

Bulk Upload Stamping Request User Guide (Share Transfer)

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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.



- ◆ In the e-Stamping service menu, locate the section “**Upload Stamping Applications in Bulk**”, click “**notes**” in “**Share (Please refer to the notes)**”.

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Online Demo →
FAQs →
Tips and Tools
Allowances
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Tax Computation
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Related Information
A Guide to e-Stamping
A Guide to Stamp Duty
eTAX Terms & Conditions
eTAX Security Statement
Contact Us →
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Performance Pledge →

Submit Stamping Application

Property
Initial Stamping of Agreement / Assignment (Not applicable to cases subject to s
Valorem Stamp Duty at different scale rates)
Subsequent Agreement / Assignment
Tenancy Agreement
Share
Share Transfer Document

Upload Stamping Applications in Bulk

Property (Please refer to the notes)
Initial Stamping of Agreement / Assignment (Not applicable to cases subject to s
Valorem Stamp Duty at different scale rates)
Tenancy Agreement
Share (Please refer to the notes)
Share Transfer Document (Listed Shares)
Share Transfer Document (Unlisted Shares) (Not applicable to cases where the S
transfer owns property or subsidiary)

BULK 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»

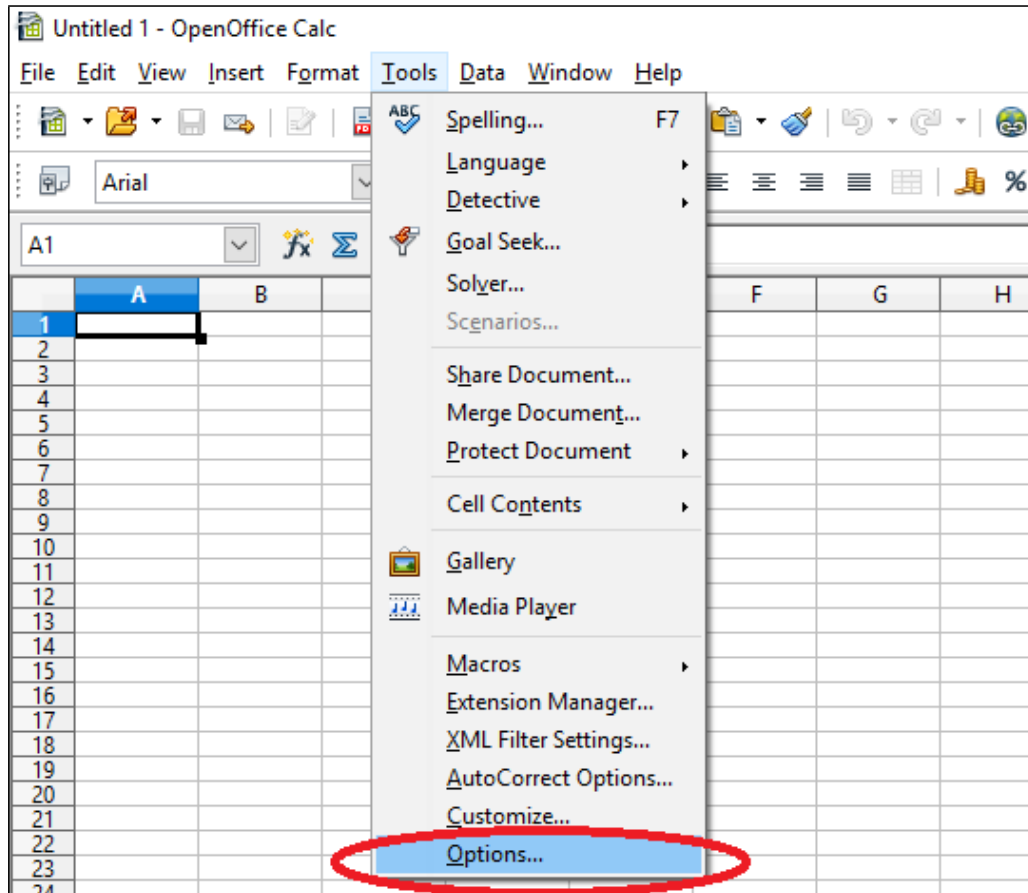
For details, please refer to the [Upload Stamping Request User Guide](#)

[Close](#)

