

Completion of Employer's Returns/Notifications

1. Select "Completion of Employer's Return" Service from the eTAX Service menu

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The Government of the Hong Kong Special Administrative Region

Please select the service you require:

\$

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Printer

Required

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Completion of Employer's Returns/Notifications

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Completion of Employer's Return

ATTENTION:

If your computer remains inactive for a period of time after login, the system will automatically log out itself to prevent any unauthorized access. Please save the information of your Employer's Return(s) before leaving the system unattended.

If you are an eTAX account holder and authorized signer of Employer's Return, you may complete Employer's Return and then submit it immediately by using "Completion and/or Submission of Employer's Return" Service.

If you are NOT an eTAX account holder, you may complete Employer's Return and save the draft for subsequent signing and submission by the authorized signer.

It may take **3 - 5** minutes to complete an individual IR56 form.

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Completion of Employer's Returns/Notifications

1.2 Read Important Notes

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Step 1 Read Important Notes Step 2 Enter Employer's Reference Step 3 Select Return Form Step 4 Complete Employee's / Recipient's Particulars Step 5 Check Control List Step 6 Complete and Save Return Online Demo FAQs Related Information E-Seminar for Employers How to complete and when to submit the Employer's Return Employer's Obligations eTAX Terms & Conditions eTAX Security Statement Contact Us eTAX Help Desk Performance Pledge	Completion of Employer's Return Step 1 - Read Important Notes Welcome to this channel for electronic filing of Employer's Return. Please read the following notes carefully before proceeding to Step 2. 1. General information The service for Internet filing of Employer's Return consists of two applications, namely "Completion of Employer's Return" ["the Completion Service"] and "Completion and/or Submission of Employer's Return" ["the Submission Service"]. The Completion Service can be used by any person appointed by the employer for filling in return information. He/she is not necessarily an eTAX Account holder. 2. Save and retrieve a partially completed return (a) If you need to leave the Completion Service before you have finished "Step 4 - Complete Employee's/Recipient's Particulars", you can temporarily save the file by clicking on the "Save Draft" button. You can return to the Completion Service to retrieve the information saved and continue to complete the return later. (b) Retrieval of a saved return file is only allowed after inputting a correct Self-selected Key (the "Key"). The Key, a mandatory field, is created at your choice upon completion of employer's return. Nevertheless, the Inland Revenue Department neither has any information of the Key saved nor has any means to assist user in retrieving the saved return file. 3. Save a draft return that is ready for submission (a) If you need to leave the Completion Service before you have finished "Step 4 - Complete Employee's/Recipient's Particulars", you can temporarily save the file by clicking on the "Save Draft" button. You can return to the Completion Service to retrieve the information saved and continue to complete the return later. 4. Submission of return (a) Upon using the Submission Service, the filer must log in his/her personal eTAX Account and input an Employer's Identification Code ("ERIC") to confirm the identity. (b) The filer can use the Submission Service to submit BIR56A with up to 30 sets of IR56B (or IR6036B with up to 30 sets of IR56M). (c) If the filer has to submit more than 30 sets of original IR56B, he/she may either use the IRD IR56B software or IR56B paper form provided by IRD for filing with paper BIR56A by the traditional way of physical delivery or by post to the department. Starting from 2 April 2013 onwards and when using the IRD IR56B software (version 4.1) or employer's pre-approved self-developed software to prepare not more than 200 sets of IR56B records, the employer may export the IR56B records to a file in an alternative XML format, then use the Submission Service to complete the BIR56A online accompanied by uploading the exported file containing the electronic data records for filing to IRD through the Internet. (d) For filing more than 30 sets of original IR56M, the filer has to use IR56M paper form provided by IRD, softcopy in diskette or printed copy from pre-approved computerized software for filing with paper IR6036B. (e) The IRD IR56B software, IR56B paper form and IR56M paper form are downloadable from IRD website. 5. Data import in subsequent filings If the employer had previously submitted BIR56A or IR6036B through the Internet and had saved the submitted Annual Return Data file, the employer may make use of the saved file and the "Data Import" Service to direct transfer the employer's information and the personal data of employee(s)/recipient(s) to the new employer's return for the same employee/recipient in future.
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Completion of Employer's Returns/Notifications

2. Completion of Annual Employer's Return for BIR56A/IR56B

You can either complete Employer's Returns by

- (a) keying in the data;
- (b) importing data from a previously submitted Annual Return file;
- (c) uploading a data file containing IR56B records exported from IRD IR56B Software or Employer's Self-developed Software; or
- (d) continuing to complete a partially completed return file.

Completion of Employer's Returns/Notifications

2.1 Key in the Data Online

Select the “Start to complete a new return” and “Complete by keying in data” buttons

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Completion of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

☒ Business Registration Number 81240001

☐ Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number)

Please select

☒ Start to complete a new return

 Enter a new Self-selected Key (Note 1) * A1A2A3A4

☒ Complete by keying in data

 Name of Employer MOUNTAIN ROCK ZZ CO., LTD

☐ Complete by importing data from a previously submitted Annual Return file (Note 2)

 File location and name

 Enter the TRN of the previously submitted Annual Return file (Note 3) *

☐ Upload a data file containing IR56B records for Annual Return (Note 4)

☐ Continue to complete a partially completed return

 File location and name

 Enter the inputted Self-selected Key for opening the file *

Please enter the characters as shown in the image * 

NOTES :

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. [IR56B software provided by IRD can be downloaded from IRD Homepage](#). The software self-developed by the employer must be pre-approved by IRD. [Please refer to IRD Homepage for the relevant requirement specifications and application procedures.](#)

Fields with * are mandatory.

