



**Inland Revenue Department**

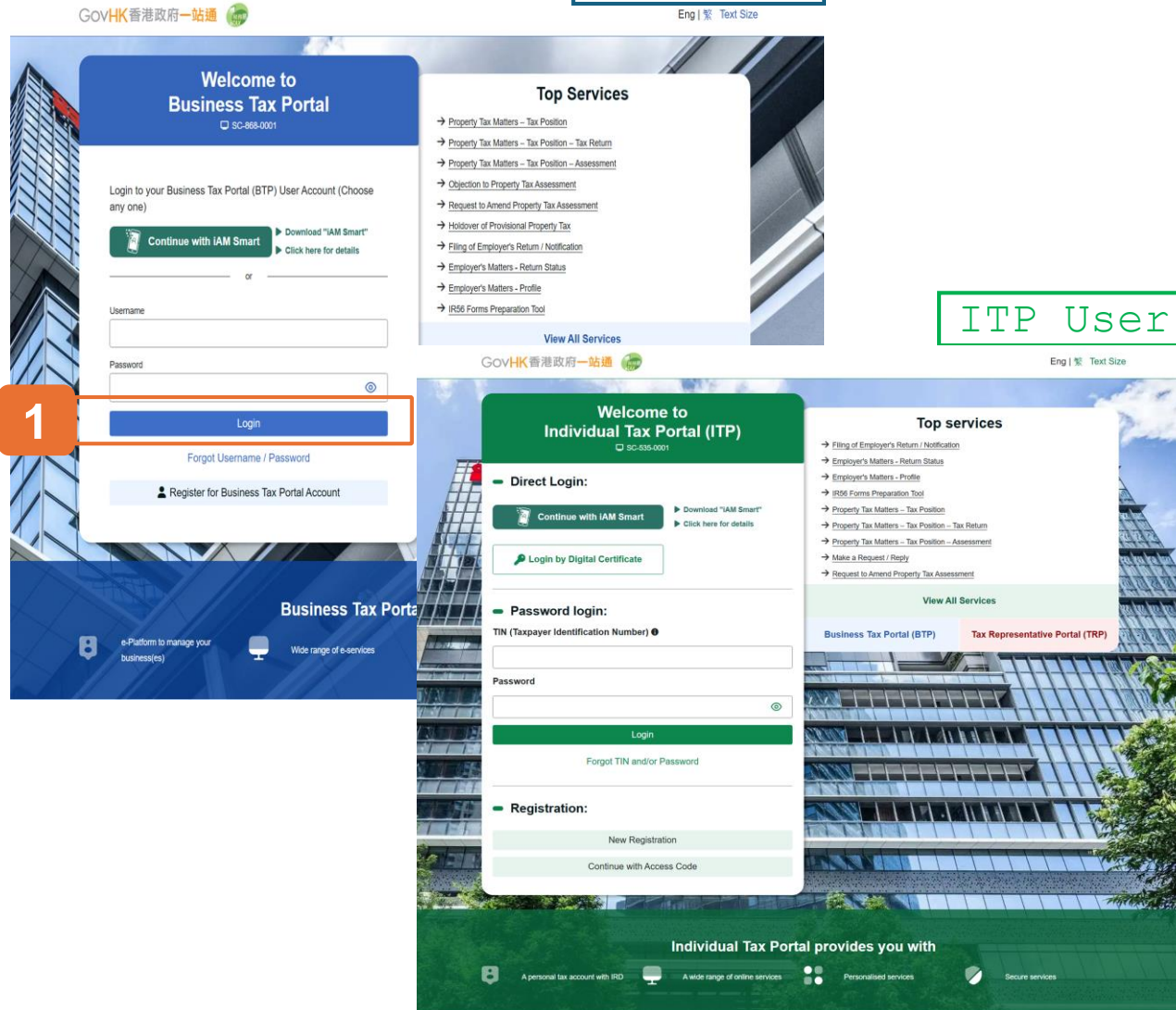
The Government of the Hong Kong Special Administrative Region  
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# Employer's e-Filing: Filing Employer's Return or Notifications via “Mixed Mode”

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User



## Getting Started

This document will guide BTP / ITP user how to upload IR56 Form data file via “Mixed Mode”.

Employer's e-Filing services can be accessed via Business Tax Portal (BTP) or Individual Tax Portal (ITP).





Under BTP, you have to select the business in respect of which you wish to upload the IR56 Form data file here.

Under ITP, business selection will be made later.

**1** To get started, please login the relevant account under BTP or ITP.

# Guide to Filing Employer's Return or Notifications via Mixed Mode

**BTP User**

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**Hello MS. Taxpayer A** User Profile  
SC-869-0301

### Select BTP Business

Business Registration Number ↑↓	Business Name ↑↓	Your Role ↑↓
99999911	Taxpayer B Company Limited	BTP Administrator
99999995	Taxpayer A Company Limited	BTP Administrator

Displaying 2 out of a total of 2 records 1 Go to page 1 →

## Select BTP Business

If you log in the BTP User Account, you will find this screen.

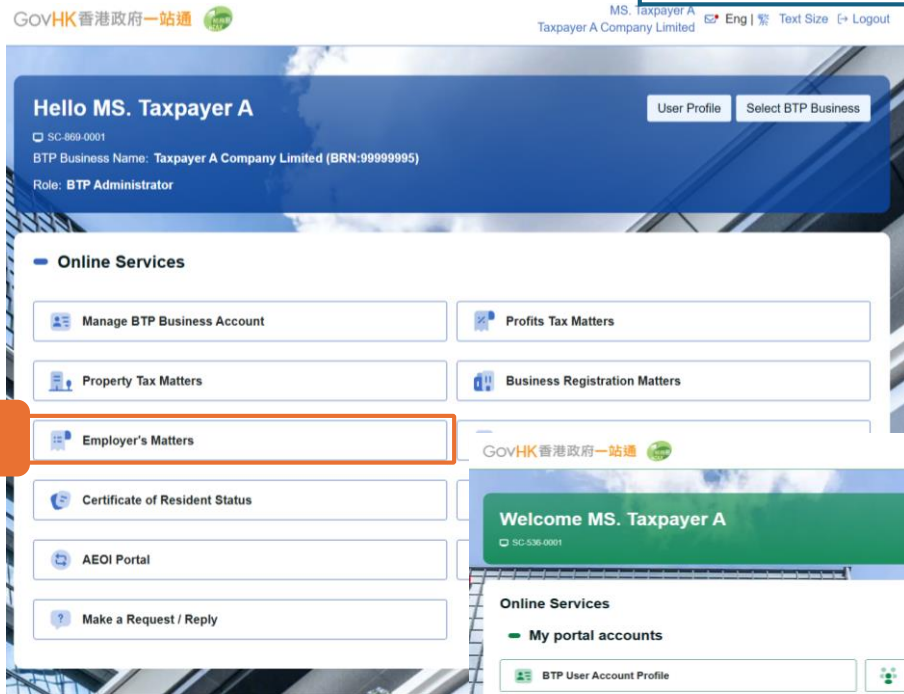
After login, BTP users are required to select, from the list of business(es) you are authorized to work for, the business in respect of which you wish to upload the IR56 form data file before being directed to the Online Services menu. ITP users will be directed to the Online Services menu and are required to select the business to work for later.

