

**Upload Stamping Request User Guide
(Initial Stamping of Agreement / Assignment
and Stamping of Tenancy Agreement)**

Version: 1.1

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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 web site (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.

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

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

3. 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 4.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 4.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: Click “notes” in “Initial Stamping of Agreement / Assignment” or “Tenancy Agreement” in the e-Stamping service menu.

The first screenshot shows the 'Initial Stamping of Agreement / Assignment' page. The breadcrumb trail is: Business Tax Portal > Online Services > Stamp Duty > Stamping on Property Document > Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates). The page title is 'Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates)'. There is a 'Back' button. Below the title, there is a checkbox for 'SC-868-0016'. There are two input fields: 'Single Application' and 'Bulk Upload'. Below these fields, there is a note: 'Please refer to the **notes** for Bulk Upload'. The second screenshot shows the 'Tenancy Agreement' page. The breadcrumb trail is: Business Tax Portal > Online Services > Stamp Duty > Stamping on Property Document > Tenancy Agreement. The page title is 'Tenancy Agreement'. There is a 'Back' button. Below the title, there is a checkbox for 'SC-868-0017'. There are two input fields: 'Single Application' and 'Bulk Upload'. Below these fields, there is a note: 'Please refer to the **notes** for Bulk Upload'.

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

Uploading Stamping Requests is applicable to the initial stamping of Agreement / Assignment cases and Tenancy Agreement. The upload file must be a valid format XML file.
You can prepare the valid format XML file by the following methods:

- (i) Prepare the XML file directly. Please refer to the following Data Specification File:
[Initial Stamping of Agreement/Assignment](#)
[Tenancy Agreement](#)
<Section 4.2.1 of User Guide>
- (ii) Using Upload Data Preparation Template <Section 4.2.2 of User Guide>
 - Step 1 Download the [OpenOffice.org Calc 2.x version](#)
<Section 3.3 of User Guide>
 - Step 2 Obtain the XML filter [here](#) (For Initial Stamping of Agreement/Assignment) (Updated on 07/07/2024) , [here](#) (For Tenancy Agreement) (The latest version is 3.0) for the OpenOffice.org Calc 2.x
<Section 4.2.2.1 of User Guide>
 - Step 3 Download the [Upload Data Preparation Template](#) (For Initial Stamping of Agreement/Assignment) (Updated on 07/07/2024) , [Upload Data Preparation Template](#) (For Tenancy Agreement) (The latest version is 3.0) and prepare your upload file
<Section 4.2.2.2 of User Guide>
 - Step 4 Convert the upload File into XML format by using OpenOffice.org Calc 4.x
<Section 4.2.2.3 of User Guide>

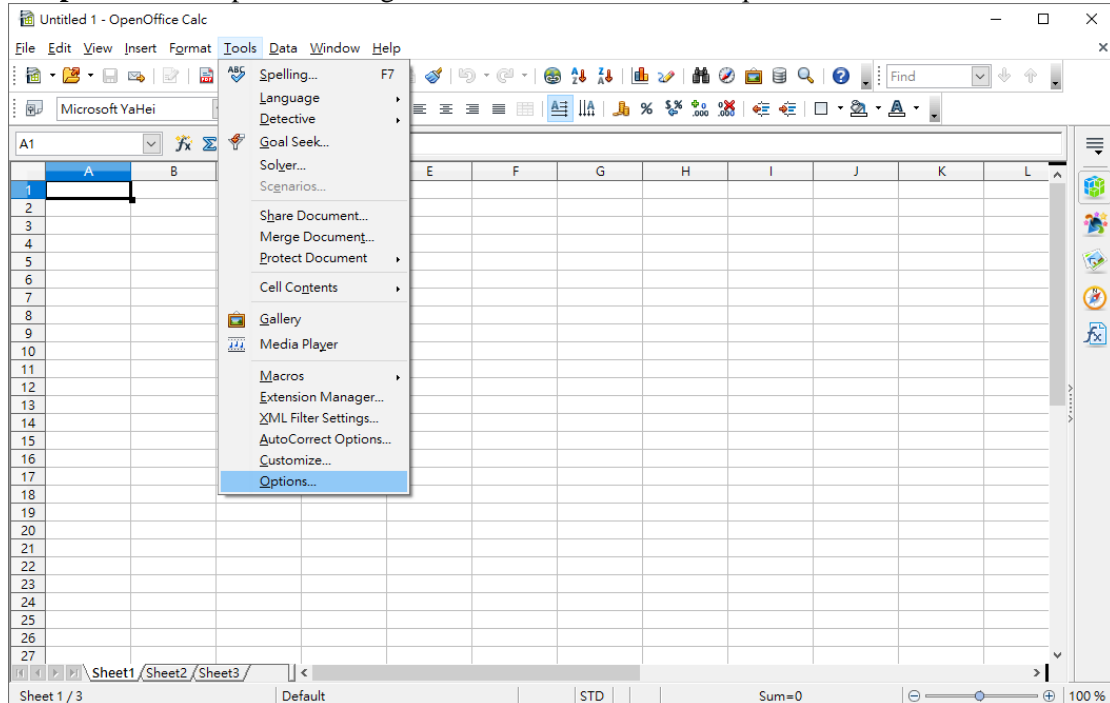
For details, please refer to the [Upload Stamping Request User Guide](#)

Close

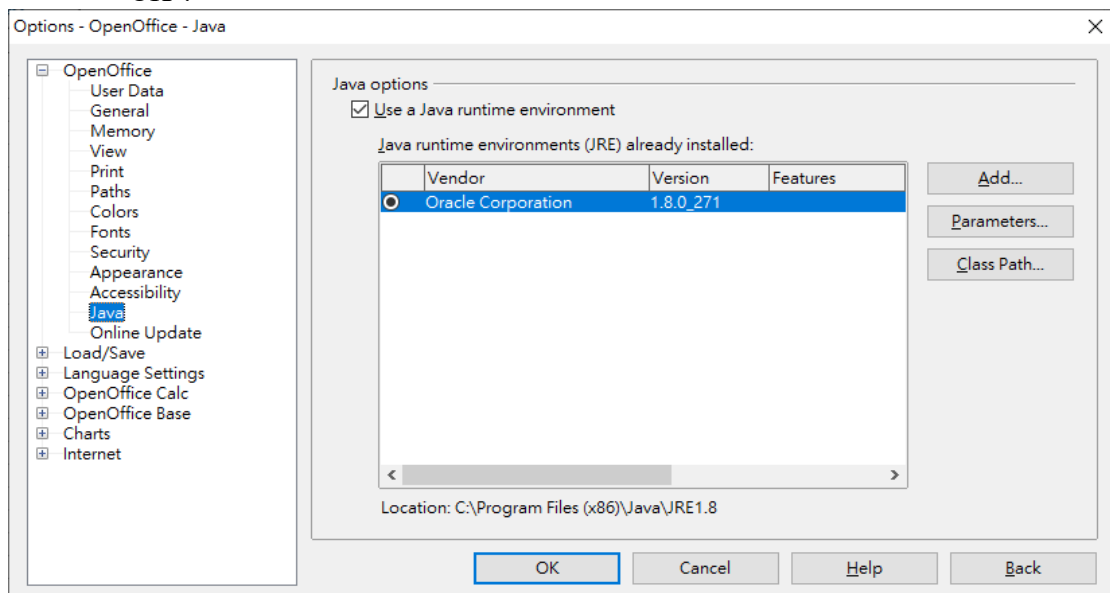
Configuration of the Openoffice.org Calc

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.

