

**NET Scheme in Primary Schools**  
**Notes for Applications for Payment of Contract Gratuity, Fringe Benefits and Retention Incentive**

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
Application for the Payment of Contract Gratuity	May – August prior to the expiry of the Contract		<ul style="list-style-type: none"> <li>• Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 4/2012 on “Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong” to the Finance Division of EDB via the respective SSDO, <b>at least 4 weeks before the expected date of payment.</b></li> <li>• <b>First Payment</b> – Payable to NET not earlier than 4 clear working days before the commencement of the summer vacation prior to the expiry of the contract.</li> <li>• <b>Second Payment</b> - Payable to NET not earlier than 4 clear working days before the expiry of the contract.</li> </ul>
Application for Fringe Benefits - Special Allowance	August – September after commencement / prior to expiry of the Contract	<p><b>Both NETs and schools should refer to EDBC No. 8/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under Native-Speaking English Teacher (NET) Scheme in Primary Schools for the arrangement for claiming of allowances.</b></p> <p><b>I. For New NETs <u>only</u></b></p> <p><u>Certification for normal place of residence</u></p> <p>Fill in PNET-Form A [revised 8/2022] and PNET-Form A (Annex) [revised 8/2022] in EDBC No. 8/2009 and submit it with supplementary information/evidence to the school.</p>	<p><b>I. For New NETs <u>only</u></b></p> <p><u>Certification for normal place of residence</u></p> <p>Send the completed PNET-Form A [revised 8/2022] and PNET-Form A (Annex) [revised 8/2022] in EDBC No. 8/2009, together with relevant supporting documents, to NET Administration Team.</p>

\* Late application will not be considered

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
		<p><b>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></b></p> <p>1) <u>Fill in PNET-Form A [revised 8/2022] each school year</u></p> <p>2) <u>Application for Special Allowance (for each contract)</u> Fill in PNET-Form B [revised 8/2022] in EDBC No. 8/2009 and submit it to the school.</p>	<p><b>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></b></p> <p>Send the completed PNET-Form A [revised 8/2022] to NET Administration Team.</p> <p>Endorse NETs' application for the allowance(s) and send the completed PNET-Form B [revised 8/2022]/ PNET-Form C [revised 8/2022]/ PNET-Form D [revised 8/2022] to NET Administration Team.</p>
- Passage/Baggage Allowance	July – September of the respective school year	<p>3) <u>Application for Reimbursement of Passage /Baggage Allowance (upon commencement of a contract/satisfactory completion of a contract)</u></p> <p>Fill in PNET-Form C [revised 8/2022] in EDBC No. 8/2009 and submit it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</p>	
- Medical Allowance	Before the end of the respective school year	<p>4) <u>Application for Reimbursement of Medical Insurance Premium (for each school year)</u></p> <p>Fill in PNET-Form D [revised 8/2022] in EDBC No. 8/2009 and submit it together with relevant receipts to the school. Only one application should be submitted per each school year.</p>	

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
Application for Retention Incentive (RI)	June – September of the respective school year	<ul style="list-style-type: none"> <li>• Eligible NETs are required to apply for RI <b>each school year</b> through their schools.</li> <li>• Submit the completed application form in EDBC No. 2/2013 on “Retention Incentive for Native-speaking English Teacher (NETs) under Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools” for the forthcoming school year to NET Administration Team via their respective schools <b>before leaving for summer vacation.</b></li> <li>• Submit the completed application forms to the <b>new schools instead</b> if NETs are going to change schools in the coming school year.</li> </ul>	<ul style="list-style-type: none"> <li>• Endorse NETs’ application for RI and submit the completed form to NET Administration Team.</li> </ul>