



Inland Revenue Department

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

User Guide of IR56 Forms Preparation Tool

For more information, please visit the webpage about the [Submission of Employer's Return in Computerized Format](#).

Preface

This user guide is to provide step-by-step instructions on how to use the IR56 Forms Preparation Tool (“Preparation Tool”) to prepare a data file for submission through the Employer’s Return e-Filing Services (“ER e-Filing Services”). It specifies:

- (a) how to create a new data file
 - (i) by inputting all the details;
 - (ii) by importing the personal particulars of the employees from a previously prepared data file and inputting the income details. The data file for import can be prepared by:
 - Preparation Tool (SAV file);
 - Direct Keying (draft DAT file);
 - IRD IR56B Software (XML file);
 - Pre-approved self-developed software (XML file)
- (b) how to submit data files through the ER e-Filing Services; and
- (c) how to export a soft copy or print a hard copy of the IR56 forms prepared for distribution to employees.

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 can be made to the Inland Revenue Department (“the Department”) by email to taxctrl@ird.gov.hk.

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Date : Aug 2022

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1. Basic Computer Hardware and Software Requirements

The system requirements of the Preparation Tool basically follow the [system requirements of the ER e-Filing Services](#), however, the requirements of the browser are listed as follows:

- JavaScript enabled;
- Session cookies enabled;
- Web browser encryption enabled (at least TLS v1.2);
- with 8GB free memory; and
- Allow pop-ups from the Department's website.

2. Points to Note

- 2.1** The Preparation Tool is designed to assist employers to prepare electronic records of IR56B or IR56F forms for submission to the Department through the Employer's Return e-Filing Services ("ER e-Filing Services") either by the Online Mode or Mixed Mode.
- 2.2** To submit the electronic records via the "Online Mode", you will be required to login eTAX account, "iAM Smart+" account (with digital signing function) or recognized personal digital certificate.
- 2.3** To upload the electronic records via the "Mixed Mode", you do not need to login the eTAX account, but you must submit the following documents to complete the submission process:
- (1) A duly signed cover page of the paper Control List (with a Transaction Reference Number and QR code) generated by the ER e-Filing Services.
 - (2) A duly signed paper Employer's Return (BIR56A) if the IR56B records prepared are for annual submission.
- 2.4** The Department will NOT accept submission of a removable storage device (e.g. CD-ROM) containing the data file prepared by the Preparation Tool. Also, the printed / exported copy of the IR56 forms generated by the Preparation Tool are for distribution to employees only and not for submission to the Department.
- 2.5** It is the employer's obligation to ensure that the information furnished for all employees in the data file is correct before submitting to the Department.
- 2.6** Before your submission / uploading of the data file to the Department via the ER e-Filing Services, the Department does not have any record of the information you keyed in. Therefore, you should save the information in your own computer or other storage devices before exiting the Preparation Tool.
- 2.7** To avoid data loss, you will be required to save a draft data file after adding / editing around 20 records.
- 2.8** You should take appropriate measures to protect the Self-selected Key [see para. 5.1.1(b)] and the saved or exported data files from unauthorized access. For information on data security, please visit the InfoSec website at www.infosec.gov.hk.
- 2.9** This Preparation Tool is supplied on an as-is basis. The Department accepts no liability for any loss or damage arising from or related to the use of the Preparation Tool.

3. Get Access to the Preparation Tool

You can access the Preparation Tool under the “Employer’s Return e-Filing Services” of the eTAX.

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



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

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

GovHK 香港政府一站通

繁體 Exit X

Welcome to eTAX

Online Demo →

FAQs →

Tips and Tools
Tax Rate
Tax Computation
Exchange Rate

Related Information
Budget Proposal Extension Granted to e-Filers
Tax Return & Guide
Assessment
Payment
eTAX Terms & Conditions
eTAX Security Statement

Contact Us →

eTAX Help Desk →

Performance Pledge →

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

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.

Tax Return & Guide

Assessment

Payment

eTAX Terms & Conditions

eTAX Security Statement

Contact Us →

eTAX Help Desk →

Performance Pledge →

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

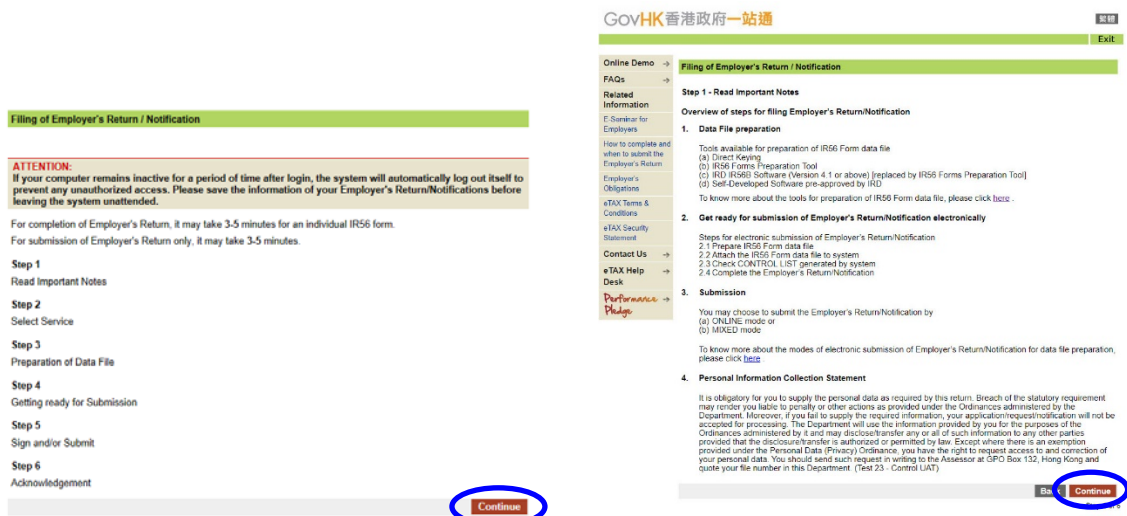
Viewing of Profits Tax Return

Filing of Employer's Return / Notification

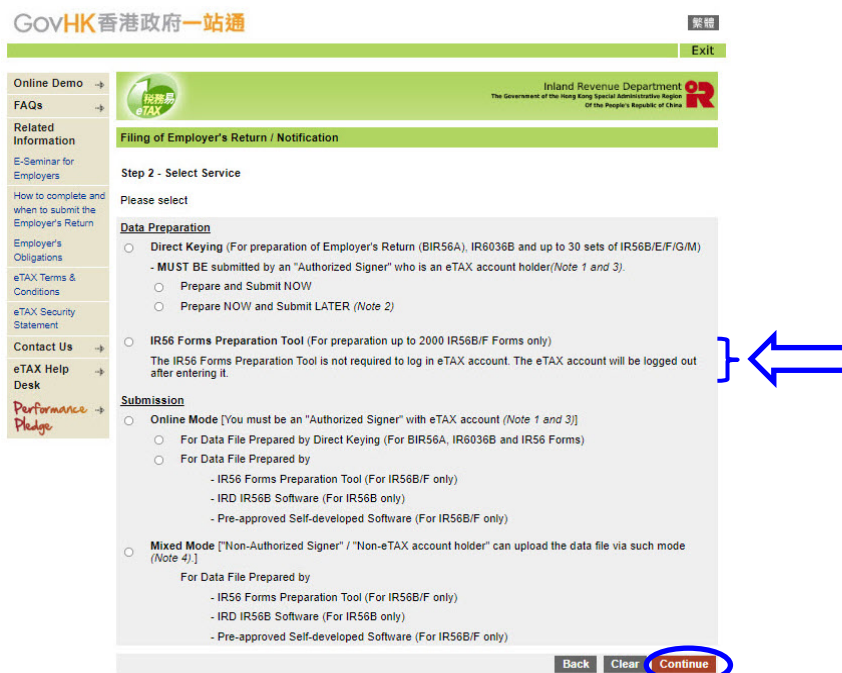
Stock Borrowing Relief

Payment

3.3 Read the “Step” page and click <Continue>. Read the “Important Note” page and click <Continue>.



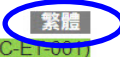
3.4 Select “IR56 Forms Preparation Tool” under “Data Preparation” and then click <Continue>.



3.5 The screen “IR56 Forms Preparation Tool” will be opened in a separate window. To allow the pop up of the Preparation Tool, you have to ensure that your browser would not block the pop up window from the Department’s website.

4. Read Important Notes

- 4.1 After reading the important notes of the Preparation Tool, click <Continue> to start using the Preparation Tool.
- 4.2 If you want to change the language of the Preparation Tool to Chinese, you may click <繁體> at the top right-hand corner of the screen. Similarly, you may click <English> to change the language to English if the displaying language is in Chinese. Please note that the printing language of each IR56 form can be set independently during the data preparation.




