



Inland Revenue Department

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



Employer's e-Filing: Filing Employer's Return or Notifications via Online Mode

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User

ITP User

Getting Started

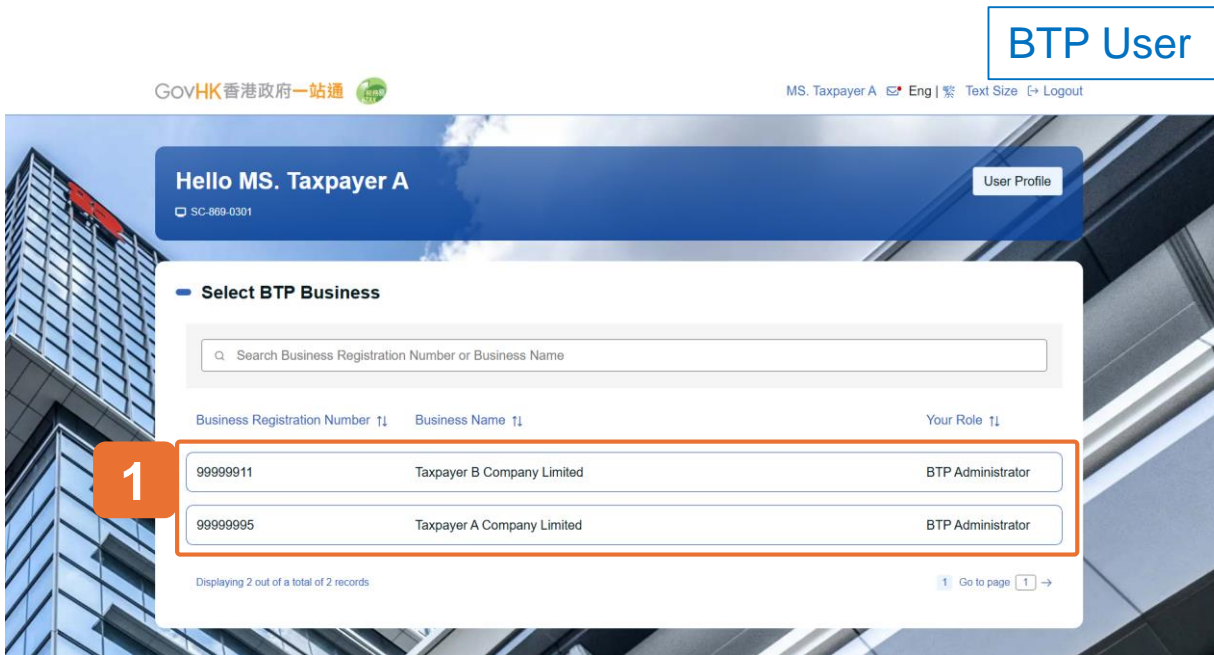
This guide will show Business Tax Portal (BTP) / Individual Tax Portal (ITP) user how to file Form BIR56A with or without Form IR56B via “Online Mode”.

Please note that only the Authorized Signer of the employer may file Employer's Return/Notification on behalf of the employer via “Online Mode”. For more detail about Authorized Signers, please read Note 1(e) of the Notes and Instructions for Form BIR56A.

