENT (#PCDATA)>
<!ELEMENT TENT_RATE_IND (#PCDATA)>
<!ELEMENT TENT_GOV_RENT_IND (#PCDATA)>
<!ELEMENT TENT_MAINT_IND (#PCDATA)>
<!ELEMENT TENT_MANAGE_IND (#PCDATA)>
<!ELEMENT TENT_MANAGE_CHG (#PCDATA)>
<!ELEMENT HAHS_2ND_MARKET_IND (#PCDATA)>
<!ELEMENT HAHS_1ST_PUR_DATE (#PCDATA)>
<!ELEMENT HAHS_INI_MKV (#PCDATA)>
<!ELEMENT HAHS_1ST_PUR_PRICE (#PCDATA)>

<!-- Field Definitions for CONF_TRAN_INIT Element -->

<!ELEMENT CONF_TRAN_INIT (TRAN_SEQ_NO, TRAN_DATE?, TRAN_FEE?)>

<!ELEMENT TRAN_SEQ_NO (#PCDATA)>

<!ELEMENT TRAN_DATE (#PCDATA)>

<!ELEMENT TRAN_FEE (#PCDATA)>

<!-- Field Definitions for PARTIES_INIT Element -->

<!ELEMENT PARTIES_INIT (PARTY_TYPE, SEQ_NO, ID_TYPE?, ID?, ENG_NAME_L1?, ENG_NAME_L2?, ENG_NAME_L3?, CHIN_NAME?,
BUS_INCORP_PLACE?, CORR_ADDR_L1?, CORR_ADDR_L2?, CORR_ADDR_L3?, CORR_ADDR_L4?, CORR_ADDR_L5?, CORR_ADDR_TYPE?,
OSHIP_TYPE?, SHARE_PERCENT?, CONF_TRAN_SEQ_NO?)>

<!ELEMENT PARTY_TYPE (#PCDATA)>

<!ELEMENT SEQ_NO (#PCDATA)>

<!ELEMENT ID_TYPE (#PCDATA)>

<!ELEMENT ID (#PCDATA)>

<!ELEMENT ENG_NAME_L1 (#PCDATA)>

<!ELEMENT ENG_NAME_L2 (#PCDATA)>

<!ELEMENT ENG_NAME_L3 (#PCDATA)>

<!ELEMENT CHIN_NAME (#PCDATA)>

<!ELEMENT BUS_INCORP_PLACE (#PCDATA)>

<!ELEMENT CORR_ADDR_L1 (#PCDATA)>

<!ELEMENT CORR_ADDR_L2 (#PCDATA)>

<!ELEMENT CORR_ADDR_L3 (#PCDATA)>

<!ELEMENT CORR_ADDR_L4 (#PCDATA)>

<!ELEMENT CORR_ADDR_L5 (#PCDATA)>

<!ELEMENT CORR_ADDR_TYPE (#PCDATA)>

<!ELEMENT OSHIP_TYPE (#PCDATA)>

<!ELEMENT SHARE_PERCENT (#PCDATA)>

<!ELEMENT CONF_TRAN_SEQ_NO (#PCDATA)>

Stamping of Tenancy Agreement

```
<!ELEMENT TENANCY_AGREEMENT (TENANCY_AGREEMENT*)>  
<!ATTLIST TENANCY_AGREEMENTS version CDATA '1.0'>
```

```
<!-- Field Definitions for TENANCY_AGREEMENTS Element -->  
<!ELEMENT TENANCY_AGREEMENT (APP_NAME_L1?, APP_NAME_L2?, APP_NAME_L3?, APP_CAPACITY?, APP_BRN_BRH?,  
APP_REF_NO?, APP_TEL_NO?, APP_FAX_NO?, INIT?, CONF_TRAN_INIT*, PARTIES_INIT*)>
```

```
<!-- Field Definitions for TENANCY_AGREEMENT Element -->  
<!ELEMENT APP_NAME (#PCDATA)>  
<!ELEMENT APP_CAPACITY (#PCDATA)>
```

```
<!-- Field Definitions for INIT Element -->  
<!ELEMENT INIT (EXEC_DATE?, DUP_NUM?, PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_STREET?,  
PTY_DISTRICT?, PTY_AREA_CODE?, PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_ADDR_L4?, PTY_ADDR_L5?,  
LEASE_STR_DATE?, LEASE_END_DATE?, RENT_AMT?)>
```

```
<!ELEMENT EXEC_DATE (#PCDATA)>  
<!ELEMENT DUP_NUM (#PCDATA)>  
<!ELEMENT PTY_FLAT (#PCDATA)>  
<!ELEMENT PTY_FLOOR (#PCDATA)>  
<!ELEMENT PTY_BLOCK (#PCDATA)>  
<!ELEMENT PTY_BLDG (#PCDATA)>  
<!ELEMENT PTY_EST (#PCDATA)>  
<!ELEMENT PTY_STREET (#PCDATA)>  
<!ELEMENT PTY_DISTRICT (#PCDATA)>  
<!ELEMENT PTY_AREA_CODE (#PCDATA)>  
<!ELEMENT PTY_ADDR_L1 (#PCDATA)>  
<!ELEMENT PTY_ADDR_L2 (#PCDATA)>  
<!ELEMENT PTY_ADDR_L3 (#PCDATA)>  
<!ELEMENT PTY_ADDR_L4 (#PCDATA)>  
<!ELEMENT PTY_ADDR_L5 (#PCDATA)>  
  
<!ELEMENT LEASE_STR_DATE (#PCDATA)>
```

