1. <u>Select "Completion of Employer's Return" Service from the eTAX Service menu</u>

Online Demo +	1		
FAQs -+	· 授務易 。74X		epartment http:// Report
Tips and Tools			
Allowances	Please select the service you require:	S	8
Tax Rate		Payment	Printer
Tax Computation		Required	Require
Exchange Rate	Individual		
Related	Viewing of eTAX Account, Tax Position and Messages		
Information	Change of Personal Particulars, Profile and Password		
Budget Proposal	Filing of Tax Return - Individuals		
Extension Granted to e-Filers	Request to Amend Tax Assessment and/or Provisional Tax		
Tax Return & Guide	Objection to Assessment		
Assessment	Holdover of Provisional Tax		
Payment	Election for Personal Assessment		
eTAX Terms &	Property		
Conditions	Stamping of Property Document	S	E
eTAX Security Statement	Stamp Duty Computation		
Contact Us +	Filing of Property Tax Return for Jointly Owned Properties (BIR57)		
eTAX Help 🔺	Viewing of Property Tax Return for Jointly Owned Properties (BIR57)		
Desk	Business		
Performance +	Business Registration Number Enquiry		C
Pledge	Application for Supply of Information on the Business Register	S	
	Application for Business or Branch Registration	s	
	Change of Business Registration Particulars		
	Block Extension Scheme for Lodgement of Tax Returns for the Current Year by Tax Representativ	es	
	Completion of Profits Tax Return		123
	Submission of Profits Tax Return		-
	Viewing of Profits Tax Return		
	Completion of Employer's Return		
	Completion and/or Submission of Employer's Return		F
	Stock Borrowing Relief	\$	
	Payment		
	Payment of Tax Bills, Business Registration Fee & Stamp Duty	\$	
	Purchase of Tax Reserve Certificate	\$	
			Back
			F.

1.1 <u>Read Step Page</u>

GovHK	F港政府一站通
	Exit
Online Demo + FAQs +	Inland Revenue Department
Related Information	Completion of Employer's Return
E-Seminar for Employers	
How to complete and when to submit the 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
Employer's Obligations	unauthorized access. Please save the information of your Employer's Return(s) before leaving the system unattended.
eTAX Terms & Conditions	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.
eTAX Security Statement	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.
Contact Us 🛛 🕂	It may take 3 - 5 minutes to complete an individual IR56 form.
eTAX Help 🛶 Desk	Step 1
Performance -+ Pledge	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
	Continue
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Exit

Completion of Employer's Returns/Notifications

1.2 Read Important Notes

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Step 1 Read Important Notes	Completion of Employer's Return
Step 2	Step 1 - Read Important Notes
Enter Employer's Reference	Welcome to this channel for electronic filing of Employer's Return. Please read the following notes carefully before proceeding to Step 2.
Step 3 Select Return Form Step 4	 General information The service for Internet filing of Employer's Return consists of two applications, namely "Completion of Employer's
Complete Employee's / Recipient'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.
Particulars Step 5 Check Control List	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.
Step 6 Complete and Save Return	(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.
Online Demo 🛶	
FAQs Related Information	3. Save a draft return that is ready for submission After you have checked the draft return and inputted the filer's designation in Step 6, please click on the "Save For Submission" button at the bottom of Control List to store the draft return file. The filer can later use the Submission Service to retrieve the draft return file for verification, signing and submission.
E-Seminar for Employers	 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.
How to complete and when to submit the Employer's Return	(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).
Employer's Obligations	(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
eTAX Terms & Conditions	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
eTAX Security Statement	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
Contact Us 🛶	or printed copy from pre-approved computerized software for filing with paper IR6036B.
eTAX Help 🛛 🛶 Desk	(e) The IRD IR56B software, IR56B paper form and IR56M paper form are downloadable from IRD website. 5. Data import in subsequent filings
Performance Pledge	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.

Back Continue Step 1 of 6



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.



2.1 Key in the Data Online

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

GOVHK香港政府一站通

		Exit
Step 1	Completion of Employer's Return	
Read Important		
Notes Step 2 Enter Employer's	Step 2 - Enter Employer's Reference	
Reference	Enter Employer's Reference	
Step 3 Select Return Form	Business Registration Number Business Registration Number Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business	
Step 4 Complete	Employer's File Number (e.g. 6A1-XXXXXXXX) (for having no Business Registration Number)	
Employee's / Recipient's Particulars	Please select	
Step 5 Check Control List	Start to complete a new return Enter a new Self-selected Key (Note 1) * A1A2A3A4	
Step 6	Complete by keying in data	
Complete and Save Return	Name of Employer MOUNTAIN ROCK ZZ CO., LTD	
Online Demo 🛶	 Complete by importing data from a previously submitted Annual Return file (Note 2) 	
FAQs	File location and name	
Related Information	Enter the TRN of the previously submitted Annual Return file (Note 3) *	
E-Seminar for Employers	 Upload a data file containing IR56B records for Annual Return (Note 4) 	
How to complete and	 Continue to complete a partially completed return 	
when to submit the Employer's Return	File location and name	
Employer's Obligations		
eTAX Terms & Conditions	Please enter the characters as shown in the image * Irj6	
eTAX Security Statement	NOTES :	
Contact Us 🛛 🕂	 The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of file. 	a saved
eTAX Help -+ Desk	 You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of th employees/recipients. 	e
Performance ++ Pledge	 The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u>. 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 softw developed by Employer. <u>IR56B software provided by IRD can be downloaded from IRD Homepage</u>. The software self-developed is employer must be pre-approved by IRD. <u>Please refer to IRD Homepage for the relevant requirement specifications and applicati procedures</u>. 	by the
	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.

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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).

GOVHK香港政府一站通

	EXIL
Step 1	
Read Important Notes	Completion of Employer's Return
Step 2 Enter Employer's Reference	Step 3 - Select Return Form
Step 3 Select Return Form	Please select one of the following options:
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 FAQs FAQs FAQs FAQs FAQs FAQs FAQs	
	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. <u>Please refer to IRD Homepage for the relevant requirement specifications and application procedures</u> . (The file uploading function is not applicable to IR6036B and IR56M forms)
	Fields with * are mandatory.
	Back Continue
	Step 3 of 6

