上載加蓋印花申請用戶指南
(首次加蓋印花的買賣合約 / 樓契和租約)

版本: 1.1

目錄

1.　目的

上載加蓋印花申請功能可讓客戶更快速方便地透過稅務局的電子印花服務提交加蓋印花申請。客戶無需連接互聯網並在輸入畫面上逐一欄位輸入資料，只需離線準備加蓋印花申請數據文件即可。完成文件準備後，客戶即可透過香港政府一站通網站 (www.gov.hk) 的電子印花服務上載。上載完成後，資料將作為已儲存記錄保存。客戶核實後即可提交加蓋印花申請。

本用戶指南說明如何準備包含 XML 格式加蓋印花申請資料的文件，以及如何將資料檔案上載至稅務局的電子印花系統以提交加蓋印花申請。

本文件如有更改，將會更新。電子印花客戶請前往電子印花服務選單查看更新版本。

2. 範圍

本文件涵蓋透過電子印花服務上載物業轉讓和租約加蓋印花申請的流程。

如需了解更多電子印花服務，請瀏覽以下網站：

https://www.ird.gov.hk/chi/tax/e_stamp.htm

3. 準備上載資料檔的軟體要求

加蓋印花申請上載服務適用於首次加蓋印花的買賣合約/樓契及租約加蓋印花。上載檔案必須為XML格式，並符合預設規格。準備上載文件需要額外軟體。

用戶可以透過兩種方式準備上載文件：

- 客製化開發應用程序，根據預設**數據規範**（一個用於首次加蓋印花的買賣合約/樓契，另一個用於租約加蓋印花），以文件類型定義 (DTD) 格式直接準備XML資料檔案；或

- 使用**上載資料模板**和預置的**XML過濾包**，透過免費軟體**Openoffice.org Calc 4.x版本**（**需安裝Java Runtime Environment – JRE**）將上載範本中的資料轉換為電腦中有效的上載記錄。

對於上述軟體項目，例如：資料規格、上載資料模板以及預置的 XML 過濾包，均可透過電子印花服務選單下載。

Openoffice.org Calc 4.x 版免費軟體可從 http://www.openoffice.org 下載。要在 Openoffice.org Calc 下執行預置的 XML 過濾包，還需安裝 Java Runtime Environment (JRE) 軟體。有關 Openoffice.org Calc 和 Java Runtime Environment (JRE) 的下載和安裝詳情，可分別瀏覽http://www.openoffice.org 和http://java.sun.com。

資料規格 / 上載範本 / XML過濾包下載

電子印花客戶可依照以下步驟尋找並下載資料規格、上載資料模板及 XML 篩選包：

步驟一：在電子印花服務選單中，點選「**首次加蓋印花的買賣合約 / 樓契**」或「**租約**」的「**附註**」。

印花稅 > 提交加蓋物業印花申請 > 首次加蓋印花的買賣合約 / 樓契 (不適用於涉及額外印花稅、買家印花稅及/或不同從價印花稅標準稅率的個案)

首次加蓋印花的買賣合約 / 樓契 (不適用於涉及額外印花稅、買家印花稅及/或不同從價印花稅標準稅率的個案)

返回

☐ SC-869-0024

提交加蓋印花申請

上載大批加蓋印花申請

上載大批加蓋印花申請，請參閱附註

印花稅 > 提交加蓋物業印花申請 > 租約

租約

返回

☐ SC-869-0025

提交加蓋印花申請

上載大批加蓋印花申請

上載大批加蓋印花申請，請參閱附註

步驟二：點擊彈出的窗口中相應的自描述超連結即可下載資源檔案。

上載加蓋印花申請適用於首次加蓋印花的買賣合約 / 樓契及租約。上載的檔案須為特定格式的XML檔案。

你可以透過以下的方法備製特定格式的XML檔案：

(i)　直接備製XML檔案。請參閱下列附載的Data Specification 檔案：
　　首次加蓋印花的買賣合約 / 樓契
　　租約
　　‹使用指南的4.2.1段›

(ii)　使用備製上載資料模板 ‹使用指南的4.2.2段›
　　第一步　下載 OpenOffice.org Calc 2.x version
　　　　　‹使用指南的3.3段›
　　第二步　請 按此(首次加蓋印花的買賣合約 / 樓契) (更新於 2024年07月07日)，按此((租約) (最新版本是3.0)
　　　　　下載適用於OpenOffice.org Calc 2.x的定做XML過濾檔案
　　　　　使用指南的4.2.2.1段›
　　第三步　下載 備製上載資料模板 (首次加蓋印花的買賣合約 / 樓契) (更新於 2024年07月07日)，備製上載資料模板
　　　　　(租約) (最新版本是3.0) 及備製你的上載檔案
　　　　　‹使用指南的4.2.2.2段›
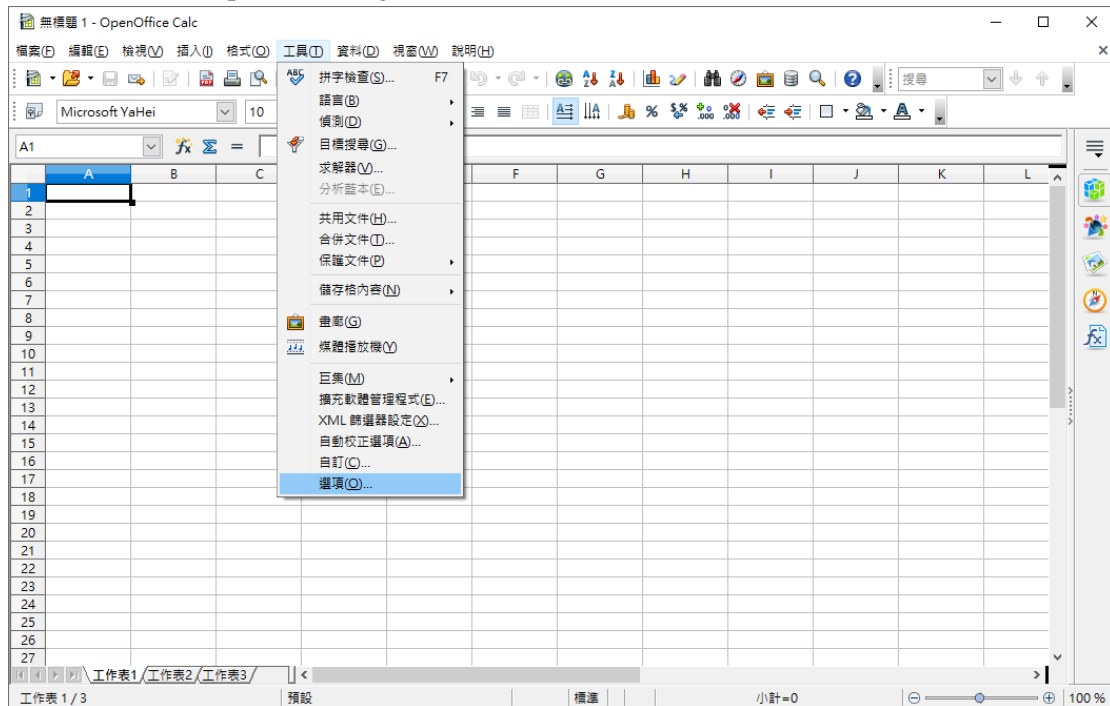　　第四步　透過OpenOffice.org Calc 4.x將上載檔案轉為XML格式
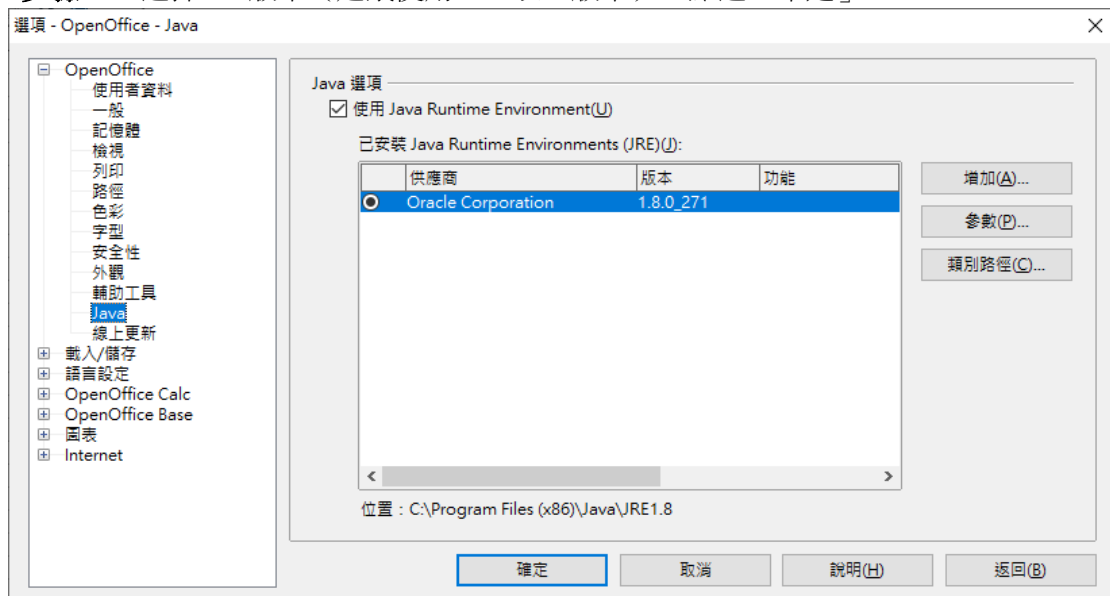　　　　　‹使用指南的4.2.2.3段›

