

# 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.



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

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

The screenshot displays the GovHK website interface. On the left is a navigation menu with categories like 'Online Demo', 'FAQs', 'Tips and Tools', 'Related Information', 'Contact Us', and 'eTAX Help Desk'. The main content area is titled 'Submit Stamping Application' and lists various document types: Property, Initial Stamping of Agreement / Assignment, Subsequent Agreement / Assignment, Tenancy Agreement, Share, and Share Transfer Document. Below this is the 'Upload Stamping Applications in Bulk' section, which lists 'Property ( Please refer to the notes)', 'Initial Stamping of Agreement / Assignment', 'Tenancy Agreement', 'Share ( Please refer to the notes)', 'Share Transfer Document (Listed Shares)', and 'Share Transfer Document (Unlisted Shares)'. The word 'notes' in the 'Share' entry is circled in red.

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

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- ◆ 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⟩

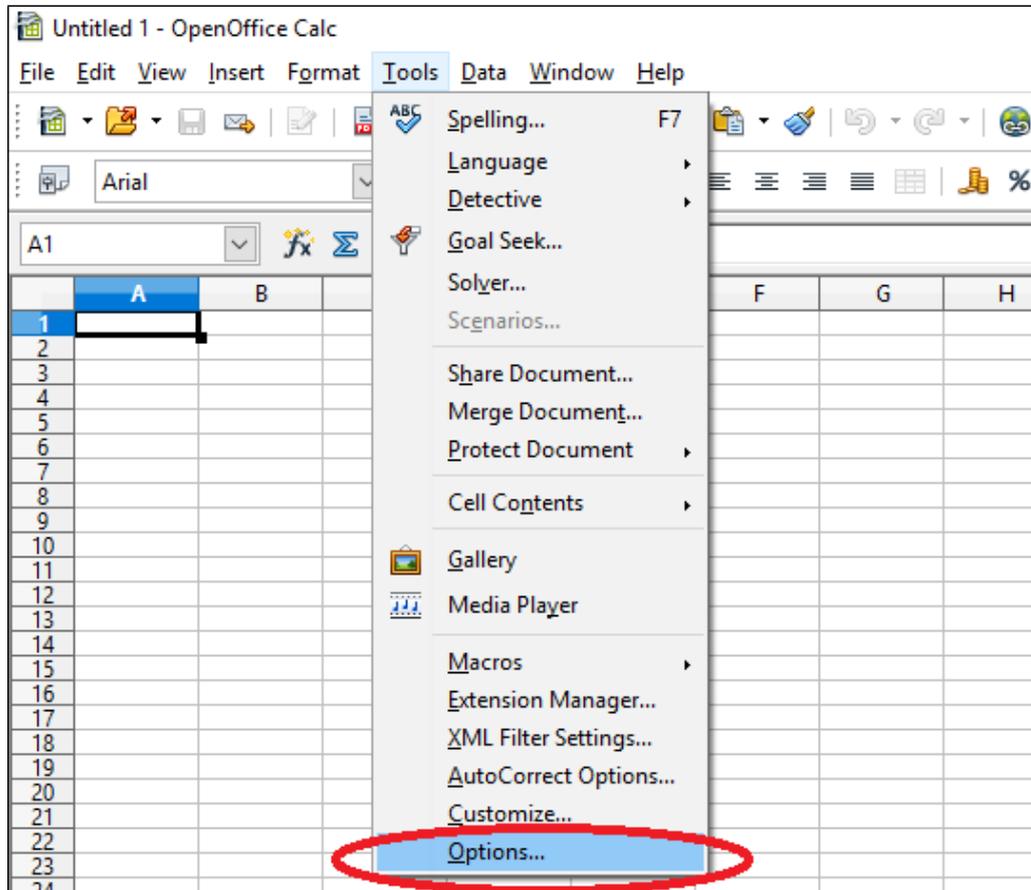
For details, please refer to the [Upload Stamping Request User Guide](#)

[Close](#)

