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Completion and/or Submission of Annual Employer's Return/Notifications

4. <u>Select "Completion and/or Submission of Employer's Return" Service from the</u> <u>eTAX Service menu</u>

GOVHK香港政府一站通

	税務局	Inland Revenue De	partment
FAQs →	TAX		santwi Podori I
Tips and Tools	Please select the service you require:		
Allowances		\$	
Tax Rate		Payment Required	Printer Required
Tax Computation	Individual	Nequieu	required
Exchange Rate	Viewing of eTAX Account, Tax Position and Messages		
Related Information	Change of Personal Particulars Profile and Password		
Budget Proposal	Filing of Tax Return - Individuals		
Extension Granted to	Request to Amend Tax Assessment and/or Provisional Tax		
e-Filers	Objection to Assessment		
Tax Return & Guide	Holdover of Provisional Tax		
Assessment	Florition for Personal Assessment		
Payment			
eTAX Terms &	Property		
aTAX Security	Stamping of Property Document	\$	6
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		÷
Fleage	Application for Supply of Information on the Business Register	S	8
	Application for Business or Branch Registration	\$	
	Change of Business Registration Particulars		
	Block Extension Scheme for Lodgement of Tax Returns for the Current Year by Tax Representation of the Curent Year	sentatives	
	Completion of Profits Tax Return		
	Submission of Profits Tax Return		
	Viewing of Profits Tax Return		
	Completion of Employer's Return		8
	Completion and/or Submission of Employer's Return		
	Stock Borrowing Relief	S	8
	Payment		
	Payment of Tax Bills, Business Registration Fee & Stamp Duty	\$	
	Purchase of Tax Reserve Certificate	S	
			Back
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4.1 <u>Who Can Sign and Submit Employer's Return Through the Internet?</u>

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	Exit				
Online Demo 🔶	Inland Revenue Denartment				
FAQs -+	The Government of the Hong Keng Special Administrative Region				
Related Information	Completion and/or Submission of Employer's Return				
E-Seminar for Employers	Who can sign and submit Employer's Return through the Internet?				
How to complete and when to submit the Employer's Return	An eTAX Account holder in the following capacity can sign and submit the Employer's Return through the Internet : - the Director, Company Secretary or Manager of the corporation - the Proprietor for the sole proprietorship business - the Precedent Partner of the partnership				
Employer's Obligations	- the Principal Officer of a body of persons				
eTAX Terms & Conditions	 - his/her Taxpayer Identification Number(TIN), eTAX Password or MyGovHK Password - his/her personal digital certificate issued by a recognized certification authority. 				
eTAX Security Statement	If you do not have an eTAX Account, please click on the "Apply for eTAX Password" button below or you may select th service of "Completion of Employer's Return" to prepare the Employer's Returns.				
Contact Us 🛛 🛶					
eTAX Help 🛶 Desk	Apply for eTAX Password Continue				
Performance + Pledge					
About GovHK Convert	htt Notice Privacy Policy Disclaimer				

4.2 Login eTAX Account

GOVHK 香	昏港政府一站通	
		Exit
Online Demo + FAQs +	(In the second s	Inland Recentar Department 🌪
Alowances	TIN (Taxpayer Identification Number)	
Tax Computation Exchange Rate	eTAX Password / Access Code Forget TN/Password	
Related	Attention: The Terms and Conditions (T&C) for Use of eTAX Services by Individuals have been	revised on 17 Nov 2010 to allow the
Budget Proposel Extension Granted to e-Friers	use of MyGovHK Password as an alternative means to authorise and sign transaction click <u>here</u> to view the revised T&C.	is submitted through eTAX. Please
Tax Return & Guide	Login	
Payment		
eTAX Terms & Conditions	Login by Digital Certifica	te Apply for eTAX Password
eTAX Security Statement		
Contact Us →		
eTAX Help → Desk		
Performance + Pledge		
About GovHK Copyrig	ight Notice Privacy Policy Disclarmer	KENE

4.3 <u>Read Step Page</u>

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GovHK 香	港政府一站通	繁體
		Exit
Online Demo + FAQs + Related	THE TAX	
Information	Completion and/or Submission 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 a	iny
Employer's Obligations	unauthorized access. Please save the information of your Employer's Return(s) before leaving the system unattended	
eTAX Terms & Conditions	For submission of Employer's Return only, it may take 3 - 5 minutes.	
eTAX Security Statement	For completion of Employer's Return, it may take 3 - 5 minutes for an individual IR56 form. Step 1	
Contact Us 🛛 🕂	Read Important Notes	
eTAX Help 🛛 🛶 Desk	Step 2 Enter Employer's Reference	
Performance + Pledge	Step 3 Select Return Form	
	Step 4 Complete Employee's / Recipient's Particulars	
	Step 5 Check Control List	
	Step 6 Complete Return	
	Step 7 Sign and Submit	
	Step 8 Acknowledgement	
	NOTE: When filer uses a draft return for submission without editing, Step 3 and Step 4 are not applicable.	
	Conti	nue
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4.4 Read Important Notes

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	Exit
Step 1 Read Important Notes	Completion and/or Submission of Employer's Return
Step 2	Step 1 - Read Important Notes
Reference Step 3	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	1. General information (a) The service for Internet filing of Employer's Return consists of two applications, namely "Completion of Employer's
Complete Employee's / Recipient's Particulars	Return" ['the Completion Service"] and "Completion and/or Submission of Employer's Return" ['the Submission Service'']. Upon using the Submission Service, the filer must input an Employer's Identification Code ("ERIC") to confirm the identity. The ERIC is printed on the Annual Employer's Return of Remuneration and Pensions ("BIR56A") or Covering Letter for Notification of Remuneration Paid to Persons Other Than Employees ("IR6036B"), and will be updated every year.
Step 5 Check Control List Step 6	(b) You can use the Submission Service to prepare as well as to sign and to submit Employer's Return. Alternatively, you can retrieve the draft return file that has been saved under the Completion Service for amendment, signing and submission. 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 not has any means to assist user in retrieving the saved return file.
Step 7 Sign and Submit	(c) You can use the Submission Service to submit BIR56A with up to 30 sets of IR56B (or IR6036B with up to 30 sets of IR56M).
Step 8 Acknowledgement	(d) If you have to submit more than 30 sets of original IR56B, you may either use the IRD IR56B software or IR56B paper form provided by IRD for filing with paper BIR56A by the traditional way of physical delivery or by post to the department.
Online Demo 🛶	developed software to prepare not more than 200 sets of IR56B records, you may export the IR56B records to a file in an alternative XML format, then use the Submission Service to complete the BIR56A online accompanied by uploading the exported file containing the electronic data records or filing to IRD through the laternative.
Related Information	(e) For filing more than 30 sets of original IR56M, you have to use IR56M paper form provided by IRD, softcopy in diskette or printed copy from pre-approved computerized software for filing with paper IR6036B.
E-Seminar for Employers	(f) The IRD IR56B software, IR56B paper form and IR56M paper form are downloadable from IRD website.
How to complete and when to submit the Employer's Return	2. Data Import in subsequent filings If an 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
Employer's Obligations	employee/recipient in future. 3. Means of signing the return
eTAX Terms & Conditions	For the purpose of filing tax returns under the Inland Revenue Ordinance, either digital certificate or password is accepted as an alternative to hand-written signature. A person who files Employer's Return by using his/her password will be treated as having signed the return and is accountable for the accuracy of the information furnished.
eTAX Security Statement	 Personal Information Collection Statement Personal Information Collection Statement
Contact Us 🛛 🕂	parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be
eTAX Help 🛶 Desk	addressed to the Assessor.
Performance ++ Pledge	
	Back Continue

Step 1 of 8



5. <u>Completion and/or Submission of Employer's Return for BIR56A/IR56B</u>

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Store 4		
Step 1 Read Important	Completion and/or Submission of Employer's Return	
Notes	1. 2.2. 2.3. 221	
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	Employer's File Number (e.g. 6A1-XXXXXXXX) (for having no Business Registration Number)	
Employee's / Recipient's Particulars	Enter Employer's Identification Code (ERxxxxxxx) (Note 5) * ER 11RB99C9	
Step 5 Check Control List	Please select	
Step 6	Start to complete a new return	
Complete Return	Enter a new Self-selected Key (Note 1) *	
Step 7 Sign and Submit	 Complete by keying in data 	
Step 8	 Complete by importing data from a previously submitted Annual Return file (Note 2) 	
Acknowledgement	File location and name	
Online Demo 🛶	Enter the TRN of the previously submitted Annual Return file (Note 3) *	
FAQs -+	 Upload a data file containing IR56B records for Annual Return (Note 4) 	
Related Information	Continue to complete a partially completed return	
E-Seminar for Employers	File location and name D:\erfile\2013\ER-XXXX0001-BIR56A-2012-draft.dat 瀏覽	
How to complete and when to submit the	Enter the inputted Self-selected Key for opening the file * A1A2A3A4	
Employer's Return		
Employer's Obligations	Please enter the characters as shown in the image * dupl	
eTAX Terms & Conditions	NOTES :	
eTAX Security Statement	 The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a s file. You can make use of a previously submitted Annual Return file of IR56B/IR56B (Original) for importing the Personal Particulars of the 	aved
Contact Us 🛛 🔶	employees/recipients. 3. The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u>	
eTAX Help -+ Desk	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 developed by Employer. IR56B software provided by IRD cra be downloaded from IRD Homesaac. The software software software software software provided by IRD or an extracted from either IR56B and the software provided by IRD or an extracted from either IR56B and the software software software software software software software software software provided by IRD or an extracted from either IR56B and the software	e self- the
Performance +	employer must be pre-approved by IRD. <u>Please refer to IRD Homepage for the relevant requirement specifications and application</u> procedures.	
1.00.00	 The Employer's Identification Code (ERIC) is printed in the <u>BIR56A</u>, <u>IR6036A</u> or <u>IR6036B</u> issued in the year. 	
	Fields with * are mandatory.	
	Back Clear Contin	4147:38

Step 2 of 8



5.1 Employer's Identification Code ("ERIC")

Using the Completion and/or Submission of Employer's Return Service, the Filer must input the ERIC printed on the annual Employer's Return of Remuneration and Pensions BIR56A or the Covering Letter for Notification of Remuneration Paid to Persons Other Than Employees (IR6036A and IR6036B) to confirm the identity. Please refer to the specimens in Appendices C1 to C3.

5.2 Ways to prepare and/or submit the Employer's Returns

The Filer may submit the Employer's Return using one of the following options:-

- (a) Start to complete Employer's Return by keying in data online. The Filer will go through all the steps as the Preparer using the "Completion of Employer's Return" Service detailed in paragraph 2.1.
- (b) Use a saved Annual Employer's Return file previously submitted through the Internet for making direct transfer of the information of employer and the personal data of employee(s)/recipient(s) to new return for the same employee/recipient. Then he will go through all the remaining steps as the Preparer using the "Completion of Employer's Return" Service as detailed in paragraph 2.2.
- (c) Upload a data file containing IR56B records exported from IRD IR56B Software (version 4.1) or Employer's Self-developed Software.
 - Users of IRD IR56B Software (version 4.1) can make use of the "Export Data" function to generate a data file of IR56B records in XML format for submission to IRD using this upload service;
 - (ii) On the other hand, only the Employer currently with approval granted by the Department to prepare the IR56B records using his own software is allowed to generate a data file of IR56B records in XML format for submission to the Department using this upload service. Employers without grant of prior approval will be rejected upon selecting the uploading service at Step 2;

5.2 Ways to prepare and/or submit the Employer's Returns

- (iii) Confirming the "Name of Employer" by the Filer is required. Similar validations and checking are performed to the uploaded data, if applicable, and a Control List will be displayed as detailed in paragraphs 2.3.1 to 2.3.3 for "Completion of Employer's Return" Service. Then, the Filer has to input the Employer's Contact Details and the Designation of the Filer (similar to paragraphs 2.1.8 and 2.1.9) before performing the "Sign and Submit" process (refer to paragraph 5.2.4).
- (d) Continue to complete a partially completed return file by selecting the last button. The following Step will be displayed after confirming employer's information:-
 - (i) "Step 5 Check Control List" will be shown if the draft return is not saved under the "Save for Submission". The Filer can edit the existing record or add new form as appropriate, or
 - (ii) "Step 6 Complete Return Enter Designation of Filer" will be displayed if the draft return file is saved for submission using "Completion of Employer's Return" services.



5.2.1 Confirm Employer's Information

(a) <u>Filer prepares the returns himself</u>

				Exit
Step 1 Read Important Notes	Completion and/or Submi	ssion of Employer's Return		
Step 2 Enter Employer's Reference	Step 2 - Enter Employer's	Reference		
Step 3 Select Return Form	Employer's File Number :	6A1 - 81240001		
Step 4 Complete Employee's / Recipient's	Name of Employer:	百石乙乙有限公司 MOUNTAIN ROCK ZZ CO., LTD		
Particulars	I confirm to file return for the	employer shown above *	Yes	No
Check Control List	Fields with * are mandatory.			
Step 6 Complete Return				
Step 7 Sign and Submit				
Step 8 Acknowledgement			Back	Continue
Online Demo 🛛 🕂				Step 2 of 8
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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(b) <u>Filer opens a draft return file</u>

The Name of Employer furnished by the Preparer and the information extracted from the records in Inland Revenue Department are displayed in Part A and Part B respectively for the Filer's confirmation.