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

1 To start, login to your BTP User Account/ITP Account.

Guide to Filing Employer's Return or Notifications via Online Mode



Select BTP business

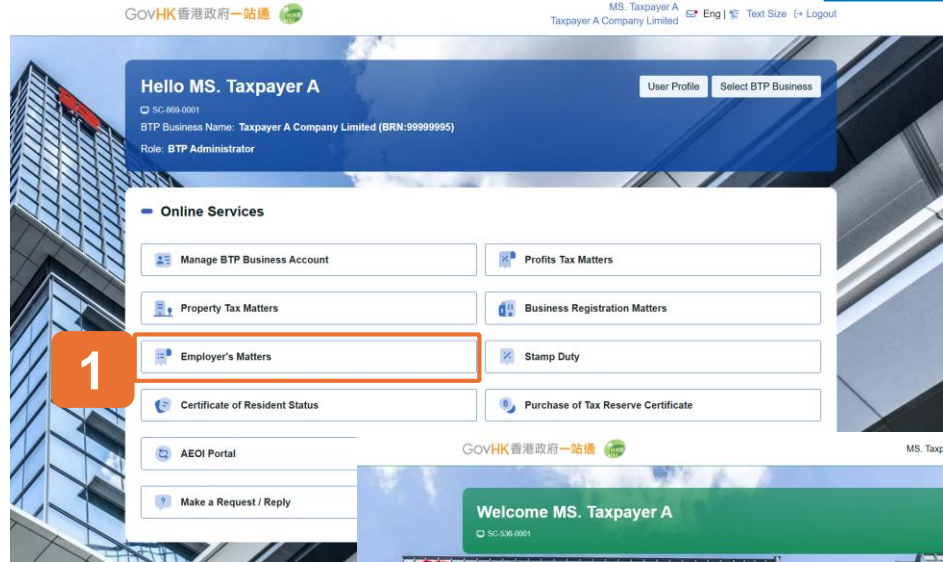
If you log in the BTP User Account, you will find this screen.

1

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 file Employer's Return online before being directed to the online services menu. ITP users will be directed to the online menu and are required to select the business to work for later.

