

*Our ref.* : (16)PSMB/20/8  
Kulit 6

*Date* : 11 November 2011

## **EMPLOYERS CIRCULAR NO. 13/2011**

### **DUE DATE FOR TRAINING GRANT CLAIMS FOR TRAINING PROGRAMMES COMPLETED IN 2011**

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#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers of the last date for the submission of training grant claims for training programmes completed in 2011.

#### **2.0 DUE DATE TO RECEIVE TRAINING GRANT CLAIMS**

- 2.1 To expedite the disbursement of training grants for training programmes completed in 2011, employers are requested to submit their training grant claims together with completed supporting documents by **23 December 2011**.
- 2.2 This is to enable all training grant claims be made from the 2011 budget allocation and the disbursement be made before 31 December 2011.
- 2.3 Notwithstanding the above, employers can still submit training grant claims by **6 January 2012** for training programmes completed between 24 and 31 December 2011.

2.4 For training programmes that commenced in 2011 but yet to be completed by 31 December 2011, the training grant claims shall be made in 2012.

### 3.0 CONCLUSION

3.1 Please feel free to contact our Customer Service Officers on (03) 2096 4600 or (03) 2096 4891 should you require further clarification or assistance.

Thank you.

***“PSMB – SHAPING PEOPLE”***  
***“Pekerja Merealisasi Transformasi Negara”***

Yours sincerely,

**( AMIRNUDDIN BIN MAZLAN )**  
Chief Executive  
Pembangunan Sumber Manusia Berhad