

For consideration  
on 15 June 2000

**Legislative Council Panel on Security**  
**Revision of Government Fees and Charges**

Purpose

This paper seeks Members' advice on proposals to revise the fees and charges for services provided by departments under the purview of the Security Bureau which would only affect a small number of people and a few special businesses.

Background

2. The Administration consulted the Panel on Financial Affairs on 13 April 2000 on proposals to revise the fees and charges for services provided by various bureaux and departments that would only affect a small number of people and some special businesses. In view of the diverse nature of the fees and charges, some Members suggested that the proposals should also be considered by the relevant subject Panel of the LegCo. The suggestion was endorsed by the LegCo's House Committee at its meeting held on 14 April 2000.

Scope of Current Fee Revision Exercise

3. The scope of the current fee revision exercise covers the following 65 items of fees and charges:

*Hong Kong Police Force*

- Licence fee for massage, temporary liquor licence and pawnbroker establishments (3 items)
- Licence fee for firearms and ammunitions (14 items)

*Fire Services Department*

- Fees for registration of contractor of fire equipment installation (6 items)
- Licence fee related to timber store (3 items)
- Hiring of personnel and equipment (4 items)

*Auxiliary Medical Service*

- Provision of examinations and testing services (24 items)

*Immigration Department*

- Issue of Document of Identity and HKSAR Passport and delivery charges for overseas application for HKSAR passport (11 items)

Costing Review

4. We have reviewed the costs incurred in the processing of each item of fees and charges and updated them to the 2000-01 price level. We found that the costs for 12 items are below the existing fee level while the costs for 53 items are

above the existing fee level. Of the 53 items which costs are above the existing fee level, we have identified the need to conduct a comprehensive review on the scheme for the processing of three items - one on the licensing of massage establishment and two on the issue of Document of Identity (44 pages and 92 pages). The review of massage establishment is already underway. We should be able to complete the review before the end of the year. We will embark on the review of the Document of Identity as soon as possible. Our target is to complete the review within this financial year. We will consult the Panel after completion of the reviews. Meanwhile, we have excluded these three items from the current fee revision exercise.

### Proposal

5. In respect of the 12 items for which the cost is below the existing fee level, we propose to reduce the fees to just recover the cost of providing the service. As regards the remaining 50 items which costs are above the existing fee level, in order to achieve full cost recovery within a reasonable timeframe, we propose to revise the fees and charges on the following basis:

- (a) for the 12 items with an existing cost recovery rate of less than 40%, increase by 20%;
- (b) for the 14 items with an existing cost recovery rate of between 40% to 70%, increase by 15%; and

- (c) for the remaining 24 items with an existing cost recovery rate of over 70%, increase by 10% or less.

6. On the basis of the above proposed rates, we have calculated at Annex A the proposed level of revision for each fee item. As Members can see, the proposed increase on most items is relatively small in dollar terms and should be affordable to the individual/ business operator concerned. We have also prepared at Annex B a cost computation statement for each fee item. It provides a breakdown of the total cost incurred in providing the service for Members' reference.

### Implementation Timetable

7. Subject to Member's endorsement, we will -
- (a) implement the increases for those fees that can be achieved by administrative measures; and
  - (b) undertake preparatory work (e.g. drafting of subsidiary legislation, submission to ExCo etc) for the statutory fees, with a view to submitting the subsidiary legislation to LegCo in the beginning of the next legislative session.

### Continuous Improvement

8. We will keep the need to provide the various services that require the payment of fees and charges under constant review, having regard to the changing needs of the community. If a service is found to be no longer required, we will take action to scrap the service and abolish the associated fees. We will also review the cost of providing the services periodically with a view to rationalising requirements, streamlining procedures and reducing costs. In the light of the "Enhanced Productivity Programme", the "Containing the Size of the Civil Service" initiative and other efficiency improvement measures which are being implemented across Government, we see potential scope for further reducing the cost of the various services we provide in the coming years.