有關詳情，請參閱附載的 上載加蓋印花申請使用指南

關閉

OpenOffice.org Calc 配置

安裝 OpenOffice.org Calc 和 Java Runtime Environment (JRE) 後，需要啟用
OpenOffice.org Calc 的 Java 選項，步驟如下：

步驟一：啟動 OpenOffice.org Calc，然後點選「工具」->「選項…」。

步驟二：選擇JRE版本（建議使用1.4.2以上版本），點選「確定」。

4. 準備上載文件

4.1 前提條件

在使用「上載資料模板」準備上載文件之前，請先從香港政府一站通網站取得以下文件：

- 上載資料模板；

- XML 篩選包 (Stamping of Property Transfer.jar)，用於首次加蓋印花的買賣合約／樓契；及/或

- XML 篩選包 (Stamping of Tenancy Agreement.jar)，用於租約加蓋印花。

使用定製程式準備 XML 檔案時，請取得下列資料規格：

- 資料規範文件 (Stamping of Property Transfer.dtd)，用於首次加蓋印花的買賣合約／樓契；及/或

- 資料規格文件 (Stamping of Tenancy Agreement.dtd)，用於租約加蓋印花。

4.2 上載文件準備

4.2.1 使用客製化開發的應用程式

電子印花客戶可以選擇使用客製開發的應用程式建立上載檔案。在此方案下，電子印花客戶還可以考慮將應用程式與其現有系統/資料庫結合，以便有效利用已儲存的印花稅相關資料來建立上載文件。

為確保電子印花服務的加蓋印花申請上載功能接受已建立的上載文件，所準備的上載文件必須符合第 4.1 節所述的預先定義資料規格。有關資料規格的詳細說明，請參閱附錄A。

4.2.2 使用上載資料模板

4.2.2.1 安裝

用戶於下載 4.1 節中提到的資源檔案後，需要在 OpenOffice.org Calc 軟體中安裝其中一些檔案。以下步驟是所需的安裝流程。本指南以 Microsoft Windows 作業系統為例介紹安裝步驟。其他支援作業系統的安裝步驟亦類似。此外，這些安裝步驟只需執行一次。