Guide to Filing Employer's Return or Notifications via Online Mode

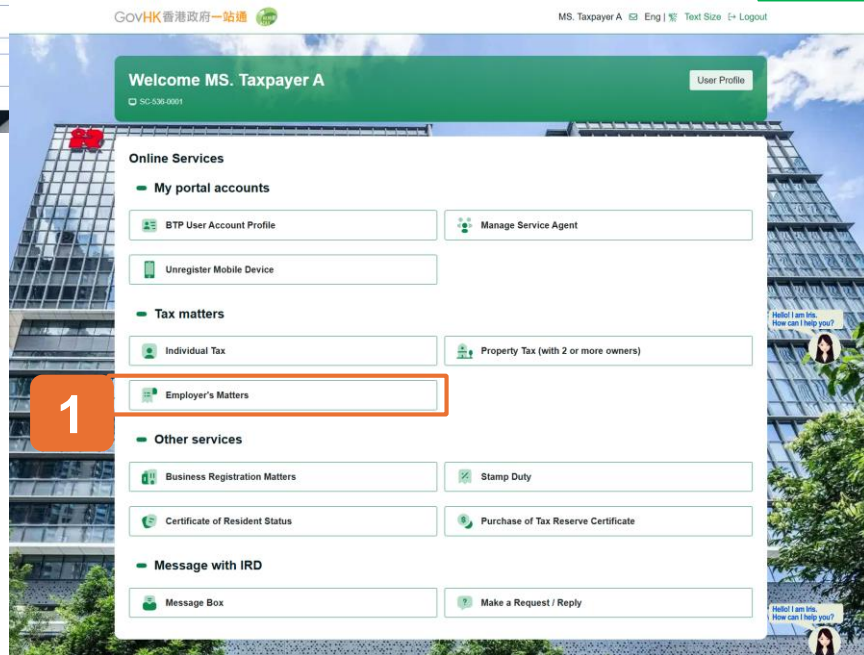
BTP User



Online Services Menu

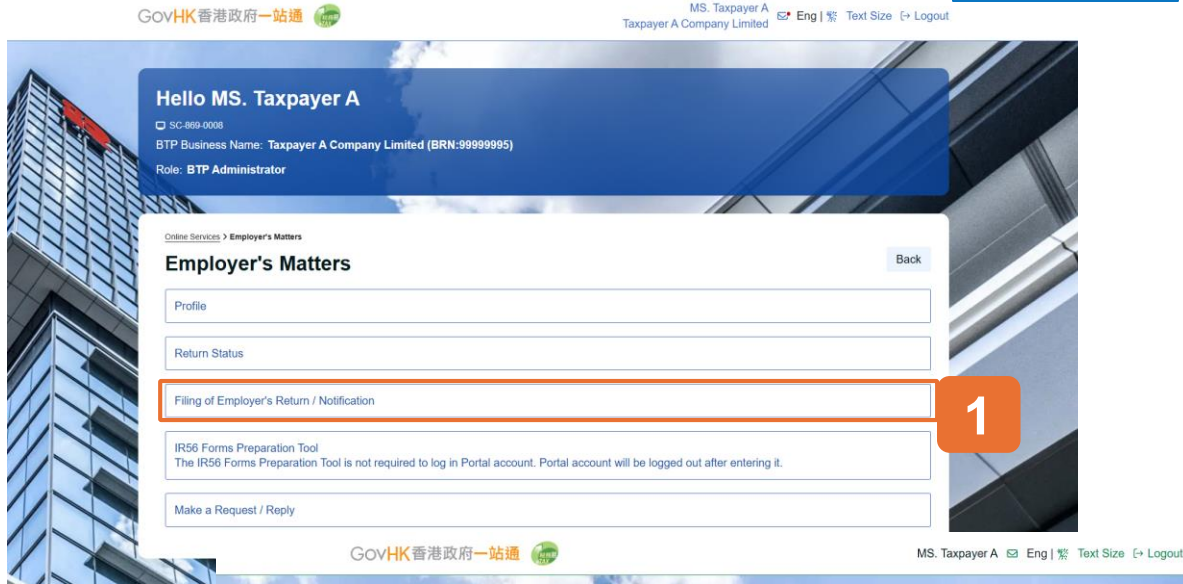
- 1 From the online services menu, select "Employer's Matters".

ITP User



Guide to Filing Employer's Return or Notifications via Online Mode

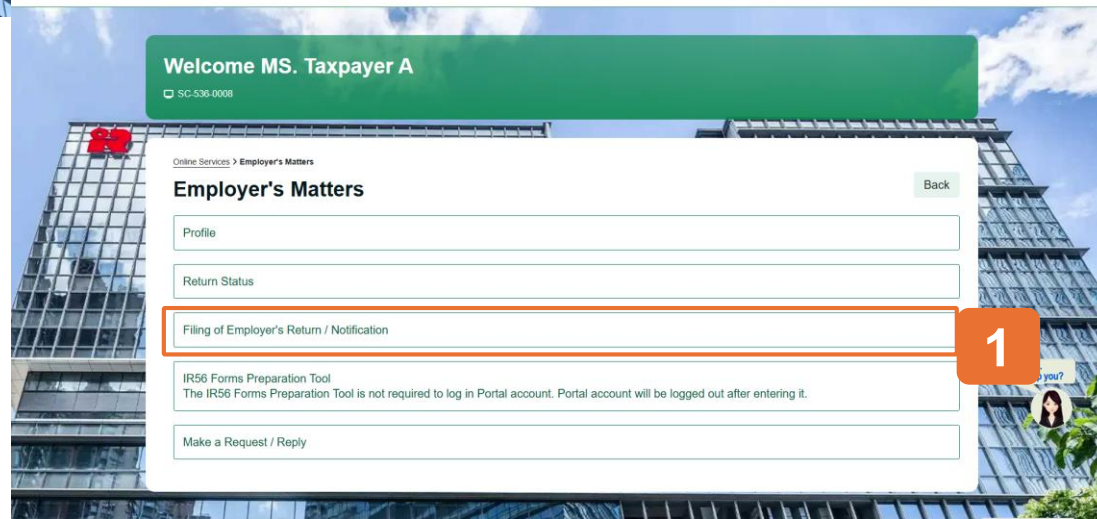
BTP User



Employer's Services Menu

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

ITP User



Guide to Filing Employer's Return or Notifications via Online Mode

The screenshot shows the user interface for filing an Employer's Return or Notification. At the top, there are user selection options: "BTP User" (highlighted with a blue box) and "ITP User" (highlighted with a green box). Below this, the header includes "GovHK 香港政府一站通" and "MS. Taxpayer A Taxpayer A Company Limited" with language and text size options. The main heading is "Filing of Employer's Return / Notification" with a "Quit" button. A yellow attention box contains a warning: "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." Below this, a grey box states: "It takes 3 - 5 minutes to submit the Employer's Return / Notification." A progress bar shows six steps: 1 Read Important Notes, 2 Select Submission Mode, 3 Upload Data File / Input Information, 4 Getting Ready for Submission, 5 Sign and / or Submit, and 6 Acknowledgement. Step 1 is currently active. At the bottom, a "Continue" button is highlighted with a red box and a large orange "1" next to it, indicating the first step.

