

Banking and Finance Industry  
Manpower Survey Report  
銀行及金融業 • 人力調查報告書

# 2017



**2017 MANPOWER SURVEY REPORT**

**BANKING AND FINANCE INDUSTRY**

二零一七年人力調查報告

銀行及金融業

**VOCATIONAL TRAINING COUNCIL**

**BANKING AND FINANCE TRAINING BOARD**

職業訓練局

銀行及金融業訓練委員會

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The 2017 Manpower Survey Report  
of the Banking and Finance Industry

Executive Summary

**Objective**

1. The Banking and Finance Training Board (BFTB), with the assistance of the Census and Statistics Department (C&SD), conducted a biennial manpower survey from January to May 2017 with the aim of furnishing users with information on the manpower situation and training needs of personnel in the banking and finance industry.

**Scope of the Survey**

2. Based on the advice of the Census and Statistics Department (C&SD), the Training Board decided on the sampling frame to cover all banking and financial institutions in the industry. A sample of 1 154 out of 8 522 establishments were selected from the central register maintained by the C&SD. For licensed banks, restricted licensed banks, representative offices of foreign banks and deposit-taking companies, they were all surveyed whereas for other branches, establishments with 50 or more employees were surveyed. The stratified random sampling method was used for the sample selection of establishments with less than 50 employees.

3. The survey covered samples in the following ten branches:

- (i) 221 licensed banks, restricted licence banks and local representative offices of foreign banks (abbreviated as BANKS);
- (ii) 16 deposit-taking companies (abbreviated as DTCS);
- (iii) 124 investment and holding companies (abbreviated as INVEST COS);
- (iv) 137 personal loans and related companies, e.g., mortgages, instalment credits, finance leasing and other credit granting companies (abbreviated as PL COS);
- (v) 114 securities brokerage firms (abbreviated as SECURITIES);
- (vi) 112 commodity futures (including financial futures) and precious metals brokers/dealers (abbreviated as C DEALERS);
- (vii) 5 stock, bullion and commodity exchanges and statutory bodies in the banking and finance industry (abbreviated as C EXCHANGES);
- (viii) 122 money changers and foreign exchange brokers/dealers (abbreviated as M CHANGERS);

(ix) 157 investment advisory/ asset management companies (abbreviated as ASSET COS);

(x) 146 other financial companies (abbreviated as OF COS).

Data collected from these 1 154 selected establishments (samples) were processed by the C&SD and statistically grossed up to reflect the overall picture of the manpower situation of the banking and finance industry.

### Total Manpower Demand

4. The survey revealed that in January 2017, the banking and finance industry employed 160 660 persons. The distribution of employees by branch and by job level is shown in Table A below:

Table A: Manpower Structure by Branch and by Job Level

Branch	<u>Number of Employees</u>								
	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Other Supporting Staff (%)*</u>		<u>Total (%)**</u>
1. BANKS	30 905	(30.6)	39 985	(39.6)	26 870	(26.6)	3 103	(3.1)	<b>100 863 (62.8)</b>
2. DTCS	160	(26.9)	160	(26.9)	257	(43.3)	17	(2.9)	<b>594 (0.4)</b>
3. INVEST COS	1 255	(38.9)	1 169	(36.3)	596	(18.5)	204	(6.3)	<b>3 224 (2.0)</b>
4. PL COS	1 233	(25.8)	1 661	(34.8)	1 682	(35.2)	198	(4.1)	<b>4 774 (3.0)</b>
5. SECURITIES	1 902	(21.8)	3 900	(44.7)	2 709	(31.0)	217	(2.5)	<b>8 728 (5.4)</b>
6. C DEALERS	462	(23.9)	829	(42.9)	619	(32.0)	24	(1.2)	<b>1 934 (1.2)</b>
7. C EXCHANGES	899	(24.9)	1 084	(30.1)	436	(12.1)	1 186	(32.9)	<b>3 605 (2.2)</b>
8. M CHANGERS	307	(10.6)	645	(22.3)	1 907	(66.1)	27	(0.9)	<b>2 886 (1.8)</b>
9. ASSET COS	6 174	(37.3)	6 803	(41.1)	2 697	(16.3)	895	(5.4)	<b>16 569 (10.3)</b>
10. OF COS	4 702	(26.9)	8 817	(50.4)	3 163	(18.1)	801	(4.6)	<b>17 483 (10.9)</b>
<b>Total (%)**</b>	<b>47 999</b>	<b>(29.9)</b>	<b>65 053</b>	<b>(40.5)</b>	<b>40 936</b>	<b>(25.5)</b>	<b>6 672</b>	<b>(4.2)</b>	<b>160 660 (100)</b>

(%)\* As a percentage of the total number of employees in the branch.

(%)\*\* As a percentage of the total number of employees in the industry. Total percentage may not equal 100% due to rounding.

## Manpower Changes

5. The manpower of the banking and finance industry has increased from 151 317 in 2015 to 160 660 in 2017 by 9 343 persons (+6.2%). The changes in the number of employees between 2015 and 2017 by sector and by job level are summarized in Table B.

Table B: Manpower Changes

(i) Manpower Changes by Sector

<u>Sector*</u>	<u>January 2015</u>	<u>January 2017</u>	<u>Change (%)</u>	
Banking Sector	97 617	101 457	+3 840	(+3.9%)
Securities and Asset Management Sector	23 547	25 297	+1 750	(+7.4%)
Other Financial Sectors	30 153	33 906	+3 753	(+12.4%)
<b>Total</b>	<b>151 317</b>	<b>160 660</b>	<b>+9 343</b>	<b>(+6.2%)</b>

\*Sector Definition:

Banking Sector = Branch 1 BANKS and Branch 2 DTCS

Securities and Asset Management Sector = Branch 5 SECURITIES and Branch 9 ASSET COS

Other Financial Sectors = All branches except BANKS, DTCS, SECURITIES and ASSET COS

(ii) Manpower Changes by Job Level

<u>Job Level</u>	<u>January 2015</u>	<u>January 2017</u>	<u>Change (%)</u>	
Managerial	41 843	47 999	+6 156	(+14.7%)
Supervisory/Officer	61 170	65 053	+3 883	(+6.3%)
Clerical	40 757	40 936	+179	(+0.4%)
Other Supporting Staff	7 547	6 672	-875	(-11.6%)
<b>Total</b>	<b>151 317</b>	<b>160 660</b>	<b>+9 343</b>	<b>(+6.2%)</b>

6. Figures 1 to 2 show the manpower structure and the distribution of employees by sector and by job level.

Figure 1: Distribution of Employees by Sector

Total Employees: 160 660

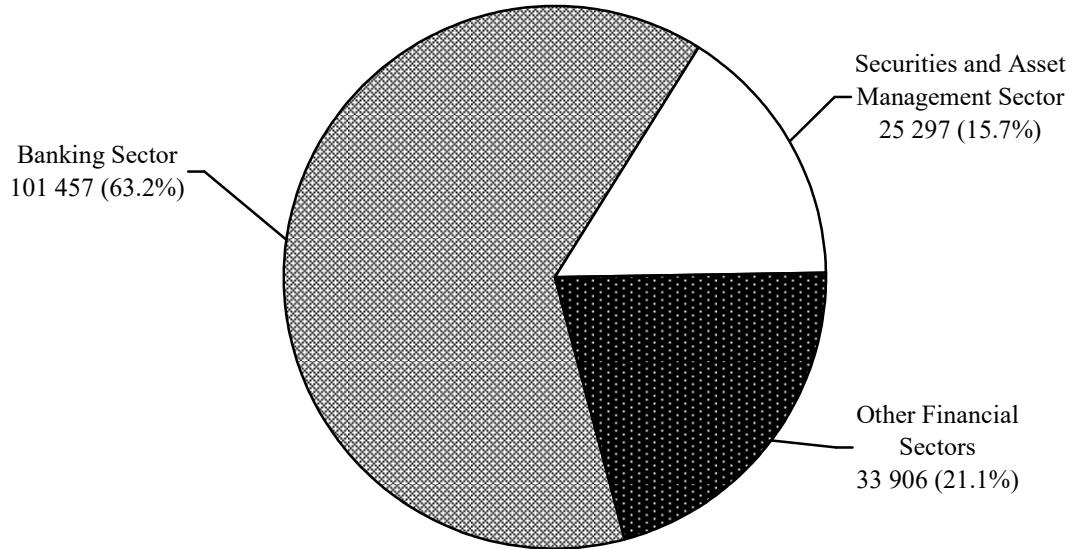
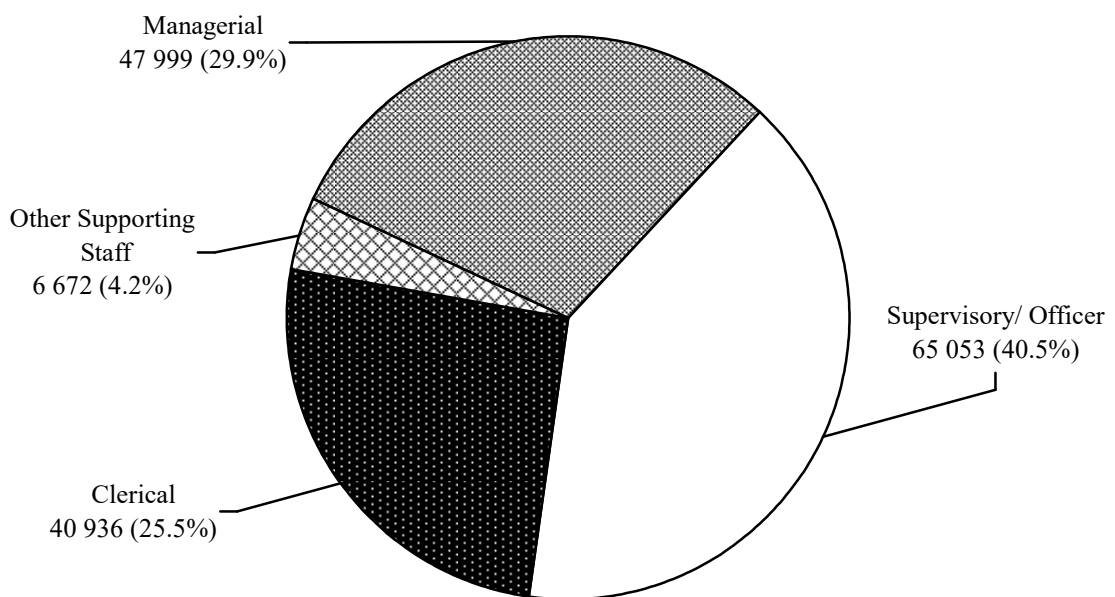


Figure 2: Distribution of Employees by Job Level

Total Employees: 160 660



Remarks: Total percentage may not equal 100% due to rounding.

## Number of Vacancies in the Industry

7. At the time of the survey, employers reported 2 935 vacancies in the banking and finance industry, representing 1.8% of the manpower demand of 163 595 persons which is defined as the number of employees plus the number of vacancies. The number of vacancies by branch and by job level is shown in Table C.

Table C: Number of Vacancies

<u>Branch</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Other Supporting Staff (%)*</u>		<u>Total (%)**</u>
1. BANKS	679	(34.4)	877	(44.4)	412	(20.9)	6	(0.3)	<b>1 974 (67.3)</b>
2. DTCS	0	(0.0)	3	(27.3)	8	(72.7)	-	(0.0)	<b>11 (0.4)</b>
3. INVEST COS	47	(39.2)	52	(43.3)	21	(17.5)	-	(0.0)	<b>120 (4.1)</b>
4. PL COS	12	(8.1)	78	(52.7)	58	(39.2)	-	(0.0)	<b>148 (5.0)</b>
5. SECURITIES	15	(11.0)	121	(89.0)	-	(0.0)	-	(0.0)	<b>136 (4.6)</b>
6. C DEALERS	2	(5.3)	8	(21.1)	28	(73.7)	-	(0.0)	<b>38 (1.3)</b>
7. C EXCHANGES	63	(85.1)	9	(12.2)	2	(2.7)	-	(0.0)	<b>74 (2.5)</b>
8. M CHANGERS	-	(0.0)	2	(7.4)	25	(92.6)	-	(0.0)	<b>27 (0.9)</b>
9. ASSET COS	33	(11.8)	198	(71.0)	42	(15.1)	6	(2.2)	<b>279 (9.5)</b>
10. OF COS	54	(42.2)	56	(43.8)	13	(10.2)	5	(3.9)	<b>128 (4.4)</b>
<b>Total (%)**</b>	<b>905</b>	<b>(30.8)</b>	<b>1 404</b>	<b>(47.8)</b>	<b>609</b>	<b>(20.7)</b>	<b>17</b>	<b>(0.6)</b>	<b>2 935 (100.0)</b>

(%)\* As a percentage of the total number of vacancies in the branch.

(%)\*\* As a percentage of the total number of vacancies in the industry. Total percentage may not equal 100% due to rounding.



## Changes in Vacancy Situation

8. Employers reported 2 935 vacancies in January 2017. In comparison to the 2 425 vacancies reported by employers in January 2015, the number of vacancies has increased by 510 (+21.0%). Changes in vacancy situation between 2015 and 2017 are shown in Table D.

Table D: Vacancy Situation

(i) Vacancy Situation by Sector

<u>Sector</u>	<u>January 2015</u>	<u>January 2017</u>	<u>Change (%)</u>
Banking Sector	1 535	1 985	+450 (+29.3%)
Securities and Asset Management Sector	288	415	+127 (+44.1%)
Other Financial Sectors	602	535	-67 (-11.1%)
<b>Total</b>	<b>2 425</b>	<b>2 935</b>	<b>+510 (+21.0%)</b>

(ii) Vacancy Situation by Job Level

<u>Job Level</u>	<u>January 2015</u>	<u>January 2017</u>	<u>Change (%)</u>
Managerial	674	905	+231 (+34.3%)
Supervisory/Officer	1 025	1 404	+379 (+37.0%)
Clerical	678	609	-69 (-10.2%)
Other Supporting Staff	48	17	-31 (-64.6%)
<b>Total</b>	<b>2 425</b>	<b>2 935</b>	<b>+510 (+21.0%)</b>
Vacancy rate as a percentage of manpower demand	1.6%	1.8%	

## **Manpower Demand**

9. Employers forecasted that the manpower demand of the industry by January 2019 would be 165 011 persons. This is slightly more than the manpower demand of 163 595 persons in January 2017.

## **Minimum Education Requirement of Employees**

10. Generally speaking, the survey findings showed that employers preferred their employees at the supervisory/officer level and managerial level to possess university degree or above education level. For clerical staff, senior secondary level was normally the minimum education requirements of employees.

## **Employees' Minimum Requirement on Year(s) of Experience in the Industry**

11. Most employers required their employees at the managerial level and supervisory/officer level to have a minimum of over five to ten years of working experience in the industry. For clerical level, staff members with one to two years of working experience in the industry were also acceptable.

## **Employees' Average Age Range**

12. The majority of the banking and finance personnel at the job levels of "Managerial" and "Supervisor/ Officer" ranged from 35 to 50 years old whereas over 30% of clerical staff were below 35.

## **Staff Turnover**

13. Employers reported that 20 264 employees had left their institutions in the past twelve months. During the same period, 21 055 employees had been recruited to fill the vacancies. The staff turnover rate for the banking and finance industry was 13.2%.

## **Internal Promotion**

14. The survey showed that employees at the supervisory/ officer level had a relatively higher percentage to be promoted to managerial level. Of the total number of Managers recruited, 26.2% were promoted from Supervisors and 20.6% of the total recruits of supervisors/officers were promoted from clerks.

## **Recruitment Difficulties**

15. Employers reported that the main reasons of recruitment difficulties were "lack of candidates with relevant experience and training" and "working conditions/remuneration package could not meet recruits' expectations". The ratios of these two reasons to total reasons were 37.8% and 35.9% respectively.

### **Number of Hong Kong Employees Having to Work in the Mainland**

16. Employers reported that 1 653 employees had to work in the Mainland during the survey period. Of these, 285 (17.2%) were on stationed basis and 1 368 (82.8%) were on travelling basis.

### **Effects of Mainland Operations on Hong Kong Employees**

17. Employers reported that 14 additional employees were to be recruited to handle operations in the Mainland. Of these 14 additional employees, one employee had to be trained for the purpose of handling operations there.

### **Comparison of Training Expenses of the Previous Year and Training Budget for the Next Year**

18. For in-house training, the 2017 Survey revealed that 4 929 (85.4% of 5 772) establishments had maintained their staff training expenses more or less the same in 2016 when compared with the figure in 2015. 151 (2.6% of 5 772) establishments reported that they had increased their staff training expenses in 2016. For external training, the result revealed that 4 859 (84.2% of 5 772) establishments had maintained their staff training expenses more or less the same in 2016 when compared with 2015 while 205 (3.6% of 5 772) establishments reported that they had increased their staff training expenses in 2016. With regard to the in-house training budget for 2017, survey findings showed that 85.7% of 5 772 establishments (4 947) had planned to maintain the same training budget for 2017 when compared with the expenses in 2016. For the budget of external training, 84.8% of 5 772 establishments (4 896) had planned to maintain the same training budget for 2017 when compared with the expenses in 2016.

### **Part-time Employees Employed in the Banking and Finance Industry**

19. In addition to 153 988 full-time employees working in the banking and finance industry, 2 281 part-time employees were employed in the industry to help carry out business activities.

### **Impacts on Manpower Requirements**

20. The economic cycle as well as the policies of the Government of the Hong Kong Special Administrative Region will have different impacts on the manpower requirements of the banking and finance industry. These include:

- (i) Hong Kong is an important international financial centre. The global economic situation as well as the performance of the international financial markets, in particular the American, European and Mainland markets, have a significant impact on Hong Kong's economy given the close linkage of business and financial activities of Hong Kong with other financial centres;
- (ii) It is not easy to estimate the effects of interest rate hike and the normalisation of the balance sheet by the Federal Reserve. It is equally difficult to speculate about the influence brought forth by Brexit. The potential effects of these incidents, together with the future growth of the economy of the Mainland will have impacts on the local manpower requirements with varying degrees;
- (iii) Jobs related to compliance, Fintech, asset management, and those under the ECF etc are going to require more resources in terms of training and development. In a regulated industry, the competencies of staff have to be enhanced on a continuous basis so as to keep abreast of the latest development. Effective training is an investment of human resources of an organisation, with both immediate and long-term returns; and
- (iv) Concerning the Belt and Road Initiative, Hong Kong plays a key role as a capital raising centre while it will also be benefited from the Bond Connect scheme that Chinese sovereign financial bodies and private commercial organisations can gain access to international capital.

## **Recommendations**

21. As the establishments selected for the survey had sufficient representation, the Training Board recommends that the survey results could be used as a reference when employers formulate manpower training and development strategies for their employees with specific recommendations as follows:

- (i) To support Hong Kong as an international financial center, sufficient provision of continuous professional development and training is important and necessary. In addition to the systematic in-house training programmes provided to their employees, employers should make good use of services provided by external training course providers and utilize government support such as the Continuing Education Fund. Moreover, the Vocational Training Council offers services to help employers organise their training schemes. For example, the New Technology Training Scheme provides financial assistance to local companies up to a maximum of 50% of the training cost for their employees to be trained in new technologies. The Scheme covers various types of training mode including overseas training courses or industrial attachment, local training courses, and tailor-made local training courses/ industrial attachments for individual companies.

- (ii) In order to enhance the employability of graduates, training institutions and the industry can collaborate so that practical and updated industry knowledge would be incorporated into the curricula. On the other hand, employers should seriously consider offering attachment opportunities for students. Industrial attachment programmes enable students to experience real-life workplace challenges through attachment to different organisations. The programme can facilitate students' transition from study to work by developing their team work spirit, problem solving abilities, practical skills, and appropriate work attitudes and value. Through the programme, employers can identify the right talent for future full-time employment and also source suitable candidates to meet the seasonal or part-time manpower needs. Moreover, employers are looking for graduates with good language skills and have a positive mindset with ambition. Education institutions and employers should work together so that students could be cultivated the right mindset as well as enhancing their language proficiency;
- (iii) Employers indicated and it is recommended that a wide spectrum of training programmes should be provided to employees for knowledge and skills upgrading as well as to broaden and deepen employees' exposure to different segments of the industry;
- (iv) As indicated by respondents, training programmes on the following topics should be organized for banking and finance personnel at the various job levels:

For Managerial Staff

Risk Management  
 Anti-Money Laundering Compliance  
 Compliance of Various Ordinances  
 Strategic Management  
 Principles & Practice of Management

For Supervisory Staff/ Officer

Anti-Money Laundering Compliance  
 Corporate Finance  
 Trade Finance  
 Compliance of Various Ordinances  
 Securities & Futures Regulation

For Clerical Staff

Anti-Money Laundering Compliance  
 Information Systems Application Skills  
 Marketing/Selling Skills  
 Communication Skills  
 Securities & Futures Regulation  
 Financial Markets Operations

- (v) In view of the fact that employers are very much concerned about topics like strategic and risk management, anti-money laundering compliance, updates on regulatory requirements and marketing/selling skills training for frontline staff, the Training Board recommends that training programmes on the above topics should be offered to banking and finance personnel to help them acquire the wanted attributes in order to provide customers with quality services.

## SECTION I

### SURVEY PURPOSE AND SCOPE

#### **The Training Board**

1.1 The Banking and Finance Training Board (BFTB) of the Vocational Training Council (VTC) is appointed by the HKSAR Government to be responsible for, among other duties, assessing the manpower situation and training needs of the industry and recommending to the VTC measures to meet the demand for trained personnel in the industry. The Training Board comprises members nominated by trade associations, banking and financial institutions, tertiary institutions, government departments, and statutory bodies. The memberships of the Training Board and the Working Party on 2017 Manpower Survey are listed in Appendices 1 and 1a. The terms of reference of the Training Board are given in Appendix 2.

#### **Purpose of the Survey**

1.2 With the assistance of the Census and Statistics Department (C&SD), the Training Board conducted the 2017 Manpower Survey in the first half of 2017 with the following objectives:

- (i) To assess the manpower and training needs of principal jobs in the banking and finance industry;
- (ii) To forecast the growth of manpower in the industry; and
- (iii) To recommend measures to meet the training needs and manpower demand of the industry.

1.3 Similar to the arrangement of the 2013 and 2015 Manpower Surveys, the BFTB agreed to synchronize its 2017 Manpower Survey with the manpower surveys of the accountancy sector and the insurance industry. The fieldwork of these three surveys were planned to be carried out from 9 January 2017 to 8 March 2017. However, the fieldwork of the survey of the banking and finance industry was extended to 9 May 2017 so as to include respondents with a large number of banking and finance personnel. Survey findings of these three surveys are expected to give comprehensive manpower statistics which would help the community formulate manpower training and development strategies for the entire financial services sector.

## **Scope of the Survey**

1.4 The scope of the survey covered banking institutions, deposit-taking companies and other financial institutions. There were 8 522 banking and finance establishments in the following ten branches at the time of the survey and a stratified random sampling method was adopted to survey 1 154 establishments as follows:

- (i) 221 licensed banks, restricted licence banks and local representative offices of foreign banks;
- (ii) 16 deposit-taking companies;
- (iii) 124 investment and holding companies;
- (iv) 137 personal loans and related companies, e.g., mortgages, instalment credits, finance leasing and other credit granting companies;
- (v) 114 securities brokerage firms;
- (vi) 112 commodity futures (including financial futures) and precious metals brokers/ dealers;
- (vii) 5 stock, bullion and commodity exchanges and statutory bodies in the banking and finance industry;
- (viii) 122 money changers and foreign exchange brokers/ dealers;
- (ix) 157 investment advisory/ asset management companies; and
- (x) 146 other financial companies

1.5 The distribution of samples by branch and by employment size is shown in Appendix 3.

## **Procedures of the Survey**

1.6 The fieldwork of the manpower survey commenced on 9 January 2017. One week before the survey, a copy of the printed questionnaire together with the explanatory notes (Appendix 4) were sent to each sampled establishment. The reference date of the manpower data was fixed on 2 January 2017. During the survey period, interviewing officers of the C&SD contacted each sampled establishment to collect the questionnaire and, where necessary, to assist the completion of the questionnaire. The fieldwork of the survey was longer than expected that the cut-off date of the survey was extended to 9 May 2017 with a view to improving the response rate and enhancing the reliability of the survey findings. Completed questionnaires were scrutinized and rechecked with respondents in case of doubts. The data collected was then processed by the C&SD.



1.7 After the cut-off date, data obtained from sampled establishments were statistically grossed up to reflect the overall picture of the manpower situation of the banking and finance industry.

### **Response Rate**

1.8 Of the 1 154 establishments, 730 responded, 122 refused to reply while 302 had either closed, moved or temporarily ceased operation. The effective response rate was 85.7%.

### **Levels of Principal Jobs**

1.9 In the 2017 Manpower Survey, principal jobs were categorized into three job levels, i.e., managerial level, supervisory level/ officer level and clerical level.

### **Presentation of Survey Findings**

1.10 A summary of the survey findings and their analyses are presented in Section II of the survey report while the recommendations of the Training Board are presented in Section III of the survey report.

## SECTION II

### SUMMARY OF SURVEY FINDINGS

#### Introduction

2.1 Data collected from 1 154 selected establishments (samples) were processed by the C&SD and statistically projected to reflect the overall manpower situation of the whole banking and finance industry. This section presents the projected statistics/ actual manpower statistics of the survey findings and all statistical tables are given in Appendix 5.

#### Presentation of Survey Findings

2.2 For the sake of simplicity, the following short titles of the ten branches will be used in the 2017 Survey:

	<u>Full Name</u>	<u>Short Title</u>
Branch 1:	Licensed banks, restricted licence banks and local representative offices of foreign banks	BANKS
Branch 2:	Deposit-taking companies	DTCS
Branch 3:	Investment and holding companies	INVEST COS
Branch 4:	Personal loans and related companies	PL COS
Branch 5:	Securities brokerage firms	SECURITIES
Branch 6:	Commodity futures (including financial futures) and precious metals brokers/dealers	C DEALERS
Branch 7:	Stock, bullion and commodity exchanges and statutory bodies in the banking and finance industry	C EXCHANGES
Branch 8:	Money changers and foreign exchange brokers /dealers	M CHANGERS
Branch 9:	Investment advisory/ asset management Companies	ASSET COS
Branch 10:	Other financial companies	OF COS

The trade definitions of these branches are given in Appendix C of this survey report.

## Survey Findings of Core Manpower Statistics

(Appendix 5 – Table 1, Table 1.1)

2.3 The survey revealed that in January 2017, 160 660 persons were employed in the banking and finance industry of which 47 999 (29.9%) were managerial staff, 65 053 (40.5%) were supervisory staff/officer, 40 936 (25.5%) were clerical staff and 6 672 (4.2%) were other supporting staff.

2.4 The distribution of employees by branch and by job level is shown in Table A and Figures 1(a)-1(b). The BANKS Branch is the largest one which had 100 863 employees or 62.8% of the total number of employees in the industry. The second and the third largest branches are the OF COS Branch (with 17 483 employees or 10.9%) and the ASSET COS Branch (with 16 569 employees or 10.3%) respectively.

Table A : Manpower Structure by Branch and by Job Level

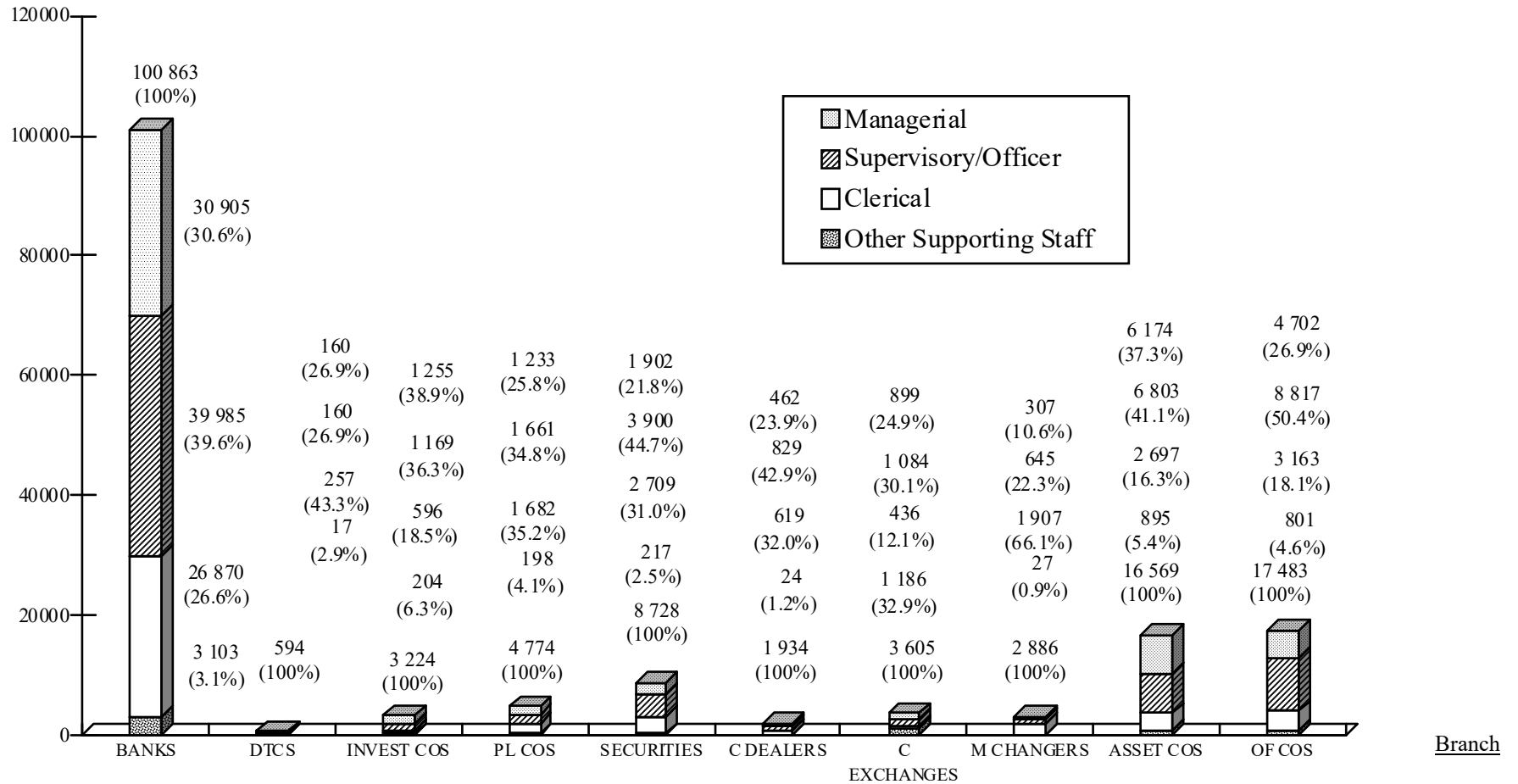
Branch	<u>Number of Employees</u>								
	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Other Supporting Staff (%)*</u>		<u>Total (%)**</u>
1. BANKS	30 905	(30.6)	39 985	(39.6)	26 870	(26.6)	3 103	(3.1)	<b>100 863 (62.8)</b>
2. DTCS	160	(26.9)	160	(26.9)	257	(43.3)	17	(2.9)	<b>594 (0.4)</b>
3. INVEST COS	1 255	(38.9)	1 169	(36.3)	596	(18.5)	204	(6.3)	<b>3 224 (2.0)</b>
4. PL COS	1 233	(25.8)	1 661	(34.8)	1 682	(35.2)	198	(4.1)	<b>4 774 (3.0)</b>
5. SECURITIES	1 902	(21.8)	3 900	(44.7)	2 709	(31.0)	217	(2.5)	<b>8 728 (5.4)</b>
6. C DEALERS	462	(23.9)	829	(42.9)	619	(32.0)	24	(1.2)	<b>1 934 (1.2)</b>
7. C EXCHANGES	899	(24.9)	1 084	(30.1)	436	(12.1)	1 186	(32.9)	<b>3 605 (2.2)</b>
8. M CHANGERS	307	(10.6)	645	(22.3)	1 907	(66.1)	27	(0.9)	<b>2 886 (1.8)</b>
9. ASSET COS	6 174	(37.3)	6 803	(41.1)	2 697	(16.3)	895	(5.4)	<b>16 569 (10.3)</b>
10. OF COS	4 702	(26.9)	8 817	(50.4)	3 163	(18.1)	801	(4.6)	<b>17 483 (10.9)</b>
<b>Total (%)**</b>	<b>47 999</b>	<b>(29.9)</b>	<b>65 053</b>	<b>(40.5)</b>	<b>40 936</b>	<b>(25.5)</b>	<b>6 672</b>	<b>(4.2)</b>	<b>160 660 (100.0)</b>

(%)\* As a percentage of the total number of employees in the branch.

(%)\*\* As a percentage of the total number of employees in the industry. Total percentage may not equal 100% due to rounding.

Figure 1(a) : Distribution of Employees by Branch and by Job Level

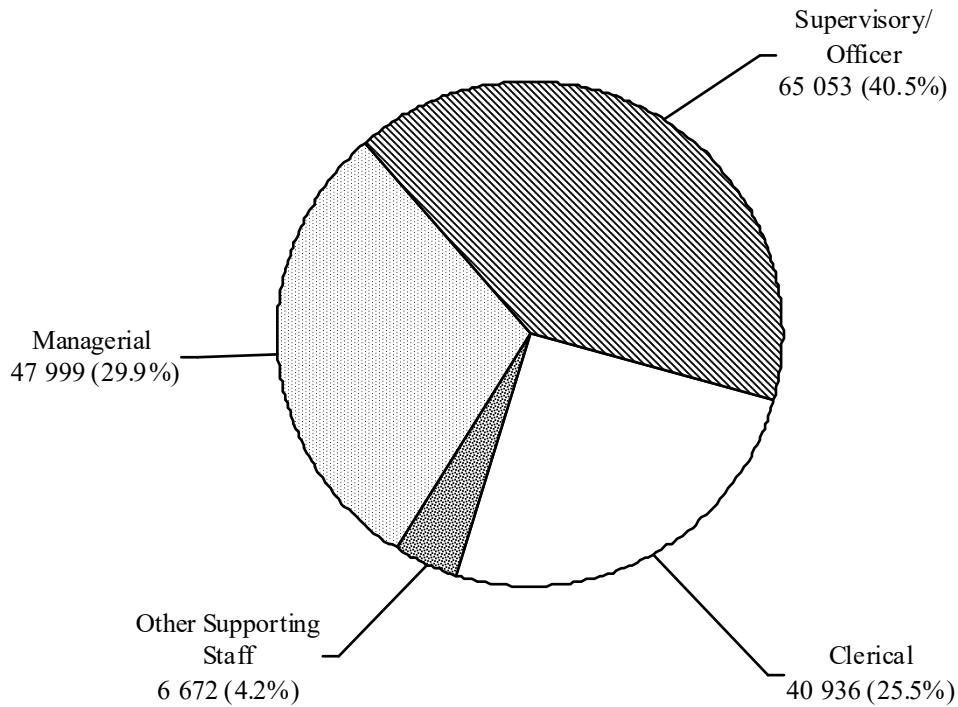
Number of Employees



Remarks: Total percentage may not equal 100% due to rounding.

Figure 1(b) : Distribution of Employees by Job Level

Total Number of Employees: 160 660



Remarks: Total percentage may not equal 100% due to rounding.

2.5 The three principal jobs with the largest number of employees at various job levels are summarized as follows: (For details, please refer to Table 1 in Appendix 5)

<u>Managerial Level</u>	<u>Number of Employees</u>
(a) Manager–Branch	3 008
(b) Chief Information Officer/ Chief Technology Officer/ Manager–IT	2 872
(c) Manager–Corporate Banking/ Commercial Banking/ Relationship Management	2 697
<u>Supervisory/Officer Level</u>	
(a) Customer Services Officer–Personal Banking/ Securities	5 223
(b) Operations Officer	4 959
(c) Account Executive/ Sales Officer	3 747
<u>Clerical Level</u>	
(a) Clerk	13 736
(b) Teller	11 090
(c) Dealing Assistant	4 115

## **Changes in the 2017 Survey**

2.6 In the 2017 Survey, the categorization of various education levels was updated so as to reflect the current situation in Hong Kong.

2.7 In Appendix D of the questionnaire, certain job titles and job descriptions have been revised. Readers may refer to Appendix D for the updated job titles and job descriptions of the banking and finance industry.

2.8 Owing to the changes of the survey questionnaire design, the data collected in the 2015 Survey and 2017 Survey may not be directly comparable. Readers of the manpower survey report are advised to take note of this when they compare the manpower statistics in the two manpower survey reports.

## The Size of the Banking and Finance Industry as at End of December 2016

2.9 As shown in Table B, the banking and finance industry had 8 522 financial institutions as at end of December 2016.

Table B: Number of Financial Institutions

<u>As at End of</u>	<u>Licensed Banks*</u>	<u>Restricted Licence Banks*</u>	<u>Deposit-taking Companies*</u>	<u>Local Representative Office of Foreign Banks*</u>	<u>Establishments in the Other Financial Sectors#</u>	<u>Total</u>
Dec 2016	155	21	17	52	8 277	<b>8 522</b>
Dec 2014	159	21	23	63	7 298	<b>7 564</b>
Change	-4	0	-6	-11	979	<b>958</b>
(%)	(-2.5)	(0.0)	(-26.1)	(-17.5)	(13.4)	<b>(12.7)</b>

\* Source: Hong Kong Monetary Authority.

# Source: Central Register of the Census and Statistics Department, HKSAR.

2.10 The total number of financial institutions in the banking and finance industry has increased by 958 establishments from December 2014 to December 2016. The number of licensed banks, deposit-taking companies and local representative office of foreign banks has decreased by 4, 6 and 11 respectively. In the same period, the number of establishments in other financial sectors has increased by 979.

## **Analyses of Manpower Statistics**

2.11 The manpower statistics of the ten branches have been grouped into the following three sectors for analysis purpose:

Sector 1: Banking Sector (made up of the following two branches):

- (i) BANKS
- (ii) DTCS

Sector 2: Securities and Asset Management Sector (made up of the following two branches):

- (i) SECURITIES
- (ii) ASSET COS

Sector 3: Other Financial Sectors (made up of the following six branches):

- (i) INVEST COS
- (ii) PL COS
- (iii) C DEALERS
- (iv) C EXCHANGES
- (v) M CHANGERS
- (vi) OF COS

2.12 The branches are grouped for data analysis to match the establishments under the Hong Kong three-tier banking system. Since 2015, the branch “DTC” has been grouped together with the branch “BANKS” to become the “Banking Sector” as the business nature of deposit-taking companies is closely related to banks and those deposit-taking companies are mostly owned by or otherwise associated with banks. In addition, the manpower statistics of securities brokerage firms as well as investment advisory and asset management companies in the industry are analysed and reported under the Securities and Asset Management Sector.



## Manpower Changes

2.13 The manpower of the banking and finance industry has increased from 151 317 in 2015 to 160 660 in 2017 by 9 343 persons (6.2%). The changes in the number of employees between 2015 and 2017 by sector and by job level are summarized in Table C and Figure 2. For details of the changes of different principal jobs, please refer to Appendix 6.

Table C: Manpower Changes

(i) Manpower Changes by Sector

<u>Sector*</u>	<u>January 2015</u>	<u>January 2017</u>	<u>Change (%)</u>	
Banking Sector	97 617	101 457	+3 840	(+3.9%)
Securities and Asset Management Sector	23 547	25 297	+1 750	(+7.4%)
Other Financial Sectors	30 153	33 906	+3 753	(+12.4%)
<b>Total</b>	<b>151 317</b>	<b>160 660</b>	<b>+9 343</b>	<b>(+6.2%)</b>

\*Sector Definition:

Banking Sector = Branch 1 BANKS and Branch 2 DTCS

Securities and Asset Management Sector = Branch 5 SECURITIES and Branch 9 ASSET COS

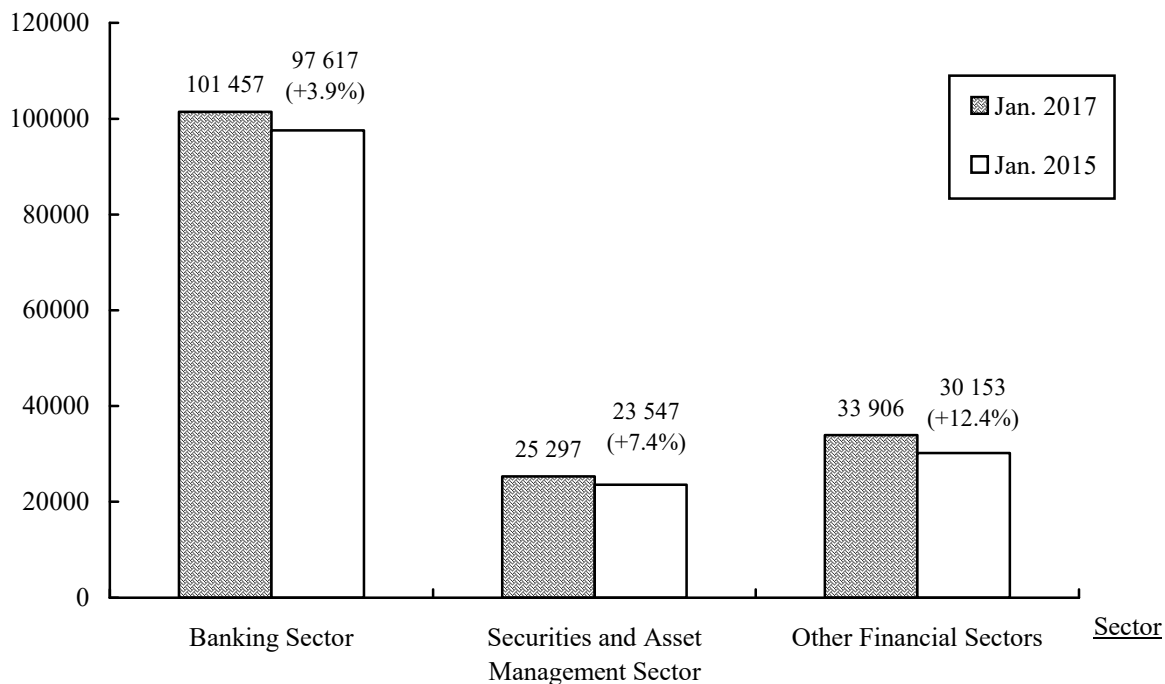
Other Financial Sectors = All branches except BANKS, DTCS, SECURITIES and ASSET COS

(ii) Manpower Changes by Job Level

<u>Job Level</u>	<u>January 2015</u>	<u>January 2017</u>	<u>Change (%)</u>	
Managerial	41 843	47 999	+6 156	(+14.7%)
Supervisory/Officer	61 170	65 053	+3 883	(+6.3%)
Clerical	40 757	40 936	+179	(+0.4%)
Other Supporting Staff	7 547	6 672	-875	(-11.6%)
<b>Total</b>	<b>151 317</b>	<b>160 660</b>	<b>+9 343</b>	<b>(+6.2%)</b>

Figure 2: Manpower Changes

Number of Employees



2.14 Hong Kong has a relatively stable economic environment in 2017. The number of employees of all sectors in the banking and finance industry has increased when compared with 2015. The manpower growth rate of the Banking Sector and Securities and Asset Management Sector is 3.9% and 7.4% respectively.

2.15 Initiatives like the Shenzhen-Hong Kong Stock Connect and the Bond Connect are expected to further enhance Hong Kong's status as an international financial centre as well as a fund management centre.

2.16 The number of establishments in other financial sectors has increased by 979 over the past two years. The manpower of this sector has increased by 3 753 persons or 12.4% when compared with the figure in January 2015.

2.21 With regard to the manpower demand by principal jobs, the following principal jobs have had over 20% of rate of change in manpower in the past two years:

<u>Principal Job</u>		<u>Manpower Change (%)</u>
1. Insurance Products Officers	128	(75.3%)
2. Customer Services Officer – Personal Banking/ Securities	1 454	(38.6%)
3. Manager-Corporate Banking/ Commercial Banking/ Relationship Management	572	(26.9%)
4. Chief Representative	18	(25.0%)
5. Investment Officer	524	(24.9%)
6. Chief Investment Officer/ Manager – Investment	290	(21.4%)
7. Product Manager	78	(20.1%)
8. Compliance/ Anti-Money Laundering Officer	239	(20.0%)

2.22 Regarding the manpower changes by job level, staff of the managerial level, supervisory/ officer level and clerical level all recorded a growth in 2017. The number of employees at managerial level has increased by 6 156 persons, representing a growth of 14.7% when compared with the figure in January 2015. In the same period, staff of supervisory/ officer level has increased by 3 883 persons or 6.3% whereas the number of clerical staff has increased by 179 persons or 0.4% of the number of persons employed in January 2015.

2.23 In comparison to the figure in January 2015, the number of other supporting staff has decreased by 875 persons or 11.6%.

## Manpower Trend in the Past Eight Years

2.24 Generally speaking, the stage of economic cycle, the business environment as well as government policies, etc. have great impacts on the manpower demand of the industry. Table D and Figure 3 show the manpower trend of the banking and finance industry in the past eight years. It should be noted that the overall manpower of the banking and finance industry has been increasing over the past eight years.

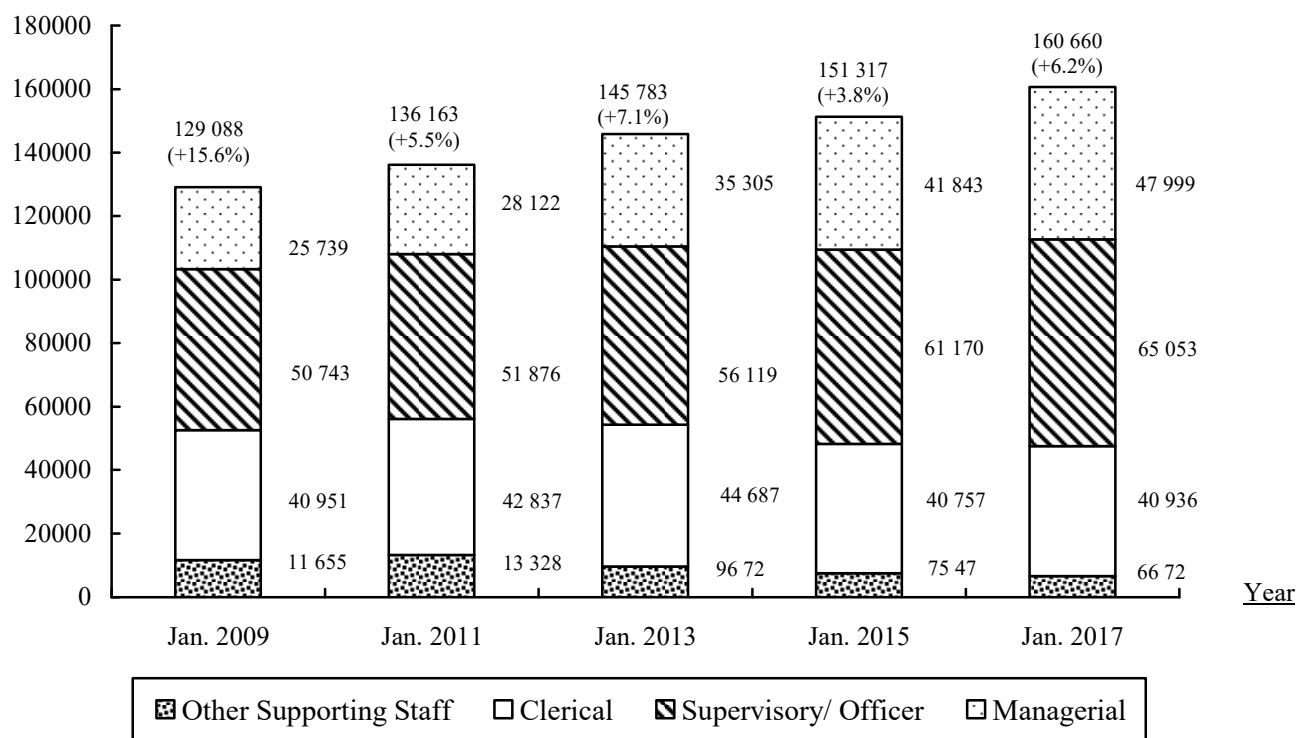
Table D: Manpower Trend of the Banking and Finance Industry in the Past Eight Years

Job Level	Number of Employees Engaged in the Industry				
	Jan. 2009	Jan. 2011	Jan. 2013	Jan. 2015	Jan. 2017
Managerial	25 739	28 122	35 305	41 843	47 999
Supervisory/Officer	50 743	51 876	56 119	61 170	65 053
Clerical	40 951	42 837	44 687	40 757	40 936
Other Supporting Staff	11 655	13 328	9 672	7 547	6 672
<b>Total</b>	<b>129 088</b>	<b>136 163</b>	<b>145 783</b>	<b>151 317</b>	<b>160 660</b>
<b>Manpower Change (%)*</b>		<b>+7 075 (+5.5%)</b>	<b>+9 620 (+7.1%)</b>	<b>+5 534 (+3.8%)</b>	<b>+9 343 (+6.2%)</b>

(%)\* The manpower change is derived by using the manpower figure of the previous survey.

Figure 3: Manpower Trend of the Banking and Finance Industry in the Past Eight Years

Number of Employees



## Number of Vacancies in the Industry

(Appendix 5 – Table 1, Table 1.1)

2.25 As at 2 January 2017, employers reported 2 935 vacancies in the banking and finance industry, representing 1.8% of a manpower demand of 163 595 persons which is defined as the number of employees plus the number of vacancies. The vacancies by branch and by job level are summarized in Table E and Figures 4(a)-4(b). The BANKS Branch had 1 974 vacancies or 67.3% of the total vacancies in the industry. The ASSET COS Branch had 279 vacancies (9.5%) whereas the PL COS Branch had 148 vacancies (5.0%).

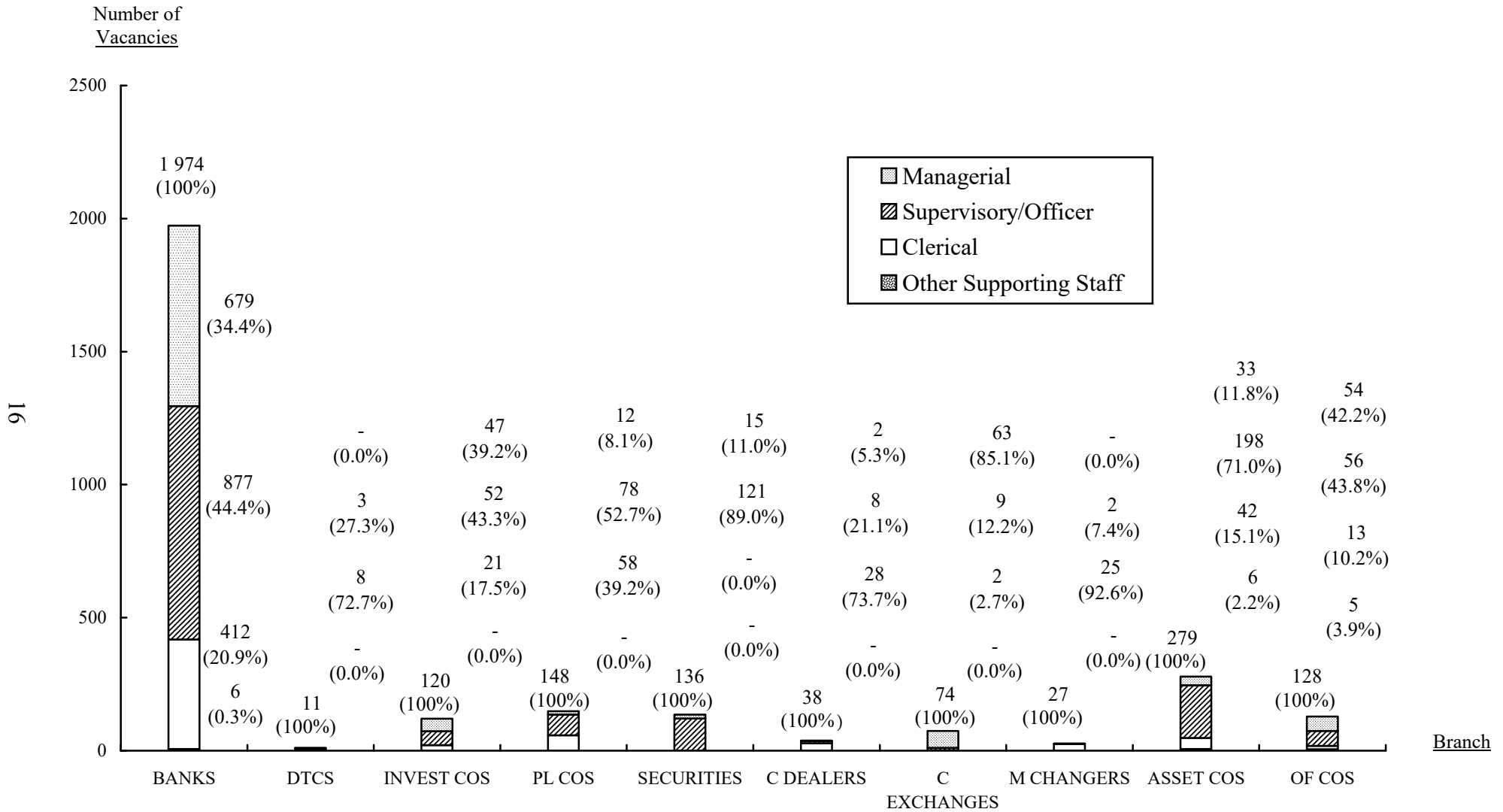
Table E: Number of Vacancies

<u>Branch</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Other Supporting Staff (%)*</u>		<u>Total (%)**</u>
1. BANKS	679	(34.4)	877	(44.4)	412	(20.9)	6	(0.3)	<b>1 974 (67.3)</b>
2. DTCS	-	(0.0)	3	(27.3)	8	(72.7)	-	(0.0)	<b>11 (0.4)</b>
3. INVEST COS	47	(39.2)	52	(43.3)	21	(17.5)	-	(0.0)	<b>120 (4.1)</b>
4. PL COS	12	(8.1)	78	(52.7)	58	(39.2)	-	(0.0)	<b>148 (5.0)</b>
5. SECURITIES	15	(11.0)	121	(89.0)	-	(0.0)	-	(0.0)	<b>136 (4.6)</b>
6. C DEALERS	2	(5.3)	8	(21.1)	28	(73.7)	-	(0.0)	<b>38 (1.3)</b>
7. C EXCHANGES	63	(85.1)	9	(12.2)	2	(2.7)	-	(0.0)	<b>74 (2.5)</b>
8. M CHANGERS	-	(0.0)	2	(7.4)	25	(92.6)	-	(0.0)	<b>27 (0.9)</b>
9. ASSET COS	33	(11.8)	198	(71.0)	42	(15.1)	6	(2.2)	<b>279 (9.5)</b>
10. OF COS	54	(42.2)	56	(43.8)	13	(10.2)	5	(3.9)	<b>128 (4.4)</b>
<b>Total (%)**</b>	<b>905</b>	<b>(30.8)</b>	<b>1 404</b>	<b>(47.8)</b>	<b>609</b>	<b>(20.7)</b>	<b>17</b>	<b>(0.6)</b>	<b>2 935 (100.0)</b>

(%)\* As a percentage of the total number of vacancies in the branch.

(%)\*\* As a percentage of the total number of vacancies in the industry. Total percentage may not equal 100% due to rounding.

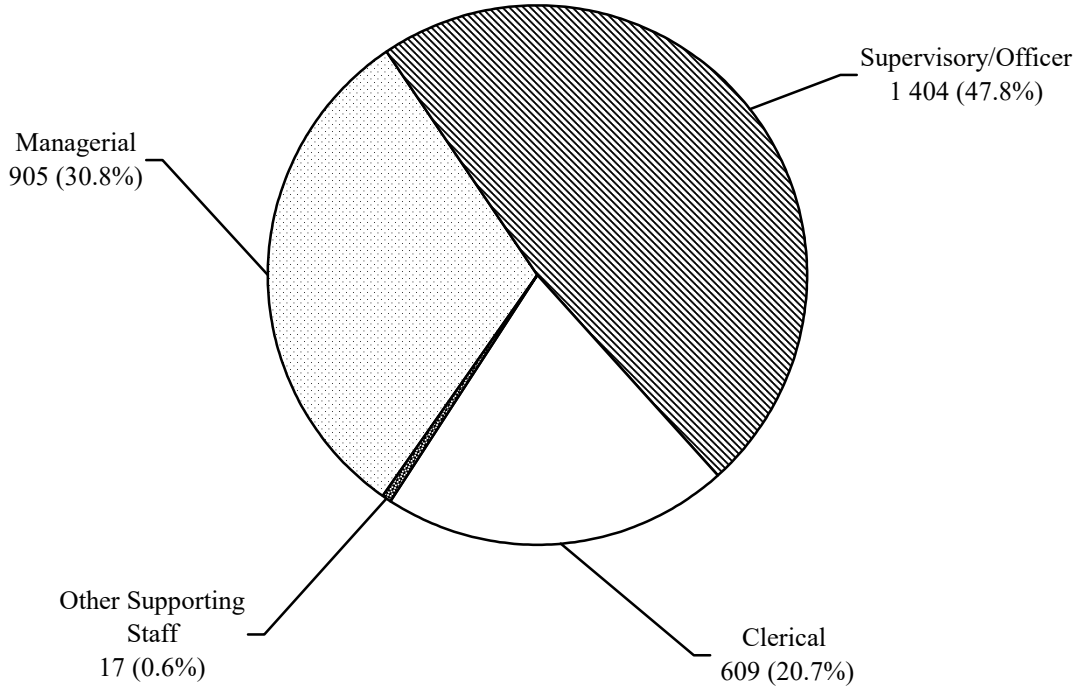
Figure 4(a) : Distribution of Vacancies by Branch and by Job Level



Remarks: Total percentage may not equal 100% due to rounding.

Figure 4(b) : Number of Vacancies by Job Level

Total Number of Vacancies: 2 935



Remarks: Total percentage may not equal 100% due to rounding.

2.26 The three principal jobs with the largest number of vacancies at various job levels are summarized as follows: (For details, please refer to Table 1 in Appendix 5)

<u>Managerial Level</u>	<u>Number of Vacancies</u>
(a) Chief Information Officer/ Chief Technology Officer/ Manager-IT	62
(b) Manager-Compliance/ Anti-Money Laundering	62
(c) Manager-Corporate Banking/ Commercial Banking/ Relationship Management	61
(d) Manager-Human Resources	42
<u>Supervisory/ Officer Level</u>	
(a) Financial Adviser Representative/ Personal Financial Adviser	155
(b) Investment Analyst	142
(c) Operations Officer	126
<u>Clerical Level</u>	
(a) Clerk	270
(b) Teller	184
(c) Dealing Assistant	61

## Changes in the Vacancy Situation

2.27 Employers reported 2 935 vacancies in January 2017. In comparison to the 2 425 vacancies reported by employers in January 2015, the number of vacancies has increased by 510 (+21.0%). Changes in the vacancy situation between 2015 and 2017 are summarized in Table F and Figure 5.

Table F: Vacancy Situation

(i) Vacancy Situation by Sector

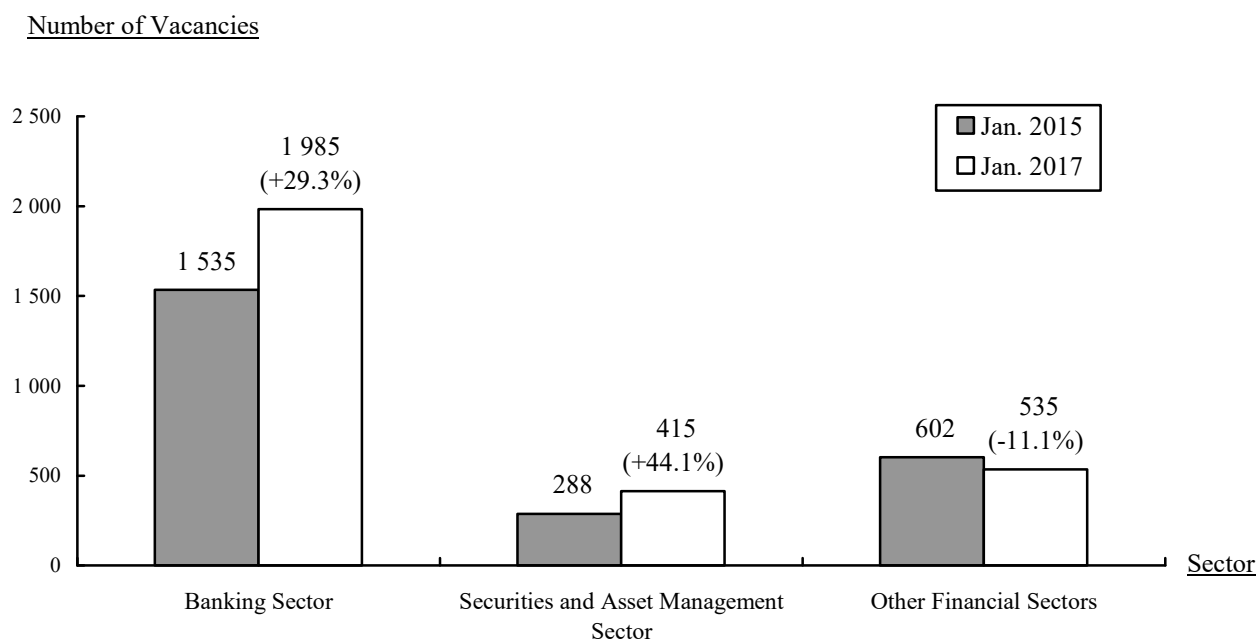
<u>Sector</u>	<u>Jan. 2015</u>	<u>Jan. 2017</u>	<u>Change (%)</u>	
Banking Sector	1 535	1 985	+450	(+29.3%)
Securities and Asset Management Sector	288	415	+127	(+44.1%)
Other Financial Sectors	602	535	-67	(-11.1%)
<b>Total</b>	<b>2 425</b>	<b>2 935</b>	<b>+510</b>	<b>(+21.0%)</b>

(ii) Vacancy Situation by Job Level

<u>Job Level</u>	<u>Jan. 2015</u>	<u>Jan. 2017</u>	<u>Change (%)</u>	
Managerial	674	905	+231	(+34.3%)
Supervisory/ Officer	1 025	1 404	+379	(+37.0%)
Clerical	678	609	-69	(-10.2%)
Other Supporting Staff	48	17	-31	(-64.6%)
<b>Total</b>	<b>2 425</b>	<b>2 935</b>	<b>+510</b>	<b>(+21.0%)</b>
Vacancy rate as a percentage of manpower demand	1.6%	1.8%		



Figure 5: Vacancy Situation



2.28 In comparison to January 2015, the Banking Sector and Securities and Asset Management Sector both reported an increase in the number of vacancies in January 2017 while Other Financial Sectors reported a slight decline. The number of vacancies in the Banking Sector and the Securities and Asset Management Sector has increased by 450 or 29.3% and 127 or 44.1% respectively when compared with January 2015. The percentage decrease in the number of vacancies reported by employers in the Other Financial Sectors was 11.1%.