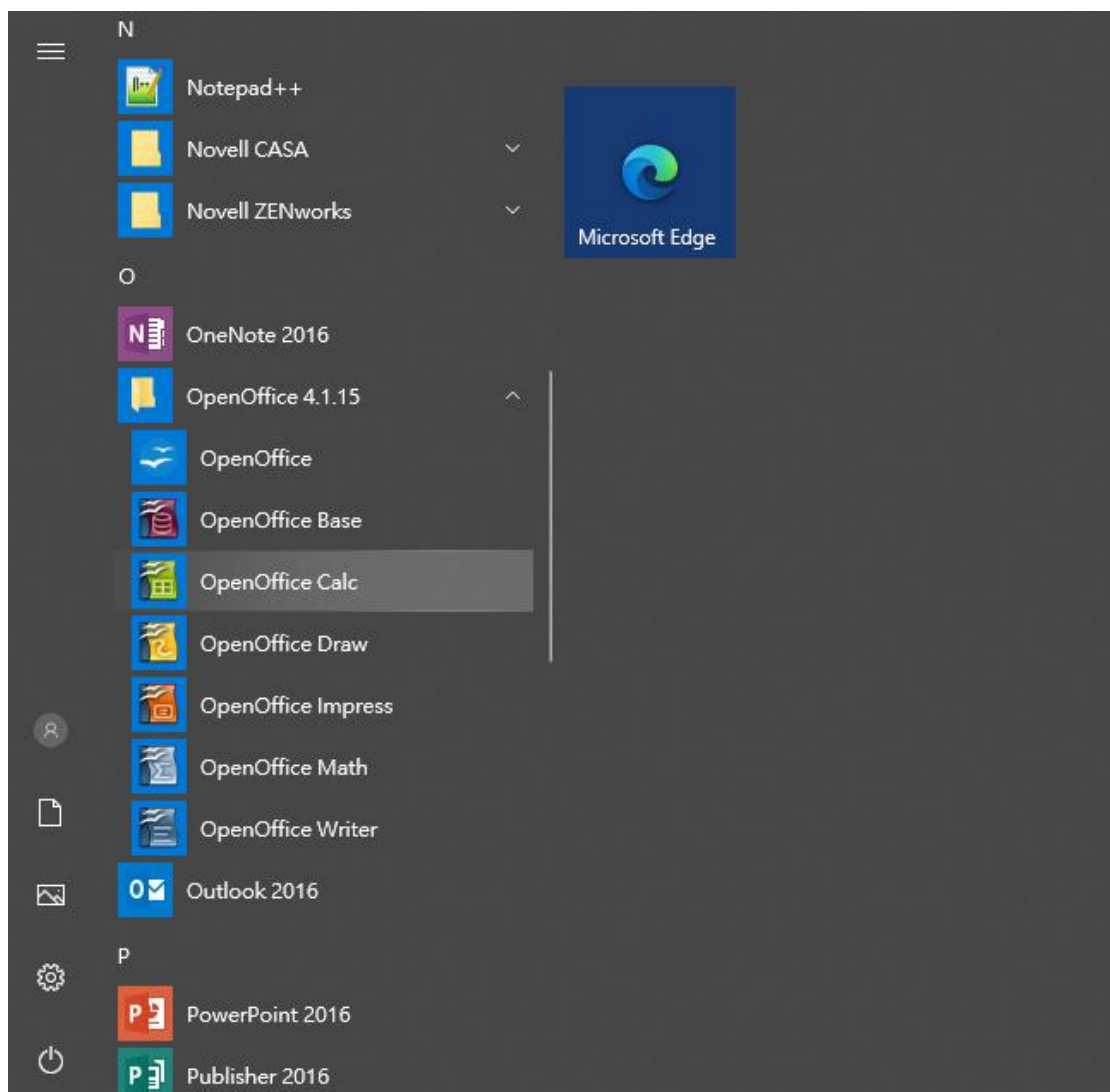
To ensure the generated upload file being acceptable by the stamping request upload function of the e-Stamping service, the prepared upload file has to comply with the pre-defined data specification file as mentioned in section 4.1. For detailed description of the data specification, please refer to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

