

Since the IR56 Forms Preparation Tool ("Preparation Tool") has allowed the preparation of annual IR56Bs, the IRD IR56B Software cannot be downloaded with effect from 1 April 2019. In addition, the Department ceases to accept the use of IRD IR56B Software starting from 1 April 2023 onwards. Employers are required to change to use the Preparation Tool for preparation and submission of data file of annual IR56Bs as soon as possible. The content of this guide is for reference only.

Installation and Operation Guide for Inland Revenue Department Software for IR56B (Version 4.2) <u>Preparing Annual Employer's Return (IR56B) in Computerized Format</u>

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Installation and Operation Guide for Inland Revenue Department Software for IR56B (Version 4.2) <u>Preparing Annual Employer's Return (IR56B) in Computerized Format</u>

1. Introduction

The Inland Revenue Department ("the Department" or "IRD") encourages employers to prepare the employer's returns and notifications including the annual employer's returns (IR56B) in computerized format. Employers may either develop their own software (prior approval from the Department is required) or use the IRD software for IR56B for preparation of IR56B and filing of annual employer's returns ("IRD IR56B Software"). The IRD IR56B Software is developed by the Department and can be downloaded from the Department's website free of charge. It can assist employers to prepare the IR56B of their employees easier. Employers are not required to seek IRD's approval for filing computerized IR56B records generated by this Software. For those employers who submit their Employer's Returns in computerized format, they are **not required to forward HARD COPIES of IR56B forms to IRD**. The employers should provide a hardcopy of the IR56B forms prepared to their employees to facilitate their reporting of salary incomes in their own tax returns.

Note: This Software is designed to be installed in the hard disk of a designated personal computer. A database will be created on the first execution of the application, and the Software is designed to work in the personal computer where the database resided.

2. <u>Important Notes to Employers Using IRD IR56B Software</u>

2.1 Checking of Data and Printing of Hard Copies

Employers must note that it is their obligation to ensure that all data furnished for the employees in the IR56B records are correct before submitting the same to the IRD. They should keep hard copies of the IR56B submitted for record purpose. Besides, Employers should supply to their employees a hard copy of the IR56Bs submitted for information (Please refer to Appendix A for a specimen of the hard copy of IR56B.).

2.2 <u>Submission channels to IRD</u>

Employers using the IRD IR56B Software should submit the Annual Employer's Returns to the IRD via either one of the following two channels:-

- (i) For employers with not more than 800 IR56B records, by using the file uploading function under the Employer's Return e-filing service of eTAX [www.gov.hk/etax] to submit to the Department the IR56B records; or
- By physical delivery in person / by post to the Department a diskette / CD / DVD / USB storage device (collectively described as "Storage Device") containing the IR56B records file.
- 2.2.1 For submission via the file uploading function under the Employer's Return e-filing service of eTAX [www.gov.hk/etax],
 - Complete the BIR56A online and submit the IR56B records file prepared by the IRD IR56B Software via the Employer's Return e-filing service of eTAX under GovHK [www.gov.hk/etax].
 Filer may use his eTAX Password, MyGovHK Password or recognized personal digital certificate to sign the Return and records.

[Note: The IR56B records file should not contain more than 800 IR56B records.]

2.2.2 For submission by physical delivery, the following items should be submitted altogether to:

Receipt & Despatch Counter 1/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong

- A duly completed and signed BIR56A (the number of IR56B records submitted should be stated on the BIR56A);.
- (ii) A duly completed and signed Control List [if more than one page, MUST complete and sign on every page of the Control list (specimen as per Appendix B)]; and
- (iii) A Storage Device containing the IR56B records of all employees generated via the IRD IR56B Software (submission of the paper copies of the IR56B records are not required).

Each employer should submit only ONE Storage Device (which must be MS-DOS readable). The Storage Device should be identified with an external label stating the employer's name, employer's file number and the year of assessment concerned.

The Storage Device, containing the IR56B records submitted to the Department will be retained by IRD as source documents of Employer's Returns of Remuneration and Pensions filed by employers and will **not** be returned to the employers.

2.3 Income in Non-Hong Kong Currency

The income reported in an IR56B record should be expressed in Hong Kong dollars. Any non-Hong Kong emoluments received by an employee must be converted to Hong Kong dollars and be included in Item 11 under income details of the IR56B record. Average exchange rates of major currencies can be found in the Department's website (https://www.ird.gov.hk/eng/tax/ind_stp.htm).

2.4 Particulars of Place of Residence Provided

Full particulars of the place of residence provided must be furnished in the IR56B record of an employee if a place of residence is provided. Up to two places of residence can be inputted in an IR56B record of an employee. For those employees who were provided with place of residence at more than two locations for the same year, printed copies of Form IR56B must be used for filing. A separate sequence of sheet number starting from "900001" and in ascending order should be used. The employer must declare the respective number of computerized IR56B records and paper IR56B submitted in the Form BIR56A.

2.5 <u>Right to Make Amendments</u>

As the format of IR56B is reviewed every year, the Department reserves the right to make any amendments to the computerized format as and when the circumstances warrant.

2.6 <u>Disclaimer</u>

This Software is supplied on an as-is basis. The Department accepts no liability whatsoever for any loss or damage which may be incurred by its use.

2.7 <u>Seeking Assistance</u>

If there is any problem in the installation or using of the IRD IR56B Software, please refer to this Guide or the "Frequently Asked Questions" on filing of computerized Employer's Return at IRD's Website [www.ird.gov.hk/eng/faq/cer.htm]. If the problems remain unsolved, please contact IRD at 183 5311 during office hours for assistance.

3. Basic Requirements for Operating IRD IR56B Software

3.1 <u>Hardware</u>

- (a) Windows Vista minimum hardware requirements.
- (b) 20MB hard disk spare space.
- (c) CD-ROM / DVD-ROM disk drive and a 3.5" high-density floppy disk drive.
- (d) Printer that can print A4 size paper (laser printer recommended).

3.2 **Operating system**

English or Chinese Version of Microsoft Windows Vista / 7 / 8 / 10 is required and the IRD IR56B Software is designed to run on stand-alone personal computer. Please also note that Microsoft .NET Framework 2.0, is needed to run the IRD IR56B Software. You may download and install '.NET Framework 3.5' from the Microsoft website <msdn.microsoft.com/en-hk/library/hh506443.aspx>, as installing '.NET Framework 3.5' will also install '.Net Framework 2.0'.

3.3 **Printing requirement**

Please note that the IRD IR56B Software has been designed to print the computerized form IR56B for an employee on stationery of A4 size on one page. Whilst the IRD IR56B Software has been tested with a few of the commonly used printers, the testing can by no means be exhaustive. If you have a laser printer and find that it cannot print an IR56B Form within one A4 size page, try enabling the 'Print True Type as Graphics' at Printers Setup to see whether the problem can be solved.

3.4 Input of Chinese Characters

Traditional Chinese characters with Unicode input method should be used. Please refer to Appendix F for setup of the Traditional Chinese Characters Input Method under MS Windows before you enter Chinese data fields.

4. <u>Installation Process</u>

4.1 <u>Note for Users who have installed a previous version of IRD IR56B Software</u>

Before you install the new version of IRD IR56B Software to replace the old version, please make a copy of the database currently in use as a backup. Unless you have changed the installation path when you were installing the previous version of IRD IR56B Software, the database should be in the following location for different versions of the IRD IR56B Software:

Version	Location of the database by default
4.2/4.1/4.0	C:\ProgramData\HKSARG\IR56B\1.0.0.0
	[note: folder C:\ProgramData is hidden in the Windows Explorer, please refer to Appendix
	E to have a proper setup under Window Explorer to view the folder.]
3.5	C:\IR56BE\ir56b.mdb for English version; or
	C:\IR56BC\ir56b.mdb for Chinese version
3.41	C:\IR56B\ir56b.mdb
3.4	C:\Program Files\IR56B\ir56b.mdb

For the first time you run the IRD IR56B Software Version 4.2 after installation, you will be asked whether to import the old database if there is no old database resided in the default location. You should then select the location of the old database you have saved and the import function will take place automatically. [For details, please refer to Appendix D and E]. Please check the imported data before you start using it.