步驟一：首先，啟動「OpenOffice.org Calc」軟體
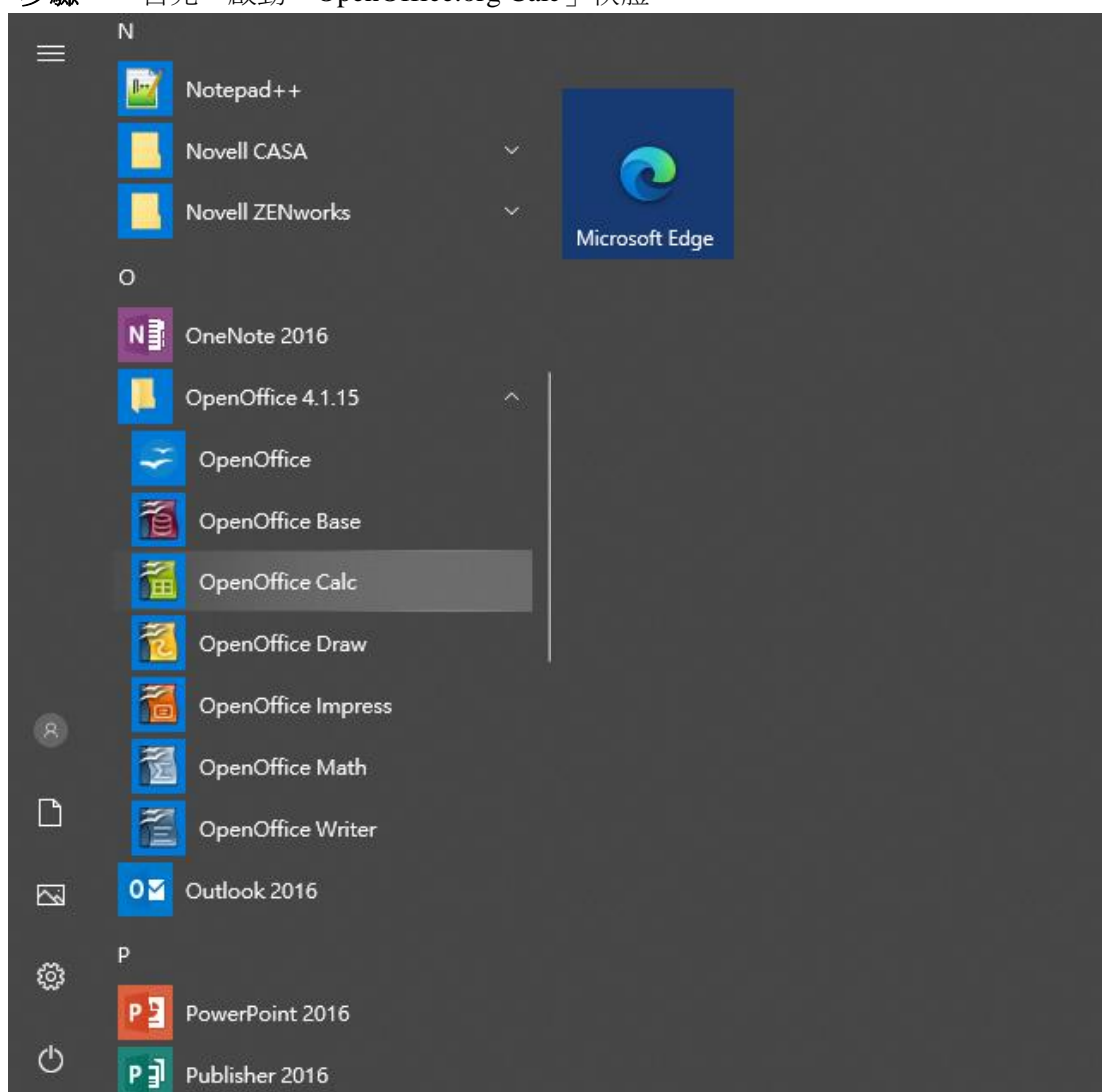
步驟二：點選「工具」->「XML篩選器設定」。以下選單將會彈出。
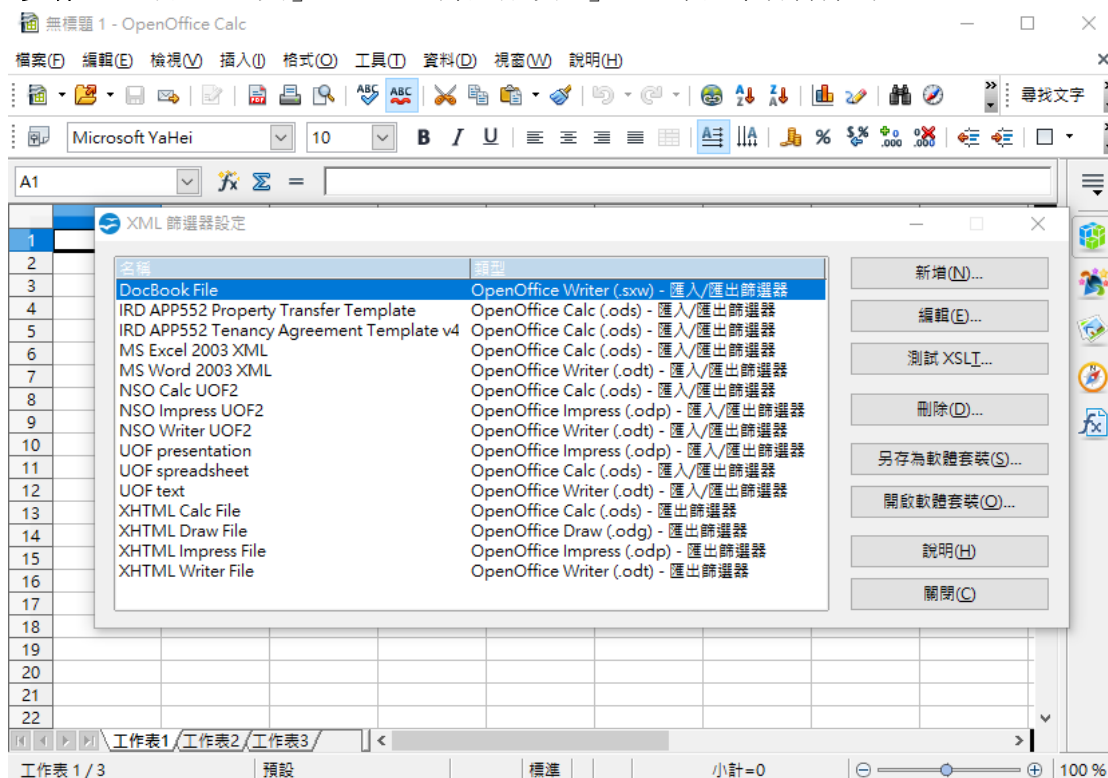
步驟三：點擊「開啟軟體套裝」，尋找XML篩選軟體包（即「Stamping of Property Transfer.jar」或「Stamping of Tenancy Agreement.jar」），然後點擊「開啟」。系統會顯示安裝成功。
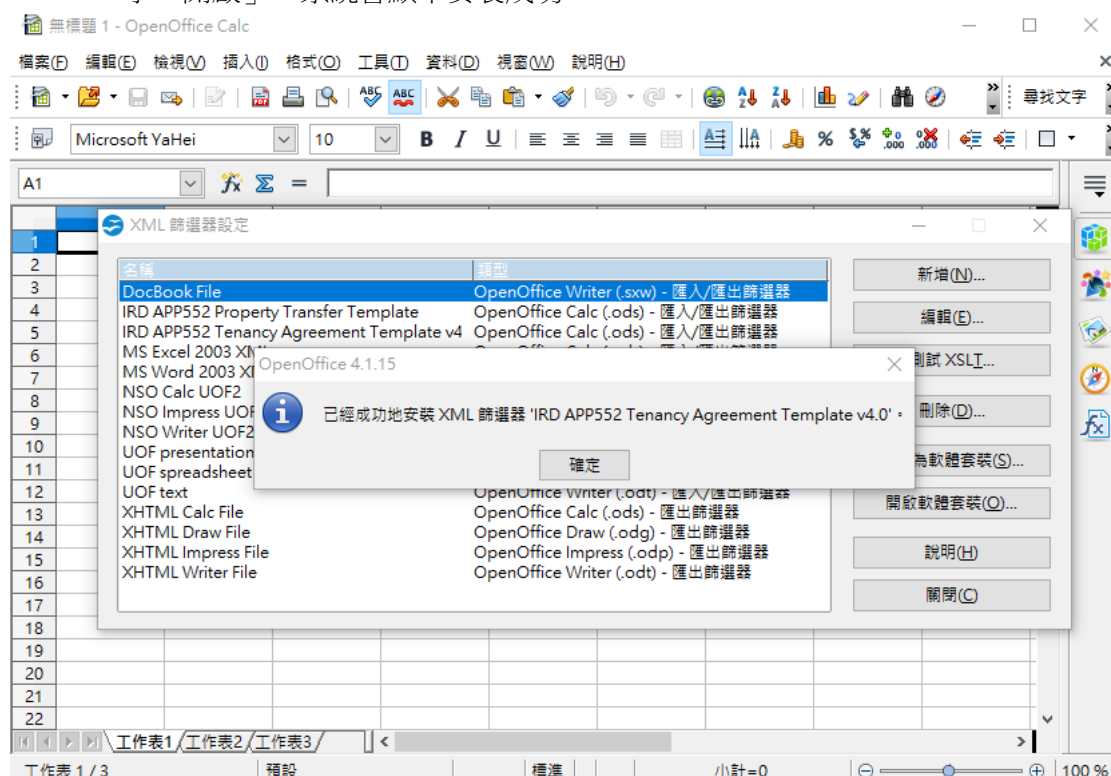
4.2.2.2 上載資料的準備

1. 編輯範本文件

用戶可以使用 OpenOffice.org Calc 4.x 版或 Microsoft Office Excel 開啟「上載資料模板」，然後按照欄位說明填寫要上載的資料。每個上載檔案最多可包含 50 筆記錄，最少可包含 1 筆記錄。第50 筆之後的記錄將不會被提取上載。範本中提供了輸入註釋，說明每個欄位的資料格式。

