

# Upload Stamping Request User Guide

Version : 1.0

## **TABLE OF CONTENTS**

	Page
1. PURPOSE	1
2. SCOPE	2
3. HARDWARE AND SOFTWARE REQUIREMENT	3
3.1 HARDWARE REQUIREMENT	3
3.2 SOFTWARE REQUIREMENT	3
3.3 OTHER SOFTWARE REQUIREMENT FOR PREPARING UPLOAD DATA FILE	4
4. PREPARATION OF UPLOAD FILE	7
4.1 PRE-REQUISITE	7
4.2 UPLOAD FILE PREPARATION	7
4.2.1 Using Custom-Developed Applications	7
4.2.2 Using Upload Data Preparation Template	8
5. UPLOAD STAMPING REQUEST	13
5.1 PRE-REQUISITE	13
5.2 UPLOAD DATA FILE	13
5.3 SUBMIT UPLOAD RECORDS	18
6. USEFUL TIPS AND TROUBLE-SHOOTING Q&A	20
6.1 USEFUL TIPS	20
6.2 TROUBLE-SHOOTING Q&A	20
7. STAMPING REQUEST UPLOAD FILE - DATA SPECIFICATION	22
Appendix A. DESCRIPTION OF DATA SPECIFICATION	28

## **1. PURPOSE**

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

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

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

## **2. SCOPE**

The scope of this document includes the procedure to upload property transfer stamping requests and tenancy agreement stamping requests through the e-Stamping service. It also covers the software and hardware requirements.

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

[http://www.ird.gov.hk/eng/ese/e\\_stamp.htm](http://www.ird.gov.hk/eng/ese/e_stamp.htm)

### **3. HARDWARE AND SOFTWARE REQUIREMENT**

#### **3.1 HARDWARE REQUIREMENT**

The minimum requirement of the computer for e-Stamping service is listed below:

- CPU: Pentium 500MHz compatible, or above
- RAM: 128MB or above
- Hard disk free space: 100MB or above
- Modem: 56Kbps or broadband (recommended)
- Monitor Resolution: best for 1024 x 768
- Printer (optional): for printing of acknowledgement page, payment notice and stamp certificate
- Smart Card Reader (optional): for reading eCert file stored in Smart ID card

#### **3.2 SOFTWARE REQUIREMENT**

The minimum software requirement of the computer for the e-Stamping service is listed below:

- Operating Systems
  - ✚ Microsoft Windows 2000 / XP
  - ✚ Microsoft Windows Vista
  - ✚ Apple Mac OS X
  - ✚ Linux
- Web Browsers (support 128-bit cipher strength)
  - ✚ Microsoft Windows XP / 2000
    - ✦ English/Chinese Microsoft Internet Explorer 6.0
    - ✦ English/Chinese Microsoft Internet Explorer 7.0
    - ✦ English/Chinese Mozilla Firefox 2.0
  - ✚ Microsoft Windows Vista
    - ✦ English/Chinese Microsoft Internet Explorer 7.0 bundled
    - ✦ English/Chinese Mozilla Firefox 2.0
  - ✚ Apple Mac OSX
    - ✦ English/Chinese Mozilla Firefox 2.0
  - ✚ Linux
    - ✦ English/Chinese Mozilla Firefox 2.0
- Java Virtual Machine
  - ✚ Sun Microsystems 1.4.2.06 or later

### 3.3 OTHER SOFTWARE REQUIREMENT FOR PREPARING UPLOAD DATA FILE

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

User may prepare the upload file in two ways:

- Custom-develop applications to prepare XML data file directly based on the pre-defined **Data Specification**, one for Initial Stamping of Property Agreement / Assignment, and one for Stamping of Tenancy Agreement, in Document Type Definition (DTD); or
- Make use of the **Upload Data Preparation Template** and a pre-built **XML Filter Package** to convert data in the upload template into valid upload records in their computers through the use of free software **Openoffice.org Calc version 2.x (installed with Java Runtime Environment – JRE)**.

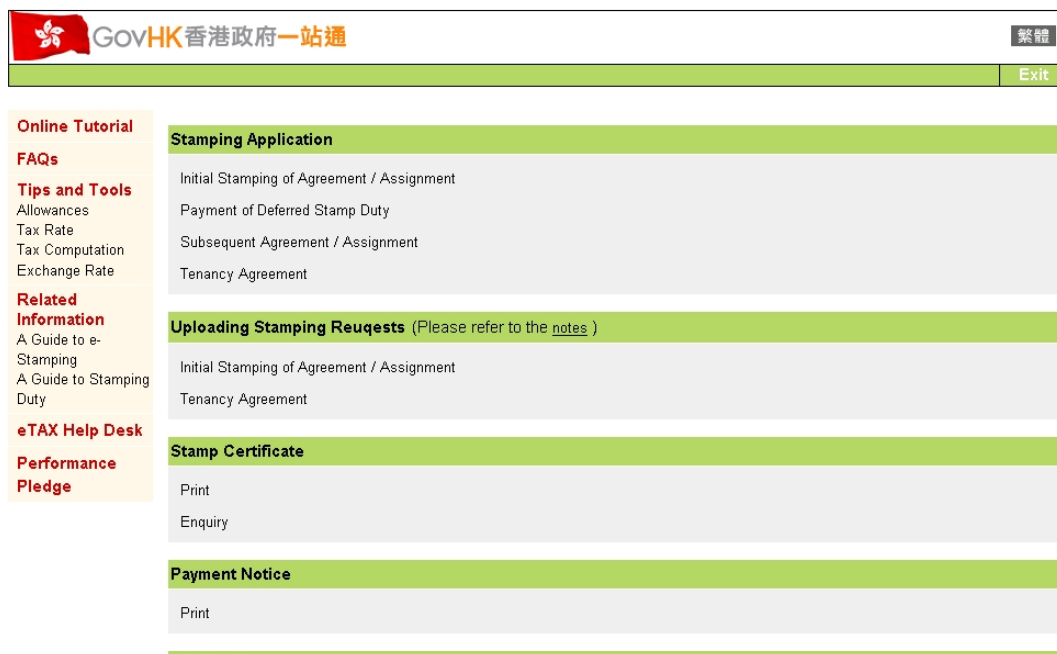
For the above mentioned software items, e.g. the Data Specification, Upload Data Preparation Template and the pre-built XML Filter Package, they can be downloaded through the e-Stamping service menu.

The free software Openoffice.org Calc version 2.x can be downloaded from <http://www.openoffice.org>. To run the pre-built XML Filter Package under Openoffice.org Calc, the Java Runtime Environment (JRE) software should also be installed. Detailed information on download and installation of the Openoffice.org Calc and the Java Runtime Environment (JRE) can be found in <http://www.openoffice.org> and <http://java.sun.com> respectively.

## Download of Data Specifications / Upload Template / XML Filter Package

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

**Step 1:** Press the notes besides the **Uploading Stamping Requests** feature in the e-Stamping service menu.



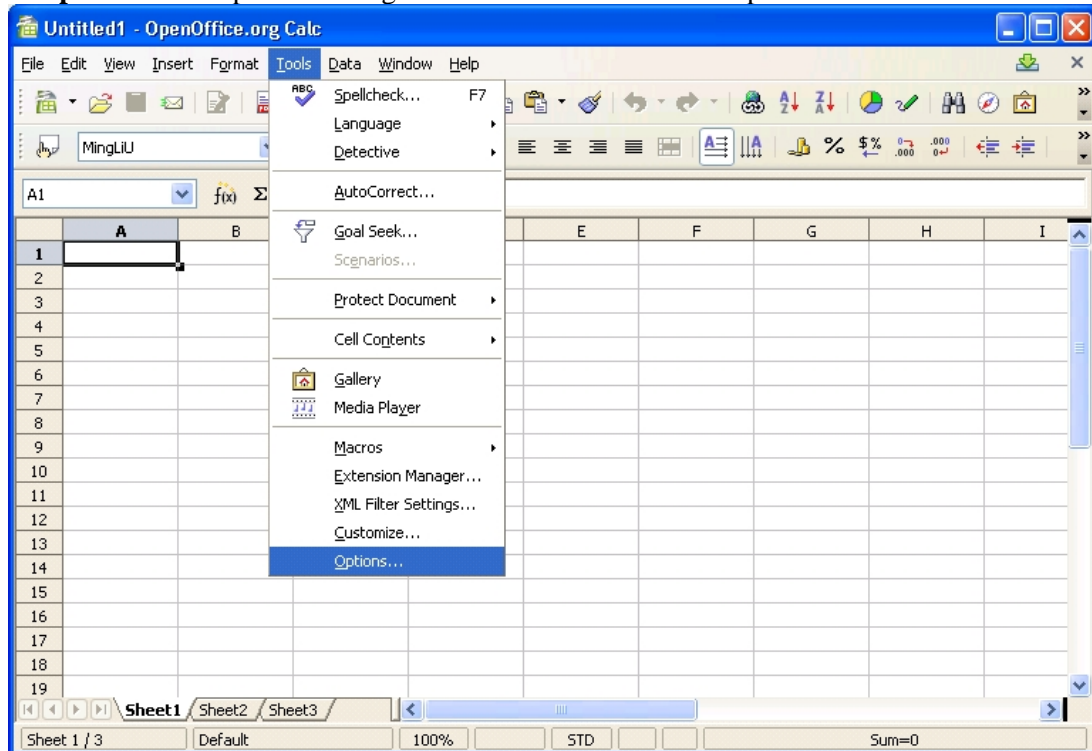
**Step 2:** A window will be popped-up and various resource files can be downloaded by clicking respective self-descriptive hyperlinks.