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Note

You must input a Self-selected Key (“the Key”) by own choice of 6 to 8 characters upon starting to complete new returns. The Key will be used as an authentication for subsequent opening of the saved file.

Completion of Employer's Returns/Notifications

2.1.1 Select Return Form

Select the "BIR56A – Annual Employer's Return of Remuneration and Pensions" under the first button of "Annual Employer's Return / Notification". Select the respective "Year" ended 31 March. Then click the "Continue" button.

Input screens for IR56B will not be displayed if the button of "BIR56A only (nil return of IR56B)" is selected. You will go direct to "Step 6 Complete and Save Return - Enter Employer's Contact Details" (paragraph 2.1.8).

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Completion of Employer's Return

Step 3 - Select Return Form

Please select one of the following options:

☒ Annual Employer's Return / Notification

☒ BIR56A - Annual Employer's Return of Remuneration and Pensions

For year ended 31 March 2012 *

- ☒ BIR56A and IR56B [Original]
- ☐ BIR56A only (nil return of IR56B)

☐ Notification of Remuneration Paid to Persons Other Than Employees

For year ended 31 March Please Select *

Date of issue of IR6036A * / / (DD/MM/YYYY)

- ☐ IR6036B and IR56M [Original]
- ☐ IR6036B only (nil return of IR56M)

☐ Other Notifications and / or Corrections

Notification of Employees

IR56E/F/G [Original / Additional Income / Replacement]

IR56E - An employee who commences to be employed

IR56F - An employee who is about to cease to be employed

IR56G - An employee who is about to depart from Hong Kong

Correction of Annual Return / Notification

IR56B - Employer's Return of Remuneration and Pensions

IR56M - Remuneration Paid to Persons Other Than Employees

- "Original" for form not previously filed
- "Additional" for income not previously submitted
- "Replacement" for replacement of previously submitted form

ATTENTION:

1. For completion by keying in data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (BIR56A/IR56B) and Annual Notification (IR6036B/IR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms or IR6036B with more than 30 IR56M forms.
2. Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provided by IRD or a pre-approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. Software self-developed by an employer must be in accordance with the requirements specified by IRD and prior approval in writing from IRD must be obtained first before use. Please refer to IRD Homepage for the relevant requirement specifications and application procedures. (The file uploading function is not applicable to IR6036B and IR56M forms)

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

2.1.2 Complete IR56B - Input Screen No. 1/3 "Employee's Details"

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Completion of Employer's Return - IR56B

Employee's Details Income Details Place of Residence

Step 4 - Complete Employee's / Recipient's Particulars

Employer's Reference: 81240001

ATTENTION:

Please provide a copy of the completed Form IR56B to your employee and retain a copy for reference.

Language for printing this form * ☐ Chinese ☒ English

Type of form ☐ Original

NOTE: If an additional sum is payable to the employee for whom you have filed an IR56 form, please furnish an "Additional" form and insert the additional amount in the appropriate item under the Income Details.

Employee's Details

Salutation * ☐ Mr. ☐ Mrs. ☐ Ms. ☒ Miss

Surname in English * CHAN

Given Name in English * MEI NGO

Full Name in Chinese

H.K. Identity Card No. XX123456 (0)

Passport No. & Country of Issue (If Employee has no H.K. Identity Card)

Sex * ☐ Male ☒ Female

Marital Status ☒ Single/Widowed/Divorced/Living Apart ☐ Married

Spouse's Name (Surname first, e.g. Chan, Tai Man)

Spouse's H.K. Identity Card No. () ()

Spouse's Passport No. & Country of Issue

Residential Address*

☐ Address in English

Flat / Room Block Floor

Name of Building

No. & Name of Street

District

Area* ☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

☒ Address either in English or in Chinese

6A, 2/F., SHING ON STREET

SHAUKIWAN

Area* ☒ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

Whether Postal Address differs from Residential Address above* ☐ Yes (details below) ☒ No

☐ Address in English

Flat / Room Block Floor

Name of Building

No. & Name of Street

District

Area* ☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

☐ Address either in English or in Chinese

Area* ☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

Fields with * are mandatory.

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2.1.3 Complete IR56B - Input Screen No. 2/3 "Income Details"

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Completion of Employer's Return - IR56B

[Employee's Details](#) [Income Details](#) [Place of Residence](#)

Step 4 - Complete Employee's / Recipient's Particulars

Employer's Reference: 81240001

Name of Employee: CHAN, MEI NGO

Income Details

Capacity in which employed * ACCOUNT CLERK

Name of Principal Employer (if part-time)

Period of Employment for the year from 1 April 2011 to 31 March 2012 *

01 / 04 / 2011 (DD/MM/YYYY) to 31 / 03 / 2012 (DD/MM/YYYY)

Particulars of income accruing for the year from 1 April 2011 to 31 March 2012 (note)

Particulars	Period (DD/MM/YYYY)	Amount(HK\$)
(a) Salary/Wages	to / / to / /	* 174760 .00
(b) Leave Pay	to / / to / /	.00
(c) Director's Fee	to / / to / /	.00
(d) Commission/Fees (note)	to / / to / /	.00
(e) Bonus (note)	to / / to / /	.00
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (note)	to / / to / /	.00
(g) Certain Payments from Retirement Schemes (note)	to / / to / /	.00
(h) Salaries Tax Paid by Employer	to / / to / /	.00
(i) Education Benefits (note)	to / / to / /	.00
(j) Gain realized under Share Option Scheme (note)	to / / to / /	.00
(k) Other Rewards, Allowances or Perquisites (note)		
(1) Nature	to / / to / /	.00
(2) Nature	to / / to / /	.00
(3) Nature	to / / to / /	.00
(l) Pensions (note)	to / / to / /	.00

Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company * ☐ Yes (details below) ☒ No

Name of Overseas Company

Address of Overseas Company

Amount [This amount must also be included in above items (a) to (l)] .00

The employee had stationed in overseas office and visited Hong Kong for less than a total of 60 days during the year of assessment (note) * ☐ Yes ☒ No

NOTE for Item (f):
Payment in lieu of notice is assessed if accrued on or after 1 April 2012. Therefore, you are required to report it. Severance/long service payment made under Employment Ordinance (after deducting contract gratuities and retirement scheme benefits) should not be included. Report the excess amount made.