4.2.2 Using Upload Data Preparation Template

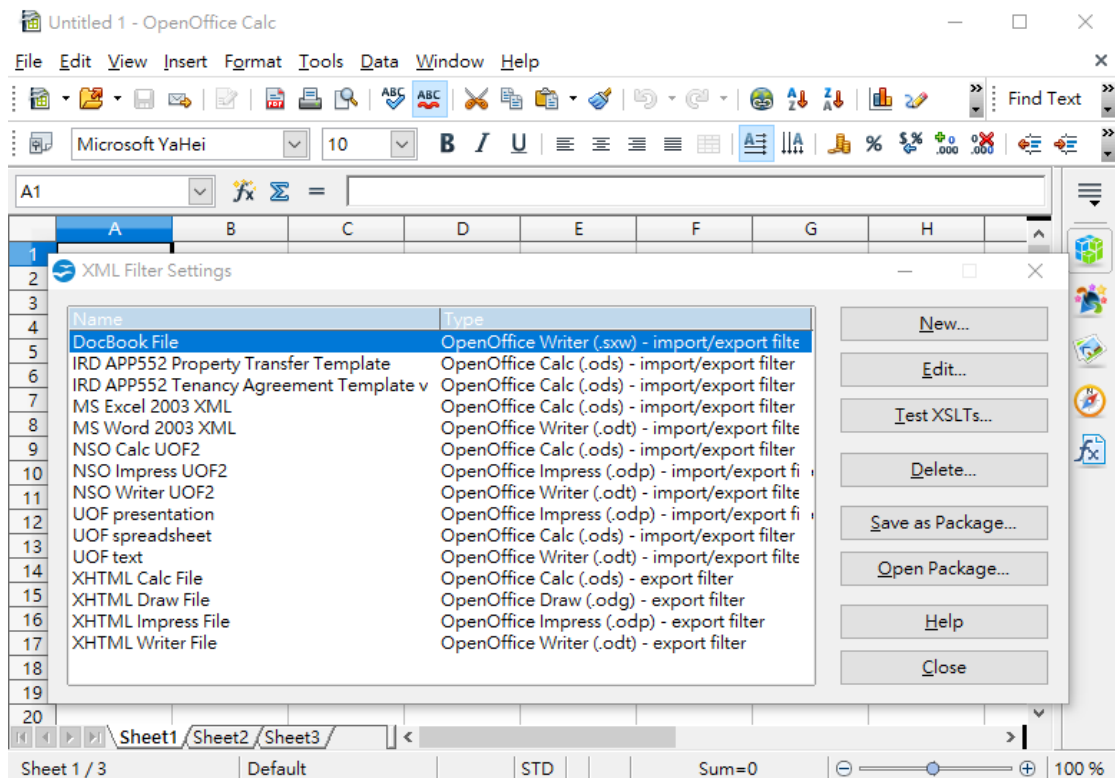
4.2.2.1 Installation

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.

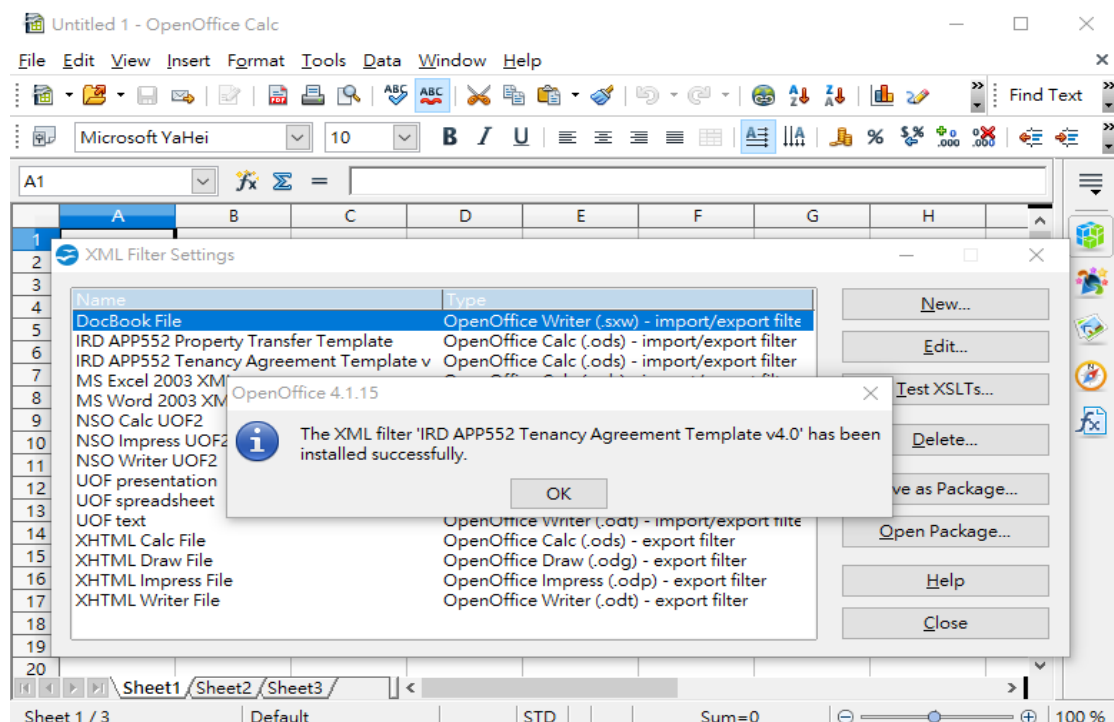
Step 1: Launch the “OpenOffice.org Calc” software



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

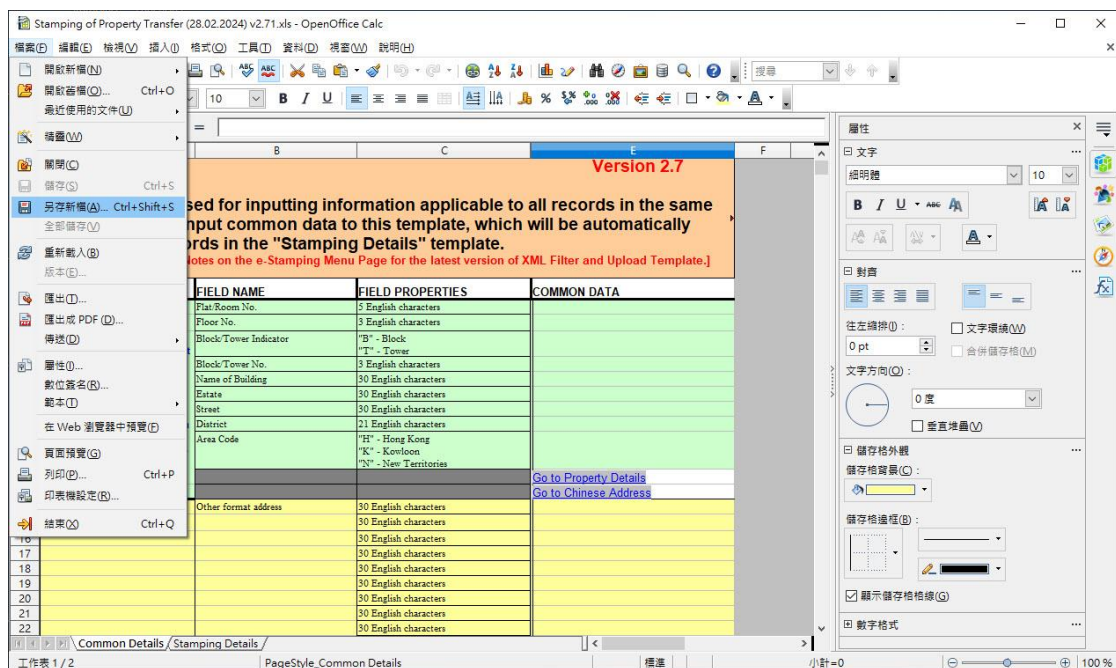
User can use either Openoffice.org Calc version 4.x or Microsoft Office Excel to open the Upload Data Preparation Template, and then follow the field instruction to fill up with the data to be uploaded. Each upload file may contain as many as 50 records or as little as 1 record. Records beyond the 50th record column will not be extracted for uploading. The template has input notes informing the data format of each field.

