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

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				_
Online Demo	+	(In the second s		epartment
FAQs	+	eTAX the townmant of the		attist ve Region I
Tips and Tools	5	and called the consist you convict		
Allowances	FR	ease select the service you require.	\$	8
Tax Rate			Payment	Printer
Tax Computation	In	dividual	Required	Require
Exchange Rate	10	invitidar		
Related	0	hears of Demonstration and Messages		
Budget Broposal	-	lina of Tex Detures, Individuale		
Extension Grante	d to n	ning of lax Return - Individuals		
e-Filers	R	equest to America Lax Assessment and/or Provisional Lax		
Tax Return & Gui	de			
Assessment	H	oldover of Provisional Tax		
Payment	E	lection for Personal Assessment		
eTAX Terms &	P	roperty		
Conditions	St	tamping of Property Document	\$	6
eTAX Security Statement	St	tamp Duty Computation		
Contact Us	- Fi	ling of Property Tax Return for Jointly Owned Properties (BIR57)		
oTAX Holp	Vi	iewing of Property Tax Return for Jointly Owned Properties (BIR57)		
Desk	в	usiness		
Performance	+ B	usiness Registration Number Enguiny		123
Pledge	A	polication for Supply of Information on the Business Register	S	123
	A	polication for Business or Branch Registration	5	-
	C	hance of Business Registration Particulars		
	BI	lock Extension Scheme for Lodgement of Tax Returns for the Current Year hu Tax Representatives		
	0	omplation of Profits Tax Return		press.
	5	ubmission of Profite Tax Neturn		
	V	iewing of Brofite Tay Deturn		
_		omiletion of Employer's Return		100
	0	omplation and/or Submission of Employer's Return		
	5	tock Barrowing Delief	51	
	-			-
	P	ayment	121	
	Pa	ayment or Lax bills, Business Registration Fee & Stamp Duty	5	
	P	urchase of Tax Reserve Certificate	5	
				Bac
			~	A

1.1 <u>Read Step Page</u>

GovHK 香	港政府一站通 繁體
	Exit
Online Demo +	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 → eTAX Help → Desk → Performance → Pledge	It may take 3 - 5 minutes to complete an individual IR56 form. 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
	Continue

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Exit

Completion of Employer's Returns/Notifications

1.2 Read Important Notes

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No. 1 The second se				
Step 1 Read Important	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.			
Select Return Form	 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 🛶	no. O Course a darff anti-se that is an a dufor sub-size is a			
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	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.			
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 IR56E records to a file in an alternative XML format, then use the Submission Service to complete the BIR56B online accompanie			
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.			
Performance -+ Pledge	3. Data Infjour in Subsequent limits: 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 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

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		Exit
Step 1	Completion of Employer's Return	
Read Important		
Step 2 Enter Employer's	Step 2 - Enter Employer's Reference	
Reference	Enter Employer's Reference	
Step 3 Select Return Form	Business Registration Number 81240001	
Step 4 Complete	Registration Number)	
Employee's / Recipient's Particulars	Please select	
Step 5	Start to complete a new return Enter a new Self-selected Key (Note 1) * A1A2A3A4	
Check Control List	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	Enter the TRN of the previously submitted Annual Return file (Note 3) *	
E Sominar for	O 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	
Employer's Return		
Employer's Obligations	Enter the inputted Seif-selected Key for opening the file *	
eTAX Terms & Conditions	Please enter the characters as shown in the image * Infi	
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	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 the employees/recipients. 	e
Dest	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 (RIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the	
Pledge	4. For may on provide the file for internet submission must be extracted from either IR568 Software provided by IRD or an approved software of the software provided by IRD or an approved software provide	rare self-
V	employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and applications applications and applications and applications and applications applications and applications and applications applica	on
	procedures.	
	rieus with are manuatory.	
	Back Clear Con	tinue
	Ste	p 2 of 6
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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).

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	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 Related Information E-Seminar for Employer's Return Employer's Conditions eTAX Terms & Conditions eTAX Security Statement Contact Us Parta Parta Parta	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 * Tor year ended 31 March Please Select * Date of issue of IR6036A* /// (DDMMMYYYY) IR6036B and IR56M [Original] BR506A 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 IR56F - An employee who is about to cease to be employed IR56F - An employee who is about to cease to be employed IR56F - An employee who is about to cease to be employed IR56F - An employee who is about to cease to be employed IR56F - An employee who is about to cease to be employed IR56F - An employee who is about to cease to be employed IR56F - Securit / Notification IR56B - Employee's Return of Remuneration and Pensions IR56B - Employee's Return of Remuneration and Pensions IR56B - Employee's Return of previously submitted • "Original" for form not previously submitted form • "Creption of Annual Return / Notification Incompletion by keying In data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (IR656AIR56B) and Annual Notification (R6036BR56M), you can only the one for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms at a time. For submission of Annual Return (IR656AIR56B) and Annual Notification (R6036BR56M), you can only the one than 30 IR56B forms at a time. For submission of Annual Return (IR656AIR56B) and Annual Notification (R6036BR56M), you can only the one than 30 IR56B forms. Alternatively, yo
	Solware sen-developed by an employer must be in accordance with the requirements specified by RD and prior approval in which from RD 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

