

**Native-speaking English Teacher (NET) Scheme in Primary Schools  
Declaration on Normal Place of Residence**

**Notes:**

1. For a NET to establish that his/her normal place of residence is outside Hong Kong, he/she should satisfy the criteria as set out in Part I below.
2. The completed PNET-Form A and PNET-Form A (Annex) and the supporting documents listed in the attached checklist should be sent by the school to the Secretary for Education for consideration.
3. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.

Please insert a ✓ in the appropriate box

\* Delete as appropriate

**PART I (To be completed by the NET)**

To: Supervisor/Principal of \_\_\_\_\_(School)

1. I declare that:

- (a) I possess permanent resident status in \_\_\_\_\_(Name of country).
- (b) My social ties are outside Hong Kong.
- (c) I have resided outside Hong Kong continuously for at least 5 years immediately before taking up an appointment under the NET Scheme in a primary school in Hong Kong (if applicable).

2.  I am single.

I am married and my spouse's particulars are provided as follows:

Full name of my spouse: \_\_\_\_\_

Hong Kong Identity Card Number (if any): \_\_\_\_\_

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. (a) For new NETs

I declare that my normal place of residence has not been established outside Hong Kong. In support of the above claim of my normal place of residence outside Hong Kong, supplementary information is provided in PNET-Form A (Annex) and supporting documents are attached.

(b) For serving NETs

I declare that my normal place of residence has been established outside Hong Kong. There are no changes on my personal or family particulars.

I declare that my normal place of residence has been established outside Hong Kong. My updated personal or family particulars are provided in PNET-Form A and/or PNET-Form A (Annex) and supporting documents are attached.

I declare that my normal place of residence has not been established outside Hong Kong. In support of the above claim of my normal place of residence outside Hong Kong, supplementary information is provided in PNET-Form A (Annex) and supporting documents are attached.

4.  I declare that the above information is complete and correct. I confirm that I have read and understood the EDB Circular No. 8/2009 including the Notes for Completing PNET-Forms A-E. I understand that if I give any false or incorrect information, I shall render myself liable to disciplinary/legal proceedings and disqualification from receiving the fringe benefits provided under the NET Scheme in Primary Schools.

Signature of NET: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of NET: \_\_\_\_\_  
(Given names) (Surname)

## PART II (To be completed by the school)

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 \_\_\_\_\_ (Full name of the NET) is appointed under the NET Scheme in Primary Schools in my school from \_\_\_\_\_ to \_\_\_\_\_.
2. I have checked that the NET has:
- (a) completed Part I and/or Annex of the PNET-Form A; and
  - (b) submitted the required supporting documents, if applicable, as listed in the attached checklist.
3. I have checked the documents provided by the NET in support of his/her declaration in Part I above and found the information correct. It is considered that:
- the NET's normal place of residence is outside Hong Kong. He/She is eligible to apply for the fringe benefits provided under the NET Scheme in Primary Schools for appointees whose normal place of residence is outside Hong Kong.
  - the NET's normal place of residence is not outside Hong Kong. He/She is therefore not eligible for the fringe benefits provided under the NET Scheme in Primary Schools for appointees whose normal place of residence is outside Hong Kong.
4. The application and copies of relevant documents certified by the school in support of the NET's application are forwarded herewith for your consideration.

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 by the NET Administration Team, the Education Bureau)**

To: Supervisor/Principal of \_\_\_\_\_ (School)

Re: \_\_\_\_\_ (Full name of the NET)

- There is no objection to the NET's claim that his/her normal place of residence is outside Hong Kong. He/She is eligible to apply for the fringe benefits provided under the NET Scheme in Primary Schools for the appointees whose normal place of residence is outside Hong Kong.
- It is considered that the NET's normal place of residence is **not** outside Hong Kong. He/She is therefore **not** eligible for the fringe benefits provided under the NET Scheme in Primary Schools for appointees whose normal place of residence is outside Hong Kong.