Fields with * are mandatory.

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2.1.4 Complete IR56B - Input Screen No. 3/3 "Place of Residence"

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[Employee's Details](#) [Income Details](#) [Place of Residence](#)

Step 4 - Complete Employee's / Recipient's Particulars

Employer's Reference: 81240001

Name of Employee: CHAN, MEI NGO

Total income reported in Income Details (a) to (l) **HK\$ 174,760**

Place of Residence provided by employer (note)

Provision of Place of Residence * ☐ Provided (details below) ☒ Not provided

Particulars of Place of Residence

Address

Nature

Period Provided From / / (DD/MM/YYYY) To / / (DD/MM/YYYY)

Rent paid to Landlord by Employer **HK\$** .00

Rent paid to Landlord by Employee **HK\$** .00

Rent refunded to Employee by Employer **HK\$** .00

Rent paid to Employer by Employee **HK\$** .00

Two or more Employees shared the place of residence provided ☐ Yes ☒ No

Whether another Place of Residence was provided * ☐ Provided (details below) ☒ Not provided

Address

Nature

Period Provided From / / (DD/MM/YYYY) To / / (DD/MM/YYYY)

Rent paid to Landlord by Employer **HK\$** .00

Rent paid to Landlord by Employee **HK\$** .00

Rent refunded to Employee by Employer **HK\$** .00

Rent paid to Employer by Employee **HK\$** .00

Two or more Employees shared the place of residence provided ☐ Yes ☒ No

Fields with * are mandatory.

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Click the "Add New" button to complete another new IR56B record or the "Continue" button to proceed to the Control List after finishing the completion of all forms.

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2.1.5 Control List for IR56B (Original)

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Step 5 - Check Control List

Employer's Reference: 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD **Edit**

Self-selected Key: A1A2A3A4 **Edit**

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760	Edit
<input type="checkbox"/>	2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	755,060	Edit
<input type="checkbox"/>	3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922	Edit
<input type="checkbox"/>	4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,705	Edit
<input type="checkbox"/>	5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000	Edit

Delete

NOTE:

The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

Print All **Print Control List** **Add New** **Save Draft** **Continue**

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Note

Click the relevant "Edit" button, you may make amendment, as appropriate, to

- (a) Name of Employer (paragraph 2.1.6),
- (b) Self-selected Key (paragraph 2.1.7), or
- (c) Individual employee's information (paragraphs 2.1.2 to 2.1.4).

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2.1.6 Check Control List - Amend Name of Employer

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Step 5 - Check Control List

Employer's Reference: 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Amend Name of Employer to

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2.1.7 Check Control List - Change Self-selected Key

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Step 2 - Enter Employer's Reference

Self-selected Key: A1A2A3A4

Amend Self-selected Key to

NOTE :
The Self-selected Key should consist of 6 to 8 characters.

Discard Change **Continue**

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2.1.8 Enter Employer's Contact Details for BIR56A

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Step 6 - Complete and Save Return

Employer's Reference: 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Employer's Contact Details

POSTAL ADDRESS

If you have not informed the Department of your current postal address previously, please input the new address below

☐ Address in English

Flat / Room Block Floor

Name of Building

No. & Name of Street

District

Area* ☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

☐ Address either in English or in Chinese

Area* ☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

(If you wish to change your business address, you may use the "Change of Business Registration Particulars" Service under eTAX or furnish details on the form [RC3111A](#))


Employer's e-mail address :

(for dispatch of general tax information)

Fields with * are mandatory.

Control List **Clear** **Save Draft** **Continue**

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2.1.9 Input Designation of Filer and E-mail Address for Acknowledgement

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Step 6 - Complete and Save Return

Employer's Reference: 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Please select business type and state the Designation of Filer *

For a corporation

☐ Company Secretary
For Corporate Secretary, enter company name

☒ Manager

☐ Director
For Corporate Director, enter company name

Post Title (if applicable)

For an unincorporated business

☐ Sole Proprietor

☐ Precedent Partner

For a Body of Persons

☐ Principal Officer

☐ Employer

Post Title (if applicable)

Employer's Telephone No.

E-mail address(es) to which acknowledgement of submission of the Forms be copied (Optional):

1

2

NOTE:

The acknowledgement will be copied to the above designated e-mail address(es). Please remind the recipient(s) to configure their e-mail settings or spam filters to accept the acknowledgement e-mails.

Fields with * are mandatory.

Control List **Continue**

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Notes

- Select the appropriate business type.
- State the Designation of the Filer. You may enter the "Post Title" of the Filer on top of his/her capacity as "Manager", "Director", "Principal Officer" or "Employer", if applicable.

