



香港浸會大學  
人力資源策略及  
發展研究中心



華南理工大學  
工商管理学院



香港人才管理協會

2019

粵港澳大灣區薪酬及福利調查

結果發佈會暨人力資源研討會

Guangdong-Hong Kong-Macao Greater  
Bay Area Pay and Benefits Survey

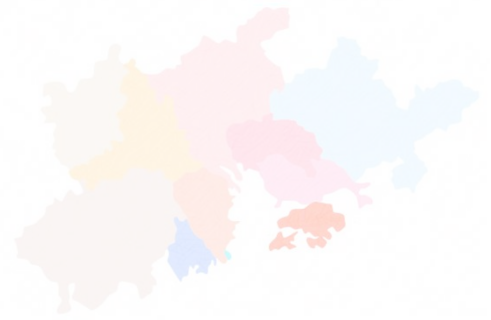
Results Presentation cum HRM Seminar





## 程序表

日期：2019年10月24日(星期四)  
時間：下午2時至5時  
地點：香港浸會大學 浸會大學道校園  
教學及行政大樓二樓 曾陳式如會堂(AAB201 室)



<u>時間</u>	<u>程序</u>
下午 1:35-2:00	登記
下午 2:00-2:10	歡迎辭 黃旭教授 香港浸會大學工商管理學院 副院長(科研及研究生課程)
下午 2:10-2:15	致送紀念品及嘉賓合照 劉善仕教授 華南理工大學人力資源管理研究中心 主任
下午 2:15-3:15	第一節: 專題演講 吳克儉先生, GBS, JP 粵港澳大灣區經貿研究院 榮譽院長 講題：粵港澳大灣區的經貿和人才趨勢
下午 3:15-3:45	小休
下午 3:50-4:50	第二節: 調查結果發佈 調查方法介紹 趙其琨教授 香港浸會大學人力資源策略及發展研究中心 主任  (一) 粵港澳大灣區(香港特別行政區)薪酬及福利調查結果發佈 黃諫珍女士 2019 年度粵港澳大灣區(香港特區)薪酬及福利調查小組 主席  (二) 粵港澳大灣區(廣東省城市)薪酬及福利調查結果發佈 梁偉佳先生 2019 年度粵港澳大灣區(廣東省城市)薪酬及福利調查小組 主席  調查結果數據分析 葉偉光博士 香港浸會大學人力資源策略及發展研究中心 副主任
下午 4:50-5:00	問答環節
下午 5:00	結果發佈會暨研討會結束

## SUMMARY

### 2019 GUANGDONG-HONG KONG-MACAO GREATER BAY AREA (HKSAR) PAY AND BENEFITS SURVEY

The 2019 Guangdong-Hong Kong-Macao Greater Bay Area (HKSAR) Pay and Benefits Survey was conducted by the **Centre for Human Resources Strategy and Development of School of Business of Hong Kong Baptist University, Research Center for Human Resources Management of School of Business Administration of South China University of Technology and Hong Kong People Management Association** between July and September 2019 through online questionnaires. Its main purpose is to collect information on areas namely, Profile of Companies Surveyed, Actual and Projected Salary Adjustments, Starting Salary for Fresh Graduates, Incentive Schemes, Employee Benefits, Employee Movement and Annual Cash Compensation Packages for **191** Benchmark Jobs.

A total of **97** companies participated in the 2019 Survey. They came from **11** business sectors; namely, Construction, Education, Engineering, Hospitality & Catering, Information & Communication Technology, Logistics & Transportation, Manufacturing, Non-Government Organization & Social Enterprises, Real Estate & Property Management, Retail, Trading and Others.

The survey covered a total of **109,619** employees and **191** benchmark jobs at four staff levels: Managerial Staff, Supervisory/Technical Staff, General Staff and Operative Staff in HKSAR.

#### SALARY REVIEW

**Ninety-six** companies provided data for the overall actual salary increases analysis. It ranged from **3.9%** to **4.1%** for the period from July 2018 to June 2019.

The overall projected salary increases for 2020 for all levels of staff, as reported by **85** companies, would range from **3.5%** to **3.6%**.

