



EMPLOYERS' CIRCULAR NO. 6/2007

**DUE DATE FOR TRAINING GRANT CLAIMS FOR
TRAINING PROGRAMMES COMPLETED IN 2007
007**

1. PURPOSE

- 1.1 The purpose of this Circular is to inform employers that the last date for PSMB to receive training grant claims for training programmes completed in 2007 will be on 21 December 2007.

2. DUE DATE TO RECEIVE TRAINING GRANT CLAIMS

- 2.1 To expedite the payment of training grants for training programmes completed in 2007, employers are requested to submit their training grant claims together with completed supporting documents by 21 December 2007. This is to enable PSMB to process the claims before 31 December 2007 and payments be made by the first week of January 2008.
- 2.2 However, if employers are unable to submit claims for training programmes completed in 2007 by the due date, they are still allowed to do so by 30 June 2008.

3. PRE-CONDITIONS APPROVAL

- 3.1 In any circumstances, approvals for training grant claims are still subjected to the following terms and conditions:

(i) employers do not have arrears of levy and unpaid interest unless employers choose to offset the arrears of levy and unpaid interest from the approved training grants;

(ii) the claim forms submitted is duly filled and attached with completed supporting documents;
and

(iii) all photostatted copies of supporting documents are certified according to PSMB's format as follows:

This copy is certified true as the original. For administrative purposes, the original receipt/document is kept at our office. I also certified that the original receipt/document would not be used for other purpose or any other financial bodies other than PSMB. PSMB officers have the right to inspect our premise and have access to our documents.

Signature : _____

Name : _____

Designation : _____

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4. CLOSING

- 4.1 Employers are requested to comply with the requirements as stated in this Circular to avoid their training grant claims for training programmes completed in 2007 being rejected.
- 4.2 Claims received after 31 December 2007 or 30 June 2008 (whichever is applicable to employers) will not be eligible to receive financial assistance under the Human Resources Development Fund (HRDF). These claims are considered as not adhering to the terms and conditions determined by PSMB.
- 4.4 Salinan ketiga Borang 2A yang telah dicetak dengan mesin bank atau diakui terima oleh pegawai bank yang diberi kuasa dan dicop tarikh penerimaannya akan dikembalikan kepada majikan yang berkenaan untuk disimpan sebagai bukti prima facie levi telah dibayar.

5. ENQUIRIES

- 5.1 For any enquiries regarding training grant claims, please do not hesitate to contact the following officers for assistance:
- (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
(telephone no: 03 – 2096 4864); and
- (iv) Siti Haida binti Mohd. Aini
(telephone no: 03 – 2096 4854).

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“Pekerja Produktif Negara Kompetitif”**

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)

General Manager (Finance)
for Chief Executive
Pembangunan Sumber Manusia Berhad