

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

Annex 1

Review Report for the Reporting Year of 2016-17

(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

Fax No. : 2575 6537

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code) : _____ ()

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ¹

(a) Number of staff _____

(b) Comparable rank in
civil service _____

(c) Post _____

(d) Total annual staff costs ² (including those not under SWD
subventions, if applicable) \$ _____
[1(d) should be equal to or greater than 1(e)] (round up to dollar)

(e) Total annual staff costs under SWD subventions
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] \$ _____
(round up to 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 ³ \$ _____

(ii) Provident Fund \$ _____

(iii) Cash Allowance ⁴ (please specify if any:) \$ _____

(iv) Non-cash based Benefits ⁵ (please specify if any:) \$ _____

(2) Staff of 2nd Tier¹

- (a) Number of staff _____
- (b) Comparable rank in civil service _____
- (c) Post _____
- (d) Total annual staff costs ² (including those not under SWD subventions, if applicable) _____
[2(d) should be equal to or greater than 2(e)] \$ _____
(round up to dollar)
- (e) Total annual staff costs under SWD subventions _____
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] \$ _____
(round up to dollar)
- (f) Breakdown of (2)(e)
- (i) Salary ³ \$ _____
- (ii) Provident Fund \$ _____
- (iii) Cash Allowance ⁴ (please specify if any:) \$ _____
- (iv) Non-cash based Benefits ⁵ (please specify if any:) \$ _____

(3) Staff of 3rd Tier¹

- (a) Number of staff _____
- (b) Comparable rank in civil service _____
- (c) Post _____
- (d) Total annual staff costs ² (including those not under SWD subventions, if applicable) _____
[3(d) should be equal to or greater than 3(e)] \$ _____
(round up to dollar)
- (e) Total annual staff costs under SWD subventions _____
[3e=3(f)(i)+(ii)+(iii)+(iv)] \$ _____
(round up to dollar)
- (f) Breakdown of (3)(e)
- (i) Salary ³ \$ _____
- (ii) Provident Fund \$ _____
- (iii) Cash Allowance ⁴ (please specify if any:) \$ _____
- (iv) Non-cash based Benefits ⁵ (please specify if any:) \$ _____

2016-17
(the reporting year)

- \$
- \$

- ☐ I have reviewed the remuneration packages of the staff in the top three tiers and found changes in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Part B: Public Disclosure of the Review Report

Our organisation *has disclosed / will disclose (*please specify* the commencement date: _____) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

(*Please delete as appropriate.)

Channel of Disclosure	
<i>(Please tick as appropriate.)</i>	
<input type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

Part C: Declaration by Chairperson

I declare that the information as provided in Part A and Part B is correct.

Contact Person	:	_____	Signature of Chairperson	:	_____
Title	:	_____	Name	:	_____
Tel.	:	_____	Tel.	:	_____
Email	:	_____	Date	:	_____

**Notes for Completing the Review Report on
Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

- (1) The 1st tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2nd tier staff as senior staff directly responsible to the executive head of the NGO, and the 3rd tier staff as senior staff directly responsible to the 2nd tier staff.
- (2) Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- (3) Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- (4) Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- (5) Non-cash based Benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffeur, professional indemnity insurance, etc.

- End -