

Attachment C

**Reply Proforma of Teachers Employed
under the Enhanced Native-speaking English Teacher (NET) Scheme
in Secondary Schools**

To be returned:

- **before the commencement of a school year** for Contracts to commence at the start of the school year; or
- **when the NET has reported for duty** to school for Contracts to commence after the start of the school year.

To: NET Administration Team
Education Bureau
Fax No.: 2349 1398

The School Management Committee (SMC) / Incorporated Management Committee (IMC)* of the _____ (School) hereby offers Mr/Ms/Mrs* _____, an appointment as a teacher in the School from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) inclusive.

Name of Principal: _____ Signature: _____

School Type: Aided Secondary/Caput/Special*

Tel. No.: _____ Fax No.: _____ Date: _____

Name of Contact Person: _____ Tel. No. : _____

* *Delete if inapplicable*

Notes: On or before the commencement of a new Contract, schools are reminded that the NET employed:

- (i) meets the requirements for appointment of NETs in secondary schools as set out in the Appendix of the relevant EDB Circular Memorandum on “Appointment and Re-appointment of NETs” in force;
- (ii) has a valid employment visa;
- (iii) is a registered teacher or a permitted teacher of the school concerned (or the NET has applied to the Teacher Registration Team of the EDB for registration as a teacher or the school has applied to employ the NET as a permitted teacher);
- (iv) has submitted the appointment form for payment of salary;
- (v) has submitted the application for fringe benefits provided under the Enhanced NET Scheme in Secondary Schools, if applicable; and
- (vi) has submitted the application for “Retention Incentive”, if applicable.