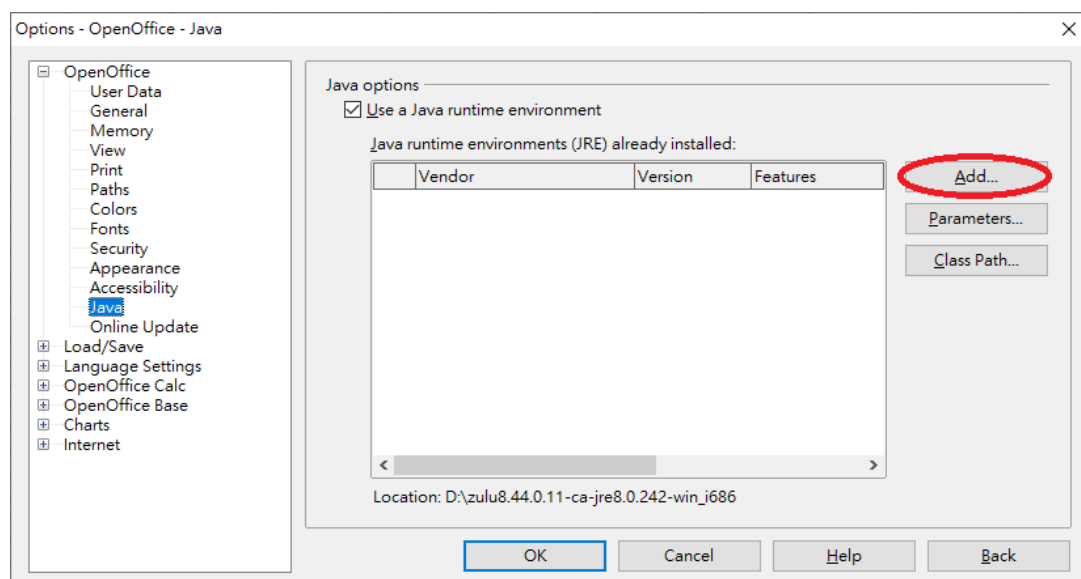
BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

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

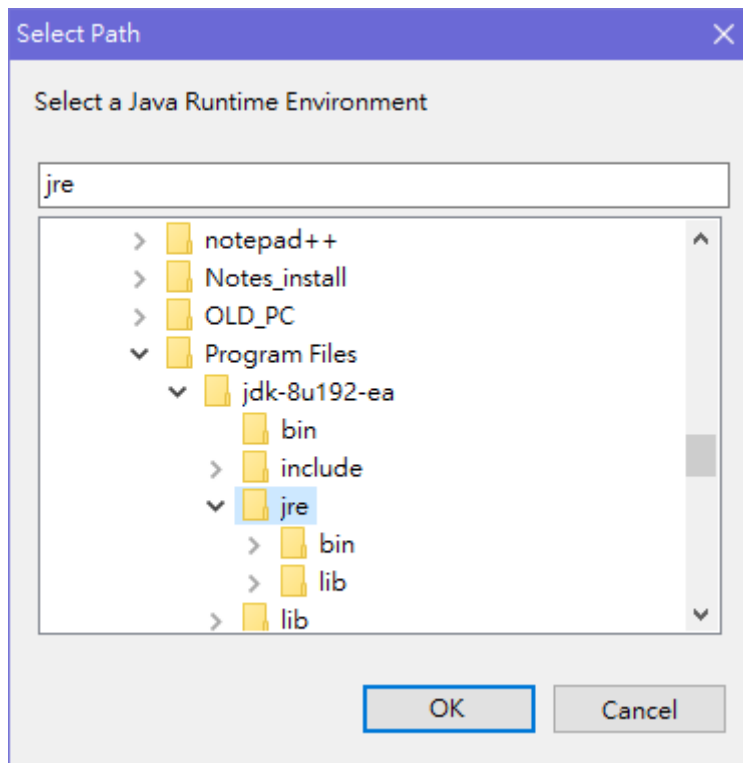
Launch OpenOffice and click **“Tools” -> “Options”**.



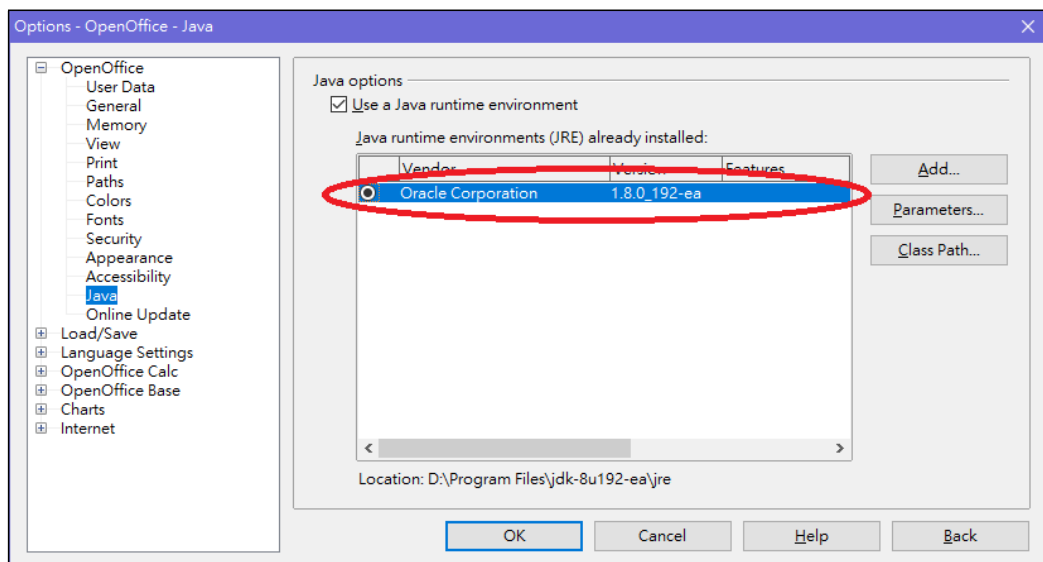
Select **“Java”**, click **“Add”** to select the installed JRE (version 1.8.0 or above) from pop-up window.