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

e p 1 ad Important					EXI
	Completion of Employer's Return - IR56B				
es	Employee's Details Income Details Place of Residence				
ep 2 er Employer's erence	Step 4 - Complete Employee's / Recipient's Particulars				
ep 3	Employer's Reference: 81240001				
ect Return Form	ATTENTION:				
nplete ployee's /	Please provide a copy of the completed Form IR56B to your employee an	nd retain a co	py for refer	ence.	
ipient's ticulars					
ep 5 eck Control List	Language for printing this form *		O	Chinese @	English
ep 6	Type of form NOTE: If an additional sum is payable to the employee for whom you have filed an IR56	form, please fu	ımish an "Add	litional" form and	Original I insert the
nplete and Save um	additional amount in the appropriate item under the Income Details.				
line Demo 🛶	Employee's Details Salutation *	⊙ Mr.	⊙ Mrs.	⊙ Ms.	Miss
Qs -+ lated	Surname in English *	⊖ MI.	U MIS.	CHAN	I WISS
ormation	Given Name in English *		MEI	NGO	
eminar for ployers	Full Name in Chinese				
v to complete and on to submit the	H.K. Identity Card No.			XX123456	(0
ployer's Return ployer's	Passport No. & Country of Issue (If Employee has no H.K. Identity Card)			XX123430	(0
igations					
X Terms & aditions	Sex *			Male	Female
X Security tement	Marital Status	Single/Widov	wed/Divorce	ed/Living Apar	t 🔿 Married
ntact Us 🛛 🕂	Spouse's Name (Surname first, e.g. Chan, Tai Man)				
AX Help 🛶 sk	Spouse's H.K. Identity Card No.				
rformance +	Spouse's Passport No. & Country of Issue				
	Name of Building No. & Name of Street District Area* Hong Kong Kowloon New Ten	ritories 🔿 Fo	preign		
	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* Address in English Flat / Room Block Floor Name of Building No. & Name of Street District Area* Hong Kong Kowloon New Territories Address either in English or in Chinese	O Yes (de	etails below) oreign)	No
	GA, 2/F., SHING ON STREET SHAUKIWAN Area* Hong Kong Kowloon New Territories Foreign Whether Postal Address differs from Residential Address above* Address in English Flat / Room Block Floor Name of Building No. & Name of Street District Area* Address either in English or in Chinese Address either in English or in Chinese Address either in English or in Chinese English Fields with * are mandatory.	O Yes (de nitories ○ Fo)	oreign) Save Draft	No Continue Step 4 of

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

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Step 1	Comple	etion of Employer's Return -	IR56B						LAIL
Read Important Notes	Employ	ree's Details Income Details	Place of Peeir	lanca					
Step 2 Enter Employer's Reference		- Complete Employee's / Re							
Step 3 Select Return Form	Employ	ver's Reference: 81240001							
Step 4 Complete	Name o	of Employee: CHAN, ME	NGO						
Employee's / Recipient's Particulars	Income	Details							
Step 5		ty in which employed *				A	CCOUN	T CLERK	
Check Control List Step 6 Complete and Save		of Principal Employer (if part-tin		1 to 31 Ma	rch 2012 *				
Return	1 chou c	si Employment loi the year noi	01 / 0			MM/YYYY) to	31	/ 03 / 2012	(DD/MM/YYYY)
Online Demo ⊸ AQs →									
Related		lars of income accruing for the rticulars	year from 1		od (DD/MN		<u>e</u>)	Am	ount(HK\$)
nformation		ary/Wages	1	/	to	1	1	* 174	
-Seminar for Employers	(b) Lea	ave Pay			to				.00
low to complete and		ector's Fee							
hen to submit the mployer's Return		mmission/Fees (<u>note</u>)			to	1	1		.00
mployer's			1	/	to	1	/		.00
bligations		nus (<u>note</u>)	1	1	to	1	1		.00
TAX Terms & onditions TAX Security	Not	ck Pay, Payment in Lieu of tice, Terminal Awards or atuities (<u>note</u>)	1	1	to	1	1		.00
itatement		rtain Payments from tirement Schemes (<u>note</u>)	1	1	to	1	1		.00
ontact Us 🛛 🔶		aries Tax Paid by Employer		1	to	1	1		.00
TAX Help ⊣⊧)esk		ucation Benefits (note)							
Performance +		in realized under Share	1	/	to	1	1		.00
ledge	Opt	tion Scheme (<u>note</u>)	/	/	to	1	1		.00
		ner Rewards, Allowances or Pe Nature	/	/	to		1		.00
	. ,	Please Select •			10		1		.00
	(2)	Nature Please Select •	1	1	to	1	1		.00
	(3)	Nature Please Select •	/	1	to	1	1		.00
	(I) Per	nsions (<u>note</u>)		1	to	1	1		.00
									.00
		er the employee was wholly or as company *	partly paid er	ther in Hon	g Kong or o	verseas b	y an	Yes (details be	low) No
	N	lame of Overseas Company							
	A	ddress of Overseas Company]
	A	mount [This amount must also	be included	in above it	ems (a) to ((I)]			.00
		ployee had stationed in overse ays during the year of assessm		d visited Ho	ing Kong for	r less than	a total	© Yes	No
	NOTE for	r Item (f) :							
	made un	in lieu of notice is assessed if accru der Employment Ordinance (after de mount made.							
	Fields wi	th * are mandatory.							
					Back	Clear	Disca	rd Save Draft	Continue
									Step 4 of 6
									Hang
AL 10 184	1.1.1	D. D. P. 10						X	SHOW
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2.1.4 Complete IR56B - Input Screen No. 3/3 "Place of Residence"

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		Exit
Step 1	Completion of Employer's Return - IR56B	
Read Important Notes	Employee's Details Income Details Place of Residence	
Step 2 Enter Employer's Reference	Step 4 - Complete Employee's / Recipient's Particulars	
Step 3 Select Return Form	Employer's Reference: 81240001	
Step 4	Name of Employee: CHAN, MEI NGO	
Complete Employee's / Recipient's Particulars	Total income reported in Income Details (a) to (I)	HK\$ 174,760
Step 5 Check Control List	Place of Residence provided by employer (note)	
Step 6 Complete and Save Return	Provision of Place of Residence * Provided (details below) Particulars of Place of Residence Address	Not provided
Online Demo 🛶	Nature Please Select	*
FAQs -+	Period Provided From / / (DD//MM/YYYY) To /	
Related Information	Rent paid to Landlord by Employer	HK\$.00
E-Seminar for Employers	Rent paid to Landlord by Employee	нк\$00
How to complete and	Rent refunded to Employee by Employer	HK\$
when to submit the Employer's Return	Rent paid to Employer by Employee	HK\$.00
Employer's Obligations	Two or more Employees shared the place of residence provided O Yes	No
eTAX Terms & Conditions	Whether another Place of Residence was provided *	Not provided
eTAX Security	Address	
Statement	Nature Please Select	*
eTAX Help -+	Period Provided From I I DD/MM/YYYY) To I	(DD/MM/YYYY)
Desk	Rent paid to Landlord by Employer	HK\$.00
Performance +	Rent paid to Landlord by Employee	HK\$
Pledge	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	O No
	Fields with * are mandatory.	
	Back Clear Discard Add New S	ave Draft Continue
		Step 4 of 6
		HONG
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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.

