

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Application for Advance of Salary**

Notes:

1. Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.
2. 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.

* Delete as appropriate

PART I (To be completed by the NET)

To: Supervisor/Principal of _____ (School)

1. I wish to apply for an advance of salary in the amount of HK\$_____. My basic salary is HK\$ _____ per month.
2. I do hereby abide by the following conditions:
 - (a) that I agree to repay the advanced salary by six equal monthly instalments commencing from the month following that in which I receive the advance;
 - (b) that all the repayments shall be deducted from my monthly salaries; and
 - (c) that if for any reason, my employment ceases with the school, I undertake to pay immediately the sum outstanding which may be deducted by the school from any further sums due to me or to my estate and in the event that the deduction is insufficient to cover the repayment, I will repay the lump sum of the remaining outstanding amount immediately.
3. I confirm that I have read and understood the EDB Circular No. 9/2009 including the Notes for Completing NET-Forms A-E and the stipulations related to advance of salary in the Memorandum on the Terms and Conditions of Service.

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 with secondary section 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 _____ (Full name) is:
 - (a) employed in my school from _____ to _____; and
 - (b) on first appointment as a Native-speaking English Teacher under the Enhanced NET Scheme in Secondary Schools.
2. The grant of a salary advance of HK\$_____ is approved. I should be grateful if you would arrange the payment.
3. Please recover the advance by six equal monthly instalments of HK\$ _____ each with effect from _____ (month/year).

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. I certify that the applicant _____ (Full name) is:
 - (a) employed in my school from _____ to _____; and
 - (b) on first appointment as a Native-speaking English Teacher under the Enhanced NET Scheme in Secondary Schools.
2. The grant of a salary advance of HK\$_____ is approved.
3. Repayment in six equal monthly instalments of HK\$_____ each should be effected from _____ (month/year).

Signature of supervisor/principal*: _____ Date: _____

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

Name of school: _____

PART IV (To be completed by the Funds Section, the Education Bureau)

To: Supervisor/Principal of _____ (School)

1. The amount of salary advance payment is HK\$_____ with the due date on _____.
2. Repayment will be effected from _____ in 6 monthly instalments (i.e. _____ equal monthly instalments of HK\$_____ and the last instalment of HK\$_____).

Signature: _____ Date: _____

Name: _____ Post: _____

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Application for Advance of Salary
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.

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