



PEKELILING MAJIKAN BIL. 10/2006

DUE DATE FOR TRAINING GRANT CLAIMS FOR TRAINING PROGRAMMES COMPLETED IN 2006

1 PURPOSE

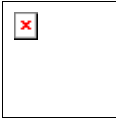
- 1.1 The purpose of this Circular is to inform employers that the last date for PSMB to receive training grant claims for training programmes completed in 2006 will be on 22 December 2006.

2 DUE DATE TO RECEIVE TRAINING GRANT CLAIMS

- 2.1 To expedite the payment of training grants for training programmes completed in 2006, employers are requested to submit their training grant claims together with completed supporting documents by 22 December 2006. This is to enable PSMB to process the claims before 31 December 2006 and payments be made by the first week of January 2007.
- 2.2 However, if employers are unable to submit claims for training programmes completed in 2006 by the due date, they are still allowed to do so by 30 June 2007.
- 2.3 Notwithstanding paragraph 2.1 and 2.2 above, for employers who are claiming for the first time within a 5-year period, effective from 1 January 2002, their last date to submit claims is on 31 December 2006 and not 30 June 2007. Failure to do so will only result in the entire levy balances in employers' accounts on or before 31 December 2006 be forfeited on 1 January 2007.

3 PRE-CONDITIONS APPROVAL

- 3.1 In any circumstances, approvals for training grant claims are still subjected to the following terms and conditions:
- (i) employers do not have arrears of levy and unpaid interest unless employers choose to offset the arrears of levy and unpaid interest from the approved training grants;
- (ii) the claim forms submitted is duly filled and attached with completed supporting documents; and
- (iii) all photostatted copies of supporting documents are certified according to PSMB's format as follows:

I certify that this photostat receipt/document to be a true copy of the original. The original receipt/document is kept by the employer for administrative purposes. I also certify that the original receipt/document will not be used to file claims from other financial institutions. Officers from PSMB have the authority to inspect the original receipt/document.	
Signature	
Name :	
Designation :	Company Stamp

4 CLOSING

- 4.1 Employers are requested to comply with the requirements as stated in this Circular to avoid their training grant claims for training programmes completed in 2006 being rejected.
- 4.2 Claims received after 31 December 2006 or 30 June 2007 (Whichever is applicable to employers) will not be eligible to receive financial assistance under the Human Resources Development Fund (HRDF). These claims are considered as not adhering to the terms and conditions determined by PSMB.

5 ENQUIRIES

- 5.1 For any enquiries regarding training grant claims, please do not hesitate to contact the following officers for assistance:-
- (i) Hashim bin Mustafa (telephone : 03-20964841);
- (ii) Mohd. Nazali bin Md. Jidin (telephone : 03-20964842);

(iii) Syed Shahrul Hafeez bin Syed Halim (telephone : 03-20964864); and

(iv) Siti Haida binti Mohd. Aini (telephone : 03-20964854)

Thank you.

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

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
General Manager (Finance)
For Chief Executive
Pembangunan Sumber Manusia Berhad