

Education Bureau Circular No. 8/2009

From : Secretary for Education

Ref. : EDB(NET ADM)/ PNET/1/8

Date : 21 July 2009

To : Supervisors/Heads of all aided primary schools, special schools with a primary section

c.c. : Supervisors/Heads of all private primary schools/DSS schools, Heads of Sections/Government primary schools

Native-speaking English Teacher (NET) Scheme in Primary Schools

Payment of Fringe Benefits

SUMMARY

This circular aims to update the details on how to assess the eligibility of the Native-speaking English Teachers (NETs), in particular for those joining the NET Scheme for the first time and for NETs with changes in his/her personal or family particulars which might affect the entitlement, for the fringe benefits provided under the NET Scheme in Primary Schools and the procedure of processing the applications for such benefits. This circular supersedes the Education and Manpower Bureau Circular Memorandum No. 197/2004 dated 14 September 2004 on the same subject.

DETAILS

Certification for 'normal place of residence'

2. NETs are entitled to passages, baggage allowance, special allowance and medical allowance provided under the NET Scheme in Primary Schools only if their normal place of residence is outside Hong Kong. For a NET to establish that his/her normal place of residence is outside Hong Kong, he/she should satisfy the following criteria:

- (i) possessing permanent resident status in a country/place outside Hong Kong; and
- (ii) his/her social ties being outside Hong Kong.

3. In this connection, the NETs are required to complete and submit PNET-Form A to their schools for consideration. The NET is required to provide supplementary information by completing PNET-Form A (Annex). The school should send the completed PNET-Form A and PNET-Form A (Annex), attached with relevant supporting documents, to the Secretary for Education for consideration.

4. Once a NET's normal place of residence is established to be outside Hong Kong and his/her eligibility for the fringe benefits under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools is certified, the NET should continue to be eligible for the fringe benefits when re-appointed under these Schemes in the same or another public sector school without break of service, unless there are changes in his/her personal or family particulars which might affect the entitlement.

Prevention of double benefits

5. When certifying the eligibility of a NET for the fringe benefits, schools should note that the NET is required to declare that he/she or his/her spouse is not receiving any similar benefits. A NET will not be eligible for the Special Allowance if he/she or his/her spouse is already receiving the same allowance or any other housing benefits from his/her own employer. Similarly, a NET will not be eligible for passages, baggage and medical allowance if he/she or his/her spouse is provided with similar benefits by his/her employer. All NETs receiving fringe benefits under the NET Scheme in Primary Schools should be required to report changes of marital status and family particulars, which may affect their entitlement, to the schools. Schools should then re-assess the NETs' eligibility for the fringe benefits.

Applications

6. The following standard application forms are attached for use of the NETs in primary schools:

- PNET-Form A - Declaration on Normal Place of Residence
- PNET-Form B - Application for Special Allowance
- PNET-Form C - Application for Reimbursement of Passages/Baggage Allowance
- PNET-Form D - Application for Reimbursement of Medical Insurance Premium Payment
- PNET-Form E - Application for Advance of Salary

Completed application forms A - E should be certified by the schools and forwarded directly to the NET Administration Team of the Education Bureau for processing. All receipts/invoices/used air tickets in support of the applications should be kept in the schools and made available for inspection as and when necessary.

ENQUIRY

7. For enquiry, please contact your Senior School Development Officer.

Sheridan LEE
for Secretary for Education

**Native-speaking English Teacher (NET) Scheme in Primary Schools
Declaration on Normal Place of Residence**

Notes:

1. For a NET to establish that his/her normal place of residence is outside Hong Kong, he/she should satisfy the criteria as set out in Part I below.
2. The completed PNET-Form A and PNET-Form A (Annex) and the supporting documents listed in the attached checklist should be sent by the school to the Secretary for Education for consideration.

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 declare that:

- (i) I possess permanent resident status in _____ (Name of country).
- (ii) My social ties are outside Hong Kong.
- (iii) I have resided outside Hong Kong continuously for at least 5 years immediately before taking up an appointment under the NET Scheme in a primary school in Hong Kong (if applicable).

