

Education Bureau Circular No. 9/2009

From : Secretary for Education

Ref. : EMB(NET ADM)/ENET/1/3

Date : 21 July 2009

To : Supervisors/Heads of all aided secondary schools, caput schools, special schools with a secondary section

c.c. : Supervisors/Heads of all private secondary schools/DSS schools, Heads of Sections/Government secondary schools

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools

Payment of Fringe Benefits

SUMMARY

This circular aims to update the details on how to assess the eligibility of the Native-speaking English Teachers (NETs), in particular for those joining the NET Scheme for the first time and for NETs with changes in his/her personal or family particulars which might affect the entitlement, for the fringe benefits provided under the Enhanced NET Scheme in Secondary Schools and the procedure of processing the applications for such benefits. This circular supersedes the Education and Manpower Bureau Circular Memorandum No. 198/2004 dated 14 September 2004 on the same subject.

DETAILS

Certification for 'normal place of residence'

2. NETs are entitled to passages, baggage allowance, special allowance and medical allowance provided under the Enhanced NET Scheme only if their normal place of residence is outside Hong Kong. For a NET to establish that his/her normal place of residence is outside Hong Kong, he/she should satisfy the following criteria:

- (i) possessing permanent resident status in a country/place outside Hong Kong; and
- (ii) his/her social ties being outside Hong Kong.

3. In this connection, the NETs are required to complete and submit NET-Form A to their schools for consideration. The NET is required to provide supplementary information by completing NET-Form A (Annex). The school should send the completed NET-Form A and NET-Form A (Annex), attached with relevant supporting documents, to the Secretary for Education for consideration.

4. Once a NET's normal place of residence is established to be outside Hong Kong and his/her eligibility for the fringe benefits under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools is certified, the NET should continue to be eligible for the fringe benefits when re-appointed under these Schemes in the same or another public sector school without break of service, unless there are changes in his/her personal or family particulars which might affect the entitlement.

Prevention of double benefits

5. When certifying the eligibility of a NET for the fringe benefits, schools should note that the NET is required to declare that he/she or his/her spouse is not receiving any similar benefits. A NET will not be eligible for the Special Allowance if he/she or his/her spouse is already receiving the same allowance or any other housing benefits from his/her own employer. Similarly, a NET will not be eligible for passages, baggage and medical allowance if he/she or his/her spouse is provided with similar benefits by his/her employer. All NETs receiving fringe benefits under the Enhanced NET Scheme should be required to report changes of marital status and family particulars, which may affect their entitlement, to the schools. Schools should then re-assess the NETs' eligibility for the fringe benefits.

Applications

6. The following standard application forms are attached for use of the NETs in secondary schools:

- NET-Form A - Declaration on Normal Place of Residence
- NET-Form B - Application for Special Allowance
- NET-Form C - Application for Reimbursement of Passages/Baggage Allowance
- NET-Form D - Application for Reimbursement of Medical Insurance Premium Payment
- NET-Form E - Application for Advance of Salary

Completed application forms A - E should be certified by the schools and forwarded directly to the NET Administration Team of the Education Bureau for processing. All receipts/invoices/used air tickets in support of the applications should be kept in the schools and made available for inspection as and when necessary.

ENQUIRY

7. For enquiry, please contact your Senior School Development Officer.

Sheridan LEE
for Secretary for Education

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Declaration on Normal Place of Residence**

'√' the appropriate boxes

* Delete if not applicable

Notes for schools:

1. For a NET to establish that his/her normal place of residence is outside Hong Kong, he/she should satisfy **the** criteria as set out in Part I below.
2. The school should complete Part II. The completed NET-Form A and NET-Form A (Annex) and the supporting documents listed in the attached checklist should be sent to the Secretary for Education for consideration.