			Exit
Step 1 Read Important	Completion and/or Su	bmission of Employer's Return	
Notes Step 2 Enter Employer's Reference	Step 2 - Enter Employ	er's Reference	
Step 3 Select Return Form	(A) Displayed below are	the inputted employer's information:	
Step 4	Employer's Reference	:: 81240001	
Complete Employee's / Recipient's	Name of Employer:	MOUNTAIN ROCK ZZ CO., LTD	at the innutted Employer's Reference is as
Particulars Stop 6	follows:	eres er ne intere reserve begennten, ere montrauen i	
Check Control List	Employer's File Numb	er: 6A1 - 81240001	
Step 6 Complete Return	Name of Employer:	巨石 Z Z 有限公司 MOUNTAIN ROCK ZZ CO. LTD	
Step 7 Sign and Submit			
Step 8	I confirm to file return for	the employer shown in (B) above *	🕷 Yes 💮 No
Online Demo -+	Fields with * are mandatory		
FAQs ->			
Related Information			
E-Seminar for Employers			Back Continue
How to complete and when to submit the Employer's Return			Step 2 of 8
Employer's Obligations			
eTAX Terms & Conditions			
eTAX Security Statement			
Contact Us 🛛 🛶			
eTAX Help + Desk			
Performance + Pledge			
			HONG
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Completion and/or Submission of Annual Employer's Return/Notifications

5.2.2 Verify the Designation of Filer and E-mail Address Inputted

If the Designation inputted by the Preparer is inconsistent with the business type of the inputted Employer's File Number according to the record in the Inland Revenue Department, an alert message will be displayed.

				Land Add Street
Step 1	Completion and/or Subm	ission of Employer's Return		
Read Important Notes				
Step 2	Step 6 - Complete Return	ı		
Enter Employer's Reference	Employer's File Number:	6A1 - 81240001		
Step 3 Select Return Form	Name of Employer:	巨石 Z Z 有限公司 MOUNTAIN ROCK ZZ CO., LTE	5	
Step 4 Complete Employee's /	Please state the Designation	on of Filer *		
Particulars	 Company Secretary 			
Step 5 Check Control List	For Corporate Se	cretary, enter company name		
Step 6 Complete Return	 Manager Director 			
Step 7 Sign and Submit	For Corporate Di	rector, enter company name		
Step 8 Acknowledgement	Post Title (if applicable)		SENIOR VICE PRESIDENT	
Online Demo 🛶				
FAQs -+-	Employer's Telephone No.		12	345678
Related Information	E-mail address(es) to whic	h acknowledgement of submissior	n of the Forms be copied (Optional):	
E-Seminar for Employers	1 www@abcwww.com			
How to complete and when to submit the	2 www@ddexxx.com			
Employer's Return	NOTE:			
Employer's Obligations	The acknowledgement will be co or spam filters to accept the ack	opied to the above designated e-mail ado nowledgement e-mails.	dress(es). Please remind the recipient(s) to configure their e-m	nail settings
eTAX Terms & Conditions				
eTAX Security Statement	Fields with " are mandatory.			
Contact Us 🛛 🛶				
eTAX Help → Desk			Control List C	ontinue
Performance Pledge				Step 6 of 8
				HONG
About GovHK Copyrig	ht Notice Privacy Policy Disc	aimer	~~~	- Contraction

5.2.3 Check Control List

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							Exit
Step 1 Read Important Notes	Comp	Completion and/or Submission of Employer's Return					
Step 2 Enter Employer's	Step	Step 6 - Complete Return					
Step 3 Select Return Form	Emplo Name	Employer: ETTE Z Z 有限公司 MOUNTAIN ROCK ZZ CO LTD					
Step 4 Complete Employee's /	Self-selected Key: A1A2A3A4						
Recipient's Particulars	Contr	rol List for Employer	's Return				
Step 5 Check Control List	IR56E	3 - Employer's Retur	n of Remuneration and	Pensions for the ye	ear from 1 April 2	011 to 31 March 2	012
Step 6 Complete Return	No.	Name of Employee		HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
Step 7 Sign and Submit	1	CHAN, MEI NGO		XX123456	i(0) English	01/04/2011 to 31/03/2012	174,760
Step 8 Acknowledgement	2	CHEUNG, CINDY		YY778899	(6) English	01/04/2011 to 31/03/2012	755,060
Online Demo 🔶	3	CHOW, PUI SHAN		XX856293	(8) Chinese	01/04/2011 to 31/03/2012	143,922
FAQs -+	4	TANG, KIN WING A	JGUSTUS	XX780546	i(2) English	01/04/2011 to 31/03/2012	5,610,705
Information	5	WONG, RALPH		YY820311	(8) Chinese	01/04/2011 to 31/03/2012	276,000
E-Seminar for Employers							Edit
How to complete and when to submit the Employer's Return	Numb	er of Set(s) of Form I	256B · 5				
Employer's Obligations	Emplo	over's Contact Details	:				
eTAX Terms & Conditions	N	New Postal Address :	Not Applicable				
eTAX Security	E	E-mail Address : www Felephone No. : 12345	@abcwww.com 678				
Contact Us +	Signe	d by : CHAN, TAI MAI	N, MANAGER (SENIOR VI	CE PRESIDENT) of	MOUNTAIN ROC	K ZZ CO., LTD	
eTAX Help 🛶 Desk	Check	k Sum : 000FE 6EDE	E B12F2 FD9B8 16FCE I	F7589 F9E85 B8899			
Performance + Pledge	E-mai www(il address(es) to whic @abcwww.com and v	n the acknowledgement of ww@ddexxx.com	f submission of the r	eturn to be copied	t)	Edi*
							Luit
			Back	View Draft BIR56	A Print All	Print Control Lis	t Submit
							Step 6 of 8





5.2.4 Sign and Submit

27.1	Completion and/or	Submission of Employer's	Return				
2	Step 7 - Sign and Submit						
ruce Etubiolialia							
a t Return Form	important Notes						
4	1. Please refer t 2. You are achie	o the "Notes and Instructions ed to check the accuracy of	for Forms BIR56A and IR56B	r. draft return d	icnlawed helow		
lete zyvers i	rou are advised to creck the accuracy of the information carefully in the draft return displayed below Heavy penalties may be incurred for making an incorrect return or committing other offences						
ient's ulars	BIR56A - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012						
5							
6		- r	DAET				
iete Rotum							
ind Submit		INLA	ND REVENUE DEPARTMEN	ат			
8 soledgement	R	EMPLOYER'S RET	SALARIES TAX	AND PENSIC	NS		
ne Demo 🔶	277.4779 29.777.579	FOR THE YEAR	FROM 1 APRIL 2011 TO 31	MARCH 201	2		
• •	File Number: Name of Employer	6A1 - 81240001 日石7 7 本間公司					
ted mation	Harne or Employes	MOUNTAIN ROCK ZZ	CO., LTD				
ninar for overs	This return [BIR 564	(ie)] will be accepted in lieu	of the paper return (BIR56A).				
o complete and to submit the syse's Return	POSTAL ADDRESS If you have not infor	S med the Department of your	current postal address previo	usly, please st	ate below the new	address +	
oyer's ations	Not Applicable						
tions	DECLARATION						
Security	I submit with this	um 5 set/s) of Form 19600	summarized in the Control Li-	t			
act Us 🛛 🔶	I CHAN TAIMAN F	wine MANAGER (SENIOR V		UN DOCK 77	CO_LTD declare	that is	
(Help →	the best of my know Note 1(a) of the Not person are fully and	redge and belief, the submitt es and instructions for Form truly stated.	ed forms include one form for s BIR56A and IR56B and that	every person the particulars	who is within the s relating to each sa	cope of Joh	
ge ge	E-mail address: v	ww@abcwww.com 2245878					
	Date:	61010					
	DDS(1/a)						
	phone(4)						
	Control List for En	nployer's Return					
	IR56B - Employer's	s Return of Remuneration	and Pensions for the year f	rom 1 April 2	011 to 31 March 2	012	
	No. Name of Fe	minues	HKIC No.	Printing	Period of	Tota	
	THE TRANS OF LO	pojee	Thus the	Language	Employment	(HK	
	1 CHAN, MELT	4GO	XX123456(0)	English	31/03/2012	174,76	
	2 CHEUNG, C	NDY	YY778899(6)	English	31/03/2012	755,06	
	3 CHOW, PUI	SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,92	
	A TANK PRO	WNG AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,70	
	-4 1/4/10, Kill 1				01/04/2011 to	276.00	
	5 WONG, RAL	.PH	YY820311(8)	Chinese	31/03/2012	210,00	
	5 WONG, RAL	РН	YY820311(8)	Chinese	31/03/2012	Edit	
	5 WONG, RAL	РН	YY820311(8)	Chinese	31/03/2012	Edit	
	5 WONG, RAU 5 WONG, RAU Check Sum : 000F Lauthorize you to se 1. www@abcwww 2. www@decocc	PH E 8EDBE B12F2 FD9B8 16f ind a copy of the acknowledg .com om	YY820311(8) CE F7589 F9E85 88899 ement to the following e-mail	Chinese address(es)	31/03/2012	Edit	
	5 WONG, RAL 5 WONG, RAL Check Sum: 000F lauthorize you to se 1. www@dexxx.c	PH E 6EDBE 812F2 FD988 16F and a copy of the acknowledg .com orm	YY820311(8) CE F7589 F9E85 B8899 ement to the following e-mail	Chinese address(es)	31/03/2012	Edit	
	Even Sum: 000F authorize you to se www@demox.c NOTEs: If any of the above int	PH E 6EDBE B12F2 FD9BS 166 nd a copy of the acknowledg .com orm	YY820311(8) CE F7589 F9E85 88899 ement to the following e-mail	Chinese address(es)	amecometts.	Edit	
	Even Sum: 000F authorize you to se www@ddexxxx www@ddexxxx HoTEs: If any of the above inf The advancedsperme	PH E 6EDBE B12F2 FD988 166 nd a copy of the acknowledg .com om matter of the return is incorrect nt will be copied to the designate	YY820311(8) CE F7589 F9EB5 B8899 ement to the following e-mail please dick on the relevant "Edf" to e-mail address. Please remind th	Chinese address(es): utton to make the erectprent(s) to	a mecometts.	Edit Edit	
	Devol, Ner 1 WONG, RAL WONG, RAL WONG, RAL Check Sum: 000F lauthorize you to se . www@ddexx.co WOTEs: If any off its above inf 2. The admonstrageme span filters to access the set of the set of the set of the set of the the set of the set of the set of the entry in the Complete return in the Complete	PH E BEDBE B12F2 FD968 165 md a copy of the acknowledg com orm orm orm orm orm orm orm orm orm o	YY820311(8) CE F7589 F9E85 88899 emert to the following e-mail please click on the relevant "EIP" is e-mail address. Please remind th information extends to value sho burn will also be printed on the aco	Chinese address(es): uttor to make the erectprent(3) to r add be exactly the power dgement i	a amendments. configure there e-mail a plane as that shown der you audmit the ret	Edit Edit	
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	Check Sum : 000F I authorize you to se I authorize you to se I authorize you to se I authorize you to se I II am of the above int 2. The admonstrategiene gene flast is accept I II am of the above int 2. The Admonstrategiene gene flast is accept I Banne de admonstrategiene gene flast is accept I Banne de Admonstrategiene Signing by CHAR. e TAX Password * Fields with * are mand I Fields with * are mand I Fields with * are mand I Check III and Taxan I Check III and I Charles I I Charles III and I Charles I Check III and I Charles I Charles I I Charles I Check III and I Charles I Check III and I Charles I Check III and I Charles I Charles I I Charles I Charles I I I I Charles I Charles I I I I Charles I I I I I I I I I I I I I I I I I I I	PH E GEDBE B12F2 FD985 165 md a copy of the acknowledg com om matter on the return is incorrect om matter on the return is incorrect of will be copied to the designate a active digetment de matter a active digetment de matter password below: TAI MANN ph & Submit' button, if there is non utation to their to provide page them and convolves mage k but	YYR20311(8) CE F7559 F9E65 B8899 ement to the following e-mail e-mail address. Please remit to te-mail address. Please remit to unwell also be prived on the add 	Chinese address(es): ution to make B erecipient(3) to add be enadly th hosele-dgement i	e amendmette. configure there e-mail a same as that scheme der you auchter berefet	Edit Edit etings or on the duit	
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The system will display the appropriate signing method according to the authentication means used for login by the Filer.