Staff Level	2015 Overall Average Salary Increase	2016 Overall Average Salary Increase	2017 Overall Average Salary Increase	2018 Overall Average Salary Increase	2019 Overall Average Salary Increase	2020 Overall Projected Salary Increase
Managerial Staff	4.3%	3.9%	3.6%	3.9%	3.9%	3.5%
Supervisory / Technical Staff	4.6%	4.1%	3.9%	4.3%	4.1%	3.6%
General Staff	4.7%	4.0%	3.9%	4.2%	4.0%	3.5%
Operative Staff	4.7%		4.0%	4.3%	4.1%	3.6%

The overall ranking of salary review criteria was similar to last year, with “Company’s Overall Performance” ranking at the top for all levels of staff, followed by “Individual Performance”.

#### INCENTIVE SCHEMES

Seventy-one (**73.2%**) participating companies indicated that they offered incentive schemes to employees. “Variable Bonus Pool” was the most popular scheme for all levels of staff, followed by “Guaranteed Bonus”. The Guaranteed Bonus offered to different staff levels was at **1.0** month whereas Variable Bonus Pool ranged from **1.1** to **1.7** months. “Company’s Business Performance” was the most important criterion for providing variable bonus.

## STARTING MONTHLY SALARY FOR FRESH GRADUATES

Starting monthly salary for fresh graduates varied according to their qualifications and job nature. The lowest average starting salary was recorded in “Sales” function at **HK\$10,625** for Hong Kong Diploma of Secondary Education (DSE) school leavers while the highest figure reported was an average of **HK\$17,500** in “Engineering” function for Master’s Degree or Above graduates. In general, the starting salaries for fresh graduates were higher than those of the last year.

Qualification	2019 Average Starting Monthly Salary (HKD)							
	Engineering	Production	Marketing	Sales	IT	Finance & A/C	HR & Admin	Other Functions
DSE	11,838	11,071	11,457	10,625	11,719	11,741	11,538	11,873
Diploma	12,873	11,700	12,320	11,750	13,033	12,893	12,641	12,956
Higher Diploma/ Associate Degree	13,767	12,444	13,146	12,385	14,049	13,487	13,552	13,130
Bachelor’s Degree	17,010	14,455	14,578	13,376	15,889	14,673	14,104	14,475
Master’s Degree or Above	17,500	14,929	15,630	14,050	16,246	15,379	15,313	15,132

## EMPLOYEE BENEFITS

Survey results show different benefits offered to different levels of staff included leaves, education, housing, retirement protection, medical, insurance and meals. The percentages of companies offering full paid “Examination Leave” and “Birthday Leave” to all levels of staff were higher than those of last year. The number of days of full paid Examination Leave offered to different staff levels ranged from **3.7** to **4.2** days whereas “Birthday Leave” is on an average of **1.0** day.

## WORKFORCE MOVEMENT

### **1. Employee Turnover**

The overall average turnover rate ranged from **10.5%** to **30.7%** for the survey period. The higher the staff level, the lower the turnover rate. “Pay” and “Career/Promotion Prospect” were ranked as the top two reasons for employee turnover.

### **2. Redundancy**

Among **97** participating companies, **24** companies had redundancy, which represented **24.7%** of surveyed companies. A total of **361** employees were made redundant, the main reason was “Restructuring”. Logistics & Transportation Sector retrenched the largest number of employees, accounting for **33.8%** of total retrenched population (**122** out of 361); it was followed by Real Estate & Property Management Sector, with **94** employees retrenched, or **26.0%** of the total retrenched population. By company size, large size companies retrenched the largest number of employees (234), accounting for **64.8%** of the total retrenched population.

## 2019 CASH COMPENSATION PACKAGES OF SURVEYED POSITIONS

A total of **191** positions were selected as benchmark jobs for pay and benefits analysis in this year’s survey. Among them, **168** benchmark jobs with sufficient data were reported. **50** were classified under Managerial Staff, **58** were under Supervisory/Technical Staff, **42** were under General Staff and **18** were under Operative Staff.

- End -

For further enquiry, please contact : Ms. Yu – Hong Kong People Management Association Tel : 9151 4268  
Ms. Lo – Hong Kong Baptist University Tel : 3411 5011

## 報告撮要

# 2019 年粵港澳大灣區(香港特區)薪酬及福利調查

由香港浸會大學工商管理學院人力資源策略及發展研究中心、華南理工大學工商管理學院人力資源管理研究中心及香港人才管理協會合辦的「2019 年粵港澳大灣區(香港特區)薪酬及福利調查」已經完成。該調查在本年 7 至 9 月期間以網上問卷調查方式，從 97 間本港工商機構收集數據，加以整理及分析，從而完成報告。調查主要涵蓋：參與機構概覽、僱員實際及預測的薪酬調整幅度、應屆畢業生入職薪金、獎勵計劃、僱員福利、人事變動和 191 個職位的薪酬及津貼。

