

**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) : Chi Lin Nunnery ( 110 )

**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> ASWO

(c) Post Superintendent

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 1,034,954  
[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 \$ 799,605  
[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: \_\_\_\_\_ months

(g) Breakdown of (1)(e)

(i) Salary <sup>[4]</sup> \$ 695,309

(ii) Provident fund \$ 104,296

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

(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	5	
(b) Comparable rank in civil service <sup>[2]</sup>	NO, PT, OT, AO, EO	
(c) Post	Managers	
(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)]		\$ 4,230,969 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$ 3,901,363 <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$ 3,715,584
(ii) Provident fund		\$ 185,779
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		\$ _____
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		\$ _____

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

(a) Number of staff	7	
(b) Comparable rank in civil service <sup>[2]</sup>	ASWO, SWA, RN, CO	
(c) Post	Supervisors	
(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)]		\$ 3,993,957 <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)]		\$ 3,741,454 <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>[4]</sup>		\$ 3,358,542
(ii) Provident fund		\$ 382,912
(iii) Cash allowance <sup>[5]</sup> (please specify if any:	)	\$ _____
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any:	)	\$ _____

**(4) Review for changes <sup>[7]</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)]	\$ 8,495,745	\$ 8,442,422

(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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