1

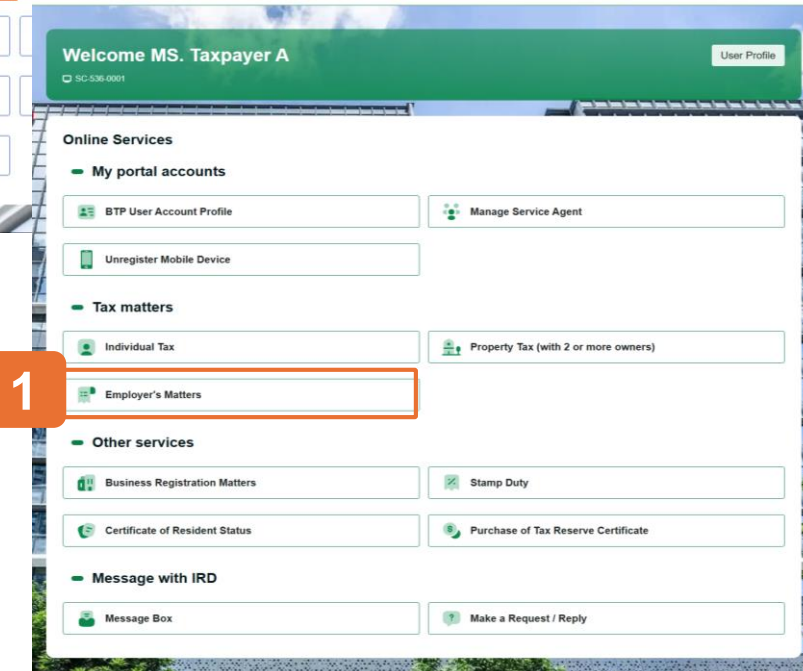
Select the business.

# Guide to Filing Employer's Return or Notifications via Mixed Mode

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## Online Services Menu

- 1 From the Online Services menu, select "Employer's Matters".



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MS. Taxpayer A  
Taxpayer A Company Limited

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Hello MS. Taxpayer A  
SC-869-0008  
BTP Business Name: Taxpayer A Company Limited (BRN:99999995)  
Role: BTP Administrator

Online Services > Employer's Matters

**Employer's Matters** Back

Profile

Return Status

**1** Filing of Employer's Return / Notification

IR56 Forms Preparation Tool  
The IR56 Forms Preparation Tool is not required to log in Portal account. Portal account will be logged out after entering it.

Make a Request / Reply

## Employer's Services Menu

1

From the Employer's Matters menu, select "Filing of Employer's Return / Notification".

ITP User

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MS. Taxpayer A  
SC-536-0008

Eng | 繁 Text Size [+/-] Logout

Welcome MS. Taxpayer A

Online Services > Employer's Matters

**Employer's Matters** Back

Profile

Return Status

**1** Filing of Employer's Return / Notification

IR56 Forms Preparation Tool  
The IR56 Forms Preparation Tool is not required to log in Portal account. Portal account will be logged out after entering it.

Make a Request / Reply

# Guide to Filing Employer's Return or Notifications via Mixed Mode

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ITP User

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Taxpayer A Company Limited



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Logout

## Filing of Employer's Return / Notification

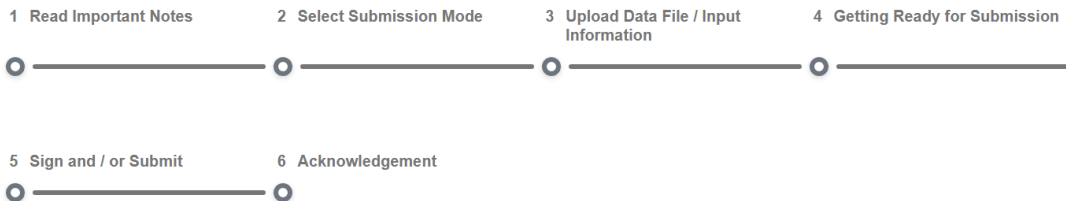
Quit

SC-612-0400

### Attention

If your computer remains inactive for a period of time after login, the system will automatically log out itself to prevent any unauthorized access. Please save all the documents at Step 6 before leaving the system unattended.

It takes 3 - 5 minutes to submit the Employer's Return / Notification.



1

Continue

## Filing of Employer's Return / Notification

There are a total of 6 steps to file an Employer's Return or Notification electronically. For security reasons, the system will automatically log out if it remains inactive for a period of time.

Please save the documents generated by the system at step 6, including the Control List and Acknowledgement.

1

Click "Continue" when you are ready to file the Employer's Return or Notification.



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Logout

Filing of Employer's Return / Notification

SC-612-0401

Quit

1 Read Important Notes

2 Select Submission Mode

3 Upload Data File / Input Information

4 Getting Ready for Submission

Overview of steps for filing Employer's Return / Notification

1

## 1. Data File preparation

Tools available for preparation of IR56 Form data file  
(a) IR56 Forms Preparation Tool  
(b) Self-Developed Software pre-approved by IRD

2

## 2. Get ready for submission of Employer's Return / Notification electronically

Steps for electronic submission of Employer's Return / Notification  
2.1 Prepare IR56 Form data file  
2.2 Attach the IR56 Form data file to system  
2.3 Check CONTROL LIST generated by system  
2.4 Complete the Employer's Return / Notification

3

## 3. Select Submission Mode

You may choose to submit the Employer's Return / Notification by  
(a) ONLINE mode or  
(b) MIXED mode

To know more about the modes of electronic submission of Employer's Return / Notification for data file preparation, please click [here](#).