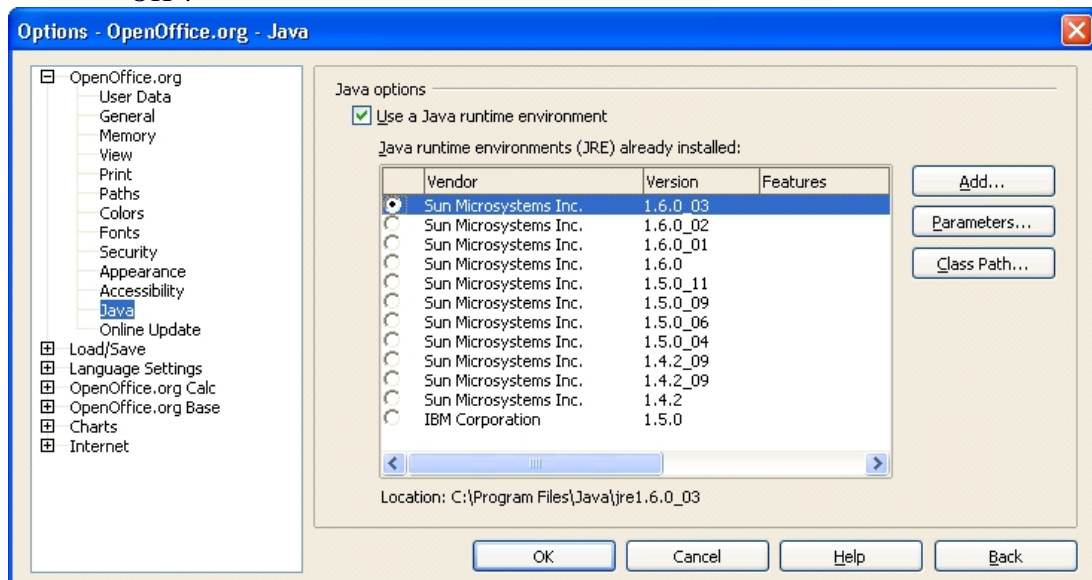
### Configuration of the Openoffice.org Calc

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

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



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





## 4. PREPARATION OF UPLOAD FILE

### 4.1 PRE-REQUISITE

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

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

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

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

### 4.2 UPLOAD FILE PREPARATION

#### 4.2.1 Using Custom-Developed Applications

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

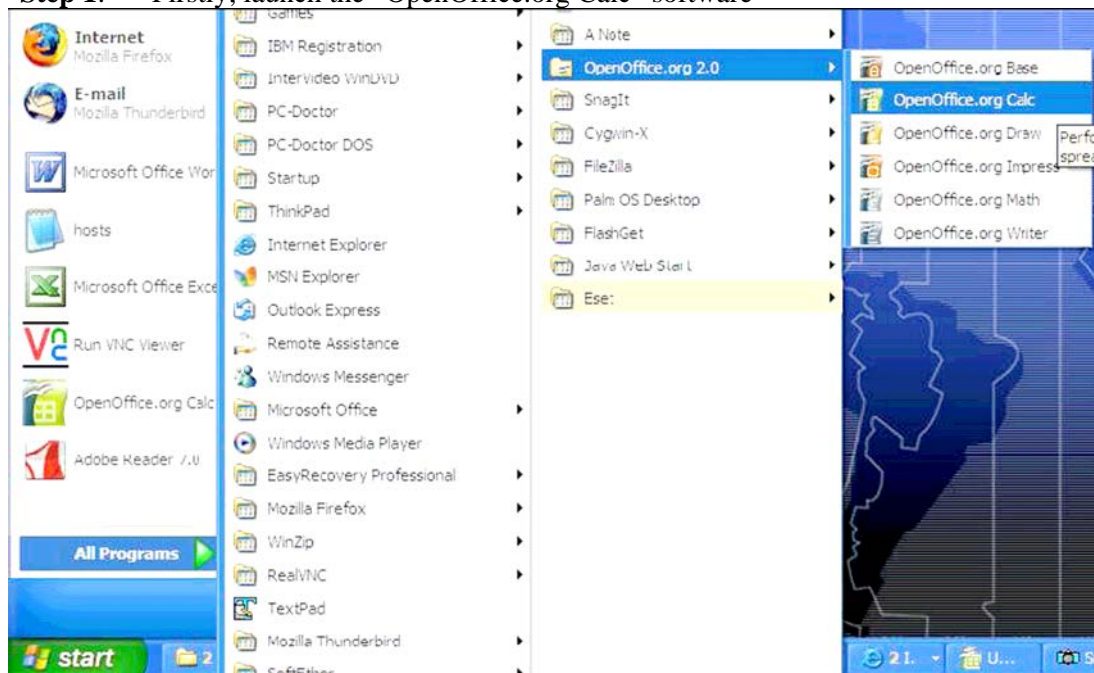
To ensure the generated upload file being acceptable by the stamping request upload function of the e-Stamping service, the prepared upload file has to comply with the pre-defined data specification file as mentioned in section 4.1. For detailed description of the data specification, please refer to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

## 4.2.2 Using Upload Data Preparation Template

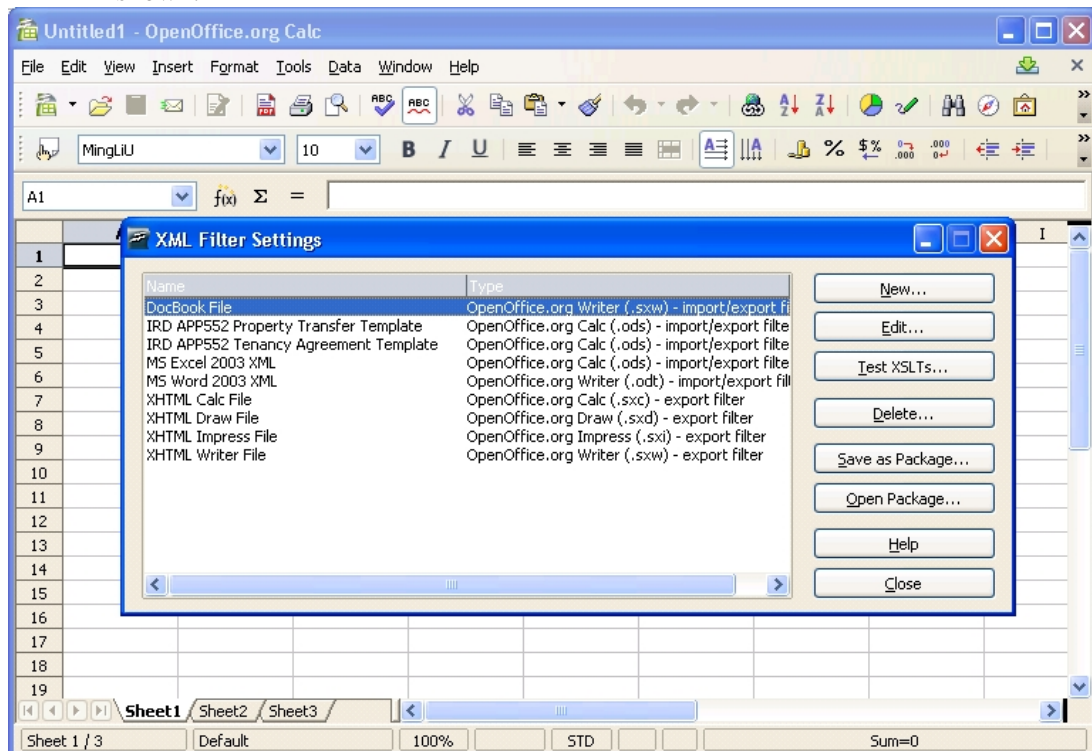
### 4.2.2.1 Installation

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

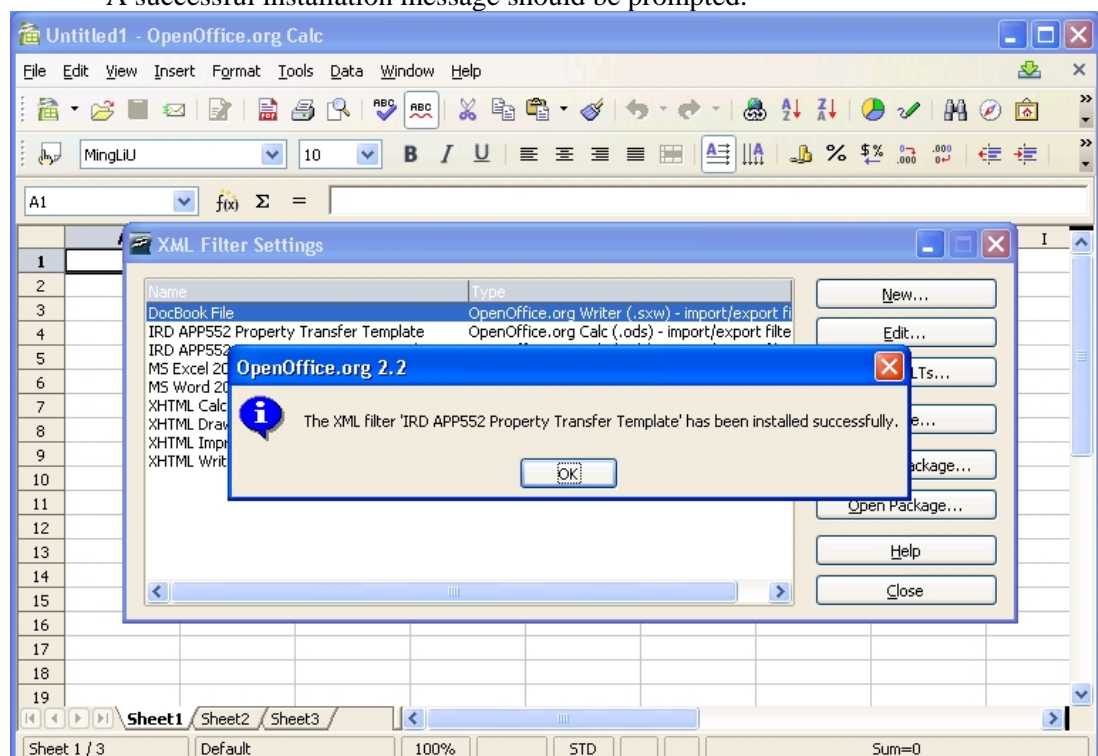
**Step 1:** Firstly, launch the “OpenOffice.org Calc” software



