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

Version: 1.1

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1. PURPOSE

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

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

This document will be updated when there are changes. E-Stamping user is reminded to check the updated version on IRD website.

2. SCOPE

The scope of this document includes the procedure to upload property transfer stamping requests and tenancy agreement stamping requests through the e-Stamping service.

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

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

3. SOFTWARE REQUIREMENT FOR PREPARING UPLOAD DATA FILE

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

User may prepare the upload file in two ways:

- Custom-develop applications to prepare XML data file directly based on the pre-defined **Data Specification,** one for Initial Stamping of Property Agreement / Assignment, and one for Stamping of Tenancy Agreement, in Document Type Definition (DTD); or

- Make use of the **Upload Data Preparation Template** and a pre-built **XML Filter Package** to convert data in the upload template into valid upload records in their computers through the use of free software **Openoffice.org Calc version 4.x (installed with Java Runtime Environment – JRE)**.

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

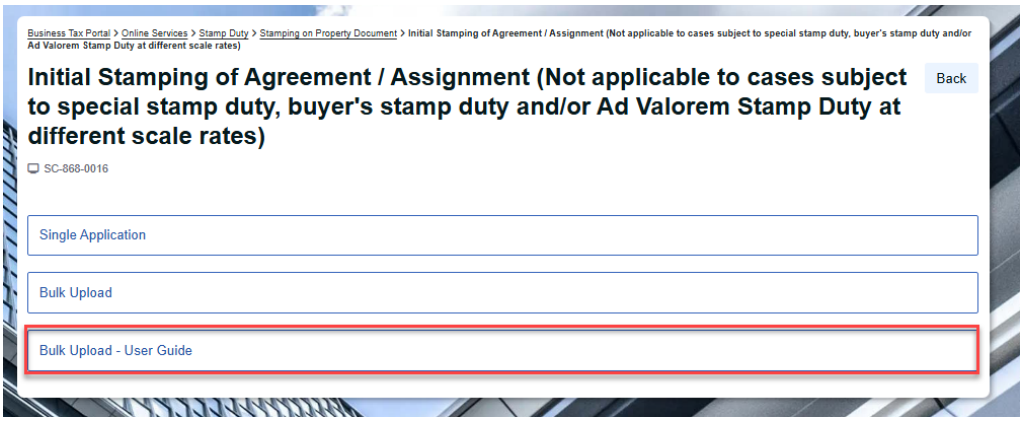
The free software Openoffice.org Calc version 4.x can be downloaded from http://www.openoffice.org. To run the pre-built XML Filter Package under Openoffice.org Calc, the Java Runtime Environment (JRE) software should also be installed. Detailed information on download and installation of the Openoffice.org Calc and the Java Runtime Environment (JRE) can be found in http://www.openoffice.org and http://java.sun.com respectively.

Download of Data Specifications / Upload Template / XML Filter Package

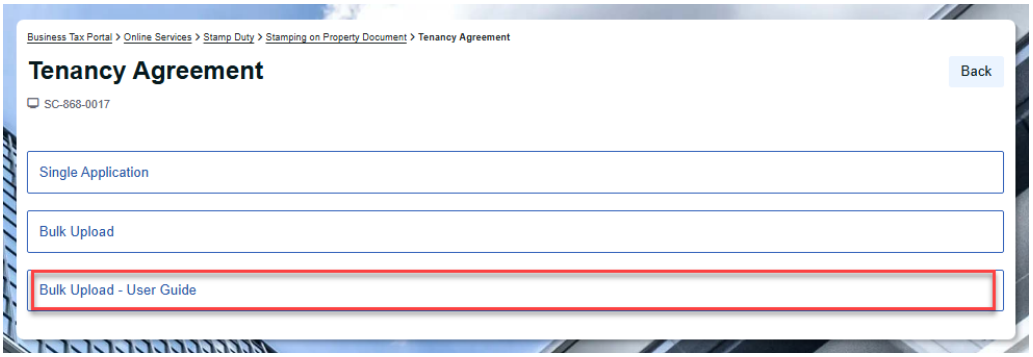
E-Stamping users can follow the following steps to locate and download the Data Specifications, Upload Data Preparation Template and XML Filter Package:

Step 1: Click **"Bulk upload – User Guide"** in **"Initial Stamping of Agreement / Assignment" or "Tenancy Agreement "**in the e-Stamping service menu.

Initial Stamping of Agreement / Assignment

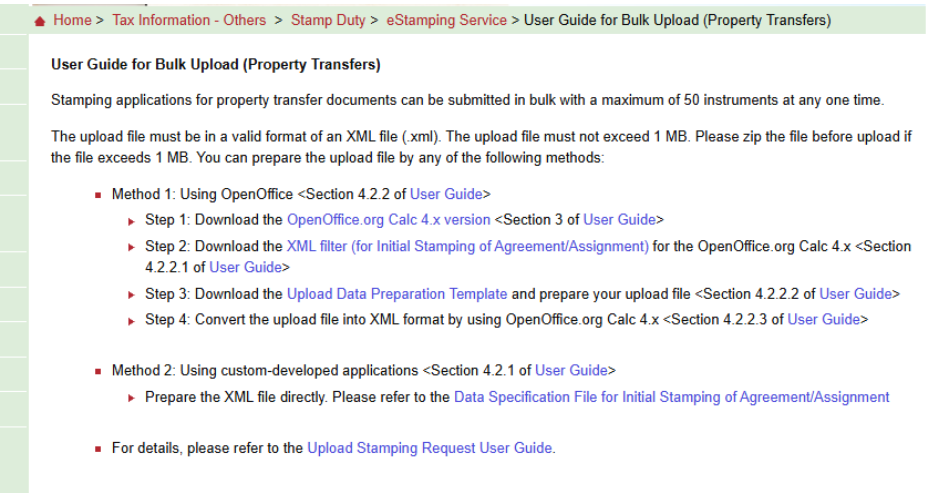


Tenancy Agreement



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

Initial Stamping of Agreement / Assignment (https://www.ird.gov.hk/eng/tax/bulkpt.htm)



Home > Tax Information - Others > Stamp Duty > eStamping Service > User Guide for Bulk Upload (Property Transfers)

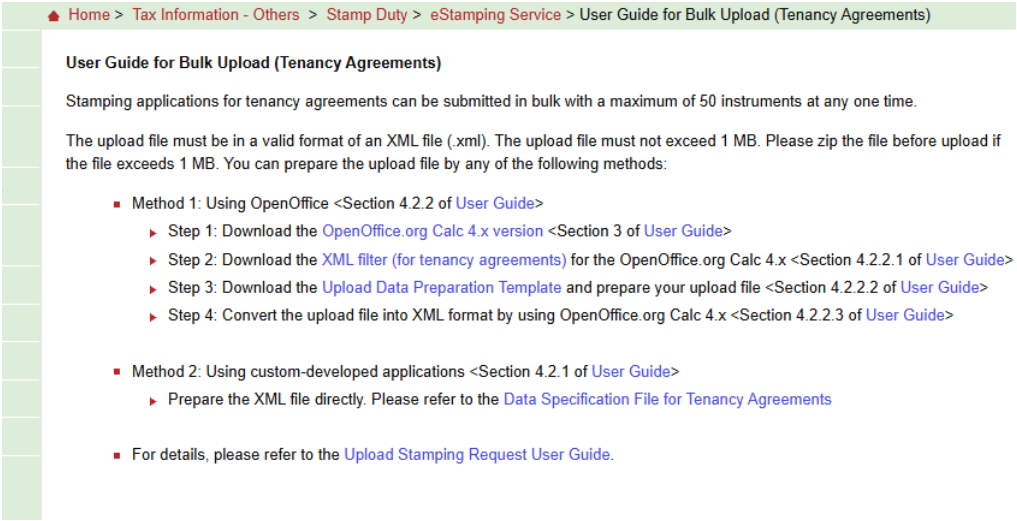
User Guide for Bulk Upload (Property Transfers)

Stamping applications for property transfer documents can be submitted in bulk with a maximum of 50 instruments at any one time.

The upload file must be in a valid format of an XML file (.xml). The upload file must not exceed 1 MB. Please zip the file before upload if the file exceeds 1 MB. You can prepare the upload file by any of the following methods:

- Method 1: Using OpenOffice <Section 4.2.2 of User Guide>
  - Step 1: Download the OpenOffice.org Calc 4.x version <Section 3 of User Guide>
  - Step 2: Download the XML filter (for Initial Stamping of Agreement/Assignment) for the OpenOffice.org Calc 4.x <Section 4.2.2.1 of User Guide>
  - Step 3: Download the Upload Data Preparation Template and prepare your upload file <Section 4.2.2.2 of User Guide>
  - Step 4: Convert the upload file into XML format by using OpenOffice.org Calc 4.x <Section 4.2.2.3 of User Guide>
- Method 2: Using custom-developed applications <Section 4.2.1 of User Guide>
  - Prepare the XML file directly. Please refer to the Data Specification File for Initial Stamping of Agreement/Assignment
- For details, please refer to the Upload Stamping Request User Guide.

Tenancy Agreement (https://www.ird.gov.hk/eng/tax/bulkta.htm)



Home > Tax Information - Others > Stamp Duty > eStamping Service > User Guide for Bulk Upload (Tenancy Agreements)

User Guide for Bulk Upload (Tenancy Agreements)

Stamping applications for tenancy agreements can be submitted in bulk with a maximum of 50 instruments at any one time.

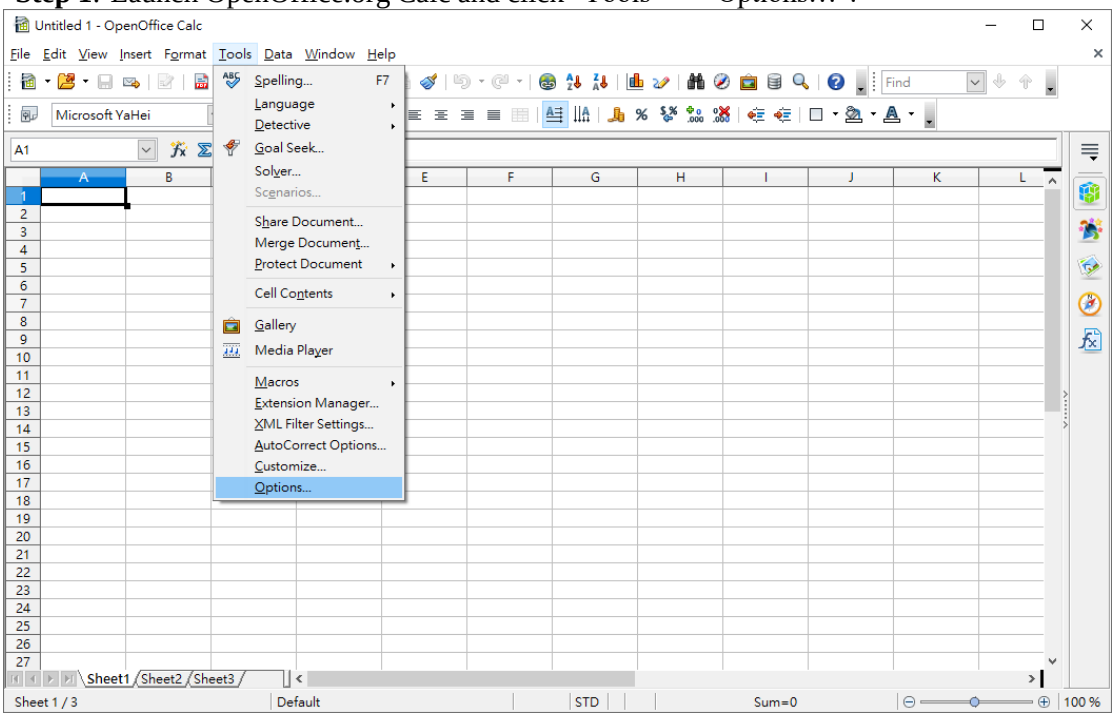
The upload file must be in a valid format of an XML file (.xml). The upload file must not exceed 1 MB. Please zip the file before upload if the file exceeds 1 MB. You can prepare the upload file by any of the following methods:

- Method 1: Using OpenOffice <Section 4.2.2 of User Guide>
  - Step 1: Download the OpenOffice.org Calc 4.x version <Section 3 of User Guide>
  - Step 2: Download the XML filter (for tenancy agreements) for the OpenOffice.org Calc 4.x <Section 4.2.2.1 of User Guide>
  - Step 3: Download the Upload Data Preparation Template and prepare your upload file <Section 4.2.2.2 of User Guide>
  - Step 4: Convert the upload file into XML format by using OpenOffice.org Calc 4.x <Section 4.2.2.3 of User Guide>
- Method 2: Using custom-developed applications <Section 4.2.1 of User Guide>
  - Prepare the XML file directly. Please refer to the Data Specification File for Tenancy Agreements
- For details, please refer to the Upload Stamping Request User Guide.

