



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

(a) Number of staff	8	
(b) Comparable rank in civil service	SSWO / SWO / EOI	
© Post	Assistant Director / Senior Coordinating Manager / Senior Manager	
(d) Total annual staff costs <sup>12</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$ 7,988,531 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 7,085,910 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>13</sup>		\$ 6,261,853
(ii) Provident fund		\$ 805,693
(iii) Cash allowance <sup>14</sup> (please specify if any: responsibility allowance, entertainment allowance and medical allowance)		\$ 18,364
(iv) Non-cash based benefits <sup>15</sup> (please specify if any: )		\$ -

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

(a) Number of staff	14	
(b) Comparable rank in civil service	ASWO / RN	
(c) Post	Manager	
(d) Total annual staff costs <sup>12</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		\$ 8,070,243 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 6,035,482 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>131</sup>	\$ <u>5,309,753</u>
(ii) Provident fund	\$ <u>705,952</u>
(iii) Cash allowance <sup>141</sup> (please specify if any: responsibility allowance, entertainment allowance and medical allowance)	\$ <u>19,777</u>
(iv) Non-cash based benefits <sup>151</sup> (please specify if any: )	\$ <u>-</u>

**(4) Any staff in the top three tiers serving their first contract <sup>161</sup> 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 <sup>171</sup>**

	<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>15,265,594</u>	\$ <u>14,629,927</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.)*

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**Part B: Public Disclosure of the Review Report**

Our organisation \*has disclosed / ~~will disclose~~ (please specify the commencement date: 28 February, 2019) the Review Report for 2017-18 (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.)

<b>Channel of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information onto 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 : Mr. HO Kuok-chong, Calvin

Signature of Chairperson

: 

Title : Finance Manager

Name

: Ir CHAN Lee-shing, William, JP

Tel. No. : 3550 5576

Tel. No.

: 3550 5560

Email Address : m.centacc@aka.org.hk

Date

: 18 FEB 2019

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

- [1] The 1<sup>st</sup> tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2<sup>nd</sup> tier staff as senior staff directly responsible to the executive head of the NGO, and the 3<sup>rd</sup> tier staff as senior staff directly responsible to the 2<sup>nd</sup> 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 chauffer, professional indemnity insurance, etc.
- [6] For staff serving their first contract, please give details of each of the concerned staff member in Part (6).
- [7] For Part 5(b), changes in remuneration packages may include significant upward / downward change at 10% or more in total staff costs as compared with last reporting year, and/ or changes in the remuneration components. In explaining the reason for changes, please elaborate on uncommon factors other than Civil Service Pay Adjustment and incremental creep.

**- End -**