4

## 4. Personal Information Collection Statement

It is obligatory for you to supply the personal data as required by this return. Breach of the statutory requirement may render you liable to penalty or other actions as provided under the Ordinances administered by the Department. Moreover, if you fail to supply the required information, your application/request/notification will not be accepted for processing. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.

5

Continue

## Step 1 : Read Important Notes

The system would first introduce you to :

1

the tools for preparing IR56 Form data file which are acceptable for Employer's e-Filing services;

2

steps for e-Filing of Employer's Return;

3

the modes of e-Filing you may choose; and

4

the Personal Information Collection Statement.

If you are already familiar with them, you may skip the introduction by clicking "Continue" to start filing of Employer's Return/Notifications.

5

Click "Continue".

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User

ITP User

## Step 2 : Select Submission Mode

1

BTP user may now start to upload the IR56 Form data file for the business you have selected before.

1

If you wish to upload the IR56 Form data file for other business, you are required to go back to the screen before online menu to select the business to work for.

2

To upload the IR56 Form data file for owned sole-proprietorship business, choose the business to work for from the list of sole proprietor business owned.

3

To upload the IR56 Form data file for other business, input the subject business's Employer File Number and Employer's Identification Code (ERIC) here.

The image displays two side-by-side screenshots of the Hong Kong Inland Revenue Department's online filing system, specifically the 'Filing of Employer's Return / Notification' page. The left screenshot is for a BTP (Business Taxpayer Portal) user, and the right is for an ITP (Individual Taxpayer Portal) user. Both screens show a progress bar at the top with four steps: 1. Read Important Notes, 2. Select Submission Mode, 3. Upload Data File / Input Information, and 4. Getting Ready for Submission. The current step is 'Select Submission Mode'. In the BTP interface, a red box highlights the 'Please select / enter Employer's Reference' section, and another red box highlights the 'Please select the below Submission Mode' section. The ITP interface shows a similar section but with input fields for 'Employer's File Number' and 'Employer's Identification Code (ERIC)'. A red box highlights the 'Please select the below Submission Mode' section in the ITP interface as well. Both interfaces include a 'Note' section at the bottom with detailed instructions and a 'Back / Continue' button at the bottom right.



# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User

ITP User

## Step 2 : Select Submission Mode

Next, you are required to decide the submission mode, i.e. Online Mode or Mixed Mode.

4

If you are an Authorized Signer of the business, Online Mode allows you to submit all IR56 Form data file(s) together with BIR56A or IR6036B, if applicable, at one go.

4

4

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Taxpayer A Company Limited

### Filing of Employer's Return / Notification

1 Read Important Notes 2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission

Please select / enter Employer's Reference

Employer's File Number: 0A1-00000005  
TAXPAYER COMPANY

Please select the below Submission Mode

☒ **Online Mode** (You must be an "Authorized Signer" (Note 1) with an Individual Tax Portal account, MyGovHK account, recognized personal digital certificate or "IAM Smart" account to perform digital signing.)

☐ Submit Form BIR56A - Annual Employer's Return of Remuneration and Pensions (without Form IR56B) for the year ended 31 March  
- Applicable only to employer who is not required to file Form IR56B

☐ Submit Form IR6036B - Notification of Remuneration Paid to Persons Other Than Employees (without Form IR56M) for the year ended 31 March  
- Applicable only to employer who is not required to file Form IR56M

☐ Submit IR56 form data file  
- Applicable to Forms BIR56A with IR56B, IR6036B with IR56M and the correction and / or other notifications Forms IR56B / E / F / G / M  
A data file must be prepared by:  
1) IR56 Forms Preparation Tool; or  
2) Approved self-developed software

☐ **Mixed Mode (Note 2)**

- Upload data file for Forms IR56B / E / F / M  
A data file must be prepared by:  
1) IR56 Forms Preparation Tool; or  
2) Approved self-developed software

**Note**

- Employer's Return / Notification must be signed by an Authorized Signer. An Authorized Signer is a person who is in one of the following capacities:
  - Director, Company Secretary, Manager, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
  - Proprietor for the sole proprietorship business
  - Principal Partner of the partnership business
  - Principal Officer of a body of persons
  - Agent for a non-resident person
- To complete the submission process, you must pass the cover page (printed after uploading a data file via the Mixed Mode) to an Authorized Signer (Note 1) for signature. The signed cover page (with QR code) of the paper Control List together with the duly signed Employer's Return of BIR56A (for submission of Annual Form IR56B) / IR6036B (for submission of Annual Form IR56M) should be submitted to the Department.

Back Continue

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### Filing of Employer's Return / Notification

1 Read Important Notes 2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission

Please select / enter Employer's Reference

Employer's File Number: 0A2-00000005  
TAXPAYER COMPANY

You may proceed to submit Employer's Return / Notification for an employer other than that / those listed above by inputting Employer's File Number (ERN) / Business Registration Number (BRN) with Employer's Identification Code (ERIC).

☒ **Enter ERN / BRN + ERIC**

Employer's File Number: 0A1-12345678  
Business Registration Number: 12345678  
Enter this field if you do not have Employer's File Number

Enter Employer's Identification Code: ER 12345678  
Employer's Identification Code (ERIC) is printed on the BIR56A, IR6036B or IR56M issued in the year

Please select the below Submission Mode

☒ **Online Mode** (You must be an "Authorized Signer" (Note 1) with an Individual Tax Portal account, MyGovHK account, recognized personal digital certificate or "IAM Smart" account to perform digital signing.)

☐ Submit Form BIR56A - Annual Employer's Return of Remuneration and Pensions (without Form IR56B) for the year ended 31 March  
- Applicable only to employer who is not required to file Form IR56B

☐ Submit Form IR6036B - Notification of Remuneration Paid to Persons Other Than Employees (without Form IR56M) for the year ended 31 March  
- Applicable only to employer who is not required to file Form IR56M

☐ Submit IR56 form data file  
- Applicable to Forms BIR56A with IR56B, IR6036B with IR56M and the correction and / or other notifications Forms IR56B / E / F / G / M  
A data file must be prepared by:  
1) IR56 Forms Preparation Tool; or  
2) Approved self-developed software

☐ **Mixed Mode (Note 2)**

- Upload data file for Forms IR56B / E / F / M  
A data file must be prepared by:  
1) IR56 Forms Preparation Tool; or  
2) Approved self-developed software

**Note**

- Employer's Return / Notification must be signed by an Authorized Signer. An Authorized Signer is a person who is in one of the following capacities:
  - Director, Company Secretary, Manager, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
  - Proprietor for the sole proprietorship business
  - Principal Partner of the partnership business
  - Principal Officer of a body of persons
  - Agent for a non-resident person
- To complete the submission process, you must pass the cover page (printed after uploading a data file via the Mixed Mode) to an Authorized Signer (Note 1) for signature. The signed cover page (with QR code) of the paper Control List together with the duly signed Employer's Return of BIR56A (for submission of Annual Form IR56B) / IR6036B (for submission of Annual Form IR56M) should be submitted to the Department.