PART I (for completion by the NET)

To : Supervisor/ Principal, _____
(School)

1. I declare that :

- (i) I possess permanent resident status in _____ (Name of country); and.
- (ii) my social ties are outside Hong Kong.
[Supplementary information in support of my claim is provided in NET-Form A (Annex) and supporting documents are attached]
- (iii) I have resided outside Hong Kong continuously for at least 5 years immediately before taking up an appointment under the NET Scheme in a secondary school in Hong Kong (if applicable).
- In support of the above claim of my normal place of residence outside Hong Kong, supplementary information is provided in NET-Form A (Annex) and supporting documents are attached.

2. I declare that my spouse is / is not * employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools. If the answer is in the affirmative, please provide the employment details of your spouse who is appointed by the school(s) in Hong Kong as specified below:

Name of my spouse _____
Name of School(s) _____
Actual Contract Period _____ to _____

3. I declare that the above information is correct. I understand that if I give any false or incorrect information, I shall render myself liable to disciplinary/legal proceedings and disqualification from receiving the fringe benefits provided under the Enhanced NET Scheme in Secondary Schools.

Signature of NET _____ Date _____
Name of NET _____

PART II (for completion by the school)

To: Secretary for Education
 [Attn: Education Officer (NET Administration)]
 Room 1321, 13/F, Wu Chung House
 213 Queen's Road East
 Wanchai, Hong Kong

1. I certify that the NET is appointed under the Enhanced NET Scheme in my school from _____ to _____.
2. I have checked that the NET has:
 - (i) completed NET-Form A (Annex); and
 - (ii) submitted the required supporting documents as listed in the attached checklist.
3. I have checked the documents provided by the NET in support of his/her declaration in Part I above and found the information correct. It is considered that:
 - the NET's normal place of residence is outside Hong Kong. He/She is eligible to apply for the fringe benefits provided under the NET Scheme in Secondary Schools for appointees whose normal place of residence is outside Hong Kong.
 - the NET's normal place of residence is not outside Hong Kong. He/She is therefore not eligible for the fringe benefits provided under the NET Scheme in Secondary Schools for appointees whose normal place of residence is outside Hong Kong.
4. The application and relevant documents in support of the NET's application are forwarded herewith for your consideration.

Signature of Supervisor/Principal _____ Date _____
 Name of Supervisor/Principal _____
 Name of School _____
 School Address _____
 _____ Fax no. _____
 Contact person for enquiry Mr/Mrs/Ms* _____ Tel. no. _____

* Delete if not applicable

PART III (for completion by the NET Administration Team, Education Bureau)

To: Supervisor/Principal of _____ (school)

Re: _____(Name of NET)

There is no objection to the NET's claim that his/her normal place of residence is outside Hong Kong. He/She is eligible to apply for the fringe benefits provided under the Enhanced NET Scheme for the appointees whose normal place of residence is outside Hong Kong. Please advise the NET to apply for the allowances by completing the relevant standard application forms.

It is considered that the NET's normal place of residence is **not** outside Hong Kong. He/She is therefore **not** eligible for the fringe benefits provided under the Enhanced NET Scheme for appointees whose normal place of residence is outside Hong Kong.

Signature _____

Name _____

Designation _____

Date _____

Tel. no. _____

c.c. : SSDO() - for information
Recurrent Subventions Section/Funds Section-for records

✓ *the appropriate boxes*

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Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Declaration on Normal Place of Residence
Supplementary Information

* Delete where appropriate

1. Name of applicant Mr/Mrs/Ms*
2. Place of birth _____ 3. Nationality/Nationalities held _____
4. Holder of Hong Kong Permanent Identity Card _____ Yes/No *

5. Name of spouse Mr/Mrs/Ms*
- Place of birth _____ Nationality/Nationalities held _____
- Holder of Hong Kong Permanent Identity Card _____ Yes/No *

6. Residence **outside Hong Kong** since birth (in chronological order) (periods of excursion visits should be excluded)

From	To	Place of residence	Purpose
Date of Birth			

7. Period(s) of Residence **in Hong Kong**:

From	To	Purpose (Pl. provide the name of employer in case of employment)