2. 儲存範本文件

用戶可以在將模板檔案轉換為 XML 檔案之前儲存。已儲存的文件可供將來使用，以便節省輸入相同或類似資料的時間（例如用於同一屋邨類似的加蓋印花申請）。

4.2.2.3 轉換上載文件

步驟一：使用 OpenOffice.org Calc 開啟已準備的上載範本檔案。點擊「檔案」->「另存新檔」，然後在「存檔類型」選項中選擇「E-Stamping (.xml) 」。
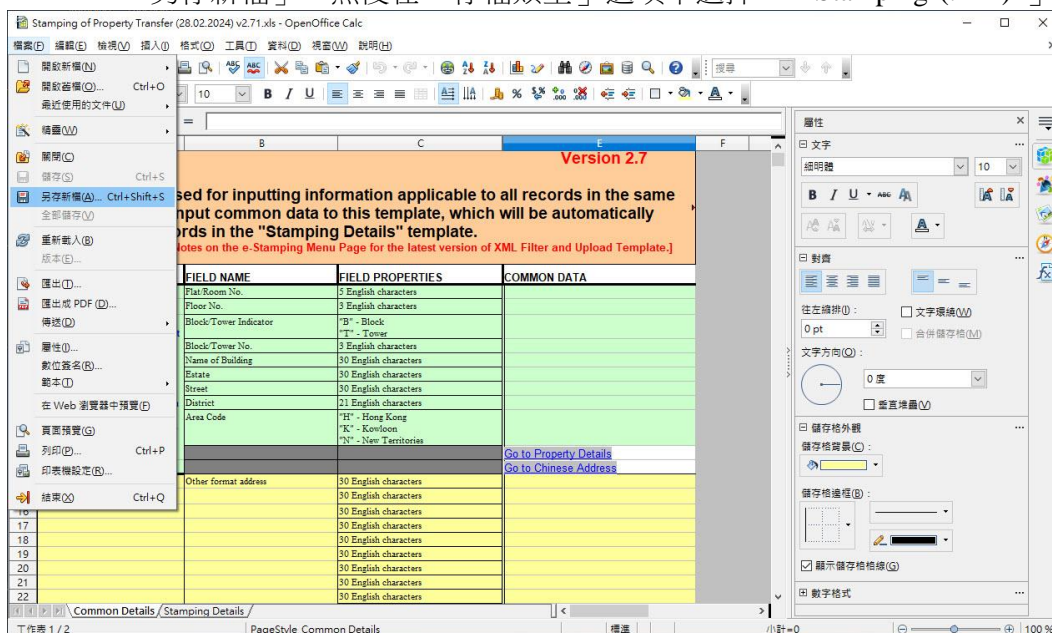
步驟二：在「檔案名稱」欄位輸入檔案名，然後點選「存檔」。
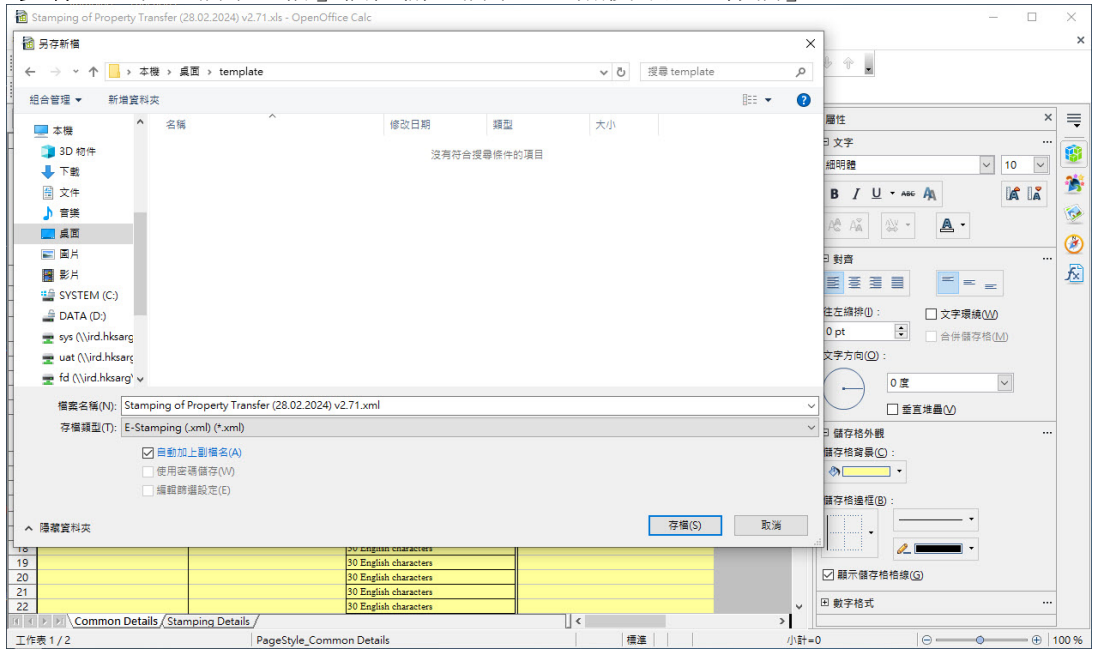
系統將彈出一條警告訊息，提醒用戶將文件儲存為「E-Stamping(.xml)」文件格式。如果用戶希望在轉換前儲存工作表文件，請點擊交叉按鈕「X」並返回儲存選單，以便再次選擇檔案格式。否則，請點擊「保留目前格式」繼續轉換。
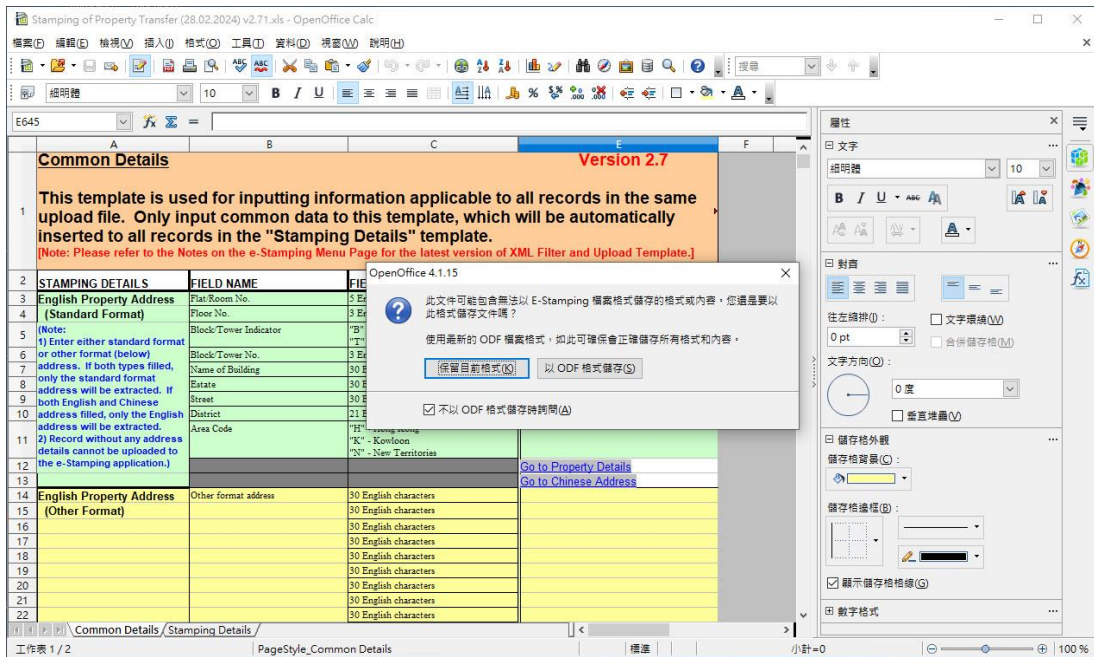
如果沒有驗證問題，用戶應儲存以「.xml」為副檔名的新檔案。此文件可用於上載到電子印花系統中。下表顯示了建立的 XML 檔案範例的內容：

```xml
<?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/>
<NUM_CAR_PARK>Y</NUM_CAR_PARK>
<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/>
<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/>
<TRANSFEROR_ACQUIRE_IRN/>
<PURCHASERS_OWN_HK_RES_PTY/>
<PURCHASERS_OWN_HK_CAR_PARK/>
<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_INI_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. 上載加蓋印花申請

5.1 上載數據文件

步驟一：開啟瀏覽器，透過香港政府一站通網站尋找稅務局的電子服務菜單。

步驟二：點選網上服務選單上的「**印花稅**」。

步驟三：在印花稅選單點選「**為物業文件加蓋印花**」。

步驟四：在提交加蓋物業印花申請選單點選「**首次加蓋印花的買賣合約 / 樓契**」或「**租約**」。

步驟五：在首次加蓋印花的買賣合約／樓契或租約的選單點選「**上載大批加蓋印 花申請**」。

步驟六：如需要，選擇其中一種認證方式登入電子印花系統。

步驟七：身份驗證成功後，用戶將被引導至以下歡迎頁面。點擊「**繼續**」開始申請。

GovHK香港政府一站通　　　　　　　　　　　　　　　　　Eng | 繁　字型大小　⤷ 登出

上載加蓋印花申請（首次加蓋印花的買賣合約／樓契）　　　⊗ 退出
🖵 SC-552-0701

完成此項服務約需時 **5 - 20 分鐘**。

1　閱讀重要附註	2　輸入檔案名稱及上載	3　收取確認通知

繼續

步驟八：小心閱讀重要附註，然後按「**開始申請**」。

上載加蓋印花申請（首次加蓋印花的買賣合約／樓契）   ⊙ 退出
🖥 SC-552-0702

1 閱讀重要附註	2 輸入檔案名稱及上載	3 收取確認通知

重要附註

歡迎使用上載加蓋印花申請的電子印花服務。

請注意，在完成上載後，已上載的加蓋印花申請是會被暫時儲存在電子印花服務的系統內，以備正式遞交。你可在完成上載後的確認版面或在首次加蓋印花的買賣合約／樓契的電子印花服務的第一個輸入版面內讀取記錄，以作遞交。

收集個人資料聲明

就本局處理你的申請過程中，你必須提供所要求的個人資料。若你不提供所需資料，你的申請將不獲受理。

本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構（例如差餉物業估價署）披露／轉移該等資料的任何或全部內容。

你有權要求查閱及改正你的個人資料，但屬《個人資料（私隱）條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函印花稅署總監（地址為香港九龍啟德協調道5號稅務中心1樓）。

部分資料可能載於印花證明書上。凡持有該印花證明書的人士，可經稅務局的「電子印花系統」，核對該證明書的真確性。

如你是有關人士的代理／代表，請通知他們此收集個人資料聲明及注意你在《個人資料（私隱）條例》中應負的責任。

開始申請

步驟九：點選「**瀏覽**」選擇上載的檔案。

步驟十：當上載檔案的進度列完全填滿後，點選「**繼續**」。

GovHK香港政府一站通   Eng | 繁 字型大小 ⤷ 登出

上載加蓋印花申請（首次加蓋印花的買賣合約／樓契）   ⊙ 退出
🖥 SC-552-0703

1 閱讀重要附註   2 輸入檔案名稱及上載   3 收取確認通知

上載加蓋印花申請適用於首次加蓋印花的買賣合約 / 樓契。

▬ **輸入檔案名稱及上載** ⓘ

輸入檔案名稱：   瀏覽

Stamping of Property Transfer record.xml   🗑
33.82 KB

註
上載檔案必需符合特定格式。
你可在30日內讀取已儲存記錄。
最多可儲存60個記錄。

繼續

網上示範   常見問題   聯絡我們   支援中心   服務承諾   **提示及工具**   **相關資料**
                                                    ➜ 免稅額   ➜ 電子物業印花簡介
                                                    ➜ 稅率   ➜ 印花稅簡介
                                                    ➜ 計算稅款
                                                    ➜ 兌換率

關於我們 | 版權告示 | 私隱聲明 | 免責聲明

W3C WAI-AA WCAG 2.2

步驟十一：檔案格式通過驗證後，系統會逐一處理上載檔案中的記錄。處理過程中會顯示以下畫面。
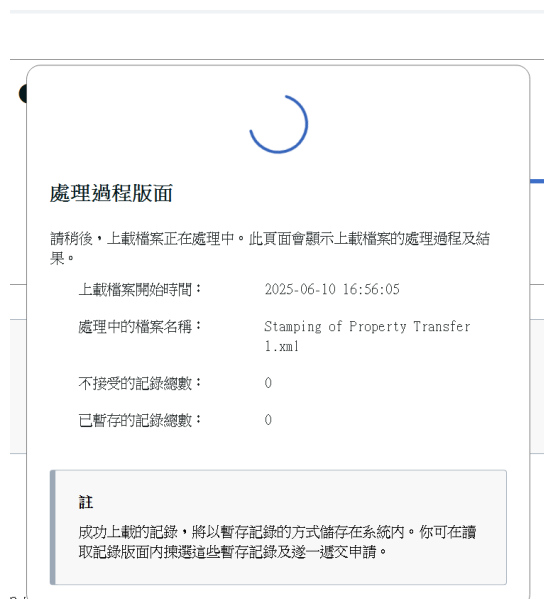
此進度畫面將顯示上載過程中已接受和已拒絕的記錄數量。總數將自動刷新，直到檔案中所有的記錄都處理完成。

步驟十二：上載完成後將顯示以下確認通知畫面。

用戶可以點選在確認通知畫面上的「**上載另一檔案**」上載其他文件，或點選「**讀取記錄**」以檢索已儲存於系統中所有已上載記錄的摘要。

如果上載過程中出現系統異常，如網路中斷，用戶也可以使用「**讀取記錄**」功能來驗證上載結果。用戶可以選擇刪除已上載的記錄，然後重新上載檔案。

如果上載檔案中存在被拒絕的記錄，用戶可以點擊「不接受的紀錄總數」右側的「**不接受原因**」，查看該記錄的錯誤訊息。點擊「**不接受原因**」後，系統會顯示錯誤詳情。

上載加蓋印花申請（首次加蓋印花的買賣合約／樓契）　　　　　⊗ 退出
🖵 SC-552-0704

1 閱讀重要附註	2 輸入檔案名稱及上載	3 收取確認通知
✔	✔	◉

> 上傳第 1 條記錄失敗，上載的記錄沒有輸入物業地址或輸入的中文字數超出規限。[552-E-1903]

你的上載檔案已成功處理。
你可讀取已成功上載的記錄或上載另一檔案。

━ 收取確認通知

上載檔案開始時間：	2025-06-10 16:51:41
檔案名稱：	Stamping of Property Transfer 2.xml
上載檔案中的記錄總數：	1
不接受的記錄總數：	1　　不接受原因
已暫存的記錄總數：	0

[上載另一檔案]　[讀取記錄]　[列印]

（註：如需為租約加蓋印花，請點擊租約選單中的「**上載大批加蓋印花申請**」，並按照第5.1節中的步驟6至12操作。）

5.2 提交上載記錄

步驟一：　　用戶可以透過以下兩種方式開始提交已上載的記錄：

步驟一(A)：點選上述第5.1節中步驟十二的「**讀取記錄**」後，用戶將被引導至以
　　　　　　　　下讀取記錄頁面；或

步驟一(B)： 在首次加蓋印花的買賣合約／樓契或租約的選單上點選「**提交加蓋印花申請**」。詳情請參閱上述第5.1節的步驟一至四。

「商業稅務網站」 ＞網上服務 ＞印花稅 ＞提交加蓋物業印花申請 ＞首次加蓋印花的買賣合約 ／ 樓契（不適用於涉及額外印花稅、買家印花稅及/或不同從價印花稅標準稅率的個案）

首次加蓋印花的買賣合約 ／ 樓契 (不適用於涉及額外印花稅、買家印花稅及/或不同從價印花稅標準稅率的個案)

返回

☐ SC-868-0016

提交加蓋印花申請

上載大批加蓋印花申請

上載大批加蓋印花申請，請參閱附註

「商業稅務網站」 ＞網上服務 ＞印花稅 ＞提交加蓋物業印花申請 ＞租約

租約

返回

☐ SC-868-0017

提交加蓋印花申請

上載大批加蓋印花申請

上載大批加蓋印花申請，請參閱附註

如需要，選擇其中一種認證方式登入電子印花系統。

如需要，選擇其中一種認證方式登入電子印花系統。

在歡迎頁面中點選「**繼續**」。

小心閱讀重要附註，然後按「**開始申請**」。

首次加蓋印花的買賣合約／樓契

SC-552-0102

