

User Guide of IR56 Forms Preparation Tool

For more information, please visit the webpage about the <u>Submission of Employer's Return in</u> <u>Computerized Format</u>.

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 taxctr1@ird.gov.hk.

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1. Basic Computer Hardware and Software Requirements

The system requirements of the Preparation Tool basically follow the <u>system requirements of the ER</u> <u>e-Filing Services</u>, 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 <u>www.infosec.gov.hk</u>.
- **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.

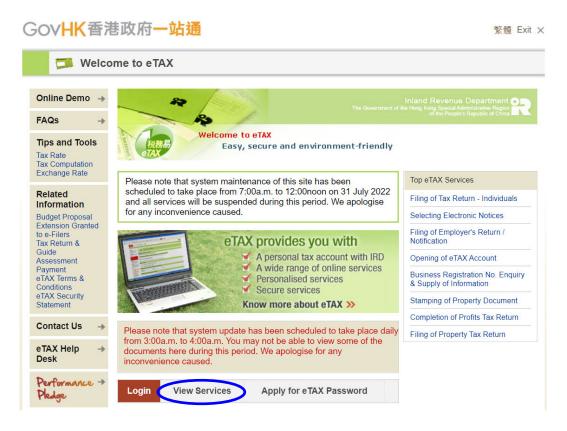
3. Get Access to the Preparation Tool

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 (<u>www.ird.gov.hk</u>).



- **3.2** Alternatively, you can access the ER e-Filing Services through eTAX.
 - (a) Select "View Services" at the welcome page of eTAX.



(b) Select "Filing of Employer's Return / Notification" at menu page.

Tax Return & Guide	Objection to Assessment	
Assessment	Holdover of Provisional Tax	
Payment	Election for Personal Assessment	
eTAX Terms &	Property	
Conditions	Stamping of Property Document	\$ 8
eTAX Security Statement	Stamp Duty Computation	
Contact Us 🛶	Filing of Property Tax Return for Jointly Owned Properties (BIR57)	
eTAX Help 🛶	Viewing of Property Tax Return for Jointly Owned Properties (BIR57)	
Desk	Business	
Performance +	Business Registration Number Enquiry	8
Pledge	Application for Supply of Information on the Business Register	\$ 8
	Application for Business or Branch Registration	\$
	Application for Exemption from Payment of Business Registration Fee and Levy	8
	Application for Exemption from Payment of Business Registration Fee and Levy (View and Download Result of Application)	8
	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	8
	Submission of Profits Tax Return	
	Viewing of Profits Tax Return	
•	Filing of Employer's Return / Notification	B
	Stock Borrowing Relief	\$ 8
	Payment	

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

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Ordinances administered by it and may disclose/transfer any or all of such informs provided that the disclosur/transfer is authorized to permitted by law. Exceet whe	for the purposes of the
provided under the Personal Data (Privacy) Ordinance, you have the right to requi	re there is an exemption est access to and correction o
ep 6 your personal data. You should send such request in writing to the Assissor at GF quote your file number in this Department. (Treat 3 Control UAT)	O Box 132, Hong Kong and
knowledgement	Bal t Continu

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

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Online Demo → FAQs →	Inland Revenue Department The Government of the Korg Korg Special Ambitistication Special of the Ampire Tagakat of Calor
Related Information	Filing of Employer's Return / Notification
E-Seminar for Employers	Step 2 - Select Service
How to complete and when to submit the	Please select
Employer's Return	Data Preparation
Employer's Obligations	 Direct Keying (For preparation of Employer's Return (BIR56A), IR6036B and up to 30 sets of IR56B/E/F/G/M)
eTAX Terms &	- MUST BE submitted by an "Authorized Signer" who is an eTAX account holder(Note 1 and 3).
Conditions	O Prepare and Submit NOW
eTAX Security Statement	 Prepare NOW and Submit LATER (Note 2)
Contact Us>	 IR56 Forms Preparation Tool (For preparation up to 2000 IR56B/F Forms only)
eTAX Help ⊸ Desk	The IR56 Forms Preparation Tool is not required to log in eTAX account. The eTAX account will be logged out after entering it.
Performance ->	Submission
Pledge	Online Mode [You must be an "Authorized Signer" with eTAX account (Note 1 and 3)]
	 For Data File Prepared by Direct Keying (For BIR56A, IR6036B and IR56 Forms)
	 For Data File Prepared by
	- IR56 Forms Preparation Tool (For IR56B/F only)
	- IRD IR56B Software (For IR56B only)
	- Pre-approved Self-developed Software (For IR56B/F only)
	Mixed Mode ["Non-Authorized Signer" / "Non-eTAX account holder" can upload the data file via such mode (Note 4).]
	For Data File Prepared by
	- IR56 Forms Preparation Tool (For IR56B/F only)
	- IRD IR56B Software (For IR56B only)
	- Pre-approved Self-developed Software (For IR56B/F only)
	Back Clear (Continue

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 popup 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.

	来農
IR	i6 Forms Preparation Tool (Screen ID:SC-E1-001)
We	lcome to this channel for preparing IR56 Forms . Please read the following notes :
IR	6 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.
٠	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**>.

(36	Forms Preparation Tool		(Screen ID:SC-ET-002)
iet S	Start		
۲	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 of 	data import	1
	O Create a new data file with data	a import (Note 2)	
	File location and name		瀏覽
	Enter the Self-selected Key of t	that file	
	(NOT required if data file is pre	epared by IRD IR56B Software or pre-approv	ved self-developed software)
0	Continue to complete a saved dra File location and name	ft data file prepared by IR56 Forms Prepa	aration Tool 瀏覽
	Enter the Self-selected Key of t	that file *	
ield	s with * are mandatory.		
IOTI	ES:		
	The inputted Self-selected Key shou opening saved file.	uld consist of 6 to 8 characters which will be s	served as authentication of subsequent
2.	(a) Only a saved data file prepared t (i) IR56 Forms Preparation Tool (.3 (ii) Direct Keying via ER e-Filing Se (iii) IRD IR568 Software (.XML file) (iv) Pre-approved self-developed si	ervices (draft DAT file); or); or	
	(b) Only personal particulars can be	imported.	
			Back Clear Continue
			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.