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



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



#### 4.2.2.2 Preparation of Upload Data

##### 1. Edit Template File

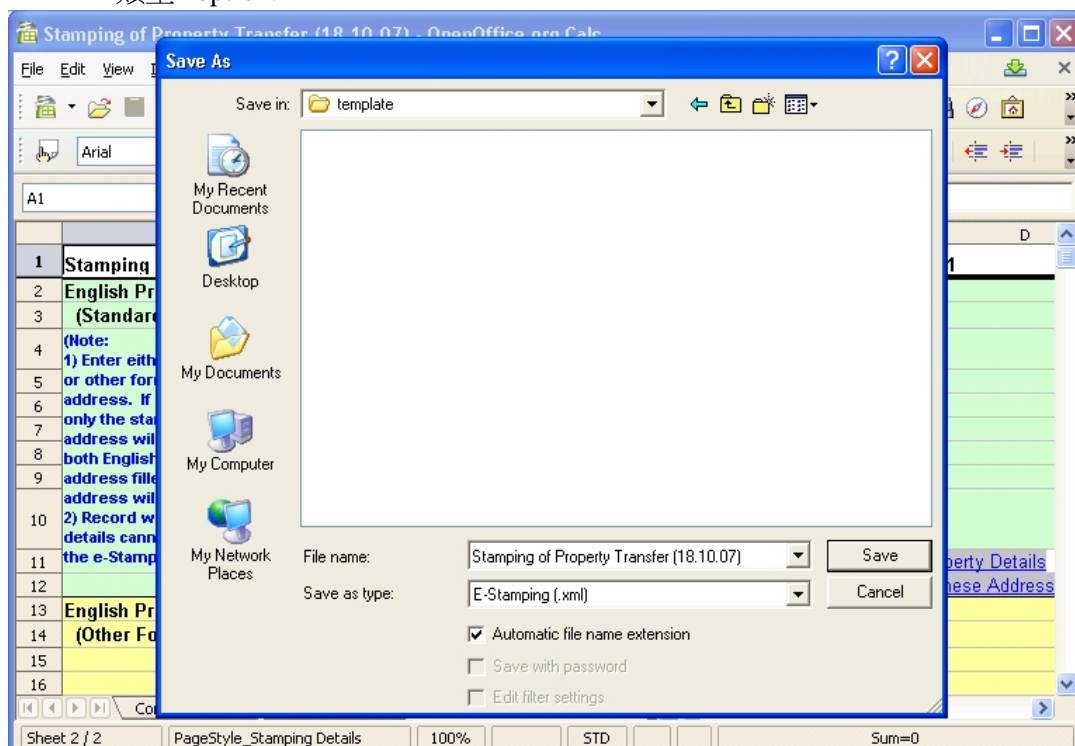
User can use either Openoffice.org Calc version 2.x or Microsoft Office Excel to open the Upload Data Preparation Template, and then follow the field instruction to fill up with the data to be uploaded. Each upload file may contain as many as 50 records or as little as 1 record. Records beyond the 50th record column will not be extracted for uploading. The template has input notes informing the data format of each field.

##### 2. Save Template File

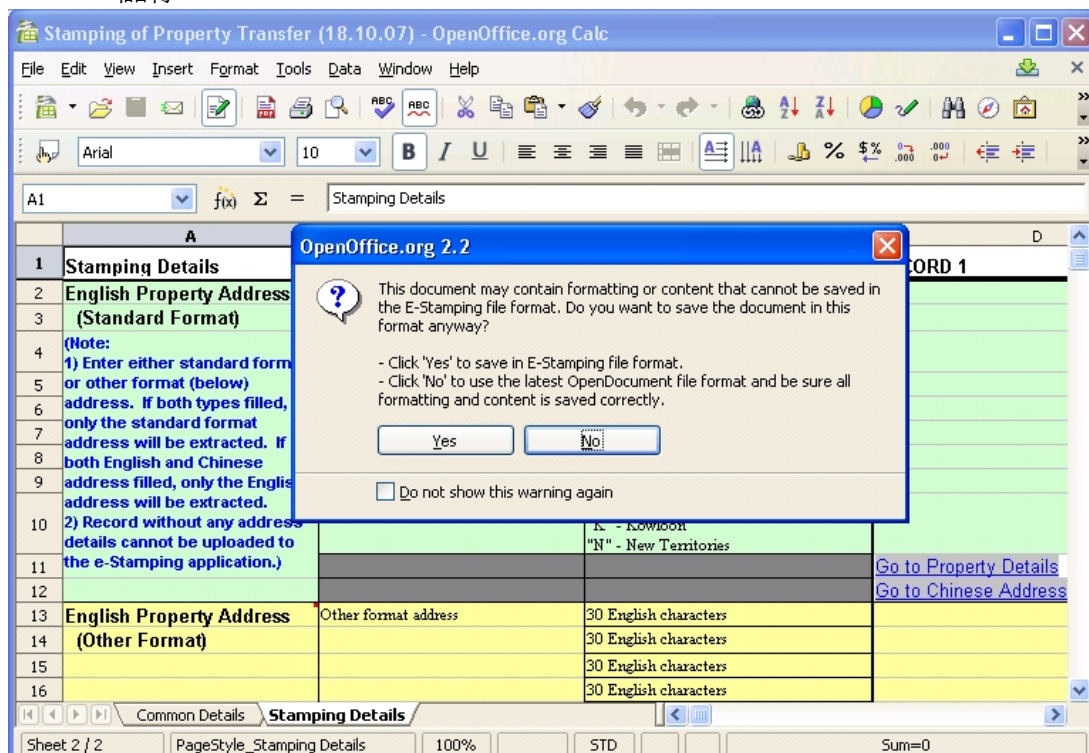
User may save the template file before converting it to XML file. The saved file can be retrieved for future use such that it may save time to input the same or similar information (e.g. for similar stamping requests in the same estate).

##### 3. Convert Upload File

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



**Step 2:** Enter a file name at the “Filename”/”檔名” field, and then click “Save”/”儲存” button.



A pop-up alert message will be prompted to remind user to save file into “E-Stamping” file format. If user wants to save the worksheet file before conversion, click “No” and return to the save menu where the file format can be selected again, otherwise, user should click “Yes” to proceed the conversion.

If there is no validation problem, a new file as named in “.xml” extension should be saved. This file can be used to upload into the application. The following table shows the content of a sample generated XML file:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE PROPERTY_TRANSFERS SYSTEM "Stamping%20of%20Property%20Transfer.dtd">
<PROPERTY_TRANSFERS version="1.0">
  <PROPERTY_TRANSFER>
    <APP_NAME_L1>ME</APP_NAME_L1>
    <APP_NAME_L2/>
    <APP_NAME_L3/>
    <APP_CAPACITY>RA</APP_CAPACITY>
    <APP_BRN_BRH/>
    <APP_REF_NO/>
    <APP_TEL_NO>82091929</APP_TEL_NO>
    <APP_FAX_NO>92920811</APP_FAX_NO>
    <INIT>
    <PTY_FLAT>C</PTY_FLAT>
    <PTY_FLOOR>5</PTY_FLOOR>
    <PTY_BLOCK_TOWER_IND>B</PTY_BLOCK_TOWER_IND>
    <PTY_BLOCK>A</PTY_BLOCK>
    <PTY_BLDG>WAN CHAI HOUSE</PTY_BLDG>
    <PTY_EST/>
    <PTY_STREET>WAN CHAI ROAD</PTY_STREET>
    <PTY_DISTRICT/>
    <PTY_AREA_CODE>H</PTY_AREA_CODE>
    <PTY_NATURE>2</PTY_NATURE>
  </PROPERTY_TRANSFER>
</PROPERTY_TRANSFERS>
```