#### Financial Implications

9. Additional revenue arising from the proposed fee revision is about \$7.8 million per annum in the first year.

#### Members' Advice

10. We should be grateful for Members' views on the proposed revision of fees and charges as set out in Annex A.

## Proposed Fee Revision

Department	Existing Fee (\$)	Cost at 2000-01 prices		Proposed Fee (\$)	Proposed Revision (%)	Proposed Increase / Decrease (\$)
		Full Cost (\$)	Full Cost Recovery Rate at Existing Fee Level (%)			
<b>Hong Kong Police Force</b>						
<u>1. Licence fee for temporary liquor licence and pawnbroker establishments</u>						
1.2 Temporary liquor licence (per day)	240	1,633	15	288	20	+48
1.3 Pawnbroker licence	4,000	5,674	70	4,600	15	+600
<u>2. Licence fee for firearms and ammunitions</u>						
2.1 Fee for an exemption under section 4(3) of the Ordinance (per permit)	310	625	50	357	15	+47
2.2 Annual licence for possession:						
2.2.1 Issue or renewal of licence for possession - granted to a security guard (per annum)	112	388	29	134	20	+22
2.2.2 Issue or renewal of licence for possession - in any other case (per annum)	1,130	3,698	31	1,356	20	+226
2.3 Dealer's annual licences						
2.3.1 Issue or renewal of dealer's licence - restricted to a prescribed class or description of arms or ammunition or both (per annum)	2,820	10,371	27	3,384	20	+564
2.3.2 Issue or renewal of dealer's licence - restricted to scrap cartridge cases only (per annum)	3,520	8,416	42	4,048	15	+528
2.3.3 Issue or renewal of dealer's licence - in any other case (per annum)	14,100	11,961	118	11,961	-15	-2,139
2.4 Monthly Storage fees (per article or per 100 rounds of ammunition)						
2.4.1 Fee for storing arms (for each article for each month or part thereof)	78	153	51	90	15	+12
2.4.2 Fee for storing ammunition (for each 100 rounds or part thereof, for each month or part thereof)	78	153	51	90	15	+12
2.4.3 Fee for storing imitation arms (for each article for each month or part thereof)	78	153	51	90	15	+12
2.4.4 Fee for storage of arms and ammunition awaiting transshipment where the arms and ammunition are stored in a box crate or similar container (for each 50 kg gross weight or part thereof, for each month or part thereof)	58	153	38	70	20	+12
2.5 Amendment of a licence or a condition thereof (per case)	43	224	19	52	20	+9

Department	Existing Fee (\$)	Cost at 2000-01 prices		Proposed Fee (\$)	Proposed Revision (%)	Proposed Increase / Decrease (\$)
		Full Cost (\$)	Full Cost Recovery Rate at Existing Fee Level (%)			
2.6 Replacement of a licence or an exemption (per case)	43	163	26	52	20	+9
2.7 Issue of licence for possession or dealer's licence - granted for a purpose under S.30 (1) (a) or (b) (per licence)	43	491	9	52	20	+9
<b>8. Miscellaneous Service</b>						
8.2 Certificate of no criminal conviction (per case)	220	234	94	234	6	+14
<b>Fire Services Department</b>						
<b>3. Fees for registration of contractor of fire equipment installation</b>						
3.1 Fees for written examination and interview of contractors						
3.1.1 Written examination for Class 3 registration	770	2,856	27	924	20	+154
3.1.2 Interview for Class 3 registration	835	1,921	43	960	15	+125
3.2 Fees for workshop inspection/re-inspection and for change of particulars of a registration						
3.2.1 Workshop inspection for Class 3, workshop re-inspection / new workshop inspection / new workshop re-inspection for Class 1, Class 2, Class 1&2 or Class 3	690	1,719	40	794	15	+104
3.2.2 Registration (including production of evidence and initial workshop inspection) for Class 1, Class 2 or Class 1 & 2	1,370	2,446	56	1,576	15	+206
3.2.3 Change of registered name or registered address for Class 1, Class 2, Class 1&2 or Class 3	350	423	83	385	10	+35
4.2.4 Change of qualified person for Class 1, Class 2, Class 1 & 2 (addition or replacement)	435	554	79	479	10	+44
<b>4. Licence fee related to timber store</b>						
4.1 Grant of a licence (valid for 1 year)	2,040	4,588	44	2,346	15	+306
4.2 Renewal of a licence	920	971	95	971	6	+51
4.3 Transfer / amendment of conditions or particulars / issue of a duplicate of a licence	210	283	74	231	10	+21
<b>5. Hiring of personnel and equipment</b>						
5.1 Hourly hiring charge for fire services equipment						
5.1.1 Light Portable Pump	460	811	57	529	15	+69
5.1.2 Fire Boat 4	3,910	4,990	78	4,301	10	+391
5.2 Hourly hiring charge for fire services personnel (mini. 2 hours)						
5.2.1 Rank & file (Fire Services)	225	232	97	232	3	+7