IR56 Forms Prepa	ration Tool		(Screen ID:SC	C-ET-003)	
Enter Employer's R	eference				
O Employer's	File Number (e.g. 6A1-XXXXXXXX)*		-		(a
O Business Re (Input this field	egistration Number eld if you do not have Employer's File №	Number)		- J 🗸	(u
Name of Employ	er*				
Name of "Authori	ized Signer"(Note 1)*			─ ⊦<=	(b
Designation*					
Select the type of IF	R56 Form to be prepared				
IR56B - Employe	er's Return of Remuneration and Per	nsions			
O IR56B [Origin	nal] (for submission of BIR56A)				
For the year	ended 31 March Please Select 🗸 🔹		-		
IR56F - Notificat	onal / Replacement / Supplementary] tion by an Employer of an Employee	Default Type (optional) Please Select V Who is About to Cease to be Please Select V	Employed	1)	
	al / Additional / Replacement]	Please Select V		J	
Fields with * are ma	andatory.				
NOTES:					
capacity: Director, Co company), F Proprietor fo Precedent F	m/Notification must be signed by an Au impany Secretary, Manager, Investmer Provisional Liquidator or Liquidator of th or the sole proprietorship business Partner of the partnership business ficer of a body of persons	nt Manager (only applicable to a	• 1		
2. Original	 for reporting income of an employ for form not previously filed for the 				
Additional	for reporting additional income of electronic) previously submitted.	an employee that has not bee	n included in the form (either p	aper or	
Replacement	- for correcting errors of the form p	reviously submitted			
Supplementary	- for reporting income of an employ	yee which has not been reporte	ed in the annual submission(for	IR56B)	
			Discard	ntinue	

- 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:

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

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		
Employee's Details	Income Details Place of Residence Provided	
Employer's File Number:		
Name of Employer: ABC	22 CO. ETD	
ATTENTION:		
Please provide a copy of t	he completed Form IR56B to your employee.	
Language for printing this f		(i)
Type of form	 Additional - reporting additional income in respect of the same employee 	
	Replacement - correcting the form previously submitted on	(::)
	(DDMMYYYY) Supplementary - reporting income of an employee which has not been reported	(11)
NOTE: If an additional sum is pa additional amount in the approp	ayable to the employee for whom you have filed an IR56 form, please furnish an "Additional" form and insert the riate item under the Income Details.	
Employee's Details		
Salutation	O Mr. O Mrs. O Ms. O Miss	
Surname in English * Given Name in English *		
Full Name in Chinese		
H.K. Identity Card No.		
	sue (If Employee has no H.K. Identity Card)	
Sex *	○ Male ○ Female	
Marital Status		
Spouse's Name (Surname	Single/Widowed/Divorced/Living Apart O Married	
Spouse's H.K. Identity Car		
Spouse's Passport No. & F	Place of Issue	
Residential Address *		
 Address in English Flat / Room 	Floor Block	
Name of Building	FIOI	
No. & Name of Street		
District		
Area *	Hong Kong Kowloon New Territories Others	
O Address either in Eng	lish or in Chinese	(iii
Area * 🔷 Hong I	Kong Kowloon New Territories Others	
Postal Address (Complete	if different from the Residential Address above)	
 Same as Residential. 		
	hudicas	
Address in English		
Flat / Room Name of Building	Floor Block	
No. & Name of Street		
District		
Area #	Hong Kong Kowloon New Territories Others	
O Address either in Eng	lish or in Chinese	
Area # O Hong	Kong Kowloon New Territories Others	
# The "Area" of Postal Add	/. ress is mandatory only when postal address is provided.	
	Discard Changes Next Page	(iv)
	Next Record: - Edit Next Record	(1)

(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 (<u>www.ird.gov.hk/eng/tax/ind_stp.htm</u>).

(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)].

		(,	
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)	ר ו
	·		- (i)
	to	(DDMMYYYY)	
Particulars of income accruing during the above period Particulars (a) Salary/Wages (b) Leave Pay	Period (DDMMYYYY) to to to	Amount(HK\$) .00 .00]
(c) Director's Fee	to	.00	
(d) Commission/Fees (<u>Note 4</u>)	to	.00	
(e) Bonus (<u>Note 5</u>) (f) Back Pay, Payment in Lieu of	to	.00	
 Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (<u>Note 6</u>) 	to	00.	
(g) Certain Payments from Retirement Schemes (<u>Note 7</u>)	to	.00	
(h) Salaries Tax paid by Employer	to	.00	
(i) Education Benefits (<u>Note 8</u>)	to	.00	
 Gain realized under Share Option Scheme (<u>Note 9</u>) 	to	.00	ii
(k) Any other Rewards, Allowances or Perquisites (No	<u>ote 10)</u>		
(1) Nature	to	.00	
(2) Nature			
	to	.00	
(3) Nature	to	.00	
	Total	HK\$	
			1
Whether the employee was wholly or partly paid either i elsewhere by a non-Hong Kong company*	n Hong Kong or	OYes (details below) ONo	
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 (I)] (<u>Note 13</u>)	.00	J
Place of Residence Provided by Employer * (<u>Note 12</u>)	\bigcirc Provided (Click "Details" to input the	particulars) Details	l 🦰 iii
Fields with * are mandatory.	O Not Provided		
Remarks :			
			h 4
Previous Page Di	iscard Changes Add New Employe		b Constant
	Next Re	cord: - Edit Next Record	

(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.

IR56 Forms Preparation Tool - IR56E	3			(Screen ID:SC-ET-B-005)
Employee's Details Inco	me Details	Place of Residence P	rovided	÷
Employer's File Number: 81240001				
Name of Employee: CHAN, MAN MA	N			
Period of Employment: 01/04/2017 to	o 31/03/2018			
Particulars of Place of Residence Pr	ovided by Employe	r		
Address * (1) Nature * Period Provided * Rent paid to Landlord by Employer Rent paid to Landlord by Employee Rent refunded to Employee by Employ Rent paid to Employee by Employee Two or more Employees shared the pla		From	to	Desse Select V (DDMMYYYY) HK\$.00 HK\$.00 HK\$.00 HK\$.00 Yes No
Address (2) Nature Period Provided Rent paid to Landlord by Employer Rent paid to Endloyee by Employ Rent refunded to Employee by Employ Rent paid to Employee by Employee Two or more Employees shared the pla		From	F	Olease Select V (DDMMYYYY) HKS .00 HKS .00 HKS .00 HKS .00 Yes No
Fields with * are mandatory. Previo	us Page Discard	d Changes 🔰 Add New I	Employee C Next Record	Go to Draft Control List : - Edit Next Record