```
<PTY_ASSIGN_PERCENT/>
<NUM_PTY/>
<LRPRN/>
<RATING_NO/>
<PTY_STATE>2</PTY_STATE>
<TENT_IND>V</TENT_IND>
<PURCH_COST_TOTAL>1000</PURCH_COST_TOTAL>
<PURCH_COST_STATED>100</PURCH_COST_STATED>
<PURCH_COST_MORT/>
<PURCH_COST_OTHER_PREMIUM/>
<PURCH_COST_CONFM_FEE/>
<PRICE_BELOW_MV_IND/>
<INST_NATURE>1</INST_NATURE>
<SHARE_SD_VENDOR/>
<SHARE_SD_PURCHASER/>
<SHARE_SD_OTHER/>
<DEFER_ELG_IND/>
<EXEC_DATE/>
<DUP_NUM/>
<PROV_AGREE_DATE/>
<AGREE_DATE/>
<OTHER_DATE/>
<VAL_DATE_IND/>
<DEVELOPER_IND/>
<TRANSFEROR_ACQUIRE_INST/>
<TRANSFEROR_ACQUIRE_DATE/>
<TRANSFEROR_ACQUIRE_COST/>
<TENT_START_DATE/>
<TENT_END_DATE/>
<TENT_RENT/>
<TENT_RATE_IND/>
<TENT_GOV_RENT_IND/>
<TENT_MAINT_IND/>
<TENT_MANAGE_IND/>
<TENT_MANAGE_CHG/>
<HAHS_1ST_PUR_DATE/>
<HAHS_INL_MKV/>
<HAHS_1ST_PUR_PRICE/>
</INIT>
<PARTIES_INIT>
<PARTY_TYPE>SV</PARTY_TYPE>
<SEQ_NO>1</SEQ_NO>
<ID_TYPE>H</ID_TYPE>
<ID>K1234567</ID>
<ENG_NAME_L1>WONG TAI SIN</ENG_NAME_L1>
<BUS_INCORP_PLACE>H</BUS_INCORP_PLACE>
<CORR_ADDR_L1>ONE ADDRESS</CORR_ADDR_L1>
<CORR_ADDR_TYPE>I</CORR_ADDR_TYPE>
</PARTIES_INIT>
<PARTIES_INIT>
<PARTY_TYPE>SP</PARTY_TYPE>
<SEQ_NO>1</SEQ_NO>
<ID_TYPE>P</ID_TYPE>
<ID>B0290191</ID>
<ENG_NAME_L1>PURCHASER 1</ENG_NAME_L1>
<CORR_ADDR_TYPE>P</CORR_ADDR_TYPE>
<OSHIP_TYPE>S</OSHIP_TYPE>
</PARTIES_INIT>
</PROPERTY_TRANSFER>
</PROPERTY_TRANSFERS>
```

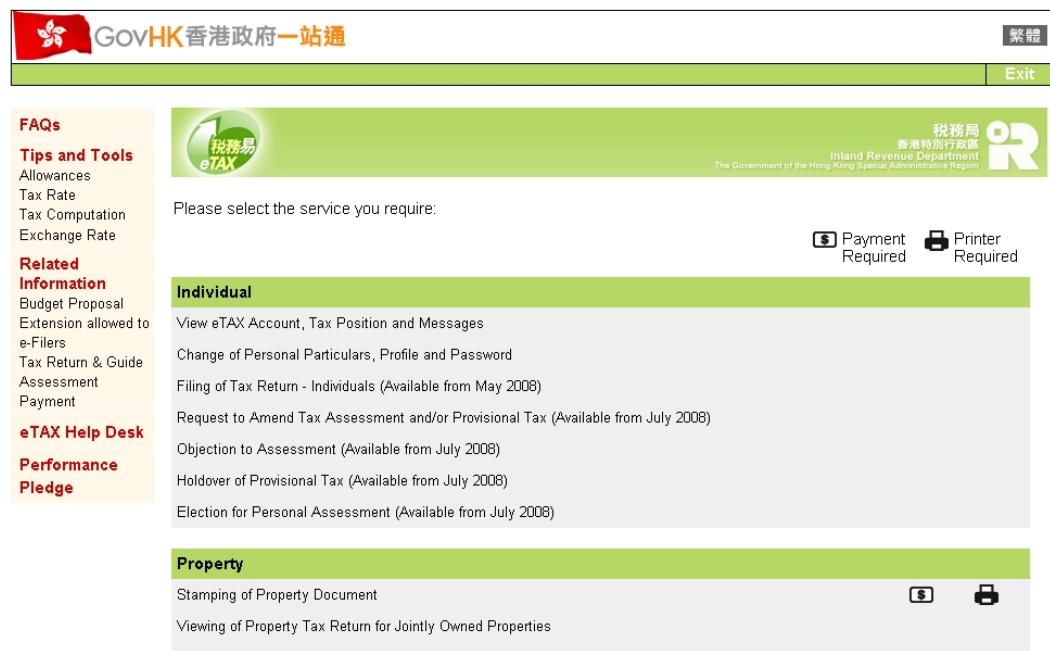
## 5. UPLOAD STAMPING REQUEST

### 5.1 PRE-REQUISITE

Before using the upload service, client's computer configuration should meet the minimum hardware and software requirements in section 3.

### 5.2 UPLOAD DATA FILE

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



**Step 2:** Click the “Stamping of Property Document” URL. The menu page of the e-Stamping service should be popped up.

 <b>GovHK</b> 香港政府一站通 <span>繁體</span>	
<span>Exit</span>	
<b>Online Tutorial</b> <b>FAQs</b> <b>Tips and Tools</b> Allowances Tax Rate Tax Computation Exchange Rate <b>Related Information</b> A Guide to e-Stamping A Guide to Stamping Duty <b>eTAX Help Desk</b> <b>Performance Pledge</b>	<b>Stamping Application</b>
	Initial Stamping of Agreement / Assignment Payment of Deferred Stamp Duty Subsequent Agreement / Assignment Tenancy Agreement
	<b>Uploading Stamping Requests</b> (Please refer to the <a href="#">notes</a> )
	Initial Stamping of Agreement / Assignment Tenancy Agreement
	<b>Stamp Certificate</b>
Print Enquiry	
<b>Payment Notice</b>	
Print	



**Step 3:** Click the URL (i.e. Initial Stamping of Agreement / Assignment or Tenancy Agreement) under the “Uploading Stamping Requests” feature. The client authentication page would be shown.

GovHK 香港政府一站通

繁體

Exit

Online Tutorial

FAQs

Tips and Tools

Allowances

Tax Rate

Tax Computation

Exchange Rate

Related Information

A Guide to e-Stamping

A Guide to Stamping Duty

eTAX Help Desk

Performance Pledge

稅務局  
eTAX  
香港特別行政區  
Inland Revenue Department  
The Government of the Hong Kong Special Administrative Region

Please select method of authentication

☐ E-Stamp Account Number

Password \*

☐ Taxpayer Identification Number

Password \*

☐ Digital Certificate

Forgot Password

Apply for Password

Submit

About GovHK | Copyright Notice | Privacy Policy | Disclaimer

Asia's world city HONG KONG

**Step 4:** After successful authentication, the screen for file upload would be shown:

GovHK 香港政府一站通

繁體

Exit

Back to Menu

Step 1  
Upload Stamping Request

Step 2  
Acknowledgement

Online Tutorial

FAQs

Tips and Tools

Allowances

Tax Rate

Tax Computation

Exchange Rate

Related Information

A Guide to e-Stamping

A Guide to Stamping Duty

eTAX Help Desk

Performance Pledge

Stamping of Property Document

Upload Stamping Request - Initial Stamping of Agreement / Assignment

Upload Stamping Request Acknowledgement

Step 1 - Upload Stamping Request

Instructions

Enter Data File Name:  Browse...

Upload data file must be in specified format.  
Remember to retrieve uploaded record for submission within 30 days.  
You may save up to 60 records.

Upload Back

Step 1 of 2

香港

**Step 5:** User should either enter the full path with filename of the prepared upload file or click the “Browse” button to get the upload filename. By clicking the “Upload” button, the service would validate the format of the upload file. If the upload file is not in acceptable format, error message will be shown as follows.

The screenshot shows the GovHK website interface. The top navigation bar includes the GovHK logo and the text 'GovHK 香港政府一站通'. The left sidebar contains a menu with items: Step 1 Upload Stamping Request, Step 2 Acknowledgement, Online Tutorial, FAQs, Tips and Tools (Allowances, Tax Rate, Tax Computation, Exchange Rate), Related Information (A Guide to e-Stamping, A Guide to Stamping Duty), eTAX Help Desk, Performance Pledge, and a Back to Menu button. The main content area displays an error message: 'Invalid batch upload file format. [552-E-1902]'. Below the error message, there is a section titled 'Stamping of Property Document' and 'Upload Stamping Request - Initial Stamping of Agreement / Assignment'. The 'Upload Stamping Request' section is highlighted, and the 'Step 1 - Upload Stamping Request' sub-section is active. A form field 'Enter Data File Name:' is visible with a 'Browse...' button. Below the form, a message states: 'Upload data file must be in specified format. Remember to retrieve uploaded record for submission within 30 days. You may save up to 60 records.' At the bottom right, there are 'Upload' and 'Back' buttons, and the text 'Step 1 of 2'.


User should then verify the validity of the upload file.

**Step 6:** After passing the file format validation, the system will process the records in the upload file one by one. During the processing period, the following screen will be shown.

The screenshot shows the GovHK website interface. The top navigation bar includes the GovHK logo and the text 'GovHK 香港政府一站通'. The left sidebar contains a menu with items: Step 1 Read Important Notes, Step 2 Enter Data File Name and Upload, Step 3 Receive Acknowledgement, Online Tutorial, FAQs, Tips and Tools (Allowances, Tax Rate, Tax Computation, Exchange Rate), Related Information (A Guide to e-Stamping, A Guide to Stamping Duty), eTAX Help Desk, Performance Pledge, and a Back to Menu button. The main content area displays the 'Progress Page' for 'Uploading Stamping Requests - Initial Stamping of Agreement / Assignment'. The page shows the progress of the upload process. The 'Upload file start time' is 2008-01-04 17:54:43. The 'Processing Filename' is C:\Projects\IRD\_TPS\Work Items\Stamp\Upload\Sample Data\Stamping of Property Transfer (30.11.07) v1 49 Records.xml. The 'Total rejected record(s)' is 8, and the 'Total accepted record(s)' is 0. A note states: '<Note>: Successfully uploaded record(s) will be stored as temporary saved record(s) in the system. You can go to the Retrieve Record(s) Screen to select the temporary saved record for submission individually.' At the bottom right, there is the text 'Step 2 of 3'.

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

**Step 7:** After the upload, the following acknowledgement screen will be displayed.


GovHK 香港政府一站通
繁體

Exit

Step 1  
Read Important Notes

Step 2  
Enter Data File Name and Upload

Step 3  
Receive Acknowledgement

Online Tutorial

FAQs

Tips and Tools  
Allowances  
Tax Rate  
Tax Computation  
Exchange Rate

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

Back to Menu

Stamping of Property Document

Uploading Stamping Requests - Initial Stamping of Agreement / Assignment

Step 3 - Receive Acknowledgement

Your upload file has been processed successfully.

Upload file start time:	2008-01-04 17:54:43
Filename:	Stamping of Property Transfer (30.11.07) v1 49 Records.xml
Total record(s) in the upload file:	49
Total rejected record(s):	49 <a href="#">Rejection Reasons</a>
Total accepted record(s):	0

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


Upload Another File

Retrieve Record

Print