退出

1 閱讀重要附註	2 輸入詳情	3 簽署及遞交	4 繳款（如適用）

重要附註

歡迎使用電子印花服務。 首次加蓋印花的買賣合約/樓契的電子印花服務適用於以下文件：

1. 不超過20個賣家或4個買家。

2. 準時提交的申請。

3. 逾期不超過4年及沒有減免罰款要求的加蓋印花申請。

> （註：如你的加蓋印花申請已逾期，並欲申請減免逾期加蓋印花的罰款，請前往印花稅署辦理加蓋印花手續及申請減免罰款。請按此以了解逾期加蓋印花的罰款政策。）

4. 涉及不超過兩宗確認人交易的轉讓個案。

請注意，買家在2013年2月23日（「生效日」）前取得的非住宅物業，可予徵收印花稅的文書為售賣轉易契，而買家在生效日或以後取得的非住宅物業，可予徵收印花稅的文書則收為買賣協議。

就住宅物業或在生效日或以後進行的非住宅物業的交易，你可遞交臨時買賣合約或正式買賣合約作首次加蓋印花申請。 如臨時買賣合約與正式買賣合約相隔超過14天，在完成就其中一分買賣合約首次加蓋印花後，你須為另一份買賣合約遞交其後加蓋印花申請，以加蓋$100定額印花稅。就非住宅物業的交易，如果買家是於生效日至《2014年印花稅(修訂)(第2號)條例》刊憲日前(即2013年2月23日至2014年7月24日)簽立買賣合約，加蓋印花申請不能經由電子印花服務遞交。

若買家於生效日或以後但在2024年2月28日前取得住宅物業，在取得有關住宅物業時是代表自己行事的香港永久性居民及在香港並沒有擁有任何其他住宅物業，他／她可以申請以較低稅率(第2標準)繳納從價印花稅，並在申請加蓋印花後的30天內，向印花稅署提交法定聲明(IRSD131(C))的正本。

在繳付印花稅（和罰款，如有的話）後，你可下載及列印印花證明書。印花證明書是已加蓋印花的證據，按《印花稅條例》發出，具有與傳統印花相等的法律地位。

如加蓋印花申請不能經由電子印花服務遞交，請將申請交往印花稅署。

收集個人資料聲明

就本局處理你的申請過程中，你必須提供所要求的個人資料。若你不提供所需資料，你的申請將不獲受理。

本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構（例如差餉物業估價署）披露／轉移該等資料的任何或全部內容。

你有權要求查閱及改正你的個人資料，但屬《個人資料（私隱）條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函印花稅署總監(地址為香港九龍啟德協調道5號稅務中心1樓)。

部分資料可能載於印花證明書上。凡持有該印花證明書的人士，可經稅務局的「電子印花系統」，核對該證明書的真確性。

如你是有關人士的代理 / 代表，請通知他們此收集個人資料聲明及注意你在《個人資料（私隱）條例》中應負的責任。

開始申請

網上示範　常見問題　聯絡我們　支援中心　服務承諾	提示及工具	相關資料
	→ 免稅額	→ 電子物業印花簡介
	→ 稅率	→ 印花稅簡介
	→ 計算稅款	→ 稅務易規則及條款
	→ 兌換率	→ 稅務易保安資訊

關於我們 | 版權告示 | 私隱聲明 | 免責聲明

在輸入文書資料的第一頁點選「**讀取記錄**」。

GovHK香港政府**一站通** 　　　　　　　　　　　　　　　　Eng | 繁　字型大小　⟶ 登出

首次加蓋印花的買賣合約／樓契 　　　　　　　　　　　　⊗ 退出
🖵 SC-552-0103

1　閱讀重要附註	2　輸入詳情	3　簽署及遞交	4　繳款（如適用）
✔	第01部．共06部 ⌄	◯	◯

－ 讀取記錄

讀取暫存／上載並且未遞交的記錄或以先前的網上申請作輸入版面，請按此。

[讀取記錄]

－ 輸入交易資料 ⓘ

物業詳情：

物業地址：

◯　固定格式　　　　　[　　　　　]　　[　　　　　]
　　　　　　　　　　　　　　　室　　　　　　樓

用戶將被引導至以下讀取記錄頁面。

GovHK香港政府**一站通** 　　　　　　　　　　　　　Eng | 繁　字型大小　⤷ 登出

首次加蓋印花的買賣合約／樓契　　　　　　　　　⊙ 退出

🖵 SC-552-0115

━ 讀取記錄

讀取先前的網上申請作輸入版面： ⓘ

　　　　文書編號：　　　　　　　　　1-23-456789-1-2-3

　　　　　　　　　　　　　　　　　〈請忽略 "-"〉

讀取暫存或上載但尚未遞交的記錄：

以下是你在過去暫存或上載但尚未遞交的記錄。系統將保留它們30天。

全部	暫存	上傳

上載計次的日期 ▽ ⇅ （日/月/年 時：分：秒）	儲存記錄的日期 ▽ ⇅ （日/月/年 時：分：秒）	計次序號 ▽ ⇅	物業地址 ▽ ⇅
◯	27/05/2025 17:06:11		Flat/Rm. H 28/F Block D Gold mansion Wealth Garden 1 Kings Road HK

顯示總共1項中的1項　　　　　　　　　　　　　　　1 轉到頁面 [1] →

返回　清除　刪除　更新　列印　**讀取**

步驟二： 勾選記錄左側的單選按鈕，然後點選「**讀取**」。系統將讀取該記錄。

GovHK 香港政府**一站通**   Eng | 繁 字型大小 ⏻ 登出

首次加蓋印花的買賣合約／樓契   ⊗ 退出
SC-552-0115

- 讀取記錄

讀取先前的網上申請作輸入版面： ⓘ

　　　　文書編號：   1-23-456789-1-2-3

　　　　　　　　　　　　　　　　　　　（請忽略 "-"）

讀取暫存或上載但尚未遞交的記錄：

以下是你在過去暫存或上載但尚未遞交的記錄。系統將保留它們30天。

全部	暫存	上傳

上載計次的日期 ▽ ↑↓ （日/月/年 時：分：秒）	儲存記錄的日期 ▽ ↑↓ （日/月/年 時：分：秒）	計次序號 ▽ ↑↓	物業地址 ▽ ↑↓
○	27/05/2025 17:06:11		Flat/Rm. H 28/F Block D Gold mansion Wealth Garden 1 Kings Road HK

顯示總共1項中的1項   1 轉到頁面 ☐ →

返回　清除　刪除　更新　列印　**讀取**

在讀取記錄的過程中，系統將會驗證每個輸入欄位的資料。如果讀取的記錄通過所有驗證，系統將直接顯示簽署及提交頁面。用戶隨後即可提交加蓋印花申請。如果記錄未能通過任何驗證，系統則會顯示最早出現錯誤的頁面，並顯示錯誤訊息供用戶修改。用戶必須逐一輸入其餘信息，直至顯示簽署及提交頁面。

(註：就租約的加蓋印花申請，請於租約選單中點選「**提交加蓋印花申請**」後按照第5.2節中步驟1及2操作。)

6. 實用技巧和故障排除問答

6.1 實用技巧

1　應卸載2008年1月19日之前發布的首次加蓋印花的**XML**篩選器，並將其替換為從香港政府一站通網站下載的版本。為了使用電子印花服務最新的功能，客戶應參閱電子印花選單頁面的「備註」，以取得最新版本的**XML**篩選器和上載範本。

2　盡量在上載資料模板中填寫文書詳情，以減少提交加蓋印花申請時需要進一步輸入和修改的時間。

3　如果同一上載檔案中的記錄包含相同的資料（例如賣方及申請人資料），使用「共用工作表」輸入此類資料會更方便。在共用工作表中輸入資料後，輸入的資料將自動填入「加蓋印花詳情工作表」中所有 50 筆記錄的相同欄位中。如果上載檔案未包含 50 筆記錄，用戶應刪除最後一筆記錄後一列的所有資料（例如，如果上載檔案包含 25 筆記錄，且已使用通用資料工作表輸入通用數據，則請反白顯示第 26 筆記錄列並點選「刪除」。第 26 筆記錄中的所有資料將被刪除。系統將停止處理第 25 筆記錄後的資料。）（另請參閱下面的註5）

4　沒有物業地址的記錄將被視為無效記錄，並將在上載過程中被拒絕。此外，使用舊版 XML 篩選器和上載範本建立的 XML 檔案也將被拒絕。

5　在準備上載資料模板時，任何已輸入的記錄前都不應存在空白的記錄。遇到空白的記錄時，系統將停止處理之後的記錄。例如，如果第10筆記錄是空白的，系統只會從範本中提取第1至9筆記錄。（另請參閱上面的註 3，以了解必須將某一列留空的情況）

6　建議用戶儘早刪除已臨時保存但仍未使用的記錄。這將有助於減少讀取記錄的回應時間，並為後續保存的記錄騰出空間。（註：電子印花服務允許每個帳戶最多保存60筆記錄。如果用戶已在系統中儲存了60筆記錄，則無法再儲存或上載新的記錄。）

6.2 故障排除問答

Q1. 使用 Openoffice.org Calc 開啟上載資料模板並儲存為 XML 檔案格式（上載檔案格式）時，如果顯示「寫入錯誤」該怎麼辦？

A1. 此問題可能是由 Openoffice.org Calc 在檔案轉換過程中引起的。首先，你應檢查 Openoffice.org Calc 的版本。目前，提供的 XML 篩選器僅支援 Openoffice.org 4.x 版本。如果 Openoffice.org Calc 版本與建議版本相符，則安裝的 XML 篩選器包有可能已損壞。在這種情況下，你可以重新安裝 XML 篩選器套件。請在重新安裝之前按照以下兩個步驟刪除：

- 打開「工具」選單下的「XML 篩選器設定」，選取已安裝的 XML 篩選器，點擊「編輯...」後將彈出篩選的詳細信息，點擊「轉換」，記錄「DTD」/「用於匯出的 XSLT」/「用於導入的 XSLT」的檔案路徑，然後點擊彈出視窗中的「過濾」。

- 實體刪除步驟 1 中的 3 個檔案。

7. 加蓋印花申請上載文件 – 資料規範

上載 XML 檔案的資料規範詳情如下：

首次加蓋印花的買賣合約/樓契

