



Inland Revenue Department

**The Government of the Hong Kong Special Administrative Region
of the People's Republic of China**

User Guide of Employer's Return e-Filing Services

For more information, please visit the webpage about the [Employer's Return e-Filing Services](#).

Preface

This user guide is to provide step-by-step instructions on how to prepare and submit the BIR56A, IR6036B and IR56 Forms data file via Employer's Return e-Filing Services ("ER e-Filing Services"). It specifies:

- (a) how to prepare a data file by Direct Keying, and
- (b) how to submit or upload a data file, which can be prepared by different means, via the two modes of submission, namely, the Online Mode and Mixed Mode.

This guide is provided for reference only, and is subject to changes without notice. Screenshots contained in this guide are intended for illustration only.

Enquiries may be made to the Inland Revenue Department ("the Department") by email to taxctrl@ird.gov.hk.

User Guide : Version 6.00
Date : April 2023

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1. Basic Requirement

For system requirements of the ER e-Filing Services, please refer to the link below:
www.gov.hk/en/about/helpdesk/softwarerequirement/onlineservice.htm

2. Get Access to “Employer’s Return e-Filing Services”

2.1 You can access the “Employer’s Return e-Filing Services” by clicking the ER e-Filing Services icon at the Department’s website (www.ird.gov.hk).

The screenshot displays the Inland Revenue Department website. At the top, the logo and name 'Inland Revenue Department' are visible, along with the text 'The Government of the Hong Kong Special Administrative Region of the People's Republic of China'. Below this, there are navigation options for 'GovHK 香港政府一站通', '繁體版', and '简体版', along with a search bar and a 'Mobile / Accessible Ver' link. A left-hand navigation menu lists various categories such as 'Home', 'What's New', 'About Us', 'Publications and Press Releases', 'Access to Information', 'Policies', 'Tax Information - Individuals / Businesses', 'Tax Information - Others', 'Public Forms and Pamphlets', 'Electronic Services', 'Tender Notices', 'FAQ', 'Contact Us', and 'Related Links'. The main content area features a large banner for 'Employer's e-Application Services' with the subtitle 'Preparation of IR56 Form(s) by Self-developed Software'. Below the banner is a grid of service icons. The icon for 'eFiling Employer's Return' is circled in blue. Other icons include '2022-23 Budget Tax Measures', 'Tax Computation', 'AEOI', 'AEOI Portal', 'eFiling', 'Relief Measure', 'eTAX Login / Register', 'CbC Reporting', 'CbC Reporting Portal', 'eStamping', 'eFiling', 'Profits Tax Return Electronic Filing', 'iXBRL', 'Payment', 'Stamp Office eBooking', 'eBooking', 'Tax Exemption for Anti-epidemic Fund', '智方便', 'Early Vaccination for All', 'LeaveHomeSafe', and 'Information for People of Diverse Race'. At the bottom left, there are logos for 'W3C WAI-AA WCAG 2.0' and '無障礙網頁 Web For All'.

2.2 Alternatively, you can access the ER e-Filing Services through eTAX.

- (a) Select “View Services” at the welcome page of eTAX.

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Welcome to eTAX

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Exchange Rate
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Welcome to eTAX
Easy, secure and environment-friendly

Please note that system maintenance of this site has been scheduled to take place from 7:00a.m. to 12:00noon on 31 July 2022 and all services will be suspended during this period. We apologise for any inconvenience caused.

eTAX provides you with

- ✓ A personal tax account with IRD
- ✓ A wide range of online services
- ✓ Personalised services
- ✓ Secure services

Know more about eTAX >>

Please note that system update has been scheduled to take place daily from 3:00a.m. to 4:00a.m. You may not be able to view some of the documents here during this period. We apologise for any inconvenience caused.

Top eTAX Services

- Filing of Tax Return - Individuals
- Selecting Electronic Notices
- Filing of Employer's Return / Notification
- Opening of eTAX Account
- Business Registration No. Enquiry & Supply of Information
- Stamping of Property Document
- Completion of Profits Tax Return
- Filing of Property Tax Return

Login View Services Apply for eTAX Password

- (b) Select “Filing of Employer’s Return / Notification” at menu page.

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Objection to Assessment
Holdover of Provisional Tax
Election for Personal Assessment

Property

- Stamping of Property Document
- Stamp Duty Computation
- Filing of Property Tax Return for Jointly Owned Properties (BIR57)
- Viewing of Property Tax Return for Jointly Owned Properties (BIR57)

Business

- Business Registration Number Enquiry
- Application for Supply of Information on the Business Register
- Application for Business or Branch Registration
- Application for Exemption from Payment of Business Registration Fee and Levy
- Application for Exemption from Payment of Business Registration Fee and Levy (View and Download Result of Application)
- Change of Business Registration Particulars
- Block Extension Scheme for Lodgement of Tax Returns for the Current Year by Tax Representatives
- Completion of Profits Tax Return
- Submission of Profits Tax Return
- Viewing of Profits Tax Return
- Filing of Employer's Return / Notification
- Stock Borrowing Relief

Payment

3. Read Step and Important Notes

3.1 Read Step Page

3.1.1 Click <Continue> after reading the steps.

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Filing of Employer's Return / Notification

ATTENTION:
If your computer remains inactive for a period of time after login, the system will automatically log out itself to prevent any unauthorized access. Please save the information of your Employer's Return/Notifications before leaving the system unattended.

For completion of Employer's Return, it may take 3-5 minutes for an individual IR56 form.
For submission of Employer's Return only, it may take 3-5 minutes.

Step 1
Read Important Notes

Step 2
Select Service

Step 3
Preparation of Data File

Step 4
Getting ready for Submission

Step 5
Sign and Submit

Step 6
Acknowledgement

Continue

3.2 Read Important Notes

3.2.1 You should spend some time to read the Notes so as to have an overview of the ER e-Filing Services and then choose the appropriate tools for preparing the data file and mode of submission.

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Filing of Employer's Return / Notification

Step 1 - Read Important Notes

Overview of steps for filing Employer's Return/Notification

1. Data File preparation

Tools available for preparation of IR56 Form data file
(a) Direct Keying
(b) IR56 Forms Preparation Tool
(c) IRD IR56B Software (Version 4.1 or above) [replaced by IR56 Forms Preparation Tool]
(d) Self-Developed Software, pre-approved by IRD

To know more about the tools for preparation of IR56 Form data file, please click [here](#).

(1) [see para. 3.2.2]

2. Get ready for submission of Employer's Return/Notification electronically

Steps for electronic submission of Employer's Return/Notification
2.1 Prepare IR56 Form data file
2.2 Attach the IR56 Form data file to system
2.3 Check CONTROL LIST generated by system
2.4 Complete the Employer's Return/Notification

(2) [see para. 3.2.3]

3. Submission

You may choose to submit the Employer's Return/Notification by
(a) ONLINE mode or
(b) MIXED mode

To know more about the modes of electronic submission of Employer's Return/Notification for data file preparation, please click [here](#).

(3) [see para. 3.2.4]

4. Personal Information Collection Statement

It is obligatory for you to supply the personal data as required by this return. Breach of the statutory requirement may render you liable to penalty or other actions as provided under the Ordinances administered by the Department. Moreover, if you fail to supply the required information, your application/request/notification will not be accepted for processing. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department. (Test 23 - Control UAT)

Back Continue
Step 1 of 6

3.2.2 You can click the link in note (1) [see para. 3.2.1] to know more about the various tools for preparing the data file.

Filing of Employer's Return / Notification

Step 1 - Read Important Notes

1. Knowing the tools for preparation of IR56 Form data file

Tools	Direct Keying ⁽¹⁾	IR56 Forms Preparation Tool	IRD IR56B Software (Version 4.1 or above)
Types of IR Form	IR56B/E/F/G/M	IR56B/F	IR56B only
No. of form records per file	Up to 30	Up to 2000	More than 5000 (by post or by delivery) Up to 5000 (by e-filing)
Import particulars of employees/recipients from old IR56 Form data file	Data file prepared by Direct Keying	Data file prepared by: (i) IR56 Forms Preparation Tool, (ii) IRD IR56B Software, or (iii) Direct Keying, or (iv) Pre-approved self-developed software ^{(1)(b)}	Not available
Mode of submission	ONLINE mode	ONLINE/MIXED mode	ONLINE/MIXED mode
Submission via eTAX account by Authorized Signer ^{(1)(c)}	Yes	For ONLINE mode	For ONLINE mode
The tool is available at	eTAX Services for Business	eTAX Services for Business	Not available
Location of draft data file	At your own computer	At your own computer	At your own computer

(a)(i) If you choose Direct Keying, you will be asked to:

- input a "Self-selected Key" (the Key) each time you started to complete a new return. The Key is used to protect the data file from unauthorized access.
- designate the location (i.e. the path) in your local computer for temporary storage of the data file before submission.

(ii) You should keep proper record of the Key and designated location in your local computer. The Department has NO MEANS to reset the Key or retrieve the data file in your local computer.

(b) If you choose to import particulars of employees from the IR56 Form data file prepared by the pre-approved self-developed software, the data file must be in XML format.

(c) If you as the "Authorized Signer" wish to sign and submit the Employer's Return / Notification using "IAM Smart", your "IAM Smart" account must have digital signing function.

2. You can directly submit the IR56 Form data files (in XML format) prepared by pre-approved self-developed software through the ER e-Filing Services. For details, please visit our web page "[Submission of Employer's Return in Computerized Format](#)".

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Click <Back> to back to the "Read Important Notes" page.