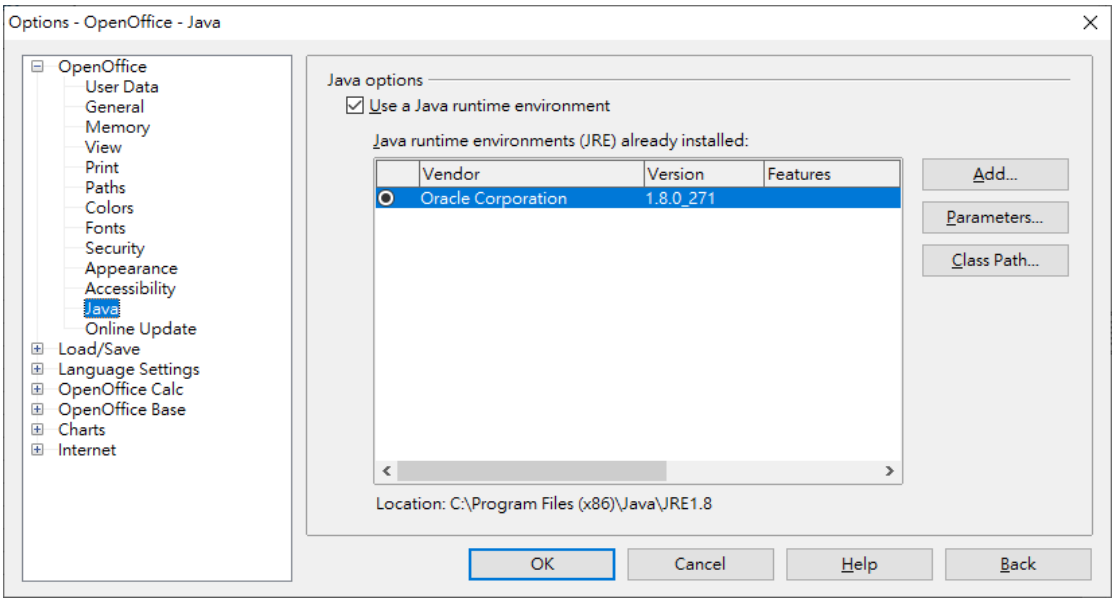
Configuration of the Openoffice.org Calc

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

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



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



4. PREPARATION OF UPLOAD FILE

4.1 PRE-REQUISITE

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

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

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

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

4.2 UPLOAD FILE PREPARATION

4.2.1 Using Custom-Developed Applications

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

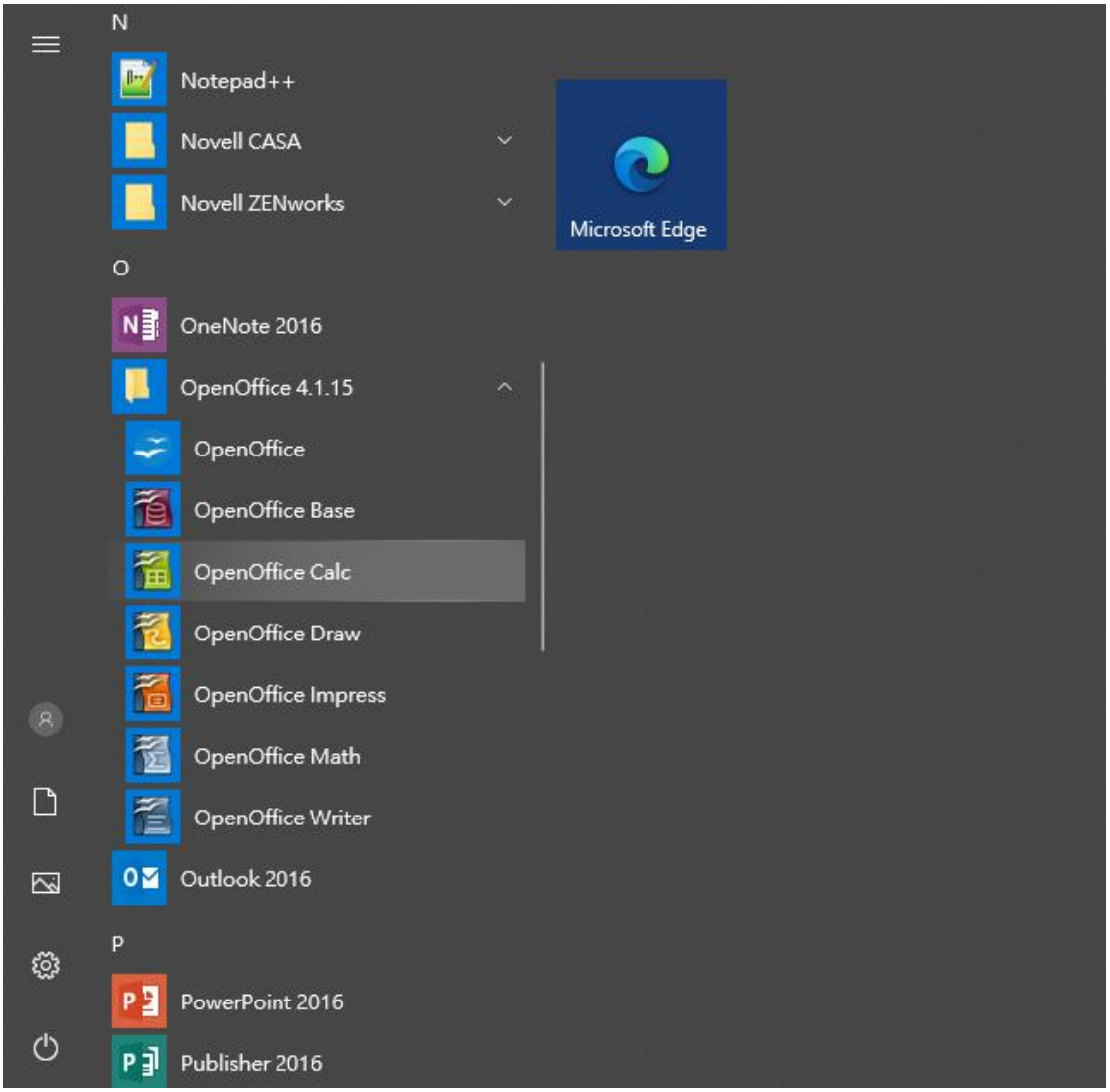
To ensure the generated upload file being acceptable by the stamping request upload function of the e-Stamping service, the prepared upload file has to comply with the pre-defined data specification file as mentioned in section 4.1. For detailed description of the data specification, please refer to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

4.2.2 Using Upload Data Preparation Template

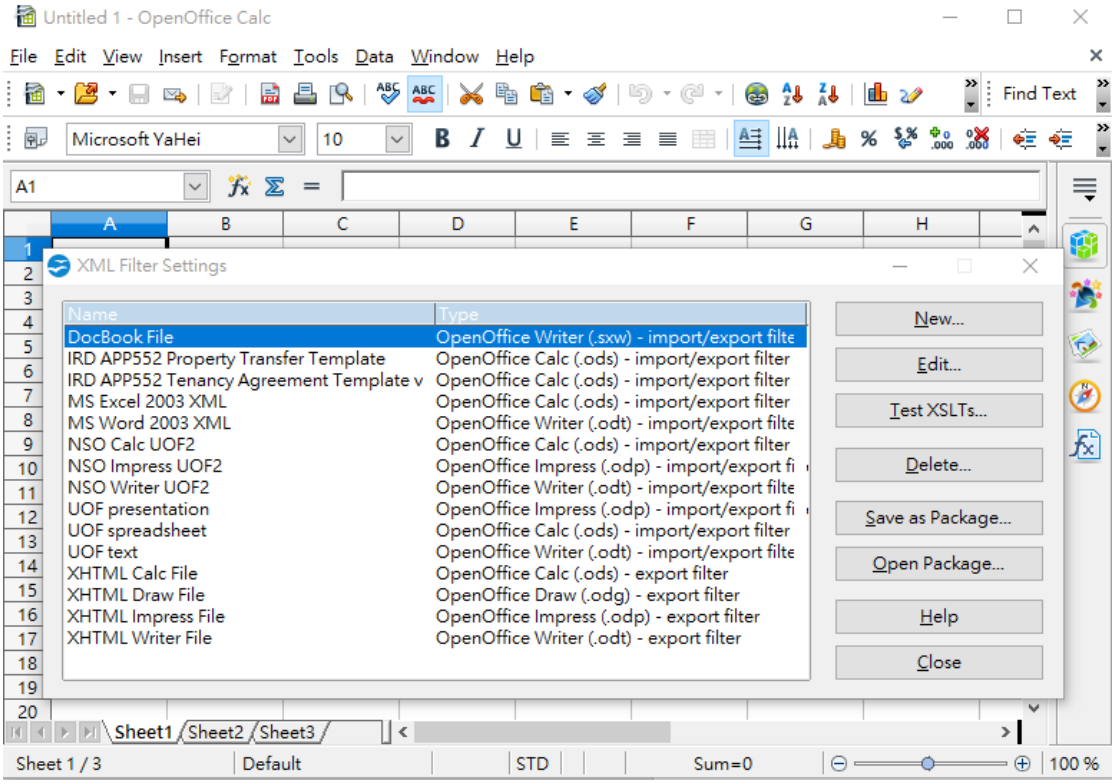
4.2.2.1 Installation

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

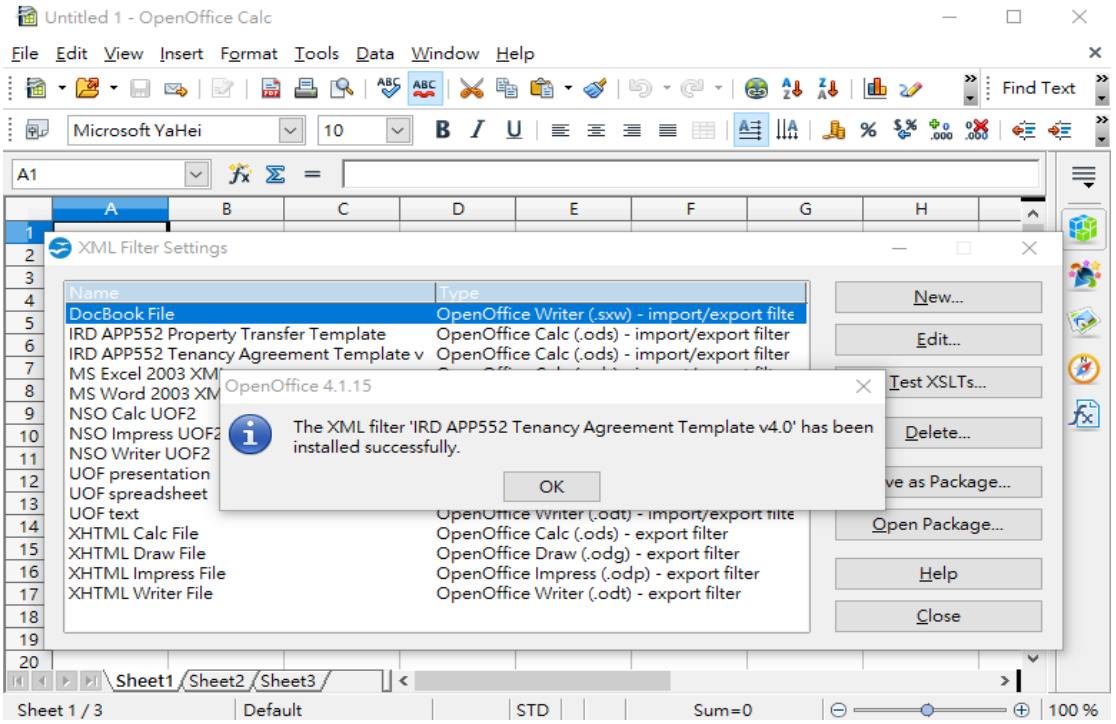
Step 1: Launch the "OpenOffice.org Calc" software