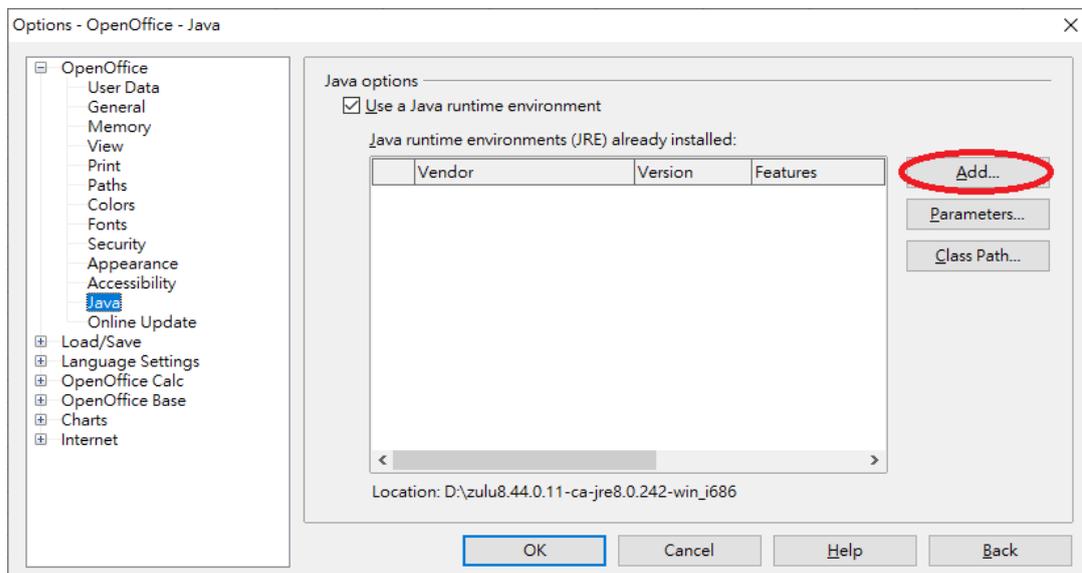
## BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

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

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

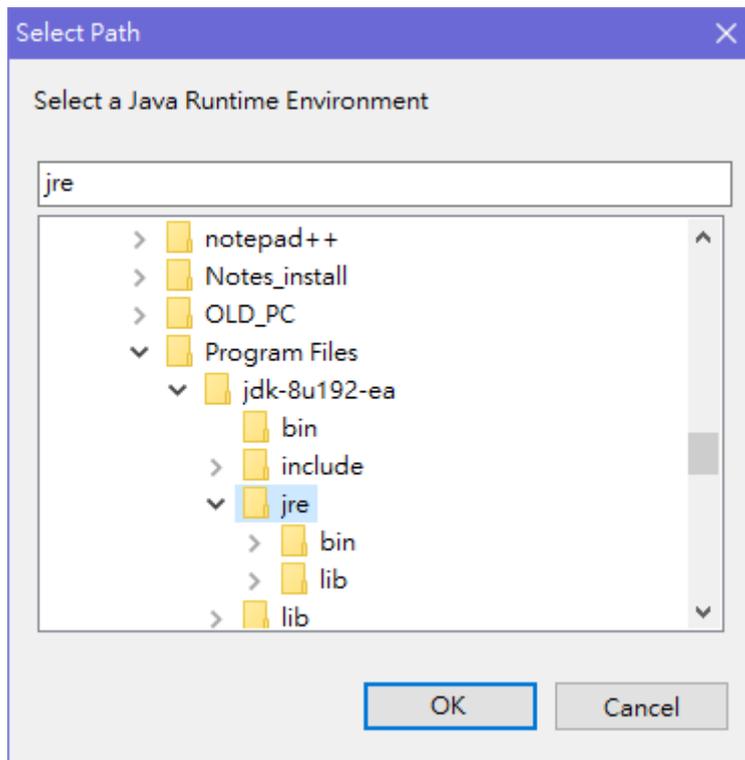


Select “**Java**”, click “**Add**” to select the installed JRE (version 1.8.0 or above) from pop-up window.

