7. The Names Entry in People when Reporting to the IRD

Cause: According to the IRD, surnames made up of two Chinese characters (for example, AU YEUNG, SZE TO) should be reported in either one of the following two formats:-

a.   No space between the 2 characters, for example, AUYEUNG, SZETO

b.   A hyphen (-) between the 2 characters, for example, AU-YEUNG, SZE-TO

For a married female, her maiden name should be used as the employee's surname.

Solutions:-

(A)   Last Names made up of 2 Chinese characters should be entered as per the example below – in the "Last" name field of the People form:

"AU YEUNG" should be entered as either "AUYEUNG" or "AU-YEUNG".

(B)   For married female employees, the Last Name is taken from the "Previous Last Name" field in the "Further Name" tab (People form), if entered.   Otherwise, it is obtained from the "Last" name field of the People form.

Case 1: Without changing the name that appears on the HKID Card

There is no need to modify any name fields to fulfill IRD requirements.

Case 2: With husband surname added in HKID Card

Example: Husband surname: Au Yeung; Maiden name: LEE Siu Ching

Field name	Before	After	System navigation
Hong Kong Name	Lee Siu Ching	Au-Yeung Lee Siu Ching *or* Auyeung Lee Siu Ching	People, Employment tab, Information
Last	Lee	Au-Yeung Lee *or* Auyeung Lee	People
Previous Last Name	(may be empty)	Lee	People, Further Name tab
First	Siu Ching	Siu Ching	People
Full name to be searched	Lee, Siu Ching	Au-Yeung Lee, Siu Ching *or* Auyeung Lee, Siu Ching	Find People

Case 3: Maiden name changed to husband surname

Example: Husband surname: Au Yeung; Maiden name: LEE Siu Ching

Field name	Before	After	System navigation
Hong Kong Name	Lee Siu Ching	Au-Yeung Siu Ching *or* Auyeung Siu Ching	People, Employment tab, Information
Last	Lee	Au-Yeung *or* Auyeung	People
Previous Last Name	(may be empty)	Lee	People, Further Name tab
First	Siu Ching	Siu Ching	People
Full name to be searched	Lee, Siu Ching	Au-Yeung, Siu Ching *or* Auyeung, Siu Ching	Find People

In all the above cases, information can be supplemented in the Prefix, Suffix, Middle and Preferred Name fields without affecting the output for reporting to IRD. The Prefix, Middle and Suffix, which are rarely used, can be used in the Find People form in the sequence Prefix Last, First Middle Suffix (Preferred), while Preferred Name and Previous Last Name can only be used in the query mode of the People form.

In case a Christian name (English name) is printed on the HKID card, it should be entered in the Hong Kong Name, Last and Preferred Name. The Find People function would locate names in the format "Chan, Tai Man Peter (Peter)".