2.1.5 Control List for IR56B (Original)

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tep 1 ead Important	Compl	etion	of Employer's Return					
itep 2	Step 5	- Che	eck Control List					
nter Employer's	Emplo	yer's l	Reference: 81240001					
eference	Name	of Em	ployer: MOUNTAIN ROCK Z	Z CO., LTD				Ec
tep 3 elect Return Form	Self-se	electe	d Key: A1A2A3A4					Ed
tep 4								
omplete mployee's /	IR56B	- Emp	loyer's Return of Remuneration a	and Pensions for	the year fro	m 1 April 2011 to 3	31 March 2012	S.
ecipient's articulars tep 5	Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
tep 6		1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760	Edit
omplete and Save eturn		2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	755,060	Edit
online Demo 🛛 🕂		3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922	Edit
AQs ++		4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,705	Edit
formation		5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000	Edit
Seminar for mployers	Dele	ete						
ow to complete and nen to submit the mployer's Return	NOTE:							
mployer's bligations			enue Department does not retain the inforn he draft returns to your computer or storage		raft return. Befor	e you exit the applicati	on, please click "S	Bave Dra
FAX Terms & onditions								
FAX Security tatement			Pr	int All Print C	ontrol List	Add New Sa	ve Draft C	ontinu
ontact Us 🛛 🛶								Step 5
TAX Help 🛛 🛶 esk								
erformance+ Nedge								
								HO
							-	

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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Completion of Employer's Returns/Notifications

2.1.6 Check Control List - Amend Name of Employer

GOVHK香港政府一站通

		EAIL
Step 1 Read Important Notes	Completion of Employer's Retu	Im
Step 2 Enter Employer's Reference	Step 5 - Check Control List	01010001
Step 3	Employer's Reference: Name of Employer:	81240001 MOUNTAIN ROCK ZZ CO., LTD
Select Return Form Step 4	Amend Name of Employer to	
Complete Employee's / Recipient's Particulars		
Step 5 Check Control List		Discard Change Continue
Step 6 Complete and Save Return		Step 5 of 6
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		
		HENE

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Completion of Employer's Returns/Notifications

2.1.7 Check Control List - Change Self-selected Key

GOVHK香港政府一站通

				CAR
Step 1	Completion of Employed's Detum			
Read Important Notes	Completion of Employer's Return			
Step 2 Enter Employer's	Step 2 - Enter Employer's Reference			
Reference	Self-selected Key:	A1A2A3A4		
Step 3 Select Return Form	Amend Self-selected Key to			
Step 4 Complete Employee's / Recipient's Particulars	NOTE : The Self-selected Key should consist of 6 to 8 chara	acters.		
Step 5 Check Control List			Discard Change Conti	nue
Step 6 Complete and Save Return			Step	2 of 6
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				
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About Could/ Comurie	ht Nation Driveny Daliay Disalaimar			-

2.1.8 Enter Employer's Contact Details for BIR56A

-	Exit
Step 1 Read Important	Completion of Employer's Return - IR56B
Notes Step 2 Enter Employer's	Step 6 - Complete and Save Return
Reference	Employer's Reference: 81240001
Step 3 Select Return Form	Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
Step 4 Complete Employee's / Recipient's Particulars	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
Step 5 Check Control List	Address in English
Step 6 Complete and Save Return	Flat / Room Block Floor Name of Building
Online Demo 🔶	No. & Name of Street
FAQs -+	District
Related Information	District Area*
E-Seminar for Employers	Address either in English or in Chinese
How to complete and when to submit the Employer's Return	
Employer's Obligations	
eTAX Terms & Conditions	Area* O Hong Kong Kowloon New Territories Foreign
eTAX Security Statement	details on the form <u>RC3111A</u>)
Contact Us 🛛 🔶	Employer's e-mail address : www@abcwww.com
eTAX Help -+ Desk	(for dispatch of general tax information)
Performance ++ Pledge	Fields with * are mandatory.
	Control List Clear Save Draft Continue
	Step 6 of 6
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2.1.9 Input Designation of Filer and E-mail Address for Acknowledgement

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		Exit
Step 1	Completion of Employer's Return	
Read Important		
Notes	Step 6 - Complete and Save Return	
Step 2 Enter Employer's	Employer's Reference: 81240001	
Reference	Name of Employer: MOUNTAIN ROCK ZZ CO., LTD	
Step 3 Select Return Form		
Step 4 Complete	Please select business type and state the Designation of Filer *	
Employee's /	For a corporation	
Recipient's Particulars	Company Secretary	
Step 5	For Corporate Secretary, enter company name	
Check Control List	Manager	
Step 6 Complete and Save	O Director	
Return	For Corporate Director, enter company name	
Online Demo -+	Post Title (if applicable) SENIOR VICE PRESIDENT	
FAQs -+		
Related	For an unincorporated business	
Information	Sole Proprietor	
E-Seminar for Employers	Precedent Partner	
How to complete and when to submit the	For a Body of Persons	
Employer's Return	Principal Officer	
Employer's	Employer	
Obligations	Post Title (if applicable)	
eTAX Terms & Conditions		
eTAX Security Statement	Employer's Telephone No. 12345678	3
Contact Us 🛶		
eTAX Help 🛶	E-mail address(es) to which acknowledgement of submission of the Forms be copied (Optional):	
Desk	1 www@abcwww.com	
Performance ++ Pledge	2 www@ddexxx.com	
(interior	NOTE:	
	The acknowledgement will be copied to the above designated e-mail address(es). Please remind the recipient(s) to configure their e-mail set or spam filters to accept the acknowledgement e-mails.	tings
	of spanniners to accept the acknowledgement e-mails.	
	Fields with * are mandatory.	
	Control List Contin	ue
	Step 6	of 6
		NG
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Notes

- (a) Select the appropriate business type.
- (b) 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.

2.1.10 Save for Submission

Com	pletion of Employe	r's Return				
Ctore	6 . Comulato and	Saura Dataran				
Step	6 - Complete and	Save Return				
Empl	oyer's Reference:	81240001				
	e of Employer:	MOUNTAIN ROCK ZZ	CO., LTD			
Self-	selected Key:	A1A2A3A4				
Cont	rol List for Employ	er's Return				
IR56E	B - Employer's Ret	urn of Remuneration a	nd Pensions for the year f	rom 1 April 20	011 to 31 March 2	012
No.	Name of Employ	ee	HKIC No.	Printing Language	Period of Employment	Tota Incom (HK\$
1	CHAN, MEI NGO		XX123456(0)	English	01/04/2011 to 31/03/2012	174,76
2	CHEUNG, CINDY		YY778899(6)	English	01/04/2011 to 31/03/2012	755,06
3	CHOW, PUI SHAI	N	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,92
4	TANG, KIN WING	AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,70
5	WONG, RALPH		YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,00
					31/03/2012	Edit
Numb	per of Set(s) of Forn	n IR56B : 5				
	oyer's Contact Deta					
	New Postal Address	1993 - C.				
	E-mail Address : wv Telephone No. : 123					
			NT) of MOUNTAIN ROCK ZZ	2 CO., LTD		
Chec	k Sum : 096A7 C24	A2C B5F7A 3C3A7 85636	0A677 2BB18 5DB29			
			t of submission of the return	to be copied:		
WWW(wabewww.com and	d www@ddexxx.com				Edit
						Lan
NOTES	S:					
Submi		ne information in your own cor	on the "Edit" button to make the a nputer or other storage device. Th			
			u entered in the return. The same return content that is submitted th			
			mation set out in the draft return. I or subsequent editing or submis:			
			2014 A.C A			979 9779 fr
		Back View Draft	BIR56A Print All Pi	rint Control L	ist Save For	Submission
						Step 6 of
						HON
					> /	KUN

2.1.11 Save Draft Return

GOVHK香港政府一站通

Step 1	Completion of Employer's Return
Read Important Notes	
Step 2	Step 5 - Check Control List
Enter Employer's Reference	Please click on the "Save" button if you wish to save the completed return.
Step 3 Select Return Form	
Step 4 Complete	Please note:
Employee's / Recipient's Particulars	 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.
Step 5 Check Control List	2. The Inland Revenue Department does not retain the information you keyed in. You should save the information in your ow computer or other storage device.
Step 6	Tips on Data Security:
Complete and Save Return	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.
Online Demo 🛛 🛶	
FAQs	
Related Information	Back Save
E-Seminar for Employers	Step 5 of
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	



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 ' $\mathbf{\nabla}$ ' to select the option of 'Save As'.