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# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User

ITP User

## Step 2 : Select Submission Mode

5

Get the IR56 Form data file to be uploaded ready and select the bullet “Mixed Mode”.

Under Mixed Mode, you may upload IR56 Form data file prepared by the IR56 Form Preparation Tool or a software approved by the IRD.

You can upload IR56 Form data file for Form IR56B/E/F/M and generate Control List for print out and submission offline. Please note that Form IR56G data file can only be submitted via Online Mode.

6

Click “Continue” to proceed uploading data file via Mixed Mode.

Filing of Employer's Return / Notification

1 Read Important Notes 2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission

Please select / enter Employer's Reference

Employer's File Number: 001-0000000  
Taspayer A Company Limited

Please select the below Submission Mode

☐ Online Mode (You must be an "Authorized Signer" (Note 1) with an Individual Tax Portal account, MyGovHK account, recognized personal digital certificate or "SAM Smart+" account to perform digital signing.)

☐ Submit Form IR56B/E/F/M - Annual Employer's Return of Remuneration and Pensions (without Form IR56B) for the year ended 31 March

☐ Submit Form IR56B/E/F/M - Notification of Remuneration Paid to Persons Other Than Employees (without Form IR56B) for the year ended 31 March

☒ Mixed Mode (Note 2)

Upload data file for Forms IR56B / E / F / M

A data file must be prepared by:

1) IR56 Form Preparation Tool, or

2) Approved self-developed software

Note

1. Employer's Return / Notification must be signed by an Authorized Signer. An Authorized Signer is a person who is in one of the following capacities:

- Director, Company Secretary, Manager, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
- Proprietor for the sole proprietorship business
- Precedent Partner of the partnership business
- Principal Officer of a body of persons
- Agent for a non-resident person

2. To complete the submission process, you must pass the cover page (printed after uploading a data file via the Mixed Mode) to an Authorized Signer (Note 1) for signature. The signed cover page (with QR code) of the paper Control List together with the duly signed Employer's Return of Remuneration and Pensions (Form IR56B) / IR56B/E/F/M (for submission of Annual Form IR56B) / IR56B/E/F/M (for submission of Annual Form IR56B) should be submitted to the Department.

6

Continue

Filing of Employer's Return / Notification

1 Read Important Notes 2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission

Please select / enter Employer's Reference

Employer's File Number: 002-0000000  
Taspayer Company

Please select the below Submission Mode

☐ Online Mode (You must be an "Authorized Signer" (Note 1) with an Individual Tax Portal account, MyGovHK account, recognized personal digital certificate or "SAM Smart+" account to perform digital signing.)

☐ Submit Form IR56B/E/F/M - Annual Employer's Return of Remuneration and Pensions (without Form IR56B) for the year ended 31 March

☐ Submit Form IR56B/E/F/M - Notification of Remuneration Paid to Persons Other Than Employees (without Form IR56B) for the year ended 31 March

☒ Mixed Mode (Note 2)

Upload data file for Forms IR56B / E / F / M

A data file must be prepared by:

1) IR56 Form Preparation Tool, or

2) Approved self-developed software

Note

1. Employer's Return / Notification must be signed by an Authorized Signer. An Authorized Signer is a person who is in one of the following capacities:

- Director, Company Secretary, Manager, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
- Proprietor for the sole proprietorship business
- Precedent Partner of the partnership business
- Principal Officer of a body of persons
- Agent for a non-resident person

2. To complete the submission process, you must pass the cover page (printed after uploading a data file via the Mixed Mode) to an Authorized Signer (Note 1) for signature. The signed cover page (with QR code) of the paper Control List together with the duly signed Employer's Return of Remuneration and Pensions (Form IR56B) / IR56B/E/F/M (for submission of Annual Form IR56B) / IR56B/E/F/M (for submission of Annual Form IR56B) should be submitted to the Department.

6

Continue

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User

ITP User

## Step 3 : Upload Data File / Input Information

In this screen, you have to state the types of IR56 Forms to be submitted, and whether you are filing :

- 1 original Form IR56B/M with covering BIR56A or IR6036B, or
- 2 supplementary/correction Form IR56B/M without covering, or
- 3 other employer's notifications Forms IR56E/F/G.

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MS, Taxpayer A  
Taxpayer A Company Limited

Filing of Employer's Return / Notification

1 Read Important Notes 2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission

Select the IR56 Form data file to be submitted / uploaded

Employer's File Number: 0M1 - 99999995  
Name of Employer: 僑興人甲有限公司  
Taxpayer A Company Limited

**1** Annual Employer's Return / Notification

☒ IR56B [Original] - Employer's Return of Remuneration and Pensions for the year ended 31 March 2022

☐ IR56M [Original] - Notification of Remuneration Paid to Persons Other Than Employees for the year ended 31 March Please Select

**2** Correction and / or Other Notifications

Supplementary / Correction of Annual Return / Notification filed before

☐ IR56B - Employer's Return of Remuneration and Pensions [Additional / Replacement / Supplementary]

☐ IR56M - Remuneration Paid to Persons Other Than Employees [Additional / Replacement / Supplementary]

**3** Other Notifications (IR56E / IR56F)

☐ IR56E - Notification by an employer of an employee who commences to be employed [Original / Additional / Replacement]

☐ IR56F - Notification by an employer of an employee who is about to cease to be employed [Original / Additional / Replacement]

File location and name:  Annual IR56B form data file.xml 5.64 KB

Enter the Self-selected Key of that file:

Only applicable to the data file prepared by IR56 Forms Preparation Tool

**Note**

1. You can upload a data file containing IR56 records up to 5000 records.  
2. The data file for submission must be prepared from either:  
i. IR56 Forms Preparation Tool, or  
ii. Approved self-developed software.  
For further details, please visit the [IRD web site](#).

