



Hong Kong Tourist Association 香港旅遊協會

The Hon Mrs Selina Chow, JP Chairman
立法會議員周梁淑怡太平紳士 主席

23 January 2001

Ms Clara Chong
Present

Dear Clara

Letter of Appointment : Executive Director

Further to our recent discussions, I have pleasure in offering you the appointment of Executive Director on the following terms and conditions.

1. Term of Appointment

- 1.1 The appointment shall take effect on or before 1 March 2001 for a period of 3 years.
- 1.2 The renewal of this contract shall be subject to the mutual agreement of the terms and conditions of employment to be reviewed no less than six months prior to the expiry of this appointment.

2. Salary

- 2.1 The salary for this appointment shall be at a fixed rate of HK\$ [REDACTED] per month on a 12 months' basis.
- 2.2 The salary will be reviewed every 12 months based on general performance, cost of living and market situation.

3. Incentive Award

- 3.1 You shall be eligible for an incentive award of 10% of your total annual basic salary of HK\$ [REDACTED] subject to satisfactory achievement of quantifiable targets as agreed with the Board on an annual basis; for instance, tourism arrival, tourism spending, etc.



- 3.2 The award shall be payable annually at a time to be agreed between you and the Board. However, you shall forfeit any right or entitlement to any such award if you resign from the Association prior to the agreed payment date.
- 3.3 You shall be eligible for a pro-rata amount for the incentive upon your leaving the Association in the event that your contract expires or the Association terminates your appointment for reason other than those as stipulated in Clause 3.6.2 in the Employees' Handbook prior to the agreed payment date.

4. Mandatory Provident Fund

The Association shall make a monthly contribution to the Mandatory Provident Fund Scheme registered under the Mandatory Provident Fund Schemes Ordinance at the statutory contribution rate (i.e. 5% of your relevant monthly income or HK\$1,000 whichever is the less) and you shall promptly pay all contributions due from you under such Scheme.

5. Gratuity

- 5.1 The Association shall pay a terminal gratuity to you after your satisfactory completion of the 3 years' term of the appointment.
- 5.2 The amount of the above-mentioned terminal gratuity shall be a sum calculated as follows:
 - a) 15% of the total amount of salary payable to you under Clause 2 above for the three year period of your employment hereunder; less
 - b) the total amount of contributions (if any) paid by the Association to the Mandatory Provident Fund Scheme.



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- 5.3 Where you become entitled to the above-mentioned terminal gratuity, it shall be paid with your salary for the last month of employment hereunder.

6. Car

A car and driver will be provided by the Association for use by yourself, with full car expenses covered. You are entitled to use the vehicle for weekends and non-business days. You have the discretion to make it available for general office use when not required by yourself.

7. Annual Leave and Leave Passage

You shall be entitled to 4 weeks of paid holiday per year. These shall be taken at such times as may be agreed with the Association. The Association shall grant you a leave passage allowance of HK\$ [REDACTED] per 12 months.

8. Business Travel

Your entitlement shall be business class for all journeys.

9. Medical and Dental Scheme

You shall be covered under the Association's Medical and Dental Schemes for the period of your employment hereunder subject to the terms set out in the enclosed Employees' Handbook.

10. Club Membership

You shall be entitled to membership of a luncheon club (China Club or equivalent) and a recreational club (American Club or equivalent) which are held on the basis of your post.



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11. Notice of Termination of Employment

This contract of employment may be terminated at any time by either of the parties hereto giving to the other not less than 3 months' prior written notice.

12. Prevention of Bribery

All employees of the Association are classified as "public servants" for the purposes of the Prevention of Bribery Ordinance and any subsequent amendments thereof, and you are prohibited from either accepting or soliciting any advantage or advantages from any person or persons as set out in the said Ordinance.

13. Employees' Handbook

This appointment is subject to the terms and conditions set out in the Association's Employees' Handbook (a copy of which is enclosed herewith). In the event of conflict or inconsistency between such terms and conditions with the provisions in this contract, the latter provisions shall prevail. For the purposes of the Employees' Handbook, your employment hereunder shall be at grade 12 of the Association's ranking scale.

14. Miscellaneous

14.1 This contract is governed by and shall be construed in accordance with the laws of Hong Kong.

14.2 The parties hereto submit to the non-exclusive jurisdiction of the courts of Hong Kong.



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- 14.3 This contract contains the entire understanding between the parties and supersedes all previous agreements and arrangements (if any) relating to the matters described herein. The terms hereto cannot be modified, supplemented or rescinded except by writing signed by both parties. Neither party shall be bound by or liable to the other for any representation, promise or inducement made by that party or his/its agents or employees and not embodied herein.

Please sign and return the duplicate of this letter to confirm your understanding and acceptance of this contract of employment. I look forward to working with you to create a new page for the tourism industry of Hong Kong.

Yours sincerely

Selina Chow
Chairman

Encl

I understand & accept the terms
indicated above

Signature

Date Feb 3, 2001

- c.c. Ms Sandra Lee, JP - Secretary for Economic Services, HKSAR
Mrs Rebecca Lai - Commissioner for Tourism, Tourism Commission
Mr Stanley Ko JP - Chairman of the HKTA Staff & Finance Sub-Committee

*委員會秘書附註：本文件只備英文本。