

**Application for Encashment of Passage Allowance
Native-speaking English Teachers (NETs) under the Enhanced NET Scheme in
Secondary Schools/NET Scheme in Primary Schools**

Please insert a ✓ in the appropriate box

* Delete as appropriate

Part I (To be completed by the NET)

To: Supervisor/Principal of _____ (School)

I hereby apply for encashment of the following flight tickets as my passage allowance. Relevant particulars are as follows:

Name of NET: _____

Approved normal place of residence: _____

Encashment rate: _____ /ticket

Name of my spouse (if any): _____ Hong Kong Identity Card Number.: _____

My dependent child(ren) (if any) :

Name of my child(ren)	Date of birth (dd/mm/yyyy)

Up to the present, the following flight tickets are unclaimed:

Contract period	Name of employing school	No. of tickets		Eligible family members	Remarks
		Inbound passage to Hong Kong	Outbound passage to my home country		
e.g. 16.8.2018 – 15.8.2020	ABC Primary School	NA	3	Myself My spouse My child(ren)	I have reimbursed my inbound flight tickets
16.8.2020 – 15.8.2022	ABC Primary School	3	NA	Myself My spouse My child(ren)	I will claim reimbursement of the outbound flight tickets

Declaration

1. I am single.
- I am married and particulars of my spouse and children (if any) provided above are accurate.
2. I declare that my spouse of particulars stated above **is / is not** * employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools. If the answer is in the affirmative, please provide the employment details of your spouse as specified below:

Name of school: _____

Contract period: from _____ to _____

3. I declare that my family members and I are eligible for the passage allowance claimed and that my family and I are not receiving any double passage benefit arising from my employment with the school and my spouse's employment. I undertake to notify the school at once should there be any subsequent change to this information.

Signature of NET: _____ Date: _____

Hong Kong Identity Card Number: _____
(Mandatory to be provided once available)

Full name of NET: _____
(Given names) (Surname)

PART II (To be completed by aided schools/special schools only)

To : Secretary for Education

[Attn: NET Administration Team, Education Bureau]

Room W304, 3/F, West Block, EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon

1. I certify that the applicant is:

(a) appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in Secondary Schools / NET Scheme in Primary Schools* in my school from

_____ to _____.

(b) eligible for the encashment of passage allowance, i.e. as far as I understand, he/she is leaving the NET Scheme with effect from 16 August 2022.

Signature of supervisor/principal*: _____ Date: _____

Name of supervisor/principal*: Mr./Mrs./Ms./Miss.*

Name of school: _____ (School code: _____)

School address: _____

_____ Fax no.: _____

Contact person for enquiry: Mr./Mrs./Ms./Miss.* Tel. no.: _____

Post of contact person: _____

PART III (To be completed and retained by caput schools)

1. The grant of the encashment of passage allowance is approved.

Signature of supervisor/principal*: _____ Date: _____

Name of supervisor/principal*: Mr./Mrs./Ms./Miss.*

Name of school: _____

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

I confirm that _____ **(Full name of the NET)** has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the encashment of Passage Allowance as follows:

- Approved normal place of residence: _____
- Rate: _____ (a)
- No. of tickets: _____ (b)

Passage Allowance:

$$\begin{array}{ccc} \text{_____} & \times & \text{_____} = \$ \text{_____} \\ \text{(a)} & & \text{(b)} \end{array}$$

Signature: _____
 Name: _____
 Post : _____
 Date: _____

Part V (To be completed by the Recurrent Subventions Section, the Education Bureau)

<i>Received on</i>	<i>Input Prepared by</i>	<i>Date</i>	<i>Checked by</i>	<i>Date</i>

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Fixed Rate* for Encashment of Passage Allowance

Common Destination	Inbound to Hong Kong (HK\$)	Outbound from Hong Kong (HK\$)
Australia	4,684	5,729
Canada	6,697	7,726
India	3,136	3,254
Ireland	4,820	7,419
New Zealand	5,589	6,439
Poland	10,568	5,299
Singapore	3,598	2,417
South Africa	5,752	6,399
United Kingdom	5,712	5,719
United States	6,268	6,806
Others	5,808	6,329

*

- (i) In drawing up the rates, reference is drawn from the average of the reimbursement amount of similar routes in the past three years by this Bureau.
- (ii) For destination not included in the above list, the rates of a nearby place will be adopted.

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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 Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to edbinfo@edb.gov.hk.