



PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)
KEMENTERIAN SUMBER MANUSIA
Wisma PSMB
Jalan Beringin, Damansara Heights
50490 Kuala Lumpur

Tel : 03-2096 4800
Faks : 03-2096 4999
Laman web : www.hrdf.com.my

Our ref. : (13)PSMB/20/8

Kulit 5

Date : 15 July 2009

EMPLOYERS CIRCULAR NO. 13/2009

PAYMENT OF HUMAN RESOURCES DEVELOPMENT LEVY AND INTEREST THROUGH E-PAYMENT SYSTEM

1.0 PURPOSE

- 1.1 The purpose of this Circular is to inform employers on the implementation of the e-payment system as an alternative mode of payment for the human resources development (HRD) levy and interest on late payment of levy.

2.0 BACKGROUND

- 2.1 Since 1993, payments of HRD levy and interest on late payment of levy have been made over the counter at any branches of Public Bank and RHB Bank.
- 2.2 The e-payment system is to ease the burden of employers in making monthly payments at Public Bank or RHB Bank. With the increase in the rate of levy utilisation, it would further facilitate employers in continuous retraining and skills upgrading of their workforce.
- 2.3 The system is also to complement the e-disbursement system that was introduced in 2003 and to support the government's initiative in encouraging the usage of Internet banking in business.
- 2.4 Currently, PSMB's e-payment system is only linked to Public Bank's online services. For Public Bank account holders, payments can be made via PBeBank.com collection service while for other banks

account holders, payments can be made via Financial Process Exchange (FPX).

3.0 PAYMENT MECHANISM

- 3.1 Through the e-payment system, employers can transact the payment of HRD levy or interest on late payment of levy via PSMB's website at www.hrdf.com.my.
- 3.2 The benefits of this system are as follows:
- (i) Payments are transacted on real-time basis. Employers are eligible to receive financial assistance equivalent to the amount of levy paid immediately;
 - (ii) There is no issuance of cheques or forms to be filled. Employers can avoid the hassle of paying the HRD levy and interest over the counter;
 - (iii) Payments of HRD levy and interest on late payment of levy can be made at any time and anywhere;
 - (iv) There is no necessity for cheques to be posted to PSMB;
 - (v) Interest imposed on late payment of levy due to late clearance of cheques by the banks does not arise; and
 - (vi) Wrong imputation of information into the system can be avoided.
- 3.3 To transact payment, employers only need to surf PSMB's website and login into the Electronic Information System (EIS). The system will automatically linked to Public Bank's online services.
- 3.4 A fee of 50 sen per transaction will be imposed to Public Bank account holders while RM2.00 per transaction will be imposed to other banks account holders. This fee is imposed by MEPS and Public Bank and not by PSMB.
- 3.5 On confirmation of payment, a receipt will be issued (printed at employer's terminal) in the same format of Form 2A, 2B or 2C as a form of acknowledgement.
- 3.6 A step-by-step approach on the usage of the e-payment system is as per the Guidelines attached.

4.0 CLOSING

4.1 Please feel free to contact our Customer Service Centre at 03 – 2096 4600 or the following officers should you require further clarification or assistance.

- (i) Siti Haida binti Mohd. Aini
(telephone number: 03 – 2096 4854); and
- (ii) Haliza binti Hassan
(telephone number: 03 – 2096 4827).

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“Kerana Mu Malaysia Maju”

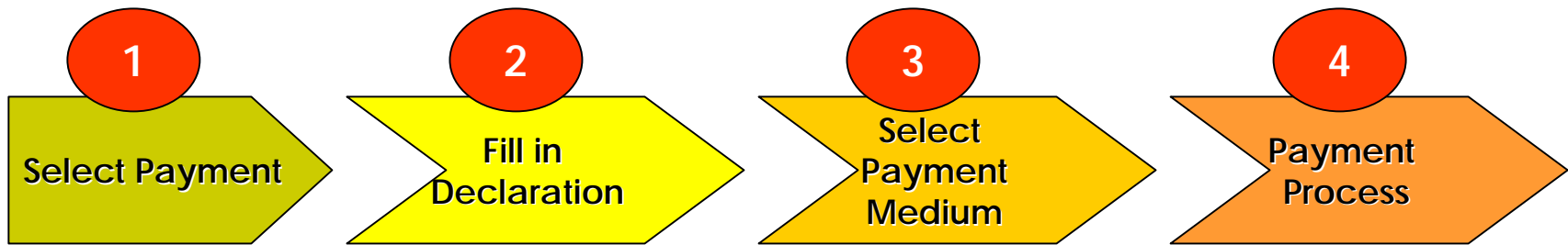
Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Deputy Chief Executive (Management)
for Chief Executive
Pembangunan Sumber Manusia Berhad

