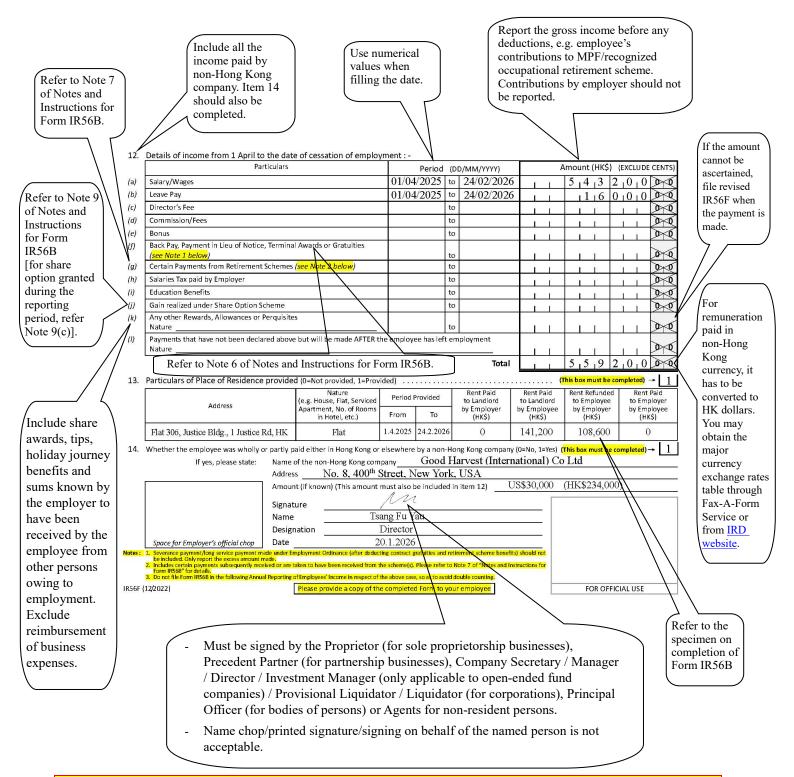
<u>Specimen on Completion of Form IR56F – For Cessation of Employment</u>

Please refer to Notes at the bottom of the form and IRD website www.ird.gov.hk before completion.

INLAND REVENUE DEPARTMENT NOTIFICATION BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED (Under section 52(5) of the Inland Revenue Ordinance, Cap.112)				FOR OFFICIAL USE	56F	
If	To be completed and return the employee is about to dep a		th before date of cessation. se complete Form IR56G instead.	Additional - reporting additional income in r Replacement - correcting the form su on(DD	ubmitted	ployee
All	correspondence should be sent to: P.C			(" one of the above boxes where applicable)		
1.	Employer's File No. (If not available, state your Business Registration No.) $\dots \qquad 6 \ Y \ 1 \ 1 \ 2 \ 3 \ 4 \ 5 \ 6 \ 7 \ 8$					718
Name of Employer (The business name is required) Good Harvest (HK) Co Ltd						Full name
Address of Employer Rm 230, Success Commercial Bldg., 2 Success Rd., HK						
To the best of my knowledge, the employee will NOT be leaving Hong Kong after cessation of employment. The following are the particulars of the employee: - 2. Name of Employee						
	Mr/ MXS/MXS/MissX # (Delete whichever is inapplicable)	Surname	$T \mid I \mid N \mid \mid \mid \mid \mid \mid \mid \mid \mid $			
		Given Name	BIU	Check with		
		Full Name in Chinese	田表易	/th		
3.	(a) H.K. Identity Card Number					
	(b) Passport Number and place of issue (if Employee has no H.K. Identity Card) has been					
4.	Sex (M=Male, F=Female) → M issued by the					
5.	Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married)					
6.	(a) If married, full name of spouse TSANG, HING SUNG Department.					
	(b) Spouse's H.K. Identity Card Number/Passport Number and place of issue (if known) E246801(2)					
7.	Residential Address Flat 306, Justice Bldg., 1 Justice Road, HK					
8.	Postal Address after cessation of employment (if different from item 7 above)					
9.	Capacity in which employed Sales Manager (Asia Pacific) Reason for cessation (e.g. resignation, retirement, dismissal, death, etc.) Supply					
			essation of employment \dots 0	1 0 4 2 0 2 5 to 2 4 Day Month Year Day	0 2 2 0 Yea	$2 \downarrow 6$ the latest
						the event.



Additional Information

- 1. Guidance on how to report different kinds of income and housing benefits for an employee, please visit IRD website, Tax Information > Employers > Employee's Income.
- 2. Please use the latest version of Form IR56F.
- 3. Form IR56F can be downloaded from IRD website or obtained from FAX-A-FORM Services (2598 6001) directly (Form must be printed on white plain A4 size paper). You may also lodge your request for the form IR56F by completing the form IR6163 and send it to the IRD.
- 4. Originally signed form must be submitted. Photocopies / fax copies / scanned copies are NOT acceptable.
- 5. Employer can also report employee's income via Employer's Return e-Filing Services. For details, please visit IRD website, Electronic Services > Submission of Employer's Return in Computerized Format.
- 6. Do not file form IR56B for the same income again if the income has already been reported in form IR56F previously submitted.