Completion of Employer's Returns/Notifications

2.1.10 Save for Submission

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

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Check Control List

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Complete and Save Return

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Completion of Employer's Return

Step 6 - Complete and Save Return

Employer's Reference: 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4

Control List for Employer's Return

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012

No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760
2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	755,060
3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922
4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,705
5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000

Edit

Number of Set(s) of Form IR56B : 5

Employer's Contact Details :

New Postal Address : Not Applicable

E-mail Address : www@abcwww.com

Telephone No. : 12345678

Signed by : MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD

Check Sum : 096A7 C2A2C B5F7A 3C3A7 85636 0A677 2BB18 5DB29

E-mail address(es) to which the acknowledgement of submission of the return to be copied:
www@abcwww.com and www@ddexxx.com

Edit

NOTES:

1. If any information on the return is not correct, please click on the "Edit" button to make the amendments. Otherwise, click on the "Save For Submission" button to store the information in your own computer or other storage device. The signer can use the Completion and/or Submission Service to retrieve the same file for submission.
2. The Check Sum above is derived from the information you entered in the return. The same value will be shown on the acknowledgement after submission of the return provided there is no change to the return content that is submitted through the Completion and/or Submission Service.
3. The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the service, please click on the "Save For Submission" button to temporarily save the draft return for subsequent editing or submission by a designated eTAX Account holder.

Back View Draft BIR56A Print All Print Control List Save For Submission

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Completion of Employer's Returns/Notifications

2.1.11 Save Draft Return

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Exit

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Step 3
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Step 4
Complete Employee's / Recipient's Particulars

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Check Control List

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Complete and Save Return

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Completion of Employer's Return

Step 5 - Check Control List

Please click on the "Save" button if you wish to save the completed return.

Please note:

1. Please click on the "Save" button if you have checked the information shown on the Control List in Step 6 is in order. You can use the Completion Service to retrieve the information saved and continue to complete further returns later on or an eTAX Account holder can use the Completion and/or Submission Service to file the return.
2. The Inland Revenue Department does not retain the information you keyed in. You should save the information in your own computer or other storage device.

Tips on Data Security:

You should take appropriate measure to protect the saved file from unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.

Back Save

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Completion of Employer's Returns/Notifications

2.1.12 Save Draft Return

When saving draft return, the following screen will pop up.

(a) For Internet Explorer (version 9)

Please click on the '▼' to select the option of 'Save As'.



(b) For Internet Explorer (version earlier than 9)



The default filename will include part of your business registration number and one of the following:-

- (a) form type and year; or
- (b) date and time of saving the file.

Examples of default filename:-

<u>Type of Return file</u>	<u>Default filename</u>
BIR56A/IR56B	ER-XXXX0001-BIR56A-2012-draft.dat
IR6036B/IR56M	ER-XXXX0001-IR6036B-2012-draft.dat
IR56E/F/G/B/M	ER-XXXX0001-20120430-123050.dat

Change of the filename is allowed.

Completion of Employer's Returns/Notifications

2.2 Import Data From a Previously Submitted Annual Return File

At Step 2, select the buttons “Start to complete a new return” and “Complete by importing data from a previously submitted Annual Return file”. Then, browse/enter the location/folder of your computer to retrieve the previously submitted Annual Employer's Return file to the Department under eTAX facilitating the import of personal particulars of the employees.

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Exit

Step 1
Read Important Notes

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Completion of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

☒ Business Registration Number 81240001

☐ Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number) [] - []

Please select

☒ Start to complete a new return

Enter a new Self-selected Key (Note 1) * A1A2A3A4

☐ Complete by keying in data

Name of Employer []

☒ Complete by importing data from a previously submitted Annual Return file (Note 2)

File location and name D:\erfile\2012\ER-XXXX0001-BIR56A-2011.dat [Browse...]

Enter the TRN of the previously submitted Annual Return file (Note 3) * 6121302261392604

☐ Upload a data file containing IR56B records for Annual Return (Note 4)

☐ Continue to complete a partially completed return

File location and name [] [Browse...]

Enter the inputted Self-selected Key for opening the file * []

Please enter the characters as shown in the image * z6y0 

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. The software self-developed by the employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and application procedures.

Fields with * are mandatory.

Back Clear Continue

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Note

You have to enter the Transaction Reference Number (TRN) of the submitted Annual Return file correctly in order to open the submitted file. The TRN can be found in the Acknowledgement of the submitted file. Please refer to Appendix D.

Completion of Employer's Returns/Notifications

2.2.1 Select the Type of Return Form to be Submitted

Select the appropriate type of Return form you are going to prepare, that is, the "Annual Employer's Return" or ad hoc "Other Notifications and/or Corrections". Select the former in the present case for illustration.

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete and Save Return

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Completion of Employer's Return

Step 3 - Select Return Form

Please select one of the following options:

☒ **Annual Employer's Return**

BIR56A - Annual Employer's Return of Remuneration and Pensions

For year ended 31 March 2012 *

☒ BIR56A and IR56B [Original]

☐ BIR56A only (nil return of IR56B)

☐ **Other Notifications and / or Corrections**

Notification of Employees

IR56F/G [Original / Additional Income / Replacement]

IR56F - An employee who is about to cease to be employed

IR56G - An employee who is about to depart from Hong Kong

Correction of Annual Return / Notification

IR56B - Employer's Return of Remuneration and Pensions

- "Original" for form not previously filed
- "Additional" for income not previously submitted
- "Replacement" for replacement of previously submitted form

ATTENTION:

- For completion by keying in data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (BIR56A/IR56B) and Annual Notification (IR6036B/IR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms or IR6036B with more than 30 IR56M forms.
- Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provided by IRD or a pre-approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. Software self-developed by an employer must be in accordance with the requirements specified by IRD and prior approval in writing from IRD must be obtained first before use. Please refer to IRD Homepage for the relevant requirement specifications and application procedures. (The file uploading function is not applicable to IR6036B and IR56M forms)

Fields with * are mandatory.

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Step 3 of 6



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Completion of Employer's Returns/Notifications

2.2.2 Select the Employee's Records for Preparing New IR56B (Original)

Select the records of the employees from the previously submitted Annual Employer's Return file for importing their personal particulars to the new returns.