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



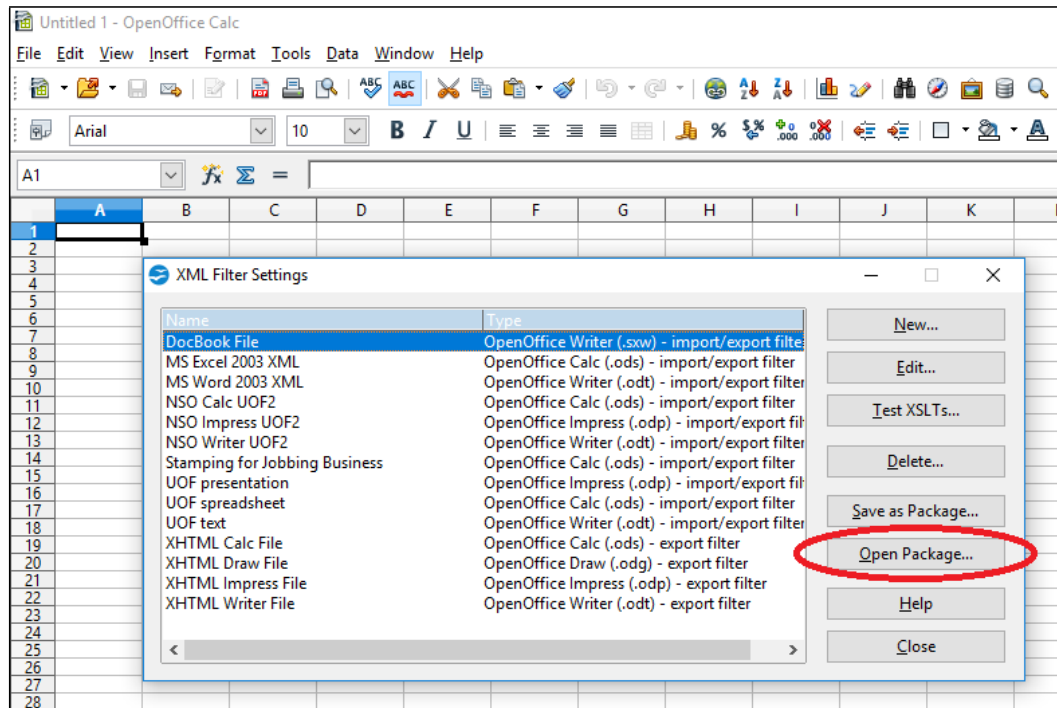
Select the correct JRE version and click “OK”. For OpenOffice 32-bit Windows version, please select the 32-bit JRE version.



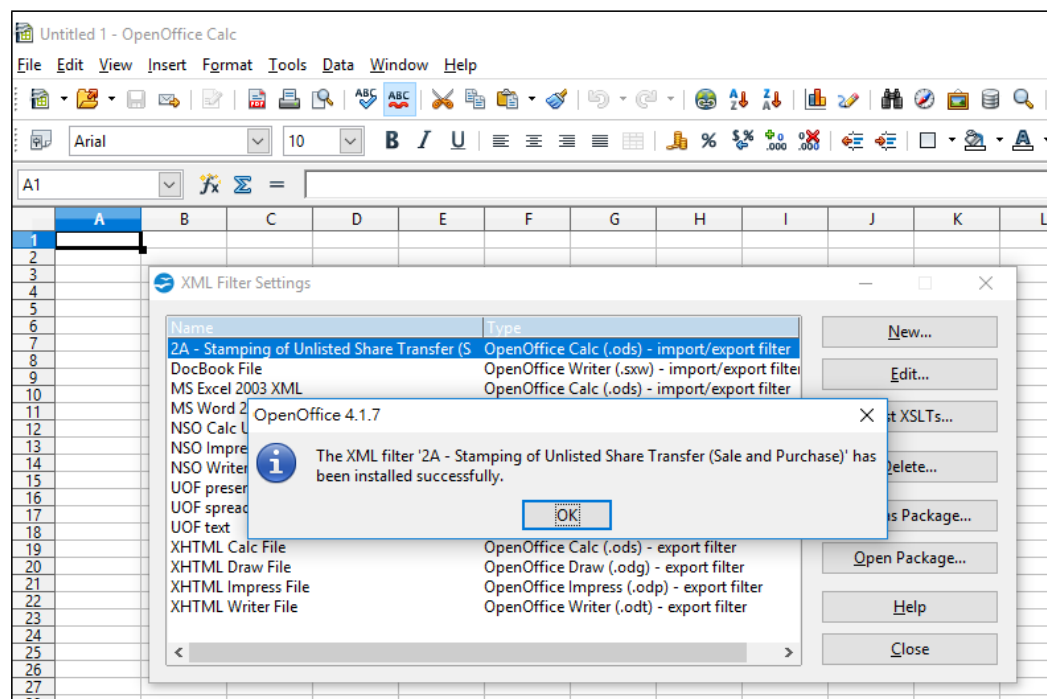
BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

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			Particular	
		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				

