

Original Funds Section, Education Bureau
via NET Administration Team (Room 1110, 11/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, HK)

Duplicate School’s Record

- * Delete where is inapplicable
- Tick ‘✓’ whichever is appropriate

**Application for the Retention Incentive for
Native-speaking English Teachers (NETs) under the Enhanced NET Scheme in
Secondary Schools/NET Scheme in Primary Schools**

Note 1:

For Schools and NETs:

1. All **eligible NETs** are required to apply for the retention incentive **each school year** and complete **Part I** of this form.
2. (i) Heads of **Aided** Primary and Secondary Schools / Aided Special Schools should complete **Part II** and forward this application form (**Parts I to IV**) directly to the NET Administration Team of the Education Bureau for action.

(ii) Heads of **Caput** Schools should complete **Part II** and send a copy of this application form (**Parts I and II**) to the NET Administration Team and the respective Senior School Development Officer for record.
3. Under the NET Schemes, the retention incentive is payable to the NET each school year (i.e. after he/she already has completed at least two years of continuous service in the NET Schemes when applying for the retention incentive) subject to the school management’s confirmation in the annual appraisal that the performance of the NET is satisfactory. However, the exact end date for payment of the retention incentive to a NET depends on his/her current contractual terms under the NET Schemes. If his/her current contract ends on 15 August or 31 August, the payment of the retention incentive should cease on 15 August or 31 August respectively. Applications by NETs for the retention incentive shall be made **each school year** through their schools. Schools should remind their NETs to apply for the retention incentive before the start of each school year.

Part I (To be completed and signed by the NET)

1. Name (Mr./Ms./Mrs./Miss*): _____
(The name should be identical with that shown on the applicant’s HKID Card)

2. Hong Kong Identity (HKID) Card Number:

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3. Name of the School (i.e. employer) now serving: _____

_____ Tel. No.: _____

4. My current contract with the School:

i. Date of Commencement of Contract :

.....
<i>Day</i>	<i>Month</i>	<i>Year</i>

ii. Date of Completion of Contract :

.....
<i>Day</i>	<i>Month</i>	<i>Year</i>

5. My previous teaching experience in Hong Kong under the NET Schemes (in chronological order) *[Please read Example 1 on page 6 before completing this part]*

Name of School	Date of Commencement of Contract			Date of Completion of Contract			Did you receive contract gratuity?
	<i>Day</i>	<i>Month</i>	<i>Year</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>	
(i)	*Yes / No
(ii)	*Yes / No
(iii)	*Yes / No
(iv)	*Yes / No
(v)	*Yes / No
(vi)	*Yes / No

* If there is insufficient space, please give details on a separate sheet to be attached to this application form.

6. **Declaration**

I, _____ (Full Name of the NET) wish to apply for the retention incentive under the Enhanced NET Scheme in Secondary Schools/NET Scheme in Primary Schools in the _____ school year. I agree to abide by the following conditions:

- (i) I confirm that the information provided in this application, its attachment (if applicable) and any other documents submitted or to be submitted are true and complete;
- (ii) I have read all the details of the Education Bureau Circular No. 2/2013, and I fully understand the content, requirements and declaration of this application;
- (iii) I understand that if I make any false statements, provide any false or misleading information, omit any relevant information, or change or alter this form in any unauthorized manner, my application may be declined or the approval granted may later be revoked. I understand that it is an offence to provide false information and may be liable to disciplinary / legal action;
- (iv) I consent to the Government of the Hong Kong Special Administrative Region making any necessary enquiries for the verification of the information given above. I authorize all

government departments and other organizations or agencies to release any relevant record or information as may be required in relation to such enquiries;

- (v) I understand and accept that the information given above will be provided to government departments and other organizations or agencies authorized to process the information for the purposes relating to the application for the retention incentive under the NET Schemes;
- (vi) I understand that if my service is terminated by the School for reasons other than unsatisfactory performance or conduct, I will be paid a retention incentive for the period of service completed, including school holidays taken within the period of service. Specifically, the retention incentive will be granted only if my School(s) [i.e. employer(s)] is/are satisfied with my performance or conduct during the period of service;
- (vii) I agree that my School (i.e. employer) could withhold the grant of the retention incentive if I were subject to any disciplinary or criminal proceedings or investigation into any acts which may affect the grant of the retention incentive. If I were finally convicted of any criminal offences, the cumulative incentive paid for the months after having committed the offences would be clawed back;
- (viii) I agree that if I resign or am dismissed, or my service is terminated for reasons of unsatisfactory performance or conduct, I will not be eligible to apply for the retention incentive. Where premature resolution or termination of contract is initiated by me, the cumulative incentive paid for the months prior to the effective date of resignation in that school year will be clawed back. Where premature resolution or termination of contract is initiated by the school because of unsatisfactory performance or conduct, the cumulative incentive paid for the months in that school year after having received a written warning will be clawed back;
- (ix) I hereby undertake to pay back the retention incentive under (vii) and (viii) above;
- (x) I understand that the retention incentive is not counted as base salary which will attract gratuity;
- (xi) I understand that the retention incentive is taxable;
- (xii) I agree that in circumstances where a retention incentive is paid to me in the mistaken belief that I have:
 - (a) satisfactorily completed my Contract and my obligations there under; or
 - (b) not been convicted of any offence that if determined on its own fact, would have led to the dismissal from the service during and in respect of my employment with the School(s) [i.e. employer(s)],

the School(s) shall be entitled, without affecting its other rights, to recover from me the whole or part of the retention incentive commensurate with all the circumstances of the case including the unsatisfactory nature of my service and the seriousness of the offence on my part. Such right of the School shall survive the cessation of the Contract; and

- (xiii) I have read, understood and accept all of the conditions contained in this declaration.

