

**Native-speaking English Teacher (NET) Scheme in Primary Schools  
Application for Special Allowance**

**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.

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 hereby apply for Special Allowance for Native-speaking English Teachers employed under the NET Scheme in Primary Schools.
2.  I declare that I am not receiving a Special Allowance under the NET Scheme in Primary Schools or any other financial assistance/allowance/benefits from the Government of the Hong Kong Special Administrative Region or other sources to rent or acquire accommodation in Hong Kong.
3.  I am single.  
 I am married and my spouse' 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 \_\_\_\_\_

- I declare that my spouse is not receiving a Special Allowance under the NET Scheme in Primary Schools or any other financial assistance/allowance/benefits from the Government of the Hong Kong Special Administrative Region or other sources to rent or acquire accommodation in Hong Kong. I undertake to inform you and to cease drawing the Special Allowance immediately once my spouse begins to receive such financial assistance/allowance/benefits.
4.  I agree to abide by the provisions of the Special Allowance for Native-speaking English Teachers employed under the NET Scheme in Primary Schools.
5.  I undertake to report to the school any changes of my marital status and family particulars that might affect my entitlement to the Special Allowance.
6.  I confirm that I have read and understood the EDB Circular No. 8/2009 including the Notes for Completing PNET-Forms A-E and the stipulations related to Special Allowance 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 primary section only)**

To : Secretary for Education  
 [Attn: NET Administration Team, Education Bureau]  
 Room 1110, 11/F, Wu Chung House  
 213 Queen's Road East  
 Wanchai, Hong Kong

1. I certify that the applicant \_\_\_\_\_ (Full name) is:
  - (a) appointed as a Native-speaking English Teacher under the NET Scheme in Primary Schools in my school from \_\_\_\_\_ to \_\_\_\_\_. (For the contract renewed/appointment contract period extended, the previous appointment/extension contract period was from \_\_\_\_\_ to \_\_\_\_\_.); and
  - (b) eligible for the grant of Special Allowance in the amount of HK\$\_\_\_\_\_ each month as specified in the NET's contract with effect from \_\_\_\_\_ (i.e. the date when the appointment/extension contract period starts).
2. I should be grateful if you would arrange the payment.

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)**

I confirm that \_\_\_\_\_ (Full name of the NET) has already established that his/her normal place of residence is outside Hong Kong and he/she is entitled to receive the Special Allowance.

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

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

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

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

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

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