

NOTIFICATION

(Under Section 52(6) of the Inland Revenue Ordinance, Chapter 112)

BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO DEPART FROM HONG KONG

Employer's File No. :

Name of Employer :

Address of Employer :

PARTICULARS OF EMPLOYEE WHO WILL BE LEAVING HONG KONG

ON OR ABOUT THE DAY OF (Month) (Year)

1. Name of Employee :
Full name in Chinese :
2. Employee's Tax File No. with this Department :
3. (a) H.K. Identity Card Number :
(b) Passport Number and place of issue (if Employee has no H.K. Identity Card):
4. Sex (M = Male, F = Female) :
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. (a) Residential address :
(b) Tel No.:
8. Postal address [if different from (7)a above] :
7. (a) Capacity in which employed :
(b) If part time, name of the principal employer (if known):
9. Period of employment from 1 April last to the date of cessation of employment : to
11. If not returning, details of income paid or payable from 1 April last to the date of cessation of employment :

Particulars	Period	Amount (HK\$)
(a) Salary / Wages / Director's Fee / Pensions		
(b) Leave Pay		
(c) Commission / Fees		
(d) Payments in Lieu of Notice, Back Pay, Terminal Awards or Gratuities		
(e) Certain Payments from Retirement Schemes		
(f) Salaries Tax Paid by Employer		
(g) Gain realized under Share Option Scheme		
(h) Other Rewards, Allowances or Perquisites e.g. Bonus, Education Benefits, Shares (Nature.....)		
(i) Payments that have not been declared above but which will be made AFTER the employee has left employment (Nature.....)		
Total :		
12. Particulars of Place of Residence provided : (0 = Not Provided , 1 = Provided)
Address :
Nature :
Period Provided :
Rent Paid to Landlord by Employer :
Rent Paid to Landlord by Employee :
Rent Refunded to Employee by Employer :
Rent Paid to Employer by Employee :
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)
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 mark a " X " in the box) ☐ Yes ☐ No
- 15.*Any money, including any money payable, held under Section 52(7) of the Inland Revenue Ordinance :- (Please mark a " X " in the box)
☐ Yes, estimated amount \$ _____ ; ☐ No, the reason is _____
- 16.*Reason for departure : (Please mark a " X " in the box and provide the relevant information)
☐ Expatriate staff leaving Hong Kong ☐ Secondment ☐ Emigration
☐ Other, please specify _____
- 17.*Postal address after departure (if different from (8) above) _____
- 18.*Whether the employee would return to Hong Kong : (Please mark a " X " in the box)
☐ Yes, probable date of return is _____ ☐ No / Very unlikely
19. Whether 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:- (Please mark a " X " in the box and provide the relevant information)
☐ Yes, no. of shares not yet exercised : _____ ; date of grant : _____ ☐ No

* Must be completed.

Signature :

Name :

Designation :

Date :