3.2.3 You can click the link in note (3) [see para. 3.2.1] to know more about the two modes of submission under the ER e-Filing Services.

Filing of Employer's Return / Notification

Step 1 - Read Important Notes

3. Knowing the modes of electronic submission of Employer's Return/Notification

The major differences of the two modes of submission are:

Modes of submission	ONLINE	MIXED
(a) Type of IR56 Form	IR56B/E/F/G/M (Direct Keying) IR56B/F (Upload)	IR56B/F (Upload)
(b) Data file prepared by	(i) Direct Keying (ii) IR56 Forms Preparation Tool (iii) IRD IR56B Software (Version 4.1 or above) (iv) Pre-approved Self-Developed Software	(i) IR56 Forms Preparation Tool (ii) IRD IR56B Software (Version 4.1 or above) (iii) Pre-approved Self-Developed Software
(c) Maximum number of IR56 Forms records per data file	30 (Direct Keying) 5000 (Upload)	5000 (Upload)
(d) Uploading of IR56 Form data file to system - use of eTAX Account (Note 3)	Required	Not required
(e) Printing out the Control List of data file for submission	Not required	Required
(f) Completion of Employer's Return (BIR56A) Notification (IR5636B)	Online	On paper (BIR56A only)
(g) Signing the Return/Notification with Control List of the IR56 Form (Note 3)	Via eTAX Account (Note 3)	On paper
(h) Submission of Return/Notification with Control List of IR56 Form (Note 3)	Via eTAX Account (Note 3)	By post or by delivery
(i) Acknowledgement upon completion of submission of Return / uploading data file	Yes	Yes

NOTES:

1. Employer's Return/Notification must be signed by an "Authorized Signer". The "Authorized Signer" must be holding of one of the following capacities:

- Director, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
- Proprietor for the sole proprietorship business
- Precedent Partner of the partnership business
- Principal Officer of a body of persons

2. You are strongly recommended to save the acknowledgement, the Control List and the remitted data file, if available, for record and for easy reference. Such file is required if you wish to pre-fill employees' particulars on new IR56 Forms by data import.

3. If you as the "Authorized Signer" wish to sign and submit the Employer's Return / Notification using "IAM Smart", your "IAM Smart" account must have digital signing function.

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Click <Back> to back to the "Read Important Notes" page.

3.2.4 After reading the notes, click <Continue> to proceed.

4. Data Preparation - Direct Keying

- 4.1 You can prepare all types of Employer's Return and Notifications, i.e. BIR56A, IR6036B, IR56B/E/F/G/M (up to 30 sets of IR56 forms) through Direct Keying.
- 4.2 The data file prepared by Direct Keying can ONLY be submitted via Online Mode, which requires the logging in of an eTAX account, "iAM Smart+" account (with digital signing function) or recognized personal digital certificate by an Authorized Signer*.
- 4.3 There are two options under "Direct Keying", namely "Prepare and Submit NOW" and "Prepare NOW and Submit Later".

The screenshot shows the 'Filing of Employer's Return / Notification' screen. Under the 'Data Preparation' section, the 'Prepare and Submit NOW' option is selected and circled in blue. The 'Submission' section is also visible, showing 'Online Mode' as the selected option.

- 4.3.1 If you want to choose "Prepare and Submit NOW", you must be both an Authorized Signer and eTAX account holder, so that you can prepare and submit the Employer's Return / Notifications by logging in your own personal eTAX account, "iAM Smart+" account (with digital signing function) or recognized personal digital certificate.

The screenshot shows the login page with the 'Login' button highlighted in red. Below the login fields, there are three buttons: 'Login with "iAM Smart"', 'Login by Digital Certificate', and 'Apply for eTAX Password'.

* An Authorized Signer must be holding one of the following capacities:

- ◆ Proprietor for a sole proprietorship business.
- ◆ Precedent Partner for a partnership business.
- ◆ Director, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund company), Provisional Liquidator or Liquidator for a corporation.
- ◆ Principal Officer for a body of persons.

4.3.2 Under “**Prepare NOW and Submit Later**”, you do not need to be an Authorized Signer nor an eTAX account holder. After preparation of all the Employer’s Return / Notifications, click <**Save for Submission**> to save the data file for submission at a later time. An Authorized Signer can choose to carry out the submission process at a convenient time by using his/her personal eTAX account, “iAM Smart+” account (with digital signing function) or recognized personal digital certificate.

The Check Sum is derived from the information you entered. If there is no change to the content of the Employer’s Return / Notifications, the same value will be shown when you submit the data file.

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Exit

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Filing of Employer's Return/Notification

Step 4 - Getting Ready for Submission

View Control List for Employer's Return

Employer's File Number: 6A1 - 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: 123456

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAU, PUI SHAN	XX856293(8)	01/04/2017 to 31/03/2018	Not Provided	143,922

Edit

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Number of Set(s) of Form IR56B : 1

Employer's Contact Details :

New Postal Address : Not Applicable

E-mail Address : www@abcwww.com

Telephone No. : Not Applicable

The Employer's Return/Notification is signed by : CHAN, LAI LAI, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Check Sum : 0607F A9745 C2286 50ECD 97B55 208B3 CD39C AE7F7

E-mail acknowledging the submission will be sent to the e-mail address provided: **www@abcwww.com** and **www@ddexx.com**

Edit

Back View Draft BIR56A Print All Print Control List **Save For Submission**

Notes:

1. If any of the above information on the return is incorrect, please click on the relevant "Edit" button to make the amendments.
2. The Check Sum above is derived from the information you entered in the return. The same value will be shown on the acknowledgement after submission of the return provided there is no change to the return content that is submitted through the ER e-filing Services.

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4.4 Prepare a Data File for Submission

4.4.1 Select the Way to Prepare a Data File

- (a) Before selecting how the data file is prepared, you have to input the following information:
- (i) Employer's Reference ("ERN")
 - Input your Employer's File Number. If you do not have an Employer's File Number, input your Business Registration Number.
 - (ii) Employer's Identification Code ("ERIC")
 - The ERIC is a unique security code allotted to each employer's file to facilitate employers to use the ER e-Filing Services. The ERIC will be updated every year, and the currently valid ERIC is printed on the latest BIR56A or IR6036B issued to you (near the top of the BIR56A or IR6036B).
- (b) If you want to create a new data file, you are required to input a Self-selected Key* by your own choice of 6 to 8 characters. Then you can select one of the following two ways to prepare the data file for submission:
- (i) **"Create a new data file without data import"**
 - You will create the new data file by keying in all the data.
 - (ii) **"Create a new data file with data import from an Employer's Return file submitted before"**
 - You will create the new data file by first importing the personal particulars of the employees from a previously submitted data file.
 - Only previously submitted annual Employer's Return file prepared by this Direct Keying method can be used for the import, and the TRN [see para. 4.4.9] of the submitted file (with file name:dat) is required.
 - You can select the employees to be imported and type of form to be created. After import, a "Control List" page will be displayed showing the selected records. You can then edit the records accordingly.
- (c) If you have saved a partially completed data file prepared by Direct Keying which has not yet been submitted ("draft data file"), you can continue to edit or add new records by selecting **"Continue to complete a saved draft return"**.
- To open a draft data file, you have to input the Self-selected Key of that file.
 - After opening the file, a "Control List" page will be displayed showing the records stored in the file. You can then edit or add records accordingly.
- (d) Input the Captcha by reference to the 4 characters being displayed.
- (e) Click <**Continue**> to proceed.

* The Self-selected Key, which is used to protect the data file from unauthorized access, is required for subsequent opening / submission of the data file. Thus, you are strongly advised to keep proper record of the Key. The Department has NO mean to reset or retrieve the Key to open the saved data file which is only stored in your own computer.

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Filing of Employer's Return/Notification

Step 3 - Preparation of Data File

Enter Employer's Reference

Employer's File Number (e.g. 6A1-XXXXXXX) [] - []

Business Registration Number (Input this field if you do not have Employer's File Number) []

Enter Employer's Identification Code (ERIC) (Note 1) * ER []

Please select

Start to complete a new Employer's Return/Notification

Create a new data file without data import

Create a new data file with data import from an Employer's Return file submitted before

File location and name [] 瀏覽...

Enter the TRN (Note 3) of the submitted data file * []

Continue to complete a saved draft return

File location and name [] 瀏覽...

Enter the Self-selected Key of that file * []

Please enter the characters as shown in the image * [] wfvx

Fields with * are mandatory.

Clear Continue

NOTES:

- The Employer's Identification Code (ERIC) is printed on the [BUR55A](#), [IR6036A](#) or [IR6036B](#) issued in the year.
- The Inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of the saved file.
- The Transaction Reference Number (TRN) of a submitted Employer's Return/Notification can be found in its Control List or Acknowledgement.

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4.4.2 Confirm the Business Name

- (a) The business name of the employer in accordance with the Department's record for the ERN inputted will be displayed for confirmation. If the business name displayed is correct, select "Yes" and then click <Continue> to proceed.
- (b) If the name is incorrect, select "NO" and quit the application.
- (c) If you want to amend the inputted ERN and ERIC, click <Back> to re-input the correct ERN and ERIC. If there is any enquiry regarding the business name, please contact us at 187 8022.

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Filing of Employer's Return/Notification

Step 3 - Preparation of Data File

I confirm that the Employer's Return/Notification is filed for the following employer/payer.*

Employer's File Number: 6A1 - 81240001

Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Yes

No

Fields with * are mandatory.

