
THE CHINESE UNIVERSITY OF HONG KONG

Cessation of Employment

As you will complete your service at the University soon, we thank you on behalf of the University for your past service. Please complete the form below to provide information required for follow-up work on taxation and other matters relating to your cessation of employment. The completed form should be returned to the Payroll and Superannuation Unit by fax at 2603 7890 or by internal mail *as soon as possible*.

Please note that according to Section 52(5) of the Inland Revenue Ordinance of Hong Kong, where the University, as an employer, ceases or is about to cease to employ in Hong Kong an individual who is or is likely to be chargeable to tax, or any married person, it shall give notice by filing a Form No. IR 56F to the Commissioner of Inland Revenue not later than one month before such an individual ceases to be employed in Hong Kong. In case the individual is about to leave Hong Kong for any period exceeding one month, the University is required, under Section 52(6), to give notice by filing a Form No. IR 56G to the Commissioner of Inland Revenue not later than one month before the expected date of departure. After filing the Form No. IR 56G for an employee, the University is required, according to Section 52(7), to withhold money of any nature i.e. salaries, gratuity or commission etc. for the benefit of such employee for a period of one month or until the receipt of a letter of release from the Inland Revenue Department.

You will be given a copy of the completed Inland Revenue Return in due course. Please note that we shall update our personnel record according to the information you provided on this form. Should there be any enquiries on data access and corrections, please feel free to contact the Personnel Office at 3943 7179. For taxation matters, please contact the Payroll and Superannuation Unit at 3943 8614 / 3943 7234.

Personnel Office

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PARTICULARS OF STAFF ON CESSATION OF EMPLOYMENT

(Please fill out the form in block letters)

(i) Name Staff I.D.	(ii) Department Contact Telephone No.: E-mail address:
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(iii) Present residential address in Hong Kong *(Please state address other than on campus.)*

(iv) Do you plan to leave Hong Kong for more than one month after you leave the University?
 Yes [Please proceed to complete items (v) to (ix)]
 No [Please proceed to complete items (viii) and (ix) only]

(v) Approximate date of departure	(vi) Approximate date of return, if you are not going to stay overseas permanently
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(vii) Overseas correspondence address

Please "✓" as appropriate - The above overseas address **OR** the residential address in HK under item (iii) above should be used for future communication.

(viii) Date	(ix) Signature
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