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 for time.

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

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / **ITP User**

GOVHK 香港政府一站通

MS. Taxpayer A
Taxpayer A Company Limited

Eng | 繁 Text Size Log out

Filing of Employer's Return / Notification

SC-612-0401

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. Data File preparation** (1)
Tools available for preparation of IR56 Form data file
(a) [IR56 Forms Preparation Tool](#)
(b) [Self-Developed Software pre-approved by IRD](#)
- 2. Get ready for submission of Employer's Return / Notification electronically** (2)
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. Select Submission Mode** (3)
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. Personal Information Collection Statement** (4)
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.

Back Continue 1

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,
- (4) the Personal Information Collection Statement.

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

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User

ITP User

Step 2: Select the business to work for

1 BTP user may now start to file Employer's Return/Notifications for the business you have selected before.

If you wish to submit Employer's Return/Notifications for other business, you are required to go back to the screen before online menu to select the business to work for.

2 Under ITP, you may file Employer's Return/Notifications for your owned sole-proprietorship business or any business with known Employer's File Number and Employer Identification Code (ERIC).

3 To file Employer's Return for other business, input the subject business's Employer File Number and Employer's Identification Code (ERIC) here.

1

Please select / enter Employer's Reference

Employer's File Number: 6M1-9999995
納稅人甲有限公司
Taxpayer 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 "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
Please Select

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
Please Select

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

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 BIR56A (or submission of Annual Form IR56B) / IR6036B (for submission of Annual Form IR56M) should be submitted to the Department.

Back Continue

2

3

Please select / enter Employer's Reference

Employer's File Number: 6A2-9999995
納稅人甲有限公司
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: 6A1-12345678

Business Registration Number: 12345678
Input this field if you do not have Employer's File Number

Enter Employer's Identification Code: ER 12345678
Employer's Identification Code (ERIC) is limited 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
Please Select

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
Please Select

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

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 BIR56A (or submission of Annual Form IR56B) / IR6036B (for submission of Annual Form IR56M) should be submitted to the Department.

Back Continue

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User

ITP User

GovHK 香港政府一站通 MS. Taxpayer A
Taxpayer A Company Limited Eng | 粵 Text Size | Logout

Filing of Employer's Return / Notification

SC-612-0402

- 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: 6M1-99999995
納稅人 / 申報公司
Taxpayer 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 "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 Please Select
- 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 Please Select
- 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

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 BIR56A (for submission of Annual Form IR56B) / IR6036B (for submission of Annual Form IR56M) should be submitted to the Department.

Back Continue

GovHK 香港政府一站通 MS. Taxpayer A
Taxpayer A Company Limited Eng | 粵 Text Size | Logout

Filing of Employer's Return / Notification

SC-612-0402

- 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: 6A2-90000005
納稅人 / 申報公司
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: 6A1 12345678

Business Registration Number: 12345678
Input 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 Please Select
- 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 Please Select
- 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

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 BIR56A (for submission of Annual Form IR56B) / IR6036B (for submission of Annual Form IR56M) should be submitted to the Department.

Back Continue

Step 2: Select Submission Mode

4

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

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.

Under Mixed Mode, 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.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User

ITP User

Step 2: Select Submission Mode

5 Under Online mode, you are required to indicate the type of Employer's Return/Notifications you wish to file and whether IR56 Form data file(s) would be attached. If no data file is to be attached, you are required to indicate the year of assessment involved.

If IR56 Form data file is to be attached, select the bullet at the bottom.

6 After selection, click "Continue" to proceed.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / ITP User

Step 3: Upload data File / Input information

If you have IR56 Form data file to submit, you will see this screen.

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

- a) original Form IR56B/M with covering BIR56A or IR6036B,
- b) supplementary/correction Form IR56B/M without covering or
- c) employer's notifications Forms IR56E/F/G.

1 Select the type of IR56 Form stored in the 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.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User

ITP User

GOVHK 香港政府一站通

MS. Taxpayer A
Taxpayer A Company Limited

Filing of Employer's Return / Notification

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

Select the IR56 Form data file to be submitted / uploaded

Employer's File Number: EM1 - 99999995
Name of Employer: 納稅人甲有限公司
Taxpayer A Company Limited

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

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]

Other Notifications (IR56E / IR56F / IR56G)

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]

File location and name: Browse 2

Annual IR56B Form 100-000

Enter the Self-selected Key of that file: 3

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 4

Step 3: Upload data File / Input information

2

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

3

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.

