

稅務局  
薪俸稅INLAND REVENUE DEPARTMENT  
SALARIES TAX僱主填報的薪酬及退休金報稅表  
在 2024 年4月1日至 2025 年3月31日的年度內EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS  
FOR THE YEAR FROM 1 APRIL 2024 TO 31 MARCH 2025

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.

6 [REDACTED] (N) (O)

6

[REDACTED] LIMITED  
[REDACTED] ROAD  
CENTRAL, SHEUNG WAN  
HK

1 (O)

1 (M)

2025

香港九龍啟德協調道5號  
稅務中心Inland Revenue Centre,  
5 Concorde Road, Kai Tak,  
Kowloon, Hong Kong.

僱主確認碼 (電子報稅) :

ERIC (e-filing):

[REDACTED] 2N9

香港九龍協調道郵政局  
郵政信箱 29001 號P.O. Box 29001,  
Concorde Road  
Post Office,  
Kowloon, Hong Kong.網址 Web site:  
www.ird.gov.hk電話:  
Tel. No.:

187 8022

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，並於本表發出日期起計 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](http://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 issue of this return. 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](http://www.gov.hk/etax).

助理局長 黃佩琪

MS WONG PUI-KI

Assistant Commissioner

日期: 2026年1月 [REDACTED]  
Date: [REDACTED] JAN 2026

如你的通訊地址 (見上方) 或業務地址已更改，而未曾通知本局，請在下方敘明新地址：—

If you have not informed the Department of the change of postal address (see above) / business address, please state below the new address:—

通訊地址 Postal Address

業務地址 Business Address

在上述年度，你是否須就任何人士 [詳情見背頁附註 1(a)] 申報 IR56B 表格？ (請在適當空格內加上「✓」號及填寫下方聲明書)  
During the above year, were there any persons you are required to file Forms IR56B in their respect [See Note 1(a) overleaf for details] ?  
(Please "✓" in the appropriate box and complete the Declaration below)

有  
YES

→

填寫第 (1) 及 / 或 (2) 項適用的部分  
Complete item(s) (1) and / or (2), as appropriate沒有  
NO提交 IR56B 表格的形式：  
Form(s) IR56B is / are submitted in the form of:申報的 IR56B 表格數目  
No. of Form IR56B Reported

- (1) 以文本形式提交，現隨本報稅表附上文本 IR56B 表格。  
paper and the paper Form(s) IR56B is / are attached.
- (2) 以電子紀錄的形式並經由稅務局的僱主電子報稅服務提交。  
現隨本報稅表附上已簽署的文本核對表 [見背頁附註 1(d)]。  
electronic record(s) via the Department's Employer's Return e-Filing Services.  
A signed paper Control List is now attached [See Note 1(d) overleaf].

聲明書 (填報不正確報稅表或觸犯其他稅務條例可招致重罰) [見背頁]  
DECLARATION (Making an incorrect return or committing other offences under the Inland Revenue Ordinance may result in heavy penalties) [See Overleaf]

現謹此聲明，據本人所知所信 (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 submitted 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, Form(s) IR56B, Control List and all other documents attached is true, correct and complete.

姓名 (請用正楷):  
Name (in Block Letters): \_\_\_\_\_簽署:  
Signature: \_\_\_\_\_電郵地址:  
E-mail Address: \_\_\_\_\_電話號碼:  
Telephone No.: \_\_\_\_\_職位:  
Designation: \_\_\_\_\_日期:  
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) / 非居港人士的代理人 [見背頁附註 1(e)]。

State: Proprietor (for sole proprietorship businesses) / Precedent Partner (for partnership businesses) / Company Secretary, Manager, Director, Investment Manager #, Provisional Liquidator or Liquidator (for corporations) / Principal Officer (for bodies of persons) / Agents for non-resident persons [See Note 1(e) overleaf].

# 只適用於開放式基金型公司 Only applicable to open-ended fund companies

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

**INLAND REVENUE DEPARTMENT**  
**EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS**  
**FOR THE YEAR FROM 1 APRIL 2024 TO 31 MARCH 2025**

FOR OFFICIAL USE

- Additional - reporting additional income in respect of the same 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.)

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.

1. Employer's File No. (as shown at the top left hand corner of the address box on Form BIR56A) .....    
 Name of Employer \_\_\_\_\_  
 (The business name is required) \_\_\_\_\_ Sheet No. (See Note 2)

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

Mr/Mrs/Ms/Miss # # (Delete whichever is inapplicable)	Surname										
	Given Name										
	Full Name in Chinese										

3. (a) H.K. Identity Card Number (See Note 2(c)) ..... (This field must be completed) →       (  )  
 (b) Passport Number and place of issue (if Employee has no H.K. Identity Card) \_\_\_\_\_

4. Sex (M=Male, F=Female) ..... (This box must be completed) →   
 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 (if different from item 7 above) \_\_\_\_\_

9. Capacity in which employed \_\_\_\_\_  
 10. Period of employment for the year from 1 April 2024 to 31 March 2025 .....       Day Month Year to       Day Month Year

11. Particulars of Income accruing for the year from 1 April 2024 to 31 March 2025 (See Note 3):-

Particulars	Period (DD/MM/YYYY)		Amount (HK\$) (EXCLUDE CENTS)						
	From	To							
(a) Salary/Wages		to							0 0
(b) Leave Pay		to							0 0
(c) Director's Fee		to							0 0
(d) Commission/Fees (See Note 4)		to							0 0
(e) Bonus (See Note 5)		to							0 0
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities (See Note 6)		to							0 0
(g) Certain Payments from Retirement Schemes (See Note 7)		to							0 0
(h) Salaries Tax paid by Employer		to							0 0
(i) Education Benefits (See Note 8)		to							0 0
(j) Gain realized under Share Option Scheme (See Note 9)		to							0 0
(k) Any other Rewards, Allowances or Perquisites (See Note 10) Nature _____		to							0 0
(l) Pensions (See Note 11)		to							0 0
Total									0 0

12. 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 Employer by Employer (HK\$)	Rent Paid to Employer by Employee (HK\$)
		From	To				

13. 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)) \_\_\_\_\_

14. Remarks (See Note 12(b)) \_\_\_\_\_

Space for Employer's official chop

Signature (See Note 1(e)) \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_