

**Installation and Operation Guide for
Inland Revenue Department Software for IR56B (Version 4.1)
Preparing Annual Employer's Return (IR56B) in Computerized Format**

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(February 2013)

**Installation and Operation Guide for
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Preparing Annual Employer's Return (IR56B) in Computerized Format**

1. Introduction

The Inland Revenue Department (“the Department” or “IRD”) encourages employers to prepare the employer’s returns and notifications including the annual employer’s returns (IR56B) in computerized format. Employers may either develop their own software (prior approval from IRD is required) or use the IRD software for IR56B (“IRD Software”) for preparation and filing of annual employer’s returns. The IRD Software is developed and provided **free of charge** to employers by the Department. It is intended to make the preparation of IR56B by employers easier and also to enhance data processing efficiency of IRD. Employers are not required to seek IRD’s approval for filing computerized IR56B records generated by this Software. For those employers who submit their Employer’s Returns in computerized format, they are **not required to forward HARD COPIES of IR56B to IRD** although each of their employees must still be furnished with a hard copy of the IR56B.

There are two versions of IRD Software developed (Version 3.5 and Version 4.1) and this Installation and Operation Guide is for IRD Software Version 4.1. Please refer to the Installation and Operation Guide for IRD Software Version 3.5 if you are using the IRD Software Version 3.5.

Note: This Software is designed to be installed in the hard disk of a designated personal computer. A database will be created on the first execution of the application, and the Software is designed to work in the personal computer where the database resided.

2. Important Notes to Employers Using IRD Software

2.1 Checking of Data and Printing of Hard Copies

Employers must note that it is their obligation to ensure that all data furnished for the employees in the IR56B records are correct before submitting the same to the IRD. They should keep hard copies of the IR56B submitted for record purpose. Besides, Employers should supply to their employees a hard copy of the IR56Bs submitted for information (Please refer to Appendix A for a specimen of the hard copy of IR56B.).

2.2 Submission channels to IRD

Employers using the IRD Software should submit the Annual Employer's Returns to the IRD via either one of the following two channels:-

- (i) By **physical delivery** in person / by post to the Department a removable storage device [diskette/CD/DVD] containing the IR56B records file ; or
- (ii) Starting from 2 April 2013 onwards, for employers with no more than 200 IR56B records, by using the new **file uploading function under the Employer's Return e-filing service of eTAX** [www.gov.hk/etax] to submit to the Department the IR56B records.

2.2.1 For submission by physical delivery, the following items should be submitted altogether to:

Document Processing Centre of IRD,
21/F, Revenue Tower,
5 Gloucester Road, Wanchai, Hong Kong

- (i) A diskette/CD/DVD containing the IR56B records files prepared via the IRD Software for **submission by physical delivery** (attached with an external label stating the employer's name, employer's file number and the year of assessment concerned).
- (ii) A duly completed and signed Control List for the IR56B records submitted (specimen as per Appendix B). **If the control list has more than one page, the employer should complete and sign on each and every page of the Control List.**

- (iii) A duly completed and signed BIR56A issued by IRD.

The diskette, CD, DVD, etc., containing the IR56B records submitted to the Department will be retained by IRD as source documents of Employer's Returns of Remuneration and Pensions filed by employers and will **not** be returned to the employers.

2.2.2 For submission via the file uploading function under the Employer's Return e-filing service of eTAX [www.gov.hk/etax],

- (i) Employer should upload the data file containing IR56B records prepared via the Software for **internet submission mode**.
- (ii) The Uploading Service will generate a Control List, extracted from the file of IR56B records uploaded through eTAX.
- (iii) The Filer will fill in the Annual Employer's Return BIR56A online. He may use his eTAX Password, MyGovHK Password or recognized personal digital certificate to sign the return.

For details of the submission procedures and guidelines, please refer to the Employer's Return e-filing service of eTAX [www.gov.hk/etax].

2.3 **Income in Foreign Currency**

The income reported in an IR56B record should be expressed in Hong Kong dollars. Any foreign emoluments received by an employee must be converted to Hong Kong dollars and be included in Item 11 under income details of the IR56B record.

2.4 Particulars of Place of Residence Provided

Full particulars of the place of residence provided must be furnished in the IR56B record of an employee if a place of residence is provided. Up to **two** places of residence can be inputted in an IR56B record of an employee. For those employees who were provided with place of residence at **more than two locations** for the same year, **printed copies of Form IR56B must be used for filing. A separate sequence of sheet number starting from “900001” and in ascending order should be used. The employer must declare the respective number of computerized IR56B records and paper IR56B submitted in the Form BIR56A.**

2.5 Right to Make Amendments

As the format of IR56B is reviewed every year, the Department reserves the right to make any amendments to the computerized format as and when the circumstances warrant.

2.6 Disclaimer

This software is supplied on an as-is basis. The Department accepts no liability whatsoever for any loss or damage which may be incurred by its use.

2.7 Seeking Assistance

If there is any problem in the installation or using of the IRD Software, please refer to this Guide or the “Frequently Asked Questions” on filing of computerized Employer’s Return at IRD’s Website for Trouble Shooting [www.ird.gov.hk/eng/faq/cer.htm#item6]. If the problems remain unsolved, please call this Department at 183 5311 during office hours for assistance.

3. Basic Requirements for Operating IRD Software

3.1 Hardware

- (a) Basic Windows hardware requirement.
- (b) 20MB hard disk spare space.
- (c) CD-ROM / DVD-ROM disk drive and a 3.5” high-density floppy disk drive.
- (d) Printer that can print A4 size paper (laser printer recommended).

3.2 Operating system

English or Chinese Version of Microsoft Windows Vista / 7 is required and the Software is designed to run on stand-alone personal computer. Please also note that Microsoft .NET Framework, which is needed to run the Software, is bundled with Microsoft Windows.

3.3 Printing requirement

Please note that the IRD Software has been designed to print the computerized form IR56B for an employee on stationery of A4 size on one page. Whilst the IRD Software has been tested with a few of the commonly used printers, the testing can by no means be exhaustive. If you have a laser printer and find that it cannot print an IR56B Form within one A4 size page, try enabling the ‘Print True Type as Graphics’ at Printers Setup to see whether the problem can be solved.

3.4 Input of Chinese Characters

Traditional Chinese characters with Unicode input method should be used. Please refer to Appendix G for setup of the Traditional Chinese Characters Input Method under MS Windows before you enter Chinese data fields.

4. Installation Process

4.1 Note for Users who have installed a previous version of IRD Software

Before you install the IRD Software to replace the previous version of IRD Software installed, please make a copy of the database currently in use as a backup. Unless you have changed the installation path when you were installing the old version of IRD Software, the database should be in the following location:

<u>Version</u>	<u>Location of the database by default</u>
3.41	C:\IR56B\ir56b.mdb
3.5	C:\IR56BE\ir56b.mdb for English version; or C:\IR56BC\ir56b.mdb for Chinese version
4.0	C:\ProgramData\HKSARG\IR56B\1.0.0.0 <small>[note: folder C:\ProgramData may be hidden in the Windows Explorer, please refer to Appendix F to have a proper setup under Window Explorer to locate the folder.]</small>

For the first time you run IRD Software Version 4.1 after installation, you will be asked whether to import the old database if there is no old database resided in the default location. You should then select the old database you have saved and the import function will take place automatically. [For details, please refer to Appendix E and F]. Please check the imported data before you start using it.

4.2 Installation procedures

- Before you start the installation of the IRD Software, you are suggested to close other applications currently running in Windows.
- You can download the latest Version of IRD Software from IRD website. For details, please refer to Appendix D.
- After you have completed the file downloading, please click the **Start Menu** in the Windows task bar, go to **Search Box** and type “C:\Temp56B\IR56BE.msi” for English Version or “C:\Temp56B\IR56BC.msi” for Chinese Version, then press <ENTER> to trigger the setup program.





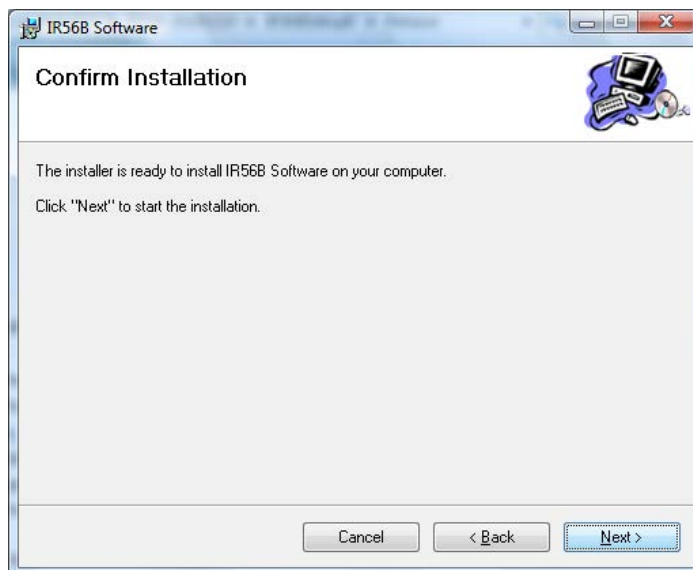
- (d) A window with title 'IR56B Software' will be popped up, click the <Next> button to proceed.



- (e) You are then prompted to specify the folder / directory name that you want to store the program objects of IRD Software. You are recommended to use the default installation folder (i.e. "C:\Program Files\IR56B_ENG\" for English Version, or "C:\Program Files\IR56B_CHI\" for Chinese Version) and to choose "Everyone" option box for installing IRD Software for anyone who use this computer. To proceed, simply click <Next> button.



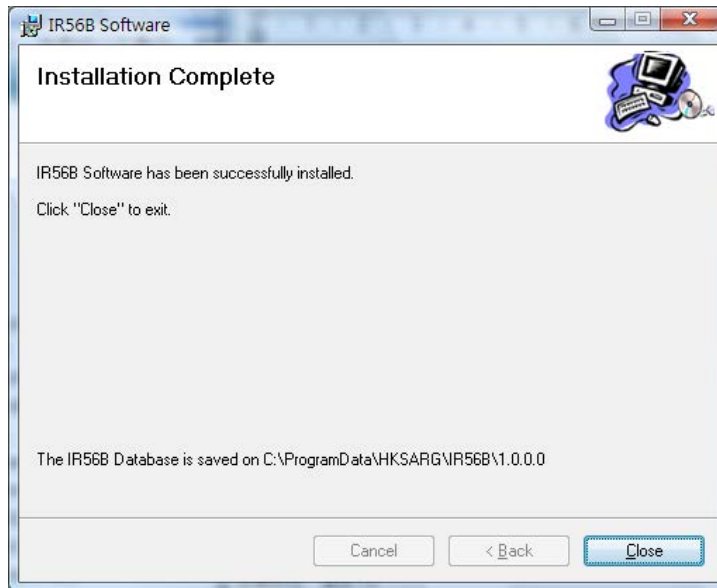
- (f) The installation process screen will be shown during which you may be asked for permission to install IRD software or the administrator password. Please answer them or the IRD software cannot be installed.



- (g) After installation completed, please click “Close” on the confirmation of installation screen. Note that the database path is shown at the bottom. The database is saved at “C:\ProgramData\HKSARG\IR56B\1.0.0.0”. There is an



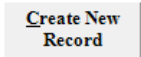


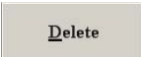









IRD Software icon created on your desktop. Just double click the icon to run the application.



5. Function Keys

5.1 This program consists of five input screens. The first screen is for input of the common data for IR56B records, such as the name of your company and the employer's file number. The next 4 screens are for input of data for each IR56B record. On individual screen, inoperative buttons will be dimmed.

