

Points-to-Note for Preparing Your Excel File

Please read the following points-to-note before preparing your Excel file:

1. Name of Worksheet

Please input the memorial data to be imported to the e-Memorial Form(s) in an Excel worksheet and set the name of the worksheet as ‘**Sheet1**’ (with no space in between, and without additional words). You may use the template at Sheet1 of this file for inputting the memorial data. If you would like to create your own ‘Sheet1’ instead of using the provided template, please ensure the worksheet is in compliance with Points 2 to 4 below. You may copy Row 1 and Row 2 of the provided template **in entirety** for use in your worksheet.

2. Row 1 of Sheet1

Row 1 of Sheet1 shall contain each and every column heading name as specified in the provided template. **DO NOT** amend or change any of the column heading names. **DO NOT** delete any of the specified columns from the worksheet even if you do not require them in your specific case. Please simply leave unused column blank. Nevertheless, you can re-arrange the order of the column headings in Row 1 (together with the corresponding control data in Row 2) to meet your needs. You can also freely add or insert new column(s) / column heading(s) to Row 1 for your own purpose (for example, showing file reference), but the new column(s) will not be imported to the respective memorial form(s).

3. Row 2 of Sheet1

Row 2 of Sheet1 shall contain all of the control data as specified in the provided template. **DO NOT** change or delete any of the control data. Details of the control data are set out in the List of Control Row Data in Sheet3 of this file for reference. If you have added / inserted new column(s), you can leave the corresponding cell(s) in Row 2 of the new column(s) empty.

4. Row 3 of Sheet1

Memorial data shall start from Row 3 of Sheet1. Each row of data will produce one respective memorial form. Details of the data format of each field are set out in the Notes on Data Input in Sheet2 of this file for reference.

5. Auto-fill function

You may opt to retrieve the address/undivided shares/lot information of the inputted Property Reference Number(s) from the Integrated Registration Information System Online Services (IRIS) when the memorial data in your Excel file are imported to respective memorial form(s). If you opt to use this function, you may leave the address/undivided shares/lot number columns in Sheet1 blank.

6. Save and Data Import

After completing editing Sheet1, you can save the Excel file under any name at any directory location in your workstation. To start data import, please close the Excel file and enter the full location and name of the Excel file (including names of drive and folder(s), for example, 'C:\ Data_File_LR152A.xls' or 'F:\e-Memorial Form\Excel file.xlsx') in the 'Excel file import' dialogue box after clicking the 'Import Data from Excel file' button of the e-Memorial Form (in PDF format) or select the Excel file to upload by clicking 'Choose a file to upload' in the web version of e-Memorial Form.

7. Check Data Format

A 'Check Data Format' button (in pink) is available at the top left corner of Sheet1 for checking whether the format of the data entered in specific data fields is correct. Please activate the 'macro' function of your Excel file to enable the checking function. For details, please refer to the support website of Microsoft Excel or the 'Frequently Asked Questions' under 'e-Memorial Form' on the Land Registry's website at www.landreg.gov.hk.