Inland Revenue Department

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

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Appendices

(April 2018)

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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. **Important Notes to Employers Using IRD IR56B Software**

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 **Submission channels to IRD**

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

(ii) 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

(i) 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 Right to Make Amendments

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 Disclaimer

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 Seeking Assistance

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 Hardware

(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.   Installation Process

4.1   Note for Users who have installed a previous version of IRD IR56B Software

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   Installation procedures

(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.
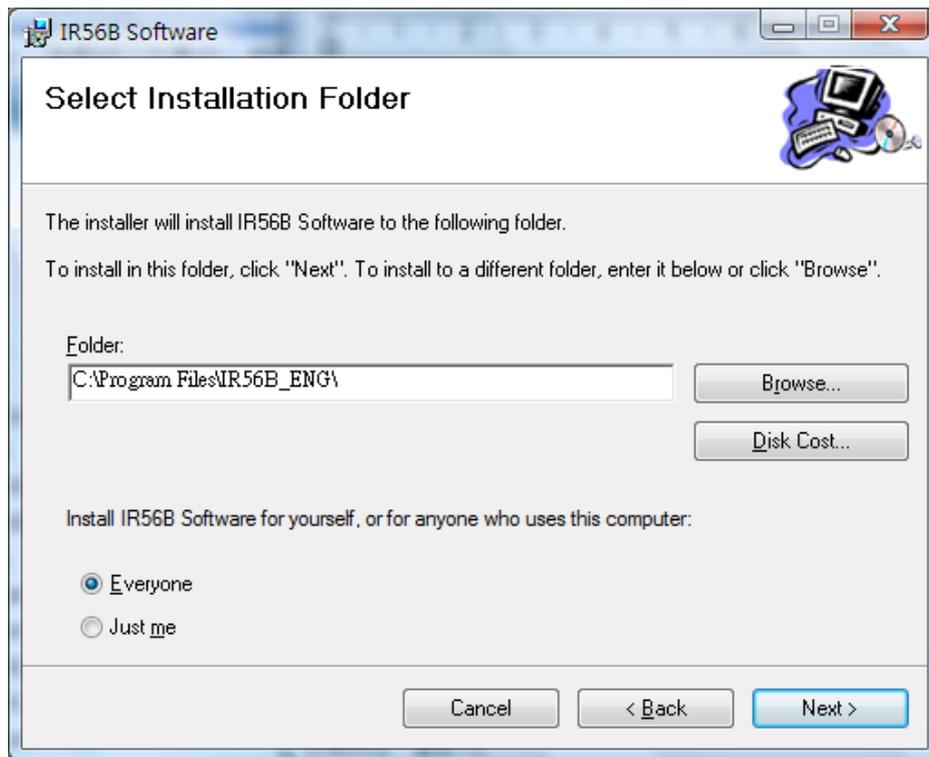
(f) The "Confirm Installation" screen will then be shown. To proceed, click <Next> button. Sometimes, you may be asked for permission to install IRD IR56B Software or the administrator password. To proceed installation, please click or enter the administrator password to allow the installation.
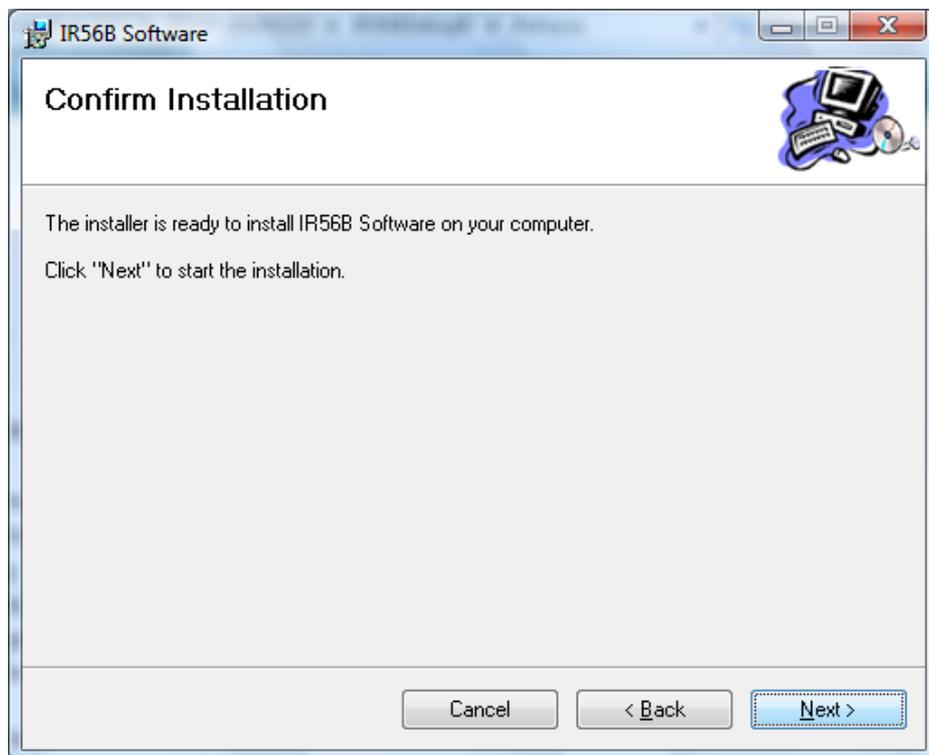
(g)   After installation completed, please click "Close" on the confirmation of installation screen.   Note that the database path is shown at the bottom. The database is saved at "C:\ProgramData\HKSARG\IR56B\1.0.0.0".
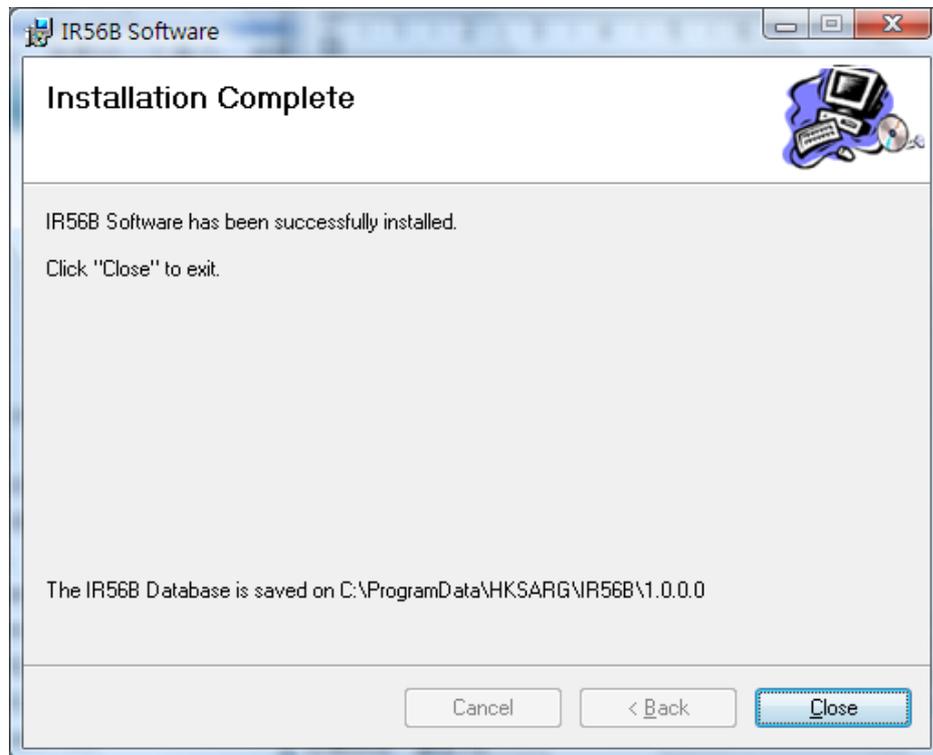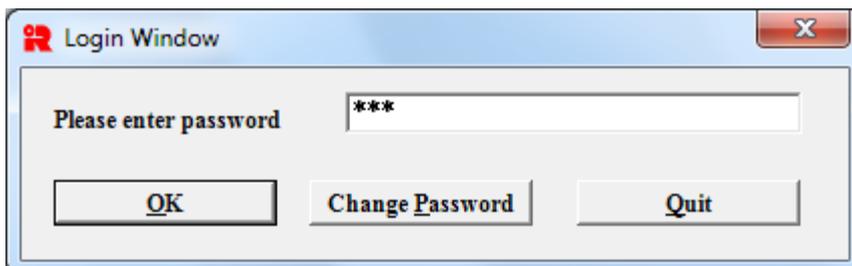

5.   How to Start and the Initial Password

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

5.1   The default password

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".