Step 3 of 3

If there is are rejected records in the upload file, user may review the error message of the records by clicking the “Rejection Reasons” button at the right hand side of the rejected record count. After clicking the “Rejection Reasons” button, the error detail will be shown.



Error

- Every unuploaded record must have property address. [552-E-1903]
- Only some records can be successfully uploaded as you cannot keep more than 60 saved records in your account. [552-E-1905]

Close

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

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

### 5.3 SUBMIT UPLOAD RECORDS

**Step 1:** User can either start the e-Stamping service as mentioned in above section, or follow the session already started and back to the main menu by clicking the top right menu button. At the main menu page, click the “Initial Stamping of Agreement / Assignment” URL to process uploaded records of this type, go through client authentication process if required. Then, the following page should be shown. To submit uploaded tenancy agreement records, user should press the “Tenancy Agreement” URL instead.

The screenshot shows the GovHK e-Stamping service interface. At the top, there is a header with the GovHK logo and the text 'GovHK 香港政府一站通'. Below the header, there is a navigation bar with a 'Back to Menu' button. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of steps: Step 1 (Read Important Notes), Step 2 (Enter Details), Step 3 (Sign and Submit), Step 4 (Make Payment (if applicable)), and Step 5 (Receive Acknowledgement and Download Stamp Certificate/Payment Notice). Below the steps, there are links for 'Online Tutorial', 'FAQs', and 'Tips and Tools'. The main panel is titled 'Stamping of Property Document' and 'Initial Stamping of Agreement / Assignment'. It features a breadcrumb trail: 'Transaction Details' > 'Vendor Details' > 'Purchaser Details' > 'Confirmor Details'. Below the breadcrumb, there is a section for 'Step 2 - Enter Transaction' with a sub-section 'Enter Transaction'. A 'Retrieve Records' button is located in the top right corner of the main panel. The main panel also contains a section for 'Property Particulars' with a 'Property Address' field. The 'Property Address' field has a radio button for 'Standard Format' and a text input field. Below the text input field, there are fields for 'Flat / Room', 'Floor', 'Block', and 'Tower'. A note states: '[ Note: The selection of "Block/Tower" is only applicable to English Property Address ]'. There is also a 'Building' field with a text input field.

**Step 2:** Click the “Retrieve Records” button. The system will retrieve and show all the saved and uploaded records under the current authenticated account as follows:

The screenshot shows the GovHK E-Stamping Service interface. At the top, there is a header with the GovHK logo and the text 'GovHK 香港政府一站通'. Below the header, there is a navigation menu on the left with links to 'Online Tutorial', 'FAQs', 'Tips and Tools', 'Related Information', 'eTAX Help Desk', and 'Performance Pledge'. The main content area is titled 'Stamping of Property Document' and 'Initial Stamping of Agreement / Assignment'. Under the 'Retrieve Record' section, there is a button 'Retrieve previous online submission as Input template:' and a text input field for 'Instrument Reference Number:'. Below this, there is a section 'Retrieve saved / uploaded record(s):' with a note: 'These are the records you have saved / uploaded previously but not submitted to IRD yet. They are temporarily stored in the online system for 30 days.' There are three tabs: 'All', 'Saved', and 'Uploaded'. The 'All' tab is selected, showing a table of records. The table has columns: 'Date of Batch uploaded (DD/MM/YYYY HH:MM:SS)', 'Date of Record Saved (DD/MM/YYYY HH:MM:SS)', 'Batch Sequence', and 'Property Address'. A single record is shown with the following details: Date of Batch uploaded: 26/11/2007 12:00:58, Date of Record Saved: 26/11/2007 12:00:58, Batch Sequence: 1, and Property Address: Flat/Rm. C 5/F Block A, WAN CHAI HOUSE, WAN CHAI ROAD, HK.

Date of Batch uploaded (DD/MM/YYYY HH:MM:SS)	Date of Record Saved (DD/MM/YYYY HH:MM:SS)	Batch Sequence	Property Address
<input type="radio"/> 26/11/2007 12:00:58	26/11/2007 12:00:58	1	Flat/Rm. C 5/F Block A WAN CHAI HOUSE WAN CHAI ROAD HK

Those records previously uploaded have the upload date shown under the column “Date of Batch Uploaded”. User may select the desired record by checking the radio button at the left hand side of the record and then click the “Retrieve” button below the record list. The record will then be retrieved from the system. In the course of displaying the record, the system will also validate the data in each input field. If the retrieved record passes all validations, the sign & submit page will then be shown directly. User may then submit the stamping request. If the record fails any validation check, the earliest screen with error will be displayed with error message for user to rectify. User must then go through the rest of the input screens one by one until the sign and submit page is displayed.

## **6. USEFUL TIPS AND TROUBLE-SHOOTING Q&A**

### **6.1 USEFUL TIPS**

- 1 The XML filter for Initial Stamping released before 19-1-2008 should be uninstalled and replaced by the one downloaded from GovHK website.
- 2 Fill up instrument details in the Upload Data Preparation Template as far as possible to minimize the turnaround time for further input and amendment during submission of the stamping requests.
- 3 If there are common details (such as the vendors details and applicant details) for records within the same upload file, it is more convenient to use the “Common Worksheet” to input such data. By inputting data in the common worksheet, the input data will fill up the same field in all the 50 records in the “Stamping Details Worksheet” automatically. If the upload file does not have 50 records, user should delete all the data in the column after the last record (e.g. If the uploaded file has 25 records and the common data worksheet has been used to input common data, highlight the 26th record column and click delete. All data in the 26th record will then be removed. The system will stop uploading record after the 25th record. (Also see note 5 below)
- 4 Record without property address will not be regarded as a valid record and will be rejected during uploading.
- 5 In preparing the Upload Data Preparation Template, empty record(s) should not exist before any input record(s). The upload file generation will stop when an empty record is encountered. For example, if record 10 is empty, only record 1 to record 9 will be extracted from the template for upload record generation. (Also see note 3 above for situation where a column must be left blank)
- 6 Users are recommended to remove the unused temporarily saved record as early as possible. This will help reducing the response time in retrieving records and allowing space for subsequent save records. (Note: The e-Stamping service allows each account to keep at most 60 saved records. If the user has already saved 60 records in the system, no more new record can be saved or uploaded.

## 6.2 TROUBLE-SHOOTING Q&A

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

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

- Open “XML Filter Settings” under the “Tools” menu, highlight the installed XML Filter and click “Edit ...”, detail about the filter will be popped up, click at the “Transformation” tab, record the file path for the “DTD” / “XSLT for export” / “XSLT for import”, then click “Cancel” button at this popup to return to “XML Filter Settings” dialog box, finally click “Delete ...” button to remove the filter.
- Remove the 3 recorded files (in step 1) physically.

## 7. STAMPING REQUEST UPLOAD FILE – DATA SPECIFICATION

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

### Initial Stamping of Agreement / Assignment