Please advise the NET of the above result accordingly.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Date: \_\_\_\_\_

c.c.: SSDO( ) - for information  
Recurrent Subventions Section/Funds Section - for records

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**Native-speaking English Teacher (NET) Scheme in Primary Schools  
Declaration on Normal Place of Residence  
Supplementary Information**

\* Delete as appropriate

1. Full name of applicant: Mr./Mrs./Ms./Miss.\*  
(Given names) (Surname)

2. Place of birth: \_\_\_\_\_ 3. Nationality/Nationalities held: \_\_\_\_\_

4. Hong Kong Identity Card number: \_\_\_\_\_  
(Mandatory to be provided once available)

5. Holder of Hong Kong Permanent Identity Card: \_\_\_\_\_ Yes / No \*

6. Full name of spouse: Mr./Mrs./Ms.\*

Place of birth: \_\_\_\_\_ Nationality/Nationalities held: \_\_\_\_\_

Holder of Hong Kong Permanent Identity Card: \_\_\_\_\_ Yes / No \*

7. Residence **outside Hong Kong** since birth (in chronological order) (periods of excursion visits should be excluded)

From (mm/yyyy)	To (mm/yyyy)	Place of residence	Purpose

8. Period(s) of residence **in Hong Kong** since birth (in chronological order)

From (mm/yyyy)	To (mm/yyyy)	Purpose (Please provide the name of employer(s) in case of employment)

9. Particulars of children

Full name	Date of birth (dd/mm/yyyy)	Place of birth

10. Details of house(s), flat(s) or business owned, in Hong Kong or overseas, including address (documentary evidence of ownership must be produced)

(a)
(b)

11. Full name of father: \_\_\_\_\_

His place of birth: \_\_\_\_\_ His nationality: \_\_\_\_\_

His present address: \_\_\_\_\_

12. Full name of mother: \_\_\_\_\_  
 Her place of birth: \_\_\_\_\_ Her nationality: \_\_\_\_\_  
 Her present address: \_\_\_\_\_  
 \_\_\_\_\_

13. Details of parents' employment in Hong Kong, if any

	From	To	Name and address of employer(s)
Father			
Mother			

14. Full name of spouse's father: \_\_\_\_\_  
 His place of birth: \_\_\_\_\_ His nationality: \_\_\_\_\_  
 His present address: \_\_\_\_\_  
 \_\_\_\_\_

15. Full name of spouse's mother: \_\_\_\_\_  
 Her place of birth: \_\_\_\_\_ Her nationality: \_\_\_\_\_  
 Her present address: \_\_\_\_\_  
 \_\_\_\_\_

16. Particulars of brother(s)/sister(s)

Full name	Place of birth	Present address

17. Particulars of close relative(s) residing in Hong Kong

Full name	Relationship with you

18. If members of your family (e.g. parents, brothers, sisters) have emigrated overseas, please give details (documentary evidence must be produced, if required):

Relationship with you	Date of emigration	Country

19. Where do you consider your normal place of residence? (Please give reasons if your normal place of residence is outside Hong Kong.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

20. If you consider that your normal place of residence is outside Hong Kong, please give reasons for coming to Hong Kong:

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21. If you consider your social ties are in places other than Hong Kong, please give reasons:

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22. If you are employed on terms which do not provide for your periodically visiting or revisiting your normal place of residence, do you consider that such employment represents a material degree of dislocation or uprooting from the environment to which you belong? If the answer is in the affirmative, please give reasons:

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23. If you wish to provide further information about yourself and your family, please use the space below:

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24.  I understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to dismissal if I have been appointed to the post under the NET Scheme in Primary Schools.

Signature of NET: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of NET: \_\_\_\_\_  
(Given names) (Surname)

**Checklist of Supporting Documents**

*(To be completed by the NET and checked by the school)*

*Please insert a ✓ in the appropriate box*

- certified copy of passport or relevant documents to verify nationality of the NET, with relevant pages showing condition of stay in Hong Kong
- certified copy of passport or relevant documents to verify nationality of the NET's spouse, with relevant pages showing condition of stay in Hong Kong
- certified copies of documentary evidence to prove the NET's residence outside Hong Kong as stated in paragraph 6 of this form, including:
  - birth certificate of the NET and, if any, NET's unmarried children under the age of 18
  - degree transcripts
  - reference letters/graduation certificates from primary school/secondary school/college
  - reference letters/certificates of service from previous employers
  - employment records
  - tenancy agreement
  - rates/electricity bills
  - marriage certificate (for married NET)
  - others (Please specify \_\_\_\_\_)
- documentary evidence of ownership of house(s), flat(s) or business in Hong Kong or overseas as stated in paragraph 10 of this form

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**Native-speaking English Teacher (NET) Scheme in Primary Schools**  
**Declaration on Normal Place of Residence**  
**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.