Department	Existing Fee (\$)	Cost at 2000-01 prices		Proposed Fee (\$)	Proposed Revision (%)	Proposed Increase / Decrease (\$)
		Full Cost (\$)	Full Cost Recovery Rate at Existing Fee Level (%)			
5.2.2 Rank & file (Ambulance)	230	265	87	253	10	+23
<b>Auxiliary Medical Service</b>						
<u>6. Provision of examinations and testing services</u>						
6.1 Fees for first aid training courses and examination services						
6.1.1 Training courses (per course)						
(a) Basic First Aid Course conducted at client organisation venues	23,213	26,858	86	25,534	10	+2,321
(b) Basic First Aid Course conducted at AMS venues	22,182	22,833	97	22,833	3	+651
(c) Refresher First Aid Course conducted at client organisation	14,129	16,296	87	15,542	10	+1,413
(d) Use of Automated External Defibrillator Course	13,702	13,325	103	13,325	-3	-377
(e) Refresher First Aid Course conducted at AMS venues	13,079	13,671	96	13,671	5	+592
(f) Tailor Made First aid Course	4,275	4,156	103	4,156	-3	-119
(g) Cardiac pulmonary resuscitation conducted at AMS venues	4,012	4,317	93	4,317	8	+305
(h) Care of Wounds Course	2,857	2,776	103	2,776	-3	-81
(i) Use of Resuscitation Equipment Course	2,410	2,345	103	2,345	-3	-65
(j) Induction First Aid Course conducted at client organisation venues	2,179	2,237	97	2,237	3	+58
(k) Induction First Aid Course conducted at AMS venues	1,900	1,835	104	1,835	-3	-65
6.1.2 Training courses (per head)						
(a) Basic First Aid Course conducted at client organisation venues	774	895	86	851	10	+77
(b) Basic First Aid Course conducted at AMS venue	739	761	97	761	3	+22
(c) Refresher First Aid Course conducted at client organisation venues	471	543	87	518	10	+47
(d) Use of automated External Defibrillator Course	457	444	103	444	-3	-13
(e) Refresher First Aid Course conducted at AMS venues	436	456	96	456	5	+20
(f) Tailor Made First Aid Course	143	139	103	139	-3	-4



