

致：稅務局局長
To : Commissioner of Inland Revenue

僱主檔案號碼／商業登記號碼：
Employer's File No. / Business Registration No.: _____

[見附註(i) see Note (i)]

索取僱主填報的薪酬及退休金報稅表
(BIR56A 表格及 IR56B/E/F/G/M 表格)

Request for Employer's Return of Remuneration and Pensions
(BIR56A and IR56B/E/F/G/M)

本人欲索取下列業務／團體的表格：

I would like to obtain the Forms in respect of the following business / body of persons:

業務／團體*名稱

Name of Business / Body of persons*: _____

僱主通訊地址 [見附註(ii)]

Employer's Postal Address [see Note (ii)]: _____

索取的表格 Forms required [請在適當空格內填上「✓」號 Please '✓' the appropriate box]

- BIR56A 表格，以填報截至 _____ 年 3 月 31 日止 1 年內的僱員薪酬及退休金；及／或
Form BIR56A for reporting the remuneration and pensions paid to the employees for the year
ended 31 March _____; and / or

表格編號 Form Reference No.	僱用情況 Employment Condition
<input type="checkbox"/> () 張 IR56B 表格 sheets of Form IR56B	在 3 月 31 日仍受僱 Still under employment as at 31 March
<input type="checkbox"/> () 張 IR56E 表格 sheets of Form IR56E	開始僱用 Commencement of employment
<input type="checkbox"/> () 張 IR56F 表格 sheets of Form IR56F	停止受僱 Cessation of employment
<input type="checkbox"/> () 張 IR56G 表格 sheets of Form IR56G	離開香港 Departure from Hong Kong
<input type="checkbox"/> () 張 IR56M 表格 sheets of Form IR56M	支付給僱員以外人士的薪酬 Remuneration paid to persons other than employees

日期

Date : _____

簽署

Signature : _____

日間聯絡電話號碼

Day-time Contact Tel. No. : _____

簽署人姓名

Name of Person signing : _____

傳真號碼

Fax No. : _____

職位

Designation : _____

公司印鑑

Company chop : _____

東主／合夥人／董事／經理／公司秘書／
清盤人／主要職員（如屬團體）*
Proprietor / partner / director / manager /
company secretary / liquidator / principal
officer (for a body of persons) *

附註 Notes:

- (i) 如屬新成立而未有商業登記的團體，請提供一份註冊文件副本以供參考。
A copy of the incorporation / registration documents for a newly formed body of persons without business registration should be supplied for reference.
- (ii) 上述所提供地址將用作更新僱主檔案的通訊地址，如須更改業務的營業地址，請另函或填寫 IRC3111A 表格通知商業登記署。
The address provided above will be used to update the postal address of the Employer's file. If you wish to inform the Business Registration Office the change of business address, please inform them in writing or by completing form IRC3111A.

* 請將不適用者刪去。Delete whichever is inapplicable.

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