5.2 On the 4 input screens of IR56B, you will see the following buttons: -

	Prepare a new record of IR56B
	Search record of IR56B with reference to the name of employee
	Save a record of IR56B after all the necessary data have been typed in or after amendments have been made to a record
	Delete the record of IR56B being displayed
	Print a hard copy of the record of IR56B being displayed
	Sort and save all original IR56B records to a new file which is to be submitted to the Inland Revenue Department
	Sort and print copies of all original records of IR56B
	Quit the program
	Cancel the current operation
	Go to the first record in the IR56B file
	Go to the previous IR56B record
	Go to the next IR56B record
	Go to the last record in the IR56B file

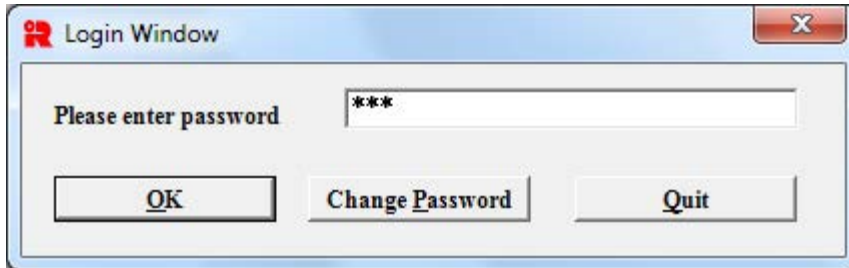
To operate the above functions, simply use the mouse to point at the respective button and click it. Alternatively, you may hold the <Alt> key and press the corresponding alphabet key (i.e. the letter which is underlined on the button) on the keyboard to perform the function; for example, you may quit the program by pressing <Alt> + <Q> or you may update an IR56B record by pressing <Alt> + <S>.

- 5.3 To move from one item to another item on the same screen, you may press the <Tab> key on the keyboard or use the mouse to point and click on another item. For screens Page 1 to Page 4, you may click <Page 1>, <Page 2>, <Page 3> or <Page 4> button to go to respective screen or press the <Page Down> key on the keyboard to go to next page.

6. Password

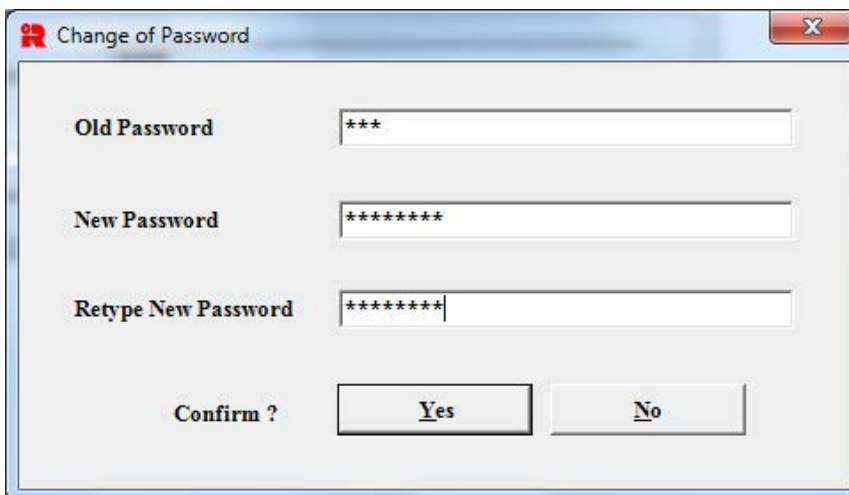
6.1 The default password

You have to enter password each time in order to invoke the program. When the program is first distributed, the password is initialized as small letter “ird”. Click the <OK> button after you have typed the password “ird”.



6.2 Change of password (You may skip this section if you do not wish to change the default password)

You are allowed to change the password of the program by clicking <Change Password> button. The new password may consist of 3 to 8 alphanumeric characters (case-sensitive). Please type the old password “ird” and then the new one. You are required to re-type the same new password again for confirmation. Click the <Yes> button for confirmation of change of password.



[CAUTION: You have to remember your new password, otherwise you cannot invoke the program again. IRD cannot provide assistance to decode your new password in order to re-activate the program.]

7. Preparing IR56B Record

7.1 How to start

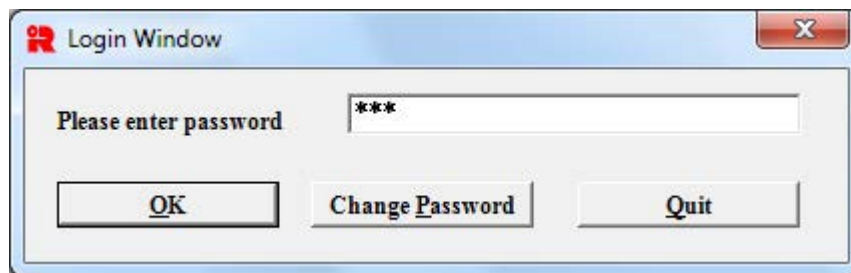
You may invoke the program in either one of the following ways:



- (a) Double click the IR56B Software icon on the Desktop.
- (b) Go to 'Start and Search' and type in "C:\Program Files\IR56B_ENG\IR56B.exe" and press <Enter>.

7.2 Entering the password

You have to enter password each time in order to invoke the program. When the program is first distributed, the password is initialized as small letter "ird". Click the <OK> button after you have typed the password "ird".



7.3 Entering Common Data for IR56B Record

After input of your password and click the <OK> button, the Common Data Screen will appear. All items on this screen must be filled in. After entering the data for one item, you can press the <Tab> key on the keyboard to go to the next item. After completion of all the items, click the <Continue> button to proceed on preparing the first IR56B. If no IR56B record has been created before, a dialogue box will appear stating that no IR56B record exists in the file, please click <OK> to proceed on preparing the first IR56B.

Common data for IR56B records

Select the Font Size for Screens Display

Small Font (Screen resolution 800 x 600 or above is required)

Large Font (Screen resolution 1024 x 768 or above is required)

Please enter the following information and click the 'Continue' button to proceed to next screen.

Employer's Return for the year ended 31 March

Employer's File Number 6 A 1 -
(as shown at the top left hand corner of the address box on Form BIR56A)

Name of Employer

Date of Submission of IR56B (Day Month Year e.g. 01052013)

Designation (State: Proprietor / Precedent Partner /
Company Secretary / Manager / Director / Liquidator /
Principal Officer / Agent for a non-resident person)

The inputted data in this screen will be applied as common data to all the inputted IR56B records. Any amendment of the data in this screen will automatically update to the common data of the inputted IR56B records.

Note : Database will be stored at C:\ProgramData\HKSARG\IR56B\1.0.0.0\ir56b.mdb

Notes

Select the Font Size for Screens Display

The program has provided two screen font sizes for selection. If you are using a display resolution of 1024 x 768 or above, please select the 'Large Font' option for optimized viewing.

7.4 Entering Data for an IR56B Record

Screens Page 1 to Page 4 are for inputting data for each employee. Please input the relevant data as required. You may use the <Tab> key on the keyboard to move from one item to another item of the same page. After completing all the items on one page, you may go on to next page by either a click on the relevant page tab or pressing the <Page Down> key on the keyboard.

IR56B Screen Page 1

The screenshot displays the IR56B 4.1 software interface. At the top, there are tabs for Page 1, Page 2, Page 3, and Page 4, with Page 1 selected. Below the tabs, there are radio buttons for Record Type: Original (selected), Additional, Replacement, and Supplementary. A Sheet Number field is set to 1. The form contains the following fields and values:

- Surname: AUYEUNG
- Given Name: TAI MAN
- Full Name in Chinese: 歐陽大文
- H.K. Identity Card Number: A114455 (7)
- Passport No. & Country of Issue (if Employee has no H.K. Identity Card):
- Sex (M or F): M
- Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married): 2
- If married, full name of spouse: WONG MEI MEI
- Spouse's H.K. Identity Card Number: A456789 (1)
- Passport Number & Country of Issue:
- Residential Address (Area Code not required): FLAT 3308, 33/F, BLOCK A, HAPPY BUILDING, 500 GLOUCESTER ROAD, WANCHAI
- Area Code (H=HK, K=KLN, N=NT, F=Foreign): H
- Postal Address:
- Capacity in which employed: CLERK
- If part time, the name of his/her principal employer:

At the bottom of the form, there is a status bar showing "AUYEUNG, TAI MAN" and a set of navigation buttons: Create New Record, Name Search, Save, Delete, Print, Export Data, Print All, and Quit.

IR56B Screen Page 2

IR56B 4.1

Page 1 Page 2 Page 3 Page 4

Period of employment for the year from 01 April 2012 to 31 March 2013 / / to / /
 (Day/Month/Year) (Day/Month/Year)

Particulars of Income accruing for the year from 01 April 2012 to 31 March 2013

Particulars	Period (DDMMYYYY-DDMMYYYY)	Amount (HK\$) EXCLUDE CENTS
a. Salary/Wages	01042012-31032013	100,000
b. Leave Pay		
c. Director's Fee		
d. Commission/Fees	01042012-31032013	50,000
e. Bonus		
f. Back Pay, Payment in Lieu of Notice*, Terminal Awards or Gratuities		
g. Certain Payments from Retirement Schemes		
h. Salaries Tax paid by Employer		
i. Education Benefits		
j. Gain realized under Share Option Scheme		
k. Any other Rewards, Allowances or Perquisites		
Nature <input type="text"/>	<input type="text"/>	<input type="text"/>
Nature <input type="text"/>	<input type="text"/>	<input type="text"/>
Nature <input type="text"/>	<input type="text"/>	<input type="text"/>
l. Pensions		
(* Payment in Lieu of Notice is assessable if accrued on or after 1 April 2012)		Total 0

AUYEUNG, TAI MAN

Create New Record Name Search Save Delete Print Export Data Print All Quit

IR56B Screen Page 3

IR56B 4.1

Page 1 Page 2 Page 3 Page 4

Particulars of Place of Residence provide (0=No Place of Residence provided, 1=Place of Residence provided by Employer)

Address 1

Nature Period provided

Rent paid to Landlord by Employer HK\$

Rent paid to Landlord by Employee HK\$

Rent refunded to Employee by Employer HK\$

Rent paid to Employer by Employee HK\$

Address 2

Nature Period provided

Rent paid to Landlord by Employer HK\$

Rent paid to Landlord by Employee HK\$

Rent refunded to Employee by Employer HK\$

Rent paid to Employer by Employee HK\$

AUYEUNG, TAI MAN

Create New Record Name Search Save Delete Print Export Data Print All Quit

IR56B Screen Page 4

IR56B 4.1

Page 1 | Page 2 | Page 3 | Page 4

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:
Amount (if known) (This amount must also be included in Page 2)

Name of overseas company

Address

Please provide details in the 'Remarks' if
(1) Two or more Employees shared the place of residence provided, and/or
(2) The employee has stationed in overseas office and visited Hong Kong for less than a total of 60 days during the year of assessment.

Remarks

(Please check the correctness of the information entered, then click the 'Save' button to save the record in your computer and 'Export Data' button to save data file(s) for submission to IRD.)
[Soft Reminder : You should take appropriate measures to protect the files saved in your computer or a removable storage device from any unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.]

AUYEUNG, TAI MAN

Create New Record | Name Search | Save | Delete | Print | Export Data | Print All | Quit

Notes

(a) Types of IR56B Record

- (i) **“Original”** – normal IR56B records prepared for employees for annual submission;
- (ii) **“Additional”** – an IR56B prepared for an employee for reporting additional income on top of the original IR56B previously submitted;
- (iii) **“Replacement”** – an IR56B prepared for an employee for making amendments to replace an original IR56B previously submitted.
- (iv) **“Supplementary”** – further IR56B records prepared for employees whom original IR56Bs were omitted for filing to IRD in the annual submission.