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

ep 1 ad Important					EXI
au innounann	Completion of Employer's Return - IR56B				
es	Employee's Details Income Details Place of Residence				
er Employer's	Step 4 - Complete Employee's / Recipient's Particulars				
erence ∋p3	Employer's Deference: 81240001				
ect Return Form	ATTENTION:				
nplete plovee's /	Please provide a copy of the completed Form IR56B to your employee an	nd retain a cop	y for refere	ence.	
cipient's ticulars					
ep 5	Language for printing this form *		Ø	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 furr	hish an "Addi	itional" form and	Original insert the
mplete and Save um	additional amount in the appropriate item under the Income Details.				
line Demo 👍	Employee's Details				
Qs +	Salutation *	© Mr.	Ø Mrs.	© Ms.	Miss
ormation	Given Name in English *		MELI	NGO	
Seminar for ployers	Full Name in Chinese				
w to complete and					
ployer's Return	H.K. Identity Card No.			XX123456	(0
ployer's igations	Passport No. & Country of Issue (If Employee has no H.K. Identity Card)				
X Terms &	Sex *			Male	Female
X Security	Marital Status	Single/Widow	ed/Divorce	d/Living Apart	Married
ntact Us	Spouse's Name (Surname first, e.g. Chan, Tai Man)	3		3 1	
AX Help 🛶	Spouse's H.K. Identity Card No.				
sk	Spouse's Passport No. & Country of Issue				
rtormance +	Residential Address*				
	No. & Name of Street District Area* Hong Kong Kowloon New Terr Address either in English or in Chinese GA. 2/F., SHING ON STREET SHAUKIWAN	itories 🔿 For	eign		
	Area* Hong Kong Kowloon New Territories Foreign Whether Postal Address differs from Residential Address above* Address in English	⊘ Yes (deta	ails below)		No
	Flat / Room Block Floor Name of Building				
	No. & Name of Street District Area* Hong Kong Kong New Terr	itories 🔿 For	eign		
	No. & Name of Street District Area* Hong Kong Kowloon New Terr Address either in English or in Chinese Address either in English or in Chinese Area* Hong Kong Kowloon New Territories Foreign	itories 🔿 For	eign		
	No. & Name of Street District Area* Hong Kong Kowloon New Territories Fields with * are mandatory.	itories 🔿 For	eign		
	No. & Name of Street District Area* Hong Kong Kowloon New Terr Address either in English or in Chinese Area* Hong Kong Kowloon New Territories Fields with * are mandatory.	itories O For	eign	ave Draft	Continue
	No. & Name of Street	itories O For Clear Disc	eign Sard S	ave Draft	Continue Step 4 of

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

											Exi
Step 1 Read Important	Comple	etion of Employer's Return -	IR56B								
Notes	Employ	ree's Details Income Details	Place of	Resident	ce)						
Step 2 Enter Employer's Reference	Step 4	- Complete Employee's / Re	cipient	's Partic	ulars						
Step 3 Select Return Form	Employ	er's Reference: 81240001									
Step 4	Name o	of Employee: CHAN, ME	I NGO								
Complete Employee's / Recipient's	Income	Details									
Particulars Step 5	Capacit	y in which employed *					AC	COUN	IT CLERK	<	
Check Control List	Name o	f Principal Employer (if part-tir	me)								
Step 6 Complete and Save Return	Period of	of Employment for the year fro	m 1 Apr	il 2011 t	o 31 March	2012 *					
Online Demo 🛛 🔶			01	/ 04	/ 2011	(DD/	MM/YYYY) to	31	/ 03	/ 2012	(DD/MM/YYYY
FAQs +	Particul	ars of income accruing for the	e year fro	om 1 Apr	il 2011 to 3	31 March	n 2012 (<u>note</u>)			
Related	Par	rticulars			Period	(DD/MP	M/YYYY)			Am	iount(HK\$)
E-Seminar for	(a) Sala	ary/Wages		1	1	to	1	1		* 17	4760 .00
Employers	(b) Lea	ave Pay		1	1	to	1	1			.00
How to complete and when to submit the	(c) Dire	ector's Fee		1	1	to	1	1			.00
Employer's Return	(d) Cor	mmission/Fees (<u>note</u>)		1	1	to	1	1			.00
Employer's Obligations	(e) Bor	nus (<u>note</u>)		1	1	to	1	1			.00
TAX Terms & Conditions	(f) Bac Not	ck Pay, Payment in Lieu of ice, Terminal Awards or		1	1	to	1	1			.00
eTAX Security Statement	(q) Cer	rtain Payments from			1	to		1			00
Contact Us 🛛 🔶	Ret	tirement Schemes (note)		1		10		1			.00
eTAX Help 🛛 🕂	(h) Sali	aries Tax Paid by Employer		1	1	to	1	1			.00
Desk	(i) Edu	ucation Benefits (note)		1	1	to	1	1			.00
Performance + Pledge	(j) Gai Opt	n realized under Share tion Scheme (<u>note</u>)		/	1	to	1	1			.00
	(1)	Nature	erquisite	(<u>note</u>)		to		1			00
		Please Select •]		to		1			.00
	(2)	Nature Please Select •		1	1	to	1	1			.00
	(3)	Nature Please Select •		1	1	to	1	1			.00
	(I) Per	nsions (<u>note</u>)		1	1	to	1	1			.00
	VA/In adda a		a antha a	aid aithe	a in Llana M						
	oversea	er the employee was wholly or as company *	рапту ра	aid eithe	r in Hong F	ong or c	overseas by	an	Yes	s (details be	elow) 💿 No
	N	ame of Overseas Company									
	A	ddress of Overseas Company	/								
	A	mount [This amount must also	o be incl	uded in	above item	is (a) to	(I)]				.00
	The em	ployee had stationed in overse	eas offic	e and vi	sited Hong	Kong fo	r less than a	a total	© Yes	3	No
	51 50 da	, in your of doscool		/							
	NOTE for	ltem (f) :									
	Payment made un excess a	in lieu of notice is assessed if accru der Employment Ordinance (after de mount made.	ued on or educting (after 1 Ap contract gi	ril 2012. The ratuities and	refore, yoi retiremen	u are required It scheme ben	to repo efits) s	ort it. Seve hould not	rance/long s be included.	ervice payment Report the
	Fields wit	th * are mandatory.									
						Back	Clear	Disca	rd S	iave Draft	Continue
											Step 4 of
										\searrow	
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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	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 Erom	
Related Information	Rent paid to Landlord by Employer	HK\$.00
E-Seminar for Employers	Rent paid to Landlord by Employee	HK\$.00
How to complete and	Rent refunded to Employee by Employer	HK\$.00
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	*
	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\$00
Pledge	Rent refunded to Employee by Employer	HK\$00
	Rent paid to Employer by Employee	HK\$
	Two or more Employees shared the place of residence provided O 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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								Alls
Step 1	Comple	etion	of Employer's Return					
Read Important								
Step 2	Step 5	- Che	eck Control List					
Enter Employer's Reference	Employ	yer's F	Reference: 81240001					
Step 3	Name	of Em	ployer: MOUNTAIN ROCK ZZ	CO., LTD			Edi	it
Select Return Form	Self-se	electe	d Key: A1A2A3A4				Edi	it
Step 4 Complete								
Employee's /	IR56B	- Emp	loyer's Return of Remuneration an	d Pensions for	the year from	n 1 April 2011 to	31 March 2012	
Particulars	Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
Check Control List		1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760 Edit	
Complete and Save Return		2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	755,060 Edit	1
Online Demo 🛶		3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922 Edit	
FAQs 🕂		4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,705 Edit	
Related Information		5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000 Edit	
E-Seminar for Employers	Dele	te						
How to complete and when to submit the	NOTE							
Employer's Return	The Inlar	nd Reve	enue Department does not retain the informa	tion set out in the d	raft return. Before	e you exit the applicat	ion please click "Save Draf	ft"
Obligations	button to	save th	ne draft returns to your computer or storage d	levice.				
eTAX Terms & Conditions								
eTAX Security Statement			Prin	t All Print C	ontrol List	Add New S	ave Draft Continue	e
Contact Us 🛛 🕂							Step 5 o	of 6
eTAX Help -+ Desk								
Performance + Pledge								
About GovHK Copyrig	ht Notice	Privac	cy Policy Disclaimer				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	*