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



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

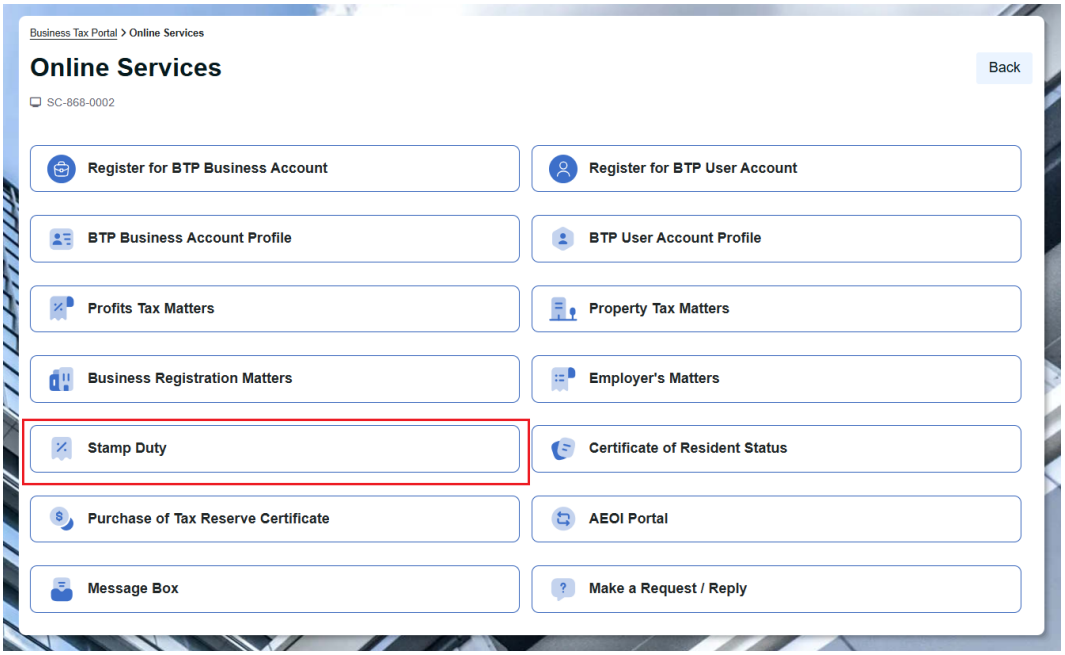


5. UPLOAD STAMPING REQUEST

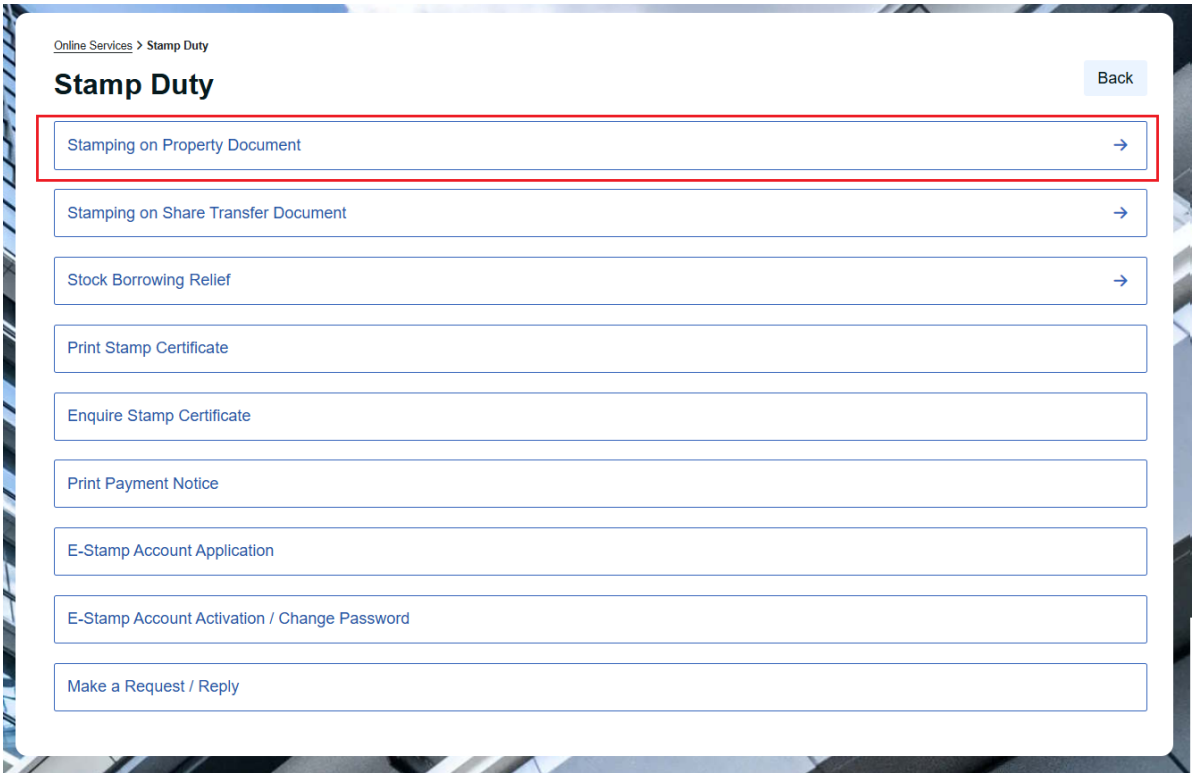
5.1 UPLOAD DATA FILE

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

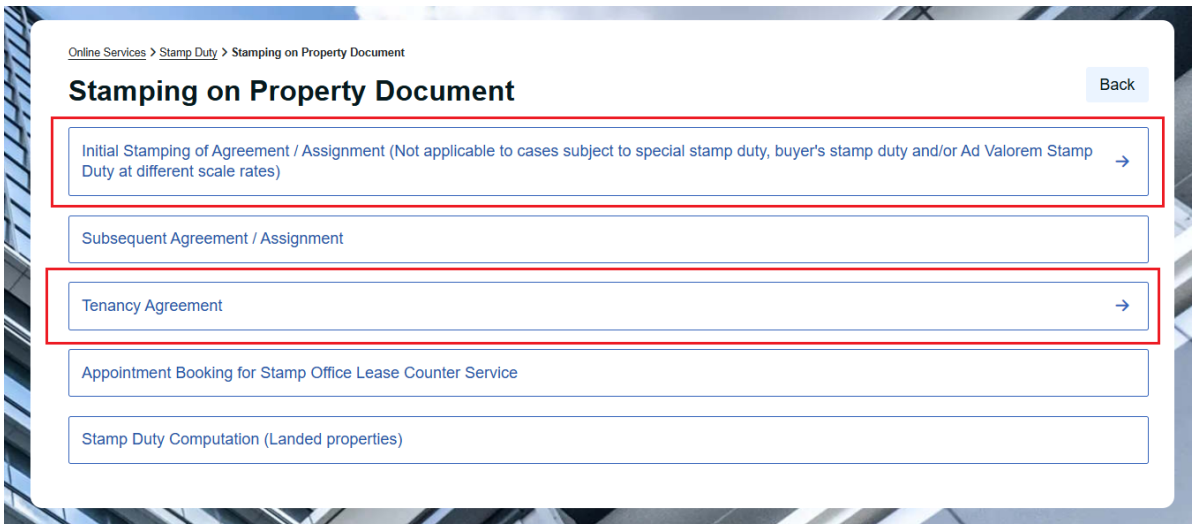
Step 2: Click **"Stamp Duty"** on the menu of Online Services.



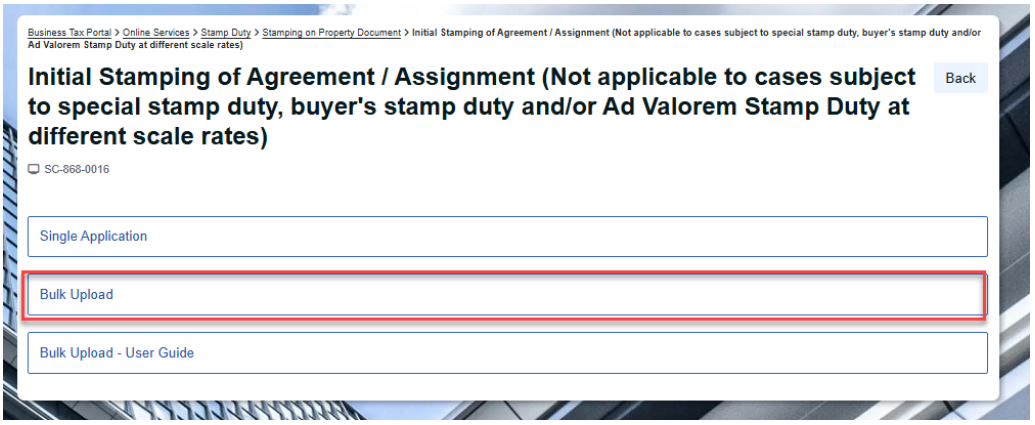
Step 3: Click **"Stamping on Property Document"** on the menu of Stamp Duty.

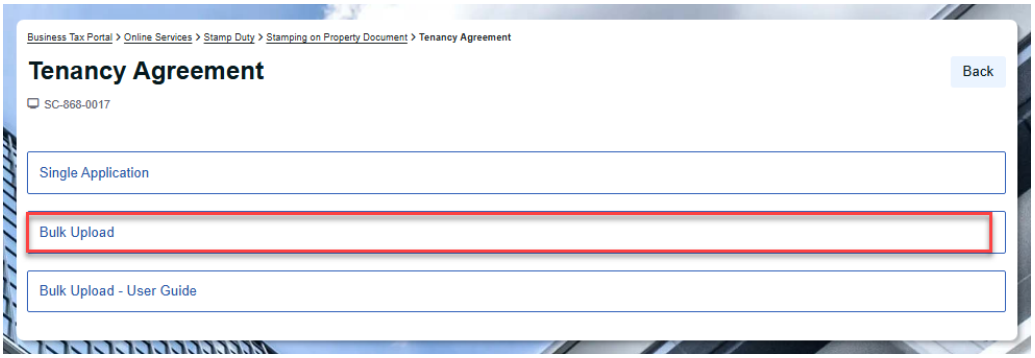


Step 4: Click **"Initial Stamping of Agreement / Assignment"** or **"Tenancy Agreement"** on the menu of Stamping on Property Document.

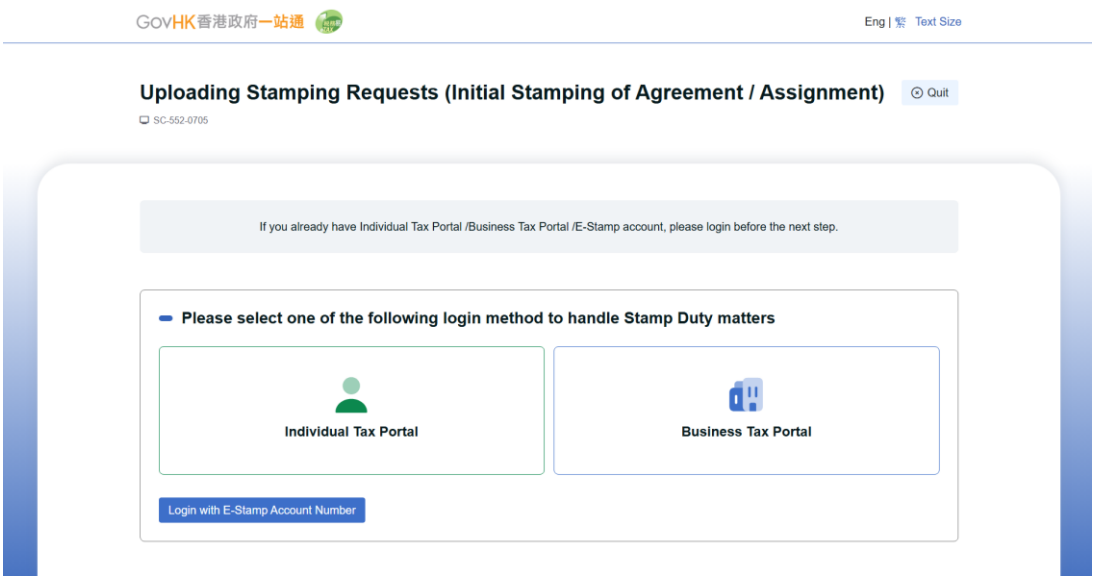


Step 5: Click **"Bulk Upload"** on the menu of Initial Stamping of Agreement / Assignment or Tenancy Agreement.



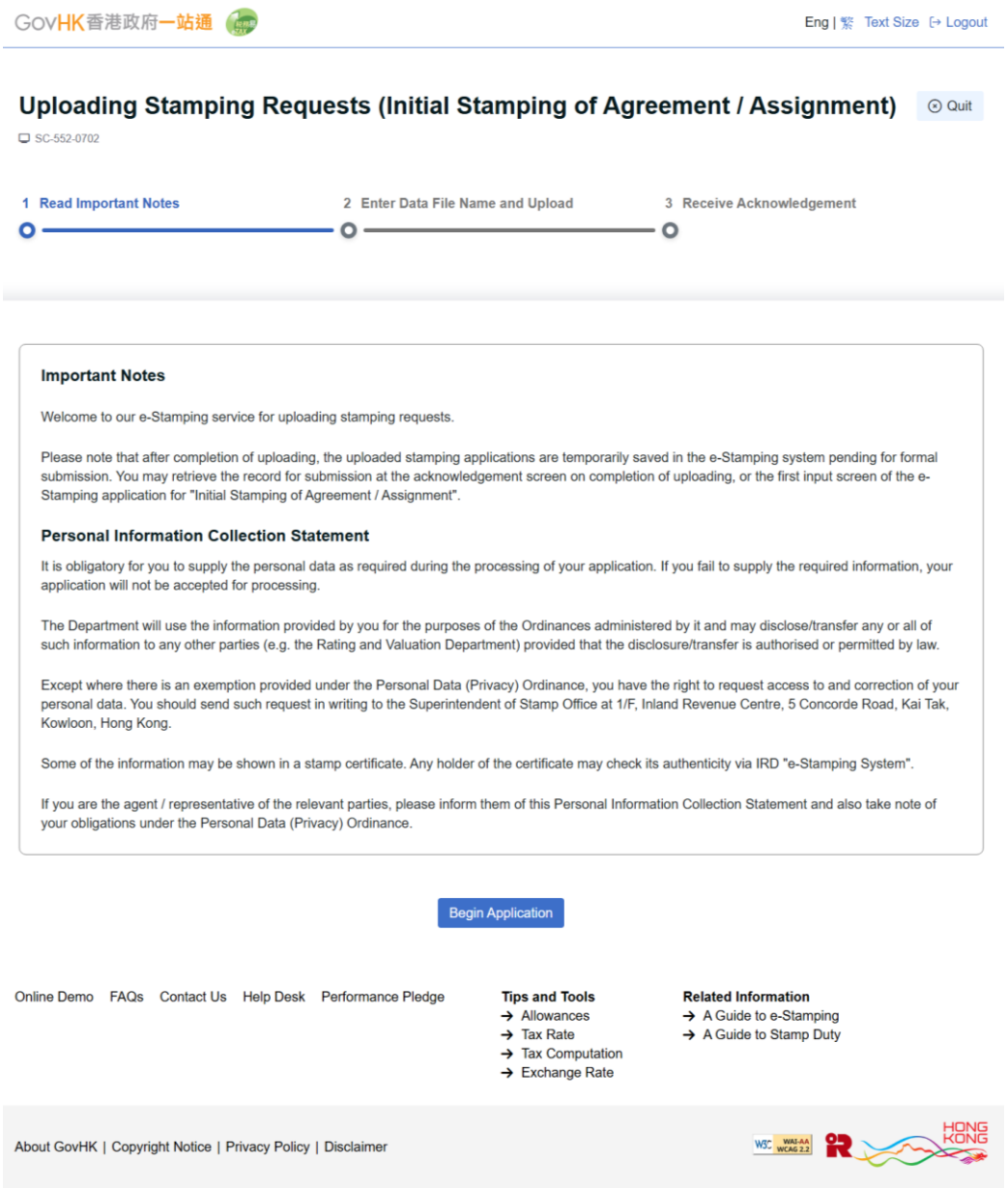


Step 6: Select one of the authentication means to log into the e-Stamping system, if necessary.