In support of the above claim of my normal place of residence outside Hong Kong, supplementary information is provided in PNET-Form A (Annex) and supporting documents are attached.

2. [To be completed by married NET]

I declare that my spouse **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:

Full Name of My Spouse: _____

Name of School: _____

Contract Period: from _____ to _____

3. I declare that the above information is complete and correct. I confirm that I have read and understood the EDB Circular No. 8/2009 including the Notes for Completing PNET-Forms A-E. I understand that if I give any false or incorrect information, I shall render myself liable to disciplinary/legal proceedings and disqualification from receiving the fringe benefits provided under the NET Scheme in Primary Schools.

Signature of NET _____ Date _____

Full Name of NET _____

PART II (To be completed by the school)

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 _____ (Full name of the NET) is appointed under the NET Scheme in Primary Schools in my school from _____ to _____.
2. I have checked that the NET has:
 - (i) completed Part I and Annex of the PNET-Form A; and
 - (ii) submitted the required supporting documents as listed in the attached checklist.
3. I have checked the documents provided by the NET in support of his/her declaration in Part I above and found the information correct. It is considered that:
 - the NET's normal place of residence is outside Hong Kong. He/She is eligible to apply for the fringe benefits provided under the NET Scheme in Primary Schools for appointees whose normal place of residence is outside Hong Kong.
 - the NET's normal place of residence is not outside Hong Kong. He/She is therefore not eligible for the fringe benefits provided under the NET Scheme in Primary Schools for appointees whose normal place of residence is outside Hong Kong.
4. The application and copies of relevant documents certified by the school in support of the NET's application are forwarded herewith for your consideration.

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. _____

PART III (To be completed by the NET Administration Team, Education Bureau)

To: Supervisor/Principal of _____ (School)

Re: _____ (Full Name of the NET)

- There is no objection to the NET's claim that his/her normal place of residence is outside Hong Kong. He/She is eligible to apply for the fringe benefits provided under the NET Scheme in Primary Schools for the appointees whose normal place of residence is outside Hong Kong.
- It is considered that the NET's normal place of residence is **not** outside Hong Kong. He/She is therefore **not** eligible for the fringe benefits provided under the NET Scheme in Primary Schools for appointees whose normal place of residence is outside Hong Kong.

Please advise the NET of the above result accordingly.

Signature _____
Name _____
Post _____
Date _____

c.c. : SSDO() - for information
Recurrent Subventions Section/Funds Section - for records

---- END ----

**Native-speaking English Teacher (NET) Scheme in Primary Schools
Declaration on Normal Place of Residence
Supplementary Information**

* Delete as appropriate

1. Full name of applicant Mr/Mrs/Ms/Miss*
2. Place of birth _____ 3. Nationality/Nationalities held _____
4. Holder of Hong Kong Permanent Identity Card _____ Yes/No *
5. Full name of spouse Mr/Mrs/Ms*
- Place of birth _____ Nationality/Nationalities held _____
- Holder of Hong Kong Permanent Identity Card _____ Yes/No *

6. Residence **outside Hong Kong** since birth (in chronological order) (periods of excursion visits should be excluded)

From (mm/yyyy)	To (mm/yyyy)	Place of residence	Purpose

7. Period(s) of Residence **in Hong Kong** since birth (in chronological order)

From (mm/yyyy)	To (mm/yyyy)	Purpose (Please provide the name of employer in case of employment)

8. Particulars of children

Full name	Date of birth (dd/mm/yyyy)	Place of birth

9. Details of house(s), flat(s) or business owned, in Hong Kong or overseas, including address (documentary evidence of ownership must be produced)

(a)
(b)

10. Full name of your father _____
- His place of birth _____ His nationality _____
- His present address _____

11. Full name of your mother _____
 Her place of birth _____ Her nationality _____
 Her present address _____

12. Details of parents' employment in Hong Kong, if any

	From	To	Name and address of employer(s)
Father			
Mother			

13. Full name of spouse's father _____
 His place of birth _____ His nationality _____
 His present address _____

14. Full name of spouse's mother _____
 Her place of birth _____ Her nationality _____
 Her present address _____

15. Particulars of brothers/sisters

Full name	Place of birth	Present address

16. Particulars of close relatives residing in Hong Kong

Full name	Relationship with you

17. If members of your family (e.g. parents, brothers, sisters) have emigrated overseas, please give details (documentary evidence must be produced, if required):