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

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.
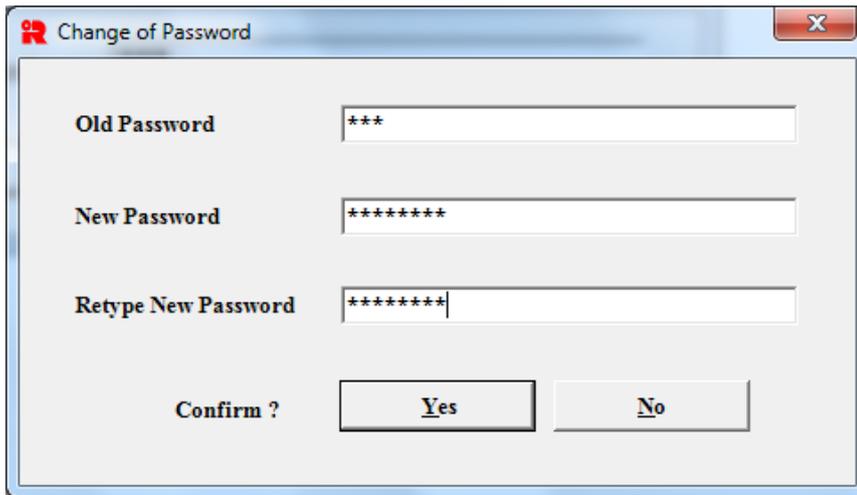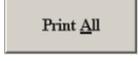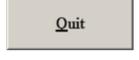

[Reminder: **You have to remember your new password, otherwise you cannot invoke the program again. IRD cannot provide assistance to decode your new password in order to re-activate the program. To use the program, you have to do a fresh installation and input all the data again.**]

6.   **Function Keys**

(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: -

Button	Description
Create New Record	Prepare a new record of IR56B
Name Search	Search record of IR56B with reference to the name of employee
Save	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
Export Data	Sort and save all original IR56B records to a new file which is to be submitted to the Inland Revenue Department
Print All	Sort and print copies of all original records of IR56B
Quit	Quit the program
Cancel	Cancel the current operation
⏮	Go to the first record in the IR56B file
◀	Go to the previous IR56B record
▶	Go to the next IR56B record
⏭	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 <**Alt>** 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 **<Alt>** + **<Q>** or you may save an IR56B record by pressing **<Alt>** + **<S>**.

(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. Preparing IR56B Record

7.1 Entering Common Data for IR56B Record

After input of your password and click the <**OK**> 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 <**Tab**> key on the keyboard to go to the next item. After completion of all the items, click the <**Continue**> 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 <**OK**> to proceed on preparing the first IR56B.

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 x 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

IR56B Screen Page 2

IR56B 4.2

Page 1 | **Page 2** | Page 3 | Page 4

Period of employment for the year from 01 April 2017 to 31 March 2018   `01` / `04` / `2017` to `31` / `03` / `2018`
(Day/Month/Year)   (Day/Month/Year)

Particulars of Income accruing for the year from 01 April 2017 to 31 March 2018

Particulars	Period (DDMMYYYY-DDMMYYYY)	Amount (HK$) EXCLUDE CENTS
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		
l. Pensions		
	Total	150,000

|◀ ◀   AUYEUNG, TAI MAN   ▶ ▶|

| Create New Record | Name Search | Save | Delete | Print | Export Data | Print All | Quit |

IR56B Screen Page 3

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)   `0`

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$ _____

Address 2

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$ _____

|◀ ◀   AUYEUNG, TAI MAN   ▶ ▶|

| Create New Record | Name Search | Save | Delete | Print | Export Data | Print All | Quit |

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IR56B Screen Page 4

Notes

(a)   Types of IR56B Record

   (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

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

(b) <u>Surname</u>

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. Printing IR56B Record

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 [www.gov.hk/etax] 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.

