

**Installation and Operation Guide for
Inland Revenue Department Software for IR56B Version 4.0
Preparing Annual Employer's Return (IR56B) in Computerized Format**

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(March 2010)

**Installation and Operation Guide for
Inland Revenue Department Software for IR56B Version 4.0
Preparing Annual Employer's Return (IR56B) in Computerized Format**

1. Introduction

This software is a personal computer application developed by the Inland Revenue Department (IRD) and is provided **free of charge** to employers for preparing annual employer's returns (IR56B) for their employees in computerized format. It is intended to make the preparation of IR56B by employers easier and also to enhance data processing efficiency of IRD. For those employers who submit their Employer's Returns in computerized format, they are **not required to forward HARD COPIES of IR56B to IRD** although each of their employees must still be furnished with a hard copy of the IR56B.

Note: This Software is designed to use in a standalone personal computer only and not for network server computer.

2. Important Notes to Employers using this Software

2.1 Checking of Data and Printing of Hard Copies

Employers must note that it is their obligation to check that all data supplied by them in respect of their employees in the soft copies of IR56B are correct before submitting the same to the IRD. They should keep hard copies of the IR56B submitted for record purpose. Besides, hard copies should also be supplied to the employees for information. (Please refer to Appendix A for a sample of the hard copy of IR56B.)

2.2 Items to be submitted to IRD

Employers lodging computerized IR56B are required to submit **ALL** of the following to the IRD: -

- (a) a DISKETTE, CD-ROM or DVD-ROM containing IR56B records for all employees specified in the BIR56A;

- (b) a duly completed, dated and signed control list in respect of the IR56B records submitted (please refer to Appendix B for a sample of hard copy of the control list), if the control list has more than one page, the employer should complete, date and sign on each and every page; and
- (c) the duly completed and signed BIR56A.

Any REPLACEMENT and SUPPLEMENTARY IR56B must be submitted to IRD in HARD COPIES. No diskette should be forwarded. (Please refer to paragraph 11 of this Guide for details.)

2.3 Retention of Diskettes, CD-ROM and DVD-ROM by IRD

Diskettes, CD-ROM and DVD-ROM etc., containing soft copies of IR56B records submitted by employers to the IRD will be retained by IRD as source documents of Employer's Return of Remuneration and Pensions reported by employers for their employees. Hence they will not be returned to the employers.

2.4 Incomes and Place of Residence Reported

The income reported in an IR56B record should be expressed in Hong Kong dollars. For those employees who received emoluments in foreign currency or who were provided with place of residence at more than two locations for the same year, manual form IR56B (obtainable from IRD) with "Sheet No." in ascending order starting from "900001" have to be filed. The employer should declare in the BIR56A the number of IR56B records submitted in soft copy as well as the number of manual IR56B submitted in hard copy.

2.5 Right to Make Amendments

As the format of IR56B will be reviewed every year, IRD reserves the right to make any amendments to the computerized format as and when the circumstances warrant.

2.6 Disclaimer

This software is supplied on an as-is basis. We accept no liability whatsoever for any loss or damage which may be incurred by its use.

2.7 Seeking Assistance

If there is any problem in installing or using of the Software, please refer to this Guide or Trouble Shooting. If problems remain unsolved, please call this department during office hour for assistance. Please refer to the following link for contact details: <http://www.ird.gov.hk/eng/ese/erc.htm#02>.

3. Basic Requirements for operating this Software

3.1 Hardware

- (a) Basic Windows hardware requirement.
- (b) 20MB hard disk spare space.
- (c) CD-ROM disk drive and a 3.5" high-density floppy disk drive.
- (d) Printer that can print A4 size paper (laser printer recommended).

3.2 Operating system

English or Chinese version of Microsoft Windows is required and the Software is designed to run on standalone personal computer. Please also note that Microsoft .NET Framework, which is needed to run the Software, is bundled with Microsoft Windows.

3.3 Printing requirement

Please note that this software has been designed to print the computerized form IR56B for an employee on stationery of A4 size on one page. Whilst this software has been tested with a few of the commonly used printers, the testing can by no means be exhaustive. If you have a laser printer and find that it cannot print an IR56B within one A4 size page, try enabling the 'Print True Type as Graphics' at Printers Setup to see whether the problem can be solved.

3.4 Input of Chinese Characters

Traditional Chinese characters with Unicode input method is used.

Please refer to Appendix F for setup of the Chinese Characters input method under MS Windows before you enter Chinese data fields.

4. Installation Process

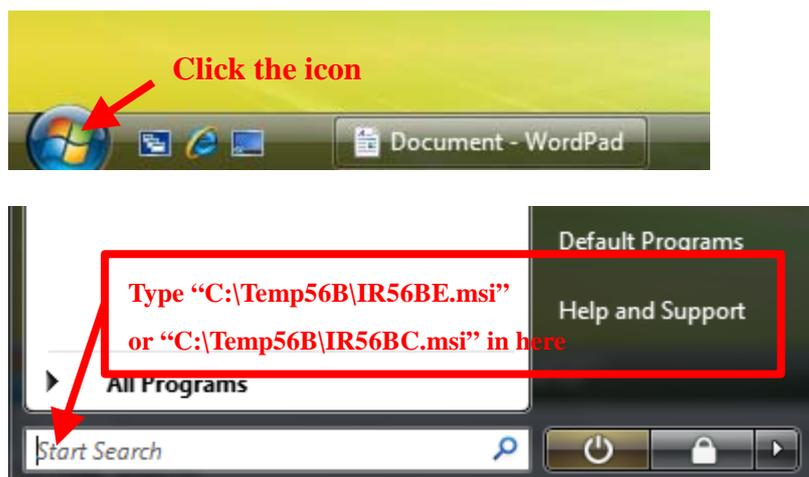
4.1 Conversion of data from the previous version of IR56B

Please make a copy of the old version IR56B data file currently in use as a backup. The IR56B data file is sitting in “C:\IR56B\IR56B.MDB” unless you have changed the installation path when you were installing the old version of IR56B.

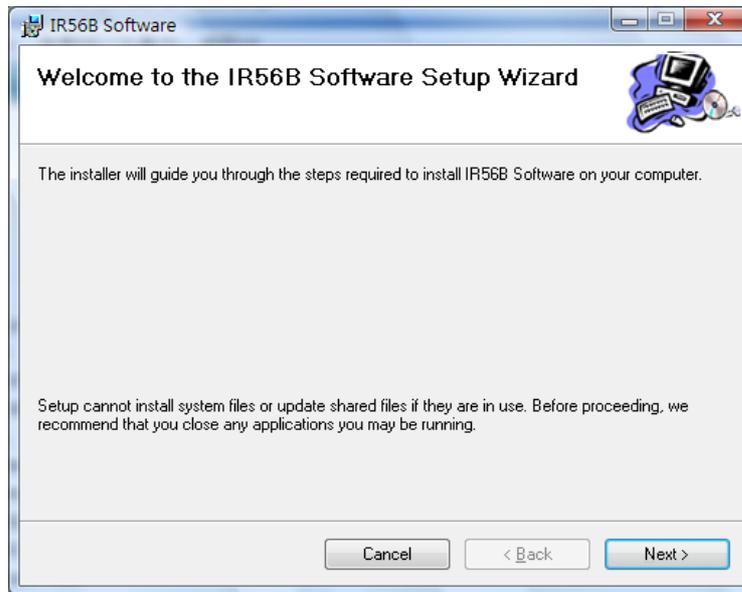
For the first time you run IR56B 4.0 after the installation you will be asked if you want to convert the old data and where the old data file is. You should then select the old data file you have saved and the conversion will take place automatically. Please check the converted data before you start using it.

4.2 Installation procedure

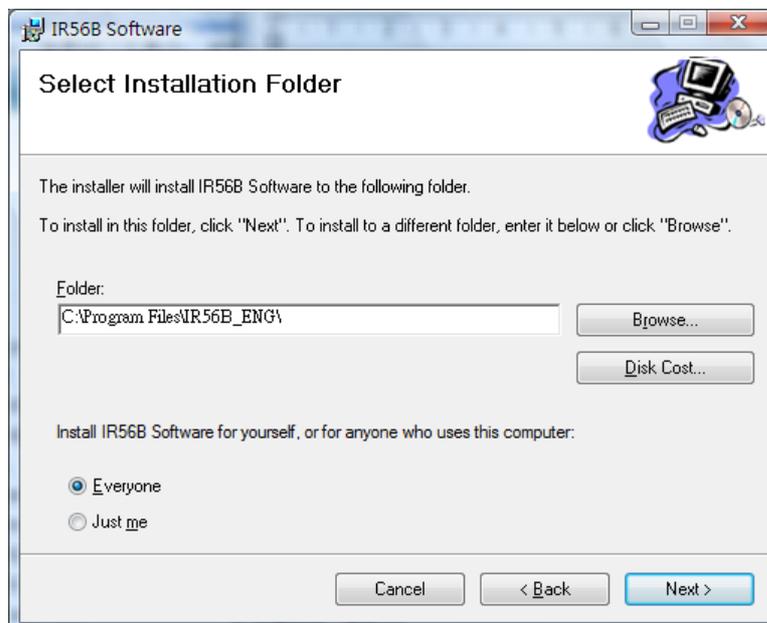
- (a) Before you start the installation of IRD Software for IR56B, you are suggested closing other applications currently running in Windows.
- (b) You could download the latest version of IRD Software for IR56B from IRD website. For details, please refer to Appendix D.
- (c) After you have completed the file downloading, please click the **Start Menu** in the Windows task bar, go to **Search Box** and type “C:\Temp56B\IR56BE.msi” for English version or “C:\Temp56B\IR56BC.msi” for Chinese version, then press <ENTER> to trigger the setup program.