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

(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 Employ	/er's Return / Notification:		
Enter a new Self-selected Key (6	to 8 characters) for file protection (Note 1) *		
Create a new data file without	ut data import		
Create a new data file with d	ata import (Note 2)		
File location and name		瀏覽	
Enter the Self-selected Key ((NOT required if data file is	of that file prepared by IRD IR56B Software or pre-appr	oved self-developed software)	
Continue to complete a saved of	draft return prepared by IR56 Forms Prepa	ration Tool	
File location and name		瀏覽	ļ
Enter the Self-selected Key	of that file *		
ields with * are mandatory.			
IOTES:			
 The inputted Self-selected Key sh opening saved file. 	nould consist of 6 to 8 characters which will be	e served as authentication of subsequent	
 (i) IR56 Forms Preparation Tool (ii) Direct Keying via ER e-Filing (iii) IRD IR56B Software (.XML fi 	Services (draft DAT file); or).	
(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-0	03)
		Enter Employer's Reference			
		O Employer's File Number (e.g. 6A	1-300000000)*	-	1
		 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 prepa	ired		
		1756B - Employer's Return of Remu	neration and Pensions		
		R56B [Original] (for submission o	(BIR56A)		
		or the year ended 31 March Ple	ase Select 🗸 *		
	Cannot be		Default Type (optional)		
\odot	amended	I 156B [Additional / Replacement /	Supplementary]		Can be selected
~	amended	IR56 - Notification by an Employer	of an Employee While About to Cease to by	Employed	
		R56F [Original / Additional / Repla	acement] Please Octor V		
		Fixed with * are mandatory.			
		NOTES:			
		 Employer's Return/Notification must b capacity: 	e signed by an Authorized Signer. An Authorized §	Signer is a person in the following	
		Providence of the sole participation of the sole providence of the sole proprietors of the sole proprietors of the sole partner of the partne	ship business ship business	corporation that is an open-ended fi	ind
			come of an employee in the annual submission (fo viously filed for the employee concerned (for IR56		
			iditional income of an employee that has not been riously submitted.	Included in the form (either paper o	r
		Replacement - for correcting e	rrors of the form previously submitted		
		Supplementary - for reporting in	come of an employee which has not been reported	d in the annual submission(for IR56	3)
				Discard Continu	

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.

	er's File Number:81240001					
ame o	Employer AABC ZZ CO.LTD					
nout Er	mployee's Details / Check Con	froi List				
958B - 6	Employer's Return of Remune	ration and Pension	16			
lo. 🔽	Name of Employee V	HKIC No.	Period of Employment	Place of Residence	Total Income (HKS)	
	CHAN, MAN MAN	A123456(3)	01042017 - 31032018	Not Provided	1,700,000	Edit De
ş	WONG , MAN MAN		01042017 - 31032018	Not Provided	170,000	Edit De
	Page 1 of 1	Go	Tota	al No. of Reod	rds: 2	
					Ad	d New Emplo
NOTES						
1. 🔺	Records marked by triangle ne	eed further verification	on and completion	L.		
2. The	Department does not retain the	Information you key	yed in. Before exit	ing the Prepar	ation Tool, plea	se save the d
dat	a file to your computer or storag name: DRAFT.sav) cannot be	e device by clicking used for submissio	"Save Draft" butto n. You should clid	n. Please note k "Submit Late	that the saved to save a dat	draft data file a file for
and the second se	mission via ER e-Filing Service	5.				
200	u can click the "Print/Export IR56					
3. You	tribution to the respective emplo					

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.

IR5	6 Forms Preparation Tool (Screen ID:SC-ET-002)
Get	Start
۲	Start to complete a new Employer's Return / Notification:
	Enter a new Self-selected Key (6 to 8 characters) for file protection (Note 1) *
	O Create a new data file without data import
	Create a new data file with data import (Note 2)
	File location and name 瀏覽
	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)
0	Continue to complete a saved draft return prepared by IR56 Forms Preparation Tool
	File location and name 瀏覽
	Enter the Self-selected Key of that file *
Fiel	ds with * are mandatory.
10	TES:
1.	The inputted Self-selected Key should consist of 6 to 8 characters which will be served as authentication of subsequent opening saved file.
2.	 (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) IR10 IR56B Software (.XML file); or (iv) Pre-approved self-developed software (for original IR56B only) (.XML file).
	(b) Only personal particulars can be imported.
	Daak Class Continue
	Back Clear Continue

^{*} Please refer to paragraphs 9.2 and 9.3 of the <u>Installation and Operation Guide for IRD IR56B Software</u> and <u>FAQ of the IRD IR56B Software</u> 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>**.

			(Screen ID:S	C-ET-003)
Enter Employer's Reference				
O Employer's File Num	ber (e.g. 6A1-XXXXXXXXX)*		-	
Business Registration (input this field if you	n Number do not have Employer's File	Number)	81240001	
Name of Employer*	AABC ZZ CO	LTD		
Name of "Authorized Sign	er"(Note 1)* CHAN, TAI M	IAN		
Designation*	MANAGER			
Select the type of IR56 Form	to be prepared			
IR56B - Employer's Retu	irn of Remuneration and Pe	ensions		1
O IR56B [Original] (for su	ubmission of BIR56A)			
For the year ended 31	March Please Select 🗸 *			
O IR566 [Additional / Rej	placement / Supplementary]	Default Type (op Please Select		
IR56F - Notification by a	n Employer of an Employee	Who is About to Ceas	e to be Employed	
O IR56F [Original / Addit	Ional / Replacement]	Please Select	~	
Fields with * are mandatory.				
NOTES:				
capacity: Director, Company S company), Provisiona - Proprietor for the sole	ecretary, Manager, Investme al Liquidator or Liquidator of t e proprietorship business the partnership business	-	horized Signer is a person in the folio ble to a corporation that is an open-e	-
	reporting income of an emplo form not previously filed for t			
	reporting additional income o ctronic) previously submitted		ot been included in the form (either p	aper or
Replacement - for	correcting errors of the form	previously submitted		
Supplementary - for	reporting income of an emplo	oyee which has not been	reported in the annual submission(fo	r IR56B)
			Discard	ontinue

- **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>**.

6 Forms Preparation Tool	(Screen ID:SC-	-ET-F-001)
ployer's File Number:81240001		
me of Employer:AABC ZZ CO.LTD		
port employees' personal particulars for preparing the IR56	S form(s)	
66F - Notification by an employer of an employee who is ab	out to cease to be employed	
Select All Select Page Deselect All	Deselect Page	ר א
		T <
Import No. Name of Employee	HKIC No.	
1 CHAN, MAN MAN 2 WONG, MAN MAN	A123456(3)	
Page 1 of 1 Go	Total No. of Records: 2	
TES:		
If the total number of characters for the full English name excee	eds 25 characters, the records of that employee	
would not be imported.		
Please check the correctness of the imported information befor	re processing.	

- **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 A 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 $< \exists >$ 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 $\langle \mathbf{z} \rangle$ at the right-hand side of "Name of Employee".

