



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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NET Administration Team
SA & NET Administration Section
Education Bureau
Room 1321, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

8 June 2010

Dear Principal,

Native-speaking English Teacher (NET) Scheme in Primary Schools

As the close of the 2009/10 academic year is drawing near, I would like to take this opportunity to thank you for your support to the NET Scheme in Primary Schools and wish to bring your kind attention to some important issues regarding the NET of your school for the 2010/11 school year.

2. Starting from the 2009/10 school year, new NETs who have not served under the NET Schemes before are required to produce documentary evidence that they have/have not been found guilty of criminal offence (e.g. Certificate of No Criminal Conviction (CNCC)) from the countries/cities where they have resided before they take up this new appointment in Hong Kong. Eligible candidates who are not able to obtain the above-mentioned CNCC since they have been residing and are recruited in Hong Kong are required to obtain a certificate of statutory declaration from one of the District Offices of the Home Affairs Department certifying that they have not been found guilty of criminal offence before they could be appointed as NETs. Should the NET concerned be found wilfully providing any false information or withholding any information in this respect, this will render the NET disqualified for employment / liable for termination of employment even though the NET has already assumed duties in school. The above-mentioned requirements are designed to safeguard the interests of schools and students. A blank Declaration Form as well as a list of the addresses and telephone numbers of the District Offices are attached for your information or necessary action if your school opts to appoint the NET directly.

3. Also starting from the 2009/10 school year, newly recruited NETs in primary schools are required to possess a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at certificate level, or an equivalent course of study recognised by EDB (e.g. a Post-graduate Diploma in Education majoring in English) as a prerequisite requirement for appointment. Schools are reminded that for serving NETs in primary schools who will sign a new

contract with their schools/other schools in the 2010/11 school year, and those NETs whose contracts have not yet expired by the commencement of the 2010/11 school year, they are required to obtain the TEFL/TESL qualification at least at certificate level, or an equivalent course of study recognised by EDB within the contract period of their employment even if this should involve their own expenses and spare time. If a NET in public-sector primary school fails to obtain the qualification required within the specified time, the NET may not be re-employed upon completion of the contract.

4. NETs are entitled to passage, baggage allowance, special allowance and medical allowance provided under the NET Scheme in Primary Schools if their normal place of residence is outside Hong Kong. To determine a NET's 'normal place of residence', it is necessary to assess whether his/her social ties are outside Hong Kong. As such, all newly-appointed NETs are required to provide supplementary information by completing PNET-Form A (Annex) attached to the latest EDB Circular No. 8/2009 on Payment of Fringe Benefits. Schools should send the completed form, together with the attached relevant supporting documents, to the NET Administration Team for consideration. After a NET's 'normal place of residence' is established as outside Hong Kong, schools should send the relevant forms on application for payment of fringe benefits to the NET Administration Team for processing as soon as possible to avoid any delay of payments.

5. To facilitate your administrative arrangements, I am pleased to attach a task schedule to this letter for your reference and action in future.

6. If you have any enquiries on the Scheme, please contact Mr Royce Wong of the NET Administration Team on 2892 6495.

Yours sincerely,



(T W CHENG)
for Secretary for Education

Education Bureau
Native-speaking English Teacher (NET) Scheme in Primary Schools

Task Schedule for Primary Schools for the 2010/11 school year

No.	Date	Event	Action(s) by school	Action(s) by NET
1	20 April 2010	Issue of EDBCM No. 63/2010 on Appointment and Re-appointment of NETs for 2010/11 School Year		
2.	19 May 2010	Issue of EDBCM No. 80/2010 on Letter of Appointment	<p>(a) Fill in Form A in EDBCM No. 63/2010 and return it to the NET Administration Team on or before 6 May 2010.</p> <p>(b) Use the updated specimen letter of appointment and memorandum on the terms and conditions of service as reference to prepare a Contract for the NET;</p> <p>(c) Discuss the new contract with the NET;</p> <p>(d) Bring the CM to the attention of the NET.</p>	<p>(For serving NETs recruited by EDB on behalf of the school and whose contract will not be renewed upon expiry at the end of the 2009/10 school year): Fill in Form B in EDBCM No. 63/2010 and return it to the NET Administration Team on or before 6 May 2010.</p> <p>(For NETs recruited directly by schools): Fill in Form C in EDBCM No. 63/2010 and return it to the NET Administration Team.</p>
3.	June 2010	Issue of EDBCM No. 88/2010 on Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong	<p>(to be completed by the school when the NET has signed a new contract): Fill in Attachment C in the EDBCM No. 80/2010 on Letter of Appointment and return it to the NET Administration Team.</p> <p><u>Application for the Payment of Contract Gratuity</u> Send the completed Application Form for the Payment of Contract Gratuity to the District School Development Section of the respective Regional Education Office (REO) for processing.</p>	
4.	June-August 2010	Renewing contract with serving NET/Recruitment of new NET	<p>(For New NETs recruited directly by schools only): Ensure the NET (a) has possessed a TEFL/TESL qualification at least at certificate level; and (b) he/she could produce the Certificate of No Criminal Conviction (CNCC) or written proof of declaration from one of the District Offices of the Home Affairs Department.</p> <p><u>Teacher Registration</u> Submit application for teacher registration as soon as the appointment has been confirmed and prior to the NET's assumption of duty.</p>	