Please note **only “original IR56B”** records are allowed to be submitted in computerized format in soft copy to IRD. “Additional”, “Replacement”, or “Supplementary” IR56B records must be submitted in hard copy and the printed copies must be duly signed by an authorized officer. Please refer to Section 11 below for details.

Alternatively, you may make use of the Employer’s Return e-filing service of

eTAX to submit the appropriate “Additional”, “Replacement” or “Supplementary” IR56B forms and print the hardcopy if you want to.

(b) Surname

Surname consisting of two Chinese characters, e.g. Au Yeung, Sze To, etc., should be typed in either one of the following formats: -

- (i) AUYEUNG, SZETO (i.e. no space between the two words); or
- (ii) AU-YEUNG, SZE-TO (i.e. a hyphen be typed between the two words).

Surname and given name should be the same as that on H.K. Identity Card.

(c) Full name in Chinese

Employee’s Chinese name can be inputted in Chinese. For procedures to set up Chinese Characters input method for MS Windows, please refer to Appendix G.

(d) H.K. Identity Card Number

The H.K. Identity Card Number must be inputted in exactly the same format as that shown on the employee’s Hong Kong Identity Card. There should be no space or hyphen between the alpha and numeric characters. It should only be left blank if the employee does not possess a Hong Kong Identity Card.

(e) Marital Status

Please input either “1” or “2” according to the employee’s marital status. If you do not know the employee’s marital status, you may leave it blank.

(f) Residential Address and Area Code

The residential address of an employee must be provided. For local address, the area of the address, such as Hong Kong, Kowloon, or New Territories should not be inputted in the address data field. Please input the area as code (i.e. H, K or N) in the Area Code field instead.

For foreign address, full description of the foreign address including the postal

code (e.g. N1H 6C4) and the country of the address should be included in the address data field. The code “F” must also be inputted in the Area Code field.

7.5 Validation of data inputted

This IRD Software performs validation checking for some inputted data. When an error is detected, a message will be displayed for making the necessary rectification.

7.6 Updating an IR56B Record

After inputting all relevant items on Page 1 to Page 4 of an IR56B record, check the correctness of data and click the <Save> button to save the IR56B record. Click the <Create New Record> button to input another IR56B record if appropriate.

7.7 Amendment of data of an IR56B Record

If an error is found in the data inputted, you may correct the error simply by going to the relevant item or by using the <Name Search> button to select the name of the employee for locating the record. Remember to click the <Save> button after the corrections are made to ensure the amended IR56B record is duly saved to the database.

8. Printing IR56B Record

8.1 Print a Specific Original IR56B Record

Use the <**Name Search**> button to search the specific IR56B record if appropriate. Click the <**Print**> button to print the current displaying record. Please note that the sheet number may be changed if creation/deletion of IR56B records has been made without printing a full and updated IR56B records using the <**Print All**> function. Please refer to the <**Print All**> function at paragraph 8.2 for reordering of the sheet numbers.

Alternatively, you may also reorder the sheet numbers by clicking <Export Data> button. Please refer to paragraph 9.2 for details.

8.2 Print All Original IR56B Records.

Click the <**Print All**> button, the IRD Software will perform the following:

- (a) sort all the original IR56B records in alphabetical order by the surname and then by the given name of the employees; and
- (b) allot unique sheet numbers in ascending order starting from “1”; and
- (c) a print preview screen will be displayed, you may click the icon to print all the original IR56B records or a selected range of IR56B records by entering the desired printing page range in the dialogue box. Then click the <**OK**> button to proceed the printing.

8.3 Print Additional / Replacement / Supplementary IR56B Records

Locate the required IR56B record using the <**Name Search**> button. Click the <**Print**> button to print the current displaying record.

8.4 Employers should provide each and every of his employee(s) a hard copy of the IR56B form for reference.

9. Exporting IR56B Records in Soft Copies for Submission to IRD

9.1 Employers may select to submit the Annual Employer's Return by either uploading a data file via Employer's Return e-filing service of eTAX under GovHK [www.gov.hk/etax] or delivery by physical submission of a floppy diskette / CD-ROM / DVD-ROM containing computerized IR56B records.

9.2 To produce the required IR56B record file(s), click **<Export Data>** button and then click the **<Yes>** button to proceed. The IR56B records will then be sorted automatically in alphabetical order by surnames and then other names of the employees. A unique sheet number in ascending order starting from '1' will be allotted.

The screenshot shows the 'IR56B 4.1' application window. At the top, there are page navigation buttons (Page 1, Page 2, Page 3, Page 4) and a 'Record Type' section with radio buttons for 'Original', 'Additional', 'Replacement', and 'Supplementary'. A 'Sheet Number' field is set to '1'. The form contains the following fields:

- Surname: AUYEUNG
- Given Name: TAI MAN
- Full Name in Chinese: 歐陽大文
- H.K. Identity Card Number: A114455 (7)
- Passport No. & Country of Issue (if Employee has no H.K. Identity Card):
- Sex (M or F): M
- Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married): 2
- If married, full name of spouse: WONG MEI MEI
- Spouse's H.K. Identity Card Number: A456789 (1)
- Passport Number & Country of Issue:
- Residential Address (Area Code not required): FLAT 3308, 33/F, BLOCK A, HAPPY BUILDING, 500 GLOUCESTER ROAD, WANCHAI
- Area Code (H=HK, K=KLN, N=NT, F=Foreign): H
- Postal Address:
- Capacity in which employed: CLERK
- If part time, the name of his/her principal employer:

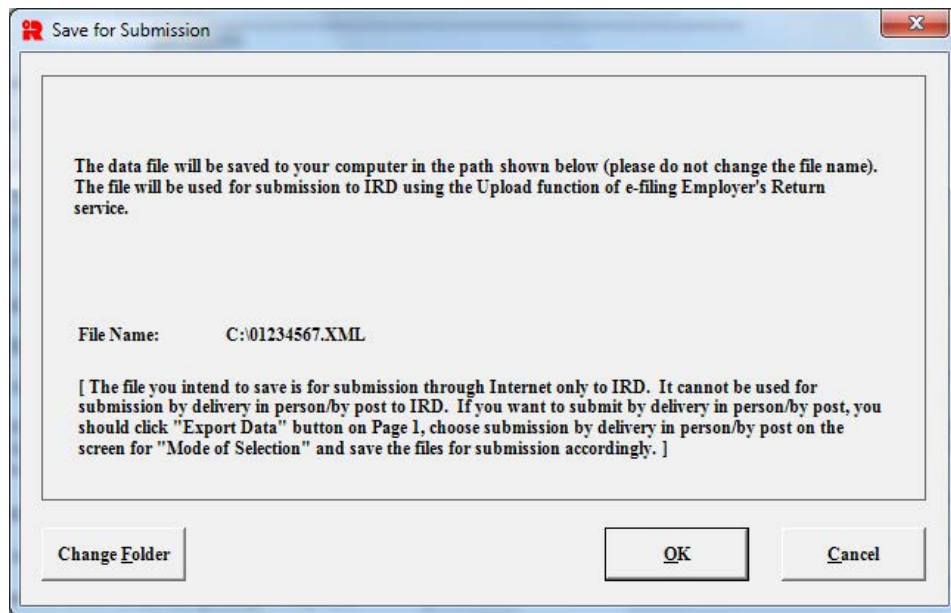
At the bottom, there is a navigation bar with buttons: 'Create New Record', 'Name Search', 'Save', 'Delete', 'Print', 'Export Data', 'Print All', and 'Quit'. A yellow arrow points to the 'Export Data' button.

The screenshot shows a 'CONFIRMATION' dialog box with a question mark icon. The text inside reads: 'This function will sort the IR56B records automatically, save the records to new file(s) for submission to IRD Office. Please press 'YES' to proceed.' At the bottom, there are two buttons: 'Yes' and 'No'. A yellow arrow points to the 'Yes' button.

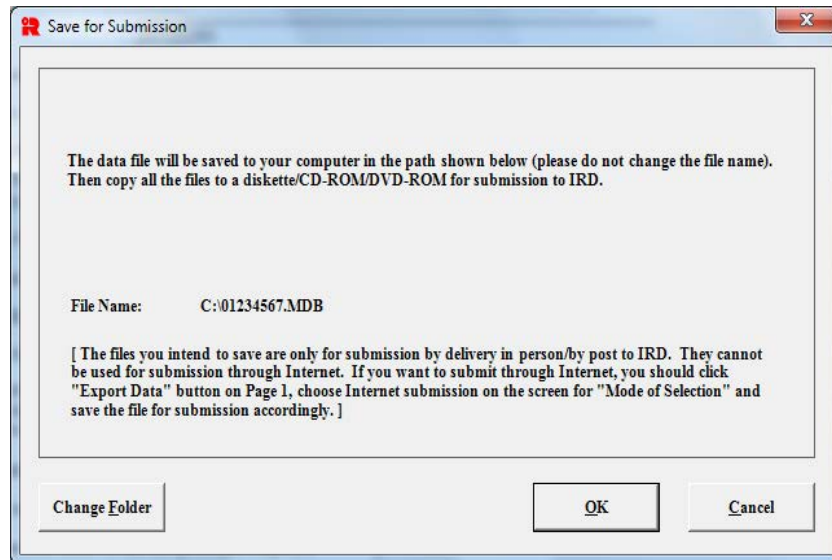
- 9.3 Select the option as per your preferred mode of submission and click **<Continue>** button to proceed.



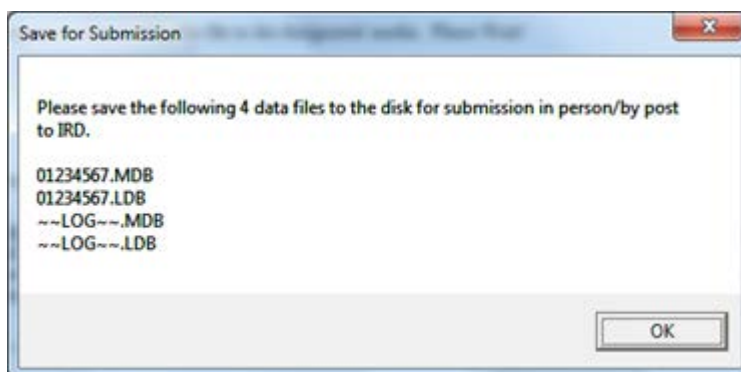
- 9.3.1 For the option to 'upload the file through the Internet via e-filing Employer's Return service under GovHK', the dialogue box below will be prompted. You should have no more than 200 IR56B records if you choose to upload the data file through the Internet. You can click the **<Change Folder>** button to select your preferred folder. One data file with extension .XML will then be created.



9.3.2 For the option to ‘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’, the dialogue box below will be prompted.



For submitting IR56B Record using floppy diskette, insert a new and duly formatted 3.5” 1.44MB floppy diskette into the floppy disk drive. Amend the drive from “C:” to “A:” (“A:” stands for floppy drive A) and use filename assigned by the program to save the IR56B records. Please do not change the file name. If drive A is not the floppy disk drive, change it accordingly. The below four files will be created onto the floppy diskette.



The four sample files are “01234567.MDB”, “01234567.LDB”, “--LOG--.MDB” and “--LOG--.LDB” for which the “01234567” is the last eight digits of your employer’s file number shown at the top left-hand corner of the address box on BIR56A.

If the size of your data files exceeds the storage capacity of a 3.5” 1.44 MB

floppy diskette, a message will be displayed to advise you to save the data to other storage media. IRD also accepts CD-ROM using ISO 9660 format or DVD-ROM using ISO 13346 format for submission of the IR56B records. You can amend the drive letter shown in the message box from “C:\” to “C:\Temp\” or “D:\” as appropriate; however, please DO NOT change the file name. (Please refer to Section 9.5 of this Guide for details of using a CD-ROM or DVD-ROM to submit the IR56B records to IRD).