Department	Existing Fee (\$)	Cost at 2000-01 prices		Proposed Fee (\$)	Proposed Revision (%)	Proposed Increase / Decrease (\$)
		Full Cost (\$)	Full Cost Recovery Rate at Existing Fee Level (%)			
(g) Cardiac pulmonary resuscitation conducted at AMS venues	134	144	93	144	7	+10
(h) Care of Wounds	95	93	102	93	-2	-2
(i) Use of Resuscitation Equipment Course	80	78	103	78	-3	-2
(j) Induction First Aid Course conducted at client organisation venues	73	75	97	75	3	+2
(k) Induction First Aid Course conducted at AMS venues	63	61	103	61	-3	-2
6.1.3 (a) Examination Service conducted at client organisation venues (per course)	7,331	8,551	86	8,064	10	+733
(b) Examination Service conducted at AMS venue (per course)	5,749	6,347	91	6,347	10	+598
<b>Immigration Department</b>						
<u>7. Issue of HKSAR Passport and delivery charges for overseas application for HKSAR Passport</u>						
7.2 Issue of HKSAR Passport						
7.2.1 Valid for 10 years, for persons 16 years of age or over						
	280	731	38	336	20	+56
(a) 32 pages						
(b) 48 pages	400	739	54	460	15	+60
7.2.2 Valid for 5 years, for persons under 16 years of age						
(a) 32 pages	140	731	19	168	20	+28
(b) 48 pages	200	739	27	240	20	+40
7.3 Delivery charges for overseas applicant for HKSAR Passport						
7.3.1 double registered airmail	45	43	105	43	-4	-2
7.3.2 express despatch services						
(a) Asia Pacific	115	175	66	132	15	+17
(b) North America & Europe	170	258	66	196	15	+26
(c) Rest of the world	335	452	74	369	10	+34
<b>8 Miscellaneous Services</b>						
8.1 Fees for replacement of ID card for the following purposes:	395	555	71	435	10	+40
<ul style="list-style-type: none"> <li>• lost or destroyed ID card replaced under regulation 13;</li> <li>• damaged or defaced ID card replaced under regulation 13; and</li> <li>• ID card requiring alteration replaced under regulation 14(1)(a)</li> </ul>						

**Cost Computation Statement (at 2000-01 Prices)****Hong Kong Police Force**

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1. <u>Licence fee for temporary liquor licence and pawnbroker establishments</u>	
1.2 Temporary liquor licence (per day)	
Staff costs	1,521
Departmental expenses	15
Accommodation costs	75
Cost of services provided by other departments	2
Central administrative overhead	20
<b>Total:</b>	<b>1,633</b>
1.3 Pawnbroker licence	
Staff costs	3,749
Departmental expenses	42
Accommodation costs	233
Cost of services provided by other departments	1,601
Central administrative overhead	49
<b>Total:</b>	<b>5,674</b>
2. <u>Licence fee for firearms and ammunitions</u>	
2.1 Fee for an exemption under section 4(3) of the Ordinance (per permit)	
Staff costs	563
Departmental expenses	7
Accommodation costs	47
Cost of services provided by other departments	1
Central administrative overhead	7
<b>Total:</b>	<b>625</b>
2.2.1 Issue or renewal of a licence for possession - granted to a security guard (per annum)	
Staff costs	351
Departmental expenses	4
Accommodation costs	27
Cost of services provided by other departments	1
Central administrative overhead	5
<b>Total:</b>	<b>388</b>
2.2.2 Issue or renewal of a licence for possession - in any other case (per annum)	
Staff costs	3,438
Departmental expenses	33
Accommodation costs	179
Cost of services provided by other departments	3
Central administrative overhead	45
<b>Total:</b>	<b>3,698</b>
2.3.1 Issue or renewal of a dealer's licence - restricted to a prescribed class or description of arms or ammunition or both (per annum)	
Staff costs	5,629
Departmental expenses	55
Accommodation costs	327

**Annex B**

(P. 2 of 9)

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	Cost of services provided by other departments	4,287
	Central administrative overhead	73
	<b>Total:</b>	<b>10,371</b>
2.3.2	Issue or renewal of a dealer's licence - restricted to scrap cartridge cases only (per annum)	
	Staff costs	3,834
	Departmental expenses	39
	Accommodation costs	208
	Cost of services provided by other departments	4,285
	Central administrative overhead	50
	<b>Total:</b>	<b>8,416</b>
2.3.3	Issue or renewal of a dealer's licence - in any other case (per annum)	
	Staff costs	7,956
	Departmental expenses	74
	Accommodation costs	512
	Cost of services provided by other departments	3,315
	Central administrative overhead	104
	<b>Total:</b>	<b>11,961</b>
2.4.1	- Fee for storing arms & ammunition, etc.	
2.4.4		
	Staff costs	138
	Departmental expenses	2
	Accommodation costs	11
	Cost of services provided by other departments	0
	Central administrative overhead	2
	<b>Total:</b>	<b>153</b>
2.5	Amendment of a licence or a condition thereof (per case)	
	Staff costs	203
	Departmental expenses	3
	Accommodation costs	15
	Cost of services provided by other departments	0
	Central administrative overhead	3
	<b>Total:</b>	<b>224</b>
2.6	Replacement of a licence or an exemption (per case)	
	Staff costs	146
	Departmental expenses	2
	Accommodation costs	13
	Cost of services provided by other departments	0
	Central administrative overhead	2
	<b>Total:</b>	<b>163</b>
2.7	Issue or renewal of licence for possession - granted for a limited purpose under S.30(1) (a) or (b) (per annum)	
	Staff costs	446
	Departmental expenses	5
	Accommodation costs	34
	Cost of services provided by other departments	0
	Central administrative overhead	6
	<b>Total:</b>	<b>491</b>

