

Completion and/or Submission of Annual Employer's Return/Notifications

- Select "Completion and/or Submission of Employer's Return" Service from the eTAX Service menu

The screenshot shows the GovHK eTAX service menu. The 'Completion and/or Submission of Employer's Return' option is circled and pointed to by an arrow. The menu is organized into categories: Individual, Property, Business, and Payment. Each item includes a description, a 'Payment Required' indicator (dollar sign), and a 'Printer Required' indicator (printer icon).

Service	Payment Required	Printer Required
Individual		
Viewing of eTAX Account, Tax Position and Messages		
Change of Personal Particulars, Profile and Password		
Filing of Tax Return - Individuals		
Request to Amend Tax Assessment and/or Provisional Tax		
Objection to Assessment		
Holdover of Provisional Tax		
Election for Personal Assessment		
Property		
Stamping of Property Document	\$	Printer
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		Printer
Application for Supply of Information on the Business Register	\$	Printer
Application for Business or Branch Registration	\$	
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		Printer
Submission of Profits Tax Return		
Viewing of Profits Tax Return		
Completion of Employer's Return		Printer
Completion and/or Submission of Employer's Return		Printer
Stock Borrowing Relief	\$	Printer
Payment		
Payment of Tax Bills, Business Registration Fee & Stamp Duty	\$	
Purchase of Tax Reserve Certificate	\$	

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4.1 Who Can Sign and Submit Employer's Return Through the Internet?

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<ul style="list-style-type: none"> Online Demo → FAQs → Related Information E-Seminar for Employers How to complete and when to submit the Employer's Return Employer's Obligations eTAX Terms & Conditions eTAX Security Statement Contact Us → eTAX Help Desk → Performance Pledge → 		<p>Inland Revenue Department The Government of the Hong Kong Special Administrative Region</p>
Completion and/or Submission of Employer's Return		
Who can sign and submit Employer's Return through the Internet?		
<p>An eTAX Account holder in the following capacity can sign and submit the Employer's Return through the Internet :</p> <ul style="list-style-type: none"> - the Director, Company Secretary or Manager of the corporation - the Proprietor for the sole proprietorship business - the Precedent Partner of the partnership - the Principal Officer of a body of persons <p>In the first place, the account holder has to login eTAX by using :</p> <ul style="list-style-type: none"> - his/her Taxpayer Identification Number(TIN), eTAX Password or MyGovHK Password - his/her personal digital certificate issued by a recognized certification authority. <p>If you do not have an eTAX Account, please click on the "Apply for eTAX Password" button below or you may select the service of "Completion of Employer's Return" to prepare the Employer's Returns.</p>		
		<input type="button" value="Apply for eTAX Password"/> <input type="button" value="Continue"/>

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4.2 Login eTAX Account

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<ul style="list-style-type: none"> Online Demo → FAQs → Tips and Tools Allowances Tax Rate Tax Computation Exchange Rate Related Information Budget Proposal Extension Granted to e-Filers Tax Rates & Guide Assessment Payment eTAX Terms & Conditions eTAX Security Statement Contact Us → eTAX Help Desk → Performance Pledge → 		<p>Inland Revenue Department The Government of the Hong Kong Special Administrative Region</p>
<p>TIN (Taxpayer Identification Number)</p> <input type="text"/>		
<p>eTAX Password / Access Code Forgot TIN/Password</p> <input type="text"/>		
<p>Attention:</p> <p>The Terms and Conditions (T&C) for Use of eTAX Services by Individuals have been revised on 17 Nov 2010 to allow the use of MyGovHK Password as an alternative means to authorise and sign transactions submitted through eTAX. Please click here to view the revised T&C.</p>		
<input type="button" value="Login"/>		
		<input type="button" value="Login by Digital Certificate"/> <input type="button" value="Apply for eTAX Password"/>

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4.3 Read Step Page

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Completion and/or Submission of Employer's Return

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(s) before leaving the system unattended.

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

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
Acknowledgement

NOTE:
When filer uses a draft return for submission without editing, Step 3 and Step 4 are not applicable.

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4.4 Read Important Notes

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Step 1 Read Important Notes	Completion and/or Submission of Employer's Return
Step 2 Enter Employer's Reference	<p>Step 1 - Read Important Notes</p> <p>Welcome to this channel for electronic filing of Employer's Return. Please read the following notes carefully before proceeding to Step 2.</p> <p>1. General information</p> <p>(a) The service for Internet filing of Employer's Return consists of two applications, namely "Completion of Employer's Return" ["the Completion Service"] and "Completion and/or Submission of Employer's Return" ["the Submission Service"]. Upon using the Submission Service, the filer must input an Employer's Identification Code ("ERIC") to confirm the identity. The ERIC is printed on the Annual Employer's Return of Remuneration and Pensions ("BIR56A") or Covering Letter for Notification of Remuneration Paid to Persons Other Than Employees ("IR6036B"), and will be updated every year.</p> <p>(b) You can use the Submission Service to prepare as well as to sign and to submit Employer's Return. Alternatively, you can retrieve the draft return file that has been saved under the Completion Service for amendment, signing and submission. Retrieval of a saved return file is only allowed after inputting a correct Self-selected Key (the "Key"). The Key, a mandatory field, is created at your choice upon completion of employer's return. Nevertheless, the Inland Revenue Department neither has any information of the Key saved nor has any means to assist user in retrieving the saved return file.</p> <p>(c) You can use the Submission Service to submit BIR56A with up to 30 sets of IR56B (or IR6036B with up to 30 sets of IR56M).</p> <p>(d) If you have to submit more than 30 sets of original IR56B, you may either use the IRD IR56B software or IR56B paper form provided by IRD for filing with paper BIR56A by the traditional way of physical delivery or by post to the department. Starting from 2 April 2013 onwards and when using the IRD IR56B software (version 4.1) or employer's pre-approved self-developed software to prepare not more than 200 sets of IR56B records, you may export the IR56B records to a file in an alternative XML format, then use the Submission Service to complete the BIR56A online accompanied by uploading the exported file containing the electronic data records for filing to IRD through the Internet.</p> <p>(e) For filing more than 30 sets of original IR56M, you have to use IR56M paper form provided by IRD, softcopy in diskette or printed copy from pre-approved computerized software for filing with paper IR6036B.</p> <p>(f) The IRD IR56B software, IR56B paper form and IR56M paper form are downloadable from IRD website.</p> <p>2. Data Import in subsequent filings If an employer had previously submitted BIR56A or IR6036B through the Internet and had saved the submitted Annual Return Data file, the employer may make use of the saved file and the "Data Import" Service to direct transfer the employer's information and the personal data of employee(s)/recipient(s) to the new employer's return for the same employee/recipient in future.</p> <p>3. Means of signing the return For the purpose of filing tax returns under the Inland Revenue Ordinance, either digital certificate or password is accepted as an alternative to hand-written signature. A person who files Employer's Return by using his/her password will be treated as having signed the return and is accountable for the accuracy of the information furnished.</p> <p>4. Personal Information Collection Statement The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. 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. Such request should be addressed to the Assessor.</p>
Step 3 Select Return Form	
Step 4 Complete Employee's / Recipient's Particulars	
Step 5 Check Control List	
Step 6 Complete Return	
Step 7 Sign and Submit	
Step 8 Acknowledgement	
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Completion and/or Submission of Annual Employer's Return/Notifications

5. Completion and/or Submission of Employer's Return for BIR56A/IR56B

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
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Completion and/or Submission of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

Business Registration Number

Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number) -

Enter Employer's Identification Code (ERxxxxxxx) (Note 5) *

Please select

Start to complete a new return

Enter a new Self-selected Key (Note 1) *

Complete by keying in data

Complete by importing data from a previously submitted Annual Return file (Note 2)

File location and name

Enter the TRN of the previously submitted Annual Return file (Note 3) *

Upload a data file containing IR56B records for Annual Return (Note 4)

Continue to complete a partially completed return

File location and name

Enter the inputted Self-selected Key for opening the file *

Please enter the characters as shown in the image *

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. [IR56B software provided by IRD can be downloaded from IRD Homepage](#). The software self-developed by the employer must be pre-approved by IRD. [Please refer to IRD Homepage for the relevant requirement specifications and application procedures.](#)
- The Employer's Identification Code (ERIC) is printed in the BIR56A, IR6036A or IR6036B issued in the year.

Fields with * are mandatory.

Step 2 of 8

Completion and/or Submission of Annual Employer's Return/Notifications

5.1 Employer's Identification Code ("ERIC")

Using the Completion and/or Submission of Employer's Return Service, the Filer must input the ERIC printed on the annual Employer's Return of Remuneration and Pensions BIR56A or the Covering Letter for Notification of Remuneration Paid to Persons Other Than Employees (IR6036A and IR6036B) to confirm the identity. Please refer to the specimens in Appendices C1 to C3.

5.2 Ways to prepare and/or submit the Employer's Returns

The Filer may submit the Employer's Return using one of the following options:-

- (a) Start to complete Employer's Return by keying in data online. The Filer will go through all the steps as the Preparer using the "Completion of Employer's Return" Service detailed in paragraph 2.1.
- (b) Use a saved Annual Employer's Return file previously submitted through the Internet for making direct transfer of the information of employer and the personal data of employee(s)/recipient(s) to new return for the same employee/recipient. Then he will go through all the remaining steps as the Preparer using the "Completion of Employer's Return" Service as detailed in paragraph 2.2.
- (c) Upload a data file containing IR56B records exported from IRD IR56B Software (version 4.1) or Employer's Self-developed Software.
 - (i) Users of IRD IR56B Software (version 4.1) can make use of the "Export Data" function to generate a data file of IR56B records in XML format for submission to IRD using this upload service;
 - (ii) On the other hand, only the Employer currently with approval granted by the Department to prepare the IR56B records using his own software is allowed to generate a data file of IR56B records in XML format for submission to the Department using this upload service. Employers without grant of prior approval will be rejected upon selecting the uploading service at Step 2;

Completion and/or Submission of Annual Employer's Return/Notifications

5.2 Ways to prepare and/or submit the Employer's Returns

- (iii) Confirming the "Name of Employer" by the Filer is required. Similar validations and checking are performed to the uploaded data, if applicable, and a Control List will be displayed as detailed in paragraphs 2.3.1 to 2.3.3 for "Completion of Employer's Return" Service. Then, the Filer has to input the Employer's Contact Details and the Designation of the Filer (similar to paragraphs 2.1.8 and 2.1.9) before performing the "Sign and Submit" process (refer to paragraph 5.2.4).