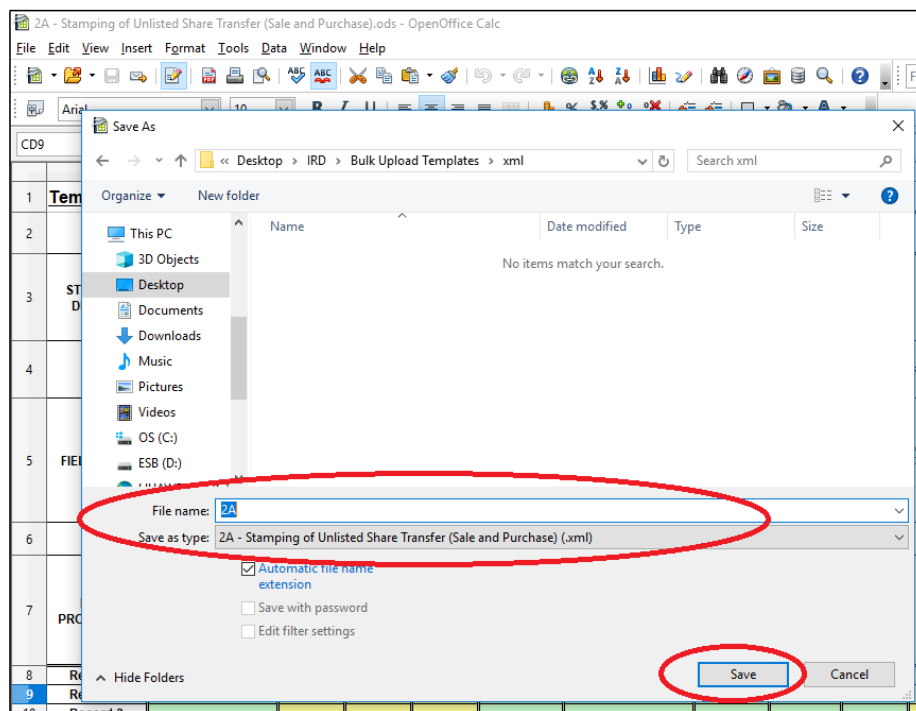
BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

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.

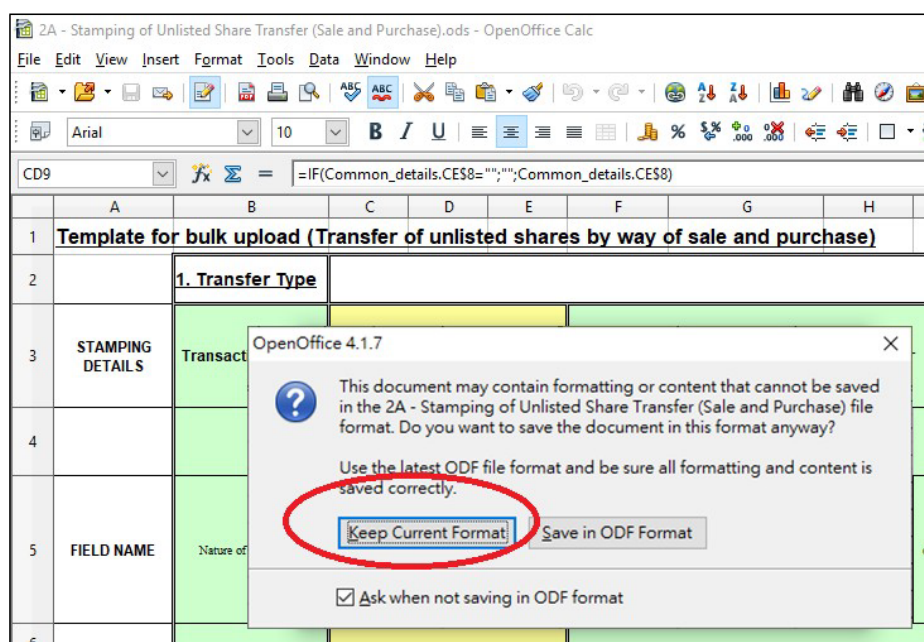
2C - Stamping of Listed Share Transfer (Sale and Purchase).ods - OpenOffice Calc						
File Edit View Insert Format Tools Data Window Help						
A7:AMJ8						
Record 2						
	A	B	C	D	E	F
1	Template for bulk upload (Transfer of listed shares by way of sale and purchase)					
2	1.0	1. Transfer Type	2. Details of the Tran			
3	STAMPING DETAILS	Transaction Nature	Documents for stamping			Particular
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)
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
7	Record 1	1	Y	Y	Y	20200816 H
8	Record 2	1	Y	Y	Y	20200816 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/						
Sheet 2 / 2						

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”.