今年共 97 間機構參與調查，主要來自本港 11 個行業，包括建築、教育、工程、款待及餐飲、資訊及通訊科技、物流及運輸、製造、非政府組織及社會企業、房地產及物業管理、零售、貿易和其他。參與調查機構的僱員總人數為 109,619 人，分別屬於四個職級：經理級人員、主任/專業人員、職員及基層員工。

### 薪酬調整

96 間機構提供數據作實際薪金調整分析。調查結果顯示，本年度 (由 2018 年 7 月至 2019 年 6 月) 平均薪金調整幅度介乎 3.9% 至 4.1% 之間。

至於 2020 年度的薪金調整幅度預測，共有 85 間機構提供數據。各職級的整體調整加幅介乎 3.5% 至 3.6% 之間。

職級	2015 平均加薪 幅度	2016 平均加薪 幅度	2017 平均加薪 幅度	2018 平均加薪 幅度	2019 平均加薪 幅度	2020 預測平均 加薪幅度
經理級人員	4.3%	3.9%	3.6%	3.9%	3.9%	3.5%
主任/專業人員	4.6%	4.1%	3.9%	4.3%	4.1%	3.6%
職員	4.7%	4.0%	3.9%	4.2%	4.0%	3.5%
基層員工	4.7%		4.0%	4.3%	4.1%	3.6%

機構調整薪金的考慮因素與去年大致相同，以「機構整體業績」為調整各職級僱員薪金時最重要的考慮因素，其次是「個人表現」。

### 獎勵計劃

本年度有 71 間(73.2%)參與調查的機構表示向僱員提供獎勵計劃。最受歡迎的獎勵計劃為「非固定花紅」，其次是「固定花紅」。機構在不同職級上所提供的固定花紅均為 1.0 個月，非固定花紅為 1.1 至 1.7 個月。各機構考慮發放非固定獎金時，以「機構業績表現」為最重要的考慮因素。



## 應屆畢業生的平均入職月薪

應屆畢業生的平均入職月薪，因應不同的學歷及職能而異。「銷售」職能的香港中學文憑畢業生錄得最低平均起薪點，為港幣 **10,625** 元，而最高則是「工程」職能的碩士或以上畢業生，平均起薪點為港幣 **17,500** 元。整體而言，應屆畢業生的平均入職薪金，較去年高。

學歷	2019 年度平均入職月薪 (港幣)							
	工程	生產	市場拓展	銷售	資訊科技	財務會計	人力資源及行政總務	其他
中學文憑	11,838	11,071	11,457	10,625	11,719	11,741	11,538	11,873
文憑	12,873	11,700	12,320	11,750	13,033	12,893	12,641	12,956
高級文憑/ 副學士	13,767	12,444	13,146	12,385	14,049	13,487	13,552	13,130
學士	17,010	14,455	14,578	13,376	15,889	14,673	14,104	14,475
碩士或以上	17,500	14,929	15,630	14,050	16,246	15,379	15,313	15,132

## 僱員福利

是次調查對各職級僱員的福利項目，包括假期、教育、住宿、退休保障、醫療、保險及膳食等進行分析。今年，向各職級員工提供全薪「考試假」及「生日假」的機構比例較去年多。各職級員工的全薪考試假平均為 **3.7** 至 **4.2** 日；生日假均為 **1.0** 日。

## 人事變動

### 1. 僱員流失

調查結果亦顯示，僱員平均流失率介乎 **10.5%** 至 **30.7%**。職級越高平均流失率越低。與去年相若，「薪酬」和「晉升及發展機會」仍是今年離職的最主要原因。

### 2. 僱員裁減

在 **97** 間參與調查的機構中，有 **24** 間表示曾經裁員，佔調查機構總數 **24.7%**，共裁減僱員 **361** 人，「架構重整」是最主要的裁員原因。「物流及運輸」業裁減的僱員人數最多，達 **122** 人，佔總被裁人數的 **33.8%**；其次是「房地產及物業管理」業，裁減了 **94** 人，佔總被裁人數的 **26.0%**。以機構規模劃分，大型機構裁減僱員人數最多，合共 **234** 人，佔總裁減人數的 **64.8%**。

