



PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)

KEMENTERIAN SUMBER MANUSIA

Wisma PSMB

**Jalan Beringin, Damansara Heights**

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Kulit 5

*Date* : 24 August 2009

## **EMPLOYERS CIRCULAR NO. 16/2009**

### **IMPLEMENTATION OF MY CORPORATE IDENTITY NUMBER (MyCoID) IN PEMBANGUNAN SUMBER MANUSIA BERHAD**

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#### **1.0 PURPOSE**

1.1 The purpose of this Circular is to inform employers on the implementation of My Corporate Identity number (MyCoID) for all correspondences and references with Pembangunan Sumber Manusia Berhad (PSMB), replacing Employer Code number with effect from 1 January 2010.

#### **2.0 BACKGROUND**

2.1 In line with government's aspiration to improve the country's competitiveness in terms of ease of doing business, the government had implemented the usage of My Corporate Identity number or MyCoID as a single identification number for all establishments.

2.2 MyCoID is the same company or registration number issued by Registrar of Companies, Registrar of Business or Registrar of Societies. The main objective of having a single identification number is to avoid employers having multiple references when dealing with government agencies.

2.3 However, since company or registration number does not cater for sub-enterprise divisions or entities, PSMB will generate a sub-entity number to distinguish between branches and payroll sites.

- 2.4 Beginning 1 September 2009, employers are encouraged to use their MyCoID number for **MANUAL APPLICATIONS FOR TRAINING GRANTS AND CLAIMS** to familiarise themselves with the system other than their Employer Code number. Full usage of the MyCoID number including online applications and login into PSMB Portal will be implemented on 1 January 2010. By then, the usage of Employer Code number will be disabled.

### 3.0 CLOSING

- 3.1 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) Mohd Nor Haffiz bin Faudzi  
(telephone number: 03 – 2096 4882);
- (ii) Haji Suran bin Haji Mohd. Sham  
(telephone number: 03 – 2096 4811);
- (iii) Zainon binti Sabar  
(telephone number: 03 – 2096 4812); and
- (iv) Siti Rogayah binti Hamzah  
(telephone number: 03 – 2096 4813).

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