```
<!ELEMENT PROPERTY_TRANSFERS (PROPERTY_TRANSFER*)>
```

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

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

```
<!ELEMENT PROPERTY_TRANSFER (APP_NAME_L1?, APP_NAME_L2?, APP_NAME_L3?, APP_CAPACITY?, APP_BRN_BRH?, APP_REF_NO?,  
APP_TEL_NO?, APP_FAX_NO?, INIT?, CONF_TRAN_INIT*, PARTIES_INIT*)>
```

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

```
<!ELEMENT APP_NAME_L1 (#PCDATA)>
```

```
<!ELEMENT APP_NAME_L2 (#PCDATA)>
```

```
<!ELEMENT APP_NAME_L3 (#PCDATA)>
```

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

```
<!ELEMENT APP_BRN_BRH (#PCDATA)>
```

```
<!ELEMENT APP_REF_NO (#PCDATA)>
```

```
<!ELEMENT APP_TEL_NO (#PCDATA)>
```

```
<!ELEMENT APP_FAX_NO (#PCDATA)>
```

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

```
<!ELEMENT INIT (PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK_TOWER_IND?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_STREET?,  
PTY_DISTRICT?, PTY_AREA_CODE?, PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_ADDR_L4?, PTY_ADDR_L5?, PTY_ADDR_L6?,  
PTY_ADDR_L7?, PTY_ADDR_L8?, PTY_ADDR_L9?, PTY_ADDR_L10?, PTY_ADDR_L11?, PTY_ADDR_L12?, PTY_ADDR_L13?,  
PTY_ADDR_L14?, PTY_ADDR_L15?, PTY_NATURE?, PTY_ASSIGN_PERCENT?, NUM_PTY?, LRPRN?, RATING_NO?, PTY_STATE?,  
TENT_IND?, AUCTION_IND?, HOUSING_SCHEME_IND?, PURCH_COST_TOTAL?, PURCH_COST_STATED?, PURCH_COST_MORT?,  
PURCH_COST_OTHER_PREMIUM?, PURCH_COST_CONFM_FEE?, PRICE_BELOW_MV_IND?, INST_NATURE?, SHARE_SD_VENDOR?,  
SHARE_SD_PURCHASER?, SHARE_SD_OTHER?, DEFER_ELIG_IND?, EXEC_DATE?, DUP_NUM?, PROV_AGREE_DATE?, AGREE_DATE?,  
OTHER_DATE?, VAL_DATE_IND?, DEVELOPER_IND?, TRANSFEROR_ACQUIRE_INST?, TRANSFEROR_ACQUIRE_DATE?,  
TRANSFEROR_ACQUIRE_COST?, TENT_START_DATE?, TENT_END_DATE?, TENT_RENT?, TENT_RATE_IND?, TENT_GOV_RENT_IND?,  
TENT_MAINT_IND?, TENT_MANAGE_IND?, TENT_MANAGE_CHG?, HAHS_2ND_MARKET_IND?, HAHS_1ST_PUR_DATE?,
```



HAHS\_INI\_MKV?, HAHS\_1ST\_PUR\_PRICE?)>

<!ELEMENT PTY\_FLAT (#PCDATA)>  
<!ELEMENT PTY\_FLOOR (#PCDATA)>  
<!ELEMENT PTY\_BLOCK\_TOWER\_IND (#PCDATA)>  
<!ELEMENT PTY\_BLOCK (#PCDATA)>  
<!ELEMENT PTY\_BLDG (#PCDATA)>  
<!ELEMENT PTY\_EST (#PCDATA)>  
<!ELEMENT PTY\_STREET (#PCDATA)>  
<!ELEMENT PTY\_DISTRICT (#PCDATA)>  
<!ELEMENT PTY\_AREA\_CODE (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L1 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L2 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L3 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L4 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L5 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L6 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L7 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L8 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L9 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L10 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L11 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L12 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L13 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L14 (#PCDATA)>  
<!ELEMENT PTY\_ADDR\_L15 (#PCDATA)>  
<!ELEMENT PTY\_NATURE (#PCDATA)>  
<!ELEMENT PTY\_ASSIGN\_PERCENT (#PCDATA)>  
<!ELEMENT NUM\_PTY (#PCDATA)>  
<!ELEMENT LRPRN (#PCDATA)>  
<!ELEMENT RATING\_NO (#PCDATA)>  
<!ELEMENT PTY\_STATE (#PCDATA)>  
<!ELEMENT TENT\_IND (#PCDATA)>  
<!ELEMENT AUCTION\_IND (#PCDATA)>  
<!ELEMENT HOUSING\_SCHEME\_IND (#PCDATA)>

<!ELEMENT PURCH\_COST\_TOTAL (#PCDATA)>  
<!ELEMENT PURCH\_COST\_STATED (#PCDATA)>  
<!ELEMENT PURCH\_COST\_MORT (#PCDATA)>  
<!ELEMENT PURCH\_COST\_OTHER\_PREMIUM (#PCDATA)>  
<!ELEMENT PURCH\_COST\_CONFM\_FEE (#PCDATA)>  
<!ELEMENT PRICE\_BELOW\_MV\_IND (#PCDATA)>  
<!ELEMENT INST\_NATURE (#PCDATA)>  
<!ELEMENT SHARE\_SD\_VENDOR (#PCDATA)>  
<!ELEMENT SHARE\_SD\_PURCHASER (#PCDATA)>  
<!ELEMENT SHARE\_SD\_OTHER (#PCDATA)>  
<!ELEMENT DEFER\_ELG\_IND (#PCDATA)>  
<!ELEMENT EXEC\_DATE (#PCDATA)>  
<!ELEMENT DUP\_NUM (#PCDATA)>  
<!ELEMENT PROV\_AGREE\_DATE (#PCDATA)>  
<!ELEMENT AGREE\_DATE (#PCDATA)>  
<!ELEMENT OTHER\_DATE (#PCDATA)>  
<!ELEMENT VAL\_DATE\_IND (#PCDATA)>  
<!ELEMENT DEVELOPER\_IND (#PCDATA)>  
<!ELEMENT TRANSFEROR\_ACQUIRE\_INST (#PCDATA)>  
<!ELEMENT TRANSFEROR\_ACQUIRE\_DATE (#PCDATA)>  
<!ELEMENT TRANSFEROR\_ACQUIRE\_COST (#PCDATA)>  
<!ELEMENT TENT\_START\_DATE (#PCDATA)>  
<!ELEMENT TENT\_END\_DATE (#PCDATA)>  
<!ELEMENT TENT\_RENT (#PCDATA)>  
<!ELEMENT TENT\_RATE\_IND (#PCDATA)>  
<!ELEMENT TENT\_GOV\_RENT\_IND (#PCDATA)>  
<!ELEMENT TENT\_MAINT\_IND (#PCDATA)>  
<!ELEMENT TENT\_MANAGE\_IND (#PCDATA)>  
<!ELEMENT TENT\_MANAGE\_CHG (#PCDATA)>  
<!ELEMENT HAHS\_2ND\_MARKET\_IND (#PCDATA)>  
<!ELEMENT HAHS\_1ST\_PUR\_DATE (#PCDATA)>  
<!ELEMENT HAHS\_INI\_MKV (#PCDATA)>  
<!ELEMENT HAHS\_1ST\_PUR\_PRICE (#PCDATA)>

<!-- Field Definitions for CONF\_TRAN\_INIT Element -->

<!ELEMENT CONF\_TRAN\_INIT (TRAN\_SEQ\_NO, TRAN\_DATE?, TRAN\_FEE?)>

<!ELEMENT TRAN\_SEQ\_NO (#PCDATA)>

<!ELEMENT TRAN\_DATE (#PCDATA)>

<!ELEMENT TRAN\_FEE (#PCDATA)>

<!-- Field Definitions for PARTIES\_INIT Element -->

<!ELEMENT PARTIES\_INIT (PARTY\_TYPE, SEQ\_NO, ID\_TYPE?, ID?, ENG\_NAME\_L1?, ENG\_NAME\_L2?, ENG\_NAME\_L3?, CHIN\_NAME?,  
BUS\_INCORP\_PLACE?, CORR\_ADDR\_L1?, CORR\_ADDR\_L2?, CORR\_ADDR\_L3?, CORR\_ADDR\_L4?, CORR\_ADDR\_L5?, CORR\_ADDR\_TYPE?,  
OSHIP\_TYPE?, SHARE\_PERCENT?, CONF\_TRAN\_SEQ\_NO?)>

<!ELEMENT PARTY\_TYPE (#PCDATA)>

<!ELEMENT SEQ\_NO (#PCDATA)>

<!ELEMENT ID\_TYPE (#PCDATA)>

<!ELEMENT ID (#PCDATA)>

<!ELEMENT ENG\_NAME\_L1 (#PCDATA)>

<!ELEMENT ENG\_NAME\_L2 (#PCDATA)>

<!ELEMENT ENG\_NAME\_L3 (#PCDATA)>

<!ELEMENT CHIN\_NAME (#PCDATA)>

<!ELEMENT BUS\_INCORP\_PLACE (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L1 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L2 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L3 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L4 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L5 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_TYPE (#PCDATA)>

<!ELEMENT OSHIP\_TYPE (#PCDATA)>

<!ELEMENT SHARE\_PERCENT (#PCDATA)>

<!ELEMENT CONF\_TRAN\_SEQ\_NO (#PCDATA)>

Stamping of Tenancy Agreement

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

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

```
<!-- Field Definitions for TENANCY_AGREEMENT Element -->
<!ELEMENT APP_NAME (#PCDATA)>
<!ELEMENT APP_CAPACITY (#PCDATA)>
```

```
<!-- Field Definitions for INIT Element -->
<!ELEMENT INIT (EXEC_DATE?, DUP_NUM?, PTY_FLAT?, PTY_FLOOR?, PTY_BLOCK?, PTY_BLDG?, PTY_EST?, PTY_STREET?,
PTY_DISTRICT?, PTY_AREA_CODE?, PTY_ADDR_L1?, PTY_ADDR_L2?, PTY_ADDR_L3?, PTY_ADDR_L4?, PTY_ADDR_L5?,
LEASE_STR_DATE?, LEASE_END_DATE?, RENT_AMT?)>
```