您要開啟或儲存來自 uat4.ird.gov.hk 的 ER-XXXX0001-BIR56A-2012-draft.dat (27.5 KB) 嗎?	開啟(O) 儲存(S) ▼ 取消(C) ×
		F(S)
位要解散减载存来自 uat4.ird.gov.hk 的 ER-2000(0001-BIR56A-2012-draft.dat (27.5 KB) 膳?	第数(0) 型符(S) マ	劳存新描(A) 每存後間廠(O)

另存新檔		and the second		<u>? ×</u>
儲存於①:	ER	•	+ € 🕈 📰	•
記錄				
(1) 我的文件				
我的電腦				
網路上的芳鄰	檔名(N): 存檔類型(I):	ER-XXXX0001-BIR56A-2011-dra .dat 文件	aft.dat 🗾	存檔(<u>S</u>) 取消

(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:-

Type of Return file	Default filename
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.

Evit

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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Step 1 Read Important	Completion of Employer's Return
Notes	
Step 2 Enter Employer's Reference	Step 2 - Enter Employer's Reference
Step 3 Select Return Form	Business Registration Number 81240001
Step 4 Complete	 Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number)
Employee's / Recipient's	Please select
Particulars	Start to complete a new return
Step 5 Check Control List	Enter a new Self-selected Key (Note 1) * A1A2A3A4
Step 6 Complete and Save	Complete by keying in data
Return	Name of Employer
Online Demo 🛛 🕂	Complete by importing data from a previously submitted Annual Return file (Note 2)
FAQs +	File location and name D:\erfile\2012\ER-XXXX0001-BIR56A-2011.dat
Related Information	Enter the TRN of the previously submitted Annual Return file (Note 3) * 6121302261392604
E-Seminar for Employers	Upload a data file containing IR56B records for Annual Return (Note 4)
How to complete and when to submit the	 Continue to complete a partially completed return File location and name
Employer's Return	
Employer's Obligations	Enter the inputted Self-selected Key for opening the file *
eTAX Terms & Conditions	Please enter the characters as shown in the image $* \frac{z_{6y0}}{z_{6y0}}$
eTAX Security Statement	
Contact Us 🛛 🛶	1. The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved
eTAX Help 🛶 Desk	file. 2. You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
Performance -+ Pledge	 The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u>. 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. <u>IR56B software provided by IRD can be downloaded from IRD Homepage</u>. The software self-developed by the employer must be pre-approved by IRD. <u>Please refer to IRD Homepage for the relevant requirement specifications and application procedures</u>.
	Fields with * are mandatory.
	Back Clear Continue
	Step 2 of 6
	HONG

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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.

Inland Revenue Department

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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.

GOVHK香港政府一站通

Step 1	
Read Important Notes	Completion of Employer's Return
Step 2 Enter Employer's Reference	Step 3 - Select Return Form
Step 3 Select Return Form	Please select one of the following options:
Step 4	Annual Employer's Return
Complete	BIR56A - Annual Employer's Return of Remuneration and Pensions
Employee's / Recipient's	For year ended 31 March 2012 *
Particulars	IR56A and IR56B [Original]
Step 5 Check Control List	BIR56A only (nil return of IR56B)
Step 6 Complete and Save	Other Notifications and / or Corrections
Return	Notification of Employees
Online Demo 🛛 🔶	IR56F/G [Original / Additional Income / Replacement]
FAQs ++	IR56F - An employee who is about to cease to be employed
Related	IR56G - An employee who is about to depart from Hong Kong
nformation	Correction of Annual Return / Notification
E-Seminar for Employers	IR56B - Employer's Return of Remuneration and Pensions
How to complete and	- "Original" for form not previously filed
when to submit the	 "Additional" for income not previously submitted
Employer's Return Employer's	 "Replacement" for replacement of previously submitted form
Imployers Obligations	ATTENTION:
eTAX Terms & Conditions	 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 Annua 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.
eTAX Security Statement	 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
Contact Us 🛛 🛶	IRD or a pre-approved software self-developed by Employer. <u>IR56B software provided by IRD can be downloaded from IRD Homepage</u> . Software self-developed by an employer must be in accordance with the requirements specified by IRD and prior approval in writing from IR
eTAX Help 🛶 Desk	must be obtained first before use. <u>Please refer to IRD Homepage for the relevant requirement specifications and application procedure</u> (The file uploading function is not applicable to IR6036B and IR56M forms)
Performance+ Pledge	Fields with * are mandatory.
r rearge	Back Continue
	Step 3 of



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.

	Comple	etion	of Employe	's Return	
nt	Compre	cuon	or Employe	S Return	
	Step 4	- Com	plete Empl	oyee's / Recipient's Particulars	
	sensores no			6A1 - 81240001	
	Name o	of Emp	oloyer:	巨石 Z Z 有限公司 MOUNTAIN ROCK ZZ CO., LTD	
6	Self-se	lecte	d Key:	A1A2A3A4	
	Importi	ing en	nployees' p	rticulars from a previously submitted Annual I	Return file
_	Click to	No.	Name of E	mployee	HKIC No.
	Select			NCO	20/400450/0
ive		1	CHAN, ME		XX123456(0
	V	2	CHEUNG,		YY778899(6 XX856293(8
	V V	4	CHOW, P	WING AUGUSTUS	XX780546(2
#-	V	5	WONG, R		YY820311(8
			10 - 20 - 20	(s)/recipient(s) will be imported.	110203110
and ie n					
					Back Continu
					Step 4
# -					
#-					
					HO