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

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1		LAIL
Step 1 Read Important Notes	Completion of Employer's Retu	Im
Step 2 Enter Employer's	Step 5 - Check Control List	
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	Amend Name of Employer to	
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		
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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

			- Alt
Stor 1	O		
Read Important	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 Continue
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			
			HONG
About Could/ Comurin	ht Nation Drivenu Daliau Disclaimer		

2.1.8 Enter Employer's Contact Details for BIR56A

	Exit								
Step 1 Read Important	Completion of Employer's Return - IR56B								
Notes Step 2	Step 6 - Complete and Save Return								
Enter Employer's Reference	nployer'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								
Online Demo 🔶	No. & Name of Street								
FAQs -+	District								
Related Information	Area* O Hong Kong O Kowloon O New Territories O Foreign								
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* Hong Kong Kowloon New Territories Foreign								
eTAX Security Statement	(in you wish to change your obsiness address, you may use the change of business Registration Particulars' Service under error or unnish details on the form IRC3111A)								
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 Brait Conunue								
About Governie	kt Nation Privacy Palicy Disclaimer								
About Gowine Leobhurg	in notice () macy (bischilder								



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	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. 1234567	78
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 +	2 www@ddexxx.com	
1	NOTE:	
	The acknowledgement will be copied to the above designated e-mail address(es). Please remind the recipient(s) to configure their e-mail se or snam filters to accent the acknowledgement e-mails.	ettings
	Fields with * are mandatory.	
	Control List Control Step	6 of 6
	Real Provide August	JNG
About GovHK Copyrig	ght Notice Privacy Policy Disclaimer	2

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

					Exit
Step 1 Read Important	Completion of Employer's Return				
Notes Step 2	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	Self-selected Key: A1A2A3A4				
Complete Employee's / Recipient's	Control List for Employer's Return				
Step 5	IR56B - Employer's Return of Remuneration and Pensio	ns for the year f	rom 1 April 20)11 to 31 March 2	012
Check Control List Step 6	No. Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
Complete and Save Return	1 CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760
Online Demo 🛶	2 CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	755,060
FAQs	3 CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922
Information E-Seminar for	4 TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,705
Employers	5 WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000
How to complete and when to submit the Employer's Return					Edit
Employer's Obligations					
eTAX Terms & Conditions	Number of Set(s) of Form IR56B : 5				
eTAX Security	Employer's Contact Details :				
Statement	E-mail Address : www@abcwww.com				
Contact Us +	Telephone No. : 12345678				
e TAX Help -+ Desk	Signed by : MANAGER (SENIOR VICE PRESIDENT) of MO	UNTAIN ROCK Z	Z CO., LTD		
Performance -+ Pledge	Check Sum : 096A7 C2A2C B5F7A 3C3A7 85636 0A677 2B	B18 5DB29			
	E-mail address(es) to which the acknowledgement of submis www@abcwww.com and www@ddexxx.com	ssion of the returr	to be copied:		
					Edit
	NOTES:				
	 If any information on the return is not correct, please click on the "Edit" Submission" button to store the information in your own computer or oth Service to retrieve the same file for submission. 	button to make the a er storage device. Th	imendments. Ott ie signer can use	nerwise, click on the "S e the Completion and/	Save For or Submission
	The Check Sum above is derived from the information you entered in submission of the return provided there is no change to the return conter	the return. The same nt that is submitted th	value will be sho prough the Comp	own on the acknowled eletion and/or Submis	gement after sion Service.
	3. The Inland Revenue Department does not retain the information set o For Submission" button to temporarily save the draft return for subseque	ut in the draft return. ent editing or submis	Before you exit th sion by a design	e service, please click ated eTAX Account hol	on the "Save der.
	Back View Draft BIR56A	Print All P	rint Control L	ist Save For S	Submission
					Step 6 of 6
				X	

