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(Human Resources Development Berhad)
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EMPLOYERS CIRCULAR NO. 3/2009
PURCHASE OF COMPUTER NOTEBOOKS

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers that the purchase of computer notebook(s) has been approved as an allowable item under the Purchase of Training Aids and Setting Up of Training Room Scheme.

2. BACKGROUND

- 2.1 Under this scheme, employers are able to obtain financial assistance at the rate of 100% to purchase basic training aids and setting up of training rooms. The maximum amount that can be considered is not more than 20% of previous year's total levy payments. This scheme encourages employers to conduct more in-house training programmes.

3. DECISION OF THE BOARD

- 3.1 In the numerous discussions and dialogues with employers and employers' associations, it was suggested that PSMB should consider the approval of financial assistance for the purchase of computer notebooks for trainers. The PSMB's Board of Directors at its recent meeting had decided that PSMB may consider allowing computer notebooks be claimable from HRDF with the terms and conditions as stated below: -

i. Employers must have training room(s) and full-time internal trainer(s) or training personnel;

ii. Computer notebooks must be used by internal trainer(s) or training personnel;

iii. There must be LCD projector(s) in companies' premises;

iv. Computer notebooks are not allowed to be loaned to other personnel for non-training functions;

v. Computer notebooks when not being used must be placed in the training room(s) or Human Resources Department. Computer notebooks are allowed to be taken out of the companies' premises if there are training activities being carried out by the company;

vi. The purchase of computer notebooks is allowed once in every two years; and

vii. Employers who have lost their notebooks purchased under the HRDF are not allowed to apply again for replacement.

- 3.2 Applications from employers for the purchase of computer notebooks should be made under the Purchase of Training Aids and Setting Up of Training Room Scheme subject to its terms and conditions as stated above. Employers are required to provide additional information as stated in Para 3.1 (i) to (iii) together with the application

form PSMB/PL/1/01.

4.0 DATE OF IMPLEMENTATION

- 4.1 PSMB hopes that with the decisions of the Board, employers are encourage to organize more in-house training activities.

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

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“PEKERJA INOVATIF NEGARA KOMPETITIF”

Yours sincerely,
(M. ZA'BA BIN MOHAMAD ZAHAM)
Manager
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For Chief Executive
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