

稅務局
香港灣仔告士打道 5 號
稅務大樓

Inland Revenue Department
Revenue Tower, 5 Gloucester Road,
Wan Chai, Hong Kong

電話號碼 Telephone No. : 187 8088
傳真號碼 Fax No. : 2877 1232
網址 Web site : www.ird.gov.hk

致：稅務局局長
To : Commissioner of Inland Revenue

僱主檔案號碼 / 商業登記號碼：
Employer's File No. / Business Registration No.: _____

[見附註(i) see Note (i)]

索取僱主填報的薪酬及退休金報稅表
(B.I.R.表格第 56A 號及 I.R.表格第 56B/E/F/G/M 號)
Request for Employer's Return of Remuneration and Pensions
(B.I.R.56A and I.R. 56B/E/F/G/M)

本人 _____ 為下列業務的 東主/ 合夥人/ 董事/ 秘書*，現欲索取：
I, _____, am the proprietor / partner / director / secretary* of the following
business and would like to obtain:

- B.I.R.表格第 56A 號，以填報截至 _____ 年 3 月 31 日止 1 年內的僱員薪酬及退休金及/ 或；
B.I.R.56A for reporting the remuneration and pensions paid to the employees for the year ended
31 March _____ and / or;

表格編號 Form Reference No.	僱用情況 Employment Condition
<input type="checkbox"/> () 張 I.R.表格第 56B 號 sheets of Form I.R.56B	在 3 月 31 日仍受僱 Still under employment as at 31 st March
<input type="checkbox"/> () 張 I.R.表格第 56E 號 sheets of Form I.R.56E	開始僱用 Commencement of employment
<input type="checkbox"/> () 張 I.R.表格第 56F 號 sheets of Form I.R.56F	停止受僱 Cessation of employment
<input type="checkbox"/> () 張 I.R.表格第 56G 號 sheets of Form I.R.56G	離開香港 Departure from Hong Kong
<input type="checkbox"/> () 張 I.R.表格第 56M 號 sheets of Form I.R.56M	支付給僱員以外人士的薪酬 Remuneration paid to persons other than employees

業務名稱 Name of Business : _____

僱主通訊地址 Employer's Correspondence Address [見附註(ii) see Note (ii)]: _____

日間聯絡電話號碼 Daytime Contact Tel No. : _____ 傳真號碼 Fax No. : _____

簽署 Signature : _____ 日期 Date : _____

附註 Notes:

- i) 如屬新成立而未有商業登記的社團，請提供一份註冊文件副本以供參考。
A copy of the incorporation / registration documents for a newly formed body of person without business registration should be supplied for reference.
- ii) 上述所提供地址將用作更新僱主檔案的通訊地址，如須更改業務的商業登記地址，請另函或填寫 I.R.C.表格第 3111A 號通知商業登記署。
The address provided above will be used to update the correspondence address of the Employer's file. If you wish to inform the Business Registration Office the change of business address, please inform them in writing or by completing form I.R.C.3111A.

* 請將不適用者刪去 Delete whichever is inapplicable.

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