Back Continue

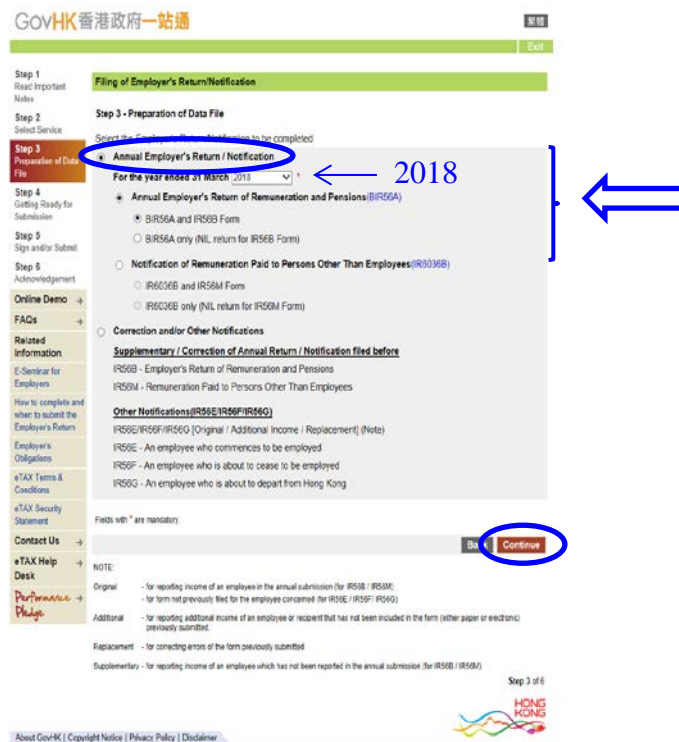
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4.4.3 Select the Type of Form for Completion

- (a) Select the type of Employer’s Return / Notifications to be completed and click <Continue>.
- If you want to prepare a data file for annual submission of BIR56A/IR6036B and whether with/without form IR56B/M, please select the relevant option under “**Annual Employer’s Return / Notification**”.
 - If you would like to prepare a data file for additional/replacement/supplementary* form IR56B/M or original/additional/replacement* form IR56E/F/G, please select “**Corrections and/or Other Notifications**”.
- (b) An illustration on completion of the Employer’s Return (BIR56A) with Form IR56B for the year ended 31 March 2018 is shown below.
- (c) Select “BIR56A and IR56B Form” under “Annual Employer’s Return of Remuneration and Pensions (BIR56A)” of “Annual Employer’s Return / Notification”. Select the year “2018”.
- (d) Click <Continue> to start keying in the data of the form IR56B.



- | | | |
|---|----------------------|--|
| * | Original | <ul style="list-style-type: none"> - for reporting income of an employee/a recipient in the annual submission (for IR56B/M). - for form not previously filed for the employee concerned (for IR56E/F/G). |
| | Additional | <ul style="list-style-type: none"> - for reporting additional income of an employee/a recipient that has not been included in the form previously submitted (either paper or electronic). |
| | Replacement | <ul style="list-style-type: none"> - for correcting errors of the form previously submitted. |
| | Supplementary | <ul style="list-style-type: none"> - for reporting income of an employee/a recipient which has not been reported in the annual submission (only applicable to IR56B/M). |

4.4.4 Input IR56 Form Details

4.4.4.1 There are three input pages for completing an IR56 Form, namely,

- (a) Employee's Details;
- (b) Income Details; and
- (c) Place of Residence.

4.4.4.2 You need to fill in all the required details of each page and pass the validation check before proceeding to the next page. If any error is found, the error message will be shown at the top of the screen.

4.4.4.3 When completing the Form IR56B in this example, some points to note are highlighted.

(a) **Employee's Details**

(i) **Language for printing the form**

It refers to the language when the IR56 form record is printed. It will not affect the language of the input screen.

(ii) **Employee's Details**

Surname / Given Name in English – Surname and Given name should be the same as that shown on the Hong Kong Identity Card / Passport of the employee.

H.K. Identity Card No. / Passport No. & Place of Issue – You must provide the employee's H.K. Identity Card No. Only if the employee does not have a Hong Kong Identity Card, input the Passport No. and the place of issue instead.

Residential Address – You can either provide the employee's residential address in fixed format or free format. For free format, it allows input of a maximum of 3 lines with 30 characters in each line. For non-Hong Kong address, the postal code should also be provided, and "Others" (under "Area") should be selected.

Postal Address – It is defaulted as "Same as Residential Address". If the employee's postal address is different from the Residential Address, please provide the postal address in this part.

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Filing of Employer's Return/Notification - IR56B

Employee's Details | Income Details | Place of Residence

Step 3 - Preparation of Data File

Employer's File Number: 6A1 - 81240001

ATTENTION:

Please provide a copy of the completed Form IR56B to your employee and retain a copy for reference.

Language for printing this form * Chinese English
Type of form Original

NOTE: If an additional sum is payable to the employee for whom you have filed an IR56 form, please furnish an "Additional" form and insert the additional amount in the appropriate item under the Income Details.

Employee's Details

Salutation Mr. Mrs. Ms. Miss

Surname in English * CHAU

Given Name in English * PUI SHAN

Full Name in Chinese 周佩珊

H.K. Identity Card No. XX856293 (8)

Passport No. & Place of Issue (If Employee has no H.K. Identity Card)

Sex * Male Female

Marital Status Single/Widowed/Divorced/Living Apart Married

Spouse's Name (Surname first, e.g. Chan, Tai Man)

Spouse's H.K. Identity Card No. ()

Spouse's Passport No. & Place of Issue

Residential Address*

Address in English

Flat / Room Floor Block

Name of Building

No. & Name of Street

District

Area* Hong Kong Kowloon New Territories Others

Address either in English or in Chinese

FLAT A, 1F, 123 HONG KONG ROAD

Area* Hong Kong Kowloon New Territories Others

Postal Address (Complete if different from the Residential Address above)

Same as Residence Address

Address in English

Flat / Room Floor Block

Name of Building

No. & Name of Street

District

Area* Hong Kong Kowloon New Territories Others

Address either in English or in Chinese

Area* Hong Kong Kowloon New Territories Others

Fields with * are mandatory.

Clear Discard Save Draft Continue

Step 3 of 6

(b) Income Details

(i) Period of Employment

The period fields will be filled automatically by reference to the reporting year selected. For example, if the year “2018” is selected, the period fields will be pre-filled with “01/04/2017” and “31/03/2018” accordingly. You can amend the period fields, if necessary.

(ii) Particulars of Income

- You can click the “note” to see the relevant parts of the Notes and Instructions of Form IR56B for reference.
- If the total income of the employee exceeds \$999,999,999, you are required to submit a paper IR56 form for that employee.
- If the emoluments paid / payable to the employee is in non-Hong Kong currency, the emoluments must be converted to Hong Kong dollars. Average exchange rates of major currencies can be found in the Department’s website (www.ird.gov.hk/eng/tax/ind_stp.htm).

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Filing of Employer's Return/Notification - IR56B

Employee's Details Income Details Place of Residence

Step 3 - Preparation of Data File

Employer's File Number: 6A1 - 81240001
Name of Employee: CHAU, PUI SHAN 周佩珊

Income Details

Capacity in which employed * COMPANY SECRETARIAL OFFICER

Period of Employment for the year from 1 April 2017 to 31 March 2018 *

01 / 04 / 2017 to 31 / 03 / 2018 (DDMMYYYY)

Particulars of income accruing for the year from 1 April 2017 to 31 March 2018 (Note 2)

Particulars	Period (DDMMYYYY)	Amount(HK\$)
(a) Salary/Wages	01 / 04 / 2017 to 31 / 03 / 2018	143922.00
(b) Leave Pay		00.00
(c) Director's Fee		00.00
(d) Commission/Fees (Note 4)		00.00
(e) Bonus (Note 5)		00.00
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (Note 6)		00.00
(g) Certain Payments from Retirement Schemes (Note 7)		00.00
(h) Salaries Tax Paid by Employer		00.00
(i) Education Benefits (Note 8)		00.00
(j) Gain realized under Share Option Scheme (Note 9)		00.00
(k) Any other Rewards, Allowances or Perquisites (Note 10)		
(1) Nature		00.00
(2) Nature		00.00
(3) Nature		00.00
(l) Pensions (Note 11)		00.00

Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company * Yes (details below) No

Name of the non-Hong Kong Company
Address of the non-Hong Kong Company
Amount [This amount must also be included in above items (a) to (l)] (Note 12) 00

Remarks:

Fields with * are mandatory.

Attention:

- Please click "note 2" to "note 12" to read the relevant parts of the Notes and Instructions of Form IR56B for reference.
- For information on how severance payment or long service payment made under Employment Ordinance should be reported, please refer to Note 6 of the Notes and Instructions of Form IR56B.
- For information on how payment from MPF scheme should be reported, please refer to Note 7 of the Notes and Instructions of Form IR56B.

Back Clear Discard Save Draft Continue

Step 3 of 6

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(c) Place of Residence

- You are required to select whether a place of residence is provided to the employee.
- If place of residence is provided, you have to input the details of the place of residence provided.
- If more than two places of residence were provided to an employee in the same reporting year, you are required to submit a paper IR56 form for that employee and supply the details of the places of residence provided in the same format on a separate sheet.

The screenshot displays the 'Place of Residence provided by employer' section in the e-filing system. It features a dropdown menu to select between 'Provided (details below)' and 'Not provided'. Below this, there are input fields for 'Address(1)', 'Nature', and 'Period Provided'. A table lists various types of payments (Rent paid to Landlord by Employer, Rent paid to Landlord by Employee, Rent refunded to Employee by Employer, Rent paid to Employer by Employee) with corresponding HKS amounts. There are also checkboxes for 'Two or more Employees shared the place of residence provided'. The interface includes a sidebar with navigation options like 'Online Demo', 'FAQs', and 'Related Information'. At the bottom, there are buttons for 'Back', 'Clear', 'Discard', 'Add New', 'Save Draft', and 'View Control List'.