### **Forecast of Manpower Demand Growth in 2019**

*(Appendix 5 – Table 1, Table 1.1)*

2.29 Employers forecasted that the manpower demand of the industry by January 2019 would be 165 011 persons. This is slightly higher than the manpower demand of 163 595 persons in January 2017. The forecasted number of employees by January 2019 for each branch is summarized in Table G and Figures 6(a)-6(b). The three branches with the largest manpower forecast were INVEST COS (3.3%), C DEALERS (1.7%) and BANKS (1.1%).

Table G: Forecast of Manpower Demand Growth by 2019

<u>Branch</u>	<u>Job Level</u>	<u>Manpower</u>	<u>Forecasted</u>		<u>Growth (%)*</u>
		<u>Demand#</u>	<u>Number of</u>	<u>Employees</u>	
		<u>Jan. 2017</u>	<u>Jan. 2019</u>		
1. BANKS	Managerial	31 584	32 101	517	(1.6%)
	Supervisory/Officer	40 862	41 330	468	(1.1%)
	Clerical	27 282	27 451	169	(0.6%)
	Other Supporting Staff	3 109	3 108	-1	(<-0.1%)
	<b>Sub-total</b>	<b>102 837</b>	<b>103 990</b>	<b>1 153</b>	<b>(1.1%)</b>
2. DTCS	Managerial	160	160	-	(0.0%)
	Supervisory/Officer	163	163	-	(0.0%)
	Clerical	265	265	-	(0.0%)
	Other Supporting Staff	17	17	-	(0.0%)
	<b>Sub-total</b>	<b>605</b>	<b>605</b>	<b>-</b>	<b>(0.0%)</b>
3. INVEST COS	Managerial	1 302	1 340	38	(2.9%)
	Supervisory/Officer	1 221	1 281	60	(4.9%)
	Clerical	617	623	6	(1.0%)
	Other Supporting Staff	204	212	8	(3.9%)
	<b>Sub-total</b>	<b>3 344</b>	<b>3 456</b>	<b>112</b>	<b>(3.3%)</b>
4. PL COS	Managerial	1 245	1 245	-	(0.0%)
	Supervisory/Officer	1 739	1 709	-30	(-1.7%)
	Clerical	1 740	1 731	-9	(-0.5%)
	Other Supporting Staff	198	198	-	(0.0%)
	<b>Sub-total</b>	<b>4 922</b>	<b>4 883</b>	<b>-39</b>	<b>(-0.8%)</b>
5. SECURITIES	Managerial	1 917	1 908	-9	(-0.5%)
	Supervisory/Officer	4 021	4 002	-19	(-0.5%)
	Clerical	2 709	2 691	-18	(-0.7%)
	Other Supporting Staff	217	208	-9	(-4.1%)
	<b>Sub-total</b>	<b>8 864</b>	<b>8 809</b>	<b>-55</b>	<b>(-0.6%)</b>
6. C DEALERS	Managerial	464	465	1	(0.2%)
	Supervisory/Officer	837	866	29	(3.5%)
	Clerical	647	651	4	(0.6%)
	Other Supporting Staff	24	24	-	(0.0%)
	<b>Sub-total</b>	<b>1 972</b>	<b>2 006</b>	<b>34</b>	<b>(1.7%)</b>
7. C EXCHANGES	Managerial	962	962	-	(0.0%)
	Supervisory/Officer	1 093	1 093	-	(0.0%)
	Clerical	438	438	-	(0.0%)
	Other Supporting Staff	1 186	1 186	-	(0.0%)
	<b>Sub-total</b>	<b>3 679</b>	<b>3 679</b>	<b>-</b>	<b>(0.0%)</b>
8. M CHANGERS	Managerial	307	307	-	(0.0%)
	Supervisory/Officer	647	639	-8	(-1.2%)
	Clerical	1 932	1 915	-17	(-0.9%)
	Other Supporting Staff	27	27	-	(0.0%)
	<b>Sub-total</b>	<b>2 913</b>	<b>2 888</b>	<b>-25</b>	<b>(-0.9%)</b>
9. ASSET COS	Managerial	6 207	6 222	15	(0.2%)
	Supervisory/Officer	7 001	7 091	90	(1.3%)
	Clerical	2 739	2 735	-4	(-0.1%)
	Other Supporting Staff	901	901	-	(0.0%)
	<b>Sub-total</b>	<b>16 848</b>	<b>16 949</b>	<b>101</b>	<b>(0.6%)</b>
10. OF COS	Managerial	4 756	4 755	-1	(<-0.1%)
	Supervisory/Officer	8 873	9 004	131	(1.5%)
	Clerical	3 176	3 181	5	(0.2%)
	Other Supporting Staff	806	806	-	(0.0%)
	<b>Sub-total</b>	<b>17 611</b>	<b>17 746</b>	<b>135</b>	<b>(0.8%)</b>
<b>All Branches</b>	<b>Managerial</b>	<b>48 904</b>	<b>49 465</b>	<b>561</b>	<b>(1.1%)</b>
	<b>Supervisory/Officer</b>	<b>66 457</b>	<b>67 178</b>	<b>721</b>	<b>(1.1%)</b>
	<b>Clerical</b>	<b>41 545</b>	<b>41 681</b>	<b>136</b>	<b>(0.3%)</b>
	<b>Other Supporting Staff</b>	<b>6 689</b>	<b>6 687</b>	<b>-2</b>	<b>(&lt;-0.1%)</b>
	<b>Total</b>	<b>163 595</b>	<b>165 011</b>	<b>1 416</b>	<b>(0.9%)</b>

# Manpower demand is defined as the total number of employees plus vacancies.

\* As a percentage of the forecasted manpower demand growth using 2017 as the base year.

Figure 6(a): Employers' Forecast of Manpower Growth by January 2019 by Branch

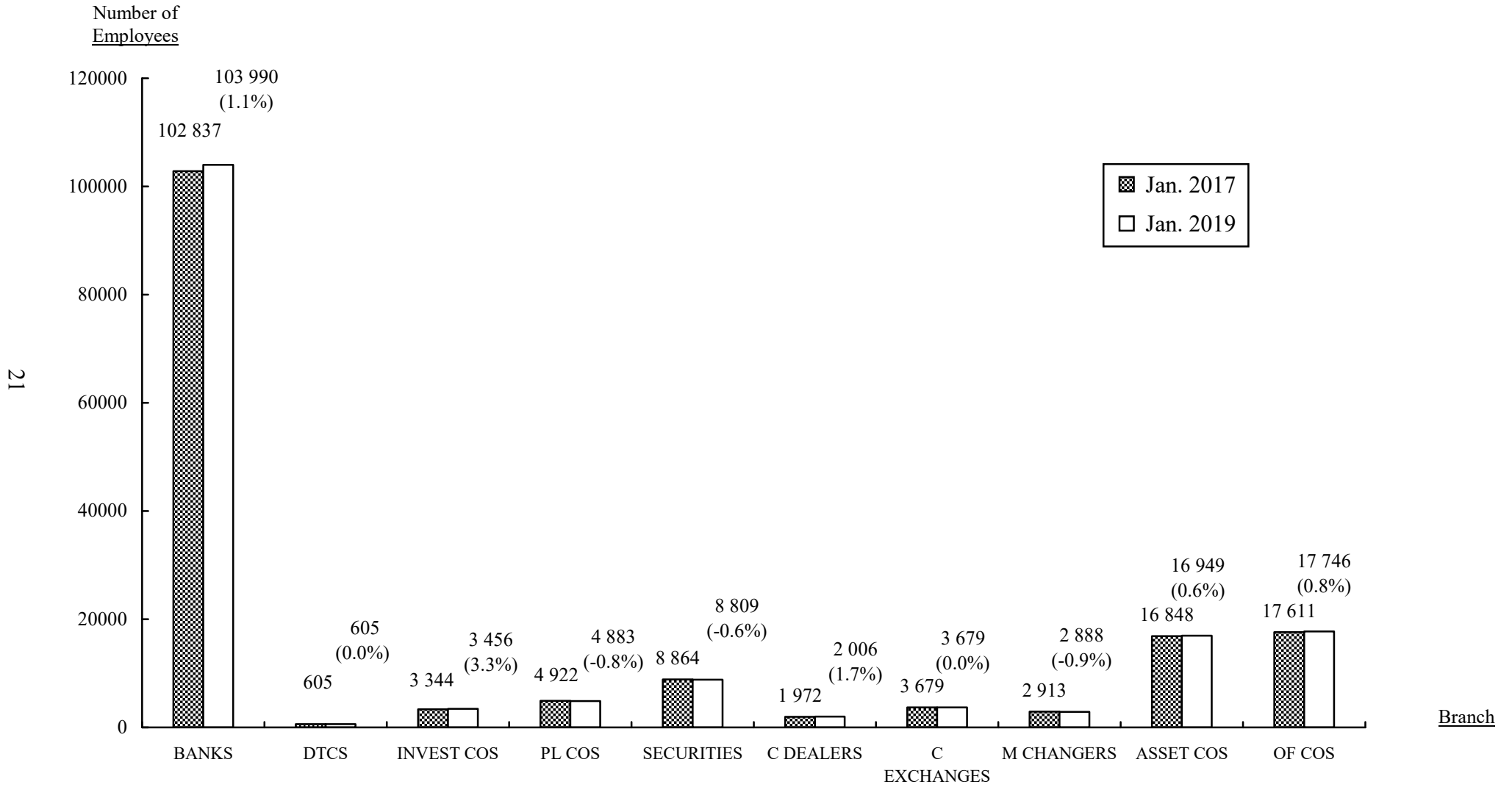
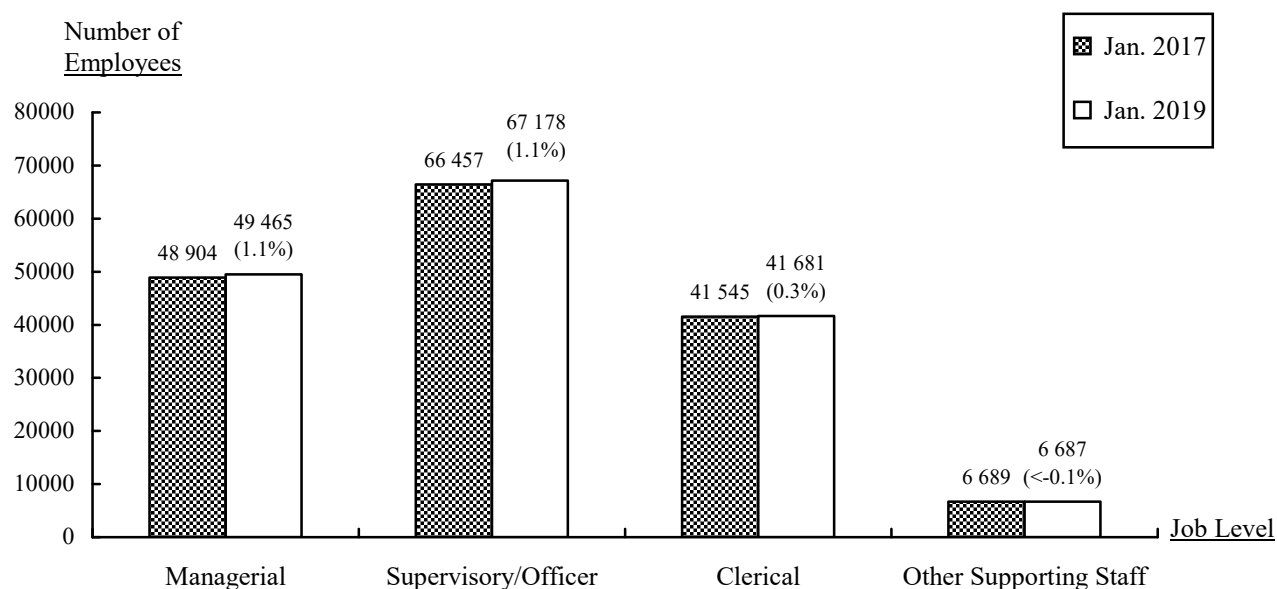


Figure 6(b): Employers' Forecast of Manpower Growth by January 2019 by Job Level



Figures in brackets are the growth rates using January 2017 as the base.

2.30 The three principal jobs with the highest manpower growth rate in the next 24 months at various job levels are summarized as follows. For details, please refer to Table 1 in Appendix 5.

<u>Job Level</u>	<u>Increase in the Number of Employees</u>	<u>Growth Rate</u>
<u>Managerial Level</u>		
(a) E-Commerce/ E-Banking Manager	28	8.0%
(b) Economist/ Manager – Economic Research	26	10.1%
(c) Manager – Dealing Room	23	1.9%
<u>Supervisory/ Officer Level</u>		
(a) Financial Adviser Representative/ Personal Financial Adviser	124	3.2%
(b) Investment Analyst	62	2.1%
(c) Customer Service Representative – Investment Service	41	7.7%
(d) Operations Officer	41	0.8%
<u>Clerical Level</u>		
(a) Clerk	40	0.3%
(b) Computer Operator	18	1.5%
(c) Trade Finance Operations Checker	17	2.2%

## Minimum Education Requirement of Employees

(Appendix 5 – Table 2, Table 2.1)

2.31 Employers were asked to indicate the minimum education requirement of employees ranging from university degree or above to junior secondary, ie. Secondary 1-3. The survey findings on the minimum education which employers preferred their employees to have are summarized in Table H and Figure 7.

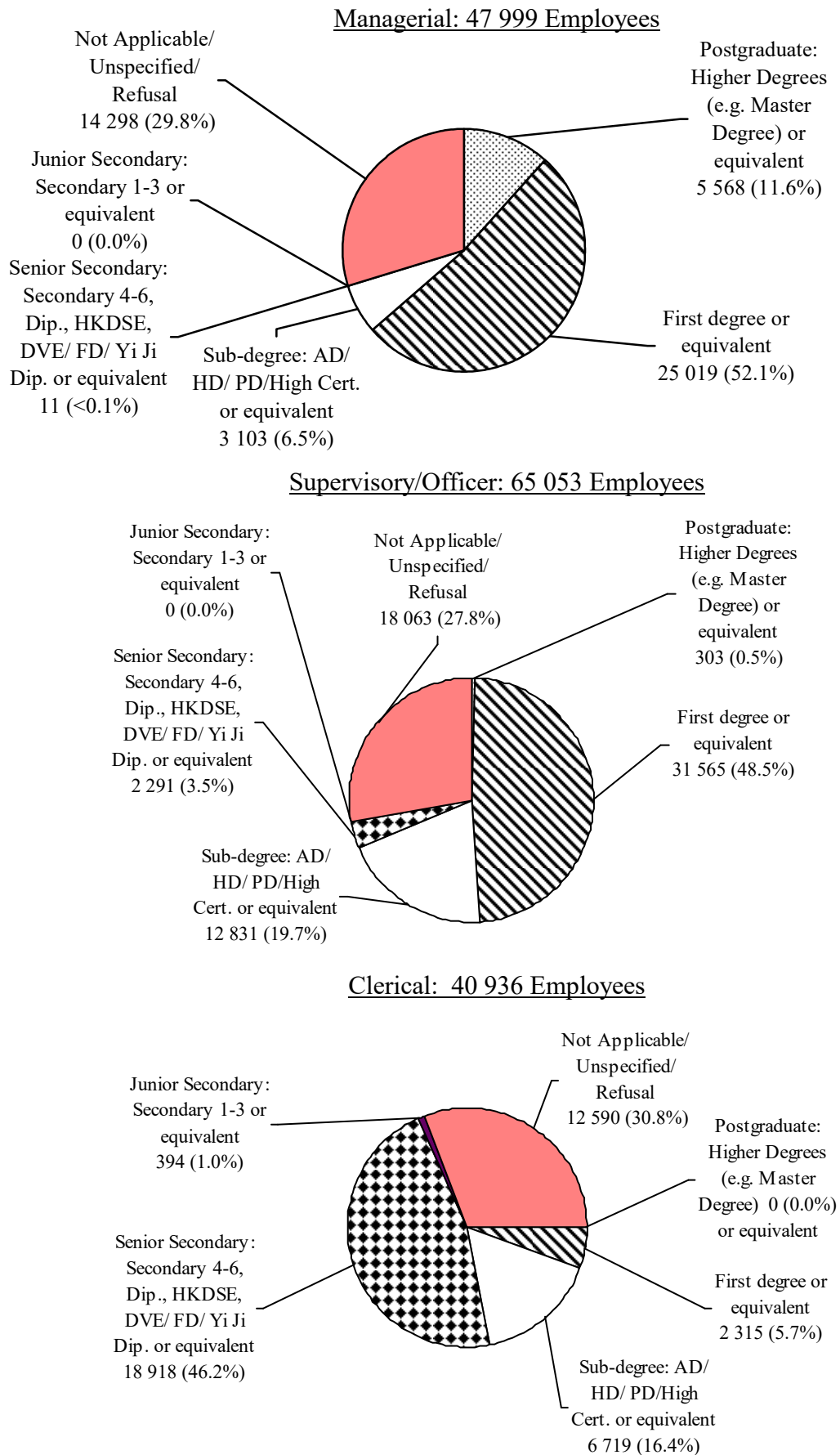
Table H : Minimum Education Requirement of Employees in the Banking and Finance Industry

Job Level	Number of Employees									
	Postgraduate: Higher Degrees (e.g. Master Degree) or equivalent (%)*	First degree or equivalent (%)*	Sub-degree: AD/ HD/ PD/High Cert. or equivalent (%)*	Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip. or equivalent (%)*	Junior Secondary: Secondary 1-3 or equivalent (%)*	Not Applicable/ Unspecified/ Refusal (%)*	Total (%)**			
Managerial	5 568 (11.6%)	25 019 (52.1%)	3 103 (6.5%)	11 (<0.1%)	- (0.0%)	14 298 (29.8%)	47 999 (100.0%)			
Supervisory / Officer	303 (0.5%)	31 565 (48.5%)	12 831 (19.7%)	2 291 (3.5%)	- (0.0%)	18 063 (27.8%)	65 053 (100.0%)			
Clerical	- (0.0%)	2 315 (5.7%)	6 719 (16.4%)	18 918 (46.2%)	394 (1.0%)	12 590 (30.8%)	40 936 (100.0%)			
<b>Total (%)**</b>	<b>5 871 (3.8%)</b>	<b>58 899 (38.2%)</b>	<b>22 653 (14.7%)</b>	<b>21 220 (13.8%)</b>	<b>394 (0.3%)</b>	<b>44 951 (29.2%)</b>	<b>153 988(100.0%)</b>			

(%)\* As a percentage of the total number of employees at the same job level in the industry.

(%)\*\* As a percentage of the total number of employees (excluding 6 672 other supporting staff) in the industry. Total percentage may not equal 100% due to rounding.

**Figure 7: Minimum Education Requirement of Employees in the Banking and Finance Industry by Job Level**



Remarks: Total percentage may not equal 100% due to rounding.

2.32 The minimum education requirement of employees preferred by employers in the branches of BANKS, SECURITIES and ASSET COS are summarized in Tables I to K.

Table I: Minimum Education Requirement of Employees Preferred by Employers in the BANKS Branch

Job Level	<u>Number of Employees</u>													
	Postgraduate: Higher Degrees (e.g. Master Degree) or equivalent (%)*		First degree or equivalent (%)*		Sub-degree: AD/ HD/ PD/High Cert. or equivalent (%)*		Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip. or equivalent (%)*		Junior Secondary: Secondary 1-3 or equivalent (%)*		Not Applicable/ Unspecified/ Refusal (%)*		<u>Total (%)**</u>	
Managerial	4 033	(13.0%)	13 911	(45.0%)	1 533	(5.0%)	3	(<0.1%)	-	(0.0%)	11 425	(37.0%)	30 905	(100.0%)
Supervisory/ Officer	108	(0.3%)	17 683	(44.2%)	9 250	(23.1%)	384	(1.0%)	-	(0.0%)	12 560	(31.4%)	39 985	(100.0%)
Clerical	-	(0.0%)	769	(2.9%)	3 791	(14.1%)	11 283	(42.0%)	63	(0.2%)	10 964	(40.8%)	26 870	(100.0%)
<b>Total (%)**</b>	<b>4 141</b>	<b>(4.2%)</b>	<b>32 363</b>	<b>(33.1%)</b>	<b>14 574</b>	<b>(14.9%)</b>	<b>11 670</b>	<b>(11.9%)</b>	<b>63</b>	<b>(0.1%)</b>	<b>34 949</b>	<b>(35.7%)</b>	<b>97 760</b>	<b>(100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the BANKS Branch.

(%)\*\* As a percentage of the total number of employees (excluding 3 103 other supporting staff) in the BANKS Branch. Total percentage may not equal 100% due to rounding.

Table J: Minimum Education Requirement of Employees Preferred by Employers in the SECURITIES Branch

<u>Job Level</u>	<u>Number of Employees</u>													
	<u>Postgraduate: Higher Degrees (e.g. Master Degree) or equivalent (%)*</u>		<u>First degree or equivalent (%)*</u>		<u>Sub-degree: AD/ HD/ PD/High Cert. or equivalent (%)*</u>		<u>Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip. or equivalent (%)*</u>		<u>Junior Secondary: Secondary 1-3 or equivalent (%)*</u>		<u>Not Applicable/ Unspecified/ Refusal (%)*</u>		<u>Total (%)**</u>	
Managerial	17	(0.9%)	1 558	(81.9%)	193	(10.1%)	-	(0.0%)	-	(0.0%)	134	(7.0%)	1 902	(100.0%)
Supervisory/ Officer	-	(0.0%)	2 961	(75.9%)	519	(13.3%)	344	(8.8%)	-	(0.0%)	76	(1.9%)	3 900	(100.0%)
Clerical	-	(0.0%)	178	(6.6%)	510	(18.8%)	1 608	(59.4%)	40	(1.5%)	373	(13.8%)	2 709	(100.0%)
<b>Total (%)**</b>	<b>17</b>	<b>(0.2%)</b>	<b>4 697</b>	<b>(55.2%)</b>	<b>1 222</b>	<b>(14.4%)</b>	<b>1 952</b>	<b>(22.9%)</b>	<b>40</b>	<b>(0.5%)</b>	<b>583</b>	<b>(6.8%)</b>	<b>8 511</b>	<b>(100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the SECURITIES Branch.

(%)\*\* As a percentage of the total number of employees (excluding 217 other supporting staff) in the SECURITIES Branch. Total percentage may not equal 100% due to rounding.



Table K: Minimum Education Requirement of Employees Preferred by Employers in the ASSET COS Branch

<u>Job Level</u>	<u>Number of Employees</u>													
	<u>Postgraduate: Higher Degrees (e.g. Master Degree) or equivalent (%)*</u>		<u>First degree or equivalent (%)*</u>		<u>Sub-degree: AD/ HD/ PD/High Cert. or equivalent (%)*</u>		<u>Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip. or equivalent (%)*</u>		<u>Junior Secondary: Secondary 1-3 or equivalent (%)*</u>		<u>Not Applicable/ Unspecified/ Refusal (%)*</u>		<u><b>Total (%)**</b></u>	
Managerial	459	(7.4%)	4 373	(70.8%)	929	(15.0%)	-	(0.0%)	-	(0.0%)	413	(6.7%)	6 174	(100.0%)
Supervisory/ Officer	29	(0.4%)	4 262	(62.6%)	1 766	(26.0%)	63	(0.9%)	-	(0.0%)	683	(10.0%)	6 803	(100.0%)
Clerical	-	(0.0%)	532	(19.7%)	1 469	(54.5%)	575	(21.3%)	6	(0.2%)	115	(4.3%)	2 697	(100.0%)
<b>Total (%)**</b>	<b>488</b>	<b>(3.1%)</b>	<b>9 167</b>	<b>(58.5%)</b>	<b>4 164</b>	<b>(26.6%)</b>	<b>638</b>	<b>(4.1%)</b>	<b>6</b>	<b>(0.0%)</b>	<b>1 211</b>	<b>(7.7%)</b>	<b>15 674</b>	<b>(100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the ASSET COS Branch.

(%\*\*)\* As a percentage of the total number of employees (excluding 895 other supporting staff) in the ASSET COS Branch. Total percentage may not equal 100% due to rounding.

## Comparison of the Minimum Education Requirement of Employees

2.33 Generally speaking, the survey findings showed that employers preferred their employees at the supervisory/officer level and managerial level to possess university degree or above education level. For clerical staff, senior secondary such as Secondary 4-6, Diploma and HKDSE were normally the minimum education requirements of employees. The three highest percentages of the minimum education requirements of employees at three major job levels reported by employers in the 2015 Survey and the 2017 Survey are summarized in Table L. As the categorization of education levels in the 2015 survey is different with that of the 2017 survey, the figures may not be directly comparable. For details, please refer to Table H in paragraph 2.31.

Table L: Comparison of the Minimum Education Requirement of Employees in the Banking and Finance Industry

<u>Education Level</u>	<u>Managerial</u>		<u>Supervisory/ Officer</u>		<u>Clerical</u>	
	<u>2015</u>	<u>2017</u>	<u>2015</u>	<u>2017</u>	<u>2015</u>	<u>2017</u>
Postgraduate: Higher Degrees (e.g. Master Degree) or equivalent	71.2%	63.7%	50.0%	49.0%		16.4%
First degree or equivalent						
Sub-degree: AD/ HD/ PD/High Cert. or equivalent	11.8% (AD & HD only)	6.5% (AD/ HD/ PD/High Cert. or equivalent)	13.9% (Dip./ Higher Cert./ Cert. only)	19.7% (AD/ HD/ PD/High Cert. or equivalent)	12.4% (Dip./ Higher Cert./ Cert. only)	16.4% (AD/ HD/ PD/High Cert. or equivalent)
Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip. or equivalent			13.9% (HKDSE/ Matriculation/ Secondary 5 only)		66.4% (HKDSE/ Matriculation / Secondary 5 only)	46.2% (Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip. or equivalent)
Junior Secondary: Secondary 1-3 or equivalent						
Not Applicable/ Unspecified/ Refusal	13.3%	29.8%		27.8%	9.3%	30.8%

**Employees' Minimum Requirement on  
Year(s) of Experience in the Industry**  
(Appendix 5 – Table 3, Table 3.1)

2.34 Employers were requested to give their views on the working experience required for job holders of each principal job. Employees' minimum requirement on year(s) of experience in the banking and finance industry is summarized in Table M and Figure 8.

Table M: Employees' Minimum Requirement on Year(s)  
of Experience in the Banking and Finance Industry

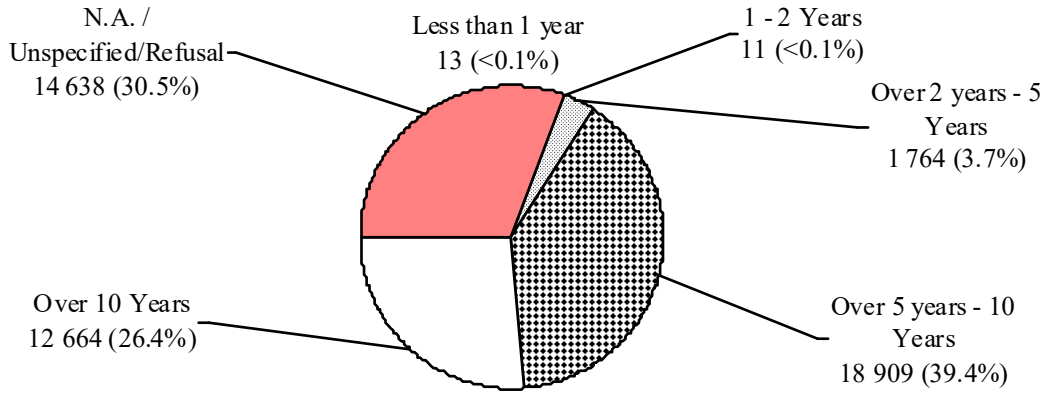
Job Level	<u>Number of Employees</u>						<u>Total (%)**</u>
	<u>Less than 1 year (%)*</u>	<u>1 - 2 Years (%)*</u>	<u>Over 2 years – 5 years (%)*</u>	<u>Over 5 years – 10 years (%)*</u>	<u>Over 10 Years (%)*</u>	<u>Not Applicable/ Unspecified/ Refusal (%)*</u>	
Managerial	13 (<0.1%)	11 (<0.1%)	1 764 (3.7%)	18 909 (39.4%)	12 664 (26.4%)	14 638 (30.5%)	<b>47 999</b> <b>(100.0%)</b>
Supervisory/ Officer	555 (0.9%)	2 549 (3.9%)	18 596 (28.6%)	22 664 (34.8%)	1 200 (1.8%)	19 489 (30.0%)	<b>65 053</b> <b>(100.0%)</b>
Clerical	5 054 (12.3%)	10 955 (26.8%)	9 260 (22.6%)	975 (2.4%)	1 159 (2.8%)	13 533 (33.1%)	<b>40 936</b> <b>(100.0%)</b>
<b>Total (%)**</b>	<b>5 622 (3.7%)</b>	<b>13 515 (8.8%)</b>	<b>29 620 (19.2%)</b>	<b>42 548 (27.6%)</b>	<b>15 023 (9.8%)</b>	<b>47 660 (31.0%)</b>	<b>153 988</b> <b>(100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the industry.

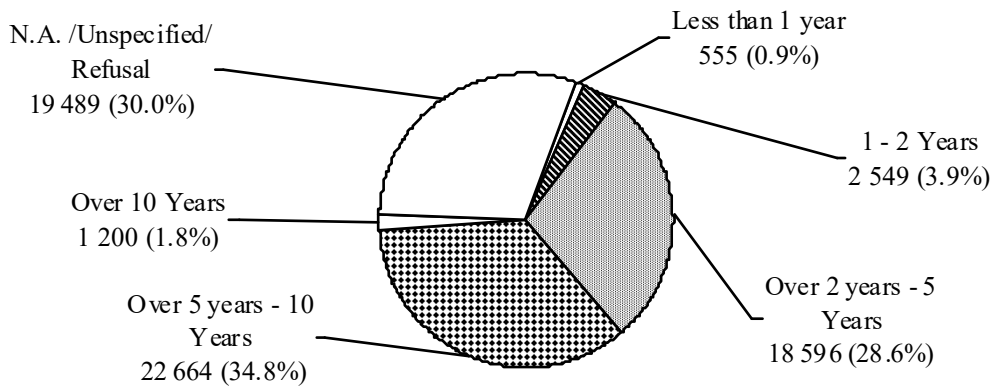
(%)\*\* As a percentage of the total number of employees (excluding 6 672 other supporting staff) in the industry. Total percentage may not equal 100% due to rounding.

Figure 8: Employees' Minimum Requirement on Year(s) of Experience in the Banking and Finance Industry

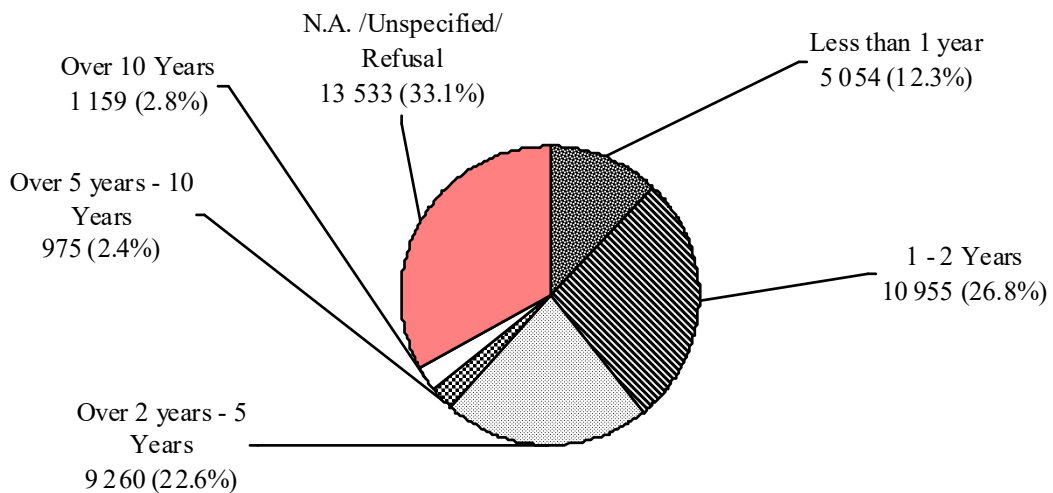
Managerial: 47 999 Employees



Supervisory/Officer: 65 053 Employees



Clerical: 40 936 Employees



Remarks: Total percentage may not equal 100% due to rounding.

2.35 Employees' minimum requirement on year(s) of experience in the BANKS, SECURITIES and ASSET COS branches are summarized in Tables N to P.

Table N: Employees' Minimum Requirement on Year(s) of Experience in the BANKS Branch

Job Level	Number of Employees						Total (%)**
	Less than 1 Year (%)*	1 - 2 Years (%)*	Over 2 Years – 5 Years (%)*	Over 5 Years – 10 Years (%)*	Over 10 Years (%)*	Not Applicable/ Unspecified/ Refusal (%)*	
Managerial	- (0.0%)	1 (0.0%)	181 (0.6%)	11 268 (36.5%)	8 846 (28.6%)	10 609 (34.3%)	<b>30 905 (100.0%)</b>
Supervisory/ Officer	96 (0.2%)	189 (0.5%)	8 774 (21.9%)	17 745 (44.4%)	808 (2.0%)	12 373 (30.9%)	<b>39 985 (100.0%)</b>
Clerical	2 387 (8.9%)	4 016 (14.9%)	7 724 (28.7%)	676 (2.5%)	1 158 (4.3%)	10 909 (40.6%)	<b>26 870 (100.0%)</b>
<b>Total (%)**</b>	<b>2 483 (2.5%)</b>	<b>4 206 (4.3%)</b>	<b>16 679 (17.1%)</b>	<b>29 689 (30.4%)</b>	<b>10 812 (11.1%)</b>	<b>33 891 (34.7%)</b>	<b>97 760 (100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the BANKS Branch.

(%)\*\* As a percentage of the total number of employees (excluding 3 103 other supporting staff) in the BANKS Branch. Total percentage may not equal 100% due to rounding.

Table O: Employees' Minimum Requirement on Year(s) of Experience in the SECURITIES Branch

Job Level	Number of Employees						Total (%)**
	Less than 1 Year (%)*	1 - 2 Years (%)*	Over 2 Years – 5 Years (%)*	Over 5 Years – 10 Years (%)*	Over 10 Years (%)*	Not Applicable/ Unspecified/ Refusal (%)*	
Managerial	11 (0.6%)	8 (0.4%)	344 (18.1%)	979 (51.5%)	442 (23.2%)	118 (6.2%)	<b>1 902 (100.0%)</b>
Supervisory/ Officer	182 (4.7%)	389 (10.0%)	2 510 (64.4%)	704 (18.1%)	39 (1.0%)	76 (1.9%)	<b>3 900 (100.0%)</b>
Clerical	171 (6.3%)	1 995 (73.6%)	169 (6.2%)	- (0.0%)	1 (<0.1%)	373 (13.8%)	<b>2 709 (100.0%)</b>
<b>Total (%)**</b>	<b>364 (4.3%)</b>	<b>2 392 (28.1%)</b>	<b>3 023 (35.5%)</b>	<b>1 683 (19.8%)</b>	<b>482 (5.7%)</b>	<b>567 (6.7%)</b>	<b>8 511 (100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the SECURITIES Branch.

(%)\*\* As a percentage of the total number of employees (excluding 217 other supporting staff) in the SECURITIES Branch. Total percentage may not equal 100% due to rounding.

Table P : Employees' Minimum Requirement on Year(s) of Experience in the ASSET COS Branch

Job Level	Number of Employees						Total (%)**
	Less than 1 Year (%)*	1 - 2 Years (%)*	Over 2 Years – 5 Years (%)*	Over 5 Years – 10 Years (%)*	Over 10 Years (%)*	Not Applicable/ Unspecified/ Refusal (%)*	
Managerial	- (0.0%)	- (0.0%)	472 (7.6%)	2 812 (45.5%)	1 537 (24.9%)	1 353 (21.9%)	<b>6 174 (100.0%)</b>
Supervisory/ Officer	26 (0.4%)	211 (3.1%)	2 745 (40.3%)	1 383 (20.3%)	179 (2.6%)	2 259 (33.2%)	<b>6 803 (100.0%)</b>
Clerical	25 (0.9%)	989 (36.7%)	484 (17.9%)	86 (3.2%)	- (0.0%)	1 113 (41.3%)	<b>2 697 (100.0%)</b>
<b>Total (%)**</b>	<b>51 (0.3%)</b>	<b>1 200 (7.7%)</b>	<b>3 701 (23.6%)</b>	<b>4 281 (27.3%)</b>	<b>1 716 (10.9%)</b>	<b>4 725 (30.1%)</b>	<b>15 674 (100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the ASSET COS Branch.

(%)\*\* As a percentage of the total number of employees (excluding 895 other supporting staff) in the ASSET COS Branch. Total percentage may not equal 100% due to rounding.

**Comparison of Employees' Minimum Requirement on Year(s) of Experience in the Banking and Finance Industry**

2.36 The survey findings showed that the majority of employers required their employees at the managerial level and supervisory/officer level to have a minimum of over five to ten years of working experience in the industry. For clerical level, staff members with one to two years of working experience in the industry were also acceptable. The three highest percentages of the minimum requirement on year(s) of working experience in the industry at three major job levels reported by employers in the 2017 Survey and the 2015 Survey are summarized in Table Q. For details, please refer to Table M in paragraph 2.34.

Table Q: Comparison of Employees' Minimum Requirement on Year(s) of Experience in the Banking and Finance Industry

<u>Year(s) of Experience</u>	<u>Managerial</u>		<u>Supervisory/Officer</u>		<u>Clerical</u>	
	<u>2015</u>	<u>2017</u>	<u>2015</u>	<u>2017</u>	<u>2015</u>	<u>2017</u>
Less than 1 Year					27.7%	
1 - 2 Years			14.3%		34.7%	26.8%
Over 2 Years - 5 Years			43.5%	28.6%		22.6%
Over 5 - 10 Years	40.5%	39.4%		34.8%		
Over 10 Years	20.2%	26.4%				
Not Applicable/Unspecified/ Refusal	24.8%	30.5%	26.1%	30.0%	22.9%	33.1%

**Distribution of Employees  
by Average Monthly Income Range**  
(Appendix 5 – Table 4, Table 4.1)

2.37 Table R shows the distribution of employees by average monthly income range at different job levels. It should be noted that it is not the intention of this survey to collect information on the income of banking and finance personnel and the following income data only serves to cross-check the reliability of manpower data at various job levels.

Table R: Number of Employees by Average Monthly Income Range by Job Level

Job Level	<u>Number of Employees</u>										Total (%)**
	Below \$8,000 (%)*	\$8,000 to \$10,000 (%)*	\$10,001 to \$20,000 (%)*	\$20,001 to \$30,000 (%)*	\$30,001 to \$40,000 (%)*	\$40,001 to \$60,000 (%)*	\$60,001 to \$80,000 (%)*	\$80,001 to \$100,000 (%)*	Above \$100,000 (%)*	Not Applicable/ Unspecified Refusal (%)*	
Managerial	- (0.0%)	- (0.0%)	22 (<0.1%)	3 026 (6.3%)	3 628 (7.6%)	9 545 (19.9%)	11 309 (23.6%)	2 652 (5.5%)	4 240 (8.8%)	13 577 (28.3%)	<b>47 999</b> <b>(100.0%)</b>
Supervisory/ Officer	- (0.0%)	41 (0.1%)	6 835 (10.5%)	28 933 (44.5%)	7 577 (11.6%)	2 302 (3.5%)	682 (1.0%)	268 (0.4%)	660 (1.0%)	17 755 (27.3%)	<b>65 053</b> <b>(100.0%)</b>
Clerical	41 (0.1%)	687 (1.7%)	24 987 (61.0%)	1 625 (4.0%)	659 (1.6%)	294 (0.7%)	- (0.0%)	- (0.0%)	- (0.0%)	12 643 (30.9%)	<b>40 936</b> <b>(100.0%)</b>
<b>Total</b> <b>(%)**</b>	<b>41</b> <b>(&lt;0.1%)</b>	<b>728</b> <b>(0.5%)</b>	<b>31 844</b> <b>(20.7%)</b>	<b>33 584</b> <b>(21.8%)</b>	<b>11 864</b> <b>(7.7%)</b>	<b>12 141</b> <b>(7.9%)</b>	<b>11 991</b> <b>(7.8%)</b>	<b>2 920</b> <b>(1.9%)</b>	<b>4 900</b> <b>(3.2%)</b>	<b>43 975</b> <b>(28.6%)</b>	<b>153 988</b> <b>(100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the industry.

(%)\*\* As a percentage of the total number of employees (excluding 6 672 other supporting staff) in the industry. Total percentage may not equal 100% due to rounding.



**Comparison of the Distribution of Employees  
by Average Monthly Income Range**

2.38 The survey findings showed that the average monthly income range of managerial staff spread widely from \$10,001 to above \$100,000 per month whereas the average monthly income range for supervisory/officer and clerical staff concentrated on “\$20,001 to \$30,000” and “\$10,001 to \$20,000” respectively. The three highest percentages of the average monthly income range of employees at the three job levels reported by employers are summarized in Table S. For details, please refer to Table R in paragraph 2.37.

Table S: Comparison of Employees’ Average Monthly  
Income Range by Job Level

<u>Average Monthly Income Range</u>	<u>Managerial</u>		<u>Supervisory/Officer</u>		<u>Clerical</u>	
	<u>2015</u>	<u>2017</u>	<u>2015</u>	<u>2017</u>	<u>2015</u>	<u>2017</u>
\$8,000 to \$10,000					11.6%	
\$10,001 to \$20,000			22.1%		58.0%	61.0%
\$20,001 to \$30,000			36.6%	44.5%		4.0%
\$30,001 to \$40,000				11.6%		
\$40,001 to \$60,000	29.1%	19.9%				
\$60,001 to \$80,000	18.7%	23.6%				
Not Applicable/Unspecified/Refusal	23.8%	28.3%	24.1%	27.3%	24.1%	30.9%

**Distribution of Employees  
by Average Age Range**

*(Appendix 5 – Table 5, Table 5.1)*

2.39 Table T shows the distribution of banking and finance personnel by average age range at different job levels. The majority of the banking and finance personnel at the job levels of “Managerial” and “Supervisor/Officer” ranged from 35 to 50 years old whereas over 30% of clerical staff were below 35. However, as a certain number of respondents did not provide the required data, readers of this report should be mindful of this when they interpret the findings in Table T.

Table T: Number of Employees by Average Age Range by Job Level

<u>Job Level</u>	<u>Number of Employees</u>				<u>Total (%)**</u>
	<u>Below 35 (%)*</u>	<u>35 - 50 (%)*</u>	<u>Over 50 (%)*</u>	<u>Not Applicable/ Unspecified Refusal (%)*</u>	
Managerial	2 052 (4.3%)	23 505 (49.0%)	4 082 (8.5%)	18 360 (38.3%)	<b>47 999 (100.0%)</b>
Supervisory/ Officer	18 186 (28.0%)	19 078 (29.3%)	602 (0.9%)	27 187 (41.8%)	<b>65 053 (100.0%)</b>
Clerical	13 851 (33.8%)	7 418 (18.1%)	425 (1.0%)	19 242 (47.0%)	<b>40 936 (100.0%)</b>
<b>Total (%)**</b>	<b>34 089 (22.1%)</b>	<b>50 001 (32.5%)</b>	<b>5 109 (3.3%)</b>	<b>64 789 (42.1%)</b>	<b>153 988 (100.0%)</b>

(%)\* As a percentage of the total number of employees at the same job level in the industry.

(%)\*\* As a percentage of the total number of employees (excluding 6 672 other supporting staff) in the industry. Total percentage may not equal 100% due to rounding.

## Staff Turnover in the Past Twelve Months

(Appendix 5 – Table 6, Tables 6.1 to 6.10)

2.40 Staff turnover is defined as the total number of employees who have left their companies in a specified period of time. The total number of employees who had left in the 12-month period prior to the survey were 20 264 (13.2% of the 153 988 persons engaged in the three major job levels of the industry) whereas the total number of persons recruited in the same period were 21 055 (13.7% of 153 988 persons engaged in the three major job levels of the industry). The staff turnover statistics are shown in Tables U to V and Figure 9.

Table U: Number of Employees Who Left  
in the Past Twelve Months  
by Branch and by Job Level

Branch	Number of Employees Who Left						Total
	Managerial (%)*		Supervisory/ Officer (%)*		Clerical (%)*		
1. BANKS	2 223	(14.8)	7 226	(48.1)	5 564	(37.1)	<b>15 013</b>
2. DTCS	13	(29.5)	9	(20.5)	22	(50.0)	<b>44</b>
3. INVEST COS	71	(27.1)	126	(48.1)	65	(24.8)	<b>262</b>
4. PL COS	46	(7.9)	266	(45.6)	271	(46.5)	<b>583</b>
5. SECURITIES	191	(20.8)	420	(45.8)	306	(33.4)	<b>917</b>
6. C DEALERS	23	(8.4)	89	(32.6)	161	(59.0)	<b>273</b>
7. C EXCHANGES	-	(0.0)	-	(0.0)	-	(0.0)	<b>-</b>
8. M CHANGERS	25	(7.2)	58	(16.6)	266	(76.2)	<b>349</b>
9. ASSET COS	289	(23.7)	728	(59.8)	201	(16.5)	<b>1 218</b>
10. OF COS	527	(32.8)	917	(57.1)	161	(10.0)	<b>1 605</b>
<b>Total (%)**</b>	<b>3 408</b>	<b>(16.8)</b>	<b>9 839</b>	<b>(48.6)</b>	<b>7 017</b>	<b>(34.7)</b>	<b>20 264</b>

(%)\* As a percentage of the total number of employees who left in the branch.

(%)\*\* As a percentage of the total number of employees who left the companies in the industry. Total percentage may not equal 100% due to rounding.

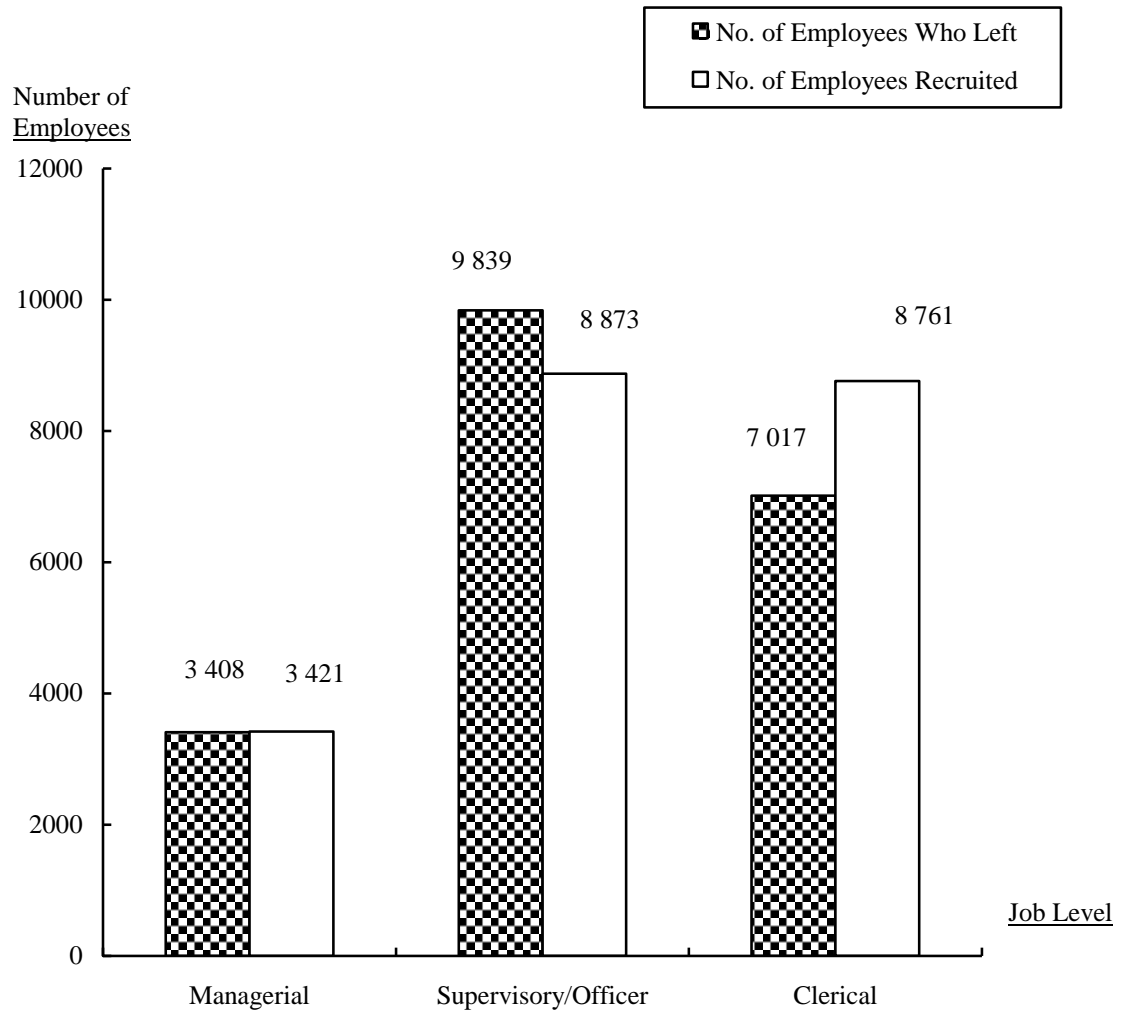
Table V: Number of Recruits in the Past Twelve Months  
by Branch and by Job Level

<u>Branch</u>	<u>Number of Recruits</u>						<u>Total (%)**</u>	
	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>			
1. BANKS	2 232	(14.1)	6 242	(39.5)	7 315	(46.3)	<b>15 789</b>	<b>(100)</b>
2. DTCS	23	(50.0)	6	(13.0)	17	(37.0)	<b>46</b>	<b>(100)</b>
3. INVEST COS	51	(23.7)	110	(51.2)	54	(25.1)	<b>215</b>	<b>(100)</b>
4. PL COS	42	(10.4)	155	(38.6)	205	(51.0)	<b>402</b>	<b>(100)</b>
5. SECURITIES	278	(38.0)	305	(41.7)	149	(20.4)	<b>732</b>	<b>(100)</b>
6. C DEALERS	17	(7.2)	62	(26.4)	156	(66.4)	<b>235</b>	<b>(100)</b>
7. C EXCHANGES	-	(0.0)	-	(0.0)	-	(0.0)	<b>0</b>	<b>(0.0)</b>
8. M CHANGERS	-	(0.0)	37	(13.4)	239	(86.6)	<b>276</b>	<b>(100)</b>
9. ASSET COS	405	(29.8)	754	(55.4)	201	(14.8)	<b>1 360</b>	<b>(100)</b>
10. OF COS	373	(18.7)	1 202	(60.1)	425	(21.3)	<b>2 000</b>	<b>(100)</b>
<b>Total (%)**</b>	<b>3 421</b>	<b>(16.2)</b>	<b>8 873</b>	<b>(42.1)</b>	<b>8 761</b>	<b>(41.6)</b>	<b>21 055</b>	<b>(100)</b>

(%)\* As a percentage of the total number of recruits in the branch.

(%)\*\* As a percentage of the total number of recruits in the industry. Total percentage may not equal 100% due to rounding.

Figure 9: Staff Turnover in the Banking and Finance Industry in the Past Twelve Months by Job Level



## Staff Turnover Rate

2.41 In the twelve months prior to the survey, 20 264 employees left the companies in the industry while 21 055 persons were recruited to fill the vacancies. The staff turnover rate<sup>λ</sup> was 13.2%. The staff turnover rate was higher than that in the 2015 survey (10.8%). The staff turnover statistics of the three sectors are summarized in Table W. For details, please refer to Tables U and V in paragraph 2.40.

Table W: Staff Turnover in the Past Twelve Months by Sector

<u>Sector</u>	<u>Number of Employees Who Left (%)*</u>		<u>Number of Employees Recruited (%)**</u>	
Banking Sector	15 057	(74.3)	15 835	(75.2)
Securities and Asset Management Sector	2 135	(10.5)	2 092	(9.9)
Other Financial Sectors	3 072	(15.2)	3 128	(14.9)
<b>Total</b>	<b>20 264</b>	<b>(100)</b>	<b>21 055</b>	<b>(100)</b>

(%)\* As a percentage of the total number of employees who left the companies in the industry.

(%)\*\* As a percentage of the total number of employees recruited in the industry. Total percentage may not equal 100% due to rounding.

$$\lambda \text{ Staff Turnover Rate in a Specified Period of Time} = \frac{\text{No. of Employees Who Left in the Specified Period of Time}}{\text{Average No. of Employees in the Specified Period of Time (excluding 6 672 other supporting staff)}}$$

The average number of employees could be the number of employees at the end of the specified period if the number of employees is stable throughout that specified period.

2.42 The staff turnover statistics of the banking and finance industry, the Banking Sector (BANKS Branch and DTCS Branch), the Securities and Asset Management Sector (SECURITIES Branch and ASSET COS Branch) and Other Financial Sectors (other branches except BANKS, DTCS, SECURITIES and ASSET COS) are summarized in Tables X to Z and AA to AI. It should be noted that 3.7% of the persons leaving the banking and finance industry joined the insurance industry and 4.0% of the recruits joining the banking and finance industry were personnel from the insurance industry.

## Banking and Finance Industry

Table X: Number of Employees Who Left in the Past Twelve Months by Reason

<u>Reason</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) Taking up another job in the banking/finance industry or starting own finance related business	1 287	(2.7)	3 174	(4.9)	2 289	(5.6)	<b>6 750</b>	<b>(33.3)</b>
(b) Taking up a job in the insurance industry or starting own insurance related business	62	(0.1)	583	(0.9)	96	(0.2)	<b>741</b>	<b>(3.7)</b>
(c) Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry	111	(0.2)	770	(1.2)	962	(2.4)	<b>1 843</b>	<b>(9.1)</b>
(d) Emigration	7	(<0.1)	19	(<0.1)	20	(<0.1)	<b>46</b>	<b>(0.2)</b>
(e) Repatriation	94	(0.2)	130	(0.2)	15	(<0.1)	<b>239</b>	<b>(1.2)</b>
(f) Relocation of workplace								
(i) to the mainland of China/Macau/Taiwan	26	(0.1)	69	(0.1)	2	(<0.1)	<b>97</b>	<b>(0.5)</b>
(ii) to other countries	26	(0.1)	50	(0.1)	24	(0.1)	<b>100</b>	<b>(0.5)</b>
(g) Retirement	276	(0.6)	264	(0.4)	337	(0.8)	<b>877</b>	<b>(4.3)</b>
(h) Further studies	4	(<0.1)	193	(0.3)	400	(1.0)	<b>597</b>	<b>(2.9)</b>
(i) Retrenchment	292	(0.6)	320	(0.5)	297	(0.7)	<b>909</b>	<b>(4.5)</b>
(j) Company re-structured/closed	36	(0.1)	111	(0.2)	61	(0.1)	<b>208</b>	<b>(1.0)</b>
(k) Expiry of employment contract	29	(0.1)	50	(0.1)	590	(1.4)	<b>669</b>	<b>(3.3)</b>
(l) Poor performance	59	(0.1)	244	(0.4)	195	(0.5)	<b>498</b>	<b>(2.5)</b>
(m) Other reasons <sup>△</sup>	557	(1.2)	2 077	(3.2)	863	(2.1)	<b>3 497</b>	<b>(17.3)</b>
(n) Reasons unknown	542	(1.1)	1 785	(2.7)	866	(2.1)	<b>3 193</b>	<b>(15.8)</b>
<b>Total</b>	<b>3 408</b>	<b>(7.1)</b>	<b>9 839</b>	<b>(15.1)</b>	<b>7 017</b>	<b>(17.1)</b>	<b>20 264</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Industry	47 999		65 053		40 936		153 988#	
Staff Turnover Rate <sup>@</sup>							13.2%	

(%)\* As a percentage of the total number of employees at the same job level in the industry.

(%)\*\* As a percentage of the total number of employees who left the companies in the industry. Total percentage may not equal 100% due to rounding.

△ Other reasons include taking care of family and health problems, etc.

# Total number of employees in the industry excluding 6 672 other supporting staff.

@ Staff Turnover Rate =  $\frac{\text{Total No. of Employees who left the companies in the industry}}{\text{Total No. of Employees in the industry (excluding 6 672 other supporting staff)}}$

Table Y: Number of Recruits of the Banking and Finance Industry in the Past Twelve Months by Source

<u>Source</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>
(a) From another bank/ finance company	1 831	(3.8)	4 254	(6.5)	2 426	(5.9)	<b>8 511 (40.4)</b>
(b) From an insurance company/insurance intermediary/insurance related company	40	(0.1)	481	(0.7)	317	(0.8)	<b>838 (4.0)</b>
(c) From a company outside the banking/ finance/insurance industry	202	(0.4)	936	(1.4)	1 309	(3.2)	<b>2 447 (11.6)</b>
(d) From a college/ school direct							
Graduate of University Degree or Above	461	(1.0)	888	(1.4)	1 348	(3.3)	<b>2 697 (12.8)</b>
Sub-degree Holder	26	(0.1)	74	(0.1)	572	(1.4)	<b>672 (3.2)</b>
Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary 5	5	(<0.1)	147	(0.2)	712	(1.7)	<b>864 (4.1)</b>
(e) Other sources <sup>△</sup>	44	(0.1)	29	(<0.1)	68	(0.2)	<b>141 (0.7)</b>
(f) Sources unspecified	812	(1.7)	2 064	(3.2)	2 009	(4.9)	<b>4 885 (23.2)</b>
<b>Total</b>	<b>3 421</b>	<b>(7.1)</b>	<b>8 873</b>	<b>(13.6)</b>	<b>8 761</b>	<b>(21.4)</b>	<b>21 055 (100)</b>
Total Number of Employees at the Same Job Level in the Industry	47 999		65 053		40 936		153 988#

(%)\* As a percentage of the total number of employees at the same job level in the industry.

(%)\*\* As a percentage of the total number of employees recruited in the industry. Total percentage may not equal 100% due to rounding.

△ Other sources include employees transferred from overseas head office.

# Total number of employees in the industry excluding 6 672 other supporting staff.



Table Z: Number of Recruits of the Banking and Finance Industry in the Past Twelve Months by Geographic Origin

<u>Geographic Origin</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) Hong Kong	2 879	(6.0)	8 003	(12.3)	8 357	(20.4)	<b>19 239</b>	<b>(91.4)</b>
(b) The mainland of China	191	(0.4)	661	(1.0)	326	(0.8)	<b>1 178</b>	<b>(5.6)</b>
(c) Other parts of Asia	88	(0.2)	63	(0.1)	55	(0.1)	<b>206</b>	<b>(1.0)</b>
(d) Europe	12	(<0.1)	145	(0.2)	21	(0.1)	<b>178</b>	<b>(0.8)</b>
(e) United States of America	4	(<0.1)	-	(0.0)	-	(0.0)	<b>4</b>	<b>(&lt;0.1)</b>
(f) Other places <sup>△</sup>	25	(0.1)	1	(<0.1)	2	(<0.1)	<b>28</b>	<b>(0.1)</b>
(g) Geographic origins unspecified	222	(0.5)	-	(0.0)	-	(0.0)	<b>222</b>	<b>(1.1)</b>
<b>Total</b>	<b>3 421</b>	<b>(7.1)</b>	<b>8 873</b>	<b>(13.6)</b>	<b>8 761</b>	<b>(21.4)</b>	<b>21 055</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Industry	47 999		65 053		40 936		153 988#	

(%)\* As a percentage of the total number of employees at the same job level in the industry.

(%)\*\* As a percentage of the total number of employees recruited in the industry. Total percentage may not equal 100% due to rounding.

△ Other places include Australia and other countries.

# Total number of employees in the industry excluding 6 672 other supporting staff.

## Banking Sector

Table AA: Number of Employees who Left in the Past Twelve Months by Reason

<u>Reason</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) Taking up another job in the banking/finance industry or starting own finance related business	579	(1.9)	2 043	(5.1)	1 830	(6.7)	<b>4 452</b>	<b>(29.6)</b>
(b) Taking up a job in the insurance industry or starting own insurance related business	62	(0.2)	543	(1.4)	80	(0.3)	<b>685</b>	<b>(4.5)</b>
(c) Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry	98	(0.3)	617	(1.5)	778	(2.9)	<b>1 493</b>	<b>(9.9)</b>
(d) Emigration	7	(<0.1)	17	(<0.1)	3	(<0.1)	<b>27</b>	<b>(0.2)</b>
(e) Repatriation	90	(0.3)	113	(0.3)	4	(<0.1)	<b>207</b>	<b>(1.4)</b>
(f) Relocation of workplace								
(i) to the mainland of China/Macau/Taiwan	18	(0.1)	69	(0.2)	2	(<0.1)	<b>89</b>	<b>(0.6)</b>
(ii) to other countries	8	(<0.1)	32	(0.1)	-	(0.0)	<b>40</b>	<b>(0.3)</b>
(g) Retirement	247	(0.8)	239	(0.6)	279	(1.0)	<b>765</b>	<b>(5.1)</b>
(h) Further studies	4	(<0.1)	163	(0.4)	383	(1.4)	<b>550</b>	<b>(3.7)</b>
(i) Retrenchment	246	(0.8)	277	(0.7)	230	(0.8)	<b>753</b>	<b>(5.0)</b>
(j) Company re-structured/closed	17	(0.1)	30	(0.1)	15	(0.1)	<b>62</b>	<b>(0.4)</b>
(k) Expiry of employment contract	19	(0.1)	37	(0.1)	586	(2.2)	<b>642</b>	<b>(4.3)</b>
(l) Poor performance	55	(0.2)	219	(0.5)	156	(0.6)	<b>430</b>	<b>(2.9)</b>
(m) Other reasons <sup>△</sup>	432	(1.4)	1 962	(4.9)	761	(2.8)	<b>3 155</b>	<b>(21.0)</b>
(n) Reasons unknown	354	(1.1)	874	(2.2)	479	(1.8)	<b>1 707</b>	<b>(11.3)</b>
<b>Total</b>	<b>2 236</b>	<b>(7.2)</b>	<b>7 235</b>	<b>(18.0)</b>	<b>5 586</b>	<b>(20.6)</b>	<b>15 057</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Banking Sector	31 065		40 145		27 127		98 337#	
Staff Turnover Rate@							15.3%	

(%)\* As a percentage of the total number of employees at the same job level in the Banking Sector

(%)\*\* As a percentage of the total number of employees who left the companies in the Banking Sector. Total percentage may not equal 100% due to rounding.