## 2019年度各職位的薪酬及津貼

本年度調查 **191** 個職位的薪酬及津貼資料，**168** 個職位的回覆數據充足，其薪酬及津貼資料細列於報告中。此等職位包括 **50** 個屬於經理職級，**58** 個是主任/專業人員職級，**42** 個是職員職級及 **18** 個是基層員工職級。

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如有查詢，歡迎聯絡：

余小姐（香港人才管理協會）  
盧小姐（香港浸會大學）

電話：9151 4268  
電話：3411 5011

## 報告撮要

# 2019年粵港澳大灣區(廣東省城市)薪酬及福利調查

由香港浸會大學工商管理學院人力資源策略及發展研究中心、華南理工大學工商管理學院人力資源管理研究中心及香港人才管理協會合辦的「2019年度廣東省城市薪酬及福利調查」已經完成。該調查在本年7月至9月期間以問卷調查形式，從63個廣東省城市機構取得數據，並加以整理及分析，從而完成報告。

本年度調查包括3個行業：房地產、高科技、製造和其他行業；覆蓋大灣區主要城市，包括廣州、深圳、東莞及其他地區。是次調查共覆蓋226個職位，僱員人數達61,562人，分佈於四個不同的職級：經理級或以上、主任/專業人員、職員及基層員工。

### 薪酬調整

調查結果顯示，58個機構提供數據作實際薪金調整分析，本年度(由2018年7月至2019年6月)平均薪金調整幅度介乎5.4%至6.8%之間。

至於2020年度的薪金調整幅度預測，有52個機構提供數據。各職級的整體調整加幅介乎5.9%至6.3%之間。

職級	2015 平均加薪 幅度	2016 平均加薪 幅度	2017 平均加薪 幅度	2018 平均加薪 幅度	2019 平均加薪 幅度	2020 預測平均 加薪幅度
經理級或以上	5.9%	4.1%	4.1%	5.0%	5.4%	5.9%
主任/專業人員	6.5%	4.2%	4.8%	5.6%	6.4%	6.3%
職員	6.6%	5.0%	4.5%	6.0%	6.4%	6.2%
基層員工	6.8%		5.5%	5.5%	6.8%	6.1%

大部份機構在考慮調整所有職級員工的薪金時，首要因素為「公司／單位業績」，其次為「個人表現」。

### 應屆畢業生的平均入職月薪

應屆畢業生的人職起薪點會因學歷及工作性質不同而有所差別。從職能方面來看，以投身「研發」及「工程」職能的碩士或以上學歷的畢業生平均入職薪金為最高，分別為人民幣8,309元及7,764元。與去年比較，大多數不同教育水平的應屆畢業生，在不同職能的平均入職薪金水平均有所上升。



學歷	2019 年度應屆畢業生平均入職月薪 (人民幣 ¥)								
	研發	工程	生產	市場	銷售	資訊科技	財務會計	人力資源及行政	其他
高中/中專	4,040	3,644	3,260	3,700	4,288	3,886	3,363	3,220	3,015
大專	4,522	4,794	4,092	4,371	4,561	4,125	4,083	4,065	3,702
大學本科	6,729	5,265	4,614	5,317	5,546	5,586	4,842	5,044	4,905
碩士或以上	8,309	7,764	6,650	7,392	6,969	7,282	6,843	6,941	6,027

## 僱員福利

機構在不同職級上所提供的年終獎金平均為 **1.1** 至 **1.7** 個月，而績效獎金為 **1.8** 至 **2.0** 個月。是次調查也對各職級員工的福利項目，包括住宿、膳食、醫療、保險及全薪病假等進行分析。調查結果顯示，今年向各職級員工提供各類福利的機構比例，大致與去年相若。

## 獎勵計劃

本年度有 **46** 間 (**73.0%**) 參與調查的機構表示向員工提供獎勵計劃。大部分的公司均表示以「公司整體業績表現」為發放獎勵的主要考慮因素。各機構普遍提供「晉升機會」及「培訓」等為獎勵方法。

## 人事變動

### 1. 主動離職

調查結果亦顯示，2018 年 7 月至 2019 年 6 月期間的僱員平均流失率介乎 **9.7%** 至 **77.0%**，不同地區、行業與職級的流失率差異頗大。其中流失率最高的僱員職級是基層員工。「薪酬」和「晉升及發展機會」是離職的最主要原因。

