

**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, Dah Sing Financial Centre,  
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) :** Yan Oi Tong Limited ( 824 )

**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 SWD subventions, the comparable rank in civil service is Social Work Assistant) <sup>[2]</sup>

(c) Post Chief Executive Officer

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$523,061  
*[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 \$132,566  
*[1(e)=1(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: 4 months

(g) Breakdown of 1(e)

(i) Salary <sup>[4]</sup> \$126,000

(ii) Provident fund \$6,300

(iii) Cash allowance <sup>[5]</sup> (please specify if any: NIL ) \$0

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical \$266) \$266

Insurance )

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

(a) Number of staff	1	
(b) Comparable rank in civil service <sup>[2]</sup>	Chief Social Work Officer	
(c) Post	Deputy Chief Executive Officer	
(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)]		\$1,515,182 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$1,262,599 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$1,095,504
(ii) Provident fund		\$164,328
(iii) Cash allowance <sup>[5]</sup> (please specify if any: NIL )		\$0
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: Medical Insurance )		\$2,767

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

(a) Number of staff	1	
(b) Comparable rank in civil service <sup>[2]</sup>	Senior Social Work Officer	
(c) Post	Controller (Social Services)	
(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)]		\$1,015,632 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$1,015,632

*(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>	<u>\$958,450</u>
(ii) Provident fund	<u>\$54,000</u>
(iii) Cash allowance <sup>15</sup> (please specify if any: )	<u>\$0</u>
(iv) Non-cash based benefits <sup>16</sup> (please specify if any: Medical Insurance )	<u>\$3,182</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>\$4,806,937</u>	<u>\$2,410,797</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) 1<sup>st</sup> Tier: Changed from 1 \* Deputy Chief Executive Officer to 1 \* Chief Executive Officer
- 
- (ii) 2nd Tier: Changed from 1 \* Controller to 1 \* Deputy Chief Executive Officer
- 
- (iii) 3rd Tier: Changed from 4 \* Managers to 1 \* Controller

**Part (B): Information on Staff Serving Their First Contract** <sup>[8]</sup> <sup>[9]</sup>

Please add column(s) where necessary.

\*Please delete as appropriate.

There is no staff member serving his/her first contract in 2020-21.

The following staff member(s) served his/her/their first contract in 2020-21. Details are as follows:

	Staff no. 1	Staff no. 2	Staff no. 3
<b>(a) Tier</b> <sup>[1]</sup>	1st/ <del>2nd</del> / 3rd*	1st/ <del>2nd</del> / 3rd*	1st/ <del>2nd</del> / 3rd*
<b>(b) Comparable rank in civil service</b> <sup>[2]</sup>	Chief Social Work Officer		
<b>(c) Post</b>	Chief Executive Officer		
<b>(d) Total annual staff costs</b> <sup>[3]</sup>	\$523,061		
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$132,566		
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>	4		
<b>(g) (i) Salary</b> <sup>[4]</sup>	\$126,000		
<b>(ii) Provident fund</b>	\$6,300		
<b>(iii) Cash allowance</b> <sup>[5]</sup> (please specify if any)	\$0		
<b>(iv) Non-cash based benefits</b> <sup>[6]</sup> (please specify if any)	\$266		