△ Other reasons include taking care of family and health problems, etc.

# Total number of employees in the Banking Sector excluding 3 120 other supporting staff.

@ Staff Turnover Rate =  $\frac{\text{Total No. of Employees who Left the Companies in the Banking Sector}}{\text{Total No. of Employees in the Banking Sector (excluding 3 120 other supporting staff)}}$

Table AB: Number of Recruits of the Banking Sector  
in the Past Twelve Months by Source

<u>Source</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) From another bank/ finance company	746	(2.4)	2 338	(5.8)	1 737	(6.4)	<b>4 821</b>	<b>(30.4)</b>
(b) From an insurance company/insurance intermediary/insurance related company	39	(0.1)	433	(1.1)	295	(1.1)	<b>767</b>	<b>(4.8)</b>
(c) From a company outside the banking/ finance/insurance industry	145	(0.5)	655	(1.6)	1 058	(3.9)	<b>1 858</b>	<b>(11.7)</b>
(d) From a college/ school direct								
Graduate of University Degree or Above	461	(1.5)	826	(2.1)	1 198	(4.4)	<b>2 485</b>	<b>(15.7)</b>
Sub-degree Holder	26	(0.1)	71	(0.2)	530	(2.0)	<b>627</b>	<b>(4.0)</b>
Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary 5	5	(<0.1)	107	(0.3)	603	(2.2)	<b>715</b>	<b>(4.5)</b>
(e) Other sources <sup>△</sup>	37	(0.1)	10	(<0.1)	6	(<0.1)	<b>53</b>	<b>(0.3)</b>
(f) Sources unspecified	796	(2.6)	1 808	(4.5)	1 905	(7.0)	<b>4 509</b>	<b>(28.5)</b>
<b>Total</b>	<b>2 255</b>	<b>(7.3)</b>	<b>6 248</b>	<b>(15.6)</b>	<b>7 332</b>	<b>(27.0)</b>	<b>15 835</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Banking Sector	31 065		40 145		27 127		98 337#	

(%)\* As a percentage of the total number of employees at the same job level in the Banking Sector.

(%)\*\* As a percentage of the total number of employees recruited in the Banking Sector. Total percentage may not equal 100% due to rounding.

△ Other sources include employees transferred from overseas head office.

# Total number of employees in the Banking Sector excluding 3 120 other supporting staff.

Table AC: Number of Recruits of the Banking Sector in the Past Twelve Months by Geographic Origin

<u>Geographic Origin</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>
(a) Hong Kong	1 824	(5.9)	5 621	(14.0)	6 996	(25.8)	<b>14 441 (91.2)</b>
(b) The mainland of China	123	(0.4)	584	(1.5)	302	(1.1)	<b>1 009 (6.4)</b>
(c) Other parts of Asia	72	(0.2)	42	(0.1)	32	(0.1)	<b>146 (0.9)</b>
(d) Europe	9	(<0.1)	-	(0.0)	-	(0.0)	<b>9 (0.1)</b>
(e) United States of America	-	(0.0)	-	(0.0)	-	(0.0)	<b>- (0.0)</b>
(f) Other places <sup>△</sup>	5	(<0.1)	1	(<0.1)	2	(<0.1)	<b>8 (0.1)</b>
(g) Geographic origins unspecified	222	(0.7)	-	(0.0)	-	(0.0)	<b>222 (1.4)</b>
<b>Total</b>	<b>2 255</b>	<b>(7.3)</b>	<b>6 248</b>	<b>(15.6)</b>	<b>7 332</b>	<b>(27.0)</b>	<b>15 835 (100)</b>
Total Number of Employees at the Same Job Level in the Banking Sector	31 065		40 145		27 127		98 337#

(%)\* As a percentage of the total number of employees at the same job level in the Banking Sector.

(%)\*\* As a percentage of the total number of employees recruited in the Banking Sector. Total percentage may not equal 100% due to rounding.

△ Other places include Australia and other countries.

# Total number of employees in the Banking Sector excluding 3 120 other supporting staff.

## Securities and Asset Management Sector

Table AD: Number of Employees Who Left in the Past Twelve Months by Reason

Reason	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) Taking up another job in the banking/finance industry or starting own finance related business	299	(3.7)	635	(5.9)	202	(3.7)	<b>1 136</b>	<b>(53.2)</b>
(b) Taking up a job in the insurance industry or starting own insurance related business	-	(0.0)	-	(0.0)	-	(0.0)	-	<b>(0.0)</b>
(c) Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry	10	(0.1)	46	(0.4)	11	(0.2)	<b>67</b>	<b>(3.1)</b>
(d) Emigration	-	(0.0)	1	(<0.1)	1	(<0.1)	<b>2</b>	<b>(0.1)</b>
(e) Repatriation	4	(<0.1)	12	(0.1)	-	(0.0)	<b>16</b>	<b>(0.7)</b>
(f) Relocation of workplace								
(i) to the mainland of China/Macau/Taiwan	1	(<0.1)	-	(0.0)	-	(0.0)	<b>1</b>	<b>(&lt;0.1)</b>
(ii) to other countries	18	(0.2)	18	(0.2)	24	(0.4)	<b>60</b>	<b>(2.8)</b>
(g) Retirement	8	(0.1)	21	(0.2)	16	(0.3)	<b>45</b>	<b>(2.1)</b>
(h) Further studies	-	(0.0)	25	(0.2)	14	(0.3)	<b>39</b>	<b>(1.8)</b>
(i) Retrenchment	46	(0.6)	43	(0.4)	63	(1.2)	<b>152</b>	<b>(7.1)</b>
(j) Company re-structured/closed	12	(0.1)	15	(0.1)	24	(0.4)	<b>51</b>	<b>(2.4)</b>
(k) Expiry of employment contract	8	(0.1)	-	(0.0)	2	(<0.1)	<b>10</b>	<b>(0.5)</b>
(l) Poor performance	4	(<0.1)	17	(0.2)	9	(0.2)	<b>30</b>	<b>(1.4)</b>
(m) Other reasons <sup>△</sup>	13	(0.2)	40	(0.4)	-	(0.0)	<b>53</b>	<b>(2.5)</b>
(n) Reasons unknown	57	(0.7)	275	(2.6)	141	(2.6)	<b>473</b>	<b>(22.2)</b>
<b>Total</b>	<b>480</b>	<b>(5.9)</b>	<b>1 148</b>	<b>(10.7)</b>	<b>507</b>	<b>(9.4)</b>	<b>2 135</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Securities and Asset Management Sector	8 076		10 703		5 406		24 185#	
Staff Turnover Rate@							8.8%	

(%)\* As a percentage of the total number of employees at the same job level in the Securities and Asset Management Sector.

(%)\*\* As a percentage of the total number of employees who left the companies in the Securities and Asset Management Sector. Total percentage may not equal 100% due to rounding.

△ Other reasons include taking care of family and health problems, etc.

# Total number of employees in the Securities and Asset Management Sector excluding 1 112 other supporting staff.

@ Staff Turnover Rate = 
$$\frac{\text{Total No. of Employees Who Left the Companies in the Securities and Asset Management Sector}}{\text{Total No. of Employees in the Securities and Asset Management Sector (excluding 1 112 other supporting staff)}}$$

Table AE: Number of Recruits of the Securities and Asset Management Sector in the Past Twelve Months by Source

Source	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) From another bank/ finance company	609	(7.5)	937	(8.8)	211	(3.9)	<b>1 757</b>	<b>(84.0)</b>
(b) From an insurance company/insurance intermediary/insurance related company	-	(0.0)	-	(0.0)	22	(0.4)	<b>22</b>	<b>(1.1)</b>
(c) From a company outside the banking/ finance/insurance industry	54	(0.7)	66	(0.6)	45	(0.8)	<b>165</b>	<b>(7.9)</b>
(d) From a college/ school direct								
Graduate of University Degree or Above	-	(0.0)	37	(0.3)	59	(1.1)	<b>96</b>	<b>(4.6)</b>
Sub-degree Holder	-	(0.0)	-	(0.0)	4	(0.1)	<b>4</b>	<b>(0.2)</b>
Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary 5	-	(0.0)	-	(0.0)	1	(<0.1)	<b>1</b>	<b>(&lt;0.1)</b>
(e) Other sources <sup>△</sup>	4	(<0.1)	3	(<0.1)	-	(0.0)	<b>7</b>	<b>(0.3)</b>
(f) Sources unspecified	16	(0.2)	16	(0.1)	8	(0.1)	<b>40</b>	<b>(1.9)</b>
<b>Total</b>	<b>683</b>	<b>(8.5)</b>	<b>1 059</b>	<b>(9.9)</b>	<b>350</b>	<b>(6.5)</b>	<b>2 092</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Securities and Asset Management Sector	8 076		10 703		5 406		24 185#	

(%)\* As a percentage of the total number of employees at the same job level in the Securities and Asset Management Sector.

(%)\*\* As a percentage of the total number of employees recruited in the Securities and Asset Management Sector. Total percentage may not equal 100% due to rounding.

△ Other sources include employees transferred from overseas head office.

# Total number of employees in the Securities and Asset Management Sector excluding 1 112 other supporting staff.

Table AF: Number of Recruits of the Securities and Asset Management Sector in the Past Twelve Months by Geographic Origin

<u>Geographic Origin</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) Hong Kong	583	(7.2)	1 015	(9.5)	318	(5.9)	<b>1 916</b>	<b>(91.6)</b>
(b) The mainland of China	59	(0.7)	8	(0.1)	-	(0.0)	<b>67</b>	<b>(3.2)</b>
(c) Other parts of Asia	14	(0.2)	15	(0.1)	11	(0.2)	<b>40</b>	<b>(1.9)</b>
(d) Europe	3	(<0.1)	21	(0.2)	21	(0.4)	<b>45</b>	<b>(2.2)</b>
(e) United States of America	4	(<0.1)	-	(0.0)	-	(0.0)	<b>4</b>	<b>(0.2)</b>
(f) Other places <sup>△</sup>	20	(0.2)	-	(0.0)	-	(0.0)	<b>20</b>	<b>(1.0)</b>
(g) Geographic origins unspecified	-	(0.0)	-	(0.0)	-	(0.0)	<b>-</b>	<b>(0.0)</b>
<b>Total</b>	<b>683</b>	<b>(8.5)</b>	<b>1 059</b>	<b>(9.9)</b>	<b>350</b>	<b>(6.5)</b>	<b>2 092</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in the Securities and Asset Management Sector	8 076		10 703		5 406		24 185#	

(%)\* As a percentage of the total number of employees at the same job level in the Securities and Asset Management Sector.

(%)\*\* As a percentage of the total number of employees recruited in the Securities and Asset Management Sector. Total percentage may not equal 100% due to rounding.

△ Other places include Australia and other countries.

# Total number of employees in the Securities and Asset Management Sector excluding 1 112 other supporting staff.

## Other Financial Sectors

Table AG: Number of Employees Who Left in the Past Twelve Months  
by Reason

Reason	Managerial (%)*		Supervisory/ Officer (%)*		Clerical (%)*		Total (%)**	
(a) Taking up another job in the banking/finance industry or starting own finance related business	409	(4.6)	496	(3.5)	257	(3.1)	1 162	(37.8)
(b) Taking up a job in the insurance industry or starting own insurance related business	-	(0.0)	40	(0.3)	16	(0.2)	56	(1.8)
(c) Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry	3	(<0.1)	107	(0.8)	173	(2.1)	283	(9.2)
(d) Emigration	-	(0.0)	1	(<0.1)	16	(0.2)	17	(0.6)
(e) Repatriation	-	(0.0)	5	(<0.1)	11	(0.1)	16	(0.5)
(f) Relocation of workplace								
(i) to the mainland of China/Macau/Taiwan	7	(0.1)	-	(0.0)	-	(0.0)	7	(0.2)
(ii) to other countries	-	(0.0)	-	(0.0)	-	(0.0)	-	(0.0)
(g) Retirement	21	(0.2)	4	(<0.1)	42	(0.5)	67	(2.2)
(h) Further studies	-	(0.0)	5	(<0.1)	3	(<0.1)	8	(0.3)
(i) Retrenchment	-	(0.0)	-	(0.0)	4	(<0.1)	4	(0.1)
(j) Company re-structured/closed	7	(0.1)	66	(0.5)	22	(0.3)	95	(3.1)
(k) Expiry of employment contract	2	(<0.1)	13	(0.1)	2	(<0.1)	17	(0.6)
(l) Poor performance	-	(0.0)	8	(0.1)	30	(0.4)	38	(1.2)
(m) Other reasons <sup>△</sup>	112	(1.3)	75	(0.5)	102	(1.2)	289	(9.4)
(n) Reasons unknown	131	(1.5)	636	(4.5)	246	(2.9)	1 013	(33.0)
<b>Total</b>	<b>692</b>	<b>(7.8)</b>	<b>1 456</b>	<b>(10.2)</b>	<b>924</b>	<b>(11.0)</b>	<b>3 072</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in Other Financial Sectors	8 858		14 205		8 403		31 466#	
Staff Turnover Rate <sup>@</sup>								9.8%

(%)\* As a percentage of the total number of employees at the same job level in Other Financial Sectors.

(%)\*\* As a percentage of the total number of employees who left the companies in Other Financial Sectors. Total percentage may not equal 100% due to rounding.

△ Other reasons include taking care of family and health problems, etc.

# Total number of employees in Other Financial Sectors excluding 2 440 other supporting staff.

@ Staff Turnover Rate =  $\frac{\text{Total No. of Employees Who Left the companies in Other Financial Sectors}}{\text{Total No. of Employees in Other Financial Sectors (excluding 2 440 other supporting staff)}}$



Table AH: Number of Recruits of Other Financial Sectors  
in the Past Twelve Months by Source

<u>Source</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) From another bank/ finance company	476	(5.4)	979	(6.9)	478	(5.7)	<b>1 933</b>	<b>(61.8)</b>
(b) From an insurance company/insurance intermediary/insurance related company	1	(<0.1)	48	(0.3)	-	(0.0)	<b>49</b>	<b>(1.6)</b>
(c) From a company outside the banking/ finance/insurance industry	3	(<0.1)	215	(1.5)	206	(2.5)	<b>424</b>	<b>(13.6)</b>
(d) From a college/ school direct								
Graduate of University Degree or Above	-	(0.0)	25	(0.2)	91	(1.1)	<b>116</b>	<b>(3.7)</b>
Sub-degree Holder	-	(0.0)	3	(<0.1)	38	(0.5)	<b>41</b>	<b>(1.3)</b>
Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary 5	-	(0.0)	40	(0.3)	108	(1.3)	<b>148</b>	<b>(4.7)</b>
(e) Other sources <sup>△</sup>	3	(<0.1)	16	(0.1)	62	(0.7)	<b>81</b>	<b>(2.6)</b>
(f) Sources unspecified	-	(0.0)	240	(1.7)	96	(1.1)	<b>336</b>	<b>(10.7)</b>
<b>Total</b>	<b>483</b>	<b>(5.5)</b>	<b>1 566</b>	<b>(11.0)</b>	<b>1 079</b>	<b>(12.8)</b>	<b>3 128</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in Other Financial Sectors	8 858		14 205		8 403		31 466#	

(%)\* As a percentage of the total number of employees at the same job level in Other Financial Sectors.

(%)\*\* As a percentage of the total number of employees recruited in Other Financial Sectors. Total percentage may not equal 100% due to rounding.

△ Other sources include employees transferred from overseas head office.

# Total number of employees in Other Financial Sectors excluding 2 440 other supporting staff.

Table AI: Number of Recruits of Other Financial Sectors in the Past Twelve Months by Geographic Origin

<u>Geographic Origin</u>	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>		<u>Total (%)**</u>	
(a) Hong Kong	472	(5.3)	1 367	(9.6)	1 043	(12.4)	<b>2 882</b>	<b>(92.1)</b>
(b) The mainland of China	9	(0.1)	69	(0.5)	24	(0.3)	<b>102</b>	<b>(3.3)</b>
(c) Other parts of Asia	2	(<0.1)	6	(<0.1)	12	(0.1)	<b>20</b>	<b>(0.6)</b>
(d) Europe	-	(0.0)	124	(0.9)	-	(0.0)	<b>124</b>	<b>(4.0)</b>
(e) United States of America	-	(0.0)	-	(0.0)	-	(0.0)	-	<b>(0.0)</b>
(f) Other places <sup>△</sup>	-	(0.0)	-	(0.0)	-	(0.0)	-	<b>(0.0)</b>
(g) Geographic origins unspecified	-	(0.0)	-	(0.0)	-	(0.0)	-	<b>(0.0)</b>
<b>Total</b>	<b>483</b>	<b>(5.5)</b>	<b>1 566</b>	<b>(11.0)</b>	<b>1 079</b>	<b>(12.8)</b>	<b>3 128</b>	<b>(100)</b>
Total Number of Employees at the Same Job Level in Other Financial Sectors	8 858		14 205		8 403		31 466#	

(%)\* As a percentage of the total number of employees at the same job level in Other Financial Sectors.

(%)\*\* As a percentage of the total number of employees recruited in Other Financial Sectors. Total percentage may not equal 100% due to rounding.

△ Other places include Australia and other countries.

# Total number of employees in Other Financial Sectors excluding 2 440 other supporting staff.

2.43 As shown in Table W in paragraph 2.41, the number of employees recruited was larger than the number of employees who had left the companies in the industry in the twelve months prior to the survey. The staff turnover rate of each sector is summarized as follows:

	<u>Banking Sector</u>	<u>Securities and Asset Management Sector</u>	<u>Other Financial Sectors</u>	<u>Banking and Finance Industry</u>
Staff Turnover Rate	15.3%	8.8%	9.8%	13.2%

The staff turnover rate of the Banking Sector was the highest among the three sectors. As shown in Table X in paragraph 2.42, 9.1% of employees in the industry changed their jobs to non-banking/finance/insurance business. Furthermore, those who had left the industry because of emigration, repatriation, relocation of workplace, retirement, pursuing further studies and retrenchment (a total of 14.0%) might not join the industry again. Therefore, the banking and finance industry has to continue to train up sufficient manpower with appropriate job skills for the replacement of those leaving the industry.

**Number of Internal Promotions**  
(Appendix 5 – Table 7)

2.44 There were 3 666 employees promoted internally at the three job levels of banking and financial institutions. The distribution of internal promotions by branch and by job level is summarized in Table AJ.

Table AJ: Distribution of Internal Promotions by Branch and by Job Level

	<u>Branch</u>	<u>Number of Employees</u>						
		<u>From Supervisor / Officer to Manager (%)*</u>		<u>From Clerk to Supervisor/ Officer (%)*</u>		<u>From Others to Clerk (%)*</u>		<u>Total (%)**</u>
1.	BANKS	1 007	(30.8)	2 101	(64.3)	158	(4.8)	<b>3 266</b> <b>(89.1)</b>
2.	DTCS	7	(63.6)	4	(36.4)	-	(0.0)	<b>11</b> <b>(0.3)</b>
3.	INVEST COS	21	(40.4)	31	(59.6)	-	(0.0)	<b>52</b> <b>(1.4)</b>
4.	PL COS	24	(45.3)	29	(54.7)	-	(0.0)	<b>53</b> <b>(1.4)</b>
5.	SECURITIES	15	(53.6)	13	(46.4)	-	(0.0)	<b>28</b> <b>(0.8)</b>
6.	C DEALERS	10	(41.7)	14	(58.3)	-	(0.0)	<b>24</b> <b>(0.7)</b>
7.	C EXCHANGES	-	(0.0)	-	(0.0)	-	(0.0)	<b>-</b> <b>(0.0)</b>
8.	M CHANGERS	2	(100)	-	(0.0)	-	(0.0)	<b>2</b> <b>(0.1)</b>
9.	ASSET COS	52	(70.2)	22	(29.7)	-	(0.0)	<b>74</b> <b>(2.0)</b>
10.	OF COS	74	(47.4)	82	(52.6)	-	(0.0)	<b>156</b> <b>(4.3)</b>
<b>Total (%)**</b>		<b>1 212</b>	<b>(33.1)</b>	<b>2 296</b>	<b>(62.6)</b>	<b>158</b>	<b>(4.3)</b>	<b>3 666</b> <b>(100)</b>

(%)\* As a percentage of the total number of internal promotions in the branch.

(%)\*\* As a percentage of the total number of internal promotions in the banking and finance industry. Total percentage may not equal 100% due to rounding.

2.45 There were 3 666 (2.3% of the 160 660 persons engaged) personnel promoted within banking and finance establishments in the industry. The numbers of internal promotions from various job levels are summarized in Table AK below. It indicated that employees at the supervisory/ officer level had a relatively higher percentage to be promoted to managerial level. Generally speaking, employers preferred to fill managerial positions through promotion within the company. Survey result revealed that 26.2% of the managerial positions were taken up by supervisors via internal promotions. For details, please refer to Table 7 of Appendix 5.

Table AK: Distribution of Internal Promotions among Job Levels

<u>Job Level</u>	<u>Number of Internal Promotions</u>	<u>Total Number of Recruits*</u>	<u>Percentage of Number of Internal Promotions to Total Number of Recruits</u>
From Supervisor/ Officer to Manager	1 212	4 633	<b>26.2%</b>
From Clerk to Supervisor/ Officer	2 296	11 169	<b>20.6%</b>
From Others to Clerk	158	8 919	<b>1.8%</b>
<b>Total</b>	<b>3 666</b>	<b>24 721</b>	<b>14.8%</b>

\* The total number of recruits is equal to the summation of the number of internal promotions and the number of employees recruited as shown in Table V.

**Part-time Employees Employed in the Banking and Finance Industry**  
*(Appendix 5 – Table 8)*

2.46 Table AL shows the part-time employees’ statistics in January 2017 and January 2015. In the 2017 Survey, 2 281 part-time employees or 1.5% of 153 988 full-time employees were employed in the banking and finance industry to help full-time employees provide the community with financial services. This might reflect the fact that the industry did not heavily rely on part-time staff to assist full-time employees to carry out business activities of banking and financial institutions.

Table AL: Comparison of Part-time Employees in January 2015 and January 2017

<u>Job level</u>	<u>January 2015</u>		<u>January 2017</u>		<u>Changes of Part-Time Employees Increase/ (Decrease)</u>
	<u>Full-time Employees</u>	<u>Part-time Employees</u>	<u>Full-time Employees</u>	<u>Part-time Employees</u>	
Managerial	41 843	25	47 999	71	46
Supervisory /Officer	61 170	603	65 053	145	(458)
Clerical	40 757	1 338	40 936	2 065	727
<b>Total</b>	<b>143 770</b>	<b>1 966</b>	<b>153 988</b>	<b>2 281</b>	<b>315</b>

**Number of Staff to be Recruited in the Next 24 Months  
by Type of Education Level**  
(Appendix 5 – Table 9)

2.47 In the 2017 Survey, employers were requested to estimate the number of staff to be recruited in the next 24 months by type of education level. Table AM shows the details. However, as a certain number of respondents did not provide such an estimation, readers of this report should be mindful of this when they interpret the findings in Table AM.

Table AM: Number of Staff to be Recruited in the Next 24 Months  
by Type of Education Level

<u>Source</u>	<u>Managerial (%)*</u>	<u>Supervisory/ Officer (%)*</u>	<u>Clerical (%)*</u>	<u>Total (%)**</u>
(a) Graduate of University Degree or Above	1 471 (99.7)	1 468 (59.7)	98 (4.3)	<b>3 037</b> <b>(48.7)</b>
(b) Sub-degree Holder (HD/AD/D/HC/C or equivalent)	4 (0.3)	894 (36.4)	1 405 (61.0)	<b>2 303</b> <b>(36.9)</b>
(c) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary 5	- (0.0)	95 (3.9)	763 (33.1)	<b>858</b> <b>(13.8)</b>
(d) Unspecified	- (0.0)	- (0.0)	36 (1.6)	<b>36</b> <b>(0.6)</b>
<b>Total**</b>	<b>1 475</b> <b>(23.7)</b>	<b>2 457</b> <b>(39.4)</b>	<b>2 302</b> <b>(36.9)</b>	<b>6 234</b> <b>(100)</b>

\* As a percentage of the total number of staff to be recruited in the job level.

\*\* As a percentage of the total number of staff to be recruited. Total percentage may not equal 100% due to rounding.

**Number of Staff to be Recruited in the Next 24 Months  
that are Required to Obtain Professional Qualifications**  
(Appendix 5 – Table 9)

2.48 For the 6 234 staff to be recruited in the next 24 months as stated in 2.47, employers indicated that 2 237 of them would be required to obtain professional qualifications related to the banking and finance industry, e.g. members of the Hong Kong Institute of Bankers (HKIB), the Hong Kong Securities and Investment Institute (HKSI) and the Institute of Financial Planners of Hong Kong (IFPHK), etc. The details are shown in Table AN.

Table AN: Number of Staff to be Recruited in the Next 24 Months  
that are Required to Obtain Professional Qualifications

<u>Job Level</u>	<u>Number of Staff that are Required to Obtain Professional Qualifications (%)*</u>	<u>Total Number of Staff to be Recruited in the Next 24 Months</u>
Managerial	1 086 (73.6)	1 475
Supervisory/ Officer	936 (38.1)	2 457
Clerical	215 (9.3)	2 302
<b>Total</b> <b>(%)**</b>	<b>2 237</b> <b>(35.9)</b>	<b>6 234</b>

\* As a percentage of the total number of staff to be recruited in the job level.



## Recruitment Difficulties

(Appendix 5 – Tables 10 to 11, Tables 11.1 to 11.10)

2.49 The 2017 Survey revealed that some employers in the industry had encountered recruitment difficulties in the twelve months prior to the fieldwork of the survey. Table AO shows that 1.4% of the establishments experienced difficulties in recruiting managerial staff, whereas for supervisory staff/ officer and clerical staff, the percentage was 3.6% and 3.1% respectively.

Table AO : Number of Establishments that Encountered Recruitment Difficulties in the Past Twelve Months

<u>Recruitment Difficulties</u>	<u>Number of Establishments</u>					
	<u>Managerial (%)*</u>		<u>Supervisory/ Officer (%)*</u>		<u>Clerical (%)*</u>	
Yes	81	(1.4)	208	(3.6)	177	(3.1)
No	585	(10.1)	890	(15.4)	550	(9.5)
Have not recruited or tried to recruit	4 593	(79.6)	4 161	(72.1)	4 532	(78.5)
Unspecified/Refusal Cases	513	(8.9)	513	(8.9)	513	(8.9)
<b>Total**</b>	<b>5 772</b>	<b>(100)</b>	<b>5 772</b>	<b>(100)</b>	<b>5 772</b>	<b>(100)</b>

\* As a percentage of the total number of establishments at the same job level.

\*\* Total percentage may not equal 100% due to rounding.

2.50 The 2017 Survey revealed that the main reasons of recruitment difficulties were “lack of candidates with relevant experience and training” and “working conditions/remuneration package could not meet recruits’ expectations”. The ratios of these two reasons to the total figure were 37.8% and 35.9% respectively. It should be noted that following the development of new products and financial services in the industry, employees should endeavour to equip themselves with updated product knowledge and upgrade their job skills to catch up with the needs of the rapidly changing business environment. Table AP shows the reasons of recruitment difficulties and their respective percentages.

Table AP: Reasons of Recruitment Difficulties in the Past Twelve Months

<u>Reason</u>	<u>Number of Establishments</u>			
	<u>Managerial (%)*</u>	<u>Supervisory/ Officer (%)*</u>	<u>Clerical (%)*</u>	<u>Total (%)**</u>
General labour shortage in Hong Kong	17 (12.4)	35 (9.9)	59 (24.5)	<b>111 (15.2)</b>
Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions	- (0.0)	6 (1.7)	2 (0.8)	<b>8 (1.1)</b>
Lack of candidates with relevant experience and training	69 (50.4)	162 (46.0)	45 (18.7)	<b>276 (37.8)</b>
Working conditions/remuneration package could not meet recruits’ expectations	51 (37.2)	109 (31.0)	102 (42.3)	<b>262 (35.9)</b>
Other reasons#	- (0.0)	40 (11.4)	33 (13.7)	<b>73 (10.0)</b>
<b>Total</b>	<b>137 (100)</b>	<b>352 (100)</b>	<b>241 (100)</b>	<b>730 (100)</b>

(%)\* As a percentage of the total number at the same job level.

(%)\*\* As a percentage of the total number in the industry. Total percentage may not equal 100% due to rounding.

# Other reasons include “lack of candidates with relevant knowledge”, “lack of candidates with positive working attitude”, etc.

**Number of Hong Kong Employees  
Having to Work in the Mainland**  
(Appendix 5 – Table 12)

2.51 The 2017 Survey revealed that 1 653 employees had to work in the Mainland during the survey period. Of these, 285 (17.2%) were on stationed basis and 1 368 (82.8%) were on travelling basis. The number of employees who had to work in the Mainland in January 2017 and the estimated number of employees who would work in the Mainland in January 2019 are summarized in Table AQ.

Table AQ: Number of Hong Kong Employees Having to Work  
in the Mainland in January 2017 and January 2019

<u>Working Mode</u>	<u>Number of Employees</u>		
	January 2017 <u>(%)*</u>	January 2019 <u>(%)*</u>	Forecasted Growth (%)**
Stationed Basis	285 (17.2)	253 (18.2)	-32 (-11.2)
Travelling Basis	1 368 (82.8)	1 139 (81.8)	-229 (-16.7)
<b>Total</b>	<b>1 653 (100)</b>	<b>1 392 (100)</b>	<b>-261 (-15.8)</b>

(%)\* As a percentage of the total number of employees (in two working modes) having to work in the Mainland. Total percentage may not equal 100% due to rounding.

(%)\*\* The forecasted growth rate is derived by using January 2017 as the base.

2.52 The 2017 Survey revealed that the number of employees who had to work in the Mainland has increased in the past two years. The comparison of the number of Hong Kong employees who had to work in the Mainland in January 2015 and January 2017 is summarized in Table AR.

Table AR: Comparison of the Number of Hong Kong Employees  
Having to Work in the Mainland in January 2015 and January 2017

<u>Working Mode</u>	<u>Number of Employees</u>		
	January 2015	January 2017	Changes Increase (Decrease)
Stationed Basis	468	285	(183)
	33.1%	17.2%	(39.1%)
Travelling Basis	944	1 368	424
	66.9%	82.8%	44.9%
<b>Total</b>	<b>1 412</b>	<b>1 653</b>	<b>241</b>
	<b>100%</b>	<b>100%</b>	<b>17.1%</b>

2.53 As shown in Table AR, the number of Hong Kong employees who had to station in the Mainland for operational needs has decreased by 183 persons, representing a decrease of 39.1% when compared with 468 persons reported in 2015. During the same period, the number of Hong Kong employees who participated in operations in the Mainland on travelling basis has increased by 424 persons, or 44.9 of the 944 persons reported in 2015. Normally, the banking and finance personnel on travelling basis were to support companies' operations in the Mainland.

**Effects of Mainland Operations  
on Hong Kong Employees**  
(Appendix 5 – Table 13)

2.54 The 2017 Survey showed that 14 additional employees were to be recruited to handle Mainland operations. In addition, employers reported that one employee had to be trained for the purpose of handling operations in the Mainland. The statistics in January 2017 and the estimated figures for January 2019 are summarized in Table AS below.

Table AS: Effects of Mainland Operations on Hong Kong Employees  
in January 2017 and January 2019

<u>Effects</u>	<u>Number of Employees</u>			<u>Forecasted Growth (%)*</u>
	<u>January 2017</u>	<u>January 2019</u>		
(a) Additional employees need to be recruited <sup>#</sup>	14	30	16	(114.3%)
<i>Of those reported in (a), the number of additional employees to be recruited as a result of Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII”.</i>	-	18	18	-
(b) /Number of existing employees to be trained for Mainland operations	1	17	16	(1 600%)

(%)\* The forecasted growth rate is derived by using January 2017 as the base.

# As a certain number of respondents did not provide data for this part, readers of this report should exercise due care when they interpret the findings in Table AS.

2.55 The comparison of the effects of Mainland operations on Hong Kong employees in January 2015 and January 2017 is summarized in Table AT.

Table AT: Comparison of Effects of Mainland Operations on Hong Kong Employees in January 2015 and January 2017

<u>Effects</u>	<u>Number of Employees</u>		
	<u>January 2015</u>	<u>January 2017</u>	<u>Changes Increase (Decrease)</u>
Additional employees need to be recruited	12	14	2 16.7%
Number of existing employees to be trained for Mainland operations	150	1	-149 -99.3%

2.56 The 2017 Survey showed that Hong Kong companies were required to recruit additional employees to cope with their Mainland operations. On the other hand, the number of employees required to be trained for Mainland operations reported by employers has decreased by 149 persons when compared with the figure in 2015.

**Estimated Percentage of Training Provided by  
External Course Providers in the Next Twelve Months**

*(Appendix 5 – Table 14)*

2.57 The 2017 Survey revealed that some establishments would sponsor their employees to take part in training programmes provided by external course providers in the next twelve months. Detailed figures are shown in Table AU. Generally speaking, the number of establishments fully relied on training programmes provided by external course providers is less than the number of establishments sourcing out only part of their staff training function to external course providers. It should be noted that for establishments which did not sponsor employees to attend external training programmes might or might not provide their employees with in-house training as this survey did not ask for this piece of information.

Table AU: Estimated Percentage of Training Provided by  
External Course Providers in the Next Twelve Months

<u>Job Level</u>	<u>Number of Establishments</u>					
	<u>0%</u>	<u>&gt;0%-24%</u>	<u>&gt;24%-49%</u>	<u>&gt;49%-74%</u>	<u>&gt;74%&lt;100%</u>	<u>100%</u>
Managerial	1 792	153	97	72	106	490
Supervisory/ Officer	2 847	194	85	72	94	718
Clerical	2 242	146	45	85	87	365

**Comparison of Training Expenses of the Previous Year  
and Training Budget for the Next Year**

*(Appendix 5 – Tables 15 to 16)*

2.58 For in-house training, the 2017 Survey revealed that 4 929 (85.4% of 5 772) establishments had maintained their staff training expenses more or less the same in 2016 when compared with the figure in 2015. 151 (2.6% of 5 772) establishments reported that they had increased their staff training expenses in 2016. For external training, the result revealed that 4 859 (84.2% of 5 772) establishments had maintained their staff training expenses more or less the same in 2016 when compared with 2015 while 205 (3.6% of 5 772) establishments reported that they had increased their staff training expenses in 2016. Details of the changes are summarized in Table AV.

Table AV: Comparison of Training Expenses  
in 2015 and 2016

Training Expenses of 2015 vs 2016	In-house Training		External Training	
	Number of Establishments	(Percentage)	Number of Establishments	(Percentage)
No Change	4 929	(85.4)	4 859	(84.2)
Increase by				
>50%	1	(<0.1)	27	(0.5)
>20% - 50%	30	(0.5)	34	(0.6)
>10% - 20%	29	(0.5)	27	(0.5)
5% -10%	58	(1.0)	105	(1.8)
<5%	33	(0.6)	12	(0.2)
<b>Sub-total</b>	<b>151</b>	<b>(2.6)</b>	<b>205</b>	<b>(3.6)</b>
Decrease by				
>50%	1	(<0.1)	16	(0.3)
>20% - 50%	2	(<0.1)	2	(<0.1)
>10% – 20%	13	(0.2)	12	(0.2)
5% -10%	-	(0.0)	1	(<0.1)
<5%	-	(0.0)	-	(0.0)
<b>Sub-total</b>	<b>16</b>	<b>(0.3)</b>	<b>31</b>	<b>(0.5)</b>
Unspecified/Refusal Cases	676	(11.7)	677	(11.7)
<b>Total</b>	<b>5 772</b>	<b>(100)</b>	<b>5 772</b>	<b>(100)</b>

Remarks: Total percentage may not equal 100% due to rounding.

2.59 With regard to the in-house training budget for 2017, survey findings showed that 85.7% of 5 772 establishments (4 947) had planned to maintain the same training budget for 2017 when compared with the expenses in 2016. For the budget of external training, 84.8% of 5 772 establishments (4 896) had planned to maintain the same training budget for 2017 when compared with the expenses in 2016. Table AW shows the statistics reflected by the 2017 Survey.

Table AW: Comparison of Training Budget for 2017 with Training Expenses in 2016

<u>Training Budget for 2017 vs Training Expenses in 2016</u>	<u>In-house Training</u>		<u>External Training</u>	
	<u>Number of Establishments</u>	<u>(Percentage)</u>	<u>Number of Establishments</u>	<u>(Percentage)</u>
No Change	4 947	(85.7)	4 896	(84.8)
Increase by				
>50%	5	(0.1)	14	(0.2)
>20% - 50%	15	(0.3)	30	(0.5)
>10% - 20%	35	(0.6)	30	(0.5)
5% -10%	65	(1.1)	111	(1.9)
<5%	23	(0.4)	8	(0.1)
<b>Sub-total</b>	<b>143</b>	<b>(2.5)</b>	<b>193</b>	<b>(3.3)</b>
Decrease by				
>50%	4	(0.1)	5	(0.1)
>20% - 50%	-	(0.0)	2	(<0.1)
>10% - 20%	2	(<0.1)	-	(0.0)
5% -10%	-	(0.0)	-	(0.0)
<5%	-	(0.0)	-	(0.0)
<b>Sub-total</b>	<b>6</b>	<b>(0.1)</b>	<b>7</b>	<b>(0.1)</b>
Unspecified/Refusal Cases	676	(11.7)	676	(11.7)
<b>Total</b>	<b>5 772</b>	<b>(100)</b>	<b>5 772</b>	<b>(100)</b>

Remarks: Total percentage may not equal 100% due to rounding.

2.60 143 (2.5% of 5 772) and 193 (3.3% of 5 772) establishments indicated that they would increase their in-house and external training budget respectively at various ranges for 2017. As mentioned previously, Over 84.0% establishments would not deduct their staff training expenses. Obviously, the training function is important in manpower development and employers in the banking and finance industry are willing to continue investing in training and development programmes for their employees.



## **Types/Topics of Training for Manpower Development**

*(Appendix 5 – Table 17)*

2.61 In the 2017 Survey, employers were asked to give ideas on the training types/ topics which were important to the manpower development in the banking and finance industry. The top five types/ topics of training mostly chosen by respondents for various job levels in the industry are summarized in Tables AX to AZ, whereas the top five types/ topics of training mostly chosen by respondents by sector and by job level are summarized in Tables AAA to AAI.

### Table AX: Types/ Topics of Training for Managerial Staff

1. Compliance of Various Ordinances
2. Anti-Money Laundering Compliance
3. Risk Management
4. Fund Management
5. Securities & Futures Regulation

### Table AY: Types/ Topics of Training for Supervisory Staff/ Officer

1. Anti-Money Laundering Compliance
2. Financial Markets Operations
3. Compliance of Various Ordinances
4. Securities & Futures Regulation
5. Communication Skills

### Table AZ: Types/ Topics of Training for Clerical Staff

1. Anti-Money Laundering Compliance
2. Information Systems Application Skills
3. Putonghua
4. Anti-Corruption Regulations
5. Communication Skills

I: Types/ Topics of Training for the Banking Sector

Table AAA: Types/ Topics of Training for  
Managerial Staff

1. Risk Management
2. Anti-Money Laundering Compliance
3. Compliance of Various Ordinances
4. Strategic Management
5. Principles & Practice of Management

Table AAB: Types/ Topics of Training for  
Supervisory Staff/ Officer

1. Anti-Money Laundering Compliance
2. Corporate Finance
3. Trade Finance
- 4.1 Compliance of Various Ordinances
- 4.2 Securities & Futures Regulation

Table AAC: Types/ Topics of Training for  
Clerical Staff

1. Anti-Money Laundering Compliance
2. Information Systems Application Skills
3. Marketing/Selling Skills
4. Communication Skills
- 5.1 Securities & Futures Regulation
- 5.2 Financial Markets Operations

## II: Types/ Topics of Training for the Securities and Asset Management Sector

### Table AAD: Types/ Topics of Training for Managerial Staff

1. Anti-Money Laundering Compliance
2. Compliance of Various Ordinances
3. Securities & Futures Regulation
4. Risk Management
5. Fund Management

### Table AAE: Types/ Topics of Training for Supervisory Staff/ Officer

1. Anti-Money Laundering Compliance
2. Compliance of Various Ordinances
3. Securities & Futures Regulation
4. Financial Markets Operations
5. Financial Risk Management

### Table AAF: Types/ Topics of Training for Clerical Staff

1. Anti-Money Laundering Compliance
2. Securities & Futures Regulation
3. Anti-Corruption Regulations
4. Securities Analysis
5. Financial Markets Operations

### III: Types/ Topics of Training for Other Financial Sectors

#### Table AAG: Types/ Topics of Training for Managerial Staff

1. Compliance of Various Ordinances
2. Anti-Money Laundering Compliance
3. Risk Management
4. Strategic Management
5. Marketing Management

#### Table AAH: Types/ Topics of Training for Supervisory Staff/ Officer

1. Anti-Money Laundering Compliance
2. Communication Skills
3. Financial Markets Operations
4. Compliance of Various Ordinances
5. Risk Management

#### Table AAI: Types/ Topics of Training for Clerical Staff

1. Anti-Money Laundering Compliance
  - 2.1 Skills in Differentiating Bank Notes
  - 2.2 Putonghua
4. Information Systems Application Skills
  - 5.1 Spoken English
  - 5.2 Communication Skills

2.62 Generally speaking, Compliance of Various Ordinances and Anti-Money Laundering Compliance are important training types/topics for managerial staff. On the other hand, training types/topics like Anti-Money Laundering Compliance, Financial Markets Operations, Compliance of Various Ordinances, Information Systems Application Skills and Language Skills, etc. are crucial to supervisors/ officers and clerks.

**Incentives to Encourage Employers  
to Provide Training to Their Employees**

*(Appendix 5 – Table 18)*

2.63 In the 2017 Survey, employers were requested to suggest means to encourage establishments to provide their employees with training. Survey findings showed that “reimbursement of course fees to employers”, “provision of subsidy to employers” and “government loan/grant to employers” were the major incentives to encourage employers to invest in staff training function. The percentages of the number of establishments that suggested the above three means were 39.8%, 41.2% and 27.1% respectively.

## Forecast of Additional Manpower in the Next 24 Months

2.64 In the 2017 Survey, employers were requested to forecast their manpower in the next 24 months taking into consideration their expectation of the business trend and the future economic development. Table AAJ below shows the forecast of manpower demand in the next 24 months by sector whereas the forecast of additional manpower in the next 24 months for the three major job levels reported by employers is given in Table AAK. For details, please refer to Table G in paragraph 2.29.

Table AAJ: Employers' Forecast of Manpower Demand  
by January 2019 by Sector

<u>Sector</u>	<u>Manpower Demand in January 2017</u>	<u>Forecasted Manpower Demand by January 2019</u>	<u>Manpower Growth (%)*</u>
Banking Sector	103 442	104 595	1 153 (1.1)
Securities and Asset Management Sector	25 712	25 758	46 (0.2)
Other Financial Sectors	34 441	34 658	217 (0.6)
<b>Total</b>	<b>163 595</b>	<b>165 011</b>	<b>1 416 (0.9)</b>

(%)\* As a percentage of forecasted manpower growth using January 2017 as the base.

\*Sector Definition:

Banking Sector = Branch 1 BANKS and Branch 2 DTCS

Securities and Asset Management Sector = Branch 5 SECURITIES and Branch 9 ASSET COS

Other Financial Sectors = All branches except BANKS, DTCS, SECURITIES and ASSET COS

Table AAK: Employers' Forecast of Additional Manpower in the Next 24 Months

	<u>Manpower Demand # in January 2017</u>	<u>Forecast of Additional Manpower in the Next 24 Months (%)*</u>
<u>Banking Sector</u>		
Managerial	31 744	517 (1.6)
Supervisory/ Officer	41 025	468 (1.1)
Clerical	27 547	169 (0.6)
<u>Securities and Asset Management Sector</u>		
Managerial	8 124	6 (0.1)
Supervisory/ Officer	11 022	71 (0.6)
Clerical	5 448	-22 (-0.4)
<u>Other Financial Sectors</u>		
Managerial	9 036	38 (0.4)
Supervisory/ Officer	14 410	182 (1.3)
Clerical	8 550	-11 (-0.1)
<b><u>Total</u></b>		
<b>Managerial</b>	<b>48 904</b>	<b>561 (1.1)</b>
<b>Supervisory/ Officer</b>	<b>66 457</b>	<b>721 (1.1)</b>
<b>Clerical</b>	<b>41 545</b>	<b>136 (0.3)</b>

# Manpower demand is defined as the total number of employees plus vacancies in January 2017.

(%)\* As a percentage of the manpower demand in January 2017.

## Wastage

2.65 The term wastage is defined as those leaving the industry because of taking up insurance/non-banking/non-finance jobs or starting own non-finance business, emigration, relocation of workplace, repatriation, retirement, pursuing further studies and retrenchment.

## Projected Additional Manpower Requirements in the Next 24 Months

2.66 The projected manpower requirements for additional manpower and replacement for wastage in 2019 by job level and by sector are shown in Table AAL below:

Table AAL: Projected Additional Manpower Requirements for 2019

<u>Sector</u>	(a) <u>Manpower Demand in 2017</u>	(b) <u>Projected Manpower Demand in 2018#</u>	(c) <u>Wastage* Rate</u>	(d) = <u>[(a)+(b)]x(c)</u> <u>Replacement for Wastage</u>	(e) <u>Projected Additional Employees for 2019</u>	(f) = (d) + (e) <u>Projected Additional Manpower Requirements for 2019</u>
<u>Banking Sector</u>						
Managerial	31 744	32 001	2.5%	1 566	517	2 083
Supervisory/ Officer	41 025	41 258	5.0%	4 152	468	4 620
Clerical	27 547	27 631	6.4%	3 523	169	3 692
<u>Securities and Asset Management Sector</u>						
Managerial	8 124	8 127	1.1%	174	6	180
Supervisory/ Officer	11 022	11 057	1.5%	333	71	404
Clerical	5 448	5 437	2.4%	258	- 22	236
<u>Other Financial Sectors</u>						
Managerial	9 036	9 055	0.3%	62	38	100
Supervisory/ Officer	14 410	14 501	1.1%	325	182	507
Clerical	8 550	8 544	3.1%	530	- 11	519
<b><u>Total</u></b>						
<b>Managerial</b>	<b>48 904</b>	<b>49 183</b>	-	<b>1 802</b>	<b>561</b>	<b>2 363</b>
<b>Supervisory/ Officer</b>	<b>66 457</b>	<b>66 816</b>	-	<b>4 810</b>	<b>721</b>	<b>5 531</b>
<b>Clerical</b>	<b>41 545</b>	<b>41 612</b>	-	<b>4 311</b>	<b>136</b>	<b>4 447</b>

# Manpower demand in 2018 is projected according to the growth rates in Table G with the assumption that the annual growth rates are constant from 2017 to 2019.

\* The wastage rates are derived from Tables AA, AD and AG and assumed to be constant from 2017 to 2019.



## Manpower Projection by Using the Labour Market Analysis Method

2.67 Besides employers' forecast, the Labour Market Analysis Method (LMA) and the Adaptive Filtering Method (AFM) may also be adopted to project the manpower of the banking and finance industry for future years. A detailed description of the LMA is given in Appendix 7. The projected manpower requirements for 2018-2022 using the two methods are summarized as follows:

Table AAM: Projected Manpower for 2018-2022

Year	Actual	Projected (LMA)	Projected (AFM)	Projected (EF)
2017	163 595			
2018		164 599 (+0.6%*)	168 068 (+2.7%*)	
2019		167 111 (+1.5%**)	172 225 (+2.5%**)	165 011 (+0.9%*)
2020		169 301 (+1.3%**)	176 068 (+2.2%**)	
2021		171 208 (+1.1%**)	179 612 (+2.0%**)	
2022		172 864 (+1.0%**)	182 873 (+1.8%**)	
*	percentage change when compared with the manpower demand in 2017			
**	percentage change when compared with projected manpower in the previous year			
LMA	Labour Market Analysis			
AFM	Adaptive Filtering Method			
EF	Employers' forecast at the date of the survey			

2.68 The Adaptive Filtering Method uses historical manpower data to project manpower requirements for future years. This method does not take into account qualitative factors which may have impacts on manpower. Both LMA and AFM methods show an increasing manpower trend for 2018-2022 while the forecast manpower growth projected by employers in the 2017 Survey was 0.9% that the additional manpower for the industry by 2019 are 1 416 employees. The LMA approach has the advantage of objectivity and allows interim manpower projection updates when economic indicators become available. The AFM approach is based on historical pattern in manpower series to extrapolate the future, assuming all other variables remain unchanged whereas employers' forecast is based on personal guess and industry experience of respondents who predicted a very mild growth by 2019. In previous surveys, the LMA approach was used to project the manpower requirements for the industry except the 2009 Survey that employers' forecast was adopted due to uncertainty in operations in the financial markets and other unknown external factors, especially after the financial tsunami and as such statistical modeling approach failed to capture the manpower trend. The projected additional manpower requirements derived from the LMA method is summarized in Table AAN below.

Table AAN: Projected Additional Manpower Requirements for 2019 (LMA Approach)

<u>Job Level</u>	<u>Manpower Demand in 2017</u> (a)	<u>Manpower Projection for 2018 (LMA Approach)*</u> (b)	<u>Manpower Projection for 2019 (LMA Approach)*</u> (c)	<u>Projected Additional Employees for 2019</u> (d)=(c)-(a)	<u>Replacement for Wastage</u> (e)=[(a)+(b)]x@	<u>Projected Additional Manpower Requirements for 2019</u> (f)=(d)+(e)
Managerial	48 904	49 176	49 926	1 022	1 765	2 787
Supervisory/ Officer	66 457	66 648	67 665	1 208	4 392	5 600
Clerical	41 545	41 940	42 580	1 035	3 506	4 541
<b>Total</b>	<b>156 906</b>	<b>157 764</b>	<b>160 171</b>	<b>3 265</b>	<b>9 663</b>	<b>12 928</b>

\* The projected number of employees at the three major job levels are derived from the projected manpower demand in 2018 and 2019 under the LMA Method (paragraph 2.67) and the ratio of manpower structure (paragraph 2.3).

^ Total number of projected manpower for 2018 (164 599) excluding 6 835 other supporting staff.

# Total number of projected manpower for 2019 (167 111) excluding 6 940 other supporting staff.

@ The wastage rates (1.8% for managerial level; 3.3% for supervisory/officer level; 4.2% for clerical level) are derived from Table X and assumed to be constant from 2017 to 2019.

## Manpower Supply and Demand

### Demand for Banking and Finance Personnel

2.69 In accordance with the projected additional manpower requirements for 2019 listed in Table AAN in the preceding paragraph, the industry needs additional employees to take up 2 787 managerial positions, 5 600 supervisory/officer positions and 4 541 clerical positions. Regarding the analysis of the minimum education requirement of employees as shown in Table H in paragraph 2.31, the industry needs 4 778 (1 775 + 2 744 + 259) persons who possess a university degree or above education level to take up positions of the above three job levels. In addition, the industry needs to recruit 2 029 (181 + 1 103 + 745) persons who possess sub-degree qualification to take up positions of the above three job levels. It should be noted that some employers did not indicate the minimum education requirement for some principal jobs and the percentages of principal jobs without specifying the minimum education requirement for three job levels were 29.8%, 27.8% and 30.8% respectively. Users of the survey findings should note that the manpower demand for university degree and sub-degree holders in the industry might be higher than 4 778 persons and 2 029 persons as revealed by the 2017 Survey. In addition, readers of this report should exercise due care when they study the projected manpower figure using the LMA approach because of the high volatility of the financial market and the uncertainties of the outlook of the global economy.

## Supply of Banking and Finance Personnel

2.70 Based on the information provided by the University Grants Committee of Hong Kong (UGC), the Vocational Training Council, and course providers\* running banking and finance related courses, the planned number of graduates in banking and finance and related disciplines is summed up in Table AAO below:

Table AAO: Supply of Graduates of Banking and Finance and Related Disciplines

	<u>Estimated Number of Graduates in 2017/18</u>	<u>Estimated Number of Graduates in 2018/19</u>
Degree**	3 362 <sup>^</sup>	3 295 <sup>^</sup>
Sub-degree	473 <sup>#</sup>	283 <sup>#</sup>

\* The Training Board wrote to course providers requesting for their estimated number of degree and sub-degree graduates in 2017/18 and 2018/19. The figure does not represent the total manpower supply in the industry as overseas graduates are not included and only 41.4% of the course providers replied. The estimated number of graduates reported by these course providers has been included in the figures as shown in Table AAM. Users of the survey findings should note that the data collected might not be comprehensive.

\*\* Include banking and finance and related programmes such as business administration, sales and marketing, etc.

<sup>^</sup> According to the information provided by the University Grants Committee of Hong Kong (UGC), the estimated number of graduates with degree qualifications in business related discipline would be 4 857 and 4 846 in 2017/2018 and 2018/2019 respectively.

<sup>#</sup> Readers should note that not all sub-degree graduates would enter the job market immediately after graduation. Quite a number of those graduates would opt for further study.

2.71 The manpower demand for local graduates of banking and finance and related disciplines in the next 24 months is presented below:

Table AAP: Demand for Local Graduates of Banking and Finance and Related Disciplines in the Next 24 Months

	<u>Demand for Employees with Degree or Sub-degree Qualifications</u>
Degree	4 778
Sub-degree	2 029
<b>Total</b>	<b>6 807</b>

2.72 It appears from Table AAO that the supply of local graduates of banking and finance and related disciplines from tertiary institutions in the next 24 months should be able to meet the demand. Nevertheless, it should be noted that the projected additional manpower requirements for 2019 as shown in Table AAN are 12 928. It is expected that the manpower demand at managerial and supervisory/ officer levels could be met by internal promotions, recruitment from other trades and fresh graduates, etc. As for clerical positions, the additional demand of 4 541 is only a small fraction of around 61 000 secondary school leavers every year. It is believed that there should be adequate manpower supply to meet the additional demand in the industry.

## SECTION III

### RECOMMENDATIONS

#### **Utilization of the 2017 Manpower Survey Report**

3.1 The 2017 Manpower Survey Report was compiled with the aim of providing users with information on the manpower situation and training needs of in-service personnel in the banking and finance industry. Readers are advised to take note that after the fieldwork of the survey, there would probably be changes in the business environment which might have significant effects on the manpower supply and demand situation in the industry. Users are advised to be cautious when quoting the survey findings as reference materials.

#### **Survey Findings and Business Outlook**

3.2 According to the latest Global Financial Centres Index (GFCI), which is widely quoted as a source for ranking financial centres, Hong Kong is one of the top five financial centres in the world. Because of Brexit and the US election, these events have had a significant impact on London and New York that these two cities fell 13 and 14 points respectively in the ratings. Assessments for other European centres fluctuated as people speculated about which centres might benefit from London leaving the EU. Hong Kong gained 7 points in the GFCI and it is also one of the ten most competitive cities as per the Global Competitiveness Index (2016-2017 edition). With its friendly business environment, low taxation and a trusted legal system, about 70 of the largest 100 banks in the world have chosen to have an operation in Hong Kong which makes it one of the highest concentrations of banking institutions in the world. On the other hand, because of the interest rate hike and the balance sheet normalisation by the Federal Reserve, investors do expect quantitative easing in reverse. Though estimates vary, most economists agree that balance sheet reduction will lead to generally higher rates. These issues could pose challenges for financial institutions in managing their funding and liquidity risks. Under the circumstances, the business outlook is difficult to predict which leads to the conservative projection of the 2017 manpower demand by respondents.

3.3 There is no deny that the banking and finance industry of Hong Kong is very well developed, highly sophisticated, trustworthy, and stable. Nevertheless, the challenge for Hong Kong is to evolve from one of the world's foremost financial hubs to become an innovative powerhouse. Obviously, financial technology (FinTech) is a major driving force. According to a report "Trends and Innovations in Financial Services", cyber-security is perceived as the single most significant area overall with big data analytics just behind. Major financial institutions all over the world are currently developing their offering of mobile payment systems but security is the number one concern. Banking and finance practitioners in Hong Kong needed to face the challenges to expedite the FinTech development while at the same time addressing the compliance issues due to the tightened regulatory requirements. Notwithstanding this, Hong Kong, as an international financial centre with a stable financial system as well as a regulatory system of international standard, could be fully capable of turning those challenges into opportunities. With the support of the Government formulating directive strategies and providing necessary resources to the

industry, a more conducive environment for advancing technology development could be created. In addition, Hong Kong already has an excellent information and communications technology infrastructure. The availability of skilled staff is of utmost important for the development of FinTech. Good people are the key to FinTech development. The government, financial organisations, and tertiary institutions should work together to nurture a professional workforce that can bring the industry to the next higher level. In addition to FinTech, compliance and asset management are important areas in the banking and finance industry. Under the Enhanced Competency Framework (ECF) led by the Hong Kong Monetary Authority, certification programmes will be introduced for various streams of professional work in the banking sector over the next few years, including anti-money laundering, counter-financing of terrorism, cybersecurity, credit risk management, risk management and compliance, treasury management, and retail wealth management. In this connection, it is expected that the demand for related CPD programmes will be significantly increased in coming years. Concerning the Belt and Road Initiative, Hong Kong plays a key role as a capital raising centre while it will also be benefited from the Bond Connect scheme that Chinese sovereign financial bodies and private commercial organisations can gain access to international capital.

3.4 Having analyzed the survey findings, the Training Board accepts that the findings have reflected the manpower and training situation of the banking and finance personnel in the surveyed establishments. As the establishments selected for the survey had sufficient representation of the industry, the Training Board recommends that the survey results could be used as a reference when employers formulate manpower training and development strategies for their employees.

3.5 The Training Board would also like to thank all members for their valuable views and comments on the analyses of manpower statistics of the 2017 Manpower Survey, business outlook of the banking and finance industry and the manpower training and development strategies for banking and finance personnel. Their views have been incorporated into relevant sections of the manpower survey report for public reference.

## **Future Surveys**

3.6 The Training Board considers that the current practice of conducting manpower surveys at a regular interval is useful in building a series of historical data for comparison and for projecting future manpower requirements. As Hong Kong's economy is changing rapidly, it is essential that the situation of manpower demand and supply situation be closely monitored to enable the Training Board to recommend measures to meet the training requirements of the banking and finance industry.

## **Impacts on Manpower Requirements**

3.7 Hong Kong is an important international financial centre. The global economic situation as well as the performance of the international financial markets, in particular the American, European and Mainland markets, have a significant impact on Hong Kong's economy given the close linkage of business and financial activities of Hong Kong with other financial centres.

3.8 It is not easy to estimate the effects of interest rate hike and the normalisation of the balance sheet by the Federal Reserve. It is equally difficult to speculate about the influence brought forth by Brexit. The potential effects of these incidents, together with the future growth of the economy of the Mainland will have impacts on the local manpower requirements with varying degrees.

3.9 Jobs related to compliance, Fintech, asset management, and those under the ECF etc are going to require more resources in terms of training and development. In a regulated industry, the competencies of staff have to be enhanced on a continuous basis so as to keep abreast of the latest development. Effective training is an investment of human resources of an organisation, with both immediate and long-term returns.

### **Manpower Training**

3.10 Employers play a vital role in attracting and retaining talents of the banking and finance industry by planning the career path of their employees. Employees will be better motivated if clear messages and specific guidelines on the route of training and development as well as the promotion path can be conveyed to them.

3.11 Employers are more than happy to recruit graduates with a certain amount of working experience and preferably relevant working experience so that employers do not need to spend much time to train. In this connection, there is room for training institutions and the industry to collaborate in such a way that practical and updated industry knowledge would be incorporated into the curricula. On the other hand, employers should seriously consider offering attachment opportunities for students. Industrial attachment programmes enable students to experience real-life workplace challenges through attachment to different organisations. The programme can facilitate students' transition from study to work by developing their team work spirit, problem solving abilities, practical skills, and appropriate work attitudes and value. Through the programme, employers can identify the right talent for future full-time employment and also source suitable candidates to meet the seasonal or part-time manpower needs.

3.12 To cope with the developing needs of the industry, it is vital for in-service practitioners to embark on a life-long learning philosophy. It is also of equal importance that employers recognise such a need and support their employees to undertake and participate in upgrading courses, training programmes, workshops and seminars for the acquisition of updated knowledge. Following the advancement in technology and the communication network, the banking and financial institutions have been continually developing new financial products and services to cater for the needs of the community. Moreover, employers are looking for graduates with good language skills and have a positive mindset with ambition. Education institutions and employers should work together so that students could be cultivated the right mindset as well as enhancing their language proficiency.

### **Training Programmes**

3.13 With regard to the mode of training, the Training Board recommends that in addition to the systematic in-house training programmes provided to their employees, employers should make good use of services provided by external training course providers. Apart from the Continuing Education Fund to support the lifelong learning process for

employees' self-development, employers indicated that means such as reimbursement of course fees to employers, provision of subsidy to employers and government loan/grant to employers would help encourage them to provide training to their employees. On the other hand, the Vocational Training Council also offers services to help employers organise their training schemes. For example, the New Technology Training Scheme provides financial assistance to local companies up to a maximum of 50% of the training cost for their employees to be trained in new technologies. The Scheme covers various types of training mode including overseas training courses or industrial attachment, local training courses, and tailor-made local training courses/ industrial attachments for individual companies.

3.14 As evidenced by the employers' suggestions on the training topics which are important to the manpower development in the banking and finance industry, a wide spectrum of training programmes should be provided to banking and finance personnel. The provision of training to employees not only upgrades the job knowledge and skills of employees, but also broadens and deepens the exposures of employees in different segments of the industry.

3.15 The top five types/ topics of training mostly chosen by respondents by job level for the Banking Sector and Securities & Asset Management Sector are recommended as follows:

I: Topics of Training for the Banking Sector

<u>Job Level</u>	<u>Topics of Training</u>
Managerial	<ol style="list-style-type: none"> <li>1. Risk Management</li> <li>2. Anti-Money Laundering Compliance</li> <li>3. Compliance of Various Ordinances</li> <li>4. Strategic Management</li> <li>5. Principles &amp; Practice of Management</li> </ol>
Supervisory / Officer	<ol style="list-style-type: none"> <li>1. Anti-Money Laundering Compliance</li> <li>2. Corporate Finance</li> <li>3. Trade Finance</li> <li>4.1 Compliance of Various Ordinances</li> <li>4.2 Securities &amp; Futures Regulation</li> </ol>
Clerical	<ol style="list-style-type: none"> <li>1. Anti-Money Laundering Compliance</li> <li>2. Information Systems Application Skills</li> <li>3. Marketing/Selling Skills</li> <li>4. Communication Skills</li> <li>5.1 Securities &amp; Futures Regulation</li> <li>5.2 Financial Markets Operations</li> </ol>



## II: Topics of Training for the Securities & Asset Management Sector

<u>Job Level</u>	<u>Topics of Training</u>
Managerial	<ol style="list-style-type: none"><li>1. Anti-Money Laundering Compliance</li><li>2. Compliance of Various Ordinances</li><li>3. Securities &amp; Futures Regulation</li><li>4. Risk Management</li><li>5. Fund Management</li></ol>
Supervisory/ Officer	<ol style="list-style-type: none"><li>1. Anti-Money Laundering Compliance</li><li>2. Compliance of Various Ordinances</li><li>3. Securities &amp; Futures Regulation</li><li>4. Financial Markets Operations</li><li>5. Financial Risk Management</li></ol>
Clerical	<ol style="list-style-type: none"><li>1. Anti-Money Laundering Compliance</li><li>2. Securities &amp; Futures Regulation</li><li>3. Anti-Corruption Regulations</li><li>4. Securities Analysis</li><li>5. Financial Markets Operations</li></ol>

3.16 In view of the fact that employers are very much concerned about topics like strategic and risk management, anti-money laundering compliance, updates on regulatory requirements and marketing/selling skills training for frontline staff, the Training Board recommends that training programmes on the above topics should be offered to banking and finance personnel to help them acquire the wanted attributes in order to provide customers with quality services.

3.17 Furthermore, same topics of training courses/programmes could be offered to banking and finance personnel at various job levels. Nevertheless, the depth of the training courses/programmes should be adjusted in accordance with the needs of target participants for training effectiveness.

Banking and Finance Training Board  
Membership List  
(as at 1.9.2017)

---

Chairman

Mr David KWOK Sek-chi

Members

Mr Gary CHEUNG

Mr Steve CHIU Siu-po

Ms Marianne CHUNG Lai-kuen

Mr Mark FAN Wai-man

Prof FONG Wai-ming

Mr Brian FUNG Wei-lung

Mr Ivan LAM Wai-hang

Mr Johnny LAU Ho-yin

Mr Anthony Ward RUSHTON

Dr Chris TSE Yue-hong

Ms Amy WONG Lai-wah

Chief Executive of Hong Kong Monetary Authority (or his representative)

Chief Executive of Hong Kong Exchanges and Clearing Limited (or his representative)

Chairman of Securities and Futures Commission (or his representative)

Executive Director of Vocational Training Council (or her representative)

Secretary

Mr William CHOW Wing-nin

Banking and Finance Training Board

Working Party on 2017 Manpower Survey  
of the Banking and Finance Industry  
Membership List

Convener

Mr David KWOK Sek-chi

Members

Prof FONG Wai-ming

Mr Brian FUNG Wei-lung

Mr Ivan LAM Wai-hang, Ivan

Mr Johnny LAU Ho-yin

Dr Chris TSE Yue-hong

Mr Esther WONG Kwong-oi

Ms Polly TAM Pui-lan

Secretary

Mr William CHOW Wing-nin

Banking and Finance Training Board

Terms of Reference

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council (the Council) the development of vocational and professional education and training (VPET) facilities to meet the assessed manpower demand.
4. To advise the Council on the strategic development and quality assurance of its programmes in the relevant disciplines.
5. To prescribe job specifications for the principal jobs in the industry defining the skills and knowledge and advise on relevant training programme specifying the time a trainee needs to spend on each skill element.
6. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
7. To advise on the conduct of skill competitions in key trades in the industry for the promotion of VPET as well as participation in international competitions.
8. To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of VPET in the industry.
9. To organise seminars/conferences/symposia on VPET for the industry.
10. To advise on the publicity relating to the activities of the Training Board and relevant VPET programmes of the Council.
11. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.
12. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

**The 2017 Manpower Survey of the Banking & Finance Industry  
Sampling Plan**

Branch	Employment Size of Establishments	Total No. of Establishments	Sample Size of Establishments	Percentage to Total No. of Establishments
#1. Licensed banks	1-19	22	22	100%
	20-49	34	34	100%
	50-99	22	22	100%
	100-499	41	41	100%
	500-999	9	9	100%
	1000 & Above	23	23	100%
	Sub-total	151	151	
#2. Restricted license banks	1-19	11	11	100%
	20-49	5	5	100%
	50-99	1	1	100%
	100-499	3	3	100%
	500-999	1	1	100%
	1000 & Above	1	1	100%
	Sub-total	22	22	
#3. Representative offices of foreign banks	1-19	48	48	100%
	Sub-total	48	48	
#4. Deposit-taking companies	1-19	11	11	100%
	20-49	3	3	100%
	50-99	1	1	100%
	100-499	1	1	100%
	Sub-total	16	16	
5. Investment & holding companies	1-19	994	99	10.0%
	20-49	29	10	35.0%
	50-99	12	12	100%
	100-499	3	3	100%
	Sub-total	1 038	124	
6. Personal loans and related companies	1-19	994	99	10.0%
	20-49	34	27	80.0%
	50-99	8	8	100%
	100-499	3	3	100%
	Sub-total	1 039	137	
7. Securities brokerage firms	1-19	459	55	12.0%
	20-49	73	26	35.0%
	50-99	18	18	100%
	100-499	15	15	100%
	Sub-total	565	114	
8. Commodity futures & precious metals brokers / dealers	1-19	184	85	46.0%
	20-49	24	22	90.0%
	50-99	5	5	100%
	Sub-total	213	112	
9. Stock, bullion & commodity exchanges and statutory bodies in the banking and finance industry	20-49	1	1	100%
	500-999	2	2	100%
	1000 & Above	2	2	100%
	Sub-total	5	5	
10. Money changers & foreign exchange brokers / dealers	1-19	863	104	12.0%
	20-49	11	11	100%
	50-99	6	6	100%
	100-499	1	1	100%
	Sub-total	881	122	
11. Investment advisory/ asset management companies	1-19	957	77	8.0%
	20-49	129	32	25.0%
	50-99	23	23	100%
	100-499	23	23	100%
	1000 & Above	2	2	100%
	Sub-total	1 134	157	

Branch	Employment Size of Establishments	Total No. of Establishments		Percentage to Total No. of Establishments
12. Other financial companies	1-19	3 269	82	3.0%
	20-49	91	14	15.0%
	50-99	21	21	100%
	100-499	22	22	100%
	500-999	5	5	100%
	1000 & Above	2	2	100%
	Sub-total	3 410	146	
Total		8 522	1 154	
# Establishments counted at company level (not at branch level).				

## Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處(行業合作)  
30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong  
香港九龍長沙灣長裕街10號億京廣場2期30樓  
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號 BF/4/2 (2017)

Your Reference 來函檔號



Dear Sir/Madam,

### The 2017 Manpower Survey of the Banking and Finance Industry

I am writing to solicit your cooperation in the 2017 Manpower Survey conducted by the Banking and Finance Industry Training Board of the Vocational Training Council.

The Banking and Finance Industry Training Board is appointed by the Chief Executive of the Hong Kong Special Administrative Region (HKSAR) to advise on matters pertaining to manpower training of the banking and finance industry. In order to collect information on the latest manpower situation and formulate meaningful recommendations on manpower training for the industry, the Training Board will conduct the captioned survey from 9 January 2017 to 8 February 2017. We would appreciate it if you would complete the questionnaire by 8 February 2017 in order to facilitate the early completion of the Manpower Survey.

Over the past years, the manpower survey findings have been widely used by employers and training institutions as reference materials in formulating their manpower and business plans. Your participation in the survey is important to its success and I sincerely hope that the survey will provide you with relevant manpower statistics to assist in the formulation of human resources development plans and strategies of your company.

----

I enclose one copy each of the Survey Questionnaire, Explanatory Notes, Trade Definitions and Job Descriptions of Principal Banking and Finance Jobs for your reference and completion. Staff of the Census and Statistics Department (C&SD) will make telephone contacts with or visit individual establishments to assist respondents in completing questionnaires or to collect completed ones.

I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual organisations. May I also draw your kind attention to the fact that the Government of the HKSAR may use the data collected from this survey to assist in drafting manpower development policies. In compliance with the Personal Data (Privacy) Ordinance, we wish to solicit your consent for us to share our data with the Government of the HKSAR for the specific purpose of government's manpower planning and training, with the understanding that confidentiality will again be strictly observed.

Manpower survey reports of previous years can be found at <http://bftb.vtc.edu.hk>. Upon completion of the 2017 Manpower Survey, the manpower survey report will also be uploaded to the website of the VTC. Kindly provide us with your email address in the enclosed questionnaire and you will be informed of the release of the survey report in due course.

Thank you for your kind participation and contribution to the manpower survey of the banking and finance industry. Should you have any questions in connection with the survey, please contact the Manpower Statistics Section of the C&SD at 2116 8436.

Yours faithfully,

(David Kwok)  
Chairman  
Banking and Finance Industry  
Training Board

## Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處(行業合作)

30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong

香港九龍長沙灣長裕街10號億京廣場2期30樓

www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號 BF/4/2 (2017)

Your Reference 來函檔號

執事先生／女士：

### 銀行及金融業 2017 年人力調查



謹代表職業訓練局屬下銀行及金融業訓練委員會致函，懇請 貴機構提供協助，以便本會進行銀行及金融業 2017 年人力調查。

銀行及金融業訓練委員會由香港特別行政區行政長官委任，負責就業內人力訓練事宜提供意見。本會將於 2017 年 1 月 9 日至 2 月 8 日期間進行調查，蒐集業內人力情況的最新資料，就人力訓練制訂適當建議。如蒙 貴機構於 2017 年 2 月 8 日或之前填妥問卷，將有助我們加快完成是次人力調查工作，本會不勝感激。

過往人力調查收集所得的數據均被僱主及培訓機構廣泛應用於制訂人力及商業計劃上，而 貴機構的參與實是人力調查取得成功的關鍵。本會期望是次人力調查能為 貴機構提供相關的人力數據，以便制訂人力資源發展計劃和策略。

---- 現隨函附上調查表、附註、業務性質說明及主要職務工作說明，以供參閱填覆。政府統計處職員會以電話聯絡或造訪個別機構單位，協助受訪者填報問卷，或收回填妥的問卷。

調查所得資料絕對保密，只以摘要統計數字發表，並不會提及個別機構。此外，香港特別行政區政府或會使用是次調查收集所得的數據，以擬定人力發展政策。基於私隱條例規定，現請 貴機構表示，同意本會與香港特別行政區政府分享所得數據，以供政府作人力規劃之用，本會與香港特別行政區政府將會嚴格遵守保密原則。

歷屆人力調查報告書已上載於本局網頁，網址為 <http://bftb.vtc.edu.hk>。是次人力調查工作完成後之相關報告書亦將上載於上述網址，歡迎下載。請於夾附調查表填上 貴機構電郵地址，以便通知報告書的發表日期。

多謝 貴機構積極參與及對銀行及金融業人力調查作出貢獻。如對調查有任何疑問，可致電 2116 8436 與政府統計處人力統計組聯絡。

A handwritten signature in black ink, reading '郭錫志' (Gwok Tin-chi).

銀行及金融業訓練委員會主席  
郭錫志

2017 年 1 月 2 日



Checklist of the Documents of the  
2017 Manpower Survey of the Banking and Finance Industry

1. Invitation Letter from the Chairman of the Banking and Finance Training Board.
  
2. Survey Questionnaire – Appendix A  
For the item on Nature of Business, please refer to Appendix C (Trade Definitions) for data entry.  
  
For Survey Questionnaire – Part I, please refer to Appendix D (Job Descriptions and Job Code List) for data entry for Column A and Codes listed under Column (I) for data entry for Columns E, F, G and H.  
  
For Columns B and C, please refer to your company records for data entry.  
  
For Survey Questionnaire – Parts II and III, please refer to your company records for data entry.
  
3. Explanatory Notes – Appendix B  
The contents of Appendix B are general guidelines for the completion of the whole survey questionnaire.
  
4. Trade Definitions - Appendix C
  
5. Job Descriptions of Principal Banking and Finance Jobs - Appendix D

## 銀行及金融業 2017 年人力調查文件清單

1. 銀行及金融業訓練委員會主席給予僱主的邀請信

2. 調查問卷 – 附錄 A

請參考附錄 C(業務性質說明)的資料填寫業務性質一項。

調查問卷 – 第一部分，請參考附錄 D(主要職務工作說明及職務編號表)的資料填寫 A 欄及參考 I 欄的編號填寫 E、F、G 及 H 欄。

請參考 貴機構的資料，填寫 B 欄及 C 欄。

調查問卷 – 第二部分及第三部分，請參考 貴機構的資料填寫。

3. 附註 – 附錄 B

附錄 B 的內容為填寫調查問卷的指引。

4. 業務性質說明 – 附錄 C

5. 銀行及金融機構主要職務工作說明 – 附錄 D

**CONFIDENTIAL**  
WHEN ENTERED WITH DATA

填入數據後即成  
機密文件

VOCATIONAL TRAINING COUNCIL  
職業訓練局

THE 2017 MANPOWER SURVEY OF THE BANKING AND FINANCE INDUSTRY  
銀行及金融業 2017 年人力調查  
QUESTIONNAIRE (ESTABLISHMENT PARTICULARS)  
調查表 (機構資料)

(PLEASE READ THE ATTACHED EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE)

(請於填表前詳閱附註)

For Official Use Only:

此欄毋須填寫

Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
1	2 2						
1	2 3	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27

Name of Establishment: \_\_\_\_\_  
機構名稱

Address: \_\_\_\_\_  
地址

Total No. of Full-time Employees in Your Establishment: \_\_\_\_\_  
機構的全職僱員總數

Nature of Business\*:

業務性質\*

- |  |  |  |  |   |
|--|--|--|--|---|
| <input type="checkbox"/> Licensed Banks, Restricted Licence Banks and Local Rep. Offices of Foreign Banks<br>持牌銀行、有限制牌照銀行及外國銀行本港代表辦事處  | <input type="checkbox"/> Deposit-taking Companies<br>接受存款公司  | <input type="checkbox"/> Investment and Holding Companies<br>投資及控股公司                     | <input type="checkbox"/> Personal Loans and Related Companies<br>私人貸款及有關公司 | <input type="checkbox"/> Securities Brokerage Firms<br>證券經紀公司 |
| <input type="checkbox"/> Commodity Futures (including financial futures) and Precious Metals Brokers/Dealers<br>商品期貨(包括金融期貨)及貴金屬經紀/交易商 | <input type="checkbox"/> Money Changers and Foreign Exchange Brokers/Dealers<br>兌換商及外匯經紀/交易商經紀/交易商 | <input type="checkbox"/> Investment Advisory / Asset Management Companies<br>投資顧問/資產管理公司 | <input type="checkbox"/> Other Financial Companies<br>其他與金融有關的公司           |   |

Please specify 請注明 \_\_\_\_\_

Name of Person to Contact: \_\_\_\_\_ Position: \_\_\_\_\_  
聯絡人姓名 28 47 職位

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
電話 48 55 56 63 圖文傳真

E-mail: \_\_\_\_\_  
電郵 64 98

\* Please tick as appropriate  
請✓在格內

**VOCATIONAL TRAINING COUNCIL**  
**職業訓練局**  
**THE 2017 MANPOWER SURVEY OF THE BANKING AND FINANCE INDUSTRY**  
**銀行及金融業 2017年人力調查**  
**QUESTIONNAIRE (PART I)**  
**調查表(第一部分)**

(A) Principal Jobs 主要職務			(B) No. of Employees as at 2.1.2017 在 2.1.2017 之 僱員人數	(C) No. of Vacancies as at 2.1.2017 在 2.1.2017 之空 缺數目	(D) Forecast No. of Employees in 24 Months' Time 預測 24 個月後的 僱員人數	(E) Minimum Education Requirement for the Principal Job 此主要職務 的基本教育 程度要求 (see Column I) (見 I 欄)	(F) Minimum Requirement on Year(s) of Experience in the Industry 在此行業 的基本 年資要求 (see Column I) (見 I 欄)	(G) Average Monthly Income Range 平均每月 收入幅度 (see Column I) (見 I 欄)	(H) Average Age Range* 平均 年齡* (see Column I) (見 I 欄)	(I) Please use the following Codes for Columns (E), (F), (G) and (H). 請按下列編號，填入(E)、(F)、(G) 及(H)欄內。	
Title 職稱	Rec. Type	Code 編號								For Column (E) 供(E)欄用	
		8-10	11-14	15-17	18-21	22	23	24	25	Code 編號	Education Level 教育程度
1	2									1	Postgraduate: Higher degrees (e.g. master degrees) or equivalent 研究院: 高等學位 (如碩士學位), 或同等教育程度
2	2									2	First degree or equivalent 學士學位, 或同等教育程度
3	2									3	Sub-degree: AD/ HD/ PD/ High Cert. or equivalent 副學位: 副學士、高級/專業文憑、高級證書, 或同等教育程度
4	2									4	Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/FD/Yi Ji Dip. or equivalent 高中: 中四至中六, 文憑、香港中學文憑考試、中專教育/基礎/毅進文憑或同等教育程度
5	2									5	Junior Secondary: Secondary 1-3 or equivalent 初中: 中一、中二及中三, 或同等教育程度
6	2										
7	2										
8	2										
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33	2										
34	2										
35	2										
36	2										

If additional lines are necessary, please tick here and enter on supplementary sheet(s).

(\*) Remarks: Optional  
註: 可選擇填寫

如此頁不敷應用, 請先✓, 然後另紙繼續填寫。

VOCATIONAL TRAINING COUNCIL  
職業訓練局  
THE 2017 MANPOWER SURVEY OF THE  
BANKING AND FINANCE INDUSTRY  
銀行及金融業 2017 年人力調查  
QUESTIONNAIRE (PART II)  
調查表 (第二部分)

For Official Use Only  
此欄毋須填寫

Er. No. \_\_\_\_\_

Est. No. \_\_\_\_\_

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason:  
按原因劃分，過去 12 個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：

- (I) Leaving of the company is initiated by the employee  
由僱員主動申請離職

Reason 原因	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	8	11	14
(b) Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險工作或創辦與保險有關的業務	17	20	23
(c) Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	26	29	32
(d) Emigration 移民	35	38	41
(e) Repatriation 回國	44	47	50
(f) Relocation of workplace 遷改工作地點			
(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	53	56	59
(ii) To other countries 往其他國家	62	65	68
(g) Retirement 退休	71	74	77
(h) Further studies 繼續進修	80	83	86
(i) Other reasons 其他原因	89	92	95

Please specify  
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(II) Leaving of the company is initiated by the company  
由公司安排僱員離職

Reason 原因	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) Retrenchment 裁員	<input type="text"/> 107	<input type="text"/> 110	<input type="text"/> 113
(b) Company re-structured/closed 公司改組/結業	<input type="text"/> 116	<input type="text"/> 119	<input type="text"/> 122
(c) Expiry of employment contract 僱傭合約期滿	<input type="text"/> 125	<input type="text"/> 128	<input type="text"/> 131
(d) Poor performance 工作表現欠佳	<input type="text"/> 134	<input type="text"/> 137	<input type="text"/> 140
(e) Other reasons 其他原因	<input type="text"/> 143	<input type="text"/> 146	<input type="text"/> 149

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<input type="text"/> 152	<input type="text"/> 155	<input type="text"/> 158	<input type="text"/> 161
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2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source :  
按來源劃分，過去 12 個月內 (1.1.2016 至 31.12.2016) 所招聘的僱員人數：

Source 來源	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) From another bank/financial company 來自另一間銀行/金融機構	<input type="text"/> 162	<input type="text"/> 165	<input type="text"/> 168
(b) From an insurance company/insurance intermediary/insurance related company 來自保險公司/保險中介人/與保險業務有關的公司	<input type="text"/> 171	<input type="text"/> 174	<input type="text"/> 177
(c) From a company outside the banking/finance/insurance industry 來自銀行/金融/保險業以外的機構	<input type="text"/> 180	<input type="text"/> 183	<input type="text"/> 186
(d) From a college/school direct 直接來自院校/學校			
(i) Graduate of University Degree or Above 大學學位或以上畢業生	<input type="text"/> 189	<input type="text"/> 192	<input type="text"/> 195
(ii) Sub-degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑/副學士/文憑/高級證書/證書或同等學歷)	<input type="text"/> 198	<input type="text"/> 201	<input type="text"/> 204
(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生/預科生/中五畢業生或同等學歷/中五以下程度學生	<input type="text"/> 207	<input type="text"/> 210	<input type="text"/> 213
(e) Other sources 其他來源	<input type="text"/> 216	<input type="text"/> 219	<input type="text"/> 222

Please specify  
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<input type="text"/> 225	<input type="text"/> 228	<input type="text"/> 231	<input type="text"/> 234
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3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin :  
按地域來源劃分，過去 12 個月內 (1.1.2016 至 31.12.2016) 所招聘的僱員人數：

Geographic Origin 地域來源	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) Hong Kong 香港	235	238	241
(b) Mainland China 中國內地	244	247	250
(c) Other parts of Asia 亞洲其他地區	253	256	259
(d) Europe 歐洲	262	265	268
(e) United States of America 美國	271	274	277
(f) Other places 其他地方	280	283	286

Please specify  
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289	292	295	298
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4. The number of internal promotions in the past twelve months (1.1.2016 to 31.12.2016) :  
過去 12 個月內(1.1.2016 至 31.12.2016)由內部晉升的僱員人數：

From 由	To 至	No. of Internal Promotions 由內部晉升的僱員人數
(a) Supervisor/Officer 主管/主任	Manager 經理	299
(b) Clerk 文員	Supervisor/Officer 主管/主任	302
(c) Others 其他職級	Clerk 文員	305

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5. If your company employs part-time staff to perform job duties in addition to those full-time employees reported in Part I, please state the total number of these part-time staff.

除了在第一部分填報的全職僱員外，如 貴機構亦有聘用兼職員工協助工作，請提供此等兼職員工的總數。

No. of Part-time  
Employees  
兼職僱員人數

(a) Managerial 經理級	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 309
(b) Supervisory/Officer 主管/主任級	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 313
(c) Clerical 文員級	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 317

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6. Please estimate the number of staff to be recruited in the next 24 months by type of education level.

請按教育程度劃分，列出 貴機構預計在未來 24 個月招聘的僱員人數。

Education Level 教育程度	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) Graduate of University Degree or Above 大學學位或以上畢業生	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 322	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 325	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 328
(b) Sub-degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑/副學士/文憑/ 高級證書/證書或同等學歷)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 331	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 334	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 337
(c) Graduate of Hong Kong Diploma of Secondary Education/Matriculant/Secondary School Leaver or Equivalent/Student Below Secondary Five 香港中學文憑考試畢業生/預科生/中五畢業生或 同等學歷/中五以下程度學生	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 340	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 343	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 346

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7. For the number of staff to be recruited in the next 24 months as shown in Question Six above, please indicate the number of staff who is required to obtain professional qualifications related to the banking and finance industry, e.g. members of the Hong Kong Institute of Bankers (HKIB), the Hong Kong Securities and Investment Institute (HKSI) and the Institute of Financial Planners of Hong Kong (IFPHK), etc:  
 就上述問題 6 列出之未來 24 個月招聘的僱員人數中，請註明須取得銀行及金融業相關專業資格的僱員人數 (如香港銀行學會、香港證券及投資學會、香港財務策劃師等學會的會員)：

	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
Number of staff who is required to obtain relevant professional qualifications 須取得相關專業資格的僱員人數	<input type="text"/> 359	<input type="text"/> 362	<input type="text"/> 365

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- End of Questionnaire (Part II) -  
 - 調查表 (第二部分) 完 -

**VOCATIONAL TRAINING COUNCIL**  
**職業訓練局**  
**THE 2017 MANPOWER SURVEY OF THE**  
**BANKING AND FINANCE INDUSTRY**  
**銀行及金融業 2017 年人力調查**  
**QUESTIONNAIRE (PART III)**  
**調查表 (第三部分)**

1. Has your company experienced any recruitment difficulty in the past twelve months (1.1.2016 to 31.12.2016)?  
過去 12 個月內 (1.1.2016 至 31.12.2016) 貴機構在招聘僱員時有否遇到困難?

	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) Yes 有	<input type="checkbox"/> 378	<input type="checkbox"/> 379	<input type="checkbox"/> 380
(b) No* 沒有*	<input type="checkbox"/> 381	<input type="checkbox"/> 382	<input type="checkbox"/> 383
(c) Has not recruited or tried to recruit in the past twelve months* 過去 12 個月未曾招聘或未有嘗試招聘僱員*	<input type="checkbox"/> 384	<input type="checkbox"/> 385	<input type="checkbox"/> 386

(If (b) or (c) is selected for all the three job levels, please go to Question Three.)  
(如三個職級均選擇 (b) 或 (c) 項，請轉到問題 3 繼續作答。)

2. If your company has experienced recruitment difficulty in the past twelve months (1.1.2016 to 31.12.2016), what do you think are the reasons? (You may provide more than one reason for each job level.)  
如 貴機構過去 12 個月內(1.1.2016 至 31.12.2016)在招聘員工方面遇到困難，你認為是甚麼原因？  
(每職級可提供多於一項原因。)

	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
(a) General labour shortage in Hong Kong 香港勞工短缺情況普遍	<input type="checkbox"/> 387	<input type="checkbox"/> 388	<input type="checkbox"/> 389
(b) Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系(例如工商管理、 銀行及金融等)畢業生人數不足	<input type="checkbox"/> 390	<input type="checkbox"/> 391	<input type="checkbox"/> 392
(c) Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	<input type="checkbox"/> 393	<input type="checkbox"/> 394	<input type="checkbox"/> 395
(d) Working conditions/remuneration package could not meet recruits' expectations 服務條件/薪酬未能符合求職者的要求	<input type="checkbox"/> 396	<input type="checkbox"/> 397	<input type="checkbox"/> 398
(e) Other reasons 其他原因	<input type="checkbox"/> 399	<input type="checkbox"/> 400	<input type="checkbox"/> 401

Please specify  
請註明

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3. The number of employees of your company who has to work in Mainland China (only those still under Hong Kong company's payroll should be included):

在中國內地工作的香港僱員人數(只包括繼續由香港公司支薪的僱員)：

	As at 2 January 2017 在 2017 年 1 月 2 日	Projected no. for January 2019 在 2019 年 1 月的預測人數
<b>(a) Managerial</b> <u>經理級</u>		
- Stationed Basis 長駐	404	407
- Travelling Basis 非長駐	410	413
<b>(b) Supervisory/Officer</b> <u>主管/主任級</u>		
- Stationed Basis 長駐	416	419
- Travelling Basis 非長駐	422	425
<b>(c) Clerical</b> <u>文員級</u>		
- Stationed Basis 長駐	428	431
- Travelling Basis 非長駐	434	437

Note: Stationed Basis is defined as the duration to which an employee stays in Mainland China accounts for 50% or above of the working time.

註：長駐是指一位僱員逗留在中國內地工作的時間佔其工作時間百分之五十或以上。

4. The effects of Mainland operations on your Hong Kong employees:

內地業務對 貴機構本地僱員的影響：

	As at 2 January 2017 在 2017 年 1 月 2 日	Projected no. for January 2019 在 2019 年 1 月的預測人數
(a) The number of additional employees needs to be recruited as a result of development in Mainland operation. 因在內地發展業務而須增聘的僱員人數。	440	443
(b) Of those reported in (a), the number of additional employees needs to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII. 在(a)項中，因滬港通、香港與內地基金互認或其他跨境方案如 QFII、RQFII 而須增聘的僱員人數。	446	449
(c) The number of existing employees to be trained to deal with Mainland operations in terms of control, communication skills and Mainland regulations. 為處理內地業務而須接受管理、溝通技巧及內地法規等方面訓練的現職僱員人數。	452	455
(d) Any other effects 其他影響		

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458      459      460      461      462      463

5. Please give information on the training expenses of your company from 2015 to 2017.  
請提供 貴機構由 2015 年至 2017 年的訓練支出情況。

	(a) The training expenses in 2016 as compared with those in 2015 2016 年與 2015 年 的訓練開支的比較		(b) The training budget for 2017 as compared with the training expenses in 2016 2017 年的訓練開支預算 與 2016 年的訓練開支的比較	
	In-house Training 內部訓練	External Training 外間訓練	In-house Training 內部訓練	External Training 外間訓練
(i) No Change 沒有改變	<input type="checkbox"/> 464	<input type="checkbox"/> 465	<input type="checkbox"/> 466	<input type="checkbox"/> 467
(ii) Increased by 增加				
> 50%	<input type="checkbox"/> 468	<input type="checkbox"/> 469	<input type="checkbox"/> 470	<input type="checkbox"/> 471
>20% - 50%	<input type="checkbox"/> 472	<input type="checkbox"/> 473	<input type="checkbox"/> 474	<input type="checkbox"/> 475
>10% - 20%	<input type="checkbox"/> 476	<input type="checkbox"/> 477	<input type="checkbox"/> 478	<input type="checkbox"/> 479
5% - 10%	<input type="checkbox"/> 480	<input type="checkbox"/> 481	<input type="checkbox"/> 482	<input type="checkbox"/> 483
< 5%	<input type="checkbox"/> 484	<input type="checkbox"/> 485	<input type="checkbox"/> 486	<input type="checkbox"/> 487
(iii) Decreased by 減少				
> 50%	<input type="checkbox"/> 488	<input type="checkbox"/> 489	<input type="checkbox"/> 490	<input type="checkbox"/> 491
>20% - 50%	<input type="checkbox"/> 492	<input type="checkbox"/> 493	<input type="checkbox"/> 494	<input type="checkbox"/> 495
>10% - 20%	<input type="checkbox"/> 496	<input type="checkbox"/> 497	<input type="checkbox"/> 498	<input type="checkbox"/> 499
5% - 10%	<input type="checkbox"/> 500	<input type="checkbox"/> 501	<input type="checkbox"/> 502	<input type="checkbox"/> 503
< 5%	<input type="checkbox"/> 504	<input type="checkbox"/> 505	<input type="checkbox"/> 506	<input type="checkbox"/> 507

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<input type="checkbox"/> 508	<input type="checkbox"/> 509	<input type="checkbox"/> 510	<input type="checkbox"/> 511	<input type="checkbox"/> 512
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6. Please estimate the percentage of training to be provided by external course providers to your employees in the next twelve months.  
請估計在未來 12 個月將由外間培訓機構提供訓練予 貴機構僱員的百分比。

	Managerial 經理級	Supervisory/Officer 主管/主任級	Clerical 文員級
0%	<input type="checkbox"/> 513	<input type="checkbox"/> 514	<input type="checkbox"/> 515
>0% - 24%	<input type="checkbox"/> 516	<input type="checkbox"/> 517	<input type="checkbox"/> 518
>24% - 49%	<input type="checkbox"/> 519	<input type="checkbox"/> 520	<input type="checkbox"/> 521
>49% - 74%	<input type="checkbox"/> 522	<input type="checkbox"/> 523	<input type="checkbox"/> 524
>74% - <100%	<input type="checkbox"/> 525	<input type="checkbox"/> 526	<input type="checkbox"/> 527
100%	<input type="checkbox"/> 528	<input type="checkbox"/> 529	<input type="checkbox"/> 530

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<input type="checkbox"/> 531
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7. Please suggest several types/topics of training that are considered the most important for the development of banking and finance manpower. (Examples of training topics are given as follows for reference.)  
 請就 貴機構認為對銀行及金融業人力發展至為重要的數項訓練類別／課題作出建議 (訓練課題的例子載列於本問題之後以供參考)

	Code 編號	Please specify if the suggested type/topic of training is not included in the list of examples provided. 如建議的訓練類別／課題不包括在所提供的例子清單內，請詳細註明。
(a) <u>Managerial</u> <u>經理級</u>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 532	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 535	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 538	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 541	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 544	
(b) <u>Supervisory/Officer</u> <u>主管/主任級</u>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 547	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 550	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 553	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 556	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 559	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 562	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 565	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 568	
(c) <u>Clerical</u> <u>文員級</u>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 571	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 574	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 577	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 580	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 583	

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<input type="text"/> 586	<input type="text"/> 587	<input type="text"/> 588	<input type="text"/> 589
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Examples of Training Topics  
訓練課題的例子

(I)	Code 編號	Skills/Knowledge 技能/知識	(II)	Code 編號	Skills/Knowledge 技能/知識	(III)	Code 編號	Skills/Knowledge 技能/知識
	General Management Knowledge 一般管理知識			Basic Job-related Knowledge 基本業務知識			Generic Skills 通用技能	
	101	Principles & Practice of Management 管理理論與實務		201	Enhancing Quality Customer Services 提升顧客服務的質素		301	English Writing 英文書寫
	102	Problem Solving & Decision Making 解決困難及決策		202	Financial Statement Analysis 財務報表分析		302	Spoken English 英語會話
	103	Strategic Management 策略管理		203	Credit Analysis-Spreading and Ratio Analysis 信用分析 — 報表闡釋及比率分析		303	Chinese Writing 中文書寫
	104	Marketing Management 營銷管理		204	Trade Finance 貿易融資		304	Cantonese 廣東話
	105	Quality Management 優質服務管理		205	Securities & Futures Regulation 證券及期貨條例		305	Putonghua 普通話
	106	Risk Management 風險管理		206	Securities Analysis 証券分析		306	Interpersonal Skills 人際關係技巧
	107	Stress Management 壓力處理		207	Foreign Exchange 外匯		307	Marketing/Selling Skills 市場推廣／銷售技巧
	108	Crisis Management 危機管理		208	Financial Markets Operations 金融市場運作		308	Information Systems Application Skills 資訊系統應用技巧
	109	Human Resources Management 人力資源管理		209	Asset Valuation & Portfolio Management 資產估值及組合管理		309	Communication Skills 溝通技巧
	110	Leadership 領導才能		210	SME Financial Management & Practice 中小企財務管理及實務		310	Presentation Skills 演說技巧
	111	Team Building 建立團隊		211	Corporate Finance 企業融資		311	Customer Psychology 顧客心理
	112	Motivation 激勵		212	International Business Management 國際企業管理		312	Mediation Skills 調解技巧
	113	Coaching & Counseling 訓練及輔導下屬		213	Financial Risk Management 財務風險管理			
	114	Dealing with Conflict 處理衝突		214	General Insurance 一般保險			
	115	Implementing Change 推行變革		215	Long Term Insurance 長期保險			
	116	Time Management 時間管理		216	Provident Fund 公積金			
	117	Environmental Management 環境管理		217	Skills in Differentiating Bank Notes 鑑別鈔票技巧			
	118	Relationship Management 關係管理		218	Anti-Money Laundering Compliance 反洗黑錢法規			
	119	Fund Management 基金管理		219	Anti-Corruption Regulations 反貪污條例			
	120	Custodian Services 託管服務		220	Company Law in the Mainland 中國公司法			
	121	Compliance of Various Ordinances 不同法規的監管						
	122	Financial Engineering 金融工程						
	123	Talent Management 人才管理						

8. What incentives do you think may encourage employers to provide training to their employees? (You may select more than one option.)

你認為有甚麼方法可有效鼓勵僱主提供訓練予其僱員？(可選擇多於一個選項。)

590 Reimbursement of course fees to employers  
向僱主退還僱員學費

591 Provision of subsidy to employers  
提供僱員訓練津貼予僱主

592 Government loan/grant to employers  
政府給予僱主貸款/補助金

593 Others (Please specify) e.g. Best Employer Award  
其他(請註明)例如：最佳僱主獎

(i)

(ii)

(iii)

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- End of Questionnaire (Part III) -  
- 調查表(第三部分)完 -

**Thank you for your co-operation**  
多謝合作

The 2017 Manpower Survey of the Banking and Finance Industry

Explanatory Notes

1. All information collected will be treated in strict confidence and will be published only in the form of statistical summaries without reference to individual organisations.
2. Before completing the questionnaire, please read carefully the trade definitions, the job titles and job descriptions in Appendices C and D respectively.
3. Please complete all columns ('A' to 'H') of the Questionnaire (Part I) which are applicable and insert a zero (0) in any column which is not.
4. Column 'A' - Principal Jobs
  - (a) Please refer to the job code list in Appendix D. The titles may not be the same as those adopted by your organisation, but if the descriptions of a certain job in your organisation is the same or basically the same as the job descriptions of, for example, Head of Business / Managing Director as given in Appendix D, then for the purpose of this survey you should regard that job holder as a Head of Business / Managing Director regardless of his / her actual title in your organisation.
  - (b) If necessary, please add those jobs and their corresponding job codes that are not included in Appendix D but are considered as principal jobs in your company. Please briefly outline their job descriptions and indicate their skill levels on a blank sheet.
  - (c) If necessary, please add other supporting staff, and their corresponding job codes, whose activities are not usually specific to banking, such as secretaries, bank guards, and messengers. Please only provide information as required by Columns B, C and D of the Questionnaire (Part I).
5. Column 'B' - Number of Employees as at 2.1.2017

'Employees' refer to those working full-time under the payroll of the company. These include proprietors, and partners working full-time for the company. This definition also applies to 'employee(s)' appearing in other parts of the questionnaire.
6. Column 'C' - Number of Vacancies as at 2.1.2017

'Number of Vacancies as at 2.1.2017' refer to those unfilled, immediately available job openings as at 2.1.2017 for which the company is actively trying to recruit.



7. Column ‘D’ - Forecast Number of Employees in 24 Months’ Time

Please fill in the forecast number of employees you will be employing for each principal job in the next 24 months. The number given could be more/less than that in Column ‘B’ if an expansion/a contraction is expected.

8. Column ‘E’ - Minimum Education Requirement for the Principal Job

Please enter in Column ‘E’ the appropriate code number as given in Column ‘I’ showing the minimum education level which an employer requires his employee(s) should possess.

9. Column ‘F’ - Minimum Requirement on Year(s) of Experience in the Industry

Please enter in Column ‘F’ the appropriate code number as given in Column ‘I’ showing the minimum year(s) of experience in the industry that an employer requires his employee(s) should possess.

10. Column ‘G’ - Average Monthly Income Range

Please fill in the average monthly income range of employees in each principal job in accordance with the codes in Column ‘I’ of the questionnaire. The monthly income should include basic salary, overtime pay, other allowances, commission and bonus. If you have more than one employee doing the same principal job, please enter in this column the average monthly income range for that principal job which is given by:

$$\frac{\text{Total amount of monthly income of all employees performing that principal job}}{\text{Total number of employees performing that principal job}}$$

11. Column ‘H’ – Average Age Range

Please enter in Column (H) the average age range according to the following codes :

<u>Code</u>	<u>Average Age Range</u>
1	Below 35
2	35 - 50
3	Over 50

12. Please complete Parts II and III of the Questionnaire.

Note:

The information collected will be treated in strict confidence and will be published only in the form of statistics summaries without reference to individual organisations.

銀行及金融業 2017 年人力調查

附註

1. 調查所得資料絕對保密，只以摘要統計數字發表，並不會提及個別機構。
2. 填寫調查表前，請細閱附錄 C 業務性質說明，以及附錄 D 主要職務工作說明。
3. 請填寫調查表(第一部分)內各欄(‘A’ 至 ‘H’)；如某欄不適用，請在該欄填上 (0) 號。
4. (A) 欄 — 主要職務名稱
  - (a) 請參閱附錄 D 的職務編號表。該等職稱可能與 貴機構所採用的不同，但假如僱員的工作性質與附錄 D 某職稱（例如業務總監/董事總經理）的工作說明相同或基本相若，則可將其歸類為同一職務（即業務總監/董事總經理），而不論其實際職稱為何。
  - (b) 若有需要，請填寫 貴機構其他並未包括在附錄 D 內的主要職務及相關職務編號，並請另紙簡述這些職務的工作範圍及指出其所屬技能等級。
  - (c) 若有需要，請填寫一般並非專責銀行事務的其他輔助人員及相關職務編號，例如秘書、護衛員及信差等。請只填寫調查表（第一部分）之 B、C、D 各欄所需的資料。
5. (B) 欄 — 在 2.1.2017 之僱員人數

「僱員」指在 貴機構內全職工作的受薪人員，其中包括在公司內全職工作的東主及合夥人。調查表他處出現的「僱員」一詞，定義亦同。
6. (C) 欄 — 在 2.1.2017 之空缺數目

「在 2017 年 1 月 2 日之空缺數目」指該職位在 2017 年 1 月 2 日仍懸空，須立刻填補而現正積極招聘人員填補。

7. (D) 欄 — 預測未來 24 個月的僱員人數

請填上 貴機構預測在 24 個月後從事主要職務的僱員人數。如估計業務屆時可能擴張／收縮，此欄所填的數字應多於／少於 (B) 欄。

8. (E) 欄 — 僱員基本教育程度的要求

請按 (D) 欄所示編號把僱主認為僱員需要持有的基本教育程度填入 (E) 欄內。

9. (F) 欄 — 僱員在此行業的基本年資要求

請按 (D) 欄所示編號把僱主認為僱員需要擁有的在此行業的基本年資要求填入 (F) 欄內。

10. (G) 欄 — 平均每月收入的幅度

請根據調查表 (D) 欄的編號填上各主要職務僱員平均每月收入的幅度。每月收入包括基本薪金、超時津貼、其他津貼、佣金及花紅。假如有超過一名僱員從事相同性質的工作，請於本欄填寫該職務的平均每月收入的幅度，計算方法如下：

$$\frac{\text{從事該職務的所有僱員收入總額}}{\text{從事該職務的僱員總人數}}$$

11. (H) 欄 — 平均年齡

請將員工平均年齡按下列編號填入 (H) 欄內。

<u>編號</u>	<u>平均年齡</u>
1	35 歲以下
2	35 - 50
3	50 歲以上

12. 請填妥調查表第二及第三部分。

備註：

調查所得資料絕對保密，只以摘要統計數字發表，並不會提及個別機構。

Trade Definitions

1. Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks

This group consists of licensed banks, restricted licence banks and local representative offices of foreign banks.

(a) Licensed Banks

Licensed banks may operate current and savings accounts, and accept deposits of any size and maturity from the public and pay or collect cheques drawn by or paid in by customers.

(b) Restricted Licence Banks

Restricted licence banks are principally engaged in merchant banking and capital market activities. They may take deposits of any maturity of HK\$500,000 and above.

(c) Local Representative Offices of Foreign Banks

Overseas banks may establish local representative offices in Hong Kong. However, these offices are not allowed to engage in any banking business and their role is confined mainly to liaison work between the bank and its customers in Hong Kong.

2. Deposit-taking Companies

This group consists of deposit-taking companies. Deposit-taking companies are mostly owned by, or otherwise associated with, banks. These companies engage in a range of specialised activities, including consumer finance. They may take deposits of HK\$100,000 or above with an original term of maturity of at least three months.

3. Investment and Holding Companies

This group consists of establishments engaged in the investment of money in financial assets, and establishments engaged in holding shares of subsidiary companies or associated companies. This group includes holding companies, investment holding companies, operation of private equity, precious metals investment, security investment and shares investment.

4. Personal Loans and Related Companies (e.g. Mortgages, Instalment Credits, Finance Leasing, and Other Credit Granting)

This group consists of establishments providing financial assistance to customers for the purchase of machinery and equipment not readily available in the leasing companies. Also included are personal loan/credit companies, licensed money lenders, mortgage companies, hire-purchase/instalment companies, credit unions, factoring companies, bill discounting or financing companies and loan/mortgage brokers.

5. Securities Brokerage Firms

This group consists of establishments engaged in buying and selling stocks and shares on behalf of clients, including branch offices of overseas commission houses dealing in foreign stocks and shares.

6. Commodity Futures (including Financial Futures) and Precious Metals Brokers/Dealers

This group consists of establishments engaged in buying and selling commodity futures (including financial futures) or precious metals on behalf of clients, including branch offices of overseas commission houses dealing in commodity futures (including financial futures) or precious metals.

7. Money Changers and Foreign Exchange Brokers/Dealers

This group consists of establishments engaged in buying and selling foreign currencies on their own or on behalf of clients.

8. Investment Advisory / Asset Management Companies

This group consists of establishments engaged in real estate investment scheme advice/management or securities or futures contracts advice/management, for example, advising on/managing a portfolio on discretionary basis of securities or futures contracts for clients or advising on/managing on discretionary basis of funds.

9. Other Financial Companies

This group consists of bank clearing houses, credit card services, nominee companies, trustees and custodians, remittances services, and dividend distribution houses, etc.

業務性質說明

1. 持牌銀行、有限制牌照銀行及外國銀行本港代表辦事處

這類包括持牌銀行、有限制牌照銀行及外國銀行本港代表辦事處。

(a) 持牌銀行

持牌銀行可以接受公眾任何銀碼及任何期間的儲蓄及往來存款，及兌付客戶開立的支票或替客戶收妥存入支票的款項。

(b) 有限制牌照銀行

有限制牌照銀行主要從事商人銀行及資本市場的活動。此類銀行可以接受任何期間港幣伍拾萬元或以上的存款。

(c) 外國銀行本港代表辦事處

外國銀行可在本港建立辦事處，惟該等辦事處不能從事任何銀行業務，他們的角色是為外國銀行聯絡本港的客戶。

2. 接受存款公司

這類包括接受存款公司。接受存款公司大部分由銀行全資擁有或與銀行聯營。這些公司提供各類的專業服務，包括消費者財務。接受存款公司可接受客戶港幣拾萬元或以上而存款期間為三個月或以上的存款。

3. 投資及控股公司

這類包括投資財務資產及持有附屬公司或聯營公司股份的公司。這類包括控股公司、投資控股公司、私人股份的營運、貴重金屬投資、證券投資及股票投資公司。

4. 私人貸款及有關公司（例如按揭、分期信貸、財務租賃及其他信貸服務）

這類包括租賃公司（向客戶提供財務協助：由公司購買其未備有的機器或設備，然後以租賃方式租予客戶使用）、私人貸款／信貸公司、持牌放債人、按揭公司、分期付款公司、儲蓄互助社、收債公司、貼現票據或財務公司，以及貸款／按揭經紀。

5. 證券經紀公司

這類包括替客戶買賣股票的公司，以及從事外國股票交易的海外委託交易行的分行。

6. 商品期貨(包括金融期貨)及貴金屬經紀／交易商

這類包括替客戶買賣商品期貨(包括金融期貨)或貴金屬的公司，以及從事期貨(包括金融期貨)或貴金屬交易的海外委託交易行的分行。

7. 兌換商及外匯經紀／交易商

這類包括本身從事或替客戶買賣外幣的公司。

8. 投資顧問／資產管理公司

這類包括從事房地產投資計劃建議／管理或證券或期貨合約顧問／管理的公司。例如：向客戶建議／以全權委託形式為客戶管理證券或建議期貨合約投資組合或向客戶建議／以全權委託形式管理基金。

9. 其他與金融有關的公司

這類包括銀行票據交換所、提供信用卡服務的公司、代理人公司、信託及代管人公司、匯兌服務及股息分配公司等。

Job Descriptions of Principal Banking and Finance Jobs

Some of the job titles may not be identical to those used in your company. But if the jobs have similar or related functions, please treat them as the same and complete relevant columns of the questionnaire. A job code list is also attached at the end of this Appendix for easy reference.

**(I) Administration and Management**

Code No.	Job Title	Job Descriptions
Managerial Level		
101	Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager	Provides leadership and direction to achieve the goals and objectives of the company. Develops and guides the corporate strategy, action plans, risk policy, annual budgets and business plans.
102	Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer	Assists Chief Executive Officer/ Chief Financial Officer/ Chief Operating Officer to develop and guide the corporate strategy, action plans, risk policy, annual budgets and business plans.
103	Chief Representative	Supervises the activities of the representative office. Collects information on the local market and coordinates with head office on business development opportunities.
104	Assistant to Chief Executive Officer/ Director	Assists the top management to carry out business and action plans.
105	Manager – Administration	Manages the administrative function of the company.
106	Zone/ District Manager	Manages the network of branches in the specified zone. Plans the overall strategies on marketing, staffing and business expansion within the zone. Coordinates all activities among branches within the zone.



Code No.	Job Title	Job Descriptions
Supervisory/ Officer Level		
201	Administration Officer	Assists managers to perform administrative work in various departments of the company.
202	Management Trainee	Assimilates supervisory level knowledge and expertise from various departments through on-the-job and off-the-job training. Prepares to take up a supervisory position after the completion of training programmes.
203	Representative	Assists the chief representative in carrying out activities of the representative office.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.

**(II) Treasury and Capital Markets**

Code No.	Job Title	Job Descriptions
Managerial Level		
107	Head of Treasury and Capital Markets	Directs all activities of the treasury department. Controls company's cashflow and nostro account reconciliation. Manages the overall liquidity requirements of the company.
108	Manager – Treasury and Capital Markets (Front and Mid-Office)	Executes transactions for retail and corporate customers. Promotes relationship with other institutions, dealers and brokers. Researches and analyses all available data to keep the company and customers informed of changing market conditions.
109	Manager – Treasury and Capital Markets (Back Office)	Establishes operational procedures for treasury and capital markets transactions. Confirms deals and authorises payments. Monitors the operations of the real time settlement systems. Plans and develops the remittance strategies for the company.

Code No.	Job Title	Job Descriptions
Managerial Level (Continued)		
110	Economist/ Manager – Economic Research	Plans and conducts research on various business and economic situations. Summarises and interprets research findings, especially for the current and long-term trends in investment risks and measurable economic influences on investments. Prepares detailed study reports on commercial and industrial sectors and other activities of the economy.
Supervisory/ Officer Level		
204	Treasury and Capital Markets Trader	Deals independently within authorised limits or with advice from seniors in currency trading and money market activities. Provides quotes and executes orders.
205	Remittances Officer	Supervises facilities for the transfer of funds to and from overseas as well as money exchange operations through counter services.
206	Officer – Treasury and Capital Markets (Front and Mid-Office)	Assists Manager–Treasury and Capital Markets (Front and Mid-Office) to carry out activities related to the treasury and capital markets transactions.
207	Officer – Treasury and Capital Markets (Back Office)	Assists Manager–Treasury and Capital Markets (Back Office) to carry out activities related to the operation of treasury and capital markets transactions.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.

**(III) Investment (may include securities, derivatives, precious metals, leveraged foreign exchange and collective investment schemes)**

Code No.	Job Title	Job Descriptions
Managerial Level		
111	Chief Investment Officer/ Manager – Investment	Plans and executes overall investment strategies of the company. Implements investment policy and distribution policy. Manages the investment and fund portfolios. Plans, directs and controls activities of the department or institution customers.
112	Portfolio Manager	Supervises the day-to-day administration of investment portfolios for customers or funds. Selects investment products for the investment portfolios. Promotes various investment portfolios to customers.
113	Manager – Investment Advisory Services	Provides advisory services to individual and institution customers. Supervises a team of advisers and oversees the investment services operation.
114	Manager – Dealing Room	Buys and sells securities, derivatives, precious metals, leveraged foreign exchange or commodities for proprietary accounts and customers. Monitors margin and compliance requirements. Supervises the operation of the dealing room.
115	Responsible Officer/ Registered Manager	Ensures that the company has complied with the Securities & Futures Ordinance or the rules stipulated by the Chinese Gold and Silver Exchange Society and be responsible for any irregularities.
116	Manager – Investment Settlement	Establishes operational procedures for investment transactions. Confirms deals and authorises payments. Monitors the operations of the real time settlement systems. Produces statement and performs other settlement duties with exchanges.

Code No.	Job Title	Job Descriptions
Managerial Level (Continued)		
117	Product Manager	Leads key product development and management efforts across the subset of investment products. Understands and analyzes key trends within the asset class, and positioning of competitors. Devises investment strategies and manages portfolio of investment products. Performs financial analysis, modelling and valuation of investment targets. Conducts client meetings and portfolio review calls and participates in prospective client meetings as requested. Following on marketing initiatives. Works with external services providers (such as transfer agent, investment products custodian) for implementing investment products setup. Assists to follow up on all investment products queries from sales and marketing team.
118	Sales Manager	Provides investment advice to investors on their assets. Achieves sales and business targets which include new client acquisition and existing clients' asset management. Monitors sales activities and performs control assessment to ensure compliance with internal and external regulatory requirements. Builds and maintains relationships with the clients. Provides timely investment information to business partners and maintains their awareness of the company's investment products. Coordinates client request for proposal responses with the relevant teams and prepares presentation material pitch books by working closely with the internal teams.
Supervisory/ Officer Level		
208	Financial Adviser Representative/ Personal Financial Adviser	Advises customers of market conditions and the history and prospects of various corporations. Presents features of selected fund portfolios and investment products to customers. Calculates rates of proposed plans and draws up sale and purchase contracts. Advises customers of the selection of unit trusts or mutual funds units and other investment products.
209	Investment Analyst	Collects, analyses and evaluates economic, market and company data for investment purposes. Reviews and makes investment recommendations. Produces research reports.
210	Investment Services Dealer	Provides quotes and executes orders.

Code No.	Job Title	Job Descriptions
Supervisory/ Officer Level (Continued)		
211	Customer Service Representative – Investment Service	Handles customer enquiries and performs transactions with customers. Performs telemarketing activities by promoting investment services products to potential customers. Reminds customers of settling accounts payables.
212	Investment Officer	Assists Manager - Investment Advisory Services to carry out the activities of the investment product department.
213	Account Executive/ Sales Officer	Promotes the sales of various investment products trading services to customers.
214	Investment Settlement Officer	Handles all aspects of investment products operations in areas of settlement, nominee and custodian services, etc.
215	Product Associate	Assists the Product Manager to implement the activities related to product development.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.
302	Dealing Assistant	Assists the dealer to carry out clients' orders and performs clerical duties in the dealing room.

**(IV) Operations**

Code No.	Job Title	Job Descriptions
<b>Managerial Level</b>		
119	Manager – Trade Finance Operations	Manages the activities of trade finance operations. Directs the operating units of the division to provide accurate and timely services on the finance of imports and exports with or without letters of credit, collections, incoming and outgoing payments, foreign exchange, indemnities of letters of credit and acceptances in support of trade financing transactions.
<b>Supervisory/Officer Level</b>		
216	Trade Finance Operations Officer	Supervises and directs the provision of accurate and timely service on the finance of imports and exports with or without letters of credit, collections, incoming and outgoing payments, foreign exchange, indemnities of letters of credit and acceptances in support of trade financing transactions.
217	Complaint Officer	Receives and handles customer complaints. Acts as a middle person to assist in the resolution of monetary disputes between the customer and the financial institution. Deals with the regulator.
218	Operations Officer	Assists in the supervision of operations including counter and customer services, personnel matters, office security and administration. Involves in the operation of the company excluding duties related to sales and risk control.
<b>Clerical Level</b>		
301	Clerk	Performs clerical duties in various departments of the establishment.
303	Cashier	Monitors cash movements and daily cash positions. Establishes the cash journal in record. Assists tellers in providing counter services as required.
304	Receptionist/ Greeter	Greets visitors and directs visitors and incoming telephone calls to appropriate sections for service.
305	Trade Finance Operations Checker	Examines documents to ensure compliance with terms of documentary credits and collections. Informs customers of discrepancies and arranges amendment or waiver. Confirms charges levied on bills accounts complying with rules and guidelines established by management.

**(V) Credit and Loans**

Code No.	Job Title	Job Descriptions
Managerial Level		
120	Manager – Loan Operation	Manages departmental activities in relation to loan operation in accordance with established policies and procedures.
121	Manager – Credit Management	Manages departmental activities in relation to the provision of credit facilities to customers in accordance with established policies and procedures. Assesses and approves client's credit application. Supervises, directs and controls commercial/consumer lending activities.
122	Manager – Credit Card	Manages the operation of the credit card department including new card issues, credit/cash advances to cardholders and collection of debts, etc. Plans sales and marketing activities to expand credit card business. Provides adequate security measures to safeguard the interests of the parties concerned.
123	Manager – Financial Institutions/ Correspondent Banking	Supervises the international banking business department. Deals with interbank activities. Recommends credit lines for transactions with correspondent banks.
Supervisory/ Officer Level		
219	Credit/ Loan Officer	Supervises the collection and analysis of financial data of loan accounts, assesses the value of collaterals and maintains an up-to-date credit library for assessment of credit facilities. Evaluates and processes loan applications. Monitors loan repayment activities and consults solicitors on legal actions to collect loans of doubtful and bad accounts. Conducts enquiries on and keeps records of customers' background and history, financial strength and loan commitments, results of company searches, reports from relevant trade and commerce associations, and newspaper clippings and other references. Attends to requests from financial institutions and other reputable parties on customers' credit standing and general information.
220	Credit Analyst	Evaluates the financial strength of loan accounts by performing credit analyses. Prepares credit proposals in accordance with results of credit analyses.

Code No.	Job Title	Job Descriptions
Supervisory/ Officer Level (Continued)		
221	Credit Card Officer	Assists the Manager - Credit Card in carrying out some of the functions, such as marketing the credit card business, implementing credit policies, supervising the operations of credit card accounts, or monitoring past-due bills and delinquent accounts.
222	Hire Purchase/ Leasing Officer	Supervises the operation of installment loan and leasing activities. Maintains relationships with equipment and vehicle dealers to promote and develop business.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.



**(VI) Business Development**

Code No.	Job Title	Job Descriptions
Managerial Level		
124	Head of Business/ Managing Director	Plans, coordinates and implements the company's business development strategy. Integrates the marketing plans of various functional areas. Identifies and analyses opportunities to increase the business in respect of institutional/commercial banking/consumer banking/investment products.
125	Manager – Corporate Banking/ Commercial Banking/ Relationship Management	Plans, develops and conducts marketing activities to cultivate and develop trade finance, project finance, syndicated facilities and other corporate/commercial bank products. Manages banking facilities accorded to corporate/commercial customers.
126	Manager – Marketing/ Product Development	Plans, directs and coordinates marketing research, segment analysis and product marketing activities. Develops, launches, evaluates and revamps products and services to meet customer needs in order to increase the company's market share and return.
127	Manager – Private Banking	Identifies and develops relationships with high net worth individuals or families from a specified target segment. Provides services such as multi-currency deposit accounts, foreign exchange, global portfolio management and trustee services.
128	Manager – Customer Relationship (Personal Banking/ Securities)	Provides financial planning/wealth management services to customers. Promotes various investment, insurance and banking products to meet business targets.
129	Manager – Branch	Manages operations, customer services, loans, business development and personnel administration within the framework of organisation policies and procedures. Directs branch staff in providing services to customers, establishes objectives in all areas of branch performance and meets the profitability targets of the branch.

Code No.	Job Title	Job Descriptions
Managerial Level (Continued)		
130	Manager – Insurance Products	Plans, develops and promotes the insurance products of the company. Manages the daily operation of the insurance product department.
131	Manager – Mandatory Provident Fund	Plans, directs and monitors activities of the Mandatory Provident Fund (MPF) Services Department. Manages the daily operation of the MPF department.
132	Manager – Trust	Plans, directs and controls the activities of trust department. Provides estate administration services to customers. Manages, develops and maintains personal and corporate trust businesses.
133	Manager – Phone Banking/ Call Centre	Supervises workflow of the phone banking/call centre, maintains and ensures efficient and high quality services delivered to customers.
Supervisory/ Officer Level		
223	Business Development Officer	Solicits business from existing and prospective customers. Prepares call reports and credit proposals. Monitors portfolios and brings issues to management's attention as required.
224	Relationship Officer – Corporate Banking/ Commercial Banking/ Relationship Management	Assists Manager – Corporate Banking/ Commercial Banking/ Relationship Management to conduct marketing activities on trade finance, project finance, syndicated facilities and other corporate/ commercial bank products.
225	Telemarketing Officer	Promotes company products and services through telephone calls.
226	Relationship Officer – Private Banking	Assists Manager – Private Banking to conduct marketing activities and provide banking and related services to high net worth individuals or families from a specified target segment.
227	Customer Services Officer – Personal Banking/ Securities	Assists the Manager – Customer Relationship (Personal Banking / Securities) to deliver customer service and advice to customers in all interactions for transactional enquiries, complaints, and other service-related issues. Assists to promote various investment, insurance and banking products to customers.

Code No.	Job Title	Job Descriptions
Supervisory/ Officer Level (Continued)		
228	Insurance Products Officer	Advises individual and corporate customers of insurance products and maintains customer relations in respect of insurance products. Supervises the daily operation of the insurance product department and helps the Manager - Insurance Products plan and develop insurance products strategies and promote the sales of various insurance products.
229	Mandatory Provident Fund Officer	Advises individual and corporate customers of the MPF Schemes and maintains customer relations in respect of MPF services. Assists the Manager - Mandatory Provident Fund to implement and monitor the plans and activities of the Mandatory Provident Fund Services Department.
230	Trust Officer	Settles estates, administers trust and performs agency services.
231	Customer Service Representative – Phone Banking/ Call Centre	Handles customer enquiries and complaints and performs banking/securities transactions with customers. Performs telemarketing activities by promoting personal banking products to potential customers.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.
306	Telemarketing Representative	Assists the Telemarketing Officer to promote company products and services through telephone calls.
307	Teller	Performs counter services and cross-sells banking products and services as well as supporting back-end branch operations.

**(VII) Accounting**

Code No.	Job Title	Job Descriptions
Managerial Level		
134	Financial Controller	Develops and implements financial policies and procedures. Oversees management information adequacy and the compliance with statutory requirements. Assesses strategic initiatives including mergers, acquisitions and diversions.
135	Manager – Accounting	Manages accounting activities and develops accounting and control procedures. Supervises the preparation of reporting requirements.
Supervisory/ Officer Level		
232	Accounting Officer	Supervises the work of the accounting staff to ensure the provision of reliable accounting information and records. Assists the Manager - Accounting in analysing statistics and preparing management reports and statutory returns.
Clerical Level		
308	Accounting Clerk	Raises vouchers and completes posting of accounting entries. Assists in preparing financial statements, statistical reports and statutory returns.

**(VIII) Information Technology**

Code No.	Job Title	Job Descriptions
<b>Managerial Level</b>		
136	Chief Information Officer/ Chief Technology Officer/ Manager - IT	Plans, develops, maintains and controls the provision of information technology services to the company and customers. Analyses and recommends information technology solutions.
137	E-Commerce/E-Banking Manager	Plans the overall strategies of the e-business department. Identifies the potential customer sector and develops the e-commerce products and services to meet the market needs. Develops relevant marketing strategies to enhance the company's competitiveness and profitability.
<b>Supervisory/ Officer Level</b>		
233	Computer Operations Officer	Supervises routine operations of IT systems. Assists in scheduling and coordinating activities of operations.
234	Programmer/ Technology Officer	Performs programming and assists in programme designs and/or specifications.
235	System Analyst	Analyses and develops systems for assigned projects. Formulates statements of objectives or problems and devises solutions. Produces flow charts, block diagrams or pseudocode descriptions for applications systems.
<b>Clerical Level</b>		
301	Clerk	Performs clerical duties in various departments of the establishment.
309	Computer Operator	Operates electronic data processing equipment. Controls running of tapes, disks and drums in electronic data processing equipment according to instructions of the Computer Operations Officer.

**(IX) Human Resources**

Code No.	Job Title	Job Descriptions
Managerial Level		
138	Manager – Human Resources	Develops, maintains and administers human resources management programmes. Duties include staff recruitment, placement, performance appraisal, salary administration, employee relations, organisation development, human resources information system, licensing and related procedures, safety procedures, pension /MPF, medical and other benefits.
139	Manager – Training/ Learning and Development	Plans the overall training and development strategies of the company. Develops, coordinates or delivers and administers programmes; for the orientation, education and training of employees. Identifies employees' training needs in consultation with the management. Evaluates the effectiveness of training activities.
Supervisory/ Officer Level		
236	Human Resources Officer	Assists in implementing personnel policies and functions including interviews, recruitment, placement, compensation, counseling and staff exit procedures. Advises divisions or departments on personnel issues.
237	Training Officer/ Instructor	Assists the Manager – Training / Learning and Development to identify training needs, defines objectives, develops course contents, prepares course notes and audio-visual materials, and conducts training. Evaluates training effectiveness and implements and recommends necessary modifications. Maintains supplies of training materials.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.

**(X) Risk and Compliance**

Code No.	Job Title	Job Descriptions
Managerial Level		
140	Risk Manager – Composite Risk	Manages composite of functions related to risks of the company including credit risk, market risk, operation risk, etc. Plans and develops relevant policies and monitors their implementation to ensure that the overall operation of the company is in compliance with the requirements of regulatory bodies.
141	Risk Manager – Credit Risk	Manages credit risk of the company. Plans and develops relevant policies and monitors their implementation to ensure that the overall operation of the company is in compliance with the requirements of regulatory bodies.
142	Risk Manager – Market Risk	Manages market risk of the company. Plans and develops relevant policies and monitors their implementation to ensure that the overall operation of the company is in compliance with the requirements of regulatory bodies.
143	Risk Manager – Operation Risk	Manages operation risk of the company. Plans and develops relevant policies and monitors their implementation to ensure that the overall operation of the company is in compliance with the requirements of regulatory bodies.
144	Manager – Compliance/ Anti-Money Laundering	Organises, monitors and ensures that the company is in compliance with relevant ordinances, anti-money laundering related regulations, rules and guidelines.
Supervisory/Officer Level		
238	Compliance/ Anti-Money Laundering Officer	Supervises the daily operations of the company to ensure that they are in compliance with relevant ordinances, anti-money laundering related regulations, rules and guidelines. Reports to and obtains instructions from the Manager – Compliance/ Anti-Money Laundering if necessary.
Clerical Level		
301	Clerk	Performs clerical duties in various departments of the establishment.

**(XI) Special Functions**

Code No.	Job Title	Job Descriptions
Managerial Level		
145	Company Secretary	Provides corporate secretarial services and advises the Board to ensure compliance with relevant laws and regulations. Plans and organises general meeting(s).
146	Legal Adviser	Provides general counsel to the company in all aspects of daily operations.
147	Manager - Corporate Communications/ Public Relations	Manages the public relations department. Plans, develops and conducts public relations activities to build up and enhance the company's image.
148	Manager – Internal Audit	Plans, directs and supervises the audit function including financial audit and IT audit of the company. Evaluates the adequacy of systems of control and procedures. Provides management with audit reports and suggestions for improvement.
149	Business Analyst/ Manager – Organisation/ Service Quality & Assurance/ Process Re-Engineering	Evaluates operational efficiency of all divisions and departments. Studies work flow and makes recommendation on work methods, manpower, space and equipment requirements. Establishes working procedures and measuring standards for the company.
150	Manager – Property/ Real Estate	Manages a portfolio of properties including commercial and residential buildings. Plans and controls leasing, selling, construction, improvement, maintenance and repairs.
Supervisory/ Officer Level		
239	Internal Audit Officer	Supervises activities of an internal audit team. Audits independently records of assets, liabilities, incomes and expenditures of the company. Reviews operations and administrative functions and recommends effective internal control systems.-Supervises the auditing function of all IT systems. Reviews operations of all IT systems and recommends measures to control effectively the application of these systems.
240	Officer - Organisation/ Productivity/ Quality/ Re-Engineering	Studies the work flow of operations, evaluates work methods and recommends improvements to working procedures.



**Others**

Code No.	Job Title	Job Descriptions
199 299 399	OTHER PRINCIPAL JOBS - Managerial Level - Supervisory/ Officer Level - Clerical Level	Jobs not classified above but are considered as principal jobs in your company.
401	OTHER SUPPORTING STAFF	Other supporting staff refer to those employees whose activities are not usually specific to banking, such as secretaries, bank guards, and messengers.

銀行及金融機構主要職務工作說明

表內部分職稱與貴機構所使用的可能有別，但如工作性質相同，請歸類為同一職務，並填寫調查表的相關欄位。此附錄末段有全部職務的編號表，以便查閱。

**(I) 行政與管理**

編號	職稱	工作說明
經理級		
101	行政總裁／營運總監／首席財務官／常務董事／總經理	統領員工，定出方向，實踐公司目標。發展及推行機構策略、工作計劃、風險政策、每年財政預算及業務計劃。
102	副行政總裁／副首席財務官／副營運總監	協助行政總裁／首席財務官／營運總監發展及推行機構策略、工作計劃、風險政策、每年財政預算及業務計劃。
103	首席代表	監督外國銀行本港代表辦事處的工作。收集有關本地市場的資料，並與海外總行合作，開拓業務發展機會。
104	行政總裁助理／董事助理	協助高層管理人員執行業務和工作計劃。
105	經理—行政	管理機構的行政工作。
106	區域經理	管理指定區域內的分行網絡。策劃區內整體市場推廣、人事編配及業務擴展策略。統籌區內分行所有工作。
主管/主任級		
201	行政主任	協助經理於公司的不同部門執行行政工作。
202	見習主任	透過在職及職外訓練，在多個部門汲取有關督導工作的知識及技巧。完成訓練後可擔任督導級職位。
203	代表	協助首席代表推行外國銀行本港代表辦事處的工作。

編號	職稱	工作說明
文員級		
301	文員	在公司的不同部門執行文書工作。

## (II) 庫務及資本市場

編號	職稱	工作說明
經理級		
107	庫務及資本市場主管	主管庫務部門的工作。控制公司現金流量及我方帳戶對賬。管理公司整體流動資金的需求。
108	經理—庫務及資本市場(前台和中台)	執行零售銀行和企業銀行客戶的交易。按預定的指引獨立處理事務。促進與其他機構、交易員及經紀之間關係。研究及分析現有數據，讓公司及客戶得知最新市場情況。
109	經理—庫務及資本市場(後台)	為庫務及資本市場交易訂立程序。確定交易及授權付款。監管即時交收制度運作。策劃及擬訂匯款策略。
110	經濟研究員／ 經理—經濟研究	策劃及進行各行業情況及經濟動向研究。概述及闡釋調查結果，特別是目前及長期的投資風險趨勢，以及影響投資的可計量經濟因素。擬備有關工商業狀況及經濟動向的詳細研究報告。
主管/主任級		
204	庫務及資本市場操盤員	在授權範圍內或在上級指導下，獨立進行外幣買賣及拆放市場交易。提供報價和執行交易命令。
205	匯兌主任	監督調撥資金往海外或從海外調撥資金的服務，以及於櫃檯進行的貨幣兌換交易。
206	主任—庫務及資本市場(前台和中台)	協助經理—庫務及資本市場(前台和中台)處理庫務及資本市場相關的交易工作。

編號	職稱	工作說明
主管/主任級 (續)		
207	主任—庫務及資本市場 (後台)	協助經理—庫務及資本市場(後台)處理庫務及資本市場交易相關的營運工作。
文員級		
301	文員	在公司的不同部門執行文書工作。

**(III) 投資(可包括證券、衍生工具、貴金屬、槓桿式外匯及集體投資計劃)**

編號	職稱	工作說明
經理級		
111	總投資主任／經理—投資	策劃及執行公司整體投資策略。推行投資及分惠政策。管理投資計劃及基金組合。策劃、指導及操控部門或機構客戶的活動。
112	投資組合經理	為客戶或基金，監督投資組合的日常管理工作。選擇投資產品作投資組合。向客戶推廣各類投資組合。
113	經理—投資諮詢服務	策劃、指導及監控投資產品部工作。向個別客戶或機構客戶提供顧問服務。監督一組顧問團隊，並監察投資業務的操作。
114	經理—交易室	為公司帳戶及客戶買賣證券、衍生工具、貴金屬、槓桿式外匯或商品。監管保證金交易，並確保符合有關規定。監督交易室的運作。
115	負責人員／註冊司理人	確保公司遵守證券及期貨條例或金銀業貿易場的監管規則，並為任何違規行為負責。
116	經理—投資結算	為投資交易訂立程序。確定交易及授權付款。監管即時交收制度運作。策劃及擬訂匯款策略。

編號	職稱	工作說明
經理級（續）		
117	產品經理	<p>領導主要投資產品開發和管理工作。理解並分析資產類別中的關鍵趨勢和競爭對手的定位。策劃投資策略和管理投資產品的組合。金融分析，建構投資模型和投資目標的估值。舉辦客戶會議和聯絡客戶有關投資組合的檢討，並應要求參與有關準客戶的會議。跟進營銷計劃。與服務提供者合作（如過戶代理人，投資產品託管人）執行有關投資產品的成立工作。協助跟進有關銷售和營銷團隊的投資產品查詢。</p>
118	銷售經理	<p>為投資者提供有關資產的投資建議。實現銷售及經營目標，其中包括拓展新的客戶和現有客戶的資產管理。監察銷售活動，並進行監控評估以確保符合內部和外部的監管要求。建立並維繫與客戶的關係。向業務合作夥伴提供適時的投資信息，並維持他們對公司投資產品的關注。與相關的團隊協調以應對客戶的查詢和提供建議方案，並通過與內部團隊緊密合作，編寫業務介紹簡報。</p>
主管/主任級		
208	財務顧問代表／ 個人財務顧問	<p>按照客戶指示買賣單位信託基金、互惠基金或其他投資產品。向客戶提供有關市場情況、各間公司的歷史和前景的意見。向客戶介紹選定的基金組合及投資產品。計算建議計劃的息率，並擬訂買賣合約。為客戶提供有關選擇單位信託或互惠基金及其他投資產品的意見。</p>
209	投資分析員	<p>收集、分析及評估有關經濟、市場及公司狀況等資料，以作投資參考。檢討並提出投資建議。編寫研究報告。</p>
210	投資服務交易員	<p>提供報價和執行交易指令。</p>
211	客戶服務代表 — 投資服務	<p>處理客戶查詢並執行客戶的交易。透過電話推廣活動推介投資產品予準客戶。提醒客戶結算應付的款項。</p>

編號	職稱	工作說明
主管/主任級 (續)		
212	投資主任	協助經理—投資諮詢服務執行投資產品部的工作。
213	客戶主任／營業主任	向客戶推廣銷售不同投資產品交易服務。
214	投資結算主任	處理所有關於結算、代理人及代管人服務等的投資產品運作事宜。
215	產品主任	協助產品經理推行與產品開發有關的活動。
文員級		
301	文員	在公司的不同部門執行文書工作。
302	交易助理	協助交易員處理客戶的交易及執行交易室內的文書工作。

#### (IV) 營運

編號	職稱	工作說明
經理級		
119	經理—貿易融資運作	管理貿易融資運作。指引部門內的運作單位，提供準確而適時的融資服務，包括是否有信用證的出入口融資、託收、收款付款、外匯、信用證的承兌或擔保。
主管/主任級		
216	貿易融資營運主任	監督及指導員工，提供準確及適時的融資服務，包括是否有信用證的出入口融資、託收、收款／付款，外匯、信用證的承兌或擔保。
217	投訴主任	負責接收及處理客戶投訴。扮演中間人角色，協助客戶和金融機構解決金融糾紛。應對監管機構。
218	營運主任	協助監督業務的運作，包括客戶服務、人事、辦公室保安及管理。參與公司的業務運作仕惟並不包括銷售及風險控制的職務。

編號	職稱	工作說明
文員級		
301	文員	在公司的不同部門執行文書工作。
303	出納員	監管現金流動情況及每日現金頭寸。建立現金日記帳記錄。協助櫃檯服務員提供客戶所需服務。
304	接待員／電話操作員	招待訪客，並將訪客及來電轉介至適當部門。
305	貿易融資運作核對員	查驗文件以確保符合信用證及託收條款。通知客戶有關差異，並安排修改或豁免條款規定。確保收取的押匯費用符合管理層的規定及指引。

#### (V) 信貸及放款

編號	職稱	工作說明
經理級		
120	經理—貸款業務	按照公司既定政策及程序，管理貸款業務部工作。
121	經理—信貸管理	按照公司既定政策及程序，管理信貸部工作。審核及批准客戶的信貸申請。監督、指導及控制商業／消費信貸活動。
122	經理—信用卡	管理信用卡部門的運作，包括簽發新卡、向信用卡持有人提供信貸／現金墊款及收取債款。策劃銷售及市場推廣活動，以拓展信用卡業務。提供足夠措施，保障各有關方面的權益。
123	經理—財務機構／ 國外同業部	監督國際銀行業務部工作。處理銀行間業務，並就銀行與同業間交易的信貸限額提出建議。

編號	職稱	工作說明
主管/主任級		
219	信貸／放款主任	監督收集及分析貸款帳戶的財務資料，評估抵押品的價值，維持最新的信貸資料庫以便評估信貸額。評估及處理貸款申請。監管還款事宜，並諮詢律師意見，以便採取法律行動追討問題帳戶及壞帳戶的貸款。查詢及保存客戶的歷史及背景資料、財政實力及放款債務報告、公司查冊結果、工商團體報告、新聞剪報及其他有關資料。回覆財務機構及其他具信譽組織的查詢，以便提供有關客戶信貸情況及一般資料。
220	信貸分析員	進行信貸分析，以評估貸款帳戶的財政實力。根據授信分析的結果擬備貸款建議書。
221	信用卡主任	協助「經理—信用卡」執行部分職務，例如推廣信用卡業務、推行信貸政策、督導信用卡帳戶的運作、監管過期票據及怠帳等。
222	分期付款／租賃主任	監督分期貸款及租賃工作。與機器設備及汽車經紀保持聯繫，以推廣及拓展業務。
文員級		
301	文員	在公司的不同部門執行文書工作。



## (VI) 業務發展

編號	職稱	工作說明
經理級		
124	業務總監/董事總經理	策劃、統籌、推行機構的業務發展策略。綜合各項業務的市場推廣計劃。鑑別及分析可以促進企業/商業銀行/消費/投資產品業務的方法。
125	經理—企業銀行/ 商業銀行/ 客戶關係管理	策劃、發展及推行市場推廣活動，開拓建立貿易/項目融資計劃、集團放款業務，以及其他企業/商業銀行產品。管理企業/商業客戶的各類銀行信貸。
126	經理—市場推廣/ 產品開發	策劃、指導及統籌市場研究工作、市場分割分析和產品營銷活動。開發、推出、評估及改進產品及服務以滿足客戶需要，從而提高公司的市場佔有率及回報。
127	經理—私人銀行	在指定的客戶群內，與高資產的個人或家庭開展業務關係。提供服務包括多種貨幣存款、外匯以至全球投資組合管理及信託服務。
128	經理—客戶關係（個人銀行/證券）	為客戶提供財務規劃/財富管理服務。推銷各種投資、保險和銀行產品，以達到業績目標。
129	經理—分行	因應機構政策及程序，管理分行日常運作、客戶服務、貸款服務、業務發展及人事。指導職員為客戶提供服務，訂定各項工作目標，以達至分行的利潤指標。
130	經理—保險產品	策劃、發展及推廣公司的保險產品。管理保險產品部的日常運作。
131	經理—強制性公積金	計劃、指導及監察強制性公積金服務部的工作。管理強制性公積金服務部的日常運作。
132	經理—信託	策劃、指導及監察信託部工作。為客戶提供遺產管理服務。管理、發展及維持個人及團體的信託業務。
133	經理—電話理財/電話服務中心	監督電話理財/電話服務中心的工作流程，維持及確保為客戶提供高效率 and 優質的服務。

編號	職稱	工作說明
主管/主任級		
223	業務發展主任	向現有及準客戶招徠業務。擬備客戶探訪報告及貸款建議書。監管各類放款項目，並在有需要時知會管理層。
224	客戶關係主任— 企業銀行／商業銀行／ 客戶關係管理	協助「經理—企業銀行／商業銀行／客戶關係管理」進行貿易／項目融資計劃、銀團貸款及其他企業／商業銀行產品的推廣活動。
225	電話市場推廣主任	透過電話推廣公司產品及服務。
226	客戶關係主任—私人 銀行	協助「經理—私人銀行」進行營銷活動並為指定客戶群內的高資產個人或家庭提供銀行及相關服務。
227	客戶服務主任—個人 銀行／證券	協助「經理—客戶關係（個人銀行/證券）」提供客戶服務及全方位建議，包括交易查詢、處理投訴和其他相關服務。協助向客戶推廣各種投資、保險和銀行產品。
228	保險產品主任	為個人及公司客戶提供保險產品的意見，並維繫客戶關係。監督保險產品部日常運作並協助「經理—保險產品」策劃及發展保險產品策略及推廣不同保險產品的銷售。
229	強制性公積金主任	為個人及公司客戶提供強制性公積金計劃的意見，並維繫客戶關係。協助「經理—強制性公積金」執行及監察強制性公積金服務部的計劃及業務。
230	信託主任	管理遺產、執行信託責任及提供代理人服務。
231	客戶服務代表—電話理 財/電話服務中心	處理客戶查詢及投訴，並執行客戶的銀行／證券交易。透過電話推廣活動推介個人銀行產品予準客戶。

編號	職稱	工作說明
文員級		
301	文員	在公司的不同部門執行文書工作。
306	電話市場推廣代表	協助「電話市場推廣主任」，透過電話推廣公司產品及服務。
307	櫃檯員	負責櫃檯服務，推銷各類銀行產品及服務，以及支援分行的後勤營運工作。

## (VII) 會計

編號	職稱	工作說明
經理級		
134	財務總監	發展及推行財務政策及程序。監察管理資料是否足夠及符合法定要求。評估策略性工作，包括合併、收購及業務多元化等。
135	經理—會計	管理會計工作，發展會計及管理程序。監督報表編製工作，以符合監管機構的呈報規定。
主管/主任級		
232	會計主任	監督會計人員的工作，確保會計資料及紀錄準確。協助「經理—會計」分析統計資料、編制管理報告及法定報表。
文員級		
308	會計文員	開立付款憑單及過帳。協助擬備財務報表、統計報告及法定報表。

**(VIII) 資訊科技**

編號	職稱	工作說明
經理級		
136	總資訊主任／ 總科技主任／ 經理－資訊科技	策劃、發展、維持及控制提供予內部及客戶的資訊科技服務。分析及建議資訊科技方面的解決方案。
137	電子商貿／電子銀行經理	策劃電子商業部門的整體策略。確定準客戶類別，並發展電子商貿產品及服務以應付市場需求。釐定有關市場推廣策略以提高公司的競爭力及利潤。
主管/主任級		
233	電腦運作主任	監督電腦系統日常操作。協助編排及協調電腦運作程序表。
234	程式員／科技主任	編製程式，並協助設計程式及／或訂立規格。
235	系統分析員	分析及發展特定項目的系統。編寫目標或問題報表，並設計解決方案。為應用系統繪製流程圖、方塊圖或編寫擬密碼說明。
文員級		
301	文員	在公司的不同部門執行文書工作。
309	電腦操作員	操作電子資料處理器材。按「電腦運作主任」指示控制磁帶、磁碟、磁鼓操作。

## (IX) 人力資源

編號	職稱	工作說明
經理級		
138	經理—人力資源	發展、維繫及管理人力資源計劃。工作範圍包括：員工招聘、調配、工作表現評核、薪金管理、僱員關係、組織發展、人力資源信息系統、牌照及相關程序、安全措施、退休金／強積金、醫療及其他福利。
139	經理—培訓／學習及發展	策劃公司的整體培訓策略。發展、統籌或提供及管理入職輔導計劃，並為僱員提供所需教育及訓練。與管理層磋商以確定僱員的訓練需要。評估訓練工作成效。
主管/主任級		
236	人力資源主任	協助推行人事政策及有關工作，包括：面試、招聘、職位調配、賠償、輔導及離職程序。就人事問題向各部門提供意見。
237	訓練主任／導師	協助「經理—培訓／學習及發展」確定訓練需要，訂定訓練目標、發展課程內容、製備講義及視聽教材及推行訓練課程。評估訓練成效，提出並推行修訂建議。保存及提供訓練資料。
文員級		
301	文員	在公司的不同部門執行文書工作。

**(X) 風險及合規**

編號	職稱	工作說明
經理級		
140	風險經理—綜合	管理公司的綜合風險，包括信貸風險、市場風險、營運風險等。策劃及發展有關政策，監管其推行情況，確保公司整體運作符合監管機構要求。
141	風險經理—信貸風險	管理公司的信貸風險。策劃及發展有關政策，監管其推行情況，確保公司整體運作符合監管機構要求。
142	風險經理—市場風險	管理公司的市場風險。策劃及發展有關政策，監管其推行情況，確保公司整體運作符合監管機構要求。
143	風險經理—營運風險	管理公司的營運風險。策劃及發展有關政策，監管其推行情況，確保公司整體運作符合監管機構要求。
144	經理—合規／反洗黑錢	組織及監察日常運作，確保公司符合有關條例、反洗黑錢相關規例、規則及指引。
主管/主任級		
238	合規／反洗黑錢主任	監督公司日常運作，以符合有關法例、反洗黑錢相關規例、規則及指引。有需要時向「經理—合規／反洗黑錢」匯報及聽取指示。
文員級		
301	文員	在公司的不同部門執行文書工作。

**(XI) 特別職務**

編號	職稱	工作說明
經理級		
145	公司秘書	為機構提供公司秘書服務，並向董事會提供意見，確保公司符合有關法律及規例。籌劃一般會議。
146	法律顧問	對公司日常運作提供一般法律意見。
147	經理—企業傳訊／公共關係	管理公共關係部門。策劃、發展及進行公關活動，以建立及提高公司形像。
148	經理—內部稽核	策劃、指引及督導機構內的稽核工作，包括財務及資訊科技方面。評估監管制度及有關程序是否足夠。向管理層提交稽核報告，並建議改善方法。
149	商業分析員／經理—組織／質素保證／工效優化	評估各部門的運作效率。研究工作流程，並就工作方法、人力需求、空間使用及添置設備等事宜提出建議。為機構制訂工作程序及量度標準。
150	經理—產業／房地產	管理各類房地產，包括商業及住宅樓宇。策劃及控制產業的出租、銷售、建築及維修。
主管/主任級		
239	內部稽核主任	監督內部稽核小組工作。獨立審核機構的資產、負債及收支紀錄。檢討營運及行政工作，並建議有效的內部監管制度。監督所有資訊科技系統的稽核工作。檢討所有資訊科技系統的運作，並建議措施，以便有效監管這些系統的應用。
240	主任—組織／生產力／質素／工效優化	研究工作流程，評估工作方法，並建議工作程序改善方法。

## 其他

編號	職稱	工作說明
199 299 399	其他主要職務 —經理級 —主管/主任級 —文員級	未被涵括在以上分類的其他主要職務。
401	其他輔助員工	其他輔助員工指一般並非專責銀行事務的員工，例如秘書、護衛員及信差等。



Job Code List of Principal Jobs for the  
2017 Manpower Survey of the Banking and Finance Industry

**(I) Administration and Management**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	101	Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager
	102	Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer
	103	Chief Representative
	104	Assistant to Chief Executive Officer/ Director
	105	Manager – Administration
	106	Zone/ District Manager
Supervisory/ Officer	201	Administration Officer
	202	Management Trainee
	203	Representative
Clerical	301	Clerk

**(II) Treasury and Capital Markets**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	107	Head of Treasury and Capital Markets
	108	Manager – Treasury and Capital Markets (Front and Mid-Office)
	109	Manager – Treasury and Capital Markets (Back Office)
	110	Economist/ Manager - Economic Research
Supervisory/ Officer	204	Treasury and Capital Markets Trader
	205	Remittances Officer
	206	Officer – Treasury and Capital Markets (Front and Mid-Office)
	207	Officer – Treasury and Capital Markets (Back Office)
Clerical	301	Clerk

**(III) Investment (may include securities, derivatives, precious metals, leveraged foreign exchange and collective investment schemes)**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	111	Chief Investment Officer/ Manager – Investment
	112	Portfolio Manager
	113	Manager – Investment Advisory Services
	114	Manager – Dealing Room
	115	Responsible Officer/ Registered Manager
	116	Manager – Investment Settlement
	117	Product Manager
	118	Sales Manager
Supervisory/ Officer	208	Financial Adviser Representative/ Personal Financial Adviser
	209	Investment Analyst
	210	Investment Services Dealer
	211	Customer Service Representative – Investment Service
	212	Investment Officer
	213	Account Executive/ Sales Officer
	214	Investment Settlement Officer
	215	Product Associate
Clerical	301	Clerk
	302	Dealing Assistant

**(IV) Operations**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	119	Manager - Trade Finance Operations
Supervisory/ Officer	216	Trade Finance Operations Officer
	217	Complaint Officer
	218	Operations Officer
Clerical	301	Clerk
	303	Cashier
	304	Receptionist/ Greeter
	305	Trade Finance Operations Checker

(V) **Credit and Loans**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	120	Manager – Loan Operation
	121	Manager – Credit Management
	122	Manager – Credit Card
	123	Manager – Financial Institutions/ Correspondent Banking
Supervisory/ Officer	219	Credit/ Loan Officer
	220	Credit Analyst
	221	Credit Card Officer
	222	Hire Purchase/ Leasing Officer
Clerical	301	Clerk

(VI) **Business Development**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	124	Head of Business/ Managing Director
	125	Manager – Corporate Banking/ Commercial Banking/ Relationship Management
	126	Manager – Marketing/ Product Development
	127	Manager – Private Banking
	128	Manager – Customer Relationship (Personal Banking/ Securities)
	129	Manager – Branch
	130	Manager – Insurance Products
	131	Manager – Mandatory Provident Fund
	132	Manager – Trust
	133	Manager – Phone Banking/ Call Centre
Supervisory/ Officer	223	Business Development Officer
	224	Relationship Officer – Corporate Banking/ Commercial Banking/ Relationship Management
	225	Telemarketing Officer
	226	Relationship Officer – Private Banking
	227	Customer Services Officer – Personal Banking/ Securities
	228	Insurance Products Officer
	229	Mandatory Provident Fund Officer

	230	Trust Officer
	231	Customer Service Representative – Phone Banking/ Call Centre
Clerical	301	Clerk
	306	Telemarketing Representative
	307	Teller

**(VII) Accounting**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	134	Financial Controller
	135	Manager – Accounting
Supervisory/ Officer	232	Accounting Officer
Clerical	308	Accounting Clerk

**(VIII) Information Technology**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	136	Chief Information Officer/ Chief Technology Officer/ Manager – IT
	137	E-Commerce/ E-Banking Manager
Supervisory/Officer	233	Computer Operations Officer
	234	Programmer/ Technology Officer
	235	System Analyst
Clerical	301	Clerk
	309	Computer Operator

**(IX) Human Resources**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	138	Manager – Human Resources
	139	Manager – Training/ Learning and Development
Supervisory/ Officer	236	Human Resources Officer
	237	Training Officer/ Instructor
Clerical	301	Clerk

**(X) Risk and Compliance**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	140	Risk Manager – Composite Risk
	141	Risk Manager – Credit Risk
	142	Risk Manager – Market Risk
	143	Risk Manager – Operation Risk
	144	Manager – Compliance/ Anti-Money Laundering
Supervisory/ Officer	238	Compliance/ Anti-Money Laundering Officer
Clerical	301	Clerk

**(XI) Special Functions**

<u>Job Level</u>	<u>Job Code</u>	<u>Job Title</u>
Managerial	145	Company Secretary
	146	Legal Adviser
	147	Manager – Corporate Communications/ Public Relations
	148	Manager – Internal Audit
	149	Business Analyst/ Manager – Organisation/ Service Quality & Assurance/ Process Re-Engineering
	150	Manager – Property/ Real Estate
Supervisory/ Officer	239	Internal Audit Officer
	240	Officer – Organisation/ Productivity/ Quality/ Re-engineering

**Others**

OTHER PRINCIPAL JOBS

- 199 – Managerial Level
- 299 – Supervisory/Officer Level
- 399 – Clerical Level

401 OTHER SUPPORTING STAFF

銀行及金融業 2017 年人力調查

職務編號表

(I) 行政與管理

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	101	行政總裁／營運總監／首席財務官／ 常務董事／總經理
	102	副行政總裁／副首席財務官／副營運總監
	103	首席代表
	104	行政總裁助理／董事助理
	105	經理—行政
	106	區域經理
主管／主任級	201	行政主任
	202	見習主任
	203	代表
文員級	301	文員

(II) 庫務及資本市場

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	107	庫務及資本市場主管
	108	經理—庫務及資本市場(前台和中台)
	109	經理—庫務及資本市場(後台)
	110	經濟研究員／經理—經濟研究
主管／主任級	204	庫務及資本市場操盤員
	205	匯兌主任
	206	主任—庫務及資本市場(前台和中台)
	207	主任—庫務及資本市場(後台)
文員級	301	文員

(III) 投資（可包括證券、衍生工具、貴金屬、槓桿式  
外匯及集體投資計劃）

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	111	總投資主任／經理—投資
	112	投資組合經理
	113	經理—投資諮詢服務
	114	經理—交易室
	115	負責人員／註冊司理人
	116	經理—投資結算
	117	產品經理
	118	銷售經理
	主管／主任級	208
209		投資分析員
210		投資服務交易員
211		客戶服務代表—投資服務
212		投資主任
213		客戶主任／營業主任
214		投資結算主任
文員級	301	文員
	302	交易助理

(IV) 營運

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	119	經理—貿易融資運作
主管／主任級	216	貿易融資營運主任
	217	投訴主任
	218	營運主任
文員級	301	文員
	303	出納員
	304	接待員／電話操作員
	305	貿易融資運作核對員



(V) 信貸及放款

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	120	經理—貸款業務
	121	經理—信貸管理
	122	經理—信用卡
	123	經理—財務機構／國外同業部
主管／主任級	219	信貸／放款主任
	220	信貸分析員
	221	信用卡主任
	222	分期付款／租賃主任
文員級	301	文員

(VI) 業務發展

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>	
經理級	124	業務總監／董事總經理	
	125	經理—企業銀行／商業銀行／客戶關係管理	
	126	經理—市場推廣／產品開發	
	127	經理—私人銀行	
	128	經理—客戶關係（個人銀行／證券）	
	129	經理—分行	
	130	經理—保險產品	
	131	經理—強制性公積金	
	132	經理—信託	
	133	經理—電話理財／電話服務中心	
	主管／主任級	223	業務發展主任
		224	客戶關係主任—企業銀行／商業銀行／客戶關係管理
		225	電話市場推廣主任
226		客戶關係主任—私人銀行	
227		客戶服務主任—個人銀行／證券	
228		保險產品主任	
229		強制性公積金主任	
230		信託主任	
231	客戶服務代表—電話理財／電話服務中心		

文員級	301	文員
	306	電話市場推廣代表
	307	櫃檯員

#### (VII) 會計

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	134	財務總監
	135	經理—會計
主管／主任級	232	會計主任
文員級	308	會計文員

#### (VIII) 資訊科技

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	136	總資訊主任／總科技主任／ 經理—資訊科技
	137	電子商貿／電子銀行經理
主管／主任級	233	電腦運作主任
	234	程式員／科技主任
	235	系統分析員
文員級	301	文員
	309	電腦操作員

#### (IX) 人力資源

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	138	經理—人力資源
	139	經理—培訓／學習及發展
主管／主任級	236	人力資源主任
	237	訓練主任／導師
文員級	301	文員

(X) 風險及合規

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	140	風險經理 - 綜合
	141	風險經理 - 信貸風險
	142	風險經理 - 市場風險
	143	風險經理 - 營運風險
	144	經理—合規／反洗黑錢
主管／主任級	238	合規／反洗黑錢主任
文員級	301	文員

(XI) 特別職務

<u>職 級</u>	<u>編 號</u>	<u>職 稱</u>
經理級	145	公司秘書
	146	法律顧問
	147	經理—企業傳訊／公共關係
	148	經理—內部稽核
	149	商業分析員／經理—組織／質素保證／ 工效優化
	150	經理—產業／房地產
主管／主任級	239	內部稽核主任
	240	主任—組織／生產力／質素／工效優化

其他

	其他主要職務
199	—經理級
299	—主管／主任級
399	—文員級
401	其他輔助員工

VOCATIONAL TRAINING COUNCIL  
職業訓練局

THE 2017 MANPOWER SURVEY OF THE BANKING AND FINANCE INDUSTRY  
銀行及金融業 2017 年人力調查

QUESTIONNAIRE  
調查表

Name of Establishment: \_\_\_\_\_  
機構名稱

Address: \_\_\_\_\_  
地址

Total Number of Employees: \_\_\_\_\_  
僱員總數

Name of Person to Contact: \_\_\_\_\_  
聯絡人姓名

Position: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
職位 電話號碼 傳真號碼

E-mail Address: \_\_\_\_\_  
電郵地址

Please fill in the blanks with information of **employees whose job duties are related to daily operations of banking and financial institutions.**

請將 貴機構之職員資料 (該等職員之工作與銀行及金融機構之日常工作有相關者) 填於下列表格內。

1.	(A) Job Level* 職級	(B) No. of Employees as at 2.1.2017 在 2.1.2017 之僱員人數	(C) No. of Vacancies as at 2.1.2017 在 2.1.2017 之空缺數目	(D) Forecast No. of Employees in 24 Months' Time 預測 24 個月 後的僱員人數
	Managerial 經理級			
	Supervisory/Officer 主管主任級			
	Clerical 文員級			

\* Definition of Job Level  
職級的定義

(1) Managerial Level - the job holder assumes managerial responsibilities; plans, develops, modifies and implements company operation policies and procedures.  
經理級 — 該級的工作人員負責一般管理工作；例如策劃，發展，修訂及執行公司的營運政策及程序。

(2) Supervisory/Officer Level - the job holder assumes supervisory responsibilities or specific duties; assists the manager in administering the routine duties of a department/section/unit of the company.  
主管主任級 — 該級的工作人員負責一般督導工作或專職工作；例如協助經理級的同事執行公司內各部門／組別／單位的管理工作或執行專責職務。

(3) Clerical Level - the job holder engages in clerical work; data recording, reports preparing and documents filing, etc.  
文員級 — 該級的工作人員負責一般文職工作；例如記錄資料，繕寫報告及文件歸檔等。

2. Please suggest several types/topics of training that are considered the most important for the development of banking and finance manpower. (Examples of training topics are given as follows for reference.)

請就 貴機構認為對銀行及金融業人力發展至為重要的數項訓練類別/課題作出建議。(訓練課題的例子載列於本問題之後以供參考。)

Please specify if the suggested type/topic of training is not included in the list of examples provided.

如建議的訓練類別/課題不包括在所提供的例子清單內，請詳細註明。

	Code 編號	
(a) Managerial 經理級		
(b) Supervisory/Officer 主管主任級		
(c) Clerical 文員級		

Examples of Training Topics  
訓練課題的例子

(I)	Code 編號	Skills/Knowledge 技能/知識	(II)	Code 編號	Skills/Knowledge 技能/知識	(III)	Code 編號	Skills/Knowledge 技能/知識
	General Management Knowledge 一般管理知識			Basic Job-related Knowledge 基本業務知識			Generic Skills 通用技能	
	101	Principles & Practice of Management 管理理論與實務		201	Enhancing Quality Customer Services 提升顧客服務的質素		301	English Writing 英文書寫
	102	Problem Solving & Decision Making 解決困難及決策		202	Financial Statement Analysis 財務報表分析		302	Spoken English 英語會話
	103	Strategic Management 策略管理		203	Credit Analysis-Spreading and Ratio Analysis 信用分析 — 報表展釋及比率分析		303	Chinese Writing 中文書寫
	104	Marketing Management 市場管理		204	Trade Finance 貿易融資		304	Cantonese 廣東話
	105	Quality Management 優質服務管理		205	Securities & Futures Regulation 證券及期貨條例		305	Putonghua 普通話
	106	Risk Management 風險管理		206	Securities Analysis 股票分析		306	Interpersonal Skills 人際關係技巧
	107	Stress Management 壓力處理		207	Foreign Exchange 外匯		307	Marketing/Selling Skills 市場推廣/銷售技巧
	108	Crisis Management 危機管理		208	Financial Markets Operations 金融市場運作		308	Information Systems Application Skills 資訊系統應用技巧
	109	Human Resources Management 人力資源管理		209	Asset Valuation & Portfolio Management 資產估值及組合管理		309	Communication Skills 溝通技巧
	110	Leadership 領導才能		210	SME Financial Management & Practice 中小企財務管理及實務		310	Presentation Skills 演說技巧
	111	Team Building 建立團隊		211	Corporate Finance 企業融資		311	Customer Psychology 顧客心理
	112	Motivation 激勵		212	International Business Management 國際企業管理		312	Mediation Skills 調解技巧
	113	Coaching & Counseling 訓練及輔導下屬		213	Financial Risk Management 財務風險管理			
	114	Dealing with Conflict 處理衝突		214	General Insurance 一般保險			
	115	Implementing Change 推行變革		215	Long Term Insurance 長期保險			
	116	Time Management 時間管理		216	Provident Fund 公積金			
	117	Environmental Management 環境管理		217	Skills in Differentiating Bank Notes 鑑別鈔票技巧			
	118	Relationship Management 關係管理		218	Anti-Money Laundering Compliance 反洗黑錢法規			
	119	Fund Management 基金管理		219	Anti-Corruption Regulations 反貪污條例			
	120	Custodian Services 託管服務		220	Company Law in Mainland 中國公司法			
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	122	Financial Engineering 金融工程						
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(銀行及金融業)

Table 1 : Manpower Statistics  
(Banking and Finance Industry)

表 1 : 人力資料  
(銀行及金融業)

Job Title 職稱	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017 之空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
<b>MANAGERIAL LEVEL 經理級</b>				
Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager 行政總裁／營運總監／首席財務官／常務董事／總經理	2 375	16	2 391	2 385
Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer 副行政總裁／副首席財務官／副營運總監	398	-	398	398
Chief Representative 首席代表	90	-	90	90
Assistant to Chief Executive Officer/ Director 行政總裁助理／董事助理	474	2	476	466
Manager - Administration 經理－行政	1 034	4	1 038	1 060
Zone/ District Manager 區域經理	382	2	384	386
Head of Treasury and Capital Markets 庫務及資本市場主管	270	1	271	271
Manager - Treasury and Capital Markets (Front and Mid-Office) 經理－庫務及資本市場(前台和中台)	1 045	36	1 081	1 102
Manager - Treasury and Capital Markets (Back Office) 經理－庫務及資本市場(後台)	390	-	390	390
Economist/ Manager - Economic Research 經濟研究員／經理－經濟研究	251	7	258	284
Chief Investment Officer/ Manager - Investment 總投資主任／經理－投資	1 646	3	1 649	1 651
Portfolio Manager 投資組合經理	1 673	5	1 678	1 696
Manager - Investment Advisory Services 經理－投資諮詢服務	1 307	27	1 334	1 354
Manager - Dealing Room 經理－交易室	1 197	27	1 224	1 247
Responsible Officer/ Registered Manager 負責人員／註冊司理人	363	-	363	374
Manager - Investment Settlement 經理－投資結算	699	13	712	728
Product Manager 產品經理	466	8	474	472
Sales Manager 銷售經理	1 509	14	1 523	1 537
Manager - Trade Finance Operations 經理－貿易融資運作	573	15	588	600

Job Title 職稱	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017 之空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>				
Manager - Loan Operation 經理－貸款業務	507	19	526	542
Manager - Credit Management 經理－信貸管理	1 439	31	1 470	1 492
Manager - Credit Card 經理－信用卡	172	16	188	204
Manager - Financial Institutions/ Correspondent Banking 經理－財務機構／國外同業部	170	7	177	179
Head of Business/ Managing Director 業務總監/董事總經理	1 041	3	1 044	1 044
Manager - Corporate Banking/ Commercial Banking/ Relationship Management 經理－企業銀行／商業銀行／客戶關係管理	2 697	61	2 758	2 767
Manager - Marketing/ Product Development 經理－市場推廣／產品開發	981	32	1 013	1 030
Manager - Private Banking 經理－私人銀行	924	21	945	961
Manager - Customer Relationship (Personal Banking/ Securities) 經理－客戶關係 (個人銀行／證券)	1 742	14	1 756	1 770
Manager - Branch 經理－分行	3 008	16	3 024	3 046
Manager - Insurance Products 經理－保險產品	118	1	119	119
Manager - Mandatory Provident Fund 經理－強制性公積金	148	4	152	152
Manager - Trust 經理－信託	159	2	161	163
Manager - Phone Banking/ Call Centre 經理－電話理財／電話服務中心	86	-	86	86
Financial Controller 財務總監	499	2	501	514
Manager - Accounting 經理－會計	1 840	27	1 867	1 884
Chief Information Officer/ Chief Technology Officer/ Manager - IT 總資訊主任／總科技主任／經理－資訊科技	2 872	62	2 934	2 949
E-Commerce/ E-Banking Manager 電子商貿／電子銀行經理	309	41	350	378
Manager - Human Resources 經理－人力資源	1 292	42	1 334	1 347
Manager - Training/ Learning and Development 經理－培訓／學習及發展	209	-	209	217
Risk Manager - Composite Risk 風險經理－綜合	1 175	24	1 199	1 213
Risk Manager - Credit Risk 風險經理－信貸風險	278	23	301	317

Job Title 職稱	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017 之空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>				
Risk Manager – Market Risk 風險經理—市場風險	186	17	203	219
Risk Manager – Operation Risk 風險經理—營運風險	150	17	167	183
Manager – Compliance/ Anti-Money Laundering 經理—合規/反洗黑錢	1 197	62	1 259	1 276
Company Secretary 公司秘書	175	-	175	175
Legal Adviser 法律顧問	480	26	506	508
Manager - Corporate Communications/ Public Relations 經理—企業傳訊/公共關係	270	2	272	288
Manager – Internal Audit 經理—內部稽核	600	31	631	650
Business Analyst/ Manager – Organisation/ Service Quality & Assurance/ Process Re-Engineering 商業分析員/經理—組織/質素保證/ 工效優化	341	6	347	351
Manager – Property/ Real Estate 經理—產業/房地產	159	14	173	187
Other Manager 其他經理	6 633	102	6 735	6 763
<b>Sub-total 小計</b>	<b>47 999</b>	<b>905</b>	<b>48 904</b>	<b>49 465</b>
<b>SUPERVISORY/OFFICER LEVEL 主管/主任級</b>				
Administration Officer 行政主任	1 584	10	1 594	1 617
Management Trainee 見習主任	579	13	592	616
Representative 代表	236	-	236	237
Treasury and Capital Markets Trader 庫務及資本市場操盤員	972	17	989	1 015
Remittances Officer 匯兌主任	839	8	847	843
Officer – Treasury and Capital Markets (Front and Mid-Office) 主任—庫務及資本市場 (前台和中台)	196	-	196	196
Officer – Treasury and Capital Markets (Back Office) 主任—庫務及資本市場 (後台)	586	6	592	598
Financial Adviser Representative/ Personal Financial Adviser 財務顧問代表/個人財務顧問	3 667	155	3 822	3 946
Investment Analyst 投資分析員	2 864	142	3 006	3 068
Investment Services Dealer 投資服務交易員	1 129	2	1 131	1 139

Job Title 職稱	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017 之空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
<b>SUPERVISORY/OFFICER LEVEL (Continued) 主管/主任級 (續)</b>				
Customer Service Representative – Investment Service 客戶服務代表 – 投資服務	533	-	533	574
Investment Officer 投資主任	2 630	26	2 656	2 676
Account Executive/ Sales Officer 客戶主任/營業主任	3 747	86	3 833	3 841
Investment Settlement Officer 投資結算主任	1 696	73	1 769	1 779
Product Associate 產品主任	1 064	13	1 077	1 083
Trade Finance Operations Officer 貿易融資營運主任	1 612	15	1 627	1 656
Complaint Officer 投訴主任	637	-	637	653
Operations Officer 營運主任	4 959	126	5 085	5 126
Credit/ Loan Officer 信貸/放款主任	2 700	73	2 773	2 763
Credit Analyst 信貸分析員	924	10	934	945
Credit Card Officer 信用卡主任	470	6	476	498
Hire Purchase/ Leasing Officer 分期付款/租賃主任	339	6	345	349
Business Development Officer 業務發展主任	1 650	118	1 768	1 781
Relationship Officer – Corporate Banking/ Commercial Banking/ Relationship Management 客戶關係主任 – 企業銀行/商業銀行/ 客戶關係管理	3 096	87	3 183	3 218
Telemarketing Officer 電話市場推廣主任	303	4	307	313
Relationship Officer – Private Banking 客戶關係主任 – 私人銀行	329	26	355	372
Customer Services Officer – Personal Banking/ Securities 客戶服務主任 – 個人銀行/證券	5 223	91	5 314	5 316
Insurance Products Officer 保險產品主任	298	3	301	303
Mandatory Provident Fund Officer 強制性公積金主任	561	10	571	579
Trust Officer 信託主任	153	7	160	166
Customer Service Representative – Phone Banking/ Call Centre 客戶服務代表 – 電話理財/電話服務中心	1 105	11	1 116	1 118
Accounting Officer 會計主任	2 253	32	2 285	2 300
Computer Operations Officer 電腦運作主任	1 384	20	1 404	1 418

Job Title 職稱	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017 之空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
Programmer/ Technology Officer 程式員/科技主任	2 288	35	2 323	2 339
System Analyst 系統分析員	1 308	15	1 323	1 340
Human Resources Officer 人力資源主任	930	5	935	951
Training Officer/ Instructor 訓練主任/導師	115	-	115	131
Compliance/ Anti-Money Laundering Officer 合規/反洗黑錢主任	1 436	47	1 483	1 521
Internal Audit Officer 內部稽核主任	703	54	757	768
Officer - Organisation/ Productivity/ Quality/ Re-Engineering 主任—組織/生產力/質素/工效優化	208	-	208	208
Other Supervisor/Officer 其他主管/主任	7 747	52	7 799	7 818
<b>Sub-total 小計</b>	<b>65 053</b>	<b>1 404</b>	<b>66 457</b>	<b>67 178</b>
<b>CLERICAL LEVEL 文員級</b>				
Clerk 文員	13 736	270	14 006	14 046
Dealing Assistant 交易助理	4 115	61	4 176	4 180
Cashier 出納員	965	-	965	973
Receptionist/ Greeter 接待員/電話操作員	651	18	669	669
Trade Finance Operations Checker 貿易融資運作核對員	766	12	778	795
Telemarketing Representative 電話市場推廣代表	763	8	771	785
Teller 櫃檯員	11 090	184	11 274	11 290
Accounting Clerk 會計文員	2 214	39	2 253	2 265
Computer Operator 電腦操作員	1 218	10	1 228	1 246
Other Clerk 其他文員	5 418	7	5 425	5 432
<b>Sub-total 小計</b>	<b>40 936</b>	<b>609</b>	<b>41 545</b>	<b>41 681</b>
<b>OTHERS 其他</b>				
Other Supporting Staff 其他輔助員工	6 672	17	6 689	6 687
<b>Sub-total 小計</b>	<b>6 672</b>	<b>17</b>	<b>6 689</b>	<b>6 687</b>
<b>Total 總計</b>	<b>160 660</b>	<b>2 935</b>	<b>163 595</b>	<b>165 011</b>



Table 1.1 : Manpower Statistics  
(Banking and Finance Industry - By Branch)

表 1.1 : 人力資料  
(銀行及金融業 - 按門類劃分)

Branch 門類	Job Level 職 級	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017之 空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制牌 照銀行及外國銀行本 港代表辦事處	Managerial Level 經理級	30 905	679	31 584	32 101
	Supervisory/Officer Level 主管/主任級	39 985	877	40 862	41 330
	Clerical Level 文員級	26 870	412	27 282	27 451
	Other Supporting Staff 其他	3 103	6	3 109	3 108
	<b>Total 總計</b>	<b>100 863</b>	<b>1 974</b>	<b>102 837</b>	<b>103 990</b>
Deposit-taking Companies 接受存款公司	Managerial Level 經理級	160	-	160	160
	Supervisory/Officer Level 主管/主任級	160	3	163	163
	Clerical Level 文員級	257	8	265	265
	Other Supporting Staff 其他	17	-	17	17
	<b>Total 總計</b>	<b>594</b>	<b>11</b>	<b>605</b>	<b>605</b>
Investment and Holding Companies 投資及控股公司	Managerial Level 經理級	1 255	47	1 302	1 340
	Supervisory/Officer Level 主管/主任級	1 169	52	1 221	1 281
	Clerical Level 文員級	596	21	617	623
	Other Supporting Staff 其他	204	-	204	212
	<b>Total 總計</b>	<b>3 224</b>	<b>120</b>	<b>3 344</b>	<b>3 456</b>
Personal Loans and Related Companies 私人貸款及有關公司	Managerial Level 經理級	1 233	12	1 245	1 245
	Supervisory/Officer Level 主管/主任級	1 661	78	1 739	1 709
	Clerical Level 文員級	1 682	58	1 740	1 731
	Other Supporting Staff 其他	198	-	198	198
	<b>Total 總計</b>	<b>4 774</b>	<b>148</b>	<b>4 922</b>	<b>4 883</b>
Securities Brokerage Firms 證券經紀公司	Managerial Level 經理級	1 902	15	1 917	1 908
	Supervisory/Officer Level 主管/主任級	3 900	121	4 021	4 002
	Clerical Level 文員級	2 709	-	2 709	2 691
	Other Supporting Staff 其他	217	-	217	208
	<b>Total 總計</b>	<b>8 728</b>	<b>136</b>	<b>8 864</b>	<b>8 809</b>

Branch 門類	Job Level 職 級	No. of Employees as at 2.1.2017 在2.1.2017之 僱員人數	No. of Vacancies as at 2.1.2017 在2.1.2017之 空缺數目	Manpower Demand 人力需求	Forecast No. of Employees in 24 Months' Time 預計24個月後 的僱員人數
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨) 及貴金屬經紀/ 交易商	Managerial Level 經理級	462	2	464	465
	Supervisory/Officer Level 主管/主任級	829	8	837	866
	Clerical Level 文員級	619	28	647	651
	Other Supporting Staff 其他	24	-	24	24
	<b>Total 總計</b>	<b>1 934</b>	<b>38</b>	<b>1 972</b>	<b>2 006</b>
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交 易公司及銀行及金融 業內的法定機構	Managerial Level 經理級	899	63	962	962
	Supervisory/Officer Level 主管/主任級	1 084	9	1 093	1 093
	Clerical Level 文員級	436	2	438	438
	Other Supporting Staff 其他	1 186	-	1 186	1 186
	<b>Total 總計</b>	<b>3 605</b>	<b>74</b>	<b>3 679</b>	<b>3 679</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	Managerial Level 經理級	307	-	307	307
	Supervisory/Officer Level 主管/主任級	645	2	647	639
	Clerical Level 文員級	1 907	25	1 932	1 915
	Other Supporting Staff 其他	27	-	27	27
	<b>Total 總計</b>	<b>2 886</b>	<b>27</b>	<b>2 913</b>	<b>2 888</b>
Investment Advisory/ Asset Management Companies 投資顧問/ 資產管理公司	Managerial Level 經理級	6 174	33	6 207	6 222
	Supervisory/Officer Level 主管/主任級	6 803	198	7 001	7 091
	Clerical Level 文員級	2 697	42	2 739	2 735
	Other Supporting Staff 其他	895	6	901	901
	<b>Total 總計</b>	<b>16 569</b>	<b>279</b>	<b>16 848</b>	<b>16 949</b>
Other Financial Companies 其他金融有關的公司	Managerial Level 經理級	4 702	54	4 756	4 755
	Supervisory/Officer Level 主管/主任級	8 817	56	8 873	9 004
	Clerical Level 文員級	3 163	13	3 176	3 181
	Other Supporting Staff 其他	801	5	806	806
	<b>Total 總計</b>	<b>17 483</b>	<b>128</b>	<b>17 611</b>	<b>17 746</b>
<b>All Branches 全部門類</b>	<b>Managerial Level 經理級</b>	<b>47 999</b>	<b>905</b>	<b>48 904</b>	<b>49 465</b>
	<b>Supervisory/Officer Level 主管/主任級</b>	<b>65 053</b>	<b>1 404</b>	<b>66 457</b>	<b>67 178</b>
	<b>Clerical Level 文員級</b>	<b>40 936</b>	<b>609</b>	<b>41 545</b>	<b>41 681</b>
	<b>Other Supporting Staff 其他</b>	<b>6 672</b>	<b>17</b>	<b>6 689</b>	<b>6 687</b>
	<b>Total 總計</b>	<b>160 660</b>	<b>2 935</b>	<b>163 595</b>	<b>165 011</b>

Table 2 : Employees' Minimum Education Requirement for the Principal Job  
(Banking and Finance Industry)

表 2 : 僱員在各主要職務的基本教育程度要求  
(銀行及金融業)

Job Title 職稱	Number of Employees 僱員人數						
	Postgraduate: Higher Degrees (e.g. master degree) or equivalent 研究院：高等學位 (如碩士學位)， 或同等教育程度	First Degree or equivalent 學士學位，或 同等教育程度	Sub-Degree: AD/ HD/ PD/ High Cert. or equivalent 副學位：副學 士、高級／專業 文憑、高級證 書，或同等教育 程度	Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip or equivalent 高中：中四至中 六，文憑、香港 中學文憑考試、 中專教育／基楚 ／毅進文憑或同 等教育程度	Junior Secondary: Secondary 1-3 or equivalent 初中：中一、中二 及中三，或 同等教育程度	Not applicable/ Unspecified*/ Refusal 不適用／ 未有說明*／ 未有提供資料	Total 總計
<b>MANAGERIAL LEVEL 經理級</b>							
Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager 行政總裁／營運總監／首席財務官／常務董事／總經理	281	1 729	164	-	-	201	2 375
Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer 副行政總裁／副首席財務官／副營運總監	127	254	1	-	-	16	398
Chief Representative 首席代表	10	70	-	-	-	10	90
Assistant to Chief Executive Officer/ Director 行政總裁助理／董事助理	19	319	52	-	-	84	474
Manager - Administration 經理—行政	102	784	32	-	-	116	1 034
Zone/ District Manager 區域經理	203	115	12	-	-	52	382
Head of Treasury and Capital Markets 庫務及資本市場主管	127	101	18	-	-	24	270
Manager - Treasury and Capital Markets (Front and Mid-Office) 經理—庫務及資本市場(前台和中台)	348	340	221	-	-	136	1 045
Manager - Treasury and Capital Markets (Back Office) 經理—庫務及資本市場(後台)	4	199	25	-	-	162	390
Economist/ Manager - Economic Research 經濟研究員／經理—經濟研究	34	114	36	-	-	67	251
Chief Investment Officer/ Manager - Investment 總投資主任／經理—投資	239	1 082	47	-	-	278	1 646
Portfolio Manager 投資組合經理	507	938	67	-	-	161	1 673
Manager - Investment Advisory Services 經理—投資諮詢服務	183	848	164	-	-	112	1 307
Manager - Dealing Room 經理—交易室	52	759	196	-	-	190	1 197
Responsible Officer/ Registered Manager 負責人員／註冊司理人	8	242	73	-	-	40	363
Manager - Investment Settlement 經理—投資結算	153	419	27	-	-	100	699
Product Manager 產品經理	4	219	61	-	-	182	466
Sales Manager 銷售經理	250	967	54	-	-	238	1 509
Manager - Trade Finance Operations 經理—貿易融資運作	105	309	55	3	-	101	573
Manager - Loan Operation 經理—貸款業務	43	322	62	-	-	80	507
Manager - Credit Management 經理—信貸管理	204	698	212	8	-	317	1 439
Manager - Credit Card 經理—信用卡	74	51	11	-	-	36	172

Job Title 職稱	Number of Employees 僱員人數						Total 總計
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<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>							
Manager – Financial Institutions/ Correspondent Banking 經理－財務機構／國外同業部	16	125	-	-	-	29	170
Head of Business/ Managing Director 業務總監/董事總經理	283	374	35	-	-	349	1 041
Manager – Corporate Banking/ Commercial Banking/ Relationship Management 經理－企業銀行／商業銀行／客戶 關係管理	59	1 437	193	-	-	1 008	2 697
Manager – Marketing/ Product Development 經理－市場推廣／產 品開發	58	573	70	-	-	280	981
Manager – Private Banking 經理－私人銀行	4	637	126	-	-	157	924
Manager – Customer Relationship (Personal Banking/ Securities) 經理－客戶關係(個人銀行／證 券)	-	1 470	49	-	-	223	1 742
Manager – Branch 經理－分行	733	1 540	176	-	-	559	3 008
Manager – Insurance Products 經理－保險產品	19	20	-	-	-	79	118
Manager – Mandatory Provident Fund 經理－強制性公積金	53	37	4	-	-	54	148
Manager – Trust 經理－信託	13	52	79	-	-	15	159
Manager – Phone Banking/ Call Centre 經理－電話理財／電話服務中心	15	31	4	-	-	36	86
Financial Controller 財務總監	46	410	10	-	-	33	499
Manager – Accounting 經理－會計	116	1 235	163	-	-	326	1 840
Chief Information Officer/ Chief Technology Officer/ Manager – IT 總資訊主任／總科技主任／經理－ 資訊科技	252	1 784	35	-	-	801	2872
E-Commerce/E-Banking Manager 電子商貿／電子銀行經理	70	135	15	-	-	89	309
Manager – Human Resources 經理－人力資源	313	452	57	-	-	470	1 292
Manager – Training/ Learning and Development 經理－培訓／學習及發展	18	123	8	-	-	60	209
Risk Manager – Composite Risk 風險經理－綜合	63	863	45	-	-	204	1 175
Risk Manager – Credit Risk 風險經理－信貸風險	7	165	2	-	-	104	278
Risk Manager – Market Risk 風險經理－市場風險	23	131	4	-	-	28	186
Risk Manager – Operation Risk 風險經理－營運風險	4	92	11	-	-	43	150
Manager – Compliance/ Anti-Money Laundering 經理－合規／反洗黑錢	57	671	164	-	-	305	1 197
Company Secretary 公司秘書	12	118	10	-	-	35	175
Legal Adviser 法律顧問	11	358	-	-	-	111	480
Manager – Corporate Communications/ Public Relations 經理－企業傳訊／公共關係	15	150	24	-	-	81	270
Manager – Internal Audit 經理－內部稽核	74	270	40	-	-	216	600

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<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>							
Business Analyst/ Manager - Organisation/ Service Quality & Assurance/ Process Re-Engineering 商業分析員/經理—組織/質素保證 / 工效優化	7	168	55	-	-	111	341
Manager - Property/ Real Estate 經理—產業/房地產	83	52	9	-	-	15	159
Other Manager 其他經理	67	667	125	-	-	5 774	6 633
<b>Sub-total 小計</b>	<b>5 568</b>	<b>25 019</b>	<b>3 103</b>	<b>11</b>	<b>0</b>	<b>14 298</b>	<b>47 999</b>
<b>SUPERVISORY/OFFICER LEVEL 主管/主任級</b>							
Administration Officer 行政主任	40	598	648	132	-	166	1 584
Management Trainee 見習主任	-	138	138	1	-	302	579
Representative 代表	3	84	8	-	-	141	236
Treasury and Capital Markets Trader 庫務及資本市場操盤員	32	492	289	5	-	154	972
Remittances Officer 匯兌主任	-	313	265	214	-	47	839
Officer - Treasury and Capital Markets (Front and Mid-Office) 主任—庫務及資本市場 (前台和中 台)	-	167	-	-	-	29	196
Officer - Treasury and Capital Markets (Back Office) 主任—庫務及資本市場 (後台)	-	475	57	14	-	40	586
Financial Adviser Representative/ Personal Financial Adviser 財務顧問代表/個人財務顧問	-	2 161	942	212	-	352	3 667
Investment Analyst 投資分析員	149	1 949	151	4	-	611	2 864
Investment Services Dealer 投資服務交易員	-	815	122	128	-	64	1 129
Customer Service Representative - Investment Service 客戶服務代表 — 投資服務	-	205	105	102	-	121	533
Investment Officer 投資主任	-	1 858	331	139	-	302	2 630
Account Executive/ Sales Officer 客戶主任/營業主任	-	1 662	1 309	142	-	634	3 747
Investment Settlement Officer 投資結算主任	-	844	276	95	-	481	1 696
Product Associate 產品主任	-	723	341	-	-	-	1 064
Trade Finance Operations Officer 貿易融資營運主任	12	1 238	175	33	-	154	1 612
Complaint Officer 投訴主任	-	568	69	-	-	-	637
Operations Officer 營運主任	1	2 324	1 753	72	-	809	4 959
Credit/ Loan Officer 信貸/放款主任	1	1 043	789	426	-	441	2 700
Credit Analyst 信貸分析員	19	439	218	175	-	73	924
Credit Card Officer 信用卡主任	-	247	161	-	-	62	470
Hire Purchase/ Leasing Officer 分期付款/租賃主任	18	207	64	-	-	50	339
Business Development Officer 業務發展主任	-	694	875	-	-	81	1 650