Employers filing the Annual Employer’s Return by physical submission of a floppy diskette / CD-ROM / DVD-ROM containing computerized IR56B are required to submit ALL of the following to the Department. Hard copies of original Form IR56B will not be accepted and are not required for submission to the department.

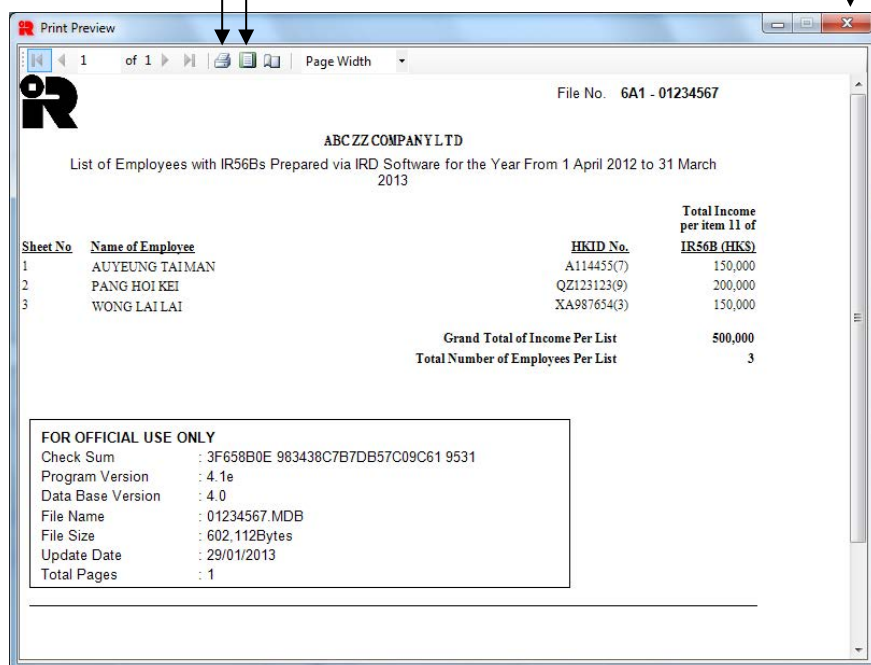
- (a) IR56B records (all the above 4 data files) in soft copy as specified in the BIR56A,
- (b) a duly signed Control List for the IR56B records submitted, and
- (c) a duly completed and signed BIR56A with declaration of total number of IR56B records submitted

9.4 View and Print the Control List

After the IR56B record file(s) are created, a Control List will be popped up automatically for your checking. If you select the option to ‘store the files in a removable storage device and deliver it in person / by post to IRD Office’, you should print the Control List and duly **sign on each and every page**. [If you select the option to ‘upload the file through the Internet via e-filing Employer’s Return service under GovHK’, you do not need to print and sign the Control List generated by the IRD Software now. Instead, after your successful upload of the data file via e-filing Employer’s Return service, a fresh Control List will be generated by the said service for your checking and signing together with the BIR56A to be completed online.]

Function Buttons available in the screen of Control List:


1. Close
2. Page Setup
3. Print



9.5 If you deliver a CD-ROM or DVD-ROM to submit the IR56B records in person / by post to IRD, you should follow the steps below: -

- (a) Click the **<Export Data>** button;
- (b) Click **<OK>** button and 4 data files will be saved to your designated hard disk. You can select a designated folder as appropriate.
- (c) Print the Control List;
- (d) Quit the application after completion;
- (e) You can now save the following 4 data files to a CD-ROM or DVD-ROM by selecting them all from your hard disk: -
 - (i) “~~log~~.mdb” and “~~log~~.ldb”;
 - (ii) “99999999.mdb” and “99999999.ldb” where “99999999” is the last 8 numeric digits of your employer’s file number shown at the top left-hand corner of the address box on the Form BIR56A.
- (f) Delete all the above 4 files from your hard disk after completing the process for security reasons because the files are not password protected.

10. Searching for an IR56B Record

- (a) Click the <**Name Search**> button to find a specific IR56B record in the IR56B file.
- (b) Choose from the index the first alphabet of the surname of the employee to be searched.
- (c) Click the name of the required record.
- (d) If more than one record has the same name, click the  button to go to the next IR56B record.

11. Additional / Replacement / Supplementary IR56B Records

11.1 Only soft copies of ORIGINAL IR56B records in computerized format (in floppy diskette / CR-ROM / DVD-ROM) are accepted for submission with the Annual Employer's Return (BIR56A) together with the Control List. Any subsequent filing of ADDITIONAL, REPLACEMENT or SUPPLEMENTARY IR56B forms must be submitted by HARD COPIES, duly signed by an authorized officer, to the Department no matter the mode of the submission of original IR56B. In all cases, Employer should provide a hard copy of IR56B to his employees for reference. Alternatively, you may want to submit ADDITIONAL, REPLACEMENT or SUPPLEMENTARY IR56B forms by using the Employer's Return e-filing service of eTAX under GovHK [www.gov.hk/etax].

11.2 Submission of Additional IR56B by way of Hard Copy

Procedures to prepare an **Additional IR56B form** for reporting the additional income paid or accrued to an employee:-

- (a) Follow the steps in paragraph 10 of this Guide to locate the required employee's record if an original IR56B has been previously prepared for the employee using IRD Software. Otherwise, click the <**Create New Record**> button;
- (b) Select <**Additional**> in the Record Type in Page 1 to create an additional IR56B form for the employee. Key in a **sheet number** which must be the **SAME** one assigned to the original Form IR56B of the employee concerned;
- (c) Complete all the required data for this additional IR56B and then click the <**Save**> button to save the record to the IR56B file; and
- (d) Click the <**Print**> button to print a copy of the additional IR56B for submission to IRD.

11.3 **Submission of Replacement IR56B by way of Hard Copy**

Procedures to prepare a revised IR56B form to **replace** the IR56B form previously submitted for an employee:-

- (a) Follow the steps in paragraph 10 of this Guide to locate the required employee's record if an original IR56B has been previously prepared for the employee using IRD Software. Otherwise, click the **<Create New Record>** button;
- (b) Select **<Replacement>** in the Record Type in Page 1 to create a replacement for the submitted IR56B record. Key in a **sheet number** which must be the **SAME** one assigned to the original Form IR56B of the employee concerned;
- (c) Complete all the required data for this replacement IR56B and then click the **<Save>** button to save the record to the IR56B file; and
- (d) Click the **<Print>** button to print a copy of the replacement IR56B for submission to IRD.

11.4 **Submission of Supplementary IR56B by way of Hard Copy**

To prepare **further original IR56B forms** for employees for whom **original IR56Bs have not been prepared** and included in the Annual Employer's Return (BIR56A) previously submitted to IRD.

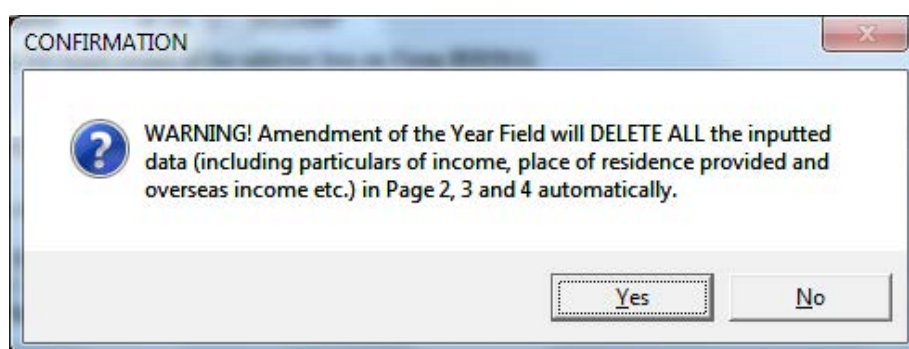
Procedures to prepare a supplementary IR56B:-

- (a) Click the **<Create New Record>** button and then select **<Supplementary>** in the Record Type in Page 1. Type in a sheet number which must be one immediately following that of the last IR56B record in previous submission to IRD;
- (b) Complete all the required data for the supplementary IR56B and then click the **<Save>** button to save the record to the IR56B file; and
- (c) Click the **<Print>** button to print a hard copy of the supplementary IR56B for submission to IRD.

12. Preparing IR56B in Subsequent Years

When preparing IR56B for employees in subsequent years, you may follow the recommended approach below to save your inputting effort for some data in respect of the employees with previously submitted IR56B using the IRD Software. You are not required to input the employee's personal particulars if there is no change of such information.

- (a) Start the application;
- (b) Amend the relevant data (e.g. the relevant **year ended 31 March** for the Employer's Return, **date of submission** and **designation** of the authorized signer, etc.) in the **Common Data Screen**;
- (c) A confirmation box (refer the diagram below) will be displayed if the **year** of the Employer's Return in Common Data Screen is amended (for example from 2012 to 2013).



- (d) If confirmation is received, all the data previously inputted in **Screen Page 2** (Income Details), **Screen Page 3** (Provision of Place of Residence) and **Screen Page 4** (Payment by Overseas Company and Remarks) of the IR56B will be purged. Please ensure that all the data are redundant and they can be deleted permanently. If you wish to retain a copy of the database, you may exit the application and make a backup copy of the database to another folder.
- (e) Proceed to prepare the IR56Bs for the new year of assessment as follows:-
 - (i) delete all the records of employee who had ceased to be employed at the year-end date **and** a notification of cessation of employment had been filed to the Department by means of an IR56F or IR56G;

- (ii) for more than one IR56B records prepared and existed for the same employee for the previous year of assessment, please **retain the original** IR56B record and **delete the other** record type such as Additional, Replacement or Supplementary. If only previous record of **Additional, Replacement** or **Supplementary** existed for an employee, please **change the record type to Original** facilitating the preparation of current year's submission;
- (iii) enter the new data / information to the existing records of the employees under the employment of the company during the year of assessment concerned;
- (iv) create new record for employees who commenced the employment with the company during the year of assessment; and
- (v) **all the Original IR56B records** with the designated information will be printed on the Control List (refer to Appendix B) and will be exported for submission to IRD. The **<Export Data>** button will not be functioned if there is still IR56B record not yet updated or deleted. If the total number of IR56B records not tallied with the number of your input (likely some IR56Bs with record type as Replacement/Additional/Supplementary not printed on Control List) or the Export Data function is not operative, please check to verify whether Additional / Replacement / Supplementary IR56B from the previous year remains status quo. If so, please update or delete them as appropriate.



INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2012 TO 31 MARCH 2013

- Please provide a copy of the completed Form IR56B to your employee and retain a copy for reference. Sheet No.: 1 ****
1. Employer's file no.: 6A1 - 01234567
Name of employer: ABC ZZ COMPANY LTD
2. Surname of employee or pensioner: AUYEUNG ****
Given Name: TAI MAN
Full name in Chinese: 歐陽大文
3. (a) H.K. Identity Card number: A114455(7) ****
(b) Passport Number and country of issue:
4. Sex (M=Male, F=Female): M ****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married): 2 ****
6. (a) If married, full name of spouse: WONG MEI MEI
(b) Spouse's H.K. Identity Card number: A456789 (1)
Spouse's passport number and country of issue:
7. Residential Address: FLAT 3308, 33/F, BLOCK A, HAPPY BUILDING,
500 GLOUCESTER ROAD, WANCHAI, HONG KONG
8. Postal Address:
9. (a) Capacity in which employed: CLERK
(b) If part time, the name of his/her principal employer:
10. Period of employment for the year from 1 April 2012 to 31 March 2013: 01/04/2012 to 31/03/2013 ****
11. Particulars of income accruing for the year from 1 April 2012 to 31 March 2013
- | | <u>Period</u> | <u>Amount (HK\$)</u> |
|--|---------------------|----------------------|
| (a) Salary/Wages | 01042012 - 31032013 | 100,000 |
| (b) Leave Pay | | |
| (c) Director's Fee | | |
| (d) Commission/Fees | | |
| (e) Bonus | 01042012 - 31032013 | 50,000 |
| (f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities | | |
| (g) Certain Payments from Retirement Schemes | | |
| (h) Salaries Tax paid by Employer | | |
| (i) Education Benefits | | |
| (j) Gain realized under Share Option Scheme | | |
| (k) Any other Rewards, Allowances or Perquisites | | |
| Nature: | | |
| Nature: | | |
| Nature: | | |
| (l) Pensions | | |
| | | Total: 150,000 **** |
12. Particulars of Place of Residence provided: (0=Not provided, 1=Provided) 0 ****
- (a) Address 1:
Nature: Period provided:
Rent paid to Landlord by Employer: HK\$
Rent paid to Landlord by Employee: HK\$
Rent refunded to Employee by Employer: HK\$
Rent paid to Employer by Employee: HK\$
- (b) Address 2:
Nature: Period provided:
Rent paid to Landlord by Employer: HK\$
Rent paid to Landlord by Employee: HK\$
Rent refunded to Employee by Employer: HK\$
Rent paid to Employer by Employee: HK\$
13. Whether 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 overseas company:
Address:
Amount (This amount must also be included in item 11):
14. Remarks:
Signature: _____ Designation: MANAGER
Employer's official chop: _____ Date: 02/05/2013 IR56B



ABCD COMPANY

List of Employees with IR56Bs Filed via IRD Software for The Year From 1 April 2012 to 31 March 2013

<u>Sheet No</u>	<u>Name of Employee</u>	<u>HKIC No.</u>	<u>Total Income per item 11 of IR56B (HK\$)</u>
1	AUYEUNG TAI MAN	A114455(7)	150,000
2	PANG HOI KEI	QZ123123(9)	200,000
3	WONG LAI LAI	XA987654(3)	150,000
Grand Total of Income Per List			\$500,000
Total Number of Employees Per List			3

FOR OFFICIAL USE ONLY

Check Sum : 3F658B0E 983438C7B7DB57C09C61 9531
Program Version : 4.1e
Data Base Version : 4.0
File Name : 01234567.MDB
File Size : 602,112 Bytes
Update Date : 29/01/2013
Total Pages : 1

Signature _____
Name _____
Designation _____
Date _____

General Requirements for Submission of Computerized IR56B

1. Employers using the IRD Software should submit the Annual Employer's Returns to the IRD via either one of the following channels:-

- (i) Physical delivery to IRD by post or in person the following items:
 - (a) a diskette containing the IR56B records of all employees generated via the Software;
 - (b) a duly completed and signed Control List (if more than one page, MUST complete and sign on every page); and
 - (c) a duly completed and signed BIR56A (the number of IR56B records submitted should be stated on the BIR56A).

[Remarks: each employer should submit only **ONE** 3.5" 1.44 floppy diskette / CD-ROM / DVD-ROM (which must be MS-DOS readable). The diskette should be identified with an external label stating the employer's name, employer's file number and the year of assessment concerned.]

- (ii) Starting from 2 April 2013 onwards, the new file uploading function of the Employer's Return e-filing service of eTAX [www.gov.hk/etax] to submit the following items:
 - (a) A data file containing the IR56B records of all employees prepared via the Software. The file should contain no more than 200 IR56B records.
 - (b) Complete the BIR56A online and submit the IR56B record file via the Employer's Return e-filing service of eTAX under GovHK [www.gov.hk/etax]. Filer may use his eTAX Password, MyGovHK Password or recognized personal digital certificate to sign the returns.

2. If you have not received the BIR56A from the Department, please call 187 8088 during office hours.

3. Only ORIGINAL IR56B records are allowed to be submitted in computerized format together with the BIR56A. ADDITIONAL IR56B, REPLACEMENT IR56B and SUPPLEMENTARY IR56B have to be filed in HARD COPIES or through the Internet via e-filing Employer's Return service of eTAX under GovHK [www.gov.hk/etax] if error or omission is found after submitting the **ORIGINAL** IR56B (for details, please see Section 11 of this Guide).
4. Under the Inland Revenue Ordinance, an employer is required throughout the year to notify the IRD of any commencement and cessation of employment of an employee or an employee who is about to depart from Hong Kong using the following forms:

IR56E	Notification by an Employer of an employee who commences to be employed
IR56F	Notification by an Employer of an employee who is about to cease to be employed
IR56G	Notification by an Employer of an employee who is about to depart from Hong Kong

If an **IR56F** or **IR56G** for an employee has been previously submitted to the Inland Revenue Department, **an IR56B for the same period in respect of the same employee is no longer required.**

Downloading IRD Software for IR56B from IRD Website

1. The latest Version of IRD Software for IR56B and Installation and Operation Guide can be downloaded from IRD website as follows:-

(a) <http://www.ird.gov.hk/chi/ese/erc.htm> (Chinese Version)

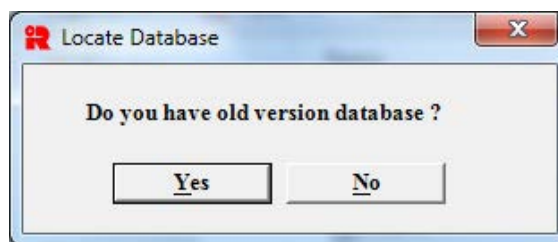
(b) <http://www.ird.gov.hk/eng/ese/erc.htm> (English Version)

The Software and the Installation and Operation Guide are compressed into a file. The file has to be decompressed before installation of the program.

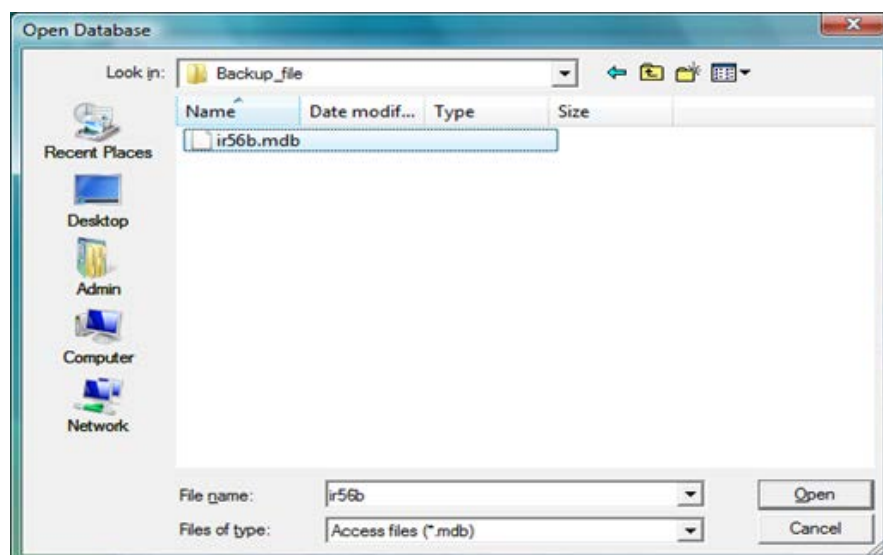
2. Choose the appropriate setup package for downloading. It is recommended the compressed file be stored in a temporary folder (e.g. C:\Temp56B) for easy file management.
3. To decompress, double click the downloaded file. The compressed file will then be decompressed into a number of smaller-sized files.
4. Please refer to section 4.2 of this Guide to install the program.

Procedures to Upgrade from IRD Software Version 3.41/3.5 to Version 4.1

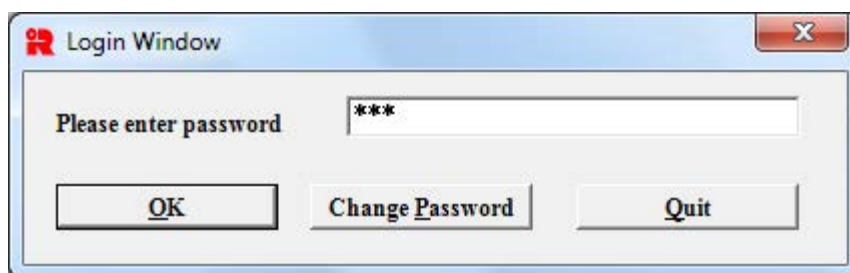
1. Make a copy of IRD Software Version 3.41/3.5 database currently in use as a backup. The filename of the database is “ir56b.mdb”. Location of database is stated in section 4.1 of this Guide.
2. Proceed to install the IRD Software Version 4.1 as stated in section 4.2 of this Guide.
3. After the installation, just double click the IRD Software icon on your desktop to run the IRD Software Version 4.1. In the situation that no old database is detected in the default program data folder (i.e. “C:\ProgramData\HKSARG\IR56B\1.0.0.0”), you will be asked if you have an old version of database for importing to the new database. Click the <Yes> button.



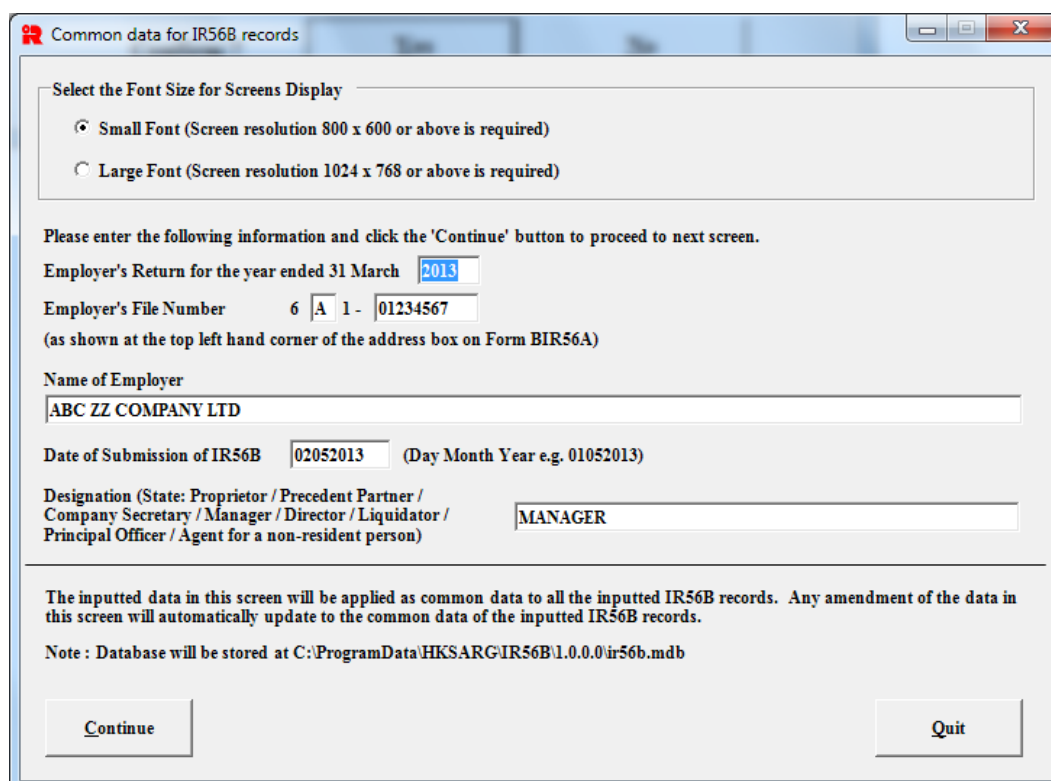
Then browse to locate the old database (ir56b.mdb) for data import. That is the database you temporarily saved and copied in step (1).