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

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Completion of Employer's Return

Step 4 - Complete Employee's / Recipient's Particulars

Employer's Reference: 6A1 - 81240001

Name of Employer: 巨石 Z Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4

Importing employees' particulars from a previously submitted Annual Return file

Click to Select	No.	Name of Employee	HKIC No.
<input checked="" type="checkbox"/>	1	CHAN, MEI NGO	XX123456(0)
<input checked="" type="checkbox"/>	2	CHEUNG, CINDY	YY778899(6)
<input checked="" type="checkbox"/>	3	CHOW, PUI SHAN	XX856293(8)
<input checked="" type="checkbox"/>	4	TANG, KIN WING AUGUSTUS	XX780546(2)
<input checked="" type="checkbox"/>	5	WONG, RALPH	YY820311(8)


The data of selected employee(s)/recipient(s) will be imported.

Back

Continue

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Completion of Employer's Returns/Notifications

2.2.3 Input the Relevant Data for New IR56B (Original)

As only the personal information of the selected employees are transferred, you must click the "Edit" button of the respective employee in the Control List to input the income details and other relevant information as appropriate.

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete and Save Return

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Completion of Employer's Return

Step 5 - Check Control List

Employer's Reference: 6A1 - 81240001

Name of Employer: 巨石 Z Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD Edit

Self-selected Key: A1A2A3A4 Edit

Error

- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
<input type="checkbox"/>	1	△ CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	Edit
<input type="checkbox"/>	2	△ CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	Edit
<input type="checkbox"/>	3	△ CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	Edit
<input type="checkbox"/>	4	△ TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	Edit
<input type="checkbox"/>	5	△ WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	Edit

Delete

NOTE:

The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

Add New Save Draft Continue

Step 5 of 6



After completing all the relevant information of the selected employees, you should proceed to check the Control List and take other actions as detailed in paragraphs 2.1.5 to 2.1.12 as appropriate.

Completion of Employer's Returns/Notifications

2.3 Upload a Data File Containing IR56B Records

Exported From IRD IR56B Software / Employer's Self-developed Software

For filing not more than 200 sets of IR56B records, employer may use the IRD IR56B software (version 4.1) or his/her pre-approved Self-developed Software to prepare the IR56B records and then export the records to a file in an alternative XML format for submission to IRD using the Completion and/or Submission Service. Employer has to complete the BIR56A online accompanied by uploading the exported data file containing the IR56B records. For further information on exporting the IRD56B records from the IRD IR56B Software, please refer to paragraph 9, entitled "Exporting IR56B Records in Soft Copies for Submission to IRD" of the Installation and Operation Guide for Inland Revenue Department Software for IR56B (Version 4.1) Preparing Annual Employer's Return (IR56B) in Computerized Format at IRD Homepage [<http://www.ird.gov.hk/eng/ese/erc.htm#03>] or some screens extracted at Appendix E of this Guide.

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
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Completion of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

☒ Business Registration Number 81240001
☐ Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number)

Please select

☐ Start to complete a new return
 Enter a new Self-selected Key (Note 1) *

☐ Complete by keying in data
 Name of Employer

☐ Complete by importing data from a previously submitted Annual Return file (Note 2)
 File location and name

☐ Upload a data file containing IR56B records for Annual Return (Note 4)
 Enter the TRN of the previously submitted Annual Return file (Note 3) *

☐ Continue to complete a partially completed return
 File location and name

Enter the inputted Self-selected Key for opening the file *

Please enter the characters as shown in the image * fhlo


NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. The software self-developed by the employer must be pre-approved by IRD. [Please refer to IRD Homepage for the relevant requirement specifications and application procedures](#).

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

2.3.1 Source of the Uploading IR56B Records File

Select the appropriate source from which the IR56B records are originated and the relevant year ended 31 March. Then, browse/enter the location/folder to retrieve your uploading data file.

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Step 1
Read Important Notes

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Completion of Employer's Return

Step 2 - Enter Employer's Reference

State the source of the uploading IR56B records file :

☒ from IRD IR56B Software

☐ from Approved Self-developed IR56B software

For year ended 31 March *

Location and name of the IR56B records file to be uploaded 


NOTES :

- You may upload a data file containing IR56B records up to 200 records (the maximum).
- The data file for Internet submission must be extracted from either IR56B software provided by IRD or an approved software self-developed by the employer. IR56B software provided by IRD can be downloaded from IRD Homepage. The software self-developed by the employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and application procedures.

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

2.3.2 List of Errors

Some validations and checking will be performed to the data in the uploading file.

(a) If critical error is detected, the processing will be stopped by displaying the relevant error message as below:-

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Exit

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Read Important Notes
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Enter Employer's Reference
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Step 5
Check Control List
Step 6
Complete Return
Step 7
Sign and Submit
Step 8
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Completion and/or Submission of Employer's Return

Step 2 - Enter Employer's Reference
Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD.

Error(s) found in the upload data file
The number of IR56B records <NoRecordBatch> in the IR56B records file is over 200. [612-E-0710]

NOTES :

- Please exit the application and rectify all the errors using your source application (i.e. IRD IR56B software / Employer's self-developed software) and then extract the IR56B records to a data file (in "xml" format) for upload again.
- If your uploaded file contains more than 200 IR56B forms or the file size exceeds 5 megabytes, it cannot be accepted through this Internet service. Then, you have to submit a duly signed BIR56A and Control List together with a diskette containing the IR56B records in an alternative specified format ("mdb" / "txt") for physical submission to IRD.

Retry Print This Page

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Completion of Employer's Returns/Notifications

2.3.2 List of Errors

- (b) The first 50 errors, if applicable, found in the IR56B record file will be displayed as below.