Below screen will be prompted. 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

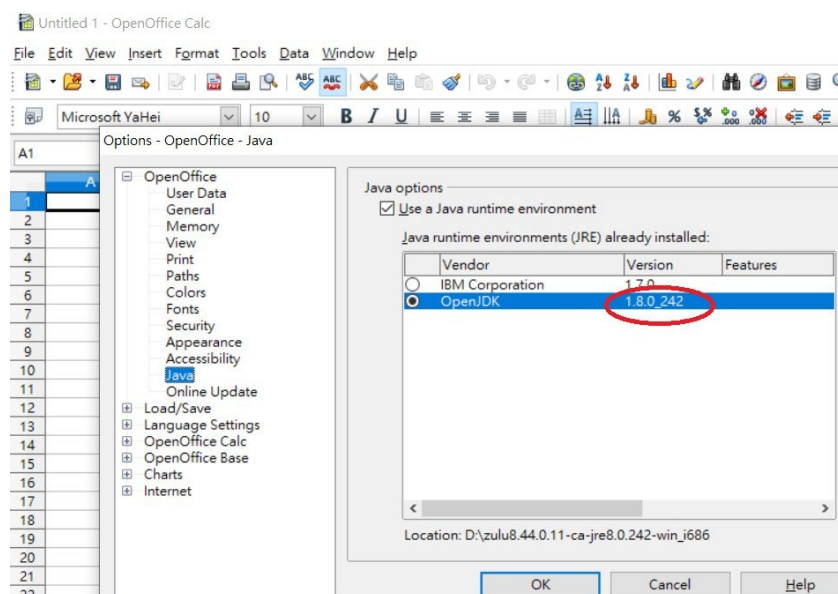
Q1. What should I do if “Write Error” is shown when I save the file as XML format?

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.

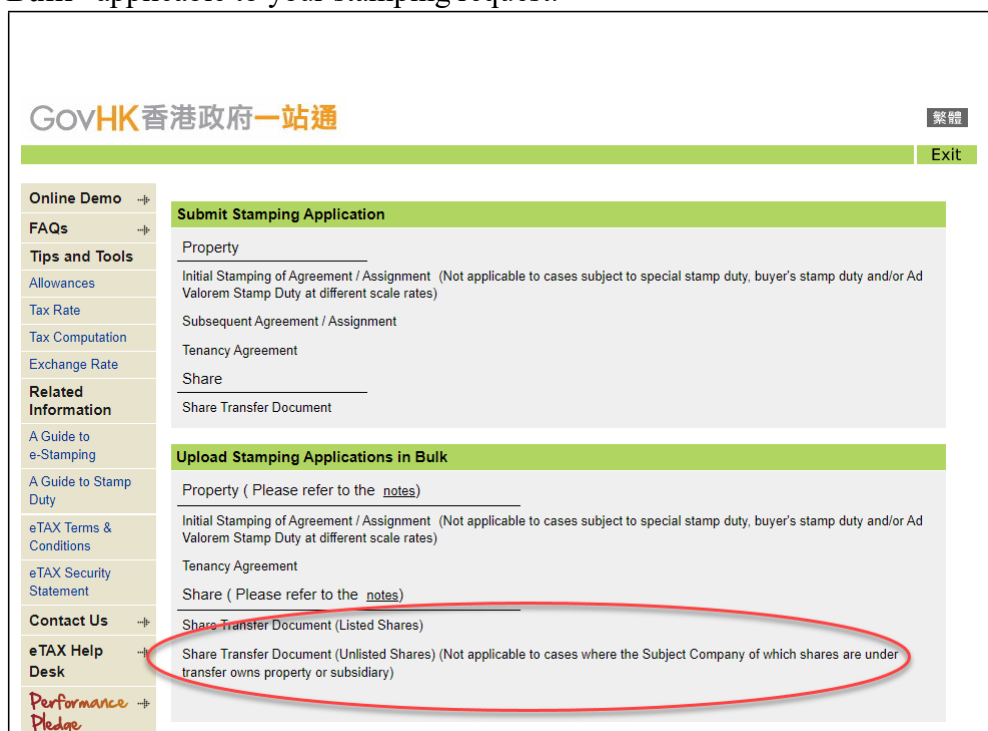
4. SUBMITTING STAMPING REQUEST

4.1 GETTING STARTED

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



Click either one of the three links under “Upload Stamping Applications in Bulk” applicable to your stamping request.



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

Select the authentication method and enter details, then click “Submit”.

The screenshot shows the GovHK eTAX portal. The header includes the GovHK logo and the text '香港政府一站通'. The main content area is titled 'Please select method of authentication'. It lists several authentication methods: 'E-Stamp Account Number' (with fields for Password and Taxpayer Identification Number), 'Taxpayer Identification Number' (with a field for eTAX Password), 'iAM Smart', and 'Digital Certificate'. There are links for 'Forgot Password' and 'Apply for eTAX Password'. A 'Submit' button is circled in red at the bottom right. The left sidebar contains links for 'Online Demo', 'FAQs', 'Tips and Tools', 'Allowances', 'Tax Rate', 'Tax Computation', 'Exchange Rate', 'Related Information', 'A Guide to e-Stamping', 'A Guide to Stamp Duty', 'eTAX Terms & Conditions', 'eTAX Security Statement', 'Contact Us', 'eTAX Help Desk', and 'Performance Pledge'.