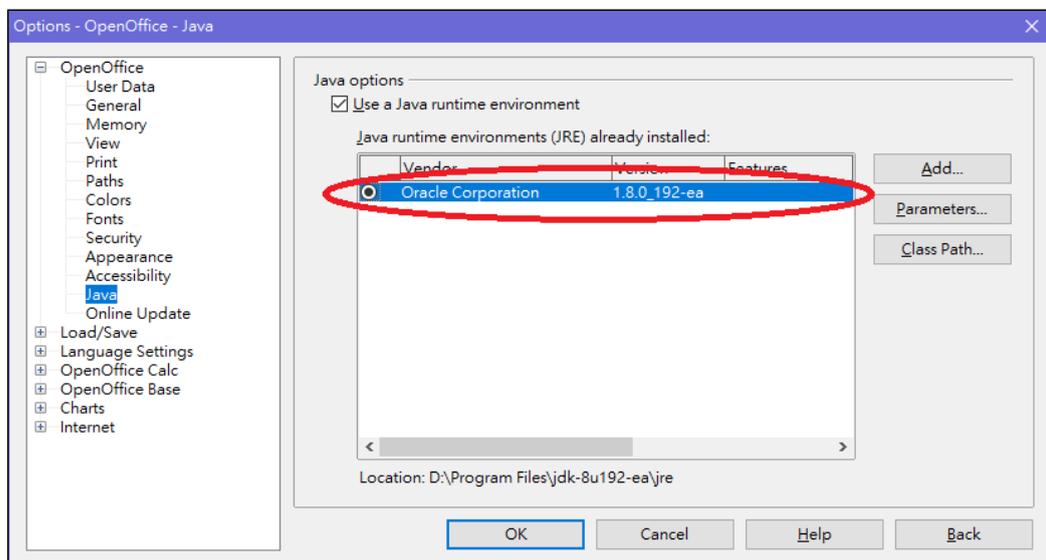


## BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

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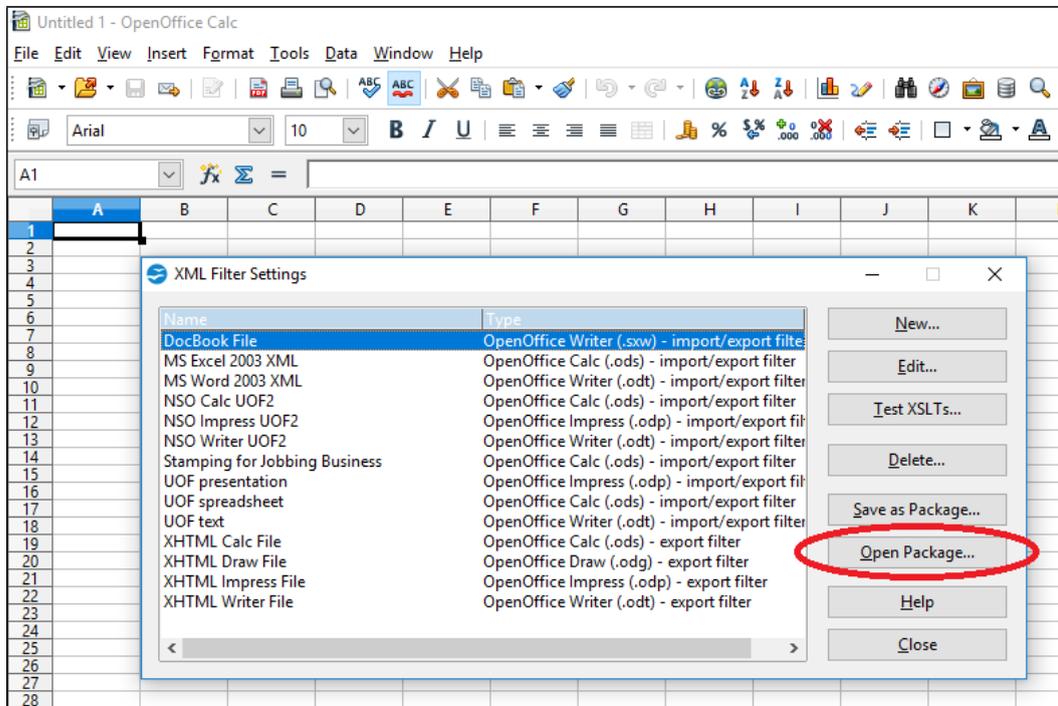
Select the correct JRE version and click “OK”. For OpenOffice 32-bit Windows version, please select the 32-bit JRE version.