8. Particulars of children

Name	Age	Place of birth

9. Details of house(s), flat(s) or business owned, in Hong Kong or overseas, including address (documentary evidence of ownership must be produced)

(a)
(b)

10. Name of your father _____
- His place of birth _____ His nationality _____
- His present address _____

11. Name of your mother _____
- Her place of birth _____ Her nationality _____

Her present address _____

12. Details of parents' employment in Hong Kong, if any

	From	To	Name and address of firm
Father			
Mother			

13. Name of spouse's father _____
 His place of birth _____ His nationality _____
 His present address _____

14. Name of spouse's mother _____
 Her place of birth _____ Her nationality _____
 Her present address _____

15. Particulars of brothers/sisters:

Name	Place of birth	Present address

16. Particulars of close relatives residing in Hong Kong:

Name	Relationship with you

17. If members of your family (e.g. parents, brothers, sisters) have emigrated overseas, please give details (documentary evidence must be produced, if required):

Relationship with you	Date of emigration	Country

18. Where do you consider is your normal place of residence? (please give reasons if your normal place of residence is outside Hong Kong):

19. If you consider that your normal place of residence is outside Hong Kong, please give reasons for coming to Hong Kong:

20. If you consider your social ties are in places other than Hong Kong, please give reasons:

21. If you are employed on terms which do not provide for your periodically visiting or revisiting your normal place of residence, do you consider that such employment represents a material degree of dislocation or uprooting from the environment to which you belong? If the answer is in the affirmative, please give reasons:

22. If you wish to provide further information about yourself and your family, please use the space below:

23. I understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to dismissal if I have been appointed to the post under the Enhanced NET Scheme.

Signature

Name

(in block letters)

Date

Checklist of supporting documents required

(To be completed by NET and checked by school)

- Certified copy of passport or relevant documents to verify nationality of the NET, with relevant pages showing condition of stay in Hong Kong
- Certified copy of passport or relevant documents to verify nationality of the NET's spouse, with relevant pages showing condition of stay in Hong Kong
- Certified copies of documentary evidence to prove the NET's residence outside Hong Kong as stated in paragraph 6 of this form, including:
 - birth certificate
 - degree transcripts
 - reference letters from schools/colleges
 - reference letters/certificates of service from previous employers
 - employment records
 - tenancy agreement
 - rates/electricity bills
 - others (Please specify _____)
- Documentary evidence of ownership of house(s), flat(s) or business in Hong Kong or overseas as stated in paragraph 9 of this form

- '✓' the appropriate boxes

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**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Application for Special Allowance**

PART I (for completion by the NET)

To : Supervisor/ Principal _____ (School)

1. I declare that my spouse is / is not * employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools. If the answer is in the affirmative, please provide the employment details of your spouse who is appointed by the school(s) in Hong Kong as specified below:
 - (i) Name of my spouse: _____
 - (ii) Name of school(s) : _____
 - (iii) Actual Contract period: _____ to _____
2. I hereby apply for Special Allowance for Native-speaking English Teachers employed under the Enhanced NET Scheme, the conditions for the provision of which I HAVE READ AND FULLY UNDERSTOOD.
3. I declare that I/and my spouse have not already received and is not receiving a Special Allowance under the Enhanced NET Scheme or any other financial assistance/ allowance/benefits from the Government of the Hong Kong Special Administrative Region or other sources to rent or acquire accommodation in Hong Kong. I undertake to inform you and to cease drawing the Special Allowance immediately once my spouse begins to receive such financial assistance/ allowance/benefits.
4. I agree to abide by the provisions of the Special Allowance for Native-speaking English Teachers employed under the Enhanced NET Scheme.
5. I undertake to report to the school any changes of my marital status and family particulars that might affect my entitlement to the Special Allowance.