- (d) Continue to complete a partially completed return file by selecting the last button. The following Step will be displayed after confirming employer's information:-
 - (i) "Step 5 - Check Control List" will be shown if the draft return is not saved under the "Save for Submission". The Filer can edit the existing record or add new form as appropriate, or
 - (ii) "Step 6 - Complete Return - Enter Designation of Filer" will be displayed if the draft return file is saved for submission using "Completion of Employer's Return" services.

Completion and/or Submission of Annual Employer's Return/Notifications

5.2.1 Confirm Employer's Information

(a) Filer prepares the returns himself

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
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Step 7
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Completion and/or Submission of Employer's Return

Step 2 - Enter Employer's Reference

Employer's File Number : 6A1 - 81240001

Name of Employer: 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

I confirm to file return for the employer shown above * Yes No

Fields with * are mandatory.

Back **Continue**

Step 2 of 8

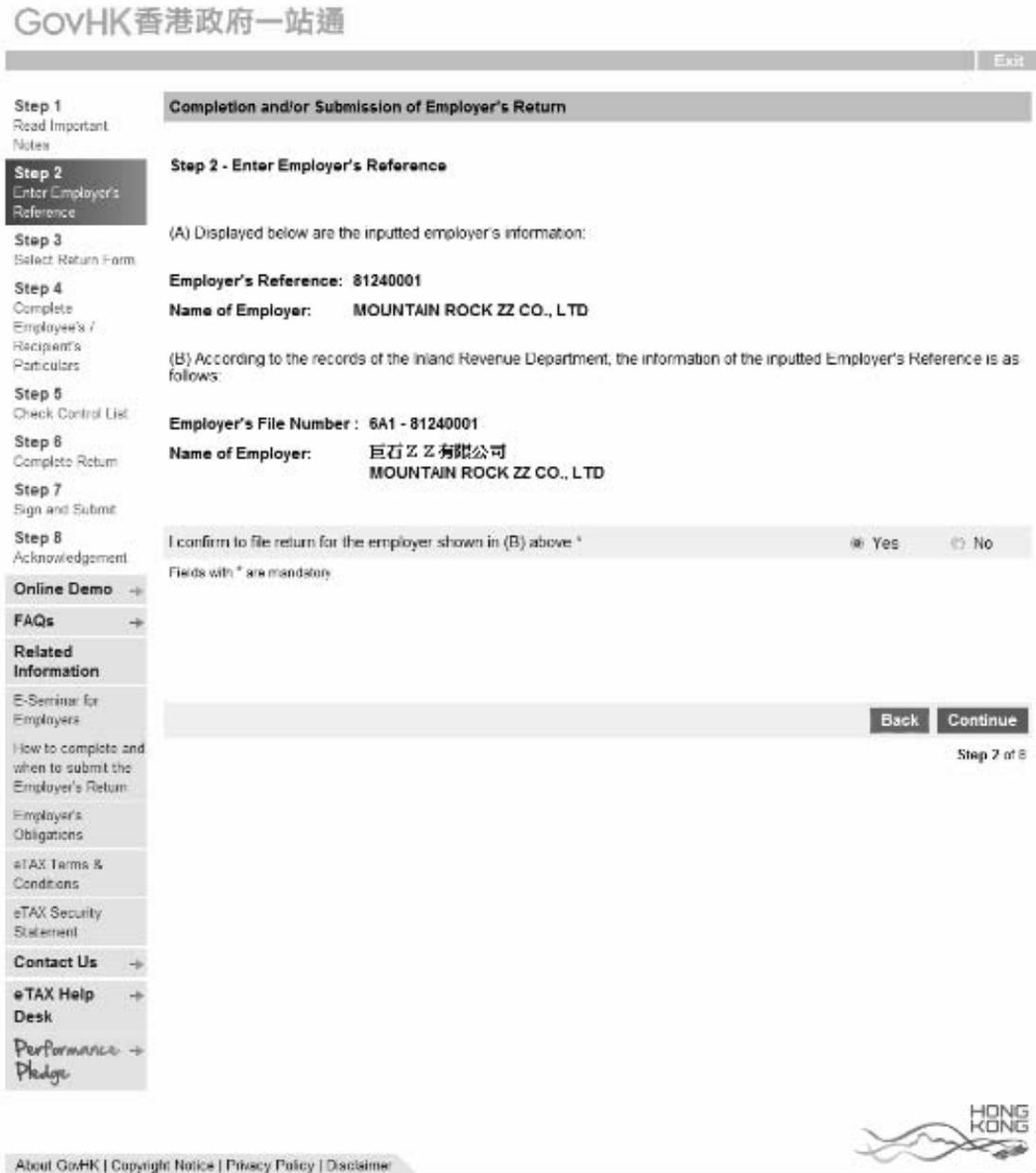
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Completion and/or Submission of Annual Employer's Return/Notifications

(b) Filer opens a draft return file

The Name of Employer furnished by the Preparer and the information extracted from the records in Inland Revenue Department are displayed in Part A and Part B respectively for the Filer's confirmation.



The screenshot shows the 'GovHK 香港政府一站通' interface. The main heading is 'Completion and/or Submission of Employer's Return'. The left sidebar contains a navigation menu with steps 1 through 8, and links for 'Online Demo', 'FAQs', 'Related Information', 'Contact Us', 'eTAX Help Desk', and 'Performance Pledge'. The main content area is titled 'Step 2 - Enter Employer's Reference'. It displays the following information:

- (A) Displayed below are the inputted employer's information:
 - Employer's Reference:** 81240001
 - Name of Employer:** MOUNTAIN ROCK ZZ CO., LTD
- (B) According to the records of the Inland Revenue Department, the information of the inputted Employer's Reference is as follows:
 - Employer's File Number:** 6A1 - 81240001
 - Name of Employer:** 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

At the bottom of the main content area, there is a confirmation statement: 'I confirm to file return for the employer shown in (B) above.' with radio buttons for 'Yes' (selected) and 'No'. Below this is a note: 'Fields with * are mandatory'. At the bottom right of the main content area, there are 'Back' and 'Continue' buttons, and the text 'Step 2 of 8'. The footer of the page includes 'About GovHK | Copyright Notice | Privacy Policy | Disclaimer' and the 'HONG KONG' logo.

Completion and/or Submission of Annual Employer's Return/Notifications

5.2.2 Verify the Designation of Filer and E-mail Address Inputted

If the Designation inputted by the Preparer is inconsistent with the business type of the inputted Employer's File Number according to the record in the Inland Revenue Department, an alert message will be displayed.

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Exit

<p>Step 1 Read Important Notes</p> <p>Step 2 Enter Employer's Reference</p> <p>Step 3 Select Return Form</p> <p>Step 4 Complete Employee's / Recipient's Particulars</p> <p>Step 5 Check Control List</p> <p>Step 6 Complete Return</p> <p>Step 7 Sign and Submit</p> <p>Step 8 Acknowledgement</p> <p>Online Demo →</p> <p>FAQs →</p> <p>Related Information</p> <p>E-Seminar for Employers</p> <p>How to complete and when to submit the Employer's Return</p> <p>Employer's Obligations</p> <p>eTAX Terms & Conditions</p> <p>eTAX Security Statement</p> <p>Contact Us →</p> <p>eTAX Help Desk →</p> <p>Performance Pledge →</p>	<p style="text-align: center;">Completion and/or Submission of Employer's Return</p> <p>Step 6 - Complete Return</p> <p>Employer's File Number: 6A1 - 81240001</p> <p>Name of Employer: 巨石 Z Z 有限公司 MOUNTAIN ROCK ZZ CO., LTD</p> <p>Please state the Designation of Filer *</p> <p>For a corporation</p> <p><input type="radio"/> Company Secretary</p> <p style="padding-left: 20px;">For Corporate Secretary, enter company name <input type="text"/></p> <p><input checked="" type="radio"/> Manager</p> <p><input type="radio"/> Director</p> <p style="padding-left: 20px;">For Corporate Director, enter company name <input type="text"/></p> <p>Post Title (if applicable) <input type="text" value="SENIOR VICE PRESIDENT"/></p> <p>Employer's Telephone No. <input type="text" value="12345678"/></p> <p>E-mail address(es) to which acknowledgement of submission of the Forms be copied (Optional):</p> <p>1 <input type="text" value="www@abcwww.com"/></p> <p>2 <input type="text" value="www@ddexxx.com"/></p> <p>NOTE:</p> <p>The acknowledgement will be copied to the above designated e-mail address(es). Please remind the recipient(s) to configure their e-mail settings or spam filters to accept the acknowledgement e-mails.</p> <p>Fields with * are mandatory.</p> <p style="text-align: right;">Control List Continue</p> <p style="text-align: right;">Step 6 of 8</p> <p style="text-align: right;"></p>
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5.2.3 Check Control List

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

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Step 6 - Complete Return

Employer's File Number: 6A1 - 81240001

Name of Employer: 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4

Control List for Employer's Return

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012

No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760
2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 to 31/03/2012	755,060
3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922
4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 to 31/03/2012	5,610,705
5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000

[Edit](#)

Number of Set(s) of Form IR56B : 5

Employer's Contact Details :

New Postal Address : Not Applicable
E-mail Address : www@abcwww.com
Telephone No. : 12345678

Signed by : CHAN, TAI MAN, MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD

Check Sum : 000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899

E-mail address(es) to which the acknowledgement of submission of the return to be copied:
www@abcwww.com and www@ddexxx.com

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[View Draft BIR56A](#)
[Print All](#)
[Print Control List](#)
[Submit](#)

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5.2.4 Sign and Submit

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Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employer's / Recipient's Particulars

Step 5
Check Control List

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Complete Return

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Step 7 - Sign and Submit

Important Notes

- Please refer to the "Notes and Instructions for Forms BR56A 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

BR56A - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012

DRAFT

INLAND REVENUE DEPARTMENT
SALARIES TAX
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012

File Number: BA1 - 81240001
Name of Employer: 巨石 Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

This return [BR 56A (e)] will be accepted in lieu of the paper return (BR56A).