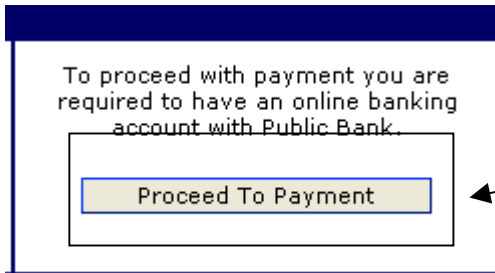
E-payment Guideline

- Payment through Public Bank
 - Payment through FPX

You must complete the following processes for New Payment option

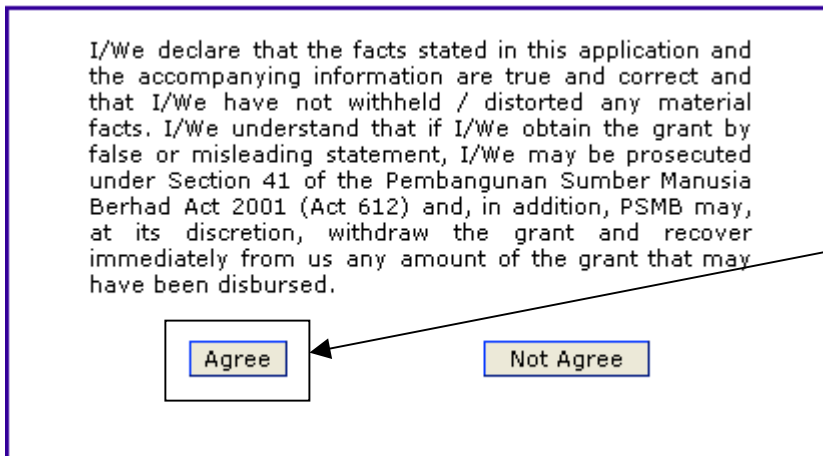


Sample Screen Shot hrdc 1



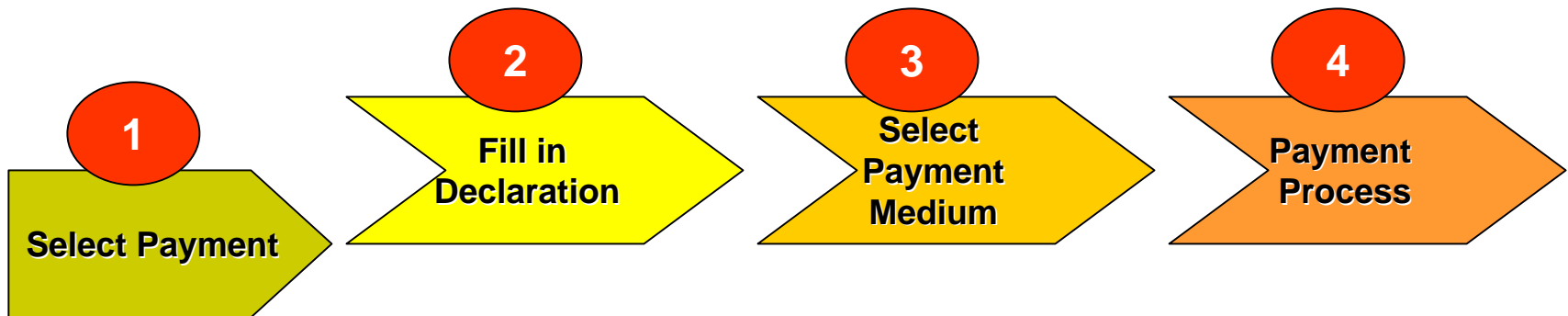
Click Proceed To Payment

Sample Screen Shot hrdc 2



Click Agree To Proceed

You are now in the **SELECT PAYMENT** process



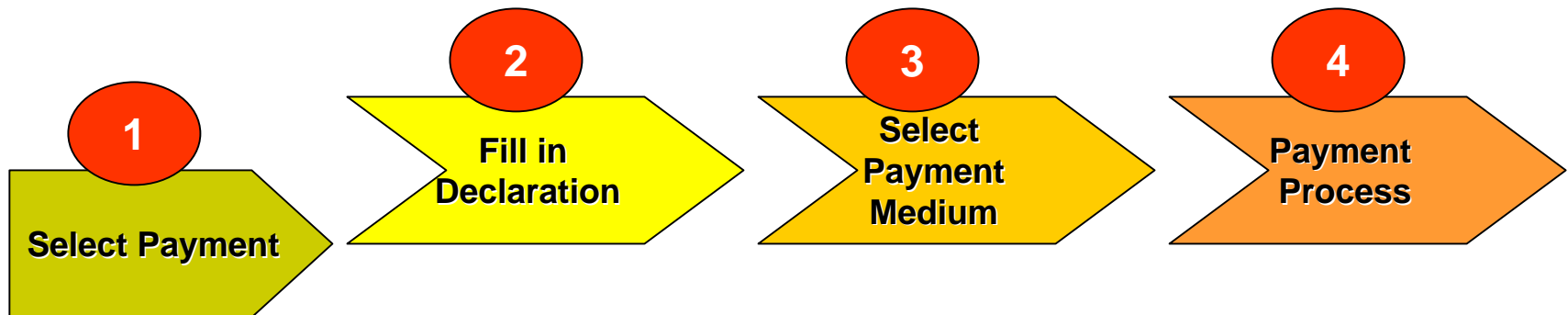
a) Click

b) Select payment type

Sample Screen Shot hrdc 3

No.	Payment Type	Amount(RM)	Status
1.	Payment For Levy As At (RM) :	<input type="text" value="0.00"/>	
2.	Payment For Arrears (RM) :	<input type="text" value="0.00"/>	
3.	Payment For Interest (RM) :	<input type="text" value="0.00"/>	
Total Payment (RM) :		<input type="text"/>	

You are now in the **SELECT PAYMENT** process



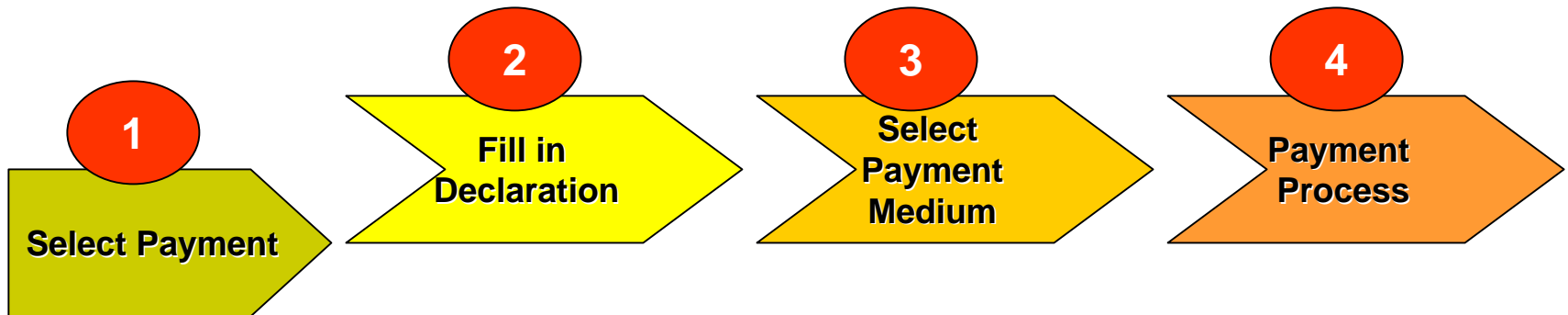
a) 1. Select payment type → Payment Of Levy

Sample Screen Shot hrdc 4

Payment Of The Levy For The Current Month	
Payment Of Levy For The Month Of : Month	<input type="text" value="02"/>
Year	<input type="text" value="2009"/>
Total Levy Paid	
Number Of Employees *:	<input type="text"/> <i>(Malaysian Only)</i>
Total Wages (RM)* :	<input type="text"/> <i>(Total wages is gross salary inclusive of fixed allowance if any)</i>
Total Levy Paid(RM)	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Save"/>	

