

致：稅務局局長  
To : Commissioner of Inland Revenue

僱主檔案號碼／商業登記號碼：  
Employer's File No. / Business Registration No.:

[見附註(i) see Note (i)]

**索取僱主填報的薪酬及退休金報稅表 (BIR56A 表格及 IR56B/E/F/G/M 表格)**

**Request for Employer's Return of Remuneration and Pensions (BIR56A and IR56B/E/F/G/M)**

本人欲索取下列業務／團體的表格：

I would like to obtain the Forms in respect of the following business / body of persons:

業務／團體名稱

Name of Business / Body of persons: \_\_\_\_\_

僱主通訊地址 [見附註(ii)]

Employer's Postal Address [see Note (ii)]: \_\_\_\_\_

**索取的表格 Forms required** [請在適當空格內填上「✓」號 Please tick the appropriate box]

- BIR56A 表格，以填報截至 \_\_\_\_\_ 年 3 月 31 日止的 1 年度內的僱員薪酬及退休金  
Form BIR56A for reporting the remuneration and pensions paid to the employees for the year ended 31 March \_\_\_\_\_

表格編號 Form No.	僱用情況 Employment Condition
<input type="checkbox"/> ( ) 張 IR56B 表格 sheets of Form IR56B	在 3 月 31 日仍受僱 Still under employment as at 31 March
<input type="checkbox"/> ( ) 張 IR56E 表格 sheets of Form IR56E	開始僱用 Commencement of employment
<input type="checkbox"/> ( ) 張 IR56F 表格 sheets of Form IR56F	停止受僱 Cessation of employment
<input type="checkbox"/> ( ) 張 IR56G 表格 sheets of Form IR56G	離開香港 Departure from Hong Kong
<input type="checkbox"/> ( ) 張 IR56M 表格 sheets of Form IR56M	支付給僱員以外人士的薪酬 Remuneration paid to persons other than employees

日期  
Date : \_\_\_\_\_

日間聯絡電話號碼  
Day-time Contact Tel. No. : \_\_\_\_\_

傳真號碼  
Fax No. : \_\_\_\_\_

簽署  
Signature : \_\_\_\_\_

簽署人姓名  
Name of Person Signing : \_\_\_\_\_

職位  
Designation : \_\_\_\_\_

敘明：東主(如屬獨資經營業務)、首合夥人(如屬合夥業務)、公司秘書／經理／董事／投資經理(只適用於開放式基金型公司的法團)／臨時清盤人或清盤人(如屬法團)、主要職員(如屬團體)或非居住香港人士的代理人。

State: 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.

公司印鑑  
Company Chop : \_\_\_\_\_

**附註 Notes:**

(i) 如屬新成立而未有商業登記的團體，請提供一份註冊文件副本以供參考。

A copy of the incorporation / registration documents for a newly formed body of persons without business registration should be supplied for reference.

(ii) 上述所提供地址將用作更新僱主檔案的通訊地址，如須更改業務的營業地址，請另函或填寫 IRC3111A 表格通知商業登記署。

The address provided above will be used to update the postal address of the Employer's file. If you wish to inform the Business Registration Office the change of business address, please inform them in writing or by completing form IRC3111A.

就本表格的要求及於本局處理你的要求的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的要求。本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構披露／轉移該等資料的任何或全部內容。你有權要求查閱及改正你的個人資料，但屬《個人資料(私隱)條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函評稅主任(地址為香港郵政總局郵箱 132 號)，同時請註明你於本局的檔案號碼。  
The provision of personal data required by this form and during the processing of your request is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your request. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.

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Officer's Initial	