2.1.11 Save Draft Return

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	Exit
Step 1 Read Important Notes	Completion of Employer's Return
Step 2 Enter Employer's Reference	Step 5 - Check Control List Please click on the "Save" button if you wish to save the completed return.
Step 3 Select Return Form	
Step 4	Please note:
Complete 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 own computer or other storage device.
Step 6	Tips on Data Security:
Return	You should take appropriate measure to protect the saved file from unauthorized access. For information on data security,
Online Demo	prease visit the inflused website at www.inflused.gov.fik.
FAQs -+	
Related Information	Bask Saus
E-Seminar for Employers	Step 5 of 6
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	i) ▼ 取消(C) ×
	1	F(S)
位要解散减量存示目 uat4.ird.gov.hk in ER-900000001-BIR56A-2012-draft.dat (27.5 KB) 晤?	(副数(0) 【数符(5) ↓	57存於欄(A) 僅存後開廠(O)

另存新檔		and the second		<u>? ×</u>
儲存於①:	ER 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	 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 瀏覽
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	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 * z_{6y_0} z_{6y_0}
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	 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. IR56B software provided by IRD can be downloaded from IRD Homepage. 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</u> procedures.
	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.

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1		Exit
Step 1 Read Important	Completion of Employer's Return	
Step 2 Enter Employer's Reference	Step 3 - Select Return Form	
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	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 	
E-Seminar for Employers How to complete and when to submit the Employer's Return	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	
Employer's Obligations eTAX Terms & Conditions eTAX Security Statement Contact Us eTAX Help Desk Performance +	 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 Notification (IR6036B/IR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing B with more than 30 IR56B forms or IR6036B with more than 30 IR56B forms. 2. Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 re (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provide IRD or a pre-approved software self-developed by Employer. <u>IR56B software provided by IRD can be downloaded from IRD Homey</u> Software self-developed by an employer must be in accordance with the requirements specifications and application proc (The file uploading function is not applicable to IR6036B and IR56M forms) Fields with * are mandatory. 	d Annual IR56A cords ded by <u>page</u> rom IRD cedures
Pledge	Back Con Ste	ntinue ep 3 of 6



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.

						Ex
Step 1 Read Important	Compl	etion	of Employe	's Return		
Notes						
Step 2	Step 4	- Com	iplete Empl	yee's / Recipient's Particulars		
=nter Employers Reference	Employ	yer's F	Reference:			
Step 3	Name	of Emp	oloyer:	巳石 ム ム 有限公司 MOUNTAIN ROCK ZZ CO., LTD		
elect Return Form	Self-se	electe	d Key:	A1A2A3A4		
Step 4 Complete			-			
Employee's / Recipient's	Import	ing en	nployees' p	rticulars from a previously submitted Annual Return	file	
Particulars Step 5 Check Control List	Click to Select	No.	Name of E	nployee	HKIC No	».
Step 6		1	CHAN, ME	NGO	XX12345	6(0)
Complete and Save		2	CHEUNG,	DINDY	YY77889	9(6)
Return		3	CHOW, PI	I SHAN	XX85629	3(8)
Online Demo 🛶		4	TANG, KIN	WING AUGUSTUS	XX78054	6(2)
AQs +	V	5	WONG, RA	LPH	YY82031	1(8)
Related nformation	The data	a of sele	cted employee	s)/recipient(s) will be imported.		
E-Seminar for Employers						
How to complete and when to submit the Employer's Return						
Employer's Obligations					Back Cont	inue
eTAX Terms & Conditions					Step	4 0
eTAX Security Statement						
Contact Us 🛛 🕂						
eTAX Help 🛶 Desk						
Performance -+ Pledge						
					K	
About GovHK Copyri	ight Notice	Privac	y Policy Dis	laimer		-