Exit

Completion and/or Submission of Annual Employer's Return/Notifications

5.2.5 Acknowledgement

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Step 1	Completion and/or Submission of Employer's De			
Read Important	completion and/or submission of Employer's Re			
Notes	Stop 8 Asknowledgement			
Step 2 Enter Employer's				
Reference	Employer's File Number : 6A1 - 81240001			
Step 3 Select Return Form	CHAN, TAI MAN, MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD			
Step 4 Complete Employee's /	'ou have successfully filed the Form BIR56A for the year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56B ummarized in the Control List.			
Particulars	Check Sum of the Submitted Return File :	000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899		
Step 5	Transaction Reference Number :	6121 3022 7139 2823		
Check Control List	Date and Time of Filing :	27 Feb 2013 10:07:35		
Step 6				
Complete Return	A copy of this acknowledgement has been sent to yo	our designated e-mail address(es):		
Step 7 Sign and Submit	www@abcwww.com and www@ddexxx.com			
Step 8 Acknowledgement	You should SAVE [using the "Print And Save All Retu storage device for printing a copy of Form IR56B to y return. Please wait for the display of all the returns of	Irns" button] the submitted Annual Return file to your computer or other your respective employee to assist him/her in completing his/her tax n screen after pressing the "Print And Save All Returns" button since it		
Online Demo 🛶	may take 1 to 3 minutes, in appropriate case.			
FAQs -+	To facilitate your import of employer's information an Data for Import" button to save the data file. The Trar	d personal data of employee(s) in future submission, please use "Save Isaction Reference Number shown in this acknowledgement will be		
Related Information	used as the authentication key to retrieve the submitt retain this acknowledgement intact and in a safe place	ted Annual Return file for data import in future submission. Please e as appropriate.		
E-Seminar for Employers	You should take appropriate measures to protect the security, please visit the Infosec website at www.info	saved return file from unauthorized access. For information on data usec.gov.hk.		
How to complete and	Thank you for filing the Employer's Return through th	e Internet.		
when to submit the Employer's Return	Help protect our environment. Please retain the	relevant information by saving this page.		
Employer's Obligations				
eTAX Terms & Conditions				
eTAX Security Statement	Submit Another Print This Page Save T	This Page Save Data for Import Print And Save All Returns Step 8 of 8		
Contact Us -+				
eTAX Help ⊸⊧ Desk				
Performance + Pledge				
		HENG		

<u>Notes</u>

- (a) "Print And Save All Returns" button to save a file for printing copies of IR56 forms to employees. Please refer to paragraph 5.2.6 for details.
- (b) "Save Data for Import" button to save a data file of the submitted returns to your computer or other storage device. This facilitates the transfer of personal information of the employee(s)/recipient(s) to new returns in future.
- (c) Keep this acknowledgement intact with the Transaction Reference Number (TRN) in a safe place since the TRN is required to open and to make access to the saved annual return file.



5.2.6 Save the file for printing copies of IR56 forms by way of:-

(a) <u>A file in Portable Document Format (PDF)</u>

Select this option and click the "Submit" button, all the forms (including Control List, IR56 forms and BIR56A/IR6036B, if applicable) will be saved to your computer in a single, not separable file after successful download; or

(b) <u>A compressed file in Zip Format</u>

Select this option and click the "Submit" button, each and every form (including Control List, IR56 forms and BIR56A/IR6036B, if applicable) will be saved in individual files and packed in the compressed file, which can be separated by unzip function in your computer after successful download. Please unzip the compressed file and open all the individual files to ensure the entire compressed file has been successfully downloaded before you exit from this application.



5.2.6 Save the file for printing copies of IR56 forms (cont'd)

Note

It takes 1 to 3 minutes to complete the download process. Click the "Close" button in the pop-up windows after action is completed.

13			
Loading is in progre	ss and it may take 1 to 3	动方 应立上海	
minutes to complete	. Please wait.		
	Close		Exit
		mpletion and/or Submission of Employer's I	Return
	Step 2	Step 8 - Acknowledgement	
	Enter Employer's		
	Reference	Employer's File Number : 6A1 - 81240001	
I	Step 3 Select Return Form	CHAN, TAI MAN, MANAGER (SENIOR VICE PRES	SIDENT) of MOUNTAIN ROCK ZZ CO., LTD
l	Step 4 Complete Employee's /	You have successfully filed the Form BIR56A for th summarized in the Control List.	he year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56B
	Particulars	Check Sum of the Submitted Return File :	000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899
	Step 5	Transaction Reference Number :	6121 3022 7139 2989
	Check Control List	Date and Time of Filing :	27 Feb 2013 15:10:22
	Step 6		
	Complete Return	A copy of this acknowledgement has been sent to	your designated e-mail address(es) :
	Step 7 Sign and Submit	www@abcwww.com and www@ddexxx.com	
	Step 8 Acknowledgement	You should SAVE [using the "Print And Save All Re storage device for printing a copy of Form IR56B to return. Please wait for the display of all the returns	sturns" buttoni the submitted Annual Return file to your computer or other o your respective employee to assist him/her in completing his/her tax on screen after pressing the "Print And Save All Returns" button since it
	Online Demo 🛶	may take 1 to 3 minutes, in appropriate case.	
	FAQs -+	To facilitate your import of employer's information Data for Import" button to save the data file. The T	and personal data of employee(s) in future submission, please use "Save ransaction Reference Number shown in this acknowledgement will be
	Related Information	used as the authentication key to retrieve the subn retain this acknowledgement intact and in a safe p	nitted Annual Return file for data import in future submission. Please lace as appropriate.
	E-Seminar for Employers	You should take appropriate measures to protect t security, please visit the Infosec website at www.in	he saved return file from unauthorized access. For information on data nfosec.gov.hk.
	How to complete and	Thank you for filing the Employer's Return through	the Internet.
	when to submit the Employer's Return	Help protect our environment. Please retain the second	he relevant information by saving this page.
	Employer's	T usb b	
	Obligations		
	eTAX Terms &		

Please select the mode of saving your A file in Portable Document [All the Control List, IR56 For successful download] A compressed file in ZIP For [Control List, each individual files and packed in the comp computer after successful do	r file for download (Note): Format (PDF) rms, BIR56A, and IR6036B (if applicable) are saved as a single file, not separable after rmat IR56 Form, BIR56A, and IR6036B (if applicable) are saved in individual vressed file, which can be separated by unzip function in your wnload]	Exit
Note : After file download and before you exi the download is successful. If a compr file and open all the individual files the Close	t from this application, please open the file downloaded in your computer to ensure essed file in ZIP format is chosen and after download, please unzip the compressed rein to ensure the entire compressed file has been successfully downloaded.	n 5 set(s) of Form IR56B F9E85 B8899
Step 7	unany@abeumany.com.and.unany@ddevyy.com	
Sign and Submit	www.@abcwww.com and www.@ddexxx.com	
Step 8 Acknowledgement Online Demo →	You should SAVE [using the "Print And Save All Returns" button] the submitted Annual Return storage device for printing a copy of Form IR56B to your respective employee to assist him/h return. Please wait for the display of all the returns on screen after pressing the "Print And Sa may take 1 to 3 minutes, in appropriate case.	n file to your computer or other er in completing his/her tax ve All Returns" button since it
FAQs	To facilitate your import of employer's information and personal data of employee(s) in future	submission, please use "Save
Related Information	Data for import outon to save the data lie. The transaction reference number shown in this used as the authentication key to retrieve the submitted Annual Return file for data import in fu retain this acknowledgement intact and in a safe place as appropriate.	s acknowledgement will be uture submission. Please
E-Seminar for Employers	You should take appropriate measures to protect the saved return file from unauthorized acce security, please visit the Infosec website at www.infosec.gov.hk.	ess. For information on data
How to complete and	Thank you for filing the Employer's Return through the Internet.	
Employer's Return	Help protect our environment. Please retain the relevant information by saving this page.	
Employer's Obligations		
- TAV T 0		



You may prepare and submit, up to 30 sets of the following IR56 forms, at a time:-

- (a) Notification of IR56E/F/G for Employees; and/or
- (b) Correction of Employer's Return for Employee (IR56B) and/or Notification for Non-employee (IR56M).

Multiple submissions in a day are allowed.

6.1 <u>Start to complete a new return</u>

Select the "Start to complete a new return" button at Step 2.

otes tep 2 nter Employer's eference	Step 2 - Enter Employer's Reference
eference	
	Enter Employer's Reference
ep 3	Business Registration Number 81240001
ep 4 mplete	Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number)
nployee's / cipient's E	Enter Employer's Identification Code (ERxxxxxxxx) (Note 5) * ER 11RB99C9
ep5 F	Please select
eck Control List	Start to complete a new return
ep 6 mplete Return	Enter a new Self-selected Key (Note 1) * A1A2A3A4
ep 7	Complete by keying in data
in and Submit	 Complete by importing data from a previously submitted Annual Return file (Note 2)
knowledgement	File location and name
nline Demo 🛶	Enter the TRN of the previously submitted Annual Return file (Note 3) *
Qs -+	Upload a data file containing IR56B records for Annual Return (Note 4)
elated formation	
Seminar for	File location and name
nployers	Enter the innutted Self-selected Key for opening the file *
w to complete and en to submit the	
nployer's Return	E. S. C. T. L. L.
nployer's Iligations F	Please enter the characters as shown in the image * svdj
AX Terms &	
nditions N 1.	IOTES : The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a s
atement 2.	tile. 2. You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the
ontact Us 🛶 3	employees/recipients. 3. The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledg</u> ement.
AX Help	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 developed by Employer. <u>IR56B software provided by IRD can be downloaded from IRD Homepage</u> . The software self-developed by I and the software set of the software provided by IRD can be downloaded from IRD Homepage. The software self-developed by IRD or an approved software provided by IRD or an approved software proved software prov
	employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and application
urformance +	procedures.

Please refer to paragraph 6.2 after selecting the button of "Complete by keying in data" or refer to paragraph 6.3 after selecting the button of "Complete by importing data from a previously submitted Annual Return file", as appropriate.



6.2 Prepare the Forms IR56E/F/G and/or Correction for IR56B/M by keying in data

At Step 3, select the "Other Notifications and/or Corrections" button.

GOVHK香港政府一站通 繁體 Step 1 Read Important Completion and/or Submission of Employer's Return Notes Step 2 Step 3 - Select Return Form Enter Employer's Reference Step 3 Select Ret 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 / For year ended 31 March Please Select * * Recipient's 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 Return For year ended 31 March Please Select + Step 7 Sign and Submit Date of issue of IR6036A * 1 1 (DD/MM/YYYY) Step 8 IR6036B and IR56M [Original] Acknowledgement Online Demo IR6036B only (nil return of IR56M) FAQs Other Notifications and / or Corrections Related Notification of Employees Information IR56E/F/G [Original / Additional Income / Replacement] E-Seminar for IR56E - An employee who commences to be employed Employers How to complete and IR56F - An employee who is about to cease to be employed when to submit the IR56G - An employee who is about to depart from Hong Kong Employer's Return Correction of Annual Return / Notification Employer's Obligations IR56B - Employer's Return of Remuneration and Pensions eTAX Terms & IR56M - Remuneration Paid to Persons Other Than Employees Conditions - "Original" for form not previously filed eTAX Security - "Additional" for income not previously submitted Statement - "Replacement" for replacement of previously submitted form Contact Us eTAX Help ----ATTENTION: ENTION: For completion by keying in data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (BIR56AIR56B) and Annual Notification (IR6036BIR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms or IR6036B with more than 30 IR56M forms. Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provided by upper the service of the data file that can be uploaded must be extracted from either IR56B software provided by Desk Performance Pledge 2 IRB 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>. (The file uploading function is not applicable to IR6036B and IR56M forms) Fields with * are mandatory. Back Continue Step 3 of 8 HONG



6.2.1 Select the relevant Form IR56E/F/G or IR56B/M

Select the relevant Form IR56 from "Other Notifications – IR56E/F/G [Original / Additional Income / Replacement] or "Correction of Annual Return / Notification". You have to complete the relevant date of commencement / cessation of employment and departure from Hong Kong as appropriate in the former case and the respective year ended 31 March for the latter case, as appropriate.