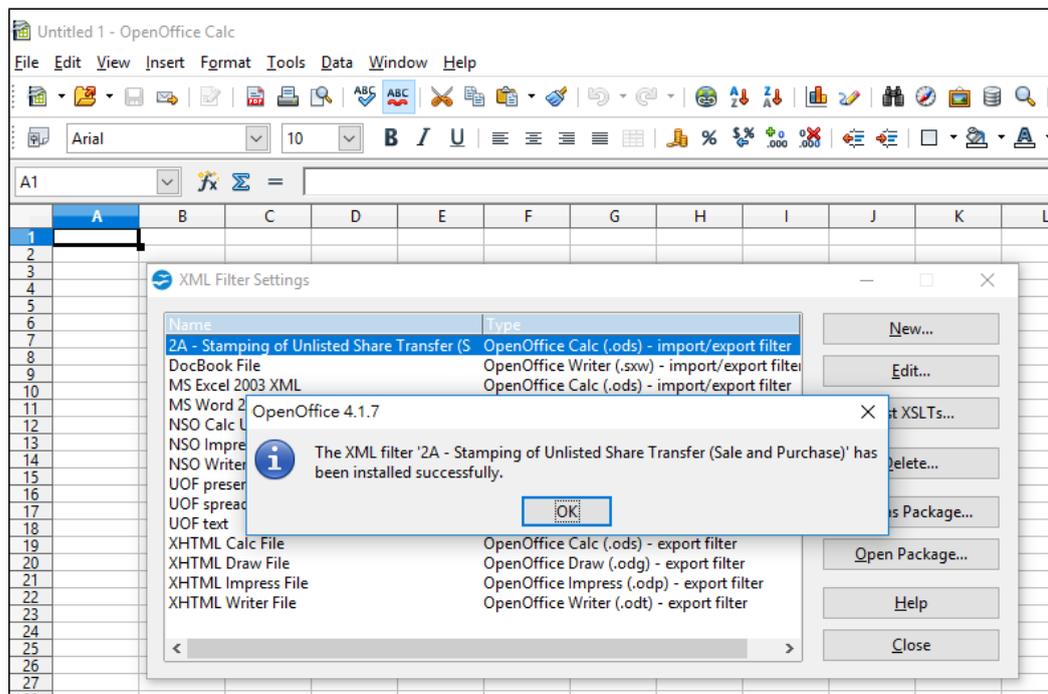
## BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

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				
Common_details / Stamping_details /							

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

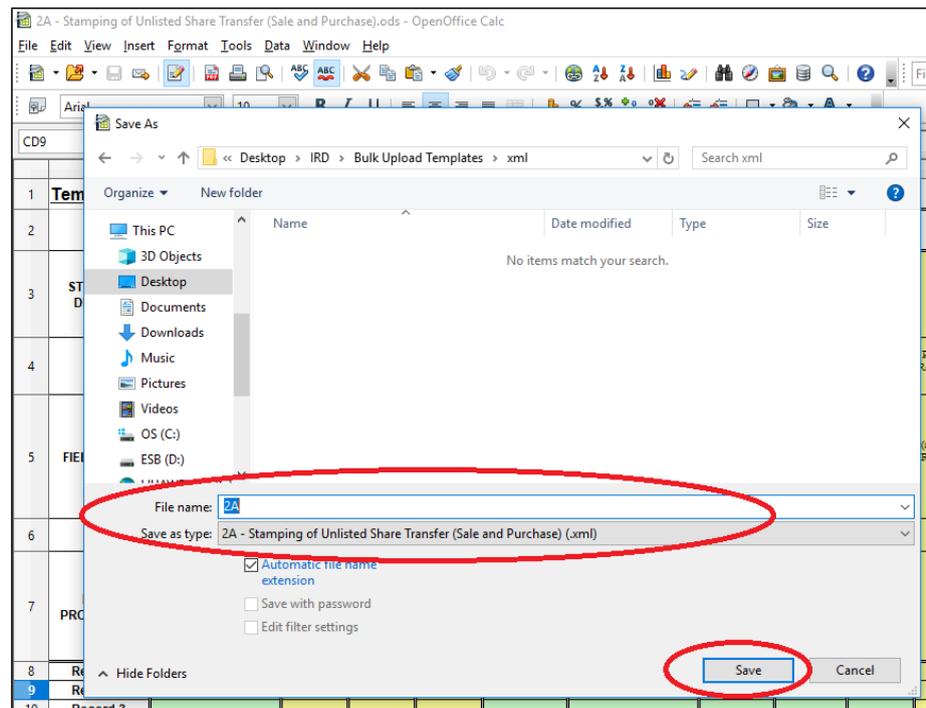
The content in the row “COMMON DATA” of the worksheet “Common\_details” will be copied to the worksheet “Stamping\_details”. You can repeat above steps to append more rows as needed.

