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(Human Resources Development Berhad)
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EMPLOYERS CIRCULAR NO. 10/2005

THE REQUIREMENT TO PROVIDE DECLARATION FORMS FOR TRAINING ATTENDED OVERSEAS

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers on the requirement to make declarations, when requested, after submitting training grant claims for overseas training.

2. BACKGROUND

- 2.1 Under the SBL Scheme (including SBL-Online), employers are only required to submit claim forms (SBL/T/1/01) for training attended overseas. This has raised doubts towards the claims submitted, particularly, if the claims are only for the costs of airfares. PSMB could not verify the authenticity for the purpose of travel. The travel could be for visits, attending meetings or attachments with parent companies under the pretext of attending overseas training.
- 2.2 To overcome the problem, PSMB, **on a case-to-case basis**, may request employers to provide declaration forms for training attended overseas before their claims could be approved for payments. Employers who fail to provide the declaration forms, when requested, will have their claims returned. A sample of the declaration form is per [Appendix A](#).

3. EFFECTIVE DATE

- 3.1 This circular is effective as from 1 October 2005 .

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN "
"PEKERJA CEMERLANG NEGARA TERBILANG"

Yours sincere,

(AMIRNUDDIN BIN MAZLAN)

General Manager (Finance)
for Chief Executive
Pembangunan Sumber Manusia Berhad