

上載加蓋印花申請使用指南
(股票轉讓)

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1. 目的

使用上載方法，用戶能夠透過稅務局的電子印花服務，以更便捷的方式為股票轉讓文件提交大批加蓋印花申請。使用這項服務，無需親臨印花稅署亦可隨時隨地為股票轉讓文件加蓋印花，節省前往印花稅署辦理加蓋傳統印花的時間和成本。每次上載可就最多5,000份股票轉讓文件提交加蓋印花申請，並只需合併繳款一次即可。

本使用指南旨在提供詳細教學，示範如何備製加蓋印花申請所需的資料檔案，及透過電子印花服務將資料檔案上載和提交加蓋印花申請的步驟。

本使用指南會不時更新，請你瀏覽電子印花服務的選單以查閱最新版本。

2. 一般資訊

上載大批加蓋印花申請服務適用於上市股票和非上市股票的轉讓文件。請細閱以下有關上載大批加蓋印花申請的事項：

- 1) 經同一資料檔案上載的所有交易的簽立日期必須相同。
- 2) 經同一資料檔案上載的所有交易的簽立地點（香港或香港以外地方）必須相同。
- 3) 本服務不接受就文書複本提交加蓋印花申請。
- 4) 本服務不接受就擁有附屬公司或物業或物業認購權的非上市公司提交加蓋印花申請。
- 5) 本服務只適用於在加蓋印花期限內提交的申請。
- 6) 你可於同一資料檔案就不多於5,000份文書提交加蓋印花申請。
- 7) 經同一資料檔案成功上載的所有交易，將被視作為單一宗申請，並只會獲發一張繳款通知書。
- 8) 如代價或股票價值是以外幣計算，請將有關金額換算成港元。

你必須備製 XML 格式的資料檔案以使用上載大批加蓋印花服務。你可透過以下其中一種方式備製該檔案：

- 將加蓋印花申請的資料輸入到現存的「**備製上載資料模板**」，然後將檔案儲存為 XML 格式。詳情請參閱第 3 段和第 4 段。
- 如果加蓋印花申請的資料已儲存在你自己的資料庫內，你可按照資料格式 (Data Specification)，自行從資料庫抽取有關資料，直接備製 XML 檔案。詳情請參閱第 5 段及附錄 A。

3. 備製上載資料模板

3.1 配置設定

若要使用「備製上載資料模板」備製資料檔案，你必須安裝下列軟體。這些安裝步驟只需進行一次。

- 用於檢視 PDF 格式文件的軟體；
- **OpenOffice 4.x 版本**，可從網站 <https://www.openoffice.org> 下載；
- 支援 OpenOffice 運作環境的 **Java Runtime Environment (JRE)** 軟體（1.8.0 或以上版本），可從網站 <https://java.sun.com> 下載；
- **上載資料模板** 和 **XML 篩選器**，可依下列步驟下載：
 - ◆ 前往稅務局網站：<https://www.ird.gov.hk>。按「電子印花」圖標，進入電子印花服務選單。



◆ 按「**為股票轉讓文件加蓋印花**」。

「商業稅務網站」 > 網上服務 > 印花稅

印花稅

SC-868-0012

返回

為物業文件加蓋印花 →

為股票轉讓文件加蓋印花 →

證券借用寬免 →

列印印花證明書

查詢印花證明書

列印繳款通知書

申請印花易帳戶

印花易帳戶啟動帳戶 / 更改密碼

作出要求／回覆

◆ 按「**提交加蓋股票印花申請**」。

「商業稅務網站」 > 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花

為股票轉讓文件加蓋印花

SC-868-0014

返回

提交加蓋股票印花申請 →

計算印花稅(股票轉讓)

列印印花證明書核對表

◆ 按「**上載大批加蓋印花申請**」。

「商業稅務網站」 > 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花 > 提交加蓋股票印花申請

提交加蓋股票印花申請

SC-868-0018

返回

提交加蓋印花申請

上載大批加蓋印花申請 →

◆ 按「**(請參閱附註)**」中的「**附註**」。

「商業稅務網站」 > 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花 > 提交加蓋股票印花申請 > 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**)

SC-868-0019

返回

上市股票

非上市股票 (不適用於轉讓持有附屬公司或物業的公司的股票)

上載加蓋印花申請使用指南 (股票轉讓) 備製上載資料模板

◆ 系統將顯示以下視窗。請你下載適用的上載資料模板。

上載加蓋印花申請適用於股票轉讓文件。

上載的檔案須為特定格式的XML檔案及該XML檔案大小不可超過 2.5MB。如XML檔案大於 2.5MB，請先將XML檔案壓縮後才上載。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：

- 1)[轉讓上市公司股票 \(售賣及購買\)](#)
- 2)[轉讓上市公司股票 \(售賣及購買以外\)](#)
- 3)[轉讓上市公司股票 \(委任或轉換受託人\)](#)
- 4)[轉讓非上市公司股票 \(售賣及購買\)](#)
- 5)[轉讓非上市公司股票 \(售賣及購買以外\)](#)

〈使用指南的5段〉

(ii) 使用備製上載資料模板 〈使用指南的3段〉

第一步 下載 [OpenOffice.org Calc 4.x 版本](#)
〈使用指南的3.1段〉

第二步 請按 [此](#) 股票轉讓文件) 下載適用於OpenOffice.org Calc 4.x的定做XML過濾檔案
〈使用指南的3.1段〉

第三步 下載備製下列上載資料模板及備製你的上載檔案

- 1)[轉讓上市公司股票 \(售賣及購買\)](#)
- 2)[轉讓上市公司股票 \(售賣及購買以外\)](#)
- 3)[轉讓上市公司股票 \(委任或轉換受託人\)](#)
- 4)[轉讓非上市公司股票 \(售賣及購買\)](#)
- 5)[轉讓非上市公司股票 \(售賣及購買以外\)](#)

〈使用指南的3.1段〉

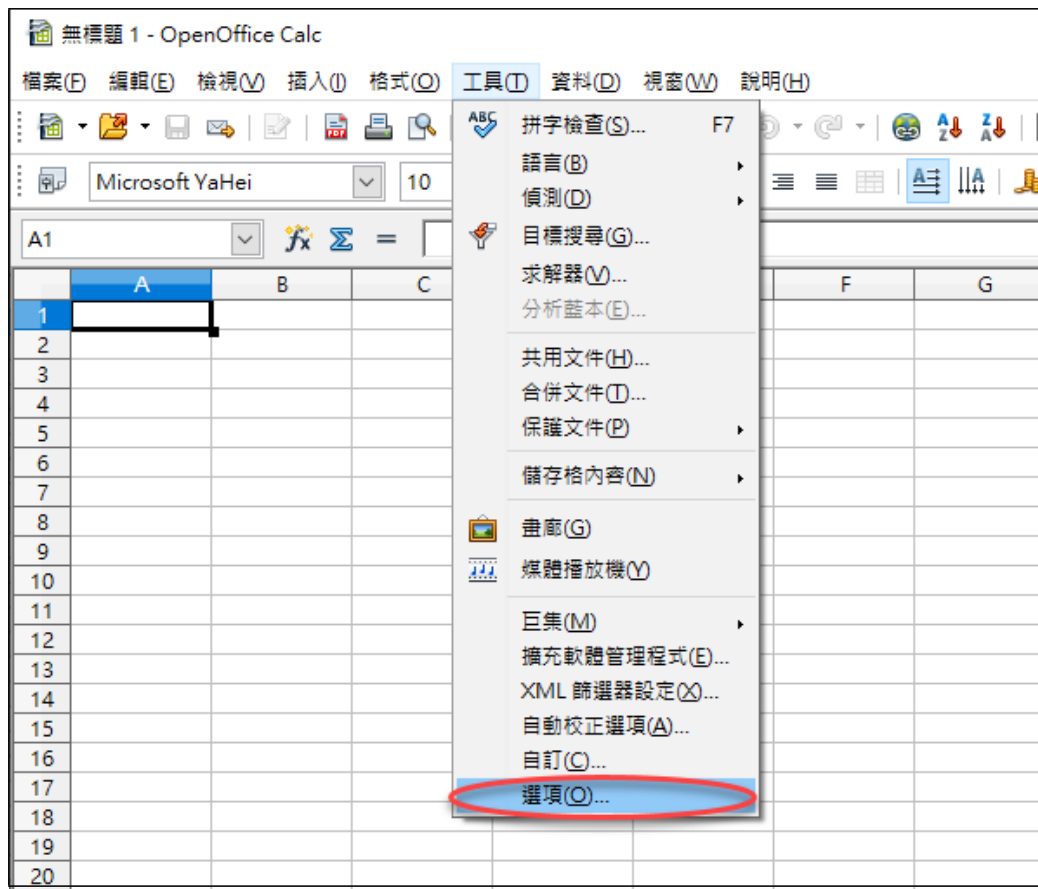
第四步 透過OpenOffice.org Calc 4.x將上載檔案轉為XML格式
〈使用指南的3.2段〉

有關詳情，請參閱附載的 [上載加蓋印花申請使用指南](#)