Signature of NET _____ Date _____

Name of NET _____

* *Delete if not applicable*

PART II (for completion by aided schools / special schools with secondary section only)

To : Secretary for Education
[Attn: Education Officer (NET Administration)]
Room 1321, 13/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

1. I certify that the applicant is:
 - (a) appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in my school from _____ to _____; *[and (for renewed contract) previously from _____ to _____]; and
 - (b) eligible for the grant of Special Allowance in the amount of (HK\$ _____) each month as specified in the NET's contract with effect from _____.
2. I should be grateful if you would arrange payment.

Signature of Supervisor/ Principal _____ Date _____
Name of Supervisor/ Principal _____
Name of School _____
School Address _____
_____ Fax no. _____
Contact person for enquiry Mr/Mrs/Ms* _____ Tel. no. _____

Part III (for completion and retention by caput schools)

1. I certify that the applicant is appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in my school from _____ to _____. *[and (for renewed contract) previously from _____ to _____]; and
2. The grant of Special Allowance to the NET in the amount of (HK\$ _____) each month as specified in the NET's contract with effect from _____ is approved.

Signature of Supervisor/ Principal _____ Date _____
Name of Supervisor/ Principal _____
Name of School _____

* Delete if not applicable

Part IV (for completion by the NET Administration Team, Education Bureau)

I confirm that **(Full Name of the NET)** _____ has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the Special Allowance.

Signature: _____

Name: _____

Post : _____

Date: _____

EO(NET Adm) / AEO(NET Adm)

Part V (for completion by the Funds Section, Finance Division, Education Bureau)

<i>Received on</i>	<i>Input Prepared by</i>	<i>Date</i>	<i>Checked by</i>	<i>Date</i>

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**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Application for Reimbursement of Passage/Baggage Allowance**

'✓' the appropriate boxes

* Delete if not applicable

Note:

- If the applicant is entitled only for **single** passage(s) but bought ticket(s) for **return** passage(s) (whether by direct or indirect route), the amount to be reimbursed is 50% of the airfare or the quoted price of a single economy class air passage obtained by the school, whichever is the less.
- The exchange rate to be used for the purpose of reimbursement is the mid-market rate as at the first working day of the month in which the passage begins. For seeking reimbursement before the homeward travel, the mid-market rate as at the first working day of the month in which the claim is submitted would be used.

PART I (for completion by the NET)

To : Supervisor/Principal, _____ (School)

1. I hereby apply for reimbursement of passage allowance reimbursement of baggage allowance

for:	Name in full	Date of commencement of journey	Date of completion of journey
(a) myself			
(b) my spouse			
(c) child(ren) detailed below (for child(ren) who are unmarried and under the age of 18)			
	Name in full	Date of birth	Date of commencement of journey

2. Destination declared for this application : From _____ to _____.
3. Air passage taken/to be taken and amount claimed:

	Single/return passage	Direct/indirect route	Actual expenses** (Pl. specify currency)	Amount claimed # (Pl. specify currency)
for (a) myself	single/return *	direct/indirect *		
(b) my spouse	single/return *	direct/indirect *		
(c) child(ren)	single/return *	direct/indirect *		
	single/return *	direct/indirect *		
	single/return *	direct/indirect *		
TOTAL				

** *The actual expenses are the actual costs of the air tickets including airport tax as shown on the receipt, net of any other expenses such as accommodation.*

If the applicant is entitled only for single passage(s) but bought return ticket(s), the amount claimed should be 50% of the airfare.

4. Submitted herewith are:-

- receipts and used air tickets / boarding pass for reimbursement of air fares as shown in para. 3 above.
- receipts/invoice of my baggage expenses at a total of _____ (pl. specify currency).

5. I declare that my spouse is / is not * employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools. If the answer is in the affirmative, please provide the employment details of your spouse who is appointed by the school(s) in Hong Kong as specified below:

Name of my spouse _____

Name of School _____

Actual Contract Period _____

to _____

6. I declare that I and my family members are eligible for the passage/baggage* allowance claimed and that I and my family are not receiving any double passage/baggage* benefit arising from my employment with the school and my spouse's employment. I undertake to notify the school at once should there be any subsequent change to this information.

Signature of NET _____

Date _____

Name of NET _____

Part II (for completion by aided schools / special schools with secondary section only)

To : Secretary for Education
 [Attn: Education Officer (NET Administration)]
 Room 1321, 13/F, Wu Chung House
 213 Queen's Road East
 Wanchai, Hong Kong

1. I certify that the applicant is:
- (a) appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in my school from _____ to _____ *[and (for renewed contract) previously from _____ to _____] ; and
- (b) eligible for the grant of the following:
- passage allowance [please complete para. 2 below]
- baggage allowance for coming to Hong Kong for the first NET contract [please complete para. 3 below]
- baggage allowance for returning home after completion of the last NET contract [please complete para. 4 below]
2. (a) Details of the passage(s) and amount of allowance claimed as shown in Part I para. 3 above have been checked and found: correct.
 incorrect and amended in red.
- (b) Quotation obtained by the school:
 Name of Airline: _____
 Quoted price of a single/return* economy class air passage by direct route: HK\$ _____
- (c) Amount of passage allowance approved:

	Passage entitled	Amount approved @ (Pl. specify currency)
Teacher	single/return *	
Teacher's spouse	single/return *	
Teacher's children	single/return *	
	single/return *	
	single/return *	
TOTAL		

@ The amount approved should be the amount claimed by the applicant in Part I para. 3 which has been checked and duly corrected by school, or the quoted price shown in 2(b) above, whichever is the less.

3. I certify that the applicant is entitled to an outward baggage allowance for coming to Hong Kong at the single/married* rate. The amount to be reimbursed is HK\$_____.
4. I certify that the applicant is entitled to a homeward baggage allowance at the single/married* rate. The amount to be reimbursed is HK\$_____.

* Delete if not applicable

5. **I certify that relevant receipt(s) / invoice(s) / used air ticket(s) / boarding pass have been sighted by me and are kept in the school for record purpose.** I should be grateful if you would arrange payment.

Signature of Supervisor/Principal _____ Date _____

Name of Supervisor/Principal _____

Name of School _____

School Address _____

Fax no. _____

Contact person for enquiry Mr/Mrs/Ms* _____ Tel. no. _____

Part III (for completion and retention by caput schools)

1. The grant of the following is approved:
- passage allowance [please complete para. 2 below]
 - baggage allowance for coming to Hong Kong for the first NET contract [please complete para. 3 below]
 - baggage allowance for returning home after completion of the last NET contract [please complete para. 4 below]

2. (a) Details of the passage(s) and amount of allowance claimed as shown in Part I para. 3 above have been checked and found: correct.
 incorrect and amended in red.

(b) Quotation obtained by the school:
 Name of Airline: _____
 Quoted price of a single/return* economy class air passage by direct route: HK\$ _____

(c) Amount of passage allowance approved:

	Passage entitled	Amount approved @ (Pl. specify currency)
Teacher	single/return *	
Teacher's spouse	single/return *	
Teacher's children	single/return *	
	single/return *	
	single/return *	
TOTAL		

@ The amount approved should be the amount claimed by the applicant in Part I para. 3 which has been checked and duly corrected by school, or the quoted price shown in 2(b) above, whichever is the less.

3. I certify that the applicant is entitled to an outward baggage allowance for coming to Hong Kong at the single/married* rate. The amount to be reimbursed is HK\$_____.

4. I certify that the applicant is entitled to a homeward baggage allowance at the single/married* rate. The amount to be reimbursed is HK\$_____.

