

# Hong Kong Business Compliance Calendar 2026

Verified penalties and obligations for Hong Kong companies  
Based on IRD and Companies Registry official requirements

Always verify current deadlines at [ird.gov.hk](http://ird.gov.hk) before filing. Penalty amounts are confirmed from official sources. Deadlines may vary each year.

LATE FILING PENALTY	POOR RECORD KEEPING	RETENTION PERIOD	TAX EVASION PENALTY	MPF LATE SURCHARGE
<b>HK\$10,000</b>	<b>Up to HK\$100,000</b>	<b>7 Years</b>	<b>Up to 300%</b>	<b>5% per month</b>
Automatic, no exceptions	Per Companies Ordinance	IRD can audit anytime	Of tax undercharged	Min. HK\$5,000

## MONTHLY OBLIGATIONS All Companies

OBLIGATION	DEADLINE	PENALTY	SOURCE
MPF Contributions (employer + employee portions)	10th of following month	<b>HK\$5,000 minimum + 5% surcharge per month</b>	MPFA
Expense and Transaction Documentation	Ongoing	<b>HK\$10,000 to HK\$100,000 for inadequate records</b>	IRD / Cap. 622
Bank Reconciliation	Monthly recommended	Supports 7-year record requirement	IRD

## ANNUAL OBLIGATIONS Key Deadlines

OBLIGATION	DEADLINE RULE	PENALTY
Profits Tax Return (PTR) Filing	1 month from date of issue by IRD (issued annually by IRD)	<b>HK\$10,000 automatic</b>
PTR with Block Extension (must apply in advance, before original deadline)	Additional 3 months from original deadline	Must apply before original deadline
Statutory Audit (all active companies, no exceptions)	Must be complete before PTR submission	<b>Treated as late filing if absent</b>
Employer's Return (BIR56A + IR56B)	1 month from date of issue by IRD (no Block Extension available)	<b>HK\$10,000</b>
Annual Return NAR1 (Companies Registry)	Within 42 days of Annual General Meeting	Late filing penalty applies
7-Year Record Retention	Ongoing — IRD can request records at any time	<b>HK\$10,000 to HK\$100,000</b>

## MANDATORY AUDIT REQUIREMENT

All active Hong Kong companies must complete a statutory audit annually by an HKICPA-registered CPA, **regardless of size, revenue, or activity level**. There are no thresholds or exemptions for active companies. The only exception is officially dormant companies (zero transactions, Form ND2A filed).

Book your auditor 2 to 3 months before year-end. Audit firms are very busy March to May and December to February.

## VERIFIED PENALTIES IRD and Companies Registry

VIOLATION	PENALTY AMOUNT	LEGAL BASIS	AUTHORITY
Late Profits Tax Return	<b>HK\$10,000 automatic</b>	Inland Revenue Ordinance	IRD
Late Employer's Return (BIR56A / IR56B)	<b>HK\$10,000</b>	Inland Revenue Ordinance	IRD
Inadequate Record Keeping	<b>HK\$10,000 to HK\$100,000</b>	Companies Ordinance Cap. 622	IRD

False or Misleading Information	<b>HK\$10,000 to HK\$100,000</b>	Inland Revenue Ordinance	IRD
Tax Evasion	<b>Up to 300% of tax undercharged</b>	Section 82A IRO	IRD
Late MPF Contributions	<b>5% surcharge per month Min. HK\$5,000</b>	MPF Schemes Ordinance	MPFA

## 7-YEAR RECORD RETENTION What You Must Keep

DOCUMENT TYPE	EXAMPLES	FORMAT
Accounting Records	General ledger, trial balance, journals, chart of accounts	Digital or physical
Bank Statements	All business accounts: HKD, USD, multi-currency	Digital PDFs accepted
Invoices and Receipts	All sales invoices, supplier invoices, expense receipts	Scanned copies accepted
Contracts and Agreements	Client contracts, supplier agreements, leases, loan documents	Digital or physical
Corporate Records	Board minutes, AGM minutes, shareholder resolutions	Physical preferred
Payroll Records	Salary slips, MPF records, IR56B forms, employment contracts	Digital or physical
Tax Correspondence	All IRD letters, assessments, applications and responses	Keep all originals

Sources: [ird.gov.hk](http://ird.gov.hk) | [cr.gov.hk](http://cr.gov.hk) | [hkiopa.org.hk](http://hkiopa.org.hk) | [mpfa.org.hk](http://mpfa.org.hk) | February 2026

[growacross.com/insights/hong-kong-accounting-compliance-guide](https://growacross.com/insights/hong-kong-accounting-compliance-guide)

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