(d) Function Button

On the input pages for completing an IR56 Form, you may click the following function buttons:

<Clear>

- Only the data you have just inputted for **this page** will be cleared and NOT retained if <Clear> is clicked. The data of the employee inputted in other pages, if any, will not be cleared.

<Discard>

- The data you have just inputted for **this employee record** will be cleared and NOT retained if <Discard> is clicked. The “Control List” page will then be displayed.

<Save Draft>

- Click <Save Draft> to save the data file in your own computer/removable storage device.
- Please note that before your submission of the data file to the Department via the ER e-Filing Services is completed, the Department does not retain the information you keyed in. You are strongly advised to save the draft data file from time to time to avoid any loss of inputted data.

<Continue>

- Click <Continue> to go to the next page.

<Back>

- Click <Back> to go to the previous page.

<Add New>

- Click <Add New> will retain the record temporarily and a blank form will be displayed. You can then input the data of another employee.

4.4.5 View Control List

- (a) At the “Control List” page, a summary of the IR56 records already inputted will be displayed.

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Filing of Employer's Return/Notification

Step 4 - Getting Ready for Submission

Check Control List

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
Self-selected Key: 123466 [Edit]

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

Delete	No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
<input type="checkbox"/>	1	CHAU PUI SHAN	XX850293(8)	01/04/2017 to 31/03/2018	Not Provided	143,922

[Delete] [Print IR56 Forms] [Print Control List] [Add New] [Save Draft] [Continue]

NOTE: Please click "Save Draft" to save the draft return to your computer or storage device.

Step 4 of 6

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- (b) In addition to <Add New> and <Save Draft>, the following buttons are available:

<Edit>

- Click the corresponding <Edit> to amend the Self-selected Key or edit the IR56 form record.

<Delete>

- If you want to delete one or more records, you can tick the box(es) on the left hand side of the records and then click <Delete>.

<Print IR56 Forms>

- Click <Print IR56 Forms> to print the draft IR56 forms for checking.

<Print Control List>

- Click <Print Control List> to print the draft Control List for checking.

<Continue>

- Click <Continue> to proceed to the preparation of the BIR56A and submission process.

4.4.6 Input Employer's Contact Details

- (a) Enter the new postal address (if necessary), e-mail address and telephone no. of the employer.
- (b) Click <Continue> to proceed.

The screenshot shows the 'Filing of Employer's Return/Notification - IR56B' process on the GovHK portal. The current step is 'Step 4 - Getting Ready for Submission'. The form is titled 'Employer's Contact Details' and includes the following fields and options:

- POSTAL ADDRESS:** A section for entering the employer's current postal address. It includes radio buttons for 'Address in English' and 'Address either in English or in Chinese'. Under 'Address in English', there are input fields for 'Flat / Room', 'Floor', 'Block', 'Name of Building', 'No. & Name of Street', and 'District'. Below these are radio buttons for 'Area' with options: Hong Kong, Kowloon, New Territories, and Others.
- E-mail address:** A text input field with the example 'www@abc.com'.
- Buttons:** 'Control List', 'Clear', 'Save Draft', and 'Continue'.

4.4.7 Input Details of the Authorized Signer

- (a) Input the designation of the Authorized Signer and e-mail address for receiving the acknowledgement.
- (b) Click <Continue> to proceed.

The screenshot shows the 'Particulars of the Authorized Signer' form. It includes the following fields and options:

- For a Corporation:** Radio buttons for 'Director', 'Company Secretary', 'Manager' (with a 'Post title' input field), 'Investment Manager (only applicable to a corporation that is an open-ended fund company)', 'Provisional Liquidator', and 'Liquidator'. There is also an option for 'acting on behalf of its corporate director/company secretary'.
- Name of the corporation:** A text input field.
- Capacity:** Radio buttons for 'Corporate Director' and 'Corporate Company Secretary'.
- Telephone No.:** A text input field.
- E-mail acknowledging the submission will be sent to the e-mail address provided:** A list of two e-mail addresses: 'www@abc.com' and 'www@def.com'.
- Buttons:** 'Back', 'Clear', and 'Continue'.

4.4.8 Get Ready for Submission

- (a) The following screen will be displayed for your checking before proceeding to the “Sign and/or Submit” page.

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Filing of Employer's Return/Notification

Step 4 - Getting Ready for Submission

View Control List for Employer's Return

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
Self-selected Key: 123456

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAU, PUI SHAN	XX856293(8)	01/04/2017 to 31/03/2018	Not Provided	143,922

Number of Set(s) of Form IR56B : 1

Employer's Contact Details :
New Postal Address : Not Applicable
E-mail Address : www@abcwww.com
Telephone No. : Not Applicable

The Employer's Return/Notification is signed by : CHAN, LAI LAI, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Check Sum : 0607F A9745 C2286 50ECD 97B55 208B3 CD39C AE7F7

E-mail acknowledging the submission will be sent to the e-mail address provided:
www@abcwww.com and www@ddexxx.com

Back View Draft BIR56A Print All Print Control List Submit

Notes:
1. If any of the above information on the return is incorrect, please click on the relevant "Edit" button to make the amendments.
2. The Check Sum above is derived from the information you entered in the return. The same value will be shown on the acknowledgement after submission of the return provided there is no change to the return content that is submitted through the ER e-filing Services.

Step 4 of 6

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- (b) If error is found, click the corresponding <Edit> to amend the IR56 records or employer's contact details.
- (c) If all the information is correct, click <Submit> to continue the submission process.
- (d) You will be requested to save a draft data file in your computer before submission to avoid any data loss during the submission process.
- (e) The appropriate signing method will be displayed according to the authentication means used for login by the Authorized Signer. For example, if eTAX account is used during the login, you will be required to input your eTAX password again to sign the Employer's Return electronically.

- (f) If the details of the inputted details are in order, input your eTAX password and then click <Sign & Submit> to complete the submission process.

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Filing of Employer's Return/Notification

Step 5 - Sign and/or Submit

Important Notes

- Please refer to the "Notes and Instructions for Forms BIR56A and IR56B"
- You are advised to check the accuracy of the information carefully in the draft return displayed below.
- Heavy penalties may be incurred for making an incorrect return or committing other offences.

BIR56A - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

DRAFT

INLAND REVENUE DEPARTMENT
SALARIES TAX
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2017 TO 31 MARCH 2018

File Number: 6A1 - 01240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
This return [BIR 56A (ie)] will be accepted in lieu of the paper return (BIR56A).

POSTAL ADDRESS
If you have not informed the Department of your current postal address previously, please state below the new address.
Not Applicable

During the year, were there any persons who were within the scope of Note 1(a) of the Notes and Instructions for Form BIR56A and reportable in Forms IR56B? Yes No

Forms IR56B are prepared in the following format:

	No. of Form IR56B Reported
(1) Prepared in paper format and the paper Forms IR56B are attached.	Not Applicable
(2) Prepared in electronic format and stored in a CD-ROM / DVD-ROM / USB storage device. The storage device and a signed paper Control List are now attached.	Not Applicable
(3) Prepared in electronic format and filed to the Department via the Employer's Return e-Filing Services. A Control List is now attached.	1

DECLARATION
I declare that, to the best of my knowledge and belief, (i) I have prepared and filed a Form IR56B for each and every person who was within the scope of Note 1(a) of the Notes and Instructions for Form BIR56A and (ii) the information given on this return, Forms IR56B, Control List and all other documents attached is true, correct and complete.

Name: CHAN, LAI LAI
E-mail address: www@abcwww.com Telephone No.: Not Applicable
Designation: MANAGER of MOUNTAIN ROCK ZZ CO., LTD Date:

BIR56A(ie)

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAU, PUI SHAN	XX86293(8)	01/04/2017 to 31/03/2018	Not Provided	143,922

Check Sum : 0607F A9745 C2286 50ECD 97B55 208B3 CD39C AET77
E-mail acknowledging the submission has already been sent to the e-mail address provided:
1. www@abcwww.com
2. www@dedxxx.com

NOTES

- If any of the above information on the Control List is incorrect, please click on the relevant "Edit" button to make the amendments.
- To complete the filing process of the IR56 forms record submitted via ER e-Filing Services (Mixed Mode), you are required to print the Control List after upload of the data file, and then submit the paper Control List and BIR56A, if applicable, duly signed by the Authorized Signer to the IRD.
- The acknowledgement will be copied to the designated e-mail address. Please remind the recipient(s) to configure their e-mail settings or spam filters to accept the acknowledgement e-mails.
- The Check Sum shown above is derived from the return information entered.

Please enter your password below:

Signing by CHAN, LAI LAI

eTAX Password *

Back Clear Save Sign & Submit

Fields with * are mandatory.

Notes:
After clicking on the "Sign & Submit" button, if there is no response within 3 minutes, please:
• Click on the "Back" button to return to previous page
• Click on the "Continue" button to return to this page.
• Input the password afresh and click on the "Sign & Submit" button again.