IR56 Forms Preparation Tool (Screen ID:SC-ET-001)

Welcome to this channel for preparing IR56 Forms . Please read the following notes :

IR56 Forms Preparation Tool ('Preparation Tool')

- This Preparation Tool can assist you to prepare IR56B/F records.
- After inputting the employee's details and remuneration, you can generate an XML data file (with file extension "SAV") for submission under the Employer's Return e-Filing Services (ER e-Filing Services).
- IR56B/F records so prepared can only be submitted via the "Online Mode" (require to login eTAX / "iAM Smart+" Account) or uploaded via the "Mixed Mode" (without login of the eTAX / "iAM Smart+" Account). If you are using the "Mixed Mode" service, you must also submit a duly signed paper Control List (cover page) generated by the Employer's Return e-Filing Services with a Transaction Reference Number and QR code. If the IR56B records prepared are for annual submission, the Control List (cover page) must be submitted together with a duly signed paper Employer's Return (BIR56A).
- The Inland Revenue Department ("the Department") will NOT accept submission of the data file generated from the Preparation Tool by way of storage device (e.g. CD-ROM).
- Each data file created by this Preparation Tool can contain up to 2,000 records. If you need to submit more than 2,000 sets of IR56B/F, you may prepare several data files using this Preparation Tool and submit the files via the "Mixed Mode". To complete the submission, you must ensure that all the cover pages of the paper Control Lists generated from each submission are sent to the Department. The duly signed paper BIR56A with the total number of IR56B correctly declared should also be submitted together with the cover pages of the Control Lists, if applicable.
- It is the employer's obligation to ensure that the data furnished for the employees in the data file are correct before submitting the data file to the Department.
- The Department does not have any record of the information you keyed in. You should save the information in your own computer or other storage devices before leaving this Preparation Tool.
- When creating a new data file, you need to assign a Self-selected Key. This Self-selected Key is required for the re-opening of a saved data file. Please note that the Department does not have any information of the Self-selected Key. If you lose or forget the Self-selected Key, the Department does not have any means to reset or retrieve the Self-selected Key to assist you to open the saved data file.
- You should take appropriate measure to protect the saved file from unauthorized access. For information on data security, please visit the Inforsec website at www.infosec.gov.hk.
- This Preparation Tool is supplied on an as-is basis. The Department accepts no liability for any loss or damage arising from the use of the Preparation Tool.
- For details on how to use the Preparation Tool, please read the [User Guide for the Preparation Tool](#).



5. Get Start - Preparation of Data Files

After clicking <Continue>, the “Get Start” page will be shown. You can select the method of preparing the data file at this page.

5.1 Create a New Data File without Data Import

- 5.1.1 (a) By default, the options “Start to complete a new Employer’s Return / Notification” and “Create a new data file without data import” are selected. You can create a data file by keying in ALL the data under this defaulted option.
- (b) Input a Self-selected Key* by your own choice of 6 to 8 characters and then click <Continue>.

IR56 Forms Preparation Tool (Screen ID: SC-ET-002)

Get Start

Start to complete a new Employer's Return / Notification:

Enter a new Self-selected Key (6 to 8 characters) for file protection (Note 1) *

Create a new data file without data import

Create a new data file with data import (Note 2)

File location and name 浏览...

Enter the Self-selected Key of that file
(NOT required if data file is prepared by IRD IR56B Software or pre-approved self-developed software)

Continue to complete a saved draft data file prepared by IR56 Forms Preparation Tool

File location and name 浏览...

Enter the Self-selected Key of that file *

Fields with * are mandatory.

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening saved file.
- (a) Only a saved data file prepared by the following means can be imported:-
 - IR56 Forms Preparation Tool (.SAV file); or
 - Direct Keying via ER e-Filing Services (draft DAT file); or
 - IRD IR56B Software (.XML file); or
 - Pre-approved self-developed software (.XML file).(b) Only personal particulars can be imported.

Back Clear **Continue**

* Please note that 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 means to reset or retrieve the Key to open the saved data file which is only stored in your own computer

5.1.2 Enter Employer’s Reference and select the Employer’s Return / Notification to be completed and then click <Continue>.

- (a) Input your Employer’s File Number. If you do not have an Employer’s File Number, please input your Business Registration Number.
- (b) Input the name of employer, name and designation of Authorized Signer*, who are going to submit the data file prepared through his / her eTAX account / “iAM Smart+” account / recognized personal digital certificate or the one who are going to sign the cover page of the paper Control List.
- (c) Select the IR56 form to be completed. Please note that you cannot change this once selected. You are required to create a new data file and re-input the data if you want to change the form type.
- (d) The pull-down menu of “Default Type” allows you to pre-select the “Type of Form” [see para 5.1.4 (a)(ii)] of the IR56 forms to be prepared. Once selected, the “Type of Form” will be pre-filled according to your selection while you are allowed to amend it if necessary. For example, if you are now preparing some Additional IR56B forms, you can make use of the “Default Type” menu to select “Additional” so that you are not required to select it in each form separately. This selection is optional and you can change the preset value when editing each of the forms.
- (e) Click <Continue> to proceed.

* 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.

- 5.1.3** There are three input pages for completing an IR56 Form, namely,
- (a) Employee’s Details;
 - (b) Income Details; and
 - (c) Place of Residence Provided (only required if place of residence is provided to the employee).

A navigation bar is displayed at the top of the screen as follows:



You can make use of the navigation bar to go to the next or previous page of the IR56 Form. However, 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 left-hand corner of the page.

- 5.1.4** For illustration, the completion of a Form IR56B is shown below and some points to note are highlighted.

(a) Employee’s Details

(i) Language for printing the form

It refers to the language used when printing / exporting the IR56 form record. The default selection is same as the language of the input screen (i.e. if the language of the Preparation Tool being used is Chinese, then the default IR56 Form language will be Chinese), this selection would not be changed once the IR56 Form is completed and saved in the draft data file. You can amend it if necessary. If you want to change the language of the input screen, you can switch it at the “Important Notes” page [see para 4.2].

(ii) Type of form

Depending on whether the form is an IR56B or IR56F, the following types are available for selection:

- Original** - for reporting income of an employee in the annual submission (for IR56B).
- for form not previously filed for the employee concerned (for IR56F).
- Additional** - for reporting additional income of an employee that has not been included in the form (either paper or electronic) previously submitted.
- Replacement** - for correcting errors of the form previously submitted.
- Supplementary** - for reporting income of an employee which has not been reported in the annual submission (only applicable to IR56B).

You may preset the default “Type of form” being prepared by the “Default Type” pull-down menu [see para 5.1.2(d)].

(iii) 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, and the inputted characters must not exceed 25 characters.

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, please provide 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 and 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 same as the residential address, you can skip this item. If it is different from the residential address, please provide the postal address in this part.

IR56 Forms Preparation Tool - IR56B (Screen ID:SC-ET-B-003)

Employee's Details | Income Details | Place of Residence Provided

Employer's File Number: 81240001
Name of Employer: ABC ZZ CO. LTD

ATTENTION:
Please provide a copy of the completed Form IR56B to your employee.

Language for printing this form * Chinese English } ← (i)

Type of form Additional - reporting additional income in respect of the same employee } ← (ii)
 Replacement - correcting the form previously submitted on (DDMMYYYY)
 Supplementary - reporting income of an employee which has not been reported

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 *

Given Name in English *

Full Name in Chinese

H.K. Identity Card No. ()

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

 Area * Hong Kong Kowloon New Territories Others

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

Same as 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

 Area # Hong Kong Kowloon New Territories Others

Fields with * are mandatory.
The "Area" of Postal Address is mandatory only when postal address is provided.

Discard Changes | Next Page | Next Record: - | Edit Next Record } ← (iv)

(iv) **Function Button**

<Discard Changes>

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

<Next Page>

- Click **<Next Page>** to input the income information of the employee. You can only go to the next page if all the required information on this page is provided.

<Edit Next Record>

- The employee’s name of the next record, if any, will be shown next to **<Edit Next Record>**. If you click this button **at this page**, you can edit the next record, but the data you have just inputted for the employee in the current page will not be retained.
- If you want to retain the data you have just inputted, you should first complete all the details of the IR56 form. After that, you can click **<Edit Next Record>** in the last page of the employee record to retain the current record and edit the next record [See para 5.1.4(d)].

(b) Income Details

(i) Period of Employment

Input the reporting year in the field next to “For the year ended 31 March”. The period fields below it will be filled automatically. For example, if the year “2018” is inputted, the period fields will be pre-filled with “01042017” and “31032018” accordingly. You can amend the period fields, if necessary.

(ii) Particulars of Income

- You can click the “Note 3” to “Note 13” 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).

(iii) Place of Residence Provided by Employer

- You are required to select whether a place of residence is provided to the employee.
- If place of residence is provided by the employer, you have to click <Details> to go to the “Place of Residence Provided” page and input the details of the place of residence provided [see para 5.1.4(c)].

IR56 Forms Preparation Tool - IR56B (Screen ID:SC-ET-B-004)

Employee's Details > **Income Details** > Place of Residence Provided

Employer's File Number: 81240001
Name of Employee: CHAN, MAN MAN

Income Details

Capacity in which employed *

Period of Employment * For the year ended 31 March (YYYY) to (DDMMYYYY) ← (i)

Particulars	Period (DDMMYYYY)	Amount(HK\$)
(a) Salary/Wages	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(b) Leave Pay	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(c) Director's Fee	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(d) Commission/Fees (Note 4)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(e) Bonus (Note 5)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (Note 6)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(g) Certain Payments from Retirement Schemes (Note 7)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(h) Salaries Tax paid by Employer	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(i) Education Benefits (Note 8)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(j) Gain realized under Share Option Scheme (Note 9)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(k) Any other Rewards, Allowances or Perquisites (Note 10)	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(1) Nature <input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(2) Nature <input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
(3) Nature <input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/> .00
Total		HK\$ <input type="text"/>

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 (if known) [This amount must also be included in item (a) to (j)] (Note 13) .00

Place of Residence Provided by Employer * (Note 12) Provided (Click "Details" to input the particulars) Not Provided **Details** ← (iii)

Fields with * are mandatory.

Remarks :

Previous Page Discard Changes Add New Employee **Go to Draft Control List** Next Record: - Edit Next Record ← (d)

(c) **Place of Residence Provided**

If place of residence is provided to the employee, you have to input the details of the “Place of Residence Provided” in this page.

(d) **Function Button**

<Previous Page>

- Click **<Previous Page>** to go to the previous page.

<Discard Changes>

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

<Add New Employee>

- If ALL the details of the employee record being edited have been properly inputted, clicking **<Add New Employee>** will retain the record temporarily and a blank form will be displayed. Note that if “Provided” is selected for “Place of Residence Provided by Employer”, you have to click **<Details>**, and then click **<Add New Employee>** on the “Place of Residence Provided” page.