<!ELEMENT LEASE_END_DATE (#PCDATA)>

<!ELEMENT RENT_AMT (#PCDATA)>

<!-- Field Definitions for PARTIES_INIT Element -->

<!ELEMENT PARTIES_INIT (PARTY_TYPE, SEQ_NO, ID_TYPE?, ID?, ENG_NAME_L1?, ENG_NAME_L2?, ENG_NAME_L3?, CHIN_NAME?, CORR_ADDR_L1?, CORR_ADDR_L2?, CORR_ADDR_L3?, CORR_ADDR_L4?, CORR_ADDR_L5?)>

<!ELEMENT PARTY_TYPE (#PCDATA)>

<!ELEMENT SEQ_NO (#PCDATA)>

<!ELEMENT ID_TYPE (#PCDATA)>

<!ELEMENT ID (#PCDATA)>

<!ELEMENT ENG_NAME_L1 (#PCDATA)>

<!ELEMENT ENG_NAME_L2 (#PCDATA)>

<!ELEMENT ENG_NAME_L3 (#PCDATA)>

<!ELEMENT CHIN_NAME (#PCDATA)>

<!ELEMENT CORR_ADDR_L1 (#PCDATA)>

<!ELEMENT CORR_ADDR_L2 (#PCDATA)>

<!ELEMENT CORR_ADDR_L3 (#PCDATA)>

<!ELEMENT CORR_ADDR_L4 (#PCDATA)>

<!ELEMENT CORR_ADDR_L5 (#PCDATA)>

Appendix A. DESCRIPTION OF DATA SPECIFICATION

This section describes the format of the XML file for upload of stamping requests to the e-Stamping service for Initial Stamping of Agreement / Assignment and Stamping of Tenancy Agreement.

Conventions used in the interface data definition are as follows:

1. The XML file should be encoded in UTF-8 format.
2. All text fields are English fields unless otherwise stated.
3. All bilingual fields are handled as Chinese content if there is at least one Chinese character in the field.
4. Date formats
 - Format Date2 denotes YYYYMMDD.
 - Format X(n) denotes character string data with maximum n character(s)
 - Format 9(n,m) denotes number with maximum p digits (precision) and maximum m digits to the right of the decimal point (scale)
5. Values under the **Repeat Group** column represent the identifier for the group of data items that may be repeated.
6. An element is considered optional for the data upload unless 'Mandatory' is specified in the data rule.

A.1 Initial Stamping of Agreement / Assignment

					Format
<p>All upload records should be included in block PROPERTY_TRANSFERS.</p> <p>For each property transfer upload record, the content should be included in block PROPERTY_TRANSFER.</p> <p>The repeating group INIT, CONF_TRAN_INIT and PARTIES_INIT may be provided inside each PROPERTY_TRANSFER, where only one INIT should exist in each PROPERTY_TRANSFER, while the number of occurrence of CONF_TRAN_INIT should depend on the actual number of confirmor transaction, and the number of occurrence of PARTIES_INIT should depend on the actual number of vendor(s), purchaser(s) and confirmor(s) involved in the property transfer transaction.</p> <p>For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.</p>					
PROPERTY_TRANSFER					
	Name of the Applicant	APP_NAME_L1	Either English or Chinese input.		X(90)
		APP_NAME_L2	For English input, maximum input format in 40 characters x 3 lines (APP_NAME_L1 to APP_NAME_L3). The content should be filled in line by line without blank line in between.		X(40)
		APP_NAME_L3			X(40)
	Applicant Capacity	APP_CAPACITY	<p>The capacity of the applicant, the content should be filled with the 2-characters short code only:</p> <p>Short code – description ----- "SV" - Sale Vendor "SP" - Sale Purchaser "RS" - Representative Solicitor "RA" - Representative Property Agent "RO" - Representative Others</p>		X(2)

