



稅務局
僱主填報的薪酬及退休金報稅表
在 年4月1日至 年3月31日的年度內

INLAND REVENUE DEPARTMENT
SALARIES TAX

EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS
FOR THE YEAR FROM 1 APRIL TO 31 MARCH

來函請敘明下述檔案號碼
IN ANY COMMUNICATION PLEASE QUOTE THE FILE NUMBER BELOW
檔案號碼
FILE NO.

香港九龍啟德協道5號
稅務中心
Inland Revenue Centre,
5 Concorde Road, KaiTak,
Kowloon, Hong Kong.

香港九龍協道郵政局
郵政信箱 29005 號
P.O. Box 29005,
Concorde Road
Post Office,
Kowloon, Hong Kong.

網址 Web site:
www.ird.gov.hk

電話:
Tel. No.:

根據《稅務條例》的規定，請你填妥本報稅表，並將在上述年度內屬於背頁附註 1(a) 範圍內的人士的資料，依照現附上的 IR56B 表格的規定，填報該表格，並於本報稅表發出日期起 1 個月內交回本局。本局不接納以圖文傳真交回的報稅表。請細閱背頁的「附註及說明」，然後按指示填寫本報稅表。你可選擇使用香港政府一站通，以電子紀錄的形式提交報稅表。詳情請瀏覽 www.gov.hk/etax。

As required by the Inland Revenue Ordinance, please complete this return and give the particulars stated on the enclosed Form IR56B in respect of all persons who were within the scope of Note 1(a) overleaf during the year. This return must be submitted to the Department WITHIN 1 MONTH from the date of this Notice. Submission by facsimile is not acceptable. Please read and follow the Notes and Instructions overleaf carefully in completing this return. You may choose to submit this return in the form of an electronic record using GovHK. For details, visit www.gov.hk/etax.

助理局長

日期:
Date:

Assistant Commissioner

如你的通訊地址或業務地址已更改，而之前未曾通知本局，請在下方敘明新地址：—

If you have not informed the Department of your current postal/business address previously, please state below the new address:-

通訊地址 Postal Address

業務地址 Business Address

在這年度，是否有屬於背頁附註 1(a) 範圍內及須於 IR56B 表格申報的人士？（請在適當空格內加上「✓」號及填寫下方聲明書） During the year, were there any persons who were within the scope of Note 1(a) overleaf and reportable in Forms IR56B? (Please "✓" in the appropriate box and complete the Declaration below)				
<input type="checkbox"/>	有 YES	→ 填寫第 (1)、(2) 及 (3) 項適用的部分 Complete items (1), (2) and (3), as appropriate	<input type="checkbox"/>	沒有 NO
以下列形式擬備 IR56B 表格： Forms IR56B are prepared in the following format:			申報的 IR56B 表格數目 No. of Form IR56B Reported	
(1)	以文本形式擬備，現隨本報稅表附上文本 IR56B 表格。 Prepared in paper format and the paper Forms IR56B are attached.			
(2)	以電子紀錄的形式擬備並儲存於唯讀光碟、唯讀型數碼多功能光碟或 USB 儲存裝置內。現隨本報稅表附上該儲存裝置及已簽署的文本核對表 [見背頁附註 1(d)(i)]。 Prepared in electronic format and stored in a CD-ROM / DVD-ROM / USB storage device. The storage device and a signed paper Control List are now attached [See Note 1(d)(i) overleaf].			
(3)	以電子紀錄的形式擬備並已經僱主電子報稅服務提交至稅務局。現隨本報稅表附上已簽署的文本核對表 [見背頁附註 1(d)(ii)]。 Prepared in electronic format and filed to the Department via the Employer's Return e-Filing Services. A signed paper Control List is now attached [See Note 1(d)(ii) overleaf].			

聲 明 書 (填報不確或違反其他規例可招致重罰) [見背頁]
DECLARATION (Heavy penalties may be incurred for making an incorrect return or committing other offences) [See Overleaf]

現謹此聲明就本人所知所信 (i) 本人已就所有屬於背頁附註 1(a) 範圍內的人士填報及提交 IR56B 表格及 (ii) 本報稅表、IR56B 表格、核對表及所有附件所填報的資料均屬真確，並無遺漏。
I declare that, to the best of my knowledge and belief, (i) I have prepared and filed a Form IR56B for each and every person who was within the scope of Note 1(a) overleaf and (ii) the information given on this return, Forms IR56B, Control List and all other documents attached is true, correct and complete.

姓名 (請用正楷): _____ 簽署: _____
Name (in Block Letters): _____ Signature: _____
電郵地址: _____ 電話號碼: _____
E-mail Address: _____ Telephone No.: _____
職位: _____ 日期: _____
Designation: _____ Date: _____

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、臨時清盤人或清盤人 (如屬法團) / 主要職員 (如屬團體) / 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, Provisional Liquidator or Liquidator for a corporation / Principal Officer for a body of persons / Agent for a non-resident person.

只供稅務局人員填寫 FOR OFFICIAL USE ONLY

TC2112 TC2121 C/A IR849 for: B/A Bus. Name Cess. No. of IR56B