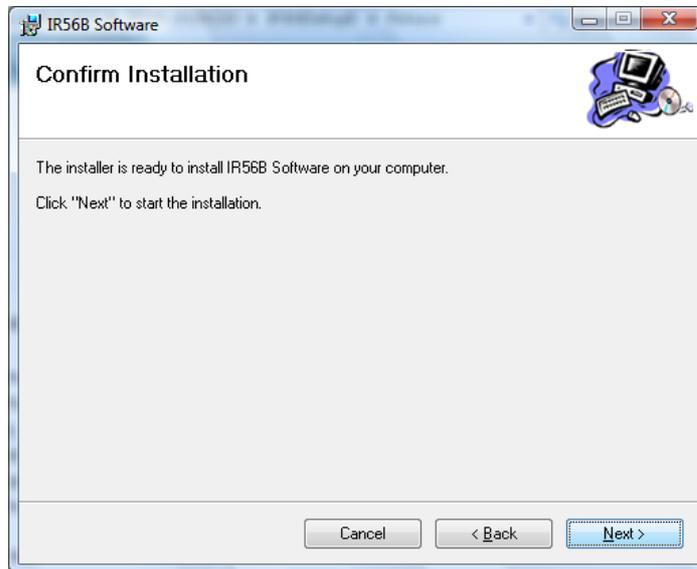
- (d) A window with title 'IR56B Software' will be popped up, click the <Next> button to proceed.



- (e) You are then prompted to specify the folder/directory name that you want to store the program objects of IR56B Software. You are recommended to use the default installation folder "C:\Program Files\IR56B_ENG\" and to choose "Everyone" option box for installing IR56B Software for anyone who use this computer. To proceed, simply click <Next> button.

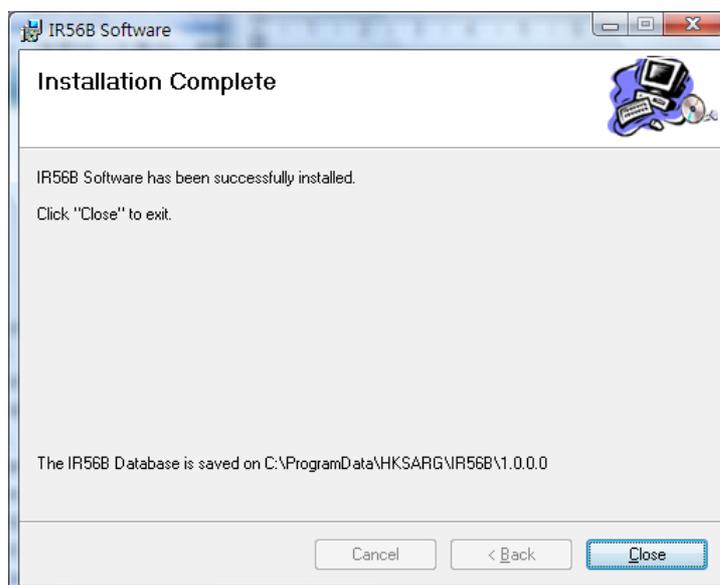


- (f) The installation process screen will be shown during which you may be asked for the permission to install IR56B software or the administrator password. Please answer them or the IR56B software cannot be installed.



- (g) After the installation completed, please click "Next" on the confirmation of installation screen. Note that the IR56B data file path is shown at the bottom. The IR56B Database is saved at "C:\ProgramData\HKSARG\IR56B\1.0.0.0" in this case. Depending on your computer set up, the displayed path may be

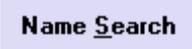
different. There is an IR56B software icon  created on your desktop. Just double click the IR56B icon to run the application.



5. Function Keys

5.1 This program consists of five input screens. The first screen is for input for common data for IR56B records, such as the name of your company and the employer's file number. The next 4 screens are for input of data for each IR56B record. On individual screen, inoperative buttons will be dimmed.

5.2 On the 4 input screens of IR56B, you will see the following buttons: -

	Prepare a new record of IR56B
	Search record of IR56B with reference to the name of employee
	Update a record of IR56B after all the necessary data have been typed in or after amendments have been made to a record
	Delete the record of IR56B being displayed
	Print a hard copy of the record of IR56B being displayed
	Sort and save all original IR56B records to a floppy diskette which is to be submitted to the Inland Revenue Department
	Sort and print hard copies of all original records of IR56B
	Quit the program
	Cancel the current operation
	Go to the first record in the IR56B file
	Go to the previous IR56B record
	Go to the next IR56B record
	Go to the last record in the IR56B file

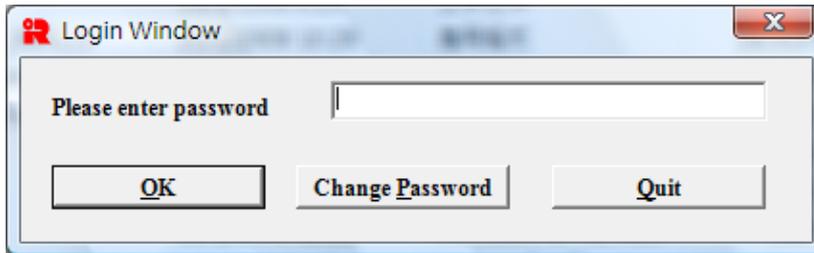
To operate the above functions, simply use the mouse to point at the respective button and click it. Alternatively, you may hold the <Alt> key and press the corresponding alphabet key (i.e. the letter which is underlined on the button) on the keyboard to perform the function; for example, you may quit the program by pressing <Alt> + <Q> or you may update an IR56B record by pressing <Alt> + <U>.

- 5.3 To move from one item to another item on the same screen, you may press the <Tab> key on the keyboard or using the mouse to point and click on another item. For screens Page 1 to Page 4, you may click <Page 1>, <Page 2>, <Page 3> or <Page 4> button to go to respective screen or press the <Page Down> key on the keyboard to go to next page.

6. Password

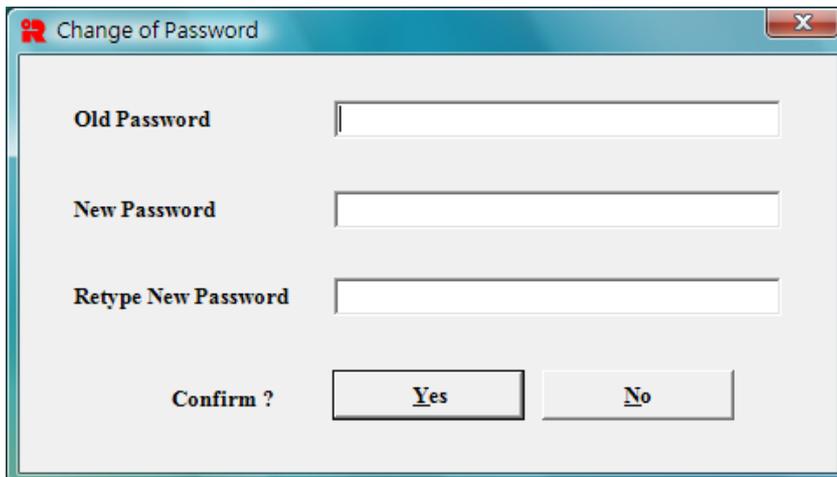
6.1 The default password

You have to enter password each time in order to invoke the program. When the program is first distributed, the password is initialized as small letter “ird”. Click the <OK> button after you have typed the password “ird”.



6.2 Change of password (You may skip this section if you do not wish to change the default password)

You are allowed to change the password of the program by clicking <Change Password> button. The new password may consist of 3 to 8 alphanumeric characters. Please type the old password “ird” and then the new one, you are required to re-type the same new password again for confirmation. Click the <Yes> button for confirmation of change of password.



[CAUTION: You have to remember your new password, otherwise you cannot invoke the program again. IRD cannot provide assistance to decode your new password in order to re-activate the program.]

7. Preparing IR56B

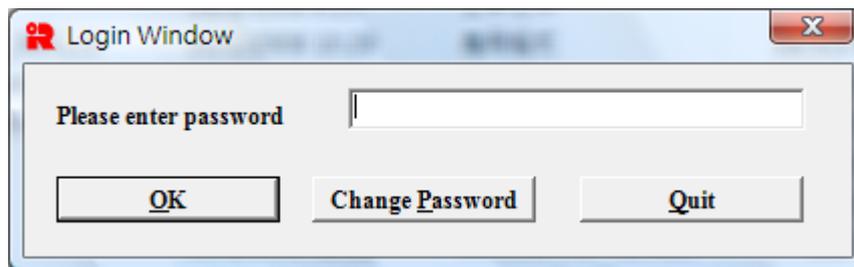
7.1 How to start

Your may invoke the program in either one of the following ways:

- (a) Double click the IRD Software for IR56B icon  on the Desktop.
- (b) Go to 'Start and Search' and type in "C:\Program Files\IR56B_ENG\IR56B.exe" and press <Enter>.

7.2 Entering the password

You have to enter password each time in order to invoke the program. When the program is first distributed, the password is initialized as small letter "ird". Click the <OK> button after you have typed the password "ird".