IR5	6 Forme Preparation Tool				(Screi	en ID:SC-ET-F-002)
Em	ployer's File Number:81240001					
Na	me of Employer:AABC ZZ CO.LTD					
Inp	ut Employee's Details / Check Con	trol List				
R5	SF - Notification by an employer of	an employee who	is about to cease	to be emplo	yed	
NO.	CHAN, MAN MAN	HKIC No. A123456(3)	Period of Employment	Place of Residence	Total Income (HK\$)	And in case of the local division of the loc
2	WONG , MAN MAN	A123430(3)				Edit Delete Edit Delete
	Page 1 of 1	Go	Tota	al No. of Rec		d New Employee
NO 1.	TES: A Records marked by triangle ne	ed further verification	on and completion			
2.	The Department does not retain the data file to your computer or storage file name: DRAFT.sav) cannot be submission via ER e-Filing Services	e device by clicking used for submissio	"Save Draft" butto	n. Please note	e that the saved	draft data file (with
3.	You can click the "Print/Export IR56 distribution to the respective employ file/the printed copy is NOT for subi	ee to assist him/he	r in completing his	r to print a ha /her tax returr	rd copy of the II n. Please note t	R56 form for your hat the exported
	Print / Export IR56	Forma Print Dr	aft Control List	Save Draft	Submit Late	or Submit Now

- **5.3.14** Click **<Edit>** next to the record to go to the "Employee's Details" page of the selected employee.
 - (a) 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)].
 - (b) 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.
 - (c) Check all the pre-filled information and amend if necessary.
 - (d) Input any other incomplete items of the page.
 - (e) 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.

Employee's Details	Income Details	Place of Residen	ce Provided		
yer's File Number: 81 of Employer: AABC Z					
ie er cinpiejer. Ande c	200.210				
FTENTION:	e, the employee will NOT			employmen	t.
ase provide a copy of the	epart from Hong Kong, plea completed Form IR56F to y	our employee.	R56G INSTEAD.		
nguage for printing this form	n *		0	Chinese	English
rpe of form	Original - form not pre	eviously flied for the emp	loyee concerned		
	 Additional - reporting 	additional income in res	pect of the same em	ployee	
			· · · · · · · · · · · · · · · · · · ·		
	 Replacement - correct 	ting the form previously		DDMMYYY	Y)
OTE: If an additional sum is payab	ale to the employee for whom you	u have filed an IRS6 form, ple	ase furnish an "Additions	al" form and in:	sert the
itional amount in the appropriate	Item under the Income Details.				
ployee's Details					
alutation		O Mr.	O Mrs. O	Ms.	Miss
irname in English *			CHAN		
ven Name in English * Il Name in Chinese		-	MAN MAN		
			0		
K. Identity Card No.	(If Employee has no H.K. I	Mantity Card	A1234	56	(3)
	(in employee not no miner	dening cardy			
x *				OMale	Female
arital Status		Single/V	/Idowed/Divorced/Liv	Ing Apart	OMarried
pouse's Name (Surname firs					12
pouse's H.K. Identity Card N pouse's Passport No. & Plac			100		(1
esidential Address *					
Address in English					
Flat / Room Name of Building	A FIL GOOD SERVICE BLDG	oor 3	Block		
No. & Name of Street	123 GOOD SERVICE RD				
District					
Area *	Hong Kong O k	Cowloon O New	Territories O	Others	
Address either in English	or in Chinese				
Area * O Hong Kor	na 🔿 Kowloon	New Territories	O Others		
	in the second second				
ostal Address after cessation		ir different from the Res	idential Address abo	ive)	
	iress				
Same as Residential Add					
 Address In English Flat / Room 	Fi	DOF	Block		
 Address in English Flat / Room Name of Building 	Fi	Dor	Block		
 Address in English Flat / Room Name of Building No. & Name of Street 	Fi	Dor	Block	7	
) Address in English Flat / Room Name of Building				Others	
Address in English Flat / Room Name of Building No. & Name of Street District Area #	Hong Kong K			Others	
Address in English Flat / Room Name of Building No. & Name of Street District Area #	Hong Kong K			Others	
Name of Building No. & Name of Street District	Hong Kong K			Others	
Address in English Flat / Room Name of Building No. & Name of Street District Area #	Hong Kong K			Others	
Address in English Flat / Room Name of Building No. & Name of Street District Area # Address either in English	Hong Kong Kong Korin Chinese		Territories 🔘	Others	
Address in English Flat / Room Name of Building No. & Name of Street District Area # Address either in English Area # Hong Kor Is with ^ are mandatory.	Hong Kong Korg Korin Chinese	Cowloon New	Territories O	Others	

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 Forma Preparation Tool - IR56F	(Soreen 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 Detalls	- Pre-filled
Capacity in which employed *	MANAGER - Amend if
Date of Cessation of Employment *	23032019 (DDMMYYYY) necessary
Reason for Cessation *	isignation O Retirement O Dismissal O Death
0 or	hers, please specify
Period of Employment from 1 April to the date of cessation of employment *	01042018 to 23032019 (DDMMYYYY)
Details of Income from 1 April to the date of cessation of Particulare (a) Salary/Wages (b) Leave Pay (c) Director's Fee (d) Commission/Fees (<u>Note 4</u>) (e) Bonus (<u>Note 5</u>) (f) Back Pay, Payment In Lieu of Notice, Terminal Awards or Gratutites (<u>Note 0</u>) (g) Certain Payments from Retirement Schemes (<u>Note 7</u>) (h) Salaries Tax paid by Employer (i) Education Benefits (<u>Note 5</u>) (j) Gain realized under Share Option Scheme (<u>Note 0</u>) (k) Any other Rewards, Allowances or Perquisites (<u>N</u> (1) Nature (2) Nature (3) Nature (1) Payments that have not been declared above but	Period (DDMMYYYY) Amount(HKS) to 560000 .00 to .00 .00
Nature	.00
	Total HKS 560,000
Whether the employee was wholly or partly paid either elsewhere by a non-Hong Kong company Name of the non-Hong Kong Company	In Hong Kong or O'Yes (details below) No - If "Place of Residence" is
Address of the non-Hong Kong Company	d in item (a) to (11 (Note 15)
Amount (if known) [This amount must also be include	d in item (a) to (i)] (<u>Note 13</u>)
Place of Residence Provided by Employer *	O Provided (Click "Details" to input the particulars) Details provide further
Fields with * are mandatory.	Not Provided information
	nt parts of the Notes and Instructions of Form IR56B for reference. service payment should be reported, please refer to <u>Note d</u> of the Notes

Previous Page Discard Changes Add New Employee Go to Draft Control List
Next Record: WONG, MAN MAN Edit Next Record

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.