4. You have to input the password of the old database that you provided in the step (3).



5. The old database will be saved under the default program data folder (“C:\ProgramData\HKSARG\IR56B\1.0.0.0\”) in the name of “2008a.ird” as a backup file.
6. The input screen for common data will then be displayed. You should check the correctness of “Employer’s File Number”, input new “Year code” for the Annual Employer’s Return and “Date of submission of IR56B”. The first IR56B record of the previous submission will be displayed when the <Continue> button is clicked. You should proceed to update the information of the relevant IR56B records, and delete those redundant IR56B records in the usual manner in preparing the IR56B records for the new year of assessment.



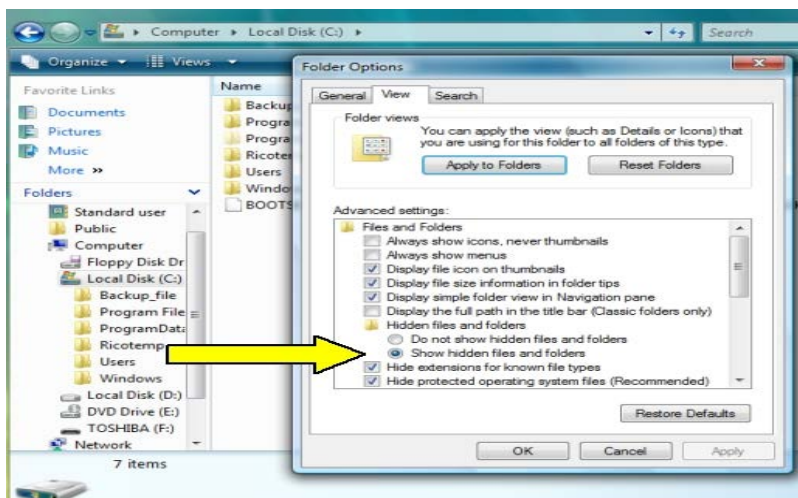
7. If you choose the option 'No' in step 3 by mistake, the above Common Data page with all data in blank will be prompted. An empty database file "ir56b.mdb" will be created under the default program data folder "C:\ProgramData\HKSARG\IR56B\1.0.0.0". You have to remove the empty database file (ir56b.mdb) from the default program data folder and repeat the steps (3) to step (6) again to import the data from your old database.

8. Please note that Microsoft Windows Vista / 7 has adopted new character coding standards, some Chinese characters in the old database such as HKSCS-2004 and the user defined (created) Chinese characters could not be converted and displayed under the IRD Software Version 4.1.

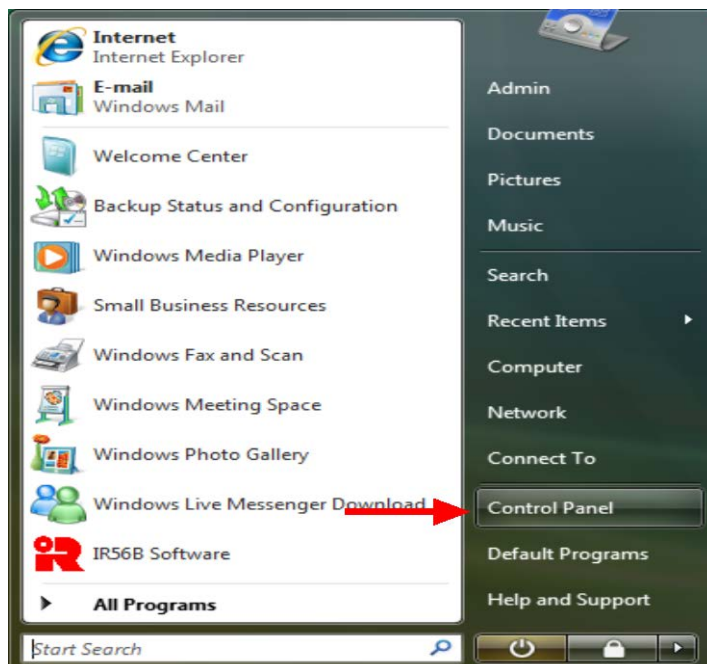
Procedures to Upgrade from IRD Software Version 4.0 to Version 4.1

1. Make a copy of IRD Software Version 4.0 database currently in use as a backup. The filename of the database is “C:\ProgramData\HKSARG\IR56B\1.0.0.0\ir56b.mdb”.

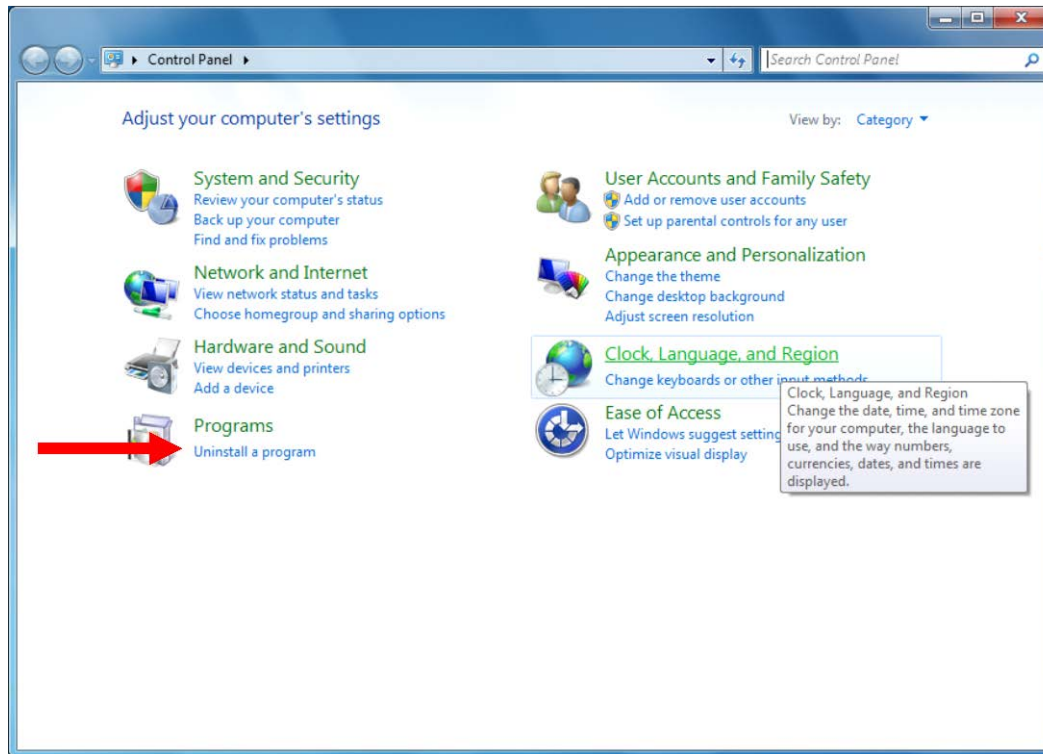
The folder “C:\ProgramData” may be hidden in the Windows Explorer. To view the folder, please click 'Organize' on the top right corner then choose 'Folder and Search Options'. The 'Folder Options' windows will pop up. Select the 'View' tag, the option for 'Show hidden files and folders' and then <Apply> button.



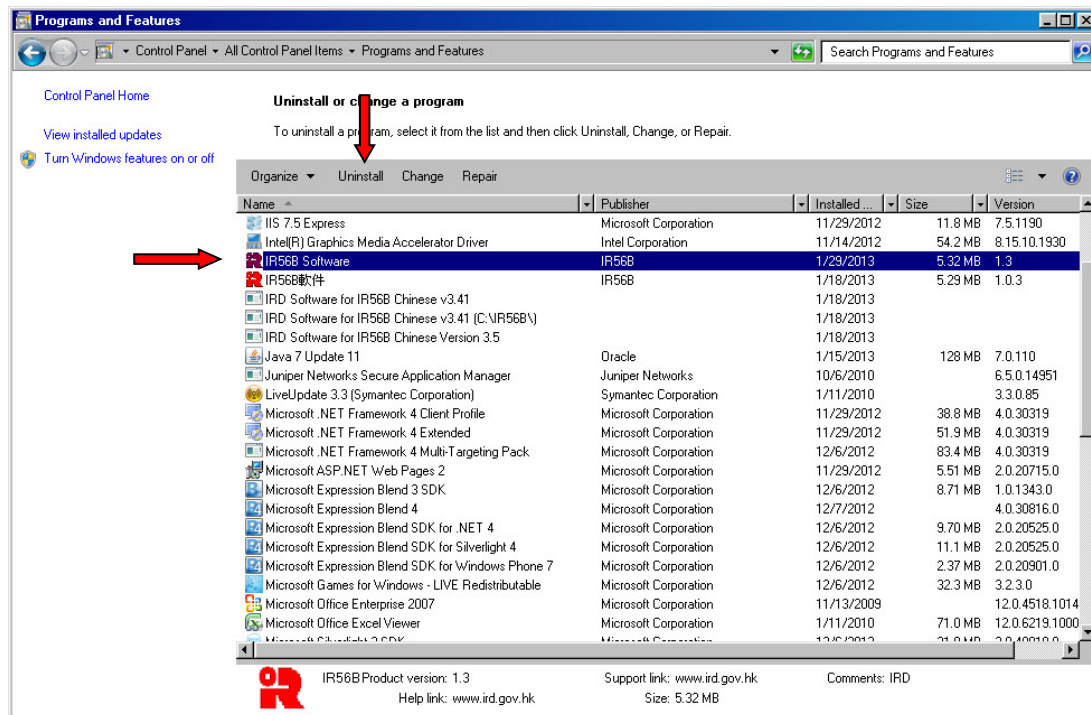
2. Go to Control Panel.



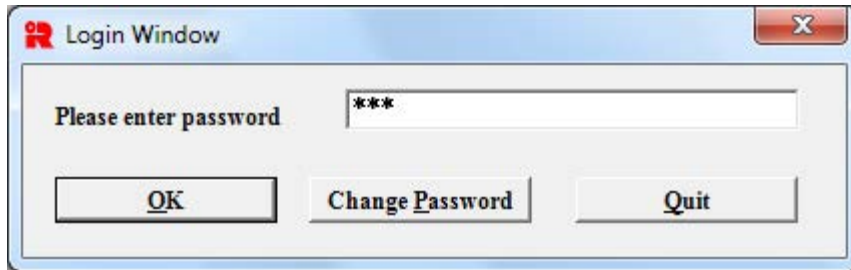
3. Click <Programs> and <Uninstall a program>.



