

**INLAND REVENUE DEPARTMENT**  
**EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS**

FOR OFFICIAL USE

**FOR THE YEAR FROM 1 APRIL 2012 TO 31 MARCH 2013**

Replacement of the form (sheet no. \_\_\_\_\_) submitted on \_\_\_\_\_ (DD/MM/YYYY) ("✓" the above box where applicable and fill in date & sheet no.)

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

1. Employer's File No. (as shown at the top left hand corner of the address box on Form BIR56A) .....    
 Name of Employer \_\_\_\_\_  
 (The business name is required) \_\_\_\_\_ Sheet No. (See Note 2)

2. Name of Employee or Pensioner (See Note 1(a))

Mr/Mrs/Ms/Miss # # (Delete whichever is inapplicable)	Surname	<input type="text"/>
	Given Name	<input type="text"/>
	Full Name in Chinese	<input type="text"/>

3. (a) H.K. Identity Card Number (See Note 2(c)) ..... (This box must be completed) →   
 (b) Passport Number and country of issue (if Employee has no H.K. Identity Card) \_\_\_\_\_  
 4. Sex (Insert the appropriate code: M=Male, F=Female) ..... (This box must be completed) →   
 5. Marital Status (Insert the appropriate code: 1=Single/Widowed/Divorced/Living Apart, 2=Married).....   
 6. (a) If married, full name of spouse \_\_\_\_\_  
 (b) Spouse's H.K. Identity Card Number/Passport Number and country of issue (if known) \_\_\_\_\_  
 7. Residential Address \_\_\_\_\_  
 8. Postal Address (if different from item 7 above) \_\_\_\_\_  
 9. (a) Capacity in which employed \_\_\_\_\_  
 (b) If part time, the name of his/her principal employer (if known) \_\_\_\_\_  
 10. Period of employment for the year from 1 April 2012 to 31 March 2013 .....  to   
 Day Month Year Day Month Year

11. Particulars of Income accruing for the year from 1 April 2012 to 31 March 2013 (See Note 3):-

Particulars	Period						Amount (HK\$)			
	Day	Month	Year		Day	Month	Year	EXCLUDE	CENTS	
(a) Salary/Wages				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Leave Pay				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Director's Fee				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Commission/Fees (See Note 4)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) Bonus (See Note 5)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (See Note 6)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(g) Certain Payments from Retirement Schemes (See Note 7)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(h) Salaries Tax paid by Employer				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(i) Education Benefits (See Note 8)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(j) Gain realized under Share Option Scheme (See Note 9)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(k) Any other Rewards, Allowances or Perquisites (See Note 10) Nature _____				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
(l) Pensions (See Note 11)				to				<input type="text"/>	<input type="text"/>	<input type="text"/>
Total								<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Particulars of Place of Residence provided (See Note 12) (0=Not provided, 1=Provided)..... (This box must be completed) →

Address	Nature (e.g. House, Flat, Serviced Apartment, No. of Rooms in Hotel, etc.)	Period Provided		Rent (HK\$) paid during the year			
		From	To	To landlord by Employer	To landlord by Employee	Refunded to Employee by Employer	Paid to Employer by Employee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company (0=No, 1=Yes) (This box must be completed) →

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)) \_\_\_\_\_

Space for Employer's official chop

Signature (See Note 1(e)) \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_