INLAND REVENUE DEPARTMENT EMPLOYER’S RETURN OF REMUNERATION AND PENSIONS

*This box will be filled automatically after item(10) is entered.*

**FOR THE YEAR ENDED 31 MARCH**

(Insert the appropriate year in the box)

Additional - reporting additional income in respect of the same employee

**Prepare a fresh form for the same employee but for another year**

FOR OFFICIAL USE

**Prepare a fresh form for another employee**

Replacement - correcting the form (sheet no. ) submitted on (DD/MM/YYYY) ("✓" one of the above boxes where applicable and fill in date & sheet no.)

1. Employer’s File No. (as shown at the top left hand corner of the address box on Form BIR56A) .................

Read Notes and Instructions for Form IR56B

on our web site [www.ird.gov.hk](http://www.ird.gov.hk/) for details on how to complete this form.

Name of Employer

(The business name is required) Sheet No. *(See Note 2)*

1. Name of Employee or Pensioner *(See Note 1(a))*

Surname Mr/Mrs/Ms/Miss # Given Name

# (Delete whichever is inapplicable)

Full Name in Chinese

1. (*a*) H.K. Identity Card Number *(See Note 2(c) )* ........................................ **(This field must be completed)** ➔ (  )
   1. Passport Number and place of issue (if Employee has no H.K. Identity Card)
2. Sex (M=Male, F=Female) .......................................................................................................................................... **(This box must be completed)** ➔
3. Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married)................................................................................................................
4. (*a*) If married, full name of spouse
   1. Spouse’s H.K. Identity Card Number/Passport Number and place of issue (if known) 7 . Residential Address
5. Postal Address (if different from item 7 above)
6. Capacity in which employed
7. Period of employment for the year ...........................................................................

to

Day Month Year Day Month Year

1. Particulars of Income accruing during the period of employment per item 10 above *(See Note 3):-*

Particulars

Salary/Wages Leave Pay Director’s Fee

Commission/Fees *(See Note 4)*

Bonus *(See Note 5)*

Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities *(See Note 6)*

Certain Payments from Retirement Schemes *(See Note 7)*

Salaries Tax paid by Employer Education Benefits *(See Note 8)*

Gain realized under Share Option Scheme *(See Note 9)* Any other Rewards, Allowances or Perquisites *(See Note 10)* Nature

Pensions *(See Note 11)*

Period (DD/MM/YYYY)

to to to to to

Amount (HK$) (EXCLUDE CENTS)

**0**

**0**

**0**

**0**

**0**

**0**

**0**

**0**

**0**

**0**

to to to

to

to

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to

to

Total

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**0 0**

**0 0**

(*a*)

(*b*)

(*c* )

(*d* )

(*e* )

(*f* )

(*g*)

(*h*)

(*i* )

( *j*)

(*k* )

(*l* )

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Particulars of Place of Residence provided *(See Note 12)* (0=Not provided, 1=Provided) ............................... **(This box must be completed)** ➔ | | | | | | | |  |
| 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 |
|  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  | |

1. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong entity (0=No, 1=Yes)

If yes, please state: **(This box must be completed)** ➔

Name of the non-Hong Kong entity

Address Amount (if known) (This amount must also be included in item 11 *(See Note 13)*)

1. Remarks *(See Note 12(b))*

FOR OFFICIAL USE

*Signature (See Note 1(e)) Name Designation Date*

Please provide a copy of the completed Form IR56B to your employee

*Space for Employer’s official chop*

IR56B(AY) (4/2024)