

Our Ref : (12)PSMB/20/8 Kulit 7

Date : 15 September 2014

EMPLOYER CIRCULAR NO. 11/2014

ONLINE TRAINING GRANT CLAIM (*e-Claim*) FOR EMPLOYER AND TRAINING PROVIDER

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform the registered employers and training providers in regards to the online training grant claim or e-Claim via the PSMB Portal.

2.0 BACKGROUND

- 2.1 Previous training grant claims under the schemes offered by Pembangunan Sumber Manusia Berhad (PSMB) could only be submitted by completing the claim forms that had to be posted or hand-delivered to the counter. Since 2004, PSMB introduced the e-Form, an application for online claim form but employer still need to print and delivered to PSMB.
- 2.2 Although the e-Form is a partial online application system, it enabled fewer errors for employers in processing the claim forms. Despite that, the e-Form received positive support from the employers.

- 2.3 In line with the Government's aims to ensure "90% online services", PSMB introduced the Online Training Grant Claim. The Online Training Grant claim (e-Claim) allows online application processes that are available via PSMB's portal.
- 2.4 The e-Claim is available to employers and training providers for reimbursement claims for all training schemes under PSMB. Except for PROLUS and PERLA scheme which are no longer offered by PSMB (refer to Employer Circular No.1/2014).The e-Claim application aims to increase reimbursement process efficiency and improve PSMB service deliveries.

3.0 IMPLEMENTATION OF ONLINE TRAINING GRANT CLAIM

- 3.1 The Online training grant claim or e-Claim services will be introduced on 15 September 2014 and will be available to employers and training providers through the PSMB portal.
- 3.2 Login ID and password are required to access this e-Claim that will be provided to all employers in early September 2014.
- 3.3 During the implementation process, employers and training providers would still have the option to choose to submit via manual delivery until PSMB has made online submission compulsory in the later future.
- 3.4 With the implementation of e-Claim, the current e-Form will be inaccessible and services will be discontinued.

4.0 CLAIMS FOR SBL-KHAS TRAINING PROVIDERS

- 4.1 Training provider submitting reimbursements through e-Claim application under the SBL-KHAS must attach declaration forms from employer and training provider (PSMB/SBL-KHAS/JD/14), attendance list (PSMB/SBL-KHAS/T3/01) and invoice.
- 4.2 The Form PSMB/SBL-KHAS/JD/14 (see attachement) must be completed by the training providers and signed by both employers and training providers as an agreement on fees charged, training programme conducted and allow the fees to be paid directly to the training providers. The form is needed to attach for e-Claim submission only.
- 4.3 If training provider submit manual claims, the declaration form above is not required as attachment. There are no changes on SBL-KHAS manual claims submission.

5.0 SUPPORTING DOCUMENTS

- 5.1 All supporting documents such as invoice, voucher, receipts or attendance list must be attached as a soft copy together with the online e-Claim submissions as proof. There are no changes on supporting documents for claimable items either submitting through e-Claim or manual claim.
- 5.2 The original supporting documents which had been attached as a soft copy in the e-claim must be kept available to PSMB for verification at a later time. All original copies must be kept by employers and training providers within their respective premises for authentication when needed.

6.0 CLOSING

- 6.1 The e-Claim user guide will be available online via the PSMB portal at www.hrdf.com.my upon e-Claim activation.
- 6.2 There are no changes on claim terms and conditions either submissions of claim are made by e-Claim or manual submission.
- 6.3 For clarification and assistance, please feel free to contact our hotline at 1-800-88-4800 or email our support team at support@hrdf.com.my.

Your attention on this matter is greatly appreciated.

Thank you.

“HRDF - SHAPING PEOPLE”

“PEKERJA BERINOVASI PEMACU TRANSFORMASI”

Yours sincerely,

(WAN YON SHAHIMA BINTI WAN OTHMAN)
Deputy Chief Executive (Management)
for Chief Executive
Pembangunan Sumber Manusia Berhad

TRAINING PROVIDER MYCOID(ROC/ROB/ROS)													

PSMB/SBL-KHAS /JD/14

**EMPLOYER AND TRAINING PROVIDER JOINT DECLARATION FOR SBL-KHAS SCHEME CLAIMS (FEES)
UNDER THE PEMBANGUNAN SUMBER MANUSIA BERHAD ACT 2001**

This declaration is to certify that employer involved in the training program had agreed with the training program conducted, fees charged and allow training provider to claim with PSMB. This declaration should only be signed by employers after the training completed. This form must be attached when submitting online SBL –KHAS claim. This form must be kept at training providers premises and available for future verification by PSMB.

PART 1 – EMPLOYER’S PARTICULAR

Registered Name and Address of Employer:	Employer Code	:	_____
	Approval No	:	_____
	Group Approved	:	_____
	Group Claimed	:	_____
Course Title	:	_____	
Training Dates	:	Commenced: _____	Ended : _____
Training Venue	:	_____	

PART 2 – CLAIM FOR COURSE FEE

Number of Trainee(s)*	Total Fee Approved (RM)	Total Fee Claimed (RM)

PART 3 – JOINT DECLARATION OF THE TRAINING PROVIDER AND THE EMPLOYER

(a) I certify that all information declared above is true and correct and the training program claimed above has been conducted with all terms and condition under this scheme has been complied. I also declared that apart from this claim, there is no other claim has been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the Secretariat of the Pembangunan Sumber Manusia Berhad. (Training Provider)

SIGNATURE :	_____	DESIGNATION :	_____
NAME :	_____	COMPANY STAMP :	_____
MYKAD NO :	_____		(Managing Director/General Manager/Centre Manager/Principal)
		DATE :	_____

(b) I certify that the training had been completed and agreed with the fees charged above. I am responsible to the claimed above and certify all information provided here is true and correct. (Employer)

SIGNATURE :	_____	DESIGNATION :	_____
NAME :	_____	COMPANY STAMP :	_____
MYKAD NO :	_____		(Shall only be certified by either Managing Director/General Manager/Financial Controller/Finance Director of Employer)
		DATE :	_____

REMINDER: : You are reminded that, if you should give false or misleading statements, or makes in writing, or signs any declaration which is untrue or incorrect in any particular, you will be prosecuted under **Section 40 and / or Section 41 of Pembangunan Sumber Manusia Berhad Act 2001** and shall be liable to a fine not exceeding twenty thousand ringgit or to imprisonment for a term not exceeding two years or to both. Besides, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed.