

Attachment A of the Conditions of Contract

<<SAMPLE OF STATEMENT OF DEPLOYMENT AND WAGES OF
BUILDING ATTENDANTS AND ACCOUNTANT'S STATEMENT FOR
PAYMENT APPLICATION>>

STATEMENT OF DEPLOYMENT AND WAGES OF BUILDING
ATTENDANTS
REQUIRED UNDER CONTRACT NO.
IN RELATION TO THE CONTRACTOR'S PAYMENT APPLICATION
NO.
FOR THE MONTH: _____, 20____

No. of Statutory Holidays in the month : _____

| Staff No. | Post | Name | Committed wages for the Building Attendants (HK\$) | Number of days on duty | Total Paid Rest Day | Total Paid Statutory Holidays and Annual Leave | Number of overtime hours | Number of no-pay leave days taken (such as no-pay statutory holidays) | Gratuity *** | Statutory Holiday Pay *** | Extra Wages under Typhoon Signal No.8 or above *** | Wages for the month* | Provident Fund contributed by the Building Attendants, if applicable | Wages paid to the Building Attendants | Provident Fund contributed by the employer | Remarks ** |
|-----------|------|------|--|------------------------|---------------------|--|--------------------------|---|--------------|---------------------------|--|----------------------|--|---------------------------------------|--|------------|
| | | | | | | | | | | | | (A) | (B) | (A) – (B) | (A) x 5% | |
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* Refers to that before deduction of the employee's contribution to the Mandatory Provident Fund.

** Among other things, any non-compliance against the committed daily maximum allowable net working hours for Building Attendants shall be stated.

*** The Contractor shall submit separate statements in details showing the amount payable to each of the contractor personnel if requested.

ACCOUNTANT'S STATEMENT FOR PAYMENT APPLICATION
REQUIRED UNDER CONTRACT NO.
IN RELATION TO THE CONTRACTOR'S PAYMENT APPLICATION
NO.
FOR THE MONTH: _____, 20____

I/we have examined the relevant employment contracts, payrolls, books, records, and other supporting documents. I/we deem necessary to check the number and posts of Building Attendants deployed to the Venue(s) under the above Contract by (the Contractor) and the wages paid to the Building Attendants. I/we certify that the information contained in the above Statement of Deployment and Wages of Building Attendants are in accordance with the said contracts, payrolls, books, records and supporting documents.

(※Accountant's Signature)

(※Accountant's Name)

(Date)

※ To be completed and signed by a certified public accountant (practising) or a corporate practice registered under the meaning of the Professional Accountants Ordinance (Cap. 50).