

**Specimen on Completion of Form IR56F – For Cessation of Employment**

Please refer to Notes at the bottom of the form and IRD website [www.ird.gov.hk](http://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

To be completed and returned **not later than 1 month before date of cessation.**  
If the employee is about to **depart from Hong Kong**, please complete **Form IR56G** instead.

Additional - reporting additional income in respect of the same employee  
 Replacement - correcting the form submitted  
on \_\_\_\_\_ (DD/MM/YYYY)  
("√" one of the above boxes where applicable and fill in the date)

All correspondence should be sent to: P.O. Box 28777 Concorde Road Post Office, Kowloon, Hong Kong

1. Employer's File No. (If not available, state your Business Registration No.) 6 Y 1 H 1 2 3 4 5 6 7 8

Name of Employer (The business name is required) Good Harvest (HK) Co Ltd

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

|   |                      |       |
|---|----------------------|-------|
| <b>Mr/Mrs/Ms/Ms*</b><br><small># (Delete whichever is inapplicable)</small> | Surname              | T I N |
|   | Given Name           | BIU   |
|   | Full Name in Chinese | 田表易   |

3. (a) H.K. Identity Card Number ..... (This field must be completed) → E 1 2 3 4 5 6 7

(b) Passport Number and place of issue (if Employee has no H.K. Identity Card) \_\_\_\_\_

4. Sex (M=Male, F=Female) ..... (This box must be completed) → M

5. Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married) ..... 2

6. (a) If married, full name of spouse TSANG, HING SUNG

(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)

10. Reason for cessation (e.g. resignation, retirement, dismissal, death, etc.) \_\_\_\_\_

11. Period of employment from 1 April to the date of cessation of employment ..... 0 1 0 4 2 0 2 5 to 2 4 0 2 2 0 2 6  
Day Month Year                          Day Month Year

Full name per HKID Card or passport.

Check with the employee whether a HKID Card has been issued by the Immigration Department.

Supply the latest address. Remind employee to notify IRD of change in postal address within one month of the event.

Refer to Note 7 of Notes and Instructions for Form IR56B.

Include all the income paid by non-Hong Kong company. Item 14 should also be completed.

Use numerical values when filling the date.

Report the gross income before any deductions, e.g. employee's contributions to MPF/recognized occupational retirement scheme. Contributions by employer should not be reported.

If the amount cannot be ascertained, file revised IR56F when the payment is made.

Refer to Note 9 of Notes and Instructions for Form IR56B [for share option granted during the reporting period, refer Note 9(c)].

12. Details of income from 1 April to the date of cessation of employment :-

|     | Particulars   | Period (DD/MM/YYYY) |            | Amount (HK\$) (EXCLUDE CENTS) |          |      |       |       |   |   |
|-----|---|---------------------|------------|-------------------------------|----------|------|-------|-------|---|---|
|     |   | From                | To         | Thousands                     | Hundreds | Tens | Units | Cents |   |   |
| (a) | Salary/Wages  | 01/04/2025          | 24/02/2026 | 5                             | 4        | 3    | 2     | 0     | 0 | 0 |
| (b) | Leave Pay   | 01/04/2025          | 24/02/2026 |                               |          | 1    | 6     | 0     | 0 | 0 |
| (c) | Director's Fee  |                     |            |                               |          |      |       |       |   | 0 |
| (d) | Commission/Fees   |                     |            |                               |          |      |       |       |   | 0 |
| (e) | Bonus   |                     |            |                               |          |      |       |       |   | 0 |
| (f) | Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (see Note 1 below)                     |                     |            |                               |          |      |       |       |   | 0 |
| (g) | Certain Payments from Retirement Schemes (see Note 2 below)   |                     |            |                               |          |      |       |       |   | 0 |
| (h) | Salaries Tax paid by Employer   |                     |            |                               |          |      |       |       |   | 0 |
| (i) | Education Benefits  |                     |            |                               |          |      |       |       |   | 0 |
| (j) | Gain realized under Share Option Scheme   |                     |            |                               |          |      |       |       |   | 0 |
| (k) | Any other Rewards, Allowances or Perquisites Nature   |                     |            |                               |          |      |       |       |   | 0 |
| (l) | Payments that have not been declared above but will be made AFTER the employee has left employment Nature |                     |            |                               |          |      |       |       |   | 0 |
|     |   |                     |            | <b>Total</b>                  | 5        | 5    | 9     | 2     | 0 | 0 |

Refer to Note 6 of Notes and Instructions for Form IR56B.

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

| Address                                   | Nature (e.g. House, Flat, Serviced Apartment, No. of Rooms in Hotel, etc.) | 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 Employee by Employer (HK\$) |
|---|--|-----------------|-----------|--|--|--|--|
|   |  | From            | To        |  |  |  |  |
| Flat 306, Justice Bldg., 1 Justice Rd, HK | Flat   | 1.4.2025        | 24.2.2026 | 0  | 141,200                                  | 108,600                                      | 0  |

14. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0=No, 1=Yes) (This box must be completed) →  1

If yes, please state: Name of the non-Hong Kong company Good Harvest (International) Co Ltd

Address No. 8, 400<sup>th</sup> Street, New York, USA

Amount (if known) (This amount must also be included in item 12) US\$30,000 (HK\$234,000)

Signature Tsang Fu Yau  
 Name Tsang Fu Yau  
 Designation Director  
 Date 20.1.2026

Notes: 1. Severance payment/long service payment made under Employment Ordinance (after deducting contract gratuities and retirement scheme benefits) should not be included. Only report the excess amount made.  
 2. Includes certain payments subsequently received or are taken to have been received from the scheme(s). Please refer to Note 7 of Notes and Instructions for Form IR56B for details.  
 3. Do not file Form IR56B in the following Annual Reporting of Employees' Income in respect of the above case, so as to avoid double counting.

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Include share awards, tips, holiday journey benefits and sums known by the employer to have been received by the employee from other persons owing to employment. Exclude reimbursement of business expenses.

For remuneration paid in non-Hong Kong currency, it has to be converted to HK dollars. You may obtain the major currency exchange rates table through Fax-A-Form Service or from IRD website.

- Must be signed by the Proprietor (for sole proprietorship businesses), Precedent Partner (for partnership businesses), Company Secretary / Manager / Director / Investment Manager (only applicable to open-ended fund companies) / Provisional Liquidator / Liquidator (for corporations), Principal Officer (for bodies of persons) or Agents for non-resident persons.
- Name chop/printed signature/signing on behalf of the named person is not acceptable.

Refer to the specimen on completion of Form IR56B

**Additional Information**

- 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.
- Please use the latest version of Form IR56F.
- 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.
- Originally signed form must be submitted. Photocopies / fax copies / scanned copies are NOT acceptable.
- 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.
- Do not file form IR56B for the same income again if the income has already been reported in form IR56F previously submitted.