Step 5 of 6

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Do you want to open or save ER-XXXX0001-BIR56A-2018-draft.dat (7.31 KB) from etax24.ird.gov.hk? X

Open Save Cancel

4.4.9 Acknowledgement

- (a) **The system will prompt you to save all documents after submission.** If no message is pop up, please click “Save All Documents” to save a ZIP file in your computer for your record. The ZIP file will contain the soft copy of the followings documents:
- (i) The Acknowledgement;
 - (ii) BIR56A/IR6036B (if appropriate);
 - (iii) Control List; and
 - (iv) IR56 forms (in PDF format), to facilitate your distribution to employee/recipient in soft copy.
 - (v) For annual submission of BIR56A and IR6036B, the ZIP file will also contain a submitted data file which can be used for importing the personal particulars of the employees/recipients to prepare IR56 forms under this “Direct Keying” method. Please note that you are required to input the Transaction Reference Number (“TRN”) when creating a new data file by importing.
- (b) If necessary, you can print the Acknowledgement page with the TRN by clicking **<Print Acknowledgement>**.
- (c) Click **<Submit Another>** to go to the screen as shown at para. 4.3 to prepare or submit another data file.

The screenshot shows the 'Filing of Employer's Return/Notification' page on the GovHK website, specifically Step 6 - Acknowledgement. The page header includes the GovHK logo and 'Exit' button. A navigation sidebar on the left lists steps from Step 1 to Step 6, with Step 6 highlighted. The main content area displays the following information:

- Step 6 - Acknowledgement**
- Employer's File Number :** 6A1 - 81240001
- CHAN, LAI LAI, MANAGER of MOUNTAIN ROCK ZZ CO., LTD**
- You have successfully submitted the Form BIR56A for the year from 1 April 2017 to 31 March 2018 with 1 set(s) of IR56B summarized in the Control List.**
- Means of preparation of the Data File :** Direct Keying
- Check Sum :** 02CE8 476C4 5D763 51974 DDA6E 05573 F26C5 A8E62
- Transaction Reference Number (TRN) :** 6121 9032 2456 2932
- Date and Time of Filing :** 22 Mar 2019 11:44:08

Below this information, it states: "E-mail acknowledging the submission has already been sent to the e-mail address provided : www@abcwww.com and www@ddexxx.com". At the bottom of this section are three buttons: "Submit Another", "Print Acknowledgement", and "Save All Documents".

NOTES:

- The System will prompt you to save all documents after you have clicked "Sign and Submit" at Step 5. If no message is pop up, please click "Save All Documents" to save the following documents in ZIP format:
 - (i) The PDF files of Control List, each individual IR56 Form and BIR56A/IR6036B (if applicable)
 - for printing of the IR56 forms in PDF format to your respective employee/recipient to assist him/her in completing his/her tax return. (PDF file can be opened Adobe Acrobat Reader which is available at the Adobe Systems Incorporated)
 - (ii) The Submitted Annual Return data file (if applicable)
 - for importing the employer's information and personal data of employee(s)/recipient(s) in future submission.
 - (iii) The Acknowledgement
 - for your retention and easy reference of the TRN, which is necessary for importing the employer's information and personal data of employee(s)/recipient(s) in future submission.
- To open the saved data file, you are required to input the TRN. However, you should still take appropriate measure to protect the saved data file from unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.

Thank you for filing the Employer's Return through the Internet.

Help protect our environment. Please retain the relevant information by saving this page.

Step 6 of 6

At the bottom, there is a footer with "About GovHK | Copyright Notice | Privacy Policy | Disclaimer" and the Hong Kong Government logo.

5. Data Preparation – IR56 Forms Preparation Tool

- 5.1 Employers can use the IR56 Forms Preparation Tool (“Preparation Tool”), which is a web-based application, to prepare up to 2000 sets of IR56B or IR56F records in a file.
- 5.2 The data file prepared by the Preparation Tool can only be submitted via ER e-Filing Services, using the Online Mode or Mixed Mode. Submission of removable storage device (e.g. CD-ROM) containing the data file prepared by the Preparation Tool will not be accepted.
- 5.3 For details of the Preparation Tool, you may read the [User Guide of IR56 Forms Preparation Tool](#).

The screenshot shows the GovHK eTAX portal interface. The header includes the GovHK logo and the Inland Revenue Department logo. The main content area is titled 'Filing of Employer's Return / Notification' and is at 'Step 2 - Select Service'. Under 'Please select', there are three main options: 'Data Preparation', 'Submission', and 'Mixed Mode'. The 'Data Preparation' option is selected, and it includes sub-options for 'Direct Keying' and 'IR56 Forms Preparation Tool'. A blue arrow points to the 'IR56 Forms Preparation Tool' option. Below the main content area, there are 'Back', 'Clear', and 'Continue' buttons. At the bottom, there are 'NOTES' and 'Step 2 of 6'.

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Employer's Obligations

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Performance Pledge →

Inland Revenue Department
The Government of the Hong Kong Special Administrative Region
Of the People's Republic of China

Filing of Employer's Return / Notification

Step 2 - Select Service

Please select

Data Preparation

Direct Keying (For preparation of Employer's Return (BIR56A), IR6036B and up to 30 sets of IR56B/E/F/G/M)
- MUST BE submitted by an "Authorized Signer" who is an eTAX account holder (Note 1 and 3).
 Prepare and Submit NOW
 Prepare NOW and Submit LATER (Note 2)

IR56 Forms Preparation Tool (For preparation up to 2000 IR56B/F Forms only)
The IR56 Forms Preparation Tool is not required to log in eTAX account. The eTAX account will be logged out after entering it.

Submission

Online Mode [You must be an "Authorized Signer" with eTAX account (Note 1 and 3)]
 For Data File Prepared by Direct Keying (For BIR56A, IR6036B and IR56 Forms)
 For Data File Prepared by
- IR56 Forms Preparation Tool (For IR56B/F only)
- IRD IR56B Software (For IR56B only)
- Pre-approved Self-developed Software (For IR56B/F only)

Mixed Mode ["Non-Authorized Signer" / "Non-eTAX account holder" can upload the data file via such mode (Note 4).]
For Data File Prepared by
- IR56 Forms Preparation Tool (For IR56B/F only)
- IRD IR56B Software (For IR56B only)
- Pre-approved Self-developed Software (For IR56B/F only)

Back Clear Continue

NOTES:

- Employer's Return/Notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding of one of the following capacities:
 - Director, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
 - Proprietor for the sole proprietorship business
 - Precedent Partner of the partnership business
 - Principal Officer of a body of persons
- When keying in the data, you are not required to login an eTAX account. After completion, an "Authorized Signer" can use the "Submission" service and choose "Online Mode" to submit the file.
- If you as the "Authorized Signer" wish to sign and submit the Employer's Return / Notification using "IAM Smart", your "IAM Smart" account must have digital signing function.
- To complete the whole submission process, you have to pass the cover page of Control List (printed after uploading a data file via the Mixed Mode) to an "Authorized Signer" (Note 1) for signature. The signed cover page (with QR code) of the paper Control List, together with the signed paper Employer's Return (BIR56A), if applicable, should then be sent back to our Department.

Step 2 of 6

6. Submission – Online Mode (Login of the eTAX account, “iAM Smart+” account with digital signing function or recognized personal digital certificate by an Authorized Signer is required)

There are two submission services in the ER e-Filing services, namely Online Mode and Mixed Mode.

Online Mode allows the Authorized Signer to complete the submission process of Employer’s Return and Notifications online using his/her eTAX Password, MyGovHK Password, “iAM Smart+” account (with digital signing function) or recognized personal digital certificate through the ER e-Filing Services.

Data file prepared by the following means can be submitted via the Online Mode:-

- Direct Keying (all types of Employer’s Return and Notifications)
- IR56 Forms Preparation Tool (Forms IR56B and IR56F)
- Pre-approved self-developed software (Forms IR56B and IR56F)

Mixed Mode allows employer to designate a person to upload a data file containing IR56B/F records through the ER e-Filing Services. After successful uploading of the data file, a paper Control List (with Transaction Reference Number and QR code) will be generated from the system. The Authorized Signer needs to sign and submit the cover page of the paper Control List to the Department to complete the submission process.

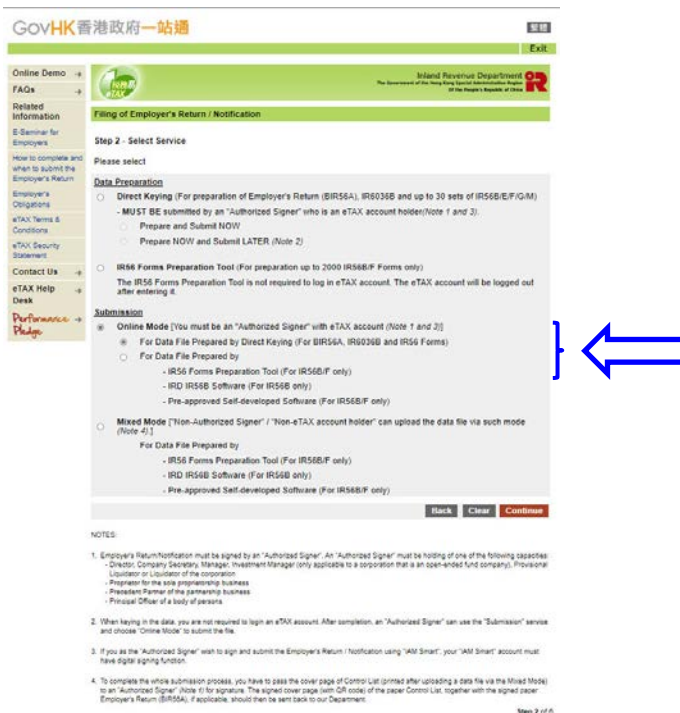
Data file prepared by the following means can be submitted via the Mixed Mode:-

- IR56 Forms Preparation Tool (Forms IR56B and IR56F)
- Pre-approved self-developed software (Forms IR56B and IR56F)

For more details regarding Mixed Mode, please refer to para. 7.