Job Title 職稱	Number of Employees 僱員人數						Total 總計
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<b>SUPERVISORY/OFFICER LEVEL (Continued) 主管/主任級 (續)</b>							
Relationship Officer - Corporate Banking/ Commercial Banking/ Relationship Management 客戶關係主任—企業銀行／商業銀 行／客戶關係管理	-	2 091	240	111	-	654	3 096
Telemarketing Officer 電話市場推廣主任	-	247	18	19	-	19	303
Relationship Officer - Private Banking 客戶關係主任—私人銀行	-	249	28	-	-	52	329
Customer Services Officer - Personal Banking/ Securities 客戶服務主任—個人銀行／證券	4	2 062	747	-	-	2 410	5 223
Insurance Products Officer 保險產品主任	-	197	-	-	-	101	298
Mandatory Provident Fund Officer 強制性公積金主任	-	252	-	-	-	309	561
Trust Officer 信託主任	-	81	51	-	-	21	153
Customer Service Representative - Phone Banking/ Call Centre 客戶服務代表—電話理財／電話服 務中心	-	480	55	52	-	518	1 105
Accounting Officer 會計主任	5	1 210	447	104	-	487	2 253
Computer Operations Officer 電腦運作主任	-	1 112	98	33	-	141	1 384
Programmer/ Technology Officer 程式員／科技主任	-	1 570	148	19	-	551	2 288
System Analyst 系統分析員	-	361	120	2	-	825	1 308
Human Resources Officer 人力資源主任	-	487	217	48	-	178	930
Training Officer/ Instructor 訓練主任／導師	-	66	19	4	-	26	115
Compliance/ Anti-Money Laundering Officer 合規／反洗黑錢主任	5	576	536	4	-	315	1 436
Internal Audit Officer 內部稽核主任	8	510	138	-	-	47	703
Officer - Organisation/ Productivity/ Quality/ Re-Engineering 主任—組織／生產力／質素／工效 優化	-	44	46	-	-	118	208
Other Manager 其他經理	6	726	837	1	-	6 177	7 747
<b>Sub-total 小計</b>	<b>303</b>	<b>31 565</b>	<b>12 831</b>	<b>2 291</b>	<b>0</b>	<b>18 063</b>	<b>65 053</b>
<b>CLERICAL LEVEL 文員級</b>							
Clerk 文員	-	1 289	3 244	6 724	284	2 195	13 736
Dealing Assistant 交易助理	-	278	1 321	1 971	74	471	4 115
Cashier 出納員	-	3	742	146	4	70	965
Receptionist/ Greeter 接待員／電話操作員	-	142	39	341	1	128	651
Trade Finance Operations Checker 貿易融資運作核對員	-	36	483	202	20	25	766
Telemarketing Representative 電話市場推廣代表	-	16	59	342	-	346	763
Teller 櫃檯員	-	4	7	6 965	-	4 114	11 090
Accounting Clerk 會計文員	-	344	349	1 359	-	162	2 214
Computer Operator 電腦操作員	-	53	450	539	-	176	1 218

Job Title 職稱	Number of Employees 僱員人數						Total 總計
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CLERICAL LEVEL (Continued) 文員級 (續)							
Other Clerk 其他文員	-	150	25	329	11	4 903	5 418
<b>Sub-total 小計</b>	<b>0</b>	<b>2 315</b>	<b>6 719</b>	<b>18 918</b>	<b>394</b>	<b>12 590</b>	<b>40 936</b>
OTHERS 其他							
Other Supporting Staff 其他輔助員工	-	-	-	-	-	6 672	6 672
<b>Sub-total 小計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6 672</b>	<b>6 672</b>
<b>Total 總計</b>	<b>5 871</b>	<b>58 899</b>	<b>22 653</b>	<b>21 220</b>	<b>394</b>	<b>51 623</b>	<b>160 660</b>

\* As the minimum education requirement of other supporting staff was widely spread, their statistics were grouped under "Unspecified".  
由於其他輔助員工在不同的基本教育程度要求廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 2.1 : Employees' Minimum Education Requirement for the Principal Job  
(Banking and Finance Industry – By Branch)

表 2.1 : 僱員在各主要職務的基本教育程度要求  
(銀行及金融業 – 按門類劃分)

Branch 門類	Job Level 職 級	Number of Employees 僱員人數						Total 總計
		Postgraduate: Higher Degrees (e.g. master degree) or equivalent 研究院：高等 學位 (如碩士學 位)，或同等 教育程度	First Degree or equivalent 學士學位，或 同等教育程度	Sub-Degree: AD/ HD/ PD/ High Cert. or equivalent 副學位：副學 士、高級／專 業文憑、高級 證書，或同等 教育程度	Senior Secondary: Secondary 4-6, Dip., HKDSE, DVE/ FD/ Yi Ji Dip or equivalent 高中：中四至 中六，文憑、 香港中學文憑 考試、中專教 育／基楚／毅 進文憑或同等 教育程度	Junior Secondary: Secondary 1-3 or equivalent 初中：中一、 中二及中三， 或 同等教育程度	Not applicable/ Unspecified*/ Refusal 不適用／ 未有說明*／ 未有提供資料	
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有 限制牌照銀行 及外國銀行本 港代表辦事處	Managerial Level 經理級	4 033	13 911	1 533	3	-	11 425	30 905
	Supervisory/Officer Level 主管/主任級	108	17 683	9 250	384	-	12 560	39 985
	Clerical Level 文員級	-	769	3 791	11 283	63	10 964	26 870
	Other Supporting Staff 其他	-	-	-	-	-	3 103	3 103
	<b>Total 總計</b>	<b>4 141</b>	<b>32 363</b>	<b>14 574</b>	<b>11 670</b>	<b>63</b>	<b>38 052</b>	<b>100 863</b>
Deposit-taking Companies 接受存款公司	Managerial Level 經理級	11	129	3	-	-	17	160
	Supervisory/Officer Level 主管/主任級	-	138	5	5	-	12	160
	Clerical Level 文員級	-	3	1	245	-	8	257
	Other Supporting Staff 其他	-	-	-	-	-	17	17
	<b>Total 總計</b>	<b>11</b>	<b>270</b>	<b>9</b>	<b>250</b>	<b>0</b>	<b>54</b>	<b>594</b>
Investment and Holding Companies 投資及控股公 司	Managerial Level 經理級	151	999	11	-	-	94	1 255
	Supervisory/Officer Level 主管/主任級	6	771	77	70	-	245	1 169
	Clerical Level 文員級	-	32	300	196	-	68	596
	Other Supporting Staff 其他	-	-	-	-	-	204	204
	<b>Total 總計</b>	<b>157</b>	<b>1 802</b>	<b>388</b>	<b>266</b>	<b>0</b>	<b>611</b>	<b>3 224</b>
Personal Loans and Related Companies 私人貸款及有 關公司	Managerial Level 經理級	49	703	284	8	-	189	1 233
	Supervisory/Officer Level 主管/主任級	-	646	268	512	-	235	1 661
	Clerical Level 文員級	-	105	307	1 202	-	68	1 682
	Other Supporting Staff 其他	-	-	-	-	-	198	198
	<b>Total 總計</b>	<b>49</b>	<b>1 454</b>	<b>859</b>	<b>1 722</b>	<b>0</b>	<b>690</b>	<b>4 774</b>
Securities Brokerage Firms 證券經紀公司	Managerial Level 經理級	17	1 558	193	-	-	134	1 902
	Supervisory/Officer Level 主管/主任級	-	2 961	519	344	-	76	3 900
	Clerical Level 文員級	-	178	510	1 608	40	373	2 709
	Other Supporting Staff 其他	-	-	-	-	-	217	217
	<b>Total 總計</b>	<b>17</b>	<b>4 697</b>	<b>1 222</b>	<b>1 952</b>	<b>40</b>	<b>800</b>	<b>8 728</b>



Branch 門類	Job Level 職 級	Number of Employees 僱 員 人 數						Total 總計
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Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融 期貨)及貴金屬 經紀 / 交易商	Managerial Level 經理級	26	326	56	-	-	54	462
	Supervisory/Officer Level 主管/主任級	-	332	201	154	-	142	829
	Clerical Level 文員級	-	24	121	346	54	74	619
	Other Supporting Staff 其他	-	-	-	-	-	24	24
	<b>Total 總計</b>	<b>26</b>	<b>682</b>	<b>378</b>	<b>500</b>	<b>54</b>	<b>294</b>	<b>1 934</b>
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及 期貨交易公司 及銀行及金融 業內的法定機 構	Managerial Level 經理級	-	-	-	-	-	899	899
	Supervisory/Officer Level 主管/主任級	-	-	-	-	-	1 084	1 084
	Clerical Level 文員級	-	-	-	-	-	436	436
	Other Supporting Staff 其他	-	-	-	-	-	1 186	1 186
	<b>Total 總計</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3 605</b>	<b>3 605</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯 經紀 / 交易商	Managerial Level 經理級	5	270	8	-	-	24	307
	Supervisory/Officer Level 主管/主任級	-	304	54	211	-	76	645
	Clerical Level 文員級	-	75	56	1 138	231	407	1 907
	Other Supporting Staff 其他	-	-	-	-	-	27	27
	<b>Total 總計</b>	<b>5</b>	<b>649</b>	<b>118</b>	<b>1 349</b>	<b>231</b>	<b>534</b>	<b>2 886</b>
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Managerial Level 經理級	459	4 373	929	-	-	413	6 174
	Supervisory/Officer Level 主管/主任級	29	4 262	1 766	63	-	683	6 803
	Clerical Level 文員級	-	532	1 469	575	6	115	2 697
	Other Supporting Staff 其他	-	-	-	-	-	895	895
	<b>Total 總計</b>	<b>488</b>	<b>9 167</b>	<b>4 164</b>	<b>638</b>	<b>6</b>	<b>2 106</b>	<b>16 569</b>
Other Financial Companies 其他金融有關 的公司	Managerial Level 經理級	817	2 750	86	-	-	1 049	4 702
	Supervisory/Officer Level 主管/主任級	160	4 468	691	548	-	2 950	8 817
	Clerical Level 文員級	-	597	164	2 325	-	77	3 163
	Other Supporting Staff 其他	-	-	-	-	-	801	801
	<b>Total 總計</b>	<b>977</b>	<b>7 815</b>	<b>941</b>	<b>2 873</b>	<b>0</b>	<b>4 877</b>	<b>17 483</b>
<b>All Branches 全部門類</b>	Managerial Level 經理級	<b>5 568</b>	<b>25 019</b>	<b>3 103</b>	<b>11</b>	<b>-</b>	<b>14 298</b>	<b>47 999</b>
	Supervisory/Officer Level 主管/主任級	<b>303</b>	<b>31 565</b>	<b>12 831</b>	<b>2 291</b>	<b>-</b>	<b>18 063</b>	<b>65 053</b>
	Clerical Level 文員級	<b>-</b>	<b>2 315</b>	<b>6 719</b>	<b>18 918</b>	<b>394</b>	<b>12 590</b>	<b>40 936</b>
	Other Supporting Staff 其他	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6 672</b>	<b>6 672</b>
	<b>Total 總計</b>	<b>5 871</b>	<b>58 899</b>	<b>22 653</b>	<b>21 220</b>	<b>394</b>	<b>51 623</b>	<b>160 660</b>

\* As the minimum education requirement of other supporting staff was widely spread, their statistics were grouped under "Unspecified".  
由於其他輔助員工在不同的基本教育程度要求廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 3 : Employees' Minimum Requirement on Year(s)  
of Experience in the Industry  
(Banking and Finance Industry)

表 3 : 僱員在此行業的基本年資要求  
(銀行及金融業)

Job Title 職稱	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資 料	Total 總計
	Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
<b>MANAGERIAL LEVEL 經理級</b>								
Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager 行政總裁/營運總監/首席財務官 /常務董事/總經理	-	1	184	724	1 186	280	<b>2 375</b>	
Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer 副行政總裁/副首席財務官/副營 運總監	-	-	54	52	249	43	<b>398</b>	
Chief Representative 首席代表	-	-	-	20	60	10	<b>90</b>	
Assistant to Chief Executive Officer/ Director 行政總裁助理/董事助理	-	-	31	135	231	77	<b>474</b>	
Manager - Administration 經理—行政	-	-	31	413	423	167	<b>1 034</b>	
Zone/ District Manager 區域經理	-	-	-	39	287	56	<b>382</b>	
Head of Treasury and Capital Markets 庫務及資本市場主管	-	-	11	49	172	38	<b>270</b>	
Manager - Treasury and Capital Markets (Front and Mid-Office) 經理—庫務及資本市場(前台和中 台)	-	-	79	325	496	145	<b>1 045</b>	
Manager - Treasury and Capital Markets (Back Office) 經理—庫務及資本市場(後台)	-	-	22	132	153	83	<b>390</b>	
Economist/ Manager - Economic Research 經濟研究員/經理—經濟研究	-	-	18	64	83	86	<b>251</b>	
Chief Investment Officer/ Manager - Investment 總投資主任/經理—投資	-	8	81	559	486	512	<b>1 646</b>	
Portfolio Manager 投資組合經理	-	-	90	713	651	219	<b>1 673</b>	
Manager - Investment Advisory Services 經理—投資諮詢服務	-	-	77	715	200	315	<b>1 307</b>	
Manager - Dealing Room 經理—交易室	2	-	122	515	210	348	<b>1 197</b>	
Responsible Officer/ Registered Manager 負責人員/註冊司理人	-	-	107	148	72	36	<b>363</b>	
Manager - Investment Settlement 經理—投資結算	-	-	43	447	205	4	<b>699</b>	
Product Manager 產品經理	-	-	25	171	72	198	<b>466</b>	
Sales Manager 銷售經理	-	-	41	998	311	159	<b>1 509</b>	
Manager - Trade Finance Operations 經理—貿易融資運作	-	-	14	384	70	105	<b>573</b>	
Manager - Loan Operation 經理—貸款業務	-	-	22	267	48	170	<b>507</b>	

Job Title 職稱	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>								
Manager – Credit Management 經理—信貸管理	-	-	107	584	443	305	<b>1 439</b>	
Manager – Credit Card 經理—信用卡	-	-	-	74	74	24	<b>172</b>	
Manager – Financial Institutions/ Correspondent Banking 經理—財務機構/國外同業部	-	-	1	104	35	30	<b>170</b>	
Head of Business/ Managing Director 業務總監/董事總經理	-	-	11	198	478	354	<b>1 041</b>	
Manager – Corporate Banking/ Commercial Banking/ Relationship Management 經理—企業銀行/商業銀行/客戶 關係管理	-	-	4	1 405	444	844	<b>2 697</b>	
Manager – Marketing/ Product Development 經理—市場推廣/產品 開發	-	-	7	555	228	191	<b>981</b>	
Manager – Private Banking 經理—私人銀行	-	-	-	418	108	398	<b>924</b>	
Manager – Customer Relationship (Personal Banking/ Securities) 經理—客戶關係(個人銀行/證 券)	-	-	20	1 308	62	352	<b>1 742</b>	
Manager – Branch 經理—分行	11	-	5	647	1 699	646	<b>3 008</b>	
Manager – Insurance Products 經理—保險產品	-	-	3	14	50	51	<b>118</b>	
Manager – Mandatory Provident Fund 經理—強制性公積金	-	-	-	87	55	6	<b>148</b>	
Manager – Trust 經理—信託	-	-	-	56	34	69	<b>159</b>	
Manager – Phone Banking/ Call Centre 經理—電話理財/電話服務中心	-	-	20	40	10	16	<b>86</b>	
Financial Controller 財務總監	-	-	8	223	227	41	<b>499</b>	
Manager – Accounting 經理—會計	-	-	130	1 089	197	424	<b>1 840</b>	
Chief Information Officer/ Chief Technology Officer/ Manager – IT 總資訊主任/總科技主任/經理— 資訊科技	-	-	51	1 605	739	477	<b>2 872</b>	
E-Commerce/E-Banking Manager 電子商貿/電子銀行經理	-	-	20	134	84	71	<b>309</b>	
Manager – Human Resources 經理—人力資源	-	-	18	384	666	224	<b>1 292</b>	
Manager – Training/ Learning and Development 經理—培訓/學習及發展	-	-	2	120	38	49	<b>209</b>	
Risk Manager – Composite Risk 風險經理—綜合	-	-	4	912	80	179	<b>1 175</b>	
Risk Manager – Credit Risk 風險經理—信貸風險	-	-	3	168	63	44	<b>278</b>	
Risk Manager – Market Risk 風險經理—市場風險	-	-	-	139	27	20	<b>186</b>	
Risk Manager – Operation Risk 風險經理—營運風險	-	-	-	79	16	55	<b>150</b>	
Manager – Compliance/ Anti-Money Laundering 經理—合規/反洗黑錢	-	-	29	634	267	267	<b>1 197</b>	
Company Secretary 公司秘書	-	-	51	78	15	31	<b>175</b>	

Job Title 職稱	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>								
Legal Adviser 法律顧問	-	-	1	312	42	125	<b>480</b>	
Manager - Corporate Communications/ Public Relations 經理－企業傳訊／公共關係	-	-	73	95	33	69	<b>270</b>	
Manager - Internal Audit 經理－內部稽核	-	-	5	232	136	227	<b>600</b>	
Business Analyst/ Manager - Organisation/ Service Quality & Assurance/ Process Re-Engineering 商業分析員/經理－組織／質素保證 ／ 工效優化	-	-	10	58	92	181	<b>341</b>	
Manager - Property/ Real Estate 經理－產業／房地產	-	-	28	116	12	3	<b>159</b>	
Other Manager 其他經理	-	2	101	171	545	5 814	<b>6 633</b>	
<b>Sub-total 小計</b>	<b>13</b>	<b>11</b>	<b>1 764</b>	<b>18 909</b>	<b>12 664</b>	<b>14 638</b>	<b>47 999</b>	
<b>SUPERVISORY/ OFFICER LEVEL 主管/主任級</b>								
Administration Officer 行政主任	-	167	552	615	115	135	<b>1 584</b>	
Management Trainee 見習主任	101	1	44	140	-	293	<b>579</b>	
Representative 代表	-	2	59	31	3	141	<b>236</b>	
Treasury and Capital Markets Trader 庫務及資本市場操盤員	-	94	217	398	69	194	<b>972</b>	
Remittances Officer 匯兌主任	-	87	316	283	89	64	<b>839</b>	
Officer - Treasury and Capital Markets (Front and Mid-Office) 主任－庫務及資本市場（前台和中 台）	-	14	127	24	-	31	<b>196</b>	
Officer - Treasury and Capital Markets (Back Office) 主任－庫務及資本市場（後台）	-	30	103	377	9	67	<b>586</b>	
Financial Adviser Representative/ Personal Financial Adviser 財務顧問代表／個人財務顧問	80	410	983	1 138	32	1 024	<b>3 667</b>	
Investment Analyst 投資分析員	35	119	786	1 095	99	730	<b>2 864</b>	
Investment Services Dealer 投資服務交易員	15	114	504	361	28	107	<b>1 129</b>	
Customer Service Representative - Investment Service 客戶服務代表－投資服務	-	146	149	117	-	121	<b>533</b>	
Investment Officer 投資主任	-	109	788	1 323	12	398	<b>2 630</b>	
Account Executive/ Sales Officer 客戶主任／營業主任	136	157	1 355	1 607	3	489	<b>3 747</b>	
Investment Settlement Officer 投資結算主任	8	67	565	646	41	369	<b>1 696</b>	
Product Associate 產品主任	-	-	71	958	3	32	<b>1 064</b>	
Trade Finance Operations Officer 貿易融資營運主任	-	12	258	1 198	30	114	<b>1 612</b>	
Complaint Officer 投訴主任	-	-	79	545	-	13	<b>637</b>	
Operations Officer 營運主任	6	7	986	2 494	450	1 016	<b>4 959</b>	
Credit/ Loan Officer 信貸／放款主任	-	346	842	952	69	491	<b>2 700</b>	

Job Title 職稱	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
<b>SUPERVISORY/ OFFICER LEVEL (Continued) 主管/主任級 (續)</b>								
Credit Analyst 信貸分析員	160	49	474	86	7	148	<b>924</b>	
Credit Card Officer 信用卡主任	-	-	203	205	30	32	<b>470</b>	
Hire Purchase/ Leasing Officer 分期付款/租賃主任	-	20	191	20	-	108	<b>339</b>	
Business Development Officer 業務發展主任	-	38	638	734	5	235	<b>1 650</b>	
Relationship Officer – Corporate Banking/ Commercial Banking/ Relationship Management 客戶關係主任－企業銀行/商業銀行/ 客戶關係管理	-	7	878	1 446	16	749	<b>3 096</b>	
Telemarketing Officer 電話市場推廣主任	-	-	47	247	-	9	<b>303</b>	
Relationship Officer – Private Banking 客戶關係主任－私人銀行	-	13	34	201	-	81	<b>329</b>	
Customer Services Officer – Personal Banking/ Securities 客戶服務主任－個人銀行/證券	-	17	2 589	126	34	2 457	<b>5 223</b>	
Insurance Products Officer 保險產品主任	-	-	66	121	-	111	<b>298</b>	
Mandatory Provident Fund Officer 強制性公積金主任	-	-	245	57	-	259	<b>561</b>	
Trust Officer 信託主任	-	-	74	16	14	49	<b>153</b>	
Customer Service Representative – Phone Banking/ Call Centre 客戶服務代表－電話理財/電話服務 中心	-	69	143	404	-	489	<b>1 105</b>	
Accounting Officer 會計主任	11	89	841	699	13	600	<b>2 253</b>	
Computer Operations Officer 電腦運作主任	-	20	420	795	9	140	<b>1 384</b>	
Programmer/ Technology Officer 程式員/科技主任	-	13	521	1 088	2	664	<b>2 288</b>	
System Analyst 系統分析員	-	3	205	440	-	660	<b>1 308</b>	
Human Resources Officer 人力資源主任	3	81	231	403	16	196	<b>930</b>	
Training Officer/ Instructor 訓練主任/導師	-	-	56	25	-	34	<b>115</b>	
Compliance/ Anti-Money Laundering Officer 合規/反洗黑錢主任	-	24	579	527	2	304	<b>1 436</b>	
Internal Audit Officer 內部稽核主任	-	-	138	427	-	138	<b>703</b>	
Officer - Organisation/ Productivity/ Quality/ Re-Engineering 主任－組織/生產力/質素/工效 優化	-	-	34	2	-	172	<b>208</b>	
Other Supervisor/Officer 其他主管/主任	-	224	1 205	293	-	6 025	<b>7 747</b>	
<b>Sub-total 小計</b>	<b>555</b>	<b>2 549</b>	<b>18 596</b>	<b>22 664</b>	<b>1 200</b>	<b>19 489</b>	<b>65 053</b>	

Job Title 職稱	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資 料	Total 總計
	Less than 1 Year 少於1年	1 - 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
<b>CLERICAL LEVEL 文員級</b>								
Clerk 文員	2 257	4 138	4 337	250	72	2 682	<b>13 736</b>	
Dealing Assistant 交易助理	234	1 961	785	114	68	953	<b>4 115</b>	
Cashier 出納員	130	58	693	5	1	78	<b>965</b>	
Receptionist/ Greeter 接待員/電話操作員	83	292	135	6	16	119	<b>651</b>	
Trade Finance Operations Checker 貿易融資運作核對員	48	82	525	36	12	63	<b>766</b>	
Telemarketing Representative 電話市場推廣代表	169	78	170	247	76	23	<b>763</b>	
Teller 櫃檯員	1 615	2 826	1 277	12	914	4 446	<b>11 090</b>	
Accounting Clerk 會計文員	76	955	828	36	-	319	<b>2 214</b>	
Computer Operator 電腦操作員	299	258	459	21	-	181	<b>1 218</b>	
Other Clerk 其他文員	143	307	51	248	-	4 669	<b>5 418</b>	
<b>Sub-total 小計</b>	<b>5 054</b>	<b>10 955</b>	<b>9 260</b>	<b>975</b>	<b>1 159</b>	<b>13 533</b>	<b>40 936</b>	
<b>OTHERS 其他</b>								
OTHER SUPPORTING STAFF 其他輔助員工	-	-	-	-	-	6 672	<b>6 672</b>	
<b>Sub-total 小計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6 672</b>	<b>6 672</b>	
<b>Total 總計</b>	<b>5 622</b>	<b>13 515</b>	<b>29 620</b>	<b>42 548</b>	<b>15 023</b>	<b>54 332</b>	<b>160 660</b>	

\* As the minimum requirement on year(s) of experience in the industry of other supporting staff was widely spread, their statistics were grouped under "Unspecified".

由於其他輔助員工在不同的基本年資要求廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 3.1 : Employees' Minimum Requirement on Year(s)  
of Experience in the Industry  
(Banking and Finance Industry – By Branch)

表 3.1 : 僱員在此行業的基本年資要求  
(銀行及金融業 – 按門類劃分)

Branch 門類	Job Level 職級	Number of Employees 僱員人數						Total 總計
		Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年	Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供 資料	
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有 限制牌照銀行 及外國銀行本 港代表辦事處	Managerial Level 經理級	-	1	181	11 268	8 846	10 609	<b>30 905</b>
	Supervisory/Officer Level 主管/主任級	96	189	8 774	17 745	808	12 373	<b>39 985</b>
	Clerical Level 文員級	2 387	4 016	7 724	676	1 158	10 909	<b>26 870</b>
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	3 103	<b>3 103</b>
	<b>Total 總計</b>	<b>2 483</b>	<b>4 206</b>	<b>16 679</b>	<b>29 689</b>	<b>10 812</b>	<b>36 994</b>	<b>100 863</b>
Deposit-taking Companies 接受存款公司	Managerial Level 經理級	-	-	6	113	24	17	<b>160</b>
	Supervisory/Officer Level 主管/主任級	-	2	137	10	1	10	<b>160</b>
	Clerical Level 文員級	172	23	44	10	-	8	<b>257</b>
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	17	<b>17</b>
	<b>Total 總計</b>	<b>172</b>	<b>25</b>	<b>187</b>	<b>133</b>	<b>25</b>	<b>52</b>	<b>594</b>
Investment and Holding Companies 投資及控股公 司	Managerial Level 經理級	-	-	109	680	372	94	<b>1 255</b>
	Supervisory/Officer Level 主管/主任級	-	133	619	172	-	245	<b>1 169</b>
	Clerical Level 文員級	46	266	216	-	-	68	<b>596</b>
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	204	<b>204</b>
	<b>Total 總計</b>	<b>46</b>	<b>399</b>	<b>944</b>	<b>852</b>	<b>372</b>	<b>611</b>	<b>3 224</b>
Personal Loans and Related Companies 私人貸款及有 關公司	Managerial Level 經理級	-	1	221	605	268	138	<b>1 233</b>
	Supervisory/Officer Level 主管/主任級	3	496	695	256	51	160	<b>1 661</b>
	Clerical Level 文員級	555	955	94	10	-	68	<b>1 682</b>
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	198	<b>198</b>
	<b>Total 總計</b>	<b>558</b>	<b>1 452</b>	<b>1 010</b>	<b>871</b>	<b>319</b>	<b>564</b>	<b>4 774</b>

Branch 門類	Job Level 職級	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供 資料	Total 總計
		Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
Securities Brokerage Firms 證券經紀公司	Managerial Level 經理級	11	8	344	979	442	118	1 902	
	Supervisory/Officer Level 主管/主任級	182	389	2 510	704	39	76	3 900	
	Clerical Level 文員級	171	1 995	169	-	1	373	2 709	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	217	217	
	<b>Total 總計</b>	<b>364</b>	<b>2 392</b>	<b>3 023</b>	<b>1 683</b>	<b>482</b>	<b>784</b>	<b>8 728</b>	
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金 融期貨)及貴 金屬經紀/ 交易商	Managerial Level 經理級	2	-	150	155	108	47	462	
	Supervisory/Officer Level 主管/主任級	8	180	425	73	1	142	829	
	Clerical Level 文員級	155	338	52	-	-	74	619	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	24	24	
	<b>Total 總計</b>	<b>165</b>	<b>518</b>	<b>627</b>	<b>228</b>	<b>109</b>	<b>287</b>	<b>1 934</b>	
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及 期貨交易公司 及銀行及金融 業內的法定機 構	Managerial Level 經理級	-	-	-	-	-	899	899	
	Supervisory/Officer Level 主管/主任級	-	-	-	-	-	1084	1 084	
	Clerical Level 文員級	-	-	-	-	-	436	436	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	1 186	1 186	
	<b>Total 總計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3 605</b>	<b>3 605</b>	
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯 經紀/ 交易商	Managerial Level 經理級	-	-	118	135	38	16	307	
	Supervisory/Officer Level 主管/主任級	-	200	277	92	-	76	645	
	Clerical Level 文員級	455	907	120	18	-	407	1 907	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	27	27	
	<b>Total 總計</b>	<b>455</b>	<b>1 107</b>	<b>515</b>	<b>245</b>	<b>38</b>	<b>526</b>	<b>2 886</b>	
Investment Advisory/ Asset Management Companies 投資顧問/ 資產管理公司	Managerial Level 經理級	-	-	472	2 812	1 537	1 353	6 174	
	Supervisory/Officer Level 主管/主任級	26	211	2 745	1 383	179	2 259	6 803	
	Clerical Level 文員級	25	989	484	86	-	1 113	2 697	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	895	895	
	<b>Total 總計</b>	<b>51</b>	<b>1 200</b>	<b>3 701</b>	<b>4 281</b>	<b>1716</b>	<b>5 620</b>	<b>16 569</b>	



Branch 門類	Job Level 職級	Number of Employees 僱員人數						Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供 資料	Total 總計
		Less than 1 Year 少於1年	1 – 2 Years 1至2年	Over 2 Years - 5 Years 多於 2年至 5年	Over 5 Years - 10 Years 多於 5年至10 年	Over 10 Years 多於 10年			
Other Financial Companies 其他金融有關 的公司	Managerial Level 經理級	-	1	163	2 162	1 029	1 347	<b>4 702</b>	
	Supervisory/Officer Level 主管/主任級	240	749	2 414	2 229	121	3 064	<b>8 817</b>	
	Clerical Level 文員級	1 088	1 466	357	175	-	77	<b>3 163</b>	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	801	<b>801</b>	
	<b>Total 總計</b>	<b>1 328</b>	<b>2 216</b>	<b>2 934</b>	<b>4 566</b>	<b>1 150</b>	<b>5 289</b>	<b>17 483</b>	
All Branches 全部門類	Managerial Level 經理級	<b>13</b>	<b>11</b>	<b>1 764</b>	<b>18 909</b>	<b>12 664</b>	<b>14 638</b>	<b>47 999</b>	
	Supervisory/Officer Level 主管/主任級	<b>555</b>	<b>2 549</b>	<b>18 596</b>	<b>22 664</b>	<b>1 200</b>	<b>19 489</b>	<b>65 053</b>	
	Clerical Level 文員級	<b>5 054</b>	<b>10 955</b>	<b>9 260</b>	<b>975</b>	<b>1 159</b>	<b>13 533</b>	<b>40 936</b>	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	<b>6 672</b>	<b>6 672</b>	
	<b>Total 總計</b>	<b>5 622</b>	<b>13 515</b>	<b>29 620</b>	<b>42 548</b>	<b>15 023</b>	<b>54 332</b>	<b>160 660</b>	

\* As the minimum requirement on year(s) of experience in the industry of other supporting staff was widely spread, their statistics were grouped under “Unspecified”.  
由於其他輔助員工在不同的基本年資要求廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 4 : Average Monthly Income Range of Employees  
(Banking and Finance Industry)

表 4 : 僱員平均每月收入的幅度  
(銀行及金融業)

Job Title 職稱	Number of Employees 僱員人數										Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Below \$8,000 以下	\$8,000 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	Above \$100,000 以上			
<b>MANAGERIAL LEVEL 經理級</b>												
Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager 行政總裁/營運總監/首 席財務官/常務董事/總 經理	-	-	-	40	185	314	270	152	576	838	<b>2 375</b>	
Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer 副行政總裁/副首席財務 官/副營運總監	-	-	-	5	1	22	97	31	140	102	<b>398</b>	
Chief Representative 首席代表	-	-	-	3	3	19	4	6	35	20	<b>90</b>	
Assistant to Chief Executive Officer/ Director 行政總裁助理/董事助理	-	-	4	109	91	73	29	13	44	111	<b>474</b>	
Manager - Administration 經理—行政	-	-	-	79	244	280	81	17	156	177	<b>1 034</b>	
Zone/ District Manager 區域經理	-	-	-	-	36	8	204	54	11	69	<b>382</b>	
Head of Treasury and Capital Markets 庫務及資本市場主管	-	-	-	2	8	16	32	15	149	48	<b>270</b>	
Manager - Treasury and Capital Markets (Front and Mid-Office) 經理—庫務及資本市場(前 台和中台)	-	-	-	42	69	69	119	56	516	174	<b>1 045</b>	
Manager - Treasury and Capital Markets (Back Office) 經理—庫務及資本市場(後 台)	-	-	-	10	120	102	38	11	12	97	<b>390</b>	
Economist/ Manager - Economic Research 經濟研究員/經理—經濟 研究	-	-	-	18	-	36	45	41	41	70	<b>251</b>	
Chief Investment Officer/ Manager - Investment 總投資主任/經理—投資	-	-	-	122	28	92	372	75	235	722	<b>1 646</b>	
Portfolio Manager 投資組合經理	-	-	-	129	37	110	667	120	226	384	<b>1 673</b>	
Manager - Investment Advisory Services 經理—投資諮詢服務	-	-	-	140	38	230	289	95	143	372	<b>1 307</b>	
Manager - Dealing Room 經理—交易室	-	-	18	220	110	120	205	22	71	431	<b>1 197</b>	
Responsible Officer/ Registered Manager 負責人員/註冊司理人	-	-	-	19	64	95	50	64	9	62	<b>363</b>	
Manager - Investment Settlement 經理—投資結算	-	-	-	44	48	473	41	44	12	37	<b>699</b>	

Job Title 職稱	Number of Employees 僱員人數										Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Below \$8,000 以下	\$8,000 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	Above \$100,000 以上			
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>												
Product Manager 產品經理	-	-	-	30	16	53	12	29	55	271	<b>466</b>	
Sales Manager 銷售經理	-	-	-	15	131	591	467	49	85	171	<b>1 509</b>	
Manager - Trade Finance Operations 經理—貿易融資運作	-	-	-	16	70	106	178	80	13	110	<b>573</b>	
Manager - Loan Operation 經理—貸款業務	-	-	-	165	84	47	62	28	-	121	<b>507</b>	
Manager - Credit Management 經理—信貸管理	-	-	-	223	74	389	234	208	9	302	<b>1 439</b>	
Manager - Credit Card 經理—信用卡	-	-	-	1	-	62	18	67	-	24	<b>172</b>	
Manager - Financial Institutions/ Correspondent Banking 經理—財務機構/國外同 業部	-	-	-	1	7	19	99	1	13	30	<b>170</b>	
Head of Business/ Managing Director 業務總監/董事總經理	-	-	-	3	80	34	35	44	356	489	<b>1 041</b>	
Manager - Corporate Banking/ Commercial Banking/ Relationship Management 經理—企業銀行/商業銀 行/客戶關係管理	-	-	-	104	47	1 553	120	94	284	495	<b>2 697</b>	
Manager - Marketing/ Product Development 經 理—市場推廣/產品開發	-	-	-	38	82	239	385	27	33	177	<b>981</b>	
Manager - Private Banking 經理—私人銀行	-	-	-	335	8	46	95	283	130	27	<b>924</b>	
Manager - Customer Relationship (Personal Banking/ Securities) 經理—客戶關係(個人銀 行/證券)	-	-	-	164	687	51	608	-	-	232	<b>1 742</b>	
Manager - Branch 經理—分行	-	-	-	187	41	1 212	1 048	131	4	385	<b>3 008</b>	
Manager - Insurance Products 經理—保險產品	-	-	-	-	29	65	2	2	2	18	<b>118</b>	
Manager - Mandatory Provident Fund 經理—強制性公積金	-	-	-	-	3	69	70	-	-	6	<b>148</b>	
Manager - Trust 經理—信託	-	-	-	-	1	19	59	10	4	66	<b>159</b>	
Manager - Phone Banking/ Call Centre 經理—電話理財/電話服 務中心	-	-	-	4	45	10	12	-	4	11	<b>86</b>	
Financial Controller 財務總監	-	-	-	3	40	36	92	34	149	145	<b>499</b>	
Manager - Accounting 經理—會計	-	-	-	62	264	384	449	332	21	328	<b>1 840</b>	
Chief Information Officer/ Chief Technology Officer/ Manager - IT 總資訊主任/總科技主任 /經理—資訊科技	-	-	-	25	49	738	1 404	117	126	413	<b>2 872</b>	
E-Commerce/E-Banking Manager 電子商貿/電子銀行經理	-	-	-	3	48	50	106	-	22	80	<b>309</b>	

Job Title 職稱	Number of Employees 僱員人數										Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Below \$8,000 以下	\$8,000 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	Above \$100,000 以上			
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>												
Manager - Human Resources 經理—人力資源	-	-	-	12	118	424	410	38	83	207	<b>1 292</b>	
Manager - Training/ Learning and Development 經理—培訓/學習及發展	-	-	-	9	24	42	93	1	8	32	<b>209</b>	
Risk Manager - Composite Risk 風險經理—綜合	-	-	-	50	87	204	639	21	32	142	<b>1 175</b>	
Risk Manager - Credit Risk 風險經理—信貸風險	-	-	-	4	1	124	112	4	5	28	<b>278</b>	
Risk Manager - Market Risk 風險經理—市場風險	-	-	-	-	16	4	145	-	-	21	<b>186</b>	
Risk Manager - Operation Risk 風險經理—營運風險	-	-	-	24	4	18	46	32	-	26	<b>150</b>	
Manager - Compliance/ Anti-Money Laundering 經理—合規/反洗黑錢	-	-	-	7	138	63	547	48	154	240	<b>1 197</b>	
Company Secretary 公司秘書	-	-	-	1	93	24	24	4	-	29	<b>175</b>	
Legal Adviser 法律顧問	-	-	-	-	1	20	94	108	93	164	<b>480</b>	
Manager - Corporate Communications/ Public Relations 經理—企業傳訊/公共關係	-	-	-	16	66	32	65	14	3	74	<b>270</b>	
Manager - Internal Audit 經理—內部稽核	-	-	-	61	15	70	211	29	55	159	<b>600</b>	
Business Analyst/ Manager - Organisation/ Service Quality & Assurance/ Process Re-Engineering 商業分析員/經理—組織/ 質素保證/ 工效優化	-	-	-	100	36	72	18	1	7	107	<b>341</b>	
Manager - Property/ Real Estate 經理—產業/房地產	-	-	-	-	28	43	23	-	64	1	<b>159</b>	
Other Manager 其他經理	-	-	-	381	113	573	784	-	50	4 732	<b>6 633</b>	
<b>Sub-total 小計</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>3 026</b>	<b>3 628</b>	<b>9 545</b>	<b>11 309</b>	<b>2 652</b>	<b>4 240</b>	<b>13 577</b>	<b>47 999</b>	
<b>SUPERVISORY/ OFFICER LEVEL 主管/主任級</b>												
Administration Officer 行政主任	-	-	313	755	218	64	8	1	-	225	<b>1 584</b>	
Management Trainee 見習主任	-	-	27	200	55	-	-	-	-	297	<b>579</b>	
Representative 代表	-	-	10	12	47	4	3	2	-	158	<b>236</b>	
Treasury and Capital Markets Trader 庫務及資本市場操盤員	-	-	63	259	63	63	81	126	39	278	<b>972</b>	
Remittances Officer 匯兌主任	-	-	214	498	4	10	-	-	-	113	<b>839</b>	
Officer - Treasury and Capital Markets (Front and Mid-Office) 主任—庫務及資本市場 (前台和中台)	-	-	20	39	17	88	-	-	4	28	<b>196</b>	

Job Title 職稱	Number of Employees 僱員人數										Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Below \$8,000 以下	\$8,000 -	\$10,001 -	\$20,001 -	\$30,001 -	\$40,001 -	\$60,001 -	\$80,001 -	Above \$100,000 以上			
		\$10,000	\$20,000	\$30,000	\$40,000	\$60,000	\$80,000	\$100,000				
<b>SUPERVISORY/ OFFICER LEVEL (Continued) 主管/主任級(續)</b>												
Officer – Treasury and Capital Markets (Back Office) 主任—庫務及資本市場 (後台)	-	-	49	375	60	12	6	-	-	84	<b>586</b>	
Financial Adviser Representative/ Personal Financial Adviser 財務顧問代表/個人財務 顧問	-	1	411	1 064	393	103	57	29	32	1 577	<b>3 667</b>	
Investment Analyst 投資分析員	-	-	21	816	274	205	104	34	77	1 333	<b>2 864</b>	
Investment Services Dealer 投資服務交易員	-	-	111	197	73	67	165	1	27	488	<b>1 129</b>	
Customer Service Representative – Investment Service 客戶服務代表 – 投資服 務	-	-	188	35	21	42	-	-	-	247	<b>533</b>	
Investment Officer 投資主任	-	40	166	558	269	45	87	55	481	929	<b>2 630</b>	
Account Executive/ Sales Officer 客戶主任/營業主任	-	-	345	2 402	297	34	24	6	-	639	<b>3 747</b>	
Investment Settlement Officer 投資結算主任	-	-	240	709	171	10	48	-	-	518	<b>1 696</b>	
Product Associate 產品主任	-	-	41	786	101	11	-	7	-	118	<b>1 064</b>	
Trade Finance Operations Officer 貿易融資營運主任	-	-	32	921	489	62	3	-	-	105	<b>1 612</b>	
Complaint Officer 投訴主任	-	-	12	616	6	-	-	-	-	3	<b>637</b>	
Operations Officer 營運主任	-	-	1 009	3 214	270	159	1	-	-	306	<b>4 959</b>	
Credit/ Loan Officer 信貸/放款主任	-	-	695	1 284	104	50	1	-	-	566	<b>2 700</b>	
Credit Analyst 信貸分析員	-	-	269	374	110	33	-	-	-	138	<b>924</b>	
Credit Card Officer 信用卡主任	-	-	186	84	184	-	-	-	-	16	<b>470</b>	
Hire Purchase/ Leasing Officer 分期付款/租賃主任	-	-	50	226	-	18	-	-	-	45	<b>339</b>	
Business Development Officer 業務發展主任	-	-	779	513	131	91	20	7	-	109	<b>1 650</b>	
Relationship Officer – Corporate Banking/ Commercial Banking/ Relationship Management 客戶關係主任—企業銀行 /商業銀行/ 客戶關係管理	-	-	317	2 034	379	215	-	-	-	151	<b>3 096</b>	
Telemarketing Officer 電話市場推廣主任	-	-	-	226	15	53	-	-	-	9	<b>303</b>	
Relationship Officer – Private Banking 客戶關係主任—私人銀行	-	-	57	11	83	133	20	-	-	25	<b>329</b>	
Customer Services Officer – Personal Banking/ Securities 客戶服務主任—個人銀行 /證券	-	-	107	2 802	722	8	-	-	-	1 584	<b>5 223</b>	

Job Title 職稱	Number of Employees 僱員人數										Total 總計
	Below \$8,000 以下	\$8,000 -	\$10,001 -	\$20,001 -	\$30,001 -	\$40,001 -	\$60,001 -	\$80,001 -	\$100,000 以上	Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	
Insurance Products Officer 保險產品主任	-	-	4	110	39	102	-	-	-	43	298
Mandatory Provident Fund Officer 強制性公積金主任	-	-	24	156	122	-	-	-	-	259	561
Trust Officer 信託主任	-	-	22	60	7	2	-	-	-	62	153
Customer Service Representative - Phone Banking/ Call Centre 客戶服務代表—電話理財 /電話服務中心	-	-	74	631	34	-	-	-	-	366	1 105
Accounting Officer 會計主任	-	-	290	756	466	166	-	-	-	575	2 253
Computer Operations Officer 電腦運作主任	-	-	54	246	789	101	9	-	-	185	1 384
Programmer/ Technology Officer 程式員/科技主任	-	-	108	1 072	412	90	7	-	-	599	2 288
System Analyst 系統分析員	-	-	7	457	271	16	1	-	-	556	1 308
Human Resources Officer 人力資源主任	-	-	119	408	50	129	-	-	-	224	930
Training Officer/ Instructor 訓練主任/導師	-	-	12	72	6	3	-	-	-	22	115
Compliance/ Anti-Money Laundering Officer 合規/反洗黑錢主任	-	-	157	640	293	62	8	-	-	276	1 436
Internal Audit Officer 內部稽核主任	-	-	88	252	260	28	9	-	-	66	703
Officer - Organisation/ Productivity/ Quality/ Re- Engineering 主任—組織/生產力/質 素/工效優化	-	-	40	16	18	2	-	-	-	132	208
Other Supervisor/Officer 其他主管/主任	-	-	104	3 047	254	21	20	-	-	4 301	7 747
<b>Sub-total 小計</b>	<b>0</b>	<b>41</b>	<b>6 835</b>	<b>28 933</b>	<b>7 577</b>	<b>2 302</b>	<b>682</b>	<b>268</b>	<b>660</b>	<b>17 755</b>	<b>65 053</b>
<b>CLERICAL LEVEL 文員級</b>											
Clerk 文員	39	455	9 446	394	321	22	-	-	-	3 059	13 736
Dealing Assistant 交易助理	-	76	1 633	191	128	272	-	-	-	1 815	4 115
Cashier 出納員	-	-	914	8	-	-	-	-	-	43	965
Receptionist/ Greeter 接待員/電話操作員	2	15	404	12	111	-	-	-	-	107	651
Trade Finance Operations Checker 貿易融資運作核對員	-	24	177	456	-	-	-	-	-	109	766
Telemarketing Representative 電話市場推廣代表	-	-	589	75	-	-	-	-	-	99	763
Teller 櫃檯員	-	2	8 987	-	-	-	-	-	-	2 101	11 090
Accounting Clerk 會計文員	-	42	1 578	82	77	-	-	-	-	435	2 214
Computer Operator 電腦操作員	-	30	540	358	22	-	-	-	-	268	1 218
Other Clerk 其他文員	-	43	719	49	-	-	-	-	-	4 607	5 418
<b>Sub-total 小計</b>	<b>41</b>	<b>687</b>	<b>24 987</b>	<b>1 625</b>	<b>659</b>	<b>294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12 643</b>	<b>40 936</b>

Job Title 職稱	Number of Employees 僱員人數										Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資料	Total 總計
	Below \$8,000 以下	\$8,000 -	\$10,001 -	\$20,001 -	\$30,001 -	\$40,001 -	\$60,001 -	\$80,001 -	\$100,000 -	Above \$100,000 以上		
OTHERS 其他												
Other Supporting Staff 其他輔助員工	-	-	-	-	-	-	-	-	-	-	6 672	6 672
Sub-total 小計	0	0	0	0	0	0	0	0	0	0	6 672	6 672
Total 總計	41	728	31 844	33 584	11 864	12 141	11 991	2 920	4 900	50 647	160 660	

\* As the average monthly income range of employees of other supporting staff was widely spread, their statistics were grouped under "Unspecified".  
由於其他輔助員工在不同的平均每月收入的幅度廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 4.1 : Average Monthly Income Range of Employees  
(Banking and Finance Industry – By Branch)

表 4.1 : 僱員平均每月收入的幅度  
(銀行及金融業 – 按門類劃分)

Branch 門類	Job Level 職級	Number of Employees 僱員人數										Total 總計
		Below \$8,000 以下	\$8,000 -\$10,000	\$10,001 -\$20,000	\$20,001 -\$30,000	\$30,001 -\$40,000	\$40,001 -\$60,000	\$60,001 -\$80,000	\$80,001 -\$100,000	Above \$100,000 以上	Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資 料	
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有 限制牌照銀行 及外國銀行本 港代表辦事處	Managerial Level 經理級	-	-	-	2 067	2 097	7 028	9 108	1 686	2 341	6 578	<b>30 905</b>
	Supervisory /Officer Level 主管/主任 級	-	-	3 918	23 068	4 624	1 467	372	123	2	6 411	<b>39 985</b>
	Clerical Level 文員級	2	33	17 808	995	571	-	-	-	-	7 461	<b>26 870</b>
	Other Supporting Staff 其他輔助 員工	-	-	-	-	-	-	-	-	-	3 103	<b>3 103</b>
	<b>Total 總計</b>	<b>2</b>	<b>33</b>	<b>21 726</b>	<b>26 130</b>	<b>7 292</b>	<b>8 495</b>	<b>9 480</b>	<b>1 809</b>	<b>2 343</b>	<b>23 553</b>	<b>100 863</b>
Deposit-taking Companies 接受存款公司	Managerial Level 經理級	-	-	-	9	21	8	11	15	2	94	<b>160</b>
	Supervisory /Officer Level 主管/主任 級	-	-	13	31	14	-	1	-	-	101	<b>160</b>
	Clerical Level 文員級	-	5	64	-	-	-	-	-	-	188	<b>257</b>
	Other Supporting Staff 其他輔助 員工	-	-	-	-	-	-	-	-	-	17	<b>17</b>
	<b>Total 總計</b>	<b>0</b>	<b>5</b>	<b>77</b>	<b>40</b>	<b>35</b>	<b>8</b>	<b>12</b>	<b>15</b>	<b>2</b>	<b>400</b>	<b>594</b>
Investment and Holding Companies 投資及控股公 司	Managerial Level 經理級	-	-	-	20	97	197	290	115	152	384	<b>1 255</b>
	Supervisory /Officer Level 主管/主任 級	-	-	165	269	204	26	13	-	-	492	<b>1 169</b>
	Clerical Level 文員級	30	61	360	17	-	-	-	-	-	128	<b>596</b>
	Other Supporting Staff 其他輔助 員工	-	-	-	-	-	-	-	-	-	204	<b>204</b>
	<b>Total 總計</b>	<b>30</b>	<b>61</b>	<b>525</b>	<b>306</b>	<b>301</b>	<b>223</b>	<b>303</b>	<b>115</b>	<b>152</b>	<b>1 208</b>	<b>3 224</b>



Branch 門類	Job Level 職級	Number of Employees 僱員人數										Total 總計
		Below \$8,000 以下	\$8,000 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	Above \$100,000 以上	Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資 料	
Personal Loans and Related Companies 私人貸款及有 關公司	Managerial Level 經理級	-	-	-	225	187	276	62	22	18	443	1 233
	Supervisory /Officer Level 主管/ 主任 級	-	-	578	486	77	28	-	-	-	492	1 661
	Clerical Level 文員級	-	74	726	81	-	-	-	-	-	801	1 682
	Other Supporting Staff 其他 輔助 員工	-	-	-	-	-	-	-	-	-	198	198
	<b>Total 總計</b>	<b>0</b>	<b>74</b>	<b>1 304</b>	<b>792</b>	<b>264</b>	<b>304</b>	<b>62</b>	<b>22</b>	<b>18</b>	<b>1 934</b>	<b>4 774</b>
Securities Brokerage Firms 證券經紀公司	Managerial Level 經理級	-	-	18	256	315	268	215	156	178	496	1 902
	Supervisory /Officer Level 主管/ 主任 級	-	1	769	1 730	323	153	10	48	-	866	3 900
	Clerical Level 文員級	-	128	1 033	204	8	-	-	-	-	1 336	2 709
	Other Supporting Staff 其他 輔助 員工	-	-	-	-	-	-	-	-	-	217	217
	<b>Total 總計</b>	<b>0</b>	<b>129</b>	<b>1 820</b>	<b>2 190</b>	<b>646</b>	<b>421</b>	<b>225</b>	<b>204</b>	<b>178</b>	<b>2 915</b>	<b>8 728</b>
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融 期貨)及貴金屬 經紀/ 交易商	Managerial Level 經理級	-	-	4	95	144	63	23	15	15	103	462
	Supervisory /Officer Level 主管/ 主任 級	-	-	327	164	42	14	6	2	27	247	829
	Clerical Level 文員級	-	41	497	8	18	-	-	-	-	55	619
	Other Supporting Staff 其他 輔助 員工	-	-	-	-	-	-	-	-	-	24	24
	<b>Total 總計</b>	<b>0</b>	<b>41</b>	<b>828</b>	<b>267</b>	<b>204</b>	<b>77</b>	<b>29</b>	<b>17</b>	<b>42</b>	<b>429</b>	<b>1 934</b>

Branch 門類	Job Level 職級	Number of Employees 僱員人數										Total 總計	
		Below \$8,000 以下	\$8,000 -\$10,000	\$10,001 -\$20,000	\$20,001 -\$30,000	\$30,001 -\$40,000	\$40,001 -\$60,000	\$60,001 -\$80,000	\$80,001 -\$100,000	Above \$100,000 以上	Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資 料		
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公司及銀行及金融業內的法定機構	Managerial Level 經理級	-	-	-	-	-	-	-	-	-	-	899	<b>899</b>
	Supervisory /Officer Level 主管/主任級	-	-	-	-	-	-	-	-	-	-	1 084	<b>1 084</b>
	Clerical Level 文員級	-	-	-	-	-	-	-	-	-	-	436	<b>436</b>
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	-	-	-	-	-	1 186	<b>1 186</b>
	<b>Total 總計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3 605</b>	<b>3 605</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	Managerial Level 經理級	-	-	-	23	67	32	77	-	22	86	<b>307</b>	
	Supervisory /Officer Level 主管/主任級	-	-	201	199	10	26	1	-	41	167	<b>645</b>	
	Clerical Level 文員級	9	157	1 518	25	-	-	-	-	-	198	<b>1 907</b>	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	-	-	-	-	27	<b>27</b>	
	<b>Total 總計</b>	<b>9</b>	<b>157</b>	<b>1 719</b>	<b>247</b>	<b>77</b>	<b>58</b>	<b>78</b>	<b>0</b>	<b>63</b>	<b>478</b>	<b>2 886</b>	
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Managerial Level 經理級	-	-	-	131	297	780	993	318	1 058	2 597	<b>6 174</b>	
	Supervisory /Officer Level 主管/主任級	-	-	225	1 300	858	334	194	47	550	3 295	<b>6 803</b>	
	Clerical Level 文員級	-	12	488	283	21	272	-	-	-	1 621	<b>2 697</b>	
	Other Supporting Staff 其他輔助員工	-	-	-	-	-	-	-	-	-	895	<b>895</b>	
	<b>Total 總計</b>	<b>0</b>	<b>12</b>	<b>713</b>	<b>1 714</b>	<b>1 176</b>	<b>1 386</b>	<b>1 187</b>	<b>365</b>	<b>1 608</b>	<b>8 408</b>	<b>16 569</b>	

Branch 門類	Job Level 職級	Number of Employees 僱員人數										Total 總計	
		Below \$8,000 以下	\$8,000 -\$10,000	\$10,001 -\$20,000	\$20,001 -\$30,000	\$30,001 -\$40,000	\$40,001 -\$60,000	\$60,001 -\$80,000	\$80,001 -\$100,000	Above \$100,000 以上	Not applicable/ Unspecified*/ Refusal 不適用/ 未有說明*/ 未有提供資 料		
Other Financial Companies 其他金融有關 的公司	Managerial Level 經理級	-	-	-	200	403	893	530	325	454	1 897	4 702	
	Supervisory /Officer Level 主管/主任 級	-	40	639	1 686	1 425	254	85	48	40	4 600	8 817	
	Clerical Level 文員級	-	176	2 493	12	41	22	-	-	-	419	3 163	
	Other Supporting Staff 其他輔助 員工	-	-	-	-	-	-	-	-	-	-	801	801
	<b>Total 總計</b>	<b>0</b>	<b>216</b>	<b>3 132</b>	<b>1 898</b>	<b>1 869</b>	<b>1 169</b>	<b>615</b>	<b>373</b>	<b>494</b>	<b>7 717</b>	<b>17 483</b>	
All Branches 全部門類	Managerial Level 經理級	-	-	22	3 026	3 628	9 545	11 309	2 652	4 240	13 577	47 999	
	Supervisory /Officer Level 主管/主任 級	-	41	6 835	28 933	7 577	2 302	682	268	660	17 755	65 053	
	Clerical Level 文員級	41	687	24 987	1 625	659	294	-	-	-	12 643	40 936	
	Other Supporting Staff 其他輔助 員工	-	-	-	-	-	-	-	-	-	-	6 672	6 672
	<b>Total 總計</b>	<b>41</b>	<b>728</b>	<b>31 844</b>	<b>33 584</b>	<b>11 864</b>	<b>12 141</b>	<b>11 991</b>	<b>2 920</b>	<b>4 900</b>	<b>50 647</b>	<b>160 660</b>	

\* As the average monthly income range of employees of other supporting staff was widely spread, their statistics were grouped under "Unspecified".  
由於其他輔助員工在不同的平均每月收入幅度廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 5 : Average Age Range of Employees  
(Banking and Finance Industry)

表 5 : 僱員平均年齡的幅度  
(銀行及金融業)

Job Title 職稱	Number of Employees 僱員人數				
	Below 35 35歲以下	35-50 35歲至50歲	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	Total 總計
<b>MANAGERIAL LEVEL 經理級</b>					
Chief Executive Officer/ Chief Operating Officer/ Chief Financial Officer/ Managing Director/ General Manager 行政總裁/營運總監/首席財務官/常務董事/總經理	36	974	488	877	2 375
Deputy Chief Executive Officer/ Deputy Chief Financial Officer/ Deputy Chief Operating Officer 副行政總裁/副首席財務官/副營運總監	13	168	85	132	398
Chief Representative 首席代表	-	42	14	34	90
Assistant to Chief Executive Officer/ Director 行政總裁助理/董事助理	17	313	22	122	474
Manager - Administration 經理—行政	25	536	165	308	1 034
Zone/ District Manager 區域經理	-	105	189	88	382
Head of Treasury and Capital Markets 庫務及資本市場主管	5	70	139	56	270
Manager - Treasury and Capital Markets (Front and Mid-Office) 經理—庫務及資本市場(前台和中台)	17	500	297	231	1 045
Manager - Treasury and Capital Markets (Back Office) 經理—庫務及資本市場(後台)	4	218	25	143	390
Economist/ Manager - Economic Research 經濟研究員/經理—經濟研究	49	101	13	88	251
Chief Investment Officer/ Manager - Investment 總投資主任/經理—投資	30	714	192	710	1 646
Portfolio Manager 投資組合經理	17	666	378	612	1 673
Manager - Investment Advisory Services 經理—投資諮詢服務	101	686	47	473	1 307
Manager - Dealing Room 經理—交易室	34	699	49	415	1 197
Responsible Officer/ Registered Manager 負責人員/註冊司理人	26	214	41	82	363
Manager - Investment Settlement 經理—投資結算	36	592	23	48	699
Product Manager 產品經理	16	210	3	237	466
Sales Manager 銷售經理	51	781	189	488	1 509
Manager - Trade Finance Operations 經理—貿易融資運作	1	306	21	245	573
Manager - Loan Operation 經理—貸款業務	33	301	31	142	507
Manager - Credit Management 經理—信貸管理	4	927	146	362	1 439
Manager - Credit Card 經理—信用卡	-	65	56	51	172

Job Title 職稱	Number of Employees 僱員人數				
	Below 35 35歲以下	35-50 35歲至50歲	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	Total 總計
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>					
Manager - Financial Institutions/ Correspondent Banking 經理—財務機構/國外同業部	-	97	9	64	<b>170</b>
Head of Business/ Managing Director 業務總監/董事總經理	1	260	264	516	<b>1 041</b>
Manager - Corporate Banking/ Commercial Banking/ Relationship Management 經理—企業銀行/商業銀行/客戶 關係管理	7	1 770	1	919	<b>2 697</b>
Manager - Marketing/ Product Development 經理—市場推廣/產品開發	28	439	18	496	<b>981</b>
Manager - Private Banking 經理—私人銀行	-	812	2	110	<b>924</b>
Manager - Customer Relationship (Personal Banking/ Securities) 經理—客戶關係(個人銀行/證 券)	680	831	-	231	<b>1 742</b>
Manager - Branch 經理—分行	3	1 689	572	744	<b>3 008</b>
Manager - Insurance Products 經理—保險產品	-	35	3	80	<b>118</b>
Manager - Mandatory Provident Fund 經理—強制性公積金	-	89	-	59	<b>148</b>
Manager - Trust 經理—信託	-	45	40	74	<b>159</b>
Manager - Phone Banking/ Call Centre 經理—電話理財/電話服務中心	2	53	-	31	<b>86</b>
Financial Controller 財務總監	6	245	67	181	<b>499</b>
Manager - Accounting 經理—會計	45	1 265	17	513	<b>1 840</b>
Chief Information Officer/ Chief Technology Officer/ Manager - IT 總資訊主任/總科技主任/經理— 資訊科技	24	1 993	120	735	<b>2 872</b>
E-Commerce/E-Banking Manager 電子商貿/電子銀行經理	-	161	18	130	<b>309</b>
Manager - Human Resources 經理—人力資源	15	661	213	403	<b>1 292</b>
Manager - Training/ Learning and Development 經理—培訓/學習及發展	8	91	1	109	<b>209</b>
Risk Manager - Composite Risk 風險經理—綜合	220	713	8	234	<b>1 175</b>
Risk Manager - Credit Risk 風險經理—信貸風險	55	169	7	47	<b>278</b>
Risk Manager - Market Risk 風險經理—市場風險	56	91	-	39	<b>186</b>
Risk Manager - Operation Risk 風險經理—營運風險	40	75	5	30	<b>150</b>
Manager - Compliance/ Anti-Money Laundering 經理—合規/反洗黑錢	84	762	18	333	<b>1 197</b>
Company Secretary 公司秘書	65	27	15	68	<b>175</b>
Legal Adviser 法律顧問	14	259	3	204	<b>480</b>
Manager - Corporate Communications/ Public Relations 經理—企業傳訊/公共關係	64	110	1	95	<b>270</b>
Manager - Internal Audit 經理—內部稽核	1	353	9	237	<b>600</b>

Job Title 職稱	Number of Employees 僱員人數				
	Below 35 35歲以下	35-50 35歲至50歲	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	Total 總計
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>					
Business Analyst/ Manager - Organisation/ Service Quality & Assurance/ Process Re-Engineering 商業分析員/經理—組織/質素保證 / 工效優化	39	196	4	102	341
Manager - Property/ Real Estate 經理—產業/房地產	56	45	43	15	159
Other Manager 其他經理	24	981	11	5 617	6 633
<b>Sub-total 小計</b>	<b>2 052</b>	<b>23 505</b>	<b>4 082</b>	<b>18 360</b>	<b>47 999</b>
<b>SUPERVISORY/ OFFICER LEVEL 主管/主任級</b>					
Administration Officer 行政主任	211	987	7	379	1 584
Management Trainee 見習主任	119	138	-	322	579
Representative 代表	16	12	12	196	236
Treasury and Capital Markets Trader 庫務及資本市場操盤員	105	454	-	413	972
Remittances Officer 匯兌主任	81	447	82	229	839
Officer - Treasury and Capital Markets (Front and Mid-Office) 主任—庫務及資本市場 (前台和中台)	163	8	-	25	196
Officer - Treasury and Capital Markets (Back Office) 主任—庫務及資本市場 (後台)	407	61	-	118	586
Financial Adviser Representative/ Personal Financial Adviser 財務顧問代表/個人財務顧問	861	1 083	121	1 602	3 667
Investment Analyst 投資分析員	1 047	476	8	1 333	2 864
Investment Services Dealer 投資服務交易員	342	340	138	309	1 129
Customer Service Representative - Investment Service 客戶服務代表—投資服務	223	90	-	220	533
Investment Officer 投資主任	312	858	100	1 360	2 630
Account Executive/ Sales Officer 客戶主任/營業主任	621	1 431	-	1 695	3 747
Investment Settlement Officer 投資結算主任	575	536	16	569	1 696
Product Associate 產品主任	590	320	-	154	1 064
Trade Finance Operations Officer 貿易融資營運主任	55	1 289	3	265	1 612
Complaint Officer 投訴主任	559	69	-	9	637
Operations Officer 營運主任	1 437	2 546	1	975	4 959
Credit/ Loan Officer 信貸/放款主任	591	1 221	101	787	2 700
Credit Analyst 信貸分析員	126	581	-	217	924
Credit Card Officer 信用卡主任	83	207	-	180	470
Hire Purchase/ Leasing Officer 分期付款/租賃主任	38	196	-	105	339
Business Development Officer 業務發展主任	811	537	-	302	1 650