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.

4

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

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / ITP User

With data import

The screenshot shows the 'Filing of Employer's Return / Notification' page. A progress bar at the top indicates the current step is '3 Upload Data File / Input Information'. The main content area contains a box with the following text: 'The employer's particulars inputted in the data file to be uploaded are as follows: Employer's File Number: 0M1 - 17003390, 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 0M1 - 17003390 is: 納稅人甲有限公司 Taxpayer A Company Limited'. Below this, there is a confirmation section: 'I confirm that the Employer's Return/Notification is filed for the following employer/payer: Employer's File Number: 0M1 - 17003390, Name of Employer: 納稅人甲有限公司 Taxpayer A Company Limited'. There are radio buttons for '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)' and 'No'. The page footer includes 'GOVHK 香港政府一站通' and 'MS. Taxpayer A Taxpayer A Company Limited'.

5a

BTP User / ITP User

Without data import

The screenshot shows the 'Filing of Employer's Return / Notification' page. A progress bar at the top indicates the current step is '3 Upload Data File / Input Information'. The main content area contains a confirmation section: 'I confirm that the Employer's Return / Notification is filed for the following employer / payer: Employer's File Number: 0M1 - 99999995, Name of Employer: 納稅人甲有限公司 Taxpayer A Company Limited'. There are radio buttons for 'Yes' and 'No'. The page footer includes 'GOVHK 香港政府一站通' and 'MS. Taxpayer A Taxpayer A Company Limited'.

5b

Step 3: Upload data File / Input information

Next, you will be asked to confirm the name of the business in respect of which you are filing Employer's Return.

If you have IR56 Form data file to submit, you will see the screen [5a]. For no IR56 Form data file to be submitted, you will see the screen [5b].

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.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / ITP User

With data import

The screenshot shows the 'Filing of Employer's Return / Notification' page for a BTP User or ITP User with data import. The page title is 'Filing of Employer's Return / Notification' with a 'Quit' button. A progress bar indicates the current step is '3 Upload Data File / Input Information'. The main content area contains a box with the following text: 'The employer's particulars inputted in the data file to be uploaded are as follows: Employer's File Number: 0M1 - 17003390, 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 0M1 - 17003390 is: 納稅人甲有限公司 Taxpayer A Company Limited'. Below this is a confirmation box: 'I confirm that the Employer's Return/Notification is filed for the following employer/payer: Employer's File Number: 0M1 - 17003390, Name of Employer: 納稅人甲有限公司 Taxpayer A Company Limited'. There are two radio buttons: 'Yes (to change the name of Employer shown in the IR50 Forms to 納稅人甲有限公司 Taxpayer)' and 'No'. A 'Continue' button is highlighted with an orange box containing the number '6'. The footer includes 'GOVHK 香港政府一站通' and user information 'MS. Taxpayer A Taxpayer A Company Limited'.

Step 3: Upload data File / Input information

6 If everything is in order, please select “Yes” and click “Continue” to proceed. If amendment is required, click the “Back” buttons to go back to the previous screens to make the required corrections.

BTP User / ITP User

Without data import

The screenshot shows the 'Filing of Employer's Return / Notification' page for a BTP User or ITP User without data import. The page title is 'Filing of Employer's Return / Notification' with a 'Quit' button. A progress bar indicates the current step is '3 Upload Data File / Input Information'. The main content area contains a confirmation box: 'I confirm that the Employer's Return / Notification is filed for the following employer / payer: Employer's File Number: 0M1 - 99999995, Name of Employer: 納稅人甲有限公司 Taxpayer A Company Limited'. There are two radio buttons: 'Yes' and 'No'. A 'Continue' button is highlighted with an orange box containing the number '6'. The footer includes 'GOVHK 香港政府一站通' and user information 'MS. Taxpayer A Taxpayer A Company Limited'.