Template for bulk upload (Transfer of listed shares by way of sale and purchase)						
1. Transfer Type		2. Details of the Transaction				
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
Record 1		1 Y	Y	Y	20200816	H
Record 2		1 Y	Y	Y	20200816	H
Record 3						
Record 4						
Record 5						
Record 6						
Record 7						
Record 8						
Record 9						
Record 10						
Record 11						
Record 12						
Record 13						
Record 14						
Record 15						

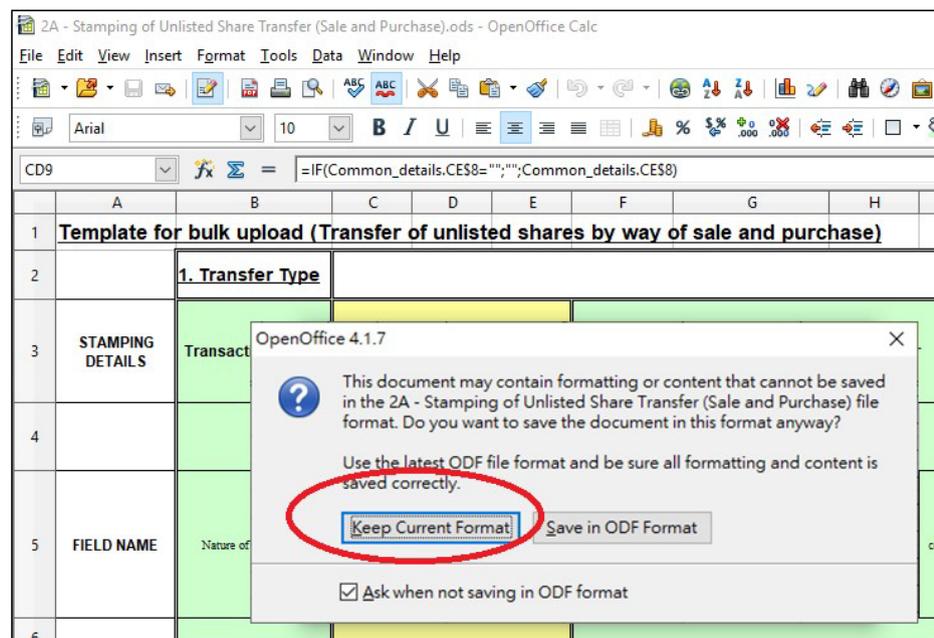
## BULK UPLOAD STAMPING REQUEST USER GUIDE (SHARE TRANSFER) USING UPLOAD TEMPLATE

### 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

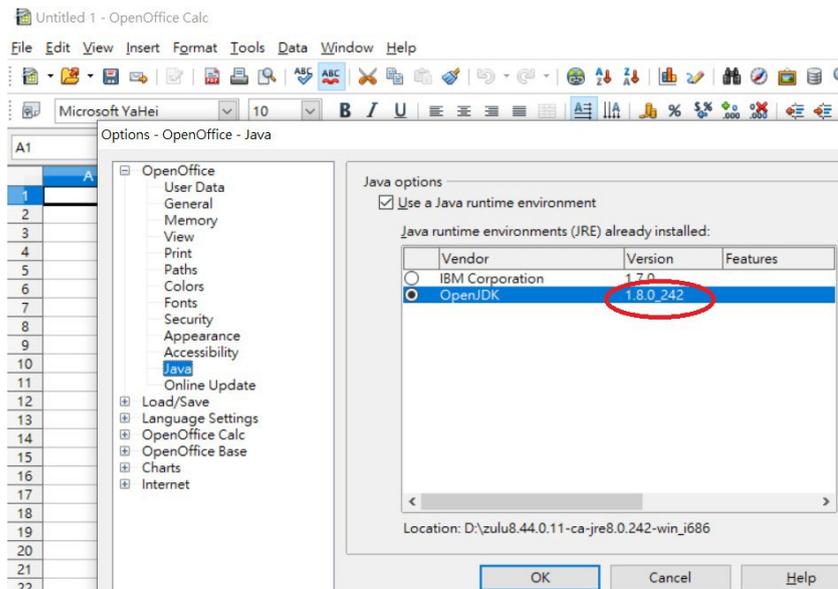
Q1. What should I do if “Write Error” is shown when I save the file as XML format?

