

**Native-speaking English Teacher (NET) Scheme in Primary 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. 8/2009 including the Notes for Completing PNET-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 primary section only)**

To: Secretary for Education  
[Attn: NET Administration Team, Education Bureau]  
Room W304, 3/F, West Block  
Education Bureau 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 NET Scheme in Primary 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 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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