<Go to Draft Control List>

- If ALL the details of the employee record being edited have been properly inputted, clicking **<Go to Draft Control List>** will retain the record temporarily and display the “Control List” page [see para 5.2.4].
- If “Provided” is selected for “Place of Residence Provided by Employer”, you have to click **<Details>** to input the relevant details, and then click **<Go to Draft Control List>** on the “Place of Residence Provided” page.
- You can save a draft data file at “Control List” page after completing the input of a record [see para 5.2.4].

<Edit Next Record>

- The employee's name of the next record, if any, will be shown next to **<Edit Next Record>**. If ALL the details of the employee record being edited have been properly inputted, clicking the button will retain the current record temporarily and the employee details of the next record will be showed for editing. Note that if "Provided" is selected for "Place of Residence Provided by Employer", you have to click **<Details>** to input the relevant details, and then click **<Edit Next Record >** on the "Place of Residence Provided" page to retain the current record and edit the next record.

5.2 Open a Draft File for Editing

5.2.1 You can select “Continue to complete a saved draft return prepared by IR56 Forms Preparation Tool” to edit a previously prepared draft data file.

5.2.2 Select the draft data file from your own computer and input the Self-selected Key of that data file at (1) and then click <Continue>.

IR56 Forms Preparation Tool (Screen ID: SC-ET-002)

Get Start

Start to complete a new Employer's Return / Notification:

Enter a new Self-selected Key (6 to 8 characters) for file protection (Note 1) *

Create a new data file without data import

Create a new data file with data import (Note 2)

File location and name 浏览...

Enter the Self-selected Key of that file (NOT required if data file is prepared by IRD IR56B Software or pre-approved self-developed software)

Continue to complete a saved draft return prepared by IR56 Forms Preparation Tool

File location and name 浏览... (1)

Enter the Self-selected Key of that file *

Fields with * are mandatory.

NOTES:

- The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening saved file.
- (a) Only a saved data file prepared by the following means can be imported:-
(i) IR56 Forms Preparation Tool (.SAV file); or
(ii) Direct Keying via ER e-Filing Services (draft DAT file); or
(iii) IRD IR56B Software (.XML file); or
(iv) Pre-approved self-developed software (for original IR56B only) (.XML file).
(b) Only personal particulars can be imported.

Back Clear Continue

5.2.3 The Employer's Reference previously entered will be displayed and you can amend the details if necessary. You can also select the “Default Type” pull-down menu if you are not preparing the “IR56B [Original]” form. However, you cannot change the type of Employer's Return / Notification previously selected.

IR56 Forms Preparation Tool (Screen ID: SC-ET-003)

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)

Name of Employer: AABC ZZ CO.LTD

Name of Authorized Signer(Note 1): CHAN, TAI MAN

Designation: MANAGER

Select the type of IR56 Form to be prepared

IR56B - Employer's Return of Remuneration and Pensions

IR56B [Original] (for submission of BIR56A) for the year ended 31 March [Please Select] *

IR56B [Additional / Replacement / Supplementary] Default Type (optional) [Please Select]

IR56F - Notification by an Employer of an Employee Who Is About to Cease to be Employed

IR56F [Original / Additional / Replacement] [Please Select]

Fields with * are mandatory.

NOTES:

- Employer's Return/Notification must be signed by an Authorized Signer. An Authorized Signer is a person in the following capacity:
 - 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
- Original
 - for reporting income of an employee in the annual submission (for IR56B)
 - for form not previously filed for the employee concerned (for IR56F)
- Additional
 - for reporting additional income of an employee that has not been included in the form (either paper or electronic) previously submitted.
- Replacement
 - for correcting errors of the form previously submitted
- Supplementary
 - for reporting income of an employee which has not been reported in the annual submission (for IR56B)

Discard Continue

- 5.2.4 Click <**Continue**> to proceed, and the following summary of the IR56 forms prepared will be shown in the “Control List” page. The IR56 records inputted will be sorted automatically in alphabetical order by surnames and then given names of the employees. A sequence number in ascending order starting from ‘1’ will be automatically allotted.

IR56 Forms Preparation Tool (Screen ID:BO-ET-2016) **Exit**

Employer's File Number:81240001
 Name of Employer:AABC ZZ CO.LTD
 Input Employee's Details / Check Control List

IR56B - Employer's Return of Remuneration and Pensions

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)	
1	CHAN, MAN MAN	A123456(3)	01/04/2017 - 31/03/2018	Not Provided	1,700,000	Edit Delete
2	WONG, MAN MAN		01/04/2017 - 31/03/2018	Not Provided	170,000	Edit Delete

Page of 1 Total No. of Records: 2 **Add New Employee**

NOTES:

- Records marked by triangle need further verification and completion.
- The Department does not retain the information you keyed in. Before exiting the Preparation Tool, please save the draft data file to your computer or storage device by clicking "Save Draft" button. Please note that the saved draft data file (with file name:.... DRAFT.sav) cannot be used for submission. You should click "Submit Later" to save a data file for submission via ER e-Filing Services.
- You can click the "Print/Export IR56 Forms" button to export a soft copy or to print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return. Please note that the exported file/the printed copy is NOT for submission to the Department.

Print / Export IR56 Forms **Print Draft Control List** **Save Draft** **Submit Later** **Submit Now**

- 5.2.5 You can click <**Add New Employee**> to start preparing a new IR56 form for another employee. Alternatively, you can click <**Edit**> or <**Delete**> next to the IR56 form records to edit or delete the respective record.

5.3 Create a New Data File by Importing Data from Another File

If you have previously prepared an annual IR56B data file by using the Preparation Tool / IRD IR56B Software (XML file)* / Pre-approved Self-developed Software (XML file) / “Direct Keying” of ER e-Filing Services (draft DAT file), **you can import the employees’ details to prepare another data file for those employees, thus saving the effort to input all the details again.**

5.3.1 Input a new Self-selected Key at (1) for the data file to be created.

5.3.2 Choose “Create a new data file with data import”.

5.3.3 Select the previously prepared data file from your own computer and then click <Continue>.

5.3.4 If the imported data file is prepared with IR56 Forms Preparation Tool / “Direct Keying” of ER e-Filing Services, input the Self-selected Key of the previously prepared file at (2).

5.3.5 Click <Continue> to proceed.

* Please refer to paragraphs 9.2 and 9.3 of the [Installation and Operation Guide for IRD IR56B Software](#) and [FAQ of the IRD IR56B Software](#) for details of the steps to export an XML file (select “Upload the file through the Internet via e-filing Employer’s Return service under GovHK”).

5.3.6 The Employer's Reference will be retrieved from the previously prepared data file and pre-filled in this page, you can amend the details if necessary. Depending on the information stored in the imported data file, you are required to fill in the name and designation of the Authorized Signer.

5.3.7 Choose the type of Employer's Return / Notification to be created, please refer to para 5.1.2(c) and (d). Click <Continue>.

IR56 Forms Preparation Tool (Screen ID: SC-ET-003)

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) 81240001

Name of Employer* AABC ZZ CO.LTD

Name of *Authorized Signer*(Note 1)* CHAN, TAI MAN

Designation* MANAGER

Select the type of IR56 Form to be prepared

IR56B - Employer's Return of Remuneration and Pensions

IR56B [Original] (for submission of BIR56A)
For the year ended 31 March [Please Select] *

IR56B [Additional / Replacement / Supplementary] Default Type (optional) [Please Select]

IR56F - Notification by an Employer of an Employee Who Is About to Cease to be Employed

IR56F [Original / Additional / Replacement] [Please Select]

Fields with * are mandatory.

NOTES:

- Employer's Return/Notification must be signed by an Authorized Signer. An Authorized Signer is a person in the following capacity:
 - 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
- Original
 - for reporting income of an employee in the annual submission (for IR56B)
 - for form not previously filed for the employee concerned (for IR56F)
- Additional
 - for reporting additional income of an employee that has not been included in the form (either paper or electronic) previously submitted.
- Replacement
 - for correcting errors of the form previously submitted
- Supplementary
 - for reporting income of an employee which has not been reported in the annual submission (for IR56B)

Discard **Continue**

5.3.8 All the employee's details of the previously prepared data file will be displayed (except for those employees whose surname and given name exceed the limit of 25 characters). Tick the checkbox to select the employees whose details you want to import. You can also make use of <Select All>, <Select Page>, <Deselect All> and <Deselect Page> for easy selection.

5.3.9 After selection, click <Import>.

IR56 Forms Preparation Tool (Screen ID: SC-ET-F-001)

Employer's File Number: 81240001

Name of Employer: AABC ZZ CO.LTD

Import employees' personal particulars for preparing the IR56 form(s)

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

Select All Select Page Deselect All Deselect Page


Import	No.	Name of Employee	HKIC No.
<input checked="" type="checkbox"/>	1	CHAN, MAN MAN	A123456(3)
<input type="checkbox"/>	2	WONG, MAN MAN	

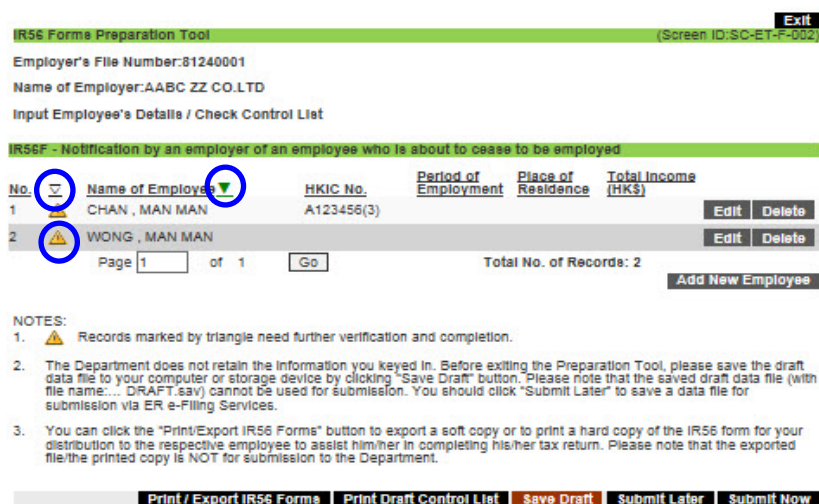
Page 1 of 1 Go Total No. of Records: 2

NOTES:

- If the total number of characters for the full English name exceeds 25 characters, the records of that employee would not be imported.
- Please check the correctness of the imported information before processing.