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 displays the GovHK eTAX portal interface. At the top, the logo 'GovHK 香港政府一站通' is visible on the left, and '繁體' (Traditional Chinese) is on the right. Below the logo is a green navigation bar with 'Exit' on the right. The main content area is titled 'Please select method of authentication' and contains several radio button options: 'E-Stamp Account Number' (with fields for 'Password' and 'eTAX Password'), 'Taxpayer Identification Number' (with an 'eTAX Password' field), 'iAM Smart', and 'Digital Certificate'. There are two buttons: 'Forgot Password' and 'Apply for eTAX Password'. Below the options is an 'Attention:' section with text regarding revised Terms and Conditions. On the left side, there is a vertical menu with categories like 'Online Demo', 'FAQs', 'Tips and Tools', 'Related Information', 'Contact Us', 'eTAX Help Desk', and 'Performance Pledge'. At the bottom right of the main content area, a red 'Submit' button is circled in red.

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 displays the GovHK eTAX portal interface. At the top left, the logo reads 'GovHK 香港政府一站通'. To the right of the logo is a '繁體' (Traditional Chinese) language selector. Below the logo is a green navigation bar with an 'Exit' button. On the left side, there is a vertical menu with categories: '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 features a green header for 'Stamping of Share Transfer Document' with an 'eTAX' logo. Below this, it states 'Stamping in Bulk (Unlisted Shares)' and 'It may take 5-20 minutes to complete the applications.' The process is broken down into 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); 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.

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

## Step 1: Read Important Notes

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

The screenshot displays the GovHK website interface for the e-Stamping service. The header includes the GovHK logo and the text '香港政府一站通'. A navigation menu on the left lists various services, with 'Step 1 Read Important Notes' highlighted. The main content area is titled 'Important Notes' and contains a welcome message and a list of eight instructions for users. A 'Begin Application' button is prominently displayed at the bottom right of the main content area, circled in red. The page is identified as 'Step 1 of 5'.

**GovHK 香港政府一站通** 繁體

**Exit**

**Step 1**  
Read Important Notes Back to Menu

**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
- Extension Granted to e-Fileers
- Tax Return & Guide
- Assessment
- Payment
- eTAX Terms & Conditions
- eTAX Security Statement

**Contact Us** →

**eTAX Help Desk** →

**Performance Pledge** →

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 for the 'Stamping of Share Transfer Document' process. The page is titled 'Step 2 - Enter Details and Upload Data File' and is part of a 5-step process. The current step is highlighted in orange in the left sidebar. The main content area includes sections for 'Applicant Particulars' and 'Upload File'. The 'Applicant Particulars' section contains input fields for 'Applicant Name (Please omit prefix):', 'Applicant Capacity:' (with radio button options: Transferor, Transferee, Transferor and Transferee, Legal Representative, 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' button and an 'Upload' button. At the bottom right, there are 'Clear' and 'Continue' buttons, with the 'Continue' button circled in red. The page footer indicates 'Step 2 of 5'.

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

FAQs

Tips and Tools

Allowances

Tax Rate

Tax Computation

Exchange Rate

Related Information

Budget Proposal

Extension Granted to

**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**

**Applicant Particulars**

Applicant Name (Please omit prefix):

Applicant Capacity:

- Transferor
- Transferee
- Transferor and Transferee
- Legal Representative
- Other

Email address (optional):

Telephone No. (optional):    
Country Code

**Upload File**

Data File\*:  未選擇任何檔案

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

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.

The screenshot shows the 'Stamping of Share Transfer Document' interface. It includes a sidebar with navigation steps (Step 1 to Step 5) and a main content area. An error message is displayed at the top: 'Upload stamping application(s) data invalid. Please click "Rejection reason(s)" for details. [686-E-B001]'. Below this, a summary table shows the results of the upload file processing. The table indicates that 1 record was rejected, and the 'Rejection reason(s)' link is circled in red. A note at the bottom states: 'If there is any rejected record, please exit the application, rectify all the errors in the data file and then upload again.'

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' .

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

The screenshot shows a pop-up error message window. It contains a table with the following data:

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' .

Buttons for 'Close' and 'Print' are located at the bottom of the window.

## 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)**.

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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

Extension Granted to e-Filers

Tax Return & Guide

Assessment

Payment

eTAX Terms & Conditions

eTAX Security Statement

Contact Us

eTAX Help Desk

Performance Pledge

Back to Menu

### 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	<input type="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 for 'Stamping of Share Transfer Document'. The page is titled 'Stamping in Bulk (Unlisted Shares)'. The current step is 'Step 4 - Payment'. The transaction details are as follows:

Your Transaction Reference Number is:	6862 0072 9464 1831
The Total Amount Payable is:	HK\$ 420.00

At the bottom right, there are three buttons: 'Print', 'Save', and 'Pay Now'. The 'Pay Now' button is circled in red. Below it, the text 'Step 4 of 5' is visible. On the left side, there is a vertical navigation menu with steps 1 through 5. Step 4 is highlighted in orange.