GovHK 香港政府一站通

繁體

Exit

Online Demo

FAQs

Tips and Tools

Allowances

Tax Rate

Tax Computation

Exchange Rate

Related Information

A Guide to e-Stamping

A Guide to Stamp Duty

eTAX Terms & Conditions

eTAX Security Statement

Contact Us

eTAX Help Desk

Performance Pledge

Inland Revenue Department
The Government of the Hong Kong Special Administrative Region
Of the People's Republic of China

Please select method of authentication

☐ E-Stamp Account Number

Password

Taxpayer Identification Number

eTAX Password

[Forgot Password](#) [Apply for eTAX Password](#)

☐ "iAM Smart"

☐ Digital Certificate

Attention:

The Terms and Conditions (T&C) for Use of eTAX Services by Individuals have been revised on 29 Nov 2020 to permit the use of "iAM Smart" to login and sign transactions submitted through eTAX (signing is only applicable to "iAM Smart" accounts with digital signing function). Please click [here](#) to view the revised T&C.

Submit

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”.

The screenshot shows the 'GovHK 香港政府一站通' website interface. On the left is a navigation menu with categories like 'FAQs', 'Tips and Tools', 'Related Information', 'Contact Us', 'eTAX Help Desk', and 'Performance Pledge'. The main content area is titled 'Stamping of Share Transfer Document' and includes a sub-header 'Stamping in Bulk (Unlisted Shares)' with a note that it takes 5-20 minutes. Below this are five steps: Step 1 (Read Important Notes), Step 2 (Enter Details and Upload Data File), Step 3 (Sign and Submit), Step 4 (Make Payment (If applicable)), and Step 5 (Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice). At the bottom right, a 'Continue' button is highlighted with a red circle. The top right corner has 'Exit' and 'Back to Menu' buttons, and the Inland Revenue Department logo is visible.

Navigation Menu	Main Content
FAQs	Stamping of Share Transfer Document
Tips and Tools	Stamping in Bulk (Unlisted Shares)
Allowances	It may take 5-20 minutes to complete the applications.
Tax Rate	Step 1
Tax Computation	Read Important Notes
Exchange Rate	Step 2
Related Information	Enter Details and Upload Data File
Budget Proposal	Step 3
Extension Granted to e-Filers	Sign and Submit
Tax Return & Guide	Step 4
Assessment	Make Payment (If applicable)
Payment	Step 5
eTAX Terms & Conditions	Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice
eTAX Security Statement	
Contact Us	
eTAX Help Desk	
Performance Pledge	Continue

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

Step 1: Read Important Notes

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

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Exit

Back to Menu

Step 1
Read Important Notes

Step 2
Enter Details and Upload Data File

Step 3
Sign and Submit

Step 4
Make Payment (if applicable)

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

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Tips and Tools

Allowances

Tax Rate

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Related Information

Budget Proposal

Extension Granted to e-Filers

Tax Return & Guide

Assessment

Payment

eTAX Terms & Conditions

eTAX Security Statement

Contact Us

eTAX Help Desk

Performance Pledge

Important Notes

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

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 e-Stamping service of this portal 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.

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 18I 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 1 of 5

Step 2: Enter Details 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.

The screenshot shows the GovHK website interface. At the top, there is a header with 'GovHK 香港政府一站通' and a language selector for '繁體' (Traditional Chinese). Below the header is a green navigation bar with 'Exit' and 'Back to Menu' buttons. The main content area is titled 'Stamping of Share Transfer Document' and 'Stamping in Bulk (Unlisted Shares)'. It features a progress bar with three steps: 'Enter Details and Upload Data File' (highlighted), 'Sign, Submit and Pay', and 'Acknowledgement'. The left sidebar contains a list of steps: Step 1 (Read Important Notes), Step 2 (Enter Details and Upload Data File), Step 3 (Sign and Submit), Step 4 (Make Payment (If applicable)), and Step 5 (Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice). Below the steps are links for 'FAQs', 'Tips and Tools', 'Allowances', 'Tax Rate', 'Tax Computation', 'Exchange Rate', 'Related Information', 'Budget Proposal', and 'Extension Granted to'. The main form area is titled 'Step 2 - Enter Details and Upload Data File' and contains sections for 'Applicant Particulars' and 'Upload File'. The 'Applicant Particulars' section includes fields for 'Applicant Name (Please omit prefix):', 'Applicant Capacity:' (with radio buttons for Transferor, Transferee, Transferor and Transferee, Legal Representative, and Other), 'Email address (optional):', and 'Telephone No. (optional):' (with a Country Code dropdown). The 'Upload File' section has a 'Data File*' field with a '選擇檔案' (Select File) button and an 'Upload' button. At the bottom, there is a note: '*Please click [here](#) for the details of acceptable Data File.' and two buttons: 'Clear' and 'Continue' (circled in red). The footer indicates 'Step 2 of 5'.

BULK 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 page 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 **“Rejection reason(s)”** for details.

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繁體

Exit

Step 1
Read Important Notes

Step 2
Enter Details and Upload Data File

Step 3
Sign and Submit

Step 4
Make Payment (If applicable)

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

FAQs

Tips and Tools

Allowances

Tax Rate

Tax Computation

Exchange Rate

Related Information

Budget Proposal

Back to Menu

Error

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

Stamping of Share Transfer Document

Stamping in Bulk (Unlisted Shares)

Enter Details and Upload Data File Sign, Submit and Pay Acknowledgement

Step 2 - Enter Details and Upload Data File

Your upload file has been processed successfully.