Discard **Import**

- 5.3.10** The selected records will be extracted and shown in the “Control List” page. By default, the imported records would be sorted in alphabetical order of surnames and then given names.
- 5.3.11** Record with the  icon indicates that it is an incomplete record. You will NOT be allowed to click <Submit Later> and <Submit Now> if the data file contains any incomplete records or does not have any records. Please tidy up the incomplete record by clicking <Edit> or <Delete>.
- 5.3.12** After you have edited some of the records and you want to arrange the Control List to show all the incomplete records first, you may click the sort button < ▾ > at the right-hand side of “No.” The incomplete records, if any, would be listed starting from the first page of the Control List and then followed by the completed records.
- 5.3.13** If you want to arrange the Control List to list all the records in alphabetical order of surnames and then given names, you may click the sort button < ▾ > at the right-hand side of “Name of Employee”.



IR56 Forms Preparation Tool (Screen ID: SC-ET-F-002)

Employer's File Number: 81240001
Name of Employer: AABC ZZ CO.LTD
Input Employee's Details / Check Control List

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

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)	
1	CHAN, MAN MAN	A123456(3)				Edit Delete
2	WONG, MAN MAN					Edit Delete

Page 1 of 1 Go Total No. of Records: 2 Add New Employee

NOTES:

- Records marked by triangle need further verification and completion.
- The Department does not retain the information you keyed in. Before exiting the Preparation Tool, please save the draft data file to your computer or storage device by clicking "Save Draft" button. Please note that the saved draft data file (with file name: ... DRAFT.sav) cannot be used for submission. You should click "Submit Later" to save a data file for submission via ER e-Filing Services.
- You can click the "Print/Export IR56 Forms" button to export a soft copy or to print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return. Please note that the exported file/the printed copy is NOT for submission to the Department.

Print / Export IR56 Forms Print Draft Control List Save Draft Submit Later Submit Now

- 5.3.14** Click <Edit> next to the record to go to the “Employee’s Details” page of the selected employee.
- The “Language for printing this form” will be pre-filled according to the language selected of the record stored in the imported data file (if any), otherwise, it will be pre-filled according to the language of the input screen [see para 5.1.4(a)(i)].
 - The “Type of Form” would be pre-filled according to your selection of “Default Type” in the screen as shown in para 5.3.7. If you have not selected the “Default Type”, you have to select the “Type of form” in each form.
 - Check all the pre-filled information and amend if necessary.
 - Input any other incomplete items of the page.
 - After completion of the “Employee’s Details” page, you can click <Next Page> to input the income details of the employee.

- (f) If you want to skip editing this employee record, you can click **<Edit Next Record>** to edit the record of the employee whose name is shown next to the button. Please note that any amendment to this page will be cleared if you click **<Edit Next Record>** at this page.

IR56 Forms Preparation Tool - IR56F (Screen ID: SC-ET-F-003)

Employee's Details | Income Details | Place of Residence Provided

Employer's File Number: 81240001
Name of Employer: AABC ZZ CO.LTD

To the best of my knowledge, the employee will NOT be leaving Hong Kong after cessation of employment.
ATTENTION:
If the employee is about to depart from Hong Kong, please COMPLETE FORM IR56G INSTEAD. Please provide a copy of the completed Form IR56F to your employee.

Language for printing this form * Chinese English

Type of form
 Original - form not previously filed for the employee concerned
 Additional - reporting additional income in respect of the same employee
 Replacement - correcting the form previously submitted on (DDMMYYYY)

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 * CHAN

Given Name in English * MAN MAN

Full Name in Chinese

H.K. Identity Card No. A123456 (3)

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 A Floor 3 Block
 Name of Building GOOD SERVICE BLDG
 No. & Name of Street 123 GOOD SERVICE RD
 District
 Area * Hong Kong Kowloon New Territories Others

Address either in English or in Chinese

Area * Hong Kong Kowloon New Territories Others

Postal Address after cessation of employment (Complete if different from the Residential Address above)
 Same as 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

Area * Hong Kong Kowloon New Territories Others

Fields with * are mandatory.
 # The "Area" of Postal Address is mandatory only when postal address is provided.

Next Page

Next Record: WONG, MAN MAN **Edit Next Record**

- The "Language for printing" will be prefilled
- Amend if necessary
- Select the "Type of form"
- If the "Default Type of Form" is selected, the "Type of form" will be prefilled
- Amend if necessary
- If no default value selected, please select

- Employee's details will be prefilled
- Amend if necessary

5.3.15 For the “Income Details” page, only the capacity will be pre-filled and it can be amended if necessary. You are required to fill in the details of income [See para 5.1.4(b)]. If place of residence is provided to the employee, you are required to fill in the “Place of Residence Provided” page [See para 5.1.4 (b)(iii) and 5.1.4 (c)].

IR56 Forms Preparation Tool - IR56F (Screen ID: SC-ET-F-004)

Employee's Details > **Income Details** > Place of Residence Provided

Employer's File Number: 81240001
 Name of Employee: CHAN, MAN MAN

Income Details

Capacity in which employed * MANAGER

Date of Cessation of Employment * 23032019 (DDMMYYYY)

Reason for Cessation * Resignation Retirement Dismissal Death
 Others, please specify

Period of Employment from 1 April to the date of cessation of employment * 01042018 to 23032019 (DDMMYYYY)

Particulars	Period (DDMMYYYY)	Amount(HK\$)
(a) Salary/Wages		560000.00
(b) Leave Pay		.00
(c) Director's Fee		.00
(d) Commission/Fees (Note 4)		.00
(e) Bonus (Note 5)		.00
(f) Back Pay, Payment In Lieu of Notice, Terminal Awards or Gratuities (Note 6)		.00
(g) Certain Payments from Retirement Schemes (Note 7)		.00
(h) Salaries Tax paid by Employer		.00
(i) Education Benefits (Note 8)		.00
(j) Gain realized under Share Option Scheme (Note 9)		.00
(k) Any other Rewards, Allowances or Perquisites (Note 10)		.00
(1) Nature		.00
(2) Nature		.00
(3) Nature		.00
(l) Payments that have not been declared above but will be made AFTER the employee has left employment:		.00
Nature		.00
Total		HK\$ 560,000

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 (if known) [This amount must also be included in Item (a) to (l)] (Note 13)

Place of Residence Provided by Employer * Provided (Click "Details" to Input the particulars) Not Provided Details

Fields with * are mandatory.

Notes:
 1. Please click "Note 3" to "Note 13" to read the relevant parts of the Notes and Instructions of Form IR56B for reference.
 2. For information on how severance payment or long service payment should be reported, please refer to Note 4 of the Notes and Instructions of Form IR56B.

Previous Page Discard Changes Add New Employee Go to Draft Control List

Next Record: WONG, MAN MAN Edit Next Record

- Pre-filled
 - Amend if necessary

- Require input

- If “Place of Residence” is provided by Employer, click <Details> to provide further information

5.4 Save a Draft Data File

- 5.4.1 At the “Control List” page, you can click <Save Draft> to save the draft data file in your computer.

The screenshot shows the IR56 Forms Preparation Tool interface. At the top, there is a green header bar with the text "IR56 Forms Preparation Tool" and "Exit" in a black box. Below the header, the following information is displayed:

- Employer's File Number: 81240001
- Name of Employer: AABC ZZ CO.LTD
- Input Employee's Details / Check Control List

Below this, there is a green header bar with the text "IR56F - Notification by an employer of an employee who is about to cease to be employed".

The main content is a table with the following columns: No., Name of Employee, HKIC No., Period of Employment, Place of Residence, and Total Income (HK\$). There are two rows of data:

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)		
1	CHAN, MAN MAN	A123456(3)	01/04/2018 - 23/03/2019	Not Provided	560,000	Edit	Delete
2	WONG, MAN MAN		01/04/2018 - 03/03/2019	Provided	700,000	Edit	Delete

Below the table, there is a "Page 1 of 1" indicator and a "Go" button. To the right, it says "Total No. of Records: 2". At the bottom right, there is a "Add New Employee" button.

Below the table, there is a "NOTES:" section with three numbered items:

- Records marked by triangle need further verification and completion.
- The Department does not retain the information you keyed in. Before exiting the Preparation Tool, please save the draft data file to your computer or storage device by clicking "Save Draft" button. Please note that the saved draft data file (with file name: ... DRAFT.sav) cannot be used for submission. You should click "Submit Later" to save a data file for submission via ER e-Filing Services.
- You can click the "Print/Export IR56 Forms" button to export a soft copy or to print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return. Please note that the exported file/the printed copy is NOT for submission to the Department.

At the bottom of the page, there is a navigation bar with the following buttons: "Print / Export IR56 Forms", "Print Draft Control List", "Save Draft", "Submit Later", and "Submit Now".

- 5.4.2 The default file name, with file extension “.sav”, will include part of the inputted Employer’s File Number / Business Registration No. (ERN), Form Type (BIR56A/IR56B/IR56F) and the date and time of saving the data file.

