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

<table>
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<th>Time Frame</th>
<th>Action(s) by NETs</th>
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| Application for the Payment of Contract Gratuity | May - August | | • 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 the EDB via the respective SSDO, **at least 4 weeks before the expected date of payment**.  
• **First Payment** – Payable to the NET not earlier than 4 clear working days before the commencement of the summer vacation prior to the expiry of the contract.  
• **Second Payment** - Payable to the NET not earlier than 4 clear working days before the expiry of the contract. |
| Application for Fringe Benefits  
- Special Allowance  
- Passage/Baggage Allowance | August - September | 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 the Native-Speaking English Teacher (NET) Scheme in Primary Schools for the arrangement on claiming of allowances. |  
I. **For New NETs only**  
Certification for normal place of residence  
Fill in PNET-Form A (Annex) in EDBC No. 8/2009 and submit it with supplementary information/evidence to the school.  
II. **For new NETs and serving NETs on signing/renewing a contract whose normal place of residence has been established as outside Hong Kong**  
1) Application for Special Allowance (for each contract)  
I. **For New NETs only**  
Certification for normal place of residence  
Send the completed PNET-Form A and PNET-Form A (Annex) in EDBC No. 8/2009, together with relevant supporting documents, to the NET Administration Team.  
II. **For new NETs and serving NETs on signing/renewing a contract whose normal place of residence has been established as outside Hong Kong** |
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<td>- Medical Allowance</td>
<td>Before the end of the respective school year</td>
<td>Fill in PNET-Form D in EDBC No. 8/2009 and submit it together with relevant receipts to the school.</td>
<td>Endorse the NETs’ application for the allowance(s) and send the completed PNET-Form B/ PNET-Form C/ PNET-Form D to the NET Administration Team.</td>
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| Application for Retention Incentive (RI) | June - September | • Eligible NETs are required to apply for RI each school year through their schools.  
• Submit the completed application form in EDBC No. 2/2013 on “Retention Incentive for Native-speaking English Teacher (NETs) under the Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools” for the forthcoming school year to the NET Administration Team via their respective schools before leaving for summer vacation.  
• Submit the completed application forms to the new schools instead if NETs are going to change schools in the coming school year. | • Endorse the NETs’ application for RI and submit the completed form to the NET Administration Team. |