GOVHK 霍	港政府一站通
	Exit
i tep 1 ead Important lotes	Completion and/or Submission of Employer's Return
tep 2 nter Employer's	Step 3 - Select Return Form
eference	Employer's File Number: 6A1 - 81240001
tep 3 elect Return Form	Name of Employer: 巨石 Z Z 有限公司 MOUNTAIN ROCK ZZ CO., LTD
tep 4 omplete mployee's / ecipient's articulars	Select a Form
itep 5	Other Notifications - IR56E/F/G [Original / Additional Income / Replacement]
heck Control List	 IR56E - An employee who commences to be employed
i tep 6 Complete Return	Commencement of employment *
Step 7 Sign and Submit	 IR56F - An employee who is about to cease to be employed
tep 8 cknowledgement	Cessation of employment *
online Demo 🛶	 IR56G - An employee who is about to depart from Hong Kong
AQs -+-	Departure from Hong Kong *
lelated Information	Cessation of employment *
-Seminar for mployers	
ow to complete and hen to submit the mployer's Return	Orrection of Annual Return / Notification IR56B - Employer's Return of Remuneration and Pensions for year ended 31 March * 2012
mployer's Obligations	IR56M - Remuneration Paid to Persons Other Than Employees for year ended 31 March * Please Select *
TAX Terms &	- "Original" for form not previously filed
TAX Security	Replacement" for replacement of previously submitted "Replacement" for replacement of previously submitted form
ontact Us	ATTENTION
TAX Help	You can submit up to 30 IR56 forms at a time. Therefore, you cannot use this service for filing BIR56A with more than 30 IR56B forms nor IR6036B with more than 30 IR56M forms.
Performance + Nedge	Fields with * are mandatory.
	Back Continue
	Step 3 of 8

- 6.2.2 You have to key in the information at the input screens of the respective Form IR56. At the last input screen of each IR56 form, you may click the following appropriate buttons:-
 - (a) "Add New" button to return to the selection screen of paragraph6.2.1 for preparing another IR56 form;
 - (b) "Continue" button to view the Control List as shown below and for taking further actions as in paragraphs 2.1.6 to 2.1.12 for a Preparer or paragraphs 5.2.2 to 5.2.6 for a Filer, or
 - (c) other buttons, as appropriate.

ortant	omple	tion a	and/or Submission of Employ	er's Return				
S	itep 5 -	Che	ck Control List					
ployer's E	mploye	er's F	ile Number: 6A1 - 81240001					
N turn Form	lame of	f Emp	əloyer: 巨石乙乙有限公 MOUNTAIN RO	司 CK ZZ CO., LTD				
S	elf-sel	ected	d Key: A1A2A3A4					Edit
is/	R56E -	Notif	ication by an employer of an	emplovee who comm	ences to be	employed		
s C	lick				Printing	Date of	Monthly	
ntrol List) elete	No.	Name of Employee	HKIC No.	Language	Commencement	Income (HK\$)	
	3	1	CHAN, TAI MAN	YY123455(7)	Chinese	01/04/2013	7,000	Edit
Return	3	2	CHEUNG, FAT FAT	YY156789(0)	English	28/02/2013	25,000	Edit
Submit IR	R56F -	Notif	ication by an employer of an e	employee who is abo	out to cease t	o be employed		
dgement to	lick Delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
)emo 🔶	3	1	CHAN, MAN	XX998877(7)	English	01/04/2012 to	115,000	Edit
->	1	2	WONG, MAN	YY234567(0)	Chinese	01/04/2012 to	303,333	Edit
tion		-				15/03/2013	223,000	
r for	256G -	Notif	ication by an employer of an	employee who is abo	out to depart	from Hong Kong	T-4-1	
omplete and dr	elete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Income (HK\$)	
's Return	3	1	CHOW, FONG FONG	XX456787(0)	Chinese	01/04/2012 to 01/03/2013	120,000	Edit
s IS	3	2	WONG, YING	XX023456(7)	English	01/04/2012 to 12/03/2013	600,000	Edit
ns& s IF	R56B -	Empl	loyer's Return of Remunerati	on and Pensions				
urity Cl	lick >	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
Us 🔶	3	1	CHAN, CHING YEE	YY454789(0)	Chinese	01/04/2011 to	180,000	Edit
elp -∌ E	3	2	LEE, TAI TAK	XX123458(7)	English	01/04/2011 to 31/03/2012	250,000	Edit
nance	R56M -	Noti	fication of Remuneration Paid	to Persons Other T	han Employe	es	_	
C	lick		Name of Recipient				Total	
to	oloto	No.	HKIC / BR No.		Printing Language	Service	Income	
to de	o elete	No.	HKIC / BR No.		Printing Language	Service	Income (HK\$)	Edit
to de	o elete	No. 1	HKIC / BR No. CHU, WING KEUNG YY294567(8)		English	01/04/2011 to 31/03/2012	Income (HK\$)	Edit
	o lelete	No. 1 2	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG		English	01/04/2011 to 31/03/2012	Income (HK\$) 350,000	Edit
	elete	No. 1 2	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)		English Chinese	01/04/2011 to 31/03/2012	Income (HK\$) 350,000 580,000	Edit Edit
	Delet	No. 1 2	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)		English Chinese	01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012	100me Income (HK\$) 350,000 580,000	Edit
	Delete	No. 1 2	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)		English Chinese	Period of Service 01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012	Income (HK\$) 350,000 580,000	Edit
	Delete	No. 1 2	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)		English Chinese	Period of Service 01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012	Income (HK\$) 350,000 580,000	Edit
	Delete Delete Delete OTE: he inland utton to s	No. 1 2 e J Reve save th	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3) nue Department does not retain the i e draft returns to your computer or sto	formation set out in the dr rage device.	English Chinese	Period of Service 01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012	Income (HK\$) 350,000 580,000	Edit Edit
	Delete Delete OTE: he inland utton to s	No. 1 2 e d Reve save th	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)	nformation set out in the dr rage device.	English Chinese	Period of Service 01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012	Income (HK\$) 350,000 580,000	Edit Edit
	Delete	No. 1 2 d Reve save th	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY997652(3) nue Department does not retain the i	nformation set out in the dr rage device. Print All Print C	English Chinese raft return. Before	Period of Service 01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012 eyou exit the application, Add New Save	Stopport	Edit Edit Save Draff
	Delete	No. 1 2 d Reve Save th	HKIC / BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)	nformation set out in the dr rage device. Print All Print C	English Chinese raft return. Before	Period of Service 01/04/2011 to 31/03/2012 01/04/2011 to 31/03/2012 e you exit the application, Add New Save	standard (HKS) 350,000 580,000 , please click 'S	Edit Edit Save Draft" Continue Step 5 of 8

6.3 <u>Prepare the Forms by importing data from a previously submitted Annual Return</u> <u>file</u>

Browse/enter the location/folder of your computer to retrieve the previously submitted Annual Employer's Return/Notification file to the Department under eTAX.

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	E E
itep 1 lead Important	Completion and/or Submission of Employer's Return
otes tep 2 hter Employer's	Step 2 - Enter Employer's Reference
ference	Enter Employer's Reference
ep 3 lect Return Form	Business Registration Number 81240001
ep 4 mplete	Employer's File Number (e.g. 6A1-XXXXXXXX) (for having no Business Registration Number)
cipient's rticulars	Enter Employer's Identification Code (ERxxxxxxxx) (Note 5) * ER 11RB99C9
ep 5 leck Control List	Please select
ep 6	Start to complete a new return
mplete Return	Enter a new Self-selected Key (Note 1) * A1A2A3A4
tep 7 gn and Submit	Complete by keying in data
tep 8	Complete by importing data from a previously submitted Annual Return file (Note 2) File leastion and paper Due file-indduce your addition and paper
nline Demo	
	Enter the TRN of the previously submitted Annual Return file (Note 3) * 6121302271392857
elated	 Upload a data file containing IR56B records for Annual Return (Note 4)
formation	 Continue to complete a partially completed return
Seminar for nployers	File location and name
ow to complete and	Enter the inputted Self-selected Key for opening the file *
nen to submit the mployer's Return	N 100 N 1 1 100-201
mployer's bligations	Please enter the characters as shown in the image * q_{8yh} q_{8yh}
AX Terms &	NOTES :
AX Security atement	 The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a sa file. You can make use of a previously submitted Annual Return file of IR56B/R56M (Original) for importing the Personal Particulars of the
ontact Us 🛶	employees/recipients. 3. The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the <u>Acknowledgement</u> .
TAX Help 🛶	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 can be downloaded from IRD Homepage. The software self-developed by the process Birdeveloped by the Birdevel
erformance	employer must be pre-approved by IRD. Please refer to IRD Homepage for the relevant requirement specifications and application procedures.
*	 The Employer's remaindation Gode (EKIC) is printed in the <u>DIKSOA</u>, <u>IKOUSOA</u> or <u>IKOUSOD</u> issued in the year. Fields with * are mandatory.
	Back Clear Continu
	Step 2

6.3.1 Screen of remuneration paid to employees will be displayed if a previously submitted Annual Employer's Return for IR56B is supplied (paragraph 2.2.1) or screen of remuneration paid to persons other than employees will be displayed if a previously submitted Annual Notification of IR56M is supplied (refer to paragraph 3.2.1). Click the "Other Notifications and/or Corrections" button for the former case (refer to paragraphs 6.3.2 and 6.3.3 for more information) or "Correction of Notification" for the latter case (refer to paragraph 6.3.4 and 6.3.5 for more information).

6.3.2 <u>Select the Employees' Records for Preparing New IR56 Forms</u>

Select the records of the employees from the previously submitted Annual Employer's Return file for importing the personal particulars to the new IR56 forms. You have to choose the options for:-

- (a) "Select Form Type" for either IR56B, IR56F or IR56G;
- (b) "Specify the Year Ended 31 March" for IR56B cases selected;
- (c) "Enter the Date of Cessation of Employment" for IR56F or IR56G cases selected

												Exit
Step 1 Read Important	Compl	etion	and/or Subm	ission of	f Employer's R∉	eturn						
Step 2	Step 4	- Con	plete Emplo	yee's / R	ecipient's Part	ticulars						
Enter Employer's	Emplo	yer's l	ile Number:	6A1 - 81	1240001							
Reference	Name	of Em	ployer:	巨石 Ζ	Z有限公司							
Step 3 Select Return Form	_	-		MOUN	TAIN ROCK ZZ	CO., LTD						
Step 4 Complete Employee's /	Self-se	electe	d Key:	A1A2A3	A4							
Recipient's	Import	ing er	nployees' pai	ticulars	from a previou	isly submitt	ted Annual	Return fil	e			
Step 5 Check Control List	Click to Select	No.	Name of En	ployee	HKIC No.	Select Form Type	For IR56 Specify Ended 3	6B only the Year 81 March	For II Ente Empl	R56F/G r Date o oyment	only f Cessation (DD/MM/YY	of YY)
Step 6	V	1	CHAN, MEI I	IGO	XX123456(0)	F 🔻	-		28	/ 03	/ 2013	
Complete Return		2	CHEUNG, C	INDY	YY778899(6)	· ·	v			1	1	
Step 7 Sign and Submit		3	CHOW, PUI	SHAN	XX856293(8)	G 🔻	-		25	/ 03	/ 2013	
Step 8 Acknowledgement		4	TANG, KIN V AUGUSTUS	VING	XX780546(2)		-			1	1	
Online Demo 🛶	V	5	WONG, RAI	PH	YY820311(8)	в •	2012 -			1	1	
FAQs -+	The data	ofsele	cted employee(s)/recipient	t(s) will be imported	d.						
Related Information												
E-Seminar for Employers												
How to complete and when to submit the Employer's Return											Back C	ontinue
Employer's Obligations											5	Step 4 of 8
eTAX Terms & Conditions												
eTAX Security Statement												
Contact Us -+												
eTAX Help 🛛 🛶 Desk												
Performance+ Pledge												
												HONG
About GovHK Copyrig	ht Notice	Privac	y Policy Discl	aimer						3	\sim	- Clip Car



6.3.3 Input the Relevant Data for New IR56 Forms

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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tep 1	Compl	etion	and/or Subm	ission of Emple	oyer's Return				
es									
∋p 2	Step 5	- Che	ck Control L	ist					
ter Employer's	Emplo	yer's F	File Number:	6A1 - 8124000	1				
ep 3	Name	of Em	ployer:	巨石ZZ有限 MOUNTAIN R	公司 ROCK ZZ CO., LTD				
	Self-se	electe	d Key:	A1A2A3A4					Ec
P 4 mplete cipient's ticulars ep 5 eck Control List ep 6 mplete Return	▲ Erre	or The rec necess The rec necess The rec necess	cord marked by ary. [612-E-03 cord marked by ary. [612-E-03 cord marked by ary. [612-E-03	triangle need furth 60] triangle need furth 60] triangle need furth 60]	er verification. Please click er verification. Please click er verification. Please click	"EDIT" button t "EDIT" button t "EDIT" button t	to verify the data and i to verify the data and i to verify the data and i	make amendmen make amendmen make amendmen	t if t if t if
ар 7									
n and Submit	IR56F	- Notif	fication by an	employer of a	n employee who is abo	out to cease t	o be employed		
ep 8 knowledgement	Click to	No.	Name of En	nployee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
line Demo 🧼 Qs+		1 🖄	CHAN, MEI I	NGO	XX123456(0)	English	01/04/2012 to 28/03/2013	(111(4)	Edit
lated	IR56G	- Noti	fication by ar	n employer of a	n employee who is abo	out to depart	from Hong Kong		-
ormation Seminar for Iployers	Click to delete	No.	Name of En	nployee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
w to complete and en to submit the		1 🛆	CHOW, PU	SHAN	XX856293(8)	Chinese	01/04/2012 to 25/03/2013	(,	Edit
ployer's Return	IR56B	- Emp	loyer's Retu	rn of Remunera	ation and Pensions				
ployer's igations	Click to	No.	Name of En	nployee	HKIC No.	Printing Language	Period of Employment	Total Income	
AX Terms & nditions	delete	1 🛆	WONG, RAI	LPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	(HK\$)	Edit
tement									
ntact Us 🛶	Dele	te							
AX Help 🛶 sk	NOTE:								
rformance+ Edge	The Inla button to	nd Reve save th	enue Departmen he draft returns ti	t does not retain th o your computer or	e information set out in the d storage device.	raft return. Befor	e you exit the applicatio	n, please click "Sa	ave Dra
							Add New Sav	ve Draft Co	ontinu
								S	tep 5

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



E-de

<u>Preparation and/or Submission for Notifications and/or Corrections for</u> <u>IR56B/E/F/G/M</u>

6.3.4 Select the Recipients' Records for Preparing New Form IR56Ms

Select the records of the recipients from the previously submitted Annual Notification file for making transfer of the personal data to the new Form IR56M. Specify the relevant year ended 31 March for each recipient.