```
<!ELEMENT EXEC_DATE (#PCDATA)>
<!ELEMENT DUP_NUM (#PCDATA)>
<!ELEMENT PTY_FLAT (#PCDATA)>
<!ELEMENT PTY_FLOOR (#PCDATA)>
<!ELEMENT PTY_BLOCK (#PCDATA)>
<!ELEMENT PTY_BLDG (#PCDATA)>
<!ELEMENT PTY_EST (#PCDATA)>
<!ELEMENT PTY_STREET (#PCDATA)>
<!ELEMENT PTY_DISTRICT (#PCDATA)>
<!ELEMENT PTY_AREA_CODE (#PCDATA)>
<!ELEMENT PTY_ADDR_L1 (#PCDATA)>
<!ELEMENT PTY_ADDR_L2 (#PCDATA)>
<!ELEMENT PTY_ADDR_L3 (#PCDATA)>
<!ELEMENT PTY_ADDR_L4 (#PCDATA)>
<!ELEMENT PTY_ADDR_L5 (#PCDATA)>
```

```
<!ELEMENT LEASE_STR_DATE (#PCDATA)>
```

<!ELEMENT LEASE\_END\_DATE (#PCDATA)>

<!ELEMENT RENT\_AMT (#PCDATA)>

<!-- Field Definitions for PARTIES\_INIT Element -->

<!ELEMENT PARTIES\_INIT (PARTY\_TYPE, SEQ\_NO, ID\_TYPE?, ID?, ENG\_NAME\_L1?, ENG\_NAME\_L2?, ENG\_NAME\_L3?, CHIN\_NAME?,  
CORR\_ADDR\_L1?, CORR\_ADDR\_L2?, CORR\_ADDR\_L3?, CORR\_ADDR\_L4?, CORR\_ADDR\_L5?)>

<!ELEMENT PARTY\_TYPE (#PCDATA)>

<!ELEMENT SEQ\_NO (#PCDATA)>

<!ELEMENT ID\_TYPE (#PCDATA)>

<!ELEMENT ID (#PCDATA)>

<!ELEMENT ENG\_NAME\_L1 (#PCDATA)>

<!ELEMENT ENG\_NAME\_L2 (#PCDATA)>

<!ELEMENT ENG\_NAME\_L3 (#PCDATA)>

<!ELEMENT CHIN\_NAME (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L1 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L2 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L3 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L4 (#PCDATA)>

<!ELEMENT CORR\_ADDR\_L5 (#PCDATA)>

## Appendix A. DESCRIPTION OF DATA SPECIFICATION

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

Conventions used in the interface data definition are as follows:

1. The XML file should be encoded in UTF-8 format.
2. All text fields are English fields unless otherwise stated.
3. All bilingual fields are handled as Chinese content if there is at least one Chinese character in the field.
4. Date formats
  - Format Date2 denotes YYYYMMDD.
  - Format X(n) denotes character string data with maximum n character(s)
  - Format 9(n,m) denotes number with maximum 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 is considered optional for the data upload unless 'Mandatory' is specified in the data rule.

### A.1 Initial Stamping of Agreement / Assignment

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block PROPERTY_TRANSFERS.</p> <p>For each property transfer upload record, the content should be included in block PROPERTY_TRANSFER.</p> <p>The repeating group INIT, CONF_TRAN_INIT and PARTIES_INIT may be provided inside each PROPERTY_TRANSFER, where only one INIT should exist in each PROPERTY_TRANSFER, while the number of occurrence of CONF_TRAN_INIT should depend on the actual number of confirmor transaction, and the number of occurrence of PARTIES_INIT should depend on the actual number of vendor(s), purchaser(s) and confirmor(s) involved in the property transfer transaction.</p> <p>For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.</p>						
PROPERTY_TRANSFER						
	Name of the Applicant	APP_NAME_L1	Either English or Chinese input.			X(90)
		APP_NAME_L2	For English input, maximum input format in 40 characters x 3 lines (APP_NAME_L1 to APP_NAME_L3). The content should be filled in line by line without blank line in between.			X(40)
		APP_NAME_L3	For Chinese input, maximum input format in 30 characters x 1line (only APP_NAME_L1)			X(40)
	Applicant Capacity	APP_CAPACITY	<p>The capacity of the applicant, the content should be filled with the 2-characters short code only:</p> <p>Short code – description</p> <p>-----</p> <p>"SV" - Sale Vendor  "SP" - Sale Purchaser  "RS" - Representative Solicitor  "RA" - Representative Property Agent  "RO" - Representative Others</p>			X(2)

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



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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Area Code of the property address	PTY_AREA_CODE	<p>The area code of the property address, the content should be filled with 1-character short code only. Other property address fields should not include area content.</p> <p>Short code – description            -----            "H" - Hong Kong            "K" - Kowloon            "N" - New Territories</p>		INIT	X(1)
	The following fields from PTY_ADDR_L1 to PTY_ADDR_L15 cover the element required for other format address. For English input, maximum 15 lines allowed. For Chinese input, maximum 6 lines allowed.					
	The other format address of the property	PTY_ADDR_L1	<p>Line 1 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 18 characters allowed.</p>		INIT	X(54)
	The other format address of the property	PTY_ADDR_L2	<p>Line 2 of the other format address of the property (Bilingual)</p> <p>For English input, maximum 30 characters allowed.</p> <p>For Chinese input, maximum 20 characters allowed.</p>		INIT	X(60)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The other format address of the property	PTY_ADDR_L3	Line 3 of the other format address of the property (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L4	Line 4 of the other format address of the property (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L5	Line 5 of the other format address of the property (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L6	Line 6 of the other format address of the property (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		INIT	X(60)

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Auction indicator	AUCTION_IND	<p>Indicate whether the property is purchased at public auction or tender , the content should be filled with the 1-character short code:</p> <p>Short code – description                      -----                      "A" - Public Auction                      "T" - Tender                      " " - N/A</p>		INIT	X(1)
	Government Housing Scheme Indicator	HOUSING_SCHEME_IND	<p>Indicate whether the property is purchased from Housing Authority / Housing Society under any government housing scheme, the content should be filled with the 1-character short code:</p> <p>Short code – description                      -----                      “T” – Tenant Purchase through government housing scheme                      “ ” – Not purchased through government housing scheme</p>		INIT	X(1)
	Total consideration	PURCH_COST_TOTAL	<p>The total consideration for the computation of Stamp Duty</p> <p>(including other payment not included in the stated consideration)</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		INIT	9(14,2)
	Stated consideration per instrument	PURCH_COST_STATED	<p>The value of the stated consideration per instrument</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p> <p>This value should not be greater than PURCH_COST_TOTAL.</p>		INIT	9(14,2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Subject to mortgage	PURCH_COST_MORT	Other payment - subject to mortgage  The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Other premium	PURCH_COST_OTHER_PREMIUM	Other premium  The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Payment to confirmor	PURCH_COST_CONFM_FEE	Other payment - Payment to confirmor  The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Price below MV indicator	PRICE_BELOW_MV_IND	Below Market Value indicator for Total Consideration. The content should be filled with the 1-character short code:  Short code – description ----- "Y" - Below market value "N" - Not below market value		INIT	X(1)
	Nature of instrument	INST_NATURE	Nature of the property transfer instrument, the content should be filled with the 2-characters short code:  Short code – description ----- "01" - Ad Valorem Duty Assignment "02" - Ad Valorem Duty Agreement "03" - Ad Valorem Duty Agreement with Application to Defer Payment		INIT	X(2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Percentage of vendor share	SHARE_SD_VENDOR	Stamp Duty Percentage  Percentage of stamp duty paid by the vendor  The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Percentage of purchaser share	SHARE_SD_PURCHASER	Stamp Duty Percentage  Percentage of stamp duty paid by the purchaser  The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Percentage of others share	SHARE_SD_OTHER	Stamp Duty Percentage  Percentage of stamp duty paid by others  The input value should be between 0 to 100 and must not be more than two decimal places.		INIT	9(5,2)
	Eligible Condition for Deferred Application	DEFER_ELG_IND	Eligible Condition for Deferred Application, , the content should be filled with the 1-character short code only:  Short code – description ----- “R” – Vendor is the registered owner in the Land Registry “S” – All instruments related to the vendor acquiring title to the property are duly stamped		INIT	X(30)
	Execution Date of Instrument	EXEC_DATE	Execution Date of Instrument in the format: YYYYMMDD		INIT	Date2



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

				upload		
	Vendor purchase indicator	TRANSFEROR_ACQUIRE_IN ST	Vendor purchased the property by, the content should be filled with the 2-characters short code:  Short code – description ----- "01" - Assignment "02" – Agreement		INIT	X(2)
	Vendor Instrument Execution date	TRANSFEROR_ACQUIRE_D ATE	Date when the vendor (not being the developer) acquired the property in the format: YYYYMMDD.		INIT	Date2
	Vendor Acquisition Cost	TRANSFEROR_ACQUIRE_C OST	The consideration for the vendor (not being the developer) acquired the property.  The input value should be greater than 0 and up to 999999999999.99 and must not be more than two decimal places.		INIT	9(14,2)
	Start date of the subsidiary tenancy	TENT_START_DATE	Start date of the subsidiary tenancy in the format: YYYYMMDD.		INIT	Date2
	End date of the subsidiary tenancy	TENT_END_DATE	End date of the subsidiary tenancy in the format: YYYYMMDD.		INIT	Date2
	Rent per month of the subsidiary tenancy	TENT_RENT	The rent per month of the subsidiary tenancy  The input value should be greater than 0 and up to 999999999999.99 must not be more than two decimal places.		INIT	9(14,2)
	Tenancy rate indicator	TENT_RATE_IND	Indicate whether rent of the subsidiary tenancy is inclusive or exclusive of Rates, the content should be filled with the 1-character short code:  Short code – description ----- "Y" - Rent inclusive of Rates "N" - Rent exclusive of Rates		INIT	X(1)

