



EMPLOYERS CIRCULAR NO. 4/2005

APPOINTMENT OF OFFICERS AUTHORISED TO SIGN PSMB'S CLAIM FORMS

1. PURPOSE

- 1.1 The purpose of this Circular is to inform employers of the requirement to submit a list of names and sample signatures of officers authorised to sign PSMB's claim forms.

2. BACKGROUND

- 2.1 Section 22(1)(a) of the Pembangunan Sumber Manusia Berhad Act 2001 states that levy paid by employers are credited into the Human Resources Development Fund, whilst Section 23 of the same Act states that PSMB is the trustee to the Fund. Under the Human Resources Development Fund, employers are entitled to financial assistance equivalent to the amount of levy paid when they send their workers for retraining. Thus, to avoid fraud, **Administrative Assistants, Clerks or any staff is not allowed to sign claim forms.** Claim forms shall only be signed by an authorised officer holding at least the position of an Executive. Nevertheless, for the SBL-Khas training scheme, claim form shall only be signed by the Chief Executive, Managing Director, Finance Director, Finance Controller or General Manager. **No other officers are allowed to sign claim forms under the SBL-Khas training scheme.** This is important because under the SBL-Khas training scheme, course fees are claimed directly by training providers from PSMB. This requirement is already in practice and has to be strictly reinforced to avoid fraud.

3. APPOINTMENT OF OFFICERS AUTHORISED TO SIGN CLAIM FORMS

- 3.1 To enforce this requirement, employers are required to submit a list of names and sample signatures of officers authorised to sign PSMB's claim forms. Employers who fail to comply with this requirement will have their claims rejected. Claim forms signed by officers not included in the list will also be rejected. The form to submit the list of names and sample signatures is attached to this circular and is to be returned to the following address:

Chief Executive
Pembangunan Sumber Manusia Berhad
Finance Division
Tingkat 7, Wisma Chase Perdana
Off Jalan Semantan, Bukit Damansara
50490 Kuala Lumpur

- 3.2 It is the responsibility of employers to inform PSMB of any changes to the list of authorised signatories using the same form.

4. CLOSING

- 4.1 Employers are to take note of the requirement to submit a [list of names and sample signatures of officers](#) authorised to sign claim forms in order to avoid their claims being rejected.
- 4.2 For further clarification, please do not hesitate to contact the following officers:

(i) Hashim bin Mustafa
(telephone no: 03 – 2096 4841);

(ii) Mohd. Nazali bin Md. Jidin
(telephone no: 03 – 2096 4842);

(iii) Syed Shahrul Hafeez bin Syed Halim; dan
(telephone no: 03 – 2096 4864); dan

(iv) Siti Haida binti Mohd. Aini
(telephone no: 03 – 2096 4854).

4.3 This Circular will be effective as from 15 April 2005 .

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"PEKERJA CEMERLANG NEGARA TERBILANG"

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
General Manager Finance
For Chief Executive
Pembangunan Sumber Manusia Berhad