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.
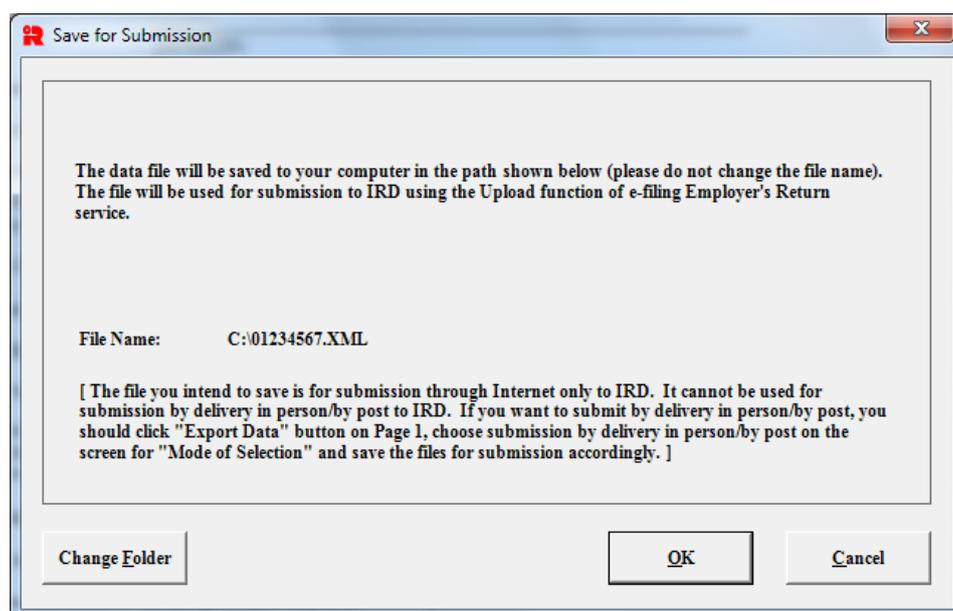
9.3.2 For the option to store the files in a Storage Device and deliver it in person / by post to IRD Office, the dialogue box below will be prompted.
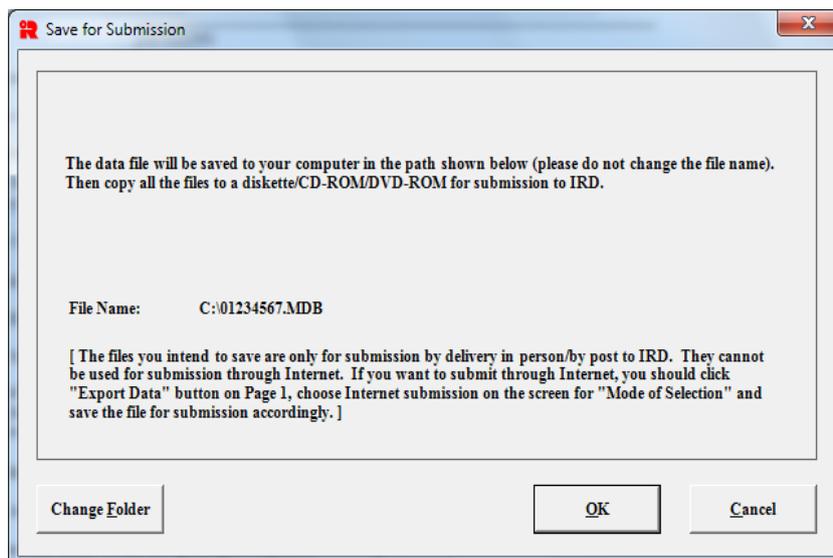
For submitting IR56B Record using floppy diskette, insert a new and duly formatted 3.5" 1.44MB floppy diskette into the floppy disk drive. Amend the drive from "C:" to the floppy drive, e.g."A:" ("A:" stands for floppy drive A) and use filename assigned by the program to save the IR56B records. Please 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)]
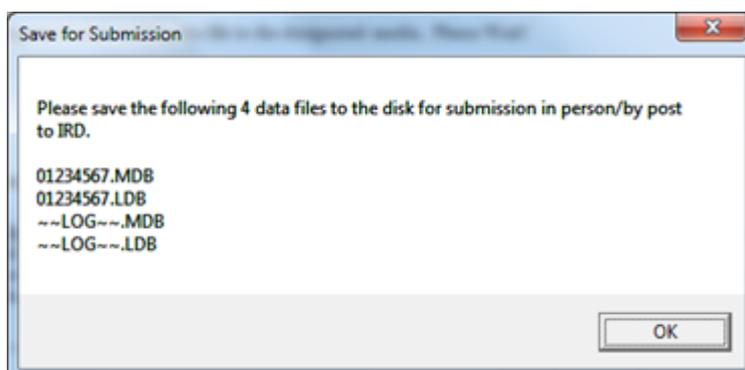
For submitting IR56B Record using Storage Device other than floppy diskette, IRD also accepts CD-ROM using ISO 9660 format, DVD-ROM using ISO 13346 format, or USB Mass Storage Device in FAT format for submission of the IR56B records. You can amend the drive letter shown in the message box from "C:\" 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 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 Setup
3. Print
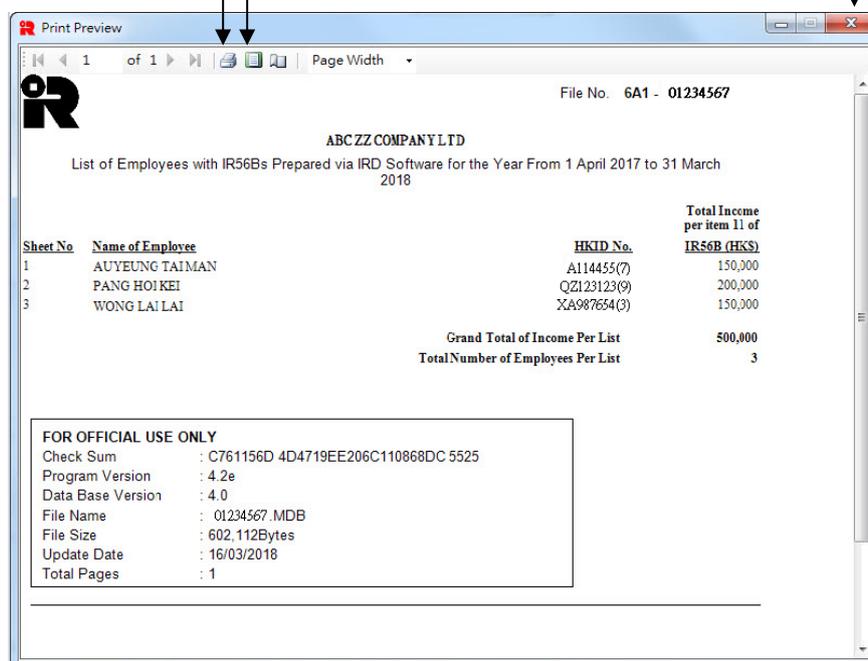
9.5   Submission of Employer's Return

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** [www.gov.hk/etax]; 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 ▶ 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　**Submission of Replacement IR56B by way of Hard Copy**

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　**Submission of Supplementary IR56B by way of Hard Copy**

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. Preparing IR56B in Subsequent Years

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).
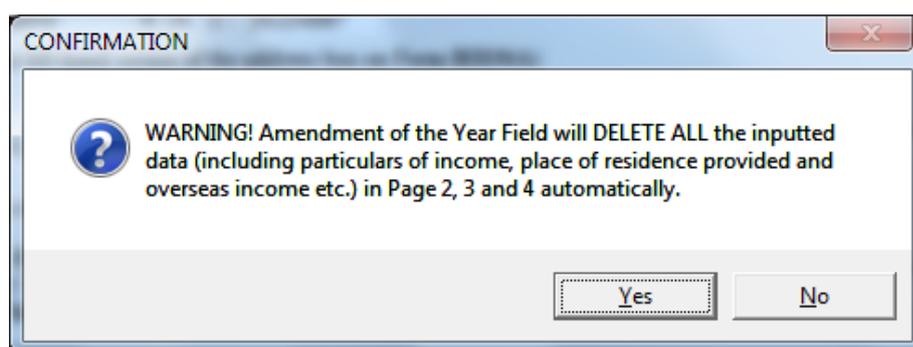
(d) If confirmation is received, all the data previously inputted in **Screen Page 2** (Income Details), **Screen Page 3** (Provision of Place of Residence) and **Screen Page 4** (Payment by Non-Hong Kong Company and Remarks) of the IR56B will be purged.   Please ensure that all the data are redundant 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.

INLAND REVENUE DEPARTMENT
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　****

1. Employer's file no.:　　6A1 - 01234567
   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):　　　　　　　　　　　　　　　　　　　　　M　****
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:
7. Residential Address:　　　FLAT 3308, 33/F, BLOCK A, HAPPY BUILDING,
   　　　　　　　　　　　　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:
10. Period of employment for the year from 1 April 2017 to 31 March 2018:　　01/04/2017 to 31/03/2018　****
11. Particulars of income accruing for the year from 1 April 2017 to 31 March 2018　　Period　　Amount (HK$)

		Period	Amount (HK$)
(a)	Salary/Wages	01042017 - 31032018	100,000
(b)	Leave Pay		
(c)	Director's Fee		
(d)	Commission/Fees		
(e)	Bonus	01042017 - 31032018	50,000
(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:		
(l)	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$
        Rent refunded to Employee by Employer:　　　　　　HK$
        Rent paid to Employer by Employee:　　　　　　　HK$
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)　　0　****
    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
    Employer's official chop:　　　　　　　　　　Date:　　02/05/2018　　IR56B

OR (logo)

ABC ZZ COMPANY

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

<u>Sheet No</u>	<u>Name of Employee</u>	<u>HKIC No.</u>	**Total Income per item 11 of 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 USE ONLY

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

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 [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]

    (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, **an IR56B for the same period in respect of the same employee is no longer required**.

