



PEMBANGUNAN SUMBER MANUSIA BERHAD
(Human Resources Development Berhad)
WISMA PSMB
JALAN BERINGIN, DAMANSARA HEIGHTS
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2 June 2008

EMPLOYERS CIRCULAR NO. 6/2008
PAYMENT OF TRAINING GRANTS THROUGH E-DISBURSEMENT SYSTEM

1. PURPOSE

- 1.1 The purpose of this Circular is to inform employers and training providers registered with Pembangunan Sumber Manusia Berhad (PSMB) of the payment of training grants through the e-disbursement system, effective 1 August 2008.

2. BACKGROUND

- 2.1 The e-disbursement system was first introduced in 2003 as part of PSMB's initiatives to improve its delivery system. This initiative was a success and a move welcomed by employers and training providers.
- 2.2 Under the e-disbursement system, the amount of training grant approved for payment would be credited directly into employers'/training providers' bank accounts. This would assist employers and training providers especially small and medium enterprises (SMEs) in their cash flow. With the implementation of this system, the issue of cheques being delivered late, lost in mail, late presentation to banks and re-issuance of cheques would not arise.

3. IMPLEMENTATION PROCESS

- 3.1 Before employers and training providers can receive training grants through the e-disbursement system, they are required to submit two forms i.e. PSMB/e-disbursement/1/08 (Attachment A) and PSMB/e-disbursement/2/08 (Attachment B). PSMB/e-disbursement/1/08 is a declaration form from employers/training providers that contains details of the bank where the training grants would be credited into, whilst PSMB/e-disbursement/2/08 is a specimen signature form that contains details of officers who are authorised to sign claim forms. The authorised officers to sign claim forms are the Chief Executive, Managing Director, Director and General Manager of Finance or other officers empowered by the company.
- 3.2 The officer who signs the [PSMB/e-disbursement/1/08](#) form must be one of the authorised officers named in the [PSMB/e-disbursement/2/08](#) form. **PSMB reserves the right to reject declaration forms that is signed by an officer who is not amongst the officers named in the PSMB/e-disbursement/2/08 form.**
- 3.3 A copy of a bank statement that clearly shows the address (branch) and bank account numbers must also be attached with the PSMB/e-disbursement/1/08 form. To authenticate the information in the PSMB/e-disbursement/1/08 form, the bank where the training grants are to be credited must also certify the declaration form.

- 3.4 Employers and training providers holds the responsibility to inform PSMB if there is any changes regarding their bank accounts or the officers authorised to sign claim forms by re-submitting the [PSMB/e-disbursement/1/08](#) or [PSMB/e-disbursement/2/08](#) forms. PSMB shall not be held responsible for any losses due to wrong payments of training grants if the information provided in both forms is not updated.
- 3.5 The e-disbursement system is only meant for current account holders and banks that are under the Malaysian Electronic Payment System (MEPS). A fee of 50 sen per transaction will be charged for Public Bank account holders, whilst for other banks, the fee is RM2.00 per transaction for amount less than RM100,000 and RM5.00 per transaction for amount RM100,000 or more. These fees will be deducted from the approved training grants by MEPS. **The fees are fixed by Public Bank and MEPS and not by PSMB.** Currently, banks that are under MEPS are as shown in page 3.

Affin Bank
Affin Islamic Bank
Alliance Bank
AmBank
Bank Islam
Bank Muamalat
Bank Simpanan Nasional
CIMB Bank
Citibank
EON Bank
EON Capital Islamic Bank
Hong Leong Bank
HSBC Bank
Maybank
OCBC Bank
Public Bank
RHB Bank
Standard Chartered Bank
United Overseas Bank

- 3.6 Employers and training providers will be informed of the training grants credited into their accounts through the ordinary mail or email.

4. ENQUIRIES

- 4.1 To facilitate the smooth implementation of the e-disbursement system, employers and training providers are requested to return the [PSMB/e-disbursement/1/08](#) and [PSMB/e-disbursement/2/08](#) forms by 15 July 2008.
- 4.2 Both the [PSMB/e-disbursement/1/08](#) and [PSMB/e-disbursement/2/08](#) forms can also be downloaded from PSMB's website at www.hrdnet.com.my.
- 4.1 For further information, please call our Customer Service hotline at 03 - 2096 4600 or the officers below for assistance:
- (i) Haliza binti Hassan (03 - 2096 4827);
 - (ii) Hashim bin Mustafa (03 - 2096 4841); and
 - (iii) Abdul Rahman bin Sahlan (03 - 2096 4875).

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN "
"PEKERJA INNOVATIF NEGARA KOMPETITIF"

Yours Sincerely,

(**AMIRNUDDIN BIN MAZLAN**)
General Manager of Finance
for Chief Executive
Pembangunan Sumber Manusia Berhad