

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.