

**Employee About to Leave Hong Kong
Tax Clearance – Things to be done / noted by Employer and Employee**

	Employer	Employee
Not later than 1 month before the expected date of departure	<ul style="list-style-type: none"> ✓ File IR56G and provide a copy of it to the employee. (You can file IR56G by electronic means. Please visit www.ird.gov.hk/eng/tax/err.htm for details.) ✓ Remind the employee of the requirement for tax clearance. ✓ Withhold all payment of money or money's worth to the employee for a period of one month from the date on which the IR56G was given, or until receipt of the Letter of Release [IR607] issued by the Department, whichever is earlier. 	<ul style="list-style-type: none"> ✓ Notify the Department of the intended date of departure. You may telephone (187 8022) us or write to us by email (taxinfo@ird.gov.hk), by fax (2877 1232) or by mail (Gloucester Road Post Office PO Box 28777, Hong Kong). Please state your name, Hong Kong Identity Card No. / Passport No. and file no. (if known). To facilitate future contact, please supply your telephone no., postal address in Hong Kong and also the overseas postal address. ✓ Submit Tax Return [BIR60]. The Department will issue a return to you upon receiving your notification. (<i>Note: If the Department does not receive your completed return within the specified period, or if it is impracticable to issue a Tax Return having regard to the impending expiry of the money-withholding period obliged on the employer or if the expected date of departure is imminent, the Department will issue an estimated assessment based on the available information.</i>) ✓ Call in Person. To expedite tax clearance, you may bring along the IR56G from your employer, payroll slips and supporting documents for all deductions / allowances claimed and call at: <ul style="list-style-type: none"> • The Assessing Group which handles your case (if known) during Monday to Friday (8:15 am to 12:30 pm and 1:30 pm to 5:30 pm). • Central Enquiry Counter at 1/F of Revenue Tower during Monday to Friday (8:15 am to 5:30 pm).
Before leaving Hong Kong	<ul style="list-style-type: none"> ✓ Release all payment of money or money's worth to the employee after expiry of the money-withholding period which is one month from the date on which the IR56G was given, or upon receipt of the Letter of Release issued by the Department, whichever is earlier. 	<ul style="list-style-type: none"> ✓ Payment of tax <ul style="list-style-type: none"> <i>Note</i> <ul style="list-style-type: none"> • The due date will be set having regard to the expiry of the money-withholding period obliged on the employer and the expected date of departure. • If the employee fails to pay the tax by the due date, recovery actions, including the garnishee notice issued to the employer to demand payment of money or money's worth withheld to settle the tax liability of the employee, will be taken. ✓ After paying all taxes, produce the payment receipts to Collection Section at 7/F of Revenue Tower to obtain copy of the Letter of Release during Monday to Friday (8:15 am to 12:30 pm and 1:30 pm to 5:30 pm). The Letter of Release will be sent to the employer and copied to the employee by post if the employee cannot collect it in person. ✓ The earliest time for issue of a Letter of Release if payment is made by: <ul style="list-style-type: none"> • cash, EPS, ATM, or cashier order – same day • PPS or via Internet – about 2 working days after the Department received payment confirmation from the paying institution • personal cheque or mixed payments (e.g. cash and EPS) – about 10 days
After tax clearance	<ul style="list-style-type: none"> ✓ Submit additional / revised IR56G if other remuneration is paid, or share awards are vested to the employee after tax clearance. ✓ Withhold all payment of money or money's worth to the employee (see above for the time to withhold the moneys). ✓ Submit IR56B for the relevant year of assessment if the employee exercised share options previously granted after tax clearance except the employee has elected for a notional exercise of the share options. 	<ul style="list-style-type: none"> ✓ If additional remuneration is received by / accrued to you, inform the Department in writing. ✓ If there is still income derived from Hong Kong, file Tax Return as normal or notify the Department in writing. ✓ If any share awards are vested in you after tax clearance, inform the Department in writing except you have elected to settle the tax liability through "deemed vesting" of otherwise unvested shares before departure. ✓ If you exercise any share options after tax clearance, inform the Department in writing except you have elected for a notional exercise of the share options.

For further information or assistance: (a) Visit "Tax Information : Individuals : About to leave Hong Kong" under www.ird.gov.hk; (b) Fax to 2877 1232, quoting file reference, telephone no. and postal address; (c) Telephone 187 8022; or (d) Call at the Central Enquiry Counter at 1/F, Revenue Tower.