	Forn	na Preparation Tool				(Scree	ID:SC-ET-F-00
Emp	loyer	's File Number:81240001					
lam	e of l	Employer:AABC ZZ CO.LTD					
npu	t Em	ployee's Details / Check Cont	trol List				
25.01	E Ma	tification by an employer of	an ampioyas who	a shout to coase	to be employ	ad	
1.001	- 190	uncation by an employer of	an employee who	Period of		Total Income	
0.	∇	Name of Employee	HKIC No.	Employment	Place of Residence	(HK\$)	
		CHAN, MAN MAN	A123456(3)	01042018 - 23032019	Not Provided	560,000	Edit Delete
		WONG , MAN MAN		01042018 - 03032019	Provided	700,000	Edit Delete
		Page 1 of 1	Go	Tota	al No. of Reco	rds: 2	
						Ad	d New Employee
NOT	_						
1.		Records marked by triangle ne	ed further verificatio	on and completion	-		
2.	The	Department does not retain the	Information you key	yed In. Before exit	ing the Prepar	ation Tool, plea	se save the draft
	file n	flie to your computer or storage ame: DRAFT.sav) cannot be	used for submissio	n. You should clic	n. Please note k "Submit Late	r" to save a dat	a file for
		lission via ER e-Filing Services					
		and all the Delet Desert 12.55	Forms" button to ex	xport a soft copy o	r to print a har	d copy of the IR	R56 form for your
3.	You	can click the "Print/Export 1856					
3.	distri	bution to the respective employ the printed copy is NOT for subr	ee to assist him/her		/her tax return	Please note th	at the exported

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.

Number:81240001 er:AABC ZZ CO.LTD s Details / Check Co on by an employer o of Employee V I, MAN MAN S , MAN MAN	ntrol List	le about to cease Period of Employment 01042018 - 23032019	Place of Residence	red Total Income (HK\$)	
a Details / Check Co on by an employer o of Employee T I, MAN MAN	ntrol List Fan employee who <u>HKIC No.</u>	Period of Employment 01042018 -	Place of Residence	Total Income	
on by an employer o of Employee ▼ I , MAN MAN	f an employee who <u>HKIC No.</u>	Period of Employment 01042018 -	Place of Residence	Total Income	
of Employee	HKIC No.	Period of Employment 01042018 -	Place of Residence	Total Income	
, MAN MAN		Employment 01042018 -	Residence		
	A123456(3)				
G , MAN MAN		20002019	Not Provided	560,000	Edit Delete
		01042018 - 03032019	Provided	700,000	Edit Delete
e 1 of 1	Go	Tot	al No. of Reco	rds: 2	
8				Add	New Employe
s marked by triangle r	need further verification	on and completion			
our computer or stora DRAFT.sav) cannot b	ge device by clicking be used for submissio	"Save Draft" butto	n. Please note	that the saved of	draft data file (wi
o the respective emplo	oyee to assist him/he	r in completing his			
	Is marked by triangle r ment does not retain th our computer or stora DRAFT.sav) cannot t via ER e-Filing Servico via ER e-Filing Servico via ER e-Filing Servico the respective empl ed copy Is NOT for su	Is marked by triangle need further verification ment does not retain the information you ke our computer or storage device by clicking DRAFT.sav) cannot be used for submission via ER e-Filing Services. It he "Print/Export IR56 Forms" button to e to the respective employee to assist him/he ed copy is NOT for submission to the Depa	Is marked by triangle need further verification and completion ment does not retain the information you keyed in. Before exil our computer or storage device by clicking "Save Draft" butto DRAFT.sav) cannot be used for submission. You should clic via ER e-Filing Services. It he "Print/Export IR56 Forms" button to export a soft copy o to the respective employee to assist him/her in completing his ed copy is NOT for submission to the Department.	Is marked by triangle need further verification and completion, ment does not retain the information you keyed in. Before exiting the Prepar- our computer or storage device by clicking "Save Draft" button. Please note DRAFT.sav) cannot be used for submission. You should click "Submit Late via ER e-Filing Services. & the "Print/Export IR56 Forms" button to export a soft copy or to print a har to the respective employee to assist him/her in completing his/her tax return	Add is marked by triangle need further verification and completion. ment does not retain the information you keyed in. Before exiting the Preparation Tool, pleas our computer or storage device by clicking "Save Draft" button. Please note that the saved o DRAFT.sav) cannot be used for submission. You should click "Submit Later" to save a data via ER e-Filing Services. It he "Print/Export IR56 Forms" button to export a soft copy or to print a hard copy of the IR3 to the respective employee to assist him/her in completing his/her tax return. Please note that ed copy is NOT for submission to the Department.

- **5.5.2** You will be requested to select the IR56 form to be printed / exported. You may select to print or export:
 - (a) all the records (if the total number of records is not more than 100);
 - (b) records on the specified range of pages of Control List;
 - (c) records with the specified range of record number shown on the "Control List" page; or
 - (d) 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.

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:	
O All	
Record(s) listed on page(s) to of the Control List	
O Record(s) with Record No. from to	
O Record with H.K. Identity Card No.:	
 Notes: You can only print / export up to 100 sets of IR56 forms at a time. The printed copy and the exported file are for distribution to your employee only, but NOT Department. You must submit the XML data file (with file extension "SAV") under the ER e the submission process, please refer to the User Guide of Filing of Employer's Return / Not (3) You should take appropriate measures to protect the exported file from unauthorized acce 	tification.

- **5.5.3** To print the IR56 forms prepared:
 - (a) Click **<Print>** after selecting the record that you want to print. The following preview screen will be shown.
 - (b) Click **<Print>** to print the form. You can refer to Appendix A for the recommended printer setup under different browsers.
 - (c) Click **<Back>** to back to the screen as shown in para 5.5.2.

