

1. How to Generate an Electronic Submission for Employer's Return IR56B – Electronic File & Hardcopy Control List?

When submitting the electronic copy of IR56B (magnetic tape) to the IRD, you need to submit the hardcopy of the control list with the SHEET NO. column as well. The electronic submission file and report could be generated as follows:-

- a. Submit the request “IR56B Annual Employer Return Hong Kong (Full)” and the CAP System will automatically generate the request “IR56B Annual Employers Return Hong Kong” with a Payroll Action Id in the parameter, for example, P_PAYROLL_ACTION=23456.
- b. Submit the request “IR56B Annual Employers Return Magnetic Tape” with the parameter Report Action Id (the Payroll Action Id above) and the CAP System will automatically generate the request “IR56B Control Listing Report” for the required control list.
- c. Click “View Output”, then select “Copy to” to view the result report on screen.
- d. Submit the request “C000 Copy Files to Report Server” twice, with the parameter of Type “IRD” and Request Ids of “IR56B Annual Employers Return Magnetic Tape” and “IR56B Control Listing Report”.
- e. Use FTP to download the electronic submission file that is o999999999.txt to your PC for submission.
- f. Use FTP to download the control list that is o999999999.out to your PC. Use Microsoft Word to format the file (portrait A4, Pt. 10 Courier New, Top / Bottom margin 1.2 cm, fixed line height 12 Pt.) or use the Report Viewer to view and print out.

The FTP Server url (RLT / SAT environment) is: <ftp://csswka04.hkcss.org.hk/>.

The FTP Server url (PRD environment) is <ftp://csswka02.hkcss.org.hk/>.