* Mandatory to fill

You are now in the **SELECT PAYMENT** process



a) 2. Select payment type → Payment Of Levy Arrears

Sample Screen Shot hrdc 5

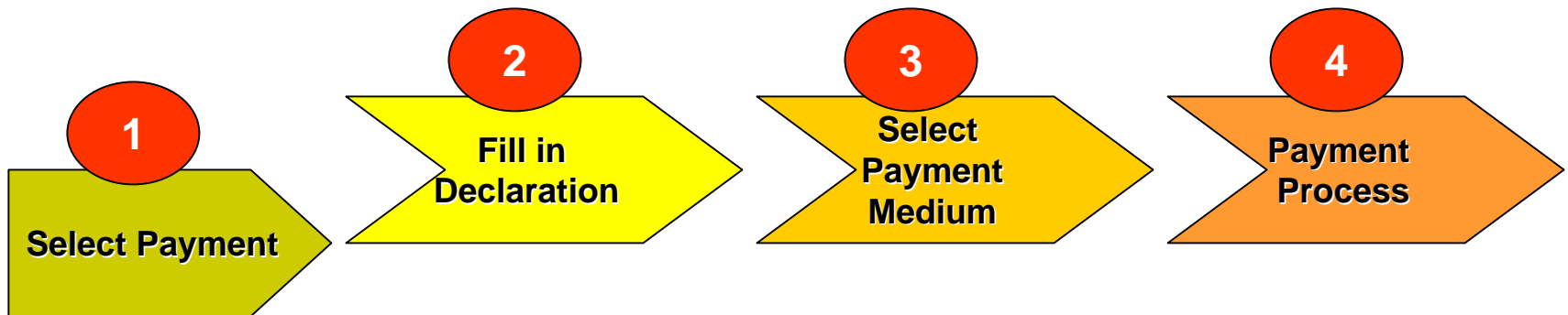
Listing Of Levy Arrears For The Month Of			
No.	Arrears For	Arrears(RM)	Status
1.	04 / 2007	191.00	Choose
2.	03 / 2007	191.00	Choose
3.	02 / 2007	191.00	Choose
4.	08 / 2006	284.47	Choose

Sample Screen Shot hrdc 6

Detail Payment Of Levy Arrears For 04/ 2007	
Number Of Employees *:	<input type="text" value="1"/> (Malaysian Only)
Total Wages (RM) *:	<input type="text"/> (total wages is gross salary inclusive of fixed allowance if any)
Total Arrears Paid (RM) :	<input type="text" value="556227.48"/>
	<input type="button" value="Save"/>

- 1) Click Choose
- 2) Click Save button

You are now in the **SELECT PAYMENT** process



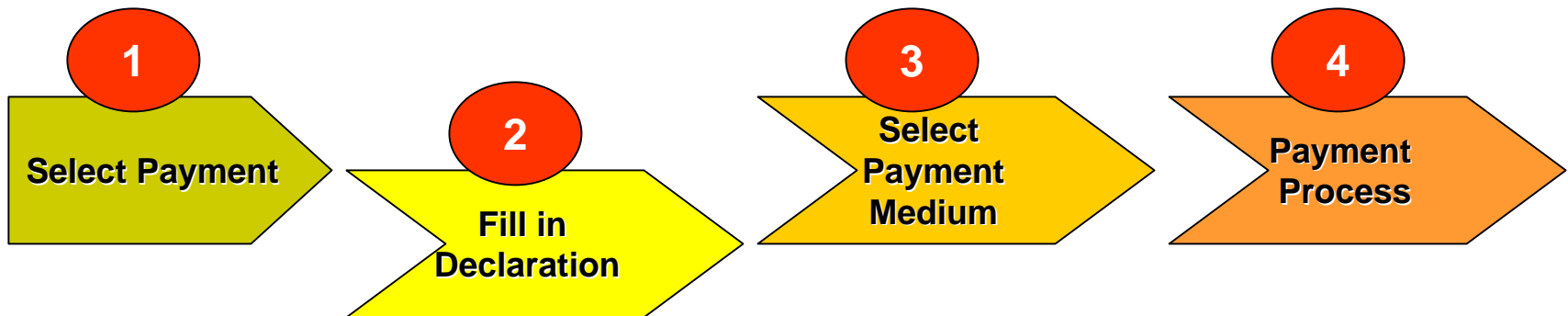
a) 3. Select payment type → Payment Of Levy Interest

Sample Screen Shot hrdc 7

Payment Of Levy Interest For The Month Of					
No.	Arrears For	Arrears(RM)	Interest(RM)	Bil. Hari Lewat	Status
Listing Of Levy Interest For The Month Of					
No.	Arrears For	Arrears(RM)	Interest(RM)	Bil. Hari Lewat	Status
1.	10/2007	187.20	5.00	3	Choose

Click Choose from the listing of Levy Interest

You must complete the following processes for E-Payment

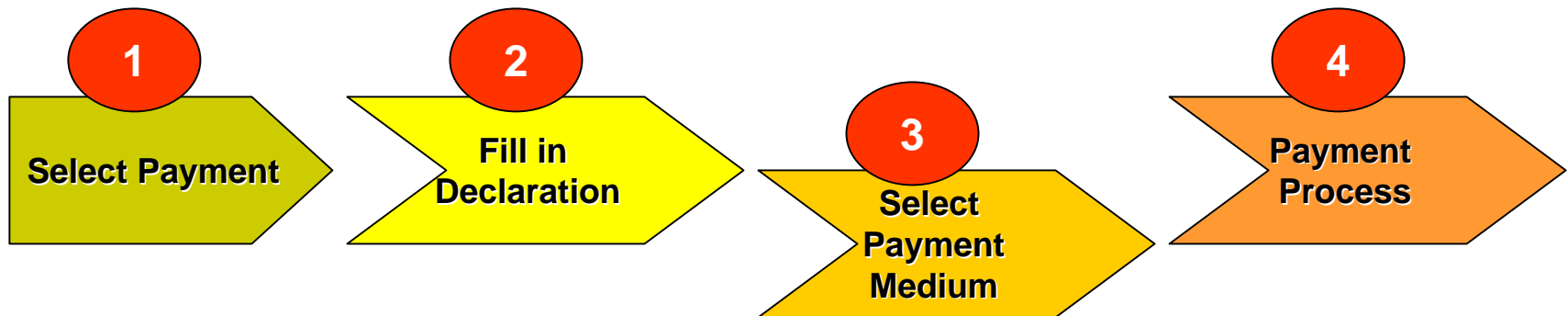


Sample Screen Shot hrdc 8

Prepared By	
Name *	<input type="text"/>
I/C *	<input type="text"/>
Designation *	<input type="text"/>
Email Address *	<input type="text"/>
Authorised By	
Name *	<input type="text"/> <input type="text"/>
I/C *	<input type="text"/>
Designation *	<input type="text"/> <input type="text"/>
Email Address *	<input type="text"/>
<input type="button" value="Proceed To Details Of Payment"/>	

* Mandatory fill

You must complete the following processes for E-Payment



Sample Screen Shot hrdc 9

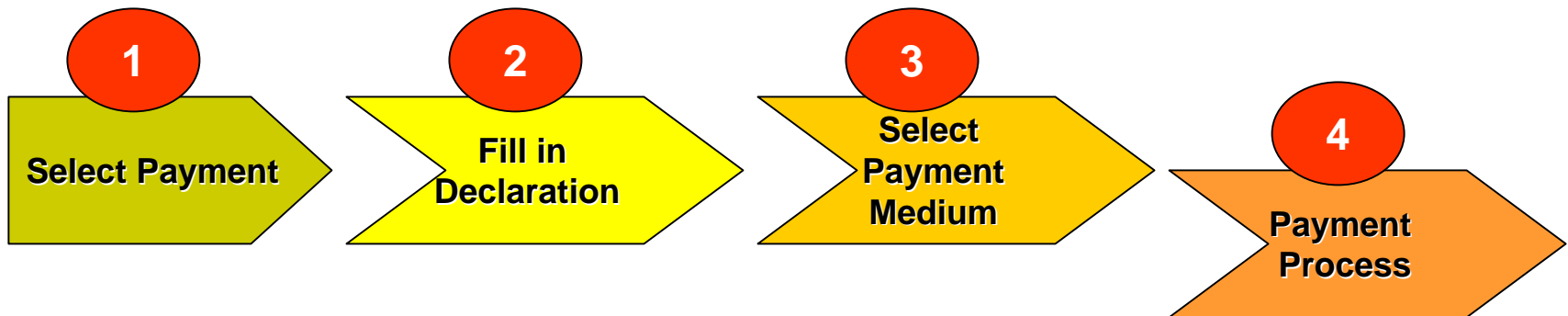
You are now in the **DETAILS OF PAYMENT** Menu