2. Save Template File

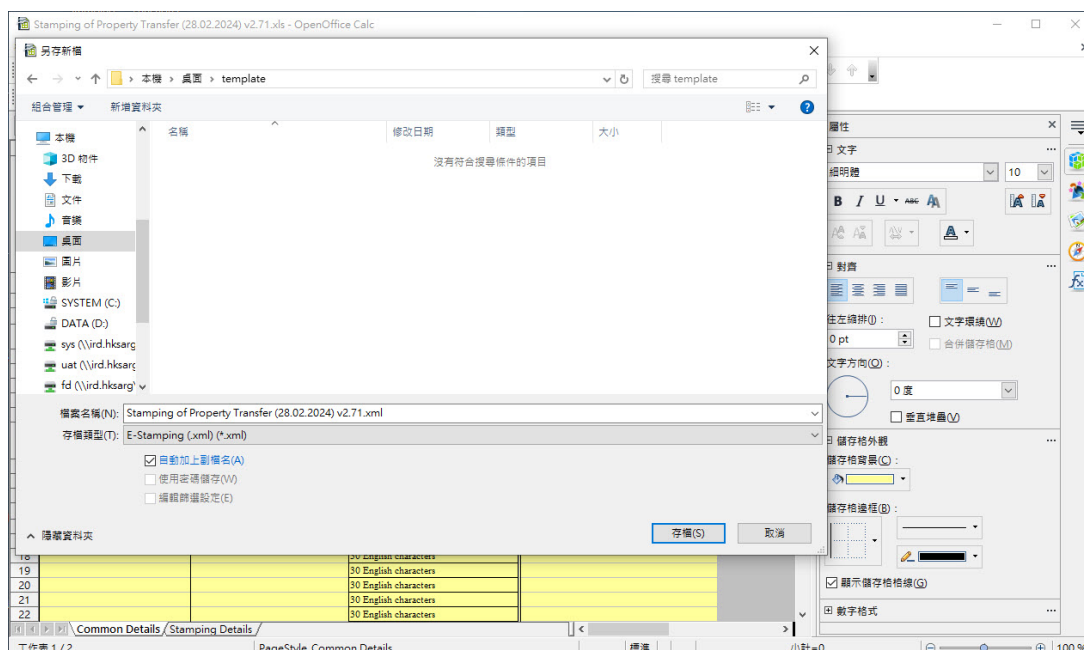
User may save the template file before converting it to XML file. The saved file can be retrieved for future use such that it may save time to input the same or similar information (e.g. for similar stamping requests in the same estate).

4.2.2.3 Convert Upload File

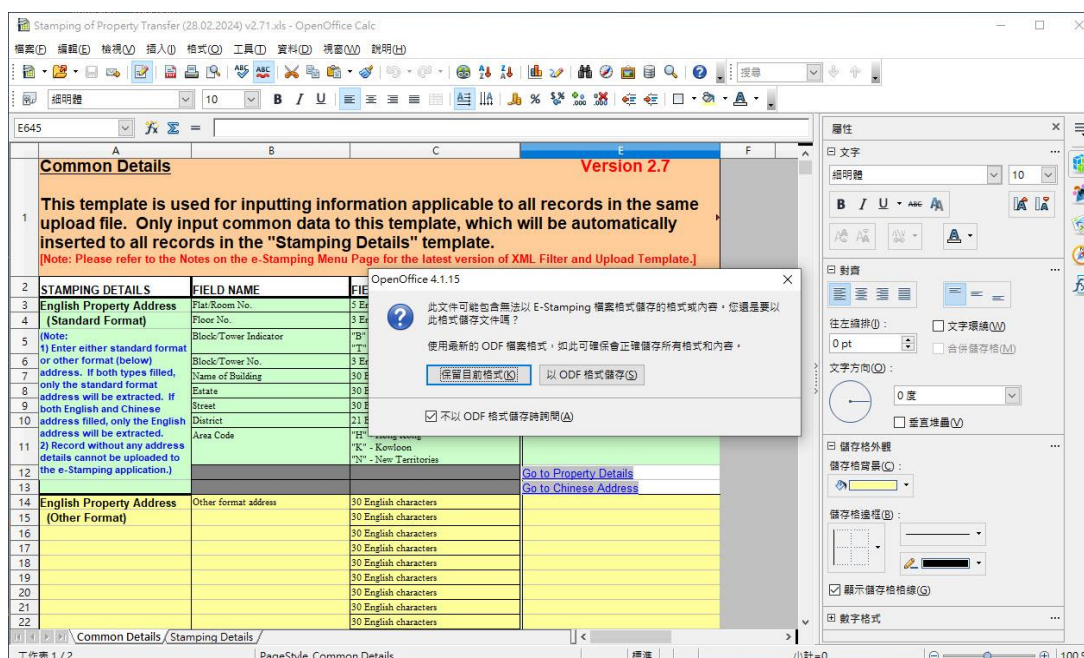
Step 1: Open the prepared Upload Template file using OpenOffice.org Calc. Click “File” -> “Save As...”, and select “E-Stamping (.xml)” at the “File Type”/“存檔類型” option.



Step 2: Enter a file name at the “Filename”/”檔案名稱” 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 (.xml)” file format. If user wants to save the worksheet file before conversion, click “X” button and return to the save menu where the file format can be selected again. Otherwise, user should 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>
```

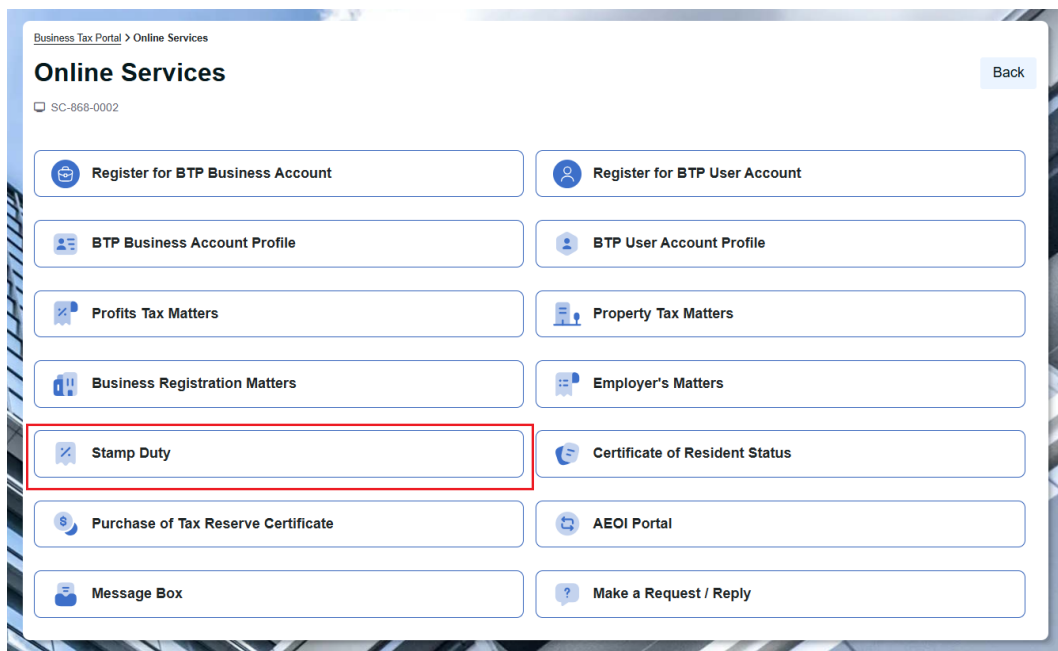
```
<PTY_ASSIGN_PERCENT/>
<NUM_PTY/>
<NUM_CAR_PARK>Y</NUM_CAR_PARK>
<LRPRN/>
<RATING_NO/>
<PTY_STATE>2</PTY_STATE>
<TENT_IND>V</TENT_IND>
<PURCH_COST_TOTAL>1000</PURCH_COST_TOTAL>
<PURCH_COST_STATED>100</PURCH_COST_STATED>
<PURCH_COST_MORT/>
<PURCH_COST_OTHER_PREMIUM/>
<PURCH_COST_CONFM_FEE/>
<PRICE_BELOW_MV_IND/>
<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. UPLOAD STAMPING REQUEST

