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1. E-FORM DATA MIGRATION

1.1 PURPOSE

This document provides a step-by-step guideline on data migration for e-forms made available by the Companies Registry at the e-Registry (www.eregistry.gov.hk). When an e-form is saved in users’ local environment for a certain period of time without submitting to e-Registry for registration, the saved e-form will become obsolete when an updated version of the related e-form has been released at the e-Registry. As only the latest version of e-forms will be accepted by the Companies Registry, the e-Registry users have to migrate the input data in an obsolete e-form to the latest version of e-form before the form can be submitted for registration.
1.2 STEPS TO MIGRATE DATA

1.2.1 Open the old version of e-Form
1.2.2 Select “e-form > Export” to export the form as an XML document
1.2.3 Save the data file

Export the data file in XML file type.
1.2.4 Download the latest version of e-form

Download the latest version of e-form under “Download” section of the e-Registry.
Open the e-Form.
1.2.5 Select e-Form > Import

Select “Import” to select the data file for importing into the blank new version of e-Form.
1.2.6 Open the XML Data file

Double-click the xml data file or select the data file and press “Open” button, the data will be imported into the new version of e-Form.
1.2.7 Import selected fields

Select the data fields which are required to be imported by checking the relevant checkboxes.
Press “OK” button to confirm the selection.
1.2.8 Data imported into the new version of e-Form

The data in the old e-Form will be imported into the new version of e-Form.
1.2.9 Save and close the new version of e-Form

The e-Form should be saved and closed before using the new version.
1.2.10 Open the new version of e-Form
The new version of e-Form can be used now.