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

DECLARATION
I submit with this return 5 set(s) of Form IR56B, summarized in the Control List.

I, CHAN, TAI MAN, being MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my knowledge and belief, the submitted forms include one form for every person who is within the scope of Note 1(a) of the Notes and Instructions for Forms BR56A and IR56B and that the particulars relating to each such person are fully and truly stated.

E-mail address: www@abcwww.com
Telephone No. 12345678

Date:
BR56A(e)

Control List for Employer's Return

IR56B - Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012

No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 to 31/03/2012	174,760
2	CHEUNG, CINDY	YY778899(5)	English	01/04/2011 to 31/03/2012	755,060
3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 to 31/03/2012	143,922
4	TANG, KIN WING AUGUSTUS	XX780548(2)	English	01/04/2011 to 31/03/2012	5,610,705
5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012	276,000

Edit

Check Sum : 000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899

I authorize you to send a copy of the acknowledgement to the following e-mail address(es):

- www@abcwww.com
- www@ddexxx.com

Edit

NOTES:

- If any of the above information on the return is incorrect, please click on the relevant "Edit" button to make the amendments.
- 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. Its value should be exactly the same as that shown on the draft return in the Completion Service if applicable. The Check Sum will also be printed on the acknowledgement after you submit the return.

Please enter your password below:

Signing by CHAN, TAI MAN

eTAX Password *

Clear 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.

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The system will display the appropriate signing method according to the authentication means used for login by the Filer.

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5.2.5 Acknowledgement

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Notes

- (a) "Print And Save All Returns" button – to save a file for printing copies of IR56 forms to employees. Please refer to paragraph 5.2.6 for details.
- (b) "Save Data for Import" button – to save a data file of the submitted returns to your computer or other storage device. This facilitates the transfer of personal information of the employee(s)/recipient(s) to new returns in future.
- (c) Keep this acknowledgement intact with the Transaction Reference Number (TRN) in a safe place since the TRN is required to open and to make access to the saved annual return file.

Completion and/or Submission of Annual Employer's Return/Notifications

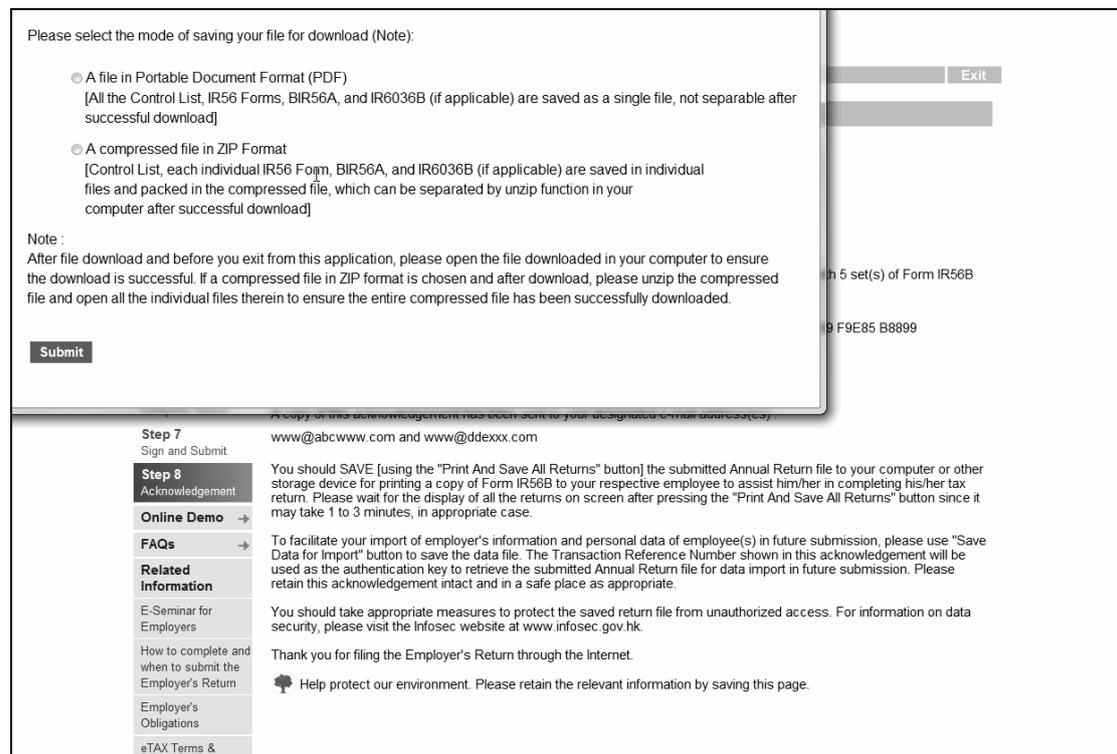
5.2.6 Save the file for printing copies of IR56 forms by way of:-

(a) A file in Portable Document Format (PDF)

Select this option and click the “Submit” button, all the forms (including Control List, IR56 forms and BIR56A/IR6036B, if applicable) will be saved to your computer in a single, not separable file after successful download; or

(b) A compressed file in Zip Format

Select this option and click the “Submit” button, each and every form (including Control List, IR56 forms and BIR56A/IR6036B, if applicable) will be saved in individual files and packed in the compressed file, which can be separated by unzip function in your computer after successful download. Please unzip the compressed file and open all the individual files to ensure the entire compressed file has been successfully downloaded before you exit from this application.



Please select the mode of saving your file for download (Note):

- A file in Portable Document Format (PDF)
[All the Control List, IR56 Forms, BIR56A, and IR6036B (if applicable) are saved as a single file, not separable after successful download]
- A compressed file in ZIP Format
[Control List, each individual IR56 Form, BIR56A, and IR6036B (if applicable) are saved in individual files and packed in the compressed file, which can be separated by unzip function in your computer after successful download]

Note :
After file download and before you exit from this application, please open the file downloaded in your computer to ensure the download is successful. If a compressed file in ZIP format is chosen and after download, please unzip the compressed file and open all the individual files therein to ensure the entire compressed file has been successfully downloaded.

Submit

Step 7
Sign and Submit
www@abcwww.com and www@ddexx.com

**Step 8
Acknowledgement**

You should SAVE [using the "Print And Save All Returns" button] the submitted Annual Return file to your computer or other storage device for printing a copy of Form IR56B to your respective employee to assist him/her in completing his/her tax return. Please wait for the display of all the returns on screen after pressing the "Print And Save All Returns" button since it may take 1 to 3 minutes, in appropriate case.

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To facilitate your import of employer's information and personal data of employee(s) in future submission, please use "Save Data for Import" button to save the data file. The Transaction Reference Number shown in this acknowledgement will be used as the authentication key to retrieve the submitted Annual Return file for data import in future submission. Please retain this acknowledgement intact and in a safe place as appropriate.

Related Information

E-Seminar for Employers

You should take appropriate measures to protect the saved return file from unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.

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

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

Employer's Obligations

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

eTAX Terms &

Completion and/or Submission of Annual Employer's Return/Notifications

5.2.6 Save the file for printing copies of IR56 forms (cont'd)

Note

It takes 1 to 3 minutes to complete the download process. Click the "Close" button in the pop-up windows after action is completed.

6. Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

You may prepare and submit, up to 30 sets of the following IR56 forms, at a time:-

- (a) Notification of IR56E/F/G for Employees; and/or
- (b) Correction of Employer's Return for Employee (IR56B) and/or Notification for Non-employee (IR56M).

Multiple submissions in a day are allowed.

6.1 Start to complete a new return

Select the "Start to complete a new return" button at Step 2.

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
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Completion and/or Submission of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

Business Registration Number 81240001

Employer's File Number (e.g. 6A1-XXXXXXXX) (for having no Business Registration Number) - -

Enter Employer's Identification Code (ERxxxxxxx) (Note 5) * ER 11RB99C9

Please select

Start to complete a new return

Enter a new Self-selected Key (Note 1) * A1A2A3A4

Complete by keying in data

Complete by importing data from a previously submitted Annual Return file (Note 2)

File location and name 瀏覽...

Enter the TRN of the previously submitted Annual Return file (Note 3) *

Upload a data file containing IR56B records for Annual Return (Note 4)

Continue to complete a partially completed return

File location and name 瀏覽...

Enter the inputted Self-selected Key for opening the file *

Please enter the characters as shown in the image * svdj

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for Internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. [IR56B software provided by IRD can be downloaded from IRD Homepage](#). The software self-developed by the employer must be pre-approved by IRD. [Please refer to IRD Homepage for the relevant requirement specifications and application procedures](#).
- The Employer's Identification Code (ERIC) is printed in the [BIR56A](#), [IR6036A](#) or [IR6036B](#) issued in the year.

Fields with * are mandatory.