### 2. 非主動離職

在 **63** 個參與調查的機構中，有 **56** 間表示曾經裁員，合共裁減員工 **1,623** 人。主要的裁員原因為「架構重整」。「製造」業裁減的僱員人數最多，達 **1,289** 人，佔總被裁人數的 **79.4%**；其中 **764** 人屬於基層員工。以機構規模劃分，大型機構裁減僱員人數最多，合共 **1,297** 人，佔總裁減人數的 **79.9%**；同時其基層員工的被裁人數亦較其他規模的機構為多。

### 3. 人手增聘

**46** 個參與調查的機構表示有增聘人手，人數達 **16,337** 人。「製造」業是增聘人手最多的行業，為數達 **12,398** 人，當中 **11,544** 人是基層員工。就地區分佈而言，東莞地區錄得最高新增職位的百分比 (**50.5%**)。

## 2019 年度各職位的薪酬及津貼

本年度調查 **226** 個職位的薪酬及津貼資料，**123** 個職位的回覆數據充足，其薪酬及津貼資料細列於報告中。此等職位包括 **36** 個屬於經理級或以上職級，**43** 個是主任/專業人員職級，**33** 個是職員職級及 **11** 個是基層員工職級。

- 完 -

如有查詢，歡迎聯絡

余小姐 (香港人才管理協會)  
盧小姐 (香港浸會大學)

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電話：3411 5011

## SUMMARY

### 2019 GUANGDONG-HONG KONG-MACAO GREATER BAY AREA (GUANGDONG CITIES) PAY AND BENEFITS SURVEY

The 2019 Guangdong-Hong Kong-Macao Greater Bay Area (Guangdong Cities) Pay and Benefits Survey was conducted by the **Centre for Human Resources Strategy and Development of School of Business of Hong Kong Baptist University, Research Center for Human Resources Management of School of Business of South China University of Technology and Hong Kong People Management Association**. This year, a total of **63** companies in Guangdong Cities took part in the Survey. The survey data were collected from July to September, 2019 through online questionnaires and were analyzed by the research team.

The Survey covered **3** business sectors; namely, Property Development and Services, High Technology, Manufacturing and Others. Respondents were located in Guangdong cities, including Guangzhou, Shenzhen, Dongguan and Other Regions. A total of **61,562** employees were covered in the Survey, representing employees at four different job levels: Managerial Staff or Above, Supervisory/Technical Staff, General Staff and Operative Staff. The total number of benchmark jobs surveyed was **226**.

#### SALARY REVIEW

**Fifty-eight** companies provided data for the overall actual salary increases analysis. It ranged from **5.4%** to **6.8%** for the period from July 2018 to June 2019.

The overall projected salary increases for 2020 for all levels of staff, as reported by **52** companies, would range from **5.9%** to **6.3%**.

Staff Level	2015 Overall Average Salary Increase	2016 Overall Average Salary Increase	2017 Overall Average Salary Increase	2018 Overall Average Salary Increase	2019 Overall Average Salary Increase	2020 Overall Projected Salary Increase
Managerial Staff or Above	5.9%	4.1%	4.1%	5.0%	5.4%	5.9%
Supervisory/Technical Staff	6.5%	4.2%	4.8%	5.6%	6.4%	6.3%
General Staff	6.6%	5.0%	4.5%	6.0%	6.4%	6.2%
Operative Staff	6.8%		5.5%	5.5%	6.8%	6.1%

All respondents reported that the most important criterion of salary review for all levels of staff in 2019 was “Company’s Overall Performance”, followed by “Individual Performance”.

#### STARTING MONTHLY SALARY FOR FRESH GRADUATES

Starting monthly salaries for fresh graduates varied according to their qualifications and job nature. Results show that Master’s Degree or Above holders in the Research & Development and Engineering Functions were offered the highest monthly starting salaries at **RMB 8,309** & **RMB 7,764** respectively. Comparing with last year, the entry salary levels for most fresh graduates from different academic qualifications were increased.

Qualification	2019 Average Starting Monthly Salary (RMB ¥)								
	R & D	Engineering	Production	Marketing	Sales	IT	Finance & A/C	HR & Admin	Others
High School	4,040	3,644	3,260	3,700	4,288	3,886	3,363	3,220	3,015
Tertiary	4,522	4,794	4,092	4,371	4,561	4,125	4,083	4,065	3,702
Bachelor's Degree	6,729	5,265	4,614	5,317	5,546	5,586	4,842	5,044	4,905
Master's Degree or Above	8,309	7,764	6,650	7,392	6,969	7,282	6,843	6,941	6,027

## EMPLOYEE BENEFITS

The Guaranteed Bonus offered by companies to different staff levels ranged from **1.1** to **1.7** months whereas Discretionary Bonus ranged from **1.8** to **2.0** months. Other benefits offered to different levels of staff included education, retirement protection, medical, insurance and full paid sick leaves etc. The percentages of companies offering various kinds of benefits to all levels of staff were quite similar to those of last year.