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Read Important Notes
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Step 4
Complete Employee's / Recipient's Particulars
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Completion of Employer's Return

Step 2 - Enter Employer's Reference

Employer's Reference: 6A1 - 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD.

Error(s) found in the upload data file

Errors in Employer's details and filing:

Submission date <SubDate> must not be blank.

Errors in Employee's details in IR56 Form:

Record No.	HKIC No.	Error message
000001	A123456(3)	Amount of Salary/Wages <AmtOfSalary> must be numeric.
000001	A123456(3)	Total income amount is not match with the sum of detailed income.
000003	C123456(9)	Unrecognized characters/symbol found in Surname <Surname>.
000004	D123456(1)	Amount of Bonus <AmtOfBonus> must be numeric.
000004	D123456(1)	Total income amount is not match with the sum of detailed income.
000005	E123456(4)	Surname <Surname> must not exceed 20 characters.

NOTE :
Please exit the application and rectify all the errors using your source application (i.e. IRD IR56B software / Employer's Self-developed software) and then extract to a data file for upload again.

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- (c) Employer should print the list in any case and exit the eTAX service to tidy up the irregularities in his/her source application [i.e. the IRD IR56B software (version 4.1) or Employer's pre-approved Self-developed Software].

Completion of Employer's Returns/Notifications

2.3.3 Control List for Uploading IR56B Records

A check sum will be generated for the uploaded data which will be displayed in the Control List for reference if no irregularity is detected. You may print the Control List for the Filer's reference before you press the "Exit" button.

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
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Step 5
Check Control List

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Completion of Employer's Return

Step 5 - Check Control List

Employer's Reference: 6A1 - 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Number of set(s) of Form IR56B : 10

Grand Total income of all Form IR56B(s) : 5,148,889


Check Sum : 004F2 E7A4B 8C31F BAD9C 4AC98 88BAE 6720F EB414

Please check the correctness of the Form IR56B(s) before you quit the application by the above "Exit" button.

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012			
No.	Name of Employee	HKIC No.	Total Income (HK\$)
1	CHAN, MEI MEI	XX123456(0)	174,760
2	CHAU, CHI WAI	YY567891(3)	2,175,665
3	CHEUNG, WENDY	YY778899(6)	755,060
4	CHOW, PUI SHAN	XX856293(8)	143,922
5	FAN, LUNG PING	YY801017(4)	353,740
6	HUI, PUI WAH	YY234567(0)	102,980
7	KO, ON YEE, TALE	XX112233(9)	367,500
8	LAM, KIN KA	XX811798(5)	525,000
9	LEUNG, KA MAN	YY699927(6)	437,605
10	LEUNG, WING SZE	YY699524(6)	112,657

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Completion of Employer's Returns/Notifications

3. Completion of Annual Notification IR6036B/IR56M

You can either complete Annual Notification by:-

- keying in the data;
- importing data from a previously submitted Annual Notification file; or
- continuing to complete a partially completed return file.

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Completion of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

☒ Business Registration Number 81240001

☐ Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number) -

Please select

☒ Start to complete a new return

Enter a new Self-selected Key (Note 1) * A1A2A3A4

☒ Complete by keying in data

Name of Employer MOUNTAIN ROCK ZZ CO., LTD

☐ Complete by importing data from a previously submitted Annual Return file (Note 2)

File location and name [Browse...]


Enter the TRN of the previously submitted Annual Return file (Note 3) * []

☐ Upload a data file containing IR56B records for Annual Return (Note 4)

☐ Continue to complete a partially completed return

File location and name [Browse...]

Enter the inputted Self-selected Key for opening the file * []

Please enter the characters as shown in the image * ycwk 


NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. The software self-developed by the employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and application procedures.

Fields with * are mandatory.

Back
Clear
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Completion of Employer's Returns/Notifications

3.1 Key in Data Online

Select the buttons of “Start to complete a new return” and “Complete by keying in data” as in Completion of Annual Employer's Return for BIR56A and IR56B detailed in paragraph 2.1.

3.1.1 Select Return Form – IR6036B and IR56M

Select second button of “Notification of Remuneration Paid to Persons Other Than Employees” under the “Annual Employer's Return / Notification”. Select the respective “Year” ended 31 March and enter the date of issue of IR6036A. Input screens for IR56M will be displayed if “IR6036B and IR56M [Original]” is selected after clicking the “Continue” button. Please refer to paragraph 3.1.4 if the button of “IR6036B only (nil return of IR56M)” is selected.

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Completion of Employer's Return

Step 3 - Select Return Form

Please select one of the following options:

☒ **Annual Employer's Return / Notification**

☐ **BIR56A - Annual Employer's Return of Remuneration and Pensions**

For year ended 31 March Please Select *

☐ BIR56A and IR56B [Original]

☐ BIR56A only (nil return of IR56B)

☒ **Notification of Remuneration Paid to Persons Other Than Employees**

For year ended 31 March 2012 *

Date of issue of IR6036A * 01 / 04 / 2012 (DD/MM/YYYY)

☒ IR6036B and IR56M [Original]

☐ IR6036B only (nil return of IR56M)

☐ **Other Notifications and / or Corrections**

Notification of Employees

IR56E/F/G [Original / Additional Income / Replacement]

IR56E - An employee who commences to be employed

IR56F - An employee who is about to cease to be employed

IR56G - An employee who is about to depart from Hong Kong

Correction of Annual Return / Notification

IR56B - Employer's Return of Remuneration and Pensions

IR56M - Remuneration Paid to Persons Other Than Employees

- "Original" for form not previously filed
- "Additional" for income not previously submitted
- "Replacement" for replacement of previously submitted form