Step 2 of 8

Please refer to paragraph 6.2 after selecting the button of "Complete by keying in data" or refer to paragraph 6.3 after selecting the button of "Complete by importing data from a previously submitted Annual Return file", as appropriate.

Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.2 Prepare the Forms IR56E/F/G and/or Correction for IR56B/M by keying in data

At Step 3, select the “Other Notifications and/or Corrections” button.

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
Acknowledgement

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Completion and/or Submission of Employer's Return

Step 3 - Select Return Form

Please select one of the following options:

- Annual Employer's Return / Notification**
 - BIR56A - Annual Employer's Return of Remuneration and Pensions**

For year ended 31 March Please Select *

 - BIR56A and IR56B [Original]
 - BIR56A only (nil return of IR56B)
 - Notification of Remuneration Paid to Persons Other Than Employees**

For year ended 31 March Please Select *

Date of issue of IR6036A * / / (DD/MM/YYYY)

 - IR6036B and IR56M [Original]
 - IR6036B only (nil return of IR56M)
- Other Notifications and / or Corrections**
 - Notification of Employees**
 - IR56E/F/G [Original / Additional Income / Replacement]
 - IR56E - An employee who commences to be employed
 - IR56F - An employee who is about to cease to be employed
 - IR56G - An employee who is about to depart from Hong Kong
 - Correction of Annual Return / Notification**
 - IR56B - Employer's Return of Remuneration and Pensions
 - IR56M - Remuneration Paid to Persons Other Than Employees
 - "Original" for form not previously filed
 - "Additional" for income not previously submitted
 - "Replacement" for replacement of previously submitted form

ATTENTION:

1. For completion by keying in data, you can submit up to 30 IR56 forms at a time. For submission of Annual Return (BIR56A/IR56B) and Annual Notification (IR6036B/IR56M), you can only file once for each year of assessment and therefore you cannot use this service for filing BIR56A with more than 30 IR56B forms or IR6036B with more than 30 IR56M forms.
2. Alternatively, you may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). In using the uploading service, the data file that can be uploaded must be extracted from either IR56B software provided by IRD or a pre-approved software self-developed by Employer. IR56B software provided by IRD can be downloaded from IRD Homepage. Software self-developed by an employer must be in accordance with the requirements specified by IRD and prior approval in writing from IRD must be obtained first before use. Please refer to IRD Homepage for the relevant requirement specifications and application procedures. (The file uploading function is not applicable to IR6036B and IR56M forms)

Fields with * are mandatory.

Back Continue

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Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.2.1 Select the relevant Form IR56E/F/G or IR56B/M

Select the relevant Form IR56 from “Other Notifications – IR56E/F/G [Original / Additional Income / Replacement] or “Correction of Annual Return / Notification”. You have to complete the relevant date of commencement / cessation of employment and departure from Hong Kong as appropriate in the former case and the respective year ended 31 March for the latter case, as appropriate.

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
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Step 8
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Completion and/or Submission of Employer's Return

Step 3 - Select Return Form

Employer's File Number: 6A1 - 81240001

Name of Employer: 巨石Z Z有限公司
MOUNTAIN ROCK ZZ CO., LTD

Select a Form

Other Notifications - IR56E/F/G [Original / Additional Income / Replacement]

IR56E - An employee who commences to be employed
Commencement of employment * / / (DD/MM/YYYY)

IR56F - An employee who is about to cease to be employed
Cessation of employment * / / (DD/MM/YYYY)

IR56G - An employee who is about to depart from Hong Kong
Departure from Hong Kong * / / (DD/MM/YYYY)
Cessation of employment * / / (DD/MM/YYYY)

Correction of Annual Return / Notification

IR56B - Employer's Return of Remuneration and Pensions for year ended 31 March * 2012

IR56M - Remuneration Paid to Persons Other Than Employees for year ended 31 March *

- "Original" for form not previously filed
- "Additional" for income not previously submitted
- "Replacement" for replacement of previously submitted form

ATTENTION:
You can submit up to 30 IR56 forms at a time. Therefore, you cannot use this service for filing BIR56A with more than 30 IR56B forms nor IR6036B with more than 30 IR56M forms.
Fields with * are mandatory.

Back **Continue**

Step 3 of 8



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Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.2.2 You have to key in the information at the input screens of the respective Form IR56. At the last input screen of each IR56 form, you may click the following appropriate buttons:-

- “Add New” button to return to the selection screen of paragraph 6.2.1 for preparing another IR56 form;
- “Continue” button to view the Control List as shown below and for taking further actions as in paragraphs 2.1.6 to 2.1.12 for a Preparer or paragraphs 5.2.2 to 5.2.6 for a Filer, or
- other buttons, as appropriate.

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Step 2
Enter Employer's Reference

Step 3
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Step 4
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Step 5
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Completion and/or Submission of Employer's Return

Step 5 - Check Control List

Employer's File Number: 6A1 - 81240001

Name of Employer: 巨石 Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4 Edit

IR56E - Notification by an employer of an employee who commences to be employed

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Date of Commencement	Monthly Income (HK\$)	
<input type="checkbox"/>	1	CHAN, TAI MAN	YY123455(7)	Chinese	01/04/2013	7,000	Edit
<input type="checkbox"/>	2	CHEUNG, FAT FAT	YY156789(0)	English	28/02/2013	25,000	Edit

IR56F - Notification by an employer of an employee who is about to cease to be employed

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1	CHAN, MAN	XX998877(7)	English	01/04/2012 to 20/03/2013	115,000	Edit
<input type="checkbox"/>	2	WONG, MAN	YY234567(0)	Chinese	01/04/2012 to 15/03/2013	303,333	Edit

IR56G - Notification by an employer of an employee who is about to depart from Hong Kong

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1	CHOW, FONG FONG	XX456787(0)	Chinese	01/04/2012 to 01/03/2013	120,000	Edit
<input type="checkbox"/>	2	WONG, YING	XX023456(7)	English	01/04/2012 to 12/03/2013	600,000	Edit

IR56B - Employer's Return of Remuneration and Pensions

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1	CHAN, CHING YEE	YY454789(0)	Chinese	01/04/2011 to 31/03/2012	180,000	Edit
<input type="checkbox"/>	2	LEE, TAI TAK	XX123458(7)	English	01/04/2011 to 31/03/2012	250,000	Edit

IR56M - Notification of Remuneration Paid to Persons Other Than Employees

Click to delete	No.	Name of Recipient HKIC / BR No.	Printing Language	Period of Service	Total Income (HK\$)	
<input type="checkbox"/>	1	CHU, WING KEUNG YY294567(8)	English	01/04/2011 to 31/03/2012	350,000	Edit
<input type="checkbox"/>	2	WONG, KEUNG YY987652(3)	Chinese	01/04/2011 to 31/03/2012	580,000	Edit

Delete

NOTE:
The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

Print All Print Control List Add New Save Draft Continue

Step 5 of 8

Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.3 Prepare the Forms by importing data from a previously submitted Annual Return file

Browse/enter the location/folder of your computer to retrieve the previously submitted Annual Employer's Return/Notification file to the Department under eTAX.

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
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Completion and/or Submission of Employer's Return

Step 2 - Enter Employer's Reference

Enter Employer's Reference

Business Registration Number

Employer's File Number (e.g. 6A1-XXXXXXX) (for having no Business Registration Number) -

Enter Employer's Identification Code (ERxxxxxxx) (Note 5) *

Please select

Start to complete a new return

Enter a new Self-selected Key (Note 1) *

Complete by keying in data

Complete by importing data from a previously submitted Annual Return file (Note 2)

File location and name

Enter the TRN of the previously submitted Annual Return file (Note 3) *

Upload a data file containing IR56B records for Annual Return (Note 4)

Continue to complete a partially completed return

File location and name

Enter the inputted Self-selected Key for opening the file *

Please enter the characters as shown in the image * q8yh

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening of a saved file.
- You can make use of a previously submitted Annual Return file of IR56B/IR56M (Original) for importing the Personal Particulars of the employees/recipients.
- The Transaction Reference Number (TRN) of the submitted Annual Return file can be found in the [Acknowledgement](#).
- You may complete the Annual Return (BIR56A and IR56B) by uploading a data file containing IR56B records up to 200 records (the maximum). The data file for internet submission must be extracted from either IR56B Software provided by IRD or an approved software self-developed by Employer. [IR56B software provided by IRD can be downloaded from IRD Homepage](#). The software self-developed by the employer must be pre-approved by IRD. [Please refer to IRD Homepage for the relevant requirement specifications and application procedures.](#)
- The Employer's Identification Code (ERIC) is printed in the [BIR56A](#), [IR6036A](#) or [IR6036B](#) issued in the year.

Fields with * are mandatory.

Step 2 of 8

Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.3.1 Screen of remuneration paid to employees will be displayed if a previously submitted Annual Employer's Return for IR56B is supplied (paragraph 2.2.1) or screen of remuneration paid to persons other than employees will be displayed if a previously submitted Annual Notification of IR56M is supplied (refer to paragraph 3.2.1). Click the "Other Notifications and/or Corrections" button for the former case (refer to paragraphs 6.3.2 and 6.3.3 for more information) or "Correction of Notification" for the latter case (refer to paragraph 6.3.4 and 6.3.5 for more information).