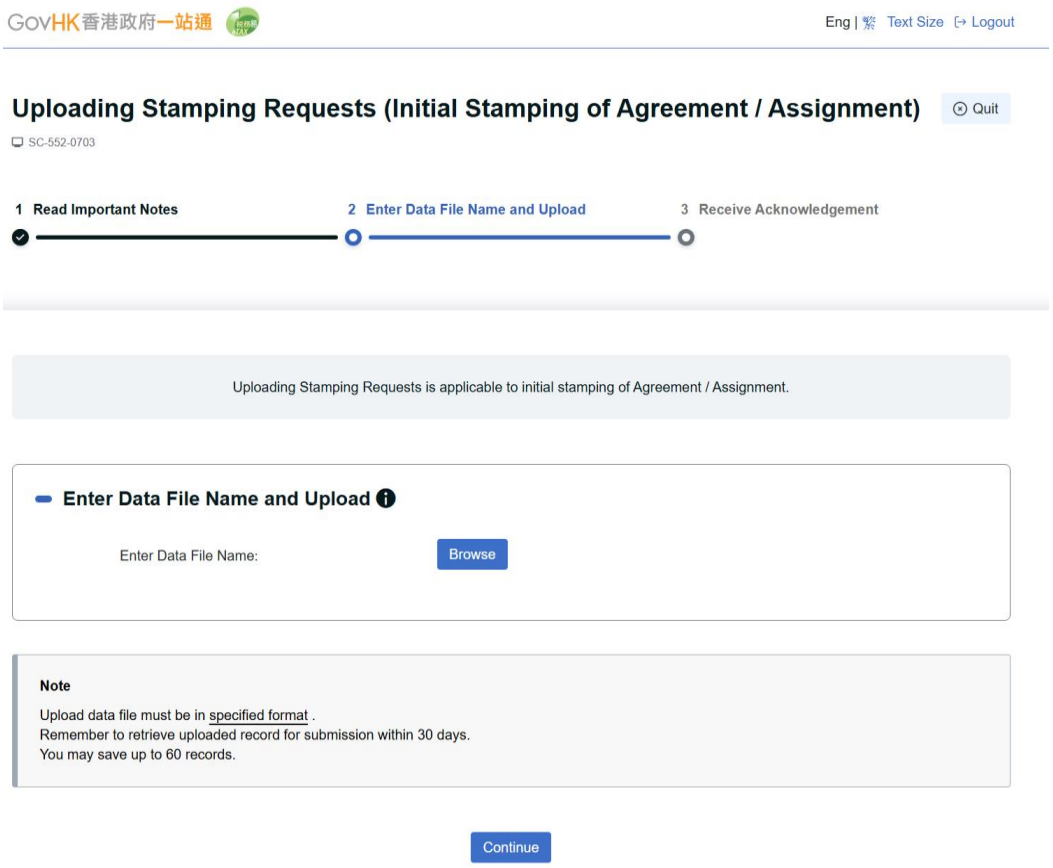


Step 7: After successful authentication, user will be directed to the below Welcome Page. Click **"Continue"** the start the application.

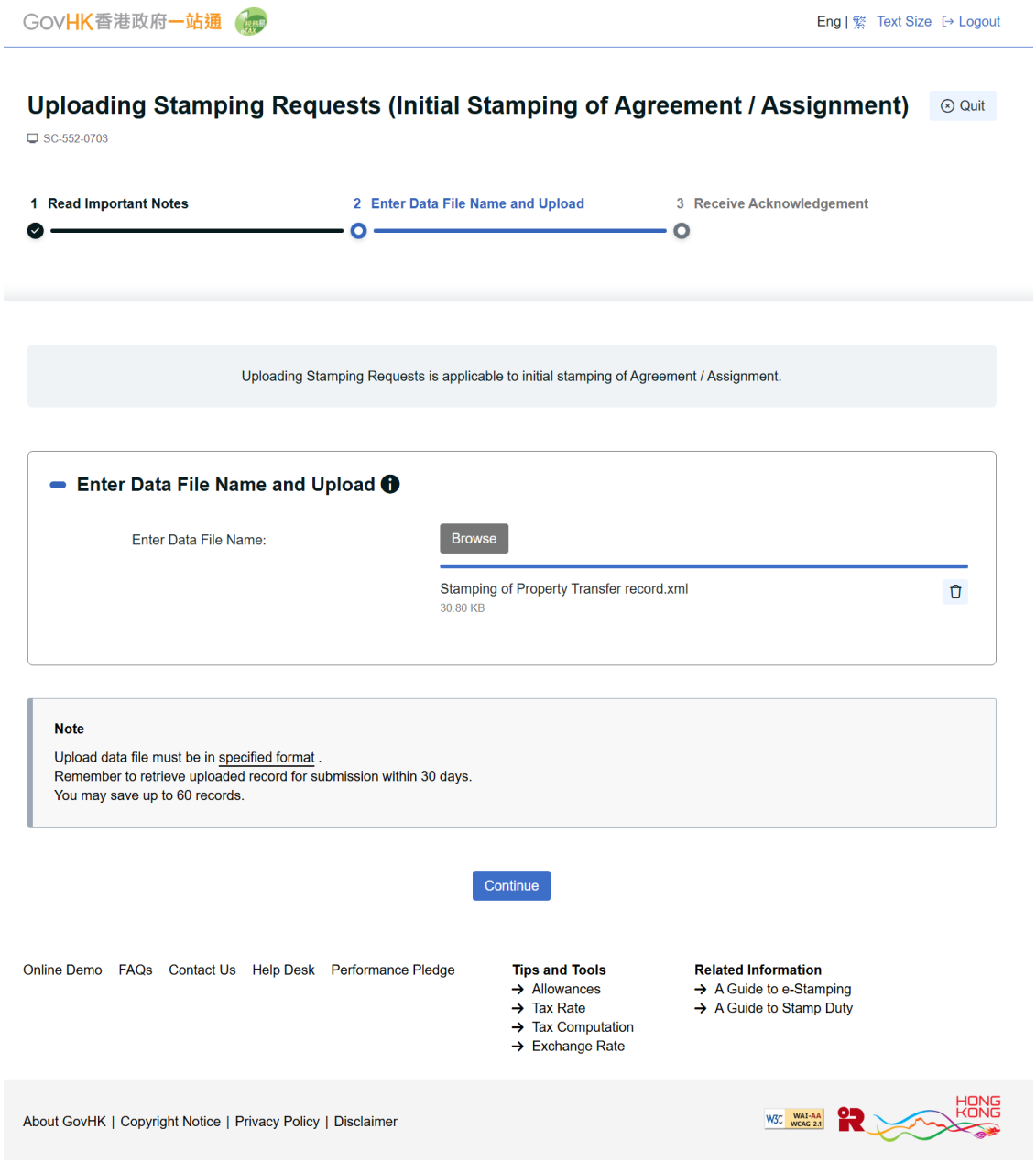
Step 8: Read the important notes carefully and click **"Begin Application"**.



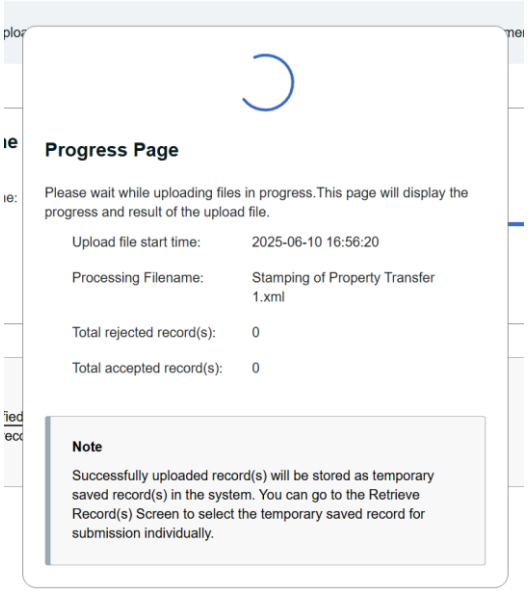
Step 9: Click **"Browse"** to select the prepared upload file.



Step 10: After the upload progress bar is completely filled, click **"Continue"**.



Step 11: After passing the file format validation, the system will process the records in the upload file one by one. During the processing period, the following screen will be shown.

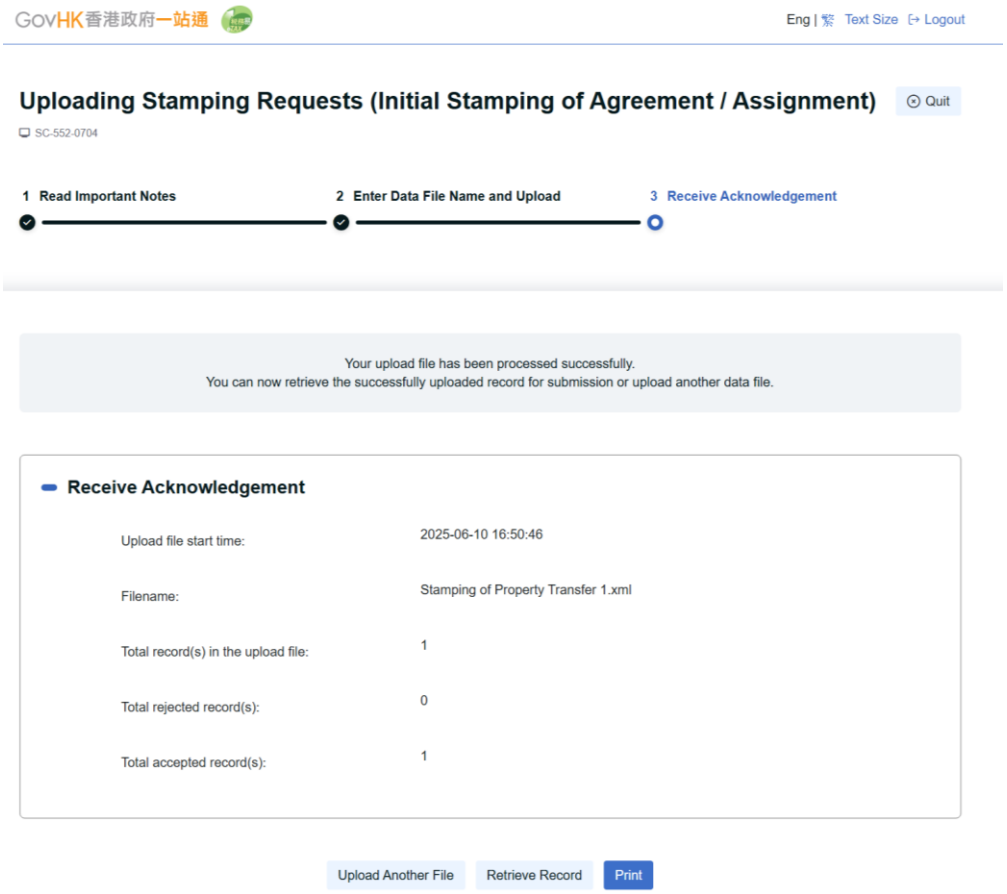


This progress screen will show the number of records accepted and rejected during uploading. The count will be refreshed automatically until all records in the file are processed.

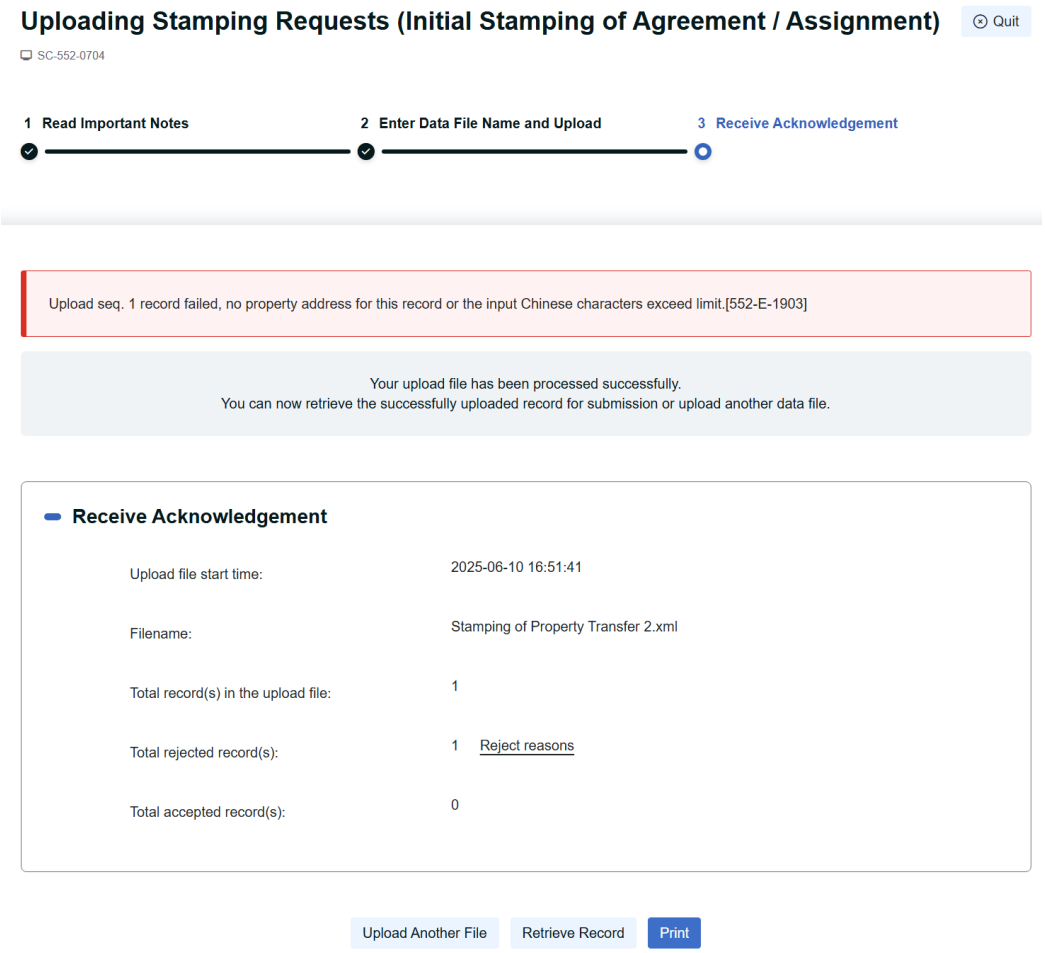
Step 12: After the upload, the following acknowledgement screen will be displayed.