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8.2 Certificate of no criminal conviction (per case)	
Staff costs	163
Departmental expenses	3
Accommodation costs	12
Depreciation	54
Cost of services provided by other departments	0
Central administrative overhead	2
<b>Total:</b>	<b>234</b>

## Fire Services Department

### 3. Fees for registration of contractors of fire equipment installation

3.1.1 Written examination for Class 3 registration	
Staff costs	645,147
Departmental expenses	18,890
Accommodation costs	41,883
Central administrative overhead	13,684
<b>Total:</b>	<b>719,604</b>
<i>No. of cases (252)</i>	
<i>Unit Cost</i>	<b>2,856</b>
3.1.2 Interview for Class 3 registration	
Staff costs	33,912
Departmental expenses	1,034
Accommodation costs	3,155
Central administrative overhead	318
<b>Total:</b>	<b>38,419</b>
<i>No. of cases (20)</i>	
<i>Unit Cost</i>	<b>1,921</b>
3.2.1 Workshop inspection for Class 3, registration workshop / new workshop inspection / new workshop re-inspection for Class 1, Class 2, Class 1&2 or Class 3 registration	
Staff costs	121,072
Departmental expenses	4,668
Accommodation costs	5,782
Central administrative overhead	827
<b>Total:</b>	<b>132,349</b>
<i>No. of cases (77)</i>	
<i>Unit Cost</i>	<b>1,719</b>
3.2.2 Registration (including production of evidence and initial workshop inspection) for Class 1, Class 2 or Class 1 & 2	
Staff costs	55,532
Departmental expenses	2,383
Accommodation costs	2,935
Central administrative overhead	306
<b>Total:</b>	<b>61,156</b>
<i>No. of cases (25)</i>	
<i>Unit Cost</i>	<b>2,446</b>

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3.2.3	Change of registered name or registered address for Class 1, Class 2, Class 1&2 or Class 3	
	Staff costs	30,452
	Departmental expenses	1,909
	Accommodation costs	2,233
	Central administrative overhead	81
	Total:	34,675
	<i>No. of cases (82)</i>	
	<i>Unit Cost</i>	<b>423</b>
3.2.4	Change of qualified person for Class 1, Class 2, Class 1 & 2 (addition or replacement)	
	Staff costs	14,258
	Departmental expenses	815
	Accommodation costs	970
	Central administrative overhead	29
	Total:	16,072
	<i>No. of cases (29)</i>	
	<i>Unit Cost</i>	<b>554</b>
<u>4. Licence fees related to timber stores</u>		
4.1	Grant of a licence (valid for 1 year)	
	Staff costs	4,129
	Departmental expenses	145
	Accommodation costs	220
	Central administrative overhead	94
	Total:	4,588
	<i>No. of cases (1)</i>	
	<i>Unit Cost</i>	<b>4,588</b>
4.2	Renewal of a licence	
	Staff costs	79,793
	Departmental expenses	3,971
	Accommodation costs	3,757
	Central administrative overhead	1,767
	Total:	89,288
	<i>No. of cases (92)</i>	
	<i>Unit Cost</i>	<b>971</b>
4.3	Transfer / amendment of conditions or particulars / issue of a duplicate of a licence	
	Staff costs	1,011
	Departmental expenses	45
	Accommodation costs	59
	Central administrative overhead	15
	Total:	1,130
	<i>No. of cases (4)</i>	
	<i>Unit Cost</i>	<b>283</b>