Step 1	Comple	etion	and/or Submission of	f Employer's Return	
Read Important Notes					
Step 2	Step 4	- Con	nplete Employee's / R	ecipient's Particulars	
Enter Employer's	Payer's	s Emp	loyer's File Number:	6A1 - 81240001	
Step 3	Name o	of Pay	er:	巨石ZZ有限公司	
Select Return Form	6 a 16 a a		d Kau	MOON TAIN ROCK 22 CO., E TD	
Step 4 Complete Employee's /	Self-Se	ecte	a ney:	A1A2A3A4	
Recipient's	Importi	ing re	cipients' particulars f	from a previously submitted Annual Return file	
Step 5	Click to Select	No.	Name of Recipient HKIC / BR No.		Specify the Year Ended 31 March
Step 6		1	CHAN, CHI FAI		
Complete Return			XX123456(0)		2012 -
Step 7		2	CHEN, MAN		
Sign and Submit			YY567891(3)		v
Acknowledgement		3	CHEUNG, TAI MAN		
Online Demo 🛶			YY778899(6)		2012 -
FAQs		4	IP, LAI LING		
Related			XX856293(8)		· ·
Information		5	ABC XXXX YYYY ZZZ	Z COMPANY	
E-Seminar for Employers			82345672		2012 -
How to complete and when to submit the Employer's Return	The data	ofsele	ected employee(s)/recipien	t(s) will be imported.	
Employer's Obligations					
eTAX Terms & Conditions					
eTAX Security Statement					Back Continue
Contact Us -+					
eTAX Help Desk					
Performance -+ Pledge					
					HONG
About GovHK Copyri	ght Notice	Privac	cy Policy Disclaimer		



6.3.5 Input the Relevant Data for New Form IR56Ms

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

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								Ex
tep 1	Compl	etion	and/or Subm	ission of Employer'	s Return			
ad Important tes								
ep 2	Step 5	- Che	eck Control L	ist				
ter Employer's	Emplo	yer's l	File Number:	6A1 - 81240001				
ep 3	Name	of Em	ployer:	巨石ZZ有限公司 MOUNTAIN ROCK	ZZ CO., LTD			
ect Return Form	Self-se	electe	d Key:	A1A2A3A4				Edi
mplete nployee's / cipient's rticulars	Erro	or The rec necess	cord marked by ary. [612-E-03	triangle need further ver 60]	ification. Please click	"EDIT" button t	to verify the data and	make amendment if
ep 5 eck Control List ep 6 mplete Return	•	The rec necess The rec necess	cord marked by eary. [612-E-03 cord marked by eary. [612-E-03	triangle need further ver 60] triangle need further ver 60]	ification. Please click ification. Please click	"EDIT" button t	to verify the data and	make amendment if
ep 7 jn and Submit	IR56M	- Noti	ification of R	emuneration Paid to	Persons Other T	han Employe	ees	
ep 8 knowledgement	Click to delete	No.	Name of Re HKIC / BR	ecipient No.		Printing Language	Period of Service	Total Income (HK\$)
nline Demo		1 @	CHAN CHI	FΔI				Edit
Qs -+		1 22	0.0.0., 0.0				01/04/2011 to	
lated ormation		-	XX123456(0))		Chinese	31/03/2012	
Seminar for oployers		2 🕭	CHEUNG, 1 YY778899(6	AI MAN		English	01/04/2011 to	Edit
w to complete and en to submit the		3 🛦	ABC XXXX	YYYY ZZZZ COMPAN	Y		01/00/2012	Edit
ployer's ligations			82345672			English	01/04/2011 to 31/03/2012	
AX Terms & nditions	Dele	ete						
AX Security atement	NOTE: The Inla	nd Rev	enue Departmer	it does not retain the info	rmation set out in the dr	aft return. Befor	e vou exit the application	on, please click "Save Draft
ontact Us 🛛 🕂	button to	save ti	he draft returns t	o your computer or storag	ge device.			
'AX Help ⊸⊪ esk								
enformance							Add New Sa	ve Draft Continue
								Step 5 o
								HEN
out GovHK Copyrid	ght Notice	Privad	cy Policy Disc	laimer				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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



A1 <u>BIR56A</u>

INLAND REV SAL EMPLOYER'S RETURN OF FOR THE YEAR FROM 5	ENUE DEPARTMENT ARIES TAX REMUNERATION AND PENSIONS APRIL 2011 TO 31 MARCH 2012
File Number: 6A1-81240001 Name of Employer: 巨石乙乙有限公司 MOUNTAIN ROCK ZZ CO.	, LTD
This return [BIR 56A (ie)] will be accepted in lieu	of the paper return (BIR56A).
If you have not informed the Department of your co address : -	urrent postal address previously, please state below the new
Not Applicable	
DECLARATION	
DECLARATION I submit with this return 5 set(s) of Form IR56B, st	ummarized in the Control List.
DECLARATION I submit with this return 5 set(s) of Form IR56B, su I, CHAN, TAI MAN, being MANAGER (SENIOR LTD declare that, to the best of my knowledge and person who is within the scope of Note 1(a) of the that the particulars relating to each such person are	Immarized in the Control List. CVICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., belief, the submitted forms include one form for every Notes and Instructions for Forms BIR56A and IR56B and fully and truly stated.
DECLARATION I submit with this return 5 set(s) of Form IR56B, su I, CHAN, TAI MAN, being MANAGER (SENIOR LTD declare that, to the best of my knowledge and person who is within the scope of Note 1(a) of the that the particulars relating to each such person are	Immarized in the Control List. R VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., belief, the submitted forms include one form for every Notes and Instructions for Forms BIR56A and IR56B and fully and truly stated.
DECLARATION I submit with this return 5 set(s) of Form IR56B, su I, CHAN, TAI MAN, being MANAGER (SENIOR LTD declare that, to the best of my knowledge and person who is within the scope of Note 1(a) of the that the particulars relating to each such person are E-mail address: www@abcwww.com	ummarized in the Control List. R VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., belief, the submitted forms include one form for every Notes and Instructions for Forms BIR56A and IR56B and fully and truly stated.
DECLARATION I submit with this return 5 set(s) of Form IR56B, su I, CHAN, TAI MAN, being MANAGER (SENIOR LTD declare that, to the best of my knowledge and person who is within the scope of Note 1(a) of the i that the particulars relating to each such person are E-mail address: www@abcwww.com Telephone no.: 12345678	Immarized in the Control List. R VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., belief, the submitted forms include one form for every Notes and Instructions for Forms BIR56A and IR56B and fully and truly stated.
DECLARATION I submit with this return 5 set(s) of Form IR56B, su I, CHAN, TAI MAN, being MANAGER (SENIOR LTD declare that, to the best of my knowledge and person who is within the scope of Note 1(a) of the 1 that the particulars relating to each such person are E-mail address: www@abcwww.com Telephone no.: 12345678 Date : 27 Feb 2013	ummarized in the Control List. R VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., belief, the submitted forms include one form for every Notes and Instructions for Forms BIR56A and IR56B and fully and truly stated.
DECLARATION I submit with this return 5 set(s) of Form IR56B, su I, CHAN, TAI MAN, being MANAGER (SENIOR LTD declare that, to the best of my knowledge and person who is within the scope of Note 1(a) of the i that the particulars relating to each such person are E-mail address: www@abcwww.com Telephone no.: 12345678 Date : 27 Feb 2013	Immarized in the Control List. & VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., belief, the submitted forms include one form for every Notes and Instructions for Forms BIR56A and IR56B and fully and truly stated.



A2 Control List

for tl	B – Employer's Return of Remuneration he year from 1 April 2011 to 31 March 2	n and Pensions 2012	4	50	iv.
Sheet No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 - 31/03/2012	174,760
2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 - 31/03/2012	755,060
3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 -	143,922
4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 -	5,610,705
5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 -	276,000