6.3.2 Select the Employees' Records for Preparing New IR56 Forms

Select the records of the employees from the previously submitted Annual Employer's Return file for importing the personal particulars to the new IR56 forms. You have to choose the options for:-

- "Select Form Type" for either IR56B, IR56F or IR56G;
- "Specify the Year Ended 31 March" for IR56B cases selected;
- "Enter the Date of Cessation of Employment" for IR56F or IR56G cases selected

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Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

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Completion and/or Submission of Employer's Return

Step 4 - Complete Employee's / Recipient's Particulars

Employer's File Number: 6A1 - 81240001

Name of Employer: 巨石 Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4

Importing employees' particulars from a previously submitted Annual Return file

Click to Select	No.	Name of Employee	HKIC No.	Select Form Type	For IR56B only Specify the Year Ended 31 March	For IR56F/G only Enter Date of Cessation of Employment (DD/MM/YYYY)
<input checked="" type="checkbox"/>	1	CHAN, MEI NGO	XX123456(0)	F		28 / 03 / 2013
<input type="checkbox"/>	2	CHEUNG, CINDY	YY778899(6)			/ /
<input checked="" type="checkbox"/>	3	CHOW, PUI SHAN	XX856293(8)	G		25 / 03 / 2013
<input type="checkbox"/>	4	TANG, KIN WING AUGUSTUS	XX780546(2)			/ /
<input checked="" type="checkbox"/>	5	WONG, RALPH	YY820311(8)	B	2012	/ /

The data of selected employee(s)/recipient(s) will be imported.

Back Continue

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Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.3.3 Input the Relevant Data for New IR56 Forms

As only the personal information of the selected employees are transferred, you must click the “Edit” button of the respective employee in the Control List to input the income details and other relevant information as appropriate.

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Completion and/or Submission of Employer's Return

Step 5 - Check Control List

Employer's File Number: 6A1 - 81240001

Name of Employer: 巨石 Z Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4 Edit

△ Error

- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]

IR56F - Notification by an employer of an employee who is about to cease to be employed

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1 △	CHAN, MEI NGO	XX123456(0)	English	01/04/2012 to 28/03/2013		Edit

IR56G - Notification by an employer of an employee who is about to depart from Hong Kong

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1 △	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2012 to 25/03/2013		Edit

IR56B - Employer's Return of Remuneration and Pensions

Click to delete	No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)	
<input type="checkbox"/>	1 △	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 to 31/03/2012		Edit

Delete

NOTE:

The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

Add New
Save Draft
Continue

Step 5 of 8

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After completing all the relevant information of the selected employees, you should click the “Continue” button to check the Control List and take other actions as detailed in paragraphs 2.1.5 to 2.1.12 as appropriate.

Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.3.4 Select the Recipients' Records for Preparing New Form IR56Ms

Select the records of the recipients from the previously submitted Annual Notification file for making transfer of the personal data to the new Form IR56M. Specify the relevant year ended 31 March for each recipient.

GovHK 香港政府一站通

Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
Acknowledgement

Online Demo →

FAQs →

Related Information

E-Seminar for Employers

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

Employer's Obligations

eTAX Terms & Conditions

eTAX Security Statement

Contact Us →

eTAX Help Desk →

Performance Pledge →

Completion and/or Submission of Employer's Return

Step 4 - Complete Employee's / Recipient's Particulars

Payer's Employer's File Number: 6A1 - 81240001

Name of Payer: 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4

Importing recipients' particulars from a previously submitted Annual Return file

Click to Select	No.	Name of Recipient HKIC / BR No.	Specify the Year Ended 31 March
<input checked="" type="checkbox"/>	1	CHAN, CHI FAI XX123456(0)	2012 ▾
<input type="checkbox"/>	2	CHEN, MAN YY567891(3)	▾
<input checked="" type="checkbox"/>	3	CHEUNG, TAI MAN YY778899(6)	2012 ▾
<input type="checkbox"/>	4	IP, LAI LING XX856293(8)	▾
<input checked="" type="checkbox"/>	5	ABC XXXX YYYY ZZZZ COMPANY 82345672	2012 ▾

The data of selected employee(s)/recipient(s) will be imported.

Step 4 of 8

HONG KONG

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Preparation and/or Submission for Notifications and/or Corrections for IR56B/E/F/G/M

6.3.5 Input the Relevant Data for New Form IR56Ms

As only the personal data of the selected recipients are transferred, you must click the “Edit” button of the respective recipient in the Control List to input the income details and other relevant information as appropriate.

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
Acknowledgement

Online Demo →

FAQs →

Related Information

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

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eTAX Terms & Conditions

eTAX Security Statement

Contact Us →

eTAX Help Desk →

Performance Pledge →

Completion and/or Submission of Employer's Return

Step 5 - Check Control List

Employer's File Number: 6A1 - 81240001

Name of Employer: 巨石 Z Z 有限公司
MOUNTAIN ROCK ZZ CO., LTD

Self-selected Key: A1A2A3A4 Edit

△ Error

- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]
- The record marked by triangle need further verification. Please click "EDIT" button to verify the data and make amendment if necessary. [612-E-0360]

IR56M - Notification of Remuneration Paid to Persons Other Than Employees

Click to delete	No.	Name of Recipient HKIC / BR No.	Printing Language	Period of Service	Total Income (HK\$)	Edit
<input type="checkbox"/>	1 △	CHAN, CHI FAI XX123456(0)	Chinese	01/04/2011 to 31/03/2012		Edit
<input type="checkbox"/>	2 △	CHEUNG, TAI MAN YY778899(6)	English	01/04/2011 to 31/03/2012		Edit
<input type="checkbox"/>	3 △	ABC XXXX YYYY ZZZZ COMPANY 82345672	English	01/04/2011 to 31/03/2012		Edit

Delete

NOTE:
The Inland Revenue Department does not retain the information set out in the draft return. Before you exit the application, please click "Save Draft" button to save the draft returns to your computer or storage device.

Add New Save Draft Continue

Step 5 of 8

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After completing all the relevant information of the selected recipients, you should click the “Continue” button to check the Control List and take other actions as detailed in paragraphs 2.1.5 to 2.1.12 as appropriate.

Appendix - Prepare the IR56 forms Online

A1 BIR56A



**INLAND REVENUE DEPARTMENT
SALARIES TAX
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012**

File Number : 6A1-81240001
Name of Employer : 巨石ZZ有限公司
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

DECLARATION

I submit with this return 5 set(s) of Form IR56B, summarized in the Control List.

I, CHAN, TAI MAN, being MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my knowledge and belief, the submitted forms include one form for every person who is within the scope of Note 1(a) of the Notes and Instructions for Forms BIR56A and IR56B and that the particulars relating to each such person are fully and truly stated.

E-mail address: www@abcwww.com

Telephone no.: 12345678

Date : 27 Feb 2013

BIR56A (ie) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38

1 of 1

Appendix - Prepare the IR56 forms Online

A2 Control List

Control List for Employer's Return					
Employer's File Number : 6A1-81240001					
Name of Employer : 巨石ZZ有限公司 MOUNTAIN ROCK ZZ CO., LTD					
IR56B – Employer's Return of Remuneration and Pensions for the year from 1 April 2011 to 31 March 2012					
Sheet No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MEI NGO	XX123456(0)	English	01/04/2011 - 31/03/2012	174,760
2	CHEUNG, CINDY	YY778899(6)	English	01/04/2011 - 31/03/2012	755,060
3	CHOW, PUI SHAN	XX856293(8)	Chinese	01/04/2011 - 31/03/2012	143,922
4	TANG, KIN WING AUGUSTUS	XX780546(2)	English	01/04/2011 - 31/03/2012	5,610,705
5	WONG, RALPH	YY820311(8)	Chinese	01/04/2011 - 31/03/2012	276,000

Check sum : 000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899
Transaction Reference Number : 6121 3022 7139 2916
E-mail address(es) to which acknowledgement of submission of the return copied : www@abcwww.com and www@ddexxx.com

Signed by CHAN, TAI MAN, MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD

Date and Time of Filing : 27 February 2013 11:50:38

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Appendix - Prepare the IR56 forms Online

A3 IR56B

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

INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012

1. Employer's File No. : 6A1-81240001
 Name of Employer : MOUNTAIN ROCK ZZ CO., LTD

2. Name of Employee or Pensioner (*See Note 1(a)*) :

3. (a) H.K. Identity Card Number (*See Note 2(c)*) :
 (b) Passport Number and country of issue (if Employee has no H.K. Identity Card) :

4. Sex (M = Male, F = Female) :
 5. Marital Status (1 = Single / Widowed / Divorced / Living Apart, 2 = Married) :
 6. (a) If married, full name of spouse :
 (b) Spouse's H.K. Identity Card Number :
 Spouse's Passport Number and country of issue (if known) :

7. Residential Address : 6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG

8. Postal Address (if different from item 7 above) : 6A, 2/F., SHING ON STREET SHAUKIWAN HONG KONG

9. (a) Capacity in which employed : ACCOUNT CLERK
 (b) If part time, the name of his/her principal employer (if known) :

10. Period of employment for the year from 1 April 2011 to 31 March 2012 :

11. Particulars of Income accruing for the year from 1 April 2011 to 31 March 2012 (*See Note 3*) :

Particulars	Period	Amount (HK\$)
(a) Salary / Wages		174,760
(b) Leave Pay		
(c) Director's Fee		
(d) Commission / Fees (<i>See Note 4</i>)		
(e) Bonus (<i>See Note 5</i>)		
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (<i>See Note 6</i>)		
(g) Certain Payments from Retirement Schemes (<i>See Note 7</i>)		
(h) Salaries Tax paid by Employer		
(i) Education Benefits (<i>See Note 8</i>)		
(j) Gain realized under Share Option Scheme (<i>See Note 9</i>)		
(k) Any other Rewards, Allowances or Perquisites (<i>See Note 10</i>)		
(1)		
(2)		
(3)		
(l) Pensions (<i>See Note 11</i>)		
Total :		174,760

Sheet No. : 000001

MISS CHAN, MEI NGO
XX123456(0)

F
1

01/04/2011 to 31/03/2012

12. Particulars of Place of Residence provided (*See Note 12*) : (0 = Not provided , 1 = Provided)

Address 1 :
 Address 2 :

	Place of Residence 1	Place of Residence 2
Nature :		
Period Provided :		
Rent Paid to Landlord by Employer :		
Rent Paid to Landlord by Employee :		
Rent Refunded to Employee by Employer :		
Rent Paid to Employer by Employee :		