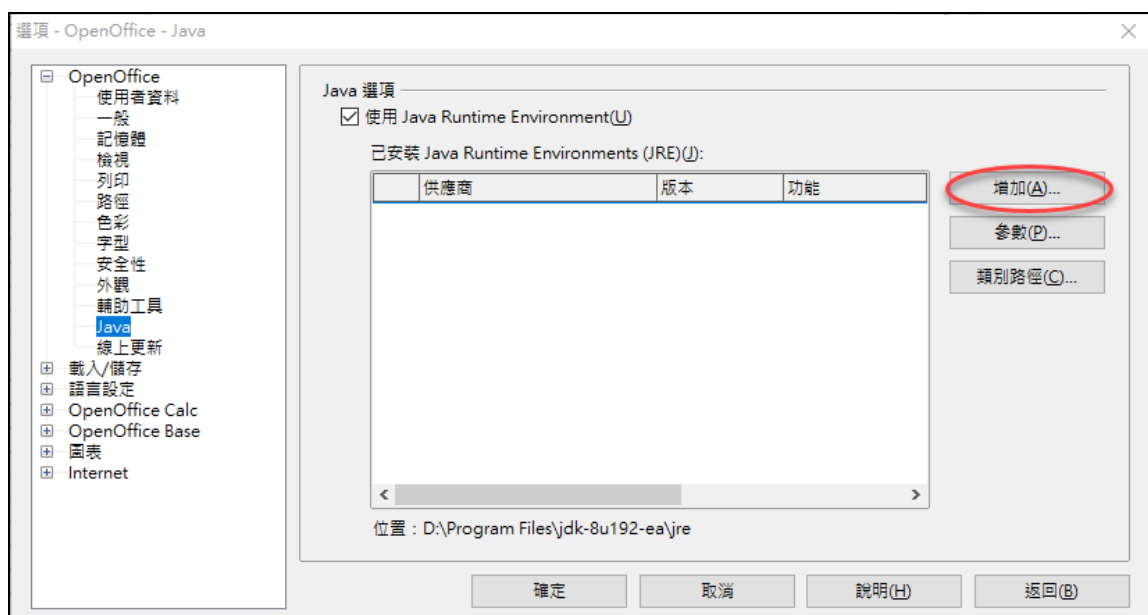
關閉

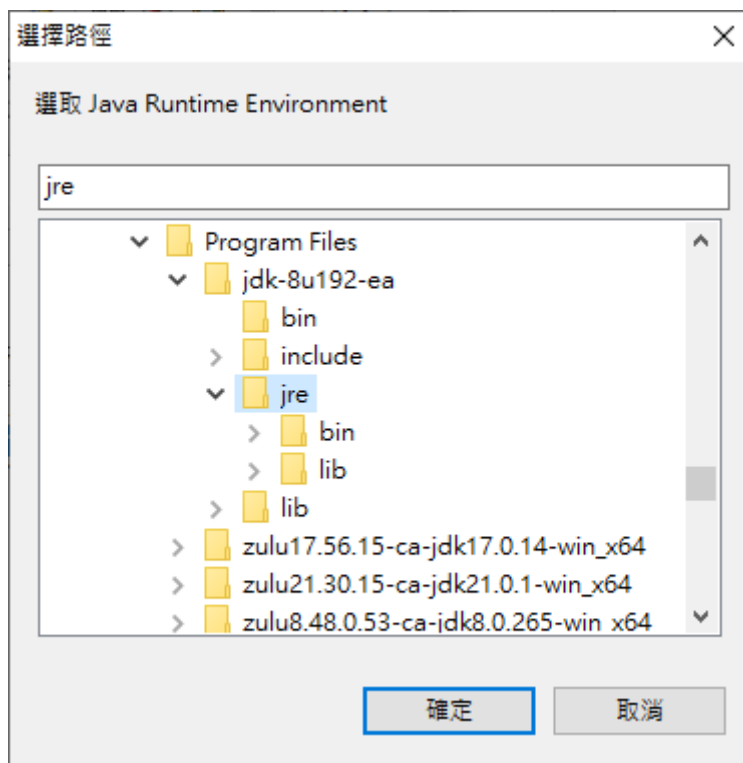
完成上述安裝後，請啟用OpenOffice的Java選項，如下所示：

啟動 OpenOffice 並按「工具」->「選項」。

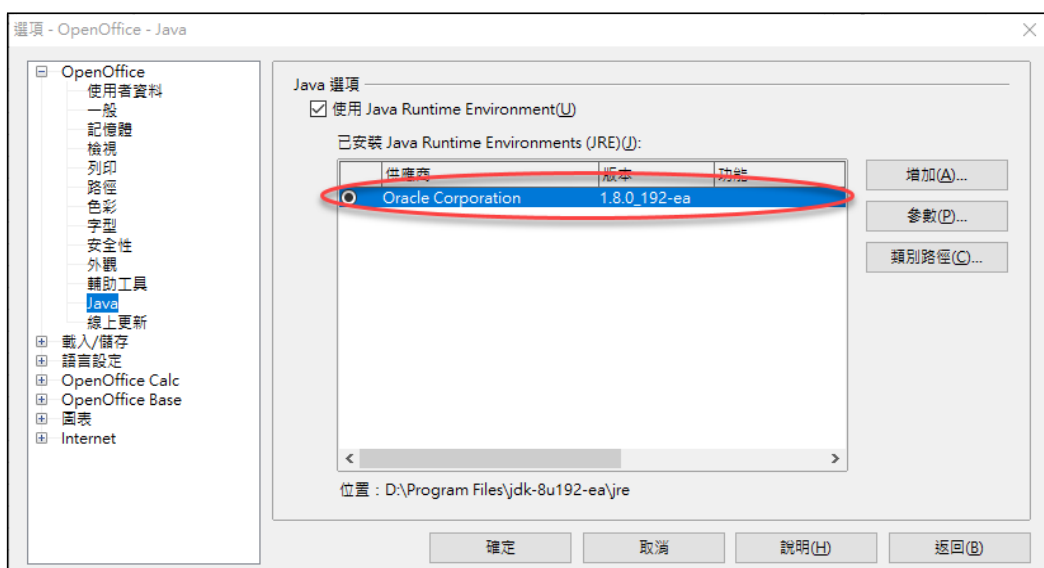


選擇「Java」，按「增加」，在顯示的視窗中選擇已安裝的JRE（1.8.0以上版本）。



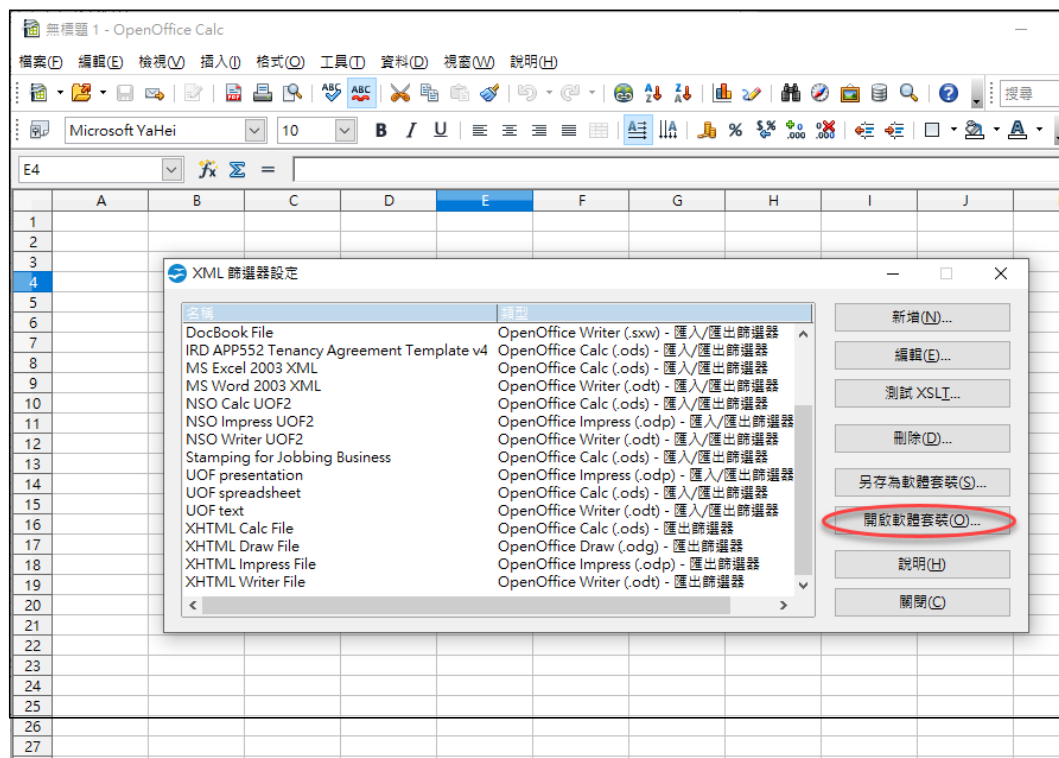


選擇正確的 JRE 版本，然後按「確定」。如你使用 OpenOffice 32 位元 Windows 版本，請選擇 32 位元 JRE 版本。

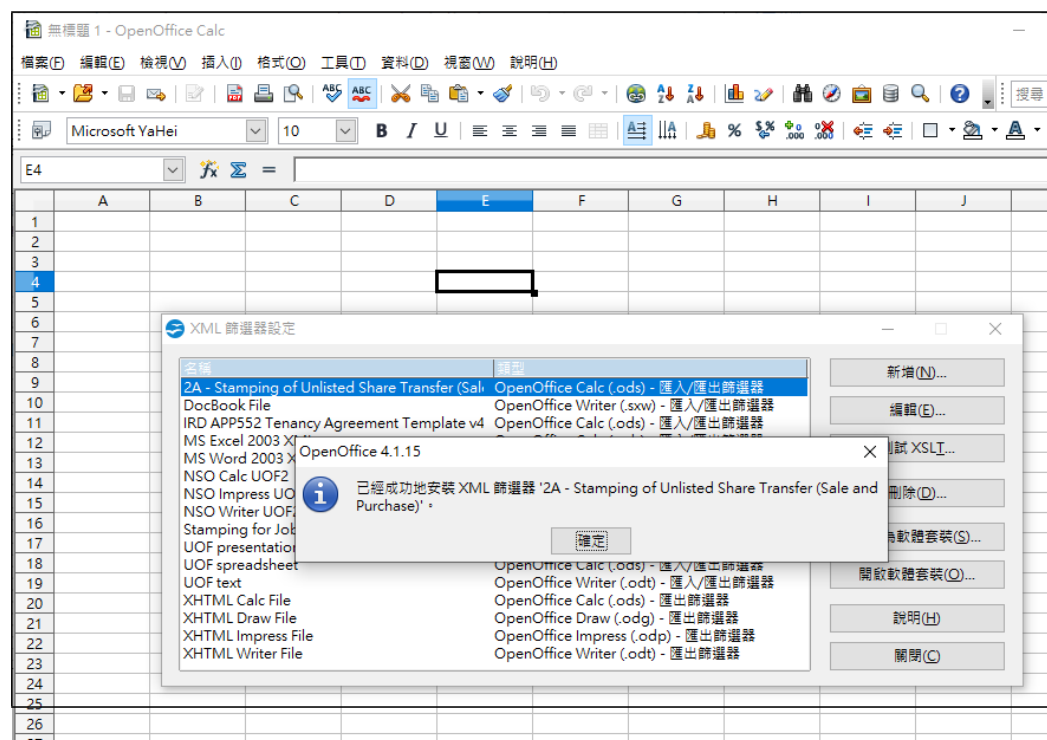


若要安裝 XML 篩選器，請按「工具」->「XML 篩選器設定」。系統將會顯示以下選單：

按「開啟軟體套裝」，找到適用的 XML 篩選器（例如：2A - Stamping of Unlisted Share Transfer (Sale and Purchase).jar），然後按「開啟」。



安裝成功後，系統將顯示以下訊息：



3.2 準備上載檔案

3.2.1 在上載資料模板中輸入資料

你可以使用 **OpenOffice** 將資料輸入到現存的「備製上載資料模板」。每個資料檔案最多可輸入 5,000 份文書的記錄。所有記錄必須逐行輸入至「Stamping_details」工作表中。

若同一上載資料檔案中的多筆記錄包含相同資料（如轉讓人及承讓人資料），你可以在「Common_details」工作表中輸入這些共同資料以提高效率。

具體步驟如下：選擇「Common_details」工作表。在「COMMON DATA」行中輸入共同資料。在「Add numbers of rows」中，輸入你需要套用共同資料的行數，然後按「Copy data to Stamping Details Page」完成資料複製。

Template for bulk upload (Transfer of listed shares by way of sale and purchase)							
			1. Transfer Type		2. Details of the Transfer		
Common Details	STAMPING DETAILS	Transaction Nature	Documents for stamping			Particulars	
			To stamp :-				
FIELD NAME	Nature of transaction	Instrument of transfer	Bought note	Sold note	Date of execution (All transactions must be of same execution date)	Place of execution (All transactions must either be executed in Hong Kong, or outside Hong Kong)	
FIELD PROPERTIES	"1" - Transfer of listed shares by way of sale and purchase "2" - Transfer of listed shares by method other than sale and purchase	"Y" - Yes "N" - No	"Y" - Yes "N" - No	"Y" - Yes "N" - No	YYYYMMDD	"H" - Hong Kong "O" - Outside Hong Kong	
COMMON DATA	1	Y	Y	Y	20250710	H	
Remarks	Must be Y						
Add numbers of rows	2	Copy data to Stamping Details Page					

工作表「Common_details」中「COMMON DATA」行的內容將會被複製到工作表「Stamping_details」中。你可以根據需要重複上述步驟新增更多行。

2C - Stamping of Listed Share Transfer (Sale and Purchase).ods - OpenOffice Calc

檔案(F) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 資料(D) 視窗(W) 說明(H)

Calibri 12 B I U

B7:DM8

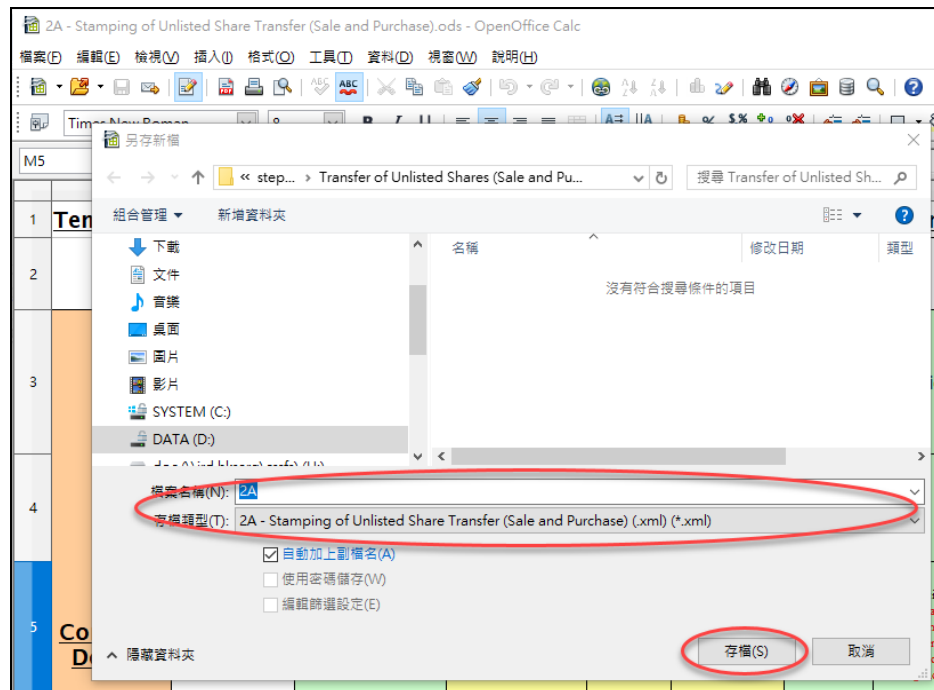
	A	B	C	D	E	F	G
1	Template for bulk upload (Transfer of listed shares by way of sale and purchase)						
2	1.0	1. Transfer Type	2. Details of the Transaction				
3	STAMPING DETAILS	Transaction Nature	Documents for stamping			Particulars	
4			To stamp :-				
5	FIELD NAME	Nature of transaction	Instrument of transfer	Bought note	Sold note	Date of execution (All transactions must be of same execution date)	Place of execution (All transactions must either be executed in Hong Kong, or outside Hong Kong)
6	FIELD PROPERTIES	"1" - Transfer of listed shares by way of sale and purchase "2" - Transfer of listed shares by method other than sale and purchase	"Y" - Yes "N" - No	"Y" - Yes "N" - No	"Y" - Yes "N" - No	YYYYMMDD	"H" - Hong Kong "O" - Outside Hong Kong
7	Record 1	1	Y	Y	Y	20250710	H
8	Record 2	1	Y	Y	Y	20250710	H
9	Record 3						
10	Record 4						
11	Record 5						
12	Record 6						
13	Record 7						
14	Record 8						
15	Record 9						
16	Record 10						
17	Record 11						
18	Record 12						
19	Record 13						
20	Record 14						
21	Record 15						

Common_details Stamping_details

工作表 2 / 2 mp1 標準 * 小計=40501422

3.2.2 轉換為 XML 檔案

電子印花服務僅接受 XML 檔案格式。因此，你需要將文件檔案轉換為 XML 格式。你可以使用 OpenOffice 開啟你在 3.2.1 段中準備的檔案，並選擇工作表「Stamping_details」。按「檔案」->「另存新檔」。在「檔案名稱」處輸入檔案名，並在「儲存類型」處選擇適用的 XML 檔案類型。



視乎 OpenOffice 版本而定，系統可能會提示你是否要以目前格式或其他格式儲存檔案。當遇上這提示時，你應按「保留目前格式」。系統將建立一個副檔名為「.xml」的新檔案。此檔案將用於上傳和提交加蓋印花申請。

3.2.3 故障排除

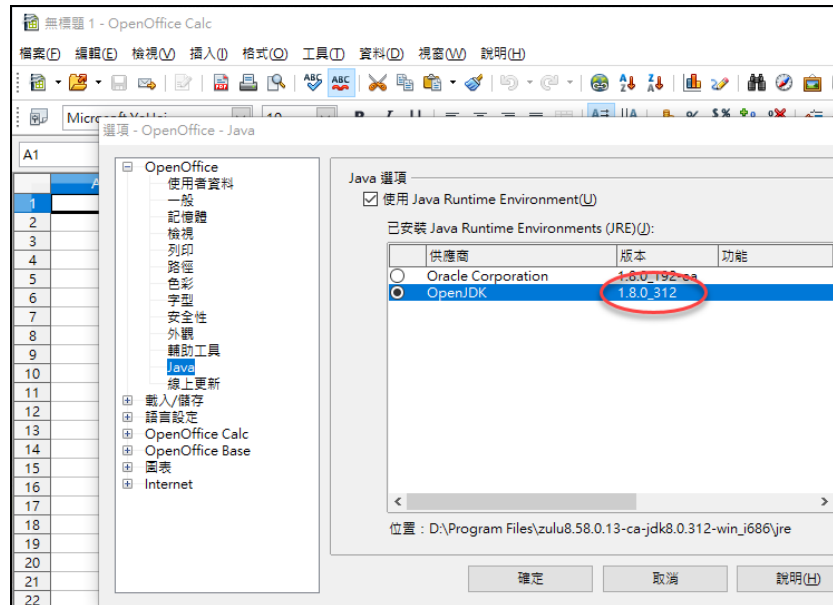
Q1. 當我將檔案儲存為 XML 格式時出現「寫入錯誤」訊息，我該如何處理？

A1. 請先確認安裝的 OpenOffice 版本是否為建議的 4.x 版。若 OpenOffice 版本與建議版本相符，可能是安裝的 XML 篩選器已經損壞。請按照以下兩個步驟先移除後重新安裝：

- 按「工具」->「XML 篩選器設定」。在清單中選取已安裝的 XML 篩選器，然後按「編輯」。彈出視窗會顯示篩選器的詳細資訊。請按「轉換」選項，記錄「DTD」/「匯出 XSLT」/「匯入 XSLT」的檔案路徑，然後按「取消」返回「XML 篩選器設定」訊息，最後按「刪除」按鈕移除該篩選器。
- 手動刪除上述步驟中記錄的 3 個檔案。

Q2. 如果將檔案儲存為 XML 格式時顯示「所選的 JRE 有缺陷」，該怎麼辦？

A2. 此問題可能是由於安裝的 JRE 版本不合適造成的。請透過「工具 -> 選項 -> OpenOffice -> Java」檢查 JRE 版本。該版本應為 1.8.0 或更高版本。



如果 JRE 版本與建議相符，則安裝的 JRE 可能已損壞。請解除安裝或刪除損壞的 JRE，然後安裝新的 JRE。

4. 上載大批加蓋印花申請

4.1 開始

按稅務局網站 (<https://www.ird.gov.hk>) 上的「電子印花」圖標，找到電子印花服務選單。



按「**為股票轉讓文件加蓋印花**」。

「商業稅務網站」> 網上服務 > 印花稅

印花稅

SC-868-0012

為物業文件加蓋印花

→

為股票轉讓文件加蓋印花

→

證券借用寬免

→

列印印花證明書

查詢印花證明書

列印繳款通知書

申請印花易帳戶

印花易帳戶啟動帳戶 / 更改密碼

作出要求／回覆

按「**提交加蓋股票印花申請**」。

「商業稅務網站」> 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花

為股票轉讓文件加蓋印花

SC-868-0014

提交加蓋股票印花申請

→

計算印花稅(股票轉讓)

列印印花證明書核對表

按「**上載大批加蓋印花申請**」。

「商業稅務網站」> 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花 > 提交加蓋股票印花申請

提交加蓋股票印花申請

SC-868-0018

提交加蓋印花申請

上載大批加蓋印花申請

→

按股票轉讓文書的類別。

「商業稅務網站」> 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花 > 提交加蓋股票印花申請 > 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)

SC-868-0019

上市股票

非上市股票 (不適用於轉讓持有附屬公司或物業的公司的股票)

選擇身分核實方式並輸入資料，然後按「登入」。

以批量形式加蓋印花（上市股票）

SC-686-0312

退出

如已有個人稅務網站／商業稅務網站／印花易帳戶，請先登入再進行下一步。

請選擇以下其中一種登入方式來處理印花稅事宜


個人稅務網站


商業稅務網站

以印花易帳戶號碼登入

歡迎使用
「個人稅務網站」（ITP）

SC-535-0301

直接登入：

 以智方便繼續

→ 下載「智方便」
→ [按此了解更多](#)

 以數碼證書登入

密碼登入：

稅務編號 ⓘ

通行密碼

登入

[忘記稅務編號及／或通行密碼](#)

就上載大批上市或非上市公司股票轉讓文件的加蓋印花申請，請參閱第 4.2 段。

4.2 轉讓上市/非上市公司股票

歡迎頁面

身份核實成功後，你將被連接至歡迎頁面。按「**繼續**」。

以批量形式加蓋印花（上市股票）

SC-686-0301

退出

完成此項服務約需時 5–20 分鐘。

1 閱讀重要附註

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

5 收取確認通知書及下載印花證明書核對表或繳款通知書

繼續

步驟一：閱讀重要附註

仔細閱讀重要附註後，按「開始申請」。

以批量形式加蓋印花（上市股票）

SC-686-0302

1 閱讀重要附註

2 輸入申請人的資料及上載資料檔

3 簽署及遞交

4 繳款（如適用）

在繼續步驟2之前，請仔細閱讀以下附註。

重要附註

歡迎使用電子印花服務以批量形式提交加蓋印花申請。請仔細閱讀以下附註：

- 經同一資料檔案上載的所有交易的簽署日期必須相同。
- 經同一資料檔案上載的所有交易的簽署地點（香港或香港以外地方）必須相同。
- 本系統不接受就文書複本提交的加蓋印花申請。
- 本系統不接受以下類別的加蓋印花申請：就擁有附屬公司或物業或物業認購權的非上市公司提出的按批量形式為股票轉讓文書。
- 本系統的電子印花服務只適用於[即時提交的申請](#)。
- 你可於同一資料檔案就不多於5,000份文書提交加蓋印花申請。
- 經同一資料檔案成功上載的所有交易，將視作單一宗申請。而系統亦只會發出一張繳款通知書。
- 如代價或股票價值是以外幣計算，請將有關金額換算成港元。

在繳付印花稅後，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》（第117章）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。

根據《印花稅條例》（第117章）第181條，印花稅署署長可在股票轉讓文書加蓋印花申請提交後的任何時間，及在加蓋印花期限屆滿時起計的6年內，要求管有或控制該文書或有關證據的申請人或其他人（包括股票轉讓人和承讓人），向印花稅署署長出示該文書或有關證據，以供查閱。

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。本局可能在法律授權或准許下，向其他政府部門或法定機構，及其他第三方披露／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。有關要求應向印花稅署總監提出，地址：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》（第486章）中應負的責任。

開始申請

第 19 頁

步驟二：輸入申請人的資料及上載資料檔案

輸入申請人的資料及上載資料檔案，按「**繼續**」。

XML 檔案大小上限為2.5MB。如果 XML 檔案大小超過2.5MB，你需要以「Deflate」方式壓縮XML檔案，並上載該ZIP壓縮檔。

平均而言，大小為2.5 MB 的 XML 檔案可以儲存約 300 條記錄。這僅是參考數據，實際檔案大小取決於輸入的資料。

以批量形式加蓋印花（上市股票）

退出

SC-686-0303

1 閱讀重要附註

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

請填寫以下資料
附 * 的欄目為必須填寫

申請人資料

申請人名稱：*

（不必填上稱謂）

申請人身份：*

☐ 轉讓人

☐ 承讓人

☐ 轉讓人和承讓人

☐ 法律代表

☐ 其他

電郵地址：

電話號碼：

地區號碼

上載檔案

資料檔案：*

瀏覽

註

請按[此處](#)參閱可接受的資料檔案的詳情。

清除

繼續

處理上載資料檔案和驗證檔案中的記錄可能需要一些時間。系統將顯示一條進度列，顯示上傳進度。如系統長時間未有回應，可能是因為系統繁忙，請退出並稍後重試。

當資料檔案中的所有記錄獲驗證後，上載便完成。如果資料檔案有任何錯誤，屏幕上會提示，請按「**不接受的原因**」查看詳情。

以批量形式加蓋印花（上市股票）

SC-686-0305

1 閱讀重要附註

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

你的上載檔案已成功處理。

✖ 錯誤

1. 上載加蓋印花申請資料有誤，請點擊「不接受的原因」參閱詳情。 [686-E-B001]