The file name format for IR56B (Original) file is as follows:

ET-(Last 4 Digits of the ERN)-(Form Type)-(YEAR)-(DATE)-(TIME)-DRAFT.sav

An example for IR56B (Original) file for the year ended 31 March 2018 is:

ET-XXXX0001-BIR56A-2018-20181201-094536-DRAFT.sav

The file name format for other IR56 forms is as follows:

ET-(Last 4 Digits of the ERN)-(Form Type)-(DATE)-(TIME)-DRAFT.sav

An example for an IR56F file is:

ET-XXXX3246-IR56F-20181222-095012-DRAFT.sav

- 5.4.3 The draft data file saved (with the word “DRAFT”) at this stage CANNOT be used for submission.
- 5.4.4 Please note that the pre-filled selection for “Language for printing this form” and “Type of Form” of the incomplete IR56 records saved in the draft data file will not be saved. The “Language for printing this form” will be changed according to the language of the input screen [see para 5.1.4(a)(i)] while the “Type of Form” will be changed according your selection when you open the draft data file [see para 5.2.3)].

5.5 Print / Export IR56 Forms

To facilitate record keeping and distribution of the IR56 forms prepared by the Preparation Tool to employees, you can either print the IR56 forms or export a soft copy of the forms. The printed IR56 forms and the exported files are NOT for submission to the Department.

5.5.1 You can click <Print / Export IR56 Forms> to print / export the IR56 form prepared.

The screenshot shows the 'IR56 Forms Preparation Tool' interface. At the top, it displays the Employer's File Number (81240001) and the Name of Employer (AABC ZZ CO.LTD). Below this is a table titled 'IR56F - Notification by an employer of an employee who is about to cease to be employed'. The table has columns for No., Name of Employee, HKIC No., Period of Employment, Place of Residence, and Total Income (HK\$). Two records are listed: CHAN, MAN MAN and WONG, MAN MAN. Below the table, there is a 'Page 1 of 1' indicator and a 'Go' button. At the bottom of the table area, there is a 'Print / Export IR56 Forms' button circled in blue, along with other buttons like 'Print Draft Control List', 'Save Draft', 'Submit Later', and 'Submit Now'. A 'NOTES' section is also visible, providing instructions on record verification, draft saving, and the purpose of the printed/exported forms.

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)		
1	CHAN, MAN MAN	A123456(3)	01042018 - 23032019	Not Provided	560,000	Edit	Delete
2	WONG, MAN MAN		01042018 - 03032019	Provided	700,000	Edit	Delete

- 5.5.2** You will be requested to select the IR56 form to be printed / exported. You may select to print or export:
- all the records (if the total number of records is not more than 100);
 - records on the specified range of pages of Control List;
 - records with the specified range of record number shown on the "Control List" page; or
 - a specific record by inputting the HKIC No.

You can only print or export a maximum of 100 records at a time. If you have more than 100 records in the data file, you are required to print or export them in separate batches.

The screenshot shows the 'IR56 Forms Preparation Tool' interface with the 'Please select the IR56 forms to be printed / exported:' section. It offers four selection options: 'All', 'Record(s) listed on page(s) [] to [] of the Control List', 'Record(s) with Record No. from [] to []', and 'Record with H.K. Identity Card No.: [] ([])'. Below the selection options, there is a 'Notes' section with three points: (1) You can only print / export up to 100 sets of IR56 forms at a time. (2) The printed copy and the exported file are for distribution to your employee only, but NOT for submission to the Department. (3) You should take appropriate measures to protect the exported file from unauthorized access. At the bottom, there are 'Back', 'Print', and 'Export' buttons, with 'Print' and 'Export' circled in blue.

5.5.3 To print the IR56 forms prepared:

- Click **<Print>** after selecting the record that you want to print. The following preview screen will be shown.
- Click **<Print>** to print the form. You can refer to Appendix A for the recommended printer setup under different browsers.
- Click **<Back>** to back to the screen as shown in para 5.5.2.

Back **Print**

INLAND REVENUE DEPARTMENT
NOTIFICATION
BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED
(Under section 52(5) of the Inland Revenue Ordinance, Cap. 112)

56F

To be completed and returned not later than 1 month before date of cessation. If the employee is about to depart from Hong Kong, please complete Form IR56C instead.

1. Employer's File No. : 81240001 81240001 ****
 Name of Employer : AABC ZZ CO.LTD
 To the best of my knowledge, this employee will NOT be leaving Hong Kong after cessation of employment.
 The following are the particulars of the employee :-

2. Name of Employee : CHAN, MAN MAN CHAN ****
 Full Name in Chinese :

3. (a) H.K. Identity Card Number : A123456(3) ****
 (b) Passport Number and place of Issue :
 Sex (M = Male, F = Female) : F ****

5. Marital Status (1 = Single / Widowed / Divorced / Living Apart, 2 = Married) : 1 ****
 (a) If married, full name of spouse :
 (b) Spouse's H.K. Identity Card Number :
 (c) Spouse's Passport Number and place of Issue :

7. Residential Address : Flat A, Floor 3,
 GOOD SERVICE BLDG 123 GOOD SERVICE RD HONG KONG

8. Postal Address after cessation of employment (if different from item 7 above) :

9. Capacity in which employed : MANAGER

10. Reason for cessation (e.g. resignation, retirement, dismissal, death etc.) : Resignation

11. Period of employment from 1 April to the date of cessation of employment : 01 / 04 / 2018 to 23 / 03 / 2019 ****

12. Details of income from 1 April to the date of cessation of employment :

Particulars	Period	Amount (HK\$)
(a) Salary / Wages		560,000
(b) Leave Pay		
(c) Director's Fee		
(d) Commission / Fees		
(e) Bonus		
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities		
(g) Certain Payments from Retirement Schemes		
(h) Salaries Tax paid by Employer		
(i) Education Benefits		
(j) Gain realized under Share Option Scheme		
(k) Any other Rewards, Allowances or Perquisites		
(l) (1) Nature: (2) Nature: (3) Nature:		
(m) Payments that have not been declared above but will be made AFTER the employee has left employment : Nature:		
Total :		560,000 ****

13. Particulars of Place of Residence provided (0 = Not provided, 1 = Provided) : 0 ****
 Address 1 :
 Address 2 :

	Place of Residence 1	Place of Residence 2
Nature:		
Period Provided:		
Rent Paid to Landlord by Employer:	HK\$	HK\$
Rent Paid to Landlord by Employee:	HK\$	HK\$
Rent Refunded to Employee by Employer:	HK\$	HK\$
Rent Paid to Employer by Employee:	HK\$	HK\$
Shared by Two or More Employees:		

14. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes) : 0 ****
 If yes, please state :
 Name of non-Hong Kong company :
 Address :
 Amount (if known) (This amount must also be included in item 12) : HK\$

Space for Employer's official chop

Signature :
 Name : CHAN, TAI MAN
 Designation : MANAGER
 Date :

Please provide a copy of the completed Form to your employee.

For Official Use

IR56F(ERPT) < The copy is for distribution to your employee only, but NOT for submission to the Department >

5.5.4 To export the IR56 forms prepared:

- (a) Enter the records that you want to export and then click <Export>.
- (b) The IR56 form for each employee will be saved as a separate HTML file and all the HTML files will be packed in a compressed file in ZIP format.

IR56 Forms Preparation Tool (Screen ID:SC-ET-005)

Employer's File Number:81240001

Name of Employer: AABC ZZ CO.LTD

Please select the IR56 forms to be printed / exported:

All

Record(s) listed on page(s) to of the Control List

Record(s) with Record No. from to

Record with H.K. Identity Card No.: ()

Notes:

- (1) You can only print / export up to 100 sets of IR56 forms at a time.
- (2) The printed copy and the exported file are for distribution to your employee only, but NOT for submission to the Department. You must submit the XML data file (with file extension "SAV") under the ER e-Filing Services. For details of the submission process, please refer to the [User Guide of Filing of Employer's Return / Notification](#).
- (3) You should take appropriate measures to protect the exported file from unauthorized access.

Back Print Export

您要轉檔或儲存來自 devird.gov.hk 的 IR56F_20190323123329.zip (41.1 KB)? 開啟(O) 儲存(S) 取消(C) X

5.5.5 You should take appropriate measures to protect the saved or exported data file from unauthorized access.

5.6 Print Draft Control List

5.6.1 If you want to print a summary of the IR56 forms prepared, you can click <Print Draft Control List> on the "Control List" page.

IR56 Forms Preparation Tool (Screen ID:SC-ET-F-002) Exit

Employer's File Number:81240001

Name of Employer:AABC ZZ CO.LTD

Input Employee's Details / Check Control List

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

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)	Edit	Delete
1	CHAN, MAN MAN	A123456(3)	01042018 - 23032019	Not Provided	560,000	Edit	Delete
2	WONG, MAN MAN		01042018 - 03032019	Provided	700,000	Edit	Delete

Page 1 of 1 Go Total No. of Records: 2 Add New Employee

NOTES:

1. Records marked by triangle need further verification and completion.
2. The Department does not retain the information you keyed in. Before exiting the Preparation Tool, please save the draft data file to your computer or storage device by clicking "Save Draft" button. Please note that the saved draft data file (with file name: ... DRAFT.sav) cannot be used for submission. You should click "Submit Later" to save a data file for submission via ER e-Filing Services.
3. You can click the "Print/Export IR56 Forms" button to export a soft copy or to print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return. Please note that the exported file/the printed copy is NOT for submission to the Department.

Print / Export IR56 Forms Print Draft Control List Save Draft Submit Later Submit Now

5.6.2 Click <Print> to print the draft Control List.

Back **Print**

DRAFT
(This draft Control List is NOT for submission)

Control List for Notification (IR56F)
 Employer's File Number: 81240001
 Name of Employer: AABC ZZ CO.LTD
 To the best of my knowledge, the employee(s) will NOT be leaving Hong Kong after cessation of employment.


