



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

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Our ref. : (27)PSMB/20/8
Kulit 5
Date : 1 August 2009

EMPLOYERS CIRCULAR NO. 15/2009

USING E-FORM FOR TRAINING GRANT CLAIMS FOR APPLICATIONS MADE UNDER SBL ONLINE

1.0 PURPOSE

1.1 The purpose of this Circular is to inform employers on the requirement to submit claims using e-form for applications of training grant made under SBL Online.

2.0 BACKGROUND

2.1 Training grant claims using e-form was introduced in 2004 to assist employers and simplify claim procedures. Through this method, employers do not need to fill up claim forms manually. The system will automatically display the allowable cost to be claimed based on the approval given.

2.2 Through e-form, employers only need to print, sign and submit the signed claim forms to PSMB together with the supporting documents e.g. receipt for course fees, hotel bill/rental of training venue, transportation and flight tickets.

2.3 Since its implementation, e-form received over-whelming response among employers and has successfully overcome the problems of claims being rejected or queried due to errors in filling up forms. The average reimbursement period for claims using e-form is 4 working days.

2.4 E-form also assists employers in monitoring training programmes that have been conducted but yet to be claimed.

3.0 EFFECTIVE DATE

3.1 Effective 1 September 2009, employers are encouraged to use e-form to claim for training grants for all applications made under SBL Online.

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) Md. Sharizal bin Che Deris
(telephone number: 03 – 2096 4890);
- (ii) Mohd. Nazali bin Md. Jidin
(telephone number: 03 – 2096 4842);
- (iii) Syed Shahrul Hafeez bin Syed Halim
(telephone number: 03 – 2096 4864); and
- (iv) Fauziah binti Masrom
(telephone number: 03 – 2096 4838):

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