Back Continue

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User / ITP User

The screenshot shows the 'Filing of Employer's Return / Notification' page. At the top, it says 'GovHK 香港政府一站通' and 'MIS Taxpayer A Taxpayer A Company Limited'. The page title is 'Filing of Employer's Return / Notification'. Below the title is a progress bar with five steps: 1. Select Submission Mode, 2. Upload Data File / Input Information, 3. Getting Ready for Submission, 4. Sign and / or Submit. Step 2 is currently active.

Below the progress bar, there is a section titled 'Select the IR56 Form data file to be submitted / uploaded'. It contains a form with the following fields:

- Employer's File Number: 0M1 - 99999995
- Name of Employer: 納稅人甲有限公司 (Taxpayer A Company Limited)

Below this, there is a section titled 'Annual Employer's Return / Notification'. It contains two radio buttons:

- ☒ IR56B [Original] - Employer's Return of Remuneration and Pensions for the year ended 2022
- ☐ IR56M [Original] - Notification of Remuneration Paid to Persons Other Than Employees

Below this, there is a section titled 'Correction and / or Other Notifications'. It contains three radio buttons:

- ☐ Supplementary / Correction of Annual Return / Notification filed before
- ☐ IR56B - Employer's Return of Remuneration and Pensions [Additional / Replacement / Supplementary]
- ☐ IR56M - Remuneration Paid to Persons Other Than Employees [Additional / Replacement / Supplementary]

Below this, there is a section titled 'Other Notifications (IR56E / IR56F / IR56G)'. It contains three radio buttons:

- ☐ IR56E - Notification by an employer of an employee who commences to be employed [Original / Additional / Replacement]
- ☐ IR56F - Notification by an employer of an employee who is about to cease to be employed [Original / Additional / Replacement]
- ☐ IR56G - Notification by an employer of an employee who is about to depart from Hong Kong [Original / Additional / Replacement]

Below this, there is a section titled 'File location and name:'. It contains a text input field with the value 'Annual IR56B form data file.xml' and a 'Browse' button.

Below this, there is a section titled 'Enter the Self-selected Key of that file:'. It contains a text input field with the value '0.04 KB'.

Below this, there is a section titled 'Note'. It contains the following text:

1. You can upload a data file containing IR56 records up to 5000 records.  
2. The data file for submission must be prepared from either:  
i. IR56 Forms Preparation Tool, or  
ii. Approved self-developed software.  
For further details, please visit the [IRD web site](#).

At the bottom right, there is a 'Continue' button.

Numbered steps are overlaid on the form:

- Step 4: Points to the 'Annual Employer's Return / Notification' section.
- Step 5: Points to the 'File location and name:' section.
- Step 6: Points to the 'Enter the Self-selected Key of that file:' section.
- Step 7: Points to the 'Continue' button.

## Step 3 : Upload Data File / Input Information

4 Select the appropriate type of IR56 Form data file to be attached. If covering BIR56A or IR6036B is required, you are required to select the year involved from the pull down menu.

Only the IR56 form data file generated by a software approved by the IRD or prepared by the IR56 Form Preparation Tool provided by the IRD are acceptable and you can only upload one data file each time.

5 Click "Browse" to locate the IR56 Form data file to be uploaded.

6 If you are uploading IR56 Form data file prepared by IR56 Forms Preparation Tool, you are required to input the "Self-selected Key" to open the file before uploading.

7 After selection, click "Continue" to proceed uploading the data file.



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## Filing of Employer's Return / Notification

SC-612-0013

Quit

2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission 5 Sign and / or Submit

1

The employer's particulars inputted in the data file to be uploaded are as follows:

Employer's File Number: 6M1 - 99999995

Name of Employer: Taxpayer A Company Limited 納稅人甲有限公司

According to the records of the Inland Revenue Department, the name of the employer under Employer's File Number 6M1 - 99999995 is :

納稅人甲有限公司

Taxpayer A Company Limited

I confirm that the Employer's Return / Notification is filed for the following employer / payer.

Employer's File Number: 6M1 - 99999995

Name of Employer: 納稅人甲有限公司

Taxpayer A Company Limited

☒ Yes (to change the name of Employer shown in the IR56 Forms to 納稅人甲有限公司 Taxpayer A Company Limited)

☐ No

2

Back

Continue

## Step 3 : Upload Data File / Input Information

1

The name of the business is retrieved from IRD's database according to the selected business or inputted employer's information in the previous screen. Please check whether the employer's information is correct and whether you are uploading the IR56 Form data file (if applicable) for this employer.

2

If amendment is required, click the "Back" buttons to go back to the previous screens to make the required corrections.

If you found that the name of the business recorded in the IRD's database is not correct, you should contact IRD by calling 187 8022 or via the "Make a Request / Reply" online service.



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## Filing of Employer's Return / Notification

Quit

SC-612-0013

2 Select Submission Mode 3 Upload Data File / Input Information 4 Getting Ready for Submission 5 Sign and / or Submit

The employer's particulars inputted in the data file to be uploaded are as follows:

Employer's File Number: 6M1 - 99999995  
Name of Employer: Taxpayer A Company 納稅人甲公司

According to the records of the Inland Revenue Department, the name of the employer under Employer's File Number 6A2 - 99999995 is :  
納稅人公司  
Taxpayer Company

I confirm that the Employer's Return / Notification is filed for the following employer / payer.

Employer's File Number: 6A2 - 99999995  
Name of Employer: 納稅人公司  
Taxpayer Company

3 ☒ Yes (to change the name of Employer shown in the IR56 Forms to 納稅人公司 Taxpayer Company)  
☐ No

4

Continue

## Step 3 : Upload Data File / Input Information

3

If everything is in order, please select “Yes”.

4

Click “Continue” to proceed.



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Taxpayer A Company Limited Text Size Logout

## Filing of Employer's Return / Notification

SC-612-0005

Quit

3 Upload Data File / Input Information 4 Getting Ready for Submission 5 Sign and / or Submit 6 Acknowledgement

1

### Check Control List

Employer's File Number: 6M1 - 99999995  
Name of Employer: 納稅人甲有限公司  
Taxpayer A Company Limited  
Number of set(s) of Form IR56B : 2  
Grand total income of all Form IR56B : \$600,000  
Check Sum : 2ADF E482 94A2 B977 0768 13D8 4B97 44D5  
0C4F 7B77 ECD9 17AF F530 CC42 3CA8 6BDE

2

### Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 01 April 2021 to 31 March 2022

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	Taxpayer B, Taxpayer B	Q123456(7)	01/04/2021 - 31/03/2022	Not Provided	300,000
2	Taxpayer C, Taxpayer C	QQ123456(7)	01/04/2021 - 31/03/2022	Not Provided	300,000

#### NOTE:

The data in the above Control List are extracted from the uploaded file. You are required to check all the details in the IR56 forms using your source application before you proceed to submit the data file.

