

**INLAND REVENUE DEPARTMENT NOTICE**  
**EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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Employer's Returns of Remuneration and Pensions (Form BIR56A) were issued on 2 April 2024. Employers are required to complete and return the form to the Inland Revenue Department WITHIN ONE MONTH together with the Form IR56B for the relevant employees. Employers can also file the returns via the Internet through the e-filing service for Employer's Returns under eTAX. Please visit our website [www.ird.gov.hk/eng/tax/err.htm](http://www.ird.gov.hk/eng/tax/err.htm) for details.

If you are an employer and have employed staff during the year ended 31 March 2024 but have not yet received a Form BIR56A from the Department, you may:

- (1) input the relevant information via our website ([www.ird.gov.hk](http://www.ird.gov.hk)) (Home > Electronic Services > Obtaining Duplicate Employer's Return) for obtaining duplicate Form BIR56A;
- (2) complete the form below and send it to the Department by fax at 2877 1232 or by post to G.P.O. Box No. 132, Hong Kong; or
- (3) telephone the Enquiry Hotline at 187 8022 during office hours or call in person at the Department's Central Enquiry Counter, G/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong for enquiry.

For further information, please visit our website: [www.ird.gov.hk](http://www.ird.gov.hk).

TAM Tai-pang  
Commissioner of Inland Revenue

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**REQUEST FOR EMPLOYER'S RETURN (FORM BIR56A)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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To: The Commissioner of Inland Revenue

IRD Fax No. 2877 1232

File No. (if any): \_\_\_\_\_

I, \_\_\_\_\_, am the \* Proprietor of the following sole proprietorship business / Precedent Partner of the following partnership business / Company Secretary / Manager / Director / Investment Manager (only applicable to a corporation that is an open-ended fund company) / Provisional Liquidator / Liquidator of the following corporation / Principal Officer of the following body of persons or Agent of the following non-resident person and would like to obtain a Form BIR56A for the year ended 31 March 2024.

Name of Business: \_\_\_\_\_

\*\* Business Registration Number: 

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\*\*\* Postal Address: \_\_\_\_\_

Day-time Contact Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete whichever is inapplicable.

\*\* A copy of the incorporation / registration documents for a body of persons without business registration should be supplied for reference.

\*\*\* 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.