

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

**Review Report for the Reporting Year of 2019-20**

(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

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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 11 December 2020.]

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

**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) Comparable rank in civil service <sup>[2]</sup> \_\_\_\_\_ SEO \_\_\_\_\_

(c) Post \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \_\_\_\_\_ \$1,372,646 \_\_\_\_\_  
[I(d) should be equal to or greater than I(e)] (round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \_\_\_\_\_ \$1,205,350 \_\_\_\_\_  
[I(e)=I(g)(i)+(ii)+(iii)+(iv)] (round up to the nearest dollar)

(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>[4]</sup> \_\_\_\_\_ \$1,204,350 \_\_\_\_\_

(ii) Provident fund \_\_\_\_\_ \$0 \_\_\_\_\_

(iii) Cash allowance <sup>[5]</sup> (please specify if any: \_\_\_\_\_ ) \$0 \_\_\_\_\_

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical-Clinical & Dental) \$1,000 \_\_\_\_\_

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

(a) Number of staff	5	
(b) Comparable rank in civil service <sup>[2]</sup>	SMO, SWO, ASWO	
(c) Post	Superintendent, Center-in-charge	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$5,920,976 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$5,920,976 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$5,064,913
(ii) Provident fund		\$533,148
(iii) Cash allowance <sup>[5]</sup> (please specify if any: Transportation allowance, Job allowance )		\$317,915
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical-Clinical & Dental)		\$5,000

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

(a) Number of staff	4	
(b) Comparable rank in civil service <sup>[2]</sup>	NO, RN	
(c) Post	Assistant Superintendent	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$3,738,821 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$3,738,821 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>	\$3,277,693
(ii) Provident fund	\$340,163
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )	\$116,965
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical-Clinical & Dental)	\$4,000

(4) Review for changes <sup>[7]</sup>

	<u>2018-19</u> (the year before)	<u>2019-20</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	\$9,995,414	\$10,865,147

(b) 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 change** in their remunerations as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** 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 (details are given at the bottom).
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
  - Incremental creep (details are given at the bottom).
  - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
  - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
  - Other circumstances (details are given at the bottom).

*Details (please use additional sheet as necessary):*

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