If you found that the name of the business recorded in the IRD's database is not correct, you should contact IRD via the “Make a Request / Reply” online service.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / ITP User

With data import

GovHK 香港政府一站通

MS. 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

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 0788 13D8 4B97 44D5 0C4F 7B77 ECD9 17AF F530 CC42 3CA8 6BDE

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.

Print Draft Control List Continue

Step 4: Getting Ready for Submission

If you have IR56 Form data file to submit and 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.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / ITP User

The screenshot shows the 'Filing of Employer's Return / Notification' interface. At the top, it says 'GovHK 香港政府一站通' and 'MS Taxpayer A Taxpayer A Company Limited'. A progress bar indicates the current step is '4 Getting Ready for Submission'. The main form area is titled 'Input Employer's Particulars' and contains 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 is the 'Employer's Contact Details' section, specifically 'POSTAL ADDRESS'. It includes a note: 'If you have not informed the Department of your current postal address previously, please input the new address below. (Note 1)'. There are two options for address input:

- Address in English: Includes fields for Flat / Room, Floor, Block, Name of building, No. & Name of Street, District, and Area (with radio buttons for Hong Kong, Kowloon, New Territories, Others).
- Address either in English or in Chinese: Includes fields for address in Chinese and Area (with radio buttons for Hong Kong, Kowloon, New Territories, Others).

A 'Note' section at the bottom provides instructions on how to update the postal address. At the very bottom, there is an 'Employer's e-mail address' field and 'Back', 'Clear', and 'Continue' buttons. A large orange '4' is overlaid on the 'Continue' button.

Step 4: Getting Ready for Submission

4

The system will then ask you to update the business's postal address of its Employer's File. If no update is required, leave it blank and click "Continue" to proceed to the declaration screen.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User

ITP User

The screenshot shows the 'Filing of Employer's Return / Notification' interface. At the top, it indicates the user is 'MIS Taxpayer A' and 'Taxpayer A Company Limited'. The progress bar shows four steps: 3. Upload Data File / Input Information, 4. Getting Ready for Submission, 5. Sign and / or Submit, and 6. Acknowledgement. Step 4 is currently active.

5 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

6 Select digital signing method

- Individual Tax Portal account
- "IAM Smart"
- Personal Digital Certificate

7 Details of Contact Information

Telephone No.:

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

-
-

8 Back Clear Continue

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.

Step 4: Getting Ready for Submission

- 5** Before signing the Employer's Return/Notification, you are required to declare your designation.
- 6** Select the digital signing method.
- 7** If you wish to receive an acknowledgement email for your submission, please input the email address here.
- 8** Click "Continue" to proceed to the next step.

Guide to Filing Employer's Return or Notifications via Online Mode

BTP User / ITP User

With data import

BTP User / ITP User

Without data import

Step 5: Sign and / or Submit

After making declaration, the system will display the draft covering form for preview. Please check carefully to ensure the contents are correct before clicking “Sign and Submit”.

This screenshot shows the 'Filing of Employer's Return / Notification' page for a BTP User. The progress bar indicates the user is at step 5, 'Sign and / or Submit'. A yellow box highlights the 'Important Notes' section. A red box labeled '1' points to a declaration statement: 'I have checked the 2 46(1)s of Form IR56B with total income of \$600,000 as summarized in the Control List at Step 4.' Below this is a 'DRAFT' form for the year 2021 to 2022. A red box labeled '2' points to the 'Check Sum' field, which contains the value '2AF0 E402 8462 B077 2768 1308 4887 4003 9C4F 7877 EC28 174F F300 C042 30A8 B8DE'. At the bottom, a red box labeled '3' points to the 'Sign and Submit' button.

This screenshot shows the 'Filing of Employer's Return / Notification' page for a BTP User. The progress bar indicates the user is at step 5, 'Sign and / or Submit'. A yellow box highlights the 'Important Notes' section. Below this is a 'DRAFT' form for the year 2024 to 2025. A red box labeled '1' points to the 'No. of Form IR56B Reported' field, which is set to '2'. A red box labeled '2' points to the 'Check Sum' field, which contains the value '2AF0 E402 8462 B077 2768 1308 4887 4003 9C4F 7877 EC28 174F F300 C042 30A8 B8DE'. At the bottom, a red box labeled '3' points to the 'Sign and Submit' button.

