

**INLAND REVENUE DEPARTMENT  
NOTIFICATION**

**BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO DEPART FROM HONG KONG**  
(Under section 52(6) of the Inland Revenue Ordinance, Cap. 112)

FOR OFFICIAL USE

**56G**

To be completed and returned in duplicate **NOT LATER THAN 1 MONTH BEFORE the EMPLOYEE'S date of departure**. An employer should not make any payment of money or money's worth to the employee for a period of 1 month from the date of this Notice.

- 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 the Department at Revenue Tower, 5 Gloucester Road, Wanchai, 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.) \_\_\_\_\_

Name of Employer (The business name is required) \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address of Employer \_\_\_\_\_ Fax No. \_\_\_\_\_

PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG ON OR ABOUT \_\_\_\_\_ (DD/MM/YYYY)

2. Name of Employee \_\_\_\_\_ [Employee's Tax File No. with this Department (if known) \_\_\_\_\_]

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 (M=Male, F=Female) \_\_\_\_\_ (This box must be completed) → \_\_\_\_\_

5. Marital Status (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 departure (if different from item 7 above) \_\_\_\_\_

9. Capacity in which employed \_\_\_\_\_

10. Period of employment from 1 April to the date of cessation of employment \_\_\_\_\_ to \_\_\_\_\_  
 Day Month Year Day Month Year

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

Particulars	Period (DD/MM/YYYY)	Amount (HK\$)	(EXCLUDE CENTS)
(a) Salary/Wages	to		0 0
(b) Leave Pay	to		0 0
(c) Director's Fee	to		0 0
(d) Commission/Fees	to		0 0
(e) Bonus	to		0 0
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (see Note 1 below)	to		0 0
(g) Certain Payments from Retirement Schemes (see Note 2 below)	to		0 0
(h) Salaries Tax paid by Employer	to		0 0
(i) Education Benefits	to		0 0
(j) Gain realized under Share Option Scheme	to		0 0
(k) Any other Rewards, Allowances or Perquisites Nature _____	to		0 0
(l) Payments that have not been declared above but will be made AFTER the employee has left employment Nature _____			0 0
<b>Total</b>			0 0

12. 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				

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) → \_\_\_\_\_

If yes, please state: Name of the non-Hong Kong company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Amount (if known) (This amount must also be included in item 11) \_\_\_\_\_

14. Whether the employee's Salaries Tax will be borne by employer (Please ✓)  Yes  No

15. Any money, including any money payable, held under section 52(7) of the Inland Revenue Ordinance (Please ✓) (This item must be completed)  
 Yes, estimated amount HK\$ \_\_\_\_\_  No, the reason is \_\_\_\_\_

16. Reason for departure (Please ✓) (This item must be completed)  Return to homeland  Secondment  Emigration  \_\_\_\_\_

17. Whether the employee would return to Hong Kong (Please ✓) (This item must be completed)  Yes, probable date of return is \_\_\_\_\_  No/Very unlikely

18. Whether the employee has any share options granted by your company or any other corporation in respect of his/her employment with your company that are not yet exercised, assigned or released (Please ✓)  Yes, no. of shares not yet exercised: \_\_\_\_\_; date of grant: \_\_\_\_\_  No

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Designation \_\_\_\_\_ Date \_\_\_\_\_

- 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. If additional income of an employee has not been included in the IR56G previously submitted, employer should file an "Additional" IR56G to report the income and withhold all payment of money or money's worth to the employee for a period of 1 month from the date of filing the "Additional" IR56G or until receiving a "Letter of Release" from the Department.  
 4. 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 Official Use**

Original kept in  
 ERP  CTR  IR6164

Copy passed to  
 ERP  CTR  NFA