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

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



If there are rejected records in the upload file, user may review the error message of the records by clicking **"Rejection Reasons"** on the right of the rejected record count. After clicking **"Rejection Reasons"**, the error detail will be shown.

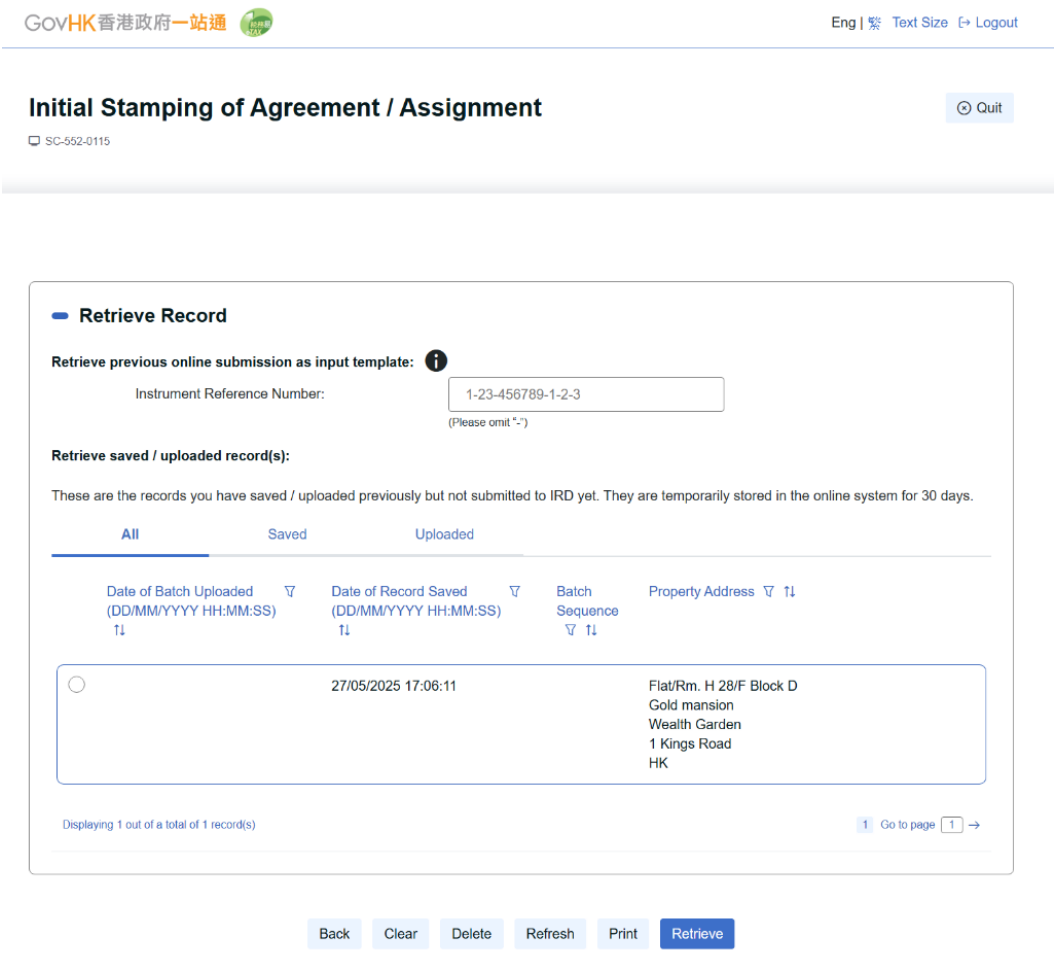


(Note: For stamping of tenancy agreement, please click **"Bulk Upload"** in the menu of Tenancy Agreement and follow Steps 6 to 12 in Section 5.1.)

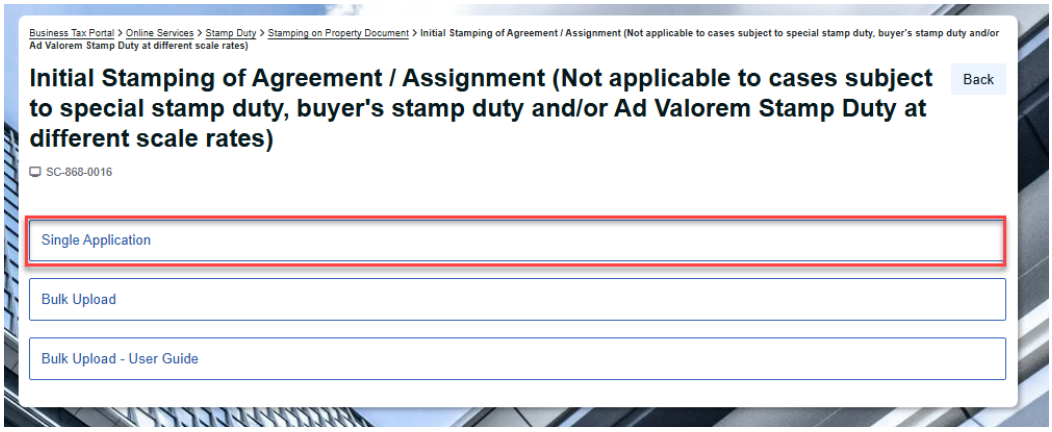
5.2 SUBMIT UPLOAD RECORDS

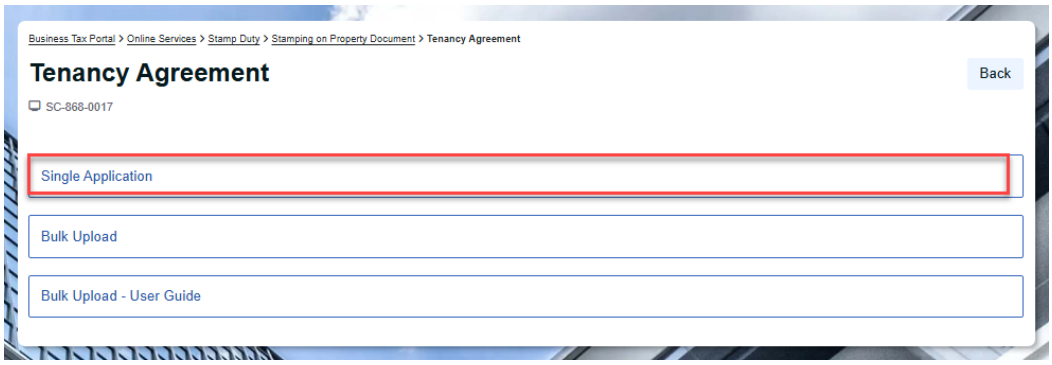
Step 1: User can either start submitting the uploaded records by the following two ways:

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

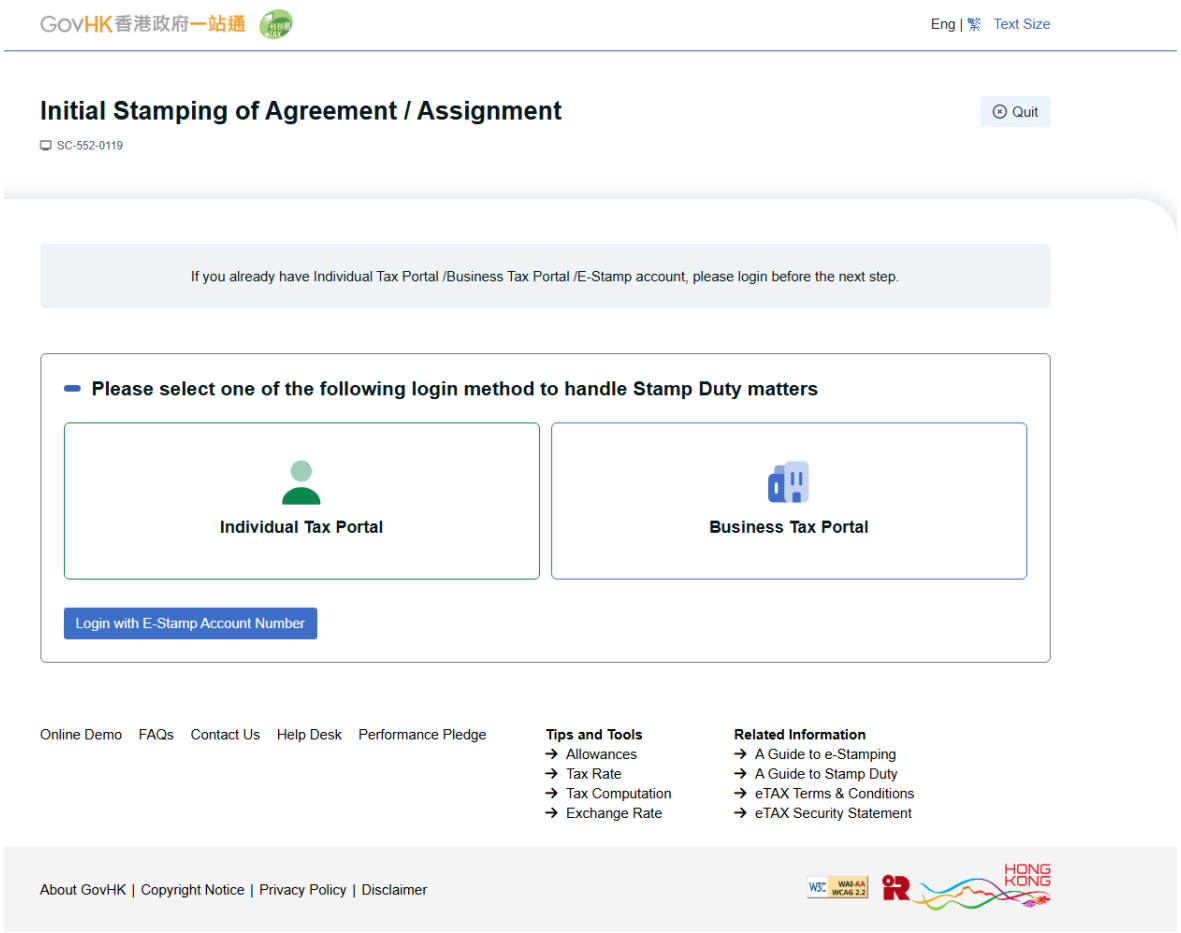


Step 1B: By clicking **"Single Application"** on the menu of Initial Stamping of Agreement / Assignment or Tenancy Agreement. Please refer to Steps 1 to 4 of Section 5.1 above for more details.