Reference No.: Z0000000Z000012009
Employer Code : Z0000000Z
Payment Type : E-Payment
Amount (RM) : 555.56
Payment Date : 03-03-2009

Click Pay through **Public Bank** or Pay through **FPX**

You must complete the following processes for E-Payment



a) Payment Through Public Bank

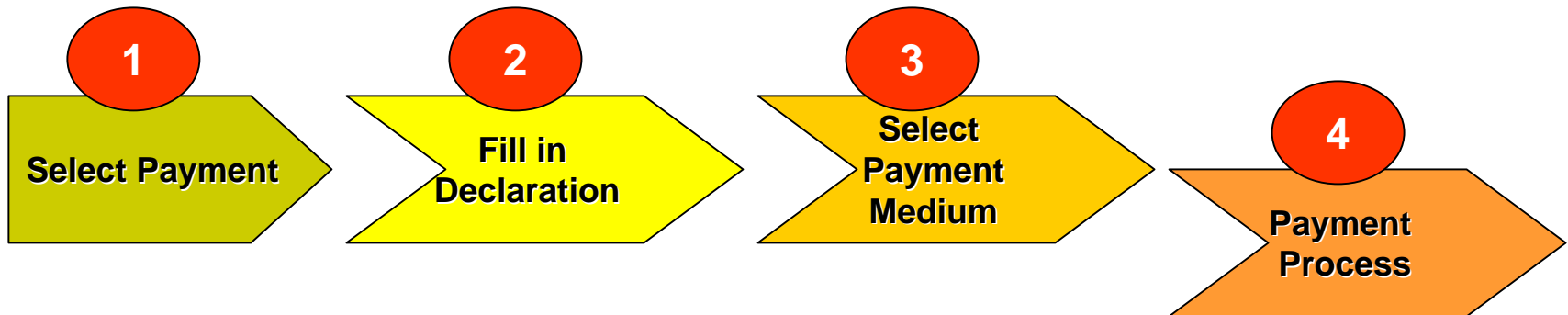
Sample Screen Shot hrdc 10

Reference No.	:	Z0000000Z000012009
Employer Code	:	Z0000000Z
Payment Type	:	E-Payment
Amount (RM)	:	555.56
Payment Date	:	03-03-2009
Status	:	Click Proceed to PBeBank

Proceed to PBeBank

1) Click Proceed fo PBebank

You must complete the following processes for E-Payment



a) Payment Through Public Bank – Retailer pop-up page

Sample Screen Shot for Payment Through Public Bank 1

Login Public Bank Berhad Internet Banking - Microsoft I...

PB eBank.com

User ID:

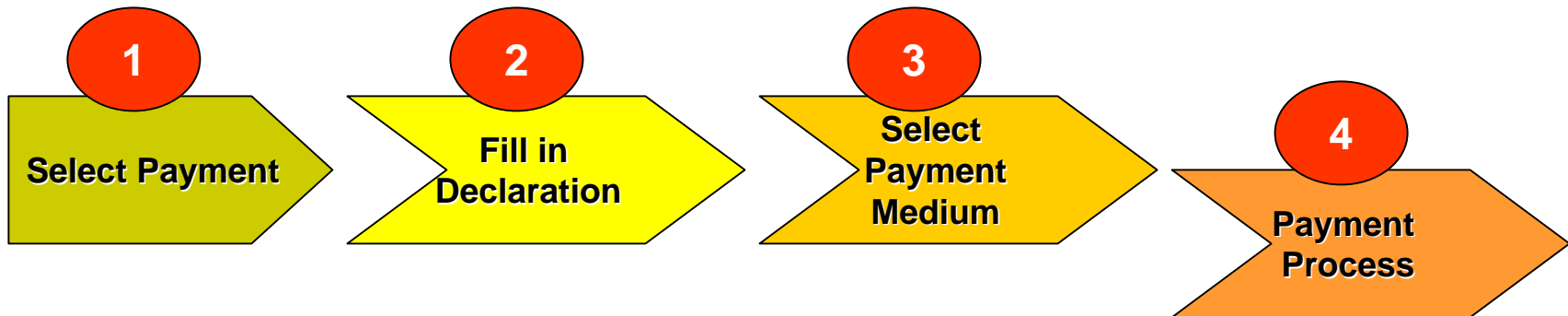
Password:

Problems with login, [please click here.](#)
Forgot your password, [please click here.](#)
Frequently Asked Questions, [please click here.](#)

For more details, please visit any of our branches, or call us:

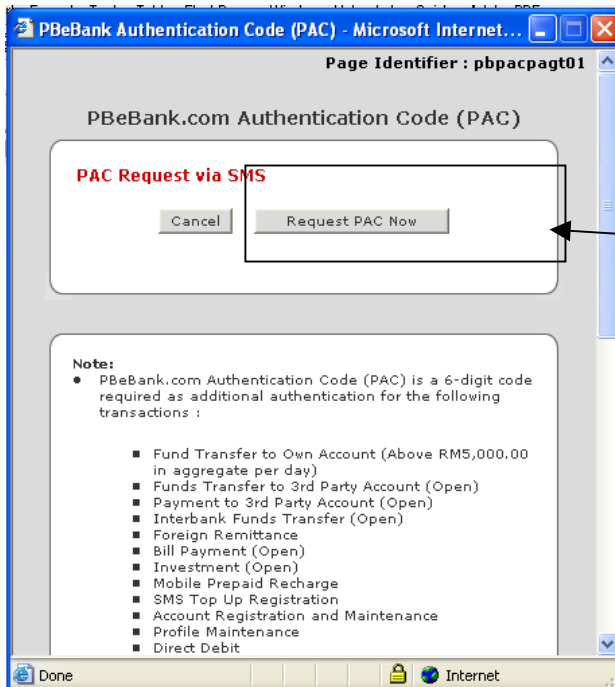
1) Key in User ID and Password

You must complete the following processes for E-Payment



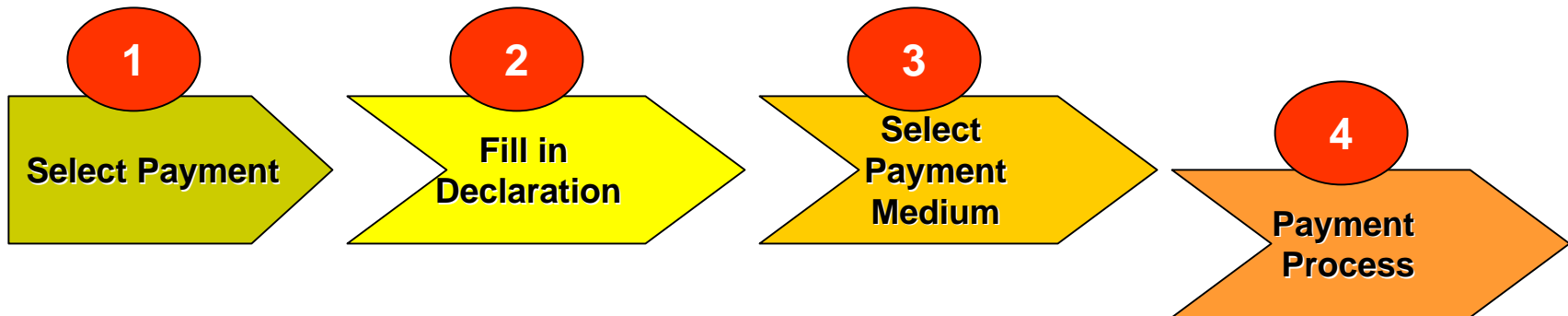
a) 1. Public Bank Payment Agent – Retailer pop-up page

Sample Screen Shot for Payment Through Public Bank 2



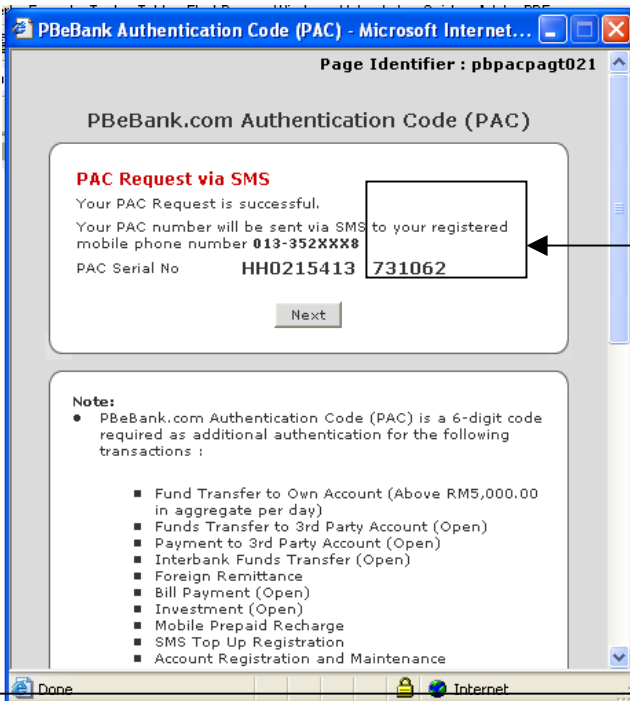
•Once authenticated, the following PAC request screen will be presented. Customer will have to click the **<Request PAC Now>** button to request for the PAC to be sent to the customer mobile phone that pre registered with Pbe.Bank.com. On the other hand, if the customer click **<Cancel>**, the customer will be logout from Public Bank Payment Agent.

You must complete the following processes for E-Payment



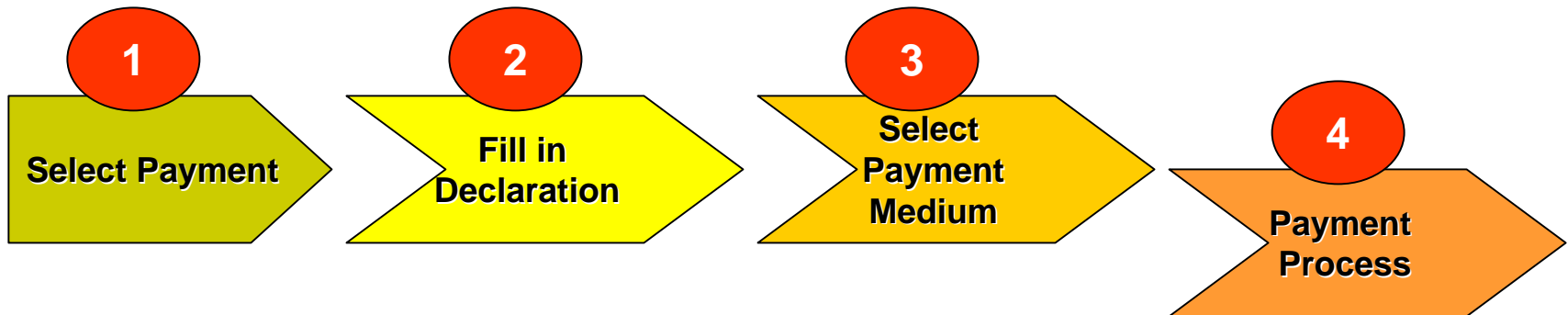
a) 2. Public Bank Payment Agent

Sample Screen Shot for Payment Through Public Bank 3



- 1) Customer need to take note of the displayed PAC Serial Number as every PAC sent by PBeBank.com will come together with a serial number. This is to avoid the customer confusion on which PAC to key in cases where customer requests the PAC more than once.
- 2) Customer clicks **<Next>** to proceed.

You must complete the following processes for E-Payment



a) 3. Public Bank Payment Agent

Sample Screen Shot for Payment Through Public Bank 4

Public Bank Payment Agent

Step 1 of 2 - Account Selection

PAC Serial No: HH0215413

PAC: [Request PAC via SMS](#)

Payment to: **Pembagunan Sumber Manusia Berhad**

Description: **E-Payment**

From Account:

Transaction Details

Record ID: Z0000000Z000022009

Employer Code: Z0000000Z

Amount: MYR 100.00

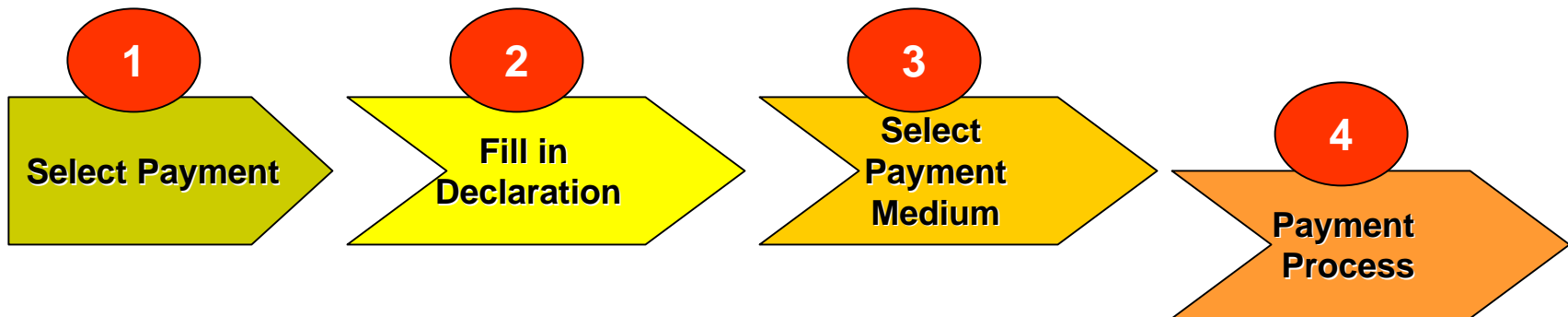
Service Charge: MYR 1.00

Note:

- A security code known as PBeBank.com Authentication Code (PAC) is used to authenticate transactions.