4.2 <u>Installation procedures</u>

- (a) Before you start the installation of IRD IR56B Software, you are suggested to close other applications currently running in Windows.
- (b) You can download the latest Version of IRD IR56B Software from IRD website as follows:
 - (i) English Version: www.ird.gov.hk/eng/ese/erc.htm
 - (ii) Chinese Version: www.ird.gov.hk/chi/ese/erc.htm
- (c) After you have downloaded the installation file, please double click the installation file ("IR56BE.msi" for English Version or "IR56BC.msi" for Chinese Version) to start the installation.

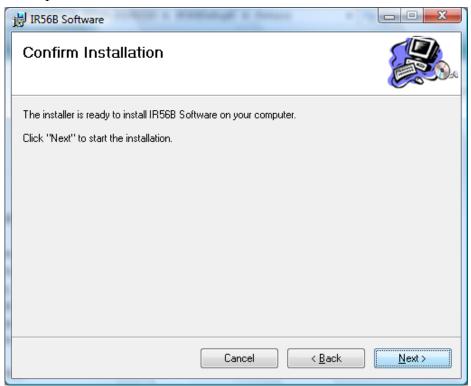
(d) A window with title 'IR56B Software' will be popped up, click the <**Next**> button to proceed.



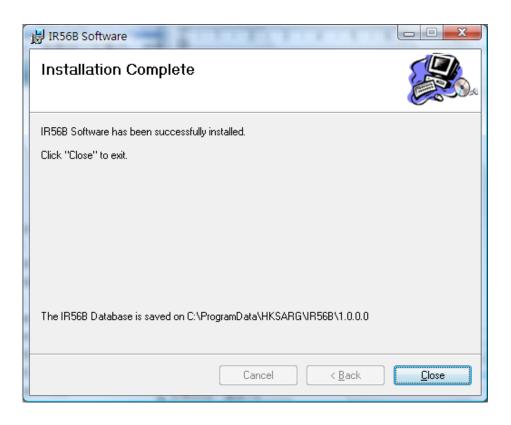
(e) You are then prompted to specify the folder / directory name that you want to store the program objects of IRD IR56B Software. You are recommended to use the default installation folder (i.e. "C:\Program Files\IR56B_ENG\" for English Version, or "C:\Program Files\IR56B_CHI\" for Chinese Version) and to choose "Everyone" option box for installing IRD IR56B Software for anyone who use this computer. To proceed, simply click <Next> button.

🔡 IR56B Software
Select Installation Folder
The installer will install IR56B Software to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
<u>F</u> older:
C:\Program Files\IR56B_ENG\ B_owse
Disk Cost
Install IR56B Software for yourself, or for anyone who uses this computer:
<u>E</u> veryone
⊘ Just <u>m</u> e
Cancel < <u>B</u> ack Next >

(f) The "Confirm Installation" screen will then be shown. To proceed, click <Next> button. Sometimes, you may be asked for permission to install IRD IR56B Software or the administrator password. To proceed installation, please click or enter the administrator password to allow the installation.



(g) After installation completed, please click "Close" on the confirmation of installation screen. Note that the database path is shown at the bottom. The database is saved at "C:\ProgramData\HKSARG\IR56B\1.0.0.0".



5. <u>How to Start and the Initial Password</u>



To start the program, double click the the IR56B Software icon Software on the Desktop.

5.1 <u>The default password</u>

You have to enter password each time in order to invoke the program. When the program is first distributed, the password is initialized as small letter "ird". Click the **<OK>** button after you have typed the password "ird".

R Login Window			×
Please enter password			
<u>O</u> K	Change <u>P</u> assword	Quit	

5.2 <u>Change of password (You may skip this section if you do not wish to change the default password)</u>

You are allowed to change the password of the program by clicking **<Change Password>** button. The new password may consist of 3 to 8 alphanumeric characters (case-sensitive). Please type the old password "ird" and then the new one. You are required to re-type the same new password again for confirmation. Click the **<Yes>** button for confirmation of change of password.

R Change of Password	
Old Password	***
New Password	******
Retype New Password	******
Confirm ?	<u>Y</u> es <u>N</u> o

[Reminder: <u>You have to remember your new password, otherwise you cannot</u> invoke the program again. IRD cannot provide assistance to decode your new password in order to re-activate the program. To use the program, you have to do a fresh installation and input all the data again.]

6. <u>Function Keys</u>

- (a) This program consists of five input screens. The first screen is for input of the common data for IR56B records, such as the name of your company and the employer's file number. The next 4 screens are for input of data for each IR56B record. On individual screen, inoperative buttons will be dimmed.
- (b) On the 4 input screens of IR56B, you will see the following buttons: -

<u>C</u> reate New Record	Prepare a new record of IR56B
<u>N</u> ame Search	Search record of IR56B with reference to the name of employee
<u>S</u> ave	Save a record of IR56B after all the necessary data have been typed in or after amendments have been made to a record
Delete	Delete the record of IR56B being displayed
Print	Print a hard copy of the record of IR56B being displayed
<u>E</u> xport Data	Sort and save all original IR56B records to a new file which is to be submitted to the Inland Revenue Department
Print <u>A</u> ll	Sort and print copies of all original records of IR56B
Quit	Quit the program
<u>C</u> ancel	Cancel the current operation
14	Go to the first record in the IR56B file
4	Go to the previous IR56B record
•	Go to the next IR56B record
ы	Go to the last record in the IR56B file

To operate the above functions, simply use the mouse to point at the respective button and click it. Alternatively, you may hold the \langle **Alt** \rangle key and press the corresponding alphabet key (i.e. the letter which is underlined on the button) on the keyboard to perform the function; for example, you may quit the program by pressing \langle **Alt** \rangle + \langle **Q** \rangle or you may save an IR56B record by pressing \langle **Alt** \rangle + \langle **S** \rangle .

(c) To move from one item to another item on the same screen, you may press the <Tab> key on the keyboard or use the mouse to point and click on another item. For screens Page 1 to Page 4, you may click <Page 1>, <Page 2>, <Page 3> or <Page 4> button to go to respective screen or press the <Page Down> key on the keyboard to go to next page.

7. <u>Preparing IR56B Record</u>

7.1 Entering Common Data for IR56B Record

After input of your password and click the $\langle OK \rangle$ button, the Common Data Screen will appear. All items on this screen must be filled in. After entering the data for one item, you can press the $\langle Tab \rangle$ key on the keyboard to go to the next item. After completion of all the items, click the $\langle Continue \rangle$ button to proceed on preparing the first IR56B. If no IR56B record has been created before, a dialogue box will appear stating that no IR56B record exists in the file, please click $\langle OK \rangle$ to proceed on preparing the first IR56B.

Common data for IR56B records	
Select the Font Size for Screens Display	
Small Font (Screen resolution 800 x 600 or above is required)	
C Large Font (Screen resolution 1024 x 768 or above is required)	
Please enter the following information and click the 'Continue' button to proceed to next screen.	
Employer's Return for the year ended 31 March 2018	
Employer's File Number 6 A 1 - 01234567	
(as shown at the top left hand corner of the address box on Form BIR56A)	
Name of Employer	
ABC ZZ COMPANY LTD	
Date of Submission of IR56B 02052018 (Day Month Year e.g. 01052013)	
Designation (State: Proprietor / Precedent Partner /	
Company Scretary / Manager / Director / Liquidator / MANAGER Principal Officer / Acent for a non-resident person)	
Principal Officer / Agent for a non-resident person)	
The inputted data in this screen will be applied as common data to all the inputted IR56B records. Any amendm this screen will automatically update to the common data of the inputted IR56B records. Note : Database will be stored at C:ProgramData'HKSARGIR56B'L0.0.0/ir56b.mdb	ent of the data in
Continue	Quit

Notes

Select the Font Size for Screens Display

The program has provided two screen font sizes for selection. If you are using a display resolution of 1024×768 or above, please select the 'Large Font' option for optimized viewing.