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.
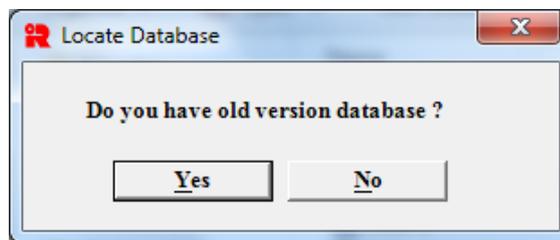
Then browse to locate the old database (ir56b.mdb) for data import.   That is the database you temporarily saved and copied in step (1).
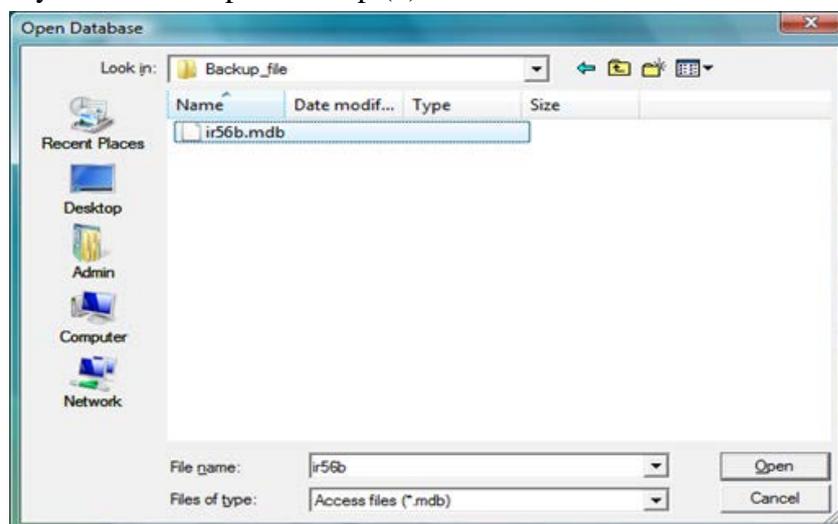
5.   You have to input the password of the old database that you provided in the step (3).
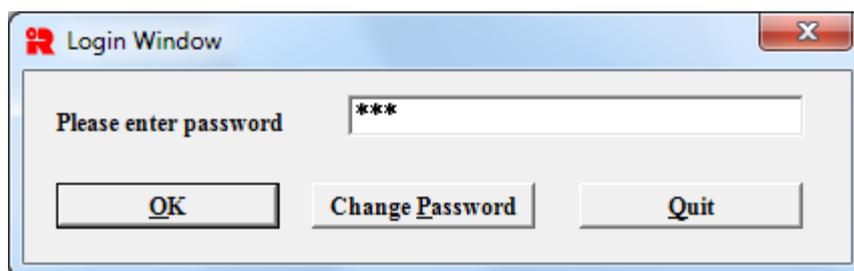
6.   The old database will be saved under the default program data folder ("C:\ProgramData\HKSARG\IR56B\1.0.0.0\") in the name of "2008a.ird" as a backup file.

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.
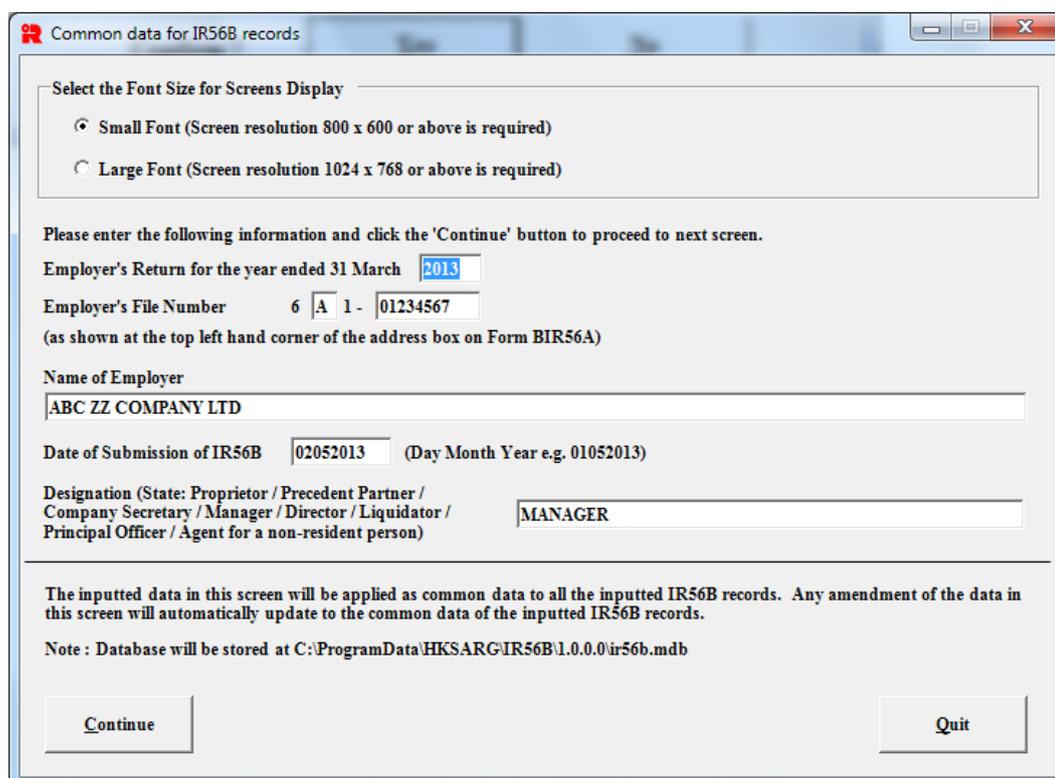
8. If you choose the option 'No' in step 3 by mistake, the above Common Data page with all data in blank will be prompted. An empty database file "ir56b.mdb" will be created under the default program data folder "C:\ProgramData\HKSARG\IR56B\1.0.0.0". You have to remove the empty database file (ir56b.mdb) 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.

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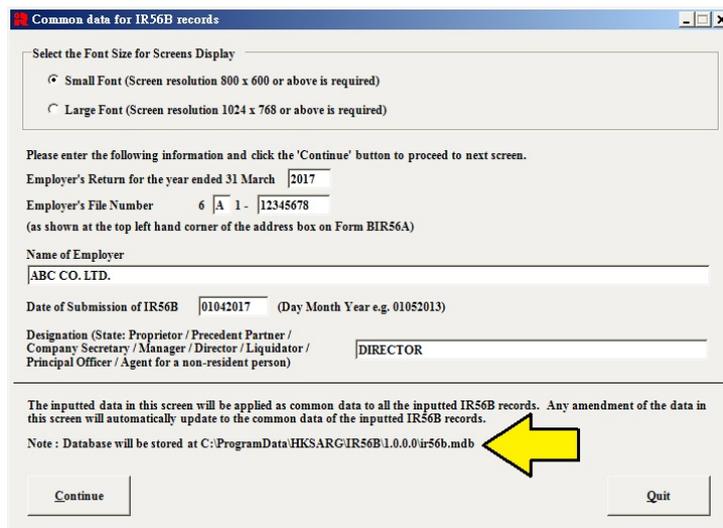
However, the folder "C:\Program Data\" would not be displayed in "File Explorer" if the "Show hidden files, folders and drives" option is not selected. You may follow the steps below to change the "Folder Options" setting so that the hidden folder could be shown:-

For Windows 7

(i)   Please open "File Explorer".

(ii)   Click "Organize" on the top left corner then choose "Folder and Search Options".
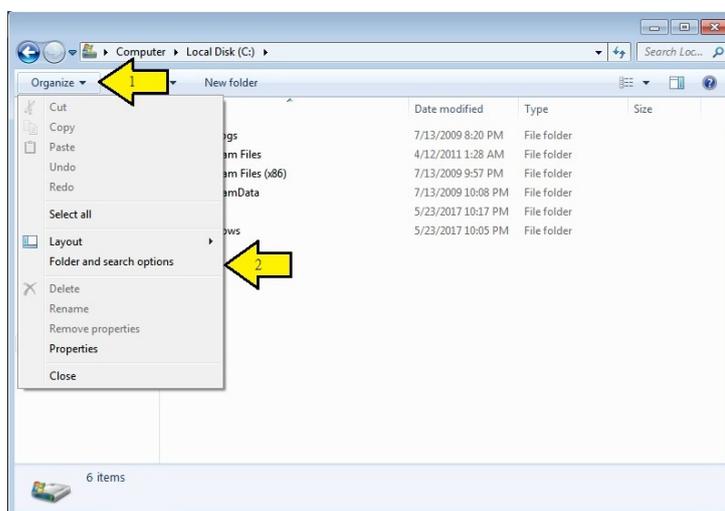
(iii)   Select "Show hidden files and folders" under the "Advanced settings" in the "View"
         tag, then click "Apply" and "OK".
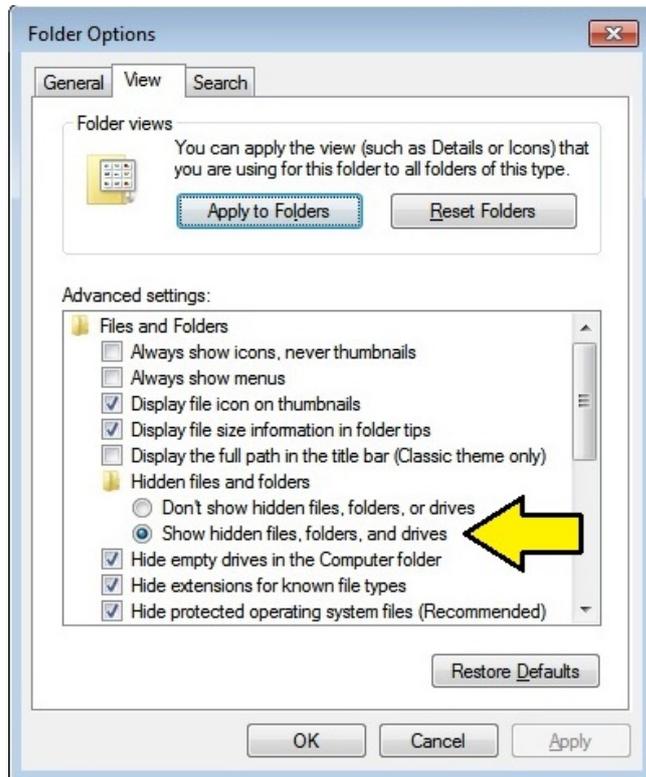
(iv)   Folder "C:\ProgramData\" will be shown as a semi-transparent item.

