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(11) PSMB/1/14/13kt.2

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TRAINING PROVIDER CIRCULAR NO. 3/2009

REGISTRATION OF CONFERENCES UNDER THE SBL-KHAS SCHEME

1. PURPOSE

The purpose of this circular is to inform training providers registered with PSMB that the registration of conferences programmes held locally are allowed under the SBL-Khas Scheme.

2. BACKGROUND

2.1 Employers when sending their employees to attend conferences are allowed to have their conference fees reimbursed from the HRDF. Attending conference is useful as they get to be exposed to the latest information, issues and researches related to their professions, thus broadening their scope of knowledge on specific subjects. Conferences also allow participants to do networking, exchange of ideas with other participants as well as gain the views of speakers who are mostly experts in their own respective fields.

- 2.2 To assist employers in updating their knowledge as well as to gain insights on new and emerging technologies, the Board of Directors of PSMB at its meeting on 29th June 2006 decided that all “allowable costs” incurred in attending conferences and seminars held locally or overseas are claimable from the HRDF. Employers when seeking financial assistance for fees and daily allowances are required to submit their applications under the **SBL Scheme**.
- 2.3 PSMB has received many requests from registered training providers seeking approval to register their conference programmes under the SBL-Khas Scheme so as to assist employers with cash flow difficulties to continue sending their employees to attend conferences especially during this economic downturn. This is crucial as it would help employers to be at the forefront of their industries and drive their companies to a more competitive level. In view of this importance, PSMB should consider to allow conferences to be registered under SBL-Khas Scheme.

3. TERMS AND CONDITIONS FOR TRAINING PROVIDERS

3.1 APPLICATION PROCEDURE TO REGISTER CONFERENCES

To register conference programmes under the SBL-Khas Scheme, registered training providers under **Category A** are required to comply with the following terms and conditions:

- (a) Registration of the conference programmes with PSMB must be submitted at least two months prior to the commencement of the event via online;

- (b) Training providers are required to submit their registration forms together with the following documents:-
 - i. conference programme schedule;
 - ii. list of speakers; and
 - iii. bank payment slip of RM300.00 per conference programme

- (c) Training providers are required to submit lists of speakers for registration. The speakers however, are not required to attend the PSMB Train-The-Trainer Programme;

- (d) The processing fee to register a conference programme is **RM300.00** and the approval to be provided by PSMB will be for a specific date and venue. If a training provider wishes to organise two or more sessions, they will be required to submit multiple applications. Training providers are required to make payment with any Public Bank or Internet Banking through Inter Bank Giro facility;

- (e) The duration of the conference must be at least one day (7 hours per day) but not more than three days;

- (f) The conference is to be held locally; and

- (g) The conference fee to be reimbursed by PSMB will be up to a maximum of RM750.00 per participant per day.

3.2 CLAIMS FOR COURSE FEE

- (a) To claim for the course fee, training providers are required to fill up forms **PSMB/SBL-KHAS/T2/01** & **PSMB/SBL-KHAS/T3/01** (for only employers involved in the claims) and submit the original copies together with the appropriate invoices to PSMB.
- (b) Claims shall only be submitted upon the completion of conference. The last day for claims submission by training providers is 30th June the following year. As an example, for a conference completed in year 2009, the last day for acceptance of claims by PSMB is 30th June 2010.
- (c) As a kind reminder, all disbursement of claims are handled by the **Claim Unit in the Finance Division**. No claims are to be submitted to branches of PSMB.

4. DATE OF IMPLEMENTATION

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

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“KERANA MU MALAYSIA MAJU”

Yours sincerely,

(MEJ (B) VAN WENG HONG)
Deputy Chief Executive (Operations)
Pembangunan Sumber Manusia Berhad