

## Specimen on Completion of Form IR56F – For Cessation of Employment

Please refer to Notes at the bottom of the form and IRD website [www.ird.gov.hk](http://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
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56F
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To be completed and returned not later than 1 month before date of cessation.  
If the employee is about to depart from Hong Kong, please complete Form IR56G instead.

- Additional - reporting additional income in respect of the same employee  
 Replacement - correcting the form submitted on \_\_\_\_\_ (DD/MM/YYYY)

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

(\*✓) one of the above boxes where applicable and fill in the date)

1. Employer's File No. (If not available, state your Business Registration No.) ..... 

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Name of Employer (The business name is required) Good Harvest (HK) Co Ltd  
 Address of Employer Rm 230, Success Commercial Bldg., 2 Success Rd., HK

Full name per HKID Card or passport.

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

Mr/Ms/Ms/Miss* <small>*(Delete whichever is inapplicable)</small>	Surname	T   I   N
	Given Name	B   I   U   Y   I
	Full Name in Chinese	田   表   易

Check with the employee whether a HKID Card has been issued by the Immigration Department.

3. (a) H.K. Identity Card Number ..... (This field must be completed) → 

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

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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 after cessation of employment (if different from item 7 above) \_\_\_\_\_

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

10. Reason for cessation (e.g. resignation, retirement, dismissal, death, etc.) \_\_\_\_\_

11. Period of employment from 1 April to the date of cessation of employment ..... 

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0	4
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Day Month Year Day Month Year

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

Refer to Note 7 of Notes and Instructions for Form IR56B.

Include all the income paid by non-Hong Kong company. Item 14 should also be completed.

Use numerical values when filling the date.

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.

If the amount cannot be ascertained, file revised IR56F when the payment is made.

Refer to Note 9 of Notes and Instructions for Form IR56B [for share option granted during the reporting period, refer Note 9(c)].

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

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.

12. Details of income from 1 April to the date of cessation of employment :-

Particulars	Period (DD/MM/YYYY)		Amount (HK\$) (EXCLUDE CENTS)			
	From	To				
(a) Salary/Wages	01/04/2021	to 25/02/2022		5,432,000		
(b) Leave Pay	01/04/2021	to 25/02/2022		1,600,000		
(c) Director's Fee		to				
(d) Commission/Fees		to				
(e) Bonus		to				
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (see Note 1 below)		to				
(g) Certain Payments from Retirement Schemes (see Note 2 below)		to				
(h) Salaries Tax paid by Employer		to				
(i) Education Benefits		to				
(j) Gain realized under Share Option Scheme		to				
(k) Any other Rewards, Allowances or Perquisites Nature		to				
(l) Payments that have not been declared above but will be made AFTER the employee has left employment Nature		to				
<b>Total</b>				<b>5,592,000</b>		

Refer to Note 6 of Notes and Instructions for Form IR56B.

13. 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.)	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 Employee by Employer (HK\$)
		From	To				
Flat 306, Justice Bldg., 1 Justice Rd, HK	Flat	1.4.2021	25.2.2022	0	141,200	108,600	0

14. 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 12) **US\$30,000 (HK\$234,000)**

Signature \_\_\_\_\_  
 Name **Tsang Fu Yau**  
 Designation **Director**  
 Date **21.1.2022**

Notes: 1. Severance payment/long service payment made under Employment Ordinance (after deducting contract gratuities and retirement scheme benefits) should not be included. Only report the excess amount made.  
 2. Includes certain payments subsequently received or are taken to have been received from the scheme(s). Please refer to Note 7 of "Notes and Instructions for Form IR56B" for details.  
 3. Do not file Form IR56B in the following Annual Reporting of Employees' income in respect of the above case, so as to avoid double counting.

IR56F (8/2020) Please provide a copy of the completed Form to your employee. FOR OFFICIAL USE

- 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**
- 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.
  - Please use the latest version of Form IR56F.
  - 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.
  - 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. For details, please visit IRD website, Electronic Services > Submission of Employer's Return in Computerized Format.
  - Do not file form IR56B for the same income again if the income has already been reported in form IR56F previously submitted.