Recommended Workstation Requirement of PDF Form

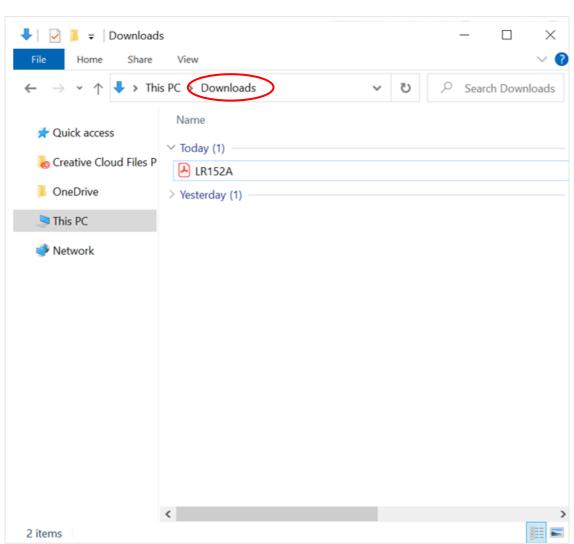
Operating System	Windows 10 or above
RAM	2GB or above
Software	Adobe Reader (Traditional Chinese) DC or above and the corresponding Adobe Reader Font Pack.
	Adobe Reader and the Font Pack are available for free downloading at the following respective locations:
	Adobe Reader for Windows
	http://get.adobe.com/tw/reader/
	Adobe Reader DC Font Pack https://helpx.adobe.com/hk_en/acrobat/kb/windows-font-packs-32-bit-reader.html
	The PDF Form program has to be added to the trusted list of Adobe Reader before you can use the PDF Form for the first time. Please refer to the <u>Appendix</u> below for a step-by-step procedure.
Additional Software for	Microsoft Office 2010 or above to facilitate transfer of data between Excel files and Adobe Reader.
PDF Form (Data	between Exect thes and Adobe Reader.
Import)	Please also refer to the Frequently Asked Questions (FAQs) of PDF Form on the Land Registry's website for the points-to-note for preparing the source Excel file.
Accessory	Laser printer with at least 600 x 600 dpi resolution
Others	Internet connection and the "Transport Layer Security" (TLS 1.2) are required for using the auto-fill function of the PDF Form (Basic Version) / PDF Form (Data Import Version).

Guidance Notes on Using the PDF Form for the First Time

Before using the PDF Form (Basic Version) and/or the PDF Form (Data Import Version) [collectively "the PDF Form"] for the first time, you have to activate the PDF form by following the steps below:

Step 1:

After downloading the PDF Form, open the "Downloads" folder of your web browser (**Screen 1**). Move and save the PDF Form under any name at any location in your workstation. For easy retrieval, it is recommended that you save all the PDF Form files in a single folder/sub-folder of a particular drive (e.g., save the file named "LR152A.pdf" in a folder named "Registration" in Drive C: of your workstation).



Screen 1

Step 2:

Adobe Reader with new interface: open the PDF Form and select "Menu" > "Preferences" from the menu bar (Screen 2a).

Adobe Reader with old interface: open the PDF Form and select "Edit" > "Preferences" from the menu bar (Screen 2b).

e-Memorial Form (LR152A) - for Open... Open recent files > Create PDF Combine files Save Shift+Ctrl+S Save as.. Convert to Word, Excel or PowerPoint Save as Text... Protect Using Password Request e-signatures Share file Print.. Ctrl+P Search Cut Ctrl+X Сору Ctrl+V Paste Undo, Redo & more View Disable new Acrobat Reader

>

>

Ctrl+K

Ctrl+D

Ctrl+Q

Plugins <u>W</u>indow

He<u>l</u>p

Preferences.

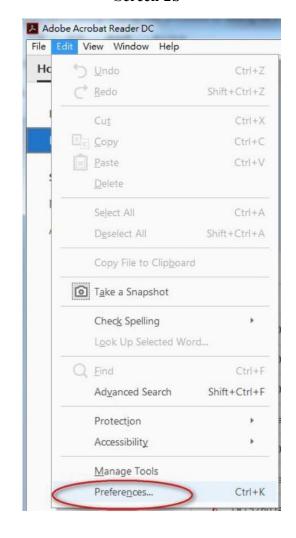
Protection

Document properties..