A3 <u>IR56B</u>

1. Employer's File No. : 6.1.81240001 Name of Employer or Pensioner (See Note 1/0) : MISS CHAN, MELNOC XX1224560 2. Name of Employer or Pensioner (See Note 1/0) : MISS CHAN, MELNOC XX1224560 (b) H.K. Identity Card Number (See Note 1/0) : MISS CHAN, MELNOC XX1224560 5. Ser, (A = Mad, E = Fennale) : 1 6. Mariat Status (1 = Single') Widowed / Proved / Living Apart, 2 = Married) : 1 7. Marriat Status (1 = Single') Widowed / Proved / Living Apart, 2 = Married) : 1 8. Revised H.K. Identity Card Number: sponse's Eawyorn Number and country of issue (if known) : 1 9. Residential Address : 6A, 2F, SHING ON STREET SHAUKIWAN HONG KONG 8 9. O Capacity in which employed : ACCOUNT CLERK (b) If grant time, the many of Thiot principil employer (if known) : (b) If grant time, the many of Thiot principil employer (if known) : (b) If grant time, the many of Thiot principil employer (if known) : (c) Organizity in which employer if classent if (if known) if (Plea con emp refe	ase provide a copy of the apleted Form IR56B to your ployee and retain a copy for erence.	INLAND REVENUE DEPARTMENT EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012	
 Name of Employee or Pensioner (See Note 1(a)): MISS CHAN, MELNOG XX1234500 (a) H.K. Identity Card Number (See Note 2(a)): MISS CHAN, MELNOG XX1234500 (b) Prosport Number and country of issue (Employee has no H.K. Identity Card): XX1234500 (c) If manried, full name of sponse : (d) If manried, full name of sponse : (e) Sponse's Passport Number and country of issue (if known): Residential Address : (d, 2, F, SHING ON STREET SHAUKIWAN HONG KONG Postal Address (if different from item 7 above): 6a, 2, F, SHING ON STREET SHAUKIWAN HONG KONG (e) Capacity in which employed : (ACCOUNT CLEEK (f) If part time, the name of his her principal employee (f known): Period molynome for the year from 1 April 2011 to 31 March 2012 (See Note 3): (f) 10(4/2011 to 3103/201. (f) 10(4/2011 to 310/302. (f) 10(4/2011 to	1.	Employer's File No. : Name of Employer : 1	6A1-81240001 40UNTAIN ROCK ZZ CO., LTD	Sheet No. : 00000
 4. Sec. (M = Male, F = Fanale,): Marint Stutus (1 = Single* Widowed / Divoreed / Living Apart, 2 = Married): Marint Stutus (1 = Single* Widowed / Divoreed / Living Apart, 2 = Married): Marint Stutus (1 = Single* Widowed / Divoreed / Living Apart, 2 = Married): Spouce's HK. I. Identity Card Number: Spouce's HK. I. Identity Card Number: Residential Address: (6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG Postal Address (if different from item 7 above): 6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG (a) Capacity in which employed : ACCOUNT CLERK (b) If part time, the name of his Per principal employee (if Rown): (b) If part time, the anne of his Per principal employee (if Rown): (c) Time, the name of his Per principal employee (if Rown): (d) Salary/ Wages (e) Solary/ Wages (f) Bask Pay, Payment in Live of Notice, Terminal Awards or Gratuities (<i>Gee Note 0</i>) (f) Bask Pay, Payment in Live of Notice, Terminal Awards or Gratuities (<i>Gee Note 0</i>) (f) Bask Pay, Payment in Live of Notice, Terminal Awards or Gratuities (<i>Gee Note 1</i>) (f) Bask Pay, Payment in Live of Notice, Terminal Awards or Gratuities (<i>Gee Note 1</i>) (f) Bask Pay, Payment in Live of Notice, Terminal Awards or Gratuities (<i>Gee Note 1</i>) (f) Bask Pay, Payment in Live of Notice, Terminal Awards or Gratuities (<i>Gee Note 1</i>) (f) Bask Pay, Payment in Live of Particitae's (<i>See Note 1</i>) (f) Bask Pay, Payment in Live of Particitae's (<i>See Note 1</i>) (f) Bask Pay, Payment in Live of Particitae's (<i>See Note 1</i>) (f) Bask Pay, Payment in Live of Particitae's (<i>See Note 1</i>) (f) Bask Pay, Payment in Live of Parentiae's (<i>See Note 1</i>) (f) Ba	2. 3.	Name of Employee or (a) H.K. Identity Car (b) Passport Number	Pensioner (See Note 1(a)) : d Number (See Note 2(c)) : and country of issue (if Employee has no H.K. Identity Card) :	MISS CHAN, MEI NGO XX123456(0
 (b) Spouce's HK. Identity Card Number: Spouce's Presport Number and country of issue (if known): Residential Address : 6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG Postal Address (if different from item 7 above): 6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG (c) Capacity in which employed : ACCOUNT CLERK (d) If part time, the name of his her principal employee (if known): (e) Period Genylopment for the year from 1 April 2011 to 31 March 2012; See Note 3): (f) Salary (Wages: 2010 10 10 11 March 2012 (See Note 3): (f) Salary (Wages: 2010 10 10 10 10 March 2012 (See Note 3): (f) Salary (Wages: 2010 10 10 10 March 2012 (See Note 3): (f) Salary (Wages: 2010 10 10 10 March 2012 (See Note 3): (f) Director's Fee (f) Commission (Fee S(See Note 4) (f) Boach Pay, Payment in Lisu of Notice, Terminal Awards or Gratuities (See Note 6) (f) Contaction Benefits (See Note 5) (f) Boach Pay, Payment in Lisu of Notice, Terminal Awards or Gratuities (See Note 6) (f) Contaction Benefits (See Note 5): (f) Boach Pay, Payment in Lisu of Notae, Contaction (See Note 9) (f) Gain related under States Option Scheme (See Note 9) (f) Option related under States Option Scheme (See Note 10) (f) (4. 5. 6.	Sex (M = Male, F = Marital Status (1 = Si (a) If married, full na	Female) : ngle / Widowed / Divorced / Living Apart, 2 = Married) : nne of spouse :	1
 Residential Address : 6A, 2F., SHING ON STREET SHAUKIWAN HONG KONG Postal Address : (if different from item 7 above) : 6A, 2F., SHING ON STREET SHAUKIWAN HONG KONG (a) Capacity in which employed : ACCOUNT CLERK (b) If part time, the name of his/her principal employer (if known) : (b) Feriod of employened for the year from 1 April 2011 to 31 March 2012; 01.042011 to 31 03/201. (c) Salary Wages (c) Particulars of Income accruing for the year from 1 April 2011 to 31 March 2012 (See Note 3): 01.04/2011 to 31 03/201. (c) Salary Wages (c) Director's Fee (c) Common (Feet (See Note 4)) (c) Solary Wages (c) Certain Psyment in Lieu of Notice, Terminal Awards or Gramities (c) Gee Note 6) (c) Common (For Note 5) (c) Solary Composition Entrement Schemes (See Note 7) (c) Solaries Tax paid by Employer (c) Eddaction Benefits (See Note 8) (c) Gin relized under Share Option Scheme (See Note 9) (c) Any other Revards, Allowances or Perquisites (See Note 10) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c		(b) Spouse's H.K. Id Spouse's Passpor	entity Card Number : Number and country of issue (if known) :	
 Postal Address (if different from item 7 above): 6A, 2F, SHING ON STREET SHAUKIWAN HONG KONG (a) Capacity in which employed: ; ACCOUNT CLERK (b) If part time, the name of hisher principal employer (if Known): Period of employment for the year from 1 April 2011 to 31 March 2012 : 01/04/2011 to 31/03/2011 Particulars of Income accruing for the year from 1 April 2011 to 31 March 2012 (See Note 3): 01/04/2011 to 31/03/2011 (c) Salary (Wages: 174,760 (d) Salary (Wages: 174,760 (e) Director's Fee (f) Enver Pay (f) Back Pay, Payment in Liet of Notice, Terminal Awards or Gratuities (See Note 6) (f) Back Pay, Payment in Edit of Notice, Terminal Awards or Gratuities (See Note 6) (f) Certain Payments from Retirement Schemes (See Note 7) (f) Back Pay, Payment in Liet of Notice, Terminal Awards or Gratuities (See Note 6) (f) Cratin Edge durd's thate Option Scheme (See Note 9) (h) Any other Rewards, Allowances or Perquisites (See Note 10) (f) (f) Pensions (See Note 11) Total: 174,760 (g) (g) (g) (h) Pensions (See Note 11) Total: 174,760 (g) (g) (g) (h) Pensions (See Note 11) (g) (h) Pensions (See Note 11) (g) (h) Pensions (See Note 11) (h) Pensions (See Note 11) (h) Pension Pension (See Note 12): (0 = Not provided , 1 = Provided) (h) Address 1: Place of Residence 1 Place of Residence 2 Nature : Place of Residence 1 Place of Residence 2 Nature : Place of Provided : Rear Phaid to Landford by Employee : Rear Phaid to L	7.	Residential Address :	6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG	
 (a) Capacity in which employed : ACCOUNT CLERK (b) If part time, the name of his/ker principal employer (if known): (1) Period of employment of the year from 1 April 2011 to 31 March 2012 (See Note 3): Period Amount (HKS) (a) Salary / Wages (b) Leave Pay (c) Director's Fee (d) Commission / Fee (See Note 4) (e) Boaus (See Note 5) (f) Back Vap, Payment in Lieu of Notice, Terminal Awards or Gratuities (See Note 6) (c) Certain Payments from Retirement Schemes (See Note 7) (b) Salaries Tax paid by Employer (c) Centrain Bayments (See Note 6) (c) Centrain Bayments (See Note 6) (c) Certain Bayments (See Note 6) (c) Certain Bayments (See Note 6) (c) Certain Bayments (See Note 6) (c) Centrain Bayments (See Note 6) (c) Cantrain Cantrain (See Note 10) (d) Pensions (See Note 11) Total [174,760 (d) Pensions (See Note 11) Total [174,760 (e) Pace of Residence 1 Place of Residence 1 Place of Residence 1 Place of Residence 1 Place of Residence 2 Period Provided : Rear Paid to Landlord by Employer : Rear Paid to Employer (See Note 12)) : (0 = Not Parts) (0 = Not Parts) (0 = Not, 1 = Yes) (0) (1 / Yes, please state : Name of the overseas company : Address : A	8.	Postal Address (if diff	erent from item 7 above) : 6A, 2/F., SHING ON STREET SHAUKIWAN HONG KO	ONG
11. Particulars of Income accruing for the year from 1 April 2011 to 31 March 2012 (See Note 3): Period Amount (HKS) (a) Salary / Wages 174,760 174,760 (b) Leave Pay Director's Fee 174,760 (c) Control Stee 174,760 174,760 (d) Commission / Fee 174,760 174,760 (e) Director's Fee 174,760 174,760 (f) Back Pay, Payment in Liet of Notice, Terminal Awards or Gratuities (See Note 3) 174,760 (g) Cortain Payments from Retirement Schemes (See Note 7) 153alaries Tax paid by Employer 174,760 (g) Control Related under Share Option Scheme (See Note 9) (Any other Rewards, Allowances or Perquisites (See Note 10) 1 (f) Gin realized under Share Option Scheme (See Note 12): (0 = Not provided , 1 = Provided) Total: 174,760 (g) Gatine Control Residence of Residence provided (See Note 12): (0 = Not provided , 1 = Provided) Address 1: Address 2: Nature : Place of Residence 1 Place of Residence 2 Place of Residence 2 Nature : Place of Residence 1 Place of Residence 2 Place and Residence 2 Nature : Place of Residence 1 Place of Residence 2 Place and Residence 2 Nature :	9. 10.	(a) Capacity in whic(b) If part time, the rPeriod of employment	h employed : ACCOUNT CLERK ame of his/her principal employer (if known) : for the year from 1 April 2011 to 31 March 2012 :	01/04/2011 to 31/03/2011
(a) Salary (Wages 174,760 (b) Leave Pay 174,760 (c) Director's Fee 174,760 (d) Commission (Fees (See Note 4) 174,760 (e) Downs (See Note 5) 174,760 (f) Back Pay, Psynnetin In Lieu of Notice, Terminal Awards or Gratuities (See Note 6) 174,760 (f) Back Pay, Psynnetin Scheme (See Note 7) 1154 (f) Back Pay, Psynnetin Scheme (See Note 7) 1154 (f) Back Pay, Psynnetin Scher Option Scheme (See Note 9) 10 (f) Gain realized under Share Option Scheme (See Note 10) 11 (f) (f) Gain realized under Share Option Scheme (See Note 10) 11 (f) (f) Gain realized under Share Option Scheme (See Note 12): (0 = Not provided , 1 = Provided) Total : 174,760 (f) (f) (f) (f) (f) (g) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f) <th>11.</th> <th>Particulars of Income</th> <th>accruing for the year from 1 April 2011 to 31 March 2012 (See Note 3) : Particulars Period</th> <th>Amount (HK\$)</th>	11.	Particulars of Income	accruing for the year from 1 April 2011 to 31 March 2012 (See Note 3) : Particulars Period	Amount (HK\$)
(i) Tellinear (decreted 11) Total (ii) Tellinear (decreted 11) Total (iii) Address 1: Address 1: Address 2: Place of Residence 1 Nature : Period Provided : Rent Paid to Landlord by Employer : Rent Paid to Landlord by Employer : Rent Paid to Landlord by Employer : Rent Paid to Employee by Employer : Rent Paid to Employee by Employer : Rent Paid to Employee by Employer : Rent Paid to Employee to the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company : (0 = No, 1 = Yes) (0) If yes, please state : Name of the overseas company : (0) Address : Amount (if known) (This amount must also be included in item 11 (See Note 13)) : (1) 14. Remarks (See Note 1(e)) : CHAN, TAI MAN Designation : MANAGER(SENIOR VICE PRESIDENT) Rt56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38		 (g) Certain rayment (h) Salaries Tax pair (i) Education Benefi (j) Gain realized un (k) Any other Rewa (l) (2) (3) (l) Pennions (See N 	by Employer its (See Note 8) der Share Option Scheme (See Note 9) rds, Allowances or Perquisites (See Note 10) ore 11)	
Address 1 : Address 2 : Place of Residence 1 Place of Residence 1 <t< td=""><td>12</td><td>Particulars of Place of</td><td>Residence provided (See Note 12) \cdot (0 = Not provided 1 = Provided)</td><td>Total : 174,760</td></t<>	12	Particulars of Place of	Residence provided (See Note 12) \cdot (0 = Not provided 1 = Provided)	Total : 174,760
Address 2 : Place of Residence 1 Place of Residence 2 Nature : Period Provided : Rent Paid to Landlord by Employer : Rent Paid to Landlord by Employee : Rent Paid to Landlord by Employee : Rent Paid to Employee by Employee : Rent Paid to Employee by Employee : 13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company : (0 = No, 1 = Yes) If yes, please state : Name of the overseas company : Address : Address : Amount (if known) (This amount must also be included in item 11 (See Note 13)) : 14. Remarks (See Note 12(b)) : Signed by (See Note 1(e)) : CHAN, TAI MAN Designation : MANAGER(SENIOR VICE PRESIDENT) IR56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38		Address 1 :		
Place of Residence 1 Place of Residence 1 Place of Residence 2 Nature : Period Provided : Rent Paid to Landlord by Employer : Rent Paid to Employee by Employer : Rent Refunded to Employee by Employee : 13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company : (0 = No, 1 = Yes) if if yes, please state : Name of the overseas company : Address : Amount (if known) (This amount must also be included in item 11 (See Note 13)) : 14. Remarks (See Note 12(b)) : Signed by (See Note 1(e)) : CHAN, TAI MAN Designation : MANAGER(SENIOR VICE PRESIDENT) IR56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38		Address 2 :		
 13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company : (0 = No, 1 = Yes) If yes, please state : Name of the overseas company : Address : Address : Amount (if known) (This amount must also be included in item 11 (See Note 13)) : 14. Remarks (See Note 12(b)) : Signed by (See Note 1(e)) : CHAN, TAI MAN Designation : MANAGER(SENIOR VICE PRESIDENT) IR56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38		Nature : Period Provided : Rent Paid to Landlord Rent Paid to Landlord Rent Refunded to Em Rent Paid to Employd	Place of Residence 1 I by Employer : I by Employee : ployee by Employee : r by Employee :	Place of Residence 2
Amount (if known) (This amount must also be included in item 11 (See Note 13)) : 14. Remarks (See Note 12(b)) : Signed by (See Note 1(e)) : CHAN, TAI MAN Designation : MANAGER(SENIOR VICE PRESIDENT) IR56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38	13.	Whether the employed If yes, please state : Name of the overseas	was wholly or partly paid either in Hong Kong or overseas by an overseas company : company :	(0 = No, 1 = Yes)
Signed by (See Note 1(e)) : CHAN, TAI MAN Designation : MANAGER(SENIOR VICE PRESIDENT) IR56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38	14.	Amount (if known) (T Remarks <i>(See Note 12</i>	his amount must also be included in item 11 (See Note 13)) : (b)) :	
Designation : MANAGER(SENIOR VICE PRESIDENT) IR56B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38	Sigi	ned by (See Note 1(e)) :	CHAN, TAI MAN	
	Des IR5	agnation : MANAGER(S 6B(ie) Return submi	ENIOR VICE PRESIDENT) tted to IRD via eTAX on 27 Feb 2013 11:50:38	