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 'Stamping of Share Transfer Documents'. The page is titled 'Please select the payment method:'. The transaction details are as follows:

Type of Service	Stamping of Share Transfer Documents
Transaction Date	29-07-2020
Transaction Reference Number	6862 0072 9464 1831
Total Amount	HK\$ 420.00

Under 'Payment Method\*', there are five radio button options with corresponding logos:

- FPS
- JCB
- mastercard
- VISA
- UnionPay 銀聯
- PPS 繳費靈

At the bottom right, there are two buttons: 'Cancel Payment' and 'Pay'. The 'Pay' button is circled in red. On the left side, there is a vertical navigation menu with various links like 'FAQs', 'Tips and Tools', 'Allowances', etc.

**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

[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 pended until you have settled the payment.

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

**GovHK 香港政府一站通** 繁體

Exit

**Step 1** Read Important Notes Back to Menu

**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

**Stamping of Share Transfer Document**

Stamping in Bulk (Unlisted Shares)

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

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

Your Transaction Reference Number is: 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 is: HK\$420.00

The Charge Number for Payment is: 7-21-3-9002963-8

Please download and print the Payment Notice:

**Download Payment Notice**

**FAQs** →

**Tips and Tools**

- Allowances
- Tax Rate
- Tax Computation
- Exchange Rate

**Related Information**

- Budget Proposal
- Extension Granted to e-Filers
- Tax Return & Guide

Notes:

1. You can also re-print the Payment Notice later through the "Printing of Payment Notice" service by inputting the Charge Number or the Transaction Reference Number.
2. For Stamp Certificate Control List, it is available online via "Printing of Stamp Certificate Control List" within 2 working days after settlement of payment and you can download it afterwards.
3. For Stamp Certificate, it is available online via "Printing of Stamp Certificate" within 2 working days after settlement of payment and you can download it afterwards.

Instrument Reference Number:  
Please download the pdf file below for record purpose.

**Instrument Reference Number**

**Submit Another Application** **Print** **Save**

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](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 website interface. At the top, there is a header with 'GovHK 香港政府一站通' and a language selector set to '繁體'. Below the header is a navigation bar with 'Exit' and 'Back to Menu' buttons. A left sidebar contains a menu with items like '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', and 'eTAX Security'. The main content area features the 'Inland Revenue Department' logo and the text 'Print Stamp Certificate Control List'. Below this, 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 'Continue' button is highlighted with a red circle 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 and navigation bar are the same as in the previous screenshot. The left sidebar now highlights 'Step 1: Read Important Notes'. 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 'Begin Application' button is highlighted with a red circle 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”.

GovHK 香港政府一站通 繁體

Exit

Step 1  
Read Important Notes

Step 2  
Enter Any One Item for Retrieval

Step 3  
Download Stamp Certificate Control List

Online Demo →

FAQs →

Tips and Tools

Allowances

Tax Rate

Tax Computation

Stamping of Share Transfer Document

Print Stamp Certificate Control List

Step 2 - Enter Any One Item for Retrieval [Instructions](#)

Please fill in the information below:  
(Note: You can use this service to re-print your previous Stamp Certificate Control List(s) or to obtain your Stamp Certificate Control List after payment.)

Charge No.:  (Please omit "-" sign)

Transaction Reference No.:

**Submit**

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.

GovHK 香港政府一站通 繁體

Exit

Step 1  
Read Important Notes

Step 2  
Enter Any One Item for Retrieval

Step 3  
Download Stamp Certificate Control List

Online Demo →

FAQs →

Stamping of Share Transfer Document

Print Stamp Certificate Control List

Step 3: Download Stamp Certificate Control List

Your request has been successfully proceeded.  
Please download and print the Stamp Certificate Control List.

**Download Stamp Certificate Control List** Print Another Stamp Certificate Control List

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.

