



稅務局
INLAND REVENUE DEPARTMENT

香港九龍啟德協調道 5 號
稅務中心
香港郵政總局郵箱 132 號

Inland Revenue Centre, 5 Concorde Road,
Kai Tak, Kowloon, Hong Kong.
G.P.O. Box 132, Hong Kong.

網址 Web site: www.ird.gov.hk
電郵 E-mail: taxctr1@ird.gov.hk
電話號碼 Tel. No.: 2594 5395
傳真號碼 Fax No.: 3170 5641

取消經僱主電子報稅服務(混合模式)上載的 IR56 表格資料檔案
Cancellation of IR56 Form Data File Uploaded via Employer's Return e-Filing Services (Mixed Mode)

本人現要求取消經僱主電子報稅服務(混合模式)上載的 IR56 表格資料檔案：

I would like to cancel the data file uploaded via Employer's Return e-Filing Services (Mixed Mode):

僱主檔案號碼：

Employer's File Number: _____

僱主名稱：

Name of Employer: _____

交易參考編號：

Transaction Reference Number (TRN): _____

上載的日期和時間：

Date and Time when the file was uploaded: _____

申請原因 (請在適當空格內加上「✓」號)：

Reason for the request (Please tick where appropriate):

1. 上載的資料檔案不正確／資料錯誤
The data file uploaded is incorrect / has error
2. 重複上載同一資料檔案
Duplicate data file uploaded
3. 其他原因 (請詳細列明)：
Other reason (please specify in detail):

簽署：

Signature: _____

姓名：

Name: _____

職位*：

Designation*: _____

日期：

Date: _____

電話號碼：

Telephone No.: _____

公司印鑑 Company Chop

*敘明：東主(如屬獨資經營業務)、首合夥人(如屬合夥業務)、公司秘書／經理／董事／投資經理(只適用於開放式基金型公司的法團)／臨時清盤人或清盤人(如屬法團)、主要職員(如屬團體)或非居住香港人士的代理人。

*State: Proprietor for a sole proprietorship business, Precedent Partner for a partnership business, Company Secretary / Manager / Director / Investment Manager (only applicable to a corporation that is an open-ended fund company) / Provisional Liquidator / Liquidator for a corporation, Principal Officer for a body of persons or Agent for a non-resident person.

就本表格的要求及於本局處理你的要求的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的要求。本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構披露／轉移該等資料的任何或全部內容。你有權要求查閱及改正你的個人資料，但屬《個人資料(私隱)條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函評稅主任(地址為香港郵政總局郵箱 132 號)，同時請註明你於本局的檔案號碼。The provision of personal data required by this form and during the processing of your request is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your request. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.