A4 Acknowledgement on Submission of Annual Employer's Return BIR56A

		Exit
Step 1 Read Important Notes	Completion and/or Submission of Employer's R	eturn
Step 2 Enter Employer's	Step 8 - Acknowledgement	
Step 3	CHAN, TAI MAN, MANAGER (SENIOR VICE PRESI	DENT) of MOUNTAIN ROCK ZZ CO., LTD
Step 4 Complete Employee's /	You have successfully filed the Form BIR56A for the summarized in the Control List.	e year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56B
Recipients Particulars	Check Sum of the Submitted Return File :	000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899
Step 5	Transaction Reference Number :	6121 3022 7139 2823
Check Control List	Date and Time of Filing :	27 Feb 2013 10:07:35
Step 6 Complete Return	A copy of this acknowledgement has been sent to v	our designated e-mail address(es) :
Step 7 Sign and Submit	www@abcwww.com and www@ddexxx.com	
Step 8 Acknowledgement	You should SAVE [using the "Print And Save All Ret storage device for printing a copy of Form IR56B to return. Please wait for the display of all the returns of the returns of the storage of all the returns of return and the storage of the st	urns" button] the submitted Annual Return file to your computer or other your respective employee to assist him/her in completing his/her tax on screen after pressing the "Print And Save All Returns" button since it
Online Demo 🛶	may take 1 to 3 minutes, in appropriate case.	
FAQs +	To facilitate your import of employer's information a Data for Import" button to save the data file. The Tra	nd personal data of employee(s) in future submission, please use "Save insaction Reference Number shown in this acknowledgement will be the dominical Deture file for data instant in future submission. Please
Information	retain this acknowledgement intact and in a safe pla	ice as appropriate.
E-Seminar for Employers	You should take appropriate measures to protect th security, please visit the Infosec website at www.inf	e saved return file from unauthorized access. For information on data osec.gov.hk.
How to complete and when to submit the Employer's Return	Thank you for filing the Employer's Return through t	he Internet.
Employer's Obligations		relevant intornation by saving this page.
eTAX Terms & Conditions		
eTAX Security Statement	Submit Another Print This Page Save	This Page Save Data for Import Print And Save All Returns Step 8 of 8
Contact Us 🛛 🛶		
eTAX Help 🛛 🛶 Desk		
Performance + Pledge		
		HONG
About GovHK Copyrig	ht Notice Privacy Policy Disclaimer	



A5 <u>IR6036B</u>

Payer's Employ Name of Payer	rer's File Number:6A1-81240001 : 巨石乙乙有限公司 MOUNTAIN ROCK ZZ CO., LTD	
To : Commissio	oner of Inland Revenue	
	Remuneration Paid to Persons Other Than Employees For The Year Ended 31 March 2012	
Referring to the	Form IR6036A,	
\boxtimes	I submit with this IR6036B(ie) 5 set(s) of Form IR56M, summarized in the Control List.	
	This is to confirm that the Company did not make any payments to persons as specified in IR6036A.	Form
	This is to confirm that the recipients are corporations and / or are local persons who were than the sum specified in Form IR6036C. Therefore, no Form IR56M is submitted.	paid less
Signed by : CH Designation : M Telephone No.	AN, TAI MAN IANAGER : 12345678	
IR6036B(ie) F	eturn submitted to IRD via eTAX on 27 Feb 2013 12:05:28	



A6 Control List

loyees Period of Service 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	Total Income (HK\$) 100,000 200,000 500,000 100,000
Period of Service 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	Total Income (HK\$) 100,000 200,000 500,000 100,000
01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	100,000 200,000 500,000 100,000
01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	200,000 500,000 100,000
01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	500,000
01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	100,000
01/04/2011 - 31/03/2012 01/04/2011 - 31/03/2012	100,000
01/04/2011 - 31/03/2012	
	500,000
	opied : www@abcwww.com an



A7 <u>IR56M</u>

	NOTIFICATION OF REMUNERATION PAID TO PERSONS OTHER THAN EMPLOY FOR THE YEAR ENDED 31 MARCH 2012	EES
Pay	er's Employer's File No. : 6A1-81240001	Sheet No. : 900003
Nar	ne of Payer : MOUNTAIN ROCK ZZ CO., LTD	
The	following are the particulars of the recipient :	
1.	For a person other than an individual or a corporation Name of Company :	
	Business Registration No. :	
2.	For an individual (a) Name of Recipient : (b) (i) H.K. Identity Card Number : (ii) Passport Number and country of issue :	MR. CHEUNG, TAI MAN YY778899(6)
	 (c) Sex (M = Male, F = Female): (d) Marital Status (1 = Single/Widowed/Divorced/Living Apart, 2 = Married): (e) (i) If married, full name of spouse : (ii) Spouse's H.K. Identity Card Number : Spouse's Presencet Number and country of issue : 	M 1
3.	(a) Postal Address : FLAT/ROOM A BLOCK B 123 GOOD SERVICE RD HONG KONG	
	(b) Tel. No. :	
4.	Capacity engaged : SUB-CONTRACTOR	
5.	Period for which service was rendered :	01/04/2011 - 31/03/2012
б.	Particulars of income accruing during the period of service :	
	Particulars Period Type 1 : Subcontracting Fees 01/04/2011 - 31/0 Type 2 : Commission 01/04/2011 - 31/0 Type 3 : Writer's / Contributor's Fees 01/04/2011 - 31/0 Others : (a) Artiste's Fees (b) Copyright / Royalties (c) Consultancy / Management Fees (d) (e) (e)	Amount (HK\$) 3/2012 500,000
_		10tal : 500,000
1.	whether a sum has been withheld from the above payment to settle the tax due by the recipient ($0 = No$, $1 = Yes$) If yes, the amount withheld :	. 0 HK\$
8.	Remarks :	0

A8 Acknowledgement on Submission of Annual Notification

Step 1	Completion and/or Submission of Employer's	s Return				
Read Important						
Step 2	Step 8 - Acknowledgement					
Enter Employer's						
Reference	Payer's Employer's File Number : 6A1 - 81240	001				
Step 3 Select Return Form	CHAN, TAI MAN, MANAGER of MOUNTAIN ROC	K ZZ CO., LTD				
Step 4 Complete Employee's /	You have successfully filed the Form IR6036B for summarized in the Control List.	r the year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56M				
Particulars	Check Sum of the Submitted Return File :	07B93 DFAD3 7CB79 D4673 D6712 3EDDB F41CB 21445				
Step 5	Transaction Reference Number :	6121 3022 7139 2827				
Check Control List	Date and Time of Filing :	27 Feb 2013 10:15:54				
Step 6						
Complete Return	A copy of this acknowledgement has been sent t	o your designated e-mail address(es):				
Sign and Submit	www@abcwww.com and www@ddexxx.com					
Step 8 Acknowledgement Online Demo -+	You should SAVE [using the "Print And Save All I storage device for printing a copy of Form IR56M return. Please wait for the display of all the return may take 1 to 3 minutes, in appropriate case.	Returns" button] the submitted Annual Return file to your computer or other I to your respective recipient to assist him/her in completing his/her tax is on screen after pressing the "Print And Save All Returns" button since it				
FAQs -+	To facilitate your import of payer's information an	d personal data of recipient(s) in future submission, please use "Save				
Related Information	Data for Import" button to save the data file. The used as the authentication key to retrieve the sult retain this acknowledgement intact and in a safe	Transaction Reference Number shown in this acknowledgement will be omitted Annual Return file for data import in future submission. Please place as appropriate.				
E-Seminar for Employers	You should take appropriate measures to protect security, please visit the Infosec website at www	t the saved return file from unauthorized access. For information on data . .infosec.gov.hk.				
How to complete and	Thank you for filing the Employer's Return throug	the Internet.				
when to submit the Employer's Return	Help protect our environment. Please retain	, the relevant information by saving this page.				
Employer's Obligations						
eTAX Terms & Conditions						
eTAX Security Statement	Submit Another Print This Page Sa	ve This Page Save Data for Import Print And Save All Returns Step 8 of 8				
Contact Us 🛛 🔶						
eTAX Help -+ Desk						
Performance + Pledge						
		HONG				
		KONG				
About GovHK Copyrig	ght Notice Privacy Policy Disclaimer					

A9 Control List

	over's File Number: 0A1-81. of Employer: 臣石乙 MOUN	Z40001 Z有限公司 TAIN ROCK ZZ CO., LTD			
IR56	E – Notification by an emplo	yer of an employee who commences	to be employed		
No.	Name of Employee	HKIC No.	Printing Language	Date of Commencement	Monthly Income (HK\$)
1	CHAN, TAI MAN	YY123455	(7) Chinese	01/04/2013	7,000
2	CHEUNG, FAT FAT	YY156789)(0) English	28/02/2013	25,000
IR56	F – Notification by an emplo	ver of an employee who is about to c	ease to be employ	ed	
No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MAN	XX998877	?(7) English	01/04/2012 - 20/03/2013	115,000
2	WONG, MAN	YY234567	7(0) Chinese	01/04/2012 - 15/03/2013	303,333
	To the best of my knowledge, the	employee(s) will not be leaving Hong Kon	ig after cessation of e	employment.	
IR56	G – Notification by an emplo	yer of an employee who is about to c	lepart from Hong	Kong	
No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHOW, FONG FONG	XX456787	7(0) Chinese	01/04/2012 - 01/03/2013	120,000
2	WONG, YING	XX023456	i(7) English	01/04/2012 - 12/03/2013	600,000
No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HKS)
1	CHAN, CHING YEE	YY454789	(0) Chinese	01/04/2011 - 31/03/2012	180,000
	IFF TALTAR	WW102456	(7) English	01/04/2011 -	250.000
2	LEE, TAI TAK	XX123458	S(7) English	31/03/2012	250,000
2 IR56	M - Notification of remuner	ation naid to persons other than emp	dovees	31/03/2012	230,000
2 IR56 No.	M - Notification of remuner:	ation paid to persons other than emp Printing Language	lloyees Period of S	ervice	Total Income (HK\$)
2 IR56 No.	M – Notification of remuner: Name of Recipient HKIC No. /BR No. CHU, WING KEUNG	ation paid to persons other than emp Printing Language	lloyees Period of S	ervice	Total Income (HK\$)
2 IR56 No.	M - Notification of remuner: Name of Recipient HKIC No. /BR No. CHU, WING KEUNG YY294567(8)	ation paid to persons other than emp Printing Language English	loyees Period of S 01/04/2011 -	ervice 31/03/2012	Total Income (HK\$) 350,000
2 IR56 No. 1 2	LEE, TAI TAK M – Notification of remuner: Name of Recipient HKIC No. /BR No. CHU, WING KEUNG YY294567(8) WONG, KEUNG YY987652(3)	ation paid to persons other than emp Printing Language English Chinese	Period of S 01/04/2011 - 01/04/2011 -	ervice 31/03/2012 31/03/2012	Total Income (HK\$) 350,000 580,000

A10 Acknowledgement on ad hoc Submission

						EXIT
Step 1 Read Important	Completion an	d/or Submis	sion of Emplo	yer's Return		
Step 2 Enter Employer's Reference	Step 8 - Ackno Employer's File	wledgement e Number : 6	A1 - 81240001			
Step 3 Select Return Form	CHAN, TAI MAN	I, MANAGER	of MOUNTAIN	ROCK ZZ CO.,	LTD	
Step 4 Complete Employee's / Recipient's Particulars	You have succe IR56E 2	essfully filed th IR56F 2	ne following IR IR56G 2	56 Forms sumr IR56B 2	narized in the IR56M 2	Control List. Total 10
Step 5 Check Control List Step 6 Complete Return	Check Sum of t Transaction Rel Date and Time	he Submitted ference Numb of Filing :	Return File : ber :	0599F 6121 3 28 Fel	B4E03 D74D 022 8139 315 2013 11:07:3	09 2F138 B384F D5557 D6CBF 653B8 55 31
Step 7 Sign and Submit Step 8 Acknowledgement	A copy of this a www@abcwww	cknowledgem	ent has been s /w@ddexxx.co	sent to your des	ignated e-mai	il address(es) :
Online Demo + FAQs +	You should SAV device for printir return. Please v may take 1 to 3	/E [using the ' ng a copy of F vait for the dis minutes, in a	Print And Save form IR56 to ye play of all the r opropriate cas	e All Returns" b our respective e returns on scree e.	utton] the subi mployee/recip en after pressi	mitted return file to your computer or other storage pient to assist him/her in completing his/her tax ing the "Print And Save All Returns" button since it
Related Information	You should take security, please	e appropriate r visit the Infos	neasures to p ec website at	rotect the saved www.infosec.go	return file fro ov.hk.	m unauthorized access. For information on data
E-Seminar for Employers	Thank you for fil	ling the Emplo	oyer's Return t	hrough the Inter	net.	
How to complete and when to submit the Employer's Return	🌳 Help protec	ct our environ	ment. Please r	etain the releva	nt information	by saving this page.
Employer's Obligations						
eTAX Terms & Conditions			Submit Anoth	ner Print Th	is Page	Save This Page Print And Save All Returns
eTAX Security Statement						
Contact Us 🛛 🛶						
eTAX Help -+ Desk						
Performance -1+ Pledge						
About GovHK Copyrig	ht Notice Privacy I	Policy Disclair	ner			HEINE



<u>Appendix - Upload the IR56 Forms by an Electronic File Generated by IRD IR56B</u> <u>Software / Employer's Self-developed Software</u>