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<u>5. Hiring of personnel &amp; equipment</u>		
5.1.1	Hourly hiring charge for Light Portable Pump	
	Staff costs	3,104
	Departmental expenses	949
	Accommodation costs	48
	Depreciation	16,913
	Central administrative overhead	74
	Total:	21,088
	<i>No. of hours (26)</i>	
	<i>Unit Cost</i>	<b>811</b>
5.1.2	Hourly hiring charge for Fire Boat 4	
	Staff costs	255,782
	Departmental expenses	485,029
	Accommodation costs	6,337
	Depreciation	194,793
	Central administrative overhead	6,107
	Total:	948,048
	<i>No. of hours (190)</i>	
	<i>Unit Cost</i>	<b>4,990</b>
5.2.1	Hourly hiring charge for Rank & file (Fire Services)	
	Staff costs	1,527,719
	Departmental expenses	95,150
	Accommodation costs	37,792
	Depreciation	853
	Central administrative overhead	36,549
	Total:	1,698,063
	<i>No. of hours (7,310)</i>	
	<i>Unit Cost</i>	<b>232</b>
5.2.2	Hourly hiring charge for Rank & file (Ambulance)	
	Staff costs	1,550,149
	Departmental expenses	95,342
	Accommodation costs	38,748
	Depreciation	845
	Central administrative overhead	37,080
	Total:	1,722,164
	<i>No. of hours (6,499)</i>	
	<i>Unit Cost</i>	<b>265</b>

## Auxiliary Medical Service

6.1.1(a)	Basic First Aid Course conducted at client organisation venues (per course)	
	Staff costs	19,098
	Departmental expenses	582
	Accommodation costs	626

**Annex B**

(P. 6 of 9)

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	Travelling time costs plus travelling expenses	6,122
	Central administrative overhead	430
	<b>Total:</b>	<b>26,858</b>
6.1.2(a)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>895</b>
6.1.1(b)	Basic First Aid Course conducted at AMS venues	
	Staff cost (per course)	
	Staff costs	19,098
	Departmental expenses	582
	Accommodation costs	2,723
	Central Administrative Overhead	430
	<b>Total:</b>	<b>22,833</b>
6.1.2(b)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>761</b>
6.1.1(c)	Refresher First Aid Course conducted at client organisation	
	Departmental expenses (per course)	
	Staff costs	11,460
	Departmental expenses	529
	Accommodation costs	375
	Travelling time costs plus travelling expenses	3,673
	Central administrative overhead	259
	<b>Total:</b>	<b>16,296</b>
6.1.2(c)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>543</b>
6.1.1(d)	Use of Automated External Defibrillator Course (per course)	
	Staff costs	7,395
	Departmental expenses	918
	Accommodation costs	1,610
	Central Administrative Overhead	3,402
	<b>Total:</b>	<b>13,325</b>
6.1.2(d)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>444</b>
6.1.1(e)	Refresher First Aid Course conducted at AMS venues	
	Depreciation (per course)	
	Staff costs	11,460
	Departmental expenses	529
	Accommodation costs	1,424
	Central Administrative Overhead	258
	<b>Total:</b>	<b>13,671</b>
6.1.2(e)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>456</b>
6.1.1(f)	Tailor Made First aid Course (per course)	
	Staff costs	2,189
	Departmental expenses	483
	Accommodation costs	477
	Central Administrative Overhead	1,007
	<b>Total:</b>	<b>4,156</b>