	INLAND REVENUE DEPARTMENT NOTIFICATION BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED (Under accien 32(3) of the Inland Revenue Ordinance, Cep. 112)	56F
	De completed and returned not later than 1 month before date of casavation. If the employee is about to depart In Hong Kong, please complete Homn II (550 materia).	
	Employer's File No. : 81240001 Name of Employer : AABC ZZ COLITD	81240001 ****
	To the best of my knowledge, this employee will NOT be leaving Hong Kong after occsation of employment.	
	The following are the particulars of the employee :- Name of Employee : CHAN, MAN MAN	CHAN ****
	Full Name In Chinese :	400450/01 ****
	(b) Passport Number and place of Issue :	A123456(3) ****
	Sex (M = Male, F = Female) : Marital Status (1 = Single / Widowed / Divorced / Living Apart, 2 = Married) :	F ****
	(a) If married, full name of spouse :	100
	(b) Spouse's H.K. Identity Card Number : (c) Spouse's Passoort Number and place of Issue :	
	Residential Address : Flat A, Floor 3,	
	GOOD SERVICE BLDG 123 GOOD SERVICE RD HONG KONG Postal Address after cessation of employment (if different from item 7 above) :	
	Capacity in which employed : MANAGER Reason for cessation (e.g. resignation, retirement, dismissal, death etc.) : Resignation	
	Period of employment from 1 April to the date of cessation of employment : 01 / 04 / 2018 to 23	3 / 03 / 2019 ****
	Details of income from 1 April to the date of cessation of employment : Particulars Period	Amount (HKS)
	(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 Gratulties	
	(g) Certain Payments from Retirement Schemes (h) Salarles Tax paid by Employer	
	() Education Benefits	
	(i) Gain realized under Share Option Scheme (k) Any other Rewards, Allowances or Perguisites	
	(1) Any other Rewards, Andwardes of Pergusites (1)Nature:	
	(2)Vinture: (2)Vinture:	
	(i) Payments that have not been declared above but will be made AFTER the employee has left employment :	
	Nutzer	560.000 ****
	Total :	360,000
	Particulars of Place of Residence provided (0 = Not provided, 1 = Provided) : Address 1 :	0 ****
L		0
-0	Address 2 : Place of Besidence 1 Place of Besidence 2	0
-	Place of Residence 1 Place of Residence 2	
	Nature: Place of Residence 1 Place of Residence 2 Period Provided:	-
	Place of Residence 1 Place of Residence 2	-
	Place of Residence 1 Place of Residence 2 Period Provided: Rent Paid to Landlord by Employer: HK\$ Rent Paid to Landlord by Employee: HK\$ HK\$ Rent Refunded to Employee by Employer: HK\$ HK\$	-
-	Place of Residence 1 Place of Residence 2 Period Provided: Rent Paid to Landlord by Employer: HK\$ Rent Paid to Landlord by Employee: HK\$ HK\$	-
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Paid to Landlord by Employer: HKS HKS Rent Paid to Landlord by Employer: HKS HKS Rent Refunded to Employee by Employer: HKS HKS Rent Paid to Employer by Employee: HKS HKS Shared by Two or More Employees: HKS HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere HKS	-
	Place of Residence 1 Place of Residence 2 Period Provided: HK\$ Rent Pelot to Landlord by Employee: HK\$ Rent Pelot to Landlord by Employee: HK\$ Rent Refunded to Employee by Employee: HK\$ Rent Pelot to Employee: HK\$ HK\$ HK\$	-
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HK\$ Rent Paid to Landlord by Employer: HK\$ HK\$ Rent Paid to Landlord by Employee: HK\$ HK\$ Rent Relationed to Employee by Employee: HK\$ HK\$ Rent Relationed to Employee by Employee: HK\$ HK\$ Shared by Two or More Employees: HK\$ HK\$ Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes): If yes, please state : Name of non-Hong Kong company : HK\$	-
	Place of Residence 1 Place of Residence 2 Period Provided: HKS Rent Paid to Landlord by Employee: HKS Rent Paid to Landlord by Employee: HKS Rent Paid to Employee by Employee: HKS Rent Paid to Employee by Employee: HKS Rent Retunded to Employee: HKS Shared by Two or More Employees: HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes) : If yes, please state :	-
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Employee by Employee: HKS HKS Shared by Two or More Employee: HKS HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes) : If yes, please state : Name of non-Hong Kong company : Address :	0 ****
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Employee by Employee: HKS HKS Shared by Two or More Employees: HKS HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes): HKS Nature of non-Hong Kong company : Address : Address : Amount (if known) (This amount must also be included in item 12): HKS	0 ****
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Pelot to Landlord by Employee: HKS HKS Rent Pelot to Landlord by Employee: HKS HKS Rent Refunded to Employee by Employee: HKS HKS Rent Pelot to Employee: HKS HKS Rent Pelot to Employee: HKS HKS Shared by Two or More Employee: HKS HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes) : If yes, please state : Name of non-Hong Kong company : Address : Address : Address : HKS Signature : Bignature : For Om	0 ****
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Peld to Landlord by Employee: HKS HKS Rent Peld to Landlord by Employee: HKS HKS Rent Peld to Employee by Employee: HKS HKS Whether the employee was wholly or partly peld either In Hong Kong or elsewhere by a non-Hong Kong company (I = No. 1 = Yes) : If yes, please state : Name of non-Hong Kong company : Address : Amount (If known) (This amount must also be included in item 12) : HKS Bignature : Name : CHAN, TAI MAN For Office	0 ****
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Pelot to Landlord by Employee: HKS HKS Rent Pelot to Landlord by Employee: HKS HKS Rent Refunded to Employee by Employee: HKS HKS Rent Pelot to Employee: HKS HKS Rent Pelot to Employee: HKS HKS Shared by Two or More Employee: HKS HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0 = No, 1 = Yes) : If yes, please state : Name of non-Hong Kong company : Address : Address : Address : HKS Signature : Bignature : For Om	0 ****
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Peld to Landlord by Employee: HKS HKS Rent Peld to Landlord by Employee: HKS HKS Rent Peld to Employee by Employee: HKS HKS Whether the employee was wholly or partly peld either In Hong Kong or elsewhere by a non-Hong Kong company (I = No. 1 = Yes) : If yes, please state : Name of non-Hong Kong company : Address : Amount (If known) (This amount must also be included in item 12) : HKS Bignature : Name : CHAN, TAI MAN For Office	0 ****
	Place of Residence 1 Place of Residence 2 Nature: Period Provided: HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Landlord by Employee: HKS HKS Rent Paid to Employee by Employee: HKS HKS Rent Paid to Employee by Employee: HKS HKS Shared by Two or More Employees: HKS HKS Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (I = No, 1 = Yes): If yes, please state : Name of non-Hong Kong company : Address : Amount (if known) (This amount must also be included in item 12): HKS For Office Signature : Name : CHAN, TAI MAN Designation : MANAGER For Office	0 ****

- **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 Fo	orma Preparation Tool	(Screen ID:SC-ET-005)
Employ	yer's File Number:81240001	
Name o	of Employer: AABC ZZ CO.LTD	
Please	select the IRSS forms to be printed / exported:	1
0	AL	
۲	Record(s) listed on page(s) to of the Control List	
0	Record(s) with Record No. from to	
0	Record with H.K. Identity Card No.:	
(2) Th De the	u can only print / export up to 100 sets of IR56 forms at a time. le printed copy and the exported file are for distribution to your employee only, but NOT for su partment. You must submit the XML data file (with file extension "SAV") under the ER e-Filing submission process, please refer to the User Guide of Filing of Employer's Return / Notifical us should take appropriate measures to protect the exported file from unauthorized access.	bmission to the J Services. For details of Ion.
	Bac	k Print Export
您要開啟	I或醫存來自 dev.ird.gov.hk 約 IR56F_20190323123329.zip (41.1 K8)? 開設(0) 醫存(5) ▼ 歌漢(C)	×

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.