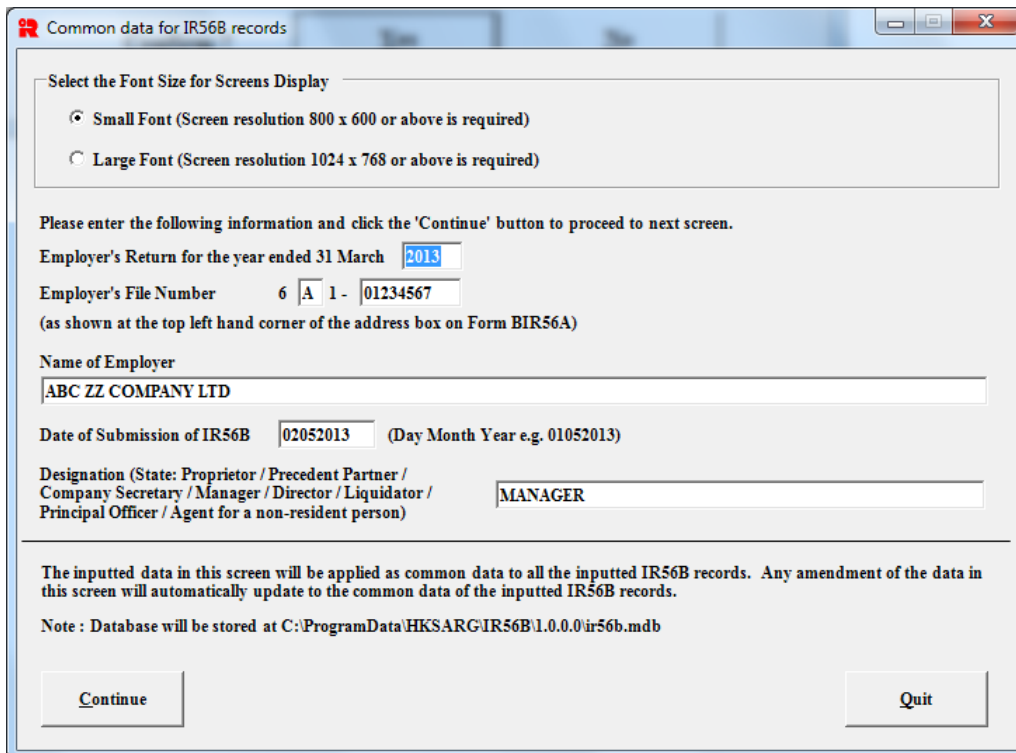
4. Highlight IRD Software (IR56B Software) and click <uninstall> button.



- After successful uninstallation, proceed to install the IRD Software Version 4.1 as stated in section 4.2 of this Guide.
- After the installation, just double click the IRD Software icon on your desktop to run the application. With the database file of IRD Software Version 4.0 still remained in “C:\ProgramData\HKSARG\IR56B\1.0.0.0\ir56b.mdb”, you will be prompted to enter password, please use the same password of your IRD Software Version 4.0 database.



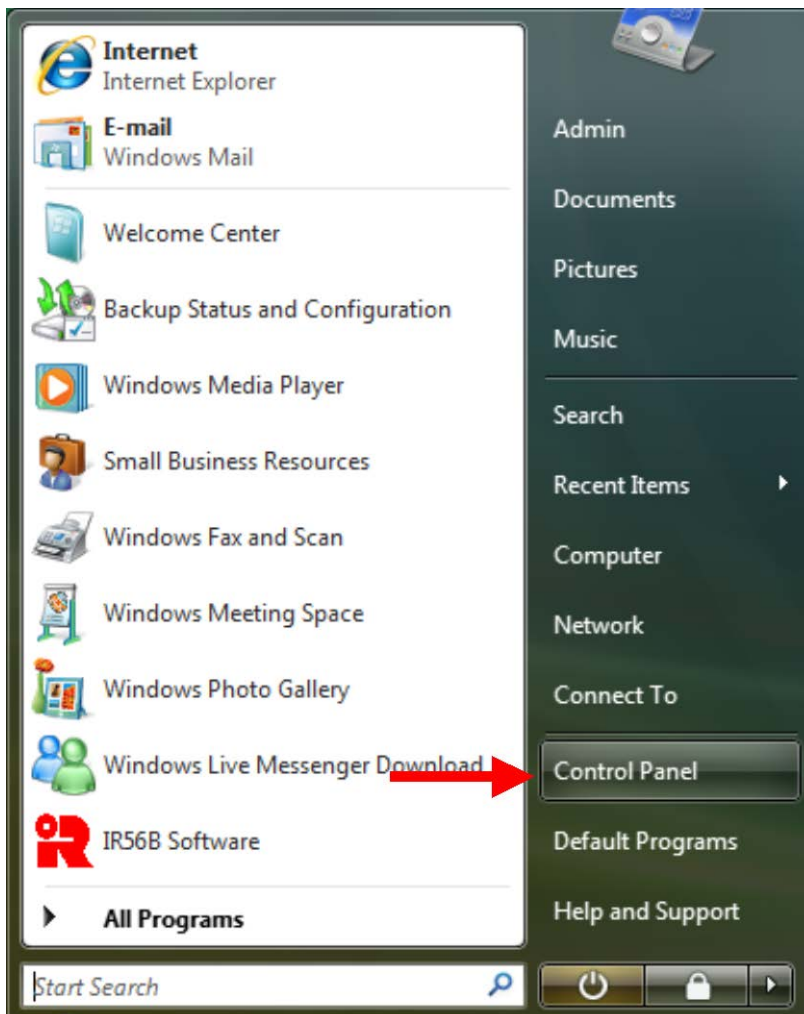
- The input screen for common data will be displayed after activating the IRD Software and successful login. You should check the correctness of “Employer’s File Number”, input new “Year code” for the Annual Employer’s Return and “Date of submission of IR56B”. The first IR56B record of the previous submission will be displayed when the <Continue> button is clicked. You should proceed to update the information of the relevant IR56B records, and delete those redundant IR56B records in the usual manner in preparing the IR56B records for the new year of assessment.



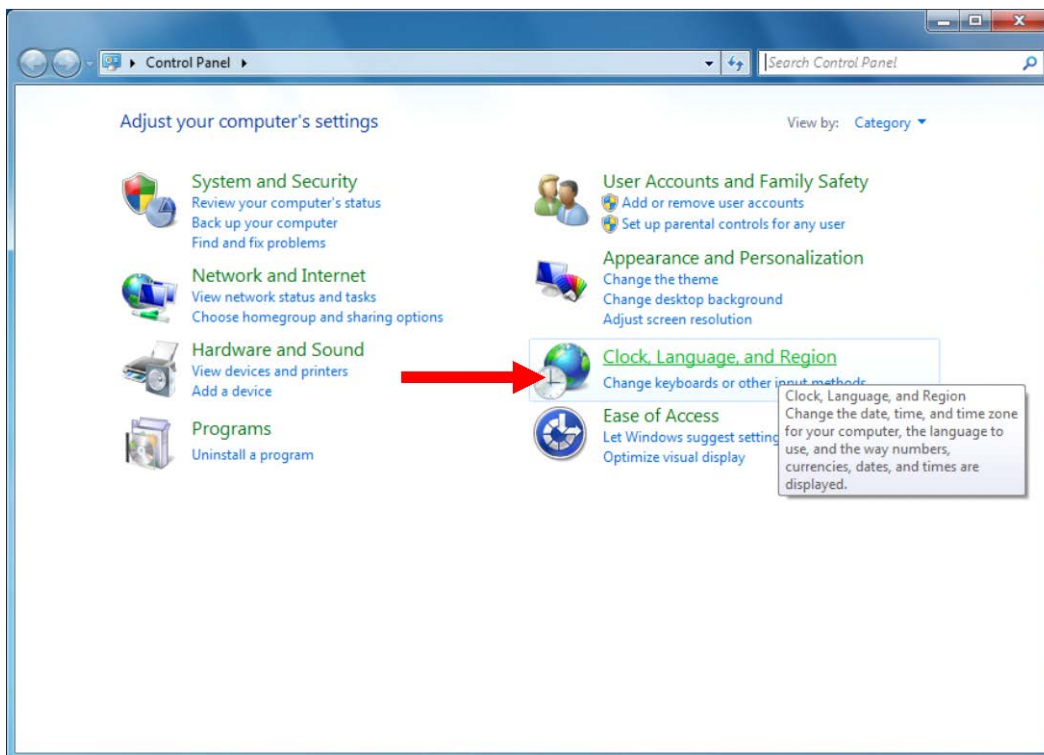
Procedures to set up Chinese Characters Input Method for Windows

In order to input Chinese Characters including Hong Kong Supplementary Characters Set (HKSCS) in Windows, you need to login as system administrator and do the system setup as follows.

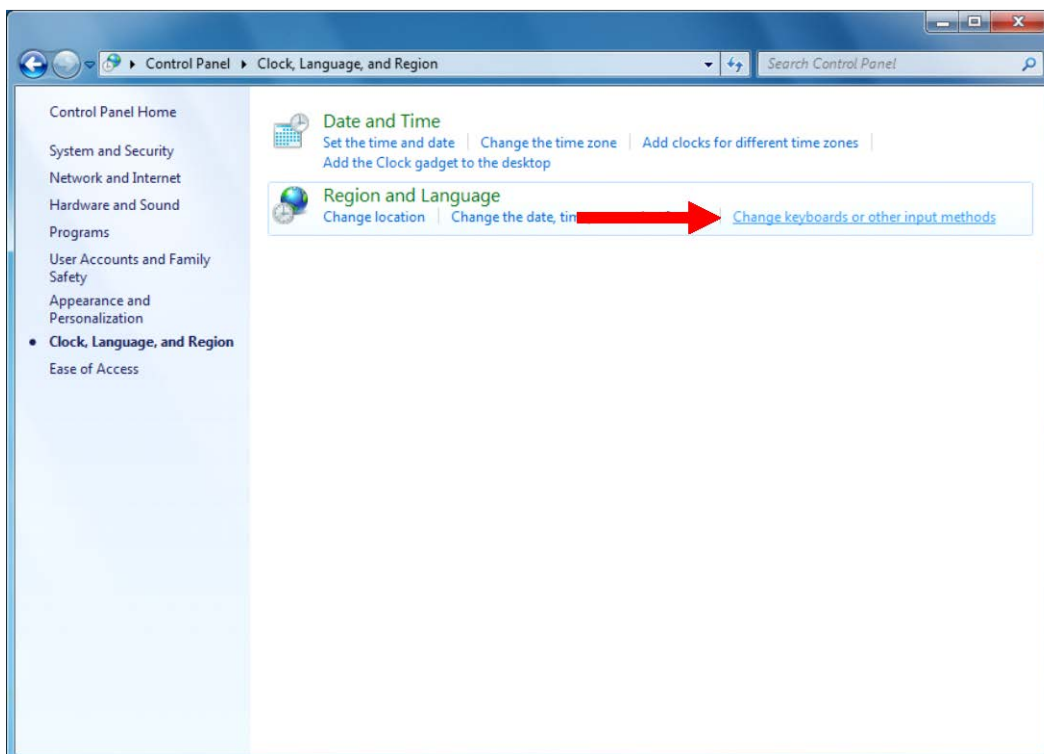
1. Go to Control Panel.



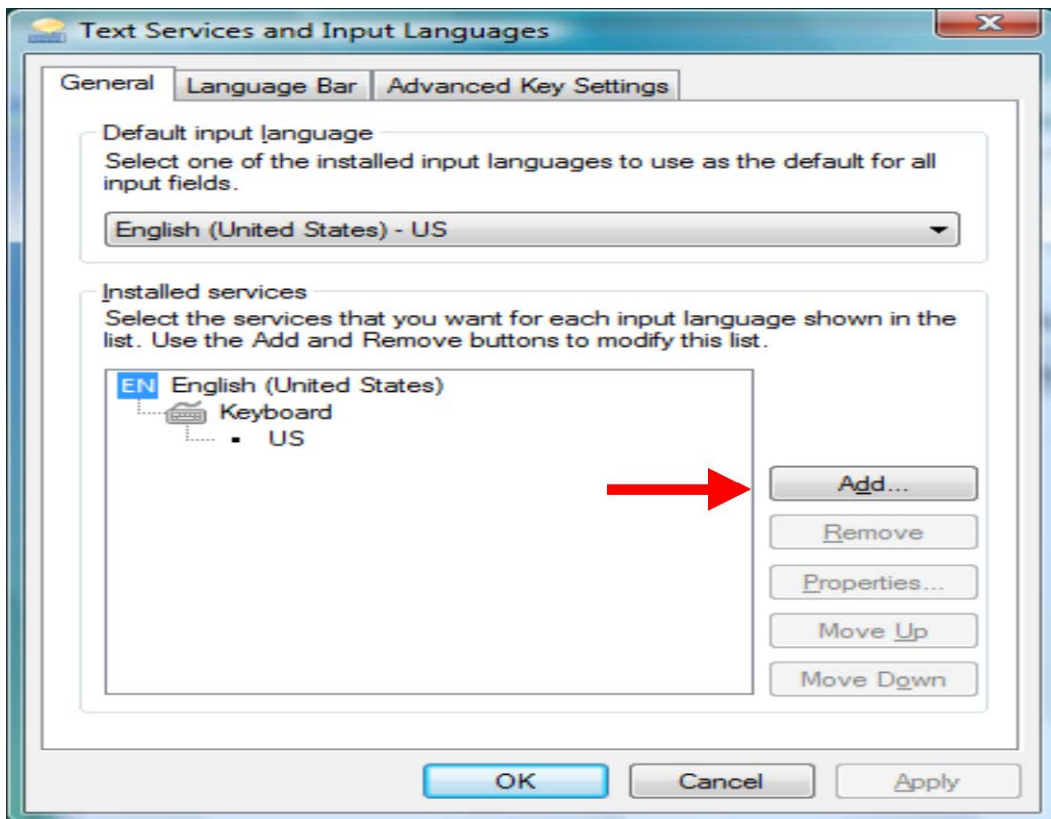
2. Click 'Change keyboards or other input' task.



