

**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)  
38/F, Sunlight Tower,  
248 Queen's Road East  
Wan Chai, Hong Kong

**Fax No. : 2575 6537 or email at [suenq@swd.gov.hk](mailto:suenq@swd.gov.hk)**

[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) : The Mental Health Association of Hong Kong (496)**

**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 Director

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 2,146,521  
[I(d) should be equal to or greater than I(e)] (round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \$ 2,146,521  
[I(e)=I(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> \$ 1,915,654

(ii) Provident fund \$ 227,367

(iii) Cash allowance <sup>[5]</sup> (please specify if any: Special allowance ) \$ 3,500

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \$

**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	2	
(b) Comparable rank in civil service <sup>[2]</sup>	SSWO	
(c) Post	Assistant Director	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		<u>\$ 2,469,379</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>\$ 2,469,379</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		<u>\$ 2,141,161</u>
(ii) Provident fund		<u>\$ 322,093</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: Special allowance )		<u>\$ 6,125</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		<u>\$</u>

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

(a) Number of staff	9	
(b) Comparable rank in civil service <sup>[2]</sup>	SWO	
(c) Post	Chief Officer	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		<u>\$ 7,056,430</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>\$ 6,864,792</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>	\$ 6,300,318
(ii) Provident fund	\$ 542,599
(iii) Cash allowance <sup>15</sup> (please specify if any: Special allowance )	\$ 21,875
(iv) Non-cash based benefits <sup>16</sup> (please specify if any: )	\$

**(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)]	\$11,656,526	\$ 11,480,692

(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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