

**Review Report on  
Remuneration Packages for Staff  
in the Top Three Tiers 2015-16**

**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 exempt 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	ED	
(c) Post	Executive Director	
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) <i>[1(d) should be equal to or greater than 1(e)]</i>		\$ 2,003,006 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[1(e) = 1(g)(i) + (ii) + (iii) + (iv)]</i>		\$ 2,001,746 <i>(round up to dollar)</i>
(f) Please specify the months covered if (1)(e) was not incurred for the full year:		_____ months
(g) Breakdown of (1)(e)		
(i) Salary <sup>3</sup>		\$ 1,737,000
(ii) Provident Fund		\$ 260,547
(iii) Cash Allowance <sup>4</sup> (please specify if any: Performance-base Award	)	\$ 2,000
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: Group Medical Insurance	)	\$ 2,199

<b>(2) Staff of 2<sup>nd</sup> Tier <sup>1</sup></b>	
(a) Number of staff	2
(b) Rank	CSWO
(c) Post	Deputy Executive Director
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]	\$ 2,672,232 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]	\$ 2,670,332 <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)	
(i) Salary <sup>3</sup>	\$ 2,338,719
(ii) Provident Fund	\$ 325,215
(iii) Cash Allowance <sup>4</sup> (please specify if any: Performance-base Award	) \$ 2,000
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: Group Medical Insurance	) \$ 4,398
 <b>(3) Staff of 3<sup>rd</sup> Tier <sup>1</sup></b>	
(a) Number of staff	9
(b) Rank	SWO
(c) Post	Co-ordinator
(d) Total annual staff costs <sup>2</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]	\$ 8,756,921 <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]	\$ 8,752,281 <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)	
(i) Salary <sup>3</sup>	\$ 7,767,780
(ii) Provident Fund	\$ 946,710
(iii) Cash Allowance <sup>4</sup> (please specify if any: Performance-base Award	) \$ 18,000
(iv) Non-cash based Benefits <sup>5</sup> (please specify if any: Group Medical Insurance	) \$ 19,791

**Review for changes**

	<u>2014 - 2015</u> (the year before)	<u>2015 - 2016</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	\$ 12,675,265.4	\$ 13,424,359

(2) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and found no changes in their remuneration as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and found changes in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

*(Please use additional sheet as necessary.)*

Compared with the preceding year, the changes due to the following reason:

The normal annual increment and the increase of 3.96% for salary scale in  
2015-2016 Civil Service Pay Adjustment.

**Part B: Public Disclosure of the Review Report**


Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 1/11/2016) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

**Part C: Declaration by Chairperson**

I declare that the information as provided in Part A and Part B is correct.

Contact Person	: Ms. LO Suk Yin	Signature of Chairperson	: 
Title	: HR Manager	Name	: Dr. TSANG Fan Kwong
Tel.	: 2865 2797	Tel.	: 2865 2797
Email	: hrm@naac.org.hk	Date	: 28/10/2016