上載資料檔案

上載檔案開始時間：

2025-06-12 10:28:47

檔案名稱：

Stamping of Share Transfer Document in Bulk (Listed Shares).xml

上載檔案的股票轉讓記錄總數：

3

不接受的股票轉讓記錄總數：

1

不接受的原因

已暫存的股票轉讓記錄總數：

2

注意

如有記錄不獲接受，請退出申請程序，並修改資料檔案內容以再次上載檔案。

屏幕上會顯示有關錯誤的摘要。請你修正資料檔案內的錯誤後，重新提交申請。

✖ 資料輸入錯誤

記錄編號

1

公司名稱

Taxpayer Company

錯誤信息

是否有簽立股份買賣協議必須填上 'Y' 或 'N' 。

列印

關閉

如果資料檔案沒有錯誤，你可以覆核屏幕上顯示的上載摘要，然後按「繼續」。

以批量形式加蓋印花（上市股票）

SC-686-0305

1 閱讀重要附註

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

你的上載檔案已成功處理。

上載資料檔案

上載檔案開始時間：

2025-06-12 10:32:11

檔案名稱：

Stamping of Share Transfer Document in Bulk (Listed Shares).xml

上載檔案的股票轉讓記錄總數：

3

不接受的股票轉讓記錄總數：

0

已暫存的股票轉讓記錄總數：

3

繼續

步驟三：簽署及遞交

請你覆核已輸入的所有資料，並在第二部分按「**股票轉讓摘要及應繳印花稅**」以核對股票轉讓摘要是否正確。每一份文書的應繳印花稅亦會顯示，以供核對。

選擇付款方式，然後按「**簽署及遞交**」。如果選擇網上付款，請你參閱**步驟四**。如果選擇離線付款，請參閱**步驟五(B)**。

以批量形式加蓋印花（上市股票）

退出

SC-686-0307

2 輸入申請人的資料及上載資料檔

3 簽署及遞交

4 繳款（如適用）

5 收取確認通知書及下載印花證明書核對表或繳款通知書

你輸入以下加蓋印花申請，請小心覆核有關詳情。

第一部分：轉讓交易的類別和已轉讓股票的類型

1. 交易類型：

售賣及購買

2. 股票類型：

香港上市公司股票

第二部分：股票轉讓摘要、應繳印花稅

請下載下列PDF檔案以作紀錄。

股票轉讓摘要及應繳印花稅

第三部分：應繳印花稅總額

交易總數：

3

應繳印花稅總額：

\$ 853.00

第四部分：申請人聲明

本人，Transferor（轉讓人）謹此聲明，就本人所知、所得資料和所信，本申請表及附件內所載的資料，全屬正確，而且是資料的全部。

日期（日/月/年）： 23/06/2025

應繳付總額是 HK\$ 853.00

你可以選擇以下付款方式：

☐ 網上付款（註：你可以使用 繳費靈、Visa、MasterCard、JCB、銀聯卡 或 轉數快 付款，印花證明書核對表可於繳款後即時於網上下載。）

☐ 離線付款（註：你可以透過互聯網、銀行自動櫃員機、親臨郵政局等方法付款，印花證明書核對表將於繳款後2個工作天內於網上發出，以供下載。）

簽署

稅務編號

999999999999

通行密碼 *

清除

列印

簽署及遞交

步驟四：繳款

按「現在付款」即可進行網上付款。

以批量形式加蓋印花（上市股票）

SC-686-0308

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

5 收取確認通知書及下載印花證明書核對表或繳款通知書

為股票轉讓文書加蓋印花

你的交易參考編號是：

9999 9999 9999 9999

應繳付總額是：

HK\$ 853.00

儲存

列印

現在付款

你可以選擇網上付款方式，然後按「付款」。付款成功後，你將被連接至步驟五(A)。

以批量形式加蓋印花（上市股票）

SC-686-0314

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

5 收取確認通知書及下載印花證明書核對表或繳款通知書

請選擇付款方式：

服務類別：

股票轉讓文件印花服務

交易日期：

2025年06月12日

交易參考編號：

9999 9999 9999 9999

總額：

HK\$ 853.00

付款方式：

☐ 轉數快

☐ JCB

☐ mastercard

☐ VISA

☐ UnionPay 銀聯

☐ PPS 香港電匯

取消付款

付款

步驟五(A)：收取確認通知書（網上付款）

網上付款成功後，你將被連接至確認通知書的頁面，表示申請已成功提交至稅務局。

按「**下載印花證明書核對表**」下載印花證明書核對表。按「**列印**」或「**儲存**」以列印或儲存確認通知書作日後參考。

以批量形式加蓋印花（上市股票）

退出

SC-686-0309

2 輸入申請人的資料及上載資料檔案

3 簽署及遞交

4 繳款（如適用）

5 收取確認通知書及下載印花證明書核對表或繳款通知書

已收到你的JCB付款 HK\$ 853.00，你的申請已提交稅務局。

你的交易參考編號是：

9999 9999 9999 9999

申請日期及時間：

2025年06月12日 10:35:21

文書編號：

（請參閱印花證明書核對表）

請下載並列印印花證明書核對表：

下載印花證明書核對表

附註：

1. 你亦可在稍後時間，使用稅單號碼 / 交易參考編號，透過「列印印花證明書核對表」服務，再次列印印花證明書核對表。

2. 你可使用「列印印花證明書」服務，列印印花證明書。

3. 任何人士可透過「查詢印花證明書」服務，查詢證明書的真確性。

提出另一份申請

列印

儲存

步驟五(B)：收取確認通知書（離線付款）

如果你選擇離線付款，你將被連接至確認通知書的頁面，表示你的申請將有待繳款後再作處理。

按「**下載繳款通知書**」，以下載及列印繳款通知書。按「**文書編號**」下載文書參考編號摘要。按「**列印**」或「**儲存**」列印或儲存確認通知書作日後參考及檢索印花證明書核對表（第4.3段）。

上載加蓋印花申請使用指南 (股票轉讓)
上載大批加蓋印花申請

以批量形式加蓋印花（上市股票）

SC-686-0310

退出

2 輸入申請人的資料及上載資料檔

3 簽署及遞交

4 繳款（如適用）

5 收取確認通知書及下載印花證明書核對表或繳款通知書

你選擇了離線付款方式。此申請將有待你繳付稅款後，再作處理。

你的交易參考編號是：

9999 9999 9999 9999

申請日期及時間：

2025年06月02日 16:51:00

文書編號：

（請參閱下方「文書編號」的PDF 文件）

應繳付總額是：

HK\$ 1,618.00

稅單號碼是：

9-99-9-9999999-9

請下載並列印繳款通知書：

下載繳款通知書

文書編號：

請下載此PDF檔案以作紀錄。

文書編號

附註：

1. 你也可以在稍後時間，使用稅單號碼或交易參考編號，透過「列印繳款通知書」服務，再次列印。

2. 就印花證明書，你可在繳妥款項的2個工作日後，透過「列印印花證明書」服務列印證明書。

你可透過「讀取」功能，以本申請書作為其他申請的預填版面。

請緊記文書編號，作日後讀取之用。

提出另一份申請

列印

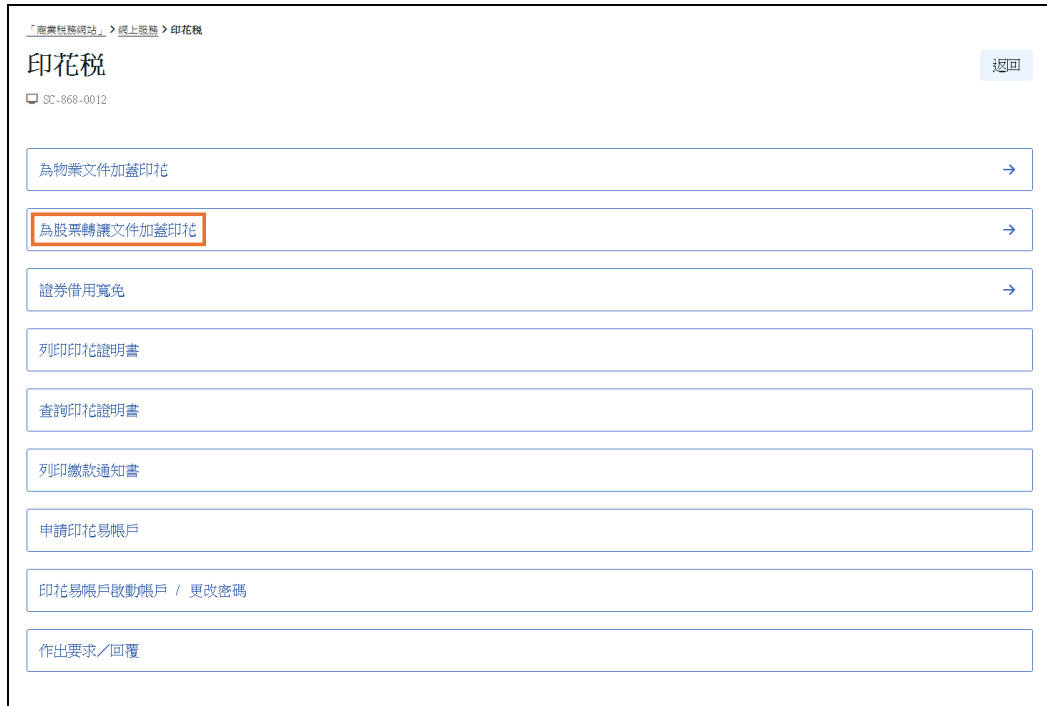
儲存

請於繳款通知書上列明的期限或之前繳款。你可於https://www.ird.gov.hk/chi/tax/pay_pme.htm 網站查看有關繳款方法的詳情。

印花證明書核對表將於繳款後的兩個工作天可供下載。有關如何列印印花證明書核對表的詳情，請參閱第4.3段。

4.3 列印印花證明書核對表

如要檢索印花證明書核對表，請前往「**為股票轉讓文件加蓋印花**」選單，按「**列印印花證明書核對表**」。



「商業稅務網站」> 網上服務 > 印花稅

印花稅

SC-868-0012

返回

- 為物業文件加蓋印花 →
- 為股票轉讓文件加蓋印花** →
- 證券借用寬免 →
- 列印印花證明書
- 查詢印花證明書
- 列印繳款通知書
- 申請印花易帳戶
- 印花易帳戶啟動帳戶 / 更改密碼
- 作出要求／回覆



「商業稅務網站」> 網上服務 > 印花稅 > 為股票轉讓文件加蓋印花

為股票轉讓文件加蓋印花

SC-868-0014

返回

- 提交加蓋股票印花申請 →
- 計算印花稅(股票轉讓)
- 列印印花證明書核對表**

歡迎頁面

身份核實成功後，你將被連接至下方歡迎頁面。按「**繼續**」。

列印印花證明書核對表

SC-686-0401

退出

完成此項服務約需時 5–20 分鐘。

1 閱讀重要附註

2 輸入資料進行檢索

3 下載印花證明書核對表

繼續

步驟一：閱讀重要附註

閱讀重要附註。按「**開始申請**」。

列印印花證明書核對表

SC-686-0402

退出

1 閱讀重要附註

2 輸入資料進行檢索

3 下載印花證明書核對表

在繼續步驟2之前，請仔細閱讀以下附註。

歡迎使用列印印花證明書核對表的電子印花服務。你可使用本服務列印由你以批量形式遞交的加蓋印花申請的印花證明書核對表。如有關的加蓋印花申請並不是由你遞交，你可透過查詢印花證明書的服務查核印花證明書的真實性。

開始申請

步驟二：輸入資料進行檢索

你可以透過以下方式進行檢索：

- 一、輸入稅單號碼或交易參考編號（見步驟二(A)），或
- 二、選擇印花證明書核對表（不適用於「印花易」帳戶持有人）（見步驟二(B)）。

步驟二(A)：選取「輸入稅單號碼或交易參考編號」

如你欲以「輸入稅單號碼或交易參考編號」進行檢索，請輸入稅單號碼或交易參考編號，然後按「遞交」。

列印印花證明書核對表

SC-686-0403

1 閱讀重要附註

2 輸入資料進行檢索

3 下載印花證明書核對表

請輸入任何一項資料進行檢索

☐ 稅單號碼:

9-99-9-9999999-9

請勿輸入連字號（即「-」）

☐ 交易參考編號:

1234 1234 1234 1234

☐ 選擇印花證明書核對表

附註

你可透過本服務列印先前的印花證明書核對表，或於付款後下載印花證明書核對表。

遞交

步驟二(B)：選擇印花證明書核對表

「選擇印花證明書核對表」的方法不適用於「印花易」帳戶持有人。

如你欲以「選擇印花證明書核對表」進行檢索，請選擇日期範圍，然後按「讀取」。

列印印花證明書核對表

SC-686-0403

1 閱讀重要附註

2 輸入資料進行檢索

3 下載印花證明書核對表

請輸入任何一項資料進行檢索

輸入稅單號碼或交易參考編號

選擇印花證明書核對表

由12/06/2024至12/06/2025

清除

讀取

提交日期及時間

交易參考編號

稅單號碼

顯示總共0項中的0項

前往頁數

附註

你可透過本服務列印先前的印花證明書核對表，或於付款後下載印花證明書核對表。

提交

第 30 頁

選擇記錄，然後按「遞交」。

列印印花證明書核對表

SC-686-0403

1 閱讀重要附註

2 輸入資料進行檢索

3 下載印花證明書核對表

請輸入任何一項資料進行檢索

輸入稅單號碼或交易參考編號

選擇印花證明書核對表

由12/06/2024至12/06/2025清除讀取

提交日期及時間	交易參考編號	稅單號碼
<input checked="" type="radio"/> 2025年6月12日 11:22:09	9999 9999 9999 9999	9-99-9-99999999-9
<input type="radio"/> 2025年6月12日 11:21:23	9999 9999 9999 9999	9-99-9-99999999-9
<input type="radio"/> 2025年6月12日 11:20:38	9999 9999 9999 9999	9-99-9-99999999-9
<input type="radio"/> 2025年6月12日 10:42:50	9999 9999 9999 9999	9-99-9-99999999-9

顯示總共4項中的4項

前往頁數

附註

你可透過本服務列印先前的印花證明書核對表，或於付款後下載印花證明書核對表。

遞交

第 31 頁

步驟三：下載印花證明書核對表

你將被連接至以下頁面。按「**下載印花證明書核對表**」下載印花證明書核對表。

列印印花證明書核對表

SC-686-0404

1 閱讀重要附註

2 輸入資料進行檢索

3 下載印花證明書核對表

你的申請已辦妥。

請下載並列印印花證明書核對表。

列印另一份印花證明書核對表

下載印花證明書核對表

5. 使用自訂開發應用程式

如果加蓋印花申請的資料已儲存在你自己的資料庫內，並且你能透過自訂開發的應用程式建立 XML 檔案，你可以自行從資料庫抽取有關資料，無需使用 OpenOffice 或將檔案轉換為 XML 格式，即可用於提交加蓋印花申請的上傳檔案（亦即可跳過第 3 段）。

自訂開發應用程式所建立的 XML 檔案，必須符合下頁所述之預先定義格式。關於 Data Specification 的詳細說明，請參閱附錄 A。

完成建立 XML 檔案後，請按照第 4 段中的步驟提交印花稅申請。

上傳XML檔案的具體規格詳細如下：

5.1 轉讓上市公司股票（售賣及購買）

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
```

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

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

```
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,  
SHARES_NATURE, DOC_IT, DOC_BNOTE, DOC_SNOTE, EXECUTION_DATE,  
EXECUTION_PLACE, NUM_SHARES, CONSIDERATION, AGREEMENT_EXECUTED,  
STOCK_CODE, STOCK_CHIN_NAME, STOCK_ENG_NAME, TRANSFER_PARTY+)>
```

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

```
<!ELEMENT TRANSACTION_NUM (#PCDATA)>  
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>  
<!ELEMENT SHARES_NATURE (#PCDATA)>  
<!ELEMENT DOC_IT (#PCDATA)>  
<!ELEMENT DOC_BNOTE (#PCDATA)>  
<!ELEMENT DOC_SNOTE (#PCDATA)>  
<!ELEMENT EXECUTION_DATE (#PCDATA)>  
<!ELEMENT EXECUTION_PLACE (#PCDATA)>  
<!ELEMENT NUM_SHARES (#PCDATA)>  
<!ELEMENT CONSIDERATION (#PCDATA)>  
<!ELEMENT AGREEMENT_EXECUTED (#PCDATA)>  
<!ELEMENT STOCK_CODE (#PCDATA)>  
<!ELEMENT STOCK_CHIN_NAME (#PCDATA)>  
<!ELEMENT STOCK_ENG_NAME (#PCDATA)>
```

```
<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,  
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,  
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,  
ENG_CORR_ADDR_5)>
```