Upload file start time: 2020-07-29 17:46:04

File name: ABC Company Limited - data with error.xml

Total share transaction record(s) in the upload file: 1

Total rejected share transaction record(s): 1 [Rejection reason\(s\)](#)

Total accepted share transaction record(s): 0

NOTE:

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

Step 2 of 5

A pop-up window with the relevant error message(s) will be displayed. Exit the application, rectify all the errors and then upload again.

Error

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

Close

Print

BULK 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”.

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Exit

Back to Menu

Step 1
Read Important
Notes

Step 2
Enter Details and
Upload Data File

Step 3
Sign and Submit

Step 4
Make Payment (If
applicable)

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

FAQs

Tips and Tools

Allowances

Stamping of Share Transfer Document

Stamping in Bulk (Unlisted Shares)

Enter Details and Upload Data File Sign, Submit and Pay Acknowledgement

Step 2 - Enter Details and Upload Data File

Your upload file has been processed successfully.

Upload file start time: 2020-07-29 17:47:52

File name: ABC Company Limited - data.xml

Total share transaction record(s) in the
upload file: 60

Total rejected share transaction record(s): 0

Total accepted share transaction record(s): 60

Continue

Step 2 of 5

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 and Submit”**. If online payment method is selected, proceed to **Step 4**. If offline payment method is selected, proceed to **Step 5(b)**.

GovHK 香港政府一站通

繁體

Exit

Back to Menu

Step 1
Read Important Notes

Step 2
Enter Details and Upload Data File

Step 3
Sign and Submit

Step 4
Make Payment (If applicable)

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

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Budget Proposal

Extension Granted to e-Filers

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Performance Pledge

Stamping of Share Transfer Document

Stamping in Bulk (Unlisted Shares)

Enter Details and Upload Data File

Sign, Submit and Pay

Acknowledgement

Step 3 - Sign, Submit and Pay

Stamping of Share Transfer Document in Bulk

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 not 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: 60

Total Amount of Stamp Duty Payable: HK\$420.00

Part D: Declaration by the Applicant

I, Chan Man Man (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): 29/07/2020

The Total Amount Payable is HK\$ 420.00

You may now choose to pay:

☐ Online (Note: You may pay by PPS, Visa, MasterCard, JCB or UnionPay. 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

E-Stamp Account Number 003007890004054

Password

Clear

Sign & Submit

Print

Step 3 of 5

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

Step 4: Make Payment

Click “Pay Now” to proceed with online payment.

The screenshot shows the 'GovHK 香港政府一站通' interface. The left sidebar lists steps: Step 1 (Read Important Notes), Step 2 (Enter Details and Upload Data File), Step 3 (Sign and Submit), Step 4 (Make Payment (If applicable)), and Step 5 (Receive Acknowledgement and Download Stamp Certificate Control List/Payment Notice). The main content area is titled 'Stamping of Share Transfer Document' and shows 'Stamping in Bulk (Unlisted Shares)'. It displays the transaction reference number '6862 0072 9464 1831' and the total amount payable 'HK\$ 420.00'. At the bottom right, there are buttons for 'Print', 'Save', and 'Pay Now' (which is circled in red). Below the 'Pay Now' button, it says 'Step 4 of 5'.

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

The screenshot shows the 'GovHK 香港政府一站通' interface for selecting a payment method. The left sidebar contains various links like FAQs, Tips and Tools, Allowances, Tax Rate, Tax Computation, Exchange Rate, Related Information, Budget Proposal, Extension Granted to e-Filers, Tax Return & Guide, Assessment, Payment, eTAX Terms & Conditions, eTAX Security Statement, Contact Us, eTAX Help Desk, and Performance Pledge. The main content area is titled 'Please select the payment method:' and shows details for 'Stamping of Share Transfer Documents' with a transaction date of '29-07-2020' and a total amount of 'HK\$ 420.00'. Under 'Payment Method*', there are radio buttons and logos for FPS, JCB, Mastercard, VISA, UnionPay, and PPS. At the bottom right, there are buttons for 'Cancel Payment' and 'Pay' (which is circled in red).

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.

GovHK 香港政府一站通

繁體

Exit

Step 1
Read Important Notes

Step 2
Enter Details and Upload Data File

Step 3
Sign and Submit

Step 4
Make Payment (If applicable)

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

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Exchange Rate

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Back to Menu

Stamping of Share Transfer Document

Stamping in Bulk (Unlisted Shares)

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

Your payment of HK\$ 420.00 made by VISA has been received and your application has been successfully submitted to Inland Revenue Department.

Your Transaction Reference Number is: 6862 0072 9464 1831

Date and Time of Submission: 29/07/2020 17:50:11

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 of 5

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 pending 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).

The screenshot displays the GovHK website interface for the 'Step 5 - Receive Acknowledgement and Download Stamp Certificate Control List / Payment Notice' page. The page is titled 'Stamping of Share Transfer Document' and 'Stamping in Bulk (Unlisted Shares)'. It provides transaction details such as Transaction Reference Number (6862 0072 9464 1832), Date and Time of Submission (29/07/2020 17:54:32), Instrument Reference Number (Please refer to the pdf file in the link below), The Total Amount Payable (HK\$420.00), and The Charge Number for Payment (7-21-3-9002963-8). A 'Download Payment Notice' button is prominently displayed. Below this, there are sections for 'Notes' (listing instructions for re-printing and downloading), 'Instrument Reference Number' (with a download link), and a bottom section with buttons for 'Submit Another Application', 'Print', and 'Save'. The page is labeled 'Step 5 of 5'.