- The following detail payment page with account selection is presented. Customer will have to key in the PAC requested earlier. Customer need to take note that only PAC with the displayed serial number will be accepted.

You must complete the following processes for E-Payment



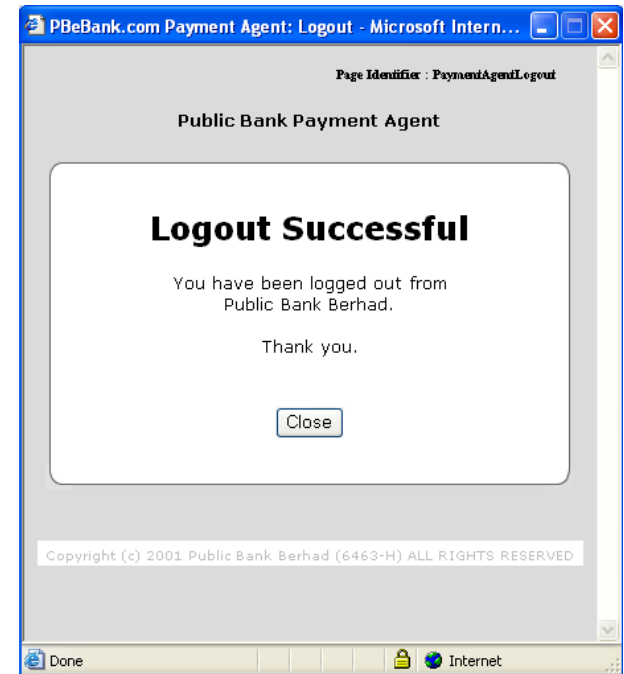
a) 4. Public Bank Payment Agent

Sample Screen Shot for Payment Through Public Bank 5

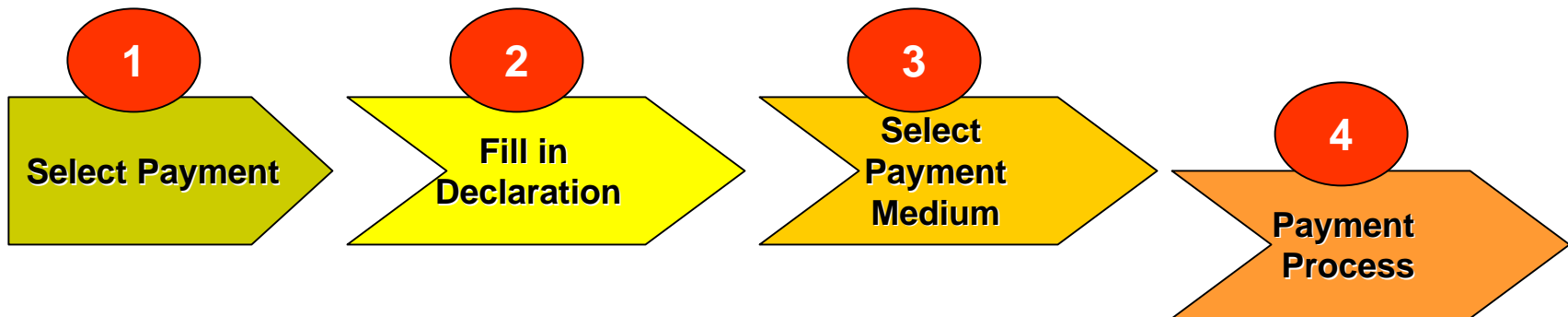


- If the customer clicks **<Cancel>** to cancel the payment.
- a) Payment result with failure information will be displayed.
- b) Customer will be logged out from Public Bank Payment Agent.

Sample Screen Shot for Payment Through Public Bank 6

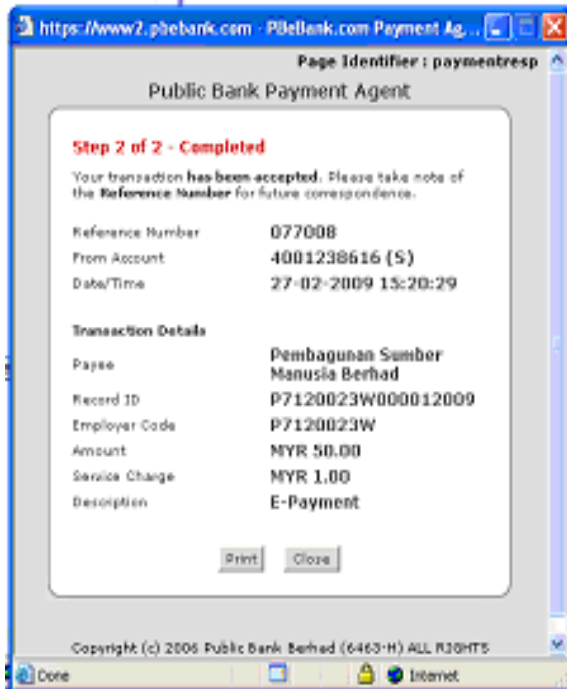


You must complete the following processes for E-Payment



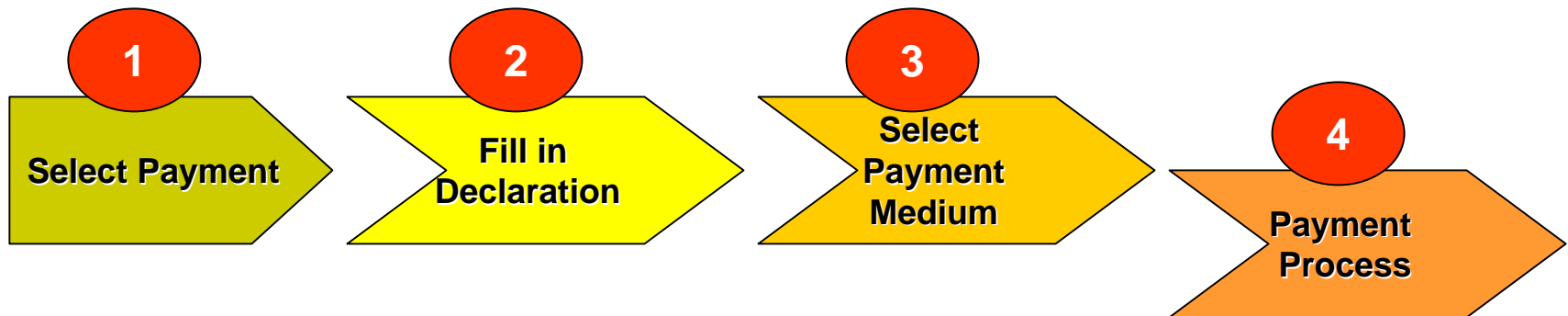
a) 5. Public Bank Payment Agent

Sample Screen Shot for Payment Through Public Bank 7



- If the customer clicks **<Confirm>**.
- a) Payment will be executed. After payment is completed, customer will be logout from Public Bank PaymentAgent and presented with the payment result page.
- b) Customer clicks **<Close>** to close window.