Relationship with you	Date of emigration	Country

18. Where do you consider is your normal place of residence? (please give reasons if your normal place of residence is outside Hong Kong)

19. If you consider that your normal place of residence is outside Hong Kong, please give reasons for coming to Hong Kong:

20. If you consider your social ties are in places other than Hong Kong, please give reasons:

21. If you are employed on terms which do not provide for your periodically visiting or revisiting your normal place of residence, do you consider that such employment represents a material degree of dislocation or uprooting from the environment to which you belong? If the answer is in the affirmative, please give reasons:

22. If you wish to provide further information about yourself and your family, please use the space below:

23. I understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to dismissal if I have been appointed to the post under the NET Scheme in Primary Schools.

Signature

Full Name (in block letters)

Date

Checklist of Supporting Documents

(To be completed by the NET and checked by the school)

Please insert a ✓ in the appropriate box

- Certified copy of passport or relevant documents to verify nationality of the NET, with relevant pages showing condition of stay in Hong Kong
- Certified copy of passport or relevant documents to verify nationality of the NET's spouse, with relevant pages showing condition of stay in Hong Kong
- Certified copies of documentary evidence to prove the NET's residence outside Hong Kong as stated in paragraph 6 of this form, including:
 - birth certificate
 - degree transcripts
 - reference letters/graduation certificates from primary school/secondary school/college
 - reference letters/certificates of service from previous employers
 - employment records
 - tenancy agreement
 - rates/electricity bills
 - others (Please specify _____)
- Documentary evidence of ownership of house(s), flat(s) or business in Hong Kong or overseas as stated in paragraph 9 of this form

---- END ----

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

Note: Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.

** 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. [To be completed by married NET]
 - (a) I declare that my spouse **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:

Full Name of My Spouse: _____

Name of School: _____

Contract Period: _____ from _____ to _____
 - (b) 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 _____

Full Name of NET _____

PART II (To be completed by the school)

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:
 - (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. _____

Part III (To be completed by the NET Administration Team, 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, Finance Division, Education Bureau)

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

**Native-speaking English Teacher (NET) Scheme in Primary Schools
Application for Reimbursement of Passage/Baggage Allowance**

Notes:

1. The exchange rate to be used for the purpose of reimbursement is the mid-market rate as at the first working day of the month in which the passage begins. For seeking reimbursement before the homeward travel, the mid-market rate as at the first working day of the month in which the claim is submitted would be used.
2. Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.

Please insert a ✓ in the appropriate box

* Delete as appropriate

PART I (To be completed by the NET)

To: Supervisor/Principal of _____ (School)

1. Particulars of NET and family members

	Name in full	Date of birth (dd/mm/yyyy)
(a) Myself		
(b) My spouse		
(c) Child(ren) who is/are unmarried and under the age of 18		

2. I hereby apply for reimbursement of SINGLE passage and submit the receipt(s) /and boarding pass(es) for reimbursement of air fares as shown below.

Destinations declared for this application: From _____ to _____

Air passage taken/to be taken and amount claimed for:

	Direct/indirect route	Commencement of the journey on (dd/mm/yyyy)	Completion of the journey on (dd/mm/yyyy)	Actual expenses** (Please specify the currency)	Amount claimed# (Please specify the currency)
(a) Myself	direct/indirect *				
(b) My spouse	direct/indirect *				
(c) Child(ren)	direct/indirect *				
	direct/indirect *				
	direct/indirect *				
TOTAL					

3. I hereby apply for reimbursement of RETURN passage and submit the receipt(s) /and boarding pass(es) for reimbursement of air fares as shown below.