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.
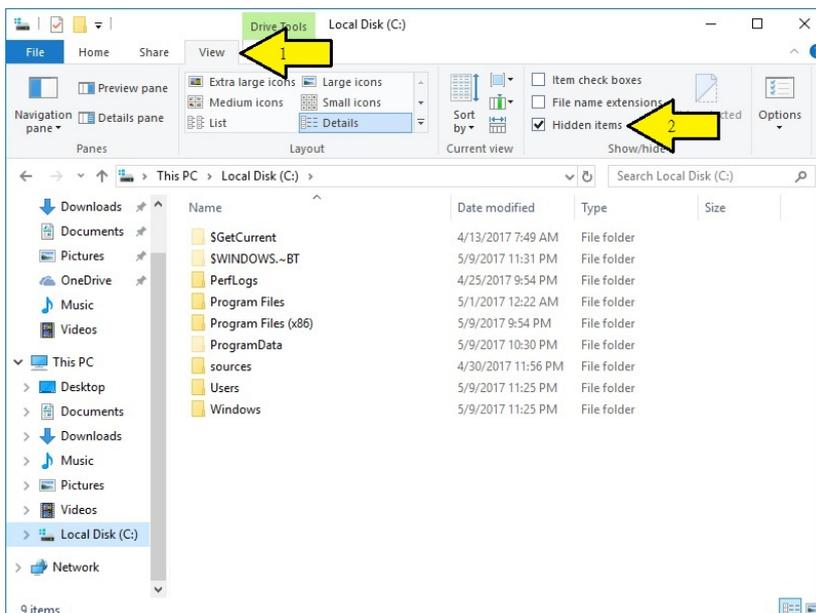
2. Go to Control Panel.
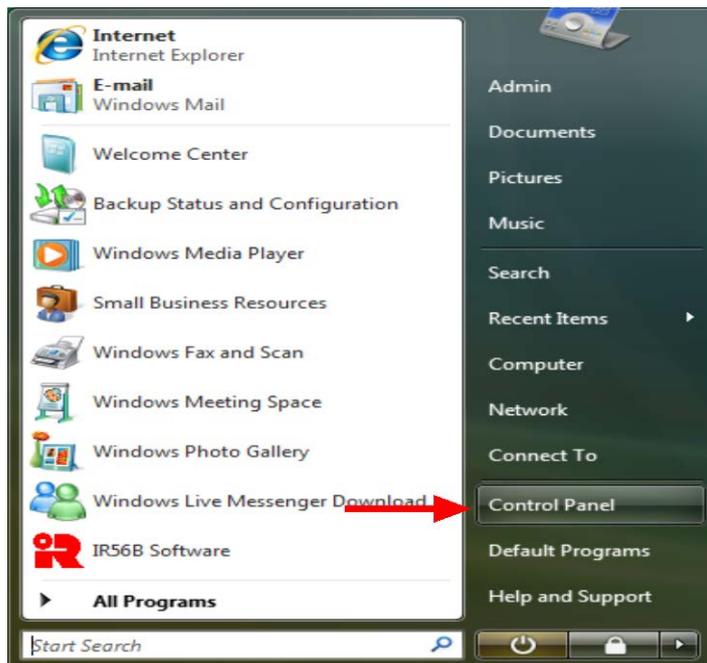
3. Click **<Programs>** and **<Uninstall a program>**.
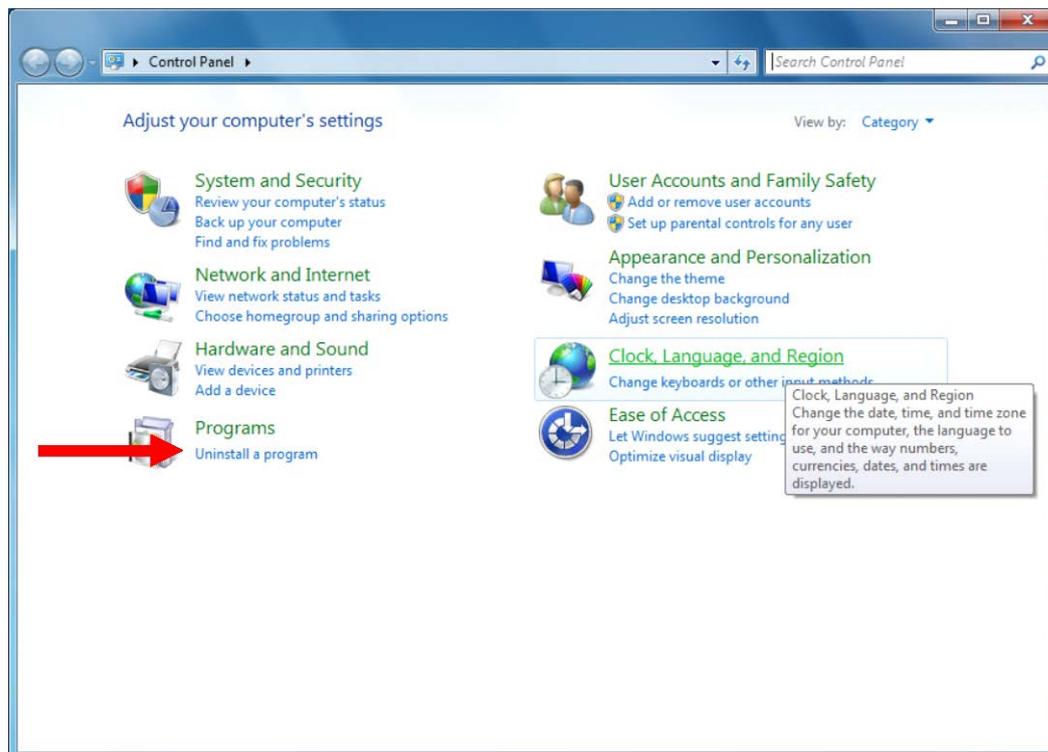
4. Highlight IRD IR56B Software and click **<uninstall>** button.
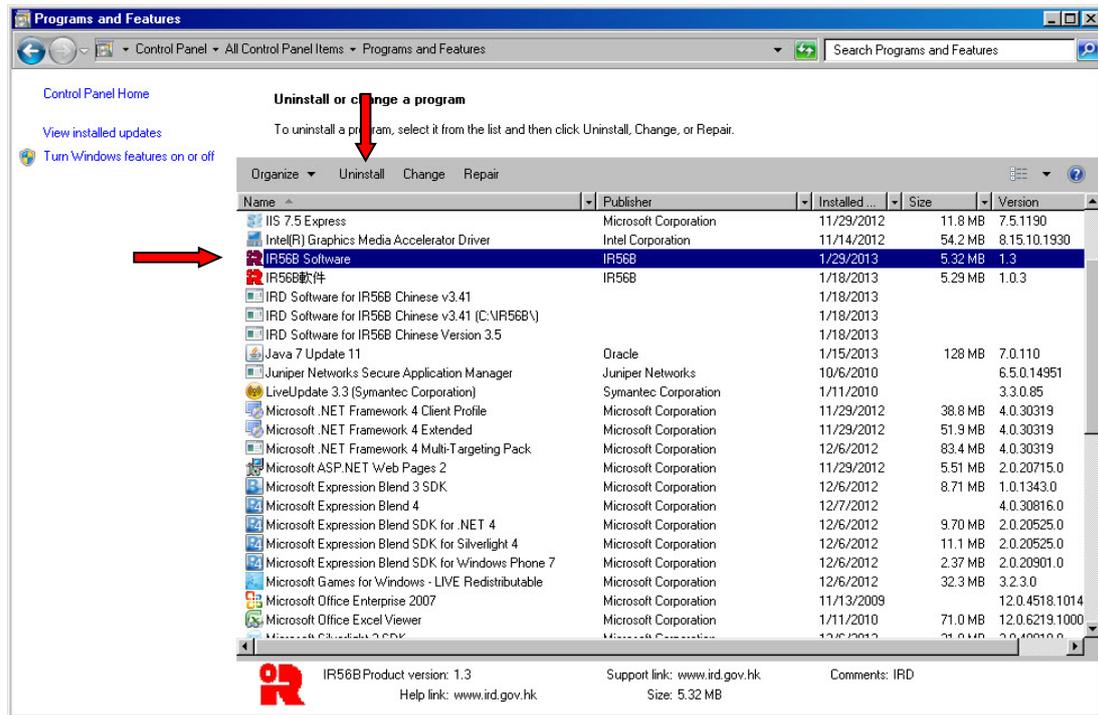
5. After successful uninstallation, proceed to install the IRD IR56B Software Version 4.2 as stated in section 4.2 of this Guide.

