



PEMBANGUNAN SUMBER MANUSIA BERHAD
(Human Resources Development Berhad)
WISMA PSMB
JALAN BERINGIN, DAMANSARA HEIGHTS
50490 KUALA LUMPUR

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15 February 2009

EMPLOYERS CIRCULAR NO. 2/2009
APPLICATION FOR LEVY RESERVATION THROUGH
PERLA ONLINE SYSTEM

1. PURPOSE

- 1.1 The purpose of this Circular is to inform employers of the new procedure on the application for levy reservation through the PERLA online system.

2. BACKGROUND

- 2.1 Under the PERLA Scheme, employers need not have to pay course fees to training providers upfront. This is because employers have given their consent to PSMB to reserve the levy, to directly reimburse course fees to training providers.
- 2.2 The PERLA online system was developed in line with government's objective to encourage the usage of Internet as a medium of interaction. It is also to enhance PSMB's delivery system.

3. IMPLEMENTATION PROCESS

- 3.1 Currently, application for reservation of levy is submitted by training providers to PSMB via facsimile. With effect from 1 March 2009, employers should submit their application for levy reservation directly to PSMB through the PERLA online system. Reservation can be made at www.hrdnet.com.my.
- 3.2 Reservation should be made at least a week before training commences. Employers will receive an acknowledgement of the application via email. Employers and training providers will be informed of the status of application also via email within 3 working days.

4.0 GUIDELINES

- 4.1 Please refer to the attached guidelines for further information regarding the PERLA online system.

5.0 EFFECTIVE DATE

- 5.1 The effective date of this Circular is 1 March 2009.

6.0 CLOSING

- 6.1 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) Syed Shahrul Hafeez Bin Syed Halim
(telephone number: 03 – 2096 4864);

(ii) Noriah Binti Hamzah
(telephone number: 03 – 2096 4860); and

(iii) Siti Rogayah Binti Hamzah
(telephone number: 03 – 2096 4813).

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Deputy Chief Executive (Management)
for Chief Executive
Pembangunan Sumber Manusia Berhad