

Our ref: (21) PSMB/20/8 Kulit 6
Date: 12 March 2012

EMPLOYER CIRCULAR NO.2/2012
PAYMENT OF TRAINING GRANT THROUGH E-DISBURSEMENT SYSTEM

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform employers that disbursement of training grant will be made through e-disbursement system for employers who have submitted training grant claims of 10 or more in a year.

2.0 BACKGROUND

- 2.1 E-disbursement system was established by PSMB since 2003 and the feature was further enhanced in 2010 to improve its service delivery to employers whereby disbursement of training grant will be credited directly into employers' bank accounts.
- 2.2 With payment through e-disbursement system, employers will enjoy the benefits of financial assistance faster and at the same time will also eliminate the risk of cheques being delivered late, lost in mail, late presentation to banks and re-issuance of cheques.

3.0 IMPLEMENTATION

- 3.1 Effective 1 April 2012, training grant claims received from employers who already submitted 10 or more training grant claims in a year but yet to register with e-disbursement system will still be processed. However, priority for processing of training grant claims will be given to

employers already registered with the e-disbursement system which accounts to almost 90% of disbursement amount. Employers who are not registered with e-disbursement system may experience a delay in the disbursement of training grant claims.

- 3.2 To register, please submit the e-disbursement registration form **(PSMB/e/disbursement/10)** attached together with a copy of bank statement (front page only) to Accounts and Finance Division of PSMB. Should there be any changes concerning the account details, employers need to submit the new registration form. PSMB are not liable for any wrong payment made if the information provided in the registration form is invalid or has changed.

4.0 CONCLUSION

- 4.1 Employers are advice to register with e-disbursement system to avoid the disbursement of training grant claim delayed pending registration.
- 4.2 Please feel free to contact our Customer Service Officer at (03) 2096 4600 or our branches should you require further clarification or assistance.

Thank you.

“PSMB-SHAPING PEOPLE”
“Pekerja Merealisasi Transformasi Negara”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad

PSMB/e/disbursement/10

**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 credit my account the training grants that is payable to me and will abide to the terms and conditions under the e-disbursement system. I also certified that the information provided in this form is true and correct, 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 (UPPER PORTION ONLY) WITH THIS FORM FOR VERIFICATION