

**Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

**Review Report for the Reporting Year of 2015-16**

(to be completed if not exempted from the Government Guidelines)

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Sunlight Tower,  
248 Queen's Road East  
Wan Chai, Hong Kong

**Fax No.: 2575 6537**

*[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year]*

**Part A: Remuneration Packages**

Information of my staff in the top three tiers –

(1) Staff of 1<sup>st</sup> Tier<sup>1</sup>

- |   |  |                             |
|---|--|-----------------------------|
| (a) Number of staff   | 1  |                             |
| (b) Rank  | SSWO   |                             |
| (c) Post  | General Secretary                                    |                             |
| (d) Total annual staff cost <sup>2</sup> (including those not under SWD subventions, if applicable) |  | <u>\$1,119,337.00</u>       |
|   | <i>[1(d) should be equal to or greater the 1(e)]</i> | <i>(round up to dollar)</i> |
| (e) Total annual staff cost under SWD subventions   |  |                             |
|   | <i>[1(e)=1(g)(i)+(ii)=(iii)=(iv)]</i>                | <u>\$1,119,337.00</u>       |
|   |  | <i>(round up to dollar)</i> |
| (f) Please specify the months covered if (1)(e) was not incurred for the full _____ months year :   |  |                             |
| (g) Breakdown of (1)(e)   |  |                             |
| (i) Salary <sup>3</sup>   |  | <u>\$ 971,880.00</u>        |
| (ii) Provident Fund   |  | <u>\$ 145,782.00</u>        |
| (iii) Cash Allowance  | <sup>4</sup> (please specify if \$ - any: )          |                             |
| (iv) Non-cash base Benefits <sup>5</sup> (please specify if any: Medical Allowance)                 |  | <u>\$ 1,675.00</u>          |

(2) Staff of 2<sup>nd</sup> Tier<sup>1</sup>

(a) Number of staff	1	
(b) Rank	SWO	
(c) Post	Supervisor	
(d) Total annual staff cost <sup>2</sup> (including those not under SWD subventions, if applicable)		<u>\$1,073,245.00</u>
	<i>[2(d) should be equal to or greater the 2(e)]</i>	<i>(round up to dollar)</i>
(e) Total annual staff cost under SWD subventions		<u>\$1,073,245.00</u>
	<i>[2(e)=2(f)(i)+(ii)=(iii)=(iv)]</i>	<i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>3</sup>		<u>\$ 931,800.00</u>
(ii) Provident Fund		<u>\$ 139,770.00</u>
(iii) Cash Allowance <sup>4</sup> (please specify if any: )		<u>\$ -</u>
(iv) Non-cash base Benefits <sup>5</sup> (please specify if any: Medical Allowance )		<u>\$ 1,675.00</u>

(3) Staff of 3<sup>rd</sup> Tier<sup>1</sup>

(a) Number of staff	2	
(b) Rank	ASWO	
(c) Post	Supervisor (2)	
(d) Total annual staff cost <sup>2</sup> (including those not under SWD subventions, if applicable)		<u>\$1,473,097.00</u>
	<i>[3(d) should be equal to or greater the 3(e)]</i>	<i>(round up to dollar)</i>
(e) Total annual staff cost under SWD subventions		<u>\$1,473,097.00</u>
	<i>[3(e)=3(f)(i)+(ii)=(iii)=(iv)]</i>	<i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary <sup>3</sup>		<u>\$ 1,283,952.65</u>
(ii) Provident Fund		<u>\$ 185,794.51</u>
(iii) Cash Allowance <sup>4</sup> (please specify if any: )		<u>\$ -</u>
(iv) Non-cash base Benefits <sup>5</sup> (please specify if any: Medical Allowance)		<u>\$ 3,350.00</u>