IR56F - Notification by an employer of an employee who is about to cease to be employed					
No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAN, MAN MAN	A123456(3)	01/04/2018 - 23/03/2019	Not Provided	560,000
2	WONG, MAN MAN		01/04/2018 - 03/03/2019	Provided	700,000

Total Number of Employees per List: 2
 Grand Total of Income per List: HK\$ 1,260,000

Preparation Tool Check Sum:
 Transaction Reference Number:

Name of Authorized Signer: CHAN, TAI MAN
 Designation: MANAGER

5.7 Get Ready for Submission

5.7.1 If all the records have been completed (no incomplete case with ), you can click <Submit Later> or <Submit Now> to proceed.


Exit
(Screen ID: SC-ET-F-002)

IR56 Forms Preparation Tool
 Employer's File Number: 81240001
 Name of Employer: AABC ZZ CO.LTD
 Input Employee's Details / Check Control List

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

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)		
1	CHAN, MAN MAN	A123456(3)	01/04/2018 - 23/03/2019	Not Provided	560,000	Edit	Delete
2	WONG, MAN MAN		01/04/2018 - 03/03/2019	Provided	700,000	Edit	Delete

Page 1 of 1 Total No. of Records: 2

NOTES:
 1.  Records marked by triangle need further verification and completion.
 2. The Department does not retain the information you keyed in. Before exiting the Preparation Tool, please save the draft data file to your computer or storage device by clicking "Save Draft" button. Please note that the saved draft data file (with file name: ... DRAFT.sav) cannot be used for submission. You should click "Submit Later" to save a data file for submission via ER e-Filing Services.
 3. You can click the "Print/Export IR56 Forms" button to export a soft copy or to print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return. Please note that the exported file/the printed copy is NOT for submission to the Department.

Print / Export IR56 Forms Print Draft Control List Save Draft **Submit Later** Submit Now

5.7.2 If you want to save the data file for submission later, please click <Submit Later>.

- (a) If you want to amend the Self-selected Key, you can click the <Edit> on the right-hand side of the Key.
- (b) If you want to amend the details of the IR56 forms, you can click <Back> to back to the “Control List” page.
- (c) If you want to amend the employer’s details, e.g. the Employer’s File Number, name of employer, name of Authorizer Signer, etc., you have to re-open the draft data file to amend the information [see para 5.2.1 to 5.2.3].
- (d) If no amendment is required, you have to click <Save for Submission> to save the data file for submission before exiting the Preparation Tool. The file name saved at this step does not contain the word “DRAFT”. You can only submit the data file saved in this step through ER e-Filing Services. The draft data file (with file name: ...-DRAFT.sav) saved in para 5.4 cannot be used for submission.
- (e) After saving the data file, you can click <Exit>* to quit the application or <Prepare Another> to go to the “Important Notes” page and start preparing another data file.

IR56 Forms Preparation Tool (Screen ID: SC-ET-F-006)

Save for Submission Later

Employer's File Number: 81240001

Name of Employer: AABC ZZ CO.LTD

Self-selected Key :123456

Employees' particulars are summarized below:

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income(HK\$)
1	CHAN , MAN MAN	AT23456(3)	01042018 - 23032019	NOT Provided	560,000
2	WONG , MAN MAN		01042018 - 03032019	Provided	700,000

Page 1 of 1 Go

Number of Set(s) of IR56F Form completed: 2

Name of Authorized Signer: CHAN, TAI MAN

Designation: MANAGER

Preparation Tool Check Sum: A4786 F5BA9 DE563 084C4 9AC45 41BFB C9

Notes:

- 1.To open the saved data file, you are required to input the above Self-selected Key. You are strongly advised to keep proper record of the Self-selected Key. The Department does not keep track of your Self-selected Key and cannot reset the Self-selected Key.
2. Click the "Save for Submission" button to save the data file to your computer or other storage device for future retrieval and submission.
3. After all the records are completed, you can click the "Print/Export IR56 Forms" button to save a soft copy or print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return.

Back Print / Export IR56 Forms Print Draft Control List Save for Submission Prepare Another

* Due to different browsers' behavior, the <Exit> button may not be able to function in some browsers.

5.7.3 You can also click <**Submit Now**> to perform the submission via ER e-Filing Services.

- (a) To avoid loss of the inputted data, you must click <**Save for Submission**> to save a data file (with file name:sav) for submission before clicking <**Continue**>.

IR56 Forms Preparation Tool (Screen ID: SC-ET-F-007)

Save and Submit Now

Employer's File Number: 81240001

Name of Employer: AABC ZZ CO.LTD

Self-selected Key :123456 **Edit**

Employees' particulars are summarized below:

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

No.	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income(HK\$)
1	CHAN , MAN MAN	A123456(3)	01042018 - 23032019	Not Provided	560,000
2	WONG , MAN MAN		01042018 - 03032019	Provided	700,000

Page of 1

Number of Set(s) of IR56F Form completed: 2

Name of "Authorized Signer": CHAN, TAI MAN

Designation: MANAGER

Preparation Tool Check Sum: A4786 F5BA9 DE563 084C4 9AC45 41BFB C9

Notes:

- To open the saved data file, you are required to input the above Self-selected Key. You are strongly advised to keep proper record of the Self-selected Key. The Department does not keep track of your Self-selected Key and cannot reset the Self-selected Key.
- Click the "Save for Submission" button to save the data file to your computer or other storage device and click "Continue" to complete the submission process.
- After all the records are completed, you can click the "Print/Export IR56 Forms" button to save a soft copy or print a hard copy of the IR56 form for your distribution to the respective employee to assist him/her in completing his/her tax return.



Have to click this button to save the data file before proceeding to submission

- (b) You can choose to submit the data file prepared via the **Online Mode** or **Mixed Mode** of the ER e-Filing Services. Select "Online Mode" or "Mixed Mode" and then click <**Continue**>. Note that you will NOT be allowed to amend the data file once proceed to the ER e-filing Services. You have to use the Preparation Tool to amend the data file if necessary.
- (c) Only an Authorized Signer with an eTAX account or "iAM Smart+" account (with digital signing function) or recognized personal digital certificate can complete the submission process via "Online Mode". **If you are an Authorized Signer but do not have an eTAX account, you may click [here](#) to open an eTAX account, or choose to upload the data file under the "Mixed Mode" and then sign and submit the cover page* of the paper Control List (with QR Code) 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".

- (d) If you are not an Authorized Signer, you may select “Mixed Mode” to upload the data file and then have the cover page of the paper Control List (with QR Code) signed by an Authorized Signer. The signed paper Control List (cover page) should then be submitted to the Department to complete the submission process.

IR56 Forms Preparation Tool (Screen ID:SC-ET-006)

Employer's File Number: **8124001**

Name of Employer: **AABC ZZ CO.LTD**

Number of Set(s) of IR56F Form completed: **2**

Select the Filing Mode For Submission

Submission

Online Mode
[To use the "Online Mode", you must be an "Authorized Signer"(Note) and eTAX / "iAM Smart+" Account holder.]

Mixed Mode
[To upload the data file via the "Mixed Mode", you are not required to be an "Authorized Signer" or eTAX / "iAM Smart+" Account holder. However, to complete the whole submission process, you have to pass the Control List (printed after uploading a data file via the Mixed Mode) to an "Authorized Signer" for signature on the cover page. The signed cover page of the paper Control List, together with the signed paper Employer's Return (BIR56A), if applicable, should then be submitted to the Department.]

Back Continue

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

(A) **Online Mode** (Login of the eTAX account / “iAM Smart+” account equipped with digital signing function by an Authorized Signer is required)

- (i) If “Online Mode” is selected, you will be asked to login to your eTAX account, “iAM Smart+” account (with digital signing function) or with your recognized personal digital certificate. Please note that only the Authorized Signer can use his / her eTAX account to submit the data file.
- (ii) For detailed submission step in ER e-Filing Services, please refer to the [User Guide of Employer’s Return e-Filing Services](#).

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Exit

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

FAQs →

Tips and Tools → **Login / Register / Forgot TIN or Password**

Allowances
Tax Rate
Tax Computation
Exchange Rate
Related Information

Demo - Filing of Profits Tax Return
IRD Homepage
Budget Proposal
Extension Granted to e-File
Tax Return & Guide
Assessment
Payment
eTAX Terms & Conditions
eTAX Security Statement
Contact Us →
eTAX Help →

Please leave the input boxes below blank if login with "iAM Smart" / Digital Certificate

TIN (Taxpayer Identification Number)

eTAX Password / Access Code

Forgot TIN/Password

Attention:
The Terms and Conditions (T&C) for Use of eTAX Services by Individuals have been revised on 29 Nov 2020 to permit the use of "iAM Smart" to login and sign transactions submitted through eTAX (signing is only applicable to "iAM Smart" accounts with digital signing function). Please click [here](#) to view the revised T&C.

Login

Login with "iAM Smart" **Login by Digital Certificate** **Apply for eTAX Password**

The "TIN" shown on the Tax Return-Individuals and related Notice of Assessment is solely for login onto "eTAX" account and access to the e-services provided by the Inland Revenue Department. Such "TIN" is **NOT** used as a tax identifier of Hong Kong tax resident and therefore **should not** be provided for automatic exchange of financial account information purposes.

(B) Mixed Mode (Login of the eTAX account is NOT required)

- (i) You may designate a person to upload the IR56 form data file through the ER e-Filing Services. The designated person is required to input the [Employer's Identification Code](#) ("ERIC") and the Self-selected Key of the data file when uploading the data file.
- (ii) The Authorized Signer is then required to sign the cover page of the paper Control List (with QR Code) generated by the system after you have clicked **<Print Control List>** and submit the duly signed Control List (cover page) to the Department to complete the submission process. For annual submission, the duly signed Control List (cover page) must be submitted with a duly signed paper Employer's Return (BIR56A).
- (iii) For detailed submission steps in ER e-Filing Services, please refer to the [User Guide of Employer's Return e-Filing Services](#).