13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company : (0 = No, 1 = Yes)
 If yes, please state :
 Name of the overseas company :
 Address :
 Amount (if known) (This amount must also be included in item 11 (*See Note 13*)) :

14. Remarks (*See Note 12(b)*) :

Signed by (*See Note 1(e)*) : CHAN, TAI MAN
 Designation : MANAGER(SENIOR VICE PRESIDENT)
 IR56B(ic) Return submitted to IRD via eTAX on 27 Feb 2013 11:50:38

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Inland Revenue Department

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Appendix - Prepare the IR56 forms Online

A4 Acknowledgement on Submission of Annual Employer's Return BIR56A

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Exit	
<p>Step 1 Read Important Notes</p> <p>Step 2 Enter Employer's Reference</p> <p>Step 3 Select Return Form</p> <p>Step 4 Complete Employee's / Recipient's Particulars</p> <p>Step 5 Check Control List</p> <p>Step 6 Complete Return</p> <p>Step 7 Sign and Submit</p> <p>Step 8 Acknowledgement</p> <p>Online Demo →</p> <p>FAQs →</p> <p>Related Information</p> <p>E-Seminar for Employers</p> <p>How to complete and when to submit the Employer's Return</p> <p>Employer's Obligations</p> <p>eTAX Terms & Conditions</p> <p>eTAX Security Statement</p> <p>Contact Us →</p> <p>eTAX Help Desk</p> <p>Performance Pledge →</p>	<p style="text-align: center;">Completion and/or Submission of Employer's Return</p> <p>Step 8 - Acknowledgement</p> <p>Employer's File Number : 6A1 - 81240001</p> <p>CHAN, TAI MAN, MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD</p> <p>You have successfully filed the Form BIR56A for the year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56B summarized in the Control List.</p> <p>Check Sum of the Submitted Return File : 000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899</p> <p>Transaction Reference Number : 6121 3022 7139 2823</p> <p>Date and Time of Filing : 27 Feb 2013 10:07:35</p> <p>A copy of this acknowledgement has been sent to your designated e-mail address(es) : www@abcwww.com and www@ddexxx.com</p> <p>You should SAVE [using the "Print And Save All Returns" button] the submitted Annual Return file to your computer or other storage device for printing a copy of Form IR56B to your respective employee to assist him/her in completing his/her tax return. Please wait for the display of all the returns on screen after pressing the "Print And Save All Returns" button since it may take 1 to 3 minutes, in appropriate case.</p> <p>To facilitate your import of employer's information and personal data of employee(s) in future submission, please use "Save Data for Import" button to save the data file. The Transaction Reference Number shown in this acknowledgement will be used as the authentication key to retrieve the submitted Annual Return file for data import in future submission. Please retain this acknowledgement intact and in a safe place as appropriate.</p> <p>You should take appropriate measures to protect the saved return file from unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.</p> <p>Thank you for filing the Employer's Return through the Internet.</p> <p> Help protect our environment. Please retain the relevant information by saving this page.</p> <p style="text-align: center;"> Submit Another Print This Page Save This Page Save Data for Import Print And Save All Returns </p> <p style="text-align: right;">Step 8 of 8</p> <div style="text-align: right;">  </div> <p style="font-size: small;">About GovHK Copyright Notice Privacy Policy Disclaimer</p>

Appendix - Prepare the IR56 forms Online

A5 IR6036B

Payer's Employer's File Number : 6A1-81240001
Name of Payer : 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

To : Commissioner of Inland Revenue

**Remuneration Paid to Persons Other Than Employees
For The Year Ended 31 March 2012**

Referring to the Form IR6036A,

- I submit with this IR6036B(ie) 5 set(s) of Form IR56M, summarized in the Control List.
- This is to confirm that the Company did not make any payments to persons as specified in Form IR6036A.
- This is to confirm that the recipients are corporations and / or are local persons who were paid less than the sum specified in Form IR6036C. Therefore, no Form IR56M is submitted.

Signed by : CHAN, TAI MAN
Designation : MANAGER
Telephone No. : 12345678

IR6036B(ie) Return submitted to IRD via eTAX on 27 Feb 2013 12:05:28

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Appendix - Prepare the IR56 forms Online

A6 Control List

Control List for Employer's Return
Payer's Employer's File Number : 6A1-81240001
Name of Payer : 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

IR56M – Notification of remuneration paid to persons other than employees for the year from 1 April 2011 to 31 March 2012				
No.	Name of Recipient HKIC No./BR No.	Printing Language	Period of Service	Total Income (HKS)
1	CHAN, CHI FAI XX123456(0)	Chinese	01/04/2011 - 31/03/2012	100,000
2	CHEN, MAN YY567891(3)	Chinese	01/04/2011 - 31/03/2012	200,000
3	CHEUNG, TAI MAN YY778899(6)	English	01/04/2011 - 31/03/2012	500,000
4	IP, LAI LING XX856293(8)	English	01/04/2011 - 31/03/2012	100,000
5	ABC XXXX YYYY ZZZZ COMPANY 82345672	English	01/04/2011 - 31/03/2012	500,000

Check Sum of the Submitted Return File : 031C8 D7B92 789DD 5B994 BDBCF 622D6 2D3E6 1C8F7
Transaction Reference Number : 6121 3022 7139 2922
E-mail address(es) to which acknowledgement of submission of the return copied : www@abcwww.com and www@ddexxx.com

Signed by CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Date and Time of Filing : 27 February 2013 12:05:28

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Appendix - Prepare the IR56 forms Online

A7 IR56M

**NOTIFICATION
OF REMUNERATION PAID TO PERSONS OTHER THAN EMPLOYEES
FOR THE YEAR ENDED 31 MARCH 2012**

Payer's Employer's File No. : 6A1-81240001 Sheet No. : 900003

Name of Payer : MOUNTAIN ROCK ZZ CO., LTD

The following are the particulars of the recipient :

1. For a person other than an individual or a corporation
Name of Company :

Business Registration No. :

2. For an individual

(a) Name of Recipient :	MR. CHEUNG, TAI MAN
(b) (i) H.K. Identity Card Number :	YY778899(6)
(b) (ii) Passport Number and country of issue :	
(c) Sex (M = Male, F = Female) :	M
(d) Marital Status (1 = Single/Widowed/Divorced/Living Apart, 2 = Married) :	1
(e) (i) If married, full name of spouse :	
(e) (ii) Spouse's H.K. Identity Card Number :	
Spouse's Passport Number and country of issue :	

3. (a) Postal Address : FLAT/ROOM A BLOCK B 123 GOOD SERVICE RD HONG KONG

(b) Tel. No. :

4. Capacity engaged : SUB-CONTRACTOR

5. Period for which service was rendered : 01/04/2011 - 31/03/2012

6. Particulars of income accruing during the period of service :

Particulars	Period	Amount (HK\$)
Type 1 : Subcontracting Fees	01/04/2011 - 31/03/2012	500,000
Type 2 : Commission		
Type 3 : Writer's / Contributor's Fees		
Others : (a) Artiste's Fees		
(b) Copyright / Royalties		
(c) Consultancy / Management Fees		
(d)		
(e)		
	Total :	500,000

7. Whether a sum has been withheld from the above payment to settle the tax due by the recipient (0 = No, 1 = Yes) : 0
If yes, the amount withheld : HK\$

8. Remarks : 0

Signed by : CHAN, TAI MAN
Designation : MANAGER

IR56M Return submitted to IRD via eTAX on 27 Feb 2013 12:05:28

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Appendix - Prepare the IR56 forms Online

A8 Acknowledgement on Submission of Annual Notification

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
Acknowledgement

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FAQs →

Related Information

E-Seminar for Employers

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

Employer's Obligations

eTAX Terms & Conditions

eTAX Security Statement

Contact Us →

eTAX Help Desk →

Performance Pledge →

Completion and/or Submission of Employer's Return

Step 8 - Acknowledgement

Payer's Employer's File Number : 6A1 - 81240001

CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

You have successfully filed the Form IR6036B for the year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56M summarized in the Control List.

Check Sum of the Submitted Return File :	07B93 DFAD3 7CB79 D4673 D6712 3EDDB F41CB 21445
Transaction Reference Number :	6121 3022 7139 2827
Date and Time of Filing :	27 Feb 2013 10:15:54

A copy of this acknowledgement has been sent to your designated e-mail address(es) :
www@abcwww.com and www@ddexxx.com

You should SAVE [using the "Print And Save All Returns" button] the submitted Annual Return file to your computer or other storage device for printing a copy of Form IR56M to your respective recipient to assist him/her in completing his/her tax return. Please wait for the display of all the returns on screen after pressing the "Print And Save All Returns" button since it may take 1 to 3 minutes, in appropriate case.

To facilitate your import of payer's information and personal data of recipient(s) in future submission, please use "Save Data for Import" button to save the data file. The Transaction Reference Number shown in this acknowledgement will be used as the authentication key to retrieve the submitted Annual Return file for data import in future submission. Please retain this acknowledgement intact and in a safe place as appropriate.

You should take appropriate measures to protect the saved return 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.

Submit Another
Print This Page
Save This Page
Save Data for Import
Print And Save All Returns

Step 8 of 8

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Appendix - Prepare the IR56 forms Online

A9 Control List

Control List for Employer's Return
Employer's File Number : 6A1-81240001
Name of Employer : 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

IR56E – Notification by an employer of an employee who commences to be employed					
No.	Name of Employee	HKIC No.	Printing Language	Date of Commencement	Monthly Income (HK\$)
1	CHAN, TAI MAN	YY123455(7)	Chinese	01/04/2013	7,000
2	CHEUNG, FAT FAT	YY156789(0)	English	28/02/2013	25,000

IR56F – Notification by an employer of an employee who is about to cease to be employed					
No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, MAN	XX998877(7)	English	01/04/2012 - 20/03/2013	115,000
2	WONG, MAN	YY234567(0)	Chinese	01/04/2012 - 15/03/2013	303,333

To the best of my knowledge, the employee(s) will not be leaving Hong Kong after cessation of employment.