Job Title 職稱	Number of Employees 僱員人數				
	Below 35 35歲以下	35-50 35歲至50歲	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	Total 總計
<b>SUPERVISORY/ OFFICER LEVEL (Continued) 主管/主任級 (續)</b>					
Relationship Officer - Corporate Banking/ Commercial Banking/ Relationship Management 客戶關係主任—企業銀行/商業銀行/客戶關係管理	2 081	68	-	947	<b>3 096</b>
Telemarketing Officer 電話市場推廣主任	202	55	-	46	<b>303</b>
Relationship Officer - Private Banking 客戶關係主任—私人銀行	81	199	-	49	<b>329</b>
Customer Services Officer - Personal Banking/ Securities 客戶服務主任—個人銀行/證券	2 738	51	-	2 434	<b>5 223</b>
Insurance Products Officer 保險產品主任	6	107	-	185	<b>298</b>
Mandatory Provident Fund Officer 強制性公積金主任	49	124	-	388	<b>561</b>
Trust Officer 信託主任	58	20	-	75	<b>153</b>
Customer Service Representative - Phone Banking/ Call Centre 客戶服務代表—電話理財/電話服務中心	442	110	-	553	<b>1 105</b>
Accounting Officer 會計主任	395	901	1	956	<b>2 253</b>
Computer Operations Officer 電腦運作主任	136	938	12	298	<b>1 384</b>
Programmer/ Technology Officer 程式員/科技主任	930	336	-	1 022	<b>2 288</b>
System Analyst 系統分析員	268	269	-	771	<b>1 308</b>
Human Resources Officer 人力資源主任	321	258	-	351	<b>930</b>
Training Officer/ Instructor 訓練主任/導師	51	19	-	45	<b>115</b>
Compliance/ Anti-Money Laundering Officer 合規/反洗黑錢主任	391	477	-	568	<b>1 436</b>
Internal Audit Officer 內部稽核主任	311	150	-	242	<b>703</b>
Officer - Organisation/ Productivity/ Quality/ Re-Engineering 主任—組織/生產力/質素/工效優化	56	20	-	132	<b>208</b>
Other Supervisor/Officer 其他主管/主任	297	1 089	-	6 361	<b>7 747</b>
<b>Sub-total 小計</b>	<b>18 186</b>	<b>19 078</b>	<b>602</b>	<b>27 187</b>	<b>65 053</b>
<b>CLERICAL LEVEL 文員級</b>					
Clerk 文員	5 254	2 109	135	6 238	<b>13 736</b>
Dealing Assistant 交易助理	1 151	1 148	92	1 724	<b>4 115</b>
Cashier 出納員	752	8	131	74	<b>965</b>
Receptionist/ Greeter 接待員/電話操作員	125	198	13	315	<b>651</b>
Trade Finance Operations Checker 貿易融資運作核對員	90	458	20	198	<b>766</b>
Telemarketing Representative 電話市場推廣代表	493	123	-	147	<b>763</b>
Teller 櫃檯員	4 398	2 773	-	3 919	<b>11 090</b>
Accounting Clerk 會計文員	482	391	-	1 341	<b>2 214</b>
Computer Operator 電腦操作員	702	125	8	383	<b>1 218</b>

Job Title 職稱	Number of Employees 僱員人數				
	Below 35 35歲以下	35-50 35歲至50歲	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	Total 總計
CLERICAL LEVEL (Continued) 文員級 (續)					
Other Clerk 其他文員	404	85	26	4 903	5 418
<b>Sub-total</b> 小計	<b>13 851</b>	<b>7 418</b>	<b>425</b>	<b>19 242</b>	<b>40 936</b>
OTHERS 其他					
Other Supporting Staff 其他輔助員工	-	-	-	6 672	6 672
<b>Sub-total</b> 小計	-	-	-	<b>6 672</b>	<b>6 672</b>
<b>Total</b> 總計	<b>34 089</b>	<b>50 001</b>	<b>5 109</b>	<b>71 461</b>	<b>160 660</b>

\* As the average age range of employees of other supporting staff was widely spread, their statistics were grouped under "Unspecified".  
由於其他輔助員工在不同的平均年齡幅度廣泛分佈，故此其統計資料被歸納為「未有說明」。



Table 5.1 : Average Age Range of Employees  
(Banking and Finance Industry – By Branch)

表 5.1 : 僱員平均年齡的幅度  
(銀行及金融業 – 按門類劃分)

Job Title 職稱	Job Level 職級	Number of Employees 僱員人數				Total 總計
		Below 35 35歲以下	35-50	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	
<b>MANAGERIAL LEVEL 經理級</b>						
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制牌照銀行及外國銀行本港代表辦事處	Managerial Level 經理級	1 221	16 136	3 041	10 507	<b>30 905</b>
	Supervisory/Officer Level 主管/主任級	13 527	13015	160	13 283	<b>39 985</b>
	Clerical Level 文員級	9 314	4143	180	13 233	<b>26 870</b>
	Other Supporting Staff 其他輔助員工	-	-	-	3 103	<b>3 103</b>
	<b>Total 總計</b>	<b>24 062</b>	<b>33 294</b>	<b>3 381</b>	<b>40 126</b>	<b>100 863</b>
Deposit-taking Companies 接受存款公司	Managerial Level 經理級	6	45	11	98	<b>160</b>
	Supervisory/Officer Level 主管/主任級	24	23	-	113	<b>160</b>
	Clerical Level 文員級	29	4	-	224	<b>257</b>
	Other Supporting Staff 其他輔助員工	-	-	-	17	<b>17</b>
	<b>Total 總計</b>	<b>59</b>	<b>72</b>	<b>11</b>	<b>452</b>	<b>594</b>
Investment and Holding Companies 投資及控股公司	Managerial Level 經理級	55	690	316	194	<b>1 255</b>
	Supervisory/Officer Level 主管/主任級	404	349	20	396	<b>1 169</b>
	Clerical Level 文員級	154	292	22	128	<b>596</b>
	Other Supporting Staff 其他輔助員工	-	-	-	204	<b>204</b>
	<b>Total 總計</b>	<b>613</b>	<b>1 331</b>	<b>358</b>	<b>922</b>	<b>3 224</b>
Personal Loans and Related Companies 私人貸款及有關公司	Managerial Level 經理級	43	849	130	211	<b>1 233</b>
	Supervisory/Officer Level 主管/主任級	550	652	101	358	<b>1 661</b>
	Clerical Level 文員級	692	434	-	556	<b>1 682</b>
	Other Supporting Staff 其他輔助員工	-	-	-	198	<b>198</b>
	<b>Total 總計</b>	<b>1 285</b>	<b>1 935</b>	<b>231</b>	<b>1 323</b>	<b>4 774</b>
Securities Brokerage Firms 證券經紀公司	Managerial Level 經理級	140	1 038	239	485	<b>1 902</b>
	Supervisory/Officer Level 主管/主任級	1 022	883	33	1 962	<b>3 900</b>
	Clerical Level 文員級	778	638	136	1 157	<b>2 709</b>
	Other Supporting Staff 其他輔助員工	-	-	-	217	<b>217</b>
	<b>Total 總計</b>	<b>1 940</b>	<b>2 559</b>	<b>408</b>	<b>3 821</b>	<b>8 728</b>

Job Title 職稱	Job Level 職級	Number of Employees 僱員人數				
		Below 35 35歲以下	35-50	Over 50 50歲以上	Not applicable/ Unspecified*/ Refusal 不適用/未有說明*/ 未有提供資料	Total 總計
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴 金屬經紀/ 交易商	Managerial Level 經理級	32	342	24	64	462
	Supervisory/Officer Level 主管/主任級	394	266	5	164	829
	Clerical Level 文員級	452	51	4	112	619
	Other Supporting Staff 其他輔助員工	-	-	-	24	24
	<b>Total 總計</b>	<b>878</b>	<b>659</b>	<b>33</b>	<b>364</b>	<b>1 934</b>
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公 司及銀行及金融業內的法 定機構	Managerial Level 經理級	-	-	-	899	899
	Supervisory/Officer Level 主管/主任級	-	-	-	1 084	1 084
	Clerical Level 文員級	-	-	-	436	436
	Other Supporting Staff 其他輔助員工	-	-	-	1 186	1 186
	<b>Total 總計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3 605</b>	<b>3 605</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	Managerial Level 經理級	3	215	27	62	307
	Supervisory/Officer Level 主管/主任級	90	288	84	183	645
	Clerical Level 文員級	385	829	71	622	1 907
	Other Supporting Staff 其他輔助員工	-	-	-	27	27
	<b>Total 總計</b>	<b>478</b>	<b>1 332</b>	<b>182</b>	<b>894</b>	<b>2 886</b>
Investment Advisory/ Asset Management Companies 投資顧問/ 資產管理公司	Managerial Level 經理級	464	2 115	204	3 391	6 174
	Supervisory/Officer Level 主管/主任級	1 118	1 446	-	4 239	6 803
	Clerical Level 文員級	549	426	12	1 710	2 697
	Other Supporting Staff 其他輔助員工	-	-	-	895	895
	<b>Total 總計</b>	<b>2 131</b>	<b>3 987</b>	<b>216</b>	<b>10 235</b>	<b>16 569</b>
Other Financial Companies 其他金融有關的公司	Managerial Level 經理級	88	2 075	90	2 449	4 702
	Supervisory/Officer Level 主管/主任級	1 057	2 156	199	5 405	8 817
	Clerical Level 文員級	1 498	601	-	1 064	3 163
	Other Supporting Staff 其他輔助員工	-	-	-	801	801
	<b>Total 總計</b>	<b>2 643</b>	<b>4 832</b>	<b>289</b>	<b>9 719</b>	<b>17 483</b>
All Branches 全部門類	Managerial Level 經理級	2 052	23 505	4 082	18 360	47 999
	Supervisory/Officer Level 主管/主任級	18 186	19 078	602	27 187	65 053
	Clerical Level 文員級	13 851	7 418	425	19 242	40 936
	Other Supporting Staff 其他輔助員工	0	0	0	6 672	6 672
	<b>Total 總計</b>	<b>34 089</b>	<b>50 001</b>	<b>5 109</b>	<b>71 461</b>	<b>160 660</b>

\* As the average age range of employees of other supporting staff was widely spread, their statistics were grouped under "Unspecified".  
由於其他輔助員工在不同的平均年齡幅度廣泛分佈，故此其統計資料被歸納為「未有說明」。

Table 6 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Banking and Finance Industry)

表 6 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(銀行及金融業)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	1 287	3 174	2 289	6 750
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	62	583	96	741
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	111	770	962	1 843
(d)	Emigration 移民	7	19	20	46
(e)	Repatriation 回國	94	130	15	239
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	26	69	2	97
	(ii) To other countries 往其他國家	26	50	24	100
(g)	Retirement 退休	276	264	337	877
(h)	Further studies 繼續進修	4	193	400	597
(i)	Other reasons 其他原因	537	2 053	839	3 429
(j)	Reasons unknown 原因不詳	540	1 785	865	3 190
	<b>Sub-total 小計</b>	<b>2 970</b>	<b>9 090</b>	<b>5 849</b>	<b>17 909</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	292	320	297	909
(b)	Company re-structured/closed 公司改組/結業	36	111	61	208
(c)	Expiry of employment contract 僱傭合約期滿	29	50	590	669
(d)	Poor performance 工作表現欠佳	59	244	195	498
(e)	Other reasons 其他原因	20	24	24	68
(f)	Reasons unknown 原因不詳	2	-	1	3
	<b>Sub-total 小計</b>	<b>438</b>	<b>749</b>	<b>1 168</b>	<b>2 355</b>
	<b>Total 總計</b>	<b>3 408</b>	<b>9 839</b>	<b>7 017</b>	<b>20 264</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	1 831	4 254	2 426	8 511
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	40	481	317	838
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	202	936	1 309	2 447
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	461	888	1 348	2 697
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	26	74	572	672
(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	5	147	712	864	
(e)	Other sources 其他來源	44	29	68	141
(f)	Sources unspecified 來源未有說明	812	2 064	2 009	4 885
<b>Total 總計</b>		<b>3 421</b>	<b>8 873</b>	<b>8 761</b>	<b>21 055</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	2 879	8 003	8 357	19 239
(b)	Mainland China 中國內地	191	661	326	1 178
(c)	Other parts of Asia 亞洲其他地區	88	63	55	206
(d)	Europe 歐洲	12	145	21	178
(e)	United States of America 美國	4	-	-	4
(f)	Other places 其他地方	25	1	2	28
(g)	Geographic origins unspecified 地域來源未有說明	222	-	-	222
<b>Total 總計</b>		<b>3 421</b>	<b>8 873</b>	<b>8 761</b>	<b>21 055</b>

Table 6.1 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Licensed Banks, Restricted Licence Banks  
and Local Representative Offices of Foreign Banks)

表 6.1 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(持牌銀行、有限牌照銀行及外國銀行本港代表辦事處)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	574	2 035	1 824	4 433
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	62	543	80	685
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	98	617	766	1 481
(d)	Emigration 移民	7	17	3	27
(e)	Repatriation 回國	84	113	1	198
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	18	69	2	89
	(ii) To other countries 往其他國家	7	32	-	39
(g)	Retirement 退休	247	238	279	764
(h)	Further studies 繼續進修	4	163	383	550
(i)	Other reasons 其他原因	412	1 938	737	3 087
(j)	Reasons unknown 原因不詳	354	874	478	1 706
	<b>Sub-total 小計</b>	<b>1 867</b>	<b>6 639</b>	<b>4 553</b>	<b>13 059</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	246	277	230	753
(b)	Company re-structured/closed 公司改組/結業	17	30	15	62
(c)	Expiry of employment contract 僱傭合約期滿	19	37	585	641
(d)	Poor performance 工作表現欠佳	55	219	156	430
(e)	Other reasons 其他原因	19	24	24	67
(f)	Reasons unknown 原因不詳	-	-	1	1
	<b>Sub-total 小計</b>	<b>356</b>	<b>587</b>	<b>1 011</b>	<b>1 954</b>
	<b>Total 總計</b>	<b>2 223</b>	<b>7 226</b>	<b>5 564</b>	<b>15 013</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	724	2 332	1 731	4 787
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	39	433	295	767
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	145	655	1 048	1 848
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	461	826	1 197	2 484
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	26	71	530	627
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	5	107	603	715
(e)	Other sources 其他來源	36	10	6	52
(f)	Sources unspecified 來源未有說明	796	1 808	1 905	4 509
<b>Total 總計</b>		<b>2 232</b>	<b>6 242</b>	<b>7 315</b>	<b>15 789</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	1 816	5 617	6 980	14 413
(b)	Mainland China 中國內地	123	584	302	1 009
(c)	Other parts of Asia 亞洲其他地區	57	40	31	128
(d)	Europe 歐洲	9	-	-	9
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	5	1	2	8
(g)	Geographic origins unspecified 地域來源未有說明	222	-	-	222
<b>Total 總計</b>		<b>2 232</b>	<b>6 242</b>	<b>7 315</b>	<b>15 789</b>

Table 6.2 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Deposit-taking Companies)

表 6.2 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(接受存款公司)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	5	8	6	19
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	-	0
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	-	-	12	12
(d)	Emigration 移民	-	-	-	0
(e)	Repatriation 回國	6	-	3	9
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	-	-	-	0
	(ii) To other countries 往其他國家	1	-	-	1
(g)	Retirement 退休	-	1	-	1
(h)	Further studies 繼續進修	-	-	-	0
(i)	Other reasons 其他原因	-	-	-	0
(j)	Reasons unknown 原因不詳	-	-	-	0
<b>Sub-total 小計</b>		<b>12</b>	<b>9</b>	<b>21</b>	<b>42</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	-	-	-	0
(b)	Company re-structured/closed 公司改組/結業	-	-	-	0
(c)	Expiry of employment contract 僱傭合約期滿	-	-	1	1
(d)	Poor performance 工作表現欠佳	-	-	-	0
(e)	Other reasons 其他原因	1	-	-	1
(f)	Reasons unknown 原因不詳	-	-	-	0
<b>Sub-total 小計</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Total 總計</b>		<b>13</b>	<b>9</b>	<b>22</b>	<b>44</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	22	6	6	34
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	-	-	0
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	-	-	10	10
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	-	1	1
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	-	0
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	-	0
(e)	Other sources 其他來源	1	-	-	1
(f)	Sources unspecified 來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>23</b>	<b>6</b>	<b>17</b>	<b>46</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	8	4	16	28
(b)	Mainland China 中國內地	-	-	-	0
(c)	Other parts of Asia 亞洲其他地區	15	2	1	18
(d)	Europe 歐洲	-	-	-	0
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>23</b>	<b>6</b>	<b>17</b>	<b>46</b>



Table 6.3 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Investment and Holding Companies)

表 6.3 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(投資及控股公司)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	61	111	2	174
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	-	0
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	-	3	-	3
(d)	Emigration 移民	-	-	-	0
(e)	Repatriation 回國	-	-	-	0
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	7	-	-	7
	(ii) To other countries 往其他國家	-	-	-	0
(g)	Retirement 退休	3	-	40	43
(h)	Further studies 繼續進修	-	-	-	0
(i)	Other reasons 其他原因	-	-	10	10
(j)	Reasons unknown 原因不詳	-	12	13	25
<b>Sub-total 小計</b>		<b>71</b>	<b>126</b>	<b>65</b>	<b>262</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	-	-	-	0
(b)	Company re-structured/closed 公司改組/結業	-	-	-	0
(c)	Expiry of employment contract 僱傭合約期滿	-	-	-	0
(d)	Poor performance 工作表現欠佳	-	-	-	0
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	-	-	-	0
<b>Sub-total 小計</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Total 總計</b>		<b>71</b>	<b>126</b>	<b>65</b>	<b>262</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	51	91	13	155
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	-	-	0
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	-	-	40	40
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	19	-	19
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	1	1
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	-	0
(e)	Other sources 其他來源	-	-	-	0
(f)	Sources unspecified 來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>51</b>	<b>110</b>	<b>54</b>	<b>215</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	45	104	54	203
(b)	Mainland China 中國內地	6	6	-	12
(c)	Other parts of Asia 亞洲其他地區	-	-	-	0
(d)	Europe 歐洲	-	-	-	0
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>51</b>	<b>110</b>	<b>54</b>	<b>215</b>

Table 6.4 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Personal Loans and Related Companies)

表 6.4 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(私人貸款及有關公司)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	39	126	107	272
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	16	16
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	-	30	61	91
(d)	Emigration 移民	-	-	-	0
(e)	Repatriation 回國	-	-	-	0
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	-	-	-	0
	(ii) To other countries 往其他國家	-	-	-	0
(g)	Retirement 退休	2	3	1	6
(h)	Further studies 繼續進修	-	-	2	2
(i)	Other reasons 其他原因	1	-	24	25
(j)	Reasons unknown 原因不詳	2	44	48	94
<b>Sub-total 小計</b>		<b>44</b>	<b>203</b>	<b>259</b>	<b>506</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	-	-	-	0
(b)	Company re-structured/closed 公司改組/結業	-	60	-	60
(c)	Expiry of employment contract 僱傭合約期滿	-	-	-	0
(d)	Poor performance 工作表現欠佳	-	3	12	15
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	2	-	-	2
<b>Sub-total 小計</b>		<b>2</b>	<b>63</b>	<b>12</b>	<b>77</b>
<b>Total 總計</b>		<b>46</b>	<b>266</b>	<b>271</b>	<b>583</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	39	112	78	229
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	1	-	-	1
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	1	37	42	80
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	3	27	30
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	3	18	21
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	10	10
(e)	Other sources 其他來源	1	-	30	31
(f)	Sources unspecified 來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>42</b>	<b>155</b>	<b>205</b>	<b>402</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	41	155	205	401
(b)	Mainland China 中國內地	1	-	-	1
(c)	Other parts of Asia 亞洲其他地區	-	-	-	0
(d)	Europe 歐洲	-	-	-	0
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>42</b>	<b>155</b>	<b>205</b>	<b>402</b>

Table 6.5 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Securities Brokerage Firms)

表 6.5 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(證券經紀公司)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	92	237	86	415
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	-	0
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	8	38	6	52
(d)	Emigration 移民	-	-	-	0
(e)	Repatriation 回國	-	-	-	0
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	-	-	-	0
	(ii) To other countries 往其他國家	18	18	24	60
(g)	Retirement 退休	1	-	16	17
(h)	Further studies 繼續進修	-	-	8	8
(i)	Other reasons 其他原因	8	10	-	18
(j)	Reasons unknown 原因不詳	16	77	99	192
	<b>Sub-total 小計</b>	<b>143</b>	<b>380</b>	<b>239</b>	<b>762</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	30	18	43	91
(b)	Company re-structured/closed 公司改組/結業	8	14	24	46
(c)	Expiry of employment contract 僱傭合約期滿	8	-	-	8
(d)	Poor performance 工作表現欠佳	2	8	-	10
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	-	-	-	0
	<b>Sub-total 小計</b>	<b>48</b>	<b>40</b>	<b>67</b>	<b>155</b>
	<b>Total 總計</b>	<b>191</b>	<b>420</b>	<b>306</b>	<b>917</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	262	277	96	635
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	-	15	15
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	-	1	26	27
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	11	-	11
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	4	4
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	-	0
(e)	Other sources 其他來源	-	-	-	0
(f)	Sources unspecified 來源未有說明	16	16	8	40
<b>Total 總計</b>		<b>278</b>	<b>305</b>	<b>149</b>	<b>732</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	237	300	148	685
(b)	Mainland China 中國內地	32	2	-	34
(c)	Other parts of Asia 亞洲其他地區	9	3	1	13
(d)	Europe 歐洲	-	-	-	0
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>278</b>	<b>305</b>	<b>149</b>	<b>732</b>

Table 6.6 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Commodity Futures (including Financial Futures) and Precious  
Metals Brokers/ Dealers)

表 6.6 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(期貨(包括金融期貨)及貴金屬經紀 / 交易商)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	9	48	61	118
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	-	0
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	1	20	5	26
(d)	Emigration 移民	-	-	-	0
(e)	Repatriation 回國	-	-	-	0
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	-	-	-	0
	(ii) To other countries 往其他國家	-	-	-	0
(g)	Retirement 退休	4	-	1	5
(h)	Further studies 繼續進修	-	-	1	1
(i)	Other reasons 其他原因	1	8	1	10
(j)	Reasons unknown 原因不詳	-	7	46	53
	<b>Sub-total 小計</b>	<b>15</b>	<b>83</b>	<b>115</b>	<b>213</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	-	-	4	4
(b)	Company re-structured/closed 公司改組/結業	6	6	22	34
(c)	Expiry of employment contract 僱傭合約期滿	2	-	2	4
(d)	Poor performance 工作表現欠佳	-	-	18	18
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	-	-	-	0
	<b>Sub-total 小計</b>	<b>8</b>	<b>6</b>	<b>46</b>	<b>60</b>
	<b>Total 總計</b>	<b>23</b>	<b>89</b>	<b>161</b>	<b>273</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	14	54	106	174
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	6	-	6
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	1	-	28	29
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	2	21	23
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	-	0
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	1	1
(e)	Other sources 其他來源	2	-	-	2
(f)	Sources unspecified 來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>17</b>	<b>62</b>	<b>156</b>	<b>235</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	15	57	156	228
(b)	Mainland China 中國內地	-	2	-	2
(c)	Other parts of Asia 亞洲其他地區	2	3	-	5
(d)	Europe 歐洲	-	-	-	0
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>17</b>	<b>62</b>	<b>156</b>	<b>235</b>



Table 6.7 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Stock, Bullion and Commodity Exchanges and Statutory Bodies in  
the Banking and Finance Industry)

表 6.7 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(股票、黃金及期貨交易公司及銀行及金融業內的法定機構)

(Respondents of the branch “Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry” were not requested to provide data related to staff turnover in the past twelve months (1.1.2016 to 31.12.2016).)

「股票、黃金及期貨交易公司，以及銀行及金融業內的法定機構」門類的受訪機構沒有被要求提供過去十二個月內 (1.1.2016 至31.12.2016) 的僱員流動情況資料。

Table 6.8 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Money Changers and Foreign Exchange Brokers/ Dealers)

表 6.8 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(兌換商及外匯經紀/ 交易商)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	-	10	43	53
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	-	0
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	-	1	49	50
(d)	Emigration 移民	-	-	16	16
(e)	Repatriation 回國	-	5	11	16
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	-	-	-	0
	(ii) To other countries 往其他國家	-	-	-	0
(g)	Retirement 退休	-	1	-	1
(h)	Further studies 繼續進修	-	-	-	0
(i)	Other reasons 其他原因	24	40	67	131
(j)	Reasons unknown 原因不詳	-	-	80	80
	<b>Sub-total 小計</b>	<b>24</b>	<b>57</b>	<b>266</b>	<b>347</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	-	-	-	0
(b)	Company re-structured/closed 公司改組/結業	1	-	-	1
(c)	Expiry of employment contract 僱傭合約期滿	-	1	-	1
(d)	Poor performance 工作表現欠佳	-	-	-	0
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	-	-	-	0
	<b>Sub-total 小計</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
	<b>Total 總計</b>	<b>25</b>	<b>58</b>	<b>266</b>	<b>349</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	-	37	64	101
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	-	-	0
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	-	-	57	57
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	-	2	2
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	-	0
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	84	84
(e)	Other sources 其他來源	-	-	32	32
(f)	Sources unspecified 來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>0</b>	<b>37</b>	<b>239</b>	<b>276</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	-	37	239	276
(b)	Mainland China 中國內地	-	-	-	0
(c)	Other parts of Asia 亞洲其他地區	-	-	-	0
(d)	Europe 歐洲	-	-	-	0
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>0</b>	<b>37</b>	<b>239</b>	<b>276</b>

Table 6.9 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Investment Advisory/ Asset Management Companies)

表 6.9 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(投資顧問 / 資產管理公司)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
Reason 原因		Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	207	398	116	721
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	-	-	0
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	2	8	5	15
(d)	Emigration 移民	-	1	1	2
(e)	Repatriation 回國	4	12	-	16
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	1	-	-	1
	(ii) To other countries 往其他國家	-	-	-	0
(g)	Retirement 退休	7	21	-	28
(h)	Further studies 繼續進修	-	25	6	31
(i)	Other reasons 其他原因	5	30	-	35
(j)	Reasons unknown 原因不詳	41	198	42	281
<b>Sub-total 小計</b>		<b>267</b>	<b>693</b>	<b>170</b>	<b>1 130</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
Reason 原因		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	16	25	20	61
(b)	Company re-structured/closed 公司改組/結業	4	1	-	5
(c)	Expiry of employment contract 僱傭合約期滿	-	-	2	2
(d)	Poor performance 工作表現欠佳	2	9	9	20
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	-	-	-	0
<b>Sub-total 小計</b>		<b>22</b>	<b>35</b>	<b>31</b>	<b>88</b>
<b>Total 總計</b>		<b>289</b>	<b>728</b>	<b>201</b>	<b>1 218</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	347	660	115	1 122
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	-	7	7
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	54	65	19	138
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	26	59	85
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	-	0
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	-	1	1
(e)	Other sources 其他來源	4	3	-	7
(f)	Sources unspecified 來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>405</b>	<b>754</b>	<b>201</b>	<b>1 360</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	346	715	170	1 231
(b)	Mainland China 中國內地	27	6	-	33
(c)	Other parts of Asia 亞洲其他地區	5	12	10	27
(d)	Europe 歐洲	3	21	21	45
(e)	United States of America 美國	4	-	-	4
(f)	Other places 其他地方	20	-	-	20
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>405</b>	<b>754</b>	<b>201</b>	<b>1 360</b>

Table 6.10 : Staff Turnover in the Past Twelve Months (1.1.2016 to 31.12.2016)  
by Reason, by Source and by Geographic Origin  
(Other Financial Companies)

表 6.10 : 過去十二個月內 (1.1.2016 至 31.12.2016) 僱員流動情況  
(按離職原因、人力來源及所來自地域分類)  
(其他與金融有關的公司)

1. The number of employees who left in the past twelve months (1.1.2016 to 31.12.2016) by reason: 按原因劃分，過去十二個月內 (1.1.2016 至 31.12.2016) 離職的僱員人數：					
(I) Leaving of the company is initiated by the employee: 由僱員主動申請離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	Taking up another job in the banking/finance industry or starting own finance related business 擔任另一份銀行/金融工作或創辦與金融有關的業務	300	201	44	545
(b)	Taking up a job in the insurance industry or starting own insurance related business 擔任另一份保險業工作或創辦與保險有關的業務	-	40	-	40
(c)	Taking up a job outside the banking/finance/insurance industry or starting own business outside the finance/insurance industry 擔任銀行/金融/保險業以外工作或創辦金融/保險業以外的業務	2	53	58	113
(d)	Emigration 移民	-	1	-	1
(e)	Repatriation 回國	-	-	-	0
(f)	Relocation of workplace 遷改工作地點				
	(i) To Mainland China/Macau/Taiwan 往中國內地/澳門/台灣	-	-	-	0
	(ii) To other countries 往其他國家	-	-	-	0
(g)	Retirement 退休	12	-	-	12
(h)	Further studies 繼續進修	-	5	-	5
(i)	Other reasons 其他原因	86	27	-	113
(j)	Reasons unknown 原因不詳	127	573	59	759
<b>Sub-total 小計</b>		<b>527</b>	<b>900</b>	<b>161</b>	<b>1 588</b>
(II) Leaving of the company is initiated by the company: 由公司安排僱員離職：					
	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Retrenchment 裁員	-	-	-	0
(b)	Company re-structured/closed 公司改組/結業	-	-	-	0
(c)	Expiry of employment contract 僱傭合約期滿	-	12	-	12
(d)	Poor performance 工作表現欠佳	-	5	-	5
(e)	Other reasons 其他原因	-	-	-	0
(f)	Reasons unknown 原因不詳	-	-	-	0
<b>Sub-total 小計</b>		<b>0</b>	<b>17</b>	<b>0</b>	<b>17</b>
<b>Total 總計</b>		<b>527</b>	<b>917</b>	<b>161</b>	<b>1 605</b>

2. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by source: 按來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Source 來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	From another bank/finance company 來自另一間銀行／金融機構	372	685	217	1 274
(b)	From an insurance company/ insurance intermediary/insurance related company 來自保險公司／保險中介人／與保險業務有關的公司	-	42	-	42
(c)	From a company outside the banking/finance/ insurance industry 來自銀行／金融／保險業以外的機構	1	178	39	218
(d)	From a college/school direct 直接來自院校／學校				
	(i) Graduate of University Degree or above 大學學位或以上畢業生	-	1	41	42
	(ii) Sub-Degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生(高級文憑／副學士／文憑／高級證書／證書或同等學歷)	-	-	19	19
	(iii) Graduate of Hong Kong Diploma of Secondary Education/ Matriculant/ Secondary School Leaver or Equivalent/ Student Below Secondary Five 香港中學文憑考試畢業生／預科生／中五畢業生或同等學歷／中五以下程度學生	-	40	13	53
(e)	Other sources 其他來源	-	16	-	16
(f)	Sources unspecified 來源未有說明	-	240	96	336
<b>Total 總計</b>		<b>373</b>	<b>1 202</b>	<b>425</b>	<b>2 000</b>
3. The number of recruits in the past twelve months (1.1.2016 to 31.12.2016) by geographic origin: 按地域來源劃分，過去十二個月內（1.1.2016 至 31.12.2016）所招聘的僱員人數：					
Geographic Origin 地域來源		Managerial 經理級	Supervisory/ Officer 主管/ 主任級	Clerical 文員級	Total 總計
(a)	Hong Kong 香港	371	1 014	389	1 774
(b)	Mainland China 中國內地	2	61	24	87
(c)	Other parts of Asia 亞洲其他地區	-	3	12	15
(d)	Europe 歐洲	-	124	-	124
(e)	United States of America 美國	-	-	-	0
(f)	Other places 其他地方	-	-	-	0
(g)	Geographic origins unspecified 地域來源未有說明	-	-	-	0
<b>Total 總計</b>		<b>373</b>	<b>1 202</b>	<b>425</b>	<b>2 000</b>

Table 7 : Number of Internal Promotions in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Banking and Finance Industry)

表 7 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
的內部晉升人數  
(銀行及金融業)

Branch 門類	Job Level 職級	No. of Employees at Date of Survey 現有僱員人數 (a)	No. of Internal Promotions in the Past Twelve Months 過去十二個月 獲內部晉升的人數 (b)	No. of New Recruits in the Past Twelve Months 過去十二個月 新招聘的人數 (c)	Total No. of Recruits in the Past Twelve Months 過去十二個月 總招聘的人數 (d) = (b) + (c)	Percentage of No. of Internal Promotions to Total No. of Recruits 內部晉升佔總招聘 人數的百分比 (e) = (b) / (d)
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限牌照銀 行及外國銀行本港代表辦 事處	From Supervisor/ Officer To Manager 由主管/主任至經理	30 905	1 007	2 232	3 239	31.1
	From Clerk To Supervisor/ Officer 由文員至主管/主任	39 985	2 101	6 242	8 343	25.2
	From Others To Clerk 由其他職級至文員	26 870	158	7 315	7 473	2.1
	<b>Total 總計</b>	<b>97 760</b>	<b>3 266</b>	<b>15 789</b>	<b>19 055</b>	<b>17.1</b>
Deposit-taking Companies 接受存款公司	From Supervisor/ Officer To Manager 由主管/主任至經理	160	7	23	30	23.3
	From Clerk To Supervisor/ Officer 由文員至主管/主任	160	4	6	10	40.0
	From Others To Clerk 由其他職級至文員	257	-	17	17	0.0
	<b>Total 總計</b>	<b>577</b>	<b>11</b>	<b>46</b>	<b>57</b>	<b>19.3</b>
Investment and Holding Companies 投資及控股公司	From Supervisor/ Officer To Manager 由主管/主任至經理	1 255	21	51	72	29.2
	From Clerk To Supervisor/ Officer 由文員至主管/主任	1 169	31	110	141	22.0
	From Others To Clerk 由其他職級至文員	596	-	54	54	0.0
	<b>Total 總計</b>	<b>3 020</b>	<b>52</b>	<b>215</b>	<b>267</b>	<b>19.5</b>
Personal Loans and Related Companies 私人貸款及有關公司	From Supervisor/ Officer To Manager 由主管/主任至經理	1 233	24	42	66	36.4
	From Clerk To Supervisor/ Officer 由文員至主管/主任	1 661	29	155	184	15.8
	From Others To Clerk 由其他職級至文員	1 682	-	205	205	0.0
	<b>Total 總計</b>	<b>4 576</b>	<b>53</b>	<b>402</b>	<b>455</b>	<b>11.6</b>
Securities Brokerage Firms 證券經紀公司	From Supervisor/ Officer To Manager 由主管/主任至經理	1 902	15	278	293	5.1
	From Clerk To Supervisor/ Officer 由文員至主管/主任	3 900	13	305	318	4.1
	From Others To Clerk 由其他職級至文員	2 709	-	149	149	0.0
	<b>Total 總計</b>	<b>8 511</b>	<b>28</b>	<b>732</b>	<b>760</b>	<b>3.7</b>
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴金 屬經紀 / 交易商	From Supervisor/ Officer To Manager 由主管/主任至經理	462	10	17	27	37.0
	From Clerk To Supervisor/ Officer 由文員至主管/主任	829	14	62	76	18.4
	From Others To Clerk 由其他職級至文員	619	-	156	156	0.0
	<b>Total 總計</b>	<b>1 910</b>	<b>24</b>	<b>235</b>	<b>259</b>	<b>9.3</b>



Branch 門類	Job Level 職級	No. of Employees at Date of Survey 現有僱員人數 (a)	No. of Internal Promotions in the Past Twelve Months 過去十二個月 獲內部晉升的人數 (b)	No. of New Recruits in the Past Twelve Months 過去十二個月 新招聘的人數 (c)	Total No. of Recruits in the Past Twelve Months 過去十二個月 總招聘的人數 (d) = (b) + (c)	Percentage of No. of Internal Promotions to Total No. of Recruits 內部晉升佔總招聘 人數的百分比 (e) = (b) / (d)
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公 司及銀行及金融業內的法 定機構*	From Supervisor/ Officer To Manager 由主管/主任至經理	899	-	-	-	0.0
	From Clerk To Supervisor/ Officer 由文員至主管/主任	1 084	-	-	-	0.0
	From Others To Clerk 由其他職級至文員	436	-	-	-	0.0
	<b>Total 總計</b>	<b>2 419</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	From Supervisor/ Officer To Manager 由主管/主任至經理	307	2	-	2	100.0
	From Clerk To Supervisor/ Officer 由文員至主管/主任	645	-	37	37	0.0
	From Others To Clerk 由其他職級至文員	1 907	-	239	239	0.0
	<b>Total 總計</b>	<b>2 859</b>	<b>2</b>	<b>276</b>	<b>278</b>	<b>0.7</b>
Investment Advisory/ Asset Management Companies 投資顧問/ 資產管理公司	From Supervisor/ Officer To Manager 由主管/主任至經理	6 174	52	405	457	11.4
	From Clerk To Supervisor/ Officer 由文員至主管/主任	6 803	22	754	776	2.8
	From Others To Clerk 由其他職級至文員	2 697	-	201	201	0.0
	<b>Total 總計</b>	<b>15 674</b>	<b>74</b>	<b>1 360</b>	<b>1 434</b>	<b>5.2</b>
Other Financial Companies 其他與金融有關的公司	From Supervisor/ Officer To Manager 由主管/主任至經理	4 702	74	373	447	16.6
	From Clerk To Supervisor/ Officer 由文員至主管/主任	8 817	82	1 202	1 284	6.4
	From Others To Clerk 由其他職級至文員	3 163	-	425	425	0.0
	<b>Total 總計</b>	<b>16 682</b>	<b>156</b>	<b>2 000</b>	<b>2 156</b>	<b>7.2</b>
All Branches 全部門類	From Supervisor/ Officer To Manager 由主管/主任至經理	47 999	1 212	3 421	4 633	26.2
	From Clerk To Supervisor/ Officer 由文員至主管/主任	65 053	2 296	8 873	11 169	20.6
	From Others To Clerk 由其他職級至文員	40 936	158	8 761	8 919	1.8
	<b>Total 總計</b>	<b>153 988</b>	<b>3 666</b>	<b>21 055</b>	<b>24 721</b>	<b>14.8</b>

Note: \* Respondents of the branch "Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry" were not requested to provide data related to staff turnover in the past twelve months (1.1.2016 to 31.12.2016).

註: \* 「股票、黃金及期貨交易公司，以及銀行及金融業內的法定機構」門類的受訪機構沒有被要求提供過去十二個月內（1.1.2016 至 31.12.2016）的內部晉升人數資料。

Table 8 : Number of Part-time Employees Employed  
(Banking and Finance Industry)

表 8 : 兼職僱員人數  
(銀行及金融業)

Branch 門類	Job Level 職級	Number of Employees 僱員人數	
		Present No. of Full-time Employees 現有全職的僱員人數	No. of Part-time Employees 兼職僱員人數
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制牌照銀行 及外國銀行本港代表辦事處	Managerial 經理級	30 905	64
	Supervisory/ Officer 主管/主任級	39 985	139
	Clerical 文員級	26 870	1 835
	<b>Total 總計</b>	<b>97 760</b>	<b>2 038</b>
Deposit-taking Companies 接受存款公司	Managerial 經理級	160	-
	Supervisory/ Officer 主管/主任級	160	-
	Clerical 文員級	257	1
	<b>Total 總計</b>	<b>577</b>	<b>1</b>
Investment and Holding Companies 投資及控股公司	Managerial 經理級	1 255	-
	Supervisory/ Officer 主管/主任級	1 169	-
	Clerical 文員級	596	8
	<b>Total 總計</b>	<b>3 020</b>	<b>8</b>
Personal Loans and Related Companies 私人貸款及有關公司	Managerial 經理級	1 233	7
	Supervisory/ Officer 主管/主任級	1 661	6
	Clerical 文員級	1 682	30
	<b>Total 總計</b>	<b>4 576</b>	<b>43</b>
Securities Brokerage Firms 證券經紀公司	Managerial 經理級	1 902	-
	Supervisory/ Officer 主管/主任級	3 900	-
	Clerical 文員級	2 709	-
	<b>Total 總計</b>	<b>8 511</b>	<b>0</b>

Branch 門類	Job Level 職級	Number of Employees 僱員人數	
		Present No. of Full-time Employees 現有全職的僱員人數	No. of Part-time Employees 兼職僱員人數
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴金屬 經紀 / 交易商	Managerial 經理級	462	-
	Supervisory/ Officer 主管/主任級	829	-
	Clerical 文員級	619	2
	<b>Total 總計</b>	<b>1 910</b>	<b>2</b>
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公司及 銀行及金融業內的法定機構	Managerial 經理級	899	-
	Supervisory/ Officer 主管/主任級	1 084	-
	Clerical 文員級	436	-
	<b>Total 總計</b>	<b>2 419</b>	<b>0</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀 / 交易商	Managerial 經理級	307	-
	Supervisory/ Officer 主管/主任級	645	-
	Clerical 文員級	1 907	56
	<b>Total 總計</b>	<b>2 859</b>	<b>56</b>
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Managerial 經理級	6 174	-
	Supervisory/ Officer 主管/主任級	6 803	-
	Clerical 文員級	2 697	-
	<b>Total 總計</b>	<b>15 674</b>	<b>0</b>
Other Financial Companies 其他與金融有關的公司	Managerial 經理級	4 702	-
	Supervisory/ Officer 主管/主任級	8 817	-
	Clerical 文員級	3 163	133
	<b>Total 總計</b>	<b>16 682</b>	<b>133</b>
<b>All Branches 全部門類</b>	<b>Managerial 經理級</b>	<b>47 999</b>	<b>71</b>
	<b>Supervisory/ Officer 主管/主任級</b>	<b>65 053</b>	<b>145</b>
	<b>Clerical 文員級</b>	<b>40 936</b>	<b>2 065</b>
	<b>Total 總計</b>	<b>153 988</b>	<b>2 281</b>

Table 9 : The Number of Recruits in the Next Twenty Four Months by Type of Educational Level and Number of Staff Required to Obtain Professional Qualifications  
(Banking and Finance Industry)

表 9 : 按教育程度劃分，未來24個月內招聘的僱員人數及須取得之銀行及金融業相關專業資格人數  
(銀行及金融業)

Branch 門類	Job Level 職級	Number of Employees 僱員人數					Total 總計	Required to obtain relevant professional qualifications 須取得銀行及金融 業相關專業資格
		Graduate of University Degree or Above 大學學位或以上 畢業生	Sub-degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生 (高級文憑/副學士 /文憑/高級證書/ 證書或同等學歷)	Graduate of Hong Kong Diploma of Secondary Education/Matriculant/ Secondary School Leaver or Equivalent/Student Below Secondary Five 香港中學文憑考試畢 業生/預科生/中五畢 業生或同等學歷/中 五以下程度學生	Unspecified 未有說明			
Licensed Banks, Restricted Licence Banks and Local Rep. Offices of Foreign Banks 持牌銀行、有限制 牌照銀行及外國 銀行本港代表辦 事處	Managerial 經理級	1 140	4	-	-	1 144	853	
	Supervisory/Officer 主管/主任級	887	845	4	-	1 736	818	
	Clerical 文員級	63	1 311	648	36	2 058	212	
	<b>Total 總計</b>	<b>2 090</b>	<b>2 160</b>	<b>652</b>	<b>36</b>	<b>4 938</b>	<b>1 883</b>	
Deposit-taking Companies 接受存款公司	Managerial 經理級	-	-	-	-	0	0	
	Supervisory/Officer 主管/主任級	3	-	-	-	3	0	
	Clerical 文員級	1	-	-	-	1	0	
	<b>Total 總計</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	
Investment and Holding Companies 投資及控股公司	Managerial 經理級	57	-	-	-	57	10	
	Supervisory/Officer 主管/主任級	61	2	-	-	63	0	
	Clerical 文員級	-	21	10	-	31	0	
	<b>Total 總計</b>	<b>118</b>	<b>23</b>	<b>10</b>	<b>0</b>	<b>151</b>	<b>10</b>	
Personal Loans and Related Companies 私人貸款及有關 公司	Managerial 經理級	13	-	-	-	13	0	
	Supervisory/Officer 主管/主任級	22	31	25	-	78	0	
	Clerical 文員級	-	44	15	-	59	0	
	<b>Total 總計</b>	<b>35</b>	<b>75</b>	<b>40</b>	<b>0</b>	<b>150</b>	<b>0</b>	
Securities Brokerage Firms 證券經紀公司	Managerial 經理級	14	-	-	-	14	50	
	Supervisory/Officer 主管/主任級	19	1	-	-	20	1	
	Clerical 文員級	6	-	-	-	6	1	
	<b>Total 總計</b>	<b>39</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>52</b>	
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期 貨)及貴金屬經紀 / 交易商	Managerial 經理級	3	-	-	-	3	2	
	Supervisory/Officer 主管/主任級	16	7	-	-	23	6	
	Clerical 文員級	2	5	42	-	49	2	
	<b>Total 總計</b>	<b>21</b>	<b>12</b>	<b>42</b>	<b>0</b>	<b>75</b>	<b>10</b>	
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨 交易公司及銀行 及金融業內的法 定機構	Managerial 經理級	-	-	-	-	0	0	
	Supervisory/Officer 主管/主任級	-	-	-	-	0	0	
	Clerical 文員級	-	-	-	-	0	0	
	<b>Total 總計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Branch 門類	Job Level 職級	Number of Employees 僱員人數					
		Graduate of University Degree or Above 大學學位或以上畢業生	Sub-degree Holder (HD/AD/D/HC/C or Equivalent) 副學位畢業生 (高級文憑/副學士/文憑/高級證書/證書或同等學歷)	Graduate of Hong Kong Diploma of Secondary Education/Matriculant/Secondary School Leaver or Equivalent/Student Below Secondary Five 香港中學文憑考試畢業生/預科生/中五畢業生或同等學歷/中五以下程度學生	Unspecified 未有說明	Total 總計	Required to obtain relevant professional qualifications 須取得銀行及金融業相關專業資格
Money Changers and Foreign Exchange Brokers/Dealers 兌換商及外匯經紀/交易商	Managerial 經理級	-	-	-	-	-	0
	Supervisory/Officer 主管/主任級	2	-	-	-	2	2
	Clerical 文員級	-	-	41	-	41	0
	<b>Total 總計</b>	<b>2</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>43</b>	<b>2</b>
Investment Advisory/Asset Management Companies 投資顧問/資產管理公司	Managerial 經理級	63	-	-	-	63	20
	Supervisory/Officer 主管/主任級	253	4	26	-	283	37
	Clerical 文員級	-	24	2	-	26	0
	<b>Total 總計</b>	<b>316</b>	<b>28</b>	<b>28</b>	<b>0</b>	<b>372</b>	<b>57</b>
Other Financial Companies 其他與金融有關的公司	Managerial 經理級	181	-	-	-	181	151
	Supervisory/Officer 主管/主任級	205	4	40	-	249	72
	Clerical 文員級	26	-	5	-	31	0
	<b>Total 總計</b>	<b>412</b>	<b>4</b>	<b>45</b>	<b>0</b>	<b>461</b>	<b>223</b>
All Branches 全部門類	Managerial 經理級	1 471	4	0	0	1 475	1 086
	Supervisory/Officer 主管/主任級	1 468	894	95	0	2 457	936
	Clerical 文員級	98	1 405	763	36	2 302	215
	<b>Total 總計</b>	<b>3 037</b>	<b>2 303</b>	<b>858</b>	<b>36</b>	<b>6 234</b>	<b>2 237</b>

Note: \* Respondents of the branch “Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry” were not requested to provide data related to the Number of Recruits in the Next Twenty Four Months.

註: \* 「股票、黃金及期貨交易公司，以及銀行及金融業內的法定機構」門類的受訪機構沒有被要求提供未來 24 個月內招聘僱員人數的資料。

Table 10 : Number of Establishments Encountered  
Recruitment Difficulties in the Past Twelve Months (1.1.2016 to 31.12.2016)  
 (Banking and Finance Industry)

表 10 : 過去十二個月(1.1.2016至31.12.2016)遇有招聘員工困難的機構數目  
 (銀行及金融業)

Branch 門類	Recruitment Difficulties 招聘困難	Managerial 經理級		Supervisory/Officer Level 主管/主任級		Clerical 文員級	
		No. of Establishments 機構數目	Percentage 百分比*	No. of Establishments 機構數目	Percentage 百分比*	No. of Establishments 機構數目	Percentage 百分比*
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限牌照 銀行及外國銀行本港代表 辦事處	Yes 有	41	19.5	32	15.2	23	11.0
	No 沒有	59	28.1	71	33.8	65	31.0
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	88	41.9	85	40.5	100	47.6
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	22	10.5	22	10.5	22	10.5
	<b>Total 總計</b>	<b>210</b>	<b>100</b>	<b>210</b>	<b>100</b>	<b>210</b>	<b>100</b>
Deposit-taking Companies 接受存款公司	Yes 有	-	0.0	3	18.8	4	25.0
	No 沒有	8	50.0	4	25.0	4	25.0
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	7	43.8	8	50.0	7	43.8
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	1	6.3	1	6.3	1	6.3
	<b>Total 總計</b>	<b>16</b>	<b>100</b>	<b>16</b>	<b>100</b>	<b>16</b>	<b>100</b>
Investment and Holding Companies 投資及控股公司	Yes 有	-	0.0	-	0.0	1	0.2
	No 沒有	21	4.5	51	11.0	58	12.5
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	430	92.5	400	86.0	392	84.3
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	14	3.0	14	3.0	14	3.0
	<b>Total 總計</b>	<b>465</b>	<b>100</b>	<b>465</b>	<b>100</b>	<b>465</b>	<b>100</b>
Personal Loans and Related Companies 私人貸款及有關公司	Yes 有	7	0.9	38	4.9	24	3.1
	No 沒有	19	2.5	81	10.5	80	10.3
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	722	93.4	629	81.4	644	83.3
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	25	3.2	25	3.2	25	3.2
	<b>Total 總計</b>	<b>773</b>	<b>100</b>	<b>773</b>	<b>100</b>	<b>773</b>	<b>100</b>
Securities Brokerage Firms 證券經紀公司	Yes 有	7	1.4	38	7.5	41	8.1
	No 沒有	75	14.8	73	14.4	49	9.7
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	355	70.2	326	64.4	347	68.6
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	69	13.6	69	13.6	69	13.6
	<b>Total 總計</b>	<b>506</b>	<b>100</b>	<b>506</b>	<b>100</b>	<b>506</b>	<b>100</b>

Branch 門類	Recruitment Difficulties 招聘困難	Managerial 經理級		Supervisory/Officer Level 主管/主任級		Clerical 文員級	
		No. of Establishments 機構數目	Percentage 百分比*	No. of Establishments 機構數目	Percentage 百分比*	No. of Establishments 機構數目	Percentage 百分比*
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴 金屬經紀 / 交易商	Yes 有	2	1.3	12	8.1	18	12.1
	No 沒有	20	13.4	25	16.8	44	29.5
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	115	77.2	100	67.1	75	50.3
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	12	8.1	12	8.1	12	8.1
	<b>Total 總計</b>	<b>149</b>	<b>100</b>	<b>149</b>	<b>100</b>	<b>149</b>	<b>100</b>
Stock Bullion and Commodity Exchanges and Statutory Bodies in Banking and Finance Industry 股票、黃金及期貨交易公 司及銀行及金融業內的法 定機構	Yes 有	-	0.0	-	0.0	-	0.0
	No 沒有	-	0.0	-	0.0	-	0.0
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	-	0.0	-	0.0	-	0.0
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	5	100	5	100	5	100
	<b>Total 總計</b>	<b>5</b>	<b>100</b>	<b>5</b>	<b>100</b>	<b>5</b>	<b>100</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀 / 交易商	Yes 有	-	0.0	9	1.1	50	6.4
	No 沒有	8	1.0	9	1.1	52	6.6
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	721	92.1	711	90.8	627	80.1
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	54	6.9	54	6.9	54	6.9
	<b>Total 總計</b>	<b>783</b>	<b>100</b>	<b>783</b>	<b>100</b>	<b>783</b>	<b>100</b>
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Yes 有	22	2.4	65	7.1	14	1.5
	No 沒有	208	22.8	253	27.8	107	11.7
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	463	50.8	375	41.2	572	62.8
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	218	23.9	218	23.9	218	23.9
	<b>Total 總計</b>	<b>911</b>	<b>100</b>	<b>911</b>	<b>100</b>	<b>911</b>	<b>100</b>
Other Financial Companies 其他與金融有關的公司	Yes 有	2	0.1	11	0.6	2	0.1
	No 沒有	167	8.5	323	16.5	91	4.7
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	1 692	86.6	1 527	78.1	1 768	90.5
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	93	4.8	93	4.8	93	4.8
	<b>Total 總計</b>	<b>1 954</b>	<b>100</b>	<b>1 954</b>	<b>100</b>	<b>1 954</b>	<b>100</b>
All Branches 全部門類	Yes 有	81	1.4	208	3.6	177	3.1
	No 沒有	585	10.1	890	15.4	550	9.5
	Have not recruited or tried to recruit 未曾招聘或未有嘗試招聘員工	4 593	79.6	4 161	72.1	4 532	78.5
	Unspecified / Refusal Cases 未有說明 / 未有提供資料	513	8.9	513	8.9	513	8.9
	<b>Total 總計</b>	<b>5 772</b>	<b>100</b>	<b>5 772</b>	<b>100</b>	<b>5 772</b>	<b>100</b>

\* As a percentage of the total number of establishments of a particular branch at the same job level. Total percentage may not equal 100 due to rounding.  
所屬門類佔業內機構總數的百分率。由於四捨五入關係，總百分率不一定等於 100%。

Table 11 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Banking and Finance Industry)

表 11 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(銀行及金融業)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	17	35	59	111
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及金融等) 畢業生數目不足	-	6	2	8
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	69	162	45	276
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能符合求職者的要求	51	109	102	262
(e)	Other reasons 其他原因	-	40	33	73
	<b>Total 總計</b>	<b>137</b>	<b>352</b>	<b>241</b>	<b>730</b>



Table 11.1 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Licensed Banks, Restricted Licence Banks  
and Local Representative Offices of Foreign Banks)

表 11.1 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(持牌銀行、有限制牌照銀行及外國銀行本港代表辦事處)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	13	15	11	39
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及 金融等) 畢業生數目不足	-	2	1	3
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的 職位申請人	34	24	9	67
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能 符合求職者的要求	18	22	15	55
(e)	Other reasons 其他原因	-	1	1	2
	<b>Total 總計</b>	<b>65</b>	<b>64</b>	<b>37</b>	<b>166</b>

Table 11.2 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Deposit-taking Companies)

表 11.2 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(接受存款公司)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	-	1	1
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及金融等) 畢業生數目不足	-	-	-	0
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	-	3	3	6
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能符合求職者的要求	-	-	3	3
(e)	Other reasons 其他原因	-	-	-	0
	<b>Total 總計</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>10</b>

Table 11.3 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Investment and Holding Companies)

表 11.3 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(投資及控股公司)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	-	-	0
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及金融等) 畢業生數目不足	-	-	-	0
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	-	-	1	1
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能符合求職者的要求	-	-	-	0
(e)	Other reasons 其他原因	-	-	-	0
	<b>Total 總計</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

Table 11.4 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Personal Loans and Related Companies)

表 11.4 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(私人貸款及有關公司)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	-	20	20
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及金融等) 畢業生數目不足	-	-	-	0
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	7	38	-	45
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能符合求職者的要求	4	37	4	45
(e)	Other reasons 其他原因	-	30	-	30
	<b>Total 總計</b>	<b>11</b>	<b>105</b>	<b>24</b>	<b>140</b>

Table 11.5 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Securities Brokerage Firms)

表 11.5 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(證券經紀公司)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	-	3	3
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及 金融等) 畢業生數目不足	-	-	-	0
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的 職位申請人	4	19	4	27
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能 符合求職者的要求	7	23	38	68
(e)	Other reasons 其他原因	-	8	-	8
	<b>Total 總計</b>	<b>11</b>	<b>50</b>	<b>45</b>	<b>106</b>

Table 11.6 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Commodity Futures (including Financial Futures) and Precious Metals  
Brokers/ Dealers)

表 11.6 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(期貨 (包括金融期貨) 及貴金屬經紀/交易商)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	3	8	11
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及 金融等) 畢業生數目不足	-	-	1	1
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的 職位申請人	-	7	8	15
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能 符合求職者的要求	2	2	3	7
(e)	Other reasons 其他原因	-	1	7	8
	<b>Total 總計</b>	<b>2</b>	<b>13</b>	<b>27</b>	<b>42</b>

Table 11.7 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Stock Bullion and Commodity Exchanges and Statutory Bodies in the  
Banking and Finance Industry)

表 11.7 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(股票、黃金及期貨交易公司及銀行及金融業內的法定機構)

(Respondents of the branch “Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry” were not requested to provide data related to reasons of recruitment difficulties in the past twelve months (1.1.2016 to 31.12.2016).)

「股票、黃金及期貨交易公司，以及銀行及金融業內的法定機構」門類的受訪機構沒有被要求提供過去十二個月內 (1.1.2016 至 31.12.2016) 的招聘員工有困難的原因。

Table 11.8 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Money Changers and Foreign Exchange Brokers/ Dealers)

表 11.8 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(兌換商及外匯經紀/交易商)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	-	16	16
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及 金融等)畢業生數目不足	-	-	-	0
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的 職位申請人	-	9	17	26
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能 符合求職者的要求	-	-	26	26
(e)	Other reasons 其他原因	-	-	25	25
	<b>Total 總計</b>	<b>0</b>	<b>9</b>	<b>84</b>	<b>93</b>



Table 11.9 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Investment Advisory/ Asset Management Companies)

表 11.9 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(投資顧問 / 資產管理公司)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	4	16	-	20
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及金融等) 畢業生數目不足	-	4	-	4
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	22	52	1	75
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/ 薪酬未能符合求職者的要求	20	24	13	57
(e)	Other reasons 其他原因	-	-	-	0
	<b>Total 總計</b>	<b>46</b>	<b>96</b>	<b>14</b>	<b>156</b>

Table 11.10 : Reasons of Recruitment Difficulties in the Past Twelve Months  
(1.1.2016 to 31.12.2016)  
(Other Financial Companies)

表 11.10 : 過去十二個月內 (1.1.2016 至 31.12.2016)  
招聘員工有困難的原因  
(其他與金融有關的公司)

	Reason 原因	Managerial 經理級	Supervisory/ Officer 主管/主任級	Clerical 文員級	Total 總計
(a)	General labour shortage in Hong Kong 香港勞工短缺情況普遍	-	1	-	1
(b)	Insufficient graduates in relevant disciplines (e.g. Business Administration, Banking and Finance, etc.) from tertiary institutions 專上院校有關學系 (例如工商管理、銀行及金融等) 畢業生數目不足	-	-	-	0
(c)	Lack of candidates with relevant experience and training 缺乏具相關經驗及訓練的職位申請人	2	10	2	14
(d)	Working conditions/ remuneration package could not meet recruits' expectations 服務條件/薪酬未能符合求職者的要求	-	1	-	1
(e)	Other reasons 其他原因	-	-	-	0
	<b>Total 總計</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>16</b>

Table 12 : Number of Hong Kong Employees  
Required to Work in Mainland China  
 (Banking and Finance Industry)

表 12 : 需要在中國內地工作的香港僱員人數  
 (銀行及金融業)

Branch 門類	Job Level 職級	Working Mode 工作形式	No. of Employees 僱員人數	
			At Date of Survey 調查期間	By January 2019 2019年1月時
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限牌照銀行及 外國銀行本港代表辦事處	Managerial 經理級	Stationed Basis 長駐	139	124
		Travelling Basis 非長駐	158	157
		Sub-total 小計	297	281
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	32	32
		Travelling Basis 非長駐	62	62
		Sub-total 小計	94	94
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>171</b>	<b>156</b>
		<b>Travelling Basis 非長駐</b>	<b>220</b>	<b>219</b>
		<b>Total 總計</b>	<b>391</b>	<b>375</b>
Deposit-taking Companies 接受存款公司	Managerial 經理級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>0</b>	<b>0</b>
		<b>Travelling Basis 非長駐</b>	<b>0</b>	<b>0</b>
		<b>Total 總計</b>	<b>0</b>	<b>0</b>

Branch 門類	Job Level 職級	Working Mode 工作形式	No. of Employees 僱員人數		
			At Date of Survey 調查期間	By January 2019 2019年1月時	
Investment and Holding Companies 投資及控股公司	Managerial 經理級	Stationed Basis 長駐	1	1	
		Travelling Basis 非長駐	-	-	
		Sub-total 小計	1	1	
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	-	-	
		Sub-total 小計	-	-	
	Clerical 文員級	Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	-	-	
		Sub-total 小計	-	-	
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>1</b>	<b>1</b>	
		<b>Travelling Basis 非長駐</b>	<b>0</b>	<b>0</b>	
		<b>Total 總計</b>	<b>1</b>	<b>1</b>	
Personal Loans and Related Companies 私人貸款及有關公司	Managerial 經理級	Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	21	21	
		Sub-total 小計	21	21	
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	-	-	
		Sub-total 小計	-	-	
	Clerical 文員級	Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	-	-	
		Sub-total 小計	-	-	
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>0</b>	<b>0</b>	
		<b>Travelling Basis 非長駐</b>	<b>21</b>	<b>21</b>	
		<b>Total 總計</b>	<b>21</b>	<b>21</b>	
	Securities Brokerage Firms 證券經紀公司	Managerial 經理級	Stationed Basis 長駐	-	-
			Travelling Basis 非長駐	85	32
			Sub-total 小計	85	32
Supervisory/ Officer 主管/主任級		Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	8	9	
		Sub-total 小計	8	9	
Clerical 文員級		Stationed Basis 長駐	-	-	
		Travelling Basis 非長駐	-	-	
		Sub-total 小計	-	-	
<b>Total 總計</b>		<b>Stationed Basis 長駐</b>	<b>0</b>	<b>0</b>	
		<b>Travelling Basis 非長駐</b>	<b>93</b>	<b>41</b>	
		<b>Total 總計</b>	<b>93</b>	<b>41</b>	

Branch 門類	Job Level 職級	Working Mode 工作形式	No. of Employees 僱員人數	
			At Date of Survey 調查期間	By January 2019 2019年1月時
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴金屬經紀/交易商	Managerial 經理級	Stationed Basis 長駐	6	6
		Travelling Basis 非長駐	9	9
		Sub-total 小計	15	15
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	12	12
		Travelling Basis 非長駐	60	75
		Sub-total 小計	72	87
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>18</b>	<b>18</b>
		<b>Travelling Basis 非長駐</b>	<b>69</b>	<b>84</b>
		<b>Total 總計</b>	<b>87</b>	<b>102</b>
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry* 股票、黃金及期貨交易公司及銀行及金融業內的法定機構*	Managerial 經理級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>0</b>	<b>0</b>
		<b>Travelling Basis 非長駐</b>	<b>0</b>	<b>0</b>
		<b>Total 總計</b>	<b>0</b>	<b>0</b>

\* Respondents of the branch "Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry" were not requested to provide data related to number of Hong Kong Employees required to work in Mainland China in the past twelve months (1.1.2014 to 31.12.2014).

