

**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)  
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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 2021.**]

**Name of NGO (code) : The Hong Kong Student Aid Society Limited ( 384 )**

**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 (including staff costs of 1 departure staff)
- (b) Comparable rank in  
civil service <sup>[2]</sup>      SSWO
- (c) Post      Chief Executive Officer
- (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD  
subventions, if applicable)      \$1,638,418  
*[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  
*[1(e) = 1(g)(i) + (ii) + (iii) + (iv)]*      \$1,638,418  
*(round up to the nearest dollar)*
- (f) Please specify the months covered if (1)(e) was not incurred for the full year:  
(i) April 2020 to September 2020 (6 months);  
(ii) September 2020 to March 2021 (7 months)
- (g) Breakdown of (1)(e)
- (i) Salary <sup>[4]</sup>      \$1,503,674
- (ii) Provident fund      \$126,744
- (iii) Cash allowance <sup>[5]</sup> (please specify if any: Allowance of COVID-19 )      \$8,000
- (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )      \$0

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

(a) Number of staff	<u>3 (including staff costs of 1 departure staff)</u>
(b) Comparable rank in civil service <sup>[2]</sup>	<u>SWO / EOI</u>
(c) Post	<u>Assistant Chief Executive Officer (Service) / Assistant Chief Executive Officer (Administration) / Publicity &amp; Fundraising Manager</u>
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]	<u>\$2,269,128</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>\$2,269,128</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)	
(i) Salary <sup>[4]</sup>	<u>\$2,068,055</u>
(ii) Provident fund	<u>\$185,073</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: Allowance of COVID-19 )	<u>\$16,000</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )	<u>\$0</u>

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

(a) Number of staff	<u>10 (including staff costs of 5 departure staff)</u>
(b) Comparable rank in civil service <sup>[2]</sup>	<u>SWO / ASWO / CP / AOI / EOI / EOII</u>
(c) Post	<u>Superintendents / Service Supervisor / Clinical Psychologist / Accounting Manager / Human Resources &amp; Administration Manager / Publicity &amp; Fundraising Officer / Information Technology Officer</u>
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]	<u>\$8,013,038</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>\$7,611,460</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>14]</sup>	<u>\$6,929,019</u>
(ii) Provident fund	<u>\$598,725</u>
(iii) Cash allowance <sup>15]</sup> (please specify if any: Allowance of COVID-19 )	<u>\$83,716</u>
(iv) Non-cash based benefits <sup>16]</sup> (please specify if any: )	<u>\$0</u>

**(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)]	<u>\$10,423,629</u>	<u>\$11,519,006</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):*

(i) Pay scale was uplifted for 1% on 1 April 2021 so as to better align with the pay scale of HKSAR Governments Master Pay Scale.

(ii) New position in 2nd Tier, Publicity & Fundraising Manager was employed.

(iii) The overlapped time for resigned staff and new employed staff in 1st Tier, 2nd Tier and 3rd Tier.