```
<!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?, NUM_CAR_PARK?, 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?, 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?, TRANSFEROR_ACQUIRE_IRN?, PURCHASERS_OWN_HK_RES_PTY?,
PURCHASERS_OWN_HK_CAR_PARK?, 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 NUM_CAR_PARK (#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 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 TRANSFEROR_ACQUIRE_IRN (#PCDATA)>
<!ELEMENT PURCHASERS_OWN_HK_RES_PTY (#PCDATA)>
<!ELEMENT PURCHASERS_OWN_HK_CAR_PARK (#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?, HKPR_STATUS?, 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 HKPR_STATUS (#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)>
```

<u>租約加蓋印花</u>

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

<!-- Field Definitions for TENANCY_AGREEMENTS Element -->
<!ELEMENT TENANCY_AGREEMENT (EXEC_DATE_DD?, EXEC_DATE_MM?, EXEC_DATE_YY?, DUP_NUM?,
(CHINESE_ADDRESS|ENGLISH_ADDRESS), TERM_LEASE?, LEASE_STR_DATE_DD?, LEASE_STR_DATE_MM?, LEASE_STR_DATE_YY?,
LEASE_END_DATE_DD?, LEASE_END_DATE_MM?, LEASE_END_DATE_YY?, RENT_TYPE?, RENT_AMT?, PARTICULARS_INFO?,
APP_ENG_NAME?, APP_CAPACITY?)>

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

<!ELEMENT EXEC_DATE_DD (#PCDATA)>
<!ELEMENT EXEC_DATE_MM (#PCDATA)>
<!ELEMENT EXEC_DATE_YY (#PCDATA)>
<!ELEMENT DUP_NUM (#PCDATA)>

<!ELEMENT CHINESE_ADDRESS (PTY_ADDR_IND?, PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_DISTRICT?,
PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_AREA_CODE?)>

<!ELEMENT ENGLISH_ADDRESS (PTY_ADDR_IND?, PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_DISTRICT?,
PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_ADDR_L4?, PTY_ADDR_L5?,  PTY_AREA_CODE? )>

<!ELEMENT PTY_ADDR_IND (#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 TERM_LEASE (#PCDATA)>

<!ELEMENT LEASE_STR_DATE_DD (#PCDATA)>
<!ELEMENT LEASE_STR_DATE_MM (#PCDATA)>
<!ELEMENT LEASE_STR_DATE_YY (#PCDATA)>

<!ELEMENT LEASE_END_DATE_DD (#PCDATA)>
<!ELEMENT LEASE_END_DATE_MM (#PCDATA)>
<!ELEMENT LEASE_END_DATE_YY (#PCDATA)>
<!ELEMENT RENT_TYPE (#PCDATA)>
<!ELEMENT RENT_AMT (#PCDATA)>


<!ELEMENT PARTICULARS_INFO (LANDLORD_INFO?, LANDLORD_INFO?, LANDLORD_INFO?, LANDLORD_INFO?, TENANT_INFO?,
TENANT_INFO?, TENANT_INFO?, TENANT_INFO?)>

<!-- Field Definitions for LANDLORD_INFO Element -->
<!ELEMENT LANDLORD_INFO (PARTY_TYPE?, ID_TYPE?, PERSON_BUS_IND?, ID?, ID_CD?, BUS_INCORP_PLACE?, CORR_ADDR_TYPE?,
ENGLISH_NAME_L1?, ENGLISH_NAME_L2?, ENGLISH_NAME_L3?, CHINESE_NAME?, CORR_ADDR_L1?, CORR_ADDR_L2?,
CORR_ADDR_L3?, CORR_ADDR_L4?, CORR_ADDR_L5?)>

<!-- Field Definitions for TENANT_INFO Element -->
<!ELEMENT TENANT_INFO (PARTY_TYPE?, ID_TYPE?, PERSON_BUS_IND?, ID?, ID_CD?, BUS_INCORP_PLACE?, CORR_ADDR_TYPE?,
ENGLISH_NAME_L1?, ENGLISH_NAME_L2?, ENGLISH_NAME_L3?, CHINESE_NAME?, CORR_ADDR_L1?, CORR_ADDR_L2?,
CORR_ADDR_L3?, CORR_ADDR_L4?, CORR_ADDR_L5?)>


<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT ID_TYPE (#PCDATA)>
<!ELEMENT PERSON_BUS_IND (#PCDATA)>
```

```
<!ELEMENT ID (#PCDATA)>
<!ELEMENT ID_CD (#PCDATA)>
<!ELEMENT CORR_ADDR_TYPE (#PCDATA)>
<!ELEMENT ENGLISH_NAME_L1 (#PCDATA)>
<!ELEMENT ENGLISH_NAME_L2 (#PCDATA)>
<!ELEMENT ENGLISH_NAME_L3 (#PCDATA)>
<!ELEMENT CHINESE_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)>
```

