

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

**Review Report for the Reporting Year of 2018-19**

(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

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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 2019.]*

**Name of NGO (code) : Chung Sing Benevolent Society ( 168 )**

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>11</sup>

- |  |  |
|--|--|
| (a) Number of staff  | <u>1</u>   |
| (b) Comparable rank in civil service <sup>12</sup>   | <u>CA</u>  |
| (c) Post   | <u>Secretary</u>   |
| (d) Total annual staff costs <sup>13</sup> (including those not under SWD subventions, if applicable)<br><i>[1(d) should be equal to or greater than 1(e)]</i> | <u>\$305,688.00</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br><i>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]</i>  | <u>\$305,688.00</u><br><i>(round up to the nearest dollar)</i> |
| (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>14</sup>   | <u>\$265,824.00</u>  |
| (ii) Provident fund  | <u>\$39,864.00</u>   |
| (iii) Cash allowance <sup>15</sup> (please specify if any: _____)  | <u>\$0.00</u>  |
| (iv) Non-cash based benefits <sup>16</sup> (please specify if any: _____)  | <u>\$0.00</u>  |

(Revised September 2019)

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

(a) Number of staff	10	
(b) Comparable rank in civil service <sup>12</sup>	ASWO/SWA/RN	
(c) Post	Unit in-charge	
(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)]		<u>\$3,284,828.00</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$2,975,346.00</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>14</sup>		<u>\$2,697,878.00</u>
(ii) Provident fund		<u>\$277,468.00</u>
(iii) Cash allowance <sup>15</sup> (please specify if any: )		<u>\$0.00</u>
(iv) Non-cash based benefits <sup>16</sup> (please specify if any: )		<u>\$0.00</u>

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

(a) Number of staff	9	
(b) Comparable rank in civil service <sup>12</sup>	SWA/RN/EN	
(c) Post	Vice Unit in-charge	
(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)]		<u>\$2,628,974.00</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		<u>\$2,464,585.00</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>		<u>\$2,309,351.00</u>
(ii) Provident fund		<u>\$155,234.00</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		<u>\$0.00</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		<u>\$0.00</u>

**(4) Review for changes <sup>[7]</sup>**

	<u>2017-18</u> (the year before)	<u>2018-19</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>\$5,177,679.00</u>	<u>\$5,745,619.00</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 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):*

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