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 within 2 working days after payment settlement. For details of how to retrieve the stamp certificate control list, proceed to section 4.3.

4.3 STAMP CERTIFICATE CONTROL LIST RETRIEVAL

For retrieving the stamp certificate control list, please go to the e-Stamping service menu. Click **“Print”** under **“Stamp Certificate Control List”**.

GovHK 香港政府一站通

Online Demo

FAQs

Tips and Tools

[Allowances](#)

[Tax Rate](#)

[Tax Computation](#)

[Exchange Rate](#)

Related Information

[A Guide to e-Stamping](#)

[A Guide to Stamp Duty](#)

[eTAX Terms & Conditions](#)

[eTAX Security Statement](#)

Contact Us

eTAX Help Desk

Performance Pledge

Submit Stamping Application

Property

Initial Stamping of Agreement / Assignment (Not applicable to cases subject to s Valorem Stamp Duty at different scale rates)

Subsequent Agreement / Assignment

Tenancy Agreement

Share

Share Transfer Document

Upload Stamping Applications in Bulk

Property (Please refer to the [notes](#))

Initial Stamping of Agreement / Assignment (Not applicable to cases subject to s Valorem Stamp Duty at different scale rates)

Tenancy Agreement

Share (Please refer to the [notes](#))

Share Transfer Document (Listed Shares)

Share Transfer Document (Unlisted Shares) (Not applicable to cases where the S transfer owns property or subsidiary)

Stamp Certificate

Print

Enquire

Stamp Certificate Control List

Print

BULK 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”.

The screenshot shows the GovHK 香港政府一站通 website. The header includes the GovHK logo and a language selector set to '繁體' (Traditional Chinese). A green navigation bar contains an 'Exit' button. On the left, a sidebar menu lists various services: Online Demo, FAQs, Tips and Tools (with sub-links for Allowances, Tax Rate, Tax Computation, and Exchange Rate), Related Information (with sub-links for A Guide to e-Stamping, A Guide to Stamp Duty, eTAX Terms & Conditions, and eTAX Security), and a 'Back to Menu' button. The main content area features the 'Inland Revenue Department' logo and the title 'Print Stamp Certificate Control List'. Below the title, it states 'It may take 5-20 minutes to complete the applications.' and lists three steps: Step 1 (Read Important Notes), Step 2 (Enter Any One Item for Retrieval), and Step 3 (Download Stamp Certificate Control List). A red circle highlights the 'Continue' button at the bottom right.

Step 1: Read Important Notes

Read the important notes. Click “Begin Application”.

The screenshot shows the 'Step 1: Read Important Notes' page. The header is identical to the previous page. The sidebar menu is updated to show 'Step 1: Read Important Notes' as the active step, with 'Step 2: Enter Any One Item for Retrieval' and 'Step 3: Download Stamp Certificate Control List' listed below it. The main content area has a green header 'Important Notes' and a paragraph of text: '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.' A red circle highlights the 'Begin Application' button at the bottom right.

Step 2: Enter any One Item for Retrieval

Enter either the Charge No. or the Transaction Reference No. of your stamping application and click “Submit”.

The screenshot shows the GovHK website interface for Step 2. The sidebar on the left contains links for Step 1 (Read Important Notes), Step 2 (Enter Any One Item for Retrieval), Step 3 (Download Stamp Certificate Control List), and other resources like Online Demo, FAQs, and Tax Tools. The main content area is titled 'Stamping of Share Transfer Document' and 'Print Stamp Certificate Control List'. It provides instructions for Step 2 and two input fields: 'Charge No.' and 'Transaction Reference No.', both with a note to omit the '-' sign. A 'Submit' button is located at the bottom right of the input area, circled in red. The page is labeled 'Step 2 of 3'.

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.

The screenshot shows the GovHK website interface for Step 3. The sidebar on the left is updated to show Step 3 as the active step. The main content area is titled 'Stamping of Share Transfer Document' and 'Print Stamp Certificate Control List'. It displays a success message: 'Your request has been successfully proceeded. Please download and print the Stamp Certificate Control List.' Below the message are two buttons: 'Download Stamp Certificate Control List' (circled in red) and 'Print Another Stamp Certificate Control List'. The page is labeled 'Step 3 of 3'.

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)>
```

**BULK 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.

BULK 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)

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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)

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	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)

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	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)

BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
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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)

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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)

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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)

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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)

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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)

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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)

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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)

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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	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_4			TRANSFER_PARTY	X(30)
		ENG_CORR_ADDR_5			TRANSFER_PARTY	X(30)

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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)

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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)

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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)	

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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)

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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 99999999999999.999 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)

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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)

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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)

BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER)
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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)

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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)

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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)

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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 999999999999.99 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 999999999999.99 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 999999999999.99 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)

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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 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)

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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)