```
<!ELEMENT PARTY_TYPE (#PCDATA)>  
<!ELEMENT SEQ_NO (#PCDATA)>  
<!ELEMENT ENG_NAME_1 (#PCDATA)>  
<!ELEMENT ENG_NAME_2 (#PCDATA)>  
<!ELEMENT ENG_NAME_3 (#PCDATA)>  
<!ELEMENT CHIN_NAME (#PCDATA)>  
<!ELEMENT PRN (#PCDATA)>  
<!ELEMENT PASSPORT_NO (#PCDATA)>  
<!ELEMENT BRN (#PCDATA)>  
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.2 轉讓上市公司股票（售賣及購買以外）

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>

<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, EXECUTION_DATE, EXECUTION_PLACE, NUM_SHARES,,
STOCK_CODE, STOCK_CHIN_NAME, STOCK_ENG_NAME, NOMINEE_IND,
TRANSFER_PARTY+)>

<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT STOCK_CODE (#PCDATA)>
<!ELEMENT STOCK_CHIN_NAME (#PCDATA)>
<!ELEMENT STOCK_ENG_NAME (#PCDATA)>
<!ELEMENT NOMINEE_IND (#PCDATA)>

<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>

<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.3 轉讓上市公司股票（委任或轉換受託人）

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>

<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, EXECUTION_DATE, EXECUTION_PLACE, NUM_SHARES,
STOCK_CODE, STOCK_CHIN_NAME, STOCK_ENG_NAME, NOMINEE_IND,
TRANSFER_PARTY+)>

<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT STOCK_CODE (#PCDATA)>
<!ELEMENT STOCK_CHIN_NAME (#PCDATA)>
<!ELEMENT STOCK_ENG_NAME (#PCDATA)>
<!ELEMENT NOMINEE_IND (#PCDATA)>

<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>

<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.4 轉讓非上市公司股票（售賣及購買）

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>

<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, DOC_BNOTE, DOC_SNOTE, EXECUTION_DATE,
EXECUTION_PLACE, NUM_SHARES, CONSIDERATION, AGREEMENT_EXECUTED,
COMPANY_BR_NO, OTHER_BUSINESS_NO, COMPANY_CHIN_NAME,
COMPANY_ENG_NAME_L1, COMPANY_ENG_NAME_L2, COMPANY_ENG_NAME_L3,
COMPANY_COMMENCE_BUSINESS, COMPANY_OWN_PROPERTY,
COMPANY_OWN_SUBSIDIARY, VALUE_REFERENCE_ACCOUNTS, PRICE_PER_SHARE,
ACCOUNT_DATE, OTHER_ASSET, TOTAL_LIABILITIES, ISSUED_SHARE, TRANSFER_PARTY+)>

<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT DOC_BNOTE (#PCDATA)>
<!ELEMENT DOC_SNOTE (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT CONSIDERATION (#PCDATA)>
<!ELEMENT AGREEMENT_EXECUTED (#PCDATA)>
<!ELEMENT COMPANY_BR_NO (#PCDATA)>
<!ELEMENT OTHER_BUSINESS_NO (#PCDATA)>
<!ELEMENT COMPANY_CHIN_NAME (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L1 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L2 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L3 (#PCDATA)>
<!ELEMENT COMPANY_COMMENCE_BUSINESS (#PCDATA)>
<!ELEMENT COMPANY_OWN_PROPERTY (#PCDATA)>
<!ELEMENT COMPANY_OWN_SUBSIDIARY (#PCDATA)>
<!ELEMENT VALUE_REFERENCE_ACCOUNTS (#PCDATA)>
<!ELEMENT PRICE_PER_SHARE (#PCDATA)>
<!ELEMENT ACCOUNT_DATE (#PCDATA)>
<!ELEMENT OTHER_ASSET (#PCDATA)>
<!ELEMENT TOTAL_LIABILITIES (#PCDATA)>
<!ELEMENT ISSUED_SHARE (#PCDATA)>

<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>

<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
```

```
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.5 轉讓非上市公司股票（售賣及購買以外）

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>

<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, EXECUTION_DATE, EXECUTION_PLACE, NUM_SHARES,
COMPANY_BR_NO, OTHER_BUSINESS_NO, COMPANY_CHIN_NAME,
COMPANY_ENG_NAME_L1, COMPANY_ENG_NAME_L2, COMPANY_ENG_NAME_L3,
COMPANY_COMMENCE_BUSINESS, COMPANY_OWN_PROPERTY,
COMPANY_OWN_SUBSIDIARY, VALUE_REFERENCE_ACCOUNTS, PRICE_PER_SHARE,
ACCOUNT_DATE, OTHER_ASSET, TOTAL_LIABILITIES, ISSUED_SHARE,
TRANSFER_PARTY+)>

<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT COMPANY_BR_NO (#PCDATA)>
<!ELEMENT OTHER_BUSINESS_NO (#PCDATA)>
<!ELEMENT COMPANY_CHIN_NAME (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L1 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L2 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L3 (#PCDATA)>
<!ELEMENT COMPANY_COMMENCE_BUSINESS (#PCDATA)>
<!ELEMENT COMPANY_OWN_PROPERTY (#PCDATA)>
<!ELEMENT COMPANY_OWN_SUBSIDIARY (#PCDATA)>
<!ELEMENT VALUE_REFERENCE_ACCOUNTS (#PCDATA)>
<!ELEMENT PRICE_PER_SHARE (#PCDATA)>
<!ELEMENT ACCOUNT_DATE (#PCDATA)>
<!ELEMENT OTHER_ASSET (#PCDATA)>
<!ELEMENT TOTAL_LIABILITIES (#PCDATA)>
<!ELEMENT ISSUED_SHARE (#PCDATA)>

<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>

<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

附錄 A Data Specification

本段描述透過電子印花服務上載加蓋印花申請的 XML 檔案格式。

以下是介面資料的定義：

1. XML 檔案應以 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. 若欄位中包含至少一個中文字元，所有雙語欄位均視為中文內容處理。
4. 日期格式
 - 日期格式以YYYYMMDD表示。
 - 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 p 位元（精確度）且小數點後最多包含 m 位元（尺度）的數字。
 - 「Repeat Group」列下的值表示可重複的資料項組的識別碼。
5. 除非資料規則中指定「Mandatory」，否則元素的數值在上傳資料時視為選填。
6. 不允許使用 <!DOCTYPE html 定義。
7. 不允許使用 <!--comment 。
8. 元素必須按照第 5 段指定的順序排列。

A.1 轉讓上市公司股票（售賣及購買）

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	<p>Type of transaction, content should be filled with 1-character short code only, must be “1”:</p> <p>Short Code – description ----- “1” – Sale and purchase “2” – Other than sale and purchase</p>	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	<p>Nature of share, content should be filled with 1-character short code only, must be “1”:</p> <p>Short Code – description ----- “1” – Listed Share “2” – Unlisted Share</p>	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	<p>Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only:</p> <p>Short Code – description ----- “Y” – Yes “N” – No</p> <p>If “Y”, DOC_BNOTE and DOC_SNOTE must be “Y” too.</p>	Mandatory		X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Bought Note	DOC_BNOTE	Indicator of whether to stamp bought note. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Sold Note	DOC_SNOTE	Indicator of whether to stamp sold note. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)

	Total Consideration	CONSIDERATION	Total consideration in Hong Kong dollar The input should be greater than 0 and up to 99999999999.99 and may have 2 decimal places.	Mandatory		9(14,2)
	Agreement for Sale and Purchase Executed	AGREEMENT_EXECUTED	Indicator of whether an agreement for sale and purchase was executed for the transfer. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Stock Code	STOCK_CODE	Stock code Must be numeric and valid Stock Code. The input should be from 0 to 99999. The stock must not be denominated in currency other than HKD, RMB or USD.	Mandatory		9(5)
	Stock Chinese Name	STOCK_CHIN_NAME	Subject share Chinese name Input Chinese characters, maximum 60 characters allowed.	Mandatory to input either ENG/CHI or both		X(60)
	Stock English Name	STOCK_ENG_NAME	Subject share English name Input English characters, maximum 150 characters allowed.			X(150)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)

	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name Input English characters, maximum 50 characters allowed every line.	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3			TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

A.2 轉讓上市公司股票（售賣及購買以外）

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	<p>Type of transaction, content should be filled with 1-character short code only, must be “2”:</p> <p>Short Code – description ----- “1” – Sale and purchase “2” – Other than sale and purchase</p>	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	<p>Nature of share, content should be filled with 1-character short code only, must be “1”:</p> <p>Short Code – description ----- “1” – Listed Share “2” – Unlisted Share</p>	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	<p>Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be “Y”:</p> <p>Short Code – description ----- “Y” – Yes “N” – No</p>	Mandatory		X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)
	Stock Code	STOCK_CODE	Stock code Must be numeric and valid Stock Code. The input should be from 0 to 99999. The stock must not be denominated in currency other than HKD, RMB or USD.	Mandatory		9(5)
	Stock Chinese Name	STOCK_CHIN_NAME	Subject share Chinese name Input Chinese characters, maximum 60 characters allowed.	Mandatory to input either ENG/CHI or both		X(60)
	Stock English Name	STOCK_ENG_NAME	Subject share English name Input English characters, maximum 150 characters allowed.			X(150)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Nominee Indicator	NOMINEE_IND	Indicator of whether the transfer is for appointment of nominee or change of nominee which does not involve a change in beneficial ownership. Content should be filled with 1-character short code only, must be “N”: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3	Input English characters, maximum 50 characters allowed every line.		TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)

A.3 轉讓上市公司股票（委任或轉換受託人）

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.						
The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	Type of transaction, content should be filled with 1-character short code only, must be “2”: Short Code – description ----- “1” – Sale and purchase “2” – Other than sale and purchase	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	Nature of share, content should be filled with 1-character short code only, must be “1”: Short Code – description ----- “1” – Listed Share “2” – Unlisted Share	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be ‘Y’: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)
	Stock Code	STOCK_CODE	Stock code Must be numeric and valid Stock Code. The input should be from 0 to 99999. The stock must not be denominated in currency other than HKD, RMB or USD.	Mandatory		9(5)
	Stock Chinese Name	STOCK_CHIN_NAME	Subject share Chinese name Input Chinese characters, maximum 60 characters allowed.	Mandatory to input either ENG/CHI or both		X(60)
	Stock English Name	STOCK_ENG_NAME	Subject share English name Input English characters, maximum 150 characters allowed.			X(150)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Nominee Indicator	NOMINEE_IND	Indicator of whether the transfer is for appointment of nominee or change of nominee which does not involve a change in beneficial ownership. Content should be filled with 1-character short code only, must be “Y”: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” - Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name Input English characters, maximum 50 characters allowed every line.	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3			TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

A.4 轉讓非上市公司股票（售賣及購買）

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	<p>Transaction number indicating the record count.</p> <p>Content value should be from 1 to 1666 (= max 4998 instruments)</p>	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	<p>Type of transaction, content should be filled with 1-character short code only, must be “1”:</p> <p>Short Code – description ----- “1” – Sale and purchase “2” – Other than sale and purchase</p>	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	<p>Nature of share, content should be filled with 1-character short code only, must be “2”:</p> <p>Short Code – description ----- “1” – Listed Share “2” – Unlisted Share</p>	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	<p>Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be “Y”:</p> <p>Short Code – description ----- “Y” – Yes “N” – No</p>	Mandatory		X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Bought Note	DOC_BNOTE	Indicator of whether to stamp bought note. Content should be filled with 1-character short code only, must be “Y”: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Sold Note	DOC_SNOTE	Indicator of whether to stamp sold note. Content should be filled with 1-character short code only, must be “Y”: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Total Consideration	CONSIDERATION	Total consideration in Hong Kong dollar The input should be greater than 0 and up to 99999999999.99 and may have 2 decimal places.	Mandatory		9(14,2)
	Agreement for Sale and Purchase Executed	AGREEMENT_EXECUTED	Indicator of whether an agreement for sale and purchase was executed for the transfer. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Business Registration Number	COMPANY_BR_NO	Business registration number of the subject company Input numbers.	Mandatory to input either BR/Other Business Number but not both		9(8)
	Other Business Number	OTHER_BUSINESS_NO	Other business number of the subject company Input alphanumeric characters.			X(10)
	Company Chinese Name	COMPANY_CHIN_NAME	Subject company Chinese name Input Chinese characters, maximum 50 characters allowed.	Mandatory to input either ENG/CHI or both		X(50)
	Company English Name	COMPANY_ENG_NAME_L1	Line1, Line2, Line3 Subject company English Name Input English characters, maximum 50 characters allowed every line.			X(50)
		COMPANY_ENG_NAME_L2				X(50)
		COMPANY_ENG_NAME_L3				X(50)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Company Commenced Business	COMPANY_COMMENCE_BUSINESS	Indicator of whether the subject company has commenced business, content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Property	COMPANY_OWN_PROPERTY	Indicator of whether the subject company owns landed property, or right to acquire landed property (include land lots). Content should be filled with 1-character short code only, must be ‘N’: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Subsidiary	COMPANY_OWN_SUBSIDIARY	Indicator of whether the subject company owns subsidiary, content should be filled with 1-character short code only, must be ‘N’: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Consolidated Accounts	VALUE_REFERENCE_ACCOUNTS	Whether value of share is calculated with reference to consolidated accounts, content should be filled with 1-character short code only, must be “N”: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subscription Price (per Share)	PRICE_PER_SHARE	Subscription price (per share) Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places. PRICE_PER_SHARE X NUM_SHARE should be less than 999999999999.99	Mandatory if COMPANY_COMMENCE_BUSINESS = "N" Must be blank if COMPANY_COMMENCE_BUSINESS = "Y"		9(16,2)
	Date of Latest Audited/ Management Accounts	ACCOUNT_DATE	Date of the latest audited / management accounts The audited/management accounts must be made up to a date within 6 months prior to the date of share transfer. Format should be YYYYMMDD.	4 elements mandatory if COMPANY_COMMENCE_BUSINESS = "Y" All 4 elements must be blank if COMPANY_COMMENCE_BUSINESS is "N"		9(8)
	Total Assets	OTHER_ASSET	Total assets Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.			9(16,2)
	Total Liabilities	TOTAL_LIABILITIES	Total liabilities Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.			9(16,2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Number of Issued Shares	ISSUED_SHARE	Number of issued shares The input should be greater than 0 and up to 999999999999.			9(12)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence Number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name Input English characters, maximum 50 characters allowed every line.	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3			TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)

附錄 A Data Specification

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

A.5 轉讓非上市公司股票（售賣及購買以外）

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	<p>Type of transaction, content should be filled with 1-character short code only, must be “2”:</p> <p>Short Code – description ----- “1” – Sale and purchase “2” – Other than sale and purchase</p>	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	<p>Nature of share, content should be filled with 1-character short code only, must be “2”:</p> <p>Short Code – description ----- “1” – Listed Share “2” – Unlisted Share</p>	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	<p>Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be “Y”:</p> <p>Short Code – description ----- “Y” – Yes “N” – No</p>	Mandatory		X(1)

上載加蓋印花申請使用指南 (股票轉讓)
附錄 A Data Specification

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)
	Business Registration Number	COMPANY_BR_NO	Business registration number of the subject company Input numbers.	Mandatory to input either BR/Other Business Number but not both		9(8)
	Other Business Number	OTHER_BUSINESS_NO	Other business number of the subject company Input alphanumeric characters.			X(10)
	Company Chinese Name	COMPANY_CHIN_NAME	Subject company Chinese name Input Chinese characters, maximum 50 characters allowed.	Mandatory to input either ENG/CHI or both		X(50)
	Company English Name	COMPANY_ENG_NAME_L1	Line1, Line2, Line3 subject company English Name			X(50)
		COMPANY_ENG_NAME_L2	Input English characters, maximum 50			X(50)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
		COMPANY_ENG_NAME_L3	characters allowed every line.			X(50)
	Company Commenced Business	COMPANY_COMMENCE_BUSINESS	Indicator of whether the subject company has commenced business, content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Property	COMPANY_OWN_PROPERTY	Indicator of whether the subject company owns landed property, or right to acquire landed property (include land lots). Content should be filled 1-character with short code only, must be ‘N’: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Subsidiary	COMPANY_OWN_SUBSIDIARY	Indicator of whether the subject company owns subsidiary, content should be filled with 1-character short code only, must be ‘N’: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Consolidated accounts	VALUE_REFERENCE_ACCOUNTS	Indicator of whether value of share is calculated with reference to consolidated accounts, content should be filled with 1-character short code only, must be “N”: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)

上載加蓋印花申請使用指南 (股票轉讓)
附錄 A Data Specification

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subscription Price (per Share)	PRICE_PER_SHARE	Subscription price (per share) Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.	Mandatory if COMPANY_COMMENCE_BUSINESS is “N” Must be blank if COMPANY_COMMENCE_BUSINESS = “Y”		9(16,2)
	Date of Latest Audited/ Management Account	ACCOUNT_DATE	Date of the Latest Audited / Management Accounts The audited/management accounts must be made up to a date within 6 months prior to the date of share transfer. Format should be YYYYMMDD.	Mandatory to input all 4 elements if COMPANY_COMMENCE_BUSINESS is “Y”		9(8)
	Total Assets	OTHER_ASSET	Total Assets Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.	All 4 elements must be blank if COMPANY_COMMENCE_BUSINESS is “N”		9(16,2)
	Total Liabilities	TOTAL_LIABILITIES	Total Liabilities Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.			9(16,2)
	Number of Issued Shares	ISSUED_SHARE	Number of issued shares The input should be greater than 0 and up to 999999999999.			9(12)

附錄 A Data Specification

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S”- Transferor “B”- Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3	TRANSFER_PARTY		X(50)	
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.		TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters			
	Business Registration Number	BRN	Business registration number Input numbers			

附錄 A Data Specification

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

Upload Stamping Request User Guide (Share Transfer)

Version: 1.0
August 2020
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1. PURPOSE

Uploading stamping request in bulk for share transfer documents enables customers to submit stamping requests through the e-Stamping service of the Inland Revenue Department more quickly and conveniently. With it, you can arrange stamping of share transfer document anytime and anywhere you want. You can save time and cost as you do not need to arrange for conventional stamping at the Stamp Office. You can arrange stamping for up to a maximum of 5,000 share transfer instruments at one time, and only one payment is required.