	Business registration number and branch number	APP_BRN_BRH	Business registration number and branch number of the applicant's organization 1 st to 8 th digit – Business Registration Number of the applicant (with leading zero) 9 th to 11 th digit – Branch Number of the applicant in X(3) format (can be blank, which means main business)			X(11)
	A reference number	APP_REF_NO	A reference number provided by the applicant			X(40)
	Tel No.	APP_TEL_NO	Day Time Contact Tel No. of the applicant			X(10)
	Fax number	APP_FAX_NO	Fax number of the Applicant			X(10)
<p>Both standard/other format addresses can be bilingual. Only corresponding address fields (For standard format address input: PTY_FLAT to PTY_DISTRICT, for other format address input: PTY_ADDR_L1 to PTY_ADDR_L15) should be filled for either type of address, except area code PTY_AREA_CODE which is shared for both address type.</p> <p>If both standard format address and other format address are filled, the system will store only standard address value during upload.</p> <p>The following fields from PTY_FLAT to PTY_DISTRICT covers the element required for standard format address.</p>						
	Flat/Room	PTY_FLAT	Flat/Room of the standard format property address (Bilingual) For both English and Chinese input, maximum 5 characters input allowed.		INIT	X(15)
	Floor	PTY_FLOOR	Floor of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		INIT	X(9)
	Block/Tower Indicator	PTY_BLOCK_TOWER_IND	The block/tower indicator, the content should be filled with the 1-character short code only Short code – description ----- "B" - Block "T" - Tower		INIT	X(1)

	Block/Tower	PTY_BLOCK	Block/Tower of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		INIT	X(9)
	Building	PTY_BLDG	Building/Tower of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 12 characters allowed.		INIT	X(36)
	Estate	PTY_EST	Estate of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 8 characters allowed.		INIT	X(30)
	Street	PTY_STREET	Street of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 14 characters allowed.		INIT	X(42)
	District	PTY_DISTRICT	District of the standard format property address (Bilingual) For English input, maximum 21 characters allowed. For Chinese input, maximum 4 characters allowed.		INIT	X(21)

	Area Code of the property address	PTY_AREA_CODE	The area code of the property address, the content should be filled with 1-character short code only. Other property address fields should not include area content. Short code – description ----- "H" - Hong Kong "K" - Kowloon "N" - New Territories		INIT	X(1)
	The following fields from PTY_ADDR_L1 to PTY_ADDR_L15 cover the element required for other format address. For English input, maximum 15 lines allowed. For Chinese input, maximum 6 lines allowed.					
	The other format address of the property	PTY_ADDR_L1	Line 1 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 18 characters allowed.		INIT	X(54)
	The other format address of the property	PTY_ADDR_L2	Line 2 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)

	The other format address of the property	PTY_ADDR_L3	Line 3 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L4	Line 4 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L5	Line 5 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L6	Line 6 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)

	The other format address of the property	PTY_ADDR_L7	Line 7 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L8	Line 8 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L9	Line 9 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L10	Line 10 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L11	Line 11 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L12	Line 12 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L13	Line 13 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L14	Line 14 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L15	Line 15 of the other format address of the property Maximum 27 characters allowed.		INIT	X(27)
	The other format address of the property	PTY_NATURE	The nature of property transferred, the content should be filled with the 1-character short code only Short code – description ----- "1" - Non-Residential Property "2" - Residential Property		INIT	X(1)

