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)

Prepare a fresh form for another employee

56F

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
☐ Replacement of the form submitted on _____ (DD/MM/YYYY)
("✓" one of the above boxes if this is an amendment form)

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

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

(b) Name of Employer (The business name is required) _____

(c) Address of Employer _____

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/Mrs/Ms/Miss # # (Delete whichever is inapplicable)	Surname	
	Given Name	
	Full Name in Chinese	

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

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

4. Sex (Insert the appropriate code: M=Male, F=Female) . . . . . **(This box must be completed)** → ☐

5. Marital Status (Insert the appropriate code: 1=Single/Widowed/Divorced/Living Apart, 2=Married) . . . . . ☐

6. (a) If married, full name of spouse _____

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

7. Residential Address _____

8. Postal Address after cessation of employment (if different from item 7 above) _____

9. Capacity in which employed _____

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 . . . . . ☐☐ ☐☐ ☐☐☐☐ to ☐☐ ☐☐ ☐☐☐☐
Day Month Year Day Month Year

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

	Particulars	Period							Amount (HK$) EXCLUDE CENTS			
		Day	Month	Year		Day	Month	Year				
(a)	Salary/Wages/Director's Fee/Pensions				to							0 0
(b)	Leave Pay				to							0 0
(c)	Commission/Fees				to							0 0
(d)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities *(see Note 1 below)*				to							0 0
(e)	Certain Payments from Retirement Schemes *(see Note 2 below)*				to							0 0
(f)	Salaries Tax paid by Employer				to							0 0
(g)	Gain realized under Share Option Scheme				to							0 0
(h)	Other Rewards, Allowances or Perquisites e.g. Bonus, Education Benefit, Shares (Nature _____)				to							0 0
(i)	Payments that have not been declared above but will be made AFTER the employee has left employment : Nature _____											0 0
	Total											0 0

13. Particulars of Place of Residence provided (0=Not provided, 1=Provided) . . . . . **(This box must be completed)** → ☐

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				

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)** → ☐

If yes, please state: Name of the non-Hong Kong company _____
Address _____
Amount (if known) (This amount must also be included in item 12) _____

Signature _____
Name _____
Designation _____
Date _____

Space for Employer's official chop

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 any payment subsequently received or is taken to have been received from the scheme(s) in respect of voluntary contribution by employer.
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.

FOR OFFICAL USE

Please provide a copy of the completed Form to your employee