



Refer to Note 7 of Notes and Instructions for Form IR56B.

Include all the income paid by non-Hong Kong company. Item 14 should also be completed.

Use numerical values when filling the date.

Report the gross income before any deductions, e.g. employee's contributions to MPF/recognized occupational retirement scheme. Contributions by employer should not be reported.

Refer to Note 9 of Notes and Instructions for Form IR56B [for share option granted during the reporting period, refer Note 9(c)].

If the amount cannot be ascertained, file revised IR56F when the payment is made.

For remuneration paid in non-Hong Kong currency, convert to HK dollars. You may obtain the major currency exchange rates table through Fax-A-Form Service or from [IRD website](http://www.ird.gov.hk).

Include share awards, tips, holiday journey benefits and sums known by the employer to have been received by the employee from other persons owing to employment. Exclude reimbursement of business expenses.

Refer to the specimen on completion of Form IR56B

12. Details of income from 1 April to the date of cessation of employment :-

(a)	Particulars	Period (DD/MM/YYYY)		Amount (HK\$) (EXCLUDE CENTS)			
		From	To	Thousands	Hundreds	Tens	Units
(a)	Salary/Wages	01/04/2023	to 23/02/2024	5	4	3	2 0 0 0
(b)	Leave Pay	01/04/2023	to 23/02/2024		1	6	0 0 0 0
(c)	Director's Fee		to				0 0 0 0
(d)	Commission/Fees		to				0 0 0 0
(e)	Bonus		to				0 0 0 0
(f)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (see Note 1 below)		to				0 0 0 0
(g)	Certain Payments from Retirement Schemes (see Note 2 below)		to				0 0 0 0
(h)	Salaries Tax paid by Employer		to				0 0 0 0
(i)	Education Benefits		to				0 0 0 0
(j)	Gain realized under Share Option Scheme		to				0 0 0 0
(k)	Any other Rewards, Allowances or Perquisites Nature		to				0 0 0 0
(l)	Payments that have not been declared above but will be made AFTER the employee has left employment Nature		to				0 0 0 0
				<b>Total</b>	5	5	9 2 0 0

Refer to Note 6 of Notes and Instructions for Form IR56B.

13. Particulars of Place of Residence provided (0=Not provided, 1=Provided) (This box must be completed) → 1

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				
Flat 306, Justice Bldg., 1 Justice Rd, HK	Flat	1.4.2023	23.2.2024	0	141,200	108,600	0

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) (This box must be completed) → 1

If yes, please state: Name of the non-Hong Kong company Good Harvest (International) Co Ltd  
 Address No. 8, 400<sup>th</sup> Street, New York, USA  
 Amount (if known) (This amount must also be included in item 12) US\$30,000 (HK\$234,000)  
 Signature [Signature]  
 Name Tsang Fu Yau  
 Designation Director  
 Date 19.1.2024

Notes: 1. Severance payment/long service payment made under Employment Ordinance (after deducting contract gratuities and retirement scheme benefits) should not be included. Only report the excess amount made.  
 2. Includes certain payments subsequently received or are taken to have been received from the scheme(s). Please refer to Note 7 of 'Notes and Instructions for Form IR56B' for details.  
 3. Do not file Form IR56B in the following Annual Reporting of Employees' Income in respect of the above case, so as to avoid double counting.

IR56F (12/2022)

Please provide a copy of the completed Form to your employee

FOR OFFICIAL USE

- Must be signed by the 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.  
 - Name chop/printed signature/signing on behalf of the named person is not acceptable.

**Additional Information**

- On how to report different kinds of income and place of residence for an employee, please visit IRD website, Tax Information > Employers > Employee's Income.
- Please use the latest version of Form IR56F.
- Form IR56F can be downloaded from IRD website or obtained from FAX-A-FORM Services (2598 6001) directly (Form must be printed on white plain A4 size paper). You may also lodge your request for the form IR56F by completing the form IR6163 and send it to the IRD.
- Originally signed form must be submitted. Photocopies / fax copies / scanned copies are NOT acceptable.
- Employer can also report employee's income via Electronic Filing of Employer's Return. For details, please visit IRD website, Electronic Services > Submission of Employer's Return in Computerized Format.
- Do not file form IR56B for the same income again if the income has already been reported in form IR56F previously submitted.