ATTENTION:

- For completion by keying in data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (BIR56A/IR56B) and Annual Notification (IR6036B/IR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms or IR6036B with more than 30 IR56M forms.
- Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provided by IRD or a pre-approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. Software self-developed by an employer must be in accordance with the requirements specified by IRD and prior approval in writing from IRD must be obtained first before use. Please refer to IRD Homepage for the relevant requirement specifications and application procedures. (The file uploading function is not applicable to IR6036B and IR56M forms)

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

3.1.2 Complete IR56M - Input Screen No. 1/2 "Recipient's Details"

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Enter Employer's Reference

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Completion of Employer's Return - IR56M

Recipient's Details | Income Details

Step 4 - Complete Employee's / Recipient's Particulars

Payer's Employer's Reference: 81240001

Language for printing this form * ☒ Chinese ☐ English

Type of form ☐ Original

Recipient's Details

Please select an option *

☐ For a person other than an individual or a corporation
(Form IR56M is **not required** for payments made to **corporations**)

Name of Company *

Business Registration No.

☒ For an Individual

Salutation * ☐ Mr. ☐ Mrs. ☐ Ms. ☒ Miss

Surname in English *

Given Name in English *

Full Name in Chinese

H.K. Identity Card No. ()

Passport No. & Country of Issue (If the Individual has no H.K. Identity Card)

Sex * ☐ Male ☒ Female

Marital Status ☐ Single/Widowed/Divorced/Living Apart ☒ Married

Spouse's Name (Surname first, e.g. Chan, Tai Man)

Spouse's H.K. Identity Card No. ()

Spouse's Passport No. & Country of Issue

Postal Address*

☒ Address in English

Flat / Room Block Floor

Name of Building

No. & Name of Street

District

Area* ☒ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

☐ Address either in English or in Chinese

Area* ☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Foreign

Telephone Number

Fields with * are mandatory.

Clear Discard Save Draft Continue

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Completion of Employer's Returns/Notifications

3.1.3 Complete IR56M - Input Screen No. 2/2 "Income Details"

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Step 1
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Enter Employer's Reference

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Complete Employee's / Recipient's Particulars

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Completion of Employer's Return - IR56M

Recipient's Details **Income Details**

Step 4 - Complete Employee's / Recipient's Particulars

Payer's Employer's Reference: 81240001

Name of Recipient: IP, LAI LING

Income Details

Capacity engaged * AGENT

Period for which service was rendered (e.g. From 1 April 2011 to 31 March 2012) *
01 / 04 / 2011 (DD/MM/YYYY) To 31 / 03 / 2012 (DD/MM/YYYY)

Particulars of income accruing during the period of service: *

Particulars	Amount(HK\$)
Type 1: Subcontracting fees	.00
Type 2: Commission (note)	100000.00
Type 3: Writer's / Contributor's Fees	.00
Others (a) Artiste's Fees	.00
(b) Copyright / Royalties	.00
(c) Consultancy / Management Fees	.00
(d) Nature	.00
(e) Nature	.00

Whether a sum has been withheld from the above payment to settle the tax due by the recipient *

☐ Yes, amount withheld HK\$ ☒ No

Fields with * are mandatory.

Back Clear Discard Add New Save Draft Continue

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Click the "Add New" button to complete another new IR56M record or click the "Continue" button to proceed to the Control List after finishing the completion of all forms.

Completion of Employer's Returns/Notifications

3.1.4 Select Return Form – IR6036B only (Nil Return of IR56M)

Upon selection of “IR6036B only (nil return of IR56M)” and after clicking the “Continue” button, you will go direct to “Step 6 Complete and Save Return” to specify the reason for furnishing IR56M is not applicable.

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Completion of Employer's Return - IR56M

Step 6 - Complete and Save Return

Payer's Employer's Reference: 81240001

Name of Payer: MOUNTAIN ROCK ZZ CO.,LTD

Number of Set(s) of Form IR56M: 0

Please select *

☒ The Company did not make any payments to persons as specified in Form [IR6036A](#).

☐ The recipients are corporations and / or are local persons who were paid less than the sum specified in Form [IR6036C](#). Therefore, no Form IR56M is submitted.

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

3.1.5 Control List for IR56M

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Completion of Employer's Return

Step 5 - Check Control List

Payer's Employer's Reference: 81240001

Name of Payer: MOUNTAIN ROCK ZZ CO., LTD [Edit](#)

Self-selected Key: A1A2A3A4 [Edit](#)

IR56M - Notification of Remuneration Paid to Persons Other Than Employees for the year from 1 April 2011 to 31 March 2012


Click to delete	No.	Name of Recipient HKIC / BR No.	Printing Language	Period of Service	Total Income (HK\$)	
<input type="checkbox"/>	1	CHAN, CHI FAI XX123456(0)	Chinese	01/04/2011 to 31/03/2012	100,000	Edit
<input type="checkbox"/>	2	CHEN, MAN YY567891(3)	Chinese	01/04/2011 to 31/03/2012	200,000	Edit
<input type="checkbox"/>	3	CHEUNG, TAI MAN YY778899(6)	English	01/04/2011 to 31/03/2012	500,000	Edit
<input type="checkbox"/>	4	IP, LAI LING XX856293(8)	English	01/04/2011 to 31/03/2012	100,000	Edit
<input type="checkbox"/>	5	ABC XXXX YYYY ZZZZ COMPANY 82345672	English	01/04/2011 to 31/03/2012	500,000	Edit

[Delete](#)

NOTE:
The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

[Print All](#) [Print Control List](#) [Add New](#) [Save Draft](#) [Continue](#)

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Note

- Click the relevant "Edit" button, you may make amendment to Name of Payer, Self-selected Key and/or Individual recipient's information, as appropriate, similar to the "Completion of BIR56A/IR56B" service detailed in paragraphs 2.1.5 to 2.1.7.
- Click the "Continue" button to proceed further to enter the Designation of Filer, e-mail address for acknowledgement and save the file for submission. Refer to paragraphs 2.1.9 and 2.1.12 for details.