Exit application

Screen 2a

Screen 2b



Step 3:Select "Security (Enhanced)" from "Categories" on the left, then select the "Add Folder Path" option (Screen 3).

Screen 3 × Preferences Sandbox Protections Categories: Commenting Create Protected Mode log file Enable Protected Mode at startup Run in AppContainer View log Documents Full Screen Protected View Off General O Files from potentially unsafe locations Page Display O All files Accessibility Adobe Online Services **Enhanced Security Email Accounts** Enable Enhanced Security Cross domain log file View Forms Identity Internet **Privileged Locations** JavaScript If your workflows are negatively impacted by security settings, use Privileged Locations to selectively Language trust files, folders, and hosts to bypass those security setting restrictions. Privileged Locations allows Measuring (2D) you to work securely while granting trust to items in your workflow. Measuring (3D) Measuring (Geo) Automatically trust documents with valid certification Multimedia & 3D Automatically trust sites from my Win OS security zones View Windows Trusted Sites Multimedia (legacy) Multimedia Trust (legacy) Reading Reviewing Search curity Security (Enhanced) Signatures Spelling Tracker Trust Manager Units Add File Add Folder Path Add Host Remove

P. 4

hanced Security? What are Privileged Locations?

OK

Cancel

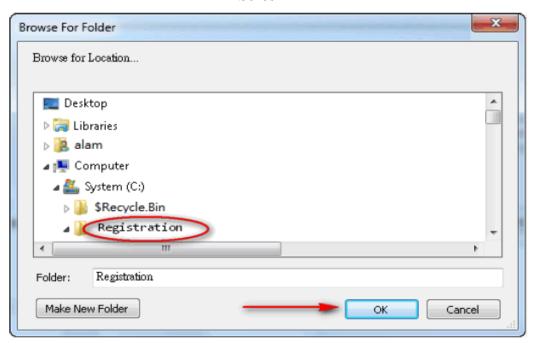
What is Protected View?

What is E

Step 4:

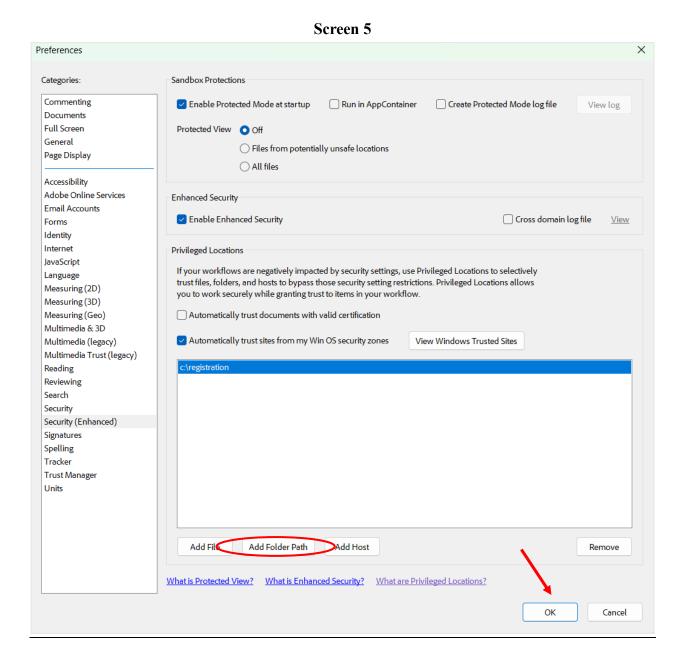
Select the drive and folder [including all sub-folder(s)] containing the PDF Form from the location shown on the dialogue box (**Screen 4**) and click "OK".

Screen 4



Step 5:

The drive and folder [including sub-folder(s)] containing the PDF Form (e.g., "C:\Registration\") would be automatically added to the trusted list (privileged locations) of Adobe Reader (**Screen 5**). Click "OK" to go back to the PDF Form input screen.



P. 6