	Interest of property assigned	PTY_ASSIGN_PERCENT	The percentage of interest of property assigned. The input value should be greater than 0 and up to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Number of properties transferred	NUM_PTY	The number of properties transferred in the same Transaction The input value should be between 01 to 99.		INIT	X(2)
	Land Registry's property reference number	LRPRN	The Land Registry's property reference number		INIT	X(8)
	Rating assessment number	RATING_NO	The rating assessment number of the property as assigned by RVD		INIT	X(14)
	State of the property	PTY_STATE	Indicate the state of the property sold, the content should be filled with the 1-character short code: Short code – description ----- "1" - Bare Site "2" – Building		INIT	X(1)
	Tenancy indicator	TENT_IND	Indicate whether the property is sold with subsidiary tenancies, the content should be filled with the 1-character short code: Short code – description ----- "V" - Sale with vacant possession "S" - Sale to sitting tenant "E" - Sale with existing tenancy		INIT	X(1)

	Auction indicator	AUCTION_IND	<p>Indicate whether the property is purchased at public auction or tender , the content should be filled with the 1-character short code:</p> <p>Short code – description ----- "A" - Public Auction "T" - Tender " " - N/A</p>		INIT	X(1)
	Government Housing Scheme Indicator	HOUSING_SCHEME_IND	<p>Indicate whether the property is purchased from Housing Authority / Housing Society under any government housing scheme, the content should be filled with the 1-character short code:</p> <p>Short code – description ----- “T” – Tenant Purchase through government housing scheme “ ” – Not purchased through government housing scheme</p>		INIT	X(1)
	Total consideration	PURCH_COST_TOTAL	<p>The total consideration for the computation of Stamp Duty</p> <p>(including other payment not included in the stated consideration)</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		INIT	9(14,2)
	Stated consideration per instrument	PURCH_COST_STATED	<p>The value of the stated consideration per instrument</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p> <p>This value should not be greater than PURCH_COST_TOTAL.</p>		INIT	9(14,2)

	Subject to mortgage	PURCH_COST_MORT	Other payment - subject to mortgage The input value should be greater than 0 and up to 9999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Other premium	PURCH_COST_OTHER_PREMIUM	Other premium The input value should be greater than 0 and up to 9999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Payment to confirmor	PURCH_COST_CONFM_FEE	Other payment - Payment to confirmor The input value should be greater than 0 and up to 9999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Price below MV indicator	PRICE_BELOW_MV_IND	Below Market Value indicator for Total Consideration. The content should be filled with the 1-character short code: Short code – description ----- "Y" - Below market value "N" - Not below market value		INIT	X(1)
	Nature of instrument	INST_NATURE	Nature of the property transfer instrument, the content should be filled with the 2-characters short code: Short code – description ----- "01" - Ad Valorem Duty Assignment "02" - Ad Valorem Duty Agreement "03" - Ad Valorem Duty Agreement with Application to Defer Payment		INIT	X(2)

	Percentage of vendor share	SHARE_SD_VENDOR	Stamp Duty Percentage Percentage of stamp duty paid by the vendor The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Percentage of purchaser share	SHARE_SD_PURCHASER	Stamp Duty Percentage Percentage of stamp duty paid by the purchaser The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Percentage of others share	SHARE_SD_OTHER	Stamp Duty Percentage Percentage of stamp duty paid by others The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Eligible Condition for Deferred Application	DEFER_ELG_IND	Eligible Condition for Deferred Application, , the content should be filled with the 1-character short code only: Short code – description ----- “R” – Vendor is the registered owner in the Land Registry “S” – All instruments related to the vendor acquiring title to the property are duly stamped		INIT	X(30)
	Execution Date of Instrument	EXEC_DATE	Execution Date of Instrument in the format: YYYYMMDD		INIT	Date2

	No. of Duplicate Instrument	DUP_NUM	Total no. of duplicate instruments submitted for stamping, the content should be filled with the 2-character short code only Short code – description ----- 00 - if instrument not executed in duplicate 01 - if instrument is executed in duplicate		INIT	X(2)
	Date of Instruction for Sale / Provisional Agreement	PROV_AGREE_DATE	Date of Instruction for Sale / Provisional Agreement before the execution date of this instrument in the format: YYYYMMDD		INIT	Date2
	Date of Agreement for Sale & Purchase	AGREE_DATE	Date of Agreement for Sale & Purchase before the execution date of this instrument in the format: YYYYMMDD		INIT	Date2
	Date of other instrument	OTHER_DATE	Date of other instrument before the execution date of this instrument in the format: YYYYMMDD		INIT	Date2
	Valuation date indicator	VAL_DATE_IND	Indicates the date to be used for valuation , the content should be filled with the 1-character short code: Short code – description ----- “P” – Date of instruction for sale / provisional agreement “S” – Date of agreement for sale & purchase “O” – Date of other instrument		INIT	X(1)
	Developer indicator	DEVELOPER_IND	Indicate whether the vendor is the developer, the content should be filled with the 1-character short code: Short code – description ----- "Y" - Yes "N" – No		INIT	X(1)