- 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 Online Mode

BTP User / **ITP User**

GOVHK 香港政府一站通

MS. Taxpayer A
Taxpayer A Company Limited

ER-XXXX9995-BIR56A-2022.zip
79.3 KB • Completed

Filing of Employer's Return / Notification

SC-612-0408

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

Employer's File Number: 6M1 - 99999995
TAXPAYER A, DIRECTOR of Taxpayer A Company Limited

You have successfully submitted the Form BIR56A with an electronic file containing the data of 2 set(s) of IR56B for the year from 1 April 2021 to 31 March 2022 as summarized in the Control List.

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

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

Transaction Reference Number : 9999 9999 9999 9999

Date and Time of Filing : 6 Jun 2025 11:55:58

Note

- The System will prompt you to save all documents after you have clicked "Sign and Submit" button in previous page. If no message is pop up, please click the "Save All Documents" button to save the Return / Notification (if applicable), the Control List and this Acknowledgement Page to your computer or other storage device for future reference and printing.
- 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.
- Please use the IR56 Forms Preparation Tool or the pre-approved Self-developed Software to export a softcopy or to print a hard copy of the IR56 form(s) to your respective employee / recipient to assist him / her in completing his / her tax return.

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 | **Save All Documents**

Step 6: acknowledgement

1 After successful submission, an "Acknowledgement" page will be displayed. You will also find a pop-up showing a zip file which contains Form BIR56A/IR6036B (if applicable), Control List of the IR56 Form data file (if applicable) 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 Online Mode

BTP User

ITP User



INLAND REVENUE DEPARTMENT
SALARIES TAX
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2021 TO 31 MARCH 2022

File Number : 6M1-9999995
Name of Employer : 納稅人甲有限公司
Taxpayer A Company Limited

e-BIR56A (sample)

Here is the sample of the e-BIR56A saved in the ZIP file.

This return [BIR 56A (ie)] will be accepted in lieu of the paper return (BIR56A).

POSTAL ADDRESS

If you have not informed the Department of the change of postal address, please state below the new address :

TAXPAYER A'S ADDRESS HONG KONG

During the above year, were there any persons you are required to file Forms IR56B in their respect [see Note 1(a) of the Notes and Instructions for Form BIR56A]? Yes No

Form(s) IR56B is/are submitted in the form of:	No. of Form IR56B Reported
(1) paper and the paper Form(s) IR56B is/are attached.	Not Applicable
(2) electronic record(s) via the Departments' Employer's Return e-Filing Services. A Control List is now attached.	2

DECLARATION

I declare that, to the best of my knowledge and belief, (i) I have submitted a Form IR56B for each and every person who was within the scope of Note 1(a) of the Notes and Instructions for Form BIR56A and (ii) the information given on this return, Form(s) IR56B, Control List and all other documents attached is true, correct and complete.

Name: Taxpayer A Telephone no.:

E-mail Address: taxinfo@ird.gov.hk Date: 06 Jun 2025

Designation: DIRECTOR of Taxpayer A Company Limited

BIR56A (ie)

The above Return was submitted via eTAX on 06 Jun 2025 11:55:58 with Transaction Reference Number 9999 9999 9999 9999



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 via Online Mode

BTP User / ITP User

Employer's File Number : 6M1-99999995

Taxpayer A, DIRECTOR of Taxpayer A Company Limited

You have successfully submitted the Form BIR56A with an electronic file containing the data of 2 set(s) of IR56B for the year from 1 April 2021 to 31 March 2022 as summarized in the Control List.

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

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

Transaction Reference Number : 9999 9999 9999 9999

Date and Time of Filing : 06 Jun 2025 11:55:58

Notes

The System will prompt you to save all documents after you have clicked "Sign and Submit" button in previous page. If no message is pop up, please click the "Save All Documents" button to save the Return / Notification (if applicable), the Control List and this Acknowledgement Page to your computer or other storage device for future reference and printing.

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.

Please use the IR56 Forms Preparation Tool or the pre-approved Self-developed Software to export a softcopy or to print a hard copy of the IR56 form(s) to your respective employee / recipient to assist him/her in completing his/her tax return.

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

e-Acknowledgment (sample)

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