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Secondary Market Indicator	HAHS_2ND_MARKET_IND	<p>Secondary Market nominated by Housing Authority / Housing Society, the content should be filled with the 1-character short code:</p> <p>Short code – description ----- Y – Yes N – No</p>		INIT	X(1)
	Original purchase date	HAHS_1ST_PUR_DATE	Date when the property was originally purchased from Housing Authority /Housing Society in the format: YYYYMMDD.		INIT	Date2
	Initial market value	HAHS_INI_MKV	<p>Initial market value of Housing Authority / Housing Society flat</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		INIT	9(14,2)
	Purchase price	HAHS_1ST_PUR_PRICE	<p>Purchase price of Housing Authority / Housing Society flat</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		INIT	9(14,2)
	Confirmor transaction sequence no.	TRAN_SEQ_NO	<p>A sequence number indicating the input sequence of the confirmor transaction.</p> <p>The input value should be between 1 to 2.</p>	Mandatory	CONF_TRAN_INIT	9(1)
	Date of Confirmor Transaction	TRAN_DATE	Day part of Date of Confirmor Transaction in the format: YYYYMMDD.		CONF_TRAN_INIT	Date2
	Payments made to confirmor	TRAN_FEE	<p>Payments made to confirmor per transaction</p> <p>The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.</p>		CONF_TRAN_INIT	9(14,2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Type of party	PARTY_TYPE	Type of party involved in the property transfer instrument, the content should be filled with the 2-characters short code:  Short code – description ----- "SV" - Vendor "SP" - Purchaser "SC" – Confirmor	Mandatory	PARTIES_INIT	X(2)
	Sequence No.	SEQ_NO	A sequence number indicating the input sequence of the relevant type of party  For PARTY_TYPE="SV", the value should be between 1 to 20. For PARTY_TYPE="SP", the value should be between 1 to 4. For PARTY_TYPE="SC", the value should be between 1 to 4.	Mandatory	PARTIES_INIT	9(3)
	ID Type of the party	ID_TYPE	ID Type of the party, the content should be filled with the 1-character short code:  Short code – description ----- "H" - Valid HKIC No. "P" - Passport No. "B" - Valid BR Number "O" - Other Company No.		PARTIES_INIT	X(1)
	Identification number of the party	ID	Identification number of the party - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as A1234567 - Passport No. in X(30) format for ID Type "P" - BR Number in 9(8) format for ID Type "B" - Other Company No. in X(30) format for ID Type "O"		PARTIES_INIT	X(30)
	English name of the party Line 1	ENG_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	English name of the party Line 2	ENG_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	English name of the party Line 3	ENG_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	X(40)
	Chinese name of the party	CHIN_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		PARTIES_INIT	X(90)
	Place of incorporation	BUS_INCORP_PLACE	Place of incorporation of a business party for PERSON_BUS-IND = "B", the content should be filled with the 1-character short code:  Short code – description ----- " " - N/A "H" - The business is incorporated in HK "O" - The business is incorporated outside HK		PARTIES_INIT	X(1)
	For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed.					
	Correspondence address Line 1	CORR_ADDR_L1	Corresponding address line 1 (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 2	CORR_ADDR_L2	Corresponding address line 2 (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)

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

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



## A.2 Stamping of Tenancy Agreement

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
<p>All upload records should be included in block TENANCY_AGREEMENTS.</p> <p>For each property transfer upload record, the content should be included in block TENANCY_AGREEMENT.</p> <p>The repeating group INIT and PARTIES_INIT may be provided inside each TENANCY_AGREEMENT, where only one INIT should exist in each PROPERTY_TRANSFER, while the number of occurrence of PARTIES_INIT should depend on the actual number of landlord(s) and tenant(s) involved in the tenancy agreement transaction.</p> <p>For an upload record to be accepted, at least one field of either the standard format or other format property address should be filled.</p>						
TENANCY_AG GREEMENT						
	Name of the Applicant	APP_NAME	<p>Either English or Chinese input.</p> <p>For English input, maximum input format in 40 characters.</p> <p>For Chinese input, maximum input format in 30 characters</p>			X(40)
	Applicant Capacity	APP_CAPACITY	<p>The capacity of the applicant, the content should be filled with the 2-characters short code only:</p> <p>Short code – description            -----            "LL" - Landlord            "LT" - Tenant            "AS" - Legal Representative            "RA" - Property Agent            "RO" - Others</p>			X(2)

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	<p>Both standard/other format addresses can be bilingual. Only corresponding address fields (For standard format address input: PTY_FLAT to PTY_DISTRICT, for other format address input: PTY_ADDR_L1 to PTY_ADDR_L5) should be filled for either type of address, except area code PTY_AREA_CODE which is shared for both address type.</p> <p>If both standard format address and other format address are filled, the system will store only standard address value during upload.</p> <p>The following fields from PTY_FLAT to PTY_DISTRICT cover the element required for standard format address.</p>					
	Execution Date of Instrument	EXEC_DATE	Execution Date of Instrument in the format: YYYYMMDD		INIT	Date2
	No. of Duplicate Instrument	DUP_NUM	<p>Total no. of duplicate instruments submitted for stamping, the content should be filled with the 2-character short code only</p> <p>Short code – description            -----            00 - if instrument not executed in duplicate            01 - if instrument is executed in duplicate</p>		INIT	X(2)
	Flat/Room	PTY_FLAT	<p>Flat/Room of the standard format property address (Bilingual)</p> <p>For both English and Chinese input, maximum 5 characters input allowed.</p>		INIT	X(15)
	Floor	PTY_FLOOR	<p>Floor of the standard format property address (Bilingual)</p> <p>For both English and Chinese input, maximum 3 characters input allowed.</p>		INIT	X(9)
	Block/Tower	PTY_BLOCK	<p>Block/Tower of the standard format property address (Bilingual)</p> <p>For both English and Chinese input, maximum 3 characters input allowed.</p>		INIT	X(9)

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

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

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	The other format address of the property	PTY_ADDR_L4	Line 4 of the other format address of the property (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	The other format address of the property	PTY_ADDR_L5	Line 5 of the other format address of the property (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		INIT	X(60)
	Start date of the tenancy	LEASE_STR_DATE	Start date of the tenancy in the format: YYYYMMDD.		INIT	Date2
	End date of the tenancy	LEASE_END_DATE	End date of the tenancy in the format: YYYYMMDD.		INIT	Date2
	Rent of the tenancy	RENT_AMT	Total rent paid / payable over the whole term  The input value should be greater than 0 and up to 99999999999.99 and must not be more than two decimal places.		INIT	X(14,2)
	Type of party	PARTY_TYPE	Type of party involved in the property transfer instrument, the content should be filled with the 2-characters short code:  Short code – description ----- "LL" - Landlord "LT" - Tenant	Mandatory	PARTIES_INIT	Date2

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Sequence No.	SEQ_NO	A sequence number indicating the input sequence of the relevant type of party  For PARTY_TYPE="LL", the value should be between 1 to 4. For PARTY_TYPE="LT", the value should be between 1 to 4.	Mandatory	PARTIES_INIT	Date2
	ID Type of the party	ID_TYPE	ID Type of the party, the content should be filled with the 1-character short code:  Short code – description ----- "H" - Valid HKIC No. "P" - Passport No. "B" - Valid BR Number "O" - Other Company No.		PARTIES_INIT	Date2
	Identification number of the party	ID	Identification number of the party - HKIC No. including check digit in X(9) format for ID Type "H". For A123456(7), input as A1234567 - Passport No. in X(30) format for ID Type "P" - BR Number in 9(8) format for ID Type "B" - Other Company No. in X(30) format for ID Type "O"		PARTIES_INIT	Date2
	English name of the party Line 1	ENG_NAME_L1	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	Date2
	English name of the party Line 2	ENG_NAME_L2	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	Date2
	English name of the party Line 3	ENG_NAME_L3	The English name of the party- For both party being a person or being a business, maximum 40 characters input allowed.		PARTIES_INIT	Date2

Group	Name	Element Name	Description	Data Rules for upload	Repeat Group	Format
	Chinese name of the party	CHIN_NAME	The Chinese name of the party - For both party being a person or being a business, maximum 30 Chinese characters input allowed.		PARTIES_INIT	Date2
For English input, maximum 5 lines allowed. For Chinese input, maximum 3 lines allowed.						
	Correspondence address Line 1	CORR_ADDR_L1	Corresponding address line 1 (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 2	CORR_ADDR_L2	Corresponding address line 2 (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 3	CORR_ADDR_L3	Corresponding address line 3 (Bilingual)  For English input, maximum 30 characters allowed.  For Chinese input, maximum 20 characters allowed.		PARTIES_INIT	X(60)
	Correspondence address Line 4	CORR_ADDR_L4	Corresponding address line 4, maximum 30 characters allowed		PARTIES_INIT	X(30)
	Correspondence address Line 5	CORR_ADDR_L5	Corresponding address line 5, maximum 30 characters allowed		PARTIES_INIT	X(30)