附錄**A.**資料規範描述

本節介紹用於將首次加蓋印花的買賣合約 / 樓契和租約加蓋印花申請上載至電子印花服務的 XML 檔案格式。

介面資料定義中使用的約定如下：
1. XML 檔案應採用 UTF-8 格式編碼並儲存。
2. 除非另有說明，所有文字欄位均為英文欄位。
3. 如果字段中至少包含一個中文字符，則所有雙語字段均視為中文內容。
4. 日期格式
   - 格式 Date2 表示 YYYYMMDD。
   - 格式 X(n) 表示最多包含 n 個字元的字串資料。
   - 格式 9(n,m) 表示最多包含 n 位（精確度）和 m 位（小數位）的數字。
5. 「**Repeat Group**」列下的值表示可重複的資料項組的識別碼。
6. 除非在資料規則中指定「Mandatory」，否則有關資料就上載而言並非必需的。

A.1 首次加蓋印花的買賣合約 / 樓契

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
All upload records should be included in block PROPERTY_TRANSFERS. For each property transfer upload record, the content should be included in block PROPERTY_TRANSFER. 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. For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.						
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. For Chinese input, maximum input format in 30 characters x 1line (only APP_NAME_L1)			X(40)
		APP_ NAME_L3				X(40)
	Applicant Capacity	APP_CAPACITY	The capacity of the applicant, the content should be filled with the 2-characters short code only: Short code – description --------------------------------- "SV" - Vendor "SP" - Purchaser "RS" - Legal Representative "RA" - Property Agent "RO" - Other			X(2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Business registration number and branch number	APP_BRN_BRH	Business registration number and branch number of the applicant's organization 1st to 8th digit – Business Registration Number of the applicant (with leading zero) 9th to 11th 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)
			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. If both standard format address and other format address are filled, the system will store only standard address value during upload. The following fields from PTY_FLAT to PTY_DISTRICT covers the element required for standard format address.			
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)
	Whether the property transferred involves car park(s)	NUM_CAR_PARK	The number of car park(s) of the property transferred involved. 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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Auction indicator	AUCTION_IND	Indicate whether the property is purchased at public auction or tender , the content should be filled with the 1-character short code: Short code – description ---------------------------------- "A" - Public Auction "T" - Tender " " - N/A		INIT	X(1)
	Government Housing Scheme Indicator	HOUSING_SCHEME_IND	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: Short code – description ---------------------------------- "T" – Tenant Purchase through government housing scheme " " – Not purchased through government housing scheme		INIT	X(1)
	Total consideration	PURCH_COST_TOTAL	The total consideration for the computation of Stamp Duty (including other payment not included in the stated consideration) The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Stated consideration per instrument	PURCH_COST_STATED	The value of the stated consideration per instrument The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places. This value should not be greater than PURCH_COST_TOTAL.		INIT	9(14,2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subject to mortgage	PURCH_COST_MORT	Other payment - subject to mortgage The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Other premium	PURCH_COST_OTHER_PRE MIUM	Other premium The input value should be greater than 0 and up to 999999999999.99 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 999999999999.99 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		INIT	X(2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)
	Execution Date of Instrument	EXEC_DATE	Execution Date of Instrument in the format: YYYYMMDD		INIT	Date2

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Vendor purchase indicator	TRANSFEROR_ACQUIRE_INST	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 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Vendor Instrument Reference No.	TRANSFEROR_ACQUIRE_IRN	The Instrument Reference No. for the vendor. If the property is acquired by more than one conveyance/agreement, state the instrument reference number of the latest conveyance/agreement.		INIT	X(12)
	Purchasers own any other residential properties in Hong Kong	PURCHASERS_OWN_HK_RES_PTY	Purchasers own any other residential properties in Hong Kong on the date of the earliest instrument in respect of this transaction. Not applicable to cases of non-residential property or instrument executed before 23 February 2013. Short code – description ---------------------------------- "Y" – Yes "N" – No "NA" – Not Applicable		INIT	X(2)
	Purchasers own any other car park(s) in Hong Kong	PURCHASERS_OWN_CAR_PARK	Purchasers own any other car park(s) in Hong Kong. Short code – description ---------------------------------- "Y" – Yes		INIT	X(2)