Signature of the Applicant: _____

Date: _____

Part II

(For aided schools, please complete this part and forward the application form (Parts I - IV) to the NET Administration Team for action)

(For caput schools, please complete this part and send a copy of the application form (Parts I - II) to the NET Administration Team and the respective Senior School Development Officer for record)

School Name: _____

Contact Person: _____

School Code :

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Tel. No : _____

Fax No : _____

Note 2: The data collected below is used for payment of the retention incentive to the NET. The provision of information is obligatory. The information collected may be disclosed to other government departments/agencies authorized to process personal data for audit and statistical purposes.

- I certify that the information in Part I is correct.
- Performance of (**Full Name of the NET**) _____
Taking into account the NET's performance or conduct throughout his / her previous and existing service period(s), I * **recommend / do not recommend** the grant of the retention incentive to the NET.
- I confirm that the above NET has been continuously employed as a NET under the Enhanced NET Scheme in Secondary Schools/NET Scheme in Primary Schools for:
 24 or more but less than 48 calendar months
 48 calendar months or more
- In view of paragraphs 2 and 3 above, the above mentioned NET is eligible to receive the retention incentive at the rate of:

[Please read Note 3 and the examples on pages 6 and 7 before completing this part]

5% for those with 2 years' (24 calendar months) or more but less than 4 years' (48 calendar months) continuous service under the NET Schemes. *[please complete 4(i) only]*

10% for those with 4 years' (48 calendar months) or more continuous service under the NET Schemes. *[please complete 4(ii) only]*

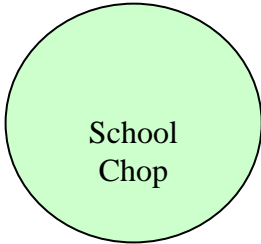
(i) for the period from _____ to _____ (5%)

(ii) for the period from _____ to _____ (10%)

Note 3: The eligibility of a NET for the retention incentive is subject to the school management's satisfaction with the performance of the NET, as reflected in the annual performance appraisal and the willingness of the school to retain his / her service throughout the remaining contract period or to renew the contract with the NET.

Note 4: The school is required to complete **both** paras. 4(i) and (ii) of Part II if the NET is eligible for both the 5% and 10% retention incentive at different periods in the current school year.

- (a) I certify that the above information in Parts I and II is correct.
- (b) I undertake to inform the Funds Section via the NET Administration Team of the Education Bureau as soon as possible if there is any change in the information provided above and to repay the Government for any overpayment of the retention incentive to the NET concerned.
- (c) I undertake to inform the Funds Section of the Education Bureau immediately to claw back the paid retention incentive if the NET tenders his/her resignation from this school or is dismissed by this school.



Signature of Supervisor: _____

Name: _____

Date: _____

Part III (To be completed by the NET Administration Team, Education Bureau)

For all paragraphs of Parts I and II in respect of **(Full Name of the NET)** _____
 _____, I confirm that

- they are correct.
- they are correct **except** paragraph(s) _____ which has/have been amended and initialled by me.

Signature of ExO(NET Adm): _____

Name : _____

Date : _____

Part IV (To be completed 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>

Examples:

Example 1:

A NET has been continuously working under the NET Schemes since 16 August 2006 and his/her employment history is as follows:

The first contract: from 16.8.2006 to 15.8.2008 at ABC Secondary School

The second contract: from 16.8.2008 to 15.8.2010 at ABC Secondary School

The third contract: from 16.8.2010 to 15.8.2012 at DEF Primary Schools

The information in paragraph 5 of Part I should be filled as follows:

Name of School	Date of Commencement of Contract			Date of Completion of Contract			Did you receive contract gratuity?
	Day	Month	Year	Day	Month	Year	
(i) ABC Secondary School	16	08	2006	15	08	2008	*Yes / No
(ii) ABC Secondary School	16	08	2008	15	08	2010	*Yes / No
(iii) DEF Primary School	16	08	2010	15	08	2012	*Yes / No

Example 2:

A NET has been continuously serving since **4 November 2008** and his/her employment history is as follows:

The first contract: from 4.11.2008 to 15.8.2010 at ABC Secondary School

The second contract: from 16.8.2010 to 15.8.2012 at DEF Secondary School

The third contract: from 16.8.2012 to 15.8.2014 at GHI Primary School

The NET has completed **4 years** (48 calendar months) of continuous service in Hong Kong under the NET Scheme as at 4.11.2012.

According to the above, the NET was eligible for 5% retention incentive in DEF Secondary School from 4.11.2010 to 15.8.2012 and in GHI Primary School from 16.8.2012 to 3.11.2012. From 4.11.2012 onwards, the NET has been eligible for 10% retention incentive.

GHI Primary School has to complete both paras. 4(i) and (ii) of Part II of the application for the 2012/13 school year.

Example 3:

A NET has been continuously serving since **4 November 2008** and his/her employment history is as follows:

The first contract: from 4.11.2008 to 15.8.2010 at ABC Secondary School

The second contract: from 16.8.2010 to 15.8.2012 at DEF Secondary School

The third contract: from 16.8.2012 to 15.8.2014 at GHI Primary School (no-pay leave for 10 days from 3.9.2012 to 12.9.2012)

The NET has completed **4 years** (48 calendar months) of continuous service in Hong Kong under the NET Scheme as at 14.11.2012. Please note that **no-pay leave are not considered as eligible service period.**

The NET was eligible for 5% retention incentive in DEF Secondary School from 4.11.2010 to 15.8.2012 and in GHI Primary School from 16.8.2012 to 13.11.2012. From 14.11.2012 onwards, the NET has been eligible for 10% retention incentive. (The effective date for receiving 10% RI was deferred by 10 days.)

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