This user guide provides detailed guidance and step by step procedures on how to prepare a data file for uploading and submitting the stamping application through the e-Stamping service.

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

2. GENERAL INFORMATION

The bulk upload service is applicable to share transfer document in relation to listed shares and unlisted shares. Please read the following in relation to the scope of the bulk upload services:

- 1) All transactions to be uploaded in the same data file should bear the same execution date.
- 2) All transactions to be uploaded in the same data file shall be executed either in Hong Kong, or outside Hong Kong.
- 3) Bulk stamping application for duplicates of documents will not be accepted.
- 4) Bulk stamping application for transfer of shares of unlisted company which owns subsidiaries, landed properties, or right to acquire landed properties will not be accepted.
- 5) The bulk upload service is applicable to in-time applications only.
- 6) You can submit not more than 5,000 instruments for stamping in the same data file.
- 7) All transactions successfully uploaded in the same data file will be treated as a single application. Only one payment notice will be generated.
- 8) If the consideration or value of share(s) is in foreign currency, please convert the amount to their equivalent in Hong Kong dollars.

In order to use the bulk upload service, you have to prepare an upload file in XML format. You can easily prepare the upload file in XML format by either one of the following two ways:

- Make use of the readily available **Upload Data Preparation Template**. For details, please refer to sections 3 and 4.
- Make use of your own custom-developed applications to prepare XML file directly based on the pre-defined **Data Specification** in Document Type Definition (DTD). For details, please refer to section 5 and Appendix A.

3. USING UPLOAD TEMPLATE

3.1 CONFIGURATION SETTING

In order to prepare the upload XML file using the Upload Data Preparation Template, the following has to be installed. Such installation steps are required once only.

- Software for viewing document in PDF format;
- **OpenOffice version 4.x** which can be downloaded at the website <https://www.openoffice.org>;
- **Java Runtime Environment (JRE)** software (version 1.8.0 or above) which supports runtime environment for OpenOffice can be downloaded at the website <https://java.sun.com>;
- **Upload Data Preparation Template and XML Filter Package** which can be downloaded by following below steps:
 - ◆ Go to the Inland Revenue Department (IRD) website: <https://www.ird.gov.hk>. Click the “e-Stamping” icon to proceed to the e-Stamping service menu.



UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

◆ Click “Stamping on Share Transfer Document”.

Business Tax Portal > Online Services > Stamp Duty

Stamp Duty [Back](#)

SC-868-0012

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

◆ Click “Submit Application of Stamping of Instrument of Transfer and Contract note”.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document

Stamping on Share Transfer Document [Back](#)

SC-868-0014

Submit Application of Stamping of Instrument of Transfer and Contract note →

Stamp Duty Computation (Share Transfer)

Print Stamp Certificate Control List

◆ Click “Bulk Upload”.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document > Submit Application of Stamping of Instrument of Transfer and Contract note

Submit Application of Stamping of Instrument of Transfer and Contract note [Back](#)

SC-868-0018

Single Application

Bulk Upload →

◆ Click “notes” in “(Please refer to the notes)”.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document > Submit Application of Stamping of Instrument of Transfer and Contract note > Bulk Upload

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

SC-868-0019

Listed Share

Unlisted Share (Not applicable to cases where the Subject Company of which shares are under transfer owns property or subsidiary)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

- ◆ Below pop-up window will be prompted. Download the Upload Data Preparation Template and the XML filter package applicable to your stamping requests.

Uploading Stamping Requests is applicable to the initial stamping of Share Transfer Documents

The upload file must be a valid format XML file. Uploaded XML must not exceed 2.5 MB. Please zip the XML file before upload if the file exceeds 2.5 MB. You can prepare the XML file by the following methods:

(i) Prepare the XML file directly. Please refer to the following Data Specification File:

- 1)[Transfer of Listed Shares \(Sale and Purchase\)](#)
- 2)[Transfer of Listed Shares \(other than Sale and Purchase\)](#)
- 3)[Transfer of Listed Shares \(Change of Nominee\)](#)
- 4)[Transfer of Unlisted Shares \(Sale and Purchase\)](#)
- 5)[Transfer of Unlisted Shares \(other than Sale and Purchase\)](#)

«Section 5 of User Guide»

(ii) Using Upload Data Preparation Template «Section 3 of User Guide»

Step 1 Download the [OpenOffice.org Calc 4.x version](#)
«Section 3.1 of User Guide»

Step 2 Obtain the XML filter [here](#) (For Share Transfer Document) for the OpenOffice.org Calc 4.x
«Section 3.1 of User Guide»

Step 3 Download the Upload Data Preparation Template (as listed below for each type of transaction) and prepare your upload file

- 1)[Transfer of Listed Shares \(Sale and Purchase\)](#)
- 2)[Transfer of Listed Shares \(other than Sale and Purchase\)](#)
- 3)[Transfer of Listed Shares \(Change of Nominee\)](#)
- 4)[Transfer of Unlisted Shares \(Sale and Purchase\)](#)
- 5)[Transfer of Unlisted Shares \(other than Sale and Purchase\)](#)

«Section 3.1 of User Guide»

Step 4 Convert the upload File into XML format by using OpenOffice.org Calc 4.x
«Section 3.2 of User Guide»

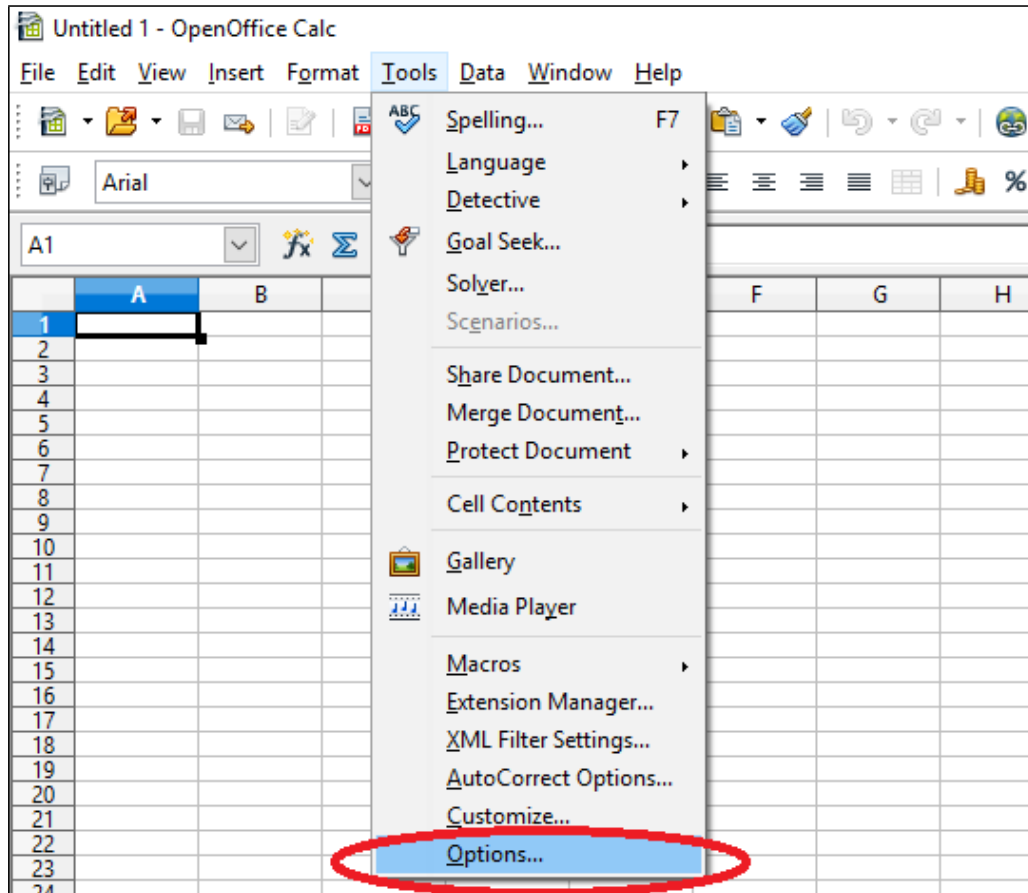
For details, please refer to the [Upload Stamping Request User Guide](#)

Close

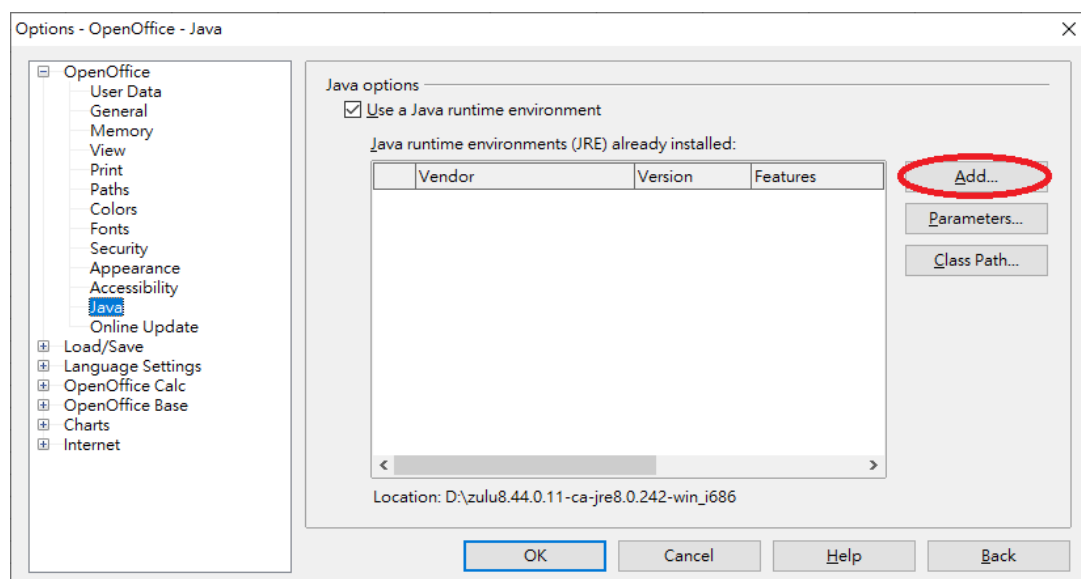
UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

After the above installation, it is required to enable the Java option of OpenOffice as follows:

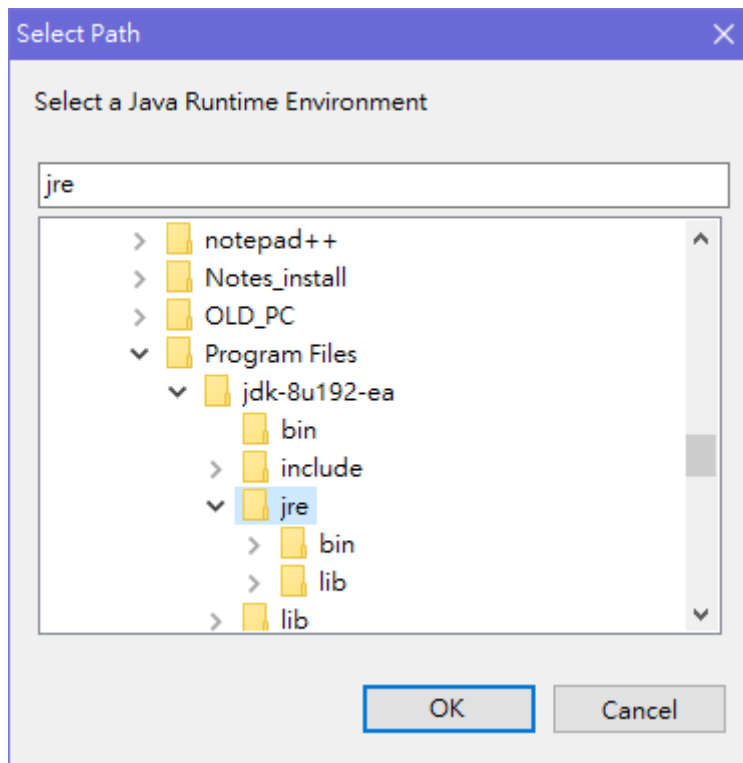
Launch OpenOffice and click “**Tools**” -> “**Options**”.



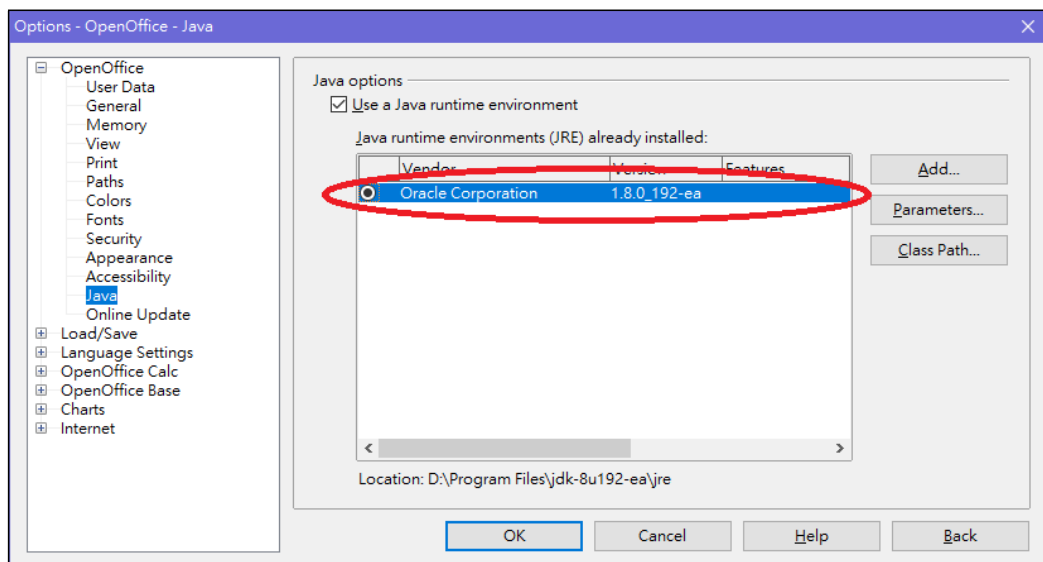
Select “**Java**”, click “**Add**” to select the installed JRE (version 1.8.0 or above) from pop-up window.



UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE



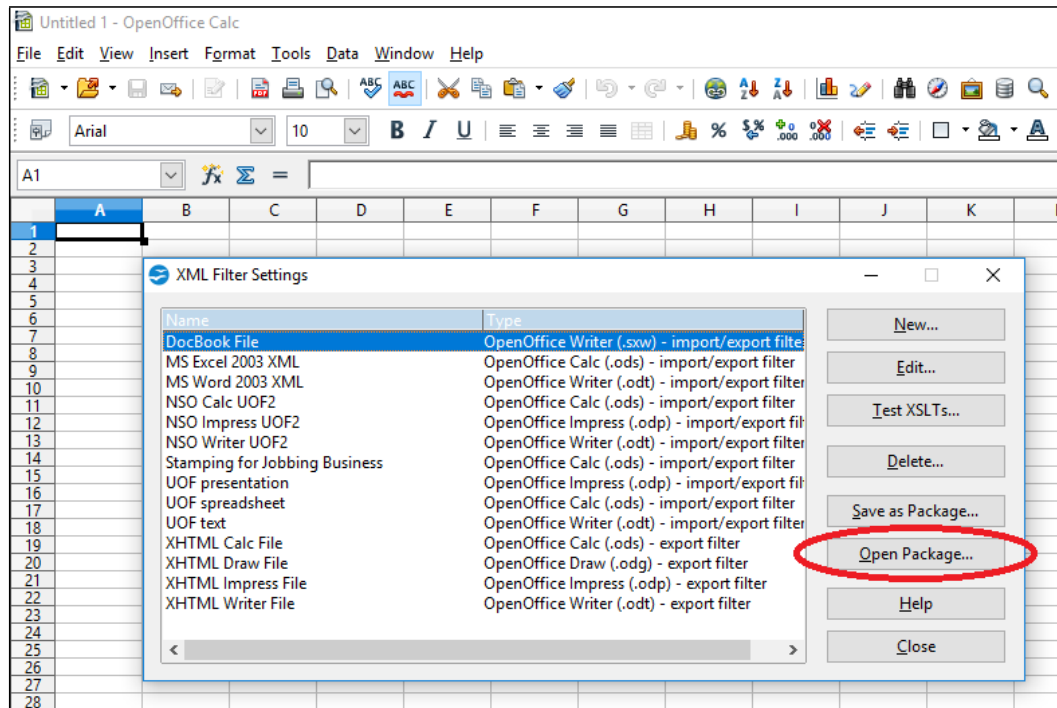
Select the correct JRE version and click “OK”. For OpenOffice 32-bit Windows version, please select the 32-bit JRE version.