7.2 Entering Data for an IR56B Record

Screens Page 1 to Page 4 are for inputting data for each employee. Please input the relevant data as required. You may use the **<Tab>** key on the keyboard to move from one item to another item of the same page. After completing all the items on one page, you may go on to next page by either a click on the relevant page tab or pressing the **<Page Down>** key on the keyboard.

IR56B Screen Page 1

R568 4.2									
Page 1 Page 2 Page 3 Page 4									
Record Type © Original C Additional C Replacement C Supplementary Sheet Number 1									
Surname AUYEUNG									
Given Name	TAL	MAN							
Full Name in C	hinese 歐陽	大文							
H.K. Identity C Passport No. & (if Employee ha		A114455 y Card)	(7)						
Sex (M or F)	M	Marital Status (I	l=Single/Widowe	d/Divorced/Livin	g Apart, 2=Marrie	ed) 2			
If married, full	name of spouse	WONG MEI	MEI						
Spouse's H.K. I	dentity Card Nur	nber A456	789	(1)					
Passport Numb	er & Place of Iss	ie in internet							
Residential Address (Area (not required)	Address (Area Code K=KLN, N=NT,								
Postal Address									
Capacity in whi	Capacity in which employed CLERK								
If part time, the name of his/her principal employer									
🕅 🖣 AUYEUNG, TAI MAN									
<u>C</u> reate New Record	<u>N</u> ame Search	<u>S</u> ave	<u>D</u> elete	<u>P</u> rint	<u>E</u> xport Data	Print <u>A</u> ll	Quit		

IR56B Screen Page 2

R56B 4.2		
Page 1 Page 2 Page 3 Page 4		
Period of employment for the year from 01 April 2017 to 31 March 2018 Particulars of Income accruing for the year from 01 April 2017 to 31 March 2018 <u>Particulars</u> a. Salary/Wages	Period (DDMMYYYY-DDMMYYYY 01042017-31032018	(Day/Month/Year) Amount (HK\$)
b. Leave Pay		
c. Director's ree	01042017-31032018	50,000
f. Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities		
i. Education Benefits		
j. Gain realized under Share Option Scheme		
k. Any other Rewards, Allowances or Perquisites		
Nature Nature		
Nature		
l. Pensions	 Total	150,000
🕼 🔹 AUYEUNG, TAI MAN		
Create New Record Name Search Save Delete Print	Export Data Print	<u>A</u> ll Quit

IR56B Screen Page 3

R IR56B 4.2							
Page 1 Page 2 Page 3 Page 4							
Particulars of Place of Residence provide (0=No Place of Residence provided, 1=Place of Residence provided by Employer)							
Address 1							
Nature	Period provided						
Rent paid to Landlord by Employer	HKS						
Rent paid to Landlord by Employee	HK\$						
Rent refunded to Employee by Employer	HK\$						
Rent paid to Employer by Employee	HK\$						
Address 2							
Nature	Period provided						
Rent paid to Landlord by Employer	HKS						
Rent paid to Landlord by Employee	HKS						
Rent refunded to Employee by Employer HK\$							
Rent paid to Employer by Employee	нкз						
🛛 🗐 🔹 🖉 AUYEUNG, TAI MAN	► H						
Create New Record Name Search Save	Delete Print Export Data Print All Quit						

IR56B Screen Page 4

R56B 4.2		1.0	face of Bestillease	products for	and the second second		X	
Page 1 Page 2 Page 2 Page 2	Page 1 Page 2 Page 3 Page 4							
Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0=No, 1=Yes) 0 If yes, please state: Amount (if known) (This amount must also be included in Page 2)								
Name of the non-	Hong Kong co	mpany						
Address								
	Employees sh	ared the place of	residence provide Kong office and v		for less than a to	tal of 60 days dur	ing the year of	
Remarks								
(Please check the correctness of the information entered, then click the 'Save' button to save the record in your computer and 'Export Data' button to save data file(s) for submission to IRD.) [Soft Reminder : You should take appropriate measures to protect the files saved in your computer or a removable storage device from any unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.]								
AUYEUNG, TAI MAN								
<u>C</u> reate New Record	ame Search	Save	<u>D</u> elete	<u>P</u> rint	<u>E</u> xport Data	Print <u>A</u> ll	Quit	

<u>Notes</u>

- (a) <u>Types of IR56B Record</u>
 - (i) "Original" normal IR56B records prepared for employees for annual submission;
 - (ii) "Additional" an IR56B prepared for an employee for reporting additional income on top of the original IR56B previously submitted;
 - (iii) "**Replacement**" an IR56B prepared for an employee for making amendments to replace an original IR56B previously submitted.
 - (iv) "Supplementary" further IR56B records prepared for employees whom original IR56Bs were omitted for filing to IRD in the annual submission.

Please note **only "original IR56B"** records are allowed to be submitted in computerized format in soft copy to IRD. "Additional", "Replacement", or "Supplementary" IR56B records must be submitted in hard copy and the printed copies must be duly signed by an authorized officer. Please refer to Section 11 below for details.

Alternatively, you may make use of the Employer's Return e-filing service of

eTAX to submit the appropriate "Additional", "Replacement" or "Supplementary" IR56B forms and print the hardcopy if you want to.

(b) Surname

Surname consisting of two Chinese characters, e.g. Au Yeung, Sze To, etc., should be typed in either one of the following formats: -

- (i) AUYEUNG, SZETO (i.e. no space between the two words); or
- (ii) AU-YEUNG, SZE-TO (i.e. a hyphen be typed between the two words).

Surname and given name should be the same as that on H.K. Identity Card.

(c) <u>Full name in Chinese</u>

Employee's Chinese name can be inputted in Chinese. For procedures to set up Chinese Characters input method for MS Windows, please refer to Appendix G.

(d) <u>H.K. Identity Card Number</u>

The H.K. Identity Card Number must be inputted in exactly the same format as that shown on the employee's Hong Kong Identity Card. There should be no space or hyphen between the alpha and numeric characters. It should only be left blank if the employee does not possess a Hong Kong Identity Card.

(e) <u>Marital Status</u>

Please input either "1" or "2" according to the employee's marital status. If you do not know the employee's marital status, you may leave it blank.

(f) <u>Residential Address and Area Code</u>

The residential address of an employee must be provided. For local address, the area of the address, such as Hong Kong, Kowloon, or New Territories should not be inputted in the address data field. Please input the area as code (i.e. H, K or N) in the Area Code field instead.

For non-Hong Kong address, full description of the non-Hong Kong address

including the postal code (e.g. N1H 6C4) and the place of issue should be included in the address data field. The code "F" must also be inputted in the Area Code field.

7.3 Validation of data inputted

This IRD IR56B Software performs validation checking for some inputted data. When an error is detected, a message will be displayed for making the necessary rectification.

7.4 Updating an IR56B Record

After inputting all relevant items on Page 1 to Page 4 of an IR56B record, check the correctness of data and click the **Save>** button to save the IR56B record. Click the **Create New Record>** button to input another IR56B record if appropriate.

7.5 Amendment of data of an IR56B Record

If an error is found in the data inputted, you may correct the error simply by going to the relevant item or by using the **<Name Search>** button to select the name of the employee for locating the record. Remember to click the **<Save>** button after the corrections are made to ensure the amended IR56B record is duly saved to the database.

8. <u>Printing IR56B Record</u>

8.1 Print a Specific Original IR56B Record

Use the **<Name Search>** button to search the specific IR56B record if appropriate. Click the **<Print>** button to print the current displaying record. Please note that the sheet number may be changed if creation/deletion of IR56B records has been made without printing a full and updated IR56B records using the **<Print All>** function. Please refer to the **<Print All>** function at paragraph 8.2 for reordering of the sheet numbers.

Alternatively, you may also reorder the sheet numbers by clicking <Export Data> button. Please refer to paragraph 9.2 for details.

