

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

**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 \_\_\_\_\_

Full Name of NET \_\_\_\_\_

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**Part II (To be completed by aided schools / special schools with secondary section only)**

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

1. I certify that the applicant \_\_\_\_\_ (Full name) is:
  - (i) employed in my school from \_\_\_\_\_ to \_\_\_\_\_; and
  - (ii) 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 \_\_\_\_\_

Contact person for enquiry \_\_\_\_\_ Fax no. \_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

\* Delete as appropriate

**Part III (To be completed and retained by caput schools)**

1. I certify that the applicant \_\_\_\_\_ (Full name) is:
  - (i) employed in my school from \_\_\_\_\_ to \_\_\_\_\_; and
  - (ii) **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 \_\_\_\_\_

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**Part IV (To be completed by Funds Section, Finance Division, 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 \_\_\_\_\_ Designation \_\_\_\_\_

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