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6.1.2(f)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>139</b>
6.1.1(g) Cardiac pulmonary resuscitation conducted at AMS venues		
	Staff costs	3,818
	Departmental expenses	26
	Accommodation costs	387
	Central Administrative Overhead	86
	Total:	<b>4,317</b>
6.1.2(g)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>144</b>
6.1.1(h) Care of Wounds Course		
	Staff costs	1,369
	Departmental expenses	479
	Accommodation costs	298
	Central Administrative Overhead	630
	Total:	<b>2,776</b>
6.1.2(h)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>93</b>
6.1.1(i) Use of Resuscitation Equipment Course		
	Staff costs	1,369
	Departmental expenses	48
	Accommodation costs	298
	Central Administrative Overhead	630
	Total:	<b>2,345</b>
6.1.2(i)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>78</b>
6.1.1(j) Induction First Aid Course conducted at client organisation venues (per course)		
	Staff costs	1,529
	Departmental expenses	11
	Accommodation costs	50
	Travelling time costs plus travelling expenses	612
	Central administrative overhead	35
	Total:	<b>2,237</b>
6.1.1(j)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>75</b>
6.1.1(k) Induction First Aid Course conducted at AMS venue (per course)		
	Staff costs	1,529
	Departmental expenses	11
	Accommodation costs	260
	Central Administrative Overhead	35
	Total:	<b>1,835</b>
6.1.2(k)	<i>No. of participants (30)</i>	
	<i>Unit Cost (per head)</i>	<b>61</b>



(\$)

## 6.1.3(a) Examination Service conducted at client organisation venues (per course)

Staff costs	5,729
Departmental expenses	39
Accommodation costs	188
Travelling time costs and plus travelling expenses	2,466
Central Administrative Overhead	129
<b>Total:</b>	<b>8,551</b>

## 6.1.3(b) Examination Service conducted at AMS venue (per course)

Staff costs	5,729
Departmental expenses	39
Accommodation costs	450
Central Administrative Overhead	129
<b>Total:</b>	<b>6,347</b>

## Immigration Department

## 7.2. Issue of HKSAR Passport

Staff cost	149,089,873
Departmental expenses	54,154,398
Accommodation cost	21,626,490
Depreciation	23,763,552
Cost of services provided by other departments	2,750,008
Central administrative overhead	8,617,615
<b>Total cost (excluding the costs of blank passport &amp; protection layer)</b>	<b>260,001,936</b>

Total No. of cases (378,000)

Unit Cost 688

(i) Blank Passport Unit Cost (32 pages) US\$5.00 x 7.8	39
Protection layer Unit Cost US\$0.45 x 7.8	4

Total Unit Cost (32 pages) **731**

(ii) Blank Passport Unit Cost (48 pages) US\$6.00 x 7.8	47
Protection layer Unit Cost US\$0.45 x 7.8	4

Total Unit Cost (48 pages) **739**

## 7.3.1 Double registered mail

	Asia (except Japan)		Rest of the World	
	Standard 80g	Jumbo 100g	Standard 80g	Jumbo 100g
Registered airmail	\$41.3	\$43.7	\$42.6	\$45.2
Weighted average cost	\$41.4		\$42.7	

	All service area
Weighted average cost	\$42.6
<b>Say</b>	<b>\$43</b>

## 7.3.2 Delivery charges for overseas applicant for HKSAR Passport

	Asia (\$)	North America & Europe (\$)	Rest of the World (\$)
(I) Area served by Speedpost			
No. of PRC posts	36	46	30
Total Cost	3,740.76	7,050.59	4,846.71
(II) Area not served by Speedpost but by courier service			
No. of PRC posts	11	15	58
Total Cost	4,459.98	8,678.88	34,956.60
(I) + (II)			
Total no. of PRC posts	47	61	88
Total Cost	8,200.74	15,729.47	39,803.31
Weighted average cost*	174.48	257.86	452.31
Say	<b>175</b>	<b>258</b>	<b>452</b>

\* This is an average cost charged for Speedpost to PRC posts in areas with this service and courier service to other PRC posts not served by Speedpost.

8.1	Fees for replacement of ID card	<b>(\$)</b>
	Staff costs	72,043,000
	Departmental expenses	5,034,000
	Accommodation costs	11,134,000
	Depreciation	1,090,000
	Cost of services provided by other departments	1,318,000
	Central Administrative Overhead	4,285,000
	Total:	<u>94,904,000</u>
	No. of cases (171,000)	
	Unit cost	<b>555</b>