**Form B**

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

**Review Report for the Reporting Year of 2024-25**

According to the Lump Sum Grant Subvention Manual, Non-governmental Organisations (NGOs) receiving recurrent subvention and subsidies from the Social Welfare Department (SWD) of not less than $10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the "Review Report on Remuneration Packages for Staff in the Top Three Tiers" (Review Report), and regularly review the number, rank and remuneration packages of their staff in the top three tiers. For NGOs that are not subject to the disclosure requirement as mentioned above, they are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public's understanding of NGOs' financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO's income from sources other than the SWD, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO's particular circumstances such as its organisational structure.

*[Please read the explanatory notes before completing this form. The completed Review Report should reach the SWD through the SPMIS by **31 October 2025**.]*

**Name of NGO (code) :** **Heung Hoi Ching Kok Lin Association (251)**

Please tick as appropriate (may tick both)

- ☑ We have a staff member serving his/her second or further contract in 2024-25 for which **Part (A)** is completed.
- ☑ We have a staff member serving his/her first contract in 2024-25 for which **Part (B)** is completed.

**Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)**

Information of ***staff*** in the top three tiers serving the ***second or further contract***. (Note 2)

**(1)** ***Staff of First Tier (Note 3)***

(a) Number of post (Note 4) 0.7

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Assistant Director (Elderly Services) | 12 |

Total number of month(s): 12

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 1,050,114
[*1(c) = 1(d)(i)+(ii)+(iii)+(iv)*]

(d) Breakdown of (1)(c) under SWD subvention

(i) Salary (Note 8) $ 914,220

(ii) Provident fund $ 39,574

(iii) Cash allowance (Note 9) (please specify if any:)
Responsibility Allowance $ 95,520

(iv) Non-cash based benefits (Note 10) (please specify if any:)
Medical /Dental Insurance $ 800

(e) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below

**(2) *Staff of Second Tier (Note 3)***

(a) Number of post (Note 4) 6

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Superintendent | 12 |
| (ii) | Superintendent | 12 |
| (iii) | Superintendent | 12 |
| (iv) | Superintendent | 12 |
| (v) | Service-in-charge | 12 |
| (vi) | Center-in-charge | 9 |

Total number of month(s): 69

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 7,520,610
[*2(c) = 2(d)(i)+(ii)+(iii)+(iv)*]

(d) Breakdown of (2)(c) under SWD subvention

(i) Salary (Note 8) $ 6,688,676

(ii) Provident fund $ 730,349

(iii) Cash allowance (Note 9) (please specify if any:)
Responsibility Allowance $ 95,985

(iv) Non-cash based benefits (Note 10) (please specify if any:)
Medical /Dental Insurance $ 5,600

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**(3) *Staff of Third Tier* (Note 3)**

(a) Number of post (Note 4) 4

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Assistant Superintendent | 12 |
| (ii) | Assistant Superintendent | 12 |
| (iii) | Assistant Superintendent | 13 |
| (iv) | Assistant Superintendent | 12 |

Total number of month(s): 49

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 4,536,955
*[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]*

(d) Breakdown of (3)(c) under SWD subvention

(i) Salary (Note 8) $ 3,833,597

(ii) Provident fund $ 330,404

(iii) Cash allowance (Note 9) (please specify if any:)
Responsibility Allowance $ 369,754

(iv) Non-cash based benefits (Note 10) (please specify if any:)
Medical /Dental Insurance $ 3,200

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)**

Information of ***newly employed*** staff in the top three tiers serving the ***first contract.*** (Note 2)
Please skip this part if there is no staff member serving his/her first contract in 2024-25.

**(1)** ***Staff of First Tier (Note 3)***

(a) Number of post (Note 4)

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | | |

Total number of month(s):

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 0
[*1(c) = 1(d)(i)+(ii)+(iii)+(iv)*]

(d) Breakdown of (1)(c) under SWD subvention

(i) Salary (Note 8) $

(ii) Provident fund $

(iii) Cash allowance (Note 9) (please specify if any:)

$

(iv) Non-cash based benefits (Note 10) (please specify if any:)

$

(e) Comparable rank in civil service as assessed by SWD (Note 11)

**(2) *Staff of Second Tier (Note 3)***

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Center-in-charge | 8 |

Total number of month(s): 8

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 370,920
[*2(c) = 2(d)(i)+(ii)+(iii)+(iv)*]

(d) Breakdown of (2)(c) under SWD subvention

(i) Salary (Note 8) $ 358,120

(ii) Provident fund $ 12,000

(iii) Cash allowance (Note 9) (please specify if any:)

$ 0

(iv) Non-cash based benefits (Note 10) (please specify if any:)

Medical /Dental Insurance $ 800

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**(3)** ***Staff of Third Tier (Note 3)***

(a) Number of post (Note 4) 1

(b) Post title (Note 5) & Number of month(s) covered in the year for each post (Note 6)

| | Post title | Number of month(s) |
|---|---|---|
| (i) | Assistant Superintendent | 7 |

Total number of month(s): 7

Add Post title and Month(s)

(c) Total annual staff costs (Note 7) under SWD subvention $ 570,593
*[3(c) = 3(d)(i)+(ii)+(iii)+(iv)]*

(d) Breakdown of (3)(c) under SWD subvention

(i) Salary (Note 8) $ 506,960

(ii) Provident fund $ 27,133

(iii) Cash allowance (Note 9) (please specify if any:)
Responsibility Allowance $ 35,700

(iv) Non-cash based benefits (Note 10) (please specify if any:)
Medical /Dental Insurance $ 800

(e) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

**Part (C): Review for changes (Note 12)**

| | | 2023-24 (the year before) | 2024-25 (the reporting year) |
|---|---|---|---|
| (a) Total annual staff costs under SWD subvention in respect of the top three tiers *[Part (A)(1)(c)+(2)(c)+(3)(c)+ Part (B)(1)(c)+(2)(c)+(3)(c)]* | $ | 13,022,431 | $14,049,192 |

(b) Please select and complete the following as appropriate to state the result of this review -

- ○ The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- ◉ The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below :
  - ☑ Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment.
  - ☐ Upward/downward pay adjustment other than Civil Service Pay Adjustment.
  - ☑ Incremental creep.
  - ☐ Organisational restructuring or upgrading/downgrading of top three tier posts.
  - ☐ Increase/decrease in the number of staff of the top three tiers.
  - ☐ Other circumstances (please provide details in the box below).

**Part (D): Public Disclosure of the Review Report (Note 13)**

This organisation ○**has disclosed** / ◉**will disclose** (please specify the commencement date: 01.11.2025 ) the Review Report for 2024-25 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -

| | **Means of Disclosure** *(Please tick as appropriate.)* |
|---|---|
| ☑ | Uploading the information to the website of this organisation<br>The relevant hyperlink is<br>http://buddhist-hhckla.org/hhckla/form/3-Tiers_202425.pdf<br>*(Please provide a hyperlink to facilitate direct and easy access to the report by the public.)* |
| ☑ | Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office |
| ☐ | Reporting the information in the Annual Report of this organisation |
| ☐ | Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference) |

**Part (E): Public Disclosure of the Review Report on the SWD's Website**