			"N" – No "NA" – Not Applicable			
	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 999999999999.99 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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Secondary Market Indicator	HAHS_2ND_MARKET_IND	Secondary Market nominated by Housing Authority / Housing Society, the content should be filled with the 1-character short code: Short code – description ---------------------------------- Y – Yes N – No		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	Initial market value of Housing Authority / Housing Society flat The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Purchase price	HAHS_1ST_PUR_PRICE	Purchase price of Housing Authority / Housing Society flat The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	The following Element Name is under CONF_TRAN_INIT group. This repeating group, CONF_TRAN_INIT may be provided inside each PROPERTY_TRANSFER while the number of occurrence of CONF_TRAN_INIT should depend on the actual number of confirmor transactions			Optional Group		
	Confirmor transaction sequence no.	TRAN_SEQ_NO	A sequence number indicating the input sequence of the confirmor transaction. The input value should be between 1 to 2.	Mandatory if CONF_TRAN_INIT group is present	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
	The Purchase Consideration of this confirmor Transaction	TRAN_FEE	The Purchase Consideration of this confirmor Transaction. The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		CONF_TRAN_INIT	9(14,2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The following Element Name is under PARTIES_INIT group. This repeating group, PARTIES_INIT may be provided inside each PROPERTY_TRANSFER while 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.			Optional Group		
	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" – Confirmor	Mandatory if PARTIES_INIT group is present	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 if PARTIES_INIT group is present	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)
	Status of HKPR	HKPR_STATUS	Status of HKPR, the content should be filled with the 1-character short code: Short code – description ---------------------------------- " " - N/A "P" - Permanent Hong Kong Resident "N" - Non-Permanent Hong Kong Resident		PARTIES_INIT	X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Percentage of Share Purchased	SHARE_PERCENT	The percentage of the property share acquired by the purchaser (applicable if PARTY_TYPE = SP and OSHIP_TYPE = C) 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%.		PARTIES_INIT	9(5,2)
	Confirmor Transaction Sequence No.	CONF_TRAN_SEQ_NO	TRAN_SEQ_NO of the involved confirmor Transaction Required if PARTY_TYPE = SC		PARTIES_INIT	9(3)

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Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
All upload records should be included in block TENANCY_AGREEMENTS. For each property transfer upload record, the content should be included in block TENANCY_AGREEMENT. The repeating group CHINESE_ADDRESS, ENGLISH_ADDRESS and PARTICULARS_INFO may be provided inside each TENANCY_AGREEMENT. For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.						
TENANCY_AGGREEMENT						
	Name of the Applicant	APP_ENG_NAME	Either English or Chinese input. For English input, maximum input format in 40x3 characters. For Chinese input, maximum input format in 30 characters		TENANCY_AGREEMENT	X(40)x3
	Applicant Capacity	APP_CAPACITY	The capacity of the applicant, the content should be filled with the 2-characters short code only: Short code – description -------------------- "LL" - Landlord "LT" - Tenant "RS" - Legal Representative "RA" - Property Agent "RO" - Other		TENANCY_AGREEMENT	X(2)
	Execution Date of Instrument	EXEC_DATE_DD	Day part of Execution Date of Instrument		TENANCY_AGREEMENT	X(2)
	Execution Date of Instrument	EXEC_DATE_MM	Month part of Execution Date of Instrument		TENANCY_AGREEMENT	X(2)
	Execution Date of Instrument	EXEC_DATE_YY	Year part of Execution Date of Instrument		TENANCY_AGREEMENT	X(4)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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 one duplicate 02 - if instrument is executed in two duplicates 03 – if instrument is executed in three duplicates		TENANCY_AGREEM ENT	X(2)
CHINESE_ADD RESS / ENGLISH_ADD RESS	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. If both standard format address and other format address are filled, the system will store only standard address value during upload. The following fields from PTY_FLAT to PTY_DISTRICT cover the element required for standard format address.				
	Address Indicator	PTY_ADDR_IND	Address Indicator of property address 1 – Fixed format address 2 – Free format address		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(1)
	Flat/Room	PTY_FLAT	Flat/Room of the standard format property address (Bilingual) For both English and Chinese input, maximum 5 characters input allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(15)
	Floor	PTY_FLOOR	Floor of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(9)
	Block/Tower	PTY_BLOCK	Block/Tower of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(9)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(21)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	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.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(60)
		TERM_LEASE	Term of Lease "C" – Lease With End Date "U" – Lease Without End Date		TENANCY_AGREEMENT	X(1)
	Start date of the tenancy	LEASE_STR_DATE_DD	Day part of Lease Start Date		TENANCY_AGREEMENT	X(2)
	Start date of the tenancy	LEASE_STR_DATE_MM	Month part of Lease Start Date		TENANCY_AGREEMENT	X(2)
	Start date of the tenancy	LEASE_STR_DATE_YYLEASE_STR_DATE	Year part of Lease Start DateStart date of the tenancy in the format: YYYYMMDD.		TENANCY_AGREEMENTINIT	X(4)Date2
	End date of the tenancy	LEASE_END_DATE_DD	Day part of Lease end date		TENANCY_AGREEMENT	X(2)
	End date of the tenancy	LEASE_END_DATE_MM	Month part of Lease end date		TENANCY_AGREEMENT	X(2)
	End date of the tenancy	LEASE_END_DATE_YYLEASE_END_DATE	Year part of Lease end dateEnd date of the tenancy in the format: YYYYMMDD.		TENANCY_AGREEMENTINIT	X(4)Date2
	Rent type of tenancy	RENT_TYPE	Indicate whether the rent is a monthly rent / total rent for the whole lease period, or an average yearly rent without end date.. "M" - Monthly Rent for lease with end date "T" - Total Rent payable over the term of lease "Y" - Average Yearly Rent without end date		TENANCY_AGREEMENT	X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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 999999999999.99 and must not be more than two decimal places.		TENANCY_AGREEM ENTINIT	X(14,2)
LANDLORD_IN FO/TENANT_IN FO	The number of occurrence of LANDLORD_INFO/TENANT_INFO should depend on the actual number of landlord(s) and tenant(s) involved in the tenancy agreement transaction					
	Type of the Party	PARTY_TYPE	Type of party involved in the lease transaction LL – Lease Landlord LT – Lease Tenant		LANDLORD_INFO/TE NANT_INFO	X(2)
	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.		LANDLORD_INFO/TE NANT_INFO	X(2)
	Indicator on personal or business party	PERSON_BUS_IND	Indicates whether the party is a person or a business "P" - Person (for ID_TYPE = "H" or "P" or " ") "B" - Business (for ID_TYPE = "B" or "O" or " ")		LANDLORD_INFO/TE NANT_INFO	X(1)
	Identification number of the party	ID	Identification number of the party - HKIC No. excluding check digit in X(9) format for ID Type "H". For A123456(7), input as A123456 - Other Company No. in X(30) format for ID Type "O" - BR Number in 9(8) format for ID Type "B" - Passport No. in X(30) format for ID Type "P"		LANDLORD_INFO/TE NANT_INFO	X(30)
	Identification number of the party	ID_CD	Check digit of HKIC No. (for ID Type "H") - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as 7		LANDLORD_INFO/TE NANT_INFO	X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Type of corresponding address	CORR_ADDR_TYPE	Type of correspondence address "I" – Inputted by the applicant "P" – Same as the property address "M" – Same as other member of the same party		LANDLORD_INFO/TENANT_INFO	X(1)
	English name of the party Line 1	ENGLISH_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(40)
	English name of the party Line 2	ENGLISH_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(40)
	English name of the party Line 3	ENGLISH_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(40)
	Chinese name of the party	CHINESE_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(90)
	Indicator for Business Place	BUS_INCORP_PLACE	Place of incorporation of a business party for PERSON_BUS-IND = "B" " " - N/A "H" - The business is incorporated in HK "O" - The business is incorporated outside HK		LANDLORD_INFO/TENANT_INFO	X(1)
	For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed. (For Individual with Passport No. or Organization with Other Company No.)					
	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.		LANDLORD_INFO/TENANT_INFO	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.		LANDLORD_INFO/TENANT_INFO	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	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.		LANDLORD_INFO/TENANT_INFO	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		LANDLORD_INFO/TENANT_INFO	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		LANDLORD_INFO/TENANT_INFO	X(30)