7.3 Entering common data for IR56B

After input of your password and click the <OK> button, the Common Data Screen will appear. All items on this screen must be filled in. After entering the data for one item, you can press the <Tab> key on the keyboard to go to the next item. After completion of all the items, click the <Continue> button to proceed on preparing the first IR56B. If no IR56B record has been created before, a dialogue box will appear stating that no IR56B record exists in the file, please click <OK> to proceed on preparing the first IR56B.

Common data for IR56B records

Please enter the following information and click the 'Continue' button to go to next screen.

Employer's Return for the year ended 31 March

Employer's File Number -
 (as shown at the top left hand corner of the address box on B.I.R. Form 56A)

Name of Employer

Date of Submission of IR56B (Day Month Year e.g. 01052007)

Designation (State: Proprietor/Precedent Partner/
 Secretary/Manager/Liquidator/Principal Officer)

The inputted data in this screen will be used as common data for the inputted IR56B records. Any amendment of the data in this screen will automatically amend the data of the inputted IR56B records.

Note : Database will be stored on C:\ProgramData\HKSARG\IR56B\1.0.0.0\ir56b.mdb

7.4 Entering data for an IR56B

Screens Page 1 to Page 4 are for inputting data for each employee. Please input the relevant data as required. You may use the <Tab> key on the keyboard to move from one item to another item of the same page. After completing all the items on one page, you may go on to next page by either click on the relevant page tab or press the <Page Down> key on the keyboard.

IR56B Screen Page 1

IR56B 4.0

Page 1 | Page 2 | Page 3 | Page 4

Record Type Original Replacement Supplementary Sheet Number

Surname

Other Names in Full

Full Name in Chinese

H.K. Identity Card Number ()

Passport No. & Country of Issue
 (if Employee has no H.K. Identity Card)

Sex (M or F) M Marital Status (1=Single/Widowed/Divorced/Separated, 2=Married)

If married, full name of spouse

Spouse's H.K. Identity Card Number ()

Passport Number & Country of Issue

Residential Address (HK, KLN, NT not required)
 Area Code (H=HK, K=KLN, N=NT, F=Foreign)

Correspondence Address

Capacity in which employed

If part time, the name of his/her principal employer

Navigation: << < AU-YEUNG, siu lung >> >>

Buttons: Create new record | Name Search | Update | Delete | Print | Save to Floppy | Print All | Quit

IR56B Screen Page 2

IR56B 4.0

Page 1 | Page 2 | Page 3 | Page 4

Period of employment for the year from 01 April 2008 to 31 March 2009
 (Day/Month/Year) to (Day/Month/Year)

Particulars of Income accruing for the year from 01 April 2008 to 31 March 2009
 Amount (HK\$)

Particulars	Period	EXCLUDE CENTS
a. Salary/Wages	25122008-31032009	112,233
b. Leave Pay	01042008-31032009	4,455,667
c. Director's Fee		
d. Commission/Fees		
e. Bonus		
f. Back pay, Terminal Awards, and Gratuities, etc.		
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		
Nature		
Nature		
Nature		
l. Pensions		
Total		4,567,900

Navigation: AU-YEUNG, siu lung

Buttons: Create new record, Name Search, Update, Delete, Print, Save to Floppy, Print All, Quit

IR56B Screen Page 3

IR56B 4.0

Page 1 | Page 2 | Page 3 | Page 4

Particulars of Place of Residence provide (0=No Place of Residence provided, 1=Place of Residence provided by Employer)

Address 1

Nature

Period provided

Rent paid to landlord by employer HK\$

Rent paid to landlord by employee HK\$

Rent refunded to employee HK\$

Rent paid to employer by employee HK\$

Address 2

Nature

Period provided

Rent paid to landlord by employer HK\$

Rent paid to landlord by employee HK\$

Rent refunded to employee HK\$

Rent paid to employer by employee HK\$

Navigation: AU-YEUNG, siu lung

Buttons: Create new record, Name Search, Update, Delete, Print, Save to Floppy, Print All, Quit

IR56B Screen Page 4

IR56B 4.0

Page 1 | Page 2 | Page 3 | Page 4

Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas (0=No, 1=Yes)

If yes, please state:
Amount (if known) (This amount must also be included in Page 2)

Name of overseas company

Address

Employee's Tax File Number in IRD

Remarks

(Please check the correctness of the information entered, then click the 'Update' button to save the record.)

⏪ ⏩ AU-YEUNG, siu lung ⏪ ⏩

Create new record | Name Search | Update | Delete | Print | Save to Floppy | Print All | Quit

Notes

(a) Record Type

In normal circumstances, IR56B records prepared are “Original” ones. If you have to make amendments to the record you have inputted but not yet submitted to IRD, you can make the amendments right away and the record remain to be an original IR56B. However, if you have submitted an IR56B to IRD and would like to make amendments, you have to mark it as “Replacement”; or if you have omitted to report IR56B for an employee and would like to submit a fresh one, you have to mark it as “Supplementary”. Please be advised that only “original IR56B” records are allowed to be submitted in computerized format in soft copy. You have to submit “replacement IR56B” and “supplementary IR56B” records in hard copy. Please refer to paragraph 11 below for details of submitting “replacement / supplementary IR56B”.

(b) Surname

Surnames consists of two Chinese characters, e.g. Au Yeung, Sze To, etc., should be typed in either one of the following formats: -

- (i) AUYEUNG, SZETO (i.e. no space between the two words); or
- (ii) AU-YEUNG, SZE-TO (i.e. a hyphen be typed between the two words).

For married female, her maiden name should be used as employee's surname.

(c) Full name in Chinese

Employee's Chinese name can be inputted in Chinese. For procedures to set up Chinese Characters input method for MS Windows please refer to Appendix F.

(d) H.K. Identity Card Number

The H.K. Identity Card Number must be inputted in exactly the same format as that shown on the employee's Hong Kong Identity Card. There should be no space or hyphen between the alpha and numeric characters. It should be only left blank if the employee does not possess a Hong Kong Identity Card.

(e) Marital Status

Please input either "1" or "2" according to the employee's marital status. If you do not know the employee's marital status, you may leave it blank.

(f) Residential Address and Area Code

The residential address of an employee must be provided. For local address, the area of the address, such as Hong Kong, Kowloon, or New Territories should not be inputted in the address data field. Please input the area as code (i.e. H, K or N) in the Area Code field instead.

For foreign address, full description of the foreign address including the postal code (e.g. N1H 6C4) and the Area Code "F" must be provided in the address data field.

7.5 **Validation of data inputted**

This program performs certain validation checking for data entered in order to reduce errors caused by typing mistakes. When an error is detected, a message will be displayed on the screen. Please read the error message and rectify the error accordingly.

7.6 **Updating an IR56B record**

After completing all relevant items on Page 1 to Page 4 of an IR56B, check the correctness of data inputted. After checking, click the <Update> button to save the IR56B to the file.

7.7 **Amendment of data of an IR56B**

In the course of preparing an IR56B, if an error is found in any of the data already inputted, you may simply go to the relevant item and correct the error. Remember to click the <Update> button after all corrections have been made to ensure the amended version of the IR56B is saved to the file.

8. **Printing IR56B**

8.1 You can go to a specific IR56B and print a hard copy when you click the <Print> button. Please note that the sheet number may be changed if some records are created or deleted and no <Print All> function has been done since. Please refer to the <Print All> function for the reordering of sheet number in the next paragraph.

8.2 Click the button <Print All> in order to print all original IR56B records. After clicking the button, all the original IR56B records are sorted automatically in alphabetical order by surnames and then by other names of the employees. Unique sheet numbers in ascending order starting from “1” will then be allotted. When the print preview screen appears, please click the icon for printing. You may print all the original IR56B records or a selected range of IR56B records by entering the desired printing page range in the dialogue box. Then click the <OK> button to proceed with printing.

8.3 For replacement and supplementary IR56 records, you may print only the replacement or supplementary IR56 record by first locating such record, then click the <Print> button.

9. Producing soft copies of IR56B for submission to IRD

- 9.1 Employers lodging computerized form IR56B are required to submit to IRD a floppy diskette containing soft copies of IR56B records of all employees as well as a hard copy of the Control List of such IR56B records.
- 9.2 To produce the required diskette, simply insert a new and duly formatted 3.5” 1.44MB diskette into the 3.5” floppy disk drive. Click <**Save to Floppy**> button and then click the <**Yes**> button to proceed. The IR56B records will then be sorted automatically in alphabetical order by surnames and then other names of the employees. A unique sheet number in ascending order starting from ‘1’ will be allotted. A dialogue box will then appear showing the path and file name assigned by the program to save the IR56 records (“A:” stands for floppy drive A). If drive A is not the floppy disk drive, change it accordingly; however, please DO NOT change the file name.

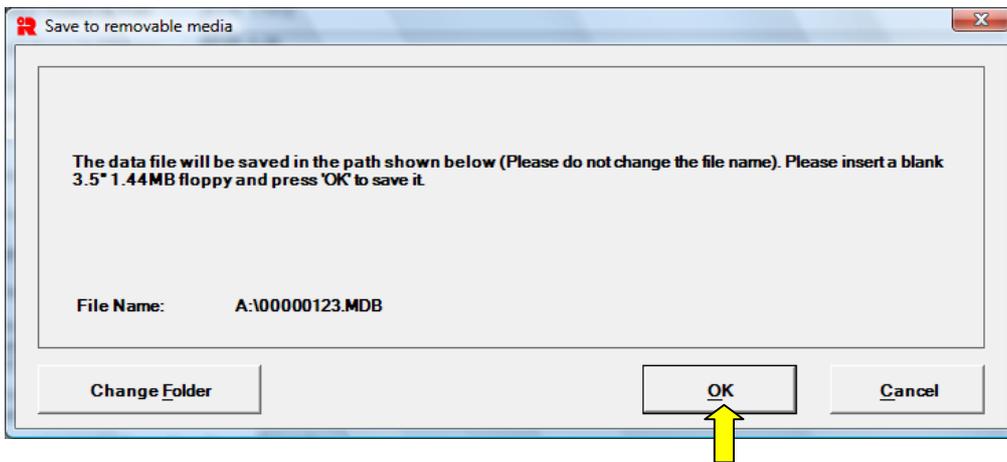
The screenshot shows the IR56B 4.0 software window. The form contains the following fields and values:

- Record Type: Original, Replacement, Supplementary
- Sheet Number: 1
- Surname: AU-YEUNG
- Other Names in Full: siu lung
- Full Name in Chinese: 歐陽小龍
- H.K. Identity Card Number: L555555 (6)
- Passport No. & Country of Issue (if Employee has no H.K. Identity Card):
- Sex (M or F): M, F
- Marital Status (1=Single/Widowed/Divorced/Separated, 2=Married): 1
- If married, full name of spouse:
- Spouse's H.K. Identity Card Number: ()
- Passport Number & Country of Issue:
- Residential Address (HK, KLN, NT not required): No. 10, 21 Floor, Siu Yin House, Siu Hong Court. Area Code (H=HK, K=KLN, N=NT, F=Foreign): N
- Correspondence Address:
- Capacity in which employed: Clerk
- If part time, the name of his/her principal employer:

The bottom toolbar contains the following buttons: Create new record, Name Search, Update, Delete, Print, Save to Floppy (highlighted with a yellow arrow), Print All, and Quit.

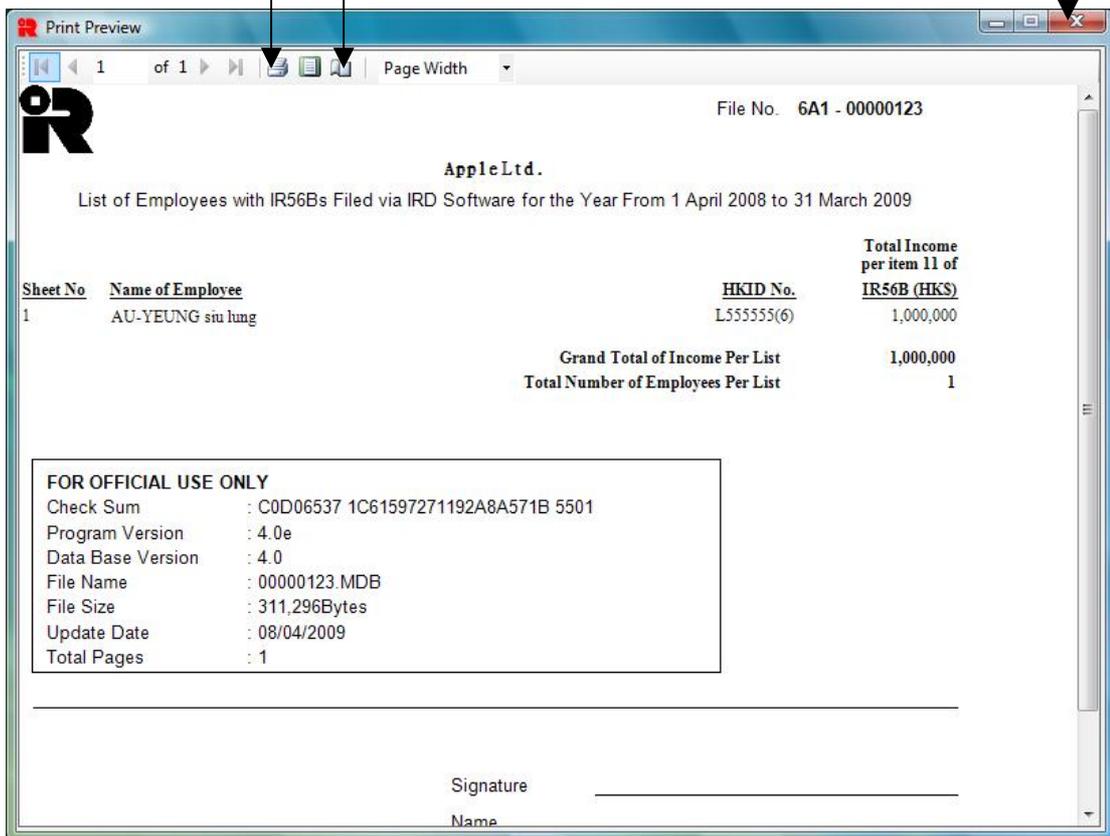


- 9.3 If the size of your data file exceeds the storage capacity of a 3.5" 1.44 MB floppy diskette, a message will be displayed to advise you to save the data to other storage media. IRD also accepts CD-ROM using ISO 9660 format or DVD-ROM using ISO 13346 format for submission of the IR56B records. You can click the <Change Folder> to select another folder to save the data and click <OK> to save the data to your local hard disk for subsequent copying to the corresponding media. (Please refer to paragraph 9.5 of this Guide for details of using CD-ROM or DVD-ROM to submit the IR56B records to IRD.)



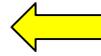
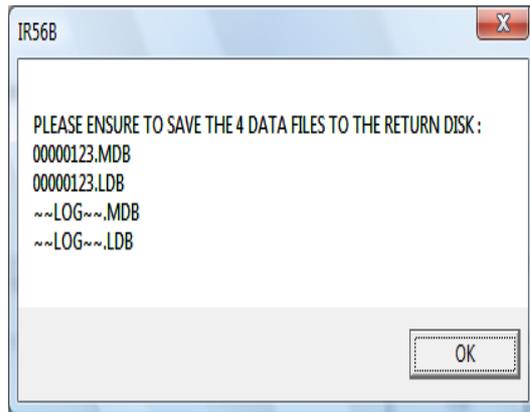
9.4 You are required to print the control list after you have saved the data files to the diskette. You can preview the content of the Control list before printing as follows.

1. Close
2. Page Setup
3. Print



9.5 If you use CD-ROM or DVD-ROM to submit the IR56B records to IRD, you should follow the steps below: -

- (a) Click the <**Save to Floppy**> button to invoke the function.
- (b) Change the pre-set drive letter "A:" to that of your local hard disk (e.g. letter "C:").
- (c) Click <**OK**> and the data will be saved to your hard disk.
- (d) Files you have to copy from your hard disk to CD-ROM / DVD-ROM will be shown as below:



Please copy these four files from hard disk to CD-ROM/DVD-ROM as in (g).

- (e) Print the Control List.
- (f) Quit the application.
- (g) You can now burn the data files listed in (d) to the CD-ROM or DVD-ROM Disk. In this case the four files are '00000123.MDB' , '00000123.LDB', '~~LOG~~.MDB' and '~~LOG~~.LDB'. The '00000123' is the last eight digits of your employer's file number shown at the top left-hand corner of the address box on BIR56A.
- (h) Delete the above four files from your hard disk after completing the above process for security purpose because these files are not protected by the password function.

10. Searching for an IR56B Record

- 10.1 Click the <Name Search> button to search for a specific IR56B record in the IR56B file.
- 10.2 Choose from the index the first alphabet of the surname of the employee to be searched.
- 10.3 Click the name of the required record.
- 10.4 If more than one record has the same name, click the ► button to go to the next IR56B record.

11. **Replacement / Supplementary IR56B**

11.1 Employers are only allowed to submit **ORIGINAL** IR56B records in computerized format in soft copy together with the submission of BIR56A. If you find that there is any error or omission after you have submitted IR56B soft copy to IRD, you have to submit **REPLACEMENT** or **SUPPLEMENTARY** IR56B in **HARD COPIES**.

11.2 **Replacement IR56B**

Any amendments to an IR56B that has already been submitted should be filed as a replacement IR56B in hard copy.

Procedures to follow: -

- (a) Click the **<Create new record>** button and then select **<Replacement>** in the Record Type in Page 1 to create a replacement record for the revised IR56B. Type in a sheet number that is the **SAME** as the one assigned to the original IR56B of the employee concerned.
- (b) Complete all the data for this replacement IR56B and then click the **<Update>** button to save this record to the IR56B file.
- (c) Click the **<Print>** button to produce a hard copy of the revised IR56B.

11.3 **Supplementary IR56B**

An IR56B for an employee that has been omitted from the original submission should be filed as a supplementary IR56B in hard copy.

Procedures to follow: -

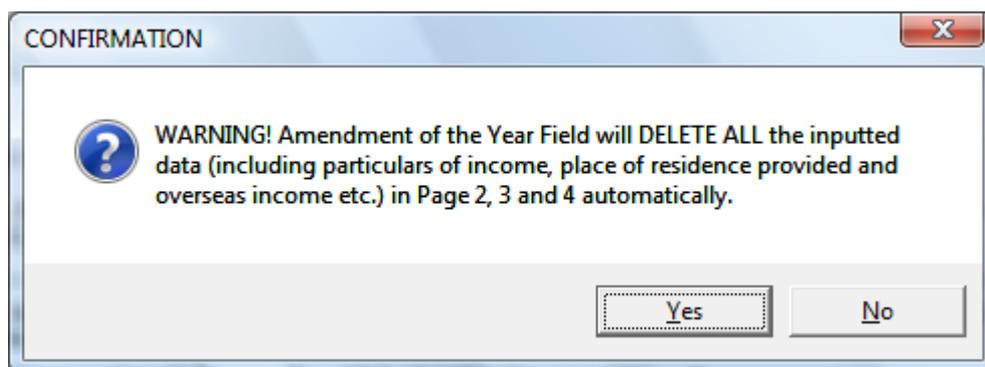
- (a) Click the **<Create new record>** button and then select **<Supplementary>** in the Record Type in Page 1 to create a supplementary IR56B record, type in a sheet number which immediately follows the last sheet number of the IR56B previously submitted to IRD in the original batch.
- (b) In respect of this omitted IR56B, complete all the data for this supplementary IR56B and then click the **<Update>** button to save the record to the IR56B file.
- (c) Click the **<Print>** button to produce a hard copy of the supplementary IR56B.

11.4 It is not necessary to produce a diskette for replacement / supplementary IR56B.

12. Preparing IR56B in Subsequent Years

When preparing IR56B for employees in subsequent years, you may follow the recommended approach below to save effort in typing some data for the same employee, such as the personal particulars, if there is no change of such personal particulars.

- (a) Start the program.
- (b) Amend the data in **Common Data Screen** to input the new year, the new date of submission, etc.
- (c) If the year of the Employer's Return in **Common Data Screen** has been amended (for example from 2010 to 2011), a confirmation box will be displayed for you to confirm whether to proceed on. Please see picture below. Once confirmed, all the inputted data of **IR56B Screen Page 2** (containing income data), **IR56B Screen Page 3** (containing information of Place of Residence provided) and **IR56B Screen Page 4** (containing Payment Made by Overseas Company and Remarks) will be deleted. You should ensure that you have already printed the corresponding IR56B hard copies for all these IR56B records or you have backed up the old IR56B data before you enter IR56B data for subsequent year. **Otherwise, you will lose the data previously entered for the records.**



- (d) Proceed to prepare IR56B for the new year of assessment by
 - (i) deleting records of employees no longer working for the company during the period for that year of assessment;
 - (ii) entering fresh data for employees still under employment of the company during the period for that year of assessment;
 - (iii) creating new records for employees who commenced employment with the company during the period for that year of assessment; and
 - (iv) check to see whether there are still “replacement IR56B” or “supplementary IR56B” left from previous year without updating, if so, update or delete them as appropriate.

Caution: The <**Save to Floppy**> function cannot be performed if there is still IR56B record carried from previous year not yet updated or deleted.



INLAND REVENUE DEPARTMENT
EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL 2009 TO 31 MARCH 2010

- Employee's tax file no. in Inland Revenue Department: 6B1-A1144557 Sheet No.: 1 ****
1. Employer's file no.: 6 A 1 - 01234567
Name of employer: ABCD COMPANY
2. Surname of employee or pensioner: AUYEUNG ****
Other names in full: TAI MAN
Full name in Chinese: 歐陽大文
3. (a) H.K. Identity Card number: A114455(7) ****
(b) Passport Number and country of issue:
4. Sex (M=Male, F=Female): M ****
5. Marital status (1=Single/Widowed/Divorced/Separated, 2=Married): 2 ****
6. (a) If married, full name of spouse: WONG MEI MEI
(b) Spouse's H.K. Identity Card number: A456789 (1)
Spouse's passport number and country of issue:
7. Residential address: FLAT A,8/F, 5 MEI LAI ROAD, KLN
8. Correspondence address:
9. (a) Capacity in which employed: CLERK
(b) If part time, the name of his/her principal employer:
10. Period of employment for the year from 1 April 2009 to 31 March 2010: 01/04/2009 to 31/03/2010 ****
11. Particulars of income accruing for the year from 1 April 2009 to 31 March 2010
- | | <u>Period</u> | <u>Amount (HK\$)</u> |
|---|---------------------|----------------------|
| (a) Salary/Wages | 01042009 - 31032010 | 100,000 |
| (b) Leave Pay | | |
| (c) Director's Fee | | |
| (d) Commission/Fees | | |
| (e) Bonus | 01042009 - 31032010 | 50,000 |
| (f) Back pay, Terminal awards, and Gratuities, etc. | | |
| (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 | | |
| Nature: | | |
| Nature: | | |
| Nature: | | |
| (l) Pensions | | |
| | | Total: 150,000 **** |
12. Particulars of Place of Residence provided: (0=No Place of Residence provided, 1=Place of Residence provided by employer) 0 ****
- (a) Address 1:
Nature: Period provided:
Rent paid to landlord by employer: HK\$
Rent paid to landlord by employee: HK\$
Rent refunded to employee: HK\$
Rent paid to employer by employee: HK\$
- (b) Address 2:
Nature: Period provided:
Rent paid to landlord by employer: HK\$
Rent paid to landlord by employee: HK\$
Rent refunded to employee: HK\$
Rent paid to employer by employee: HK\$
13. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas (0=No, 1=Yes) 0 ****
If yes, please state:
Name of overseas company:
Address:
Amount(This amount must also be included in item 11):
14. Remarks:
Signature: _____ Designation: PARTNER
Employer's official chop: _____ Date: 20/04/2010 IR 56B



ABCD COMPANY

List of Employees with IR56Bs Filed via IRD Software for The Year From 1 April 2009 to 31 March 2010

<u>Sheet No</u>	<u>Name of Employee</u>	<u>HKIC No.</u>	<u>Total Income per item 11 of IR56B (HK\$)</u>
1	AUYEUNG TAI MAN	A114455(7)	150,000
2	PANG HOI KEI	QZ123123(9)	200,000
3	WONG LAI LAI	XA987654(3)	150,000
Grand Total of Income Per List			\$500,000
Total Number of Employees Per List			3

FOR OFFICIAL USE ONLY	
Check Sum	: 4d05d0ca ca71a138403c9c46aa18 d075
Program Version	: 4.0e
Data Base Version	: 4.0
File Name	: 01234567.MDB
File Size	: 65536 Bytes
Update Date	: 20/04/2010
Total Pages	: 1

Signature _____
Name _____
Designation _____
Date _____

General Requirements for Submission of Computerized IR56B

1. The IR56B records in soft copy are to be submitted by an employer together with the BIR56A issued to it by IRD. If no BIR56A has been received, please call 187 8088 to obtain one. The number of IR56B records submitted should be stated on the BIR56A, which must be properly completed, dated and signed. A control list in the format as shown in Appendix B, duly signed, should also be attached. If the Control List consists of more than one page, the employer **MUST** complete, date and sign on each of the pages.
2. The soft copy of IR56B records should be submitted in the following media (**which must be MS-DOS readable**): -
 - 2.1 3.5" 1.44 MB floppy diskette; or
 - 2.2 CD-ROM or DVD-ROM.
3. Each employer should submit only **ONE** floppy diskette / CD-ROM / DVD-ROM. This diskette should be identified with an external label stating the employer's name, employer's file number and the year of assessment concerned.
4. Only **ORIGINAL** IR56B records are allowed to be submitted in computerized format in soft copy together with the BIR56A. Hard copies of **REPLACEMENT** IR56B and **SUPPLEMENTARY** IR56B have to be filed if error or omission is found after submitting the **ORIGINAL** IR56B (for details, please see paragraph 11 of this Guide).
5. Under the Inland Revenue Ordinance, an employer is required throughout the year to notify the IRD of any commencement and cessation of employment of an employee or an employee who is about to depart from Hong Kong using the following forms:

IR56E	Notification by an Employer of an employee who commences to be employed
IR56F	Notification by an Employer of an employee who is about to cease to be employed
IR56G	Notification by an Employer of an employee who is about to depart from Hong Kong

If an **IR56F** or **IR56G** for an employee has been previously submitted to the Inland Revenue Department, **an IR56B for the same period in respect of the same employee is no longer required.**

Downloading IRD Software for IR56B from Internet

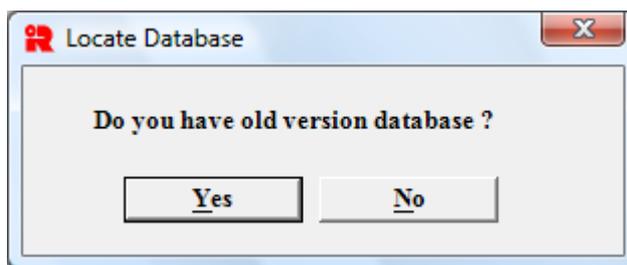
1. The latest version of IRD Software for IR56B and Installation and Operation Guide can be downloaded from the following web sites: -
 - (a) <http://www.ird.gov.hk/chi/ese/erc.htm> (Chinese version)
 - (b) <http://www.ird.gov.hk/eng/ese/erc.htm> (English version)

The Software and the Installation and Operation Guide are compressed into a file. The file has to be decompressed before installation of the program.

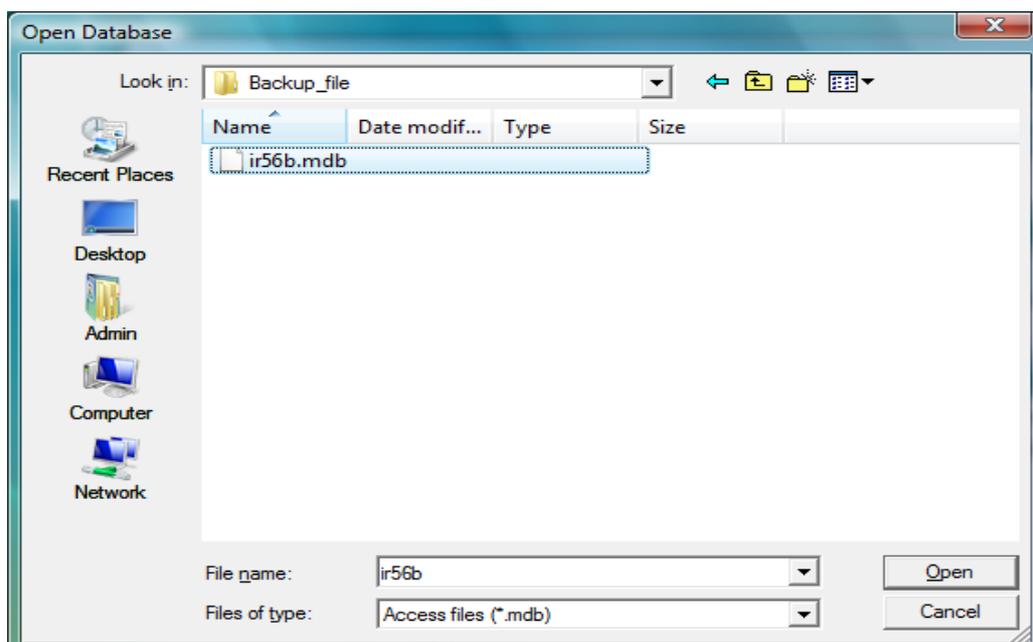
2. Choose the appropriate setup package for downloading. It is recommended the compressed file be stored in a temporary folder (e.g. C:\Temp56B) for easy file management.
3. To decompress, double click the downloaded file. The compressed file will decompress into a number of smaller-sized files.
4. Please refer to paragraph 4.2 to install the program.

Procedures to Upgrade from IRD Software version 3.41 (for MS Windows 2000/XP) to version 4.0

1. Make a copy of IRD Software for IR56B version 3.41 data file currently in use as a backup. The IR56B data file is IR56B.mdb.
2. Proceed to install the IRD Software for IR56B version 4.0 as stated in paragraph 4.2 of this Guide.
3. For the first time you run IR56B Software version 4.0, you will be asked if you want to convert the old data after the installation. Click the <Yes> button.



Then locate the IR56B data file IR56B.MDB to be converted. That is the data file you saved in step (1).



- The common data screen will be displayed then. You are required to check the “Employer’s File Number” and “Date of submission of IR56B” and then click the <Continue> button. Please check the correctness of the IR56B records before proceeding to prepare IR56B records for the new year of assessment.

Common data for IR56B records

Please enter the following information and click the 'Continue' button to go to next screen.

Employer's Return for the year ended 31 March

Employer's File Number 6 G 1 -
(as shown at the top left hand corner of the address box on B.I.R. Form 56A)

Name of Employer

Date of Submission of IR56B (Day Month Year e.g. 01052007)

Designation (State: Proprietor/Precedent Partner/
Secretary/Manager/Liquidator/Principal Officer)

The inputted data in this screen will be used as common data for the inputted IR56B records. Any amendment of the data in this screen will automatically amend the data of the inputted IR56B records.

Note : Database will be stored on C:\ProgramData\HKSARG\IR56B\1.0.0.0\ir56b.mdb

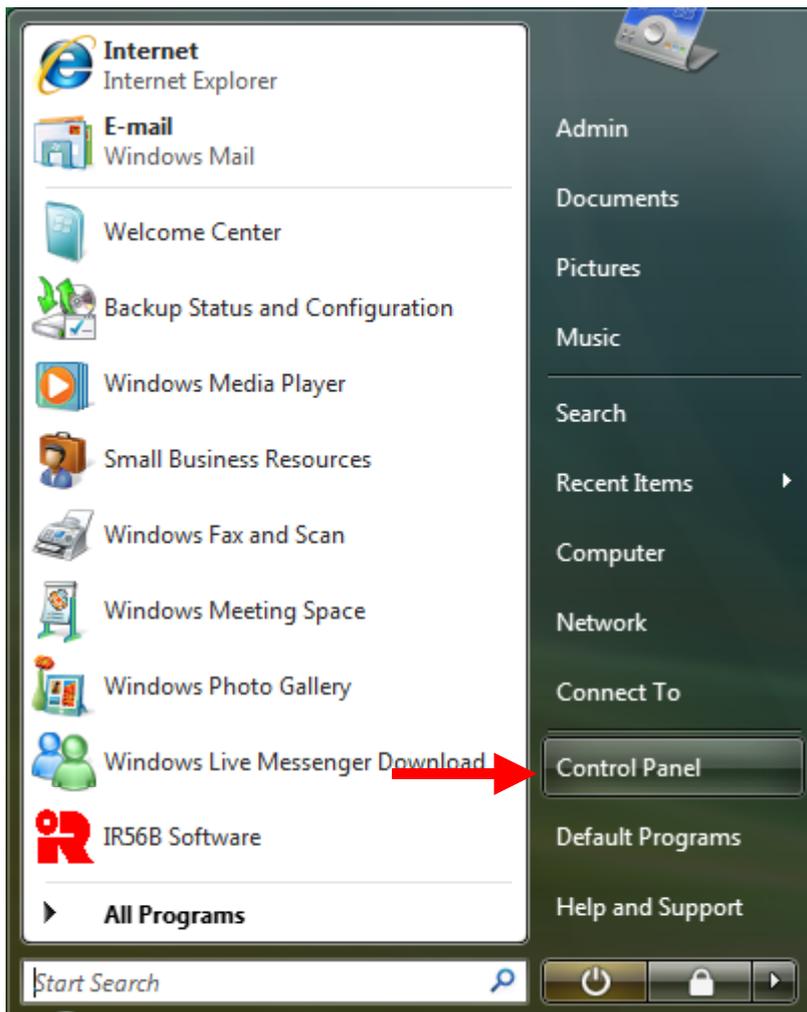
- The old IR56B database (old version database) will be saved under the name of “2008a.ird”. This backup file is stored in the data folder “C:\ProgramData\HKSARG\IR56B\1.0.0.0” as well. As this backup file is not password protected, for security purpose, please consider moving it to a diskette and then deleting it from the folder.
- Please activate the IRD Software to check the data correctness.
- Please note that Microsoft Windows 7/Vista has adopted new character coding standards, some Chinese characters in the old IR56B database such as HKSCS-2004 and the user defined (created) Chinese characters. Microsoft could not be converted and displayed under the IR56B Software version 4.0.

Appendix F

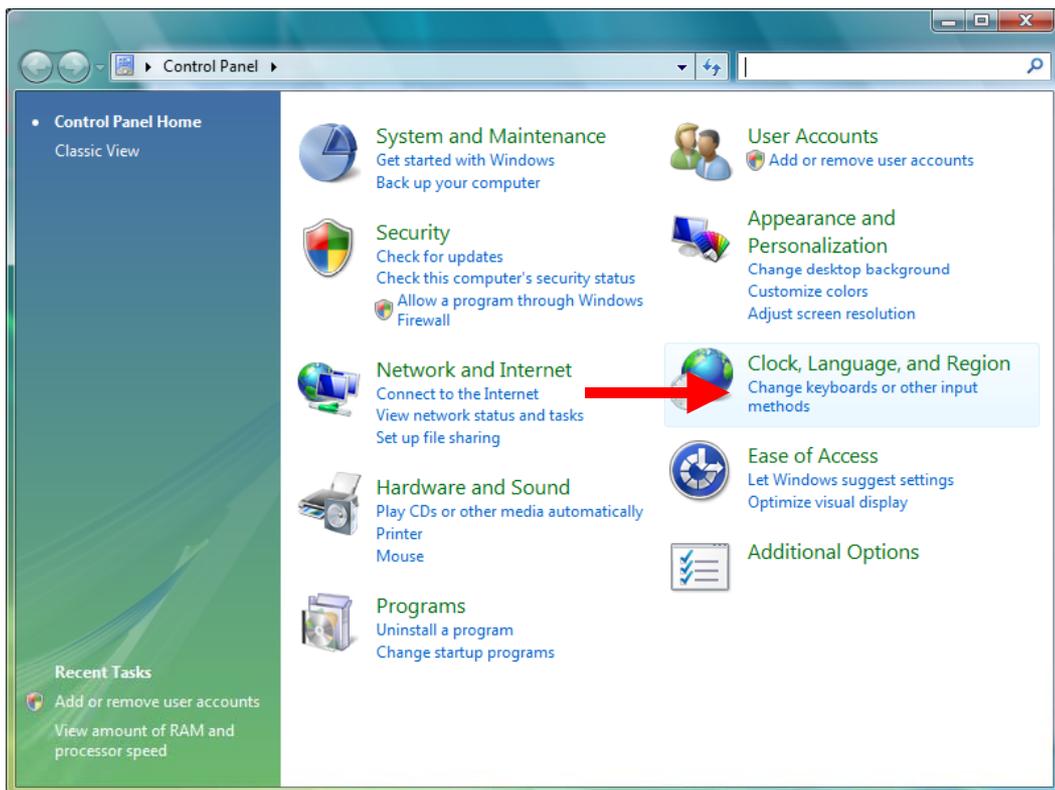
Procedures to set up Chinese Characters input method for Windows

In order to input Chinese Characters including Hong Kong Supplementary Characters Set (HKSCS) in Windows, you need to login as system administrator and do the system setup as follows.

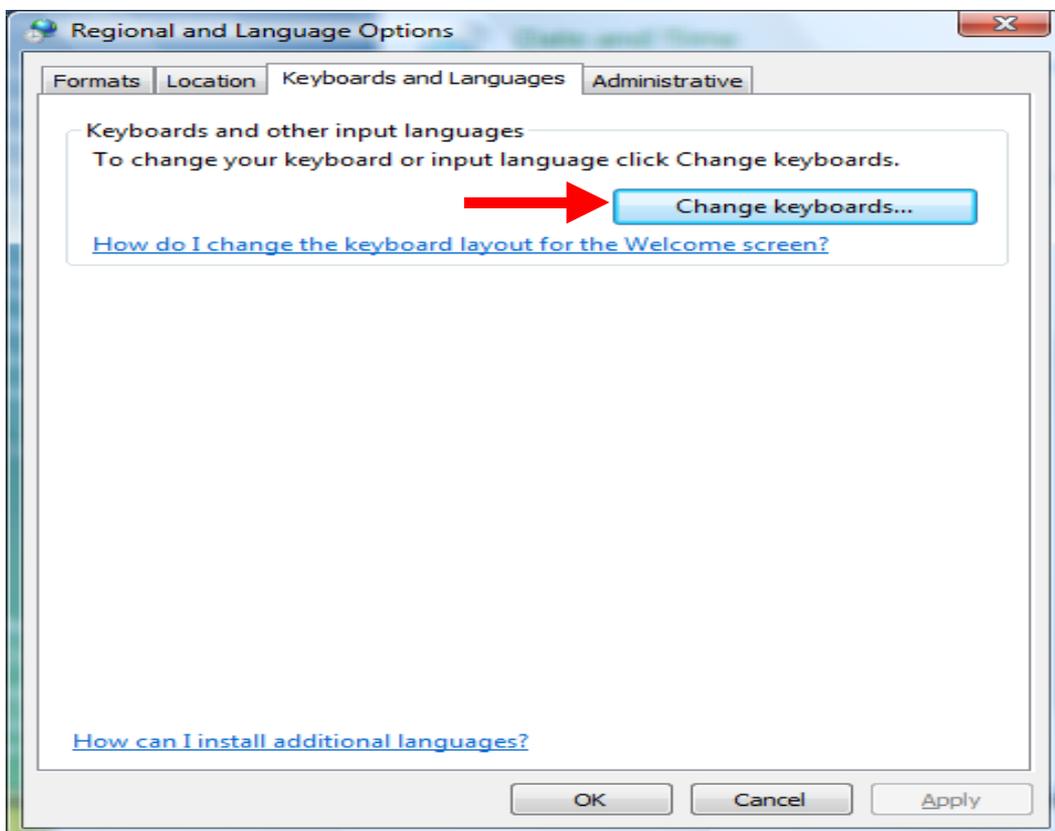
1. Go to Control Panel



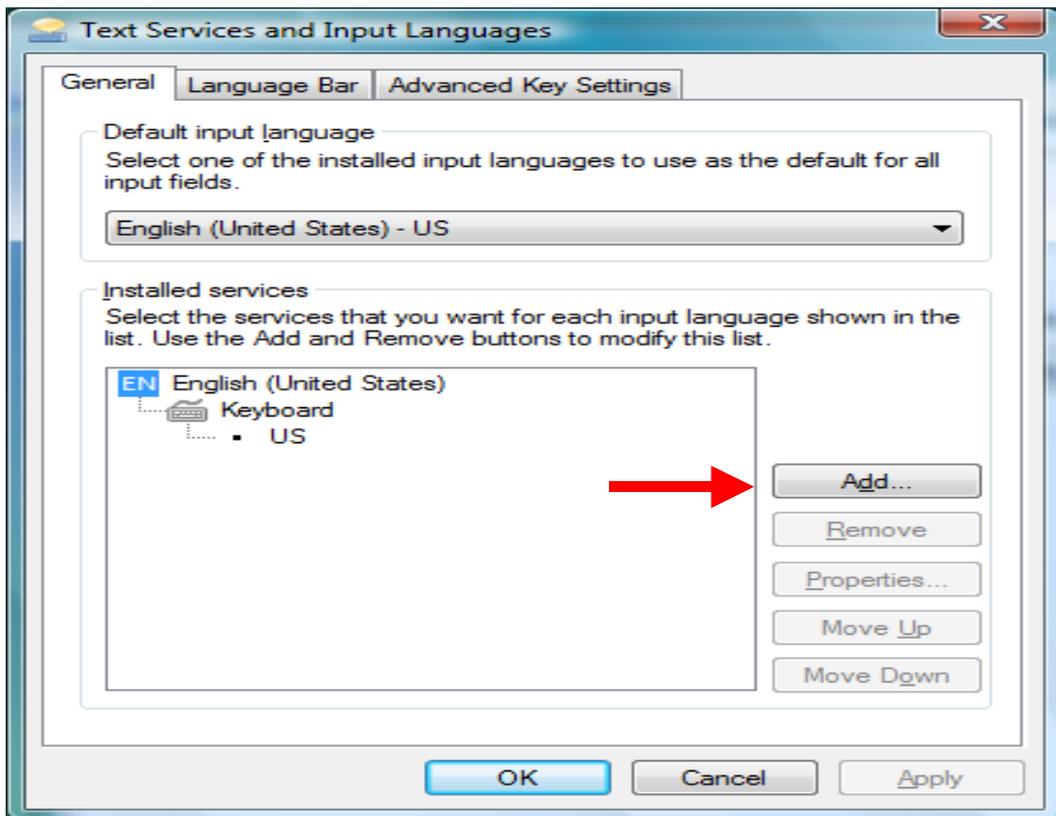
2. Click 'Change keyboards or other input' task.



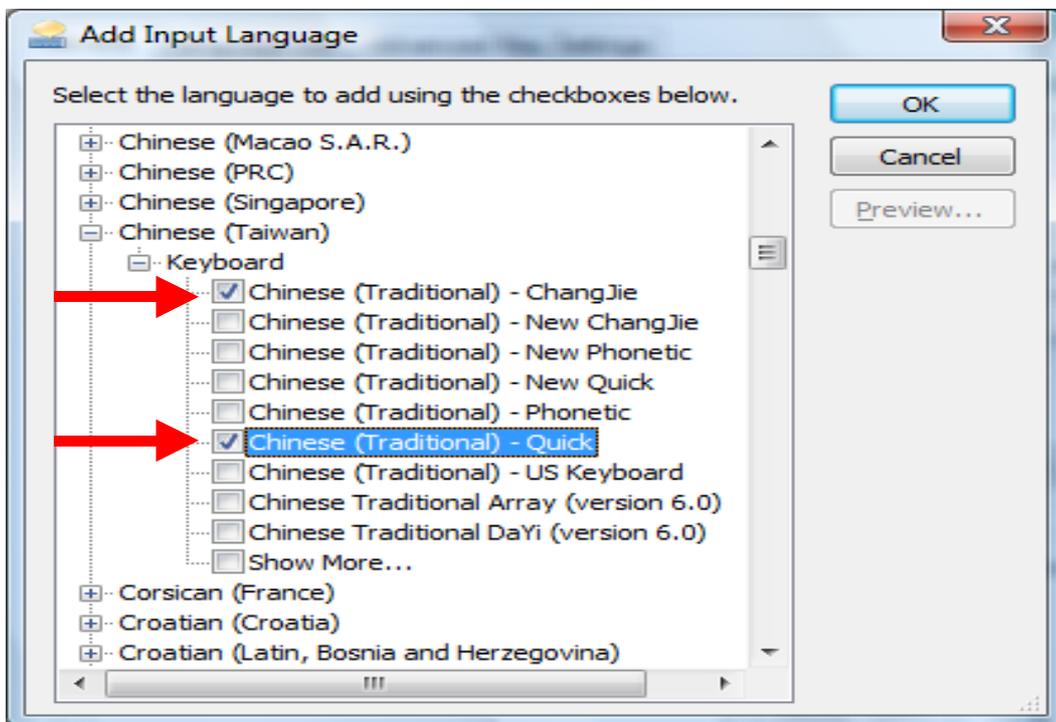
3. Click <Change Keyboards> button.



