

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary 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 Enhanced NET Scheme in Secondary Schools.
2. I declare that I am not receiving a Special Allowance under the Enhanced NET Scheme in Secondary 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 Enhanced NET Scheme in Secondary 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 Enhanced NET Scheme in Secondary 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. 9/2009 including the Notes for Completing NET-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 secondary 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) appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in Secondary 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 and retained by caput schools)

1. I certify that the applicant _____ (Full name) is appointed as a Native-speaking English Teacher under the Enhanced NET Scheme in Secondary Schools in my school from _____ to _____. (For the contract renewed/appointment contract period extended, the previous appointment/extension contract period was from _____ to _____.); and
2. The grant of Special Allowance to the NET in the amount of HK\$ _____ each month as specified in the NET's contract with effect from _____ is approved.

Signature of supervisor/principal*: _____ Date: _____

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

Name of school: _____

Part IV (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 V (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>

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