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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ompletion	of Employer's Return				
ep 5 - Che	ck Control List				
nployer's F	Reference: 6A1 - 81240001				
ame of Emp		Z CO., LTD			
elf-selecte	d Key: A1A2A3A4				
Error					
T	1 1 11 12 1 17 1				
		ication. Please click		to verify the data and	make amendment if
		fication. Please click	c "EDIT" button f	to verify the data and	make amendment if
		fication. Please click	"EDIT" button f	to verify the data and	make amendment if
		fication Diagon click	"EDIT" button t	io vorify the data and	mako amondmont if
necess	ary. [612-E-0360]				
		fication. Please click	c "EDIT" button f	to verify the data and	make amendment if
1100033	ary. [012 E-0500]				
56B - Emp	loyer's Return of Remuneration	and Pensions for	r the year fro	m 1 April 2011 to 3	1 March 2012
ick 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	E
2 🛆	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	E
3 ▲	CHOW, PUI SHAN	XX856293(8)	Chinese	31/03/2012	E
4 🕭	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	E
5 ≜	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	E
Delete					
TE:					
			iraft return. Befor	e you exit the applicatio	on, please click "Save
	hiployer's f me of Em lf-selecte Error • The rec necess • The rec • The rec necess • The rec • The r	MOUNTAIN ROCK Z Iff-selected Key: A1A2A3A4 Error The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] The record marked by triangle need further veril necessary. [612-E-0360] CHAN, MEI NGO ChEUNG, CINDY CHOW, PUI SHAN TANG, KIN WING AUGUSTUS WONG, RALPH 	Amount of the second marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] The record marked by triangle need further verification. Please clich necessary. [612-E-0360] Chever by the record marked by triangle need further verification. Please clich necessary. [612-E-0360] Chever by the record marked by triangle need further verification. Please clich necessary. [612-E-0360] Chever by the record marked by triangle need further verification. Please clich necessary. [612-E-0360] A CHAN, MEI NGO XX12345	Apployer's Reference: 6A1 - 81240001 Imme of Employer: E石ZZ有限公司 MOUNTAIN ROCK ZZ CO., LTD MF-selected Key: A1A2A3A4 Serror The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button 1 necessary. [612-E-0360] Cheung, CINDY Y1778899(6) English A CHOW, PUI SHAN XX856293(8) Chinese A TANG, KIN WING AUGUSTUS XX780546(2) English MONG, RALPH YY820311(8) Chinese MONG, RALPH YY820311(8) Chinese Inland Revenue Department does not retain the information set out in the draft return. Befor 	The ployer's Reference: £A1 - 81240001 Ime of Employer: EGZ 2.7 排除公司 MOUNTAIN ROCK ZZ CO., LTD Inf-seal-ected Key: A1A2A3A4 Foror The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and necessary. [612-E-0360] CHEUNG, CINDY XX123456(0) English M01/04/2011 to 31/03/2012 CHOW, PUI SHAN XX856293(8) Chinese M01/04/2011 to 31/03/2012 M TANG, KIN WING AUGUSTUS XX780546(2) English M01/04/2011 to 31/03/2012 M WONG, RALPH YY820311(8) Chinese M01/04/2011 to 31/03/2012 M WONG, RALPH YY820311(

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.

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	Completion of Employer's Return
Step 2 Enter Employer's Reference	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	Business Registration Number B1240001 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
Complete and Save Return Online Demo	Name of Employer Complete by importing data from a previously submitted Annual Return file (Note 2)
FAQs → Related Information E-Seminar for Employers How to complete and when to submit the	
Employer's Return Employer's Obligations eTAX Terms & Conditions	Enter the inputted Self-selected Key for opening the file *
eTAX Security Statement Contact Us -> eTAX Help -> Desk Performance -> Pledge	Please enter the characters as shown in the image * file NOTES: 1. 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. 2. You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients. 3. The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u> . 4. 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 of Internet submission must be extracted from either IR56B Stoware provided by IRD or an approved software self- developed by Employer (IE56B activare provided by IRD can be downloaded from IRD Homepage employer must be per-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and apprication
	procedures Fields with * are mandatory. Back Clear Continue Step 2 of 6



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.

		EXIL
Step 1	Completion of Employer's Return	
Read Important Notes		
Step 2 Enter Employer's	Step 2 - Enter Employer's Reference	
Reference Step 3	State the source of the uploading IR56B records	file :
Select Return Form	from IRD IR56B Software	
Step 4 Complete Employee's /	from Approved Self-developed IR56B soft	ware
Recipient's Particulars	For year ended 31 March	2012 *
Step 5 Check Control List	Location and name of the IR56B records file to be uploaded	D:\e-filing\81240001.XML
Step 6 Complete and Save Return	NOTES :	
Online Demo 🔺	 You may upload a data file containing IR56B records up to 	
FAQs -+	the employer. IR56B software provided by IRD can be de	m either IR56B software provided by IRD or an approved software self-developed by <u>ownloaded from IRD Homepage</u> . The software self-developed by the employer page for the relevant requirement specifications and application procedures.
Related Information		
E-Seminar for Employers	Fields with * are mandatory.	
How to complete and when to submit the Employer's Return		Back Continue
Employer's Obligations		Step 2 of 6
eTAX Terms & Conditions		
eTAX Security Statement		
Contact Us -		
eTAX Help 🔶 Desk		
Performance + Pledge		
U.		
About On JW/J C		Reine
About Govern I Copyrig	ght Notice Privacy Policy Disclaimer	

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:-

t ep 1 ead Important	Completion and/or Submission of Employer's Return
ates ter 2 ter Employer's ter 3 ter 3 elect Return Form	Step 2 - Enter Employer's Reference Employer's File Number: 6A1 - 81240001 Name of Employer: MOUNTAIN ROCK ZZ CO., LTD.
ep 4 mplete nployee's / cipient's rticulars ep 5	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]</norecordbatch>
eck Control List ep 6 mplete Return ep 7 in and Submit ep 8 knowledgement	 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 alternativ specified format ("mdb" / "bd") for physical submission to IRD.
nline Demo 斗	
ated	Retry Print This Page Step 2 of
formation Seminar for nployers w to complete and ien to submit the nployer's Return	Step 2 of
nployer's oligations	
AX Terms & Inditions	
AX Security atement	
ontact Us 🛛 🕂	
FAX Help 🛛 🕂 esk	
erformance +	
-	HON

2.3.2 List of Errors

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

GOVHK香港政府一站通

			EXIL					
Step 1	Completion of En	nployer's Return						
Read Important Notes	•							
Step 2	Step 2 - Enter En	nployer's Reference						
Enter Employer's	Employer's Refe	rence: 6A1 - 81240001						
Reference	Name of Employe	er: MOUNTAIN RO	CK ZZ CO., LTD.					
Step 3 Select Return Form								
Step 4 Complete	Energy (a) forward in th	en andere dieter Gla						
Employee's /		Error(s) found in the upload data file						
Recipient's Particulars		er's details and filing: <subdate> must not be b</subdate>	logic					
Step 5	Submission dates	SubDate< must not be b	Idlik.					
Check Control List	Errors in Employ	ee's details in IR56 For	m:					
Step 6	Record No.	HKIC No.	Error message					
Complete and Save Return	000001	A123456(3)	Amount of Salary/Wages <amtofsalary> must be numeric.</amtofsalary>					
Online Demo	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>.					
FAQs	000004	D123456(1)	Amount of Bonus <amtofbonus> must be numeric.</amtofbonus>					
Related Information	000004	D123456(1)	Total income amount is not match with the sum of detailed income.					
E-Seminar for	000005	E123456(4)	Surname <surname> must not exceed 20 characters.</surname>					
Employers	NOTE :							
How to complete and		ation and rectify all the errors u lata file for upload again.	using your source application (i.e. IRD IR56B software / Employer's Self-developed software)					
when to submit the Employer's Return								
Employer's Obligations								
eTAX Terms & Conditions			Print This Page Step 2 of 6					
eTAX Security Statement			Step 2 010					
Contact Us 🛛 🛶								
eTAX Help 🛶 Desk								
Performance ++ Pledge								
			HONG					
			KONG					
About GovHK Copyri	ght Notice Privacy Pol	icy Disclaimer						

(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].