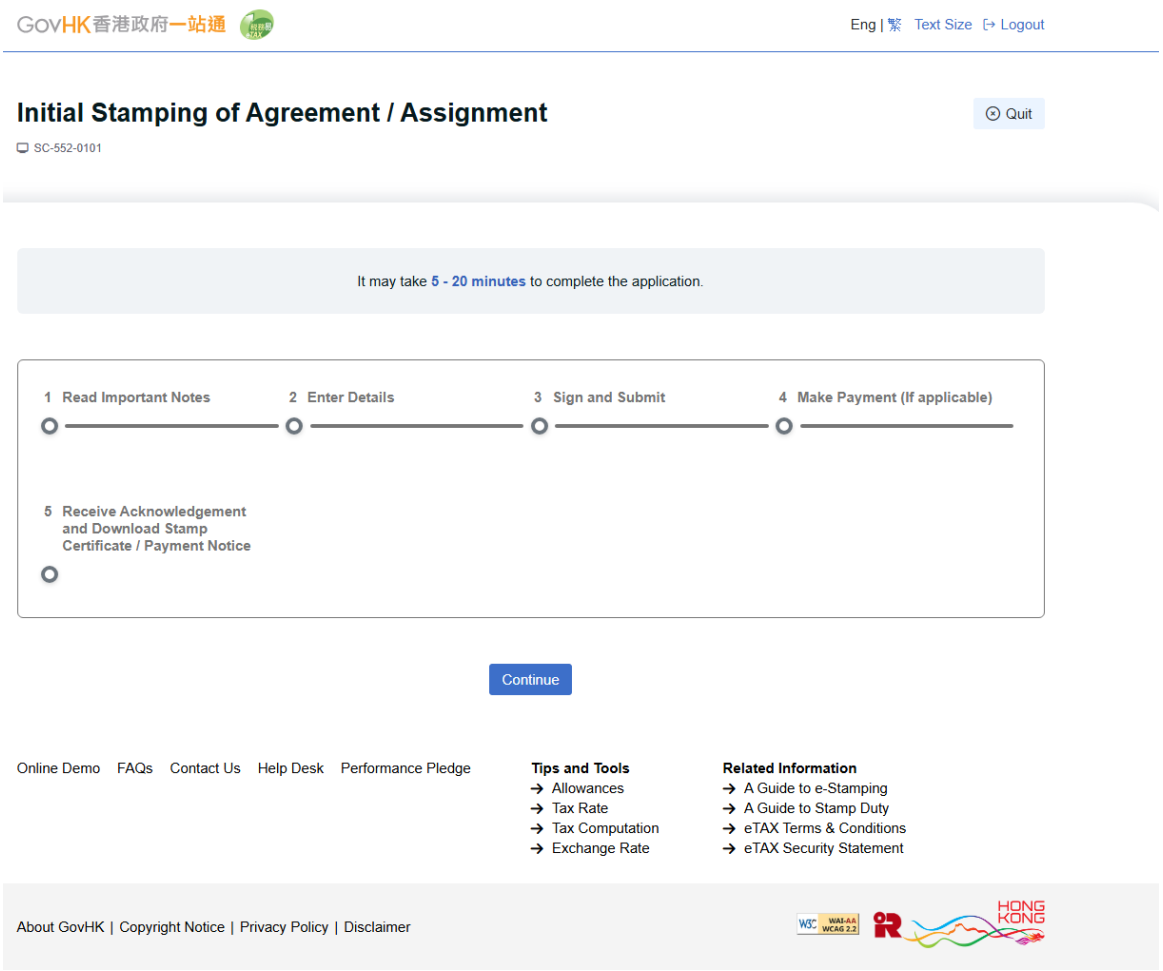




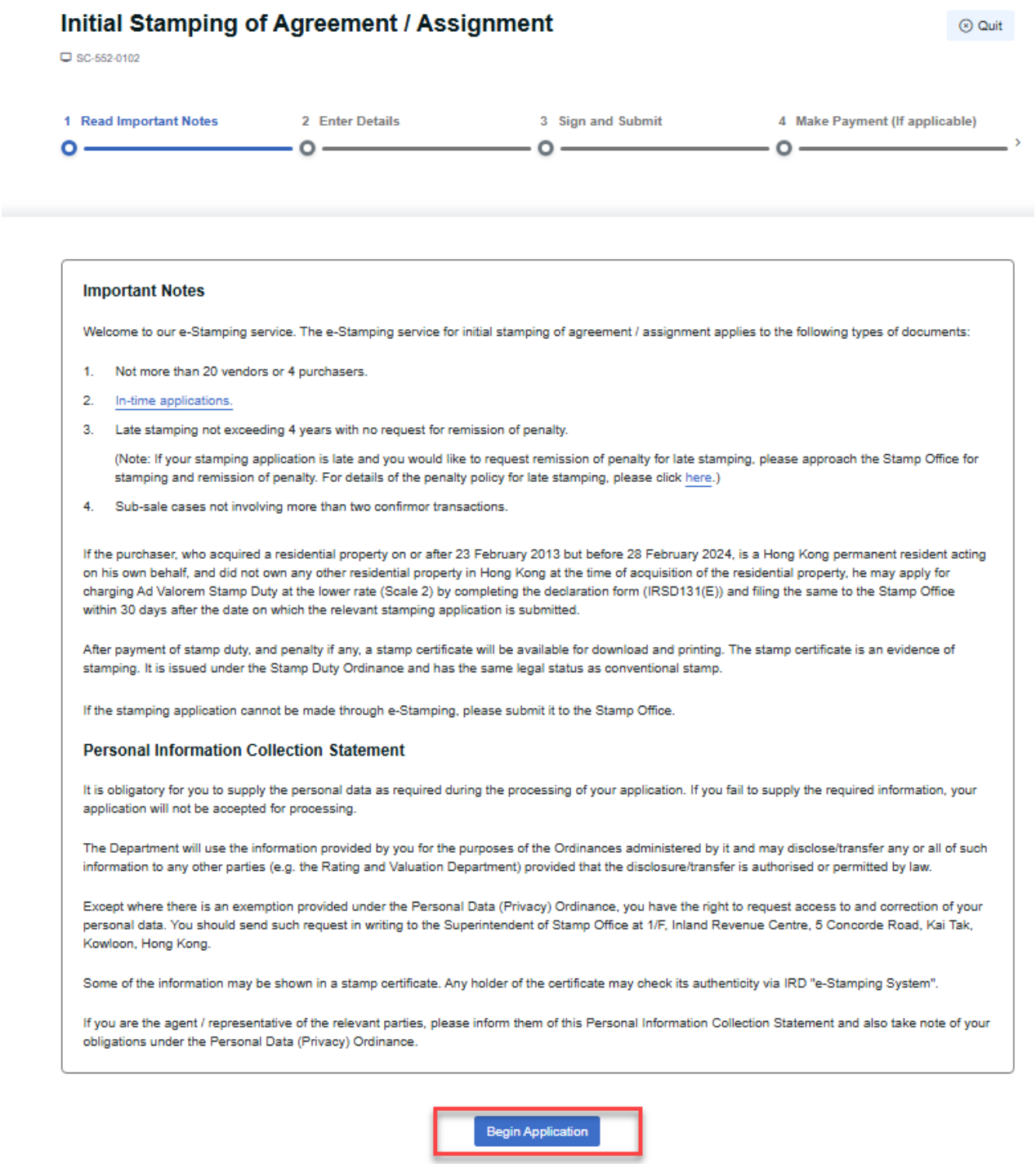
Select one of the authentication means to log into the e-Stamping system, if necessary.



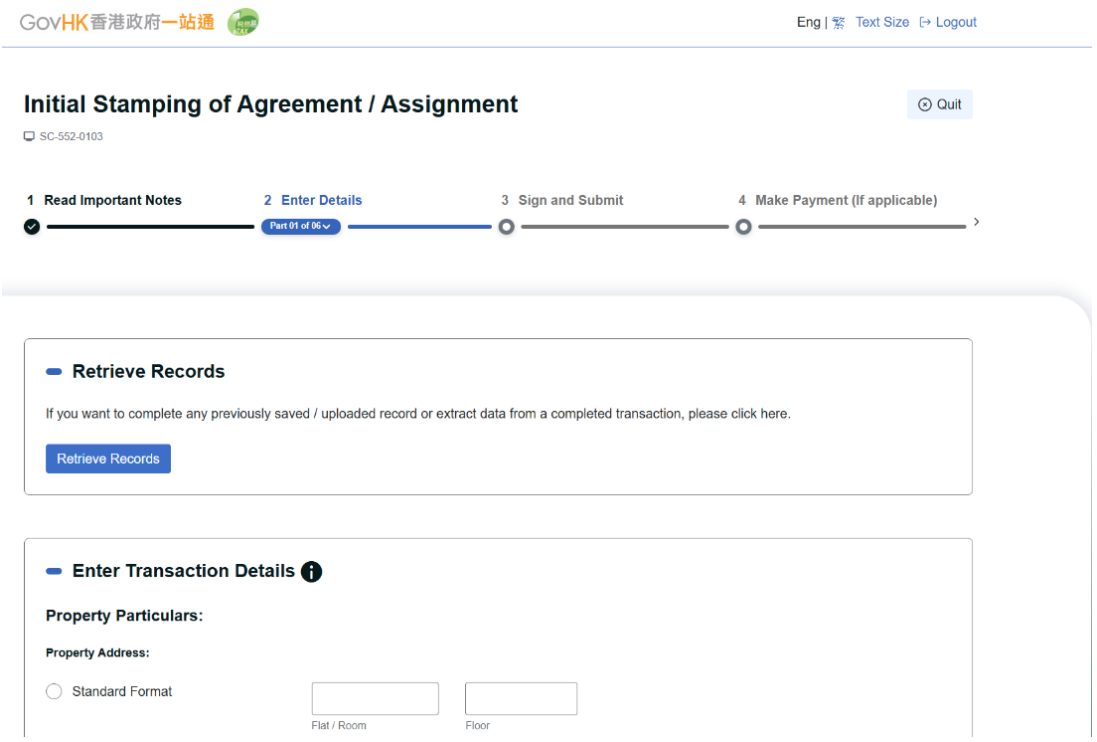
Click **"Continue"** in the Welcome Page.



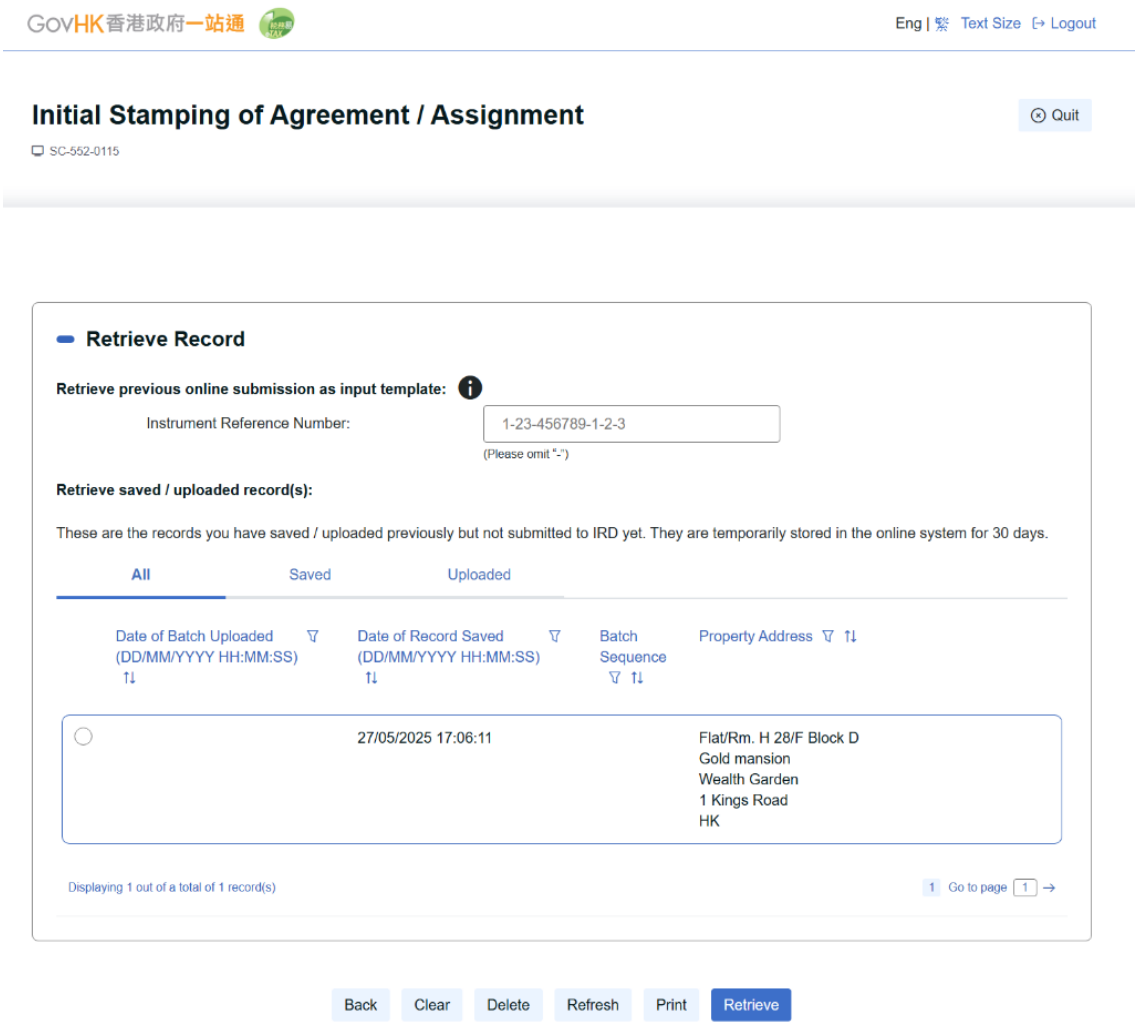
Read the important notes carefully and click **“Begin Application”**.



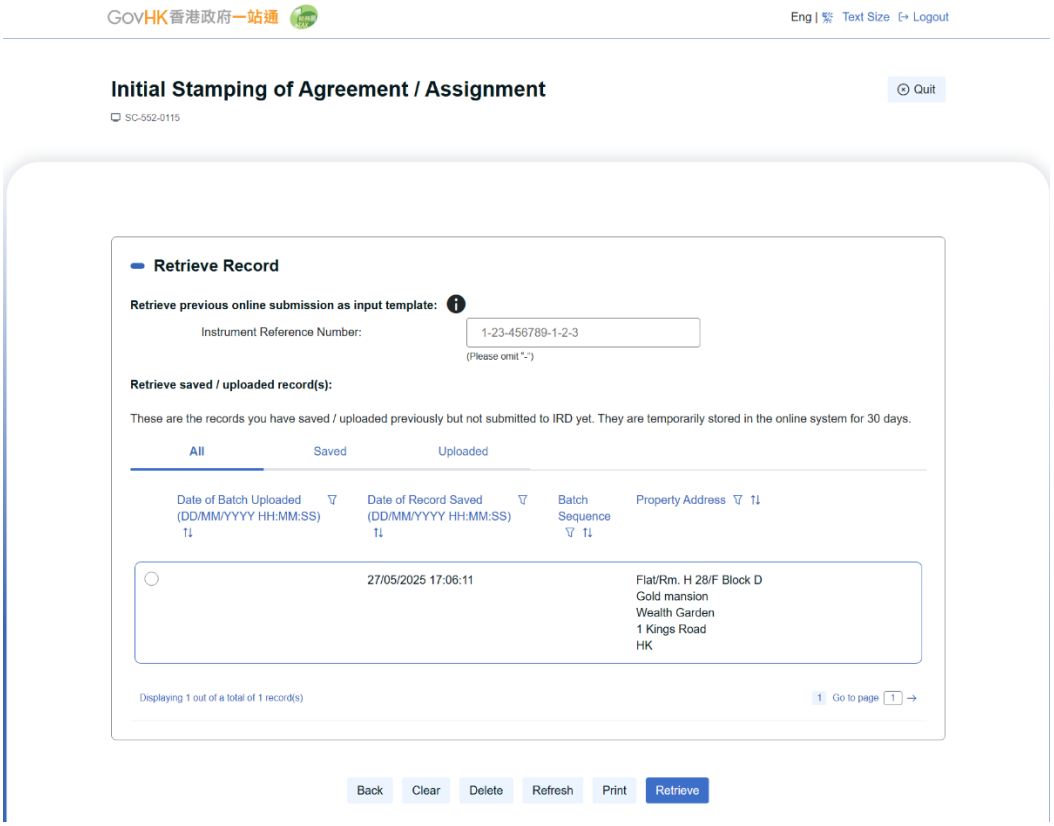
Click **"Retrieve Records"** on the first page of entering instrument details.



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



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



In the course of displaying the record, the system will also validate the data in each input field. If the retrieved record passes all validations, the sign & submit page will then be shown directly. User may then submit the stamping request. If the record fails any validation check, the earliest screen with error will be displayed with error message for user to rectify. User must then go through the rest of the input screens one by one until the sign and submit page is displayed.

