

PSMB/SME/TNA/1/10

Company Registration No. (MyCoID)

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APPLICATION FOR SME ADVISORY AND CONSULTANCY SERVICES

PART A - REQUEST FOR FREE TNA CONSULTANCY SERVICE

I would like to request for free TNA consultancy service under PSMB’s SME TNA Consultancy Scheme to be conducted for my company. My company details are as follows :-

REGISTERED NAME AND ADDRESS OF COMPANY	TEL NO : _____
	FAX NO : _____
	EMAIL : _____

PART B – CAPACITY BUILDING

The training personnel that will understudy with the assigned consultant is:

Mr/Mrs/Ms : _____ Designation: _____

Has this personnel attended any TNA training before? (Tick ‘X’ applicable box)
 No Yes If Yes, please answer the following.

Which TNA training did this personnel has attended? (Tick ‘X’ applicable box)
 TNA training under SMETAP Scheme TNA training conducted by other training provider

Date attended: _____ to _____ Date attended: _____ to _____
(dd/mm/yyyy) (dd/mm/yyyy) (dd/mm/yyyy) (dd/mm/yyyy)

If this personnel has attended other than PSMB’s free TNA training, please submit a copy of the attendance certificate together with this application form.

PART C – DECLARATION FORM

We hereby declare that we will submit an Annual Training Plan based on the results of the Training Needs Analysis conducted for us. This will be carried out within 8 weeks after receiving the final results from the consultant. We will also undertake to implement all the programmes identified.

NAME AND DESIGNATION	
CHIEF EXECUTIVE : _____ (NAME) (CHAIRMAN / MANAGING DIRECTOR /GENERAL MANAGER)*	NAME : _____
SIGNATURE : _____	DESIGNATION : _____ (OFFICER-IN-CHARGE)
DATE : _____	SIGNATURE : _____
	DATE : _____

* Delete whichever is inapplicable.

COMPANY STAMP

REMINDER : This form must be submitted to the following address together with the company profile:-

SME Division
Pembangunan Sumber Manusia Berhad
Wisma PSMB, Jalan Beringin
Damansara Heights, 50490 Kuala Lumpur

Tel : 03- 2096 4690/ 4623/4895 Fax : 03-2087 6228/6283

From where did you receive information about the Small and Medium Enterprises Training Needs Analysis Advisory and Consultancy Scheme? *(Please tick (✓) in the appropriate boxes.)*

TNA Workshop PSMB Website Other Employers

Other PSMB's programmes: Employers' Associations Others: (Please specify)
