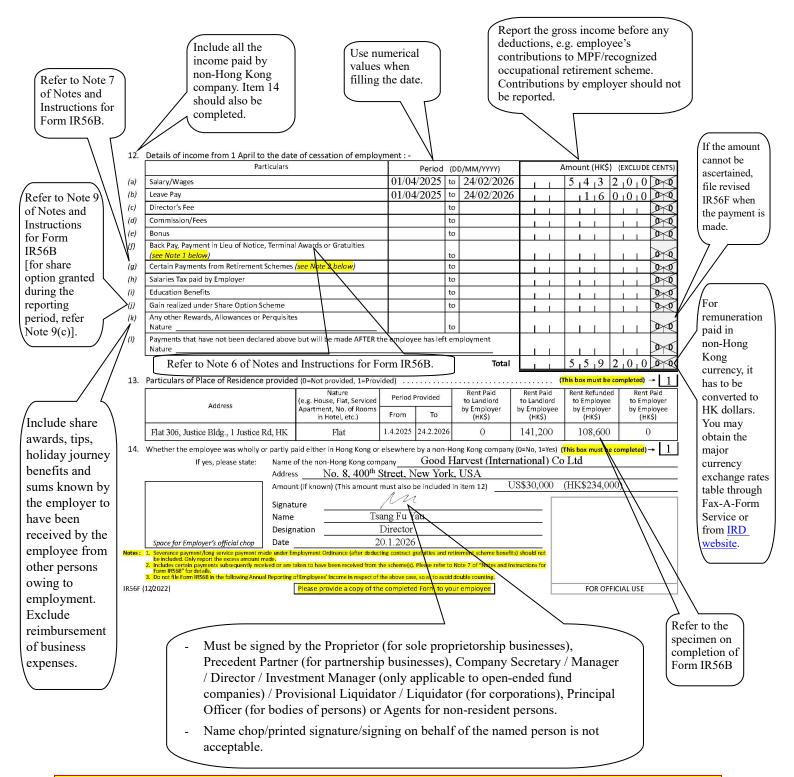
## <u>Specimen on Completion of Form IR56F – For Cessation of Employment</u>

Please refer to Notes at the bottom of the form and IRD website www.ird.gov.hk before completion.

INLAND REVENUE DEPARTMENT NOTIFICATION BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED (Under section 52(5) of the Inland Revenue Ordinance, Cap.112)				FOR OFFICIAL USE	56F		
If	To be completed and return the employee is about to <b>dep</b> a		th before date of cessation. se complete Form IR56G instead.	Additional - reporting additional income in Replacement - correcting the form so on	ubmitted	nployee	
All	correspondence should be sent to: P.C			("✓" one of the above boxes where applical			
1.	Employer's File No. (If not available, state your Business Registration No.)					718	
Name of Employer (The business name is required) Good Harvest (HK) Co Ltd						Full name	
	Address of EmployerR1	m 230, Success Co	ommercial Bldg., 2 Succes	ss Rd., HK		per HKID Card or	
To the best of my knowledge, the employee will NOT be leaving Hong Kong after cessation of employment. The following are the particulars of the employee: -  2. Name of Employee  passport.							
	Mr/MXS/MXS/XXISSX*  # (Delete whichever is inapplicable)	Surname	$T \mid I \mid N \mid  \mid  \mid  \mid  \mid  \mid  \mid  \mid  \mid $				
		Given Name	BIU				
		Full Name in Chinese	田表易				
3.	(a) H.K. Identity Card Number	(a) H.K. Identity Card Number					
	(b) Passport Number and place of issue (if Employee has no H.K. Identity Card) has been						
4.	Sex (M=Male, F=Female)						
5.	Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married)						
6.	(a) If married, full name of spouse TSANG, HING SUNG Department.						
	(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 after cessation of employment (if different from item 7 above)						
9.	Capacity in which employed Sales Manager (Asia Pacific)  Reason for cessation (e.g. resignation, retirement, dismissal, death, etc.)  Supply						
	Period of employment from 1 April to the date of cessation of employment					the latest address.  Remind employee to notify IRD of change in	
						postal address within one month of the event.	



## **Additional Information**

- 1. Guidance on how to report different kinds of income and housing benefits for an employee, please visit IRD website, Tax Information > Employers > Employee's Income.
- 2. Please use the latest version of Form IR56F.
- 3. Form IR56F 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 IR56F by completing the form IR6163 and send it to the IRD.
- 4. Originally signed form must be submitted. Photocopies / fax copies / scanned copies are NOT acceptable.
- 5. Employer can also report employee's income via Employer's Return e-Filing Services. For details, please visit IRD website, Electronic Services > Submission of Employer's Return in Computerized Format.
- 6. Do not file form IR56B for the same income again if the income has already been reported in form IR56F previously submitted.