

**NOTIFICATION**  
(Under Section 52(5) of the Inland Revenue Ordinance, Chapter 112)  
**BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED**

56F

1. (a) Employer's File No. :  
(b) Name of Employer :  
(c) Address of Employer :

**To the best of my knowledge, this employee will NOT be leaving Hong Kong after cessation of employment.  
The following are the particulars of the employee :-**

2. Name of Employee :  
Full name in Chinese :  
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. Residential Address :  
8. Postal Address after cessation of employment [if different from (7) above] :  
9. Capacity in which employed :  
10. Reason for cessation (e.g. resignation, retirement, dismissal, death etc.) :  
11. Period of employment from 1 April to the date of cessation of employment : to  
12. Details of income from 1 April to the date of cessation of employment :

Particulars	Period	Amount (HK\$) EXCLUDE CENTS
(a) Salary / Wages / Director's Fee / Pensions		
(b) Leave Pay		
(c) Commission / Fees		
(d) Back Pay, Payment in Lieu of Notice, 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 will be made AFTER the employee has left employment Nature:		

Total :

13. 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 :

14. 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 12) :

Space for Employer's official chop

Signature :  
Name :  
Designation:  
Date :

For Official Use