3

Print Draft Control List Continue

## Step 4 : Getting Ready for Submission

If the uploading of the data file is successful, you will see this screen, which give you a preview to the draft Control List of the data file to be generated.

1

The “Check Control List” box displays the business in respect of which you are doing the Employer’s filing, the number of IR56 Form records uploaded and the total remuneration reported.

2

The “Control List” box displays the details of IR56 Form records stored in the uploaded file.

3

You may print a draft Control List for checking.

Click “Continue” if all the information displayed is correct.



Inland Revenue Department

The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China



# Guide to Filing Employer's Return or Notifications – Mixed Mode

BTP User

ITP User

GOV.HK 香港政府一站通

MS. Taxpayer A  
Taxpayer A Company Limited

Text Size (+) Logout

Filing of Employer's Return / Notification

15-612-0008

3 Upload Data File / Input Information4 Getting Ready for Submission5 Sign and / or Submit6 Acknowledgement

1

Input Employer's Particulars

Employer's File Number: BM1 - 99999995  
Name of Employer: 纳税人甲有限公司  
Taxpayer A Company Limited

2

Particulars of the Authorized Signer

Name of the Authorized Signer: TAXPAYER A

The designation of the Authorized Signer is

For a Corporation

☒ Director  
☐ Company Secretary  
☐ Manager  
Post Title:   
☐ Investment Manager (only applicable to corporation that is an open-ended fund company)  
☐ Provisional Liquidator  
☐ Liquidator  
☐ Acting on behalf of its corporate director / company secretary  
Name of the corporation:   
Capacity: ☒ Corporate Director ☐ Corporate Company Secretary

3

Details of Contact Information

Telephone No.: +852   
E-mail acknowledging the submission will be sent to the e-mail address provided.  
1.   
2.

NOTE:

The acknowledgement will be copied to the above designated e-mail address(es). Please remind the recipient(s) to configure their e-mail settings or spam filters to accept the acknowledgement e-mails.

Back Clear Continue

## Step 4 : Getting Ready for Submission

For the purposes of generating the cover page of Control List to be submitted to the IRD in paper form (for annual submission, it must be submitted together with the paper BIR56A or IR6036B), you are required to confirm the name and input the designation of the Authorized Signer of the IR56 Forms, who should also sign on all paper forms to be delivered to the IRD.

- 1 Check whether the name displayed is correct.
- 2 State the capacity in which the Authorized Signer signed the Employer's Return/Notification on behalf of the Employer.
- 3 If he/she is acting on behalf of a corporate director/company secretary, you are required to provide the name of the incorporated entity involved and confirm whether it is a corporate director or corporate company secretary of the Employer.



# Guide to Filing Employer's Return or Notifications via Mixed Mode

**BTP User** / **ITP User**

GovHK 香港政府一站通

MR. Taxpayer A  
Taxpayer A Company Limited

**Filing of Employer's Return / Notification**

10-012-0008

3 Upload Data File / Input Information 4 **Getting Ready for Submission** 5 Sign and / or Submit 6 Acknowledgement

**Input Employer's Particulars**

Employer's File Number: 001 - 99999999  
Name of Employer: 納稅人甲有限公司  
Taxpayer A Company Limited

**Particulars of the Authorized Signer**

Name of the Authorized Signer: TAXPAYER A

**The designation of the Authorized Signer is**

**For a Corporation**

☒ Director  
☐ Company Secretary  
☐ Manager  
Post Title:   
☐ Investment Manager (only applicable to corporation that is an open-ended fund company)  
☐ Provisional Liquidator  
☐ Liquidator  
☐ acting on behalf of its corporate director / company secretary  
Name of the corporation:   
Capacity: ☒ Corporate Director ☐ Corporate Company Secretary

**Details of Contact Information**

Telephone No.:

E-mail acknowledging the submission will be sent to the e-mail address provided.

1.   
2.

**NOTE:**  
The acknowledgement will be copied to the above designated e-mail address(es). Please remind the recipient(s) to configure their e-mail settings or spam filters to accept the acknowledgement e-mails.

**Continue**

## Step 4 : Getting Ready for Submission

4

If you wish to receive an acknowledgement email for your submission, please input the email address here.

5

Click "Continue" to proceed to the next step.

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User

ITP User

GovHK 香港政府一站通

MIS: Taxpayer A  
Taxpayer A Company Limited

Filing of Employer's Return / Notification

3 Upload Data File / Input Information 4 Getting Ready for Submission 5 Sign and / or Submit 6 Acknowledgement

**1**

**Important Notes**

1. Please refer to the "Notes and Instructions for Forms BR56A and IR56B".
2. You are advised to check the accuracy of the information carefully in the draft return displayed below.
3. Making an incorrect return or committing other offences under the Inland Revenue Ordinance may result in heavy penalties.

☒ I have checked the 2 set(s) of Form IR56B with total income of \$600,000 as summarized in the Control List at Step 4.

**2**

**BIR56A - Employer's Return of Remuneration and Pensions for the year from 01 April 2021 to 31 March 2022**

**DRAFT**  
(For checking only, NOT for submission)

**INLAND REVENUE DEPARTMENT**  
INLAND REVENUE CENTRE, 5 CONCORDE ROAD,  
KAITAK, KOWLOON, HONG KONG.

Employer's File Number: EM1 - 999999995  
Name of Employer: 僑稅人甲有限公司  
Taxpayer A Company Limited

To: Commissioner of Inland Revenue

**Employer's Return of Remuneration and Pensions**  
For the Year from 1 April 2021 to 31 March 2022

**Control List for Form IR56B Uploaded via Employer's Return e-Filing Services (Mixed Mode)**

I hereby confirm that a data file containing 2 set(s) of Form IR56B with total income of HK\$ 600,000 has been uploaded to e-Tax via Employer's Return e-Filing Services (Mixed Mode) under Transaction Reference Number . The transaction summary is listed below.