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.

ep 1 ad Important	CON	pletion of Employer's Return		
tes	Ster	o 5 - Check Control List		
ep 2 ter Employer's		oloyer's Reference: 6A1 - 81240001		
ference	500 CO 100	e of Employer: MOUNTAIN ROCH	(77.00 TD	
ер 3		ber of set(s) of Form IR56B :	(22.00., 21)	1(
lect Return Form		nd Total income of all Form IR56B(s):		5.148.889
ep 4 mplete		ck Sum :	004F2 E7A4B 8C31F BAD9C	
nployee's /				
cipient's rticulars	Plea	ise check the correctness of the Form	IR56B(s) before you quit the application by t	te above Exit button.
ep 5	IR56	B - Employer's Return of Remuneration	on and Pensions for the year from 1 April 2011	to 31 March 2012
eck Control List ep 6 mplete and Save	No	. Name of Employee	HKIC No.	Tota Incom (HK\$
turn	1	CHAN, MEI MEI	XX123456(0)	174,76
nline Demo 🛶	2	CHAU, CHI WAI	YY567891(3)	2,175,66
Qs -++	3	CHEUNG, WENDY	YY778899(6)	755,06
elated	4	CHOW, PUI SHAN	XX856293(8)	143,92
formation	5	FAN, LUNG PING	YY801017(4)	353,74
Seminar for	6	HUI, PUI WAH	YY234567(0)	102,98
nployers	7	KO, ON YEE, TALE	XX112233(9)	367,50
w to complete and	8	LAM, KIN KA	XX811798(5)	525,00
en to submit the nployer's Return	9	LEUNG, KA MAN	YY699927(6)	437,60
nployer's	10	LEUNG, WING SZE	YY699524(6)	112,65
ligations				
AX Terms & nditions				
AX Security atement				Print this Page Print All Step 5 of
ontact Us 🛛 🛶				
ſAX Help -+ esk				
erformance+				
				HON

3. Completion of Annual Notification IR6036B/IR56M

You can either complete Annual Notification by:-

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

		EXIL
Step 1 Read Important	Completion of Employer's Return	
Notes		
Step 2 Enter Employer's Reference	Step 2 - Enter Employer's Reference	
	Enter Employer's Reference	
Step 3 Select Return Form	Business Registration Number Business Registration Number Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business	
Step 4 Complete	Employer's File Number (e.g. 6A1-XXXXXXXX) (for having no Business Registration Number)	
Employee's / Recipient's	Please select	
Particulars	Start to complete a new return	
Step 5 Check Control List	Enter a new Self-selected Key (Note 1) * A1A2A3A4	
Step 6	Complete by keying in data	
Complete and Save Return	Name of Employer MOUNTAIN ROCK ZZ CO., LTD	
Online Demo 🛶	 Complete by importing data from a previously submitted Annual Return file (Note 2) 	
FAQs -+	File location and name 瀏覽	
Related Information	Enter the TRN of the previously submitted Annual Return file (Note 3) *	
E-Seminar for	 Upload a data file containing IR56B records for Annual Return (Note 4) 	
Employers	 Continue to complete a partially completed return 	
How to complete and	File location and name	
when to submit the Employer's Return	Enter the inputted Self-selected Key for opening the file *	
Employer's		
Obligations	1 - I ALT HI TO	
eTAX Terms & Conditions	Please enter the characters as shown in the image * ycwk	
eTAX Security Statement	NOTES :	
Contact Us 🛛 🔶	 The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a file. 	a saved
eTAX Help 🛶 Desk	 You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of th employees/recipients. 	e
1	3. The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u> .	
Performance	4. 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	
Fiebige	developed by Employer. I <u>R56B software provided by IRD can be downloaded from IRD Homepage</u> . The software self-developed I employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and applicati	
	procedures.	<u>un</u>
	Fields with * are mandatory.	
		tinue
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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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Step 1 Read Important Completion of Employer's Return Notes Step 2 Step 3 - Select Return Form Enter Employer's Reference Step 3 Select Re Please select one of the following options: Annual Employer's Return / Notification Step 4 Complete BIR56A - Annual Employer's Return of Remuneration and Pensions Employee's / Recipient's For year ended 31 March Please Select * * Particulars BIR56A and IR56B [Original] Step 5 Check Control List BIR56A only (nil return of IR56B) Step 6 Notification of Remuneration Paid to Persons Other Than Employees Complete and Save Return For year ended 31 March 2012 Online Demo 🛶 Date of issue of IR6036A * 01 / 04 / 2012 (DD/MM/YYYY) FAQs IR6036B and IR56M [Original] Related IR6036B only (nil return of IR56M) Information E-Seminar for Other Notifications and / or Corrections Employers Notification of Employees How to complete and IR56E/F/G [Original / Additional Income / Replacement] when to submit the Employer's Return IR56E - An employee who commences to be employed Employer's IR56F - An employee who is about to cease to be employed Obligations IR56G - An employee who is about to depart from Hong Kong eTAX Terms & Conditions Correction of Annual Return / Notification eTAX Security IR56B - Employer's Return of Remuneration and Pensions Statement IR56M - Remuneration Paid to Persons Other Than Employees Contact Us - "Original" for form not previously filed eTAX Help - "Additional" for income not previously submitted Desk - "Replacement" for replacement of previously submitted form Performance -Pledge 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. Alternatively, you may complete the Annual Return (BR56A and R56B) 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 Back Continue Step 3 of 6 HONG

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

	EXIL
Step 1	Completion of Employer's Return - IR56M
Read Important Notes	Recipient's Details Income Details
Step 2 Enter Employer's Reference	Step 4 - Complete Employee's / Recipient's Particulars
Step 3 Select Return Form	Payer's Employer's Reference: 81240001
Step 4 Complete	
Employee's /	Language for printing this form * Chinese English
Recipient's Particulars	Type of form Original
Step 5 Check Control List	Recipient's Details
Step 6	Please select an option *
Complete and Save Return	For a person other than an individual or a corporation
Online Demo -+	(Form IR56M is not required for payments made to corporations)
FAQs	Name of Company *
Related	Business Registration No.
Information	For an Individual
E-Seminar for Employers	Salutation * O Mr. O Mrs. O Ms. Miss
How to complete and	Surname in English *
when to submit the Employer's Return	Given Name in English * LAI LING
Employer's	Full Name in Chinese
Obligations eTAX Terms &	H.K. Identity Card No. XX856293 (8)
Conditions	Passport No. & Country of Issue (If the Individual has no H.K.
eTAX Security Statement	Identity Card) Sex * O Male Female
Contact Us 🛶	Marital Status Single/Widowed/Divorced/Living Apart Maried
eTAX Help 🛛 🛶	Spouse's Name (Surname first, e.g. Chan, Tai Man) CHAN, SIU MAN
Desk	
Performance+ Pledge	Spouse's H.K. Identity Card No. XX234567 (6) Spouse's Passport No. & Country of Issue XX234567 (6)
	Postal Address*
	Address in English
	Flat / Room C Block D Floor 3
	Name of Building TAI FAT BUILDING
	No. & Name of Street 70 TAI FAT 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
	Step 4 of 6
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3.1.3 Complete IR56M - Input Screen No. 2/2 "Income Details"

