

# Inland Revenue Department Notice

## Change of Postal Address of Employer

The Inland Revenue Department will issue the “Employer’s Return of Remuneration and Pensions” (BIR56A) on 1 April 2025. If your company has not informed the Department of the change of **postal address**, please complete and return the following notification immediately.

CHAN Sze-wai Benjamin  
Commissioner of Inland Revenue

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### Notification of Change of Address

To : The Commissioner of Inland Revenue  
P.O. Box 6068, General Post Office, Hong Kong (Fax No.: 2519 9316)

Employer’s File No.: \_\_\_\_\_

Please update the postal address for the Employer’s file of the company as shown below:

Name of Business: \_\_\_\_\_

New Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Company Chop: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Daytime Contact Tel. No.: \_\_\_\_\_ Name of Signatory: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Designation\*: \_\_\_\_\_

\*The form must be signed by the 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). Non-residents may appoint agents to act on their behalf.

# Only applicable to open-ended fund companies