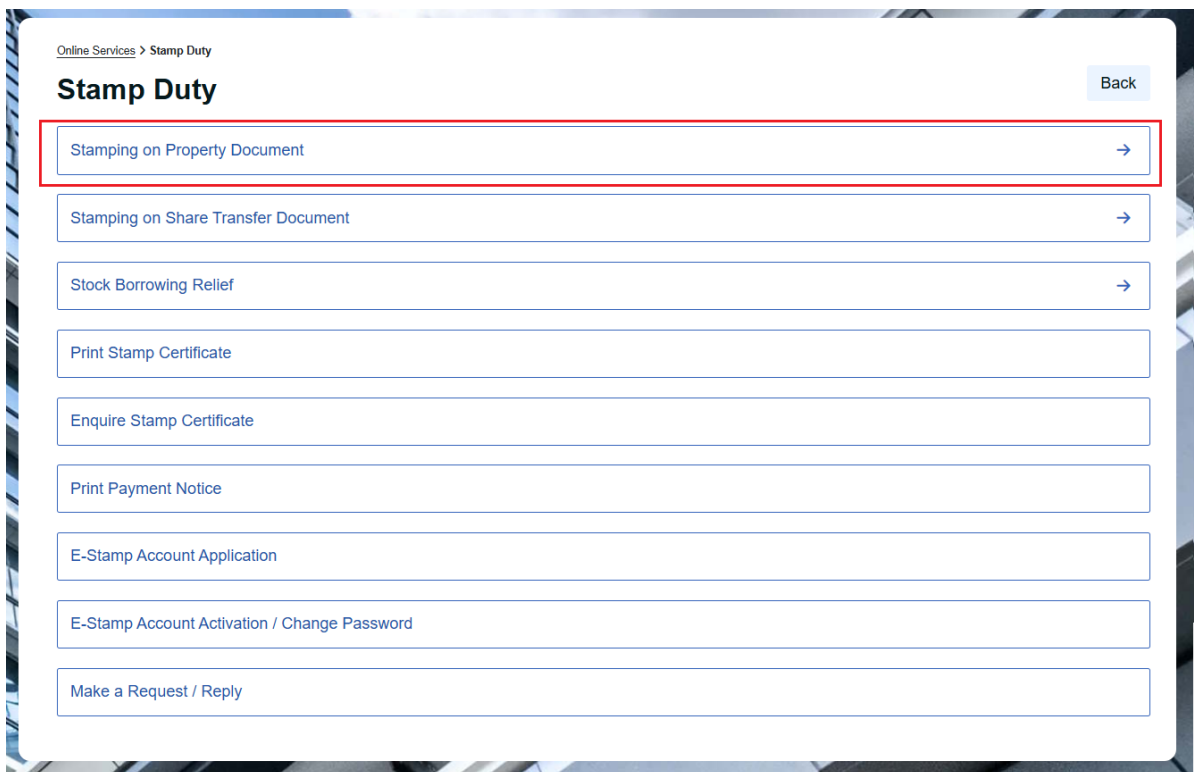
5.1 UPLOAD DATA FILE

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

Step 2: Click “Stamp Duty” on the menu of Online Services.



Step 3: Click “Stamping on Property Document” on the menu of Stamp Duty.



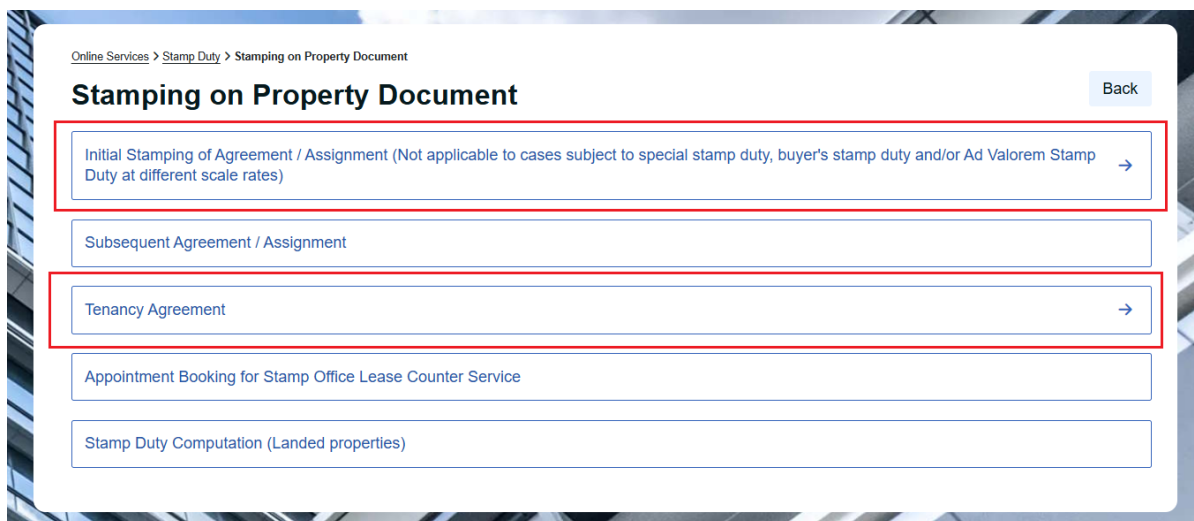
Online Services > Stamp Duty

Stamp Duty

Back

- Stamping on Property Document →
- Stamping on Share Transfer Document →
- Stock Borrowing Relief →
- Print Stamp Certificate
- Enquire Stamp Certificate
- Print Payment Notice
- E-Stamp Account Application
- E-Stamp Account Activation / Change Password
- Make a Request / Reply

Step 4: Click “Initial Stamping of Agreement / Assignment” or “Tenancy Agreement” on the menu of Stamping on Property Document.