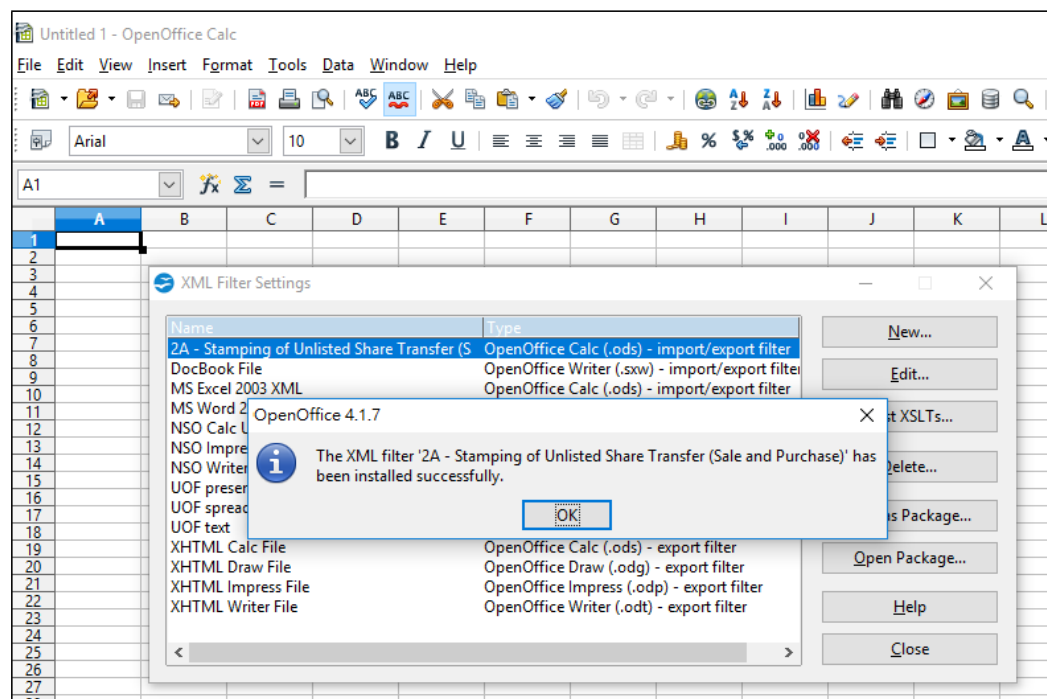
UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

To install the XML Filter Package, click **“Tools” -> “XML Filter Settings”**. The following pop-up menu will be shown.

Click **“Open Package”**, locate the applicable XML Filter Package (e.g. 2A - Stamping of Unlisted Share Transfer (Sale and Purchase).jar), and click **“Open”**.



Upon successful installation, the following message will be shown.



3.2 PREPARE UPLOAD FILE

3.2.1 Inputting Data in the Upload Data Preparation Template

You can use OpenOffice to input transaction data into the Upload Data Preparation Template. You may input records for up to 5,000 stamping instruments in one template. Records must be input row by row in the worksheet “Stamping_details”.

If there are common details (such as the transferor details and transferee details) for records within the same upload file, it is more convenient to use the worksheet “Common_details” to input such data.

To do so, select the worksheet “Common_details”. Input common data in the row “COMMON DATA”. For “Add numbers of rows”, input the numbers of rows that you would like the common data to be applied to. Click “Copy data to Stamping Details Page”.

Draft template for bulk upload (Transfer of listed shares by way of sale and purchase)							
			1. Transfer Type	2. Details of the Transfer			
Common Details	STAMPING DETAILS	Transaction Nature	Documents for stamping			Particulars	
			To stamp :-				
FIELD NAME	Nature of transaction	Instrument of transfer	Bought note	Sold note	Date of execution (All transactions must be of same execution date)	Place of execution (All transactions must either be executed in Hong Kong, or outside Hong Kong)	
FIELD PROPERTIES	*1* - Transfer of listed shares by way of sale and purchase *2* - Transfer of listed shares by method other than sale and purchase	*Y* - Yes *N* - No	*Y* - Yes *N* - No	*Y* - Yes *N* - No	YYYYMMDD	*H* - Hong Kong *O* - Outside Hong Kong	
COMMON DATA	1	Y	Y	Y	20200816	H	
Remarks	Must be '1'						
Add numbers of rows :			2	Copy data to Stamping Details Page			

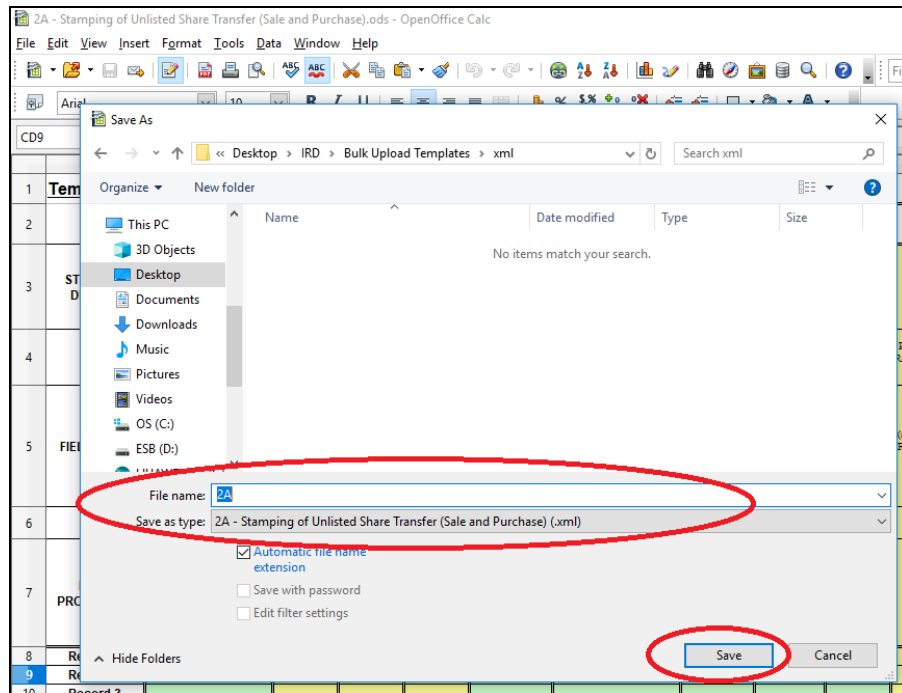
UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

The content in the row “COMMON DATA” of the worksheet “Common_details” will be copied to the worksheet “Stamping_details”. You can repeat above steps to append more rows as needed.

Template for bulk upload (Transfer of listed shares by way of sale and purchase)							
1.0	1. Transfer Type	2. Details of the Transaction					
STAMPING DETAILS	Transaction Nature	Documents for stamping			Particulars		
		To stamp :-					
FIELD NAME	Nature of transaction	Instrument of transfer	Bought note	Sold note	Date of execution (All transactions must be of same execution date)	Place of execution (All transactions must either be executed in Hong Kong, or outside Hong Kong)	
FIELD PROPERTIES	"1" - Transfer of listed shares by way of sale and purchase "2" - Transfer of listed shares by method other than sale and purchase	"Y" - Yes "N" - No	"Y" - Yes "N" - No	"Y" - Yes "N" - No	YYYYMMDD	"H" - Hong Kong "O" - Outside Hong Kong	
Record 1		1 Y	Y	Y	20200816	H	
Record 2		1 Y	Y	Y	20200816	H	
Record 3							
Record 4							
Record 5							
Record 6							
Record 7							
Record 8							
Record 9							
Record 10							
Record 11							
Record 12							
Record 13							
Record 14							
Record 15							

3.2.2 Conversion to XML File

e-Stamping only accepts XML format. Therefore, you need to convert the file into XML format. Use OpenOffice to open the file that you have prepared in section 3.2.1 and select the worksheet “Stamping_details”. Click “File” -> “Save As”. Enter a file name at “File name” and select the applicable XML file type at “Save as type”.



Depending on the version of OpenOffice, a screen may be prompted asking whether you would like to save the file in current format or save in other format. If that is the case, you should click “**Keep Current Format**” to proceed. A new file in “.xml” extension will be created. This file is to be used for uploading and submitting the stamping application.

3.2.3 Troubleshooting

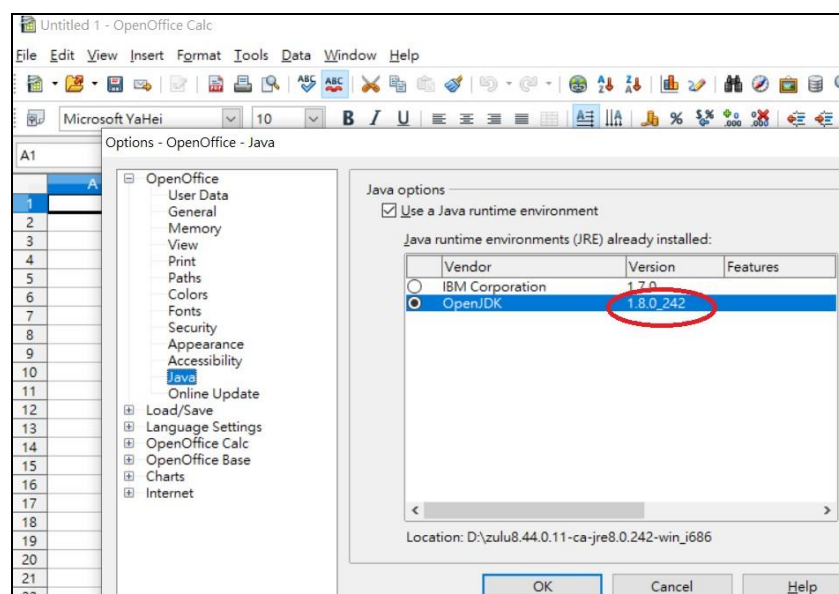
Q1. What should I do if “Write Error” is shown when I save the file as XML format?

A1. Check the version of OpenOffice installed. It should be version 4.x. If the OpenOffice version matches with the recommendation, the installed XML Filter Package may have been corrupted. Please reinstall the XML Filter Package. In this regard, please perform the removal action according to the following 2 steps before you perform the re-installation”

- Click “**Tools**” -> “**XML Filter Settings**”. Highlight the installed XML Filter and click “**Edit**”. A window will be popped up showing details of the filter. Click at the “**Transformation**” tab, record the file path for the “**DTD**” / “**XSLT for export**” / “**XSLT for import**”, then click “**Cancel**” to return to “**XML Filter Settings**” dialog box, finally click “**Delete**” button to remove the filter.
- Remove the 3 recorded files (in above step) physically.

Q2. What should I do if “The selected JRE is defective” is shown when I save the file as XML format?

A2. This problem may be caused by an unacceptable version of JRE installed. Check the version of the JRE through to “**Tools -> option -> OpenOffice -> Java**”. The version should be 1.8.0 or above.



If the JRE version matches with the recommendation, the installed JRE may be corrupted. Please uninstall or delete the corrupted JRE and install a new one.

4. SUBMITTING STAMPING REQUEST

4.1 GETTING STARTED

Locate the e-Stamping service menu by clicking the “e-Stamping” icon at IRD website (<https://www.ird.gov.hk>).



UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST

Click “Stamping on Share Transfer Document”.

Business Tax Portal > Online Services > Stamp Duty

Stamp Duty

SC-868-0012

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

Click “Submit Application of Stamping of Instrument of Transfer and Contract note”.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document

Stamping on Share Transfer Document

SC-868-0014

Back

Submit Application of Stamping of Instrument of Transfer and Contract note →

Stamp Duty Computation (Share Transfer)

Print Stamp Certificate Control List

Click “Bulk Upload”.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document > Submit Application of Stamping of Instrument of Transfer and Contract note

Submit Application of Stamping of Instrument of Transfer and Contract note

SC-868-0018

Back

Single Application

Bulk Upload →

Click the nature of share transfer under “Bulk Upload”.

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document > Submit Application of Stamping of Instrument of Transfer and Contract note > Bulk Upload

Bulk Upload (Please refer to the notes)

SC-868-0019

Back

Listed Share

Unlisted Share (Not applicable to cases where the Subject Company of which shares are under transfer owns property or subsidiary)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST


Select the authentication means and enter details, then click **“Login”**.


Stamping of Share Transfer Document in Bulk (Listed Shares)

Quit
SC-686-0312

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


Welcome to Individual Tax Portal (ITP)

SC-535-0301

Direct Login:

 Continue with iAM Smart


→ [Download "iAM Smart"](#)
→ [Click here for details](#)

 Login by Digital Certificate

Password login:

TIN (Taxpayer Identification Number) ⓘ

Password



Login

[Forgot TIN and/or Password](#)

For stamping of share transfer document in relation to listed or unlisted share, proceed to section 4.2.

4.2 LISTED/UNLISTED SHARE TRANSFER

Welcome Page

After successful authentication, you will be directed to below Welcome Page. Click “Continue”.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0301

Quit

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

1 Read Important Notes

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

5 Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice

Continue

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST

Step 1: Read Important Notes

Read the important notes carefully. Click “**Begin Application**”.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0302

1 Read Important Notes

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

Please read the following notes carefully before proceeding to Step 2.

Important Notes

Welcome to our e-Stamping service for submitting stamping applications in bulk. Please read the following notes carefully.

- All transactions to be uploaded in the same data file should bear the same execution date.
- All transactions to be uploaded in the same data file shall be executed either in Hong Kong, or outside Hong Kong.
- Bulk stamping application for duplicates of documents will not be accepted.
- Bulk stamping application for transfer of shares of unlisted company which owns subsidiaries, landed properties, or right to acquire landed properties will not be accepted.
- The e-Stamping service of this portal is applicable to [in-time applications](#) only.
- You can submit not more than 5,000 instruments for stamping in the same data file.
- All transactions successfully uploaded in the same data file will be treated as a single application. Only one payment notice will be generated.
- If the consideration or value of share(s) is in foreign currency, please convert the amount to their equivalent in Hong Kong dollars.

After payment of stamp duty, stamp certificate(s) will be available for downloading and printing. The stamp certificate is an evidence of stamping. It is issued under the Stamp Duty Ordinance (Cap. 117) and has the same legal status as a conventional stamp.

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

According to section 181 of the Stamp Duty Ordinance (Cap. 117), the Collector may, at any time after an application for stamping an instrument is made and within 6 years from the expiration of the time for stamping the instrument, require the applicant or any other person (including the transferor(s) and transferee(s) of the share) who possesses or controls the instrument or the relevant evidence to present the instrument or the evidence to the Collector for inspection.

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 other government or statutory bodies, and any other third parties provided that the disclosure/transfer is authorised or permitted by law.

You have the right to request access to and correction of your personal data held by the Department. Such request should be addressed 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 (Cap. 486).

Begin Application

Step 2: Enter Applicant Particulars and Upload Data File

Enter the applicant particulars and upload the data file. Click “**Continue**”.

The file size of the XML file must not exceed 2.5 MB. If the file size exceeds 2.5 MB, please zip the XML file by “Deflate” compression method and upload the ZIP file.

On average, the XML file with file size 2.5 MB can store data for about 300 records. This is only an approximate figure for your reference, the actual file size depends on the data inputted into the file.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0303

1 Read Important Notes

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

Please fill in the information below
Fields with * are mandatory

Applicant Particulars

Applicant Name: *

(Please omit prefix)

Applicant Capacity: *

☐ Transferor

☐ Transferee

☐ Transferor and Transferee

☐ Legal Representative

☐ Other

Email address:

Telephone No:

Area Code

Upload File

Data File: *

Note

Please click [here](#) for the details of acceptable Data File.

Clear

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST

It may take some time to process the upload file and to validate the records in the upload file. A progress bar will be displayed showing the upload progress. If there is no response after a prolonged period of time, it may be because the server is busy. Please exit the application and try again later.

The uploading process will be completed after validating all the records in the upload file. If there is rejected record in the upload file, below screen will be shown. Click **“Reject reasons”** for details.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0305

1 Read Important Notes

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

Your upload file has been processed successfully.

Error

1. Upload stamping application(s) data invalid. Please click "Rejection reason(s)" for details. [686-E-B001]

Upload Data File

Upload file start time:2025-06-12 10:28:47

File name:Stamping of Share Transfer Document in Bulk (Listed Shares).xml

Total share transaction record(s) in the upload file:3

Total rejected share transaction record(s):1

Reject reasons

Total accepted share transaction record(s):2

Note

If there is any rejected record,please exit the application,rectify all the errors in the data file and then upload again

A pop-up window with the relevant error message(s) will be displayed. You should rectify all errors in the data file and submit a fresh application.

Error

Record No.	Company Name	Error Message
1	Taxpayer Company	Agreement for Sale and Purchase was executed or not for the transfer must be either 'Y' or 'N' .

Print

Close

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
SUBMITTING STAMPING REQUEST

If all the records can pass the validation checking, below screen will be shown.
Click **“Continue”**.

Stamping of Share Transfer Document in Bulk (Listed Shares)

Quit

SC-686-0305

1 Read Important Notes

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

Your upload file has been processed successfully.

Upload Data File

Upload file start time:

2025-06-12 10:32:11

File name:

Stamping of Share Transfer Document in Bulk (Listed Shares).xml

Total share transaction record(s) in the upload file:

3

Total rejected share transaction record(s):

0

Total accepted share transaction record(s):

3

Continue

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST

Step 3: Sign and Submit

Check the particulars on this page carefully. Click **“Particulars of the Shares under Transfer and Stamp Duty Payable”** in Part B to check the correctness of the transaction details. The amount of stamp duty payable for each transaction will also be shown.

Select the payment option and click **“Sign & Submit”**. If online payment method is selected, proceed to **Step 4**. If offline payment method is selected, proceed to **Step 5(b)**.