Completion of Employer's Returns/Notifications

3.2 Import Data from a Previously Submitted Annual Return File

At Step 2, select the buttons “Start to complete a new return” and “Complete by importing data from a previously submitted Annual Return file”. Then, browse/enter the location/folder of your computer to retrieve the previously submitted Annual Notification file to the Department under eTAX facilitating the import of personal particulars of the recipients.

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Completion of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

☒ Business Registration Number

81240001

☐ Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number)

-

Please select

☒ Start to complete a new return

☐ Complete by keying in data

Enter a new Self-selected Key (Note 1) *

A1A2A3A4

☐ Complete by importing data from a previously submitted Annual Return file (Note 2)

☐ Upload a data file containing IR56B records for Annual Return (Note 4)

File location and name

D:\erfile\2012\ER-XXX0001-IR6036B-2011.dat

Enter the TRN of the previously submitted Annual Return file (Note 3) *

6121302261392579

☐ Continue to complete a partially completed return

☐ Complete by importing data from a previously submitted Annual Return file (Note 2)

File location and name

Enter the inputted Self-selected Key for opening the file *



Please enter the characters as shown in the image * 4xnb

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. The software self-developed by the employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and application procedures.

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

3.2.1 Select the Type of Return Form to be Submitted

Select the appropriate type of Return form you are going to prepare, that is, the Annual Notification or Correction of Annual Notification. Select the former in the present case.

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Completion of Employer's Return

Step 3 - Select Return Form

Please select one of the following options:

☒ **Notification of Remuneration Paid to Persons Other Than Employees**

For year ended 31 March 2012 *

Date of issue of IR6036A * 01 / 04 / 2012 (DD/MM/YYYY)

☒ IR6036B and IR56M [Original]

☐ IR6036B only (nil return of IR56M)

☐ **Correction of Notification**

IR56M - Remuneration Paid to Persons Other Than Employees

- "Original" for form not previously filed
- "Additional" for income not previously submitted
- "Replacement" for replacement of previously submitted form

ATTENTION:

- For completion by keying in data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (BIR56A/IR56B) and Annual Notification (IR6036B/IR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms or IR6036B with more than 30 IR56M forms.
- Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provided by IRD or a pre-approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. Software self-developed by an employer must be in accordance with the requirements specified by IRD and prior approval in writing from IRD must be obtained first before use. Please refer to IRD Homepage for the relevant requirement specifications and application procedures. (The file uploading function is not applicable to IR6036B and IR56M forms)

Fields with * are mandatory.

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Completion of Employer's Returns/Notifications

3.2.2 Select the Recipient's Records for Preparing New IR56M (Original)

Select the records of the recipients from the previously submitted Annual Notification Return file for importing the recipient's particulars to the new return(s).

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Completion of Employer's Return

Step 4 - Complete Employee's / Recipient's Particulars

Payer's Employer's Reference: 6A1 - 81240001

Name of Payer: 巨石 Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4

Importing recipients' particulars from a previously submitted Annual Return file

Click to Select	No.	Name of Recipient HKIC / BR No.
<input checked="" type="checkbox"/>	1	CHAN, CHI FAI XX123456(0)
<input checked="" type="checkbox"/>	2	CHEN, MAN YY567891(3)
<input checked="" type="checkbox"/>	3	CHEUNG, TAI MAN YY778899(6)
<input checked="" type="checkbox"/>	4	IP, LAI LAING XX856293(8)
<input checked="" type="checkbox"/>	5	ABC XXXX YYYY ZZZZ COMPANY 82345672

The data of selected employee(s)/recipient(s) will be imported.

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Completion of Employer's Returns/Notifications

3.2.3 Input the Relevant Data for New IR56M (Original)

As only the personal information of the selected employees are transferred, you must click the "Edit" button of the respective recipients in the Control List to input the income details and other relevant information as appropriate.

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Completion of Employer's Return

Step 5 - Check Control List

Payer's Employer's Reference: 6A1 - 81240001

Name of Payer: 巨石 Z Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD Edit

Self-selected Key: A1A2A3A4 Edit

⚠ Error

- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]

IR56M - Notification of Remuneration Paid to Persons Other Than Employees for the year from 1 April 2011 to 31 March 2012

Click to delete	No.	Name of Recipient HKIC / BR No.	Printing Language	Period of Service	Total Income (HK\$)	
<input type="checkbox"/>	1	△ CHAN, CHI FAI XX123456(0)	Chinese	01/04/2011 to 31/03/2012		Edit
<input type="checkbox"/>	2	△ CHEN, MAN YY567891(3)	Chinese	01/04/2011 to 31/03/2012		Edit
<input type="checkbox"/>	3	△ CHEUNG, TAI MAN YY778899(6)	English	01/04/2011 to 31/03/2012		Edit
<input type="checkbox"/>	4	△ IP, LAI LAING XX856293(8)	English	01/04/2011 to 31/03/2012		Edit
<input type="checkbox"/>	5	△ ABC XXXX YYYY ZZZZ COMPANY 82345672	English	01/04/2011 to 31/03/2012		Edit

Delete


NOTE:

The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

Add New Save Draft Continue

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After completing all the relevant information of the selected recipients, you should proceed to check the Control List and take other actions as detailed in paragraphs 2.1.5 to 2.1.12 as appropriate.

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