



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. : (62)PSMB/20/8
Kulit 6

Date : 15 August 2010

EMPLOYERS CIRCULAR NO. 17/2010

PAYMENT OF TRAINING GRANTS THROUGH E-DISBURSEMENT SYSTEM

1.0 PURPOSE

1.1 The purpose of this Circular is to inform employers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the requirement to subscribe with the e-disbursement system for the payment of training grants, effective 1 January 2011.

2.0 BACKGROUND

2.1 The e-disbursement system was first introduced in 2003 as part of PSMB's initiatives to improve its delivery system. Under the e-disbursement system, the amount of training grant approved for payment would be credited directly into employers' bank accounts. This was to assist employers in their cash flows. With the implementation of the system, the issue of cheques being delivered late, lost in mail, late presentation to banks and re-issuance of cheques would not arise.

2.2 In July 2010, the feature of the e-disbursement system was improved. Employers were notified of payment details through emails. Employers can also view details of payment according to the approval numbers under the Employer Information System (EIS) in PSMB Portal.

3.0 IMPLEMENTATION

- 3.1 Small employers will not be eligible for Training Incentives if they do not subscribe with the e-disbursement system. Application for training grants under the SBL-Khas Scheme will also not be approved if both employers and training providers do not subscribe with the system.
- 3.2 To register, please submit the E-disbursement Registration Form (**PSMB/e/disbursement/10**) attached together with this circular to the Finance Division of PSMB. Employers are required to inform PSMB of any changes concerning their bank account details by submitting a new registration form. PSMB shall not be held liable for any losses due to wrong payment of training grants if the information provided in the registration form is invalid or has changed.

4.0 CLOSING

- 4.1 Employers are advised to register with e-disbursement system before 1 January 2011 as they will not be eligible for Training Incentives or claim for training grant under the SBL-Khas Scheme after 1 January 2011.
- 4.2 Please do not hesitate to contact our Customer Service Centre at 03 – 2096 4600 should you require further clarification or assistance.

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“PEKERJA BERINOVASI PEMACU TRANSFORMASI”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

E-DISBURSEMENT
REGISTRATION FORM

This form must be re-submitted if there is any change in bank account number

- 1. Name of Employer/Training Provider : _____
- 2. Company Registration No:

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- 3. Training Provider Registration No:

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If applicable
- 4. Name of Bank: _____
- 5. Branch: _____
- 6. Company's Name As Per Bank Account/Statement: _____
- 7. Bank Account No:

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- 8. Name of officer in charge: _____ Tel: _____
- 9. E-mail address *(for payment notification)*
 - a) Human Resources Division: _____
 - b) Finance Division: _____

I hereby authorised PSMB to directly credit into my bank account training grants that is payable to me and will abide to the terms and conditions under the e-disbursement system. I also certify that the information provided in this form is correct and true, and I will inform PSMB of any changes.

NAME: _____ SIGNATURE: _____

DESIGNATION/COMPANY STAMP : _____ DATE : _____

BANK CONFIRMATION

I have verified the information stated above and to the best of my knowledge, the information provided is true and correct.

Name of Bank Officer : _____ Signature : _____

Designation : _____

Date : _____

○
Bank Stamp

REMINDER : PLEASE ATTACH A COPY OF THE LATEST BANK STATEMENT WITH THIS FORM