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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Status Status Status Status <t< th=""><th>ep 1 ad Important</th><th>Comp</th><th>letion</th><th>of Employer</th><th>'s Return</th><th></th><th></th><th></th><th></th></t<>	ep 1 ad Important	Comp	letion	of Employer	's Return				
step 2 Step 5 - Check Control List ther Employer's Reference: SA1 - 81240001 efference: EFG Z Z #fRt2x3] MOUNTAIN ROCK ZZ CO., LTD Self-selected Key: select Return Form Step 5 - Check Control List tep 4 mountain Rock ZZ CO., LTD Self-selected Key: A1A2A3A4 Imployer's Reference: Self-selected Key: A for selected Key: A1A2A3A4 Imployer's Reference: Self-selected Key: A for selected Key: A1A2A3A4 Imployer's Reference: Self-selected Key: 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] Seminar for moloyer's Return No. Name of Employer	tes								
Imployer's Keitrerince: KA1 × Ends tep 3 Employer's Keitrerince: KA1 × Ends seler Return Form EGT 2 X # # # > # MOUNTAINA ROCK ZZ CO., LTD Self-selected Key: A 1A2A3A4 Amountain Rock Control List Imployer's Keitrerince: KA1 × Ends saticulars • 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] • 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] •	ep 2	Step (5 - Che	ck Control L	.ist				
tep 3 elect Return Form tep 4 omplete mployee's / acticulars Self-selected Key: A1A2A3A4	ter Employers ference	Emplo	oyer's l	Reference:	6A1 - 81240001				_
Self-selected Key: A1A2A3A4 Amplete mployee's / coipient's articulars The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The lease dick "EDIT" button to verify the data and make amendment if necessary. [612E-0360] The Click No. Name of Employee	ep 3 lect Return Form	Name	of Em	ployer:	巨石乙乙有限公司 MOUNTAIN ROCK	ZZ CO., LTD			E
mplete mployes's / copient's mployes's / copient's The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] rep 6 The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] rep 6 The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] rep 6 The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] rep 6 The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] recessary. [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] rene cord marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] rene cord marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] rene to submit for mployers No. Name of Employee HKIC No. Printing Period of MI/4/2/011 to	ep 4	Self-s	electe	d Key:	A1A2A3A4				E
Fep 5 Fep 5 Fee 5 Fee 6 Fee 7 F	mplete nployee's / cipient's rticulars	<u>∧</u> Err •	ror The rec necess	ord marked by ary. [612-E-03	triangle need further ve 3601	rification. Please click	"EDIT" button t	o verify the data and	make amendment if
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tep 6 omplete and Save stum • 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] • AQs • • 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] • Reference • The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612:E-0360] • Reference • No. Name of Employee • HKIC No. Printing Language Period of Employment Total Income (HKS) • Seminar for mployer's Return 1 & CHAN, MEI NGO XX123456(0) English 01/04/2011 to 31/03/2012 E • A X Terms & noditions 3 & CHOW, PUI SHAN XX8626293(8) Chinese 01/04/2011 to 31/03/2012 E • A X Security atement • A & TANG, KIN WING AUGUSTUS XX780546(2) English 01/04/2011 t	eck Control List		The rec	ord marked by	triangle need further ve	rification. Please click	"EDIT" button t	o verify the data and	make amendment if
 The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] AQs IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012 Seminar for mployers Click to celete No. Name of Employee HKIC No. Printing Language Period of Employment Total Income (HK\$) 1 A CHAN, MEI NGO XX123456(0) English 01/04/2011 to 31 March 2012 a A CHEUNG, CINDY YY778899(6) English 01/04/2011 to 31/03/2012 a A CHOW, PUI SHAN XX856293(8) Chinese 01/04/2011 to 31/03/2012 4 A TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 4 A TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS XX780548(2) English 01/04/2011 to 31/03/2012 A M TANG, KIN WING AUGUSTUS A M TANG,	ep 6 mplete and Save	•	necess The rec necess	ary. [612-E-03 ord marked by ary. [612-E-03	860] triangle need further ve 860]	erification. Please click	"EDIT" button t	o verify the data and	make amendment if
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elated dromation R56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012 Seminar for mployers No. Name of Employee HKIC No. Printing Language Period of Employeent Total Income (HKS) aw to complete and nen to submit the mployer's Return 1 A CHAN, MEI NGO XX123456(0) English 01/04/2011 to 31/03/2012 English aw to complete and nen to submit the mployer's Return 2 A CHEUNG, CINDY YY778899(6) English 01/04/2011 to 31/03/2012 English a 3 A CHOW, PUI SHAN XX856293(8) Chinese 01/04/2011 to 31/03/2012 English a 4 A TANG, KIN WING AUGUSTUS XX780546(2) English 01/04/2011 to 31/03/2012 English ontact Us * VONG, RALPH YY820311(8) Chinese 01/04/2011 to 31/03/2012 English r AX Help * NOTE: NOTE: NOTE: Total Total Total March 2012	Qs -+								
Seminar for mployers Click chelete No. Name of Employee HKIC No. Printing Language Period of Employment Total income (HKS) ow to complete and hen to submit the mployer's Return 1 A CHAN, MEI NGO XX123456(0) English 01/04/2011 to 31/03/2012 English 01/04/2011 2 A CHEUNG, CINDY YY778899(6) English 01/04/2011 to 31/03/2012 English 01/04/2011 3 A CHOW, PUI SHAN XX856293(8) Chinese 01/04/2011 to 31/03/2012 English AX Security tatement 4 A TANG, KIN WING AUGUSTUS XX780546(2) English 01/04/2011 to 31/03/2012 English TAX Help esk 5 A WONG, RALPH YY820311(8) Chinese 01/04/2011 to 31/03/2012 English TAX Help esk Delete	elated formation	IR56B	- Emp	loyer's Retu	rn of Remuneratio	n and Pensions for	the year from	m 1 April 2011 to 3	31 March 2012
ow to complete and nen to submit the mployer's Return I A CHAN, MEI NGO XX123456(0) English 01/04/2011 to English mployer's Return I A CHEUNG, CINDY YY778899(6) English 01/04/2011 to English I A CHOW, PUI SHAN XX856293(8) Chinese 01/04/2011 to English I A CHOW, PUI SHAN XX856293(8) Chinese 01/04/2011 to English I A A TANG, KIN WING AUGUSTUS XX780546(2) English 01/04/2011 to English I A A Security I A A WONG, RALPH YY820311(8) Chinese 01/04/2011 to English I A S A CHOW, PUI SHAN XX856293(8) Chinese 01/04/2011 to English I A A TANG, KIN WING AUGUSTUS XX780546(2) English 01/04/2011 to English I A S A CHOW, PUI SHAN YY820311(8) Chinese 01/04/2011 to English I A S A WONG, RALPH YY820311(8) Chinese 01/04/2011 to English I A S A WONG, RALPH YY820311(8) Chinese 01/04/2011 to English I A S A WONG, RALPH YY820311(8) Chinese 01/04/2011 to English I A S A WONG, RALPH YY820311(8) Chinese 01/04/2011 to I I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG I A S A WONG<	Seminar for nployers	Click to delete	No.	Name of E	mployee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
Imployed S reduin Imployed S reduin Imployed S reduin 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin VX856293(8) Chinese 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin YY820311(8) Chinese 01/04/2011 to 31/03/2012 Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin Imployed S reduin	w to complete and en to submit the		1 🖄	CHAN, MEI	NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	Edi
image: construction image: construction<	nployer's ligations		2 🖄	CHEUNG, (CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	Edi
Image: Strategy inductions Image: Strategy inductions <td< td=""><td>AX Terms &</td><td></td><td>3 🖄</td><td>CHOW, PU</td><td>II SHAN</td><td>XX856293(8)</td><td>Chinese</td><td>01/04/2011 to 31/03/2012 01/04/2011 to</td><td>Edi</td></td<>	AX Terms &		3 🖄	CHOW, PU	II SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012 01/04/2011 to	Edi
atement 5 A WONG, RALPH YY820311(8) Chinese 01/04/2011 to 31/03/2012 E ontact Us + TAX Help + esk NOTE: The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save	AX Security		4 🕭	TANG, KIN	WING AUGUSTUS	XX780546(2)	English	31/03/2012	Edi
TAX Help	atement		5 🛆	WONG, RA	LPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	Edi
NOTE: The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save	ontact Us ⊶ ſAX Help ⊶ esk	Dele	ete						
The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save	erformance +	NOTE:							
button to save the draft returns to your computer or storage device.	ledge	The Inia button t	and Reve o save th	enue Departme ne draft returns	nt does not retain the info	ormation set out in the d age device.	raft return. Befor	e you exit the application	on, please click "Save D
								Add New Sa	ve Draft Contin
Add New Save Draft Cont									Step 5
Add New Save Draft Cont Step									