	na Preparation Tool				(Screen I	D:SC-ET-F-00
mployer	r's File Number:81240001					
ame of l	Employer:AABC ZZ CO.LTD					
nput Em	ployee's Details / Check Con	trol List				
156F - No	otification by an employer of	an employee who l	s about to cease	to be employ	yed	
<u>o. </u>	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)	
	CHAN, MAN MAN	A123456(3)	01042018 - 23032019	Not Provided	560,000	Edit Delete
	WONG , MAN MAN		01042018 - 03032019	Provided	700,000	Edit Delete
	Page 1 of 1	Go	Tota	al No. of Reco	orde: 2	
	4.C 2.				Add	lew Employee
OTES:						
	Records marked by triangle ne	ed further verification	n and completion			
data file n	Department does not retain the file to your computer or storag ame: DRAFT.sav) cannot be nission via ER e-Filing Services	e device by clicking ' used for submission	"Save Draft" butto	 Please note 	that the saved dr.	aft data file (witi
	can click the "Print/Export IR56 bution to the respective employ		in completing his			

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

			DRAF	Т		
		(This di	aft Control List is N	OT for submission)		
Control L	lst for Notification (IR	56F)				
	r's File Number: 812					
Name of	Employer: AABC ZZ	COLTD				
To the be	est of my knowledge,	the employee(s) will	NOT be leaving H	long Kong after cessa	tion of employment.	
IRSCE .	Notification by an e	molouer of an emr	love who is sho	ut to cose to be em	ployed	8
No.	Name of Employe		HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)
1	CHAN, MAN MAN	N	A123456(3)	01/04/2018 - 23/03/2019	Not Provided	560,000
2	WONG, MAN MA	N		01/04/2018 - 03/03/2019	Provided	700,000
Total Nu	Imber of Employees p	er List				
Grand T	otal of Income per Lia	at:			HK\$	1,260,00
Prepara	tion Tool Check Sum					
	tion Reference Numb	er:				
Transac						
Transac						
Transac						
	of Authorized Signer:	CHAN, TAI MAN				

5.7 Get Ready for Submission

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

INSE FOR	ma Preparation Tool				(Scree	n ID:SC-ET-F-00
Employe	er's File Number:81240001					
Name of	Employer:AABC ZZ CO.LTD					
nput En	nployee's Details / Check Con	trol List				
R56F - N	otification by an employer of	an employee who l	is about to cease	to be employ	/ed	
lo. ⊽	Name of Employee	HKIC No.	Period of Employment	Place of Residence	Total Income (HK\$)	
	CHAN, MAN MAN	A123456(3)	01042018 - 23032019	Not Provided	560,000	Edit Delete
	WONG , MAN MAN		01042018 - 03032019	Provided	700,000	Edit Delete
	Page 1 of 1	Go	Tota	al No. of Reco	rde: 2	
NOTES:					Add	1 New Employee
1. A	Records marked by triangle n	eed further verificatio	on and completion			
data file i	Department does not retain the a file to your computer or storag name: DRAFT.sav) cannot b mission via ER e-Filing Service	e device by clicking e used for submission	"Save Draft" butto	 Please note 	that the saved	draft data file (wit
dist	can click the "Print/Export IR50 ribution to the respective emplo the printed copy is NOT for sub	yee to assist him/her	r in completing his			
		6 Forma Print Dr	aft Control List		Submit Late	

- 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 righthand 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 $\langle Exit \rangle^*$ to quit the application or $\langle Prepare Another \rangle$ 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				
Empl	oyer's Flie Number: 81240001				
Name	of Employer: AABC ZZ CO.L	TD			
Self-s	elected Key :123456				Edit
Empl	oyees' particulars are summa	rized below:			
IR56F	- Notification by an employe	r of an employee wh	o is about to ceas	e to be employed	
<u>No.</u> 1	Name of Employee CHAN , MAN MAN	HKIC No. A123456(3)	Period of Employment 01042018 -	Place of Residence Not Provided	Total Income(HK\$) 560,000
2	WONG , MAN MAN Page 1	of 1 Go	23032019 01042018 - 03032019	Provided	700,000
	of "Authorized Signer": CHAN, nation: MANAGER	TAI MAN			
	ration Tool Check Sum: A4786	E5840 DE563 084C	04C/5 /18FB C0		
Notes					
record	open the saved data file, you an d of the Self-selected Key. The led Key.	e required to input the Department does not	above Self-selecte keep track of your S	d Key. You are stro Self-selected Key an	ngly advised to keep proper d cannot reset the Self-
	ok the "Save for Submission" bu Ission.	tton to save the data	flie to your compute	r or other storage d	evice for future retrieval and
	er all the records are completed of the IR56 form for your distribu-				

^{*} 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>**.

R56 F	orms Preparation Tool				(Screen ID:SC-ET-F-007
Save a	and Submit Now				
Emplo	yer's File Number: 81240001				
Name	of Employer: AABC ZZ CO.L	TD			
Self-se	elected Key :123456				Edit
Emplo	yees' particulars are summa	rized below:			
R56F	- Notification by an employe	r of an employee wh	o is about to cease	e to be employed	
<u>No.</u> 1	Name of Employee CHAN , MAN MAN	HKIC No. A123456(3)	Period of Employment 01042018 -	Place of Residence Not Provided	Total Income(HK\$) 560,000
2	WONG , MAN MAN		23032019 01042018 -	Provided	700,000
	Page 1	of 1 Go	03032019		
lumbe	er of Set(s) of IR56F Form com	pleted: 2			
lame	of "Authorized Signer": CHAN,	TAI MAN			
Desigr	ation: MANAGER				
Prepar	ation Tool Check Sum: A4786	F5BA9 DE563 084C4	4 9AC45 41BFB C9		
votes:					
ecord	pen the saved data file, you an of the Self-selected Key. The I ed Key.	e required to input the Department does not	above Self-selecte keep track of your S	d Key. You are stro Self-selected Key an	ngly advised to keep proper id cannot reset the Self-
	k the "Save for Submission" bu ete the submission process.	tton to save the data i	flie to your compute	r or other storage d	evice and click "Continue" to
	r all the records are completed f the IR56 form for your distribu-				
	Back Print / Ex	port IR56 Forma	Print Draft Contro	I List Save for	Submission Continue
					\wedge
				_	
					11
					Ц

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 <u>here</u> 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 Fo	rms Preparation Tool (Screen ID:SC-ET-006)
Employ	rer's File Number: 8124001
Name o	f Employer: AABC ZZ CO.LTD
Numbe	r of Set(s) of IR56F Form completed: 2
Select t	he Filing Mode For Submission
Submis	sion
0	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.]
the follo - Din cor - Pro	Eack Continue er's Return/Notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding one of wing capacities: ector, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund npany), Provisional Liquidator or Liquidator of the corporation prive for the sole proprietorship business cedent 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.

