

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

Review Report for the Reporting year of 2014- 15

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

To :- Director of Social Service
(Attn : Subventions Section)
38/F., 248 Queen's Road West
Wan Chai, Hong Kong

Fax No. :- 2576 6537

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

Part A: Remuneration Packages

Information of my staff in the top three tiers :-

-1	<u>Staff of 1st Tier</u> ¹		
(a)	Number of staff	1	
(b)	Rank	Director	
(c)	Post	Director	
(d)	Total annual staff costs ² (including those not under SWD subventions, if applicable) <i>[1(d) should be equal to or greater than 1(e)]</i>		\$781,208 <i>(round up to dollar)</i>
(e)	Total annual staff costs under SWD subventions <i>[1(e)=1(g)(i)+(ii)+(iii)+(iv)]</i>		\$624,966 <i>(round up to dollar)</i>
(f)	Please specify the months covered if (1)(e) was not incurred for the full year:	N/A	months
(g)	Breakdown of (1)(e)		
(i)	Salary ³	\$609,766	
(ii)	Provident Fund	\$15,200	
(iii)	Cash Allowance ⁴ (please specify if any:)		
(iv)	Non-cash based Benefits ⁵ (please specify if any:)		

-2	<u>Staff of 2nd Tier</u> ¹		
(a)	Number of staff	3	
(b)	Rank	Manager	
(c)	Post	Manager	
(d)	Total annual staff costs ² (including those not under SWD subventions, if applicable)		\$1,296,192
	<i>[2(d) should be equal to or greater than 2(e)]</i>		<i>(round up to dollar)</i>
(e)	Total annual staff costs under SWD subventions		\$1,199,130
	<i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		<i>(round up to dollar)</i>
(f)	Breakdown of (2)(e)		
	(i) Salary ³		\$1,150,130
	(ii) Provident Fund		\$49,000
	(iii) Cash Allowance ⁴ (please specify if any:)		_____
	(iv) Non-cash based Benefits ⁵ (please specify if any:)		_____

-3	<u>Staff of 3rd Tier</u> ¹		
(a)	Number of staff	6	
(b)	Rank	In - Charge	
(c)	Post	In - Charge	
(d)	Total annual staff costs ² (including those not under SWD subventions, if applicable)		\$1,989,906
	<i>[3(d) should be equal to or greater than 3(e)]</i>		<i>(round up to dollar)</i>
(e)	Total annual staff costs under SWD subventions		\$1,396,848
	<i>[3e=3(f)(i)+(ii)+(iii)+(iv)]</i>		<i>(round up to dollar)</i>
(f)	Breakdown of (3)(e)		
	(i) Salary ³		\$1,333,374
	(ii) Provident Fund		\$63,474
	(iii) Cash Allowance ⁴ (please specify if any:)		_____
	(iv) Non-cash based Benefits ⁵ (please specify if any:)		_____

Review for changes

	2013 - 2014 (the year before)	2014 - 2015 (the reporting year)
-1 Total annual staff costs under SWD subventions in respect of the top three tiers	\$3,064,027	\$3,220,944

-2 Please tick and complete the following as appropriate to state the result of your review -

I have reviewed the remuneration packages of my top three-tier-staff and found no changes in their remuneration as compared with the preceding year.

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

Staff of 1st Tier

Increase in annual staff cost by 12% over the preceding year 2013/14 was mainly due to the turnover of director in January 2015.

Staff of 2nd Tier

No material fluctuation noted.

Staff of 3rd Tier

No material fluctuation noted.

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed~~/ will disclose (please specify the commencement date: 1/12/2015) 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 checked="" type="checkbox"/>	Posting up the information on our notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information on to the website
<input checked="" type="checkbox"/>	Placing the information in the Annual Report
<input checked="" type="checkbox"/>	Issuing special circular, newsletter or other publication to provide the information
<input type="checkbox"/>	Others, please specify:

Part C: Declaration by Chairperson

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

Contact Person :- Maggie Yeung
Title :- Director
Telephone :- 3427 2701
Email :- director@hk-dsa.org.hk

Signature of Chairperson: - 
Name: - Mrs. Heidi Tong
Telephone :- 3427 2701
Date :- 26 NOV 2015