Stamping of Share Transfer Document in Bulk (Listed Shares)

Quit

SC-686-0307

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

5 Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice

You have entered the following particulars of this e-Stamping application. Please check the particulars carefully.

Part A: Transaction Nature and Nature of Shares under Transfer

1. Transaction nature:

Sale and Purchase

2. Nature of shares under transfer:

Share(s) of company listed in Hong Kong

Part B: Particulars of the Shares under Transfer and Stamp Duty Payable

Please download the pdf file below for record purpose.

Particulars of the Shares under Transfer and Stamp Duty Payable

Part C: Total Stamp Duty Payable

Total No. of Transaction:

3

Total Amount of Stamp Duty Payable:

\$ 853.00

Part D: Declaration by the Applicant

I, Transferor (Transferor), hereby declare that to the best of my knowledge, information and belief, the information contained in this form and the attachment is true, correct and complete.

Date (DD/MM/YYYY): 23/06/2025

The Total Amount Payable is HK\$ 853.00

You may now choose to pay:

☐ Online (Note: You may pay by PPS, Visa, MasterCard, JCB, UnionPay or FPS. The Stamp Certificate Control List will be available online instantly after payment.)

☐ Offline (Note: You may pay via Internet, ATM, in person to Post Office, etc. The Stamp Certificate Control List will be available online within 2 working days after settlement of payment and you can download it afterwards.)

Signing

TIN

9999999999

Password *

Clear

Print

Sign & Submit

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST

Step 4: Make Payment

Click “Pay Now” to proceed with online payment.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0308

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

5 Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice

Stamping of Share Transfer Document

Your Transaction Reference Number is: 9999 9999 9999 9999

The Total Amount Payable is: HK\$ 853.00

Save

Print

Pay Now

Select the online payment method and click “Pay”. After successful payment, you will be directed to **Step 5(a)**.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0314

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

5 Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice

Please select the payment method:

Type of Service: Stamping of Share Transfer Documents

Transaction Date: 12-06-2025

Transaction Reference Number: 9999 9999 9999 9999

Total Amount: HK\$ 853.00

Payment method:

☐ FPS

☐ JCB

☐ mastercard

☐ VISA

☐ UnionPay 中國銀行

☐ PPS 香港電檢

Cancel Payment

Pay

Step 5(a): Acknowledgement with online payment selected

After successful online payment, you will be directed to below acknowledgement page, indicating that your application has been successfully submitted to the Inland Revenue Department.

Click **“Download Stamp Certificate Control List”** to download the stamp certificate control list. Click **“Print”** or **“Save”** to print or save this acknowledgement page for future reference.

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-696-0309

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

5 Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice

<

✓

✓

✓

○

Your payment of HK\$ 853.00 made by JCB has been received and your application has been successfully submitted to Inland Revenue Department.

Your Transaction Reference Number is:	9999 9999 9999 9999
Date and Time of Submission:	12 Jun 2025 10:35:21
Instrument Reference Number:	(Please refer to the Stamp Certificate Control List)
Please download and print the Stamp Certificate Control List:	Download Stamp Certificate Control List

Notes

1. You can also re-print the Stamp Certificate Control List later through the "Printing of Stamp Certificate Control List" service by inputting the Charge Number or the Transaction Reference Number.
2. For Stamp Certificate, you can print it by using the "Printing of Stamp Certificate" service.
3. Any party who wishes to enquire the authenticity of the Stamp Certificate can also do so by using the "Stamp Certificate Enquiry" service.

Submit another application

Print

Save

Step 5(b): Acknowledgement with offline payment selected

If offline payment method is selected, you will be directed to below acknowledgement page, indicating that your application is pended until you have settled the payment.

For payment purpose, click **“Download Payment Notice”** to download and print the payment notice. For reference purpose, click **“Instrument Reference Number”** to download the Instrument Reference Number list. Click **“Print”** or **“Save”** to print or save this acknowledgement page for future reference and retrieval of stamp certificate control list (section 4.3).

Stamping of Share Transfer Document in Bulk (Listed Shares)

SC-686-0310

2 Enter Details and Upload Data File

3 Sign and Submit

4 Make Payment (If applicable)

5 Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice

You have selected offline payment. Your application is pended until you have settled the payment.

Your Transaction Reference Number is:

9999 9999 9999 9999

Date and Time of Submission:

02 Jun 2025 16:51:00

Instrument Reference Number:

(Please refer to the pdf file by clicking the "Instrument Reference Number" below)

The Total Amount Payable is:

HK\$ 1,618.00

The Charge Number for Payment is:

9-99-9-9999999-9

Please download and print the Payment Notice:

Download Payment Notice

Instrument Reference Number:

Please download the pdf file for record purpose.

Instrument Reference Number

Notes

1. You can also re-print the Payment Notice later through the "Print Payment Notice" service by inputting the Charge Number or Transaction Reference Number.

2. For Stamp Certificate, you can print it by using the "Print Stamp Certificate" service 2 days after settlement of payment notice. By using the "Retrieve" function, your current submission can be used as input template to pre-fill data for future submission. You will be asked for the Instrument Reference Number upon retrieval.

Submit another application

Print

Save

Please arrange payment **on or before the due date as set out in the payment notice**. You can find details of the payment method at the website https://www.ird.gov.hk/eng/tax/pay_pme.htm.

After full and in time settlement of payment, the stamp certificate control list will be available online for your retrieval 2 working days after payment settlement. For details of how to print the stamp certificate control list, proceed to section 4.3.

4.3 PRINT STAMP CERTIFICATE CONTROL LIST

For retrieving the stamp certificate control list, please go to the “Stamping on Share Transfer Document” menu. Click **“Print Stamp Certificate Control List”**.

Business Tax Portal > Online Services > Stamp Duty

Stamp Duty

SC-868-0012

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

Business Tax Portal > Online Services > Stamp Duty > Stamping on Share Transfer Document

Stamping on Share Transfer Document

SC-868-0014

Back

- Submit Application of Stamping of Instrument of Transfer and Contract note →
- Stamp Duty Computation (Share Transfer)
- Print Stamp Certificate Control List

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) SUBMITTING STAMPING REQUEST

Welcome Page

After successful authentication, you will be directed to below Welcome Page. Click “Continue”.

Print Stamp Certificate Control List

SC-686-0401

Quit

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

1 Read Important Notes

2 Enter Information for Retrieval

3 Download Stamp Certificate Control List

Continue

Step 1: Read Important Notes

Read the important notes. Click “Begin Application”.

Print Stamp Certificate Control List

SC-686-0402

Quit

1 Read Important Notes

2 Enter Information for Retrieval

3 Download Stamp Certificate Control List

Please read the following notes carefully before proceeding to Step 2.

Welcome to our e-Stamping service for printing stamp certificate control list. You can use this service to print the stamp certificate control list for stamping application submitted in bulk by you. For those not submitted by you, you can check the authenticity by the "Enquire Stamp Certificate" application of the e-Stamping service.

Begin Application

Step 2: Enter Information for Retrieval

You may retrieve the records through: -

- (A) Enter Charge No. or Transaction Reference No. (see Step 2A below), or
- (B) Select Stamp Certificate Control List (not applicable to E-Stamp account holders) (see Step 2B below).

Step 2A: Enter Charge No. or Transaction Reference No.

If you wish to retrieve the control list by “Enter Charge No. or Transaction Reference No.”, please enter either Charge No. or Transaction Reference No., then click “**Submit**”.

Print Stamp Certificate Control List

SC-686-0403

Quit

1 Read Important Notes

2 Enter Information for Retrieval

3 Download Stamp Certificate Control List

Please enter any one item for retrieval

Enter Charge No. or Transaction Reference No.

Charge No.

9-99-9-9999999-9

Please omit "-" sign

Transaction Reference No.

1234 1234 1234 1234

Select Stamp Certificate Control List

Note

You can use this service to re-print your previous Stamp Certificate Control List(s) or to obtain your Stamp Certificate Control List after payment.

Submit

Page 29

Step 2B: Select Stamp Certificate Control List

The method of “Select Stamp Certificate Control List” is not applicable to E-Stamp account holders.

If you wish to retrieve the control list by “Select Stamp Certificate Control List”, please enter the date range and click “Retrieve”.

Print Stamp Certificate Control List

Quit

SC-686-0403

1 Read Important Notes

2 Enter Information for Retrieval

3 Download Stamp Certificate Control List

Please enter any one item for retrieval

Enter Charge No. or Transaction Reference No.

Select Stamp Certificate Control List

From12/06/2024to12/06/2025

ClearRetrieve

Submission Date and Time

Transaction Reference No

Charge No.

Displaying 0 out of a total of 0 record(s)Go to page1→

Note

You can use this service to re-print your previous Stamp Certificate Control List(s) or to obtain your Stamp Certificate Control List after payment.

Submit

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
SUBMITTING STAMPING REQUEST

Select the record and then click “**Submit**”.

Print Stamp Certificate Control List

SC-686-0403

Quit

1 Read Important Notes

2 Enter Information for Retrieval

3 Download Stamp Certificate Control List

Please enter any one item for retrieval

Enter Charge No. or Transaction Reference No.

Select Stamp Certificate Control List

From12/06/2024to12/06/2025ClearRetrieve

Submission Date and Time	Transaction Reference No.	Charge No.
<input checked="" type="radio"/> 12 Jun 2025 11:22:09	9999 9999 9999 9999	9-99-9-9999999-9
<input type="radio"/> 12 Jun 2025 11:21:23	9999 9999 9999 9999	9-99-9-9999999-9
<input type="radio"/> 12 Jun 2025 11:20:38	9999 9999 9999 9999	9-99-9-9999999-9
<input type="radio"/> 12 Jun 2025 10:42:50	9999 9999 9999 9999	9-99-9-9999999-9

Displaying 4 out of a total of 4 record(s)Go to page1→

Note

You can use this service to re-print your previous Stamp Certificate Control List(s) or to obtain your Stamp Certificate Control List after payment.

Submit

Step 3: Download Stamp Certificate Control List

You will be directed to below screen. Click “**Download Stamp Certificate Control List**” to download the stamp certificate control list.

Print Stamp Certificate Control List

Quit

SC-686-0404

1 Read Important Notes

2 Enter Information for Retrieval

3 Download Stamp Certificate Control List

Your request has been successfully processed.

Please download and print the Stamp Certificate Control List.

Print Another Stamp Certificate Control List

Download Stamp Certificate Control List

5. USING CUSTOM-DEVELOPED APPLICATIONS

If your data is stored in a system or a database and from it you can generate an XML file with your own custom-developed application, you can generate the upload file for submitting the stamping application without using OpenOffice and converting the file into XML file type (i.e. you can skip section 3).

The XML file generated by custom-developed application must be in pre-defined format as described on the following page. For detailed description of the data specification, please refer to Appendix A.

After you have prepared the XML file, you can submit the stamping application by following the procedures in section 4.

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

5.1 LISTED SHARE TRANSFER (SALE AND PURCHASE)

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
```

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

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

```
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,  
SHARES_NATURE, DOC_IT, DOC_BNOTE, DOC_SNOTE, EXECUTION_DATE,  
EXECUTION_PLACE, NUM_SHARES, CONSIDERATION, AGREEMENT_EXECUTED,  
STOCK_CODE, STOCK_CHIN_NAME, STOCK_ENG_NAME, TRANSFER_PARTY+)>
```

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

```
<!ELEMENT TRANSACTION_NUM (#PCDATA)>  
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>  
<!ELEMENT SHARES_NATURE (#PCDATA)>  
<!ELEMENT DOC_IT (#PCDATA)>  
<!ELEMENT DOC_BNOTE (#PCDATA)>  
<!ELEMENT DOC_SNOTE (#PCDATA)>  
<!ELEMENT EXECUTION_DATE (#PCDATA)>  
<!ELEMENT EXECUTION_PLACE (#PCDATA)>  
<!ELEMENT NUM_SHARES (#PCDATA)>  
<!ELEMENT CONSIDERATION (#PCDATA)>  
<!ELEMENT AGREEMENT_EXECUTED (#PCDATA)>  
<!ELEMENT STOCK_CODE (#PCDATA)>  
<!ELEMENT STOCK_CHIN_NAME (#PCDATA)>  
<!ELEMENT STOCK_ENG_NAME (#PCDATA)>
```

```
<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,  
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,  
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,  
ENG_CORR_ADDR_5)>
```

```
<!ELEMENT PARTY_TYPE (#PCDATA)>  
<!ELEMENT SEQ_NO (#PCDATA)>  
<!ELEMENT ENG_NAME_1 (#PCDATA)>  
<!ELEMENT ENG_NAME_2 (#PCDATA)>  
<!ELEMENT ENG_NAME_3 (#PCDATA)>  
<!ELEMENT CHIN_NAME (#PCDATA)>  
<!ELEMENT PRN (#PCDATA)>  
<!ELEMENT PASSPORT_NO (#PCDATA)>  
<!ELEMENT BRN (#PCDATA)>  
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.2 LISTED SHARE TRANSFER (OTHER THAN SALE AND PURCHASE)

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>
```

```
<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, EXECUTION_DATE, EXECUTION_PLACE, NUM_SHARES,,
STOCK_CODE, STOCK_CHIN_NAME, STOCK_ENG_NAME, NOMINEE_IND,
TRANSFER_PARTY+)>
```

```
<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT STOCK_CODE (#PCDATA)>
<!ELEMENT STOCK_CHIN_NAME (#PCDATA)>
<!ELEMENT STOCK_ENG_NAME (#PCDATA)>
<!ELEMENT NOMINEE_IND (#PCDATA)>
```

```
<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>
```

```
<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.3 LISTED SHARE TRANSFER (CHANGE OF NOMINEE)

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>  
<!ATTLIST TRANSACTIONS version CDATA '1.0'>
```

```
<!-- Field Definitions for TRANSACTIONS Element -->  
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,  
SHARES_NATURE, DOC_IT, EXECUTION_DATE, EXECUTION_PLACE, NUM_SHARES,  
STOCK_CODE, STOCK_CHIN_NAME, STOCK_ENG_NAME, NOMINEE_IND,  
TRANSFER_PARTY+)>
```

```
<!-- Field Definitions for TRANSACTION Element -->  
<!ELEMENT TRANSACTION_NUM (#PCDATA)>  
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>  
<!ELEMENT SHARES_NATURE (#PCDATA)>  
<!ELEMENT DOC_IT (#PCDATA)>  
<!ELEMENT EXECUTION_DATE (#PCDATA)>  
<!ELEMENT EXECUTION_PLACE (#PCDATA)>  
<!ELEMENT NUM_SHARES (#PCDATA)>  
<!ELEMENT STOCK_CODE (#PCDATA)>  
<!ELEMENT STOCK_CHIN_NAME (#PCDATA)>  
<!ELEMENT STOCK_ENG_NAME (#PCDATA)>  
<!ELEMENT NOMINEE_IND (#PCDATA)>
```

```
<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,  
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,  
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,  
ENG_CORR_ADDR_5)>
```

```
<!ELEMENT PARTY_TYPE (#PCDATA)>  
<!ELEMENT SEQ_NO (#PCDATA)>  
<!ELEMENT ENG_NAME_1 (#PCDATA)>  
<!ELEMENT ENG_NAME_2 (#PCDATA)>  
<!ELEMENT ENG_NAME_3 (#PCDATA)>  
<!ELEMENT CHIN_NAME (#PCDATA)>  
<!ELEMENT PRN (#PCDATA)>  
<!ELEMENT PASSPORT_NO (#PCDATA)>  
<!ELEMENT BRN (#PCDATA)>  
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>  
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```

5.4 UNLISTED SHARE TRANSFER (SALE AND PURCHASE)

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>
```

```
<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, DOC_BNOTE, DOC_SNOTE, EXECUTION_DATE,
EXECUTION_PLACE, NUM_SHARES, CONSIDERATION, AGREEMENT_EXECUTED,
COMPANY_BR_NO, OTHER_BUSINESS_NO, COMPANY_CHIN_NAME,
COMPANY_ENG_NAME_L1, COMPANY_ENG_NAME_L2, COMPANY_ENG_NAME_L3,
COMPANY_COMMENCE_BUSINESS, COMPANY_OWN_PROPERTY,
COMPANY_OWN_SUBSIDIARY, VALUE_REFERENCE_ACCOUNTS, PRICE_PER_SHARE,
ACCOUNT_DATE, OTHER_ASSET, TOTAL_LIABILITIES, ISSUED_SHARE, TRANSFER_PARTY+)>
```

```
<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT DOC_BNOTE (#PCDATA)>
<!ELEMENT DOC_SNOTE (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT CONSIDERATION (#PCDATA)>
<!ELEMENT AGREEMENT_EXECUTED (#PCDATA)>
<!ELEMENT COMPANY_BR_NO (#PCDATA)>
<!ELEMENT OTHER_BUSINESS_NO (#PCDATA)>
<!ELEMENT COMPANY_CHIN_NAME (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L1 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L2 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L3 (#PCDATA)>
<!ELEMENT COMPANY_COMMENCE_BUSINESS (#PCDATA)>
<!ELEMENT COMPANY_OWN_PROPERTY (#PCDATA)>
<!ELEMENT COMPANY_OWN_SUBSIDIARY (#PCDATA)>
<!ELEMENT VALUE_REFERENCE_ACCOUNTS (#PCDATA)>
<!ELEMENT PRICE_PER_SHARE (#PCDATA)>
<!ELEMENT ACCOUNT_DATE (#PCDATA)>
<!ELEMENT OTHER_ASSET (#PCDATA)>
<!ELEMENT TOTAL_LIABILITIES (#PCDATA)>
<!ELEMENT ISSUED_SHARE (#PCDATA)>
```