5. **I certify that relevant receipt(s) / invoice(s) / used air ticket(s) have been sighted by me and are kept in the school for record purpose.**

Signature of Supervisor/Principal _____ Date _____

Name of Supervisor/Principal _____

Name of School _____

'✓' the appropriate boxes * Delete if not applicable

Part IV (for completion by the NET Administration Team, Education Bureau)

I confirm that **(Full Name of the NET)** _____ has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the Passage/Baggage Allowance (please specify currency if not in Hong Kong Dollar) as follows:-.

(a) Passage Allowance:

(b) Outward Baggage Allowance:

(c) Homeward Baggage Allowance:

Signature: _____

Name: _____

Post : _____

Date: _____

EO(NET Adm) / AEO(NET Adm)

Part V (for completion by the Recurrent Subventions Section, Finance Division, Education Bureau)

<i>Received on</i>	<i>Input Prepared by</i>	<i>Date</i>	<i>Checked by</i>	<i>Date</i>

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**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Application for Reimbursement of Medical Insurance Premium Payment**

'√' the appropriate boxes * Delete if not applicable

PART I (for completion by the NET)

To: Supervisor/Principal, _____ (School)

1. I hereby apply for the reimbursement of medical insurance premium payment for myself / my family members* included in paragraph 3 below.

2. My family status is

- single
- single and accompanied by children
- married and accompanied by spouse and/or children
- married, unaccompanied by spouse and/or children

3. Details of the insurance policy:

(i) Name of the Insurance Company: _____

(ii) Details of family members in Hong Kong insured :

Name	Relationship	Date of Birth
	Husband/Wife	

(iii) Insured period**: From _____ to _____.

**** Note: If the coverage period of the insurance begins before or extends beyond the NET's contract period, reimbursement of the medical insurance premium will be made on a pro-rata basis, up to the maximum amount specified in the contract.** For example, if the insurance premium costing HK\$1,200 covers a period from 1.10.2008 to 30.9.2009 but the NET's contract expires on 1.9.2009, the amount to be reimbursed will be $HK\$1,200 \div 12 \times 11 = HK\$1,100$.

4. I attach herewith the receipt(s) of my medical insurance premium payment at a total of HK\$ _____.
(Please specify currency if not in Hong Kong Dollars)

5. I declare that my spouse is / is not * employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools. If the answer is in the affirmative, please provide the employment details of your spouse who is appointed by the school(s) in Hong Kong as specified below:

Name of my spouse _____
 Name of School _____
 Actual Contract Period _____ To _____

6. I declare that I and my family members included in this application are eligible for the medical allowance claimed and that I and my spouse are not receiving any double medical benefit arising from my employment with the school and my spouse's employment. I undertake to notify the school at once should there be any subsequent change to this information.

Signature of NET _____ Date _____
 Name of NET _____

Part II (for completion by aided schools / special schools with secondary section only)

To : Secretary for Education
[Attn: Education Officer (NET Administration)]
Room 1321, 13/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

1. I certify that the applicant is:
(a) appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in my school from _____ to _____. * [and (for renewed contract) previously from _____ to _____]; and

(b) eligible for reimbursement of medical insurance premium payment at the single / married * rate.
2. The grant of reimbursement of medical insurance premium payment for the period of _____ to _____ in the amount of HK\$ _____ is approved (please specify currency if not in HK Dollars). I should be grateful if you would arrange payment.
3. **I certify that relevant receipts have been sighted by me and are kept in the school for record purpose.**

Signature of Supervisor/Principal _____ Date _____
Name of Supervisor/Principal _____
Name of School _____
School Address _____
_____ Fax no. _____
Contact person for enquiry Mr/Mrs/Ms* _____ Tel. no. _____

Part III (for completion and retention by caput schools)

1. I certify that the applicant is appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in my school from _____ to _____. * [and (for renewed contract) previously from _____ to _____]; and
2. I confirm that the applicant is eligible for reimbursement of medical insurance premium payment at the single / married * rate.
3. The grant of reimbursement of medical insurance premium payment for the period of _____ to _____ in the amount of HK\$ _____ is approved (please specify currency if not in HK Dollars).
4. **I certify that relevant receipts have been sighted by me and are kept in the school for record purpose.**

Signature of Supervisor/Principal _____ Date _____
Name of Supervisor/Principal _____
Name of School _____

* *Delete if not applicable*

Part IV (for completion by the NET Administration Team, Education Bureau)

I confirm that **(Full Name of the NET)** _____ has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the reimbursement of Medical Insurance Premium in the amount of _____ (please specify if not in Hong Kong dollars).