8.2 Print All Original IR56B Records

Click the **<Print All>** button, the IRD IR56B Software will perform the following:

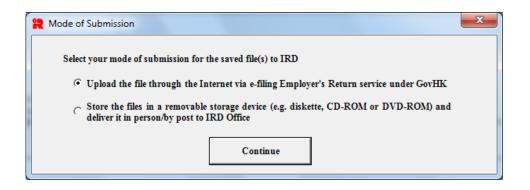
- (a) sort all the original IR56B records in alphabetical order by the surname and then by the given name of the employees; and
- (b) allot unique sheet numbers in ascending order starting from "1"; and
- (c) a print preview screen will be displayed, you may click the icon to print all the original IR56B records or a selected range of IR56B records by entering the desired printing page range in the dialogue box. Then click the <**OK**> button to proceed the printing.
- 8.3 Print Additional / Replacement / Supplementary IR56B Records
 Locate the required IR56B record using the <Name Search> button. Click the
 <Print> button to print the current displaying record.
- 8.4 Employers should provide each and every of his employee(s) a hard copy of the IR56B form for reference.

9. Exporting IR56B Records in Soft Copies for Submission to IRD

- 9.1 Employers may select to submit the Annual Employer's Return by either uploading a data file via Employer's Return e-filing service of eTAX under GovHK [<u>www.gov.hk/etax</u>] or delivery by physical submission of a Storage Device containing computerized IR56B records.
- 9.2 To produce the required IR56B record file(s), click **<Export Data>** button and then click the **<Yes>** button to proceed. The IR56B records will then be sorted automatically in alphabetical order by surnames and then given names of the employees. A unique sheet number in ascending order starting from '1' will be allotted.

R56B 4.2							X
Page 1 Page 2	Page 3 Page 4	1					
Record Type	• Original	C Additional	C Replacemen	t C Supplemen	tary	Sheet Number	1
Surname	AUY	EUNG					
Given Name	TAL	MAN					
Full Name in C	hinese 歐陽	大文					
H.K. Identity C Passport No. & (if Employee h		A114455 y Card)	(7)				
Sex (M or F)	M	Marital Status (1	=Single/Widowe	d/Divorced/Livin	g Apart, 2=Marri	ed) 2	
If married, ful	l name of spouse	WONG MEI M	ÆI				
Spouse's H.K. I	dentity Card Nur	aber A4567	789	(1)			
Passport Numb	oer & Place of Issu	ie i					
Residential Address (Area not required)	Code	308, 33/F, BLOCK DUCESTER ROAL		DING,		Area Co K=KLN F=Other	
Postal Address							
Capacity in wh	ich employed	CLERK					
If part time, th	e name of his/her	, principal employ	er				
	JNG, TAI MAN						
<u>C</u> reate New Record	<u>N</u> ame Search	<u>S</u> ave	<u>D</u> elete	Print	Export Data	Print <u>A</u> ll	Quit
CONFIRMATI	ON					X	Г
🥑 t	o new file(s) f	will sort the If for submissio (ES' to procee	n to IRD Offi	automaticall ce.	y, save the re	cords	
				Yes		No	

9.3 Select the option as per your preferred mode of submission and click **<Continue>** button to proceed.



9.3.1 For the option to 'upload the file through the Internet via e-filing Employer's Return service under GovHK', the dialogue box below will be prompted. You should have no more than 800 IR56B records if you choose to upload the data file through the Internet. You can click the <Change Folder> button to select your preferred folder. One data file with extension .XML will then be created.

👷 Save for Submission	x
The data file will be saved to your computer in the path shown below (please do not change the file name). The file will be used for submission to IRD using the Upload function of e-filing Employer's Return service.	
File Name: C:\01234567.XML [The file you intend to save is for submission through Internet only to IRD. It cannot be used for submission by delivery in person/by post to IRD. If you want to submit by delivery in person/by post, you should click "Export Data" button on Page 1, choose submission by delivery in person/by post on the screen for "Mode of Selection" and save the files for submission accordingly.]	
Change <u>F</u> older <u>OK</u> <u>C</u> ancel	

9.3.2 For the option to store the files in a Storage Device and deliver it in person / by post to IRD Office, the dialogue box below will be prompted.

R Save for Submission	x
The data file will be saved to your computer in the path shown below (please do not change the file name). Then copy all the files to a diskette/CD-ROM/DVD-ROM for submission to IRD.	
File Name: C:\01234567.MDB [The files you intend to save are only for submission by delivery in person/by post to IRD. They cannot be used for submission through Internet. If you want to submit through Internet, you should click "Export Data" button on Page 1, choose Internet submission on the screen for "Mode of Selection" and save the file for submission accordingly.]	
Change <u>F</u> older <u>O</u> K <u>C</u> ancel	

For submitting IR56B Record using floppy diskette, insert a new and duly formatted 3.5" 1.44MB floppy diskette into the floppy disk drive. Amend the drive from "C:" to the floppy drive, e.g."A:" ("A:" stands for floppy drive A) and use filename assigned by the program to save the IR56B records. Please do not change the file name. The below 4 data files will be created onto the floppy diskette.

- (i) "~~LOG~~.MDB"
- (ii) "~~LOG~~.LDB"
- (iii) "01234567.MDB"
- (iv) "01234567.LDB"

[where "01234567" is the last eight digits of your employer's file number shown at the top left-hand corner of the address box on Employer's Return (BIR56A)]

Save for Submission	×
Please save the following 4 data files to the disk for submission in to IRD. 01234567.MDB 01234567.LDB ~~LOG~~.MDB ~~LOG~~.LDB	n person/by post
	ОК

For submitting IR56B Record using Storage Device other than floppy diskette, IRD also accepts CD-ROM using ISO 9660 format, DVD-ROM using ISO 13346 format, or USB Mass Storage Device in FAT format for submission of the IR56B records. You can amend the drive letter shown in the message box from "C:\" to "D:\" or other drive, as appropriate. However, please DO NOT change the file name. You can save the 4 data files as stated in the above paragraph to a CD-ROM or / DVD-ROM / USB storage device by selecting them all from your hard disk. Please delete all the above 4 files from your hard disk after completing the process for security reasons because the files are not password protected.

9.4 View and Print the Control List

After the IR56B record file(s) are created, a Control List will be popped up automatically for your checking. If you select the option to 'store the files in a removable storage device and deliver it in person / by post to IRD Office', you should print the Control List and duly **sign on each and every page of the Control List.** [If you select the option to 'upload the file through the Internet via e-filing of Employer's Return service under GovHK', you do not need to print and sign the Control List. Instead, after your successful upload of the data file via e-filing of Employer's Return service, a fresh Control List will be generated by the e-filing of Employer's Return service for your checking and signing together with the BIR56A to be completed online.]

Function Buttons available in the screen of Control List:

1. Close				
2. Page Set	up			
3. Pr <u>int</u>				Ļ
Print Preview	* *			- E X
	🕨 🎒 🔲 🛍 🕴 Page Width 🔹			
25		File No. 6A1	- 01234567	Â
	ABC ZZ COMPAN	VITD		
List of Employees	with IR56Bs Prepared via IRD Softwa		o 31 March	
List of Employees	2018	te for the real from TAphi 2017 t	O JT March	
			Total Income	
			per item 11 of	
Sheet No Name of Employe 1 AUYEUNG TAIN		HKID No.	IR56B (HKS) 150,000	
2 PANG HOIKEI	VIAIN	A114455(7) QZ123123(9)	200,000	
3 WONG LAI LAI		XA987654(3)	150,000	
WONG LAILAI		11101004(0)		=
		Grand Total of Income Per List	500,000	1
	T	otal Number of Employees Per List	3	
FOR OFFICIAL USE O	NLY			
Check Sum	: C761156D 4D4719EE206C110868E	DC 5525		
Program Version	: 4.2e			
Data Base Version	: 4.0			
File Name	: 01234567.MDB			
File Size	: 602,112Bytes			
Update Date	: 16/03/2018			
Total Pages	:1			
				4
[[100 A

9.5 Submission of Employer's Return

Employers using the IRD IR56B Software should submit the Annual Employer's Returns to the IRD via either one of the following two channels:-

- (i) Uploading function under the Employer's Return e-filing service of eTAX [<u>www.gov.hk/etax</u>]; or
- (ii) By **physical delivery** in person / by post.

For details, please refer to Appendix C.

