

**Application for the Payment of Contract Gratuity for
Teachers under the Native-speaking English Teacher (NET) Scheme in Primary Schools**

Name of School : _____

School Code :

Tel. No : _____

Fax No : _____

To : Secretary for Education (Attn. : Funds Section, Finance Division)

Note : The data collected below is used for payment of Contract Gratuity to the Native-speaking English Teacher (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. Request for personal data access and correction should be addressed to the Accounting Officer, whose address is Room 1517, 15th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Section I (to be completed by Supervisor of School)

(a) I certify that the following Native-speaking English Teacher (NET) is entitled to a Contract Gratuity.

1. Name : _____

2. HK Identity Card No. : ()

3. Staff Ref. No. : _____

4. Date of Commencement of Contract : / /
Day Month Year

5. Date of Completion of Contract : / /
Day Month Year

6. Period(s) of no-pay leave during the contract : _____

7. Total basic salary received and amount of Contract Gratuity entitled :

Contract Period	(a)	(b)	(c)	(d)	(e)
From To	Total basic salary received	Percentage of basic salary	Amount of Contract Gratuity entitled <small>(c) = (a)x(b)</small>	Amount of employer's contribution to the MPF Scheme for the NET	Amount of Gratuity payable to the NET <small>(e) = (c) – (d)</small>
/ / / /	(\$)	(%)	(\$)	(\$)	(\$)
/ / / /		15%			

8. Payment (see note (1) below) :

	Proposed Date	Amount of Gratuity
First payment	/ /	\$
Second payment	/ /	\$

(b) I certify that the above information is correct.

(c) I undertake to inform the Funds Section of the Education Bureau via the Senior School Development Officer as soon as possible if there is any change in the above information provided and to repay the Government for any overpayment of Contract Gratuity to the staff concerned.

Signature of Supervisor : _____
 Name : ()
 Date : _____

School Chop

Note:

(1) The first payment of gratuity covering the completed period of resident service is payable to the NET not earlier than 4 clear working days before the commencement of the summer vacation at the end of the contract. The second payment relating to the period of summer vacation at the end of the contract should be made not earlier than 4 clear working days before the expiry of the contract.

(2) The completed application form should reach the Funds Section, via the SSDO, at least 4 weeks before the expected date of the first payment.

Section II (to be completed by SSDO)

* put a [] in the appropriate

For paras. 1 to 6 of Section I, I confirm that

they are correct.

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

Signature of SSDO() : _____
 Name : ()
 Date : _____

Section III (to be completed by Finance Division)

Received on	Payment Voucher No.	Amount	Payment Date	Prepared by	Date	Checked by	Date
		\$	/ /				
		\$	/ /				

**Application for the Payment of Contract Gratuity for Teachers under the
Native-speaking English Teacher (NET) Scheme in Primary Schools
Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
- (b) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB, and
- (d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Accounting Officer at Room 1517, 15th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to edbinfo@edb.gov.hk.

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