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	EXI	10
Step 1 Read Important	Completion of Employer's Return - IR56M	ĺ
Notes Step 2 Enter Employer's Reference	Recipient's Details Income Details Step 4 - Complete Employee's / Recipient's Particulars	
Step 3 Select Return Form	Payer's Employer's Reference: 81240001	
Step 4 Complete Employee's / Recipient's	Name of Recipient: IP, LAI LING	
Particulars	Income Details	
Step 5 Check Control List	Capacity engaged * AGENT	1
Step 6		
Complete and Save Return	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/YYY	Y)
Online Demo 🛶		
FAQs -+	Particulars of income accruing during the period of service: *	
Related Information	Particulars Amount(HK\$) Type 1: Subcontracting fees .00	
E-Seminar for Employers	Type 2: Commission (note) 100000 .00	
How to complete and when to submit the	Type 3: Writer's / Contributor's Fees	
Employer's Return	Others (a) Artiste's Fees .00	
Employer's Obligations	(b) Copyright / Royalties .00	
eTAX Terms & Conditions	(c) Consultancy / Management Fees	
eTAX Security Statement	(a) Nature .00	
Contact Us -+	Whether a sum has been withheld from the above payment to settle the tax due by the recipient *	
eTAX Help -+ Desk	Yes, amount withheld HK\$	
Performance + Pledge	Fields with * are mandatory.	
	Back Clear Discard Add New Save Draft Continue	
	Step 4 of	6
	5.69 + 61	
		/ כוח

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.



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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.

Step 1 Completion of Employer's Return - IR56M Step 2 Step 6 - Complete and Save Return Payer's Employer's Reference: 81240001 Step 3 Name of Payer: MOUNTAIN ROCK ZZ CO.,LTD Step 4 Number of Set(s) of Form IR56M: 0 Freigowith Please select * * The Company did not make any payments to persons as specified in Form IR5036A * The Company did not make any payments to persons as specified in Form IR5036A * The company did not make any payments to persons as specified in Form IR5036A * The company did not make any payments to persons as specified in Form IR5036A * The company did not make any payments to persons as specified in Form IR5036A * The company did not make any payments to persons as specified in Form IR5036A * The company did not make any payments to persons as specified in Form IR5036A * The company did not make any payments to persons who were paid less than the sum specified in Form IR5036A * The company did not make any payments to persons who were paid less than the sum specified in Form IR5036A * The company did not make any payments to persons who were paid less than the sum specified in Form IR5036A * The company did not make any payments to persons who were paid less than the sum specified in Form IR5036A * The company did not make any payments to persons who were paid less than the sum specified in Form IR5036A * The company did not make any payment to persons who were paid less than the sum specified in Form IR5036A * The company did not make any payment to persons who were paid less than the sum specified in Form IR5036A <t< th=""><th></th><th></th><th></th></t<>			
Read Important Notes Step 6 - Complete and Save Return Paper's Employer's Reference: 8124001 Step 3 Select Return Form Engloyer's A Complete Employer's A Complete and Save Return Form Number of Set(s) of Form IR56M: 0 Flases select * • • The Compray did not make any payments to persons as specified in Form IR6036A. • The company did not make any payments to persons as specified in Form IR6036A. • The company did not make any payments to persons as specified in Form IR6036A. • The company did not make any payments to persons as specified in Form IR6036A. • The company did not make any payments to persons who were paid less than the sum specified in Form IR6036C. Therefore, no Form IR56M is submitted. • The company did not make any payments to persons who were paid less than the sum specified in Form IR6036C. Therefore, no Form IR56M is submitted. • The comparities are comporations and / or are local persons who were paid less than the sum specified in Form IR6036C. Therefore, no Form IR56M is submitted. • Flads with * are mandatory. • Flads with * are mandatory. • Step 6 of Clear • Flads with * are mandatory. • Step 6 of Clear • Flads with * are mandatory. • Flads with * are mandatory. • Step 6 of Clear • Flads with * are mandatory. • Flads with * are mandatory. • Flads			
Step 2 Step 4 Step 3 Salest Return For Step 4 Nume of Payer: Complete MOUNTAIN ROCK ZZ CO.,LTD Step 4 Complete Step 5 Conditions Step 5 Step 6 Conditions Step 6 Conditions Step 6 Conditions Step 6 Conditions Step 7 Step 6 Conditions Step 6 Conditions Step 6 Conditions Step 7 Step 6 Conditions Step 6 Conditions Step 6 Conditions Step 7 Step 6 Step 6 Conditions Step 6 Step 6 Step 6 Step 6 Step 6 Step 7 Conditions Step 8 Step 8 Step 9 Conditions Step 6 Step 10 Step 1	Read Important	Completion of Employer's Retu	rm - IR56M
Reference Payer's Employer's Reference: 81240001 Step 3 Complete Employer's Reformation MOUNTAIN ROCK ZZ CO, LTD Step 4 Complete Employer's Reformation 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 colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366A. • The colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366A. • The colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366A. • The colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366A. • The colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366C. • The colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366C. • The colpients are corporations and / or are local persons who were paid less than the sum specified in Form IR60366C. • False • False <td< td=""><td>Step 2</td><td>Step 6 - Complete and Save Re</td><td>eturn</td></td<>	Step 2	Step 6 - Complete and Save Re	eturn
Select Return Form Interfort upter Step 4 Complete Employee's / Recipient's Particulars Step 5 Check Control List Step 6 Complete and Save Related Information FAQs + Related Information E-Semina for Employer's Employer's Return Contact Us +		Payer's Employer's Reference:	81240001
Complete Employee's / Recipient's Particulars Number of Set(s) of Form IR56M: 0 Step 5 Check Control List 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. FAQs • 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. FaQs • 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. FaQs • 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. FaQs • The company did not make any payments to persons as specified in Form IR6036A. FaQs • 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. FaQs • The company did not make any payments to persons who were paid less than the sum specified in Form IR6036C. Falsted • The company did not make any payments to persons who were paid less than the sum specified in Form IR6036C. Obligations • The company did not make any payments to persons who were paid less than the sum spe		Name of Payer:	MOUNTAIN ROCK ZZ CO.,LTD
Complete and Save Return Conline Demo + FAQs + Related Information E-Seminar for Employers How to complete and when to submit the Employer's Return Employer's Return ETAX Terms & Conditions eTAX Help Performance +	Complete Employee's / Recipient's Particulars Step 5	Please select *	
FAQs Related Information E-Seminar for Employers How to complete and when to submit the Employer's Return Employer's Return Employer's Conditions eTAX Terms & Conditions eTAX Security Statement Contact Us * eTAX Help Desk	Complete and Save	IR6036C. Therefore, no Form	
Related fformation E-Seminar for Employers How to complete and when to submit the Employer's Return Employer's eTAX Terms & Contact Us * eTAX Help * Desk	Online Demo 🛶		
Information Back Clear Save Draft Continue Step 6 of C E-Seminar for Employers How to complete and when to submit the Employer's Return Employer's Conditions eTAX Terms & Contact Us * eTAX Help * Desk Performance *	FAQs 🕂		
Employers How to complete and when to submit the Employer's Return Employer's Obligations eTAX Terms & Conditions eTAX Security statement Contact Us Performance +			Back Clear Save Draft Continue
when to submit the Employer's Return Employer's Obligations eTAX Terms & Conditions eTAX Security statement Contact Us + eTAX Help + Desk			Step 6 of
Obligations eTAX Terms & conditions eTAX Security statement contact Us + eTAX Help besk Performance +	when to submit the		
Conditions eTAX Security Statement Contact Us eTAX Help Desk Performance +			
Statement Contact Us -+ eTAX Help -+ Desk Performance -+			
eTAX Help -+ Desk Performance -+			
Desk Performance +	Contact Us -+		
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3.1.5 Control List for IR56M