10. Searching for an IR56B Record

- (a) Click the <Name Search> button to find a specific IR56B record in the IR56B file.
- (b) Choose from the index the first alphabet of the surname of the employee to be searched.
- (c) Click the name of the required record.
- (d) If more than one record has the same name, click the **b** button to go to the next IR56B record.

11. Additional / Replacement / Supplementary IR56B Records

11.1 Only soft copies of ORIGINAL IR56B records in computerized format (in Storage Device) are accepted for submission with the Annual Employer's Return (BIR56A) together with the Control List. Though you can use the IRD IR56B Software to prepare an ADDITIONAL, REPLACEMENT or SUPPLEMENTARY IR56B forms, all subsequent filing of these forms must be submitted by HARD COPIES, duly signed by an authorized officer, to the Department no matter the mode of the submission of original IR56B. In all cases, Employer should provide a hard copy of IR56B to his employees for reference. Alternatively, you may want to submit ADDITIONAL, REPLACEMENT or SUPPLEMENTARY IR56B forms by using the Employer's Return e-filing service of eTAX under GovHK [www.gov.hk/etax].

11.2 Submission of Additional IR56B by way of Hard Copy

Procedures to prepare an **Additional IR56B form** for reporting the additional income paid or accrued to an employee:-

- (a) Follow the steps in paragraph 10 of this Guide to locate the required employee's record if an original IR56B has been previously prepared for the employee using IRD IR56B Software. Otherwise, click the <Create New Record> button;
- (b) Select <Additional> in the Record Type in Page 1 to create an additional IR56B form for the employee. Key in a sheet number which must be the SAME one assigned to the original Form IR56B of the employee concerned;
- (c) Complete all the required data for this additional IR56B and then click the <Save> button to save the record to the IR56B file; and
- (d) Click the **<Print>** button to print a copy of the additional IR56B for submission to IRD.

11.3 <u>Submission of Replacement IR56B by way of Hard Copy</u>

Procedures to prepare a revised IR56B form to **replace** the IR56B form previously submitted for an employee:-

- (a) Follow the steps in paragraph 10 of this Guide to locate the required employee's record if an original IR56B has been previously prepared for the employee using IRD IR56B Software. Otherwise, click the <Create New Record> button;
- (b) Select <**Replacement>** in the Record Type in Page 1 to create a replacement for the submitted IR56B record. Key in a **sheet number** which must be the **SAME** one assigned to the original Form IR56B of the employee concerned;
- (c) Complete all the required data for this replacement IR56B and then click the <Save> button to save the record to the IR56B file; and
- (d) Click the *<***Print>** button to print a copy of the replacement IR56B for submission to IRD.

11.4 <u>Submission of Supplementary IR56B by way of Hard Copy</u>

To prepare **further original IR56B forms** for employees for whom **original** IR56Bs **have not been prepared** and included in the Annual Employer's Return (BIR56A) previously submitted to IRD.

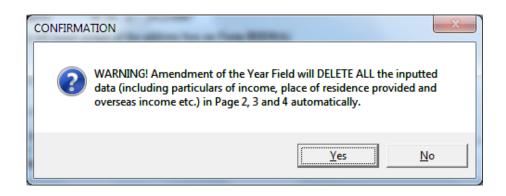
Procedures to prepare a supplementary IR56B:-

- (a) Click the <Create New Record> button and then select <Supplementary> in the Record Type in Page 1. Type in a sheet number which must be one immediately following that of the last IR56B record in previous submission to IRD;
- (b) Complete all the required data for the supplementary IR56B and then click the <Save> button to save the record to the IR56B file; and
- (c) Click the **<Print>** button to print a hard copy of the supplementary IR56B for submission to IRD.

12. <u>Preparing IR56B in Subsequent Years</u>

When preparing IR56B for employees in subsequent years, you may follow the recommended approach below to save your inputting effort for some data in respect of the employees with previously submitted IR56B using the IRD IR56B Software. You are not required to input the employee's personal particulars if there is no change of such information.

- (a) Start the application;
- (b) Amend the relevant data (e.g. the relevant year ended 31 March for the Employer's Return, date of submission and designation of the authorized signer, etc.) in the Common Data Screen;
- (c) A confirmation box (refer the diagram below) will be displayed if the year of the Employer's Return in Common Data Screen is amended (for example from 2017 to 2018).



- (d) If confirmation is received, all the data previously inputted in Screen Page 2 (Income Details), Screen Page 3 (Provision of Place of Residence) and Screen Page 4 (Payment by Non-Hong Kong Company and Remarks) of the IR56B will be purged. Please ensure that all the data are redundant and they can be deleted permanently. If you wish to retain a copy of the database, you may exit the application and make a backup copy of the database to another folder.
- (e) Proceed to prepare the IR56Bs for the new year of assessment as follows:-
 - (i) delete all the records of employee who had ceased to be employed at the year-end date **and** a notification of cessation of employment had already been filed to the Department by means of an IR56F or IR56G;

- (ii) for more than one IR56B records prepared and existed for the same employee for the previous year of assessment, please retain the original IR56B record and delete the other record type such as Additional, Replacement or Supplementary. If only previous record of Additional, Replacement or Supplementary existed for an employee, please change the record type to Original facilitating the preparation of current year's submission;
- (iii) enter the new data / information to the existing records of the employees under the employment of the company during the year of assessment concerned;
- (iv) create new record for employees who commenced the employment with the company during the year of assessment; and
- (v) all the Original IR56B records with the designated information will be printed on the Control List (refer to Appendix B) and will be exported for submission to IRD. The <Export Data> button will not be functioned if there is still IR56B record not yet updated or deleted. If the total number of IR56B records not tallied with the number of your input (likely some IR56Bs with record type as Replacement/Additional/Supplementary not printed on Control List) or the Export Data function is not operative, please check to verify whether Additional / Replacement / Supplementary IR56B from the previous year remains status quo. If so, please update or delete them as appropriate.

EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS FOR THE YEAR FROM 1 APRIL 2017 TO 31 MARCH 2018 Please provide a copy of the completed Form IR56B to your employee and retain a copy for reference. Sheet No.: 1 **** 6A1 - 01234567 1. Employer's file no.: Name of employer: ABC ZZ COMPANY LTD 2. Surname of employee or pensioner: AUYEUNG **** Given Name: TAI MAN Full name in Chinese: 歐陽大文 3. (a) H.K. Identity Card number: A114455(7) **** (b) Passport Number and place of issue: 4. Sex (M=Male, F=Female): **** Μ **** 5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married): 2 6. (a) If married, full name of spouse: WONG MEI MEI (b) Spouse's H.K. Identity Card number: A456789(1) Spouse's passport number and place of issue: FLAT 3308, 33/F, BLOCK A, HAPPY BUILDING, 7. Residential Address: 500 GLOUCESTER ROAD, WANCHAI, HONG KONG 8. Postal Address: 9. (a) Capacity in which employed: CLERK (b) If part time, the name of his/her principal employer: 01/04/2017 to 31/03/2018 **** 10. Period of employment for the year from 1 April 2017 to 31 March 2018: 11. Particulars of income accruing for the year from 1 April 2017 to 31 March 2018 Period Amount (HK\$) (a) Salary/Wages 01042017 - 31032018 100.000 (b) Leave Pay (c) Director's Fee (d) Commission/Fees 01042017 - 31032018 50.000 (e) Bonus (f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (g) Certain Payments from Retirement Schemes (h) Salaries Tax paid by Employer (i) Education Benefits (j) Gain realized under Share Option Scheme (k) Any other Rewards, Allowances or Perquisites Nature: Nature: Nature: (1) Pensions Total:150.000 **** **** 12. Particulars of Place of Residence provided: (0=Not provided, 1=Provided) 0 (a) Address 1: Nature: Period provided: Rent paid to Landlord by Employer: HK\$ Rent paid to Landlord by Employee: HK\$ Rent refunded to Employee by Employer: HK\$ Rent paid to Employer by Employee: HK\$ (b) Address 2: Nature: Period provided: Rent paid to Landlord by Employer: HK\$ Rent paid to Landlord by Employee: HK\$ HK\$ Rent refunded to Employee by Employer: Rent paid to Employer by Employee: HK\$ 0 **** 13. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0=No, 1=Yes) If yes, please state: Name of non-Hong Kong company: Address: Amount (This amount must also be included in item 11): 14. Remarks: Signature: Designation: MANAGER

