

# Inland Revenue Department Notice

## Change of Postal Address of Employer

The Inland Revenue Department will issue the “Employer’s Return of Remuneration and Pensions” (BIR56A) on 1 April 2020. If your company has changed the **postal address** and not yet informed the Department, please complete and return the following notification immediately.

WONG Kuen-fai  
Commissioner of Inland Revenue

---

### Notification of Change of Address

To : The Commissioner of Inland Revenue  
P.O. Box 6068, General Post Office, Hong Kong (Fax No.: 2519 9316)

Employer’s File No.: \_\_\_\_\_

Please update the postal address for the Employer’s file of the company as shown below:

Name of Business: \_\_\_\_\_

New Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Company Chop: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Daytime Contact Tel. No.: \_\_\_\_\_ Name of Signatory: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Designation\*: \_\_\_\_\_

\*The form must be signed by the Proprietor of a sole proprietorship business, Precedent Partner of a partnership business, Company Secretary / Manager / Director / Investment Manager (only applicable to a corporation that is an open-ended fund company) / Provisional Liquidator / Liquidator of a corporation, Principal Officer of a body of persons or Agent of a non-resident person.