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.
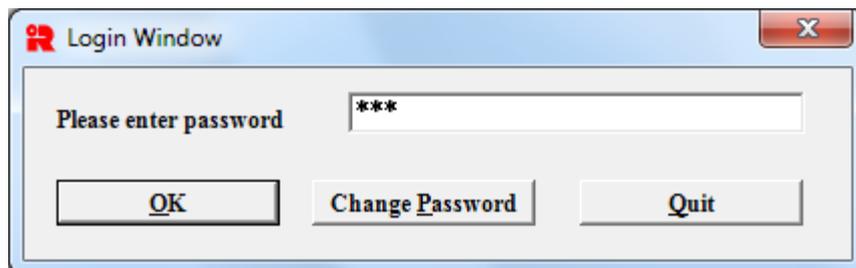
7. The input screen for common data will be displayed after activating the IRD IR56B Software and successful login. You should check the correctness of "Employer's File Number", input new "Year code" for the Annual Employer's Return and "Date of submission of IR56B". The first IR56B record of the previous 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.

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.
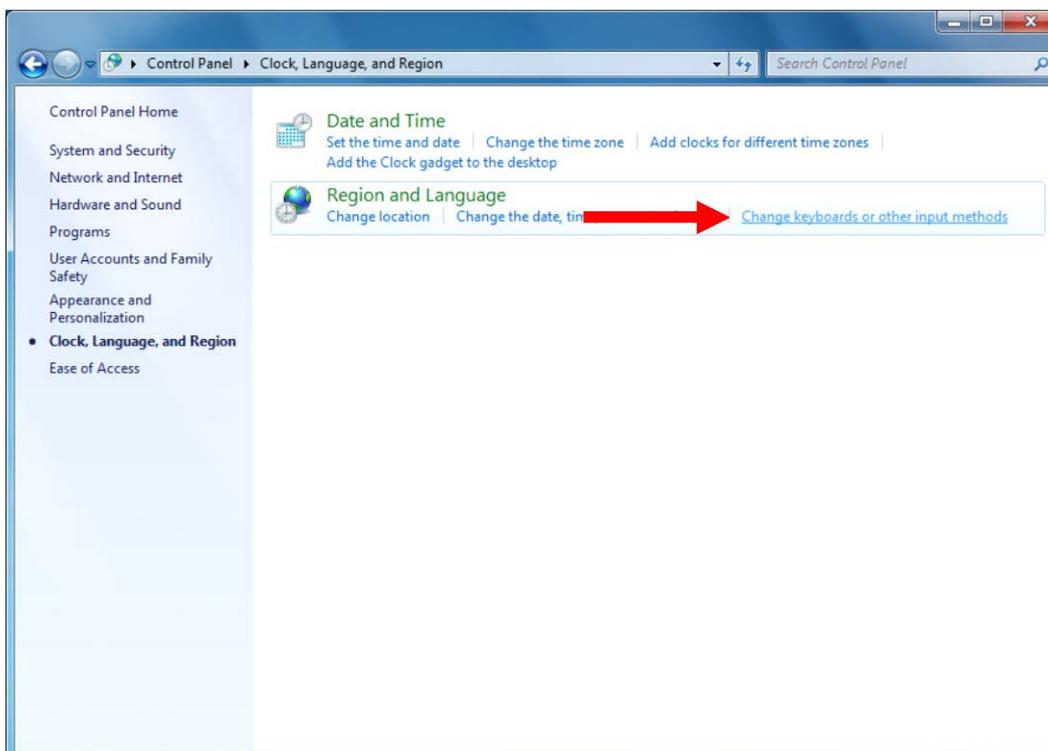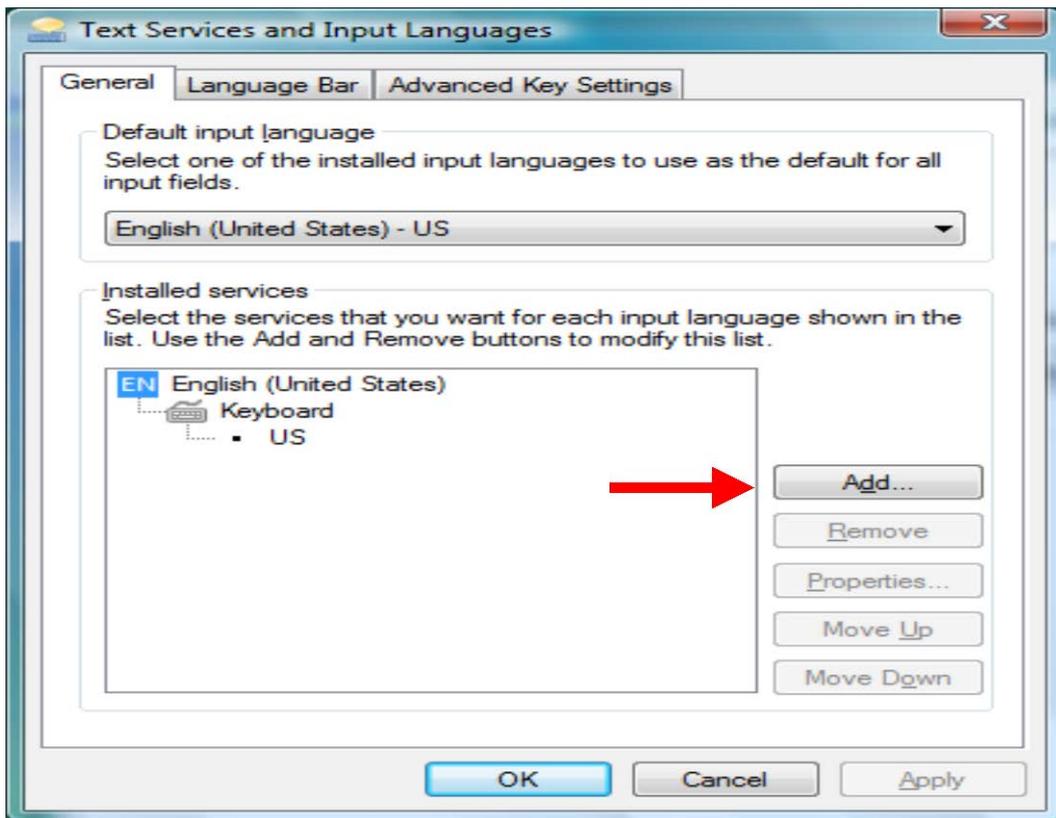
1. Go to Control Panel.
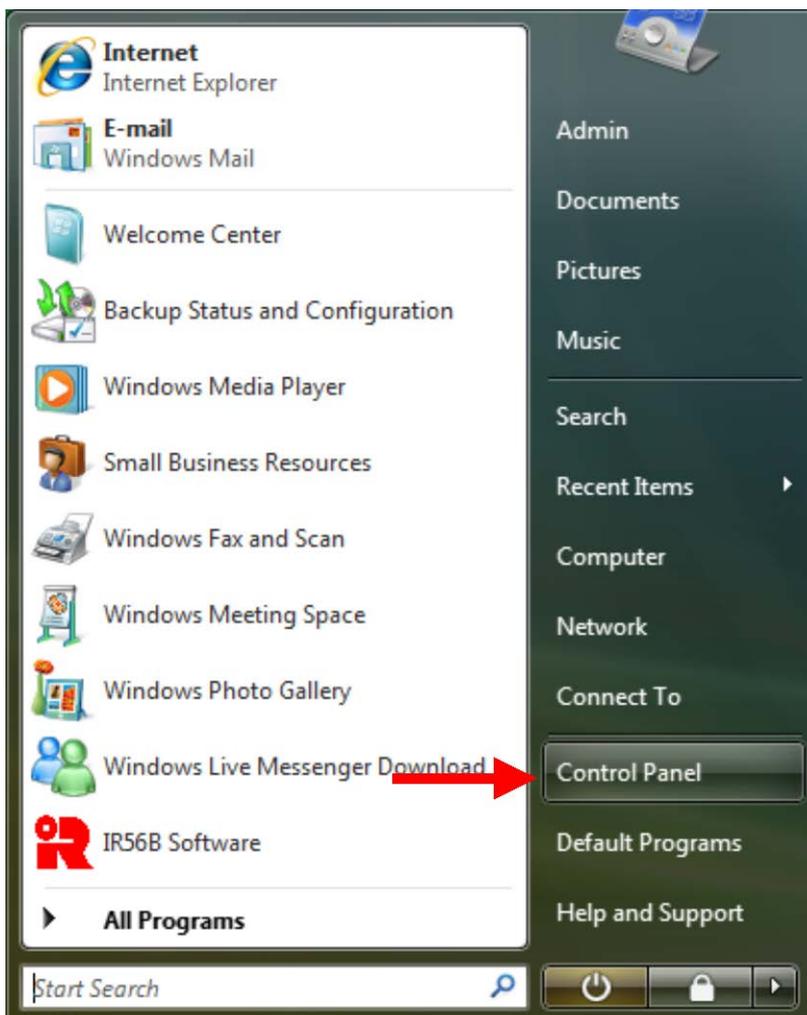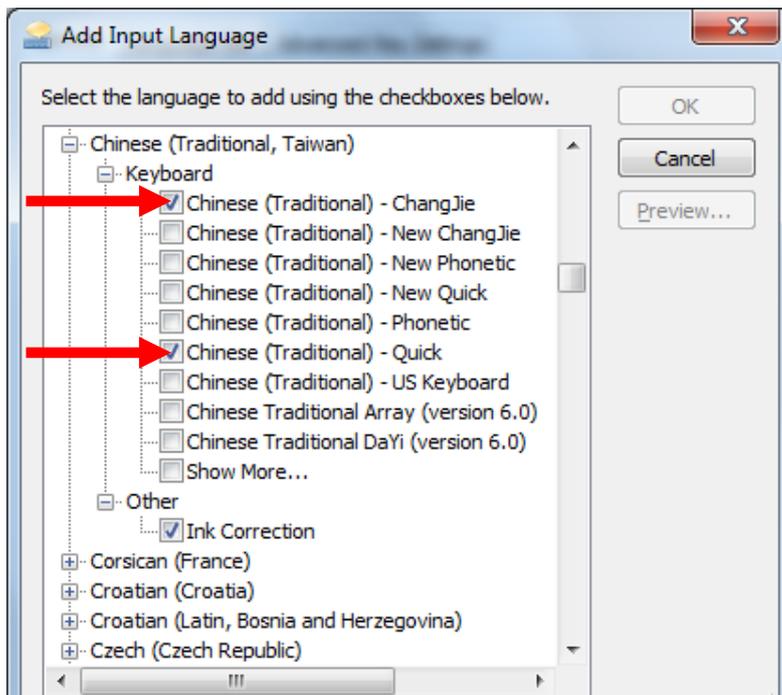
2.   Click 'Change keyboards or other input' task.
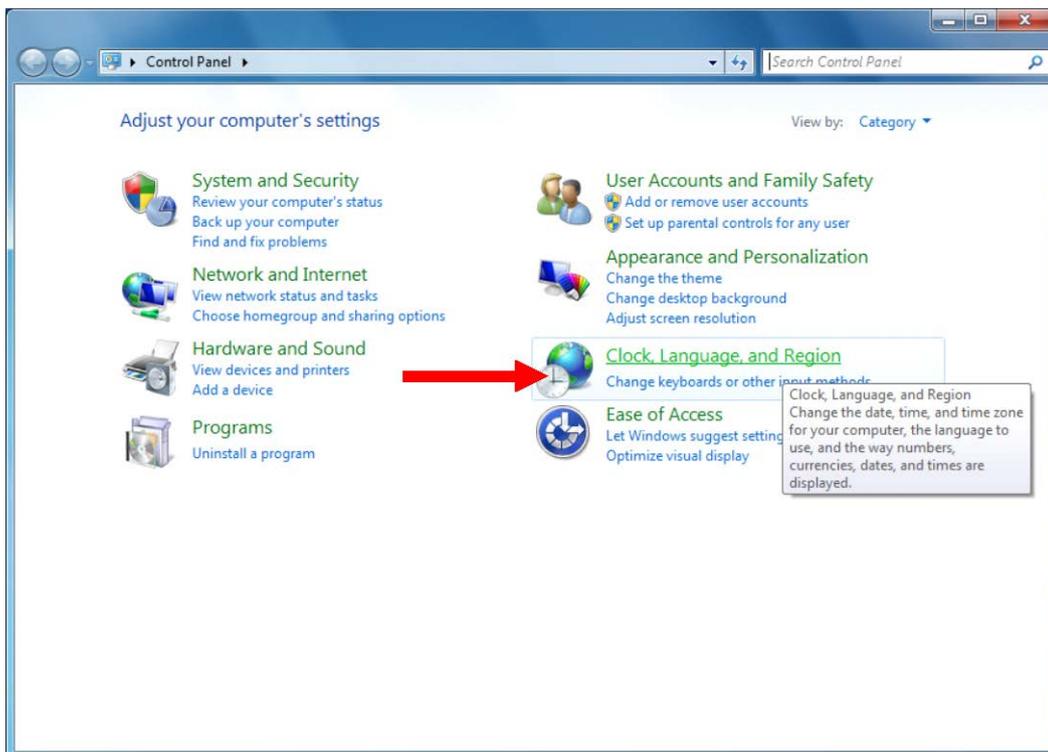
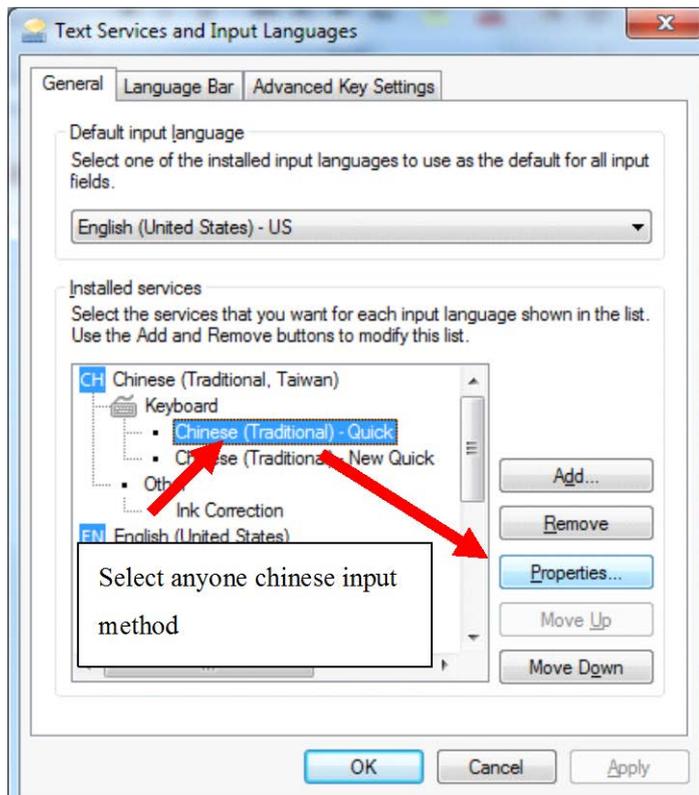3.   Click 'Change Keyboards or other input methods' task.
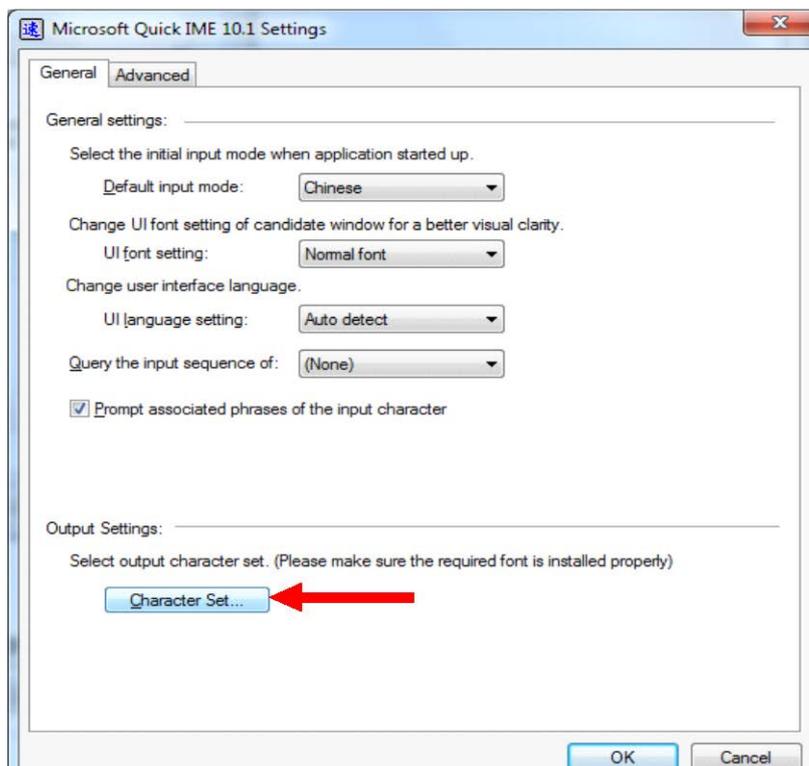
4.   Click **<Add>** button.