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

6. USEFUL TIPS AND TROUBLE-SHOOTING Q&A

6.1 USEFUL TIPS

1 The XML filter for Initial Stamping released before 19-1-2008 should be uninstalled and replaced by the one downloaded from GovHK web site. To adopt the latest features available in e-Stamping, users are advised to refer to the IRD website for the latest version of XML Filter and Upload Template.

2 Fill up instrument details in the Upload Data Preparation Template as far as possible to minimize the turnaround time for further input and amendment during submission of the stamping requests.

3 If there are common details (such as the vendors details and applicant details) for records within the same upload file, it is more convenient to use the "Common Worksheet" to input such data. By inputting data in the common worksheet, the input data will fill up the same field in all the 50 records in the "Stamping Details Worksheet" automatically. If the upload file does not have 50 records, user should delete all the data in the column after the last record (e.g. If the uploaded file has 25 records and the common data worksheet has been used to input common data, highlight the 26th record column and click delete. All data in the 26th record will then be removed. The system will stop uploading record after the 25th record. (Also see note 5 below)

4 Record without property address will not be regarded as a valid record and will be rejected during uploading. In addition, xml files being generated from obsolete version of XML Filter and Upload Template would also be rejected.

5 In preparing the Upload Data Preparation Template, empty record(s) should not exist before any input record(s). The upload file generation will stop when an empty record is encountered. For example, if record 10 is empty, only record 1 to record 9 will be extracted from the template for upload record generation. (Also see note 3 above for situation where a column must be left blank)

6 Users are recommended to remove the unused temporarily saved record as early as possible. This will help reducing the response time in retrieving records and allowing space for subsequent save records. (Note: The e-Stamping service allows each account to keep at most 60 saved records. If the user has already saved 60 records in the system, no more new record can be saved or uploaded.

6.2 TROUBLE-SHOOTING Q&A

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

A1. This problem can be caused by the Openoffice.org Calc during file conversion. Firstly, you should check the Openoffice.org Calc version. Currently, the provided XML filter supports Openoffice.org version 4.x only. If the Openoffice.org Calc version matches with the recommendation, the installed XML Filter Package may have been somehow corrupted. Under this situation, you may reinstall the XML Filter Package again. In this regard, please perform the removal action according to the following 2 steps before you perform the re-installation:

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

- Remove the 3 recorded files (in step 1) physically.

7. STAMPING REQUEST UPLOAD FILE – DATA SPECIFICATION

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

Initial Stamping of Agreement / Assignment

```
<!ELEMENT PROPERTY_TRANSFERS (PROPERTY_TRANSFER*)>
<!ATTLIST PROPERTY_TRANSFERS version CDATA '1.0'>

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

<!-- Field Definitions for PROPERTY_TRANSFER Element -->
<!ELEMENT APP_NAME_L1 (#PCDATA)>
<!ELEMENT APP_NAME_L2 (#PCDATA)>
<!ELEMENT APP_NAME_L3 (#PCDATA)>
<!ELEMENT APP_CAPACITY (#PCDATA)>
<!ELEMENT APP_BRN_BRH (#PCDATA)>
<!ELEMENT APP_REF_NO (#PCDATA)>
<!ELEMENT APP_TEL_NO (#PCDATA)>
<!ELEMENT APP_FAX_NO (#PCDATA)>

<!-- Field Definitions for INIT Element -->
<!ELEMENT INIT (PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK_TOWER_IND?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_STREET?,
PTY_DISTRICT?, PTY_AREA_CODE?, PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_ADDR_L4?, PTY_ADDR_L5?, PTY_ADDR_L6?,
PTY_ADDR_L7?, PTY_ADDR_L8?, PTY_ADDR_L9?, PTY_ADDR_L10?, PTY_ADDR_L11?, PTY_ADDR_L12?, PTY_ADDR_L13?,
PTY_ADDR_L14?, PTY_ADDR_L15?, PTY_NATURE?, PTY_ASSIGN_PERCENT?, NUM_PTY?, NUM_CAR_PARK?, LRPRN?, RATING_NO?,
PTY_STATE?, TENT_IND?, AUCTION_IND?, HOUSING_SCHEME_IND?, PURCH_COST_TOTAL?, PURCH_COST_STATED?,
PURCH_COST_MORT?, PURCH_COST_OTHER_PREMIUM?, PURCH_COST_CONFM_FEE?, PRICE_BELOW_MV_IND?, INST_NATURE?,
SHARE_SD_VENDOR?, SHARE_SD_PURCHASER?, SHARE_SD_OTHER?, EXEC_DATE?, DUP_NUM?, PROV_AGREE_DATE?, AGREE_DATE?,
OTHER_DATE?, VAL_DATE_IND?, DEVELOPER_IND?, TRANSFEROR_ACQUIRE_INST?, TRANSFEROR_ACQUIRE_DATE?,
TRANSFEROR_ACQUIRE_COST?, TRANSFEROR_ACQUIRE_IRN?, PURCHASERS_OWN_HK_RES_PTY?,
PURCHASERS_OWN_HK_CAR_PARK?, TENT_START_DATE?, TENT_END_DATE?, TENT_RENT?, TENT_RATE_IND?,
```

TENT_GOV_RENT_IND?, TENT_MAINT_IND?, TENT_MANAGE_IND?, TENT_MANAGE_CHG?, HAHS_2ND_MARKET_IND?, HAHS_1ST_PUR_DATE?, HAHS_INI_MKV?, HAHS_1ST_PUR_PRICE?)>

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

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

```
<!ELEMENT HAHS_INI_MKV (#PCDATA)>
<!ELEMENT HAHS_1ST_PUR_PRICE (#PCDATA)>

<!-- Field Definitions for CONF_TRAN_INIT Element -->
<!ELEMENT CONF_TRAN_INIT (TRAN_SEQ_NO, TRAN_DATE?, TRAN_FEE?)>

<!ELEMENT TRAN_SEQ_NO (#PCDATA)>
<!ELEMENT TRAN_DATE (#PCDATA)>
<!ELEMENT TRAN_FEE (#PCDATA)>

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

<!ELEMENT PARTY_TYPE (#PCDATA)>
<!ELEMENT SEQ_NO (#PCDATA)>
<!ELEMENT ID_TYPE (#PCDATA)>
<!ELEMENT HKPR_STATUS (#PCDATA)>
<!ELEMENT ID (#PCDATA)>
<!ELEMENT ENG_NAME_L1 (#PCDATA)>
<!ELEMENT ENG_NAME_L2 (#PCDATA)>
<!ELEMENT ENG_NAME_L3 (#PCDATA)>
<!ELEMENT CHIN_NAME (#PCDATA)>
<!ELEMENT BUS_INCORP_PLACE (#PCDATA)>
<!ELEMENT CORR_ADDR_L1 (#PCDATA)>
<!ELEMENT CORR_ADDR_L2 (#PCDATA)>
<!ELEMENT CORR_ADDR_L3 (#PCDATA)>
<!ELEMENT CORR_ADDR_L4 (#PCDATA)>
<!ELEMENT CORR_ADDR_L5 (#PCDATA)>
<!ELEMENT CORR_ADDR_TYPE (#PCDATA)>
<!ELEMENT OSHIP_TYPE (#PCDATA)>
<!ELEMENT SHARE_PERCENT (#PCDATA)>
<!ELEMENT CONF_TRAN_SEQ_NO (#PCDATA)>
```

Stamping of Tenancy Agreement

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

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

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

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

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

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

<!ELEMENT PTY_ADDR_IND (#PCDATA)>
<!ELEMENT PTY_FLAT (#PCDATA)>
<!ELEMENT PTY_FLOOR (#PCDATA)>
<!ELEMENT PTY_BLOCK (#PCDATA)>
<!ELEMENT PTY_BLDG (#PCDATA)>
<!ELEMENT PTY_EST (#PCDATA)>
<!ELEMENT PTY_STREET (#PCDATA)>
<!ELEMENT PTY_DISTRICT (#PCDATA)>
<!ELEMENT PTY_AREA_CODE (#PCDATA)>
<!ELEMENT PTY_ADDR_L1 (#PCDATA)>
```

```
<!ELEMENT PTY_ADDR_L2 (#PCDATA)>
<!ELEMENT PTY_ADDR_L3 (#PCDATA)>
<!ELEMENT PTY_ADDR_L4 (#PCDATA)>
<!ELEMENT PTY_ADDR_L5 (#PCDATA)>

<!ELEMENT TERM_LEASE (#PCDATA)>

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

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


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

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

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


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

```
<!ELEMENT ID (#PCDATA)>
<!ELEMENT ID_CD (#PCDATA)>
<!ELEMENT CORR_ADDR_TYPE (#PCDATA)>
<!ELEMENT ENGLISH_NAME_L1 (#PCDATA)>
<!ELEMENT ENGLISH_NAME_L2 (#PCDATA)>
<!ELEMENT ENGLISH_NAME_L3 (#PCDATA)>
<!ELEMENT CHINESE_NAME (#PCDATA)>
<!ELEMENT BUS_INCORP_PLACE (#PCDATA)>
<!ELEMENT CORR_ADDR_L1 (#PCDATA)>
<!ELEMENT CORR_ADDR_L2 (#PCDATA)>
<!ELEMENT CORR_ADDR_L3 (#PCDATA)>
<!ELEMENT CORR_ADDR_L4 (#PCDATA)>
<!ELEMENT CORR_ADDR_L5 (#PCDATA)>
```

Appendix A. DESCRIPTION OF DATA SPECIFICATION

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

Conventions used in the interface data definition are as follows:

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

A.1 Initial Stamping of Agreement / Assignment

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
All upload records should be included in block PROPERTY_TRANSFERS. For each property transfer upload record, the content should be included in block PROPERTY_TRANSFER. The repeating group INIT, CONF_TRAN_INIT and PARTIES_INIT may be provided inside each PROPERTY_TRANSFER, where only one INIT should exist in each PROPERTY_TRANSFER, while the number of occurrence of CONF_TRAN_INIT should depend on the actual number of confirmor transaction, and the number of occurrence of PARTIES_INIT should depend on the actual number of vendor(s), purchaser(s) and confirmor(s) involved in the property transfer transaction. For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.						
PROPERTY_TRANSFER						
	Name of the Applicant	APP_ NAME_L1	Either English or Chinese input. For English input, maximum input format in 40 characters x 3 lines (APP_NAME_L1 to APP_NAME_L3). The content should be filled in line by line without blank line in between. For Chinese input, maximum input format in 30 characters x 1line (only APP_NAME_L1)			X(90)
		APP_ NAME_L2				X(40)
		APP_ NAME_L3				X(40)
	Applicant Capacity	APP_CAPACITY	The capacity of the applicant, the content should be filled with the 2-characters short code only: Short code – description "SV" - Vendor "SP" - Purchaser "RS" - Legal Representative "RA" - Property Agent "RO" - Other			X(2)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Block/Tower	PTY_ BLOCK	Block/Tower of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		INIT	X(9)
	Building	PTY_ BLDG	Building/Tower of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 12 characters allowed.		INIT	X(36)
	Estate	PTY_ EST	Estate of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 8 characters allowed.		INIT	X(30)
	Street	PTY_ STREET	Street of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 14 characters allowed.		INIT	X(42)
	District	PTY_ DISTRICT	District of the standard format property address (Bilingual) For English input, maximum 21 characters allowed. For Chinese input, maximum 4 characters allowed.		INIT	X(21)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Area Code of the property address	PTY_AREA_CODE	The area code of the property address, the content should be filled with 1-character short code only. Other property address fields should not include area content. Short code – description "H" - Hong Kong "K" - Kowloon "N" - New Territories		INIT	X(1)
	The following fields from PTY_ADDR_L1 to PTY_ADDR_L15 cover the element required for other format address. For English input, maximum 15 lines allowed. For Chinese input, maximum 6 lines allowed.					
	The other format address of the property	PTY_ ADDR_L1	Line 1 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 18 characters allowed.		INIT	X(54)
	The other format address of the property	PTY_ ADDR_L2	Line 2 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The other format address of the property	PTY_ADDR_L3	Line 3 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L4	Line 4 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L5	Line 5 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ ADDR_L6	Line 6 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		INIT	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The other format address of the property	PTY_ ADDR_L7	Line 7 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY ADDR_L8	Line 8 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY ADDR_L9	Line 9 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY ADDR_L10	Line 10 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ ADDR_L11	Line 11 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ ADDR_L12	Line 12 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L13	Line 13 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY_ADDR_L14	Line 14 of the other format address of the property Maximum 30 characters allowed.		INIT	X(30)
	The other format address of the property	PTY ADDR_L15	Line 15 of the other format address of the property Maximum 27 characters allowed.		INIT	X(27)
	The other format address of the property	PTY_NATURE	The nature of property transferred, the content should be filled with the 1-character short code only Short code – description "1" - Non-Residential Property "2" - Residential Property		INIT	X(1)

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subject to mortgage	PURCH_COST_MORT	Other payment - subject to mortgage The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Other premium	PURCH_COST_OTHER_PREMIUM	Other premium The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Payment to confirmor	PURCH_COST_CONFM_FEE	Other payment - Payment to confirmor The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Price below MV indicator	PRICE_BELOW_MV_IND	Below Market Value indicator for Total Consideration. The content should be filled with the 1-character short code: Short code – description "Y" - Below market value "N" - Not below market value		INIT	X(1)
	Nature of instrument	INST_NATURE	Nature of the property transfer instrument, the content should be filled with the 2-characters short code: Short code – description "01" - Ad Valorem Duty Assignment "02" - Ad Valorem Duty Agreement		INIT	X(2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Percentage of vendor share	SHARE_SD_VENDOR	Stamp Duty Percentage Percentage of stamp duty paid by the vendor The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Percentage of purchaser share	SHARE_SD_PURCHASER	Stamp Duty Percentage Percentage of stamp duty paid by the purchaser The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Percentage of others share	SHARE_SD_OTHER	Stamp Duty Percentage Percentage of stamp duty paid by others The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Execution Date of Instrument	EXEC_DATE	Execution Date of Instrument in the format: YYYYMMDD		INIT	Date2