Online Services > Stamp Duty > Stamping on Property Document

Stamping on Property Document

Back

- Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates) →
- Subsequent Agreement / Assignment
- Tenancy Agreement →
- Appointment Booking for Stamp Office Lease Counter Service
- Stamp Duty Computation (Landed properties)

Step 5: Click “Bulk Upload” on the menu of Initial Stamping of Agreement / Assignment or Tenancy Agreement.

Online Services > Stamp Duty > Stamping on Property Document > Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates)

Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates)

Back

Single Application

Bulk Upload

Please refer to the [notes](#) for Bulk Upload

Online Services > Stamp Duty > Stamping on Property Document > Tenancy Agreement

Tenancy Agreement

Back

Single Application

Bulk Upload

Please refer to the [notes](#) for Bulk Upload

Step 6: Select one of the authentication means to log into the e-Stamping system, if necessary.

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Eng | 繁 | Text Size

Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

Quit

SC-552-0705

If you already have Individual Tax Portal /Business Tax Portal /E-Stamp account, please login before the next step.

Please select one of the following login method to handle Stamp Duty matters

Individual Tax Portal

Business Tax Portal

Login with E-Stamp Account Number

Step 7: After successful authentication, user will be directed to the below Welcome Page.
Click “**Continue**” the start the application.

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Eng | 繁 | Text Size | Logout

Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

Quit

SC-552-0701

It may take 5 - 20 minutes to complete the application.

1 Read Important Notes

2 Enter Data File Name and Upload

3 Receive Acknowledgement

Continue

Online Demo | FAQs | Contact Us | Help Desk | Performance Pledge

Tips and Tools

→ Allowances

→ Tax Rate

→ Tax Computation

→ Exchange Rate

Related Information

→ A Guide to e-Stamping

→ A Guide to Stamp Duty

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W3C

WAI-AA

WCAG 2.2

HONG KONG

Step 8: Read the important notes carefully and click “Begin Application”.

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Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

Quit

SC-552-0702

1 Read Important Notes

2 Enter Data File Name and Upload

3 Receive Acknowledgement

Important Notes

Welcome to our e-Stamping service for uploading stamping requests.

Please note that after completion of uploading, the uploaded stamping applications are temporarily saved in the e-Stamping system pending for formal submission. You may retrieve the record for submission at the acknowledgement screen on completion of uploading, or the first input screen of the e-Stamping application for "Initial Stamping of Agreement / Assignment".

Personal Information Collection Statement

It is obligatory for you to supply the personal data as required during the processing of your application. If you fail to supply the required information, your application will not be accepted for processing.

The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties (e.g. the Rating and Valuation Department) provided that the disclosure/transfer is authorised or permitted by law.

Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Superintendent of Stamp Office at 1/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.

Some of the information may be shown in a stamp certificate. Any holder of the certificate may check its authenticity via IRD "e-Stamping System".

If you are the agent / representative of the relevant parties, please inform them of this Personal Information Collection Statement and also take note of your obligations under the Personal Data (Privacy) Ordinance.

Begin Application

Online Demo FAQs Contact Us Help Desk Performance Pledge



Tips and Tools

- Allowances
- Tax Rate
- Tax Computation
- Exchange Rate

Related Information

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

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Step 9: Click “**Browse**” to select the prepared upload file.

Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

Quit

SC-552-0703

1 Read Important Notes 2 Enter Data File Name and Upload 3 Receive Acknowledgement

Uploading Stamping Requests is applicable to initial stamping of Agreement / Assignment.

Enter Data File Name and Upload

Enter Data File Name:

Browse

Note

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.

Continue

Step 10: After the upload progress bar is completely filled, click “Continue”.

Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

Quit

SC-552-0703

1 Read Important Notes

2 Enter Data File Name and Upload

3 Receive Acknowledgement



Uploading Stamping Requests is applicable to initial stamping of Agreement / Assignment.

Enter Data File Name and Upload

Enter Data File Name:

Browse

Stamping of Property Transfer record.xml
30.80 KB



Note

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.

Continue

[Online Demo](#) [FAQs](#) [Contact Us](#) [Help Desk](#) [Performance Pledge](#)

Tips and Tools

- [Allowances](#)
- [Tax Rate](#)
- [Tax Computation](#)
- [Exchange Rate](#)

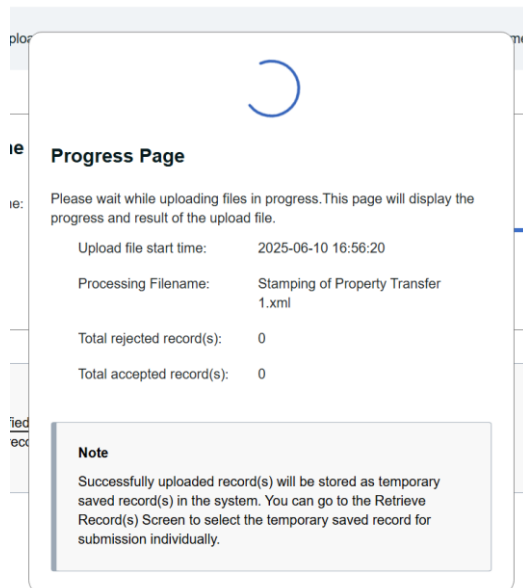
Related Information

- [A Guide to e-Stamping](#)
- [A Guide to Stamp Duty](#)

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Step 11: 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.



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

On the acknowledgement page, user may click **“Upload Another File”** to upload another file or click **“Retrieve Record”** 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.

