



Hong Kong Tourist Association 香港旅遊協會

Selina Chow, JP Chairman
周梁淑怡太平紳士 主席

Miss Sandra Lee,
Secretary for Economic Services,
Hong Kong Special Administrative Region Government.

4th November, 2000.

Dear Sandra,

I am writing to confirm the intention of the Hong Kong Tourist Association's Board of Management to offer the appointment of Executive Director to Miss Clara Chong, whose resume has been submitted to you earlier. Attached are the key terms of the proposed offer. As the approval of the Chief Executive is required for the appointment of the Executive Director for the Association under the Tourist Association Ordinance, I would appreciate your letting me know whether this offer is approved, so that I can proceed with it.

Furthermore due to the confidential nature of this process, I would be most grateful if we could set up a meeting early next week with Miss Chong to bring the matter to a conclusion satisfactory to all of us.

Yours,

Selina Chow
Chairman
Hong Kong Tourist Association

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Key terms of appointment in Hong Kong Tourist Association's offer to Ms Clara Chong

1. Length of contract

The appointment shall take effect on or before 1 March 2001 for a period of 3 years.

2. Salary

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

3. Incentive Award

She shall be eligible for an incentive award of 10% of her total annual basic salary of HK\$ [REDACTED] subject to satisfactory achievement of quantifiable targets as agreed with the Board on an annual basis. However any right to such an award shall be forfeited if she resigns from the Association prior to the agreed payment date.

4. Gratuity

The Association shall pay a terminal gratuity to her on completion of the 3 years' term of the appointment. It shall be a sum calculated as follows :

- a) 15% of the total amount of salary payable to her under Clause 2 above for the three year period of her employment; less
- b) the total amount of contributions paid by the Association to the Mandatory Provident Fund Scheme.

5. Annual Leave and Leave Passage

She shall be entitled to 24 days of paid holiday per year.

6. Notice of termination of employment

This contract can be terminated by either party on 3 months' notice.