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Our Ref: (31) PSMB/20/8 Kulit 5

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## **EMPLOYERS CIRCULAR NO. 18/2009**

### **PURCHASE OF PERSONAL COMPUTERS FOR MORE THAN ONE BRANCH UNDER THE INFORMATION TECHNOLOGY AND COMPUTER-AIDED TRAINING SCHEME**

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#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers that they can apply to purchase personal computers for more than one branch under the Information Technology and Computer-Aided Training Scheme.

#### **2.0 BACKGROUND**

- 2.1 The Information Technology and Computer-Aided Training Scheme was first implemented on 16 November 1996. In Employers Circular No. 3/2005, PSMB has made some changes to the procedures to encourage employers to submit their applications via the Internet. In Employers Circular No. 10/2009, PSMB allowed employers to submit applications for one of their branches even before obtaining approval for their Head Offices. However, at any one time, only the head office and one of the branches are entitled for financial assistance under this scheme, although the employers may have more than one branch.

### **3.0 NEW PROCEDURE UNDER THE SCHEME**

3.1 To further enhance the momentum of training and PSMB's effort to encourage employers to re-train and upgrade the skills of their workers especially in the field of information technology, the Board of Directors of PSMB at its recent meeting has approved for more than one branch to be allowed to purchase personal computers under this scheme subject to these following conditions:-

- a. Employers must register each of their branch(es) with PSMB;
- b. Employers are eligible to apply for financial assistance for the purchase of personal computers for one branch per year; and
- c. Financial assistance up to a maximum of RM25,000.00 per head office or approved branch for the next purchase of computers remains once every 3 years. Approval will still be subjected to employers' levy balances at the time of the application.

3.2 Other procedures under this scheme remain unchanged.

### **4. EFFECTIVE DATE**

4.1 This circular is effective from the date of this circular letter.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"  
"KERANA MU MALAYSIA MAJU"**

Yours sincerely,

**(M. ZA'BA BIN MOHAMAD ZAHAM)**

Manager

Training Grant Division

For Chief Executive

Pembangunan Sumber Manusia Berhad