6.1 Submission of Data File Prepared by Direct Keying

- (a) Select “**For Data File Prepared by Direct Keying**” under “Online Mode” of “Submission”.



- (b) The Authorized Signer can choose to login his/her eTAX account to perform the submission.

- (c) Input the followings:

- (i) Employer's File Number. If you do not have Employer's File Number, please input your Business Registration Number.
- (ii) Employer's Identification Code ("ERIC").
- (iii) Select the data file to be submitted and input the Self-selected Key of that data file.

- (d) The “Control List” page will be displayed. Please check the summary of the data file before clicking <Continue>.

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Step 4 - Getting Ready for Submission

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

Delete	No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
<input type="checkbox"/>	1	CHAU, PU SHAN	XX856293(8)	01/04/2017 to 31/03/2018	Not Provided	143,922

Buttons: [Delete](#) [Print IR56 Forms](#) [Print Control List](#) [Add New](#) [Save Draft](#) [Continue](#)

NOTE: Please click "Save Draft" to save the draft return to your computer or storage device.

Step 4 of 6

- (e) The Employer’s contact details previously entered will be shown for checking. Amend or input if necessary and click <Continue> to proceed.

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Step 4 - Getting Ready for Submission

Input Employer's Particulars

Employer's Contact Details

POSTAL ADDRESS

If you have not informed the Department of your current postal address previously, please input the new address below

Address in English

Flat / Room: Floor: Block:

Name of Building:

No. & Name of Street:

District:

Area* Hong Kong Kowloon New Territories Others

Address either in English or in Chinese

Area* Hong Kong Kowloon New Territories Others

(If you wish to change your business address, you may use the "Change of Business Registration Particulars" Service under eTAX or furnish details on the form [BC3111A](#))

Employer's e-mail address:

Fields with * are mandatory.

Buttons: [Control List](#) [Clear](#) [Save Draft](#) [Continue](#)

Step 4 of 6

- (f) The details of the Authorized Signer previously entered will be shown for checking. Amend if necessary and click <Continue> to proceed.

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Step 4 - Getting Ready for Submission

Input Employer's Particulars

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Particulars of the Authorized Signer

The person signing the Employer's Return/ Notification for the Employer is: *

For a Corporation

Director
 Company Secretary
 Manager (Post title:)
 Investment Manager (only applicable to a corporation that is an open-ended fund company)
 Provisional Liquidator Liquidator
 acting on behalf of its corporate director/company secretary

Name of the corporation:

Capacity: Corporate Director
 Corporate Company Secretary

Telephone No.:

E-mail acknowledging the submission will be sent to the e-mail address provided:

1
2

Back Clear Continue

Fields with * are mandatory.

NOTE:
Employer's Return/Notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding one of the following capacities:
- Director, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
- Proprietor for the sole proprietorship business
- Precedent Partner of the partnership business
- Principal Officer of a body of persons

Step 4 of 6

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- (g) Click <Submit> to proceed and follow the steps as mentioned in para. 4.4.9.

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Step 4 - Getting Ready for Submission

View Control List for Employer's Return

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
Self-selected Key: 123456

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAU, PUI SHAN	XX856293(8)	01/04/2017 to 31/03/2018	Not Provided	143,922

Edit

Number of Set(s) of Form IR56B : 1

Employer's Contact Details:
New Postal Address : Not Applicable
E-mail Address : www@abcwww.com
Telephone No : Not Applicable

The Employer's Return/Notification is signed by : CHAN, LAI LAI, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Check Sum : 0607F A9745 C2286 50ECD 97B55 208B3 CD39C AET77

E-mail acknowledging the submission will be sent to the e-mail address provided:
www@abcwww.com and www@ddexxx.com

Edit

Back View Draft BIR56A Print All Print Control List Submit

Notes:
1. If any of the above information on the return is incorrect, please click on the relevant "Edit" button to make the amendments.
2. The Check Sum above is derived from the information you entered in the return. The same value will be shown on the acknowledgement after submission of the return provided there is no change to the return content that is submitted through the ER e-filing Services.

Step 4 of 6

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6.2 Submission of Data File Prepared by

- IR56 Forms Preparation Tool
- Self-developed Software (Pre-approved by the Department)

(a) Select “For Data File Prepared by....” under “Online Mode” of “Submission”.

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Related Information

↳ Similar for Employers

How to complete and when to submit the Employer's Return

Employer's Obligations

eTAX Terms & Conditions

eTAX Security Statement

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eTAX Help →

Desk

Performance Plug-in

Inland Revenue Department
The Secretariat of the Inland Revenue Administration
Of the Hong Kong Republic of China

Filing of Employer's Return / Notification

Step 2 - Select Service

Please select

Data Preparation

Direct Keying (For preparation of Employer's Return (BIR56A), IR6036B and up to 30 sets of IR56B(F)/G(M) - MUST BE submitted by an "Authorized Signer" who is an eTAX account holder.(Note 1 and 3))

- Prepare and Submit NOW
- Prepare NOW and Submit LATER (Note 2)

IR56 Forms Preparation Tool (For preparation up to 2000 IR56B/F Forms only)

The IR56 Forms Preparation Tool is not required to log in eTAX account. The eTAX account will be logged out after entering it.

Submission

Online Mode (You must be an "Authorized Signer" with eTAX account (Note 1 and 3))

- For Data File Prepared by Direct Keying (For BIR56A, IR6036B and IR56 Forms)
- For Data File Prepared by
 - IR56 Forms Preparation Tool (For IR56B/F only)
 - IRD IR56B Software (For IR56B only)
 - Pre-approved Self-developed Software (For IR56B/F only)
- Mixed Mode ("Non-Authorized Signer" / "Non-eTAX account holder" can upload the data file via such mode (Note 4).)
 - For Data File Prepared by:
 - IR56 Forms Preparation Tool (For IR56B/F only)
 - IRD IR56B Software (For IR56B only)
 - Pre-approved Self-developed Software (For IR56B/F only)

Back Clear Continue

NOTES

- Employer's Return/notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding of one of the following capacities:
 - Director, Company Secretary, Investment Manager (only applicable to a corporation that is an open-ended fund company), Provisional Liquidator or Liquidator of the corporation.
 - Proprietor for the sole proprietorship business.
 - Precedent Partner of the partnership business.
 - Principal Officer of a body of persons.
- When keying in the data, you are not required to log in an eTAX account. After completion, an "Authorized Signer" can use the "Submission" service and choose "Online Mode" to submit the file.
- If you as the "Authorized Signer" wish to sign and submit the Employer's Return / notification using "AM Smart", your "AM Smart" account must have digital signing function.
- To complete the whole submission process, you have to pass the cover page of Control List (printed after uploading a data file via the Mixed Mode) to an "Authorized Signer" (Note 1) for signature. The signed cover page (with QR code) of the paper Control List, together with the signed paper Employer's Return (BIR56A), if applicable, should then be sent back to our Department.

Step 2 of 6

(b) The Authorized Signer can choose to login his/her eTAX account to perform the submission [see para. 4.3.1].

(c) Input the Employer's Reference and ERIC, select the Form Type to be uploaded and select the data file.

(d) Input the Captcha by reference to the 4 characters being displayed.

(e) Click <Continue> to proceed.

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↳ Similar for Employers

How to complete and when to submit the Employer's Return

Employer's Obligations

eTAX Terms & Conditions

eTAX Security Statement

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Filing of Employer's Return/Notification

Step 3 - Preparation of Data File

Enter Employer's Reference

Employee's File Number (e.g. SA1-XXXXXXX) -

Business Registration Number (Input this field if you do not have Employer's File Number)

Enter Employer's Identification Code (ERICxxxxxx) (Abbr: J) * ER

Select the IR56 Form data file to be submitted/uploaded

Annual Employer's Return with IR56 Form

For year ended 31 March (Please Select) ▾

Correction and/or Other Notification

IR56B (Additional / Replacement / Supplementary)

IR56F (Original / Additional / Replacement)

File location and name (選擇檔案) 沒有檔案選擇

Enter the Self-selected Key of that file

(NOT required if data file is prepared by IRD IR56B Software or Self-developed Software Pre-approved by IRD)

Please select the verification code in order * 1111

Facts with * are mandatory.

Clear Continue

NOTES

- The Employer's Identification Code (ERIC) is printed on the BIR56A, IR6036B or IR6030B issued in the year.
- You can attach a data file containing IR56 records up to 5000 records.
- The data file for submission must be prepared from either:
 - (i) IR56 forms (Preparation Tool),
 - (ii) IRD IR56B Software, or
 - (iii) Self-developed Software pre-approved by IRD.For further details, please visit the IRD web site.

Step 3 of 6

- (f) The system will check the name of employer of the data file with the name of employer of the Department’s database. If the names are different, you will be asked to confirm if you are submitting a data file for the employer under the file number/business registration number that you entered. Select “Yes” and then click <Continue> to confirm and proceed.

If the name is incorrect, select “NO” and quit the application. If you would like to amend the inputted ERN and ERIC, click <Back> and re-input the correct ERN and ERIC. If there is any enquiry regarding the business name, please contact us at 187 8022.