Destinations declared for this application: Between _____ and _____

Air passage taken/to be taken and amount claimed for:

	Direct/indirect route	Commencement of the journey on (dd/mm/yyyy)	Completion of the journey on (dd/mm/yyyy)	Actual expenses** (Please specify the currency)	Amount claimed (Please specify the currency)
(a) Myself	direct/indirect *				
(b) My spouse	direct/indirect *				
(c) Child(ren)	direct/indirect *				
	direct/indirect *				
	direct/indirect *				
TOTAL					

** The actual expenses are the actual costs of the air tickets including airport tax as shown on the receipt, net of any other expenses such as accommodation.

If the applicant is entitled only for single passage(s) but bought return ticket(s), the amount claimed should be 50% of the airfare.

4. I hereby apply for reimbursement of baggage allowance and submit the receipts/invoice of my baggage expenses at a total of _____ (please specify the currency).
- In-bound to Hong Kong baggage allowance
I declare that this baggage claim is made upon my first appointment under the NET Schemes and I understand that no baggage allowance will be provided for any subsequent appointment under the NET Schemes.
- Out-bound to country of origin baggage allowance
I declare that this baggage claim is made upon completion of an appointment under the NET Schemes, be it the first appointment or any subsequent appointment under the NET Schemes, and I will not be in another employment with schools falling under the Schemes' purview (i.e. government or aided schools).
5. [To be completed by married NET]
I declare that my spouse **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:
- Full Name of My Spouse: _____
- Name of School: _____
- Contract Period: from _____ to _____
6. I declare that I and my family members are eligible for the **passage /and baggage*** allowance claimed and that I and my family are not receiving any double **passage /and baggage*** benefit arising from my employment with the school and my spouse's employment. I undertake to notify the school at once should there be any subsequent change to this information.
7. 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 passage allowance and baggage allowance in the Memorandum on the Terms and Conditions of Service.

Signature of NET _____ Date _____

Full Name of NET _____

Part II (To be completed by the school)

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 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 the following:
- passage allowance [please complete para. 2 below]
- in-bound to Hong Kong baggage allowance [please complete para. 3 below]
- out-bound to country of origin baggage allowance [please complete para. 4 below]

2. (a) Details of the passage(s) and amount of allowance claimed as shown in Part I para. 2/para. 3 above have been checked and found: correct.
 incorrect and amended in red.

- (b) Quotation of economy class air passage by the most direct route obtained by the school:

Name of Airline: _____

	Passage quoted	Quoted price
Teacher	single/return *	HK\$
Teacher's spouse	single/return *	HK\$
Teacher's child(ren)	single/return *	HK\$
	single/return *	HK\$
	single/return *	HK\$
TOTAL		HK\$

- (c) Amount of passage allowance approved:

	Passage entitled	Amount approved @ (Please specify the currency)
Teacher	single/return *	
Teacher's spouse	single/return *	
Teacher's child(ren)	single/return *	
	single/return *	
	single/return *	
TOTAL		

@ The amount approved should be the amount claimed by the applicant in Part I para. 2/para. 3 which has been checked and duly corrected by the school, or the quoted price shown in 2(b) above, whichever is the less.

3. I certify that the applicant is entitled to an in-bound to Hong Kong baggage allowance at the **single/married*** rate. The amount to be reimbursed is HK\$_____.
4. I certify that the applicant is entitled to an out-bound to country of origin baggage allowance at the **single/married*** rate. The amount to be reimbursed is HK\$_____.
5. **I certify that relevant receipt(s) / invoice(s) / boarding pass(es) have been sighted by me and are kept in the school for record purpose.** 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. _____

Part III (To be completed by the NET Administration Team, Education Bureau)

I confirm that (Full Name of the NET) _____ has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the Passage/Baggage Allowance (please specify currency if not in Hong Kong Dollar) as follows:

- (a) Passage Allowance:
- (b) In-bound to Hong Kong Baggage Allowance:
- (c) Out-bound to Country of Origin Baggage Allowance:

Signature: _____
 Name/Post: _____
 Date: _____

Part IV (To be completed by the Recurrent Subventions Section, Finance Division, 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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**Native-speaking English Teacher (NET) Scheme in Primary Schools
Application for Reimbursement of Medical Insurance Premium Payment**

Note: Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.

