

# 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 2026. If your company has not informed the Department of the change of **postal address**, please complete and return the following notification immediately.

CHAN Sze-wai Benjamin  
Commissioner of Inland Revenue

## Notification of Change of Address

**Employer’s File No.:** \_\_\_\_\_

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

**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 **Proprietor** (for sole proprietorship businesses) / **Precedent Partner** (for partnership businesses) / **Company Secretary, Manager, Director, Provisional Liquidator or Liquidator** (for corporations) / **Principal Officer** (for bodies of persons) / **Investment Manager** (only applicable to incorporated open-ended fund companies). Non-residents may appoint agents to act on their behalf.