

**Specimen on Completion of Form IR56G – For Employee who ceased Employment and is about to leave Hong Kong**

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 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.) ..... 6 Y 1 1 1 2 3 4 5 6 7 8

Name of Employer (The business name is required) Good Harvest (HK) Co. Ltd. Tel. No. 3456 1234  
Address of Employer Room 230, Success Commercial Bldg., 2 Success Road, HK Fax No. 3456 1222

PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG ON OR ABOUT 11/12/2020 (DD/MM/YYYY)

2. Name of Employee [Employee's Tax File No. with this Department (if known) 6Y1-E1234567]

Mr./Mrs./Ms.*	Surname	T I N	Full Name in Chinese
*(Delete whichever is inapplicable)	Given Name	BIU YI	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 after departure (if different from item 7 above)

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

10. Period of employment from 1 April to the date of cessation of employment ..... 0 1 0 4 2 0 2 0 to 1 0 1 2 2 0 2 0

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	01/04/2020 to 10/12/2020	6 1 1 2 1 0 0
(b) Leave Pay	to	0 0 0
(c) Director's Fee	to	0 0 0
(d) Commission/Fees	to	0 0 0
(e) Bonus	to	0 0 0
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (see Note 1 below)	to	0 0 0
(g) Certain Payments from Retirement Schemes (see Note 2 below)	to	0 0 0
(h) Salaries Tax paid by Employer	to	0 0 0
(i) Education Benefits	to	0 0 0
(j) Gain realized under Share Option Scheme	to	0 0 0
(k) Any other Rewards, Allowances or Perquisites	01/04/2020 to 10/12/2020	1 0 0 0 0 0
(l) Payments that have not been declared above but will be made AFTER the employee has left employment		0 0 0
<b>Total</b>		<b>7 1 1 2 1 0 0</b>

Must indicate the departure date.

Put down the phone number and also the name of contact person if different from the signatory below.

Supply the latest address.

Include all the income paid by non-Hong Kong company. Item 13 should also be completed.

Use numerical values when filling the date.

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

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.

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

Refer to Note 9 of Notes and Instructions for Form IR56B and see Additional Information 1.

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.

Only report income for the period from 1 April of the current year to the date of cessation of employment.

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://www.ird.gov.hk).

If the amount cannot be ascertained, file additional IR56G when the payment is made. See Notes 3.

Indicate if the employer will bear the tax for the employee.

Refer to the specimen on completion of Form IR56B.

The employer should withhold all moneys payable to the employee (such as last month salaries) for a period of one month from the date of filing or until receipt of a Letter of Release (IR607).

If the answer is "No", state the reason.

12. 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 Employer by Employee (HK\$)
		From	To				
Flat 306, Justice Bldg., 1 Justice Road, HK	Flat	1.4.2020	10.12.2020	0	85,000	85,000	0

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) → 0  
 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\$ 117,000  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: Tsang Fu Yau Signature: \_\_\_\_\_  
 Designation: Director Date: 09 November 2020

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

Space for Employer's official chop  
IR56G (12/2018)

For Official Use  
 ERP  CTR  IR6164  
 Copy passed to  ERP  CTR  NFA

Please provide a copy of the completed Form to your employee

Where the share options are subsequently exercised, assigned or released, the employer should report the gain in Form IR56B.

See Additional Information (1).

- 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 is not acceptable.

**Additional Information**

- If the employee has any share options granted by your company or any other corporation in respect of his employment with / office in your company that are not yet exercised, assigned or released before his departure from Hong Kong, you are required to report the following in item 18 of form IR56G: -
  - no. of shares not yet exercised, assigned or released; and
  - date of grant.
- 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 IR56G.
- Form IR56G 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 IR56G 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.
- Do not file form IR56B for the same income again if the income has already been reported in form IR56G previously submitted.