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.


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

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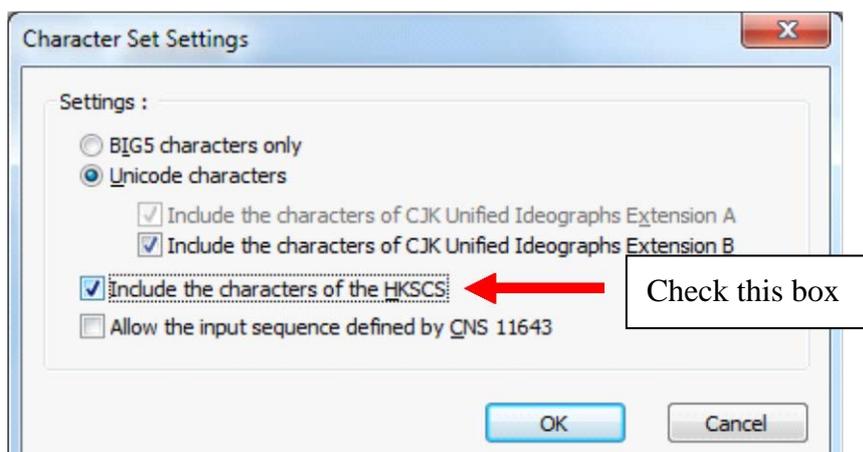
9. Switch the tab to 'Administrative'. Click **<Change system locale>** and change it to 'Chinese (Traditional, Hong Kong S.A.R.)'
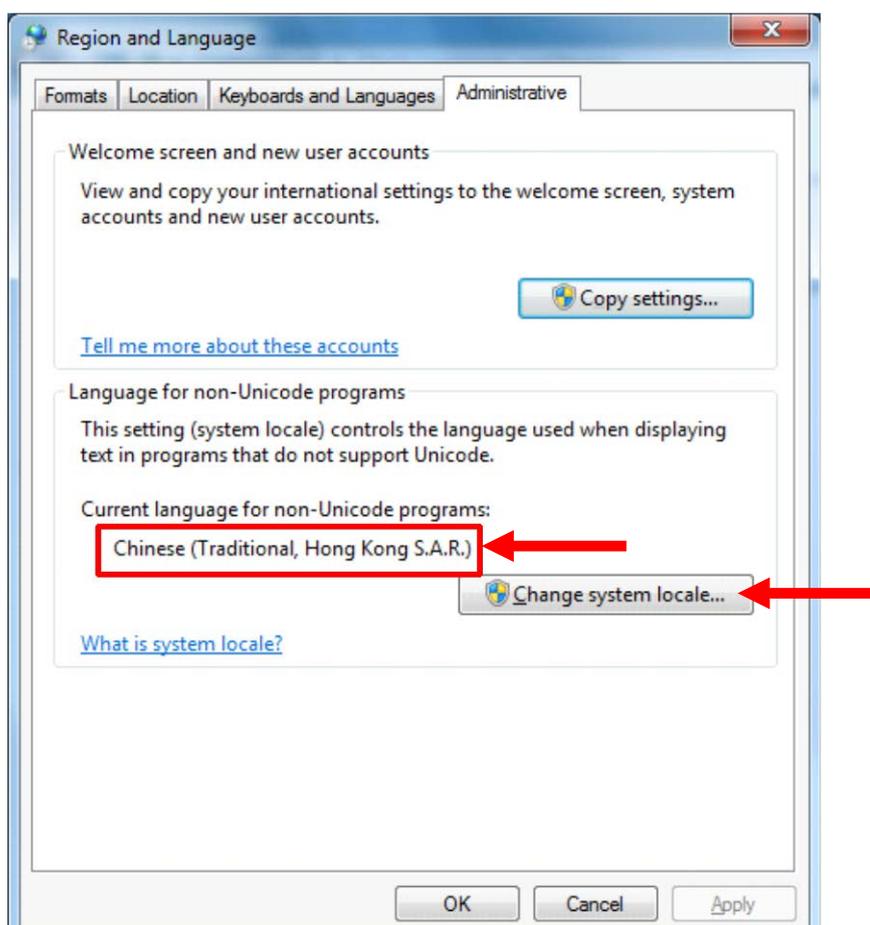
10. Press **<Apply>** to finish the setup of Chinese Input.