Signature: _____
Name: _____
Post : EO(NET Adm) / AEO(NET Adm)
Date: _____

Part V (for completion by the Recurrent Subventions Section, Finance Division, Education Bureau)

<i>Received on</i>	<i>Input Prepared by</i>	<i>Date</i>	<i>Checked by</i>	<i>Date</i>

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**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Application for Advance of Salary**

PART I (for completion by the NET)

To : Supervisor/Principal, _____ (School)

1. I wish to apply for an advance of salary in the amount of HK\$ _____. My basic salary is HK\$ _____ per month.
2. I do hereby abide by the following conditions:
 - (a) that I agree to repay the advanced salary by six equal monthly instalments commencing from the month following that in which I receive the advance;
 - (b) that all the repayments shall be deducted from my monthly salaries; and
 - (c) that if for any reason, my employment ceases with the school, I undertake to pay immediately the sum outstanding which may be deducted by the school from any further sums due to me or to my estate and in the event that the deduction is insufficient to cover the repayment, I will repay the lump sum of the remaining outstanding amount immediately.

Signature of NET _____ Date _____
Name of NET _____

Part II (for completion by aided schools / special schools with secondary section only)

To : Secretary for Education
[Attn: Education Officer (NET Administration)]
Room 1321, 13/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

1. I certify that the applicant is
 - (i) employed in my school from _____ to _____; and
 - (ii) **on first appointment** as a Native-speaking English Teacher under the Enhanced NET Scheme.
2. The grant of a salary advance of HK\$ _____ is approved. I should be grateful if you would arrange payment.
3. Please recover the advance by six equal monthly instalments of HK\$ _____ each with effect from _____ (month/year).

Signature of Supervisor/ Principal _____ Date _____
Name of Supervisor/ Principal _____
Name of School _____
School Address _____
_____ Fax no. _____
Contact person for enquiry Mr/Mrs/Ms* _____ Tel. no. _____

* Delete if not applicable

Part III (for completion and retention by caput schools)

1. I certify that the applicant is:
 - (i) employed in my school from _____ to _____; and
 - (ii) **on first appointment** as a Native-speaking English Teacher under the Enhanced NET Scheme.

2. The grant of a salary advance of HK\$_____ is approved.

3. Repayment in six equal monthly instalments of HK\$ _____ each should be effected from _____ (month/year).

Signature of Supervisor/ Principal _____ Date _____
 Name of Supervisor/ Principal _____
 Name of School _____

Part IV (for completion by Funds Section, Finance Division, Education Bureau)

To : School Supervisor/ Principal

_____ (school)

1. Amount of salary advance payment: HK\$_____. Due Date: _____.

2. Repayment will be effected from _____ in 6 monthly instalments (i.e. _____ equal monthly instalments of HK\$_____ and the last instalment of HK\$_____).

Signature _____ Date _____
 Name _____ Designation _____

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NOTES FOR COMPLETING NET-FORMS A - E**COLLECTION OF PERSONAL DATA**

- (a) The personal data provided by means of the forms will be used for processing your application for fringe benefits under the Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools.
- (b) They may be disclosed to other Government Bureaux & Departments for the purpose mentioned in (a).
- (c) The provision of personal data by means of these forms is obligatory. If you do not provide sufficient information, the school and the Education Bureau may not be able to process matters relating to the above-mentioned application.
- (d) You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by these forms.
- (e) Enquiries concerning the personal data collected by means of these forms including the making of access and correction should be addressed to your school.