

**Specimen on Completion of Form IR56B - For Employees Still Under Employment as at 31 March**

Please refer to "Notes and Instructions for Form IR56B"  
and IRD website [www.ird.gov.hk](http://www.ird.gov.hk) before completion.

Submit the form in alphabetical order of employees' surname and then other name. Sheet no. should be marked on each IR56B in numerical order. If both computerized and manual IR56Bs are filed, the sheet no. of computerized IR56Bs should start from 1 whereas the sheet no. of manual IR56Bs should start from 900001.

Full name per HKID Card or Passport.

Check with the employee whether a HKID Card has been issued by the Immigration Department. If the employee has been allotted a HKID Card after the submission of the form, please notify IRD soonest possible of his HKID Card number.

Supply the latest address. Remind employee to notify IRD of change in postal address.

Include all the income paid by non-Hong Kong company. (Item 13 should also be completed)

Report the gross income before any deductions, e.g. employee's contributions to MPF/recognized occupational retirement scheme. Contributions by employer should not be reported.

Include gains realized by former employees. Please provide relevant details. Refer to Note 9.

Include share awards, tips, holiday journey benefits and sums known by the employer to have been received by the employee from other persons owing to employment. Exclude reimbursement of business expenses.

For remuneration paid in non-Hong Kong currency, convert to HK dollars. You may obtain the major currency exchange rates table from [IRD website](http://www.ird.gov.hk) or through Fax-A-Form Service.

**INLAND REVENUE DEPARTMENT**  
**EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS**  
**FOR THE YEAR FROM 1 APRIL 2018 TO 31 MARCH 2019**

FOR OFFICIAL USE

Additional - reporting additional income in respect of the same employee  
 Replacement - correcting the form (sheet no. \_\_\_\_\_) submitted on \_\_\_\_\_ (DD/MM/YYYY)  
("✓" one of the above boxes where applicable and fill in date & sheet no.)

Read Notes and Instructions for Form IR56B on our web site [www.ird.gov.hk](http://www.ird.gov.hk) for details on how to complete this form.

1. Employer's File No. (as shown at the top left hand corner of the address box on Form BIR56A) ..... 6 Y 1 | 1 2 3 4 5 6 7 8

Name of Employer (The business name is required) **Good Harvest (HK) Co Ltd** Sheet No. (See Note 2) | 1 7 |

2. Name of Employee or Pensioner (See Note 1(a))

Mr/Ms/Ms/Ms #	Surname	T I N
# (Delete whichever is inapplicable)	Given Name	BIU YI
	Full Name in Chinese	田表易

3. (a) H.K. Identity Card Number (See Note 2(c)) ..... (This field must be completed) → | E | 1 2 3 4 5 6 | 7 |

(b) Passport Number and place of issue (if Employee has no H.K. Identity Card) \_\_\_\_\_

4. Sex (M=Male, F=Female) ..... (This box must be completed) → | M |

5. Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married)..... | 2 |

6. (a) If married, full name of spouse **TSANG HING SUNG**

(b) Spouse's H.K. Identity Card Number/Passport Number and place of issue (if known) **E246801(2)**

7. Residential Address **Flat 306, Justice Bldg., 1 Justice Road, HK**

8. Postal Address (if different from item 7 above) \_\_\_\_\_

9. Capacity in which employed **Sales Manager (Asia Pacific)**

10. Period of employment for the year from 1 April 2018 to 31 March 2019 ..... | 0 1 1 0 4 | 2 0 1 8 | to | 3 1 1 0 3 | 2 0 1 9 |  
Day Month Year Day Month Year

11. Particulars of Income accruing for the year from 1 April 2018 to 31 March 2019 (See Note 3):-

Particulars	Period (DD/MM/YYYY)		Amount (HK\$) (EXCLUDE CENTS)			
(a) Salary/Wages	01/04/2018	to 31/03/2019	6	1	1	2 0 0 0
(b) Leave Pay		to				0 1 0
(c) Director's Fee		to				0 1 0
(d) Commission/Fees (See Note 4)		to				0 1 0
(e) Bonus (See Note 5)	01/04/2018	to 31/03/2019	1	0	0	0 0 0 0
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (See Note 6)		to				0 0 0
(g) Certain Payments from Retirement Schemes (See Note 7)		to				0 0 0
(h) Salaries Tax paid by Employer		to				0 0 0
(i) Education Benefits (See Note 8)		to				0 0 0
(j) Gain realized under Share Option Scheme (See Note 9)		to				0 0 0
(k) Any other Rewards, Allowances or Perquisites (See Note 10)		to				0 0 0
(l) Pensions (See Note 11)		to				0 0 0
<b>Total</b>			<b>7</b>	<b>1</b>	<b>1</b>	<b>2 0 0 0</b>

If housing allowance is reported in item 11(k), no need to provide details on the place of residence. Just put down "0" in the box.

12. Particulars of Place of Residence provided (See Note 12) (0=Not provided, 1=Provided) ..... (This box must be completed) →  1


Address	Nature (e.g. House, Flat, Serviced Apartment, No. of Rooms in Hotel, etc.)	Period Provided		Rent Paid to Landlord by Employer (HK\$)	Rent Paid to Landlord by Employee (HK\$)	Rent Refunded to Employee by Employer (HK\$)	Rent Paid to Employer by Employee (HK\$)
		From	To				
Rm 406, Peace Bldg., 8 Peace St., HK	Flat	1.4.18	31.8.18	100,000	0	0	10,000
Rm 306, Justice Bldg., 1 Justice Rd., HK	Flat	1.9.18	31.3.19	0	154,000	140,000	0

13. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company (0=No, 1=Yes) ..... (This box must be completed) →  1

If yes, please state:  
 Name of the non-Hong Kong company Good Harvest (International) Co Ltd  
 Address No.8, 400<sup>th</sup> Street, New York, USA  
 Amount (if known) (This amount must also be included in item 11 (See Note 13)) US\$40,000 (NK\$312,000)

14. Remarks (See Note 12(b)) \_\_\_\_\_

Space for Employer's official chop

Signature (See Note 1(e))   
 Name TSANG FU YAU  
 Designation Director  
 Date 24.4.2019

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

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The employer must have exercised proper control and supervision on the actual use of the housing benefit. Otherwise, the housing benefit should be treated as a cash allowance and reported in item 11(k). Refer to Note 12.

If 2 or more employees share the place of residence, specify in item 14.

Complete every item. If not applicable, fill in "0".

- Must be signed by the 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.  
 - Name chop is not acceptable.

**Additional Information**

- Do not file form IR56B for the same income again if the income has already been reported in form IR56F/G previously submitted.
- You should file revised form IR56B if you need to amend any items after filing form IR56B. Please "✓" the box next to "Replacement" at the top right-hand corner of the form and fill in the date and sheet no. For details, please visit IRD website, Tax Information > Employers > Supplements / Amendments to Form IR56s. The employee also needs to rectify any error or omissions in his/her Tax Return-Individuals if he/she had not included the additional amount in the Tax Return. For details, please visit IRD website, Tax Information > Individuals > Corrections of errors / omissions in tax return after submission.
- On how to report different kinds of income and place of residence for an employee, please visit IRD website, Tax Information > Employers > Employee's income.
- Form IR56B can be downloaded from IRD website or obtained from FAX-A-FORM Services (2598 6001) directly (Form must be printed on white plain A4 size paper). You may also lodge your request for the form IR56B by completing the form IR6163 and send it to the IRD.
- Originally signed form must be submitted. Photocopies / fax copies / scanned copies are NOT acceptable.
- Employer can also report employee's income via Electronic Filing of Employer's Return.