No.	Date	Event	Action(s) by school	Action(s) by NET
5.	August/September 2010	Apply for Payment of Fringe Benefits and Retention Incentive for the NETs	<p><u>Certification for 'normal place of residence' (for New NETs only):</u> Send the completed PNET-Form A and PNET-Form A (Annex) in EDBCM No. 8/2009 on Payment of Fringe Benefits, together with relevant supporting documents, to the NET Administration Team for consideration.</p> <p><u>Application for Special Allowance (for NETs whose 'normal place of residence' has been established as outside Hong Kong and who have renewed or signed a new contract):</u> Send the completed PNET-Form B in EDBCM No. 8/2009 on Payment of Fringe Benefits to the NET Administration Team for processing.</p> <p><u>Application for Reimbursement of Passage /Baggage Allowance (for NETs whose 'normal place of residence' has been established as outside Hong Kong):</u> Send the completed PNET-Form C in EDBCM No. 8/2009 on Payment of Fringe Benefits to the NET Administration Team for processing.</p> <p><u>Application for Reimbursement of Medical Insurance Premium (for NETs whose 'normal place of residence' has been established as outside Hong Kong):</u> Send the completed PNET-Form D in EDBCM No. 8/2009 on Payment of Fringe Benefits to the NET Administration Team for processing.</p> <p><u>Application for Retention Incentive (for serving NETs who already have completed at least two years of continuous service in the NET Scheme):</u> Send the completed application form in EDBC No. 2/2006 to the NET Administration Team for processing.</p>	<p><u>Certification for 'normal place of residence' (for New NETs only):</u> Fill in PNET-Form A (Annex) in EDBCM No. 8/2009 on Payment of Fringe Benefits and return it with supplementary information to school.</p> <p><u>Application for Special Allowance (for NETs whose 'normal place of residence' has been established as outside Hong Kong and who have renewed or signed a new contract):</u> Fill in PNET-Form B in EDBCM No. 8/2009 on Payment of Fringe Benefits and return it to school.</p> <p><u>Application for Reimbursement of Passage /Baggage Allowance (for NETs whose 'normal place of residence' has been established as outside Hong Kong):</u> Fill in PNET-Form C in EDBCM No. 8/2009 on Payment of Fringe Benefits and return it together with relevant receipt(s)/invoice(s)/used air ticket(s) to the school.</p> <p><u>Application for Reimbursement of Medical Insurance Premium (for NETs whose 'normal place of residence' has been established as outside Hong Kong):</u> Fill in PNET-Form D in EDBCM No. 8/2009 on Payment of Fringe Benefits and return it together with relevant receipts to the school.</p> <p><u>Application for Retention Incentive (for serving NETs who already have completed at least two years of continuous service in the NET Scheme):</u> Fill in the application form in EDBC No. 2/2006 and return it to the school.</p>
6.	Sept 2010	Induction Programme for New NETs	(For New NETs only): Inform the NET to attend the Induction Programme.	(For New NETs only): Attend the Induction Programme as advised.

Enquiry Number of Central Telephone Enquiry Center (CTEC) and Addresses and Telephone Numbers of Public Enquiry Service Centers (PESCs)

Public Enquiry Service Centers	Addresses	Telephone No.	Office Hours Monday - Friday
Central Telephone Enquiry Center	Home Affairs Department	2835 2500	9:00 am - 7:00 pm
Central & Western	Unit 5, G/F., The Center, 99 Queen's Road Central, Hong Kong.	2189 2819	9:00 am - 7:00 pm
Eastern	G/F., Eastern Law Courts Building, 29 Tai on Street, Sai Wan Ho, Hong Kong.	2886 6531	9:00 am - 7:00 pm
Southern	G/F., Ocean Court 3 Aberdeen Praya Road, Aberdeen, Hong Kong.	2814 5720	9:00 am - 7:00 pm
Wan Chai	G/F., 2 O'Brien Road, Wan Chai, Hong Kong.	2575 2477	9:00 am - 7:00 pm
Kowloon City	Room 1707, 17/F., One Harbourfront, 18 - 22 Tak Fung Street, Hung Hom, Kowloon.	2621 3401	9:00 am - 7:00 pm
Kwun Tong	Lower G/F., Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong, Kowloon.	2342 3431	9:00 am - 7:00 pm
Sham Shui Po	G/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon.	2728 0781	9:00 am - 7:00 pm
Wong Tai Sin	Unit 201, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.	2322 9701	9:00 am - 7:00 pm
Yau Tsim Mong	G/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	2399 2111	9:00 am - 7:00 pm
Cheung Chau (Islands)	G/F., 22 San Hing Street, Cheung Chau.	2981 1060	8:45 am - 6:45 pm
Mui Wo (Islands)	G/F., Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau Island.	2984 7231	Every Monday, Wednesday & Friday 9:00 am - 6:00 pm
Tung Chung (Islands)	1/F., Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island.	2109 4953	9:00 am - 7:00 pm

Kwai Tsing	2/F., Kwai Hing Government Offices Building, 166 - 174 Hing Fong Road, Kwai Chung, N.T.	2425 4602	9:00 am - 7:00 pm
North	G/F., North District Government Offices, 3 Pik Fung Road, Fanling, N.T.	2683 2913	9:00 am - 7:00 pm
Tseung Kwan O (Sai Kung)	1/F., King Lam Neighbourhood Community Center, King Lam Estate, Tseung Kwan O, N.T.	2701 3218	9:00 am - 7:00 pm
Sha Tin	G/F., Sha Tin Government Offices 1 Sheung Wo Che Road, Sha Tin, N.T.	2606 5456	9:00 am - 7:00 pm
Tai Po	G/F., Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po, N.T.	2654 1262	9:00 am - 7:00 pm
Tsuen Wan	1/F., Tsuen Wan Multi-storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan, N.T.	2492 5096	9:00 am - 7:00 pm
Tuen Mun	2/F., Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, N.T.	2451 1151	9:00 am - 7:00 pm
Yuen Long	G/F., Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, N.T.	2474 0324	9:00 am - 7:00 pm