**Transaction Summary of the Uploading of Data File via Employer's Return e-Filing Services**

File Name of the Uploaded File	:	
Preparation Tool Check Sum	:	
Check Sum	:	
Transaction Reference Number (TRN)	:	
Transaction Date and Time	:	

Signature :  
Name : TAXPAYER A  
Designation : DIRECTOR of Taxpayer A Company Limited  
Date :  
Telephone No :  
Company Stamp

**3**

**Note**

1. If any of the above information is incorrect, please click the "Edit" button to make the amendments.
2. To complete the filing process of the IR56 form records uploaded via this ER e-Filing Service, you are required to print the cover page (with QR Code) of the Control List after upload of the data file, and then submit the paper Control List and BIR56A / IR56B, if applicable, duly signed by the Authorized Signer to the IRD.
3. The acknowledgement will be copied to the designated e-mail address. Please remind the recipient(s) to configure their e-mail settings or spam filters to accept the acknowledgement e-mails.
4. The Check Sum shown above is derived from the return information entered.

## Step 5 : Sign and / or Submit

The system will display the draft cover page of Control List to be filed in paper form for preview. Please check carefully to ensure the contents are correct before clicking "Submit".

- 1 Click this box if the number of IR56 Form shown is correct.
- 2 The Check Sum is derived from the information you entered in the return.
- 3 If everything is in order, click "Submit" to proceed.

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User / ITP User

1

ER-XXXX9995 -Annual-IR56B-2023.zip  
375 KB • Completed

GovHK 香港政府一站通

Filing of Employer's Return / Notification

3 Upload Data File / Input Information 4 Getting Ready for Submission 5 Sign and / or Submit 6 Acknowledgement

Employer's File Number: 0M1 - 99999995  
Name of Employer: 納稅人甲有限公司  
Taxpayer A Company Limited

**Important Notes**

Please note that your submission has not yet been completed. You must sign and submit the cover page (with QR Code) of the Control List together with the duly signed Employer's Return of BIR56A (for submission of Annual Form IR56B only) / IR6036B (for submission of Annual Form IR56M only) to the IRD for completion of such submission. For details, please refer to the Notes below.

You have successfully uploaded an electronic file containing the data of 2 self(s) of Form IR56B for the year from 01 April 2021 to 31 March 2022 as summarized in the Control List. However, the process for submission of Employer's Return / Notification has NOT yet completed before the Inland Revenue Department has received the duly signed Control List (cover page) of the data file uploaded via Mixed Mode together with the BIR56A / IR6036B (if applicable) in paper form. If you failed to submit the duly signed Control List (cover page) and BIR56A (if applicable), you would not be considered to have fulfilled the employer's obligations under the Inland Revenue Ordinance (Cap. 112).

Manner of preparation of the Data File : Self-developed Software Pre-approved by IRD

File Name of the Uploaded File : Annual IR56B form data file.xml

Check Sum : 2ADF E482 94A2 B977 0768 13D8 4B67 44D5  
0CAF 7B77 ECD9 17AF F530 CCA2 3CA8 6BDE

Transaction Reference Number : 9999 9999 9999 9999

Date and Time of Filing : 5 Jun 2025 10:45:07

**Note**

1. The System will prompt you to save all documents after you have clicked "Submit" at Step 5. If no message is pop up, please click the "Save All Documents" button to save the Control List and this Acknowledgement Page to your computer or other storage device for future reference and printing.
2. You should click the "Print Cover Page of the Control List for Submission" button to print the Control List (cover page) for signature and submission. You may refer to Control List saved in the ZIP file for the entire summary list of the IR56 Form records uploaded.
3. If the uploaded data file is subsequently found to be incorrect and you have not yet filed the signed paper Control List, you can complete and submit the Form IR1472 to inform the IRD to cancel the data file. However, if you have already signed and submitted the paper Control List to the IRD to complete the whole submission process, you have to file amendment IR56 forms for the relevant employee(s) / recipient(s) to rectify the errors.
4. Please take appropriate measure to protect the saved documents from unauthorized access. For information on data security, please visit the Infosec website at [www.infosec.gov.hk](http://www.infosec.gov.hk).

Thank you for filing the Employer's Return through the Internet.  
Help protect our environment. Please retain the relevant information by saving this page.

Submit Another Print Acknowledgement Print Cover Page of the Control List 2 Save All Documents

## Step 6 : Acknowledgement

After successful uploading the data file, the system will display an “Acknowledgement” page and the cover page of Control List (with a QR Code and Transaction Reference Number) will be generated by the system with a summary of the IR56 forms in the data file.

1 You will also find a pop-up showing a zip file which contains the Control List and Acknowledgement Page automatically downloaded to the default download folder on your computer.

If you are using the Windows, the default download folder is usually located in C: \ Users \ Your User Name \ Downloads. You can copy the zip file to your desired location and delete it from the default download folder if needed.

2 If there is no such pop-up, you can save these records by clicking “Save All Documents”.

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User

ITP User

GovHK 香港政府一站通

MS. Taxpayer A  
Taxpayer A Company Limited

Text Size Logout

## Filing of Employer's Return / Notification

SC-612-0408

Quit

3 Upload Data File / Input Information 4 Getting Ready for Submission 5 Sign and / or Submit 6 Acknowledgement

Employer's File Number: 0M1 - 99999995  
Name of Employer: 纳税人甲有限公司  
Taxpayer A Company Limited

### Important Notes

Please note that your submission has not yet been completed. You must sign and submit the cover page (with QR Code) of the Control List together with the duly signed Employer's Return of BIR56A (for submission of Annual Form IR56B only) / IR6036B (for submission of Annual Form IR56M only) to the IRD for completion of such submission. For details, please refer to the Notes below.

You have successfully uploaded an electronic file containing the data of 2 self(s) of Form IR56B for the year from 01 April 2021 to 31 March 2022 as summarized in the Control List. However, the process for submission of Employer's Return / Notification has NOT yet completed before the Inland Revenue Department has received the duly signed Control List (cover page) of the data file uploaded via Mixed Mode together with the BIR56A / IR6036B (if applicable) in paper form. If you failed to submit the duly signed Control List (cover page) and BIR56A (if applicable), you would not be considered to have fulfilled the employer's obligations under the Inland Revenue Ordinance (Cap. 112).