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Step 1 Read Important Notes	Compl	etion	of Employer's Retu	rn			
Step 2 Enter Employer's Reference	Payer'	Step 5 - Check Control List Payer's Employer's Reference: 81240001					E
Step 3 Select Return Form		Name of Payer: MOUNTAIN ROCK ZZ CO., LTD Self-selected Key: A1A2A3A4					
Step 4 Complete Employee's / Recipient's		- Noti		ration Paid to Persons	Other Than Employe	ees for the year fr	Ed om 1 April 2011 to 3
Particulars Step 5 Check Control List	Click to delete	No.	Name of Recipier HKIC / BR No.	ıt	Printing Language	Period of Service	Total Income (HK\$)
Step 6 Complete and Save		1	CHAN, CHI FAI			01/04/2011 to	Edit
Return Online Demo 🛶		0	XX123456(0)		Chinese	31/03/2012	100,000
FAQs +		2	CHEN, MAN YY567891(3)		Chinese	01/04/2011 to	Edit 200,000
Related Information		3	CHEUNG, TAI MAN	I.	Ghinese	31/03/2012	Edit
E-Seminar for Employers			YY778899(6)		English	01/04/2011 to 31/03/2012	500,000
How to complete and when to submit the Employer's Return		4	IP, LAI LING XX856293(8)		English	01/04/2011 to	Edit
Employer's Dbligations		5	ABC XXXX YYYY Z	ZZZ COMPANY		31/03/2012	Edit
eTAX Terms & Conditions			82345672		English	01/04/2011 to 31/03/2012	500,000
eTAX Security Statement	Dele	te					
Contact Us 🛛 🕂	NOTE:						
eTAX Help ⊸⊧ Desk		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.					
Performance ++ Pledge							
				Print All	Print Control List	Add New Sav	ve Draft Continu
							Step 5
							mo

Note

- (a) 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.
- (b) 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.

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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		Exit
Step 1 Read Important	Completion of Employer's Return	
Notes Step 2 Enter Employer's Reference	Step 2 - Enter Employer's Reference	
Step 3 Select Return Form Step 4	Business Registration Number Business Registration Number Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number)	
Complete Employee's / Recipient's Particulars Step 5	Please select Start to complete a new return Enter a new Self-selected Key (Note 1) * A1A2A3A4	
Check Control List Step 6 Complete and Save Return	Complete by keying in data Name of Employer	
Online Demo 🛶	 Complete by importing data from a previously submitted Annual Return file (Note 2) 	
FAQs	File location and name D:\erfile\2012\ER-XXXX0001-IR6036B-2011.dat 瀏覽	
Related Information	Enter the TRN of the previously submitted Annual Return file (Note 3) * 6121302261392579	
E-Seminar for Employers	 Upload a data file containing IR56B records for Annual Return (Note 4) Continue to complete a partially completed return 	
How to complete and when to submit the Employer's Return	File location and name [瀏覽]	
Employer's Obligations	Enter the inputted Self-selected Key for opening the file *	
eTAX Terms & Conditions	Please enter the characters as shown in the image * $4xbn$	
eTAX Security Statement	NOTES :	
Contact Us -+	 The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a file. 	saved
eTAX Help –⊭ Desk	 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 result of the activity of the activi	Э
Performance+ Pledge	 The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u>. 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 softw developed by Employer. <u>IR56B software provided by IRD can be downloaded from IRD Homepage</u>. The software self-developed bt 	by the
	employer must be pre-approved by IRD. <u>Please refer to IRD Homepage for the relevant requirement specifications and applications procedures.</u> Fields with * are mandatory.	<u>n</u>
	Back Clear Con	tinue
	Ste	p 2 of 6



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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.

	EXIT
Step 1	
Read Important Notes	Completion of Employer's Return
Step 2 Enter Employer's Reference	Step 3 - Select Return Form
Step 3 Select Return Form	Please select one of the following options:
Step 4 Complete Employee's / Recipient's Particulars Step 5 Check Control List	 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)
Step 6 Complete and Save Return	Correction of Notification IR56M - Remuneration Paid to Persons Other Than Employees
Online Demo 👍	- "Original" for form not previously filed
FAQs 🕂	- "Additional" for income not previously submitted
Related Information	 "Replacement" for replacement of previously submitted form
E-Seminar for Employers How to complete and when to submit the Employer's Return	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 IR56B with a set with a
Employer's Obligations	IRD or a pre-approved software self-developed by Employer. <u>IR56B software provided by IRD can be downloaded from IRD Homepage</u> . 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. <u>Please refer to IRD Homepage for the relevant requirement specifications and application procedures</u> .
eTAX Terms & Conditions	(The file uploading function is not applicable to IR6036B and IR56M forms)
eTAX Security Statement	Fields with * are mandatory.
Contact Us -+	Back Continue
eTAX Help 🛛 🛶 Desk	Step 3 of 6
Performance Pledge	
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return(s).

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Completion of Employer's Returns/Notifications

3.2.2 <u>Select the Recipient's Records for Preparing New IR56M (Original)</u> Select the records of the recipients from the previously submitted Annual Notification Return file for importing the recipient's particulars to the new

*							E
Pager's Employer's Reference: 6A1 - 81240001 Name of Payer: E打2 2 打限公司 MOUNTAIN ROCK ZZ CO., LTD Self-selected Key: A1A2A3A4	C	Comple	etion	of Employer's Retu	rn		
Pager's Employer's Reference: 6A1 - 81240001 Name of Payer: E打2 2 打限公司 MOUNTAIN ROCK ZZ CO., LTD Self-selected Key: A1A2A3A4		Stop 4	Com	nloto Employoo's	Posinient's Particulars		
Name of Payer: E石 2 2 有限公司 MOUNTAIN ROCK ZZ CO, LTD Self-selected Key: A1A2A3A4 Importing recipients' particulars from a previously submitted Annual Return file Cick No. Name of Recipient Select No. Name of Recipient VI 0 CHAN, CHI FAI XX123456(0) 2 C CHEN, MAN YY758899(6) 2 A IP, LAI LAING XX856293(8) 2 5 ABC XXXX YYYY ZZZZ COMPANY 82345672 The data of selected employee(s)/recipient(s) will be imported. Back Contin Step 4							
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 Y I CHAN, CHI FAI XX123456(0) I CHEN, MAN YY778899(6) I I. I. I. ALING XX856293(8) I Sack Contin							
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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.

GOVHK香港政府一站通

1 Important	Compl	etion	of Employer's Retu	ırn			
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3 at Return Form	Name of Payer: Self-selected Key:			巨石 Z Z 有限公司 MOUNTAIN ROCK ZZ CO., LTD A1A2A3A4			
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		nd Reve	enue Department does r	not retain the information se	t out in the draft return. Befor	e you exit the applicatio	n please click "Save D
				omputer or storage device.			
						Add New Sav	ve Draft Contin
							Step 5

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.