IR56 Forms Preparation Tool (Screen ID: SC-ET-006)

Employer's File Number: **81240001**
Name of Employer: **AABC ZZ CO.LTD**
Number of Set(s) of IR56F Form completed: **2**
Select the Filing Mode For Submission

Submission

Online Mode
[To use the "Online Mode", you must be an "Authorized Signer"(Note) and eTAX / "iAM Smart+" Account holder.]

Mixed Mode
[To upload the data file via the "Mixed Mode", you are not required to be an "Authorized Signer" or eTAX / "iAM Smart+" Account holder. However, to complete the whole submission process, you have to pass the Control List (printed after uploading a data file via the Mixed Mode) to an "Authorized Signer" for signature on the cover page. The signed cover page of the paper Control List, together with the signed paper Employer's Return (BIR56A), if applicable, should then be submitted to the Department.]

Back Continue

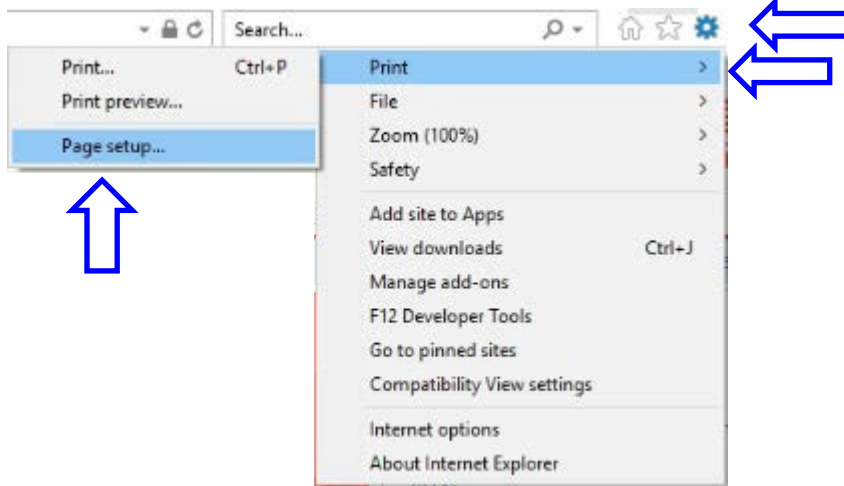
Note:
Employer's Return/Notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding one of the following capacities:

- 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

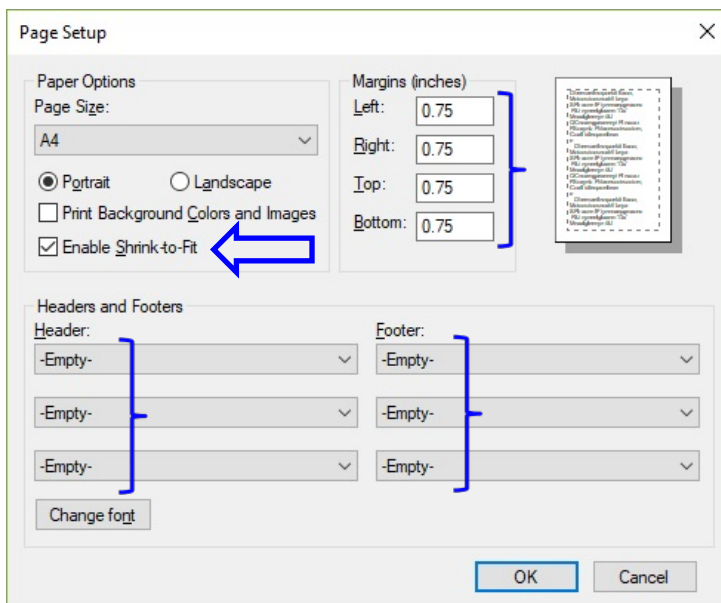
Appendix – Recommended Printer Setup for Different Browsers

Internet Explorer 11

(1) Click the menu button and then select “Print” and then “Page setup”.

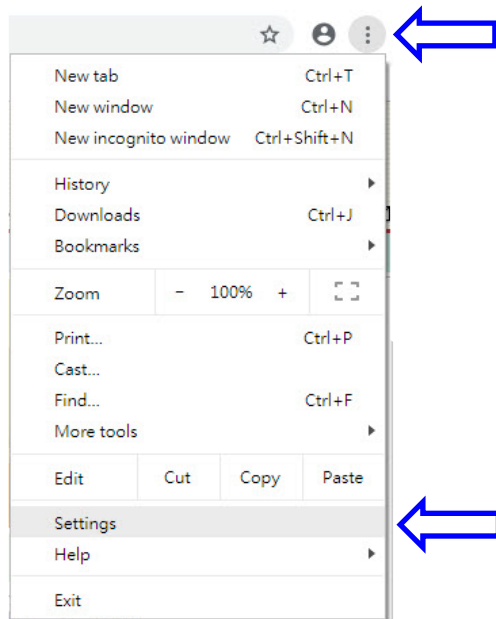


(2) Tick “Enable Shrink-to-Fit”, adjust the margin per the screen below and select “-Empty-” for all the options under “Header” and “Footer”.

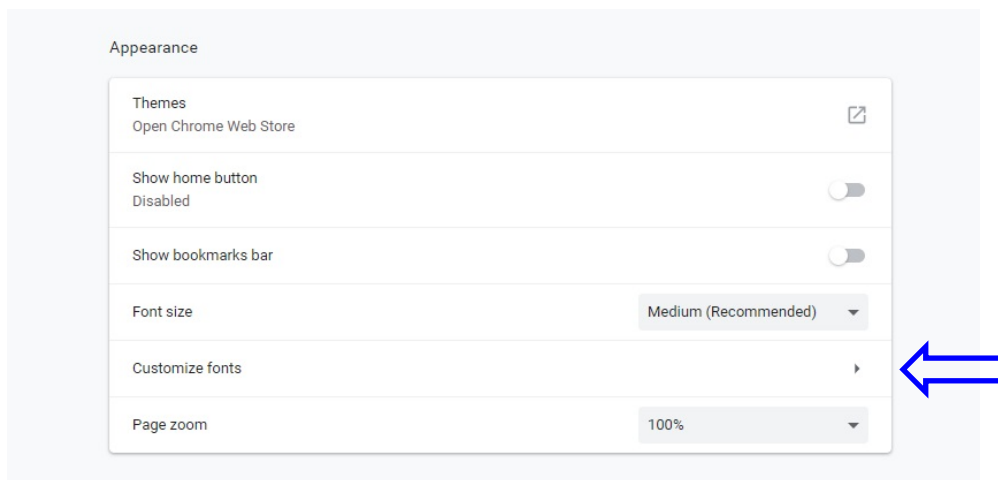


Chrome

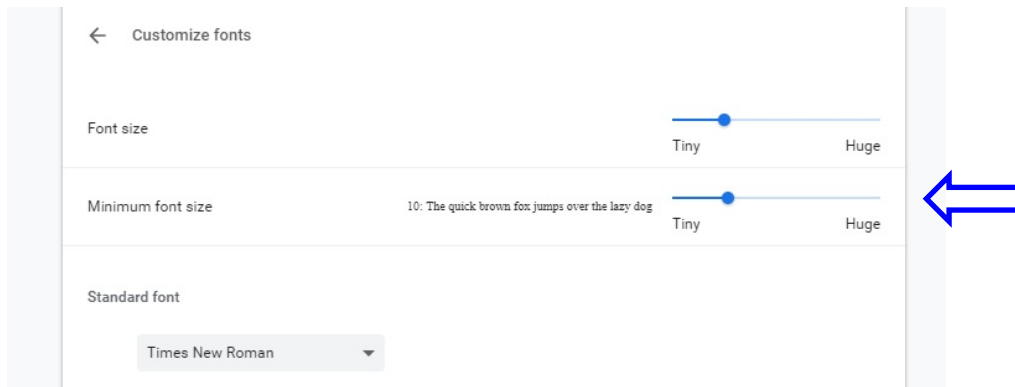
(1) Click the menu button and the select “Settings”.



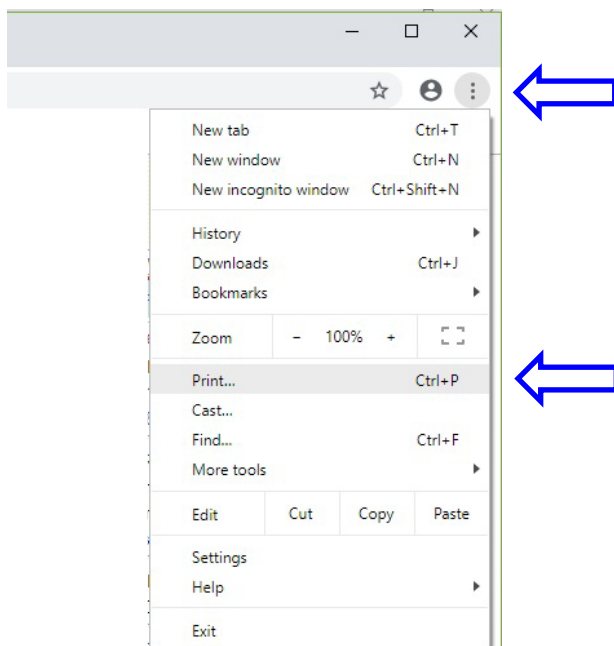
(2) Click “Customize fonts”.