Means of preparation of the Data File : Self-developed Software Pre-approved by IRD

File Name of the Uploaded File : Annual IR56B form data file.xml

Check Sum : 2ADF E482 94A2 B977 0768 13D8 4B67 44D5  
0CAF 7B77 ECD9 17AF F530 CC42 3CA8 6BDE

Transaction Reference Number : 9999 9999 9999 9999

Date and Time of Filing : 5 Jun 2025 10:45:07

### Note

1. The System will prompt you to save all documents after you have clicked "Submit" at Step 5. If no message is pop up, please click the "Save All Documents" button to save the Control List and this Acknowledgement Page to your computer or other storage device for future reference and printing.
2. You should click the "Print Cover Page of the Control List for Submission" button to print the Control List (cover page) for signature and submission. You may refer to Control List saved in the ZIP file for the entire summary list of the IR56 Form records uploaded.
3. If the uploaded data file is subsequently found to be incorrect and you have not yet filed the signed paper Control List, you can complete and submit the Form IR1472 to inform the IRD to cancel the data file. However, if you have already signed and submitted the paper Control List to the IRD to complete the whole submission process, you have to file amendment IR56 forms for the relevant employee(s) / recipient(s) to rectify the errors.
4. Please take appropriate measure to protect the saved documents from unauthorized access. For information on data security, please visit the Infosec website at [www.infosec.gov.hk](http://www.infosec.gov.hk).

Thank you for filing the Employer's Return through the Internet.

Help protect our environment. Please retain the relevant information by saving this page.

Submit Another

3

Print Cover Page of the Control List for Submission

Save All Documents

## Step 6 : Acknowledgement

The system will also generate a Control List (with a QR Code and Transaction Reference Number) together with a summary of the IR56 forms in the data file. You should print the Control List and submit it to the Department. If it is for annual submission, the Control List should be submitted together with the covering form (BIR56A or IR6036B).

**3** Click "Print Cover Page of the Control List for Submission" to print the Control List for Submission.

The mere uploading of the IR56 Form data file does not complete the submission of the IR56 forms and will not be considered as fulfilling the employer's obligations under the Inland Revenue Ordinance until the paper Control List and BIR56A/IR6036B (applicable for annual filing) is/are duly received by the IRD.





# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User / ITP User

INLAND REVENUE DEPARTMENT  
INLAND REVENUE CENTRE, 5 CONCORDE ROAD,  
KAI TAK, KOWLOON, HONG KONG

Employer's File Number: 6M1-99999995  
Name of Employer: 納稅人甲有限公司  
Taxpayer A Company Limited



To : Commissioner of Inland Revenue  
**Employer's Return of Remuneration and Pensions**  
**For the Year from 1 April 2021 to 31 March 2022**  
**Control List for Form IR56B Uploaded via Employer's Return e-Filing Services (Mixed Mode)**

I hereby confirm that a data file containing the data of 2 set(s) of Form IR56B with total income of HK\$ 600,000 has been uploaded to eTAX via Employer's Return e-Filing Services (Mixed Mode) under Transaction Reference Number 9999 9999 9999 9999 . The transaction summary is listed below:

Transaction Summary of the Uploading of Data File via Employer's Return e-Filing Services	
File Name of the Uploaded File	: Annual IR56B form data file.xml
Preparation Tool Check Sum	: Not Applicable
Check Sum	: 2ADF E482 94A2 B977 0768 13D8 4B97 44D5 0C4F 7B77 ECD9 17AF F530 CC42 3CA8 6BDE
Transaction Reference Number (TRN)	: 9999 9999 9999 9999
Transaction Date and Time	: 05 Jun 2025 10:45:07

Signature : \_\_\_\_\_  
Name : TAXPAYER A  
Designation : DIRECTOR of Taxpayer A Company Limited  
Date : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_



**Important Note:**  
(1) To complete the submission process of the Employer's Return via the Employer's Return e-Filing Services (Mixed Mode), you are required to sign and submit the Form BIR56A/IR6036B together with the cover page (with QR Code) of the Control List to the Department.  
(2) The Form BIR56A/IR6036B and Control List must be signed by the Proprietor for a sole proprietorship business / Precedent Partner for a partnership business / Company Secretary, Manager, Director, Investment Manager, Provisional Liquidator or Liquidator for a corporation / Principal Officer for a body of persons / Agent for a non-resident person.  
(3) Please check the details of the cases listed in the Control List. If the information is in order, please sign on this page of the Control List with QR code. You are not required to send in hard copies of the remaining pages and Forms IR56.  
(4) If the Form BIR56A/IR6036B and Control List are not signed and submitted to the Department, the mere uploading of the data file containing Form IR56 records via the Employer's Return e-Filing Services (Mixed Mode) will not be regarded as having complied with the employer's obligations as stipulated in the Inland Revenue Ordinance.

TRN: 9999 9999 9999 9999

Cover Page

## Sample of Control List

Here is the sample of the cover page of Control List saved in the ZIP file.

The paper cover page of Control List and BIR56A/IR6036B (applicable for annual submission only) must be signed by the same Authorized Signer showed in the IR56 Form records.

# Guide to Filing Employer's Return or Notifications via Mixed Mode

BTP User / ITP User

Employer's File Number : 6M1-99999995  
Name of Employer : 納稅人甲有限公司  
Taxpayer A Company Limited

## Important Notes:

Please note that your submission has not yet been completed. You must sign and submit the cover page (with QR Code) of the Control List together with the duly signed Employer's Return of BIR56A (for submission of Annual Form IR56B only) / IR6036B (for submission of Annual Form IR56M only) to the IRD for completion of such submission. For details, please refer to the Notes below.

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If you failed to submit the duly signed Control List (cover page) and BIR56A/IR6036B (if applicable), you would not be considered to have fulfilled the employer's obligations under the Inland Revenue Ordinance (Cap. 112).

Means of preparation of the Data File: Self-developed Software Pre-approved by IRD

File Name of the Uploaded File: Annual IR56B form data file.xml

Check Sum: 2ADF E482 94A2 B977 0768 13D8 4B97 44D5  
0C4F 7B77 ECD9 17AF F530 CC42 3CA8 6BDE

Transaction Reference Number (TRN): 9999 9999 9999 9999

Date and Time of Filing : 05 Jun 2025 10:45:07

## Notes

The System will prompt you to save all documents after you have clicked "Submit" at Step 5. If no message is pop up, please click the "Save All Documents" button to save the Control List and this Acknowledgement Page to your computer or other storage device for future reference and printing.

You should click the "Print Cover Page of the Control List for Submission" button to print the Control List (cover page) for signature and submission. You may refer to Control List saved in the ZIP file for the entire summary list of the IR56 Form records uploaded.

## Sample of e-Acknowledgment

Here is the sample of the e-Acknowledgment saved in the ZIP file.





## **Inland Revenue Department**

The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