Gov HK a	香港政府 一站通 图 图
	Exit
Online Demo → FAQs →	Inland Revenue Department P
Tips and Tools Allowances Tax Rate Tax Computation	Login / Register / Forgot TIN or Password Please leave the input boxes below blank if login with "IAM Smart" / Digital Certificate TIN (Taxpayer Identification Number)
Exchange Rate	eTAX Password / Access Code
Related Information	Foroot TIN/Password
Demo - Filling of Profits Tax Return	Attention
IRD Homepage	The Terms and Conditions (T&C) for Use of eTAX Services by Individuals have been revised on 29 Nov 2020 to
Budget Proposal	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.
Extension Granted to e-Filers	
Tax Return & Guide	Login
Assessment	
Payment	Login with "IAM Smart" Login by Digital Certificate Apply for eTAX Password
eTAX Terms & Conditions	
eTAX Security Statement	The "TIN" shown on the Tax Return-Individuals and related Notice of Assessment is solely for login onto
Contact Us 🔸	"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
eTAX Help +	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).
 - For detailed submission steps in ER e-Filing Services, please refer to the (iii) User Guide of Employer's Return e-Filing Services.

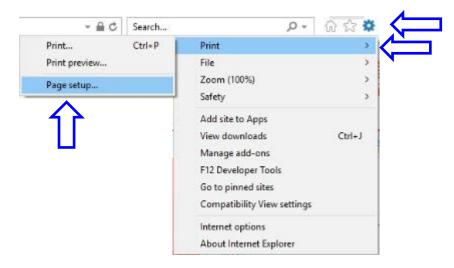
IR56 Fo	rms Preparation Tool (Screen ID:SC-ET-006
Employ	er's File Number: 81240001
Name o	Employer: AABC ZZ CO.LTD
Numbe	of Set(s) of IR56F Form completed: 2
Select th	e Filing Mode For Submission
Submis	ion
0	Online Mode [To use the "Online Mode", you must be an "Authorized Signer"(Note) and eTAX / "iAM Smart+" Account holder.]
۲	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
the follor - Dire	r's Return/Notification must be signed by an "Authorized Signer". An "Authorized Signer" must be holding one of ving capacities: ctor, Company Secretary, Manager, Investment Manager (only applicable to a corporation that is an open-ended fund ipany). 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 the 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".

Paper Options Page Si <u>z</u> e:	Margins (ir Left:	0.75
A4		0.75
Portrait Cla Print Background Colo Finable Shrink-to-Fit	ors and Images	0.75 0.75
Headers and Footers Header:	<u>F</u> ooter	n _
-Empty-	∼ -Empt	ty- ~
-Empty-	~ -Empt	ty- ~
	✓ -Empt	ty- v
-Empty-		

Chrome

(1) Click the menu button and the select "Settings".

New tab		Ctrl+T	1
New window		Ctrl+N	-
New incognito wi	ndow Ctrl+	Shift+N	
History		+	
Downloads		Ctrl+J	5
Bookmarks		×	1
Zoom -	100% +	23	
Print		Ctrl+P	
Cast			I .
Find		Ctrl+F	I .
More tools		Þ	
Edit Cut	Сору	Paste	
Settings			K
Help		×.	
Exit			

(2) Click "Customize fonts".

Themes	C3	
Open Chrome Web Store		
Show home button		
Disabled		
Show bookmarks bar	() .	
Font size	Medium (Recommended)	
Customize fonts	Þ.	
Page zoom	100%	

(3) Adjust the minimum font size.

Font size			Tiny	Huge
Minimum font size	10	The quick brown fox jumps over the lazy	dog Tiny	Huge
Standard font				

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

		☆	θ :	
New tab			Ctrl+T	
New wind	ow		Ctrl+N	F
New inco	gnito windo	w Ctrl+	Shift+N	
History			×	
Download	is		Ctrl+J	
Bookmark	s		+	
Zoom	- 1	00% +	23	
Print			Ctrl+P	
Cast				
Find			Ctrl+F	
More too	s		•	
Edit	Cut	Сору	Paste	
Settings				
Help			+	
Exit				

(5) Click "More settings".

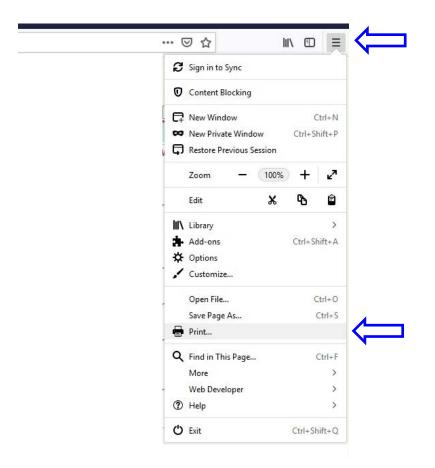
	Print Cancel
Destination	Change
Pages	 All e.g. 1-5, 8, 11-13
Layout	Portrait •
Color	Color 🔹
More set	tings

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

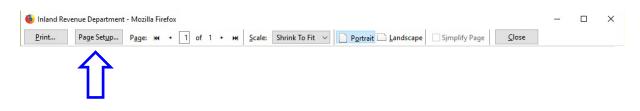
Print	
Total: 1 sheet	of paper
	Print Cancel
Destination	Change
Pages	 All e.g. 1-5, 8, 11-13
Layout	Portrait
Color	Color
Paper size	A4
Margins	Default
Scale	69
Options	 Headers and footers Background graphics
- Fewer se	ettings
Print using sy	stem dialog (Ctrl+Shift+P)

Firefox

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



(2) Click "Page Setup...".



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

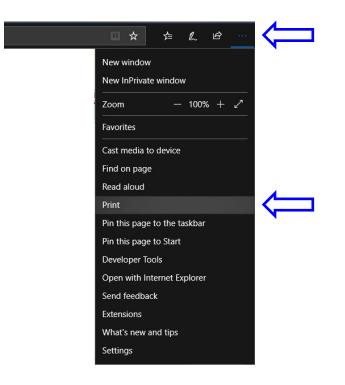
Page Setup	×
Format & Options Margins & Header/Footer	
Format Orientation:	
<u>S</u> cale: 100 % ☑ Shrink to fit Page <u>W</u> idth	
Options	
OK Canc	el

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

Margins (millin	meters)	
	<u>T</u> op: 12.7	
Left:	<u>R</u> ight:	
<u>L</u> eft: 12.7		
12.7	ottom: 12.7	
<u>12.7</u>	ottom: 12.7	~
12.7 Bo Headers & Foo	ottom: 12.7	~

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".