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Eng | 繁體中文 | Text Size | Logout

Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

Quit

SC-552-0704

1 Read Important Notes

2 Enter Data File Name and Upload

3 Receive Acknowledgement

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

Receive Acknowledgement

Upload file start time:2025-06-10 16:50:46

Filename:Stamping of Property Transfer 1.xml

Total record(s) in the upload file:1

Total rejected record(s):0

Total accepted record(s):1

Upload Another File

Retrieve Record

Print

Uploading Stamping Requests (Initial Stamping of Agreement / Assignment)

ⓧ Quit

SC-552-0704

1 Read Important Notes

2 Enter Data File Name and Upload

3 Receive Acknowledgement

Upload seq. 1 record failed, no property address for this record or the input Chinese characters exceed limit.[552-E-1903]

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

- Receive Acknowledgement

Upload file start time: 2025-06-10 16:51:41

Filename: Stamping of Property Transfer 2.xml

Total record(s) in the upload file: 1

Total rejected record(s):	1	<u>Reject reasons</u>
---------------------------	---	-----------------------

Total accepted record(s): 0

[Upload Another File](#)

[Retrieve Record](#)

Print

Last Revision Date: 21 July 2025

5.2 SUBMIT UPLOAD RECORDS

Step 1: User can either start submitting the uploaded records by the following two ways:

Step 1A: By clicking “Retrieve Record” in Step 12 of Section 5.1 above. User will then be directed to the below records retrieval page directly; or

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Eng | 繁體中文 | Text Size | Logout

Initial Stamping of Agreement / Assignment

Quit

SC-552-0115

Retrieve Record

Retrieve previous online submission as input template: ⓘ

Instrument Reference Number:

1-23-456789-1-2-3

(Please omit "-")

Retrieve saved / uploaded record(s):

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.

All

Saved

Uploaded

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"/>	27/05/2025 17:06:11		Flat/Rm. H 28/F Block D Gold mansion Wealth Garden 1 Kings Road HK

Displaying 1 out of a total of 1 record(s)

1
Go to page
1
→

Back

Clear

Delete

Refresh

Print

Retrieve

Step 1B: By clicking **“Single Application”** on the menu of Initial Stamping of Agreement / Assignment or Tenancy Agreement. Please refer to Steps 1 to 4 of Section 5.1 above for more details.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Property Document > Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates)

Initial Stamping of Agreement / Assignment (Not applicable to cases subject to special stamp duty, buyer's stamp duty and/or Ad Valorem Stamp Duty at different scale rates) [Back](#)

☐ SC-868-0016

[Single Application](#)

[Bulk Upload](#)

Please refer to the [notes](#) for Bulk Upload

Business Tax Portal > Online Services > Stamp Duty > Stamping on Property Document > Tenancy Agreement

Tenancy Agreement [Back](#)

☐ SC-868-0017

[Single Application](#)

[Bulk Upload](#)

Please refer to the [notes](#) for Bulk Upload

Select one of the authentication means to log into the e-Stamping system, if necessary.

Initial Stamping of Agreement / Assignment

Quit

SC-552-0119

If you already have Individual Tax Portal /Business Tax Portal /E-Stamp account, please login before the next step.

Please select one of the following login method to handle Stamp Duty matters



Individual Tax Portal



Business Tax Portal

Login with E-Stamp Account Number

[Online Demo](#) [FAQs](#) [Contact Us](#) [Help Desk](#) [Performance Pledge](#)

Tips and Tools

- Allowances
- Tax Rate
- Tax Computation
- Exchange Rate

Related Information

- A Guide to e-Stamping
- A Guide to Stamp Duty
- eTAX Terms & Conditions
- eTAX Security Statement

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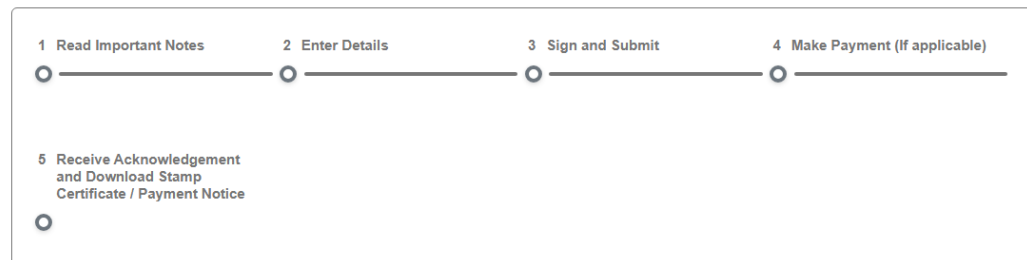
Click “Continue” in the Welcome Page.

Initial Stamping of Agreement / Assignment

Quit

SC-552-0101

It may take 5 - 20 minutes to complete the application.



Continue

[Online Demo](#) [FAQs](#) [Contact Us](#) [Help Desk](#) [Performance Pledge](#)

Tips and Tools

- Allowances
- Tax Rate
- Tax Computation
- Exchange Rate

Related Information

- A Guide to e-Stamping
- A Guide to Stamp Duty
- eTAX Terms & Conditions
- eTAX Security Statement

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Read the important notes carefully and click “Begin Application”.



Initial Stamping of Agreement / Assignment

Quit

SC-552-0102



Important Notes

Welcome to our e-Stamping service. The e-Stamping service for initial stamping of agreement / assignment applies to the following types of documents:

1. Not more than 20 vendors or 4 purchasers.
2. [In-time applications](#).
3. Late stamping not exceeding 4 years with no request for remission of penalty.
(Note: If your stamping application is late and you would like to request remission of penalty for late stamping, please approach the Stamp Office for stamping and remission of penalty. For details of the penalty policy for late stamping, please click [here](#).)
4. Sub-sale cases not involving more than two confirmor transactions.

Please note for the sale and purchase of non-residential property taken place before 23 February 2013 ("Effective Date"), stamp duty is chargeable on assignment. Since the Effective Date, ad valorem stamp duty is chargeable on the agreement for sale and purchase.

For transaction of residential property or transaction of non-residential property carried out on or after the Effective Date, you may submit either the provisional agreement or formal agreement for initial stamping. After completion of initial stamping on one of the agreements, the other agreement should then be submitted for subsequent stamping of \$100 fixed duty if they are more than 14 days apart. For non-residential property, if the agreement was executed between the Effective Date and the date immediate before the date of gazettal of the Stamp Duty Amendment (No 2) Ordinance 2014, that is, from 23 February 2013 to 24 July 2014, the stamping application cannot be made through e-stamping.

If the purchaser, who acquired a residential property on or after the Effective Date but before 28 February 2024, is a Hong Kong permanent resident acting on his own behalf, and did not own any other residential property in Hong Kong at the time of acquisition of the residential property, he may apply for charging Ad Valorem Stamp Duty at the lower rate (Scale 2) by completing the declaration form (IRSD131(E)) and filing the same to the Stamp Office within 30 days after the date on which the relevant stamping application is submitted.

After payment of stamp duty, and penalty if any, a stamp certificate will be available for download and printing. The stamp certificate is an evidence of stamping. It is issued under the Stamp Duty Ordinance and has the same legal status as conventional stamp.

If the stamping application cannot be made through e-Stamping, please submit it to the Stamp Office.

Personal Information Collection Statement

It is obligatory for you to supply the personal data as required during the processing of your application. If you fail to supply the required information, your application will not be accepted for processing.

The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties (e.g. the Rating and Valuation Department) provided that the disclosure/transfer is authorised or permitted by law.

Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Superintendent of Stamp Office at 1/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.

Some of the information may be shown in a stamp certificate. Any holder of the certificate may check its authenticity via IRD "e-Stamping System".

If you are the agent / representative of the relevant parties, please inform them of this Personal Information Collection Statement and also take note of your obligations under the Personal Data (Privacy) Ordinance.

Begin Application

[Online Demo](#) [FAQs](#) [Contact Us](#) [Help Desk](#) [Performance Pledge](#)

Tips and Tools

- Allowances
- Tax Rate
- Tax Computation
- Exchange Rate

Related Information

- A Guide to e-Stamping
- A Guide to Stamp Duty
- eTAX Terms & Conditions
- eTAX Security Statement

Click “Retrieve Records” on the first page of entering instrument details.

Initial Stamping of Agreement / Assignment

⊙ Quit

SC-552-0103

1 Read Important Notes 2 Enter Details 3 Sign and Submit 4 Make Payment (If applicable)

Part 01 of 06

Retrieve Records

If you want to complete any previously saved / uploaded record or extract data from a completed transaction, please click here.

Retrieve Records

Enter Transaction Details ⓘ

Property Particulars:

Property Address:

☐ Standard Format

Flat / Room

Floor

User will then be directed to the below records retrieval page.

GovHK香港政府一站通

Eng | 繁 Text Size ↔ Logout

Initial Stamping of Agreement / Assignment

Quit

SC-552-0115

Retrieve Record

Retrieve previous online submission as input template: ⓘ

Instrument Reference Number:

1-23-456789-1-2-3

(Please omit "-")

Retrieve saved / uploaded record(s):

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.

All

Saved

Uploaded

Date of Batch Uploaded (DD/MM/YYYY HH:MM:SS) ↑↓	Date of Record Saved (DD/MM/YYYY HH:MM:SS) ↑↓	Batch Sequence ↓↑	Property Address ↓↑
<div>○</div>	27/05/2025 17:06:11		Flat/Rm. H 28/F Block D Gold mansion Wealth Garden 1 Kings Road HK

Displaying 1 out of a total of 1 record(s)

1 Go to page 1 →

Back

Clear

Delete

Refresh

Print

Retrieve

Step 2: Check the radio button on the left of the record and then click **“Retrieve”**. The record will then be retrieved from the system.

GovHK 香港政府一站通

Eng | 繁體中文 | Text Size | Logout

Initial Stamping of Agreement / Assignment

SC-552-0115

Quit

Retrieve Record

Retrieve previous online submission as input template: ⓘ

Instrument Reference Number: (Please omit "-")

Retrieve saved / uploaded record(s):

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.

All	Saved	Uploaded	
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"/>	27/05/2025 17:06:11		Flat/Rm. H 28/F Block D Gold mansion Wealth Garden 1 Kings Road HK

Displaying 1 out of a total of 1 record(s)

1 Go to page 1 →

Back Clear Delete Refresh Print **Retrieve**

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.

(Note: For stamping of tenancy agreement, please click **“Single Application”** in the menu of Tenancy Agreement and follow Steps 1 and 2 in Section 5.2.)

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 web site. To adopt the latest features available in e-Stamping, clients are advised to refer to the Notes on the e-Stamping Menu Page for the latest version of XML Filter and Upload Template.
- 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. In addition, xml files being generated from obsolete version of XML Filter and Upload Template would also be rejected.
- 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 4.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?, 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)>

Stamping of Tenancy Agreement

<!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)>

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 and saved 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 n 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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	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_TR ANSFER						
	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	For Chinese input, maximum input format in 30 characters x 1line (only APP_NAME_L1)			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</p> <p>-----</p> <p>"SV" - Vendor</p> <p>"SP" - Purchaser</p> <p>"RS" - Legal Representative</p> <p>"RA" - Property Agent</p> <p>"RO" - Other</p>			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 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)

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	<p>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.</p> <p>Short code – description ----- "H" - Hong Kong "K" - Kowloon "N" - New Territories</p>		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	<p>Line 1 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 18 characters allowed.</p>		INIT	X(54)
	The other format address of the property	PTY_ADDR_L2	<p>Line 2 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 20 characters allowed.</p>		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 99999999999.99 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 99999999999.99 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 99999999999.99 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 99999999999.99 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 99999999999.99 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_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_D ATE	Date when the vendor (not being the developer) acquired the property in the format: YYYYMMDD.		INIT	Date2
	Vendor Acquisition Cost	TRANSFEROR_ACQUIRE_C OST	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)
	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 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)

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 99999999.99 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 99999999999.99 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 99999999999.99 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 99999999999.99 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	<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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<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 CHINESE_ADDRESS, ENGLISH_ADDRESS and PARTICULARS_INFO may be provided inside each TENANCY_AGREEMENT.</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 GREEMENT						
	Name of the Applicant	APP_ENG_NAME	<p>Either English or Chinese input.</p> <p>For English input, maximum input format in 40x3 characters.</p> <p>For Chinese input, maximum input format in 30 characters</p>		TENANCY_AGREEMENT	X(40)x3
	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 "RS" - Legal Representative "RA" - Property Agent "RO" - Other</p>		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	<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</p> <p>-----</p> <p>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</p>		TENANCY_AGREEMENT	X(2)
CHINESE_ADDRESS / ENGLISH_ADDRESS	<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>					
	Address Indicator	PTY_ADDR_IND	<p>Address Indicator of property address</p> <p>1 – Fixed format address 2 – Free format address</p>		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(1)
	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>		CHINESE_ADDRESS / ENGLISH_ADDRESS	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>		CHINESE_ADDRESS / ENGLISH_ADDRESS	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>		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	<p>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.</p> <p>Short code – description ----- "H" - Hong Kong "K" - Kowloon "N" - New Territories</p>		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	<p>Line 1 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 18 characters allowed.</p>		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(54)
	The other format address of the property	PTY_ADDR_L2	<p>Line 2 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 20 characters allowed.</p>		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(60)
	The other format address of the property	PTY_ADDR_L3	<p>Line 3 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 20 characters allowed.</p>		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 99999999999.99 and must not be more than two decimal places.		TENANCY_AGREEMENTINIT	X(14,2)
LANDLORD_INFO/TENANT_INFO	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/TENANT_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/TENANT_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/TENANT_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/TENANT_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/TENANT_INFO	X(1)

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DESCRIPTION OF DATA SPECIFICATION

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/TE NANT_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/TE NANT_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/TE NANT_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/TE NANT_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/TE NANT_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/TE NANT_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/TE NANT_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/TE NANT_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/TE NANT_INFO	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		LANDLORD_INFO/TE NANT_INFO	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		LANDLORD_INFO/TE NANT_INFO	X(30)