	Vendor purchase indicator	TRANSFEROR_ACQUIRE_IN ST	Vendor purchased the property by, the content should be filled with the 2-characters short code: Short code – description ----- "01" - Assignment "02" – Agreement		INIT	X(2)
	Vendor Instrument Execution date	TRANSFEROR_ACQUIRE_DATE	Date when the vendor (not being the developer) acquired the property in the format: YYYYMMDD.		INIT	Date2
	Vendor Acquisition Cost	TRANSFEROR_ACQUIRE_COST	The consideration for the vendor (not being the developer) acquired the property. The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Start date of the subsidiary tenancy	TENT_START_DATE	Start date of the subsidiary tenancy in the format: YYYYMMDD.		INIT	Date2
	End date of the subsidiary tenancy	TENT_END_DATE	End date of the subsidiary tenancy in the format: YYYYMMDD.		INIT	Date2
	Rent per month of the subsidiary tenancy	TENT_RENT	The rent per month of the subsidiary tenancy The input value should be greater than 0 and up to 99999999999.99 must not be more than two decimal places.		INIT	9(14,2)
	Tenancy rate indicator	TENT_RATE_IND	Indicate whether rent of the subsidiary tenancy is inclusive or exclusive of Rates, the content should be filled with the 1-character short code: Short code – description ----- "Y" - Rent inclusive of Rates "N" - Rent exclusive of Rates		INIT	X(1)

	Tenancy Government rent indicator	TENT_GOV_RENT_IND	Indicate whether rent of the subsidiary tenancy inclusive or exclusive of Government Rent, the content should be filled with the 1-character short code: Short code – description ----- "Y" - Rent inclusive of Government Rent "N" - Rent exclusive of Government Rent		INIT	X(1)
	Tenancy maintenance indicator	TENT_MAINT_IND	Indicate whether rent of the subsidiary tenancy is inclusive or exclusive of Maintenance, the content should be filled with the 1-character short code: Short code – description ----- "Y" - Rent inclusive of Maintenance "N" -Rent exclusive of Maintenance		INIT	X(1)
	Tenancy management indicator	TENT_MANAGE_IND	Indicate whether rent of the subsidiary tenancy is inclusive or exclusive of Management Charges, the content should be filled with the 1-character short code: Short code – description ----- "Y" - Rent inclusive of Management Charges "N" - Rent exclusive of Management Charges		INIT	X(1)
	Tenancy management charge	TENT_MANAGE_CHG	The management charge per month The input value should be greater than 0 and up to 999999999.99 and must not be more than two decimal places.		INIT	9(11,2)

	Secondary Market Indicator	HAHS_2ND_MARKET_IND	<p>Secondary Market nominated by Housing Authority / Housing Society, the content should be filled with the 1-character short code:</p> <p>Short code – description ----- Y – Yes N – No</p>		INIT	X(1)
	Original purchase date	HAHS_1ST_PUR_DATE	Date when the property was originally purchased from Housing Authority /Housing Society in the format: YYYYMMDD.		INIT	Date2
	Initial market value	HAHS_INI_MKV	<p>Initial market value of Housing Authority / Housing Society flat</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		INIT	9(14,2)
	Purchase price	HAHS_1ST_PUR_PRICE	<p>Purchase price of Housing Authority / Housing Society flat</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		INIT	9(14,2)
	Confirmor transaction sequence no.	TRAN_SEQ_NO	<p>A sequence number indicating the input sequence of the confirmor transaction.</p> <p>The input value should be between 1 to 2.</p>	Mandatory	CONF_TRAN_INIT	9(1)
	Date of Confirmor Transaction	TRAN_DATE	Day part of Date of Confirmor Transaction in the format: YYYYMMDD.		CONF_TRAN_INIT	Date2
	Payments made to confirmor	TRAN_FEE	<p>Payments made to confirmor per transaction</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		CONF_TRAN_INIT	9(14,2)

