

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

**Review Report for the Reporting Year of 2020-21**

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare  
(Attn: Subventions Section)  
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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 31 October 2021.]

**Name of NGO (code) : SAHK ( 656 )**

**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> PSWO

(c) Post Chief Executive Officer

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$2,047,463  
[1(d) should be equal to or greater than 1(e)] *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions \$2,047,463  
[1(e)=1(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> \$1,889,650

(ii) Provident fund \$154,313

(iii) Cash allowance <sup>[5]</sup> (Performance-based Merit Award, Hardship Allowance under COVID-19) \$3,500

(iv) Non-cash based benefits <sup>16]</sup> (please specify if any: ) \$0

**(2) Staff of 2<sup>nd</sup> Tier** <sup>11]</sup>

(a) Number of staff 2

(b) Comparable rank in civil service <sup>12]</sup> CSWO

(c) Post Deputy Chief Executive Officer

(d) Total annual staff costs <sup>13]</sup> (including those not under SWD subventions, if applicable)  
[2(d) should be equal to or greater than 2(e)] \$3,342,978  
*(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions  
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] \$3,342,978  
*(round up to the nearest dollar)*

(f) Breakdown of (2)(e)

(i) Salary <sup>14]</sup> \$2,901,720

(ii) Provident fund \$435,258

(iii) Cash allowance <sup>15]</sup> (Hardship Allowance under COVID-19 ) \$6,000

(iv) Non-cash based benefits <sup>16]</sup> (please specify if any: ) \$0

**(3) Staff of 3<sup>rd</sup> Tier** <sup>11]</sup>

(a) Number of staff 4

(b) Comparable rank in civil service <sup>12]</sup> SSWO

(c) Post Head

(d) Total annual staff costs <sup>13]</sup> (including those not under SWD subventions, if applicable)  
[3(d) should be equal to or greater than 3(e)] \$5,097,129  
*(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions  
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] \$4,980,766  
*(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>	\$4,361,328
(ii) Provident fund	\$607,738
(iii) Cash allowance <sup>15</sup> (Hardship Allowance under COVID-19)	\$11,700
(iv) Non-cash based benefits <sup>16</sup> (please specify if any: )	\$0

**(4) Review for changes <sup>17</sup>**

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$9,157,788	\$10,371,207

(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):*

1. Follow Master Pay Scale for annual salary increment

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2. Performance-based merit award

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3. Special Allowance for COVID-19

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**Part (B): Information on Staff Serving Their First Contract** <sup>[8] [9]</sup>

*Please add column(s) where necessary.*

*\*Please delete as appropriate.*

There is no staff member serving his/her first contract in 2020-21.

The following staff member(s) served his/her/their first contract in 2020-21. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
<b>(a) Tier</b> <sup>[1]</sup>	3 <sup>rd</sup>	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
<b>(b) Comparable rank in civil service</b> <sup>[2]</sup>	SSWO		
<b>(c) Post</b>	Head		
<b>(d) Total annual staff costs</b> <sup>[3]</sup>	\$1,127,068	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$1,014,361	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>	10 months		
<b>(g) (i) Salary</b> <sup>[4]</sup>	\$879,705	\$	\$
<b>(ii) Provident fund</b>	\$131,956	\$	\$
<b>(iii) Cash allowance</b> <sup>[5]</sup> (please specify if any)	\$2,700	\$	\$
<b>(iv) Non-cash based benefits</b> <sup>[6]</sup> (please specify if any)	\$0	\$	\$