## INCENTIVE SCHEME

**Forty-six (73.0%)** participating companies indicated that they offered incentive schemes to employees. Most of the respondents indicated "Company's Business Performance" as primary criterion in offering incentives. "Career Promotion" and "Training" were two commonly adopted incentive schemes offered by the companies.

## WORKFORCE MOVEMENT

### 1. Employee Turnover

The average turnover rate ranged from **9.7%** to **77.0%** for the survey period. There were significant differences by region and by staff level. The highest turnover rate was recorded in Operative Staff. "Pay" & "Career Promotion / Prospect" were ranked as the top two reasons for employee turnover.

### 2. Redundancy

A total of **1,623** employees in **40** out of **63** responding companies were made redundant this year. The main reason for redundancy was "Restructuring". The Manufacturing Sector recorded the largest number of employees made redundant, accounting for **79.4%** of the total number of retrenched employees (**1,289** out of 1,623). Among the 1,289 employees retrenched in Manufacturing Sector, **764** were Operative Staff. By company size, large size companies retrenched the largest number of employees (**1,297** out of 1,623), accounting for **79.9%** of the total retrenched employees; likewise, large size companies laid off the largest number for Operative Staff.

### 3. Increase of Manpower

This year, a total of **16,337** additional head counts were added to **46** companies during the survey period. The Manufacturing Sector created the largest number of additional head count (**12,398**), among which **11,544** were Operative Staff. In terms of manpower increase by region, it was found that Dongguan had the highest percentage (**50.5%**).

## 2019 CASH COMPENSATION PACKAGES OF SURVEYED POSITIONS

A total of **226** positions were selected as benchmark jobs for pay and benefits analysis in this. Among them, **123** benchmark jobs with sufficient data were reported. **36** were classified under Managerial Staff or Above, **43** were under Supervisory/Technical Staff, **33** were under General Staff and **11** were under Operative Staff.

- End -

For further enquiry, please contact

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Tel : 3411 5011

## 2019 年粵港澳大灣區薪酬及福利調查報告訂購

姓名：\_\_\_\_\_ 職位：\_\_\_\_\_

電話：\_\_\_\_\_ 電郵地址：\_\_\_\_\_

公司：\_\_\_\_\_ 公司地址：\_\_\_\_\_

### (A) 訂購 **網上版** 薪酬及福利調查報告

項目	價目		
	已參加調查公司	已參加調查公司 購買另一地區報告	非參加調查公司
2019 香港特別行政區 薪酬及福利調查報告	<input type="checkbox"/> 非 NGO/社企 HK\$2,000/份	<input type="checkbox"/> HK\$2,800/份	<input type="checkbox"/> HK\$5,800/份
	<input type="checkbox"/> NGO/社企 HK\$1,000/份		<input type="checkbox"/> NGO/社企: HK\$2,900/份
2019 廣東省城市 薪酬及福利調查報告	<input type="checkbox"/> HK\$2,000/份	<input type="checkbox"/> HK\$2,800/份	<input type="checkbox"/> HK\$5,800/份 <input type="checkbox"/> NGO/社企: HK\$2,900/份
<b>總計：</b>			

### (B) 訂購方法

請填妥訂購表格並電郵至舉辦單位。確認付款後，查看網上報告的網址及登入密碼會以電郵發出。

付款方法一：將費用直接存入 HKPMA 的銀行戶口，然後將銀行存款收據電郵至舉辦單位作記錄。

戶口名稱：香港人才管理協會有限公司 Hong Kong People Management Association Limited  
銀行名稱：恆生銀行 Hang Seng Bank 戶口號碼：269-313649-001

付款方法二：支票付款，請將劃線支票 (抬頭請列明 香港人才管理協會有限公司 或 Hong Kong People Management Association Limited)，並寄回任何一個舉辦單位：

香港人才管理協會  
香港九龍官塘成業街 27 號 日昇中心 8 字樓 801 室

或 香港浸會大學人力資源策略及發展研究中心  
香港九龍塘聯福道 34 號 永隆銀行商學大樓 705B 室

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