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Step 1 Filing of Employer's Return/Notification
Read Important Notes

Step 2 Select Service

Step 3 - Preparation of Data File
The employer's particular inputted in the data file to be uploaded is as follows:
Employer's File Number: 6A1-81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Step 4 Getting Ready for Submission
According to the records of the Inland Revenue Department, the name of the employer under Employer's File Number 6A1-81240001 is:
MOUNTAIN ROCK ZZ CO., LTD

Step 5 Sign and/or Submit

Step 6 Acknowledgement
I confirm that the Employer's Return/Notification is filed for the following employer/payer:
Employer's File Number: 6A1-81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
 Yes to change the name of Employer shown in the IR56 Forms to MOUNTAIN ROCK ZZ CO., LTD
 No
Fields with * are mandatory.

Back Continue

Step 3 of 6

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- (g) The “Control List” page will be displayed showing a summary of the IR56 records stored in the data file. If any of the information found to be incorrect, you are required to amend the data by using the application that creates the data file.

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Step 1 Filing of Employer's Return/Notification
Read Important Notes

Step 2 Select Service

Step 3 Preparation of Data File

Step 4 - Getting Ready for Submission
Check Control List:
Employer's File Number: 6A1-81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD
Number of set(s) of Form IR56B: 6
Grand Total income of all Form IR56B(s): \$ 2,690,000
Preparation Tool Check Sum: 0C9A2 21E4F 871CA 1C5CB 2E46E 64F14 52
Check Sum: 000DA 39A3E E5E8E 4BD32 559FE F956D 190A FD879

Step 5 Sign and/or Submit

Step 6 Acknowledgement

Control List
IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAN, MAN MAN	XX123456 (0)	01/04/2017 to 31/03/2018	Not Provided	120,000
2	CHAN, WEI WEI	YY987891 (2)	01/04/2017 to 31/03/2018	Not Provided	220,000
3	CH, CHAU FUNG	YY778809 (8)	01/04/2017 to 31/03/2018	Not Provided	240,000
4	CHU, WING CHEONG	XX086293 (8)	01/04/2017 to 31/03/2018	Provided	1,800,000
5	CHU, JASON	YY301017 (4)	01/04/2017 to 31/03/2018	Not Provided	140,000
6	HUI, MAN MAN	YY234567 (0)	01/04/2017 to 31/03/2018	Not Provided	170,000

Print Draft Control List Continue

NOTE
The data in the above Control List are extracted from the uploaded file. You are required to check all the details in the IR56 forms using your source application before you proceed to submit the data file.

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(h) Input the details of the Authorized Signer and then click <Continue>.

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Filing of Employer's Return/Notification

Step 4 - Getting Ready for Submission

Input Employer's Particulars

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Particulars of the Authorized Signer

The person signing the Employer's Return/ Notification for the Employer is: *

For a Corporation
 Director
 Company Secretary
 Manager (Post title:)
 Investment Manager (only applicable to a corporation that is an open-ended fund company)
 Provisional Liquidator Liquidator
 acting on behalf of its corporate director/company secretary

Name of the corporation:

Capacity: Corporate Director Corporate Company Secretary

Telephone No.:

E-mail acknowledging the submission will be sent to the e-mail address provided:
 1.
 2.

Fields with * are mandatory.

NOTE:
 Employer's Return/Notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding one of the following capacities:
 -Director, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund company), Provisional Liquidator or Liquidator of the corporation
 -Proprietor for the sole proprietorship business
 -President Partner of the partnership business
 -Principal Officer of a body of persons

Step 4 of 6

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(i) A drafted BIR56A will be displayed. If the details of the IR56 forms to be submitted are in order, tick the confirmation box at the top of the draft. Input the eTAX password and then click <Sign & Submit> to submit. Please note that the submission cannot be reverted, thus, you have to make sure all the inputted details are in order before inputting the password and click <Sign & Submit>.

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Filing of Employer's Return/Notification

Step 5 - Sign and/or Submit

Important Notes

- Please refer to the "Notes and Instructions for Forms BIR56A and IR56B".
- You are advised to check the accuracy of the information carefully in the draft return displayed below.
- Heavy penalties may be incurred for making an incorrect return or committing other offences.

I have checked the 6 set(s) of Form IR56B with total income of \$ 2,690,000 as summarized in the Control List at Step 4.

BIR56A - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

DRAFT

INFORM RETURN EMPLOYER'S
 僱主申報
 EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
 FOR THE YEAR FROM 1 APRIL 2017 TO 31 MARCH 2018

File Number: 6A1 - 81240001
 Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Has return (IR 56B) been filed? Yes No

POSTAL ADDRESS
 If you have not informed the Department of your current postal address previously, please state below the new address: *

Not Applicable

During the year, were there any persons who were within the scope of Rule 1(a) of the Rules and Instructions for Form BIR56A and reportable in Form IR56B?

Form (IR56B) are prepared in the following format:	No. of Form (IR56B) Reported
(1) Prepared in paper format and the paper is not attached	Not Applicable
(2) Prepared in electronic format and stored in a CD, ROM / DVD	Not Applicable
(3) Prepared in electronic format and stored in a cloud storage	Not Applicable
Control List are none submitted	6

DECLARATION
 I declare that to the best of my knowledge and belief, (a) I have prepared and filed in Form BIR56A for each and every person who was within the scope of Rule 1(a) of the Rules and Instructions for Form BIR56A and (b) the information given on this return, Form IR56B, Control List and all other documents attached to this, correct and complete.

Name: CHAN LAM LAM
 Email address:
 Designation: MANAGER OF MOUNTAIN ROCK ZZ CO., LTD
 Telephone No: Not Applicable
 Date:

Control List

BIR56A - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	TYPE of Employment (1/1-1/2/3/4)	PAID BY EMPLOYER	TOTAL PAYABLE
1	CHAN, PUI SHAN	3048522363	Not Provided	Not Provided	143,922

Check Sum: 0607F4076C238806C6378662088A4C33C7F7F7
 E-mail acknowledging the submission has already been sent to the e-mail address provided:
 1.
 2.

NOTE:
 1. If any of the above information is for Form IR 56B, please refer to the relevant "IR 56B" in the "Notes and Instructions".
 2. If you have any enquiries on the information on the Control List and also, if applicable, any signed by the Authorized Signer in the BIR56A, you should contact the Department of Inland Revenue, 19th Floor, 180 Queen's Road Central, Hong Kong.
 3. The "Check" box should be checked if you have checked the information reported.

Please enter your password if below.

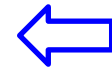
Signature by eTAX:

Fields with * are mandatory.

- Click on the "Back" button to return to previous page.
- Click on the "Continue" button to return to this page.
- Click on the "Submit" button again.

Step 5 of 6

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7. Submission - Mixed Mode (Login of eTAX account NOT required)

You may designate a person to upload the IR56 form data file through Mixed Mode. The designated person is required to input the [Employer's Identification Code](#) (“ERIC”) and the Self-selected Key (if the data file is prepared by the Preparation Tool) of the data file when uploading the data file. The Authorized Signer is then required to sign and submit the cover page* of the paper Control List (with Transaction Reference Number and QR code) generated from the system to the Department to complete the submission process.

Start from 14 August 2022, employer is only required to sign and submit the cover page of the Control List and is no longer required to sign on each and every pages of the Control List after uploading the data file under the “Mixed Mode”.

It accepts data file prepared by the following means:-

- IR56 Forms Preparation Tool (Forms IR56B and IR56F)
- Pre-approved self-developed software (Form IR56B and IR56F)

(a) Select “Mixed Mode” under “Submission”.

The screenshot shows the 'Filing of Employer's Return / Notification' page in Step 2 - Select Service. Under the 'Submission' section, 'Mixed Mode' is selected. A blue arrow points to this option. The 'Data Preparation' section is also visible, with options for Direct Keying, IR56 Forms Preparation Tool, and IRD IR56B Software. The 'Mixed Mode' section includes options for Data File Prepared by IR56 Forms Preparation Tool, IRD IR56B Software, or Pre-approved Self-developed Software.

(b) Input the Employer's Reference, select the Employer's Return / Notifications to be uploaded and select the data file.

The screenshot shows the 'Preparation of Data File' page in Step 3. The 'Employer's Reference' section is filled out with the Employer's File Number (6A1-XXXXXXX0000) and the Employer's Identification Code (00000000000000000000000000000000). The 'Annual Employer's Return with IR56 Form' section is selected, and the 'Correction and/or Other Notification' section is also visible. The 'File location and name' section is filled out with the Self-selected Key (1111) and the verification code (1111).

- (c) The business name of the employer in accordance with the Department’s record for the ERN inputted will be displayed for confirmation. If the business name displayed is correct, select “Yes” and then click <Continue> to proceed.

If the name is incorrect, select “NO” and quit the application. If you would like to amend the inputted ERN and ERIC, click <Back> and re-input the correct ERN and ERIC. If there is any enquiry regarding the business name, please contact us at 187 8022.

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Step 1 Read Important Notes

Step 2 Select Service

Step 3 - Preparation of Data File

The employer's particular inputted in the data file to be uploaded is as follows:

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Step 4 According to the records of the Inland Revenue Department, the name of the employer under Employer's File Number 6A1 - 81240001 is:
MOUNTAIN ROCK ZZ CO., LTD

Step 5 Sign and/or Submit

Step 6 Acknowledgement

I confirm that the Employer's Return/Notification is filed for the following employer/payer.*

Employer's File Number : 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Yes to change the name of Employer shown in the IR56 Forms to MOUNTAIN ROCK ZZ CO., LTD

No

Fields with * are mandatory.

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- (d) At the “Control List” page, a summary of the IR56 records already inputted will be displayed. Click <Continue> to proceed if there is no error.

