

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

Review Report for the Reporting Year of 2017-18

(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 SWD by 28 February 2019.]

Name of NGO (code) : Chuk Lam Ming Tong Limited (162)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

(1) **Staff of 1st Tier** ^[1]

(a) Number of staff 1

(b) Comparable rank in civil service ASWO

(c) Post Services Director

(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) \$865,708
[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 \$865,708
[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 ^[3] \$716,991.75

(ii) Provident fund \$18,000-

(iii) Cash allowance ^[4] (please specify if any: **Contract-end Gratuity \$51,079.50; Responsibility allowance \$67,595; Travelling Allowance \$10,200**) \$128,874.50

(iv) Non-cash based benefits ^[5] (please specify if any: **Medical Insurance \$661.83, Cash coupons \$1,180**) \$ 1,841.83

(2) Staff of 2nd Tier ^[1]

(a) Number of staff	<u>1</u>	
(b) Comparable rank in civil service	<u>ASWO</u>	
(c) Post	<u>Superintendent</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$619,937</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$619,937</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[3]		<u>\$526,570.20</u>
(ii) Provident fund		<u>\$18,000-</u>
(iii) Cash allowance ^[4] (please specify if any: Contract-end Gratuity \$14,832; Responsibility Allowance \$48,395; Travelling Allowance \$10,200)		<u>\$73,427-</u>
(iv) Non-cash based benefits ^[5] (please specify if any: Medical Insurance \$759.33, Cash coupons \$1,180)		<u>\$1,939.33</u>

(3) Staff of 3rd Tier ^[1]

(a) Number of staff	<u>1</u>	
(b) Comparable rank in civil service	<u>Nursing Officer</u>	
(c) Post	<u>Chief Nursing Officer</u>	
(d) Total annual staff costs ^[2] (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$734,991</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		<u>\$734,991</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary ^[3]		<u>\$621,869.20</u>
(ii) Provident fund		<u>\$18,000-</u>

(iii) Cash allowance ^[4] (please specify if any: **Contract-end Gratuity \$17,800.20; Perfect Attendance Bonus \$6,500; Responsibility Allowance \$58,780; Travelling Allowance \$10,200**) \$93,280.20

(iv) Non-cash based benefits ^[5] (please specify if any: **Medical Insurance \$661.83, Cash coupons \$1,180**) \$1,841.83

(4) Any staff in the top three tiers serving their first contract ^[6] in 2017-18?

**Please tick as appropriate.*

* Yes (Please provide supplementary information on the next page and use additional sheet as necessary)

* No

(5) Review for changes ^[7]

	<u>2016-17</u> (the year before)	<u>2017-18</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)]	<u>\$2,512,394.02</u>	<u>\$2,220,635.84</u>

(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 changes** in their remuneration as compared with the preceding 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.)

The rise in staff costs for staff of 1st and 2nd tiers was mainly due to annual salary increment and civil service pay adjustment.

The fall in staff costs for staff of 3rd tier was due to realignment of Management Team to exclude Nursing Officer from the 3rd tier. In the 3rd tier, there is only one person whose post is Chief Nursing Officer.

(6) For Staff Serving Their First Contract

Please add column(s) where necessary.

**Please delete as appropriate.*

	Staff no. 1	Staff no. 2	Staff no. 3
(a) Tier ^[1]	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
(b) Comparable rank in civil service			
(c) Post			
(d) Total annual staff costs ^[2]	\$	\$	\$
(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]	\$	\$	\$
(e) Please specify the months covered if (e) was not incurred for the full year			
(g) (i) Salary	\$	\$	\$
(g) (ii) Provident fund	\$	\$	\$
(g) (iii) Cash allowance (please specify if any)	\$	\$	\$
(g) (iv) Non-cash based benefits (please specify if any)	\$	\$	\$