



EMPLOYERS CIRCULAR NO. 11/2005

DUE DATE FOR TRAINING GRANT CLAIMS FOR TRAINING PROGRAMMES COMPLETED IN 2005

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 2005 will be on 23 December 2005.

2. DUE DATE TO RECEIVE TRAINING GRANT CLAIMS

- 2.1 To expedite the payment of training grants for training programmes completed in 2005, employers are requested to submit their training grant claims together with completed supporting documents by 23 December 2005 . This is to enable PSMB to process the claims before 31 December 2005 and payments be made by the first week of January 2006.
- 2.2 However, if employers are unable to submit claims for training programmes completed in 2005 by the due date, they are still allowed to do so by 30 June 2006 .

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:

<input checked="" type="checkbox"/> Text Box: This copy is certified true as the original. For administrative purposes, the original receipt/document is kept at our office. I also certified that the original receipt/document would not be used for other purpose or any other financial bodies other than PSMB. PSMB officers have the right to inspect our premise and have access to our documents. Signature : _____ Name : _____ Designation : _____ _____ Company stamp
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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 2005 being rejected.
- 4.2 Claims received after 30 June 2006 will not be eligible to receive financial assistance under the Human Resources Development Fund (HR DF). 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 no: 03 – 2096 4841);

(ii) Mohd. Nazali bin Md. Jidin (telephone no: 03 – 2096 4842);

(iii) Syed Shahrul Hafeez bin Syed Halim (telephone no: 03 – 2096 4864); and

(iv) Siti Haida binti Mohd. Aini (telephone no: 03 – 2096 4854).

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