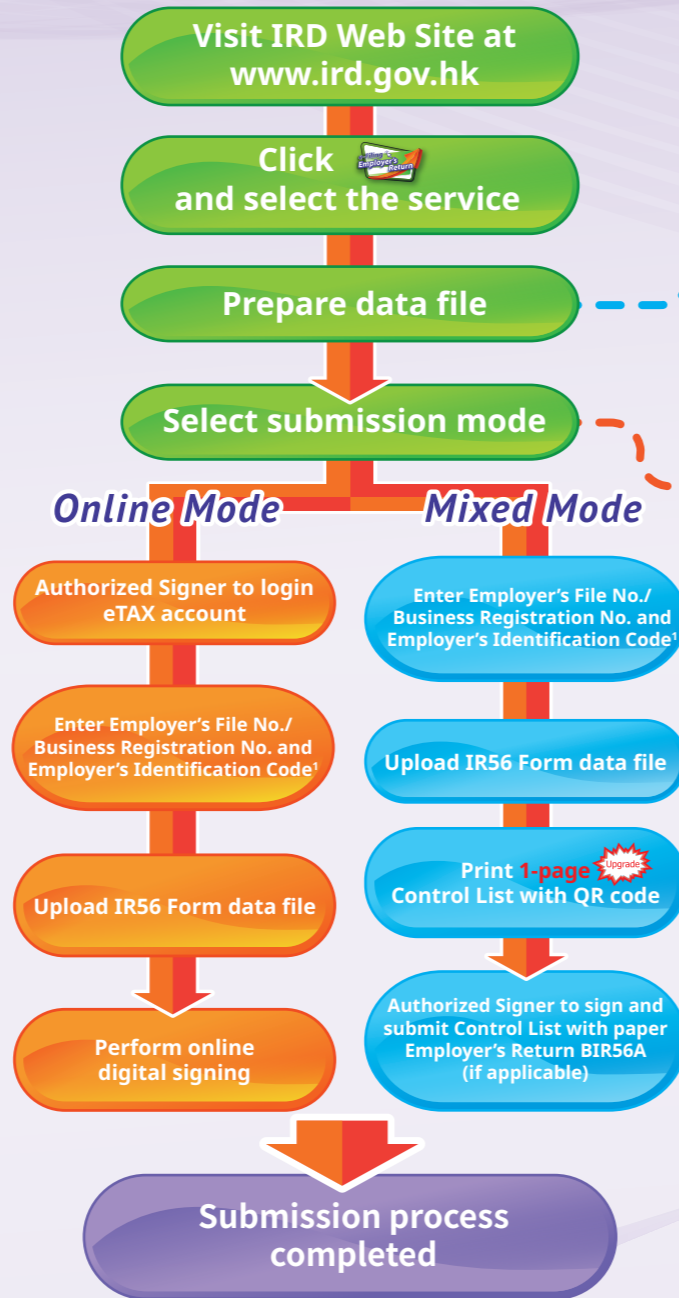


e-Filing Employer's Return

Online Completion
Simple, Fast & Easy!



Steps to submit an Employer's Return / Notification via e-Filing



1. Employer's Identification Code is printed on Employer's Return BIR56A.

Prepare and upload data file

Tools	Types of Form	Preparation and Uploading Limit
IR56 Forms Preparation Tool	IR56B/F	2000
Self-developed Software ²	IR56B/F	5000
Direct Keying	IR56B/E/F/G/M	30

Differences between Online Mode and Mixed Mode

Online Mode

Only an Authorized Signer³ who possesses eTAX account can use online mode for submission. As the whole submission process is completed electronically, filing of paper BIR56A and/or the Control List is not required.

Mixed Mode

Employer can designate a person to upload a data file of IR56 forms via the Employer's Return e-Filing Services. The designated person needs not be an Authorized Signer³ or eTAX account holder. After successful uploading of the data file, the Authorized Signer³ is required to sign and submit the **1-page** Control List generated from the system (together with a duly signed paper BIR56A, if for annual submission) to complete the submission process.

2. Prior approval must be sought from the Department.

3. An Authorized Signer refers to the Proprietor for a sole proprietorship business / Precedent Partner for a partnership business / Director, Company Secretary, Manager, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator for a corporation / Principal Officer for a body of persons / Agent for a non-resident person.

How to get access to the e-Filing Services or the IR56 Forms Preparation Tool?

Visit the Department's Web site at www.ird.gov.hk click After reading the Important Notes, click <Continue> to select service

Features & benefits of IR56 Forms Preparation Tool

- A web-based application and installation is not required
- Each data file can contain a maximum of 2000 IR56B or IR56F records
- Simple screen flow and easy to use
- Built-in validation to ensure completeness of data entry
- Able to import employees' particulars from old data files
- Convenient to print hard copy or export soft copy for each IR56 form prepared for distribution to employees
- Secured data file by creating a Self-selected Key by the user
- Less paper consumption

Smart tips for using the IR56 Forms Preparation Tool

- To avoid the loss of data inputted, the system will remind the user to save the draft for every 20 cases input or edited
- Safe custody of the 'Self-selected Key'. The Department has no means to reset or retrieve the key if it is forgotten or lost
- Take appropriate measures to protect the saved files to avoid unauthorized access to data

Useful links

- Employer's Return e-Filing Services www.ird.gov.hk/eng/tax/err.htm
- User Guide of Filing of Employer's Return / Notification via the Employer's Return e-Filing Services www.ird.gov.hk/eng/pdf/er_efiling_userguide.pdf
- User Guide of the Preparation Tool www.ird.gov.hk/eng/pdf/erpt_userguide.pdf