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Step 1 Read Important Notes

Step 2 Select Service

Step 3 Preparation of Data File

Step 4 - Getting Ready for Submission

Check Control List

Employer's File Number: 6A1 - 81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD

Number of set(s) of Form IR56B : 6
Grand Total income of all Form IR56B(s) : \$ 2,690,000

Preparation Tool Check Sum : 0C9A2 21E4F 871CA 1C5CB 2E46B 04F14 52
Check Sum : 000DA 39A3E E5E6B 4BD32 55BFE F956D 1890A FD879

Step 5 Sign and/or Submit

Step 6 Acknowledgement

Control List

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2017 to 31 March 2018

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAN, MAN MAN	XX123456 (0)	01/04/2017 to 31/03/2018	Not Provided	120,000
2	CHAN, WEI WEI	YY567891 (3)	01/04/2017 to 31/03/2018	Not Provided	220,000
3	CHI, CHAU FUNG	YY778899 (6)	01/04/2017 to 31/03/2018	Not Provided	240,000
4	CHIU, WING CHEONG	XX856293 (8)	01/04/2017 to 31/03/2018	Provided	1,800,000
5	CHU, JASON	YY801017 (4)	01/04/2017 to 31/03/2018	Not Provided	140,000
6	HUI, MAN MAN	YY234567 (0)	01/04/2017 to 31/03/2018	Not Provided	170,000

Print Draft Control List Continue

NOTE:
The data in the above Control List are extracted from the uploaded file. You are required to check all the details in the IR56 forms using your source application before you proceed to submit the data file.

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- (e) Input the details of the Authorized Signer who will sign the cover page of the paper Control List. Click <Continue>.

- (f) Check the information as shown. If the details of the IR56 form to be uploaded are in order, tick the confirmation box at the top of the draft Control List and then click <Submit> to confirm uploading the data file.

File Name of the Uploaded File	:	
Preparation Tool Check Sum	:	
Check Sum	:	
Transaction Reference Number (TRN)	:	
Transaction Date and Time	:	

Signature : _____
 Name : CHAN TAI MAN
 Designation : DIRECTOR OF MOUNTAIN ROCK ZZ CO., LTD
 Date : _____
 Telephone No : _____

- (g) After successful uploading of the data file, an “Acknowledgement” page will be displayed and the system will prompt you to save all documents. If no message is pop up, please click the <Save All Documents> to save the Control List and the Acknowledgement Page to your computer for reference and printing.

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Filing of Employer's Return/Notification

Step 6 - Acknowledgement
Employer's File Number : 6A1-81240001
Name of Employer : MOUNTAIN ROCK ZZ CO., LTD

Important Notes:
Please note that your submission has not yet been completed. You must sign and submit the cover page (with QR Code) of the Control List together with the duly signed Employer's Return of BIR56A (for submission of Annual Form IR56B only) to the IRD for completion of such submission. For details, please refer to the Notes below.

You have successfully uploaded an electronic file containing the data of 6 set(s) of Form IR56B for the year from 1 April 2017 to 31 March 2018 as summarized in the Control List. However, the process for submission of Employer's Return/Notification has NOT yet completed before the Inland Revenue Department has received the duly signed Control List (cover page) of the data file uploaded via Mixed Mode together with the BIR56A (if applicable) in paper form.

If you failed to submit the duly signed Control List (cover page) and BIR56A (if applicable), you would not be considered to have fulfilled the employer's obligations under the Inland Revenue Ordinance (Cap. 112).

Means of preparation of the Data File : IRS6 Forms Preparation Tool
File Name of the Uploaded File : 81240001_2018.XML
Preparation Tool Check Sum : 0C9A2 21E4F 871CA 1C5CB 2E46B 04F14
Check Sum : 05F9D 1FBF6 38572 53D0E 4DAC8 7A248 052A5 23866
Transaction Reference Number : 6121 9032 2456 2971
Date and Time of Filing : 22 Mar 2019 13:23:55
E-mail acknowledging the submission has already been sent to the e-mail address(es) provided: www@abcwww.com and www@ddexx.com

NOTES:
(1) The System will prompt you to save all documents after you have clicked "Submit" at Step 5. If no message is pop up, please click the "Save All Documents" button to save the Control List and this Acknowledgement Page to your computer or other storage device for future reference and printing.
(2) You should click the "Print Cover Page of the Control List for Submission" button to print the Control List (cover page) for signature and submission. You may refer to Control List saved in the ZIP file for the entire summary list of the IR56 Form records uploaded.
(3) If the uploaded data file is subsequently found to be incorrect and you have not yet filed the signed paper Control List, you can complete and submit the Form IR1412 to inform the IRD to cancel the data file. However, if you have already signed and submitted the paper Control List to the IRD to complete the whole submission process, you have to file amendment IR56 forms for the relevant employee(s) to rectify the errors.

Thank you for filing the Employer's Return through the Internet.

Help protect our environment. Please retain the relevant information by saving this page.


Print Acknowledgement Print Cover Page of the Control List for Submission Save All Documents

Step 6 of 6

- (h) Please click <Print Control List> to print the Control List.

INLAND REVENUE DEPARTMENT
REVENUE TOWER, 3 GLOUCESTER ROAD,
WAN CHAI, HONG KONG.

Employer's File Number: 6A1-81240001
Name of Employer: MOUNTAIN ROCK ZZ CO., LTD



To : Commissioner of Inland Revenue

Employer's Return of Remuneration and Pensions
For the Year from 1 April 2017 to 31 March 2018
Control List for Form IR56B Uploaded via Employer's Return e-Filing Services (Mixed Mode)

I hereby confirm that a data file containing the data of 6 set(s) of Form IR56B with total income of HK\$ 2,690,000 has been uploaded to eTAX via Employer's Return e-Filing Services (Mixed Mode) under Transaction Reference Number 6121 9031 3455 9590. The transaction summary is listed below:

Transaction Summary of the Uploading of Data File via Employer's Return e-Filing Services			
File Name of the Uploaded File	:	81240001_2018.XML	
Preparation Tool Check Sum	:	0C9A2 21E4F 871CA 1C5CB 2E46B 04F14 52	
Check Sum	:	006D1 EFCC9 598E9 98DD8 0273B 0F972 9D7D9 49C92	
Transaction Reference Number	:	6121 9031 3455 9590	
Transaction Date and Time	:	13 March 2019 09:54:44	

Signature : _____
Name : CHAN, TAI MAN
Designation : DIRECTOR of MOUNTAIN ROCK ZZ CO., LTD
Date : _____
Telephone No. : _____

Company Chop

Important Note:
(1) To complete the submission process of the Employer's Return via the Employer's Return e-Filing Services (Mixed Mode), you are required to sign and submit the Form BIR-56A together with the cover page (with QR Code) of the Control List to the Department.
(2) The Form BIR-56A and Control List must be signed by the Proprietor for a sole proprietorship business / Precedent Partner for a partnership business / Company Secretary, Manager, Director, Investment Manager, Provisional Liquidator or Liquidator for a corporation / Principal Officer for a body of persons / Agent for a non-resident person.
(3) Please check the details of the cases listed in the Control List. If the information is in order, please sign on this page of the Control List with QR code. You are not required to send in hard copies of the remaining pages and Forms IR-56B.
(4) If the Form BIR-56A and Control List are not signed and submitted to the Department, the mere uploading of the data file containing Form IR-56B records via the Employer's Return e-Filing Services (Mixed Mode) will not be regarded as having complied with the employer's obligations as stipulated in the Inland Revenue Ordinance.

Control List for Form IR56B Uploaded via Employer's Return e-Filing Services (Mixed Mode)			
No.	Name of Employee	BKIC No.	Total Income (HK\$)
1	CHAN, MAN MAN	XY1234560	120,000
2	CHAN, WEI WEI	YY5678910	220,000
3	CHU, CHAU FUNG	YY7788990	240,000
4	CHU, WING CHEONG	XX8862938	1,800,000
5	CHU, IASON	YY8810174	140,000
6	HUI, MAN MAN	YY2345670	170,000
Grand Total of Income		:	HK\$ 2,690,000
Total No. of IR56 Records		:	6

Transaction Summary of the Uploading of Data File via Employer's Return e-Filing Services			
File Name of the Uploaded File	:	81240001_2018.XML	
Preparation Tool Check Sum	:	0C9A2 21E4F 871CA 1C5CB 2E46B 04F14 52	
Check Sum	:	006D1 EFCC9 598E9 98DD8 0273B 0F972 9D7D9 49C92	
Transaction Reference Number	:	6121 9031 3455 9590	
Transaction Date and Time	:	13 March 2019 09:54:44	

TRN: _____ Cover Page TRN: 6121 9031 3455 9590 Page 1 / 1

- (i) The Authorized Signer must sign and submit the cover page of the Control List to complete the submission process. If the submission is for annual IR56B, the signed paper Control List (cover page) must be submitted together with the duly signed paper BIR56A. The mere uploading of the data file containing IR56 form records will not be regarded as having complied with the employer's obligations as stipulated in the Inland Revenue Ordinance.
- (j) If an incorrect data file is wrongly uploaded via the Mixed Mode, the Authorized Signer should complete and submit [Form IR1472](#) to the Department by post or in person to cancel the uploaded data file. However, if the signed Control List (cover page) for the incorrect data file has already been submitted (that is, the whole submission process has been completed), you are required to submit the replacement/additional IR56 forms to amend the incorrect information reported.

8. Online Demonstration

To let you have a better understanding of the steps of the submission of various Employer's Return and Notifications via the ER e-Filing Services, some online demonstrations have been prepared. You can click [here](#) to view the Online Demonstration.