You must complete the following processes for E-Payment



a) 6. Details Of Payment Status

Sample Screen Shot hrdc 11

You are now in the **DETAILS OF PAYMENT STATUS** Menu

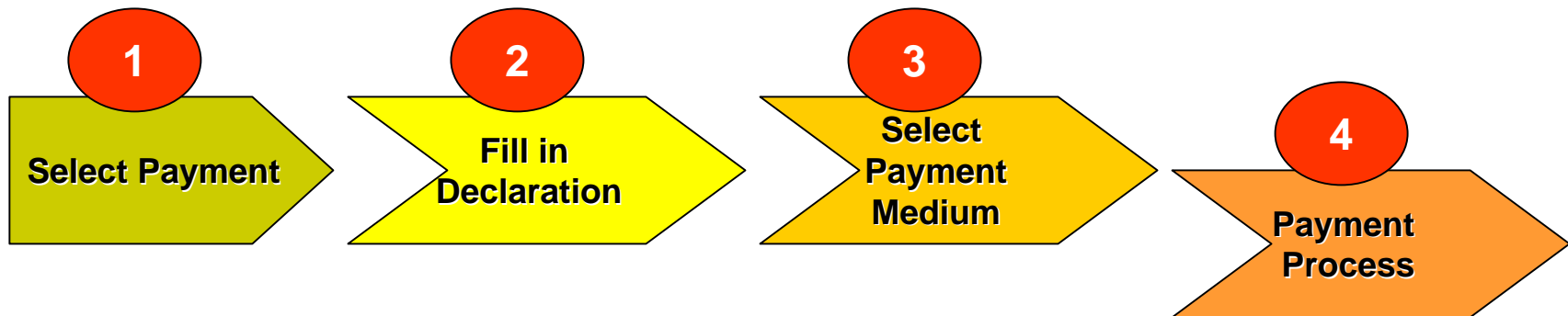
Reference No. :
Employer Code :
Payment Type : **E-Payment**
Amount (RM) : **1000.00**
Payment Date : **27-03-2009**
Status Payment : **Approved.**

Print this page

Return to E-Payment Main Menu

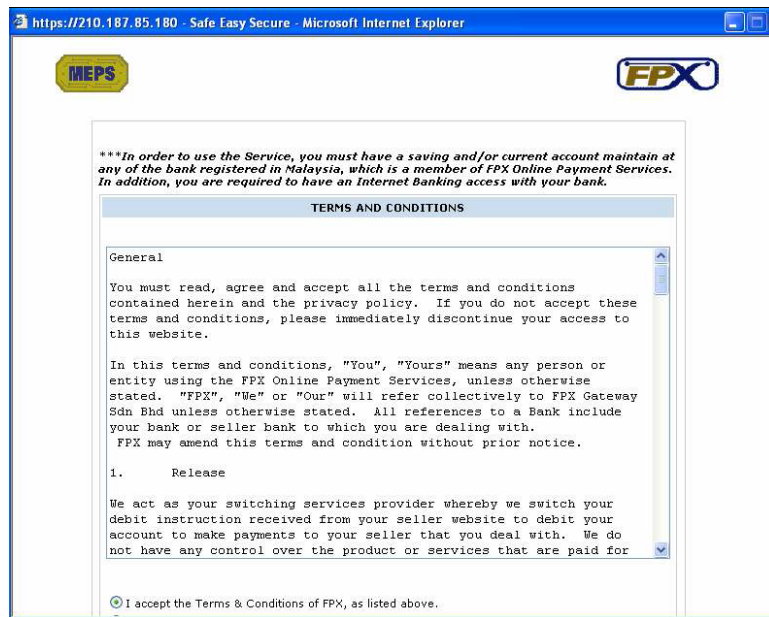
- If the customer clicks **<Confirm>**.
- a) Payment result page
 - b) Customer clicks **<Print this page>** to print the window.