INLAND REVENUE DEPARTMENT

Date:

02/05/2018

IR56B



ABC ZZ COMPANY

List of Employees with IR56Bs Filed via IRD Software for The Year From 1 April 2017 to 31 March 2018

			Total Income per item 11 of
Sheet No	<u>Name of Employee</u>	HKIC No.	IR56B (HK\$)
1	AUYEUNG TAI MAN	A114455(7)	150,000
2	PANG HOI KEI	QZ123123(9)	200,000
3	WONG LAI LAI	XA987654(3)	150,000
		Grand Total of Income Per List	\$500,000
		Total Number of Employees Per List	3

FOR OFFICIAL US	E ON	LY
Check Sum	:	C761156D 4D4719EE206C110868DC 5525
Program Version	:	4.2e
Data Base Version	:	4.0
File Name	:	01234567.MDB
File Size	:	602,112 Bytes
Update Date	:	16/03/2018
Total Pages	:	1

Signature	
Name	
Designation	
Date	

Page 1

Appendix C

General Requirements for Submission of Computerized IR56B

- 1. Employers using the IRD IR56B Software should submit the Annual Employer's Returns to the IRD via either one of the following channels:-
 - (i) Uploading function of the Employer's Return e-filing service of eTAX
 [www.gov.hk/etax] to submit the following items:
 - Complete the BIR56A online and submit the IR56B records file prepared by the IRD IR56B Software via the Employer's Return e-filing service of eTAX under GovHK [<u>www.gov.hk/etax</u>]. Filer may use his eTAX Password, MyGovHK Password or recognized personal digital certificate to sign the Return and records.

[Note: The IR56B records file should not contain more than 800 IR56B records]

- (ii) Physical delivery to IRD by post or in person the following items:
 - (a) A duly completed and signed BIR56A (the number of IR56B records submitted should be stated on the BIR56A);
 - (b) A duly completed and signed Control List [if more than one page, MUST complete and sign on every page of the Control list (specimen as per Appendix B)]; and
 - (c) A Storage Device containing the IR56B records of all employees generated via the Software (submission of the paper copies of the IR56B records are not required).

[Note: each employer should submit only **ONE** Storage Device (which must be MS-DOS readable). The Storage Device should be identified with an external label stating the employer's name, employer's file number and the year of assessment concerned.]

2. If you have not received the BIR56A from the Department, please call 187 8088 during office hours.

- 3. Only ORIGINAL IR56B records are allowed to be submitted in computerized format together with the BIR56A. ADDITIONAL, REPLACEMENT and SUPPLEMENTARY IR56B have to be filed in HARD COPIES or through the Internet via e-filing Employer's Return service of eTAX under GovHK [www.gov.hk/etax] if error or omission is found after submitting the **ORIGINAL** IR56B (for details, please see Section 11 of this Guide).
- 4. Under the Inland Revenue Ordinance, an employer is required throughout the year to notify the IRD of any commencement and cessation of employment of an employee or an employee who is about to depart from Hong Kong using the following forms:
 - IR56E Notification by an Employer of an employee who commences to be employed
 IR56F Notification by an Employer of an employee who is about to cease to be employed
 IR56G Notification by an Employer of an employee who is about to depart from Hong Kong

If an **IR56F** or **IR56G** for an employee has been previously submitted to the Inland Revenue Department, <u>an IR56B for the same period in respect of the same employee is</u> <u>no longer required</u>.

Appendix D

Procedures to Upgrade IRD IR56B Software from Version 3.4/3.41/3.5 to Version 4.2

- 1. Upgrade your Windows operating system to Windows Vista/7/8/10.
- 2. Make a copy of IRD IR56B Software Version 3.4/3.41/3.5 database currently in use as a backup. The filename of the database is "ir56b.mdb". Location of database is stated in section 4.1 of this Guide.
- 3. Proceed to install the IRD IR56B Software Version 4.2 as stated in section 4.2 of this Guide.
- 4. After the installation, just double click the IRD IR56B Software icon on your desktop to run the IRD IR56B Software Version 4.2. In the situation that no old database is detected in the default program data folder (i.e. "C:\ProgramData\HKSARG\IR56B\1.0.0.0"), you will be asked if you have an old version of database for importing to the new database. Click the **<Yes>** button.

R Locate Database	x
Do you have old version database ?	
<u>Y</u> es <u>N</u> o	

Then browse to locate the old database (ir56b.mdb) for data import. That is the database you temporarily saved and copied in step (1).

Look in	: 🌗 Backup_f	ile		-	(* 💷 •	
e.	Name	Date modif	Туре	Size			
Recent Places	ir56b.md	lb					
Desktop							
The second							
Admin							
1							
Computer							
<u>.</u>							
Network							
Network							Open

5. You have to input the password of the old database that you provided in the step (3).

		×
arar ar		
Change <u>P</u> assword	Quit	
	1	

- 6. The old database will be saved under the default program data folder ("C:\ProgramData\HKSARG\IR56B\1.0.0.0\") in the name of "2008a.ird" as a backup file.
- 7. The input screen for common data will then be displayed. You should check the correctness of "Employer's File Number", input new "Year code" for the Annual Employer's Return and "Date of submission of IR56B". The first IR56B record of the previous submission will be displayed when the **<Continue>** button is clicked. You should proceed to update the information of the relevant IR56B records, and delete those redundant IR56B records in the usual manner in preparing the IR56B records for the new year of assessment.

😫 Common data for IR56B records
Select the Font Size for Screens Display
Small Font (Screen resolution 800 x 600 or above is required)
C Large Font (Screen resolution 1024 x 768 or above is required)
Please enter the following information and click the 'Continue' button to proceed to next screen.
Employer's Return for the year ended 31 March 2013
Employer's File Number 6 A 1 - 01234567
(as shown at the top left hand corner of the address box on Form BIR56A)
Name of Employer
ABC ZZ COMPANY LTD
Date of Submission of IR56B 02052013 (Day Month Year e.g. 01052013)
Designation (State: Proprietor / Precedent Partner /
Company Secretary / Manager / Director / Liquidator / MANAGER Principal Officer / Agent for a non-resident person)
The inputted data in this screen will be applied as common data to all the inputted IR56B records. Any amendment of the data in this screen will automatically update to the common data of the inputted IR56B records.
Note : Database will be stored at C:\ProgramData\HKSARG\IR56B\1.0.0.\\ir56b.mdb
<u>C</u> ontinue Quit

- 8. If you choose the option 'No' in step 3 by mistake, the above Common Data page with all data in blank will be prompted. An empty database file "ir56b.mdb" will be created under the default program data folder "C:\ProgramData\HKSARG\IR56B\1.0.0.0". You have to remove the empty database file (ir56b.mdb) from the default program data folder and repeat the steps (3) to step (6) again to import the data from your old database.
- 9. Please note that Microsoft Windows Vista / 7 / 8 / 10 has adopted new character coding standards, some Chinese characters in the old database such as HKSCS-2004 and the user defined (created) Chinese characters could not be converted and displayed under the IRD IR56B Software Version 4.2.