IR56G – Notification by an employer of an employee who is about to depart from Hong Kong					
No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHOW, FONG FONG	XX456787(0)	Chinese	01/04/2012 - 01/03/2013	120,000
2	WONG, YING	XX023456(7)	English	01/04/2012 - 12/03/2013	600,000

IR56B – Employer's Return of Remuneration and Pensions					
No.	Name of Employee	HKIC No.	Printing Language	Period of Employment	Total Income (HK\$)
1	CHAN, CHING YEE	YY454789(0)	Chinese	01/04/2011 - 31/03/2012	180,000
2	LEE, TAI TAK	XX123458(7)	English	01/04/2011 - 31/03/2012	250,000

IR56M – Notification of remuneration paid to persons other than employees				
No.	Name of Recipient HKIC No. /BR No.	Printing Language	Period of Service	Total Income (HK\$)
1	CHU, WING KEUNG YY294567(8)	English	01/04/2011 - 31/03/2012	350,000
2	WONG, KEUNG YY987652(3)	Chinese	01/04/2011 - 31/03/2012	580,000

Check Sum of the Submitted Return File : 0599F B4E03 D74D9 2F138 B384F D5557 D6CBF 653B8
Transaction Reference Number : 6121 3022 8139 3155
E-mail address(es) to which acknowledgement of submission of the return copied : www@abcwww.com and www@ddexxx.com

Signed by CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Date and Time of Filing : 28 February 2013 11:07:31

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Appendix - Prepare the IR56 forms Online

A10 Acknowledgement on ad hoc Submission

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Exit

Step 1
Read Important Notes

Step 2
Enter Employer's Reference

Step 3
Select Return Form

Step 4
Complete Employee's / Recipient's Particulars

Step 5
Check Control List

Step 6
Complete Return

Step 7
Sign and Submit

Step 8
Acknowledgement

Completion and/or Submission of Employer's Return

Step 8 - Acknowledgement

Employer's File Number : 6A1 - 81240001

CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

You have successfully filed the following IR56 Forms summarized in the Control List.

IR56E	IR56F	IR56G	IR56B	IR56M	Total
2	2	2	2	2	10

Step 5
Check Sum of the Submitted Return File : 0599F B4E03 D74D9 2F138 B384F D5557 D6CBF 653B8
Transaction Reference Number : 6121 3022 8139 3155

Step 6
Date and Time of Filing : 28 Feb 2013 11:07:31

Step 7
Sign and Submit

A copy of this acknowledgement has been sent to your designated e-mail address(es) :
www@abcwww.com and www@ddexxx.com

Step 8
Acknowledgement

You should SAVE [using the "Print And Save All Returns" button] the submitted return file to your computer or other storage device for printing a copy of Form IR56 to your respective employee/recipient to assist him/her in completing his/her tax return. Please wait for the display of all the returns on screen after pressing the "Print And Save All Returns" button since it may take 1 to 3 minutes, in appropriate case.

You should take appropriate measures to protect the saved return 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.

[Submit Another](#)
 [Print This Page](#)
 [Save This Page](#)
 [Print And Save All Returns](#)

Step 8 of 8

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Appendix - Upload the IR56 Forms by an Electronic File Generated by IRD IR56B Software / Employer's Self-developed Software

B1 BIR56A

	<p style="text-align: center;">INLAND REVENUE DEPARTMENT SALARIES TAX EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012</p>
File Number :	6A1-81240001
Name of Employer :	巨石ZZ有限公司 MOUNTAIN ROCK ZZ CO., LTD
<p>This return [BIR 56A (ie)] will be accepted in lieu of the paper return (BIR56A).</p>	
<p>POSTAL ADDRESS</p> <p>If you have not informed the Department of your current postal address previously, please state below the new address : -</p> <p>Not Applicable</p>	
<hr/> <p>DECLARATION</p>	
<p>I submit with this return an electronic file containing the data of 10 set(s) of Form IR56B, summarized in the Control List. This electronic file is generated by the IR56B Software provided by the Inland Revenue Department.</p>	
<p>I, CHAN, TAI MAN, being MANAGER of MOUNTAIN ROCK ZZ CO., LTD declare that, to the best of my knowledge and belief, the submitted forms include one form for every person who is within the scope of Note 1(a) of the Notes and Instructions for Forms BIR56A and IR56B and that the particulars relating to each such person are fully and truly stated.</p>	
E-mail address:	www@abcwww.com
Telephone no.:	12345678
Date :	1 Mar 2013
<p>BIR56A (ie) Return submitted to IRD via eTAX on 1 Mar 2013 09:22:15</p>	
<p>1 of 2</p>	

Appendix - Upload the IR56 Forms by an Electronic File Generated by IRD IR56B Software / Employer's Self-developed Software

B2 Control List

Control List for Employer's Return
Employer's File Number : 6A1-81240001
Name of Employer : 巨石ZZ有限公司
MOUNTAIN ROCK ZZ CO., LTD

IR56B – Employer's Return of Remuneration and Pensions			
for the year from 1 April 2011 to 31 March 2012			
No.	Name of Employee	HKIC No.	Total Income (HK\$)
1	CHAN, MEI MEI	XX123456(0)	174,760
2	CHAU, CHI WAI	YY567891(3)	2,175,665
3	CHEUNG, WENDY	YY778899(6)	755,060
4	CHOW, PUI SHAN	XX856293(8)	143,922
5	FAN, LUNG PING	YY801017(4)	353,740
6	HUI, PUI WAH	YY234567(0)	102,980
7	KO, ON YEE, TALE	XX112233(9)	367,500
8	LAM, KIN KA	XX811798(5)	525,000
9	LEUNG, KA MAN	YY699927(6)	437,605
10	LEUNG, WING SZE	YY699524(6)	112,657
Grand Total of Income Per List		HK\$	5,148,889
Total Number of Employees Per List			10

Check sum : 004F2 E7A4B 8C31F BAD9C 4AC98 88BAE 6720F EB414
Transaction Reference Number : 6121 3030 1139 3495
E-mail address(es) to which acknowledgement of submission of the return copied : www@abcwww.com and www@ddexxx.com

Signed by CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD

Date and Time of Filing : 1 March 2013 09:22:15

2 of 2

Appendix - Upload the IR56 Forms by an Electronic File Generated by IRD IR56B Software / Employer's Self-developed Software

B3 Acknowledgement on Submission of Annual Employer's Return

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Step 1 Read Important Notes	Completion and/or Submission of Employer's Return
Step 2 Enter Employer's Reference	Step 8 - Acknowledgement
Step 3 Select Return Form	Employer's File Number : 6A1 - 81240001
Step 4 Complete Employee's / Recipient's Particulars	CHAN, TAI MAN, MANAGER of MOUNTAIN ROCK ZZ CO., LTD
Step 5 Check Control List	You have successfully filed the Form BIR56A with an electronic file containing the data of 10 set(s) of Form IR56B summarized in the Control List for the year from 1 April 2011 to 31 March 2012.
Step 6 Complete Return	Check Sum of the Submitted Return File : 004F2 E7A4B 8C31F BAD9C 4AC98 88BAE 6720F EB414
Step 7 Sign and Submit	Transaction Reference Number : 6121 3030 1139 3495
Step 8 Acknowledgement	Date and Time of Filing : 01 Mar 2013 09:22:15
Online Demo →	A copy of this acknowledgement has been sent to your designated e-mail address(es) : www@abcwww.com and www@ddexxx.com
FAQs →	You should SAVE [using the "Print And Save All" button] the submitted Annual Return file to your computer or other storage device. Please wait for the display of all the forms on screen after pressing the "Print And Save All" button since it may take 1 to 3 minutes, in appropriate case.
Related Information	You should take appropriate measures to protect the saved return file from unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.
E-Seminar for Employers	Thank you for filing the Employer's Return through the Internet.
How to complete and when to submit the Employer's Return	 Help protect our environment. Please retain the relevant information by saving this page.
Employer's Obligations	<input type="button" value="Submit Another"/> <input type="button" value="Print This Page"/> <input type="button" value="Save This Page"/> <input type="button" value="Print And Save All"/>
eTAX Terms & Conditions	Step 8 of 8
eTAX Security Statement	NOTE : You should press the "Print And Save All" button to print and/or save the BIR56A and Control List.
Contact Us →	
eTAX Help Desk	
<i>Performance Pledge</i> →	



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Appendix - Specimen for Employer's Identification Code ("ERIC")

C1 BIR56A



SPECIMEN

稅務局
INLAND REVENUE DEPARTMENT
薪俸稅
SALARIES TAX
僱主填報的薪酬及退休金報稅表
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
在 2011 年4月1日至 2012 年3月31日1年內
FOR THE YEAR FROM 1 APRIL 2011 TO 31 MARCH 2012

S/N000495

2012

來函請註明下述檔案號碼
IN ANY COMMUNICATION PLEASE QUOTE THE FILE NUMBER BELOW
檔案號碼
FILE NO. **6T1-12345678(N)(O)**

6T1



MOUNTAIN ROCK ZZ CO., LTD
8/F
123 REVENUE ROAD
WAN CHAI
HK

僱主確認碼 (電子報稅) :
ERIC (e-filing) :
ER12CD56G8

187 8022

香港灣仔告士打道5號
稅務大樓
香港郵政總局
郵箱 132 號
Revenue Tower,
5 Gloucester Road,
Wan Chai Hong Kong
G.P.O. Box 132,
Hong Kong.
網址 Web site:
www.ird.gov.hk
電話:
Tel. No.:

根據《稅務條例》的規定，請你填妥本表格，並將在 2011 年4月1日至 2012 年3月31日1年內所僱用而屬於附註1(a)範圍內的人士或由你支付退休金的前僱員資料，依照現附上的IR56B表格的規定，填報該表格，並於本報稅表發出日期起1個月內交回本局。本局不接納以圖文傳真交回的報稅表。請細閱隨表附上的「附註及說明」，然後按指示填寫本表。在閱讀附註後，如你對填寫本表仍有不明白的地方，請參看列載於附註14的各種途徑，獲取進一步的資料或協助。

As required by the Inland Revenue Ordinance, please complete this form and give the particulars stated on the enclosed IR56B forms in respect of all persons within the scope of Note 1(a) who were employed, or paid a pension, by you for the year from 1 April 2011 to 31 March 2012. This form must be submitted to the Department WITHIN 1 MONTH from the date of this Notice. Submission by facsimile is not acceptable. Please read and follow the enclosed Notes and Instructions carefully in completing this return. If after reading these Notes you still have difficulty in completing this form, please refer to Note 14 for the various channels which provide further information or assistance.

