Specimen on Completion of Form IR56E – For Commencement of Employment

Please refer to IRD website www.ird.gov.hk before completion.

INLAND REVENUE DEPARTMENT
NOTIFICATION
BY AN EMPLOYER OF AN EMPLOYEE WHO COMMENCES TO BE EMPLOYED
(Under section 52(4) of the Inland Revenue Ordinance, Cap. 112)

FOR OFFICIAL USE

56E

To be completed and returned **within 3 months** from date of commencement of employment

☐ Replacement – correcting the form submitted on _____ (DD/MM/YYYY)
("✓" the above box where applicable and fill in the date)

All correspondence should be sent to: P.O. Box 28777 Gloucester Road Post Office, Hong Kong

Particulars of the employer: -

1. Employer's File No. (If not available, state your Business Registration No.) ..... 6 Y 1 – 1 2 3 4 5 6 7 8

If you do not have Employer's File No./Business Registration No., state your H.K. Identity Card Number _____

Name of Employer (The business name is required) Good Harvest (HK) Co.

Address of Employer Room 230, Success Commercial Bldg, 2 Success Road, HK

Particulars of the employee: -

2. Name of Employee (Surname first, followed by a comma and then Given Name. See Example at the bottom) *

Mr/~~Mrs/Miss~~# (#Delete whichever is inapplicable)	Full Name in English	T I N , B I U Y I
	Full Name in Chinese	田 表 易

3. (a) H.K. Identity Card Number ..... (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. Date of Commencement of Employment ..... (This field must be completed) → 2 5 0 2 2 0 2 1 (Day Month Year)

11. Terms of Employment

(a) Monthly Rate of Fixed Income ..... (This field must be completed) → 5 0 0 0 0 HK$ [EXCLUDE CENTS]

(b) Monthly Rate of Allowance (e.g. Cost of Living) HK$ 20,000

(c) Fluctuating Income (e.g. Commission, Bonus, Gratuities) HK$ _____

(d) Particulars of Place of Residence provided (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.)	Monthly Rent Paid to Landlord by Employer (HK$)	Monthly Rent Paid to Landlord by Employee (HK$)	Monthly Rent Refunded to Employee by Employer (HK$)	Monthly Rent Paid to Employee by Employee (HK$)
Flat 306, Justice Bldg, 1 Justice Road, HK	Flat	0	13,000	10,000	0

12. 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.

Address No. 8, 400th Street, New York, USA

13. Whether the employee has been **conditionally** granted a share option prior to commencing to be employed in Hong Kong, which can be exercised after rendering services in Hong Kong (0=No, 1=Yes) ..... (This box must be completed) → 0

If yes, supply information, as an attachment, on details of the number and type of shares covered by the option, the consideration (if any) paid for the grant of the option, the consideration required to exercise the option and the period within which the option must be exercised.

Space for Employer's official chop

Signature _____
Name TSANG FU YAU
Designation Director
Date 26.3.2021

* Example: Surname and Given Name of Employee are "CHAN" and "TAI MAN" respectively, complete as C H A N , T A I M A N

IR56E (12/2018)

Please provide a copy of the completed Form to your employee

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Full name per HKID Card or passport.

Supply the latest address. Remind employee to notify IRD of change in postal address within one month of the event.

Complete item 13 if the vesting period of the share options has not expired prior to the commencement date of HK employment / assignment. Provide details of options granted on separate sheet.

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.

State the employment commencement date.

Refer to the specimen on completion of Form IR56B.

- 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/ printed signature/ signing on behalf of the named person is not acceptable.

Additional Information

1. 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.
2. Please use the latest version of Form IR56E.
3. Form IR56E 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 IR56E by completing the form IR6163 and send it to the IRD.
4. Originally signed form must be submitted. Photocopies / fax copies / scanned copies and NOT acceptable.
5. Employer can also report employee's income via Electronic Filing of Employer's Return. For details, please visit IRD website, Electronic Services > Submission of Employer's Return in Computerized Format.