```
<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>
```

```
<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
```

**UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
USING CUSTOM-DEVELOPED APPLICATIONS**

<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>

5.5 UNLISTED SHARE TRANSFER (OTHER THAN SALE AND PURCHASE)

```
<!ELEMENT TRANSACTIONS (TRANSACTION*)>
<!ATTLIST TRANSACTIONS version CDATA '1.0'>
```

```
<!-- Field Definitions for TRANSACTIONS Element -->
<!ELEMENT TRANSACTION (TRANSACTION_NUM, TRANSACTION_NATURE,
SHARES_NATURE, DOC_IT, EXECUTION_DATE, EXECUTION_PLACE, NUM_SHARES,
COMPANY_BR_NO, OTHER_BUSINESS_NO, COMPANY_CHIN_NAME,
COMPANY_ENG_NAME_L1, COMPANY_ENG_NAME_L2, COMPANY_ENG_NAME_L3,
COMPANY_COMMENCE_BUSINESS, COMPANY_OWN_PROPERTY,
COMPANY_OWN_SUBSIDIARY, VALUE_REFERENCE_ACCOUNTS, PRICE_PER_SHARE,
ACCOUNT_DATE, OTHER_ASSET, TOTAL_LIABILITIES, ISSUED_SHARE,
TRANSFER_PARTY+)>
```

```
<!-- Field Definitions for TRANSACTION Element -->
<!ELEMENT TRANSACTION_NUM (#PCDATA)>
<!ELEMENT TRANSACTION_NATURE (#PCDATA)>
<!ELEMENT SHARES_NATURE (#PCDATA)>
<!ELEMENT DOC_IT (#PCDATA)>
<!ELEMENT EXECUTION_DATE (#PCDATA)>
<!ELEMENT EXECUTION_PLACE (#PCDATA)>
<!ELEMENT NUM_SHARES (#PCDATA)>
<!ELEMENT COMPANY_BR_NO (#PCDATA)>
<!ELEMENT OTHER_BUSINESS_NO (#PCDATA)>
<!ELEMENT COMPANY_CHIN_NAME (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L1 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L2 (#PCDATA)>
<!ELEMENT COMPANY_ENG_NAME_L3 (#PCDATA)>
<!ELEMENT COMPANY_COMMENCE_BUSINESS (#PCDATA)>
<!ELEMENT COMPANY_OWN_PROPERTY (#PCDATA)>
<!ELEMENT COMPANY_OWN_SUBSIDIARY (#PCDATA)>
<!ELEMENT VALUE_REFERENCE_ACCOUNTS (#PCDATA)>
<!ELEMENT PRICE_PER_SHARE (#PCDATA)>
<!ELEMENT ACCOUNT_DATE (#PCDATA)>
<!ELEMENT OTHER_ASSET (#PCDATA)>
<!ELEMENT TOTAL_LIABILITIES (#PCDATA)>
<!ELEMENT ISSUED_SHARE (#PCDATA)>
```

```
<!ELEMENT TRANSFER_PARTY (PARTY_TYPE, SEQ_NO, ENG_NAME_1, ENG_NAME_2,
ENG_NAME_3, CHIN_NAME, PRN, PASSPORT_NO, BRN, OTHER_COMPANY_NO,
ENG_CORR_ADDR_1, ENG_CORR_ADDR_2, ENG_CORR_ADDR_3, ENG_CORR_ADDR_4,
ENG_CORR_ADDR_5)>
```

```
<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ENG_NAME_1 (#PCDATA)>
<!ELEMENT ENG_NAME_2 (#PCDATA)>
<!ELEMENT ENG_NAME_3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT PRN (#PCDATA)>
<!ELEMENT PASSPORT_NO (#PCDATA)>
<!ELEMENT BRN (#PCDATA)>
<!ELEMENT OTHER_COMPANY_NO (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_1 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_2 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_3 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_4 (#PCDATA)>
<!ELEMENT ENG_CORR_ADDR_5 (#PCDATA)>
```


APPENDIX A DATA SPECIFICATION

This section describes the format of the XML file for upload of stamping requests to the e-Stamping service.

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 Date denotes YYYYMMDD.
 - Format X(n) denotes character string data with maximum n character(s)
 - Format 9(n,m) denotes number with maximum p digits (precision) and maximum m digits to the right of the decimal point (scale)
5. Values under the **Repeat Group** column represent the identifier for the group of data items that may be repeated.
6. An element's value is considered optional for the data upload unless 'Mandatory' is specified in the data rule.
7. <!DOCTYPE html definition is not allowed.
8. <!--comment disallowed.
9. Elements must be in the same order as specified in Section 5.

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

A.1 LISTED SHARE TRANSFER (SALE AND PURCHASE)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	Type of transaction, content should be filled with 1-character short code only, must be "1": Short Code – description ----- "1" – Sale and purchase "2" – Other than sale and purchase	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	Nature of share, content should be filled with 1-character short code only, must be "1": Short Code – description ----- "1" – Listed Share "2" – Unlisted Share	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only: Short Code – description ----- "Y" – Yes "N" – No If "Y", DOC_BNOTE and DOC_SNOTE must be "Y" too.	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Bought Note	DOC_BNOTE	Indicator of whether to stamp bought note. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Sold Note	DOC_SNOTE	Indicator of whether to stamp sold note. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

	Total Consideration	CONSIDERATION	Total consideration in Hong Kong dollar The input should be greater than 0 and up to 99999999999.99 and may have 2 decimal places.	Mandatory		9(14,2)
	Agreement for Sale and Purchase Executed	AGREEMENT_EXECUTED	Indicator of whether an agreement for sale and purchase was executed for the transfer. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Stock Code	STOCK_CODE	Stock code Must be numeric and valid Stock Code. The input should be from 0 to 99999. The stock must not be denominated in currency other than HKD, RMB or USD.	Mandatory		9(5)
	Stock Chinese Name	STOCK_CHIN_NAME	Subject share Chinese name Input Chinese characters, maximum 60 characters allowed.	Mandatory to input either ENG/CHI or both		X(60)
	Stock English Name	STOCK_ENG_NAME	Subject share English name Input English characters, maximum 150 characters allowed.			X(150)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name Input English characters, maximum 50 characters allowed every line.	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3			TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

A.2 LISTED SHARE TRANSFER (OTHER THAN SALE AND PURCHASE)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	Type of transaction, content should be filled with 1-character short code only, must be "2": Short Code – description ----- "1" – Sale and purchase "2" – Other than sale and purchase	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	Nature of share, content should be filled with 1-character short code only, must be "1": Short Code – description ----- "1" – Listed Share "2" – Unlisted Share	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be "Y": Short Code – description ----- "Y" – Yes "N" – No	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)
	Stock Code	STOCK_CODE	Stock code Must be numeric and valid Stock Code. The input should be from 0 to 99999. The stock must not be denominated in currency other than HKD, RMB or USD.	Mandatory		9(5)
	Stock Chinese Name	STOCK_CHIN_NAME	Subject share Chinese name Input Chinese characters, maximum 60 characters allowed.	Mandatory to input either ENG/CHI or both		X(60)
	Stock English Name	STOCK_ENG_NAME	Subject share English name Input English characters, maximum 150 characters allowed.			X(150)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Nominee Indicator	NOMINEE_IND	Indicator of whether the transfer is for appointment of nominee or change of nominee which does not involve a change in beneficial ownership. Content should be filled with 1-character short code only, must be “N”: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3	Input English characters, maximum 50 characters allowed every line.		TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

A.3 LISTED SHARE TRANSFER (CHANGE OF NOMINEE)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	Type of transaction, content should be filled with 1-character short code only, must be "2": Short Code – description ----- "1" – Sale and purchase "2" – Other than sale and purchase	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	Nature of share, content should be filled with 1-character short code only, must be "1": Short Code – description ----- "1" – Listed Share "2" – Unlisted Share	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be 'Y': Short Code – description ----- "Y" – Yes "N" – No	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)
	Stock Code	STOCK_CODE	Stock code Must be numeric and valid Stock Code. The input should be from 0 to 99999. The stock must not be denominated in currency other than HKD, RMB or USD.	Mandatory		9(5)
	Stock Chinese Name	STOCK_CHIN_NAME	Subject share Chinese name Input Chinese characters, maximum 60 characters allowed.	Mandatory to input either ENG/CHI or both		X(60)
	Stock English Name	STOCK_ENG_NAME	Subject share English name Input English characters, maximum 150 characters allowed.			X(150)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Nominee Indicator	NOMINEE_IND	Indicator of whether the transfer is for appointment of nominee or change of nominee which does not involve a change in beneficial ownership. Content should be filled with 1-character short code only, must be “Y”: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” - Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3	Input English characters, maximum 50 characters allowed every line.		TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

A.4 UNLISTED SHARE TRANSFER (SALE AND PURCHASE)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	<p>Transaction number indicating the record count.</p> <p>Content value should be from 1 to 1666 (= max 4998 instruments)</p>	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	<p>Type of transaction, content should be filled with 1-character short code only, must be "1":</p> <p>Short Code – description ----- "1" – Sale and purchase "2" – Other than sale and purchase</p>	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	<p>Nature of share, content should be filled with 1-character short code only, must be "2":</p> <p>Short Code – description ----- "1" – Listed Share "2" – Unlisted Share</p>	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	<p>Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be "Y":</p> <p>Short Code – description ----- "Y" – Yes "N" – No</p>	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Bought Note	DOC_BNOTE	Indicator of whether to stamp bought note. Content should be filled with 1-character short code only, must be “Y”: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Sold Note	DOC_SNOTE	Indicator of whether to stamp sold note. Content should be filled with 1-character short code only, must be “Y”: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed either in Hong Kong or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Total Consideration	CONSIDERATION	Total consideration in Hong Kong dollar The input should be greater than 0 and up to 99999999999.99 and may have 2 decimal places.	Mandatory		9(14,2)
	Agreement for Sale and Purchase Executed	AGREEMENT_EXECUTED	Indicator of whether an agreement for sale and purchase was executed for the transfer. Content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Business Registration Number	COMPANY_BR_NO	Business registration number of the subject company Input numbers.	Mandatory to input either BR/Other Business Number but not both		9(8)
	Other Business Number	OTHER_BUSINESS_NO	Other business number of the subject company Input alphanumeric characters.			X(10)
	Company Chinese Name	COMPANY_CHIN_NAME	Subject company Chinese name Input Chinese characters, maximum 50 characters allowed.	Mandatory to input either ENG/CHI or both		X(50)
	Company English Name	COMPANY_ENG_NAME_L1	Line1, Line2, Line3 Subject company English Name			X(50)
		COMPANY_ENG_NAME_L2	Input English characters, maximum 50 characters allowed every line.			X(50)
		COMPANY_ENG_NAME_L3			X(50)	

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Company Commenced Business	COMPANY_COMMENCE_BUSINESS	Indicator of whether the subject company has commenced business, content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Property	COMPANY_OWN_PROPERTY	Indicator of whether the subject company owns landed property, or right to acquire landed property (include land lots). Content should be filled with 1-character short code only, must be ‘N’: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Subsidiary	COMPANY_OWN_SUBSIDIARY	Indicator of whether the subject company owns subsidiary, content should be filled with 1-character short code only, must be ‘N’: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Consolidated Accounts	VALUE_REFERENCE_ACCOUNTS	Whether value of share is calculated with reference to consolidated accounts, content should be filled with 1-character short code only, must be “N”: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subscription Price (per Share)	PRICE_PER_SHARE	Subscription price (per share) Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places. PRICE_PER_SHARE X NUM_SHARE should be less than 999999999999.99	Mandatory if COMPANY_COMMENCE_BUSINESS = "N" Must be blank if COMPANY_COMMENCE_BUSINESS = "Y"		9(16,2)
	Date of Latest Audited/ Management Accounts	ACCOUNT_DATE	Date of the latest audited / management accounts The audited/management accounts must be made up to a date within 6 months prior to the date of share transfer. Format should be YYYYMMDD.	4 elements mandatory if COMPANY_COMMENCE_BUSINESS = "Y" All 4 elements must be blank if COMPANY_COMMENCE_BUSINESS is "N"		9(8)
	Total Assets	OTHER_ASSET	Total assets Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.			9(16,2)
	Total Liabilities	TOTAL_LIABILITIES	Total liabilities Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.			9(16,2)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Number of Issued Shares	ISSUED_SHARE	Number of issued shares The input should be greater than 0 and up to 999999999999.			9(12)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence Number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3	Input English characters, maximum 50 characters allowed every line.		TRANSFER_PARTY	X(50)
	Party Chinese Name	CHIN_NAME	Party Chinese name Input Chinese characters. For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.		TRANSFER_PARTY	X(50)
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters.		TRANSFER_PARTY	X(30)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

A.5 UNLISTED SHARE TRANSFER (OTHER THAN SALE AND PURCHASE)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	<p>Type of transaction, content should be filled with 1-character short code only, must be “2”:</p> <p>Short Code – description ----- “1” – Sale and purchase “2” – Other than sale and purchase</p>	Mandatory		X(1)
	Nature of Shares	SHARES_NATURE	<p>Nature of share, content should be filled with 1-character short code only, must be “2”:</p> <p>Short Code – description ----- “1” – Listed Share “2” – Unlisted Share</p>	Mandatory		X(1)
	Instrument of Transfer	DOC_IT	<p>Indicator of whether to stamp instrument of transfer. Content should be filled with 1-character short code only, must be “Y”:</p> <p>Short Code – description ----- “Y” – Yes “N” – No</p>	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution All transactions should bear the same execution date. Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only: Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong All transactions shall be executed in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer The input should be greater than 0 and up to 99999999999.9 and may have 1 decimal place.	Mandatory		9(13,1)
	Business Registration Number	COMPANY_BR_NO	Business registration number of the subject company Input numbers.	Mandatory to input either BR/Other Business Number but not both		9(8)
	Other Business Number	OTHER_BUSINESS_NO	Other business number of the subject company Input alphanumeric characters.			X(10)
	Company Chinese Name	COMPANY_CHIN_NAME	Subject company Chinese name Input Chinese characters, maximum 50 characters allowed.	Mandatory to input either ENG/CHI or both		X(50)
	Company English Name	COMPANY_ENG_NAME_L1	Line1, Line2, Line3 subject company English Name			X(50)
		COMPANY_ENG_NAME_L2	Input English characters, maximum 50			X(50)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
		COMPANY_ENG_NAME_L3	characters allowed every line.			X(50)
	Company Commenced Business	COMPANY_COMMENCE_BUSINESS	Indicator of whether the subject company has commenced business, content should be filled with 1-character short code only: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Property	COMPANY_OWN_PROPERTY	Indicator of whether the subject company owns landed property, or right to acquire landed property (include land lots). Content should be filled 1-character with short code only, must be ‘N’: Short Code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Company Own Subsidiary	COMPANY_OWN_SUBSIDIARY	Indicator of whether the subject company owns subsidiary, content should be filled with 1-character short code only, must be ‘N’: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)
	Consolidated accounts	VALUE_REFERENCE_ACCOUNTS	Indicator of whether value of share is calculated with reference to consolidated accounts, content should be filled with 1-character short code only, must be “N”: Short code – description ----- “Y” – Yes “N” – No	Mandatory		X(1)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subscription Price (per Share)	PRICE_PER_SHARE	Subscription price (per share) Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.	Mandatory if COMPANY_COMMENCE_BUSINESS is “N” Must be blank if COMPANY_COMMENCE_BUSINESS = “Y”		9(16,2)
	Date of Latest Audited/ Management Account	ACCOUNT_DATE	Date of the Latest Audited / Management Accounts The audited/management accounts must be made up to a date within 6 months prior to the date of share transfer. Format should be YYYYMMDD.	Mandatory to input all 4 elements if COMPANY_COMMENCE_BUSINESS is “Y”		9(8)
	Total Assets	OTHER_ASSET	Total Assets Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.	All 4 elements must be blank if COMPANY_COMMENCE_BUSINESS is “N”		9(16,2)
	Total Liabilities	TOTAL_LIABILITIES	Total Liabilities Input should be greater than 0 and up to 99999999999999.99 and may have 2 decimal places.			9(16,2)
	Number of Issued Shares	ISSUED_SHARE	Number of issued shares The input should be greater than 0 and up to 999999999999.			9(12)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only: Short Code – description ----- “S”- Transferor “B”- Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4. Same number indicated in PARTY_TYPE	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name	Mandatory to input either ENG/CHI or both	TRANSFER_PARTY	X(50)
		ENG_NAME_2			TRANSFER_PARTY	X(50)
		ENG_NAME_3	Input English characters, maximum 50 characters allowed every line		TRANSFER_PARTY	X(50)
Party Chinese Name	CHIN_NAME	Party Chinese name	TRANSFER_PARTY		X(50)	
		Input Chinese characters.				
		For an individual, maximum 6 characters allowed. For an organization, maximum 50 characters allowed.				
	HK Identity Card Number	PRN	HKIC Number - for individual with Hong Kong identity card For A123456(7), input as A1234567.	Mandatory to input either PRN, PASSPORT_NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card Input alphanumeric characters		TRANSFER_PARTY	X(30)
	Business Registration Number	BRN	Business registration number Input numbers		TRANSFER_PARTY	9(8)

UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
APPENDIX A DATA SPECIFICATION

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG_CORR_ADDR_1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_2			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_3			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_4	For Chinese correspondence address, maximum 20 Chinese characters allowed every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)