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
p 1	Completion of Employer's Return
d Important	
o 2 r Employer's	Step 2 - Enter Employer's Reference
ence	Enter Employer's Reference
3 at Return Form	Business Registration Number 81240001
4 blete	Employer's File Number (e.g. 6A1-XXXXXXXX) (for having no Business Registration Number)
oyee's / iient's	Please select
culars	 Start to complete a new return
k Control List	Enter a new Self-selected Key (Note 1) *
o 6	 Complete by keying in data
plete and Save m	Name of Employer
ne Demo 🛶	 Complete by importing data from a previously submitted Annual Return file (Note 2)
s +	File location and name 瀏覽
ited	Enter the TRN of the previously submitted Annual Return file (Note 3) *
minar for	Upload a data file containing IR56B records for Annual Return (Note 4)
oyers	 Continue to complete a partially completed return
to complete and to submit the	File location and name 瀏覽
loyer's ations	Enter the inputted Self-selected Key for opening the file *
(Terms & ditions	fhlo
Security	Please enter the characters as shown in the image - into a sector of the
ment	NOTES :
tactUs ⊸≑	The inputed deriver executed key should consist of the organizations which will be served as authentication of subsequence perimeters of a served in the served as authentication of subsequence perimeters of the served as a served
XHelp ⊸÷ k	 You can make use of a previously submitted knimular Return line of Robelincom (Original) for importing the Personal Particulars of the employees/recipients.
formance +	 The Transaction Reference Number (TRN) of the submitted Annual Refurmite can be found in the <u>Acconvergement</u>. You may complete the Annual Return (BIRS6B and IRS6B) by uploading a data file containing IRS6B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IRS6B 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</u>
	procedures. Fields with * are mandatory
	rieus wur ale manualuiy.
	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		
Step 2	Step 2 - Enter Employer's Reference	
Reference	State the source of the uploading IR56B records	file :
Select Return Form	from IRD IR56B Software	
Step 4 Complete	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 Dama	 You may upload a data file containing IR56B records up to 	200 records (the maximum).
FAQs +	 The data file for Internet submission must be extracted fro the employer. <u>IR56B software provided by IRD can be dr</u> must be pre-approved by IRD. Please refer to IRD Home. 	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 searcifications and application procedures.
Related Information		page for the released requirement opermeations and application procedures.
E-Seminar for Employers	Fields with * are mandatory.	
How to complete and when to submit the		Back Continue
Employer's Obligations		Step 2 of 6
eTAX Terms & Conditions		
eTAX Security Statement		
Contact Us -		
eTAX Help 🛛 🕂 Desk		
Performance + Pledge		
v		
		Rang
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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:-

	Exit
Step 1 Read Important	Completion and/or Submission of Employer's Return
Notes Step 2 Enter Employer's Reference Step 3 Select Return Form	Step 2 - Enter Employer's Reference Employer's File Number: 6A1 - 81240001 Name of Employer: MOUNTAIN ROCK ZZ CO., LTD.
Step 4 Complete Employee's / Recipient's Particulars	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>
Step 5 Check Control List	
Step 6 Complete Return Step 7 Sign and Submit Step 8 Acknowledgement	 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" / "bd") for physical submission to IRD.
Online Demo 🛶	
FAQs -+	Retry Print This Page
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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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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Step 1	Completion of En	nnlover's Return	
Read Important	Completion of En	nproyer a return	
Stop 2	Step 2 - Enter Em	ployer's Reference	
Enter Employer's	Employer's Refer	rence: 6A1 - 81240001	
Reference	Name of Employe	er: MOUNTAIN RO	CK ZZ CO., LTD.
Step 3 Select Return Form			
Step 4	Error(a) found in th	a unload data filo	
Employee's /	Errors in Employ	er's details and filing.	
Recipient's Particulars	Submission date <	SubDate> must not be b	lank
Step 5			Internet and a second se
Check Control List	Errors in Employe	ee's details in IR56 Fori	n:
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.
EAOc	000003	C123456(9)	Unrecognized characters/symbol found in Surname <surname>.</surname>
	000004	D123456(1)	Amount of Bonus <amtofbonus> must be numeric.</amtofbonus>
Information	000004	D123456(1)	Total income amount is not match with the sum of detailed income.
E-Seminar for Employers	000005 NOTE :	E123456(4)	Surname <surname> must not exceed 20 characters.</surname>
How to complete and when to submit the Employer's Return	Please exit the applica and then extract to a d	ation and rectify all the errors u lata file for upload again.	sing your source application (i.e. IRD IR56B software / Employer's Self-developed software)
Employer's Obligations			
eTAX Terms & Conditions			Print This Page
eTAX Security Statement			Step 2 of o
Contact Us 🛛 🛶			
eTAX Help 🛶 Desk			
Performance -+ Pledge			
			HONG
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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].