Appendix E

Procedures to Upgrade IRD IR56B Software from Version 4.0/4.1 to Version 4.2

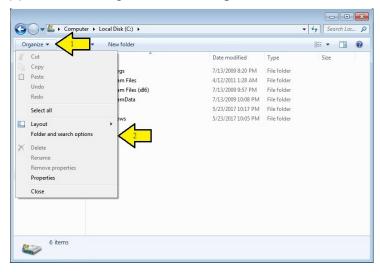
1. Make a copy of IRD IR56B Software Version 4.0/4.1 database currently in use as a backup. The filename of the database is "ir56b.mdb" and the database is located at "C:\ProgramData\ HKSARG\IR56B\1.0.0.0\ir56b.mdb"

Common data for IR56B records	_ _ ×
Select the Font Size for Screens Display	
Small Font (Screen resolution 800 x 600 or above is required)	
← Large Font (Screen resolution 1024 x 768 or above is required)	
Please enter the following information and click the 'Continue' button to proceed to next screen.	
Employer's Return for the year ended 31 March 2017	
Employer's File Number 6 A 1 - 12345678	
(as shown at the top left hand corner of the address box on Form BIR56A)	
Name of Employer	
ABC CO. LTD.	
Date of Submission of IR56B 01042017 (Day Month Year e.g. 01052013)	
Designation (State: Proprietor / Precedent Partner / Company Secretary / Manager / Director / Liquidator / Principal Officer / Agent for a non-resident person)	_
The inputted data in this screen will be applied as common data to all the inputted IR56B records. Any amendment of the this screen will automatically update to the common data of the inputted IR56B records. Note : Database will be stored at C:ProgramData/HKSARG/IR56B:1.0.0.0/ir56b.mdb	data in
Continue	t

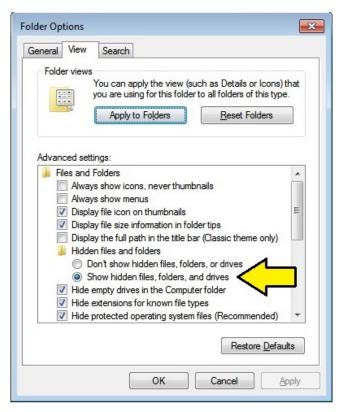
However, the folder "C:\Program Data\" would not be displayed in "File Explorer" if the "Show hidden files, folders and drives" option is not selected. You may follow the steps below to change the "Folder Options" setting so that the hidden folder could be shown:-

For Windows 7

- (i) Please open "File Explorer".
- (ii) Click "Organize" on the top left corner then choose "Folder and Search Options".



(iii) Select "Show hidden files and folders" under the "Advanced settings" in the "View" tag, then click "Apply" and "OK".



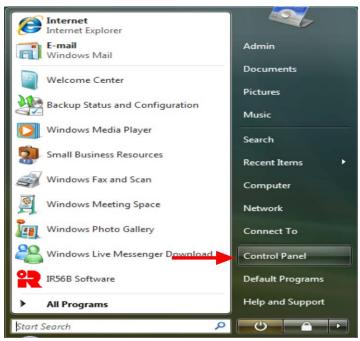
(iv) Folder "C:\ProgramData\" will be shown as a semi-transparent item.

For Windows 10

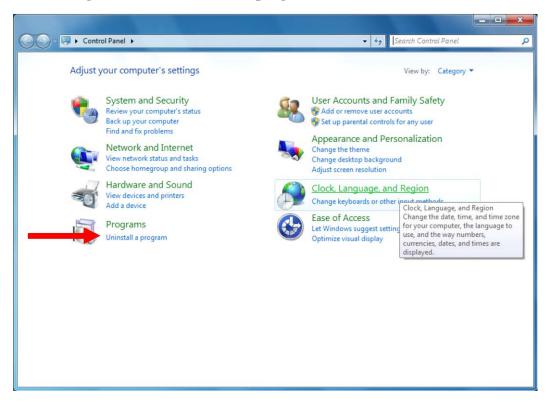
- (i) Please open "File Explorer".
- (ii) Tick "Hidden items" in "Show/Hide" option of "view" tag.
- (iii) Folder "C:\ProgramData\" will be shown as a semi-transparent item.

L	Drive pols Local Disk (C:)			_	
lavigation pane * Panes	Extra large icons Medium icons Large icon	Sort File	m check boxes e name extensions Iden items 2 Show/hide	cted	S Options
	s PC > Local Disk (C:) >		v 🖸 Search Loca	I Disk (C:)	٩
🕹 Downloads 🖈 ^	Name	Date modified	Туре	Size	
Documents 🖈	SGetCurrent	4/13/2017 7:49 AM	File folder		
Pictures 🖈	\$WINDOWS.~BT	5/9/2017 11:31 PM	File folder		
OneDrive *	PerfLogs	4/25/2017 9:54 PM	File folder		
Music	Program Files	5/1/2017 12:22 AM	File folder		
	Program Files (x86)	5/9/2017 9:54 PM	File folder		
Videos	ProgramData	5/9/2017 10:30 PM	File folder		
🖌 🛄 This PC	sources	4/30/2017 11:56 PM	File folder		
> 🛄 Desktop	Users	5/9/2017 11:25 PM	File folder		
> 🔛 Documents	Windows	5/9/2017 11:25 PM	File folder		
> 🖶 Downloads					
> h Music					
> E Pictures					
> Videos					
> Local Disk (C:)					
Cocar Disk (C:)					
Network					
~					
9 items					

2. Go to Control Panel.



3. Click <**Programs**> and **<Uninstall a program**>.



4. Highlight IRD IR56B Software and click **<uninstall>** button.

Programs and Features					- 🗆
🌀 🗇 🗟 ▾ Control Panel ▾ 4	All Control Panel Items Programs and Features		 Search Programs 	and Features	Į
Control Panel Home	Uninstall or c u inge a program				
View installed updates	To uninstall a program, select it from the list and then cli	ick Uninstall, Change, or Repair.			
Turn Windows features on or off					
	Organize 🕶 Uninstall Change Repair				-
	Name 🔺	- Publisher	→ Installed → Size	e 🚽 Version	
	IIS 7.5 Express	Microsoft Corporation	11/29/2012	11.8 MB 7.5.1190	
	🚮 Intel(R) Graphics Media Accelerator Driver	Intel Corporation	11/14/2012	54.2 MB 8.15.10.1	1930
	R56B Software	IR56B	1/29/2013	5.32 MB 1.3	
	騺 IR56B軟件	IR56B	1/18/2013	5.29 MB 1.0.3	
	IRD Software for IR56B Chinese v3.41		1/18/2013		
	IRD Software for IR56B Chinese v3.41 (C:\IR56B\)		1/18/2013		
	IRD Software for IR56B Chinese Version 3.5		1/18/2013		
	🕌 Java 7 Update 11	Oracle	1/15/2013	128 MB 7.0.110	
	Juniper Networks Secure Application Manager	Juniper Networks	10/6/2010	6.5.0.149	351
	🐲 LiveUpdate 3.3 (Symantec Corporation)	Symantec Corporation	1/11/2010	3.3.0.85	
	Microsoft .NET Framework 4 Client Profile	Microsoft Corporation	11/29/2012	38.8 MB 4.0.3031	9
	Microsoft .NET Framework 4 Extended	Microsoft Corporation	11/29/2012	51.9 MB 4.0.3031	9
	Microsoft .NET Framework 4 Multi-Targeting Pack	Microsoft Corporation	12/6/2012	83.4 MB 4.0.3031	9
	🛃 Microsoft ASP.NET Web Pages 2	Microsoft Corporation	11/29/2012	5.51 MB 2.0.2071	5.0
	Microsoft Expression Blend 3 SDK	Microsoft Corporation	12/6/2012	8.71 MB 1.0.1343	.0
	Microsoft Expression Blend 4	Microsoft Corporation	12/7/2012	4.0.3081	6.0
	Microsoft Expression Blend SDK for .NET 4	Microsoft Corporation	12/6/2012	9.70 MB 2.0.2052	5.0
	Microsoft Expression Blend SDK for Silverlight 4	Microsoft Corporation	12/6/2012	11.1 MB 2.0.2052	5.0
	Microsoft Expression Blend SDK for Windows Phone 7	Microsoft Corporation	12/6/2012	2.37 MB 2.0.2090	1.0
	📶 Microsoft Games for Windows - LIVE Redistributable	Microsoft Corporation	12/6/2012	32.3 MB 3.2.3.0	
	🔡 Microsoft Office Enterprise 2007	Microsoft Corporation	11/13/2009	12.0.451	8.101
	🐼 Microsoft Office Excel Viewer	Microsoft Corporation	1/11/2010	71.0 MB 12.0.621	
	С	William & College	102020010	21.0 MD 2.0 4001	•••
	IR56B Product version: 1.3	Support link: www.ird.gov.hk	Comments: IRD		
	Help link: www.ird.gov.hk	Size: 5.32 MB			

- 5. After successful uninstallation, proceed to install the IRD IR56B Software Version 4.2 as stated in section 4.2 of this Guide.
- 6. After the installation, just double click the IRD IR56B Software icon on your desktop to run the application. With the database file of IRD IR56B Software Version 4.0/4.1 still remained in "C:\ProgramData\HKSARG\IR56B\1.0.0.0\ir56b.mdb", you will be prompted to enter password, please use the same password of your IRD IR56B Software Version 4.0/4.1 database.