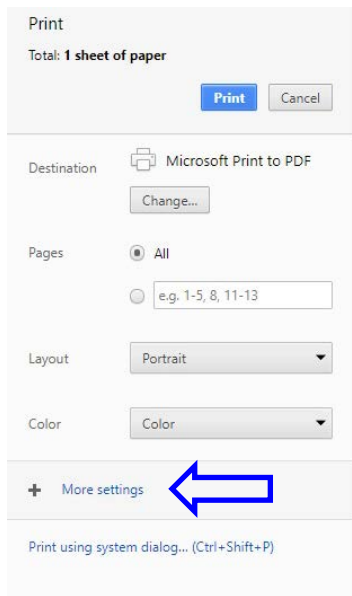
(3) Adjust the minimum font size.



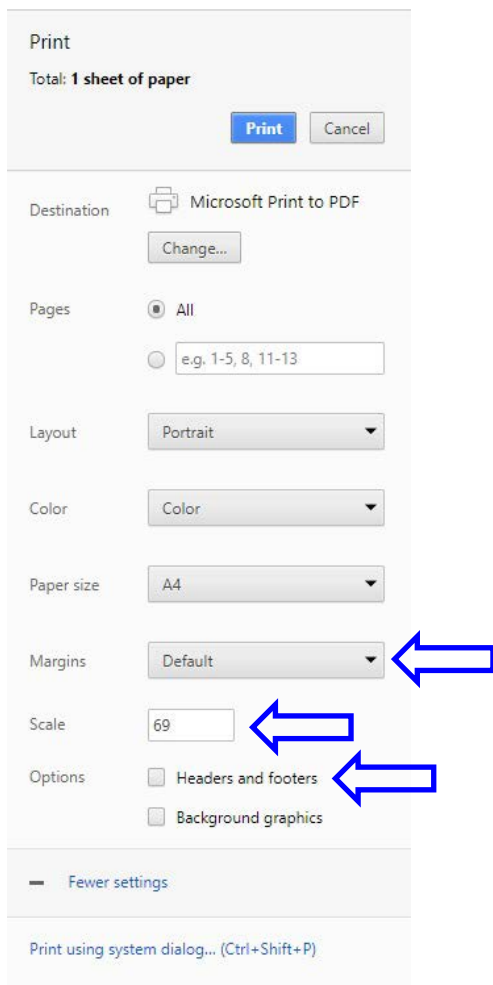
(4) Click the menu button and select "Print".



(5) Click “More settings”.

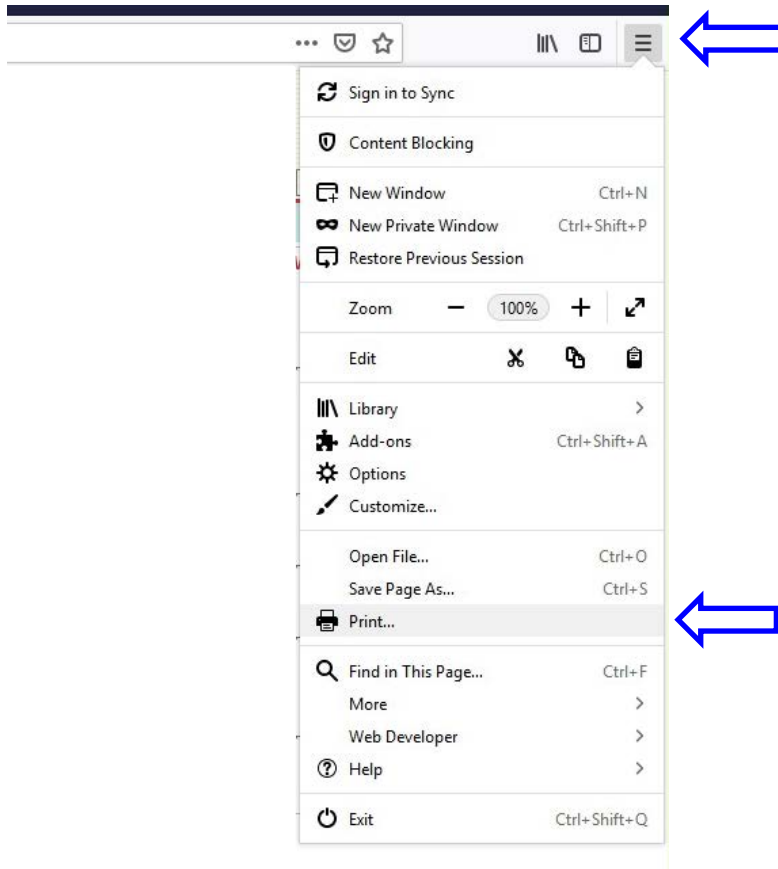


(6) Adjust the appropriate margins and scale. Uncheck the option “Headers and footers” (if selected).

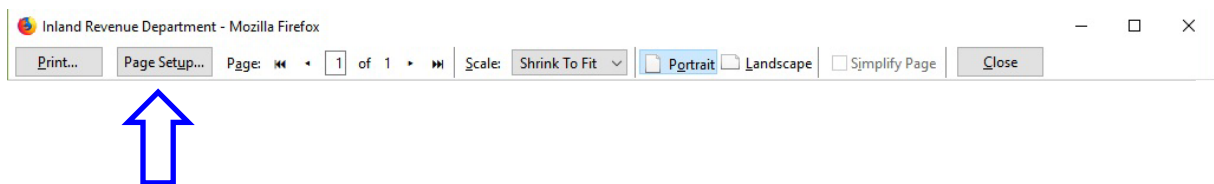


Firefox

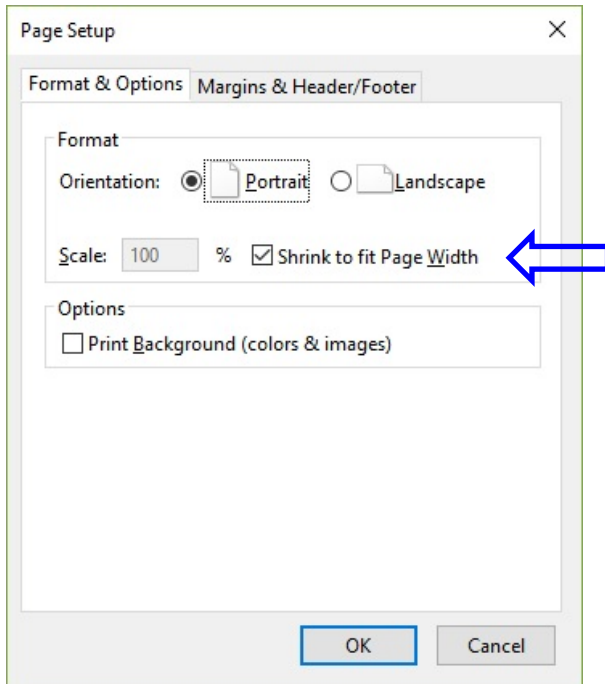
(1) Click the menu button and then select “Print”.



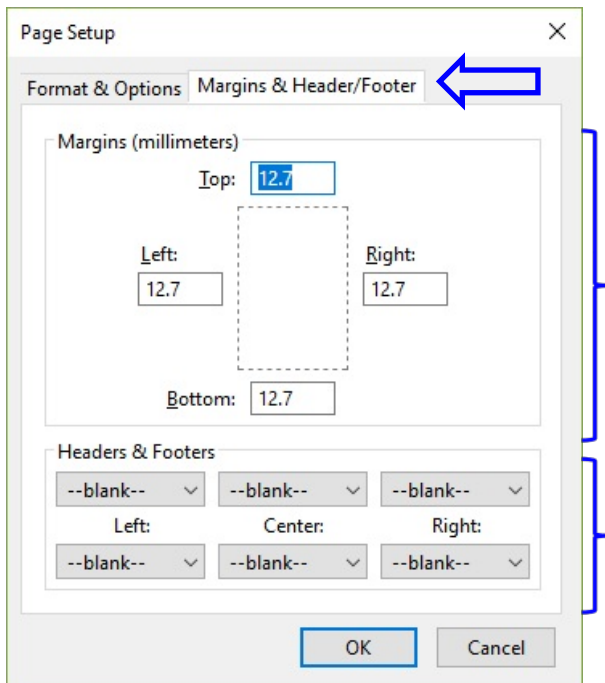
(2) Click “Page Setup...”.



(3) Tick “Shrink to fit Page Width”, or untick to manually adjust page scale.

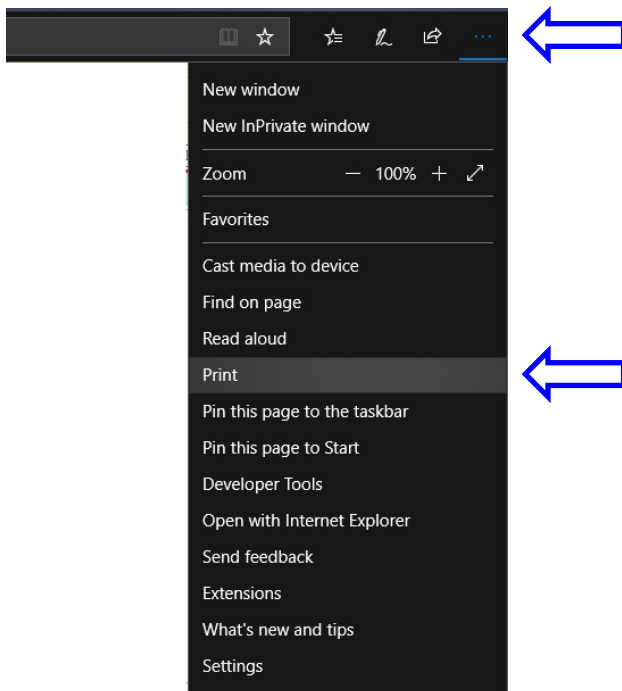


(4) Switch to tab “Margins & Header/Footer”. Adjust the margin per the screen below and select “--blank--” for all the options under “Headers & Footers”



Edge

(1) Click the menu button and then select “Print”.



(2) Select the appropriate scale and margins. Turn off the settings under “Header and footers”.