You must complete the following processes for E-Payment

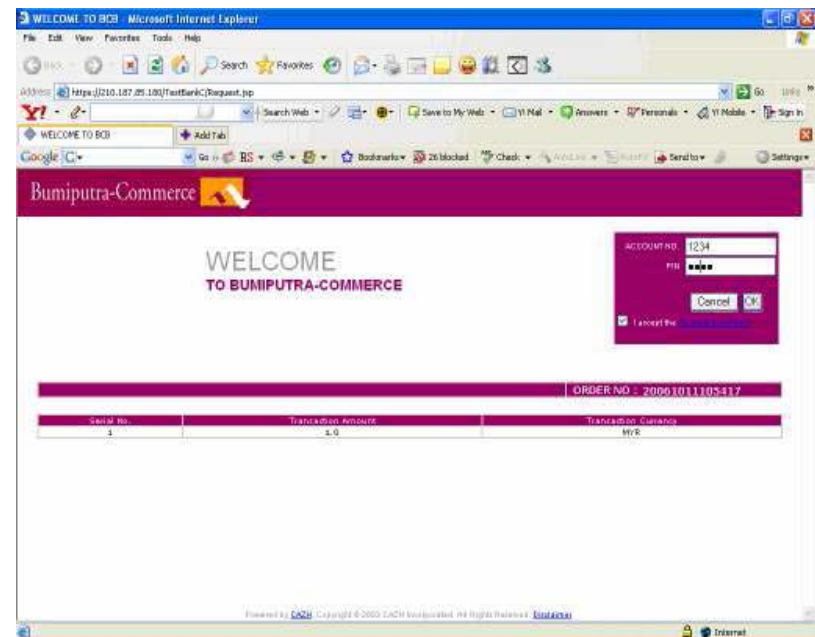


b) 1. Payment Through FPX

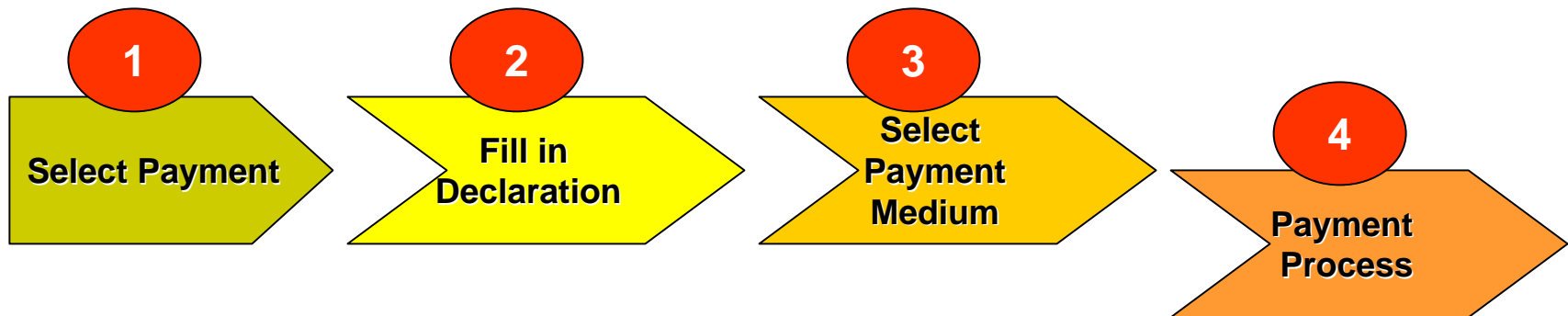
Sample Screen Shot of FPX T & C Page



Sample Screen Shot of Internet Banking Site

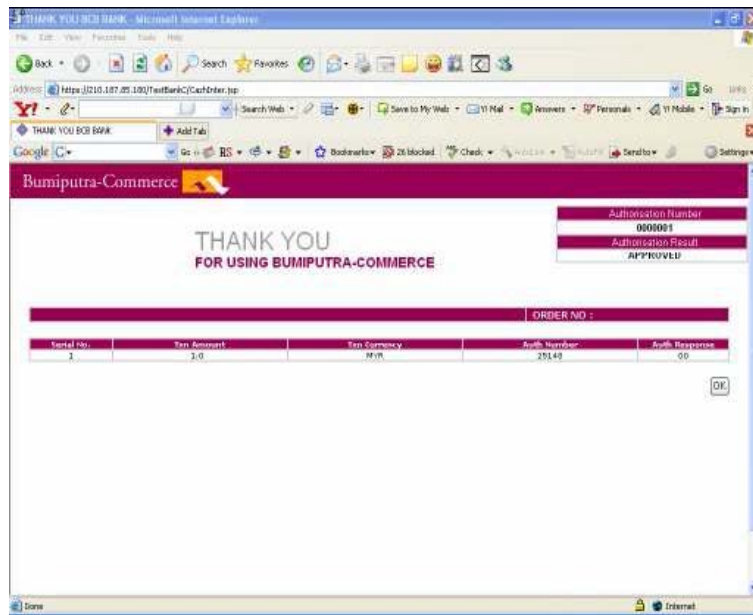


You must complete the following processes for E-Payment

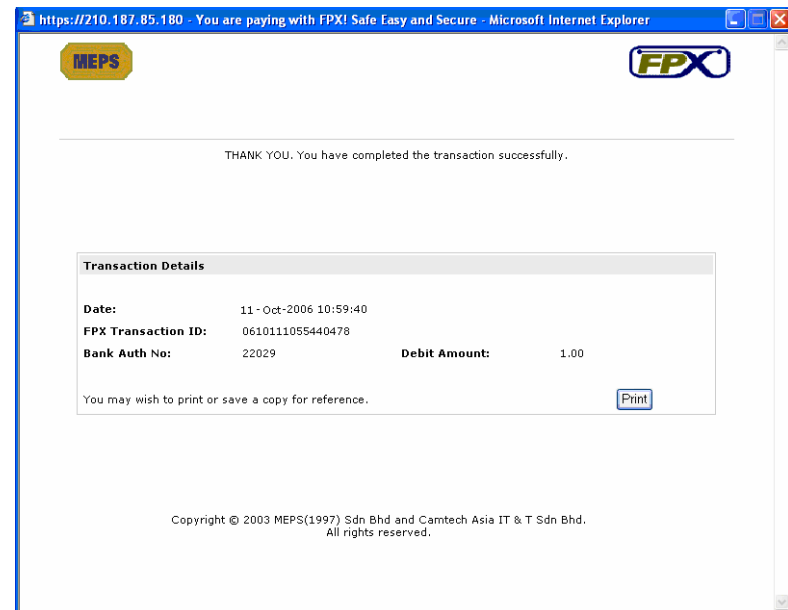


b) 2. Payment Through FPX

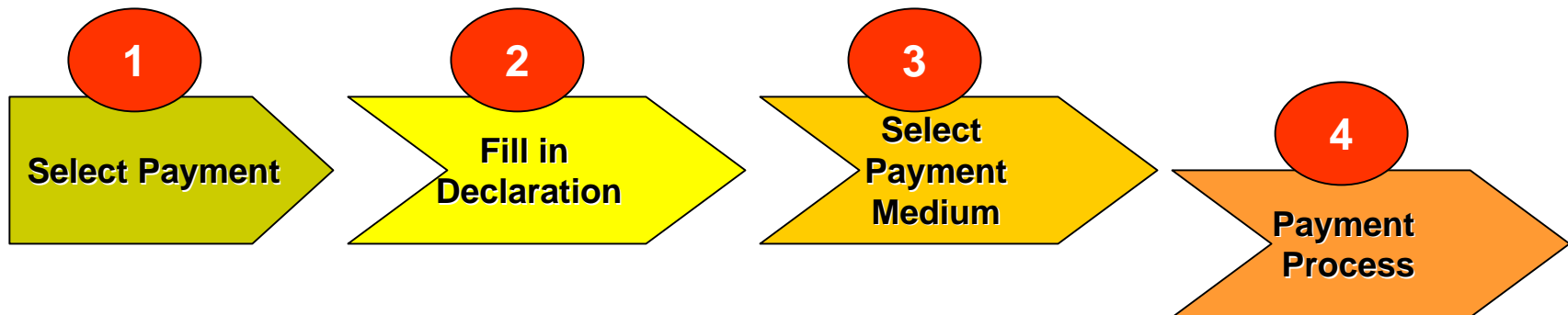
Sample Screen Shot of FPX T & C Page



Sample Screen Shot of Internet Banking Site



You must complete the following processes for E-Payment



b) 3. Details Of Payment Status

Sample Screen Shot hrdc 11

You are now in the **DETAILS OF PAYMENT STATUS** Menu

Reference No. :
Employer Code :
Payment Type : **E-Payment**
Amount (RM) : **1000.00**
Payment Date : **27-03-2009**
Status Payment : **Approved.**

Print this page

Return to E-Payment Main Menu

- If the customer clicks **<Confirm>**.
 - a) Payment result page
 - b) Customer clicks **<Print this page>** to print the window.