R Login Window			×
Please enter password			
<u>0</u> K	Change <u>P</u> assword	Quit	

7. The input screen for common data will be displayed after activating the IRD IR56B Software and successful login. You should check the correctness of "Employer's File Number", input new "Year code" for the Annual Employer's Return and "Date of submission of IR56B". The first IR56B record of the previous submission will be displayed when the <Continue> button is clicked. You should proceed to update the information of the relevant IR56B records, and delete those redundant IR56B records in the usual manner in preparing the IR56B records for the new year of assessment.

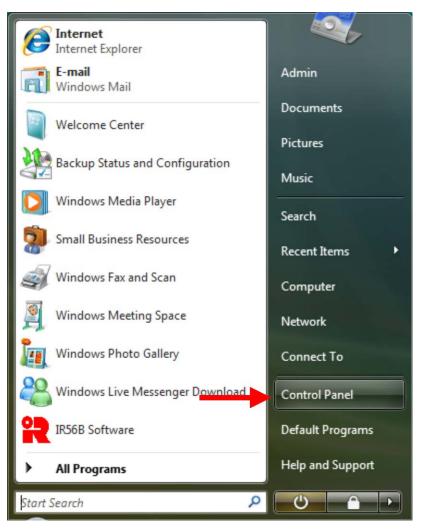
R Common data for IR56B records	Ten			
Select the Font Size for Screens Display				
 Small Font (Screen resolution 80) 	0 x 600 or above is requ	uired)		
C Large Font (Screen resolution 10	24 x 768 or above is req	uired)		
Please enter the following information a	nd click the 'Continue'	button to proceed to next scree	n.	
Employer's Return for the year ended 3	1 March 2013			
Employer's File Number 6 A	1 - 01234567			
(as shown at the top left hand corner of	the address box on For	m BIR56A)		
Name of Employer				
ABC ZZ COMPANY LTD				
Date of Submission of IR56B 02052	013 (Day Month Y	ear e.g. 01052013)		
Designation (State: Proprietor / Preceder Company Secretary / Manager / Director		MANAGER		
Principal Officer / Agent for a non-reside		MERINOER		
The inputted data in this screen will be this screen will automatically update to Note : Database will be stored at C:\Pro	the common data of the	e inputted IR56B records.	ords. Any amendme	ent of the data in
Continue				Quit

Appendix F

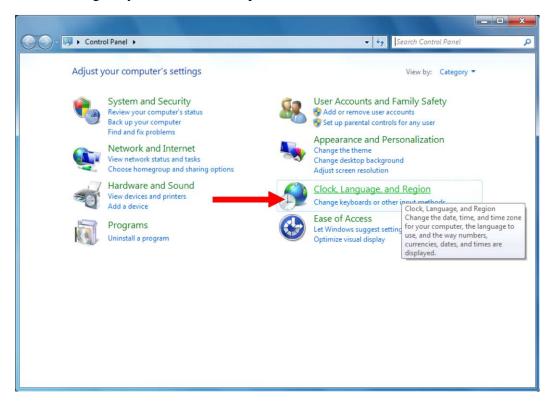
Procedures to set up Chinese Characters Input Method for Windows

In order to input Chinese Characters including Hong Kong Supplementary Characters Set (HKSCS) in Windows, you need to login as system administrator and do the system setup as follows.

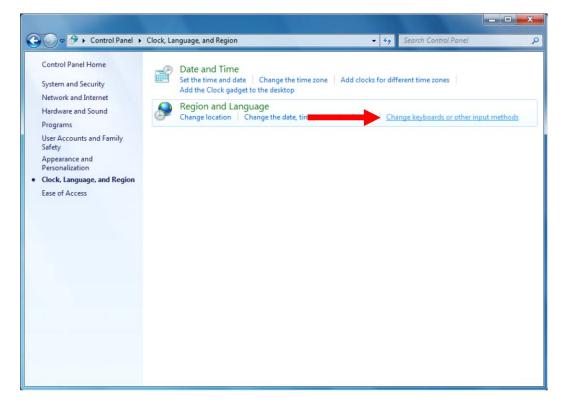
1. Go to Control Panel.



2. Click 'Change keyboards or other input' task.



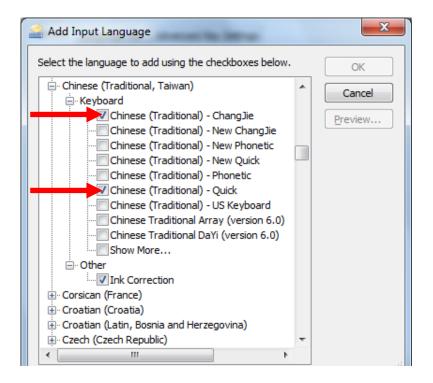
3. Click 'Change Keyboards or other input methods' task.



4. Click **<Add>** button.

Caracteria and Input Languages	×
General Language Bar Advanced Key Settings	
Default input language Select one of the installed input languages to use as t	be default for all
input fields.	
English (United States) - US	-
Installed services Select the services that you want for each input langu- list. Use the Add and Remove buttons to modify this li EN English (United States) Keyboard US	
	Remove
	Properties
	Move Up
	Move Down
OK Canc	el Apply

5. Check the box of the Chinese (Traditional) – ChangJie and/or Chinese (Traditional) – Quick as follows.



6. Now the Chinese Inputs have been added. Please highlight any of the Chinese Input and click **<Properties>** button.

	Language Bar	Advanced Key Settin	ngs	
		e Illed input languages to	o use as the	e default for all input
Engl	ish (United States	s) - US		•
Instal	ed services			
		at you want for each ir ove buttons to modify		ge shown in the list.
and the second second	Chinese (Traditio	nal, Taiwan)	*	
		(Traditional) - Quick		
	• Oth	(Traditional) New Qu	ick =	A <u>d</u> d
EN	English (United S			Remove
		e chinese input		Properties
	nethod			Move Up
			+	Move Down

7. Click **<Character Set>** button.

General settings:			
Select the initial input mode v	when application starte	ed up.	
Default input mode:	Chinese	-	
Change UI font setting of car	ndidate window for a b	etter visual clarity.	
UI font setting:	Normal font	•	
Change user interface langua	ige,		
UI language setting:	Auto detect	•	
Query the input sequence of	(None)		
Prompt associated phrase	es of the input characte	er	
Output Settings:			
	Please make sure the	required font is installed properly)	
Character Set			

8. Choose 'Unicode characters' and then check the boxes of 'Include the characters of CJK Unified Ideographs Extension A', 'Include the characters of CJK Unified Ideographs Extension B' and 'Include the characters of the HKSCS'. You only need to do this once even though you have added several input methods in step (5).

 BIG5 characters only Unicode characters 	
O Unicode characters	
✓ Include the characters of CJK Unified Ideographs E₂ ✓ Include the characters of CJK Unified Ideographs E₂	
Include the characters of the HKSCS	Check this box
Allow the input sequence defined by CNS 11643	

9. Switch the tab to 'Administrative'. Click **<Change system locale>** and change it to 'Chinese (Traditional, Hong Kong S.A.R.)'

P Region and Language
Formats Location Keyboards and Languages Administrative
Welcome screen and new user accounts
View and copy your international settings to the welcome screen, system accounts and new user accounts.
Copy settings
Tell me more about these accounts
Language for non-Unicode programs
This setting (system locale) controls the language used when displaying text in programs that do not support Unicode. Current language for non-Unicode programs: Chinese (Traditional, Hong Kong S.A.R.)
🛞 <u>C</u> hange system locale
What is system locale?
OK Cancel Apply

10. Press **<Apply>** to finish the setup of Chinese Input.