C2 IR6036A



INLAND REVENUE DEPARTMENT
REVENUE TOWER,
5 GLOUCESTER ROAD, WAN CHAI,
HONG KONG.
Web site: www.ird.gov.hk

ERIC (e-filing)
ER12CD56G8

Your Ref.:
IN ANY COMMUNICATION PLEASE QUOTE OUR FILE NO.
[File No. : **6T1-12345678 (N)(O)**
MOUNTAIN ROCK ZZ CO., LTD
8/F
123 REVENUE ROAD
WAN CHAI
HK

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO: —
COMMISSIONER OF INLAND REVENUE,
G.P.O. BOX 132, HONG KONG.

Tel. No. : 187 8022

Fax No. : 3170 5641

Date of issue : 2 APR 2012



Dear Sir/Madam,

**Remuneration Paid To Persons
Other Than Employees**

It is noted that you have been engaging the services of persons such as agents, brokers, consultants, entertainers, freelance artists, sub-contractors, writers, etc. Strictly speaking, these persons are not your employees, but your payments to these non-employees may affect their tax obligations and amount of tax payable. Hence, in addition to providing you with Forms BIR56A and IR56B which are applicable to employees' remunerations, I enclose Forms IR6036B, IR6036C and IR56M for you to furnish information about payments made to these non-employees.

Appendix - Specimen for Employer's Identification Code ("ERIC")

C3 IR6036B

Payer's Employer's File No. : 6T1-12345678(N)(O)		ERIC (e-filing) : ER12CD56G8
Name of Payer : MOUNTAIN ROCK ZZ CO., LTD		
To: Commissioner of Inland Revenue		
Remuneration Paid to Persons Other Than Employees For The Year Ended 31 March <input type="text" value="2012"/>		
With reference to Form IR6036A dated <u>2 APR 2012</u> .		

Appendix D - Specimen of Transaction Reference Number in Acknowledgement

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Exit

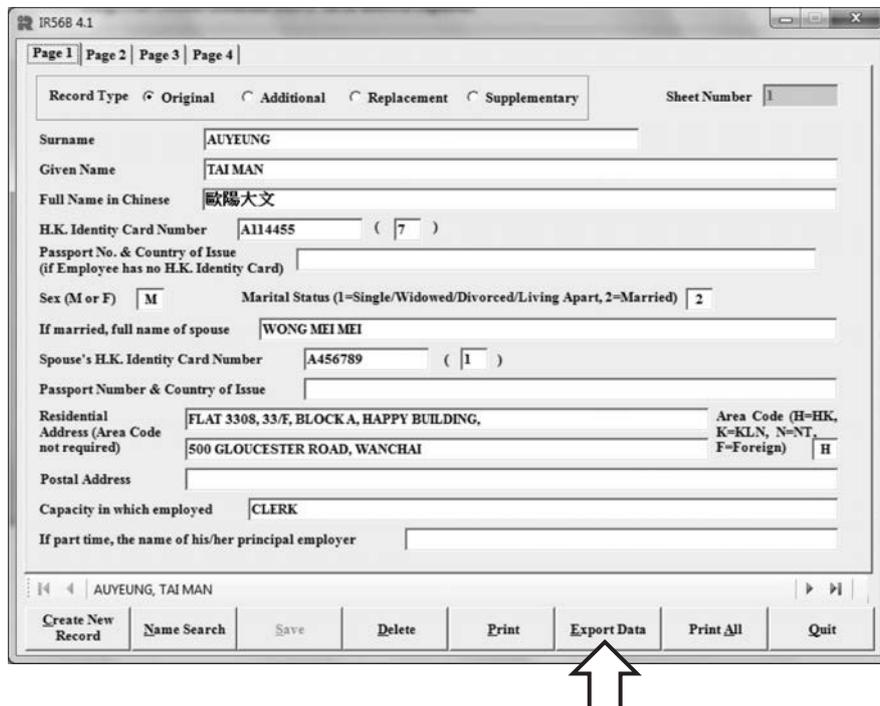
<p>Step 1 Read Important Notes</p> <p>Step 2 Enter Employer's Reference</p> <p>Step 3 Select Return Form</p> <p>Step 4 Complete Employee's / Recipient's Particulars</p> <p>Step 5 Check Control List</p> <p>Step 6 Complete Return</p> <p>Step 7 Sign and Submit</p> <p>Step 8 Acknowledgement</p> <p>Online Demo →</p> <p>FAQs →</p> <p>Related Information</p> <p>E-Seminar for Employers</p> <p>How to complete and when to submit the Employer's Return</p> <p>Employer's Obligations</p> <p>eTAX Terms & Conditions</p> <p>eTAX Security Statement</p> <p>Contact Us →</p> <p>eTAX Help Desk →</p> <p><i>Performance Pledge</i> →</p>	<div style="background-color: #cccccc; padding: 5px; border: 1px solid #000; margin-bottom: 10px;"> Completion and/or Submission of Employer's Return </div> <p>Step 8 - Acknowledgement</p> <p>Employer's File Number : 6A1 - 81240001</p> <p>CHAN, TAI MAN, MANAGER (SENIOR VICE PRESIDENT) of MOUNTAIN ROCK ZZ CO., LTD</p> <p>You have successfully filed the Form BIR56A for the year from 1 April 2011 to 31 March 2012 with 5 set(s) of Form IR56B summarized in the Control List.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Check Sum of the Submitted Return File :</td> <td>000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899</td> </tr> <tr> <td>Transaction Reference Number :</td> <td>6121 3022 7139 2823 </td> </tr> <tr> <td>Date and Time of Filing :</td> <td>27 Feb 2013 10:07:35 </td> </tr> </table> <p>A copy of this acknowledgement has been sent to your designated e-mail address(es) : www@abcwww.com and www@ddexxx.com</p> <p>You should SAVE [using the "Print And Save All Returns" button] the submitted Annual Return file to your computer or other storage device for printing a copy of Form IR56B to your respective employee to assist him/her in completing his/her tax return. Please wait for the display of all the returns on screen after pressing the "Print And Save All Returns" button since it may take 1 to 3 minutes, in appropriate case.</p> <p>To facilitate your import of employer's information and personal data of employee(s) in future submission, please use "Save Data for Import" button to save the data file. The Transaction Reference Number shown in this acknowledgement will be used as the authentication key to retrieve the submitted Annual Return file for data import in future submission. Please retain this acknowledgement intact and in a safe place as appropriate.</p> <p>You should take appropriate measures to protect the saved return file from unauthorized access. For information on data security, please visit the Infosec website at www.infosec.gov.hk.</p> <p>Thank you for filing the Employer's Return through the Internet.</p> <p> Help protect our environment. Please retain the relevant information by saving this page.</p> <div style="margin-top: 10px;"> Submit Another Print This Page Save This Page Save Data for Import Print And Save All Returns </div> <p style="text-align: right; margin-top: 5px;">Step 8 of 8</p>	Check Sum of the Submitted Return File :	000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899	Transaction Reference Number :	6121 3022 7139 2823	Date and Time of Filing :	27 Feb 2013 10:07:35
Check Sum of the Submitted Return File :	000FE 6EDBE B12F2 FD9B8 16FCE F7589 F9E85 B8899						
Transaction Reference Number :	6121 3022 7139 2823						
Date and Time of Filing :	27 Feb 2013 10:07:35						

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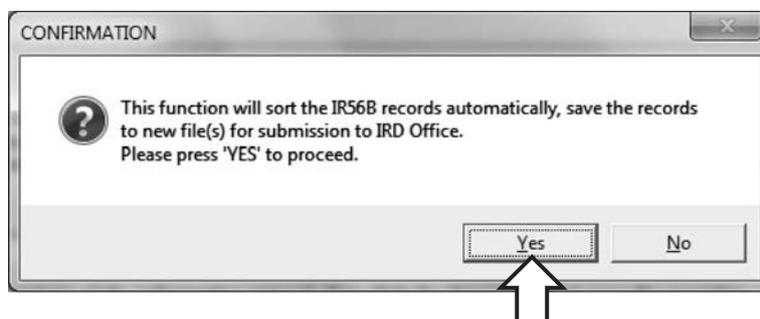
The Transaction Reference Number of the previously submitted Annual Employer's Return must be correctly inputted for retrieval of the saved file for importing data purpose.

Appendix E - Export Data from IRD IR56B Software (version 4.1)

- (1) Click <Export Data> button of the IRD IR56B Software (version 4.1) to export the completed IR56B records to a file for submission to IRD.



- (2) Click the <Yes> button to proceed.



- (3) Select the first option to export the IR56B records to a data file for submission to IRD using the upload function via the e-filing Employer's Return service under GovHK'.