\* 「股票、黃金及期貨交易公司，以及銀行及金融業內的法定機構」門類的受訪機構沒有被要求提供過去十二個月內（1.1.2014 至 31.12.2014）需要在中國內地工作的香港僱員人數。

Branch 門類	Job Level 職級	Working Mode 工作形式	No. of Employees 僱員人數	
			At Date of Survey 調查期間	By January 2019 2019年1月時
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	Managerial 經理級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>0</b>	<b>0</b>
		<b>Travelling Basis 非長駐</b>	<b>0</b>	<b>0</b>
		<b>Total 總計</b>	<b>0</b>	<b>0</b>
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Managerial 經理級	Stationed Basis 長駐	41	28
		Travelling Basis 非長駐	278	227
		Sub-total 小計	319	255
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	11	7
		Travelling Basis 非長駐	148	127
		Sub-total 小計	159	134
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	-	-
		Sub-total 小計	-	-
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>52</b>	<b>35</b>
		<b>Travelling Basis 非長駐</b>	<b>426</b>	<b>354</b>
		<b>Total 總計</b>	<b>478</b>	<b>389</b>

Branch 門類	Job Level 職級	Working Mode 工作形式	No. of Employees 僱員人數	
			At Date of Survey 調查期間	By January 2019 2019年1月時
Other Financial Companies 其他與金融有關的公司	Managerial 經理級	Stationed Basis 長駐	10	10
		Travelling Basis 非長駐	386	295
		Sub-total 小計	396	305
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	33	33
		Travelling Basis 非長駐	113	85
		Sub-total 小計	146	118
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	40	40
		Sub-total 小計	40	40
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>43</b>	<b>43</b>
		<b>Travelling Basis 非長駐</b>	<b>539</b>	<b>420</b>
		<b>Total 總計</b>	<b>582</b>	<b>463</b>
<b>All Branches 全部門類</b>	Managerial 經理級	Stationed Basis 長駐	<b>197</b>	<b>169</b>
		Travelling Basis 非長駐	<b>937</b>	<b>741</b>
		Sub-total 小計	<b>1 134</b>	<b>910</b>
	Supervisory/ Officer 主管/主任級	Stationed Basis 長駐	<b>88</b>	<b>84</b>
		Travelling Basis 非長駐	<b>391</b>	<b>358</b>
		Sub-total 小計	<b>479</b>	<b>442</b>
	Clerical 文員級	Stationed Basis 長駐	-	-
		Travelling Basis 非長駐	<b>40</b>	<b>40</b>
		Sub-total 小計	<b>40</b>	<b>40</b>
	<b>Total 總計</b>	<b>Stationed Basis 長駐</b>	<b>285</b>	<b>253</b>
		<b>Travelling Basis 非長駐</b>	<b>1 368</b>	<b>1 139</b>
		<b>Total 總計</b>	<b>1 653</b>	<b>1 392</b>

Note: Stationed basis means 50% or above of the working time that an employee has to stay in the Mainland of China.  
註：長駐指一位僱員有百分之五十或以上的工作時間需要在中國內地。

Table 13 : Effects of Mainland Operations on  
Hong Kong Employees  
(Banking and Finance Industry)

表 13 : 內地業務對本地僱員的影響  
(銀行及金融業)

Branch 門類	Effects 影響	Number of Employees 僱員人數	
		As at 2 January 2017 在2017年1月2日	Projection for January 2019 預測在2019年1月
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制 牌照銀行及外國銀 行本港代表辦事處	Additional employees need to recruit 須增聘的僱員數目	3	18
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	18
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	-	16
Deposit-taking Companies 接受存款公司	Additional employees need to recruit 須增聘的僱員數目	-	-
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	-	-
Investment and Holding Companies 投資及控股公司	Additional employees need to recruit 須增聘的僱員數目	-	-
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	-	-



Branch 門類	Effects 影響	Number of Employees 僱員人數	
		As at 2 January 2017 在2017年1月2日	Projection for January 2019 預測在2019年1月
Personal Loans and Related Companies 私人貸款及有關公 司	Additional employees need to recruit 須增聘的僱員數目	-	-
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	-	-
Securities Brokerage Firms 證券經紀公司	Additional employees need to recruit 須增聘的僱員數目	2	2
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	1	1
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨) 及貴金屬經紀/交 易商	Additional employees need to recruit 須增聘的僱員數目	2	4
	Of those reported above as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross- border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	-	-

Branch 門類	Effects 影響	Number of Employees 僱員人數	
		As at 2 January 2017 在2017年1月2日	Projection for January 2019 預測在2019年1月
Stock Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公司及銀行及金融業內的法定機構*	Additional employees need to recruit 須增聘的僱員數目	-	-
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其他跨境方案如QFII、RQFII 而須增聘的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現職僱員數目	-	-
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀 / 交易商	Additional employees need to recruit 須增聘的僱員數目	-	-
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其他跨境方案如QFII、RQFII 而須增聘的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現職僱員數目	-	-
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Additional employees need to recruit 須增聘的僱員數目	7	6
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其他跨境方案如QFII、RQFII 而須增聘的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現職僱員數目	-	-

Note: \* Respondents of the branch “Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry” were not requested to provide data related to the effects of Mainland operations on Hong Kong employees in the past twelve months (1.1.2016 to 31.12.2016).

註: \* 「股票、黃金及期貨交易公司，以及銀行及金融業內的法定機構」門類的受訪機構沒有被要求提供過去十二個月內（1.1.2016 至 31.12.2016）內地業務對本地僱員的影響資料。

Branch 門類	Effects 影響	Number of Employees 僱員人數	
		As at 2 January 2017 在2017年1月2日	Projection for January 2019 預測在2019年1月
Other Financial Companies 其他與金融有關的 公司	Additional employees need to recruit 須增聘的僱員數目	-	-
	Number of additional employees need to be recruited as a result of Shanghai-Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross-border schemes, e.g. QFII, RQFII” 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	-	-
	Number of existing employees to be trained for Mainland Operations 因處理內地業務而需要接受訓練的現 職僱員數目	-	-
<b>All Branches</b> 全部門類	<b>Additional employees need to recruit</b> 須增聘的僱員數目	<b>14</b>	<b>30</b>
	<b>Number of additional employees need to be recruited as a result of Shanghai- Hong Kong Stock Connect, Mutual Fund Recognition between Hong Kong and the Mainland or other cross- border schemes, e.g. QFII, RQFII”</b> 因滬港通、香港與內地基金互認或其 他跨境方案如QFII、RQFII 而須增聘 的僱員人數	<b>0</b>	<b>18</b>
	<b>Number of existing employees to be trained for Mainland Operations</b> 因處理內地業務而需要接受訓練的現 職僱員數目	<b>1</b>	<b>17</b>

Table 14 : Estimated Percentage of Training Provided by  
External Course Providers in the Next Twelve Months  
 (Banking and Finance Industry)

表 14 : 估計未來十二個月訓練由外間培訓機構提供的百分比  
 (銀行及金融業)

Branch 門類	Job Level 職級	No. of Establishments 機構數目					
		0%	>0% - 24%	>24% - 49%	>49% - 74%	>74% - <100%	100%
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限牌照 銀行 及外國銀行本港代表辦 事處	Managerial 經理級	80	37	24	17	4	28
	Supervisory/ Officer 主管級/ 主任級	66	41	17	18	4	28
	Clerical 文員級	50	51	7	14	2	22
	<b>Total 總計</b>	<b>196</b>	<b>129</b>	<b>48</b>	<b>49</b>	<b>10</b>	<b>78</b>
Deposit-taking Companies 接受存款公司	Managerial 經理級	3	4	3	1	-	3
	Supervisory/ Officer 主管級/ 主任級	3	4	3	1	-	3
	Clerical 文員級	4	3	3	1	-	2
	<b>Total 總計</b>	<b>10</b>	<b>11</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>8</b>
Investment and Holding Companies 投資及控股公司	Managerial 經理級	251	27	-	10	10	1
	Supervisory/ Officer 主管級/ 主任級	135	16	10	10	10	1
	Clerical 文員級	138	7	10	40	10	1
	<b>Total 總計</b>	<b>524</b>	<b>50</b>	<b>20</b>	<b>60</b>	<b>30</b>	<b>3</b>
Personal Loans and Related Companies 私人貸款及有關公司	Managerial 經理級	318	6	-	3	10	30
	Supervisory/ Officer 主管級/ 主任級	559	6	-	3	-	20
	Clerical 文員級	483	4	-	3	10	30
	<b>Total 總計</b>	<b>1 360</b>	<b>16</b>	<b>0</b>	<b>9</b>	<b>20</b>	<b>80</b>
Securities Brokerage Firms 證券經紀公司	Managerial 經理級	214	18	16	-	41	102
	Supervisory/ Officer 主管級/ 主任級	195	15	16	-	44	67
	Clerical 文員級	179	14	16	-	37	84
	<b>Total 總計</b>	<b>588</b>	<b>47</b>	<b>48</b>	<b>0</b>	<b>122</b>	<b>253</b>
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴 金屬經紀/ 交易商	Managerial 經理級	67	15	10	2	3	15
	Supervisory/ Officer 主管級/ 主任級	77	7	10	2	3	10
	Clerical 文員級	63	15	8	-	3	4
	<b>Total 總計</b>	<b>207</b>	<b>37</b>	<b>28</b>	<b>4</b>	<b>9</b>	<b>29</b>

Branch 門類	Job Level 職級	No. of Establishments 機構數目					
		0%	>0% - 24%	>24% - 49%	>49%- 74%	>74% - <100%	100%
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易 公司及銀行及金融業內 的法定機構	Managerial 經理級	-	-	-	-	-	0
	Supervisory/ Officer 主管級/ 主任級	-	-	-	-	-	0
	Clerical 文員級	-	-	-	-	-	0
	<b>Total 總計</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀 / 交易 商	Managerial 經理級	104	2	-	-	1	8
	Supervisory/ Officer 主管級/ 主任級	251	17	-	-	-	34
	Clerical 文員級	646	9	-	-	-	49
	<b>Total 總計</b>	<b>1 001</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>91</b>
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Managerial 經理級	315	27	44	37	18	201
	Supervisory/ Officer 主管級/ 主任級	362	31	29	36	14	175
	Clerical 文員級	180	26	1	25	13	112
	<b>Total 總計</b>	<b>857</b>	<b>84</b>	<b>74</b>	<b>98</b>	<b>45</b>	<b>488</b>
Other Financial Companies 其他與金融有關的公司	Managerial 經理級	440	17	-	2	19	102
	Supervisory/ Officer 主管級/ 主任級	1 199	57	-	2	19	380
	Clerical 文員級	499	17	-	2	12	61
	<b>Total 總計</b>	<b>2 138</b>	<b>91</b>	<b>0</b>	<b>6</b>	<b>50</b>	<b>543</b>
All Branches 全部門類	Managerial 經理級	<b>1 792</b>	<b>153</b>	<b>97</b>	<b>72</b>	<b>106</b>	<b>490</b>
	Supervisory/ Officer 主管級/ 主任級	<b>2 847</b>	<b>194</b>	<b>85</b>	<b>72</b>	<b>94</b>	<b>718</b>
	Clerical 文員級	<b>2 242</b>	<b>146</b>	<b>45</b>	<b>85</b>	<b>87</b>	<b>365</b>
	<b>Total 總計</b>	<b>6 881</b>	<b>493</b>	<b>227</b>	<b>229</b>	<b>287</b>	<b>1 573</b>

Table 15 : Information on the Training Expenses  
in 2016 Compared with Those in 2015  
(Banking and Finance Industry)

表 15 : 2016年的訓練支出與2015年的訓練支出比較  
(銀行及金融業)

Branch 門類	Training Expenses in 2016 as Compared with Those in 2015 2016年與2015年訓練支出的比較	No. of Establishments 機構數目 (Percentage) (百分比)		
		In-house Training 內部訓練	External Training 外間訓練	
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制 牌照銀行及外國銀 行本港代表辦事處	No Change 沒有改變	166 (79.0)	154 (73.3)	
	Increase by 增加	> 50%	1 (0.5)	10 (4.8)
		> 20%-50%	1 (0.5)	2 (1.0)
		>10% - 20%	1 (0.5)	2 (1.0)
		5% - 10%	4 (1.9)	5 (2.4)
		< 5%	7 (3.3)	6 (2.9)
	Decrease by 減少	> 50%	- (0.0)	1 (0.5)
		> 20%-50%	2 (1.0)	2 (1.0)
		>10% - 20%	8 (3.8)	8 (3.8)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	20 (9.5)	20 (9.5)		
<b>Total 總計</b>	<b>210 (100)</b>	<b>210 (100)</b>		
Deposit-taking Companies 接受存款公司	No Change 沒有改變	8 (50.0)	8 (50.0)	
	Increase by 增加	> 50%	- (0.0)	1 (6.3)
		> 20%-50%	3 (18.8)	3 (18.8)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	1 (6.3)	- (0.0)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	1 (6.3)	1 (6.3)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	3 (18.8)	3 (18.8)		
<b>Total 總計</b>	<b>16 (100)</b>	<b>16 (100)</b>		
Investment and Holding Companies 投資及控股公司	No Change 沒有改變	424 (91.2)	415 (89.2)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	1 (0.2)	- (0.0)
		5% - 10%	16 (3.4)	16 (3.4)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	10 (2.2)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	24 (5.2)	24 (5.2)		
<b>Total 總計</b>	<b>465 (100)</b>	<b>465 (100)</b>		

Branch 門類	Training Expenses in 2016 as Compared with Those in 2015 2016年與2015年訓練支出的比較	No. of Establishments 機構數目 (Percentage) (百分比)		
		In-house Training 內部訓練	External Training 外間訓練	
Personal Loans and Related Companies 私人貸款及有關公 司	No Change 沒有改變	725 (93.8)	735 (95.1)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	12 (1.6)	12 (1.6)
		< 5%	10 (1.3)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	1 (0.1)	- (0.0)
		5% - 10%	- (0.0)	1 (0.1)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	25 (3.2)	25 (3.2)		
<b>Total 總計</b>	<b>773 (100)</b>	<b>773 (100)</b>		
Securities Brokerage Firms 證券經紀公司	No Change 沒有改變	411 (81.2)	419 (82.8)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	8 (1.6)	9 (1.8)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	15 (3.0)	6 (1.2)
		< 5%	1 (0.2)	1 (0.2)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	71 (14.0)	71 (14.0)		
<b>Total 總計</b>	<b>506 (100)</b>	<b>506 (100)</b>		
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期 貨)及貴金屬經紀/ 交易商	No Change 沒有改變	126 (84.6)	133 (89.3)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	6 (4.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	2 (1.3)	2 (1.3)
		< 5%	1 (0.7)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	14 (9.4)	14 (9.4)		
<b>Total 總計</b>	<b>149 (100)</b>	<b>149 (100)</b>		
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨 交易公司及銀行及 金融業內的法定機 構	No Change 沒有改變	- (0.0)	- (0.0)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	5 (100)	5 (100)		
<b>Total 總計</b>	<b>5 (100)</b>	<b>5 (100)</b>		

Branch 門類	Training Expenses in 2016 as Compared with Those in 2015 2016年與2015年訓練支出的比較	No. of Establishments 機構數目 (Percentage) (百分比)		
		In-house Training 內部訓練	External Training 外間訓練	
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	No Change 沒有改變	722 (92.2)	721 (92.1)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	8 (1.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	1 (0.1)
		< 5%	8 (1.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	53 (6.8)	53 (6.8)		
<b>Total 總計</b>	<b>783 (100)</b>	<b>783 (100)</b>		
Investment Advisory/ Asset Management Companies 投資顧問/ 資產管理公司	No Change 沒有改變	670 (73.5)	636 (69.8)	
	Increase by 增加	> 50%	- (0.0)	16 (1.8)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	27 (3.0)	25 (2.7)
		5% - 10%	- (0.0)	16 (1.8)
		< 5%	6 (0.7)	5 (0.5)
	Decrease by 減少	> 50%	- (0.0)	4 (0.4)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	4 (0.4)	4 (0.4)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	204 (22.4)	205 (22.5)		
<b>Total 總計</b>	<b>911 (100)</b>	<b>911 (100)</b>		
Other Financial Companies 其他與金融有關的 公司	No Change 沒有改變	1 677 (85.8)	1 638 (83.8)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	12 (0.6)	12 (0.6)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	8 (0.4)	47 (2.4)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	257 (13.2)	257 (13.2)		
<b>Total 總計</b>	<b>1 954 (100)</b>	<b>1 954 (100)</b>		
All Branches 全部門類	No Change 沒有改變	4 929 (85.4)	4 859 (84.2)	
	Increase by 增加	> 50%	1 (<0.1)	27 (0.5)
		> 20%-50%	30 (0.5)	34 (0.6)
		>10% - 20%	29 (0.5)	27 (0.5)
		5% - 10%	58 (1.0)	105 (1.8)
		< 5%	33 (0.6)	12 (0.2)
	Decrease by 減少	> 50%	1 (<0.1)	16 (0.3)
		> 20%-50%	2 (<0.1)	2 (<0.1)
		>10% - 20%	13 (0.2)	12 (0.2)
		5% - 10%	0 (0.0)	1 (<0.1)
< 5%		0 (0.0)	0 (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	676 (11.7)	676 (11.7)		
<b>Total 總計</b>	<b>5 772 (100)</b>	<b>5 772 (100)</b>		

Remarks: Total percentage may not equal 100% due to rounding.

註：由於四捨五入關係，總百分率不一定等於 100%。



Table 16 : Comparison of the Training Budget for 2017  
with Training Expenses in 2016  
(Banking and Finance Industry)

表 16 : 2017年的訓練開支預算與2016年的訓練支出比較  
(銀行及金融業)

Branch 門類	Training Budget for 2017 as Compared with Training Expenses in 2016 2017年的訓練開支預算 與2016年的訓練支出比較		No. of Establishments 機構數目 (Percentage) (百分比)	
			In-house Training 內部訓練	External Training 外間訓練
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制 牌照銀行及外國銀 行本港代表辦事處	No Change 沒有改變		170 (81.0)	166 (79.0)
	Increase by 增加	> 50%	1 (0.5)	5 (2.4)
		> 20% - 50%	1 (0.5)	5 (2.4)
		>10% - 20%	8 (3.8)	3 (1.4)
		5% - 10%	5 (2.4)	7 (3.3)
		< 5%	3 (1.4)	1 (0.5)
	Decrease by 減少	> 50%	- (0.0)	1 (0.5)
		> 20% - 50%	- (0.0)	2 (1.0)
		>10% - 20%	2 (1.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料		20 (9.5)	20 (9.5)	
<b>Total 總計</b>		<b>210 (100)</b>	<b>210 (100)</b>	
Deposit-taking Companies 接受存款公司	No Change 沒有改變		9 (56.3)	9 (56.3)
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20% - 50%	- (0.0)	1 (6.3)
		>10% - 20%	3 (18.8)	3 (18.8)
		5% - 10%	1 (6.3)	- (0.0)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20% - 50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料		3 (18.8)	3 (18.8)	
<b>Total 總計</b>		<b>16 (100)</b>	<b>16 (100)</b>	
Investment and Holding Companies 投資及控股公司	No Change 沒有改變		424 (91.2)	425 (91.4)
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20% - 50%	- (0.0)	- (0.0)
		>10% - 20%	1 (0.2)	- (0.0)
		5% - 10%	16 (3.4)	16 (3.4)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20% - 50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料		24 (5.2)	24 (5.2)	
<b>Total 總計</b>		<b>465 (100)</b>	<b>465 (100)</b>	

Branch 門類	Training Budget for 2017 as Compared with Training Expenses in 2016 2017年的訓練開支預算 與2016年的訓練支出比較	No. of Establishments 機構數目 (Percentage) (百分比)		
		In-house Training 內部訓練	External Training 外間訓練	
Personal Loans and Related Companies 私人貸款及有關公 司	No Change 沒有改變	727 (94.0)	737 (95.3)	
	Increase by 增加	> 50%	- (0.0)	1 (0.1)
		> 20%-50%	1 (0.1)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	20 (2.6)	10 (1.3)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
5% - 10%		- (0.0)	- (0.0)	
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	25 (3.2)	25 (3.2)		
<b>Total 總計</b>	<b>773 (100)</b>	<b>773 (100)</b>		
Securities Brokerage Firms 證券經紀公司	No Change 沒有改變	418 (82.6)	421 (83.2)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	4 (0.8)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	16 (3.2)	9 (1.8)
		< 5%	1 (0.2)	1 (0.2)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
5% - 10%		- (0.0)	- (0.0)	
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	71 (14.0)	71 (14.0)		
<b>Total 總計</b>	<b>506 (100)</b>	<b>506 (100)</b>		
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期 貨)及貴金屬經紀/ 交易商	No Change 沒有改變	132 (88.6)	133 (89.3)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	2 (1.3)	- (0.0)
		5% - 10%	- (0.0)	2 (1.3)
		< 5%	1 (0.7)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
5% - 10%		- (0.0)	- (0.0)	
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	14 (9.4)	14 (9.4)		
<b>Total 總計</b>	<b>149 (100)</b>	<b>149 (100)</b>		
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨 交易公司及銀行及 金融業內的法定機 構	No Change 沒有改變	- (0.0)	- (0.0)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
5% - 10%		- (0.0)	- (0.0)	
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	5 (100)	5 (100)		
<b>Total 總計</b>	<b>5 (100)</b>	<b>5 (100)</b>		

Branch 門類	Training Budget for 2017 as Compared with Training Expenses in 2016 2017年的訓練開支預算 與2016年的訓練支出比較	No. of Establishments 機構數目 (Percentage) (百分比)		
		In-house Training 內部訓練	External Training 外間訓練	
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀/ 交易商	No Change 沒有改變	722 (92.2)	721 (92.1)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
		< 5%	8 (1.0)	1 (0.1)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	53 (6.8)	53 (6.8)		
<b>Total 總計</b>	<b>783 (100)</b>	<b>783 (100)</b>		
Investment Advisory/ Asset Management Companies 投資顧問/ 資產管理公司	No Change 沒有改變	667 (73.2)	646 (70.9)	
	Increase by 增加	> 50%	4 (0.4)	8 (0.9)
		> 20%-50%	1 (0.1)	- (0.0)
		>10% - 20%	21 (2.3)	24 (2.6)
		5% - 10%	- (0.0)	20 (2.2)
		< 5%	10 (1.1)	5 (0.5)
	Decrease by 減少	> 50%	4 (0.4)	4 (0.4)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	204 (22.4)	204 (22.4)		
<b>Total 總計</b>	<b>911 (100)</b>	<b>911 (100)</b>		
Other Financial Companies 其他與金融有關的 公司	No Change 沒有改變	1 678 (85.9)	1 638 (83.8)	
	Increase by 增加	> 50%	- (0.0)	- (0.0)
		> 20%-50%	12 (0.6)	12 (0.6)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	7 (0.4)	47 (2.4)
		< 5%	- (0.0)	- (0.0)
	Decrease by 減少	> 50%	- (0.0)	- (0.0)
		> 20%-50%	- (0.0)	- (0.0)
		>10% - 20%	- (0.0)	- (0.0)
		5% - 10%	- (0.0)	- (0.0)
< 5%		- (0.0)	- (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	257 (13.2)	257 (13.2)		
<b>Total 總計</b>	<b>1 954 (100)</b>	<b>1 954 (100)</b>		
All Branches 全部門類	No Change 沒有改變	4 947 (85.7)	4 896 (84.8)	
	Increase by 增加	> 50%	5 (0.1)	14 (0.2)
		> 20%-50%	15 (0.3)	30 (0.5)
		>10% - 20%	35 (0.6)	30 (0.5)
		5% - 10%	65 (1.1)	111 (1.9)
		< 5%	23 (0.4)	8 (0.1)
	Decrease by 減少	> 50%	4 (0.1)	5 (0.1)
		> 20%-50%	0 (0.0)	2 (<0.1)
		>10% - 20%	2 (<0.1)	0 (0.0)
		5% - 10%	0 (0.0)	0 (0.0)
< 5%		0 (0.0)	0 (0.0)	
Unspecified / Refusal Cases 未有說明 / 未有提供資料	676 (11.7)	676 (11.7)		
<b>Total 總計</b>	<b>5 772 (100)</b>	<b>5 772 (100)</b>		

Remarks: Total percentage may not equal 100% due to rounding.

註：由於四捨五入關係，總百分率不一定等於 100%。

Table 17 : The Top Five Types/Topics of Training  
Mostly Chosen by Respondents for Manpower Development  
(Banking and Finance Industry)

表 17 : 最多被選擇的五項人力培訓的類別/課題  
(銀行及金融業)

Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限牌照銀行 及外國銀行本港代表 辦事處	Managerial Level 經理級	1	Risk Management 風險管理
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		3	Compliance of Various Ordinances 不同法規的監管
		4	Strategic Management 策略管理
		5	Principles & Practice of Management 管理理論與實務
	Supervisory/ Officer Level 主管/主任級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Corporate Finance 企業融資
		3	Trade Finance 貿易融資
		4	Securities & Futures Regulation 證券及期貨條例
		5	Compliance of Various Ordinances 不同法規的監管
	Clerical Level 文員級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Information Systems Application Skills 資訊系統應用技巧
		3	Marketing/Selling Skills 市場推廣/銷售技巧
		4	Communication Skills 溝通技巧
		5	Financial Markets Operations 金融市場運作
Deposit-taking Companies 接受存款公司	Managerial Level 經理級	1	Compliance of Various Ordinances 不同法規的監管
		2	Problem Solving & Decision Making 解決困難及決策
		2	Strategic Management 策略管理
		2	Securities & Futures Regulation 證券及期貨條例
		5	Risk Management 風險管理
		5	Leadership 領導才能
		5	Fund Management 基金管理

Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題
Deposit-taking Companies 接受存款公司	Supervisory/ Officer Level 主管/主任級	1	Compliance of Various Ordinances 不同法規的監管
		2	Leadership 領導才能
		2	Securities & Futures Regulation 證券及期貨條例
		4	Fund Management 基金管理
		4	Financial Statement Analysis 財務報表分析
		4	Credit Analysis-Spreading and Ratio Analysis 信用分析 — 報表闡釋及比率分析
		4	Anti-Money Laundering Compliance 反洗黑錢法規
		4	Anti-Corruption Regulations 反貪污條例
	Clerical Level 文員級	1	Securities & Futures Regulation 證券及期貨條例
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Information Systems Application Skills 資訊系統應用技巧
		4	English Writing 英文書寫
		4	Spoken English 英語會話
		4	Putonghua 普通話
		4	Interpersonal Skills 人際關係技巧
4	Communication Skills 溝通技巧		
Investment and Holding Companies 投資及控股公司	Managerial Level 經理級	1	Strategic Management 策略管理
		2	Marketing Management 營銷管理
		3	Fund Management 基金管理
		3	Compliance of Various Ordinances 不同法規的監管
		3	Financial Engineering 金融工程
	Supervisory/ Officer Level 主管/主任級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Financial Statement Analysis 財務報表分析
		2	Financial Markets Operations 金融市場運作
		4	Risk Management 風險管理
		5	Crisis Management 危機管理
		5	Interpersonal Skills 人際關係技巧
		5	Communication Skills 溝通技巧

Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題	
Investment and Holding Companies 投資及控股公司	Clerical Level 文員級	1	Information Systems Application Skills 資訊系統應用技巧	
		2	English Writing 英文書寫	
		3	Spoken English 英語會話	
		4	Interpersonal Skills 人際關係技巧	
		5	Communication Skills 溝通技巧	
Personal Loans and Related Companies 私人貸款及有關 公司	Managerial Level 經理級	1	Credit Analysis-Spreading and Ratio Analysis 信用分析 — 報表闡釋及比率分析	
		2	Compliance of Various Ordinances 不同法規的監管	
		3	Coaching & Counseling 訓練及輔導下屬	
		3	Anti-Money Laundering Compliance 反洗黑錢法規	
		5	Problem Solving & Decision Making 解決困難及決策	
		5	Interpersonal Skills 人際關係技巧	
	Supervisory/ Officer Level 主管/主任級	1	Credit Analysis-Spreading and Ratio Analysis 信用分析 — 報表闡釋及比率分析	
		2	Communication Skills 溝通技巧	
		3	Interpersonal Skills 人際關係技巧	
		4	Marketing/Selling Skills 市場推廣/銷售技巧	
		5	Compliance of Various Ordinances 不同法規的監管	
	Clerical Level 文員級	1	Communication Skills 溝通技巧	
		2	Putonghua 普通話	
		3	English Writing 英文書寫	
		4	Spoken English 英語會話	
		5	Interpersonal Skills 人際關係技巧	
	Securities Brokerage Firms 證券經紀公司	Managerial Level 經理級	1	Securities & Futures Regulation 證券及期貨條例
			2	Compliance of Various Ordinances 不同法規的監管
			3	Anti-Money Laundering Compliance 反洗黑錢法規
4			Anti-Corruption Regulations 反貪污條例	
5			Risk Management 風險管理	
Supervisory/ Officer Level 主管/主任級		1	Anti-Money Laundering Compliance 反洗黑錢法規	
		2	Securities & Futures Regulation 證券及期貨條例	
		3	Compliance of Various Ordinances 不同法規的監管	
		4	Financial Markets Operations 金融市場運作	
		5	Securities Analysis 證券分析	

Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題
Securities Brokerage Firms 證券經紀公司	Clerical Level 文員級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Securities & Futures Regulation 證券及期貨條例
		3	Anti-Corruption Regulations 反貪污條例
		4	Securities Analysis 證券分析
		5	Financial Markets Operations 金融市場運作
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨) 及貴金屬經紀 / 交易商	Managerial Level 經理級	1	Securities & Futures Regulation 證券及期貨條例
		2	Compliance of Various Ordinances 不同法規的監管
		3	Risk Management 風險管理
		4	Anti-Money Laundering Compliance 反洗黑錢法規
		5	Marketing Management 營銷管理
	Supervisory/ Officer Level 主管/主任級	1	Securities & Futures Regulation 證券及期貨條例
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		3	Financial Markets Operations 金融市場運作
		4	Enhancing Quality Customer Services 提升顧客服務的質素
		5	Marketing/Selling Skills 市場推廣/銷售技巧
	Clerical Level 文員級	1	Securities & Futures Regulation 證券及期貨條例
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Putonghua 普通話
		2	Communication Skills 溝通技巧
		5	Enhancing Quality Customer Services 提升顧客服務的質素
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公 司及銀行及金融業內的 法定機構	Managerial Level 經理級	1	Leadership 領導才能
		2	Compliance of Various Ordinances 不同法規的監管
		2	Talent Management 人才管理
		4	Strategic Management 策略管理
		4	Coaching & Counseling 訓練及輔導下屬
		4	Presentation Skills 演說技巧
	Supervisory/ Officer Level 主管/主任級	1	Problem Solving & Decision Making 解決困難及決策
		2	Dealing with Conflict 處理衝突
		2	Communication Skills 溝通技巧
		4	Team Building 建立團隊
4	Compliance of Various Ordinances 不同法規的監管		

Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公 司及銀行及金融業內的 法定機構	Clerical Level 文員級	1	Interpersonal Skills 人際關係技巧
		2	English Writing 英文書寫
		2	Spoken English 英語會話
		2	Information Systems Application Skills 資訊系統應用技巧
		2	Communication Skills 溝通技巧
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀 / 交易商	Managerial Level 經理級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Skills in Differentiating Bank Notes 鑑別鈔票技巧
		3	Compliance of Various Ordinances 不同法規的監管
		4	Anti-Corruption Regulations 反貪污條例
		5	Foreign Exchange 外匯
	Supervisory/ Officer Level 主管/主任級	1	Skills in Differentiating Bank Notes 鑑別鈔票技巧
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		3	Foreign Exchange 外匯
		4	Anti-Corruption Regulations 反貪污條例
		5	Communication Skills 溝通技巧
	Clerical Level 文員級	1	Skills in Differentiating Bank Notes 鑑別鈔票技巧
		2	Foreign Exchange 外匯
		3	Anti-Money Laundering Compliance 反洗黑錢法規
		4	Anti-Corruption Regulations 反貪污條例
		5	Putonghua 普通話
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Managerial Level 經理級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Compliance of Various Ordinances 不同法規的監管
		3	Fund Management 基金管理
		4	Securities & Futures Regulation 證券及期貨條例
		5	Risk Management 風險管理
	Supervisory/ Officer Level 主管/主任級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Compliance of Various Ordinances 不同法規的監管
		3	Asset Valuation & Portfolio Management 資產估值及組合管理
		4	Financial Markets Operations 金融市場運作
		5	Financial Risk Management 財務風險管理



Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Clerical Level 文員級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Marketing/Selling Skills 市場推廣／銷售技巧
		3	Information Systems Application Skills 資訊系統應用技巧
		4	Putonghua 普通話
		5	Interpersonal Skills 人際關係技巧
Other Financial Companies 其他與金融有關的公司	Managerial Level 經理級	1	Risk Management 風險管理
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		3	Coaching & Counseling 訓練及輔導下屬
		4	Compliance of Various Ordinances 不同法規的監管
		5	Leadership 領導才能
		5	Fund Management 基金管理
	Supervisory/ Officer Level 主管/主任級	1	Financial Markets Operations 金融市場運作
		1	Anti-Money Laundering Compliance 反洗黑錢法規
		3	Communication Skills 溝通技巧
		4	Risk Management 風險管理
		5	General Insurance 一般保險
		5	Long Term Insurance 長期保險
	Clerical Level 文員級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Putonghua 普通話
		3	Marketing/Selling Skills 市場推廣／銷售技巧
		4	Information Systems Application Skills 資訊系統應用技巧
		5	Enhancing Quality Customer Services 提升顧客服務的質素
		5	Customer Psychology 顧客心理

Branch 門類	Job Level 職級	Frequency to be Chosen (1 to 5, 1 is chosen by companies most frequently) 1 至 5, 1 為最多公司選擇	Types/Topics of Training 訓練類別/課題
All Branches 全部門類	Managerial Level 經理級	1	Compliance of Various Ordinances 不同法規的監管
		2	Anti-Money Laundering Compliance 反洗黑錢法規
		3	Risk Management 風險管理
		4	Fund Management 基金管理
		5	Securities & Futures Regulation 證券及期貨條例
	Supervisory/ Officer Level 主管/主任級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Financial Markets Operations 金融市場運作
		3	Compliance of Various Ordinances 不同法規的監管
		4	Securities & Futures Regulation 證券及期貨條例
		5	Communication Skills 溝通技巧
	Clerical Level 文員級	1	Anti-Money Laundering Compliance 反洗黑錢法規
		2	Information Systems Application Skills 資訊系統應用技巧
		3	Putonghua 普通話
		4	Anti-Corruption Regulations 反貪污條例
		5	Communication Skills 溝通技巧

Table 18 : The Incentives to Encourage Employers to Provide Training to Their Employees (Banking and Finance Industry)

表 18 : 有效鼓勵僱主提供訓練予僱員的方法 (銀行及金融業)

Branch 門類	Incentives to Encourage Employers to Provide Training to Their Employees 有效鼓勵僱主提供訓練予僱員的方法	No. of Establishments 機構數目	Total No. of Establishments 總機構數目	Percentage 百分比
Licensed Banks, Restricted Licence Banks and Local Representative Offices of Foreign Banks 持牌銀行、有限制牌照銀行及外國銀行本港代表辦事處	Reimbursement of course fees to employers 向僱主退還僱員學費	76	210	36.2
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	117		55.7
	Government loan/grant to employers 政府給予僱主貸款/補助金	36		17.1
	Others 其他	15		7.1
	Refusal Cases 未有提供資料	23		11.0
	No Comment 沒有意見	21		10.0
Deposit-taking Companies 接受存款公司	Reimbursement of course fees to employers 向僱主退還僱員學費	6	16	37.5
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	10		62.5
	Government loan/grant to employers 政府給予僱主貸款/補助金	4		25.0
	Others 其他	1		6.3
	Refusal Cases 未有提供資料	2		12.5
	No Comment 沒有意見	1		6.3
Investment and Holding Companies 投資及控股公司	Reimbursement of course fees to employers 向僱主退還僱員學費	135	465	29.0
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	101		21.7
	Government loan/grant to employers 政府給予僱主貸款/補助金	192		41.3
	Others 其他	40		8.6
	Refusal Cases 未有提供資料	25		5.4
	No Comment 沒有意見	62		13.3
Personal Loans and Related Companies 私人貸款及有關公司	Reimbursement of course fees to employers 向僱主退還僱員學費	246	773	31.8
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	337		43.6
	Government loan/grant to employers 政府給予僱主貸款/補助金	216		27.9
	Others 其他	10		1.3
	Refusal Cases 未有提供資料	35		4.5
	No Comment 沒有意見	94		12.2

Branch 門類	Incentives to Encourage Employers to Provide Training to Their Employees 有效鼓勵僱主提供訓練予僱員的方法	No. of Establishments 機構數目	Total No. of Establishments 總機構數目	Percentage 百分比
Securities Brokerage Firms 證券經紀公司	Reimbursement of course fees to employers 向僱主退還僱員學費	208	506	41.1
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	253		50.0
	Government loan/grant to employers 政府給予僱主貸款/補助金	131		25.9
	Others 其他	16		3.2
	Refusal Cases 未有提供資料	77		15.2
	No Comment 沒有意見	44		8.7
Commodity Futures (including Financial Futures) and Precious Metals Brokers/ Dealers 期貨(包括金融期貨)及貴金 屬經紀 / 交易商	Reimbursement of course fees to employers 向僱主退還僱員學費	75	149	50.3
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	87		58.4
	Government loan/grant to employers 政府給予僱主貸款/補助金	39		26.2
	Others 其他	9		6.0
	Refusal Cases 未有提供資料	10		6.7
	No Comment 沒有意見	12		8.1
Stock, Bullion and Commodity Exchanges and Statutory Bodies in the Banking and Finance Industry 股票、黃金及期貨交易公 司及銀行及金融業內的法 定機構	Reimbursement of course fees to employers 向僱主退還僱員學費	-	5	0.0
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	-		0.0
	Government loan/grant to employers 政府給予僱主貸款/補助金	-		0.0
	Others 其他	-		0.0
	Refusal Cases 未有提供資料	4		80.0
	No Comment 沒有意見	1		20.0
Money Changers and Foreign Exchange Brokers/ Dealers 兌換商及外匯經紀 / 交易商	Reimbursement of course fees to employers 向僱主退還僱員學費	346	783	44.2
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	245		31.3
	Government loan/grant to employers 政府給予僱主貸款/補助金	204		26.1
	Others 其他	32		4.1
	Refusal Cases 未有提供資料	96		12.3
	No Comment 沒有意見	108		13.8
Investment Advisory/ Asset Management Companies 投資顧問 / 資產管理公司	Reimbursement of course fees to employers 向僱主退還僱員學費	376	911	41.3
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	381		41.8
	Government loan/grant to employers 政府給予僱主貸款/補助金	113		12.4
	Others 其他	-		0.0
	Refusal Cases 未有提供資料	205		22.5
	No Comment 沒有意見	62		6.8

Branch 門類	Incentives to Encourage Employers to Provide Training to Their Employees 有效鼓勵僱主提供訓練予僱員的方法	No. of Establishments 機構數目	Total No. of Establishments 總機構數目	Percentage 百分比
Other Financial Companies 其他與金融有限公司	Reimbursement of course fees to employers 向僱主退還僱員學費	827	1 954	42.3
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	847		43.3
	Government loan/grant to employers 政府給予僱主貸款/補助金	627		32.1
	Others 其他	41		2.1
	Refusal Cases 未有提供資料	95		4.9
	No Comment 沒有意見	92		4.7
All Branches 全部門類	Reimbursement of course fees to employers 向僱主退還僱員學費	2 295	5 772	39.8
	Provision of subsidy to employers 提供僱員訓練津貼予僱主	2 378		41.2
	Government loan/grant to employers 政府給予僱主貸款/補助金	1 562		27.1
	Others 其他	164		2.8
	Refusal Cases 未有提供資料	572		9.9
	No Comment 沒有意見	497		8.6

Remarks: Total percentage may not equal 100% due to rounding.

註: 由於四捨五入關係, 總百分率不一定等於 100%。

Manpower Changes of the Banking and Finance Industry  
from January 2015 to January 2017

銀行及金融業於二〇一五年一月至二〇一七年一月之人力轉變

Job Title 職稱	No. of Employees in January 2017 二〇一七年 一月之 僱員人數	No. of Employees in January 2015 二〇一五年 一月之 僱員人數	Manpower Change (%) 人力轉變 (百分比)	
<b>MANAGERIAL LEVEL 經理級</b>				
Chief Executive Officer/Chief Operating Officer/Managing Director/General Manager 行政總裁／營運總監／常務董事／總經理	2 375	2 211	164	(7.4%)
Chief Executive Officer/Chief Operating Officer/Chief Financial Officer/ Managing Director/General Manager 行政總裁／營運總監／首席財務官／常務董事／總經理	2 375	2 211	164	(7.4%)
Deputy Chief Executive Officer/Deputy Chief Financial Officer/Deputy Chief Operating Officer 副行政總裁／副首席財務官／副營運總監	398	n/a	n/a	n/a
Chief Representative 首席代表	90	72	18	(25.0%)
Assistant to Chief Executive Officer/Director 行政總裁助理／董事助理	474	435	39	(9.0%)
Manager – Administration 經理—行政	1 034	1 015	19	(1.9%)
Zone/District Manager 區域經理	382	416	-34	(-8.2%)
Head of Treasury and Capital Markets 庫務及資本市場主管	270	273	-3	(-1.1%)
Manager – Foreign Exchange/Money Market/Interest Rate Products/Debt Market 經理—外匯／拆放市場／利率產品／債務市場	n/a	1 034	n/a	n/a
Manager – Treasury and Capital Markets (Front and Mid-Office) 經理—庫務及資本市場 (前台和中台)	1 045	n/a	n/a	n/a
Manager – Treasury and Capital Markets (Back Office) 經理—庫務及資本市場 (後台)	390	420	-30	(-7.1%)
Economist/Manager – Economic Research 經濟研究員／經理—經濟研究	251	250	1	(0.4%)
Chief Investment Officer/Manager – Investment 總投資主任／經理—投資	1 646	1 356	290	(21.4%)
Portfolio Manager 投資組合經理	1 673	1 684	-11	(-0.7%)
Manager – Investment Advisory Services 經理—投資諮詢服務	1 307	1 361	-54	(-4.0%)
Manager – Securities, Futures and Commodities Trading 經理—證券、期貨及商品交易	n/a	1 630	n/a	n/a

Job Title 職稱	No. of Employees in January 2017 二〇一七年 一月之 僱員人數	No. of Employees in January 2015 二〇一五年 一月之 僱員人數	Manpower Change (%) 人力轉變 (百分比)	
MANAGERIAL LEVEL (Continued) 經理級 (續)				
Manager – Dealing Room 經理—交易室	1 197	n/a	n/a	n/a
Responsible Officer/Registered Manager 負責人員/註冊司理人	363	n/a	n/a	n/a
Manager – Investment Settlement 經理—投資結算	699	n/a	n/a	n/a
Product Manager 產品經理	466	388	78	(20.1%)
Sales Manager 銷售經理	1 509	1 277	232	(18.2%)
Manager – Trade Finance Operations 經理—貿易融資運作	573	507	66	(13.0%)
Manager – Loan Operation 經理—貸款業務	507	n/a	n/a	n/a
Manager – Credit Management 經理—信貸管理	1 439	1 505	-66	(-4.4%)
Manager – Credit Card 經理—信用卡	172	197	-25	(-12.7%)
Manager – Financial Institutions/ Correspondent Banking 經理—財務機構/國外同業部	170	181	-11	(-6.1%)
Head of Business/ Managing Director 業務總監/董事總經理	1 041	907	134	(14.8%)
Manager – Corporate Banking/Commercial Banking/Relationship Management 經理—企業銀行/商業銀行/客戶關係管理	2 697	2 125	572	(26.9%)
Manager – Marketing/Product Development 經理—市場推廣/產品開發	981	996	-15	(-1.5%)
Manager – Private Banking 經理—私人銀行	924	861	63	(7.3%)
Manager – Customer Relationship(Personal Banking/ Securities) 經理—客戶關係 (個人銀行/證券)	1 742	1 456	286	(19.6%)
Manager – Branch 經理—分行	3 008	2 834	174	(6.1%)
Manager – Insurance Products 經理—保險產品	118	148	-30	(-20.3%)
Manager – Mandatory Provident Fund 經理—強制性公積金	148	146	2	(1.4%)
Manager – Trust 經理—信託	159	154	5	(3.2%)
Manager – Phone Banking/ Call Centre 經理—電話理財/電話服務中心	86	97	-11	(-11.3%)
Chief Financial Officer/Financial Controller 總財務主任/財務總監	n/a	434	n/a	n/a
Financial Controller 財務總監	499	n/a	n/a	n/a
Manager – Accounting 經理—會計	1 840	1 679	161	(9.6%)

Job Title 職稱	No. of Employees in January 2017 二〇一七年 一月之 僱員人數	No. of Employees in January 2015 二〇一五年 一月之 僱員人數	Manpower Change (%) 人力轉變 (百分比)	
<b>MANAGERIAL LEVEL (Continued) 經理級 (續)</b>				
Chief Information Officer/Chief Technology Officer/Manager – IT 總資訊主任/總科技主任/經理—資訊科技	2 872	2 962	-90	(-3.0%)
E-Commerce/E-Banking Manager 電子商貿/電子銀行經理	309	329	-20	(-6.1%)
Manager – Human Resources 經理—人力資源	1 292	1 169	123	(10.5%)
Manager – Training/Learning and Development 經理—培訓/學習及發展	209	227	-18	(-7.9%)
Risk Manager 風險經理	n/a	1 177	n/a	n/a
Risk Manager – Composite Risk 風險經理—綜合	1 175	n/a	n/a	n/a
Risk Manager – Credit Risk 風險經理—信貸風險	278	n/a	n/a	n/a
Risk Manager – Market Risk 風險經理—市場風險	186	n/a	n/a	n/a
Risk Manager – Operation Risk 風險經理—營運風險	150	n/a	n/a	n/a
Manager – Compliance/ Anti-Money Laundering 經理—合規/反洗黑錢	1 197	1 104	93	(8.4%)
Company Secretary 公司秘書	175	149	26	(17.4%)
Legal Adviser 法律顧問	480	411	69	(16.8%)
Manager – Corporate Communications/Public Relations 經理—企業傳訊/公共關係	270	250	20	(8.0%)
Manager – Internal Audit 經理—內部稽核	600	602	-2	(-0.3%)
Business Analyst/Manager – Organisation/ Service Quality & Assurance/Process Re-Engineering 商業分析員/經理—組織/質素保證/工效優化	341	356	-15	(-4.2%)
Manager – Property/Real Estate 經理—產業/房地產	159	171	-12	(-7.0%)
Other Manager 其他經理	6 633	4 887	1 746	(35.7%)
<b>Sub-total 小計</b>	<b>47 999</b>	<b>41 843</b>	<b>6 156</b>	<b>(14.7%)</b>
<b>SUPERVISORY/OFFICER LEVEL 主管/主任級</b>				
Administration Officer 行政主任	1 584	1 560	24	(1.5%)
Management Trainee 見習主任	579	603	-24	(-4.0%)
Representative 代表	236	216	20	(9.3%)



Job Title 職稱	No. of Employees in January 2017 二〇一七年 一月之 僱員人數	No. of Employees in January 2015 二〇一五年 一月之 僱員人數	Manpower Change (%) 人力轉變 (百分比)	
SUPERVISORY/OFFICER LEVEL(Continued) 主管/主任級 (續)				
Foreign Exchange and Money Market Dealer 外匯及拆放市場交易員	n/a	1 259	n/a	n/a
Treasury and Capital Markets Trader 庫務及資本市場操盤員	972	n/a	n/a	n/a
Remittances Officer 匯兌主任	839	917	-78	(-8.5%)
Officer – Treasury and Capital Markets (Front and Mid-Office) 主任—庫務及資本市場 (前台和中台)	196	n/a	n/a	n/a
Settlement Officer 結算主任	n/a	498	n/a	n/a
Officer – Treasury and Capital Markets (Back Office) 主任—庫務及資本市場 (後台)	586	n/a	n/a	n/a
Financial Adviser Representative/Personal Financial Adviser 財務顧問代表/個人財務顧問	3 667	3 857	-190	(-4.9%)
Investment Analyst 投資分析員	2 864	2 828	36	(1.3%)
Investment Services Dealer 投資服務交易員	1 129	n/a	n/a	n/a
Customer Service Representative – Investment Service 客戶服務代表—投資服務	533	n/a	n/a	n/a
Investment Officer 投資主任	2 630	2 106	524	(24.9%)
Account Executive/Sales Officer 客戶主任/營業主任	3 747	3 347	400	(12.0%)
Securities Settlement Officer 證券交收結算主任	n/a	2 061	n/a	n/a
Investment Settlement Officer 投資結算主任	1 696	n/a	n/a	n/a
Product Associate 產品主任	1 064	1 164	-100	(-8.6%)
Trade Finance Operations Officer 貿易融資營運主任	1 612	1 568	44	(2.8%)
Complaint Officer 投訴主任	637	n/a	n/a	n/a
Operations Officer 營運主任	4 959	6 138	-1 179	(-19.2%)
Credit/Loan Officer 信貸/放款主任	2 700	2 792	-92	(-3.3%)
Credit Analyst 信貸分析員	924	790	134	(17.0%)
Credit Card Officer 信用卡主任	470	582	-112	(-19.2%)
Hire Purchase/Leasing Officer 分期付款/租賃主任	339	388	-49	(-12.6%)
Business Development Officer 業務發展主任	1 650	1 804	-154	(-8.5%)

Job Title 職稱	No. of Employees in January 2017 二〇一七年 一月之 僱員人數	No. of Employees in January 2015 二〇一五年 一月之 僱員人數	Manpower Change (%) 人力轉變 (百分比)	
<b>SUPERVISORY/OFFICER LEVEL (Continued) 主管/主任級 (續)</b>				
Relationship Officer – Corporate Banking/ Commercial Banking/ Relationship Management 客戶關係主任—企業銀行/商業銀行/ 客戶關係管理	3 096	2 862	234	(8.2%)
Telemarketing Officer 電話市場推廣主任	303	423	-120	(-28.4%)
Relationship Officer – Private Banking 客戶關係主任—私人銀行	329	381	-52	(-13.6%)
Customer Services Officer – Personal Banking/ Securities 客戶服務主任—個人銀行/證券	5 223	3 769	1 454	(38.6%)
Insurance Products Officer 保險產品主任	298	170	128	(75.3%)
Mandatory Provident Fund Officer 強制性公積金主任	561	591	-30	(-5.1%)
Trust Officer 信託主任	153	135	18	(13.3%)
Customer Service Representative – Phone Banking/ Call Centre 客戶服務代表—電話理財/電話服務中心	1 105	1 222	-117	(-9.6%)
Accounting Officer 會計主任	2 253	1 940	313	(16.1%)
Computer Operations Officer 電腦運作主任	1 384	1 321	63	(4.8%)
Programmer/Technology Officer 程式員/科技主任	2 288	2 399	-111	(-4.6%)
Systems Analyst 系統分析員	1 308	1 371	-63	(-4.6%)
Human Resources Officer 人力資源主任	930	791	139	(17.6%)
Training Officer/Instructor 訓練主任/導師	115	129	-14	(-10.9%)
Compliance Officer Compliance/Anti-Money Laundering Officer 合規主任 合規/反洗黑錢主任	1 436	1 197	239	(20.0%)
Internal Audit Officer 內部稽核主任	703	774	-71	(-9.2%)
Officer – Organisation/Productivity/Quality/ Re-engineering 主任-組織/生產力/質素/工效優化	208	206	2	(1.0%)
Sales Officer – Insurance Products 銷售主任—保險產品	n/a	161	n/a	n/a
Credit Information Officer 信貸資料主任	n/a	273	n/a	n/a
Other Supervisor 其他主管	7 747	6 577	1 170	(17.8%)
<b>Sub-total 小計</b>	<b>65 053</b>	<b>61 170</b>	<b>3 883</b>	<b>(6.3%)</b>

Job Title 職稱	No. of Employees in January 2017 二〇一七年 一月之 僱員人數	No. of Employees in January 2015 二〇一五年 一月之 僱員人數	Manpower Change (%) 人力轉變 (百分比)	
<b>CLERICAL LEVEL 文員級</b>				
Clerk 文員	13 736	12 933	803	(6.2%)
Securities and Futures Assistant Dealing Assistant 證券及期貨助理 交易助理	4 115	4 106	9	(0.2%)
Cashier 出納員	965	1 027	-62	(-6.0%)
Receptionist/Greeter 接待員／電話操作員	651	713	-62	(-8.7%)
Trade Finance Operations Checker 貿易融資運作核對員	766	779	-13	(-1.7%)
Telemarketing Representative 電話市場推廣代表	763	902	-139	(-15.4%)
Teller 櫃檯員	11 090	11 208	-118	(-1.1%)
Accounting Clerk 會計文員	2 214	2 374	-160	(-6.7%)
Computer Operator 電腦操作員	1 218	1 352	-134	(-9.9%)
Other Clerical Staff 其他文員	5 418	5 363	55	(1.0%)
<b>Sub-total 小 計</b>	<b>40 936</b>	<b>40 757</b>	<b>179</b>	<b>(0.4%)</b>
<b>OTHERS 其他</b>				
Other Supporting Staff 其他輔助員工	6 672	7 547	-875	(-11.6%)
<b>Sub-total 小 計</b>	<b>6 672</b>	<b>7 547</b>	<b>-875</b>	<b>(-11.6%)</b>
<b>Grand-total 總 計</b>	<b>160 660</b>	<b>151 317</b>	<b>9 343</b>	<b>(6.2%)</b>

## **Labour Market Analysis Method for Manpower Projection**

### Methodology

The Labour Market Analysis (LMA) approach first examines a group of key statistical data collected by a reliable and independent authority that reflect important changes in the local economy, demography and labour market. It then selects some of the data as independent variables and builds a statistical model that can be used to project manpower demand in the economic sector under study. In other words, the model makes use of some relevant and reliable economic indicators to project manpower demand in the short and medium term.

2. The LMA approach has been applied to manpower projection for banking and finance industry since 2004 (except in 2009 due to uncertainty in financial market's operations after financial tsunami). In this round of survey, statistical modeling is applied to banking and finance industry for the coming five years.

3. The building of a statistical model comprises two main steps. The first step is called 'Diagnostic' when two sets of statistical data are tested to select independent variables as determinants. Set I comprises nine core statistics in the National Accounts (e.g. Gross Domestic Products (GDP) and its components) of Hong Kong. These statistics provide information about our key economic activities. Set II comprises 42 forty-two economic indicators with more disaggregate information about various economic sectors. Such information includes consumption, investment, trade, tourism, property and related activities, and information about the labour market, etc. From these two data sets, some determinants can be found. To minimize Types I & II and other errors, these determinants are statistically tested for multi-collinearity before they are grouped into Principal Components (PCs). The second step of statistical modeling is called "Prognostic" because the PCs found in the first step are used to build the statistical model for manpower projection.

### Manpower Projection for Banking and Finance Industry

4. For banking and finance industry, five determinants below have been identified and grouped into PCs.

- 1) Composite Consumer Price Index [CCPI]
- 2) Property Price Index [PPI]
- 3) Re-Export of Goods in Value Index [VREX]
- 4) Retails Sales in Value Index [RSVA]
- 5) Total Loans and Advance [LA]

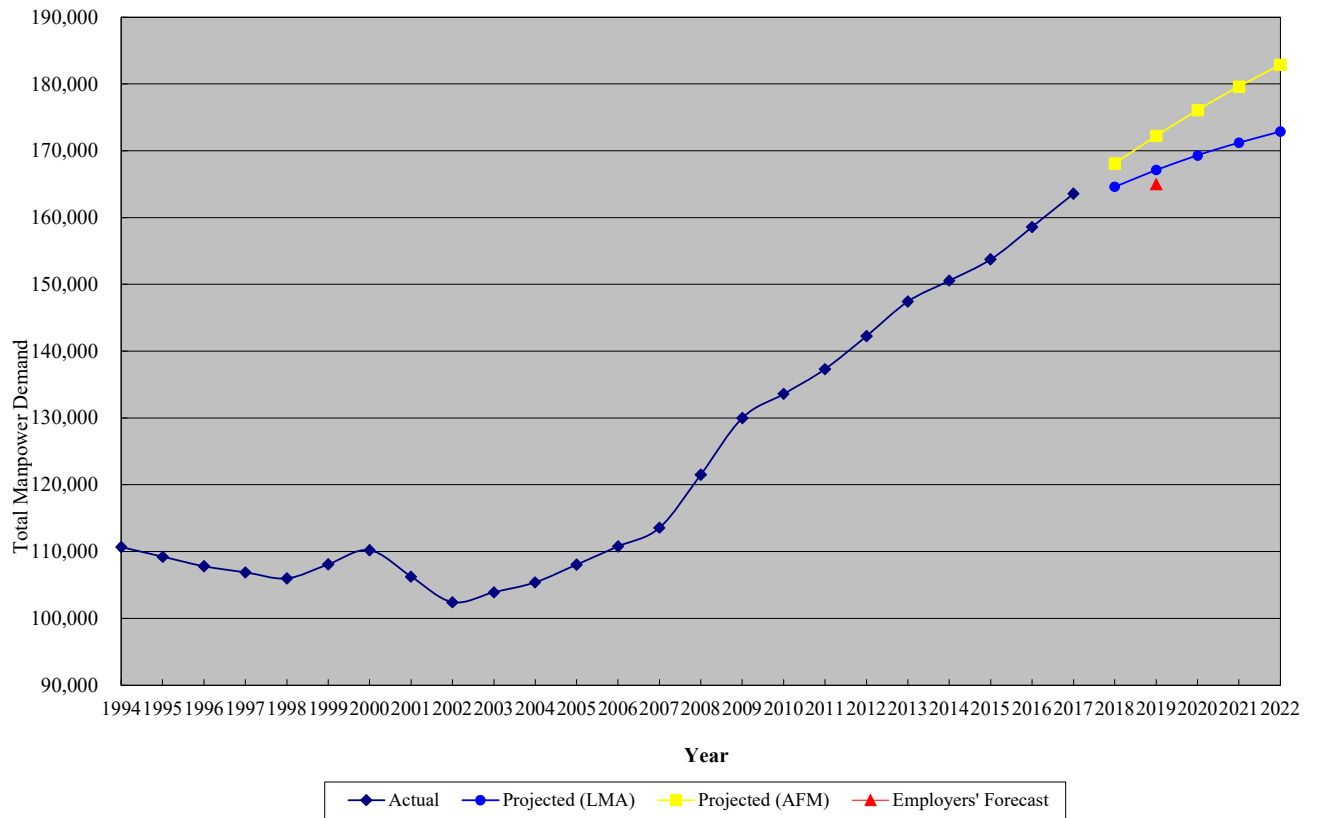
5. At the “Diagnostic” step, Principal Component Analysis (PCA) is used to group these determinants into Principal Components (PCs). It is found that about 91% of the total variation can be explained by these PCs and thus they can be safely used to project the manpower requirements in the near future. In the second “Prognostic” step, Principal Component Regression (PCR) is applied to build the statistical model. The model indicates that there is a strong positive correlation between the actual manpower data and the PCs. The adjusted R-square worked out to be 0.95, indicating that about 95% of the variation of the manpower requirements can be explained by the model.

6. The manpower demand for banking and finance industry in 2018-2022 is projected using three methods, namely Labour Market Analysis (LMA), Adaptive Filtering Method (AFM) and Employers’ Forecast (EF). A summary table is provided as below.

Table 1: Summary of Manpower Projections by LMA, AFM and EF.

Year	Manpower Demand	Projected (LMA)	Projected (AFM)	Projected (EF)
2017	163 595			
2018		164 599 (+0.6%*)	168 068 (+2.7%*)	
2019		167 111 (+1.5%**)	172 225 (+2.5%**)	165 011 (+0.9%*)
2020		169 301 (+1.3%**)	176 068 (+2.2%**)	
2021		171 208 (+1.1%**)	179 612 (+2.0%**)	
2022		172 864 (+1.0%**)	182 873 (+1.8%**)	
<p>* as percentage change vs manpower demand in 2017  ** as percentage change vs projected manpower in previous year</p> <p>LMA: Labour Market Analysis  AFM: Adaptive Filtering Method  EF: Employers’ Forecast at the date of the survey</p>				

Figure 1: Summary of Manpower Projection by LMA, AFM and EF.



7. Both LMA and AFM methods show an increasing manpower trend for 2018-2022. The LMA approach has the advantage of objectivity and allows interim manpower projection updates when economic indicators become available, whereas the AFM approach is based on historical pattern in manpower series to extrapolate the future assuming all other variables remain unchanged. Finally, EF, which is based on personal guess and industry experience of the respondents, predicts a negligible growth in 2019.