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.

				Exit
Step 1 Read Important	Comp	oletion of Employer's Return		
Notes	Step	5 - Check Control List		
Step 2 Enter Employer's	Empl	over's Reference: 6A1 - 81240001		
Reference	Name	of Employer: MOUNTAIN ROCK	77 CO TD	
Step 3 Select Return Form	Numb	per of set(s) of Form IR56B :		10
Step 4	Grand	d Total income of all Form IR56B(s) :		5,148,889
Complete	Chec	k Sum :	004F2 E7A4B 8C31F BAD9C 4	AC98 88BAE 6720F EB414
Employee's / Recipient's Particulars	Pleas	se check the correctness of the Form I	R56B(s) before you quit the application by th	e above "Exit" button.
Step 5	IR56E	3 - Employer's Return of Remuneration	and Pensions for the year from 1 April 2011	to 31 March 2012
Step 6 Complete and Save	No.	Name of Employee	HKIC No.	Total Income (HK\$)
Return	1	CHAN, MEI MEI	XX123456(0)	174,760
Online Demo 🛶	2	CHAU, CHI WAI	YY567891(3)	2,175,665
FAQs -+	3	CHEUNG, WENDY	YY778899(6)	755,060
Related	4	CHOW, PUI SHAN	XX856293(8)	143,922
Information	5	FAN, LUNG PING	YY801017(4)	353,740
E-Seminar for	6		YY234567(0)	102,980
Employers	0	KO, ON YEE, TALE	XX112233(9) XX911709(E)	367,500
How to complete and	0	LAW, KIN KA	XX811798(5)	525,000
Employer's Return	10	LEUNG, WING SZE	YY699524(6)	437,003
Employer's Obligations	10			112,001
eTAX Terms & Conditions			Р	rint this Page
eTAX Security Statement				Step 5 of 6
Contact Us				
eTAX Help -+ Desk				
Performance Pledge				
About GovHK Copyri	ght Notic	e Privacy Policy Disclaimer		

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.

		EAR
Step 1 Read Important	Completion of Employer's Return	
Notes		
Step 2 Enter Employer's	Step 2 - Enter Employer's Reference	
Relefence		
Step 3 Select Return Form	Business Registration Number Business Registration Number Business	
Step 4 Complete	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	
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 leastion and name	
when to submit the Employer's Return		
Employer's	Enter the inputted Self-selected Key for opening the file *	
Obligations		
eTAX Terms & Conditions	Please enter the characters as shown in the image * vcwk	
eTAX Security Statement	NOTES :	
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	a saved
eTAX Help 🛶	 You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of th employees/recipients. 	ie
Desk	3. The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the Acknowledgement.	
Performance+ Pledge	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 provided by IRD or an approved software provided by IRD can be downloaded from IRD Homogoace. The software software software provided by IRD can be downloaded from IRD Homogoace.	vare self-
v	employer must be pre-approved by IRD. <u>Please refer to IRD Homepage for the relevant requirement specifications and applications applications and applications applications and applications applications applications and applications applicati</u>	ion
	procedures.	
	Fields with * are mandatory.	
	Back Clear Con	ntinue
	Ste	p 2 of 6
		HONG
About GovHK Copyrid	ght Notice Privacy Policy Disclaimer	



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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	Desiries of Patrile
Step 6	Please select an ontion *
Complete and Save	 For a person other than an individual or a corporation
Calina Dama	(Form IR56M is not required for payments made to corporations)
	Name of Company *
Related	Business Registration No.
Information	For an Individual
E-Seminar for	Salutation * Mr Mrs Ms Miss
How to complete and	Sumane in English *
when to submit the	
Employer's Return	Full Name in Chinese
Obligations	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 Married
eTAX Help 🛛 🔶	Spouse's Name (Surname first, e.g. Chan, Tai Man) CHAN, SIU MAN
Desk	Spouse's H.K. Identity Card No.
Performance ++ Pledge	Spouse's Passport No. & Country of Issue
	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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		111
Step 1 Read Important	Completion of Employer's Return - IR56M	
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	
Step 6		
Complete and Save	Period for which service was rendered (e.g. From 1 April 2011 to 31 March 2012) *	
Return	01 / 04 / 2011 (DD/MMYYYY) To 31 / 03 / 2012 (DD/MMYYY	m)
Online Demo -+		
FAQs -+	Particulars of income accruing during the period of service: *	
Related Information	Particulars Amount(HK\$) Type 1: Subcontracting fees	
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	(c) Nature 000	
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\$ No	
Performance ++ Pledge	Fields with * are mandatory.	
	Back Clear Discard Add New Save Draft Continue	€3
	Step 4 of	f 6
	HEN	

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 Read Important	Completion of Employer's Retu	rm - IR56M
Step 2 Enter Employer's	Step 6 - Complete and Save Re	turn
Reference	Payer's Employer's Reference:	81240001
Step 3 Select Return Form	Name of Payer:	MOUNTAIN ROCK ZZ CO.,LTD
Step 4 Complete Employee's / Recipient's Particulars Step 5 Check Control List	Number of Set(s) of Form IR56M: Please select *	0 any payments to persons as specified in Form <u>IR6036A</u> .
Step 6 Complete and Save Return	 The recipients are corporatio <u>IR6036C</u>. Therefore, no Form Fields with * are mandatory. 	ons and / or are local persons who were paid less than the sum specified in Form n IR56M is submitted.
Online Demo 🛶		
FAQs -+		
Related Information		Back Clear Save Draft Continue
E-Seminar for Employers		Step 6 of 0
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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3.1.5 Control List for IR56M

