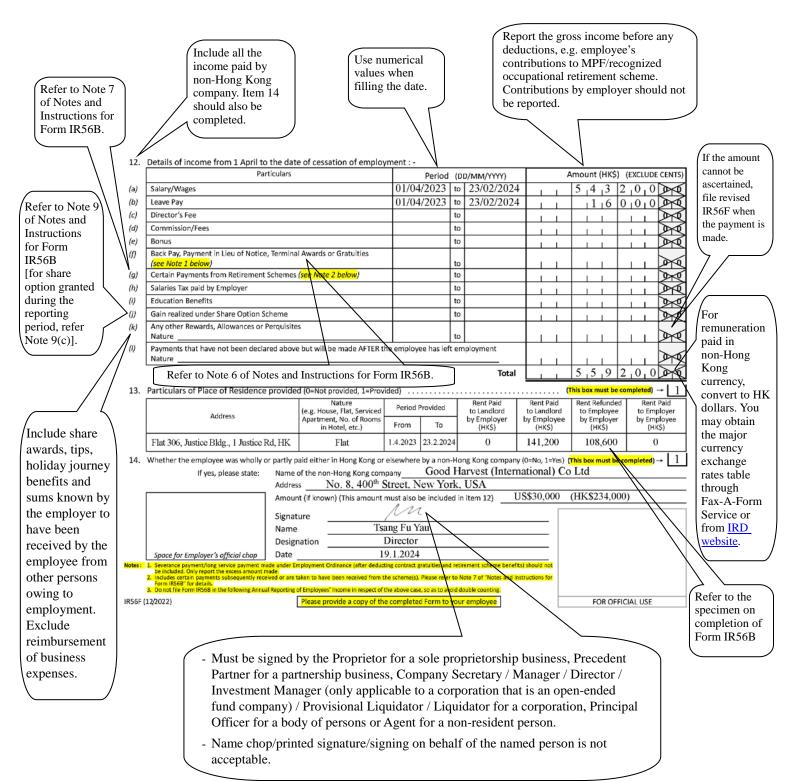
Specimen on Completion of Form IR56F – For Cessation of Employment

Please refer to Notes at the bottom of the form and IRD website www.ird.gov.hk before completion.

INLAND REVENUE DEPARTMENT NOTIFICATION BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED (Under section 52(5) of the Inland Revenue Ordinance, Cap.112)				FOR OFFICIAL USE	56F				
To be completed and returned not later than 1 month before date of cessation . If the employee is about to depart from Hong Kong , please complete Form IR56G instead.				Additional - reporting additional income in respect of the same employee Replacement - correcting the form submitted on(DD/MM/YYYY)					
All correspondence should be sent to: P.O. Box 28777 Concorde Road Post Office, Kowloon, Hong Kong ("\sqrt{"}" one of the above boxes where applicable and fill in the date)									
1. To:	Name of Employer (The business name is required) Good Harvest (HK) Co Ltd Address of Employer Rm 230, Success Commercial Bldg., 2 Success Rd., HK						Full name per HKID Card or		
2. Name of Employee passport.									
	Mr/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Surname	$T \mid I \mid N \mid \mid \mid \mid$						
		Given Name	BIU YI						
		Full Name in Chinese	田表易				Check with the employee		
3.	(a) H.K. Identity Card Number								
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 TSANG, HING SUNG Department.								
	(b) Spouse's H.K. Identity Card Number/Passport Number and place of issue (if known) <u>E246801(2)</u>								
7.	Residential Address Flat 306, Justice Bldg., 1 Justice Road, HK								
8.	Postal Address after cessation of employment (if different from item 7 above) Supply								
9.	Capacity in which employed Sales Manager (Asia Pacific) the latest								
	Reason for cessation (e.g. resignation, retirement, dismissal, death, etc.) Period of employment from 1 April to the date of cessation of employment 0 1 1 0 4 2 0 2 3 to 2 3 0 2 4 employee								
11.	Period of employment from	1 April to the date of ce			Day Month Year to no IRD chan posta addr with one mon the e				



Additional Information

- 1. 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.
- 2. Please use the latest version of Form IR56F.
- 3. 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.
- 4. Originally signed form must be submitted. Photocopies / fax copies / scanned copies are NOT acceptable.
- 5. 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.
- 6. Do not file form IR56B for the same income again if the income has already been reported in form IR56F previously submitted.