Please insert a ✓ the appropriate box

*Delete as appropriate

PART I (To be completed by the NET)

To: Supervisor/Principal of _____ (School)

1. I hereby apply for the reimbursement of medical insurance premium payment for **myself /and my family member(s)*** included in paragraph 3 below for the _____ / _____ school year.

2. My family status is

- single
- single and accompanied by children
- married and accompanied by spouse and/or children
- married, unaccompanied by spouse and/or children

3. Details of the insurance policy

(i) Name of the Insurance Company: _____

(ii) Details of family members **in Hong Kong** insured:

Name	Relationship	Date of Birth (dd/mm/yyyy)
	Husband/Wife*	

(iii) Insured period (i.e. the period covered by the policy):

From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

4. I attach herewith the receipt(s) of my medical insurance premium payment at a total of HK\$ _____. (Please specify the currency if not in Hong Kong Dollars.)

5. [To be completed by married NET]

I declare that my spouse **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:

Full Name of My Spouse: _____

Name of School: _____

Contract Period: from _____ to _____

6. I declare that I and my family members included in this application are eligible for the medical allowance claimed and that I and my spouse are not receiving any double medical benefit arising from my employment with the school and my spouse's employment. I undertake to notify the school at once should there be any subsequent change to this information.

7. 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 medical allowance in the Memorandum on the Terms and Conditions of Service.

Signature of NET _____ Date _____

Full Name of NET _____

Part II (To be completed by the school)

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

- I certify that the applicant _____ (Full name):
 - is 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 is from _____ to _____);
 - is eligible for reimbursement of medical insurance premium payment at the **single / married** * rate; and
 - have applied / have not applied** * for reimbursement of medical insurance premium payment for the _____ / _____ school year as specified in paragraph 1 of Part I.
- The grant of reimbursement of medical insurance premium payment for the period from _____ to _____** in the amount of **HK\$** _____ (please specify the currency if not in HK Dollars) is approved. I should be grateful if you would arrange the payment.

**** If the coverage period of the insurance begins before or extends beyond the NET's contract period, reimbursement of the medical insurance premium will be made on a pro-rata basis, up to the maximum amount specified in the contract.** For example, if the insurance premium costing HK\$1,500 covers an insured period from 1.10.2013 to 30.9.2014 but the NET's contract expires on 15.8.2014, the amount to be reimbursed will be HK\$1,310.96 (HK\$1500 ÷ 365 days × 319 days) for the period from 1.10.2013 to 15.8.2014.

- I certify that relevant receipts have been sighted by me and are kept in the school for record purpose.**

Signature of Supervisor/Principal* _____ Date _____
 Name of Supervisor/Principal* Mr/Mrs/Ms/Miss*
 Name of School _____ (School Code: _ _ _ _)
 School Address _____

 Contact person for enquiry Mr/Mrs/Ms/Miss* Fax no. _____
 Tel. no. _____

Part III (To be completed by the NET Administration Team, Education Bureau)

I confirm that (**Full Name of the NET**) _____ has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the reimbursement of Medical Insurance Premium in the amount of _____ (please specify the currency if not in Hong Kong dollars).

Signature: _____
 Name: _____
 Post : _____
 Date: _____

Part V (To be completed by the Recurrent Subventions Section, Finance Division, Education Bureau)

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

**Native-speaking English Teacher (NET) Scheme in Primary 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. 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 _____

Full Name of NET _____

Part II (To be completed by the school)

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 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 _____

Contact person for enquiry _____ Fax no. _____

_____ Tel. no. _____

* Delete as appropriate

Part III (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 _____

---- END ----

NOTES FOR COMPLETING PNET-FORMS A - E**COLLECTION OF PERSONAL DATA**

- (a) The personal data provided by means of the forms will be used for processing your application for fringe benefits under the Native-speaking English Teacher (NET) Scheme in Primary Schools.
- (b) They may be disclosed to other Government Bureaux & Departments for the purpose mentioned in (a).
- (c) The provision of personal data by means of these forms is obligatory. If you do not provide sufficient information, the school and the Education Bureau may not be able to process matters relating to the above-mentioned application.
- (d) You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by these forms.
- (e) Enquiries concerning the personal data collected by means of these forms including the making of access and correction should be addressed to your school.