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lead Important lotes							
tep 2	Step 5	- Che	eck Control List				
nter Employer's	Payer'	s Emp	oloyer's Reference	: 81240001			
tep 3	Name	of Pay	yer:	MOUNTAIN ROCK ZZ	CO., LTD		E
elect Return Form	Self-se	electe	ed Key:	A1A2A3A4			E
tep 4							
mployee's /	IR56M	- Not	ification of Remun	eration Paid to Persons	Other Than Employe	ees for the year fr	om 1 April 2011 to
ecipient's articulars	March	2012					T
tep 5 heck Control List	to delete	No.	Name of Recipie HKIC / BR No.	nt	Printing Language	Period of Service	Iotal Income (HK\$)
tep 6		1	CHAN, CHI FAI				Edi
omplete and Save eturn			XX123456(0)		Chinese	01/04/2011 to 31/03/2012	100,000
nline Demo 🛶		2	CHEN, MAN				Edi
AQs 🕂			YY567891(3)		Chinese	01/04/2011 to 31/03/2012	200,000
elated formation		3	CHEUNG, TAI MAI	N			Edi
-Seminar for mployers			YY778899(6)		English	01/04/2011 to 31/03/2012	500,000
ow to complete and		4	IP, LAI LING				Edi
mployer's Return			XX856293(8)		English	01/04/2011 to 31/03/2012	100,000
mployer's bligations		5	ABC XXXX YYYY Z	ZZZZ COMPANY			Edi
TAX Terms & onditions			82345672		English	01/04/2011 to 31/03/2012	500,000
TAX Security tatement	Dele	ete					
ontact Us 🛛 🕂	NOTE:						
TAX Help 🛶 Jesk	The Inla button to	nd Rev save t	enue Department does he draft returns to your c	not retain the information set o computer or storage device.	out in the draft return. Befor	e you exit the applicatio	on, please click "Save D
Performance							
				Print All	Print Control List	Add New Sa	ve Draft Contir
							Step
							нс

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.

		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-XXXXXXXX) (for having no Business Registration Number)	
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:\erlie\2012\ER-XXXX0001-IR6036B-2011.dat	
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	
Employer's Obligations		
eTAX Terms & Conditions	Please enter the characters as shown in the image * 4xbn 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 file. 	a saved
eTAX Help Desk Performance Pledge	 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 <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 soft developed by Employer IR56B software set/developed and the software set/developed. 	ne ware self- by the
	employer must be pre-approved by IRD. <u>Please refer to IRD Homepage for the relevant requirement specifications and applicat</u> procedures.	ion
	Fields with * are mandatory.	
	Back Clear Co	ntinue
	St	ep 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
Sten 1	
Read Important	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 state and the ploading a service or IR6036B with a service that a file that can be uploaded must be extracted from either IR56B software provided by the service or IR6036B with a service or IR6036B w
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	
About GovHK Copyrig	ht Notice Privacy Policy Disclaimer

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

					Ex
Com	pletion	of Employer's Retu	ım		
Ston	4 . Com	unieto Employes's	/ Desinient's Particulars		
Bayo	4 - C01	lover's Deference	641 - 81240001		
Nave		noyer's Reference.	557257240001		
Name	e of Pay	yer.	MOUNTAIN ROCK ZZ CO., LTD		
Self-	selecte	d Key:	A1A2A3A4		
		-			
Impo	rting re	ecipients' particular	s from a previously submitted Annual R	Return file	
Click to Selec	No.	Name of Recipier HKIC / BR No.	nt		
V	1	CHAN, CHI FAI			
		XX123456(0)			
1	2	CHEN, MAN			
4		YY567891(3)			
V	3	CHEUNG, TAI MAI	4		
		YY778899(6)			
V	4	IP, LAI LAING			
		XX856293(8)			
	5	ABC XXXX YYYY Z	ZZZ COMPANY		
		82345672			
The da	ata of sele	ected employee(s)/recipi	ient(s) will be imported.		
				Back Co	ontin
•				S	tep 4
4					
					문 면
				1 miles	NU
opyright Notic	e Privad	cy Policy Disclaimer			

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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, portant								
2	Step 5	- Che	ck Control List					
Employer's nce	Payer's	Payer's Employer's Reference:		: 6A1 - 81240001			2	
3 Peturn Form	Name	of Pay	er:	上行 Z Z 有限公司 MOUNTAIN ROCK ZZ CO., LTD				
4	Self-selected Key:			A1A2A3A4			E	
ete yee's / ent's Jlars 5 Control List 6 ete and Save ete Demo -+		 ▲ 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] The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360] 						
• • •								
ed nation	IR56M	- Noti	fication of Remune	eration Paid to Perso	ns Other Than Employe	ees for the year fr	om 1 April 2011 to	
ninar for	March	2012						
yers complete and	Click to delete	No.	Name of Recipier HKIC / BR No.	nt	Printing Language	Period of Service	Total Income (HK\$)	
o submit the yer's Return		1 🕭	CHAN, CHI FAI				Edi	
yer's tions			XX123456(0)		Chinese	01/04/2011 to 31/03/2012	_	
Ferms & ions		2 🖄	CHEN, MAN		Chinaca	01/04/2011 to	Edi	
Security nent		3 ▲	CHEUNG, TAI MAN	4	Griniese	31/03/2012	Edi	
act Us 🛛 🔶			YY778899(6)		English	01/04/2011 to 31/03/2012		
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formance +			XX856293(8)		English	01/04/2011 to 31/03/2012		
<u>j</u> o		5 🖄	ABC XXXX YYYY Z	ZZZ COMPANY		01/04/2011 to	Edi	
			82345672		English	31/03/2012		
	Dele	te						
	NOTE:							
	The Inlai button to	nd Reve save th	enue Department does r ne draft returns to your c	not retain the information se omputer or storage device.	t out in the draft return. Befor	e you exit the applicatio	n, please click "Save D	
						Add New Sav	ve Draft Contin	
							step :	
							HL	

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.