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Vendor purchase indicator	TRANSFEROR_ACQUIRE_INST	Vendor purchased the property by, the content should be filled with the 2-characters short code: Short code – description "01" - Assignment "02" – Agreement		INIT	X(2)
	Vendor Instrument Execution date	TRANSFEROR_ACQUIRE_DATE	Date when the vendor (not being the developer) acquired the property in the format: YYYYMMDD.		INIT	Date2
	Vendor Acquisition Cost	TRANSFEROR_ACQUIRE_COST	The consideration for the vendor (not being the developer) acquired the property. The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Vendor Instrument Reference No.	TRANSFEROR_ACQUIRE_IRN	The Instrument Reference No. for the vendor. If the property is acquired by more than one conveyance/agreement, state the instrument reference number of the latest conveyance/agreement.		INIT	X(12)
	Purchasers own any other residential properties in Hong Kong	PURCHASERS_OWN_HK_RES_PTY	Purchasers own any other residential properties in Hong Kong on the date of the earliest instrument in respect of this transaction. Not applicable to cases of non-residential property or instrument executed before 23 February 2013. Short code – description “Y” – Yes “N” – No “NA” – Not Applicable		INIT	X(2)
	Purchasers own any other car park(s) in Hong Kong	PURCHASERS_OWN_CAR_PARK	Purchasers own any other car park(s) in Hong Kong. Short code – description “Y” – Yes		INIT	X(2)

			“N” – No “NA” – Not Applicable			
	Start date of the subsidiary tenancy	TENT_START_DATE	Start date of the subsidiary tenancy in the format: YYYYMMDD.		INIT	Date2
	End date of the subsidiary tenancy	TENT_END_DATE	End date of the subsidiary tenancy in the format: YYYYMMDD.		INIT	Date2
	Rent per month of the subsidiary tenancy	TENT_RENT	The rent per month of the subsidiary tenancy The input value should be greater than 0 and up to 999999999999.99 must not be more than two decimal places.		INIT	9(14,2)
	Tenancy rate indicator	TENT_RATE_IND	Indicate whether rent of the subsidiary tenancy is inclusive or exclusive of Rates, the content should be filled with the 1-character short code: Short code – description "Y" - Rent inclusive of Rates "N" - Rent exclusive of Rates		INIT	X(1)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Secondary Market Indicator	HAHS_2ND_MARKET_IND	Secondary Market nominated by Housing Authority / Housing Society, the content should be filled with the 1-character short code: Short code – description Y – Yes N – No		INIT	X(1)
	Original purchase date	HAHS_1ST_PUR_DATE	Date when the property was originally purchased from Housing Authority /Housing Society in the format: YYYYMMDD.		INIT	Date2
	Initial market value	HAHS_INI_MKV	Initial market value of Housing Authority / Housing Society flat The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Purchase price	HAHS_1ST_PUR_PRICE	Purchase price of Housing Authority / Housing Society flat The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	The following Element Name is under CONF_TRAN_INIT group. This repeating group, CONF_TRAN_INIT may be provided inside each PROPERTY_TRANSFER while the number of occurrence of CONF_TRAN_INIT should depend on the actual number of confirmor transactions			Optional Group		
	Confirmor transaction sequence no.	TRAN_SEQ_NO	A sequence number indicating the input sequence of the confirmor transaction. The input value should be between 1 to 2.	Mandatory if CONF_TRAN_INIT group is present	CONF_TRAN_INIT	9(1)
	Date of Confirmor Transaction	TRAN_DATE	Day part of Date of Confirmor Transaction in the format: YYYYMMDD.		CONF_TRAN_INIT	Date2
	The Purchase Consideration of this confirmor Transaction	TRAN_FEE	The Purchase Consideration of this confirmor Transaction. The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		CONF_TRAN_INIT	9(14,2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The following Element Name is under PARTIES_INIT group. This repeating group, PARTIES_INIT may be provided inside each PROPERTY_TRANSFER while the number of occurrence of PARTIES_INIT should depend on the actual number of vendor(s), purchaser(s) and confirmor(s) involved in the property transfer transaction.			Optional Group		
	Type of party	PARTY_TYPE	Type of party involved in the property transfer instrument, the content should be filled with the 2-characters short code: Short code – description "SV" - Vendor "SP" - Purchaser "SC" – Confirmor	Mandatory if PARTIES_INIT group is present	PARTIES_INIT	X(2)
	Sequence No.	SEQ_NO	A sequence number indicating the input sequence of the relevant type of party For PARTY_TYPE="SV", the value should be between 1 to 20. For PARTY_TYPE="SP", the value should be between 1 to 4. For PARTY_TYPE="SC", the value should be between 1 to 4.	Mandatory if PARTIES_INIT group is present	PARTIES_INIT	9(3)
	ID Type of the party	ID_TYPE	ID Type of the party, the content should be filled with the 1-character short code: Short code – description "H" - Valid HKIC No. "P" - Passport No. "B" - Valid BR Number "O" - Other Company No.		PARTIES_INIT	X(1)
	Status of HKPR	HKPR_STATUS	Status of HKPR, the content should be filled with the 1-character short code: Short code – description " " - N/A "P" - Permanent Hong Kong Resident "N" - Non-Permanent Hong Kong Resident		PARTIES_INIT	X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Identification number of the party	ID	Identification number of the party - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as A1234567 - Passport No. in X(30) format for ID Type "P" - BR Number in 9(8) format for ID Type "B" - Other Company No. in X(30) format for ID Type "O"		PARTIES_INIT	X(30)
	English name of the party Line 1	ENG_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	English name of the party Line 2	ENG_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	English name of the party Line 3	ENG_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	Chinese name of the party	CHIN_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		PARTIES_INIT	X(90)
	Place of incorporation	BUS_INCORP_PLACE	Place of incorporation of a business party for PERSON_BUS-IND = “B”, the content should be filled with the 1-character short code: Short code – description " " - N/A "H" - The business is incorporated in HK "O" - The business is incorporated outside HK		PARTIES_INIT	X(1)
	For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed.					
	Correspondence address Line 1	CORR_ADDR_L1	Corresponding address line 1 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Correspondence address Line 2	CORR_ADDR_L2	Corresponding address line 2 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 3	CORR_ADDR_L3	Corresponding address line 3 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		PARTIES_INIT	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		PARTIES_INIT	X(30)
	Correspondence address type	CORR_ADDR_TYPE	Type of correspondence address, the content should be filled with the 1-character short code only Short code – description “P” – Same as the property address “M” – Same as 1st party (i.e. Sequence No = 01) of the same party “I” – Inputted by the applicant		PARTIES_INIT	X(1)
	Purchase Ownership Type	OSHIP_TYPE	Ownership Type of the property acquired by the purchaser (applicable if PARTY_TYPE = SP) , the content should be filled with the 1-character short code only Short code – description “S” – Sole-owner “J” – Joint-owner “C” – Co-owner Blank – N/A		PARTIES_INIT	X(1)

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

A.2 Stamping of Tenancy Agreement

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	No. of Duplicate Instrument	DUP_NUM	Total no. of duplicate instruments submitted for stamping, the content should be filled with the 2-character short code only Short code – description 00 - if instrument not executed in duplicate 01 - if instrument is executed in one duplicate 02 - if instrument is executed in two duplicates 03 – if instrument is executed in three duplicates		TENANCY_AGREEMENT	X(2)
CHINESE_ADDRESS / ENGLISH_ADDRESS	Both standard/other format addresses can be bilingual. Only corresponding address fields (For standard format address input: PTY_FLAT to PTY_DISTRICT, for other format address input: PTY_ADDR_L1 to PTY_ADDR_L5) should be filled for either type of address, except area code PTY_AREA_CODE which is shared for both address type. If both standard format address and other format address are filled, the system will store only standard address value during upload. The following fields from PTY_FLAT to PTY_DISTRICT cover the element required for standard format address.					
	Address Indicator	PTY_ADDR_IND	Address Indicator of property address 1 – Fixed format address 2 – Free format address		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(1)
	Flat/Room	PTY_FLAT	Flat/Room of the standard format property address (Bilingual) For both English and Chinese input, maximum 5 characters input allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(15)
	Floor	PTY_FLOOR	Floor of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(9)
	Block/Tower	PTY_BLOCK	Block/Tower of the standard format property address (Bilingual) For both English and Chinese input, maximum 3 characters input allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(9)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Building	PTY_BLDG	Building/Tower of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 12 characters allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(36)
	Estate	PTY_EST	Estate of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 8 characters allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(30)
	Street	PTY_STREET	Street of the standard format property address (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 14 characters allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(42)
	District	PTY_DISTRICT	District of the standard format property address (Bilingual) For English input, maximum 21 characters allowed. For Chinese input, maximum 4 characters allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(21)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The other format address of the property	PTY_ADDR_L4	Line 4 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(60)
	The other format address of the property	PTY_ADDR_L5	Line 5 of the other format address of the property (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		CHINESE_ADDRESS / ENGLISH_ADDRESS	X(60)
		TERM_LEASE	Term of Lease “C” – Lease With End Date “U” – Lease Without End Date		TENANCY_AGREEMENT	X(1)
	Start date of the tenancy	LEASE_STR_DATE_DD	Day part of Lease Start Date		TENANCY_AGREEMENT	X(2)
	Start date of the tenancy	LEASE_STR_DATE_MM	Month part of Lease Start Date		TENANCY_AGREEMENT	X(2)
	Start date of the tenancy	LEASE_STR_DATE_YYLEASE_STR_DATE	Year part of Lease Start DateStart date of the tenancy in the format: YYYYMMDD.		TENANCY_AGREEMENTINIT	X(4)Date2
	End date of the tenancy	LEASE_END_DATE_DD	Day part of Lease end date		TENANCY_AGREEMENT	X(2)
	End date of the tenancy	LEASE_END_DATE_MM	Month part of Lease end date		TENANCY_AGREEMENT	X(2)
	End date of the tenancy	LEASE_END_DATE_YYLEASE_END_DATE	Year part of Lease end dateEnd date of the tenancy in the format: YYYYMMDD.		TENANCY_AGREEMENTINIT	X(4)Date2
	Rent type of tenancy	RENT_TYPE	Indicate whether the rent is a monthly rent / total rent for the whole lease period, or an average yearly rent without end date.. "M" - Monthly Rent for lease with end date "T" - Total Rent payable over the term of lease "Y" - Average Yearly Rent without end date		TENANCY_AGREEMENT	X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Rent of the tenancy	RENT_AMT	Total rent paid / payable over the whole term The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		TENANCY_AGREEMENTINIT	X(14,2)
LANDLORD_INFO/TENANT_INFO	The number of occurrence of LANDLORD_INFO/TENANT_INFO should depend on the actual number of landlord(s) and tenant(s) involved in the tenancy agreement transaction					
	Type of the Party	PARTY_TYPE	Type of party involved in the lease transaction LL – Lease Landlord LT – Lease Tenant		LANDLORD_INFO/TENANT_INFO	X(2)
	ID Type of the party	ID_TYPE	ID Type of the party, the content should be filled with the 1-character short code: Short code – description "H" - Valid HKIC No. "P" - Passport No. "B" - Valid BR Number "O" - Other Company No.		LANDLORD_INFO/TENANT_INFO	X(2)
	Indicator on personal or business party	PERSON_BUS_IND	Indicates whether the party is a person or a business "P" - Person (for ID_TYPE = "H" or "P" or " ") "B" - Business (for ID_TYPE = "B" or "O" or " ")		LANDLORD_INFO/TENANT_INFO	X(1)
	Identification number of the party	ID	Identification number of the party - HKIC No. excluding check digit in X(9) format for ID Type "H". For A123456(7), input as A123456 - Other Company No. in X(30) format for ID Type "O" - BR Number in 9(8) format for ID Type "B" - Passport No. in X(30) format for ID Type "P"		LANDLORD_INFO/TENANT_INFO	X(30)
	Identification number of the party	ID_CD	Check digit of HKIC No. (for ID Type "H") - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as 7		LANDLORD_INFO/TENANT_INFO	X(1)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Type of corresponding address	CORR_ADDR_TYPE	Type of correspondence address “I” – Inputted by the applicant “P” – Same as the property address “M” – Same as other member of the same party		LANDLORD_INFO/TENANT_INFO	X(1)
	English name of the party Line 1	ENGLISH_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(40)
	English name of the party Line 2	ENGLISH_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(40)
	English name of the party Line 3	ENGLISH_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(40)
	Chinese name of the party	CHINESE_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		LANDLORD_INFO/TENANT_INFO	X(90)
	Indicator for Business Place	BUS_INCORP_PLACE	Place of incorporation of a business party for PERSON_BUS-IND = “B” " " - N/A "H" - The business is incorporated in HK "O" - The business is incorporated outside HK		LANDLORD_INFO/TENANT_INFO	X(1)
	For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed. (For Individual with Passport No. or Organization with Other Company No.)					
	Correspondence address Line 1	CORR_ADDR_L1	Corresponding address line 1 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		LANDLORD_INFO/TENANT_INFO	X(60)
	Correspondence address Line 2	CORR_ADDR_L2	Corresponding address line 2 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		LANDLORD_INFO/TENANT_INFO	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Correspondence address Line 3	CORR_ADDR_L3	Corresponding address line 3 (Bilingual) For English input, maximum 30 characters allowed. For Chinese input, maximum 20 characters allowed.		LANDLORD_INFO/TENANT_INFO	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		LANDLORD_INFO/TENANT_INFO	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		LANDLORD_INFO/TENANT_INFO	X(30)