	Type of party	PARTY_TYPE	Type of party involved in the property transfer instrument, the content should be filled with the 2-characters short code: Short code – description ----- "SV" - Vendor "SP" - Purchaser "SC" – Confirmer	Mandatory	PARTIES_INIT	X(2)
	Sequence No.	SEQ_NO	A sequence number indicating the input sequence of the relevant type of party For PARTY_TYPE="SV", the value should be between 1 to 20. For PARTY_TYPE="SP", the value should be between 1 to 4. For PARTY_TYPE="SC", the value should be between 1 to 4.	Mandatory	PARTIES_INIT	9(3)
	ID Type of the party	ID_TYPE	ID Type of the party, the content should be filled with the 1-character short code: Short code – description ----- "H" - Valid HKIC No. "P" - Passport No. "B" - Valid BR Number "O" - Other Company No.		PARTIES_INIT	X(1)
	Identification number of the party	ID	Identification number of the party - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as A1234567 - Passport No. in X(30) format for ID Type "P" - BR Number in 9(8) format for ID Type "B" - Other Company No. in X(30) format for ID Type "O"		PARTIES_INIT	X(30)
	English name of the party Line 1	ENG_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)

	English name of the party Line 2	ENG_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	English name of the party Line 3	ENG_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	Chinese name of the party	CHIN_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		PARTIES_INIT	X(90)
	Place of incorporation	BUS_INCORP_PLACE	Place of incorporation of a business party for PERSON_BUS-IND = "B", the content should be filled with the 1-character short code: Short code – description ----- " " - N/A "H" - The business is incorporated in HK "O" - The business is incorporated outside HK		PARTIES_INIT	X(1)
	For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed.					
	Correspondence address Line 1	CORR_ADDR_L1	Corresponding address line 1 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 2	CORR_ADDR_L2	Corresponding address line 2 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)

	Correspondence address Line 3	CORR_ADDR_L3	Corresponding address line 3 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		PARTIES_INIT	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		PARTIES_INIT	X(30)
	Correspondence address type	CORR_ADDR_TYPE	Type of correspondence address, the content should be filled with the 1-character short code only Short code – description ----- “P” – Same as the property address “M” – Same as 1st party (i.e. Sequence No = 01) of the same party “I” – Inputted by the applicant		PARTIES_INIT	X(1)
	Purchase Ownership Type	OSHIP_TYPE	Ownership Type of the property acquired by the purchaser (applicable if PARTY_TYPE = SP) , the content should be filled with the 1-character short code only Short code – description ----- “S” – Sole-owner “J” – Joint-owner “C” – Co-owner Blank – N/A		PARTIES_INIT	X(1)

	Percentage of Share Purchased	SHARE_PERCENT	<p>The percentage of the property share acquired by the purchaser (applicable if PARTY_TYPE = SP and OSHIP_TYPE = C)</p> <p>The input value should be greater than 0 and up to 100 and must not be more than two decimal places. The sum of all purchaser share percentage should be equal to 100%.</p>		PARTIES_INIT	9(5,2)
	Confirmor Transaction Sequence No.	CONF_TRAN_SEQ_NO	<p>TRAN_SEQ_NO of the involved confirmor Transaction</p> <p>Required if PARTY_TYPE = SC</p>		PARTIES_INIT	9(3)

A.2 Stamping of Tenancy Agreement

<p>All upload records should be included in block TENANCY_AGREEMENTS.</p> <p>For each property transfer upload record, the content should be included in block TENANCY_AGREEMENT.</p> <p>The repeating group INIT and PARTIES_INIT may be provided inside each TENANCY_AGREEMENT, where only one INIT should exist in each PROPERTY_TRANSFER, while the number of occurrence of PARTIES_INIT should depend on the actual number of landlord(s) and tenant(s) involved in the tenancy agreement transaction.</p> <p>For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.</p>						
TENANCY_AG GAGEMENT						
	Name of the Applicant	APP_NAME	<p>Either English or Chinese input.</p> <p>For English input, maximum input format in 40 characters.</p> <p>For Chinese input, maximum input format in 30 characters</p>			X(40)
	Applicant Capacity	APP_CAPACITY	<p>The capacity of the applicant, the content should be filled with the 2-characters short code only:</p> <p>Short code – description ----- "LL" - Landlord "LT" - Tenant "AS" - Legal Representative "RA" - Property Agent "RO" - Others</p>			X(2)