B1 <u>BIR56A</u>

8	INLAND REVENUE DEPARTMENT SALARIES TAX EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012
File Number : Name of Employ	6A1-81240001 yer: 巨石乙乙有限公司 MOUNTAIN ROCK ZZ CO., LTD
This return [BIR	56A (ie)] will be accepted in lieu of the paper return (BIR56A).
POSTAL ADDI	RESS
If you have not i address -	nformed the Department of your current postal address previously, please state below the new
Not Applicable	
DECLARATI I submit with thi Control List. Th Department. I, CHAN, TAI M knowledge and I	ON is return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the is electronic file is generated by the IR56B Software provided by the Inland Revenue MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my relief, the submitted forms include one form for every person who is within the scope of Note
DECLARATI I submit with thi Control List. Th Department. I, CHAN, TAI N knowledge and I 1(a) of the Notes person are fully	ON is return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the is electronic file is generated by the IR56B Software provided by the Inland Revenue MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my belief, the submitted forms include one form for every person who is within the scope of Note is and Instructions for Forms BIR56A and IR56B and that the particulars relating to each such and truly stated.
DECLARATI I submit with thi Control List. Th Department. I, CHAN, TAI M knowledge and I 1(a) of the Notes person are fully E-mail address:	ON is return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the is electronic file is generated by the IR56B Software provided by the Inland Revenue MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my belief, the submitted forms include one form for every person who is within the scope of Note s and Instructions for Forms BIR56A and IR56B and that the particulars relating to each such and truly stated.
DECLARATI I submit with thi Control List. Th Department. I, CHAN, TAI M knowledge and I 1(a) of the Notes person are fully E-mail address: Telephone no.:	ON is return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the is electronic file is generated by the IR56B Software provided by the Inland Revenue MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my pelief, the submitted forms include one form for every person who is within the scope of Note and Instructions for Forms BIR56A and IR56B and that the particulars relating to each such and truly stated. www@abcwww.com 12345678
DECLARATI I submit with thi Control List. Th Department. I, CHAN, TAI N knowledge and I 1(a) of the Notes person are fully E-mail address: Telephone no.: Date : 1 Mar 201	ON is return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the is electronic file is generated by the IR56B Software provided by the Inland Revenue MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my belief, the submitted forms include one form for every person who is within the scope of Note is and Instructions for Forms BIR56A and IR56B and that the particulars relating to each such and truly stated. www@abcwww.com 12345678
DECLARATI I submit with thi Control List. Th Department. I, CHAN, TAI N knowledge and I 1(a) of the Notes person are fully E-mail address: Telephone no.: Date : 1 Mar 201 BIR56A (ie) Retu	ON as return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the is electronic file is generated by the IR56B Software provided by the Inland Revenue MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my belief, the submitted forms include one form for every person who is within the scope of Note and truly stated. www@abcwww.com 12345678 13 m submitted to IRD via eTAX on 1 Mar 2013 09:22:15



Appendix - Upload the IR56 Forms by an Electronic File Generated by IRD IR56B Software / Employer's Self-developed Software

B2 Control List

Control List for Employer's Return Employer's File Number : 6A1-81240001 Name of Employer : 臣石乙乙有限公司 MOUNTAIN ROCK ZZ CO., LTD

IR56	B – Employer's Return of Remuneration and Pensions		
No.	Name of Employee	HKIC No.	Total Income (HK\$)
1	CHAN, MEI MEI	XX123456(0)	174,760
2	CHAU, CHI WAI	YY567891(3)	2,175,665
3	CHEUNG, WENDY	YY778899(6)	755,060
4	CHOW, PUI SHAN	XX856293(8)	143,922
5	FAN, LUNG PING	YY801017(4)	353,740
б	HUI, PUI WAH	YY234567(0)	102,980
7	KO, ON YEE, TALE	XX112233(9)	367,500
8	LAM, KIN KA	XX811798(5)	525,000
9	LEUNG, KA MAN	YY699927(6)	437,605
10	LEUNG, WING SZE	YY699524(6)	112,657
	Grand Total of Income Per Lis Total Number of Employees P	er List	5,148,889 10

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

 Transaction Reference Number :
 6121 3030 1139 3495

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

Signed by CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Date and Time of Filing :

1 March 2013 09:22:15

2 of 2



<u>Appendix - Upload the IR56 Forms by an Electronic File Generated by IRD IR56B</u> <u>Software / Employer's Self-developed Software</u>

B3 Acknowledgement on Submission of Annual Employer's Return

		LAIL			
Sten 1	Completion and/or Submission of Employer's	Paturn			
Read Important	completion and/or outsinission of Employers	(return			
Notes	Sten 8 - Acknowledgement				
Step 2 Enter Employer's	step o Askiowedgement				
Reference	Employer's File Number : 6A1 - 81240001				
Step 3	CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD				
Select Return Form					
Step 4 Complete	You have successfully filed the Form BIR56A wit	h an electronic file containing the data of 10 set(s) of Form IR56B			
Employee's /	summarized in the Control List for the year from 1 April 2011 to 31 March 2012.				
Recipient's Particulars	Check Sum of the Submitted Return File :	004F2 E7A4B 8C31F BAD9C 4AC98 88BAE 6720F EB414			
Step 5	Transaction Reference Number :	6121 3030 1139 3495			
Check Control List	Date and Time of Filing :	01 Mar 2013 09:22:15			
Step 6					
Stop 7	A copy of this acknowledgement has been sent t	o your designated e-mail address(es) :			
Sign and Submit	www@abcwww.com and www@ddexxx.com				
Step 8	You should SAVE [using the "Print And Save All"	button] the submitted Annual Return file to your computer or other storage			
Acknowledgement	1 to 3 minutes, in appropriate case.				
Online Demo 🛶	You should take appropriate measures to protect the saved return file from unauthorized access. For information on data				
FAQs	security, please visit the Infosec website at www	.infosec.gov.hk.			
Related	Thank you for filing the Employer's Return throug	h the Internet.			
E Semination	🌳 Help protect our environment. Please retain	the relevant information by saving this page.			
Employers					
How to complete and					
when to submit the Employer's Return					
Employer's	Submit A	nother Print This Page Save This Page Print And Save All			
Obligations		Step 8 of 8			
eTAX Terms &					
Conditions	NOTE :				
eTAX Security Statement	You should press the "Print And Save All" button to print ar	nd/or save the BIR56A and Control List.			
Contact Us -+					
eTAX Help					
Desk					
Performance +					
Pledge					
		HONG			
		KONG			
About GovHK Copyrig	ght Notice Privacy Policy Disclaimer				



Appendix - Specimen for Employer's Identification Code ("ERIC")

C1 <u>BIR56A</u>

SPECIMEN	l
R INLAND REVENUE DEPARTMENT 新作校 SALARIES TAX	S/N000495
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS 在 2011 年4月1日至 2012 年3月31日1年內 FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012 來函讀敘明下這檔案號碼 IN ANY COMMUNICATION PLEASE OUDTE THE FILE NUMBER BELOW	2012
MOUNTAIN ROCK ZZ CO., LTD 8/F 123 REVENUE ROAD WANCHAI HK 6T1-12345678(N)(O) GT1-1	香港時行告士打道5號 校務大總 香港部成總局 第前 132 號 Revenue Tower, 5 Gloucestor Road WarOtai HongKorg, G.P.O. Box 132, Hong Kong, 開始, Web site: www.irdgoutk 電話:
	187 8022
	用而屬於附註1(a) 個月內交回本局。 填寫本表仍有不明 on the enclosed y you for the year Th from the date of fully in completing y various channels

C2 <u>IR6036A</u>

	INLAND REVENUE DEPA REVENUE TOWER,	RTMENT	ERIC (e-filing)
	5 GLOUCESTER ROAD, WAN HONG KONG. Web site: www.ird.gov.h		ER12CD56G8
Your Ref.:		ALL CORRESPO	ONDENCE SHOULD BE ADDRESSED TO: -
IN ANY COMMUNICATION	NPLEASE QUOTE OUR FILE NO.	COMM	P.O. BOX 132, HONG KONG.
[File No. : 6T1-123	45678 (N)(O)		
MOUNTAIN RO	CK ZZ CO., LTD		107 0000
8/F 123 REVENUE	ROAD	l el.	NO. : 187 8022
WAN CHAI		Fax	No. : 3170 5641
нк			
	(SPECIME	N) Dat	e of issue : 2 APR 2012
L		/	
Dear Sir/Madam			
bear on maann,	Remuneration Paid	To Persons	
	Other Than En	ployees	
It is noted the entertainers, freelance employees, but your	at you have been engaging the servic e artistes, sub-contractors, writers, et payments to these non-employees m	es of persons su c. Strictly spea ay affect their t	the has agents, brokers, consultants taking, these persons are not you ax obligations and amount of ta



Appendix - Specimen for Employer's Identification Code ("ERIC")

C3 <u>IR6036B</u>





Evit

Appendix D - Specimen of Transaction Reference Number in Acknowledgement

GOVHK香港政府一站通

Step 1	Completion and/or Submission of Employer's Return				
Notes					
Step 2	Step 8 - Acknowledgement	SPECIMEN			
Enter Employer's					
Reference	Employer's File Number : 6A1 - 81240001				
Step 3 Select Return Form	CHAN, TAI MAN, MANAGER (SENIOR VICE PRES	BIDENT) of MOUNTAIN ROCK ZZ CO., LTD			
Step 4 Complete Employee's / Recipient's	You have successfully filed the Form BIR56A for th summarized in the Control List.	e year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56B			
Particulars	Check Sum of the Submitted Return File :	000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899			
Step 5	Transaction Reference Number :	6121 3022 7139 2823			
Check Control List	Date and Time of Filing :	27 Feb 2013 10:07:35			
Step 6					
Complete Return	A copy of this acknowledgement has been sent to	your designated e-mail address(es) :			
Step 7 Sign and Submit	www@abcwww.com and www@ddexxx.com				
Step 8 Acknowledgement	You should SAVE [using the "Print And Save All Returns" button] the submitted Annual Return file to your computer or other storage device for printing a copy of Form IR56B to your respective employee to assist him/her in completing his/her tax return. Please wait for the display of all the returns on screen after pressing the "Print And Save All Returns" button since it return by the device the device the terms of the returns on screen after pressing the "Print And Save All Returns" button since it				
Online Demo 🔶	may take 1 to 3 minutes, in appropriate case.				
FAQs -+	To facilitate your import of employer's information a Data for Import" button to save the data file. The Tr	and personal data of employee(s) in future submission, please use "Save ansaction Reference Number shown in this acknowledgement will be with d Anguel Rature file for data impart in future submission. Please			
Information	retain this acknowledgement intact and in a safe pl	ace as appropriate.			
E-Seminar for Employers	You should take appropriate measures to protect the security, please visit the Infosec website at www.in	ne saved return file from unauthorized access. For information on data fosec.gov.hk.			
How to complete and	Thank you for filing the Employer's Return through	the Internet.			
when to submit the Employer's Return	Help protect our environment. Please retain the	e relevant information by saving this page.			
Employer's Obligations	1	,			
eTAX Terms & Conditions					
eTAX Security Statement	Submit Another Print This Page Save	This Page Save Data for Import Print And Save All Returns			
Contact Us -+-		5.0000			
eTAX Help → Desk					
Performance + Pledge					
		HONG			
		RUNG			
About GovHK Copyrig	ht Notice Privacy Policy Disclaimer				

The Transaction Reference Number of the previously submitted Annual Employer's Return must be correctly inputted for retrieval of the saved file for importing data purpose.

Appendix E - Export Data from IRD IR56B Software (version 4.1)

(1) Click <Export Data> button of the IRD IR56B Software (version 4.1) to export the completed IR56B records to a file for submission to IRD.

		-1					
Record Type	• Original	C Additional	C Replacemen	t C Supplement	ary	Sheet Number 1	
Surname	AU	YEUNG			_		
iven Name	TA	I MAN					
ull Name in C	hinese 歐	陽大文					
LK. Identity C	ard Number	A114455	(7)				
assport No. & If Employee ha	Country of Iss as no H.K. Iden	ue tity Card)					
ex (M or F)	M	Marital Status	(1=Single/Widowe	d/Divorced/Living	Apart, 2=Marrie	d) 2	
f married, full	name of spous	e WONG ME	I MEI				
pouse's H.K. I	dentity Card N	umber A45	6789	(1)			
assport Numb	er & Country o	of Issue					-
esidential	FLAT	3308, 33/F, BLOC	K A, HAPPY BUIL	DING,		Area Cod	le (H=HK,
Address (Area (ot required)	Code 500 G	LOUCESTER RO.	AD, WANCHAI			K=KLN, F=Foreig	n) H
ostal Address							
'anacity in whi	ich employed	CLERK					
apacity in our							
t part ume, the	name of his/he	er principai empie	yer				
AUYEU	NG, TAI MAN						► H
Create New	Name Search	Save	Delete	Print	Export Data	Print All	Quit
					and the second s		-

(2) Click the <Yes> button to proceed.



(3) Select the first option to export the IR56B records to a data file for submission to IRD using the upload function via the e-filing Employer's Return service under GovHK'.

 Cupload the file through the Internet via e-filing Employer's Return service under GovHK C Store the files in a removable storage device (e.g. diskette, CD-ROM or DVD-ROM) and deliver it in person/by post to IRD Office 		in far the second flate) to IDD
 Upload the file through the Internet via e-filing Employer's Return service under GovHK Store the files in a removable storage device (e.g. diskette, CD-ROM or DVD-ROM) and deliver it in person/by post to IRD Office 	select your mode of submis	sion for the saved me(s) to IKD
$_{\rm C}$ Store the files in a removable storage device (e.g. diskette, CD-ROM or DVD-ROM) and deliver it in person/by post to IRD Office	• Upload the file through	h the Internet via e-filing Employer's Return service under GovHK
	C Store the files in a re deliver it in person/by	movable storage device (e.g. diskette, CD-ROM or DVD-ROM) and post to IRD Office
