

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

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