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**EMPLOYERS CIRCULATION NO. 3/2006**

**TRAINING GRANT APPLICATIONS UNDER SBL-KHAS SCHEME VIA INTERNET**

**1. Purpose**

- 1.1 The purpose of this circular is to inform all employers registered with Pembangunan Sumber Manusia Berhad (PSMB) about training grant applications under Skim Bantuan Latihan khas (SBL Khas Scheme) via Internet. This facility is to enable employers to apply training grants under SBL Khas Scheme via on-line.

**2. Background**

- 2.1 SBL Khas Scheme was introduced on 16 September 2001 with objective to assist employers with cash flow difficulties to remain active in their training activities by utilizing their existing HRD levy balances. Under the scheme, employers do not have to pay training fees upfront but will be paid directly by PSMB to the training providers concerned upon completion of training by debiting employers' levy balances.
- 2.2 Under the scheme, training providers, course contents and trainers must be registered with PSMB and employers are required to submit training grant applications for approval prior to conducting or attending the programme.

**3. Training grant applications under Skim Bantuan Latihan Khas (SBL Khas) via Internet.**

- 3.1 From PSMB's website, employers can now apply for training grants on-line under SBL-Khas Scheme. This is to shorten the processing time and simplify the overall application process. With this facility, employers also can easily check on the status of their SBL-Khas applications via the Internet.
- 3.2 Among other benefits for using this facility are;
- Training grant applications become easier;
  - Faster processing and response time; and
  - Further encouraging training and retraining activities among employers due to faster approvals.
- 3.3 Employers with Internet access are encouraged to use this facility. All employers need to do is to log on [www.hrdnet.com.my](http://www.hrdnet.com.my) and fill up the application forms on-line. To avoid duplication, manual applications are not required for applications that are submitted on-line.
- 3.4 For employers who do not have Internet access, they may continue to submit their applications manually.
- 3.5 Please be reminded that current procedures for manual applications still apply to this on-line application facility. All required supporting documents must be attached with the completed application forms and must be submitted on-line at least one (1) day before the commencement of training. For example, if training were to commence on 16 March 2006 , applications must be received by PSMB before 11.59 pm , 15 March 2006 .
- 3.6 Employers must have the following information when filling up the forms: -
- a. Employers' Code Nos.

Employers' code numbers have been given to all employers on the day they registered with PSMB.

a) Passwords

Passwords are controlled items given to employers and monitored by PSMB. They are the same passwords used to access employers' levy statements, submit applications under the SBL on-line schemes, E-forms and IT on-line applications. The passwords must be kept properly by employers and not to be given to any unauthorised individual.

b) Supporting Documents

All supporting documents, namely, course contents, training schedules, hotel quotations, trainers' profiles and other relevant documents must be attached together with the applications (in soft copy format). Employers are reminded that the attached supporting documents must be in the following features: -

- Size of each file must not be more than 100 KB to avoid difficulties in sending the application;
- All files for supporting documents must in one of the following formats: -

|   |       |   |                      |
|---|-------|---|----------------------|
| - | .bmp  | - | BITMAP               |
| - | .jpg  | - | IMEJ FILE            |
| - | .jpeg | - | IMEJ FILE            |
| - | .gif  | - | IMEJ FILE            |
| - | .ppt  | - | MS POWER POINT       |
| - | .png  | - | MACROMEDIA FIREWORKS |
| - | .doc  | - | MS WORD              |
| - | .xls  | - | MS EXCEL             |
| - | .html | - | FILE INTERNET        |
| - | .htm  | - | FILE INTERNET        |
| - | .txt  | - | TEXT FILE            |
| - | .psd  | - | ADOBE PHOTOSHOP      |
| - | .tif  | - | ADOBE PHOTOSHOP      |
| - | .pdf  | - | ADOBE ACROBAT        |

- If documents need to be scanned, employers are advised to save the "output scanning" in the "jpeg", "gif" and "jpg" format. The parameters for images during scanning must be fixed according to the A4 paper size i.e. 8.25 inches x 11.75 inches.

11.75 inci

8.25 inci

- Supporting documents can also be scanned in the Grayscale format because it will reduce the size of the documents which will make easier for transmission.
- Please ensure that the supporting documents are scanned in the lowest resolution **dpi (dot per inch)** i.e. 150 dpi and below. The function of dpi is to ensure that the scanned documents are easy to view or read. High dpi resolutions will result the image size being too big and this will slow down the process when uploading the supporting documents onto the computer screens.
- The scanning procedures given above are generic and they will also depend on the types of scanners used by employers.

**4. Other Relevant Matters Pertaining To The Applications**

- 4.1 E-mails will be automatically sent to employers when on-line applications are received by PSMB computer system. If employers do not receive acknowledgements via e-mails, employers are requested to contact the PSMB IT Officer at 03-20984813. Approved/ rejected/ returned training grant applications would be sent back to employers via e-mails as well.
- 4.2 Employers are required to complete each application form for each programme within 60 minutes.

- 4.3 For any queried application, employers only need to edit on the very same application without filling up any new application.
- 4.4 Employers are reminded to ensure all attachments sent are virus free. Failing to do so will result in the applications being rejected.
- 4.5 Employers are also advised to save a copy of all application forms sent and all approval letters received for future references.
- 4.6 PSMB's Secretariat will delete any returned applications (queried) to employers that are not replied within one (1) month from the returned date. Therefore, employers are advised to resubmit the amended applications to PSMB within one month.

**5. Reminder**

Employers are reminded that under **Section 41 Human Resource Development Act 2001**, it is clearly stated that if, in any way, employers were found guilty of receiving any financial assistance/ training grants from PSMB by way of giving false or misleading documents or statements, employers will be charged under the said section and PSMB can and will demand a full recovery of any payment made with immediate effect.

**6 Effective Date**

This circular will be effective from **16 March 2006** .

Thank you.

**"PEKERJA CEMERLANG NEGARA TERBILANG"**  
**"PEKERJA TERLATIH MENJANA KECERMERLANGAN"**

Yours sincerely,

**(MEJ (B) VAN WENG HONG)**

General Manager  
Training Grant Division  
For Chief Executive  
Pembangunan Sumber Manusia Berhad