	<p>Both standard/other format addresses can be bilingual. Only corresponding address fields (For standard format address input: PTY_FLAT to PTY_DISTRICT, for other format address input: PTY_ADDR_L1 to PTY_ADDR_L5) should be filled for either type of address, except area code PTY_AREA_CODE which is shared for both address type.</p> <p>If both standard format address and other format address are filled, the system will store only standard address value during upload.</p> <p>The following fields from PTY_FLAT to PTY_DISTRICT cover the element required for standard format address.</p>					
	Execution Date of Instrument	EXEC_DATE	Execution Date of Instrument in the format: YYYYMMDD		INIT	Date2
	No. of Duplicate Instrument	DUP_NUM	<p>Total no. of duplicate instruments submitted for stamping, the content should be filled with the 2-character short code only</p> <p>Short code – description ----- 00 - if instrument not executed in duplicate 01 - if instrument is executed in duplicate</p>		INIT	X(2)
	Flat/Room	PTY_FLAT	<p>Flat/Room of the standard format property address (Bilingual)</p> <p>For both English and Chinese input, maximum 5 characters input allowed.</p>		INIT	X(15)
	Floor	PTY_FLOOR	<p>Floor of the standard format property address (Bilingual)</p> <p>For both English and Chinese input, maximum 3 characters input allowed.</p>		INIT	X(9)
	Block/Tower	PTY_BLOCK	<p>Block/Tower of the standard format property address (Bilingual)</p> <p>For both English and Chinese input, maximum 3 characters input allowed.</p>		INIT	X(9)

	Building	PTY_BLDG	Building/Tower of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 12 characters allowed.		INIT	X(36)
	Estate	PTY_EST	Estate of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 8 characters allowed.		INIT	X(30)
	Street	PTY_STREET	Street of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 14 characters allowed.		INIT	X(42)
	District	PTY_DISTRICT	District of the standard format property address (Bilingual) For English input, maximum 21 characters allowed. For Chinese input, maximum 4 characters allowed.		INIT	X(21)

	Area Code of the property address	PTY_AREA_CODE	The area code of the property address, the content should be filled with 1-character short code only. Other property address fields should not include area content. Short code – description ----- "H" - Hong Kong "K" - Kowloon "N" - New Territories		INIT	X(1)
	The following fields from PTY_ADDR_L1 to PTY_ADDR_L5 cover the element required for other format address. For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed.					
	The other format address of the property	PTY_ADDR_L1	Line 1 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 18 characters allowed.		INIT	X(54)
	The other format address of the property	PTY_ADDR_L2	Line 2 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L3	Line 3 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)

	The other format address of the property	PTY_ADDR_L4	Line 4 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L5	Line 5 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	Start date of the tenancy	LEASE_STR_DATE	Start date of the tenancy in the format: YYYYMMDD.		INIT	Date2
	End date of the tenancy	LEASE_END_DATE	End date of the tenancy in the format: YYYYMMDD.		INIT	Date2
	Rent of the tenancy	RENT_AMT	Total rent paid / payable over the whole term The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.		INIT	X(14,2)
	Type of party	PARTY_TYPE	Type of party involved in the property transfer instrument, the content should be filled with the 2-characters short code: Short code – description ----- "LL" - Landlord "LT" - Tenant	Mandatory	PARTIES_INIT	Date2

	Sequence No.	SEQ_NO	A sequence number indicating the input sequence of the relevant type of party For PARTY_TYPE="LL", the value should be between 1 to 4. For PARTY_TYPE="LT", the value should be between 1 to 4.	Mandatory	PARTIES_INIT	Date2
	ID Type of the party	ID_TYPE	ID Type of the party, the content should be filled with the 1-character short code: Short code – description ----- "H" - Valid HKIC No. "P" - Passport No. "B" - Valid BR Number "O" - Other Company No.		PARTIES_INIT	Date2
	Identification number of the party	ID	Identification number of the party - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as A1234567 - Passport No. in X(30) format for ID Type "P" - BR Number in 9(8) format for ID Type "B" - Other Company No. in X(30) format for ID Type "O"		PARTIES_INIT	Date2
	English name of the party Line 1	ENG_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	Date2
	English name of the party Line 2	ENG_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	Date2
	English name of the party Line 3	ENG_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	Date2

	Chinese name of the party	CHIN_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		PARTIES_INIT	Date2
For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed.						
	Correspondence address Line 1	CORR_ADDR_L1	Corresponding address line 1 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 2	CORR_ADDR_L2	Corresponding address line 2 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 3	CORR_ADDR_L3	Corresponding address line 3 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		PARTIES_INIT	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		PARTIES_INIT	X(30)