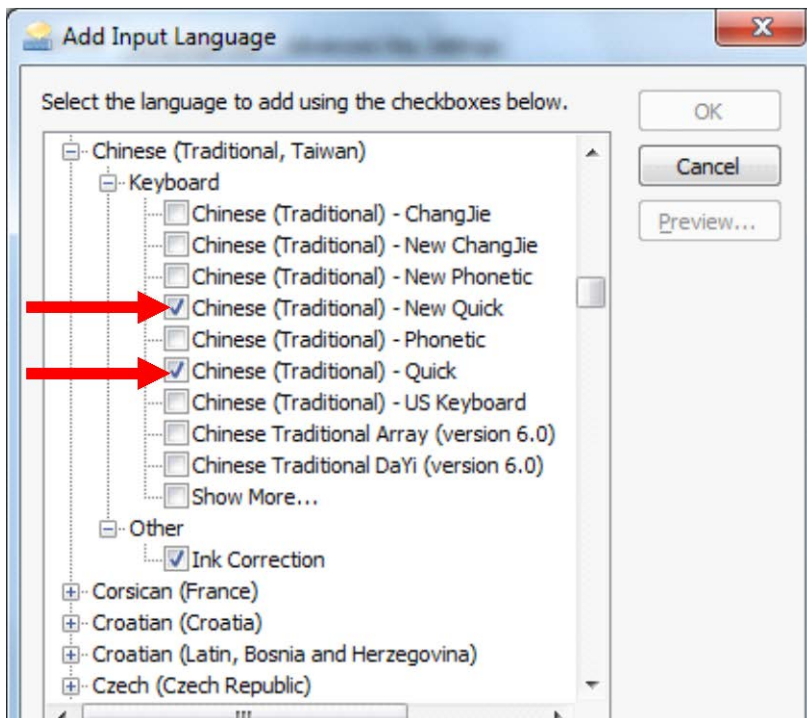
3. Click 'Change Keyboards or other input methods' task.



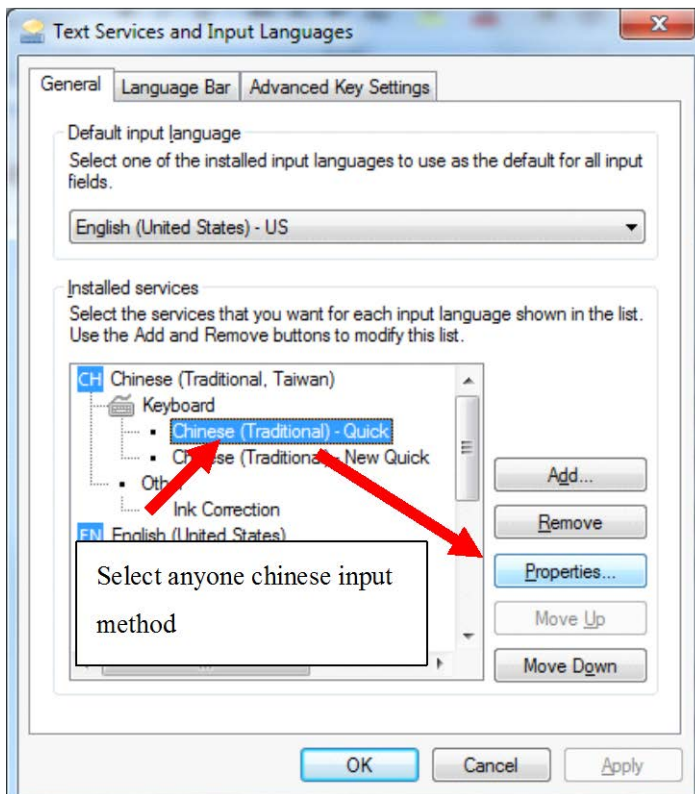
4. Click <Add> button.



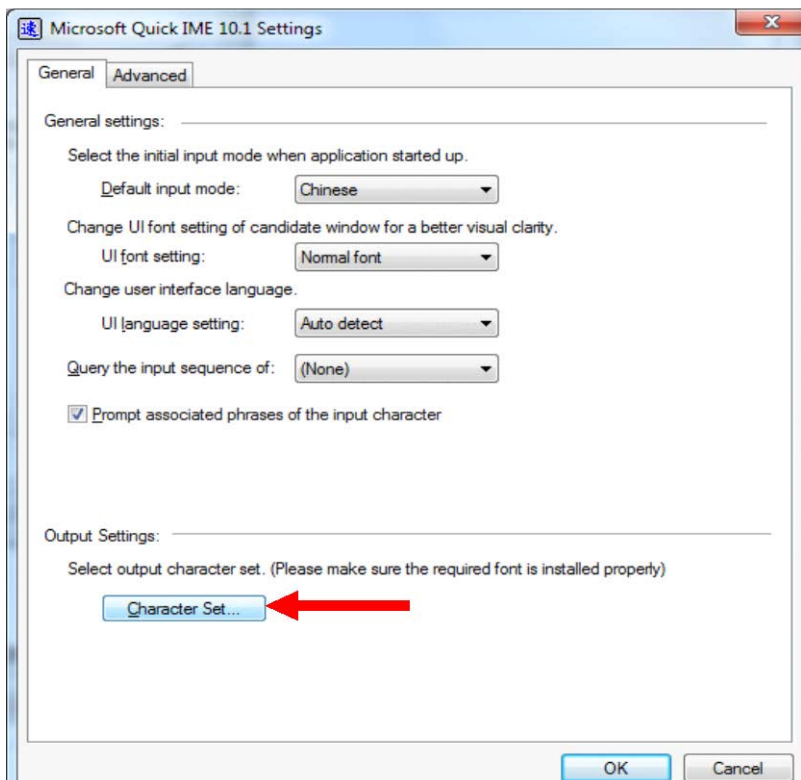
5. Check the box of the Chinese (Traditional) – ChangJie and/or Chinese (Traditional) – Quick as follows.



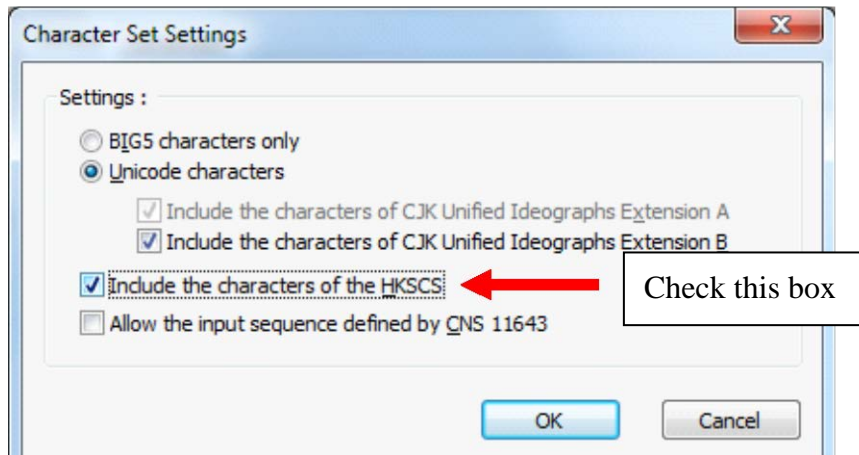
6. Now the Chinese Inputs have been added. Please highlight any of the Chinese Input and click **<Properties>** button.



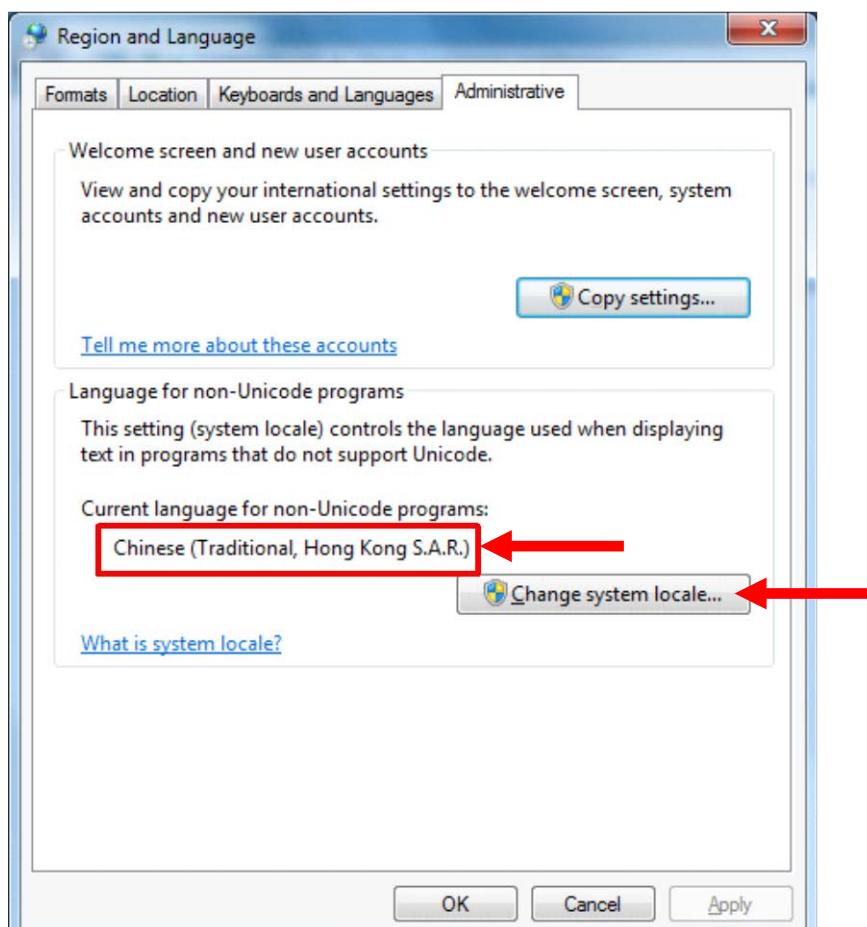
7. Click **<Character Set>** button.



8. Choose 'Unicode characters' and then check the boxes of 'Include the characters of CJK Unified Ideographs Extension A', 'Include the characters of CJK Unified Ideographs Extension B' and 'Include the characters of the HKSCS'. You only need to do this once even though you have added several input methods in step (5).



9. Switch the tab to 'Administrative'. Click <Change system locale> and change it to 'Chinese (Traditional, Hong Kong S.A.R.)'



10. Press <Apply> to finish the setup of Chinese Input.