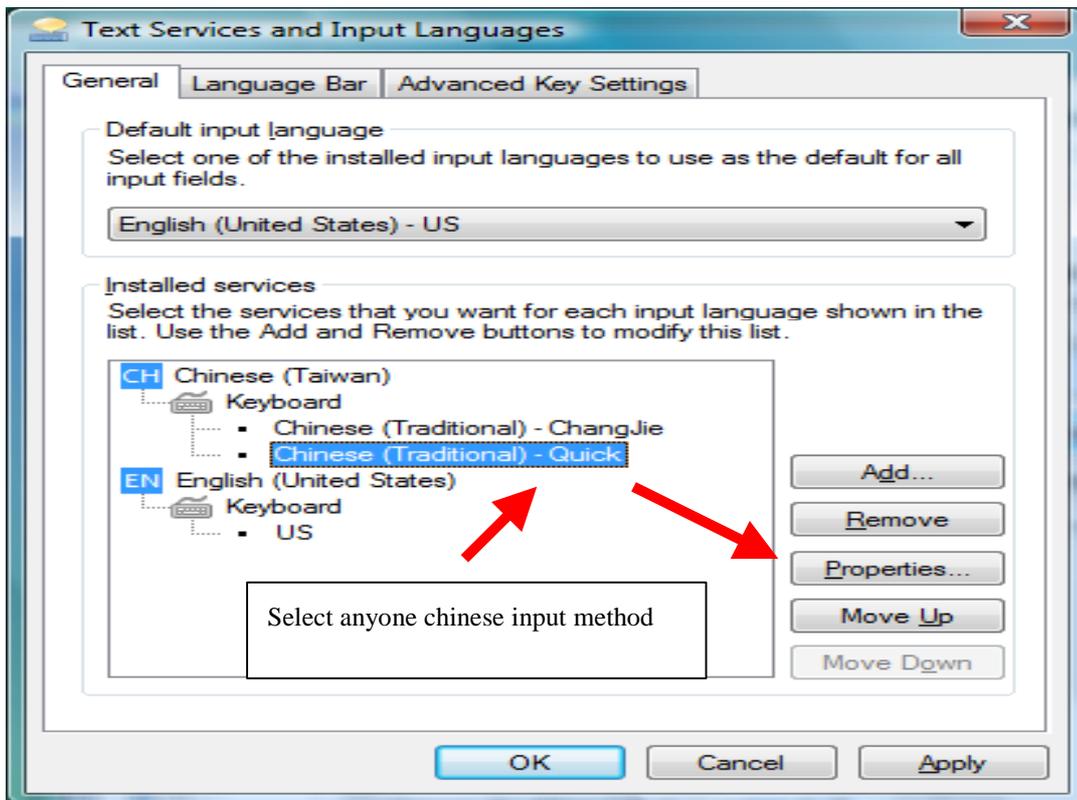
4. Click <Add> button.



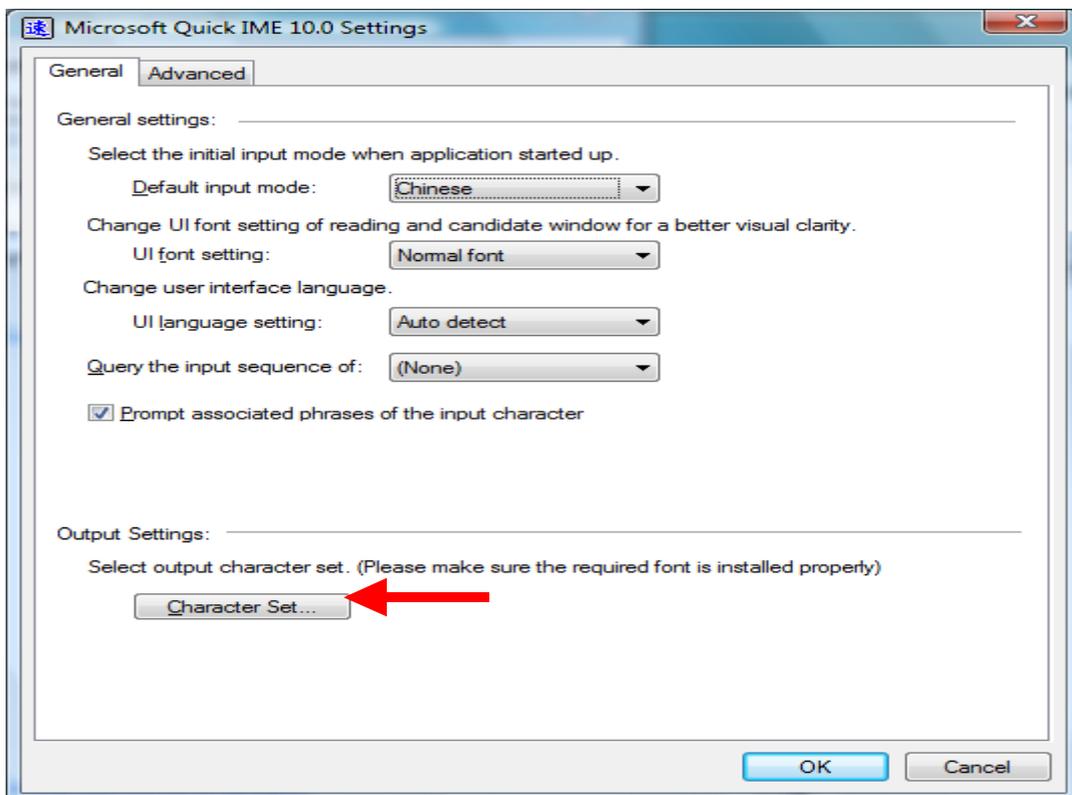
5. Check the box of the Chinese (Traditional) – ChangJie and Chinese (Traditional) – Quick as follows.



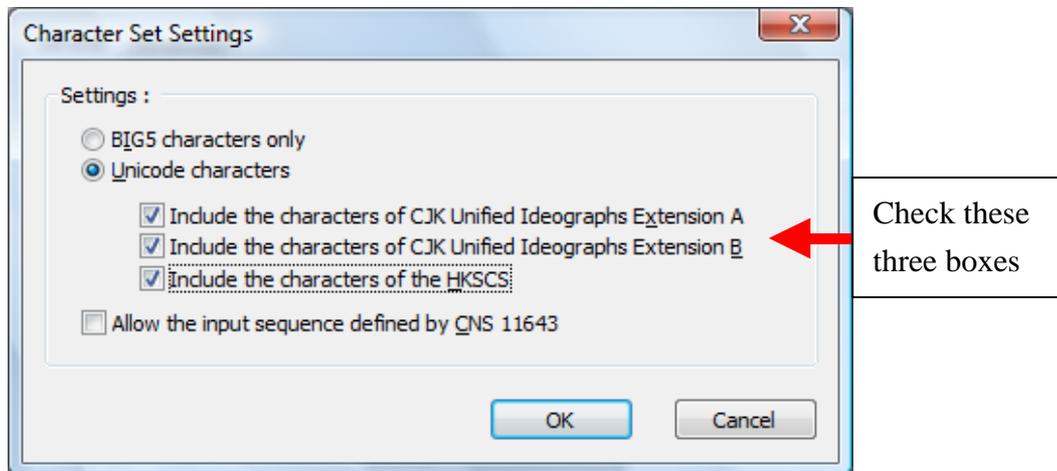
6. Now the Chinese Inputs have been added. Please highlight any of the Chinese Input and click <Properties> button.



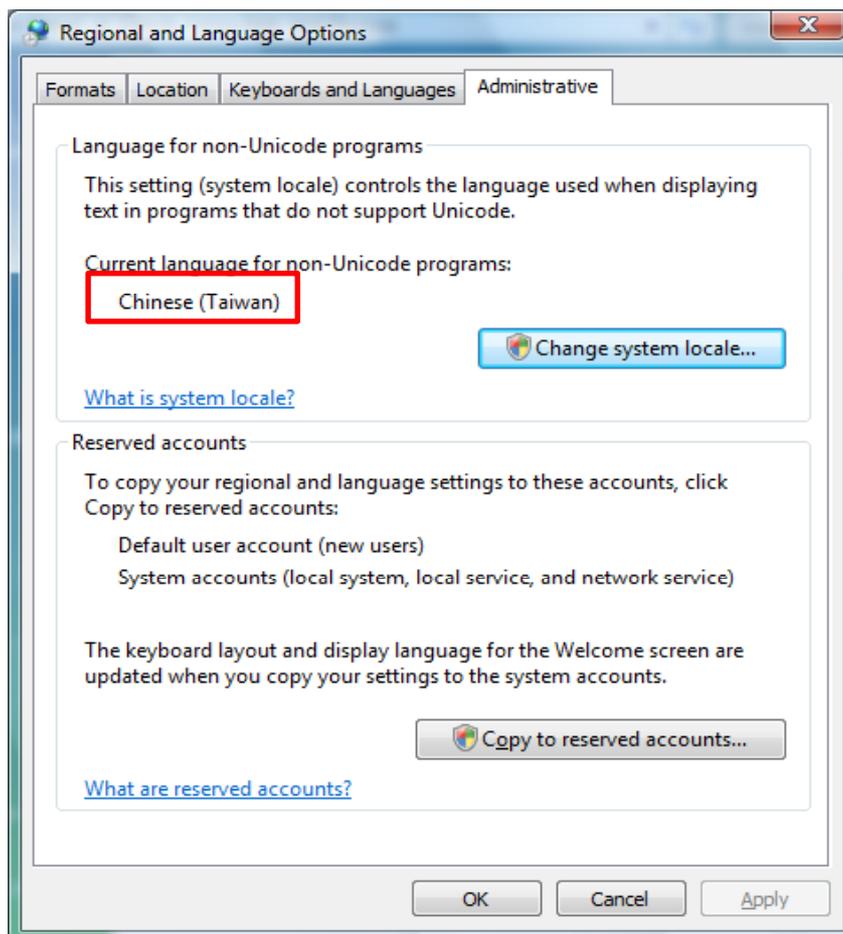
7. Click <Character Set> button.



8. Choose 'Unicode characters' and then check the boxes of 'Include the characters of CJK Unified Ideographs Extension A', 'Include the characters of CJK Unified Ideographs Extension B' and 'Include the characters of the HKSCS'. You only need to do this once even though you have added several input methods in step (5).



9. Switch the tab to 'Administrative'. Click <Change system locale...> and change it to 'Chinese (Taiwan)'



10. Press <Apply> to finish the setup of Chinese Input.