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

---

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)>
```

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

---

### 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
All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.						
The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	Type of transaction, content should be filled with 1-character short code only, must be "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)

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

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

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

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

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

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

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

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

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution  All transactions should bear the same execution date.  Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only:  Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong  All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of Shares	NUM_SHARES	Number of shares under transfer  The input should be greater than 0 and up to 9999999999.9 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)

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

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

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

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

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

**A.3 LISTED SHARE TRANSFER (CHANGE OF NOMINEE)**

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Date of Execution	EXECUTION_DATE	Date of execution  All transactions should bear the same execution date.  Format should be YYYYMMDD.	Mandatory		9(8)
	Place of Execution	EXECUTION_PLACE	Place of execution, content should be filled with 1-character short code only:  Short Code – description ----- “H” – Hong Kong “O” – Outside Hong Kong  All transactions shall be executed either in Hong Kong, or outside Hong Kong.	Mandatory		X(1)
	Number of shares	NUM_SHARES	Number of shares under transfer  The input should be greater than 0 and up to 9999999999.9 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)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Nominee Indicator	NOMINEE_IND	Indicator of whether the transfer is for appointment of nominee or change of nominee which does not involve a change in beneficial ownership. Content should be filled with 1-character short code only, must be "Y":  Short code – description ----- "Y" – Yes "N" – No	Mandatory		X(1)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only:  Short Code – description ----- "S" – Transferor "B" - Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4.  Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name  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)	

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

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

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

**A.4 UNLISTED SHARE TRANSFER (SALE AND PURCHASE)**

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.						
The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count.  Content value should be from 1 to 1666 (= max 4998 instruments)	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 "2":  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)

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

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

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

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

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

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subscription Price (per Share)	PRICE_PER_SHARE	Subscription price (per share)  Input should be greater than 0 and up to 999999999999.99 and may have 2 decimal places.  PRICE_PER_SHARE X NUM_SHARE should be less than 99999999999.99	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 999999999999.99 and may have 2 decimal places.			9(16,2)
	Total Liabilities	TOTAL_LIABILITIES	Total liabilities  Input should be greater than 0 and up to 999999999999.99 and may have 2 decimal places.			9(16,2)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Number of Issued Shares	ISSUED_SHARE	Number of issued shares  The input should be greater than 0 and up to 999999999999.			9(12)
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only:  Short Code – description ----- “S” – Transferor “B” – Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence Number indicating the party number. Content value should be from 1 to 4.  Same number indicated in PARTY_TYPE.	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name  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_	TRANSFER_PARTY	X(9)
	Passport Number	PASSPORT_NO	Passport Number - for individual without Hong Kong identity card  Input alphanumeric characters.	NO, BRN or OTHER_COMPANY_NO	TRANSFER_PARTY	X(30)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Business Registration Number	BRN	Business registration number Input numbers.		TRANSFER_PARTY	9(8)
	Other Company Number	OTHER_COMPANY_NO	Other company number Input alphanumeric characters.		TRANSFER_PARTY	X(30)
	Correspondence Address	ENG CORR ADDR 1	For English correspondence address, maximum 30 characters allowed every line.	Mandatory	TRANSFER_PARTY	X(30)
		ENG CORR ADDR 2			TRANSFER_PARTY	X(30)
		ENG CORR ADDR 3			TRANSFER_PARTY	X(30)
		ENG CORR ADDR 4	For Chinese correspondence address, maximum 20 Chinese characters every line. (Only line 1 to 3 is allowed.)		TRANSFER_PARTY	X(30)
		ENG CORR ADDR 5			TRANSFER_PARTY	X(30)

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TRANSACTIONS. For each record, the content should be included in block TRANSACTION.</p> <p>The maximum number of the repeating group TRANSFER_PARTY in each TRANSACTION is eight (four transferors and four transferees). Must enter at least one Transferor and one Transferee.</p>						
TRANSACTION						
	Transaction Number	TRANSACTION_NUM	Transaction number indicating the record count. Content value should be from 1 to 5000.	Mandatory		9(4)
	Nature of Transaction	TRANSACTION_NATURE	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 "2":  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)

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

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

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

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subscription Price (per Share)	PRICE_PER_SHARE	Subscription price (per share)  Input should be greater than 0 and up to 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)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Party Type	PARTY_TYPE	Type of party Content should be filled with 1-character short code only:  Short Code – description ----- “S”- Transferor “B”- Transferee	Mandatory	TRANSFER_PARTY	X(1)
	Sequence Number	SEQ_NO	Sequence number indicating the party number. Content value should be from 1 to 4.  Same number indicated in PARTY_TYPE	Mandatory	TRANSFER_PARTY	9(1)
	Party English Name	ENG_NAME_1	Line1, Line2, Line3 of the party English name  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)

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

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