每名計劃員工均需填寫一份
Please file a copy for each Project Staff

社區投資共享基金 - 計劃員工薪酬表
Community Investment and Inclusion Fund - Project Staff Salary Form

受資助機構名稱 Name of Grantee: _____

計劃名稱 Project Name: _____ 計劃編號 Project No.: _____

薪酬涵蓋時期 Salary Covering Period: _____ 至 to _____

受聘計劃員工姓名 Full Name of Project Staff: _____

職位 Position: _____

入職日期 Date of Employment: _____ 離職日期 (如適用) Date of Resignation (If _____

(甲部) 計劃員工薪酬及強積金 (註) (Section A) Project Staff Salary and MPF (Note)

日 / 月 / 年 Day / Month / Year	每月薪酬 Monthly Salary (a)	每月強積金 Monthly MPF (b)	每月總金額 Monthly Total =(a) + (b)
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		總金額 Total Amount	**0.00**

註 Note:

此表格須連同有關支付計劃員工薪酬証明一併提交，如銀行自動轉帳月結單或糧單等。如每月薪酬或強積金與基金核准金額不符，受資助機構必須提交計算明細。

Please submit relevant supporting documents of the project staff salary and MPF payment (e.g. bank autopay list or salary payment advice, etc.) together with this Form. If the monthly salary or MPF is different from the Approved Budget, Grantee must provide calculation breakdown.

(乙部) 受聘計劃員工聲明 (Section B) Declaration by Project Staff:

本人確認為上述受資助機構的計劃員工，並完全受聘於專責推行上述由《社區投資共享基金》資助的計劃。本人已收妥甲部薪酬及強積金，並核實甲部資料正確無誤。

I confirm that I am the employee of the above Grantee and am employed exclusively in the performance of the above Project. I also confirm that I have received the salary and MPF in Section A and all the above information in Section A is true and correct.

受聘計劃員工簽署: **日期:**
Signature of Project Staff: _____ **Date:** _____

(丙部) 受資助機構聲明 (Section C) Declaration by Grantee:

本人謹代表計劃受資助機構，證明上述所有資料正確無訛及符合《社區投資共享基金協議》規定的條款，包括招聘程序公開及公平、員工之學歷、資歷及經驗，均符合協議規定；計劃員工完全只就基金計劃進行工作及遵從香港有關條例的規定。

I hereby certify on behalf of the Grantee that all the above information is true and correct. The above project staff is recruited according to the "Conditions of Grant for the Community Investment and Inclusion Fund", including fairness and openness in staff recruitment, well qualification in terms of experience and knowledge. He/She is employed exclusively and necessarily in the performance of the Project and his/her employment has fulfilled the legal obligation in accordance with the relevant laws of Hong Kong.

計劃統籌人姓名: **職位:**
Name of Project Coordinator: _____ **Position:** _____

計劃統籌人簽署: **日期:**
Signature of Project Coordinator: _____ **Date:** _____

受資助機構蓋章 Chop of Grantee: _____