

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

Time Frame	Relevant Applications	Action(s) by NETs	Action(s) by Schools
May - August	Application for the Payment of Contract Gratuity		<ul style="list-style-type: none"> <li>• Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 5/2012 on “Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong” to the Finance Division of the EDB via the respective SSDO, <b>at least 4 weeks before the expected date of payment.</b></li> <li>• <b>First Payment</b> – 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.</li> <li>• <b>Second Payment</b> - Payable to the NET not earlier than 4 clear working days before the expiry of the contract.</li> </ul>
August - September	Application for Fringe Benefits	<p><b>Both NETs and schools should refer to EDBC No. 9/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under the Enhanced Native-Speaking English Teacher (NET) Scheme in Secondary Schools for the arrangement on 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 NET-Form A (Annex) in EDBC No. 9/2009 and submit it with supplementary information/evidence 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><b>I. For New NETs <u>only</u></b></p> <p><u>Certification for normal place of residence</u></p> <p>Send the completed NET-Form A and NET-Form A (Annex) in EDBC No. 9/2009, together with relevant supporting documents, to the NET Administration Team.</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>

Time Frame	Relevant Applications	Action(s) by NETs	Action(s) by Schools
		<p>1) <u>Application for Special Allowance (for each contract)</u> Fill in NET-Form B in EDBC No. 9/2009 and submit it to the school.</p> <p>2) <u>Application for Reimbursement of Passage /Baggage Allowance (upon commencement of a contract/ satisfactory completion of a contract)</u>  Fill in NET-Form C in EDBC No. 9/2009 and submit it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</p> <p>3) <u>Application for Reimbursement of Medical Insurance Premium (for each school year)</u>  Fill in NET-Form D in EDBC No. 9/2009 and submit it together with relevant receipts to the school.</p>	<p>Endorse the NETs’ application for the allowance(s) and send the completed NET-Form B/ NET-Form C/ NET-Form D to the NET Administration Team.</p>
June - September	Application for Retention Incentive (RI)	<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 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 <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 the NETs’ application for RI and submit the completed form to the NET Administration Team.</li> </ul>